



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

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

General Manager: Paul Kelley

REGULAR MEETING: January 15th 2025 at 6:00PM: District Office Board Room

AGENDA

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

- a. Selection of Chair and Vice-Chair
- b. Committee Assignments

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 12/18/24,
- b. Paid Bills: 12/14/24 – 1/9/25
- c. Payroll: 12-5-24, 12-19-24, 1-2-25
- d. Activity P&L Report: N/A – (6 Months for Next meeting)

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

- a. O.B. – USBR Account Reconciliation - (Discussion)
- b. Shasta County District 5 Supervisor Chris Kelstrom: County/District Report and Grants – (Discussion/Action)
- c. Appointment of two members of the Board for Contract negotiations with Centerville CSD representatives - (Discussion/Action)
- d. Ordinance 2025-01 - District Service Fees – (Discussion/Action)

ADA Related Disabilities:

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

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7. GENERAL MANAGERS REPORT

8. OPERATIONS REPORT

9. STANDING COMMITTEE REPORT –

- a. Agriculture –
- b. Finance – February 5 2025
- c. Planning/Steering –

10. BOARD MEMBER ITEMS

11. CLOSED SESSION ANNOUNCEMENT: - None

12. ADJOURN THE MEETING

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MEMO

Date: January 15th 2025
To: Board of Directors
From: General Manager – Paul Kelley
Re: 3 – Roll Call – Chair and Vice-Chair and Committee Assignments

Discussion:

The first meeting of the calendar year is when the board selects one of their own members to be the Chair for the year. And selects the Vice-Chair for the year – to do the Chair duties when the Chair is absent or unavailable.

The Members of the Board can nominate a Director for the position, and on a majority vote, the nominee will be put into that position. Once the Chair and Vice-Chair have been selected, the Board can take a break, adjust their seating arrangement, move the name plates and reconvene.

When the Board Reconvenes, the Chair and Board will review 3.b – Committee assignments.

3.a – Chair: _____

Vice Chair: _____

3.b – Committee assignments:

- The List supplied is the current Assignments – as of December 2024
- There is a blank sheet for the assignments to be filled out for 2025

- GM is recommending the creation of an Ad-Hoc Committee – The appointments on the regular calendar to be clear it's a non-brown act committee, and is to meet with Centerville with a purpose, provide reports to the Board and limited time.

Recommendation:

Review, Discussion and Motion to appoint Chair and Vice-Chair, and By Motion Confirm Committee assignments.



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**Clear Creek CSD
Board Member Committee Membership
And Representative Assignments**

List as per Administrative Policy 2023

Date: As of December 2024

<u>Committee:</u>	Member	Member	Alternate
Finance:	<u>Scott McVay</u>	<u>Beverly Fickes</u>	<u>Pam Beaver</u>
Community:	_____	_____	
Agriculture:	<u>Scott McVay</u>	<u>Logan Johnston</u>	<u>Vacant</u>
Community:	<u>Dr. Harl</u>	<u>Robert Wharton</u>	<u>Dennis Possehn</u>
Planning/Steering:	<u>Terry Lincoln</u>	<u>Pam Beaver</u>	<u>Logan Johnston</u>
Community:	_____	_____	

Assignments:

JPIA: Beverly Fickes
EAGSA: Scott McVay Alternate Beverly Fickes

Community Members: Post Applications: December/January
Selection: January/February Meeting
Term: 1 Year (unlimited renewal)



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**Clear Creek CSD
Board Member Committee Membership
And Representative Assignments**

**List as per Administrative Policy 2023
Assignments
Date: January 15 2025**

<u>Standing Committee:</u>	Member	Member	Alternate
Finance:	_____	_____	_____
Community:	_____	_____	
Agriculture:	_____	_____	_____
Community:	<u>Dr. Harl</u>	<u>Robert Wharton</u>	<u>Dennis Possehn</u>
Planning/Steering:	_____	_____	_____
Community:	_____	_____	
<u>Assignments:</u>			
JPIA:	_____		
EAGSA:	_____	Alternate _____	

Community Members: Renew Current and Recruit for 2025: Post Applications: January



5880 Oak Street, Anderson, CA 96007
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MEMO

Date: January 15th 2025
To: Board of Directors
From: General Manager – Paul Kelley
Re: 5 – Consent Agenda (Action)

Discussion:

5.a – Minutes of The Meetings: Regular meeting 12/18/24, Special Meeting, Agriculture Committee:

Finance Committee:

5.b – List of bills paid – from QuickBooks 12/14/24 – 1/9/25

5.c – Payroll since last meeting: 12-5-24, 12-19-24, 1-2-25

5.d – Activity P&L Report: N/A – (6 months available at February meeting after Finance Committee review)

Recommendation:

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



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Phone: (530) 357-2121

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

General Manager: Paul Kelley

REGULAR MEETING: December 18th 2024 at 6:00PM: District Office Board Room

MINUTES

- 1. CALL TO ORDER** – *Chair Lincoln at 6pm*
- 2. PLEDGE OF ALLEGIANCE** – *Led by Director Beaver*
- 3. ROLL CALL** – *Directors: Chair Lincoln, Vice-Chair McVay, Directors Beaver, Fickes, Johnston late arrival at 6:22pm). GM Paul Kelley, Admin Assistant Amity Valdez, WTP Chief Operator Bill Palmaymesa and 3 in audience.*
- 4. OPEN TIME/PUBLIC COMMENT:** *No Public Comment*

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 11/20/24, Finance Committee 12/10/24
- b. Paid Bills: 11/14/24 – 12/14/24
- c. Payroll: 11-7-24, 11-21-24.
- d. Activity P&L Report: (N/A) – In Progress

GM Kelley requested the board approve the 11/20/24 Regular meeting minutes & 12/10/24 Finance Committee meeting minutes with the following amendments –

11/20/24 Regular meeting minutes -

- *Clarification on “Community Alliance for Family Farms” (CAFF) - Open Public Comment Section*
- *Correction from “can” to “cannot” regarding overworked crew – Section 6 Old business/New business*
- *Removal of confusing December updates – Section 6d*
- *Revise wording for a JPIA risk grant for a walk-behind concrete saw – Section 7 GM’s report*
- *Correction of “to” to “two” – Section 8 Operations Report*

12/10/24 Finance Committee minutes –

- *Section 5a. 5.a "... calling Buckingham Park Water." and the "10 day opt out*

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Motion to approve Consent Agenda, with amendments to Regular & Finance Meeting minutes – Director Fickes; 2nd Director Beaver; 4-0-1

