



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

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

**General Manager: Paul Kelley**

**SPECIAL MEETING: August 30<sup>th</sup> 2023 at 6:00PM: District Office Board Room**  
**(August 16<sup>th</sup> 2023 Regular Meeting Canceled)**

### **AGENDA**

#### **1. CALL TO ORDER**

#### **2. PLEDGE OF ALLEGIANCE**

#### **3. ROLL CALL**

#### **4. OPEN TIME/PUBLIC COMMENT:** Pursuant to Gov. code S54950, persons wishing to address the Board of Directors on matters not listed on the agenda should notify the Secretary prior to the start of the meeting. To speak at this time and for any item listed on the agenda – raise your hand, and when recognized by the Chair – proceed to the podium to address the Board.

#### **5. CONSENT AGENDA (Action)**

The following items are expected to be routine. Any interested party may comment or request an item be removed from the consent agenda for separate discussion/action.

- a. Minutes from Meetings – June and July – In progress
- b. Paid Bills: 7/15/23 – 8/14/23
- c. Payroll: 7-20-23, 8-3-23
- d. Activity Reports: July 2023

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

- a. **O.B.** - USBR Account Reconciliation (Discussion)
- b. Review Applications for vacant Director position / Appoint Director (Discussion/Action)
- c. LAFCO Special District Member Vacancy and Nomination – (Discussion/Action)
- d. Policies for Adoption – By Ordinance / Motion (Discussion/Action)
  - i. Board of Directors Compensation & Expense Reimbursement Policy – ORD 2023-10
  - ii. Employee Travel Guidelines and Reimbursement Policy ORD 2023-11
  - iii. Surplus Property Disposal Policy ORD 2023-12
  - iv. Trespassers on CCCSD Property Policy Ord 2023-13
  - v. Delinquencies & Service Disconnection (shut off) policy Ord 2023-14

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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- vi. Will Serve Letter Policy – by Motion
- e. Fiscal Year 2023 Activity (P&L Actuals) Report vs Budget (Discussion)
- f. Signer on Accounts/Check Signer (Discussion/Action)

## **7. GENERAL MANAGERS REPORT**

## **8. OPERATIONS REPORT**

## **9. STANDING COMMITTEE REPORT –**

- a. Finance
- b. Agriculture – Report on 7/26/23 Meeting
- c. Planning/Steering – Special Board meeting as committee on 8/9/23

## **10. BOARD MEMBER ITEMS**

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

## **12. 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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## MEMO

**Date:** August 30th - Was for August 16<sup>th</sup> 2023 Meeting  
**To:** Board of Directors  
**From:** General Manager – Paul Kelley **5** – Consent Agenda  
**Re:** (Action)

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### Discussion:

5.a – Minutes of The Regular Meeting: For June/July Meetings – in progress – Lots of activity in the Office over the past 3 weeks has delayed completion of the minutes for the last two months of meetings.

5.b – List of bills paid – from QuickBooks 7/15/23 – 8/14/23

5.c – Payroll since last meeting: 7-20-23, 8-3-23

5.d – Activity report – July 2023

### Recommendation:

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

4:54 PM

08/10/23

Accrual Basis

# Clear Creek Community Services District

## Custom Transaction Detail Report

July 15 through August 10, 2023

Type	Date	Num	Name	Memo	Amount	Balance
<b>Jul 15 - Aug 10, 23</b>						
Check	07/19/2023	31256	Bracking, Ashleigh	Refund of water deposit after final bill	-43.06	-43.06
Bill Pmt -Check	07/19/2023	31257	Ability Answering & Pagin...	05-1-8495	-382.01	-425.07
Bill Pmt -Check	07/19/2023	31258	Ace Hardware - Acct # 21...	2186	-111.82	-536.89
Bill Pmt -Check	07/19/2023	31259	ACWA/JPIA	C020	-16,485.05	-17,021.94
Bill Pmt -Check	07/19/2023	31260	Ferguson Waterworks	409921	-2,867.03	-19,888.97
Bill Pmt -Check	07/19/2023	31261	Northwood Backflow Ser...	14998 Cloverdale Rd backflow test	-65.00	-19,953.97
Bill Pmt -Check	07/19/2023	31262	Pace Analytical Services ...	20-100128	-1,270.23	-21,224.20
Bill Pmt -Check	07/19/2023	31263	Record Searchlight	271805	-58.20	-21,282.40
Bill Pmt -Check	07/19/2023	31264	Regional Government Se...	HR - policy manual/payroll audit	-382.65	-21,665.05
Bill Pmt -Check	07/19/2023	31265	Shasta LAFCO		-6,172.71	-27,837.76
Bill Pmt -Check	07/19/2023	31266	US Bank Equipment Fina...	1453267	-139.63	-27,977.39
Bill Pmt -Check	07/19/2023	31267	USA Blue Book	919740	-3,195.94	-31,173.33
Bill Pmt -Check	07/19/2023	31268	USBR - WIIN Act & Water	WIIN Act Repayment July 2023 Payment	-50,000.00	-81,173.33
Bill Pmt -Check	07/19/2023	31269	Valley Pacific	C850335	-881.49	-82,054.82
Bill Pmt -Check	07/19/2023	31270	Verizon	242343122-00001	-51.89	-82,106.71
Bill Pmt -Check	07/24/2023	ACH 9961	Pacific Gas & Electric	wells 1&2	-836.02	-82,942.73
Bill Pmt -Check	07/24/2023	ACH 1301	Pacific Gas & Electric	office/well 3	-2,063.15	-85,005.88
Bill Pmt -Check	07/24/2023	Ach8815	Waste Management	3-99477-15008	-192.20	-85,198.08
Bill Pmt -Check	07/25/2023	31282	CUSI (Continental Utility ...	1st installment payment for new municipal software	-10,675.00	-95,873.08
Bill Pmt -Check	07/25/2023	Ach6212	CalPERS PEPR/Classic	unfunded accrued liability retirement	-10,969.00	-106,842.08
Bill Pmt -Check	07/25/2023		Guardian	QuickBooks generated zero amount transaction for bill paym...	0.00	-106,842.08
Bill Pmt -Check	07/25/2023	Ach7588	Guardian	Group Id 00 527706	-1,460.07	-108,302.15
Bill Pmt -Check	07/31/2023	Ach6758	Roger Schreiber	Retiree health ins reimb	-137.84	-108,439.99
Bill Pmt -Check	08/01/2023	AutoPay	UNUM Life Insurance of ...		-1,264.63	-109,704.62
Bill Pmt -Check	08/01/2023	Ach6753	Rick Cascarina	Retiree health ins reimb	-230.07	-109,934.69
Bill Pmt -Check	08/07/2023		Reese, Smalley, Wisema...	zero amount transaction due to retainer credit	0.00	-109,934.69
Bill Pmt -Check	08/07/2023		Reese, Smalley, Wisema...	zero amount transaction due to retainer credit	0.00	-109,934.69
Bill Pmt -Check	08/07/2023		Reese, Smalley, Wisema...	zero amount transaction due to retainer credit	0.00	-109,934.69
Bill Pmt -Check	08/09/2023	31285	Ace Hardware - Acct # 21...	2186	-39.19	-109,973.88
Bill Pmt -Check	08/09/2023	31286	Aramark	110003939	-154.01	-110,127.89
Bill Pmt -Check	08/09/2023	31287	Bay Alarm Company	1201366	-33.32	-110,161.21
Bill Pmt -Check	08/09/2023	31288	Beverly Fickes	July Board Meeting	-100.00	-110,261.21
Bill Pmt -Check	08/09/2023	31289	BigRays Auto Glass	CLEAR	-309.14	-110,570.35
Bill Pmt -Check	08/09/2023	31290	Borges & Mahoney Inc.	7475	-988.43	-111,558.78
Bill Pmt -Check	08/09/2023	31291	Cascade Comfort Service...	AC service/fix	-504.11	-112,062.89
Bill Pmt -Check	08/09/2023	31292	Com-Pair Services	10117	-80.00	-112,142.89
Bill Pmt -Check	08/09/2023	31293	Computer Logistics Corp	backups and IT	-540.68	-112,683.57
Bill Pmt -Check	08/09/2023	31294	Ferguson Waterworks	409921	-2,230.40	-114,913.97
Bill Pmt -Check	08/09/2023	31295	Frey Municipal Software	6 months only due to change over to new billing software	-5,699.83	-120,613.80
Bill Pmt -Check	08/09/2023	31296	Hach Company	110678	-54.59	-120,668.39
Bill Pmt -Check	08/09/2023	31297	Harvest Printing Company	monthly customer bills	-2,504.45	-123,172.84
Bill Pmt -Check	08/09/2023	31298	Lain's Carpet Care	carpet cleaning boardroom and two offices	-525.00	-123,697.84
Bill Pmt -Check	08/09/2023	31299	MacLeod Watts	GASB 75/68	-3,160.00	-126,857.84
Bill Pmt -Check	08/09/2023	31300	Pace Analytical Services ...	20-100128	-1,676.04	-128,533.88
Bill Pmt -Check	08/09/2023	31301	Patricia A Beaver	July Board Meeting	-100.00	-128,633.88
Bill Pmt -Check	08/09/2023	31302	Professional Exterminato...	17387	-130.00	-128,763.88
Bill Pmt -Check	08/09/2023	31303	Ray Kapahi dba Environ...	CalARP-RMP-PSM compliance audit	-4,300.00	-133,063.88
Bill Pmt -Check	08/09/2023	31304	Rental Guys	trencher rental - Bonnet lain repairs	-245.28	-133,309.16

4:54 PM

08/10/23

Accrual Basis

# Clear Creek Community Services District

## Custom Transaction Detail Report

July 15 through August 10, 2023

Type	Date	Num	Name	Memo	Amount	Balance
Bill Pmt -Check	08/09/2023	31305	Rossie Electrical Controls...	wells/booster electrical	-250.00	-133,559.16
Bill Pmt -Check	08/09/2023	31306	Scott McVay	July Board Meeting	-100.00	-133,659.16
Bill Pmt -Check	08/09/2023	31307	TDS	530-357-2121	-311.45	-133,970.61
Bill Pmt -Check	08/09/2023	31308	Telstar Instruments, Inc.	CLECC	-1,197.88	-135,168.49
Bill Pmt -Check	08/09/2023	31309	USA Blue Book	919740	-2,028.24	-137,196.73
Bill Pmt -Check	08/09/2023	31310	USBR - Water Payments	14-06-200-489-A-P	-12,147.56	-149,344.29
Bill Pmt -Check	08/09/2023	31311	Valley Pacific	C850335	-1,231.28	-150,575.57
Bill Pmt -Check	08/10/2023	ach 8959367	First National Bank of O...	4418226482992665	-1,725.87	-152,301.44
Bill Pmt -Check	08/10/2023	ACH97050	Waste Management	3-99477-15008	-192.20	-152,493.64
Bill Pmt -Check	08/10/2023	ach 3411	Pacific Gas & Electric	wtp pond	-387.60	-152,881.24
Bill Pmt -Check	08/10/2023	ach4901	Pacific Gas & Electric	wtp	-3,121.05	-156,002.29
Bill Pmt -Check	08/10/2023	ach7181	Pacific Gas & Electric	cloverdale/ n. booster	-672.96	-156,675.25
Bill Pmt -Check	08/10/2023	ach8501	Pacific Gas & Electric	office outdoor lights	-20.44	-156,695.69
Bill Pmt -Check	08/10/2023	ach9691	Pacific Gas & Electric	clear creek/ happy valley	-80.39	-156,776.08
Bill Pmt -Check	08/10/2023	ach5841	Office Depot Business Cr...	6011 5661 8341 9518	-31.76	-156,807.84
Jul 15 - Aug 10, 23					<b>-156,807.84</b>	<b>-156,807.84</b>

Bureau of Reclamation Confidential

GM Approval                       
BK Initials                       
Job/PO # Water Purchase  
Amt to Pay \$ 12147.56  
GL & Dept 29010 - 100 *mm*



1 of 1

## Bureau of Reclamation Payment Recap

Contractor Name: **Clear Creek Communtiy SD** Date Payment Received:  
Contract Number: **14-06-200-489-A-P** Date Payment Due:  
Payment Amount: **\$12,147.56** Preparers Name Paul Kelley/Melissa Tenney  
DAR Number: **For Bureau** Check Number:  
Date Prepared: **August 1 2023** Check Date:

	Period Paid For	Acre/Feet	Rate (A/F)	Total
<b>Contract Payments</b>				
Irrigation (RSC 541-N-01)	September - Schedule	235	\$39.73	\$9,336.55
Irrigation (RSC 541-N-01)	July Actual (116) - (290 Schd)	-174	\$39.73	-\$6,913.02
<b>Contract Payments</b>				
M&I (RSC 542-N-01)	September - Schedule	210	\$33.13	\$6,957.30
M&I (RSC 542-N-01)	July Actual (197) - (300 Schd)	-103	\$33.13	-\$3,412.39
<b>RRA Payments - Class 1</b>				
O&M (RSC 541-N-01)				
Full Cost - 202(3)				
Full Cost - 205(a)(3)				
<b>RRA Payments - Class 2</b>				
O&M				
Full Cost - 202(3)				
Full Cost - 205(a)(3)				
<b>Voluntary Payments</b>				
Irrigation				
Irrigation (Lump Sum)				
M&I (Lump Sum)				
<b>Restoration Fund Payments</b>				
For Irrigation	July Actual	116	\$12.02	\$1,394.32
For M & I	July Actual	197	\$24.05	\$4,737.85
For M & I				
<b>Trinity PUD:</b>				
M&I	July Actual	197	\$0.15	\$29.55
For Irrigation	July Actual	116	\$0.15	\$17.40
<b>Total Payments Remitted</b>				<b>\$12,147.56</b>

Mail to: Bureau of Reclamation  
DOI - BOR - Region: Mid Pacific  
P. O. Box 6200-24  
Portland, OR 97228-6200

Copy to: Bureau of Reclamation  
Northern California Area Office  
Attention: NC-440  
P.O. Box 988  
Willows, CA 95988

1:48 PM

08/09/23

Accrual Basis

**Clear Creek Community Services District**  
**Transaction Detail by Account**  
**July 7 - 20, 2023**

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Type	Date	Num	Memo	Amount
<b>5000 · General Fund Checking 1719</b>				
Paycheck	07/20/2023	31271	VOID:	0.00
Paycheck	07/20/2023	31272		-2,085.88
Paycheck	07/20/2023	31273		-2,208.86
Paycheck	07/20/2023	31274		-1,848.16
Paycheck	07/20/2023	31275		-1,476.87
Paycheck	07/20/2023	31276		-1,551.24
Paycheck	07/20/2023	31277		-4,015.22
Paycheck	07/20/2023	31278		-2,601.73
Paycheck	07/20/2023	31279		-2,993.13
Paycheck	07/20/2023	31280		-1,174.85
Paycheck	07/20/2023	31281		-1,681.03
Paycheck	07/20/2023	31284		-2,179.94
Total 5000 · General Fund Checking 1719				-23,816.91
<b>TOTAL</b>				<b>-23,816.91</b>

2:05 PM

08/10/23

**Clear Creek Community Services District**  
**Payroll Liability Balances**  
July 20, 2023

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	<u>BALANCE</u>
<b>Payroll Liabilities</b>	
Federal Withholding	2,731.00
Medicare Employee	443.03
Medicare Company	443.03
CA - Withholding	1,149.15
CA - Unemployment	48.43
Medicare Employee Addl Tax	0.00
457 - PreTax	0.00
457 - PreTax over 50	0.00
CalPers Classic	0.00
CalPERS Health Insurance	-487.27
CalPERS PEPR	0.00
Guardian Vision/Dental Ins	187.29
Post Employee Benefit	-1,500.00
457 - Roth Post Tax	0.00
CCEA	-45.00
Union Dues	161.35
Workers Compensation	668.47
	<hr/>
<b>Total Payroll Liabilities</b>	<b><u>3,799.48</u></b>



# CHECK REGISTER

0085 1910-7980 Clear Creek Community Services District

COMPANY BANK ACCOUNT	NAME	ID	CHECK DATE	CHECK NUMBER	DIRECT DEPOSIT AMOUNT	NEGOTIABLE CHECK AMOUNT
TRI COUNTIES BANK Acct # xxxxx719 R & T 121135045		10010	08/10/23		3,708.54	
		11020	08/10/23	10000	1,864.66	
		11040	08/10/23	10001	1,178.97	
		11010	08/10/23	10002	1,713.07	
		20050	08/10/23	10003	2,009.40	
		20010	08/10/23	10004	2,948.49	
		20040	08/10/23	10005	2,270.90	
		20060	08/10/23	10006	1,789.07	
		20030	08/10/23	10007	2,116.36	
		30040	08/10/23	10008	1,959.33	
		30010	08/10/23	10009		3,886.87
				BANK ACCOUNT TOTAL	21,558.79	3,886.87
				11 Transaction(s)		
				COMPANY TOTAL	21,558.79	3,886.87
				11 Transaction(s)		

CASH REQUIREMENTS

CASH REQUIRED FOR NEGOTIABLE CHECKS &/OR ELECTRONIC FUNDS TRANSFERS (EFT) FOR CHECK DATE 08/10/23: \$31,273.64

REMAINING DEDUCTIONS / WITHHOLDINGS / LIABILITIES - Paychex does not remit these funds. You must ensure accurate and timely payment of applicable items.

TRANS. DATE	BANK NAME	ACCOUNT NUMBER	PRODUCT	DESCRIPTION	TOTAL
08/10/23	Refer to your records for account Information		Payroll	Employee Deductions	
				457 EE Catch Up	100.00
				457 EE Roth	300.00
				CCEA	45.00
				CalPERS Classic	267.37
				CalPERS Health Ins.	533.00
				CalPERS PEPR	2,146.73
				GuardianVision/Dent	180.90
				Post Employee Benef	1,650.00
				Union dues	159.95
				Total Deductions	5,382.95

TOTAL REMAINING DEDUCTIONS / WITHHOLDINGS / LIABILITIES 5,382.95

PAYCHEX WILL MAKE THESE TAX DEPOSIT(S) ON YOUR BEHALF - This information serves as a record of payment.

