



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: March 19<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 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

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

- a. O.B. – USBR Account Reconciliation - (Discussion)
- b. Operations Report – Distribution Supervisor Morgan Rau (Discussion)
- c. Ordinance 2025-03 – Water Usage Rates Ordinance – 30-day Notice – Rate effective 30 days from Ordinance approval (Discussion/Action)
- d. General Manager Recruitment – (Discussion/Action)
- e. Hours of Operation and Staff needs - (Discussion/Action)
- f. Administration Policy Update – (Discussion/Action)
- g. Agriculture Committee request to send Happy Valley Farmers Market Flyer to all customers – (Discussion / Action)

ADA Related Disabilities:

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**7. GENERAL MANAGERS REPORT**

**8. OPERATIONS REPORT**

**9. STANDING COMMITTEE REPORT –**

- a. Agriculture – March 13 2025 – Report, April 9 Scheduled
- b. Finance – Report on March 13 2025 Meeting
- c. Planning/Steering – proposed: April - TBD

**10. BOARD MEMBER ITEMS**

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

**12. ADJOURN THE MEETING**

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## MEMO

**Date:** March 19<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 2/19/25,  
Special Meeting – March 11 2025, Finance Committee: 2/12/25  
Agriculture Committee:
- 5.b – List of bills paid – from QuickBooks 2/13/25 – 3/12/25
- 5.c – Payroll since last meeting: 2-13-25, 2-27-25
- 5.d – Activity P&L Report: January & February 2025

### Recommendation:

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



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**General Manager: Paul Kelley**

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

### **MINUTES**

**1. CALL TO ORDER – 6PM**

**2. PLEDGE OF ALLEGIANCE – Director Beaver led**

**3. ROLL CALL – Chair McVay, Vice-Chair Johnston, Directors – Beaver, Fickes, Lincoln.**

*GM Kelley, CPO – Palmaymesa,*

**4. OPEN TIME/PUBLIC COMMENT:** *Recognized – Supervisor Kelstrom in Audience, and 5 members of the public. Chair McVay opened the public comment with a reminder about past meetings and public speaking when not recognized, or speaking on items that are on the agenda created a challenge and put GM in awkward position. Reminded all that basics of Roberts Rules of orders to be followed, and the read the “Public Comment” write up per Gov Code S54950.*

*No speakers on items not on the agenda.*

**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 1/15/25, Director Fickes pointed out a few corrections and clarified a paragraph. – to be amended with corrections.
- b. Paid Bills: 1/10/25 – 2/12/25  
*Reviewed the list of bills, there were 15 pages of invoices identified by the check signing board members – flagged, including fueling, materials / shipping costs for Treatment, safety equipment of sweatshirts/gloves/safety coveralls, Davis and Axner construction (on Strawberry lane repair), and propane bill  
Director Fickes reviewed a few, Chair McVay asked about the others.  
Board discussion on the items – GM Kelley replied for some, and CPO Palmaymesa replied on the shipping costs for Treatment materials – higher primarily since items shipped from separate facilities.*
- c. Payroll: 1-16-25, 1-30-25 – No comments

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- d. Activity P&L Report: July – December 2024, January 2025  
GM Kelley reviewed each month July – December and reminded board that the bottom line was positive for 4 months and negative for 2 months – when removing the Grant Project expenses. And then in January over a million reimbursement received from CalOES/FEMA  
Also mentioned that it will all make sense as 6d below – when consolidated for 6 month review and then budget adjustments.  
These Activity reports have not been on the agenda for 6 months, and this is larger packet to catch up.  
Also – since January not reconciled – recommend it's held till March.  
**Motion: Beaver** – to approve Consent, with Minutes amendments, and activity reports through December 2024. **2<sup>nd</sup>: Johnston – Vote 5-0 Unanimous**

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

- a. O.B. – USBR Account Reconciliation - (Discussion)  
GM Kelley – Nothing new on Reconciliation, but the Bureau reported at the CVPWA Facs meeting – that they are starting the WIIN act payment reconciliation. Also reminder that new Area Manager Hadley has agreed to attend and speak at the April or May Board meeting.
- b. Creation of Ad-Hoc Committee and Appointment of two members of the Board for Contract negotiations with Centerville CSD representatives - (Discussion/Action)  
The last meeting this Ad-Hoc was not officially formed, and the board needs to Form the committee by motion and vote, then appoint members. The Admin policy is silent on appointment members to Ad-Hoc – and there are varying ways – if the board accepts/directs – the Chair could get the appointment ability, or the board could nominate and vote to appoint to the committee – once this is decided – the GM will bring back the Admin Policies to reflect the way to handle Ad-Hoc Committees.  
**Motion: Johnson** – To create the Committee to meet with Centerville representatives for purpose to the contract renewal and limited term of “till new contract approved” or December 2027 which ever is soonest. **2<sup>nd</sup>: Lincoln. Vote 5-0 Unanimous**  
Director Beaver mentioned that usually members volunteer and then get on the committee. GM Kelley mentioned that is how its done for Standing committees – and the Chair “appoints” based on the interests of the members.  
Chair McVay confirmed interest by three members  
**Motion Director Lincoln:** To appoint Directors Fickes and Beaver to the Ad-Hoc Centerville committee. **2<sup>nd</sup>: Johnston. Vote 5-0 Unanimous**
- c. FY 24 Budget to Actuals & FY 24 Balance Sheet – (Discussion/Action)  
GM Kelley reviewed the items in the packet. This report was preliminary previously and has since had the updated or/removed from the revenue. The revenue is up from the LIHWAP monies in FY24 (fall of 2023) and other sources. Remarked on the expenses very high in Distribution.  
This report also has the OPEB fix items/expenses.  
Chair McVay asked about the expenses, and there was dialog on how to work out ways to handle them.  
Other Directors asked about the OPEB fix and where that shows up in the Miscellaneous.

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And asked about the Treatment division in budget, impending expenses. And the Note on the Meters GM Kelley went through that the ARPA funded meter upgrades (Transponders/Registers) was to be ordered in FY24, and then received the items through end of FY24 and into FY25 – a 50K match was needed. They all came in FY24, and it was 50K match plus sales tax to have that expense at \$74K. The Board made other comments and recognized the positive bottom line of 64K. Where does that go? GM Kelley mentioned that normally this is the public sectors “retained” earnings and it goes into fund balance for the next years use, and put into that Discretionary reserve. If not needed it can then be allocated to other reserves for projects/capital projects etc.

Board thanked the Staff for the report. – No action

- d. FY 25 6 Month (July-December) P&L Budget vs Actuals & FY 25 6 Month Balance Sheet – Budget adjustment – (Discussion/Action)

GM Kelley reviewed the Memo and the item – this is the 6 months budget to actuals. And noted that this report has the “Full Year” budget in last column to help with comparisons with 6 month actuals vs 6 month budget.

GM Kelley went through the report noting increased revenue, increased expenses, expenses not anticipated to be more than budget. Then went through the places where budget adjustments were needed.

Mostly in the cost of water (more water purchased than anticipated), and the Unfunded actuarial amount for pensions (under estimated by at least 60K)

There were a few pushes and puts on the budget to balance it out. Mostly taking about \$100K from the Discretionary reserves and spreading through expenses – still leaving over \$60K of discretionary reserves for the next 4 months.

Board discussion and questions – reviewing the elements of the actuals. Focus on the Distribution O&M and how all those leaks impact Inventory (replacing the parts needed to repair), the cost of contractors, the cost of meals and more.

**Motion Beaver** – To approve the recommended Budget adjustments and described, **2<sup>nd</sup>: Lincoln Vote 5-0**

- e. Cross Connection Control Plan implementation: HydroCorp Incorporated Agreement – (Discussion/Action)

GM Kelley reviewed the proposals from HydroCorp and the impact on the District to comply by July 1 2025 with the new state handbook. Hydrocorp will do the hazard assessment work over 2 years for approximately 40 of the District CII customers (Commercial, Industrial, Institutional) – and start that in FY26 and start billing the District in FY26, and will create a plan for the District prior to July 1 for compliance with the State – covered by the cost of the surveys/hazard assessment.

**Motion Beaver** – To authorize GM Kelley to sign both agreements with HydroCorp – first to write the CCCSD CCC Plan to be submitted to State, Second to accomplish the survey/hazard assessment of the CII over two year period. **2<sup>nd</sup>: Johnston Vote 5-0**

- f. Grant Writing Services – Jim Wadleigh Agreement (Discussion/Action)

GM Kelley introduced the item that Jim had been sent to us as potential help with grants. Mr Wadleigh provided the attached proposal for a retainer less than \$900/month. GM Kelley introduced

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Jim Wadleigh who came to the podium and made a brief presentation on his background and history and experience in many forums getting grants. He was very excited to dive in and help the District. The Directors asked a few questions for Mr. Wadleigh who answered that even solar, vehicles etc would be part of grant pursuits along with Treatment plant upgrades/repairs and maintenance and Distribution system improvements.

**Motion: Director Beaver** – To authorize GM Kelley to sign agreement with Wadleigh Management. **2<sup>nd</sup>: Fickes Vote 5-0**

g. Meter Reading/Equipment Anomalies – (Discussion/Action)

Discussion of the challenges of occasional anomalous reads after register installation.

Board directed the GM to use the process described, confirm no leaks, and review each individually to make sure the reads were not actual water through the meter, make adjustments as needed and report to the board the number handled or resolved or not resolved at a future date. This was done via Motion Beaver, 2<sup>nd</sup> Lincoln – 5-0

h. Equipment Purchase – Used Vac-Trailer – (Discussion/Action)

GM Kelley reported that the board had heard many times the need for a vac trailer. Even issued an RFP last year – all for new and coming in around 100K. The Distribution Supervisor had been here and reported the need, and a used Vac-Trailer with less than 1000 hours came to our attention. In the packet is Distribution Supervisor Morgan Rau’s assessment of the need. Also identified the “Modernization” fund that has over 150K in it to fund the purchase.

**Motion Lincoln** – to purchase the Vac-Trailer identified for invoice amount \$35,392.50 and to use Reserve fund “Expansion and Modernization”. **2<sup>nd</sup>: Beaver Vote 5-0**

i. Ordinance 2025-02 – Computershare Corp holding District shares in Principle to reset account access – (Discussion/Action)

GM Kelley mentioned that over time and staff changes, access to this account was not possible and they required an ordinance to get the District renewed access.

**Motion Johnston:** to approve Ordinance 2025-02 **2<sup>nd</sup> Beaver Vote 5-0**

## 7. GENERAL MANAGERS REPORT

GM Kelley reviewed his report on the grants and staff. Updated that D2 position has been offered as promotion of a current D1 to D2, and backfilling that D1 with an offer to another.

Also mentioned the Mid-Pacific Water users – and CVPWA

Then turned it to Director Fickes who had submitted Mid-Pacific Water users conference report at end of the agenda, but now was a good time review the report.

## 8. OPERATIONS REPORT

Gm Kelley reviewed the report – and mentioned the more broken out aged receivables and that its been identified that the Admin Asst has found that \$55k is over a year aged and needs to be reviewed and resolved.

Also reported that when adding up the WTP reported water made – the District is likely to reach 2900AF for water year.

Director Fickes asked about the WTP report related to the Filters and concerned about them that continue to fail. All was acknowledged and why we need grants over time and short term projects – that PACE is reviewing.

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**9. STANDING COMMITTEE REPORT –**

- a. Agriculture – March 12 2025 *Director Johnston mentioned this would be focused on Farmers Market 2025, and looking at an April 9 meeting on Gardening etc.*
- b. Finance – Report on February 12 2025 – *Meeting happened on 6c and 6d*
- c. Planning/Steering – proposed: April – TBD *Still planning*

**10. BOARD MEMBER ITEMS**

*Director Fickes reviewed the attendance at the Mid-Pacific Water Users conference during GM report. The Director also supplied a written report in the packet.*

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

**12. ADJOURN THE MEETING – 8:37PM**

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## **Board of Directors**

**Directors - Beverly Fickes, Scott McVay**

**General Manager: Paul Kelley**

### **FINANCE COMMITTEE**

**February 12<sup>th</sup> 2025 at 4PM: District Office Board Room**

#### **Committee Responsibility**

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

### **MINUTES**

- 1. CALL TO ORDER – 4:01pm – Chair McVay**
- 2. PLEDGE OF ALLEGIANCE – Director Fickes**
- 3. ROLL CALL – Director Fickes, McVay, GM Kelley, Bookkeeper/Accountant Tenney**
- 4. OPEN TIME/PUBLIC COMMENT: - None**
- 5. OLD BUSINESS/NEW BUSINESS (Discussion/Action)**

*Chair McVay made a motion to have Director Fickes Chair, Director Fickes Seconded it, and the Gavel was passed.*

- a. **FY 24 Budget to Actuals – Update – Discussion**

*GM started the review of the Full year of FY24.*

*Chair Fickes – asked about Misc Revenue and Centerville O&M*

*Tenney – reviewed the billing procedures with Centerville that sometimes miss months, and that more listing of the Misc would be done, but one item was the insurance reimbursement for the accident on 273 in the treatment truck*

*Committee asked – 30145 Postage?*

*Tenney- this is mostly shipping charges for rebuilt equipment and will add to the description*

*Committee noted – 30525 – repairs to treatment truck*

*Director Mcvay asked about 40300 and should we break out the different lines of safety equipment for budget instead of all in 40300*

*Committee – asked about the Repair and Maintenance*

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GM Kelley – reviewed the 40415 Meter Replacement – this is from the ARPA grant match that was to be \$50K over FY24 and FY25 to the \$260K grant amount for the 1700 transponders and registers. They all came in February/March 2024 and were invoiced and paid – and the additional \$24k is sales tax that was not anticipated.

