



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

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

Interim General Manager: Jim Wadleigh

REGULAR MEETING: June 18, 2025, at 6:00PM: District Office Board Room

AGENDA

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

OPEN TIME/PUBLIC COMMENT: Pursuant to Gov. code §54950, 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.

CONSENT AGENDA (Action)

The following items are expected to be routine. Any interested party may comment or request an item be removed from the consent agenda for separate discussion/action.

I. Minutes from Meetings:

- a. Regular Meeting Minutes 5/21/2025
- b. Special Meeting Minutes 5/16/2025
- c. Finance Committee Minutes 6/06/2025

REGULAR AGENDA (Discussion/Action)

2. Interim General Manager Employment Agreement Extension – (Discussion/Action)

Close Regular Meeting and Open Public Hearing

3. 6:15PM – Public Hearing – Clear Creek CSD FY 2025-2026 Final Budget (Discussion/Action)

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.

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Close Public Hearing and Resume Regular Meeting

4. Formation of an Ad Hoc Committee for Proposition 218 Study – (Discussion/Action)

5. Tax Appropriation Limits Ordinance 2025-05 – (Discussion/Action)

6. GENERAL MANAGERS ORAL REPORT

7. OPERATIONS ORAL REPORT

8. STANDING COMMITTEE REPORT –

- a. Agriculture –
- b. Finance –
- c. Planning/Steering –

9. BOARD MEMBER ITEMS

10. CLOSED SESSION ANNOUNCEMENT:

- a. Pursuant to Government Code §54957(b)(1):
Public Employee: General Manager
- b. Report from Closed Session –

11. ADJOURN THE MEETING

ADA Related Disabilities:

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Interim General Manager: Jim Wadleigh

REGULAR MEETING: May 21st 2025 at 6:00PM: District Office Board Room

Minutes

CALL TO ORDER 6:00 PM

PLEDGE OF ALLEGIANCE: Lead by Director Johnston

ROLL CALL: Chairman McVay, Vice Chair Johnston, Director Lincoln, Director Fickes, Director Beaver, Interim General Manager Jim Wadleigh, Administrative Assistant Emily King.

OPEN TIME/PUBLIC COMMENT: *Sandy Winters – Announced there will be a Fire Wise booth at the Strawberry Festival and stated the public should stop by.*

CONSENT AGENDA (Action)

The following items are expected to be routine. Any interested party may comment or request an item be removed from the consent agenda for separate discussion/action.

- I. Minutes from Meetings:**
 - a. Regular meeting 04/16/2025
 - b. Finance Committee 04/08/2025
 - c. Ag Committee 04/09/2025
 - d. Planning and Steering Committee 04/23/2025
- 2. Paid Bills: 04/13/2025 – 05/12/2025**
- 3. Payroll: 04/10/2025 - 04/24/2025**
- 4. Activity P&L Report: April 2025 – Pulled from Agenda**
- 5. Amendment No. 1 to Consulting Services Agreement with Wadleigh Management – Temporary Suspension Due to Interim General Manager Appointment**

Item 4 was pulled from the agenda; Item 5 was approved with the stipulation that the date under the recitals section was corrected to read February.

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*Motion to Approve the Consent Agenda with typos to be corrected and amended in the Minutes:
Director Fickes, 2nd Director Lincoln
Vote: 5-0*

REGULAR AGENDA

6. Cross Connection Control Plan: (Discussion/Action)

- a. Review and consider adoption of the District's Cross-Connection Control Plan (CCCP).

Director Fickes read section 4.1B and stated concerns about the verbiage on fees for a two dwelling parcel and gave an explanation to the public about the double base rate charge on two dwelling parcels with one meter. Director Beaver stated she liked how clearly detailed the section was, Director Lincoln stated there has always been a double base rate charge on two dwellings on one parcel, section 4.1B is just clarifying the explanation. A member of the public, Sandy Winters spoke about the history of the domestic and agriculture fees and how the District moved to base rate charges. In response to a question from the public audience, Director Fickes stated that some of the fees are from loans.

- b. Consider approval of Ordinance 2025-04, establishing legal authority to enforce cross-connection requirements.
- c. Consider approval of an Amendment to the Rules and Regulations for Water Service to align with the adopted Plan and Ordinance

*Motion to Approve:
Director Fickes, 2nd Director Beaver
Vote: 5-0*

7. Authorize the Interim General Manager as Check Signer on District Bank Accounts (Discussion/Action)

*Motion to Approve:
Unanimous
Vote: 5-0*

8. Discussion and Possible Action regarding Formation of a Personnel Committee (Discussion/Possible Action)

Director Beaver stated she feels a Personnel Committee may help lighten the workload for office staff. Interim GM Wadleigh stated he feels with Prop 218 approaching a Personnel Committee may be a great help in changes of employees pay rates. GM Wadleigh stated to the Board there previously was a Personnel Committee that dissolved several years prior. Director Lincoln stated the prior committee was dissolved

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because it couldn't make any real changes. Vice Chair Johnston and Director Lincoln both felt the committee would be impeding on the General Managers duties. Vice Chair stated he can see the benefits of the committee but doesn't feel it is necessary, personnel issues should be brought to closed sessions in regular meetings.

Motion to Approve:

Director Beaver, 2nd Director Fickes

Ayes: Chair McVay, Director Beaver, Director Fickes

Neys: Director Lincoln, Director Johnston

Director Beaver and Director Fickes volunteered to be on the committee.

Motion to Approve committee members:

Unanimous

Vote: 5-0

9. GENERAL MANAGERS ORAL REPORT:

a. Treatment Report:

Interim GM Wadleigh spoke about touring the Treatment Plant with Chief Operator Bill Palmaymesa and the amazing knowledge and experience Bill brings to the District. Interim GM Wadleigh gave a brief update on the repairs and work that is needed at the treatment plant.

b. Operation Report:

Interim GM Wadleigh reported on June 4th the District is having a paving company come out and fix the roads from the winter leak repairs.

The Directors requested the printed copy of the Operations Report be included in the agenda packets.

c. Administration Report

Interim GM Wadleigh stated the District is working on a plan for delinquent accounts, he is currently reading up on policy and working with staff to learn the day-to-day of the office.

Director Beaver stated that Centerville needs to be informed of repair and improvement plans.

10. STANDING COMMITTEE REPORT –

a. Agriculture:

Vice Chair Johnston stated the committee had not met and the next meeting has not been scheduled and spoke about the Happy Valley Farmers Markets on the 2nd and 4th Saturday of each month through October from 8am to 11am next to Bonney's Burgers.

b. Finance:

The committee has not met; the next meeting will be scheduled prior to the adoption of the budget.

c. Planning and Steering:

The committee has not met and there is nothing to report.

11. BOARD MEMBER ITEMS:

In response to Director Fickes, Interim GM Wadleigh stated that the 2023 audit is in final review and will be brought forward to the June meeting.

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Director Fickes gave an overview of the JPIA Summit she attended and spoke about the resources JPIA offers to Special Districts.

7:09 PM Regular Meeting Closed

7:10 PM Closed Session is called to order

8:15 PM Closed Session Adjourned

8:18 PM Regular Meeting In Session

12. CLOSED SESSION ANNOUNCEMENTS:

a. Public Employee Appointment – Government Code §54957(b)(1)

Title: General Manager – Discussion and Possible Action on Appointment

The Board took no action, and the hiring process will move to second interviews.

b. Public Employee Discipline / Dismissal / Release – Government Code §54957(b)(1)

Discussion and Possible Action on Reinstatement and Settlement Agreement

The Board approved a settlement agreement resolving all claims with an employee who is currently on unpaid status. The employee will be reinstated to regular full-time status.

