

Leavitt Lake Community Services District

GOVERNING BOARD

Steve Anderson, *Chairperson*
Carrie Base, *Vice Chairperson*
Dallas Langley
Nicole Bush
Stu Speer

471-830 Buffum Lane
Susanville, CA 96130
(530)257-7977
leavittcsd@frontiernet.net

STAFF

Adrienne Giles,
MGR/Operator
Jaime Victoria,
Operator
Teo M. Lovin,
Recording Secretary

AGENDA

REGULAR MEETING

Tuesday, September 19, 2023

4:00 p.m.

ADDRESSING THE BOARD

*Any person desiring to address the Board shall first secure permission from the presiding officer. Speaker cards are provided so that individuals can bring to the attention of the presiding officer their desire to speak on a particular agenda item. Cards are available on the Secretary's desk and shall be completed and presented to the Secretary of the Board in advance of speaking.

*Matters under the jurisdiction of the Board, and are NOT on the agenda, maybe addressed by the public at the time provided in the agenda under Public Comment. The Board limits testimony on those items (both on the agenda and not) to three minutes per person and no more than three individuals shall address the same subject.

1. CALL TO ORDER

2. FLAG SALUTE

3. *APPROVAL OF AGENDA

4. *APPROVAL OF MINUTES FOR THE REGULAR SCHEDULED BOARD MEETING OF : August 22nd, 2023.

5. PUBLIC COMMENT

(Any person may address the Board at this time to comment on any subject not on the agenda. However, the Board may not take action other than to direct staff to agendize the matter at a future meeting).

6. STAFF REPORT

- A. Multiple complaints regarding Overgrowth of vegetations / Fire hazard

7. OLD BUSINESS

8. NEW BUSINESS

- A. **Subject:** Review Proposed NEW Payroll Policy
Recommendation Adopt the Payroll Policy

9. DISTRICTS FINANCIAL REPORT

- A. **Subject:** Cash Mgmt, Accounts Payable and Budget vs. Actual Report
Report: Receive report/ No Action

10. CLOSED SESSION

- A. **Subject:** Personnel Matter: Employee Reviews
Action: Review/Discuss and/or Approve Merit Increase

11. ADJOURN

NEXT SCHEDULED GOVERNING BOARD MEETING October 24, 2023

Leavitt Lake C.S.D.

471-830 Buffum Lane
Susanville, Ca 96130
(530) 257-7977

UN-APPROVED MINUTES GOVERNING BOARD August 22, 2023

The Board convened in regular session at 4:00 P.M. in the Leavitt Lake C.S.D., 471-830 Buffum Lane, Susanville CA. with Chairman, Steve Anderson; Vice Chairman, Carrie Base; Board members Dallas Langley, Nicole Bush and Stu Speer present. Also present were: Teo M. Lovin, Recording Secretary. Jaime Victoria, Operator. With Adrienne Giles, MGR/Operator absent.

2. FLAG SALUTE

The flag salute was recited.

3. AGENDA APPROVAL It was moved by Stu Speer seconded by Dallas Langley and carried to approve the August 22, 2023 agenda.

4. APPROVAL OF MINUTES FOR THE MEETING OF: July 25, 2023

With corrections made to agenda item 7A, Fiscal year 2023/2024 Budget Approval, to approve the final budget, as presented, and strike tentative from the minutes of July 25, 2023 meeting. It was moved by Dallas Langley, Seconded by Nicole Bush to approve the minutes of July 25, 2023. Motion carried unanimously.

5. PUBLIC COMMENT

No public comment

6. STAFF REPORT

7. OLD BUSINESS

8. NEW BUSINESS

9. DISTRICTS FINANCIAL REPORT

A. District Financial Report

Teo Lovin gave the Districts Financial Report for data collected from July and August 2023. Teo explained the reports included within consist of the Districts Cash Management Report, Accounts Payables and the Profit and Loss Budget VS Actual report of the fiscal year to date. Teo

concluded the financial report stating that the July Bank Statement was available to view upon request. The District closed the month out with a balance of \$34,200.97 and approximately \$26,132.59 in outstanding payables. Report received and accepted.

10. . **CLOSED SESSION:** At 4:47 p.m. the Council adjourned to closed session.

A. Personnel Matters: Employee Reviews

The Board President, Steve Anderson provided information on the subject of the closed session.

