



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**

**General Manager: Paul Kelley**

**REGULAR MEETING: April 16<sup>th</sup> 2025 at 6:00PM: District Office Board Room**

**AGENDA**

**1. CALL TO ORDER**

**2. PLEDGE OF ALLEGIANCE**

**3. ROLL CALL**

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

**5. 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.

- a. Minutes from Meetings – Regular meeting 3/19/25, Finance Committee 3/13/25, Ag Committee 3/13/25
- b. Paid Bills: 3/13/25 – 4/12/25
- c. Payroll: 3-13-25, 3-27-25
- d. Activity P&L Report: March 2025

**6. OLD BUSINESS/NEW BUSINESS (Discussion/Action)**

- a. O.B. – USBR Account Reconciliation - (Discussion)
- b. Treatment Operations Report – CPO Bill Palmaymesa (Discussion)
- c. Side Letter with UPEC 792: Shorten Lunch and Operator Summer Hours (Discussion/Action)
- d. FY 26 preliminary draft budget - FY 25 Q3 Budget to Actuals – (Discussion/Actual)
- e. Cross Connection Control Plan & Rules and Regulation for Water service – (Discussion/Action)

**ADA Related Disabilities:**

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**7. GENERAL MANAGERS REPORT**

**8. OPERATIONS REPORT**

**9. STANDING COMMITTEE REPORT –**

- a. Agriculture – April 9 - Report
- b. Finance – April 8 2025 - Report
- c. Planning/Steering – proposed: April 23 4pm

**10. BOARD MEMBER ITEMS**

**11. CLOSED SESSION ANNOUNCEMENT:**

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

**12. ADJOURN THE MEETING**

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## MEMO

**Date:** April 16<sup>th</sup> 2025  
**To:** Board of Directors  
**From:** General Manager – Paul Kelley  
**Re:** 5 – Consent Agenda (Action)

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### Discussion:

5.a – Minutes of The Meetings: Regular meeting 3/19/25,

Finance Committee: 3/13/25

Agriculture Committee: 3/13/25

5.b – List of bills paid – from QuickBooks 3/13/25 – 4/12/25

5.c – Payroll since last meeting: 3/13/25, 3/27/25

5.d – Activity P&L Report: March 2025

### Recommendation:

Review, Discussion and Motion to approve items 5.a through 5.d



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**Directors – Pam Beaver, Beverly Fickes, Terry Lincoln**

**General Manager: Paul Kelley**

**REGULAR MEETING: March 19<sup>th</sup> 2025 at 6:00PM: District Office Board Room**

**MINUTES**

- 1. CALL TO ORDER – 6pm – Chair McVay**
- 2. PLEDGE OF ALLEGIANCE – Dir Johnston**
- 3. ROLL CALL- Chair McVay, Vice-Chair Johnston, Directors Beaver, Fickes, Lincoln**

*GM Kelley, Distribution Supervisor Morgan Rau*

- 4. OPEN TIME/PUBLIC COMMENT:** *Sandy Winters: Firewise April 24<sup>th</sup> 6pm and mini grants announcement.  
Speaker two: They had a leak near a pond, and a bill for \$2K, his brother is disabled that they cant pay this – can the District do something.  
Chair McVay: Gm Kelley? Gm Kelley reminded the board that water past the meter is not waivable unless the board approves it, the customer should re-apply with a protest form for an accommodation, and the District can suspend late fees until resolved. And can use the recent Board’s authority to review anomalous excess reads. The District has offered and put this on a payment plan, an extended one based on the financial need.  
The Speaker provided a phone number and address and staff will send a protest.*

**5. 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.

- a. Minutes from Meetings – Regular meeting 2/19/25, Finance Committee 2/12/25, Special meeting 3/11/25
- b. Paid Bills: 2/13/25 – 3/12/25
- c. Payroll: 2-13-25, 2-27-25
- d. Activity P&L Report: January & February 2025

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GM Kelley mentioned that the “expenses” section for grants still skew the Activity reports – January was actually positive \$220K – mostly because of the Property Tax coming in. February was positive \$22K.

Gm Kelley also mentioned in bills paid that one was for over \$500K – and it was paid to RCAC loan to pay down the loan after the CalOES / FEMA had reimbursed the District. There was also a large contractor payment for the Backwash ponds and the state loans for Treatment plant every 6 month payments.

Motion to Approve the Consent Calendar items: Johnston, 2<sup>nd</sup>: Lincoln

Vote: 5-0, unanimous

## **6. OLD BUSINESS/NEW BUSINESS (Discussion/Action)**

### a. O.B. – USBR Account Reconciliation - (Discussion)

Gm Kelley said that there is nothing on the reconciliation, that Elizabeth Hadley the North Area USBR manager is tentatively scheduled for May 21 board meeting.

### b. Operations Report – Distribution Supervisor Morgan Rau (Discussion)

Gm Kelley introduced Distribution Supervisor Morgan Rau – who was here in November, and looking to get Distribution Supervisor before the board and community on a quarterly basis. And do the same for the Treatment CPO.

Morgan Rau – we have had a better run recently, 6 emergency leaks

The Vac Trailer has been awesome, already taken care of leaks and some scheduled leaks that needed to be resolved over the past number of months that didn’t make sense to spend money on a rental.

We are looking at cleaning up yard and making it more functional and with locations for spoils/dirt/sand etc.

She acknowledges the Hopekay hydrant and that it’s not an easy one, plus its very wet in that area, and need it to dry out before getting there to replace the line and the hydrant.

We got a JPIA grant for a walk behind concrete saw!! And its on order (about \$6500 grant)

Down to 300 manual reads as the transponders / registers get installed – great progress.

Dir Beaver asked about the equipment and seems the vac-trailer paying for itself and Dist. Sup Rau discussed the value of the vac-trailer and the ongoing review of equipment needs and the aging vehicles.

Directors suggested having Wadleigh look at Win-River grants?

The rest is in the Op report.

### c. Ordinance 2025-03 – Water Usage Rates Ordinance – 30-day Notice – Rate effective 30 days from Ordinance approval (Discussion/Action)

GM Kelley reviewed and introduced the item and the materials in the background.

Reviewing the USBR 100% contract allocation and new Rate Sheet.

Reviewed the Appendix 5 & 6 of the rate rationale usage rate sheet that has columns as described in the background – from cost of Bureau water + cost of Treatment + 4.1% into reserves for a total cost.

Mention and reminder – the USBR rate sheet notes the Trinity PUD as part of the Cost of Service (COS) – so on this rate sheet GM Kelley has removed \$.15/AF cost for USBR Water – continuing the

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commitment by the Board to the Community that the District will absorb that cost after over charging years ago.

Also reviewed the schedule for water – based on actual for the past year, but not scheduling more than can be paid for/cash flow. Total of 2625 AF scheduled for WY26, 600AF Ag, 2025 M&I.

Reviewed the Cost of Treatment – reported by CPO Palmaymesa as basically unchanged from current – the Chemicals look like a little more, but that's based on the increases schedule of water. The Utilities may go up but based on FY24 utilities cost that came in less than projected, and FY15 costs currently tracking – the decision to recommend keeping as was.

GM Kelley referred to the Treatment costs chart – and the per unit cost is \$.41/HCF..

After all that the reduced Ag USBR cost drops the Ag rate to \$.53/Unit and keeps the Domestic at \$.56/Unit.

Ch. Fickes – The Trinity PUD amount still \$.15/AF? GM Kelley – as far as we know, when inquired about last year, the USBR said it was “15 cents an AF now and foreseeable future – and the reason to just fold into the COS”..

Also asked about the expenses? – and discussion on keeping them very similar – Bill had checked and the Chemical suppliers said it was staying same.

GM Kelley recommended approval of Ordinance 2025-03 to keep the Domestic/M&I rate at \$.56/Unit and set the Ag/Irrigation rate at \$.53/Unit.

Motion to Approve Ordinance 2025-03: Beaver 2<sup>nd</sup>: Lincoln

Vote: 5-0, unanimously

GM Kelley Then mentioned for information purposes and for the Boards consideration as they look at Prop 218 hearing in the coming months: Based on the 2021 Rate Rationale – the expenses they took to calculate Base Rate have gone up 19% over 4 years, the Base rate has gone up 6%... Expenses have gone up more than revenue – and that needs to be part of the Prop 218 considerations – should the inflation be more than 1.9%??

Also mentioned that the Treatment plant costs in 2021 to fy 2024 have gone up more – in the 20 +% range – based mostly on electrical costs escalating and chemicals sharply rising in costs in 2022/23.

d. General Manager Recruitment – (Discussion/Action)

GM Kelley reviewed the items in the packet – This brochure was arrived at by the Ad-Hoc.

The question – should it include a salary range or DOQ.

Directors discussed the pro-cons... And in the end suggested DOQ – since the current pay can be found on the CCCSD website.

The Ad-Hoc – Chair McVay reported gathering lists for working potential interims and requested up to 20 color copies to distribute.

Also liked to have the “Job Opening” on the flyer..

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*Motion to Use DOQ version and “Job Opening” and to publish the job on website and listed locations in the packet: Fickes, 2<sup>nd</sup>: Johnston*

*Vote: 5-0, unanimous*

*Discussion of the items the GM is working on.*

*Audience: Sandy and Robert Wharton – what is this position? – GM Kelley is leaving... They expressed disappointment.*

e. *Hours of Operation and Staff needs - (Discussion/Action)*

*GM Kelley reviewed the Staff suggestions for shortening lunch to ½ hour and closing at 4:30pm. And having the operators start at 7am during the summer months. This was discussed at the Finance committee, but the board needs to consider, provide direction and have the GM start the process with the staff and union.*

*At the finance committee meeting Dir. Fickes suggested the office staff could stagger lunch and be open all lunch..*

*The Operators also in conjunction with ½ lunch request the option to start at 7am during the June – September summer hot months.*

*Dir Beaver mentioned being in favor of this*

*Dir Fickes: , Mentioned that last time this was discussed – the community was surveyed and how about putting in newsletter and welcome comments. Also mentioned it would be good to know the call logs for the noon hour.*

*The 7am start seems like a good idea during summer months – should be a little flexible based on District needs or Distribution/Treatment Supervisor discretion or needs at the time (Staffing / emergency/ projects / etc)*

*Dir Fickes mentioned June through September made some sense*

*GM Kelley also mentioned the IIPP needs for heat illness prevention and this can be a mitigating factor.*

*Chair – looks like the board is ok with this and that they look at it as separate issues – ½ hour lunch and office close at 4:30pm and the Operators start at 7am during summer as another item and giving the GM direction to start the process with the staff and union.*

*Then GM Kelley brought of the Account Clerk position – the pay scale was created when the position was part time, in 2021/22, then the MOU approved it in Jan 2023.*

*This was prior to large increase in CA of Minimum wage and Increase to \$20 for fast food workers. Barista could get paid more than Account clerk.*

*The GM is constrained by the MOU, and needs Board approval to move the Account clerk to step 3, and this should be put on the “new MOU” discussion item in 2026.*

*Directors acknowledged the changes and need to keep people.*

*And this would reset the “Step Increase” date for the Clerk.*

*Motion: To Allow the GM to move Account clerk to Step 3: Beaver, 2<sup>nd</sup>: Lincoln*

*Vote: 5-0, unanimously*

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f. Administration Policy Update – (Discussion/Action)

Gm Kelley reviewed the packet items, and that during the Centerville CSD Ad-Hoc on the contract negotiations the Board directed to clarify and update in the Admin policy. See the relevant section on Page 3.

Also mentioned a clean up to petty cash.

Dir Fickes mentioned that at the finance committee noticed a need for clarification and its on page 6. Chair mentioned that this is what was asked for last month and asked for any more and public comment.

Motion: Fickes: to Approve the Administrative Policies as submitted amended – 2<sup>nd</sup>: Johnston

Vote: 5-0 Unanimous

g. Agriculture Committee request to send Happy Valley Farmers Market Flyer to all customers – (Discussion / Action)

Gm Kelley mentioned the Ag meeting where the Happy Valley Farmers market volunteers are ready for another year. This flyer is like last year, and last the board approved mailing it, but the cost was more than expected. The Black and white version costs \$225, Black and white on Color paper \$270 and full color is \$443 – based on farmers market sellers using district water and this a community support the ag committee is asking to send the flyer at the District expense.

Dir. McVay – I would like to have seen a version with color paper in black and white, the black and white looks good, but full color pops. Hand it over to Dir Johnston, the Chair of Ag committee.

Dir Johnston – discussed the value of having it in the mailed out bills.

Dir Fickes – concerned about the cost of color and didn't feel the district should cover the cost.

Other Board member discussion about benefits of full color for people to see and attend.

Dir. Johnston – proposed to do the full color

Chair McVay asked for a vote – passed 4 ayes (Johnston, Lincoln, Beaver, McVay), 1 – No (Fickes)

To send full color.

## 7. GENERAL MANAGERS REPORT

GM Kelley reported on the Backwash ponds project – mainly that the leak thought to be fixed persisted. The contractor and PACE were onsite with more of a Gel injection in the problem site. Even if not fully solved, the pond needs to be used, and Pond 2 needs to be dried, cleaned and under construction in May.

Also reported good meetings with Wadleigh and starting to look at grants, as well as working with PACE Eng to be his technical resource – that meeting to come.

The new Operator is learning quick as a DI, already has D2 and T2 Cert, now needs experience.

The interviews for Admin Assistant went very well – multiple top candidates and expect new employee to start early April for a months of transition/training.

## 8. OPERATIONS REPORT

Most of the report was provided by Dist. Supervisor Morgan Rau at the regular calendar item.

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GM Kelley mentioned the water usage report and the actuals in in the packet of 2384 AF for M&I and 494AF for Ag. There was a question about Centerville amount? – its 43AF for February.

**9. STANDING COMMITTEE REPORT –**

- a. Agriculture – March 13 2025 – Report, April 9 Scheduled  
*Dir Johnston reported on a good meeting to kick of the Happy Valley Farmers Market and the volunteers, and that they would have a volunteer meeting at 5:30 the 9<sup>th</sup>. The April 9<sup>th</sup> meeting to focus on a Master Gardener to talk about planting/harvesting etc for HV gardens!*
- b. Finance – Report on March 13 2025 Meeting – Dir. Fickes – *the items were on this agenda. And looking to have a meeting early April to discuss the early part of the FY 26 budget.*
- c. Planning/Steering – proposed: April – TBD- *To be scheduled – likely mid April*

**10. BOARD MEMBER ITEMS**

**11. CLOSED SESSION ANNOUNCEMENT: - None**

**12. ADJOURN THE MEETING – 8:01pm**

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**Agriculture Committee Meeting**

**Directors - Scott McVay, Logan Johnston  
Alternate – Vacant**

**Community Members  
Dr. Audra Harl, Dennis Possehn, Robert Wharton**

**General Manager: Paul Kelley**

**AGRICULTURE COMMITTEE MEETING**

**March 13<sup>th</sup> 2025 at 6:00PM: District Office Board Room**

**Committee Responsibility**

The Board's standing Agricultural Committee shall be concerned with promoting and preserving agricultural customers and assisting them with regulatory compliance, such as Annual Crop Reports.