The O&M is from many leaks, contractors and impacts other line items like Inventory. When a pipe, macro, coupling is used in the field it has to be replaced in inventory – and often times costs \$2-\$5K at a time for larger sized couplings. These increased leaks impacts meals for crew and other costs items.

Vehicle insurance was more than expected in FY24 and the updated FY25 budget should catch that amount.

Water fee less than budgeted – the state gave the district its DAC cost.

Noted employee benefits – health and retirement all were more than expected. And the unfunded actuarial was not previously broken out and is significant.

Payroll expenses – has a large Other expense – this is the OPEB fix (return to employees) and offset by reserve account and reimbursement from the CRBT in retirement benefits.

Review of the Grant section now has a contra “reimbursement” amount and should end is zero like the ARPA. The SCADA grant needs reconciliations to get to zero since all expenses have been paid.

b. FY 24 Balance Sheet

Review of the Balance Sheet – noted the increase in reserve accounts

Also noted the need for WIIN act Liability to be zeroed – The District paid off its obligation to the Federal government in October of 2023. The Fee still owes the General Fund repayment.

c. FY 25 Q1+Q2 (July-December) P&L Budget vs Actuals – Discussion

General review and discussion – the first document is accrual (what is billed) and has the Full year budget column at the end. Second document has cash – and shows there is about 55K more cash revenue than billed.

Committee asked about the Misc Revenue. Some from when someone damaged property and reimbursed the District.

Fix the Backflow maint Budget

Noted the need to increase the cost of water budget.

Noted the fix of the “Postage/Shipping”

Noted that under Water Treatment – 30600 should have the PACE \$20K

Discussion about the 40200 utilities amounts for the North Booster and the costs of pumping to the out of district users – veterans memorial/landfill/Ono school...

In Repairs and Maintenance – reviewed the increased cost from lots of leaks, equipment rentals, contractors etc. As well as the increased cost of Inventory/Tools – replacing the macros/couplings etc.

Distribution Other ?? – Tenney to check

Utilities – Committee discussion on the PGE – commercial/ag/rates.. can we do better?

Vehicle insurance was miss coded..

Engineering – also needs to be coded correctly for the Treatment plan survey.

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*Benefits – running more on health insurance and unfunded liability – the UAL we knew we had estimated at budget creation time and it found out to be too low.*

*Adjustments needed for the Meter license*

*The Grant moneys disparity was removed...*

d. **FY 25 6 Month Balance Sheet**

*Same notes – increases in the reserves*

*WIIN act needs to be dealt with and adjusted.*

*Also discussion about how the FY22 audit finally completed, has the CPA making journal entries, then journal entries for FY23 and pre-audit, all of which can flow into the balance sheets today.*

e. **FY25 Unanticipated Expenditures: Equipment Purchase, Grant services, Cross connection control, other – Discussion**

*GM Kelley – started with the Cross Connection Control – we have a proposal from Hydro Corp to get*

*The District compliant with a plan by July 1 2025, and two years to start the surveys for 12K and they plan to bill after July 1. This will be on the Boards agenda next week and after a few questions it was considered a reasonable approach.*

*Then a discussion on Grant services proposal from Wadleigh... Committee discussion was not sure what to do – its limited services and may be more work for GM, but the need for grant help is real. Suggested that take to board for a decision*

*GM reviewed the opportunity purchase of a Vac-Trailer. Dist. Supervisor visited and provided a report, the company offered a sales quote and service and local. The District spent \$22K in last 7 months on Vac-Trailer rental – so this would help that cost, and pay for itself in a year or so. Also doesn't count the cost of sending employees to pick up and return.*

*The District has been diligent to have a Modernization reserve – and there is sufficient money to pay for the \$35K Vac-Trailer cost. Committee supported bringing this to the board.*

f. **FY25 Mid-Year Budget Adjustment – Discussion**

*This was handled while reviewing the mid year budget to actuals.*

## **6. ADJOURN THE MEETING – 6:26PM**

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

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

**General Manager: Paul Kelley**

**SPECIAL MEETING: March 11 2025 at 6:00PM: District Office Board Room**

**MINUTES**

**1. CALL TO ORDER – 6PM**

**2. PLEDGE OF ALLEGIANCE – Chair McVay**

**3. ROLL CALL – Chair McVay, Vice Chair Johnston, Directors Beaver, Fickes, Lincoln.**

*GM Kelley*

**4. OPEN TIME/PUBLIC COMMENT: - None**

**5. CLOSED SESSION ANNOUNCEMENT: - Board Adjourned to Closed session at 6:02PM**

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

**a. Pursuant to Government Code §54957(b)(1):**

**Public Employee: General Manager**

**b. Report from Closed Session – Returned from Closed Session at 6:27PM and reported that the Board accepted the GM notice of resignation and 60 day termination of employment agreement.**

**6. NEW BUSINESS**

a. Creation of Ad-Hoc Committee for General Manager Recruitment & Appointment of two members of the Board, for the purpose of Recruiting a General Manager for the limited time until a permanent General Manager appointment – (Discussion/Action)

*Motion: Director Fickes – to Create an Ad-Hoc Committee for General Manager Recruitment. 2<sup>nd</sup>:*

*Director Beaver: Vote 5-0 – unanimous*

*Motion: Director Fickes to name Chair McVay and Director Lincoln to the Ad-Hoc Committee for General Manager Recruitment. 2<sup>nd</sup> – Director Johnston. Vote 5-0 – unanimous.*

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*Director Fickes mentioned frustration and disappointment that an item she requested to be on this special meeting agenda was not put on the agenda.*

**7. ADJOURN THE MEETING – 6:34pm**

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## Clear Creek Community Services District

### Transaction Detail by Account

February 13 through March 12, 2025

Type	Date	Num	Name	Memo	Amount
<b>8000 - Accounts Payable</b>					
Bill Pmt -Ch...	02/13/2025	Ach	RCAC -Loan Fund BWP Grant	1140-CCCSO-02	-553,999.45
Bill Pmt -Ch...	02/21/2025		AT&T	QuickBooks generated zero amount transaction f...	0.00
Bill Pmt -Ch...	02/24/2025	34010	Ace Hardware - Acct # 2186	2186	-119.07
Bill Pmt -Ch...	02/24/2025	34011	Ace Hardware - Acct# 2118	2118	-529.54
Bill Pmt -Ch...	02/24/2025	34012	Alhambra (Primo Water)	1020179424385352	-57.29
Bill Pmt -Ch...	02/24/2025	34013	AT&T	south booster	-4.43
Bill Pmt -Ch...	02/24/2025	34014	Bay Alarm Company	VOID: 1201366 entered incorrect amount - corre...	0.00
Bill Pmt -Ch...	02/24/2025	34015	Brown Plumbing	septic	-680.00
Bill Pmt -Ch...	02/24/2025	34016	Cintas Corporation	22228100	-167.00
Bill Pmt -Ch...	02/24/2025	34017	Computer Logistics Corp		-1,096.43
Bill Pmt -Ch...	02/24/2025	34018	Curtis and Sons	C81346	-334.79
Bill Pmt -Ch...	02/24/2025	34019	CUSI (Continental Utility Solutions Inc)	ACH monthly fees 0824 to 0225	-52.00
Bill Pmt -Ch...	02/24/2025	34020	Ferguson Waterworks	409921	-172.40
Bill Pmt -Ch...	02/24/2025	34021	Fickes, Beverly	fuel reimb for mid pacific water users conference	-49.86
Bill Pmt -Ch...	02/24/2025	34022	Hach Company	110678	-579.17
Bill Pmt -Ch...	02/24/2025	34023	Harshwal & Company LLP	2023 FY beginning of audit	-1,000.00
Bill Pmt -Ch...	02/24/2025	34024	Kelly Excavation Inc.	taffey ln repair	-2,850.00
Bill Pmt -Ch...	02/24/2025	34025	Market Street Automotive	truck unit 10	-2,136.48
Bill Pmt -Ch...	02/24/2025	34026	Pace Analytical Services LLC	28-100128	-589.72
Bill Pmt -Ch...	02/24/2025	34027	Pace Engineering	gen eng	-475.00
Bill Pmt -Ch...	02/24/2025	34028	Pace Supply Corp		-139.39
Bill Pmt -Ch...	02/24/2025	34029	Rogers Machinery Company, Inc.	C#117980	-215.43
Bill Pmt -Ch...	02/24/2025	34030	Telstar Instruments, Inc.	CLECC	-1,651.12
Bill Pmt -Ch...	02/24/2025	34031	Thatcher Company of California, Inc.	3001810	-6,241.79
Bill Pmt -Ch...	02/24/2025	34032	United Public Employees of CA 792		-402.50
Bill Pmt -Ch...	02/24/2025	34033	US Bank Equipment Finance	copier lease	-360.55
Bill Pmt -Ch...	02/24/2025	34034	USBR - Water Payments	14-06-200-489-A-P	-5,583.24
Bill Pmt -Ch...	02/24/2025	34035	Valley Pacific	C850335	-645.83
Bill Pmt -Ch...	02/24/2025	34036	Verizon	on call phone	-52.18
Bill Pmt -Ch...	02/24/2025	34037	Welch Septic	septic	-505.00
Bill Pmt -Ch...	02/24/2025	34038	Bay Alarm Company	1201366	-33.32
Bill Pmt -Ch...	02/24/2025	eft 3527	Waste Management	3-99477-15008	-377.80
Bill Pmt -Ch...	02/24/2025	eft 8246	CalPERS Health Ins	03/25 health insurance	-21,562.48
Bill Pmt -Ch...	02/25/2025	ach 9920	Plumas Credit Card		-3,150.62
Bill Pmt -Ch...	03/01/2025	Auto Ach	Humana - Dental Ins	412851-001	-1,120.61
Bill Pmt -Ch...	03/01/2025	Auto Ach	RCAC-Loan Fund (Dump Truck)	6332-CCCSO-01	-1,696.07
Bill Pmt -Ch...	03/01/2025	Auto ach	UNUM Life Insurance of Co.		-1,361.04
Bill Pmt -Ch...	03/01/2025	Auto Ach	Cascarina, Rick		-437.09
Bill Pmt -Ch...	03/01/2025	Auto Paid	Ameritas (VSP Vision Ins)	vision March 2025	-154.00
Bill Pmt -Ch...	03/06/2025	34039	Ability Answering & Paging Services	05-1-8495	-296.80
Bill Pmt -Ch...	03/06/2025	34040	Ace Hardware - Acct # 2186	2186	-201.39
Bill Pmt -Ch...	03/06/2025	34041	Allen Gill Construction, Inc.	VOID: Incorrect amount	0.00
Bill Pmt -Ch...	03/06/2025	34042	AT&T	wtp	-419.89
Bill Pmt -Ch...	03/06/2025	34043	Badger Meter, Inc.	41827	-112.38
Bill Pmt -Ch...	03/06/2025	34044	BDI - Redding	0001089718	-43.31
Bill Pmt -Ch...	03/06/2025	34045	Beaver, Patricia A	brd mtg 021925	-100.00
Bill Pmt -Ch...	03/06/2025	34046	Central Valley Project Water Association	60085	-1,127.30
Bill Pmt -Ch...	03/06/2025	34047	Cintas Corporation	22228100	-153.04

## Clear Creek Community Services District Transaction Detail by Account February 13 through March 12, 2025

Type	Date	Num	Name	Memo	Amount
Bill Pmt -Ch...	03/06/2025	34048	Com-Pair Services	10117	-110.00
Bill Pmt -Ch...	03/06/2025	34049	Computer Logistics Corp	mo IT	-678.68
Bill Pmt -Ch...	03/06/2025	34050	Fickes, Beverly		-125.00
Bill Pmt -Ch...	03/06/2025	34051	Gully Diesel Repair	backhoe	-1,137.62
Bill Pmt -Ch...	03/06/2025	34052	Johnston, Logan	brd mtg 021925	-100.00
Bill Pmt -Ch...	03/06/2025	34053	McVay, Scott		-125.00
Bill Pmt -Ch...	03/06/2025	34054	Pace Analytical Services LLC	28-100128	-564.00
Bill Pmt -Ch...	03/06/2025	34055	Pace Engineering		-52,725.47
Bill Pmt -Ch...	03/06/2025	34056	Pace Supply Corp	wtp	-44.99
Bill Pmt -Ch...	03/06/2025	34057	Paint Marts	wtp	-342.32
Bill Pmt -Ch...	03/06/2025	34058	Professional Exterminator of Redding	17387	-65.00
Bill Pmt -Ch...	03/06/2025	34059	RCAC -Loan Fund BWP Grant	1140-CCCSO-02	-4,046.98
Bill Pmt -Ch...	03/06/2025	34060	Reese, Smalley, Wiseman & Schweitzer, L...	CLECR019335	-3,162.50
Bill Pmt -Ch...	03/06/2025	34061	Spherion of Northern CA	Clear Crk Comm	-75.00
Bill Pmt -Ch...	03/06/2025	34062	USA Blue Book	919740	-44.41
Bill Pmt -Ch...	03/06/2025	34063	Valley Pacific	C850335	-1,009.11
Bill Pmt -Ch...	03/06/2025	34064	Wallace, Benjamin		-365.00
Bill Pmt -Ch...	03/06/2025	34065	USBR - Water Payments	14-06-200-489-A-P	-4,472.30
Bill Pmt -Ch...	03/06/2025	34066	Allen Gill Construction, Inc.	BWP Grant	-476,187.82
Bill Pmt -Ch...	03/07/2025	eft 9892	Amazon Capital Services, Inc.	A3SGCPAZF6QYSB	-413.70
Bill Pmt -Ch...	03/07/2025	ach 9911	CalPERS PEPRA/Classic	UAL	-15,024.58
Bill Pmt -Ch...	03/07/2025	ach 5461	Pacific Gas & Electric	pond	-194.81
Bill Pmt -Ch...	03/07/2025	ach 6921	Pacific Gas & Electric	wtp	-4,575.98
Bill Pmt -Ch...	03/07/2025	ach 8031	Pacific Gas & Electric	n booster	-664.94
Bill Pmt -Ch...	03/07/2025	ach 8971	Pacific Gas & Electric	outdoor lights	-21.74
Bill Pmt -Ch...	03/07/2025	ach 9781	Pacific Gas & Electric	clr crk/hv	-90.55
Bill Pmt -Ch...	03/07/2025	Plum3307...	CA Department of Water Resources-WTPL...	Filter plant loan semi annual pmt	-110,938.60
Bill Pmt -Ch...	03/07/2025	Plum3307...	CA Department of Water Resources-WTPL...	Filter plant loan semi annual pmt	-10,669.13
Total 8000 - Accounts Payable					-1,301,012.03
<b>TOTAL</b>					<b>-1,301,012.03</b>

