



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

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

General Manager: Dale Mancino

REGULAR MEETING: April 15, 2026, at 6:00PM: District Office Board Room

AGENDA

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

OPEN TIME/PUBLIC COMMENT: Pursuant to Gov. code §54950, 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.

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.

- 2. Minutes from Meetings: 3/19/2026 Finance Committee Meeting; 3/18/26 Regular Meeting, 4/6/26 Finance Committee Meeting, 4/8/26 Finance Committee Meeting**
- 3. Bills Paid: March 2026**

REGULAR AGENDA (Discussion/Action)

- 4. Adoption of Updated Reserve Policy (Discussion/Action)**
- 5. Consideration of Including Happy Valley Farmers Market Flyer in Monthly Billing (Discussion/Action)**
- 6. General Managers Report**
- 7. Operations Oral 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. STANDING COMMITTEES & AD HOC COMMITTEES REPORT OUTS

- a. **Agriculture Committee –**
- b. **Finance Committee –**
- c. **Planning/Steering Committee –**
- d. **Personnel Committee –**
- e. **Centerville Contract Ad Hoc Committee –**
- f. **Proposition 218 Advisory Committee -**

9. BOARD ITEMS

10. ADJOURN THE MEETING

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Board of Directors

Directors - Beverly Fickes, Scott McVay

General Manager: Dale Mancino

FINANCE COMMITTEE

March 19th, 2026, at 10:00 am: District Office Board Room

Committee Responsibility

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

MINUTES

1. CALL TO ORDER: 10:01 AM

2. ROLL CALL: Chair McVay, Director Fickes, General Manager Dale Mancino

3. OPEN TIME/PUBLIC COMMENT: *None - No member of the public in attendance.*

4. DISCUSSION/ACTION ITEMS:

a. Activity Reports Review

The Directors expressed concerns that payments associated with the Backwash Recycle Account were not clearly visible, making the source of funds unclear. Additionally, the auto-debits for the Filter Plant Repayment Loan were not visible.

Issues were also identified on the February 2026 Profit and Loss report, where the total income was not populated. A recommendation was made to separate grant and project accounting from the monthly Profit and Loss reports

b. Preliminary FY2025–26 Budget Development

- Discussion of FY2025–26 budget framework, identify priorities, and provide direction to staff for further development.

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Discussion took place regarding potential financial actions and follow-up plans. These included possibly paying off loans, reviewing District reserve policies, researching recurring ACH payments, and following up on submitted invoices and tracking reimbursements for the State repayment.

c. Reserve Accounts & Financial Position Update

The Committee reviewed individual reserve accounts, bank statements, and transaction history from March 2025 to March 2026 to identify any discrepancies, missing transfers, or labeling issues. Accounts specifically reviewed included the Backwash Recycle Account, State Loan Reserve Account, and Operational Reserve Account. All other accounts were reviewed as well.

Discussion also took place regarding capital needs at the Water Treatment Plant, funds potentially available for future grant matching, and the reallocation of the Emergency Reserve.

5. ADJOURN THE MEETING: 12:08 PM

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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: March 18, 2026, at 6:00PM: District Office Board Room

MINUTES

CALL TO ORDER: 6:00 PM

PLEDGE OF ALLEGIANCE: *Led by Chair Fickes*

ROLL CALL: *Director Johnston, Director Lincoln, Director Fickes, Director McVay, General Manager Dale Mancino, Account Clerk Mark Gray*
Absent: Director Beaver

OPEN TIME/PUBLIC COMMENT:

Per Director McVay's request, Charles Hanson announced there are services through Nation's Finest at the Redding office to assist Veterans with their utility bills.

Sandy Winters announced the Fire Wise meeting will be March 26th at 6:00 pm located at the Happy Valley Community Center. There will be a guest speaker, Andy Chambers from the fire department and the Happy Valley Community Foundation will be doing a special presentation.

CONSENT AGENDA

Chair Fickes announced Item #4 will be pulled from the agenda and item #10 will be moved to follow Item #7

- 2. Minutes from Meetings: 2/18/2026 Finance Committee Meeting; 2/18/26 Regular Meeting, 2/26/26 Planning and Steering Committee**
- 3. Bills Paid: February 2026**
- 4. Activity P&L Report: February 2026**

Director Johnston, 2nd Director McVay
Vote 4-0

Chair Fickes announced Director Beaver is out due to a medical issue and is expected to be back soon.

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REGULAR AGENDA (Discussion/Action)

5. Discussion and Possible Action Regarding Closure of the Carr Fire Account, Transfer of Funds and Additional Reserve Accounts

Chair Fickes discussed concerns regarding Reserve Account funds not being properly reflected. She noted that a prior Grand Jury report identified the Planning and Steering Committee as responsible for changes to reserve accounts; however, she expressed her belief that this responsibility would be more appropriately assigned to the Finance Committee. She also announced that a Finance Committee meeting is scheduled for March 19 at 10:00 a.m. to review all reserve accounts and develop recommendations for the Board.

Discussion took place regarding the history of the District's reserve accounts. Director Lincoln stated that he does not believe additional reserve accounts are necessary at this time.

Chair Fickes also mentioned the potential need to revise the District's reserve policy.

Public comment was received from Dennis Possien, who spoke about the confusion and small balances that can result from having too many reserve accounts. He expressed his opinion that no additional reserve accounts should be created.

6. Discussion and Possible Action on Districts Contribution of Centerville SCADA Monitoring Costs

General Manager Dale Mancino explained that due to the Clover Fire the district SCADA system was lost to our Water Treatment Plant and Centerville. The District has replaced the SCADA system with our Water Treatment Plant, Centerville is requesting we pay 75% of the cost for the SCADA tie in for them.

