
471-830 BUFFUM LANE
SUSANVILLE, CA 96130
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MINUTES
REGULAR MEETING
APRIL 18, 2017

ATTENDEES:

Stu Speer, Chairperson
Lenard Robinson, Vice Chairperson
Dan Daly, Director
Sandra Davie, Director
Linda Hyatt, Director
Cathy Seabourn, GM
Jaime Victoria, Operator
Ed Anderson, Engineer

ABSENTEES:

1. Chairperson Speer called the meeting to order at 4:00 P.M.
2. The Flag Salute was recited
3. Director Hyatt made a motion to approve the agenda as written. Vice Chairperson Robinson seconded the motion that passed with 5 AYES.
4. Director Daly made a motion to approve the minutes of the meeting held on March 21, 2017 as written. Director Davis seconded the motion that passed with 5 AYES.
5. **Public Comments:** There was no one in attendance that wished to address the board.
6. **Old Business**
 - A. Mr. Ed Anderson, Engineer, went over the bids received for the CDBG project. He explained to the board which parts of the project could be awarded and gave his opinion on the parts that should be put on hold as “change order items” due to finances. He recommended awarding the bid for the project to Hat Creek Construction. Director Daly made a motion to approve the award to Hat Creek Construction. Vice Chairperson Robinson seconded the motion that passed with 5 AYES.
 - B. Mr. Anderson asked for approval to prepare the contract documents and to advertise for bid for the 30’X40’ steel maintenance/storage building and to

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solicit quotations from vendors for the purchase of a trailer mounted generator. Vice Chairperson Robinson made a motion to approve Mr. Anderson's requests. Director Hyatt seconded the motion that passed with 5 AYES.

C. Mr. Jaime Victoria related to the board that he had spoken with the company, Rental Guys, and that they would take payments on the purchase of a new cement saw. He related that he would need the saw soon, to repair the streets in the district.

7. New Business

A. Ms. Seabourn related to the board that the water tank was overdue for cleaning. She related that the estimated cost would be \$2875.00. She related that if any repairs were needed it would be extra. Vice Chairperson Robinson made a motion to approve the cleaning of the tank. Director Davis seconded the motion that passed with 5 AYES.

B. Ms. Seabourn related to the board, that even though there were standard guidelines for how District employee's handled a customer complaint, there was not an actual policy. She presented to the board a written policy for their approval. Director Hyatt made a motion to approve the policy. Director Daly seconded the motion that passed with 5 AYES.

C. Ms. Seabourn presented to the board a maternity policy, as there was not a policy on file with the District. Director Davis made a motion to approve the policy. Director Hyatt seconded the motion that passed with 5 AYES.

8. Staff Report/Open Discussion: No one in attendance had anything further to report or to discuss

9. Director Hyatt made a motion to approve the accounts payables and the cash management. Director Robinson seconded the motion that passed with 4 AYES.

10. The next meeting date was announced as May 16, 2017 and Chairperson Speer adjourned the meeting at 4:42 P.M.

Stu Speer, Chairperson

Cathy Seabourn MGR

Date