

**CLEAR CREEK COMMUNITY SERVICES DISTRICT**

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

**Board of Directors: Irwin Fust Chairman,**  
**Chuck Jones, Vice Chair Directors- Johanna Trenerry, Patricia Delzell, Scott McVay**

**Interim Manager: Bill Palmaymesa**

**REGULAR MEETING: September 21st 2022 6:00PM District Office Board Room**

**AGENDA**

- 1. CALL TO ORDER-Please Announce the Date of the Meeting.**
- 2. PLEDGE OF ALLEGIANCE: -Chuck Jones**
- 3. OPEN TIME:** 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.
- 4. CONSENT AGENDA:** Following items are expected to be routine. Any interested party may request an item be removed from the consent agenda for later discussion. Paid Bills:8-24-22, 9-6-22Payroll:8-19-22, 9-2-22 Minutes: 8-30-21, 9-15-21, 10-26-21, 11-23-21, 1-5-22, 1-13-22, 1-24-22, 6-30-22, 7-27-22, 8-17-22, 8-29-22
- 5. NEW BUSINESS/OLD BUSINESS**
  - A.** Ordinance #2022-07: Conflict of Interest (Discussion/Action)
  - B.** Ordinance #2022-08: Director Compensation/Reimbursement/Ethics (Discussion/Action)
- 6. OPERATIONS & ADMINISTRATION**
  - A.** Operations Report:
  - B.** Standing Committee Reports
  - C.** Questions/Public Comments
- 7. CLOSED SESSION ANNOUNCEMENT:**

**The Board will adjourn to a closed session to discuss the following items**

  - A.** Public Employment. Government Code s. 54957 Title: General Manger
  - B.** Conference with Labor Negotiators. Government Code s. 54957.6
    - Designated Representatives: Irwin Fust and Chuck Jones
    - Employee Organization: UPEC 279
  - C.** Adjourn from Closed Session- Report any action taken
- 8. Adjourn the Meeting.**



## MEMORANDUM

DATE September 21st 2022

TO: Clear Creek Board of Directors

FROM: Bill Palmaymesa, Interim General Manager

RE: Board of Directors Meeting

### REGULAR AGENDA

#### **Conflict of Interest: Ordinance #2022-07-**

Part of the packet is a letter that we received from Shasta County explaining this item. The last time the COI was updated was in 2017. This is the same ordinance from before and we confirmed with legal counsel that everything was current. The only major change is the removal of CFO from the list of positions.

#### **Director Compensation: Ordinance #2022-08**

Director McVay can provide an explanation for this item.

### **Operations Report**

Thank you to the volunteers that have worked hard to get us caught up on minutes. I can't thank you enough for your efforts.

Of our current customer accounts, there are 300 delinquent accounts (61+ days past due). These past due amounts total \$18,471.00. Some of the accounts have a small balance contributing to the total. Some accounts are accruing the \$10.81 minimum on empty properties that are several years behind. There are approximately 100 accounts on payment plans.

47 customers received overage penalties in the July billing cycle, totaling \$17,750.00 before adjustments or protest reversals.

**Big Thank you to Sally Lunn:** Sally volunteers countless hours in the office helping staff with daily tasks. Sally was key to getting the arrears program completed and the delinquent accounts squared away.

#### **Distribution Report:**

The field crew has been busy with several main line repairs and normal, routine maintenance.

**FILTER PLANT OPERATIONS-** WTP staff has been busy with normal, routine monitoring and maintenance.

Surface Water: 192af of surface water

Well Water Production-69af for August- September's water demand will be met entirely from the WTP, mainly for water quality purposes. The USBR has closed the lower level off from our intake and only allowing us to draw water from the upper elevation.



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## Clear Creek Community Services District

## Check Detail

August 17 through September 14, 2022

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill Pmt -Check	30199	08/25/2022	AT&T		10000 · 1719 Gener...		-33.97
Bill	1026 J...	07/27/2022			54120 · No. Booster ...	-33.97	33.97
TOTAL						-33.97	33.97
Bill Pmt -Check	30200	08/25/2022	AT&T		10000 · 1719 Gener...		-469.20
Bill	2316 J...	07/27/2022			52120 · WTP - AT&...	-469.20	469.20
TOTAL						-469.20	469.20
Bill Pmt -Check	30266	08/17/2022	Pace Analytical Ser...		10000 · 1719 Gener...		0.00
TOTAL						0.00	0.00
Bill Pmt -Check	30266	08/17/2022	Pace Engineering		10000 · 1719 Gener...		-669.00
Bill	44093	08/17/2022			55305 · Professional...	-669.00	669.00
TOTAL						-669.00	669.00
Bill Pmt -Check	30267	08/17/2022	Record Searchlight		10000 · 1719 Gener...		-58.20
Bill	00048...	08/17/2022			55215 · Advertising ...	-58.20	58.20
TOTAL						-58.20	58.20
Bill Pmt -Check	30268	08/17/2022	US Bank Equipme...		10000 · 1719 Gener...		-556.34
Bill	47971 ...	08/17/2022			55400 · Equipment ...	-556.34	556.34
TOTAL						-556.34	556.34
Bill Pmt -Check	30269	08/17/2022	Valley Pacific		10000 · 1719 Gener...		-884.32
Bill	CL 22-...	08/17/2022			54816 · Fuel Expense	-97.64	97.64
					52816 · Fuel Expense	-86.54	86.54
					54806 · Fuel Expense	-117.15	117.15
					54831 · Fuel Expense	-100.05	100.05
					54831 · Fuel Expense	-53.83	53.83
					54831 · Fuel Expense	-68.28	68.28
					54816 · Fuel Expense	-117.61	117.61

# Clear Creek Community Services District

## Check Detail

August 17 through September 14, 2022

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
TOTAL							
Bill Pmt -Check	30270	08/17/2022	Verizon		10000 · 1719 Gener...		-51.05
Bill	99125...	08/17/2022			55125 · Verizon - O...	-51.05	51.05
TOTAL						-51.05	51.05
Bill Pmt -Check	30271	08/17/2022	Westside Aggregate		10000 · 1719 Gener...		-1,294.73
Bill	39754	08/17/2022			54600 · Repair & Ma...	-1,294.73	1,396.52
TOTAL						-1,294.73	1,396.52
Bill Pmt -Check	30272	08/17/2022	Ability Answering ...		10000 · 1719 Gener...		-250.82
Bill	8495 ...	08/17/2022			55135 · Answering ...	-250.82	250.82
TOTAL						-250.82	250.82
Bill Pmt -Check	30273	08/17/2022	Ace Hardware Wes...		10000 · 1719 Gener...		-92.99
Bill	321654	08/17/2022			52400 · WTP Repair...	-92.99	92.99
TOTAL						-92.99	92.99
Bill Pmt -Check	30274	08/17/2022	Aramark		10000 · 1719 Gener...		-83.20
Bill	50660...	08/17/2022			54300 · Safety Equi...	-83.20	83.20
TOTAL						-83.20	83.20
Bill Pmt -Check	30275	08/17/2022	AT&T		10000 · 1719 Gener...		-33.97
Bill	1026 ...	08/17/2022			52125 · WTP - AT&...	-33.97	33.97
TOTAL						-33.97	33.97

# Clear Creek Community Services District

## Check Detail

### August 17 through September 14, 2022

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill Pmt -Check	30276	08/17/2022	Badger Meter, Inc.		10000 · 1719 Gener...		-606.50
Bill	1494748	08/17/2022			54600 · Repair & Ma...	-606.50	606.50
TOTAL						-606.50	606.50
Bill Pmt -Check	30277	08/17/2022	Blue Star Gas		10000 · 1719 Gener...		-1.07
Bill	02506...	08/17/2022			55130 · Propane	-1.07	1.07
TOTAL						-1.07	1.07
Bill Pmt -Check	30278	08/17/2022	Cross Petroleum		10000 · 1719 Gener...		-337.43
Bill	00485...	08/17/2022			54820 · Freightliner ...	-233.36	233.36
Bill	00304...	08/17/2022			54830 · Chevy PU 2...	-93.12	93.12
Bill	CL224...	08/17/2022			54831 · Fuel Expense	-10.95	10.95
TOTAL						-337.43	337.43
Bill Pmt -Check	30279	08/17/2022	Ferguson Waterwo...		10000 · 1719 Gener...		-4,715.82
Bill	17274...	08/17/2022			54600 · Repair & Ma...	-256.04	256.04
Bill	1730357	08/17/2022			54600 · Repair & Ma...	-797.51	797.51
Bill	1734130	08/17/2022			54600 · Repair & Ma...	-3,233.58	3,233.58
Bill	1731310	08/17/2022			54600 · Repair & Ma...	-428.69	697.13
TOTAL						-4,715.82	4,984.26
Bill Pmt -Check	30280	08/17/2022	Hach Company		10000 · 1719 Gener...		-2,573.76
Bill	12978...	08/17/2022			52400 · WTP Repair...	-1,941.93	3,726.00
Bill	13055...	08/17/2022			52780 · Chemical W...	-631.83	631.83
TOTAL						-2,573.76	4,357.83



# Clear Creek Community Services District

## Check Detail

August 17 through September 14, 2022

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill Pmt -Check	30281	08/17/2022	Pace Analytical Ser...		10000 · 1719 Gener...		-1,274.00
Bill	22080...	08/17/2022			52700 · Water Analy...	-44.31	44.31
Bill	22080...	08/17/2022			52700 · Water Analy...	-132.93	132.93
Bill	22080...	08/17/2022			52700 · Water Analy...	-394.22	394.22
Bill	22080...	08/17/2022			52700 · Water Analy...	-42.79	42.79
Bill	22080...	08/17/2022			52700 · Water Analy...	-659.75	659.75
TOTAL						-1,274.00	1,274.00
Check	30282	08/19/2022	Phillip or Jody Carl...		10000 · 1719 Gener...		-60.00
					22600 · Customer ...	-60.00	60.00
TOTAL						-60.00	60.00
Check	30283	08/19/2022	Rich Dalhgren		10000 · 1719 Gener...		-25.00
					22600 · Customer ...	-25.00	25.00
TOTAL						-25.00	25.00
Check	30284	08/19/2022	Dean Kliebe		10000 · 1719 Gener...		-35.00
					22600 · Customer ...	-35.00	35.00
TOTAL						-35.00	35.00
Check	30285	08/19/2022	Sierra Asset Partne...		10000 · 1719 Gener...		-25.00
					22600 · Customer ...	-25.00	25.00
TOTAL						-25.00	25.00
Check	30286	08/19/2022	Barbara McMahan		10000 · 1719 Gener...		-25.44
					22600 · Customer ...	-25.00	25.00
					41100 · Water Sales	-0.44	0.44
TOTAL						-25.44	25.44

Clear Creek Community Services District  
Check Detail  
August 17 through September 14, 2022.

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Check	30287	08/19/2022	Charles Scott		10000 · 1719 Gener...		-30.00
					22600 · Customer ...	-30.00	30.00
TOTAL						-30.00	30.00
Check	30288	08/19/2022	Gerald Mclean		10000 · 1719 Gener...		-70.00
					22600 · Customer ...	-70.00	70.00
TOTAL						-70.00	70.00
Check	30289	08/19/2022	Mandy or Kirk Irwin		10000 · 1719 Gener...		-70.00
					22600 · Customer ...	-70.00	70.00
TOTAL						-70.00	70.00
Check	30290	08/19/2022	Jason Jones or Do...		10000 · 1719 Gener...		-70.00
					22600 · Customer ...	-70.00	70.00
TOTAL						-70.00	70.00
Check	30291	08/19/2022	Lauri Starkovich		10000 · 1719 Gener...		-70.00
					22600 · Customer ...	-70.00	70.00
TOTAL						-70.00	70.00
Check	30292	08/19/2022	Andrea Tuma		10000 · 1719 Gener...		-34.92
					22600 · Customer ...	-34.92	34.92
TOTAL						-34.92	34.92
Check	30293	08/19/2022	Angeline Vang		10000 · 1719 Gener...		-70.00
					22600 · Customer ...	-70.00	70.00
TOTAL						-70.00	70.00

Clear Creek Community Services District  
Check Detail  
August 17 through September 14, 2022

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Check	30294	08/19/2022	Rong Cheng		10000 · 1719 Gener...		-70.00
					22600 · Customer ...	-70.00	70.00
TOTAL						-70.00	70.00
Check	30295	08/19/2022	Lon Kraft		10000 · 1719 Gener...		-120.00
					22600 · Customer ...	-120.00	120.00
TOTAL						-120.00	120.00
Check	30296	08/19/2022	William Taylor		10000 · 1719 Gener...		-25.00
					22600 · Customer ...	-25.00	25.00
TOTAL						-25.00	25.00
Bill Pmt -Check	30298	08/17/2022	Badger Meter, Inc.		10000 · 1719 Gener...		0.00
TOTAL						0.00	0.00
Bill Pmt -Check	30299	08/17/2022	Blue Star Gas		10000 · 1719 Gener...		0.00
TOTAL						0.00	0.00
Bill Pmt -Check	30300	08/17/2022	Cross Petroleum		10000 · 1719 Gener...		0.00
TOTAL						0.00	0.00
Bill Pmt -Check	30301	08/17/2022	Ferguson Waterwo...		10000 · 1719 Gener...		0.00
TOTAL						0.00	0.00
Bill Pmt -Check	30302	08/17/2022	Hach Company		10000 · 1719 Gener...		0.00
TOTAL						0.00	0.00

# Clear Creek Community Services District

## Check Detail

August 17 through September 14, 2022

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Check	30303	08/17/2022			10000 · 1719 Gener...		0.00
TOTAL						0.00	0.00
Bill Pmt -Check	30304	08/17/2022	Ability Answering ...		10000 · 1719 Gener...		0.00
TOTAL						0.00	0.00
Bill Pmt -Check	30305	08/17/2022	Ace Hardware Wes...		10000 · 1719 Gener...		0.00
TOTAL						0.00	0.00
Bill Pmt -Check	30306	08/17/2022	Aramark		10000 · 1719 Gener...		0.00
TOTAL						0.00	0.00
Bill Pmt -Check	30307	08/17/2022	AT&T		10000 · 1719 Gener...		0.00
TOTAL						0.00	0.00
Check	30308	08/19/2022	Blake Musil		10000 · 1719 Gener...		-70.00
TOTAL					22600 · Customer ...	-70.00	70.00
						-70.00	70.00
Check	30309	08/19/2022	Claudia Fitzgerald		10000 · 1719 Gener...		-25.00
TOTAL					22600 · Customer ...	-25.00	25.00
						-25.00	25.00
Check	30310	08/19/2022	Greg Burgio		10000 · 1719 Gener...		-25.00
TOTAL					22600 · Customer ...	-25.00	25.00
						-25.00	25.00

Clear Creek Community Services District  
Check Detail  
August 17 through September 14, 2022

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Check	30311	08/19/2022	Galen Demits		10000 · 1719 Gener...		-70.00
					22600 · Customer ...	-70.00	70.00
TOTAL						-70.00	70.00
Check	30312	08/19/2022	Jim or Tracie Brock		10000 · 1719 Gener...		-35.00
					22600 · Customer ...	-35.00	35.00
TOTAL						-35.00	35.00
Check	30313	08/19/2022	Kenneth Albin		10000 · 1719 Gener...		-13.38
					41100 · Water Sales	-13.38	13.38
TOTAL						-13.38	13.38
Check	30314	08/19/2022	Kristen or Jimi Bro...		10000 · 1719 Gener...		-41.02
					22600 · Customer ...	-41.02	41.02
TOTAL						-41.02	41.02
Check	30315	08/19/2022	Christian or Jaclyn...		10000 · 1719 Gener...		-70.00
					22600 · Customer ...	-70.00	70.00
TOTAL						-70.00	70.00
Check	30316	08/19/2022	Maurice Grandquist		10000 · 1719 Gener...		-245.74
					41100 · Water Sales	-245.74	245.74
TOTAL						-245.74	245.74
Check	30317	08/19/2022	Heather Getzlaff		10000 · 1719 Gener...		-44.91
					22600 · Customer ...	-44.91	44.91
TOTAL						-44.91	44.91

