



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

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

General Manager: Paul Kelley

REGULAR MEETING: October 16th 2024 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 9/18/24
- b. Paid Bills: 9/14/24 – 10/11/24
- c. Payroll: 9-12-24, 9-26-24.
- d. Activity P&L Report: ~~July and August and September~~ (N/A)
FY25Q1 P&L Activity Report – Preliminary/Un-Reconciled & for Information only

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

- a. O.B. – USBR Account Reconciliation - (Discussion)
- b. Resolution 2024-10 Authorizing Retiree (Tony Thomasy) for Interim Part Time Distribution Supervisor May – July 2024 – (Discussion/Action)
- c. RFP for Audit Services FY23 – FY27 – (Discussion/Action)

7. GENERAL MANAGERS REPORT

8. OPERATIONS REPORT

ADA Related Disabilities:

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

“This District is an Equal Opportunity Provider”

9. STANDING COMMITTEE REPORT –

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

10. BOARD MEMBER ITEMS

11. CLOSED SESSION ANNOUNCEMENT: -

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

- a. **Public Employee, to consider performance evaluation of General Manager pursuant to GC §54957(b)(1),**

12. ADJOURN THE MEETING

ADA Related Disabilities:

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

“This District is an Equal Opportunity Provider”



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

MEMO

Date: October 16th 2024
To: Board of Directors
From: General Manager – Paul Kelley
Re: 5 – Consent Agenda (Action)

Discussion:

5.a – Minutes of The Meetings: Regular meeting 9/18/24, Special Meeting, Agriculture Committee:

Finance Committee : Planning and Steering Committee:

5.b – List of bills paid – from QuickBooks 9/14/24 – 10/11/24

5.c – Payroll since last meeting: 9-12-24, 9-26-24

5.d – Activity P&L Report: ~~July 2024: August 2024, September 2024~~ Individual reconciled not available till Next month.

FY25Q1 Activity P&L Report – This is July through September (Q1) Preliminary – For Information Purposes only.

The Data is not reconciled – primarily the Revenue and some of the expenses. This is a tracking sheet and once the reconciliation is caught up from April of 2024, the board will have a more complete report and a chance to approve the items.

Recommendation:

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



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

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

General Manager: Paul Kelley

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

MINUTES

- 1. CALL TO ORDER** – *Chair Lincoln at 6PM*
- 2. PLEDGE OF ALLEGIANCE** – *Director McVay led*
- 3. ROLL CALL** – *Chair Lincoln, Vice-Chair McVay, Directors Beaver, Fickes, and Johnston*
 - *GM Kelley, Admin Assistant Valdez*
- 4. OPEN TIME/PUBLIC COMMENT:** *Sandy Winters – Firewise October 26th at the Community Center. November is the deadline to turn in your Firewise compliance forms.*
- 5. CONSENT AGENDA (Action)** – *Motion to Approve Consent: D. Beaver, 2nd: D. McVay – Vote 5-0 Unanimous*
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 9/18/24
 - b. Paid Bills: 8/14/24 – 9/12/24 – *Dir McVay mentioned the Cost of SCADA Software License, GM Kelley also commented on the attached bill from Web hosting company and its excellent value.*
 - c. Payroll: 8-1-24, 8-15-24, 8-29-24
 - d. Activity P&L Report: ~~July, August & September~~ - *Not available this month – We were able to find a CPA, they are working with us to ensure to get our P&L's current.*
- 6. OLD BUSINESS/NEW BUSINESS (Discussion/Action)**
 - a. O.B. – USBR Account Reconciliation - (Discussion) – *GM Kelley discussed how the USBR Fiscal year ends September 30th and requested that water usage reports and payments be submitted prior to September 15th. There are no recent updates regarding the account reconciliations. The Dam tour will be on September 20th 10:00AM – 12:00PM. Forty-five people RSVP'd.*
 - b. District Statement Mailing Insert Policy (Discussion/Action) – *GM Kelley initiated a discussion regarding the potential implementation of a Mailing Insert Policy for community requests to include event flyers in our monthly billing statements. Historically, the District has permitted inserts from local*

ADA Related Disabilities:

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

“This District is an Equal Opportunity Provider”

- community groups, such as Citizens Patrol. However, there is a cost associated with adding additional inserts to the monthly billing. GM Kelley sought the board's input on determining the criteria for allowing inserts in the mailings. He also presented the Harvest Printing quote, detailing the associated pricing. The board deliberated on the pricing, guidelines and the number of promotional ads that can be accommodated in our monthly newsletter, considering various sizes. GM Kelley will conduct further investigation and refine the policy guidelines and provide a draft for the board to review.
- c. District Grants Update – (Discussion) – GM Kelley provided updates on the ongoing Grants Projects, accompanied by pictures. The \$6 million Backwash Ponds Grant project is still in progress, with preparations underway for concrete lining. GM Kelley also discussed the recently funded Grant Anticipation Loan with RCAC, noting that fund requests are being received from the contractor. He provided a refresher on the project grant details. Additionally, GM Kelley discussed the South Wells Emergency Electrical/SCADA Grant, highlighting several key upgrades: Replacement of the Three Well soft start mechanisms, enabling the operation of two wells simultaneously. Installation of a fiber communications line from the wells to the south booster, connecting to the internet through a firewall. This upgrade allowed the District to cancel the AT&T line, saving \$350 per month. Implementation of new programmable logic control panels and a new vault with valve and meter. These upgrades ensure that all information can be integrated into the SCADA system.
- The Distribution System Assessment Grant (Distribution Rehab Project) - The State Water Board informed us in March that, due to state budget challenges, our grant application will not be considered until next year. Pace Engineering has assisted us in compiling a list of items that the state requires for the revised grant application, which we will re-submit next year.
- GM Kelley also discussed the progress of the ARPA – County Water District Grant for Registers & Transponders. Additionally, he notified the board that the EPA-Wildfire Resiliency Grant Application was denied in August.
- d. Water Loss Analysis to date report – (Discussion) – GM Kelley discussed and provided the Assessment of Water Loss spreadsheet. This is not required by the state however it is a good practice to help with future decisions and potential grant applications. GM explained the water usage and revenue for the water year March 2023-February 2024. The provided spreadsheet is what we report to the Bureau. It was explained that water loss can be caused by many factors but most likely caused at the Water Treatment Plant. Industry standard is 5-8% water loss; the District is at 14% water loss.

7. GENERAL MANAGERS REPORT

Staff Changes: A new Account Clerk has been hired, significantly alleviating the workload of the office staff. A Distribution position has been offered to a DI applicant, with another candidate currently under consideration. Unfortunately, one of our operators, who was still in the probationary period, was unable to meet the required standards despite extensions.

ADA Related Disabilities:

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

“This District is an Equal Opportunity Provider”

CUSI Software: *There are ongoing issues with the CUSI customer database software not communicating accurately with our QuickBooks software. Efforts are underway to resolve this. The Bookkeeper has sought the assistance of a CPA to address these issues. We have received three inquiries and proposals, which should aid in future audits.*

8. OPERATIONS REPORT

Administration: *Due to staff transitions and shortages, there have been numerous delinquent accounts that have not been addressed. However, with the recent hiring of a new Account Clerk, who has proven to be a valuable asset, we are now able to alleviate the workload. This will enable us to resume normal operations and address the delinquencies effectively.*

Water Treatment Plant (WTP) Operations: *The WTP staff have been diligently engaged in routine maintenance, monitoring, and operational tasks to ensure the plant's smooth functioning.*

Distribution Operations: *Efforts are underway to enhance the efficiency of meter readings and to address and correct any discrepancies to ensure alignment with billing information. Significant progress has been made on our leak list, with numerous scheduled service line repairs completed. We have collaborated with Sunrise Paving to obtain quotes for paving areas where leak repairs were conducted. Additionally, we are working on improving the office grounds, including the front lawn area and sprinkler system. This structured approach will help us maintain operational efficiency and address any outstanding issues promptly.*

9. STANDING COMMITTEE REPORT –

- a. Agriculture – September 11th was the follow up Olive Growers meeting, We had a great presentation. Will send survey in next newsletter as well as a workshop. Vice Chair McVay let us know that the Farmers Market has been going well there were eighty plus customers. We are reaching out to Bonney's for time frame for next year's farmer's market.
- b. Finance – We are still working to resolve CUSI/QuickBooks issues. Hoping for a resolution by October meeting.
- c. Planning/Steering – Discussion of drought plans.

10. BOARD MEMBER ITEMS

D. McVay – Asked about recently adding another D1 employee in addition to the D2. GM Kelley explained that we hired D1 due one of our current ones not passing certification. We are being sensitive to the budget as well as trying to ensure that we do not get ourselves into a situation where we don't have enough staff.

D. Fickes – We are finding a lot of items that need repairs as well as ordering a lot of safety equipment. We want to ensure that we are not going over budget.

There was a general discussion regarding the PG&E bill dropping which was due to the standby charge being dropped to 1-2 hours instead of 50-60. We didn't use the standby, so we sent an inquiry to PG&E.

ADA Related Disabilities:

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

“This District is an Equal Opportunity Provider”

11. CLOSED SESSION ANNOUNCEMENT: - *Board Adjourned to Closed Session: 7:26PM*

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

- a. Public Employee, to consider performance evaluation of General Manager pursuant to GC §54957(b)(1),**

Board Reconvened at 8:09PM – announced the board met on the posted item, no action was taken.