**NOTES/MINUTES**

- I. CALL TO ORDER, SELECTION OF CHAIR – 6:01PM** *Director McVay Called meeting to order*  
**Director McVay made a motion to appoint Director Johnston Chair – Vote 2-0**  
*Present – Directors McVay, Johnston, Community members – Dennis Possehn, Robert Wharton*  
*GM - Kelley*

*Community from sign-in: Susan Anderson, Kaitlyn Patrick, Josh Hancock,, Nayeli Vargas,*

**2. PLEDGE OF ALLEGIANCE** *Director McVay*

**3. OPEN TIME/PUBLIC COMMENT - None**

**4. OLD BUSINESS/NEW BUSINESS** (Discussion)

- a. Farmers Market – Discussion – *Led by Scott McVay – 2024 Farmers Market volunteer coordinator*
  - i. Volunteer Coordinator – *McVay with help from Johnston and mentioned there are 12 Farmers markets from May through October and if each took two, that would be six volunteer day of coordinators*
    - *McVay, Johnston, Wharton, Possehn volunteered for 2*
    - *Audience – Nayeli and Susan would consider taking some*
  - ii. Dates (2<sup>nd</sup> and 4<sup>th</sup> Saturday – 8-11am – May – October)  
*Discussion: Some like later start, but the heat in summer, so just keep the hours, and if there are customers, let it flex later.*  
*Also – yes – lets start May 10 and run through October.*

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*GM Kelley will update the Flyer and work on getting flyer to all in District in Bills  
Also discussion that costs run to about \$8 per vendor per day.*

iii. Sign in sheets/Trash/Facility/Set up/Marketing

*McVay has signup sheets*

*Nayeli mentioned marketing on facebook, friends might want to sell – ok?*

*General Discussion – Only if local and known by local vendor, don't want outside county folks bringing stuff – keep it local for and by Happy Valley folks. And Igo-Ono Market could be welcome since they have been invited.*

*Susan mentioned having local connection to the market, and looking forward to this coming year.*

*Advertising on the School Scrolling sign – GM Kelley will work on that. And the next Ag committee meeting*

*Flag Sign?*

*Layout of the site? – discussion of Coffee cart to help attract. And grass is helpful when hot.*

*K. Patrick – commented on the times and layout and the potential for coffee – any impact on Bonneys? Pastries or just coffee.*

*General discussion by all about the up coming year being better than 2024*

iv. Volunteer sign up for dates to be covered

b. Update on Olive Growers initiative – Discussion

*Dennis reported he attended the Olive Workshop – UC Coop extension*

*Purchased a Manual for processing - \$75 for book*

*Asking that Clear Creek CSD – hold the book for checkout and checkin for people to use.*

*GM Kelley said it can be done*

*Talked about buyers and processors – Seviaino olive*

*Also CAFF – have enough joined to be a community of CAFF*

*Meeting of Olive in April 23<sup>rd</sup>?*

c. Follow up on Ideas/Initiatives – Discussion

i. Workshop on Gardens/Planting etc – Meeting in April

*Master Gardener, UC Extension etc*

ii. Workshop on Livestock & Other ideas

*July for a meeting – Market Check in and other stuff*

*September – Livestock – Dr. Harl – and GM Kelley will reach out to Dr. Harl*

## **5. ADJOURN THE MEETING -7:08pm**

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## **Board of Directors**

**Directors - Beverly Fickes, Scott McVay**

**General Manager: Paul Kelley**

## **FINANCE COMMITTEE**

**March 13<sup>th</sup> 2025 at 4PM: District Office Board Room**

## **MINUTES - NOTES**

- 1. CALL TO ORDER – 4:01pm Chair Fickes**
- 2. PLEDGE OF ALLEGIANCE – Led by Chair Fickes.**
- 3. ROLL CALL – Chair Fickes, Director McVay, GM Kelley**
- 4. OPEN TIME/PUBLIC COMMENT: None**
- 5. OLD BUSINESS/NEW BUSINESS (Discussion/Action)**
  - a. Water Year 2026 – Usage Rates – Discussion  
*GM Kelley introduced the item and the materials in the background.  
Reviewing the USBR 100% contract allocation and new Rate Sheet.  
Reviewed the Appendix 5 & 6 of the rate rationale usage rate sheet that has columns as described in the background – from cost of Bureau water + cost of Treatment + 4.1% into reserves for a total cost.  
Mention and reminder – the USBR rate sheet notes the Trinity PUD as part of the Cost of Service (COS) – so on this rate sheet GM Kelley has removed \$.15/AF cost for USBR Water – continuing the commitment by the Board to the Community that the District will absorb that cost after over charging years ago.  
Also reviewed the schedule for water – based on actual for the past year, but not scheduling more than can be paid for/cash flow. Total of 2625 AF scheduled for WY26, 600AF Ag, 2025 M&I.  
Reviewed the Cost of Treatment – reported by CPO Palmyesa as basically unchanged from current – the Chemicals look like a little more, but that’s based on the increases schedule of water. The Utilities may go up, but based on FY24 utilities cost that came in less than projected, and FY15 costs currently tracking – the decision to recommend keeping as was.  
GM Kelley referred to the Treatment costs chart – and the per unit coast is \$.41/HCF..*

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After all that the reduced Ag USBR cost drops the Ag rate to \$.53/Unit and keeps the Domestic at \$.56/Unit.

Ch. Fickes – The Trinity PUD amount still \$.15/AF? GM Kelley – as far as we know, when inquired about last year, the USBR said it was “15 cents an AF now and foreseeable future – and the reason to just fold into the COS”.

Also asked about the expenses? – and discussion on keeping them very similar – Bill had checked and the Chemical suppliers said it was staying same.

Dir. McVay – what about water loss? GM Kelley discussed ways it can be handled, its not now and wasn't part of Prop 218. And when the District does prop 218 they should consider Usage rate calculation – being clear on “Cost of Treatment” that includes: Chemicals, Utilities, Maintenance, Labor (OT/on Call), etc. And that the District should consider cost of WTP testing and Major Repairs/Replacement to be added to the Usage rate. As well as water loss.

That all needs to be more discussed in the coming year as the District considers Prop 218 Usage rate and Base rate calculation.

GM Kelley also mentioned that based on the 2021 Rate Rationale – the expenses they took to calculate base rate have gone up 19% over 4 years, the Base rate has gone up 6%... Expenses have gone up more than revenue – and that needs to be part of the Prop 218 considerations – should the inflation be more than 1.9%

Also mentioned that the Treatment plant costs in 2021 to fy 2024 have gone up more – in the 20 +% range – based mostly on electrical costs escalating and chemicals sharply rising in costs in 2022/23.

The Directors discussed the current rates as presented and discussed when the effective date? – The ordinance calls for “effective” in 30 days. If rate goes down, when?

This will be in ordinance for the board meeting on March 19<sup>th</sup>, and the effective date will be in 30 days, or on the May 1 bill -

b. Hours of Operation and Staffing Needs – Discussion

GM Kelley reviewed the Staff suggestions for shortening lunch to ½ hour and closing at 4:30pm.

Ch. Fickes suggested the office staff could stagger lunch and be open all lunch, and that last time this was discussed – the community was surveyed.

The Operators also in conjunction with ½ lunch request the option to start at 7am during the June – September summer hot months.

General discussion that this could be done, and bring to the board for direction, it will take interaction with the Union and have “District needs” options as well.

Then GM Kelley brought of the Account Clerk position – the pay scale was created when the position was part time, and prior to large increase in CA of Minimum wage and Increase to \$20 for fast food workers. Barista could get paid more than Account clerk.

The GM is constrained by the MOU, and needs Board approval to move the Account clerk to step 3, and this should be put on the “new MOU” discussion item in 2026.

Directors acknowledged the changes and need to keep people.

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*Ch Fickes asked about “resetting” the one year mark for step increases? – yes this would, the next eligible step increase would be one year from the date of this step increase, not hire date. Committee looked for these items on the next agenda.*

**6. ADJOURN THE MEETING – 5:05pm**

DRAFT

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## Clear Creek Community Services District Transaction Detail by Account

March 13 through April 9, 2025

Type	Date	Num	Name	Memo	Amount
<b>8000 - Accounts Payable</b>					
Bill Pmt -Check	03/13/2025	Auto ach	TDS	530-357-2121	-357.52
Bill Pmt -Check	03/19/2025		AT&T	QuickBooks generated zero amount transaction f...	0.00
Bill Pmt -Check	03/21/2025	34067	Ace Hardware - Acct # 2186	2186	-257.10
Bill Pmt -Check	03/21/2025	34068	Ace Hardware - Acct# 2118	2118	-122.10
Bill Pmt -Check	03/21/2025	34069	Alhambra (Primo Water)	1020179424385352	-41.89
Bill Pmt -Check	03/21/2025	34070	Bay Alarm Company	1201366	-33.32
Bill Pmt -Check	03/21/2025	34071	BDI - Redding	0001089718	-391.98
Bill Pmt -Check	03/21/2025	34072	Beaver, Patricia A	spc mtg 031125	-25.00
Bill Pmt -Check	03/21/2025	34073	Blue Star Gas	11-1018001	-871.82
Bill Pmt -Check	03/21/2025	34074	Borges & Mahoney Inc.	7475	-319.99
Bill Pmt -Check	03/21/2025	34075	Cintas Corporation	22228100	-150.98
Bill Pmt -Check	03/21/2025	34076	Fasteners Inc	373	-254.58
Bill Pmt -Check	03/21/2025	34077	Ferguson Waterworks	409921	-3,575.35
Bill Pmt -Check	03/21/2025	34078	Fickes, Beverly		-50.00
Bill Pmt -Check	03/21/2025	34079	Harvest Printing Company	cust billings	-3,643.77
Bill Pmt -Check	03/21/2025	34080	Johnston, Logan		-50.00
Bill Pmt -Check	03/21/2025	34081	McVay, Scott	VOID: Incorrect should not be paid for Ag	0.00
Bill Pmt -Check	03/21/2025	34082	MidAmerica	CCREEKCSDG5	-225.00
Bill Pmt -Check	03/21/2025	34083	Nor Cal Gloves	5312	-158.36
Bill Pmt -Check	03/21/2025	34084	Pace Engineering		-14,725.25
Bill Pmt -Check	03/21/2025	34085	Rau, Morgan	022425 T3 exam prep	-299.99
Bill Pmt -Check	03/21/2025	34086	Rossie Electrical Controls & Consul...	400	-3,653.01
Bill Pmt -Check	03/21/2025	34087	Ryan Herco Flow Solutions	121688	-105.73
Bill Pmt -Check	03/21/2025	34088	Stroups Power Equipment	concret saw air filter	-65.40
Bill Pmt -Check	03/21/2025	34089	United Public Employees of CA 792	union dues	-402.50
Bill Pmt -Check	03/21/2025	34090	US Bank Equipment Finance	1453267	-390.10
Bill Pmt -Check	03/21/2025	34091	USA Blue Book	919740	-1,632.26
Bill Pmt -Check	03/21/2025	34092	Valley Pacific	C850335	-883.99
Bill Pmt -Check	03/21/2025	34093	McVay, Scott		-50.00
Bill Pmt -Check	03/21/2025	eft 9756	CalPERS Health Ins	04/25 health insurance	-21,098.97
Bill Pmt -Check	03/21/2025	eft 4811	Pacific Gas & Electric	wells 1&2	-235.19
Bill Pmt -Check	03/21/2025	eft 5811	Pacific Gas & Electric	well 3	-1,255.00
Bill Pmt -Check	03/21/2025	eft 6875	Waste Management	3-99477-15008	-377.80
Bill Pmt -Check	03/21/2025	Eft 4603	Verizon	242343122-00001	-52.18
Bill Pmt -Check	03/22/2025	eft 1361	Plumas Credit Card		-1,012.38
Bill Pmt -Check	04/01/2025	Auto paid	Humana - Dental Ins	412851-001	-1,301.70
Bill Pmt -Check	04/01/2025	Auto Paid	UNUM Life Insurance of Co.	disability ins	-990.99
Total 8000 - Accounts Payable					-59,061.20
<b>TOTAL</b>					<b>-59,061.20</b>



BDI - Redding  
 2199 Branstetter Lane  
 Redding CA 96001-4407  
 Phone: 530-246-7022  
 Fax: 530-246-7362  
 https://www.BDIExpress.com

GM Approval *[Signature]*  
 BK Initials *[Signature]*  
 Job/PO # *Vac Trailer parts*  
 Amt to Pay \$ *391.98*  
 GL & Dept *40555 - 200*

**Invoice**

**9504232772**



<b>BILL TO: 1089718</b>
CLEAR CREEK CSD 5880 OAK ST ANDERSON CA 96007-9216
<i>Vac trailer only came w/ 10' hose needed extension to be more effective</i>

<b>SHIP TO: 1089718</b>
CLEAR CREEK CSD 5880 OAK ST ANDERSON CA 96007-9216

<b>Invoice Date</b> 03/11/2025	<b>Sales Office</b> 1119	<b>Payment Terms</b> Net 30 days		<b>Due Date</b> 04/10/2025
<b>Original Invoice Number</b>	<b>Customer Contact</b> MORGAN 530-357-2121	<b>BDI Contact</b> Peter Gilroy	<b>Incoterms</b> PPD	<b>Method Of Delivery</b> Customer Pick Up
<b>Customer PO/Release Number</b> MORGAN DISTRIBUTION <i>Extension</i>		<b>BDI Remit To Address:</b> BDI PO Box 17947 DENVER CO 80217-0947		
<i>Vac trailer - hose parts</i>				

Text						
Line #	Material/Description	Packing Slip No.	Qty Shipped	U/M	Price without Tax	Extension without Tax
1	BDI Material: 425325 CONTINENTAL 4IN VERSIFLO 150 SUCTION/DSCHRG WTR HOSE Hierarchy: Hose / Flexible Tubing and Assemblies, Fluid Power	803384377	10.000	FT	22.55 / FT	225.50
2	BDI Material: 21443013 KURIYAMA AL-E400 COUPLING FITTING Hierarchy: Fittings and Adapters - ALL, Fluid Power	803384377	1.000	EA	20.71 / EA	20.71
3	BDI Material: 21442847 KURIYAMA AL-C400 COUPLING FITTING Hierarchy: Fittings and Adapters - ALL, Fluid Power	803384377	1.000	EA	37.61 / EA	37.61
4	BDI Material: 22109134 BAND-IT JS2149 SMOOTH ID CLAMP Hierarchy: Miscellaneous, Fluid Power	803384377	2.000	EA	10.83 / EA	21.66

\*\*Continued to next page\*\*

**All sales for purchases made without an existing account are final.**





BDI - Redding  
 2199 Branstetter Lane  
 Redding CA 96001-4407  
 Phone: 530-246-7022  
 Fax: 530-246-7362  
<https://www.BDIExpress.com>

# Invoice

**9504232772**

Line #	Material/Description	Packing Slip No.	Qty Shipped	U/M	Price without Tax	Extension without Tax
5	BDI Material: 15000023 OTHER Labor Fee	803384377	2.000	EA	30.00 / EA	60.00

\*\*End of Invoice\*\*

**All sales for purchases made without an existing account are final.**

All transactions are subject to the Sales, Freight and Warranty Terms of Bearing Distributors Inc. (DBA BDI). Go to [BDIExpress.com](http://BDIExpress.com) for a complete copy. The prices in this transaction are good on purchase orders for delivery within 30 days (or sooner if specified). When delivery is beyond 30 days the price is subject to any manufacturer price increase. Invoices paid by credit card are subject to 2.5% fee. Any new import duties, tariffs, customs fees, or government taxes imposed prior to delivery will be added to the order.

Invoice Summary:	
Subtotal:	365.48 USD
Shipping & Hdlg:	0.00 USD
Tax:	26.50 USD
<b>Total:</b>	<b>391.98 USD</b>

# CHECK REGISTER

COMPANY BANK ACCOUNT	NAME	ID	CHECK DATE	CHECK NUMBER	DIRECT DEPOSIT AMOUNT	NEGOTIABLE CHECK AMOUNT
		10010	03/06/25	186	2,729.56	
		20043	03/06/25	187	1,986.04	
		20041	03/06/25	188	2,648.36	
		20090	03/06/25	189	1,822.89	
		30040	03/06/25	190	2,417.26	
		20060	03/06/25	191	2,127.03	
		30010	03/06/25	192	3,417.88	
		11010	03/06/25	193	1,753.84	
		11070	03/06/25	194	1,354.32	
		11060	03/06/25	195	1,824.41	
				BANK ACCOUNT TOTAL	22,081.59	0.00
				<i>10 Transaction(s)</i>		
				COMPANY TOTAL	22,081.59	0.00
				<i>10 Transaction(s)</i>		

# CHECK REGISTER

COMPANY BANK ACCOUNT	NAME	ID	CHECK DATE	CHECK NUMBER	DIRECT DEPOSIT AMOUNT	NEGOTIABLE CHECK AMOUNT
		10010	03/20/25	196	2,729.57	
		20044	03/20/25	197	1,450.66	
		20043	03/20/25	198	1,679.27	
		20041	03/20/25	199	2,247.49	
		20090	03/20/25	200	2,130.08	
		30040	03/20/25	201	2,363.15	
		20060	03/20/25	202	1,826.27	
		30010	03/20/25	203	3,884.82	
		11010	03/20/25	204	1,753.85	
		11070	03/20/25	205	1,354.33	
		11060	03/20/25	206	1,879.13	
				BANK ACCOUNT TOTAL	23,298.62	0.00
				<i>11 Transaction(s)</i>		
				COMPANY TOTAL	23,298.62	0.00
				<i>11 Transaction(s)</i>		

## Clear Creek Community Services District

## Profit &amp; Loss

04/09/25

March 2025

Accrual Basis

	Mar 25
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
11000 · Revenue - Customer Accts	
11005 · Base Rate Charge	147,595.20
11010 · Domestic Water Sales	12,023.76
11020 · Agricultural Water Sales	1,642.14
11060 · Billing Pmt Late Fee	1,358.18
<b>Total 11000 · Revenue - Customer Accts</b>	<b>162,619.28</b>
12000 · Revenue - Water Service	
12010 · Turn On Fees	1,154.31
12015 · Centerville Admin O&M	12,154.18
12025 · Interest / Investment Income	1,365.46
12035 · Backflow Maint Charge	827.54
12100 · Misc. Revenue	-4,368.15
<b>Total 12000 · Revenue - Water Service</b>	<b>11,133.34</b>
13000 · Designated Revenue -Non Op	
13005 · Filter Plant Repayment Charge	20,407.65
13010 · Recycle Backwash Water Charge	1,038.54
13015 · State Loan Repayment Charge	2,694.00
13025 · WIIN Act Repayment Charge	5,064.72
<b>Total 13000 · Designated Revenue -Non Op</b>	<b>29,204.91</b>
<b>Total Income</b>	<b>202,957.53</b>
<b>Gross Profit</b>	<b>202,957.53</b>
<b>Expense</b>	
29000 · Supply Cost	
29005 · Water Purchase	
29010 · USBR Water Purchased	4,472.30
<b>Total 29005 · Water Purchase</b>	<b>4,472.30</b>
<b>Total 29000 · Supply Cost</b>	<b>4,472.30</b>
30000 · Water Treatment Plant	
30100 · Utilities	
30120 · WTP - AT&T 1026	31.57
30125 · Internet	55.00
<b>Total 30100 · Utilities</b>	<b>86.57</b>
30145 · Shipping/Postage WTP	72.50
30170 · Supplies	41.89
30200 · WTP Repair & Maintenance O&M	3,077.78
30500 · Vehicle Maintenance & Expense	
30505 · Fuel Expense	142.81
<b>Total 30500 · Vehicle Maintenance &amp; Expense</b>	<b>142.81</b>
<b>Total 30000 · Water Treatment Plant</b>	<b>3,421.55</b>
40000 · Distribution	
40200 · Utilities	
40210 · Clear Crk/HV - PGE 9574	90.55
40200 · Utilities - Other	664.94
<b>Total 40200 · Utilities</b>	<b>755.49</b>
40300 · Safety Equipment & Training	
40305 · Safety Equipment - General	438.15
40310 · Personal Safety Equipment	376.50
<b>Total 40300 · Safety Equipment &amp; Training</b>	<b>814.65</b>