# CHECK REGISTER

COMPANY BANK ACCOUNT	NAME	ID	CHECK DATE	CHECK NUMBER	DIRECT DEPOSIT AMOUNT	NEGOTIABLE CHECK AMOUNT
		10010	02/20/25	173	2,729.57	
		30043	02/20/25	174	1,556.90	
		30041	02/20/25	175	2,432.32	
		20080	02/20/25	176	1,707.15	
		20090	02/20/25	177	1,988.20	
		30040	02/20/25	178	2,272.96	
		20060	02/20/25	179	2,142.97	
		30010	02/20/25	180	3,916.37	
		11010	02/20/25	181	1,753.84	
		11070	02/20/25	182	1,354.31	
		11060	02/20/25	183	1,824.40	
				BANK ACCOUNT TOTAL	23,678.99	0.00
				<i>11 Transaction(s)</i>		
				COMPANY TOTAL	23,678.99	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	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>		

# Clear Creek Community Services District

## Profit & Loss

### January 2025

	Jan 25
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
11000 · Revenue - Customer Accts	
11005 · Base Rate Charge	147,013.20
11010 · Domestic Water Sales	14,403.07
11020 · Agricultural Water Sales	2,561.84
11060 · Billing Pmt Late Fee	1,157.47
<b>Total 11000 · Revenue - Customer Accts</b>	<b>165,135.58</b>
12000 · Revenue - Water Service	
12010 · Turn On Fees	647.41
12015 · Centerville Admin O&M	27,355.89
12025 · Interest / Investment Income	1,452.27
12035 · Backflow Maint Charge	806.98
12100 · Misc. Revenue	
12105 · Repairs Charged to Customer	363.17
12100 · Misc. Revenue - Other	1,274.21
<b>Total 12100 · Misc. Revenue</b>	<b>1,637.38</b>
<b>Total 12000 · Revenue - Water Service</b>	<b>31,899.93</b>
13000 · Designated Revenue -Non Op	
13005 · Filter Plant Repayment Charge	20,286.85
13010 · Recycle Backwash Water Charge	1,032.46
13015 · State Loan Repayment Charge	2,678.00
13025 · WIIN Act Repayment Charge	5,034.64
<b>Total 13000 · Designated Revenue -Non Op</b>	<b>29,031.95</b>
15000 · Revenue - Taxes	
15005 · Taxes-General Property	247,049.22
<b>Total 15000 · Revenue - Taxes</b>	<b>247,049.22</b>
<b>Total Income</b>	<b>473,116.68</b>
<b>Gross Profit</b>	<b>473,116.68</b>
<b>Expense</b>	
29000 · Supply Cost	
29005 · Water Purchase	
29010 · USBR Water Purchased	4,816.45
<b>Total 29005 · Water Purchase</b>	<b>4,816.45</b>
<b>Total 29000 · Supply Cost</b>	<b>4,816.45</b>
30000 · Water Treatment Plant	
30100 · Utilities	
30105 · WTP - PGE 8185	4,065.03
30110 · Pond - PGE 3611	231.94
30115 · WTP - AT&T 2316	439.22
30120 · WTP - AT&T 1026	31.57
30125 · Internet	55.00
<b>Total 30100 · Utilities</b>	<b>4,822.76</b>
30145 · Shipping/Postage WTP	23.65
30150 · Safety Equipment & Training	
30155 · Safety Equipment - General	2,086.75
30160 · Personal Safety Equipment	678.13
<b>Total 30150 · Safety Equipment &amp; Training</b>	<b>2,764.88</b>
30170 · Supplies	59.14
30200 · WTP Repair & Maintenance O&M	1,006.26
30400 · Water Quality Analysis	89.79
30405 · Chemicals WTP	438.97

## Clear Creek Community Services District Profit & Loss January 2025

	Jan 25	
<b>30500 · Vehicle Maintenance &amp; Expense</b>		
30505 · Fuel Expense	436.72	
30525 · GM Truck Chev Colorado - Unit 9	63.91	
<b>Total 30500 · Vehicle Maintenance &amp; Expense</b>	500.63	
<b>Total 30000 · Water Treatment Plant</b>		9,706.08
<b>40000 · Distribution</b>		
<b>40200 · Utilities</b>		
40210 · Clear Crk/HV - PGE 9574	84.71	
40200 · Utilities - Other	512.13	
<b>Total 40200 · Utilities</b>	596.84	
<b>40400 · Repair &amp; Maintenance (O&amp;M)</b>		
40415 · Meter Replacement	2,218.07	
40430 · Inventory/Tools	2,579.49	
40440 · Water Quality Analysis - Dist	564.90	
40400 · Repair & Maintenance (O&M) - Other	16,982.30	
<b>Total 40400 · Repair &amp; Maintenance (O&amp;M)</b>	22,344.76	
<b>40500 · Vehicle Maintenance &amp; Expense</b>		
40505 · Fuel Expense	1,988.15	
40540 · Chevy PU 2016 - Unit 11	71.65	
<b>Total 40500 · Vehicle Maintenance &amp; Expense</b>	2,059.80	
<b>Total 40000 · Distribution</b>		25,001.40
<b>41000 · Wells &amp; Booster Station</b>		
<b>41100 · Utilities</b>		
41105 · Wells 1 & 2 - PGE 2671	207.18	
41110 · Well #3 - PGE 2838	370.95	
41115 · So. Booster - AT&T 2121	4.43	
41120 · So. Booster - Internet	55.00	
<b>Total 41100 · Utilities</b>	637.56	
<b>41300 · Repair &amp; Maintenance (O&amp;M)</b>		397.10
<b>Total 41000 · Wells &amp; Booster Station</b>		1,034.66
<b>50000 · Administration/ General</b>		
<b>50100 · Utilities</b>		
50105 · Oak St.- PGE 2838	881.48	
50110 · 2 Outdoor Lights - PGE 3564	21.73	
50120 · Verizon - On-call Cell Phone	52.18	
50130 · Answering Service	642.40	
50135 · Telephone - TDS	357.73	
<b>Total 50100 · Utilities</b>	1,955.52	
<b>50200 · Office Supplies</b>		
50205 · Janitorial supplies	43.07	
50200 · Office Supplies - Other	216.00	
<b>Total 50200 · Office Supplies</b>	259.07	
<b>50305 · Subscriptions</b>		179.00
<b>50315 · Postage</b>		176.01
<b>50320 · Meal &amp; Reimbursements</b>		130.09
<b>50325 · Registration and Reimbursements</b>		890.00
<b>50330 · Bank Service Fee/Finance Charge</b>		115.10
<b>50500 · Special &amp; Professional Services</b>		
50510 · Director Fees	400.00	

## Clear Creek Community Services District

## Profit &amp; Loss

03/11/25

January 2025

Accrual Basis

	Jan 25
50515 · Server & Computer Maintenance	
50517 · Software Subscriptions	1,082.38
50515 · Server & Computer Maintenance - Other	412.50
<b>Total 50515 · Server &amp; Computer Maintenance</b>	<b>1,494.88</b>
50520 · Legal	357.50
50525 · Engineering	2,000.00
50530 · Equipment Maintenance & Lease	570.19
50535 · Building & Ground Maint.-Office	
50536 · Waste Management	377.80
50535 · Building & Ground Maint.-Office - Other	6,352.59
<b>Total 50535 · Building &amp; Ground Maint.-Office</b>	<b>6,730.39</b>
<b>Total 50500 · Special &amp; Professional Services</b>	<b>11,552.96</b>
51400 · Employee Benefits	
50410 · JPIA - Workers Comp	4,356.75
51405 · Vision, Dental,	1,189.39
51415 · UNUM-Disability, Life, Accident	1,333.79
51435 · CalPERS Health Insurance Exp	20,436.77
51440 · CalPERS Retirement Contribution	14,563.73
51442 · CalPERS Unfunded Accrued Liab	15,024.58
51455 · Uniform Service	417.50
<b>Total 51400 · Employee Benefits</b>	<b>57,322.51</b>
51600 · Retiree Benefits	
51605 · Retiree Health Benefit - Direct	7,545.59
51610 · CalPERS Health Ins- Retiree	1,125.71
<b>Total 51600 · Retiree Benefits</b>	<b>8,671.30</b>
51900 · License and Permits	1,734.93
52000 · Interest Expense	
52005 · RCAC Loan Interest (dump truck)	211.39
<b>Total 52000 · Interest Expense</b>	<b>211.39</b>
53000 · Customer Accounts & Billing	
53015 · Supplies	
53020 · Postage	1,377.62
53025 · Billing Supplies & Materials	2,273.70
<b>Total 53015 · Supplies</b>	<b>3,651.32</b>
53016 · Meter Reading/ License	111.84
53030 · Chargebacks, NSF, Acct Refunds	-37.10
<b>Total 53000 · Customer Accounts &amp; Billing</b>	<b>3,726.06</b>
<b>Total 50000 · Administration/ General</b>	<b>86,923.94</b>
60000 · Payroll Expense -Salary & Wages	
60100 · Payroll Exp - Administration/GM	16,971.12
60200 · Payroll Exp - Distribution	32,102.32
60300 · Payroll Exp - Water Treatment	55,737.11
60500 · Payroll Exp - Customer Accts	20,318.06
<b>Total 60000 · Payroll Expense -Salary &amp; Wages</b>	<b>125,128.61</b>



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# Clear Creek Community Services District

03/11/25

## Profit & Loss

Accrual Basis

January 2025

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	Jan 25
<b>80000 · Grants</b>	
<b>80010 · Backwash Pond Grant D2202015</b>	
80011 · Engineering	28,283.75
80013 · RCAC Loan Interest - BWPGGrant	8,440.14
80015 · Backwash Ponds Grant Reimb	-1,323,147.61
	<hr/>
<b>Total 80010 · Backwash Pond Grant D2202015</b>	-1,286,423.72
	<hr/>
<b>Total 80000 · Grants</b>	-1,286,423.72
	<hr/>
<b>Total Expense</b>	-1,033,812.58
	<hr/>
<b>Net Ordinary Income</b>	1,506,929.26
	<hr/>
<b>Net Income</b>	<b>1,506,929.26</b>
	<hr/> <hr/>

## Clear Creek Community Services District

## Profit &amp; Loss

03/11/25

February 2025

Accrual Basis

	Feb 25
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
11000 · Revenue - Customer Accts	
11005 · Base Rate Charge	146,547.60
11010 · Domestic Water Sales	
11011 · Metered Hydrant Usage	134.50
11010 · Domestic Water Sales - Other	17,822.52
<b>Total 11010 · Domestic Water Sales</b>	<b>17,957.02</b>
11020 · Agricultural Water Sales	2,171.34
11060 · Billing Pmt Late Fee	1,310.23
<b>Total 11000 · Revenue - Customer Accts</b>	<b>167,986.19</b>
12000 · Revenue - Water Service	
12010 · Turn On Fees	108.62
12025 · Interest / Investment Income	1,599.40
12035 · Backflow Maint Charge	812.12
12100 · Misc. Revenue	313.34
<b>Total 12000 · Revenue - Water Service</b>	<b>2,833.48</b>
13000 · Designated Revenue -Non Op	
13005 · Filter Plant Repayment Charge	20,339.70
13010 · Recycle Backwash Water Charge	1,035.12
13015 · State Loan Repayment Charge	2,685.00
13025 · WIIN Act Repayment Charge	5,047.80
<b>Total 13000 · Designated Revenue -Non Op</b>	<b>29,107.62</b>
15000 · Revenue - Taxes	
15005 · Taxes-General Property	190.60
<b>Total 15000 · Revenue - Taxes</b>	<b>190.60</b>
<b>Total Income</b>	<b>200,117.89</b>
<b>Gross Profit</b>	<b>200,117.89</b>
<b>Expense</b>	
29000 · Supply Cost	
29005 · Water Purchase	
29010 · USBR Water Purchased	5,583.24
<b>Total 29005 · Water Purchase</b>	<b>5,583.24</b>
<b>Total 29000 · Supply Cost</b>	<b>5,583.24</b>
30000 · Water Treatment Plant	
30100 · Utilities	
30105 · WTP - PGE 8185	4,575.98
30110 · Pond - PGE 3611	194.81
30115 · WTP - AT&T 2316	419.89
30120 · WTP - AT&T 1026	31.57
30125 · Internet	55.00
<b>Total 30100 · Utilities</b>	<b>5,277.25</b>
30135 · Office Supplies WTP	150.14
30150 · Safety Equipment & Training	
30155 · Safety Equipment - General	44.41
<b>Total 30150 · Safety Equipment &amp; Training</b>	<b>44.41</b>
30170 · Supplies	57.29
30200 · WTP Repair & Maintenance O&M	2,392.86
30400 · Water Quality Analysis	593.27
30405 · Chemicals WTP	6,820.96

