



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

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

**General Manager: Paul Kelley**

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

**AGENDA**

**1. CALL TO ORDER**

**2. PLEDGE OF ALLEGIANCE**

**3. ROLL CALL**

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

**5. CONSENT – NONE**

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

- a. Bank Selection for District Banking Services (Discussion/Action)
- b. Fiscal Year 2025 Draft Budget (Discussion)
- c. Water Treatment Operator III Operator in Training (OIT) implementation (Discussion/Action)

**7. 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:** June 5th 2024  
**To:** Board of Directors  
**From:** General Manager – Paul Kelley  
**Re:** 5 – Consent Agenda - None

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**Discussion:**

**Recommendation:**



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**MEMO**

**Date:** June 5th 2024  
**To:** Board of Directors  
**From:** General Manager – Paul Kelley  
**Re:** 6 - Old business/New Business (Discussion/Action)

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**Discussion:**

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

See memo on this item

**Recommendation:**

Review, Discussion, By Motion make selection

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**Discussion/Action:**

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

Draft for Board and Community Review and Input.

In preparation for final adoption at the June 19<sup>th</sup> 2024 meeting

See item memo for more background and discussion.

**Recommendation:**

Review, Discussion, Provide Direction to GM

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Discussion/Action:

**6.c – Water Treatment Operator III – Operator In Training (OIT) - Discussion/Action**

See memo – to implement this position.

Recommendation:

Review, Discussion, By motion authorize GM to sign Side letter to implement this position



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## MEMO

**Date:** June 5<sup>th</sup> 2024  
**To:** Board of Directors  
**From:** General Manager – Paul Kelley  
**Re:** **6a – Bank Selection for District Banking Services (Discussion/Action)**

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### Discussion:

#### 6.a –

The District has been banking with its current bank for an number of years and in January the District's Bookkeeper/Accountant sent a number of banks an RFP for banking services.

Six (6) banks responded, and 3 finalists for District Banking Services.

The finalist responding banks were Chase Bank – Government services section, Umpqua Bank, and Plumas bank.

Bookkeeper/Accountant Melissa Tenney created a spreadsheet with the bank's proposed elements, fees and services. It included services like: Main Checking, Savings accounts, Credit card processing, CD's, lockbox, ACH, Electronic deposits, Cash deposits, Branch locations, point of contacts, and reviews / references.

Staff reported to the Finance committee in April with the high level elements of the proposals, and requested a member of the committee to meet with staff and review with questions. After that meeting there were questions submitted to the banks and responses supplied to staff and the board member.

After review of all the elements, Staff is recommending selection of Plumas Bank for Banking services starting July 1, 2024.

Some of the primary features of the recommendation of Plumas Bank

- Local Bank and Branch in Redding
- Full suite of needed services
- Predictable and reasonable fees
- Experience with other similar size water districts
- Local, knowledgeable point of contact at the bank
- Sized to serve the Districts current and potential future needs

Staff recommends passing the attached ordinance selecting the Bank and identifying initial account signers.

### Recommendation:

Review, Discussion, By Motion approve the Ordinance 2024-08 for District Banking Services.

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5880 Oak Street, Anderson, CA 96007  
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01/01/2024

RE: Informal Request for Proposal for Banking services

To Whom It May Concern:

Clear Creek Community Services District, a public entity water district acting under the California Community Services district law, is searching for a banking service to serve the needs of our district.

Clear Creek Community Services District's commitment to our customers is the dependable delivery of high-quality water, while maintaining superior customer service at an affordable price. We pride ourselves on our fiscal responsibility and good stewardship of the water supply.

Our goal is to find a banking institution that fits our needs and implement the conversion at the beginning of our fiscal year July 1, 2024. The banking institution should have knowledge and worked with public/small governmental entities before, to better serve our unique needs.

We have multiple accounts including checking, savings, reserves, line of credit and Certificates of Deposit.

Our needs include but are not limited to:

- Remote deposit capability
- Cash deposit capability
- Lockbox
- ACH receipts
  - NACHA file upload for our customer payments
- ACH payments
  - Recurring payments (automated)
- User friendly but secure online banking
- Downloadable online bank statements
- Low to no account fees
- Account fund transfers (between our own accounts)
- Easy process for setting up signers on accounts
- Company credit cards
- Direct account representative

Please contact our Bookkeeper/Accountant Melissa Tenney with all questions and proposals, informal or formal, at [melissa.tenney@clearcreekcsd.org](mailto:melissa.tenney@clearcreekcsd.org) or 530.357.2121.

Sincerely,

Paul Kelley, General Manager

**CLEAR CREEK COMMUNITY SERVICES DISTRICT**

**ORDINANCE NO. 2024-08**

AN ORDINANCE OF THE BOARD OF DIRECTORS OF THE CLEAR CREEK COMMUNITY SERVICES DISTRICT TO SELECT A BANK FOR DISTRICT BANKING SERVICES.

**WHEREAS**, The Board of Directors recognizes the need to occasionally review services to the District and invite proposals for those services; and

**WHEREAS**, the District Staff developed a one page request for proposals for Banking Services needed by the District currently and potentially in the future; and

**WHEREAS**, the District Staff sent the RFP for Banking Services to more than 5 Banks with branches in Shasta County; and

**WHEREAS**, there were at least three competitive responses, and the District Staff reported to the Finance committee the responses and a member of the committee assisted in reviewing and analyzing the proposals; and

**WHEREAS**, the District Staff makes a recommendation to the Board to have the new Bank in place by the start of the Fiscal year – July 1; and

**NOW, THEREFORE, IT IS ORDERED**, that the Board of Directors of the Clear Creek Community Services District finds and ordains:

1. The selection of Plumas Bank for District Banking Services for implementation July 1<sup>st</sup> 2024,
2. Designates the initial list of account signers as:
  - a. General Manager – Paul Kelley
  - b. Directors: Patricia Beaver, Beverly Fickes, Scott McVay
  - c. Future account signer updates: at District meetings and noted in minutes
3. And Administrative access to the Districts Bookkeeper/Accountant as non-signer

**PASSED AND ADOPTED**, by the Board of Directors of the Clear Creek Community Services District, this 5<sup>th</sup> day of June 2024 by the following vote:

Motion:

Second:

Ayes:

Noes: \_\_\_\_

Absent: \_\_\_\_

Abstain: \_\_\_\_

\_\_\_\_\_  
Terry Lincoln, Chair of the Board

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



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## MEMO

**Date:** June 5th 2024  
**To:** Board of Directors  
**From:** General Manager – Paul Kelley  
**Re:** **6b – Fiscal Year 2025 Draft Budget** (Discussion )

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### Discussion/Action:

#### **6b – Fiscal Year 2025 Draft Budget** (Discussion )

The General Manager has developed a preliminary draft budget for FY 25, and presented it to the Finance Committee May 15<sup>th</sup>. The General Manager went through the Revenue expenses portion of the preliminary draft budget and used the “budget narrative” to help do that. Last year the GM introduced a budget booklet / narrative at the Final budget adoption as a way for the Board and District openly communicate the elements of the budget and explain some of the budget line items.

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

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

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

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

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

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

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

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

At this meeting the GM is requesting the opportunity to review the draft budget, the narrative, and take questions from the Board, and community. Then have the Board direct the preferred draft budget to be brought for final approval June 19<sup>th</sup>.

### Recommendation:

Review, Discussion, provide direction to GM and bring budget for final approval June 19<sup>th</sup> 6:30PM Hearing.