13. ADJOURN THE MEETING: 8:19 PM

ADA Related Disabilities:

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Directors – Pam Beaver, Beverly Fickes, Terry Lincoln

Interim General Manager: Jim Wadleigh

SPECIAL MEETING: May 16, 2025, at 10:00AM: District Office Board Room

MINUTES

- 1. CALL TO ORDER: 10:00 AM**
- 2. PLEDGE OF ALLEGIANCE: Lead by Chairman McVay**
- 3. ROLL CALL: Chairman McVay, Vice Chair Johnston, Director Lincoln, Director Fickes, Director Beaver, Interim General Manager Jim Wadleigh, Administrative Assistant Emily King.**
- 4. OPEN TIME/PUBLIC COMMENT: NONE**
- 5. CLOSED SESSION ANNOUNCEMENT: 10:15 AM**

The Board will adjourn to Closed Session to discuss the following item:

 - a. Pursuant to Government Code §54957(b)(1):
Public Employee: General Manager**
 - b. Report from Closed Session – NONE**
- 6. ADJOURN THE MEETING: 3:45 PM**

ADA Related Disabilities:

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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.

Minutes

1. CALL TO ORDER: 4:00 PM

2. PLEDGE OF ALLEGIANCE: *Lead by Director McVay*

3. ROLL CALL: *Director Fickes, Director McVay, Interim General Manager Jim Wadleigh, Administrative Assistant Emily King.*

4. OPEN TIME/PUBLIC COMMENT: *No members of the public present.*

Director McVay announced several members of the public have let him know they are very pleased with how the Distribution Operators get leaks fixed in an efficient manner.

Interim General Manager Jim Wadleigh reported that the District is fully staffed as of 6/11/2025.

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.

Director Fickes recapped how the prior General Manager prepared and presented the annual budget, stating that she prefers actual financial figures presented with the budget. Director McVay also asked for actual financial figures in the future.

ADA Related Disabilities:

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MEMO

Date: June 18, 2025
To: Board of Directors
From: Interim General Manager – Jim Wadleigh
Re: **2 - Interim General Manager Employment Agreement Extension – (Discussion/Action)**

RECOMMENDATION

Staff recommends that the Board approve Amendment 1 to the Interim General Manager Employment Agreement to extend the term of service until the newly appointed General Manager begins employment with the District, including a limited transitional period as needed.

BACKGROUND

The original Interim General Manager Employment Agreement between the District and Mr. Jim Wadleigh was approved on April 22, 2025, with a term beginning April 25, 2025, and ending June 25, 2025, or earlier/later if terminated in accordance with the Agreement.

Currently, the recruitment process for a permanent General Manager is ongoing. A final selection and confirmed start date have not yet been determined. To ensure continuity of executive leadership and avoid any disruption to District operations, it is necessary to amend the term of the Agreement.

DISCUSSION

Amendment 1 proposes to revise Section 2 – Term of Agreement to:

- Extend Mr. Wadleigh's service through the start date of the newly appointed General Manager
- Allow for a limited transitional overlap period, not to exceed fifteen (15) business days, as determined by the Board or Board Chair.
- Clarify that the end of the term will be triggered by written notice from the Board Chair, following Board direction, which will be established at the Board meeting when the employment agreement for the new General Manager is approved.

The amendment retains all other provisions of the original Agreement. This amendment will provide flexibility for the Board and continuity of leadership during the onboarding period of the incoming General Manager.

FISCAL IMPACT

The fiscal impact is limited to the potential extension of the Interim GM's compensation for the transitional period. Funds are available in the FY 2025–2026 budget to cover this limited extension.

ENVIRONMENTAL REVIEW

The proposed action is not a project under CEQA and is not subject to environmental review.

ATTACHMENTS

- Amendment 1 to Interim General Manager Agreement
- Original Employment Agreement

Interim General Manager Jim Wadleigh spoke about the repayment to the JPIA, he presented the status of repayment and presented a plan for repayment going forward.

Discussion took place on Centerville's usage payment percentages, the WIIN Act, capital improvement, possible cost increases due to tariffs and the tracking COLA percentages.

The FY 25/26 budget and budget booklet were reviewed in detail while the Directors identified some possible changes.

Director McVay discussed the standby charges from PG&E at our wells for testing and suggested using a generator to save money. Director McVay also stated our wells need to have a bleed line to avoid damage to pipes while testing and training on the wells.

Interim General Manager Jim Wadleigh was directed to look at the fully burden rates with 2.8% and 4% COLA raises to bring to the Regular Board Meeting.

b. Bank Balances Update

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

Discussion and review of the bank account balances through May 29th.

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.

Discussion took place on the possible step increase for the current Administrative Assistant. Interim General Manager Jim Wadleigh presented the experience and skills the current Administrative Assistant brought to the District and asked for permission to move Emily King to step 3 or step 4. The Directors stated they wanted the fully burdened rate of additional steps with the COLA increase before it was brought to the Board for approval.

6. ADJOURN THE MEETING: 6:30 PM

ADA Related Disabilities:

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EMPLOYMENT AGREEMENT
FOR
INTERIM GENERAL MANAGER
OF THE CLEAR CREEK COMMUNITY SERVICES DISTRICT

AMENDMENT 1

This Amendment is made and entered into this 18th day of June 2025, by and between the Clear Creek Community Services District (hereinafter referred to as "Employer" or "CCCSD") and Jim Wadleigh (hereinafter referred to as "Employee" or "Mr. Wadleigh"), as per the agreement dated April 22, 2025, for employment services, encompassing all terms and conditions contained therein, except as specifically modified herein:

The above-described employment agreement shall be amended as follows:

Section 2. Term of Agreement shall be amended to read as follows:

Employment under this Agreement shall commence on April 25, 2025, and shall continue until a newly appointed General Manager begins employment with the District and, if determined necessary by the Board or Board Chair, for a limited transitional period not to exceed fifteen (15) business days thereafter to ensure continuity of operations. The end of the employment term under this Agreement shall be triggered by written notice from the Board Chair, acting upon Board direction, confirming the start date of the newly appointed General Manager and specifying any transitional overlap period to follow.

Nothing in this Agreement shall prevent, limit, or otherwise interfere with the right of the Employer to terminate the services of the Employee at any time, subject only to the provisions set forth in Section 7 of this Agreement. Likewise, nothing in this Agreement shall prevent, limit, or otherwise interfere with the right of the Employee to resign at any time, subject only to the provisions set forth in Section 7 of this Agreement.

Except as specifically modified herein, all of the terms and conditions of the Employment Agreement for Jim Wadleigh as Interim General Manager of the Clear Creek Community Services District shall remain in full force and effect.

In Witness Whereof, Employer and Employee entered into this Amendment as of the date written and have signed and executed this Agreement, both in duplicate, the day and year first above written.

EMPLOYEE

EMPLOYER:

Jim Wadleigh

Scott McVay
Board of Directors, Chair

EMPLOYMENT AGREEMENT
FOR
INTERIM GENERAL MANAGER
OF THE CLEAR CREEK COMMUNITY SERVICES DISTRICT

This Employment Agreement ("Agreement") is made and entered into this ___ day of _____ 2025, by and between the Clear Creek Community Services District (hereinafter referred to as "Employer" or "CCCSD") and Jim Wadleigh (hereinafter referred to as "Employee" or "Mr. Wadleigh").

RECITALS

WHEREAS, Employer desires to employ the services of Jim Wadleigh as Interim General Manager; and

WHEREAS, it is the desire of Employer to provide certain benefits, establish certain conditions of employment and to set working conditions of Employee; and

WHEREAS, Employee desires to accept employment as Interim General Manager; and

NOW, THEREFORE, in consideration of the above recitals and of the mutual promises and conditions in this Agreement and for other valuable consideration, receipt of which is hereby acknowledged, it is agreed as follows:

Section 1. General Manager Duties

Employee agrees to perform the functions and duties of the position of General Manager, and any additional duties as may be assigned by the Board from time to time. A general description of the duties and responsibilities of the General Manager is attached to this Agreement as **Exhibit A** and incorporated herein by this reference. Employee shall be responsible for performing the statutorily required duties of a general manager of a Community Services District, as set forth in California Government Code Section 61051, which provides as follows:

- (a) The implementation of the policies established by the board of directors for the operation of the district.
- (b) The appointment, supervision, discipline, and dismissal of the district's employees, consistent with the employee relations system established by the board of directors.
- (c) The supervision of the district's facilities and services.
- (d) The supervision of the district's finances.