**Clear Creek Community Services District**  
**Profit & Loss**  
**February 2025**

	Feb 25
30500 · Vehicle Maintenance & Expense	
30505 · Fuel Expense	320.65
<b>Total 30500 · Vehicle Maintenance &amp; Expense</b>	<b>320.65</b>
<b>Total 30000 · Water Treatment Plant</b>	<b>15,656.83</b>
40000 · Distribution	
40300 · Safety Equipment & Training	
40310 · Personal Safety Equipment	11.70
<b>Total 40300 · Safety Equipment &amp; Training</b>	<b>11.70</b>
40400 · Repair & Maintenance (O&M)	
40415 · Meter Replacement	172.40
40440 · Water Quality Analysis - Dist	1,811.72
40400 · Repair & Maintenance (O&M) - Other	2,879.01
<b>Total 40400 · Repair &amp; Maintenance (O&amp;M)</b>	<b>4,863.13</b>
40500 · Vehicle Maintenance & Expense	
40505 · Fuel Expense	1,334.29
40535 · Chevy PU 2015 - Unit 10	2,136.48
40545 · Bobcat /Backhoe	1,137.62
<b>Total 40500 · Vehicle Maintenance &amp; Expense</b>	<b>4,608.39</b>
<b>Total 40000 · Distribution</b>	<b>9,483.22</b>
41000 · Wells & Booster Station	
41100 · Utilities	
41105 · Wells 1 & 2 - PGE 2671	2,203.74
41110 · Well #3 - PGE 2838	4,231.39
41115 · So. Booster - AT&T 2121	4.43
41120 · So. Booster - Internet	55.00
<b>Total 41100 · Utilities</b>	<b>6,494.56</b>
41200 · Water Quality Analysis	2,219.04
<b>Total 41000 · Wells &amp; Booster Station</b>	<b>8,713.60</b>
50000 · Administration/ General	
50100 · Utilities	
50120 · Verizon - On-call Cell Phone	52.18
50125 · Propane	1,030.51
50130 · Answering Service	296.80
50135 · Telephone - TDS	357.52
<b>Total 50100 · Utilities</b>	<b>1,737.01</b>
50200 · Office Supplies	
50205 · Janitorial supplies	69.72
50200 · Office Supplies - Other	621.23
<b>Total 50200 · Office Supplies</b>	<b>690.95</b>
50300 · Organizational Dues	1,127.30
50310 · Advertising & Public Notices	421.24
50320 · Meal & Reimbursements	458.50
50330 · Bank Service Fee/Finance Charge	111.90
50500 · Special & Professional Services	
50505 · Audit Services	1,000.00
50510 · Director Fees	450.00
50515 · Server & Computer Maintenance	
50517 · Software Subscriptions	560.38
50515 · Server & Computer Maintenance - Other	1,775.11
<b>Total 50515 · Server &amp; Computer Maintenance</b>	<b>2,335.49</b>

## Clear Creek Community Services District

## Profit &amp; Loss

03/11/25

February 2025

Accrual Basis

	Feb 25
50520 · Legal	3,162.50
50525 · Engineering	1,501.50
50530 · Equipment Maintenance & Lease	360.55
50535 · Building & Ground Maint.-Office	
50536 · Waste Management	377.80
50535 · Building & Ground Maint.-Office - Other	372.19
<b>Total 50535 · Building &amp; Ground Maint.-Office</b>	<b>749.99</b>
<b>Total 50500 · Special &amp; Professional Services</b>	<b>9,560.03</b>
50700 · Regulatory	
50900 · Testing & License Fees	300.00
<b>Total 50700 · Regulatory</b>	<b>300.00</b>
51400 · Employee Benefits	
51405 · Vision, Dental,	1,274.61
51415 · UNUM-Disability, Life, Accident	2,493.61
51435 · CalPERS Health Insurance Exp	20,436.77
51440 · CalPERS Retirement Contribution	9,836.39
51442 · CalPERS Unfunded Accrued Liab	15,024.58
51455 · Uniform Service	320.04
<b>Total 51400 · Employee Benefits</b>	<b>49,386.00</b>
51600 · Retiree Benefits	
51605 · Retiree Health Benefit - Direct	7,545.58
51610 · CalPERS Health Ins- Retiree	1,125.71
<b>Total 51600 · Retiree Benefits</b>	<b>8,671.29</b>
51900 · License and Permits	20.00
52000 · Interest Expense	
52005 · RCAC Loan Interest (dump truck)	205.20
<b>Total 52000 · Interest Expense</b>	<b>205.20</b>
53000 · Customer Accounts & Billing	
53016 · Meter Reading/ License	112.38
53030 · Chargebacks, NSF, Acct Refunds	-37.10
53100 · Bad Debt Expense	124.39
<b>Total 53000 · Customer Accounts &amp; Billing</b>	<b>199.67</b>
<b>Total 50000 · Administration/ General</b>	<b>72,889.09</b>
60000 · Payroll Expense -Salary & Wages	
60100 · Payroll Exp - Administration/GM	11,314.08
60200 · Payroll Exp - Distribution	19,102.09
60300 · Payroll Exp - Water Treatment	21,229.10
60500 · Payroll Exp - Customer Accts	13,955.20
<b>Total 60000 · Payroll Expense -Salary &amp; Wages</b>	<b>65,600.47</b>
80000 · Grants	
80010 · Backwash Pond Grant D2202015	
80011 · Engineering	24,441.72
80013 · RCAC Loan Interest - BWPGGrant	4,046.98
80015 · Backwash Ponds Grant Reimb	-634,232.48
<b>Total 80010 · Backwash Pond Grant D2202015</b>	<b>-605,743.78</b>
<b>Total 80000 · Grants</b>	<b>-605,743.78</b>
<b>Total Expense</b>	<b>-427,817.33</b>
<b>Net Ordinary Income</b>	<b>627,935.22</b>
<b>Net Income</b>	<b>627,935.22</b>



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

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**MEMO**

**Date:** March 19<sup>th</sup> 2025  
**To:** Board of Directors  
**From:** General Manager – Paul Kelley  
**Re:** 6 - Old business/New Business (Discussion/Action)

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**Discussion:**

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

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

The new USBR North area manager is Elizabeth Hadley has been appointed late December and invited to speak to the Clear Creek Board at the May meeting.

The USBR reports that in the recent executive orders on funding and staffing have had impacts and they are working through them.

**Recommendation:**

Review, Discussion, provide direction to GM.

---

**6.b Operations Report – Distribution Supervisor Morgan Rau - (Discussion))**

Report from Distribution Supervisor Morgan Rau on Operations and staff and activities.

See item memo for more background and discussion.

**Recommendation:**

Review, Discussion, Review and Provide input

---

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

See memo – This is to set the water usage rates for the coming year based on the USBR WY26 Rates and District Treatment costs

**Recommendation:**

Review, Discussion, By motion approve Ordinance 2025-03

---

6.d **General Manager Recruitment - (Discussion/Action)**

Report from the Ad-Hoc Committee on General Manager Recruitment – and authorize the brochure and recruitment process. IGM and other elements of the process.

See item memo for more background and discussion.

**Recommendation:**

Review, Discussion, Review and Provide input and Initiate the GM Recruitment

---

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

Staff has expressed interest in reducing lunch hour and changing the hours of operation. Also for operator staff during the summer months. Temp Account Clerk and Pay

See item memo for more background and discussion.

**Recommendation:**

---

Review, Discussion, Review and provide direction and By Motion allow GM to offer up to step 3 to Clerk

6.f **Administration Policy Update (Discussion/Action)**

The Board approved an Ad-Hoc committee for meeting with Centerville CSD on the dedicated capacity contract at the January and February meeting.

The Board directed staff to bring back an amendment to the Administrative Policy to be clear that:

1. The Board has to take action to create the Ad-Hoc committee
2. The Board will appoint members to the committee based on motion to appoint, second and vote.

The other edit on this Administrative Policy Update is to clarify the “Petty Cash” on what is used in the drawer and what is “petty cash”.

See item memo for more background and discussion.

**Recommendation:**

Review, Discussion, Review and provide direction and By Motion the proposed update

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

See item memo for more background and discussion.

**Recommendation:**

Review, Discussion, Review and provide direction to sponsor the sending the flyer in April Bills



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

---

## MEMO

**Date:** March 19<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.

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

The new USBR North area manager, Elizabeth Hadley has been invited to speak to the Clear Creek Board in early summer. Currently scheduled for the May Meeting,

Also report on the USBR staffing and grants and funding since February announcements.

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:** March 19<sup>th</sup> 2025  
**To:** Board of Directors  
**From:** General Manager – Paul Kelley

**Re: 6b – Operations Report – Distribution Supervisor Morgan Rau – (Discussion/Action)**

---

### **Discussion/Action:**

#### **6.b - Operations Report – Distribution Supervisor Morgan Rau – (Discussion/Action)**

The Distribution Supervisor attended the November Meeting and provided an update on leaks/main breaks/staff/equipment and other operational items.

In addition to the attached operations report, the Distribution Supervisor is here for a quarterly report.

Morgan will review the items in the Operations Report, and other items verbally – related to equipment and activities.

### **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:** March 19<sup>th</sup> 2025  
**To:** Board of Directors  
**From:** General Manager – Paul Kelley

**Re: 6c – Ordinance 2025-03 – Water Usage Rates Ordinance – 30-day Notice – Rate effective 30 days from Ordinance approval – (Discussion/Action)**

---

### Discussion/Action:

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

The USBR released their initial allocation late February and the Water Year 2026 rate sheet. (See attached).

Based on the “cost of water” purchased from the USBR, Plus treatment costs (Materials, Chemicals, Utilities, O&M, Labor) – the updated Usage rate has been calculated and included in the attached Ordinance.

Reminder – now that the USBR includes the Trinity PUD rate of \$.15/AF in the Cost of Service amount (COS at top of this rate sheet). And based on the Boards commitment to not charge Trinity PUD in these usage rates, the \$.15 has been removed from the overall rate.

The Cost/AF – Column B in the Spreadsheet – is the Bureau: M&I Cost of service plus the M&I Restoration Charge. And the Bureau Irrigation Cost of service plus the Irrigation Restoration Charge. Both minus the \$.15 Trinity PUD).

Then Column C forecast Volume – this is the “Approved Scheduled” submitted to Bureau for the coming water year.

Column D – Cost/HCF of the purchase amount in Column B

Column E – Cost / HCF of the Treatment Costs (Chemicals, Utilities, O+M, Labor)

Column F – Reserves – Boards commitment to adding to reserves – 4.1% of cost/HCF added to rate

Column G – Total Water Usage cost per HCF

Scheduled water: M&I – 2025AF and Irrigation: 600AF

Water Cost from USBR:

M&I:  $\$54.14 - \$0.15 = \$53.99$  (for Column B)

Irr/Ag:  $\$43.57 - \$0.15 = \$43.42$  (For Column B)

For the Treatment Costs. See the Bottom left area of the Usage Rate Calculation Sheet.

There are some slight differences and increases in Chemicals and increase because of increased scheduled water. The Utilities are to remain the same. All in all, the Treatment costs are the same as current - \$.41/HCF

After all calculated – cost of water, adding cost of treatment, the 4.1% to reserves the Total is:

	2025 Rate	Current 2024/2025
M&I/Domestic -	\$.56/HCF (Unit)	\$.56/HCF (Unit)
Irrigation/Ag -	\$.53/HCF (Unit)	\$.54/HCF (Unit)

Attached: USBR Letter/Rate sheet/CCCSD Appendix 5 & 6 Usage Rate Calculation  
CCCSD Submitted WY26 schedule  
Ordinance 2025-03

**Recommendation:**

Review, Discussion, By motion approve Ordinance 2025-03.



## United States Department of the Interior



BUREAU OF RECLAMATION  
Northern California Area Office  
16349 Shasta Dam Boulevard  
Shasta Lake, California 96019-8400

February 26, 2025

IN REPLY REFER TO:  
NC-440  
2.2.4.22

Mr. Paul Kelley  
Clear Creek Community Services District  
5880 Oak Street  
Anderson, California 96007-9216

Subject: Initial Declaration of Water Made Available for 2025 - Contract No. 14-06-200-489-A  
(Contract) - Central Valley Project (CVP), California

Dear Mr. Kelley:

Pursuant to Article 4(a) of the Contract, the initial amount of Water Made Available for 2025 is 100% of Irrigation Water and 100% of Historical Use for Municipal and Industrial Water.

Pursuant to Article 4(b) of the Contract, please submit a written schedule to this office on or before March 1, 2025, showing the monthly quantities of CVP water to be delivered based on the above declaration of Water Made Available. Reclamation's water conservation staff is available to assist contractors with questions regarding their water conservation plans and proposed water management measures.

Reclamation will update the declaration as needed, based on then-current operational and hydrologic conditions. If you have any questions, please contact Jake Berens, at 530-892-6203 or by email at [jberens@usbr.gov](mailto:jberens@usbr.gov), or Yesenia Sigala, at 530-892-6242 or by email at [ysigala@usbr.gov](mailto:ysigala@usbr.gov).

