



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

Planning and Steering Committee Meeting

Directors – Logan Johnston, Scott McVay
Alternate – Terry Lincoln

General Manager: Dale Mancino

June 02, 2026 at 4:00 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.

AGENDA

- 1. CALL TO ORDER** The meeting was called to order at 4:00 PM by Scott McVay.
- 2. PLEDGE OF ALLEGIANCE**
- 3. 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.
- 4. Roll Call** Director Scott McVay , Director Logan Johnston , General Manager Dale Mancino
- 5. Capital Improvement Program Update and Planning** Dale Mancino reported that the Water Treatment Plant portion of the CIP was approved by the Board at the May 20, 2026 Regular Meeting. The distribution-side CIP (primarily large-diameter valve replacements) is now complete and ready for Board consideration at the June 17, 2026 Regular Meeting.
Morgan Rau has been assisting with final cost allocations for in-house execution. Once approved, the distribution CIP will be incorporated into the Proposition 218 rate study.
Direction: Staff will bring the Distribution CIP to the June 17, 2026 Board meeting for approval.
- 6. Review and Discussion of Reserve Fund Policy** The Committee reviewed the current Reserve Fund Policy. Minor verbiage updates are needed based on prior Board and Finance Committee direction.

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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Key items discussed:

The need to properly document and fund the Operational/Emergency Reserve.

Consideration of adding or clarifying a Penalty/Drought Reserve to track funds collected from overuse penalties during drought periods. These funds are currently deposited into the general fund but should be clearly designated for future water purchases during drought or emergency conditions.

Direction to Staff:

Make the minor verbiage updates discussed.

Bring the revised Reserve Fund Policy to the Finance Committee for review before returning it to the full Board for approval.

Evaluate the creation or clarification of a Penalty/Drought Reserve account.

- 7. Discussion for Director's Handbook Update** The Committee discussed the need to update the Directors' Handbook to reflect current policies, reserve account descriptions, and director roles/responsibilities.

Key points raised:

The handbook should include clearer guidance on the role of directors versus the General Manager to avoid overstepping into operational matters.

Training requirements (Brown Act, ethics, harassment prevention) should be tracked by the Board Secretary, with reminders sent to directors when renewals are due.

New director orientation materials should be developed or identified.

Direction to Staff: Staff was directed to begin compiling necessary updates to the Directors' Handbook for Board review later this summer.

- 8. Discussion for Fee Schedule** The Committee conducted a detailed review of the District's current Schedule of Rates and Fees, comparing it with neighboring districts (Bella Vista, Centerville, City of Anderson).

Key Recommendations Discussed:

Will Serve Letters / Staff Time: Implement a clear minimum charge structure. Recommended: 0.5-hour minimum at \$108/hour, with all additional staff time billed at \$108/hour.

After-Hours Turn-On/Turn-Off: Already approved at \$100 (Board action January 2025). Staff should begin consistent enforcement.

Door Hanger Fees: Recommend adding a \$50 door hanger fee for delinquent accounts to create better incentive for timely payment and offset staff time.

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Cut Lock / Tamper Fees: Current fees are too low. Recommend significantly increasing these fees and implementing a tiered structure (e.g., first offense \$250, second \$500, third and subsequent \$1,000), similar to Bella Vista CSD. Repeated tampering should result in meter removal.

Capacity Charges: Current charges are outdated (last updated ~2019) and significantly lower than neighboring districts. Recommend applying approximately 4% annual inflation adjustment and updating all meter sizes accordingly. Also recommend clarifying that capacity charges are for system capacity only and do not include meter installation costs.

Fire Hydrant Installation Fees: No current fee exists for required fire hydrant installations (often mandated by the County for new development or parcel splits). Recommend developing a fee structure that includes staff time, materials, and installation costs.

Development / Large Project Fees: The current fee schedule lacks adequate protection for significant development projects. Recommend adding appropriate deposits and hourly rates for complex will-serve requests and development reviews.

Direction to Staff: Prepare a comprehensive updated Schedule of Rates and Fees incorporating the above recommendations, along with supporting justification, for Board consideration at the July 2026 Regular Meeting.

9. ADJOURN THE MEETING the meeting was adjourned at approximately 5:33 PM.

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