Section 2. Term of agreement

Employment shall commence on April, 25 2025, and continue until June 30, 2025, or until terminated by either Employee or Employer in accordance with the terms of this Agreement or by law.

Nothing in this Agreement shall prevent, limit or otherwise interfere with the right of Employer to terminate the services of Employee at any time, subject only to the provisions set forth in Section 4 of this Agreement. Nothing in this Agreement shall prevent, limit or otherwise interfere with the right of Employee to resign at any time from his position with Employer, subject only to the provisions set forth in Section 4 of this Agreement.

Section 3. Place of Employment.

Unless the parties agree otherwise in writing, during the employment term Employee shall perform the services he is required to perform under this Agreement at Employer's offices, located at 5880 Oak Street, Anderson, California, provided, however, that Employer may from time to time require Employee to travel temporarily to other locations on Employer's business.

Section 4. Devotion to District Business and Hours of Work

The Interim General Manager position is a full-time position. Therefore, except as otherwise provided herein, Employee shall not engage in any outside business, educational, professional, or other activities, whether for compensation or otherwise, that would conflict or materially interfere with performance of the Interim General Manager duties, without written prior approval from the Board of Directors. As a full-time position, Employee's work schedule shall generally be consistent with the normal business hours adopted by the CCCSD and those additional hours necessary to fulfill the obligations of Interim General Manager, including being available to attend all necessary meetings during evenings and weekends. During their employment, Employee shall devote such time, interest, and effort to the performance of this Agreement as may, in the view of Employer, be fairly and reasonably necessary.

Section 5. Salary compensation

Starting April 25 2025, Employer agrees to pay Employee a base hourly rate of \$ 55/hr, payable in installments at the same time and in the same manner as other employees of the District are paid, for the performance of the duties and obligations of Interim General Manager.

Section 6. Benefits

No benefits are provided as part of the compensation for the Interim General Manager position, except as provided under California law.

Section 7. Termination for Cause

Without limiting Employer's ability to terminate the employment of Employee for no

cause, Employer may terminate this Agreement at any time without notice if Employee commits any material act of dishonesty, discloses confidential information, is guilty of gross carelessness or misconduct, unjustifiably neglects his duties under this Agreement, or acts in any way that has a direct, substantial, and adverse effect on Employer's reputation, as determined by the Board in its sole discretion.

Section 8. Effect of no-cause termination on Salary:

On 30 days' prior written notice, Employer may terminate Employee without cause, provided, however, that Employer reserves the right to terminate Employee's employment immediately and provide 30 days' pay in lieu of notice to Employee.

Section 9. Other Obligations of the District

A. Office, Supplies, Business Expenses. Employer agrees to provide the Interim General Manager with an office, suitable office and computer equipment, supplies and other such facilities and services commensurate with the Interim General Manager position in order to facilitate the performance of their duties. The Interim General Manager may receive reimbursement for expenses incurred in the performance of the District's business at the approval of the board of directors.

Section 10. Performance Review

Employee's performance review shall be monthly during the interim period.

Section 11. Employee's Representations

Employee represents and warrants that he is not restricted, contractually or otherwise, from entering into this Agreement. Employee further warrants that he has the qualifications represented to Employer, including any required licenses or certifications.

Section 12. General Provisions

A. This Agreement contains the entire agreement between the parties and supersedes all prior or contemporaneous oral and written agreements, understandings, commitments, and practices between them, including all prior employment agreements, whether or not fully performed by Employee before the date of this Agreement. Without limiting the generality of the foregoing, except as provided in this Agreement, all understandings and agreements, written or oral, relating to Employee's employment by Employer or Employer's payment of any compensation or provision of any benefit in connection therewith or otherwise are hereby terminated and shall be of no future force or effect. Employee represents and warrants that Employee is not relying on any representations made before or outside of this Agreement. No oral modifications, express or implied, may alter or vary the terms of this Agreement. No amendments to this Agreement

may be made except by a writing signed by the Board and Employee. No employee or supervisor of Employee is authorized to alter or vary the terms of this Agreement except by written agreement by the Board. Any representations contrary to this Agreement, express or implied, written or oral, made after the date of this Agreement are hereby disclaimed.

B. If any provision of this Agreement is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remainder of the provisions hereof shall remain in full force and effect and shall in no way be affected, impaired or invalidated thereby.

C. This Agreement shall be governed by the laws of the State of California. Employee and the District agree that venue for any dispute shall be in Shasta County, California.

D. The parties acknowledge that they understand the significance and consequences of this Agreement. The parties also acknowledge that they have been given full opportunity to review and negotiate this Agreement and execute it only after full reflection and analysis, and that they have had an opportunity to review this document and its application and meaning with their respective attorneys and advisors. This Agreement shall not be interpreted against the party who prepared the initial draft because all parties participated in the drafting of this Agreement by having ample opportunity to review and submit suggested changes or corrections for incorporation into the final version of this Agreement.

E. Employee may not assign this Agreement in whole or in part.

F. If any legal proceeding is necessary to enforce or interpret the terms of this Agreement or to recover damages for breach of this Agreement, the prevailing party shall be entitled to reasonable attorney fees as well as reasonable costs and disbursements (including expert witness fees), in addition to any other relief to which the prevailing party may be entitled.

G. Any notice to Employer required or permitted under this Agreement shall be given in writing to Employer, either by personal delivery (including personal delivery by fax or e-mail) or by registered or certified mail, postage prepaid, addressed to the Board at Employer's then principal place of business. Any such notice to Employee shall be given in a like manner and, if mailed, shall be addressed to Employee at his home address then shown in Employer's files. For the purpose of determining compliance with any time limit in this Agreement, a notice shall be deemed to have been duly given (a) on the date of delivery, if delivered personally to the party to whom notice is to be given, or (b) on the third business day after mailing, if mailed to the party to whom the notice is to be given in the manner provided in this Section.

H. This Agreement may be executed in two or more counterparts, each of which shall be deemed an original and all of which together shall constitute one and the same instrument. The text herein shall constitute the entire Agreement between the parties. Any amendments to this Agreement must be in writing and executed by both parties. This Agreement shall be binding upon and inure to the benefit of the heirs at law and executors of

Employee.

Section 13. Effective Date

This Agreement shall be effective on April ____ 2025.

In Witness Whereof, Employer and Employee have signed and executed this Agreement, both in duplicate, the day and year first above written.

EMPLOYEE

EMPLOYER:

Jim Wadleigh

Scott McVay
Board of Directors, Chair

EXHIBIT A

INTERIM GENERAL MANAGER Job Description and Duties

The Interim General Manager serves as the Chief Executive Officer of the District and reports directly to the Board of Directors. This role is responsible for leading and overseeing the overall operations, administration, and strategic direction of the District. While the Interim General Manager may sub-delegate tasks as appropriate, ultimate accountability for delegated functions remains with the General Manager to ensure proper execution in alignment with the Board's directives.

The Interim General Manager represents the District in a professional manner that supports and advances the District's mission and operational effectiveness. This position provides policy guidance to the Board of Directors, oversees District staff, and ensures the implementation and enforcement of District ordinances, policies, and procedures. The Interim General Manager also provides comprehensive administrative support to the Board.

Key Responsibilities:

- Oversee and manage the day-to-day operations of the District to ensure efficient, effective, and economical service delivery.
- Provide leadership, guidance, and direction to all District staff.
- Serve as Secretary to the Board of Directors, including preparation of agendas, meeting coordination, and documentation.
- Maintain continuity of District operations throughout the interim appointment period.
- Prepare and present reports, budget forecasts, and other key documentation as required; coordinate interdepartmental activities to support operational efficiency.
- Identify, apply for, and manage grants to support infrastructure improvements and other initiatives that benefit the District.
- Ensure the implementation of policies adopted by the Board of Directors.
- Hire, supervise, evaluate, discipline, and, if necessary, dismiss District employees in accordance with Board-approved personnel policies.
- Oversee the management and maintenance of all District facilities and services.
- Monitor and direct all financial activities of the District to ensure fiscal accountability.
- Perform additional duties as required or assigned by the Board of Directors.



