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Board of Directors

Directors - Beverly Fickes, Scott McVay

Interim General Manager: Jim Wadleigh

FINANCE COMMITTEE

June 6, 2025, at 4PM: District Office Board Room

Committee Responsibility

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

Minutes

1. CALL TO ORDER: 4:00 PM

2. PLEDGE OF ALLEGIANCE: *Lead by Director McVay*

3. ROLL CALL: *Director Fickes, Director McVay, Interim General Manager Jim Wadleigh, Administrative Assistant Emily King.*

4. OPEN TIME/PUBLIC COMMENT: *No members of the public present.*

Director McVay announced several members of the public have let him know they are very pleased with how the Distribution Operators get leaks fixed in an efficient manner.

Interim General Manager Jim Wadleigh reported that the District is fully staffed as of 6/11/2025.

5. DISCUSSION/ACTION ITEMS:

a. FY 2025–26 Preliminary Draft Budget

- i. Recommendation:** Discuss and recommend the preliminary FY26 budget to the Board of Directors for consideration.

Director Fickes recapped how the prior General Manager prepared and presented the annual budget, stating that she prefers actual financial figures presented with the budget. Director McVay also asked for actual financial figures in the future.

ADA Related Disabilities:

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

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Interim General Manager Jim Wadleigh spoke about the repayment to the JPIA, he presented the status of repayment and presented a plan for repayment going forward.

Discussion took place on Centerville's usage payment percentages, the WIIN Act, capital improvement, possible cost increases due to tariffs and the tracking COLA percentages.

The FY 25/26 budget and budget booklet were reviewed in detail while the Directors identified some possible changes.

Director McVay discussed the standby charges from PG&E at our wells for testing and suggested using a generator to save money. Director McVay also stated our wells need to have a bleed line to avoid damage to pipes while testing and training on the wells.

Interim General Manager Jim Wadleigh was directed to look at the fully burden rates with 2.8% and 4% COLA raises to bring to the Regular Board Meeting.

b. Bank Balances Update

- i. **Recommendation:** Receive and discuss current bank balances and financial position.

Discussion and review of the bank account balances through May 29th.

c. Step Increase for Current Administrative Assistant

- i. **Action:** The Interim General Manager is requesting Board approval to grant a Salary step increase prior to the one-year anniversary of the current Administrative Assistant.

Discussion took place on the possible step increase for the current Administrative Assistant. Interim General Manager Jim Wadleigh presented the experience and skills the current Administrative Assistant brought to the District and asked for permission to move Emily King to step 3 or step 4. The Directors stated they wanted the fully burdened rate of additional steps with the COLA increase before it was brought to the Board for approval.

6. ADJOURN THE MEETING: 6:30 PM

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