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

- a. O.B. – USBR Account Reconciliation - (Discussion) – Nothing new to report.
- b. District Audit RFP Selection – (Discussion/Action)

GM Kelley went over the Audit RFPs for auditing services. RFPs sent to over 30 CPA firms with only two responses. However, one firm did respond to inform us that many firms are no longer conducting government audits, some have capacity issues, and that a five-year proposal may have deterred some proposers. Most CPA's firms are only looking for three-year contracts. The two CPA firms that responded were Harshwal & Company and Richardson & Company, LLP (RTN CPA). GM Kelley provided a Qualified Candidate Proposal Spreadsheet provided to us by the Bookkeeper with a copy of each proposal for review then explained why the Finance Committee is recommending Harshwal & Company as the new Auditor. Director Fickes also explained that even though their proposal was more; Harshwal & Company would be good for the following reasons -

- *Harshwal & Company provided a schedule of costs broken down by year.*
- *Agreed to commence in January 2025*
- *They provided a good timeline*
- *Experience & Number of employees.*

Director Fickes asked if the status of the financials would affect the timeline for the CPA and in turn cost the District more?

GM Kelley reassured the board that the CPA has resolved/completed many of the issues with the financials and is confident that we will not have an issue with the timeline. The CPA is in contract with us until June of 2025 so they will continue to work on them. GM Kelley also asked the board to authorize him to sign the Letter of Engagement from Harshwal & Company after outlining the fees of \$20,000 for FY23, \$21,000 for FY24 & \$22,050 for FY25 as well as noting the Termination clause which allows either party to terminate with 10 days' written notice.

Director Beaver noted that we do not want to pay more than the quoted amount.

Motion to accept the RFP submitted by Harshwal & Company and authorize GM Kelley to sign the Letter of Engagement – Vice-Chair McVay; 2nd – Chair Lincoln, 4-0-1

- c. Water Treatment Plant Improvement Report from Pace Engineering and Treatment Division Update – CPO Bill Palmaymesa – (Discussion/Action)

Chief Plant Operator (CPO) Bill Palmaymesa – provided an update and overview of the details in the Pace Engineering report – Sanitary Survey 2022.

- *Introduction and history of the treatment plant provided.*
- *Overview of existing treatment facilities.*
- *Two 40-inch butterfly valves noted.*

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- Discussion on filter types: 8 by 40s and 10 by 50s.
- Two 8 by 40 filters from 1976; one from 1984; others from 1996.
- Filter performance requirement: 0.1 NTU.
- Improved alternate technology in line filtration.

Recommended Improvements

- Three alternatives for filter configurations.
- Alternative 1: Replace trains 1 and 2 with 8 by 50 filters - Old piping and valves need replacement.
- Alternative 2: Remove filters 1, 3, and 4; add three more units.
- Alternative 3: Addresses tight filter performance standard of 0.1 NTU.
- Approved alternative technology allows for a standard of 0.3 NTU.

Advantages:

- Improved water quality.
- Attacks organics and lowers disinfectant byproducts.
- Easier to meet turbidity standards, especially when the lake is dirty.
- Meeting standards were tough after the fire

Alternative Comparisons:

Alternative One: Major difference is changing the first four filters from 8 by 40s to 8 by 50s. Filters would run independently, allowing for future plant expansion.

Alternative Three: Recommended along with Alternative One. Each has its pros and cons.

Equipment Condition:

1976 equipment vs. 1996 equipment:

1976 equipment would be completely gutted, not rehabbed.

1996 equipment would retain piping and shells but get new components.

Electrical issues:

Motor Control Center is obsolete and has caused problems.

Vice-Chair, McVay, made an inquiry regarding the electrical panel and what is the most important part of the project that needs to be prioritized. Voiced concern about the risks associated with an outdated electrical panel.

CPO Palmaymesa explained that the risks associated with the outdated electrical panel are - Potential fire hazards and flooding risks. Previous issues include burning smells and rodent presence.

Vice-Chair McVay encouraged the priority being of electrical upgrades noting electrical needs should be addressed immediately, fire hazard makes it a priority over other repairs.

Funding and Timeline:

Director Fickes – May need to look for grants or bonds to address electrical issues. Previous delays in project timelines noted.

CPO Bill Palmaymesa explained the following:

- Train 6 has reduced capacities this summer.
- Issues with filters:

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- Train 4 is not in good shape.
- Filter 1 of train 1 is also not in good shape.
- Overall, the plant has exceeded its life expectancy.

GM Kelley explained the Engineering Report Goals:

- Aim to restore the plant to design capacity.
- Need for phased priorities such as focusing on electrical and rehabilitation of trains.
- Possible self-funding for electrical work over the next year and a half.

CPO Bill Palmaymesa - Operational Challenges:

Electrical panel failures are more manageable than filter failures.

Recent incidents:

- Pipe broke, causing flooding and potential damage.
- Corrosion was found in another pipeline needing replacement.

Director Beaver asked what CPO Bill Palmaymesa would suggest out of all the options, CPO Palmaymesa - Consider rehabbing train six and train four as a phase one. This may allow for better quality by replacing the first four filters. Future capacity enhancements may not be needed for 20-30 years.

Director McVay noted that the current loan network is about 18 months from payoff.

Further general discussion and recommendations:

- Replace four filters and run them independently, this helps with water quality and operations.
- Suggest prioritizing a few high-priority projects to complete in the next 18 months.
- Package the remaining projects for grant or loan applications.

Director Beaver inquired how much to rehab two trains.

CPO Palmaymesa explained - Cost to rehab two trains (six and four) is approximately: Filter six: \$426,000, Filter four: \$561,000. Alternative one and two costs are similar. The scope of work differs for each train.

GM suggested a meeting with Pace to figure out what is most important to get done first and come up with a plan. May need to get a State Revolving Fund. He then asked the board for recommendations.

CPO Bill Palmaymesa noted that it would likely take approximately two months to fix train 6 depending on what's inside. The repairs should not be done in the summer months, it's best to do all maintenance in the winter months because we need the plant to be running through the summer months. There will be significant down time for repairs. We will have to do all the repairs in phases. Centerville relies on the plant as well. Just for the 24" pipe welding alone the plant will likely be down approximately 2-3 weeks. Keeping the plant in production is the highest priority. This will take time and will need to be planned out.

Director Johnston inquired if Centerville's GM and Board members are aware of the situation.

GM Kelley explained that he had told the GM for Centerville that Pace was in the process of preparing the report but wanted to wait until it was complete to do anything further. There are issues that need addressed; like billing, usage, admin fees, CPI and the old rate of 25%. We will bill them for the interest on loan for ponds.