**Clear Creek  
Community Services District**



**Fiscal Year  
2024-2025**

**Budget**

*DRAFT2 05-22-2024 Version*

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

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## **Introduction**

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

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

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

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

The Board of Directors for the adoption of this budget:

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

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

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

**Final Budget**

July 2024 Through June 2025

**History and Background**

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

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

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

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

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

**Facilities**

Treatment:

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

Clear Creek Community Services District

**Final Budget**

July 2024 Through June 2025

Distribution:

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

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

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

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

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

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

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

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

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

1. Source of Supply
2. Water Treatment
3. Conduit
4. Distribution System
5. Wells and So. Booster pumps
6. Administration

Clear Creek Community Services District

**Final Budget**

July 2024 Through June 2025

- 7. Customer Service / Accounts
- 8. Regulatory and Debt Service

Reserve Accounts:

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

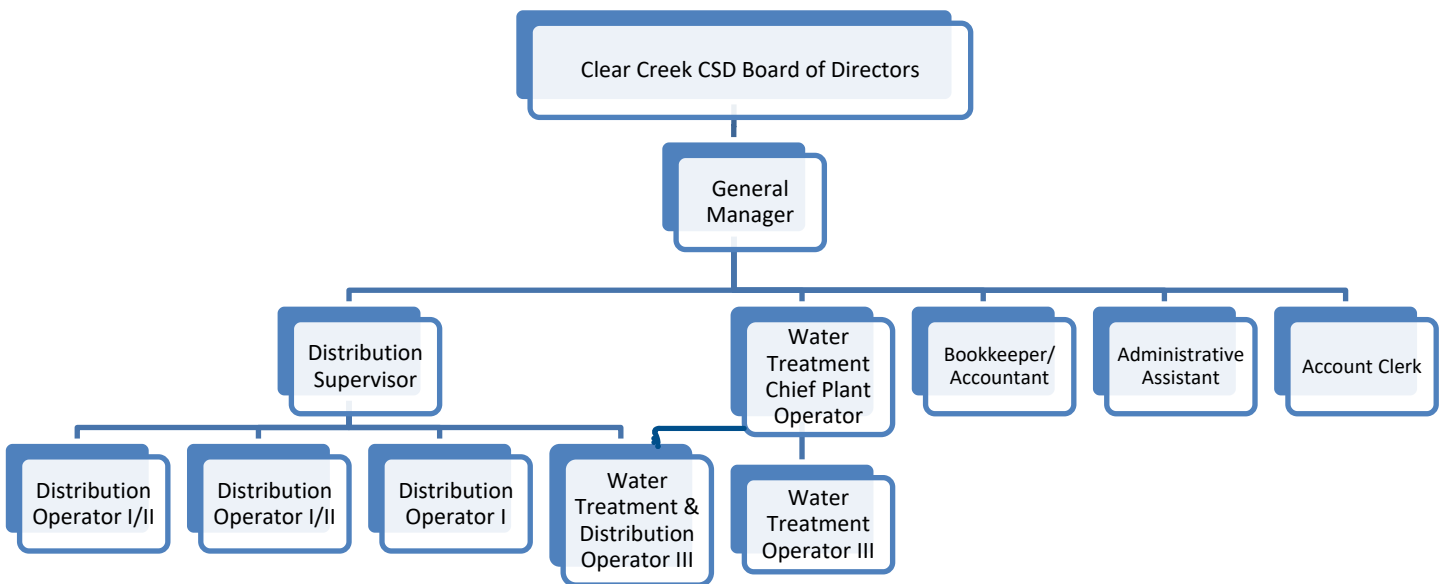
- 1. Filter Plant Repayment
- 2. Recycle Backwash Water
- 3. State Loan Repayment
- 4. WIIN act Repayment

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

- 1. Operating Reserve
- 2. Capital Improvement, Expansion and Modernization
- 3. USBR Emergency Reserve
- 4. Emergency Fund Reserve
- 5. Fund Balance Discretionary Reserve
- 6. Other Reserves

**Staffing:**

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



**Final Budget**

July 2024 Through June 2025

**2023-2024 Budget Categories**

**Revenue**

**11000 - Customer Accounts Revenue:**

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

**11005 – Base Rate Calculation** - 2656 accounts at \$58.20 – at 95% collection rate.  
(FYI there are 43 accounts at \$10.81)

**11010 – Water Sales (Domestic)** - 1500 AF of M&I at .56/HCF (95% collection rate)

**11020 – Agricultural Water Sales** – 700 AF of Irrigation at .54/HCF Backflow

**11050 – Penalty and Reconnection Fee** – No drought penalties, or potential late fees

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

**12000 - Water Service Revenue:**

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

**12075 – Centerville Admin O&M – Monthly Charge for Treatment services costs.**

**12087 – Backflow Maintenance Charge – For annual check, offset to cost of service.**

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

**13000 - Designated Revenue:**

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

**13005 - Filter Plant Repayment Charge (\$7.55/Mo)**

**13010 - Recycle Backwash Water Charge (\$.38/Mo)**

**13015 - State Loan Repayment Charge (\$1.00/Mo)**

**13025 - WIIN Act Repayment Charge (\$1.88/Mo)**

Clear Creek Community Services District

**Final Budget**

July 2024 Through June 2025

13000 - Designated Revenue Total: \$330,000

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

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

**14010 - WIIN Act Reserves to Operating:** (Note update)

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

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

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

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

Clear Creek Community Services District

**Final Budget**

July 2024 Through June 2025

**14020 - Penalties Reserve to Operating:**

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

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

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

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

**15000 - Revenue - Taxes & Assessments**

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

15000 - Taxes Revenue Total: \$420,000

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

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**Final Budget**

July 2024 Through June 2025

**Expenses:**

**29000 - Supply Cost:**

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

**29005 - USBR Water Purchase:** Bureau Schedule water cost for M&I and Ag Water.  
(For this year: 1500 AF of mix of M&I @ \$52.72/AF (USBR) = \$79,080  
(and 700AF of AG/IRR @ \$43.80 (per AF Bureau) = \$30,660

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

**29100 - WIIN Act Payments** – WIIN Act paid off from General Account to Bureau in October 2024.

29000 - Supply Cost Total: \$110,000

**30000 - Water Treatment Plant**

The Treatment Division is managed by the Chief Plant Operator who oversees and manages the Treatment Plant and Treatment Division employees as well as the expenses spelled out in this section. New for 2023-24, is that the Wages/Salary/On-Call/OT is grouped in the Salary Expenses section for Treatment. The treatment plant will be processing more water than in the past few years of drought, and the current maintenance, long term maintenance, and upgrades will need to be considered now and in future years.

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

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

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

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

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

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

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

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

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

Expenses for treatment division to track for supporting the grant funded Backwash ponds project. The Treatment plant also has the November 22 2022 – State Water Board survey of the Treatment plant and suggested projects.

Clear Creek Community Services District

**Final Budget**

July 2024 Through June 2025

Assessment Engineering estimate \$20K, The recent tank inspection identified needs that are to be assessed – Assessment estimate: \$13K – This is engineering review and estimates for future Capital Projects. This is also to pay for the engineering review of Train 6 other impacted Filter Trains and other major repair. Every 5 years, Shasta County does a “Watershed Sanitary Survey” last completed with all other agencies contributing in 2021, the Clear Creek portion is calculated at approximately \$10K.

30000 - Total Expense Treatment Plant Division: \$324,150

**30700 - Transmission & Conduit**

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

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

**40000 - Distribution & Transmission**

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

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

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

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

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

**40410 - USA – Utility Service Alignment –** Need to separate for tracking.

The increased cost of utility projects (PGE, Cable, Fiber, Contractors) calling 811 for locate services has impacted the District and its operators. This cost has been running over projections based on increased utility activity in the District.

**40415 – Meter Register/Transponder Replacement –** For meter transponders and updating for better meter reading, previous year (2023) the District purchased transponders to start the process for replacement and upgrading of all applicable meters. The District also received a County

Clear Creek Community Services District

**Final Budget**

July 2024 Through June 2025

ARPA grant, to help replace all and install all meters with registers and transponders to increase meter reading efficiency and reduce the time taken. For the 2024 year, the grant covered costs, this budget item is to cover the registers/transponders not grant funded – or the District’s match.

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

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

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

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

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

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

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

**41000 - Wells & Booster Station**

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

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

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

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

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

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

**Final Budget**

July 2024 Through June 2025

**50000 - Administration General**

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

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

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

**50300 - Organizational Dues:**

Currently members of:

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

Suggest consideration:

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

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

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

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

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

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

**Cyber** – Projected to stay similar cost

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

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

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

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

Clear Creek Community Services District

**Final Budget**

July 2024 Through June 2025

**50512 - Director Elections** – This year’s budget will need to have an amount for consolidated Nov. of 2024 election if any.

**50515 - Server & Computer Maintenance:** “Information Technology”

**Municipal Software** – The District upgraded from CUBIC and is now using CUSI for it’s customer billing software at this Subscription.