## Clear Creek Community Services District

## Profit &amp; Loss

March 2025

04/09/25

Accrual Basis

	Mar 25
40400 · Repair & Maintenance (O&M)	
40430 · Inventory/Tools	382.11
40440 · Water Quality Analysis - Dist	564.00
<b>Total 40400 · Repair &amp; Maintenance (O&amp;M)</b>	<b>946.11</b>
40500 · Vehicle Maintenance & Expense	
40505 · Fuel Expense	741.18
40555 · Ditch Witch Vac Trailer	411.74
<b>Total 40500 · Vehicle Maintenance &amp; Expense</b>	<b>1,152.92</b>
<b>Total 40000 · Distribution</b>	<b>3,669.17</b>
41000 · Wells & Booster Station	
41100 · Utilities	
41105 · Wells 1 & 2 - PGE 2671	235.19
41110 · Well #3 - PGE 2838	1,255.00
41120 · So. Booster - Internet	55.00
<b>Total 41100 · Utilities</b>	<b>1,545.19</b>
41300 · Repair & Maintenance (O&M)	14.97
41305 · Chemicals	-1,164.13
<b>Total 41000 · Wells &amp; Booster Station</b>	<b>396.03</b>
50000 · Administration/ General	
50100 · Utilities	
50110 · 2 Outdoor Lights - PGE 3564	21.74
50120 · Verizon - On-call Cell Phone	52.18
50125 · Propane	870.75
50135 · Telephone - TDS	357.52
<b>Total 50100 · Utilities</b>	<b>1,302.19</b>
50200 · Office Supplies	177.97
50310 · Advertising & Public Notices	76.68
50320 · Meal & Reimbursements	31.42
50330 · Bank Service Fee/Finance Charge	120.00
50500 · Special & Professional Services	
50510 · Director Fees	175.00
50515 · Server & Computer Maintenance	
50517 · Software Subscriptions	394.37
<b>Total 50515 · Server &amp; Computer Maintenance</b>	<b>394.37</b>
50525 · Engineering	2,566.25
50530 · Equipment Maintenance & Lease	390.10
50535 · Building & Ground Maint.-Office	
50536 · Waste Management	377.80
50535 · Building & Ground Maint.-Office - Other	478.19
<b>Total 50535 · Building &amp; Ground Maint.-Office</b>	<b>855.99</b>
<b>Total 50500 · Special &amp; Professional Services</b>	<b>4,381.71</b>
50700 · Regulatory	
50900 · Testing & License Fees	65.00
<b>Total 50700 · Regulatory</b>	<b>65.00</b>

## Clear Creek Community Services District

## Profit &amp; Loss

04/09/25

March 2025

Accrual Basis

	Mar 25
<b>51400 · Employee Benefits</b>	
51405 · Vision, Dental,	1,455.70
51435 · CalPERS Health Insurance Exp	19,973.26
51440 · CalPERS Retirement Contribution	9,405.53
51442 · CalPERS Unfunded Accrued Liab	15,024.58
51455 · Uniform Service	150.98
<b>Total 51400 · Employee Benefits</b>	46,010.05
<b>51600 · Retiree Benefits</b>	
51605 · Retiree Health Benefit - Direct	7,770.59
51610 · CalPERS Health Ins- Retiree	1,125.71
<b>Total 51600 · Retiree Benefits</b>	8,896.30
<b>52000 · Interest Expense</b>	10,621.95
<b>53000 · Customer Accounts &amp; Billing</b>	
53015 · Supplies	
53025 · Billing Supplies & Materials	-225.00
<b>Total 53015 · Supplies</b>	-225.00
53030 · Chargebacks, NSF, Acct Refunds	-74.20
<b>Total 53000 · Customer Accounts &amp; Billing</b>	-299.20
<b>Total 50000 · Administration/ General</b>	71,384.07
<b>60000 · Payroll Expense -Salary &amp; Wages</b>	
60100 · Payroll Exp - Administration/GM	11,314.08
60200 · Payroll Exp - Distribution	19,981.16
60300 · Payroll Exp - Water Treatment	21,332.37
60500 · Payroll Exp - Customer Accts	11,303.51
<b>Total 60000 · Payroll Expense -Salary &amp; Wages</b>	63,931.12
<b>80000 · Grants</b>	
80010 · Backwash Pond Grant D2202015	
80011 · Engineering	12,159.00
80012 · Materials and Equipment	476,187.82
<b>Total 80010 · Backwash Pond Grant D2202015</b>	488,346.82
80040 · ACWA/JPIA Risk Control Grant	
80041 · ACWA/JPIA Risk Control Reimb	-6,521.04
<b>Total 80040 · ACWA/JPIA Risk Control Grant</b>	-6,521.04
<b>Total 80000 · Grants</b>	481,825.78
<b>Total Expense</b>	629,100.02
<b>Net Ordinary Income</b>	-426,142.49
<b>Net Income</b>	<b>-426,142.49</b>



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

---

**MEMO**

**Date:** April 16<sup>th</sup> 2025  
**To:** Board of Directors  
**From:** General Manager – Paul Kelley  
**Re:** 6 - Old business/New Business (Discussion/Action)

---

**Discussion:**

**6.a – USBR Report – Account Reconciliation. (Discussion)**

This item for discussion on Account Reconciliation update, and other USBR water related items.

**Recommendation:**

Review, Discussion, Provide Direction to GM

---

**6.b Treatment Operations Report – Chief Plant Operator Bill Palmaymesa - (Discussion))**

Report from CPO Bill Palmaymesa on Treatment Operations and staff and activities.

See item memo for more background and discussion.

**Recommendation:**

Review, Discussion, Review and Provide input

---

**6.c Side Letter with Union on Lunch Hours and Operator Hours (Discussion/Action)**

The UPEC 792 Union representing the Employees submitted the attached for consideration on Lunch hour / hours of office change – and operator change.

See memo –

**Recommendation:**

Review, Discussion, Provide Direction or by motion approve Side Letter

---

6.d **FY 26 Preliminary Draft Budget - (Discussion/Action)**

The Finance Committee and Board asked the GM to assemble an early Draft of an FY26 Budget prior to leaving and this is the first / early review for the Board.

Final Budget would be at the Regular Meeting June 18, 2025.

See item memo for more background and discussion.

**Recommendation:**

Review, Discussion, Review and Provide input or direction

---

6.e **Cross Connection Control Plan & Rules and Regulation for Water service (Discussion/Action)**

The District signed a contract with HydroCorp to do hazard assessments or surveys of its CII customers over the next two years. They also are to create an updated plan, compliant with the States' new CCC Handbook.

This is the first draft of the plan for the Boards review.

It's recommended that the Board provide direction and have an Ordinance on the May Regular Meeting agenda to update/edit and approve the Districts Rules and Regulations for Water Service, that removes all the old backflow/cross connection control stuff and refers to this new Plan. As well as approve the plan for submittal to the State.

See item memo for more background and discussion.

**Recommendation:**

Review, Discussion, Direct staff to bring back by ordinance approval of updated Rules and Regulations for water service and Cross Connection Control Plan

---





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

---

## MEMO

**Date:** April 16<sup>th</sup> 2025  
**To:** Board of Directors  
**From:** General Manager – Paul Kelley  
**Re:** **6a** – USBR report and Account Reconciliation

---

### Discussion:

#### **6.a** –

This item for discussion on Account Reconciliation update, and other USBR water related items.

There is nothing to report on Account Reconciliation.

The new USBR North area manager, Elizabeth Hadley, has been invited to speak to the Clear Creek Board. Currently scheduled for the May Regular Meeting, The District should reach out in early May to confirm or schedule.

If more, then reported at meeting.

### Recommendation:

Review, Discussion, Provide Direction to GM

---



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

---

## MEMO

**Date:** April 16<sup>th</sup> 2025  
**To:** Board of Directors  
**From:** General Manager – Paul Kelley

**Re: 6b – Treatment Operations Report – CPO Bill Palmaymesa – (Discussion/Action)**

---

### Discussion/Action:

#### **6.b - Treatment Operations Report – CPO Bill Palmaymesa– (Discussion/Action)**

The CPO will review the items in the operations Report – Item 8 on this agenda.

The other items to review:

- General Treatment Operations
- Update since the Engineering Report on the Treatment plant provided in December 2024.
  - o Project components to consider earlier as grants are pursued.
- Update on the Filters/Train 6 etc.
- Update on the “Backwash Ponds” Grant Funded Project.
- Repairs and maintenance items.
- Operations related to Centerville.
- Staffing and schedule for the summer.

### Recommendation:

Review, Discussion, Review and Provide input



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

---

## MEMO

**Date:** April 16<sup>th</sup> 2025  
**To:** Board of Directors  
**From:** General Manager – Paul Kelley

**Re: 6c – Side Letter with UPEC 795 on Lunch Hours and Summer Operator Hours–**  
(Discussion/Action)

---

### Discussion/Action:

At the March Regular Meeting the Board reviewed the request to consider reducing the office hours by ½ an hour by reducing the lunch hour to ½ hour for all employees.

The Board approved sending the staff representatives – UPEC 792 a letter to start the process of reducing the lunch hour to ½ hour.

The Board also requested that staff consider staggering their ½ hour lunches so the office could be open all the lunch hour instead of closing from 12 – 12:30.

The Board also approved a second item, to send consider changing the start time for Operators during the hot summer months. Starting at 7am could help with heat and safety during the day.

The UPEC 792 Union representing the Employees submitted the attached for consideration on Lunch hour / hours of office change – and operator change.

The Side letter does two things:

1. Lunch Hour:
  - a. Reduces the Lunch hour to ½ an hour.
  - b. It also allows the change to 8am-4:30pm for office hours.
2. Operator Hours
  - a. Changes the hours to 7:00am to 3:30pm (based on the item one implemented of ½ hour lunch).

The Union representative said they discussed staggered ½ hour lunches to keep the office open all noon hour, but it was felt to be challenging to implement with limited staff and would fluxuate days based on staff availability (sick or vacation).

The Board asked to review the “Call Logs” from Ability: This a review of call logs from Jan 1 – March 22.

Calls – During Noon Hour:	10 – Call over 3 months, most with payment questions.
Calls – During Non-Noon:	8 – Leak reports, Turn offs for leaks, etc. (Note: 3 of these calls, On Call person reminded the caller that after hours would be \$100 charge).

### Recommendation:

Review, Discussion, Provide Direction for a counter proposal or By motion approve Side Letter for GM signature.

SIDE LETTER OF AGREEMENT BETWEEN  
CLEAR CREEK COMMUNITY SERVICE DISTRICT  
AND  
LOCAL UNION 792, UNITED PUBLIC EMPLOYEES OF CALIFORNIA (UPEC)

This Side Letter of Agreement (“Agreement”) between the Clear Creek Service District (“District”) and Local Union 792 (UPEC) enter into with respect to the following:

WHEREAS the parties recently completed discussion through this agreement and subject to the terms below the district agrees to the following changes.

This Side Letter pertains to the following (1-2 below) and all other provision of the parties current Memorandum of Understanding shall remain in full force and effect.

1. The Union UPEC Local 792 and Clear Creek CSD approve of the reduction of the lunch period from one hour to 30 minutes and agrees with the new hours of operation from 8:00am – 4:30pm.
  
2. Clear Creek CSD Field staff employee shift change to 7:00am-3:30pm be implemented from June 1<sup>st</sup> to August 31<sup>st</sup> during the hotter seasonal outdoor temperatures.

If all parties are in final agreement of what is stated in this Side Letter, then this Side Letter shall be in full force starting upon its execution by both parties.

Agreed to on this date: \_\_\_\_\_

District:

Paul Kelley  
General Manager

X \_\_\_\_\_

Union:

Robert DeLong  
Business Manager

X \_\_\_\_\_



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---

## MEMO

**Date:** April 16<sup>th</sup> 2025  
**To:** Board of Directors  
**From:** General Manager – Paul Kelley  
**Re:** **6d – FY26 Preliminary Draft Budget** (Discussion/Action)

---

### **Discussion/Action:**

The Finance committee and board asked the GM to assemble an early Draft of an FY26 Budget prior to leaving and this is the first / early review for the Board.

The Finance Committee reviewed the attached and can provide more during the presentation.

The District started a few years ago doing a more robust and granular budget and expenses tracking process. For clarity and information to the Board and the community. It's also known that the District will need to update its rates in the coming year, and accurate expenses will help as input into that process.

The attached "Booklet" narrative has been edited and updated to track this Preliminary Draft Budget. The attached Preliminary FY26 Budget has a column for the last FY Budget (current FY25).

This is for information and input from the Board and community.

This item is normally on the May Regular Agenda and can be brought back in May if the Board wishes. When the Draft Budget is acceptable to the Board, the Board will review for approval the Final FY26 Budget at the Regular Meeting June 18, 2025. It would also be posted as a "Public Hearing for Final Budget".

### **Recommendation:**

Review, Discussion, Provide Input and Direction

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

# 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 16<sup>th</sup> 2025, May 21<sup>st</sup> 2025 and then the final budget was approved by the board at the June 18<sup>th</sup> 2025 meeting.

**Preliminary Budget**

July 2025 Through June 2026

**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:

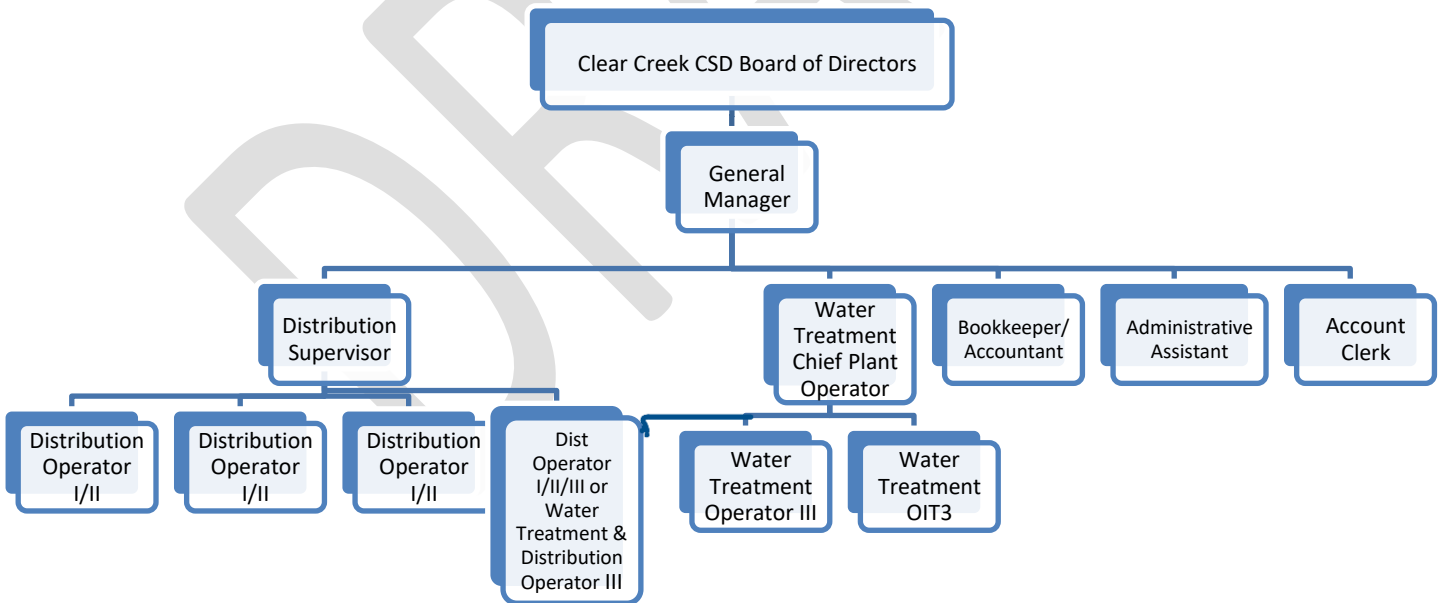
1. Filter Plant Repayment
2. Recycle Backwash Water
3. State Loan Repayment
4. WIIN act Repayment

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 (From \$2,265,00)

**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: \$200,000

**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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**14020 - Penalties Reserve to Operating:**

In 2023-24 year, the District purchased water from the McConnel foundation and used penalties in reserve to defray some of the cost of that water purchase. It is not contemplated to purchase water outside of the USBR Contract.

**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: \$55,000

**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: \$3,435,000**

(Note: 3,352,000 \*2.5% increase from FY25 Budget)

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**Preliminary Budget**

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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: \$356,000

**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: \$61,500

### **50000 - Administration General**

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



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

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

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

**50300 - Organizational Dues:**

Currently members of:

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

Suggest consideration:

California Rural Water Association – can help with Operator training.

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

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

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

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

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

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

**Cyber** – Projected to stay similar cost

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

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

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

**50510 - Director Fees** – Based on the current policy.

**50512 - Director Elections** – None needed for odd year.

**50515 - Server & Computer Maintenance:** “Information Technology”

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

**Equipment upgrade:**

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

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

**50520 - Legal** – Increased need in coming year

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

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

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

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

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

Total Professional Services: \$176,000 (Was \$184,000 – not election)

**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 – CDTEFA - 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: \$47,000

**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. 2<sup>nd</sup> half of fiscal year could have a higher cost from CalPERS Health. (January 1<sup>st</sup> 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: \$612,700

**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.

**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: \$1,180,000

## **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 3.2% COLA as of July 1, 2024.

**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.

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**60600 - Payroll Expense – Well Field:** For tracking of Expenses in this section.

