



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: June 19th 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 5/15/24, Special Meeting 6/5/24, Finance Committee 5/22/24  
Agriculture Committee 5/29/24
- b. Paid Bills: 4/14/24 – 6/11/24
- c. Payroll: 5-9-24, 5-23-24
- d. Activity P&L Report: April and May 2024

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

- a. O.B. – Account Reconciliation - (Discussion)
- b. **6:30PM – Public Hearing** – Clear Creek CSD FY 2024-2025 Final Budget (Discussion/Action)
- c. Ordinance 2024-08 – Tax Appropriations Limit (Discussion/Action)

### **7. GENERAL MANAGERS 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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**8. OPERATIONS REPORT**

**9. STANDING COMMITTEE REPORT –**

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

**10. BOARD MEMBER ITEMS**

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

**12. ADJOURN THE MEETING**

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**MEMO**

**Date:** June 19<sup>th</sup> 2024  
**To:** Board of Directors  
**From:** General Manager – Paul Kelley  
**Re:** 5 – Consent Agenda (Action)

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**Discussion:**

- 5.a – Minutes of The Meetings: Regular meeting 5/15/24, Special Meeting 6/5/24, Agriculture Committee 5/29/24  
Finance Committee 5/22/24
- 5.b – List of bills paid – from QuickBooks 4/14/24 – 6/11/24
- 5.c – Payroll since last meeting: 5-9-24, 5-23-24
- 5.d – Activity P&L Report: April and May 2024

**Recommendation:**

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



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**General Manager: Paul Kelley**

**REGULAR MEETING: May 15<sup>th</sup> 2024 at 6:00PM: District Office Board Room**

**MINUTES**

- 1. CALL TO ORDER** 6pm
- 2. PLEDGE OF ALLEGIANCE** – Director Beaver
- 3. ROLL CALL** – All Directors: Chair Lincoln, Vice-Chair McVay, Directors Beaver, Fickes, Johnston  
GM: Paul Kelley
- 4. OPEN TIME/PUBLIC COMMENT:** JoAnn bloomquist – Spoke to thank the District and Bill Palmaymesa and Brandon Anderson for a wonderful Treatment plant tour.

**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 4/17/24, Agriculture Committee 4/10/24, 5/1/24
- b. Paid Bills: 4/14/24 – 5/9/24
- c. Payroll: 4-11-24, 4-25-24
- d. Activity P&L Report: April 2024

*GM Kelley reported that with staff changes, and staff out for health, the Activity report was not ready – for next meeting it's expected. Also remarked on some edits in the 4/17/24 meeting minutes – just putting motions and votes in correct location.*

*Motion – Director McVay to approve consent with edits*

*2<sup>nd</sup> – Johnston Unanimous Vote – 5-0*

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

- a. O.B. - USBR Area Manager – Account Reconciliation - (Discussion)  
*Gm Kelley reported that the Area manager was last month, but had followed up with a fall (September timeframe) tour of Shasta and facilities. The Bureau had sent a one year report on water*

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deliveries for past year and requested approval or edits. GM Kelley suggested edits for three months and it was approved. The account reconciliation has nothing more to report at this point.

b. Election November 2024 (Discussion/Action)

GM Kelley reported on items in the packet (for review) that was received from the County Registrar. There are three seats up for election (and three incumbents) in November. This item is the recommended ordinance for the District to have those seats as part of the “Consolidated” election November 5<sup>th</sup> 2024. The only option is the district to run its election, and that is not feasible.  
Motion to Approve Ordinance 2024-05 – Fickes, 2<sup>nd</sup>: Beaver – Unanimous vote: 5-0

c. Ag Committee Report and Recommendation to support a Farmers Market (Discussion/Action)

GM Kelley reviewed that activities of the Ag Committee that is volunteering to coordinate a Community event for the community at Bonney’s Burgers – the “Happy Valley Farmers Market”. The committee is asking that the District help by putting the event in the newsletter and create a flyer as an insert in the bills June 1<sup>st</sup>. or a post card to all ag customers.

Director Fickes as about costs –

GM Kelley – probably less for the flyer as insert that postage for 2-300 postcards and it was thought that would be best.

Also reported that it will start June 22<sup>nd</sup>, and run 2<sup>nd</sup> and 4<sup>th</sup> Saturday of the months.

Planning & Steering Committee Items:

d. Ordinance 2024-06 - Procurement, Competitive Bidding and Emergency contracting Policy (Discussion/Action)

GM Kelley mentioned that the Board saw this last month, and this is the Ordinance implementing the item.

Motion to approve Ordinance 2024-06: Fickes, 2<sup>nd</sup>: Beaver – Unanimous: 5-0

e. Ordinance 2024-07 - Ethics Policy (Discussion/Action)

GM Kelley mentioned that the Board saw this last month, and this is the Ordinance implementing the item. Also an edit from last time reference to the water code on the director pay.

Motion to approve Ord 2024-07: Director Beaver, 2<sup>nd</sup>: McVay – Unanimous: 5-0 vote

## 7. GENERAL MANAGERS REPORT

GM Kelley reports – In addition to written report:

Staff changes – many and quick, listed: Yesterday, Adminstratvie Assistant gave notice.

5 staff out of 10 leaving in 6 weeks makes things challenging, but recruitment going well for Operator D1/D2’s

Also GM reported working with a company “WaterTALENT” to bring an experienced retiree to help with Distribution Supervisor duties and updates of policies etc.

Reported on activity with the Backwash ponds project – start in mid June?

We did get a reimbursement from ARPA for Meter Registers and Transponders..

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## **8. OPERATIONS REPORT**

*GM Kelley reported in addition to the written report:*

*LIHWAP has ended – the States support of those in need for water bill assistance has ended.*

*The District was able to help many of it's customers on this program.*

*The Report does mention the Treatment challenges with Train 6 and 4*

## **9. STANDING COMMITTEE REPORT –**

- a. Agriculture – See item 6.c
- b. Finance – Scheduled for May 22nd
- c. Planning/Steering –

## **10. BOARD MEMBER ITEMS**

*Director Fickes reported on JPIA meeting – Insurance brokers, Budget, Pooling of risk, national association*

*GM Kelley confirmed and mentioned that past JPIA meetings have also had information on Cyber security etc.*

*Director McVay – Ag Committee to look at Co-op,*

*Also reported on EAGSA – RFP for Consulting Firm, and Grant,*

*Grant/Tech assistance for small farmers (< \$350K)*

*Grant for admin and studies: \$2.1 mil – cover costs through 2027*

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

## **12. ADJOURN THE MEETING – 7:20pm**

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**Scott McVay, Vice Chair**  
**Directors – Pam Beaver, Beverly Fickes, Logan Johnston**

**General Manager: Paul Kelley**

**SPECIAL MEETING: June 5<sup>th</sup> 2024 at 6:00PM: District Office Board Room**

**MINUTES/NOTES**

- 1. CALL TO ORDER** – *Chair Lincoln at 6pm*
- 2. PLEDGE OF ALLEGIANCE** - *Director McVay*
- 3. ROLL CALL** *Chair Lincoln, Vice-Chair McVay, Directors Beaver and Fickes. Director Johnston Arrived at 6:17pm.*

*GM Kelley and Bookkeeper Tenney*

- 4. OPEN TIME/PUBLIC COMMENT:** - *None (Three audience, including Catelyn to video)*
- 5. CONSENT – NONE**
- 6. OLD BUSINESS/NEW BUSINESS** (Discussion/Workshop)

**a. Bank Selection for District Banking Services (Discussion/Action)**

*GM Kelley reviewed the Districts desire to consider new banking services and that there was an RFP sent to banks in Shasta County. Bookkeeper Tenney had developed the RFP and had collected the responses for review. Six banks responded, 3 were finalists*

*The Finance Committee was informed, and designated one of their members to review with staff prior to making a recommendation.*

*Board question – “How long with current bank Tri Cties?” – A long time, no real sense of how many years.*

*After review the Staff recommends Plumas Bank based on these reasons*

*They are local and have a branch in Redding*

*They have a full suite of services needed*

*Their fees were the most reasonable and predictable*

*Experience with small water districts.*

*More...*

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*Staff recommends using the attached ordinance to accomplish this – since its official for the bank to start and implement by July 1. Also to set the initial signers on the accounts*

*Director McVay commented support and was the member of finance to help review Motion by McVay, 2<sup>nd</sup> by Beaver. Passed 4-0-1 (Director Johnston yet to arrive)*

**b. Fiscal Year 2025 Draft Budget (Discussion)**

*Gm Kelley introduced the item and provided background information that flows with the Memo. The District last year started a more open and timely budget cycle – Preliminary Draft in May for Finance Committee Review, Then a “Board Workshop/Discussion” on the Draft Budget and final budget adoption at the Regular June meeting.*

*The Finance Committee reviewed the preliminary draft budget and made recommendations – primarily a policy recommendation to focus the available resources on assessing (engineering) and holding money to fix the Treatment plant – the train 6 not operational, the Train 4 degrading and the Sanitary Survey results concern the committee – and recommended holding off on other equipment or building improvements. They also recommended both budget be attached – and the are attached for the community and board*

*The GM also went through the rest of the memo, and reviewed the “Budget Narrative” that was incorporated into last years budget. One key element was the WIIN act payment section – with Bookkeeper/Accountant Tenney assistance the District found the amount of WIIN act fees that were not deposited into the WIIN act reserves and were absorbed into operating and therefor attributed to the operating fund payback to the Operating fund for the Funds payoff of the WIIN act.*

*GM went through the Revenue and Expenses.*

*Director Beaver asked about Engineering at 50K? That was a error from previous and should 40K.*

*Directors generally asked about the Enigneering services needed to review the Treatment plant and get estimates of costs in hopes to make repairs as soon as possible.*

*Public comment – Catlyn asked about an account and the process and acknowledged the booklet*

*Directors asked community for more input – no more speakers*

*Gm Kelley reminded all that June 19<sup>th</sup> would be a public notice for a public hearing at 6:30pm to adopt the Final Budget.*

**c. Water Treatment Operator III Operator in Training (OIT) implementation (Discussion/Action)**

*GM Kelley reminded the board that this has been in the works for months. The Treatment division needs more coverage – especially since the departure of the D3/T3 that was splitting time. That D3/T3 position was spending most time in Distribution and based on a quick review – the best way to keep key employees and offer promotional / training opportunities was to create an Operator in Training position so that the hours can be attained to get the full T3 certification. (one year).*

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*The best way to implement was to have a side letter with the Union to include this Job Description in the MOU coverage.*

*Staff request that by motion authorize GM signature on Side-Letter.*

*Motion: Beaver 2<sup>nd</sup>: McVay Unanimous 5-0*

**7. ADJOURN THE MEETING: 7:25pm**

DRAFT

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### **Board of Directors**

**Directors - Beverly Fickes, Committee Chair: Scott McVay**

**General Manager: Paul Kelley**

### **FINANCE COMMITTEE**

**May 22<sup>nd</sup> 2024 at 4PM: District Office Board Room**

### **Committee Responsibility**

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

### **NOTES/MINUTES**

- 1. CALL TO ORDER – 4pm – Chair McVay**
- 2. PLEDGE OF ALLEGIANCE – Chair McVay**
- 3. ROLL CALL – Chair McVay, Director Fickes, GM - Kelley**
- 4. OPEN TIME/PUBLIC COMMENT:** *None – In attendance and commenting during 5a – Katlyn also video the meeting.*
- 5. OLD BUSINESS/NEW BUSINESS (Discussion/Action)**
  - a. Preliminary Draft Budget for Fiscal Year 2025 – Discussion  
*GM Kelley reviewed the Preliminary Draft Budget and Booklet – narrative to provide some background information.*  
*Reviewed all Revenue and Expenses*  
*Questions about the number of “accounts” or Base Rates – updated since new system and some recent connections – 2656 at 95%*  
*McVay – what about water loss? There is not much of a way to handle that since it's not part of the rates, the 95% collection rate takes into account some loss of revenue vs the water expense that is paid on how much water that goes through the treatment plant vs the amount that goes through meters and is billed.*  
*Director Fickes reported that she is recommending to cut as much out of projections as possible to find money to fix train 6.*  
*Recommended that In Treatment, Reduce Utilities, water analysis, Chemicals, Vehicle maintenance to be more like the current year tracking amounts plus 3-5%.*

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*Recommended in Treatment – removed the money for Vac-Trailer, and in Wells and Booster reduce the utilities, O&M and chemicals to be more as tracking in current year.*

*In admin – reduce the organization dues and Directors fees and Legal and EAGSA support.*

*Put the resources in the Fund Balance for reserves*

*Keep resources to get engineering analysis of the Treatment plant (Train 6, 4 and survey items) as well as analysis of the Tank at Treatment, and start the money available for the Water plan update from 2007 – including a CIP list.*

*Discussion on other expense items and operations, staffing levels and elections costs in even year, and the upgrades to the computer system that are needed but far less than previous years CUSI data base update, reduced cost of ongoing license and a discussion on the CalPERS unfunded actuarial amount that was an unexpected \$110K in FY 24 and is unknown for the coming year. Setting aside budget for that amount, and adjusting mid year seems best approach.*

*Committee asked that this original budget be part of the updated budget as discussed and recommended by the committee.*

b. **Bank Account Balances & Loans report – Discussion**

*GM Kelley reported on the balances that were submitted and requested that the Directors review and edit the Reserve policy that was edited after the last meeting.*

c. **Banking RFP Update – Discussion**

*GM Kelley reported that most information has been assembled and its still planned to be a recommendation for a bank June 5.*

## **6. ADJOURN THE MEETING – 6:35PM**

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### **Agriculture Committee Meeting**

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

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

**General Manager: Paul Kelley**

### **AGRICULTURE COMMITTEE MEETING**

**May 29<sup>th</sup> 2024 at 6:00PM: District Office Board Room**

#### **Committee Responsibility**

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

#### **NOTES/MINUTES**

**1. CALL TO ORDER – 6:02pm**

*Director McVay, Johnston (6:20pm), Committeemembers Wharton, Possehn*

**2. PLEDGE OF ALLEGIANCE - McVay**

**3. OPEN TIME/PUBLIC COMMENT: *Three People in Attendance (Catlyn, Farah, Tayler)?***

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

a. Update on Community Agriculture Survey – Discussion

*No report – Director Johnston mentioned that now that we are moving on a Farmers Market, this will not be needed now and hold as something possible for next year.*

b. Farmers Market – Discussion

*Director McVay –*

*Posted Flyers GM Kelley produced at Strawberry festival, Bonneys*

*Posted at District and boards*

*Now on Facebook and need more*

*Sign – Committee Man Wharton reports in progress and completed soon*

*Trash – McVay – a Trash can and Port a potty materials*

*Review the “Hold Harmless”*

*Suggestion “The District is not a sponsor of the event, the Ag Committee is helping facilitate and volunteer at the community event”*

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Need a Volunteer to do list – GM Kelley to provide to McVay

7:30am, Open Portapotty

Get out Trash can, Clip Board for Vendors

Clean up –

Check for Trash, Vendors should haul their own

Check and Lock Porta-potty

A Frame Sign

Return to McVay shop (near event on Palm)

Record the # of Vendors

Powder paint for mark stalls?

Audience member Katlyn Q: “IS hold harmless for day or season?” – Its for the season.

Need – Vendor participation Guidelines:

Things like: Friendly event, Things produced by you, crafts, baked goods, etc

No tobacco/cannabis, fresh meat, alcohol / drugs/foul language

If don't follow rules, wont be asked back

No scales /sales by piece / unit / volume

- Sign in, Name, Cell/contact – did they sign waiver?

Then Discussion of the dates – Nine dates

S. McVay: June 22, Sept 14, Oct 12 & 26

R. Wharton: June 22, Aug 24

L. Johnston: July 27, Aug 10, Oct 12

D. Possehn: July 13, Sept 28, Oct 26

Need a suggestion Box

Director McVay – Ordering Porta-Potty on Monday, and it's on marque at School.

c. Follow up on Ideas/Initiatives – Discussion

i. Farm Trails - Nothing

ii. Workshops on Agricultural activities – Still option for future, Livestock, produce or other.

iii. Other ideas

- Committeemember Possehn had sent a note regarding a meeting specific to the

Olive Industry and possibly to help the industry to meet and discuss:

Issues/Problems/Markets/Sharing information etc

Possibly set up an Olive Growers Assosiation

Interact with others – Corning growers, Oil processing, Artois?

