



5880 Oak Street, Anderson, CA 96007
Phone: (530) 357-2121 cccsd@clearcreekcsd.org

Board of Directors

Directors - Beverly Fickes, Scott McVay

Interim General Manager: Jim Wadleigh

FINANCE COMMITTEE

June 6, 2025, at 4PM: District Office Board Room

Committee Responsibility

The Board's standing Financial Committee shall be concerned with the financial management of the Clear Creek CSD including the preparation and oversight of an annual budget, and oversight of reserve accounts and major expenditures.

AGENDA

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

4. OPEN TIME/PUBLIC COMMENT: Pursuant to Gov. code S54950, persons wishing to address the Board of Directors on matters not listed on the agenda should notify the Secretary prior to the start of the meeting. To speak at this time and for any item listed on the agenda – raise your hand, and when recognized by the Chair – proceed to the podium to address the Board.

5. DISCUSSION/ACTION ITEMS:

a. FY 2025–26 Preliminary Draft Budget

- i. **Recommendation:** Discuss and recommend the preliminary FY26 budget to the Board of Directors for consideration.

b. Bank Balances Update

- i. **Recommendation:** Receive and discuss current bank balances and financial position.

ADA Related Disabilities:

Contact the front office and speak with a Staff Member if special consideration is needed to attend any public meeting for disability related accommodations or aide is needed. Please give 72 hours - notice prior to the meeting to allow staff to meet your requests appropriately.

"This District is an Equal Opportunity Provider"

c. Step Increase for Current Administrative Assistant

- i. **Action:** The Interim General Manager is requesting Board approval to grant a Salary step increase prior to the one-year anniversary of the current Administrative Assistant.

6. ADJOURN THE MEETING

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Contact the front office and speak with a Staff Member if special consideration is needed to attend any public meeting for disability related accommodations or aide is needed. Please give 72 hours - notice prior to the meeting to allow staff to meet your requests appropriately.

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MEMO

Date: June 6, 2025
To: Finance Committee
From: Interim General Manager – Jim Wadleigh

Re: 5a – FY 2025–26 Preliminary Draft Budget– (Discussion & Action)

Discussion/Action:

Background:

Staff has completed a review of the FY 2025–26 preliminary budget spreadsheet and made necessary corrections to several formulas. Totals were right, but subtotal reflected incorrect numbers. RCAC State Grant Loan Interest is added under 52010. All budgeted line items have been verified for accuracy and consistency with prior projections, current trends, and updated financial data.

These updates ensure that the totals, subtotals, and reserve allocations reflect accurate calculations and that the financial model is functioning correctly for presentation and decision-making purposes.

Discussion:

Staff validated each category total and confirmed that the final figures match supporting documentation, including bank balances and anticipated FY 2026 operating expenses.

The corrected budget is now ready for review by the Finance Committee, with the goal of recommending it to the Board for formal adoption.

Recommendation:

That the Finance Committee review the updated FY 2025–26 Preliminary Draft Budget and provide a recommendation to forward it to the full Board of Directors for consideration and potential adoption.

Clear Creek Community Services District



Fiscal Year
2025-2026
Preliminary Draft

Preliminary Budget

July 2025 Through June 2026

CLEAR CREEK CSD 2025-2026 BUDGET

Introduction

The District Board of Directors presents this budget and narrative for the community and District Customers.

The District's mission is a commitment to our customers for a dependable delivery of high-quality water, while maintaining superior customer service at an affordable price. We pride ourselves on fiscal responsibility and good stewardship of the water supply as active members of the greater Happy Valley community.

This document is laid out to give a brief overview of the District and its history, the assets, revenue, and expenses to operate for this fiscal year.

The Clear Creek Community Services District is a special district in California that provides one service to the community – water. The District is run by a five-member board of Directors, elected or selected from within the District.

The Board of Directors for the adoption of this budget:

Chair: **Scott McVay** Vice-Chair: **Logan Johnston**
Directors: **Pam Beaver, Beverly Fickes, Terry Lincoln**

The General Manager is tasked to develop the Budget with the input of the board and community. This Budget was started in April, reviewed by the Finance Committee, and then by the Board and community at the meeting of the board directors, April 16th 2025, followed by another Finance Committee meeting on June 6th 2025, and then the final budget was approved by the board at the June 18th 2025 meeting.

Preliminary Budget

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History and Background

The Clear Creek CSD was formed in 1963 to provide water for domestic use, irrigation, sanitation, industrial use, individual use, fire protection, and recreation. The District boundaries include approximately 21,800 acres. Prior to 1963, there was a long history of water for agricultural and some domestic uses in Happy Valley and the District was formed to have a community run district for agreements for water to expand the uses of water delivery.

The District entered into a water service contract with the United States Bureau of Reclamation in 1963, providing an annual allocation of 15,300 acre-feet of water per year. Over the years there have been multiple contracts with lengths from interim to a 25-year term. In 2020, the District signed a conversion contract that used the Water Infrastructure Improvements for the Nation Act (WIIN) monies to fund the District's long term infrastructure obligation, and when the District pays off the WIIN act, the contract converts the term contract to a perpetual contract for the 15,300 acre-feet allocation. The District paid off this obligation in FY 2024.

In 2001, the District took ownership from the USBR of all the facilities currently within the District. The title of the Distribution system and other facilities, except the Muletown conduit, went directly to District ownership.

For Ground Water management, the District participates with the Enterprise Anderson Groundwater Sustainability Agency, the state designated agency for state reports, monitoring and other state regulated ground water activities. The District participation is important since the District has three wells within its District and within the Anderson Ground water basin. These wells are critical to the District in response to droughts, and when there are major leaks or maintenance related to the Muletown conduit.

The Clear Creek CSD owns and operates the treatment plant at the base of Whiskeytown dam and sends water from that facility into the Muletown conduit. When it reaches the Clear Creek CSD – it enters at the North Booster station where a four-million-gallon tank also resides. The Centerville CSD also receives water through the same conduit and has its own water service contract with the Bureau. The District has a contract with Centerville CSD for them to pay for their portion of the treatment operations, maintenance, and administrative costs.

Facilities

Treatment:

The Treatment facility is at the base of the Whiskeytown dam and was originally constructed in the 1970's. Then, in response to new Surface Water treatment rules and regulations, the District upgraded the plant in 1995/96 to comply with those updated regulations. The Treatment facility is a T5 facility – and the District employs a Chief Plant Operator who has certification at the T5 level. This facility operates 24 hours a day and 7 days a week, and it's connected to electronic monitoring in real time. The facility has backwash ponds, piping of raw water, chlorination facilities, filters, and treated water pipes to the holding tank at the start of the Muletown conduit.

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Distribution:

The Muletown Conduit from the Whiskeytown Dam to the start of the District is both 45" and 42" steel conduit. This conduit is eight and a half miles long and primarily follows the Muletown road. The District has a closed piping system, and gravity fed and uses no pumps for pressurization except after the two booster pump stations.

Within the District boundaries there are approximately 100+ miles of pipeline in the ground. The pipe sizes range from 2" to 42". The type of pipe varies – between transite pipe (AC), ductile iron, steel, and PVC. The transite pipe in particular have reached their effective life, and subject to many challenging ruptures, breaks or leaks. The Distribution system needs a thorough assessment and rehabilitation.