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

**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. The first section is to clearly expense to reserves of the “Designated Revenue” from the revenue section. The charges on Customer’s bills (see designated revenue section for specific charges) that are to go to specific reserves for specific expenses/projects. This is primarily a budget-making tool to remove from the operating budget these funds so they are not used for expenses, but put into the reserve accounts corresponding with their customer fee. During FY 24 it was found best to show this through quarterly Balance Sheet reports to the board during quarterly budget to actual review. This section is in the budget to balance the budget out from the Designated revenue that can’t be used for operational costs/expenses. This helps track and show the reserve amounts and growth for these designated reserves. At the quarterly budget to actuals report, the staff will provide a balance sheet that will show these designated revenues and their account balances.

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

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

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**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.

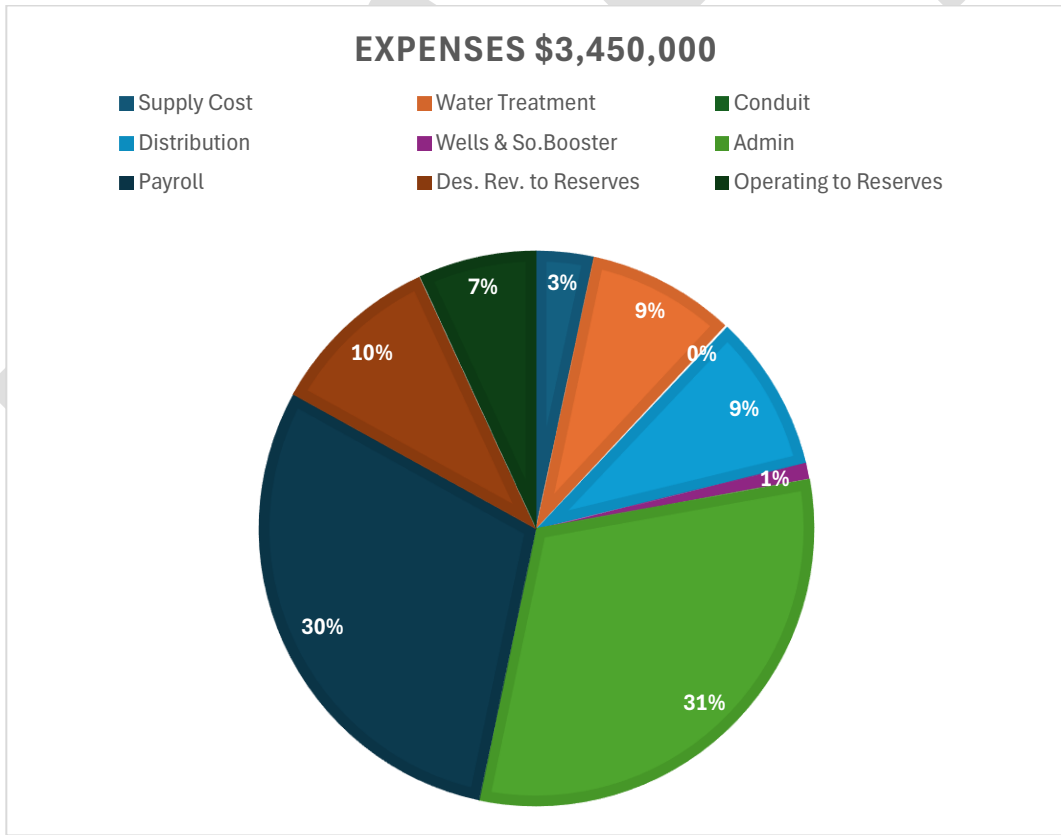
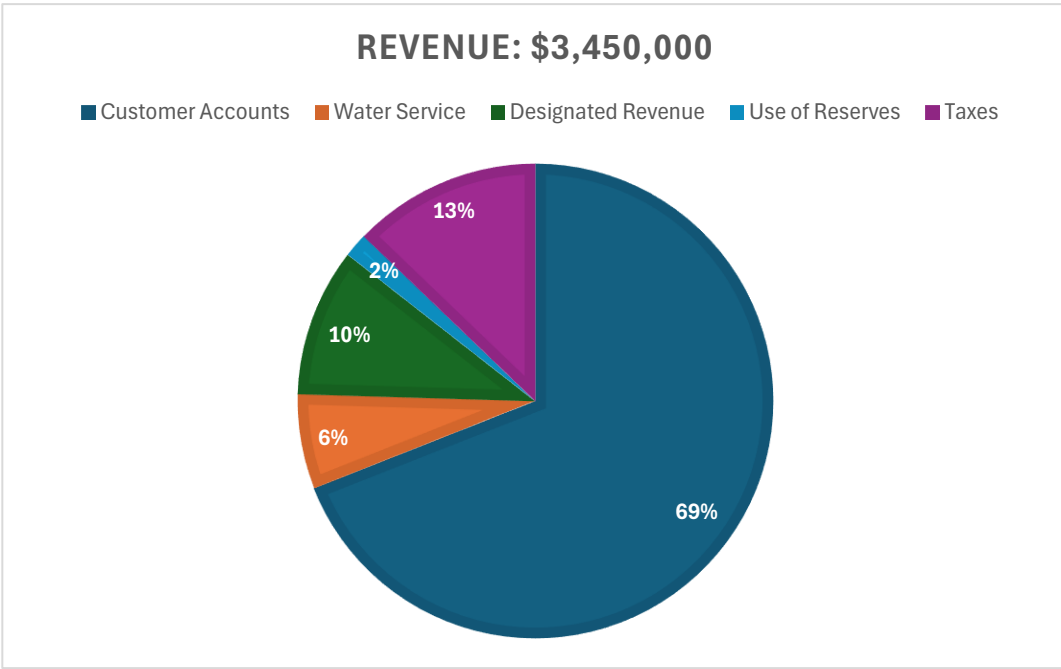
**75900 - Discretionary Fund Balance Reserve:** For this budget revenue in excess of expenses and for current year. To be used primarily when identified expenditures are needed for equipment, major repairs, capital or other expenditures that need a mid-year adjustment. At the end of year could be to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

70000 – Expense Designated to Reserves Total: \$407,500

**Total Expenses: \$3,450,000**

DRAFT

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



**Preliminary Budget**

July 2025 Through June 2026

**Non-Operating Budget Items**

**Grants**

**Grants**

- The Backwash Ponds project – Combo of State and FEMA through CalOES. (Approximately \$5 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 Gran 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.
- 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.
  - 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.



Clear Creek Community Services District

**Preliminary Budget**

July 2025 Through June 2026

- 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 is still in the Consideration phase 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.

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

Clear Creek Community Services District

**Preliminary Budget**

July 2025 Through June 2026

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 is recruiting for a Distribution Supervisor and eventually for a experienced Distribution operator. The District also successfully recruited for an 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**  
**Proposed Draft Budget**  
July 2025 through June 2026

	Preliminary Draft Budget	Final Budget
	Jul '25 - Jun '26	Jul '24 - Jun 25
<b>Ordinary Revenue/Expense</b>		
<b>Income</b>		
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
<b>Total 11000 - Revenue - Customer Accts</b>	<b>2,400,000.00</b>	<b>2,335,000.00</b>
12000 - Revenue - Water Service		
12070 - Turn On Fees	5,500.00	4,000.00
12075 - Centerville Admin O&M	200,000.00	200,000.00
12085 - Interest / Investment Income	1,250.00	750.00
12087 - Backflow Maintenance Charge	7,500.00	6,500.00
12095 - Convenience Fees	750.00	750.00
12100 - Misc. Revenue	0.00	0.00
<b>Total 12000 - Revenue - Water Service</b>	<b>215,000.00</b>	<b>212,000.00</b>
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
<b>Total 13000 - Designated Revenue -Non Op</b>	<b>330,000.00</b>	<b>330,000.00</b>
14000 - Use of Reserves		
14010 - WIIN Act Reserves To Operating	55,000.00	55,000.00
14020 - Penalties Reserve to Operating	0.00	0.00
14090 - Discretionary Fund Balance Reserve	0.00	0.00
<b>Total 14000 - Use of Reserves</b>	<b>55,000.00</b>	<b>55,000.00</b>
15000 - Revenue - Taxes & Assessments		
15005 - Taxes-General Property	450,000.00	420,000.00
<b>Total 15000 - Revenue - Taxes &amp; Assessments</b>	<b>450,000.00</b>	<b>420,000.00</b>
<b>Total Income</b>	<b>3,450,000.00</b>	<b>3,352,000.00</b>
<b>Gross Revenue</b>	<b>3,450,000.00</b>	<b>3,352,000.00</b>

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

	Draft Budget	Budget
	Jul '25 - Jun '26	Jul '24 - Jun 25
<b>Expense</b>		
29000 · Supply Cost		
29005 · Water Purchase		
29010 · USBR Water Purchased	137,000.00	140,000.00
29015 · McConnell Water Purchased	0.00	0.00
<b>Total 29005 · Water Purchase</b>	137,000.00	140,000.00
29100 · WIIN Act Repayment Exp	0.00	0.00
<b>Total 29000 · Supply Cost</b>	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
<b>Total 30000 · Water Treatment Plant</b>	311,000.00	284,000.00
30700 · Transmission & Conduit		
30705 · Repair and Maintenance - O&M	4,000.00	4,000.00
<b>Total 30700 · Transmission &amp; Conduit</b>	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
<b>Total 40400 · Repair &amp; Maintenance (O&amp;M)</b>	296,500.00	291,500.00
40490 · Equipment / Facility / Capital Improvements	10,000.00	15,000.00
40500 · Vehicle Maintenance & Fuel Expense	50,000.00	40,000.00
<b>Total 40000 · Distribution</b>	374,000.00	360,500.00

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

	Draft Budget	Budget
	Jul '25 - Jun '26	Jul '24 - Jun 25
<b>41000 · Wells &amp; Booster Station</b>		
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
<b>Total 41000 · Wells &amp; Booster Station</b>	<b>41,500.00</b>	<b>30,500.00</b>
<b>50000 · Administration/ General</b>		
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
<b>Total 50400 · Insurance</b>	<b>89,000.00</b>	<b>84,000.00</b>
<b>50500 · Special &amp; Professional Services</b>		
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
<b>Total 50515 · Server &amp; Computer Maintenance</b>	<b>35,000.00</b>	<b>45,000.00</b>
50520 · Legal	15,000.00	10,000.00
50525 · Engineering	30,000.00	40,000.00
50530 · Equipment Maintenance & Lease	6,000.00	6,000.00
50535 · Building & Ground Maint.-Office	18,000.00	17,000.00
50540 · OPEB Valuation & Actuarial	5,000.00	5,000.00
50500 · Special & Professional Services - Other	40,000.00	30,000.00
<b>Total 50500 · Special &amp; Professional Services</b>	<b>198,050.00</b>	<b>176,000.00</b>
<b>50700 · Regulatory</b>		

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

	Draft Budget	Budget
	Jul '25 - Jun '26	Jul '24 - Jun 25
<b>50705 · Water Fee</b>		
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
<b>Total 50705 · Water Fee</b>	<b>47,600.00</b>	<b>45,000.00</b>
<b>50800 · Safety Equipment &amp; Materials</b>	<b>1,000.00</b>	<b>1,000.00</b>
<b>50900 · Testing &amp; License Fees</b>	<b>2,000.00</b>	<b>1,000.00</b>
<b>Total 50700 · Regulatory</b>	<b>50,600.00</b>	<b>47,000.00</b>
<b>51400 · Employee Benefits</b>		
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	700.00	700.00
51455 · Uniform and Service	5,000.00	5,000.00
51400 · Employee Benefits - Other	0.00	0.00
<b>Total 51400 · Employee Benefits</b>	<b>612,700.00</b>	<b>550,700.00</b>
<b>51600 · Retiree Benefits</b>		
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
<b>Total 51600 · Retiree Benefits</b>	<b>100,000.00</b>	<b>105,000.00</b>
<b>51700 · Property Taxes</b>	<b>400.00</b>	<b>400.00</b>
<b>51800 · General Tax Expense</b>	<b>200.00</b>	<b>200.00</b>
<b>51900 · License and Permits</b>	<b>3,000.00</b>	<b>5,000.00</b>
<b>52000 · Interest Expense</b>		
52005 · RCAC Loan Interest (dump truck)	4,000.00	4,500.00
52000 · Interest Expense - Other	1,000.00	1,000.00
<b>Total 52000 · Interest Expense</b>	<b>5,000.00</b>	<b>5,500.00</b>
<b>53000 · Customer Accounts &amp; Billing</b>		
<b>53015 · Supplies</b>		
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
<b>Total 53015 · Supplies</b>	<b>31,500.00</b>	<b>31,500.00</b>
<b>53016 · Meter Reading/ License</b>	<b>8,000.00</b>	<b>8,000.00</b>

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

	Draft Budget	Budget
	Jul '25 - Jun '26	Jul '24 - Jun 25
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	1,183,450.00	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	2,050.00	63,315.00
	74,050.00	125,700.00
Total 70000 - Designated To Reserves -Non Op	404,050.00	455,700.00
Total Expense	3,450,000.00	3,352,000.00
Net Ordinary Revenue	0.00	0.00



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

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## MEMO

**Date:** April 16<sup>th</sup> 2025  
**To:** Board of Directors  
**From:** General Manager – Paul Kelley

**Re: 6e – Cross Connection Control Plan & Rules and Regulation for Water service**  
(Discussion/Action)

---

### Discussion/Action:

The District signed a contract with HydroCorp to do hazard assessments or surveys of its CII customers over the next two years. They also are to create an updated plan, compliant with the States new CCC Handbook.

This is the first draft of the plan for the Boards review.

It's recommended that the Board provide direction and have an Ordinance on the May Regular Meeting Agenda to update/edit and approve the Districts Rules and Regulations for Water Service, that removes all the old backflow/cross connection control stuff and refers to this new plan. Also approve the updated plan for submittal to the State.

### Attached:

- New Cross Connection Control Plan – developed by Hydrocorp (to help with packet size, the Appendices have been removed)
- Updated Regulations for Water use – 2025 – This takes the previous 2016 version and removes all 8 pages of Article 8 that describes and defines Cross Connection Control/Backflow devices. And make a reference to the Approved Clear Creek CSD – Cross Connection Control Plan. (CCCSD – CCCP).

### Recommendation:

Review, Discussion, Direct staff to develop an Ordinance for the May Regular Meeting to Approve the Updated Rules and Regulations for Water Service and CCCSD-CCCP.



Prepared for:

Clear Creek CSD  
5880 Oak Street  
Anderson, CA 96007



## CROSS CONNECTION CONTROL PLAN

For

### **Clear Creek Community Services District**

Clear Creek CSD  
Approved: (insert date)

Prepared by:



5700 Crooks Rd., Suite 100  
Troy, MI 48098  
Phone: 248.250.5000



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## 1. INTRODUCTION

The Cross-Connection Control Plan for Clear Creek CSD is designed to protect the public water system from contamination and pollution caused by backflow incidents. This plan is meticulously aligned with the guidelines and requirements outlined in the State Water Resources Control Board (SWRCB) "Cross-Connection Control Policy Handbook," which became effective on July 1, 2024. Our objective is to ensure that the potable water supply remains safe and secure by preventing any possible cross-connections that could lead to backflow into the water distribution system.

The purpose of this document is to outline the Clear Creek CSD Cross Connection Control policies for all non-residential, institutional, industrial, residential and miscellaneous water customers, and are summarized as follows:

- Protect the public water system from contaminants and/or pollutants that could backflow through the customer service connection.
- Promote the elimination of actual and/or potential cross-connections between the public potable water system and non-potable water systems, plumbing fixtures, sources and/or systems containing substances of unknown or questionable quality.
- Provide guidance for the maintenance of a continuing Cross Connection Control program.

### 1.1. Applicability

In accordance with CA-EPA-CCCPH Standards and Principles for California's Public Water Systems as defined in California Health and Safety Code (CHSC section 116275 (h)). Compliance with the CA-EPA-CCCPH is mandatory for the Clear Creek CSD.

Prior to the CA-EPA-CCCPH, the Clear Creek CSD conformed to the standards established by the American Water Works Association (AWWA), as set forth in its publication entitled: AWWA.C506-78 Standards for Reduced Pressure Principle, and Double Check backflow prevention devices. A "Certificate of Approval" issued by an approved testing laboratory, certifying full compliance with AWWA Standards.

### 1.2. California Safe Drinking Water Act

In 2014, the State Water Resources Control Board assumed responsibility for the drinking water, and financial programs throughout the State, prior to that it was CA-DHS. On October 6, 2017, Assembly Bill 1671 (AB 1671) was approved and filed with the Secretary of State (see Appendix A). AB 1671 amended California's SDWA through the establishment of CHSC sections 116407 and 116555.5. AB 1671 also amended section 116810 of the CHSC, which is briefly discussed in Appendix C.

On October 2nd, 2019, Assembly Bill 1180 (AB 1180) was approved and filed with the Secretary of State. AB 1180 Amended Section 116407 of the CHSC and added section 13521.1 to the water code. AB 1180 requires that the CA-EPA-CCCPH include provisions of the swivel or change over device (swivel-ell).



### 1.3. The California EPA's Cross Connection Control Policy Handbook Adoption

The California Environmental Protection Agency completed development of the Cross Connection Control Policy Handbook for standards and principles for California's Public Water Systems. In this document for the Clear Creek CSD, it will be referred to as the CA-EPA-CCCPH. The State Water Resources Control Board adopted the CA-EPA-CCCPH on December 19th, 2023, and went into effect on July 1st, 2024. Upon the effective date of the CA-EPA-CCCPH.