Director Lincoln questioned why our district would be putting in funds for an unneeded system that only benefits Centerville. In response Director McVay stated it would make them whole again and they would be back to what they had prior to the fire.

Chair Fickes stated that our contract states we pay 75% and Cenerville is responsible for %25 for equipment and costs. Director Johnston stated he isn't a fan of it however he feels it would be an act of good faith which is important.

A member of the public Chad Krick stated he has spoke to several past employees and they reported that Centerville never had an active working tie in. General Manager Dale Mancino spoke about how the system works and the accountability it would provide and the possible issues of Centerville pulling water without knowledge of current water levels.

Much discussion took place on options and pros and cons. Along with the \$937.50 fine for tripping the alarms be enforced.

*Director Johnston, 2nd Director Lincoln
Vote 4-0*

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7. Temporary Bookkeeper/Accountant Hire Through O2 Staffing Agency

General Manager Dale Mancino reviewed why there is a need for a temporary Bookkeeper/Accountant and stated he has a few interviews lined up with qualified candidates. The Board discussed General Manager Dale Mancino's authority to hire a temporary employee. The Board concurred that this action falls within the General Manager's scope of authority, and no formal action was taken.

(10.) 2026 Water Rates & Charges

Chair Fickes provided an overview of the 2021 Proposition 218 Rate Study and discussed concerns regarding potential errors, including language indicating that rate increases were limited to the five-year duration of the study.

Director McVay stated that the District implemented rate increases once per water year during the five-year period and explained the basis for those increases. He noted, however, that the anticipated 1.9% annual increase was not applied and expressed uncertainty as to whether the increases were implemented correctly. Director McVay further discussed how costs and rates are structured within the rate model.

Chair Fickes provided additional information regarding Proposition 218 requirements and suggested that the Prop 218 Committee consider conducting a 45-day rate review process annually following the release of updated water rates.

Public comment was received, stating that the base rate should be adjusted based on utility costs, chemicals, and other variable factors. Chair Fickes clarified that such costs are incorporated into the water rates under Proposition 218; however, the District was also expected to apply a 1.9% annual increase to account for inflation.

Chair Fickes requested direction from the Board regarding whether to proceed with implementing the 1.9% increase at this time. Director McVay made a motion to take no action and to allow the current water rates to remain in effect.

*Director McVay, 2nd Director Johnston
Vote 4-0*

8. General Managers Report

General Manager Dale Mancino reported that there have been no major water line breaks in recent months. He stated that the District's grant writer is currently pursuing a cybersecurity grant.

He also noted that the District's Bookkeeper is currently on leave and that he is actively seeking a temporary replacement, as discussed earlier in the meeting.

General Manager Mancino further reported on recent repairs at the Water Treatment Plant and stated that, overall, all departments are operating smoothly.

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9. Operations Oral Report

General Manager Dale Mancino reviewed the current aged accounts and provided detailed figures. He also reported on Water Treatment Plant production, as well as ongoing maintenance and repairs.

General Manager Mancino provided updates on Distribution repairs on Monte Vista and Green Leak Road, noting that crews have been conducting hydrant flushing and water sampling. He further reported that Distribution staff have completed Flagger Certification and several JPIA training courses.

In response to Chair Fickes, General Manager Mancino clarified that Pond 1 is the pond that has not yet been lined and discussed a recent site visit with Pace Engineering.

Director McVay inquired about the status of paying off the loan associated with the Backwash Pond Project. General Manager Mancino provided an update on loan repayment progress and stated that the matter will be reviewed in greater detail at the Finance Committee meeting scheduled for March 19.

10. To be heard after Item 7.

11. STANDING COMMITTEES & AD HOC COMMITTEES REPORT OUTS

- a. **Agriculture Committee** – *The Committee met last month, and the next meeting is scheduled for March 26. The primary topic of discussion will be planning for the upcoming Farmers Market season.*
- b. **Finance Committee** – *A meeting is scheduled for March 19.*
- c. **Planning/Steering Committee** – *A meeting was held on February 28, at which Grant Consultant Jim Wadleigh presented a master plan. The next meeting is scheduled for March 31 at 1:00 p.m., at which time Mr. Wadleigh will provide additional information to assist the Board in making decisions regarding funding for proposed projects.*
- d. **Personnel Committee** – *Has not met.*
- e. **Centerville Contract Ad Hoc Committee** – *The March meeting has been rescheduled and will now be held on April 13.*
- f. **Proposition 218 Advisory Committee** – *The next meeting is scheduled for April 1st. Assignments were given to committee members at the previous meeting, and the committee anticipates providing recommendations to the Planning & Steering Committee in the near future. Director McVay provided an update on the current focus areas of the committee.*

12. BOARD ITEMS – None.

The Board adjourned from Regular Session at 7:13 PM and convened into Closed Session.

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I3. CLOSED SESSION ANNOUNCEMENT:

- a. Personnel Matter – Government Code §54957(b)(1), §54957.6 The Board will meet in Closed Session for an update on Personnel.**

The Board reconvened into Open Session at 7:57 PM.

Director Beaver was present for the closed session.

No reportable action was taken during Closed Session.