DUE DATE	PRODUCT	DESCRIPTION
08/16/23	Taxpay®	FED IT PMT Group
08/16/23	Taxpay®	CA IT PMT Group
		4,097.06
		1,681.29

**Clear Creek Community Services District**  
**Profit & Loss**  
**July 2023**

4:42 PM

08/10/2023

Accrual Basis

Jul 23

**Ordinary Income/Expense**

**Income**

**11000 · Revenue - Customer Accts**

11005 · Base Rate Charge	144,270.51
11010 · Water Sales	39,219.77
11020 · Agricultural Water Sales	13,426.64
11050 · Penalty-Exceeded WA Allocation	2,819.63

**Total 11000 · Revenue - Customer Accts** 199,736.55

**12000 · Revenue - Water Service**

12010 · Turn On Fees	631.12
12015 · Centerville Admin O&M	32,593.24
12025 · Interest / Investment Income	232.65
12035 · Backflow Maint Charge	686.66
12100 · Misc. Revenue	94.78

**Total 12000 · Revenue - Water Service** 34,238.45

**13000 · Designated Revenue -Non Op**

13005 · Filter Plant Repayment Charge	22,138.15
13010 · Recycle Backwash Water Charge	1,460.12
13015 · State Loan Repayment Charge	3,279.74
13025 · WIIN Act Repayment Charge	5,786.83

**Total 13000 · Designated Revenue -Non Op** 32,664.84

**15000 · Revenue - Taxes & Assessments**

15005 · Taxes-General Property	18,669.81
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**Total 15000 · Revenue - Taxes & Assessments** 18,669.81

**Total Income** 285,309.65

**Gross Profit** 285,309.65

**Expense**

**29000 · Supply Cost**

**29005 · Water Purchase**

29010 · USBR Water Purchased	33,233.72
29015 · McConnell Water Purchased	25,000.00

**Total 29005 · Water Purchase** 58,233.72

**29100 · WIIN Act Repayment Exp** 50,000.00

**Total 29000 · Supply Cost** 108,233.72

**30000 · Water Treatment Plant**

**30100 · Utilities**

30105 · WTP - PGE 8185	6,519.49
30110 · Pond - PGE 3611	1,011.96
30125 · Internet	50.00

	Jul 23
Total 30100 · Utilities	7,581.45
30135 · Office Supplies WTP	117.95
30145 · Postage	35.96
30150 · Safety Equipment & Training	
30160 · Personal Safety Equipment	230.83
Total 30150 · Safety Equipment & Training	230.83
30200 · WTP Repair & Maintenance O&M	9,723.32
30400 · Water Quality Analysis	1,584.60
30500 · Vehicle Maintenance & Expense	
30505 · Fuel Expense	362.47
Total 30500 · Vehicle Maintenance & Expense	362.47
Total 30000 · Water Treatment Plant	19,636.58
30700 · Transmission & Conduit	
30705 · Repair and Maintenance - O&M	0.00
30700 · Transmission & Conduit - Other	0.00
Total 30700 · Transmission & Conduit	0.00
40000 · Distribution	
40200 · Utilities	
40205 · Cloverdale Rd N.Boost- PGE 4189	653.23
40210 · Clear Crk/HV - PGE 9574	69.31
Total 40200 · Utilities	722.54
40300 · Safety Equipment & Training	
40305 · Safety Equipment - General	206.99
40310 · Personal Safety Equipment	1,296.62
Total 40300 · Safety Equipment & Training	1,503.61
40400 · Repair & Maintenance (O&M)	
40405 · Backflow Device Testing	65.00
40430 · Inventory/Tools	327.12
40400 · Repair & Maintenance (O&M) - Other	12,754.76
Total 40400 · Repair & Maintenance (O&M)	13,146.88
40500 · Vehicle Maintenance & Expense	
40505 · Fuel Expense	3,095.13
40500 · Vehicle Maintenance & Expense - Other	87.94
Total 40500 · Vehicle Maintenance & Expense	3,183.07
Total 40000 · Distribution	18,556.10
41000 · Wells & Booster Station	
41100 · Utilities	
41105 · Wells 1 & 2 - PGE 2671	836.02
41110 · Well #3 - PGE 2838	683.91
41120 · So. Booster - Internet	30.00
Total 41100 · Utilities	1,549.93
41200 · Water Quality Analysis	1,631.19
41300 · Repair & Maintenance (O&M)	460.37

	Jul 23
<b>Total 41000 · Wells &amp; Booster Station</b>	<b>3,641.49</b>
<b>50000 · Administration/ General</b>	
<b>50100 · Utilities</b>	
50105 · Oak St.- PGE 2838	1,379.24
50110 · 2 Outdoor Lights - PGE 3564	20.07
50120 · Verizon - On-call Cell Phone	51.89
50130 · Answering Service	382.01
50135 · Telephone - TDS	311.45
<b>Total 50100 · Utilities</b>	<b>2,144.66</b>
<b>50200 · Office Supplies</b>	
50205 · Janitorial supplies	55.76
50210 · Ink and Toner	30.00
50200 · Office Supplies - Other	130.39
<b>Total 50200 · Office Supplies</b>	<b>216.15</b>
50315 · Postage	1,134.30
50320 · Meal and Reimbursments	39.35
50330 · Bank Service Fee/Finance Charge	863.71
<b>50400 · Insurance</b>	
50415 · Property & Liability Insurance	16,485.05
<b>Total 50400 · Insurance</b>	<b>16,485.05</b>
<b>50500 · Special &amp; Professional Services</b>	
50505 · Audit Services	4,300.00
50510 · Director Fees	300.00
50515 · Server & Computer Maintenance	
50516 · Municipal Software	
50516.1 · Municipal Software Upgrade	10,675.00
50516 · Municipal Software - Other	5,699.83
<b>Total 50516 · Municipal Software</b>	<b>16,374.83</b>
50517 · Software Subscriptions	224.92
50515 · Server & Computer Maintenance - Other	1,081.36
<b>Total 50515 · Server &amp; Computer Maintenance</b>	<b>17,681.11</b>
50520 · Legal	450.00
50530 · Equipment Maintenance & Lease	139.63
50535 · Building & Ground Maint.-Office	
50536 · Waste Management	192.20
50535 · Building & Ground Maint.-Office - Other	1,571.18
<b>Total 50535 · Building &amp; Ground Maint.-Office</b>	<b>1,763.38</b>
50540 · OPEB Valuation & Actuarial	3,160.00
<b>Total 50500 · Special &amp; Professional Services</b>	<b>27,794.12</b>
<b>50700 · Regulatory</b>	
50705 · Water District Regulatory Fees	
50725 · LAFCO Expense	6,172.71
<b>Total 50705 · Water District Regulatory Fees</b>	<b>6,172.71</b>
<b>Total 50700 · Regulatory</b>	<b>6,172.71</b>

	Jul 23
<b>51400 · Employee Benefits</b>	
51405 · Guardian - Vision, Dental, Life	-14.41
51415 · UNUM-Disability, Life, Accident	1,153.00
51435 · CalPERS Health Insurance Exp	15,748.05
51440 · CalPERS Retirement Contribution	2,341.52
51455 · Uniform Service	294.61
<b>Total 51400 · Employee Benefits</b>	<b>19,522.77</b>
<b>51600 · Retiree Benefits</b>	
51605 · Retiree Health Benefit - Direct	7,569.42
<b>Total 51600 · Retiree Benefits</b>	<b>7,569.42</b>
<b>51900 · License and Permits</b>	<b>96.00</b>
<b>52000 · Interest Expense</b>	
52005 · RCAC Loan Interest (dump truck)	727.04
<b>Total 52000 · Interest Expense</b>	<b>727.04</b>
<b>53000 · Customer Accounts &amp; Billing</b>	
53015 · Supplies	
53025 · Billing Supplies & Materials	1,361.00
<b>Total 53015 · Supplies</b>	<b>1,361.00</b>
53030 · Chargebacks, NSF, Acct Refunds	1,174.73
53000 · Customer Accounts & Billing - Other	5,005.44
<b>Total 53000 · Customer Accounts &amp; Billing</b>	<b>7,541.17</b>
<b>Total 50000 · Administration/ General</b>	<b>90,306.45</b>
<b>60000 · Payroll Expense -Salary &amp; Wages</b>	
60100 · Payroll Exp - Administration/GM	11,264.40
60200 · Payroll Exp - Distribution	27,502.91
60300 · Payroll Exp - Water Treatment	16,366.08
60500 · Payroll Exp - Customer Accts	12,468.49
60000 · Payroll Expense -Salary & Wages - Other	170.62
<b>Total 60000 · Payroll Expense -Salary &amp; Wages</b>	<b>67,772.50</b>
<b>66900 · Reconciliation Discrepancies</b>	<b>-14,231.00</b>
<b>70000 · Designated to Reserves - Non Op</b>	
72205 · Filter Plant Repayment Reserve	0.00
72210 · Recycle Backwash Water Reserve	0.00
72215 · State Loan Repayment Reserve	0.00
72218 · Penalties Reserve - Tracking	0.00
72225 · WIIN Act Repayment Reserve	0.00
75100 · Operating Reserve (4.1% usage)	0.00
75200 · Capital Imp & Mod Res (1.8% BR)	0.00
75300 · Emergency Fund Reserve	0.00
75400 · USBR Emergency Reserve	0.00
75900 · Discretionary Fund Bal Reserve	0.00
70000 · Designated to Reserves - Non Op - Other	0.00
<b>Total 70000 · Designated to Reserves - Non Op</b>	<b>0.00</b>
<b>Total Expense</b>	<b>293,915.84</b>

	<b>Jul 23</b>
<b>Net Ordinary Income</b>	<b>-8,606.19</b>
<b>Other Income/Expense</b>	
<b>Other Income</b>	0.00
<b>Other Expense</b>	
<b>99999 - Suspense</b>	0.00
<b>99999.9 - Ask My Accountant</b>	0.00
<b>Total Other Expense</b>	<b>0.00</b>
<b>Net Other Income</b>	<b>0.00</b>
<b>Net Income</b>	<b>-8,606.19</b>



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

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## MEMO

**Date:** August 30th 2023 - Was the August 16th 2023 Meeting  
**To:** Board of Directors  
**From:** General Manager – Paul Kelley  
**Re:** 6 - Old business/New Business (Discussion/Action)

---

### Discussion:

**6.a** – Staff asked the Bureau early August and they again referred the issue to accounting. There is also discussions about the “water payments” near the end of the water year and how credits may be considered.

The board reviewed and asked questions about the USBR account reconciliation. We continue to reach out to the Bureau on this and the WIIN act payments are processing.

Nothing new to report. – this item to keep board informed on USBR information

### Recommendation:

Review, Discussion, provide direction to GM.

---

### Discussion/Action:

**6.b – Review Applications for vacant Director position/ Appoint Director – (Discussion / Action)**

This item has background information and applicants documents.

See item memo for more background and discussion.

### Recommendation:

Review, Discussion, and by motion appoint the new Director.

---

### Discussion/Action:

**6.c – LAFCO Special District Member Vacancy and Nomination**

For Discussion – related to the Special District member vacancy and the Nomination period as well as the election of that member. This item for Board consideration if nominating a member of the CCCSD board.



See the more detailed memo for the item.

**Recommendation:**

Review, Discussion, Provide Direction or by motion submit a member of the Board for LAFCO Seat

---

**Discussion/Action:**

**6.d – Policies for Adoption – by Ordinance.**

- i. Board of Directors Compensation & Expense Reimbursement Policy – ORD 2023-10
- ii. Employee Travel Guidelines and Reimbursement Policy ORD 2023-11
- iii. Surplus Property Disposal Policy ORD 2023-12
- iv. Trespassers on CCCSD Property Policy Ord 2023-13
- v. Delinquencies & Service Disconnection (shut off) policy Ord 2023-14

This policy is a new policy and can be adopted by motion.

- vi. Will Serve Letter Policy – By Motion

**Recommendation:**

Review, Discussion, Approve by motion each ordinance for each Policy or Policy that doesn't need ordinance

---

**Discussion/Action:**

**6.e – Fiscal Year 2023 Activity (P&L) Report vs Budget (discussion)**

For review by the Board of the July 2022 through June 2023 Activity actuals vs Budget review.

See the more detailed memo for the item.

**Recommendation:**

Review, Discussion, Provide input and Direction

---

**Discussion/Action:**

**6.e – Signer on Accounts/Check Signer (Discussion/Action)**

With the resignation of Director Fust – there is Currently there are two board members as signers on the accounts and for checks.

The board by motion can designate a signer.

**Recommendation:**

Review, Discussion, By motion designate another check signer.



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

---

## MEMO

**Date:** August 30th 2023 - was for August 16<sup>th</sup> 2023  
**To:** Board of Directors  
**From:** General Manager – Paul Kelley **6a** – USBR Account  
**Re:** Reconciliation

---

### Discussion:

#### **6.a –**

The board reviewed and asked questions about the USBR account reconciliation. There is nothing new to report on the reconciliation.

We continue to work with the Bureau on the WIIN act payments and making this a priority prior to the end of the year

Reminder:

The Board in May had the Bureau area manager present and take questions.

The GM has also been in conversation with the Bureau related to water schedules, Delivery vs schedule and potential credits as they roll into future months.

See item memo.

### Recommendation:

Review, Discussion, provide direction to GM.

---



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

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## MEMO

**Date:** August 30th 2023 - Was for August 16<sup>th</sup> 2023  
**To:** Board of Directors  
**From:** General Manager – Paul Kelley  
**Re:** **6b** – Review Applications for Director / Appoint Director (Discussion/Action)

---

### Discussion/Action:

**6.b** – At the July 21<sup>st</sup> Board meeting the Board accepted and recognized that Director Fust had submitted his resignation from the board. The County Clerk had also received the resignation and had informed that District that there was a 60 day statutory timeframe for the board to appoint a replacement.

The Board directed staff to update the application, post the notice of vacancy and set the application date to be August 9<sup>th</sup> 5pm.

---As a reminder:

The Board of Directors has 60 days from the date the board is notified of the vacancy or the effective date of the vacancy, whichever date is later, to fill the vacancy by appointment or call a special election. Government code §1780.

The District complied with this: the Notice was posted at three public locations, on the website, at the District office etc. Pursuant to Government Code §1780, this notice will be posted for 15 days in three (3) or more conspicuous locations in the District from July 21<sup>th</sup>, 2023 to August 9<sup>th</sup>, 2023. And on the Clear Creek Website [www.clearcreekcsd.org](http://www.clearcreekcsd.org)

--

For this meeting, it's recommended that the Board invite the candidates to address the board, take questions from the board and then if the Board would like to select a candidate – then by motion make a selection, pause the meeting to administer the oath of office and invite the new member to the Dias.

Here is the process:

- Review the Applications for the vacant seat on the Board of Directors. (applications in your packet)  
The District received two Applications for the vacant seat on the Board of Directors:
  1. Chuck Dethero
  2. Logan Johnston
  3. Mathew Martin
- Interview candidates if needed
- If the Board would like to select a candidate then by motion, vote appoint a candidate as Director.
  - o Or Delay decision and extend application period.
- Administer the Oath of office – by the Chair.
- Sign Oath of office and take seat.

### Recommendation:

Review, Discussion, by Motion appoint a new Director if selected.



## NOTICE OF VACANCY

Interested persons are hereby notified that pursuant to Government Code §1780 there is a vacancy on the Clear Creek Community Services District Board of Directors.

Appointee seat will be up for re-election in the 2024 Shasta County General Election on November 5<sup>th</sup>, 2024

The appointee must be a registered voter in the District.

Applications are available at the Clear Creek Community Services District office located at:

5880 Oak Street, Anderson, Ca 96007 and website-[clearcreekcsd.org/home](https://clearcreekcsd.org/home)

Phone: 530.357.2121 – FAX: 530.357.3723 – Email: [cccsd@clearcreekcsd.org](mailto:cccsd@clearcreekcsd.org)

**Applications are due by August 9<sup>th</sup> 2023 at 5pm**

Appointment will be made at a regular meeting of the Board of Directors on August 16th, 2023.

The Board of Directors has 60 days from the date the board is notified of the vacancy or the effective date of the vacancy, whichever date is later, to fill the vacancy by appointment or call a special election. Government code §1780.

Pursuant to Government Code §1780, this notice will be posted for 15 days in three (3) or more conspicuous locations in the District from July 21<sup>st</sup> 2023 to August 9<sup>th</sup> 2023. And on the Clear Creek Website [www.clearcreekcsd.org](http://www.clearcreekcsd.org)

Paul Kelley, General Manager - Clear Creek CSD



## CLEAR CREEK COMMUNITY SERVICES DISTRICT

5880 OAK STREET, ANDERSON, CALIFORNIA 96007

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

[www.clearcreekcsd.org](http://www.clearcreekcsd.org)

### APPLICATION FOR APPOINTMENT TO A SPECIAL DISTRICT

If you are interested in serving on the Clear Creek C.S.D. Board of Directors and a Registered voter in the District, please complete the application and return it to:  
5880 Oak Street, Anderson, CA 96007

Due Date: August 9<sup>th</sup> 2023 BY 5PM

You will be advised by the District Board if your appointment is confirmed. Please note interviews may be conducted depending on the number of applications received. The Board reserves the right to possibly question candidates in open forum at a public meeting. The Public Meeting is scheduled for August 16<sup>th</sup> 2023: 6PM. Attendance is required.