A PWS must implement a cross-connection control program that complies with the standards adopted by the State Water Board. The development of the CA-EPA-CCCPH included consultation with stakeholders, including state and local agencies, on an array of subjects related to cross-connection control, consistent with the statutory mandate, as well as consideration of input from other stakeholders and the general public in a February 20, 2020, workshop.

### 1.4. Legal Authority

The Clear Creek CSD has operating rules, By-laws, and regulations established for enforcement throughout the distribution system. The Clear Creek CSD Rules and Regulations for Water Service Police was approved May 15, 2024, Ordinance 2024 establishing these rules, rates and regulations for water service.



## 2. BACKFLOW PROTECTION AND CROSS-CONNECTION CONTROL

A cross-connection is an interconnection between a potable water supply and a non-potable source via any actual or potential connection or structural arrangement between a PWS and any source or distribution system containing liquid, gas, or other substances not from an approved water supply. Bypass arrangements, jumper connections, removable sections, improperly installed swivel, or change-over devices and other temporary or permanent devices through which, or because of which backflow can occur are cross-connections. The CA-EPA-CCCPH includes acceptable installation criteria for swivel-ell and other types of backflow prevention assemblies (BPAs) to prevent backflow.

Backflow is the undesired or unintended reversal of flow of water and/or other liquids, gases, or other substances into PWS's distribution system or approved water supply. The presence of a cross-connection represents a location in a distribution system through which backflow of contaminants or pollutants can occur. Backflow occurs when a non-potable source is at a greater pressure than the potable water distribution system. Backflow can occur from either back-siphonage or backpressure. Back-siphonage occurs when a non-potable source enters the drinking water supply due to negative (i.e., sub-atmospheric) distribution system pressure. Backpressure occurs when the pressure from a non-potable source exceeds the pressure in the potable water distribution system.

Back-siphonage may be caused by a variety of circumstances, such as main breaks, flushing, pump failure, or emergency firefighting water demand. Backpressure may occur when heating, cooling, waste disposal, or industrial manufacturing systems are connected to potable supplies and the pressure in the external system exceeds the pressure in the distribution system. Both situations act to change the direction of water, which normally flows from the distribution system to the customer, so that non-potable substances from industrial, commercial, or residential premises flows back into the distribution system through a cross-connection.

Cross-connections are not limited to industrial or commercial facilities. Submerged inlets are found on many common plumbing fixtures and are sometimes necessary features of the fixtures if they are to function properly. Examples of this type of design are siphon-jet urinals or water closets, flushing rim slop sinks, and dental cuspidors.

Older bathtubs and lavatories may have supply inlets below the flood level rims, but modern sanitary design has minimized or eliminated this cross-connection in new fixtures. Chemical and industrial process vats sometimes have submerged inlets where the water pressure is used as an aid in diffusion, dispersion, and agitation of the vat contents. Even though a supply pipe may be installed above a vat, back-siphonage can still occur. Siphon action has been shown to raise a liquid in a pipe such as water almost 34 feet. Some submerged inlets are difficult to control, including those which are not apparent until a significant change in water level occurs or where a supply may be conveniently extended below the liquid surface by means of a hose or auxiliary piping. A submerged inlet may be created in numerous ways, and its detection may be difficult.

Chemical and biological contaminants have caused illness and deaths during known incidents of backflow, with contamination affecting several service connections, and the number of incidents reported is believed to be a small percentage of the total number of backflow incidents that occur. The public health risk from cross-connections and backflow is a function of a variety of factors including cross-connection and backflow occurrence and type and number of contaminants.



## 2.1. Definitions

**“Air-gap separation”** or **“AG”** means a physical vertical separation of at least two (2) times the effective pipe diameter between the free-flowing discharge end of a potable water supply pipeline and the flood level of an open or non-pressurized receiving vessel, and in no case less than one (1) inch.

**“Approved water supply”** means a water source that has been approved by the State Water Board for domestic use in a public water system and designated as such in a domestic water supply permit issued pursuant to section 116525 of the CHSC.

**“Auxiliary water supply”** means a source of water, other than an approved water supply, that is either used or equipped, or can be equipped, to be used as a water supply and is located on the premises of, or available to, a water user.

**“Backflow”** means an undesired or unintended reversal of flow of water and/or other liquids, gases, or other substances into a public water system’s distribution system or approved water supply.

**“Backflow prevention assembly”** or **“BPA”** means a mechanical assembly designed and constructed to prevent backflow, such that while in-line it can be maintained and its ability to prevent backflow, as designed, can be field tested, inspected and evaluated.

**“Backflow prevention assembly tester”** means a person who is certified as a backflow prevention assembly tester.

**“BPA”** means Backflow Prevention Assembly.

**“Community water system”** means a public water system that serves at least 15 service connections used by yearlong residents or regularly serves at least 25 year-long residents of the area served by the system.

**“CA-EPA-CCCPH”** means California Cross Connection Control Handbook

**“Cross-connection”** means any actual or potential connection or structural arrangement between a public water system, including a piping system connected to the public water system located on the premises of a water user or available to the water user, and any source or distribution system containing liquid, gas, or other substances not from an approved water supply.

**“Cross-connection control specialist”** means a person who is certified as a cross-connection control specialist.

**“District Boundary”** Is a boundary established by a local agency formation commission or organization, established within the county where services are served, and may not serve outside the District Boundary.

**“Distribution system”** has the same meaning as defined in section 63750.50 of CCR, Title 22, Division 4, Chapter 2.



**“Double check detector backflow prevention assembly”** or **“DCDA”** means a double check valve backflow prevention assembly that includes a bypass with a water meter and double check backflow prevention assembly, with the bypass’s water meter accurately registering flow rates up to two gallons per minute and visually showing a registration for all rates of flow. This type of assembly may only be used to isolate low hazard cross-connections.

**“Double check valve backflow prevention assembly”** or **“DC”** means an assembly consisting of two independently acting internally loaded check valves, with tightly closing shut-off valves located at each end of the assembly (upstream and downstream of the two check valves) and fitted with test cocks that enable accurate field testing of the assembly. This type of assembly may only be used to isolate low hazard cross-connections.

**“Existing public water system”** or **“existing PWS”** means a public water system initially permitted on or before July 1, 2024, as a public water system by the State Water Board.

**“Hazard Assessment”** means an evaluation of a user premises designed to evaluate the types and degrees of hazard at a user’s premises.

**“High hazard cross-connection”** means a cross-connection that poses a threat to the potability or safety of the public water supply. Materials entering the public water supply through a high hazard cross-connection are contaminants or health hazards.

**“Low hazard cross-connection”** means a cross-connection that has been found to not pose a threat to the potability or safety of the public water supply but may adversely affect the aesthetic quality of the potable water supply. Materials entering the public water supply through a low hazard cross-connection are pollutants or non-health hazards.

**“PWS”** means Public Water Supply.

**“Reduced Pressure Principle Backflow Prevention Assembly”** or **“RP”** means an assembly with two independently acting internally-loaded check valves, with a hydraulically operating mechanically independent differential-pressure relief valve located between the check valves and below the upstream check valve. The assembly shall have shut-off valves located upstream and downstream of the two check-valves, and test cocks to enable accurate field testing of the assembly.

**“Reduced pressure principle detector backflow prevention assembly”** or **“RPDA”** means a reduced pressure principle backflow prevention assembly that includes a bypass with a water meter and reduced pressure principle backflow prevention assembly, with the bypass’s water meter accurately registering flow rates up to two gallons per minute and visually showing a registration for all rates of flow.

**“State Water Board”**, unless otherwise specified, means the State Water Resources Control Board or the local primacy agency having been delegated the authority to enforce the requirements of the CCCPH by the State Water Resources Control Board.



**“Swivel-Ell”** means a reduced pressure principle backflow prevention assembly combined with a changeover piping configuration (swivel-ell connection) designed and constructed for recycled water/non-potable switchover situations within a Services District.

**“User premises”** means the property under the ownership or control of a water user and is served, or is readily capable of being served, with water via a service connection with a public water system.

**“User’s service connection”** means either the point where a water user’s piping is connected to a water system or the point in a water system where the approved water supply can be protected from backflow using an air gap or backflow prevention assembly.

**“User Supervisor”** means a person designated by a water user to oversee a water use site and responsible for the avoidance of cross-connections.





### 3. PROGRAM APPROACH

The process for conducting initial and ongoing hazard assessments under the CCCPH involves a structured approach to identifying potential cross-connection risks and implementing the necessary protective measures. This process ensures the safety and integrity of the water distribution system by evaluating all existing and proposed water service connections for potential contamination hazards.

The water connections and plumbing systems of all water customers or accounts shall be initially assessed for the presence of cross-connections. As a result of the initial assessment, a detailed record of each account shall be established. A representative of the water utility or their designated agent shall be responsible for assessments. Individuals responsible for conducting inspections shall have obtained sufficient training on cross-connection rules, identification, and corrective actions.

The highest priority for assessments shall be placed on facilities that pose a high degree of hazard, that have a high probability that backflow will occur or are known/suspected to have cross-connections.

Once initial assessments are complete then an assessment frequency shall be determined for each account based on the degree of hazard and potential for backflow. The AWWA M14 Cross Connection Rules Manual will be a guide in classifying the degree of hazard of each account. However, in general, situations in which backflow could cause illness or death shall be considered high hazard. Other factors such as new construction, water quality complaints, or anomalies in customer billing, may prompt an immediate re-inspection. After initial cross-connection assessments are complete, a comprehensive list or inventory of all backflow prevention assemblies, methods and devices shall be on record including all pertinent data.

#### 3.1. Initial Hazard Assessment

All new water service connections must undergo an initial assessment before activation. Existing connections shall be assessed in accordance with the Clear Creek CSD cross-connection control program timeline. Commercial, industrial, public authority, and other potential high-hazard facilities that have not received an initial hazard assessment will be surveyed within two years of this plan's acceptance. Residential and multifamily facilities without a prior assessment will be surveyed within ten years of the plan's adoption.

To evaluate the potential risk of backflow into the public water system, the Clear Creek CSD will carry out an initial hazard assessment of user premises within its service area. This hazard evaluation will take into account the following considerations as necessary:

- a) The presence of cross-connections;
- b) the types of materials handled or present on the premises, including those likely to be encountered;
- c) the complexity and accessibility of the piping system;
- d) access to auxiliary water supplies, pumping systems, or pressure systems;
- e) conditions within the distribution system that may increase the likelihood of a backflow event, such as hydraulic gradient differences caused by main breaks, high water demand, or multiple service connections that could lead to flow-through conditions;



- f) accessibility of the premises;
- g) any history of backflow incidents on the premises or similar sites; and
- h) the requirements and guidance provided in the CCCPH.

Each hazard assessment must classify the level of risk to the distribution system as a high-hazard cross-connection, a low-hazard cross-connection. Examples of high-hazard cross-connection activities can be found in Appendix B.

- The hazard assessment must determine whether an existing backflow prevention assembly (if any) provides adequate protection based on the degree of hazard.

### 3.2. Ongoing Hazard Assessment

Ongoing or follow-up hazard assessments are required following the initial hazard assessment described in Section 3.1. A follow-up hazard assessment will be conducted under the following circumstances:

- a) if a user premises changes ownership, excluding single-family residences;
- b) if a user premises is newly connected to the PWS;
- c) if evidence exists of potential changes in the activities or materials on a user's premises.
- d) if backflow from a user's premises occurs;
- e) periodically, as identified in the Cross-Connection Control Plan
- f) if the State Water Board requests a hazard assessment of a user's premises; and
- g) if the PWS concludes an existing hazard assessment may no longer be correct.

The Clear Creek CSD must ensure a cross-connection control specialist reviews the hazard assessments and makes a written finding that, in their judgment based on cross-connection control principles, the hazard assessment properly identified all hazards, the appropriate degree of hazards, and the corresponding backflow protection.



## 4 APPLICATION OF BACKFLOW PREVENTERS

### 4.1 Backflow Protection Table

The following table outlines acceptable backflow protection for certain types of cross-connection conditions that may be encountered. The table is to be used as a guideline in determining adequate cross-connection control measures, not as an absolute requirement.

Backflow Preventer Type	Degree of Hazard	Application	Applicable Standard
<b>Backflow prevention assemblies:</b>			
Double Check Valve Assembly (DCV)	Low hazard	Backpressure or backsiphonage	ASSE 1015, AWWA C510, CSA B64.5, CSA B64.5.1
Double Check Detector Assembly (DCDA) Type I & II	Low hazard	Backpressure or backsiphonage	ASSE 1048
Pressure Vacuum Breaker Assembly (PVB)	High or low hazard	Backsiphonage	ASSE 1020, CSA B64.1.2
Reduced Pressure Principle Backflow Prevention Assembly (RP)	High or low hazard	Backpressure or backsiphonage	ASSE 1013, AWWA C5411, CSA B64.4, CSA B64.4.1
Reduced Pressure Detector Assembly (RPDA) Type I & II	High or low hazard	Backpressure or backsiphonage	ASSE 1047
Spill-resistant Vacuum Breaker Assembly (SVB)	High or low hazard	Backsiphonage	ASSE 1056
<b>Backflow prevention method:</b>			
Air Gap (AG)	High or low hazard	Backsiphonage	ASME A112.1.2

Note: Backflow protection assembly diagrams can be found in Appendix C of the CCCPH

### 4.2 Standards for Types of Backflow Protection

- a) AG's must meet the requirements in section 603.3.1 of the 2019 California Plumbing Code (See Appendix A).
- b) Newly installed pressure vacuum breaker, DCVs, and RPs for protection of the PWS is approved through both laboratory and field evaluation tests performed in accordance with either:
  - i. Standards found in the 10th edition of the Foundation for Cross-Connection Control and Hydraulic Research of the University of Southern California Manual of Cross-Connection Control;
  - ii. certification requirements for backflow prevention assemblies in the Standards of ASSE International current as of 2020; or
  - iii. a testing process with equivalent testing requirements to (1) or (2).
- c) Backflow prevention assemblies must not be modified from the approval granted in CCCPH section 3.3.1 (b). The Clear Creek CSD will require backflow prevention assembly testers to notify the Clear Creek CSD if a water user or utility-owned backflow prevention assembly has been modified from section 4.2 b) approval.



### 4.3 Installation Criteria for Backflow Protection

- a) For AGs, the following is required:
  - i. The receiving water container must be located on the water user's premises at the water user's service connection unless an alternate location has been approved by the Clear Creek CSD.
  - ii. all piping between the water user's service connection and the discharge location of the receiving water container must be above finished grade and be accessible for visual inspection unless an alternative piping configuration is approved by the Clear Creek CSD.
  - iii. the Clear Creek CSD will ensure that the AG specified in section 4.1 a) has been installed; and
  - iv. any new air gap installation at a user service connection must be reviewed and approved by the State Water Board prior to installation.
- b) A RP must be installed such that the lowest point of the assembly is a minimum of twelve inches and, unless an alternative is approved by the Clear Creek CSD, a maximum of thirty- six inches above the finished grade.
- c) DCs installed or replaced after the adoption of the CCCPH must be installed according to section 4.3 ii. Below ground installation can be considered by the Clear Creek CSD if it determines no alternative options are available.
- d) A PVB or SVB must be installed a minimum of twelve inches above all downstream piping.
- e) PVBs and SVBs may not be used for premises isolation.
- f) A RP or DCV installed after the adoption of the CCCPH must have a minimum side clearance of twelve inches, except that a minimum side clearance of twenty-four inches must be provided on the side of the assembly that contains the test cocks.
- g) Backflow protection must be located at the water user's service connection unless one or more alternative locations have been approved by the Clear Creek CSD. If internal protection is provided the Clear Creek CSD or designated agent must obtain access to the user premises and must ensure that the on-site protection meets the requirements of this Chapter for installation, testing and inspections.
- h) Each backflow prevention assembly and air gap separation must be accessible for field testing and maintenance.

### 4.4 Fire Protection System Cross-Connection Control Requirements

Except as noted below, The Clear Creek CSD must ensure that its distribution system is protected with no less than Double Check Valve Assembly (DCV) protection for a user premises with a fire protection system within ten years of the adoption of the CCCPH.

- a) A high-hazard cross-connection fire protection system—including, but not limited to, systems that may utilize chemical additives (e.g., wetting agents, foam, anti-freeze, corrosion inhibitors) or an auxiliary water supply—must have no less than Reduced Pressure (RP) protection.
- b) If an existing fire protection system cannot install DCV protection within ten years of CCCPH adoption, the [Utility Name] may propose one of the following alternatives:
  - i. An alternative compliance date; or



- ii. An alternative method of backflow protection that provides an equivalent level of public health protection.
- c) Backflow prevention assembly is not required for a low-hazard fire protection system on a residential user premises if all of the following criteria are met:
- i. The user premises has only **one** service connection to the PWS.
  - ii. A single service line enters the premises and then splits on the property for both domestic and fire protection system flow, allowing the fire protection system to be isolated from the rest of the premises.
  - iii. A single, industry-standard water meter measures combined domestic and fire protection system flow.
  - iv. The fire protection system is constructed of piping materials certified to meet NSF/ANSI Standard 61.
  - v. The fire protection system's piping is looped within the structure and connected to one or more routinely used fixtures (e.g., a water closet) to prevent stagnant water.



## 5 TESTING BACKFLOW PREVENTION ASSEMBLIES

When assessments have been completed, a comprehensive list of backflow preventers installed on customer plumbing systems will be on record. The backflow preventers that are testable assemblies shall be placed on a routine testing schedule. All testable assemblies will be tested upon installation, upon repair and on an annual basis.

Upon notice from the Clear Creek CSD, it shall be the responsibility of the water customer to arrange and absorb any costs associated with assembly testing and subsequent repair/replacement of backflow prevention assemblies.

