

CLEAR CREEK COMMUNITY SERVICES DISTRICT  
Board of Directors: Irwin Fust - Chair; Chuck Jones - Vice Chair  
Johanna Trenerry - Director; Patricia Delzell - Director; Scott  
McVay - Director  
5880 Oak Street, Anderson, CA 96007  
Phone: (530) 357-2121; FAX (530) 357-3723

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FINANCE STANDING COMMITTEE MEETING  
Thursday, June 30, 2022 at 6:00 PM  
District Office - 5880 Oak Street, Anderson, CA 96007

**FINANCE COMMITTEE DIRECTORS:** Scott McVay, Patricia Delzell, and Chuck Jones,  
(alternate). **DIRECTORS PRESENT:** Scott McVay and Chuck Jones

**STAFF:** Christy Sartori, Bookkeeper/Accountant

**AUDIENCE:** Sally Lunn, Dennis Possehn, Pam Beaver, Jacqueline Longcrier, Ken Longcrier,  
Terry Lincoln, Sara Lincoln, Kaitlyn Patrick, Beverly Fickes, and TJ Ray.

**CALL TO ORDER:** Director McVay called the meeting to order at 6:00 p.m.

**PLEDGE OF ALLEGIANCE:** Director McVay led the pledge.

**OPEN TIME: 1. Budget -** Kaitlyn Patrick asked about the budget process. Director McVay reported that they've been waiting for end of year and hope that accurate figures will be available. Real numbers should be coming and we should have a better understanding of our financial outlook. **2. Minutes -** Beverly Fickes asked about past minutes and when they would be available. Director McVay said that minutes are needed for Cal OES. Christy said the District needed to provide minutes to the auditors also. Must be approved and signed minutes. A few people volunteered to assist in getting minutes caught up. An appropriate template is needed.

**NEW BUSINESS:**

**CAL OES COMPLIANCE ASSESSMENT:** Director McVay indicated that the District received a compliance assessment from Cal OES regarding the Cal OES grant the District received after the Carr Fire. The District has 30 days to respond and we're here this evening to review recommendations to be made to the full board. Director McVay has been in contact with Cal OES and we'll need a short extension to comply. Christy has done much of the legwork already.

Christy reviewed the findings and reported on the deficiencies as well as outlined the corrective action needed.

Finding #1. Clear Creek Community Services District did not follow proper procurement guidelines or FEMA regulations, when expending federal funds for purchases and contracts. Christy reported that the District was weak in our procurement process. Corrective action plan includes updating Procurement Policy and includes improved methods, such as purchase orders, purchase agreements, and Board agreements with clearly defined purchase thresholds. Christy indicated that the District started correcting practices that we were deficient in back in April.

Finding #2. Clear Creek Community Services District did not maintain sufficient procurement records with detailed history of the procurement process with Pace Engineering. Christy indicated this issue would also be corrected with updating the Procurement Policy with the detailed requirements of future bid solicitations including selection rational and scoring matrix. It will be necessary for the District to review and update its record retention policy. Cal OES is not asking that these items be corrected in 30 days rather than we have a plan in place in 30 days to do better.

Finding #3 - The District's contract did not contain all federally required provisions. The District will develop new standard contract language and review all open contracts to ensure any open contracts include the required provisions.

Director McVay asked to have this corrective action plan presented to the Board at the July meeting and asked that Christy attend for clarity. FEMA might ask for money back. Christy said if we show intent to correct, we should be fine.

**PUBLIC COMMENT:**

Sally Lunn stated that, at Gerlinger's with big contracts, they also set up purchase orders. If purchase orders were set up that way for the District, we wouldn't have to go to the full board all the time. Christy indicated having a preferred vendors list for purchase orders up to a certain monetary threshold is important. The District hadn't been using purchase orders. Also there were tiers missing on the approval process. Before the District can award, we must get Board approval. Different projects require different requirements. Director McVay indicated that's what Cal OES is asking for is that we have controls in place.

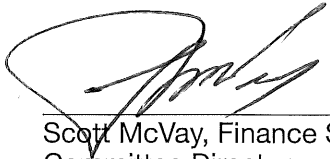
Terry Lincoln asked that if the Finance Committee wanted help in the future to let us know. Send it out either via email or to our committee and we're more than willing to assist. It makes it easier for us to comment if we have all the pertinent information.

Beverly Fickes asked about intent of this meeting. Director Jones responded that Christy had prepared documents to present to share what processes are needed and then present to the full board. These documents will also be submitted to Cal OES once approved. Director McVay indicated it shows Cal OES that we are working on our deficiencies and allows us to move forward.

**ADJOURN:** Director McVay adjourned the Finance Standing Committee meeting at 6:36 pm.

**SUBMITTED BY:**

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Beverly Fickes, Volunteer



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Scott McVay, Finance Standing  
Committee Director

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Chuck Jones, Finance Standing  
Committee Director (Alternate)

ATTEST: \_\_\_\_\_  
Christy Sartori, Bookkeeper/Accountant