DISTRICT: Clear Creek Community Services District

DATE: 08/09/2023

NAME: CHARLES DEHERO

RESIDENCE: ADDRESS: 4685 BONNETT TRAIL, ANDERSON CA 96007

BUSINESS OR MAILING ADDRESS: AS ABOVE

PHONE (DAYTIME): 530-248-3494 PHONE (EVENING): 530-357-5056

EMAIL: calforester87@gmail.com

#### EDUCATION

Institution	Major	Degree	Year
UC BERKELEY	FORESTRY	FOREST MANAGEMENT	1987

### WORK/VOLUNTEER EXPERIENCE

Organization	City	Position	Year-From/To
WESTERN SHASTA RCD	ANDERSON	FORESTER	2022-PRESENT
FOREST INDUSTRY COMPANIES: ROSEBURG FOREST PRODUCTS, FRUIT GROWERS SUPPLY COMPANY, SPI, & SEVERAL CONSULTING FIRMS, CALFIRE, USFS LAST 35 YEARS			
HAPPY VALLEY SCHOOL BOARD	(2 YEARS); ANDERSON YOUTH SOCCER LEAGUE (15 YEARS+/-)		

### STATEMENT OF QUALIFICATIONS:

Please briefly describe your qualifications and why you are interested in serving on the Board of Directors.

I HAVE LIVED IN HAPPY VALLEY FOR 30 YEARS+ AND I AM NOW WORKING LOCAL.  
I WORK FOR THE WESTERN SHASTA RCD. MANY OF THE PROECTS THAT I AM WORKING ON/  
INVOLVED WITH ARE LOCAL. CCCSD NEEDS A BOARD MEMBER AND I AM QUALIFIED TO BE  
A BOARD MEMBER.

### CERTIFICATION:

I certify that the information contained in this application is true and correct. I authorize the verification of the information in this application.

Cheryl Dethlefsen  
Signature

8/9/2023  
Date



RECEIVED AUG 09 2023

**CLEAR CREEK COMMUNITY SERVICES DISTRICT**

5880 OAK STREET, ANDERSON, CALIFORNIA 96007

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

www.clearcreekcsd.org

**APPLICATION FOR APPOINTMENT TO A SPECIAL DISTRICT**

If you are interested in serving on the Clear Creek C.S.D. Board of Directors and a Registered voter in the District, please complete the application and return it to:

5880 Oak Street, Anderson, CA 96007

Due Date: August 9<sup>th</sup> 2023 BY 5PM

You will be advised by the District Board if your appointment is confirmed. Please note interviews may be conducted depending on the number of applications received. The Board reserves the right to possibly question candidates in open forum at a public meeting.

The Public Meeting is scheduled for August 16<sup>th</sup> 2023: 6PM. Attendance is required.

DISTRICT: Clear Creek Community Services DistrictDATE: 08/01/23NAME: Logan JohnstonRESIDENCE: ADDRESS: 5370 Hopekay Lane, Anderson CA 96007BUSINESS OR MAILING ADDRESS: 5370 Hopekay Lane, Anderson CA 96007PHONE (DAYTIME): 707-499-0698 PHONE (EVENING): \_\_\_\_\_EMAIL: ljohnston@trlcmill.com**EDUCATION**

Institution	Major	Degree	Year
Cal Poly San Luis Obispo	Ag Science	Bachelors of Science	2017
Cal Poly San Luis Obispo	Ag Education	Masters of Education	2018 - Present



### WORK/VOLUNTEER EXPERIENCE

Organization	City	Position	Year-From/To
Trinity River Lumber Co.	Weaverville	Log Yard Supervisor	2019 - Present
Trinity Ag Boosters	Weaverville	President	2019 - 2020
Boy Scouts of America	Willow Creek	Eagle Scout	2005 - 2013

### STATEMENT OF QUALIFICATIONS:

Please briefly describe your qualifications and why you are interested in serving on the Board of Directors.

As a member of the Happy Valley community for the past three years I feel as though I have little connection to the Area. In my youth while living in small communities service was a central aspect to my identity. My interest in becoming a member of the board of Director's is to become an active participant in our community and serve the C.C.C.S.D. customers to the best of my ability. Professionally as a portion of my job duties at TRLC I am required to collect data of water usage, observe and maintain water quality as well as operate and maintain multiple pump houses for the purpose of irrigation. These tasks and experiences may not directly apply to the position, but they do provide a basic understanding of water systems. Thank you for your consideration.

### CERTIFICATION:

I certify that the information contained in this application is true and correct. I authorize the verification of the information in this application.



Signature

08/07/23

Date



## CLEAR CREEK COMMUNITY SERVICES DISTRICT

5880 OAK STREET, ANDERSON, CALIFORNIA 96007

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

[www.clearcreekcsd.org](http://www.clearcreekcsd.org)

### APPLICATION FOR APPOINTMENT TO A SPECIAL DISTRICT

If you are interested in serving on the Clear Creek C.S.D. Board of Directors and a Registered voter in the District, please complete the application and return it to:  
5880 Oak Street, Anderson, CA 96007

Due Date: August 9<sup>th</sup> 2023 BY 5PM

You will be advised by the District Board if your appointment is confirmed. Please note interviews may be conducted depending on the number of applications received: The Board reserves the right to possibly question candidates in open forum at a public meeting. The Public Meeting is scheduled for August 16<sup>th</sup> 2023: 6PM. Attendance is required.

DISTRICT: Clear Creek Community Services District

DATE: 08/09/2023

NAME: Matthew Martin

RESIDENCE: ADDRESS: 17850 Cambridge Road Anderson, CA 96007

BUSINESS OR MAILING ADDRESS: Same as above

PHONE (DAYTIME): (707) 228-5856 PHONE (EVENING): Same as Daytime

EMAIL: Mattmart427@gmail.com

#### EDUCATION

Institution	Major	Degree	Year
Sacramento State University	Economics	N/A 130+ credits	2015-2018
Santa Rosa Junior College	" "	Transfer	2014-2015
Arizona State University		Transfer	2013-2014

WORK/VOLUNTEER EXPERIENCE

Organization	City	Position	Year-From/To
D.H. Scott & Company	Redding	Admin	2022 - Current
Fit Republic	Redding	Head Personal Trainer	2019 - 2020
Private Personal Training	Anderson	Owner	2020 - 2022

STATEMENT OF QUALIFICATIONS:

Please briefly describe your qualifications and why you are interested in serving on the Board of Directors.

I love our local community and want to see it flourish. With all of the agriculture, water use and allocation can lead to a thriving economy in our county. Responsible use of resources will lead to generations of success and continued prosperity. I would make a great impact on our local community by being a logical, hard-working, and honest representative for the people of Happy Valley.

CERTIFICATION:

I certify that the information contained in this application is true and correct. I authorize the verification of the information in this application.

Matthew Martin

Signature

08/09/2023

Date

# United States of America

## CLEAR CREEK COMMUNITY SERVICES DISTRICT

STATE OF CALIFORNIA, County of Shasta

I, Beverly Fickes, Chairwoman of the Clear Creek Community Services District of the County of Shasta, State of California, do hereby certify that at a regular meeting of said Board, held in and for the County of Shasta, on the xx<sup>th</sup> day of Month, 2023, **APPOINTEE** was duly appointed to the **Clear Creek Community Services District Board of Directors** to serve a term to expire on **December 1st, 2024** as appears by the official record of said Board, now of record in my office.

IN WITNESS WHEREOF, I hereunto affix my hand, this xxth day of Month 2023.

---

Beverly Fickes, Chair of the Clear Creek  
Community Services of the  
County of Shasta, State of California

STATE OF CALIFORNIA } ss.  
COUNTY OF SHASTA }

*I, **APPOINTEE**, do solemnly swear (or affirm) that I will support and defend the Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter.*

---

**Appointee**

*Subscribed and sworn to before me, this xxth day of Month, 2023.*

---

**Beverly Fickes, Chair**



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

---

## MEMO

**Date:** August 30<sup>th</sup> 2023 - Was for August 16<sup>th</sup> 2023 Meeting  
**To:** Board of Directors  
**From:** General Manager – Paul Kelley  
**Re:** **6c – LAFCO Special District Member Vacancy & Nomination** (Discussion/Action)

---

### Discussion/Action:

**6g –**

At the July Board meeting – the Board reviewed the attached LAFCO material. When Clear Creek CSD Director Fust resigned June 30<sup>th</sup>, the position of Special District member on LAFCO was vacated.

LAFCO sent the attached related to the Vacancy and “Notice of Special District Member Nomination period and Intention to Conduct Mailed Ballot Election” (attached)

This arrived at the District July 13<sup>th</sup>, and put on the July agenda for the Boards information.

If a member of the CCCSD board would like to be forwarded as a candidate for LAFCO seat, the Board can use this time on the agenda to nominate one of it’s members. If there is not CCCSD candidate to be nominated, the process will proceed and the District will be asked to vote for a Special District member from a pool of candidates provided by LAFCO in the coming months.

The process is spelled out in this LAFCO letter, and the District will have an item on the agenda to vote for the candidates put forward from the special districts.

### Recommendation:

Review, Discussion, and if a member of the Board is interested to be nominate - By motion nominate a member of the Board, or take the information and wait till the District is asked for a vote by LAFCO.

Patrick Jones  
County Member  
Pamelyn Morgan  
City Member  
Stan Neutze  
City Member  
Michael Dacquisto  
City Member Alternate

Vacant  
Special District Member  
Mary Rickert  
County Member Alternate  
Ronnean Lund  
Special District Member



Larry Russell  
Public Member  
Kevin Crye  
County Member  
Fred Ryness  
Special District Alternate

Mark Spenser  
Public Member Alternate  
George Williamson  
Executive Officer  
James M. Underwood  
General Counsel  
Kathy Bull  
Manager

**Date:** July 5, 2023

**To:** Independent Special Districts in Shasta County

**From:** George Williamson, Executive Officer

**Subject: NOTICE OF SPECIAL DISTRICT MEMBER NOMINATION PERIOD  
AND INTENTION TO CONDUCT MAILED BALLOT ELECTION**

Long time Special District Member and LAFCO Commission Chairperson Irwin Fust is relocating out of the Clear Creek Community Services District (CSD) and resigning from both the Clear Creek CSD Board and Shasta LAFCO, effective June 30, 2023. This creates a special district member vacancy. Irwin's current term ends January 1 2024.

The current term of special district alternate Fred Ryness, Burney Water District, also ends January 1 2024. Given the time needed, the special district nominations and elections process for the 2024-2028 special district member 1 and alternate will start in July 2023. These two regular and alternate commissioner positions will therefore need to be filled before January 1, 2024.

To proceed, the Shasta Local Agency Formation Commission (LAFCO) is accepting nominations for one regular special district member and one alternate special district member to serve on LAFCO. The timeline is provided below:

#### Nomination and Election Schedule

Action	Date of Action
LAFCO request for nominations mailed to independent special districts via certified mail	July 6, 2023
Nominations due to LAFCO	By 5:00 p.m. <b>August 31, 2023</b>
Ballots mailed to independent special districts via certified mail	September 6, 2023
Ballots due to LAFCO	By 5:00 p.m. <b>October 31, 2023</b>
Ballots opened and tallied at LAFCO office; successful candidates notified	November 7, 2023
Election results mailed to independent special districts via certified mail	No later than November 10, 2023
Special District Members Announced/ Seated	December 7 2023 Commission Meeting

The nominees receiving most votes, for the regular and alternate special district positions respectively, will serve terms from January 1 2024 to January 1 2028.

General LAFCO information is available at [www.shastalafco.org](http://www.shastalafco.org). Should you have any questions or concerns, please contact the Executive Officer by phone at (707) 496-0861, or by e-mail at [eo@shastalafco.org](mailto:eo@shastalafco.org).

**the following eligibility and nominations submittal rules apply:**

1. Your Board may nominate only one candidate for each special district seat. Nomination forms enclosed.
2. Nominees must be elected or appointed special district officers (members of a governing board) of an independent special district in Shasta County.
3. Nominee selection is to be approved by a majority of your governing board. The nominee's name is to be submitted on the attached Form, signed by either your governing board President/Chair or Clerk.
4. The nominee is encouraged to provide additional information requested on the Candidate Information Sheet. This information will be included on the final ballot and kept on file at the LAFCO office.
5. All qualified nominees will be listed on the final ballot. The candidate securing the highest number of votes for each seat will be elected.
6. The Nomination Form must be returned no later than August 31, 2023, to Shasta LAFCO, 999 Mission De Oro, Suite 106, Redding, California 96003.

**Independent Special Districts**

Anderson Fire Protection District  
Anderson-Cottonwood Irrigation District  
Bella Vista Water District  
Buckeye Fire Protection District  
Burney Basin Mosquito Abatement District  
Burney Cemetery District  
Burney Fire Protection District  
Burney Water District  
Castella Fire Protection District  
Centerville Community Services District  
Clear Creek Community Services District  
Cottonwood Fire Protection District  
Cottonwood Water District  
Fall River Valley Community Services District  
Fall River Valley Fire Protection District  
Fall River Resource Conservation District  
Halcumb Cemetery District

Happy Valley Fire Protection District  
Igo-Ono Community Services District  
Manton Joint Cemetery District  
Mayers Memorial Hospital District  
Millville Fire Protection District  
Millville Masonic & Odd Fellows Cemetery District  
Mountain Gate Community Services District  
Pine Grove/ Fall River Mills Cemetery District  
Pine Grove Mosquito Abatement District  
Shasta Community Services District  
Shasta Lake Fire Protection District  
Shasta Mosquito and Vector Control District  
South Shasta Cemetery District  
Tucker Oaks Water District  
Western Shasta Resource Conservation District

## NOMINATION FORM

### Regular Special District Member – Seat 1

District Name: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Contact Email: \_\_\_\_\_

Telephone: \_\_\_\_\_

The Board hereby nominates \_\_\_\_\_ *to fill the four-year term from January 1 2024 to January 1 2028,* as a regular member of the Shasta Local Agency Formation Commission representing independent Special Districts in Shasta County.

Board action taken on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ by the following vote:

Ayes: \_\_\_\_\_

Noes: \_\_\_\_\_

Abstain: \_\_\_\_\_

Absent: \_\_\_\_\_

\_\_\_\_\_  
Signature of Board President/Clerk

\_\_\_\_\_  
Printed Name

**This Nomination Form must be received by Shasta LAFCO no later than August 31, 2023**



**CANDIDATE INFORMATION SHEET**  
**Nominated for Regular Special District Member – Seat 1**

Candidate Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_

E-mail \_\_\_\_\_

District \_\_\_\_\_

Title \_\_\_\_\_

Length of service with District: \_\_\_\_\_

Present Occupation: \_\_\_\_\_

Personal and Professional Background: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Summarize your interest in serving on Shasta LAFCO: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Summarize your qualifications for serving on Shasta LAFCO: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

List local government involvement: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

List civic organization involvement: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

List special interests or hobbies: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**NOMINATION FORM**  
**Regular Special District Member – Alternate**

District Name: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Contact Email: \_\_\_\_\_

Telephone: \_\_\_\_\_

The Board hereby nominates \_\_\_\_\_ *to fill the four-year term from January 1 2024 to January 1 2028*, as an alternate member of the Shasta Local Agency Formation Commission representing independent Special Districts in Shasta County.

Board action taken on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ by the following vote:

Ayes: \_\_\_\_\_

Noes: \_\_\_\_\_

Abstain: \_\_\_\_\_

Absent: \_\_\_\_\_

\_\_\_\_\_  
Signature of Board President/Clerk

\_\_\_\_\_  
Printed Name

**This Nomination Form must be received by Shasta LAFCO no later than August 31, 2023**

**CANDIDATE INFORMATION SHEET**  
**Nominated for Regular Special District Member – Alternate**

Candidate Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_

E-mail \_\_\_\_\_

District \_\_\_\_\_

Title \_\_\_\_\_

Length of service with District: \_\_\_\_\_

Present Occupation: \_\_\_\_\_

Personal and Professional Background: \_\_\_\_\_

\_\_\_\_\_

Summarize your interest in serving on Shasta LAFCO: \_\_\_\_\_

\_\_\_\_\_

Summarize your qualifications for serving on Shasta LAFCO: \_\_\_\_\_

\_\_\_\_\_

List local government involvement: \_\_\_\_\_

\_\_\_\_\_

List civic organization involvement: \_\_\_\_\_

\_\_\_\_\_

List special interests or hobbies: \_\_\_\_\_

\_\_\_\_\_



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

---

## MEMO

**Date:** August 30th 2023 - was for August 16<sup>th</sup> 2023 Meeting  
**To:** Board of Directors  
**From:** General Manager – Paul Kelley  
**Re:** **6d – Policies for Adoption by Ordinance (Discussion/Action)**

---

### Discussion/Action:

#### **6.d – Policies for Adoption – by Ordinance.**

The board reviewed these Policies prior to this meeting and the first five policies listed had been previously adopted by ordinance and revisions and updates to these policies will be done by ordinance. These ordinances supersede all previous ordinances for the named policy and allow the board to modify the policy in the future at a public noticed hearing.

- i. Board of Directors Compensation & Expense Reimbursement Policy – ORD 2023-10
- ii. Employee Travel Guidelines and Reimbursement Policy ORD 2023-11
- iii. Surplus Property Disposal Policy ORD 2023-12
- iv. Trespassers on CCCSD Property Policy Ord 2023-13
- v. Delinquencies & Service Disconnection (shut off) policy Ord 2023-14

This policy is a new policy and can be adopted by motion.

- vi. Will Serve Letter Policy – By Motion

### **Recommendation:**

Review, Discussion, Approve by motion each ordinance for each Policy



# **CCCSD DIRECTORS COMPENSATION,EXPENSE REIMBURSEMENT AND REQUIRED ETHICS TRAINING POLICY**

**Document Type:** District BOD Compensation, Expense Reimbursement & Ethics Training Requirements

**Administering Entity:** Board of Directors and General Manager

**Date Approved:** August 30, 2023, Ordinance 2023-10

**Prior Amendment Date:** September 21, 2022, Ordinance 2022-08

**Approved By:** Board of Directors

**Indicative Time for Review:** Biennial

**Responsibility for Review:** Board of Directors and General Manager

## **Purpose of Policy**

To establish the criteria for the types of activities that constitute performance of official duties for which a CCCSD Director may receive payment and the expenses that qualify for reimbursement, the rate for such expenses and the procedure to receive reimbursement. To be in compliance with AB1234.

