



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

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 8/21/24
- b. Paid Bills: 8/14/24 – 9/12/24
- c. Payroll: 8-1-24, 8-15-24. 8-29-24
- d. Activity P&L Report: ~~July and August~~ - Not Available – expected next month

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

- a. O.B. – USBR Account Reconciliation - (Discussion)
- b. District Statement Mailing Insert Policy (Discussion/Action)
- c. District Grants Update – (Discussion)
- d. Water Loss Analysis to date report – (Discussion)

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.

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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

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

MEMO

Date: September 18th 2024
To: Board of Directors
From: General Manager – Paul Kelley
Re: 5 – Consent Agenda (Action)

Discussion:

5.a – Minutes of The Meetings: Regular meeting 8/21/24, Special Meeting, Agriculture Committee:

Finance Committee : Planning and Steering Committee:

5.b – List of bills paid – from QuickBooks 8/14/24 – 9/12/24

5.c – Payroll since last meeting: 8-1-24, 8-15-24, 8-29-24

5.d – Activity P&L Report: ~~July 2024: August 2024~~ Not available till Next month

Recommendation:

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



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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: August 21, 2024, at 6:00PM: District Office Board Room

MINUTES

- 1. CALL TO ORDER** – *Chair Lincoln 6PM*
- 2. PLEDGE OF ALLEGIANCE** – *Director McVay*
- 3. ROLL CALL** - *Chair Lincoln, Vice-Chair McVay, Directors Beaver, Fickes. Absent – Director Johnston*
 - *GM Kelley, Admin Assistant Valdez*
- 4. OPEN TIME/PUBLIC COMMENT:** - *Sandy Winters: Firewise meeting September 26th 6pm, no meetings during summer, we have a speaker, there might be food.*
- 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 8/21//24
- b. Paid Bills: 8/14/24 – 9/12/24
- c. Payroll: 8-1-24, 8-15-24, 8-29-24
- d. Activity P&L Report: Not Available this month

There were many challenges with our UMS CUSI and QuickBooks, so the P&L reports are not available. Discussion on finance budget, it was increased for underground service alerts. Service alert calls were set up incorrectly as auto service calls by MGM employees which is why the Underground Service Alert bill is so high and is showing 945 tickets.

SCADA update – State paid for the upgrade; SmartSights Invoice is high because we had to purchase alarms for each connection

Director Fickes – Lawyer invoice references letter to DLaMalfa, GM explained we had to have environmental review for the concrete pond lining project to ensure we met all SB929 requirements. Still had not received since June 2023, Pace suggested we reach out to FEMA and send a letter to congressman DLaMalfa of which the lawyers assisted. FEMA is now completing review since letter to DLaMalfa.

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Motion to approve Consent: Fickes, 2nd McVay – Vote Unanimous 4-0-1

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

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

b. Fiscal Year 2022 Audit For Board Review (Discussion/Action)

GM Kelley discussed the 2022 Audit report and provided a draft letter to the auditor for the board to review and approve to address some of the points made in the audit report. We are having a CPA review everything and requesting quotes to assist with future audits and financials.

Motion to accept FY22 Audit – Beaver, 2nd Fickes. Vote: Unanimous 4-0-1

Discussion on letter

Motion to have District edit and send letter: Beaver (with edits suggested) 2nd McVay. Vote: unanimous 4-0-1

c. Surplus property disposal -1996 Generac 80 KW – (Discussion/Action)

GM Kelley explained that the yellow 1996 Generac Generator, previously used at the Water Treatment Plant and currently located in our district facility yard, is non-compliant with state regulations and deemed unusable in California. Consequently, it can be classified as scrap and may be surplus accordingly. He emphasized the importance of transparency with the board and community regarding this matter, noting that information about the generator will be posted on the website for a few weeks to facilitate its sale or transfer out of state.

Board gave direction to follow the Surplus policy #6 as scrap to dispose of the Generator

7. GENERAL MANAGERS REPORT

GM Kelley reviewed the items in the report.

We are currently recruiting another Distribution Operator with certification.

Still working on our Utility Management System – CUSI to accurately export data to QuickBooks

In coordination with Shasta Water Managers the Bureau will do the tour on September 20th.

Discussed work on the three grant projects – We have all required permits for the Backwash Ponds, and we are on schedule to finish pond in November, we received all the funds for the Emergency Electrical/SCADA project and closed it out. ARPA submitted to county for reimbursement, and the Prospective federal grant for “wildfire and drought resiliency assessment” did not get granted.

Discussed upping security at South Booster Station

D. McVay stated funds were approved for study to be done by Pace Engineering to inspect water tank. GM Kelley spoke with Pace Engineering, and they plan to get a report to us by October for the board to review in NOV/DEC.

8. OPERATIONS REPORT

GM Kelley gave the report, and reiterated the back side related to hiring experienced operators, that after analysis the budget can manage an additional member of the operations staff

D. McVay asked if this could impact the budget when they get to step 4.

GM Kelley – this will need to be monitored, but even if the budget stayed static (not likely), it would take 3 years for all the operator staff to reach step 4.

D. Fickes asked about the Delinquencies, is this related to staff? And mentioned the challenges heard at Finance committee that the daily receipts and bank deposits may not have been matching, adding to the other CUSI and QuickBooks challenges mentioned prior about P&L's. It has come to our attention that there were several items left

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incomplete or executed incorrectly. As a result, we are currently undertaking extensive clean-up efforts within the Accounts Receivable department.

GM Kelley discussed the Water Treatment Plant operations, repairs, and production. Whiskeytown lake had experienced an algae bloom causing short filter runs and an excessive number of backwashes. The WTP has been producing 7-8 MG/Day on average.