July 24<sup>th</sup> – Ag Committee – Olive Focused

## 5. ADJOURN THE MEETING

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## Clear Creek Community Services District Custom Transaction Detail Report

April 14 through June 11, 2024

Type	Date	Num	Name	Memo	Amount	Balance
<b>Apr 14 - Jun 11, 24</b>						
Bill Pmt -Check	04/15/2024	EFT 0878	CalPERS Health Ins		-19,864.91	-19,864.91
Bill Pmt -Check	04/15/2024	ach 5c0a	Amazon Capital Services, Inc.	A3SGCPAZF6QYSB	-483.97	-20,348.88
Bill Pmt -Check	04/15/2024	Ach 8bh6	AT&T	south booster	-324.35	-20,673.23
Bill Pmt -Check	04/15/2024	ach 9228	First National Bank of Omaha -2665		-329.54	-21,002.77
Bill Pmt -Check	04/15/2024	ach 9021	Pacific Gas & Electric	clr crk / hv	-16.13	-21,018.90
Bill Pmt -Check	04/15/2024	ach 0171	Pacific Gas & Electric	wtp pond	-214.67	-21,233.57
Bill Pmt -Check	04/15/2024	ach	Pacific Gas & Electric	wtp	-3,817.00	-25,050.57
Bill Pmt -Check	04/15/2024	ach 1831	Pacific Gas & Electric	N Booster	-376.19	-25,426.76
Bill Pmt -Check	04/15/2024	ach 2711	Pacific Gas & Electric	office outdoor lights	-22.04	-25,448.80
Bill Pmt -Check	04/15/2024	ach 5091	Waste Management	3-99477-15008	-192.20	-25,641.00
Bill Pmt -Check	04/15/2024	ach 8bh6	AT&T	wtp	-289.41	-25,930.41
Check	04/16/2024	ACH 2430	CalPERS 457 (Reg/Roth)	payroll deductions PayPeriod 032924-041124	-775.00	-26,705.41
Check	04/16/2024	EFT 2429	CalPERS PEPRA/Classic	PEPRA payroll deductions PayPeriod 032924-041124	-3,755.20	-30,460.61
Check	04/16/2024	EFT 2431	CalPERS PEPRA/Classic	Classic payroll deductions PayPeriod 032924-041124	-697.41	-31,158.02
Bill Pmt -Check	04/17/2024		AT&T	QuickBooks generated zero amount transaction for bill payment stub	0.00	-31,158.02
Bill Pmt -Check	04/19/2024	31800	ACWA/JPIA - Insurance	C020	-3,339.89	-34,497.91
Bill Pmt -Check	04/19/2024	31801	Anderson Farm & Yard Supply	Pine dr/connie In Repairs	-28.02	-34,525.93
Bill Pmt -Check	04/19/2024	31802	Badger Meter, Inc.	41827	-70,317.39	-104,843.32
Bill Pmt -Check	04/19/2024	31803	Borges & Mahoney Inc.	7475	-435.44	-105,278.76
Bill Pmt -Check	04/19/2024	31804	Central Valley project Water Association	60085	-997.52	-106,276.28
Bill Pmt -Check	04/19/2024	31805	Cintas Corporation	22228100	-58.34	-106,334.62
Bill Pmt -Check	04/19/2024	31806	Cook Concrete Products, Inc.		-321.75	-106,656.37
Bill Pmt -Check	04/19/2024	31807	CUSI (Continental Utility Solutions Inc)		-10.70	-106,667.07
Bill Pmt -Check	04/19/2024	31808	Fasteners Inc	373	-45.66	-106,712.73
Bill Pmt -Check	04/19/2024	31809	Ferguson Waterworks	409921	-2,020.45	-108,733.18
Bill Pmt -Check	04/19/2024	31810	Gaynor Telesystems Inc.	4491	-75.00	-108,808.18
Bill Pmt -Check	04/19/2024	31811	NTU Technologies, Inc.	wtp chemicals	-9,856.00	-118,664.18
Bill Pmt -Check	04/19/2024	31812	Pace Analytical Services LLC	28-100128	-238.28	-118,902.46
Bill Pmt -Check	04/19/2024	31813	Pace Engineering		-1,330.00	-120,232.46
Bill Pmt -Check	04/19/2024	31814	Perry, Shannan	mileage reimbursement	-121.94	-120,354.40
Bill Pmt -Check	04/19/2024	31815	RCAC-Loan Fund (Dump Truck)	6332-CCCSO-01	-1,696.07	-122,050.47
Bill Pmt -Check	04/19/2024	31816	SCP Distributors, LLC	970914	-208.53	-122,259.00
Bill Pmt -Check	04/19/2024	31817	TDS	VOID: 530-357-2121 Paid by EFT not check	0.00	-122,259.00
Bill Pmt -Check	04/19/2024	31818	US Bank Equipment Finance	1453267	-353.35	-122,612.35
Bill Pmt -Check	04/19/2024	31819	USBR - Water Payments	14-06-200-489-A-P	-2,078.53	-124,690.88
Bill Pmt -Check	04/19/2024	31820	Valley Pacific	C850335	-968.45	-125,659.33
Bill Pmt -Check	04/19/2024	31821	Verizon	242343122-00001	-52.01	-125,711.34
Bill Pmt -Check	04/19/2024	31822	Westside Aggregate	187	-938.49	-126,649.83
Check	04/19/2024	EFT 3061	Clear Creek Employees Association	Payroll deductions PayPeriod 032924-041124	-40.00	-126,689.83
Bill Pmt -Check	04/19/2024	EFT WQR4	AT&T	south booster	-5.00	-126,694.83
Bill Pmt -Check	04/19/2024	EFT 5453	CalPERS PEPRA/Classic	unfunded accrued liability	-10,969.00	-137,663.83
Bill Pmt -Check	04/19/2024	EFT 7003	Guardian	Group Id 00 527706	-1,049.08	-138,712.91
Bill Pmt -Check	04/19/2024	EFT 6911	Pacific Gas & Electric	well 1 & 2	-2,255.49	-140,968.40
Bill Pmt -Check	04/19/2024	ACH 7821	Pacific Gas & Electric	office/ well 3	-3,525.40	-144,493.80
Bill Pmt -Check	04/19/2024	ACH	TDS	530-357-2121	-355.38	-144,849.18
Bill Pmt -Check	04/19/2024	Auto ACH	UNUM Life Insurance of Co.	disability ins	-1,015.06	-145,864.24
Check	04/20/2024	EFT	Paychex Invoice	Paychex Time and Attendance	-128.00	-145,992.24
Check	05/15/2024	31823	Clear Water Landscape	CCCSO Water Deposit Refund	-1,107.67	-147,099.91
Check	05/15/2024	31824	Jose Montes.	Final bill - water deposit refund	-29.14	-147,129.05
Bill Pmt -Check	05/15/2024	31825	Ability Answering & Paging Services	05-1-8495	-308.94	-147,437.99
Bill Pmt -Check	05/15/2024	31826	Ace Hardware - Acct # 2186	2186	-110.91	-147,548.90
Bill Pmt -Check	05/15/2024	31827	Apex Automotive, Inc.	unit 8- brakes	-336.96	-147,885.86
Bill Pmt -Check	05/15/2024	31828	Axner Excavating, Inc.	6920038	-2,405.00	-150,290.86
Bill Pmt -Check	05/15/2024	31829	Badger Meter, Inc.	41827	-28,738.47	-179,029.33
Bill Pmt -Check	05/15/2024	31830	Bay Alarm Company	1201366	-33.32	-179,062.65

## Clear Creek Community Services District Custom Transaction Detail Report

April 14 through June 11, 2024

Type	Date	Num	Name	Memo	Amount	Balance
Bill Pmt -Check	05/15/2024	31831	Beaver, Patricia A	brd mtg 041724	-100.00	-179,162.65
Bill Pmt -Check	05/15/2024	31832	CA SWRCB - DW Operator Cert	SAllison T2 Cert	-60.00	-179,222.65
Bill Pmt -Check	05/15/2024	31833	Cintas Corporation	22228100	-195.94	-179,418.59
Bill Pmt -Check	05/15/2024	31834	Com-Pair Services	10117	-80.00	-179,498.59
Bill Pmt -Check	05/15/2024	31835	Computer Logistics Corp		-2,929.88	-182,428.47
Bill Pmt -Check	05/15/2024	31836	Cook Concrete Products, Inc.		-579.15	-183,007.62
Bill Pmt -Check	05/15/2024	31837	CUSI (Continental Utility Solutions Inc)		-11.10	-183,018.72
Bill Pmt -Check	05/15/2024	31838	Fasteners Inc	373	-21.24	-183,039.96
Bill Pmt -Check	05/15/2024	31839	Ferguson Waterworks	409921	-1,052.02	-184,091.98
Bill Pmt -Check	05/15/2024	31840	Fickes, Beverly		-125.00	-184,216.98
Bill Pmt -Check	05/15/2024	31841	Hach Company	110678	-4,012.04	-188,229.02
Bill Pmt -Check	05/15/2024	31842	Harvest Printing Company	cust billing	-3,485.97	-191,714.99
Bill Pmt -Check	05/15/2024	31843	Johnston, Logan		-125.00	-191,839.99
Bill Pmt -Check	05/15/2024	31844	McVay, Scott	VOID: check lost- reprinting	0.00	-191,839.99
Bill Pmt -Check	05/15/2024	31845	Mt Shasta Spring Water Co		-49.75	-191,889.74
Bill Pmt -Check	05/15/2024	31846	Pace Analytical Services LLC	28-100128	-2,050.12	-193,939.86
Bill Pmt -Check	05/15/2024	31847	Pace Engineering		-53,528.50	-247,468.36
Bill Pmt -Check	05/15/2024	31848	Perry, Shannan	mileage reimb	-54.94	-247,523.30
Bill Pmt -Check	05/15/2024	31849	Professional Exterminator of Redding	17387	-65.00	-247,588.30
Bill Pmt -Check	05/15/2024	31850	RCAC-Loan Fund (Dump Truck)	6332-CCCS-01	-1,696.07	-249,284.37
Bill Pmt -Check	05/15/2024	31851	Regional Government Services (RGS)		-47.70	-249,332.07
Bill Pmt -Check	05/15/2024	31852	Rossie Electrical Controls & Consulting	400	-600.00	-249,932.07
Bill Pmt -Check	05/15/2024	31853	SCP Distributors, LLC	970914	-208.53	-250,140.60
Bill Pmt -Check	05/15/2024	31854	Spherion of Northern CA	Clear Crk Comm	-150.00	-250,290.60
Bill Pmt -Check	05/15/2024	31855	Telstar Instruments, Inc.	CLECC	-2,398.17	-252,688.77
Bill Pmt -Check	05/15/2024	31856	Valley Pacific	C850335	-1,016.73	-253,705.50
Bill Pmt -Check	05/15/2024	31857	Verizon	242343122-00001	-52.01	-253,757.51
Bill Pmt -Check	05/15/2024	31858	Kelley, Paul		-1,144.66	-254,902.17
Bill Pmt -Check	05/16/2024	eft ae5b	Amazon Capital Services, Inc.	A3SGCPAZF6QYSB	-805.92	-255,708.09
Bill Pmt -Check	05/16/2024	EFT w1rm	AT&T	s. booster	-386.45	-256,094.54
Bill Pmt -Check	05/16/2024	EFT w2tl	AT&T	WTP	-288.67	-256,383.21
Bill Pmt -Check	05/16/2024	EFT wg06	AT&T	s. booster	-5.00	-256,388.21
Bill Pmt -Check	05/16/2024	3459	CalPERS Health Ins		-32,818.75	-289,206.96
Bill Pmt -Check	05/16/2024	3460	CalPERS PEPRA/Classic	CalPERS Retirement	-10,969.00	-300,175.96
Bill Pmt -Check	05/16/2024	eft 6141	Pacific Gas & Electric	office/well 3	-3,448.65	-303,624.61
Bill Pmt -Check	05/16/2024	eft 7081	Pacific Gas & Electric	wells 1 & 2	-261.43	-303,886.04
Bill Pmt -Check	05/16/2024	eft 9191	Pacific Gas & Electric	outdoor lights	-22.10	-303,908.14
Bill Pmt -Check	05/16/2024	eft 0791	Pacific Gas & Electric	N. booster	-451.45	-304,359.59
Bill Pmt -Check	05/16/2024	eft 0721	Pacific Gas & Electric	clear crk/HV	-74.66	-304,434.25
Bill Pmt -Check	05/16/2024	eft 1631	Pacific Gas & Electric	pond	-280.63	-304,714.88
Bill Pmt -Check	05/16/2024	eft 2391	Pacific Gas & Electric	wtp	-4,062.43	-308,777.31
Bill Pmt -Check	05/16/2024	eft 7052	TDS	530-357-2121	-355.38	-309,132.69
Bill Pmt -Check	05/16/2024	eft 3917	Waste Management	3-99477-15008	-192.20	-309,324.89
Bill Pmt -Check	05/16/2024	eft	First National Bank of Omaha -2665	4418226482992665	-1,926.12	-311,251.01
Check	05/20/2024	EFT	Paychex Invoice	Paychex Time and Attendance	-128.00	-311,379.01
Check	05/20/2024	EFT	Clear Creek Employees Association	Payroll deductions PayPeriod 041224-042524	-40.00	-311,419.01
Check	05/20/2024	EFT	Clear Creek Employees Association	Payroll deductions PayPeriod 042624-050924	-30.00	-311,449.01
Check	05/20/2024	ACH5187	CalPERS 457 (Reg/Roth)	payroll deductions PayPeriod 042624-050924	-425.00	-311,874.01
Check	05/20/2024	EFT 5185	CalPERS PEPRA/Classic	PEPRA payroll deductions PayPeriod 042624-050924	-2,573.33	-314,447.34
Check	05/20/2024	ACH5191	CalPERS 457 (Reg/Roth)	payroll deductions PayPeriod 042624-050224 R.Chacon final	-50.00	-314,497.34
Check	05/20/2024	EFT 5184	CalPERS PEPRA/Classic	PEPRA payroll deductions PayPeriod 041224-042524	-3,669.96	-318,167.30
Check	05/20/2024	EFT 5189	CalPERS PEPRA/Classic	Final for W. Flowers, R.Chacon, S. Allison	-531.86	-318,699.16
Check	05/20/2024	EFT 5188	CalPERS PEPRA/Classic	Classic payroll deductions PayPeriod 041224-042524	-697.41	-319,396.57
Check	05/20/2024	EFT 5187	CalPERS PEPRA/Classic	Classic payroll deductions PayPeriod 042624-050924	-697.41	-320,093.98
Check	05/28/2024	ACH9949	CalPERS 457 (Reg/Roth)	payroll deductions PayPeriod 05/10/24-05/23/24	-625.00	-320,718.98
Check	05/28/2024	EFT9948	CalPERS PEPRA/Classic	Classic payroll deductions PayPeriod 051024-052324	-697.41	-321,416.39

1:35 PM

06/11/24

Accrual Basis

### Clear Creek Community Services District Custom Transaction Detail Report

April 14 through June 11, 2024

Type	Date	Num	Name	Memo	Amount	Balance
Check	05/28/2024	EFT 9950	CalPERS PEPRA/Classic	Shannan Final 5/24/24	-37.45	-321,453.84
Check	05/28/2024	EFT 59947	CalPERS PEPRA/Classic	PEPRA payroll deductions PayPeriod 051024-052324	-3,124.78	-324,578.62
Bill Pmt -Check	05/29/2024		AT&T	QuickBooks generated zero amount transaction for bill payment stub	0.00	-324,578.62
Bill Pmt -Check	05/30/2024	31859	Ability Answering & Paging Services	05-1-8495	-286.84	-324,865.46
Bill Pmt -Check	05/30/2024	31860	CA Department of Water Resources-...	VOID: Backwash - incorrect amount	0.00	-324,865.46
Bill Pmt -Check	05/30/2024	31861	CA SWRCB - DW Operator Cert	MSimmons D1 Exam	-50.00	-324,915.46
Bill Pmt -Check	05/30/2024	31862	Horton McNulty & Saeteurn, LLP	FYE 2022 Audit	-11,375.00	-336,290.46
Bill Pmt -Check	05/30/2024	31863	RCAC-Loan Fund (Dump Truck)	VOID: 6332-CCCSD-01 - Duplicate for June called and made sure.	0.00	-336,290.46
Bill Pmt -Check	05/30/2024	31864	US Bank Equipment Finance	1453267	-544.57	-336,835.03
Bill Pmt -Check	05/30/2024	31865	USBR - Water Payments	14-06-200-489-A-P	-9,163.30	-345,998.33
Bill Pmt -Check	05/30/2024	31866	CA Department of Water Resources-...	Backwash	-17,689.08	-363,687.41
Bill Pmt -Check	05/30/2024	31867	Wallace, Benjamen		-151.00	-363,838.41
Bill Pmt -Check	05/30/2024	auto paid	UNUM Life Insurance of Co.		-728.02	-364,566.43
Bill Pmt -Check	05/30/2024	eft 7736	Guardian	Group Id 00 527706	-626.00	-365,192.43
Bill Pmt -Check	05/30/2024	eft gnh5	AT&T	WTP	-289.00	-365,481.43
Bill Pmt -Check	05/30/2024	eft gxqd	AT&T	s. booster	-386.61	-365,868.04
Bill Pmt -Check	05/31/2024	auto pay	UNUM Life Insurance of Co.		-832.84	-366,700.88
Bill Pmt -Check	06/04/2024	31868	USBR - Water Payments	14-06-200-489-A-P	-2,078.53	-368,779.41
<b>Apr 14 - Jun 11, 24</b>					<b>-368,779.41</b>	<b>-368,779.41</b>



# CHECK REGISTER

District  
Services  
Community  
Clear

COMPANY BANK ACCOUNT	NAME	ID	CHECK DATE	CHECK NUMBER	DIRECT DEPOSIT AMOUNT	NEGOTIABLE CHECK AMOUNT
0085 1910-7980		10010	05/16/24	10237	4,136.57	
		20060	05/16/24	10238	1,651.87	
		30040	05/16/24	10239	2,221.20	
		30010	05/16/24	10240	3,702.78	
		11050	05/16/24	10241	1,310.61	
		11040	05/16/24	10242	1,841.85	
					BANK ACCOUNT TOTAL <i>6 Transaction(s)</i>	14,864.88
				COMPANY TOTAL <i>6 Transaction(s)</i>	14,864.88	0.00

# CHECK REGISTER

COMPANY BANK ACCOUNT	NAME	ID	CHECK DATE	CHECK NUMBER	DIRECT DEPOSIT AMOUNT	NEGOTIABLE CHECK AMOUNT
		10010	05/30/24	10245	4,136.77	
		20070	05/30/24	10246	1,518.94	
		20060	05/30/24	10247	2,087.48	
		20080	05/30/24	10248	1,677.29	
		30040	05/30/24	10249	2,149.05	
		30010	05/30/24	10250	4,291.06	
		11050	05/30/24	10251	1,310.61	
		11010	05/30/24	10252	1,317.73	
				BANK ACCOUNT TOTAL	18,488.93	0.00
				<i>8 Transaction(s)</i>		
				COMPANY TOTAL	18,488.93	0.00
				<i>8 Transaction(s)</i>		

