5880 Oak Street, Anderson, CA 96007
Phone: (530) 357-2121 Email: cccsd@clearcreekcsd.org

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

Interim General Manager: Jim Wadleigh

REGULAR MEETING: May 21st 2025 at 6:00PM: District Office Board Room

AGENDA

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

OPEN TIME/PUBLIC COMMENT: Pursuant to Gov. code §54950, 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.

CONSENT AGENDA (Action)

The following items are expected to be routine. Any interested party may comment or request an item be removed from the consent agenda for separate discussion/action.

1. **Minutes from Meetings:**
   a. Regular meeting 04/16/2025
   b. Finance Committee 04/08/2025
   c. Ag Committee 04/09/2025
   d. Planning and Steering Committee 04/23/2025
2. **Paid Bills:** 04/13/2025 – 05/12/2025
3. **Payroll:** 04/10/2025 - 04/24/2025
4. **Activity P&L Report:** April 2025
5. **Amendment No. 1 to Consulting Services Agreement with Wadleigh Management – Temporary Suspension Due to Interim General Manager Appointment**

REGULAR AGENDA (Discussion/Action)

6. **Cross Connection Control Plan**: (Discussion/Action)

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"

a. Review and consider adoption of the District's Cross-Connection Control Plan (CCCP)
b. Consider approval of Ordinance 2025-04, establishing legal authority to enforce cross-connection requirements
c. Consider approval of an Amendment to the Rules and Regulations for Water Service to align with the adopted Plan and Ordinance

7. Authorize the Interim General Manager as Check Signer on District Bank Accounts (Discussion/Action)

8. Discussion and Possible Action regarding Formation of a Personnel Committee (Discussion/Possible Action)

9. GENERAL MANAGERS ORAL REPORT:
- **a. Treatment Report**
- **b. Operation Report**
- **c. Administration Report**

10. STANDING COMMITTEE REPORT –
- a. Agriculture:
- b. Finance:
- c. Planning/Steering:

11. BOARD MEMBER ITEMS

12. CLOSED SESSION ANNOUNCEMENT:

a. Public Employee Appointment – Government Code §54957(b)(1)
Title: General Manager – Discussion and Possible Action on Appointment

b. Public Employee Discipline / Dismissal / Release – Government Code §54957(b)(1)
Discussion and Possible Action on Reinstatement and Settlement Agreement

13. ADJOURN THE MEETING

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

General Manager: Paul Kelley

REGULAR MEETING: April 16th 2025 at 6:00PM: District Office Board Room

MINUTES

1. **CALL TO ORDER –** ***Chair McVay***

2. **PLEDGE OF ALLEGIANCE –** ***Chair McVay***

3. **ROLL CALL –** *Chair McVay, Directors Beaver, Fickes, Lincoln. Absent (Vice Chair Johnston)*
   GM Kelley, Admin Assistant King, CPO Palmaymesa
   Vice-Chair Johnston – Arrived at 6:06 PM
4. **OPEN TIME/PUBLIC COMMENT:** *Sandy Winters – Announced the next Firewise Meeting will be held on April 24th at 6pm. GM Kelley stated a Firewise Meeting announcement was in Newsletter and the Firewise Committee submitted a flyer for the May 1st statement packet going to customers.*

5. **CONSENT AGENDA**
   The following items are expected to be routine. Any interested party may comment or request an item be removed from the consent agenda for separate discussion/action.
   a. Minutes from Meetings – Regular meeting 3/19/25, Finance Committee 3/13/25, Ag Committee 3/13/25
   b. Paid Bills: 3/13/25 – 4/12/25
   c. Payroll: 3-13-25, 3-27-25
   d. Activity P&L Report: March 2025

   Director Fickes stated there were typos on the minutes that needed to be corrected and amended. Director Fickes stated she didn't feel any of the typos changed the minutes.
   Motion to Approve the Consent Agenda with typos to be corrected and amended in the Minutes:
   Director Fickes, 2nd Director Beaver
   Vote: 4-0, Absent Vice Chair Johnston

6. OLD BUSINESS/NEW BUSINESS

a. O.B. – USBR Account Reconciliation - (Discussion)

6:06 PM Director Johnston Arrived.

Nothing on old Account of Reconciliation has changed. GM Kelley stated there has been high turnover of Regional Directors at the Bureau of Reclamation recently. New North Area Manager Elizabeth Hadley was scheduled to speak at the May Regular Board Meeting and may not be able to attend after all due to the high turnover. The District received the 3/2023 through 2/2024 Account Reconciliation Report from the Bureau of Reclamation, GM Kelley stated the Districts records of water purchased matched the report.

b. Treatment Operations Report – CPO Bill Palmaymesa (Discussion)

Chief Plant Operator Bill Palmaymesa presented the Treatment Operations Report stating the Bureau of Reclamation reported out 65 inches of rainfall for the watershed and the BOR has reduced the spill rate for water management reasons. CPO Palmaymesa reported that the Consumer Confidence Report is now available and has been posting on the CCCSD website. He stated the Treatment Plant is currently working on the Pond Backwash Project and in response to Director Fickes, CPO Palmaymesa explained if pond 3 is not at full capacity there is no sign of leaks, at full capacity for testing the pond is still leaking however due to time and weather constraints they need to move to pond 2 and will have to come back to address the issue at a later time. Some other current projects are pressure washing filters, vegetation management, actuator replacement, and more.

Director Fickes stated on the Consumer Confidence Report several of the test reports were done in 2018, she asked how often the tests get redone. CPO Palmaymesa stated that some tests are only required every 9 years, the District is in compliance and the levels are very good and reading low. By the request of Director McVay CPO Palmaymesa reviewed the tasks that are completed daily and on weekends checks at the Treatment Plant and stated after hour emergencies are low.

c. Side Letter with UPEC 792: Shorten Lunch and Operator Summer Hours (Discussion/Action)

GM Kelley reviewed the side letter brought forward in the March 2025 Regular Meeting, he stated UPEC replied and doesn't feel staggering lunches per the Boards request will work in such a small office. GM Kelley stated closing for 30-minute lunch breaks is a general practice for districts in our area of similar size. GM Kelley reviewed the call logs for the past 3 months, reporting there were 10 calls total during the 12pm – 1pm hour. 6 of the calls were payment questions with 4 calls about leaks which were handled by the on-call operator.

6:35 pm Vice Chair Johnston left the meeting.

The Board discussed the proposed summer hour change and Director Beaver questioned if the summer hours should extend through September due to the Redding heat.

6:37 pm Vice Chair Johnston returned to the meeting.

Director Fickes asked if one of the field staff would be working regular business hours for emergency calls. GM Kelley stated that was in fact the proposal and COP Palmaymesa confirmed that it was discussed and

worked out between the department managers. Director Fickes requested the Side Letter be amended to add the language that lunches will be between 12pm and 1pm daily with the office closed.

Motion to Approve with stipulation of lunch hour listed:
Director Fickes, 2nd Director Beaver
Vote: 5-0, unanimous

d. FY 26 preliminary draft budget - FY 25 Q3 Budget to Actuals – (Discussion/Actual)

GM Kelley stated the Finance Committee held a meeting on 4/9/2025 and reviewed the preliminary budget in depth. He stated on July 1st the base rate will increase to $59.31 and gave an overview of expenses, revenue and explanation of increases. GM Kelley let the Board know the COLA raises wouldn't be accurate until May when the final CPI numbers are available, but currently it is tracking as a 2.8% raise. In response to Director McVay, GM Kelley said the Board may give employees a max COLA raise of 4% no matter what the reports come back on.

e. Cross Connection Control Plan & Rules and Regulation for Water service – (Discussion/Action)

GM Kelley gave a brief overview of the Cross Connection Control Plan. Over the next 2 years they are going to do a hazard assessment of commercial, industrial and residential properties confirming if there is a hazard and if cross connection controls are in place and working to prevent backwash. All new construction is required to have cross connection control in place. The District is required to update their Rules and Regulations and submit them to the State by July 1, 2025, to remain in compliance.

7. GENERAL MANAGERS REPORT-

GM Kelley's report included the back wash pond project, quotes received on propane purchases that will be saving the District several hundred dollars per year and announced the new agricultural rates go into effect this May billing cycle. GM Kelley gave an update on the ghost meter readings and where the District stands with waving the fees. He stated staff is taking action and showing progress in delinquent account payments. M Kelley announced that Account Clerk Lisa Tharaldsen gave her resignation and is taking a job closer to home.

8. OPERATIONS REPORT-

GM Kelley stated that Chief Plant Operator Bill Palmaymesa presented the Treatment Operator Report at the current meeting. GM Kelley reported that the District is busy identifying customer accounts that need to go to lien and stated that the meter readings are getting more accurate.

9. STANDING COMMITTEE REPORT –

a. Agriculture: *Held as a community meeting on April 9, 2025, due to not having a quorum. GM Kelley reported there was a well-done presentation and great gardening advice was given.*
b. Finance: *Held on April 8, 2025, reviewed the preliminary budget in depth.*
c. Planning/Steering: *Scheduled for April 23, 2025, at 4pm.*

10. BOARD MEMBER ITEMS-

Director Beaver – Attended with Director Fickes a meeting with Centerville which help build collaboration and gained good information.

Director Fickes – Reported there is a 2% increase in fees to Local Agency Formation Commission (LAFCO), the Redding office will be closing in May. June 5, 2025, will be the next meeting. She completed Rate Setting Training sponsored by RCAC and stated RCAC can complete a rate study for the District for no charge. The next training is for Prop 218 which will be on June 4, 2025.
Director Fickes questioned GM Kelley about $3,500.00 in office furniture that was recently purchased. In response GM Kelley stated that the Bookkeeper moved offices, and a new office was created for the incoming Administrative Assistant.
Director Fickes stated the JPIA Membership Conference will be held in Monterey this year and she will be attending; she encouraged other Board members to attend also.

GM Kelley that Director Fickes for completing Prop 218 training and encouraged the creation of an Ad Hoc Committee to put together materials for the rate study firm.

11. CLOSED SESSION ANNOUNCEMENT: - *Chair McVay Adjourned to Closed session 7:48pm*

a. **Pursuant to Government Code §54957(b)(1):**
   Public Employee: General Manager – Recruitment
   Public Employee: Interim General Manager Appointment
b. **Report from Closed Session –** *Chair McVay – Returned from closes session at 8:45PM*
   Chair McVay – Reported no action on first item, direction given.
   - *Reported: The Board has selected Jim Wadleigh to be appointed as Interim General Manager, pending employment agreement that will be on a Special Meeting held April 22nd, 2025, at 6pm.*

12. ADJOURN THE MEETING – *7:46PM*

5880 Oak Street, Anderson, CA 96007
Phone: (530) 357-2121 cccsd@clearcreekcsd.org

Directors - Beverly Fickes, Scott McVay

General Manager: Paul Kelley

FINANCE COMMITTEE

April 8, 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/NOTES

1. **CALL TO ORDER** – *4PM – Committee Chair - Fickes*

2. **PLEDGE OF ALLEGIANCE** – *Led by Chair Fickes*

3. **ROLL CALL** – *Directors Fickes and McVay, GM Kelley, Admin Assistant Emily King*

4. **OPEN TIME/PUBLIC COMMENT: - *None***
5. **OLD BUSINESS/NEW BUSINESS** (Discussion/Action)
    a. FY26 Preliminary Draft Budget – Discussion

    GM Kelley reviewed the proposed, preliminary, Draft FY 26 Budget. The Budget Narrative is also up to date, the revenue is based on 2656 Base Rates, and Usage Revenue based on the schedule submitted to the USBR – 2025 AF M&I, 600AF Ag. And both 95% collection rate.
    GM Kelley Reviewed all the revenue and projections and pointed out that this budget overall shows the impact of the base rate inflation rate of 1.9% per year, while the expenses have a higher inflation rate. – Including the COLA that is yet to be determined but is currently potentially at 2.8%.

    Expenses – GM Kelley reviewed the 2% fee increase for the Local Agency Formation Commission (LAFCO) and the projected expenses for employee benefits. GM Kelley stated he did expect a slight increase for legal fees in the next FY. GM Kelley suggested the District hires a professional consultant firm to assist with Proposition 218 and stated Bella Vista Water District, Cottonwood Water District and several other smaller districts have all hired outside firms.

GM Kelley stated that in FY24, the District received additional income from the Low Income Household Water assistance program (LIHWAP)); however, that income will not be received in FY25 of FY26.
In response to Director McVay, GM Kelley stated that the District does have fees for after-hours call outs, and those fees are based updated fee schedule, The FY23 Audit is expected to be completed by the end of April. The District is working with a new auditing firm(Harshwal), which is focused on catching up and bringing audits back on schedule and asking a lot of additional questions. Director Fickes inquired whether the District is contractually required to wait for the completion of audits before implementing rate increases on Centerville Charges. GM Kelley clarified that this is a historical practice, but it is not appear to be a requirement outlined in the contract.

Dir McVay asked about the revenue and the 95%, asked in the expenses about electricity (PGE) at south booster/wells, the Distribution O&M increase in expenses, and …
Dir Fickes pointed out a typo in Admin for advertising (posting) – should be $1,500.

Dir Fickes – Related the training that was observed by RCAC on rates/rate setting / and that information given to the Rate folks must be clear.
GM Kelley suggested that if RCAC (or anyone else is used for rates) giving them the Rate Rationale by the CAC in 2021 would be the best way to start – that's what we need updated.
Also – mentioned that this needs to be started now/summer 2025, and effective July 1 2026, since the current study sets the base rate for July 1 2025 (FY26) – and there is no more base rate updates.

b. Bank Balances Update – Discussion
Directors reviewed.
Dir Fickes asked how to reconcile? GM Kelley suggested the District supply the bank statements July 1 2024 – March 2025 (this report) and schedule time for Dir. Fickes to review…

6. ADJOURN THE MEETING – 5:11PM

5880 Oak Street, Anderson, CA 96007
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Agriculture Committee Meeting

Directors - Scott McVay, Logan Johnston
Alternate – Vacant

Community Members
Dr. Audra Harl, Dennis Possehn, Robert Wharton

General Manager: Paul Kelley

AGRICULTURE COMMITTEE MEETING

April 9th 2025 at 6:00PM: District Office Board Room

Committee Responsibility

The Board's standing Agricultural Committee shall be concerned with promoting and preserving agricultural customers and assisting them with regulatory compliance, such as Annual Crop Reports.

MINUTES

1. **CALL TO ORDER** – *6:05pm - Director McVay. Director McVay noted that Director (and committee Chair Johnston) was not able to attend, therefore the "Ag Committee" meeting will be a Community Meeting with Ag Committee item – Master Gardener.*

2. **PLEDGE OF ALLEGIANCE** – *Director McVay*

3. **OPEN TIME/PUBLIC COMMENT: N/A** *(Community – Greg, Sue and Katlyn who was on video)*
4. **OLD BUSINESS/NEW BUSINESS** (Discussion)
   a. Farmers Market – Discussion
      i. Update - Dates (2nd and 4th Saturday – 8-11am – May – October)

   Dir McVay mentioned that the volunteer group met at 5:30 and that the planning proceeding. The notice is on the school marquee, website, facebook and its looking like this year will be bigger and better.

   b. Workshop – "Gardening Basics and More" – Theresa McCausland - Master Gardener
      With Cassie Leal – Master Gardener & Director of Research at Shasta College
      Dir. McVay called up and introduced Theresa and Cassie.
      Theresa and Cassie – covered all the Materials they provided and in the "ag committee" packet (posted on the website).
      They covered the listed topics – including: Sustainable gardening, know your grow zone, and grow what you like.

