



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

**Committee Directors**

**Directors – Terry Lincoln, Irwin Fust**

**General Manager: Paul Kelley**

**PLANNING & STEERING COMMITTEE**

**March 1<sup>st</sup> 2023 at 5:00 PM : District Office Board Room**

**Committee Responsibility**

The Board's standing Planning and Steering Committee shall be concerned with the formulation of plans and policies for arranging, realizing, and/or achieving Clear Creek CSD goals.

**MEETING MINUTES**

**1. CALL TO ORDER- by Irwin Fust @ 5pm**

**2. PLEDGE OF ALLEGIANCE- Lead by Director Lincoln**

**3. ROLL CALL – ELECT A CHAIR OF COMMITTEE**

- a. Director Lincoln, Director Fust, General Manager Paul Kelley, and Administrative Assistant Kayla Faulks were in attendance.**
- b. Elect of Chair- Irwin Fust.**

**4. OPEN TIME/PUBLIC COMMENT: No public comment**

**5. OLD BUSINESS/NEW BUSINESS**

- a. Review District Policies / Procedures**
  - i. General Administrative Policies**
    - 1. Reviewed district general administration policies. General Manager Paul Kelley asked for committee and community feedback and suggestions.**
    - 2. Confirmed the required trainings for the board members. Brown Act, Ethics, and Sexual Harassment.**
    - 3. Discussed Asset and Liability accounts. Director Fust asked if we have any short-term investments? Paul answered, no, none that we are aware of. Director Lincoln mentioned when he worked with the tribes, they had a protection that when \$100,000 hit account it was automatic put in to something at the bank so it was protected and not showing in the checking**

**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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account as a protection. General Manager Paul Kelley mentioned that we are currently looking into proposals for a new bank and that is a good idea to ask to include in the proposals. Pam Beaver mentioned that Tri Counties has the highest fees of all banks.

4. General Manager Paul Kelley mentioned that the timecard and payroll practices need to be updated in the General Administrative Policies. He stated that the previous practice for the District was that paychecks were given to the employees the day after the end of the pay period. Now that the MOU is in effect, the payday is a week from the end of the pay period to give more time to review and calculate the payroll.
5. Director Lincoln mentioned that the committee responsibilities need to be re-done and “beefed” up. Descriptions are vague. Personnel Committee isn’t really needed now that there is a MOU and the Union handles that. Director Fust also agreed that the Personnel Committee is not needed now that there is a MOU and Union. It was suggested that it be asked of the Board to remove the Personnel Committee.
6. Director Lincoln asked General Manager Paul Kelley to take a look at the roles of the General Manager and Bookkeeper in the Policy draft and make recommendations on changes.

ii. Compensation Policy – 2017

1. It was discovered that the Compensation Policy was updated in 2022.

iii. Reserve Fund Policy – 2008

iv. Other

1. Vehicle operations- review
2. Competitive Bid Policy- update quickly
3. Personnel Policies- General Manager Paul Kelley suggested an employee handbook. He noted that we may lean on RSG for employee handbook creation.
4. Director Lincoln suggested the Travel Policy needs to be updated.
5. Director Lincoln suggested a petty cash policy- at least procedures if not a policy. Suggested more details to petty cash section of general administrative policy.

b. Plans

- i. Capital Improvement Plan- it was recognized that there is a need for a capital improvement plan. Planning ahead for what is needed in the future. Director Fust mentioned that in previous audits there were lists of equipment & products with dates of timeframe needing replacement and we need to start doing that again. It was requested that General Manager Paul Kelley have the Field Crew start making a list of things needing replacement. General Manager Paul Kelley mentioned that valves

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throughout the District are failing and it was already identified that some valves are needing replacement. Equipment identified that is a need is a vacuum truck. Pam Beaver said that when we look at assets and equipment, we need to look at what we don't need and look at options to sell or get rid of. General Manager Paul Kelley stated that it has already been identified that a generator that the District had isn't currently being used and the District needs to look at options to sell it. He said he met with the neighboring District General Managers and one thing they talked about is what they do to get rid of some of the stuff they don't need and where they find equipment and other things their Districts need. One had mentioned there is a website that is like a District " eBay where you can buy and sell stuff like this.

- ii. Director Fust then went over his Memo he created with items that he thinks are needed and plans that need to be implemented. This included things like; updating the administrative policies, develop a capital improvement plan for replacing equipment to keep system functioning properly, identified things that need to be upgraded and check with Pace engineering for critical things that needed to be done, and explore and design for additional wells.
- iii. Water Supply- was addressed earlier in meeting however General Manager Paul Kelley mentioned the drought ordinance and rate ordinance needing updated.
- iv. Other- none mentioned

## **6. ADJOURN THE MEETING- @ 6:17pm**

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