10. The next regular meeting date was announced to be held on September 19, 2023 at 4:00pm.

11. ADJOURN 5:18 P.M.

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

Steve Anderson, Chairperson

Teo M. Lovin, Secretary

Date

Date

Leavitt Lake Community Services District

Administrative Policies and Procedures

PAYROLL

Policy Number:

Supersedes: N/A

Date of Board Adoption:

Policy

It is the policy of the District to pay employees by check on a regular basis and in a manner so that the amount, method, and timing of such payments comply with any applicable laws or regulations.

Procedure

Employees will be paid on a bi-weekly schedule. Biweekly payroll splits the year up into 26 separate pay periods, so you get paid every two weeks.

Employees normally will be paid on the Tuesday following the closing of the two week pay period, closing the Sunday before. If that date should fall on a legal holiday, the employees will be paid on the working day prior to the regular payday, (Monday).

Where a submitted schedule of hours worked is improper, unclear, or otherwise in dispute, the District shall pay the undisputed hours while resolving time in question. No pay check will be issued unless a timecard is received and approved by a supervisor or manager. Payroll Sheet must be provided no later than 10:00am on the day of pay.

Employees on each payday will receive, in addition to their check or deposit, a statement showing gross pay, deductions, and net pay. Local, state, federal and Medicare taxes will be deducted automatically. No other deductions will be made unless required or allowed by law, contract, or employee obligation. Employees may elect to have additional voluntary deductions taken from their pay only if they authorize the deductions in writing.

Employees who discover a mistake in their pay check or lose their pay check should notify the district manager immediately. In the case of a mistake, the error will be remedied promptly and directly with the employee and in consultation with the supervisor or manager when necessary. In the case of loss or theft, the manager will attempt to stop payment on the check and reissue a new one to the employee. However, the employee is solely responsible for the monetary loss and the District cannot be responsible for the loss or theft of a check if stop payment on the check cannot be processed in time.

Leavitt Lake CSD
Cash Management Report

Checking Account Balance from Previous Month	7/31/2023	\$ 34,200.97												
45 Deposits and Other Additions (Credits) <div style="margin-left: 100px;"> Park Sewer Street Lights Water </div>														
Total Deposits		\$ 25,988.18												
Disbursements:														
USDA		\$ 2,351.00												
customer Refund		\$ 49.59												
Analysis Expense		\$ 878.00												
Operating expenses		\$ 1,255.12												
Utilities		\$ 5,278.06												
Net Wages		\$ 15,522.00												
Tax Deposits/EFTPS		\$ 4,748.54												
Cell Phone Reimbursements		\$ 40.00												
Vehicle Exp		\$ 847.96												
Employee Benefits		\$ 480.00												
Maint & Repairs		\$ 498.44												
Fund Transfer to Savings(Reserve)		\$ 5,000.00												
Business Licenses and Permits		\$ 2,314.00												
Total Expenditures 30 Checks and Other Charges	(Debits)	\$ 39,262.71												
Ending Balance	8/31/2023	\$ 20,926.44												
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2">Regular Savings</td> <td style="text-align: right;">***8306</td> </tr> <tr> <td style="width: 50%;">7/31/2023 INTEREST DEPOSIT</td> <td style="width: 20%; text-align: right;">\$</td> <td style="width: 30%; text-align: right;">1.53</td> </tr> <tr> <td style="padding-left: 100px;">Fund Transfer</td> <td style="text-align: right;">\$</td> <td style="text-align: right;">5,000.00</td> </tr> <tr> <td>Interest Rate: 0.1400 Ending Balance of:</td> <td></td> <td style="text-align: right;">\$16,454.22</td> </tr> </table>			Regular Savings		***8306	7/31/2023 INTEREST DEPOSIT	\$	1.53	Fund Transfer	\$	5,000.00	Interest Rate: 0.1400 Ending Balance of:		\$16,454.22
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Ending Balance on 04/30/23		\$ 31,050.35												
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Leavitt Lake CSD
Accounts Payables