Community Committee members Wharton and Possehn asked questions.
Dir McVay asked questions
And the Audience asked questions.
Theresa and Cassie – answered and provided guidance.
Also – Announced: April 26th Workshop at the Shasta College and provided flyers for Winter seeding, plant sales etc. (GM updated packet on CCCSD website to include these flyers.)

i. Topics for hobby gardening process:
ii. Soil Types, Site Preparation
iii. Irrigation, Planting
iv. Cultivating and Harvesting

5. ADJOURN THE MEETING: at 6:55PM meeting ended.

Clear Creek Community Services District
Transaction Detail by Account
April 13 through May 12, 2025

Type	Date	Num	Name	Memo	Item	Class	Clr
No item							
Bill	04/14/2025	14003...	Ace Hardware - Acct...	well - sump p...			
Bill	04/14/2025	2504077	JKH Door Service Co	shop doors			
Bill	04/14/2025	D2 ap...	Leonard, Lyle	reimb D2 app ...			
Bill	04/14/2025	28103...	Pace Supply Corp	inventory			
Bill	04/14/2025	28100...	Pace Supply Corp	inventory			
Bill	04/15/2025	14006...	Ace Hardware - Acct...	dist - maint			
Bill	04/15/2025	C020 ...	ACWA/JPIA - Insura...	C020 qtr 3 wr...			
Bill	04/15/2025	CL 25-...	Valley Pacific				
Bill	04/16/2025	May 2...	CalPERS Health Ins	05/25 health i...			
Bill	04/16/2025	6332-...	RCAC-Loan Fund (...	dump truck loan			
Bill	04/16/2025	brd mt...	Fickes, Beverly	brd mtg April ...			
Bill	04/16/2025	brd mt...	Johnston, Logan	brd mtg April ...			
Bill	04/16/2025	brd mt...	Beaver, Patricia A	brd mtg April ...			
Bill	04/16/2025	brd mt...	McVay, Scott	brd mtg April ...			
Bill	04/16/2025	brd mt...	Lincoln, Terry	brd mtg April ...			
Bill	04/16/2025	1888914	Ferguson Waterworks	inventory			
Bill	04/16/2025	1140-...	RCAC -Loan Fund B...	BWP Loan Int			
Bill	04/17/2025	42277...	Cintas Corporation				
Bill	04/18/2025		Tenney, Melissa.	bank mileage			
Bill	04/18/2025	D2 Cert	Wallace, Benjamen	D2 cert			
Bill	04/19/2025	530-3...	TDS				
Bill	04/21/2025	86123	Computer Logistics ...	monthly IT svc			
Bill	04/22/2025		Plumas Credit Card				
Bill	04/22/2025	54991...	Humana - Dental Ins	dental			
Bill	04/22/2025	brd mt...	Beaver, Patricia A	brd mtg Marc...			
Bill Pmt -Check	04/22/2025		AT&T	QuickBooks g...			
Bill Pmt -Check	04/22/2025	34135	Ability Answering & ...	05-1-8495			
Bill Pmt -Check	04/22/2025	34136	Ace Hardware - Acct...	2186			
Bill Pmt -Check	04/22/2025	34137	ACWA/JPIA - Insura...	C020			
Bill Pmt -Check	04/22/2025	34138	Beaver, Patricia A				
Bill Pmt -Check	04/22/2025	34139	Cintas Corporation	22228100			
Bill Pmt -Check	04/22/2025	34140	Computer Logistics ...	monthly IT svc			
Bill Pmt -Check	04/22/2025	34141	Condor Earth Techn...	process hazar...			
Bill Pmt -Check	04/22/2025	34142	Ferguson Waterworks	409921			
Bill Pmt -Check	04/22/2025	34143	Fickes, Beverly				
Bill Pmt -Check	04/22/2025	34144	JKH Door Service Co	shop doors			
Bill Pmt -Check	04/22/2025	34145	Johnston, Logan				
Bill Pmt -Check	04/22/2025	34146	Leonard, Lyle	reimb D2 app ...			
Bill Pmt -Check	04/22/2025	34147	Lovell Tree Service ...	coyote repair t...			
Bill Pmt -Check	04/22/2025	34148	McVay, Scott				
Bill Pmt -Check	04/22/2025	34149	Pace Analytical Serv...	28-100128			
Bill Pmt -Check	04/22/2025	34150	Pace Engineering				
Bill Pmt -Check	04/22/2025	34151	Pace Supply Corp				
Bill Pmt -Check	04/22/2025	34152	Pedrotti Materials	road base			
Bill Pmt -Check	04/22/2025	34153	RCAC -Loan Fund B...	1140-CCCSD...			
Bill Pmt -Check	04/22/2025	34154	SCP Distributors, LLC	970914			
Bill Pmt -Check	04/22/2025	34155	Tenney, Melissa.	bank mileage			
Bill Pmt -Check	04/22/2025	34156	United Public Emplo...	union April 2025			
Bill Pmt -Check	04/22/2025	34157	USBR - Water Paym...	14-06-200-48...			
Bill Pmt -Check	04/22/2025	34158	Valley Pacific	C850335			
Bill Pmt -Check	04/22/2025	34159	Wallace, Benjamen	D2 cert			
Bill Pmt -Check	04/23/2025	EFT 2...	CalPERS Health Ins	05/25 health i...			
Bill Pmt -Check	04/23/2025	EFT 4...	Verizon	242343122-0...			
Bill	04/24/2025	95042...	BDI - Redding	wtp BWpond 3			
Bill Pmt -Check	04/24/2025	EFT 2...	Plumas Credit Card				
Bill	04/25/2025	05-1-8...	Ability Answering & ...	answering ser...			
Bill Pmt -Check	04/30/2025	Auto E...	US Bank Equipment...	1453267			
Bill	05/01/2025	May 2...	UNUM Life Insuranc...				
Bill Pmt -Check	05/01/2025	auto p...	UNUM Life Insuranc...				
Bill	05/01/2025		Ameritas (VSP Visio...	vision Februar...			
Bill Pmt -Check	05/01/2025	Auto E...	Humana - Dental Ins	412851-001			
Bill Pmt -Check	05/01/2025	Auto E...	RCAC-Loan Fund (...	6332-CCCSD...			
Bill Pmt -Check	05/01/2025	Auto P...	Ameritas (VSP Visio...	vision Februar...			
Bill	05/01/2025	043025	Happy Stop Market				
Bill Pmt -Check	05/09/2025	34161	Happy Stop Market				
Bill	05/09/2025	RL335...	Spherion Staffing LLC	Ash Joyner - ...			
Bill Pmt -Check	05/09/2025	34162	Spherion Staffing LLC	Ash Joyner - ...			

Clear Creek Community Services District
Transaction Detail by Account
April 13 through May 12, 2025

Type	Date	Num	Name	Memo	Item	Class	Clr
Bill	05/09/2025	136391	Harvest Printing Co...				
Bill Pmt -Check	05/09/2025	34163	Harvest Printing Co...				
Bill	05/09/2025	17133	JR Martin & Associa...				
Bill Pmt -Check	05/09/2025	34164	JR Martin & Associa...				
Bill	05/09/2025	34294...	Aveva Select CA				
Bill Pmt -Check	05/09/2025	34165	Aveva Select CA	CLEAR1			
Bill	05/09/2025	92032	Condor Earth Techn...				
Bill Pmt -Check	05/09/2025	34166	Condor Earth Techn...				
Total no item							
TOTAL							

Clear Creek Community Services District
Transaction Detail by Account
April 13 through May 12, 2025

Split	Amount	Balance
41300 · Repair...	50.59	50.59
50535 · Buildin...	155.88	206.47
50900 · Testin...	125.00	331.47
40430 · Invent...	231.66	563.13
40430 · Invent...	530.11	1,093.24
40400 · Repair...	17.40	1,110.64
50410 · JPIA - ...	6,195.57	7,306.21
30505 · Fuel E...	76.87	7,383.08
-SPLIT-	21,098.97	28,482.05
-SPLIT-	1,696.07	30,178.12
50510 · Directo...	100.00	30,278.12
50510 · Directo...	100.00	30,378.12
50510 · Directo...	100.00	30,478.12
50510 · Directo...	100.00	30,578.12
50510 · Directo...	0.00	30,578.12
40430 · Invent...	5,737.05	36,315.17
80013 · RCAC ...	4,212.72	40,527.89
51455 · Unifor...	81.44	40,609.33
50320 · Meal &...	91.98	40,701.31
50900 · Testin...	60.00	40,761.31
50135 · Teleph...	0.27	40,761.58
50515 · Server...	641.48	41,403.06
5600 · Plumas ...	1,889.13	43,292.19
-SPLIT-	745.65	44,037.84
50510 · Directo...	100.00	44,137.84
4001 · General...	0.00	44,137.84
4001 · General...	-400.96	43,736.88
4001 · General...	-203.60	43,533.28
4001 · General...	-6,195.57	37,337.71
4001 · General...	-200.00	37,137.71
4001 · General...	-162.88	36,974.83
4001 · General...	-641.48	36,333.35
4001 · General...	-5,874.86	30,458.49
4001 · General...	-5,737.05	24,721.44
4001 · General...	-225.00	24,496.44
4001 · General...	-155.88	24,340.56
4001 · General...	-200.00	24,140.56
4001 · General...	-125.00	24,015.56
4001 · General...	-3,000.00	21,015.56
4001 · General...	-225.00	20,790.56
4001 · General...	-105.00	20,685.56
4001 · General...	-22,656.25	-1,970.69
4001 · General...	-761.77	-2,732.46
4001 · General...	-563.06	-3,295.52
4001 · General...	-4,212.72	-7,508.24
4001 · General...	-226.23	-7,734.47
4001 · General...	-91.98	-7,826.45
4001 · General...	-402.50	-8,228.95
4001 · General...	-5,672.20	-13,901.15
4001 · General...	-76.87	-13,978.02
4001 · General...	-60.00	-14,038.02
4001 · General...	-21,098.97	-35,136.99
4001 · General...	-52.18	-35,189.17
30200 · WTP ...	84.19	-35,104.98
4001 · General...	-1,889.13	-36,994.11
50130 · Answe...	400.96	-36,593.15
4001 · General...	-519.23	-37,112.38
-SPLIT-	1,167.67	-35,944.71
4001 · General...	-1,167.67	-37,112.38
-SPLIT-	154.00	-36,958.38
4001 · General...	-745.65	-37,704.03
4001 · General...	-1,696.07	-39,400.10
4001 · General...	-154.00	-39,554.10
30505 · Fuel E...	1,547.63	-38,006.47
4001 · General...	-1,547.63	-39,554.10
-SPLIT-	2,622.45	-36,931.65
4001 · General...	-2,622.45	-39,554.10

Clear Creek Community Services District
Transaction Detail by Account
April 13 through May 12, 2025

Split	Amount	Balance
-SPLIT-	3,844.67	-35,709.43
4001 · General...	-3,844.67	-39,554.10
50504 · Accou...	2,115.00	-37,439.10
4001 · General...	-2,115.00	-39,554.10
30140 · WTP ...	5,110.00	-34,444.10
4001 · General...	-5,110.00	-39,554.10
50715 · Risk M...	1,790.75	-37,763.35
4001 · General...	-1,790.75	-39,554.10
	-39,554.10	-39,554.10
	39,554.10	**39,554.10**

Clear Creek Community Services District
Transaction Detail by Account
April 13 through May 12, 2025

Filters applied on this Report:

Account: All accounts payable

Date: Custom

CHECK REGISTER

COMPANY BANK ACCOUNT	NAME	ID	CHECK DATE	CHECK NUMBER	DIRECT DEPOSIT AMOUNT	NEGOTIABLE CHECK AMOUNT
		10010	05/01/25	228	3,112.96	
		10010	05/01/25	229	8,561.44	
		20044	05/01/25	230	1,974.29	
		20043	05/01/25	231	1,556.89	
		20041	05/01/25	232	2,247.49	
		20090	05/01/25	233	2,140.07	
		30040	05/01/25	234	2,651.94	
		20060	05/01/25	235	1,984.81	
		30010	05/01/25	236	3,876.39	
		51010	05/01/25	237	1,915.43	
		11010	05/01/25	238	1,753.84	
		11010	05/01/25	239	1,427.98	
		11070	05/01/25	240	1,455.97	
		11070	05/01/25	241	1,390.84	
				BANK ACCOUNT TOTAL *14 Transaction(s)*	36,050.34	0.00
				COMPANY TOTAL *14 Transaction(s)*	36,050.34	0.00

Clear Creek Community Services District
Profit & Loss
April 2025

	Apr 25	
Ordinary Income/Expense		
Income		
11000 · Revenue - Customer Accts		
11005 · Base Rate Charge	174.60	
11010 · Domestic Water Sales		
11011 · Metered Hydrant Usage	212.49	
11010 · Domestic Water Sales - Other	3.92	
Total 11010 · Domestic Water Sales	216.41	
11060 · Billing Pmt Late Fee	422.57	
Total 11000 · Revenue - Customer Accts		813.58
12000 · Revenue - Water Service		
12010 · Turn On Fees	275.00	
12015 · Centerville Admin O&M	13,290.53	
12025 · Interest / Investment Income	192.75	
12035 · Backflow Maint Charge	5.14	
12100 · Misc. Revenue	-1,702.32	
Total 12000 · Revenue - Water Service		12,061.10
13000 · Designated Revenue -Non Op		
13005 · Filter Plant Repayment Charge	15.10	
13010 · Recycle Backwash Water Charge	0.76	
13015 · State Loan Repayment Charge	2.00	
13025 · WIIN Act Repayment Charge	3.76	
Total 13000 · Designated Revenue -Non Op		21.62
Total Income		12,896.30
Gross Profit		12,896.30
Expense		
29000 · Supply Cost		
29005 · Water Purchase		
29010 · USBR Water Purchased	5,672.20	
Total 29005 · Water Purchase	5,672.20	
Total 29000 · Supply Cost		5,672.20
30000 · Water Treatment Plant		
30100 · Utilities		
30120 · WTP - AT&T 1026	31.57	
30125 · Internet	55.00	
Total 30100 · Utilities	86.57	
30150 · Safety Equipment & Training		
30155 · Safety Equipment - General	45.03	
Total 30150 · Safety Equipment & Training	45.03	
30170 · Supplies	12.50	
30200 · WTP Repair & Maintenance O&M	310.42	
30400 · Water Quality Analysis	105.00	
30500 · Vehicle Maintenance & Expense		
30505 · Fuel Expense	76.87	
Total 30500 · Vehicle Maintenance & Expense	76.87	
Total 30000 · Water Treatment Plant		636.39

