



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

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

General Manager: Paul Kelley

REGULAR MEETING: April 17th 2024 at 6:00PM: District Office Board Room

AGENDA

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

4. OPEN TIME/PUBLIC COMMENT: Pursuant to Gov. code S54950, persons wishing to address the Board of Directors on matters not listed on the agenda should notify the Secretary prior to the start of the meeting. To speak at this time and for any item listed on the agenda – raise your hand, and when recognized by the Chair – proceed to the podium to address the Board.

5. 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.

- a. Minutes from Meetings – Regular meeting 3/20/24, Finance Committee 4/9/24
- b. Paid Bills: 3/15/24 – 4/13/24
- c. Payroll: 3-14-24, 3-28-24
- d. Activity P&L Report: March 2024

6. OLD BUSINESS/NEW BUSINESS (Discussion/Action)

- a. O.B. - USBR Area Manager – Don Bader & Account Reconciliation - (Discussion)
- b. Ordinance 2024-03 – Water Usage Rates Increase Ordinance – 30-day Notice (Discussion/Action)
- c. Fiscal Year 2024 – Quarter 3 (July 2023-March2024) Actuals to Budget (Discussion/Action)
Planning & Steering Committee Items:
- d. Procurement, Competitive Bidding and Emergency contracting Policy (Discussion/Action)
- e. Ethics Policy (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.

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7. GENERAL MANAGERS REPORT

8. OPERATIONS REPORT

9. STANDING COMMITTEE REPORT –

- a. Agriculture –
- b. Finance –
- c. Planning/Steering –

10. BOARD MEMBER ITEMS

11. CLOSED SESSION ANNOUNCEMENT: - None

12. ADJOURN THE MEETING

ADA Related Disabilities:

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

MEMO

Date: April 17th 2024
To: Board of Directors
From: General Manager – Paul Kelley
Re: 5 – Consent Agenda (Action)

Discussion:

- 5.a – Minutes of The Meetings: Regular meeting 3/20/24,, Finance Committee 4/9/24
- 5.b – List of bills paid – from QuickBooks 3/15/24 – 4/13/24
- 5.c – Payroll since last meeting: 3-14-24, 3-28-24
- 5.d – P&L Activity report – March 2024

Recommendation:

Review, Discussion and by Motion approve items 5.a through 5.d



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

General Manager: Paul Kelley

REGULAR MEETING: March 20th 2024 at 6:00PM: District Office Board Room

MINUTES

1. CALL TO ORDER: 6:00 pm by Chair Lincoln

2. PLEDGE OF ALLEGIANCE: Led by Director Johnston

3. ROLL CALL:

Directors: Director Johnston, Director Fickes, Director Beaver, Vice Chair McVay, Chair Lincoln

Staff Present: GM Paul Kelley, Administrative Assistant Shannan Perry

Members of the Public: Sandy Winters, Colleen Wogoman, Robert Wharton, and others who are not identified.

4. OPEN TIME/PUBLIC COMMENT: Pursuant to Gov. code S54950, persons wishing to address the Board of Directors on matters not listed on the agenda should notify the Secretary prior to the start of the meeting. To speak at this time and for any item listed on the agenda – raise your hand, and when recognized by the Chair – proceed to the podium to address the Board.

Sandy Winters –Mentioned PG&E regarding vegetation management, Josh Coleman is the representative. Director McVay requested to have Josh contact CCCSD to see if there is any information that he can provide us with regarding this topic.

5. 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.

- a. Minutes from Meetings – Regular meeting 2/21/24, Ag Committee 3/6/24, Finance Committee 3/12/24
- b. Paid Bills: 2/13/24 – 3/13/24
 - i. GM Kelley mentioned that the primary item for flagged bills is Wells 1 & 2 for standby charges. The Badger Meter AARPA Grant money, and in February the OPEB fix and return of the employee contribution.
- c. Payroll: 2-15-24, 2-29-24
- d. Activity P&L Report: February 2024

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- i. *GM Kelley mentioned the OPEB showed up on report that is why it is negative. Director McVay asked about the trust fund and disbursements. GM Kelley responded we may see that in May. Director Fickes asked what misc. revenue cost is \$3,400.00 and why was Centerville low. GM Kelley responded that Centerville is low because it is based on water usage. Director McVay inquired about the 2022 Centerville Reconciliation. GM Kelley responded there are some adjustments since the admin fee isn't applied until after reconciliation. FI22 is in draft from they are almost completed with 2022 and the reconciliation is complete for 2020/2021.*

Motion to approve consent: Fickes, 2nd Beaver. Motion carried Unanimously (5-0)

6. OLD BUSINESS/NEW BUSINESS (Discussion/Action)

- a. **O.B. - USBR Account Reconciliation (Discussion)**
 - i. *GM Kelley mentioned that there is no new news on 2022 reconciliation. They are starting the 2023 reconciliation.*
- b. **Ordinance 2024-03 – Water Usage Rates Ordinance (Discussion/Action)**
 - i. *GM Kelley reviewed background information regarding historic M & I and proceeded to discuss the history of rate charges. Directors agreed there will be a special meeting that will be specifically for the rate overview and discussion open to the public on April 3rd. GM Kelley stated that years 2023/2024 will replace 2018/2019 for non-drought years.*
- c. **RCAC Resolution to Borrow – For Backwash Ponds Bridge Financing (Discussion/Action)**
 - i. *GM Kelley mentioned that the District is wanting to ask for \$1,000,000.00 more for ponds 2 & 3.*
- d. **Agriculture Committee Recommendation to join Family Water Alliance (Discussion/Action)**
 - i. *GM Kelley discussed Family Water Alliance reached out regarding grants and to give donations. The Board discussed sending a donation to FWA for a 1-year trial for benefits of potential grants.*

Motion to approve consent for 6C: Beaver, 2nd McVay, Motion carried Unanimously (5-0)

Motion to approve consent for 6D Voted for: Johnston. 2nd McVay, Beaver Split Motion carried (3-2) voted against Chair Lincoln, Director Fickes.

7. GENERAL MANAGERS REPORT

- i. *GM Kelley mentioned the new Credit Card machine and the new capabilities with taking payments. When the ACH and recurring CC payments are processed.*
- ii. *GM Kelley mentioned that Chad Krick has resigned and discussed receiving quotes about the vac trailer and updated on the Igo Ono School wanting a fire hydrant, they are looking for grants to move forward with that project. GM Kelley also mentioned that the District should plan a tour of the Shasta Dam or fish hatchery tour. He also discussed the SAFER report he has been working on and the lead*

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and copper report as well as the cross connection control handbook.

8. OPERATIONS REPORT

- i. Administrative Assistant Perry discussed the delinquent report and mentioned that LIHWAP has slowed down due to lack of funding from the state.*
- ii. GM Kelley discussed routine maintenance at WTP and that train 6 is offline. Provided an update regarding WTP and Cal Fire working with the inmate crew to clean up doing brush work.*
- iii. GM Kelley discussed the received shipments of transponders from Badger. The hydrant replacement details for Hopekay estimate approximately \$20,000.00 in materials the hydrant currently does not have a valve that would need to be added.*

9. STANDING COMMITTEE REPORT –

- a. Agriculture –**
 - i. Director Johnston discussed the previous Ag meeting, looking to get more involvement from the community and looking forward to getting more information to provide the community with farmers market information.*
- b. Finance –**
 - i. Director McVay mentioned that he would like to work on the 3rd quarter of the year budget at the next finance meeting on April 9th at 4 pm.*
- c. Planning/Steering –** *GM Kelley mentioned that policies need to be worked on.*

10. BOARD MEMBER ITEMS

- i. Director Fickes mentioned that JPIA in May will be having a seminar. There was discussion of OT and the alarm that was going off which brought up discussion of protocols for OT and leaks and call outs. GM Kelley stated that there has been nothing instituted yet and that instruction manuals need to be updated with protocols the goal is to have that implemented at the beginning of the fiscal year.*

11. CLOSED SESSION ANNOUNCEMENT: - None

12. ADJOURN THE MEETING – Meeting Adjourned by Chair Lincoln at 8:30 pm.

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Board of Directors

Directors - Beverly Fickes, Committee Chair: Scott McVay

General Manager: Paul Kelley

FINANCE COMMITTEE

April 9th 2024 at 4PM: District Office Board Room

Committee Responsibility

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

MINUTES

- 1. CALL TO ORDER – Vice Chair McVay at 4:00 PM.**
- 2. PLEDGE OF ALLEGIANCE – Led by Vice Chair McVay**
- 3. ROLL CALL - Administrative Assistant Shannan Perry, Accountant Melissa Tenney, General Manager Paul Kelley, Director Fickes, Vice Chair McVay.**
- 4. OPEN TIME/PUBLIC COMMENT:** Pursuant to Gov. code S54950, persons wishing to address the Board of Directors on matters not listed on the agenda should notify the Secretary prior to the start of the meeting. To speak at this time and for any item listed on the agenda – raise your hand, and when recognized by the Chair – proceed to the podium to address the Board.
 - i. Dennis Possehn mentioned having an accountant on the Finance Committee would be beneficial.***
- 5. OLD BUSINESS/NEW BUSINESS (Discussion/Action)**
 - a. Water Year 2024-25 Usage Rates Ordinance – Discussion
 - i. GM Kelley leads review over usage rate regarding WTP. Discussed in detail regarding water loss from WTP to customers meters. Director Fickes inquired about PG&E utilities going up.*
 - b. New Banking Services RFP Update – Discussion
 - i. Accountant Tenney mentioned the June training by Shasta County, suggested that the board should attend. Also mentioned the RFPs and more detail about the three banks Chase, Umpqua, Plumas.*
 - c. FY 24 – Q3 (July 2023 – March 2024) Actuals vs Budget – Discussion

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- i. GM Kelley discussed OPEB Reimbursement as well as other loan repayment dates.*
- d. FY 24-25 Budget – Draft and Components, Discussion
 - i. GM Kelley mentioned that we will be planning for the budget.*
- e. Reserve Policy – Discussion
 - i. GM Kelley mentioned that Emily Rankin has been doing the updates on the policies and this is the first draft of the rewrite on the Reserve Policy.*
- f. Bank Account Balances & Loans report – Discussion.
 - i. Board discussed WIIN act and discussion on pulling funds to pay for operations. GM Kelley mentioned the procedure for doing that would be guided from the Boards direction.*

6. ADJOURN THE MEETING – Director McVay adjourned meeting at 6:09 pm.

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10:22 AM

04/11/24

Accrual Basis

Clear Creek Community Services District Custom Transaction Detail Report March 15 through April 13, 2024