I4. ADJOURN THE MEETING: 7:58 PM

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Board of Directors

Directors - Beverly Fickes, Scott McVay

General Manager: Dale Mancino

FINANCE COMMITTEE

April 6, 2026, at 10:00 am: District Office Board Room

Committee Responsibility

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

MINUTES

1. CALL TO ORDER: 10:00 AM

2. PLEDGE OF ALLEGIANCE: *The Pledge of Allegiance was omitted due to no public attendance.*

3. ROLL CALL: *Director Beverly Fickes, Director Scott McVay, General Manager Dale Mancino, Administrative Assistant Emily King*

4. OPEN TIME/PUBLIC COMMENT: *None*

5. DISCUSSION/ACTION ITEMS:

a. Continuation from March 19, 2026 Meeting

a. RCAC / CAC Loan Extension and Payment Schedule Update

General Manager Dale Mancino reported that two payments in the amount of \$400,000 each have been made, with an additional \$400,000 payment scheduled for May, for a total of \$1.8 million for the fiscal year.

In response to Director McVay, General Manager Mancino stated that he believes two additional payments remain before the loan is paid in full.

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b. Reserve Account Review & Recommendations

i. Review of existing reserve accounts, including identification of necessary accounts, potential renaming, and accounts for possible removal

The Reserve Fund Policy was reviewed, including corrections to punctuation, outdated account numbers, and clarifications to improve accuracy and consistency in language and titles.

Proposed recommendations for the Board of Directors included renaming the USBR Emergency Reserve (CD) Account to the USBR Contract Reserve (CD) Account to better reflect the purpose of the funds. It was also recommended to delete the Carr Fire Funds Account, as the project has been completed and the funds have been depleted.

Director Fickes suggested that the remaining \$18,000 in the Carr Fire Insurance Account be transferred to the USBR Emergency Reserve Funds Account and that the Carr Fire Insurance Account be closed now that the associated projects are complete.

Discussion also took place regarding the Penalties Reserve funds currently held in the Drought General Checking sub-account. It was suggested that these funds be reclassified as restricted funds, as they are intended to be used solely for the increased costs associated with purchasing water during drought conditions.

ii. Recommendations regarding the \$1.00 monthly State Loan/Water Treatment Reserve Account

Due to time constraints, discussion of this item has been deferred to the April 8 Finance Committee meeting.

iii. EAGSA costs (estimated \$18,000–\$66,000) and discussion of proposed funding options, including potential adjustments to the \$10.81 monthly fee and/or water rate increases

Director McVay provided an update on potential proposals from the Proposition 218 Committee, including establishing separate reserve accounts for the Water Treatment Plant and Distribution, each with a maximum balance of \$50,000.

Further discussion took place regarding proposed water rates. Director McVay also stated that he is presenting reserve account policies from other districts to the Planning and Steering Committee for review and to develop recommendations for the Board of Directors.

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c. Financial Reports & Budget Update

- a. Profit and Loss (P&L) Update
- b. Nine-Month Budget-to-Actual Comparison
- c. Initial planning for Fiscal Year 2026–2027 Budget

Due to time constraints, discussion of this item has been deferred to the April 8 Finance Committee meeting.

6. ADJOURN THE MEETING: 11:59 AM

ADA Related Disabilities:

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Board of Directors

Directors - Beverly Fickes, Scott McVay

General Manager: Dale Mancino

FINANCE COMMITTEE

April 8, 2026, at 9:00 am: District Office Board Room

Committee Responsibility

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

MINUTES

1. CALL TO ORDER: 9:00 AM

2. PLEDGE OF ALLEGIANCE: *The Pledge of Allegiance was omitted due to no public attendance.*

3. ROLL CALL: *Director Beverly Fickes, Director Scott McVay, General Manager Dale Mancino, Administrative Assistant Emily King*

4. OPEN TIME/PUBLIC COMMENT: *None*

5. DISCUSSION/ACTION ITEMS:

a. Continuation from April 8, 2026 Meeting

a. RCAC / CAC Loan Extension and Payment Schedule Update

As a follow-up to the April 6 meeting, General Manager Dale Mancino provided the Committee with the RCAC Loan Extension form, which outlines the schedule of future payments and amounts due. He reiterated that the loan is current, with three additional payments remaining.

b. Reserve Account Review & Recommendations

i. Review of existing reserve accounts, including identification of necessary accounts, potential renaming, and accounts for possible removal

ii. Recommendations regarding the \$1.00 monthly State Loan/Water Treatment Reserve Account

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iii. EAGSA costs (estimated \$18,000–\$66,000) and discussion of proposed funding options, including potential adjustments to the \$10.81 monthly fee and/or water rate increases

The Committee reviewed the proposed changes to the Reserve Policy discussed at the April 6 meeting. Each account was reviewed and compared against the policy. Discussion took place regarding final revisions to be presented to the Board of Directors.

The Committee also discussed the \$1 fee on customer bills associated with the State Repayment Loan and the removal of the fee upon completion of the project. Both Directors expressed support for this approach.

Additional revisions to the Reserve Policy included renaming certain reserve accounts to better reflect their intended purposes, combining accounts with similar functions, and identifying recommended transfers of funds from accounts proposed for closure.

The Committee agreed that the revised policy is ready to be presented on the Board of Directors agenda for the April meeting.

c. Financial Reports & Budget Update

- a. Profit and Loss (P&L) Update
- b. Nine-Month Budget-to-Actual Comparison
- c. Initial planning for Fiscal Year 2026–2027 Budget

Due to the absence of a current Bookkeeper, the Committee deferred review of the Budget-to-Actual and Profit and Loss reports until the position is filled and the temporary Bookkeeper has sufficient time to prepare accurate reports.