The District has a North Booster station, that is the starting point of the District where the Muletown conduit enters the system. At this location there is one four-million-gallon tank, a second smaller tank of 250 thousand gallons, pressure pumps, a pump house, and telemetry assets at this location. The District has a South Booster station with a one-million-gallon tank, a 350-thousand-gallon tank, pump house with pumps and telemetry assets. The South Booster station is primarily to receive well water from the southern well field and pump into the distribution system from the lower area of the Districts distribution system.

The District developed a well field that is primarily used during water shortages or if the Muletown conduit has challenges. The well field has three wells with a 1500 gpm capacity.

The District has five water storage tanks. The four tanks at the Booster stations plus the one-million-gallon tank near the treatment plant provides a total capacity of 5.6 million gallons of water.

Financial: The District operates based on an annual budget.

The District has these sources of revenue (Described more in each year):

1. Customer accounts
2. Revenue from Water services
3. General Taxes
4. Interest
5. Grants

The District has these primary expenses (Described more in each year):

1. Source of Supply
2. Water Treatment
3. Conduit
4. Distribution System
5. Wells and So. Booster pumps
6. Administration
7. Customer Service / Accounts
8. Regulatory and Debt Service

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Reserve Accounts:

There are reserve accounts that get funded from customer charges – as designated reserves:

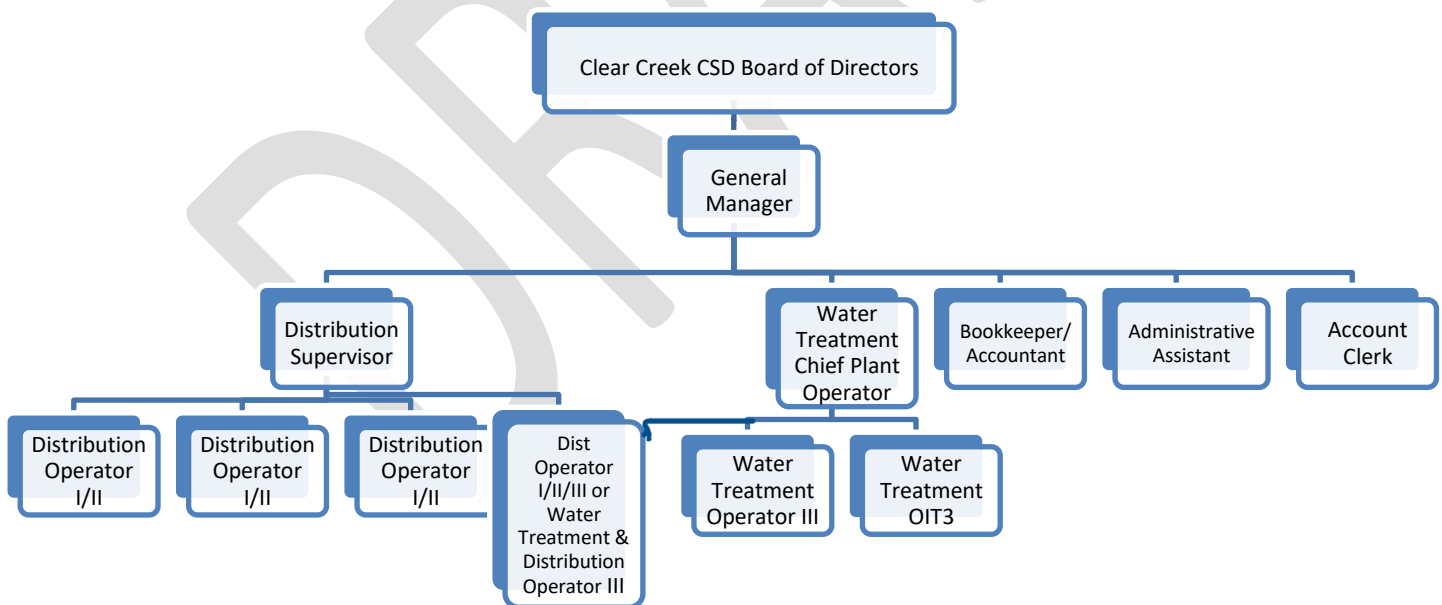
1. Filter Plant Repayment
2. Recycle Backwash Water
3. State Loan Repayment
4. WIIN act Repayment

There are reserve accounts that get funded by customer charges (Base Rate and Usage) that are used to fund infrastructure modernization and operating and maintenance.

1. Operating Reserve
2. Capital Improvement, Expansion and Modernization
3. USBR Emergency Reserve – Required by USBR Contract for Conduit emergencies
4. Emergency Fund Reserve
5. Fund Balance Discretionary Reserve
6. Other Reserves

Staffing:

The District has an approved Memorandum of Understanding that covers the Staff of the District managed by the General Manager. The District Board of Directors has an approved Employment Agreement with the General Manager. The current organizational chart is below:



Preliminary Budget

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2025-2026 Budget Categories

Revenue

11000 - Customer Accounts Revenue:

This revenue area is generated by the Base Rate/Account Charge for each customer, Water sales – Domestic and Agricultural water, penalties, and reconnection fees. This budget uses 95% collection rate, since moving to full-time Account Clerk in FY 24 the District has moved beyond the use of 85% collection rate. The District goal: 98% collection rate over time.

- 11005 - Base Rate Calculation** - 2656 accounts/Base Rates at \$59.31 –
(at 95% collection rate. FYI + 43 accounts \$10.81)
- 11010 - Water Sales (Domestic)** - 2025 AF of M&I at \$.56/HCF (95% collection rate)
- 11020 - Agricultural Water Sales** - 600 AF of Irrigation at \$.53/HCF (95% Col Rate)
- 11050 - Penalty and Reconnection Fee** - No drought penalties, or potential late fees

11000 - Customer Accounts Revenue Total: \$2,400,000

12000 - Water Service Revenue:

This revenue area is mainly generated from Centerville administrative and O&M charges to Centerville for the treatment plant to provide water to their district. This area also includes Backflow revenue on some customer accounts, Interest/Investment revenue, and Convenience fee.

- 12075 - Centerville Admin O&M** – Monthly Charge for Treatment services costs.
- 12087 - Backflow Maintenance Charge** – For annual check, offset to cost of service.

12000 - Water Service Revenue Total: \$215,000

13000 - Designated Revenue:

This area is not included in Operating Revenue. In the 2024-25 budget the District will identify these designated revenues to be “expensed” or moved into their reserve accounts. And reported quarterly on the Balance sheet. This shows up on the quarterly Balance sheet. All the designated accounts that make up the \$10.81 – These amounts are on the 2700 accounts charged the fee and at a 95% collection. (Rates per month identified)

- 13005 - Filter Plant Repayment Charge** (\$7.55/Mo)
 - 13010 - Recycle Backwash Water Charge** (\$.38/Mo)
 - 13015 - State Loan Repayment Charge** (\$1.00/Mo)
 - 13025 - WIIN Act Repayment Charge** (\$1.88/Mo)
- 13000 - Designated Revenue Total: \$330,000

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14000 - Use of Reserves – (New in FY24 District item)

The District has not budgeted in the past for use of carryover funds, reserves or other discretionary reserve uses. For Budgeting and operational purposes, there should be a “fund balance” that tracks the end balance of a budget and rolls it into the next year’s budget. This will also be used to track the usage of reserves for the WIIN Act repayment to the Operating fund.