Sincerely,

ELIZABETH  
HADLEY

Digitally signed by  
ELIZABETH HADLEY  
Date: 2025.02.26  
11:31:36 -08'00'

Elizabeth Hadley  
Area Manager



**INTERIOR REGION 10 • CALIFORNIA-GREAT BASIN**

CALIFORNIA\*, NEVADA\*, OREGON\*

\* PARTIAL



IN REPLY REFER TO:

NC-440  
2.2.4.22

## United States Department of the Interior

BUREAU OF RECLAMATION  
Northern California Area Office  
16349 Shasta Dam Boulevard  
Shasta Lake, CA 96019-8400

February 26, 2025



Subject: 2025 Water Rates - Central Valley Project (CVP), California

Dear Contractor:

This letter provides notice of the 2025 water rates applicable to your contract with the Bureau of Reclamation. The enclosed Rate Exhibit reflects the 2025 CVP water rates which are effective for the 2025 contract period.

For questions concerning the Rate Exhibit, please contact Mr. Jake Berens at 530-892-6203 or [jberens@usbr.gov](mailto:jberens@usbr.gov), or Ms. Yesenia Sigala at 530-892-6242 or [ysigala@usbr.gov](mailto:ysigala@usbr.gov).

Sincerely,

JACOB  
BERENS

Digitally signed by JACOB  
BERENS  
Date: 2025.02.24  
08:14:31 -08'00'

Jacob Berens  
Chief, Water and Lands Division

Enclosure



INTERIOR REGION 10 • CALIFORNIA-GREAT BASIN

CALIFORNIA\*, NEVADA\*, OREGON\*

\* PARTIAL

**Exhibit B**  
**CLEAR CREEK COMMUNITY SERVICES DISTRICT**  
**2025 Rates and Charges**  
**(Per Acre-Foot)**

District Form - Irrigation/M&I  
Contract No. 14-06-200-489-A-P

	Irrigation Water	M&I Water
<b>COST-OF-SERVICE (COS) RATES</b>		
Capital Component	\$0.00	\$0.00
Folsom Safety of Dams Construction	\$0.38	\$0.62
O&M Component		
Water Marketing	\$12.20	\$9.93
Storage	\$12.68	\$16.66
Conveyance/XM Storage	\$0.28	\$0.10
Deficit Cost Component		
Interest Bearing	\$4.70	\$0.16
<b>TOTAL COS RATE</b>	<b>\$30.24</b>	<b>\$27.47</b>
<b>IRRIGATION FULL COST RATE (RRA)</b>		
Section 202(3) Rate is applicable to a Qualified Recipient or to a Limited Recipient receiving irrigation water on or before October 1, 1981.	N/A	
Section 205(a)(3) Rate is applicable to a Limited Recipient that did not receive irrigation water on or before October 1, 1981.	N/A	
<b>M&amp;I FULL COST RATE</b>		TBD
<b>CHARGES AND ASSESSMENTS</b> <i>(Payments in Addition to Rates)</i>		
<b>P.L. 102-575 Surcharges</b> (Restoration Fund Payments) <sup>1</sup> [Section 3407(d)(2)(A)]	\$13.33	\$26.67
<b>P.L. 106-377 Assessment</b> (Trinity Public Utilities District) <sup>2</sup> [Appendix B, Section 203]	N/A	N/A

<sup>1</sup> The surcharges were determined pursuant to Title XXXIV of P.L. 102-575. Restoration Fund surcharges under P.L. 102-575 are determined on a fiscal year basis (10/1-9/30).

<sup>2</sup> The Trinity Public Utilities District Assessment is applicable to each acre-foot of water delivered from 3/1 - 2/28 and is adjusted annually. This assessment has been incorporated into the Cost of Service Rate.

Recent Historic Use, as defined in the CVP M&I Water Shortage Policy, is 2,199 acre-feet.

**Additional details of the rate components are available on the Internet at**  
[www.usbr.gov/mp/cvpwaterrates/ratebooks](http://www.usbr.gov/mp/cvpwaterrates/ratebooks).

# Request For Water Schedule

From: Bureau of Reclamation  
Water Year 2025-2026

## Current Schedule

	M+I	Irrigation
Mar	65	15
Apr	85	20
May	175	40
Jun	275	80
Jul	325	95
Aug	310	110
Sep	225	70
Oct	200	70
Nov	125	50
Dec	90	20
Jan	80	15
Feb	70	15
<b>Total</b>	<b>2025</b>	<b>600</b>

## Revised Schedule

	M+I	Irrigation
<b>Total</b>	<b>0</b>	<b>0</b>

Contractor Name: CCCSD

Contract No.:

Clear Creek CSD

14-06-200-489-A-LTR1

By: Paul Kelley

Date: 03/01/2025

Approved by:

Date:

\_\_\_\_\_ for the Bureau of Reclamation



Irrigation, M&I and Water Rate Formula - for 2025-2026 - At March 1 Bureau 100% Allocation

A - Source	B - Cost/AC Foot including Bureau restoration fee, which used to be a separate per HCF charge on customers bill.	C - Forecast Volume acre feet March 2024-February 2025	D - Cost/HCF = B/435 (HCF/ac.ft)	E - Additional Treatment costs/HCF for Bureau and McConnel Water***	F - Reserve (4.1%) for reserve accounts = (E*.041)	G - Total Water Costs /HCF =D+E+F ***	H - Volume HCF = (C/.00229569)	I =SUMPRODUCT (G1:G4,H1:H4)	J - Plan A- Weighted average cost/ HCF (applied to all water because of the requirement of mixing sources to ensure fire flow). = I / Sum(E1..E3)
1 Bureau M&I	\$53.99	2025.00	0.12	0.41	0.02	0.56	882087.738	631916.929	\$ 0.55
2 Bureau Irrigation	\$43.42	600.00	0.10	0.41	0.02	0.53	261359.330		
3 City of Redding	\$462.38	0.00	1.06	0.41	0.06	1.53	0.000		
4 City of Redding	\$404.94	0.00	0.93	0.41	0.06	1.40	0.000		
5 Knights Landing Investors	\$400.00	0.00	0.92	0.41	0.05	1.38	0.000		
6 McConnell Foundation	\$250.00	0.00	0.57	0.41	0.04	1.03	0.000		
7 District Wells	\$532.99	1.00	0.00	1.18	0.05	1.22	435.60		

100 cf = .00229569 acre ft

Note - Non Bureau Costs - 2022

435.5988831 HCF per AF

Current Costs for the Water Treatment Plant

	Per AF	Per HCF
CL2 Delivered	\$ 13.38	\$ 0.03
P.A.C Delivered	\$ 8.80	\$ 0.02
CAT Polymer Delivered	\$ 4.60	\$ 0.01
Utillies	\$ 29.70	\$ 0.07
<b>Total Treatment Materials</b>	<b>\$ 56.48</b>	<b>\$ 0.13</b>
Labor.Standby and OT	\$ 85.00	\$ 0.20
O+M	\$ 38.00	\$ 0.09
Testing		
Repairs and replacement	\$ -	\$ -
<b>Total Labor, Administration, Testing, Repairs</b>	<b>\$ -</b>	<b>\$ 0.28</b>
<b>Total</b>	<b>\$ -</b>	<b>\$ 0.41</b>

Water loss

Current Costs for the Producing Well Water

	Per AF	Per HCF	Yearly cost
CL2 Delivered	\$ 27.00	\$ 0.06	
P.A.C Delivered	\$ -	\$ -	
CAT Polymer Delivered	\$ -	\$ -	
Fuel for Generator	\$ -	\$ -	
Telephone/HMI/INT	\$ -	\$ -	\$ -
PLC programming/Elec.	\$ -	\$ -	\$ -
Utillies	\$ 470.00	\$ 1.08	
State Water fees	\$ -	\$ -	
<b>Total Treatment Materials</b>	<b>\$ -</b>	<b>\$ 1.14</b>	
Labor	\$ 10.00	\$ 0.02	
O+M	\$ 5.00	\$ 0.01	
Testing	\$ -	\$ -	
Repairs	\$ -	\$ -	
<b>Total Labor, Administration, Testing, R</b>	<b>\$ -</b>	<b>\$ 0.03</b>	
<b>Total</b>	<b>\$ -</b>	<b>\$ 1.18</b>	

Note: Bureau now including T PUD (.15/AF) in Cost of service

Removing TPUD: M&I: \$54.14 - \$.15 = \$53.99

Based on District Commitment Irr: \$43.57 - \$.15 = \$43.42



CLEAR CREEK COMMUNITY SERVICES DISTRICT  
ORDINANCE 2025-03

MARCH 19, 2025

AN ORDINANCE BY THE BOARD OF DIRECTORS OF THE CLEAR CREEK COMMUNITY SERVICES DISTRICT (“THE DISTRICT”) FOR THE ADOPTION OF A NORMAL YEAR WATER USAGE RATES WITHIN THE CLEAR CREEK COMMUNITY SERVICES DISTRICT.

WHEREAS, on August 30, 2021, the District passed Ordinance 2021-05, adopting a new rate structure in conformance with state constitutional and statutory requirements, and included in that rate structure was a Domestic, Agricultural Usage Rate calculation formula and a Drought Usage Rate, calculated on the actual costs to the District of providing water upon 30 days’ notice to the Customers of the District; and

WHEREAS, on April 17, 2024, the District approved the current Usage rates for the 2024-2025 water year after the Bureau allocation had lifted all restrictions on water use; and

WHEREAS, on March 1, 2025, the United States Bureau of Reclamation provided their initial 2025-26 water year allocations as 100% of Contract M&I and 100% of Contract for Irrigation/Ag water, and the USBR also provided the update rate sheet for the Bureau cost of water; and

WHEREAS, the Board of Directors has reviewed and determined the costs of providing water to its Customers to be the cost of the source water and the cost of Treatment during a normal year, pursuant to Ordinance 2021-05; and

WHEREAS, the Board of Directors determines that the Bureaus updated rate sheet and the cost of Treatment requires updating based on the 2025-26 water year schedule and is in these updated usage rates; and

NOW, THEREFORE, BE IT ORDAINED by the Board of Directors that the District has adopted the Usage Rate stated in the attached Exhibit A, and does hereby provide 30 Days’ Notice of the effective date of the Usage Rates, which shall become effective immediately after the 30 days of adoption (April 19, 2025).

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 19th day of March 2025 by the following vote.

Motion:

Second:

AYES:

NOES: 0

Abstain:

Absent:

\_\_\_\_\_  
Scott McVay, Chair

ATTEST: \_\_\_\_\_

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

Exhibit "A"

<b>Rate Plan</b>	<b>Year 1:</b> By Sept. 1, 2021	<b>Year 2:</b> By July 1, 2022	<b>Year 3:</b> By July 1, 2023	<b>Year 4:</b> By July 1, 2024	<b>Year 5:</b> By July 1, 2025
Ag	<b>Monthly Base Rate:</b> \$55  <b>Usage Rate<sup>1</sup>:</b> \$.47/Unit (HCF)	<b>Monthly Base Rate:</b> \$56.05  <b>Usage Rate:</b> \$.48/Unit (HCF)	<b>Monthly Base Rate:</b> \$57.11  <b>Usage Rate:</b> \$.54/Unit (HCF)	<b>Monthly Base Rate:</b> \$58.20  <b>Usage Rate:</b> \$.53/Unit (HCF)	<b>Monthly Base Rate:</b> \$59.31  <b>Usage Rate:</b> \$.53/Unit (HCF)  + TBD Bureau Costs <sup>2</sup>
Domestic	<b>Monthly Base Rate:</b> \$55  <b>Usage Rate:</b> \$.37/Unit (HCF)	<b>Monthly Base Rate:</b> \$56.05  <b>Usage Rate:</b> \$.38/Unit (HCF)	<b>Monthly Base Rate:</b> \$57.11  <b>Usage Rate:</b> \$.56/Unit (HCF)	<b>Monthly Base Rate:</b> \$58.20  <b>Usage Rate:</b> \$.56/Unit (HCF)	<b>Monthly Base Rate:</b> \$59.31  <b>Usage Rate:</b> \$.56/Unit (HCF)  + TBD Bureau Costs
Drought	<b>Usage Rate:</b> \$1.21/HCF	<b>Usage Rate:</b> \$1.04/HCF	<b>Usage Rate:</b> Actual additional cost incurred by the District per HCF with a 30-day notice.	<b>Usage Rate:</b> Actual additional cost incurred by the District per HCF with a 30-day notice.	<b>Usage Rate:</b> Actual additional cost incurred by the District per HCF with a 30-day notice.
Other Monthly Fees and Charges	<b>\$7.55 – Filter Plant Loan</b>	<b>\$7.55 – Filter Plant Loan</b>	<b>\$7.55 – Filter Plant Loan</b>	<b>\$7.55 – Filter Plant Loan</b>	<b>\$7.55 – Filter Plant Loan</b>

<sup>1</sup> Includes the CVP Restoration Fee which is determined annually.

<sup>2</sup> The Normal Year Water Usage Rate will be calculated annually to directly reflect the current Bureau of Reclamation water rate schedule for all costs associated with applicable M&I and Irrigation water categories along with their corresponding CVP Restoration fees. The rates indicated are estimates. The formula that will be used to calculate the costs at the time is shown in Appendix 6. Rates will be adjusted with a 30-day notification.