Clear Creek Community Services District
Profit & Loss
April 2025

	Apr 25	
40000 · Distribution		
40200 · Utilities		
40210 · Clear Crk/HV - PGE 9574	82.82	
40200 · Utilities - Other	800.98	
Total 40200 · Utilities		883.80
40400 · Repair & Maintenance (O&M)		
40430 · Inventory/Tools	6,809.21	
40440 · Water Quality Analysis - Dist	759.10	
40400 · Repair & Maintenance (O&M) - Other	2,247.23	
Total 40400 · Repair & Maintenance (O&M)		9,815.54
40500 · Vehicle Maintenance & Expense		
40505 · Fuel Expense	639.53	
40540 · Chevy PU 2016 - Unit 11	0.00	
Total 40500 · Vehicle Maintenance & Expense		639.53
Total 40000 · Distribution		11,338.87
41000 · Wells & Booster Station		
41100 · Utilities		
41105 · Wells 1 & 2 - PGE 2671	111.92	
41115 · So. Booster - AT&T 2121	4.43	
41120 · So. Booster - Internet	55.00	
Total 41100 · Utilities		171.35
41300 · Repair & Maintenance (O&M)		485.19
Total 41000 · Wells & Booster Station		656.54
50000 · Adminstration/ General		
50100 · Utilities		
50110 · 2 Outdoor Lights - PGE 3564	21.83	
50130 · Answering Service	400.96	
50135 · Telephone - TDS	0.27	
Total 50100 · Utilities		423.06
50200 · Office Supplies		
50205 · Janitorial supplies	206.01	
50200 · Office Supplies - Other	175.08	
Total 50200 · Office Supplies		381.09
50315 · Postage		294.55
50320 · Meal & Reimbursements		135.33
50500 · Special & Professional Services		
50510 · Director Fees	550.00	
50515 · Server & Computer Maintenance		
50517 · Software Subscriptions	1,305.99	
50515 · Server & Computer Maintenance - Other	641.48	
Total 50515 · Server & Computer Maintenance	1,947.47	
50525 · Engineering	3,009.75	
50535 · Building & Ground Maint.-Office		
50536 · Waste Management	340.08	
50535 · Building & Ground Maint.-Office - Other	605.20	
Total 50535 · Building & Ground Maint.-Office	945.28	
50500 · Special & Professional Services - Other	2,130.27	
Total 50500 · Special & Professional Services		8,582.77

Clear Creek Community Services District
Profit & Loss
April 2025

	Apr 25	
50700 · Regulatory		
50900 · Testing & License Fees	185.00	
Total 50700 · Regulatory		185.00
51400 · Employee Benefits		
50410 · JPIA - Workers Comp	6,195.57	
51405 · Vision, Dental,	899.65	
51415 · UNUM-Disability, Life, Accident	990.99	
51435 · CalPERS Health Insurance Exp	19,973.26	
51440 · CalPERS Retirement Contribution	10,185.76	
51442 · CalPERS Unfunded Accrued Liab	15,024.58	
51455 · Uniform Service	244.32	
Total 51400 · Employee Benefits		53,514.13
51600 · Retiree Benefits		
51605 · Retiree Health Benefit - Direct	437.09	
51610 · CalPERS Health Ins- Retiree	1,125.71	
Total 51600 · Retiree Benefits		1,562.80
52000 · Interest Expense		
52005 · RCAC Loan Interest (dump truck)	192.75	
Total 52000 · Interest Expense		192.75
53000 · Customer Accounts & Billing		
53015 · Supplies		
53025 · Billing Supplies & Materials	-225.00	
Total 53015 · Supplies	-225.00	
Total 53000 · Customer Accounts & Billing		-225.00
Total 50000 · Adminstration/ General		65,046.48
60000 · Payroll Expense -Salary & Wages		
60100 · Payroll Exp - Administration/GM		24,097.72
60200 · Payroll Exp - Distribution		20,804.41
60300 · Payroll Exp - Water Treatment		21,282.49
60500 · Payroll Exp - Customer Accts		15,907.33
Total 60000 · Payroll Expense -Salary & Wages		82,091.95
80000 · Grants		
80010 · Backwash Pond Grant D2202015		
80011 · Engineering	21,116.50	
80013 · RCAC Loan Interest - BWPGrant	4,212.72	
Total 80010 · Backwash Pond Grant D2202015		25,329.22
80040 · ACWA/JPIA Risk Control Grant		382.04
Total 80000 · Grants		25,711.26
Total Expense		191,153.69
Net Ordinary Income		-178,257.39
Net Income		**-178,257.39**

5880 Oak Street, Anderson, CA 96007
Phone: (530) 357-2121 cccsd@clearcreekcsd.org

MEMO

Date: May 21st 2025
To: Board of Directors
From: Interim General Manager – Jim Wadleigh

Re: 5 – Amendment No. 1 to Consulting Services Agreement with Wadleigh Management – Temporary Suspension Due to Interim General Manager Appointment – (Discussion/Action)

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5 - Amendment No. 1 to Consulting Services Agreement with Wadleigh Management – Temporary Suspension Due to Interim General Manager Appointment – (Consent)

Background:
On [original contract date], the District entered into a Consulting Services Agreement with Wadleigh Management to provide support related to grants, administrative functions, and other strategic initiatives. The agreement was intended to enhance the District's access to external funding and improve organizational capacity during staffing transitions.

As of April 25, 2025, the principal consultant from Wadleigh Management (myself) was appointed by the Board to serve as the Interim General Manager. To maintain compliance with ethical standards and to prevent any real or perceived conflicts of interest—particularly under California's Fair Political Practices Commission (FPPC) regulations and Form 700 disclosure requirements—it is appropriate to suspend the existing consulting agreement.

Rather than terminate the agreement outright, a mutual suspension allows flexibility for the Board to reinstate services in the future, such as upon the appointment of a permanent General Manager, if the need and public interest align.

Amendment No. 1 suspends all services under the Wadleigh Management agreement effective immediately and indefinitely, unless and until the Board acts to lift the suspension. The amendment preserves the original agreement's terms and does not alter any rights or obligations unrelated to the suspension period.

This approach aligns with best practices for transparency, accountability, and conflict-of-interest avoidance, while preserving the District's ability to re-engage consulting services without renegotiating a new agreement.

Recommendation:

Approve Amendment No. 1 to Consulting Services Agreement with Wadleigh Management to Temporarily Suspend the Agreement Due to Interim General Manager Appointment

Amendment No. 1 to Consulting Agreement

This Amendment No. 1 ("Amendment") to the Consulting Agreement dated February 27, 2025 ("Agreement") is made and entered into as of May ___, 2025, by and between **Clear Creek Community Services District** ("District") and **Wadleigh Management** ("Consultant"), collectively referred to as the "Parties."

Recitals

WHEREAS, the Parties entered into a Consulting Agreement dated May ___, 2025, under which Consultant provides grant-related and strategic consulting services;

WHEREAS, Consultant assumed the role of Interim General Manager for the District effective **April 25, 2025**, and has not performed consulting services under the Agreement since that date;

WHEREAS, the Parties desire to suspend the Agreement to avoid any potential conflict of interest and to preserve the option of resuming services at a future date.

Agreement

NOW, THEREFORE, the Parties agree to amend the Agreement as follows:

1. **Suspension of Services.**
   The Agreement is hereby suspended effective April 25, 2025. No consulting services shall be performed, nor compensation accrued, from that date until the Agreement is reinstated in writing.

2. **Compensation.**
   Consultant shall retain full compensation for services performed through April 25, 2025, in accordance with the terms of the Agreement.

3. **Future Reinstatement.**
   The services provided under this Agreement are considered a priority to the District and are anticipated to support key strategic and funding goals moving forward. The Agreement may be reinstated at the discretion of the District's General Manager upon written notice to the Consultant, without further Board action unless otherwise required by policy.

4. **No Waiver.**
   This suspension shall not be deemed a termination of the Agreement and shall not affect the validity of any provisions that survive suspension or termination, including confidentiality provisions.

5. **Ratification.**
   Except as specifically amended herein, all other terms of the Agreement shall remain in full force and effect.

IN WITNESS WHEREOF, the Parties have executed this Amendment as of the date first above written.

WADLEIGH MANAGEMENT
By: James Wadleigh, Owner

Signature: _____

Date: _____

CLEAR CREEK COMMUNITY SERVICES DISTRICT
By: Scott McVay, Chairman, Board of Directors

Signature: _____

Date: _____

5880 Oak Street, Anderson, CA 96007
Phone: (530) 357-2121 cccsd@clearcreekcsd.org

MEMO

Date: May 21st 2025
To: Board of Directors
From: Interim General Manager – Jim Wadleigh

Re: **6a-c – Ordinance 2025-04 - Cross Connection Control Plan & Rules and Regulation for Water service approval** (Discussion/Action)

Discussion/Action:

The Board reviewed the Draft Cross-Connection Control Plan (CCCP) in April and the modification to the District's Rules and Regulations for water service. It was pointed out that in addition to the new Article VIII of the Rules and Regulations, the ADU Article 4.1b should clarify and add the "additional fees" included in the Base Rate charge per unit after a meter.

As mentioned last month, the District signed a contract with HydroCorp to do hazard assessments or surveys of its Commercial, Industrial and Institutional (CII) customers over the next two years. They also created an updated plan, compliant with the States' new CCC Handbook.

This Board took a first review of the first draft of the plan in April, and the updated Rule and Regulations for Water Service and Directed Staff to bring back the documents with an ordinance for approval. Attached are sections of the Rules and Regulations verbiage that was modified.

The District needs to approve this in a timely manner for submission to the State.

Once approved, the Staff will let Hydrocorp know and coordinate submission to the State.

Recommendation:

Review, Discussion, By motion to adopt the Cross-Connection Control Plan, approve Ordinance 2025-04, and approve the amendment to the Rules and Regulations for Water Service.

Prepared for:

Clear Creek CSD
5880 Oak Street
Anderson, CA 96007

CROSS CONNECTION CONTROL PLAN

For

Clear Creek Community Services District

Clear Creek CSD
Approved: May 21 2025

Prepared by:

HYDROCORP
THE SAFE WATER AUTHORITY

5700 Crooks Rd., Suite 100
Troy, MI 48098
Phone: 248.250.5000

TABLE OF CONTENTS

1. INTRODUCTION

The Cross-Connection Control Plan for Clear Creek CSD is designed to protect the public water system from contamination and pollution caused by backflow incidents. This plan is meticulously aligned with the guidelines and requirements outlined in the State Water Resources Control Board (SWRCB) "Cross-Connection Control Policy Handbook," which became effective on July 1, 2024. Our objective is to ensure that the potable water supply remains safe and secure by preventing any possible cross-connections that could lead to backflow into the water distribution system.

The purpose of this document is to outline the Clear Creek CSD Cross Connection Control policies for all non-residential, institutional, industrial, residential and miscellaneous water customers, and are summarized as follows:

- Protect the public water system from contaminants and/or pollutants that could backflow through the customer service connection.
- Promote the elimination of actual and/or potential cross-connections between the public potable water system and non-potable water systems, plumbing fixtures, sources and/or systems containing substances of unknown or questionable quality.
- Provide guidance for the maintenance of a continuing Cross Connection Control program.

1.1. Applicability

In accordance with CA-EPA-CCCPH Standards and Principles for California's Public Water Systems as defined in California Health and Safety Code (CHSC section 116275 (h)). Compliance with the CA-EPA-CCCPH is mandatory for the Clear Creek CSD.

Prior to the CA-EPA-CCCPH, the Clear Creek CSD conformed to the standards established by the American Water Works Association (AWWA), as set forth in its publication entitled: AWWA.C506-78 Standards for Reduced Pressure Principle, and Double Check backflow prevention devices. A "Certificate of Approval" issued by an approved testing laboratory, certifying full compliance with AWWA Standards.

1.2. California Safe Drinking Water Act

In 2014, the State Water Resources Control Board assumed responsibility for the drinking water, and financial programs throughout the State, prior to that it was CA-DHS. On October 6, 2017, Assembly Bill 1671 (AB 1671) was approved and filed with the Secretary of State (see Appendix A). AB 1671 amended California's SDWA through the establishment of CHSC sections 116407 and 116555.5. AB 1671 also amended section 116810 of the CHSC, which is briefly discussed in Appendix C.

On October 2nd, 2019, Assembly Bill 1180 (AB 1180) was approved and filed with the Secretary of State. AB 1180 Amended Section 116407 of the CHSC and added section 13521.1 to the water code. AB 1180 requires that the CA-EPA-CCCPH include provisions of the swivel or change over device (swivel-ell).

1.3. The California EPA's Cross Connection Control Policy Handbook Adoption

The California Environmental Protection Agency completed development of the Cross Connection Control Policy Handbook for standards and principles for California's Public Water Systems. In this document for the Clear Creek CSD, it will be referred to as the CA-EPA-CCCPH. The State Water Resources Control Board adopted the CA-EPA-CCCPH on December 19th, 2023, and went into effect on July 1st, 2024. Upon the effective date of the CA-EPA-CCCPH.

A PWS must implement a cross-connection control program that complies with the standards adopted by the State Water Board. The development of the CA-EPA-CCCPH included consultation with stakeholders, including state and local agencies, on an array of subjects related to cross-connection control, consistent with the statutory mandate, as well as consideration of input from other stakeholders and the general public in a February 20, 2020, workshop.

1.4. Legal Authority

The Clear Creek CSD has operating rules, By-laws, and regulations established for enforcement throughout the distribution system. The Clear Creek CSD Rules and Regulations for Water Service Police was approved May 21, 2025, Ordinance 2025-04 establishing this Cross Connection Control Plan referenced within the rules and regulations for water service.

2. BACKFLOW PROTECTION AND CROSS-CONNECTION CONTROL

A cross-connection is an interconnection between a potable water supply and a non-potable source via any actual or potential connection or structural arrangement between a PWS and any source or distribution system containing liquid, gas, or other substances not from an approved water supply. Bypass arrangements, jumper connections, removable sections, improperly installed swivel, or change-over devices and other temporary or permanent devices through which, or because of which backflow can occur are cross-connections. The CA-EPA-CCCPH includes acceptable installation criteria for swivel-ell and other types of backflow prevention assemblies (BPAs) to prevent backflow.

Backflow is the undesired or unintended reversal of flow of water and/or other liquids, gases, or other substances into PWS's distribution system or approved water supply. The presence of a cross-connection represents a location in a distribution system through which backflow of contaminants or pollutants can occur. Backflow occurs when a non-potable source is at a greater pressure than the potable water distribution system. Backflow can occur from either back-siphonage or backpressure. Back-siphonage occurs when a non-potable source enters the drinking water supply due to negative (i.e., sub-atmospheric) distribution system pressure. Backpressure occurs when the pressure from a non-potable source exceeds the pressure in the potable water distribution system.

Back-siphonage may be caused by a variety of circumstances, such as main breaks, flushing, pump failure, or emergency firefighting water demand. Backpressure may occur when heating, cooling, waste disposal, or industrial manufacturing systems are connected to potable supplies and the pressure in the external system exceeds the pressure in the distribution system. Both situations act to change the direction of water, which normally flows from the distribution system to the customer, so that non-potable substances from industrial, commercial, or residential premises flows back into the distribution system through a cross-connection.

Cross-connections are not limited to industrial or commercial facilities. Submerged inlets are found on many common plumbing fixtures and are sometimes necessary features of the fixtures if they are to function properly. Examples of this type of design are siphon-jet urinals or water closets, flushing rim slop sinks, and dental cuspidors.

Older bathtubs and lavatories may have supply inlets below the flood level rims, but modern sanitary design has minimized or eliminated this cross-connection in new fixtures. Chemical and industrial process vats sometimes have submerged inlets where the water pressure is used as an aid in diffusion, dispersion, and agitation of the vat contents. Even though a supply pipe may be installed above a vat, back-siphonage can still occur. Siphon action has been shown to raise a liquid in a pipe such as water almost 34 feet. Some submerged inlets are difficult to control, including those which are not apparent until a significant change in water level occurs or where a supply may be conveniently extended below the liquid surface by means of a hose or auxiliary piping. A submerged inlet may be created in numerous ways, and its detection may be difficult.

Chemical and biological contaminants have caused illness and deaths during known incidents of backflow, with contamination affecting several service connections, and the number of incidents reported is believed to be a small percentage of the total number of backflow incidents that occur. The public health risk from cross-connections and backflow is a function of a variety of factors including cross-connection and backflow occurrence and type and number of contaminants.