Director McVay – Are we getting reimbursed for unforeseen costs?

CPO Bill Palmaymesa explained the contract specifics – we don't re-coup funds until yearly audit – should be quarterly.

Director Fickes motioned for staff to discuss with Pace Engineering and get further clarification on what is priority to move forward and moving forward on looking for grants. 2nd - Director Johnston; 5-0

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Public comment – maybe we can ask the McConnell Foundation, Sierra Pacific or the tribe for funding.

Director Fickes suggested that we invite our County Supervisor to the next board meeting. GM Kelley agreed that it might be good to give him an option to meet with us or attend the January board meeting.

d. Leaks and Repairs Report and Options – (Discussion/Action)

GM Kelley discussed leak list – 12 emergency leak repairs & line repair list from 11/7/2024 – 12/5/2024. We have started tracking how many customers are affected in the spreadsheet provided. All reports will be listed on the website as well.

We will begin working on repairs and replacement. A Plan of Study was provided in January 2021 Distribution Improvement Project has report of leaks/ruptures – 19 2020 10” AC pipe/ 6,000 ft 10” pipe, 20 valves/meter heads/ 404 water meters – 2021 cost estimate was 4.2 million. CPO Bill Palmaymesa added that the status of disadvantaged community proposition 1 funding 3 zones – China Gulch, Flowers and Olinda a portion of each/ roadside ditches.

We’ve hit a roadblock with the state due to them running out of funds. There are time limits on these reports, usually about 3-5 years.

GM Kelley said we will keep working on the Distribution Improvement grant that was submitted to the State in 2021/2022.

Director Beaver – would it be possible to find out the length of pipe down flowers to canyon to get replacement costs then borrow from a loan to take care of one of our problem areas? So much line was replaced on Olinda to where we didn’t have a lot of issues this year on Olinda. GM Kelley explained that we need to work with Pace to ensure the report is current as of 2025 so we can go to state. We are unable to use RCAC note because that is for WTP not for Distribution. If we have an amount & special project, then we can get a note.

Director Beaver inquired about the bills for the hydrant repairs and if we billed the Tree company that backed into the hydrant or if CalFire paid.

GM Kelley explained that we sent an invoice with a letter to the Tree company as well as letters to CalFire and Happy Valley Fire department regarding leaks and causes with a breakdown of costs associated with the incorrect use of the hydrant. We also requested they get training in proper hydrant operations and provide a letter of agreement.

e. Ordinance 2024-10 Reserve Policy – (Discussion/Action)

Reserve policy amendment – it should be 2024-12. GM Kelley went over details of the policy and suggested we look at every two years instead of every sixteen, last time the policy was updated was 2008 with a revision in 2012. The policy is ready for board approval with amendment to ordinance number.

Director Beaver motioned to approve 2024-12; 2nd – Johnston; 5-0

7. GENERAL MANAGERS REPORT

GM Kelley discussed and updated the board on status of ponds project and provided pictures. Quarterly ARPA report has been submitted. Transponders are being installed and the Distribution Supervisor, Morgan

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Rau has created a form to complete when transponders are replaced so office staff can input information into CUSI. GM Kelley went over highlights from ACWA JPIA conference - updates to liability rates and workers compensation rates, cyber security risks and the importance of paying for cyber security and firewalls. GM Kelley also mentioned the upcoming Water Conference at end of January 2025 and the need for everyone that's going to sign up by the end of the month.

Director Fickes suggested that if we have the funding then CPO Bill Palmaymesa should go as well if he is able.

8. OPERATIONS REPORT

GM Kelley touched on the WTP & Distribution Ops reports with key points such as CPO Bill Palmaymesa provided a punch list to the contractor regarding the pond projects.

Director Fickes inquired why the Accounts Receivables were high

GM Kelley explained that it is due to the timing of when the report was ran on the 12th and payments aren't due until the 20th.

9. STANDING COMMITTEE REPORT –

- a. Agriculture – Dennis Possehn and Olive growers Co-Op – Director Beaver – A lot of Olive Growers on Scout that don't know about the Co-Op, Director McVay – there have been calls and letters that went out.
- b. Finance – Met December 10th. – Was on this Agenda
- c. Planning/Steering – GM reminded board that in January 2025 we will need to select Chair Assignment for standing committee Ad Hoc for Centerville to re-negotiate contract.

10. BOARD MEMBER ITEMS –

Director McVay asked about WTP tour

Director Johnston agreed after 1st of the year – Out of town January 17-20th

CPO Bill Palmaymesa suggested we will make it happen on a clear day.

Director McVay informed Director Johnston that they must go to the Shasta County Elections office for affidavit for Oath of Office – need to get notarized.

Director Fickes noted that the Cleark Creek CSD logo on letterhead still includes a fax number, we no longer have a fax number.

GM Kelley and Admin Assist Amity noted and will correct templates for future.

11. CLOSED SESSION ANNOUNCEMENT: - None

12. ADJOURN THE MEETING – 7:55pm

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Clear Creek Community Services District
Transaction Detail by Account
December 14, 2024 through January 9, 2025