12. ADJOURN THE MEETING – 8:10PM

ADA Related Disabilities:

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

“This District is an Equal Opportunity Provider”

Clear Creek Community Services District Transaction Detail by Account September 14 through October 11, 2024

Type	Date	Num	Name	Memo	Amount
8000 - Accounts Payable					
Bill Pmt -Check	09/17/2024		AT&T	QuickBooks generated zero amount transaction for bil...	0.00
Bill Pmt -Check	09/18/2024	33703	Ability Answering & Paging...	05-1-8495	-455.06
Bill Pmt -Check	09/18/2024	33704	Ace Hardware - Acct # 2186	2186	-365.45
Bill Pmt -Check	09/18/2024	33705	Ace Hardware - Acct# 2118	2118	-33.41
Bill Pmt -Check	09/18/2024	33706	Allen Gill Construction, Inc.	VOID: Due to incorrect amount entered	0.00
Bill Pmt -Check	09/18/2024	33707	Anderson, Brandon.	Cert D3	-90.00
Bill Pmt -Check	09/18/2024	33708	AT&T		-0.74
Bill Pmt -Check	09/18/2024	33709	AWP Safety	VOID: S1339001 DUE TO INCORRECT AMOUNT	0.00
Bill Pmt -Check	09/18/2024	33710	Axner Excavating, Inc.	6920038	-26.81
Bill Pmt -Check	09/18/2024	33711	Bay Alarm Company	1201366	-33.32
Bill Pmt -Check	09/18/2024	33712	CA SWRCB - DW Operato...	T1 Cert MSimmons	-70.00
Bill Pmt -Check	09/18/2024	33713	Cintas Corporation	22228100	-167.40
Bill Pmt -Check	09/18/2024	33714	City of Redding West Cent...	0275803-5	-2,736.00
Bill Pmt -Check	09/18/2024	33715	Clark, Josh	boot allowance	-100.00
Bill Pmt -Check	09/18/2024	33716	Com-Pair Services	10117	-110.00
Bill Pmt -Check	09/18/2024	33717	Computer Logistics Corp		-2,213.09
Bill Pmt -Check	09/18/2024	33718	Fasteners Inc	373	-26.25
Bill Pmt -Check	09/18/2024	33719	Ferguson Waterworks	409921	-729.92
Bill Pmt -Check	09/18/2024	33720	Gully Diesel Repair	backhoe/dump truck repairs	-1,350.66
Bill Pmt -Check	09/18/2024	33721	Harold Beck & Sons, Inc.	WTP	-5,426.36
Bill Pmt -Check	09/18/2024	33722	JR Martin & Associates	Retainer CCCSD	-7,000.00
Bill Pmt -Check	09/18/2024	33723	Pace Analytical Services L...	28-100128	-538.50
Bill Pmt -Check	09/18/2024	33724	Pace Engineering	VOID: GM wanted a separate check for the Backwash...	0.00
Bill Pmt -Check	09/18/2024	33725	Professional Exterminator ...	17387	-65.00
Bill Pmt -Check	09/18/2024	33726	Shasta County - Air Quality		-20.00
Bill Pmt -Check	09/18/2024	33727	Sunbelt Rentals, Inc.	948758	-50.97
Bill Pmt -Check	09/18/2024	33728	US Bank Equipment Finance	1453267	-353.35
Bill Pmt -Check	09/18/2024	33729	Valley Pacific	C850335	-1,301.20
Bill Pmt -Check	09/18/2024	33730	Verizon	242343122-00001	-52.06
Bill Pmt -Check	09/18/2024	33731	AWP Safety	S1339001	-3,390.99
Bill Pmt -Check	09/19/2024	33732	Pace Engineering	scada and WTP	-3,686.50
Bill Pmt -Check	09/19/2024	33733	Pace Engineering	VOID: Backwash Pond Grant payment disbursement	0.00
Bill Pmt -Check	09/19/2024	33735	Allen Gill Construction, Inc.	Backwash Pond Grant payment disbursement	-917,756.03
Bill Pmt -Check	09/19/2024	eft jYYV	Amazon Capital Services, I...	A3SGCPAZF6QYSB	-299.99
Bill Pmt -Check	09/19/2024	eft 0038	CalPERS PEPRA/Classic	UAL	-15,024.58
Bill Pmt -Check	09/19/2024	eft 2341	Pacific Gas & Electric	office/well 3	-1,838.75
Bill Pmt -Check	09/19/2024	eft 6371	Pacific Gas & Electric	wells 1&2	-200.51
Bill Pmt -Check	09/19/2024	eft 1362	Waste Management	3-99477-15008	-201.51
Bill Pmt -Check	09/20/2024	Plum3...	CA Department of Water R...	Filter Plant Loan	-110,938.60
Bill Pmt -Check	09/20/2024	Plum3...	CA Department of Water R...	Filter Plant Loan	-10,669.13
Bill Pmt -Check	09/23/2024		Innovative Process Controls	QuickBooks generated zero amount transaction for bil...	0.00
Bill Pmt -Check	10/01/2024	auto p...	RCAC-Loan Fund (Dump ...	6332-CCCSD-01	-1,696.07
Bill Pmt -Check	10/01/2024	33736	Internal Revenue Service	4th qtr 2021 form 941 not previously filed	-241.81
Bill Pmt -Check	10/03/2024	eft 9638	CalPERS PEPRA/Classic	Retired Annuitant late reporting fee PP: 070524-081524	-400.00
Bill Pmt -Check	10/09/2024	33737	AT&T	s. booster	-4.43
Bill Pmt -Check	10/09/2024	33738	AT&T	s. booster	-387.93
Bill Pmt -Check	10/09/2024	33739	AT&T	wtp	-291.75
Bill Pmt -Check	10/09/2024	33740	Ability Answering & Paging...	05-1-8495	-431.73

Clear Creek Community Services District
Transaction Detail by Account
September 14 through October 11, 2024

Type	Date	Num	Name	Memo	Amount
Bill Pmt -Check	10/09/2024	33741	Ace Hardware - Acct # 2186	2186	-27.94
Bill Pmt -Check	10/09/2024	33742	ACWA - Annual Dues	annual dues	-16,190.00
Bill Pmt -Check	10/09/2024	33743	AL's Saw Shop	mower/carburator repair	-229.21
Bill Pmt -Check	10/09/2024	33744	Alhambra (formerly Mt Sha...	1020179424385352	-41.14
Bill Pmt -Check	10/09/2024	33745	Axner Excavating, Inc.	6920038	-14.26
Bill Pmt -Check	10/09/2024	33746	Badger Meter, Inc.	41827	-101.64
Bill Pmt -Check	10/09/2024	33747	Bay Alarm Company	1201366	-33.32
Bill Pmt -Check	10/09/2024	33748	Beaver, Patricia A	09/18/2024 board meeting	-100.00
Bill Pmt -Check	10/09/2024	33749	Beeler Tractor Company	wtp	-770.51
Bill Pmt -Check	10/09/2024	33750	Cintas Corporation	22228100	-260.48
Bill Pmt -Check	10/09/2024	33751	Com-Pair Services	10117	-110.00
Bill Pmt -Check	10/09/2024	33752	Computer Logistics Corp		-4,859.95
Bill Pmt -Check	10/09/2024	33753	Fickes, Beverly	09/18/24 Brd Mtg	-100.00
Bill Pmt -Check	10/09/2024	33754	Harold Beck & Sons, Inc.	WTP	-1,111.98
Bill Pmt -Check	10/09/2024	33755	Harvest Printing Company	billing	-3,229.34
Bill Pmt -Check	10/09/2024	33756	Johnston, Logan		-125.00
Bill Pmt -Check	10/09/2024	33757	Kester, Russell	training cottonwood	-27.51
Bill Pmt -Check	10/09/2024	33758	MacLeod Watts	142	-1,270.00
Bill Pmt -Check	10/09/2024	33759	McVay, Scott		-125.00
Bill Pmt -Check	10/09/2024	33760	Napa Auto Parts	1931	-280.43
Bill Pmt -Check	10/09/2024	33761	Nor Cal Gloves	5312	-210.74
Bill Pmt -Check	10/09/2024	33762	NTU Technologies, Inc.	chemicals	-9,944.00
Bill Pmt -Check	10/09/2024	33763	Pace Analytical Services L...	28-100128	-447.95
Bill Pmt -Check	10/09/2024	33764	Pace Supply Corp		-7,019.45
Bill Pmt -Check	10/09/2024	33765	Professional Exterminator ...	17387	-65.00
Bill Pmt -Check	10/09/2024	33766	Rau, Morgan	cloverdale repair ice, drinks and lunch.	-108.91
Bill Pmt -Check	10/09/2024	33767	RCAC -Loan Fund BWP G...	1140-CCCS-02	-4,792.93
Bill Pmt -Check	10/09/2024	33768	Shasta County Property Tax		-61.72
Bill Pmt -Check	10/09/2024	33769	Simmons, Mason	training Cottonwood	-27.51
Bill Pmt -Check	10/09/2024	33770	Spherion of Northern CA	Clear Crk Comm	-150.00
Bill Pmt -Check	10/09/2024	33771	Sunbelt Rentals, Inc.	948758	-691.18
Bill Pmt -Check	10/09/2024	33772	Sunrise Excavating	multiple road patch repairs	-26,800.00
Bill Pmt -Check	10/09/2024	33773	Tenney, Melissa.	VOID: weekly deposits	0.00
Bill Pmt -Check	10/09/2024	33774	Tullis Crystal Creek Aggre...	roadbase	-187.26
Bill Pmt -Check	10/09/2024	33775	Valley Pacific	C850335	-2,278.04
Bill Pmt -Check	10/09/2024	33776	Wallace, Benjamen	training Cottonwood	-32.75
Bill Pmt -Check	10/09/2024	33777	Waste Management	3-99477-15008	-867.04
Bill Pmt -Check	10/09/2024	33781	Tenney, Melissa.	weekly deposits	-86.07
Bill Pmt -Check	10/09/2024	eft b0c...	Amazon Capital Services, I...	A3SGCPAZF6QYSB	-775.53
Bill Pmt -Check	10/09/2024	eft 4261	CalPERS Health Ins		-15,461.88
Bill Pmt -Check	10/09/2024	eft 4266	CalPERS PEPR/Classic	UAL	-15,024.58
Bill Pmt -Check	10/09/2024	auto p...	Humana - Dental Ins	412851-001	-860.70
Bill Pmt -Check	10/09/2024	auto p...	UNUM Life Insurance of Co.		-1,178.19
Bill Pmt -Check	10/09/2024	eft 0790	Waste Management	3-99477-15008	-201.51
Bill Pmt -Check	10/09/2024	eft 1371	Pacific Gas & Electric	pond	-572.20
Bill Pmt -Check	10/09/2024	eft 2241	Pacific Gas & Electric	wtp	-4,016.64
Bill Pmt -Check	10/09/2024	eft 3041	Pacific Gas & Electric	cloverdale N. Booster	-634.81
Bill Pmt -Check	10/09/2024	eft 4111	Pacific Gas & Electric	office outdoor lights	-21.53
Bill Pmt -Check	10/09/2024	eft 4801	Pacific Gas & Electric	clear creek/ happy valley	-38.77

4:48 PM

10/09/24

Accrual Basis

Clear Creek Community Services District
Transaction Detail by Account
September 14 through October 11, 2024

Type	Date	Num	Name	Memo	Amount
Bill Pmt -Check	10/09/2024	eft 5381	Pacific Gas & Electric	wells 1&2	-84.39
Bill Pmt -Check	10/09/2024	eft 6021	Pacific Gas & Electric	office / well 3	-1,510.97
Bill Pmt -Check	10/11/2024	auto p...	TDS	530-357-2121	-356.19
Total 8000 · Accounts Payable					-1,214,292.01
TOTAL					-1,214,292.01



INVOICE

PACE Supply Corp
P.O. Box 744915
Los Angeles, CA 90074-4915

GM Approval RAA
BK Initials SM
Job/PO # Meter reader
Amt to Pay \$ 6061.49
GL & Dept 5306-300