2.1. Definitions

"**Air-gap separation**" or "**AG**" means a physical vertical separation of at least two (2) times the effective pipe diameter between the free-flowing discharge end of a potable water supply pipeline and the flood level of an open or non-pressurized receiving vessel, and in no case less than one (1) inch.

"**Approved water supply**" means a water source that has been approved by the State Water Board for domestic use in a public water system and designated as such in a domestic water supply permit issued pursuant to section 116525 of the CHSC.

"**Auxiliary water supply**" means a source of water, other than an approved water supply, that is either used or equipped, or can be equipped, to be used as a water supply and is located on the premises of, or available to, a water user.

"**Backflow**" means an undesired or unintended reversal of flow of water and/or other liquids, gases, or other substances into a public water system's distribution system or approved water supply.

"**Backflow prevention assembly**" or "BPA" means a mechanical assembly designed and constructed to prevent backflow, such that while in-line it can be maintained and its ability to prevent backflow, as designed, can be field tested, inspected and evaluated.

"**Backflow prevention assembly tester**" means a person who is certified as a backflow prevention assembly tester.

"BPA" means Backflow Prevention Assembly.

*"***Community water system"** means a public water system that serves at least 15 service connections used by yearlong residents or regularly serves at least 25 year-long residents of the area served by the system.

"CA-EPA-CCCPH" means California Cross Connection Control Handbook

"**Cross-connection**" means any actual or potential connection or structural arrangement between a public water system, including a piping system connected to the public water system located on the premises of a water user or available to the water user, and any source or distribution system containing liquid, gas, or other substances not from an approved water supply.

"**Cross-connection control specialist**" means a person who is certified as a cross-connection control specialist.

"District Boundary" Is a boundary established by a local agency formation commission or organization, established within the county where services are served, and may not serve outside the District Boundary.

"**Distribution system**" has the same meaning as defined in section 63750.50 of CCR, Title 22, Division 4, Chapter 2.

"**Double check detector backflow prevention assembly**" or "**DCDA**" means a double check valve backflow prevention assembly that includes a bypass with a water meter and double check backflow prevention assembly, with the bypass's water meter accurately registering flow rates up to two gallons per minute and visually showing a registration for all rates of flow. This type of assembly may only be used to isolate low hazard cross-connections.

"**Double check valve backflow prevention assembly**" or "**DC**" means an assembly consisting of two independently acting internally loaded check valves, with tightly closing shut-off valves located at each end of the assembly (upstream and downstream of the two check valves) and fitted with test cocks that enable accurate field testing of the assembly. This type of assembly may only be used to isolate low hazard cross-connections.

"**Existing public water system**" or "**existing PWS**" means a public water system initially permitted on or before July 1, 2024, as a public water system by the State Water Board.

"Hazard Assessment" means an evaluation of a user premises designed to evaluate the types and degrees of hazard at a user's premises.

"**High hazard cross-connection**" means a cross-connection that poses a threat to the potability or safety of the public water supply. Materials entering the public water supply through a high hazard cross-connection are contaminants or health hazards.

"Low hazard cross-connection" means a cross-connection that has been found to not pose a threat to the potability or safety of the public water supply but may adversely affect the aesthetic quality of the potable water supply. Materials entering the public water supply through a low hazard cross-connection are pollutants or non-health hazards.

"PWS" means Public Water Supply.

"Reduced Pressure Principle Backflow Prevention Assembly" or "**RP**" means an assembly with two independently acting internally-loaded check valves, with a hydraulically operating mechanically independent differential-pressure relief valve located between the check valves and below the upstream check valve. The assembly shall have shut-off valves located upstream and downstream of the two check-valves, and test cocks to enable accurate field testing of the assembly.

"**Reduced pressure principle detector backflow prevention assembly**" or "**RPDA**" means a reduced pressure principle backflow prevention assembly that includes a bypass with a water meter and reduced pressure principle backflow. prevention assembly, with the bypass's water meter accurately registering flow rates up to two gallons per minute and visually showing a registration for all rates of flow.

"**State Water Board**", unless otherwise specified, means the State Water Resources Control Board or the local primacy agency having been delegated the authority to enforce the requirements of the CCCPH by the State Water Resources Control Board.

"**Swivel-Ell**" means a reduced pressure principle backflow prevention assembly combined with a changeover piping configuration (swivel-ell connection) designed and constructed for recycled water/non-potable switchover situations within a Services District.

"**User premises**" means the property under the ownership or control of a water user and is served, or is readily capable of being served, with water via a service connection with a public water system.

"**User's service connection**" means either the point where a water user's piping is connected to a water system or the point in a water system where the approved water supply can be protected from backflow using an air gap or backflow prevention assembly.

"**User Supervisor"** means a person designated by a water user to oversee a water use site and responsible for the avoidance of cross-connections.

3. PROGRAM APPROACH

The process for conducting initial and ongoing hazard assessments under the CCCPH involves a structured approach to identifying potential cross-connection risks and implementing the necessary protective measures. This process ensures the safety and integrity of the water distribution system by evaluating all existing and proposed water service connections for potential contamination hazards.

The water connections and plumbing systems of all water customers or accounts shall be initially assessed for the presence of cross-connections. As a result of the initial assessment, a detailed record of each account shall be established. A representative of the water utility or their designated agent shall be responsible for assessments. Individuals responsible for conducting inspections shall have obtained sufficient training on cross-connection rules, identification, and corrective actions.

The highest priority for assessments shall be placed on facilities that pose a high degree of hazard, that have a high probability that backflow will occur or are known/suspected to have cross-connections.

Once initial assessments are complete then an assessment frequency shall be determined for each account based on the degree of hazard and potential for backflow. The AWWA M14 Cross Connection Rules Manual will be a guide in classifying the degree of hazard of each account. However, in general, situations in which backflow could cause illness or death shall be considered high hazard. Other factors such as new construction, water quality complaints, or anomalies in customer billing, may prompt an immediate re-inspection. After initial cross-connection assessments are complete, a comprehensive list or inventory of all backflow prevention assemblies, methods and devices shall be on record including all pertinent data.

3.1. Initial Hazard Assessment

All new water service connections must undergo an initial assessment before activation. Existing connections shall be assessed in accordance with the Clear Creek CSD cross-connection control program timeline. Commercial, industrial, public authority, and other potential high-hazard facilities that have not received an initial hazard assessment will be surveyed within two years of this plan's acceptance. Residential and multifamily facilities without a prior assessment will be surveyed within ten years of the plan's adoption.

To evaluate the potential risk of backflow into the public water system, the Clear Creek CSD will carry out an initial hazard assessment of user premises within its service area. This hazard evaluation will take into account the following considerations as necessary:

a) The presence of cross-connections;
b) the types of materials handled or present on the premises, including those likely to be encountered;
c) the complexity and accessibility of the piping system;
d) access to auxiliary water supplies, pumping systems, or pressure systems;
e) conditions within the distribution system that may increase the likelihood of a backflow event, such as hydraulic gradient differences caused by main breaks, high water demand, or multiple service connections that could lead to flow-through conditions;

f) accessibility of the premises;
g) any history of backflow incidents on the premises or similar sites; and
h) the requirements and guidance provided in the CCCPH.

Each hazard assessment must classify the level of risk to the distribution system as a high-hazard cross-connection, a low-hazard cross-connection. Examples of high-hazard cross-connection activities can be found in Appendix B.

- The hazard assessment must determine whether an existing backflow prevention assembly (if any) provides adequate protection based on the degree of hazard.

3.2. Ongoing Hazard Assessment

Ongoing or follow-up hazard assessments are required following the initial hazard assessment described in Section 3.1. A follow-up hazard assessment will be conducted under the following circumstances:

a) if a user premises changes ownership, excluding single-family residences;
b) if a user premises is newly connected to the PWS;
c) if evidence exists of potential changes in the activities or materials on a user's premises.
d) if backflow from a user's premises occurs;
e) periodically, as identified in the Cross-Connection Control Plan
f) if the State Water Board requests a hazard assessment of a user's premises; and
g) if the PWS concludes an existing hazard assessment may no longer be correct.

The Clear Creek CSD must ensure a cross-connection control specialist reviews the hazard assessments and makes a written finding that, in their judgment based on cross- connection control principles, the hazard assessment properly identified all hazards, the appropriate degree of hazards, and the corresponding backflow protection.

4 APPLICATION OF BACKFLOW PREVENTERS

4.1 Backflow Protection Table

The following table outlines acceptable backflow protection for certain types of cross-connection conditions that may be encountered. The table is to be used as a guideline in determining adequate cross-connection control measures, not as an absolute requirement.

Backflow Preventer Type	Degree of Hazard	Application	Applicable Standard
Backflow prevention assemblies:			
Double Check Valve Assembly (DCV)	Low hazard	Backpressure or backsiphonage	ASSE 1015, AWWA C510, CSA B64.5, CSA B64.5.1
Double Check Detector Assembly (DCDA)Type I & II	Low hazard	Backpressure or backsiphonage	ASSE 1048
Pressure Vacuum Breaker Assembly (PVB)	High or low hazard	Backsiphonage	ASSE 1020, CSA B64.1.2
Reduced Pressure Principle Backflow Prevention Assembly (RP)	High or low hazard	Backpressure or backsiphonage	ASSE 1013, AWWA C5411, CSA B64.4, CSA B64.4.1
Reduced Pressure Detector Assembly (RPDA) Type I & II	High or low hazard	Backpressure or backsiphonage	ASSE 1047
Spill-resistant Vacuum Breaker Assembly (SVB)	High or low hazard	Backsiphonage	ASSE 1056
Backflow prevention method:			
Air Gap (AG)	High or low hazard	Backsiphonage	ASME A112.1.2

Note: Backflow protection assembly diagrams can be found in Appendix C of the CCCPH

4.2 Standards for Types of Backflow Protection

a) AG's must meet the requirements in section 603.3.1 of the 2019 California Plumbing Code (See Appendix A).
b) Newly installed pressure vacuum breaker, DCVs, and RPs for protection of the PWS is approved through both laboratory and field evaluation tests performed in accordance with either:
    i. Standards found in the 10th edition of the Foundation for Cross-Connection Control and Hydraulic Research of the University of Southern California Manual of Cross-Connection Control;
    ii. certification requirements for backflow prevention assemblies in the Standards of ASSE International current as of 2020; or
    iii. a testing process with equivalent testing requirements to (1) or (2).
c) Backflow prevention assemblies must not be modified from the approval granted in CCCPH section 3.3.1 (b). The Clear Creek CSD will require backflow prevention assembly testers to notify the Clear Creek CSD if a water user or utility-owned backflow prevention assembly has been modified from section 4.2 b) approval.

4.3 Installation Criteria for Backflow Protection

a) For AGs, the following is required:
   i. The receiving water container must be located on the water user's premises at the water user's service connection unless an alternate location has been approved by the Clear Creek CSD.
   ii. all piping between the water user's service connection and the discharge location of the receiving water container must be above finished grade and be accessible for visual inspection unless an alternative piping configuration is approved by the Clear Creek CSD.
   iii. the Clear Creek CSD will ensure that the AG specified in section 4.1 a) has been installed; and
   iv. any new air gap installation at a user service connection must be reviewed and approved by the State Water Board prior to installation.

b) A RP must be installed such that the lowest point of the assembly is a minimum of twelve inches and, unless an alternative is approved by the Clear Creek CSD, a maximum of thirty- six inches above the finished grade.
c) DCs installed or replaced after the adoption of the CCCPH must be installed according to section 4.3 ii. Below ground installation can be considered by the Clear Creek CSD if it determines no alternative options are available.
d) A PVB or SVB must be installed a minimum of twelve inches above all downstream piping.
e) PVBs and SVBs may not be used for premises isolation.
f) A RP or DCV installed after the adoption of the CCCPH must have a minimum side clearance of twelve inches, except that a minimum side clearance of twenty-four inches must be provided on the side of the assembly that contains the test cocks.
g) Backflow protection must be located at the water user's service connection unless one or more alternative locations have been approved by the Clear Creek CSD. If internal protection is provided the Clear Creek CSD or designated agent must obtain access to the user premises and must ensure that the on-site protection meets the requirements of this Chapter for installation, testing and inspections.
h) Each backflow prevention assembly and air gap separation must be accessible for field testing and maintenance.

4.4 Fire Protection System Cross-Connection Control Requirements

Except as noted below, The Clear Creek CSD must ensure that its distribution system is protected with no less than Double Check Valve Assembly (DCV) protection for a user premises with a fire protection system within ten years of the adoption of the CCCPH.

a) A high-hazard cross-connection fire protection system—including, but not limited to, systems that may utilize chemical additives (e.g., wetting agents, foam, anti-freeze, corrosion inhibitors) or an auxiliary water supply—must have no less than Reduced Pressure (RP) protection.

b) If an existing fire protection system cannot install DCV protection within ten years of CCCPH adoption, the [Utility Name] may propose one of the following alternatives:
   i. An alternative compliance date; or

ii. An alternative method of backflow protection that provides an equivalent level of public health protection.

c) Backflow prevention assembly is not required for a low-hazard fire protection system on a residential user premises if all of the following criteria are met:
   i. The user premises has only **one** service connection to the PWS.
   ii. A single service line enters the premises and then splits on the property for both domestic and fire protection system flow, allowing the fire protection system to be isolated from the rest of the premises.
   iii. A single, industry-standard water meter measures combined domestic and fire protection system flow.
   iv. The fire protection system is constructed of piping materials certified to meet NSF/ANSI Standard 61.
   v. The fire protection system's piping is looped within the structure and connected to one or more routinely used fixtures (e.g., a water closet) to prevent stagnant water.

5 TESTING BACKFLOW PREVENTION ASSEMBLIES

When assessments have been completed, a comprehensive list of backflow preventers installed on customer plumbing systems will be on record. The backflow preventers that are testable assemblies shall be placed on a routine testing schedule. All testable assemblies will be tested upon installation, upon repair and on an annual basis.

Upon notice from the Clear Creek CSD, it shall be the responsibility of the water customer to arrange and absorb any costs associated with assembly testing and subsequent repair/replacement of backflow prevention assemblies.

Following the initial cross-connection assessments and the subsequent classification of accounts (e.g., assigning a degree of hazard), assembly testing notices shall be sent annually to both non-residential and residential water customers. Customers will have thirty (30) days from the date of the notice to complete the required testing.

If the Clear Creek CSD does not receive a completed test report within the initial thirty-day period, a second notice will be sent, followed by a third notice if necessary, each spaced thirty (30) days apart. If a completed test report is not received within ninety (90) days, water service to the premises may be discontinued after a final written notice (by mail or door hanger) is provided at least forty-eight (48) hours in advance.

The notices will:

- Clearly identify the assembly requiring testing (size, make, model, location, etc.)
- Stipulate the date by which the assembly must be tested.
- Indicate that tests must be completed by a certified tester.
- Enclose either a standard test form or a list of testable backflow prevention assemblies.

When assembly testing reports are received by the utility, they will be checked for the following:

- All the necessary information was provided.
- Name and certification number of the tester is provided.
- The test results appear valid.
- The assembly tested matches the assembly requiring testing (Make, Model, etc.).
- The assembly is approved.
- A backflow tester found falsifying test results or not meeting the Clear Creek CSD performance standards will be removed from the approved tester list and may be subject to additional regulatory action.