**Customer Software Upgrade:** Done in FY 24

**Software subscriptions/ IT Support:** For updated technology (MS 360, QuickBooks, other) license subscriptions, security on desktops.

**Computer Maintenance:** Replace / update a two more desktops, cabling and setting aside resources to eventually replace server. The phone system is also in need of update/replacement. For future consideration – phone system has been outdated for over 10 years, the servers useful life is nearing end – all need to be considered now and into the future for funding.

**50520 - Legal** – Similar to FY 24

**50525 - Engineering** – A new category for the District to track expenses.

The District has PACE as its District Engineer and needs to track expenses for this general item, not engineering specific to grant projects or a division (Treatment/Distribution). The District also needs to engage engineering services to update it’s 2007 Water Plan and PACE has suggested that an updated Plan and Capital Improvement plan be included to help with future rate studies and grant applications. The assessment cost is approximately \$100K.

**50530 - Equipment Leases** – The Folding machine lease expired April 2024 and has been returned. This budget item primarily for Printer/Scanner/Copier.

**50535 - Building and Grounds** – Includes security, exterminator services, garbage pickup, and maintenance. Also increased to keep pace of FY 24 actuals. This could includes one HVAC replacement of the oldest unit on top of the building (\$9k) – finance committee suggest defer replacement for a few years and do maintenance. Includes other grounds updates – like a potential slurry/chip seal of Administration office paved driveway if proposals are within a reasonable amount

**50540 - OPEB Valuation and Actuarial** – The bi-annual actuarial for District OPEB Trust. The previous year costs also included scenarios for the MOU required review of potential changes to the Retiree medical program. This cost back to regular annual.

**50500 - Special and Professional** – For services to support Admin Assistant and Bookkeeper – Employee Handbook, and other HR / Payroll compliance and services. Also, for consulting services as needed during the year. Bookkeeper recommends a contract CPA for assistance with audits and other accounting needs (\$10K), The district may have other needs like contracts with temporary agencies for services.

Total Professional Services: \$184,000

Clear Creek Community Services District

**Final Budget**

July 2024 Through June 2025

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

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

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

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

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

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

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

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

Total Regulatory expense: \$52,000

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

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

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

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

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

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

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

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

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

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

Employee Benefits Total: \$465,700

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

Clear Creek Community Services District

**Final Budget**

July 2024 Through June 2025

payment to CalPERS Health is the MEC (\$157 in 2024), and the balance paid to each retiree through an HRA.

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

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

And paid directly to CalPERS Health insurance – the MEC

Retiree Benefits total: \$105,000

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

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

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

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

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

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

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

Customer Accounts Total: \$41,500

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

## **60000 - Payroll Expense**

This section includes the Salary/wages/on-call/overtime expenses for each of the divisions. In the past, the District had these expenses within each division. This budget now has a Payroll expense section and broken out by divisions and sections for ongoing tracking of the expenses attributed to each area. The District approved an MOU in early 2023, and per MOU section 9.7 the job classifications covered by the MOU will receive an annual COLA. The COLA is a range of 2%-4% and based on the yearly CPI-W through May. This budget estimates the expenses based on a 3.2% COLA as of July 1, 2024.

Clear Creek Community Services District

**Final Budget**

July 2024 Through June 2025

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

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

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

**60400 - Payroll Expense – Customer Accounts:** For office staff, and this budget includes an increase cost for a full time Account Clerk.

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

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

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

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

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

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

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

**72205 - Filter Plant Reserves:** Same as Budgeted Revenue

**72210 - Recycle Backwash Water Reserve:** Same as Budgeted Revenue



Clear Creek Community Services District

**Final Budget**

July 2024 Through June 2025

**72215 - State Loan Repayment Reserve:** Same as Budgeted Revenue

**72218 - WIIN Act Repayment Reserve:** Same as Budgeted

**72225 - Penalties Reserve:** To put Penalties into a reserve for future use.

**Total (Same as Designated Revenue):** \$330,000

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**75100 - Operating Reserve (4.1% Usage):** Water Sales Revenue \* 4.1%

**75200 - Capital Improvement & Modernization Reserve (1.8% Base Rate):**

**75300 - Emergency Fund Reserve:** As stated, start building a reserve here.

**75400 - USBR Emergency Reserve:** Here if needed. (currently Covered by  
A CD held but the District for this amount.

**75900 - Discretionary Fund Balance Reserve:** For this budget revenue in excess of expenses and for current year. To be used primarily when identified expenditures are needed for equipment, major repairs, capital or other expenditures that need a mid-year adjustment. At end of year could be to roll into next year or general reserves. The Finance committee and staff recommends starting the year with this number in reserve – since the focus is on getting engineering review of the Treatment plant needs and updated water Plan, this line item will be used in mid-year adjustments to fund improvements or other needs as identified.

70000 – Expense Designated to Reserves Total: \$546,050

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

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

**DRAFT FY 25 BUDGET - May 22 7pm Version**

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

May 22 Version

# Clear Creek Community Services District DRAFT Budget

July 2024 through June 2025

**DRAFT FY 25 BUDGET - May 22 7pm Version**

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

# May 22 Version

**Clear Creek Community Services District  
DRAFT Budget**

July 2024 through June 2025

**DRAFT FY 25 BUDGET - May 22 7pm Version**

	Budget	Budget
	Jul '24 - Jun 25	Jul '23 - Jun 24
<b>41000 · Wells &amp; Booster Station</b>		
41100 · Utilities	27,000.00	50,000.00
41200 · Water Analysis	1,000.00	1,000.00
41300 · Repair & Maintenance (O&M)	2,000.00	5,000.00
41305 · Chemicals	500.00	1,500.00
<b>Total 41000 · Wells &amp; Booster Station</b>	<b>30,500.00</b>	<b>57,500.00</b>
<b>50000 · Administration/ General</b>		
50100 · Utilities	30,000.00	25,000.00
50200 · Office Supplies	7,000.00	9,000.00
50300 · Organizational Dues	20,000.00	18,000.00
50310 · Advertising & Public Notices	1,000.00	2,000.00
50315 · Postage	3,500.00	2,000.00
50320 · Meal and Reimbursements	3,500.00	2,000.00
50325 · Registration /Mileage/ Travel Reimbursement	8,500.00	8,500.00
50330 · Bank Service Fee/Finance Charge	10,000.00	10,000.00
50400 · Insurance		
50405 · JPIA - Cyber	3,000.00	3,000.00
50415 · Property & Liability Insurance	16,000.00	16,000.00
50420 · Insurance - Auto	65,000.00	36,000.00
<b>Total 50400 · Insurance</b>	<b>84,000.00</b>	<b>55,000.00</b>
<b>50500 · Special &amp; Professional Services</b>		
50505 · Audit Services	17,000.00	16,000.00
50510 · Director Fees	6,000.00	10,000.00
50512 · Director Elections (Even Year November)	8,000.00	0.00
50515 · Server & Computer Maintenance		
50516 · Municipal Software	5,000.00	10,000.00
505xx · Customer Software Upgrade	0.00	35,000.00
50517 · Software Subscriptions / IT Support	15,000.00	15,000.00
50515 · Server & Computer Upgrades & Maintenance	25,000.00	10,000.00
<b>Total 50515 · Server &amp; Computer Maintenance</b>	<b>45,000.00</b>	<b>70,000.00</b>
50520 · Legal	10,000.00	20,000.00
50525 · Engineering	50,000.00	10,000.00
50530 · Equipment Maintenance & Lease	6,000.00	18,000.00
50535 · Building & Ground Maint.-Office	17,000.00	12,000.00
50540 · OPEB Valuation & Actuarial	5,000.00	8,000.00
50500 · Special & Professional Services - Other	30,000.00	15,000.00
<b>Total 50500 · Special &amp; Professional Services</b>	<b>194,000.00</b>	<b>179,000.00</b>
<b>50700 · Regulatory</b>		
50705 · Water Fee		
50710 · SWRCB - Water Fee	10,000.00	18,000.00
50711 · SWRCB - CDTFA - Water Rights	21,500.00	21,000.00

