LEAVITT LAKE COMMUNITY SERVICES DISTRICT

GOVERNING BOARD

REGULAR MEETING MINUTES APPROVED

March 17th, 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 4:00 p.m. on March 17th, 2026, at 471-830 Buffum Lane, Susanville, California.

2. ROLL CALL

Present:
Steve Anderson, Chair
Constance Herman, Director
Wesley Wood, Director

Nicole Bush, Director
Dallas Langley, Director

Absent:

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 Bush moved to approve the agenda for February 17, 2026.
SECOND: Director Langley

ROLL CALL VOTE:
Anderson – Aye
Herman – Aye
Wood – Aye
Langley – Aye
Bush – Aye

RESULT: Motion passed 5-0.

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5. APPROVAL OF MINUTES

February 17th, 2026 – Regular Meeting

MOTION: Director Langley moved to approve February 17th, 2026, Regular Meeting Minutes.
SECOND: Director Wood

ROLL CALL VOTE:
Anderson – Aye
Herman – Aye
Wood – Aye
Langley – Aye
Bush – Aye

RESULT: Motion passed 5-0.

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6. CLOSED SESSION

At 4:01 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 4:09 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:

- Emergency pump will have no warranty, the company will take two payment with the last payment due 30 days after pick up of pump.

Operator Jaime Victoria reported on the following:

- We have the new hydrant, it needed some new parts, parts received and the Hydrant is scheduled to be installed Thursday March 19th, 2026.

Secretary Taylor Moore reported on the following:

- We will be holding our annual Spring Egg Hunt Saturday April 4th, 2026, at 1:00pm. We are still hoping for donations of eggs and fillers. The district is hoping to have around 4,000 eggs for the egg hunt and will be running four age groups. So far, we have received multiple donations from the community and two local businesses.

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 Bush

ROLL CALL VOTE:
Anderson – Aye
Herman – Aye
Wood – Aye
Langley – Aye
Bush – Aye

RESULT: Motion passed 5-0.

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10. NEW BUSINESS

10.1 Policy Adoption

The General Manager presented the following policies for consideration:

A.Health Insurance Policy 015
MOTION: Director Bush moved to adopt Policy No. 015 with changes.
SECOND: Director Wood

ROLL CALL VOTE:
Anderson – Aye
Herman – Aye
Wood – Aye
Langley – Aye
Bush – Aye

RESULT: Motion passed 5-0.

B. Emergency Purchasing Policy No. 016
MOTION: Director Langley
SECOND: Director Bush

ROLL CALL VOTE:
Anderson – Aye
Herman – Aye
Wood – Aye
Langley – Aye
Bush – Aye

RESULT: Motion passed 5-0.

C. Returned Check and Chargeback Policy No. 017
MOTION: Director Bush moved to adopt Policy No. 017.
SECOND: Director Herman

ROLL CALL VOTE:
Anderson – Aye
Herman – Aye
Wood – Aye
Langley – Aye
Bush – Aye

RESULT: Motion passed 5-0.

D. Employee Purchasing Authority Policy No. 018
MOTION: Director Bush moved to adopt Policy No. 018 with changes.
SECOND: Director Herman

ROLL CALL VOTE:
Anderson – Aye
Herman – Aye
Wood – Aye
Langley – Aye
Bush – Aye

RESULT: Motion passed 5-0.

E. Discontinuation of Residential Water Service for Non-Payment (SB998) Policy No. 019
MOTION: Director Bush moved to adopt Policy No. 019.
SECOND: Director Wood

ROLL CALL VOTE:
Anderson – Aye
Herman – Aye
Wood – Aye
Langley – Aye
Bush – Aye

RESULT: Motion passed 5-0.

10.2 CD Roll Over
MOTION: Director Langley moved to roll over the CD at Edward Jones.
SECOND: Director Herman

ROLL CALL VOTE:
Anderson – Aye
Herman – Aye
Wood – Aye
Langley – Aye
Bush – Aye

RESULT: Motion passed 5-0.

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11. FINANCIAL REPORT

February 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 February 28th, 2026:

- Checking: $31,817.22
- Regular Savings: $37,953.42
- Edward Jones Account: $20,999.16

The report was received and filed.

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12. FUTURE AGENDA ITEMS

Auditor and pre-budget

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13. ADJOURNMENT

MOTION: Chair Anderson moved to adjourn the meeting.

The meeting adjourned at 6:00 p.m.

X

Steve Anderson
Board Of Directors Chairman

X

Taylor Moore
Board Secretary