Test results are only valid if testing was performed by an individual holding an active certification from an organization recognized by the State Water Board, see section 6.

a) Backflow Prevention Assembly Test Result Reports:

   i. **Accurate and Timely Reporting:** Every test conducted on a backflow prevention assembly must be documented in a test result report or submitted online. These

reports detail the condition of the assembly, test results, and any repairs or replacements made. The water utility must ensure that testers are submitting accurate and complete reports after each test.

ii. **Review and Verification of Reports:** The utility shall review all test result reports for completeness and accuracy. This includes confirming that all fields are correctly filled out, that the results align with acceptable performance standards, and that any failed tests are followed up with repairs and retesting.

iii. **Archiving Reports:** All test result reports must be archived for regulatory compliance purposes. The utility will have a system for tracking and storing reports, ensuring they are readily available for review by regulatory authorities. These records are essential for demonstrating compliance with the state's cross-connection control requirements.

- Backflow prevention assemblies that fail the field test are repaired or replaced within 30 days.

- Backflow prevention assembly testers to notify the Clear Creek CSD within one day if a backflow incident or cross-connection is observed during testing.

Air-gap separations installed pursuant to sections 4.2 and 4.3 must be visually inspected at least annually to determine compliance with this Chapter by persons certified as backflow preventer assembly testers or certified as a cross- connection control specialist pursuant to Section 6.

6 Backflow Prevention Assembly Testers and Cross Connection Specialist

To comply with the California Cross-Connection Control Policy Handbook, it is essential that all individuals responsible for testing, inspecting, and maintaining backflow prevention assemblies meet the necessary qualifications and certifications. This process ensures that the water distribution system is safeguarded from contamination risks by having only competent, certified professionals handle backflow prevention assemblies. Key elements of this process include verifying the individual's certification, ensuring the calibration of test equipment, and maintaining accurate reports of test results.

a) Certified Backflow Prevention Assembly Testers and Certified Cross-Connection Control Specialists – The Clear Creek CSD must ensure all backflow prevention assembly testers and cross-connection control specialists used are certified per Article 4 of the SWRCB CCCPH

6.1 Process for Ensuring Qualifications

a) Verification of Certification as a Backflow Prevention Assembly Tester:
   i. **Certification Requirements:** Every individual performing testing or inspections on backflow prevention assemblies must be a certified Backflow Prevention Assembly Tester, as defined by the SWRCB CCCPH. Certification typically requires passing a written and practical examination administered by a state-approved certification agency.
   ii. **Initial Verification:** Before authorizing a tester to conduct work within the water system, the water utility must confirm the individual holds a valid certification. This is typically done by requesting a copy of the tester's certification and checking it against a list of approved certification agencies.
   iii. **Ongoing Compliance:** The utility must regularly verify that the tester's certification remains current. Certification usually requires periodic renewal, which may include continuing education or retesting. A record of certification status should be maintained for each tester authorized to work within the utility's service area.

b) Test Kit Calibration:
   i. **Calibration Requirements:** To ensure the accuracy of backflow prevention assembly testing, testers must use calibrated testing equipment. Test kits must be calibrated at least annually or more frequently if recommended by the manufacturer.
   ii. **Verification of Calibration:** Before permitting a tester to perform inspections or testing, the utility must verify that their test kit has been calibrated within the required timeframe. This can be done by reviewing a calibration certificate from an accredited calibration facility or manufacturer.
   iii. **Ongoing Monitoring:** The utility should maintain a schedule of calibration due dates for each tester's equipment and require updated calibration certificates as a condition for continued work. Uncalibrated equipment should not be allowed for testing until calibration is confirmed.

7 RECORD KEEPING

A robust tracking system is essential for managing and maintaining compliance with the California Cross-Connection Control Policy Handbook (CCCPH). This system ensures that all relevant information about backflow prevention assemblies is readily available, up-to-date, and meets the recordkeeping requirements outlined in the CCCPH. The system is designed to track vital details, including recordkeeping information, the location and type of backflow prevention assemblies, and the specific hazards each assembly protects against.

A system of cross-connection record keeping shall be maintained. Special software specifically for cross-connections may be used for:

- Efficient record searches
- Easy reporting
- Simple updating
- Automatic letter generation
- Automatic deadline notification

All hazard assessment information must be in the records including:

- Address and location
- Owner name and contact information
- List of testable assemblies
- Description of other cross-connections within the facility
  - Air gaps
  - Non-testable assemblies
- Degree of hazard classification and basis
- Required re-inspection frequency

All testable assemblies must be in the records including:

- Location of the assembly
- Name and contact information of assembly owner
- Make, model, and size of assembly
- Degree of hazard classification
- Required testing frequency and basis
- Test history

Standard letter, form, and report templates may be used to simplify the program requirements including:

- Inspection forms
- Assembly testing forms
- Inspection and/or assembly testing notification letters
- Noncompliance letters
- Water service termination notice
- Hydrant use authorization forms

Monitoring changes in water usage and identifying new customers are essential aspects of the cross-connection control program. The Clear Creek CSD will make every effort to prevent and eliminate cross-connections during installations to ensure ongoing compliance. Collaboration and communication with the local plumbing code inspector will be prioritized to support this objective.

8 ENFORCEMENT

To safeguard public health, water customers found in violation of cross-connection regulations will be required to comply promptly or risk losing their connection to the public water system. The Clear Creek CSD ordinance grants authority to inspect facilities, terminate water service, and impose fines to enforce these rules.

Following an inspection, if a violation is identified, the customer will be issued a non-compliance notice. The timeframe for completing corrective actions will be determined by the Clear Creek CSD, based primarily on the severity of the risk posed by the violation, but also considering the complexity and cost of the required actions. Cross-connections that present an imminent and extreme hazard will be immediately disconnected and remain so until proper protection is installed. Less severe cross-connections are generally expected to be resolved within 30 to 60 days. The specific corrective actions and deadlines will be outlined in the non-compliance notice.

Failure to submit a test form for a backflow prevention assembly that has passed testing requirements is considered a cross-connection violation and must be corrected. Non-compliance may result in water service termination and/or fines.

In cases where water service must be shut off to protect the public water system, the local health department, fire department, law enforcement, and the Clear Creek CSD manager may need to be notified.

9 PUBLIC EDUCATION

The cross-connection control program staff must have a good understanding of the program. The Clear Creek CSD shall ensure their cross-connection control staff receives proper in-the-field training as well as classroom education focusing on terminology, backflow prevention devices/assemblies, regulations, and hydraulic concepts. In addition, cross-connection control staff will be encouraged to receive continuing education to be made aware of new backflow prevention devices/assemblies, regulation changes (i.e. plumbing code updates), new water use devices that pose cross-connection concerns, etc.

Furthermore, attempts to educate the public about cross-connections may be made by distributing pamphlets on common residential cross-connections, visiting schools, providing onsite education of facility management and maintenance staff during routine inspections, speaking at condominium association meetings, showing videos on local access channels, or posting newspaper announcements.

The public outreach and education program is designed to raise awareness about the importance of cross-connection control and the potential risks associated with backflow. The program aims to inform and educate property owners, businesses, and the general public about their responsibilities in preventing cross-connections and ensuring the safety of the public drinking water system.

Target Audience:

- Property owners
- Businesses
- Building officials
- Plumbing officials
- General public

Key Components:

- Educational Materials:
    - Develop informative materials such as brochures, flyers, posters, and fact sheets that explain the concept of cross-connections, the potential risks, and the importance of backflow prevention.
    - Include clear and concise information about the requirements of the CCCPH and the role of property owners and businesses in preventing cross-connections.
- Public Workshops and Seminars:
    - Organize workshops and seminars for property owners, businesses, and professionals to provide in-depth information about cross-connection control.
    - Cover topics such as the identification of potential cross-connections, the selection and installation of appropriate backflow prevention assemblies (BPAs), and the importance of regular testing and maintenance.

- Online Resources:
    - Develop a dedicated website or online portal with resources related to cross-connection control, including educational materials, FAQs, and contact information.
    - Provide online training modules or webinars to reach a wider audience.
- Media Outreach:
    - Utilize social media, local newspapers, radio, and television to disseminate information about cross-connection control and the importance of public participation.
    - Conduct media interviews to raise awareness and address questions from the public.
- Collaboration with Local Entities:
    - Establish strong working relationships with local building officials, plumbing officials, and other relevant entities.
    - Coordinate outreach efforts and ensure that they are aligned with local regulations and requirements.
    - Provide training and educational materials to local officials to enhance their understanding of cross-connection control.

10 BACKFLOW INCIDENT RESPONSE PLAN

The City shall develop and maintain an Emergency Response Plan document to appropriately respond to a backflow event. The written ERP shall be readily available to designated personnel. This procedure outlines the process for investigating and responding to suspected backflow incidents to safeguard public health and ensure the safety and quality of the water supply. It addresses steps from initial reporting through investigation, corrective actions, and follow-up. A sample incident response can be found in Appendix D.

10.1 Incident Identification and Initial Response

Consideration of Complaints or Reports of Changes in Water Quality as Possible Backflow Incidents.

- When a complaint or report of a change in water quality is received, further investigation may be conducted by the Clear Creek CSD to determine if a potential backflow incident may have occurred. Common complaints that could indicate backflow include:
    - Unusual taste, odor, or color in water
    - Visible debris or particles in water
    - Reports of illness that could be linked to water quality
    - Changes in water pressure or flow

Initial Response:

- Customer Interview: Contact the customer to gather detailed information about the complaint (e.g., location, time, and description of the issue).
- Dispatch Team: Send a field technician to the reported location for an initial assessment and water quality sampling.

10.2 Investigation and Verification

Water Quality Sampling and Pressure Recording.

- Once a suspected backflow incident is reported, a thorough investigation will be initiated, involving both water quality testing and pressure monitoring.

Steps:

1. Water Quality Sampling
    - On-Site Testing: Field personnel will conduct immediate water quality tests at the site of the reported incident, which may include testing for parameters such as:
        - Chlorine residual
        - pH
        - Turbidity
        - Presence of bacteria or contaminants
    - Laboratory Analysis: If required, water samples will be sent to a certified laboratory for more comprehensive testing, including testing for chemicals, pollutants, or pathogens that may indicate contamination from backflow.

2. Pressure Recording
    - System Pressure Evaluation: Review pressure data from the local area, focusing on any recent drops in system pressure that could indicate a backflow event. Field technicians may also install temporary pressure loggers in the affected area to monitor any ongoing pressure fluctuations.
    - Backflow Prevention Device Inspection: Inspect and test any backflow prevention devices in the area to ensure they are functioning correctly. This includes reduced pressure zone (RPZ) devices, check valves, or other cross-connection control devices.

3. Cross-Connection Inspection
    - Perform a survey of the suspected location and surrounding areas to identify potential cross-connections that could have led to backflow. Verify that these connections are properly protected by backflow prevention assembly(s)/devices.

10.3 Response and Follow-Up Actions

Documentation of the Investigation, Response, and Follow-Up Activities.

- Every step of the investigation, response, and follow-up will be documented to ensure a clear record of actions taken and to maintain compliance with regulatory requirements.

Steps:

1. Incident Report
    - Details of the Report: The utility will create a formal report documenting the nature of the complaint, location, time of the report, and the suspected cause of the backflow incident.
    - Investigation Summary: The report will include details of the investigation, such as:
        - Results of water quality testing
        - Pressure monitoring data
        - Findings from cross-connection inspections
        - Condition of backflow prevention devices

2. Corrective Actions
    - Immediate Actions: If backflow is confirmed, the utility will isolate the affected area, notify customers, and initiate system flushing and disinfection procedures.
    - Repair or Replacement: Backflow prevention devices that are malfunctioning or improperly installed will be repaired or replaced. Any identified cross-connections will be corrected.
    - Customer Notification: Affected customers will be informed of the findings and the steps taken to restore safe water quality.

3. Follow-Up Activities
    - Continued Monitoring: After the incident has been resolved, water quality in the affected area will continue to be monitored to ensure no further issues occur.
    - Regulatory Reporting: A formal report will be submitted to the State Water Resources Control Board or other relevant regulatory bodies, detailing the incident and corrective measures taken.

4. Recordkeeping and Review
    - Documentation Retention: All documentation, including the incident report, test results, and corrective action logs, will be stored in the utility's records management system for future reference and auditing.
    - Incident Review: The utility will conduct an internal review to assess whether any changes are needed in cross-connection control measures or backflow prevention device maintenance practices.

APPENDIX A - ASME A112.1.2-2012(R2017)

Table 1, Minimum Air Gaps for Generally used Plumbing Fixtures,1 page 4

TABLE 1
Minimum Air Gaps for Generally used Plumbing Fixtures[4]

FIXTURES	WHERE NOT AFFECTED BY SIDEWALLS[1] (inches)	WHERE AFFECTED BY SIDEWALLS[2] (inches)
Effective opening[3] not greater than ½ of an inch in diameter	1	1 1/2
Effective openings[3] not greater than ¾ of an inch in diameter	1 1/2	2 1/4
Effective openings[3] not greater than 1 inch in diameter	2	3
Effective openings[3] greater than 1 inch in diameter	Two times the diameter of effective opening	Three times the diameter of effective opening

For SI units: 1 inch = 25.4 mm

Notes:

[1] Sidewalls, ribs, or similar obstructions do not affect air gaps where spaced from the inside edge of the spout opening at a distance exceeding three times the diameter of the effective opening for a single wall, or at a distance exceeding four times the effective opening for two intersecting walls.

[2] Vertical walls, ribs, or similar obstructions extending from the water surface to or above the horizontal plane of the spout opening other than specified in Footnote 1 above. The effect of three or more such vertical walls or ribs has not been determined. In such cases, the air gap shall be measured from the top of the wall.

[3] The effective opening shall be the minimum cross-sectional area at the seat of the control valve or the supply pipe or tubing that feeds the device or outlet. Where two or more lines supply one outlet, the effective opening shall be the sum of the cross-sectional areas of the individual supply lines or the area of the single outlet, whichever is smaller.

[4] Air gaps less than 1 inch (25.4 mm) shall be approved as a permanent part of a listed assembly that has been tested under actual backflow conditions with vacuums of 0 to 25 inches of mercury (85 kPa).

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APPENDIX B - HIGH HAZARD CROSS-CONNECTION CONTROL PREMISES

The list below identifies premises that require backflow protection provided by an air gap or a reduced pressure principle backflow prevention assembly, unless noted otherwise. The list below is not intended to be all-inclusive. A PWS, State Water Board, or local health agency may require an AG, RP, or both to protect a PWS from other hazards not listed below and identified in premises through the hazard assessment completed in CCCPH section 3.1. A PWS may reduce or increase the minimum protection required for a previously hazard-assessed user premise following a hazard reassessment as described in CCCPH section 3.1.

1. Sewage handling facilities
2. Wastewater lift stations and pumping stations
3. Wastewater treatment processes, handling, or pumping equipment that is interconnected to a piping system connected to a PWS (+)
4. Petroleum processing or storage plants
5. Radioactive material storage, processing plants or nuclear reactors
6. Mortuaries
7. Cemeteries
8. Sites with an auxiliary water supply interconnected with PWS (+)
9. Sites with an auxiliary water supply not interconnected with PWS
10. Premises with more than one connection to the PWS (++++)
11. Recycled water (++)(+++)
12. Recycled water interconnected to piping system that contains water received from a PWS (+)
13. Graywater systems, as defined in California Water Code Section 14876, that are interconnected to a piping system that is connected to a PWS
14. Medical facilities
15. Kidney dialysis facilities
16. Dental office with water-connected equipment
17. Veterinarian facilities
18. Chemical plants
19. Laboratories
20. Biotech facilities
21. Electronics manufacture
22. Dry cleaner facilities
23. Industrial or commercial laundry facilities
24. Metal-plating facilities
25. Business park with a single meter serving multiple businesses
26. Marine-port facilities
27. Car wash facilities
28. Mobile home park, RV park, or campgrounds with RV hookups
29. Hotels/motels
30. Gas stations
31. Fire stations
32. Solid waste disposal facilities
33. Pet groomers
34. Agricultural premises

35. Hazard assessment access denied or restricted
36. Railroad maintenance facilities
37. Incarceration facilities (e.g. prisons)
38. Temporary connections to fire hydrants for miscellaneous uses, including construction
39. Private water distribution mains
40. Drinking water storage tank overflow connected to a sump or storm drain (+)
41. Airports

(+) Premise isolated by air gap only except as allowed through CCCPH Section 3.2.2 (c)

(++) Dual-plumbed use areas established per CCR Title 22, Section 60313 through 60316 where recycled water is used for individually owned residential unit.