**May 22 Version**

**Clear Creek Community Services District  
DRAFT Budget**

July 2024 through June 2025

**DRAFT FY 25 BUDGET - May 22 7pm Version**

	Budget	Budget
	Jul '24 - Jun 25	Jul '23 - Jun 24
50715 · Risk Management Plan	7,000.00	7,000.00
50720 · Groundwater Sustainability Act	0.00	10,000.00
50905 · LAFCO Expense	6,500.00	5,000.00
50705 · Water Fee - Other	0.00	0.00
<b>Total 50705 · Water Fee</b>	<b>45,000.00</b>	<b>61,000.00</b>
50800 · Safety Equipment & Materials	1,000.00	1,000.00
50900 · Testing & License Fees	1,000.00	1,000.00
<b>Total 50700 · Regulatory</b>	<b>47,000.00</b>	<b>63,000.00</b>
<b>51400 · Employee Benefits</b>		
50410 · JPIA - Workers Comp	22,000.00	22,000.00
51405 · Guardian - Vision, Dental, Life	18,000.00	18,000.00
51415 · UNUM-Disability, Life, Accident	18,000.00	18,000.00
51435 · CalPERS Health Insurance Exp	210,000.00	180,000.00
51440 · CalPERS Retirement Contribution - Dist	80,000.00	80,000.00
51442 · CalPERS District actuarial liability	100,000.00	
51445 · Medicare - District Cost	12,000.00	12,000.00
51450 · Boot Allowance	700.00	700.00
51455 · Uniform and Service	5,000.00	5,000.00
51400 · Employee Benefits - Other	0.00	0.00
<b>Total 51400 · Employee Benefits</b>	<b>465,700.00</b>	<b>335,700.00</b>
<b>51600 · Retiree Benefits</b>		
51605 · Retiree Health Benefit - Direct	90,000.00	5,000.00
51610 · CalPERS Health Ins- Retiree	15,000.00	95,000.00
51600 · Retiree Benefits - Other	0.00	0.00
<b>Total 51600 · Retiree Benefits</b>	<b>105,000.00</b>	<b>100,000.00</b>
51700 · Property Taxes	400.00	400.00
51800 · General Tax Expense	200.00	200.00
51900 · License and Permits	5,000.00	5,000.00
<b>52000 · Interest Expense</b>		
52005 · RCAC Loan Interest (dump truck)	4,500.00	4,500.00
52000 · Interest Expense - Other	1,000.00	5,000.00
<b>Total 52000 · Interest Expense</b>	<b>5,500.00</b>	<b>9,500.00</b>
<b>53000 · Customer Accounts &amp; Billing</b>		
53015 · Supplies		
53020- Postage	14,000.00	14,000.00
53025 · Billing Supplies & Materials	17,000.00	13,000.00
53015 · Supplies - Other	500.00	1,000.00
<b>Total 53015 · Supplies</b>	<b>31,500.00</b>	<b>28,000.00</b>
53016 · Meter Reading/ License	4,000.00	4,000.00
53030 · Chargebacks, NSF, Acct Refunds	6,000.00	10,000.00
<b>Total 53000 · Customer Accounts &amp; Billing</b>	<b>41,500.00</b>	<b>42,000.00</b>
55000 · Miscellaneous	0.00	0.00
<b>Total 50000 · Administration/ General</b>	<b>1,031,800.00</b>	<b>866,300.00</b>

**May 22 Version**

**Clear Creek Community Services District  
DRAFT Budget**

July 2024 through June 2025

**DRAFT FY 25 BUDGET - May 22 7pm Version**

	Budget	Budget
	Jul '24 - Jun 25	Jul '23 - Jun 24
<b>60000 · Payroll Expense -Salary &amp; Wages</b>		
60100 · Payroll Exp - Administration/GM	153,000.00	150,000.00
60200 · Payroll Exp - Distribution	365,000.00	355,000.00
60300 · Payroll Exp - Water Treatment	250,000.00	250,000.00
60400 · Payroll Exp - Conduit Labor	4,000.00	4,000.00
60500 · Payroll Exp - Customer Accts	185,000.00	185,000.00
60600 · Payroll Exp-Well Field Stations	20,000.00	20,000.00
60000 · Payroll Expense -Salary & Wages - Other	0.00	0.00
<b>Total 60000 · Payroll Expense -Salary &amp; Wages</b>	<b>977,000.00</b>	<b>964,000.00</b>
<b>70000 · Designated to Reserves - (For Budget Balancing - Reported Quarterly on Balance sheet)</b>		
72205 · Filter Plant Repayment Reserve	230,000.00	220,000.00
72210 · Recycle Backwash Water Reserve	12,000.00	11,000.00
72215 · State Loan Repayment Reserve	30,000.00	29,000.00
72218 · Penalties Reserve - For tracking		
72225 · WIIN Act Repayment Reserve	58,000.00	55,000.00
	<b>330,000.00</b>	<b>315,000.00</b>
75100 - Operating Reserve (4.1% Usage)	20,705.00	24,900.00
75200 - Capital Imp. & Modernization Res. (1.8% Base Rate)	31,680.00	28,602.00
75300 - Emergency Fund Reserve	10,000.00	10,000.00
75400 - USBR Emergency Reserve	0.00	0.00
75900 - Discretionary Fund Balance Reserve	153,665.00	10,998.00
	<b>216,050.00</b>	<b>74,500.00</b>
<b>Total 70000 · Designated To Reserves -Non Op</b>	<b>546,050.00</b>	<b>389,500.00</b>
<b>Total Expense</b>	<b>3,282,000.00</b>	<b>3,259,000.00</b>
<b>Net Ordinary Revenue</b>	<b>0.00</b>	<b>0.00</b>

**May 22 Version**

# Clear Creek Community Services District



Fiscal Year  
2024-2025

Budget

May 22 2024 7am Version

Clear Creek Community Services District  
**Final Budget**  
July 2024 Through June 2025  
**CLEAR CREEK CSD 2024-2025 BUDGET**

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## **Introduction**

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

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

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

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

The Board of Directors for the adoption of this budget:

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

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

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



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**History and Background**

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

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

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

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

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

**Facilities**

Treatment:

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

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Distribution:

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

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

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

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

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

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

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

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

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

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

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**Reserve Accounts:**

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

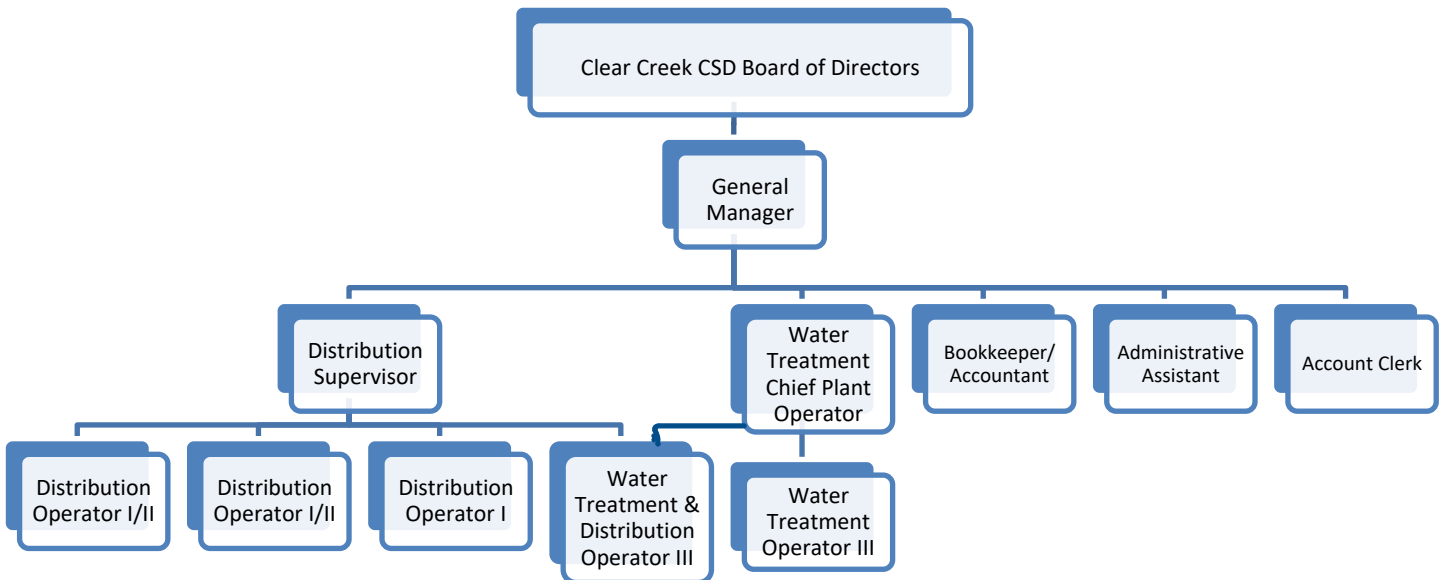
- 1. Filter Plant Repayment
- 2. Recycle Backwash Water
- 3. State Loan Repayment
- 4. WIIN act Repayment