D. McVay asked what kind of strain that was put on the filtration plant, GM Kelley explained it survived but not without some challenges.

GM Kelley discussed Distribution and leak repairs, ordering new traffic control equipment to assist future road and lane closures, we will be working on meter inventory for start up to replace registers and end points.

9. STANDING COMMITTEE REPORT –

- a. *Agriculture – Good Olive meeting, Good report (written from D. Johnston) on HV Farmers Market, next meeting on September 4th.*
- b. *Finance – Reported on Finance Committee meeting held on August 14th, also mentioned previously on Operations Report regarding finding problems with financial reports not balancing correctly and the need to fix many issues.*
- c. *Planning/Steering – Gm Kelley mentioned the items reviewed by the committee Aug 20 – Drought Plan update, Water service rules and Extraordinary / Major repairs and replacement list (like a CIP)*

10. BOARD MEMBER ITEMS

D. McVay – Only 3 current members of board filed for the Board of Directors, so the District will save \$8-12K by not having an election this November

D. Beaver – Talked to Distribution Supervisor and really likes the lists, and work organization. Mentioned that best piece of equipment to help the district is a vac-trailer

Chair Lincoln – Mentioned a very good ethics training at Rio Alto august 13. It was a Q&A version, and the subject of staff interaction came up. Strongly encouraged and reminded board members that they hire/manage/do performance review the GM. Gaining inside information on items that could be for board decision is not the board's responsibility – and be cautious – and make sure that goes through the GM.

11. CLOSED SESSION ANNOUNCEMENT: - None

12. ADJOURN THE MEETING -7:28pm

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Clear Creek Community Services District

Transaction Detail by Account

August 14 through September 12, 2024

Type	Date	Num	Name	Memo	Amount
8000 - Accounts Payable					
Bill Pmt -Check	08/14/2024	33652	Napa Auto Parts	1931	-107.24
Bill Pmt -Check	08/16/2024	eft 9406	Waste Management	3-99477-15008	-319.31
Bill Pmt -Check	08/16/2024	eft 1395	CalPERS PEPRA/Classic	unfunded accrued liability	-15,024.58
Bill Pmt -Check	08/16/2024	eft 6078	First National Bank of Oma...	4418226482992665	-983.08
Bill Pmt -Check	08/16/2024	auto paid	Humana - Dental Ins	VOID: 412851-001 duplicate transacti...	0.00
Bill Pmt -Check	08/16/2024	eft 2861	Pacific Gas & Electric	cloverdale/clearcreek	-867.60
Bill Pmt -Check	08/16/2024	eft 5351	Pacific Gas & Electric	outdoor lights	-21.46
Bill Pmt -Check	08/16/2024	eft 6361	Pacific Gas & Electric	clear creek /hv	-110.61
Bill Pmt -Check	08/16/2024	eft 7371	Pacific Gas & Electric	pond	-471.71
Bill Pmt -Check	08/16/2024	eft 9541	Pacific Gas & Electric	wtp	-4,973.48
Bill Pmt -Check	08/16/2024	33653	AT&T		-683.48
Bill Pmt -Check	08/22/2024		AT&T	QuickBooks generated zero amount t...	0.00
Bill Pmt -Check	08/23/2024	33655	Ability Answering & Paging...	05-1-8495	-420.51
Bill Pmt -Check	08/23/2024	33656	Ace Hardware - Acct # 2186	2186	-104.43
Bill Pmt -Check	08/23/2024	33657	Axner Excavating, Inc.	6920038	-40,798.98
Bill Pmt -Check	08/23/2024	33658	Cintas Corporation	22228100	-152.92
Bill Pmt -Check	08/23/2024	33659	CUSI (Continental Utility S...	Annual maint/support	-4,228.00
Bill Pmt -Check	08/23/2024	33660	Ferguson Waterworks	409921	-4,648.90
Bill Pmt -Check	08/23/2024	33661	Gully Diesel Repair	bobcat repair/service	-729.66
Bill Pmt -Check	08/23/2024	33662	Harvest Printing Company		-3,133.74
Bill Pmt -Check	08/23/2024	33663	Horton McNulty & Saeteur...	CA Annual Fianancial Report	-2,900.00
Bill Pmt -Check	08/23/2024	33664	Napa Auto Parts	1931	-46.65
Bill Pmt -Check	08/23/2024	33665	Pace Analytical Services L...	28-100128	-640.84
Bill Pmt -Check	08/23/2024	33666	Pace Engineering		-1,365.25
Bill Pmt -Check	08/23/2024	33667	Pace Supply Corp	wtp	-79.14
Bill Pmt -Check	08/23/2024	33668	Professional Exterminator ...	17387	-65.00
Bill Pmt -Check	08/23/2024	33669	Rau, Morgan	boot reimb	-100.00
Bill Pmt -Check	08/23/2024	33670	RCAC -Loan Fund BWP G...	1140-CCCS-02	-229.07
Bill Pmt -Check	08/23/2024	33671	Spherion of Northern CA	Clear Crk Comm	-75.00
Bill Pmt -Check	08/23/2024	33672	Sunbelt Rentals, Inc.	948758	-1,242.85
Bill Pmt -Check	08/23/2024	33673	United Public Employees o...	union dues	-404.00
Bill Pmt -Check	08/23/2024	33674	US Bank Equipment Finance	1453267	-353.35
Bill Pmt -Check	08/23/2024	33675	Valley Pacific	C850335	-1,317.93
Bill Pmt -Check	08/23/2024	33676	Verizon	242343122-00001	-52.02
Bill Pmt -Check	08/23/2024	33677	WaterTALENT LLC		-4,598.00
Bill Pmt -Check	08/23/2024	eft 4461	Pacific Gas & Electric	wells 1 & 2	-3,974.33
Bill Pmt -Check	08/23/2024	eft 4871	Pacific Gas & Electric	office/well 3	-5,096.03
Bill Pmt -Check	08/23/2024	eft 8111	CalPERS Health Ins		-20,731.58
Bill Pmt -Check	08/23/2024	eft 9nt6	Amazon Capital Services, l...	A3SGCPAZF6QYSB	-843.46
Bill Pmt -Check	09/01/2024	auto eft	Ameritas (VSP Vision Ins)	Vision Ins	-66.56
Bill Pmt -Check	09/01/2024	auto pay	Humana - Dental Ins	412851-001	-709.44
Bill Pmt -Check	09/01/2024	auto pay	UNUM Life Insurance of Co.	disablity ins	-1,078.14
Bill Pmt -Check	09/01/2024	auto pay	RCAC-Loan Fund (Dump ...	6332-CCCS-01	-1,696.07
Bill Pmt -Check	09/01/2024	auto paid	Ameritas (VSP Vision Ins)	vision	-83.00
Bill Pmt -Check	09/04/2024	33678	Alhambra (formerly Mt Sha...	1020179424385352	-83.48
Bill Pmt -Check	09/04/2024	33679	Aveva Select CA	CLEAR1	-4,730.00
Bill Pmt -Check	09/04/2024	33680	Badger Meter, Inc.	41827	-101.46
Bill Pmt -Check	09/04/2024	33681	Beaver, Patricia A		-125.00