(+++) Residences using recycled water for landscape irrigation as part of an approved dual plumbed use area established pursuant to CCR Title 22, sections 60313 through 60316 shall use a DC backflow prevention device. The recycled water supplier may obtain approval of the local public water supplier or the State Water Board, if the water supplier is also the supplier of the recycled water, to utilize an alternative backflow protection plan that includes an annual inspection of both the recycled water and potable water systems and an annual shutdown test of the recycled water and potable water systems pursuant to subsection 60316(a) in lieu of any backflow prevention assembly.

(++++) All connections must receive at least the same level of protection (e.g. if one connection requires an RP then all connections must have RPs installed).

APPENDIX C - RELATED STATUTES AND REGULATIONS

The following laws and regulations are considered related or tangential to the CCCPH, and are included in a descriptive format to provide additional, relevant background information

California Laws and Regulations

In addition to the California SDWA statutory requirements cited in CCCPH Chapter 1, section 1.3.1, California has statutes addressing certain authorities and requirements that may have influenced the CCCPH or may otherwise be of interest.

- Urban and community water systems must have a written policy on discontinuation of residential service for nonpayment and must not discontinue residential service for nonpayment if certain conditions are met. (CHSC sections 116900 – 116926)

- Senate Bill 1263 (2017) requires that before a person submits an application for a permit for a proposed new public water system, the person shall first submit a preliminary technical report which must include a cost comparison of a new public water system and consolidations with an existing system. (CHSC section 116527)

- Effective June 24, 2015, Senate Bill 88 (SB 88) (Statutes 2015, Chapter 27) added sections 116680-116684 to the CHSC, allowing the State Water Board to require certain water systems that consistently fail to provide safe drinking water to consolidate with, or receive an extension of service from, another public water system. The consolidation can be physical or managerial.

- Local health officers may maintain programs for the control of cross-connections by water users, within water users' premises, where public exposure to backflow may occur. Such programs may include water user premises inspections, collection of fees, certification of backflow prevention assembly1 (BPA) testers, and other discretionary elements. Local health officer BPA tester certification standards must be consistent with the standards prescribed in the CCCPH. Water users are required to comply with all orders, instructions, regulations, and notices from the local health officer regarding installation, testing, and maintenance of a BPA. (CHSC sections 116800 - 116820).

- Pursuant to the California Building Standards Law (CHSC sections 18901 – 18949.31), the California Building Standards Commission (CBSC) must administer the processes related to the adoption, approval, and publication of regulations referred to as the California Building Standards Code (Title 24, California Code of Regulation). Title 24 serves as the basis for the minimum design and construction of buildings in California and includes the California Plumbing Code (Part 5 of Title 24), which contains requirements pertaining to cross-connection control and backflow prevention.

- A backflow preventer intended to convey or dispense water for human consumption via drinking or cooking must meet California's "lead free" requirements. (CHSC section 116875)

- Limits are established for the installation of backflow protection equipment where automatic fire sprinkler systems are utilized. (CHSC section 13114.7)

- Cross-connection control must be addressed in engineering reports that are required (CCR Title 22, section 60323) for recycled water projects. (Wat. Code section 13552.8)

- If a public agency requires the use of recycled water for toilet and urinal flushing in a structure (except certain mental health facilities), the public health agency must prepare an engineering report that addresses cross-connection control. (Wat. Code section 13554)

- Prior to indoor use of recycled water in a condominium project, the entity delivering the recycled water must submit a report, for State Water Board approval, and include the following related to cross-connection control (Wat. Code section 13553(d)(1)):

    - The condominium project must be provided with a backflow prevention assembly approved by the State Water Board.
    - The backflow prevention assembly must be inspected and tested annually by a certified tester.
    - The condominium project must be tested by the recycled water agency or local agency at least once every four years for indications of possible cross- connections between the condominium's potable and non-potable systems

- California's Department of Water Resources was required to convene a task force, known as the 2002 Recycled Water Task Force, to identify constraints, impediments, and opportunities for the increased use of recycled water and report to the Legislature by July 1, 2003. The task force was also asked to advise and make recommendations concerning cross-connection control, including the applicability of visual inspections instead of pressure tests for cross-connections between potable and non-potable water systems. (Wat. Code section 13578(b)(1). The final report4 provided the following recommendations to the State Water Board – Division of Drinking Water (Division):
    - Prepare guidance on dual plumbed regulations (22 CCR sections 60313-60316) consistent with Appendix J of plumbing code (Chapter 15 of 2019 California Plumbing Code, formerly Chapter 16A).
    - Support thorough assessment of risk associated with cross-connections between disinfection tertiary recycled water and potable water.
    - Ensure uniform interpretation of cross-connection control requirement of Title 22 regulations (recycled water) and Title 17 (cross-connection control regulations)
    - Recommend stakeholders to review draft Title 17 regulations.

- A person engaged in the salvage, purchase, or sale of scrap metal who knowingly possesses a backflow prevention assembly (or connections to the assembly or any part of the assembly), or who failed to report the possession of such items, which was previously owned by a utility or public agency, is guilty of a crime. (Pen. Code section 496e)

- Junk dealers or recyclers who possess a backflow prevention assembly (or connections to that assembly or any part of the assembly) without a written certification from the agency or utility owning or previously owning the assembly will be liable to the agency or utility for the

wrongful possession. (Civ. Code section 3336.5 and, similarly, Bus. & Prof. Code section 21609.1)

Please note that a number of the codes, regulations, and statutes cited above are implemented under the authority of regulatory entities other than the State Water Board and would therefore be beyond the scope of this CCCPH. The intent of providing such citations is to increase general awareness with respect to other potential statutory requirements associated with cross-connection control. The list is not exhaustive and does not include other requirements that may exist, including those via regulations that may have been adopted by an appropriate regulatory entity.

Federal Laws and Regulations

All suppliers of domestic water to the public are subject to regulations adopted by the U.S. Environmental Protection Agency (EPA) under the U.S. Safe Drinking Water Act (SDWA) of 1974, as amended (42 U.S.C. section 300f et seq.), as well as by the State Board under the California SDWA (Health & Saf. Code, div. 104, pt. 12, ch. 4, section 116270 et seq.). Additionally, the State Water Board has been delegated primacy - the responsibility and authority to administer U.S. EPA's drinking water regulations within California – on the condition that California adopt enforceable requirements no less stringent than U.S. EPA's.

The U.S. EPA currently has no distinct cross-connection control requirements that apply broadly to public water systems (PWS); however, the importance of cross-connection control is evident by the issue papers and guidance documents developed by U.S. EPA and their recognition that cross-connections and backflow represent a significant public health risk (see discussion in Chapter 2). Although U.S. EPA currently has no distinct cross-connection control requirements, the subject of cross-connection or backflow prevention assemblies is included in the U.S. SDWA and the Code of Federal Regulations (C.F.R.) in relation to PWS, including the following:5

- If used exclusively for non-potable services, a backflow prevention assembly is exempt from the federal lead prohibitions. (42, U.S.C. section 300g)

- Allows increasing disinfectant concentrations in a PWS distribution system in the event of a cross-connection (backflow) event. (40 C.F.R. section 141.130(d))

- Proper maintenance of the distribution system, including cross-connection control, is identified as a best available technology (BAT) for microbial contaminant control. (40 C.F.R. section 141.63(e))

- Under the federal Revised Total Coliform Rule, a PWS having a cross-connection control program is one of the enhancements necessary to reduce monitoring for a PWS that had been under an increased monitoring frequency. (40 C.F.R. section 141.854(h)(2))

- Under the federal Revised Total Coliform Rule, a PWS having a cross-connection control program is a criterion for a state to allow a reduced monitoring frequency (40 C.F.R. section 141.855(d)(1))

- If a state allows the monitoring frequency reductions previously mentioned under the federal Revised Total Coliform Rule, a state is required to include in its primacy package to U.S. EPA how a PWS will be required to demonstrate cross-connection control. (40 C.F.R. section 142.16(q))

APPENDIX D – SAMPLE BACKFLOW INCIDENT RESPONSE FORM

BACKFLOW INCIDENT REPORT FORM

Many backflow incidents occur that are not reported. This is usually because they are of short duration, are not detected, the customer needs to be made aware they should be reported, or it may not be known to whom the incident should be reported. If you have any knowledge regarding incidents, please complete the form below and return it to the Municipal Engineer at the above address.

Reporting Agency: _____ Report Date: _____
Reported By: _____ Position: _____
Mail Address: _____ City: _____
Province: _____ Postal Code: _____ Telephone: _____
Date of Incident: _____ Time of Occurrence: _____
General Location (Street, etc.): _____

1. **Backflow Originated From:**

   Name of Premise: _____
   Street Address: _____ City: _____
   Contact Person: _____ Telephone: _____
   Type of Business: _____

2. **Description of Contaminant(s):**
   (Attach Chemical Analysis if available)
   _____
   _____

3. **Distribution of Contaminant(s):**

   Contained within customer's property: Yes: ___ No: ___
   Number of persons affected: _____

4. **Effect of Contamination:**

   Illness reported: _____

   Physical irritation reported: _____
   _____

5. **Cross Connection Source of Contaminant:**
   (boiler, chemical pump, irrigation system, etc.)
   _____
   _____

6. **Cause of Backflow:**
   (main break, fire flow, etc.)
   _____
   _____

7. **Corrective Measures Taken to Restore Water Quality:**
   (main flushing, disinfection, etc.)
   _____
   _____

8. **Corrective Action Ordered to Eliminate or Protect from Cross Connection:**
   (type of backflow preventer, location, etc.)

_____
_____

9. Previous Cross Connection Survey of Premise:

Date: _____ By: _____

10. Type(s) of Backflow Preventer Isolating Property:

RP: ___RPDA: ___ DCVA: ___ DCDA: ___ PVB: ___ SVBA: ___
AVB: ___ Air Gap: ___ None: ___ Other Type: _____

11. Date of Latest Test of Device: _____

12. Notification of Health Department:
Date: _____ Time: _____ Person Notified: _____

Attach sheets containing any additional information, sketches, etc., to the back of this form.

APPENDIX E – ORDINANCE

ARTICLE VIII

8.1 CROSS CONNECCTION CONTROL

a. It is unlawful for any person, firm, or corporation to make or maintain temporarily or permanently, any cross connection between plumbing pipes or water fixtures being served by the district and any other unapproved source of water supply. It is also unlawful to maintain any sanitary fixture or other appurtenances that may cause or allow backflow of water or other substances into the public water supply system of the district.

8.2 DEFINITIONS FOR ARTICLE VIII

a. Air-gap Separation: A physical break between a supply pipe and a receiving vessel. The airgap shall be at least double the diameter of the supply pipe measured vertically above the top rim of the vessel, in no case less than one inch.

b. Approved Backflow Prevention Assembly: An assembly which has passed laboratory and field evaluation tests performed by a Certified Backflow Prevention Technician.

c. Approved Water Supply: Any public water supply, whose potability is regulated by a state or local governmental agency.

d. Auxiliary Supply: Any water supply on or available to the premises other than the approved public water supply.

e. AWWA Standard: An official standard developed and approved by the merican Water Works Association.

f. Backflow: A flow condition, caused by a differential in pressure that causes the flow of water or other substances into the distribution pipes of a potable supply of water from any source other than an approved water supply source. Back-siphonage is one cause of backflow. Backpressure is the other cause.

g. Contamination: Degradation of the quality of the potable water by any foreign substance which creates a hazard to public health, or which may impair the usefulness or quality of the water.

h. Cross-Connection: Any unprotected actual or potential connection between a potable water system used to supply water for drinking purposes and any source or system containing unapproved water or a substance that is not or cannot be approved as safe, wholesome, and removable sections, swivel or changeover assemblies, or other assemblies through which backflow could occur, shall be considered to be cross-connections.

i. Double Check Valve Assembly: An assembly of two internally loaded, independently acting check valve, including resilient seated shut-off valves on each end of the assembly and test cocks for testing the water tightness of each check valve.

j. Health Agency: The California Health Services Department, Department of Drinking Water.

k. Local Health Agency: The Shasta County Public Health Department.

l. Person: An individual, corporation, company, association, partnership, municipality, public utility, or other public body or institution.

m. Premises: Any and all areas on a water user's property which are served or have the potential to be served by the public water system.

n. Public Water System: The Clear Creek Community Services District.

o. Reclaimed Water: A wastewater, which, as a result of treatment, is suitable for uses other than potable use.

p. Reduced Pressure Principle Backflow Prevention Assembly: An assembly incorporating two internally loaded, independently operating check valves and an automatically operating differential relief valve located between the two checks, including resilient seated shut-off valves on each end of the assembly, and equipped with necessary test cocks for testing the assembly.

q. Service Connection: The point of connection of a user's piping to the water supplier's facilities; normally at the customer's side of the meter.

r. Water Supplier: The Clear Creek Community Services District.

s. Water User: Any person obtaining water from an approved water supply system.

8.3 PROTECTION REQUIREMENTS

I. General Provisions

a. Unprotected cross-connections with the public water supply are prohibited.

b. Whenever backflow protection has been found necessary, the district will require the water user to have installed an approved backflow prevention assembly at his expense for continued service or before a new service will be granted.

c. Wherever backflow protection has been found necessary on a water supply line entering a water user's premises, then any and all water supply lines from the district's water mains entering such premises, buildings, or structures shall be protected by an approved backflow prevention assembly to be installed in accordance with the requirements of this policy.

II. Where Protection is Required

a. Each service connection from the district water system for supplying water to premises having an auxiliary water system shall be protected against backflow of water.

b. Each service connection from the district water system for supplying water to any premises on which any substance is handled in a fashion as may allow its entry into the water system shall be protected against backflow of the water from the premises into the public system. This shall include the handling of processed waters, fertilizer injection and wasters originating from the district water system which have been subjected to deterioration in sanitary quality.

c. Backflow prevention assemblies shall be installed on the service connection to any premises having (a) internal cross-connections that cannot be permanently corrected and controlled to the satisfaction of the state or local health department and the district, or (b) intricate plumbing and piping arrangements or where entry to all portions of the premise is not readily accessible for inspection purposes, making it impractical or impossible to ascertain whether or not cross-connections exist.

d. All new connections to the district water system, including domestic, agricultural and commercial effective January 1, 2010.

8.4 TYPE OF PROTECTION REQUIRED

I. The type of protection that shall be provided to prevent backflow into the approved water supply shall be commensurate with the degree of hazard that exists on the consumer's premises. The type of protective assembly that may be required (listing in an increasing level of protection) includes: Double Check Valve (DC); Reduced Pressure Principle Backflow Prevention Assembly (RP); and Air-Gap (AG). The water user may choose a higher level of protection than required by the district. The minimum types of backflow protection required to protect the approved water supply, at the user's water connection to the premises with varying degrees of hazard are given in Table I. Situations which are not covered in Exhibit A, Table I shall be evaluated on a case-by-case basis and the appropriate backflow protection shall be determined by the district or health department.