VENDOR	CHECK #	IN PAYMENT OF	AMOUNT
Diamond Saw Shop	17472	Maint and repair to lawn mower	\$ 205.22
Frontier	17474	Utilities	\$ 365.32
Ed Staub	17473	Fuel	\$ 1,176.32
LMUD	17475	Utilities	\$ 3,396.88
Western NV Supply	17481	Maint & Repairs	\$ 235.06
Walmart	17480	Office Supplies	\$ 138.67
US Postmaster	17461	Postage	\$ 270.00
State Water Resources Board	17479	Re-Exam Fee	\$ 30.00
CB Equipment Repair	17471	Maint and repair	\$ 480.00
Westwood Sanitation	17482	Utilities	\$ 109.39
Rental Guys	17477	Rental-Plate- Final bill	\$ 446.87
Silver State Analytical Lab	17478	Analysis	\$ 1,349.00
Quill	17476	Office Supplies	\$ 59.27
MISCELLANEOUS			
Steve Anderson	17469	Wages	\$ 91.45
Nicole Bush	17467	Wages	\$ 91.45
Stu Speer	17468	Wages	\$ 91.45
Dallas Langley	17463	Wages	\$ 91.45
Carrie Base	17462	Wages	\$ 91.45
Jaime Victoria	17466	Wages	\$ 91.45
Adrienne Giles	17464	Health Ins/Cell Reimbursdement	\$ 260.00
Teo Lovin	17460	Health Ins/Cell Reimbursdement	\$ 260.00
Jaime Victoria	17465	Health Ins/Cell Reimbursdement	\$ 260.00
		Total:	\$ 9,590.70
BILLS PAID PRIOR			
EFTPS	debit	Taxes	\$ 3,158.30
USDA	debit	loans	\$ 2,351.00
Jaime Victoria	17452, 17456	Wages	\$ 3,584.87
Adrienne Giles			\$ -
Teo Lovin	17453, 17457	wages	\$ 2,137.44
		Total:	\$ 11,231.61
		GRAND TOTAL:	\$ 20,822.31
BILLS NOT PAID YET			

Approved Budget

July 2023 through June 2024

Revenue	Approved Budget	Actual	
		Year-to-Date	
* Service Income	\$ 346,345.60	\$	61,601.05
Late Fees	\$ 5,500.00	\$	1,696.12
Property Tax	\$ 12,000.00		
** Park Rental	\$ 200.00	\$	30.00
Total Revenue	\$ 364,045.60	\$	66,691.05
Operational Expenses			
Analysis Expense	\$ 8,343.00	\$	1,840.00
Automobile Expense	\$ 7,500.00	\$	1,611.60
Business Licenses and Permits	\$ 17,500.00		
Continued Education	\$ 300.00	\$	50.00
* Contracted Services	\$ 7,400.00		
Employee Benefits	\$ 8,700.00	\$	2,160.00
Employment Tax Expense	\$ 45,000.00	\$	5,731.07
Equipment Rental	\$ 2,000.00		
* Insurance Expenses	\$ 14,000.00		
* Interest Expense	\$ 28,212.00	\$	3,595.29
Maintenance and Repairs	\$ 14,500.00	\$	3,463.48
Office Supplies	\$ 2,163.00	\$	198.02
Operating Expenses	\$ 2,100.00	\$	2,595.76
Payroll	\$ 125,000.00	\$	30,122.44
Postage and Delivery	\$ 2,500.00	\$	536.97
Publishing	\$ 126.00		
Telephones	\$ 660.00	\$	180.00
Travel Expense	\$ 500.00		
Utilities	\$ 35,000.00	\$	13,035.60
Total Operational Expenses	\$ 321,504.00	\$	65,120.23
(+) Reserves**	\$ 10,000.00	\$	6,000.00
(+) CAP*	\$ 6,683.08	\$	2,368.43
Total Expenditures	\$ 338,187.08	\$	65,120.23
(-) Depreciation			
(=) Net	\$ 25,858.52	\$	1,570.82

*Actual
Tractor packet,
Meters, Base Rock

Capital Improvements (CAP)		Grant Funds	District Funds	YTD Actual
Asphalt for Road Repair			\$ 2,000.00	\$ 415.06
Backhoe Packet			\$ 2,000.00	\$ 1,026.38
Badger Meters			\$ 2,683.08	\$ 1,342.05
Park Addition	\$ 88,976.00	\$ 177,952.00		\$ 88,976.00
Total:		\$ 177,952.00	\$ 6,683.08	\$ 91,759.49
GRAND TOTAL:	\$ 184,635.08			

Reserves***		District Funds	YTD Actual
<i>(\$833.33 Mo. Contribution to fund)</i>			
General Reserve		\$ 1,000.00	\$ 1,000.00
Operator Fleet/Pick-Up		\$ 3,000.00	\$ 3,000.00
Staff Training		\$ 6,000.00	\$ 2,000.00
* These fund are to be placed in S Account As Reserve Fund for Future Expenditures*			
Total:		\$ 10,000.00	\$ 6,000.00

* Line Item Exands into more detailed Subcategories

** New Budget Line Item

*** Total monthly Contribution needed to be placed aside to secure reserves