Type	Date	Num	Name	Memo	Amount
8000 · Accounts Payable					
Bill Pmt -C...	12/17/2024		AT&T	QuickBooks generated zero amount transactio...	0.00
Bill Pmt -C...	12/18/2024	33895	Kelley, Paul	ACWA/JPIA conf	-1,562.61
Bill Pmt -C...	12/18/2024	33896	Simmons, Mason	Water College Course Work	-300.00
Bill Pmt -C...	12/18/2024	33897	Tenney, Melissa.	Bank drops Oct-Dec 2024	-76.50
Bill Pmt -C...	12/18/2024	33898	Wallace, Benjamen	Emp Reimb	-9.95
Bill Pmt -C...	12/18/2024	33899	Alhambra (Primo Water)	1020179424385352	-33.44
Bill Pmt -C...	12/18/2024	33900	American Water Works Association (AWWA)	00036911 AWWA Dues	-525.00
Bill Pmt -C...	12/18/2024	33901	AT&T	s. booster	-4.43
Bill Pmt -C...	12/18/2024	33902	CA SWRCB - Annual Permit (NPDES)	4DW0052 - 555453	-1,311.00
Bill Pmt -C...	12/18/2024	33903	Cascade Comfort Service (AC)	AC/Heater unit repair	-587.89
Bill Pmt -C...	12/18/2024	33904	Cintas Corporation	22228100	-97.94
Bill Pmt -C...	12/18/2024	33905	Computer Logistics Corp	Monthly IT Svc	-678.68
Bill Pmt -C...	12/18/2024	33906	Gully Diesel Repair		-1,930.16
Bill Pmt -C...	12/18/2024	33907	I-5 Rentals Inc	175	-849.42
Bill Pmt -C...	12/18/2024	33908	MidAmerica	CCREEKSDG5	-225.00
Bill Pmt -C...	12/18/2024	33909	Pace Analytical Services LLC	28-100128	-173.35
Bill Pmt -C...	12/18/2024	33910	Pace Engineering		-18,078.50
Bill Pmt -C...	12/18/2024	33911	Pace Supply Corp	wtp chem dilutions pump	-1,648.86
Bill Pmt -C...	12/18/2024	33912	United Public Employees of CA 792	union dues-payroll deductions	-393.50
Bill Pmt -C...	12/18/2024	33913	US Bank Equipment Finance	1453267	-382.23
Bill Pmt -C...	12/18/2024	33914	USBR - Water Payments	14-06-200-489-A-P	-4,115.02
Bill Pmt -C...	12/18/2024	33915	Valley Pacific	C850335	-1,219.11
Bill Pmt -C...	12/18/2024	33916	Verizon	242343122-00001	-52.07
Bill Pmt -C...	12/19/2024	33917	ACWA/JPIA - Insurance	C020	-4,166.42
Bill Pmt -C...	12/19/2024	eft 2060	CalPERS Health Ins	Nov health insurance	-24,521.77
Bill Pmt -C...	12/19/2024	eft 8194	Plumas Credit Card		-3,534.02
Bill Pmt -C...	01/01/2025	Auto Paid	UNUM Life Insurance of Co.		-1,333.79
Bill Pmt -C...	01/01/2025	auto paid	Humana - Dental Ins	412851-001	-1,205.83
Bill Pmt -C...	01/03/2025	Auto paid	Cascarina, Rick	Jan 2025	-437.09
Total 8000 · Accounts Payable					-69,453.58
TOTAL					-69,453.58



**How doers
get more done.**

Released by FMXZ0RQ Store Phone # (530) 222-1313
Store # 6682 Location 1200 CHURN CREEK RD, REDDING, CA 96003

1200 CHURN CREEK ROAD
REDDING, CA 96003 (530)222-1313

6682 00019 70466 12/11/24 09:11 AM
CASHIER EDELMIRA
* ORIG REC: 8119 074 59092 11/27/24 TA *

6003



Order # WM89723028

Order Date 11/26/2024

1008-571-502 15 in. x 10 in. x 1.
20@-13.64 -272.80
1008-571-550 12.3125 in. x 15 in.
7@-29.55 -206.85

Alternate Pickup Person
Morgan Rau

Pickup Location
The Home Depot #6682

SUBTOTAL -479.65
SALES TAX -34.78
TOTAL -\$514.43
XXXXXXXXXXXXXXXX3358 MASTERCARD -514.43
INVOICE 1194455 TA

SKU # Qty Remaining Previously Released Qty Released

REFUND-CUSTOMER COPY

0x Green Lid	1008571502	0	0	20
12.3125 in. x 15 in. x 12.3125 in. Square Meter/Valve Box Lid	1008573290	0	0	2
03 12.3125 in. x 15 in. x 12.3125 in. Square Meter/Valve Box & Lid Combo	1008571550	0	0	7

Will Call 2

Alternate Pickup Person
Morgan Rau

Pickup Location
The Home Depot #6682

Special Order Products

SKU #	Qty Remaining	Previously Released	Qty Released
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Charlotte Pipe			
01 4 in. x 4 in. x 4 in. PVC DWV Flush Cleanout Tee	922039	0	0
02 4 in. PVC DWV Repair Coupling	472646	0	0
03 3 in. PVC DWV 90 Street Elbow Fitting	828351	0	0
04 2 in. x 2 in. x 1-1/2 in. DWV PVC Wye Reducing Fitting	905511	0	0

CHECK REGISTER

COMPANY BANK ACCOUNT	NAME	ID	CHECK DATE	CHECK NUMBER	DIRECT DEPOSIT AMOUNT	NEGOTIABLE CHECK AMOUNT
		10010	01/09/25	138	3,192.33	
		30043	01/09/25	139	2,016.36	
		30041	01/09/25	140	2,483.59	
		20080	01/09/25	141	2,292.07	
		20090	01/09/25	142	2,125.18	
		30040	01/09/25	143	2,489.41	
		20060	01/09/25	144	2,031.44	
		30010	01/09/25	145	3,316.61	
		11010	01/09/25	146	1,762.70	
		11070	01/09/25	147	1,354.33	
		11060	01/09/25	148	1,824.42	
				BANK ACCOUNT TOTAL	24,888.44	0.00
				<i>11 Transaction(s)</i>		
				COMPANY TOTAL	24,888.44	0.00
				<i>11 Transaction(s)</i>		

CHECK REGISTER

COMPANY BANK ACCOUNT	NAME	ID	CHECK DATE	CHECK NUMBER	DIRECT DEPOSIT AMOUNT	NEGOTIABLE CHECK AMOUNT
		10010	12/26/24	125	2,905.47	
		30042	12/26/24	126	1,858.25	
		30042	12/26/24	127	730.03	
		30043	12/26/24	128	1,706.76	
		30041	12/26/24	129	2,359.03	
		20080	12/26/24	130	1,640.27	
		20090	12/26/24	131	1,689.61	
		30040	12/26/24	132	2,352.91	
		20060	12/26/24	133	1,844.15	
		30010	12/26/24	134	3,820.75	
		11010	12/26/24	135	1,848.68	
		11070	12/26/24	136	1,351.03	
		11060	12/26/24	137	1,848.87	
				BANK ACCOUNT TOTAL	25,955.81	0.00
				<i>13 Transaction(s)</i>		
				COMPANY TOTAL	25,955.81	0.00
				<i>13 Transaction(s)</i>		

CHECK REGISTER

COMPANY BANK ACCOUNT	NAME	ID	CHECK DATE	CHECK NUMBER	DIRECT DEPOSIT AMOUNT	NEGOTIABLE CHECK AMOUNT
		10010	12/12/24	113	2,905.46	
		30042	12/12/24	114	2,299.78	
		30043	12/12/24	115	1,912.34	
		30041	12/12/24	116	2,209.11	
		20080	12/12/24	117	1,976.50	
		20090	12/12/24	118	2,281.03	
		30040	12/12/24	119	2,262.72	
		20060	12/12/24	120	2,455.64	
		30010	12/12/24	121	3,866.98	
		11010	12/12/24	122	1,784.41	
		11070	12/12/24	123	1,351.02	
		11060	12/12/24	124	1,848.87	
				BANK ACCOUNT TOTAL	27,153.86	0.00
				<i>12 Transaction(s)</i>		
				COMPANY TOTAL	27,153.86	0.00
				<i>12 Transaction(s)</i>		



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

MEMO

Date: January 15th 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

The USBR North Area Manager – Don Bader has retired.