Type	Date	Num	Name	Memo	Amount	Balance
Mar 15 - Apr 13, 24						
Check	03/15/2024	EFT	MidAmerica	Retiree HRA health Ins Disbursements	-7,379.53	-7,379.53
Bill Pmt -Check	03/19/2024		AT&T	QuickBooks generated zero amount transaction for bill payment stub	0.00	-7,379.53
Check	03/20/2024	EFT	Paychex Invoice	Paychex Time and Attendance	-128.00	-7,507.53
Check	03/20/2024	31743	Jorgensen, Crista & Jonathan	Final bill deposit refund remainder	-2.08	-7,509.61
Bill Pmt -Check	03/20/2024	31744	Ace Hardware - Acct # 2186	2186	-12.86	-7,522.47
Bill Pmt -Check	03/20/2024	31745	Ace Hardware - Acct# 2118	2118	-52.72	-7,575.19
Bill Pmt -Check	03/20/2024	31746	Anderson Farm & Yard Supply	lloyd lane hydrant replacement	-14.01	-7,589.20
Bill Pmt -Check	03/20/2024	31747	Anderson, Brandon.	boot allowance reimb	-100.00	-7,689.20
Bill Pmt -Check	03/20/2024	31748	Badger Meter, Inc.	41827	-15,766.07	-23,455.27
Bill Pmt -Check	03/20/2024	31749	Bay Alarm Company	1201366	-133.79	-23,589.06
Bill Pmt -Check	03/20/2024	31750	Cintas Corporation	22228100	-144.84	-23,733.90
Bill Pmt -Check	03/20/2024	31751	Ferguson Waterworks	409921	-739.12	-24,473.02
Bill Pmt -Check	03/20/2024	31752	Flowers, William	WFlowers Reimb	-98.00	-24,571.02
Bill Pmt -Check	03/20/2024	31753	Harvest Printing Company	customer billing	-3,216.31	-27,787.33
Bill Pmt -Check	03/20/2024	31754	Pace Analytical Services LLC	20-100128	-549.27	-28,336.60
Bill Pmt -Check	03/20/2024	31755	Pace Engineering	backwash grant/ PC workstation WTP	-12,557.25	-40,893.85
Bill Pmt -Check	03/20/2024	31756	Professional Exterminator of R...	17387	-65.00	-40,958.85
Bill Pmt -Check	03/20/2024	31757	Quadient Leasing USA, Inc	01363449	-594.60	-41,553.45
Bill Pmt -Check	03/20/2024	31758	RCAC-Loan Fund (Dump Truck)	6332-CCGSD-01	-1,696.07	-43,249.52
Bill Pmt -Check	03/20/2024	31759	Smogmasters II Store 3	08 Ford Ranger	-41.75	-43,291.27
Bill Pmt -Check	03/20/2024	31760	Strange & Son Fencing Inc.	HV fence repair	-678.75	-43,970.02
Bill Pmt -Check	03/20/2024	31761	United Public Employees of CA...	union dues	-454.50	-44,424.52
Bill Pmt -Check	03/20/2024	31762	US Bank Equipment Finance	copier lease	-353.35	-44,777.87
Bill Pmt -Check	03/20/2024	31763	USBR - Water Payments	14-06-200-489-A-P	-2,208.91	-46,986.78
Bill Pmt -Check	03/20/2024	31764	Verizon	on call phone	-52.02	-47,038.80
Check	03/20/2024	EFT 9919	Clear Creek Employees Associ...	Payroll deductions PayPeriod 030124-031424	-45.00	-47,083.80
Check	03/20/2024	EFT4142	CalPERS PEPRA/Classic	Classic payroll deductions PayPeriod 030124-031424	-697.41	-47,781.21
Check	03/20/2024	EFT 4140	CalPERS PEPRA/Classic	Classic payroll deductions PayPeriod 030124-031424	-4,165.96	-51,947.17
Check	03/20/2024	ACH 4141	CalPERS 457 (Reg/Roth)	payroll deductions PayPeriod 030124-031424	-875.00	-52,822.17
Bill Pmt -Check	03/21/2024	EFT 4655	CalPERS PEPRA/Classic	unfunded accrued liability	-10,969.00	-63,791.17
Bill Pmt -Check	03/21/2024	eft wh04	AT&T	s booster	-5.00	-63,796.17
Bill Pmt -Check	03/21/2024	EFT 0175	Guardian	Group Id 00 527706	-1,619.68	-65,415.85
Bill Pmt -Check	03/21/2024	eft 2601	Pacific Gas & Electric	north booster	-575.99	-65,991.84
Bill Pmt -Check	03/21/2024	eft 4291	Pacific Gas & Electric	office outdoor lights	-22.01	-66,013.85
Bill Pmt -Check	03/21/2024	eft 5711	Pacific Gas & Electric	clear creek/happy valley	-79.31	-66,093.16
Bill Pmt -Check	03/21/2024	eft 7131	Pacific Gas & Electric	wells 1 & 2	-1,215.68	-67,308.84
Bill Pmt -Check	03/21/2024	eft 8521	Pacific Gas & Electric	office/ well 3	-1,519.93	-68,828.77
Bill Pmt -Check	03/21/2024	eft 6052	TDS	530-357-2121	-356.89	-69,185.66
Bill Pmt -Check	03/21/2024	Auto EFT	UNUM Life Insurance of Co.	disability ins	-1,272.42	-70,458.08
Check	04/03/2024	ACH 2759	CalPERS 457 (Reg/Roth)	payroll deductions PayPeriod 031524-032824	-875.00	-71,333.08
Check	04/03/2024	EFT2760	CalPERS PEPRA/Classic	Classic payroll deductions PayPeriod 031524-032824	-697.41	-72,030.49
Check	04/03/2024	EFT 2758	CalPERS PEPRA/Classic	Classic payroll deductions PayPeriod 031524-032824	-4,020.99	-76,051.48
Check	04/03/2024	EFT 4958	Clear Creek Employees Associ...	Payroll deductions PayPeriod 031524-032824	-40.00	-76,091.48
Bill Pmt -Check	04/11/2024	31765	Ability Answering & Paging Ser...	05-1-8495	-341.54	-76,433.02
Bill Pmt -Check	04/11/2024	31766	Ace Hardware - Acct # 2186	2186	-426.52	-76,859.54
Bill Pmt -Check	04/11/2024	31767	Ace Hardware - Acct# 2118	2118	-83.99	-76,943.53
Bill Pmt -Check	04/11/2024	31768	Apex Automotive, Inc.	work on units 10 and 11	-763.25	-77,706.78
Bill Pmt -Check	04/11/2024	31769	Axner Excavating, Inc.	weed killer - wtp	-101.89	-77,808.67
Bill Pmt -Check	04/11/2024	31770	Badger Meter, Inc.	burney way installation	-689.03	-78,497.70
Bill Pmt -Check	04/11/2024	31771	Bay Alarm Company	1201366	-33.32	-78,531.02
Bill Pmt -Check	04/11/2024	31772	Beaver, Patricia A		-125.00	-78,656.02
Bill Pmt -Check	04/11/2024	31773	Blue Star Gas	11-1018001	-952.90	-79,608.92
Bill Pmt -Check	04/11/2024	31774	CA SWRCB - DW Operator Cert	T3 Exam JHead	-100.00	-79,708.92
Bill Pmt -Check	04/11/2024	31775	CED (Consolidated Electrical D...	wtp	-18.54	-79,727.46
Bill Pmt -Check	04/11/2024	31776	Cintas Corporation	22228100	-189.10	-79,916.56

10:22 AM

04/11/24

Accrual Basis

Clear Creek Community Services District Custom Transaction Detail Report March 15 through April 13, 2024


Type	Date	Num	Name	Memo	Amount	Balance
Bill Pmt -Check	04/11/2024	31777	Com-Pair Services	10117	-80.00	-79,996.56
Bill Pmt -Check	04/11/2024	31778	Computer Logistics Corp	IT and backups	-634.88	-80,631.44
Bill Pmt -Check	04/11/2024	31779	CUSI (Continental Utility Soluti...	3rd installment/final payment for setup	-10,675.00	-91,306.44
Bill Pmt -Check	04/11/2024	31780	Family Water Alliance, Inc.	Member donation 2024	-100.00	-91,406.44
Bill Pmt -Check	04/11/2024	31781	Fasteners Inc	373	-311.74	-91,718.18
Bill Pmt -Check	04/11/2024	31782	Ferguson Waterworks	409921	-6,662.37	-98,380.55
Bill Pmt -Check	04/11/2024	31783	Fickes, Beverly		-150.00	-98,530.55
Bill Pmt -Check	04/11/2024	31784	Hach Company	110678	-3,663.48	-102,194.03
Bill Pmt -Check	04/11/2024	31785	Harvest Printing Company	customer billing	-3,378.25	-105,572.28
Bill Pmt -Check	04/11/2024	31786	Johnston, Logan		-150.00	-105,722.28
Bill Pmt -Check	04/11/2024	31787	McVay, Scott		-175.00	-105,897.28
Bill Pmt -Check	04/11/2024	31788	Mt Shasta Spring Water Co	drinking water	-34.35	-105,931.63
Bill Pmt -Check	04/11/2024	31789	Napa Auto Parts	1931	-50.62	-105,982.25
Bill Pmt -Check	04/11/2024	31790	Pace Analytical Services LLC	28-100128	-1,066.13	-107,048.38
Bill Pmt -Check	04/11/2024	31791	Pace Supply Corp		-122.14	-107,170.52
Bill Pmt -Check	04/11/2024	31792	Palmyamesa, Bill	Emp Reimb- WTP Sump Pump	-123.33	-107,293.85
Bill Pmt -Check	04/11/2024	31793	Professional Exterminator of R...	17387	-65.00	-107,358.85
Bill Pmt -Check	04/11/2024	31794	Reese, Smalley, Wiseman & S...	CLECR019335	-225.00	-107,583.85
Bill Pmt -Check	04/11/2024	31795	SCP Distributors, LLC	970914	-45.80	-107,629.65
Bill Pmt -Check	04/11/2024	31796	Spherion of Northern CA	Clear Crk Comm	-75.00	-107,704.65
Bill Pmt -Check	04/11/2024	31797	Telstar Instruments, Inc.	CLECC	-2,070.40	-109,775.05
Bill Pmt -Check	04/11/2024	31798	United Public Employees of CA...	union dues payroll deduction	-454.50	-110,229.55
Bill Pmt -Check	04/11/2024	31799	Valley Pacific	C850335	-1,685.16	-111,914.71
Mar 15 - Apr 13, 24					-111,914.71	-111,914.71

Statement

STRANGE & SON FENCING INC.
 3705 EASTSIDE RD.
 REDDING, CA 96001

Date
3/5/2024

To:
CLEAR CREEK COMM. SERV. DIST. 5880 OAK STREET ANDERSON, CA. 96007

GM Approval 
 BK Initials SMC
 Job/PO # HV - Fence repair
 Amt to Pay \$ 678.75
 GL & Dept 40406-200



Amount Due	Amount Enc.
\$678.75	

Date	Transaction	Amount	Balance		
02/12/2024	INV #95118. Due 02/12/2024. Orig. Amount \$678.75. --- MATERIALS \$108.39 --- Labor \$562.50 --- Tax: CA Sales Tax @ 7.25% = 7.86	678.75	678.75		
CURRENT	1-30 DAYS PAST DUE	31-60 DAYS PAST DUE	61-90 DAYS PAST DUE	OVER 90 DAYS PAST DUE	Amount Due
0.00	678.75	0.00	0.00	0.00	\$678.75

INVOICE

95117



STRANGE & SON FENCING, inc.

WHOLESALE - RETAIL

243-5131

3705 EASTSIDE ROAD • REDDING, CALIFORNIA 96001

Customer's Order No. 357-2121 Date 2-12-2004

M Roberto - Clear Creek Community

Address 7084 Happy Valley Road

SOLD BY	CASH	C.O.D.	CHARGE	ON ACCT.	MDSE. RETD.	PAID OUT
QUANTITY	DESCRIPTION				PRICE	AMOUNT
10	48" 11GA Chain Link				4.13	41.30
1	1 7/8 x 6'6" S/P Post				28.14	28.14
2	1 7/8 Brace Band				.80	1.60
6	1 7/8 Tension Band				.67	4.02
2	1 5/8 Rail End				1.96	3.92
2	46" Tension Bar				3.21	6.42
1	1 7/8 P-Cap				1.09	1.09
5	6 1/2" Fence Tie				.080	.40
8	5/16" x 1/4" Carriage Bolt				.17	1.36
1	Master Quick				10.00	10.00
1	Concrete Mix #80				10.14	10.14

TERMS and CONDITIONS: All accounts not paid in full within 30 days of invoice date are subject to a finance charge computed by a "PERIODIC RATE" of 1 1/2% per month (50¢ minimum) which is an ANNUAL PERCENTAGE RATE of 18%. Purchaser agrees to pay all attorney's fees and court cost if suit is brought for collection.

Pay last amount in this column

All claims and returned goods MUST be accompanied by this bill.

Rec'd by _____

INVOICE

95118



STRANGE & SON FENCING, inc.

WHOLESALE - RETAIL

243-5131

3705 EASTSIDE ROAD • REDDING, CALIFORNIA 96001

Customer's Order No. 357-2121 Date 2-12-2024

M Roberto - Clear Creek Community

Address 7084 Happy Valley Road

SOLD BY	CASH	C.O.D.	CHARGE	ON ACCT.	MDSE. RETD.	PAID OUT
QUANTITY	DESCRIPTION				PRICE	AMOUNT
					mat	108.39
					7.25%	7.86
					Labor	562.50
					Total	678.75

TERMS and CONDITIONS: All accounts not paid in full within 30 days of invoice date are subject to a finance charge computed by a "PERIODIC RATE" of 1½% per month (50¢ minimum) which is an ANNUAL PERCENTAGE RATE of 18%. Purchaser agrees to pay all attorney's fees and court cost if suit is brought for collection.

Pay last amount in this column

All claims and returned goods MUST be accompanied by this bill.

Rec'd by _____



quadient
Leasing

478 Wheelers Farms Rd • Milford, CT 06461

RECEIVED MAR 19 2024

GM Approval

BK Initials SAW

Job/PO # Final Bill

Amt to Pay \$ 594.60

GL & Dept 50530-500

FEDERAL ID NO. 94-2984524



Invoice Date	3/8/2024
Invoice Number	P1238064
Invoice Due Date	4/12/2024
Lease Number	N18121861A
Property Tax Recovery	\$ 204.40
Shipping And Handling Charges	\$ 350.00
Tax	\$ 40.20
Total Amount Due	\$ 594.60

Attn: Accounts Payable
CLEAR CREEK COMMUNITY SERVICES
5880 Oak St
Anderson CA 96007-9216

Equipment Location CLEAR CREEK COMMUNITY SERVICES
5880 Oak St
ANDERSON CA 96007-9216

**Final Property Tax Recovery on Terminated Lease
Returned equipment Shipping Label and Handling Charge**

*This lease ends 4/3/24
← Sent the notice +
request for return

Last payment, then
the final prop tax
+ shipping cost*

Further questions on Property Tax or Returned Equipment for
FAQ on page 2.

PLEASE DETACH AND SUBMIT THIS COUPON WITH PAYMENT

Payment Stub: To ensure proper credit to your account, please write your customer number and invoice number on your check. Please detach and return this portion with your payment. If you pay electronically, please do not remit a payment. Your account will be charged three days prior to the invoice due date.

Customer Name . . . CLEAR CREEK COMMUNITY SERVICES
Customer Number . . . 01363449

Amount Due by
April 12, 2024

\$ 594.60

Amount
Remitted

If paying amount other than total due, please indicate reason in box below:

Make checks payable to the remit
address:

Quadient Leasing USA, Inc.
Dept 3682
PO Box 123682
DALLAS TX 75312-3682

2 P1238064 01363449 000059460 1

102 - #10 - 197 - 438 - F1 P883



California Public Employees' Retirement System
 P.O. Box 942715, Sacramento, CA 94229-2715

RECEIVED MAR 06 2024
 888 CalPERS (or 888-225-7377)
 TTY: (877) 249-7442 Fax: (800) 959-6545
 www.calpers.ca.gov

GM Approval [Signature]
 BK Initials [Signature]
 Job/PO # Retirement
 Amt to Pay \$ 10969.00
 GL & Dept 51440-100

California Public Employees' Retirement System

March 01, 2024

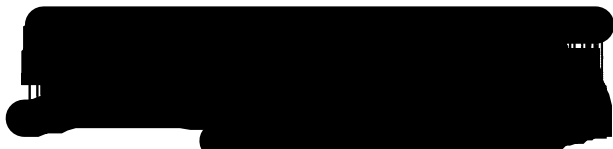


Melissa Tenney
 Clear Creek Community Services District
 5880 OAK STREET
 ANDERSON, CA 96007

Business Unit: [Redacted]
 CalPERS ID: [Redacted]
 Invoice Number: 100000017468275
 Invoice Date: March 01, 2024
 Payment Due Date: March 31, 2024



Description	Amount				
<p>Annual Unfunded Accrued Liability as of the June 30, 2021 Actuarial Valuation for Rate Plan Identifier 1668.</p> <p>The total minimum required employer contribution is the sum of the Plan's Employer Normal Cost Rate (expressed as a percentage of payroll) plus the Employer Unfunded Accrued Liability Contribution Amount.</p> <p>Your agency's monthly amount due toward the Unfunded Accrued Liability is:</p> <table border="0"> <tr> <td>Amount</td> <td>Due Date</td> </tr> <tr> <td>\$10,969.00</td> <td>March 31, 2024</td> </tr> </table> <p>Please refer to the June 30, 2021 Actuarial Valuation report for the details of this calculation. Reports are available at CalPERS On-Line or by visiting www.mycalpers.ca.gov</p> <p>Unfunded Accrued Liability contributions are to be paid in full by the payment due date each month. Payments that are not received in full on or before this date will be assessed interest on the total outstanding balance due (Public Employees' Retirement Law § 20572 (b)). Please note that this monthly statement is a demand for payment in accordance with Public Employees' Retirement Law § 20572 (a).</p> <p>For questions concerning your invoice, please call our CalPERS Customer Contact Center at 888 CalPERS (or 888-225-7377) and ask to be referred to the Financial Office.</p>	Amount	Due Date	\$10,969.00	March 31, 2024	
Amount	Due Date				
\$10,969.00	March 31, 2024				
Total Due	\$10,969.00				



Please pay this statement using Electronic Funds Transfer (EFT) debit or Automated Clearing House (ACH) credit method. Please visit www.mycalpers.ca.gov to schedule a debit EFT payment or call our CalPERS Customer Contact Center at **888 CalPERS** (or **888-225-7377**) for information regarding EFT ACH credit payments. Please allow two banking days prior to the due date for payments to be received at CalPERS on time.