1:21 PM

09/09/24

Accrual Basis

Clear Creek Community Services District Transaction Detail by Account August 14 through September 12, 2024

Type	Date	Num	Name	Memo	Amount
Bill Pmt -Check	09/04/2024	33682	CA SWRCB - DW Operato...	D1 Cert MSimmons	-70.00
Bill Pmt -Check	09/04/2024	33683	CED (Consolidated Electri...	KP-11984	-72.94
Bill Pmt -Check	09/04/2024	33684	Cintas Corporation	22228100	-167.40
Bill Pmt -Check	09/04/2024	33685	Computer Logistics Corp	monthly IT and backups	-619.88
Bill Pmt -Check	09/04/2024	33686	Fasteners Inc	373	-24.28
Bill Pmt -Check	09/04/2024	33687	Fickes, Beverly		-125.00
Bill Pmt -Check	09/04/2024	33688	Hach Company	110678	-344.38
Bill Pmt -Check	09/04/2024	33689	Harvest Printing Company	billing	-3,634.42
Bill Pmt -Check	09/04/2024	33690	Immense Impact	17-0927CCC	-599.00
Bill Pmt -Check	09/04/2024	33691	Market Street Automotive	unit 1 maintenance	-83.51
Bill Pmt -Check	09/04/2024	33692	McVay, Scott		-125.00
Bill Pmt -Check	09/04/2024	33693	MidAmerica	CCREEKCSDG5	-225.00
Bill Pmt -Check	09/04/2024	33694	Pace Analytical Services L...	28-100128	-224.94
Bill Pmt -Check	09/04/2024	33695	Pace Supply Corp		-251.05
Bill Pmt -Check	09/04/2024	33696	SCP Distributors, LLC	970914	-95.32
Bill Pmt -Check	09/04/2024	33697	Sunbelt Rentals, Inc.	948758	-665.89
Bill Pmt -Check	09/04/2024	33698	Thatcher Company of Calif...	3001810	-6,364.29
Bill Pmt -Check	09/04/2024	33699	Western Safety Products, I...	39427	-720.64
Bill Pmt -Check	09/05/2024	eft 4161	Pacific Gas & Electric	cloverdale/clear crk	-682.24
Bill Pmt -Check	09/05/2024	eft 5321	Pacific Gas & Electric	office outdoor lights	-21.46
Bill Pmt -Check	09/05/2024	eft 6341	Pacific Gas & Electric	clear creek/HV	-86.84
Bill Pmt -Check	09/05/2024	eft 7281	Pacific Gas & Electric	pond	-591.98
Bill Pmt -Check	09/05/2024	eft 8251	Pacific Gas & Electric	wtp	-4,765.65
Bill Pmt -Check	09/05/2024	eft 6202	Office Depot Business Credit	6011 5661 8341 9518	-96.04
Bill Pmt -Check	09/05/2024	33700	AT&T	wtp	-293.99
Bill Pmt -Check	09/05/2024	33701	AT&T	south booster	-389.15
Bill Pmt -Check	09/05/2024	eft 6525	First National Bank of Oma...	4418226482992665	-345.98
Bill Pmt -Check	09/06/2024	eft 0679	Plumas Credit Card		-1,712.79
Total 8000 - Accounts Payable					-153,966.40
TOTAL					-153,966.40



IMMENSE IMPACT, LLC

Home of RuralWaterImpact.com & MunicipalImpact.com

POSTED

Rural Water Impact & Municipal Impact
 (888) 551-4815
 P.O. Box 121034
 Arlington, TX 76012
 GM Approval [Signature]
 BK Initials SW
 Job/PO # Website Annual Renewal
 Amt to Pay \$ 599.00
 GL & Dept 50517-100

Billed To
 Melissa
 Clear Creek Community Services
 District
 5880 Oak Street
 Anderson, CA 96007

Date of Issue
 08/27/2024
 Due Date
 09/27/2024

Invoice Number
 21-1006LWG
 Reference
 17-0927CCC

Amount Due (USD)
\$599.00

Description	Rate	Qty	Line Total
RWI Tier 3 Annual Subscription - 24 Rural Water Impact Tier 3 (1501-3000 connections) Annual Website Subscription. Includes Hosting, Unlimited Customer Support, All Website Software Updates, Upgrades & One Month Free (\$55.00).	\$599.00	1	\$599.00
Subtotal			599.00
Tax			0.00
Total			599.00
Amount Paid			0.00
Amount Due (USD)			\$599.00

Notes

Clear Creek Community Services District's Annual Website Subscription Dates: September 27, 2024 to September 27, 2025.