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

- 1. Operating Reserve
- 2. Capital Improvement, Expansion and Modernization
- 3. USBR Emergency Reserve
- 4. Emergency Fund Reserve
- 5. Fund Balance Discretionary Reserve
- 6. Other Reserves

**Staffing:**

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



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**2023-2024 Budget Categories**

**Revenue**

**11000 - Customer Accounts Revenue:**

This revenue area is generated by the Base Rate Charge for each customer, Water sales – Domestic and Agricultural water, penalties, and reconnection fees. This budget uses 95% collection rate and proposes moving an employee to full time to get beyond the previous budgets use of 85% collection rate. The District goal is to get to 98% collection rate over time.

**11005 - Base Rate Calculation** – 2656 accounts at \$58.20 – at 95% collection rate.  
(FYI there are 43 accounts at \$10.81)

**11010 - Water Sales (Domestic)** - 1500 AF of M&I at .56/HCF (at 95% collection rate)

**11020 - Agricultural Water Sales** - 700 AF of Irrigation at .54/HCF

**11050 - Penalty and Reconnection Fee** – No drought penalties, potential Late Fees.

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

**12000 - Water Service Revenue:**

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

**12075** – Centerville Admin O&M – Monthly Charge for Treatment services costs.

**12087** – Backflow Maintenance Charge – For annual check, offset to cost of service.

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

**13000 - Designated Revenue:**

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

**13005** - Filter Plant Repayment Charge (\$7.55/Mo)

**13010** - Recycle Backwash Water Charge (\$.38/Mo)

**13015** - State Loan Repayment Charge (\$1.00/Mo)

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**13025 - WIIN Act Repayment Charge (\$1.88/Mo)**

13000 - Designated Revenue Total: \$330,000

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

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

**14010 - WIIN Act Reserves to Operating:** (Note, need update yellow)

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

Background and complete description of the WIIN Act obligation: For reference the WIIN Act obligation started at \$859,452. The contract with the Bureau for 15,300 AF/Year requires repayment of the capital costs over the life of the contract ending in 2030. This WIIN Act payment converts the contract to a perpetual contract, without an end. In December of 2020, when the District signed this conversion contract with the Bureau, the WIIN Act covered the infrastructure obligation cost and the District was to payback the WIIN Act loan. The District met with the Bureau in September of 2021 to work out a payment plan since no payment had been made at that point. The Bureau and the District found a credit, that was applied as payment through 2021, and the rest to be paid over the subsequent years. The calculation of what was to be paid, was based on the \$859,452 minus the credit of \$207,952 for a total of \$651,500 obligation to the WIIN Act to be paid by 2024. The District did not attain a loan / note to pay off this amount at one time, and then pay off the note using the monthly charge. The District started making payments in early 2022 from the Operating revenue of the District – effectively borrowing from the Operating account to pay the WIIN Act by 2024. This WIIN Act Reserve repayment to the Operating account through this “use of Reserves” from the WIIN Act Reserve will clearly identify the reimbursement payment for the District and customers. The \$1.88/ month will raise approximately \$52,000 to \$60,000 a year (based on collection rates) and this WIIN Act reserve will pay back the operating revenue account that is being borrowed against to pay off the WIIN Act by the date required by the Bureau/WIIN Act. The suggested budgeted rate of \$50K/year will take approximately 13 years for this customer charge “WIIN Act reserves” to repay the operating fund, with the boards for earlier payoff.

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**14020 - Penalties Reserve to Operating:**

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

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

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

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

**15000 - Revenue – Taxes & Assessments**

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

15000 - Taxes Revenue Total: \$420,000

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

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**Expenses:**

**29000 - Supply Cost:**

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

**29005 - USBR Water Purchase:** Bureau Schedule water cost for M&I and Ag Water.  
(For this year: 1500 AF of mix of M&I @ \$52.72/AF (USBR) = \$79,080)  
(and 700AF of AG/IRR @ \$43.80 (per AF Bureau) = \$30,660)

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

**29100 - WIIN Act Payments –** WIIN Act paid off from General Account to Bureau in October 2024.

29000 - Supply Cost Total: \$110,000

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**30000 - Water Treatment Plant**

The Treatment Division is managed by the Chief Plant Operator who oversees and manages the Treatment Plant and Treatment Division employees as well as the expenses spelled out in this section. New for 2023-24, is that the Wages/Salary/On-Call/OT is grouped in the Salary Expenses section for Treatment. The treatment plant will be processing more water than in the past few years of drought, and the current maintenance, long term maintenance, and upgrades will need to be considered now and in future years.

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

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

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

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

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

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

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

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

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

Expenses for treatment division to track for supporting the grant funded Backwash ponds project. The Treatment plant also has the November 22 2022 – State Water Board survey of the Treatment plant and suggested projects. Assessment Engineering estimate \$20K, The recent tank inspection identified needs that are to be assessed – Assessment estimate: \$13K – This is engineering review and estimates for future Capital Projects. This is also to pay for the engineering review of Train 6 other impacted Filter Trains and other major repair. Every 5 years, Shasta County does a “Watershed Sanitary Survey” last completed with all other agencies contributing in 2021, the Clear Creek portion is calculated at approximately \$10K.

30000 - Total Expense Treatment Plant Division: \$324,150

**30700 - Transmission & Conduit**

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

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

**40000 - Distribution & Transmission**

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

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

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

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

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

**40410 - USA – Utility Service Alignment –** Need to separate for tracking.

The increased cost of utility projects (PGE, Cable, Fiber, Contractors) calling 811 for locate services has impacted the District and its operators. This cost has been running over projections based on increased utility activity in the District.

**40415 – Meter Register/Transponder Replacement –** For meter transponders and updating for better meter reading, previous year (2023) the District purchased transponders to start the process for replacement and upgrading of all applicable meters. The District also received a County ARPA grant, to help replace all and install all meters with registers and transponders to increase meter reading efficiency and reduce the time taken. For the 2024 year, the grant covered costs, this budget item is to cover the registers/transponders not grant funded – or the District's match.

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

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

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

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

**40480 – Equipment / Facility / Capital Projects:** Expense line to track cost for distribution rehab projects and grant projects like the South Booster & Wells grant that reimbursed the cost of the project. This is also funds for other projects like the Taffy lane improvement. The District needs to invest in equipment, eventually in vehicles, and other equipment. This Budget item contemplates the purchase of a Vac-Trailer – valued between \$80-100K.



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

40000 - Total Expense Distribution Division: \$375,500

**41000 - Wells & Booster Station**

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

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

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

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

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

41000 - Total Expense Wells & Booster Station: \$36,000

**50000 - Administration General**

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

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

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

**50300 - Organizational Dues:**  
Currently members of:

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

Suggest consideration:

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

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

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

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

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

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

**Cyber** – Projected to stay similar cost

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

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

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

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

**50512 - Director Elections** – This year’s budget will need to have an amount for consolidated Nov. of 2024 election if any.

**50515 - Server & Computer Maintenance:** “Information Technology”

**Municipal Software** – The District upgraded from CUBIC and is now using CUSI for it’s customer billing software at this Subscription.

**Customer Software Upgrade:** Done in FY 24

**Software subscriptions/ IT Support:** For updated technology (MS 360, QuickBooks, other) license subscriptions, security on desktops.

**Computer Maintenance:** Replace / update a two more desktops, cabling and setting aside resources to eventually replace server. The phone system is also in need of update/replacement.