# Clear Creek Community Services District

## Check Detail

August 17 through September 14, 2022

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Check	30318	08/19/2022	Chad Cooper		10000 · 1719 Gener...		-28.55
					22600 · Customer ...	-28.55	28.55
TOTAL						-28.55	28.55
Check	30319	08/19/2022	Jesse or Tiffanie Ni...		10000 · 1719 Gener...		-30.65
					22600 · Customer ...	-30.65	30.65
TOTAL						-30.65	30.65
Check	30320	08/19/2022	Sharon Stockli		10000 · 1719 Gener...		-25.00
					22600 · Customer ...	-25.00	25.00
TOTAL						-25.00	25.00
Check	30321	08/19/2022	Kyle Lawless		10000 · 1719 Gener...		-12.09
					22600 · Customer ...	-12.09	12.09
TOTAL						-12.09	12.09
Check	30322	08/19/2022	Dale Behnke		10000 · 1719 Gener...		-88.21
					22600 · Customer ...	-70.00	70.00
					41100 · Water Sales	-18.21	18.21
TOTAL						-88.21	88.21
Bill Pmt -Check	30323	08/24/2022	Advanced Concepts		10000 · 1719 Gener...		-863.00
Bill	621727	08/23/2022			10600 · Camicro Te...	-863.00	863.00
TOTAL						-863.00	863.00
Bill Pmt -Check	30324	08/24/2022	Aramark		10000 · 1719 Gener...		-83.20
Bill	50660...	08/23/2022			54300 · Safety Equi...	-83.20	83.20
TOTAL						-83.20	83.20

Clear Creek Community Services District  
Check Detail  
August 17 through September 14, 2022

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill Pmt -Check	30325	08/24/2022	Bay Alarm Company		10000 · 1719 Gener...		-33.32
Bill	12013...	08/23/2022			55405 · Building & G...	-33.32	33.32
TOTAL						-33.32	33.32
Bill Pmt -Check	30326	08/24/2022	Brian Brown's Prin...		10000 · 1719 Gener...		-1,002.79
Bill	5528	08/23/2022			55200 · Office Suppl...	-1,002.79	1,002.79
TOTAL						-1,002.79	1,002.79
Bill Pmt -Check	30327	08/24/2022	Claude Jones		10000 · 1719 Gener...		-200.00
Bill	8/17/2...	08/23/2022			55315 · Director Fees	-50.00	50.00
Bill	8/17/2...	08/23/2022			55315 · Director Fees	-150.00	150.00
TOTAL						-200.00	200.00
Bill Pmt -Check	30328	08/24/2022	Irwin Fust		10000 · 1719 Gener...		-200.00
Bill	8/17/2...	08/23/2022			55315 · Director Fees	-50.00	50.00
Bill	8/17/2...	08/23/2022			55315 · Director Fees	-150.00	150.00
TOTAL						-200.00	200.00
Bill Pmt -Check	30329	08/24/2022	Johanna Trenerry		10000 · 1719 Gener...		-150.00
Bill	8/17/2...	08/23/2022			55315 · Director Fees	-150.00	150.00
TOTAL						-150.00	150.00
Bill Pmt -Check	30330	08/24/2022	Scott McVay		10000 · 1719 Gener...		-150.00
Bill	8/17/2...	08/23/2022			55315 · Director Fees	-150.00	150.00
TOTAL						-150.00	150.00

# Clear Creek Community Services District

## Check Detail

August 17 through September 14, 2022

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill Pmt -Check	30331	08/24/2022	Gross Petroleum		10000 · 1719 Gener...		-167.25
Bill	00486...	08/23/2022			54831 · Fuel Expense	-74.79	74.79
Bill	00487...	08/23/2022			52816 · Fuel Expense	-92.46	92.46
TOTAL						-167.25	167.25
Bill Pmt -Check	30332	08/24/2022	Downey Brand		10000 · 1719 Gener...		-82.10
Bill	576549	08/23/2022			55305 · Professional...	-82.10	82.10
TOTAL						-82.10	82.10
Bill Pmt -Check	30333	08/24/2022	Ferguson Waterwo...		10000 · 1719 Gener...		-458.17
Bill	17341...	08/23/2022			54600 · Repair & Ma...	-458.17	458.17
TOTAL						-458.17	458.17
Bill Pmt -Check	30334	08/24/2022	Pace Analytical Ser...		10000 · 1719 Gener...		-216.34
Bill	22083...	08/23/2022			52700 · Water Analy...	-132.93	132.93
Bill	22085...	08/23/2022			52700 · Water Analy...	-44.31	44.31
Bill	22085...	08/23/2022			52700 · Water Analy...	-39.10	39.10
TOTAL						-216.34	216.34
Bill Pmt -Check	30336	08/24/2022	PG&E		10000 · 1719 Gener...		-13,239.06
Bill	2671...	08/23/2022			57110 · Wells 1 & 2 ...	-13,239.06	13,239.06
TOTAL						-13,239.06	13,239.06
Bill Pmt -Check	30337	08/24/2022	RCAC-Loan Fund		10000 · 1719 Gener...		-1,696.07
Bill	8/17/2...	08/23/2022			22650 · RCAC Loan...	-1,316.03	1,316.03
					54200 · Intrest Expe...	-380.04	380.04
TOTAL						-1,696.07	1,696.07



# Clear Creek Community Services District

## Check Detail

### August 17 through September 14, 2022

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill Pmt -Check	30338	08/24/2022	TDS		10000 · 1719 Gener...		-325.55
Bill	2121 ...	08/23/2022			55140 · Telephone ...	-325.55	325.55
TOTAL						-325.55	325.55
Bill Pmt -Check	30339	08/24/2022	Valley Pacific		10000 · 1719 Gener...		-544.00
Bill	CL 22-...	08/23/2022			54830 · Chevy PU 2...	-131.66	131.66
					54835 · Chevy PU 2...	-219.52	219.52
					52815 · GM Truck C...	-83.67	83.67
					54805 · Ram PU 20...	-109.15	109.15
TOTAL						-544.00	544.00
Bill Pmt -Check	30340	09/06/2022	9042 First National ...		10000 · 1719 Gener...		-64.20
Bill	9042 ...	08/24/2022			20100 · 9042 FNBO ...	-64.20	64.20
TOTAL						-64.20	64.20
Bill Pmt -Check	30342	09/06/2022	9565 First National ...		10000 · 1719 Gener...		-1,362.75
Bill	9565 ...	08/18/2022			55200 · Office Suppl...	-172.47	172.47
					55210 · Dues & Sub...	-489.04	489.04
					55205 · Bank Servic...	-8.95	8.95
					55210 · Dues & Sub...	-14.99	14.99
					54830 · Chevy PU 2...	-677.30	677.30
TOTAL						-1,362.75	1,362.75
Bill Pmt -Check	30343	09/06/2022	Aramark		10000 · 1719 Gener...		-83.20
Bill	50660...	08/18/2022			54300 · Safety Equi...	-83.20	83.20
TOTAL						-83.20	83.20
Bill Pmt -Check	30344	09/06/2022	AT&T		10000 · 1719 Gener...		-473.76
Bill	53024...	08/22/2022			55140 · Telephone ...	-473.76	473.76
TOTAL						-473.76	473.76

# Clear Creek Community Services District

## Check Detail

August 17 through September 14, 2022

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill Pmt -Check	30345	09/06/2022	Brenda Wilson		10000 · 1719 Gener...		-28.43
Bill	90-12...	08/29/2022			22600 · Customer ...	-28.43	28.43
TOTAL						-28.43	28.43
Bill Pmt -Check	30346	09/06/2022	Jameika Lucas		10000 · 1719 Gener...		-70.00
Bill	90-57 ...	08/31/2022			22600 · Customer ...	-70.00	70.00
TOTAL						-70.00	70.00
Bill Pmt -Check	30347	09/06/2022	North Valley Distri...		10000 · 1719 Gener...		-5,065.65
Bill	13551...	08/21/2022			54600 · Repair & Ma...	-5,065.65	5,065.65
TOTAL						-5,065.65	5,065.65
Bill Pmt -Check	30348	09/06/2022	Office Depot Busin...		10000 · 1719 Gener...		-186.20
Bill	9518 ...	08/24/2022			55205 · Bank Servic...	-27.39	27.39
					55200 · Office Suppl...	-158.81	158.81
TOTAL						-186.20	186.20
Bill Pmt -Check	30349	09/06/2022	PG&E		10000 · 1719 Gener...		-3,740.92
Bill	18730...	08/26/2022			52115 · Pond - PGE...	-324.35	324.35
Bill	49703...	08/26/2022			52110 · WTP - PGE ...	-3,416.57	3,416.57
TOTAL						-3,740.92	3,740.92
Bill Pmt -Check	30350	09/06/2022	Quadient Postage ...		10000 · 1719 Gener...		-2,000.00
Bill	6274 ...	08/24/2022			55225 · Postage	-2,000.00	2,000.00
TOTAL						-2,000.00	2,000.00

Clear Creek Community Services District  
Check Detail  
August 17 through September 14, 2022

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill Pmt -Check	30351	09/06/2022	RCAC-Loan Fund		10000 · 1719 Gener...		-1,696.07
Bill	6332 ...	08/17/2022			22650 · RCAC Loan... 54200 · Intrest Expe...	-1,316.03 -380.04	1,316.03 380.04
TOTAL						-1,696.07	1,696.07
Bill Pmt -Check	30352	09/06/2022	Reese, Smalley, Wi...		10000 · 1719 Gener...		-175.00
Bill	109697	08/26/2022			55305 · Professional...	-175.00	175.00
TOTAL						-175.00	175.00

CLEAR CREEK COMMUNITY SERVICES DISTRICT  
 PAYROLL CHECK REGISTER  
 PAYROLL 8/18/2022

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 C. 08/19/2022  
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FOR THE PAY PERIOD ENDING 08/18/2022  
 CHECK TYPES: R = REGULAR V = VACATION

CHECK NUMBER	CHECK DATE	CHECK TYPE	CHECK AMOUNT	DIR DEP AMOUNT	PAYROLL AMOUNT	EMPLOYEE NUMBER	EMPLOYEE NAME
14928	08/19/2022	R	1,568.97		1,568.97	4	
14929	08/19/2022	R	1,156.75		1,156.75	5	
14930	08/19/2022	R	1,764.19		1,764.19	110	
14931	08/19/2022	R	1,545.36		1,545.36	160	
14932	08/19/2022	R	1,873.85		1,873.85	170	
14933	08/19/2022	R	2,413.00		2,413.00	275	
14934	08/19/2022	R	1,477.69		1,477.69	285	
14935	08/19/2022	R	1,817.73		1,817.73	290	
14936	08/19/2022	R	4,148.77		4,148.77	295	
9 CHECKS	TOTAL:		17,766.31	0.00	17,766.31		
9 REGULAR							
0 VACATION							

CLEAR CREEK COMMUNITY SERVICES DISTRICT  
PAYROLL CHECK REGISTER  
PAYROLL 9/1/2022

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09/02/2022 14:15:41

FOR THE PAY PERIOD ENDING 09/01/2022  
CHECK TYPES: R = REGULAR V = VACATION

CHECK NUMBER	CHECK DATE	CHECK TYPE	CHECK AMOUNT	DIR DEP AMOUNT	PAYROLL AMOUNT	EMPLOYEE NUMBER	EMPLOYEE NAME
14937	09/02/2022	R	1,568.96		1,568.96	4	
14938	09/02/2022	R	1,321.66		1,321.66	5	
14939	09/02/2022	R	2,537.22		2,537.22	110	
14940	09/02/2022	R	1,895.92		1,895.92	160	
14941	09/02/2022	R	1,873.85		1,873.85	170	
14942	09/02/2022	R	4,180.46		4,180.46	275	
14943	09/02/2022	R	1,823.53		1,823.53	290	
14944	09/02/2022	R	3,939.39		3,939.39	295	
8 CHECKS	TOTAL:		19,140.99	0.00	19,140.99		
8	REGULAR						
0	VACATION						

## **CLEAR CREEK COMMUNITY SERVICES DISTRICT**

Board of Directors: Johanna Trenerry - Chair; Irwin Fust - Vice;  
Dave Zabaldano - Director; Murray Miller - Director; Cedric Twight -  
Director

5880 Oak Street, Anderson CA 96007

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

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### **PUBLIC HEARING SPECIAL MEETING**

Monday, August 30, 2021 6:30 pm

Happy Valley Elementary School

17400 Palm Avenue, Anderson CA 96007

**Minutes were transcribed via video. Anyone needing to confirm minutes may go to YouTube and look for CCCSD August 30, 2021 meeting.**

### **MINUTES**

**DIRECTORS:** Vice Chair Irwin Fust, Cedric Twight, Murray Miller, and Dave Zabaldano. Absent Chair Johanna Trenerry

**STAFF:** IGM Bill Palmaymesa and Administrative Assistant Kristen Thomas

**AUDIENCE:** Full Auditorium

**CALL TO ORDER:** Vice Chair Fust called the meeting to order and indicated that tonight's meeting was a public hearing in regards to the rate increase. After the close of the public hearing, the Board will discuss and make a determination. He reported that protest letters would be counted at the end of the meeting.

**PLEDGE OF ALLEGIANCE:** Director Twight led the pledge.

**OPEN TIME:** Scott McVay asked that the new Board members receive their Brown Act training as soon as possible. He mentioned several Brown Act violations in recent months. He also indicated that several times the Board had made comments that were not factual and asked that the members be careful in their responses. Sandy Winters asked the Board to take a long hard look at what they are doing to the customers in Happy Valley with this rate increase.

### **NEW BUSINESS:**

- A. **PUBLIC HEARING - RATE INCREASE (DISCUSSION)** - Vice Chair Fust gave a history of this rate study and how the CAC was formed to complete it. Director Twight explained how the rate package was calculated for the base rate and water rates fees which included all the fixed costs in getting the water to each customer. He also discussed the drought rate and the ability to pass on those costs to the

customer when having to purchase more expensive water. Jackie Longcrier voiced concern over drought rates being increased in 30 days without public input. Russell DeMore asked whether the Board had investigated all the money that had slipped away within the District, sighting excessive overtime from management. He stated that it can't be business as usual, it must be fixed. He invited the Board to visit his farm. Christine Swim asked about the impact of people utilizing their wells again and people bringing in outside water sources. She asked whether the District will lose revenues or will the base rate cover most of the administrative costs. Director Twilight indicated the base rate would cover the administrative costs. He didn't feel the loss of water sales would affect the bottom line. Scott McVay stated the base rates were going to be difficult for many people to pay. Beverly Fickes confirmed with the Board that any additional drought rate increases would have to go through a public hearing process. She asked that the Board individually indicate what this rate increase means to them and the District. Ken Longcrier asked about costs and why they were still out of control. Annette Kolkey voiced concern over the higher rates and the inconsistency of the management of the district over the years. Patrick Landon asked the Board to look at a different source of water than the Bureau of Reclamation. He said that they can't be relied upon. Another customer asked why the community is being punished for something the District created. He mentioned the numerous water leaks and breaks throughout the District. Sandra Glass voiced concern about the possibility of water being turned off to her residence when they were trying to abide by the cut back of water usage. Chuck Jones stated there are customers not paying their water bill. He asked that the District look at methods and processes to collect those funds. Ann Christy stated she had been a customer for over 20 years. She hoped that the District will get their excessive spending under control. She asked the Board to read the Human's Right to Water regulations. Several customers voiced displeasure that the Board did not increase rates more frequently. Several customers also pointed out the cheaper rates for City of Anderson water. Emily Rankin stated she was appalled with what has happened with our water district. She felt there is alleged corruption that the board did not look into. She indicated that the public as a whole feels that nothing is being done to curb expenditures. She stated it is the Board's job to take a look at the books and find where the money has been going. The public should be able to comment back after the public hearing is closed and the public hears what the Board has to say. There should be a rebuttal period.