Immense Impact, LLC thanks the good people of Clear Creek Community Services District for their annual Rural Water Impact website subscription business! Our mission is to make life in your website world easier and more efficient :-)

Terms

Kindly Remit Payment to Immense Impact, LLC. (Home of Rural Water Impact) by September 27, 2024.

Payment of your website subscription invoice constitutes full and total agreement of the Terms & Conditions



Remit To:
 E&M Electric Machinery, Inc.
 DBA AVEVA Select California
 126 Mill Street
 Healdsburg, CA 95448
 (866) 966-3376

EFT Payment Information
Bank Name: Summit State Bank
ABA Routing #: 321181307
Account #: 730039914
Remittance: ar@california.wonderware.com

Invoice 446907

CUSTOMER NO. CLEAR1

Page: 1 of 1

AVEVA Select California



GM Approval *[Signature]*
 BK Initials *[Signature]*
 Job/PO # Scada Software
 Amt to Pay \$ 4730.00
 CLEAR CREEK CSD GL & Dept 3040-300

Bill To:

CLEAR CREEK CSD
 5880 OAK ST.
 ANDERSON, CA 96007
 USA

Ship To:

CLEAR CREEK CSD
 5880 OAK ST.
 ANDERSON, CA, 96007

DATE		SHIP VIA		F.O.B.		TERMS			
8/23/2024		WEB ONLY DELIVERY				Net 30 Days			
PURCHASE ORDER NUMBER		SALES ORDER		ORDER DATE		ENTERED	UPDATED	SLSPERSON	
1538		244472		8/8/2024		LPIG	LPIG	VLN	
ORDER	SHIPPED	B/O	Item Description				UNIT PRICE	EXT PRICE	
1	1		CF-STANDRD-R-WW CF#50606 - Standard - Renewal - WW HMI Exp 08/31/2025 Serial No.50606 <i>Scada software yearly subscription.</i>				4,730.00	4,730.00	
Total:		1	Customer Site ID: 25932, Clear Creek CSD, 5880 Oak Street, Anderson CA 96007						
RECEIVED BY							SHIPPING	0.00	
<small>ALL CLAIMS FOR ERRORS MUST BE MADE WITHIN FIVE DAYS AFTER RECEIPT OF GOODS. MATERIAL RETURNED WITHOUT OUR PERMISSION WILL NOT BE ACCEPTED. PRICES SUBJECT TO CHANGE WITHOUT NOTICE. IN EVENT OF DAMAGEM FILE CLAIM IMMEDIATELY WITH TRANSPORTATION COMPANY. DEFECTIVE MATERIAL WILL BE REPLACED OR MONEY REFUNDED. NO CLAIMS ALLOWED FOR INSTALLING OR USING ABOVE MATERIAL.</small>							NONTAXABLE	4,730.00	
FINANCE CHARGE							TAXABLE	0.00	
OF 1.5% PER MONTH, 18% ANNUALLY							TAX (7.75000)	0.00	
CHARGED ON PAST DUE ACCOUNTS							TOTAL (USD)	4,730.00	
Tax I.D.# 94-2190989									

CHECK REGISTER

COMPANY BANK ACCOUNT	NAME	ID	CHECK DATE	CHECK NUMBER	DIRECT DEPOSIT AMOUNT	NEGOTIABLE CHECK AMOUNT
		10010	09/05/24	33	4,136.57	
		20070	09/05/24	34	1,845.73	
		30041	09/05/24	35	2,286.65	
		20080	09/05/24	36	1,645.16	
		20090	09/05/24	37	2,538.49	
		30040	09/05/24	38	2,352.91	
		20060	09/05/24	39	1,987.42	
		30010	09/05/24	40	3,820.76	
		11010	09/05/24	41	1,784.40	
		11070	09/05/24	42	506.20	
		11060	09/05/24	43	1,927.65	
				BANK ACCOUNT TOTAL	24,831.94	0.00
				<i>11 Transaction(s)</i>		
				COMPANY TOTAL	24,831.94	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	08/22/24	23	4,136.57	
		20070	08/22/24	24	1,658.04	
		30041	08/22/24	25	2,808.14	
		20080	08/22/24	26	1,719.32	
		20090	08/22/24	27	1,681.76	
		30040	08/22/24	28	2,352.91	
		20060	08/22/24	29	1,844.14	
		30010	08/22/24	30	3,820.75	
		11010	08/22/24	31	1,782.03	
		11060	08/22/24	32	1,890.10	
				BANK ACCOUNT TOTAL	23,693.76	0.00
				<i>10 Transaction(s)</i>		
				COMPANY TOTAL	23,693.76	0.00
				<i>10 Transaction(s)</i>		

CHECK REGISTER

COMPANY BANK ACCOUNT	NAME	ID	CHECK DATE	CHECK NUMBER	DIRECT DEPOSIT AMOUNT	NEGOTIABLE CHECK AMOUNT
		10010	08/08/24	13	4,136.57	
		20070	08/08/24	14	2,200.23	
		30041	08/08/24	15	2,944.67	
		20080	08/08/24	16	2,152.53	
		20090	08/08/24	17	3,074.16	
		30040	08/08/24	18	2,353.25	
		20060	08/08/24	19	2,010.42	
		30010	08/08/24	20	3,811.46	
		11010	08/08/24	21	1,780.43	
		11060	08/08/24	22	1,886.10	
				BANK ACCOUNT TOTAL	26,349.82	0.00
				<i>10 Transaction(s)</i>		
				COMPANY TOTAL	26,349.82	0.00
				<i>10 Transaction(s)</i>		



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

MEMO

Date: September 18th 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 – District Statement Mailing Insert Policy (Discussion/Action)

As the Board knows, the District went with Harvest printing in Anderson to send out it's monthly statements. This helped save the District approximately 20cents per piece and lots of staff time and aggravation with the old leased folding machine.