## **POLICY**

This policy shall be in accordance with Section §20202 of Division 10 of the California Water Code that states: "In any ordinance (policy) adopted 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 Division 10 of the California Water Code and in Section 5784-5784.15 of the Public Resources Code).

Consistent with the above Water Codes and Ordinance 2022-08 the Directors may receive one hundred dollars (\$100.00) per day as a daily stipend for each day’s attendance at a regular monthly BOD meeting and twenty-five dollars (\$25.00) for standing committee meetings or for each activity attended by a Director as listed in Section A below and in Exhibit “A” attached. No more than two (2) additional activities will be compensated in a given month.

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 CCCSD on the same day as a Board of Directors (BOD) meeting prior to or following regular scheduled BOD meetings.

To conserve CCCSD resources and keep expenses within community standards for public officials, expenditures should adhere to the guidelines set forth in this policy.

The Board of Directors shall review biennial the existing compensation set forth herein and adjust accordingly, if necessary, with majority vote.

### **CCCSD DIRECTORS MAY BE COMPENSATED FOR THE FOLLOWING**

#### **A. Attendance of the following Activities**

- 1) Attendance of the regular monthly BOD meetings;
- 2) Special Meetings of the BOD;
- 3) Standing Committee Meetings of the BOD;
- 4) Meetings of an advisory body;
- 5) Conferences and organized educational activities, including, but not limited to required training i.e., Ethics Training;
- 6) Performing required CCCSD business functions (i.e., signing checks).

#### **B. Reimbursement for Expenses**

- 1) Travel, meals, lodging and

- 2) Directors will be reimbursed for actual telephone, cellular and fax expenses incurred on CCCSD business. Telephone and cellular bills must identify which calls were made on CCCSD business.
- 3) Directors will be reimbursed for internet access connection and/or usage fees away from home if internet access is necessary for CCCSD 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.

Expenses that do not fall within the adopted travel policy or current IRS rates must be approved by the BOD, 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.

#### C. Reimbursement Procedures

- 1) Exhibits "B" and/or "C" will be provided by CCCSD to the 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 sixty (60) days of incurrence and be accompanied by original 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 CCCSD.
  - II. If a request for reimbursement is not submitted within the specified 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 an explanation. After review, if approved, undocumented expenses will be reimbursed in accordance with IRS guidelines.
  - IV. 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 CCCSD'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 CCCSD at the next regular meeting of the BOD, and
- 5) Directors should keep in mind that expenditure may be subject to reporting under the Political reform Act and other laws. All CCCSD 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 CCCSD and
- 3) Civil penalties and/or criminal prosecution for misuse of public resources.
- 4) No Shows and Late Cancellation. 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 CCCSD as a cash refund or vendor credit that can be applied within the next twelve (12) months to future registration fees, travel or lodging. Vendor credits are acceptable only when it can be reasonably assumed that the CCCSD will need to use the particular credit within that time frame. 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 CCCSD provides for compensation and reimbursement of actual and necessary expenses incurred by the Directors and officers, they are subject to the required training in ethics.
- 2) A minimum of two (2) hours of approved ethics training every two years is required.
- 3) For the purposes of this policy, the legislative body is the BOD.
- 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 must receive the required ethics training no later than one year from the first day of service with the CCCSD.
- 7) A Director who services more than one local agency shall satisfy the ethics training requirement once every two years regardless of the number of local



agencies with which he/she serves, unless a Certificate of Completion is provided to CCCSD.

8) Approved ethics courses may be taken at home, in person or on-line.

F. Ethics Law

- A. Laws related to personal financial gain by public servants;
- B. Laws relating to claiming prerequisites of office;
- C. Government transparency laws and
- D. 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 in 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 provision of the law, the CCCSD shall maintain these records for at least five (5) years after the Directors and officers receive training. These records are public records subject to disclosure under the California Public Records Act.

## EXHIBIT A

### SCHEDULE OF COMPENSATION, TRAVEL, PER DIEM, LODGING AND OTHER MISCELLANEOUS NECESSARY AND RESONABLE 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	\$25.00
3. Meetings of an advisory body (Committee);	\$25.00
4. Conferences and organized educational activities out of county, per diem;	\$25.00
5. Conferences and organized educational activities within County, per diem;	\$25.00
6. Ethics training as required by AB 1234;	\$25.00
7. Ralph M. Brown Act training once every two years;	\$25.00
8. Performing required District business functions out of County, per diem;	\$25.00
9. Performing required District business functions within County, per diem;	\$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 forgo any and all compensation as described above, or to receive a lesser amount than displayed above.*

#### ALL REIMBURSEMENTS:

SEE THE CURRENT IRS RATES

Exhibit "B"

Vacant  
Director

Director

Director



Chair

Vice Chair

General Manager

## Board Meeting Payable Sheet

Meeting Date: \_\_\_\_\_

Check one: Committee/ Special ☐ \$25.00      Regular ☐ \$100.00

Name	Signature
Director	
Director	
Director	
Director	
Director	

Please return to bookkeeper's In Box. ~ Thanks

TRAVELER INFORMATION				Use this form for <u>mileage and related expenses ONLY</u> . For overnight travel, meal & incidental expenses, and all other travel reimbursements, use the standard <b>TRAVEL EXPENSE REIMBURSEMENT VOUCHER</b> form.				
Name _____								
Home Address _____								
City _____ State _____ Zip _____								
Home phone _____		Work phone _____						
Employee?    Yes    No		PERSONAL VEHICLE USE STATEMENT - (REQUIRED FOR VEHICLE EXPENSE REIMBURSEMENT -						
Please check one: <input type="checkbox"/> PERSONAL VEHICLE <input type="checkbox"/> District Vehicle								
MILEAGE REIMBURSEMENT				Number of Miles Traveled	Rate Allowed (\$ / mile)	Total Mileage Reimbursement (# miles X rate per mile)	PARKING AND TOLLS	TOTAL AMOUNT
Date	Points between which travel occurred							
OTHER - Itemize below								
PURPOSE OF TRIP                      Please check one:								TOTAL REIMBURSEMENT
<input type="checkbox"/> PRESENTATION <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>								
<input type="checkbox"/> CONFERENCE / WORKSHOP- Enter name of conference or workshop here: _____								
<input type="checkbox"/> OTHER (EXPLAIN) _____								
I hereby certify that expenses listed on this voucher were incurred by me on official business of the <u>Clear Creek CSD</u> and include only such expenses as were necessary in the conduct of this business. These expenses have not been previously claimed. Neither have they been nor will they be presented to an organization <u>CCCS</u> Signature of Traveler _____ Date _____								
I hereby certify that the travel undertaken in this reimbursement voucher has been reviewed and approved as necessary for the conduct of business Signature of Supervisor _____ Date _____								
Signature of Approving Official for Account _____ Date _____								
FOR TRAVEL OFFICE USE ONLY								
	DATE	ACCOUNT CODE						
I certify all computations are correct and that all necessary and required receipts are attached. Initial: _____								

EXHIBIT D

**Request and Authorization to Travel**  
CLEAR CREEK COMMUNITY SERVICES DISTRICT

**Section 1: Traveler Information**

Date: \_\_\_/\_\_\_/\_\_\_

Name \_\_\_\_\_  
Address (street) \_\_\_\_\_  
Address (apt., etc.) \_\_\_\_\_  
City: \_\_\_\_\_  
State: \_\_\_\_\_ Zip \_\_\_\_\_  
Department \_\_\_\_\_

Employment Status: \_\_\_\_\_ Employee  
\_\_\_\_\_ Other  
Mail Stop \_\_\_\_\_ Telephone \_\_\_\_\_

**Section 2: Trip Information**

Type of Trip: \_\_\_\_\_ Training/Education

\_\_\_\_\_ Conference  
\_\_\_\_\_ Presentation \_\_\_\_\_ Other

Purpose/reason of Trip: \_\_\_\_\_

Benefit to \_\_\_\_\_

Departure: Date: \_\_\_/\_\_\_/\_\_\_ Time: \_\_\_:\_\_\_  
Primary Destination: City \_\_\_\_\_ State/Country \_\_\_\_\_  
Other Destination: City \_\_\_\_\_ State/Country \_\_\_\_\_

**Section 3: Estimated Expenses:**

Category	Amount
Commercial Transportation	
_____ Air _____ Train _____ Other _____	
Rental Vehicle: Yes _____ No _____	
Vehicle Mileage: Distance _____ Rate _____	
_____ Personal _____	
Registration: Includes: _____ Meals _____ Lodging _____	
Lodging: Nights _____ Rate(w/tax) _____	
Check here if conference or host facility _____	
Meals: No. Days _____ Rate _____	
Other (specify) _____	
<b>Total</b>	_____

As the traveler, I certify that the above estimated expenses are reimbursable and that those for lodging and meals do not exceed the maximum amounts authorized by the Clear Creek CSD or by the sponsor.

**Section 4: Signatures**

	Dates
Request for Approval (Traveler) _____	___/___/___
Recommend Approval (Supervisor) _____	___/___/___

Approved (Approving Official) \_\_\_\_\_

CLEAR CREEK COMMUNITY SERVICES DISTRICT  
ORDINANCE 2023-10

AUGUST 30<sup>th</sup> 2023

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 replace 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.

BE IT FURTHER ORDAINED, that this ordinance supersedes any and all prior ordinances regard the Directors Compensation & Expense Reimbursement Policy's and that all future updates to this policy will be done at a publicly noticed meeting by majority vote of the Board without the need for an Ordinance.

PASSED AND ADOPTED this 30th day of August 2023 by the following vote:

Motion:

Second:

AYES:

NOES:

Abstain:

Absent:

\_\_\_\_\_  
Beverly Fickes, Chair

ATTEST:\_\_\_\_\_

Paul Kelley, General Manager  
Secretary to the Board of Directors of the Clear Creek  
Community Services District



## **EMPLOYEE TRAVEL GUIDELINES AND REIMBURSEMENT POLICY**

**Document Type:** District Employee Travel Guidelines and Reimbursement Policy

**Administering Entity:** General Manager, Administrative Assistant

**Date Approved:** August 30, 2023, Ordinance 2023-11

**Prior Amendment Date:** May 17, 2000, Ordinance 2000-05

**Approved By:** Board of Directors

**Indicative Time for Review:** Every Three Years

**Responsibility for Review:** General Manager and Board of Directors

### **Purpose for Employee Travel Guidelines and Reimbursement Policy**

To establish procedures for authorizing and paying expenses for employees of the CCCSD to attend conferences, seminars, meeting and other in-person events while conducting official CCCSD business in accordance with the provisions herein and the UPEC MOU dated February 2023.

### **POLICY**

Travel requests to attend conferences, seminars, meetings and other in-person events away from the worksite must be approved in advance. Generally, only the General Manger and Department Supervisors or the Administrative Assistant will attend conferences or training activities. On occasion a CCCSD Board of Director will attend these meetings, please refer to the reimbursement policy for CCCSD BOD for their reimbursement of expenses.

It is the individual employee who is responsible for the accounting of travel expenses, and they must turn in the proper documentation, along with detailed receipts in order to be reimbursed.

Expenses are allowed only for the CCCSD employee. Expenses associated with other individuals are not the responsibility of CCCSD and will not be reimbursed.

Employees traveling the day before or the day after the activity or meeting may do so during working hours, provided they take no more time than is necessary to arrive at their destination. Any additional time must be taken off their vacation time. These arrangements must be approved in advance by the General Manager.

## **DEFINITIONS**

Business travel expenses within this policy are defined to include:

- Registration fees
- Airfare
- Personal vehicle mileage
- Ground travel (e.g., commuter train, ride share, taxi, or rental car)
- Parking tolls
- Lodging
- Meals
- Service-related tips
- And other related expenses which are reasonable and customary, as applicable, to attend offsite meetings, conferences and events directly related to an employee's CCCSD work.

Ineligible business travel expenses as defined in this policy include (but are not limited to) the following:

- Alcoholic beverages
- Laundry
- Dry Cleaning or pressing of personal items
- Entertainment
- Magazines
- Newspapers

Local business travel expenses are defined as those within the State of California and 250 miles from the employee's permanent work location.

## **PROCEDURES**

1. Receive authorization for travel given by the CCCSD Board of Directors for the General Manager and by the General Manager for all other employees.
2. All Non-local travel must be approved by the CCCSD Board of Directors.
3. All Travel Authorizations Requests will be accompanied by a memorandum which will provide the following information:
  - Purpose of Request
  - Benefit to CCCSD
  - Benefit to the Employee
  - Other relevant information to substantiate travel request



4. All reimbursable expenses will be accompanied by original receipts.
5. All reimbursements will be made on a Petty Cash Form and paid in cash or check to the employee after approval.

### **TRANSPORTATION**

The means of transportation shall be determined by time and distance factors. 250 miles is considered local travel and airfare will not be reimbursed. If over 250 miles airfare can be discussed, and coach airfare and airport transportation service is considered to be adequate. Taxicabs, rideshares and rental automobiles will be approved if the circumstances justify their use. If rental automobiles become necessary for ground transportation, midsize cars, when available and suitable will be used. Use of long-term airport parking facilities is encouraged.

It is desirable that employees use a company vehicle for all out-of-town travel whenever possible.

When an approved meeting etc. is a distance of 250 miles or more from the CCCSD office, CCCSD will pay for airfare, provided it is less expensive than mileage, lodging and per diem meals for additional days necessary to travel by automobile.

### **MILEAGE REIMBURSEMENT**

Travel by personal vehicle will be reimbursed at the rate provided by IRS regulations. If one or more segments of a trip begins or ends at the employee's home, the normal commute mileage must be subtracted from the miles claimed. This provision only applies to normally scheduled workdays.

When deciding economical travel methods (e.g., airplane vs. car) the cost of the method of travel chosen plus the extra meals and/or lodging costs incurred due to the longer travel time, as well as the cost of work time lost, should be taken into account by the District Manager or the CCCSD Board of Directors before approval of the travel method.

### **PER DIEM MEAL COSTS**

The UPEC MOU dated February 2023 will be used to determine the meal reimbursement maximum limits as follows, including tax and tip:

- \$10.00 for Breakfast
- \$15.00 for Lunch
- \$25.00 for Dinner
- Or a total of \$50 per day, whichever is less

Meal reimbursement should not be claimed for meals that are to be provided by the conference/event.

## **LODGING COSTS**

The most economical lodging option available should be utilized. Typically, employees will stay at the conference host hotel, however there are situations where the host hotel is fully booked, and the employee must make other arrangements. Employee safety is paramount when selecting economical lodging.

When an approved activity or meeting is a distance of 150 or more miles from the CCCSD office and begins prior to 10:00 AM, the District will pay for lodging for the night before.

When returning from an out-of-town activity or meeting, a distance of 150 or more miles from the CCCSD office, if the activity or meeting ends by 6:00 PM, the employee traveling is expected to return that night. If they choose to stay an additional night, the CCCSD will not pay for an additional night of lodging, meals, etc. If the employee has a regularly scheduled workday the next day, vacation must be requested and approved in advance by the General Manager for the missed work hours.

## **TRAVEL EXPENSE REPORT**

Within ten (10) working days after return from travel a detail listing of all travel expenses should be turned into the employee's Department Supervisor organized by the date and expense type and a Petty Cash Form should accompany the report with original receipts. No personal expenses should be turned in for reimbursement.

CLEAR CREEK COMMUNITY SERVICES DISTRICT  
ORDINANCE 2023-11

AUGUST 30<sup>th</sup> 2023

AN ORDINANCE BY THE BOARD OF DIRECTORS OF CLEAR CREEK COMMUNITY SERVICES DISTRICT  
APPROVING THE EMPLOYEE TRAVEL GUIDELINES AND REIMBURSEMENT POLICY.

WHEREAS, the Clear Creek Community Services District is a public agency organized and operated pursuant to the Community Services District Law, California Government Code Section 61000 et seq.; and

WHEREAS, the Board of Directors has determined that a clear policy is necessary establishing allowable travel expenses, and travel guidelines in order to maintain orderly records and maintain costs within budget constraints; and,

WHEREAS, the Board of Directors acknowledge that out of town travel for both staff members and Directors may be necessary for educational and conference purposes; and,

WHEREAS, the Board of Directors has determined that past policies needed to be updated and are no longer adequate to assist in management and cost control; and,

WHEREAS, this updated policy is in compliance with and in addition to the Employee MOU; and,

NOW, THEREFORE, BE IT ORDAINED, by the Board of Directors of Clear Creek Community Services District and by reference incorporated herein, the Employee Travel Guidelines and Reimbursement Policy, and has been reviewed and approved as the policy for all related travel and reimbursement, travel advances, travel time, vehicle usage, etc.

BE IT FURTHER ORDAINED, that this ordinance supersedes any and all prior ordinances regard the Employee Travel Guidelines and Reimbursement Policy's and that all future updates to this policy will be done at a publicly noticed meeting by majority vote of the Board without the need for an Ordinance.

PASSED AND ADOPTED this 30th day of August 2023 by the following vote:

Motion:

Second:

AYES:

NOES:

Abstain:

Absent:

---

Beverly Fickes, Chair

ATTEST: \_\_\_\_\_

Paul Kelley, General Manager  
Secretary to the Board of Directors of the Clear Creek  
Community Services District



## **SURPLUS PROPERTY DISPOSAL POLICY**

**Document Type:** District Surplus Property Disposal Policy

**Administering Entity:** General Manager, Administrative Assistant

**Date Approved:** August 30, 2023, Ordinance 2023-12

**Prior Amendment Date:** June 15, 2011, Ordinance 2011-04

**Approved By:** Board of Directors

**Indicative Time for Review:** Every Five Years

**Responsibility for Review:** General Manager & Board of Directors

### **Purpose for Surplus Property Disposal Policy**

This policy sets the authority and guidelines of disposing of surplus property belonging to CCCSD that is no longer needed or has no practical use to CCCSD any longer. The General Manager is responsible for the orderly disposition of surplus property. The disposal of CCCSD surplus property for personal gain or to benefit the interest of any person or party other than the CCCSD, including the handling or disposal of trash or junk is strictly prohibited. CCCSD employees shall not claim ownership of, give away, recover or salvage any materials abandoned, disposed of or stored on CCCSD property outside of these guidelines. This prohibition includes giving any such property or proceeds to any person or party other than for the benefit and interest of CCCSD. Nor shall they authorize any other person or party to accept, receive or take any such surplus property to benefit their own interest, except as provided herein.