With there being no more comments from the public, Vice Chair Fust closed the public hearing. He reported that the City of Anderson receives all their water through wells. Each Board member explained what the rate increase meant to them and the District. Director Twilight responded regarding Jackie's comment regarding drought rate changes. He reported that the Board will have to hold a public hearing soon because the actual costs for purchased water is higher than anticipated. Director Miller stated that everything was calculated on actual costs. Vice Chair Fust explained the process for Proposition 218 and the protest letters. There must be 51% of protest letters submitted to overturn the rate increase proposal or approximately 1100 letters. Protest letters were counted and verified by Chad Krick, Mary Jane Landis, and Beverly Fickes. IGM Palmyamesa announced that only 47

protest letters were received. Vice Chair Fust asked about the WIIN Act and State Loan Reserves and whether they would be placed in separate sub accounts. IGM Palmaymesa confirmed that they would.

B. ORDINANCE 2021-08 - RATES AND FEES (ACTION) - Director Twight moved to accept the Rates and Fees as presented as well as adopt Ordinance 2021-08. Director Miller seconded the motion. Discussion commenced on effective date and start date of new rates. Director Twight amended his motion to include effective date of September 1, 2021, with start date of September 14, 2021. Director Miller seconded the motion, which carried unanimously. There was some confusion regarding the motion, so the above wording was reread and confirmed and unanimously approved.

**FUST - YES**

**TWIGHT - YES**

**MILLER - YES**

**ZABALDANO - YES**

C. QUESTIONS AND/OR PUBLIC COMMENTS (INFORMATION) - Robert Christy took exception to a Board member indicating that the cost of water from Calwater was very expensive. He reported that the base rate was 2/3 less than what has been approved here tonight. Ann Christy asked about consolidating with another district as our base rates are extremely high. Scott McVay asked about the volunteer program and whether people can start to assist. Vice Chair Fust indicated that no decision can be made tonight. IGM Palmaymesa confirmed that it has not been approved yet. Mr. McVay asked each Board member to indicate whether they support agriculture in our community. Gaylene Grabeal asked about accounting reports since we haven't seen anything. IGM Palmaymesa said they were coming soon. Gaylene said with this rate increase it's important to keep on top of finances and that expenses be tracked. A customer asked about the high cost of filters for the water treatment plant.

**ADJOURNMENT:** Vice Chair Fust adjourned the meeting at 8:30 pm.

Submitted by

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Beverly Fickes, Volunteer

ABSENT

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Johanna Trenerry, Chair

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Irwin Fust, Vice Chair

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Dave Zabaldano, Director

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Murray Miller, Director



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Cedric Twight, Director

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William Palmaymesa, Interim  
Manager/Chief Plant Operator

## **CLEAR CREEK COMMUNITY SERVICES DISTRICT**

Board of Directors: Johanna Trenerry - Chair; Irwin Fust - Vice;  
Dave Zabaldano - Director; Murray Miller - Director; Cedric Twight -  
Director

5880 Oak Street, Anderson CA 96007

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

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### **REGULAR MEETING**

Wednesday, September 15, 2021, 6:30 pm

District Office Board Room

5880 Oak Street, Anderson CA 96007

**Minutes were transcribed via video. To confirm, refer to YouTube HVCC channel for 9-15-21**

### **MINUTES**

**DIRECTORS:** Johanna Trenerry, Irwin Fust, Cedric Twight, Murray Miller, and Dave Zabaldano

**STAFF:** IGM Bill Palmaymesa and Kristen Thomas, Administrative Assistant

**AUDIENCE:** Scott McVay, Laurie McVay, Kaitlyn Patrick, Beverly Fickes, John Fickes, Pam Beaver, TJ Ray, Russell DeMore, Ken Longcrier, Jackie Longcrier, Sandy Winters, Terry Lincoln, Sara Lincoln, G. Fitzpatrick, Carl Franklin, Charles Hanson, Joanne Blomquist, and Brenda Konicek.

**CALL TO ORDER:** Chair Trenerry called the meeting to order at 6:30 p.m.

**PLEDGE OF ALLEGIANCE:** Chair Trenerry led the pledge.

**OPEN TIME:** Pam Beaver stated she submitted a letter requesting that Chairwoman Trenerry step down as Chair. She believes that the community and the Board needs stronger and exceptional leadership. She noted that her letter asking for discussion and action was not put on the agenda. A customer asked about the water variances as he hadn't heard anything. IGM Palmaymesa said they were currently being reviewed. Discussion followed on the amount of purchased water the District has left until February of 2022. TJ Ray noted that if the District expects customers to follow the rules, then the District should also follow the rules. She specifically cited the certified letter clause and the statement where the penalty would be charged on the following month billing cycle. TJ stated that the public still does not know what account the penalty charges are going into. She said the Board should have done their job last February in securing water for the community. She asked about the protest letter process as there was no explanation. IGM Palmaymesa indicated that legal counsel had advised that they didn't need to utilize certified mail in sending out penalty notifications. The protest letter is available at the office and on the website but hard to find. TJ stated that the ordinance should be null and void as the District is not following their own rules. She indicated that the District should be bound by the ordinance until it is amended. Director

Miller reported that mistakes do happen but that the District is trying to keep costs down. Russell DeMore voiced frustration and ire over small farmers being allocated the same amount of water as a residential dwelling. Scott McVay confirmed that a letter of thanks to Bella Vista Water District had not been sent as of yet. Sandy Winters pointed out that the well water was full of calcium and starting to cause havoc with swamp coolers and other appliances. She asked that the Board rescind the penalties as it would help a lot of customers in the community.

**CONSENT AGENDA:** Vice Chair Fust asked that the financial statements be pulled from the consent agenda for discussion. Staff Kristen reported that the new billing statements would have everything broken down. Vice Chair Fust asked for clarification on several line items on the July Activity Report. He asked that the activity report be easier to understand for everyone. Director Twilight asked that some of the headings be more descriptive. Director Zabaldano explained some of the expensed items and pass through amounts. TJ Ray asked about the \$3.95 being charged for credit charge usage as well as the 3% and what account both those fees were going into. Staff reported they would verify. Vice Chair Fust moved to accept the July Activity Report as presented. Director Miller seconded the motion. Director Zabaldano stated that this really didn't belong on the consent agenda and since amendments were made, a vote was not appropriate. After further discussion by the Board, a vote was taken. The motion failed to pass by 4 to 1 vote.

**TRENERRY - NO   FUST - NO   TWIGHT - NO   MILLER - YES   ZABALDANO - NO**

**NEW BUSINESS:** Vice Chair Fust asked that Item 7 (G) Supplemental Water be moved to the first item discussed tonight. Board discussed and decided to leave the item on the agenda in order.

1. COMMITTEE ASSIGNMENTS (DISCUSSION/ACTION) - Chair Trenerry went over the standing committees and the roles for each. She reviewed her selection for the committees. The Board discussed and some changes were made.
  - A. Executive Committee: Johanna Trenerry and Irwin Fust
  - B. Financial Committee: Dave Zabaldano and Cedric Twilight
  - C. Legislative Committee: Cedric Twilight and Irwin Fust
  - D. Personnel Committee: Johanna Trenerry and Murray Miller
  - E. JPIA - Murray Miller
  - F. Steering Committee: Dave Zabaldano and Cedric Twilight
  - G. Agricultural Committee: Johanna Trenerry

Director Miller moved to accept the Standing Committee roles as assigned. Vice Chair Fust seconded the motion, which carried unanimously.

**TRENERRY - YES   FUST - YES   TWIGHT - YES   MILLER - YES  
ZABALDANO - YES**

2. VACANT GENERAL MANAGER POSITION/APPOINT A REVIEW/SELECTION COMMITTEE (DISCUSSION/ACTION) - Chair Trenerry reported that she and Director Twight held a Personnel Committee meeting and took suggestions from the public on what was needed in the GM package. Director Miller suggested before the Board sends out the job description that some minor edits and typos be corrected. The Board discussed the salary range and agreed to just remove from posting. It will be based on candidate's experience and qualifications. Director Miller moved to accept the job posting with minor edits, grammatical changes, and omit the salary range line. Director Twight seconded the motion, which carried unanimously.

TRENERRY - YES

FUST - YES

TWIGHT - YES

MILLER - YES

ZABALDANO - YES

3. ORDINANCE #2021-07 WORKERS COMP INSURANCE FOR VOLUNTEERS (DISCUSSION/ACTION) - Vice Chair Fust stated the ordinance needed to use term "ordained" and not resolved. He went over the difference between ordinances and resolutions. He stated that ordinances and resolutions can be used interchangeably. Charles Hanson asked whether the District could use volunteers from Shasta College. IGM Palmaymesa said yes. Director Miller moved to approve Ordinance #2021-07 as amended including using date of September 15, 2021. Vice Chair Fust seconded the motion, which carried unanimously.

TRENERRY - YES

FUST - YES

TWIGHT-YES

MILLER - YES

ZABALDANO - YES

4. WIIN ACT UPDATE/AGREEMENT REGARDING JOINT REPRESENTATION (DISCUSSION/ACTION) - Vice Chair Fust said to clarify the Board has to decide to be part of the lawsuit. Downey Brand is representing 14 agencies currently and we received an estimate on costs for the District. Year one about \$8,000 up to \$23,000 at conclusion. Vice Chair Fust said if we sign on to this, we are signing up for the ride. We must decide whether to sign up for this portion and we will then have a voice on the law suit. We are named in the suit so we will be liable for our portion if it goes to the Supreme Court. IGM Palmaymesa stated that there is a hearing in October and the Board needs to either accept Downey Brand as their representative or not. Director Miller moved to continue with Downey Brand as our representative on the lawsuit. Director Twight seconded the motion, which carried unanimously.

TRENERRY - YES

FUST - YES

TWIGHT - YES

MILLER - YES

ZABALDANO - YES

5. ORDINANCE #2021-10 DISTRIBUTION SYSTEM IMPROVEMENT PROJECT AUTHORIZATION (DISCUSSION/ACTION) - Vice Chair Fust indicated that this ordinance also needed to be changed to ordained and not resolved. IGM Palmaymesa

indicated that this was the template provided by the state and it could be changed to a resolution heading. He stated that he needed to be listed as project manager instead of Mr. Born. The Board discussed that with this being the first resolution of the year that the number should reflect Resolution 2021-01. IGM Palmaymesa indicated since the agenda had it listed as Ordinance 2021-10, that the heading would be corrected to Ordinance/Resolution and 2021-10 was still appropriate. Vice Chair Fust moved to approve Ordinance/Resolution 2021-10. Director Zabaldano seconded the motion, which carried unanimously. Charles Hanson asked about the cost of the project. IGM Palmaymesa indicated that it was approximately \$6 million, with 90% grant and 10% loan. He also reported that additional projects could be added and possibly be a 100% grant.

**TRENERRY - YES**

**FUST - YES**

**TWIGHT - YES**

**MILLER - YES**

**ZABALDANO - YES**

6. ORDINANCE #2021-11 DISTRIBUTION SYSTEM IMPROVEMENT PROJECT AUTHORIZATION (DISCUSSION/ACTION) - IGM Palmaymesa indicated that this project is 18 months to two years away from commencing. Director Miller moved to approve Ordinance #2021-11. Vice Chair Fust seconded the motion, which carried unanimously.

**TRENERRY - YES**

**FUST - YES**

**TWIGHT - YES**

**MILLER - YES**

**ZABALDANO - YES**

7. DISCUSS SENDING THE PURCHASE OF SUPPLEMENTAL WATER TO THE APPROPRIATE COMMITTEE (DISCUSSION) - The Board discussed the merits of a supplemental water program. The board packet contained a first and second draft. Vice Chair Fust indicated that he had contacted the General Manager from Bella Vista Water District to determine how this program worked for them. He felt that this was a good thing if we had supplemental water to allocate. Vice Chair Fust said this could work next year if there is still a drought. Scott McVay stated that's why its being presented to the Board now so all the details can be worked out. Chair Trenerry noted that if a customer signs up for the supplemental water and then the Bureau of Reclamation says no drought, the customer still has to pay for the water. Director Miller indicated that if the District was able to secure supplemental water that was not "take or pay," then there would be no risk. Director Twilight says he can see both sides of this program and it has to be available to all customers. He foresees the issue a little differently if the District has their financial footing by next year.

Director Miller asked how can we relieve some of the pressures for the agricultural customer. He stated that if everyone is having to pay the drought rate, which covers all the costs in purchasing water, then why are they having to pay a penalty as well. Director Miller felt that was a double charge. IGM Palmaymesa indicated that the penalty was to discourage the over use of water. Director Miller recommended that the

penalties be deferred as we come into the fall and winter months. Brenda Konicek asked if anyone had checked to see how much water was used between October and February of last year. IGM Palmaymesa indicated that last October it was well over 300 AF. Director Zabaldano felt relief could be handled during the variance or appeal process. He didn't think the Board needed to make the decision on those appeals. IGM Palmaymesa stated that the drought ordinance made a provision for the customer to appeal to the Board. A customer asked about the variance process and whether it was possible to receive a variance as there is no extra water. Director Fust said the variance program was not working out well. Director Twilight reported that the savings of water did not manifest itself as some customers continued to overuse. He also indicated that the District lost \$84,000 in the month of July with the higher cost of purchased water and it was not billed back to the customer. August's loss was \$45,000. The Board discussed available water purchased from City of Redding and the amount of water that could be drawn from the wells. Director Miller thought that the whole water year should be taken into account for the customer. If a customer goes over in the summer months and uses way less in the winter and still averages 29 HCF for each month, they should not receive a penalty.

Director Fust noted that the discussion strayed from the supplemental water program proposal. He stated he would like to see if the District could do this program. He requested a committee study this. Director Twilight would like to take the program and have it circulated among the community and hash it out at a workshop and not at a Board meeting. Director Miller felt the Finance Committee should review. Charles Hanson commented that the District should be buying water every year in February so that this situation does not happen again. He stated that if there is excess water, then the water can be sold so we don't lose money.

## **OPERATIONS & ADMINISTRATION:**

- A. STAFF REPORTS - UPDATE ON FINANCIALS, BILLING SOFTWARE, WELL PRODUCTION, SW PRODUCTIONS/CONSUMPTION TOTAL WATER CONSUMPTION - IGM Palmaymesa reported on water consumption of 86 AF of ground water so far in September, 19 AF of surface water. Chair Trenerry asked how much water was left from the City of Redding contract water. IGM Palmaymesa indicated 200 AF of the 700 AF and then 500 AF until February. Director Fust felt that with the cooler months coming that the District should be able to allow variances. There should be enough water to allocate when considering well water. Director Miller stated that we should give variances or waive the penalty. We have purchased water that will not be used. Director Miller said the Board dropped the ball back in February when extra water was not purchased and felt that the District should eat some of the costs being born by the customer. He thought there should be a way to grant forgiveness for the overages. Staff Kristen noted how time consuming it was to go in and change individual accounts when approving variances. Discussion followed on deferring the penalty after the drought rate of \$1.21 is instituted. The Board talked about giving discretion to the IGM on not charging penalties. Based on the ordinance wording, the Board agreed that it gave

authority for the IGM to make those decisions. Director Miller said that IGM Palmaymesa can conditionally approve, approve, or disapprove the variances based on the ordinance wording. After an extremely long dialogue between the Board members, direction was given to IGM Palmaymesa to allow him to also approve adjustments if a customer protested the penalty charges.

IGM Palmaymesa indicated that the new auditor Horton, McNulty, and Saeteurn will resend an engagement letter and commence audit between February and April 2022. He also reported that the office clerk position had several applications and staff will hire by the end of the month. Chair Trenerry reported that the dump day would be handled differently this year. She will be handing out the certificates along with Sandy Winters assisting.