If you need to pay by check or money order, make sure it includes your agency's CalPERS ID, Invoice Number, and is payable to the California Public Employees' Retirement System. Please mail to the following address:

CalPERS
Financial Reporting & Accounting Services Division
Cash and Payment Processing Unit
P.O. Box 942703
Sacramento, CA 94229-2703

California Public Employees' Retirement System
www.calpers.ca.gov



CHECK REGISTER

COMPANY BANK ACCOUNT	NAME	ID	CHECK DATE	CHECK NUMBER	DIRECT DEPOSIT AMOUNT	NEGOTIABLE CHECK AMOUNT
		10010	04/04/24	10200	4,136.77	
		11050	04/04/24	10201	1,316.90	
		11040	04/04/24	10202	1,740.10	
		11010	04/04/24	10203	1,826.62	
		20050	04/04/24	10204	1,887.62	
		20010	04/04/24	10205	2,221.48	
		20040	04/04/24	10206	1,786.67	
		20060	04/04/24	10207	1,692.99	
		30040	04/04/24	10208	2,167.24	
		30010	04/04/24	10209	3,763.91	
				BANK ACCOUNT TOTAL	22,540.30	0.00
				<i>10 Transaction(s)</i>		
				COMPANY TOTAL	22,540.30	0.00
				<i>10 Transaction(s)</i>		

CHECK REGISTER

COMPANY BANK ACCOUNT	NAME	ID	CHECK DATE	CHECK NUMBER	DIRECT DEPOSIT AMOUNT	NEGOTIABLE CHECK AMOUNT
		20030	03/22/24	10198	1,267.13	
		20030	03/22/24	10199	4,188.13	
				BANK ACCOUNT TOTAL <i>2 Transaction(s)</i>	5,455.26	0.00
				COMPANY TOTAL <i>2 Transaction(s)</i>	5,455.26	0.00

CHECK REGISTER

COMPANY BANK ACCOUNT	NAME	ID	CHECK DATE	CHECK NUMBER	DIRECT DEPOSIT AMOUNT	NEGOTIABLE CHECK AMOUNT
		10010	03/21/24	10187	4,136.77	
		11050	03/21/24	10188	1,310.61	
		11040	03/21/24	10189	1,740.10	
		11010	03/21/24	10190	1,826.62	
		20050	03/21/24	10191	2,227.28	
		20010	03/21/24	10192	2,218.23	
		20040	03/21/24	10193	2,009.53	
		20060	03/21/24	10194	1,527.96	
		30040	03/21/24	10195	2,167.24	
		20030	03/21/24	10196	2,097.45	
		30010	03/21/24	10197	3,794.48	
				BANK ACCOUNT TOTAL	25,056.27	0.00
				<i>11 Transaction(s)</i>		
				COMPANY TOTAL	25,056.27	0.00
				<i>11 Transaction(s)</i>		

Clear Creek Community Services District

Profit & Loss

March 2024

04/11/24

Accrual Basis

	Mar 24
Ordinary Income/Expense	
Income	
11000 · Revenue - Customer Accts	
11005 · Base Rate Charge	146,758.36
11010 · Domestic Water Sales	
11011 · Metered Hydrant Usage	100.81
11010 · Domestic Water Sales - Other	11,399.44
Total 11010 · Domestic Water Sales	11,500.25
11020 · Agricultural Water Sales	1,492.77
11060 · Billing Pmt Late Fee	2,188.43
Total 11000 · Revenue - Customer Accts	161,939.81
12000 · Revenue - Water Service	
12010 · Turn On Fees	760.34
12020 · Clearance Form	37.10
12025 · Interest / Investment Income	64.57
12035 · Backflow Maint Charge	786.42
12100 · Misc. Revenue	5,871.30
Total 12000 · Revenue - Water Service	7,519.73
13000 · Designated Revenue -Non Op	
13005 · Filter Plant Repayment Charge	20,520.90
13010 · Recycle Backwash Water Charge	1,045.76
13015 · State Loan Repayment Charge	2,711.00
13025 · WIIN Act Repayment Charge	5,096.68
Total 13000 · Designated Revenue -Non Op	29,374.34
16000 · Grant Reimbursements	
16010 · D2202015 Backwash Ponds Grant	79,691.00
16015 · Shasta Count ARPA Grant-Meters	86,083.46
Total 16000 · Grant Reimbursements	165,774.46
Total Income	364,608.34
Gross Profit	364,608.34
Expense	
29000 · Supply Cost	
29005 · Water Purchase	
29010 · USBR Water Purchased	2,208.91
Total 29005 · Water Purchase	2,208.91
Total 29000 · Supply Cost	2,208.91
30000 · Water Treatment Plant	
30100 · Utilities	
30105 · WTP - PGE 8185	3,817.00
30110 · Pond - PGE 3611	214.67
30115 · WTP - AT&T 2316	289.41
30120 · WTP - AT&T 1026	31.57
30125 · Internet	50.00
Total 30100 · Utilities	4,402.65
30135 · Office Supplies WTP	12.86
30145 · Postage	103.98
30170 · Supplies	34.35
30200 · WTP Repair & Maintenance O&M	672.46
30400 · Water Quality Analysis	173.35
30500 · Vehicle Maintenance & Expense	
30505 · Fuel Expense	358.64

Clear Creek Community Services District

Profit & Loss

March 2024

04/11/24

Accrual Basis

	Mar 24
Total 30500 · Vehicle Maintenance & Expense	358.64
Total 30000 · Water Treatment Plant	5,758.29
40000 · Distribution	
40200 · Utilities	
40205 · Cloverdale Rd N.Boost- PGE 4189	575.99
40210 · Clear Crk/HV - PGE 9574	79.31
Total 40200 · Utilities	655.30
40400 · Repair & Maintenance (O&M)	
40430 · Inventory/Tools	374.16
40440 · Water Quality Analysis - Dist	939.80
40400 · Repair & Maintenance (O&M) - Other	1,789.46
Total 40400 · Repair & Maintenance (O&M)	3,103.42
40500 · Vehicle Maintenance & Expense	
40505 · Fuel Expense	1,326.52
40520 · Chevy PU 2017 - Unit 5	50.62
40525 · Freightliner 2012 Dump - Unit 7	45.00
40535 · Chevy PU 2015 - Unit 10	478.08
40540 · Chevy PU 2016 - Unit 11	336.87
40500 · Vehicle Maintenance & Expense - Other	78.87
Total 40500 · Vehicle Maintenance & Expense	2,315.96
Total 40000 · Distribution	6,074.68
41000 · Wells & Booster Station	
41100 · Utilities	
41105 · Wells 1 & 2 - PGE 2671	1,215.68
41110 · Well #3 - PGE 2838	415.26
41115 · So. Booster - AT&T 2121	5.00
41116 · So. Booster - AT&T 6708	324.35
41120 · So. Booster - Internet	30.00
Total 41100 · Utilities	1,990.29
41300 · Repair & Maintenance (O&M)	83.99
41305 · Chemicals	45.80
Total 41000 · Wells & Booster Station	2,120.08
50000 · Administration/ General	
50100 · Utilities	
50105 · Oak St.- PGE 2838	1,104.67
50110 · 2 Outdoor Lights - PGE 3564	22.01
50120 · Verizon - On-call Cell Phone	52.02
50125 · Propane	952.90
50130 · Answering Service	341.54
50135 · Telephone - TDS	356.89
Total 50100 · Utilities	2,830.03
50200 · Office Supplies	
50205 · Janitorial supplies	109.65
50200 · Office Supplies - Other	296.97
Total 50200 · Office Supplies	406.62
50330 · Bank Service Fee/Finance Charge	492.08
50500 · Special & Professional Services	
50510 · Director Fees	400.00
50515 · Server & Computer Maintenance	
50517 · Software Subscriptions	468.80
50515 · Server & Computer Maintenance - Other	634.88
Total 50515 · Server & Computer Maintenance	1,103.68

Clear Creek Community Services District

Profit & Loss

March 2024

04/11/24

Accrual Basis

	Mar 24
50520 · Legal	225.00
50525 · Engineering	1,026.00
50530 · Equipment Maintenance & Lease	594.60
50535 · Building & Ground Maint.-Office	
50536 · Waste Management	192.20
50535 · Building & Ground Maint.-Office - Other	307.15
	<hr/>
Total 50535 · Building & Ground Maint.-Office	499.35
Total 50500 · Special & Professional Services	3,848.63
50700 · Regulatory	
50900 · Testing & License Fees	248.00
	<hr/>
Total 50700 · Regulatory	248.00
51400 · Employee Benefits	
51405 · Guardian - Vision, Dental, Life	1,619.68
51415 · UNUM-Disability, Life, Accident	1,202.00
51435 · CalPERS Health Insurance Exp	18,579.98
51440 · CalPERS Retirement Contribution	9,575.80
51450 · Boot Allowance	100.00
51455 · Uniform Service	275.60
	<hr/>
Total 51400 · Employee Benefits	31,353.06
51600 · Retiree Benefits	
51605 · Retiree Health Benefit - Direct	7,640.46
51610 · CalPERS Health Ins- Retiree	1,284.93
	<hr/>
Total 51600 · Retiree Benefits	8,925.39
52000 · Interest Expense	
52005 · RCAC Loan Interest (dump truck)	283.65
	<hr/>
Total 52000 · Interest Expense	283.65
53000 · Customer Accounts & Billing	
53015 · Supplies	
53025 · Billing Supplies & Materials	3,216.31
	<hr/>
Total 53015 · Supplies	3,216.31
53030 · Chargebacks, NSF, Acct Refunds	-67.56
	<hr/>
Total 53000 · Customer Accounts & Billing	3,148.75
Total 50000 · Administration/ General	51,536.21
60000 · Payroll Expense -Salary & Wages	
60100 · Payroll Exp - Administration/GM	11,583.70
60200 · Payroll Exp - Distribution	20,544.82
60300 · Payroll Exp - Water Treatment	25,978.96
60500 · Payroll Exp - Customer Accts	13,322.84
	<hr/>
Total 60000 · Payroll Expense -Salary & Wages	71,430.32
80000 · Grants	
80010 · Backwash Pond Grant D2202015	
80011 · Engineering	20,168.75
	<hr/>
Total 80010 · Backwash Pond Grant D2202015	20,168.75
80020 · SCADA Electrical Grant D2118158	
80021 · Engineering	48,061.60
80022 · Materials and Equipment	17,479.39
	<hr/>
Total 80020 · SCADA Electrical Grant D2118158	65,540.99
80030 · ARPA Grant-DIST00202401AMR	
80031 · Materials and Equipment	6,692.72
	<hr/>

Clear Creek Community Services District

Profit & Loss

March 2024

	<u>Mar 24</u>
Total 80030 · ARPA Grant-DIST00202401AMR	<u>6,692.72</u>
Total 80000 · Grants	<u>92,402.46</u>
Total Expense	<u>231,530.95</u>
Net Ordinary Income	<u>133,077.39</u>
Net Income	<u><u>133,077.39</u></u>



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

MEMO

Date: April 17th 2024
To: Board of Directors
From: General Manager – Paul Kelley
Re: 6 - Old business/New Business (Discussion/Action)

Discussion:

6.a – USBR Area Manager – Don Bader & Account Reconciliation (Discussion)

This item for discussion on Account Reconciliation update, and other USBR water related items

Recommendation:

Review, Discussion, provide direction to GM.

Discussion/Action:

6.b – Ordinance 2024-03 – Water Usage Rates Ordinance (Discussion / Action)

Summary: The Domestic M&I proposed to increase \$.04/HCF or 4 cents. To \$.56/HCF
The Irr/Ag rate proposed to increase \$.03/HCF or 3 cents to \$.54/HCF

The District received it's allocation letter – 100% Historic M&I and 75% Contract Irrigation
The District received its water cost rate sheet letter in mid February. The Allocation has been increased to 100% of Contract.

The Staff submitted a Delivery Schedule to the Bureau, and has reviewed the expenses and looked into future costs to build the water usage rates for 2024-25 water year. (reminder, the water costs may change on the Federal fiscal year – October. Last year, it did not change the usage rate)

See item memo for more background and discussion.

Recommendation:

Review, Discussion, By Motion Adopt Ordinance 2024-03

6.c – Fiscal Year 2024 – Quarter 3 (July 2023-March 2024) Actuals to Budget (Discussion/Action)

Review the first three quarters of the Financials.

And Balance Sheet.

See the more detailed memo for the item.

Recommendation:

Review, Discussion, Provide input/direction and.

6.d – Procurement, Competitive Bidding and Emergency contracting policy (Discussion/Action)

See the more detailed memo for the item.

Recommendation:

Review, Discussion, Provide input/direction & Approve by Motion the Policy

6.e – Ethics policy (Discussion/Action)

See the more detailed memo for the item.

Recommendation:

Review, Discussion, Provide input/direction & Approve by Motion the Policy



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

MEMO

Date: April 17th 2024
To: Board of Directors
From: General Manager – Paul Kelley
Re: **6a** – USBR Area Manager – Don Bader & Account Reconciliation

Discussion:

6.a –

USBR Area Manager has been invited to address the Board and community and take questions.