II. Two or more services supplying water from different street mains to the same building, structure, or premises through which an inter-street main flow may occur, shall have at least a standard check valve on each water service located adjacent to and on the property side of the respective meters. Such backflow protection is deemed necessary to protect the district's mains from pollution or contamination; in such cases the installation of approved backflow assemblies at such service connections shall be required.

8.5 BACKFLOW PREVENTION ASSEMBLIES

I. Approved Backflow Prevention Assemblies

a. Only backflow prevention assemblies which have been approved by the district shall be acceptable for installation by a water user connected to the district's potable water system.

b. The district will provide, upon request to any affected customer, a list of district approved backflow prevention assemblies.

II. Backflow Prevention Assembly Installation

a. Backflow prevention assemblies shall be installed in a manner prescribed in Section 7603, Title 22 of the California Administrative Code. The location of the assemblies should be as close as practical to the user's connection. The district shall have the final authority in determining the required location of a backflow prevention assembly.

i. Air-gap separation (AG) - The air-gap separation shall be located on the user's side of and as close to the service connection as is practical. All piping from the service connection to the receiving tank shall be above grade and be entirely visible. No water use shall be provided from any point between the service connection and the air-gap separation. The water inlet piping shall terminate a distance of at least two (2) pipe diameters from the supply inlet, but in no case less than one (1) inch above the overflow rim of the receiving tank.

ii. Reduced Pressure Principle Backflow Prevention Assembly (RP) - The approved reduced pressure principle backflow prevention assembly shall be installed on the user's side of and as close to the connection as is practical. The assembly shall be installed in accordance with the district's standards. The assembly shall be installed so that it is readily accessible for maintenance and testing. Water supplied from any point between the service connection and the RP assembly shall be protected in a manner approved by the district.

iii. Double check valve assembly (DC) - The approved double check valve assembly shall be located as close as practical to the user's connection and shall be installed above grade, if possible, and in a manner where it is readily accessible for testing and maintenance.

III. Backflow Prevention Assembly Testing and Maintenance

a. The owners of any premises on which, or on account of which backflow prevention assemblies have been installed, shall be tested by a Certified Backflow Specialist. Backflow prevention assemblies will be tested at least annually and immediately after installation, relocation and repair. The district may establish a more frequent testing schedule if it is determined to be necessary. No assembly shall be placed back in service unless it is functioning as required. The district maintains a written report recording each testing, relocation, repair or replacement. Assemblies found to be defective shall immediately be serviced, overhauled or replaced and all costs shall be borne by the water user.

b. The district has established an annual testing and maintenance schedule. The water user may choose to hire another Certified Backflow Specialist to test the assembly and submit the results of the test to the district. The district will make the final decision on acceptance of the results or may choose to retest.

IV. Backflow Prevention Assembly Removal

a. Approval must be obtained from the district before a backflow prevention assembly is removed, relocated, or replaced.

i. Removal: The use of an assembly may be discontinued, and the assembly removed from service upon presentation of sufficient evidence for the district to verity that a hazard no longer exists or is not likely to be created in the future;

ii. Relocation: An assembly may be relocated following confirmation by the district that the relocation will continue to provide the required protection and satisfy installation requirements. A re-test will be required following the relocation of the assembly;

iii. Repair: An assembly may be removed for repair, provided the water use is either discontinued until repair is completed and the assembly is returned to service, or the service connection equipped with other backflow protection approved by the district. A re-test will be required following repair of the assembly;

iv. Replacement: An assembly may be removed and replaced provided the water use is discontinued until the replacement assembly is installed. All replacement assemblies must be approved by the district, be commensurate with the degree of hazard involved and be tested for compliance before service is continued;

v. User Supervisor: At each premise where it is necessary, in the option of the district, a user supervisor shall be designated. This user supervisor shall be responsible for monitoring of the backflow prevention assemblies and for the avoidance of cross connections. In the event of contamination or pollution of the drinking water system due to a cross connection on the premises, the district shall be promptly notified by the user supervisor so that appropriate measures may be taken to overcome the contamination. The water user shall inform the district of the user supervisor's identity at least annually or whenever a change occurs.

8.6 ADMINISTRATIVE PROCEDURES

I. Water System Survey

a. The district will review all requests for new services to determine if backflow protection is needed. Plans and specifications must be submitted to the district upon request for review of possible cross connection hazards as a condition of service for all new industrial service connections. It if is determined that a backflow prevention assembly is necessary to protect the public water system, the required assembly must be installed before service will be granted.

b. The district may require an on-premises inspection to evaluate cross connection hazard. The district will transmit a written notice requesting an inspection appointment to each affected user. Any water user who cannot or will not allow an on-premises inspection of his piping system shall be required to install the backflow prevention assembly the district considers necessary based on information available to the district.

c. The district may, at its discretion, require a re-inspection of cross connection hazards on any premise to which it serves water. The district will transmit a written notice requesting an inspection appointment to each affected water user. Any water user who cannot or will not allow an on-premises inspection of his piping system shall be required to install the backflow prevention assembly the district considers necessary.

II. Customer Notification - Assembly Installation

a. The district will notify the water user of the survey findings, listing and giving corrective actions to be taken, if any are required. A period of thirty (30) days will be given to complete all corrective actions required, including installation of backflow prevention assemblies.

b. A second notice will be sent to each water user who does not take the required corrective actions prescribed in the first notice within the thirty (30) days allowed. The second notice will give the water user two (2) weeks to take required corrective action. If no action is taken within the two (2) weeks, the district may terminate water service to the affected user until the required corrective actions are taken.

III. Customer Notification - Testing and Maintenance

a. The district will notify each affected water user when it is time for the backflow prevention assembly installed on their service connection to be tested. This written notice shall give the water user thirty (30) days to schedule a test date with the district.

b. A second notice shall be sent to each water user which does not schedule a test of the backflow prevention assembly, as prescribed in the first notice within the thirty (30) days allowed. The second notice will give the water user two (2) weeks to have the test scheduled. If no action is taken within the two (2) weeks, the district may terminate water service to the affected water user until the subject assembly is tested.

8.7 WATER SERVICE TERMINATION

I. General

When the district encounters water uses that represent a clear and immediate hazard to the potable water supply that cannot be immediately abated, the district shall institute the procedure for discontinuing the district water service.

II. Basis for Termination

Conditions or water uses that create a basis for water service termination shall include, but are not limited to the following items:

a. Refusal to install a required backflow prevention assembly;

b. Refusal to have an annual test of the backflow prevention assembly;

c. Refusal to have repaired or replace a faulty backflow prevention assembly;

d. Direct or indirect connection between the public water system and a sewer line;

e. Unprotected direct or indirect connection between the public water system and a system or equipment containing contaminants;

f. Unprotected direct or indirect connection between the public water system and an auxiliary water system;

g. A situation which presents an immediate health hazard to the public water system.

III. Water Service Termination Procedures

a. For conditions a, b, and c, the district will terminate service to customer premises after two (2) written notices have been sent specifying the correction action needed and the time period in which it must be completed. If no action is taken within the allowed time period, the water service may be terminated with a 24-hour notice.

b. For conditions d, e, f and g, the district will take the following steps:

i. The district will make a reasonable effort to advise the water user of intent to terminate water service;

ii. The district will terminate the water service and lock the service valve. The water service will remain inactive until correction of violations has been made and the action approved by the district.

CLEAR CREEK COMMUNITY SERVICES DISTRICT

ORDINANCE NO. 2025-04

AN ORDINANCE OF THE BOARD OF DIRECTORS OF THE CLEAR CREEK COMMUNITY SERVICES DISTRICT TO ESTABLISH AND ADOPT THE CLEAR CREEK COMMUNITY SERVICES DISTRICT *CROSS CONNECTION CONTROL PLAN AND RULES AND REGULATONS FOR WATER SERVICE POLICY*.

WHEREAS, the Clear Creek Community Services District of Shasta County ("District") is a community services district providing water to its service area under the California Special Districts law, Government Code 56036; and

WHEREAS, the District establishes and updates equitable rules and regulations for the use of water in compliance with Section 22257 of the California water code; and

WHEREAS, The Board of Directors recognizes the need to establish a policy to enable it to administer the rules and regulations related to water service for the District customers and connections to the District water system; and

WHEREAS, the Board of Directors desires to provide all interested parties, customers and the community the opportunity to do connect and continue water with the District with known rules and regulations; and

WHEREAS, the Board of Directors looks to comply with the California Government Code and California Environmental Protection Agency's recent adoption of the Cross Connection Control Handbook that requires all water Districts to adopt a Handbook Compliant Cross Connection Control Plan to be submitted to the State by July 1st 2025; and

WHEREAS, the Board of Directors has reviewed the drafted Cross Connection Control Plan (CCCP) for the District, and amended Article VIII of the Rules and Regulations for Water service that refers to the CCCP for all things on cross connection control related to water service connections ; and

NOW, THEREFORE, IT IS ORDERED, that the Clear Creek Community Services District does hereby adopt the Clear Creek CSD *Cross Connection Control Plan and Rules and Regulations for Water service*, dated May 21, 2025

PASSED AND ADOPTED, by the Board of Directors of the Clear Creek Community Services District, this 21st day of May 2025 by the following vote:

Motion: Second:

Ayes: __ Noes: ___ Absent:___ Abstain:___

_____ Attest: _____

Scott McVay, Chair of the Board

Jim Wadleigh, Interim General Manager
And Secretary to the Board of Directors of
the Clear Creek Community Services
District

RULES AND REGULATIONS FOR WATER SERVICE POLICY

Document Type: District Rules and Regulations for Water Service

Administering Entity: Board of Directors and General Manager

Date Approved: May 21, 2025, Ordinance 2025-04

Prior Amendment Date: June 15, 2016, Revision XII

Approved By: Jim Wadleigh, Interim General Manager, Board of Directors

Indicative Time for Review: Every Five (5) Years

Responsibility for Review: Board of Directors and General Manager

ARTICLE 1

1.1 GENERAL

Unless otherwise approved by the Clear Creek Community Service District (CCCSD) Board of Directors (BOD), all water services shall be made in accordance with these Rules and Regulations for Water Service. Any and all previous Rules and Regulations for Water Service and practices in conflict with These Rules and Regulations are hereby rescinded.

ARTICLE II

2.1 CCCSD STRUCTURE AND AUTHORITY

a. The Board of Directors is the Governing Body of the district. All changes, modifications or amendments of these Rules and Regulations shall emanate from that body.

b. The General Manager (GM) of the district shall be responsible for all

operations of the district, subject to and under the direction of the Board of Directors. Any complaints shall be made directly to the GM for resolution. Complaints not resolved by the GM may be forwarded to the Board of Directors, if necessary. All decisions by the Board of Directors are final.

c. The Board of Directors delegates to the GM the authority and duty to enforce and uphold the provisions of these Rules and Regulations, to make determinations, as necessary in circumstances which may not be provided for herein.

ARTICLE III

3.1 SUBDIVISIONS AND MISCELLANEOUS LINE EXTENSIONS

a. Any land within or out of the district's jurisdictional boundary in one ownership, divided or contemplated to be divided, whether immediate or future shall be considered as a subdivision or subdivided lands, hereinafter call a subdivision.

b. Developers of subdivisions entirely within the district's jurisdictional boundary shall request a conditional will serve letter from the district prior to submitting plans to the county and will receive a copy of the district's construction standards. Once plans are approved by the county the developer shall present to the district three (3) sets of plans for the proposed pipelines, along with lot engineering and inspection fees as determined by the Board of Directors and adjusted from time to time. If construction plans are approved, one set will be returned to the developer bearing the signature of the GM.

c. Developers of subdivisions outside the district's jurisdictional boundary shall request that the district act as lead agency on behalf of the developer to the LAFCO to request inclusion of property into the district's boundary prior to submission of any development plans. The developer is responsible for all fees associated with the annexation process.

d. Construction must begin within 180 days after approval of the plans and specifications. In the event of a delay beyond 180 days the developer must request an extension of the will serve letter, prior to expiration, in accordance with Article III, 3.01, b.

e. All water mains and service lines within subdivisions required to provide water service to such lands, or the lots within a subdivision, shall be installed at the expense of the owner and/or developer and such lines, with all necessary rights-of-way or easements, and three (3) sets of as- built drawings

acceptable to the district, shall be conveyed to the district prior to delivery of any water.

f. All water main extensions to any subdivision or individual parcel shall be installed only by a licensed contractor or the district. Upon completion and acceptance by the district, it shall become the property of the district. Contractors shall provide proof of liability insurance in the aggregate of $3,000,000 and provide bonding or cash deposit as required, including a maintenance warranty for a period of one year from the time of acceptance. At the end of the one-year warranty period, the owner and/or developer must submit to the Board of Directors, in writing, a letter of dedication of the facilities to the district. The item will be discussed, and a decision of acceptance shall be made during a regularly scheduled public meeting of the district.

g. All such water mains shall be of the size, gauge, and quality as specified by the district and shall be installed in accordance with the requirements of the district and shall meet or exceed standards set forth by AWWA.

h. The water main size shall be determined by the district, and in no event will be smaller than six inches in diameter, a size adequate to provide fire protection.

i. All service lines shall be marked for identification with the letter "W" when curbs and gutters are installed.

j. In the event the installation of water main, service lines or other facilities operation and maintenance must be conveyed to the district with year-round access.

k. Developers requesting any other services be provided or administered by the district such as wastewater management, parks and recreation, street lighting, etc. for a development must apply in writing to the Board of Directors stating the services requested and the proposed funding for those services. These requests will be considered on a case-by-case basis.

ARTICLE IV

4.1 WATER METERS

a. Application for service: All new customers shall apply for service by filling out a customer application, supplied by the district, and make required deposits for said service. Not more than one parcel shall be served by one meter. All water meters will be located only in an easement on the parcel that it will serve.

b. For properties that have Additional Dwelling Units (ADU) and only one (1) meter serving all dwellings, the District requires that the Monthly Base Rate plus additional fees be paid for each dwelling on the premises. A separate line with the installation of a District approved shut-off valve to the additional units will be required so that it can be locked by the district when the owner so states that the ADU is no longer in use and requests that their bill be reduced to one (1) Monthly Base Rate plus additional fees.

c. Application for meter installation: Request for service on a parcel inside the district's jurisdictional boundary must be paid for before the district will install a meter. All costs associated with the installation of a water meter such as parts, labor, water main extension and capacity charge will be at the expense of the owner/developer.

d. Service Deposits-Owners: Excepting political subdivisions, or agencies of state or federal government, all customers shall be required to furnish a deposit to guarantee payment of obligation to the district. The district will maintain the deposit for a minimum of two years. At the customer's request, the deposit may be credited to the account provided the account is in good standing and has not had a delinquency in the two-year period.

e. Service Deposits-Renters/Lessee: Renters or lessees will be required to furnish a deposit to guarantee payment of obligation to the district. The district shall retain deposits until renter or lessee vacates, at which point the deposit will be credited to closing bill. Any excess funds shall be refunded directly to the renter or lessee.

    i. At the discretion of the general manager, a water user who has proved to be a poor credit risk may be required to deposit a minimum of $200 or more in addition to his/her water deposit to guarantee payment of bills.

    ii. Turn on Charge: Whenever an owner, renter or lessee signs up for water service, in addition to the water service deposit, a one- time

turn on charge shall apply and is non-refundable. If that same customer moves within the district, the turn on charge for the new service shall be waived.

iii. Reconnection Fee: If service is discontinued for non-payment of account, the district requires payment of a reconnection fee, in addition to payment of entire balance before service will be restored. If the district's lock on the meter has been tampered with and/or broken requiring the district to remove the meter, the customer will then be required to pay for the lock and removing and reinstalling the meter in addition to the reconnection fee.

