

## **Approved MINUTES GOVERNING BOARD**

**January 20<sup>th</sup>, 2026**

The Board convened in regular session at 4:02 p.m. at Leavitt Lake C.S.D., 471-830 Buffum Lane, Susanville CA. with Chair, Steve Anderson, board member Nicole Bush, Constance Herman and Dallas Langley present. Also present were Carrie Base, MGR/Operator; Taylor Moore, Recording Secretary.

Absent was Jaime Victoria, Operator.

Wesley Wood joined Via Phone.

### **2. FLAG SALUTE**

The flag salute was recited.

### **3. AGENDA APPROVAL**

It was moved by Nicole Bush and seconded by Connie Herman and carried to approve the December 20<sup>th</sup>, 2025, Agenda. Motion carried unanimously.

### **4. APPROVAL OF MINUTES FOR THE MEETING OF: December 20<sup>th</sup>, 2025**

It was moved by Connie Herman and seconded by Nicole Bush and carried to approve the minutes of. Motion carried unanimously.

### **5. 4:04 p.m. The council adjourned Regular Meeting to go into Closed Session**

**Personnel Matters:** The Board President, Steve Anderson provided information about the closed session.

**\*\*Closed Session Adjourned\*\* 4:05 P.M. to Resumed Regular Meeting**

### **6. PUBLIC COMMENT**

No Public in attendance.

7. **STAFF REPORT** – Carrie has completed the annual water report, Carrie reported that she has contacted our auditor and he let Carrie know that he has been out due to emergency surgery and will work on getting the FTR report done as that is due in February, then he will resume our annual audit. Our annual audit is due no later than July 2026. Carrie and Taylor are still working on completing QuickBooks.

## 8. **OLD BUSINESS**

### **Surcharge- Historical Data and District Impact**

Carrie Base updated the board with the impact the surcharge has had on the budget since the surcharge began. After Reviewing the current

revenue and expenditure on a monthly basis, the board unanimously chose to continue collecting the surcharge and agreed to continue to monitor the data on a monthly schedule. It was moved by Dallas Langley and seconded by Connie Herman to Continue to collection the surcharge Motioned carried unanimously.

## 9. **NEW BUSINESSSS**

### **A. Subject Policy Updates**

Carrie Base presented six new policies to the board, first being Personnel Policy No. 006. The board unanimously adopted the policy with recommended changes. It was moved by Nicole Bush and seconded by Dallas Langley.

Second policy was also presented and adopted unanimously by the board. The second policy was Conflict of Interest Policy No. 007. It was moved by Nicole Bush and seconded by Dallas Langley.

Third policy was also presented and adopted unanimously by the board. The third policy was Brown Act Compliance Policy No. 008. It was moved by Nicole Bush and seconded by Dallas Langley.

Fourth policy was also presented and adopted unanimously by the board. The fourth policy was Board Code of Conduct & Ethics Policy No. 009. It was moved by Nicole Bush and seconded by Dallas Langley.

Fifth policy was also presented and adopted unanimously by the board. The fifth policy was Records Retention & Public Records Policy No. 010. It was moved by Nicole Bush and seconded by Dallas Langley.

Sixth policy was also presented and adopted unanimously by the board. The sixth policy was Financial Standing of Board Members & Employees No. 011. It was moved by Nicole

B. Carrie and Taylor to work on getting new auditor bids.

#### **10. Open Discussion**

#### **11. District Financial Report**

Carrie Base gave the district's Financial Report for December 2025. Carrie explained the reports included consist of the Districts Cash Management Report, Accounts Payables and the Profit and Loss Budget VS Actual report of the fiscal year to date. The district closed the month out with a balance of \$25,980.38 remaining in the checking account and \$37,943.60

In the Regular savings. The district also holds a balance of \$31,996.68 in the Edward Jones account.

**The next regular meeting was announced to be held on February 17<sup>th</sup>, 2026 at 4:00pm.**

#### **12. ADJOURN 4:45 P.M.**

Motion by Steve Anderson to adjourn the Leavitt Lake C.S.D Governing Board Meeting.

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Steve Anderson, Chairperson

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Taylor Moore, Secretary

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**Date**

**Date**