The District has allowed inserts from local community group like Citizens Patrol. There is a cost and who and or what should the District allow to have an insert in the mailings.

See item memo for more background and discussion.

Recommendation:

Review, Discussion, Provide Direction

6.c District Grants Update (Discussion/Action)

The District has had a few Grants over the past two years, and this is a report on those.

See item memo for more background and discussion.

Recommendation:

Review, Discussion, Provide Direction

6.d **Water Loss Analysis Report** (Discussion/Action)

The GM started last fall to review the water loss in the System with a spreadsheet.

More in memo and background.

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: September 18th 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.

The USBR Fiscal year ends September 30, and requested that all water usage reports and payments be submitted prior to September 15th.

There is nothing to report on the Account Reconciliation.

The Bureau has scheduled a Shasta Dam Tour: September 20th. Please RSVP to GM to pass it along to the Bureau.

If more, then reported at meeting.

Recommendation:

Review, Discussion, provide direction to GM.



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MEMO

Date: September 18th 2024
To: Board of Directors
From: General Manager – Paul Kelley
Re: **District Statement Mailing Insert Policy** (Discussion / Action)

Discussion/Action:

6.b – District Statement Mailing Insert Policy (Discussion/Action)

The District went with Harvest printing in Anderson to send out its monthly statements. This helped save the District approximately 20cents per piece and lots of staff time and aggravation with the old leased folding machine.

The District has allowed inserts from local community groups like Citizens Patrol. There is a known cost from Harvest now. There is a question of who and or what should the District allow to have an insert in the mailings. When we discovered that the Citizens Patrol insert cost the District approximately \$50 - 6 months ago, we asked Citizens Patrol for that amount to pay for cost of the September insert.

Then we received a request by the Boy scouts to put their insert flyer in the same mailing and we received a quote of approximately \$200 for an additional insert – and the boys scouts paid that amount.

The GM looked and did not find where the District has any policy or guidelines for these inserts. And contacted Harvest printing for some actual costs for – Inserts (supplied), Inserts printed by Harvest – color ink on white paper, black and white one white paper, and black and white on color paper.

For reference Harvest Printing also needed to re-evaluate the above when providing costs – and now has this amount as their estimate: estimates based on number of statements mailed that could fluctuate. Insert Supplied \$200, Printed one side on white paper - \$225, colored paper: \$270, color ink one-side: \$440.

This also raised the question of who should be allowed to have an insert in the District billing statements. CCCSD Committees? And/or Community groups – like Citizens Patrol or other Non-Profits groups – like Boy Scouts. Or Schools (we sometimes put their short messages in our newsletters as a trade off for using their scrolling sign). Or businesses to advertise.

And how much should the District request from the entity requesting flyer / insert submission? Should Admin/overhead rates also be included to defray District costs?

For Board discussion and suggestions.

Recommendation:

Review, Discussion, provide direction to GM: GM recommends having a policy for community groups and local non-profits – one per mailing, and charge the cost plus admin charge based on cost provided by Harvest. Consider other entities based on Board direction.



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MEMO

Date: September 18th 2024
To: Board of Directors
From: General Manager – Paul Kelley
Re: **6c – District Grants Update** (Discussion/Action)

6.c – District Grants Update (Discussion/Action)

Backwash Ponds – Grant \$6Million - (pictures)
Status: In progress and Construction update

In April the Board approved the application for a Grant Anticipation loan with RCAC and that loan has funded. The first major funds request is going in this coming week since the contractor has made progress and has submitted two invoices for almost \$900K.

The Board approved an Amendment #2 to the PACE Engineering contract for this project at the June meeting, and the GM suggested an update at the August/September meeting.

Construction has proceeded to prepare the ponds for concrete lining.

A few items to remember: the Project Grant is over \$6million. The Construction contract is \$5Million of that and the FEMA/CalOES portion is approximately \$2Million and the State portion is approximately \$4million.

It's a two year project.

Year 1 (2024) – Pond 3, clean out, reform, set concrete forms and pour and make operational.

Year 2 (2025) – Pond 2, Clean out, reform, Set concrete forms and pour and make operational – and integrate with all the other ponds.

Year 3 – First quarter of 2026, close out documents / payments and more.

So. Booster Wells Emergency electrical / SCADA grant - \$477,000 from the State's emergency water fund

Status: Closed out March 2024 (Pictures)

This project:

- replaced the Three Well soft start mechanisms
- A fiber communications line from wells to the So. Booster Station
- Connected all at So. Booster Station to internet through firewall
- All new Programable Logic Control (PLC) panels
- New Vault with Valve and Meter
- All connected to the SCADA system

Distribution System Assessment Grant (Distribution Rehab Project)

Status: Unfunded and in State system

The State Water board staff called the District in March of 2024 to inform the District that because of the State budget challenges, this grant application would not be considered until next year. It was still in their system as a grant application but for financial reasons a one year delay on making a decision to fund the grant was in action.