**QUESTIONS/PUBLIC COMMENTS:** None

**STANDING COMMITTEE REPORTS:** No additional reports were given.

**ADJOURNMENT:** Chair Trenerry closed the meeting at 10:50 p.m.

Submitted by,

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Beverly Fickes, Volunteer

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Johanna Trenerry, Chair

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Irwin Fust, Vice Chair

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Dave Zabaldano, Director

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Murray Miller, Director

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Cedric Twight, Director

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William Palmaymesa, Interim  
Manager/Chief Plant Operator

## **CLEAR CREEK COMMUNITY SERVICES DISTRICT**

Board of Directors: Johanna Trenerry - Chair; Irwin Fust - Vice;  
Dave Zabaldano - Director; Murray Miller - Director; Cedric Twight  
Director

5880 Oak Street, Anderson CA 96007

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

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### **FINANCE COMMITTEE MEETING**

Tuesday, October 26, 2021, 6:30 PM

District Office Board Room

5880 Oak Street, Anderson CA 96007

**Minutes were transcribed via video. Anyone needing to confirm minutes may go to YouTube and look for CCCSD October 26, 2021 meeting.**

### **MINUTES**

**DIRECTORS:** Cedric Twight and Dave Zabaldano

**STAFF:** Administrative Assistant Kristen Thomas

**AUDIENCE:** Scott McVay, Kaitlyn Patrick, Sara Lincoln, Terry Lincoln, Ken Longcrier, Jackie, Longcrier, TJ Ray, Chuck Jones, Gaylene Grabeal, Sally Lunn, Brenda Konicek, and Joanne Blomquist.

**CALL TO ORDER:** Director Twight called the meeting to order at 6:30 p.m.

**PLEDGE OF ALLEGIANCE:** Director Twight led the pledge.

**OPEN TIME:** No speakers

### **NEW BUSINESS:**

- A. **ACCOUNTING FINDINGS - DISCUSSION:** Director Zabaldano stated he had started reviewing the 2020 audit report and traced the numbers through to determine accounting flow. He stated he started looking into certain areas a little deeper and found areas that needed to be addressed. 1. The first finding was that the District did not correct or post the discrepancies found in the 2019 and 2020 audits. He stated this throws off all the balances in the account payables and receivables. His first recommendation was that this be corrected and updated. 2. The next issue was the capital asset ledgers and not retiring some assets. He stated District needs to develop a capital asset program and have it put together properly. Ken Longcrier asked when this ledger was last done properly. Director Zabaldano indicated that the auditors were maintaining the assets but could not find where the District was maintaining those records. 3. Depreciation on the assets or expenses are not being maintained and Director Zabaldano recommended that this be corrected. 4. Reconciliation of general ledger and two sub ledger accounts. The



sub ledgers are not reconciling to the general ledger which creates overstatements and understatements. In general there should be a mechanism for auto posts because manual entries cause errors. 5. There are numerous hanging accounts that haven't been used in over two years. Typically, they are researched and cleaned up at the end of the fiscal year.

So those were the major findings that were uncovered. Director Zabaldano indicated that there was something off about water receivables that is very strange and we will recommend that the outside auditor do specialized testing. Chuck Jones asked what was meant by specialized testing. Director Zabaldano indicated that with a financial audit, it would determine what is driving those figures and why there are significant discrepancies over \$200,000. Scott McVay asked whether this could lead to potential theft. Director Zabaldano stated that yes there is that potential and that's why the Finance Committee will be recommending the specialized testing. In audit words, it creates a condition where records could be misstated. Scott McVay asked what the difference was between the sub ledgers and the general ledger. Director Zabaldano reported that the significant difference was over \$500,000 and more investigating was necessary. Scott McVay asked in light of these discrepancies was a forensic audit going to be called for. Director Zabaldano indicated just the ledger accounts as everything else appears to be running through correctly. Director Twight stated that the Finance Committee would look into all malfeasance as they are uncovered. Scott McVay asked that timekeeping issues be added to the forensic audit. Chuck Jones added that it is very difficult to accept the report of excessive OT usage for a few employees. Scott McVay asked for basic standards for time card reporting. Ken Longcrier asked how there could be such a budget discrepancy. He stated that as community members we have to balance our checkbooks and the District should be required to also. Scott McVay also reported that an employee received 5 raises in one year and asked whether the Board approved those raises. Director Twight mentioned he had heard a prior Board member say they didn't want to micromanage the staff and he was shocked. Both Director Twight and Director Zabaldano indicated their role was to oversee the General Manager and the District. Director Twight thought it would be better to present the time card findings at a separate Finance Committee meeting rather than at a Board meeting.

Gaylene Grabeal asked who would be handling this expanded audit. Director Zabaldano indicated that upon Board approval, the new audit team can add it to their review. A customer asked when the last time things were good with the books. Director Zabaldano said the last time the books were reasonable and complete was 2018. Brenda Konicek asked the Finance Committee if they were confident with the temporary bookkeeper being utilized. Director Zabaldano said there was no reason not to be confident and didn't feel it was his role to oversee. Brenda was concerned about the outsourcing, the ability to look at P&L's monthly, and not waiting until the end of the year. The community thanked Director Zabaldano for his attention on the finances. Director Twight also thanked Director Zabaldano for his efforts. Director Twight stated that the next Finance meeting is tentatively scheduled for November 23, 2021.

B. SUPPLEMENTAL WATER - DISCUSSION: Director Twight reviewed the water rates developed by the CAC and the drought rate formula. He stated that it was envisioned that the drought rate would be implemented early in the year to cover all the costs in purchasing water. Director Twight noted another concept was the Supplemental Water Program. He pointed out that customers with very little water usage would have their cost per HCF go sky high. Director Twight believed that the Board should shop for the maximum amount of water for the benefit of all customers. While he believed that the Supplemental Water Program had merit, there was some legal issues that needed to be addressed. Director Zabaldano added his concerns that the District should be securing water for the needs of all the customers and a Supplemental Water Program targets just the agriculture customers. He stated agriculture customers would then have to pay a much higher price for water. Scott McVay noted that this program would preclude figuring out how to pay for the water when customers can prepay. He stated then the District wouldn't purchase more water than would be used.

A lengthy discussion followed between the Directors and the community on the program's merits, cost allocations, water purchases, equitability, and administrative costs. Director Twight said he would like to see a past usage analysis and run this through the drought rate rather than the Supplemental Water Program. Director Twight stated that his recommendation is to resolve the water issue by purchasing enough water during a drought and use the drought rate to pay for the cost. This also demonstrates to water purveyors that we are in control of water usage during a drought. Director Zabaldano agreed with Director Twight's recommendation. He felt the Supplemental Program just pushes the extra cost onto agriculture customers.

**QUESTIONS/PUBLIC COMMENTS:** Jackie Longcrier asked that the Board talk to the larger ranchers in the District to get their feel on the usage. Gaylene Grabeal asked about whether the District is making the payments on purchased water. Staff Kristen said yes, September was \$27,000 and latest was \$26,800. Joanne Blomquist confirmed that the District's reserves were going up slowly. Jackie Longcrier asked about the customers who aren't paying. Staff Kristen indicated that there are a few customers using lots of water without paying for it. Some customers cut the locks off the meters. Some meters are removed and customers still stick hoses into the lines to siphon off water. There is also water theft going on between parcels.

**ADJOURNMENT:** Director Twight adjourned the meeting at 8:30 p.m.

Submitted by

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Beverly Fickes, Volunteer

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Cedric Twight, Director

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Dave Zabaldano, Director

## **CLEAR CREEK COMMUNITY SERVICES DISTRICT**

Board of Directors: Cedric Twight - Chair; Dave Zabaldano - Vice;  
Johanna Trenerry - Director; Irwin Fust - Director;  
Director

5880 Oak Street, Anderson CA 96007

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

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### **FINANCE STANDING COMMITTEE MEETING**

Tuesday, November 23, 2021, 6:00 pm

District Board Chamber

5880 Oak Street, Anderson CA 96007

**Minutes were transcribed via video. Full recording may be found on YouTube at Happy Valley CCCSD.**

### **MINUTES**

**DIRECTORS:** Cedric Twight and Dave Zabaldano

**STAFF:** IGM Bill Palmaymesa

**AUDIENCE:** Joanne Blomquist, Scott McVay, TJ Ray, Beverly Fickes, Dennis Possehn, Chuck Jones, Kaitlyn Patrick, Terri Lincoln.

**CALL TO ORDER:** Director Twight called the meeting to order at 6:00 p.m.

**PLEDGE OF ALLEGIANCE:** Director Twight led the pledge.

**OPEN TIME:** Beverly Fickes voiced displeasure with the Finance Committee directors with backtracking on reported findings with the finances at the last Finance Committee meeting. She stated that the Committee wasn't even going to report their findings at the regular board meeting until a community member asked about it. Beverly thought it presented deceptive and non transparent actions on the part of the Committee. Scott McVay asked the Committee to review Ordinance 2008-11 and it's revision in 2016 regarding reserve accounts. Chuck Jones stated that Director Zabaldano made five findings regarding the bookkeeping and ongoing issues. Chuck asked that we continue to work on the issues if still not resolved. Dennis Possehn agreed if problems are identified, document them, and then present to auditor when funds are available for review. Dennis asked when financial reports were going to be made available again. Director Zabaldano indicated that past months are not closed yet but will be available soon.

Director Twight agreed that they should have done a better job of discussing the findings at the last Board meeting. Director Twight thought the reason it was forgotten was that the meeting was long and the Board lost their flow. He apologized for not reporting the information properly and promised to do better.

**OLD BUSINESS/NEW BUSINESS:**

- A. WIIN LOAN UPDATE - IGM Palmaymesa gave a report on loan options for our WIIN Act obligations. He stated the financed amount, if a loan was secured, was going to be around \$400,000. IGM Palmaymesa indicated that the next loan payment was due January 1, 2022. The Committee and community discussed options with loans, our credit score, and early payoff penalties. Joanne Blomquist asked what the WIIN Act acronym stands for. IGM Palmaymesa stated Water Infrastructure Improvement for the Nation.
- B. FINANCE REPORT - Director Zabaldano indicated that there were employees working on the finances that clearly had no idea what they were doing. He explained that some postings were done in separate years which threw off the accountability. After tracking down those amounts, it doesn't appear that the difference is as large as originally thought. Director Zabaldano stated he was trying to save the District money by finding the discrepancies ourselves. He reported that there were very poor accounting practices. Some funds were put into accounts with zero balance but had nothing to do with the account subheading. Director Zabaldano shared that he did not see any abnormal transfers from the bank account and water receivables which would be the mechanism to use if anyone was trying to take money out. Joanne Blomquist asked whether the prior auditor had some responsibility for this mess as they were suppose to do the review. She asked whether they should have been able to pick up on these errors. Director Zabaldano noted that the review at a higher level just shows expenses and not all the sub account expenses where the errors are occurring. TJ Ray stated, so in essence, no audit was really done if all the auditor did was briefly review. She said if it doesn't balance, a proper audit was not completed. Director Zabaldano indicated it was the sub accounts that contained the errors which an auditor would not investigate due to the scope of the audit. Scott McVay indicated that when funds are switched to all these wrong accounts it gives the perception that malfeasance is going on. Director Zabaldano stated that when he first looked at the books it appeared that there was a shell game going on but the further he reviewed, he felt it was just bad accounting practices. Beverly Fickes asked how soon before Director Zabaldano would have things "sort of" right in the office. Director Zabaldano stated that the last FY should be ready to go this week. The Committee discussed audit options and costs and whether prior Board could be held accountable for their failed oversight of the District. Director Zabaldano stated he was morally outraged at the things he saw on the timecards that was presented to the Board. He would like to punish someone but there is no proper policies and procedures to hold an individual's feet to the fire.
- C. GRANT UPDATES - IGM Palmaymesa indicated that the distribution improvement project has cleared the environmental from the state but we are still in the waiting process. He stated that this project is about two years out. There is no news on the backwash pond repair project. We have a new assigned project manager from the state but still waiting. The project is 90% designed and the District is ready to go when we get word. Funding is through the Carr Fire FEMA/Cal-OES grant. IGM Palmaymesa stated that we may be able to break ground late 2022. He also reported that he applied for a \$500,000 grant that would be used to upgrade the well electronics. This upgrade will increase pressure and flow. IGM Palmaymesa stated

he can log into the computer and check everything at the Filter Plant but because of the old system that is not possible at the well fields. He also reported on a post-chlorine line at the Filter Plant that was installed in the 70's. He stated that the line is too small to handle the capacity and is scouring the steel lined concrete line. Centerville has started budgeting for their share of the cost to replace this line but Clear Creek has not. IGM Palmaymesa reported that the arrearage program grant was submitted and the District should receive some money soon. This is arrearages due to non payment during COVID and the requested amount is just under \$140,000. Any left over amount goes back to the State. Director Twilight thanked IGM Palmaymesa for all his efforts in securing funding. The committee talked more about grant funding and the possibility of an ad-hoc committee to search and apply. Scott McVay asked about employees who may be working outside their job descriptions and MOU. Chuck Jones indicated one project at a time and that this could be tabled. Director Twilight indicated that this topic was for the Personnel Committee.

**QUESTIONS/PUBLIC COMMENTS:** Joanne Blomquist asked about the overall financial picture for the District. Director Zabaldano stated the District lost about \$175,000 for the month of July and broke even for August. IGM Palmaymesa said there always seems to be a bill that was not budgeted for but the bills are being paid. Joanne asked about the meeting times, as this meeting was listed at 5:30 p.m. and then 6:30 p.m. and then 6:00 p.m. She asked that they all be at 6:30 p.m. IGM Palmaymesa stated the Board approved all regular meetings at 6:30 p.m. but special meetings and committee meetings were left off so that they could be flexible. IGM Palmaymesa wanted to clear up discussion on the bookkeeper/accountant. He stated she was taught by the previous accountant and she just continued forward those practices. There was no one to tell her that these practices were not incorrect. IGM Palmaymesa said she is a really good person and would not have done anything wrong intentionally. He stated he didn't want to mislead anyone that she was the issue with the bookkeeping errors.

**ADJOURNMENT:** Director Twilight adjourned the meeting at 7:53 p.m.

Submitted by

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Beverly Fickes, Volunteer

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Cedro Twilight, Director

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Dave Zabaldano, Director

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William Palmaymesa, Interim  
Manager/Chief Plant Operator

## **CLEAR CREEK COMMUNITY SERVICES DISTRICT**

Board of Directors: Cedric Twight- Chair; Dave Zabaldano - Vice;  
Johanna Trenerry - Director; Irwin Fust - Director;  
5880 Oak Street, Anderson CA 96007  
Phone: (530) 357-2121; Fax: (530) 357-3723

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### **SPECIAL MEETING**

Wednesday, January 5, 2022, 6:00 p.m.  
District Office Board Room  
5880 Oak Street, Anderson CA 96007

**Minutes transcribed via video. Recording may be found on YouTube Happy Valley CCCSD.**

### **MINUTES**

**DIRECTORS:** Cedric Twight, Dave Zabaldano, Johanna Trenerry, Irwin Fust

**STAFF:** IGM Bill Palmaymesa

**AUDIENCE:** Kaitlyn Patrick, Scott McVay, Beverly Fickes, John Fickes, Steve Allen

**CALL TO ORDER:** Chair Twight called the meeting to order at 6:00 p.m.

**PLEDGE OF ALLEGIANCE:** Director Fust led the pledge.

**OPEN TIME:** Irwin Fust reported that the EAGSA meeting was rescheduled to Wednesday, January 19, 2022, 2 p.m. at the Anderson City Council Chambers.

### **OLD BUSINESS/NEW BUSINESS:**

- A. RECOMMENDATION TO THE BOARD OF DIRECTORS RE: VACANT GENERAL MANAGER POSITION - JOB DESCRIPTIONS AND JOB DUTIES (ADMIN. ASSISTANT AND BOOKKEEPER/ACCOUNTANT) - DISCUSSION/ACTION:** Chair Twight indicated that this meeting was to give some latitude to IGM Palmaymesa in the hiring of office staff. IGM Palmaymesa reported that job descriptions and salary ranges were updated for two positions. He stated he agreed to stay as IGM in order for a bookkeeper/accountant to be hired. Director Fust referenced a letter from Dennis Possehn who recommended the hiring of an accountant and not just a bookkeeper. Director Fust noted a duplicate bullet point on the job description for the bookkeeper/accountant. Chair Twight thought that what Dennis was asking for was a certification level accountant. He asked IGM Palmaymesa why this job description didn't list any specific certification requirement. IGM Palmaymesa shared the hiring strategies for this position. Steve Allen indicated the only concern that the Union had was whether this position would be exempt. He had no problem with the job title. Kaitlyn Patrick recommended that background checks be done. The Board discussed background checks and agreed that it should be done. Director Fust asked that a letter be sent to those applicants who have applied for the General Manager's position to let them know we have put a pause on hiring a GM

for six months. IGM Palmaymesa thought the letter should come from the Personnel Committee. Chair Twight said he would draft the letter. Director Fust moved that the three recommendations as presented tonight be approved. Director Trenerry seconded the motion, which carried unanimously.