Once the district dispatches a service person to disconnect service due to delinquency, if the customer attempts to make arrangements to pay the past due bill, a 24-hour grace period will be granted and penalty equal to the amount of the reconnection fee will be added to the account. If the past due amount is not paid within the 24-hour grace period, the service will be disconnected without further notice. In order to restore service, the account must be paid in full including the past and current amount due, plus penalty and reconnection charges. The penalty charge is to offset the additional labor cost of dispatching personnel.

f. Meter Installations: Upon payment of all installation, parts and labor and capacity charges the appropriately sized meter will be installed in the easement of the property line and shall become property of the district. The district will be responsible to maintain the meter in good working order in perpetuity. The following is a general guideline to maximum meter sizing.

Meter Size	Parcel Size
5/8" to 1"	under two acres
1" to 1 ½ "	two plus to five acres
1 ½" to 2"	five plus to ten acres
2" or larger	ten plus acres

All new meters 3" or larger shall be compound meters. Exceptions to this guideline may be made by the Board of Directors upon request and deposits of appropriate fees by the property owner. If the request is denied, the deposits will be refunded to the property owner.

g. Meter Testing: A customer may request that their meter be flow tested to determine accuracy. If the meter proves inaccurate, outside of the AWWA standard C-700, then the meter will be replaced. If the meter proves accurate inside the AWWA standard C-700, then the customer will be required to pay the appropriate meter testing fee.

h. Payment of Customer Bills: Billing service is based on a monthly billing cycle within the water year as outlined in Article X I, 11.01, s and t. The meters are read approximately the 20th of each month. The bills are due upon receipt, and late after the 20th of the following month. Service may be discontinued for non-payment 30 days after billing. Delinquent bills are subject to a penalty charge of 1 ½% per month. Service discontinued due to delinquency will not be restored until the past and current balance due and a reconnection charge are paid in full.

    i. The customers' statements reflect past due amounts in addition to the Shut Office Notice being mailed 10 days prior to termination of service for delinquency.

i. Customer Responsibility: It shall be the responsibility of the customer to keep the meter free from rubbish and debris and accessible to district staff at all times for reading and maintenance.

j. Meter Tampering: If a meter under registers due to tampering with meter, valve, piping, etc., the service may be discontinued until the customer has paid for the estimated loss in revenue, and repairs to the service. If a meter is tampered with after service is discontinued due to delinquency, the meter will be removed until all payments, reconnection and necessary repair charges are paid in full.

k. Hydrant Meter: Water may be delivered on a temporary basis to a customer through a fire hydrant meter furnished by the district. Individuals desiring such a service shall apply for the meter stating the proposed location and use. Upon receipt of the deposit, a meter read will be taken, condition of meter will be noted, and the hydrant will be installed by district personnel and locked in place. On the last day of use, the district will unlock and return the meter to the office. Any damage to the meter will be deducted from the deposit prior to the remaining funds being refunded to the individual.

l. Meter Damage: If a meter is damaged by hot water from the customer's line, or from thawing of frozen pipes or damaged in any other way by the customer, it shall be the responsibility of the customer to pay for all costs of repair and/or replacement.

ARTICLE V

5.1 RESPONSIBILITY

a. Damage to Customer Premises: The district shall not be liable for any loss or damage whatsoever caused by any defect in the customers plumbing or equipment, or caused by water through valves and pipes which may be open at the time water is ordered on by the customer. The district may, without further notice discontinue service to any customer when defective conditions of plumbing, or equipment upon the premises of the customer results or is likely to result in interference with proper service or is likely to cause contamination of the public water supply. Article VIII covers the cross-connection control element. The district does not assume the duty of inspecting the customers' plumbing and equipment, and shall not be responsible therefore, and will not be liable for failure of customer to receive service on account of defective plumbing or apparatus on the customer premises.

b. Water Supply and Interruption of Water Delivery: The district will exercise reasonable diligence and care to deliver a continuous and sufficient supply of the water. The district shall not be liable for interruption of service or shortage or insufficiency of supply or any loss or damage occasioned thereby. For the purpose of making repairs or improvements to the system, the district shall have the right to temporarily suspend delivery of water. The customer shall be notified in advance of such action except in cases of emergency. Repairs and improvements will be performed as rapidly as may be practical and so far, as possible at times which will cause the least inconvenience to the customers who are affected. During times of threatened or actual water shortage, the district will enact the Water Shortage Contingency Plan for CCCSD. The available supply will be allocated based on an equitable formula in accordance with the stage of shortage. All customers will be provided with water to meet health and safety standards and for fire protection. The district will not be responsible for any damage due to the reduction in district supply in accordance with the Bureau of Reclamation's M&I Shortage Policy.

c. Fire Hydrants: Hydrants are owned and installed by the district at the County's request. The district maintains and repairs all hydrants. The district **does not** guarantee fire flows or water for fire protection.

ARTICLE VI

6.1 Use of Water

a. No consumer within the boundaries of the district shall enter into any contract or agreement to sell any portion of the water delivered to them and shall not permit any of the water delivered to them to be carried or used outside the boundaries of the district of the property owned or controlled by the consumer to whom furnished.

b. Consumers wasting water on roads or non-used land, either willfully or carelessly on account of defective or leaky lines or using an unreasonable amount of water in excess of that required for proper irrigation may be refused further delivery until the conditions are remedied.

c. The district will not assume any responsibility for the delivery of water through or the operation or repair of privately owned lines, or any damages resulting thereof. Such lines must be kept in good order and repaired by the owner, renter or property manager.

d. In the event of leakage from such privately owned lines and failure or refusal of the owners to repair the same, the district may, at its discretion, in order to avoid waste of water, discontinue service of water through such privately owned lines until the condition is remedied.

e. The district does not, as a rule, sell pipes, fittings or valves to customers or undertake the installation of private lines or repairs. The sell and repair of backflow devises are exempt. In an emergency situation, the district may, at its discretion, sell valves, repair couplings, etc. for installation by another.

f. The employees, officers or agents of the district shall have unrestricted access at all reasonable hours to all premises supplied with water by the district and to inspect supply system, meters or other measuring devices and to see that rules and regulations of the district regarding the taking, use or waste of water are being observed.

g. Only authorized employees or agents of the district are allowed to connect or disconnect service to any property or to turn on or turn off water at any connection or open or close any valve or other regulating device belonging to the district.

h. Any damage occurring to a meter, or other appurtenances, pipes or other property of the district caused by carelessness or neglect of the consumer will be billed to the consumer and must be paid upon presentation of the bill.

ARTICLE VII

7.1 DISCONTINUANCE OF SERVICE

a. At the customer's request the district will turn off service on the date requested except for weekends and holidays, when 24-hour notice is provided to the district. As a courtesy to the customer, the district will also shut off and turn on water for repairs during regular working hours without charge.

b. At the discretion of the district, water service may be discontinued for failure to comply with the following;

- These Rules and Regulations,
- Reclassified from Irrigation to M&I.
- Failure to file an annual crop report by December 31st.
- If a field review shows noncompliance with the long-term contract.

c. If service is discontinued, the district shall require the payment of a penalty charge in addition to payment of delinquent and current balances due before service is restored.

d. Once the district dispatches a service person to disconnect service due to delinquency, if the customer attempts to make arrangements to pay the past due bill, a 24-hour grace period will be granted and a penalty equal to the amount of reconnection fee will be added to the account. If the past due amount is not paid within the 24-hour grace period, the service will be disconnected without further notice. In order to restore service, the account must be paid in full including past and current amounts due, plus penalty and reconnection charges. The penalty charge is to offset the additional labor costs of dispatching personnel.

ARTICLE VIII

8.1 CROSS CONNECTION CONTROL (*New – Reference to new CCC Plan)*

a. In 2024, the State released an updated Cross Connection Control regulations handbook, effective July 1, 2024.
b. The handbook requires the District to adopt a Clear Creek Community Services District - Cross Connection Control Plan (CCCSD-CCCP).
c. The District approves the CCCSD-CCCP 2025, and this Article VIII modification by ordinance 2025-04, and all further rules and regulations related to Cross Connection Control for the District are found in the CCCSD-CCCP.

ARTICLE IX

9.01 POLICIES AND PROCEDURES FOR ANNEXATIONS

a. Those requesting parcel inclusion into the district's jurisdictional boundaries shall apply in writing including all pertinent information concerning parcel(s).

b. The district will complete a preliminary investigation to determine if annexation of said parcel(s) is possible. If it is feasible, the GM will prepare an ordinance requesting boundary change for consideration by the Board of Directors.

c. Upon adoption of the ordinance, the staff will give to the owner or owner's agent, a cost estimate for staff time and required deposits for the Shasta LAFCO, State Board of Equalization, and cost for a survey and legal description preparation by a licensed surveyor.

d. Once all costs are paid, staff will begin preparation of the LAFCO application. The Bureau of Reclamation will be contacted to request approval of annexation and a list of that agency's requirements.

e. Upon receipt of all costs, and approval by LAFCO and the Bureau of Reclamation, water service may be provided to the parcel.

f. In the event that a parcel is annexed without the consent of the property owner, the individual or entity requesting annexation will be responsible for all costs associated with the annexation.

ARTICLE X

10.01 SCHEDULE OF RATES AND FEES

a. Please refer to the current rate and fee schedule.

ARTICLE XI

11.01 DEFINITIONS FOR RULES AND REGULATIONS FOR WATER SERVICE

For the purpose of these Rules and Regulations the terms used herein shall be defined as follows:

a. District: The Clear Creek Community Services District (CCCSD), a California special district formed under California Government Code Section 53318.

b. Board of Directors (BOD): The governing body of the district.

c. Manager (GM): The person holding the position or acting in the capacity of the GM and Secretary to the Board.

d. Special District Authority: The various authorities vested to the district by the California Government Code section 56036.

e. Customer: Any person or business that is supplied with water.

f. County: Shasta County.

g. Building: Any structure containing water facilities and used for human habitation or a place of business, recreation, or other purposes.

h. Additional Dwelling Unit (ADU): Any building or trailer used as a residence separate from the main residence on one parcel of land that has its own bathroom and/or kitchen facility using District water and is hooked up to septic service.

i. Applicant: The person making the application for water service, either the owner or authorized agent for the owner of the premises to be served by the water for which application has been made.

j. Contractor: Any individual, firm, corporation, partnership, or association duly licensed by the State of California performing any work for the District governed by these Rules and Regulations.

k. Subdivision: Any land or lands within the district's jurisdictional boundary divided or contemplated to be divided for the purpose of sale or lease, whether immediate or future.

l. Water Main: Any pipeline owned by the District, upstream of the customer's meter, used for the transmission and distribution of water to customer services.

m. Service Line: Any pipe, valves and fittings from the water main up to and including the meter and appurtenances.

n. Customer Line: Any pipe, valves, pressure regulators and fittings on the downstream side of the meter.

o. Cross Connection: Any physical arrangement whereby the public water system is connected, directly or indirectly, with any auxiliary supply, sewer, drain, conduit, pool, storage reservoir, plumbing fixture, or any other devise which contains or may contain, contaminated water, sewage, or other waste or liquid of unknown or unsafe quality which may be capable of introducing contamination into the public water system.

p. Occupant: The owner, purchaser, tenant, developer or lessee who resides on the property served by the District water system.

q. AWWA: American Waterworks Association.

r. LAFCO: Shasta County Local Agency Formation Commission.

s. Billing Cycle: Based on a calendar month, i.e. March 1st billing cycle is for water used from approximately January 20th through February 19th.

t. Water Year: March 1st through the last day of February the following year.

u. Meter Reading Cycle: Approximately the 20th of every month.

v. Reconnection Charge: Charge to have water service restored after discontinuance due to delinquency.

w. Turn-On Charge: Charge to have water service transferred into new owner/tenant's name.

5880 Oak Street, Anderson, CA 96007
Phone: (530) 357-2121 cccsd@clearcreekcsd.org

MEMO

Date: May 21st 2025

To: Board of Directors

From: Interim General Manager – Jim Wadleigh

Re: **7 – Interim General Manager - Check Signer** (Discussion/Action)

Discussion/Action:

On April 25, 2025, Jim Wadleigh was appointed as Interim General Manager for the District. As part of the transition of administrative responsibilities, it is standard practice for the General Manager — interim or permanent — to be authorized as a signer on the District's bank accounts and eligible to sign checks for approved expenditures.

This authorization allows the Interim GM to fulfill day-to-day financial responsibilities, including emergency purchases, vendor payments, and other transactions consistent with the District's policies and adopted budget.

Once the Board approves this authorization, the District's bank will prepare the appropriate signature cards and documents for both the removal of any outdated signers and the addition of current authorized individuals, including the Interim General Manager.

Recommendation:

Staff recommends that the Board:

- Approve the Interim General Manager to be added as a check signer on the District's accounts; and
- Authorize the necessary banking documentation to update account signers accordingly.

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MEMO

Date: May 21st 2025

To: Board of Directors

From: Interim General Manager – Jim Wadleigh

Re: 8 – Discussion and Possible Action Regarding Formation of a Personnel Committee (Discussion/Possible Action)

SUMMARY

This item is presented for the Board to discuss and consider the formation of a Personnel Committee as a standing committee of the Board. If formed, the committee would assist with matters related to staffing, labor, compensation, evaluations, policy, and organizational structure. The Board may provide direction or take formal action to establish the committee and appoint two Directors to serve.

BACKGROUND

Personnel-related matters are a critical and ongoing area of oversight and governance. Establishing a Personnel Committee would provide a structured and consistent venue for:

- Reviewing staffing needs and organizational changes
- Overseeing recruitment and hiring processes for key positions
- Conducting General Manager evaluations and contract matters
- Reviewing personnel policies and procedures
- Providing input on compensation studies, benefits, and labor-related issues

This structure is consistent with common practices in similarly sized water and special districts and would ensure transparency, focused oversight, and efficiency in addressing personnel matters. Standing committees are subject to the Brown Act and require proper public noticing and compliance with open meeting laws.

DISCUSSION

If the Board decides to form a Personnel Committee, it must:

1. Identify the scope and purpose of the committee
2. Confirm it is a standing committee (i.e., meets regularly, with an ongoing purpose)
3. Appoint two Directors to serve as members
4. Direct staff to agendize and notice committee meetings in accordance with the Brown Act

FISCAL IMPACT

None at this time. Staff time required for support will be absorbed within existing workload.

RECOMMENDATION

Staff recommends that the Board:

1. Discuss the potential formation of a Personnel Committee
2. If desired, approve the formation of a standing Personnel Committee
3. Appoint two Directors to serve as committee members
4. Direct staff to schedule and notice committee meetings as required by the Brown Act

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MEMO

Date: May 21st 2025
To: Board of Directors
From: Interim General Manager – Jim Wadleigh
Re: **9 –** General Manager Report

Report:
This item is for informational purposes only. Staff will provide a brief oral update at the meeting. No written materials are included in the agenda packet, and no action is requested or required.

Recommendation:
Receive and file. No Board action is necessary.

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Phone: (530) 357-2121 cccsd@clearcreekcsd.org

MEMO

Date: May 21st 2025

To: Board of Directors

From: Interim General Manager – Jim Wadleigh

Re: **10 –** Standing Committee Report

Report:
This item provides an opportunity for Directors serving on the District's standing committees to report on any recent meetings or updates. No written reports have been submitted in advance of this agenda packet. Committee members may provide oral summaries at the meeting.

The District has the following standing committees:

10..a – Agriculture –

10.b – Finance –

10.c – Planning / Steering

Recommendation:
Receive and File. No Board action is required.