ARPA – County Water District grant for Registers and Transponders - \$266K from County ARPA for \$330K of transponders and registers (\$50K District match – budgeted as 25K FY24 and 25K FY25)

Status: In-Progress

- Meter Endpoints (transponders) and Registers – Ordered December of 2023
- Most have been delivered and invoiced for and in storage ready for installation
- The County has been paying their portion of the Grant reimbursements to date
-

EPA – Wildfire Resiliency Grant Application - \$495K

Status: Denied August 2024

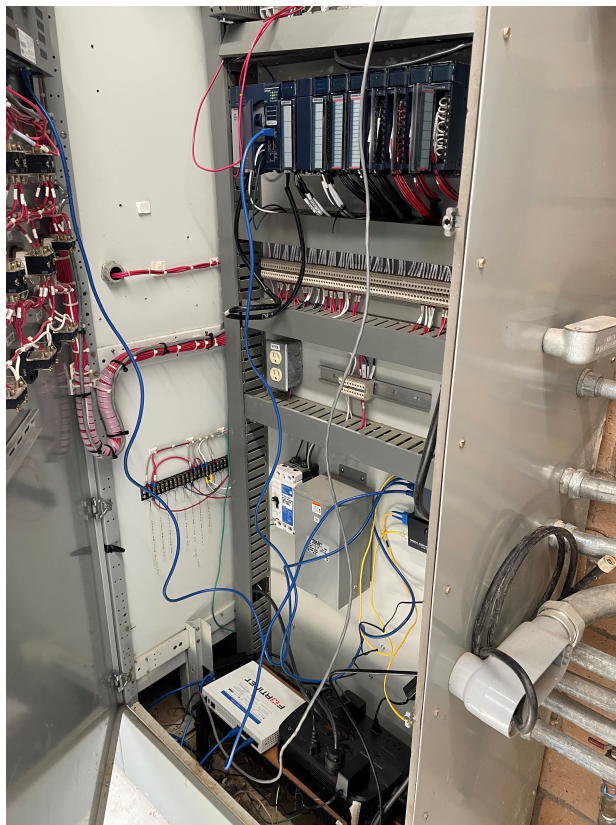
Recommendation:

Review, Discussion, Direction and Input











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Phone: (530) 357-2121 Fax: (530) 357-3723

MEMO

Date: September 18th 2024
To: Board of Directors
From: General Manager – Paul Kelley
Re: **6d – Water Loss Analysis Report** (Discussion)

6.d **Water Loss Analysis Report** (Discussion)

The GM started last fall to review the water loss in the System with a spreadsheet. And reported to the board at that time that there didn't appear to have been much work done on the water loss assessment in the District and that he wanted to use this for a few water years to provide information for future decisions, and potential grant applications.

The assessment needs to be considered over a period of months, quarters, and full year. Since the reporting to the Bureau happens on a Monthly basis, the North Booster meter reads and water transmission is monthly as the Billing Statements for customers. But the Meter reading for customers happens the third week of the Month – Therefore the amount billed each month is a reflection of customer water use the last week of the previous month and the first three weeks of the current month.

My method – as shown in the chart is to look at the water usage from two directions. From the Treatment plant to the Meter. Then from the Customer payments, back towards their meter usage.

Description of the Columns and the flow:

- Starting on the left, there is the month, and per unit charge that month, then the Water usage in Acre Feet reported to the USBR. This water year includes some water from McConnell (MCC) foundation.
- Then a column with the N.Booster meter/registered amount. This is the amount of water through the North Booster that is put into the Districts Delivery system (Pipes) to customer meters.
- There is a quick column of "projected" revenue based on the rate – this based on the USBR report/since there is a different price for Ag.
- The middle bar then starts the customer side. First columns are the Customer Billed units (as per their meter read) and generated customer statements – with a "billed/statement" revenue projection.
- There is "billed AF" and a Difference column
- Then from the Monthly P&L / Activity report – the revenue from Customer payments for Domestic and Ag water usage – with a difference in what was billed vs received.
- Then the AF difference and the far column.
- Remember – each month will have anomalies, with multiple months or a year evening out.

Some Items noticed:

At the Six months mark it looked like the Conduit water loss was reasonable and good by industry standards, and that there was approximately a 14% loss from the N. Booster to the Meters and a loss from the revenue side.

This report is for the full water year 2024 (March 2023 – February 2024) – and shows a few items:

- The Difference between water produced at the WTP and going through the Booster station is a loss of 2% - below industry standard. In March of 2024, the Bureau and the CPO came up with a better way to handle the water usage reporting and produced – taking out the complicated factors to and from the ponds. Some of the 2% could be those pond evaporation numbers.
- The Units Billed and Revenue billed shows a significant drop off – and where water loss shows.
 - o The \$ billed is almost 19% less than USBR projected revenue.
 - o The Units billed is 14% less than N.Booster Meter reads
 - o When taking into account Leaks and the Flushing program “unbilled” water – the water loss is 13%
 - o This amount of water loss is above industry standard. (5-10%)
- The Revenue is also to be considered and looked at
 - o Through July of 2023, the District was averaging less revenue than billed.
 - o Then in July of 2023, the District moved the Account clerk to full time with that extra day to do delinquencies, shut off notices and develop relationship with LIHWAP
 - o As has been reported the result was noticeable – with all months since (except for January 2024) showing increased revenue over billed
 - o We know that over \$100,000 of past due bills was paid for by LIHWAP alone – so all the of delinquent accounts paid and those paid by outside agencies were paying for accounts that had owed usage amounts for previous years – this revenue landed in the second half of this water year. This helps explain the approximately \$77K more revenue than billed.
 - o This slightly skews the bottom-line revenue number as receiving more \$ representing more Units than produced or delivered.
 - o A caveat – the Board is aware that the FY 22 audit was just completed. A/R was identified, and the Bookkeeper has communicated the need to go back through FY 23 and FY24 to make some adjustments that could impact the monthly P&L revenue amounts
- This is a helpful tool for future planning, considerations of rates that consider water loss, and grant applications.
- For the Board and Community information and discussion.