**TWIGHT - YES**

**ZABALDANO - YES**

**FUST - YES**

**TRENERRY - YES**

**QUESTIONS/PUBLIC COMMENTS:** Director Trenerry reported on the next Pride Day road clean up for the first Saturday in February.

**ADJOURNMENT:** Chair Twight adjourned the meeting at 6:32 p.m.

Submitted by

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Beverly Fickes, Volunteer

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Cedric Twight, Chair

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Dave Zabaldano, Vice Chair

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Johanna Trenerry, Director

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Irwin Fust, Director

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William Palmaymesa, Interim  
Manager/Chief Plant Operator

**CLEAR CREEK COMMUNITY SERVICES DISTRICT**

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

**Board of Directors: Irwin Fust Chairman,**  
**Chuck Jones, Vice Chair Directors- Johanna Trenerry, Patricia Delzell, Scott McVay**

**Interim Manager: Bill Palmaymesa**

**REGULAR MEETING: September 21st 2022 6:00PM District Office Board Room**

**AGENDA**

- 1. CALL TO ORDER-Please Announce the Date of the Meeting.**
- 2. PLEDGE OF ALLEGIANCE: -Chuck Jones**
- 3. OPEN TIME:** 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.
- 4. CONSENT AGENDA:** Following items are expected to be routine. Any interested party may request an item be removed from the consent agenda for later discussion. Paid Bills:8-24-22, 9-6-22Payroll:8-19-22, 9-2-22 Minutes: 8-30-21, 9-15-21, 10-26-21, 11-23-21, 1-5-22, 1-13-22, 1-24-22, 6-30-22, 7-27-22, 8-17-22, 8-29-22
- 5. NEW BUSINESS/OLD BUSINESS**
  - A.** Ordinance #2022-07: Conflict of Interest (Discussion/Action)
  - B.** Ordinance #2022-08: Director Compensation/Reimbursement/Ethics (Discussion/Action)
- 6. OPERATIONS & ADMINISTRATION**
  - A.** Operations Report:
  - B.** Standing Committee Reports
  - C.** Questions/Public Comments
- 7. CLOSED SESSION ANNOUNCEMENT:**

**The Board will adjourn to a closed session to discuss the following items**

  - A.** Public Employment. Government Code s. 54957 Title: General Manger
  - B.** Conference with Labor Negotiators. Government Code s. 54957.6
    - Designated Representatives: Irwin Fust and Chuck Jones
    - Employee Organization: UPEC 279
  - C.** Adjourn from Closed Session- Report any action taken
- 8. Adjourn the Meeting.**



ADA Related Disabilities:

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

"This District is an Equal Opportunity Provider"

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## **CLEAR CREEK COMMUNITY SERVICES DISTRICT**

Board of Directors: Cedric Twight- Chair; Dave Zabaldano - Vice;  
Johanna Trenerry - Director; Irwin Fust - Director;  
5880 Oak Street, Anderson CA 96007  
Phone: (530) 357-2121; Fax: (530) 357-3723

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### **SPECIAL MEETING**

Thursday, January 13, 2022, 6:00 p.m.  
District Office Board Room  
5880 Oak Street, Anderson CA 96007

**Minutes transcribed via video. Recording may be found on YouTube Happy Valley CCCSD**

### **MINUTES**

**DIRECTORS:** Cedric Twight, Dave Zabaldano, Johanna Trenerry, Irwin Fust

**STAFF:** IGM Bill Palmaymesa

**AUDIENCE:** Kaitlyn Patrick, Joanne Blomquist, Greg Blomquist, Sandy Winters, Beverly Fickes, John Fickes, Ken Longcrier, Jackie Longcrier

**CALL TO ORDER:** Chair Twight called the meeting to order at 6:00 p.m.

**PLEDGE OF ALLEGIANCE:** Chair Twight led the pledge.

**OPEN TIME:** Joanne Blomquist asked about water procurement for 22/23 water year. IGM Palmaymesa indicated that McConnell and City of Redding have both been contacted. He stated that it doesn't look good in regards to getting water from the Bureau of Reclamation for anybody.

### **OLD BUSINESS/NEW BUSINESS:**

- A. LETTER DATED JUNE 1, 2020 RE: COMMITMENT TO TRANSFER WATER TO BELLA VISTA WATER DISTRICT DURING A DROUGHT - DISCUSSION/ACTION - Chair Twight reviewed the letter from 2020, which potentially shows that Clear Creek would be willing to sell water to Bella Vista during a drought of up to 100 AF of surface water. This letter was included in the Draft EIR for Tierra Robles. Chair Twight stated that there was not a formal agreement; however, this Board should draft a letter to the Shasta County Planning Commission that in no uncertain terms would Clear Creek be transferring water to Bella Vista during a drought.
- B. REVIEW AND APPROVE SENDING A LETTER TO SHASTA COUNTY PLANNING COMMITTEE RE: CLEAR CREEK CSD ABILITY TO TRANSFER SURFACE WATER DURING A DROUGHT - DISCUSSION/ACTION - Chair Twight read the revised letter to the Shasta County Planning Commission. Director Trenerry moved to approve and send a letter officially clarifying the Board's position in regards to the

transfer of water to the Bella Vista Water District for the Tierra Robles project.  
Director Fust seconded the motion, which carried unanimously.

**TWIGHT - YES**

**ZABALDANO - YES**

**FUST - YES**

**TRENERRY - YES**

**ADJOURNMENT:** Chair Twight adjourned the meeting at 6:20 p.m.

Submitted by

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Beverly Fickes, Volunteer

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Cedric Twight, Chair

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Dave Zabaldano, Vice Chair

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Johanna Trenerry, Director

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Irwin Fust, Director

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William Palmaymesa, Interim  
Manager/Chief Plant Operator

## **CLEAR CREEK COMMUNITY SERVICES DISTRICT**

Board of Directors: Cedric Twight - Chair; Dave Zabaldano- Vice;  
Johanna Trenerry, Director; Irwin Fust- Director  
5880 Oak Street, Anderson CA 96007  
Phone: (530) 357-2121; Fax: (530) 357-3723

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### **FINANCE COMMITTEE MEETING**

Monday, January 24, 2022, 6:00 p.m.  
District Office Board Room  
5880 Oak Street, Anderson CA 96007  
**ZOOM MEETING**

**Minutes transcribed via video. Recording may be found on YouTube Happy Valley CCCSD**

### **MINUTES**

**DIRECTORS:** Cedric Twight, Dave Zabaldano

**STAFF:** IGM Palmaymesa

**AUDIENCE:** Zoom: Chuck Jones, Beverly Fickes, Kaitlyn Patrick, Scott McVay, Sally Lunn, Dennis Possehn, TJ Ray, Tammy Cole

**CALL TO ORDER:** After some technical difficulties, Chair Twight called the finance meeting to order at 6:10 p.m.

**PLEDGE OF ALLEGIANCE:** Chair Twight led the pledge.

**OPEN TIME:** No public comment

### **OLD BUSINESS/NEW BUSINESS:**

- A. DISCUSSION OF WATER YEAR 2022/2023 DROUGHT RATE - IGM Palmaymesa stated that the water year starts March 1, 2022. He stated that based on all the indicators, Clear Creek is looking at zero water for M&I and Ag customers for the coming year. This will leave us completely reliant on the wells. IGM Palmaymesa said the District is being proactive in looking for surface water from another source other than the Bureau of Reclamation. Chair Twight indicated that it was difficult to assess a drought rate when the cost of the additional water is unknown at this time. He stated he spoke to the Bureau of Reclamation to let them know that our wells are emergency use only and not for long term use. Chair Twight provided some preliminary figures for drought rates. He stated he did some calculations and based on those numbers, it appears that customers should be able to utilize 75% of the 2019 water year or 29 HCF whichever is greater. Chair Twight said that was contingent on securing water from several different sources. IGM Palmaymesa stated we won't have official word on our allocation from the Bureau of Reclamation until late February.

B. DROUGHT ORDINANCE MODIFICATION PENALTIES - Chair Twight stated the ordinance will be modified depending on the water being secured. He asked for customer feedback on the drought rate of \$1.10 HCF and whether people would be willing to pay \$1.10 per HCF. Sally Lunn asked that the penalties not be so harsh. She stated customers are protesting the penalty and staff is having to recalculate their charges. Sally indicated that it is causing a lot of double work and if the penalty was less, customers would probably pay. IGM Palmaymesa stated that the October billing with penalties was just insane. He stated penalties are needed to encourage people to reduce their usage so we don't run out of water. IGM Palmaymesa indicated that things should be different this year if customers receive 75% of their 2019 water usage. He noted some changes to the Drought Ordinance to reflect the 75% usage or 29 HCF whichever is greater. IGM Palmaymesa also amended the ordinance to reflect water sales to any construction projects beneficial to the District would be permissible. The penalty chart was also modified showing the notification of violation going out the same billing cycle and a lower penalty for each tier. The committee discussed total water usage for 2019 and the impact that would have on 2022 percentage. There were a few customer comments on the penalty rate and creating a penalty rate higher than the 100 HCF. TJ Ray confirmed that the penalties would not come into effect until a customer went over their 75%. Scott McVay asked about increasing well production and possibility of drought grants. IGM Palmaymesa stated the District was working on a grant called Urgent Drinking Water Needs. He mentioned that if any additional penalty rate coding was added that it will cost more money to adjust.

**ADJOURNMENT:** Chair Twight adjourned the meeting at 7:25 p.m.

Submitted by

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Beverly Fickes, Volunteer

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Cedric Twight, Chair

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Dave Zabaldano, Vice Chair

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William Palmaymesa, Interim  
Manager/Chief Plant Operator

CLEAR CREEK COMMUNITY SERVICES DISTRICT  
Board of Directors: Irwin Fust - Chair; Chuck Jones - Vice Chair  
Johanna Trenerry - Director; Patricia Delzell - Director; Scott  
McVay - Director  
5880 Oak Street, Anderson, CA 96007  
Phone: (530) 357-2121; FAX (530) 357-3723

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FINANCE STANDING COMMITTEE MEETING  
Thursday, June 30, 2022 at 6:00 PM  
District Office - 5880 Oak Street, Anderson, CA 96007

**FINANCE COMMITTEE DIRECTORS:** Scott McVay, Patricia Delzell, and Chuck Jones, (alternate). **DIRECTORS PRESENT:** Scott McVay and Chuck Jones

**STAFF:** Christy Sartori, Bookkeeper/Accountant

**AUDIENCE:** Sally Lunn, Dennis Possehn, Pam Beaver, Jacqueline Longcrier, Ken Longcrier, Terry Lincoln, Sara Lincoln, Kaitlyn Patrick, Beverly Fickes, and TJ Ray.

**CALL TO ORDER:** Director McVay called the meeting to order at 6:00 p.m.

**PLEDGE OF ALLEGIANCE:** Director McVay led the pledge.

**OPEN TIME: 1. Budget** - Kaitlyn Patrick asked about the budget process. Director McVay reported that they've been waiting for end of year and hope that accurate figures will be available. Real numbers should be coming and we should have a better understanding of our financial outlook. **2. Minutes** - Beverly Fickes asked about past minutes and when they would be available. Director McVay said that minutes are needed for Cal OES. Christy said the District needed to provide minutes to the auditors also. Must be approved and signed minutes. A few people volunteered to assist in getting minutes caught up. An appropriate template is needed.

**NEW BUSINESS:**

**CAL OES COMPLIANCE ASSESSMENT:** Director McVay indicated that the District received a compliance assessment from Cal OES regarding the Cal OES grant the District received after the Carr Fire. The District has 30 days to respond and we're here this evening to review recommendations to be made to the full board. Director McVay has been in contact with Cal OES and we'll need a short extension to comply. Christy has done much of the legwork already.

Christy reviewed the findings and reported on the deficiencies as well as outlined the corrective action needed.

Finding #1. Clear Creek Community Services District did not follow proper procurement guidelines or FEMA regulations, when expending federal funds for purchases and contracts. Christy reported that the District was weak in our procurement process. Corrective action plan includes updating Procurement Policy and includes improved methods, such as purchase orders, purchase agreements, and Board agreements with clearly defined purchase thresholds. Christy indicated that the District started correcting practices that we were deficient in back in April.

Finding #2. Clear Creek Community Services District did not maintain sufficient procurement records with detailed history of the procurement process with Pace Engineering. Christy indicated this issue would also be corrected with updating the Procurement Policy with the detailed requirements of future bid solicitations including selection rational and scoring matrix. It will be necessary for the District to review and update its record retention policy. Cal OES is not asking that these items be corrected in 30 days rather than we have a plan in place in 30 days to do better.

Finding #3 - The District's contract did not contain all federally required provisions. The District will develop new standard contract language and review all open contracts to ensure any open contracts include the required provisions.

Director McVay asked to have this corrective action plan presented to the Board at the July meeting and asked that Christy attend for clarity. FEMA might ask for money back. Christy said if we show intent to correct, we should be fine.

#### **PUBLIC COMMENT:**

Sally Lunn stated that, at Gerlinger's with big contracts, they also set up purchase orders. If purchase orders were set up that way for the District, we wouldn't have to go to the full board all the time. Christy indicated having a preferred vendors list for purchase orders up to a certain monetary threshold is important. The District hadn't been using purchase orders. Also there were tiers missing on the approval process. Before the District can award, we must get Board approval. Different projects require different requirements. Director McVay indicated that's what Cal OES is asking for is that we have controls in place.

Terry Lincoln asked that if the Finance Committee wanted help in the future to let us know. Send it out either via email or to our committee and we're more than willing to assist. It makes it easier for us to comment if we have all the pertinent information.

Beverly Fickes asked about intent of this meeting. Director Jones responded that Christy had prepared documents to present to share what processes are needed and then present to the full board. These documents will also be submitted to Cal OES once approved. Director McVay indicated it shows Cal OES that we are working on our deficiencies and allows us to move forward.

**ADJOURN:** Director McVay adjourned the Finance Standing Committee meeting at 6:36 pm.

**SUBMITTED BY:**

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Beverly Fickes, Volunteer

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Scott McVay, Finance Standing  
Committee Director

\_\_\_\_\_  
Chuck Jones, Finance Standing  
Committee Director (Alternate)

ATTEST: \_\_\_\_\_  
Christy Sartori, Bookkeeper/Accountant



## **CLEAR CREEK COMMUNITY SERVICES DISTRICT**

Board of Directors: Irwin Fust - Chair; Chuck Jones - Vice;  
Johanna Trenerry - Director; Patricia Delzell - Director; Scott McVay  
Director  
5880 Oak Street, Anderson CA 96007  
Phone: (530) 357-2121; Fax: (530) 357-3723

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### **REGULAR MEETING**

Wednesday, July 27, 2022, 6 pm  
District Office Board Room  
5880 Oak Street, Anderson CA 96007

**Minutes were transcribed via video. Full recording may be found on YouTube at Happy Valley CCCSD.**

### **MINUTES**

**DIRECTORS:** Irwin Fust, Chuck Jones, Johanna Trenerry, Patricia Delzell, and Scott McVay

**STAFF:** IGM Bill Palmaymesa, Accountant Christy Sartori, Sally Lunn

**AUDIENCE:** Kaitlyn Patrick, Jackie Longcrier, Ken Longcrier, Terry Lincoln, Beverly Fickes, Sandy Winters, Dennis Possehn, Sarah Bennett, Pam Beaver, Joanne Blomquist, Greg Blomquist.

**CALL TO ORDER:** Chair Fust called the meeting to order at 6 p.m.

**PLEDGE OF ALLEGIANCE:** Director McVay led the pledge.

**OPEN TIME:** Sandy Winters reported on the Firewise meeting with another one planned on August 10, 2022, at 6 p.m. Sarah Bennett presented a list of her concerns with the employees' contract. She noted that at the last meeting the board requested this information in writing. She asked that these typed concerns be put into the minutes so it is documented that someone has presented concerns with the current contract. Sarah specifically noted that management should have their own contract and not be a part of the employees' contract.