	<b>\$.38 –</b> Backwash Recycle	<b>\$.38 –</b> Backwash Recycle	<b>\$.38 –</b> Backwash Recycle	<b>\$.38 –</b> Backwash Recycle	<b>\$.38 –</b> Backwash Recycle
	<b>\$1.88 –</b> WIIN Act Repayment Reserves	<b>\$1.88 –</b> WIIN Act Repayment Reserves	<b>\$1.88 –</b> WIIN Act Repayment Reserves	<b>\$1.88 –</b> WIIN Act Repayment Reserves	<b>\$1.88 –</b> WIIN Act Repayment Reserves
	<b>\$1.00 –</b> State Loan Repayment Reserves	<b>\$1.00 –</b> State Loan Repayment Reserves	<b>\$1.00 –</b> State Loan Repayment Reserves	<b>\$1.00 –</b> State Loan Repayment Reserves	<b>\$1.00 –</b> State Loan Repayment Reserves
	<b>Total: \$10.81</b> Per Month	<b>Total: \$10.81</b> Per Month	<b>Total: \$10.81</b> Per Month	<b>Total: \$10.81</b> Per Month	<b>Total: \$10.81</b> Per Month



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

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## MEMO

**Date:** March 19<sup>th</sup> 2025  
**To:** Board of Directors  
**From:** General Manager – Paul Kelley  
**Re:** **6d – General Manager Recruitment** (Discussion/Action)

---

### Discussion/Action:

#### 6.d – General Manager Recruitment -(Discussion/Action)

Report from the Ad-Hoc Committee on General Manager Recruitment –

- a. Select authorize the brochure
  - a. Options: Title Page, Salary or DOQ
- b. Recruitment process.
  - a. Post on most common sites: For example (Cost not to exceed \$1000)
    - i. BCwaterJobs
    - ii. Cal Rural Water
    - iii. Indeed
    - iv. CCCSD WebSite and other locations similar.
    - v. And others
  - b. Set April 23<sup>rd</sup> as deadline
  - c. Ad-Hoc Review
  - d. Full Board interviews – early May?
- c. Interim GM options for late April through permanent
- d. Other elements of the process.

Attached: Draft Recruitment brochure options.

### Recommendation:

Review, Discussion, By Motion approve the initiation of the GM Recruitment



GENERAL MANAGER POSITION



5880 Oak Street, Anderson, CA 96007  
[www.clearcreekcsd.org](http://www.clearcreekcsd.org) 530.357.2121

**The Board of Directors of the Clear Creek Community Services District (CCCSD) is seeking to hire a person to fill the General manager position.**

**Details of the District, description of General Manager position, credentials of applicant and compensation package are described below.**

**The District:**

The Clear Creek Community Services District (established 1963) is a California Special District located in southern Shasta County, in Northern California. The CCCSD is a Central Valley Project (CVP) contractor that serves surface water to agricultural, municipal, and industrial customers. The district has a contract with the Bureau of Reclamation CVP for 15,300 acre feet of water annually in a normal water year.

The district encompasses 21,670 acres of agricultural, rural and suburban land and serves approximately 8,000 customers through 2,252 service connections. The CCCSD is a California Special District and is governed by a five member Board of Directors elected by the customers of the Happy Valley Community. The District encompasses 33.8 square miles with 100 miles of pipeline ranging in size from 3 inches to 45 inches. Pipe compositions are asbestos cement, polyvinyl chloride, ductile iron and steel wrapped, concrete lined iron pipe. The District distribution system is classified as a D2 system, while the District owned water treatment facility is classified as a T5 system. The treatment facility utilizes an in-line treatment/filtration system.

The primary source of water is conveyed through the 42 inch & 45 inch Mule Town conduit leading from Whiskeytown Lake over 8.5 miles of rough terrain to the northern border of the District. The entire system is generally a gravity fed system.

A secondary source of water is from the district owned well field on the southern edge of the District. The District owns and maintains three deep water wells, and a booster pump station to push the water into the distribution system.

The District's service area encompasses four schools, one fire department, three grocery stores, restaurants, the Northern California Veterans Cemetery, and many small farms and residences. The District is set in a rural and suburban environment and is a State designated Disadvantaged Community.

## **The Position:**

The District seeks to hire a General Manager who will also serve as the Executive Officer to the Board of Directors. The person chosen will administer the District by having exclusive management and control of the operations and works of the District - subject to the approval by the Board of Directors. The Manager will provide day-to-day leadership for the District, seek to carry into effect the expressed policies of the Board of Directors (including planning the short, medium and long term work program for the district), and review of engineering / technical-reports.

The manager will have the ability to provide technical assistance related to District operations, equipment / field equipment, and attend CCCSD Board of Directors meetings as well as other related business meetings.

The manager will have experience in working with both State and Federal agencies, and have a good knowledge of regulatory requirements as well as environmental concerns related to the industry.

The manager will confer with other department heads on issues related to operations, treatment, system designs, and construction of water works systems.

The manager will develop annual and quarterly water availability forecasts. Additionally, the manager will develop annual budget and budget forecasts - all while following District policies and procedures. The manager will direct and participate in short-term and long-term financing goals, capital improvement programs and other plans.

The manager will oversee selection, training, professional development and evaluation of staff.

The manager will prepare a variety of District correspondence, reports, policies, procedures and other materials necessary for the legal and functional operation of the District.

The manager will respond to and resolve difficult customer inquires and complaints.

As Executive Officer to the Board of Directors the manager will supervise and participate in the preparation and administration of the budgets and presentations to the Board of Directors. The manager will have knowledge of the Brown Act, Roberts Rules of Order, Ethics law, Sexual Harassment Prevention law, CSD law and knowledge of the Public Records Act.

## **What the District is looking for in the ideal candidate:**

**Education:** The General Manager candidate must be a High School graduate at a minimum. Credit will be given for college attendance, completion of an Associate



Degree, B.S. or B.A. degree or Post Graduate work. Credit will be given for science or business studies. Any education in water distribution and water treatment, including certificates will be positively considered.

**Experience:** Candidates must have administrative experience working in the water delivery industry in an agency similar to the Clear Creek Community Services District. It is preferred that the candidate have at least five years of progressively responsible management or supervisory experience working with staff and elected officials, and be knowledgeable in water management, treatment, distribution and regulatory compliance. Candidates must be comfortable with public speaking, making presentations to the Board of Directors, and to the community at large. Candidates must have experience with developing budgets. This includes understanding and working with the financial systems and documents necessary to plan, manage, and pay for maintaining the unimpeded delivery of water to the customers of the CCCSD.

### **Compensation Package:**

The General Manager position is a salaried, exempt position. Salary - DOQ - The actual salary agreed upon by the successful candidate will depend on his or her breadth of experience and education.

### **Benefits: The CCCSD offers a competitive benefits package which includes:**

1. Medical, dental and vision plans. Generous contribution towards premium costs.
2. Life Insurance Group term life in the amount of \$100,000.00.
3. Retirement membership in the CalPERS miscellaneous retirement plan Classic Tier 1: 2% at 55; Classic, Tier 2: 2% at 60, PEPR 2% at 62.
4. Long term disability insurance - three month waiting period.
5. Sick leave accrues at a rate of 13 days per calendar year
6. Vacation: 10 days first three years of service. Accrual increases with longevity.
7. The District observes 11 paid holidays per year.
8. Other Executive/General Manager Benefits available.

**Closing Date / Time:** April 23rd 2025 - 5pm

Submit Cover Letter and Resume

To address above - or email: [Paul.Kelley@clearcreekcsd.org](mailto:Paul.Kelley@clearcreekcsd.org)

Attn: CCCSD General Manager Recruitment

*We are an equal opportunity employer*



Degree, B.S. or B.A. degree or Post Graduate work. Credit will be given for science or business studies. Any education in water distribution and water treatment, including certificates will be positively considered.

**Experience:** Candidates must have administrative experience working in the water delivery industry in an agency similar to the Clear Creek Community Services District. It is preferred that the candidate have at least five years of progressively responsible management or supervisory experience working with staff and elected officials, and be knowledgeable in water management, treatment, distribution and regulatory compliance. Candidates must be comfortable with public speaking, making presentations to the Board of Directors, and to the community at large. Candidates must have experience with developing budgets. This includes understanding and working with the financial systems and documents necessary to plan, manage, and pay for maintaining the unimpeded delivery of water to the customers of the CCCSD.

**Compensation Package:**

The General Manager position is a salaried, exempt position. Current Salary Range \$125,000 - \$145,000. The actual salary agreed upon by the successful candidate will depend on his or her breadth of experience and education.

**Benefits: The CCCSD offers a competitive benefits package which includes:**

1. Medical, dental and vision plans. Generous contribution towards premium costs.
2. Life Insurance Group term life in the amount of \$100,000.00.
3. Retirement membership in the CalPERS miscellaneous retirement plan Classic Tier 1: 2% at 55; Classic, Tier 2: 2% at 60, PEPR 2% at 62.
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Attn: CCCSD General Manager Recruitment

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## JOB OPENING

### GENERAL MANAGER POSITION



5880 Oak Street, Anderson, CA 96007  
[www.clearcreekcsd.org](http://www.clearcreekcsd.org) 530.357.2121



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

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## MEMO

**Date:** March 19<sup>th</sup> 2025  
**To:** Board of Directors  
**From:** General Manager – Paul Kelley

**Re: 6e – Hours of Operation and Staff needs** (Discussion/Action)

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### Discussion/Action:

#### 6.e – Hours of Operation and Staff needs (Discussion/Action)

##### Hours of Operation:

For a number of months – starting the mid 2024, the Distribution Operators and Office/Admin Staff have requested the District consider modifying the hours of operations.

All staff – the Lunch hour at the District office is not necessary. And the request is to go to a ½ hour lunch. There is a desire to at least go to an 8am – 4:30pm schedule. For efficiency and quality of life reasons. Also – Centerville has implemented the ½ hour lunch and 8-4:30 schedule. Rio Alto WD as well (4pm)

For Operators – During the summer months, there is utility to have the Operators start prior to significant heat – for example at 7am. Take a ½ hour lunch and end work at 3:30pm. The On-Call Operator would come on duty at 8am and stay till 4:30pm to support the Account Clerk or admin staff

For Admin Staff – They already close out the cash drawer at 4:30pm to get it reconciled in time and posted in time. There is not a robust option for hour long lunches, and they do have customers arrive during the 1 hour lunch period. They are aware that we have customers arrive after 4:30pm, and many drop off or use the drop box. A decision would need to be considered of closing between 12:00 – 12:30pm or 12:30 – 1pm. Its thought that the number of customers handled during the shorter lunch closure would offset much of the late day closure.

A recommendation from staff is to stagger the lunch taking times, so the office could be open through lunch. That way a staff member could cover the 12 – 12:30 spot then take lunch 12:30 – 1pm while other staff who took lunch at 12 could cover the 12:30 – 1pm slot.

For the Customers, though the office would close at 4:30, the office would now be open 8 and ½ hours. – currently the 8-5pm closed for lunch is 8 hours.

The process:

All staff would need to be surveyed, and asked if they are interested in making the lunch hour change. Also the Operator staff would then need to surveyed on the summer hours starting at 7am.

Work with staff on the scheduling and working with the current District documents related to hours of operation.

**Staff Needs:**

During the recent Administrative Assistant departure, the Account Clerk and Admin communicated a few needs. One, is to consider having a temp or part time clerk provide up to 16 hours of service to answer phones, take customer payments and other items to relieve the office staff of tasks so they can catch up with weekly items, reconcile meter reading, Billings, and other tasks that may get left behind during the week. The GM has contacted potential temp staffing companies to see about some temp work and support of the office staff. This covered by professional services, and would be quicker to get someone into the office to assist.

If the Board wishes to hire local volunteers or hire directly, for a “Part time Clerk” that would take some discussions on the impact to the positions in the District, payroll expenses under Customer Accounts and if its allowable under the current MOU.

Also – Attention was made on the Account Clerk pay scale. The current scale was developed in 2022 when the position was part time. The position is now full time, and the State has raised the minimum wage, and the minimum wage for fast food workers.

A quick look around the area:

In-out-burger – cashier: \$20.20 Starbucks barista: \$21.28

Account Clerk – County Health and human services: 23.2-29.21

Sac area water acct clerk start: \$22.78-\$31.38, II: to \$33.98

The Current Account clerk step I is \$21:03/hr and considering the importance of the front facing Customer service employee, there should be some accommodation for this.

MOU Article 9 only allows a step increase after a year of employment and the GM is requesting the Board to allow the GM to institute at most a two-step (to Step 3) increase prior to the one year anniversary of the current Account Clerk. Moving to step 3 (\$22.54), and setting the wage increase as the 1 year anniversary of pay increases in the position's file. (Or as the MOU states, no step increases unless by the board and a year period between them).

This could cost an extra \$900 for this fiscal year and is covered within the Customer Accounts budget. And future costs would be covered in the FY26 budget.

The actual wage scale would to be on the updated MOU list of items for 2026

**Recommendation:**

Review, Discussion, Review and provide direction on Hours of operation and By Motion authorize GM to provide a two step increase prior to Account Clerk one year anniversary, setting the new anniversary date for step pay.





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

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## MEMO

**Date:** March 19<sup>th</sup> 2025  
**To:** Board of Directors  
**From:** General Manager – Paul Kelley  
**Re: 6f – Administration Policy Update** (Discussion/Action)

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### Discussion/Action:

#### **6.f – Administration Policy Update** (Discussion/Action)

The Board approved an Ad-Hoc committee for meeting with Centerville CSD on the dedicated capacity contract at the January and February meeting.