Recommendation:

Review, Discussion, Provide Direction and Input

Clear Creek CSD - WY 24 Water Usage and Revenue

Month 2023-24		USBR Rpt	N.Booster	Projected Re.	Billed	Billed	Billed AF	Customer Rev.	Difference	AF	(Short)	
Per/HCF		AF	- AF	Gross	Units	Rev	Diff	From P&L	vs Billed	frm Rev	AF	
March	M&I	50.93		\$ 23,072.51	24043	\$ 25,004.72	55.20	4.27	\$ 18,343.02	\$ (6,661.70)	40.49	-14.70
	\$1.04 MCC(M&I)	0.00										
	\$1.04 IRR/AG	7.48		\$ 3,388.62	2768	\$ 2,878.72	6.35	-1.13	\$ 3,198.50	\$ 319.78	7.06	0.71
		58.41	69.8		26811	\$ 27,883.44	61.55		\$ 21,541.52		47.55	-14.00
April	M&I	79.84		\$ 30,257.12	24075	\$ 20,945.25	55.27	-24.57	\$ 18,354.22	\$ (2,591.03)	48.43	-6.84
	\$0.87 MCC(M&I)	0.00										
	\$0.87 IRR/AG	10.50		\$ 3,979.21	3167	\$ 2,755.29	7.27	-3.23	\$ 2,508.22	\$ (247.07)	6.62	-0.65
		90.34	100.1		27242	\$ 23,700.54	62.54		\$ 20,862.44		55.05	-7.49
May	M&I	100.81		\$ 31,617.24	36140	\$ 26,020.80	82.97	-67.84	\$ 14,172.01	\$ (11,848.79)	45.19	-37.78
	\$0.72 MCC(M&I)	50.00		\$ 15,463.80								
	\$0.71 IRR/AG	25.20		\$ 7,793.76	6038	\$ 4,286.98	13.86	-11.34	\$ 3,110.18	\$ (1,176.80)	10.06	-3.81
		176.01	177.6		42178	\$ 30,307.78	96.83		\$ 17,282.19		55.24	-41.58
June	M&I	175.86		\$ 39,834.40	83948	\$ 43,652.96	192.72	-33.14	\$ 30,950.36	\$ (12,702.60)	136.64	-56.08
	\$0.52 MCC(M&I)	50.00		\$ 11,325.60								
	\$0.51 IRR/AG	60.08		\$ 13,347.13	22330	\$ 11,388.30	51.26	-8.82	\$ 13,327.61	\$ 1,939.31	59.99	8.73
		285.94	278.9		106278	\$ 55,041.26	243.98		\$ 44,277.97		196.63	-47.35
July	M&I	196.86		\$ 44,591.15	93902	\$ 48,829.04	215.57	-81.29	\$ 39,219.77	\$ (9,609.27)	173.15	-42.42
	\$0.52 MCC(M&I)	100.00		\$ 22,651.20								
	\$0.51 IRR/AG	116.28		\$ 25,832.30	36782	\$ 18,758.82	84.44	-31.84	\$ 13,426.64	\$ (5,332.18)	60.44	-24.00
		413.14	374.1		130684	\$ 67,587.86	300.01		\$ 52,646.41		233.58	-66.42
August	M&I	84.60		\$ 36,851.76	110148	\$ 57,276.96	252.87	-31.73	\$ 66,774.69	\$ 9,497.73	294.80	41.93
	\$0.52 MCC(M&I)	200.00		\$ 45,302.40								
	\$0.51 IRR/AG	102.90		\$ 22,859.85	39809	\$ 20,302.59	91.39	-11.51	\$ 21,914.23	\$ 1,611.64	98.64	7.25
		387.50	375.6		149957	\$ 77,579.55	344.25		\$ 88,688.92		393.44	49.18
September	M&I	94.23		\$ 21,344.23	96183	\$ 50,015.16	220.81	26.58	\$ 53,462.00	\$ 3,446.84	236.02	15.22
	\$0.52 MCC(M&I)	100.00		\$ 22,651.20								
	\$0.51 IRR/AG	62.00		\$ 13,773.67	30581	\$ 15,596.31	70.20	8.20	\$ 22,191.08	\$ 6,594.77	99.89	29.69
		256.23	249.8		126764	\$ 65,611.47	291.01		\$ 75,653.08		335.91	
October	M&I	59.50		\$ 13,477.46	59716	\$ 31,052.32	137.09	-22.41	\$ 55,165.50	\$ 24,113.18	243.54	106.45
	\$0.52 MCC(M&I)	100.00		\$ 22,651.20								
	\$0.51 IRR/AG	42.10		\$ 9,352.77	15788	\$ 8,051.88	36.24	-5.86	\$ 20,356.09	\$ 12,304.21	91.63	55.39
		201.60	203.5		75504	\$ 39,104.20	173.33		\$ 75,521.59		335.17	
November	M&I	37.80		\$ 8,562.15	48762	\$ 25,356.24	111.94	6.14	\$ 33,030.30	\$ 7,674.06	145.82	33.88
	\$0.52 MCC(M&I)	68.00										
	\$0.51 IRR/AG	24.70		\$ 5,487.25	11393	\$ 5,810.43	26.15	1.45	\$ 8,830.25	\$ 3,019.82	39.75	13.59
		130.50	128.3		60155	\$ 31,166.67	138.10		\$ 41,860.55		185.57	
December	M&I	88.70		\$ 20,091.61	30167	\$ 15,686.84	69.25	-19.45	\$ 39,168.78	\$ 23,481.94	172.92	103.67
	\$0.52 MCC(M&I)	0.00										
	\$0.51 IRR/AG	15.60		\$ 3,465.63	5305	\$ 2,705.55	12.18	-3.42	\$ 6,474.55	\$ 3,769.00	29.14	16.97
		104.30	102.7		35472	\$ 18,392.39	81.43		\$ 45,643.33		202.07	
January '24	M&I	67.00		\$ 15,176.30	29820	\$ 15,506.40	68.46	1.46	\$ 14,568.73	\$ (937.67)	64.32	-4.14
	\$0.52 MCC(M&I)											
	\$0.51 IRR/AG	32.50		\$ 7,220.07	2941	\$ 1,499.91	6.75	-25.75	\$ 4,764.76	\$ 3,264.85	21.45	14.70
		99.50	103.9		32761	\$ 17,006.31	75.21		\$ 19,333.49		85.77	
February '24	M&I	84.00		\$ 19,027.01	28256	\$ 14,693.12	64.87	-19.13	\$ 32,164.40	\$ 17,471.28	142.00	77.13
	\$0.52 MCC(M&I)											
	\$0.51 IRR/AG	1.00		\$ 222.16	3592	\$ 1,831.92	8.25	7.25	\$ 11,486.81	\$ 9,654.89	51.71	43.46
		85.00	84.8		31848	\$ 16,525.04	73.11		\$ 43,651.21		193.70	
Thru July - Total		2288.47	2249	\$ 560,448.62		\$ 453,381.47	1941.35		\$ 546,962.70	\$ 77,056.19	2319.69	127.66
Difference			39.33			Leaks	14.00			PDAF - NBAF	70.55	3.63%
			2%			Flushing	6.00			From Billed:	378.33	19%
	\$Loss:		(\$8,700)			Fr NB Meter	287.79					
							13%					
						\$Loss	-65000.00					