6. ADJOURN THE MEETING: 11:19 AM

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Clear Creek Community Services District Transaction Detail by Account March 2026

Type	Date	Num	Name	Memo	Amount
8000 - Accounts Payable					
Bill Pmt -Check	03/02/2026	34688	Badger Meter, Inc.	41827	-3,000.00
Bill Pmt -Check	03/02/2026	34689	Badger Meter, Inc.	41827	-157.57
Bill Pmt -Check	03/02/2026	34690	Ability Answering & Paging Services	05-1-8495	-287.90
Bill Pmt -Check	03/02/2026	34691	Com-Pair Services	10117	-220.00
Bill Pmt -Check	03/02/2026	34692	Ace Hardware - Acct # 2186	2186	-65.31
Bill Pmt -Check	03/02/2026	34693	Computer Logistics Corp	Mar 2026 IT Service	-685.88
Bill Pmt -Check	03/02/2026	34694	AT&T	Well Field Booster Station Acct #248...	-4.46
Bill Pmt -Check	03/02/2026	34695	AT&T	WTP 530-246-2316/530-246-7334	-620.60
Bill Pmt -Check	03/02/2026	eft 2122027	Amazon Capital Services, Inc.	A3SGCPAZF6QYSB	-140.56
Bill Pmt -Check	03/02/2026	34696	Fickes, Beverly	Centerville Ad Hoc Committee & Re...	-125.00
Bill Pmt -Check	03/02/2026	34697	McVay, Scott	Finance and Centerville Meetings	-150.00
Bill Pmt -Check	03/02/2026	34698	Johnston, Logan	2/18/26 Reg Board Meeting & 2/26/2...	-125.00
Bill Pmt -Check	03/02/2026	34699	Fickes, Beverly	Fuel Reimbursement for Mid Pacific ...	-51.66
Bill Pmt -Check	03/02/2026	34700	Harvest Printing Company	Customer Billing	-3,375.98
Bill Pmt -Check	03/02/2026	34701	Leo S Jones Propane Svc	Tank Rental 5880 Oak St (Heating)	-617.12
Bill Pmt -Check	03/02/2026	34702	Pace Analytical Services LLC	28-100128	-708.00
Bill Pmt -Check	03/02/2026	34703	Pace Supply Corp	DIST: T2000 Registers	-265.37
Bill Pmt -Check	03/02/2026	34704	Pace Engineering		-25,675.25
Bill Pmt -Check	03/02/2026	34705	Mission Linen Supply		-169.22
Bill Pmt -Check	03/02/2026	34706	Napa Auto Parts	1931	-49.99
Bill Pmt -Check	03/02/2026	34707	Shasta County - Env Health		-1,765.97
Bill Pmt -Check	03/02/2026	34708	Valley Pacific	C850335	-83.71
Bill Pmt -Check	03/02/2026	34709	Wadleigh Management - Grants		-1,650.00
Bill Pmt -Check	03/02/2026	34710	USA Blue Book	919740	-1,268.02
Bill Pmt -Check	03/02/2026	34711	United Public Employees of CA 792	Union Member Dues Feb 2026 & Be...	-577.50
Bill Pmt -Check	03/02/2026	34712	Wallace, Benjamin	VOID: T2 Certification Reimbursement	0.00
Bill Pmt -Check	03/06/2026	Auto Paid	Waste Management	3-99477-15008	-410.61
Bill Pmt -Check	03/06/2026	34713	Allen Gill Construction, Inc.		-497,603.51
Bill Pmt -Check	03/06/2026	34714	CA State Water Resources Contr...	Sys No. 4510016	-60.00
Bill Pmt -Check	03/09/2026	Auto Paid	Wells Fargo Vendor Financial Svc...	Customer #1056084522 / Contract #...	-183.40
Bill Pmt -Check	03/17/2026	EFT	CalPERS 1800 Health Ins	03/26 Health Insurance	-22,326.63
Bill Pmt -Check	03/17/2026	EFT	CalPERS 1800 Health Ins	Admin Fee-Retired Annuitant Late F...	-3,600.00
Bill Pmt -Check	03/17/2026	34715	Apex Automotive, Inc.	Dist: Vehicle Maintenance: Wheel H...	-690.18
Bill Pmt -Check	03/17/2026	34716	Downey Brand	47614	-107.86
Bill Pmt -Check	03/17/2026	34717	Carrel's Office Solutions	February Printer	-121.24
Bill Pmt -Check	03/17/2026	34718	Ace Hardware - Acct # 2186	2186	-439.87
Bill Pmt -Check	03/17/2026	34719	AT&T	Well Field Booster Station Acct #248...	-4.46
Bill Pmt -Check	03/17/2026	34720	Bay Alarm Company	1201366	-33.32
Bill Pmt -Check	03/17/2026	34721	Hach Company	110678	-623.55
Bill Pmt -Check	03/17/2026	34722	Happy Stop Market	Dist: Monthly Fuel Expense Feb 2026	-1,123.07
Bill Pmt -Check	03/17/2026	34723	Professional Exterminator of Redd...	17387	-65.00
Bill Pmt -Check	03/17/2026	34724	Primo Brands	WTP: Drinking Water - Rental & Wat...	-60.54
Bill Pmt -Check	03/17/2026	34725	MidAmerica	CCREEKCSDG5	-225.00
Bill Pmt -Check	03/17/2026	34726	Mission Linen Supply	Uniforms/Mat Service	-253.83
Bill Pmt -Check	03/17/2026	34727	Shasta County - Air Quality	Annual Permit for WTP Back Up Gen...	-26.45
Bill Pmt -Check	03/17/2026	34728	USA Blue Book	919740	-82.56
Bill Pmt -Check	03/17/2026	34729	Valley Pacific	C850335	-441.94
Bill Pmt -Check	03/17/2026	34730	United Public Employees of CA 792	Union Member Dues March 2026	-525.00
Bill Pmt -Check	03/17/2026	34731	Pace Engineering	Project 0104.55/0104.64/0104.70	-21,510.25
Bill Pmt -Check	03/17/2026	34732	Prentice Long, PC	Legal Svcs through 2/28/26	-838.50
Bill Pmt -Check	03/20/2026	ACH	RCAC -Loan Fund BWP Grant	1140-CCCSD-02	-800,000.00
Total 8000 - Accounts Payable					-1,393,196.84
TOTAL					-1,393,196.84



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MEMO

Date: April 15, 2026
To: Board of Directors
From: General Manager – Dale Mancino
Re: 4 – Discussion and Possible Action Regarding Adoption of Updated Reserve Policy

BACKGROUND

The District's Reserve Policy has been reviewed by the Finance Committee to ensure clarity, accuracy, and alignment with current financial practices. The Committee has recommended several updates, including revisions to account structure, naming conventions, and policy language.