INVOICE DATE 09/20/24	INVOICE # 289833990	PAGE 1 of 1
DATE SHIPPED 09/20/24	CUSTOMER # 80358-00	

Branch Contact: 530-222-0423 FAX:
Accounting & Credit: 855-306-5689



404 1 SP 0.690 E0404X I0699 D13398893276 S2 P10484222 0001:0001

SHIP TO



CLEAR CREEK COMMUNITY SVCS
5880 OAK ST
ANDERSON CA 96007-9216



CLEAR CREEK COMMUNITY SVCS
C/O MORGAN RAU
5880 OAK STREET
ANDERSON, CA 96007

CUSTOMER PURCHASE ORDER MORGAN	JOB NAME	SHIPPED VIA DIRECT SHIP	TERMS 2% 10TH NET 25TH	TAXABLE ITEMS			
PART/DESCRIPTION		ORDER	SHIP	UNIT PRICE	EXTENSION		
NS00151856 ORION ME MOBILE TRANSCIEVER KIT Vend Part#: ORION ME MOBILE TRANSCIEVER KIT ⚠ WARNING: The products you have purchased can expose you to chemicals and/or substances, which are known to the State of California to cause cancer and birth defects or other reproductive harm. For more information, go to www.P65Warnings.ca.gov Remit to: PACE Supply Corp P.O. Box 744915 Los Angeles, CA 90074-4915 DUE TO THE SUSTAINED SURGE IN FUEL PRICES, EFFECTIVE IMMEDIATELY, WE ARE INCREASING OUR STANDARD DELIVERY FEE FROM \$10 TO \$15. LIMIT ONE FEE PER DAY, PER JOB.,		1	1	5500.2200	5500.22 Y		
THIS INVOICE IS SUBJECT TO ALL TERMS AND CONDITIONS ON THE FACE AND REVERSE		GROSS	TAX%	SALES TAX	SHIPPING & HANDLING	OTHER CHARGES	INVOICE TOTAL
		5500.22	7.750	426.27	135.00	0.00	6061.49
TO VIEW ONLINE GO TO: https://pacesupply.billtrust.com		USE THIS ENROLLMENT TOKEN: XBS VXW WRK		BILLTRUST ACCOUNT # 80358			

A discount amount of 121.23 is offered if your payment via check, ACH or cash is received by 10/10/2024.

NTU Technologies, Inc.
 P.O Box 1107
 Davis, CA 95617

GM Approval [Signature]
 BK Initials SM
 Job/PO # WTP - Chemicals
 Amt to Pay \$ 9944.00
 GL & Dept 3405 - 300

Invoice

Date	Invoice #
9/20/2024	12944

Bill To
Clear Creek CSD 5880 Oak Street Anderson, CA 96007



Ship To
Clear Creek CSD 5880 Oak Street Anderson, CA 96007

P.O. Number	Terms	Order Date	Ship Via	F.O.B.
WTP	Net 30	9/4/2024	Depenable ...	Destination

Net Weight	Item Code	Description	Price Each	Amount
5,650	926	926, 2 (275-Gallon) Totes Exempt from Sales Tax	1.76 0.00%	9,944.00 0.00

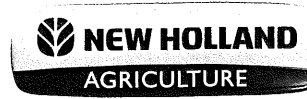
Total	\$9,944.00
--------------	------------

Phone #	Fax #	Web Site
530-750-1000		www.ntutechnologies.com

Payments/Credits	\$0.00
Balance Due	\$9,944.00

Beeler Tractor Company
 2025 Barney Road
 Anderson, CA 96007
 Ph: 530-378-1116
 Fax: 530-378-0603

RECEIVED SEP 19 2024
Mahindra
 Rise.



SOLD TO
 CLEA02 CLEAR CREEK CSD
 5880 OAK STREET
 ANDERSON, CA 96007

SHIP TO



GM Approval [Signature]
 BK Initials SM M
 Job/PO # WTP
 Amt to Pay \$ 770.51
 GL & Dept 30200-300

WTP-Generator

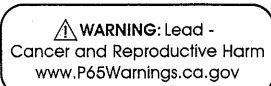
Sold By: WJENNG PO #: GEN SERVICE SN: Date 9/16/24 HR 10:59:48 W:00
 Ship By: Tax #: WORK ORDER WN04562 PRT: 3 Open

Tax	D	Qty	Description	Price	Amount
			TAXABLE FREIGHT		
W			INBOUND FREIGHT GASKETS		18.96
W			INBOUND FREIGHT		13.46
			** TOTAL TAXABLE FREIGHT		32.42
			PTS/SHOP MIS/OT		
W		6	504053522 VC GASKETS	10.59	63.54
			PARTS SHOP-FORD		
W		1	FOR 84228488 FILTER,OIL 2CD	30.45	30.45
W		1	FOR 73344220 OIL, ENG 10 DISP1	123.38	123.38
			** TOTAL PARTS SHOP-FORD		153.83
			PARTS SHOP-OTHR		
W		1	DON P781039 AIR PRMY 3TOP	53.01	53.01
W		1	DON P551425 FUEL FILTER 3A	22.50	22.50
			** TOTAL PARTS SHOP-OTHR		75.51
			SERVICE LABOR		
			Total Hours: 2.00		
			** TOTAL SERVICE LABOR		420.00

--- NOTES ---
 Left shop and drove to gen. Removed engine oil drain plug and drained all engine oil. Removed oil filter and installed new oil filter. Removed fuel filter and installed new fuel filter, bleed fuel system of air. Removed air cleaner and cleaned housing. Installed new air cleaner. Installed engine oil drain plug and shut valve. Filled engine with new oil to recommended level. Started gen and checked for leaks. Rechecked engine oil level and added to full mark. Loaded truck and drove back to shop. Bill had me order valve cover gaskets for the gen. Bill to install on GEN.

CREDIT

IS EXTENDED ON THE UNDERSTANDING THAT THE BILL IS TO BE PAID IN FULL BY THE 10TH OF THE MONTH.
 Returned items must be accompanied by invoice and not returned without permission. Parts returned after 3 days subject to a 20% restocking charge. Parts ordered special not refundable.
 AS OF AUG. 30, 2023 ALL ELECTRONIC PAYMENTS WILL INCUR A 2% CONVENIENCE FEE.



** SUBTOTAL 745.30
 ** SALES TAX 25.21

X _____ Cash Sale

Phone: (530) 357-2121 PAY THIS AMOUNT \$770.51

CHECK REGISTER

COMPANY BANK ACCOUNT	NAME	ID	CHECK DATE	CHECK NUMBER	DIRECT DEPOSIT AMOUNT	NEGOTIABLE CHECK AMOUNT
		10010	09/19/24	44	4,136.56	
		20070	09/19/24	45	1,726.98	
		30041	09/19/24	46	2,174.19	
		20080	09/19/24	47	2,846.47	
		20090	09/19/24	48	1,681.76	
		30040	09/19/24	49	2,497.21	
		20060	09/19/24	50	1,847.15	
		30010	09/19/24	51	3,322.27	
		11010	09/19/24	52	1,781.68	
		11070	09/19/24	53	1,356.77	
		11060	09/19/24	54	1,838.81	
				BANK ACCOUNT TOTAL	25,209.85	0.00
				<i>11 Transaction(s)</i>		
				COMPANY TOTAL	25,209.85	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	10/03/24	56	4,136.57	
		30042	10/03/24	57	1,434.09	
		30041	10/03/24	58	2,922.08	
		20080	10/03/24	59	2,407.12	
		20090	10/03/24	60	2,137.77	
		30040	10/03/24	61	2,370.95	
		20060	10/03/24	62	1,844.15	
		30010	10/03/24	63	3,805.80	
		11010	10/03/24	64	1,781.68	
		11070	10/03/24	65	1,346.18	
		11060	10/03/24	66	1,858.93	
				BANK ACCOUNT TOTAL	26,045.32	0.00
				<i>11 Transaction(s)</i>		
				COMPANY TOTAL	26,045.32	0.00
				<i>11 Transaction(s)</i>		

Preliminary -
FOR INFO ONLY - UN-RECONCILED

Clear Creek Community Services District
Profit & Loss
July through September 2024 - FY25Q1

3:43 PM
 10/09/2024
 Accrual Basis
Jul - Sep 24

Ordinary Income/Expense	
Income	
11000 · Revenue - Customer Accts	
11005 · Base Rate Charge	448,404.34
11010 · Domestic Water Sales	
11011 · Metered Hydrant Usage	0.00
11010 · Domestic Water Sales - Other	157,706.62
Total 11010 · Domestic Water Sales	157,706.62
11015 · Water Out of District Sales	0.00
11020 · Agricultural Water Sales	79,573.70
11050 · Penalty-Exceeded WA Allocation	0.00
11055 · Reconnection Fee	0.00
11060 · Billing Pmt Late Fee	0.00
11000 · Revenue - Customer Accts - Other	0.00
Total 11000 · Revenue - Customer Accts	685,684.66
12000 · Revenue - Water Service	
12015 · Centerville Admin O&M	53,748.56
12025 · Interest / Investment Income	442.41
12100 · Misc. Revenue	3,020.15
Total 12000 · Revenue - Water Service	57,211.12
13000 · Designated Revenue -Non Op	
13005 · Filter Plant Repayment Charge	57,055.42
13010 · Recycle Backwash Water Charge	2,902.84
13015 · State Loan Repayment Charge	7,512.60
13025 · WIIN Act Repayment Charge	14,534.73
13000 · Designated Revenue -Non Op - Other	0.00
Total 13000 · Designated Revenue -Non Op	82,005.59
15000 · Revenue - Taxes	
15005 · Taxes-General Property	16,958.70
Total 15000 · Revenue - Taxes	16,958.70
16000 · Grant Reimbursements	
16010 · D2202015 Backwash Ponds Grant	22,744.49
16012 · D2202015 BW Ponds Grant Anticipation Loan	1,118,081.53
16000 · Grant Reimbursements - Other	36,606.09
Total 16000 · Grant Reimbursements	1,177,432.11
17000 · Other Revenue Accounts	200.00
Total Income	1,937,486.59
Gross Profit	1,937,486.59