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MEMO

Date: September 18th 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 August 19th, 2024

- Staff – Changes at the District
 - The District new operators are still gaining experience, and some are to get Certified. The District has posted recruitment for experienced operators.
 - The District interviewed Distribution Operator Candidates and is preparing to bring on more operators and one with experience
- 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.
 - The Bookkeeper requested CPA help months ago, the FY22 Audit also suggested CPA help. With assistance from a CPA a list of specific items were sent out and after no response months ago, we received three inquiries and proposals
 - This should help get past resolved and current and future Audits moving.
- In Coordination with Shasta water managers the Bureau has set the Shasta tour September 20th
- Worked on the three grant projects: - (Update on this agenda)
 - Backwash ponds – Most update in this agenda previous
 - Concrete work is starting.
 - ARPA This has been submitted to County for reimbursement and some reimbursements
 - Meter Registers and Endpoints to be worked with Badger and then installed
- Equipment for the District –
 - New Distribution Supervisor –
 - Reviewing and a primary need is a vac-trailer and safety equipment.
- Surplus Property disposal – 1996 Generac 80 kw – Update: Posted on website for two weeks and accepted an offer of payment and removal to Oregon
- The Auditor letter was sent and primarily concerned with:
 - The Audits for FY23 In the Fall
 - and FY24 underway in March 2025
- GM has worked on the website and updates.
 - And used the office closure a few afternoons to get paperwork caught up.
- Other/More – Verbal



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MEMO

Date: September 18th 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 375 Accounts that are 90+ days delinquent totaling \$80,744.81
There were 264 Accounts that are 60-90 Days delinquent totaling \$18,133.67
There were 572 Accounts that are 30-60 Days delinquent totaling \$50,411.02

Over the past few months, we have been diligently addressing several issues, which has required us to close the office for half days at least once a week. Additionally, being short-staffed has added to the challenge. However, we are confident that we are on the right track.

I am pleased to announce that we have hired a new Account Clerk, Lisa Tharaldsen. We are currently bringing her up to speed and providing the necessary training for her to perform her duties efficiently. Lisa is fitting in wonderfully, and we are grateful to have her as part of our team.

We anticipate being able to address all aging accounts receivable in the coming weeks.

Thank you for your continued patience and support.

WTP OPERATIONS - The WTP produced 646af of SW; Clear Creek CSD used 429AF of SW in August (313AF – M&I, 116 – Ag). 1798AF total SW for WY24/25. Well Water Production- 0 af . (Palmaymesa)

- Staff has been busy with routine maintenance, monitoring, and operation of the WTP. Whiskeytown Lake water quality is returning to normal. The WTP has been producing 5-6 MG/Day on average.
- The WTP generator service has been completed. A new block heater was installed when the existing one was found to have a short circuit.
- BW Pond Repair Project: The pond excavation, underdrain, french drain and overflow structure is complete. Concrete forms and rebar are near completion, a material delay has postponed concrete pouring for a few weeks.
- Computer Logistics has replace a WTP computer that supports the particle counting program.
- BW/R dried sludge was hauled to the land fill for disposal.
- 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

- **Meter Reads Efficiency:** This month, meter reads were significantly more efficient. We are addressing and correcting issues to ensure information aligns with UMS billing, meters, and transducers for accurate readings.

- **Leak List and Line Repairs:** We are making progress on our leak list and have completed numerous scheduled service line repairs.
- **Water Samples:** All water samples have returned absent, indicating clean results.
- **Paving Quotes:** We are collaborating with Sunrise Paving to obtain quotes for paving areas where leak repairs were conducted.
- **Site Restoration:** We are revisiting old leak repair sites to enhance their aesthetic finish. Many old sites have been restored, with more on our list to address.
- **Office Grounds Improvement:** Plans are underway to acquire soil for grass in front of the office and to repair the sprinkler system. Efforts to clean the yard and organize dirt piles are ongoing.
- **Operator Certification:** One of our operators, Mason Simmons, has successfully passed his Distribution 1 and Treatment I exams.

Note:



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MEMO

Date: September 18th 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 – Meeting scheduled September 11 - Report

9.b – Finance – Meeting In October

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