

# LEAVITT LAKE COMMUNITY SERVICES DISTRICT

## GOVERNING BOARD

### REGULAR MEETING MINUTES (APPROVED)

February 17, 2026

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#### 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.

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#### 3. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

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#### **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.

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#### **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.

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#### **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.

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## **7. PUBLIC COMMENT**

No public comment was received.

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## **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.

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## **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.

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## **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.

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**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.

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**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.

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## **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.

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## 12. FUTURE AGENDA ITEMS

Lift Station Repairs.

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## 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