Preliminary -
FOR INFO ONLY - UN-RECONCILED

Jul - Sep 24

Expense	
29000 - Supply Cost	
29005 - Water Purchase	
29010 - USBR Water Purchased	67,963.24
Total 29005 - Water Purchase	67,963.24
Total 29000 - Supply Cost	67,963.24
30000 - Water Treatment Plant	
30100 - Utilities	
30105 - WTP - PGE 8185	13,755.77
30110 - Pond - PGE 3611	1,635.89
30115 - WTP - AT&T 2316	876.63
30120 - WTP - AT&T 1026	94.71
30125 - Internet	110.00
30130 - Backwash Sludge Disposal - Pond	2,736.00
Total 30100 - Utilities	19,209.00
30140 - WTP Computer & Software	0.00
30150 - Safety Equipment & Training	
30155 - Safety Equipment - General	0.00
30160 - Personal Safety Equipment	49.30
Total 30150 - Safety Equipment & Training	49.30
30170 - Supplies	137.12
30200 - WTP Repair & Maintenance O&M	2,606.39
30400 - Water Quality Analysis	1,631.71
30405 - Chemicals WTP	33,792.82
30500 - Vehicle Maintenance & Expense	
30505 - Fuel Expense	1,070.72
Total 30500 - Vehicle Maintenance & Expense	1,070.72
Total 30000 - Water Treatment Plant	58,497.06
40000 - Distribution	
40200 - Utilities	
40205 - Cloverdale Rd N.Boost- PGE 4189	748.79
40210 - Clear Crk/HV - PGE 9574	1,843.40
Total 40200 - Utilities	2,592.19
40300 - Safety Equipment & Training	
40305 - Safety Equipment - General	4,456.56
40310 - Personal Safety Equipment	153.08
40300 - Safety Equipment & Training - Other	15.62
Total 40300 - Safety Equipment & Training	4,625.26
40400 - Repair & Maintenance (O&M)	
40405 - Backflow Device Testing	152.78
40410 - USA Underground	2,567.74
40430 - Inventory/Tools	6,109.53
40440 - Water Quality Analysis - Dist	2,782.98

Preliminary -
FOR INFO ONLY - UN-RECONCILED

	<u>Jul - Sep 24</u>
40400 · Repair & Maintenance (O&M) - Other	71,325.02
Total 40400 · Repair & Maintenance (O&M)	82,938.05
40500 · Vehicle Maintenance & Expense	
40505 · Fuel Expense	6,613.70
40510 · Ram PU 2019 - Unit 1	83.51
40525 · Freightliner 2012 Dump - Unit 7	1,091.09
40530 · Dodge PU 2016 - Unit 8	211.02
40535 · Chevy PU 2015 - Unit 10	816.12
40540 · Chevy PU 2016 - Unit 11	356.44
40545 · Bobcat /Backhoe	989.23
40550 · Ford ranger 2008 - Unit 2	205.72
40500 · Vehicle Maintenance & Expense - Other	68.38
Total 40500 · Vehicle Maintenance & Expense	10,435.21
40000 · Distribution - Other	13,189.00
Total 40000 · Distribution	113,779.71
41000 · Wells & Booster Station	
41100 · Utilities	
41105 · Wells 1 & 2 - PGE 2671	6,308.60
41110 · Well #3 - PGE 2838	6,102.40
41115 · So. Booster - AT&T 2121	10.74
41116 · So. Booster - AT&T 6708	1,164.67
41120 · So. Booster - Internet	110.00
Total 41100 · Utilities	13,696.41
41200 · Water Quality Analysis	224.94
41305 · Chemicals	95.32
Total 41000 · Wells & Booster Station	14,016.67
50000 · Administration/ General	
50100 · Utilities	
50105 · Oak St.- PGE 2838	5,410.12
50110 · 2 Outdoor Lights - PGE 3564	64.98
50120 · Verizon - On-call Cell Phone	156.10
50130 · Answering Service	1,259.57
50135 · Telephone - TDS	712.43
Total 50100 · Utilities	7,603.20
50200 · Office Supplies	
50205 · Janitorial supplies	288.22
50210 · Ink and Toner	41.81
50200 · Office Supplies - Other	1,663.86
Total 50200 · Office Supplies	1,993.89
50300 · Organizational Dues	16,190.00
50305 · Subscriptions	613.95
50310 · Advertising & Public Notices	1,269.10
50315 · Postage	221.55

Preliminary -
FOR INFO ONLY - UN-RECONCILED

	<u>Jul - Sep 24</u>
50320 · Meal & Reimbursements	986.29
50330 · Bank Service Fee/Finance Charge	328.86
50400 · Insurance	
50405 · JPIA - Cyber Liability	985.46
50415 · Property & Liability Insurance	19,502.70
Total 50400 · Insurance	20,488.16
50500 · Special & Professional Services	
50504 · Accounting Services (non-audit)	9,900.00
50505 · Audit Services	5,975.00
50510 · Director Fees	1,275.00
50515 · Server & Computer Maintenance	
50516 · Municipal Software	4,228.00
50517 · Software Subscriptions	9,420.50
50515 · Server & Computer Maintenance - Other	10,026.16
Total 50515 · Server & Computer Maintenance	23,674.66
50520 · Legal	450.00
50525 · Engineering	10,556.38
50530 · Equipment Maintenance & Lease	1,302.21
50535 · Building & Ground Maint.-Office	
50536 · Waste Management	1,589.37
50535 · Building & Ground Maint.-Office - Other	799.50
Total 50535 · Building & Ground Maint.-Office	2,388.87
50540 · OPEB Valuation & Actuarial	1,270.00
50500 · Special & Professional Services - Other	4,598.00
Total 50500 · Special & Professional Services	61,390.12
50700 · Regulatory	
50705 · Water District Regulatory Fees	
50725 · LAFCO Expense	6,893.50
Total 50705 · Water District Regulatory Fees	6,893.50
50900 · Testing & License Fees	911.00
Total 50700 · Regulatory	7,804.50
51400 · Employee Benefits	
50410 · JPIA - Workers Comp	4,674.38
51405 · Vision, Dental,	2,146.32
51415 · UNUM-Disability, Life, Accident	3,151.22
51435 · CalPERS Health Insurance Exp	33,963.48
51440 · CalPERS Retirement Contribution	23,933.85
51442 · CalPERS Unfunded Accrued Liab	47,650.74
51450 · Boot Allowance	300.00
51455 · Uniform Service	1,020.88
Total 51400 · Employee Benefits	116,840.87
51600 · Retiree Benefits	
51605 · Retiree Health Benefit - Direct	7,604.53

Preliminary -
FOR INFO ONLY - UN-RECONCILED

	<u>Jul - Sep 24</u>
51610 · CalPERS Health Ins- Retiree	2,229.98
51600 · Retiree Benefits - Other	400.00
Total 51600 · Retiree Benefits	10,234.51
51700 · Property Taxes Paid	61.72
51900 · License and Permits	20.00
52000 · Interest Expense	
52005 · RCAC Loan Interest (dump truck)	979.77
Total 52000 · Interest Expense	979.77
53000 · Customer Accounts & Billing	
53015 · Supplies	
53025 · Billing Supplies & Materials	9,997.50
Total 53015 · Supplies	9,997.50
53016 · Meter Reading/ License	8,428.55
53030 · Chargebacks, NSF, Acct Refunds	245.00
Total 53000 · Customer Accounts & Billing	18,671.05
55000 · Miscellaneous	415.05
Total 50000 · Administration/ General	266,112.59
60000 · Payroll Expense -Salary & Wages	
60100 · Payroll Exp - Administration/GM	40,540.78
60200 · Payroll Exp - Distribution	75,827.77
60300 · Payroll Exp - Water Treatment	76,017.66
60500 · Payroll Exp - Customer Accts	43,496.06
60000 · Payroll Expense -Salary & Wages - Other	-266.23
Total 60000 · Payroll Expense -Salary & Wages	235,616.04
80000 · Grants	
80010 · Backwash Pond Grant D2202015	
80011 · Engineering	92,779.50
80012 · Materials and Equipment	917,756.03
80013 · RCAC Loan Interest - BWPGrant	5,022.00
Total 80010 · Backwash Pond Grant D2202015	1,015,557.53
Total 80000 · Grants	1,015,557.53
Total Expense	1,771,542.84
Net Ordinary Income	165,943.75
Net Income	165,943.75



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

MEMO

Date: October 16th 2024
To: Board of Directors
From: General Manager – Paul Kelley
Re: 6 - Old business/New Business (Discussion/Action)

Discussion:

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

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

Recommendation:

Review, Discussion, provide direction to GM.

Discussion/Action:

6.b – Resolution Authorizing Interim Part Time Distribution Supervisor Appointment during permanent recruitment (Discussion/Action)

See item memo for more background and discussion.

Recommendation:

Review, Discussion, Provide Direction

6.c RFP for Audit Services (Discussion/Action)

Current District Auditor – HMS gave 10 day notice to discontinue service.

See item memo for more background and discussion.

Recommendation:

Review, Discussion, Provide Direction



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

MEMO

Date: October 16th 2024
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 the Account Reconciliation.

The USBR is hosting a WIIN act webinar or informational meeting and we will report on this if there is anything to report.

If more, then reported at meeting.

Recommendation:

Review, Discussion, provide direction to GM.



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

MEMO

Date: October 16th 2024

To: Board of Directors

From: General Manager – Paul Kelley

Re: Resolution Authorizing Retiree (Tony Thomasy) as Interim Part Time Distribution Supervisor Retiree appointment May – July 2024 (Discussion / Action)

Discussion/Action:

6.b – Resolution Authorizing Retiree (Tony Thomasy) Interim Part Time Distribution Supervisor Retiree appointment May – July 2024 (Discussion/Action)

As described in this Resolution, the General Manager reported to the Board at the May 15th Board meeting that the previous Distribution Supervisor provided a resignation and two weeks' notice on May 1st. Then on May 2nd left the District.

On May 6th the District posted for recruitment the permanent Distribution Supervisor Position, to run initially for a month till June 6th – the first review of submitted applications. Based on this schedule it was recognized that it was going to take a couple of months to get a permanent replacement.

The GM also reported to the board that waterTALENT LLC had a CalPERS retiree – Tony Thomasy who had part time availability, experience and the requisite SWRCB Certification - D3/T4. The contract would be for two months (Starting May 28th – through July 26th) or when the new Distribution Supervisor starts – which ever is sooner. A two-month contract for part-time interim Distribution Supervisor was within the GM's signature authority. And there would be a second task for Consulting Services by Tony Thomasy with waterTALENT when the new Distribution Supervisor Started or starting after 2 months (July 29th).

In August, CalPERS informed the District of it's obligation to enter hours worked by the Retiree – to make sure the hours worked stayed under 960 hours a year. CalPERS then informed waterTALENT and Tony Thomasy that the District is to have a Resolution from the Board of Directors to appoint a CalPERS retiree to a position that is in the recruitment process.

At Clear Creek CSD, the GM is authorized to appoint all positions in the District, and made the contract with waterTALENT for retiree services known to the Board, CalPERS still requires a Board resolution for appointment of a CalPERS retiree to a position that is vacant, and in active recruitment for a full time permanent person.

- Attached is a Resolution 2024-10 for CalPERS documenting all the above.
- Attached is a sample of job posting confirming the recruitment and dates.
- Attached is the waterTALENT – Task 1 – for Temporary Distribution Supervisor – Interim Part Time
- Attached is the waterTALENT – Task 2 – for Consultant services from the Retiree once Distribution Supervisor position filled.
- Attached is letter to waterTALENT that the position was filled and ending Task 1, and starting Task 2.