14010 - WIIN Act Reserves to Operating: (\$55,000)

The District has paid their WIIN Act payments by borrowing against Operating revenue. The WIIN Act charge on monthly customer bills is to pay for the cost of the WIIN Act payments. Borrowing from the Operating revenue fund to pay off the WIIN Act obligation, obligates the WIIN Act customer fee (identified before) to stay in effect for the period of time to pay off the loan from the Operating fund – (approximately 12 years at \$55,000 per year) at the Boards discretion in the future.

Background and complete description of the WIIN Act obligation: For reference the WIIN Act obligation started at \$859,452. The contract with the Bureau for 15,300 AF/Year requires repayment of the capital costs over the life of the contract ending in 2030. This WIIN Act payment converts the contract to a perpetual contract, without an end. See the FY 2024 Booklet for more background on particulars of funds related below. In FY 2024 (October of 2023) the District made its last payment to the Bureau to finalize its WIIN act obligation prior to the December 2023 deadline and received a letter of acknowledgement of completion of its WIIN act obligation from the Bureau. This is a big accomplishment and now the WIIN act fee will repay the Operating fund over the coming years.

Original WIIN Act Contract amount: \$859,452 - \$207,952 (Credit) = \$651,500 to be paid by 2024.

When the (\$1.88) fee was instituted September of 2021 after the rate rationale was approved using the Prop 218 process, it took time for the fee to be deposited into a separate account. Based on the review of bank accounts and the old customer billing software, there was \$27,496.78 absorbed into the operating account that would reduce the customer repayment obligation. That’s \$651,500 - \$27,497 = \$624,003. In FY 24, the District Operating Fund received \$50K from WIIN Act reserves. In FY25, it was \$55K, and It’s suggested to use \$55K in FY 26 and for the next 9 years to return to the Operating fund the total paid - \$624,003.

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14015 - State Loan Reserve to Operating: (\$60,000)

The District attained a Grant Anticipation Note from RCAC as the State loan to facilitate the Back Wash Ponds Concrete lining \$6Million Grant. The cost of the Grant is the Interest cost of the loan, one of the reasons for the "State Loan Fee" charged monthly.

14020 - Penalties Reserve to Operating: N/A

14090 - Discretionary Fund Balance Reserve: (\$0.00)

The District should track use of previous year's fund balance, or use of other reserves in a fiscal year's budget. This line item is for that purpose and not proposed to identify any use at this point.

14000 - Use of Reserves Total: \$115,000

15000 - Revenue - Taxes & Assessments

The District receives property tax share from the County of Shasta twice a year. The current amount as revenue in the Budget is a projection based on last year's property tax.

15000 - Taxes Revenue Total: \$450,000

Total Revenue: \$3,510,000

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Expenses:

29000 - Supply Cost:

This Expense section contains the cost of the water supply to the District for this year. Primarily made up of purchase costs from the Bureau. It can include water purchased from outside sources like the McConnell foundation or other sources.

29005 - USBR Water Purchase: Bureau Schedule water cost for M&I and Ag Water.

(For this year: 2025 AF of mix of M&I @ \$54.14/AF (USBR) = \$110,000)

(and 600AF of AG/IRR @ \$43.57 (per AF Bureau) = \$27,000)

29015 - McConnell Water Purchase: No water purchases this year.

29100 - WIIN Act Payments – None - WIIN Act paid off from in October 2024.

29000 - Supply Cost Total: \$137,000

30000 - Water Treatment Plant

The Treatment Division is managed by the Chief Plant Operator who oversees and manages the Treatment Plant and Treatment Division employees as well as the expenses spelled out in this section. New for FY24, is that the Wages/Salary/On-Call/OT is grouped in the Salary Expenses section for Treatment (60300). The treatment plant will be processing more water than in the past few years of drought, and the current maintenance, long term maintenance, and upgrades will need to be considered now and in future years.

30100 - Utilities: All utilities to run the treatment plant and PG&E had a rate increase. Scheduled water is more than previous year – but utilities up slightly.

20135 - Office Supplies / postage / Shipping: not previously tracked to this Div.

30140 - WTP Computer & Software: ongoing support of SCADA machine and Lic.

30150 – Safety Equip & Training: For OSHA Compliance and more.

30200 - WTP Repair & Maintenance – List of items from CPO – and more water impacts non-drought year, and deferred maintenance items. (\$38/AF)

30400 - Water Analysis – Similar to last year but increases in coming year.

30405 - Chemicals – more stable supply and cost projection with and increase in supply costs and mix of chemicals used. The cost at (\$27/AF).

30500 - Vehicle Maintenance and Fuel: Based on previous year's actuals.

30600 – Equipment / Facility / Capital Improvement:

Expenses for treatment division to track for supporting the grant funded Backwash ponds project. Last year this fund paid for an Engineering Assessment estimate for treatment plant and tank, this fund to start major repairs and maintenance and replacement in Treatment Division This is also to pay for the engineering review of Train 6, other impacted Filter Trains and other major repair. Also - Every 5 years, Shasta County does a "Watershed

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Sanitary Survey” last completed with all other agencies contributing in 2021, the District portion is calculated at approximately \$10K.

30000 - Total Expense Treatment Plant Division: \$311,000

30700 - Transmission & Conduit

This section is for separate tracking of Muletown Conduit work, repairs and maintenance primarily, the wages / salary expenses will be tracked in the payroll expenses at the end of the report. This will continue to be a separate section since the Muletown Conduit is owned by the Bureau, but maintenance responsibilities are the Districts.

30700 - Total Expense Transmission & Conduit: \$4,000

40000 - Distribution & Transmission

The Distribution and Transmission Division is managed by the Distribution Supervisor managing the division employees and dealing with the maintenance and repairs for the District’s 100 miles of pipe, meter reading, pipe breaks, leak repair, wells and booster station operations, equipment maintenance and other general district maintenance duties. The previous year had several leaks, and this budget provides more expense tracking in more categories.

40200 & 300 - Utilities and Safety equipment & training: For expenses tracking purposes, previous budgets did not have Distribution Utilities – like the North Booster Station – who’s costs need to be tracked for a pumping zone. The district supplies muck boots, waders, and other safety equipment for operators and all old items that need to be upgraded and tracked.

40400 - Repair & Maintenance: Current O&M for the Distribution system had more items expensed to it, and this section is adding a few of the items for tracking purposes.

40405 - Backflow Testing: cost of work with revenue offset from customers.

40410 - USA – Utility Service Alignment – Need to separate for tracking. The increased cost of utility projects (PGE, Cable, Fiber, Contractors) calling 811 for locate services has impacted the District and its operators.

40415 – Meter Register/Transponder Replacement – The District received a County ARPA grant, to help replace all and install all meters with registers and transponders to increase meter reading efficiency. There are transponders that still need to be replaced during the year, plus manual reads to AMR, plus transponders for meter over 2 inch.

40420 - Tank Inspection – Annual inspections.