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MEMO

Date: June 18, 2025
To: Board of Directors
From: Interim General Manager – Jim Wadleigh
Re: **4 – Public Hearing – Clear Creek CSD FY 2025-2026 Final Budget** (Discussion/ Action)

RECOMMENDATION

Staff recommends the Board:

1. Hold a public hearing and receive any public comments; and
2. Adopt the Clear Creek CSD Final Budget for Fiscal Year 2025–2026; and
3. Approve a 2.8% Cost-of-Living Adjustment (COLA) for all eligible employees, consistent with the May-to-May CPI-W index, as provided for in the current MOU.

Note: The Board retains discretion to approve a COLA of up to 4.0% under the MOU. Should the Board elect to approve a higher COLA at this meeting, staff will adjust the final budget accordingly to reflect the updated salary impact prior to publication and filing.

BACKGROUND

In accordance with Government Code §61110 and other applicable budget laws for community services districts, the District must adopt a budget on or before July 1 of each year.

The most recent draft budget was previously discussed in the Finance Committee meeting on June 6, 2025. The budget reflects the District's operational needs, capital improvement priorities, and funding sources for the upcoming fiscal year.

DISCUSSION

The budget was prepared based on historical data, current year trends, and anticipated future costs. This budget does not account for potential cost impacts related to ongoing or future tariff increases or trade policy shifts. Should tariffs significantly affect material or equipment costs, any necessary adjustments will require formal Board action through a budget amendment. No rate increases are proposed at this time.

To fully balance the FY 2025–26 budget, \$117,700 is shown as a one-time, non-operating funding source under “Use of Reserves.” This entry reflects a planned draw from the District’s available fund balance and is not treated as operational income in financial reporting or audits.

In accordance with the current MOU, the District is obligated to apply an annual cost-of-living adjustment (COLA) between 2% and 4%, tied to the May-to-May Consumer Price Index for Urban Wage Earners and Clerical Workers (CPI-W), U.S. city average. For FY 2025–26, the CPI-W figure is 2.8%. The proposed budget includes a 2.8% COLA, consistent with this index and the MOU provisions. The Board may approve a COLA up to 4%, but any increase beyond the 2.8% currently budgeted would require a corresponding adjustment to the final budget.

FISCAL IMPACT

Approval of this budget authorizes appropriations for FY 2025–2026. It does not independently authorize new fees or charges. The difference between 2.8% and 4% is approximately \$11,525.

ENVIRONMENTAL REVIEW

The adoption of the budget is not a project under the California Environmental Quality Act (CEQA) and is therefore not subject to environmental review.

ATTACHMENTS

- FY 2025–2026 Budget Summary

Clear Creek Community Services District



**Fiscal Year
2025-2026
Preliminary Draft**

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, May 21st 2025 and then the final budget was approved by the board at the June 18th 2025 meeting.

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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 long history 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 at 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 Districts 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 the 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 employes 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:

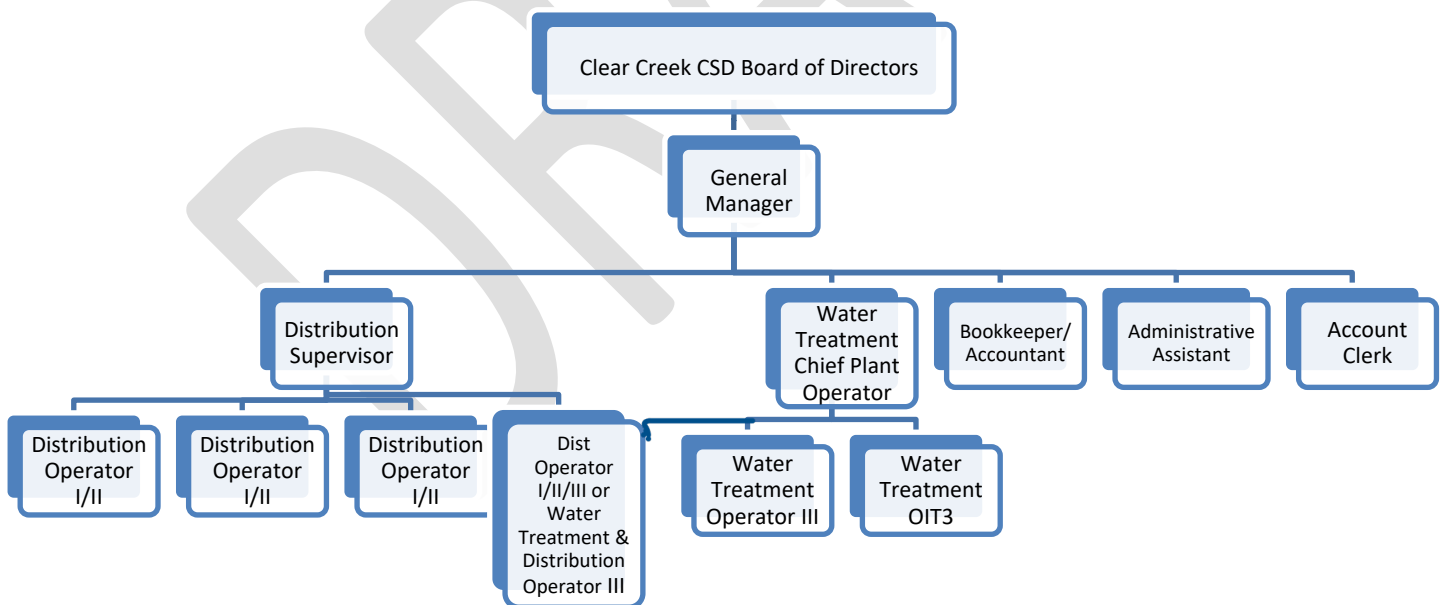
1. Filter Plant Repayment
2. Recycle Backwash Water
3. State Loan Repayment
4. WIIN act Repayment

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:



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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.

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: \$198,000

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: \$50,000

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: \$1,183,750

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

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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.

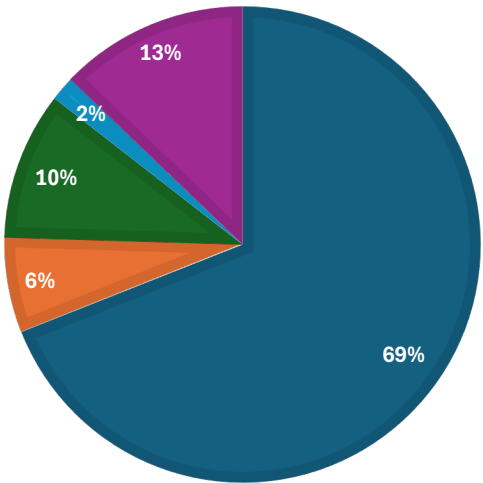
70000 – Expense Designated to Reserves Total: \$404,050

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

Total Expenses: \$3,510,000

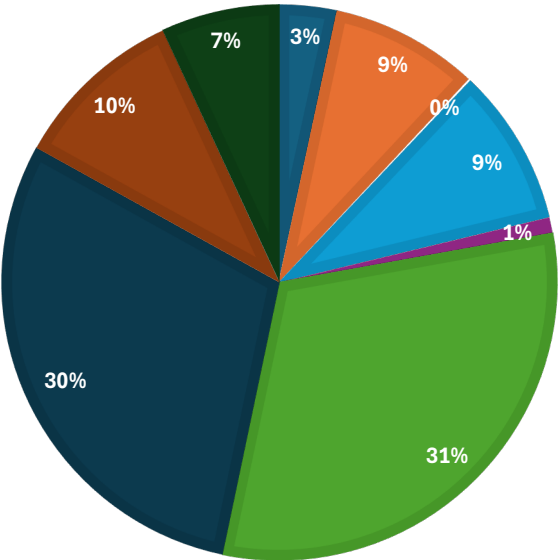
REVENUE: \$3,510,000

■ 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.
- On going: The District signed an agreement with Wadleigh Management to help with Grant pursuits and applications – for as many items as the District can handle – from Distribution improvement to vehicles.
- Closed out Grant: “Emergency Electrical/SCADA repairs” for the Wells –
 - The District received a grant of \$477,000 for emergency electrical work and SCADA upgrades for the South Booster and Wells portion of the Districts operations.
 - The 2022 drought heightened the need for the District to utilize this well field and the lack of up-to-date SCADA and Electrical work made it challenging for the wells to operate efficiently and at full capacity.
 - The District in February of 2023 authorized signing funding agreement D2118158, and approved PACE engineering to provide engineering and construction management services.
 - The project was completed by January/February 2024.
 - In June of 2024, the final reimbursement came through and this project is closed out.