This item for discussion on Account Reconciliation update, and other USBR water related items

There is nothing to report on the Account Reconciliation.

If more, then reported at meeting.

Recommendation:

Review, Discussion, provide direction to GM.



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

MEMO

Date: April 17th 2024
To: Board of Directors
From: General Manager – Paul Kelley
Re: **6b – Ordinance 2024-03 – Water Usage Rates Increase Ordinance (Discussion/Action)**

Discussion/Action:

6b – Ordinance 2024-03 (Discussion / Action)

The Current Water usage rates are: Domestic - \$.52/HCF and Ag/Irrigation - \$.51/HCF

The Proposed increase is \$.04 for Domestic to \$.56/HCF and \$.03 for Ag/Irrigation to \$.54/HCF

The Total increase is 4 cents more per HCF for Domestic and 3 cents more per HCF for Ag/Irrigation.

Background:

The District received its allocation letter – 100% Historic M&I and 75% Contract Irrigation in February and then received notice that based on improving weather conditions, the updated allocation will be 100% of contract.

The District received its water cost rate sheet letter in mid-February.

The Staff submitted a Delivery Schedule to the Bureau, and has reviewed the expenses and looked into future costs to build the water usage rates for 2024-25 water year. (reminder, the water costs may change on the Federal fiscal year – October. Last year, it did not change the usage rate)

Review of the past year. In March of 2023 – one year ago, the Initial Bureau Allocation kept the District in a mild drought and the Usage rates were still the drought rate of \$1.04/Unit. The Board approved an updated rate based on that initial allocation of 75% Historic M&I to \$.87/Unit. Then in May the Board updated the rates to Domestic: \$.72 and Ag: \$.71 and finally in June after a full allocation and updated cost numbers the rate for the past 10 months has been Domestic: \$.52 and Ag: \$.51.

In March the Board reviewed proposed water usage rates and directed staff to hold a special meeting to review the 2021 Rate Rationale and put the rate increase in the newsletter.

The Board held the special meeting April 3rd. The District put a notice in the Newsletter and on the April 1 bills that there will be a usage rate increase considered at the April 17th meeting.

At the conclusion of the special meeting the GM had asked for direction on the Usage rate – like how to handle water loss, what makes up “Treatment”, “Treatment, Materials”, “Treatment, Labor, Materials” – as the rationale has different ways to refer to the annual cost of water calculation. The Rationale also has an

Appendix six that has the Treatment Materials and Labor. Staff had taken that and expanded the Materials section to be more clear on what makes up the cost of treatment.

The Direction was to keep tracking the water loss and use that for consideration in a future rate rationale, since it would need a prop 218 element to include some cost of water lost.

The Direction was to consider these elements in the treatment costs: Chemicals, Utilities, O&M (not capital or major repairs), and labor/standby/OT.

And to continue to use the 4.1% of usage for reserves.

The District had calculated rates last year rates based on a water schedule for 3000 AF delivered to the District. The actual deliveries were a little over 2200AF, and the proposed schedule is 2500AF. So the costs of treatment will be divided by 2500 for a per AF and then per HCF cost.

The allocation letter and rate sheet are attached.
The Water usage rate calculation spreadsheet is also attached.

Some items to consider for the coming year:

The COS rates for M&I and IRR are less than the previous year, but now include Folsom Dam and include the Trinity PUD (.15/AF) charge.

The Costs for Treatment:

Chlorine – going up slightly, but mostly going up on a per acre foot basis with smaller volume. PAC and Polymer used for turbidity primarily are similar to last year, but more costs in PAC and a little less in Polymer. Chemicals: \$65,300 – or \$26.12/AF or \$.06/HCF

Utilities higher – Phone and Internet going up slightly. PGE has put in a rate hike, plans on three more in the coming year – and this will need to be tracked. As reported PGE has been scheduling multiple rate hikes – and this current cost is a reasonable estimate – Based on an analysis of bills in April of 2023 and the most recent bill – the current the cost per Kwh is up 34.8%, and PGE had announced that there was a 20% in January 2024, and the February bill went up 22% for peak KWh and off peak it went up 19% and then there is some news of a potential 12.8% still pending. The previous budget amount plus 20% puts utilities at \$78,000 – or \$31.20/AF – or \$.07/HCF

The Chief Plan Operator has reported that deferred maintenance is causing increased maintenance needs for the coming years. The base O&M needed for the coming year – approximately \$95K. This would equate to \$38/AF or \$.09/HCF

The Labor will stay the same and stay at 85/AF or \$.20/HCF.

All totaled the Treatment costs come to \$.41/HCF and increase of \$.04/HCF from the 2023-24 usage rate treatment costs.

The Cost of water from the Bureau is actually less this year than last year. Domestic (M&I) is \$.12/HCF or one penny less than last year, but the net increase is still \$.04/HCF after treatment costs are calculated.

The cost of Ag/Irrigation water this year is \$.10/HCF, two cents less than last year and the net increase in Ag/Irrigation water is 3 cents or \$.03/HCF

Usage Rates Update: (Calculation)

Note: For the Bureau costs below, the GM removed the Trinity PUD (\$.15/AF) for the base cost for another year based on the Boards direction in 2023 based on the Boards concern that the District had over charged the PUD costs in the past. See Rate sheet.

The Bureau M&I Cost per AF is \$52.72 or \$.12/HCF, plus the Treatment cost of \$.41/HCF, plus the 4.1% for reserves = \$.56/HCF for the Domestic Rate.

The Bureau Irrigation Cost per AF is \$43.80 or \$.10/HCF, plus the Treatment cost of \$.41/HCF, plus the 4.1% for reserves = \$.54/HCF for the Ag/Irrigation Rate.

The attached Ordinance 2024-03 will update the Domestic Usage rate to: \$.56/HCF and the Ag/Irrigation rate to \$.54/HCF.

Once the Ordinance 2024-03 is adopted and the rates will be effective in 30 days – this is the 30-day notice for usage rates and the new Rates will be identified in the upcoming newsletter and bills, and the new rates will be on the customers' June 1st bill.

Recommendation:

Review, Discussion, By Motion Adopt Ordinance 2024-03 – Normal Year Usage Rates

CLEAR CREEK COMMUNITY SERVICES DISTRICT
ORDINANCE 2024-03

April 17, 2024

AN ORDINANCE BY THE BOARD OF DIRECTORS OF THE CLEAR CREEK COMMUNITY SERVICES DISTRICT (“THE DISTRICT”) FOR THE ADOPTION OF A NORMAL YEAR WATER USAGE RATES WITHIN THE CLEAR CREEK COMMUNITY SERVICES DISTRICT.

WHEREAS, on August 30, 2021, the District passed Ordinance 2021-05, adopting a new rate structure in conformance with state constitutional and statutory requirements, and included in that rate structure was a Domestic, Agricultural Usage Rate calculation formula and a Drought Usage Rate, calculated on the actual costs to the District of providing water upon 30 days’ notice to the Customers of the District; and

WHEREAS, on June 7, 2023, the District approved the current Usage rates for the 2023-2024 water year after the Bureau allocation had lifted all restrictions on water use; and

WHEREAS, on March 1, 2024, the United States Bureau of Reclamation provided their initial 2024-25 water year allocations as 100% of Historic M&I and 75% of Contract for Irrigation/Ag water, then the USBR announced 100% of contract in late March 2024 and the USBR also provided the update rate sheet for the Bureau cost of water; and

WHEREAS, the Board of Directors has reviewed and determined the costs of providing water to its Customers to be the cost of the source water and the cost of Treatment during a normal year, pursuant to Ordinance 2021-05; and

WHEREAS, the Board of Directors determines that the Bureaus updated rate sheet and the cost of Treatment requires updating based on the 2024-25 water year schedule and is in these updated usage rates; and

NOW, THEREFORE, BE IT ORDAINED by the Board of Directors that the District has adopted the Usage Rate stated in the attached Exhibit A, and does hereby provide 30 Days’ Notice of the effective date of the Usage Rates, which shall become effective immediately after the 30 days of adoption (May 17, 2024).

BE IT FURTHER ORDAINED that this ordinance supersedes any and all prior ordinances regarding water and service rates for the Clear Creek Community Services District.

PASSED AND ADOPTED by the Board of Directors of the Clear Creek Community Services District this 17th day of April 2024 by the following vote.

Motion:

Second:

AYES:

NOES: 0

Abstain:

Absent:

Terry Lincoln, Chair

ATTEST: _____

Paul Kelley, General Manager
Secretary to the Board of Directors of the Clear Creek
Community Services District

Exhibit "A"

Rate Plan	Year 1: By Sept. 1, 2021	Year 2: By July 1, 2022	Year 3: By July 1, 2023	Year 4: By July 1, 2024	Year 5: By July 1, 2025
Ag	Monthly Base Rate: \$55 Usage Rate¹: \$.47/Unit (HCF)	Monthly Base Rate: \$56.05 Usage Rate: \$.48/Unit (HCF)	Monthly Base Rate: \$57.11 Usage Rate: \$.54/Unit (HCF)	Monthly Base Rate: \$58.20 Usage Rate: \$.54/Unit (HCF)	Monthly Base Rate: \$59.31 Usage Rate: \$.55/Unit (HCF) + TBD Bureau Costs ²
Domestic	Monthly Base Rate: \$55 Usage Rate: \$.37/Unit (HCF)	Monthly Base Rate: \$56.05 Usage Rate: \$.38/Unit (HCF)	Monthly Base Rate: \$57.11 Usage Rate: \$.56/Unit (HCF)	Monthly Base Rate: \$58.20 Usage Rate: \$.56/Unit (HCF)	Monthly Base Rate: \$59.31 Usage Rate: \$.56/Unit (HCF) + TBD Bureau Costs
Drought	Usage Rate: \$1.21/HCF	Usage Rate: \$1.04HCF	Usage Rate: Actual additional cost incurred by the District per HCF with a 30-day notice.	Usage Rate: Actual additional cost incurred by the District per HCF with a 30-day notice.	Usage Rate: Actual additional cost incurred by the District per HCF with a 30-day notice.

¹ Includes the CVP Restoration Fee which is determined annually.

² The Normal Year Water Usage Rate will be calculated annually to directly reflect the current Bureau of Reclamation water rate schedule for all costs associated with applicable M&I and Irrigation water categories along with their corresponding CVP Restoration fees. The rates indicated are estimates. The formula that will be used to calculate the costs at the time is shown in Appendix 6. Rates will be adjusted with a 30-day notification.

Other Monthly Fees and Charges	\$7.55 – Filter Plant Loan \$.38 – Backwash Recycle \$1.88 – WIIN Act Repayment Reserves \$1.00 – State Loan Repayment Reserves Total: \$10.81 Per Month	\$7.55 – Filter Plant Loan \$.38 – Backwash Recycle \$1.88 – WIIN Act Repayment Reserves \$1.00 – State Loan Repayment Reserves Total: \$10.81 Per Month	\$7.55 – Filter Plant Loan \$.38 – Backwash Recycle \$1.88 – WIIN Act Repayment Reserves \$1.00 – State Loan Repayment Reserves Total: \$10.81 Per Month	\$7.55 – Filter Plant Loan \$.38 – Backwash Recycle \$1.88 – WIIN Act Repayment Reserves \$1.00 – State Loan Repayment Reserves Total: \$10.81 Per Month	\$7.55 – Filter Plant Loan \$.38 – Backwash Recycle \$1.88 – WIIN Act Repayment Reserves \$1.00 – State Loan Repayment Reserves Total: \$10.81 Per Month
--------------------------------	--	--	--	--	--

Irrigation, M&I and Water Rate Formula - for 2024-2025 - At March 1 Bureau Allocation

A - Source	B - Cost/AC Foot including Bureau restoration fee, which used to be a separate per HCF charge on customers bill.	C - Forecast Volume acre feet March 2024-February 2025	D - Cost/HCF = B/435 (HCF/ac.ft)	E - Additional Treatment costs/HCF for Bureau and McConnell Water***	F - Reserve (4.1%) for reserve accounts = (E*.041)	G - Total Water Costs /HCF =D+E+F ***	H - Volume HCF = (C/.00229569)	I =SUMPRODUCT (G1:G4,H1:H4)	J - Plan A- Weighted average cost/ HCF (applied to all water because of the requirement of mixing sources to ensure fire flow). = I / Sum(E1..E3)
1 Bureau M&I	\$52.72	1800.00	0.12	0.41	0.02	0.56	784077.990	600389.463	\$ 0.55
2 Bureau Irrigation	\$43.80	700.00	0.10	0.41	0.02	0.54	304919.218		
3 City of Redding	\$462.38	0.00	1.06	0.41	0.06	1.54	0.000		
4 City of Redding	\$404.94	0.00	0.93	0.41	0.06	1.40	0.000		
5 Knights Landing Investors	\$400.00	0.00	0.92	0.41	0.05	1.39	0.000		
6 McConnell Foundation	\$250.00	0.00	0.57	0.41	0.04	1.03	0.000		
7 District Wells	\$532.99	1.00	0.00	1.18	0.05	1.22	435.60		

100 cf = .00229569 acre ft

435.5988831 HCF per AF

Current Costs for the Water Treatment Plant

	Per AF	Per HCF
CL2 Delivered	\$ 13.32	\$
P.A.C Delivered	\$ 8.75	\$
CAT Polymer Delivered	\$ 4.00	\$
Utilities	\$ 31.20	\$
Total Treatment Materials	\$ 57.27	\$
Labor.Standby and OT	\$ 85.00	\$
O+M	\$ 38.00	\$
Testing		
Repairs	\$	
Total Labor, Administration, Testing, Repairs	\$	\$
Total	\$	0.41

Current Costs for the Producing Well Water

	Per AF	Per HCF	Yearly cost
CL2 Delivered	\$ 27.00	\$	0.06
P.A.C Delivered	\$ -	\$	-
CAT Polymer Delivered	\$ -	\$	-
Fuel for Generator	\$	\$	-
Telephone/HMI/INT	\$ -	\$	\$ -
PLC programming/Elec	\$ -	\$	\$ -
Utilities	\$ 470.00	\$	1.08
State Water fees	\$ -	\$	-
Total Treatment Materials	\$	\$	1.14
Labor	\$ 10.00	\$	0.02
O+M	\$ 5.00	\$	0.01
Testing	\$	\$	-
Repairs	\$	\$	-
Total Labor, Administration, Testing, R	\$	\$	0.03
Total	\$	\$	1.18

Note: Bureau now including T PUD (.15/AF) in Cost of service

Removing TPUD: M&I: \$52.87 - \$.15 = \$52.72

Irr: \$43.95 - \$.15 = \$43.80

RECEIVED MAR 01 2024



United States Department of the Interior

BUREAU OF RECLAMATION
Northern California Area Office
16349 Shasta Dam Boulevard
Shasta Lake, CA 96019-8400



IN REPLY REFER TO:

NC-446
2.2.4.22

February 26, 2024

Mr. Paul Kelley
Clear Creek Community Services District
5880 Oak Street
Anderson, California 96007-9216

Subject: Initial Declaration of Water Made Available for 2024 - Contract No. 14-06-200-489-A-P
(Contract) - Central Valley Project (CVP), California

Dear Mr. Kelley:

Pursuant to Article 4(a) of the Contract, the initial amount of Water Made Available for 2024 is 75% of the contract total for Irrigation Water and 100% of Historical Use for Municipal and Industrial Water. Please note, pursuant to the Record of Decision for the Municipal and Industrial Water Shortage Policy, dated November 2015, the Clear Creek Community Services District's Historical Use for the (M&I) water will be based upon Clear Creek Community Services District's delivery records for the last three years of unconstrained CVP water deliveries.