**50520 - Legal** – Similar to FY 24

**50525 - Engineering** – A new category for the District to track expenses.

The District has PACE as its District Engineer and needs to track expenses for this general item, not engineering specific to grant projects or a division (Treatment/Distribution). The District also needs to engage engineering services to update it’s 2007 Water Plan and PACE has suggested that an updated Plan and Capital Improvement plan be included to help with future rate studies and grant applications. The assessment cost is approximately \$100K.

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**50530 - Equipment Leases** – The Folding machine lease expired April 2024 and has been returned. This budget item primarily for Printer/Scanner/Copier.

**50535 - Building and Grounds** – Includes security, exterminator services, garbage pickup, and maintenance. This also includes one HVAC replacement of the oldest unit on top of the building (\$9k). And includes slurry/chip seal of Administration office paved driveway.

**50540 - OPEB Valuation and Actuarial** – The bi-annual actuarial for District OPEB Trust. The previous year costs also included scenarios for the MOU required review of potential changes to the Retiree medical program. This cost back to regular annual.

**50500 - Special and Professional** – For services to support Admin Assistant and Bookkeeper – Employee Handbook, and other HR / Payroll compliance and services. Also, for consulting services as needed during the year. Bookkeeper recommends a contract CPA for assistance with audits and other accounting needs (\$10K), The district may have other needs like contracts with temporary agencies for services.

Total Professional Services: \$183,000

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

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

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

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

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

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

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

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

Total Regulatory expense: \$52,000

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

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

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

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

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

**51440 - CalPERS – Retirement Contribution.** CalPERS has updated the District Contribution as of July 1 2023 to 7.68% for PEPRAs and one

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employee on Classic (14%). Not previously budgeted was the Unfunded actuarial pension liability for FY24 it was approximately 120K.

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

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

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

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

Employee Benefits Total: \$465,700

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

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

**51610 - The CalPERS Health Ins - Retiree:** expense is a yearly expense to the District for the Retirees currently covered by Retiree Health benefits.

And paid directly to CalPERS Health insurance - the MEC

Retiree Benefits total: \$105,000

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

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

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

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

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

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

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

Customer Accounts Total: \$41,500

50000 - Administration/General Total: \$1,015,800

**60000 - Payroll Expense**

This section includes the Salary/wages/on-call/overtime expenses for each of the divisions. In the past, the District had these expenses within each division. This budget now has a Payroll expense section and broken out by divisions and sections for ongoing tracking of the expenses attributed to each area. The District approved an MOU in early 2023, and per MOU section 9.7 the job classifications covered by the MOU will receive an annual COLA. The COLA is a range of 2%-4% and based on the yearly CPI-W through May. This budget estimates the expenses based on a 3.2% COLA as of July 1, 2024.

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

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

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

**60400 - Payroll Expense – Customer Accounts:** For office staff, and this budget includes an increase cost for a full time Account Clerk.

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

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

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

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

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

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

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

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

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- 75100 - Operating Reserve (4.1% Usage):** Water Sales Revenue \* 4.1%
- 75200 - Capital Improvement & Modernization Reserve (1.8% Base Rate):**
- 75300 - Emergency Fund Reserve:** As stated, start building a reserve here.
- 75400 - USBR Emergency Reserve:** Here if needed. (currently Covered by A CD held but the District for this amount.
- 75900 - Discretionary Fund Balance Reserve:** For this budget revenue in excess of expenses and for current year. To roll into next year or general reserves.

70000 – Expense Designated to Reserves Total: \$414,550

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

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

**DRAFT FY 25 BUDGET - May 20 9am Version**

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

DRAFT 5/20/24

# Clear Creek Community Services District DRAFT Budget

July 2024 through June 2025

**DRAFT FY 25 BUDGET - May 20 9am Version**

	Budget	
	Jul '24 - Jun 25	Jul '23 - Jun 24
<b>Expense</b>		
<b>29000 - Supply Cost</b>		
<b>29005 - Water Purchase</b>		
29010 - USBR Water Purchased	110,000.00	128,000.00
29015 - McConnell Water Purchased	0.00	125,000.00
<b>Total 29005 - Water Purchase</b>	<u>110,000.00</u>	<u>253,000.00</u>
29100 - WIIN Act Repayment Exp	0.00	200,000.00
<b>Total 29000 - Supply Cost</b>	<u>110,000.00</u>	<u>453,000.00</u>
<b>30000 - Water Treatment Plant</b>		
30100 - Utilities	78,000.00	75,000.00
30135 - Office Supplies WTP	500.00	400.00
30140 - WTP Computer & Software	5,000.00	5,000.00
30145 - Postage	150.00	100.00
30150 - Safety Equipment & Training	7,000.00	7,200.00
30200 - WTP Repair & Maintenance O&M	95,000.00	80,000.00
30400 - Water Analysis	20,000.00	17,500.00
30405 - Chemicals WTP	65,000.00	70,000.00
30500 - Vehicle Maintenance & Expense	8,500.00	8,500.00
30600 - Equipment / Capital / Facility Improvements	45,000.00	15,000.00
30000 - Water Treatment Plant - Other	0.00	0.00
<b>Total 30000 - Water Treatment Plant</b>	<u>324,150.00</u>	<u>278,700.00</u>
<b>30700 - Transmission &amp; Conduit</b>		
30705 - Repair and Maintenance - O&M	4,000.00	3,000.00
<b>Total 30700 - Transmission &amp; Conduit</b>	<u>4,000.00</u>	<u>3,000.00</u>
<b>40000 - Distribution</b>		
40200 - Utilities	6,500.00	8,000.00
40300 - Safety Equipment & Training	7,500.00	6,000.00
40400 - Repair & Maintenance (O&M)		
40405 - Backflow Device Testing	6,500.00	8,000.00
40410 - USA Underground	10,000.00	5,000.00
40415 - Meter Register/Transponder Replacement	25,000.00	25,000.00
40420 - Tank Inspection	10,000.00	10,000.00
40430 - Inventory / Tools	20,000.00	20,000.00
40440 - Water Quality Analysis - Dist	10,000.00	
40480 - Repair & Maintenance (O&M) - Other	150,000.00	110,000.00
<b>Total 40400 - Repair &amp; Maintenance (O&amp;M)</b>	<u>231,500.00</u>	<u>178,000.00</u>
40480 - Equipment / Facility / Capital Improvements	90,000.00	15,000.00
40500 - Vehicle Maintenance & Fuel Expense	40,000.00	40,000.00
<b>Total 40000 - Distribution</b>	<u>375,500.00</u>	<u>247,000.00</u>

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# Clear Creek Community Services District DRAFT Budget

July 2024 through June 2025

DRAFT FY 25 BUDGET - May 20 9am Version

	Budget	
	Jul '24 - Jun 25	Jul '23 - Jun 24
<b>41000 · Wells &amp; Booster Station</b>		
41100 · Utilities	30,000.00	50,000.00
41200 · Water Analysis	1,000.00	1,000.00
41300 · Repair & Maintenance (O&M)	3,500.00	5,000.00
41305 · Chemicals	1,500.00	1,500.00
<b>Total 41000 · Wells &amp; Booster Station</b>	<b>36,000.00</b>	<b>57,500.00</b>
<b>50000 · Administration/ General</b>		
50100 · Utilities	30,000.00	25,000.00
50200 · Office Supplies	7,000.00	9,000.00
50300 · Organizational Dues	25,000.00	18,000.00
50310 · Advertising & Public Notices	1,000.00	2,000.00
50315 · Postage	3,500.00	2,000.00
50320 · Meal and Reimbursements	3,500.00	2,000.00
50325 · Registration /Mileage/ Travel Reimbursement	8,500.00	8,500.00
50330 · Bank Service Fee/Finance Charge	10,000.00	10,000.00
50400 · Insurance		
50405 · JPIA - Cyber	3,000.00	3,000.00
50415 · Property & Liability Insurance	16,000.00	16,000.00
50400 · Insurance - Auto	65,000.00	36,000.00
<b>Total 50400 · Insurance</b>	<b>84,000.00</b>	<b>55,000.00</b>
<b>50500 · Special &amp; Professional Services</b>		
50505 · Audit Services	17,000.00	16,000.00
50510 · Director Fees	10,000.00	10,000.00
50512 · Director Elections (Even Year November)	8,000.00	0.00
50515 · Server & Computer Maintenance		
50516 · Municipal Software	5,000.00	10,000.00
505xx · Customer Software Upgrade	0.00	35,000.00
50517 · Software Subscriptions / IT Support	15,000.00	15,000.00
50515 · Server & Computer Upgrades & Maintenance	25,000.00	10,000.00
<b>Total 50515 · Server &amp; Computer Maintenance</b>	<b>45,000.00</b>	<b>70,000.00</b>
50520 · Legal	20,000.00	20,000.00
50525 · Engineering	40,000.00	10,000.00
50530 · Equipment Maintenance & Lease	6,000.00	18,000.00
50535 · Building & Ground Maint.-Office	27,000.00	12,000.00
50540 · OPEB Valuation & Actuarial	5,000.00	8,000.00
50500 · Special & Professional Services - Other	30,000.00	15,000.00
<b>Total 50500 · Special &amp; Professional Services</b>	<b>208,000.00</b>	<b>179,000.00</b>
<b>50700 · Regulatory</b>		
50705 · Water Fee		
50710 · SWRCB - Water Fee	10,000.00	18,000.00
50711 · SWRCB - CDTFA - Water Rights	21,500.00	21,000.00