Items for the Future:

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.

Clear Creek Community Services District

Preliminary Budget

July 2025 Through June 2026

The CIP would have some general categories along these lines:

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

This updated budgeting process with more expense tracking provides an opportunity for the District to look at other items that need attention. For example – updating Internet service, phone systems, Information Technology and Customer billing data base software are some of the items that have not been considered for years and by beginning the process in 2023 through this fiscal year, it will benefit the District and its customers for years to come. The FY 2024 upgrade of the Customer Billing Software was a major improvement. The 30 year old phone system needs review and update. The Facilities will need consideration for paint, roofs and more.

The essential assets of the District are its employees. During most of the 2023 calendar year, the District was fully staffed for the first time in years. When the District approved the Memorandum of Understanding with the employee union in February of 2023, it was a strong step forward for the District for staff expectations, and a clearer quantification of staff expense for budgeting purposes. The District completed one of major tasks in the 2023 MOU - other post-employment benefits (retiree health) program. The Solution was finalized in the 2024 MOU – February 2, 2024. There is still a need for an employee handbook that refers to the MOU and enhances it where needed. By May 2024, the District had lost 5 employees, 4 in the Distribution Division. The District successfully recruited for entry level Distribution Operators, and a Distribution Supervisor and eventually for a experienced Distribution operator. The District also successfully recruited for an Account Clerk and Administrative Assistant.

For this fiscal year, there are many items on the Districts list and the administrative burden of regulatory reporting appears to be increasing – while working to get the daily operations completed. The District, thanks to a community volunteer, was able to update many of its outdated policies and procedures. There are some that still need to be updated – including many of the operations safety procedures and construction standards. The District will look to operate efficiently and effectively with the staff and facilitate many of the projects and programs for improvement in the future.

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	0.00	0.00
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 (Fund Transfers – Not Revenue)		
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	3,509,250.00	3,352,000.00
Gross Revenue	3,509,250.00	3,352,000.00

Clear Creek Community Services District

Preliminary Budget

July 2025 Through June 2026

Expenses

29000 · Supply Cost

29005 · Water Purchase

29010 · USBR Water Purchased	137,000.00	140,000.00
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29015 · McConnell Water Purchased	0.00	0.00
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Total 29005 · Water Purchase	137,000.00	140,000.00
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29100 · WIIN Act Repayment Exp	0.00	0.00
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Total 29000 · Supply Cost	137,000.00	140,000.00
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30000 · Water Treatment Plant

30100 · Utilities	65,000.00	63,000.00
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30135 · Office Supplies WTP	500.00	500.00
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30140 · WTP Computer & Software	5,000.00	5,000.00
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30145 · Postage/Shipping	2,000.00	2,000.00
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30150 · Safety Equipment & Training	7,000.00	7,000.00
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30200 · WTP Repair & Maintenance O&M	95,000.00	95,000.00
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30400 · Water Analysis	10,000.00	10,000.00
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30405 · Chemicals WTP	65,000.00	50,000.00
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30500 · Vehicle Maintenance & Fuel Expense	6,500.00	6,500.00
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30600 · Equipment / Capital / Facility Improvements	55,000.00	45,000.00
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30000 · Water Treatment Plant - Other	0.00	0.00
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Total 30000 · Water Treatment Plant	311,000.00	284,000.00
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30700 · Transmission & Conduit

30705 · Repair and Maintenance - O&M	4,000.00	4,000.00
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Total 30700 · Transmission & Conduit	4,000.00	4,000.00
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40000 · Distribution

40200 · Utilities	8,500.00	6,500.00
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40300 · Safety Equipment & Training	9,000.00	7,500.00
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40400 · Repair & Maintenance (O&M)		
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40405 · Backflow Device Testing	6,500.00	6,500.00
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40410 · USA Underground	10,000.00	10,000.00
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40415 · Meter Register/Transponder Replacement	20,000.00	25,000.00
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40420 · Tank Inspection	10,000.00	10,000.00
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40430 · Inventory / Tools	30,000.00	40,000.00
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40440 · Water Quality Analysis - Dist	10,000.00	10,000.00
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40480 · Repair & Maintenance (O&M) - Other	210,000.00	190,000.00
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Total 40400 · Repair & Maintenance (O&M)	314,000.00	305,500.00
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40490 · Equipment / Facility / Capital Improvements	10,000.00	15,000.00
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40500 · Vehicle Maintenance & Fuel Expense	50,000.00	40,000.00
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Total 40000 · Distribution	374,000.00	360,500.00
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Clear Creek Community Services District

Preliminary Budget

July 2025 Through June 2026

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	17,250.00	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	200,000.00	176,000.00

50700 · Regulatory

Clear Creek Community Services District

Preliminary Budget

July 2025 Through June 2026

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
50800 · Safety Equipment & Materials	1,000.00	1,000.00
50900 · Testing & License Fees	2,000.00	1,000.00
Total 50700 · Regulatory	50,600.00	47,000.00
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
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
51700 · Property Taxes	400.00	400.00
51800 · General Tax Expense	200.00	200.00
51900 · License and Permits	3,000.00	5,000.00
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
53000 · Customer Accounts & Billing		
53015 · Supplies		
53020- Postage	14,000.00	14,000.00
53025 · Billing Supplies & Materials	17,000.00	17,000.00

Clear Creek Community Services District

Preliminary Budget

July 2025 Through June 2026

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	3,590,250.00	3,366,000.00
Net Ordinary Revenue	0.00	0.00

Tips for updating QuickBooks L

You can export a report, change certain format

QuickBooks will update and keep these changes

- 1 Renamed report titles
- 2 Font, Fill, and Number formatting
(in row & column headers only)
- 3 Resized columns
- 4 Renamed column & row headers
- 5 Inserted rows & columns
You must enter text or a formula in the row to preserve it.
- 6 New Excel formulas
The updated report must contain the row associated with y
- 7 Inserted text
Make your new text always appear next to a particular row
the text as a formula (e.g. ="inserted text")

QuickBooks will NOT
support these changes:

- Font formatting in r
- Inserted rows that o
- Moved data cells

Desktop report in Excel

...ting or add new formulas, and then update it with new QuickBooks data

	A	B	C	D	E	F	G	H
1						My Company P&L		
2						Profit & Loss		
3						July through August 2012		
4							07/16/12	Aug 16
5						Ordinary Income/Expense		
6						MONEY IN (aka Income)		
7						40100 • Construction Income		
8						40110 • Design Income	3,054.02	3,900.00
9						40199 • Less Discounts given	0.00	-48.35
10						Total 40100 • Construction Income	3,054.02	3,751.65
11						40500 • Reimbursement Income		
12						40520 • Permit Reimbursement Income	0.00	487.00
13						Total 40500 • Reimbursement Income	0.00	487.00
14						Total Income	3,054.02	29,197.65
15						* Labor Income less Design Income	3,054.02	13,227.00
16						Cost of Goods Sold		

non-header cells*
are left empty

- Renamed date columns
- Deleted columns
- Sorted columns

- Inserted columns in
between QuickBooks
row headers

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21,596.71	Labor Diff

7

formulas may not be
collapsed reports when
the same excel sheet

Clear Creek Community Services District
Proposed Draft Budget
July 2025 through June 2026