Following the initial cross-connection assessments and the subsequent classification of accounts (e.g., assigning a degree of hazard), assembly testing notices shall be sent annually to both non-residential and residential water customers. Customers will have thirty (30) days from the date of the notice to complete the required testing.

If the Clear Creek CSD does not receive a completed test report within the initial thirty-day period, a second notice will be sent, followed by a third notice if necessary, each spaced thirty (30) days apart. If a completed test report is not received within ninety (90) days, water service to the premises may be discontinued after a final written notice (by mail or door hanger) is provided at least forty-eight (48) hours in advance.

The notices will:

- Clearly identify the assembly requiring testing (size, make, model, location, etc.)
- Stipulate the date by which the assembly must be tested.
- Indicate that tests must be completed by a certified tester.
- Enclose either a standard test form or a list of testable backflow prevention assemblies.

When assembly testing reports are received by the utility, they will be checked for the following:

- All the necessary information was provided.
- Name and certification number of the tester is provided.
- The test results appear valid.
- The assembly tested matches the assembly requiring testing (Make, Model, etc.).
- The assembly is approved.
- A backflow tester found falsifying test results or not meeting the Clear Creek CSD performance standards will be removed from the approved tester list and may be subject to additional regulatory action.

Test results are only valid if testing was performed by an individual holding an active certification from an organization recognized by the State Water Board, see section 6.

a) Backflow Prevention Assembly Test Result Reports:

- i. **Accurate and Timely Reporting:** Every test conducted on a backflow prevention assembly must be documented in a test result report or submitted online. These



reports detail the condition of the assembly, test results, and any repairs or replacements made. The water utility must ensure that testers are submitting accurate and complete reports after each test.

- ii. **Review and Verification of Reports:** The utility shall review all test result reports for completeness and accuracy. This includes confirming that all fields are correctly filled out, that the results align with acceptable performance standards, and that any failed tests are followed up with repairs and retesting.
  - iii. **Archiving Reports:** All test result reports must be archived for regulatory compliance purposes. The utility will have a system for tracking and storing reports, ensuring they are readily available for review by regulatory authorities. These records are essential for demonstrating compliance with the state's cross-connection control requirements.
- Backflow prevention assemblies that fail the field test are repaired or replaced within 30 days.
  - Backflow prevention assembly testers to notify the Clear Creek CSD within one day if a backflow incident or cross-connection is observed during testing.

Air-gap separations installed pursuant to sections 4.2 and 4.3 must be visually inspected at least annually to determine compliance with this Chapter by persons certified as backflow preventer assembly testers or certified as a cross-connection control specialist pursuant to Section 6.



## 6 Backflow Prevention Assembly Testers and Cross Connection Specialist

To comply with the California Cross-Connection Control Policy Handbook, it is essential that all individuals responsible for testing, inspecting, and maintaining backflow prevention assemblies meet the necessary qualifications and certifications. This process ensures that the water distribution system is safeguarded from contamination risks by having only competent, certified professionals handle backflow prevention assemblies. Key elements of this process include verifying the individual's certification, ensuring the calibration of test equipment, and maintaining accurate reports of test results.

- a) Certified Backflow Prevention Assembly Testers and Certified Cross-Connection Control Specialists – The Clear Creek CSD must ensure all backflow prevention assembly testers and cross-connection control specialists used are certified per Article 4 of the SWRCB CCCPH

### 6.1 Process for Ensuring Qualifications

- a) Verification of Certification as a Backflow Prevention Assembly Tester:
  - i. **Certification Requirements:** Every individual performing testing or inspections on backflow prevention assemblies must be a certified Backflow Prevention Assembly Tester, as defined by the SWRCB CCCPH. Certification typically requires passing a written and practical examination administered by a state-approved certification agency.
  - ii. **Initial Verification:** Before authorizing a tester to conduct work within the water system, the water utility must confirm the individual holds a valid certification. This is typically done by requesting a copy of the tester's certification and checking it against a list of approved certification agencies.
  - iii. **Ongoing Compliance:** The utility must regularly verify that the tester's certification remains current. Certification usually requires periodic renewal, which may include continuing education or retesting. A record of certification status should be maintained for each tester authorized to work within the utility's service area.
- b) Test Kit Calibration:
  - i. **Calibration Requirements:** To ensure the accuracy of backflow prevention assembly testing, testers must use calibrated testing equipment. Test kits must be calibrated at least annually or more frequently if recommended by the manufacturer.
  - ii. **Verification of Calibration:** Before permitting a tester to perform inspections or testing, the utility must verify that their test kit has been calibrated within the required timeframe. This can be done by reviewing a calibration certificate from an accredited calibration facility or manufacturer.
  - iii. **Ongoing Monitoring:** The utility should maintain a schedule of calibration due dates for each tester's equipment and require updated calibration certificates as a condition for continued work. Uncalibrated equipment should not be allowed for testing until calibration is confirmed.





## 7 RECORD KEEPING

A robust tracking system is essential for managing and maintaining compliance with the California Cross-Connection Control Policy Handbook (CCCPH). This system ensures that all relevant information about backflow prevention assemblies is readily available, up-to-date, and meets the recordkeeping requirements outlined in the CCCPH. The system is designed to track vital details, including recordkeeping information, the location and type of backflow prevention assemblies, and the specific hazards each assembly protects against.

A system of cross-connection record keeping shall be maintained. Special software specifically for cross-connections may be used for:

- Efficient record searches
- Easy reporting
- Simple updating
- Automatic letter generation
- Automatic deadline notification

All hazard assessment information must be in the records including:

- Address and location
- Owner name and contact information
- List of testable assemblies
- Description of other cross-connections within the facility
  - Air gaps
  - Non-testable assemblies
- Degree of hazard classification and basis
- Required re-inspection frequency

All testable assemblies must be in the records including:

- Location of the assembly
- Name and contact information of assembly owner
- Make, model, and size of assembly
- Degree of hazard classification
- Required testing frequency and basis
- Test history

Standard letter, form, and report templates may be used to simplify the program requirements including:

- Inspection forms
- Assembly testing forms
- Inspection and/or assembly testing notification letters
- Noncompliance letters
- Water service termination notice
- Hydrant use authorization forms



Monitoring changes in water usage and identifying new customers are essential aspects of the cross-connection control program. The Clear Creek CSD will make every effort to prevent and eliminate cross-connections during installations to ensure ongoing compliance. Collaboration and communication with the local plumbing code inspector will be prioritized to support this objective.



## 8 ENFORCEMENT

To safeguard public health, water customers found in violation of cross-connection regulations will be required to comply promptly or risk losing their connection to the public water system. The Clear Creek CSD ordinance grants authority to inspect facilities, terminate water service, and impose fines to enforce these rules.

Following an inspection, if a violation is identified, the customer will be issued a non-compliance notice. The timeframe for completing corrective actions will be determined by the Clear Creek CSD, based primarily on the severity of the risk posed by the violation, but also considering the complexity and cost of the required actions. Cross-connections that present an imminent and extreme hazard will be immediately disconnected and remain so until proper protection is installed. Less severe cross-connections are generally expected to be resolved within 30 to 60 days. The specific corrective actions and deadlines will be outlined in the non-compliance notice.

Failure to submit a test form for a backflow prevention assembly that has passed testing requirements is considered a cross-connection violation and must be corrected. Non-compliance may result in water service termination and/or fines.

In cases where water service must be shut off to protect the public water system, the local health department, fire department, law enforcement, and the Clear Creek CSD manager may need to be notified.



## 9 PUBLIC EDUCATION

The cross-connection control program staff must have a good understanding of the program. The Clear Creek CSD shall ensure their cross-connection control staff receives proper in-the-field training as well as classroom education focusing on terminology, backflow prevention devices/assemblies, regulations, and hydraulic concepts. In addition, cross-connection control staff will be encouraged to receive continuing education to be made aware of new backflow prevention devices/assemblies, regulation changes (i.e. plumbing code updates), new water use devices that pose cross-connection concerns, etc.

Furthermore, attempts to educate the public about cross-connections may be made by distributing pamphlets on common residential cross-connections, visiting schools, providing onsite education of facility management and maintenance staff during routine inspections, speaking at condominium association meetings, showing videos on local access channels, or posting newspaper announcements.

The public outreach and education program is designed to raise awareness about the importance of cross-connection control and the potential risks associated with backflow. The program aims to inform and educate property owners, businesses, and the general public about their responsibilities in preventing cross-connections and ensuring the safety of the public drinking water system.

### **Target Audience:**

- Property owners
- Businesses
- Building officials
- Plumbing officials
- General public

### **Key Components:**

- Educational Materials:
  - Develop informative materials such as brochures, flyers, posters, and fact sheets that explain the concept of cross-connections, the potential risks, and the importance of backflow prevention.
  - Include clear and concise information about the requirements of the CCCPH and the role of property owners and businesses in preventing cross-connections.
- Public Workshops and Seminars:
  - Organize workshops and seminars for property owners, businesses, and professionals to provide in-depth information about cross-connection control.
  - Cover topics such as the identification of potential cross-connections, the selection and installation of appropriate backflow prevention assemblies (BPAs), and the importance of regular testing and maintenance.



- Online Resources:
  - Develop a dedicated website or online portal with resources related to cross-connection control, including educational materials, FAQs, and contact information.
  - Provide online training modules or webinars to reach a wider audience.
- Media Outreach:
  - Utilize social media, local newspapers, radio, and television to disseminate information about cross-connection control and the importance of public participation.
  - Conduct media interviews to raise awareness and address questions from the public.
- Collaboration with Local Entities:
  - Establish strong working relationships with local building officials, plumbing officials, and other relevant entities.
  - Coordinate outreach efforts and ensure that they are aligned with local regulations and requirements.
  - Provide training and educational materials to local officials to enhance their understanding of cross-connection control.



## 10 BACKFLOW INCIDENT RESPONSE PLAN

The City shall develop and maintain an Emergency Response Plan document to appropriately respond to a backflow event. The written ERP shall be readily available to designated personnel. This procedure outlines the process for investigating and responding to suspected backflow incidents to safeguard public health and ensure the safety and quality of the water supply. It addresses steps from initial reporting through investigation, corrective actions, and follow-up. A sample incident response can be found in Appendix D.

### 10.1 Incident Identification and Initial Response

#### **Consideration of Complaints or Reports of Changes in Water Quality as Possible Backflow Incidents.**

- When a complaint or report of a change in water quality is received, further investigation may be conducted by the Clear Creek CSD to determine if a potential backflow incident may have occurred. Common complaints that could indicate backflow include:
  - Unusual taste, odor, or color in water
  - Visible debris or particles in water
  - Reports of illness that could be linked to water quality
  - Changes in water pressure or flow

#### **Initial Response:**

- Customer Interview: Contact the customer to gather detailed information about the complaint (e.g., location, time, and description of the issue).
- Dispatch Team: Send a field technician to the reported location for an initial assessment and water quality sampling.

### 10.2 Investigation and Verification

#### **Water Quality Sampling and Pressure Recording.**

- Once a suspected backflow incident is reported, a thorough investigation will be initiated, involving both water quality testing and pressure monitoring.

#### **Steps:**

1. Water Quality Sampling
  - On-Site Testing: Field personnel will conduct immediate water quality tests at the site of the reported incident, which may include testing for parameters such as:
    - Chlorine residual
    - pH
    - Turbidity
    - Presence of bacteria or contaminants
  - Laboratory Analysis: If required, water samples will be sent to a certified laboratory for more comprehensive testing, including testing for chemicals, pollutants, or pathogens that may indicate contamination from backflow.





2. Pressure Recording
  - System Pressure Evaluation: Review pressure data from the local area, focusing on any recent drops in system pressure that could indicate a backflow event. Field technicians may also install temporary pressure loggers in the affected area to monitor any ongoing pressure fluctuations.
  - Backflow Prevention Device Inspection: Inspect and test any backflow prevention devices in the area to ensure they are functioning correctly. This includes reduced pressure zone (RPZ) devices, check valves, or other cross-connection control devices.
3. Cross-Connection Inspection
  - Perform a survey of the suspected location and surrounding areas to identify potential cross-connections that could have led to backflow. Verify that these connections are properly protected by backflow prevention assembly(s)/devices.

### 10.3 Response and Follow-Up Actions

#### Documentation of the Investigation, Response, and Follow-Up Activities.

- Every step of the investigation, response, and follow-up will be documented to ensure a clear record of actions taken and to maintain compliance with regulatory requirements.

#### Steps:

1. Incident Report
  - Details of the Report: The utility will create a formal report documenting the nature of the complaint, location, time of the report, and the suspected cause of the backflow incident.
  - Investigation Summary: The report will include details of the investigation, such as:
    - Results of water quality testing
    - Pressure monitoring data
    - Findings from cross-connection inspections
    - Condition of backflow prevention devices
2. Corrective Actions
  - Immediate Actions: If backflow is confirmed, the utility will isolate the affected area, notify customers, and initiate system flushing and disinfection procedures.
  - Repair or Replacement: Backflow prevention devices that are malfunctioning or improperly installed will be repaired or replaced. Any identified cross-connections will be corrected.
  - Customer Notification: Affected customers will be informed of the findings and the steps taken to restore safe water quality.





### 3. Follow-Up Activities

- Continued Monitoring: After the incident has been resolved, water quality in the affected area will continue to be monitored to ensure no further issues occur.
- Regulatory Reporting: A formal report will be submitted to the State Water Resources Control Board or other relevant regulatory bodies, detailing the incident and corrective measures taken.

### 4. Recordkeeping and Review

- Documentation Retention: All documentation, including the incident report, test results, and corrective action logs, will be stored in the utility's records management system for future reference and auditing.
- Incident Review: The utility will conduct an internal review to assess whether any changes are needed in cross-connection control measures or backflow prevention device maintenance practices.



**APPENDIX – 21 more pages**



# **RULES AND REGULATIONS FOR WATER SERVICE POLICY**

**Document Type:** District Rules and Regulations for Water Service

**Administering Entity:** Board of Directors and General Manager

**Date Approved:** May 21, 2025, Ordinance 2025-04

**Prior Amendment Date:** June 15, 2016, Revision XII

**Approved By:** Paul Kelley, General Manager, Board of Directors

**Indicative Time for Review:** Every Five (5) Years

**Responsibility for Review:** Board of Directors and General Manager

## **ARTICLE 1**

### **1.1 GENERAL**

Unless otherwise approved by the Clear Creek Community Service District (CCCSD) Board of Directors (BOD), all water services shall be made in accordance with these Rules and Regulations for Water Service. Any and all previous Rules and Regulations for Water Service and practices in conflict with These Rules and Regulations are hereby rescinded.

## **ARTICLE II**

### **2.1 CCCSD STRUCTURE AND AUTHORITY**

- a. The Board of Directors is the Governing Body of the district. All changes, modifications or amendments of these Rules and Regulations shall emanate from that body.
- b. The General Manager (GM) of the district shall be responsible for all

operations of the district, subject to and under the direction of the Board of Directors. Any complaints shall be made directly to the GM for resolution. Complaints not resolved by the GM may be forwarded to the Board of Directors, if necessary. All decisions by the Board of Directors are final.

- c. The Board of Directors delegates to the GM the authority and duty to enforce and uphold the provisions of these Rules and Regulations, to make determinations, as necessary in circumstances which may not be provided for herein.

### **ARTICLE III**

#### **3.1 SUBDIVISIONS AND MISCELLANEOUS LINE EXTENSIONS**

- a. Any land within or out of the district's jurisdictional boundary in one ownership, divided or contemplated to be divided, whether immediate or future shall be considered as a subdivision or subdivided lands, hereinafter call a subdivision.
- b. Developers of subdivisions entirely within the district's jurisdictional boundary shall request a conditional will serve letter from the district prior to submitting plans to the county and will receive a copy of the district's construction standards. Once plans are approved by the county the developer shall present to the district three (3) sets of plans for the proposed pipelines, along with lot engineering and inspection fees as determined by the Board of Directors and adjusted from time to time. If construction plans are approved, one set will be returned to the developer bearing the signature of the GM.
- c. Developers of subdivisions outside the district's jurisdictional boundary shall request that the district act as lead agency on behalf of the developer to the LAFCO to request inclusion of property into the district's boundary prior to submission of any development plans. The developer is responsible for all fees associated with the annexation process.
- d. Construction must begin within 180 days after approval of the plans and specifications. In the event of a delay beyond 180 days the developer must request an extension of the will serve letter, prior to expiration, in accordance with Article III, 3.01, b.
- e. All water mains and service lines within subdivisions required to provide water service to such lands, or the lots within a subdivision, shall be installed at the expense of the owner and/or developer and such lines, with all necessary rights-of-way or easements, and three (3) sets of as- built drawings

acceptable to the district, shall be conveyed to the district prior to delivery of any water.

- f. All water main extensions to any subdivision or individual parcel shall be installed only by a licensed contractor or the district. Upon completion and acceptance by the district, it shall become the property of the district. Contractors shall provide proof of liability insurance in the aggregate of \$3,000,000 and provide bonding or cash deposit as required, including a maintenance warranty for a period of one year from the time of acceptance. At the end of the one-year warranty period, the owner and/or developer must submit to the Board of Directors, in writing, a letter of dedication of the facilities to the district. The item will be discussed, and a decision of acceptance shall be made during a regularly scheduled public meeting of the district.
- g. All such water mains shall be of the size, gauge, and quality as specified by the district and shall be installed in accordance with the requirements of the district and shall meet or exceed standards set forth by AWWA.
- h. The water main size shall be determined by the district, and in no event will be smaller than six inches in diameter, a size adequate to provide fire protection.
- i. All service lines shall be marked for identification with the letter "W" when curbs and gutters are installed.
- j. In the event the installation of water main, service lines or other facilities operation and maintenance must be conveyed to the district with year around access.
- k. Developers requesting any other services be provided or administered by the district such as wastewater management, parks and recreation, street lighting, etc. for a development must apply in writing to the Board of Directors stating the services requested and the proposed funding for those services. These requests will be considered on a case-by-case basis.