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**Clear Creek Community Services District  
DRAFT Budget**

July 2024 through June 2025

**DRAFT FY 25 BUDGET - May 20 9am Version**

	Budget	Budget
	Jul '24 - Jun 25	Jul '23 - Jun 24
50715 · Risk Management Plan	7,000.00	7,000.00
50720 · Groundwater Sustainability Act	5,000.00	10,000.00
50905 · LAFCO Expense	6,500.00	5,000.00
50705 · Water Fee - Other	0.00	0.00
<b>Total 50705 · Water Fee</b>	<b>50,000.00</b>	<b>61,000.00</b>
50800 · Safety Equipment & Materials	1,000.00	1,000.00
50900 · Testing & License Fees	1,000.00	1,000.00
<b>Total 50700 · Regulatory</b>	<b>52,000.00</b>	<b>63,000.00</b>
<b>51400 · Employee Benefits</b>		
50410 · JPIA - Workers Comp	22,000.00	22,000.00
51405 · Guardian - Vision, Dental, Life	18,000.00	18,000.00
51415 · UNUM-Disability, Life, Accident	18,000.00	18,000.00
51435 · CalPERS Health Insurance Exp	210,000.00	180,000.00
51440 · CalPERS Retirement Contribution - Dist	80,000.00	80,000.00
51442 · CalPERS District actuarial liability	100,000.00	
51445 · Medicare - District Cost	12,000.00	12,000.00
51450 · Boot Allowance	700.00	700.00
51455 · Uniform and Service	5,000.00	5,000.00
51400 · Employee Benefits - Other	0.00	0.00
<b>Total 51400 · Employee Benefits</b>	<b>465,700.00</b>	<b>335,700.00</b>
<b>51600 · Retiree Benefits</b>		
51605 · Retiree Health Benefit - Direct	90,000.00	5,000.00
51610 · CalPERS Health Ins- Retiree	15,000.00	95,000.00
51600 · Retiree Benefits - Other	0.00	0.00
<b>Total 51600 · Retiree Benefits</b>	<b>105,000.00</b>	<b>100,000.00</b>
51700 · Property Taxes	400.00	400.00
51800 · General Tax Expense	200.00	200.00
51900 · License and Permits	5,000.00	5,000.00
<b>52000 · Interest Expense</b>		
52005 · RCAC Loan Interest (dump truck)	4,500.00	4,500.00
52000 · Interest Expense - Other	1,000.00	5,000.00
<b>Total 52000 · Interest Expense</b>	<b>5,500.00</b>	<b>9,500.00</b>
<b>53000 · Customer Accounts &amp; Billing</b>		
53015 · Supplies		
53020- Postage	14,000.00	14,000.00
53025 · Billing Supplies & Materials	17,000.00	13,000.00
53015 · Supplies - Other	500.00	1,000.00
<b>Total 53015 · Supplies</b>	<b>31,500.00</b>	<b>28,000.00</b>
53016 · Meter Reading/ License	4,000.00	4,000.00
53030 · Chargebacks, NSF, Acct Refunds	6,000.00	10,000.00
<b>Total 53000 · Customer Accounts &amp; Billing</b>	<b>41,500.00</b>	<b>42,000.00</b>
55000 · Miscellaneous	0.00	0.00
<b>Total 50000 · Administration/ General</b>	<b>1,055,800.00</b>	<b>866,300.00</b>

DRAFT 5/20/24

**Clear Creek Community Services District  
DRAFT Budget**

July 2024 through June 2025

**DRAFT FY 25 BUDGET - May 20 9am Version**

	Budget	Budget
	Jul '24 - Jun 25	Jul '23 - Jun 24
<b>60000 · Payroll Expense -Salary &amp; Wages</b>		
60100 · Payroll Exp - Administration/GM	153,000.00	150,000.00
60200 · Payroll Exp - Distribution	365,000.00	355,000.00
60300 · Payroll Exp - Water Treatment	250,000.00	250,000.00
60400 · Payroll Exp - Conduit Labor	4,000.00	4,000.00
60500 · Payroll Exp - Customer Accts	185,000.00	185,000.00
60600 · Payroll Exp-Well Field Stations	20,000.00	20,000.00
60000 · Payroll Expense -Salary & Wages - Other	0.00	0.00
<b>Total 60000 · Payroll Expense -Salary &amp; Wages</b>	<b>977,000.00</b>	<b>964,000.00</b>
<b>70000 · Designated to Reserves - (For Budget Balancing - Reported Quarterly on Balance sheet)</b>		
72205 · Filter Plant Repayment Reserve	230,000.00	220,000.00
72210 · Recycle Backwash Water Reserve	12,000.00	11,000.00
72215 · State Loan Repayment Reserve	30,000.00	29,000.00
72218 · Penalties Reserve - For tracking		
72225 · WIIN Act Repayment Reserve	58,000.00	55,000.00
	<b>330,000.00</b>	<b>315,000.00</b>
75100 - Operating Reserve (4.1% Usage)	20,705.00	24,900.00
75200 - Capital Imp. & Modernization Res. (1.8% Base Rate)	31,680.00	28,602.00
75200 - Emergency Fund Reserve	10,000.00	10,000.00
75400 - USBR Emergency Reserve	0.00	0.00
75900 - Discretionary Fund Balance Reserve	7,165.00	10,998.00
	<b>69,550.00</b>	<b>74,500.00</b>
<b>Total 70000 · Designated To Reserves -Non Op</b>	<b>399,550.00</b>	<b>389,500.00</b>
<b>Total Expense</b>	<b>3,282,000.00</b>	<b>3,259,000.00</b>
<b>Net Ordinary Revenue</b>	<b>0.00</b>	<b>0.00</b>

DRAFT 5/20/24



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

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## MEMO

**Date:** June 5<sup>th</sup> 2024  
**To:** Board of Directors  
**From:** General Manager – Paul Kelley  
**Re:** **6c – Water Treatment Operator III – Operator in Training (OIT) implementation (Discussion/Action)**

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### Discussion:

#### 6.c –

The District is experiencing turnover, and the mix of trained/certificated/experienced personnel is changing. Up through March, the District had 4.5 employees in Distribution and 2.5 employees in Treatment. For a total of 7 in operations. The primary reason is because of the Operator D3/T3 position that spent half time helping/covering Treatment duties and half time in Distribution. That position was vacated in March, and the prospect of a successful recruitment was limited.

The District recruited Operator D1/D2's and hired three new D1's in the past few weeks.

With two employees assigned to Treatment, the CPO – Palmyamesa has discussed the need for more resources – there are increasing maintenance needs, the on-call rotations impact current treatment employees, and future projects and maintenance need more coverage of operations. Many districts have "Operator in Training" positions to facilitate interested employees to get sufficient hours to attain the T3 Certification. The Current Water Treatment Operator III Job description requires having or attaining the Certification in 3 months – it takes over 1000 hours at a treatment plant to attain the Certification, so this position basically requires the employee to have the certification or have the hours needed prior to taking the position.

