

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

July 21, 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 **July 21, 2026**, at **471-830 Buffum Lane, Susanville, California.**

ROLL CALL

Present:

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

Absent:

- None

Staff Present:

- Carrie Base, General Manager/Operator
- Jaime Victoria, Operator

A quorum was established.

2. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

3. APPROVAL OF AGENDA

MOTION: Director Herman moved to approve the agenda.

SECOND: Director Bush

ROLL CALL VOTE:

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

RESULT: Motion passed, 5-0.

**4. APPROVAL OF MINUTES FOR THE REGULAR BOARD
MEETING OF JUNE 16, 2026**

MOTION: Director Bush moved to approve the Regular Board Meeting minutes of June 16, 2026.

SECOND: Director Herman

ROLL CALL VOTE:

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

RESULT: Motion passed, 5-0.

**5. APPROVAL OF MINUTES FOR THE FINAL BUDGET MEETING
OF JUNE 16, 2026**

MOTION: Director Bush moved to approve the Final Budget Meeting minutes of June 16, 2026.

SECOND: Director Herman

ROLL CALL VOTE:

Anderson – Aye
Langley – Aye

Bush – Aye
Wood – Aye
Herman – Aye

RESULT: Motion passed, 5-0.

6. PUBLIC COMMENT

No public comment was received.

7. STAFF REPORTS

Manager's Report:

Manager Base reported that the District will be purchasing a postage meter for the office to improve efficiency when processing bills, late notices, and other correspondence.

Operator's Report:

Operator Victoria reported that the Leavitt Lake Community Services District's John Deere tractor is currently out of service. Staff is working to locate a company to transport the tractor to Pape Machinery in Fall River Mills for repairs. He also reported that he is awaiting the delivery of a new gasket to complete repairs on the emergency pump.

8. PLUMAS BANK E-STATEMENTS

MOTION: Vice Chair Langley moved to approve enrollment in Plumas Bank e-statements.

SECOND: Director Wood

ROLL CALL VOTE:

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

RESULT: Motion passed, 5-0.

9. PURCHASE OF TRASH PUMP

MOTION: Director Bush moved to approve the purchase of a new trash pump from Rental Guys.

SECOND: Vice Chair Langley

ROLL CALL VOTE:

Anderson – Aye

Langley – Aye

Bush – Aye

Wood – Aye

Herman – Aye

RESULT: Motion passed, 5-0.

10. CLOSED SESSION

At **4:29 p.m.**, the Board adjourned to Closed Session to discuss:

- Personnel Matters (Government Code § 54957)

The Board reconvened to Open Session at **4:35 p.m.**

REPORTABLE ACTION: No reportable action was taken.

11. OPEN DISCUSSION

Manager Base reported that she had a telephone conversation with the administrator of the District's park grant program to discuss the project and obtain additional information. She informed the Board that she will prepare a proposed list of park improvements for review at the next Board meeting. The Board will consider the proposed improvements in order to finalize the District's park grant project.

12. DISTRICT FINANCIAL REPORT

June 2026

General Manager Base presented the following financial reports:

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

Balances as of June 30, 2026:

- Checking: **\$41,397.97**
- Regular Savings: **\$37,963.72**
- Money Market: **\$10,583.30**
- Edward Jones CD: **\$21,992.30**

The report was received and filed.

13. ADJOURNMENT

MOTION: Chair Anderson moved to adjourn the meeting.

The meeting adjourned at **5:04 p.m.**

X Steve Anderson 8-18-26

Steve Anderson
Board Of Directors Chairman

X C. Base

Carrie Base
Manager/ Board Secretary