Clear Creek Community Services District

Profit & Loss

April 2024

	Apr 24
Ordinary Income/Expense	
Income	
11000 · Revenue - Customer Accts	
11005 · Base Rate Charge	145,500.34
11010 · Domestic Water Sales	
11011 · Metered Hydrant Usage	-102.82
11010 · Domestic Water Sales - Other	12,088.96
Total 11010 · Domestic Water Sales	11,986.14
11020 · Agricultural Water Sales	2,088.96
11060 · Billing Pmt Late Fee	2,442.77
Total 11000 · Revenue - Customer Accts	162,018.21
12000 · Revenue - Water Service	
12010 · Turn On Fees	597.41
12015 · Centerville Admin O&M	13,234.28
12020 · Clearance Form	37.10
12025 · Interest / Investment Income	177.33
12035 · Backflow Maint Charge	791.56
12100 · Misc. Revenue	-418.33
Total 12000 · Revenue - Water Service	14,419.35
13000 · Designated Revenue -Non Op	
13005 · Filter Plant Repayment Charge	20,475.60
13010 · Recycle Backwash Water Charge	1,040.44
13015 · State Loan Repayment Charge	2,699.00
13025 · WIIN Act Repayment Charge	5,074.12
Total 13000 · Designated Revenue -Non Op	29,289.16
16000 · Grant Reimbursements	
16015 · Shasta Count ARPA Grant-Meters	9,073.35
Total 16000 · Grant Reimbursements	9,073.35
Total Income	214,800.07
Gross Profit	214,800.07
Expense	
29000 · Supply Cost	
29005 · Water Purchase	
29010 · USBR Water Purchased	2,078.53
Total 29005 · Water Purchase	2,078.53
Total 29000 · Supply Cost	2,078.53
30000 · Water Treatment Plant	
30100 · Utilities	
30105 · WTP - PGE 8185	4,062.43
30110 · Pond - PGE 3611	280.63
30115 · WTP - AT&T 2316	288.67
30120 · WTP - AT&T 1026	31.57
30125 · Internet	50.00
Total 30100 · Utilities	4,713.30
30170 · Supplies	49.75
30200 · WTP Repair & Maintenance O&M	8,668.42
30400 · Water Quality Analysis	1,123.66
30405 · Chemicals WTP	10,064.53
30500 · Vehicle Maintenance & Expense	
30505 · Fuel Expense	527.44
Total 30500 · Vehicle Maintenance & Expense	527.44

## Clear Creek Community Services District

## Profit &amp; Loss

April 2024

06/11/24

Accrual Basis

	Apr 24
Total 30000 · Water Treatment Plant	25,147.10
40000 · Distribution	
40200 · Utilities	
40205 · Cloverdale Rd N.Boost- PGE 4189	376.19
40210 · Clear Crk/HV - PGE 9574	16.13
Total 40200 · Utilities	392.32
40300 · Safety Equipment & Training	150.00
40400 · Repair & Maintenance (O&M)	
40430 · Inventory/Tools	1,490.25
40440 · Water Quality Analysis - Dist	852.48
40400 · Repair & Maintenance (O&M) - Other	10,806.31
Total 40400 · Repair & Maintenance (O&M)	13,149.04
40500 · Vehicle Maintenance & Expense	
40505 · Fuel Expense	1,457.74
Total 40500 · Vehicle Maintenance & Expense	1,457.74
Total 40000 · Distribution	15,149.10
41000 · Wells & Booster Station	
41100 · Utilities	
41105 · Wells 1 & 2 - PGE 2671	2,255.49
41110 · Well #3 - PGE 2838	2,613.33
41115 · So. Booster - AT&T 2121	5.00
41116 · So. Booster - AT&T 6708	386.45
41120 · So. Booster - Internet	30.00
Total 41100 · Utilities	5,290.27
41200 · Water Quality Analysis	451.93
Total 41000 · Wells & Booster Station	5,742.20
50000 · Administration/ General	
50100 · Utilities	
50105 · Oak St.- PGE 2838	912.07
50110 · 2 Outdoor Lights - PGE 3564	22.04
50120 · Verizon - On-call Cell Phone	52.01
50130 · Answering Service	308.94
50135 · Telephone - TDS	355.38
Total 50100 · Utilities	1,650.44
50200 · Office Supplies	265.49
50300 · Organizational Dues	100.00
50315 · Postage	150.23
50320 · Meal & Reimbursements	89.55
50325 · Registration and Reimbursements	121.94
50500 · Special & Professional Services	
50505 · Audit Services	11,375.00
50510 · Director Fees	575.00
50515 · Server & Computer Maintenance	
50516 · Municipal Software	
50516.1 · Municipal Software Upgrade	10,685.70
Total 50516 · Municipal Software	10,685.70
50517 · Software Subscriptions	301.48
50515 · Server & Computer Maintenance - Other	619.88
Total 50515 · Server & Computer Maintenance	11,607.06
50525 · Engineering	1,330.00
50530 · Equipment Maintenance & Lease	353.35

## Clear Creek Community Services District

## Profit &amp; Loss

06/11/24

April 2024

Accrual Basis

	Apr 24
50535 · Building & Ground Maint.-Office	
50536 · Waste Management	192.20
50535 · Building & Ground Maint.-Office - Other	106.51
<b>Total 50535 · Building &amp; Ground Maint.-Office</b>	<b>298.71</b>
<b>Total 50500 · Special &amp; Professional Services</b>	<b>25,539.12</b>
50700 · Regulatory	
50900 · Testing & License Fees	345.06
<b>Total 50700 · Regulatory</b>	<b>345.06</b>
51400 · Employee Benefits	
51405 · Guardian - Vision, Dental, Life	1,049.08
51415 · UNUM-Disability, Life, Accident	1,272.42
51435 · CalPERS Health Insurance Exp	16,219.77
51440 · CalPERS Retirement Contribution	9,171.01
51455 · Uniform Service	233.36
<b>Total 51400 · Employee Benefits</b>	<b>27,945.64</b>
51600 · Retiree Benefits	
51605 · Retiree Health Benefit - Direct	260.93
51610 · CalPERS Health Ins- Retiree	1,284.93
<b>Total 51600 · Retiree Benefits</b>	<b>1,545.86</b>
53000 · Customer Accounts & Billing	
53015 · Supplies	
53025 · Billing Supplies & Materials	3,378.25
<b>Total 53015 · Supplies</b>	<b>3,378.25</b>
53030 · Chargebacks, NSF, Acct Refunds	-1,144.77
<b>Total 53000 · Customer Accounts &amp; Billing</b>	<b>2,233.48</b>
<b>Total 50000 · Administration/ General</b>	<b>59,986.81</b>
60000 · Payroll Expense -Salary & Wages	
60100 · Payroll Exp - Administration/GM	11,583.39
60200 · Payroll Exp - Distribution	21,452.22
60300 · Payroll Exp - Water Treatment	15,385.04
60500 · Payroll Exp - Customer Accts	12,590.46
<b>Total 60000 · Payroll Expense -Salary &amp; Wages</b>	<b>61,011.11</b>
80000 · Grants	
80010 · Backwash Pond Grant D2202015	
80011 · Engineering	20,835.50
<b>Total 80010 · Backwash Pond Grant D2202015</b>	<b>20,835.50</b>
80020 · SCADA Electrical Grant D2118158	
80021 · Engineering	2,200.00
<b>Total 80020 · SCADA Electrical Grant D2118158</b>	<b>2,200.00</b>
80030 · ARPA Grant-DIST00202401AMR	
80031 · Materials and Equipment	24,498.05
<b>Total 80030 · ARPA Grant-DIST00202401AMR</b>	<b>24,498.05</b>
<b>Total 80000 · Grants</b>	<b>47,533.55</b>
<b>Total Expense</b>	<b>216,648.40</b>
<b>Net Ordinary Income</b>	<b>-1,848.33</b>
<b>Net Income</b>	<b>-1,848.33</b>

## Clear Creek Community Services District

## Profit &amp; Loss

06/11/24

May 2024

Accrual Basis

	May 24
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
11000 · Revenue - Customer Accts	
11005 · Base Rate Charge	146,144.49
11010 · Domestic Water Sales	33,953.32
11020 · Agricultural Water Sales	8,279.29
11060 · Billing Pmt Late Fee	1,803.05
<b>Total 11000 · Revenue - Customer Accts</b>	<b>190,180.15</b>
12000 · Revenue - Water Service	
12010 · Turn On Fees	325.86
12015 · Centerville Admin O&M	31,539.86
12035 · Backflow Maint Charge	791.56
<b>Total 12000 · Revenue - Water Service</b>	<b>32,657.28</b>
13000 · Designated Revenue -Non Op	
13005 · Filter Plant Repayment Charge	20,452.95
13010 · Recycle Backwash Water Charge	1,040.82
13015 · State Loan Repayment Charge	2,700.00
13025 · WIIN Act Repayment Charge	5,076.00
<b>Total 13000 · Designated Revenue -Non Op</b>	<b>29,269.77</b>
15000 · Revenue - Taxes	
15005 · Taxes-General Property	177,166.47
<b>Total 15000 · Revenue - Taxes</b>	<b>177,166.47</b>
16000 · Grant Reimbursements	
16005 · D2118158 SCADA Electrical Grant	116,107.84
16010 · D2202015 Backwash Ponds Grant	32,077.00
16015 · Shasta Count ARPA Grant-Meters	18,449.15
<b>Total 16000 · Grant Reimbursements</b>	<b>166,633.99</b>
17000 · Other Revenue Accounts	
17002 · CERBT Reimb Retiree Health Ins	82,268.16
17000 · Other Revenue Accounts - Other	34.00
<b>Total 17000 · Other Revenue Accounts</b>	<b>82,302.16</b>
<b>Total Income</b>	<b>678,209.82</b>
<b>Gross Profit</b>	<b>678,209.82</b>
<b>Expense</b>	
29000 · Supply Cost	
29005 · Water Purchase	
29010 · USBR Water Purchased	11,241.83
<b>Total 29005 · Water Purchase</b>	<b>11,241.83</b>
<b>Total 29000 · Supply Cost</b>	<b>11,241.83</b>
30000 · Water Treatment Plant	
30100 · Utilities	
30115 · WTP - AT&T 2316	289.00
30120 · WTP - AT&T 1026	31.57
30125 · Internet	50.00
<b>Total 30100 · Utilities</b>	<b>370.57</b>
30135 · Office Supplies WTP	297.69
30200 · WTP Repair & Maintenance O&M	4,053.76
<b>Total 30000 · Water Treatment Plant</b>	<b>4,722.02</b>
40000 · Distribution	
40200 · Utilities	

## Clear Creek Community Services District Profit & Loss May 2024

	May 24
40205 · Cloverdale Rd N.Boost- PGE 4189	451.45
40210 · Clear Crk/HV - PGE 9574	74.66
<b>Total 40200 · Utilities</b>	<b>526.11</b>
<b>40400 · Repair &amp; Maintenance (O&amp;M)</b>	
40430 · Inventory/Tools	53.82
40440 · Water Quality Analysis - Dist	550.54
40400 · Repair & Maintenance (O&M) - Other	1,037.64
<b>Total 40400 · Repair &amp; Maintenance (O&amp;M)</b>	<b>1,642.00</b>
<b>40500 · Vehicle Maintenance &amp; Expense</b>	
40530 · Dodge PU 2016 - Unit 8	336.96
<b>Total 40500 · Vehicle Maintenance &amp; Expense</b>	<b>336.96</b>
<b>Total 40000 · Distribution</b>	<b>2,505.07</b>
<b>41000 · Wells &amp; Booster Station</b>	
<b>41100 · Utilities</b>	
41105 · Wells 1 & 2 - PGE 2671	261.43
41110 · Well #3 - PGE 2838	2,582.63
41115 · So. Booster - AT&T 2121	5.00
41116 · So. Booster - AT&T 6708	386.61
41120 · So. Booster - Internet	30.00
<b>Total 41100 · Utilities</b>	<b>3,265.67</b>
<b>Total 41000 · Wells &amp; Booster Station</b>	<b>3,265.67</b>
<b>50000 · Administration/ General</b>	
<b>50100 · Utilities</b>	
50105 · Oak St.- PGE 2838	866.02
50110 · 2 Outdoor Lights - PGE 3564	22.10
50120 · Verizon - On-call Cell Phone	52.01
50130 · Answering Service	286.84
50135 · Telephone - TDS	355.38
<b>Total 50100 · Utilities</b>	<b>1,582.35</b>
<b>50200 · Office Supplies</b>	
50205 · Janitorial supplies	198.28
50210 · Ink and Toner	53.61
50200 · Office Supplies - Other	256.34
<b>Total 50200 · Office Supplies</b>	<b>508.23</b>
50310 · Advertising & Public Notices	150.00
50325 · Registration and Reimbursements	1,199.60
<b>50500 · Special &amp; Professional Services</b>	
50510 · Director Fees	450.00
<b>50515 · Server &amp; Computer Maintenance</b>	
50516 · Municipal Software	
50516.1 · Municipal Software Upgrade	11.10
<b>Total 50516 · Municipal Software</b>	<b>11.10</b>
50517 · Software Subscriptions	514.36
50515 · Server & Computer Maintenance - Other	2,929.88
<b>Total 50515 · Server &amp; Computer Maintenance</b>	<b>3,455.34</b>
50530 · Equipment Maintenance & Lease	544.57
<b>50535 · Building &amp; Ground Maint.-Office</b>	
50536 · Waste Management	192.20
50535 · Building & Ground Maint.-Office - Other	98.32
<b>Total 50535 · Building &amp; Ground Maint.-Office</b>	<b>290.52</b>

**Clear Creek Community Services District**  
**Profit & Loss**  
**May 2024**

	May 24
Total 50500 · Special & Professional Services	4,740.43
50700 · Regulatory	
50900 · Testing & License Fees	161.00
Total 50700 · Regulatory	161.00
51400 · Employee Benefits	
51415 · UNUM-Disability, Life, Accident	1,015.06
51435 · CalPERS Health Insurance Exp	15,845.91
51440 · CalPERS Retirement Contribution	22,466.75
51450 · Boot Allowance	100.00
51455 · Uniform Service	246.58
Total 51400 · Employee Benefits	39,674.30
51600 · Retiree Benefits	
51605 · Retiree Health Benefit - Direct	260.93
Total 51600 · Retiree Benefits	260.93
52000 · Interest Expense	
52005 · RCAC Loan Interest (dump truck)	265.92
52000 · Interest Expense - Other	265.92
Total 52000 · Interest Expense	531.84
53000 · Customer Accounts & Billing	
53015 · Supplies	
53025 · Billing Supplies & Materials	3,485.97
Total 53015 · Supplies	3,485.97
53016 · Meter Reading/ License	1,307.46
53030 · Chargebacks, NSF, Acct Refunds	1,136.81
Total 53000 · Customer Accounts & Billing	5,930.24
Total 50000 · Administration/ General	54,738.92
60000 · Payroll Expense -Salary & Wages	
60100 · Payroll Exp - Administration/GM	11,583.39
60200 · Payroll Exp - Distribution	23,797.71
60300 · Payroll Exp - Water Treatment	16,048.27
60500 · Payroll Exp - Customer Accts	13,532.86
Total 60000 · Payroll Expense -Salary & Wages	64,962.23
80000 · Grants	
80010 · Backwash Pond Grant D2202015	
80012 · Materials and Equipment	10,324.25
Total 80010 · Backwash Pond Grant D2202015	10,324.25
80030 · ARPA Grant-DIST00202401AMR	
80031 · Materials and Equipment	3,024.45
Total 80030 · ARPA Grant-DIST00202401AMR	3,024.45
Total 80000 · Grants	13,348.70
Total Expense	154,784.44
Net Ordinary Income	523,425.38
Net Income	523,425.38





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

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## MEMO

**Date:** June 19<sup>th</sup> 2024  
**To:** Board of Directors  
**From:** General Manager – Paul Kelley  
**Re:** 6 - Old business/New Business (Discussion/Action)

---

### **Discussion:**

#### **6.a – USBR – 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 – Clear Creek CSD FY 2024-2025 Final Budget (Discussion / Action)**

The Finance committee reviewed and made recommendations. The Board held a special meeting June 5<sup>th</sup> to review and provide input and receive input from the Community. The Budget is now ready for final adoption – this item set for public hearing time of 6:30PM

See item memo for more background and discussion.

### **Recommendation:**

Review, Discussion, By Motion Approve the FY 2024-25 Final Budget

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#### **6.c – Ordinance 2024-08 – Tax Appropriations Limit (Discussion/Action)**

This item is the annual County supplied adoption for the District's Appropriations limit.

See the more detailed memo for the item.

### **Recommendation:**

Review, Discussion, Provide input/direction and.



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## MEMO

**Date:** June 19<sup>th</sup> 2024  
**To:** Board of Directors  
**From:** General Manager – Paul Kelley  
**Re:** **6a** – USBR report and Account Reconciliation

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### **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.

If more, then reported at meeting.

### **Recommendation:**

Review, Discussion, provide direction to GM.

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## MEMO

**Date:** June 19<sup>th</sup> 2024  
**To:** Board of Directors  
**From:** General Manager – Paul Kelley  
**Re: Public Hearing: 6:30PM**  
**6b – Clear Creek CSD FY 2024-2025 Final Budget Adoption** (Discussion / Action)

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### Discussion/Action:

#### **6b – Clear Creek CSD FY 2024-2025 Final Budget Adoption** (Discussion / Action)

The General Manager has developed a preliminary draft budget for FY 25, and presented it to the Finance Committee May 22<sup>nd</sup>. The General Manager went through the Revenue expenses portion of the preliminary draft budget and used the “budget narrative” to help do that. Last year the GM introduced a budget booklet / narrative at the Final budget adoption as a way for the Board and District openly communicate the elements of the budget and explain some of the budget line items.

The Committee had some recommendations – and their primary policy recommendation is to focus as many funds as possible on the Treatment plant’s needs.

As discussed at the Usage Rate considerations, the Treatment Plant has Train 6 that is in failure, and Train 4 is going that direction. The District will need to use general funds to direct towards this and other major repairs.

The State as also provided every two years a Clear Creek “Sanitary Survey” that assesses the treatment plant provides recommendations on repairs.

The District had its Whiskeytown Treatment Plant Tank inspected recently with some recommended maintenance and repairs.

The District also has a Water Master Plan from 2007 that needs to be updated.

The General Manager and CPO requested a quote from PACE engineering to do an engineering assessment and cost estimate for the above items.

The Finance Committee recommended a budget that has funds to do two key Treatment studies, start on the 2007 Water Plan update to also include a Capital Improvement Plan, and hold funds in reserve to start on the major repairs once the Assessments are completed in the Fall.

The Committee also requested that at the Board at it’s June 5<sup>th</sup> meeting, have both the original preliminary draft budget and the updated draft budget for the Board and community to discuss.

At the June 5<sup>th</sup> Special Meeting the Board held a meeting to review the Draft budget from the Finance committee and provide an opportunity for more community input. The GM wen on to review the draft budget, the narrative, and take questions from the Board, and community. Board noticed some typo errors but generally approved of the recommendation from the Finance Committee.

Staff is requesting the Board to open the public hearing for the Final Budget, Take community input, close the public hearing and then by motion approve the Final Budget and booklet.