	Preliminary Draft Budget	Final 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	0.00	0.00
12100 · Misc. Revenue	0.00	0.00
Total 12000 · Revenue - Water Service	214,250.00	211,250.00
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 (Fund Transfers - Not Revenue)		
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	3,509,250.00	3,351,250.00
Gross Revenue	3,509,250.00	3,351,250.00

Clear Creek Community Services District
Proposed Draft Budget
July 2025 through June 2026

	Draft Budget		Budget	
	Jul '25 - Jun '26		Jul '24 - Jun 25	
Expense				
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		305,500.00	
40490 · Equipment / Facility / Capital Improvements	10,000.00		15,000.00	
40500 · Vehicle Maintenance & Fuel Expense	50,000.00		40,000.00	
Total 40000 · Distribution	374,000.00		374,500.00	

Clear Creek Community Services District
Proposed Draft Budget
July 2025 through June 2026

	Draft Budget	Budget
	Jul '25 - Jun '26	Jul '24 - Jun 25
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	17,250.00	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	197,300.00	176,000.00
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

Clear Creek Community Services District

Proposed Draft Budget

July 2025 through June 2026

	Draft Budget	Budget
	Jul '25 - Jun '26	Jul '24 - Jun 25
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
50800 · Safety Equipment & Materials	1,000.00	1,000.00
50900 · Testing & License Fees	2,000.00	1,000.00
Total 50700 · Regulatory	50,600.00	47,000.00
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
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
51700 · Property Taxes	400.00	400.00
51800 · General Tax Expense	200.00	200.00
51900 · License and Permits	3,000.00	5,000.00
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
53000 · Customer Accounts & Billing		
53015 · Supplies		
53020- Postage	14,000.00	14,000.00
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

Clear Creek Community Services District
Proposed Draft Budget
July 2025 through June 2026

	Draft Budget	Budget
	Jul '25 - Jun '26	Jul '24 - Jun 25
Total 50000 · Administration/ General	1,243,000.00	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	3,509,250.00	3,366,000.00
Net Ordinary Revenue	0.00	0.00

Table 1. Consumer Price Index for All Urban Consumers (CPI-U): U.S. city average, by expenditure category, May 2025
[1982-84=100, unless otherwise noted]

Indent Level	Expenditure category	Relative importance	Unadjusted indexes					Percent change			
			Apr. 2025	Unadjusted indexes	Unadjusted indexes	Unadjusted indexes	Unadjusted percent change	Unadjusted percent change	Seasonally adjusted percent change	Seasonally adjusted percent change	Seasonally adjusted percent change
				May 2024	Apr. 2025	May 2025	May 2024-May 2025	Apr. 2025-May 2025	Feb. 2025-Mar. 2025	Mar. 2025-Apr. 2025	Apr. 2025-May 2025
0	All items	100.000		314.069	320.795	321.465	2.4	0.2	-0.1	0.2	0.1
1	Food	13.638		329.120	337.747	338.598	2.9	0.3	0.4	-0.1	0.3
2	Food at home	8.001		305.679	311.840	312.491	2.2	0.2	0.5	-0.4	0.3
3	Cereals and bakery products	1.090		356.758	355.976	360.325	1.0	1.2	-0.1	-0.5	1.1
3	Meats, poultry, fish, and eggs	1.648		323.414	344.883	343.032	6.1	-0.5	1.3	-1.6	-0.4
3	Dairy and related products ⁽¹⁾	0.730		266.749	271.750	271.348	1.7	-0.1	1.0	-0.2	-0.1
3	Fruits and vegetables	1.298		353.084	349.187	351.335	-0.5	0.6	-0.5	-0.4	0.3
3	Nonalcoholic beverages and beverage materials	0.910		219.354	227.738	226.252	3.1	-0.7	0.6	0.7	-0.3
3	Other food at home	2.324		272.796	275.270	276.606	1.4	0.5	0.5	-0.1	0.7
2	Food away from home ⁽¹⁾	5.637		367.099	380.039	381.228	3.8	0.3	0.4	0.4	0.3
1	Energy	6.387		290.139	279.888	280.097	-3.5	0.1	-2.4	0.7	-1.0
2	Energy commodities	3.217		326.788	290.949	288.959	-11.6	-0.7	-6.1	-0.2	-2.4
3	Fuel oil	0.074		368.137	345.315	336.589	-8.6	-2.5	-4.2	-1.3	0.9
3	Motor fuel	3.083		321.561	285.351	283.403	-11.9	-0.7	-6.2	-0.1	-2.6
4	Gasoline (all types)	3.002		320.981	284.526	282.614	-12.0	-0.7	-6.3	-0.1	-2.6
2	Energy services	3.170		265.029	280.577	282.947	6.8	0.8	1.6	1.5	0.4
3	Electricity	2.388		277.584	286.652	290.055	4.5	1.2	0.9	0.8	0.9
3	Utility (piped) gas service	0.782		222.024	256.501	255.981	15.3	-0.2	3.6	3.7	-1.0
1	All items less food and energy	79.975	318.629		326.815	327.509	2.8	0.2	0.1	0.2	0.1
2	Commodities less food and energy commodities	19.332	165.555		165.916	166.021	0.3	0.1	-0.1	0.1	0.0
3	Apparel	2.539	132.433		132.544	131.223	-0.9	-1.0	0.4	-0.2	-0.4
3	New vehicles	4.352	177.958		178.795	178.728	0.4	0.0	0.1	0.0	-0.3
3	Used cars and trucks	2.385	180.971		182.861	184.224	1.8	0.7	-0.7	-0.5	-0.5
3	Medical care commodities ⁽¹⁾	1.511	416.001		414.709	417.149	0.3	0.6	-1.1	0.4	0.6
3	Alcoholic beverages ⁽¹⁾	0.830	290.094		294.880	294.478	1.5	-0.1	0.2	0.0	-0.1
3	Tobacco and smoking products ⁽¹⁾	0.483	1534.064		1616.786	1630.128	6.3	0.8	0.6	0.3	0.8
2	Services less energy services	60.643	416.048		429.724	430.841	3.6	0.3	0.1	0.3	0.2
3	Shelter	35.436	399.274		413.389	414.689	3.9	0.3	0.2	0.3	0.3
4	Rent of primary residence	7.460	417.772		432.956	433.698	3.8	0.2	0.3	0.3	0.2
4	Owners' equivalent rent of residences ⁽²⁾	26.166	409.208		425.106	426.214	4.2	0.3	0.4	0.4	0.3
3	Medical care services	6.741	611.904		629.307	630.162	3.0	0.1	0.5	0.5	0.2
4	Physicians' services ⁽¹⁾	1.814	415.581		428.574	427.488	2.9	-0.3	0.3	0.3	-0.3
4	Hospital services ⁽¹⁾⁽³⁾	1.954	417.163		430.162	432.089	3.6	0.4	1.1	0.6	0.4
3	Transportation services	6.288	435.299		445.550	447.544	2.8	0.4	-1.4	0.1	-0.2
4	Motor vehicle maintenance and repair ⁽¹⁾	1.026	405.487		426.849	426.264	5.1	-0.1	0.8	0.7	-0.1
4	Motor vehicle insurance	2.827	836.941		892.553	895.262	7.0	0.3	-0.8	0.6	0.7
4	Airline fares	0.880	280.958		255.592	260.319	-7.3	1.8	-5.3	-2.8	-2.7

Footnotes:

(1) Not seasonally adjusted.

(2) Indexes on a December 1982=100 base.

(3) Indexes on a December 1996=100 base.