Pursuant to Article 4(b) of the Contract, please submit a written schedule to this office on or before March 1, 2024, showing the monthly quantities of CVP water to be delivered based on the above declaration of Water Made Available. Reclamation's water conservation staff is available to assist contractors with questions regarding their water conservation plans and proposed water management measures.

Reclamation will update the declaration as needed, based on then-current operational and hydrologic conditions. If you have any questions, please contact Jake Berens, at 530-892-6203 or by email at jberens@usbr.gov, or Yesenia Sigala, at 530-892-6242 or by email at ysigala@usbr.gov.

Sincerely,

Donald Bader
Area Manager, NCAO

INTERIOR REGION 10 • CALIFORNIA-GREAT BASIN

CALIFORNIA*, NEVADA*, OREGON*
* PARTIAL

Exhibit B
CLEAR CREEK COMMUNITY SERVICES DISTRICT
2024 Rates and Charges
(Per Acre-Foot)

District Form - Irrigation/M&I
 Contract No. 14-06-200-489-A-P

	Irrigation Water	M&I Water
COST-OF-SERVICE (COS) RATES		
Capital Component	\$0.00	\$0.00
Folsom Safety of Dams Construction	\$0.23	\$0.19
O&M Component		
Water Marketing	\$13.15	\$10.60
Storage	\$12.84	\$15.51
Conveyance/XM Storage	\$0.16	\$0.14
Deficit Cost Component		
Interest Bearing	\$4.57	\$0.44
TOTAL COS RATE	\$30.95	\$26.88
IRRIGATION FULL COST RATE (RRA)		
Section 202(3) Rate is applicable to a Qualified Recipient or to a Limited Recipient receiving irrigation water on or before October 1, 1981.	N/A	
Section 205(a)(3) Rate is applicable to a Limited Recipient that did not receive irrigation water on or before October 1, 1981.	N/A	
M&I FULL COST RATE		
		TBD
CHARGES AND ASSESSMENTS <i>(Payments in Addition to Rates)</i>		
P.L. 102-575 Surcharges (Restoration Fund Payments) ¹ [Section 3407(d)(2)(A)]	\$13.00	\$25.99
P.L. 106-377 Assessment (Trinity Public Utilities District) ² [Appendix B, Section 203]	N/A	N/A

\$43.95 \$52.87

¹ The surcharges were determined pursuant to Title XXXIV of P.L. 102-575. Restoration Fund surcharges under P.L. 102-575 are determined on a fiscal year basis (10/1-9/30).

² The Trinity Public Utilities District Assessment is applicable to each acre-foot of water delivered from 3/1 - 2/28 and is adjusted annually. For 2024 this assessment has been incorporated into the Cost of Service Rate.

Recent Historic Use, as defined in the CVP M&I Water Shortage Policy, is 2,265 acre-feet.

Additional details of the rate components are available on the Internet at
www.usbr.gov/mp/cvpwaterrates/ratebooks

Request For Water Schedule

From: Bureau of Reclamation
Water Year 2023-2024

Current Schedule

	M+I	Irrigation
Mar	55	30
Apr	70	85
May	150	120
Jun	194	180
Jul	300	290
Aug	300	285
Sep	210	235
Oct	90	145
Nov	90	100
Dec	90	30
Jan	70	30
Feb	80	25
Total	1699	1555

Contractor Name: CCCSD

Clear Creek CSD

By: _____

Actual

	M+I	Irrigation
Mar	51	7.5
Apr	80	11
May	151	25
Jun	226	60
Jul	357	56
Aug	335	53
Sep	214	42
Oct	160	42
Nov	106	25
Dec	89	16
Jan	67	33
Feb	84	1
Total	1920	371.5

Contract No.:

14-06-200-489-A-LTR1

Date: 03/01/2023

Approved by:

_____ for the Bureau of Reclamation

Date: _____

Request For Water Schedule

From: Bureau of Reclamation
Water Year 2024-2025

Current Schedule

Revised Schedule

	M+I	Irrigation
Mar	60	20
Apr	85	30
May	150	50
Jun	200	80
Jul	300	110
Aug	300	110
Sep	200	80
Oct	150	75
Nov	115	60
Dec	90	30
Jan	70	30
Feb	80	25
Total	1800	700

	M+I	Irrigation
Mar		
Apr		
May		
Jun		
Jul		
Aug		
Sep		
Oct		
Nov		
Dec		
Jan		
Feb		
Total	0	0

Contractor Name: CCCSD

Contract No.:

Clear Creek CSD

14-06-200-489-A-LTR1

By: _____

Date: 03/01/2024

Approved by:

_____ for the Bureau of Reclamation

Date: _____

Irrigation, M&I and Drought Water Rate Formula - for 2023-2024 - At April 1 Bureau Allocation - Normal Year - so only M&I and Irrigation Apply

A - Source	B - Cost/AC Foot excluding Bureau restoration fee, which is a separate per HCF charge on customers bill.	C - Forecast Volume acre feet March 2023-February 2024	D - Cost/HCF = B/435 (HCF/acre ft)	E - Additional Treatment cost/HCF for Bureau and McConnell Water***	F - Reserve (4.1%) for reserve accounts = (E*.041)	G - Total Water Costs /HCF =D+E+F***	H - Volume HCF = (C/.00229569)	I - SUMPRODUCT (G1:G4,H1:H4)	J - Plan A- Weighted average cost/ HCF (applied to all water because of the requirement of mixing sources to ensure the flow) = I / Sum(E1:E3)
1 Bureau M&I	\$57.18	1699.00	0.13	0.37	0.02	0.52	740082.502	950582.781	0.58
2 Bureau Irrigation	\$31.75	1555.00	0.12	0.37	0.02	0.51	677356.263		
3 City of Redding	\$462.38	0.00	1.06	0.37	0.06	1.49	0.000		
4 City of Redding	\$404.94	0.00	0.93	0.37	0.05	1.35	0.000		
5 Knights Landing Investors	\$400.00	0.00	0.92	0.37	0.05	1.34	0.000		
6 McConnell Foundation	\$250.00	500.00	0.57	0.37	0.04	0.98	217799.442		
7 District Wells	\$532.99	20.00	0.00	1.18	0.05	1.22	8711.98		

100 cf = .00229569 acre ft

435.5988831 HCF per AF

Current Costs for the Water Treatment Plant		Current Costs for the Producing Well Water		Yearly cost	
	Per AF	Per HCF		Per AF	Per HCF
CL2 Delivered	\$ 10.25	\$ 0.02	CL2 Delivered	\$ 27.00	\$ 0.06
P.A.C Delivered	\$ 7.65	\$ 0.02	P.A.C Delivered	\$ -	-
CAT Polymer Delivered	\$ 6.00	\$ 0.01	CAT Polymer Delivered	\$ -	-
Utilities	\$ 25.00	\$ 0.06	Fuel for Generator	\$ -	-
			Telephone/HMI/INT	\$ -	-
Total Treatment Materials	\$ 85.00	\$ 0.11	PLC programming/Elec	\$ 470.00	\$ 1.08
Labor, Standby and OT	\$ 26.00	\$ 0.20	Utilities	\$ -	-
OHM		0.06	State Water fees	\$ -	-
Testing			Total Treatment Materials	\$ 10.00	\$ 1.14
Repairs			Labor	\$ 5.00	\$ 0.02
Total Labor, Administration, Testing, Repairs	\$ -	\$ 0.25	OHM	\$ -	\$ 0.01
			Testing	\$ -	-
			Repairs	\$ -	-
			Total Labor, Administration, Testing, R	\$ -	\$ 0.03
			Total	\$ 1.18	\$ 1.18

Final 23-24

O+M Expenses Budget for the WTP 24-25		Per AF/At: 2500	
	Cost\$		
Filter inspections	\$ 1,500.00	\$ -	
Media Addition/CL2 Pumps	\$ 15,000.00	\$ -	
Tu5 Maintenance	\$ 2,000.00	\$ -	
Particle Counter Maintenance	\$ 8,000.00	\$ -	
Sludge Disposal	\$ 4,000.00	\$ -	or more!!
CL2 Maintenance	\$ 10,000.00	\$ -	
Actuators/Valves	\$ 30,000.00	\$ -	
Programming	\$ 5,000.00	\$ -	
Generator Service	\$ 1,500.00	\$ -	
FTW Pond Clean	\$ 250.00	\$ -	
Special Samples	\$ 425.00	\$ -	
Atmosphere Safety	\$ 1,500.00	\$ -	Need crane arm
Chemical Injection	\$ 600.00	\$ -	
Chemical Dilution	\$ 1,800.00	\$ -	
Surface Wash Pump	\$ 14,000.00	\$ -	
Misc Fittings/Repairs-Backflow	\$ 2,000.00	\$ -	
Total O&M	\$ 97,575.00		\$ 39.03
Items that need Consideration			
This Year - Budget	\$ 95,000.00		\$ 38.00
		\$ -	
<u>Chemicals:</u>			
Chlorine	\$ 33,300.00		\$ 13.32
P.A.C. Delivered	\$ 22,000.00		\$ 8.80
CAT Polymer Delivered	\$ 10,000.00		\$ 4.00
Budget Cost	\$ 65,300.00		\$ 26.12
<u>Utilities: (PGE)</u>			
Budget Cost	\$ 78,000.00		\$ 31.20



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

MEMO

Date: April 17th 2024
To: Board of Directors
From: General Manager – Paul Kelley
Re: **6c – Fiscal Year 2024 – Quarter 3 (July 2023 – March 2024) Actuals to Budget**
(Discussion/Action)

6.c – Fiscal Year 2024 – Quarter 3 (July 2023 – March 2024) Actuals to Budget (Discussion/Action)

Discussion:

This is the Boards third review of this report, and staff is still working on ways to make this presentation as clear as possible, and accurate as possible.

For example:

- The District has broken out the Grant funds – expenses (80000) and reimbursements (16000) – as suggested and discussed in October and in January. But that impacts the bottom line, since we have approximately 366K in expenses that haven't been reimbursed – that makes the bottom line more negative than actual.

- The tracking of the Labor expenses in the 60000 range is more granular than past years, but there are some transition challenges using Paychex (like the generic account – other). The larger number in the Other account has the OPEB Fix return funds and Paychex postings that still need fixing. The Admin/GM section has more postings by Paychex that changed in January and has the Office staff wages posted to this line instead of the correct line item.

But it also shows that better tracking of overtime and on-call expenses will help in future budgeting.

This has the actuals vs budget for the first 9 months of the Fiscal Year 2024 (July – March 2024) of the Fiscal year that ends June 30th.

Comments and Considerations on this Budget to Actuals report:

Revenue:

This section shows the great effort and benefit of moving the Account Clerk from part time to full time in July 2023. The tracking of delinquencies, sending delinquent notices, sending 24 hour shut off notices, working with customers on payment plans and getting them qualified for state assistance. The Base rate charge line item is \$150K over budget – and represents the benefit of increased payments from delinquent accounts. The other revenue accounts – like Designated revenue or Fees – show this increase as well.

This section now has “Grant Reimbursements” section – added since the First quarterly review.

There are a couple of anticipated revenue in this section that has not yet arrived. The Property taxes from the County 2nd installment usually arrive May. The Centerville O&M payments are usually about a month behind, and over the next six months, its anticipated that at least another \$40K to be received.

Accelerated Costs:

As reported in January - the original budget had WIIN act payments to be \$250,000 for the year. This has been completed, even though the budget cost is spread over 12 months. The October 2023 board approved amendment was to reduce this budget cost to 200K.

Distribution O&M:

The first six months of the fiscal year has had a significant number of leaks, blow outs and large pipe blowouts. This has impacted projected expenses significantly. It has impacted the "Repair & Maintenance" account – for materials, contractors to cleanup and fix roads etc. It has impacted the "inventory/tools" account – this is combination of replacing the pipe/fittings etc for leaks and replace all the worn out tools to accomplish the repairs. These activities have also impacted the labor expense and overtime. The fewer leaks in this quarter has seen some of these expenses catch up to the budget.

Payroll Expenses:

As mentioned above – the Distribution expenses are up because of the impact of overtime on leaks/blowouts. When this Budget was adopted, the District didn't have a good tracking of previous years Distribution overtime, so the overtime was projected to average 10 – 14 hours a pay period. For this period and these blow outs/leaks – the projection/estimate was well under the budget. But this better tracking, will help the District budget in coming years. And will help quantify the costs of aging infrastructure.

Insurance Costs:

Both Liability and Auto Insurance expenses from ACWA/JPIA came in October and were significantly more than expected. The payments are for the year, so the large expense is in this report, and there will not be more payments. Something to note for the next budget creation.