The new USBR North area manager is Elizabeth Hadley has been appointed late December and invited to speak to the Clear Creek Board in early summer.

Recommendation:

Review, Discussion, provide direction to GM.

6.b Shasta County District 5 Supervisor Chris Kelstrom: County/District Report and Grants (Discussion/Action)

District Supervisor providing a report to the board and community.

At a previous Board meeting there was a discussion about the District's leaks and the need for more grant money and assistance to replace the ageing system. At that time, there was interest to invite Supervisor Kelstrom for a discussion on this as well.

Recommendation:

Review, Discussion, Receive and Provide information for the County Supervisor

6.c Appointment of two members of the Board for Contract negotiations with Centerville CSD representatives - (Discussion/Action)

Clear Creek CSD has a dedicated-capacity contract with Centerville CSD, and both Districts are interested in starting the discussions now for an updated or renegotiated contract, since much has changed since the current contract was signed in 1994.

Having two members of each board meet for discussions and reporting back to their respective boards will help with the process. These meetings will be for discussions, and not decisions or recommendations.

If or when there is a renegotiated contract, each Board will be responsible for having that contract on their respective Board agendas conforming to the Brown act.

See item memo for more background and discussion.

Recommendation:

Review, Discussion, Appoint two members of the District's board for contract negotiations with Centerville CSD representatives.

6.d Ordinance 2025-01 - District Service Fees (Discussion/Action)

The District service fees have not been updated since 2021, after the current Base rate and Usage rate schedule and calculation and Fees was approved by the board – effective September 1 2021.

The District updated these non-property related service fees each year based on CPI, and the GM is recommending that the District update the current list of Service fees.

See item memo for more background and discussion.

Recommendation:

Review, Discussion, By Motion approve Ordinance 2025-01



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

MEMO

Date: January 15th 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.

There has been a leadership change for the Bureau in the North area:

The USBR North Area Manager – Don Bader has retired effective December 2024 and we thank him for his service.

The new USBR North area manager, Elizabeth Hadley has been appointed late December and invited to speak to the Clear Creek Board in early summer.

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

MEMO

Date: January 15th 2025
To: Board of Directors
From: General Manager – Paul Kelley

Re: Shasta County District 5 Supervisor Chris Kelstrom: County/District Report and Grants
(Discussion/Action)

Discussion/Action:

6.b – Shasta County District 5 Supervisor Chris Kelstrom: County/District Report and Grants
(Discussion/Action)

District Supervisor providing a report to the board and community.

At a previous Board meeting there was a discussion about the District's leaks and the need for more grant money and assistance to replace the aging system. At that time, there was interest to invite Supervisor Kelstrom for a discussion on this as well.

Director Fickes invited Supervisor Kelstrom and scheduled him for this meeting.

This is an opportunity for the District and Happy Valley Community to receive a report from the Supervisor about the County activities in Happy Valley as a District update. And provide information on District needs.

Recommendation:

Review, Discussion, Receive and Provide information for the County Supervisor



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

MEMO

Date: January 15th 2025
To: Board of Directors
From: General Manager – Paul Kelley

Re: 6c – Appointment of two members of the Board as for Contract negotiations with Centerville CSD representatives – (Discussion/Action)

Discussion/Action:

6.c - Appointment of two members of the Board for Contract negotiations with Centerville CSD representatives – (Discussion/Action)

Clear Creek CSD has a dedicated-capacity contract with Centerville CSD, and both Districts are interested in starting the discussions now for an updated or renegotiated contract, since much has changed since the current contract was signed in 1994.

Having two members of each board meet for discussions and reporting back to their respective boards will help with the process. These meetings will be for discussions, and not decisions or recommendations.

When there is a renegotiated contract, each Board will be responsible for having that contract on their respective Board agendas conforming to the Brown act.

Committees of the board like this are for a purpose and time frame.

Purpose: Two members of the Clear Creek CSD for Dedicated-Capacity contract negotiations with Centerville CSD representatives.

- Reporting to the board as needed

Time: Till Contract Approved by both Boards or December 31st 2027 – Whichever occurs first.

Members: _____

Recommendation:

Review, Discussion, Appoint two members of the District's board for contract negotiations with Centerville CSD representatives.



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

MEMO

Date: January 15th 2025
To: Board of Directors
From: General Manager – Paul Kelley
Re: **6d – Ordinance 2025-01 - District Service Fees** (Discussion/Action)

Discussion/Action:

6.d – Ordinance 2025-01 - District Service Fees (Discussion/Action)

The District service fees have not been updated since 2020 when the District approved Ordinance 2020-14 (attached) in November of 2020. This ordinance was the District practice since 2006, when it had approved via a Prop 218 process the then current water rates – Base Rate, Usage rates (and there were a list of different usage rates for domestic, ag water, parcel size, green rates etc), and the fees at the time to pay the Filter plant loan, the Backwash recycle project loan and the WIIN act repayment fee. Also included in the list were the non-property related Service Fees – things like the customer deposit amounts, NSF check fee, hourly rate for will serve letters, lot inspections, hydrant meter fee and annexation deposit fee – to name a few but not all inclusive.

The District had a “Rate Study” done and provided by RCAC in 2020, then in 2021 used an updated version of that 2020 rate study, formed a Citizens Advisory Committee, created the “2021 rate increase proposal rationale” and completed the Prop 218 noticing and hearing process to adopt the updated water rates by ordinance 2021-09. This ordinance set the 5 year Base Rate for all connections (eliminating the base rate based on meter size) with a 1.9% escalator (CPI) for each year, it also set the Usage rate and calculation method for Domestic and Ag water and Drought rate and it included the list of related fees – Filter Plant, Backwash Recycle, WIIN act, State Loan repayment. All of these are property related and covered by the Prop 218 requirements. The Usage rate has been updated since then by ordinance and 30 day notice based on the formula approved in 2021 and is currently covered by Ordinance 2024-03.

Under the Prop 218 section there are two categories of fees not subject to the Prop 218 “process”.