40430 - Inventory – New / Updated category for materials for repairs – often a leak/repair needs a part or material to be purchased or taken from District inventory. This helps track inventory of key materials replaced for next

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time and is now separate from O&M. *(Increased from All the leaks and usage of inventory)*

40440 - Water Quality Analysis - Dist. – Regular water quality testing as well as the testing needed after repairs.

40480 - Repair & O&M – For leak repair, equipment rental, materials, and more expense tracking. The usage of contractors to help with leaks, road repair/patching etc. The purchase of a vac-trailer will help, but the costs for materials for leak repair and the cost of outside contractors to support the repairs, road patching and more.

40490 - Equipment / Facility / Capital Projects: Expense line to track cost for potential grant projects like the District needs to invest in equipment, eventually in vehicles, and other equipment. Also – PRV and Hydrant replacement and major maintenance. This item also for engineering work or other facility upgrade opportunities.

40500 - Vehicle Maintenance / Fuel: Fuel prices steady, aging vehicles need maintenance. Fleet review and updates to be needed.

40000 - Total Expense Distribution Division: \$374,000

41000 - Wells & Booster Station

This section is to track the expenses and maintenance costs for the South Booster station and the Districts three Wells in the Southern portion of the District. In drought years these wells are relied upon for district supply, and can be used when the Muletown Conduit or Treatment Plant is in repair of there is an Emergency.

41100 - Utilities: PG&E Standby, Usage for Testing, and emergency needs. The District has worked hard to get the standby fees down, and since there is not a projected drought in FY 25, the utilities cost will be lower.

41200 - Water Analysis – Low usage this year.

41300 - Repairs and Maintenance – Tracking for Maintenance and Repairs. Well 1 pump has been identified with an electrical issue and if to be used it will take some resources to start the repair process.

41305 - Chemicals: tracking line for this item.

41000 - Total Expense Wells & Booster Station: \$41,500

50000 - Administration General

This Division is for most of the rest of the operations of the District. This budget has some changes from the past – pre FY24. This section now includes the Regulatory section and the Customer Accounts and Billing section. This division will also include the Employee benefits that identifies the District costs of these expenses. The employee's contribution to these expenses is through payroll deductions. This Division includes the wages for the General Manager – now part of Payroll expenses. The other

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three positions in the office are in the Customer Accounts & Billing section and separately identified in the Payroll Expenses section. The District has started to invest in upgrading its computers (IT) in FY23, and in FY 24 more desktops and the Customer Billing software upgrade. This budget looks to continuing to update more IT.

50100 - Utilities: Previous budget didn't track administrative office utilities expenses, this has gone up slightly from previous year.

50200 - Office supplies: Tracking at this expense to actuals for supplies including Janitorial supplies, and staff recommends looking for janitorial services.

50300 - Organizational Dues:

Currently members of:

- Association of California Water Agencies – ACWA that gives District access to all this association information, advocacy and JPIA (Joint Powers Insurance Agency)
- AWWA – American Water Works Association – training and other resources. CalRural Water.
- CVPWA – Central Valley Project Water Association

Suggest consideration:

California Rural Water Association – can help with Operator training.

50310 - Advertising & Public Notices: Payments for public notices, district sponsored flyers.

50315 - Postage: To track Admin postage needs, outside of customer billing. Mostly the mailing of payments for A/P.

50320 - Meals and Reimbursements – Tracking for travel meals and staff when leaks or other projects trigger need to provide meals.

50325 - Registration / Mileage/Travel: For General Manager and Board member registration and attendance at US Bureau Conference, ACWA/JPIA Conference, and travel expenses.

50330 - Bank Service Fee/Finance Charge: Customer accts and Bank fees

50400 - Insurance: Cyber, Liability, Auto and other JPIA related expenses.

Cyber – Projected to stay similar cost

Auto – Significant unanticipated increase in FY 24, Projected for FY 26.

50500 - Professional Services – For expense tracking, this budget is creating a section for all the needs in this area:

50505 - Audit Services Cost – Based on contracted cost from Auditor. Projected to pay for two FY Audits in FY 26.

50510 - Director Fees – Based on the current policy.

50512 - Director Elections – None needed for odd year.

50515 - Server & Computer Maintenance: "Information Technology"

Municipal Software: CUSI (UMS) Annual cost and training costs.

Equipment upgrade:

Software subscriptions/ IT Support: For updated technology (MS 360, QuickBooks, other) license subscriptions, security on desktops.

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Computer Maintenance: Replace / update a one more desktop, cabling and setting aside resources to eventually replace server. The phone system is also in need of update/replacement. For future consideration – phone system has been outdated for over 10 years, the servers useful life is nearing end – all need to be considered now and into the future for funding.

50520 - Legal – Increased need in coming year

50525 - Engineering – A new category for the District to track expenses. The District has PACE as its District Engineer and needs to track expenses for this general item, not engineering specific to grant projects or a division (Treatment/Distribution). The District also needs to engage engineering services to update it's 2007 Water Plan and PACE has suggested that an updated Plan and Capital Improvement plan be included to help with future rate studies and grant applications. The assessment cost is approximately \$100K.

50530 - Equipment Leases – This budget item is primarily for Printer/Scanner/Copier.

50535 - Building and Grounds – Includes security, exterminator services, garbage pickup, and maintenance. Also increased to keep pace of FY 24 & 25 actuals. Some Needs: HVAC replacement of the oldest unit on top of the building (\$9k) – like a potential slurry/chip seal of Administration office paved driveway if proposals are within a reasonable amount. Eventually the District's buildings will need more major maintenance – painting, roofs etc.

50540 - OPEB Valuation and Actuarial – The bi-annual actuarial for District OPEB Trust. The previous year's costs also included scenarios for the MOU required review of potential changes to the Retiree medical program. This cost back to regular annual.

50500 - Special and Professional – For services to support Admin Assistant and Bookkeeper – Employee Handbook, and other HR / Payroll compliance and services. Also, for consulting services as needed during the year. Cost of Contract CPA and other contract services like Grant writer and temp operators. The district may have other needs like contracts with temporary agencies for services.

Total Professional Services: \$198,050

50700 - Regulatory: (Section is broken out – Within Administration)

50710 - SWRCB – Water Fee: Small Communities water utility fee by the State – reduced in FY24 based on District appeal.

50711 - SWRCB – CDTFA - Water Rights: Tracking of this fee – up from last year.

50715 - Risk Management Plan: Fee for review and compliance.

50720 - Groundwater Sustainability Act: GSA Costs if no GSA grant – the EAGSA did receive a grant, and costs are to be paid for by the State.

50725 - LAFCO Expense: Cost from LAFCO for Special District

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50800 - Safety Equipment & Materials: Small items for reg. compliance

50900 - Testing and License Fees: For employee certifications

Total Regulatory expense: \$50,600

51400 - Employee Benefits – (Section in Administration – To quantify and track the expense of these items to the District. The Employee portion of these expenses through withholding.)

50410 - Workers Compensation: JPIA – Workers Compensation Expense

51405 - Vision, Dental: District Covers Dental and life portion, employees pay the Vision component through payroll deduction.

51415 - UNUM – Districts Disability Insurance: All District expense.