Grant Costs:

The Grant costs of over \$663,885 are paid from operating capital at this point and yet they are offset by future reimbursement for these expenses. The reimbursements are \$366,000 behind. So the Negative amount at end of the report is all from the difference. These cash flow challenges are real, even for small grants and a reason to deal with the Backwash ponds grant cash flow with a short term loan.

Bottom line: when taking the Grant reimbursement's into account the bottom line would be positive over \$200K. And this report shows that based on better tracking, the District is stabilizing its monthly financials.

Balance Sheet:

The Balance sheet is a snap shot as of 3/30/2024 – and is for the Board and Community to know about balances and status of the District.

Note that the Expansion and Modernization Reserve is \$14K more than in January – this is the growing of reserves and the 1.8% of Base Rate revenue. Also the Operation Reserve is \$13,500 more than January report and represents the growth of this reserve from 4.1% of water usage.

There are not budget adjustments recommended at this point.

The FY 25 Budget creation is now on it's way – planned for Finance committee review and Board review in May and adoption in June.

Recommendation:

Review, Discussion, Provide direction

Clear Creek Community Services District
Profit & Loss Budget vs. Actual
 July 2023 through March 2024

10:24 AM
 04/11/2024
 Accrual Basis

	Jul '23 - Mar 24	Budget
Ordinary Income/Expense		
Income		
11000 · Revenue - Customer Accts		
11005 · Base Rate Charge	1,344,004.63	1,191,749.99
11010 · Domestic Water Sales		
11011 · Metered Hydrant Usage	100.81	
11010 · Domestic Water Sales - Other	344,953.61	306,000.00
Total 11010 · Domestic Water Sales	345,054.42	306,000.00
11020 · Agricultural Water Sales	110,937.18	149,999.99
11050 · Penalty-Exceeded WA Allocation	18,260.98	0.00
11055 · Reconnection Fee	0.00	0.00
11060 · Billing Pmt Late Fee	2,212.89	
Total 11000 · Revenue - Customer Accts	1,820,470.10	1,647,749.98
12000 · Revenue - Water Service		
12010 · Turn On Fees	3,767.28	1,499.99
12015 · Centerville Admin O&M	122,933.41	149,999.99
12020 · Clearance Form	37.10	
12025 · Interest / Investment Income	1,067.44	562.50
12030 · Convenience Fees	0.00	562.50
12035 · Backflow Maint Charge	4,727.48	2,624.99
12100 · Misc. Revenue	35,062.55	0.00
Total 12000 · Revenue - Water Service	167,595.26	155,249.97
13000 · Designated Revenue -Non Op		
13005 · Filter Plant Repayment Charge	193,262.73	165,000.01
13010 · Recycle Backwash Water Charge	13,344.28	8,249.99
13015 · State Loan Repayment Charge	28,927.65	21,749.99
13025 · WIIN Act Repayment Charge	50,630.98	41,250.01
Total 13000 · Designated Revenue -Non Op	286,165.64	236,250.00
14000 · Reserves		
14010 · WIIN Act Reserves to Operating	0.00	37,499.99
14020 · Penalties Reserve to Operating	0.00	75,000.01
Total 14000 · Reserves	0.00	112,500.00
15000 · Revenue - Taxes		
15005 · Taxes-General Property	274,515.07	292,500.00
Total 15000 · Revenue - Taxes	274,515.07	292,500.00
16000 · Grant Reimbursements		
16005 · D2118158 SCADA Electrical Grant	68,660.10	
16010 · D2202015 Backwash Ponds Grant	118,391.00	
16015 · Shasta Count ARPA Grant-Meters	129,489.10	

	Jul '23 - Mar 24	Budget
Total 16000 · Grant Reimbursements	316,540.20	
Total Income	2,865,286.27	2,444,249.95
Gross Profit	2,865,286.27	2,444,249.95
Expense		
29000 · Supply Cost		
29005 · Water Purchase		
29010 · USBR Water Purchased	46,463.77	95,999.99
29015 · McConnell Water Purchased	100,000.00	93,749.99
29005 · Water Purchase - Other	0.00	0.00
Total 29005 · Water Purchase	146,463.77	189,749.98
29100 · WIIN Act Repayment Exp	199,394.38	149,999.99
Total 29000 · Supply Cost	345,858.15	339,749.97
30000 · Water Treatment Plant		
30100 · Utilities		
30105 · WTP - PGE 8185	33,515.52	
30110 · Pond - PGE 3611	4,127.17	
30115 · WTP - AT&T 2316	4,777.00	
30120 · WTP - AT&T 1026	-452.80	
30125 · Internet	448.34	
30100 · Utilities - Other	0.00	56,250.00
Total 30100 · Utilities	42,415.23	56,250.00
30135 · Office Supplies WTP	165.12	300.01
30140 · WTP Computer & Software	8,770.72	3,749.99
30145 · Postage	187.45	75.01
30150 · Safety Equipment & Training		
30155 · Safety Equipment - General	5,031.03	
30160 · Personal Safety Equipment	1,804.27	
30165 · Safety Training	555.00	
30150 · Safety Equipment & Training - Other	0.00	5,400.00
Total 30150 · Safety Equipment & Training	7,390.30	5,400.00
30170 · Supplies	137.59	
30200 · WTP Repair & Maintenance O&M	58,202.07	59,999.99
30400 · Water Quality Analysis	5,181.69	13,125.01
30405 · Chemicals WTP	29,988.44	52,500.01
30500 · Vehicle Maintenance & Expense		
30505 · Fuel Expense	3,298.67	0.00
30525 · GM Truck Chev Colorado - Unit 9	5,851.08	
30500 · Vehicle Maintenance & Expense - Other	0.00	6,375.01
Total 30500 · Vehicle Maintenance & Expense	9,149.75	6,375.01
30600 · Capital Improvements	0.00	11,250.00
30000 · Water Treatment Plant - Other	0.00	0.00
Total 30000 · Water Treatment Plant	161,588.36	209,025.03

	Jul '23 - Mar 24	Budget
30700 · Transmission & Conduit		
30705 · Conduit Repair and Maint O&M	38.35	2,250.00
Total 30700 · Transmission & Conduit	38.35	2,250.00
40000 · Distribution		
40200 · Utilities		
40205 · Cloverdale Rd N.Boost- PGE 4189	3,687.04	
40210 · Clear Crk/HV - PGE 9574	591.21	
40200 · Utilities - Other	0.00	5,999.99
Total 40200 · Utilities	4,278.25	5,999.99
40300 · Safety Equipment & Training		
40305 · Safety Equipment - General	3,343.87	
40310 · Personal Safety Equipment	2,926.82	
40300 · Safety Equipment & Training - Other	0.00	4,500.00
Total 40300 · Safety Equipment & Training	6,270.69	4,500.00
40400 · Repair & Maintenance (O&M)		
40405 · Backflow Device Testing	5,650.00	5,999.99
40410 · USA Underground	10,362.47	3,749.99
40415 · Meter Replacement	0.00	18,750.01
40420 · Tank Inspection	0.00	7,500.01
40430 · Inventory/Tools	39,656.41	14,999.99
40440 · Water Quality Analysis - Dist	10,329.84	
40400 · Repair & Maintenance (O&M) - Other	163,921.13	82,499.99
Total 40400 · Repair & Maintenance (O&M)	229,919.85	133,499.98
40480 · Capital Improvements	0.00	11,250.00
40500 · Vehicle Maintenance & Expense		
40505 · Fuel Expense	18,232.00	0.00
40510 · Ram PU 2019 - Unit 1	931.53	
40520 · Chevy PU 2017 - Unit 5	50.62	
40525 · Freightliner 2012 Dump - Unit 7	129.35	
40530 · Dodge PU 2016 - Unit 8	1,496.15	
40535 · Chevy PU 2015 - Unit 10	5,007.66	
40540 · Chevy PU 2016 - Unit 11	2,956.37	
40545 · Bobcat /Backhoe	2,852.40	0.00
40550 · Ford ranger 2008 - Unit 2	41.75	
40500 · Vehicle Maintenance & Expense - Other	239.05	30,000.01
Total 40500 · Vehicle Maintenance & Expense	31,936.88	30,000.01
40000 · Distribution - Other	0.00	0.00
Total 40000 · Distribution	272,405.67	185,249.98
41000 · Wells & Booster Station		
41100 · Utilities		
41105 · Wells 1 & 2 - PGE 2671	7,512.90	
41110 · Well #3 - PGE 2838	7,721.20	

	Jul '23 - Mar 24	Budget
41115 · So. Booster - AT&T 2121	29.73	
41116 · So. Booster - AT&T 6708	3,295.43	
41120 · So. Booster - Internet	269.00	
41100 · Utilities - Other	0.00	37,499.99
Total 41100 · Utilities	18,828.26	37,499.99
41200 · Water Quality Analysis	234.84	750.01
41300 · Repair & Maintenance (O&M)	1,559.34	3,749.99
41305 · Chemicals	137.40	1,125.00
Total 41000 · Wells & Booster Station	20,759.84	43,124.99
50000 · Administration/ General		
50100 · Utilities		
50105 · Oak St.- PGE 2838	11,091.10	
50110 · 2 Outdoor Lights - PGE 3564	187.39	
50120 · Verizon - On-call Cell Phone	570.74	
50125 · Propane	3,478.84	
50130 · Answering Service	4,239.16	
50135 · Telephone - TDS	3,124.44	
50140 · Internet	439.99	
50100 · Utilities - Other	0.00	18,750.01
Total 50100 · Utilities	23,131.66	18,750.01
50200 · Office Supplies		
50205 · Janitorial supplies	474.31	0.00
50210 · Ink and Toner	399.79	
50200 · Office Supplies - Other	3,334.05	6,750.00
Total 50200 · Office Supplies	4,208.15	6,750.00
50300 · Organizational Dues	16,691.00	13,500.00
50305 · Subscriptions	0.00	0.00
50310 · Advertising & Public Notices	10.00	1,499.99
50315 · Postage	2,640.65	1,499.99
50320 · Meal & Reimbursements	3,013.19	1,499.99
50325 · Registration and Reimbursements	1,730.71	6,375.01
50330 · Bank Service Fee/Finance Charge	8,462.35	7,500.01
50400 · Insurance		
50405 · JPIA - Cyber Liability	1,105.00	3,000.00
50415 · Property & Liability Insurance	16,485.05	16,000.00
50420 · Vehicle Insurance	63,336.00	27,000.00
50400 · Insurance - Other	0.00	0.00
Total 50400 · Insurance	80,926.05	46,000.00
50500 · Special & Professional Services		
50505 · Audit Services	16,750.00	12,000.01
50510 · Director Fees	3,725.00	7,500.01
50515 · Server & Computer Maintenance		

	Jul '23 - Mar 24	Budget
50516 · Municipal Software		
50516.1 · Municipal Software Upgrade	21,350.00	26,249.99
50516 · Municipal Software - Other	5,699.83	7,500.01
Total 50516 · Municipal Software	27,049.83	33,750.00
50517 · Software Subscriptions	6,091.53	11,250.00
50515 · Server & Computer Maintenance - Other	10,440.73	7,500.01
Total 50515 · Server & Computer Maintenance	43,582.09	52,500.01
50520 · Legal	3,329.28	14,999.99
50525 · Engineering	9,146.50	7,500.01
50530 · Equipment Maintenance & Lease	7,712.62	13,500.00
50535 · Building & Ground Maint.-Office		
50536 · Waste Management	1,842.16	
50535 · Building & Ground Maint.-Office - Other	11,783.82	9,000.00
Total 50535 · Building & Ground Maint.-Office	13,625.98	9,000.00
50540 · OPEB Valuation & Actuarial	13,803.00	5,999.99
50500 · Special & Professional Services - Other	6,274.03	11,250.00
Total 50500 · Special & Professional Services	117,948.50	134,250.02
50700 · Regulatory		
50705 · Water District Regulatory Fees		
50710 · SWRCB - Water Fee	7,879.46	13,500.00
50711 · SWRCB - CDTFA - Water Rights	20,836.11	15,750.00
50715 · Risk Management Plan	0.00	5,250.01
50720 · Groundwater Sustainability Act	0.00	7,500.01
50725 · LAFCO Expense	6,172.71	3,749.99
50705 · Water District Regulatory Fees - Other	868.00	0.00
Total 50705 · Water District Regulatory Fees	35,756.28	45,750.01
50800 · Safety Equipment & Materials	67.31	750.01
50900 · Testing & License Fees	523.00	750.01
Total 50700 · Regulatory	36,346.59	47,250.03
51400 · Employee Benefits		
50410 · JPIA - Workers Comp	17,375.83	16,500.01
51405 · Guardian - Vision, Dental, Life	14,349.08	13,500.00
51415 · UNUM-Disability, Life, Accident	11,531.66	13,500.00
51435 · CalPERS Health Insurance Exp	164,884.69	135,000.00
51440 · CalPERS Retirement Contribution	83,543.67	59,999.99
51445 · Medicare - District Cost	0.00	9,000.00
51450 · Boot Allowance	400.00	525.01
51455 · Uniform Service	3,023.45	3,749.99
51400 · Employee Benefits - Other	0.00	0.00
Total 51400 · Employee Benefits	295,108.38	251,775.00
51600 · Retiree Benefits		
51605 · Retiree Health Benefit - Direct	25,226.50	3,749.99