Beverly Fickes mentioned that several customers have reported that the water smells and tastes bad. Many people are having to put filters on their water. She also asked since the wells are suppose to be for emergency use only and not 12 months a year whether this might be a good argument with the Bureau of Reclamation. IGM Palmaymesa indicated that no complaints have come into the office. He has seen a few comments on Facebook and would like to come visit someone's home to check it out. Pam Beaver invited him to her home. Chair Fust said his understanding was that one well tasted better than the others. IGM Palmaymesa confirmed that last year Well #2

was the better tasting and this year Well #3 is better. They are running mineral testing and will determine which one is currently better. He stated that the water taste is also affected by a customer's pipes and lines as well as the blending of surface and ground water together. Joanne Blomquist noted that in the northern part of the district that they have not noticed a quality issue with the water. She shared the app called "Watch Duty" which gives fire information throughout the state. Joanne indicated that fire information is reported within minutes of a fire starting. Director Jones noted that if a customer has old iron pipes that it would affect the quality of the water. He stated that switching to pvc for many would be a good idea although a miserable project.

**CONSENT AGENDA:** Beverly Fickes requested that the Account Payable items be withheld for further discussion. She asked why there were so many deposit refunds this month with small amounts. Accountant Christy Sartori reported that this is cleaning up inactive accounts that have a small balance. She indicated that there will many more in the coming months. Beverly also asked about Director's monthly fees and that it appeared that one Director received payment twice in June for the same meeting. It was confirmed that that had occurred by accident but that the District was instituting a sign in sheet for each meeting to insure that Director's were paid correctly.

Director McVay asked about well alarms and payment. He did not see a payment this month. Accountant Christy indicated that it appeared that a credit has been placed on this account. Director McVay stated that through this inquiry and possibly bringing the well alarm back to the District office would save the district approximately \$10,000 a year. Director McVay inquired on several other items on the general ledger.

In regards to the minutes Chair Fust indicated a few corrections. On June 24, 2021, under the drought ordinance it needs to be corrected to read "The original allocation in February was 1898 AF but now the Bureau of Reclamation has revised the amount to 425 AF in June." At this time we have used the 425 AF and now have zero water to use." The other corrections are with the minutes of July 6, 2021. Chair Fust stated it indicated that Johanna Trenerry was present at that meeting and she was not. And with the minutes of July 28, 2021, in the heading it indicates that Virginia Bassham was not in attendance. Chair Fust stated that Director Bassham had resigned prior to this meeting so she should just be removed from the minutes. Chair Fust indicated that he was not present at the July 11, 2022, meeting and wished to abstain from voting on those particular minutes. Director McVay moved to approve the minutes for July 11, 2022. Director Trenerry seconded the motion, which carried by a vote of four ayes and one abstention.

**FUST - ABSTAIN**

**JONES - YES**

**DELZELL - YES**

**TRENERRY - YES**

**MCVAY - YES**

Chair Fust asked for a separate approval of the July 6, 2021, minutes since Director Trenerry was not present. Director Jones moved to approve the minutes of July 6,

2021. Director McVay seconded the motion, which carried by a vote of four ayes and one abstention.

**FUST - YES**

**JONES - YES**

**DELZELL - YES**

**TRENERRY - ABSTAIN**

**MCVAY - YES**

Chair Fust asked that the rest of the consent agenda and minutes be approved. Director McVay noted that these minutes were all prepared by volunteers in the community and thanked them for their assistance. The Board thanked all the volunteers. Director McVay moved to approve the consent calendar with corrections as stated. Director Jones seconded the motion, which carried unanimously.

**FUST - YES**

**JONES - YES**

**DELZELL - YES**

**TRENERRY - YES**

**MCVAY - YES**

#### **OLD BUSINESS/NEW BUSINESS:**

##### **A. FINAL BUDGET ADOPTION/PUBLIC HEARING (DISCUSSION/ACTION) -**

Director McVay indicated that there were some last minute corrections. When the revenue was reduced to 85% because of collections, the fee revenues collected (\$10.81) were not. The updated budget does that. However, it is not available to the public yet. With those corrections it reduces the budget by \$59,710. Director McVay asked for activity reports so he could verify figures more in-depth. He asked about the valve replacements at several locations and asked about the accuracy of actual costs. IGM Palmaymesa indicated they were fairly accurate but with inflation cost estimates could rise. Chair Fust asked about agricultural sales of \$200,000 listed on the budget. IGM Palmaymesa stated proposed is zero; however, we anticipate some agricultural water sales for the later half of the budget period. Chair Fust asked that the budget adoption be postponed until next month. Director McVay indicated he would try to put together a finance committee meeting to get further public review on the budget proposal. Beverly Fickes asked how a budget can be approved with a \$184,000 deficit. She asked if the money would come from reserves and how much was in reserves. Chair Fust indicated the Board needed to decide to approve the budget this evening or send it back to Finance Committee and then approve at next regular meeting. Director Trenerry moved to have the Finance Committee review and have the final budget brought back to the August Board meeting. Director McVay seconded the motion, which carried unanimously.

**FUST - YES**

**JONES - YES**

**DELZELL - YES**

**TRENERRY - YES**

**MCVAY - YES**

**B. CAL-OES CORRECTIVE ACTION PLAN (DISCUSSION/ACTION) -** Director McVay related the issues with the FEMA Grant from the Carr Fire. There were four corrective

actions that were identified and necessary for the District to correct. He stated that he has been in contact with CAL-OES staff on the timeline for correcting these deficiencies. Staff accountant Christy Sartori has been working on a mitigation plan. Director McVay indicated that most of the deficiencies deal with procurement issues. He stated that it is necessary for the Board to approve the mitigation plan and have these minutes along with the Finance Committee minutes sent to CAL-OES. Director McVay reported that there is little documentation in the Carr Fire Grant file so we must include the minutes along with the mitigation plan and processes for procurements. Accountant Christy pointed out that two of these deficiencies were identified in March/April and practices have been implemented already. She did notice some deficiencies in contract wording and requirements. What was used for securing PACE Engineering was a short contract provided by PACE and wouldn't have the required wording necessary for the Federal funding. She stated that our District needs to update our standard contracts. The Board discussed procurement policies and the need to update list of contractors not just a vendors list. Accountant Christy stated that when updating the procurement policy, the Board would need to set a cap amount whereby three bids would be necessary. She stated that the current policy is not clear on the approval threshold for the General Manager and the District can do better.

Director Jones moved to approve the corrective action plan for CAL-OES and send the plan along with the approved minutes of July 11, 2022, and minutes of July 27, 2022. Director Trenerry seconded the motion, which carried unanimously.

**FUST - YES**

**JONES - YES**

**DELZELL - YES**

**TRENERRY - YES**

**MCVAY - YES**

C. TIME CHANGE OF REGULAR BOARD MEETING: ORDINANCE 2022-04 (DISCUSSION/ACTION) - Chair Fust noted that when the Board approved a time change from 6:30 p.m. to 6:00 p.m., an ordinance needed to be prepared. Director McVay moved to approve Ordinance 2022-04 as presented. Director Trenerry seconded the motion, which carried unanimously.

**FUST - YES**

**JONES - YES**

**DELZELL - YES**

**TRENERRY - YES**

**MCVAY - YES**

D. EAGSA - EQUITABLE WATER CHARGES (DISCUSSION/ACTION) - Chair Fust stated that there was discussion at the last EAGSA meeting regarding equitable charges from each District/Government entity. Directors Jones and McVay were also present at this meeting and provided comments. The EAGSA Board was receptive but asked that each entity discuss and provide ideas and information to the Managers to review at the next EAGSA management meeting. Final agreement would be at the EAGSA Board level. Director McVay gave a review of the costs per each six entities and the possibility of a more equitable sharing of those costs. There is a possibility that

these costs may be covered by a grant. Discussion followed on the EAGSA MOU and whether the District could or should back out. Director Fust indicated that legal should review because the District needs to keep costs down. The Board discussed whether to provide a recommendation and bring an idea forward to negotiate with the EAGSA Board. Chair Fust stated the District had a little bit of time before having to finalize a plan. Director Jones indicated we had good discussion this evening and that if each Board member jots down their ideas, we should be able to develop a plan.

Dennis Possehn thought that a better way to allocate costs would be on the amount of water pumped from the wells. He indicated that in some years Clear Creek will pump very little well water. The Board noted that each of the six entities had different water needs so that may not work effectively. The Board discussed pursuing grant projects through the Department of Water Resources and agreed that it be added to the District's proposal. Chair Fust indicated that he was willing to work with IGM Palmyamesa to develop a plan proposal and bring it back to the Board for review and approval.

#### **E. INCREASE OF THE CURRENT WATER ALLOCATION (DISCUSSION/ACTION) -**

Director McVay indicated that after reviewing June's water usage, he recommended that the water allocations be raised. He stated that the community has really reduced their usage and we must use the water purchased from McConnell. He recommended that the maximum be raised from 29 HCF to 40 HCF for the small users and recommended that the 60% maximum for other users be raised to 75% of 2019 allocations. IGM Palmyamesa noted that according to the usage numbers, this proposal was doable. Director Jones asked about a 60 day review. IGM Palmyamesa stated that the water usage is tracked constantly and reviews can be made and shared at any time. IGM Palmyamesa voiced concern regarding the need to modify the drought ordinance with proper notification and posting, even though it was improving the allocations.

Pam Beaver stated that the Board should move forward to approve the increased allocations as some people are starting to lose their landscaping and trees. Sally Lunn noted that this increase will relieve staff from handling protest letters and having to adjust accounts. After further discussion, Director McVay moved to increase the allocations for all customers immediately to 40 HCF per month who currently are at 29 HCF per month and the percentage customer to 75% from the current 60% of 2019 historic allocations. Director Trenerry seconded the motion. Accountant Christy had questions on how this was to be implemented and how staff was going to handle. IGM Palmyamesa indicated that code changes on the software can be made fairly easily. Accountant Christy confirmed that it would be the following billing cycle for customers that would reflect the increased water usage. The Board discussed notification via the website, the newsletter, and Facebook. The above motion was voted on and passed unanimously.

**FUST - YES**

**JONES - YES**

**DELZELL - YES**

**TRENERRY - YES**

**MCVAY - YES**

F. HISTORIC PAST DUE ACCOUNTS (DISCUSSION/ACTION) - Accountant Christy reported on the historic past due accounts and asked for Board approval to write off Book 200 accounts totaling \$61,680.85. These are aged accounts. Additionally 60% of Books 90-199 will need to be written off. Accountant Christy stated all the office staffed worked on investigating manually all 848 accounts that were past due and not a current account. She stated that the District is working with a collection agency but that the District will have to attempt to collect the Book 200 accounts (471 accounts) since they are over seven years old. Accountant Christy spoke about the collection process, the write off percentages, and amounts the District could possibly collect themselves. Staffer Sally Lunn also reported on many current accounts that are not paying the fees associated with having water service regardless if water is being used. Director Jones confirmed that this would help clean up the accounts and get the District ready to convert to Quick Books. Accountant Christy stated this was the last piece of correction that the auditors needed. Director McVay moved to write off the 471 accounts listed in Book 200. Director Trenerry seconded the motion, which carried unanimously.

**FUST - YES**

**JONES - YES**

**DELZELL - YES**

**TRENERRY - YES**

**MCVAY - YES**

Accountant Christy indicated that there was a second part that needed Board approval which is the amount from Books 90-199. That write off would be for the entire amount but that the District would collect an estimated 20% of that amount which is \$7,620.29. Staffer Sally stated that they were reviewing the shut off policy and the District's hands were tied when it came to some of the state's program like Cal Works and MediCal. Director Jones moved to write off the entire amount of Books 90-199 totaling \$38,101.45 and that the District would collect an estimated 20% of that amount which is \$7,620.29. Director McVay seconded the motion which carried unanimously.

**FUST - YES**

**JONES - YES**

**DELZELL - YES**

**TRENERRY - YES**

**MCVAY - YES**

## **OPERATIONS & ADMINISTRATION:**

- A. Operations Report - IGM Palmyamesa reported that the Board of Supervisors voted down the Tierra Robles Subdivision. There are 242 current delinquent accounts. There was a leak on Lassen Avenue that was repaired quickly. He reported that in June there was 68 AF of surface water used and 105 AF of well water. Additionally, two of the ponds have been cleaned and the sludge taken to the landfill.
- B. Questions/Public Comments - Beverly Fickes asked that the budget be balanced when it comes back in front of the Board. There should not be a \$184,000 deficit.

She also reported that the next LAFCO meeting was August 4, 2022, at the Shasta County Board of Supervisors chambers. Accountant Christy said they had prepared some financials with account balances that can be shared with the Board and public.

- C. Standing Committee Reports - Director McVay reported that the Finance Committee met regarding the Cal-OES requirements and that they would meet again to clean up the budget. Chair Fust stated the Planning/Steering Committee is proposing to meet soon. Director Trenerry reported that the Agriculture Committee met prior to the Board meeting and Dennis Possehn came up with some good suggestions. Director McVay indicated that the Agriculture Committee agreed on a Chair for the committee and that the other standing committees should do the same.

Director Trenerry reported on the free Dump Day and that vouchers will be handed out at the District office. The dates will be from September to October 31, 2022.

**ADJOURNMENT:** Chair Fust adjourned the meeting at 8:23 p.m.

Submitted by

\_\_\_\_\_  
Beverly Fickes, Volunteer

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Irwin Fust, Chair

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Chuck Jones, Vice Chair

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Johanna Trenerry, Director

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Patricia Delzell, Director

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Scott McVay, Director

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William Palmaymesa, Interim  
Manager/Chief Plant Operator

## **CLEAR CREEK COMMUNITY SERVICES DISTRICT**

Board of Directors: Irwin Fust - Chair; Chuck Jones - Vice;  
Johanna Trenerry - Director; Patricia Delzell - Director; Scott McVay  
Director  
5880 Oak Street, Anderson CA 96007  
Phone: (530) 357-2121; Fax: (530) 357-3723

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### **REGULAR MEETING**

Wednesday, August 17, 2022, 6 pm  
District Office Board Room  
5880 Oak Street, Anderson CA 96007

**Minutes were transcribed via video. Full recording may be found on YouTube at Happy Valley CCCSD.**

### **MINUTES**

**DIRECTORS:** Irwin Fust, Chuck Jones, Johanna Trenerry, and Scott McVay. Patricia Delzell was absent.

**STAFF:** IGM Bill Palmaymesa

**AUDIENCE:** Beverly Fickes, Terry Lincoln, Sandy Winters, Dave Bartel, Jackie Longcrier, Ken Longcrier, Joanne Blomquist, Greg Blomquist, Charles Hanson, Sara Lincoln, and Gaylene Grabeal

**CALL TO ORDER:** Chair Fust called the meeting to order at 6 p.m.

**PLEDGE OF ALLEGIANCE:** Director Jones led the pledge.

**OPEN TIME:** Sandy Winter reported that 35 people showed up at the last Firewise meeting. The speaker was very informative. She stated the next meeting is scheduled for August 25, 2022, 6 p.m. at the Community Center. Committees will be formed. Dave Bartel introduced himself and indicated he would be taking over the Pride Days from Johanna since she was retiring. He reported that he would be in charge of the community trash pickup days as well as coordinating the free dump day vouchers. The County sponsors the free dump day. Vouchers are currently available at the District office. Beverly Fickes asked about the auditors exit report and if Accountant Christy Sartori could give a presentation. Accountant Christy reported that the auditors did a fantastic job. There will be quite a few suggested improvements/tasks in the auditor report when it is received. The report will be subject to District review prior to release to the public. Accountant Christy reviewed several items that need to be cleaned up and accounted for correctly. She noted that the new auditors were very thorough in their review.



**CONSENT AGENDA:** Director Trenerry moved to approve the paid bills from 7-8-22, 7-13-22, 7-28-22; Payroll of 7-1-22, 7-15-22, 7-29-22, 8-5-22; and Minutes of 6-16-21, 8-4-21, 8-25-21, and 9-8-21. Director McVay seconded the motion, which carried unanimously.