51435 - CalPERS – Health Expense: District Cost based on current and Future costs. 2nd half of fiscal year could have a higher cost from CalPERS Health. (January 1st 2025)

51440 - CalPERS – Retirement Contribution. CalPERS has updated the District Contribution as of July 1 2023 to 7.68% for PEPRA and one employee on Classic (14%). Not previously budgeted was the Unfunded actuarial pension liability started in FY24 below.

51442 – CalPERS – District Actuarial Liability. CalPERS informs the District annually of the catch-up amounts due after the Pension amounts are run through the actuarial – not previously tracked by the District. This is a estimate closely tied to CalPERS notice of actual in July of 2024.

51445 - Medicare – District Cost/Contribution: (1.45%)

51650 - Uniform & Service Expense – Operator pants cleaning, shirts, hats

51500 - Boot Allowance – as per MOU

Employee Benefits Total: \$613,000

51600 - Retiree Benefits – (To track District cost of Retiree benefits – The unfunded Liability calculated by actuarial is for a yearly accounting of long-term liability, not a current year operating expense for budget). In January 2024, the District changed its Retiree Medical benefit the Minimum Employer Contribution (MEC) and returned the Employee's OPEB contribution. The District committed to keep the current retirees (8) as of 2024 whole. Previously the cost was paid directly to CalPERS Health, now the Retiree payment to CalPERS Health is the MEC (\$158 in 2025), and the balance paid to each retiree through an HRA.

51605 - Retiree health benefit – Direct: The District covers the retiree health to the HRA – not the larger amount.

51610 - The CalPERS Health Ins – Retiree: expense is a yearly expense to the District for the Retirees currently covered by Retiree Health benefits. And paid directly to CalPERS Health insurance – the MEC

Retiree Benefits total: \$100,000

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- 51700 - Property Taxes** – The District pays special district expenses, like mosquito abatement district.
- 51900 - License and Permits:** Air permit, CUPA etc.
- 52000 - Interest expense:** For payments on loans – like Dump Truck. And for the State Loan Fee expense for the RCAC Grant Anticipation Note – BW ponds.
- 53000 - Customer Accounts** – (Within Administration for tracking the expenses for Customer accounts, billings and staff)
- 53020 - Postage:** For Customer billing – Charged through Mail house
- 53025 - Billing Supplies & Materials:** Printing, Paper, envelopes etc. Charged through Mail house.
- 53016 - Meter License:** This is for the Software integration between reading meters and loading into customer accounts. That generates the Billing each month.
- Customer Accounts Total: \$41,500

50000 - Administration/General Total: \$1,243,750

60000 - Payroll Expense

This section includes the Salary/wages/on-call/overtime expenses for each of the divisions. In the past, the District had these expenses within each division. This budget now has a Payroll expense section and broken out by divisions and sections for ongoing tracking of the expenses attributed to each area. The District has seen a need based on employee turnover and operational needs to create an Operator in Training in the Treatment Division – moving a previous ½ time position to full in Treatment. Also creates a need for the Distribution Division to convert a previous ½ position to full time. The District approved an MOU in early 2023 then updated in January 2024, and per MOU section 9.7 the job classifications covered by the MOU will receive an annual COLA. The COLA is a range of 2%-4% and based on the yearly CPI-W through May. This budget estimates the expenses based on a 2.8% COLA as of May 1, 2025.

- 60100 - Payroll Expense - Admin/GM:** Based on Employment Agreement
- 60200 - Payroll Expense - Distribution Division:** Based on classifications at highest step. The On-Call is estimated closely on current rates, and Overtime is estimated on past hours per pay period.
- 60300 - Payroll Expense – Water Treatment:** Based on classifications at highest step. The On-Call is estimated closely on current rates, and Overtime is estimated on past hours per pay period.
- 60400 - Payroll Expense – Customer Accounts:** For office staff, a full time Account Clerk, Bookkeeper/Accounting, Administrative Assistant.
- 60500 - Payroll Expense – Conduit:** For separate tracking.
- 60600 - Payroll Expense – Well Field:** For tracking of Expenses in this section.

60000 - Total Payroll Expense – Salary & Wages: \$995,000

Preliminary Budget

July 2025 Through June 2026

70000 - Designated to Reserve (For Budget - reported Quarterly)

This is a new expense (in FY 2024) section for the District to expense revenue to reserves. See Previous booklets for full discussion – but these do not show up on monthly activity reports but show up on balance sheets.

The second portion of this section is to show and track the deposit to Reserves for other “non-designated” reserves. As per the approved rate schedule (August 2021), that calls for the District to put 4.1% of Usage rate to reserves (Operating Reserve) and 1.8% of Base rate to reserves (Capital Improvement & Modernization Reserve). The District also needs to build an emergency reserve identified in this section. The USBR Emergency reserve is identified as part of the contract with the Bureau for Muletown Conduit repairs. The District currently has a Certificate of Deposit that has the Bureau contracted amount in reserve. Therefore, there is not any need to set aside money in this budget for this item.

When a District like Clear Creek creates a budget, there should be some amount of revenue in excess of expenses – when a year ends, this amount is to be put into a fund balance that can (or not) be used for the next year’s budget. This new “Discretionary Fund Balance” has an amount of resources that could be used at the midyear budget review and adjustments or put into other reserves at year end.

72205 - Filter Plant Reserves: Same as Budgeted Revenue

72210 - Recycle Backwash Water Reserve: Same as Budgeted Revenue

72215 - State Loan Repayment Reserve: Same as Budgeted Revenue

72218 - WIIN Act Repayment Reserve: Same as Budgeted

72225 - Penalties Reserve: To put Penalties into a reserve for future use.

Total (Same as Designated Revenue): \$330,000

75100 - Operating Reserve (4.1% Usage): Water Sales Revenue * 4.1%

75200 - Capital Improvement & Modernization Reserve (1.8% Base Rate):

75300 - Emergency Fund Reserve: As stated, start building a reserve here.

75400 - USBR Emergency Reserve: Here if needed. (currently Covered by A CD held but the District for this amount.

75900 - Discretionary Fund Balance Reserve: For this budget revenue in excess of expenses and for current year. To be used primarily when identified expenditures are needed for equipment, major repairs, capital or other expenditures that need a mid-year adjustment. At the end of year could be to roll into next year or general reserves.