## ARTICLE IV

### 4.1 WATER METERS

- a. Application for service: All new customers shall apply for service by filling out a customer application, supplied by the district, and make required deposits for said service. Not more than one parcel shall be served by one meter. All water meters will be located only in an easement on the parcel that it will serve.
- b. For properties that have Additional Dwelling Units (ADU) and only one (1) meter serving all dwellings, the District requires that the Monthly Base Rate be paid for each dwelling on the premises. A separate line with the installation of a District approved shut-off valve to the additional units will be required so that it can be locked by the district when the owner so states that the ADU is no longer in use and requests that their bill be reduced to one (1) Monthly Base Rate.
- c. Application for meter installation: Request for service on a parcel inside the district's jurisdictional boundary must be paid for before the district will install a meter. All costs associated with the installation of a water meter such as parts, labor, water main extension and capacity charge will be at the expense of the owner/developer.
- d. Service Deposits-Owners: Excepting political subdivisions, or agencies of state or federal government, all customers shall be required to furnish a deposit to guarantee payment of obligation to the district. The district will maintain the deposit for a minimum of two years. At the customer's request, the deposit may be credited to the account provided the account is in good standing and has not had a delinquency in the two-year period.
- e. Service Deposits-Renters/Lessee: Renters or lessees will be required to furnish a deposit to guarantee payment of obligation to the district. The district shall retain deposits until renter or lessee vacates, at which point the deposit will be credited to closing bill. Any excess funds shall be refunded directly to the renter or lessee.
  - i. At the discretion of the general manager, a water user who has proved to be a poor credit risk may be required to deposit a minimum of \$200 or more in addition to his/her water deposit to guarantee payment of bills.
  - ii. Turn on Charge: Whenever an owner, renter or lessee signs up for water service, in addition to the water service deposit, a one- time

turn on charge shall apply and is non-refundable. If that same customer moves within the district, the turn on charge for the new service shall be waived.

- iii. Reconnection Fee: If service is discontinued for non-payment of account, the district requires payment of a reconnection fee, in addition to payment of entire balance before service will be restored. If the district's lock on the meter has been tampered with and/or broken requiring the district to remove the meter, the customer will then be required to pay for the lock and removing and reinstalling the meter in addition to the reconnection fee.

Once the district dispatches a service person to disconnect service due to delinquency, if the customer attempts to make arrangements to pay the past due bill, a 24-hour grace period will be granted and penalty equal to the amount of the reconnection fee will be added to the account. If the past due amount is not paid within the 24-hour grace period, the service will be disconnected without further notice. In order to restore service, the account must be paid in full including the past and current amount due, plus penalty and reconnection charges. The penalty charge is to offset the additional labor cost of dispatching personnel.

- f. Meter Installations: Upon payment of all installation, parts and labor and capacity charges the appropriately sized meter will be installed in the easement of the property line and shall become property of the district. The district will be responsible to maintain the meter in good working order in perpetuity. The following is a general guideline to maximum meter sizing.

<u>Meter Size</u>	<u>Parcel Size</u>
5/8" to 1"	under two acres
1" to 1 ½ "	two plus to five acres
1 ½" to 2"	five plus to ten acres
2" or larger	ten plus acres

All new meters 3" or larger shall be compound meters. Exceptions to this guideline may be made by the Board of Directors upon request and deposits of appropriate fees by the property owner. If the request is denied, the deposits will be refunded to the property owner.

- g. Meter Testing: A customer may request that their meter be flow tested to determine accuracy. If the meter proves inaccurate, outside of the AWWA standard C-700, then the meter will be replaced. If the meter proves accurate inside the AWWA standard C-700, then the customer will be required to pay the appropriate meter-testing fee.
- h. Payment of Customer Bills: Billing service is based on a monthly billing cycle within the water year as outlined in Article XI, 11.01, s and t. The meters are read approximately the 20<sup>th</sup> of each month. The bills are due upon receipt, and late after the 20<sup>th</sup> of the following month. Service may be discontinued for non-payment 30 days after billing. Delinquent bills are subject to a penalty charge of 1 ½% per month. Service discontinued due to delinquency will not be restored until the past and current balance due and a reconnection charge are paid in full.
  - i. The customers' statements reflect past due amounts in addition to the Shut Office Notice being mailed 10 days prior to termination of service for delinquency.
- i. Customer Responsibility: It shall be the responsibility of the customer to keep the meter free from rubbish and debris and accessible to district staff at all times for reading and maintenance.
- j. Meter Tampering: If a meter under registers due to tampering with meter, valve, piping, etc., the service may be discontinued until the customer has paid for the estimated loss in revenue, and repairs to the service. If a meter is tampered with after service is discontinued due to delinquency, the meter will be removed until all payments, reconnection and necessary repair charges are paid in full.
- k. Hydrant Meter: Water may be delivered on a temporary basis to a customer through a fire hydrant meter furnished by the district. Individuals desiring such a service shall apply for the meter stating the proposed location and use. Upon receipt of the deposit, a meter read will be taken, condition of meter will be noted, and the hydrant will be installed by district personnel and locked in place. On the last day of use, the district will unlock and return the meter to the office. Any damage to the meter will be deducted from the deposit prior to the remaining funds being refunded to the individual.
- l. Meter Damage: If a meter is damaged by hot water from the customer's line, or from thawing of frozen pipes or damaged in any other way by the customer, it shall be the responsibility of the customer to pay for all costs of repair and/or replacement.



## ARTICLE V

### 5.1 RESPONSIBILITY

- a. **Damage to Customer Premises:** The district shall not be liable for any loss or damage whatsoever caused by any defect in the customers plumbing or equipment, or caused by water through valves and pipes which may be open at the time water is ordered on by the customer. The district may, without further notice discontinue service to any customer when defective conditions of plumbing, or equipment upon the premises of the customer results or is likely to result in interference with proper service or is likely to cause contamination of the public water supply. Article VII covers the cross connection control element. The district does not assume the duty of inspecting the customers plumbing and equipment, and shall not be responsible therefore, and will not be liable for failure of customer to receive service on account of defective plumbing or apparatus on the customer premises.
- b. **Water Supply and Interruption of Water Delivery:** The district will exercise reasonable diligence and care to deliver a continuous and sufficient supply of the water. The district shall not be liable for interruption of service or shortage or insufficiency of supply or any loss or damage occasioned thereby. For the purpose of making repairs or improvements to the system, the district shall have the right to temporarily suspend delivery of water. The customer shall be notified in advance of such action except in cases of emergency. Repairs and improvements will be performed as rapidly as may be practical and so far, as possible at times which will cause the least inconvenience to the customers who are affected. During times of threatened or actual water shortage, the district will enact the Water Shortage Contingency Plan for CCCSD. The available supply will be allocated based on an equitable formula in accordance with the stage of shortage. All customers will be provided with water to meet health and safety standards and for fire protection. The district will not be responsible for any damage due to the reduction in district supply in accordance with the Bureau of Reclamation's M&I Shortage Policy.
- c. **Fire Hydrants:** Hydrants are owned and installed by the district at the County's request. The district maintains and repairs all hydrants. The district **does not** guarantee fire flows or water for fire protection.

## ARTICLE VI

### 6.1 Use of Water

- a. No consumer within the boundaries of the district shall enter into any contract or agreement to sell any portion of the water delivered to them and shall not permit any of the water delivered to them to be carried or used outside the boundaries of the district of the property owned or controlled by the consumer to whom furnished.
- b. Consumers wasting water on roads or non-used land, either willfully or carelessly on account of defective or leaky lines or using an unreasonable amount of water in excess of that required for proper irrigation may be refused further delivery until the conditions are remedied.
- c. The district will not assume any responsibility for the delivery of water through or the operation or repair of privately owned lines, or any damages resulting thereof. Such lines must be kept in good order and repaired by the owner, renter or property manager.
- d. In the event of leakage from such privately owned lines and failure or refusal of the owners to repair the same, the district may, at its discretion, in order to avoid waste of water, discontinue service of water through such privately owned lines until the condition is remedied.
- e. The district does not, as a rule, sell pipes, fittings or valves to customers or undertake the installation of private lines or repairs. The sell and repair of backflow devices are exempt. In an emergency situation, the district may, at its discretion, sell valves, repair couplings, etc. for installation by another.
- f. The employees, officers or agents of the district shall have unrestricted access at all reasonable hours to all premises supplied with water by the district and to inspect supply system, meters or other measuring devices and to see that rules and regulations of the district regarding the taking, use or waste of water are being observed.
- g. Only authorized employees or agents of the district are allowed to connect or disconnect service to any property or to turn on or turn off water at any connection or open or close any valve or other regulating device belonging to the district.
- h. Any damage occurring to a meter, or other appurtenances, pipes or other property of the district caused by carelessness or neglect of the consumer will be billed to the consumer and must be paid upon presentation of the bill.

## ARTICLE VII

### 7.1 DISCONTINUANCE OF SERVICE

- a. At the customer's request the district will turn off service on the date requested except for weekends and holidays, provided 24-hour notice is provided to the district. As a courtesy to the customer, the district will also shut off and turn on water for repairs during regular working hours without charge.
- b. At the discretion of the district, water service may be discontinued for failure to comply with the following;
  - These Rules and Regulations,
  - Reclassified from Irrigation to M&I.
  - Failure to file an annual crop report by December 31<sup>st</sup>.
  - If a field review shows noncompliance with the long-term contract.
- c. If service is discontinued, the district shall require the payment of a penalty charge in addition to payment of delinquent and current balances due before service is restored.
- d. Once the district dispatches a service person to disconnect service due to delinquency, if the customer attempts to make arrangements to pay the past due bill, a 24-hour grace period will be granted and a penalty equal to the amount of reconnection fee will be added to the account. If the past due amount is not paid within the 24-hour grace period, the service will be disconnected without further notice. In order to restore service, the account must be paid in full including past and current amounts due, plus penalty and reconnection charges. The penalty charge is to offset the additional labor costs of dispatching personnel.

## ARTICLE VIII

### 8.1 CROSS CONNECTION CONTROL (*New – Reference to new CCC Plan*)

- a. *In 2024, the State released an updated Cross Connection Control regulations handbook, effective July 1 2024.*
- b. *The handbook requires the District to adopt a Clear Creek Community Services District - Cross Connection Control Plan (CCCSD-CCCP).*
- c. *The District approves the CCCSD-CCCP 2025, and this modification by ordinance 2025-04, and all further rules and regulations related to Cross Connection Control for the District is found in the CCCSD-CCCP.*

## ARTICLE IX

### 9.01 POLICIES AND PROCEDURES FOR ANNEXATIONS

- a. Those requesting parcel inclusion into the district's jurisdictional boundaries shall apply in writing including all pertinent information concerning parcel(s).
- b. The district will complete a preliminary investigation to determine if annexation of said parcel(s) is possible. If it is feasible, the GM will prepare an ordinance requesting boundary change for consideration by the Board of Directors.
- c. Upon adoption of the ordinance, the staff will give to the owner or owner's agent, a cost estimate for staff time and required deposits for the Shasta LAFCO, State Board of Equalization, and cost for a survey and legal description preparation by a licensed surveyor.
- d. Once all costs are paid, staff will begin preparation of the LAFCO application. The Bureau of Reclamation will be contacted to request approval of annexation and a list of that agency's requirements.
- e. Upon receipt of all costs, and approval by LAFCO and the Bureau of Reclamation, water service may be provided to the parcel.
- f. In the event that a parcel is annexed without the consent of the property owner, the individual or entity requesting annexation will be responsible for all costs associated with the annexation.

## **ARTICLE X**

### **10.01 SCHEDULE OF RATES AND FEES**

- a. Please refer to the current rate and fee schedule.

## **ARTICLE XI**

### **11.01 DEFINITIONS FOR RULES AND REGULATIONS FOR WATER SERVICE**

For the purpose of these Rules and Regulations the terms used herein shall be defined as follows:

- a. District: The Clear Creek Community Services District (CCCSD), a California special district formed under California Government Code Section 53318.
- b. Board of Directors (BOD): The governing body of the district.
- c. Manager (GM): The person holding the position or acting in the capacity of the GM and Secretary to the Board.
- d. Special District Authority: The various authorities vested to the district by the California Government Code section 56036.
- e. Customer: Any person or business that is supplied with water.
- f. County: Shasta County.
- g. Building: Any structure containing water facilities and used for human habitation or a place of business, recreation, or other purposes.
- h. Additional Dwelling Unit (ADU): Any building or trailer used as a residence separate from the main residence on one parcel of land that has its own bathroom and/or kitchen facility using District water and is hooked up to septic service.
- i. Applicant: The person making the application for water service, either the owner or authorized agent for the owner of the premises to be served by the water for which application has been made.

- j. Contractor: Any individual, firm, corporation, partnership, or association duly licensed by the State of California performing any work for the District governed by these Rules and Regulations.
- k. Subdivision: Any land or lands within the district's jurisdictional boundary divided or contemplated to be divided for the purpose of sale or lease, whether immediate or future.
- l. Water Main: Any pipeline owned by the District, upstream of the customer's meter, used for the transmission and distribution of water to customer services.
- m. Service Line: Any pipe, valves and fittings from the water main up to and including the meter and appurtenances.
- n. Customer Line: Any pipe, valves, pressure regulators and fittings on the downstream side of the meter.
- o. Cross Connection: Any physical arrangement whereby the public water system is connected, directly or indirectly, with any auxiliary supply, sewer, drain, conduit, pool, storage reservoir, plumbing fixture, or any other device which contains or may contain, contaminated water, sewage, or other waste or liquid of unknown or unsafe quality which may be capable of introducing contamination into the public water system.
- p. Occupant: The owner, purchaser, tenant, developer or lessee who resides on the property served by the District watersystem.
- q. AWWA: American Waterworks Association.
- r. LAFCO: Shasta County Local Agency Formation Commission.
- s. Billing Cycle: Based on a calendar month, i.e. March 1<sup>st</sup> billing cycle is for water used from approximately January 20<sup>th</sup> through February 19<sup>th</sup>.
- t. Water Year: March 1<sup>st</sup> through the last day of February the following year.
- u. Meter Reading Cycle: Approximately the 20<sup>th</sup> of every month.
- v. Reconnection Charge: Charge to have water service restored after discontinuance due to delinquency.
- w. Turn-On Charge: Charge to have water service transferred into new owner/tenant's name.



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

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## MEMO

**Date:** April 16<sup>th</sup> 2025  
**To:** Board of Directors  
**From:** General Manager Paul Kelley  
**Re:** 7 – General Manager Report

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### Report:

A quick activity report, more by the General Manager verbally at the meeting:

Starting the week of March 24, 2025

- The Board approved Rates go into effect this billing cycle – April 19<sup>th</sup>. The new rates have been posted on the website. M&I” – Reminder – no change to Domestic rate, one cent decrease in Ag rate.
- The District received a first draft and then a second draft of a new Cross Connection Control Plan – on this agenda for board review.
- The Distribution Supervisor called propane suppliers and got quotes for savings on our current provider and working to transition to a new provider that could save 200-300 per fill up.
- Worked on the three grant projects: -
  - The GM took Wadleigh Management on a tour and documentation for District needs. Also had a meeting with PACE and Wadleigh provided a report attached.
  - Backwash ponds project –
    - Pond 3 is operational and is being used to dry pond 2.
    - Pond 2 is the next phase and expected to start in May/June.
    - 80% of the Grant Anticipation note proceeds have been paid.
    - The District processed payments to contractor for their Nov/Dec '24 invoices.
    - The District and PACE are working on payment reimbursements with the State – Department of Finance (DFA).
  - WTP engineering Report -
    - Meeting with PACE and Consultant.
    - Reviewing options for doing some work now and then getting grants, SRF and USDA. for the remaining 6-9 mil.
  - Distribution System Improvement Grant -
    - PACE and a focus of Wadleigh.
    - As well as Treatment.
  - ARPA This has been submitted to the County for reimbursement and some reimbursements.
    - See last months report. This grant is closed out for \$260K, but still needs reporting.
- Staff – Changes at the District
  - The District recruited Hired a new Administrative Assistant starting the First week of April, and Emily King will be in attendance at the Regular Board Meeting in April.
  - There is still a vacant Operator D1 that will need to be recruited for and filled in the coming summer months.
- The Posting for General Manager Recruitment is on all the regular sites and the District Website
  - BC Water Jobs, WaterJobs.com, CalRuralJobs.com, Indeed, etc.
- Other/More Verbal.