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Order Confirmation

Not an Invoice

Account Number:	1251569
Customer Name:	Clear Creek Community Services
Customer Address:	Clear Creek Community Services 5880 Oak St Anderson CA 96007
Contact Name:	Clear Creek Community Services
Contact Phone:	
Contact Email:	
PO Number:	6-18-25 Hearing

Date:	06/02/2025
Order Number:	11377652
Prepayment Amount:	\$ 0.00

Column Count:	1.0000
Line Count:	24.0000
Height in Inches:	2.4900

Print

Product	#Insertions	Start - End	Category
RRS Redding Record Srchlght 1		06/05/2025 - 06/05/2025	Public Notices
RRS redding.com	1	06/05/2025 - 06/05/2025	Public Notices

As an incentive for customers, we provide a discount off the total order cost equal to the 3.99% service fee if you pay with Cash/Check/ACH. Pay by Cash/Check/ACH and save!

Total Cash Order Confirmation Amount Due	\$51.80
Tax Amount	\$0.00
Service Fee 3.99%	\$2.07
Cash/Check/ACH Discount	-\$2.07
Payment Amount by Cash/Check/ACH	\$51.80
Payment Amount by Credit Card	\$53.87

Order Confirmation Amount	\$51.80
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Ad Preview

Notice of Public Hearing:

The Board of Directors of the Clear Creek Community Services District will hold a public hearing on Wednesday, June 18th 2025, at 6:15 pm to adopt the final budget for the 2025-2026 Fiscal year. The meeting will be held at the District Office Board Room, located at 5880 Oak Street, Anderson, CA. Any person may appear and be heard regarding any item in the budget or regarding the addition of other items. The proposed 2025-2026 budget can be found at clearcreekcsd.org in the meeting background packet posted prior to the meeting. For more information, call the office - 530-357-2121.

6/5/2025 11377652

Table 1. Consumer Price Index for All Urban Consumers (CPI-U): U.S. city average, by expenditure category, May 2025
[1982-84=100, unless otherwise noted]

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2	Food at home	8.001	305.679	311.840	312.491	2.2	0.2	0.5	-0.4	0.3
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3	Motor fuel	3.083	321.561	285.351	283.403	-11.9	-0.7	-6.2	-0.1	-2.6
4	Gasoline (all types)	3.002	320.981	284.526	282.614	-12.0	-0.7	-6.3	-0.1	-2.6
2	Energy services	3.170	265.029	280.577	282.947	6.8	0.8	1.6	1.5	0.4
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1	All items less food and energy	79.975	318.629	326.815	327.509	2.8	0.2	0.1	0.2	0.1
2	Commodities less food and energy commodities	19.332	165.555	165.916	166.021	0.3	0.1	-0.1	0.1	0.0
3	Apparel	2.539	132.433	132.544	131.223	-0.9	-1.0	0.4	-0.2	-0.4
3	New vehicles	4.352	177.958	178.795	178.728	0.4	0.0	0.1	0.0	-0.3
3	Used cars and trucks	2.385	180.971	182.861	184.224	1.8	0.7	-0.7	-0.5	-0.5
3	Medical care commodities ⁽¹⁾	1.511	416.001	414.709	417.149	0.3	0.6	-1.1	0.4	0.6
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2	Services less energy services	60.643	416.048	429.724	430.841	3.6	0.3	0.1	0.3	0.2
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4	Rent of primary residence	7.460	417.772	432.956	433.698	3.8	0.2	0.3	0.3	0.2
4	Owners' equivalent rent of residences ⁽²⁾	26.166	409.208	425.106	426.214	4.2	0.3	0.4	0.4	0.3
3	Medical care services	6.741	611.904	629.307	630.162	3.0	0.1	0.5	0.5	0.2
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4	Motor vehicle insurance	2.827	836.941	892.553	895.262	7.0	0.3	-0.8	0.6	0.7
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Footnotes:

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(2) Indexes on a December 1982=100 base.

(3) Indexes on a December 1996=100 base.



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

MEMO

Date: June 18, 2025
To: Board of Directors
From: Interim General Manager – Jim Wadleigh
Re: **3 - Formation of an Ad Hoc Committee for Proposition 218 Study** (Discussion/Action)

RECOMMENDATION

Staff recommends that the Board of Directors establish an Ad Hoc Committee to work with staff in selecting a consultant and overseeing the development and implementation of a Proposition 218 Study related to potential adjustments to water and/or sewer rates.

BACKGROUND

The District anticipates the need to conduct a Proposition 218 Study in the upcoming fiscal year to evaluate the adequacy of current water rates and fees. This evaluation is necessary to ensure the District's revenues are sufficient to support operations, maintenance, capital improvements, and regulatory compliance while maintaining affordability and fairness for ratepayers.

Proposition 218, the “Right to Vote on Taxes Act,” requires a formal process—including public notice, a hearing, and the opportunity for protest—before new or increased property-related fees (such as water rates) can be adopted.

Given the complexity of the Proposition 218 process and its legal requirements, it is prudent to involve board-level oversight early in the study process to ensure transparency and alignment with District goals and ratepayer interests.

DISCUSSION

The Ad Hoc Committee would be composed of two Board Members, either appointed by the Board Chair or established by Board action and would meet on an as-needed basis with staff and consultants throughout the project timeline. Responsibilities of the Ad Hoc Committee may include:

- Assisting in the development of a Request for Proposals (RFP)
- Participating in the selection and recommendation of a consultant to conduct the rate study
- Providing input on the scope of work, schedule, and deliverables
- Reviewing technical findings and rate alternatives
- Supporting development of the Proposition 218 notice and public communications strategy

- Reporting progress and recommendations to the full Board

The Committee would not have independent decision-making authority and would be dissolved upon the completion of the Proposition 218 process or as otherwise directed by the Board.

FISCAL IMPACT

No direct fiscal impact is associated with the formation of the Ad Hoc Committee. Costs related to Proposition 218 Study itself will be included in the upcoming budget or presented separately for approval.

ENVIRONMENTAL REVIEW

The formation of an Ad Hoc Committee is not a project under the California Environmental Quality Act (CEQA) and is therefore not subject to environmental review.

ALTERNATIVES

1. Do not form an Ad Hoc Committee and have all Proposition 218 matters reviewed by the full Board.
2. Direct staff to return with a formal standing committee structure, subject to Brown Act requirements.

ATTACHMENTS

None.



5880 Oak Street, Anderson, CA 96007
Phone: (530) 357-2121 Fax: (530) 357-3723

MEMO

Date: June 18th 2025
To: Board of Directors
From: Interim General Manager – Jim Wadleigh
Re: **5 – Tax Appropriations Limit Ordinance 2025-05 (Discussion / Action)**

RECOMMENDATION:

Staff recommends that the Board of Directors adopt Ordinance No. 2025-05 establishing the FY 2025–26 tax appropriations limit at \$841,458, in accordance with Article XIII B of the California Constitution and Government Code §§ 7900–7914.

BACKGROUND:

Each year, certain special districts that receive proceeds of taxes must adopt an appropriations limit under Article XIII B of the California Constitution. This is commonly referred to as the Gann Limit. The appropriations limit caps the amount of tax revenues the District is authorized to spend in a given fiscal year.

Per Government Code and direction from the Shasta County Auditor-Controller, Clear Creek CSD must annually adopt this limit in a publicly noticed meeting using either a resolution or ordinance. Shasta County has provided a summary calculation and a model ordinance for use by the District.

DISCUSSION:

The limit for FY 2025–26 is calculated using:

- A cost-of-living factor:
10.10% (based on the change in local nonresidential new construction assessment roll)
- A population change factor:
–0.03% (based on countywide and contiguous-county data)

These factors were applied to the District’s prior-year limit of \$764,497, resulting in a new appropriations limit of:

\$841,458 for FY 2025–26

The appropriations limit applies only to revenues derived from taxes and does not affect user fees, water rates, grants, or enterprise revenues.

FISCAL IMPACT:

None. The appropriations limit sets a cap on tax revenue spending and is not a change in revenue or taxation. It is a statutory compliance step only.

