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## **Board of Directors**

### **Directors – Logan Johnston Scott McVay**

#### **General Manager: Dale Mancino**

#### **Planning and Steering Committee**

**February 26th, 2025, at 1:00 pm: 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: 1:07 pm**

**2. PLEDGE OF ALLEGIANCE:**

**3. ROLL CALL: Director Scott McVay, Director Logan Johnston, General Manager Dale Mancino, Consultant Jim Wadleigh**

**4. APPOINTMENT OF CHAIR: Scott McVay was appointed Chair for the committee (no opposition noted).**

**5. DISCUSSION/ACTION ITEMS:**

a. Capital Improvement Program (CIP) Development and Project List Review Jim Wadleigh (consultant) presented a comprehensive draft CIP project list combining in-house and grant-funded efforts for water treatment, distribution, and related infrastructure.

- Projects discussed included valve replacements, PRV installations/replacements (e.g., 42-inch Colerain Avenue PRV), isolation valve work, piping needs, pressure reducing valve (PRV) station improvements, distribution system renewal, storage expansion, and full water treatment plant rebuild (estimated \$8–12 million range, updated from prior estimates).
- Funding sources reviewed: State Water Resources Control Board, USDA, Prop 1/68, SAFER, regional partnerships, loans, and Prop 218 project fees.

**ADA Related Disabilities:**

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- Prioritization strategy emphasized: in-house for smaller items (e.g., valve rebuilds during normal hours to avoid overtime), bundling for grant eligibility, and sequencing to avoid concurrent major disruptions.
- Committee directed refinement: break down by water treatment vs. distribution; incorporate engineering updates on costs/schedules; add narratives explaining necessity, impacts, and alternatives; prioritize distribution valves/PRVs for isolation and pressure management; explore regional collaboration (e.g., with Centerville) for transmission pipe vulnerabilities.
- Emphasis on transparency: prepare maps, breakdowns, and public-friendly explanations showing costs, benefits, and phased implementation to justify any future Prop 218 fees.

b. Reserve Accounts Review and Recommendations Discussion on restructuring reserve accounts for better tracking and purpose alignment.

- Recommendation to Board: Create dedicated Capital Improvement reserve accounts for (1) Water Treatment, (2) Distribution, and (3) Administrative Building.
- Proposal for separate Maintenance reserve (or budget line item) for Administrative Building (e.g., AC/furnace, roof, minor repairs), funded at approximately \$0.10 per customer per month (~\$3,500–\$3,600 annually based on ~2,973 paying connections).
- Capital Improvement funding suggestion: \$0.20–\$0.25 per customer per month for Administrative Building; \$2–\$5 per customer per month for water treatment/distribution (phased, with initial higher amount possible then reduced).
- Delete Carr Fire Insurance Fund account (funds repurposed/reviewed).
- Water treatment operations portion (4.1% of water rate) to be renamed/restricted to “Water Treatment Plant Operations” reserve (not generic operations).
- Direction to explore moving certain restricted/reserve balances into short-term CDs for improved interest earnings (3–3.5% potential vs. current sweep account rates), while maintaining accessibility.
- Committee will recommend Board approval of new accounts and deletions at upcoming meeting.

c. Backwash Pond Grant Reconciliation and Financial Updates Dale Mancino provided update on backwash pond project closeout.

- All contractor applications for payment (through #17) reviewed; project completed and grants substantially funded.
- Discussion on capturing remaining eligible costs (e.g., ~\$984 sludge handling labor/fuel not yet coded to reimbursement; potential administrative/overtime costs).
- Direction: Finalize reconciliation documentation; ensure full eligible reimbursement before signing completion certificate; send detailed timeline (invoices → state submission → reimbursement → loan paydown) for committee review.

d. Prop 218 Rate Process Timeline and Preparation

- Target: Complete financial analysis and justifications by end of May 2025.
- North Booster Station electrical/HCF data to be finalized before April 1, 2025 hearing.
- Proposed schedule: Public notice by May 30, 2025 → public hearing mid-July 2025 → new rates effective August billing.

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- Emphasis on transparency: detailed breakdowns of cost increases (e.g., chemicals, PG&E, insurance), percentage changes over years, and project justifications; full public access via website and printed materials.

e. Other Matters

- Handbook updates recommended: Add Enterprise Anderson Groundwater Sustainability Agency (EAGSA) reference alongside Groundwater Sustainability Agency (GSA); include generic definition/duties for ad hoc committees (time-limited, specific purpose).
- Discussion of future opportunities: water sales to south (target \$25/acre-foot profit to reserves), potential solar/electric generation at district facilities, missed prior opportunities (e.g., cell tower).
- Next Planning & Steering Committee meeting scheduled for March 31, 2025 at 1:00 pm.

5. **ADJOURN THE MEETING: 2:24 PM**

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