Recommendation:

Review, Discussion, Approve attached Resolution 2024-10

CLEAR CREEK COMMUNITY SERVICES DISTRICT

RESOLUTION NO. 2024-10

AN RESOLUTION OF THE BOARD OF DIRECTORS OF THE CLEAR CREEK COMMUNITY SERVICES DISTRICT AUTHORIZING THE GENERAL MANAGER TO APPOINT A RETIREE (TONY THOMASY) VIA CONTRACT WITH WATERTALENT INC. AS INTERIM DISTRIBUTION SUPERVISOR.

WHEREAS, Government (Gov.) Code section 21221(h) of the Public Employees' Retirement Law permits the appointing authority like Board of Directors or General Manager to appoint a CalPERS retiree to a vacant position requiring specialized skills during recruitment for a permanent appointment, and provides that such appointment will not subject the retired person to reinstatement from retirement or loss of benefits so long as it is a single appointment that does not exceed 960 hours in a fiscal year; and

WHEREAS, the General Manager of Clear Creek CSD has the authority to fill all positions at the District including the Distribution Supervisor and reported to the Board of Directors at the May 15th 2024 Board meeting that the Distribution Supervisor had given notice on May 1st and left on May 2nd; and

WHEREAS, the General Manager reported to the Board of Directors that the District had posted for recruitment of a permanent full time Distribution Supervisor on May 6th 2024 running through the first review period of June 6th 2024, and it will take a few months to recruit and hire a full time replacement, and that for this critical position, the District needed someone with experience, specialized skills and certifications to oversee the Distribution Division on an interim part-time basis; and

WHEREAS, the General Manager reported to the Board of Directors that Tony Thomasy a retiree with experience and certification is available through a contract with WaterTALENT, WaterTALENT has certified operators in their employ and through a contract can supply them for interim or acting appointments; and

WHEREAS, the Clear Creek Community Services District desires to appoint Tony Thomasy via contract with WaterTALENT as interim appointment retired annuitant to the vacant position of Distribution Supervisor for the Clear Creek CSD under Gov. Code section 21221(h) effective May 28th 2024; and

WHEREAS, the Board of Directors of Clear Creek Community Services District and Tony Thomasy certify that Tony Thomasy has not and will not receive a Golden Handshake or any other retirement-related incentive; and

WHEREAS, an appointment under Gov. Code section 21221(h) requires the retiree to be appointed into the interim appointment during recruitment for a permanent appointment. And the Board of Directors confirms the General Managers report that the recruitment started (May 6th 2024) prior to the appointment; and

WHEREAS, this Gov. Code section 21221(h) appointment shall only be made once and therefore will end on the start of the permanent full time Distribution Supervisor (July 8th 2024); and

WHEREAS, the Board of Directors authorizes the General Manager to sign WaterTALENT contract for Tony Thomasy fill as interim part time Distribution Supervisor; and

WHEREAS, Tony Thomasy has not and will not receive any other benefit, incentive, compensation in lieu of benefit or other form of compensation in addition to this hourly pay rate; and

WHEREAS, the compensation paid to retirees appointed to a District position cannot be less than the minimum nor exceed the maximum monthly base salary paid to other employees performing comparable duties, divided by 173.333 to equal the hourly rate. The maximum base salary for this position is (\$7,294 monthly) and the hourly equivalent is (\$42.08/hr); the minimum base salary for this position is (\$6,549 monthly) and the hourly equivalent is (\$37.78/hr). The hourly rate paid to Tony Thomasy will be (\$40/hr); and

NOW, THEREFORE, IT IS RESOLVED THAT, the Board of Directors hereby certifies and confirms the nature of the employment of Tony Thomasy as described herein and detailed in the contract with WaterTALENT and that this appointment by the General Manager was necessary to fill the critically needed position of Distribution Supervisor for the Clear Creek CSD by May 28th 2024 for two months or until the permanent Distribution Supervisor start date; whatever is sooner. Because the position was abruptly vacated May 2nd 2024, the recruitment was started on May 6th 2024 and it was going to take two months to fill a position that is critically important to the operations of the District like meter reading, water testing for the State, leak repair, employee safety training and serving the Districts customers

PASSED AND ADOPTED, by the Board of Directors of the Clear Creek Community Services District, this 16th day of October 2024 by the following vote:

Motion:

Second:

Ayes: ____

Noes: ____

Absent: ____

Abstain: ____

Terry Lincoln, Chair of the Board

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

Hi Paul,

I'm happy to help dig this up for you. I found a job posted May 6, 2024 - June 8, 2024 by Shannan Perry and it had a link to a PDF document for a Distribution Supervisor that's still active 😊 I pasted the rest of the text below from the advertisement. Unfortunately, I can't PDF it in an eloquent way once it's expired from the site.

I hope your new hire exceeds your expectations! Don't hesitate to reach out if there's anything else I can help you with.

[Distribution_Supervisor_Job_Description.pdf \(clearcreekcsd.org\)](#)

###

The Clear Creek Community Services District (CCCSD) is seeking to hire a person to fill the Distribution Supervisor D3/T2 – Full Time Position

[Distribution Supervisor Job Description](#)

The District:

The Clear Creek Community Services District (established 1963) is a California Special District located in southern Shasta County, in Northern California. The district encompasses 21,670 acres of agricultural, rural, and suburban land and provides water services through 100 miles of pipes and 2,252 service connections. The District operates and maintains a 33MGD Water Treatment Plant that provides drinking water to its customers as well as a neighboring water district.

What the District is looking for in the ideal candidate:

Experience: Multiple years' experience working with water districts, municipalities or a public agency is preferred. Experience with planning, organizing and supervision of the work of District personnel assigned to meter reading, meter service, and maintenance, field customer service and water service installation, maintenance, and repair work. Experience managing a team of operators and long-term projects is desirable.

Education: Any combination of education and experience, which would likely provide the necessary knowledge and abilities is qualifying.

Certifications: Minimum certification requirements shall be met within 3 months of hire: SWRCB – D3 and SWRCB-T2

Compensation Package:

Salary: Distribution Supervisor Starting \$36.61 /hr. Range: \$36.61/hr to \$40.78/hr (COLA July 1st) (DOQ)

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

1. Retirement membership in the CalPERS miscellaneous retirement plan PEPRA 2% at 62.
2. Medical, dental and vision plans. Generous contribution towards premium costs.
3. Life Insurance Group term life.
4. Long term disability insurance – three month waiting period.
5. Vacation time: 3.08hr per pay period (2 weeks/year) or DOE/DOQ.
6. Sick leave accrual: 4hr per pay period.
7. The District observes 11 paid holidays per year.

Closing Date / Time: First review of application period after June 7th at 5PM, open until filled.

Please visit the District website at [//clearcreekcsd.org/employment-opportunities](https://clearcreekcsd.org/employment-opportunities) for a complete

job description and application. Please return resume and job application to Paul.Kelley@clearcreekcsd.org or CCCSD@clearcreekcsd.org or send mail to or in person to 5880 Oak Street, Anderson Ca. 96007.

We are an equal opportunity employer.

Job Category: Supervisor

Experience Level: Senior Level

Type of Organization: Municipal/City/County Agency

Application Deadline: June 7, 2024

Location Type: Onsite

City: Anderson, CA

Employment Type: Full-Time

Application Link:

https://www.clearcreekcsd.org/documents/886/CCCSD_Employment_Application.Orig.pdf

Contact Name: Paul Kelley

Contact Email: Paul.Kelley@clearcreekcsd.org

Sincerley,

Camille

Camille Majors

Communications Manager

Brown and Caldwell | Walnut Creek, CA



TASK ORDER

TASK ORDER NO. # 001

JOB NAME: Temporary Distribution Supervisor

waterTALENT INFORMATION

NAME: waterTALENT LLC
ADDRESS: 15233 Ventura Blvd.
Suite 615
Sherman Oaks, CA 91403

CONTACT: Tyler Reifert, President
PHONE: (424) 832-7217
EMAIL: treifert@watertalent.net

THIS TASK ORDER is issued pursuant to that certain Agreement for Temporary Services by Independent On-Call Contract between Clear Lake Community Services District (“Client”) and waterTALENT, LLC (“waterTALENT”) dated 5/22/2024.

1. Project Name or Description: Temporary Distribution Supervisor
2. Premises: The Client’s business premises is located at 5880 Oak Street, Anderson CA 96007 and shall be defined as the “Premises”.
3. Reporting Supervisor Name/Role: Paul Kelley, General Manager.
4. Duration of Services:
Start Date: 5/28/2024
End Date: 7/26/2024
Work Schedule: Monday – Friday: Up to 20 hours a week
5. Scope of Services:

Client seeks to obtain the services of waterTALENT’s Distribution Supervisor. This Operator is expected to perform the following services:

- New Staff Orientation / Training / Certification Attainment.
 - Meet with current D2 and new employees.
 - Introduce them to the Water Industry, Standards of work and location of resources for their day to day work.
- Draft “On Call” Procedures/Protocol.
 - Ie: when on-call and getting a “leak” call, what to do / etc.
- Weekly Tasks – directed to staff.
 - Work orders – From Customer System
 - Water Tests/Samples
 - Locate Requests
 - Meter Reading – third week of the month
- Construction Standards update.
 - Review documentation on site and update with the latest from sources like AWWA etc.

CONFIDENTIAL

424.832.7217 • info@watertalent.net • watertalent.net • 15233 Ventura Blvd. Suite 615, Sherman Oaks, CA 91403



- Review of Safety – Coordinate with JPIA on the Service Plan / Safety Audit / IIPP update.
- Equipment review – What is needed for what the District does.
 - Vehicles / Backhoe / Dump truck
- Review and update the Distribution Supervisor “duties” as needed for the next full time Distribution Supervisor.
- Project management of the Meter Register/Transponder Install project.
- Cross Connection Control – Review / Recommendation / Plan.

6. Break Requirement:

California law requires that within an 8 hour shift the Operator is entitled to a 30 minute break. This lunch break may be waived by mutual consent of both the Client and the Operator. If the Operator works over 10 hours in one day they are entitled to a second lunch break of 30 min. The second meal period may not be waived if the first period is waived, however either meal period can be counted as work hours and compensated for at the normal hourly rate.

CONFIDENTIAL



**EXHIBIT A
FEE SCHEDULE**

Included Insurance

- \$5M Minimum Unencumbered General Liability
- \$1M Commercial Auto Insurance; Non-Owner Vehicle
- \$5M Professional Liability
- \$5M Pollution Liability
- \$1M Worker’s Compensation Insurance
- \$1M Excess Liability Umbrella Insurance

Included Services

- Payroll and compliance services
- Cell phone for real-time tracking and payroll

Table 1 – waterTALENT Fee Schedule

Operator	*ACWA Member Rate
waterTALENT Temporary Distribution Supervisor – Candidate 1	Regular Rate: \$125/hr ACWA Member Rate: \$121/hr

***ACWA Member Benefits:**

waterTALENT is the [Association of California Water Agencies’ \(ACWA\) Preferred Provider \(APP\) for all temporary licensed water/wastewater operator services](#). As such, waterTALENT extends a flat 3% discount on all standard rates for operator services delivered to Clear Lake CSD. Additionally and as part of Client’s ACWA member benefits, waterTALENT extends preferential overtime labor billing rates which can be found below.