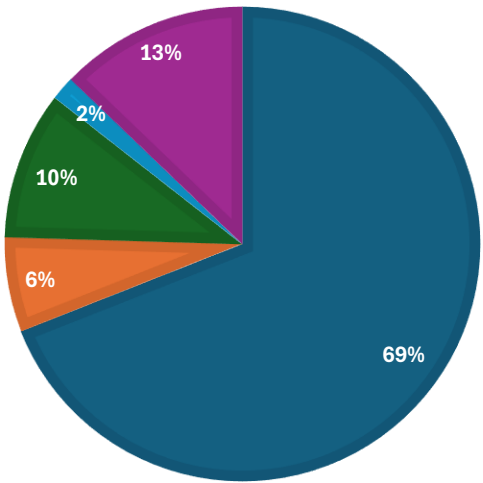
70000 – Expense Designated to Reserves Total: \$403,750

Clear Creek Community Services District
Preliminary Budget
July 2025 Through June 2026

Total Expenses: \$3,510,000

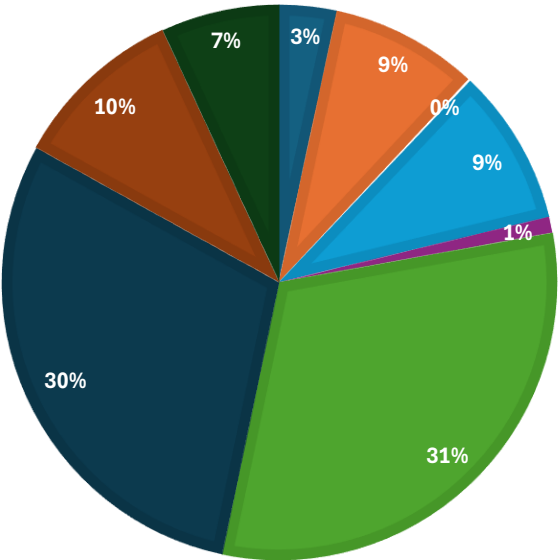
REVENUE: \$3,510,000

■ Customer Accounts ■ Water Service ■ Designated Revenue ■ Use of Reserves ■ Taxes



EXPENSES \$3,510,000

■ Supply Cost ■ Water Treatment ■ Conduit
■ Distribution ■ Wells & So.Booster ■ Admin
■ Payroll ■ Des. Rev. to Reserves ■ Operating to Reserves



Preliminary Budget

July 2025 Through June 2026

Non-Operating Budget Items

Grants

Grants

- The Backwash Ponds project – Combo of State and FEMA through CalOES. (Amended Project grant based on construction contract \$6 Mil)
 - The Backwash ponds 2&3 have been slated to be redone and concrete lined for a number of years.
 - The State provided the funding for the Design of the pond project in late summer of 2023. In the Fall of 2023, the project was put out to bid. And awarded to the lowest responsible bidder was Alan Gill construction, and they were awarded the project.
 - The District secured a Bridge / Construction loan or Grant Anticipation Note to help with financing to facilitate payments and reimbursements.
 - Contractor Started in July 2024 on Pond 3, The board received updates through the year, including pictures.
 - The Pond 3 was completed and goes into operation April 2025, then Pond 2 will be drained, contoured, and concrete poured.
 - The FEMA money, through CalOES came through as reimbursement early 2025.
 - The State approved the increased construction cost and is now working on their reimbursement requests, and will be the primary funder of the project in 2025.
 - The Pond 2 needs to be completed early this fall and operational by the end of the year. Then in March of 2026, the State and Federal government require final close out and reimbursement.
- Distribution improvement grant
 - The District applied to the State for funding to do an assessment of the District's distribution system for eventual use for further grant applications for replacement of pipelines as identified in the investigation.
 - The State communicated in March of 2023 that their department was reviewing the application and funding agreement. And then informed the District there was not funding.
 - In early 2025, the State has communicated that the request would be looked at later in the year.
 - The District hired a consultant for Grants and is using PACE to help find other opportunities for this grant.
- Shasta County ARPA Grant for Water Districts–
 - The Shasta County Supervisors allocated ARPA funds for water districts, the Clear Creek District applied for funds to update more meters in the District.
 - The County funded the grant in 2024, the District has ordered the meter registers and transponders (approximately 1700) for the sizes needed.

Clear Creek Community Services District

Preliminary Budget

July 2025 Through June 2026

- The County has reimbursed the District for Transponders and Registers received to date.
- The District has installed all but a few of the registers and transponders – and the improvement to meter reading has been significant.
- There are still over 2” meter transponders to be installed when received from Badger.
- The General Manager applied for an EPA grant “Wildfire Resiliency Assessment”
 - This is to get engineering assessment of the Districts fire resiliency capabilities – the hydrants, fire flows, and storage.
 - The EPA informed the District in the fall of 2024 that the application was denied. It’s still in the Consideration during 2025 and has yet to fund grant requests for this category.

FY 2025–26 Budget Summary and Organizational Outlook

The District in this fiscal year will be looking for more Grant monies to continue the process of upgrading and updating the infrastructure.

The Current 5 years rates end in 2026, and the District needs to start the Rate Rationale/Rate Study process in mid 2025. Then have the Prop 218 process through early 2026, for rates to be effective July 1 of 2026.

The District needs to update its 2007 Water Plan. One of the elements of that update would be to provide The District with a more comprehensive Capital Improvement Plan (CIP). The general layout of a CIP for the District would be along Division lines. The assets in each will need to be considered and have some engineering estimates made for eventual inclusion in a CIP. Once a CIP is created, the Board and manager can start the process of funding the plan through specific funding or a combination of grants, loans, rates and reserves.

The CIP would include general categories as follows:

Distribution Division:

Assets: Pipelines, Meters, Wells, Boosters, Tanks

Treatment Division:

Assets: Plant building, Filter trains, Ponds, Tank, Meters

Comment: The annual State Water Board “Survey Inspection” – has identified items that should be studied, estimated and included in a CIP – now in this budget to have an engineering estimate.

Administration Division:

Assets: Buildings, Office, Yard, Garage, Shed

Other Assets for Management: Vehicles, Equipment, Inventory

The FY 2025–26 fiscal year marks a period of transition, but also of long-term planning for the District. In March 2025, the District lost its Administrative Assistant. In April 2025, the District experienced the simultaneous departure of its General Manager, Bookkeeper, and

Clear Creek Community Services District

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Account Clerk. These staffing changes created immediate challenges, but also opened the door for internal reflection, organizational improvement, and strategic restructuring.

To address these issues and better position the District for the future, the Board of Directors approved the formation of a Personnel Committee, with a goal of evaluating the District's workforce needs, reviewing relevant policies, and identifying strategies to attract and retain qualified staff. This effort recognizes that employees are the District's most essential asset and that long-term success depends on maintaining a stable and skilled workforce.

At the same time, the District has expanded its focus on external funding opportunities. A consulting firm was brought on to assist in identifying and pursuing state and federal grants, helping to reduce the burden on ratepayers while addressing infrastructure and operational needs. Additionally, the District has initiated a formal infrastructure assessment to inform the development of a long-range Capital Improvement Plan (CIP) — a critical step in setting priorities, extending the life of assets, and improving service reliability.

As the District moves forward, this budget supports not only daily operations but also the critical planning, infrastructure, and workforce development needed for a sustainable and resilient future. Through careful fiscal management, community collaboration, and strategic investment in its people and systems, the District aims to continue delivering reliable water service while meeting the evolving needs of the community.