**Recommendation:**

Review, Discussion, By Motion Approve the Clear Creek CSD FY 2024-2025 Budget and Budget Booklet

**Clear Creek Community Services District**  
**DRAFT Budget**  
July 2024 through June 2025

	Final Budget	Final Budget
	Jul '24 - Jun 25	Jul '23 - Jun 24
<b>Ordinary Revenue/Expense</b>		
<b>Income</b>		
11000 - Revenue - Customer Accts		
11005 - Base Rate Charge	1,760,000.00	1,589,000.00
11010 - Domestic Water Sales	350,000.00	408,000.00
11020 - Agricultural Water Sales	155,000.00	200,000.00
11050 - Penalty-Exceeded WA Allocation	0.00	0.00
11055 - Reconnection Fee	0.00	0.00
<b>Total 11000 - Revenue - Customer Accts</b>	<b>2,265,000.00</b>	<b>2,197,000.00</b>
12000 - Revenue - Water Service		
12070 - Turn On Fees	4,000.00	2,000.00
12075 - Centerville Admin O&M	200,000.00	200,000.00
12085 - Interest / Investment Income	750.00	750.00
12087 - Backflow Maintenance Charge	6,500.00	3,500.00
12095 - Convenience Fees	750.00	750.00
12100 - Misc. Revenue	0.00	0.00
<b>Total 12000 - Revenue - Water Service</b>	<b>212,000.00</b>	<b>207,000.00</b>
13000 - Designated Revenue -Non Op		
13005 - Filter Plant Repayment Charge	230,000.00	220,000.00
13010 - Recycle Backwash Water Charge	12,000.00	11,000.00
13015 - State Loan Repayment Charge	30,000.00	29,000.00
13025 - WIIN Act Repayment Charge	58,000.00	55,000.00
<b>Total 13000 - Designated Revenue -Non Op</b>	<b>330,000.00</b>	<b>315,000.00</b>
14000 - Use of Reserves		
14010 - WIIN Act Reserves To Operating	55,000.00	50,000.00
14020 - Penalties Reserve to Operating	0.00	100,000.00
14090 - Discretionary Fund Balance Reserve	0.00	0.00
<b>Total 14000 - Use of Reserves</b>	<b>55,000.00</b>	<b>150,000.00</b>
15000 - Revenue - Taxes & Assessments		
15005 - Taxes-General Property	420,000.00	390,000.00
<b>Total 15000 - Revenue - Taxes &amp; Assessments</b>	<b>420,000.00</b>	<b>390,000.00</b>
<b>Total Income</b>	<b>3,282,000.00</b>	<b>3,259,000.00</b>
<b>Gross Revenue</b>	<b>3,282,000.00</b>	<b>3,259,000.00</b>

# Clear Creek Community Services District

## DRAFT Budget

July 2024 through June 2025

Expense	Budget	
	Jul '24 - Jun 25	Jul '23 - Jun 24
<b>29000 - Supply Cost</b>		
<b>29005 - Water Purchase</b>		
29010 - USBR Water Purchased	110,000.00	128,000.00
29015 - McConnell Water Purchased	0.00	125,000.00
<b>Total 29005 - Water Purchase</b>	110,000.00	253,000.00
29100 - WIIN Act Repayment Exp	0.00	200,000.00
<b>Total 29000 - Supply Cost</b>	110,000.00	453,000.00
<b>30000 - Water Treatment Plant</b>		
30100 - Utilities	63,000.00	75,000.00
30135 - Office Supplies WTP	500.00	400.00
30140 - WTP Computer & Software	5,000.00	5,000.00
30145 - Postage	150.00	100.00
30150 - Safety Equipment & Training	7,000.00	7,200.00
30200 - WTP Repair & Maintenance O&M	95,000.00	80,000.00
30400 - Water Analysis	10,000.00	17,500.00
30405 - Chemicals WTP	50,000.00	70,000.00
30500 - Vehicle Maintenance & Expense	6,500.00	8,500.00
30600 - Equipment / Capital / Facility Improvements	45,000.00	15,000.00
30000 - Water Treatment Plant - Other	0.00	0.00
<b>Total 30000 - Water Treatment Plant</b>	282,150.00	278,700.00
<b>30700 - Transmission &amp; Conduit</b>		
30705 - Repair and Maintenance - O&M	4,000.00	3,000.00
<b>Total 30700 - Transmission &amp; Conduit</b>	4,000.00	3,000.00
<b>40000 - Distribution</b>		
40200 - Utilities	6,500.00	8,000.00
40300 - Safety Equipment & Training	7,500.00	6,000.00
40400 - Repair & Maintenance (O&M)		
40405 - Backflow Device Testing	6,500.00	8,000.00
40410 - USA Underground	10,000.00	5,000.00
40415 - Meter Register/Transponder Replacement	25,000.00	25,000.00
40420 - Tank Inspection	10,000.00	10,000.00
40430 - Inventory / Tools	20,000.00	20,000.00
40440 - Water Quality Analysis - Dist	10,000.00	
40480 - Repair & Maintenance (O&M) - Other	150,000.00	110,000.00
<b>Total 40400 - Repair &amp; Maintenance (O&amp;M)</b>	231,500.00	178,000.00
40490 - Equipment / Facility / Capital Improvements	15,000.00	15,000.00
40500 - Vehicle Maintenance & Fuel Expense	40,000.00	40,000.00
<b>Total 40000 - Distribution</b>	300,500.00	247,000.00

# Clear Creek Community Services District

## DRAFT Budget

July 2024 through June 2025

	Budget	Budget
	Jul '24 - Jun 25	Jul '23 - Jun 24
<b>41000 - Wells &amp; Booster Station</b>		
41100 - Utilities	27,000.00	50,000.00
41200 - Water Analysis	1,000.00	1,000.00
41300 - Repair & Maintenance (O&M)	2,000.00	5,000.00
41305 - Chemicals	500.00	1,500.00
<b>Total 41000 - Wells &amp; Booster Station</b>	<b>30,500.00</b>	<b>57,500.00</b>
<b>50000 - Administration/ General</b>		
50100 - Utilities	30,000.00	25,000.00
50200 - Office Supplies	7,000.00	9,000.00
50300 - Organizational Dues	20,000.00	18,000.00
50310 - Advertising & Public Notices	1,000.00	2,000.00
50315 - Postage	3,500.00	2,000.00
50320 - Meal and Reimbursements	3,500.00	2,000.00
50325 - Registration /Mileage/ Travel Reimbursement	8,500.00	8,500.00
50330 - Bank Service Fee/Finance Charge	10,000.00	10,000.00
50400 - Insurance		
50405 - JPIA - Cyber	3,000.00	3,000.00
50415 - Property & Liability Insurance	16,000.00	16,000.00
50420 - Insurance - Auto	65,000.00	36,000.00
<b>Total 50400 - Insurance</b>	<b>84,000.00</b>	<b>55,000.00</b>
<b>50500 - Special &amp; Professional Services</b>		
50505 - Audit Services	17,000.00	16,000.00
50510 - Director Fees	6,000.00	10,000.00
50512 - Director Elections (Even Year November)	8,000.00	0.00
50515 - Server & Computer Maintenance		
50516 - Municipal Software	5,000.00	10,000.00
505xx - Customer Software Upgrade	0.00	35,000.00
50517 - Software Subscriptions / IT Support	15,000.00	15,000.00
50515 - Server & Computer Upgrades & Maintenance	25,000.00	10,000.00
<b>Total 50515 - Server &amp; Computer Maintenance</b>	<b>45,000.00</b>	<b>70,000.00</b>
50520 - Legal	10,000.00	20,000.00
50525 - Engineering	40,000.00	10,000.00
50530 - Equipment Maintenance & Lease	6,000.00	18,000.00
50535 - Building & Ground Maint.-Office	17,000.00	12,000.00
50540 - OPEB Valuation & Actuarial	5,000.00	8,000.00
50500 - Special & Professional Services - Other	30,000.00	15,000.00
<b>Total 50500 - Special &amp; Professional Services</b>	<b>184,000.00</b>	<b>179,000.00</b>
<b>50700 - Regulatory</b>		
50705 - Water Fee		
50710 - SWRCB - Water Fee	10,000.00	18,000.00
50711 - SWRCB - CDTFA - Water Rights	21,500.00	21,000.00

# Clear Creek Community Services District

## DRAFT Budget

July 2024 through June 2025

	Budget	
	Jul '24 - Jun 25	Jul '23 - Jun 24
50715 · Risk Management Plan	7,000.00	7,000.00
50720 · Groundwater Sustainability Act	0.00	10,000.00
50905 · LAFCO Expense	6,500.00	5,000.00
50705 · Water Fee - Other	0.00	0.00
<b>Total 50705 · Water Fee</b>	<b>45,000.00</b>	<b>61,000.00</b>
50800 · Safety Equipment & Materials	1,000.00	1,000.00
50900 · Testing & License Fees	1,000.00	1,000.00
<b>Total 50700 · Regulatory</b>	<b>47,000.00</b>	<b>63,000.00</b>
<b>51400 · Employee Benefits</b>		
50410 · JPIA - Workers Comp	22,000.00	22,000.00
51405 · Guardian - Vision, Dental, Life	18,000.00	18,000.00
51415 · UNUM-Disability, Life, Accident	18,000.00	18,000.00
51435 · CalPERS Health Insurance Exp	210,000.00	180,000.00
51440 · CalPERS Retirement Contribution - Dist	80,000.00	80,000.00
51442 · CalPERS District actuarial liability	100,000.00	
51445 · Medicare - District Cost	12,000.00	12,000.00
51450 · Boot Allowance	700.00	700.00
51455 · Uniform and Service	5,000.00	5,000.00
51400 · Employee Benefits - Other	0.00	0.00
<b>Total 51400 · Employee Benefits</b>	<b>465,700.00</b>	<b>335,700.00</b>
<b>51600 · Retiree Benefits</b>		
51605 · Retiree Health Benefit - Direct	90,000.00	5,000.00
51610 · CalPERS Health Ins- Retiree	15,000.00	95,000.00
51600 · Retiree Benefits - Other	0.00	0.00
<b>Total 51600 · Retiree Benefits</b>	<b>105,000.00</b>	<b>100,000.00</b>
51700 · Property Taxes	400.00	400.00
51800 · General Tax Expense	200.00	200.00
51900 · License and Permits	5,000.00	5,000.00
<b>52000 · Interest Expense</b>		
52005 · RCAC Loan Interest (dump truck)	4,500.00	4,500.00
52000 · Interest Expense - Other	1,000.00	5,000.00
<b>Total 52000 · Interest Expense</b>	<b>5,500.00</b>	<b>9,500.00</b>
<b>53000 · Customer Accounts &amp; Billing</b>		
53015 · Supplies		
53020- Postage	14,000.00	14,000.00
53025 · Billing Supplies & Materials	17,000.00	13,000.00
53015 · Supplies - Other	500.00	1,000.00
<b>Total 53015 · Supplies</b>	<b>31,500.00</b>	<b>28,000.00</b>
53016 · Meter Reading/ License	4,000.00	4,000.00
53030 · Chargebacks, NSF, Acct Refunds	6,000.00	10,000.00
<b>Total 53000 · Customer Accounts &amp; Billing</b>	<b>41,500.00</b>	<b>42,000.00</b>
55000 · Miscellaneous	0.00	0.00
<b>Total 50000 · Administration/ General</b>	<b>1,021,800.00</b>	<b>866,300.00</b>



# Clear Creek Community Services District

## DRAFT Budget

July 2024 through June 2025

	Budget	Budget
	Jul '24 - Jun 25	Jul '23 - Jun 24
<b>60000 · Payroll Expense -Salary &amp; Wages</b>		
60100 · Payroll Exp - Administration/GM	153,000.00	150,000.00
60200 · Payroll Exp - Distribution	365,000.00	355,000.00
60300 · Payroll Exp - Water Treatment	250,000.00	250,000.00
60400 · Payroll Exp - Conduit Labor	4,000.00	4,000.00
60500 · Payroll Exp - Customer Accts	185,000.00	185,000.00
60600 · Payroll Exp-Well Field Stations	20,000.00	20,000.00
60000 · Payroll Expense -Salary & Wages - Other	0.00	0.00
<b>Total 60000 · Payroll Expense -Salary &amp; Wages</b>	<b>977,000.00</b>	<b>964,000.00</b>
<b>70000 · Designated to Reserves - (For Budget Balancing - Reported Quarterly on Balance sheet)</b>		
72205 · Filter Plant Repayment Reserve	230,000.00	220,000.00
72210 · Recycle Backwash Water Reserve	12,000.00	11,000.00
72215 · State Loan Repayment Reserve	30,000.00	29,000.00
72218 · Penalties Reserve - For tracking		
72225 · WIIN Act Repayment Reserve	58,000.00	55,000.00
	330,000.00	315,000.00
75100 - Operating Reserve (4.1% Usage)	20,705.00	24,900.00
75200 - Capital Imp. & Modernization Res. (1.8% Base Rate)	31,680.00	28,602.00
75300 - Emergency Fund Reserve	10,000.00	10,000.00
75400 - USBR Emergency Reserve	0.00	0.00
75900 - Discretionary Fund Balance Reserve	163,665.00	10,998.00
	226,050.00	74,500.00
<b>Total 70000 · Designated To Reserves -Non Op</b>	<b>556,050.00</b>	<b>389,500.00</b>
<b>Total Expense</b>	<b>3,282,000.00</b>	<b>3,259,000.00</b>
<b>Net Ordinary Revenue</b>	<b>0.00</b>	<b>0.00</b>

Clear Creek Community Services District

**Final Budget**

July 2024 Through June 2025

# Clear Creek Community Services District



Fiscal Year  
2024-2025

Budget

## **CLEAR CREEK CSD 2024-2025 BUDGET**

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### **Introduction**

The District Board of Directors presents this budget and narrative for the community and District Customers.

The District's mission is a commitment to our customers for a dependable delivery of high-quality water, while maintaining superior customer service at an affordable price. We pride ourselves on fiscal responsibility and good stewardship of the water supply as active members of the greater Happy Valley community.

This document is laid out to give a brief overview of the District and its history, the assets, revenue, and expenses to operate for this fiscal year.

The Clear Creek Community Services District is a special district in California that provides one service to the community – water. The District is run by a five-member board of Directors, elected or selected from within the District.

The Board of Directors for the adoption of this budget:

Chair: **Terry Lincoln** Vice-Chair: **Scott McVay**

Directors: **Pam Beaver, Beverly Fickes, Logan Johnston**

The General Manager Paul Kelley is tasked to develop the Budget with the input of the board and community. This Budget was started in May, reviewed by the Finance Committee, and then by the Board and community at a special meeting of the board June 5<sup>th</sup> 2024 and then the final budget was approved by the board at the June 19<sup>th</sup> 2024 meeting.

**Final Budget**

July 2024 Through June 2025

**History and Background**

The Clear Creek CSD was formed in 1963 to provide water for domestic use, irrigation, sanitation, industrial use, individual use, fire protection, and recreation. The District boundaries include approximately 21,800 acres. Prior to 1963, there was long history water for agricultural and some domestic uses in Happy Valley and the District was formed to have a community run district for agreements for water at to expand the uses of water delivery.

The District entered into a water service contract with the United States Bureau of Reclamation in 1963 providing an annual allocation of 15,300 acre-feet of water per year. Over the years there have been multiple contracts with lengths from interim to a 25-year term. In 2020 the District signed a conversion contract that used the Water Infrastructure Improvements for the Nation Act (WIIN) monies to fund the Districts long term infrastructure obligation, and when the District pays off the WIIN act the contract converts the term contract to a perpetual contract for the 15,300 acre-feet allocation. The District paid off this obligation in FY 2024.

In 2001, the District took ownership from the USBR of all the facilities currently within the District. The title of the Distribution system and other facilities, except the Muletown conduit, went directly to District ownership.

For Ground Water management the District participates with the Enterprise Anderson Groundwater Sustainability Agency, the state designated agency for state reports, monitoring and other state regulated ground water activities. The District participation is important since the District has three wells within the District and within the Anderson Ground water basin. These wells are critical to the District in response to droughts, and when there are major leaks or maintenance related to the Muletown conduit.

The Clear Creek CSD owns and operates the treatment plant at the base of Whiskeytown dam and sends water from that facility into the Muletown conduit. When it reaches the Clear Creek CSD – it enters at the North Booster station where a four-million-gallon tank also resides. The Centerville CSD also receives water through the same conduit and has its own water service contract with the Bureau. The District has a contract with Centerville CSD for them to pay for their portion of the treatment operations, maintenance, and administrative costs.

**Facilities**

Treatment:

The Treatment facility is at the base of the Whiskeytown dam and was originally constructed in the 1970's. Then, in response to new Surface Water treatment rules and regulations, the District upgraded the plant in 1995/96 to comply with those updated regulations. The Treatment facility is a T5 facility – and the District employes a Chief Plant Operator who has certification at the T5 level. This facility operates 24 hours a day and 7 days a week, and it's connected to electronic monitoring in real time. The facility has backwash ponds, piping of raw water, chlorination facilities, filters, and treated water pipes to the holding tank at the start of the Muletown conduit.

Clear Creek Community Services District

**Final Budget**

July 2024 Through June 2025

Distribution:

The Muletown Conduit from the Whiskeytown Dam to the start of the District is both 45” and 42” steel conduit. This conduit is eight and a half miles long and primarily follows the Muletown road. The District has a closed piping system, and gravity fed and uses no pumps for pressurization except after the two booster pump stations.

Within the District boundaries there are approximately 100+ miles of pipeline in the ground. The pipe sizes range from 2” to 42”. The type of pipe varies – between transite pipe (AC), ductile iron, steel, and PVC. The transite pipe in particular have reached their effective life, and subject to many challenging ruptures, breaks or leaks. The Distribution system needs a thorough assessment and rehabilitation.

The District has a North Booster station, that is the starting point of the District where the Muletown conduit enters the system. At this location there is one four-million-gallon tank, a second smaller tank of 250 thousand gallons, pressure pumps, a pump house, and telemetry assets at this location. The District has a South Booster station with a one-million-gallon tank, a 350-thousand-gallon tank, pump house with pumps and telemetry assets. The South Booster station is primarily to receive well water from the southern well field and pump into the distribution system from the lower area of the Districts distribution system.

The District developed a well field that is primarily used during water shortages or if the Muletown conduit has challenges. The well field has three wells with a 1500 gpm capacity.

The District has five water storage tanks. The four tanks at the Booster stations plus the one-million-gallon tank near the treatment plant provides a total capacity of 5.6 million gallons of water.