The proposed updated Reserve Policy, along with an ordinance for adoption, has been provided for Board review. All proposed changes are highlighted in red within the attached document.

DISCUSSION

The Finance Committee reviewed the existing Reserve Policy and is recommending the following updates:

- Renaming the USBR Emergency Reserve to USBR Contract Reserve to better reflect the purpose of the funds
- Renaming the State Loan Repayment Reserve to Grant Fund Reserve
- Renaming the Capital Improvement and Modernization Reserve to Capital Improvement Reserve
- Eliminating the Emergency Fund Reserve and combining it with the Operational Reserve, to be renamed Operational and Emergency Reserve
- Eliminating the Backwash Ponds Carr Fire Project Reserve and the Carr Fire Account, with remaining funds from both accounts to be transferred to the Operational and Emergency Reserve

Additional revisions include updates to policy language to improve clarity and better define the intended use of each reserve fund.

FISCAL IMPACT

There is no direct fiscal impact associated with the adoption of the updated Reserve Policy. The proposed changes are organizational in nature and are intended to improve financial transparency and management of existing funds.

RECOMMENDATION

The Finance Committee recommends that the Board review the proposed updates and adopt the revised Reserve Policy by ordinance.

ATTACHMENTS

- Revised Reserve Policy (redline version)
 - Resolution Adopting Updated Reserve Policy
-



Reserve Fund Policy

Document Type: Reserve Fund Policy

Administering Entity: General Manager, Board of Directors

Date Approved: April 15, 2026

Last Amendment Date: December 2024

Approved By: Board of Directors Resolution 2026-01

Indicative Time for Review: Bi-Annually (Every Two Years)

Responsibility for Review: General Manager, Board of Directors

DISCUSSION AND INTENT OF THIS POLICY

All governments are required to report equity - assets minus liabilities - in terms of net assets.

The accumulated equity does not include net investments (funds already spent on capital assets, less outstanding debt), because net investments should not be viewed as available funds for future activities.

Clear Creek Community Service District is a Special **Independent** District and has a constitutional authority under Article XIII B to establish such reserve funds as the Board of Directors deem "reasonable and proper." Reserves are developed as part of an overall financial management strategy for a district, and Clear Creek Community Service District is a fiscally responsible local government agency pursuing a sound reserve policy.

Clear Creek Community Service District is responsible for building and maintaining millions of dollars' worth of infrastructure critical to the continued long-term economic health of the Clear Creek Community Service District and the southern Shasta County area.

Clear Creek Community Service District's cash reserve accounts were established as part of the overall financial management strategy for the district.

Reserves are the foundation of the sustainable delivery of services. Through reserves the Clear Creek Community Service District offers customers/ratepayers and taxpayers significant benefits including:

- Savings by balancing budgets
- Stable rates
- Well maintained infrastructure
- Investment in the future
- Ready for emergency situations

Clear Creek Community Service District complies with accounting requirements when reporting reserves.

The intent of this policy is to:

- Establishes a comprehensive reserve policy to ensure use of the accumulated public funds cover only reasonable and necessary expenses.
- Distinguishes between restricted and unrestricted net assets. Establishes distinct purposes for all reserves held by the district.
- Establishes target levels where appropriate, i.e., minimum, and maximum amounts for the accumulation of reserves necessary for maintaining the Clear Creek Community Service District's credit worthiness and to minimize external borrowing and interest expense.
- Identifies events or conditions that prompt the use of each. Conforms to the Clear Creek Community Service District's plan to acquire or build capital assets.
- Receives Board of Directors approval in the form of an Ordinance adopting the policy.
- Requires periodic review of reserve balances and the rationale of maintaining such balances.

RESERVE POLICY

The District segments its reserves into the following categories:

- **Unrestricted General Reserves** – held to facilitate the operations of the Clear Creek Community Service District like working capital for cash flow requirements, operational reserves for flexibility to respond quickly to unforeseen events or emergency repairs or water quality issues.
- **Designated Restricted Funds** - held to satisfy specific purposes set by requirements of creditors, law, grantors, contributors, statutes or by internal requirements of ordinances or contracts. **Funds shall be used solely for their intended purposes and in accordance with applicable policies and regulations.**
- **Discretionary Reserve Funds** - not required by creditors, law, grantors, statute, etc. The purpose of establishing these funds is to ensure adequate levels of reserves or funds are

designated for legitimate purposes that are critical to the success of stable short and long-term operation of the District.

DESCRIPTION OF RESERVE POLICY

Unrestricted General Reserves – held to facilitate the operations of the Clear Creek Community Service District, like working capital for cash flow requirements, operational reserves for flexibility to respond quickly to unforeseen events or emergency repairs or water quality issues.

- **General Reserves** – are replenished through the District’s budget process as “additions to reserves”. This account is the General Fund Checking for the daily operations and expenses of the District. The number of additions is based on the needs of the District. The Board approves the additions to reserves through the budget process and reviews annually. Funds held in General fund Checking (Asset Account 4221).