During this process it was apparent that the Administrative Policy for the District that deals with standing committees and ad-hoc committees did not have the ad-hoc committee process. And it needed to be clarified as to how to establish a committee and appoint Board member to that committee.

The Board directed staff to bring back an amendment to the Administrative Policy to be clear that:

1. The Board has to take action to create the Ad-Hoc committee
2. The Board will appoint members to the committee based on motion to appoint, second and vote.

The other edit on this Administrative Policy Update is to clarify the “Petty Cash” on what is used in the drawer and what is “petty cash”.

### Recommendation:

Review, Discussion, Review and provide direction and my Motion approve this Administrative Policy update.



## **GENERAL ADMINISTRATIVE POLICY**

**Document Type:** District General Administrative Policy  
**Administering Entity:** Board of Directors and General Manager  
**Date Approved (Proposed update):** March 19, 2025 (Edits in : *italics*)  
**Prior Amendment Date:** August 9, 2023  
**Approved By:** Paul Kelley, General Manager, Board of Directors  
**Indicative Time for Review:** Biennial  
**Responsibility for Review:** Board of Directors and General Manager,

### **ORGANIZATIONAL STRUCTURE**

#### **Board of Directors**

Clear Creek Community Services District, hereinafter referred to as "CCCSD" is governed by its five-member Board of Directors hereinafter referred to as "The Board", which is responsible for the oversight of the organization by:

1. Planning for the future and setting CCCSD goals
2. Establishing policies and procedures
3. Setting the budget
4. Identifying and proactively dealing with emerging issues
5. Establishing and maintaining programs and systems designed to ensure compliance with terms of contracts and grants
6. Contacting government officials regarding issues affecting CCCSD
7. Appointing a representative to ACWA/JPIA
8. Voting for LAFCO Special District Representative
9. Appointing an EAGSA representative

The Board does not act in an administrative capacity. That is the responsibility of the General Manager. The Board can act by enacting ordinances, adopting resolutions and passing motions by the affirmative vote of three (3) directors.

The Board is responsible for hiring, providing an Employment Agreement and evaluating annually the General Manager, who is responsible for the oversight and management of CCCSD. The Board may prescribe the authorities and duties of the General Manager.

Each Director must receive training every two years in the following:

- a) Brown Act
- b) Ethics
- c) Sexual Harassment

Each Director must file the Statement of Economic Interests (Form 700) as follows:

- Annually, due by April 1st of each year
- Assuming Office Statement
- Leaving Office Statement

### **Board Meetings**

The Board of Directors shall have regularly scheduled meetings on the third Wednesday of each month at 6 pm. The regular meetings schedule can be modified by an Ordinance of the Board. The regular meetings and special meetings are held in compliance with the Brown act.

- Typed Meeting Minutes will be action minutes, a record of those present to speak to the Board and motions and votes taken on items.
- The meetings will be recorded. The recordings of the meetings will be kept for seven (7) years.

### **COMMITTEE STRUCTURE**

#### **Standing Committees**

The Board of Directors shall form Standing Committees in order to assist the Board in fulfilling its responsibilities. These committees shall be composed of two Directors and one (1) or more Community Members and shall review issues for the purpose of making recommendations to the full Board. Officers of the Board may fill vacancies on a Standing Committee until the Committee vacancy is filled. Standing committees of CCCSD consist of the following:

1. Agricultural Committee
2. Financial Committee
3. Planning and Steering Committee

Every January the Board will call for applications from the Community for committee membership. They shall select one (1) or community members to serve for a term of one (1) year on each of the Standing Committees.

#### **Committee Responsibilities**

1. 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. The Agricultural Committee shall meet a minimum of twice a year.

2. The Board's standing Financial Committee shall be concerned with the financial management of the CCCSD, including the preparation and oversight of an annual budget, and the Rates and Fee Schedule, quarterly General Ledger review and oversight of reserve accounts, review of the annual audit, major expenditures and customer water rates. The Financial Committee shall meet a minimum of once a quarter.
3. The Board's Standing Planning and Steering Committee shall be concerned with the formulation and oversight of plans, future capital planning and policies and updating and reviewing policies for arranging, realizing, and/or achieving CCCSD daily operations and goals. The Planning and Steering Committee shall meet a minimum of once a quarter.

### **Ad Hoc Committees**

In compliance with the Brown Act the Board may appoint an "Ad Hoc" committee when deemed necessary.

An Ad Hoc committee is established for a limited purpose and duration or given a specific task. When the work of the Ad Hoc committees is completed, the committee is dissolved. *The Ad-Hoc committee creation will be on the Board's posted agenda as new business, the Board will create the Ad-Hoc committee by vote. And the appointment of members to the Ad-Hoc Committee will be made by the board with a motion appointing the members and a majority vote.*

Examples of an Ad Hoc committee could be:

- Recruit a new General Manager or to resolve a personnel issue
- MOU negotiations
- Dedicating a new facility
- Specific legislative issue

### **Roles of the General Manager and Staff**

The Board hires the General Manager. The Board has direct oversight of the General Manager. The General Manager reports directly to the Directors on all matters at the monthly Board meeting in the General Manger Report.

The General Manager is responsible for hiring and evaluating the employees who supervise the employees in the District's three departments, which consist of Administration, Distribution and Treatment.

The Water Treatment Chief Plant Operator (Supervisor of the Treatment Department) and the Distribution Supervisor (Supervisor of the Distribution Department) oversee the employees in those departments and are responsible for hiring along with the General Manager, the employees in that department. The Department Supervisors are responsible for evaluating employees. Each Department Supervisor shall report directly to the General Manager. The Department Supervisors are responsible for making budget requests and tracking the expenditure of that department.

The General Manager oversees and manages the Administration employees.



## **Ethics and Whistleblower**

Refer to the current Ethics policy on file.

## **ACCOUNTS PAYABLE MANAGEMENT**

### **Overview**

CCCSD strives to maintain efficient business practices and good cost control. It is the policy of the District that the employee recording the assets or expenses, and the related liability is independent of ordering and receiving. The amounts recorded are based on the original vendor invoice for the goods or services. The vendor invoice should be supported by an approved purchase order, where necessary and should be approved by the Department Supervisor of the department responsible for the purchase. Invoices and related general ledger account numbers are reviewed by the Bookkeeper and General Manager prior to posting to the A/P system.

The primary objective for accounts payable and cash disbursements is to ensure that:

1. Disbursements are properly reviewed and approved
2. Invoices are processed in a timely manner to take advantage of any cash discounts
3. Manage vendor credit terms and operating cash for maximum benefits

### **Recording Accounts Payable**

All payables, properly supported with the required documentation shall be recorded as a payable in a timely manner.

Payables are processed on a semi-monthly basis. Information is entered in the system directly from the approved invoices with appropriate documentation attached. Only original invoices will be processed for payment, unless duplicated copies have been verified as unpaid by researching vendor records. Vendor statements shall not be processed for payments.

### **Timely Receipt/Approval/Payment**

All vendor invoices received, approved and supported by adequate documentation by the 5<sup>th</sup> of the month shall be paid by the 10<sup>th</sup> of that month. Invoices received, approved and supported by adequate documentation by the 20<sup>th</sup> of the month shall be paid by the 25<sup>th</sup> of that month. Except for payroll related expenses, all other invoices shall not be processed until the 10<sup>th</sup> of the following month. These timelines make preparation of the monthly financial statements by the 10<sup>th</sup> of the following month possible for presentation at the monthly board meeting.

Approval by Department Supervisors indicates their acknowledgement of satisfactory receipt of the goods and/or services, agree with the contents of the invoice, the general ledger coding and approval to pay in full. The invoices are initialed by the approving party.

## **Vendor Discounts**

To the extent practical, it is the policy of CCCSD to take advantage of all prompt payment discounts offered by vendors. When the availability of such discounts is noted and all required documentation is available, payments will be scheduled to take full advantage of the discounts.

## **Expense Reimbursement/Travel and Entertainment**

Refer to the current Employee Travel Guidelines and Reimbursement Policy on file and the CCCSD Directors Compensation and Expense Reimbursement Policy on file.

## **CASH DISBURSEMENTS**

### **Payment Preparation**

Vendor checks and expense reimbursement checks shall be prepared on a semi-monthly basis. Checks shall be prepared by the Bookkeeper or Administrative Assistant and approved by the General Manager or the Department Supervisors. The entire payable package shall be reviewed and approved by a Board Director and the checks signed by two (2) authorized check signers.

All vendor and expense reimbursement checks shall be produced in accordance with the following guidelines:

1. Expenditures must be supported in conformity with the applicable sections described in this policy.
2. Timing of disbursements shall be timed to take advantage of all discounts offered by vendors.
3. Generally, all vendors shall be paid within thirty (30) days of submitting a proper invoice upon delivery of goods or services.
4. Total cash requirements associated with each A/P run is monitored in conjunction with available cash in the general bank account prior to release of any checks.
5. Supporting documentation is attached to invoice and corresponding check to allow the authorized check signer final approval and signature.
6. Checks shall be used in numerical order. Unused checks are to be secured in a locked office. Voided checks are to be marked through with red ink and kept with monthly payable information for review by the auditor.
7. Checks shall never be made payable to "bearer" or "cash."
8. Checks shall never be signed prior to proper preparation.
9. Upon preparation of checks, vendor invoices and supporting documentation shall be stamped and filed to prevent being paid again.
10. All Electronic Funds Transfers (EFT's) must be approved prior to processing the payment.

### **Check Signing**

All checks, regardless of amount shall require two signatures by authorized signers. Checks shall never be signed prior to complete preparation (no signing blank checks).

Ideally, an individual other than the one who approved the transaction for payment shall sign each check. In any event, a Board Director shall review and approve all disbursements.

Check signers shall examine all original documentation to ensure that each item has been properly reviewed prior to signing the check. Checks should not be signed, if supporting documentation appears to be missing or if there are any questions about the disbursement.

### **Mailing Checks**

After checks are signed, they should be returned to the individual who prepared them, who then mails them immediately. Individuals who authorized expenditures shall not mail checks.

### **Voided Checks and Stop Payments**

Checks may be voided due to processing errors by making proper notations in the check register and defacing the check by clearly marking it "void" in red ink. All void checks shall be retained to aid in preparation of bank reconciliation and available for auditor review upon request.

Stop payment orders may be made for checks lost in the mail or for other valid reasons. Stop payments are processed on-line or by telephone instruction and written authorization to the bank by accounting personnel with this authority. A journal entry is made to record the stop payment and any related bank fees.

### **Petty Cash**

It is District policy to maintain a petty cash *and cash on hand* fund for valid transactions and to periodically replenish these funds up to the authorized balance of \$650. *The cash drawer of cash on hand will be \$250 of that and the balance of \$400 will be the petty cash amount.* It is the responsibility of the Administrative Assistant or Bookkeeper to ensure that the petty cash fund is always secure.

All disbursements from the petty cash fund must be accompanied by a completed and approved petty cash voucher. Receipts are required for all disbursements from petty cash.

There should be a separate General Ledger account number for petty cash. Petty cash should be balanced at the end of the month and the cash physically counted to make sure that it balances to the General Ledger.

### **Record Keeping Associated with Independent Contractors**

CCCSO shall obtain a completed Form W-9 or equivalent substitute documentation from all vendors to whom payments are made. A record shall be maintained of all vendors for whom a Form 1099 is required to be issued at year-end. Payments to such vendors shall be accrued over the course of the calendar year.

## **PAYROLL AND RELATED POLICIES**

### **Classification of Workers as Independent Contractors or Employees**

An independent contractor is in business for themselves and not an employee of the District. They control the way they perform their work, and they operate under very limited oversight. Independent Contractors set their own schedules. They have their own hours. They typically have their own tools and equipment, and they can work for more than one (1) company at a time.

If an individual qualifies for independent contractor status, the individual will be sent a Form 1099, if total compensation paid to that individual for any calendar year, on the cash basis is \$600 or more. The amount reported on a Form 1099 is equal to the compensation paid to that person during the calendar year (on a cash basis). Excluded from "compensation" are reimbursements of business expenses that have been accounted for by the contractor by supplying receipts and business explanations.

### **Payroll Administration**

CCCSO produces a bi-weekly payroll. All employees have an established personnel file that is maintained with current documentation as described throughout this section. The District pays bi-weekly as described in the MOU.

The following forms, documents and information shall be obtained and included in personnel files for all new employees:

1. Employment application and resume
2. Interview questions and notes
3. Signed Offer of Employment
4. Signed Job Description
5. Signed Acknowledgment of MOU
6. Signed Acknowledgement of Employee Handbook
7. W-4 Federal Withholding Certificate
8. State Withholding Certificate
9. I-9 Employment Eligibility Verification (Filed in a separate binder)
10. Copy of valid driver's license
11. Copy of Social Security Number or Passport
12. Signed Benefit Enrollment Application
13. Signed Union Dues Enrollment/Waiver
14. Signed Acknowledgement of Social Security Windfall Elimination Provisions
15. Authorization for voluntary withholdings, direct deposit, etc.
16. Evaluations
17. Write-ups/Disciplinary Actions
18. Training Records

Documentation of all changes in payroll status shall be maintained in each employee's personnel file and in the information for the individual employee in the payroll software.

### **Changes In Payroll Data**

All changes in payroll data shall be authorized in writing before implementation:

1. New hires
2. Terminations
3. Changes in compensation
4. Voluntary payroll deductions
5. Changes in income tax withholding status
6. Court ordered payroll deductions

The appropriate Department Supervisor shall authorize new hires, terminations and changes in compensation and these changes shall be authorized in writing by the General Manager prior to implementation and will be reported in the General Manager Memo.