**Appendix A**  
**CLEAR CREEK COMMUNITY SERVICES DISTRICT - GRANT PROSPECTS**

<b>Program Name</b>	<b>Funder/Administered By</b>	<b>Description</b>	<b>Grant/Loan Type</b>
<b>Bipartisan Infrastructure Law (BIL) 2021</b>	EPA via State Water Board	Major infrastructure improvements including lead line removal, PFAS, and resilience	Grants & subsidized loans
<b>USDA Water &amp; Waste Disposal Loan/Grant</b>	USDA	Supports rural water systems	
<b>SWRCB SRF Planning Grant</b>	CA SWRCB	Planning/design funds for water projects	
<b>Community Development Block Grant</b>	California HCD via Shasta County	Water projects benefitting low- and moderate-income residents	Grants (via local government)
<b>State Water Resources Control Board (SWRCB)- Technical Assistance Program</b>	California State Water Board (via TA providers)	Free engineering, planning, and grant-writing support for DAC water systems	Free technical assistance (not a cash grant)
<b>Safe Drinking Water State Revolving Fund (DWSRF)</b>	California State Water Board	Drinking water infrastructure improvements and compliance	Low-interest loans with possible principal forgiveness
<b>Proposition 1 Planning Grants</b>	California State Water Board	Planning, environmental review, and preliminary design for water projects	Grants (up to \$500,000)
<b>USDA Predevelopment Planning Grant (PPG)</b>	USDA Rural Development	Covers engineering and feasibility work for USDA funding applications	Grants (up to \$30,000)
<b>Small Community Drought Relief Program</b>	California Department of Water Resources (DWR)	Emergency and long-term drought resilience improvements	Grants (varies by need and readiness)
<b>FEMA Building Resilient Infrastructure and Communities (BRIC)</b>	Federal Emergency Management Agency (FEMA)	Fund hazard mitigation projects including infrastructure that improves climate resilience	Grants (competitive)
<b>EPA Environmental Justice Small Grants Program</b>	Environmental Protection Agency (EPA)	Support community-driven projects in underserved communities to address environmental and public health issues	Grants (small, community-based)
<b>EDA Public Works and Economic Adjustment Assistance</b>	U.S. Economic Development Administration (EDA)	Fund infrastructure to support economic development and resiliency in rural and distressed areas	Grants



**Low-Income Household Water Assistance Program (LIHWAP)**

California Department of Community Services & Development (CSD)

Assist low-income households with water and sewer bill payments

Bill payment assistance (not project funding)

**USDA Water & Waste Disposal Loan & Grant Program**

USDA Rural Development

Fund drinking water and wastewater systems in rural areas

Grants and long-term low-interest loans

## Match Required

Varies – often waived for DACs

No match required for DACs

No

Typically yes, but waived or reduced for DACs

No (for DACs)

No (for DACs)

No (for DACs)

Yes (typically 25%)

No

Yes (typically 20%-50%)

No

Yes, but often reduced for  
DACs



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Phone: (530) 357-2121

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## MEMO

**Date:** April 16<sup>th</sup> 2025  
**To:** Board of Directors  
**From:** Chief Plant Operator: Bill Palmaymesa & Distribution Field Supervisor: Morgan Rau  
General Manager Paul Kelley & Administrative Assistant Emily King  
**Re:** 8 – Operation Report

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### **Administration**

There are 207 Accounts that are 121+ days delinquent totaling \$74,154.77 (See below explanation)  
There were 137 Accounts that are 90-120 days delinquent totaling \$5,399.46  
There were 231 Accounts that are 60-90 Days delinquent totaling \$16,543.75  
There were 481 Accounts that are 30-60 Days delinquent totaling \$28,199.83

### **Summary of Recent Activities:**

Following our recent review of the aged accounts receivable, we have identified that \$55,186.95 of the 121+ days aged accounts receivable are over 367 days delinquent. Many of these accounts pertain to final bills, indicating that the customers have moved. We will be pursuing a collections agency to initiate the collections and lien process.

Our office staff recently completed a three-hour training session with our Customer Utility Management System (CUSI). While our operational procedures within the system are correct, we discovered that several set-up configurations required adjustments. This has been addressed, leading to a smoother January meter reading and a more efficient billing process.

We have received minimal calls regarding usage and billing issues, with the few inquiries primarily related to high usage. Upon investigation, these were attributed to leaks, which were promptly addressed by our crew. Adjustments and credits were applied for any overestimated usage from the prior month's billing.

Overall, we are making significant progress. As our familiarity with CUSI and the meter reading process improves, we are confident that the issues experienced over the past six months will be resolved.

**WTP OPERATIONS** - The WTP produced 141af of SW; Clear Creek CSD used 92AF of SW in March (87AF – M&I, -5 Ag). 92 total SW for WY25/26. Well Water Production- 0 af. (Palmaymesa)

- Staff have been busy with routine maintenance, monitoring, and operation of the WTP. Whiskeytown Lake is beginning to fill for the year. USBR has reduce the discharge to Clear Creek from 275CFS to 250CFS. The WTP is producing <2MGD.
- BW Pond Repair Project: A sealant has been applied to the area that was leaking. Once the sealant dries, the level sensor and radio can be installed and configured. WTP Staff should be able to use Pond #3 within the next two weeks and begin the process to dry Pond 2.
- WTP Staff has completed the annual chlorine gas feed maintenance. Vacuum regulators, chlorinators, rotameters, tubing and fittings have been replaced with new or rebuilt equipment. This is required by several state or federal regulations.
- Train #3(filter #5) has been taken offline and inspected. Depressions in the media bed have been documented. This filter will be in a two-week disinfection period, before returning to service.
- WTP Staff has replaced one of the PAC injection pumps. The new pump is capable of 24 gal/day.

- WTP Staff assisted with the completion of the Electronic Annual Report.
- WTP Staff attended a JPIA Heat Illness Prevention training at BVWD.
- Train#6 (Filter#8) remains offline, and the valves locked out. This is due to the damaged media bed, sand in the underdrain system and leaking control valves.

### **Distribution Operations Report**

Distribution Supervisor: Morgan Rau

Provided update in March while in attendance at the Board Meeting.

**Leak Management:** We are continuing our efforts to address service line and main line repairs. In the next couple of weeks, we plan to focus on updating our valve maintenance plan. Many valves in the district are currently non-functional, which results in larger-than-necessary water shutdowns. Addressing these issues will help minimize disruptions.

**Meter Reading:** This month, we've made significant progress with our meter register replacement efforts. By transitioning all manual readings to automatic, we've reduced our meter reading labor by half. Additionally, the billing process has become much smoother thanks to the new registers and the team's collaborative efforts to correct old information.

**Equipment and Maintenance:** We are pleased to announce that we have received our walk-behind concrete/asphalt cutter, thanks to the grant from JPIA for operator ergonomic improvements.

**Training and Development:** Our team has actively participated in DOT training sessions, SCADA training, and our monthly JPIA training. We have also provided updated training on our equipment for operations and maintenance to both new and existing employees.

**Hydrant checks:** We have begun hydrant checks in preparation for summer. It's crucial to ensure all hydrants are operational; if any are not, they will be bagged and marked out of service for future repair. Given our hot summers, it's essential for the fire department to know which hydrants are functional. Therefore, we will be testing all 6-inch and smaller stand-up fire hydrants again before the summer days.

## TERMS USED IN THIS REPORT

**Maximum Contaminant Level (MCL):** The highest level of a contaminant that is allowed in drinking water. Primary MCLs are set as close to the PHGs (or MCLGs) as is economically and technologically feasible. Secondary MCLs are set to protect the odor, taste, and appearance of drinking water.

**Maximum Contaminant Level Goal (MCLG) or Public Health Goal (PHG):** The level of a contaminant in drinking water below which there is no known or expected risk to health. MCLGs are set by the USEPA. PHGs are set by the California EPA.

**Maximum Residual Disinfectant Level (MRDL):** The highest level of a disinfectant allowed in drinking water. There is convincing evidence that addition of a disinfectant is necessary for control of microbial contaminants.

**Maximum Residual Disinfectant Level Goal (MRDLG):** The level of a drinking water disinfectant below which there is no known or expected risk to health. MRDLGs do not reflect the benefits of the use of disinfectants to control microbial contaminants.

**Primary Drinking Water Standards (PDWS):** MCLs and MRDLs for contaminants that affect health along with their monitoring, reporting and water treatment requirements.

**Secondary Drinking Water Standards (SDWS):** MCLs for contaminants that affect taste, odor or appearance of the drinking water. Contaminants with SDWSs do not affect the health at the MCL.

**Treatment Technique (TT):** A required process intended to reduce the level of a contaminant in drinking water.

**Regulatory Action Level (AL):** The concentration of a contaminant which, if exceeded, triggers treatment or other requirements that a water system must follow.

**Variations and Exemptions:** Department permission to exceed an MCL or not comply with a treatment technique under certain conditions.

**Level 1 Assessment:** A level 1 assessment is a study of the water system to identify potential problems and determine (if possible) why total coliform bacteria have been found in our water system.

**Level 2 Assessment:** A level 2 assessment is a very detailed study of the water system to identify potential problems and determine (if possible) why an *E. coli* MDL violation has occurred and/or why total coliform bacteria have been found in our water system on multiple occasions.

**ND:** not detectable at testing limit

**ppm:** parts per million or milligrams per liter (mg/L)

**ppb:** parts per billion or micrograms per liter (ug/L)

**ppt:** parts per trillion or nanograms per liter (ng/L)

**ppq:** parts per quadrillion or picograms per liter (pg/L)

**pCi/L:** picocuries per liter (a measure of radiation)

# 2024 Consumer Confidence Report Clear Creek CSD Anderson

*Este informe contiene información muy importante sobre su agua beber. Favor de comunicarse Clear Creek CSD - Anderson a 530-357-2121 para asistirlo en español.*

For questions or concerns about your drinking water you may attend our monthly meetings held the **3<sup>rd</sup> Wednesday** of each month or you may contact **Bill Palmaymesa at (530) 357-2121.**

Here at Clear Creek CSD Anderson, we want you to understand the efforts we make to provide you with a safe and dependable drinking water supply. We continually monitor our drinking water quality and strive to protect our water resources. We regularly test our drinking water for many different constituents as required by State and Federal Regulations. This “Water Quality Report” includes those constituents that were **detected** in 2024 and may include earlier monitoring data.

Our drinking water is mainly supplied by **Whiskeytown Lake (Source 001)**. The CSD also has three groundwater wells that are active but used only for supplementary purposes. The wells were not used 2024. Boil water notices

were issued during routine maintenance as a precaution.

Our source was evaluated by the SWRCB-Division of Drinking Water in April 2016, to determine if there were possible contaminating activities that might compromise the quality of the water. At the time, there were no associated contaminants detected in the water supply; however the source was still considered vulnerable to: historic gas stations, historic waste dumps/landfills, active and historic mining operations, wastewater treatment plants and disposal facilities. A copy of the complete report is available upon request.

The sources of drinking water (both tap water and bottled water) include rivers, lakes, streams, ponds, reservoirs, springs, and wells. As water travels over the surface of the land or through the ground, it dissolves naturally-occurring minerals and, in some cases, radioactive material, and can pick up substances resulting from the presence of animals or from human activity.

**Contaminants that may be present in source water include:**

**Microbial contaminants** (such as viruses and bacteria) that may come from sewage treatment plants, septic systems, agricultural livestock operations, and wildlife;

**Inorganic contaminants** (such as salts and metals) that can be naturally-occurring or result from urban storm water runoff, industrial or domestic wastewater discharges, oil and gas production, mining, or farming;

**Pesticides and herbicides** that may come from a variety of sources such as agriculture, urban storm water runoff, and residential uses;

**Organic chemical contaminants**, including synthetic and volatile organic chemicals that are byproducts of industrial processes and petroleum production, and can also come from

gas stations, urban storm water runoff, agricultural application, and septic systems

**Radioactive contaminants**, that can be naturally-occurring or be the result of oil and gas production and mining activities.

In order to ensure that tap water is safe to drink, the USEPA and the State Water Resources Control Board prescribe regulations that limit the amount of certain contaminants in water provided by public water systems. The U.S. Food and Drug Administration regulations and California law also establish limits for contaminants in bottled water that must provide the same protection for public health.

Please note that drinking water, including bottled water, may reasonably be expected to contain at least small amounts of some contaminants. **The presence of contaminants does not necessarily indicate that the water poses a health risk.** More information about contaminants and potential health effects can be obtained by calling the U.S. EPA’s Safe Drinking Water Hotline (1-800-426-4791).

Some people may be more vulnerable to contaminants in drinking water than the general population. Immuno-compromised persons such as persons with cancer undergoing chemotherapy, persons who have undergone organ transplants, people with HIV/AIDS or other immune system disorders, some elderly, and infants can be particularly at risk from infections. These people should seek advice about drinking water from their health care providers. US EPA/Centers for Disease Control (CDC) guidelines on appropriate means to lessen the risk of infection by *Cryptosporidium* and other microbial contaminants are available from the Safe Drinking Water Hotline (1-800-426-4791).

These tables list all of the drinking water contaminants that were **detected** during the most recent sampling for each constituent. The presence of these contaminants in the water does not necessarily indicate that the water poses a health risk. The State Board allows us to monitor for certain contaminants less than once per year because the concentrations of these contaminants do not change frequently. Some of the data, though representative of the water quality, are more than one year old. Any violation of an AL, MCL, MRDL, or TT is asterisked and explained below.

TABLE 1 - SAMPLING RESULTS SHOWING THE DETECTION OF COLIFORM BACTERIA					
Microbiological Contaminants	Highest No. of detections	No. of months in violation	MCL	MCLG	Typical Source of Bacteria
<i>E. coli</i>	(in the year) 0	0	(a)	0	Human and animal fecal waste
(a) Routine and repeat samples are total coliform-positive and either is <i>E. coli</i> -positive, or system fails to take repeat samples following <i>E. coli</i> -positive routine sample or system fails to analyze total coliform-positive repeat sample for <i>E. coli</i> .					

TABLE 2 - SAMPLING RESULTS SHOWING THE DETECTION OF LEAD AND COPPER						
Lead and Copper	No. of samples collected	90 <sup>th</sup> percentile level detected	No. sites exceeding AL	AL	PHG	Typical Source of Contaminant
Lead (ppb) 2022	20	2.65	None	15	0.2	Internal corrosion of household water plumbing systems; discharges from industrial manufacturers; erosion of natural deposits
Copper (ppm) 2022	20	0.399	None	1.3	0.3	Internal corrosion of household plumbing systems; erosion of natural deposits; leaching from wood preservatives

If present, elevated levels of lead can cause serious health problems, especially for pregnant women and young children. Lead in drinking water is primarily from materials and components associated with service lines and home plumbing. Clear Creek CSD - Anderson is responsible for providing high quality drinking water, but cannot control the variety of materials used in plumbing components. When your water has been sitting for several hours, you can minimize the potential for lead exposure by flushing your tap for 30 seconds to 2 minutes before using water for drinking or cooking. If you are concerned about lead in your water, you may wish to have your water tested. Information on lead in drinking water, testing methods, and steps you can take to minimize exposure is available from the Safe Drinking Water Hotline (1-800-426-4791) or at <http://www.epa.gov/lead>.

TABLE 3 - SAMPLING RESULTS FOR SODIUM AND HARDNESS						
Chemical or Constituent (and reporting units)	Sample Date	Level Detected	Range of Detections	MCL	PHG (MCLG)	Typical Source of Contaminant
Sodium (ppm)	07/03/18	2.5		none	none	Salt present in the water and is generally naturally occurring
Hardness (ppm)	07/03/18	40		none	none	Sum of polyvalent cations present in the water, generally magnesium and calcium, and are usually naturally occurring

TABLE 4 - DETECTION OF CONTAMINANTS WITH A PRIMARY DRINKING WATER STANDARD						
Chemical or Constituent (and reporting units)	Sample Date	Level Detected	Range of Detections	MCL [MRDL]	PHG (MCLG) [MRDLG]	Typical Source of Contaminant
Total Organic Carbon (ppm)	2024	1.4	1.1 - 1.9	TT	N/A	Various natural and man-made sources
Total Trihalomethanes (ug/L)	2024	38	27 - 51	80	N/A	Byproduct of drinking water disinfection
HAA5 (ug/L)	2024	28	13 - 38	60	N/A	Byproduct of drinking water disinfection

TABLE 5 - DETECTION OF CONTAMINANTS WITH A SECONDARY DRINKING WATER STANDARD						
Chemical or Constituent (and reporting units)	Sample Date	Level Detected	Range of Detections	SMCL	PHG (MCLG)	Typical Source of Contaminant
Total Dissolved Solids (ppm)	2018	51		1000		Runoff/leaching from natural deposits
Specific Conductance (µS/cm)	2018	95		1600		Substances that form ions when in water; seawater influence
Chloride (ppm)	2018	1.5		500		Runoff/leaching from natural deposits; seawater influence
Sulfate (ppm)	2018	1.99		500		Runoff/leaching from natural deposits; industrial wastes

\* There are no PHGs, MCLGs, or mandatory standard health effects language for these constituents because secondary MCLs are set on the basis of aesthetics.

TABLE 10 - SAMPLING RESULTS SHOWING TREATMENT OF SURFACE WATER SOURCES	
Treatment Technique <sup>(a)</sup>	In-line pressure filters
Turbidity Performance Standards <sup>(b)</sup> (that must be met through the water treatment process)	Turbidity of the filtered water must: 1 - Be less than or equal to 0.1 NTU in 95% of measurements in a month. 2 - Not exceed 1.0 NTU for more than eight consecutive hours. 3 - Not exceed 5.0 NTU at any time.
Lowest monthly percentage of samples that met Turbidity Performance Standard No. 1.	100%
Highest single turbidity measurement during the year	0.1 NTU
Number of violations of any surface water treatment requirements	None

(a) A required process intended to reduce the level of a contaminant in drinking water.

(b) Turbidity (measured in NTU) is a measurement of the cloudiness of water and is a good indicator of water quality and filtration performance. Turbidity results which meet performance standards are considered to be in compliance with filtration requirements



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## MEMO

**Date:** April 16<sup>th</sup> 2025  
**To:** Board of Directors  
**From:** General Manager – Paul Kelley  
**Re:** 9 – Standing Committee Report

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**Report:** From members of the Committees listed:

**Note:**

9.a – Agriculture – April 9, 2025 - Report

9.b – Finance – April 8, 2025 - Report

9.c – Planning / Steering – April 23: 4pm