Overtime:

Workweeks are defined as 5 days @ 8 hours per day, Monday – Sunday. Overtime hours, according to the State of California, are defined as any work in excess of eight (8) hours in one normal workday and any work in excess of 40 hours in any one workweek and the first eight hours worked on the seventh day of work in any one workweek. These overtime hours shall be billed at the rate of no less than ~~1.5x~~ 1.33x times the regular rate. If Operator works more than 12 hours in any workday, or works any time in excess of eight hours on the seventh consecutive day of work in a workweek, hours shall be billed at a rate of ~~2.0x~~ 1.5x times the regular rate. If Operator is expected to work on a federally declared/observed holiday, Operator’s hours shall be billed at a rate of ~~1.5x~~ 1.33x for all standard hours worked up to 8 in a single day or 40 in a week, as well as ~~2.0x~~ 1.5x for any hours worked over 8 in a single day or over 40 hours in a week, as well as over eight hours on the seventh consecutive day of work in a workweek.

On-Call Support:

If an Operator is expected to provide On-Call support the following billing shall take place:

- **Standby On-Call:** if waterTALENT Operator is expected to remain in the vicinity of the Client system and in a ready-to-respond status during off hours on a day where they have already worked a shift, this time shall be billed as one (1) regular hour of time. On days where they have not worked a shift and are expected to remain in a ready-to-respond status (off days), time shall be billed as two (2) regular hours of time. Note: standby billable hours do not

CONFIDENTIAL



accrue towards overtime.

- **Activated On-Call:** if waterTALENT Operator is called out to respond to a system alarm or emergency after hours to Client system, then this time shall be billed at a minimum of two (2) hours or for the total duration of time from departure from domicile to return to domicile, whichever is greater. Standard labor laws shall apply if Operator happens to have accrued the appropriate amount of hours to constitute overtime.

CONFIDENTIAL

424.832.7217 • info@watertalent.net • watertalent.net • 15233 Ventura Blvd. Suite 615, Sherman Oaks, CA 91403



IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the date first set forth above.

waterTALENT, LLC

**Clear Creek Community Services
District**

For waterTALENT:

For Client:

Tyler Reifert
Printed Name

Paul Kelley
Printed Name

President
Title

General Manager
Title

Signature

Signature

Date

5/22/2024
Date

CONFIDENTIAL

424.832.7217 • info@watertalent.net • watertalent.net • 15233 Ventura Blvd. Suite 615, Sherman Oaks, CA 91403



TASK ORDER

TASK ORDER NO. # 002

JOB NAME: Consultant

waterTALENT INFORMATION

NAME: waterTALENT LLC
ADDRESS: 15233 Ventura Blvd.
Suite 615
Sherman Oaks, CA 91403

CONTACT: Tyler Reifert, President
PHONE: (424) 832-7217
EMAIL: treifert@watertalent.net

THIS TASK ORDER is issued pursuant to that certain Agreement for Temporary Services by Independent On-Call Contract between Clear Lake Community Services District (“Client”) and waterTALENT, LLC (“waterTALENT”) dated 5/22/2024.

1. Project Name or Description: Temporary Distribution Supervisor
2. Premises: The Client’s business premises is located at 5880 Oak Street, Anderson CA 96007 and shall be defined as the “Premises”.
3. Reporting Supervisor Name/Role: Paul Kelley, General Manager.
4. Duration of Services:
Start Date: 7/29/2024
End Date: 11/21/2024
Work Schedule: Monday – Friday: Up to 20 hours a week (When Available)

5. Scope of Services:

Client seeks to obtain the services of waterTALENT’s Distribution Supervisor. This Operator is expected to perform the following services:

- General Support of District Operations and Supervisors
- Construction Standards update.
 - Review documentation on site and update with the latest from sources like AWWA/Other Districts etc.
- Review of Safety – Coordinate with JPIA on the Service Plan / Safety Audit / IIPP update / Job hazards assessments / etc.
- Equipment review – What is needed for what the District does.
 - Vehicles / Backhoe / Dump truck
- Work with District on the Meter Register/Transponder Install project.
- Cross Connection Control – Review / Recommendation / Plan.
- Other Items as assigned by the General Manager

6. Break Requirement:

California law requires that within an 8 hour shift the Operator is entitled to a 30 minute break. This lunch break may be waived by mutual consent of both the Client and the

CONFIDENTIAL



Operator. If the Operator works over 10 hours in one day they are entitled to a second lunch break of 30 min. The second meal period may not be waived if the first period is waived, however either meal period can be counted as work hours and compensated for at the normal hourly rate.

CONFIDENTIAL

424.832.7217 • info@watertalent.net • watertalent.net • 15233 Ventura Blvd. Suite 615, Sherman Oaks, CA 91403



**EXHIBIT A
FEE SCHEDULE**

Included Insurance

- \$5M Minimum Unencumbered General Liability
- \$1M Commercial Auto Insurance; Non-Owner Vehicle
- \$5M Professional Liability
- \$5M Pollution Liability
- \$1M Worker’s Compensation Insurance
- \$1M Excess Liability Umbrella Insurance

Included Services

- Payroll and compliance services
- Cell phone for real-time tracking and payroll

Table 1 – waterTALENT Fee Schedule

Operator	*ACWA Member Rate
waterTALENT Consultant – Candidate 1	Regular Rate: \$125/hr ACWA Member Rate: \$121/hr

***ACWA Member Benefits:**

waterTALENT is the [Association of California Water Agencies’ \(ACWA\) Preferred Provider \(APP\) for all temporary licensed water/wastewater operator services](#). As such, waterTALENT extends a flat 3% discount on all standard rates for operator services delivered to Clear Lake CSD. Additionally and as part of Client’s ACWA member benefits, waterTALENT extends preferential overtime labor billing rates which can be found below.

Overtime:

Workweeks are defined as 5 days @ 8 hours per day, Monday – Sunday. Overtime hours, according to the State of California, are defined as any work in excess of eight (8) hours in one normal workday and any work in excess of 40 hours in any one workweek and the first eight hours worked on the seventh day of work in any one workweek. These overtime hours shall be billed at the rate of no less than ~~1.5x~~ 1.33x times the regular rate. If Operator works more than 12 hours in any workday, or works any time in excess of eight hours on the seventh consecutive day of work in a workweek, hours shall be billed at a rate of ~~2.0x~~ 1.5x times the regular rate. If Operator is expected to work on a federally declared/observed holiday, Operator’s hours shall be billed at a rate of ~~1.5x~~ 1.33x for all standard hours worked up to 8 in a single day or 40 in a week, as well as ~~2.0x~~ 1.5x for any hours worked over 8 in a single day or over 40 hours in a week, as well as over eight hours on the seventh consecutive day of work in a workweek.

On-Call Support:

If an Operator is expected to provide On-Call support the following billing shall take place:

- **Standby On-Call:** if waterTALENT Operator is expected to remain in the vicinity of the Client system and in a ready-to-respond status during off hours on a day where they have already worked a shift, this time shall be billed as one (1) regular hour of time. On days where they have not worked a shift and are expected to remain in a ready-to-respond status (off days), time shall be billed as two (2) regular hours of time. Note: standby billable hours do not

CONFIDENTIAL



accrue towards overtime.

- **Activated On-Call:** if waterTALENT Operator is called out to respond to a system alarm or emergency after hours to Client system, then this time shall be billed at a minimum of two (2) hours or for the total duration of time from departure from domicile to return to domicile, whichever is greater. Standard labor laws shall apply if Operator happens to have accrued the appropriate amount of hours to constitute overtime.

CONFIDENTIAL

424.832.7217 • info@watertalent.net • watertalent.net • 15233 Ventura Blvd. Suite 615, Sherman Oaks, CA 91403



IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the date first set forth above.

waterTALENT, LLC

**Clear Creek Community Services
District**

For waterTALENT:

For Client:

Tyler Reifert

Printed Name

Paul Kelley

Printed Name

President

Title

General Manager

Title

Signature

Paul Kelley

Signature

Date

7/25/2024

Date

CONFIDENTIAL



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

Tyler Reifert, President
waterTALENT, LLC
15233 Ventura Blvd. Suite 615
Sherman Oaks, CA 91403

Date: July 8, 2024

RE: End of Task 1 (Temporary Distribution Supervisor), Start of Task 2 (Consultant)

Tyler,

The Clear Creek CSD entered into the agreement with waterTALENT for what we have called Task 1 – Temporary Distribution Supervisor on May 22nd 2024. The Distribution Supervisor for the District had announced his departure on May 1st and abruptly left on May 2nd. On May 6th the District started the recruitment process for a permanent full-time Distribution Supervisor.

On May 7th we talked and developed the agreement for a temporary Distribution Supervisor in your employ that could provide the interim Distribution Supervisor duties as described in Task 1 on a part time (20 hours/week) basis until a permanent replacement started. You informed us that a retiree with requisite certifications (SWRCB D3) – Tony Thomasy was available on a part time basis while the District recruited and until the position was filled. We also discussed having your employee stay on during the transition period as a consultant to the District, but while we developed the consulting task list (Task 2), we did not have a start date for the permanent Distribution Supervisor, so we set the start date two months from May 28th or when the position was filled.

This letter is to inform you that on July 8th 2024 – the position is filled and Morgan Rau started as the Clear Creek CSD Distribution Supervisor and ends the Task 1 with waterTALENT and starts the Task 2 with waterTALENT – for Consulting services and that your employee will be doing the Consulting tasks from now on and all payments will be towards Task 2.

Thank you again for working with the District and providing the needed service for temporary Distribution Services while this position was vacant during the recruitment process.

Sincerely,

A handwritten signature in blue ink that reads "Paul Kelley". The signature is stylized and fluid, with a long horizontal stroke extending to the right.

Paul Kelley



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

MEMO

Date: October 16th 2024
To: Board of Directors
From: General Manager – Paul Kelley
Re: **6c – RFP for Audit Services FY23 -FY27** (Discussion/Action)

6.c – RFP for Audit Services FY23 -FY27 (Discussion/Action)

The District received the FY22 audit in August and the Board reviewed the FY22 Audit at their August meeting.

The Audit was over a year late, and the board authorized the Chair to sign a letter to the Auditor to remind the auditor that the lateness was not all the Districts actions and requested they accomplish the FY23 audit this fall, and the FY24 audit in early 2025.

The Auditor - Horton McNulty & Saeteurn, LLP – HM&S – sent an email September 30th giving the District its 10 day notice to end the agreement with the District. The District now needs to find another Auditor to accomplish the needed audits.

It's recommended that the Board review the attached RFP for a CPA/Auditing firm to accomplish the District's audits from FY23 through FY27.