The individual employee shall authorize voluntary payroll deductions and changes in income tax withholding status in writing.

### **Payroll Taxes**

It is the responsibility of the Bookkeeper/Accountant or Administrative Assistant, who processes payroll, to ensure all required tax forms are properly completed and submitted and all required taxes are withheld and paid in the required timeline. Each employee shall submit a new W-4 in January of each year. Withholding of federal income taxes shall be based on the most current W-4 prepared by each employee.

### **Preparation of Timecards**

Each employee must submit signed, approved timecards no later than 9:00 am in the morning following the end of the pay period. Timecards will be prepared in accordance with the following:

1. Timecards shall reflect all hours worked and compensated hours during the pay period. The timecard should generally reflect 80 hours. The pay period runs from Friday through Thursday for a two (2) week period and is paid on the following Thursday one (1) week after the end of the pay period.
2. Both employees and Department Supervisor prior to submission must sign timecards.
3. The timecards will be reviewed by the Administrative Assistant for accuracy and confirming hours recorded, prior to entry into the system for processing payroll.
4. Timecards with corrections will be returned to the Department Supervisor to review and discuss with the employee.
5. Any changes made to the timecards after submission must be initialed by the Department Supervisor and the employee.
6. Errors corrected by the person preparing payroll shall make changes in ink by crossing out entries and writing new entries in.
7. Department, or job number coding must identify all hours worked.
8. Compensated absences such as vacation, holidays and sick leave should be clearly identified as such.

Employees who are on leave or ill on the day that timecards are due may phone or email information to the Department Supervisor or designated alternate. Immediately upon return to work the employee must sign the timecard.

Tampering with, altering, falsifying timecards or willfully violating any other timesheet policy or procedure may result in disciplinary action.

### **Payroll Distribution**

Per the MOU the Payroll Checks will be distributed by the Thursday following the end of the pay period.

In 2023 CCCSD implemented direct deposit and strongly encourage the employees to use it, due to the efficiencies created.

## **SPECIFIC ASSET AND LIABILITY ACCOUNTS**

### **Cash Accounts**

#### **General Checking Account:**

The primary operating account provides for routine business cash disbursements, including payroll. All cash payments received either at the office or by mail are deposited to this account. Excess funds in this account are to be used as per the CCCSD Investment Policy on file.

Cash transfers are done on an “as needed” basis to cover disbursements, capital expenditures or payment on assessment district debt.

#### **Bank Accounts Reconciliation**

Bank account statements are received by the 10<sup>th</sup> of the month for the preceding month. The accounts are to be reconciled by the 25<sup>th</sup> of the month. Any unusual or unexplained items should be immediately investigated and if necessary, reported to the General Manager and the Financial Committee.

Bank account reconciliations, including any adjusting journal entries resulting from preparing bank reconciliations are reviewed by two directors on an annual basis.

The bank account reconciliations should be reviewed by a person other than the employee entering the invoices and processing the checks. This applies to payroll also.

#### **Stale Checks**

The District writes off uncashed checks in the amount of \$500 or less that have not cleared the bank after a six-month period. Uncashed checks in excess of \$500 and over six months old will be investigated by contacting the payee to determine the best course of action.

All stale checks written off within the same fiscal year of issue will be credited back to the expense account originally charged. Checks written off in the fiscal year subsequent to the year the check was written will be credited to the miscellaneous income account.

## **DISTRICT EQUIPMENT AND FACILITIES**

To eliminate the District’s liability for non-work-related injuries and/or accidents and to protect the public’s investment in public property the District has the following policy:

1. The utilization of District equipment and materials is authorized only for paid work-related activities.

2. District facilities may not be used for unauthorized activities by employees without the approval of the General Manager.
3. Any violations of this policy are to be reported to the General Manager.

## **RECORD RETENTION**

CCCSD retains records as required by law and will destroy according to the following Records Retention Schedule. The destruction of records must be approved by the General Manger or the Finance Committee and logged into the "Purged Records Log". The record retention policy of CCCSD is by years, (\*) indicates the records are to be kept permanently. Any records not specifically mentioned in this policy shall be retained for a period of not less than two (2) years.

## **CCCSD RECORDS RETENTION SCHEDULE**

<b><u>TITLE</u></b>	<b><u>RETENTION PERIOD IN YEARS</u></b>
Accident Reports/Claims (Settled)	7
Accounts Payable Ledgers/Schedules	7
Accounts Receivable/Schedules	7
Audit Reports	*
Bank Reconciliations	3
Bank Statements	3
Board of Directors Records	5
Chart of Accounts	*
Cancelled Checks	7
Contracts, Mortgages, Notes and Leases:	
Expired	7
Current	*
Correspondence:	
General	2
Legal and important matters only	*
Routine with customers and/or vendors	2
Deeds, Mortgages and Bills of Sale	*
Depreciation Schedules	*
Duplicate Deposit Slips	3
Employment application	3
Expense Analyses/Expense Distribution Schedule	7
Financial Statements:	
Year End	*
Other	7
Garnishments	7
General Ledgers/Year End Trial Balance	*
Insurance Policies (Expired)	*
Insurance Records (Policies, Claims etc.)	*
Internal Audit Reports	3
Internal Reports	3
Inventories of products, materials, supplies	7
Invoices (To Customers/From Vendors)	7
Journals	*

Minutes, Bylaws and Charters	*
Recorded Meeting Minutes	7
Notes Receivable Ledgers and Schedules	7
Payroll Records and Summaries	7
Personnel Records (Terminated)	7
Petty Cash Vouchers	3
Physical Inventory Tag	3
Property Records	*

## **CCCSD RECORDS RETENTION SCHEDULE CONTINUED**

<b><u>TITLE</u></b>	<b><u>RETENTION PERIOD IN YEARS</u></b>
Purchase Orders:	
District Copies	7
Other	2
Receiving Sheets	2
Retirement and Pension Records	*
Requisitions	2
Sales Records	7
Subsidiary Ledgers	7
Tax Returns and Worksheets, Examination Records and other	*
Documentations related to determinations of Income Tax Liability	*
Timecards	*
Training Manuals	7
Vehicle Mileage and Maintenance Records	3
Withholding Tax Statements	7

## **POLICIES**

All policies for CCCSD will be compiled into one document with an index.

Currently CCCSD has the following policies:

- Board of Directors Compensation and Expense Reimbursement Policy and Required Ethics Training
- Delinquencies and Water Service Disconnect
- District Vehicle
- Drought Planning and Water Shortage
- Employee Travel Guidelines and Reimbursement
- Ethics
- Fraud Prevention
- General Administration
- General Manager's Reimbursement Policy
- Investment of District Funds
- Procurement, Competitive Bidding and Emergency Contracting
- Reserve Fund
- Surplus Property Disposal
- Tools and Equipment Inventory Control



- Trespassers on CCCSD Property
- Water Theft
- Will Serve Letter



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**MEMO**

**Date:** March 19<sup>th</sup> 2025  
**To:** Board of Directors  
**From:** General Manager – Paul Kelley

**Re: 6g – Agriculture Committee request to send Happy Valley Farmers Market Flyer to all customers** (Discussion/Action)

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**Discussion/Action:**

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

In 2024 the Ag Committee members became volunteers to coordinate and get the Happy Valley Farmers market started located at Bonney's Burgers lot.

It was successful and at the recent Ag Committee meeting to kick off the 2025 season, there were more volunteers and increased interest.

In 2024, the District mailed the flyer as an insert to advertise the community event/activity and covered the cost.

The Ag Committee is requesting the Board to insert the 2025 flyer in the April Billing Statements – for the Boards consideration:

Black Ink on white paper - \$225

Black Ink on Color paper - \$270

Color Ink (one side) on white paper - \$443

**Recommendation:**

Review, Discussion, Review and provide direction to the GM – GM recommends sending the Flyer and covering the cost under customer accounts.



**HAPPY VALLEY**

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**FARMERS**

**MARKET**

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**2nd & 4th SATURDAY**  
**STARTING - MAY 10**  
**8AM - 11AM**

**Lot next to Bonney's Burger**  
**17415 Palm Ave, Anderson**

**Freshly Produced, Locally Grown**

**Come and Join the Community supporting local  
produce and products**

**Every 2nd and 4th Saturday**  
**8am-11am**  
**Through October**

**Shop Local,  
Buy Local!**

**More Info:** Call Scott: (530) 921-6238



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

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## MEMO

**Date:** March 19<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 February 19, 2025

- The Bureau sent their Initial allocation letter after their press release.
- The Initial allocation is 100% of Contract, even though the letter has an error referring to “Historic M&I” – See this agenda for the Usage rate calculation etc.
- The District submitted a Water Schedule to the Bureau for 2025 AF M&I and 600AF of Irrigation
- 
- Worked on the three grant projects: -
  - The GM signed agreement with Wadleigh Management, provided a tour and documentation for District needs. Also schedule a meeting for coordination with PACE.
  - Backwash ponds project –
    - There is a subsequent leak that is being rectified
    - Pond 2 is the next phase and expected to start in May/June
    - CalOES/FEMA submitted payment for the requests sent in 2024
    - 80% of the Grant Anticipation note proceeds have been paid
    - The District processed payments to contractor for their Nov/Dec '24 invoices.
  - Distribution System Improvement Grant –
    - PACE is looking to update the 2020 estimate of the project costs. And the District would need to look into getting more assistance with Grants.,
    - And this one will be a focus of Wadleigh as well as Treatment
  - ARPA This has been submitted to County for reimbursement and some reimbursements
    - See last months report. This grant is closed out for \$, but still needs reporting
  - WTP engineering Report
    - The next steps are in PACE and Consultant.
- Staff – Changes at the District
  - The District recruited Hired an Operator D1 in late January (who already has certificates).
  - The Administrative Assistant gave notice and left late February, The recruitment is on-going, interviews in March and expected new employee early April.
- Other/More Verbal



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## MEMO

**Date:** March 19<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 Amity Valdez  
**Re:** 8 – Operation Report

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### **Administration**

There are 203 Accounts that are 121+ days delinquent totaling \$71,896.25 (See below explanation)  
There were 142 Accounts that are 90-120 days delinquent totaling \$6,959.78  
There were 207 Accounts that are 60-90 Days delinquent totaling \$10,553.64  
There were 403 Accounts that are 30-60 Days delinquent totaling \$27,941.64

### **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 135af of SW; Clear Creek CSD used 92AF of SW in February (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. The recent rains have caused some operational issues. The WTP is producing <2MGD.
- BW Pond Repair Project: Pond #3 was filled with water and a leak has been discovered. The Contractor has located the leak and a fix was applied. The leak has slowed and the Pond has been drained down, again. Fix #2 has been applied and testing will begin March 17<sup>th</sup>.
- WTP Staff is working on chlorine feed equipment maintenance. WTP Staff is waiting on equipment to be returned from service and backordered items.
- Train #4(filter #6) 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.
- The flow meters at the WTP have been verified for accuracy. This is an annual task.
- 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

**Leak Management:** From November 7th to December 5th, we experienced a significant number of emergency leaks, totaling 12. Flowers Lane was the most affected area, with four leaks. We are collaborating with new contacts at PG&E to address the sensitive infrastructure of main lines and service lines. We have provided them with detailed locations, roads, and maps to prepare for future tree falls in the area. This issue is expected to recur annually with tree-falling companies, so we are developing a long-term plan with PG&E.

**Meter Reading:** Our meter reading process has become much more efficient, cutting meter read time in half. Additionally, we installed over 100 new registers per meters, which have been successfully integrated into our system and billing.

**Contractor Collaboration:** We have engaged new contractors to obtain quotes for upcoming repairs and paving projects. We aim to complete asphalt work on Setting Sun Drive and Lassen Avenue as soon as weather conditions permit.

**Organization and Maintenance:** Significant efforts are underway to organize and clean our shop. We are repurposing old dirt from leak dig-outs, which not only puts it to good use but also frees up valuable yard space.

**Backflow Testing:** Backflow testing has been completed, with only one failure, and the affected party has been contacted. We are also becoming more familiar with the new cross-connection laws.

**Training and Development:** Our team has participated in training sessions with JPIA, utilizing their training library to focus on the specific training needed.

# Request For Water Schedule

From: Bureau of Reclamation  
Water Year 2024-2025

## Current Schedule

## Reported ACTUAL

	M+I	Irrigation
Mar	60	20
Apr	85	30
May	150	50
Jun	200	80
Jul	300	110
Aug	300	110
Sep	200	80
Oct	150	75
Nov	115	60
Dec	90	30
Jan	70	30
Feb	80	25
<b>Total</b>	<b>1800</b>	<b>700</b>

	M+I	Irrigation
Mar	77	5
Apr	97	8
May	205	28
Jun	330	80
Jul	448	90
Aug	313	116
Sep	289	72
Oct	229	67
Nov	110	14
Dec	97	5
Jan	102	4
Feb	87	5
<b>Total</b>	<b>2384</b>	<b>494</b>

Contractor Name: CCCSD

Contract No.:

Clear Creek CSD

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14-06-200-489-A-LTR1

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By: \_\_\_\_\_

Date: 03/01/2024

Approved by:

\_\_\_\_\_ for the Bureau of Reclamation

Date: \_\_\_\_\_



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

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## MEMO

**Date:** March 19<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 – March 13 2025 (Next Meeting April 9)

9.b – Finance – March 13 2025

9.c – Planning / Steering – First Quarter 2025 – suggested April TBD