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

General Manager: Dale Mancino

REGULAR MEETING: August 19, 2026, at 6:00PM: District Office Board Room

MINUTES

CALL TO ORDER: 6:00 PM

PLEDGE OF ALLEGIANCE: *Led by Director Johnston*

ROLL CALL: *Director Lincoln, Director Johnston, Director Fickes, Director McVay, Director Beaver, General Manager Dale Mancino, Admin Assistant Clerk Mark Gray, Distribution Supervisor Morgan Rau*

OPEN TIME/PUBLIC COMMENT:

Sandy Winters – Fire Wise Committee reminded the community of the upcoming Fire Wise meeting on August 27 and encouraged residents to practice evacuation routes, maintain emergency go-bags, document household belongings, and take steps to make homes more fire safe. The next Fire Wise meeting was announced for October 22nd at the Community Hall.

CONSENT AGENDA

1. **Minutes from Meetings**: **Regular Meeting 07/15/26; Finance Committee Meeting 07/29/26; Planning and Steering 07/22/26**
2. **Bills Paid: July 2026**
3. **Activity P&L July 2026**

The *Board* reviewed the consent agenda. Director McVay requested a minor correction to the transaction detail regarding his June meeting compensation.

Director McVay moved to approve the Consent *Agenda* as amended.

Motion by Director McVay, 2nd Director Beaver
Vote 5-0

REGULAR AGENDA

1. **Public Hearing – Clear Creek CSD FY 2026-2027 Final Budget** (Discussion/Action)

General Manager Dale Mancino presented the proposed 2026/2027 budget, which was based primarily on the prior fiscal year's actual expenditures and adjusted for anticipated increases. No rate increase was included. The Board discussed budget presentation, revenue categories, vehicle and equipment maintenance, insurance and regulatory costs, labor costs, and the use of unspent budget amounts. Approximately $402,000 is designated for reserves and approximately $358,000 is projected as net income, for a combined $760,000.

The Board reviewed reserve balances and discussed the Operations and Emergency Reserve, Filter Plant reserves, and WIIN Act repayment reserve. The Board also discussed the possibility of using restricted reserves to pay down the remaining Filter Plant loan obligations sooner, which could substantially reduce the current $7.55 monthly filtration plant charge. Staff will continue evaluating the loan balances and repayment options.

A public hearing was formally opened at 6:10 PM. No public comments were received regarding the budget. The public hearing was closed at 6:11 PM and the regular Board meeting reconvened.

Director McVay moved to adopt the current fiscal year budget as presented.

Motion by Director McVay, 2nd Director Beaver
Vote 5-0

2. **Ordinance 2026-01 – District Service Fees** (Discussion/Action)

General Manager Mancino presented Ordinance 2026-01 revising the District's non-property-related service fee schedule. Changes discussed included a $50 door hanger fee, increasing the delinquent charge from 1% to 10%, a pass-through charge for fire hydrants required because of property splits, elimination of the free-estimate provision, and updating other fee language. The Board discussed the purpose of the changes, including recovering costs incurred by the District and reducing bad debt. Staff will update the fee schedule, applications, and website information to clearly identify the revised fees and explain the reasons for the changes.

Director Beaver moved to accept Ordinance 2026-01 revising the District fee schedule.

Motion by Director Beaver, 2nd Director Johnston
Vote 5-0

3. **Grant Consultant Update** (Discussion)

Grant Consultant Jim Wadleigh provided a final update on the existing grant-services agreement. He reported that the original agreement focused on discovery, identifying District priorities, developing a funding universe, improving project readiness, reviewing the Capital Improvement Plan, and connecting

financial, technical, environmental, and grant requirements. He reported that the District has substantially completed the discovery phase and is now in a stronger financial and project-readiness position.

Wadleigh recommended ending the current monthly retainer structure and, if desired, using an on-call professional services agreement with project-specific task orders. He reported 84 potential funding paths, with approximately 13 currently active, and recommended continuing to develop readiness for larger future projects while selectively pursuing opportunities that fit District priorities. He also recommended confirming procurement procedures, approval authority, contract terms, and funding-source requirements. An on-call rate discussed was $175 per hour. No action was taken

4. General Managers Report

General Manager Mancino reported that the 24-inch Hawthorne Avenue project and associated District-wide shutdown were successfully completed, with substantial coordination among District staff, contractors, Happy Valley Fire Department, Happy Valley Community Church, Happy Valley Community Center, American Red Cross, Cal Fire, and other agencies. A $250,000 cybersecurity grant through Cal OES was awarded with assistance from PACE Engineering. Possible uses include cybersecurity improvements at the treatment plant and related equipment, including a motor control center.