### **POLICY**

The General Manager shall present a list of items to the CCCSD Board of Directors intended to be declared as surplus and shall determine the fair market value for each individual item. The list shall contain a full description of the item and the fair market value.

Items that may be declared as surplus property may include any item of CCCSD property including, but not limited to:

- Machinery
- Motor Vehicles
- Furniture
- Supplies
- Equipment, such as computers and printers, phones, cameras, scanners, monitors, etc.
- Land-the sale of land requires authorization by an Ordinance and must follow all state laws.

The General Manager may sell or otherwise dispose of such surplus property by any of the following methods:

1. **Sealed Bid or Public Auction**-the procedure for conducting a sale by these methods shall be determined by the General Manger, however the following must be included in the procedure:
  - a) At lease one (1) notice, seven (7) days before the sale, shall be posted in three (3) public places within the CCCSD area, containing a general description of the type of property to be sold and the time and place of such bid opening or auction.
  - b) The terms of all sales shall be cash.
  - c) The sale by sealed bid or auction shall be to the highest responsible bidder.
  - d) A receipt shall be given to the purchaser.

If conducting an auction, the General Manager may contract for professional auction services if deemed necessary. The minimum bid price shall be set to recover as much of the CCCSD's administrative costs as possible regarding the bid process and sale.

2. **Sale in Open Market**-For sale of surplus property in the open market, the General Manager shall investigate the condition of the market for the type of surplus item and determine the fair market value for that item, the CCCSD's administrative costs regarding advertising and related costs. The General Manger may then sell the surplus property by advertising in the most appropriate means which will bring the greatest number of potential purchasers. The following must be included in the procedure:
  - a) The sale shall be posted in three (3) public places within the CCCSD area three (3) days before the sale, containing a general description of the item to be sold and the time and place where the item may be examined and the place where the purchase price is to be paid in full and the place where the item may be picked up.
  - b) The terms of all sales shall be cash.
  - c) A receipt shall be given to the purchaser.

3. **Internet Auction Sale**-The General Manager shall determine the fair market value of surplus property and utilize an internet auction service to sell such property. The following must be included in the procedure:
  - a) Notice of sale/auction of surplus property shall be posted on CCCSD's website and at the District Office.
  - b) In all cases the minimum shall be based on fair market value plus the costs of using the auction service.
4. **Trade-In Surplus Property**-The General Manager may trade in surplus property after determining the fair market value of the item and determining the trade-in value to be reasonable, that will be applied toward the purchase of a similar type of property. Typical situations where this might apply might be the trade in of a used motor vehicle or machinery or equipment for which trade-ins are commonly permitted by the seller.
5. **Donation of Surplus Property with Minimal or No Salvage Value**-In all cases where the fair market value has minimal or no salvage value the General Manager may donate such items to other like agencies or non-profit groups and organizations within CCCSD's boundary. The General Manager shall follow these procedures:
  - Place a notice of the items to be donated on CCCSD's website
  - Provide a description of the items to be donated
  - Request that interested non-profit organizations or groups within CCCSD's boundaries call the District office and request to be put on the list for consideration of receiving the donated items.
  - Effort will be made to rotate donations equitably among the list of non-profit groups or organizations, so they same ones are not always the recipient of donated items.
6. **Sale of Unserviceable Junk or Scrap Property**-When any surplus property is deemed to be unserviceable, junk or scrap or otherwise no longer suitable for its original purpose, the General Manager shall dispose of such items by destruction, scrap, trade or sale of property at the best competitive price available.

### **PROHIBITED PARTICIPATION**

In order to avoid conflict of interest issues, as well as the appearance of any conflict-of-interest issues, no sale or other disposition shall be made hereunder to a CCCSD Director, employee, a District consultant or to any member of the immediate family of any such persons. However, the General Manager may determine, in his/her sole discretion, to permit bids and/or sales to employees in the case of items for sale of \$500.00 or less. Any such determination shall be made subject to applicable laws, rules and regulations. Such requirements include but are not limited to the restriction that any employee who participated in or otherwise influenced the determinations involved in the sale shall not be permitted to participate in said sale.

Employees violating this policy may be subject to disciplinary action in accordance with CCCSD policies.

## **NOTIFICATIONS**

The General Manager will post all surplus property items for sale on CCCSD's website in addition to the advertising requirements in the above sections.

A CCCSD Director or other interested member of the public may ask that the CCCSD Board discuss a particular surplus property item in a public meeting prior to sale as long as that request is made in writing 72 hours prior to the scheduled sale and/or auction.

All property is Public Record and reported to Shasta County annually on Form 571-L Business Property statement. Make sure that the sale of surplus property is reported correctly to the county on this form.

CLEAR CREEK COMMUNITY SERVICES DISTRICT  
ORDINANCE 2023-12

AUGUST 30<sup>th</sup> 2023

AN ORDINANCE BY THE BOARD OF DIRECTORS OF CLEAR CREEK COMMUNITY SERVICES DISTRICT  
ESTABLISHING SURPLUS PROPERTY DISPOSAL POLICY.

WHEREAS, the Clear Creek Community Services District is a public agency organized and operated pursuant to the Community Services District Law, California Government Code Section 61000 et seq.; and

WHEREAS, pursuant to Water Code Section 71690, the District is authorized to hold, use, enjoy, lease or dispose of real and personal property of various kind; and

WHEREAS, there is a need to promote uniformity in the policies and procedures for disposal of surplus property owned by the District; and

WHEREAS, from time to time personal property, such as equipment, formerly necessary for District operations becomes outdated, worn-out, unnecessary, or otherwise surplus to District needs; and

WHEREAS, this Ordinance shall take effect immediately upon its adoption and shall supersede any and all policies and procedures previously written concerning disposal of surplus personal property.

NOW, THEREFORE, BE IT ORDAINED, the Clear Creek Community Services District Board of Directors does establish the attached policy, hereinafter referenced as "Surplus Property Disposal Policy".

BE IT FURTHER ORDAINED, that this ordinance supersedes any and all prior ordinances regard the Surplus Property Disposal Policy's and that all future updates to this policy will be done at a publicly noticed meeting by majority vote of the Board without the need for an Ordinance.

PASSED AND ADOPTED this 30th day of August 2023 by the following vote:

Motion:

Second:

AYES:

NOES:

Abstain:

Absent:

---

Beverly Fickes, Chair

ATTEST:

\_\_\_\_\_  
Paul Kelley, General Manager  
Secretary to the Board of Directors of the Clear Creek  
Community Services District





## **TRESPASSERS ON CCCSD PROPERTY POLICY**

**Document Type:** District Trespassers on CCCSD Property Policy

**Administering Entity:** General Manager, Administrative Assistant

**Date Approved:** August 30, 2023, Ordinance 2023-13

**Prior Amendment Date:** January 20, 2018, Ordinance 2018-01

**Approved By:** Board of Directors

**Indicative Time for Review:** Every Four Years

**Responsibility for Review:** General Manager and Board of Directors

### **Purpose for Trespassers on CCCSD Property Policy**

These guidelines are intended to minimize the District's liability for injury to others, but primarily intended to assure the safety of CCCSD's employees from Physical harm.

### **POLICY**

Periodically, CCCSD employees may encounter trespassers or unauthorized individuals at CCCSD facility sites. If such trespassers are encountered, employees should advise the trespassers that they are not permitted on CCCSD property and request that they immediately leave the property.

If they decline vacating the property, the employee should immediately contact the appropriate law enforcement agency that services the area of the facility, as well as the employee's immediate Supervisor.

Employees shall not, under any circumstance, ever attempt to physically remove trespassers from CCCSD property. In addition, employees shall not verbally address trespassers in a manner that may provoke a physical confrontation between the employee and the trespasser(s).

Do not confront armed trespassers, such as hunters or if you feel threatened by the trespasser. Call law enforcement instead.

Having “No Trespassing” or similar signs posted and maintaining fences and locked gates makes the rules easier to enforce.

CLEAR CREEK COMMUNITY SERVICES DISTRICT  
ORDINANCE 2023-13

AUGUST 30<sup>th</sup> 2023

AN ORDINANCE BY THE BOARD OF DIRECTORS OF CLEAR CREEK COMMUNITY SERVICES DISTRICT  
ESTABLISHING TRESPASSERS ON CLEAR CREEK COMMUNITY SERVICES DISTRICT PROPERTY  
POLICY.

WHEREAS, the Clear Creek Community Services District is a public agency organized and operated pursuant to the Community Services District Law, California Government Code Section 61000 et seq.; and

WHEREAS, pursuant to Water Code Section 71690, the District is authorized to hold, use, enjoy, lease or dispose of real and personal property of various kind; and

WHEREAS, there is a need to promote uniformity in the policies and procedures related to trespassers on property owned by the District; and

WHEREAS, the District recognizes the need to have clear directives and policies for employees of the District when dealing with trespassers on properties that are owned by the District; and

NOW, THEREFORE, BE IT ORDAINED, the Clear Creek Community Services District Board of Directors does establish the attached policy, hereinafter referenced as "Trespassers on CCCSD Property Policy".

BE IT FURTHER ORDAINED, that this ordinance supersedes any and all prior ordinances regard the Trespassers on CCCSD Property Policy's and that all future updates to this policy will be done at a publicly noticed meeting by majority vote of the Board without the need for an Ordinance.

PASSED AND ADOPTED this 30th day of August 2023 by the following vote:

Motion:

Second:

AYES:

NOES:

Abstain:

Absent:

---

Beverly Fickes, Chair

ATTEST:

\_\_\_\_\_  
Paul Kelley, General Manager  
Secretary to the Board of Directors of the Clear Creek  
Community Services District



# **DELINQUENCIES AND WATER SERVICE DISCONNECT**

## **POLICY**

**Document Type:** Delinquencies and Water Service Disconnect Policy

**Administering Entity:** General Manager and the Board of Directors

**Date Approved:** August 30, 2023, Ordinance 2023-14

**Prior Amendment Date:** March 18, 2020, Ordinance 2020-03

**Approved By:** Board of Directors

**Indicative Time for Review:** Biennial

**Responsibility for Review:** General Manager and the Board of Directors

### **Purpose of Policy**

CCCSD formed as a special district and as a community water system that supplies water to more than 200 service connections are subject to California Senate Bill No. 998 (DODD) 2018 effective February 1, 2020.

This policy sets forth CCCSD's administrative actions for the collection of delinquent accounts, including notifications, fee assessments and discontinuation of service for both resident and non-resident service accounts. This policy will be made available to the public on CCCSD's website. The District can be contacted by phone (530) 357-2121 to discuss options for averting discontinuation of water service for nonpayment under the terms of this policy.

## **Delinquency Charge and Discontinuation of Service for Nonpayment**

### **A. Delinquency Charge**

If payment is not received by the twentieth (20<sup>th</sup>) of the month, Late Fees shall be applied to the account on the twenty-first (21<sup>st</sup>).

### **B. Discontinuation of Non-Residential Service for Nonpayment Policy**

The District shall not discontinue a non-residential service for nonpayment until a payment by a customer has been delinquent for thirty (30) calendar days.

#### **1. Non-Residential Service delinquency timeline**

- a. Regular Monthly Bills are mailed on the last day of the month and are due by the twentieth (20<sup>th</sup>) of the subsequent month.
- b. On the twenty-first (21<sup>st</sup>) of the following month, unpaid account balances will be accessed a Late Fee on all unpaid amounts. If one (1) month of billings are now delinquent a "Shut Off" Notice is delivered via mail with a shut off date 10 days from the date the notice was generated.
- c. By the ninth (9<sup>th</sup>) day after the "Shut Off" Notice is generated the amount printed on the Notice is due in FULL. This amount must be paid to prevent a "24-hour Shut Off Notice".
- d. After receiving a "24-hour Shut Off Notice", a payment for the delinquent amount printed on the Notice is due immediately to prevent disconnection of service.
- e. If payment is not received within the 24-hours, service will be disconnected, and a \$50 Disconnect Fee will be accessed. Service will remain off until payment for the entire balance including the Disconnect Fee is paid in full. Another \$50 Re-connection fee will be assessed when the staff is dispatched to reconnect the service and will be included in the next monthly bill.

#### **2. Notice of Termination of Non-Residential Service**

No less than ten (10) calendar days before discontinuation of non-residential service for nonpayment, the CCCSD shall contact the customer named on the account by written notice.

**Written Notice:** The written notice of payment delinquency and impending discontinuation shall be mailed to the mailing address provided. If the customer's address is not the address of the property to which residential service is provided, it shall also be mailed to the address of the property to which non-residential service is provided, addressed to "Occupant".

#### **3. Good Faith Effort**

Whenever the CCCSD is unable to make Written Contact with the customer or an adult occupying the property, and when Written Notice is returned through the mail as undeliverable, the CCCSD shall make a Good Faith Effort to visit the location and leave or make other arrangements for placement in a conspicuous place, a Notice of Imminent Discontinuation of Service for Nonpayment and include the CCCSD's Policy.

#### **4. Service Restoration**

Unless otherwise provided for pursuant to this Policy, a non-residential service that has been terminated for nonpayment in accordance with this Policy will be restored upon payment of the entire amount due, which shall include all late fees, service, disconnection fees, service reconnection charges, security deposit and any other penalties.

#### **C. Discontinuation of Residential Service for Nonpayment Policy**

The District shall not discontinue a residential service for nonpayment until a payment by a customer has been delinquent for sixty (60) calendar days, and in accordance with the District's Policy for Discontinuation of Residential Service for Nonpayment, as provided herein. This Policy shall be available on the District's webpage.

- 1. Residential Service Delinquency Timeline:**
  - a. Regular Monthly Bills are mailed on the last day of the month and are due by the twentieth (20<sup>th</sup>) of the subsequent month.
  - b. On the twenty-first (21<sup>st</sup>) of the subsequent month, unpaid balances are assessed a Late Fee that will show on the current month's billing that will be mailed out at the end of the month. A separate delinquent notice will also be mailed at the end of the current month.
  - c. On the twenty-first (21<sup>st</sup>) of the following month, unpaid account balances will be assessed a Late Fee on all unpaid amounts. If two (2) months of billings are now delinquent a "Shut Off" Notice is delivered via mail with a shut off date 10 days from the date the notice was generated.
  - d. By the ninth (9<sup>th</sup>) day after the "Shut Off" Notice is generated the amount printed on the Notice is due in FULL. This amount must be paid to prevent a "24-hour Shut Off Notice".
  - e. After receiving a "24-hour Shut Off Notice", a payment for the delinquent amount printed on the Notice is due immediately to prevent disconnection of service.
  - f. If payment is not received within the 24-hours, service will be disconnected, and a \$50 Disconnect Fee will be assessed. Service will remain off until payment for the entire balance including the Disconnect Fee is paid in full.

Another \$50 Re-connection fee will be assessed when the staff is dispatched to reconnect the service and will be included in the next monthly bill.

## **2. Notice of Termination of Residential Service**

No less than ten (10) calendar days before discontinuation of residential service for nonpayment, the District shall contact the customer named on the account by written notice.

- a. **Written Notice:** The written notice of payment delinquency and impending discontinuation shall be mailed to the customer of the residence to which the residential service is provided. If the customer's address is not the address of the property to which residential service is provided, it shall **also** be mailed to the address of the property to which residential service is provided, addressed to "Occupant". The notice shall include:
  1. The customer's name and address.
  2. The amount of delinquency.
  3. The date by which payment or arrangement for payment is required in order to avoid discontinuation of residential service.
  4. A description of the process to apply for an extension of time to pay the delinquent charges.
  5. A telephone number for the residential customer to contact in order to discuss options for averting discontinuation of residential service for nonpayment.
  6. A description of the procedure to petition for bill review and appeal.
- b. A description of the procedure by which the customer may request an alternative payment plan agreement, including an amortization of the delinquent residential service charges, consistent with the CCCSD's Discontinuation of Residential Service for Nonpayment Policy.

## **3. Good Faith Effort**

Whenever the CCCSD is unable to make Written Contact with the customer or an adult occupying the residence, and when Written Notice is returned through the mail as undeliverable, the CCCSD shall make a Good Faith Effort to visit the residence and leave, or make other arrangements for placement in a conspicuous place, a Notice of Imminent Discontinuation of Residential Service for

Nonpayment (“24-Hour Shut-Off Notice”) and include the CCCSD’s Discontinuation of Residential Service for Nonpayment Policy.

**4. Alternatives to Discontinuation of Residential Service for Nonpayment:**

**a. Alternative Payment Plan**

1. Prior to Termination of Residential Service, any customer can contact the CCCSD and request a Alternative Payment Plan whereby payments of the delinquent amount can be extended up to a twelve (12) month repayment schedule.
2. As a condition of this Plan, the customer will be required to pay the amortized amount plus the current water service charges.
3. Unless otherwise provided for in the CCCSD’s Policy, failure to pay the amortized amount plus the current water service charges each billing period will nullify the amortization agreement and result in the issuance of a Notice of Termination of Residential Service that will require the customer to pay the entire outstanding balance within 5 business days or water service will be terminated.

**5. Bill Review Request and Appeal Process**

Residential service shall not be discontinued while a residential customer is engaged in the following review and appeal process:

**a. Bill Review Request**

1. If a customer wishes to dispute a water bill, the customer must, within five (5) business days of receipt of the disputed bill, contact the CCCSD during regular office hours and request a review of the account and provide staff with the reason for the review.
2. Upon review of the account, the CCCSD shall respond to the bill review request within ten (10) business days with a decision regarding the amount due.