Clear Creek Community Services District

Preliminary Budget

July 2025 Through June 2026

	Final Budget	Budget
	Jul '25 - Jun '26	Jul '24 - Jun 25
Ordinary Revenue/Expense		
Income		
11000 · Revenue - Customer Accts		
11005 · Base Rate Charge	1,800,000.00	1,760,000.00
11010 · Domestic Water Sales	470,000.00	400,000.00
11020 · Agricultural Water Sales	130,000.00	175,000.00
11050 · Penalty-Exceeded WA Allocation	0.00	0.00
11055 · Reconnection Fee	0.00	0.00
Total 11000 · Revenue - Customer Accts	2,400,000.00	2,335,000.00
12000 · Revenue - Water Service		
12070 · Turn On Fees	5,500.00	4,000.00
12075 · Centerville Admin O&M	200,000.00	200,000.00
12085 · Interest / Investment Income	1,250.00	750.00
12087 · Backflow Maintenance Charge	7,500.00	6,500.00
12095 · Convenience Fees	750.00	750.00
12100 · Misc. Revenue	0.00	0.00
Total 12000 · Revenue - Water Service	215,000.00	212,000.00
13000 · Designated Revenue -Non Op		
13005 · Filter Plant Repayment Charge	230,000.00	230,000.00
13010 · Recycle Backwash Water Charge	12,000.00	12,000.00
13015 · State Loan Repayment Charge	30,000.00	30,000.00
13025 · WIIN Act Repayment Charge	58,000.00	58,000.00
Total 13000 · Designated Revenue -Non Op	330,000.00	330,000.00
14000 · Use of Reserves		
14010 · WIIN Act Reserves To Operating	55,000.00	55,000.00
14015 · State Loan Reserve to Operating	60,000.00	0.00
14090 · Discretionary Fund Balance Reserve	0.00	0.00
Total 14000 · Use of Reserves	115,000.00	55,000.00
15000 · Revenue - Taxes & Assessments		
15005 · Taxes-General Property	450,000.00	420,000.00
Total 15000 · Revenue - Taxes & Assessments	450,000.00	420,000.00
Total Income	3,510,000.00	3,352,000.00

Clear Creek Community Services District

Preliminary Budget

July 2025 Through June 2026

Gross Revenue	3,510,000.00	3,352,000.00
<u>Expenses</u>		
29000 · Supply Cost		
29005 · Water Purchase		
29010 · USBR Water Purchased	137,000.00	140,000.00
29015 · McConnell Water Purchased	0.00	0.00
Total 29005 · Water Purchase	137,000.00	140,000.00
29100 · WIIN Act Repayment Exp	0.00	0.00
Total 29000 · Supply Cost	137,000.00	140,000.00
30000 · Water Treatment Plant		
30100 · Utilities	65,000.00	63,000.00
30135 · Office Supplies WTP	500.00	500.00
30140 · WTP Computer & Software	5,000.00	5,000.00
30145 · Postage/Shipping	2,000.00	2,000.00
30150 · Safety Equipment & Training	7,000.00	7,000.00
30200 · WTP Repair & Maintenance O&M	95,000.00	95,000.00
30400 · Water Analysis	10,000.00	10,000.00
30405 · Chemicals WTP	65,000.00	50,000.00
30500 · Vehicle Maintenance & Fuel Expense	6,500.00	6,500.00
30600 · Equipment / Capital / Facility Improvements	55,000.00	45,000.00
30000 · Water Treatment Plant - Other	0.00	0.00
Total 30000 · Water Treatment Plant	311,000.00	284,000.00
30700 · Transmission & Conduit		
30705 · Repair and Maintenance - O&M	4,000.00	4,000.00
Total 30700 · Transmission & Conduit	4,000.00	4,000.00
40000 · Distribution		
40200 · Utilities	8,500.00	6,500.00
40300 · Safety Equipment & Training	9,000.00	7,500.00
40400 · Repair & Maintenance (O&M)		
40405 · Backflow Device Testing	6,500.00	6,500.00
40410 · USA Underground	10,000.00	10,000.00
40415 · Meter Register/Transponder Replacement	20,000.00	25,000.00
40420 · Tank Inspection	10,000.00	10,000.00
40430 · Inventory / Tools	30,000.00	40,000.00
40440 · Water Quality Analysis - Dist	10,000.00	10,000.00
40480 · Repair & Maintenance (O&M) - Other	210,000.00	190,000.00
Total 40400 · Repair & Maintenance (O&M)	314,000.00	291,500.00
40490 · Equipment / Facility / Capital Improvements	10,000.00	15,000.00
40500 · Vehicle Maintenance & Fuel Expense	50,000.00	40,000.00

Clear Creek Community Services District

Preliminary Budget

July 2025 Through June 2026

Total 40000 · Distribution	374,000.00	360,500.00
41000 · Wells & Booster Station		
41100 · Utilities	35,000.00	27,000.00
41200 · Water Analysis	1,000.00	1,000.00
41300 · Repair & Maintenance (O&M)	5,000.00	2,000.00
41305 · Chemicals	500.00	500.00
Total 41000 · Wells & Booster Station	41,500.00	30,500.00
50000 · Administration/ General		
50100 · Utilities	30,000.00	30,000.00
50200 · Office Supplies	7,000.00	7,000.00
50300 · Organizational Dues	20,000.00	20,000.00
50310 · Advertising & Public Notices	1,500.00	1,000.00
50315 · Postage	3,500.00	3,500.00
50320 · Meal and Reimbursements	5,000.00	5,000.00
50325 · Registration /Mileage/ Travel Reimbursement	8,500.00	8,500.00
50330 · Bank Service Fee/Finance Charge	7,500.00	10,000.00
50400 · Insurance		
50405 · JPIA - Cyber	3,000.00	3,000.00
50415 · Property & Liability Insurance	18,000.00	16,000.00
50420 · Insurance - Auto	68,000.00	65,000.00
Total 50400 · Insurance	89,000.00	84,000.00
50500 · Special & Professional Services		
50505 · Audit Services	43,050.00	17,000.00
50510 · Director Fees	6,000.00	6,000.00
50512 · Director Elections (Even Year November)	0.00	0.00
50515 · Server & Computer Maintenance		
50516 · Municipal Software	5,000.00	5,000.00
505xx · Equipment upgrade	0.00	0.00
50517 · Software Subscriptions / IT Support	15,000.00	15,000.00
50515 · Server & Computer Upgrades & Maintenance	15,000.00	25,000.00
Total 50515 · Server & Computer Maintenance	35,000.00	45,000.00
50520 · Legal	15,000.00	10,000.00
50525 · Engineering	30,000.00	40,000.00
50530 · Equipment Maintenance & Lease	6,000.00	6,000.00
50535 · Building & Ground Maint.-Office	18,000.00	17,000.00
50540 · OPEB Valuation & Actuarial	5,000.00	5,000.00
50500 · Special & Professional Services - Other	40,000.00	30,000.00
Total 50500 · Special & Professional Services	198,050.00	176,000.00

Clear Creek Community Services District

Preliminary Budget

July 2025 Through June 2026

50700 · Regulatory

50705 · Water Fee

50710 · SWRCB - Water Fee	10,000.00	10,000.00
50711 · SWRCB - CDTFA - Water Rights	23,000.00	21,500.00
50715 · Risk Management Plan	7,500.00	7,000.00
50720 · Groundwater Sustainability Act	0.00	0.00
50905 · LAFCO Expense	7,100.00	6,500.00
50705 · Water Fee - Other	0.00	0.00

Total 50705 · Water Fee	47,600.00	45,000.00
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50800 · Safety Equipment & Materials	1,000.00	1,000.00
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50900 · Testing & License Fees	2,000.00	1,000.00
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Total 50700 · Regulatory	50,600.00	47,000.00
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51400 · Employee Benefits