Attached: Email Correspondence from the Auditor triggering the 10 day notice
RFP for Audit Services

Recommendation:

Review, Discussion, Approve the Attached RFP for Audit Services, and send to as many CPAS as possible.

From: [Kalah Horton](#)
To: [Paul Kelley](#)
Subject: audit followup
Date: Monday, September 30, 2024 4:47:08 PM
Attachments: [image004.png](#)
[image005.png](#)
[image007.png](#)
[image008.png](#)

Hi Paul,

I wanted to follow up to the board's recent letter.

Regarding page 2 of the Report to the Board, management override of internal controls is a risk that is considered in every audit.

Regarding the request to complete the 2023 audit before the end of the year, I previously communicated to you in July that scheduling the audit before the end of the year would not be possible.

While I understand the goal to complete the next audit soon, the audit of Clear Creek CSD has required a more significant hours commitment each year than initially anticipated. The general ledger transition during 2023, which brings inherent challenges, and the fact that the District is still working on addressing the audit findings are factors that are expected to impact the work involved and create challenges for a timely audit completion. After much thought, I do not see that we have capacity to continue acting as the independent auditor for the District. I wanted to let you know this as soon as possible so you have time to make arrangements with an auditor that can meet your required timeline for delivery. In accordance with our work agreement dated September 26, 2021, please consider this our 10 days' notice that we will no longer be able to provide services to the District. We appreciate the opportunity to have served the District these past years and hope our comments are helpful guidance in improving the District's processes and records.

Thank you,

Kalah Horton, CPA, CFE

Partner

530.588.7427 x307

kalah.horton@hms-cpas.com



55 INDEPENDENCE CIRCLE STE. 102 – CHICO, CA 95973



This email and any files transmitted with it are confidential and intended solely for the use of the individual to whom it is addressed. If you are not the named addressee you should not disseminate, distribute or copy this e-mail. Please notify the sender immediately by e-mail if you have received this e-mail by mistake and delete this e-mail from your system. If you are not the intended recipient you are notified that disclosing, copying, distributing or taking any action in reliance on the contents of this information is strictly prohibited. Please note that any views or opinions presented in this email are solely those of the author and do not necessarily represent those of the firm. Horton McNulty & Saeteurn, LLP, 55 Independence Circle, Suite 102, Chico, CA 95973

Disclaimer

The information contained in this communication from the sender is confidential. It is intended solely for use by the recipient and others authorized to receive it. If you are not the recipient, you are hereby notified that any disclosure, copying, distribution or taking action in relation of the contents of this information is strictly prohibited and may be unlawful.

This email has been scanned for viruses and malware, and may have been automatically archived by **Mimecast Ltd**, an innovator in Software as a Service (SaaS) for business. Providing a **safer** and **more useful** place for your human generated data. Specializing in; Security, archiving and compliance. To find out more [Click Here](#).



CLEAR CREEK COMMUNITY SERVICES DISTRICT REQUEST FOR PROPOSALS FOR FINANCIAL AUDITING SERVICES

I. INTRODUCTION

A. General Information

The Clear Creek Community Services District (District) requests proposals from qualified firms of certified public accountants to audit its financial statements for a five (5) year period beginning with the fiscal year ending June 30, 2023 through fiscal year ending June 30th, 2027. These audits are to be performed in accordance with generally accepted auditing standards and the standards for financial audits set forth in the U.S. General Accounting Office's (GAO) Government Auditing Standards.

There is no expressed or implied obligation from the Clear Creek Community Services District to reimburse responding firms for any expenses incurred in preparing proposals in response to this request.

To be considered, three (3) hardcopies mailed or a PDF copy emailed of a proposal must be received by:

Paul Kelley, General Manager,
5880 Oak St, Anderson, CA 96007,
by 5:00 p.m. on **November 29, 2024.**

Email: paul.kelley@clearcreekcsd.org (Subject : "Auditing RFP Response")

The Clear Creek Community Services District reserves the right to reject any or all proposal submitted.

Submission of a proposal indicates acceptance by the firm of the conditions contained in the Request for Proposal, unless clearly and specifically noted in the proposal submitted and confirmed within the contract between the District and the firm selected.

B. Term of Engagement

The term is for a minimum of one 5-year agreement/contract. Renewal or extension for a period of time and terms are an option by the District and the firm selected.

II. NATURE OF SERVICES REQUIRED

A. General

The District is soliciting the services of a qualified firm of certified public accountants to audit its financial statements for the fiscal years ending June **30**, 2023, 2024, 2025, 2026, 2027. These audits are to be prepared in accordance with the provisions contained in this Request for Proposals. The District is currently contracted with a CPA to do pre-audits for FY23 and FY24 and expects the proposal to have a timeline to get the audits on an updated schedule.

B. Scope of Work to be performed:

The District desires the auditor to express an opinion on the fair presentation of the District's general purpose financial statements in conformity with generally accepted accounting principles.

The auditor shall also be responsible for performing certain limited procedures involving required supplementary information required by the Government Accounting Standards Board as mandated by generally accepted auditing standards.

C. Auditing Standards to be followed:

To meet the requirements of this Request for Proposals, the audit shall be performed in accordance with:

Generally accepted auditing standards, as set forth by the American Institute of Certified Public Accountants, and the standards for financial audits set forth in the U.S. General Accounting Office's Government Auditing Standards.

D. Reports to be issued:

Following the completion of the audit of the fiscal year's financial statements, the auditor shall issue:

1. A fiscal year-end financial statement;
2. A report on the fair presentation of the financial statements in conformity with generally accepted accounting principles;
3. A report on the internal control structure based on the auditor's understanding of the control structure and assessment of control risk ("Recommendations to Management");
4. A report on compliance with applicable laws and regulations.

Reporting: Auditors shall be required to report to the District on each of the following:

1. The auditor's responsibility under generally accepted auditing standards.
2. Significant accounting policies.

3. Management judgements and accounting estimates.
4. Significant audit adjustments.
5. Other information in documents containing audited financial statements.

E. Final Report

The final report shall be delivered in both hard copy and electronic formats, within three (3) months of the audit inception. Report preparation shall be the responsibility of the auditors, including, but not limited to, all typing of the report, footnote review, and production of the draft and final reports, and five (5) copies of the final report and recommendations to management.

F. Access to Working Papers

The firm shall respond to the reasonable inquiries of successor auditors and allow successor auditors to review working papers relating to matters of continuing accounting significance, and make copies, as needed.

III. DESCRIPTION OF THE CLEAR CREEK COMMUNITY SERVICES DISTRICT

A. Contacts

The auditor's principal contact with the District will be:

Bookkeeper/Accountant: Melissa Tenney; melissa.tenney@clearcreekcsd.org

Secondary: Paul Kelley - District General Manager; paul.kelley@clearcreekcsd.org
(530) 357-2121

B. Background Information

The Clear Creek Community Services District is an independent Special District organized under the Public Utilities Code provisions of the general laws of the State of California and is governed by a five-member Board of Directors elected at large by the registered voters of the District. The District is located in Shasta County; The District provides customers with potable water for agriculture and domestic use.

The District annually receives approximately \$420,000.00 in property taxes from the county to help finance its operations.

The District's fiscal year begins on July 1st and ends on June 30th. The District has a FY 2024-2025 operating budget of approximately \$2,400,000.00 and a capital budget of approximately \$435,000.00. The District has total annual wages and benefits of approximately \$968,000.00 covering eleven (11) full-time employees and 5 Board of Directors.

C. Budgetary Basis of Accounting

The District prepares its budgets and financial statements on a basis consistent with generally accepted accounting principles.

D. Pension Plan

The District participates in the California State Public Employees Retirement System (CalPERS)

E. Availability of Prior Audit Reports and Working Papers

Interested proposers who wish to review prior years' audit reports and management letters should contact Paul Kelley, District General Manager or Melissa Tenney, Bookkeeper/Accountant, at the provided contact information above. The most recent audits are also available on the District's website. The District will provide prior audits to assist proposers in responding to this RFP.

IV. PROPOSAL REQUIREMENTS

The following material is required to be received by the District by 5:00 p.m. November 29, 2024 for a proposing firm to be considered:

A. Title Page:

The title page showing the Request for Proposal's subject, the firm's name; the name, address, email and phone number of a contact person; and the date of the proposal.

B. Table of Contents

C. Transmittal Letter

A signed letter of transmittal briefly stating the proposer's understanding of the work to be performed, the commitment to perform the work within the time period, a statement why the firm believes itself to be the most qualified to perform the engagement and that the proposal is a firm offer for the period being bid on.

The District desires to have its Fiscal Year audits as current as possible and expects that a FY audit is completed within 10 months. The District requests that the proposal include a detailed timeline for the completion of FY23 and FY24 tasks in a timely manner, ensuring they are finalized before the FY25 audit. Specifically, the District prefers that FY23 tasks be completed by the first quarter of 2025 and FY24 tasks by the second quarter of 2025, allowing the FY25 audit to be conducted by the end of the 2025 calendar year or in the first quarter of 2026.

D. Detailed Proposal

The detailed proposal should follow the order set forth herein.

E. Executed copies of Proposer Guarantees and Proposer Warranties, attached to this Request for Proposals (Appendix A and Appendix B)

Please send the completed proposal to the following address:

Paul Kelley
Clear Creek Community Services District
5880 Oak Street
Anderson, CA 96007

Or email a PDF copy to paul.kelley@clearcreekcsd.org
Subject: "Auditing RFP Response"

F. Technical Portion General

Requirements

The purpose of the Technical Portion is to demonstrate the qualifications, competence and capacity of the firms seeking to undertake an independent audit of the Clear Creek Community Services District in conformity with the requirements of this Request for Proposals. As such, the substance of proposals will carry more weight than their form or manner of presentation. The Technical Portion should demonstrate the qualifications of the firm and of the particular staff to be assigned to this engagement. It should also specify an audit approach that will meet the Request for Proposal's requirements.

The Technical Portion should be prepared simply and economically, providing a straight forward, concise description of the proposer's capabilities to satisfy the requirements of the RFP. While additional data may be presented, the following subjects, Items No. two through six, must be included. They represent the criteria against which the proposal will be evaluated.

1. Independence

The firm must affirm its independence from the Clear Creek Community Services District per U.S. GAO's Government Auditing Standards and notify the District of any new professional relationships during the agreement period.

2. License to Practice in California

A statement should be included indicating that the firm and all assigned key professional staff are properly licensed to practice in California.

3. Firm Qualifications and Experience

The firm must submit a copy of its most recent external quality control review report, including a statement on whether it covered specific government engagements.

Additionally, the firm should provide details of any federal or state desk reviews or field reviews of its audits from the past three years. The firm must also disclose any disciplinary actions taken or pending against it by state regulatory bodies or professional organizations during the same period.