**Financial:** The District operates based on an annual budget.

The District has these sources of revenue (Described more in each year):

1. Customer accounts
2. Revenue from Water services
3. General Taxes
4. Interest
5. Grants

The District has these primary expenses (Described more in each year):

1. Source of Supply
2. Water Treatment
3. Conduit
4. Distribution System
5. Wells and So. Booster pumps
6. Administration
7. Customer Service / Accounts
8. Regulatory and Debt Service

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Reserve Accounts:

There are reserve accounts that get funded from customer charges – as designated reserves:

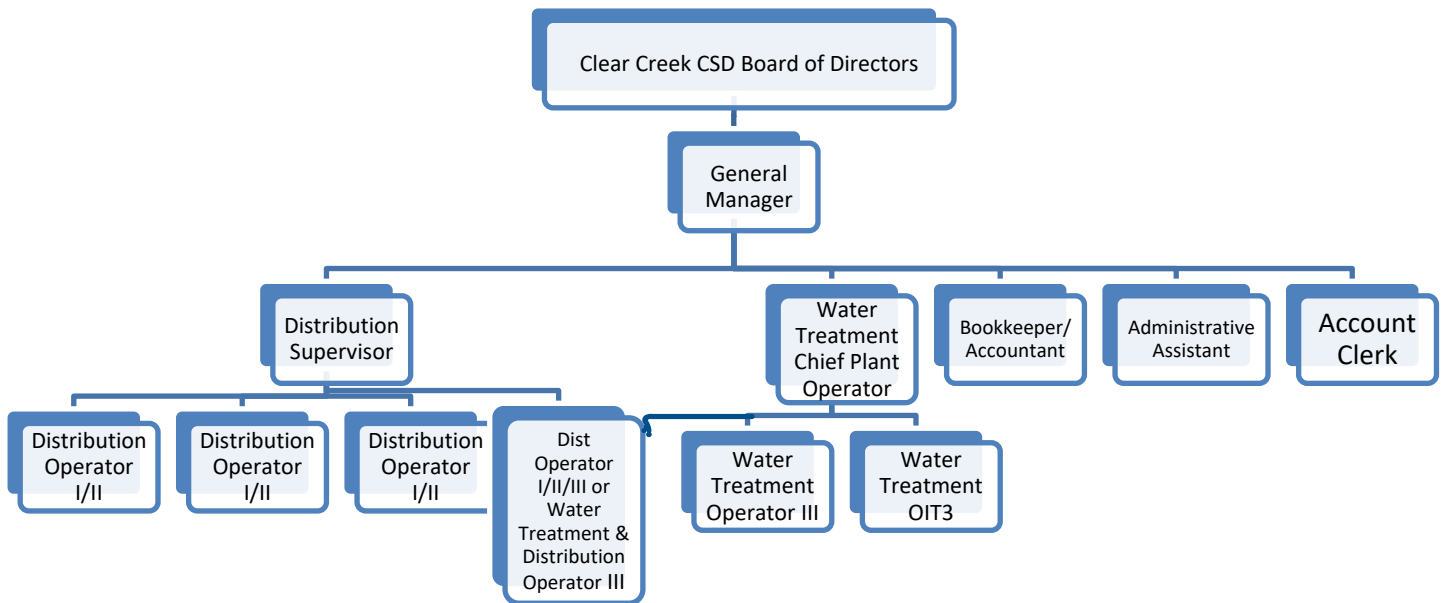
- 1. Filter Plant Repayment
- 2. Recycle Backwash Water
- 3. State Loan Repayment
- 4. WIIN act Repayment

There are reserve accounts that get funded by customer charges (Base Rate and Usage) that are used to fund infrastructure modernization and operating and maintenance.

- 1. Operating Reserve
- 2. Capital Improvement, Expansion and Modernization
- 3. USBR Emergency Reserve – Required by USBR Contract for Conduit emergencies
- 4. Emergency Fund Reserve
- 5. Fund Balance Discretionary Reserve
- 6. Other Reserves

**Staffing:**

The District has an approved Memorandum of Understanding that covers the Staff of the District managed by the General Manager. The District Board of Directors has an approved Employment Agreement with the General Manager. The current organizational chart is below:



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**2024-2025 Budget Categories**

**Revenue**

**11000 - Customer Accounts Revenue:**

This revenue area is generated by the Base Rate/Account Charge for each customer, Water sales – Domestic and Agricultural water, penalties, and reconnection fees. This budget uses 95% collection rate since moving an employee to full time in FY 24 the District has moved beyond the use of 85% collection rate. The District goal: 98% collection rate over time.

- 11005 – Base Rate Calculation** - 2656 accounts/Base Rates at \$58.20 –  
(at 95% collection rate. FYI + 43 accounts \$10.81)
- 11010 – Water Sales (Domestic)** - 1500 AF of M&I at \$.56/HCF (95% collection rate)
- 11020 – Agricultural Water Sales** – 700 AF of Irrigation at \$.54/HCF (95% Col Rate)
- 11050 – Penalty and Reconnection Fee** – No drought penalties, or potential late fees

11000 - Customer Accounts Revenue Total: \$2,265,000

**12000 - Water Service Revenue:**

This revenue area is mainly generated from Centerville administrative and O&M charges to Centerville for the treatment plant to provide water to their district. This area also includes Backflow revenue on some customer accounts, Interest/Investment revenue, and Convenience fee.

- 12075 – Centerville Admin O&M** – Monthly Charge for Treatment services costs.
- 12087 – Backflow Maintenance Charge** – For annual check, offset to cost of service.

12000 - Water Service Revenue Total: \$210,000

**13000 - Designated Revenue:**

This area is not included in Operating Revenue. In the 2024-25 budget the District will identify these designated revenues to be “expensed” or moved into their reserve accounts. And reported quarterly on the Balance sheet. This shows up on the quarterly Balance sheet. All the designated accounts that make up the \$10.81 – These amounts are on the 2700 accounts charged the fee and at a 95% collection. (Rates per month identified)

- 13005 - Filter Plant Repayment Charge** (\$7.55/Mo)
- 13010 - Recycle Backwash Water Charge** (\$.38/Mo)
- 13015 - State Loan Repayment Charge** (\$1.00/Mo)
- 13025 - WIIN Act Repayment Charge** (\$1.88/Mo)

13000 - Designated Revenue Total: \$330,000

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**14000 - Use of Reserves** – (New in FY24 District item)

The District has not budgeted in the past for use of carryover funds, reserves or other discretionary reserve uses. For Budgeting and operational purposes, there should be a “fund balance” that tracks the end balance of a budget and rolls it into the next year’s budget. This will also be used to track the usage of reserves for the WIIN Act repayment to the Operating fund.

**14010 - WIIN Act Reserves to Operating:** (\$55,000)

The District has paid their WIIN Act payments by borrowing against Operating revenue. The WIIN Act charge on monthly customer bills is to pay for the cost of the WIIN Act payments. Borrowing from the Operating revenue fund to pay off the WIIN Act obligation, obligates the WIIN Act customer fee (identified before) to stay in effect for the period of time to pay off the loan from the Operating fund – (approximately 13 years at \$50,000 per year) at the Boards discretion in the future.

Background and complete description of the WIIN Act obligation: For reference the WIIN Act obligation started at \$859,452. The contract with the Bureau for 15,300 AF/Year requires repayment of the capital costs over the life of the contract ending in 2030. This WIIN Act payment converts the contract to a perpetual contract, without an end. See the FY 2024 Booklet for more background on particulars of funds related below. In FY 2024 (October of 2023) the District made its last payment to the Bureau to finalize its WIIN act obligation prior to the December 2023 deadline and received a letter of acknowledgement of completion of its WIIN act obligation from the Bureau. This is a big accomplishment and now the WIIN act fee will repay the Operating fund over the coming years.

Original WIIN Act Contract amount: \$859,452 - \$207,952 (Credit) = \$651,500 to be paid by 2024.

When the (\$1.88) fee was instituted September of 2021 after the rate rationale was approved using the Prop 218 process, it took time for the fee to be deposited into a separate account. Based on the review of bank accounts and the old customer billing software, there was \$27,496.78 absorbed into the operating account that would reduce the customer repayment obligation. That’s \$651,500 - \$27,497 = \$624,003. In FY 24, the District Operating Fund received \$50K from WIIN Act reserves. It’s suggested to use \$55K in FY 25 and for the next 10 years to return to the Operating fund the total paid - \$624,003.



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**14020 - Penalties Reserve to Operating:**

In 2023-24 year, the District purchased water from the McConnel foundation and used penalties in reserve to defray some of the cost of that water purchase.

**14090 - Discretionary Fund Balance Reserve: (\$0.00)**

The District should track use of previous year's fund balance, or use of other reserves in a fiscal year's budget. This line item is for that purpose and not proposed to identify any use at this point.

14000 - Use of Reserves Total: \$55,000

**15000 - Revenue - Taxes & Assessments**

The District receives property tax share from the County of Shasta twice a year. The current amount as revenue in the Budget is a projection based on last year's property tax.

15000 - Taxes Revenue Total: \$420,000

**Total Revenue: \$3,282,000**

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**Final Budget**

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**Expenses:**

**29000 - Supply Cost:**

This Expense section contains the cost of the water supply to the District for this year. Primarily made up of purchase costs from the Bureau. It can include water purchased from outside sources like the McConnell foundation or other sources.

**29005 - USBR Water Purchase:** Bureau Schedule water cost for M&I and Ag Water.

(For this year: 1500 AF of mix of M&I @ \$52.72/AF (USBR) = \$79,080)

(and 700AF of AG/IRR @ \$43.80 (per AF Bureau) = \$30,660)

**29015 - McConnell Water Purchase:** No water purchases this year.

**29100 - WIIN Act Payments** – None - WIIN Act paid off from in October 2024.

29000 - Supply Cost Total: \$110,000

**30000 - Water Treatment Plant**

The Treatment Division is managed by the Chief Plant Operator who oversees and manages the Treatment Plant and Treatment Division employees as well as the expenses spelled out in this section. New for FY24, is that the Wages/Salary/On-Call/OT is grouped in the Salary Expenses section for Treatment (60300). The treatment plant will be processing more water than in the past few years of drought, and the current maintenance, long term maintenance, and upgrades will need to be considered now and in future years.

**30100 - Utilities:** All utilities to run the treatment plant and PG&E had a 37% rate increase. The scheduled amount of water is less than in the previous year.

**20135 - Office Supplies / postage:** An expense not previously tracked to this Div.

**30140 - WTP Computer & Software:** ongoing support of SCADA machine and Lic.

**30150 – Safety Equip & Training:** For OSHA Compliance and more.

**30200 - WTP Repair & Maintenance** – List of items from CPO – and more water impacts non-drought year, and deferred maintenance items. (\$38/AF)

**30400 - Water Analysis** – Similar to last year but increases in coming year.

**30405 - Chemicals** – more stable supply and cost projection with and increase in supply costs and mix of chemicals used. The cost at (\$26/AF).

**30500 - Vehicle Maintenance and Fuel:** Based on previous year’s actuals.

**30600 – Equipment / Facility / Capital Improvement:**

Expenses for treatment division to track for supporting the grant funded Backwash ponds project. The Treatment plant also has the November 22, 2022 – State Water Board survey of the Treatment plant and suggested projects. This Engineering Assessment estimate \$20K, The recent tank inspection of the tank on the Conduit identified needs that are to be assessed – Assessment estimate: \$13K – This is engineering review and estimates for future Capital Projects.

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This is also to pay for the engineering review of Train 6, other impacted Filter Trains and other major repair. Also - Every 5 years, Shasta County does a "Watershed Sanitary Survey" last completed with all other agencies contributing in 2021, the District portion is calculated at approximately \$10K.

30000 - Total Expense Treatment Plant Division: \$282,150

**30700 - Transmission & Conduit**

This section is for separate tracking of Muletown Conduit work, repairs and maintenance primarily, the wages / salary expenses will be tracked in the payroll expenses at the end of the report. This will continue to be a separate section since the Muletown Conduit is owned by the Bureau, but maintenance responsibilities are the Districts.

30700 - Total Expense Transmission & Conduit: \$4,000

**40000 - Distribution & Transmission**

The Distribution and Transmission Division is managed by the Distribution Supervisor managing the division employees and dealing with the maintenance and repairs for the District's 100 miles of pipe, meter reading, pipe breaks, leak repair, wells and booster station operations, equipment maintenance and other general district maintenance duties. The previous year had several leaks, and this budget provides more expense tracking in more categories.

**40200 & 300 - Utilities and Safety equipment & training:** For expenses tracking purposes, previous budgets did not have Distribution Utilities – like the North Booster Station.

The district supplies muck boots, waders, and other safety equipment for operators and all old items that need to be upgraded and tracked.

**40400 - Repair & Maintenance:** Current O&M for the Distribution system had more items expensed to it, and this section is adding a few of the items for tracking purposes.

**40405 - Backflow Testing:** cost of work with revenue offset.

**40410 - USA – Utility Service Alignment –** Need to separate for tracking. The increased cost of utility projects (PGE, Cable, Fiber, Contractors) calling 811 for locate services has impacted the District and its operators. This cost has been running over projections based on increased utility activity in the District.

**40415 – Meter Register/Transponder Replacement –** For meter transponders and updating for better meter reading, previous year (2023) the District purchased transponders to start the process for replacement and upgrading of all applicable meters. The District also received a County ARPA grant, to help replace all and install all meters with registers and transponders to increase meter reading efficiency and reduce the time taken. For the 2024-

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2025 years, the grant covered costs, this budget item is to cover the registers/transponders not grant funded – or the District’s match.

**40420 - Tank Inspection** – Annual inspections.

**40430 - Inventory** – New / Updated category for materials for repairs – often a leak/repair needs a part or material to be purchased or taken from District inventory. This to help track inventory of key materials replaced for next time and is now separate from O&M. The previous year included significant tool replacement.

**40440 - Water Quality Analysis - Dist.** – Regular water quality testing as well as the testing needed after repairs.

**40480 - Repair & O&M** – For leak repair, equipment rental, materials, and more expense tracking. The lease of vac-trailers, materials for leak repair and the cost of outside contractors to support the repairs, road patching and more.

**40490 - Equipment / Facility / Capital Projects:** Expense line to track cost for distribution rehab projects and grant projects like the South Booster & Wells grant that reimbursed the cost of the project. This is also funds for other projects like the Taffy lane improvement. The District needs to invest in equipment, eventually in vehicles, and other equipment. This Budget item had contemplated the purchase of a Vac-Trailer – valued between \$80-100K. The Finance committee recommends holding off on this and focus on Treatment plant. But this need is still current and all other Cities and Districts going with Vac-Trailers for repairs and maintenance. Also to be considered – equipment review and needs – keep or sell the dump truck, investing in other equipment, vehicle replacement program, excavators etc.

**40500 - Vehicle Maintenance / Fuel:** Fuel prices steady, aging vehicles need maintenance. Fleet review and updates to be needed.

40000 - Total Expense Distribution Division: \$300,500

**41000 - Wells & Booster Station**

This section is to track the expenses and maintenance costs for the South Booster station and the Districts three Wells in the Southern portion of the District. In drought years these wells are relied upon for district supply, and can be used when the Muletown Conduit or Treatment Plant is in repair of there is an Emergency.

**41100 - Utilities:** PG&E Standby, Usage for Testing, and emergency needs. The District has worked hard to get the standby fees down, and since there is not a projected drought in FY 25, the utilities cost will be lower.

**41200 - Water Analysis** – Low usage this year.

**41300 - Repairs and Maintenance** – Tracking for Maintenance and Repairs.

**41305 - Chemicals:** tracking line for this item.

41000 - Total Expense Wells & Booster Station: \$30,500

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**50000 - Administration General**

This Division is for most of the rest of the operations of the District. This budget has some changes from the past – pre FY24. This section now includes the Regulatory section and the Customer Accounts and Billing section. This division will also include the Employee benefits that identifies the District costs of these expenses. The employee’s contribution to these expenses is through payroll deductions. This Division includes the wages for the General Manager – now part of Payroll expenses. The other three positions in the office are in the Customer Accounts & Billing section and separately identified in the Payroll Expenses section. The District has started to invest in upgrading its computers (IT) in FY23, and in FY 24 more desktops and the Customer Billing software upgrade. This budget looks to continuing to update more IT.

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

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

**50300 - Organizational Dues:**

Currently members of:

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

Suggest consideration:

California Rural Water Association – can help with Operator training. Possibly the Special Districts Association (CSDA) – for their finance arm (CLASS) for better return on savings.

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

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

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

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

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

**Cyber** – Projected to stay similar cost

**Auto** – Significant unanticipated increase in FY 24, Projected for FY 25.

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

**50505 - Audit Services Cost** – Based on contracted cost from Auditor.

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

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- 50512 - Director Elections** – This year’s budget will need to have an amount for consolidated Nov. of 2024 election if any.
- 50515 - Server & Computer Maintenance:** “Information Technology”
- Municipal Software** – The District upgraded from CUBIC and is now using CUSI (UMS) for it’s customer billing software at this Subscription rate that is less than previous Billing Software
- Customer Software Upgrade:** Done in FY 24
- Software subscriptions/ IT Support:** For updated technology (MS 360, QuickBooks, other) license subscriptions, security on desktops.
- Computer Maintenance:** Replace / update a two more desktops, cabling and setting aside resources to eventually replace server. The phone system is also in need of update/replacement. For future consideration – phone system has been outdated for over 10 years, the servers useful life is nearing end – all need to be considered now and into the future for funding.
- 50520 - Legal** – Similar to FY 24
- 50525 - Engineering** – A new category for the District to track expenses. The District has PACE as its District Engineer and needs to track expenses for this general item, not engineering specific to grant projects or a division (Treatment/Distribution). The District also needs to engage engineering services to update it’s 2007 Water Plan and PACE has suggested that an updated Plan and Capital Improvement plan be included to help with future rate studies and grant applications. The assessment cost is approximately \$100K.
- 50530 - Equipment Leases** – The Folding machine lease expired April 2024 and has been returned. This budget item is primarily for Printer/Scanner/Copier.
- 50535 - Building and Grounds** – Includes security, exterminator services, garbage pickup, and maintenance. Also increased to keep pace of FY 24 actuals. This could include one HVAC replacement of the oldest unit on top of the building (\$9k) – the finance committee suggest defer replacement for a few years and do maintenance. Includes other grounds updates – like a potential slurry/chip seal of Administration office paved driveway if proposals are within a reasonable amount. Eventually the District’s buildings will need more major maintenance – painting, roofs etc.
- 50540 - OPEB Valuation and Actuarial** – The bi-annual actuarial for District OPEB Trust. The previous year’s costs also included scenarios for the MOU required review of potential changes to the Retiree medical program. This cost back to regular annual.
- 50500 - Special and Professional** – For services to support Admin Assistant and Bookkeeper – Employee Handbook, and other HR / Payroll compliance and services. Also, for consulting services as needed during the year. The District bookkeeper recommends a

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contract CPA for assistance with audits and other accounting needs (\$10K), The district may have other needs like contracts with temporary agencies for services.