1. User Fee for a service, delivered to a customer, prospective customer on property, but not property related. (Property related is defined as “connection – like the Main line, to Service line to Meter, where the property connects to the larger system)
2. Fees for a property related service not imposed as incident of ownership. (The Connection/Capacity charge are a choice of the property owner and not a prop 218 fee)

When Ordinance 2021-09 was adopted, it removed from the property water related fees/rates from the 2020-14 list of fees and those fees were kept on the “Schedule of Rates and Fees” the district uses.

The District updated the Service Fees each year since 2006 based on CCI (Construction Cost Index), but the District has not updated these Service Fees since the 2020-14 ordinance.

Its been four years since these fees were updated, there has been more inflation since then, there have been some things that have not changed. For the Board's consideration is how to calculate an updated fee amount and there are some options:

1. Gather the CPI for 2021, 2022, 2023, 2024 and add that amount to the current fee.
 - a. 2021: 4.7%, 2022: 8%, 2023: 3.4%, 2024: 2.7% – Could be accumulated close to 19%
2. Use the 1.9% used in the rate study that set the current Base Rates to start at \$55 in 2021, and go up 1.9% till 2026.
 - a. This has not kept up with inflation, but is a portion of previous work and closer to an 8% increase over 4 years.
3. Take current rate and make minor adjustments that stay below inflation rate, but recognize the increased costs of service. This would be start of having the district update the Service Fees annually.

The GM sent a note to the District's Counsel (Rachel McVean) asking for guidance on the setting of updated Service Fees and the response was:

" If you (The District) want to increase service fees that are not covered by Prop 218, go through the normal ordinance process - I would not tie it to the CPI or CCI just state what the new fees will be for using a credit card, an NSF check, etc. "

Taking that into consideration, staff was consulted on some of the current fees and the primary feed back was:

- Update to round numbers (Instead of an hourly rate of \$100.81)
- Keep the Owner and Rental Deposit the same
- Adjust others as needed with modest increases

The attached chart has the current fee, proposed fee, difference. Most are minor adjustments to a rounded number and within any inflation factors.

The Board is asked to review and approve the ordinance, or provide direction for modifications if needed.

Recommendation:

Review, Discussion, By Motion approve Ordinance 2025-01

**CLEAR CREEK COMMUNITY SERVICES DISTRICT
ORDINANCE 2025-01
January 15, 2025**

AN ORDINANCE BY THE CLEAR CREEK COMMUNITY SERVICES DISTRICT FOR THE REVISION OF SERVICE FEE RATES WITHIN THE DISTRICT. SERVICE FEES ARE THE NON-PROP 218, NON-PROPERTY SPECIFIC FEES FOR SERVICE.

WHEREAS, the Board of Directors has determined that a service fee rate update is necessary due to increases in the cost of doing business since 2020 when the current service rate fees were last adopted; and,

WHEREAS, the Board of Directors in 2020 adopted Ordinance 2020-14 that set water and service fee rates based on CCI increase for the previous year; and,

WHEREAS, The Board of Directors used a 2021 Rate Study, Formed a Citizens Advisory Committee and went through the complete Prop 218 process for the property related water rates and fees of Base Rate, Usage rate and Fees like Filter plant/Backwash/WIIN act/and State loan fee approved by Ordinance 2021-09 that separated the water fees/rates from the Service Fees of Ordinance 2020-14; and,

WHEREAS, The Board of Directors has not updated the non-prop 218, non-property fees since 2020 for fees similar as listed in Exhibit A like hourly rates for will serve letters, NSF Check fee and other similar fees; and,

WHEREAS, The Board of Directors adopted the "CCCSD Rules and Regulations for Water Service Revision XII" in June of 2016 that calls for an Exhibit B that include the Service Fees; and,

WHEREAS, due to the factors outlined above, the Board of Directors deems it is in the best interest of the District the revision is necessary to continue to maintain service to the customers of the District and to provide the financial stability; and,

NOW, THEREFORE, BE IT ORDAINED by the Board of Directors that attached Exhibit A become a part of this ordinance and the revised rates reflect the increase stated on the chart and contained herein become effective March 1, 2025 and will be included as Exhibit B in the Rules and Regulations for Water Service.

BE IT FURTHER ORDAINED that this ordinance supersedes any and all prior ordinances regarding service fee rates for the Clear Creek Community Services District.

PASSED AND ADOPTED by the Board of Directors of the Clear Creek Community Services District this 15th day of January 2025 by the following vote.

Motion:

Second:

Ayes: _____ Noes: _____ Abstained: _____ Absent: _____

Terry Lincoln, Chair of the Board

Paul Kelley, General Manager
And Secretary to the Board of Directors of the
Clear Creek Community Services District

CLEAR CREEK COMMUNITY SERVICES DISTRICT
SERVICE FEE RATE SETTING
EXHIBIT A -

<i>Category</i>	<i>Current</i>	<i>Proposed</i>	<i>Increase/Chg.</i>
Annexation Fees (per hour)	\$ 100.81	\$ 108.00	\$ 8.06
Annexation minimum deposit	\$ 395.42	\$ 425.00	\$ 29.58
Installation of Hydrant Meter	\$ 100.81	\$ 108.00	\$ 8.06
Refundable Security Deposit Hyd Mtr	\$ 1,192.75	\$ 1,200.00	\$ 7.25
Clearance Form	\$ 37.10	\$ 38.00	\$ 0.90
Permit/Will Serve Letters (per hr.)	\$ 100.81	\$ 108.00	\$ 8.06
Lot Engineering & Insp. Fees (per hr.)	\$ 100.81	\$ 108.00	\$ 8.06
Job Estimates (after the first two) (per hr.)	\$ 100.81	\$ 108.00	\$ 8.06
Credit Card Convenience Fee (N/A – New System)	3%	n/a	\$ 0.00
NSF Check	\$ 37.10	\$ 37.00	\$ -0.10
Meter Turn on Transfer Fee	\$ 54.31	\$ 55.00	\$ 0.69
Reconnection (\$50 on current '24 rate sheet)	\$ 50.00	\$ 50.00	\$ 0.00
After Hours Reconnection (added to reconnection)	\$ 100.81	\$ 108.00	\$ 8.06
Broken Lock	\$ 30.18	\$ 35.00	\$ 4.82
Meter Removal	\$ 36.51	\$ 40.00	\$ 3.49
Backflow Testing (\$62.40/yr)	\$ 5.14	\$ 5.20	\$ 0.06
Deposits:			
Owner M&I/Domestic	\$ 70.00	\$ 70.00	
Owner Ag	\$ 70.00	\$ 70.00	
Renter M&I/Domestic	\$ 120.00	\$ 120.00	
Renter Ag	\$ 120.00	\$ 120.00	
Manager Discretion Additional Deposit	\$ 75.00	\$ 75.00	

CLEAR CREEK COMMUNITY SERVICES DISTRICT
ORDINANCE 2020-14

November 18, 2020

AN ORDINANCE BY THE CLEAR CREEK COMMUNITY SERVICES DISTRICT FOR THE REVISION WATER AND SERVICE RATES WITHIN THE CCCSD. THE ANNUAL CCI FOR OCTOBER TO OCTOBER WAS 1.9%.