	Jul '23 - Mar 24	Budget
51610 · CalPERS Health Ins- Retiree	51,841.82	71,249.99
51600 · Retiree Benefits - Other	0.00	0.00
Total 51600 · Retiree Benefits	77,068.32	74,999.98
51700 · Property Taxes Paid	226.17	300.01
51800 · General Tax Expense	0.00	149.99
51900 · License and Permits	1,800.83	3,749.99
52000 · Interest Expense		
52005 · RCAC Loan Interest (dump truck)	2,987.84	3,375.00
52000 · Interest Expense - Other	0.00	7,124.99
Total 52000 · Interest Expense	2,987.84	10,499.99
53000 · Customer Accounts & Billing		
53015 · Supplies		
53020 · Postage	6,333.46	10,499.99
53025 · Billing Supplies & Materials	12,899.04	9,750.01
53015 · Supplies - Other	221.24	750.01
Total 53015 · Supplies	19,453.74	21,000.01
53016 · Meter Reading/ License	455.94	3,000.01
53030 · Chargebacks, NSF, Acct Refunds	4,128.95	7,500.01
53000 · Customer Accounts & Billing - Other	6,861.87	
Total 53000 · Customer Accounts & Billing	30,900.50	31,500.03
55000 · Miscellaneous	0.00	0.00
Total 50000 · Administration/ General	703,200.89	657,850.04
60000 · Payroll Expense -Salary & Wages		
60100 · Payroll Exp - Administration/GM	113,802.73	112,500.00
60200 · Payroll Exp - Distribution	295,025.45	266,250.01
60300 · Payroll Exp - Water Treatment	172,839.26	187,500.01
60400 · Payroll Exp - Conduit Labor	0.00	3,000.01
60500 · Payroll Exp - Customer Accts	126,580.46	138,749.99
60600 · Payroll Exp-Well Field Stations	0.00	14,999.99
60000 · Payroll Expense -Salary & Wages - Other	124,478.22	0.00
Total 60000 · Payroll Expense -Salary & Wages	832,726.12	723,000.01
66900 · Reconciliation Discrepancies	110,999.17	
70000 · Designated to Reserves - Non Op		
72205 · Filter Plant Repayment Reserve	0.00	165,000.01
72210 · Recycle Backwash Water Reserve	0.00	8,249.99
72215 · State Loan Repayment Reserve	0.00	21,749.99
72218 · Penalties Reserve - Tracking	0.00	0.00
72225 · WIIN Act Repayment Reserve	0.00	41,250.01
75100 · Operating Reserve (4.1% usage)	0.00	18,675.00
75200 · Capital Imp & Mod Res (1.8% BR)	0.00	21,451.50
75300 · Emergency Fund Reserve	0.00	7,500.01
75400 · USBR Emergency Reserve	0.00	0.00

	Jul '23 - Mar 24	Budget
75900 · Discretionary Fund Bal Reserve	0.00	8,248.50
Total 70000 · Designated to Reserves - Non Op	0.00	292,125.01
80000 · Grants		
80010 · Backwash Pond Grant D2202015		
80011 · Engineering	165,045.50	
80012 · Materials and Equipment	3,819.20	
Total 80010 · Backwash Pond Grant D2202015	168,864.70	
80020 · SCADA Electrical Grant D2118158		
80021 · Engineering	213,661.88	
80022 · Materials and Equipment	222,186.74	
Total 80020 · SCADA Electrical Grant D2118158	435,848.62	
80030 · ARPA Grant-DIST00202401AMR		
80031 · Materials and Equipment	59,171.68	
Total 80030 · ARPA Grant-DIST00202401AMR	59,171.68	
Total 80000 · Grants	663,885.00	
Total Expense	3,111,461.55	2,452,375.03
Net Ordinary Income	-246,175.28	-8,125.08
Net Income	-246,175.28	-8,125.08

Clear Creek Community Services District Profit & Loss Budget vs. Actual January through March 2024

	Jan - Mar 24	Budget
Ordinary Income/Expense		
Income		
11000 · Revenue - Customer Accts		
11005 · Base Rate Charge	414,184.99	397,250.01
11010 · Domestic Water Sales		
11011 · Metered Hydrant Usage	100.81	
11010 · Domestic Water Sales - Other	58,132.57	102,000.00
Total 11010 · Domestic Water Sales	58,233.38	102,000.00
11020 · Agricultural Water Sales	17,744.34	50,000.01
11050 · Penalty-Exceeded WA Allocation	29.48	
11060 · Billing Pmt Late Fee	2,212.89	
Total 11000 · Revenue - Customer Accts	492,405.08	549,250.02
12000 · Revenue - Water Service		
12010 · Turn On Fees	868.96	500.01
12015 · Centerville Admin O&M	23,583.26	50,000.01
12020 · Clearance Form	37.10	
12025 · Interest / Investment Income	351.97	187.50
12030 · Convenience Fees	0.00	187.50
12035 · Backflow Maint Charge	1,616.84	875.01
12100 · Misc. Revenue	12,067.58	
Total 12000 · Revenue - Water Service	38,525.71	51,750.03
13000 · Designated Revenue -Non Op		
13005 · Filter Plant Repayment Charge	58,162.67	54,999.99
13010 · Recycle Backwash Water Charge	3,302.96	2,750.01
13015 · State Loan Repayment Charge	8,128.81	7,250.01
13025 · WIIN Act Repayment Charge	14,639.49	13,749.99
Total 13000 · Designated Revenue -Non Op	84,233.93	78,750.00
14000 · Reserves		
14010 · WIIN Act Reserves to Operating	0.00	12,500.01
14020 · Penalties Reserve to Operating	0.00	24,999.99
Total 14000 · Reserves	0.00	37,500.00
15000 · Revenue - Taxes		
15005 · Taxes-General Property	236,223.69	97,500.00
Total 15000 · Revenue - Taxes	236,223.69	97,500.00
16000 · Grant Reimbursements		
16010 · D2202015 Backwash Ponds Grant	79,691.00	
16015 · Shasta Count ARPA Grant-Meters	129,489.10	
Total 16000 · Grant Reimbursements	209,180.10	
Total Income	1,060,568.51	814,750.05
Gross Profit	1,060,568.51	814,750.05
Expense		
29000 · Supply Cost		
29005 · Water Purchase		
29010 · USBR Water Purchased	6,934.85	32,000.01
29015 · McConnell Water Purchased	0.00	31,250.01
Total 29005 · Water Purchase	6,934.85	63,250.02
29100 · WIIN Act Repayment Exp	0.00	50,000.01
Total 29000 · Supply Cost	6,934.85	113,250.03
30000 · Water Treatment Plant		
30100 · Utilities		
30105 · WTP - PGE 8185	11,506.61	
30110 · Pond - PGE 3611	458.56	
30115 · WTP - AT&T 2316	867.97	
30120 · WTP - AT&T 1026	94.71	
30125 · Internet	150.00	
30100 · Utilities - Other	0.00	18,750.00
Total 30100 · Utilities	13,077.85	18,750.00

Clear Creek Community Services District
Profit & Loss Budget vs. Actual
 January through March 2024

	Jan - Mar 24	Budget
30135 · Office Supplies WTP	47.17	99.99
30140 · WTP Computer & Software	0.00	1,250.01
30145 · Postage	103.98	24.99
30150 · Safety Equipment & Training		
30160 · Personal Safety Equipment	842.36	
30150 · Safety Equipment & Training - Other	0.00	1,800.00
Total 30150 · Safety Equipment & Training	842.36	1,800.00
30170 · Supplies	76.57	
30200 · WTP Repair & Maintenance O&M	18,639.30	20,000.01
30400 · Water Quality Analysis	1,399.04	4,374.99
30405 · Chemicals WTP	6,453.54	17,499.99
30500 · Vehicle Maintenance & Expense		
30505 · Fuel Expense	975.13	
30500 · Vehicle Maintenance & Expense - Other	0.00	2,124.99
Total 30500 · Vehicle Maintenance & Expense	975.13	2,124.99
30600 · Capital Improvements	0.00	3,750.00
Total 30000 · Water Treatment Plant	41,614.94	69,674.97
30700 · Transmission & Conduit		
30705 · Conduit Repair and Maint O&M	0.00	750.00
Total 30700 · Transmission & Conduit	0.00	750.00
40000 · Distribution		
40200 · Utilities		
40205 · Cloverdale Rd N.Boost- PGE 4189	1,236.23	
40210 · Clear Crk/HV - PGE 9574	214.43	
40200 · Utilities - Other	0.00	2,000.01
Total 40200 · Utilities	1,450.66	2,000.01
40300 · Safety Equipment & Training		
40305 · Safety Equipment - General	585.95	
40310 · Personal Safety Equipment	883.27	
40300 · Safety Equipment & Training - Other	0.00	1,500.00
Total 40300 · Safety Equipment & Training	1,469.22	1,500.00
40400 · Repair & Maintenance (O&M)		
40405 · Backflow Device Testing	260.00	2,000.01
40410 · USA Underground	0.00	1,250.01
40415 · Meter Replacement	0.00	6,249.99
40420 · Tank Inspection	0.00	2,499.99
40430 · Inventory/Tools	11,107.63	5,000.01
40440 · Water Quality Analysis - Dist	2,857.77	
40400 · Repair & Maintenance (O&M) - Other	21,101.81	27,500.01
Total 40400 · Repair & Maintenance (O&M)	35,327.21	44,500.02
40480 · Capital Improvements	0.00	3,750.00
40500 · Vehicle Maintenance & Expense		
40505 · Fuel Expense	4,352.90	
40520 · Chevy PU 2017 - Unit 5	50.62	
40525 · Freightliner 2012 Dump - Unit 7	71.93	
40535 · Chevy PU 2015 - Unit 10	670.20	
40540 · Chevy PU 2016 - Unit 11	2,251.28	
40545 · Bobcat /Backhoe	446.57	
40550 · Ford ranger 2008 - Unit 2	41.75	
40500 · Vehicle Maintenance & Expense - Other	78.87	9,999.99
Total 40500 · Vehicle Maintenance & Expense	7,964.12	9,999.99
Total 40000 · Distribution	46,211.21	61,750.02
41000 · Wells & Booster Station		
41100 · Utilities		
41105 · Wells 1 & 2 - PGE 2671	1,638.00	
41110 · Well #3 - PGE 2838	1,020.51	
41115 · So. Booster - AT&T 2121	9.73	
41116 · So. Booster - AT&T 6708	973.03	
41120 · So. Booster - Internet	90.00	
41100 · Utilities - Other	0.00	12,500.01
Total 41100 · Utilities	3,731.27	12,500.01

**Clear Creek Community Services District
Profit & Loss Budget vs. Actual
January through March 2024**

	Jan - Mar 24	Budget
41200 · Water Quality Analysis	0.00	249.99
41300 · Repair & Maintenance (O&M)	83.99	1,250.01
41305 · Chemicals	45.80	375.00
Total 41000 · Wells & Booster Station	3,861.06	14,375.01
50000 · Administration/ General		
50100 · Utilities		
50105 · Oak St.- PGE 2838	3,189.20	
50110 · 2 Outdoor Lights - PGE 3564	64.73	
50120 · Verizon - On-call Cell Phone	156.06	
50125 · Propane	1,825.23	
50130 · Answering Service	1,568.95	
50135 · Telephone - TDS	1,070.67	
50100 · Utilities - Other	0.00	6,249.99
Total 50100 · Utilities	7,874.84	6,249.99
50200 · Office Supplies		
50205 · Janitorial supplies	143.00	
50200 · Office Supplies - Other	614.88	2,250.00
Total 50200 · Office Supplies	757.88	2,250.00
50300 · Organizational Dues	0.00	4,500.00
50310 · Advertising & Public Notices	10.00	500.01
50315 · Postage	208.47	500.01
50320 · Meal & Reimbursements	337.84	500.01
50325 · Registration and Reimbursements	821.28	2,124.99
50330 · Bank Service Fee/Finance Charge	2,695.31	2,499.99
50400 · Insurance		
50420 · Vehicle Insurance	0.00	9,000.00
50400 · Insurance - Other	0.00	0.00
Total 50400 · Insurance	0.00	9,000.00
50500 · Special & Professional Services		
50505 · Audit Services	0.00	3,999.99
50510 · Director Fees	1,250.00	2,499.99
50515 · Server & Computer Maintenance		
50516 · Municipal Software		
50516.1 · Municipal Software Upgrade	10,675.00	8,750.01
50516 · Municipal Software - Other	0.00	2,499.99
Total 50516 · Municipal Software	10,675.00	11,250.00
50517 · Software Subscriptions	2,137.61	3,750.00
50515 · Server & Computer Maintenance - Other	1,716.24	2,499.99
Total 50515 · Server & Computer Maintenance	14,528.85	17,499.99
50520 · Legal	900.00	5,000.01
50525 · Engineering	4,864.00	2,499.99
50530 · Equipment Maintenance & Lease	1,432.86	4,500.00
50535 · Building & Ground Maint.-Office		
50536 · Waste Management	576.60	
50535 · Building & Ground Maint.-Office - Other	956.96	3,000.00
Total 50535 · Building & Ground Maint.-Office	1,533.56	3,000.00
50540 · OPEB Valuation & Actuarial	6,650.00	2,000.01
50500 · Special & Professional Services - Other	0.00	3,750.00
Total 50500 · Special & Professional Services	31,159.27	44,749.98
50700 · Regulatory		
50705 · Water District Regulatory Fees		
50710 · SWRCB - Water Fee	0.00	4,500.00
50711 · SWRCB - CDTFA - Water Rights	0.00	5,250.00
50715 · Risk Management Plan	0.00	1,749.99
50720 · Groundwater Sustainability Act	0.00	2,499.99
50725 · LAFCO Expense	0.00	1,250.01
Total 50705 · Water District Regulatory Fees	0.00	15,249.99
50800 · Safety Equipment & Materials	0.00	249.99
50900 · Testing & License Fees	398.00	249.99
Total 50700 · Regulatory	398.00	15,749.97

Clear Creek Community Services District
Profit & Loss Budget vs. Actual
 January through March 2024