Total Professional Services: \$184,000

**50700 - Regulatory:** (Section is broken out – Within Administration)

**50710 - SWRCB – Water Fee:** Small Communities water utility fee by the State – reduced in FY24 based on District appeal.

**50711 - SWRCB – CDTFA - Water Rights:** Tracking of this fee.

**50715 - Risk Management Plan:** Fee for review and compliance of the Districts activities.

**50720 - Groundwater Sustainability Act:** GSA Costs if no GSA grant – the EAGSA did receive a grant, and costs are to be paid for by the State. Keeping some amount in the budget in case of costs that take longer for the EAGSA to get reimbursed.

**50725 - LAFCO Expense:** Cost from LAFCO for Special District

**50800 - Safety Equipment & Materials:** Small items for reg. compliance

**50900 - Testing and License Fees:** For employee certifications

Total Regulatory expense: \$47,000

**51400 - Employee Benefits** – (Section in Administration – To quantify and track the expense of these items to the District. The Employee portion of these expenses through withholding.)

**50410 - Workers Compensation:** JPIA – Workers Compensation Expense

**51405 - Guardian – Vision, Dental, Life:** District Covers Dental and life portion, employees pay the Vision component through payroll deduction.

**51415 - UNUM – Districts Disability Insurance:** All District expense.

**51435 - CalPERS – Health Expense:** District Cost based on current and Future costs. 2<sup>nd</sup> half of fiscal year could have a higher cost from CalPERS Health. (January 1<sup>st</sup> 2025)

**51440 - CalPERS – Retirement Contribution.** CalPERS has updated the District Contribution as of July 1 2023 to 7.68% for PEPRA and one employee on Classic (14%). Not previously budgeted was the Unfunded actuarial pension liability for FY24 it was approximately 120K.

**51442 – CalPERS – District Actuarial Liability.** CalPERS informs the District annually of the catch up amounts due after the Pension amounts are run through the actuarial – not previously tracked by the District. This is a guesstimate in May 2024, waiting for CalPERS notice of actual.

**51445 - Medicare** – District Cost/Contribution: (1.45%)

**51650 - Uniform & Service Expense** – Operator pants cleaning, shirts, hats

**51500 - Boot Allowance** – as per MOU

Employee Benefits Total: \$465,700

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**51600 - Retiree Benefits** – (To track District cost of Retiree benefits – The unfunded Liability calculated by actuarial is for a yearly accounting of long-term liability, not a current year operating expense for budget). In January 2024, the District changed its Retiree Medical benefit the Minimum Employer Contribution (MEC), and returned the Employee’s OPEB contribution. The District committed to keep the current retirees (8) as of 2024 whole. Previously the cost was paid directly to CalPERS Health, now the Retiree payment to CalPERS Health is the MEC (\$157 in 2024), and the balance paid to each retiree through an HRA.

**51605 - Retiree health benefit – Direct:** The District covers the retiree health to the HRA – not the larger amount.

**51610 - The CalPERS Health Ins – Retiree:** expense is a yearly expense to the District for the Retirees currently covered by Retiree Health benefits. And paid directly to CalPERS Health insurance – the MEC

Retiree Benefits total: \$105,000

**51700 - Property Taxes** – The District pays special district expenses, like mosquito abatement district.

**51900 - License and Permits:** Air permit, CUPA etc.

**52000 - Interest expense:** For payments on loans – like Dump Truck.

**53000 - Customer Accounts** – (Section now within Administration for tracking the expenses for Customer accounts, billings and staff ) In mid 2023, after reviewing proposals, the District contracted with a Harvest Printing located in the City of Anderson to print, fold, stuff and mail the customer billing. In the first quarter of 2024, the folding machine and postage meter lease expired and were picked up by the originating company. The postage and paper/envelopes etc are similar to previous, but the folding/stuffing etc is no longer an aggravation and cost. After removing the lease, and the lease impact on the printer from printing all the bills and newsletters the District saved over 20 cents a piece.

**53020 - Postage:** For Customer billing – Charged through Mail house

**53025 - Billing Supplies & Materials:** Printing, Paper, envelopes etc. Charged through Mail house.

**53016 - Meter License:** This is for the Software integration between reading meters and loading into customer accounts. That generates the Billing each month.

Customer Accounts Total: \$41,500

50000 - Administration/General Total: \$1,031,800



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**60000 - Payroll Expense**

This section includes the Salary/wages/on-call/overtime expenses for each of the divisions. In the past, the District had these expenses within each division. This budget now has a Payroll expense section and broken out by divisions and sections for ongoing tracking of the expenses attributed to each area. The District has seen a need based on employee turnover and operational needs to create an Operator in Training in the Treatment Division – moving a previous ½ time position to full in Treatment. Also creates a need for the Distribution Division to convert a previous ½ position to full time. The District approved an MOU in early 2023 then updated in January 2024, and per MOU section 9.7 the job classifications covered by the MOU will receive an annual COLA. The COLA is a range of 2%-4% and based on the yearly CPI-W through May. This budget estimates the expenses based on a 3.2% COLA as of July 1, 2024.

**60100 - Payroll Expense - Admin/GM:** Based on Employment Agreement

**60200 - Payroll Expense - Distribution Division:** Based on classifications at highest step. The On-Call is estimated closely on current rates, and Overtime is estimated on past hours per pay period.

**60300 - Payroll Expense – Water Treatment:** Based on classifications at highest step. The On-Call is estimated closely on current rates, and Overtime is estimated on past hours per pay period.

**60400 - Payroll Expense – Customer Accounts:** For office staff, a full time Account Clerk, Bookkeeper/Accounting, Administrative Assistant.

**60500 - Payroll Expense – Conduit:** For separate tracking.

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

60000 - Total Payroll Expense – Salary & Wages: \$977,000

**70000 - Designated to Reserve (For Budget - reported Quarterly)**

This is a new expense (in FY 2024) section for the District to expense revenue to reserves. The first section is to clearly expense to reserves of the “Designated Revenue” from the revenue section. The charges on Customer’s bills (see designated revenue section for specific charges) that are to go to specific reserves for specific expenses/projects. This is primarily a budget-making tool to remove from the operating budget these funds so they are not used for expenses, but put into the reserve accounts corresponding with their customer fee. During FY 24 it was found best to show this through quarterly Balance Sheet reports to the board during quarterly budget to actual review. This section is in the budget to balance the budget out from the Designated revenue that can’t be used for operational costs/expenses. This helps track and show the reserve amounts and growth for these designated reserves. At the quarterly budget to actuals report, the staff will provide a balance sheet that will show these designated revenues and their account balances.

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The second portion of this section is to show and track the deposit to Reserves for other “non-designated” reserves. As per the approved rate schedule (August 2021), that calls for the District to put 4.1% of Usage rate to reserves (Operating Reserve) and 1.8% of Base rate to reserves (Capital Improvement & Modernization Reserve). The District also needs to build an emergency reserve identified in this section. The USBR Emergency reserve is identified as part of the contract with the Bureau for Muletown Conduit repairs. The District currently has a Certificate of Deposit that has the Bureau contracted amount in reserve. Therefore, there is not any need to set aside money in this budget for this item.

When a District like Clear Creek creates a budget, there should be some amount of revenue in excess of expenses – when a year ends, this amount is to be put into a fund balance that can (or not) be used for the next year’s budget. This new “Discretionary Fund Balance” has an amount of resources that could be used at the midyear budget review and adjustments or put into other reserves at year end.

- 72205 - Filter Plant Reserves:** Same as Budgeted Revenue
- 72210 - Recycle Backwash Water Reserve:** Same as Budgeted Revenue
- 72215 - State Loan Repayment Reserve:** Same as Budgeted Revenue
- 72218 - WIIN Act Repayment Reserve:** Same as Budgeted
- 72225 - Penalties Reserve:** To put Penalties into a reserve for future use.
- Total (Same as Designated Revenue):** \$330,000

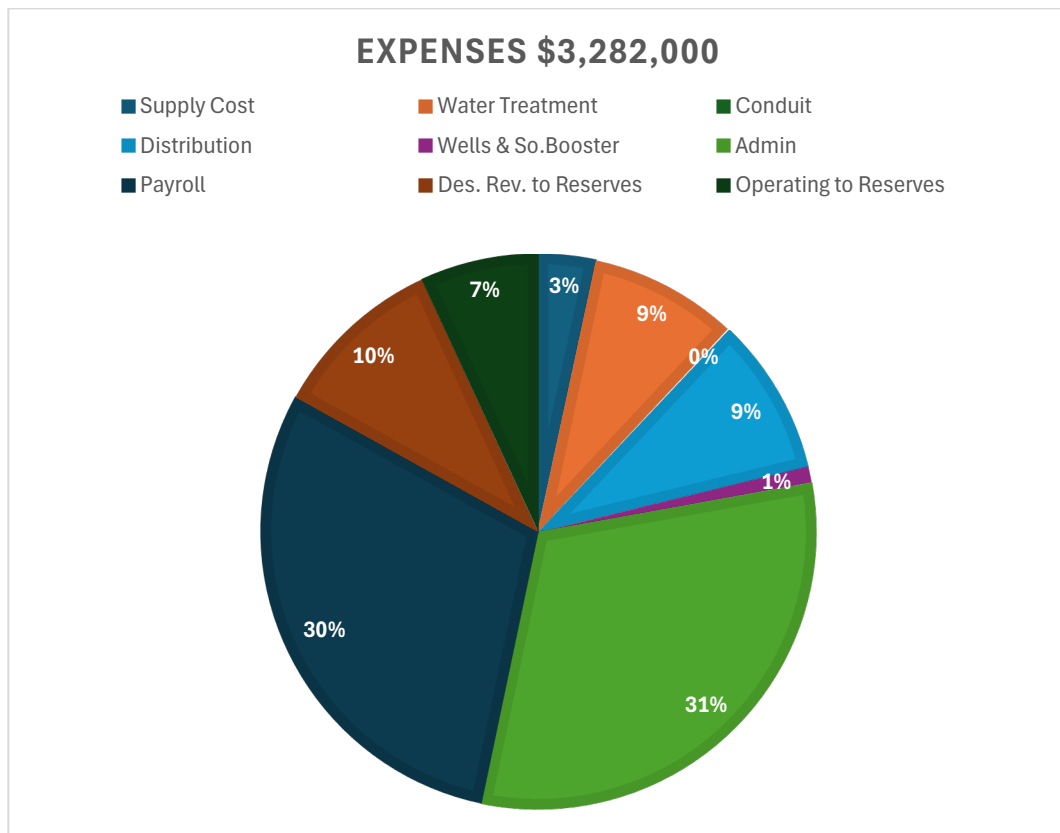
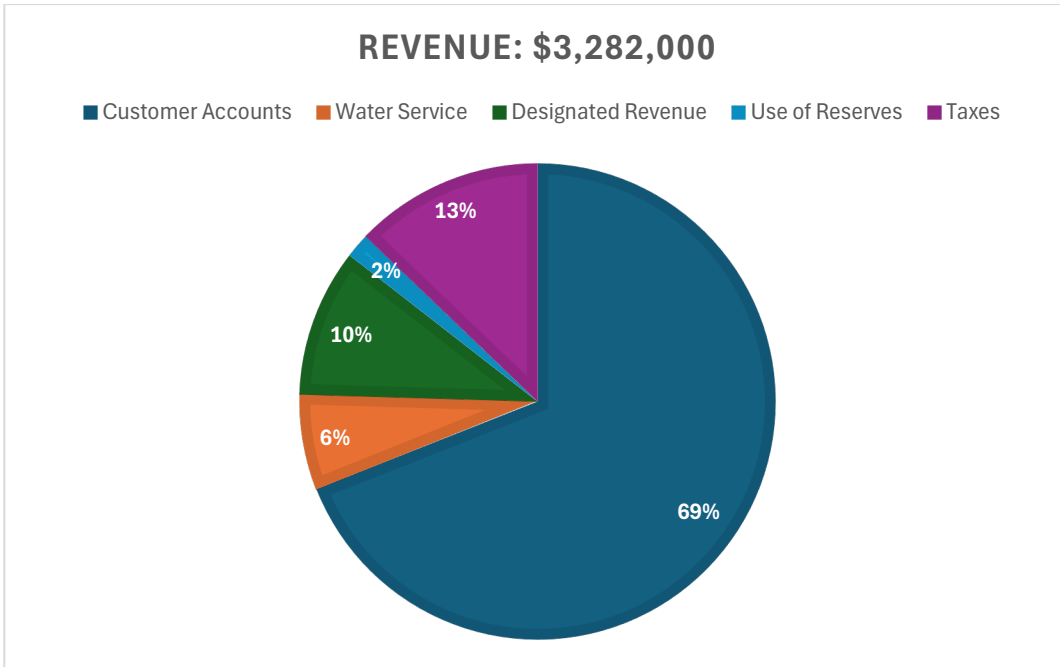
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- 75100 - Operating Reserve (4.1% Usage):** Water Sales Revenue \* 4.1%
  - 75200 - Capital Improvement & Modernization Reserve (1.8% Base Rate):**
  - 75300 - Emergency Fund Reserve:** As stated, start building a reserve here.
  - 75400 - USBR Emergency Reserve:** Here if needed. (currently Covered by A CD held but the District for this amount.
  - 75900 - Discretionary Fund Balance Reserve:** For this budget revenue in excess of expenses and for current year. To be used primarily when identified expenditures are needed for equipment, major repairs, capital or other expenditures that need a mid-year adjustment. At the end of year could be to roll into next year or general reserves.

The Finance committee and staff recommends starting the year with this number in reserve – since the focus is on getting engineering review of the Treatment plant needs and updated water Plan, this line item will be used in mid-year adjustments to fund improvements or other needs as identified.

70000 – Expense Designated to Reserves Total: \$556,050

**Total Expenses: \$3,280,000**

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**Non-Operating Budget Items**

**Grants**

**Grants**

- “Emergency Electrical/SCADA repairs” for the Wells –
  - The District received a grant of \$477,000 for emergency electrical work and SCADA upgrades for the South Booster and Wells portion of the Districts operations.
  - The 2022 drought heightened the need for the District to utilize this well field and the lack of up-to-date SCADA and Electrical work made it challenging for the wells to operate efficiently and at full capacity.
  - The District in February of 2023 authorized signing funding agreement D2118158, and approved PACE engineering to provide engineering and construction management services.
  - The project was completed by January/February 2024.
  - In June of 2024, the final reimbursement came through and this project is closed out.
- The Backwash Ponds project – Combo of State and FEMA through CalOES. (Approximately \$5 Mil)
  - The Backwash ponds have been slated to be redone and concrete lined for a number of years.
  - The State provided the funding for the Design of the pond project in late summer of 2023. In the Fall of 2023, the project was put out to bid.
  - The lowest responsible bidder was Alan Gill construction, and they were awarded the project.
  - Contractor plans to start June/July 2024
  - The District is pursuing Bridge / Construction loan financing to keep the project moving and get all paid timely. The District authorized the loan application to RCAC.
  - The FEMA money, through CalOES is still in holding pattern. The longer they take to finalize funding the more this project will cost. CalOES communicated that they would not fund “concrete” lining of the ponds, since it was an improvement to the current or “at fire” condition. They are still scheduled to sign off on the environmental.
  - The District is proceeding with concrete lining of the ponds, using other funds (State funds), and CalOES is still analyzing their funding agreement.
  - The District with PACE Engineering has submitted an updated funding agreement budget to consider the increased cost of Construction and other elements.
- Distribution improvement grant
  - The District applied to the State for funding to do an assessment of the District’s distribution system for eventual use for further grant applications for replacement of pipelines as identified in the investigation.

Clear Creek Community Services District

**Final Budget**

July 2024 Through June 2025

- The State communicated in March of 2023 that their department was reviewing the application and funding agreement.
- In Mid 2023, the State called and informed that District that based on State Budgetary issues, they would not fund the project this year, and would review in 2024
- Shasta County ARPA Grant for Water Districts–
  - The Shasta County Supervisors allocated ARPA funds for water districts, the Clear Creek District applied for funds to update more meters in the District.
  - The County funded the grant in 2024, the District has ordered the meter registers and transponders (approximately 1700) for the sizes needed.
  - The County has reimbursed the District for Transponders and Registers received to date.
- The General Manager applied for an EPA grant “Wildfire Resiliency Assessment”
  - This is to get engineering assessment of the Districts fire resiliency capabilities – the hydrants, fire flows, and storage.
  - The EPA is still in the Consideration phase and has yet to fund grant requests for this category.

**Items for the Future:**

The District in this fiscal year will be looking for more Grant monies to continue the process of upgrading and updating the infrastructure.

The District needs to update its 2007 Water Plan. One of the elements of that update would be to provide The District with a more comprehensive Capital Improvement Plan (CIP). The general layout of a CIP for the District would be along Division lines. The assets in each will need to be considered and have some engineering estimates made for eventual inclusion in a CIP. Once a CIP is created, the Board and manager can start the process of funding the plan through specific funding or a combination of grants, loans, rates and reserves.

The CIP would have some general categories along these lines:

Distribution Division:

Assets: Pipelines, Meters, Wells, Boosters, Tanks

Treatment Division:

Assets: Plant building, Filter trains, Ponds, Tank, Meters

Comment: The annual State Water Board “Survey Inspection” – has identified items that should be studied, estimated and included in a CIP – now in this budget to have an engineering estimate.

Administration Division:

Assets: Buildings, Office, Yard, Garage, Shed

Other Assets for Management: Vehicles, Equipment, Inventory

Clear Creek Community Services District

**Final Budget**

July 2024 Through June 2025

This updated budgeting process with more expense tracking provides an opportunity for the District to look at other items that need attention. For example – updating Internet service, phone systems, Information Technology and Customer billing data base software are some of the items that have not been considered for years and by beginning the process in 2023 through this fiscal year, it will benefit the District and its customers for years to come. The FY 2024 upgrade of the Customer Billing Software was a major improvement. The 30 year old phone system needs review and update. The Facilities will need consideration for paint, roofs and more.