**FUST - YES**

**JONES - YES**

**TRENERRY - YES**

**MCVAY - YES**

**OLD BUSINESS/NEW BUSINESS:**

**A. PUBLIC HEARING: FINAL BUDGET (DISCUSSION/ACTION) -** IGM Palmaymesa indicated that the final format will change. A few items were updated. The revenue stream may improve with delinquent accounts being notified and possible shut off of meters. Director McVay reported that these delinquent accounts equate to approximately \$500,000.00 in lost revenue for the fiscal year. Director Jones confirmed with IGM Palmaymesa that the penalty charges on the budget were adjusted for possible protest adjustments. Director McVay asked whether the shut off ordinance needed to be rewritten. The Board and staff discussed the ordinance noting it was still valid. Director McVay asked whether additional staff was necessary to ensure late notices, and shut off procedures were handled timely. IGM Palmaymesa reported that the process is time consuming. Staff Sally Lunn indicated that the process was very restrictive and the shut off ordinance makes it difficult to handle quickly. The ordinance follows code requirements and cannot be streamlined. Beverly Fickes asked if staff would review those steps for public information. IGM Palmaymesa stated that the shut off policy/ordinance was on the website for review. He stated that a customer could receive a letter in 30 days and the disconnect letter wouldn't be sent out until 60 days. Staff Sally stated that no disconnect letters had been sent out since 2020 due to COVID restrictions. She stated that staff is getting into a routine now and will send out disconnect letters starting on the 21st. IGM Palmaymesa reported that after the 60 day disconnect letter that it can take up to seven days to post the 24 hour turn off notification letter. IGM Palmaymesa indicated that staff had posted a few door hangers of past due accounts and all of those customers came in to pay. Chair Fust opened the public hearing for public comment. Beverly Fickes asked about the bottom line revenue reserve for the upcoming year. The proposed budget only shows \$10,000 in reserve. IGM Palmaymesa stated that the rate increase had built in a reserve amount which will now cover inflation costs and the WIIN Act payments. He noted that currently we are operating at a loss with more going out than coming in. With no other public comments, Chair Fust closed the public hearing and brought back discussion to the Board. He noted there were several variables with the budget and the Board would have a mid-year review in January.

Director McVay moved to accept the budget as presented. Director Trenerry seconded the motion, which carried unanimously.

**FUST - YES**

**JONES - YES**

**TRENERRY - YES**

**MCVAY - YES**

Director McVay asked how often the funds were transferred from the Merchant Account to the General Account. He noted that there was over \$370,000 in the account. IGM Palmaymesa said that funds are regularly transferred out monthly.

- B. DIRECTOR COMPENSATION REVIEW (DISCUSSION/ACTION)** - Director McVay stated he had been researching director's compensation for several water districts and thought that the compensation for our Board members could be eliminated or reduced. He stated he'd like to see the compensation adjusted so it shows staff and the community that the Board is here to be part of the solution. The Board discussed in length the pros and cons of adjusting the compensation and the value of time spent handling District business. It was noted that any Director could donate their compensation back to the District if they chose to do so. Director Jones stated that the compensation was minimal to the amount of time the Board members spend going to meetings, travel expenses, research, and printing documents. Chair Fust stated that any decision made must be cemented in or set by ordinance. Joanne Blomquist commended the Board for having the discussion to reduce their compensation and that it sends an excellent message to the community and to staff when asking them to reduce compensation. She felt the Board should not eliminate compensation completely. Jackie Longcrier suggested car pooling to save on travel expenses. Charles Hanson asked what other Board members from local water districts' received in compensation. Director McVay stated he found \$50 to be the maximum locally. Sara Lincoln spoke on all the volunteer hours provided by the community unpaid. She stated that no other service district has a watchdog group volunteering thousand of hours to right this ship we are on. Sara asked that the Board keep that in mind when making the decision regarding compensation. Director McVay asked for direction from the Board with this review. Director Trenerry asked for a new ordinance to be presented at the next regular board meeting. Director Jones stated that one board member was missing and we were having an upcoming election. He recommended not making any decision tonight. IGM Palmaymesa recommended and Board agreed that it go to the Finance Committee for ordinance revision and recommendation.

Director McVay reported that it was brought to his attention that the Board needed to approve a resolution for the County Elections Department. He indicated it didn't need to be prepared until October/November so the Board had time to review and approve next month.

## **OPERATIONS & ADMINISTRATION:**

- A. OPERATIONS REPORT:** IGM Palmaymesa reported that currently there were 127 delinquent accounts instead of previous 164. The delinquent amount is approximately \$50,000. There were 50 overage penalties totaling \$15,000 for July. IGM Palmaymesa indicated that the District must do a lead/copper service line inventory from the meter to the residence by mid 2023. He stated the process would be very time consuming and expensive. The surface water used for July was

170 AF and 70 AF of well production. Currently we are just over 100 AF of surface water used. Director Trenerry asked about the letter in the packet to Cal-OES. IGM Palmaymesa reported that this letter confirmed that Cal-OES accepted our action plan. Director McVay asked that staff ensure that the Grant File contains everything requested by Cal-OES. Chair Fust shared information on Ethics training and completion of Form 700 which is being handled online.

- B. STANDING COMMITTEE REPORT** - Chair Fust reported on the Personnel Committee meeting that took place earlier today. The General Manager recruitment process was discussed. He commented on the individual that could work as an interim general manager but who could not work full time. Chair Fust stated that after the close of the last recruitment period, two additional applications came in.

**QUESTIONS/PUBLIC COMMENTS:** Beverly Fickes asked whether there was enough locks to lock out 127 meters. The Board commented that once people realize the District is implementing the process again, word will get out.

**CLOSED SESSION ANNOUNCEMENT:**

The Board adjourned to a closed session at 7:19 p.m. to discuss the following items

- A. Public Employment. Government Code s. 54957 Title: General Manager Vacancy
- B. Conference with Labor Negotiators. Government Code s. 54957.6

The Board reconvened at 8:08 p.m. Chair Fust reported that:

- A. In regards to the General Manager Vacancy the recruitment period will continue and be ongoing. The Board agreed to interview a recently received application.
- B. Conference with Labor Negotiators: No reportable action for this item.

**ADJOURNMENT:** Chair Fust adjourned the meeting at 8:09 p.m.

Submitted by

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Beverly Fickes, Volunteer

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Irwin Fust, Chair

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Chuck Jones, Vice Chair

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Johanna Trenerry, Director

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Scott McVay, Director

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William Palmaymesa, Interim  
Manager/Chief Plant Operator

## **CLEAR CREEK COMMUNITY SERVICES DISTRICT**

Board of Directors: Irwin Fust - Chair; Chuck Jones - Vice;  
Johanna Trenerry - Director; Patricia Delzell - Director; Scott McVay -  
Director  
5880 Oak Street, Anderson CA 96007  
Phone: (530) 357-2121; Fax: (530) 357-3723

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### **SPECIAL MEETING**

Wednesday, August 29, 2022, 3:00 pm  
District Office Board Room  
5880 Oak St., Anderson CA 96007

### **MINUTES**

**DIRECTORS:** Irwin Fust, Chuck Jones, Johanna Trenerry, Patricia Delzell, Scott McVay

**STAFF:** IGM Bill Palmaymesa

**AUDIENCE:** Terry Lincoln, Ken Longcrier, Jackie Longcrier, Beverly Fickes

**CALL TO ORDER:** Chair Fust called the meeting to order at 3:00 p.m.

**PLEDGE OF ALLEGIANCE:** Director Delzell led the pledge.

**OPEN TIME:** No public comment

#### **CLOSE SESSION ANNOUNCEMENT:**

Chair Fust adjourned to a closed session at 3:05 to discuss the following: Public Employment. Government Code s. 54957 Title: General Manager Interview

At 4:47 p.m. the Board reconvened. Chair Fust reported that the Board had made a decision to hire an individual for the General Manager position and that they would be entering into negotiations. Until contract and negotiations complete, no formal announcement will be made.

#### **NEW BUSINESS:**

- A. TAX APPROPRIATIONS LIMIT - ORDINANCE #2022-05 (DISCUSSION/ACTION):**  
IGM Palmaymesa discussed the appropriations and noted that the auditor calculates the appropriation limits based on the percentage change in per Capital Personal Income over prior year, 7.55%, and percentage change in population within Shasta County, -.82%. The Board noted the amount appeared out of proportion to the tax revenue the District receives and discussed whether the limit needed to be adjusted

at some point. Director Trenerry moved to approve Ordinance #2022-05. Director Jones seconded the motion, which carried unanimously.

**FUST - YES**

**JONES- YES**

**TRENERRY - YES**

**DELZELL - YES**

**MCVAY - YES**

**B. RESOLUTION ORDERING BOARD OF DIRECTORS ELECTION;  
CONSOLIDATION OF ELECTIONS; SPECIFICATIONS OF THE ELECTION ORDER -  
RESOLUTION #2022-06 (DISCUSSION/ACTION):** IGM Palmaymesa reported that this resolution was standard procedure for the County prior to Board elections. Director Jones moved to approve Resolution #2022-06. Director Trenerry seconded the motion, which carried unanimously.

**FUST - YES**

**JONES - YES**

**TRENERRY - YES**

**DELZELL - YES**

**MCVAY - YES**

**QUESTIONS/PUBLIC COMMENTS:** None

**ADJOURNMENT:** Chair Fust adjourned the meeting at 5:04 p.m.

Submitted by

\_\_\_\_\_  
Beverly Fickes, Volunteer

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Irwin Fust, Chair

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Chuck Jones, Vice Chair

\_\_\_\_\_  
Johanna Trenerry, Director

\_\_\_\_\_  
Patricia Delzell, Director

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Scott McVay, Director

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William Palmaymesa, Interim  
Manager/Chief Plant Operator

CLEAR CREEK COMMUNITY SERVICES DISTRICT  
ORDINANCE 2022-07

AN ORDINANCE OF THE CLEAR CREEK COMMUNITY SERVICES DISTRICT ADOPTING A CONFLICT OF INTEREST CODE, PURSUANT TO GOVERNMENT CODE, SECTION 81000, ET. SEQ., POLITICAL REFORM ACT, AND REPEALING ALL PREVIOUSLY ENACTED CONFLICT OF INTEREST RULES AND REGULATIONS.

WHEREAS, the Political Reform Act, Government Code Section 81000 et seq, requires state and local government agencies to adopt and promulgate conflict of interest codes; and

WHEREAS, Incorporation by reference of the terms of California Code of Regulations, Title 2, division 6, Section 18730 along with the designation of employees and the formulation of disclosure categories in the Appendix referred to below constitute the adoption and promulgation of a conflict of interest code within the meaning of Government Code Section 87300 or the amendment of a conflict of interest code within the meaning of Government Code Section 87306 if the terms of this regulation are substituted for terms of a conflict of Interest code already in effect; and

WHEREAS, the Clear Creek Community Services District (hereinafter "the District has reviewed its conflict of interest code and has determined an amendment is necessary,

NOW, THEREFORE, BE IT ORDAINED by the Board of Directors of the Clear Creek Community Services District that:

1. All rules and regulations governing the conflict of interest prescribed and set forth in all previously adopted ordinances, resolutions and motions by the District are hereby repealed.
2. All provisions, rules and regulations contained In California Code of Regulations, Title 2, division 6, Section 18730 (hereinafter "CCR 18730"), which contains the terms of a standard conflict of interest code, are incorporated herein by reference and constitute the conflict of interest code of Clear Creek Community Services District ("the District"), along with the attached Exhibit "A" in which members and employees are designated and attached Exhibit "B" in which disclosure categories are set forth.
3. Exhibit "A", attached, designates those positions which make or participate in the making of decisions which foreseeably have a material effect on economic interests of the District.
4. Exhibit "B", attached, designates the disclosure responsibilities assigned to each position listed in Exhibit "A".
5. Employees designated in Exhibit "A" shall file Statements of Economic Interests ("Statements") with the District. The District's filing officer shall make and retain a copy of the Statements and shall file originals of the Statements with the Shasta County Clerk of the Board. Every report and statement filed pursuant to this Conflict of Interest Code and CCR 18730 is a public record open for public inspection and reproduction pursuant to Government Code 81008.
6. Further amendments to the District's Conflict of Interest Code may be made by Ordinance of the Board.

PASSED AND ADOPTED by the Board of Directors of the Clear Creek Community Services District this 21<sup>st</sup> Day of September, 2022 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

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Irwin Fust, Chair

General Manager, Secretary  
to the Board of Directors

## EXHIBIT A

### CLEAR CREEK COMMUNITY SERVICES DISTRICT

#### DESIGNATED POSITIONS

The following persons are designated so that persons holding such designated positions shall file conflict of interest statements as provided in the Conflict of Interest Code.

#### DESIGNATED POSITIONS

#### DISCLOSURE CATEGORY

Chairperson of the Board	Category 1 of Exhibit "B"
Vice Chair of the Board	Category 1 of Exhibit "B"
Director	Category 1 of Exhibit "B"
Director	Category 1 of Exhibit "B"
Director	Category 1 of Exhibit "B"
General Manager	Category 1 of Exhibit "B"
Secretary to the Board	Category 1 of Exhibit "B"
Assistant Manager	Category 1 of Exhibit "B"
Superintendent	Category 1 of Exhibit "B"
*Consultant	Category 1 of Exhibit "B"

\*Consultants shall be included in the list of designated employees and shall disclose pursuant to the broadest disclosure category subject to the following:

The Chairperson of the Board of Directors may determine in writing that a particular consultant, although a "designated position", is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with the disclosure requirements described in this section. Such written determination shall include a description of the consultant's duties and, based upon the description, a statement of the disclosure requirements. The executive director's determination is a public record and shall be retained for public inspection in the same number and location as this Conflict of Interest Code.

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Disclosure categories are described in Exhibit "B", attached hereto.



## EXHIBIT B

### CLEAR CREEK COMMUNITY SERVICES DISTRICT

#### DISCLOSURE CATEGORIES

I. Positions listed in this category shall report:

- (a) Investments or interests in real property located in the District
- (b) Personal income
- (c) Income of a business entity, including income from a sole proprietorship; and
- (d) Management positions

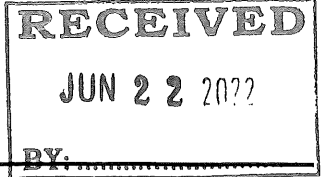
Personal income, income of a business entity, etc., and management positions are reportable if the source of income or activity of a business entity from which income is received or in which a management position is held is located in the District, or has done business in the District within two years prior to the time a statement is required by this code.

All such financial interests are reportable unless the investment or interest in real property, the source of income or the activity of such business entity cannot foreseeably be affected by any decision made or participated in by the designated employee occupying the position.

II. All disclosures required by Category 1 shall be reported in this category except investments or interest in real property.



# MEMORANDUM



CLERK OF THE BOARD OF SUPERVISORS  
A DIVISION OF THE ADMINISTRATIVE OFFICE  
PATRICK J. MINTURN, ACTING CEO/CLERK OF THE BOARD  
Stefany Blankenship, Chief Deputy Clerk of the Board

1450 COURT STREET, SUITE 308B  
REDDING, CALIFORNIA 96001-1673  
VOICE (530) 225-5550  
TOLL FREE IN NORTH STATE (800) 479-8009  
FAX (530) 229-8238

To: Shasta County Agencies  
From: Shasta County Clerk of the Board's Office  
Date: June 21, 2022  
Subject: 2022 Biennial Notice for Conflict of Interest Codes

The Political Reform Act requires local agencies to review their Conflict of Interest (COI) Code every two years to ensure COI Codes remain current and accurate. On even-numbered years, each agency must file a notice with the code reviewing body indicating whether an amendment is necessary. **The enclosed 2022 Local Biennial Notice form must be returned to the Clerk of the Board no later than October 3, 2022.**

If amendments to your COI Code are necessary, the amended code must be forwarded to the Clerk of the Board for submission to the Board of Supervisors for approval. Your amended code is not effective until it has been approved by the Board of Supervisors (the code reviewing body).