4. Partner, Supervisory and Staff Qualifications and Experience

The firm should identify all staff, including the principal supervisory and management

staff, engagement partners, managers, other supervisors and specialists, who would be assigned to the engagement, what their specific tasks and functions would be and indicate whether each person is registered/licensed to practice as a certified public accountant in California.

The firm should provide as much information as possible regarding the number, qualifications, experience, training, including relevant continuing professional education of the specific staff to be assigned to this engagement. The firm should also indicate how the quality of staff will be assured over the term of the agreement.

5. Similar Engagements with Other Government Entities

For the firm's office that will be assigned responsibility for the audit, list the most significant engagements (maximum of 5) performed in the last five years that are similar to the engagement described in this RFP. These engagements should be ranked on the basis of total staff hours.

6. Specific Audit Approach

The proposal should set forth a work plan, including an explanation of the audit methodology to be followed to perform the services required in Section II of this RFP. In developing the work plan, reference the District's budget, organizational charts, manuals, programs, and financial and management information systems.

G. Firm Dollar Cost Bid

1. Total All-inclusive Maximum Price

The firm dollar cost bid should contain all pricing information relative to performing the audit engagement as described in this Request for Proposals. The total all-inclusive maximum price to be bid is to contain all direct and indirect costs including all out-of-pocket expenses. A total all-inclusive maximum price shall be shown for the FY 2024-25 engagement, as a total all-inclusive maximum price for each of the FY 2022-23, FY 2023-24, FY 2024-25, FY 2025-26, FY 2026-2027 audit years.

The District will not be responsible for expenses incurred in preparing and submitting the technical proposal or the firm dollar cost bid. This should not be included in the proposal.

2. Rates for Additional Professional Services

If it should become necessary for the District to request the auditor to render any additional services to either supplement the services requested in this Request for Proposals or to perform additional work as a result of the specific recommendations included in any report issued on this engagement, then such additional work shall be performed only if set forth in an addendum to the contract between the District and the firm. Any such additional work agreed to between the District and the firm shall be performed at the same rates as set forth in the schedule of fees and expenses included in the sealed dollar cost bid.

3. Manner of Payment

Payments will be made under the following schedule:

75% - billed upon beginning of Field Work subsequent to the Initial Auditing Opening Conference with the General Manager;

15% - Billed subsequent to delivery of the draft Final Statements and Recommendations to Management;

10% - To be paid upon receipt of final paper/electronic copies of the reports, But no sooner than 30 days after acceptance of Final Statements and Recommendations to Management by the Clear Creek Community Services District Board of Directors.

V. EVALUATION PROCEDURES

A. Proposal Committee

Proposals will be evaluated by the Finance Committee of the Board of Directors of Clear Creek Community Services District and the General Manager.

B. Review of Proposals

The committee will review each proposal. Each member will first score each technical portion of the proposal by each of the criteria described in Section V.C. below. The committee will then convene to review and discuss these evaluations and arrive at a consensus on the firms the committee will evaluate further

C. Evaluation Criteria

The following represent the principal criteria that will be considered during the evaluation process.

Principal Requirements-

1. The audit firm is independent and licensed to practice in California.
2. The audit firm has either principal offices or subsidiary offices located within a 150 mile radius of Shasta County.
3. The audit firm's professional personnel have received adequate continuing professional education within the preceding two years.

4. The firm has no conflict of interest with regard to any of the work performed by the firm for the District.
5. The firm submits a copy of its most recent external quality control review report and the firm has a record of quality audit work.
6. The firm adheres to the instructions in this Request for Proposals on preparing and submitting the proposal.

Technical Qualifications-

- | | |
|-----------------------------|-----|
| 1. Expertise and experience | 40% |
| 2. Audit approach | 30% |
| 3. Price | 30% |

The District will evaluate annual as well as multi-year costs as part of the selection process.

D. Oral Presentation

During the evaluation process, the committee may, at its discretion, request any or all firms to make oral presentations. Such presentations will provide firms with an opportunity to answer any questions the committee may have of a firm’s proposal. The District is not obligated to request oral presentations from all firms.

E. Final Selection

The Board of Directors of the Clear Creek Community Services District will select a firm based upon the recommendation of the Finance Committee and the General Manager. It is anticipated that a firm will be selected and notified on or before December 20, 2024. Following notification of the firm selected it is expected that a contract will be executed between both parties no later than December 31, 2024.

F. Right to Reject Proposals

Submission of a proposal indicates acceptance by the firm of the conditions contained in this Request for Proposals unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the District and the firm selected. The District reserves the right without prejudice to reject any or all proposals. The District also reserves the right to waive minor irregularities in the proposal, and to accept the proposal it considers most favorable and in the District’s best interest.

G. Professional Services Agreement

The firm selected by the District to perform auditing services will be required to execute an Agreement for Professional Services.

APPENDIX B

PROPOSER WARRANTIES

- A. Proposer warrants that it is willing and able to comply with the State of California Laws.
- B. Proposer warrants that it is willing and able to obtain an errors and omissions insurance policy providing a prudent amount of coverage for the willful or negligent acts, or omissions of any officers, employees, or agents thereof.
- C. Proposer warrants that it will not delegate or subcontract its responsibilities under an agreement without express prior written permission of the Clear Creek Community Services District.
- D. Proposer warrants that all information provided by it in connection with this proposal is true and accurate.

Signature of Official: _____

Printed Name: _____

Title: _____

Firm: _____

Date: _____

APPENDIX A

PROPOSER GUARANTEES

The proposer certifies it can and will provide and make available, at a minimum all services set forth in Section II, Nature of Services Required

Signature of Official: _____

Printed Name: _____

Title: _____

Firm: _____

Date: _____

DRAFT



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

MEMO

Date: October 16th 2024
To: Board of Directors
From: General Manager Paul Kelley
Re: 7 – General Manager Report

Report:

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

Starting the week of September 19th, 2024

- Staff – Changes at the District
 - The District welcomed two new operators Russell (D2) and Lyle (D1).
 - We also have fully staffed front office – with Lisa in a full month as Account Clerk.
- The CUSI – new customer database software is looked at to help with meter Reading
 - The new challenge is getting CUSI to port information accurately to QuickBooks.
 - We were able to sign and find a CPA to help
 - This should help get past resolved and current and future Audits moving.
- In Coordination with Shasta water managers the Bureau hosted Shasta tour September 20th
- Worked on the three grant projects: - (Update on this agenda)
 - Backwash ponds –
 - Concrete work is starting. And a third has been poured
 - More to be poured through October
 - ARPA This has been submitted to County for reimbursement and some reimbursements
 - Meter Registers and Endpoints to be worked with Badger and then installed
 - We have received the funds from the County
- Equipment for the District –
 - New Distribution Supervisor working on this –
 - Reviewing and a primary need is a vac-trailer and safety equipment (Purchased)
 - The new employees have their CDL and the Dump truck being utilized.
- The Auditor letter was sent and primarily concerned with:
 - The Audits for FY23 In the Fall and FY24 underway in March 2025
 - The Auditor replied with a 10 day notice to cancel their agreement
 - The GM developed an RFP for Audit services.
- GM has worked on the website and updates.
- The Operator office is being updated and desks moved – the plan to make it better utilized and useful.
- Other/More – Verbal



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

MEMO

Date: October 16th 2024
To: Board of Directors
From: Chief Plant Operator: Bill Palmaymesa & Distribution Field Supervisor: Morgan Rau
General Manager Paul Kelley & Administrative Assistant Amity Valdez
Re: 8 – Operation Report

Administration

There were 280 Accounts that are 90+ days delinquent totaling \$72,865.45
There were 213 Accounts that are 60-90 Days delinquent totaling \$14,661.10
There were 416 Accounts that are 30-60 Days delinquent totaling \$38,759.67

As a newly formed team, we are in the process of settling in and acquiring new knowledge. Recently, we directed our attention to aged receivables and issued 82 shut-off notices. Fortunately, only 10 customers had their water service discontinued, as the majority either paid their dues or arranged payment plans. Moving forward, we will start enforcing late fees and dispatching delinquency notifications at the end of October.

WTP OPERATIONS - The WTP produced 548af of SW; Clear Creek CSD used 362AF of SW in September (289AF – M&I, 73 – Ag). 2160AF total SW for WY24/25. Well Water Production- 0 af . (Palmaymesa)

- Staff have been busy with routine maintenance, monitoring, and operation of the WTP. Whiskeytown Lake water quality is returning to normal. The USBR has increased the flow to Clear Creek from 150cfs to 300cfs. The WTP has been producing 5-6 MG/Day on average.
- A pipe burst inside of the WTP, flooding the pipe gallery, office and bathroom. A temporary repair was applied to the pipe and the WTP was back in operation on the same day. A permanent repair will have to be performed during the winter months when the WTP can be offline for a extended period of time.
- BW Pond Repair Project: 600 cubic yards of concrete have been poured into the pond bottom. There will be one more large pour in the pond bottom, once the side slopes are complete.
- WTPO OIT Jeffery has passed his Grade T3 SWRCB Exam.
- PACE Engineering met with WTP Staff to discuss the immediate facility needs. A report will be submitted to the District in the coming months.
- The Filter to Waste Pond was cleaned out for the second time this year.
- Sandbags were placed over an exposed section of the Muletown Conduit in a remote area of the National Park.
- 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

Team Updates: We are pleased to welcome Russell, who joined our crew in September, and Lyle, who will be starting October 7th.

Meter Reads: Our meter reading process is becoming more streamlined and will be fully prepared for the installation of registers and endpoints in October. We have received the necessary additional hardware for automated reads and anticipate an even smoother process in the upcoming cycle.

Contractor Collaboration: We have engaged a new contractor who has successfully completed some repaving repairs. Their work has been commendable, and they have also assisted with major leak repair. We are very satisfied with their performance.

Office Improvements: We are currently obtaining quotes for a slurry seal at the office, with plans to commence this project in the spring. Additionally, we have been enhancing the office's exterior by improving the grass and shrubs, making it more visually appealing.

Organization and Maintenance: Significant efforts are being made to organize and clean our shop, yard, and staff office. We are developing a plan to create material bays for different materials in the yard, optimizing the use of our large space for better organization.

Leak Management: We have encountered a substantial number of leaks, both planned and unplanned. Investigations have revealed that some of these issues stem from previous installations. For instance, the 10" AC pipe on Flowers Road was not laid in a bed of sand, and large rocks have been identified as the cause of leaks on Flowers Lane.

Backflow Testing: We will commence backflow testing at the end of October. Additionally, we are becoming more acquainted with the new cross-connection laws that will soon be implemented and are networking with others to gather insights and ideas.

Training and Development: Our team has participated in training sessions with JPIA and has additional training scheduled for November

Note:



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

MEMO

Date: October 16th 2024
To: Board of Directors
From: General Manager – Paul Kelley
Re: **9** – Standing Committee Report

Report: From members of the Committees listed:

Note:

9.a – Agriculture –

9.b – Finance -

9.c – Planning / Steering –next meeting in November