The essential assets of the District are its employees. During most of the 2023 calendar year, the District was fully staffed for the first time in years. When the District approved the Memorandum of Understanding with the employee union in February of 2023, it was a strong step forward for the District for staff expectations, and a clearer quantification of staff expense for budgeting purposes. The District completed one of major tasks in the 2023 MOU - other post-employment benefits (retiree health) program. The Solution was finalized in the 2024 MOU – February 2, 2024. There is still a need for an employee handbook that refers to the MOU and enhances it where needed. By May 2024, the District had lost 5 employees, 4 in the Distribution Division. The District successfully recruited for entry level Distribution Operators, and is recruiting for a Distribution Supervisor and eventually for a experienced Distribution operator. The District also successfully recruited for an Administrative Assistant.

For this fiscal year, there are many items on the Districts list and the administrative burden of regulatory reporting appears to be increasing – while working to get the daily operations completed. The District, thanks to a community volunteer, was able to update many of its outdated policies and procedures. There are some that still need to be updated – including many of the operations safety procedures and construction standards. The District will look to operate efficiently and effectively with the staff and facilitate many of the projects and programs for improvement in the future.

Clear Creek Community Services District

**Final Budget**

July 2024 Through June 2025

	Final Budget	Final Budget
	<u>Jul '24 - Jun 25</u>	<u>Jul '23 - Jun 24</u>
<b>Ordinary Revenue/Expense</b>		
<b>Income</b>		
<b>11000 · Revenue - Customer Accts</b>		
11005 · Base Rate Charge	1,760,000.00	1,589,000.00
11010 · Domestic Water Sales	350,000.00	408,000.00
11020 · Agricultural Water Sales	155,000.00	200,000.00
11050 · Penalty-Exceeded WA Allocation	0.00	0.00
11055 · Reconnection Fee	0.00	0.00
<b>Total 11000 · Revenue - Customer Accts</b>	<u>2,265,000.00</u>	<u>2,197,000.00</u>
<b>12000 · Revenue - Water Service</b>		
12070 · Turn On Fees	4,000.00	2,000.00
12075 · Centerville Admin O&M	200,000.00	200,000.00
12085 · Interest / Investment Income	750.00	750.00
12087 · Backflow Maintenance Charge	6,500.00	3,500.00
12095 · Convenience Fees	750.00	750.00
12100 · Misc. Revenue	0.00	0.00
<b>Total 12000 · Revenue - Water Service</b>	<u>212,000.00</u>	<u>207,000.00</u>
<b>13000 · Designated Revenue -Non Op</b>		
13005 · Filter Plant Repayment Charge	230,000.00	220,000.00
13010 · Recycle Backwash Water Charge	12,000.00	11,000.00
13015 · State Loan Repayment Charge	30,000.00	29,000.00
13025 · WIIN Act Repayment Charge	58,000.00	55,000.00
<b>Total 13000 · Designated Revenue -Non Op</b>	<u>330,000.00</u>	<u>315,000.00</u>
<b>14000 - Use of Reserves</b>		
14010 - WIIN Act Reserves To Operating	55,000.00	50,000.00
14020 - Penalties Reserve to Operating	0.00	100,000.00
14090 - Discretionary Fund Balance Reserve	0.00	0.00
<b>Total 14000 - Use of Reserves</b>	<u>55,000.00</u>	<u>150,000.00</u>
<b>15000 · Revenue - Taxes &amp; Assessments</b>		
15005 · Taxes-General Property	420,000.00	390,000.00
<b>Total 15000 · Revenue - Taxes &amp; Assessments</b>	<u>420,000.00</u>	<u>390,000.00</u>
<b>Total Income</b>	<u>3,282,000.00</u>	<u>3,259,000.00</u>
<b>Gross Revenue</b>	3,282,000.00	3,259,000.00

Clear Creek Community Services District

**Final Budget**

July 2024 Through June 2025

**Expense**

**29000 · Supply Cost**

**29005 · Water Purchase**

29010 · USBR Water Purchased 110,000.00 128,000.00

29015 · McConnell Water Purchased 0.00 125,000.00

**Total 29005 · Water Purchase 110,000.00 253,000.00**

29100 · WIIN Act Repayment Exp 0.00 200,000.00

**Total 29000 · Supply Cost 110,000.00 453,000.00**

**30000 · Water Treatment Plant**

30100 · Utilities 63,000.00 75,000.00

30135 · Office Supplies WTP 500.00 400.00

30140 · WTP Computer & Software 5,000.00 5,000.00

30145 · Postage 150.00 100.00

30150 · Safety Equipment & Training 7,000.00 7,200.00

30200 · WTP Repair & Maintenance O&M 95,000.00 80,000.00

30400 · Water Analysis 10,000.00 17,500.00

30405 · Chemicals WTP 50,000.00 70,000.00

30500 · Vehicle Maintenance & Expense 6,500.00 8,500.00

30600 · Equipment / Capital / Facility Improvements 45,000.00 15,000.00

30000 · Water Treatment Plant - Other 0.00 0.00

**Total 30000 · Water Treatment Plant 282,150.00 278,700.00**

**30700 · Transmission & Conduit**

30705 · Repair and Maintenance - O&M 4,000.00 3,000.00

**Total 30700 · Transmission & Conduit 4,000.00 3,000.00**

**40000 · Distribution**

40200 · Utilities 6,500.00 8,000.00

40300 · Safety Equipment & Training 7,500.00 6,000.00

**40400 · Repair & Maintenance (O&M)**

40405 · Backflow Device Testing 6,500.00 8,000.00

40410 · USA Underground 10,000.00 5,000.00

40415 · Meter Register/Transponder Replacement 25,000.00 25,000.00

40420 · Tank Inspection 10,000.00 10,000.00

40430 · Inventory / Tools 20,000.00 20,000.00

40440 · Water Quality Analysis - Dist 10,000.00

40480 · Repair & Maintenance (O&M) - Other 150,000.00 110,000.00

**Total 40400 · Repair & Maintenance (O&M) 231,500.00 178,000.00**

40490 · Equipment / Facility / Capital Improvements 15,000.00 15,000.00

40500 · Vehicle Maintenance & Fuel Expense 40,000.00 40,000.00

**Total 40000 · Distribution 300,500.00 247,000.00**



Clear Creek Community Services District

**Final Budget**

July 2024 Through June 2025

<b>41000 · Wells &amp; Booster Station</b>		
41100 · Utilities	27,000.00	50,000.00
41200 · Water Analysis	1,000.00	1,000.00
41300 · Repair & Maintenance (O&M)	2,000.00	5,000.00
41305 · Chemicals	500.00	1,500.00
<b>Total 41000 · Wells &amp; Booster Station</b>	<b>30,500.00</b>	<b>57,500.00</b>
<b>50000 · Administration/ General</b>		
50100 · Utilities	30,000.00	25,000.00
50200 · Office Supplies	7,000.00	9,000.00
50300 · Organizational Dues	20,000.00	18,000.00
50310 · Advertising & Public Notices	1,000.00	2,000.00
50315 · Postage	3,500.00	2,000.00
50320 · Meal and Reimbursements	3,500.00	2,000.00
50325 · Registration /Mileage/ Travel Reimbursement	8,500.00	8,500.00
50330 · Bank Service Fee/Finance Charge	10,000.00	10,000.00
50400 · Insurance		
50405 · JPIA - Cyber	3,000.00	3,000.00
50415 · Property & Liability Insurance	16,000.00	16,000.00
50420 · Insurance - Auto	65,000.00	36,000.00
<b>Total 50400 · Insurance</b>	<b>84,000.00</b>	<b>55,000.00</b>
<b>50500 · Special &amp; Professional Services</b>		
50505 · Audit Services	17,000.00	16,000.00
50510 · Director Fees	6,000.00	10,000.00
50512 · Director Elections (Even Year November)	8,000.00	0.00
50515 · Server & Computer Maintenance		
50516 · Municipal Software	5,000.00	10,000.00
505xx · Customer Software Upgrade	0.00	35,000.00
50517 · Software Subscriptions / IT Support	15,000.00	15,000.00
50515 · Server & Computer Upgrades & Maintenance	25,000.00	10,000.00
<b>Total 50515 · Server &amp; Computer Maintenance</b>	<b>45,000.00</b>	<b>70,000.00</b>
50520 · Legal	10,000.00	20,000.00
50525 · Engineering	40,000.00	10,000.00
50530 · Equipment Maintenance & Lease	6,000.00	18,000.00
50535 · Building & Ground Maint.-Office	17,000.00	12,000.00
50540 · OPEB Valuation & Actuarial	5,000.00	8,000.00
50500 · Special & Professional Services - Other	30,000.00	15,000.00
<b>Total 50500 · Special &amp; Professional Services</b>	<b>184,000.00</b>	<b>179,000.00</b>

Clear Creek Community Services District

**Final Budget**

July 2024 Through June 2025

<b>50700 · Regulatory</b>		
<b>50705 · Water Fee</b>		
50710 · SWRCB - Water Fee	10,000.00	18,000.00
50711 · SWRCB - CDTFA - Water Rights	21,500.00	21,000.00
50715 · Risk Management Plan	7,000.00	7,000.00
50720 · Groundwater Sustainability Act	0.00	10,000.00
50905 · LAFCO Expense	6,500.00	5,000.00
50705 · Water Fee - Other	0.00	0.00
<b>Total 50705 · Water Fee</b>	<b>45,000.00</b>	<b>61,000.00</b>
<b>50800 · Safety Equipment &amp; Materials</b>	<b>1,000.00</b>	<b>1,000.00</b>
<b>50900 · Testing &amp; License Fees</b>	<b>1,000.00</b>	<b>1,000.00</b>
<b>Total 50700 · Regulatory</b>	<b>47,000.00</b>	<b>63,000.00</b>
<b>51400 · Employee Benefits</b>		
50410 · JPIA - Workers Comp	22,000.00	22,000.00
51405 · Guardian - Vision, Dental, Life	18,000.00	18,000.00
51415 · UNUM-Disability, Life, Accident	18,000.00	18,000.00
51435 · CalPERS Health Insurance Exp	210,000.00	180,000.00
51440 · CalPERS Retirement Contribution - Dist	80,000.00	80,000.00
51442 · CalPERS District actuarial liability	100,000.00	
51445 · Medicare - District Cost	12,000.00	12,000.00
51450 · Boot Allowance	700.00	700.00
51455 · Uniform and Service	5,000.00	5,000.00
51400 · Employee Benefits - Other	0.00	0.00
<b>Total 51400 · Employee Benefits</b>	<b>465,700.00</b>	<b>335,700.00</b>
<b>51600 · Retiree Benefits</b>		
51605 · Retiree Health Benefit - Direct	90,000.00	5,000.00
51610 · CalPERS Health Ins- Retiree	15,000.00	95,000.00
51600 · Retiree Benefits - Other	0.00	0.00
<b>Total 51600 · Retiree Benefits</b>	<b>105,000.00</b>	<b>100,000.00</b>
<b>51700 · Property Taxes</b>	<b>400.00</b>	<b>400.00</b>
<b>51800 · General Tax Expense</b>	<b>200.00</b>	<b>200.00</b>
<b>51900 · License and Permits</b>	<b>5,000.00</b>	<b>5,000.00</b>
<b>52000 · Interest Expense</b>		
52005 · RCAC Loan Interest (dump truck)	4,500.00	4,500.00
52000 · Interest Expense - Other	1,000.00	5,000.00
<b>Total 52000 · Interest Expense</b>	<b>5,500.00</b>	<b>9,500.00</b>
<b>53000 · Customer Accounts &amp; Billing</b>		
<b>53015 · Supplies</b>		
53020- Postage	14,000.00	14,000.00
53025 · Billing Supplies & Materials	17,000.00	13,000.00

Clear Creek Community Services District

**Final Budget**

July 2024 Through June 2025

53015 · Supplies - Other	500.00	1,000.00
<b>Total 53015 · Supplies</b>	<b>31,500.00</b>	<b>28,000.00</b>
53016 · Meter Reading/ License	4,000.00	4,000.00
53030 - Chargebacks, NSF, Acct Refunds	6,000.00	10,000.00
<b>Total 53000 · Customer Accounts &amp; Billing</b>	<b>41,500.00</b>	<b>42,000.00</b>
55000 · Miscellaneous	0.00	0.00
<b>Total 50000 · Administration/ General</b>	<b>1,021,800.00</b>	<b>866,300.00</b>
<b>60000 · Payroll Expense -Salary &amp; Wages</b>		
60100 · Payroll Exp - Administration/GM	153,000.00	150,000.00
60200 · Payroll Exp - Distribution	365,000.00	355,000.00
60300 · Payroll Exp - Water Treatment	250,000.00	250,000.00
60400 · Payroll Exp - Conduit Labor	4,000.00	4,000.00
60500 · Payroll Exp - Customer Accts	185,000.00	185,000.00
60600 · Payroll Exp-Well Field Stations	20,000.00	20,000.00
60000 · Payroll Expense -Salary & Wages - Other	0.00	0.00
<b>Total 60000 · Payroll Expense -Salary &amp; Wages</b>	<b>977,000.00</b>	<b>964,000.00</b>
<b>70000 · Designated to Reserves - (For Budget Balancing - Reported Quarterly on Balance sheet)</b>		
72205 · Filter Plant Repayment Reserve	230,000.00	220,000.00
72210 · Recycle Backwash Water Reserve	12,000.00	11,000.00
72215 · State Loan Repayment Reserve	30,000.00	29,000.00
72218 - Penalties Reserve - For tracking		
72225 · WIIN Act Repayment Reserve	58,000.00	55,000.00
	330,000.00	315,000.00
75100 - Operating Reserve (4.1% Usage)	20,705.00	24,900.00
75200 - Capital Imp. & Modernization Res. (1.8% Base Rate)	31,680.00	28,602.00
75300 - Emergency Fund Reserve	10,000.00	10,000.00
75400 - USBR Emergency Reserve	0.00	0.00
75900 - Discretionary Fund Balance Reserve	163,665.00	10,998.00
	226,050.00	74,500.00
<b>Total 70000 · Designated To Reserves -Non Op</b>	<b>556,050.00</b>	<b>389,500.00</b>
<b>Total Expense</b>	<b>3,282,000.00</b>	<b>3,259,000.00</b>
<b>Net Ordinary Revenue</b>	<b>0.00</b>	<b>0.00</b>



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

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**MEMO**

**Date:** June 19<sup>th</sup> 2024  
**To:** Board of Directors  
**From:** General Manager – Paul Kelley  
**Re:** **6c – Ordinance 2024-08 – Tax Appropriations Limit** (Discussion/Action)

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**6.c – Ordinance 2024-08 – Tax Appropriation Limit** (Discussion/Action)

The County sends the attached letter to the District each year, and the District complies with that attached ordinance.

As can be seen the Ordinance is required annually by the County and once adopted will be sent to the County.

**Recommendation:**

Review, Discussion, By Motion approve Ordinance 2024-08



# SHASTA COUNTY

## OFFICE OF THE AUDITOR-CONTROLLER

1450 Court Street, Suite 238  
Redding, California 96001  
Phone (530) 225-5771

**NOLDA SHORT**  
AUDITOR-CONTROLLER

**RICHARD VIETHEER**  
ASST. AUDITOR-CONTROLLER

May 15, 2024

ANNUAL APPROPRIATIONS LIMIT RESOLUTION REQUIREMENT  
Fiscal Year 2024-25  
Government Code §7900-7914

Article XIII B of the California Constitution requires that certain special districts establish an annual appropriations limit. Special districts required by law to calculate their appropriations limit must present the calculation as part of their annual audit.

The appropriations limit must equal the appropriations limit for the prior fiscal year multiplied by the product of 1) the change in cost of living and 2) the change in population for the calendar year preceding the beginning of the fiscal year for which the appropriations limit is to be determined. The limit is based on appropriations only from proceeds of taxes. The attached schedule is provided to assist you in calculating the appropriations limit for adoption by your special district.

1) **COST OF LIVING CHANGE** – shall be either (A) the percentage change in California per capita personal income from the preceding year, or (B) the percentage change in the local assessment roll from the preceding year for the jurisdiction due to the addition of local nonresidential new construction. Each special district is required to select its change in the cost of living annually by a recorded vote of its governing body.

(A) CPI provided by the California Department of Finance (DOF)	3.62 %
(B) Nonresidential new construction change provided by the Shasta County Assessor-Recorder	8.72 %

2) **POPULATION CHANGE** - A city or special district may choose to use the change in population (A) within its jurisdiction or (B) within the county in which it is located. Each special district is required to select its change in population annually by a recorded vote of the governing body of the special district.

(B) Change in population within Shasta County provided by DOF	0.18 %
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If you have any questions, contact Michelle Gambill, Chief Deputy Auditor, at (530) 245-6664 or send an e-mail to our financial reporting team at [AuditorReporting@ShastaCounty.gov](mailto:AuditorReporting@ShastaCounty.gov).