**b. Appeal Process**

1. If the customer wishes to dispute the findings of the bill review request, the customer shall provide a request in writing to the CCCSD to have a review of the account by the General Manager. This request shall be provided to the CCCSD within ten calendar days from the date of mailing of the bill review request findings to the customer.
2. Upon review of the account, the General Manager shall respond to the bill review request within ten (10) business days with a decision regarding the amount due.
3. If the customer wishes to dispute the decision of the General



Manager with respect to the bill review request, the customer shall provide a request in writing to appeal the decision to the Board of Directors. This request shall be provided to the CCCSD within ten calendar days from the date of mailing of the decision. The appeal will be heard by the Board and a decision will be made regarding the amount due at the next regularly scheduled meeting of the Board of Directors.

c. **Waive Fees**

1. The District may waive fees (e.g., Late Fees, Penalties) on delinquent bills a maximum of once every twelve (12) months.

**6. Special Conditions**

a. **Medical Certification**

1. The CCCSD shall not discontinue residential service for nonpayment if all of the following conditions are met:
  - i. The customer, or tenant of the customer, submits a certification of a primary care provider, as defined in subparagraph (A) of paragraph (1) of subdivision (b) of Section 14088 of the Welfare and Institutions Code, that the discontinuation of residential service will be life threatening to, or pose a serious threat to the health and safety of, a resident of the premises where residential service is provided.
  - ii. The customer demonstrates that they are financially unable to pay for residential service within the CCCSD's normal billing cycle. The customer shall be deemed financially unable to pay if any member of the customer's household is a current recipient of CalWORKS, CalFresh, general assistance, Medi-Cal, Supplemental Security, Income/State Supplementary Payment Program, or California Special Supplemental Nutrition Program for Women, Infants and Children, or the customer declares that the household's annual income is less than 200 percent of the Federal poverty level.
  - iii. The customer is willing to enter into the Deferred Payment Arrangement Plan or Alternative Payment Schedule, as provided in this Policy, with respect to all delinquent charges.
2. If the items in Paragraph a.1(i), (ii) and (iii) above are met, the CCCSD shall offer the residential customer one of the following options, in the sole discretion of the CCCSD:

- i. The Deferred Payment Arrangement Plan, as provided in this Policy; or
  - ii. The Alternative Payment Schedule, as provided in this Policy.
- 3. The CCCSD may grant a longer repayment period than provided in the Deferred Payment Arrangement Plan or the Alternative Payment Schedule if the CCCSD, in its sole discretion, finds the longer period is necessary to avoid undue hardship to the customer based upon the circumstances of the individual case.
- 4. The residential service of a customer who is making repayment of a delinquent amount pursuant to an Alternative Payment Schedule or Deferred Payment Arrangement Plan under Section C (4) shall be disconnected no sooner than five (5) business days after the CCCSD posts a Final Notice of Intent to Disconnect Service in a prominent and conspicuous location at the property under either of the following circumstances:
  - i. The customer fails to comply for 60 days or more with the terms of the Alternative Payment Schedule or Deferred Payment Arrangement Plan entered into by the customer for repayment of delinquent charges.
  - ii. While complying with the terms of the Alternative Payment Schedule or Deferred Payment Arrangement Plan entered into by the customer for repayment of delinquent charges, the customer does not pay the current residential service charges for 60 days or more.
- b. **Reconnection of Discontinued Service for Customers with income below 200% of the Federal Poverty Level**
  - 1. The CCCSD shall provide all residential customers who have their services discontinued with information on how to restore their water service
  - 2. For residential customers who demonstrate to the District a household income below 200 percent of the Federal poverty line, the District shall do **both** of the following:
    - i. Set a reconnection service fee during normal operating hours to a maximum of fifty dollars (\$50). For reconnection during nonoperational hours, the reconnection charge shall be a

maximum of one hundred-fifty dollars (\$150).

- ii. Waive fees (e.g., Late Fees, Penalties) on delinquent bills once every twelve (12) months per Policy.
3. The CCCSD shall deem a residential customer to have a household income below 200 percent (200%) of the Federal poverty line if any member of the household is a current recipient of CalWORKS, CalFresh, general assistance, Medi-Cal, Supplemental Security Income/State Supplementary Payment Program, or California Special Supplemental Nutrition Program for Women, Infants, and Children, or the customer declares that the household's annual income is less than 200 percent (200%) of the Federal poverty level.
- c. **Discontinuation of Residential Service in Landlord-Tenant Situations**
- 1. This Section applies if there is a landlord-tenant relationship between the residential occupants and the owner, manager, or operator of the dwelling.
  - 2. Where the CCCSD furnishes individually metered residential service to residential occupants of a detached single-family dwelling, a multiunit residential structure, mobile-home park, or permanent residential structure in a labor camp (as defined in California Health and Safety Code § 17008), and the owner, manager, or operator of the dwelling, structure, or park is the customer of record/owner, the CCCSD shall make every Good Faith Effort to inform the residential occupants/tenants, by means of Written Notice, when the account is in arrears that service will be terminated at least 10 calendar days (10) prior to the termination/shut off. The Written Notice shall further inform the residential occupants/tenants that they have the right to become customers, to whom the service will then be billed, without being required to pay any amount which may be due on the delinquent account.

If the service is terminated, the tenant may elect to establish service subject to the terms and conditions of service, meets the requirements of law and the CCCSD's Rules & Regulations. In order for the amount due on the delinquent account to be waived, the District requires that the applicant verify that the delinquent account customer of record is, or was, the landlord, manager, or agent of the dwelling. Verification may include, but is not limited to, a lease or rental agreement, rent receipts, a government document indicating that the occupant is renting the property, or information disclosed pursuant to Section 1962 of the

Civil Code.

**7. Non-Allowable Residential Water Service Termination**

- a. In addition to the restrictions imposed by the Policy, the CCCSD has set forth the following restrictions on terminations of a residential customer's water service for nonpayment of residential water service charges. No customer's service shall be terminated:
  - i. On a Friday, weekend, CCCSD observed holiday (or the day prior), or at any time during which the CCCSD Office is not open to the public.

**8. Service Restoration**

- a. Unless otherwise provided for pursuant to the Policy for Discontinuation of Residential Service for Nonpayment, Residential Water Service that has been terminated for Nonpayment in accordance with this Policy will be restored upon payment of the entire amount due, which shall include all Late Fees service disconnection charges, service reconnection charges, security deposit and other penalties.

**9. Annual Reporting**

- a. The annual number of discontinuations of residential services for inability to pay shall be reported on the CCCSD's webpage in January of each year.

CLEAR CREEK COMMUNITY SERVICES DISTRICT  
ORDINANCE 2023-14

AUGUST 30<sup>th</sup> 2023

AN ORDINANCE BY THE BOARD OF DIRECTORS OF CLEAR CREEK COMMUNITY SERVICES DISTRICT  
ESTABLISHING THE DELINQUENCIES AND SERVICE DISCONTINUATION OF WATER SERVICE  
POLICY.

WHEREAS, the Clear Creek Community Services District is a public agency organized and operated pursuant to the Community Services District Law, California Government Code Section 61000 et seq.; and

WHEREAS, on September 28, 2018 Senate Bill 998 (SB 998) was signed into law by the Governor amending the California Health and Safety Code and introduced new restrictions on the discontinuation of residential/agricultural water service for delinquent utility accounts; and

WHEREAS, SB 998 was codified as "The Water Shutoff Protection Act," to be complied with by 2020 and found in the Health and Safety Code Section 116900, et seq. and requires Districts to have a written policy and to take a number of steps related to notification of delinquent customer accounts and prior to discontinuing water service; and

WHEREAS, The District approved Ordinance 2020-03 in compliance with the requirements of SB 998 and is clarifying and updating this policy.

NOW, THEREFORE, BE IT ORDAINED, the Clear Creek Community Services District Board of Directors does establish the attached policy, hereinafter referenced as "Delinquencies & Service Disconnection Policy".

BE IT FURTHER ORDAINED, that this ordinance supersedes any and all prior ordinances regard the Delinquencies & Service Disconnection Policy's and that all future updates to this policy will be done at a publicly noticed meeting by majority vote of the Board without the need for an Ordinance.

PASSED AND ADOPTED this 30th day of August 2023 by the following vote:

Motion:

Second:

AYES:

NOES:

Abstain:

Absent:

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Beverly Fickes, Chair

ATTEST:

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Paul Kelley, General Manager  
Secretary to the Board of Directors of the Clear Creek  
Community Services District



## **WILL SERVE LETTER POLICY**

**Document Type:** District Will Serve Letter Policy

**Administering Entity:** General Manager, Administrative Assistant

**Date Approved:** August 30, 2023

**Prior Amendment Date:** N/A

**Approved By:** Board of Directors

**Indicative Time for Review:** Every Four Years

**Responsibility for Review:** General Manager, Board of Directors

### **Purpose for Will Serve Letter Policy**

A Will Serve Letter serves as notice that the CCCSD will serve water to the real property site. Will Serve Letters are normally required by lenders to finance a project. The document is a commitment or refusal of commitment for water service.

Periodically, the CCCSD receives from a property owner a request for the CCCSD to provide to a regulatory agency a "Will Serve Letter". The letter provides notification to the regulatory agency and the applicant that the CCCSD has sufficient water and facilities available to serve and that CCCSD will serve the real property owned by the applicant subject to this policy and conditions contained in the Will Serve Letter. It is a conditional statement that as of the date of the letter, treated water supply and facilities are available to serve the proposed development project inside the CCCSD boundaries.

### **PROCEDURES**

1. Will Serve Letters will be considered by CCCSD upon receipt of a complete application that contains the location, type of service and the specific conditions under which the CCCSD will provide service. See **Exhibit "A"** application attached hereto.
2. The Will Serve Letter applicant will acknowledge in writing the receipt of the CCCSD Will Serve Policy.

3. Residential Developments of four (4) or fewer parcels may be approved by the General Manger.
4. Subdivisions and Commercial Developments must be approved by the CCCSD Board of Directors.
5. The District Manager will report on any Will Serve Letters issued by the CCCSD at the next regularly scheduled Board of Directors meeting.
6. Additionally, the District Manger will provide a report annually on the status of all issued and unexpired Will Serve Letters during the planning process for the upcoming fiscal year.
7. CCCSD will not issue a Will Serve Letter for real property which is not within the CCCSD's Sphere of Influence Boundary at the time of the request for the Will Serve Letter.
8. CCCSD will suspend the issuance of Will Serve Letters when the sum total of the estimated yearly usage of all outstanding Will Serve Letters and the estimated yearly usage of current CCCSD customers reaches one hundred percent (100%) of the CCCSD's available water.

### **WILL SERVE LETTERS ISSUED**

CCCSD Will Serve Letters are issued to regulatory agencies consistent with this policy and on behalf of an applicant to provide an indication of the CCCSD's willingness and ability to provide water service to real property within the CCCSD's Service Boundary or to real property within the CCCSD's Sphere of Influence Boundary which is to be annexed into the CCCSD's Service Boundary. A Will Serve Letter outlines the general conditions under which the CCCSD will provide such water service. It is the CCCSD's conditional commitment to provide water service to new customers.

There are five (5) categories for Will Serve Letters to be issued for:

- Domestic Residential
- Domestic Residential for Subdivision Development
- Agricultural
- Commercial Property
- Industrial
- Public Agencies

Each category will have its own stipulations and conditions based on the project. An example letter is attached hereto as **Exhibit "B"**, some wording will need to be changed based upon the request in the application.

### **ELIGIBILITY AND CRITERIA**

1. Applications for Will Serve Letters requesting water service outside of the CCCSD's then existing Service Boundary will only be processed upon an affirmative agreement by the applicant that any will Serve Letter will be conditioned expressly upon approval of an annexation of the affected real property by the CCCSD's Board of Directors and completion at the applicant's sole cost and expense of the annexation of the real property into the CCCSD's Service Boundary through the Shasta County Local agency Formation Commission.
2. CCCSD's contract with the Bureau of Reclamation requires that water obtained through the contract be served only in the CCCSD's service area as defined by the Bureau of Reclamation. In the event that real property for which a Will Serve Letter is requested is not within the CCCSD's Service Area, the Will Serve Letter will be expressly conditioned upon obtaining Bureau of Reclamation approval for inclusion of the real property within CCCSD's Service area. Obtaining Bureau of Reclamation approval shall be at the applicant's sole cost and expense.
3. The applicant shall be given eighteen (18) months to complete the required annexation to the CCCSD's Service Boundary and the modification of the CCCSD's Service Area through the Bureau of Reclamation, following the date annexation is first approved by the CCCSD Board of Directors. An extension may be granted by action of the CCCSD Board of Directors.
4. A Will Serve Letter issued by CCCSD to an applicant shall terminate at the sooner to occur of five (5) years after the date of the Will Serve Letter or unless connection to the CCCSD water system has been made prior to the termination or expiration of any use permit, tentative map or parcel division approval or upon termination or expiration of any building permit issued to the applicant for construction of improvements on the real property which is the subject of the Will Serve Letter.
5. Connection of water services as provided in a Will Serve Letter shall be contingent upon CCCSD, at the time of request for connection, having sufficient water based upon their contractual entitlements and owned water and shall further be contingent upon the CCCSD having sufficient treatment and delivery capacity to comply with all laws and regulations concerning the delivery of water. All CCCSD's commitments to deliver water shall, during drought conditions, be subject to the provisions of the then current CCCSD Drought Contingency Plan.

## **DISTRICT FEES AND COSTS**



1. Applicants for Will Serve Letters shall be responsible for payment or reimbursement to the CCCSD as provided in this policy of all CCCSD fees and costs in existence on the date that a request by the applicant for connection to the CCCSD's water system is made. Connections to the CCCSD's water system will be made only to real property which has, at the time of the request for connection, a valid building permit.
2. The CCCSD establishes and periodically updates fees, charges and cost reimbursements which are applicable to annexation into the CCCSD and connection of water service to real property being developed in the CCCSD. The fees established by the CCCSD which are applicable to a Will Serve Letter and connection of water service to the CCCSD and for which an applicant will be responsible are as set forth on **Exhibit "C"** attached hereto.
3. CCCSD fees and costs are normally updated not more frequently than annually although additional fees and costs may be implemented by the CCCSD by Ordinance at any time. An applicant for a Will Serve Letter shall be responsible at the time that such fees are to be collected to pay to or reimburse the CCCSD for all fees and costs in existence on the date of the request for connection.
4. A Capacity Charge Fee will be collected for each parcel at the time of connection to the CCCSD water system in accordance with most current Schedule of Rates and Fees.

#### **APPLICATION FOR WILL SERVE LETTER**

1. Any person or entity requesting a Will Serve Letter from CCCSD shall fully complete and submit to CCCSD an "Application for Will Serve Letter" in the form attached hereto as **Exhibit "A"**. The application will not be considered received by the CCCSD until such time as all information required thereon has been provided and the form has been duly executed as provided in the form.
2. An applicant will be required to pay at the time of the submission of the Application for the Will Serve Letter those CCCSD administrative fees then in effect for the submissions of an Application for Will Service Letter together with any deposits required for engineering fees and attorney's fees. As provided in **Exhibit "C"** attached hereto.
3. Following receipt by CCCSD of a complete application for Will Serve Letter, together with any fees or costs required at the time of the filing of the application, the CCCSD will have up to 21 days to review the request. During the review process the CCCSD may require the applicant to furnish the CCCSD with such other and further information as the CCCSD deems pertinent to review and process the application. If during the CCCSD's initial review of the application, the CCCSD determines that there are additional fees or costs which are required to evaluate and process the application, the CCCSD will provide and estimate of these additional fees and costs in writing to the applicant. The CCCSD requires collection of all fees and costs at the times provided in **Exhibit "C"** attached hereto.
4. The CCCSD will not provide water service to any property in the event of non-payment of any applicable fees or costs.

## **DEVELOPMENT FEES**

1. Applicants who request a Will Serve Letter from the CCCSD to supply water to a proposed development which requires construction of a new or additional CCCSD water distribution system improvements in order to provide water service requested, will be required to enter into a Development Agreement between the applicant and the CCCSD.
2. The Development Agreement will set forth all terms and conditions of water service to the applicant by the CCCSD and will describe in detail the responsibilities of the applicant and the CCCSD with respect to the construction of and payment for any required CCCSD water distribution system improvements.
3. In the event a Development agreement is required for the applicant's proposed development, the applicant will be responsible to execute and deliver the Development agreement prior to approval of project improvement plans by the General Manager or CCCSD Board of Directors and to pay or to reimburse the CCCSD for fees and expenses incurred by the CCCSD for its engineer and attorney in the preparation of the Development agreement.



**EXHIBIT "A"**

**APPLICATION FOR WILL SERVE LETTER**

Date: \_\_\_\_\_

**APPLICANT INFORMATION**

NAME: \_\_\_\_\_ BUSINESS NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE \_\_\_\_\_ ZIP: \_\_\_\_\_

**PROPERTY INFORMATION**

LOCATION OF PROPERTY (S): \_\_\_\_\_

LEGAL DESCRIPTION (Include Section, Township and Range): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

ASSESSOR'S PARCEL NUMBER (APN) OF LOT (S) TO BE SERVED: \_\_\_\_\_

\_\_\_\_\_

SERVICE ADDRESS OF PARCEL (S) SERVED: \_\_\_\_\_

\_\_\_\_\_

PLANNING DEPARTMENTS DEVELOPMENT NUMBER: \_\_\_\_\_

TYPE OF USE: \_\_\_\_\_ NUMBER OF UNITS: \_\_\_\_\_

(SINGLE FAMILY RESIDENCE/MULTI FAMILY RESIDENCE/RESIDENTIAL SUBDIVISION DEVELOPMENT/COMMERCIAL/INDUSTRIAL/PUBLIC

BY SIGNING I ACKNOWLEDGE RECEIPT OF THE CCCSD WILL SERVE

POLICY SIGNATURE(S): \_\_\_\_\_

\_\_\_\_\_



**EXHIBIT "B"**

**EXAMPLE WILL SERVE LETTER**

Date  
Name  
Company if any  
Street address  
Anderson, CA 96007

Re: Assessor's Parcel No.: 000-000-000

This letter confirms the District, as a California Community Services District has the legal authority to provide within its jurisdictional service boundary any range of potential services authorized under the California Community Services District law, including but not limited to water service. Therefore, water services are available and may be extended upon the following conditions first being satisfied.