Designated Restricted Funds –held to satisfy specific purposes set by requirements of creditors, law, grantors, contributors, statutes or by internal requirements of ordinances or contracts. Detail descriptions below:

- USBR **Contract** Reserve (CD)
- Filtration Plant Reserve (CD)
- Filter Plant Repayment Reserve (Yearly Loan Payment – Funded by Fee)
- Backwash Recycle Water Reserve (Yearly Loan Payments & 1 Year’s Payment – Funded by Fee)
- WIIN Act Fee Repayment Reserve (Funded by Fee)
- **(Proposed Removal)**
- **(Proposed Removal)**
- Customer Water Deposits

Detailed Description

- **USBR **Contract** Reserve (CD)** –held to satisfy the requirements contained in the long-term water service contract with the Bureau of Reclamation. The minimum amount of this fund should be \$35,000 as established in the contract. The current balance is held in a CD (Certificate of Deposit) Current Assets Account 5550. The triggering event for use is a declaration by the Board of Directors that an emergency situation exists on the conduit, and is likely to jeopardize health and safety standards, fish, and wildlife, etc., if immediate corrective action is not taken. The Clear Creek Community Service District is contractually obligated to replenish the funds if depleted.
- **Filter Plant Reserve (CD)** – held to satisfy the requirement by the Department of Water Resources **(DWR)** Revolving Loan Fund. This reserve is required to equal two semi-annual payments of the DWR filter plant debt service, **totaling** the amount of **approximately**

\$244,000. The current balance is held in a CD Asset. The triggering event for use is default on the loans on the part of Clear Creek Community Service District. In that instance, DWR would seize the funds to satisfy the amount due, and the district would then be contractually obligated to replenish the fund.

- **Filter Plant Repayment Reserve (Loan Payment Account)** – a separate bank account has been established to deposit the \$7.55 fee collected on the monthly water bills **in addition to** the Base Water Rate to make the semi-annual payments for the filter plant loan.
- **Backwash Recycle Project Reserve (Loan Payment)** – held to satisfy the requirement of the California State Water Resources Control Board for Publicly Owned Treatment Works (POTW) Construction Financing. Clean Water State Revolving Fund Project No. C-06-8130-110. Project Funding Agreement No. D1501028 was \$933,143.00 by the State with \$466,572.00 in principle to be paid back to the State and Contingent Principal Forgiveness of \$466,571.00. Term of the Agreement is from March 1, 2016 to June 31, 2047. Authorized by Ordinance 2015-06 a separate bank account (Asset Account 5243) has been established to deposit the \$.38 Backwash Recycle Project Fee collected on the monthly water bills **in addition to** the Base Water Rate to make payments to the Backwash Recycle Project loan. This account is restricted for the annual loan payments and to hold the required amount for one year’s principal and interest payment as per loan agreement – minimum balance (\$17,689.08) till end of loan agreement.
- **WIIN Act Fee Repayment Reserve 72225** –Contract No. 14-06-200-489-A-P between the U.S. Department of the Interior Bureau of Reclamation and Clear Creek Community Service District in the amount of \$859,452 was approved by the board in December of 2022 and had a final payment due December 1, 2023. This WIIN Act payment of the District’s infrastructure obligation converted its contract for 15,300 AFY to a perpetual contract. The District made no payments until a credit of \$207,952 was found in early 2021 and applied as payment. After that credit/payment, the obligation was \$651,500 and the District calculated the cost to customers during Prop 218 Rate Schedule a fee of \$1.88. This was based on the customers repaying this cost over a 12-year period. Monies were paid from the General Fund Checking Account in lieu of getting an outside loan to pay back this obligation – essentially borrowing from operating reserves for two fiscal years. Final payment on the \$651,500 obligation was made in October of 2023 and converted the contract to a perpetual one. After the \$1.88/month fee was established this reserve account was not established for several months and the fee was absorbed into the General Checking. This amount is \$27,496.78 resulting in the final amount “borrowed” from the General Checking to be: \$624,003. This Reserve fund is the \$1.88 fee that is **in addition to** the Base Water Rate is designated for this reserve. **Funds are transferred monthly, upon reconciliation to the WIIN Act Repayment Asset Account 5227** and are transferred annually from the WIIN Act Repayment Asset Account 5227 to the General Fund Checking account. The repayment of the General Fund WIIN act

payment loan started in FY24 as \$55,000/year reserve will stay in place until the funds are paid back in full approximately 7 years.

- –held to satisfy the Grant Program FEMA-4282-DR-CA and Cal OES ID: 089-91008 in the amount of \$1,903,821. The 2018 CARR Fire destroyed the adjacent watershed to the Clear Creek Community Service District backwash recycle ponds and surface runoff and subsurface flow has increased, which impacts the ability of the ponds to recycle backwash water. The project includes construction of an underdrain pipe network, recycle pumps, structural concrete bottom and side slopes to the ponds, pond overflow outlets and SCADA replacement. The total project had an original estimate of \$3.6 Million and was updated to \$6 million after design and construction bids were received. Money received through Grant Program FEMA-4282-DR-CA and Cal OES ID: 089-91008

Proposed Elimination of Account

- – Asset Account 5197 includes funds received from JPIA after the Carr fire incident and used by the district for emergency repairs from the fire. This account will need to be reconciled with JPIA, and potentially unneeded/unused funds returned.

Proposed Elimination of Account

- **Customer Water Deposits** –held in trust for customers as required by Clear Creek Community Service District Rules and Regulations. There is no target amount for this fund and the triggering event for use is to satisfy delinquent accounts or refund to customers under certain terms and conditions outlined in district rules and regulations. There is currently no designated account to hold these funds and they are put into the General Fund Checking Asset Account and are tracked as a Long-Term Liability 9500 on the Balance sheet.