The District's financial position continues to improve, reserve transfers are being completed, and the District is working toward its $500,000 Operations and Emergency Reserve goal. Administrative operations were also reported to be progressing well. The General Manager discussed plans to recruit for the Account Clerk position and continue building in-house capabilities.

5. Operations Oral Report

The Board reviewed current delinquent-account information. The number of accounts in the 60–90 day and 30–60 day categories has decreased. Staff reported improved ability to identify high-balance delinquent accounts and intends to pursue payment directly before considering collections or liens when necessary.

Water Treatment Plant operations included approximately 712.50 acre-feet of surface-water production and approximately 487.69 acre-feet of District use. No well water was used. The plant was producing approximately 8.5 million gallons per day. Staff completed routine maintenance and monitoring, addressed a Train 4 filter-to-waste actuator/SCADA issue, continued backwash recycling and sludge-drying operations, collected required water-quality samples, and worked with consultants on the risk-management profile audit. PG&E also began trenching for underground power installations.

Distribution staff reported an additional leak scheduled for repair and continued replacement of registers and transponders. The manual-read list has been substantially reduced, improving staff

efficiency. The Board and staff discussed the need for field laptops to access SCADA and CUSI during emergency and on-call work.

The Board reviewed the recent 24-inch line repair and District-wide water shutdown. Staff described the extensive monitoring required while refilling the 42-inch main, including checking air releases and hydrants and controlling flow. Approximately 1.351 million gallons were required to refill the main from the tank to the lower Cloverdale/Oak area. The Board commended staff and the community for their response and discussed staffing needs and the possible use of seasonal employees to reduce extended work hours during emergencies. Staff will continue evaluating additional isolation valves, including a future valve on Oak Street.

6. STANDING COMMITTEES & AD HOC COMMITTEES REPORT OUTS

a. **Agriculture Committee –** *No report.*

b. **Finance Committee –** *The Committee has been working on the fee schedule. The next meeting is anticipated for September 9th at 9:30 AM, with a first-quarter financial review planned for early October, depending on completion of the financials.*

c. **Planning/Steering Committee –** *The Committee is scheduled to meet August 25th at 6:00 PM and will begin work on a 10-year District master plan. A draft is anticipated for review around October, with additional follow-up meetings expected.*

d. **Personnel Committee –** *The Committee did not meet. Work on the MOU is expected to resume as staffing becomes more stable.*

e. **Centerville Contract Ad Hoc Committee –** *The Committee met with Centerville and reported that negotiations are progressing. Most administrative provisions have been agreed upon, with some insurance adjustments remaining. The next discussion will address the O&M provisions.*

f. **Proposition 218 Advisory Committee –** *The Committee met and determined that another meeting will not be held until approximately April, when more information is available regarding the Water Treatment Plant loan payoff. No water-rate increase is anticipated before that process resumes. The Board discussed continuing to address water loss and the North Booster costs in the interim.*

7. BOARD ITEMS:

Chairperson Fickes requested an update regarding the District's overdue audits. General Manager Mancino reported that Cindy is working with **Harshwal** and that the most recent communication requested a 2024 trial balance and general ledger.

Director McVay requested correction/review of a negative $760 metered hydrant usage entry on the July P&L and asked about approximately $9,500 in accounting services/non-audit charges. General Manager Mancino explained that the latter represented professional services for the temp Bookkeeper, and the temp Account Clerk, and was not payroll.

The Board discussed the District's answering service costs and whether a single on-call telephone could be used. Admin Assistant Mark Gray will review prior meeting minutes and continue investigating the matter.

Director McVay also announced that four Farmers Markets remain for the year, with markets scheduled on the first and third Saturdays of September and October. A possible Christmas boutique at the Community Center in early December is also being considered

CLOSED SESSION: General Manager's one-year performance evaluation

The Board adjourned the regular meeting at 7:34 PM to enter closed session to discuss the General Manager's performance evaluation and contract.

The Board reconvened from closed session at 8:17 PM. Chairperson Fickes reported that the Board unanimously voted 5-0 to revise and rewrite the General Manager's contract. The revised agreement includes adjustments to vacation time, a 4% cost-of-living adjustment, and a $10,000 performance-based increase, resulting in an annual salary of $150,400. The revised contract will be effective September 8, 2026.

Next meeting is scheduled for September 16, 2026 at 6:00 pm.

8. ADJOURN THE MEETING: 8:19 PM