1. Possible review by U.S. Fish and Wildlife Service of proposed land conversion;<sup>1</sup>
2. Full project compliance with CEQA and NEPA regulations at no cost to District.
3. Payment of all applicable fees to the District associated with installation, capacity charges, turn on charges, deposits, etc. and,
4. Compliance with District criteria governing new water and sewer services
5. Compliance with U.S. Bureau of Reclamation requirements that exist now, or in the future may be imposed on water service provided by the District through the long-term water supply contract with the USBOR.
7. Water service to this property will be limited to domestic water only.

This letter is valid for a period of 90 days from the date above. An extension may be granted upon request to the District prior to the expiration date.

Sincerely,

Paul Kelley,  
General Manager

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<sup>1</sup> U.S. Fish and Wildlife Service may require a biological assessment for threatened or endangered species or critical habitat.



## EXHIBIT 'C'

### WILL SERVE LETTER FEE SCHEDULE

Administrative Fees are to be paid at the time an application for a Will Service Letter or Application for Connection to the CCCSD is received, whichever first occurs.

A. Permit and Will Serve Letter Fee	\$100.81 per hour
B. Annexation Fees-Filing and Research	\$100.81 per + Materials
C. Lot Engineering and Inspection Fees	\$100.81 per hour
D. Job Estimates-See Below	\$100.81 per hour
E. Development Agreement Fee	\$302.43

**Job Estimates:** One estimate and one revision will be completed at no charge to the applicant. Thereafter, there will be a charge of \$100.81 per hour. Estimates are good for 30 days.

**Development Agreement:** If a project requires a Development agreement between the CCCSD and the applicant the Development Agreement Fee includes three (3) hours of staff time. District staff time incurred in excess of the initial three (3) hours will be billed on a monthly basis at \$100.81 per hour.

### Engineering and attorney Fees

A deposit of \$500 each for engineering and attorney fees is to be collected at the time the CCCSD receives an application, which will require review by the CCCSD's Engineer and/or Attorney. After the CCCSD's receipt of a completed application, applicants will be provided with an estimate of all CCCSD Engineering and Attorney fees to be incurred. Estimated Engineering and attorney fees in excess of the initial deposit are to be paid upon receipt of the estimate. Engineering and attorney fees in excess of the deposits will be billed to the applicant CCCSD upon receipt of the bills thereafter and are payable immediately. Deposits in excess of final billing will be refunded to the applicant.

### Connection Fees

Connection fees are to be paid at the time the real property is connected to the CCCSD water system. Connection fees include the following fees and costs pursuant to the Rates for Capacity Charges effective October 18,2019-Ordinanace 2019-06.

<u>Meter Code</u>	<u>Meter Size</u>	<u>Fee</u>
2	¾"	\$12,015.00
3	1"	\$20,087.00
4	1 ½"	\$40,174.00
5	2"	\$65,372.00

6

3"

\$192,836.00



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

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## MEMO

**Date:** August 30th 2023 - Was for August 16<sup>th</sup> 2023  
**To:** Board of Directors  
**From:** General Manager – Paul Kelley  
**Re:** **6e – Fiscal Year 2023 Activity (P&L Actuals) Report vs Budget** (Discussion)

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### Discussion/Action:

#### 6e –

The staff would like to present the Fiscal year activity report vs Budget for July 2022 through June 2023 (FY23) for review by the board and for information.

The June activity reports in the past provided the year to date numbers, but did not include some break out accounts and comparisons to budget.

As the board is aware, the FY 23 budget was adopted in August of 2022, and had broad categories for expenses from previous years. During the revised budget approval by the board, it was recognized the future budget will have more accounts and clarity. During the subsequent budget creation and adoption of the FY 24 budget – there were more accounts added providing more clarity and transparency for FY 24. Some of those show up in this report, but are primarily for use in the FY 24 year.

This FY 23 P&L actuals vs Budget has some of those accounts (like 70000) on the report even though they were available to the District during this fiscal year and are set up for the coming year.

This document is for the boards review and discussion as we move forward into the 2024 fiscal year.

The General Manager and District Bookkeeper will also provide some background on some of the expenses and revenue during the meeting.

### Recommendation:

Review, Discussion, and provide direction as needed.

**Clear Creek Community Services District**  
**Profit & Loss Budget vs. Actual**  
 July 2022 through June 2023

9:34 AM  
 08/11/2023  
 Accrual Basis

	<b>Jul '22 - Jun 23</b>	<b>Budget</b>
<b>Ordinary Income/Expense</b>		
<b>Income</b>		
<b>11000 - Revenue - Customer Accts</b>		
11005 - Base Rate Charge	1,525,316.32	1,475,000.00
11010 - Water Sales	545,303.88	750,000.00
11015 - Water Out of District Sales	216.46	
11020 - Agricultural Water Sales	114,972.77	100,000.00
11050 - Penalty-Exceeded WA Allocation	135,620.73	124,500.00
11055 - Reconnection Fee	1,978.73	0.00
<b>Total 11000 - Revenue - Customer Accts</b>	<b>2,323,408.89</b>	<b>2,449,500.00</b>
<b>12000 - Revenue - Water Service</b>		
12010 - Turn On Fees	5,253.32	0.00
12015 - Centerville Admin O&M	159,823.73	190,000.00
12020 - Clearance Form	37.10	
12025 - Interest / Investment Income	751.95	1,075.00
12030 - Convenience Fees	1,041.54	0.00
12035 - Backflow Maint Charge	3,154.99	5,057.00
12100 - Misc. Revenue	1,886.97	0.00
<b>Total 12000 - Revenue - Water Service</b>	<b>171,949.60</b>	<b>196,132.00</b>
<b>13000 - Designated Revenue -Non Op</b>		
13005 - Filter Plant Repayment Charge	250,092.28	211,874.00
13010 - Recycle Backwash Water Charge	13,260.17	17,000.00
13015 - State Loan Repayment Charge	28,171.93	28,080.00
13025 - WIIN Act Repayment Charge	49,572.81	52,850.00
<b>Total 13000 - Designated Revenue -Non Op</b>	<b>341,097.19</b>	<b>309,804.00</b>
<b>14000 - Use of Reserves</b>		
14010 - WIIN Act Reserves to Operating	0.00	0.00
14020 - Penalties Reserve to Operating	0.00	0.00
<b>Total 14000 - Use of Reserves</b>	<b>0.00</b>	<b>0.00</b>
<b>15000 - Revenue - Taxes &amp; Assessments</b>		
15005 - Taxes-General Property	394,340.80	340,000.00
15000 - Revenue - Taxes & Assessments - Other	151.81	
<b>Total 15000 - Revenue - Taxes &amp; Assessments</b>	<b>394,492.61</b>	<b>340,000.00</b>
<b>Total Income</b>	<b>3,230,948.29</b>	<b>3,295,436.00</b>
<b>Gross Profit</b>	<b>3,230,948.29</b>	<b>3,295,436.00</b>



	<b>Jul '22 - Jun 23</b>	<b>Budget</b>
<b>Expense</b>		
<b>29000 · Supply Cost</b>		
<b>29005 · Water Purchase</b>		
29010 · USBR Water Purchased	50,634.19	30,000.00
29015 · McConnell Water Purchased	299,000.00	300,000.00
29020 · City of Shasta Lake Water Purch	7,500.00	
29005 · Water Purchase - Other	0.00	0.00
<b>Total 29005 · Water Purchase</b>	<b>357,134.19</b>	<b>330,000.00</b>
29100 · WIIN Act Repayment Exp	350,000.00	250,000.00
<b>Total 29000 · Supply Cost</b>	<b>707,134.19</b>	<b>580,000.00</b>
<b>30000 · Water Treatment Plant</b>		
<b>30100 · Utilities</b>		
30105 · WTP - PGE 8185	38,485.70	
30110 · Pond - PGE 3611	2,477.36	
30115 · WTP - AT&T 2316	5,337.98	
30120 · WTP - AT&T 1026	359.10	
30125 · Internet	753.80	
30130 · Backwash Sludge Disposal - Pond	1,674.62	
30100 · Utilities - Other	0.00	61,800.00
<b>Total 30100 · Utilities</b>	<b>49,088.56</b>	<b>61,800.00</b>
30135 · Office Supplies WTP	160.83	0.00
30140 · WTP Computer & Software	4,351.49	9,800.00
30145 · Postage	304.04	0.00
<b>30150 · Safety Equipment &amp; Training</b>		
30155 · Safety Equipment - General	-203.33	
30160 · Personal Safety Equipment	104.80	
30150 · Safety Equipment & Training - Other	0.00	0.00
<b>Total 30150 · Safety Equipment &amp; Training</b>	<b>-98.53</b>	<b>0.00</b>
30200 · WTP Repair & Maintenance O&M	61,499.36	75,000.00
30400 · Water Quality Analysis	9,690.55	17,500.00
30405 · Chemicals WTP	53,189.30	48,000.00
<b>30500 · Vehicle Maintenance &amp; Expense</b>		
30505 · Fuel Expense	3,046.70	15,000.00
30525 · GM Truck Chev Colorado - Unit 9	715.21	
30500 · Vehicle Maintenance & Expense - Other	572.28	1,500.00
<b>Total 30500 · Vehicle Maintenance &amp; Expense</b>	<b>4,334.19</b>	<b>16,500.00</b>
30600 · Capital Improvements	0.00	0.00
30000 · Water Treatment Plant - Other	0.00	0.00
<b>Total 30000 · Water Treatment Plant</b>	<b>182,519.79</b>	<b>228,600.00</b>
<b>30700 · Transmission &amp; Conduit</b>		
30705 · Repair and Maintenance - O&M	0.00	3,000.00
<b>Total 30700 · Transmission &amp; Conduit</b>	<b>0.00</b>	<b>3,000.00</b>

	<b>Jul '22 - Jun 23</b>	<b>Budget</b>
<b>40000 · Distribution</b>		
<b>40200 · Utilities</b>		
40205 · Cloverdale Rd N.Boost- PGE 4189	4,806.08	
40210 · Clear Crk/HV - PGE 9574	629.20	
40215 · No. Booster - AT&T 6708	1,438.87	
40200 · Utilities - Other	0.00	0.00
<b>Total 40200 · Utilities</b>	<b>6,874.15</b>	<b>0.00</b>
<b>40300 · Safety Equipment &amp; Training</b>		
40305 · Safety Equipment - General	350.80	
40310 · Personal Safety Equipment	2,573.25	
40300 · Safety Equipment & Training - Other	51.14	0.00
<b>Total 40300 · Safety Equipment &amp; Training</b>	<b>2,975.19</b>	<b>0.00</b>
<b>40400 · Repair &amp; Maintenance (O&amp;M)</b>		
40405 · Backflow Device Testing	4,901.32	8,057.00
40410 · USA Underground	1,340.67	0.00
40415 · Meter Replacement	29,589.84	25,000.00
40420 · Tank Inspection	6,980.00	10,000.00
40430 · Inventory/Tools	33,503.19	0.00
40400 · Repair & Maintenance (O&M) - Other	138,714.78	120,000.00
<b>Total 40400 · Repair &amp; Maintenance (O&amp;M)</b>	<b>215,029.80</b>	<b>163,057.00</b>
<b>40480 · Capital Improvements</b>	<b>0.00</b>	<b>0.00</b>
<b>40500 · Vehicle Maintenance &amp; Expense</b>		
40505 · Fuel Expense	19,421.73	18,000.00
40510 · Ram PU 2019 - Unit 1	1,317.56	
40515 · Ford F350 2016 - Unit 3	274.68	
40520 · Chevy PU 2017 - Unit 5	1,635.48	
40525 · Freightliner 2012 Dump - Unit 7	233.36	
40530 · Dodge PU 2016 - Unit 8	84.39	
40535 · Chevy PU 2015 - Unit 10	1,042.83	
40540 · Chevy PU 2016 - Unit 11	601.22	
40545 · Bobcat /Backhoe	8,047.51	0.00
40500 · Vehicle Maintenance & Expense - Other	1,189.72	10,000.00
<b>Total 40500 · Vehicle Maintenance &amp; Expense</b>	<b>33,848.48</b>	<b>28,000.00</b>
<b>40000 · Distribution - Other</b>	<b>0.00</b>	<b>0.00</b>
<b>Total 40000 · Distribution</b>	<b>258,727.62</b>	<b>191,057.00</b>
<b>41000 · Wells &amp; Booster Station</b>		
<b>41100 · Utilities</b>		
41105 · Wells 1 & 2 - PGE 2671	77,551.37	
41110 · Well #3 - PGE 2838	52,363.06	
41115 · So. Booster - AT&T 2121	110.46	
41120 · So. Booster - Internet	300.00	
41100 · Utilities - Other	28.59	175,000.00
<b>Total 41100 · Utilities</b>	<b>130,353.48</b>	<b>175,000.00</b>
<b>41200 · Water Quality Analysis</b>	<b>10,150.87</b>	<b>1,000.00</b>

	<b>Jul '22 - Jun 23</b>	<b>Budget</b>
41300 · Repair & Maintenance (O&M)	4,064.16	18,000.00
41305 · Chemicals	26,566.60	0.00
<b>Total 41000 · Wells &amp; Booster Station</b>	<b>171,135.11</b>	<b>194,000.00</b>
<b>50000 · Administration/ General</b>		
50100 · Utilities		
50105 · Oak St.- PGE 2838	10,832.62	
50110 · 2 Outdoor Lights - PGE 3564	237.09	
50120 · Verizon - On-call Cell Phone	614.39	
50125 · Propane	3,084.85	
50130 · Answering Service	4,644.73	
50135 · Telephone - TDS	5,635.74	
50100 · Utilities - Other	0.00	15,000.00
<b>Total 50100 · Utilities</b>	<b>25,049.42</b>	<b>15,000.00</b>
50200 · Office Supplies		
50205 · Janitorial supplies	1,178.62	2,000.00
50210 · Ink and Toner	851.88	
50200 · Office Supplies - Other	5,702.56	7,500.00
<b>Total 50200 · Office Supplies</b>	<b>7,733.06</b>	<b>9,500.00</b>
50300 · Organizational Dues	17,549.83	34,000.00
50305 · Subscriptions	0.00	0.00
50310 · Advertising & Public Notices	2,091.81	0.00
50315 · Postage	2,566.39	0.00
50320 · Meal and Reimbursements	1,725.70	0.00
50325 · Mileage/ Travel Reimbursement	3,350.73	1,200.00
50330 · Bank Service Fee/Finance Charge	12,827.46	0.00
50400 · Insurance		
50405 · JPIA - Cyber Liability	1,090.45	0.00
50415 · Property & Liability Insurance	9,918.29	0.00
50420 · Vehicle Insurance	35,685.60	0.00
50400 · Insurance - Other	0.00	42,350.00
<b>Total 50400 · Insurance</b>	<b>46,694.34</b>	<b>42,350.00</b>
50500 · Special & Professional Services		
50505 · Audit Services	13,755.00	20,000.00
50510 · Director Fees	7,625.00	10,000.00
50512 · Director Elections Cost	7,454.04	
50515 · Server & Computer Maintenance		
50516 · Municipal Software		
50516.1 · Municipal Software Upgrade	0.00	0.00
50516 · Municipal Software - Other	11,005.39	9,000.00
<b>Total 50516 · Municipal Software</b>	<b>11,005.39</b>	<b>9,000.00</b>
50517 · Software Subscriptions	4,371.37	0.00
50515 · Server & Computer Maintenance - Other	12,808.48	10,000.00
<b>Total 50515 · Server &amp; Computer Maintenance</b>	<b>28,185.24</b>	<b>19,000.00</b>

	<b>Jul '22 - Jun 23</b>	<b>Budget</b>
50520 - Legal	17,139.94	17,000.00
50525 - Engineering	84,175.75	0.00
50530 - Equipment Maintenance & Lease	16,862.53	18,000.00
50535 - Building & Ground Maint.-Office		
50536 - Waste Management	2,381.84	
50535 - Building & Ground Maint.-Office - Other	2,804.28	9,000.00
Total 50535 - Building & Ground Maint.-Office	5,186.12	9,000.00
50540 - OPEB Valuation & Actuarial	0.00	13,000.00
50500 - Special & Professional Services - Other	3,965.15	9,500.00
Total 50500 - Special & Professional Services	184,348.77	115,500.00
50700 - Regulatory		
50705 - Water District Regulatory Fees		
50710 - SWRCB - Water Fee	17,131.64	18,000.00
50711 - SWRCB - CDTFA - Water Rights	22,517.85	20,000.00
50715 - Risk Management Plan	0.00	5,600.00
50720 - Groundwater Sustainability Act	15,835.58	10,000.00
50725 - LAFCO Expense	4,336.27	5,500.00
50705 - Water District Regulatory Fees - Other	0.00	0.00
Total 50705 - Water District Regulatory Fees	59,821.34	59,100.00
50800 - Safety Equipment & Materials	10.86	8,500.00
50900 - Testing & License Fees	525.00	2,000.00
Total 50700 - Regulatory	60,357.20	69,600.00
51400 - Employee Benefits		
50410 - JPIA - Workers Comp	17,747.77	20,500.00
51405 - Guardian - Vision, Dental, Life	14,796.13	22,500.00
51415 - UNUM-Disability, Life, Accident	14,574.33	16,000.00
51435 - CalPERS Health Insurance Exp	140,873.05	179,000.00
51440 - CalPERS Retirement Contribution	72,696.03	80,000.00
51445 - Medicare - District Cost	0.00	11,700.00
51450 - Boot Allowance	300.00	600.00
51455 - Uniform Service	5,310.08	0.00
51400 - Employee Benefits - Other	0.00	38,500.00
Total 51400 - Employee Benefits	266,297.39	368,800.00
51600 - Retiree Benefits		
51605 - Retiree Health Benefit - Direct	6,188.62	174,000.00
51610 - CalPERS Health Ins- Retiree	71,273.66	110,000.00
51600 - Retiree Benefits - Other	0.00	0.00
Total 51600 - Retiree Benefits	77,462.28	284,000.00
51700 - Property Taxes Paid	296.99	0.00
51800 - General Tax Expense	157.50	0.00
51900 - License and Permits	2,378.83	10,700.00