50410 · JPIA - Workers Comp	22,000.00	22,000.00
51405 · Vision, Dental	15,000.00	18,000.00
51415 · UNUM-Disability, Life, Accident	18,000.00	18,000.00
51435 · CalPERS Health Insurance Exp	240,000.00	225,000.00
51440 · CalPERS Retirement Contribution - Dist	120,000.00	90,000.00
51442 · CalPERS District actuarial liability	180,000.00	160,000.00
51445 · Medicare - District Cost	12,000.00	12,000.00
51450 · Boot Allowance	1,000.00	700.00
51455 · Uniform and Service	5,000.00	5,000.00
51400 · Employee Benefits - Other	0.00	0.00

Total 51400 · Employee Benefits	613,000.00	550,700.00
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51600 · Retiree Benefits

51605 · Retiree Health Benefit - Direct	85,000.00	90,000.00
51610 · CalPERS Health Ins- Retiree	15,000.00	15,000.00
51600 · Retiree Benefits - Other	0.00	0.00

Total 51600 · Retiree Benefits	100,000.00	105,000.00
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51700 · Property Taxes	400.00	400.00
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51800 · General Tax Expense	200.00	200.00
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51900 · License and Permits	3,000.00	5,000.00
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52000 · Interest Expense

52005 · RCAC Loan Interest (dump truck)	4,000.00	4,500.00
52010 · State Grant Loan - RCAC Grant Note Interest	60,000.00	
52000 · Interest Expense - Other	1,000.00	1,000.00

Total 52000 · Interest Expense	65,000.00	5,500.00
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53000 · Customer Accounts & Billing

53015 · Supplies		
53020 · Postage	14,000.00	14,000.00

Clear Creek Community Services District

Preliminary Budget

July 2025 Through June 2026

53025 · Billing Supplies & Materials	17,000.00	17,000.00
53015 · Supplies - Other	500.00	500.00
Total 53015 · Supplies	31,500.00	31,500.00
53016 · Meter Reading/ License	8,000.00	8,000.00
53030 - Chargebacks, NSF, Acct Refunds	2,000.00	2,000.00
Total 53000 · Customer Accounts & Billing	41,500.00	41,500.00
55000 · Miscellaneous	0.00	0.00
Total 50000 · Administration/ General	1,243,750.00	1,100,300.00
60000 · Payroll Expense -Salary & Wages		
60100 · Payroll Exp - Administration/GM	155,000.00	153,000.00
60200 · Payroll Exp - Distribution	375,000.00	365,000.00
60300 · Payroll Exp - Water Treatment	260,000.00	250,000.00
60400 · Payroll Exp - Conduit Labor	5,000.00	4,000.00
60500 · Payroll Exp - Customer Accts	190,000.00	185,000.00
60600 · Payroll Exp-Well Field Stations	10,000.00	20,000.00
60000 · Payroll Expense -Salary & Wages - Other	0.00	0.00
Total 60000 · Payroll Expense -Salary & Wages	995,000.00	977,000.00
70000 · Designated to Reserves - (For Budget Balancing - Reported Quarterly on Balance sheet)		
72205 · Filter Plant Repayment Reserve	230,000.00	230,000.00
72210 · Recycle Backwash Water Reserve	12,000.00	12,000.00
72215 · State Loan Repayment Reserve	30,000.00	30,000.00
72218 - Penalties Reserve - For tracking		
72225 · WIIN Act Repayment Reserve	58,000.00	58,000.00
	330,000.00	330,000.00
75100 - Operating Reserve (4.1% Usage)	34,600.00	20,705.00
75200 - Capital Imp. & Modernization Res. (1.8% Base Rate)	32,400.00	31,680.00
75300 - Emergency Fund Reserve	5,000.00	10,000.00
75400 - USBR Emergency Reserve	0.00	0.00
75900 - Discretionary Fund Balance Reserve	1,750.00	63,315.00
	73,750.00	125,700.00
Total 70000 · Designated To Reserves -Non Op	403,750.00	455,700.00
Total Expense	3,510,000.00	3,352,000.00
Net Ordinary Revenue	0.00	0.00



5880 Oak Street, Anderson, CA 96007
Phone: (530) 357-2121 cccsd@clearcreekcsd.org

MEMO

Date: June 6, 2025
To: Finance Committee
From: Interim General Manager – Jim Wadleigh

Re: B. – Bank Balances Update (Discussion)

Discussion:

A review and discussion of current banking balances as of May 29, 2025 and financial position.

May 29, 2025,

Clear Creek CSD – FY 25 Account Balances

<u>Account</u>	<u>Current Balance</u>	<u>Note</u>
General Checking (4221)	\$ 151,982	Sweep: \$ 477,163
OP Reserve Savings (5189)	\$ 48,179	
Expansion & Modernization Res. (5162)	\$ 125,677	
Emergency Reserve – System Repl (5235)	\$ 469	
Filtration Plant Repayment (4078)	\$ 156,818	
Backwash Recycle (5243)	\$ 50,264	
State Loan Repayment Reserve (5154)	\$ 66,822	
WIIN Act Reserve/repayment (5227)	\$ 74,718	
Carr Fire Acct (5197)	\$ 178,013	
Carr Fire Backwash Ponds Project (5219)	<u>\$ 15,099</u>	
Total	\$ 840,229	

USBR Emerg. Res CD (4.5%) \$ 39,389.67 (Maturity 6/22) 4.5%

Filter Plant Loan CD (4.5%) \$282,933.92 (Maturity 6/22/25) 4.5%



5880 Oak Street, Anderson, CA 96007
Phone: (530) 357-2121 cccsd@clearcreekcsd.org

MEMO

Date: June 6, 2025
To: Finance Committee
From: Interim General Manager – Jim Wadleigh

Re: C. – Step Increase for Current Administrative Assistant (Discussion/Action)

Discussion/Action:

Background:

Clear Creek Community Services District's Administrative Assistant, Emily King, was hired at Step One, earning \$31.31 per hour. Emily brought extensive qualifications to the District, including:

- Seven years as an Executive Manager
- Twenty years in management and human resources
- Eleven years in administration
- Six years as the Tehama County Clerk of the Board

Shortly after her hire, three members of the administrative team resigned. Emily immediately stepped up, assuming key responsibilities in accounting, bookkeeping, and clerical operations, in addition to her primary role. She has also been instrumental in training operations staff and temporary employees on District software and procedures. Her work ethic, initiative, and collaborative spirit have made her a vital contributor to District operations.

Discussion:

The Interim General Manager is recommending a salary step increase for Emily King, prior to her one-year anniversary. This proposed step increase better reflects both her extensive background and the significantly expanded scope of her responsibilities.

Financial Impact:

With a step four adjustment increases the hourly rate from \$31.31 to \$34.88, an increase of \$3.57/hour or approximately 11.4%.

Annual Impact (2,080 hours): $\$3.57 \times 2,080 = \$7,425.60$

With Benefits/Payroll Load (estimated at 35%): $\$7,425.60 \times 1.35 = \$10,024.56$

This cost is incorporated into the preliminary FY2025–26 budget and aligns with the District's priorities for staff retention and equitable compensation.

Recommendation:

Recommend approval of the proposed hourly wage adjustment for Emily King, increasing the rate from \$31.31 to \$34.88, effective [effective date], and forward to the Board of Directors for consideration and adoption.