This revised Job Description to create the Water Treatment Operator III – OIT allows for a year to attain the Certification – thereby having a year to attain the hours needed. This job description also calls for using the Operator D2 pay scale as the transition scale prior to attaining the Treatment III pay scale. Since the employees would likely come from the Operator D2 or similar position, the Union and Staff is recommending using Step 3 of the scale.

Currently the District has an Operator that is interested in Treatment and would need hours at the plant to attain full certification. This position can be useful to the District to increase coverage of Treatment operations and help keep employees in the district by offering avenues to their interest areas.

Once implemented, the District will follow the MOU procedures for promotion and / or filling the position.

There is no fiscal impact for the coming budget – Since currently the District has 7 operators – the changed allocation will be Three (3) in the Treatment Division, and four (4) in the Distribution Division. Once the Distribution Supervisor position is filled, there can be a review of personnel needs, allocation and workflow.

To implement this item, the attached Side-Letter is attached for the District and Union to sign. The Side-letter puts this position in the position list of the current MOU – Exhibit B, for the duration of the MOU and to be covered by the MOU articles and elements.

Once the Job Description is part of the MOU, the District can then proceed with the spelled-out promotion and / or filling of the position.

The Union has asked to have this implemented June 10<sup>th</sup>, it may take a little longer based on paperwork and operational elements and MOU requirements, but its expected to implement this and the position filled by the middle of June.

**Recommendation:**

Review, Discussion, By Motion authorize General Manager to sign the Side letter attached to implement this Water Treatment Plant operator III – OIT, at the Operator D2 Scale – Step 3.

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**Side Letter of Agreement  
Implementing and Establishing  
Water Treatment Plant Operator III OIT  
Clear Creek Community Services District and UPEC 792**

The Clear Creek Community Services District, hereinafter “District”, and the LiUNA Local 792, United Public Employees of California, hereinafter “Union”, hereby agree to implement this Side Letter of Agreement at the time of signature to include this Water Treatment Plant Operator III – Operator in Training (OIT) in the Job Classifications for the remainder of the February 2, 2024 MOU between Clear Creek CSD and UPEC 792.

Effective immediately upon the signature of the parties, this Job Description will be added to Exhibit “B” – “Schedule of Job Descriptions/Specifications”

The purpose of this side letter is to implement the Water Treatment Operator III - OIT and start the process spelled out in the MOU as a promotional opportunity for current staff. This position is for the District to help with its Water Treatment Plant operations by having personnel gain time needed to achieve the certification needed to the Water Treatment Operator III position. The Pay scale for this will be the Operator D2 scale as published. It’s expected that once the hours are achieved and the T3 certification attained, the employee would be offered the promotion to the Water Treatment Operator III position using that position pay scale as published.

The intention of this position is to provide time to attain the hours needed for the certification and the position will be full-time at the Treatment Plant and under the supervision of the Chief Plant Operator. This position – like most others in the District – can be utilized for District emergencies during non business hours and in coordination with the Chief Plant operator.

The starting pay for the Water Treatment Operator III – OIT will be step 3 of the Operator D2 scale.

The District has been in discussions with the staff and the UPEC 792 union to work on ways to better staff the Treatment Plant Division and this document implements that work.

Signed for the District:

Signed for the Union:

\_\_\_\_\_  
Paul Kelley, General Manager

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

\_\_\_\_\_  
Robert Delong, Business Manager

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

# **WATER TREATMENT PLANT OPERATOR III OIT**

**Reports to: Chief Plant Operator**

**Salary Range: See MOU Exhibit A - Operator D2:**

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## **Definition/Summary**

The Water Treatment Plant Operator III OIT classification is an entry level position, allowing the Candidate to obtain the required hours for T3 certification. Under general supervision, positions in the Water Treatment Plant Operator III OIT classification perform a variety of operation, maintenance and monitoring tasks and reports to the CPO. Candidates will be required to use good judgment and be able to work and function with oversight and independently at times. Reports daily to the District Water Treatment Plant.

## **Essential Functions**

- Operates automatic and manually controlled equipment, motors, and pumps used in the treatment, purification, and disinfection of water.
- Regulates and controls the amount of chemicals used to maintain specified water treatment requirements.
- Collects samples at established times; performs standardized quality control tests and adjusts chemical feeders and other plant equipment according to results.
- Takes meter and chart readings and interprets information to determine the proper operation of treatment equipment and water conditions.
- Makes regular assessments of water flow, turbidity, pressure, chemical use, residuals, temperatures, and other pertinent data to maintain proper plant operating conditions.
- Performs a variety of maintenance and repair work on plant facilities and equipment, including cleaning, painting etc..
- Observes pumping equipment to identify possible problems and operating difficulties.
- Backwashes filters.
- Maintains logs, records, and data systems for required plant reports.
- Establish and maintain cooperative working relationships with co-workers, outside agencies, and the public.
- Regular attendance and adherence to prescribed work schedule to conduct job responsibilities.

## **Other Duties**

- May operate a vehicle to travel to other district facilities for inspection and maintenance work.
- Receives delivered materials, recording shipments and storing items.
- Performs other duties as assigned.
- On-call: Stand-by on a rotational basis.
- Assist Distribution Division Operators as needed and during emergencies. Respond to after hour emergencies.

## **Job Standards/Specifications**

### **Knowledge of:**

- Methods, materials, procedures and equipment used in water treatment plant operations and maintenance work.
- Water treatment methods, principles, and practices.
- Laws, codes, rules, and regulations pertaining to water treatment plant operations.
- Methods and precautions for handling and storing potentially hazardous chemicals.
- Standard water quality tests.
- Operation and maintenance of pumping equipment and valves.
- Plant measurement and recording equipment.

### **Ability to:**

- Ability to perform a variety of operations and maintenance assignments at a 30mg/d water treatment plant.
- Operate automatic plant control systems. (SCADA)
- Read plant measurement and recording equipment, interpreting results to adjust plant operations.
- Use proper safety precautions in working with plant chemicals.
- Perform standard water quality tests.
- Maintain and update plant records and logs.
- Read and interpret plant piping and distribution diagrams.

## **Typical Physical Activities**

- Operates District vehicles to travel between District plants and facilities.
- Must be able to carry, push, pull, reach, and lift equipment and parts weighing up to 50 pounds.
- Stoops, kneels, crouches, crawls, and climbs during plant maintenance and repair work.
- Works in an environment with exposure to dust, dirt, chemicals and significant temperature changes between cold and heat.
- Communicates orally with District staff in face-to-face, one-to-one settings.
- Regularly uses a telephone for communication.
- Uses office equipment such as computer terminals, copiers, and FAX machines.
- Stands and walks for extended time periods.
- Hearing and vision within normal ranges with or without correction.

## **Environmental Factors**

- Exposure to the sun: 50% to 100% work time spent outside a building and exposed to the sun.
- Work above floor level: Some work done on ladders or other surfaces from 4 to 12 feet above the ground.
- High temp: Considerable work time in hard manual labor in temperatures between 80-100+ degrees.
- Humidity: Work in areas with unusually high humidity.



- Wetness: More than 10% of the work time getting part or all of the body and/or clothing wet.
- Noise: Occasionally there are unusually loud sounds.
- Slippery surfaces: Occasional work on unusually slippery surfaces.
- Oil: Some parts of the body in contact with oil or grease occasionally.
- Dust: Works in or around areas with minor amounts of dust.
- Irregular or extended work hours: Occasionally required to change working hours or work overtime.

### **Desirable Qualifications**

Any combination of education and experience that would likely provide the necessary knowledge and abilities is qualifying.

- Education: High school diploma or equivalent and completion of college level courses in wastewater treatment or water treatment operations.
- Experience: One year of work experience in the operation, maintenance, and repair of a water system.

### **License Certificate Registration Requirement**

Driver License: Possession of a valid California Class C Driver License may be required at the time of appointment. Failure to obtain or maintain such required license(s) may be cause for disciplinary action. Individuals who do not meet this requirement due to a physical disability will be considered for accommodation on a case-by-case basis.

Possession and proof of a driving record free of multiple or serious traffic violations or accidents for two (2) consecutive years .

Within 12 months of the date of hire, must obtain a State Water Resources Control Board Grade T3 and D2