

LEAVITT LAKE COMMUNITY SERVICES DISTRICT

GOVERNING BOARD

REGULAR MEETING MINUTES (APPROVED)

February 17, 2026

1. CALL TO ORDER

The Regular Meeting of the Governing Board of the Leavitt Lake Community Services District was called to order at 4:03 p.m. on February 17, 2026, at 471-830 Buffum Lane, Susanville, California.

2. ROLL CALL

Present:

Steve Anderson, Chair
Constance Herman, Director
Wesley Wood, Director
Dallas Langley, Director

Absent:

Nicole Bush, Director

Staff Present:

Carrie Base, General Manager/Operator
Taylor Moore, Recording Secretary
Jaime Victoria, Operator

A quorum was established.

3. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

4. APPROVAL OF AGENDA

MOTION: Director Herman moved to approve the agenda for February 17, 2026.

SECOND: Director Wood

ROLL CALL VOTE:

Anderson – Aye

Herman – Aye

Wood – Aye

Langley – Aye

Bush – Absent

RESULT: Motion passed 4-0.

5. APPROVAL OF MINUTES

January 20, 2026 – Regular Meeting

MOTION: Director Langley moved to approve the January 20, 2026 Regular Meeting Minutes with corrections.

SECOND: Director Herman

ROLL CALL VOTE:

Anderson – Aye

Herman – Aye

Wood – Aye

Langley – Aye

Bush – Absent

RESULT: Motion passed 4-0.

6. CLOSED SESSION

At 4:05 p.m., the Board adjourned to Closed Session to discuss:

- Personnel Matters (Government Code §54957)

Chair Anderson announced the item prior to Closed Session.

The Board reconvened to Open Session at 4:33 p.m.

Reportable Action: No reportable action was taken.

7. PUBLIC COMMENT

No public comment was received.

8. STAFF REPORTS

The General Manager reported on the following:

- Potential grant opportunities available to the District. The Board provided direction to contact Lassen Housing regarding possible collaboration.
- Proposal to list the District's unused truck for sale.
- Status update on the fire hydrant replacement at Alder and Cottonwood.

No formal action was taken.

9. OLD BUSINESS

9.1 Surcharge – Historical Data and District Impact

The General Manager presented financial data outlining the impact of the surcharge since implementation. The Board reviewed monthly revenue and expenditure trends.

MOTION: Director Langley moved to continue collection of the surcharge and to review associated financial data monthly.

SECOND: Director Herman

ROLL CALL VOTE:

Anderson – Aye

Herman – Aye

Wood – Aye

Langley – Aye

Bush – Absent

RESULT: Motion passed 4-0.

10. NEW BUSINESS

10.1 Internal Audit Review

The Board reviewed the Internal Audit Report as presented.

MOTION: Director Langley moved to approve the Internal Audit Review.

SECOND: Director Wood

ROLL CALL VOTE:

Anderson – Aye

Herman – Aye

Wood – Aye

Langley – Aye

Bush – Absent

RESULT: Motion passed 4-0.

10.2 Emergency Pump Purchase

The Board reviewed the emergency pump quote presented by the General Manager and discussed operational necessity.

MOTION: Director Langley moved to approve the purchase of the emergency pump.

SECOND: Director Wood

ROLL CALL VOTE:

Anderson – Aye

Herman – Aye

Wood – Aye

Langley – Aye

Bush – Absent

RESULT: Motion passed 4-0.

10.3 Policy Adoption

The General Manager presented the following policies for consideration:

A. Holiday Policy No. 012

MOTION: Director Langley moved to adopt Holiday Policy No. 012 with recommended revisions.

SECOND: Director Herman

ROLL CALL VOTE:

Anderson – Aye

Herman – Aye
Wood – Aye
Langley – Aye
Bush – Absent

RESULT: Motion passed 4-0.

B. Property Owner Responsibility for Tenant Accounts Upon Move-Out Policy No. 013

MOTION: Director Langley moved to adopt Policy No. 013.

SECOND: Director Herman

ROLL CALL VOTE:

Anderson – Aye
Herman – Aye
Wood – Aye
Langley – Aye
Bush – Absent

RESULT: Motion passed 4-0.

C. Records Retention Policy No. 014

MOTION: Director Langley moved to adopt Policy No. 014.

SECOND: Director Herman

ROLL CALL VOTE:

Anderson – Aye
Herman – Aye
Wood – Aye
Langley – Aye
Bush – Absent

RESULT: Motion passed 4-0.

11. FINANCIAL REPORT

January 2026

The General Manager presented the following financial reports:

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

Balances as of January 31, 2026:

- Checking: \$40,594.63
- Regular Savings: \$37,948.76
- Edward Jones Account: \$32,027.00

The report was received and filed.

12. FUTURE AGENDA ITEMS

Lift Station Repairs.

13. ADJOURNMENT

MOTION: Chair Anderson moved to adjourn the meeting.

The meeting adjourned at 5:26 p.m.

X  3-17-26

Steve Anderson
Board Of Directors Chairman

X  3-17-2026

Taylor Moore
Board Secretary