

**LEAVITT LAKE COMMUNITY SERVICES DISTRICT
GOVERNING BOARD
REGULAR BOARD MEETING MINUTES (APPROVED)**

August 18, 2026

1. CALL TO ORDER

The Regular Meeting of the Governing Board of the Leavitt Lake Community Services District was called to order at **4:05 p.m.** on **August 18, 2026**, at **471-830 Buffum Lane, Susanville, California.**

ROLL CALL

Present:

- Steve Anderson, Chair
- Dallas Langley, Vice Chair
- Nicole Bush, Director
- Wesley Wood, Director

Absent:

- Constance Herman, Director

Staff Present:

- Carrie Base, Manager
- Jaime Victoria, Operator
- Sharlee Moncada, Secretary

A quorum was established.

2. FLAG SALUTE

The Flag Salute was recited.

3. APPROVAL OF AGENDA

MOTION: Vice Chair Langley moved to approve the agenda.

SECOND: Director Wood

ROLL CALL VOTE:

Anderson – Aye

Langley – Aye

Bush – Aye

Wood – Aye

RESULT: Motion passed 4-0.

4. APPROVAL OF MINUTES FOR THE REGULAR BOARD MEETING OF JULY 21, 2026

The Board reviewed the minutes of the Regular Board Meeting held on July 21, 2026.

MOTION: Vice Chair Langley moved to approve the Regular Board Meeting minutes of July 21, 2026, with the requested changes.

SECOND: Director Wood

ROLL CALL VOTE:

Anderson – Aye

Langley – Aye

Bush – Aye

Wood – Aye

RESULT: Motion passed 4-0.

5. APPROVAL OF MINUTES FOR THE SPECIAL BOARD MEETING OF AUGUST 11, 2026

The Board reviewed the minutes of the Special Board Meeting held on August 11, 2026.

MOTION: Director Wood moved to approve the Special Board Meeting minutes of August 11, 2026.

SECOND: Vice Chair Langley

ROLL CALL VOTE:

Anderson – Aye
Langley – Aye
Bush – Aye
Wood – Aye

RESULT: Motion passed 4-0.

6. CLOSED SESSION

At **4:07 p.m.**, the Board adjourned to Closed Session to discuss:

- Personnel Matters (Government Code § 54957)

The Board reconvened to Open Session at **4:17 p.m.**

REPORTABLE ACTION: None.

7. PUBLIC COMMENT

Public comment was received regarding the request to hang door hangers at least 24 hours in advance, when possible, prior to water service shutoff.

8. STAFF REPORTS

LAFCO Update:

Chairman Anderson provided the Board with an update regarding LAFCO matters.

Tractor:

Manager Base and Operator Victoria provided an update regarding the District's tractor and current repair status.

9. ORDINANCE NO. 2026-01 – ESTABLISHING PARK OPERATING HOURS

The Board discussed Ordinance No. 2026-01, establishing operating hours for the District's park.

Manager Base provided information regarding the proposed ordinance and the use District's park grant project funds for signs and heavy-duty safety bollards.

MOTION: Vice Chair Langley moved to adopt Ordinance No. 2026-01 establishing park operating hours.

SECOND: Director Bush

ROLL CALL VOTE:

Anderson – Aye
Langley – Aye
Bush – Aye
Wood – Aye

RESULT: Motion passed 4-0.

10. APPOINTMENT OF NEW BOARD SECRETARY

The Board considered the appointment of **Sharlee Moncada** as Board Secretary.

Discussion was held regarding the appointment.

MOTION: Vice Chair Langley moved to appoint Sharlee Moncada as Board Secretary.

SECOND: Director Wood

ROLL CALL VOTE:

Anderson – Aye
Langley – Aye
Bush – Aye
Wood – Aye

RESULT: Motion passed 4-0.

11. POLICY NO. 19 – DISCONTINUATION OF RESIDENTIAL WATER SERVICE FOR NON-PAYMENT

The Board reviewed proposed changes to **Policy No. 19, Discontinuation of Residential Water Service for Non-Payment.**

Manager Base presented the proposed changes to the Board and discussed the District's procedures regarding delinquent residential water accounts and discontinuation of water service for non-payment.

MOTION: Director Bush moved to approve the proposed changes to Policy No. 19.

SECOND: Director Wood

ROLL CALL VOTE:

Anderson – Aye

Langley – Aye

Bush – Aye

Wood – Aye

RESULT: Motion passed 4-0.

12. USE OF DISTRICT SAVINGS FUNDS FOR TRACTOR REPAIRS AND TRI-COUNTY PUMP INVOICES

The Board discussed the use of District savings funds to pay the tractor repair invoice and Tri-County Pump invoice.

Manager Base presented the matter to the Board and discussed the District's current expenses and available savings funds.

MOTION: Director Bush moved to authorize the use of District savings funds to pay the tractor repair invoice and Tri-County Pump invoice.

SECOND: Vice Chair Langley

ROLL CALL VOTE:

Anderson – Aye

Langley – Aye

Bush – Aye

Wood – Aye

RESULT: Motion passed 4-0.

13. REVIEW OF DISTRICT SURCHARGE

The Board reviewed the District's current monthly surcharge and discussed proposed changes, including consideration of a secondary surcharge (Surcharge B) to the monthly bill.

Manager Base presented information regarding the current surcharge and the District's financial needs.

The Board discussed the proposed additional surcharge and the options presented.

MOTION: Director Bush moved to establish Surcharge B in the amount of \$8.46 per customer per month.

SECOND: Director Wood

ROLL CALL VOTE:

Anderson – Aye

Langley – Aye

Bush – Aye

Wood – Aye

RESULT: Motion passed 4-0.

14. DISTRICT FINANCIAL REPORT

July 2026

General Manager Base presented the District's financial reports to the Governing Board.

The following financial reports were presented:

- Cash Management Report
- Accounts Payable
- Profit and Loss Budget vs. Actual (Fiscal Year-to-Date)

Balances as of July 31, 2026:

- Checking: **\$42,020.24**
- Regular Savings: **\$37,978.88**
- Money Market: **\$10,613.23**
- Edward Jones CD: **\$21,996.04**

The report was received and filed.

15. OPEN DISCUSSION

The Board discussed the following additional matters:

Manager Base informed the Board that the District's work truck is currently out of service and will require repairs.

16. ADJOURNMENT

MOTION: Chair Anderson moved to adjourn the meeting.

SECOND: Director Wood

The meeting adjourned at **5:39 p.m.**

Steve Anderson 9-15-26
[Signature]