ATTACHMENTS:

- Ordinance No. 2025-05 – Appropriations Limit for FY 2025–26
- Appropriations Limit Letter from Shasta County Auditor (dated May 19, 2025)
- Appropriations Limit Calculation Summary

FUND 423 CLEAR CREEK CSD (*formed prior to 1977)

FISCAL YEAR*	PRIOR YEAR LIMIT	Higher of DOF-CPI or A-R NonRes New Construction	PRODUCT	POPULATION CHANGE	APPROPRIATIONS LIMIT
2022-23	0	7.55%	0	-0.82%	676,680
2023-24	676,680	4.44%	706,725	-0.68%	701,919
2024-25	701,919	8.72%	763,123	0.18%	764,497
2025-26	764,497	10.10%	841,711	-0.03%	841,458

RESOLUTION OF THE BOARD OF TRUSTEES OF THE
CLEAR CREEK COMMUNITY SERVICES DISTRICT
ESTABLISHING THE APPROPRIATIONS LIMIT FOR
FISCAL YEAR 2025-26

WHEREAS, the Article XIII B of the California Constitution requires certain special districts to establish an annual appropriations limit, and

WHEREAS, the limit is based on appropriations only from proceeds of taxes, and

WHEREAS, Government Code §7900-7914 and §2227-2228 provides the process in which to calculate the appropriations limit, and

WHEREAS, the Shasta County Auditor-Controller has complied with the provisions of Article XII B in determining the appropriations limit for fiscal year 2025-26; and

NOW, THEREFORE, BE IT RESOLVED that the Board establishes the Clear Creek Community Services District appropriations limit at \$ 841,458 for Fiscal Year 2025-26 and that the annual adjustment factors used to calculate the appropriations limit shall be:

- a) The percentage change (10.10%) in local assessment rolls from preceding year due to the addition of local non-residential new construction.
- b) The percentage change (-0.03%) in population within Shasta County, combined with the change in population within all counties having borders that are contiguous with Shasta County.

DULY PASSED AND ADOPTED this _____ day of _____, 2025, by the Board of Trustees of the _____ District by the following vote:

AYES: _____

NOES: _____

ABSENT: _____

ABSTAIN: _____

Board Chair

Date

Clerk of the Board

Date



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

MEMO

Date: June 18th 2025
To: Board of Directors
From: Interim General Manager – Jim Wadleigh
Re: 5 – General Manager Report

General Manager’s Oral Report – June 2025

Onboarding & Operational Progress

Since last month, I’ve continued deepening my understanding of District operations and priorities. I remain grateful to the staff and Board for your support as we work toward increased stability and responsiveness.

Staffing & Personnel

- We’ve made significant progress on staffing:
 - A new Account Clerk, Bookkeeper, and Distribution Operator have been hired and are now actively working.
 - With these additions, the District is now fully staffed. This positions us well to move forward with stronger internal support and continuity.
- Personnel onboarding is ongoing, with emphasis on cross-training, policy familiarization, and communication consistency.

Capital Planning & Engineering

- I received a quote from PACE Engineering to develop a Water Asset Management Plan (Water Master Plan), totaling approximately \$300,000.
 - This type of plan would support long-term infrastructure prioritization and funding strategies.
 - I will return to the Board with options for funding and scope review.

Partnership Development

- I met with Western Shasta Resource Conservation District to explore potential agricultural grant partnerships.
 - Early discussions suggest alignment for projects that support Agriculture. The Water Master Plan is a perfect candidate planning project for such funds.
 - I will continue to evaluate how this relationship may support new grant opportunities or match funds.

Financial Oversight

- Internal financial review is progressing. The external CPA continues to support our reconciliation and controls review. Latest as of Friday, June 13th, the Auditor and CPA firm are trying to connect to go over records.

GM Recruitment & Organizational Planning

- The General Manager recruitment has been extended through June 30, 2025, to allow for a broader candidate pool, while hitting all the typical industry outlets.
- I am continuing to assess internal structure and role clarity to identify areas where succession planning, documentation, or role definition can be improved.

Looking Ahead

In the coming month, I will focus on:

- Continuing collaborative conversations with regional agencies
- Reviewing long-range planning needs tied to CIP, compliance, and funding
- Preparing groundwork for the upcoming Proposition 218 study process
- Supporting staff in process improvements and financial reporting

Thank you again for the opportunity to serve in this interim role. I remain committed to steady, transparent leadership and to prepare the organization for a smooth and strategic leadership transition.

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”



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

MEMO

Date: June 18th 2025
To: Board of Directors
From: Interim General Manager Jim Wadleigh
Re: 6 – OPS Report

Oral report by Interim General Manager at the meeting:

Administration

There are 235 Accounts that are 121+ days delinquent totaling \$82,429.51
There were 167 Accounts that are 90-120 days delinquent totaling \$9,083.17
There were 286 Accounts that are 60-90 Days delinquent totaling \$13,830.45
There were 512 Accounts that are 30-60 Days delinquent totaling \$35,607.25

WTP OPERATIONS -

The WTP produced 432af of SW for the month of May
Clear Creek CSD used 281AF of SW in May (253AF – M&I, –28 Ag), Centerville used 151AF
508 total SW for WY25/26.
Well Water Production- 0 af .

- Staff has been busy with routine maintenance, monitoring, and operation of the WTP. Whiskeytown Lake is full. USBR has a second pulse flow scheduled for June 12th. Pulse flows can have a negative impact on the WTP. The WTP is producing 7MGD.
- A car traveling on JFK Memorial Highway failed to navigate the corner by the Glory Hole and ended up submerged in the Lake. USBR reported that there was no contamination to Whiskeytown Lake.
- Staff has discovered two more leaks inside of the WTP building. Repairs have been made on one and a new section of pipe has been ordered for the other.
- BWV Pond Repair Project: Pond #2 sludge has dried enough to transport to a temporary location for further drying. The overflow structure and 16" pipe to Pond#1 are being set in place by the Contractor.
- Train #6 (Filter#8) Update: WTP Staff and Distribution Staff added 200FT³ of anthracite media to TR#6. This effort was completed in hopes of having this filter as a back up in case of another failure or in a fire event. The WTP as a whole is showing its age, from pipes randomly bursting to filters not functioning correctly. This has forced the WTP Staff to make a quick attempt to revive TR#6 and take the burden off of the other filters and appurtenances.

DISTRIBUTION OPERATIONS -

Leak Management: We have taken a proactive approach in addressing scheduled leaks on Carroll Ln. and Krone Ave., ensuring timely repairs of curb stops and service lines to maintain system integrity.

Meter Reading: Several transmitters have reached the end of their service life and were replaced to ensure accurate readings for the June cycle, providing a fresh start for upcoming reporting.

Training and Development: Our team has actively participated in DOT training sessions, enhancing operational knowledge and compliance. I have assumed the role of Designated Employer Representative (DER) for DOT training, overseeing the registration of all CDL drivers with the Clearinghouse and facilitating required training. Additionally, we have completed monthly JPIA training sessions and conducted training on generator operations and emergency evacuation procedures in preparation for potential PG&E shutdowns due to high winds and fire risks.

Water Sampling: Water samples collected on June 2nd returned absent results. In collaboration with Water Treatment, we will continue lead and copper sampling over the next few months, with strong cooperation from customers to complete the required testing.

Maintenance and Repairs: All district vehicles have been serviced and repaired as needed, ensuring operational reliability. Training on equipment use and maintenance has been updated to support new employees and reinforce best practices.

Personnel Updates: With our most recent hire starting in June, we are pleased to report that we are now fully staffed. Plans are underway to issue identification badges, enabling quick identification during emergency situations to facilitate coordinated response efforts.

Fire Prevention Efforts: Cal Fire has been actively clearing dead vegetation on the west side of the district this month. These efforts are critical in mitigating fire risks and enhancing safety as we approach peak wildfire season.

ADA Related Disabilities:

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MEMO

Date: June 18, 2025
To: Board of Directors
From: Interim General Manager – Jim Wadleigh
Re: 8 – Standing Committee Report

Report: From members of the Committees listed:

Note:

8.a – Agriculture – Meeting Not Held

8.b – Finance – June 4, 2025 - Report

8.c – Planning / Steering – Meeting Not Held