DISCRETIONARY RESERVE FUNDS –not required by creditors, law, grantors, statute, etc. The purpose of establishing these funds is to ensure adequate levels of reserves or funds are designated for legitimate purposes that are critical to the success of stable short- and long-term operation of the District.

- State Loan Repayment Reserve (funded by Fee)
- **Drought** Reserve
- Operational Reserve
- Capital Improvements and Modernization Reserve
- Emergency Fund Reserve

- **Grant Fund Reserve (Funded by Fee)** – a separate bank account has been established to deposit the \$1.00 fee collected on the monthly water bills **in addition to** the Base Water

Rate This amount was established for loans and grants for system improvements. Funds are held in Asset Account and are designated now as discretionary, for current and future grant or loan needs.

- **Penalties Reserve** –Used for tracking purposes only during times of drought when there are penalties assessed for over usage of water. These funds are deposited into the General fund checking Asset Account.
- **Operational And Emergency Reserve** – Currently funded monthly by 4.1% of the current water usage rate collected from customers each month and are designated for operations and held in Asset Account 5189. This reserve can also hold the “year end fund balance” for excess funds from an operational year and could be used for budgeting the next year as fund balance transfer revenue. The triggering event for use is reserve funding approval by the Board of Directors.
- **Capital Improvements and Modernization Reserve 75200** –a capital improvement fund for infrastructure additions and improvements within the district . The current balance is held in Asset Account 5162. This account is funded by transferring 1.8% of the Base Rate charges collected and transferred each month at reconciliation The triggering event for use is project funding approval by the Board of Directors.
- **Emergency Fund Reserve 75210** –held in Asset Account 5015. The triggering event for use is project funding approval by the Board of Directors for emergency situations. Target amount is: \$250,000 **(Proposed to eliminate and merge with the Operational Reserve)**

Reserves for agency operations can help ensure customers experience stable rates and security that Clear Creek Community Service District can respond to short and long-term emergencies without delay made necessary by seeking out loans, grants, etc. Once emergency and operational reserves are considered, many Districts consider other reserves like rate stabilization, major repairs and replacement and equipment upgrades.

The ability to maintain adequate reserves is critical to providing reliable, stable service insuring the district's overall financial strength. Adequate reserves directly affect the district's bond rating and ability to access favorable interest rates, securing the ability to finance and/or construct infrastructure necessary to the existing system and expand facilities for future demand.

RESOLUTION OF THE BOARD OF TRUSTEES OF THE
CLEAR CREEK COMMUNITY SERVICES DISTRICT
ADOPTING THE RESERVE POLICY
RESOLUTION NO. 2026-01

WHEREAS, the Clear Creek Community Services District (“District”) is a Special District organized and operating under the laws of the State of California; and

WHEREAS, the Board of Directors is responsible for establishing and adopting policies to ensure the efficient and transparent operation of the District and the protection of public resources; and

WHEREAS, District staff and the Finance Committee have reviewed and recommended updates to the District’s Reserve Policy to ensure appropriate financial planning, stability, and compliance with best practices; and

WHEREAS, the updated Reserve Policy includes revisions to reserve classifications, including renaming the USBR Emergency Reserve to the USBR Contract Reserve and the State Loan Repayment Reserve to the Grant Fund Reserve, and clarifies the purpose and funding of each reserve; and

WHEREAS, the Board of Directors has reviewed the proposed Reserve Policy and finds that adoption of the policy is in the best interest of the District and its ratepayers.

PASSED AND ADOPTED by the Board of Directors of the Clear Creek Community Services District this 15th day of April 2026 by the following vote.

Motion:

Second:

Ayes: _____ Noes: _____ Abstained: _____ Absent: _____

Beverly Fickes, Chair of the Board

Dale Mancino, General Manager
And Secretary to the Board of Directors of the
Clear Creek Community Services District



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

MEMO

Date: April 15, 2026
To: Board of Directors
From: General Manager – Dale Mancino
Re: 5 – Consideration of Including Happy Valley Farmers Market Flyer in Monthly Billing

Background

The District has been approached regarding including the Happy Valley Farmers Market flyer in the District's monthly billing mailings. The Farmers Market is a local community event that promotes locally grown produce, small businesses, and community engagement.

Discussion

The Happy Valley Farmers Market is a local community event that promotes locally grown produce, small businesses, and community engagement within the District's service area. Supporting community events such as this aligns with the District's role as a community partner and helps foster local connections among residents.

The District included the Farmers Market flyer in its monthly billing last year, which provided broad outreach and increased visibility for the event.

The primary consideration at this time is whether the District wishes to continue including the flyer in its monthly billing and, if so, whether the District will absorb the associated printing costs or require reimbursement from the event organizers.

Fiscal Impact

Estimated additional costs:

- Inserts Printed in Black Ink: \$225.00
- Inserts Printed in Color Ink: \$443.00

Recommendation

Staff recommend the Board of Directors consider the information presented and provide direction to staff regarding inclusion of the Happy Valley Farmers Market flyer in the District's monthly billing, including selection of a preferred option, if any.

Attachments

- Happy Valley Farmers Market Flyer



HAPPY VALLEY'S FARMERS MARKET



STARTING MAY 16-ENDING OCTOBER 17

1ST & 3RD SATURDAYS | 8-11 AM

HAPPY VALLEY ELEMENTARY SCHOOL

17480 PALM AVE ANDERSON CA 96007

FRESH PRODUCE
LOCALLY GROWN

BAKED GOODS

ARTS&CRAFTS

CONTACT NELLY
FOR INFO
530-280-7874

HONEY

&

MORE!