Along with the amended code, please include a copy of your Board meeting minutes indicating approval of the amendments and a letter from your legal counsel which conveys that the amended COI Code assures conformance with state law and with regulations promulgated by the Fair Political Practices Commission (FPPC).

The FPPC advises that the following three basic components must be included in your COI Code:

- Language that incorporates FPPC Reg. 18730 or contains the basic provisions required in Government Code section 87302
- A list of designated positions whose duties include making or participating in making governmental decisions
- Disclosure categories specifying financial interests (investments, interests in real property, income, and business positions) that filers in designated positions must disclose

**If you answer yes to any of the questions below, your COI Code probably needs to be amended.**

- Is the current code more than five years old?
- Have there been any substantial changes to the agency's organizational structure since the last code was approved?
- Have any positions been eliminated or re-named since the last code was approved?
- Have any new positions been added since the last code was approved?
- Have there been any substantial changes in duties or responsibilities for any positions since the last code was approved?

If you have any questions, please contact the Clerk of the Board's office. Additional information, including an online webinar regarding how to amend a conflict of interest code, is available on the FPPC's website, [www.fppc.ca.gov](http://www.fppc.ca.gov).

**Enclosure:** 2022 Local Agency Biennial Notice

CLEAR CREEK COMMUNITY SERVICES DISTRICT

ORDINANCE 2022-08

AN ORDINANCE BY THE BOARD OF DIRECTORS OF CLEAR CREEK COMMUNITY SERVICES DISTRICT ADOPTING THE DIRECTORS COMPENSATION, EXPENSE REIMBURSEMENT AND REQUIRED ETHICS TRAINING TO KEEP THE DISTRICT IN COMPLIANCE WITH AB 1234, ADOPTED INTO LAW EFFECTIVE JANUARY 1, 2006.

WHEREAS, the Board of Directors of Clear Creek Community Services District desires to be in compliance with California Government Code Sections 53232 through 53232.4; and,

WHEREAS, the Board of Directors has determined that adopting the Directors Compensation, Expense Reimbursement and Required Ethics Training will compliment Ordinance 2022-08, the District Mission Statement and Ethics Policy, which outlines the mission of the District as well as Directors professional conduct, conflict of interest, confidential Information, and heightens awareness of ethics and values as critical elements in the successful operation of the District; and,

WHEREAS, the Board of Directors acknowledges that Directors must undergo a minimum of two hours of ethics training at a minimum of every two years, in compliance with AB 1825; and,

WHEREAS, the District Mission Statement and Ethics Policy along with the Directors Compensation, Expense Reimbursement and Required Ethics Training will be provided to all new Directors as a part of their orientation process, along with other policies and procedures contained within the Directors Handbook and necessary in the performance of their duties and to assure avoidance of conflict or appearance of conflict of interest, and assist in value based decision making; and,

NOW, THEREFORE, BE IT ORDAINED, that the Board of Directors of the Clear Creek Community Services District does hereby adopt the Directors Compensation, Expense Reimbursement and Required Ethics Training, referenced herein.

PASSED AND ADOPTED this 21st day of September 2022 by the following vote:

Motion:

Second:

AYES:

NOES:

ABSENT:

ABSTAIN:

\_\_\_\_\_  
Irwin Fust, Chair,  
Clear Creek Community Services  
District, Board of Directors

ATTEST:\_\_\_\_\_  
William Palmaymesa, Interim General  
Manager, Secretary to the Board of  
Directors

CLEAR CREEK COMMUNITY SERVICES DISTRICT  
DIRECTORS COMPENSATION, EXPENSE REIMBURSEMENT POLICY  
AND REQUIRED ETHICS TRAINING<sup>1</sup>

Introduction:

In compliance with AB 1234, signed into law by Governor Arnold Schwarzenegger on October 10, 2005, effective January 1, 2006, the following written policy provides terms and conditions for which compensation, and reimbursement of reasonable and necessary expenses to the Directors and Officers of the District can be received, and outlines the duties for which Directors may receive compensation, other than for meetings of the Board of Directors, or an advisory-body, or attendance at a conference or organized educational activity. AB 1234 requires that receipts be submitted for all expenses. In the event that receipts are not available, a written explanation of the circumstances as to why this is the case and the reason the expense was incurred must be provided.

This policy shall also establish the criteria of the types of activities that constitute performance of official duties for which a Director may receive payment. Reimbursement of mileage, lodging and meals will be in accordance with Exhibit A, with the inclusion of receipts or at the IRS rate without receipts. In addition, if reimbursement is for lodging in connection with a conference or organized educational activity, lodging costs must not exceed maximum group rates published by the conference or activity sponsors, provided that lodging at the group rate is available at the time of booking. If group rate is not available, Directors and Officers must use comparable lodging that is consistent with specific reasonable reimbursable rates pursuant to this policy and they must use government rates offered by a provider of transportation or lodging services when available.

No other compensation outside the criteria in this policy shall be paid to Directors, unless first, a written amendment to this policy outlining other compensable activities is adopted, in a public meeting.

There shall be no compensation for attending meetings or performing other duties for the District on the same day as Board of Director's meetings prior to or following regularly scheduled Board meetings.

To conserve District resources and keep expenses within community standards for public officials, expenditures should adhere to the following guidelines.

The Directors may be compensated for the following:

- A. Attendance of Specific Activities
  - 1) Attendance of the regular meeting of the Board of Directors;
- Other compensable activities include:
  - 2) Other special meetings of the Board of Directors;
  - 3) Meetings of an advisory body;

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<sup>1</sup> California Government Code Sections 53232 through 53232.4.

- 4) Conferences and organized educational activities, including, but not limited to ethics training. Compensation shall include any registration, attendance, tuition, materials or other similar charge of the conference organizer or activity provider.
- 5) Performing required District business functions (e.g. check signing) that may take more than one hour to complete.

B. Reimbursement for Expenses

- 1) Travel, meals, lodging; and,
- 2) Directors will be reimbursed for actual telephone, cellular, and fax expenses incurred on District business. Telephone and cellular bills must identify which calls were made on District business; and,
- 3) Directors will be reimbursed for Internet access connection and/or usage fees away from home, if Internet access is necessary for District-related business. Reimbursement will not exceed the actual amount charged by the out-of-town accommodation.
- 4) To the extent that actual costs incurred in the performance of official duties are reasonable and necessary but are not otherwise defined above, the Director may be entitled to reimbursement for expenses that meet the guidelines of this policy. In any event, a Director shall not be entitled to reimbursement for any expenses to the extent they exceed the cost generally available to the public; and,
- 5) Other necessary and reasonable expenses.

Section § 20202 of Division 10 of the California Water Code states:

"In any ordinance (policy) adopted pursuant to this chapter to increase the amount of compensation which may be received by members of the governing board of a water district above the amount of one hundred dollars (\$100.00) per day, the increase may not exceed an amount equal to 5 percent, for each calendar year following the operative date of the last adjustment, of the compensation which is received when the ordinance (policy) is adopted."

"No ordinance (policy) adopted pursuant to this chapter shall authorize compensation for more than a total of 10 days in any calendar month" or in excess of \$500.00.(per Section § 20202 of Division 10 of the California Water Code and in Section 5784-5784.15 of the Public Resources Code)

The Board of Directors will annually review the existing compensation and adjust accordingly if necessary and with majority vote.

Consistent with Water Code § 20202 and prior action taken by the District, Directors may receive \$150.00 per day as a daily stipend for each day's attendance at regular meetings of the Board (Board of Directors Meetings) and \$100.00 for standing committee meetings or for each event attended by the Director.

Expenses that do not fall within the adopted travel policy (or IRS rates) must be approved by the Board of Directors, in a public meeting, before the expense is incurred by filing Exhibit D (except for lodging expenses at the group or government rate).

All travel expenses, even if otherwise eligible for reimbursement under this policy, must relate to a trip that has been approved in advance by the Board of Directors and under the direction of the Board of Directors.

This policy shall apply to the Board of Directors and Officers of the District (subject to any requirements to meet and confer with employees or their labor representatives).

C. Expense Report Form and Reports

- 1) Exhibits B and or C will be provided by the District to Directors and officers to file reimbursement requests;
- 2) The expense report must document expenses that meet the criteria in this policy;
- 3) Expense reports must be filed within 60 days of incurrence and be accompanied by receipts (unless claim is for IRS reimbursement rates only);
  - I. All expenditures, credit card expenses, and expense reimbursement requests must be submitted on an expense report form provided by the District.
  - II. If a request for reimbursement is not submitted within the specific timeframe, the form will not be processed for payment, subject to review for mitigating circumstances.
  - III. If receipts are not available for whatever reason, expenses may be submitted with explanation. After review, if approved, undocumented expenses will be reimbursed in accordance with IRS guidelines.
  - IIII. Expense reports must document that the expense in question met the requirements of this policy. For example, the Director should explain whose meals were purchased, what issues were discussed and how those relate to the District's adopted policies and priorities.
  - V. Inability to provide such documentation in a timely fashion may result in the expense being denied for reimbursement.
- 4) Directors must provide a brief report on the meeting attended at the expense of the District at the next regular meeting of the Board of Directors; and,
- 5) Directors should keep in mind that expenditures may be subject to reporting under the Political Reform Act and other laws. All District expenditures are public records subject to disclosure under the Public Records Act.

- 6) All expenses are subject to verification that they comply with this policy.

D. Penalties for Misuse of Public Resources

- 1) Loss of Reimbursement privileges;
- 2) Restitution to the District; and,
- 3) Civil penalties and/or criminal prosecution for misuse of public resources.
- 4) No Shows and Late Cancellations. This is meant to address the failure to attend a conference or general meeting, after expenses have been incurred for that event. Such expenses may include conference fees, prepaid hotel and airline charges. It is the Director's responsibility to ensure that any prepaid fees are fully refunded to the District as a cash refund or vendor credit that can be applied within the next twelve months to future registration fees, travel or lodging. Vendor credits are acceptable only when it can be reasonably assumed that the District will have need to use the particular credit. An exception may be made for emergencies. A written explanation addressing the reason(s) for non-attendance shall be attached to the expense report and submitted for Board approval at a public meeting.

E. Ethics Training Required

- 1) Because the District provides for compensation and reimbursement of actual and necessary expenses incurred by Directors and officers, they are subject to required training in ethics;
- 2) A minimum of two hours of approved ethics training per every two years is required;
- 3) For the purposes of this policy, the legislative body is the Board of Directors.
- 4) A Director is an elected or appointed official who receives any type of compensation, salary or stipend, or reimbursement for expenses incurred in the performance of official duties;
- 5) Any officer or employee designated by the Board of Directors is subject to required ethics training;
- 6) Each Director in service as of January 1, 2006 (except for those whose term expires before January 1, 2007) must receive the required ethics training before January 1, 2007 and thereafter, at least once every two years;
- 7) Directors who commence service on or after January 1, 2006 must receive the required ethics training no later than one year from the first day of service with the District;
- 8) A Director who services more than one local agency may satisfy the ethics training requirement once every two years without regard to the number of local agencies with which he/she serves; and,
- 9) Approved ethics courses may be taken at home, in person or on-line.





F. Ethics Laws

- 1) Laws relating to personal financial gain by public servants;
- 2) Laws relating to claiming prerequisites of office;
- 3) Government transparency laws; and,
- 4) Laws relating to fair processes (including but not limited to common law bias prohibitions, due process requirements, incompatible offices, competitive bidding requirements for public contracts, and disqualification from participating decisions affecting family members).

G. Maintenance of Records

The Secretary to the Board of Directors shall maintain records indicating the following:

1. The dates that the Directors, officers and designated employees satisfied the requirements of this policy;
2. The entity that provided the training; and,
3. Notwithstanding any other provision of the law, the District shall maintain these records for at least five years after the Directors and officers receive training. These records are public records subject to disclosure under the California Public Records Act.
4. This policy must be reviewed and updated annually either by the Financial Committee or a break off Committee assigned by the Board of Directors.

## EXHIBIT A

### SCHEDULE OF COMPENSATION, TRAVEL, PER DIEM, LODGING AND OTHER MISCELLANEOUS NECESSARY AND REASONABLE EXPENSES

#### COMPENSATION WITH BOARD OF DIRECTORS APPROVAL \*\*:

- |   |          |
|---|----------|
| 1. Attendance of Regular Board of Directors Meetings;                                 | \$100.00 |
| ATTENDANCE AT OTHER COMPENSABLE ACTIVITIES INCLUDING:                                 |          |
| 2. Other special/emergency meetings of the Board of Directors <u>up to one hour</u> ; | \$25.00  |
| 3. Meetings of an advisory body (Committee);  | \$25.00  |
| 4. Conferences and organized educational activities <u>out of county, per diem</u> ;  | \$25.00  |
| 5. Conferences and organized educational activities <u>within County, per diem</u> ;  | \$25.00  |
| 6. Ethics training as required by AB 1234;  | \$25.00  |
| 7. <u>Ralph M. Brown Act training once every two years</u> ;                          | \$25.00  |
| 8. <u>Performing required District business functions out of County, per diem</u> ;   | \$25.00  |
| 9. <u>Performing required District business functions within County, per diem</u> ;   | \$25.00  |

Although not required by law, comprehensive training in the Ralph M. Brown Act is recommended by the Joint Powers Insurance Authority for each Director.

Compensation and ethics training Government Code §53232, et seq. (on compensation). Local elected officials and key appointed officials (and management staff like general managers) are required by law to take ethics training courses (AB 1234) if the officials receive compensation or reimbursement.

(\*\*Total monthly compensation cannot exceed \$500.00 per Section 5784-5784.15 of the Public Resources Code) *attached*

The affected Director(s) may choose to forego any and all compensation as described above, or to receive a lesser amount than displayed above.

#### LODGING:

2016 IRS RATES IN TABLE I  
PUBLISHED GOVERNMENT OR GROUP RATE

#### MEALS AND INCIDENTAL EXPENSES (M&IE):

2016 IRS RATES IN TABLE II  
PUBLISHED GOVERNMENT OR GROUP RATE

#### MILEAGE REIMBURSEMENT:

MILEAGE REIMBURSEMENT AT THE CURRENT IRS RATE PER MILE.

#### RENTAL CAR:

(OPTIONAL) AMOUNT EQUAL TO OR LESS THAN MILEAGE FOR A PRIVATE VEHICLE.  
(NON-OPTIONAL) REASONABLE AND NECESSARY EXPENSE.  
CAR RENTAL AT THE ECONOMY RATE.

OTHER TRANSPORTATION:

PUBLISHED GOVERNMENT OR GROUP RATE

BUS OR TAXI " REASONABLE AND NECESSARY EXPENSE

AIRLINE " REASONABLE AND NECESSARY EXPENSE (when destination is more than 500 miles' one way, flying optional. Must be approved in advance. Coach only.)

Directors may at their own expense, pay to upgrade their airline accommodations.

OTHER MISCELLANEOUS EXPENSES:

IRS RATES IN TABLE II

PARKING, TOLLS, ETC.

OTHER REASONABLE AND NECESSARY EXPENSES

PUBLIC RESOURCES CODE SECTION 5784-5784.15

This is referenced in Section 20200 of Division 10 of the California Water Code

5784.15. (a) The board of directors may provide, by ordinance or resolution, that each of its members may receive compensation in an amount not to exceed one hundred dollars (\$100) for attending each meeting of the board. The board of directors, by ordinance adopted pursuant to Chapter 2 (commencing with Section 20200) of Division 10 of the Water Code, may increase the amount of compensation received for attending meetings of the board.

(b) The maximum compensation in any calendar month shall be five hundred dollars (\$500).

(c) In addition, members of the board of directors may receive their actual and necessary traveling and incidental expenses incurred while on official business.

(d) A member of the board of directors may waive the compensation.

(e) For the purposes of this section, a meeting of the board of directors includes, but is not limited to, regular meetings, special meetings, closed sessions, emergency meetings, board field trips, district public hearings, or meetings of a committee of the board.

(f) For purposes of this section, the determination of whether a director's activities on any specific day are compensable shall be made pursuant to Article 2.3 (commencing with Section 53232) of Chapter 2 of Part 1 of Division 2 of Title 5 of the Government Code.

(g) Reimbursement for these expenses is subject to Sections 53232.2 and 53232.3 of the Government Code.