	<b>Jul '22 - Jun 23</b>	<b>Budget</b>
<b>52000 · Interest Expense</b>		
52005 · RCAC Loan Interest (dump truck)	4,065.28	0.00
52000 · Interest Expense - Other	18,512.61	10,000.00
<b>Total 52000 · Interest Expense</b>	<b>22,577.89</b>	<b>10,000.00</b>
<b>53000 · Customer Accounts &amp; Billing</b>		
53015 · Supplies		
53020 · Postage	12,520.88	0.00
53025 · Billing Supplies & Materials	13,899.93	0.00
53015 · Supplies - Other	418.42	40,000.00
<b>Total 53015 · Supplies</b>	<b>26,839.23</b>	<b>40,000.00</b>
53016 · Meter Reading/ License	1,800.00	2,856.00
53030 · Chargebacks, NSF, Acct Refunds	20,770.67	0.00
<b>Total 53000 · Customer Accounts &amp; Billing</b>	<b>49,409.90</b>	<b>42,856.00</b>
55000 · Miscellaneous	0.00	1,000.00
<b>Total 50000 · Administration/ General</b>	<b>782,875.49</b>	<b>1,004,506.00</b>
<b>60000 · Payroll Expense -Salary &amp; Wages</b>		
60100 · Payroll Exp - Administration/GM	95,608.42	105,000.00
60200 · Payroll Exp - Distribution	324,038.01	327,000.00
60300 · Payroll Exp - Water Treatment	203,288.82	207,000.00
60400 · Payroll Exp - Conduit Labor	0.00	3,500.00
60500 · Payroll Exp - Customer Accts	140,904.71	177,320.00
60600 · Payroll Exp-Well Field Stations	0.00	10,000.00
60000 · Payroll Expense -Salary & Wages - Other	-3,931.61	0.00
<b>Total 60000 · Payroll Expense -Salary &amp; Wages</b>	<b>759,908.35</b>	<b>829,820.00</b>
<b>70000 · Designated to Reserves - Non Op</b>		
72205 · Filter Plant Repayment Reserve	0.00	0.00
72210 · Recycle Backwash Water Reserve	0.00	0.00
72215 · State Loan Repayment Reserve	0.00	0.00
72218 · Penalties Reserve - Tracking	0.00	0.00
72225 · WIIN Act Repayment Reserve	0.00	0.00
75100 · Operating Reserve (4.1% usage)	0.00	0.00
75200 · Capital Imp & Mod Res (1.8% BR)	0.00	0.00
75300 · Emergency Fund Reserve	0.00	0.00
75400 · USBR Emergency Reserve	0.00	0.00
75900 · Discretionary Fund Bal Reserve	0.00	0.00
<b>Total 70000 · Designated to Reserves - Non Op</b>	<b>0.00</b>	<b>0.00</b>
<b>Total Expense</b>	<b>2,862,300.55</b>	<b>3,030,983.00</b>
<b>Net Ordinary Income</b>	<b>368,647.74</b>	<b>264,453.00</b>
<b>Other Income/Expense</b>		
<b>Other Expense</b>		
99999 · Suspense	0.00	
<b>Total Other Expense</b>	<b>0.00</b>	
<b>Net Other Income</b>	<b>0.00</b>	<b>0.00</b>
<b>Net Income</b>	<b>368,647.74</b>	<b>264,453.00</b>

**Clear Creek Community Services District**  
**Profit & Loss**  
June 2023

9:37 AM  
08/11/2023  
Accrual Basis  
Jun 23

Ordinary Income/Expense

Income

11000 · Revenue - Customer Accts	
11005 · Base Rate Charge	136,523.93
11010 · Water Sales	23,982.30
11015 · Water Out of District Sales	121.90
11020 · Agricultural Water Sales	12,498.70
11050 · Penalty-Exceeded WA Allocation	5,804.26
Total 11000 · Revenue - Customer Accts	178,931.09
12000 · Revenue - Water Service	
12010 · Turn On Fees	445.73
12025 · Interest / Investment Income	71.54
12035 · Backflow Maint Charge	441.06
12100 · Misc. Revenue	190.75
Total 12000 · Revenue - Water Service	1,149.08
13000 · Designated Revenue -Non Op	
13005 · Filter Plant Repayment Charge	19,599.10
13010 · Recycle Backwash Water Charge	1,246.08
13015 · State Loan Repayment Charge	2,839.72
13025 · WIIN Act Repayment Charge	5,050.73
Total 13000 · Designated Revenue -Non Op	28,735.63
15000 · Revenue - Taxes & Assessments	
15005 · Taxes-General Property	697.34
Total 15000 · Revenue - Taxes & Assessments	697.34
Total Income	209,513.14
Gross Profit	209,513.14

Expense

29000 · Supply Cost	
29005 · Water Purchase	
29010 · USBR Water Purchased	18,811.43
29015 · McConnell Water Purchased	25,000.00
Total 29005 · Water Purchase	43,811.43
29100 · WIIN Act Repayment Exp	100,000.00
Total 29000 · Supply Cost	143,811.43
30000 · Water Treatment Plant	
30100 · Utilities	
30115 · WTP - AT&T 2316	645.55
30120 · WTP - AT&T 1026	31.43
30125 · Internet	50.00
Total 30100 · Utilities	726.98
30140 · WTP Computer & Software	946.00

	<u>Jun 23</u>
30145 · Postage	111.27
30150 · Safety Equipment & Training	
30155 · Safety Equipment - General	-203.33
Total 30150 · Safety Equipment & Training	-203.33
30200 · WTP Repair & Maintenance O&M	4,676.40
30400 · Water Quality Analysis	425.64
30500 · Vehicle Maintenance & Expense	
30505 · Fuel Expense	173.09
30525 · GM Truck Chev Colorado - Unit 9	235.03
Total 30500 · Vehicle Maintenance & Expense	408.12
Total 30000 · Water Treatment Plant	7,091.08
40000 · Distribution	
40200 · Utilities	
40205 · Cloverdale Rd N.Boost- PGE 4189	387.76
40210 · Clear Crk/HV - PGE 9574	59.20
40215 · No. Booster - AT&T 6708	320.23
Total 40200 · Utilities	767.19
40300 · Safety Equipment & Training	
40310 · Personal Safety Equipment	1,270.74
Total 40300 · Safety Equipment & Training	1,270.74
40400 · Repair & Maintenance (O&M)	23,943.63
40500 · Vehicle Maintenance & Expense	
40505 · Fuel Expense	1,186.50
40545 · Bobcat /Backhoe	4,231.00
Total 40500 · Vehicle Maintenance & Expense	5,417.50
Total 40000 · Distribution	31,399.06
41000 · Wells & Booster Station	
41100 · Utilities	
41105 · Wells 1 & 2 - PGE 2671	232.93
41110 · Well #3 - PGE 2838	203.58
41120 · So. Booster - Internet	30.00
41100 · Utilities - Other	5.00
Total 41100 · Utilities	471.51
41200 · Water Quality Analysis	347.12
41300 · Repair & Maintenance (O&M)	868.72
41305 · Chemicals	6,223.41
Total 41000 · Wells & Booster Station	7,910.76
50000 · Administration/ General	
50100 · Utilities	
50105 · Oak St.- PGE 2838	952.46
50110 · 2 Outdoor Lights - PGE 3564	20.15
50120 · Verizon - On-call Cell Phone	0.00
50130 · Answering Service	382.01
50135 · Telephone - TDS	311.29
Total 50100 · Utilities	1,665.91

	<b>Jun 23</b>
<b>50200 · Office Supplies</b>	
50205 · Janitorial supplies	129.32
<b>Total 50200 · Office Supplies</b>	<b>129.32</b>
<b>50310 · Advertising &amp; Public Notices</b>	<b>58.20</b>
<b>50320 · Meal and Reimbursments</b>	<b>242.47</b>
<b>50325 · Mileage/ Travel Reimbursement</b>	<b>123.01</b>
<b>50330 · Bank Service Fee/Finance Charge</b>	<b>933.98</b>
<b>50500 · Special &amp; Professional Services</b>	
50510 · Director Fees	475.00
50515 · Server & Computer Maintenance	
50517 · Software Subscriptions	554.96
<b>Total 50515 · Server &amp; Computer Maintenance</b>	<b>554.96</b>
<b>50520 · Legal</b>	<b>100.00</b>
<b>50525 · Engineering</b>	<b>19,913.50</b>
<b>50530 · Equipment Maintenance &amp; Lease</b>	<b>2,285.56</b>
<b>50535 · Building &amp; Ground Maint.-Office</b>	
50536 · Waste Management	0.00
50535 · Building & Ground Maint.-Office - Other	719.54
<b>Total 50535 · Building &amp; Ground Maint.-Office</b>	<b>719.54</b>
50500 · Special & Professional Services - Other	510.15
<b>Total 50500 · Special &amp; Professional Services</b>	<b>24,558.71</b>
<b>50700 · Regulatory</b>	
50705 · Water District Regulatory Fees	
50720 · Groundwater Sustainability Act	8,263.00
<b>Total 50705 · Water District Regulatory Fees</b>	<b>8,263.00</b>
50800 · Safety Equipment & Materials	10.86
50900 · Testing & License Fees	60.00
<b>Total 50700 · Regulatory</b>	<b>8,333.86</b>
<b>51400 · Employee Benefits</b>	
50410 · JPIA - Workers Comp	3,588.37
51405 · Guardian - Vision, Dental, Life	1,319.98
51415 · UNUM-Disability, Life, Accident	1,070.91
51435 · CalPERS Health Insurance Exp	15,190.16
51440 · CalPERS Retirement Contribution	21,957.58
51450 · Boot Allowance	200.00
51455 · Uniform Service	322.21
<b>Total 51400 · Employee Benefits</b>	<b>43,649.21</b>
<b>51600 · Retiree Benefits</b>	
51605 · Retiree Health Benefit - Direct	367.91
51610 · CalPERS Health Ins- Retiree	8,767.71
<b>Total 51600 · Retiree Benefits</b>	<b>9,135.62</b>
<b>52000 · Interest Expense</b>	
52005 · RCAC Loan Interest (dump truck)	27.99
<b>Total 52000 · Interest Expense</b>	<b>27.99</b>
<b>53000 · Customer Accounts &amp; Billing</b>	



	<u>Jun 23</u>
53015 · Supplies	
53025 · Billing Supplies & Materials	1,810.76
Total 53015 · Supplies	<u>1,810.76</u>
53030 · Chargebacks, NSF, Acct Refunds	569.00
Total 53000 · Customer Accounts & Billing	<u>2,379.76</u>
Total 50000 · Administration/ General	91,238.04
60000 · Payroll Expense -Salary & Wages	
60100 · Payroll Exp - Administration/GM	11,264.40
60200 · Payroll Exp - Distribution	27,781.24
60300 · Payroll Exp - Water Treatment	27,634.48
60500 · Payroll Exp - Customer Accts	12,124.80
60000 · Payroll Expense -Salary & Wages - Other	-4,179.97
Total 60000 · Payroll Expense -Salary & Wages	<u>74,624.95</u>
Total Expense	<u>356,075.32</u>
Net Ordinary Income	<u>-146,562.18</u>
Net Income	<u><u>-146,562.18</u></u>



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## MEMO

**Date:** August 30th 2023 - was for August 16<sup>th</sup> 2023 Meeting  
**To:** Board of Directors  
**From:** General Manager – Paul Kelley  
**Re:** **6f** – Signer on Accounts/Check Signer (Discussion/Action)

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### Discussion/Action:

**6.f** – Currently the District board has two check signers (Directors McVay and Fickes) from the Board, and the General Manager. For scheduling and flexibility reasons, an additional Director as check signer would be helpful.

### Recommendation:

Review, Discussion, By motion and vote appoint an additional signer on Account/Check Signer

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## MEMO

**Date:** August 30th 2023 - Was for August 16<sup>th</sup> 2023  
**To:** Board of Directors  
**From:** General Manager Paul Kelley  
**Re:** 7 – General Manager Report

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### Report:

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

Starting the week of July 24, 2023

- We worked with the Bureau and McConnell on the coordinated water schedule and payments. The District has scheduled all the first 500af from April through September, and then will use the 168af of water that will be at no cost.
- The Distribution Staff had some leaks to repair – another Olinda leak took a lot of time. Some old leak repairs got cleaned up. The damaged fire access road near the Cal Fire place was repaired by the County and the District crew fixed/replaced pipe.
- We submitted the final board response to the Grand Jury and the Presiding Judge sent an acknowledgement.
- As mentioned last month – the district is fully staffed, and starting at the end of July, the Account Clerk is now full time. All office staff and volunteer working on updating policies and procedures.
- Worked on the three grant projects:
  - Twice in the last month we had a “construction” monitoring call with PACE to Check on the Board approved the “Emergency Electrical/SCADA repairs” for the Wells – We received the final signed copy of the Funding Agreement. Many of the equipment components are being ordered, the communications conduit is being reviewed and we are scheduling the work for September start.
  - The Backwash Ponds project – We are now going to have regular meeting with PACE as they get the design to a place for bidding. PACE created the first reimbursement request and it was submitted timely. We met with CalOES and followed up our extension request with more information.
  - Distribution improvement grant application also and state reports its still in review – the State reports that documents are routing through their management. Nothing more to report
  - The Shasta County ARPA grant – Still nothing to report since last month - The District applied for funds to upgrade District meters, nothing in the last few months from the County.
- We received an upgraded receiver from internet provider, ordering upgraded workstations and working with TDS on supplemental internet and improved phone.
- Signed agreement with CUSI and moving forward to transition to our new customer billing software
- The Policies are still being updated and the board reviewed 9 policies at the August 9<sup>th</sup> meeting.
- The MOU requires a review of the District’s retiree medical program and I met with our actuarial to review options.
- Started work with consultant on the employee handbook.
- Posted vacant Director position.
- Met with GM of Colusa County water to discuss future collaborations
- Other/More – Verbal



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**MEMO**

**Date:** August 30th 2023 - Was for August 16<sup>th</sup> 2023  
**To:** Board of Directors  
**From:** Chief Plant Operator: Bill Palmaymesa & Distribution Field Supervisor: Roberto Chacon  
General Manager Paul Kelley  
**Re:** 8 – Operation Report

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**Administration**

Below is a snapshot of the aging report of customer accounts:

There were 172 Accounts that are 90+ days delinquent totaling \$107,699.48.  
There were 219 Accounts that are 60 Days delinquent totaling \$10,436.56.  
There were 292 Accounts that are 30 Days delinquent totaling \$21,012.86.

The Office Staff has reinstituted the delinquent notice and shut off procedures this month. A total of 251 customer accounts were sent 60-day delinquent notices on 7/25/2023. Of those 251 delinquent accounts, 154 received 24-hour shut off notices and 97 customers came in and paid their past due or full account balances to prevent getting 24-hour shut off notice. Of the 154 customers that received 24-hour shut off notices, 20 were \$10.81 accounts that are already locked out (just not paying their bills), 51 were locked and shut off, 17 have been approved for LIHWAP payment assistance, and 66 customers have paid off delinquent/full balance of account or came into the office to set up an alternative payment plan.

The CCCSD Office Staff would like to thank and commend the intake/outreach coordinators at Self-Help Home Improvement Project (SHHIP) who have been working quickly helping our customers prevent getting their water service shut off and approved for LIHWAP. They have been very helpful and easy to work with!

**WTP OPERATIONS** - The WTP produced 610af; Clear Creek CSD used 413AF of SW in July. (Palmaymesa)

Well Water Production- 0 af in July. McConnell – 100af

- Staff has been busy with routine maintenance, monitoring and operation of the WTP.
- Staff replaced a 4" silent check valve for the BW/R Pump #2 that failed in April. This valve is what prevents lake water from filling the ponds when the pumps are offline.
- Staff replaced a free chlorine residual monitoring system. The old system was from 1996 and was scheduled for replacement this year, although it was still operational. This is for the pre-chlorine residual that staff monitors and is trending in the SCADA program. A rapidly changing pre chlorine residual is often the first sign of change in water quality or a indicator of another WTP disruption.

**DISTRIBUTION OPERATIONS REPORT** - (Chacon)

- 1- On 8/1/2023 the crew was working on re plumbing two services on Bonnett Ln that we had several leaks and decided to replace the whole service line for those two meters to avoid having more repairs there, the crew worked till late at night on that repair, as you all know on 8/2/2023 we had another 14" AC pipe blow out on Olinda Rd and once again the crew worked on that repair till late at night to complete the repairs, now we have some waiting to do so the

ground gets dry and we can get some equipment there to do the cleanup, we are checking the area every day to make sure is dry enough to clean up..

- 2- Crew has been doing more clean ups and getting close to have all the clean ups done as they keep coming up on repairs.
- 3- Field Crew has been replacing some of the end points that are not working and will continue replacing them as time permits and repairs are been done.
- 4- Water samples results are negative
- 5- The heat is on! and we are going to try to do most of the heavy work during the cool hours of the day and whatever comes out in the later part of the day, just trying to stay safe and hydrated.



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## MEMO

**Date:** August 30th 2023 - August 16<sup>th</sup> 2023

**To:** Board of Directors

**From:** General Manager – Paul Kelley

**Re:** 9 – Standing Committee Report

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

**Note:**

9.a – Finance –

9.b – Agriculture – Meeting July 26<sup>th</sup> 2023 – Report on Community meeting

9.c – Planning / Steering – Special meeting of Board on 8/9/23 as committee and Portion of their items (Policies) on today's agenda.