Support
LOCAL
Businesses





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

MEMO

Date: April 15, 2026
To: Board of Directors
From: General Manager – Dale Mancino
Re: 6 – General Manager Report

Operations Update District operations continue to run smoothly and dependably. Water treatment facilities and distribution networks are operating effectively. Routine preventive maintenance remains on schedule, and our emergency response procedures are effectively addressing any occasional minor concerns.

Our staff continues to deliver outstanding performance. The team remains fully committed and motivated, benefiting from regular cross-training and professional development opportunities that are boosting both operational efficiency and workplace morale. Employees consistently demonstrate strong dedication to delivering reliable, high-quality water service to our community.

Financial and Administrative Improvements We have continued work to refine financial record-keeping, reconciliation processes, and monthly closing procedures. These efforts have resulted in more consistent and timely financial reporting.

We are making steady progress on reviewing and reconciling our reserve accounts, including the completion of identified transfers. Our temporary bookkeeper has started and is already making good progress on cleaning up historical financial data, improving month-end processes, and supporting overall financial accuracy.

We are also advancing the Prop 218 rate study, which includes updating our reserve funding strategy, developing proposed rate adjustments, and preparing recommendations for the Board.

Summary The District remains in excellent standing: operations are consistently stable, our team is performing at a high level, and we are advancing strategically in multiple areas including reserve account improvements, the Prop 218 rate study, and financial processes. These proactive steps strengthen our ability to maintain dependable service, enhance resilience, and secure a sustainable future for the community we serve.



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

MEMO

Date: April 15, 2026
To: Board of Directors
From: Administrative Assistant Emily King, Water Treatment Plant Operator Brandon Anderson and Distribution Supervisor Morgan Rau
Re: **7 – OPS Report**

Administration

There are 190 Accounts that are 121+ days delinquent totaling \$59,156
 There are 79 Accounts that are 90-120 days delinquent totaling \$4,403
 There are 180 Accounts that are 60-90 Days delinquent totaling \$11,073
 There are 355 Accounts that are 30-60 Days delinquent totaling \$21,877

Aging	March 2026	April 2026	Difference	
121+ Days	187 accounts – \$59,466	190 accounts – \$59,156	+3 accounts	-310
90–120 Days	60 accounts – \$2,262	79 accounts – \$4,403	+19 accounts	+2,141
60–90 Days	168 accounts – \$9,353	180 accounts – \$11,073	+12 accounts	+1,720
30–60 Days	354 accounts – \$22,589	355 accounts – \$21,877	+1 accounts	-712
Totals				
	769 accounts – \$93,670	804 accounts – \$96,509	+35 accounts	+\$2,839

Delinquent accounts increased from March to April 2026, rising from 769 to 804 accounts (+35), with total balances increasing from \$93,670 to \$96,509 (+\$2,839). The 121+ day category saw a slight increase in accounts and a small decrease in balance, while the 90–120 day and 60–90 day categories showed the most notable increases in both accounts and balances. The 30–60 day category remained relatively stable with minimal change. Overall, delinquencies reflect a modest upward trend, primarily in the mid-range aging categories.

WTP OPERATIONS

The WTP produced 239.49 AF of SW
 Clear Creek CSD used 150.33 AF of SW in March (123.11 AF – M&I, & 27.22 AF- Ag)
 3079.81 AF total SW for WY 25/26
 Well Water Production- 0 AF

- Staff have been busy with routine maintenance, monitoring, and operation of the WTP. The WTP is currently producing 3.5 MGD.
- Wired up new Instrument pump for recycling analyzer wastewater in Chlorine Building vault and put online.
- Purchased and assembled a new skid steer broom attachment for cleaning out the backwash recycle ponds.

- Finished the annual chlorine maintenance by replacing a chlorinator, rotameter, tubing and fittings and replaced 2 stainless steel ball valves and nipples in the carrier lines.
- Worked with Computer Logistics and TeamViewer tech support to fix remote login to the workstation for district booster stations and 4-million-gallon tank level.

DISTRIBUTION OPERATIONS

- **Line Repairs and Construction Activity:**

We have completed numerous line repairs while multiple contractors were active in the area trenching and boring. Including PG&E and TDS, who were trenching for new fiber optic lines, and setting new telephone poles. District staff supported and coordinated these activities.

- **Unplanned Line Repairs:**

We completed a full week of unplanned line repairs, including:

- Cowan Court: 1-inch service line repair; 18 customers affected, water off for approximately 1 hour.
- Garnero Court: 6-inch water main repair with approximately 40 feet of C900 pipe replacement; 4 customers affected, water off for 4 hours.
- Sabiana Lane: 1-inch service line replacement; 9 customers affected, water off for approximately 1 hour.
- China Gulch: Three major repairs completed in one day:
 - 1-inch service line repair
 - 10-inch water main repair
 - 1½-inch service line replacement

These combined repairs affected approximately 253 customers, with water shut off for about 7 hours.

- **Planned Repairs:**

Two planned leak repairs are scheduled for next week on Jacobs Way and Lloyd Lane, including curb stop repairs to improve future shutoff capabilities.

- **Water Quality Testing:**

All required monthly water samples, as well as samples taken following the China Gulch Drive water main leak, returned results of absent for contaminants.

- **System Maintenance:**

Staff continues routine system maintenance activities, including hydrant flushing, hydrant painting, and valve locating. This is an ongoing process.

- **Staff Training:**

Distribution crew members completed training on monitoring water quality and treatment preparation, earning 6 contact hours toward future license renewals.

ADA Related Disabilities:

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

“This District is an Equal Opportunity Provider”