WHEREAS, the Board of Directors has determined that a water and service rate increase is necessary due to increases in the cost of doing business including unfunded federal and state mandates; and,

WHEREAS, the Board of Directors has also determined that operation and maintenance of district facilities must be funded to the extent necessary to assure a continuous, uninterrupted supply of water to the district's customers; and,

WHEREAS, due to the factors outlined above, the Board of Directors deems it is in the best interest of the District and the revision is necessary to continue to maintain an aging distribution system, to assure a continuous uninterrupted supply of water to the customers of the District and to provide the financial stability necessary; and,

WHEREAS, the Board of Directors held a public hearing in compliance with Proposition 218 to receive comments on a long term plan for annual indexing of rates on January 25, 2006; and,

NOW, THEREFORE, BE IT ORDAINED by the Board of Directors that attached Exhibit A become a part of this ordinance and the revised rates reflect the CCI increase of 1.9%, contained herein become effective for the billing cycle dated December 1, 2020.

BE IT FURTHER ORDAINED that this ordinance supersedes any and all prior ordinances regarding water and service rates for the Clear Creek Community Services District.

PASSED AND ADOPTED by the Board of Directors of the Clear Creek Community Services District this 18th day of November 2020 by the following vote.

Motion: Irwin Fust

Second: Mark Engel

AYES: 4

NOES: 0

Abstain: 1

Absent: 0



Johanna Trenergy, Chairwoman

ATTEST:


Kurt Born, General Manager

Secretary to the Board of Directors

CLEAR CREEK COMMUNITY SERVICES DISTRICT RATE INDEXING 2020¹
EXHIBIT A – 1.90%

<i>Category</i>	<i>Current</i>	<i>Proposed</i>	<i>Increase</i>
Domestic Unit Class A	\$ 20.55	\$ 20.94	\$ 0.39
Water per 100 CF 201-9,000	\$ 0.71	\$ 0.72	\$ 0.01
9,001 – 15,000 CF	\$ 0.73	\$ 0.74	\$ 0.01
15,001+ CF	\$ 0.77	\$ 0.78	\$ 0.01
Domestic Unit Class C	\$ 30.85	\$ 31.44	\$ 0.59
Water per 100 CF 201-9,000	\$ 0.98	\$ 1.00	\$ 0.02
9,001 – 15,000 CF	\$ 1.01	\$ 1.03	\$ 0.02
15,001+ CF	\$ 1.04	\$ 1.06	\$ 0.02
Green Rate	\$ 20.55	\$ 20.94	\$ 0.39
Water per 100 CF 201-10890	\$ 0.72	\$ 0.73	\$ 0.01
10891-21780 CF	\$ 0.64	\$ 0.65	\$ 0.01
21781 + CF	\$ 0.56	\$ 0.57	\$ 0.01
Class B Agricultural Per acre foot	\$ 62.37	\$ 63.56	\$ 1.19
Agricultural Parcel Charge 2-3 ac	\$ 11.00	\$ 11.21	\$ 0.21
3+ - 4	\$ 14.92	\$ 15.20	\$ 0.28
4+ - 5	\$ 18.30	\$ 18.65	\$ 0.35
5+ - 10	\$ 21.99	\$ 22.41	\$ 0.42
10+	\$ 25.72	\$ 26.21	\$ 0.49
Class D Industrial from first 100 CF	\$ 1.27	\$ 1.29	\$ 0.02
Installation of Hydrant Meter	\$ 98.93	\$ 100.81	\$ 1.88
Refundable Security Deposit Hyd Mtr	\$ 1,170.51	\$ 1,192.75	\$ 22.24
Class E Domestic (additional units)	\$ 20.55	\$ 20.94	\$ 0.39
Class K (Trailer Parks)	\$ 20.55	\$ 20.94	\$ 0.39
Clearance Form	\$ 36.41	\$ 37.10	\$ 0.69
Permit/Will Serve Letters	\$ 98.93	\$ 100.81	\$ 1.88
Annexation Fees per hour	\$ 98.93	\$ 100.81	\$ 1.88
Annexation minimum deposit	\$ 388.05	\$ 395.42	\$ 7.37
Lot Engineering & Insp. Fees (per hr.)	\$ 98.93	\$ 100.81	\$ 1.88
Job Estimates (after the first two)	\$ 98.93	\$ 100.81	\$ 1.88
Credit Card Convenience Fee	3%	n/a	\$ 0.00
NSF Check	\$ 36.41	\$ 37.10	\$ 0.69
Meter Turn on Transfer Fee	\$ 53.30	\$ 54.31	\$ 1.01
Reconnection	\$ 38.17	\$ 38.90	\$ 0.73
After Hours Reconnection	\$ 98.93	\$ 100.81	\$ 1.88
Broken Lock	\$ 29.62	\$ 30.18	\$ 0.56
Meter Removal	\$ 35.83	\$ 36.51	\$ 0.68
Backflow Testing	\$ 5.04	\$ 5.14	\$ 0.10
Filter Plant Repayment per unit	\$ 7.55	\$ 7.55	\$ 0.14
Backwash Recycle Repayment	\$ 0.38	\$ 0.38	\$ 0.01
Winn Act	\$ 1.50	\$ 1.50	\$ 0.03
Trinity County PUD per 100 CF	\$ 0.03	\$ 0.03	\$ 0.00
CVP Fee	\$ 0.05	\$ 0.05	\$ 0.00
Deposits: Owner M&I	\$ 70.00	\$ 70.00	
Owner Ag	\$ 70.00	\$ 70.00	
Renter M&I	\$ 120.00	\$ 120.00	
Renter Ag	\$ 120.00	\$ 120.00	
Manager Discretion Additional Deposit	\$ 75.00	\$ 75.00	

¹As reported in the Engineering News Record, the annual Construction Cost Index (CCI) for the year ending May 2020 is 1.90%



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

MEMO

Date: January 15th 2025
To: Board of Directors
From: General Manager Paul Kelley
Re: 7 – General Manager Report

Report:

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

Starting the week of December 19, 2024

- Worked on the three grant projects: - (Update on this agenda)
 - Backwash ponds –
 - Concrete pour is complete, sealant applied, punch list is going through and the requests for payment to the CalOES/FEMA and State
 - Pictures submitted, Punch list is in review and testing to commence soon.
 - Still - Looking for ways to updated the website
 - Distribution System Improvement Grant – Nothing new to report, waiting for update from State on inquiry of status. As mentioned earlier – we have inquired of the State for a status.
 - ARPA This has been submitted to County for reimbursement and some reimbursements
 - Quick reminder – The Total order for almost 1700 items and tablet reader was \$310,000 - The County ARPA Grant covered \$260K of the Meter Registers and Endpoints. The District portion was budgeted for \$25K in FY24 and \$25K in FY25. The whole order and payment was made in FY24 (they had said it would take 9 months from January 2024 to deliver and invoice all the items). There was an unanticipated expense of sales tax. When we got a proposal from Badger it was for the amount budgeted, but didn't include sales tax. When invoiced Sales tax was included. The added approximately \$24K cost of sales tax will be added to the district match.
 - We have received the funds from the County and Installation is proceeding.
 - Staff – Changes at the District
 - In Mid December the District had a D2 leave, and started recruiting in January.
 - The CUSI – new customer database software is looked at to help with meter Reading
 - This appears to be worked out as we get closer to FY 24 Budget to Actuals completion
 - The Auditor has signed the letter of engagement and plans to start the second week of January.
 - The GM will be attending the USBR Mid-Pacific Water users conference the end of July.
 - Updates from new Area Manager – Hadley and Bureau Commissioner for west: Stocke
 - Other/More – Verbal
- Special January Portion – looking forward
- List of items for the coming year
 - Start Centerville Contract negotiations
 - Get caught up with reconciliations since 2022.
 - Consider doing a rate study for 2025, one year prior to the current rate program
 - Reasons
 - The inflation index since September 2021 has out paced the rates increases.

- The regulatory compliance and reporting costs were not all included in the last rate study
- Operations and Maintenance – significant leaks have cost the District more than anticipated.
- Major Repairs / Capital projects
- Filter Plant loan expiring in 2027 and possible to repurpose the funds for other capital
- Distribution system repairs and replacement
- Vehicle and Equipment replacement
- Regulatory compliance – including Cross Connection Control plan
- More
- Cross Connection Control Compliance
- Audits – FY23 and FY24
- Budget Adjustments for FY 25
- Budget Creation for FY26
- Water Usage Rates update for USBR WY26
- Major Projects and Grants Management
 - Backwash Ponds Project
 - Complete Pond 3 from 2024, Manage RCAC loan, CalOES/FEMA reimbursement
 - Start and Complete Pond 2 (Phase 2) – RCAC Loan, State DFA reimbursement..
 - Finish up documents end of 2025 for submission Q1 2026
 - Distribution Improvement Project Grant Application
 - Work with State to get this moving, and / or make adjustments as needed
 - Close out ARPA Grant/District Meter Register/Endpoints installation project.
 - Pursue other Grants and/or Grant writer
- Drought Contingency Plan – Update – completed
- Extra Ordinary Maintenance and Replacement Plan – for capital and equipment replacement.
- Master Plan update
- Routine regulatory reporting
 - SAFER report / eAR report
- To list a few

ADA Related Disabilities:

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

“This District is an Equal Opportunity Provider”



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

MEMO

Date: January 15th 2025
To: Board of Directors
From: Chief Plant Operator: Bill Palmaymesa & Distribution Field Supervisor: Morgan Rau
General Manager Paul Kelley & Administrative Assistant Amity Valdez
Re: 8 – Operation Report

Administration

There were 320 Accounts that are 90+ days delinquent totaling \$71,510.99
There were 257 Accounts that are 60-90 Days delinquent totaling \$35,395.54
There were 493 Accounts that are 30-60 Days delinquent totaling \$38,020.20

Summary of Recent Activities:

Our distribution and office staff have been diligently installing new transponders, encountering some glitches but making significant progress. Due to the holidays, we had to read meters and process billing earlier than usual. While meter reads were more efficient, some readings from route #10 transferred to CUSI were either extremely high or negative. Faced with limited time, we chose to let CUSI estimate based on average usage from December 2023-December 2024, resulting in higher estimates for a small group of accounts. We then sent crews to manually read these meters and made necessary adjustments, which was less time-consuming than reading all meters manually. We are working with CUSI and Badger to resolve the issue and prevent future occurrences. Moving forward, we aim to enhance efficiency and accuracy in meter reads and billing by continuing to install registers and transponders.

WTP OPERATIONS - The WTP produced 158af of SW; Clear Creek CSD used 102AF of SW in December (97AF – M&I, –5 Ag). 2680AF total SW for WY24/25. Well Water Production- 0 af . (Palmaymesa)

- Staff have been busy with routine maintenance, monitoring, and operation of the WTP. The recent rains have caused some turbidity spikes. The USBR has increased the flow into Clear Creek to 300CFS. WTP is producing <2MGD.
- BW Pond Repair Project: Testing will take place on the week of January 13th. WTP Staff will fill the pond with raw lake water to begin a five-day leakage test.
- The annual chlorine gas feed equipment maintenance has started
- The 10hp surface wash pump from 1976 has been replaced by WTP Staff.
- Chemical dilution pump #2 has been replaced by WTP Staff.
- 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

Current Employment Opening: We have posted a new opening for a position in our Distribution department and are optimistic about attracting strong candidates.

Leak Management: We continue to work on service and main line repairs. The brief period of sunshine allowed us to proceed with additional site cleanup from previous repairs.

Flushing Program: We will commence the hydrant flushing program, aiming to complete as many zones as possible by the end of February.

Meter Reading: Our meter reading process has become significantly more efficient, reducing the time required for meter reads. Additionally, we have successfully installed and integrated over 1,000 new meter registers into our system and billing.

Training and Development: Our team has participated in targeted training sessions with JPIA, utilizing their extensive training library to address specific needs.



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

MEMO

Date: January 15th 2025

To: Board of Directors

From: Chief Plant Operator: Bill Palmaymesa

Re: 8 – Operation Report – Continued – Pictures of Pond 3 Liner Project





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

MEMO

Date: January 15th 2025
To: Board of Directors
From: General Manager – Paul Kelley
Re: **9** – Standing Committee Report

Report: From members of the Committees listed:

Note:

9.a – Agriculture –

9.b – Finance - February 5 2025

9.c – Planning / Steering – First Quarter 2025