Sincerely,

Nolda Short  
Auditor-Controller

<b>APPROPRIATIONS LIMIT 2024-25</b>						
<b>FUND</b>	<b>SPECIAL DISTRICT</b>	<b>PRIOR YEAR LIMIT</b>	<b>Higher of DOF-CPI or A-R NonRes New Const.</b>	<b>PRODUCT</b>	<b>POPULATION CHANGE</b>	<b>APPROPRIATIONS LIMIT</b>
0423	Clear Creek CSD	701,919	8.72%	763,123	0.18%	764,497
0429	Mountain Gate CSD	576,589	8.72%	626,865	0.18%	627,993
0441	Anderson Fire Protection District	4,392,899	8.72%	4,775,941	0.18%	4,784,538
0442	Buckeye Fire Protection District	492,402	8.72%	535,337	0.18%	536,301
0443	Burney Fire Protection District	1,535,568	8.72%	1,669,463	0.18%	1,672,468
0444	Castella Fire Protection District	1,305,703	8.72%	1,419,554	0.18%	1,422,109
0445	Shasta Lake Fire Protection District	2,779,244	8.72%	3,021,581	0.18%	3,027,020
0446	Cottonwood Fire Protection District	1,741,466	8.72%	1,893,314	0.18%	1,896,722
0447	Fall River Valley Protection District	1,698,201	8.72%	1,846,277	0.18%	1,849,600
0449	Happy Valley Fire Protection District	998,238	8.72%	1,085,280	0.18%	1,087,233
0461	Pine Grove Mosquito Vector Control District	494,371	8.72%	537,478	0.18%	538,445
0462	Shasta Mosquito Vector Control District	6,037,592	8.72%	6,564,043	0.18%	6,575,859
0463	Burney Basin Mosquito Vector Control Distri	1,376,310	8.72%	1,496,318	0.18%	1,499,011

**FUND 423 CLEAR CREEK CSD (\*formed prior to 1977)**

<b>FISCAL YEAR*</b>	<b>PRIOR YEAR LIMIT</b>	<b>Higher of DOF-CPI or A-R NonRes New Construction</b>	<b>PRODUCT</b>	<b>POPULATION CHANGE</b>	<b>APPROPRIATIONS LIMIT</b>
2022-23	0	7.55%	0	-0.82%	676,680
2023-24	676,680	4.44%	706,725	-0.68%	701,919
2024-25	701,919	8.72%	763,123	0.18%	764,497

<b>ANNUAL FISCAL YEAR CHANGES</b>			
<b>FISCAL YEAR</b>	<b>Higher of DOF-CPI or A-R NonRes New Construction</b>	<b>POPULATION CHANGE</b>	<b>DOF or A-R</b>
1978-79	BASE YEAR APPROPRIATIONS LIMIT		
1979-80	10.17%	5.83%	
1980-81	12.11%	4.36%	
1981-82	9.12%	3.85%	
1982-83	6.79%	1.85%	
1983-84	2.35%	0.92%	
1984-85	4.74%	1.43%	
1985-86	3.74%	2.29%	
1986-87	2.30%	2.89%	
1987-88	3.47%	1.90%	
1988-89	4.66%	2.41%	
1989-90	5.19%	3.79%	
1990-91	4.21%	3.74%	
1991-92	4.14%	4.51%	
1992-93	-0.64%	3.35%	
1993-94	2.72%	2.30%	
1994-95	0.71%	1.53%	
1995-96	4.72%	1.67%	
1996-97	4.67%	0.80%	
1997-98	4.67%	0.89%	
1998-99	4.15%	1.52%	
1999-00	4.53%	0.83%	
2000-01	4.91%	1.24%	
2001-02	7.82%	0.84%	
2002-03	-1.27%	1.44%	
2003-04	2.31%	1.63%	
2004-05	6.03%	1.42%	
2005-06	7.02%	1.21%	
2006-07	3.96%	1.00%	
2007-08	8.60%	0.86%	
2008-09	6.08%	0.87%	
2009-10	10.59%	0.77%	
2010-11	-2.54%	0.63%	
2011-12	2.51%	0.38%	
2012-13	3.77%	0.18%	



<b>ANNUAL FISCAL YEAR CHANGES</b>			
<b>FISCAL YEAR</b>	<b>Higher of DOF-CPI or A-R NonRes New Construction</b>	<b>POPULATION CHANGE</b>	<b>DOF or A-R</b>
2013-14	5.12%	0.29%	*A/R
2014-15	6.48%	0.25%	
2015-16	3.82%	-0.08%	
2016-17	5.37%	-0.28%	
2017-18	3.69%	0.21%	
2018-19	5.05%	0.07%	*A/R
2019-20	5.62%	-0.09%	*A/R
2020-21	4.67%	0.10%	*A/R
2021-22	5.73%	0.17%	*DOF-CPI
2022-23	7.55%	-0.82%	*DOF-CPI
2023-24	4.44%	-0.68%	*DOF-CPI
2024-25	8.72%	0.18%	*A/R

**CLEAR CREEK COMMUNITY SERVICES DISTRICT**

**ORDINANCE 2024-08**

AN ORDINANCE BY THE BOARD OF DIRECTORS OF THE CLEAR CREEK COMMUNITY SERVICES DISTRICT ("THE DISTRICT"), ESTABLISHING ITS APPROPRIATIONS LIMITATION FOR THE 2024-2025 FISCAL YEAR.

WHEREAS, the Article XIII B of the California Constitution requires certain special districts to establish an annual appropriations limit, and

WHEREAS, the limit is based on appropriations only from proceeds of taxes, and

WHEREAS, Government Code §7900-7914 and §2227-2228 provides the process in which to calculate the appropriations limit, and

WHEREAS, Clear Creek Community Services District has complied with the provisions of Article XII B in determining the appropriations limit for fiscal year 2024-25; and

WHEREAS, the Shasta County Auditor-Controller has complied with the provisions of Article XII B in determining the appropriations limit for fiscal year 2024-25; and

**NOW, THEREFORE, BE IT ORDAINED** that the Board does hereby establish the Clear Creek Community Services District appropriations limit at \$ 764,497.00 for Fiscal Year 2024-25 and that the annual adjustment factors used to calculate the appropriations limit shall be:

- a) The percentage change in per Capita Personal Income (CPI) over prior year, 3.62%, from California Department of Finance (DOF).
- b) The percentage change (0.18%) in population within Shasta County.

PASSED AND ADOPTED, this 19th day of June 2024 by the following votes:

AYES:

NOES:

ABSTAIN:0

ABSENT:0

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Terry Lincoln, Chair of the Board of Directors

ATTEST: \_\_\_\_\_  
Paul Kelley, General Manager  
Secretary to the Board of Directors

<b>Account Number:</b>	1251569
<b>Customer Name:</b>	Clear Creek Community Services
<b>Customer Address:</b>	Clear Creek Community Services 5880 Oak St Anderson CA 96007
<b>Contact Name:</b>	Clear Creek Community Services
<b>Contact Phone:</b>	
<b>Contact Email:</b>	
<b>PO Number:</b>	June 19th Hearing

<b>Date:</b>	06/04/2024
<b>Order Number:</b>	10254149
<b>Prepayment Amount:</b>	\$ 0.00

<b>Column Count:</b>	1.0000
<b>Line Count:</b>	24.0000
<b>Height in Inches:</b>	0.0000

**Print**

Product	#Insertions	Start - End	Category
RRS Redding Record Srchlght 1		06/06/2024 - 06/06/2024	Public Notices
RRS redding.com	1	06/06/2024 - 06/06/2024	Public Notices

As an incentive for customers, we provide a discount off the total order cost equal to the 3.99% service fee if you pay with Cash/Check/ACH. Pay by Cash/Check/ACH and save!

Total Cash Order Confirmation Amount Due	\$51.80
Tax Amount	\$0.00
Service Fee 3.99%	\$2.07
Cash/Check/ACH Discount	-\$2.07
Payment Amount by Cash/Check/ACH	\$51.80
Payment Amount by Credit Card	\$53.87

<b>Order Confirmation Amount</b>	<b>\$51.80</b>
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## Ad Preview

Notice of Public Hearing:  
The Board of Directors of the Clear Creek Community Services District will hold a public hearing on Wednesday, June 19th 2024, at 6:30 pm to adopt the final budget for the 2024-2025 Fiscal year. The meeting will be held at the District Office Board Room, located at 5880 Oak Street, Anderson, CA. Any person may appear and be heard regarding any item in the budget or regarding the addition of other items. The proposed 2024-2025 budget can be found at [clearcreekcsd.org](http://clearcreekcsd.org) in the meeting background packet posted prior to the meeting. For more information, call the office at 530-357-2121.

June 6, 2024                      10254149

# Record Searchlight

## Public Notices

Originally published at [redding.com](http://redding.com) on 06/06/2024

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June 6, 2024

10254149



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

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## MEMO

**Date:** June 19<sup>th</sup> 2024  
**To:** Board of Directors  
**From:** General Manager Paul Kelley  
**Re:** 7 – General Manager Report

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### Report:

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

Starting the week of May 13th, 2024

- Staff – Changes at the District
  - The District recruited for and hired three new Operator D1's in May
  - The District is recruiting for a Distribution Supervisor
  - The District entered into a contract for an Interim Part Time Distribution Supervisor to help with updating policies and procedures, and provide direction to the new Staff.
  - The District recruited for and hired a new Administrative Assistant – scheduled to start later in June.
  - The District updated the job description, signed the Side letter with the Union and has posted for promotion the Treatment Operator in Training position.
- The CUSI – new customer database software and new staff made meter reads and billing challenging for June 1, there is review and start to update the process and make more efficient.
- The Shasta County Water managers met, and discussed staffing challenges by all and the Bureau is looking at Shasta tours in September.
- Worked on the three grant projects: -
  - Backwash ponds –The bridge financing package has been submitted – it is scheduled to fund late June
    - Allan Gill Construction has submitted a schedule to start the beginning of July.
  - Emergency Electrical/SCADA – Reimbursements submitted for close out and final reimbursements have been received!
  - ARPA This has been submitted to County for reimbursement and some reimbursements
  - This Prospective grant – EPA Water Infrastructure Resiliency grant – applied for study money to accomplish a “Wildfire and Drought Resiliency Assessment”. Still Pending and under review – Still waiting to hear from the EPA.
- Equipment for the District –.
  - Looking at the needs of the Dump Truck with the departure of the only Class A license at that District
  - With all the turnover we can delay the vac-trailer pursuit – but all still recommend moving forward – it's a reduction in liability, and need for heavier equipment and all districts have gone this rout.
- Still waiting on the Audit for FY 22 – it should be on a board agenda soon.
- CCR Report attached, was already sent to Community
- Other/More – Verbal

#### TERMS USED IN THIS REPORT

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

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

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

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

Primary Drinking Water Standards (PDWS): MCLs and MRDLs for contaminants that affect health along with their monitoring, reporting and water treatment requirements. Secondary Drinking Water Standards (SDWS): MCLs for contaminants that affect taste, odor or appearance of the drinking water. Contaminants with SDWSs do not affect the health at the MCL.

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

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

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

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

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

ND: not detectable at testing limit

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

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

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

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

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

# 2023 Consumer Confidence Report Clear Creek CSD Anderson

Here at Clear Creek CSD Anderson, we want you to understand the efforts we make to provide you with a safe and dependable drinking water supply. We continually monitor our drinking water quality and strive to protect our water resources. We regularly test our drinking water for many different constituents as required by State and Federal Regulations. This "Water Quality Report" includes those constituents that were *detected* in 2023 and may include earlier monitoring data.

Our drinking water is supplied by Whiskeytown Lake (Source 001). The CSD has three other wells that are active but only used for supplementary purposes. The wells were used only in January of 2023. Boil water notices were issued for main line repairs and a water treatment plant failure.

Our source was evaluated by the SWRCB-Division of Drinking Water in April 2016, to determine if there were possible contaminating activities that might compromise the quality of the water. At the time, there were no associated contaminants detected in the water supply, however the source was still considered vulnerable to: high density of septic systems

located in the area, historic gas stations, historic waste dumps/landfills, active and historic mining operations, wastewater treatment plants and disposal facilities. A copy of the complete report is available upon request.

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

Contaminants that may be present in source water include:

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

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

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

Organic chemical contaminants, including synthetic and volatile organic chemicals that are byproducts of industrial processes and petroleum production, and can also come from gas stations, urban storm water runoff, agricultural application, and septic systems

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

In order to ensure that tap water is safe to drink, the USEPA and the State Water

Resources Control Board prescribe regulations that limit the amount of certain contaminants in water provided by public water systems. Board regulations also establish limits for contaminants in bottled water that must provide the same protection for public health.

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

Some people may be more vulnerable to contaminants in drinking water than the general population. Immuno-compromised persons such as persons with cancer undergoing chemotherapy, persons who have undergone organ transplants, people with HIV/AIDS or other immune system disorders, some elderly, and infants can be particularly at risk from infections. These people should seek advice about drinking water from their health care providers.

US EPA/Centers for Disease Control (CDC) guidelines on appropriate means to lessen the risk of infection by *Cryptosporidium* and other microbial contaminants are available from the Safe Drinking Water Hotline (1-800-426-4791).

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

For questions or concerns about your drinking water you may attend our monthly meetings held the 3<sup>rd</sup> Wednesday of each month or you may contact:

Bill Palmaymesa  
(530) 246-2316

These tables show only the drinking water contaminants that were *detected* during the most recent sampling for each constituent. The State Water Resources Control Board allows us to monitor for certain contaminants less than once per year because the concentrations of these contaminants do not change frequently. Some of the data, though representative of the water quality, are more than one year old. Any violation of an AL, MCL, MRDL, or TT is asterisked and explained below.

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

TABLE 2 - SAMPLING RESULTS SHOWING THE DETECTION OF LEAD AND COPPER							
Lead and Copper	No. of samples collected	90 <sup>th</sup> percentile level detected	No. sites exceeding AL	AL	PHG	No. of schools requesting lead sampling	Typical Source of Contaminant
Lead (ppb) 2022	20	2.65	None	15	0.2	None	Internal corrosion of household water plumbing systems; discharges from industrial manufacturers; erosion of natural deposits
Copper (ppm) 2022	20	0.399	None	1.3	0.3	Not Applicable	Internal corrosion of household plumbing systems; erosion of natural deposits; leaching from wood preservatives

If present, elevated levels of lead can cause serious health problems, especially for pregnant women and young children. Lead in drinking water is primarily from materials and components associated with service lines and home plumbing. Clear Creek CSD - Anderson is responsible for providing high quality drinking water, but cannot control the variety of materials used in plumbing components. When your water has been sitting for several hours, you can minimize the potential for lead exposure by flushing your tap for 30 seconds to 2 minutes before using water for drinking or cooking. If you are concerned about lead in your water, you may wish to have your water tested. Information on lead in drinking water, testing methods, and steps you can take to minimize exposure is available from the Safe Drinking Water Hotline (1-800-426-4701) or at <http://www.epa.gov/lead>.

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

TABLE 4 - DETECTION OF CONTAMINANTS WITH A PRIMARY DRINKING WATER STANDARD						
Chemical or Constituent (and reporting units)	Sample Date	Level Detected	Range of Detections	MCL [MRDL]	PHG (MCLG) [MRDLG]	Typical Source of Contaminant
Total Organic Carbon (ppm)	2023	1.2	1.2 - 1.3	TT	N/A	Various natural and man-made sources
Total Trihalomethanes (ug/L)	2023	18.1	ND - 49	80	N/A	Byproduct of drinking water disinfection
HAA5 (ug/L)	2023	16	ND - 43	60	N/A	Byproduct of drinking water disinfection

TABLE 5 - DETECTION OF CONTAMINANTS WITH A SECONDARY DRINKING WATER STANDARD						
Chemical or Constituent (and reporting units)	Sample Date	Level Detected	Range of Detections	SMCL	PHG (MCLG)	Typical Source of Contaminant
Iron (ug/L)	2023 wells	52.6	ND - 104	300		Leaching from natural deposits; industrial wastes
Manganese (ug/L)	2023 wells	21.8	1.1,8-27.4	50		Leaching from natural deposits
Total Dissolved Solids (ppm)	2018	51		1000		Runoff/leaching from natural deposits
Specific Conductance (uS/cm)	2018	95		1600		Substances that form ions when in water; seawater influence
Chloride (ppm)	2018	1.5		500		Runoff/leaching from natural deposits; seawater influence
Sulfate (ppm)	2018	1.99		500		Runoff/leaching from natural deposits; industrial wastes

TABLE 10 - SAMPLING RESULTS SHOWING TREATMENT OF SURFACE WATER SOURCES	
Treatment Technique <sup>(a)</sup>	In-line pressure filters
Turbidity Performance Standards <sup>(b)</sup> (that must be met through the water treatment process)	Turbidity of the filtered water must: 1 - Be less than or equal to 0.1 NTU in 95% of measurements in a month. 2 - Not exceed 1.0 NTU for more than eight consecutive hours. 3 - Not exceed 5.0 NTU at any time.
Lowest monthly percentage of samples that met Turbidity Performance Standard No. 1.	99.4%
Highest single turbidity measurement during the year	2.7 NTU
Number of violations of any surface water treatment requirements	None

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

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





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

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## MEMO

**Date:** June 19<sup>th</sup> 2024  
**To:** Board of Directors  
**From:** Chief Plant Operator: Bill Palmaymesa & Distribution Field Supervisor: Vacant  
General Manager Paul Kelley  
**Re:** 8 – Operation Report

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### **Administration - Current Report**

There were 316 Accounts that are 90+ days delinquent totaling \$68,469.71.  
There were 192 Accounts that are 60-90 Days delinquent totaling \$11,966.39.  
There were 419 Accounts that are 30-60 Days delinquent totaling \$26,900.

Delinquency Progress: After Active April, May slowed by long meter reading days, new personnel.

**WTP OPERATIONS** - The WTP produced 376af of SW; Clear Creek CSD used 233AF of SW in May. 420AF total SW for WY24/25. Well Water Production- 0 af . (Palmaymesa)

- Staff has been busy with routine maintenance, monitoring, and operation of the WTP. Staff is preparing for the third pulse flow of 2024
- CalFire Inmate Crew has completed the clearing and tree removal south of Horse Camp. This will allow for Staff to access a remote part of the Muletown Conduit to conduct maintenance.
- Staff assisted with a inspection of the Muletown Conduit, along with engineers from the USBR.
- Pond #3 has been cleaned and dried sludge removed. This is in preparation for the pond lining project.
- A pre construction meeting was held at the WTP for the pond lining project. Work is scheduled to begin July 8<sup>th</sup>.
- Train #3 inspection is complete
- 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** - (Dist Supervisor – Vacant) (Kelley for Dist)

- The District brought on via contract a consultant to be interim part time Distribution Supervisor while recruiting for a full time
- Recruitment continued to the end of first week of June and hope to fill mid July.
- Crew finished up the Meter reads – a challenging month and late were the bills.
- Fire Hydrant replacement on Hopekay Ln will need to be held a few weeks or contracted out.
- We are working on the schedule to start replacing the registers and end points,
- All the water samples are negative (clean samples)



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## MEMO

**Date:** June 19<sup>th</sup> 2024  
**To:** Board of Directors  
**From:** General Manager – Paul Kelley  
**Re:** **9** – Standing Committee Report

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

**Note:**

9.a – Agriculture – **Meeting: May 29<sup>th</sup> 6pm - Report**

9.b – Finance – Report on May 22<sup>nd</sup> meeting

9.c – Planning / Steering –