	Jan - Mar 24	Budget
51400 · Employee Benefits		
50410 · JPIA - Workers Comp	7,762.85	5,499.99
51405 · Guardian - Vision, Dental, Life	4,281.43	4,500.00
51415 · UNUM-Disability, Life, Accident	3,492.15	4,500.00
51435 · CalPERS Health Insurance Exp	53,102.98	45,000.00
51440 · CalPERS Retirement Contribution	32,871.72	20,000.01
51445 · Medicare - District Cost	0.00	3,000.00
51450 · Boot Allowance	200.00	174.99
51455 · Uniform Service	922.32	1,250.01
Total 51400 · Employee Benefits	102,633.45	83,925.00
51600 · Retiree Benefits		
51605 · Retiree Health Benefit - Direct	15,817.53	1,250.01
51610 · CalPERS Health Ins- Retiree	11,237.64	23,750.01
Total 51600 · Retiree Benefits	27,055.17	25,000.02
51700 · Property Taxes Paid	0.00	99.99
51800 · General Tax Expense	0.00	50.01
51900 · License and Permits	1,684.83	1,250.01
52000 · Interest Expense		
52005 · RCAC Loan Interest (dump truck)	850.95	1,125.00
52000 · Interest Expense - Other	0.00	2,375.01
Total 52000 · Interest Expense	850.95	3,500.01
53000 · Customer Accounts & Billing		
53015 · Supplies		
53020 · Postage	0.00	3,500.01
53025 · Billing Supplies & Materials	8,710.39	3,249.99
53015 · Supplies - Other	0.00	249.99
Total 53015 · Supplies	8,710.39	6,999.99
53016 · Meter Reading/ License	103.32	999.99
53030 · Chargebacks, NSF, Acct Refunds	992.10	2,499.99
Total 53000 · Customer Accounts & Billing	9,805.81	10,499.97
Total 50000 · Administration/ General	186,293.10	212,949.96
60000 · Payroll Expense -Salary & Wages		
60100 · Payroll Exp - Administration/GM	39,550.58	37,500.00
60200 · Payroll Exp - Distribution	86,363.72	88,749.99
60300 · Payroll Exp - Water Treatment	71,163.72	62,499.99
60400 · Payroll Exp - Conduit Labor	0.00	999.99
60500 · Payroll Exp - Customer Accts	38,714.49	46,250.01
60600 · Payroll Exp-Well Field Stations	0.00	5,000.01
60000 · Payroll Expense -Salary & Wages - Other	129,213.44	
Total 60000 · Payroll Expense -Salary & Wages	365,005.95	240,999.99
66900 · Reconciliation Discrepancies	110,999.17	
70000 · Designated to Reserves - Non Op		
72205 · Filter Plant Repayment Reserve	0.00	54,999.99
72210 · Recycle Backwash Water Reserve	0.00	2,750.01
72215 · State Loan Repayment Reserve	0.00	7,250.01
72218 · Penalties Reserve - Tracking	0.00	0.00
72225 · WIIN Act Repayment Reserve	0.00	13,749.99
75100 · Operating Reserve (4.1% usage)	0.00	6,225.00
75200 · Capital Imp & Mod Res (1.8% BR)	0.00	7,150.50
75300 · Emergency Fund Reserve	0.00	2,499.99
75400 · USBR Emergency Reserve	0.00	0.00
75900 · Discretionary Fund Bal Reserve	0.00	2,749.50
Total 70000 · Designated to Reserves - Non Op	0.00	97,374.99
80000 · Grants		
80010 · Backwash Pond Grant D2202015		
80011 · Engineering	46,802.00	
80012 · Materials and Equipment	652.00	
Total 80010 · Backwash Pond Grant D2202015	47,454.00	
80020 · SCADA Electrical Grant D2118158		
80021 · Engineering	98,101.67	
80022 · Materials and Equipment	46,629.99	
Total 80020 · SCADA Electrical Grant D2118158	144,731.66	

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04/12/24

Accrual Basis

Clear Creek Community Services District
Profit & Loss Budget vs. Actual
January through March 2024

	Jan - Mar 24	Budget
80030 · ARPA Grant-DIST00202401AMR		
80031 · Materials and Equipment	59,171.68	
Total 80030 · ARPA Grant-DIST00202401AMR	59,171.68	
Total 80000 · Grants	251,357.34	
Total Expense	1,012,277.62	811,124.97
Net Ordinary Income	48,290.89	3,625.08
Net Income	48,290.89	3,625.08

Clear Creek Community Services District
Balance Sheet
As of March 31, 2024

9:51 AM
04/05/2024
Accrual Basis
Mar 31, 24

ASSETS

Current Assets

Checking/Savings

5000 - General Fund Checking 1719	7,634.00
5005 - Merchant Account 1707	32,747.30
5010 - WIIN Act Repymt Checking 0213	63,064.40
5015 - Emergency RSRV System Repl 7701	468.55
5020 - Filter Plant Repayment 3571	19,651.37
5025 - Recycle Backwash Repayment 1681	37,303.11
5030 - RSRV Expansion & Moderizat 4962	125,949.61
5035 - Carr Fire Funds 7397	177,638.44
5040 - Backwash Pond Repair 2793	15,080.62
5045 - Operation Reserve 7084	19,167.31
5050 - OPEB Reserve 7791	113.56
5055 - State Loan Rsrv 0225	62,474.80
5060 - Union Dues 0808	-497.25
5065 - CCEA 3340	1,115.50
5070 - Cash Drawer and Petty Cash Box	2,200.98

Total Checking/Savings 564,112.30

Accounts Receivable

6000 - Accounts Receivable	
6000.01 - Accounts Receivable Allowance	-91,649.00
6000 - Accounts Receivable - Other	404,203.87
Total 6000 - Accounts Receivable	<u>312,554.87</u>

Total Accounts Receivable 312,554.87

Other Current Assets

7000 - CD Reserve 9248 - Filter Plant	263,613.78
7001 - CD Reserve 9249 - USBR	36,880.32
7015 - Inventory Asset	101,574.86

Total Other Current Assets 402,068.96

Total Current Assets 1,278,736.13

Fixed Assets

7020 - Investments	16,240.00
7500 - Camicro Tectium Computer	2,105.36
7505 - Freightliner MC Dump Truck 2012	76,324.54
7510 - PJ Trailer	21,309.32
7515 - Land and Improvements	69,197.46
7520 - Pipeline	
7520.01 - Accum Dep Pipeline	-341,919.56
7520 - Pipeline - Other	613,589.02

	Mar 31, 24
Total 7520 · Pipeline	271,669.46
7525 · Backwash Pond	
7525.01 · Accum Dep Backwash Pond	-124,008.00
7525 · Backwash Pond - Other	826,545.30
Total 7525 · Backwash Pond	702,537.30
7530 · Water Distribution System	
7530.01 · Accum Dep. Water Dist System	-2,497,695.97
7530 · Water Distribution System - Other	3,134,432.53
Total 7530 · Water Distribution System	636,736.56
7535 · Water Treatment Plant General	
7535.01 · Accumulated Depreciation WTP	-2,925,893.61
7535 · Water Treatment Plant General - Other	5,082,953.59
Total 7535 · Water Treatment Plant General	2,157,059.98
7540 · Automotive Equipment	
7540.01 · Accum Dep Auto Equipment	-218,580.85
7540 · Automotive Equipment - Other	331,252.00
Total 7540 · Automotive Equipment	112,671.15
7545 · Construction Equipment	
7545.01 · Accum Dep Construction Equip	-342,182.04
7545 · Construction Equipment - Other	342,183.28
Total 7545 · Construction Equipment	1.24
7550 · Shop Equipment	
7550.01 · Accum Depreciation Shop Equip	-45,109.69
7550 · Shop Equipment - Other	67,688.76
Total 7550 · Shop Equipment	22,579.07
7555 · Buildings	
7555.01 · Accum Dep Buildings	-264,732.84
7555 · Buildings - Other	477,014.09
Total 7555 · Buildings	212,281.25
7560 · Wells, Tank & Booster Station	
7560.01 · Accumulated Depreciation Wells	-452,230.98
7560.02 · Accum Dep Booster Station/Tank	-176,715.38
7561 · Well #1	219,847.05
7562 · Well #2	346,426.42
7563 · Well #3	351,526.51
7564 · Well Field Tank	333,421.00
7565 · Booster Station	178,945.04
Total 7560 · Wells, Tank & Booster Station	801,219.66
Total Fixed Assets	5,101,932.35
TOTAL ASSETS	6,380,668.48
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	

Mar 31, 24

Accounts Payable	
8000 · Accounts Payable	19,872.05
Total Accounts Payable	<u>19,872.05</u>
Other Current Liabilities	
9005 · Accrued Accounts Payable	25,364.24
9055 · Payroll Liabilities	
9000 · Guardian	7,647.36
9015 · Health Insurance	-154,010.51
9020 · CCEA Dues	800.00
9025 · Post Employee Benefit	22,650.00
9030 · CalPERS Retirement	-173,147.06
9035 · OPEB Contribution	73,497.35
9040 · Accrued PR Taxes-Federal	-9,816.63
9045 · Accrued PR Taxes-State	-1,748.14
9050 · Union Dues	-630.01
9055.01 · Social Security Tax	362.52
9056 · Medicare Taxes	-300.04
9060 · 457 Payroll Deductions	875.00
9055 · Payroll Liabilities - Other	321,051.36
Total 9055 · Payroll Liabilities	<u>87,231.20</u>
9065 · Accrued Vacation Payable	202,838.53
9075 · State Revolving Fund Loan	380,846.08
9080 · Notes Payable	106,556.87
9085 · Payroll Recdonciliation	-744.44
9500 · Customer Water Deposit Suspense	113,330.96
Total Other Current Liabilities	<u>915,423.44</u>
Total Current Liabilities	<u>935,295.49</u>
Long Term Liabilities	
9100 · WIIN Act Repayment	549,394.38
9105 · Deferred Compensation	-1,048.20
9110 · Fund Balance	1,472,585.35
9505 · RCAC Loan - Dump Trk & Trailer	62,645.91
9515 · Filter Plant Loan E58336	783,472.71
9520 · Filter Plant Loan E58342	103,402.34
9525 · Backwash Recycle Loan	-28,910.28
9535 · Deferred Outflow Pension	-410,032.00
9536 · Deferred Inflow Pension	116,889.00
9540 · Deferred Outflow OPEB	-290,490.00
9541 · Deferred Inflow OPEB	632,698.00
9542 · Net Plan Liability OPEB	1,747,920.00
9545 · Accrued Interest	42,035.00
9550 · Expansion & Modernization	101,929.42
9555 · Emergency Reserve	37,373.77

	Mar 31, 24
9560 - Prior Period Adjustment	80,828.00
Total Long Term Liabilities	5,000,693.40
Total Liabilities	5,935,988.89
Equity	
10000 - Opening Balance Equity	-577,929.60
10100 - Retained Earnings	1,244,401.03
Net Income	-221,791.84
Total Equity	444,679.59
TOTAL LIABILITIES & EQUITY	6,380,668.48



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

MEMO

Date: April 17th 2024
To: Board of Directors
From: General Manager – Paul Kelley
Re: **6d – Procurement, Competitive Bidding and Emergency Contracting Policy (Discussion/Action)**

Discussion/Action:

6b – Procurement, Competitive Bidding and Emergency Contracting Policy (Discussion / Action)

Discussion:

This policy has not been updated for over 10 years, the current draft has been updated to current law and activities, the District's atty has reviewed and provided some minor edits.

The Board is asked to review, provide edits if needed and approve the policy.

Updated Policy....

Recommendation:

Review, Discussion, Provide input/direction & Approve by Motion the Policy

PENDING APPROVAL



PROCUREMENT, COMPETITIVE BIDDING AND EMERGENCY CONTRACTING POLICY

Document Type: Procurement, Competitive Bidding and Emergency Contracting Policy

Administering Entity: : Board of Directors and General Manager

Date Approved: April 17, 2024, Ordinance 2024-

Prior Amendment Date: January 12, 2005, Ordinance 2005-02

Approved By: Board of Directors

Indicative Time for Review: Every 3 years

Responsibility for Review: : Board of Directors and General Manager

Purpose of Policy

To provide a broad overview of the standards and methods, which will guide the CCCSD in obtaining goods, equipment, materials, and professional and technical services, including construction and capital improvements for the district.

- *California Government Code Section 54202:* requires every local agency to adopt policies and procedures, including bidding regulations, governing purchases of supplies, materials and equipment and that said purchases shall be in accordance with said duly adopted policies and procedures.
- *California Government Code Section 54204:* requires that if the local agency is other than a city or county, policies provided for in Section 54202 shall be adopted by means of a written rule or regulation, copies of which shall be available for public distribution.
- *California Public Contract Code Sections 20161 and 20162* mandate that California public works projects be competitively bid. The public works competitive bidding laws are intended to eliminate favoritism, fraud and corruption in the awarding of public

contracts. Work that is exempt from competitive bidding includes emergency work, small contracts, sole source items and specialized personal services.

- *California Government Code 61063*: requires each Community Service District to adopt policies and procedures for the purchase of materials, supplies, and equipment. It also allows for purchases to be made by the State Department of General Services or the District's local county upon request of the Community water district. And the community Service District may request the purchasing agent of the local county to contract with persons to provide projects, services and programs authorized by this division pursuant to Article 7.
- *California Public Contracts Code 20682*: reads as follows: (a) A district may purchase materials and supplies for the construction or completion of any building, structure, or improvement in the open market when the cost does not exceed twenty-five thousand (\$25,000). (b) Contracts for materials and supplies for the construction or completion of any building, structure, or improvements, when the cost exceeds twenty-five thousand (\$25,000), shall be contracted for and let to the lowest responsible bidder after notice. If two or more bids are the same and the lowest, the district board may accept the one it chooses. (c) The district shall publish a notice inviting bids for any contract for which competitive bidding is required at least one time in a newspaper of general circulation in the district at least one week before the time specified for receiving bids. The notice inviting bids shall set a date for opening the bids and distinctly state the materials and supplies to be purchased. (d) If the general manager recommends and the board of directors determines that the publication of advertisements of the notice in trade journals and papers in lieu of publication pursuant to subdivision (c) will increase the number of business enterprises receiving that notice, the board of directors may by resolution declare that those notices shall be published in trade journals and papers at least 10 days prior to the time specified for receiving bids. (e) At its discretion, the board of directors may reject any bids presented and readvertise. (f) In the case of an emergency the board of directors may act pursuant to Chapter 2.5 (commencing with Section 22050). (g) As an alternate to the procedures required by this section, a district may rely on the Uniform Public Construction cost accounting Act, chapter 2 (commencing with Section 22000) of Part 3 of Division 2.
- *California Public Contract Code 22050*: reads as follows: (a) (1) In the case of an emergency, a public agency, pursuant to a four-fifths vote of its governing body, may repair or replace a public facility, take any directly related and immediate action required by that emergency, and procure the necessary equipment, services and supplies for those purposes, without giving notice for bids to let contracts. (2) Before a governing body takes any action pursuant to paragraph (1), it shall make a finding, based on substantial evidence set forth in the minutes of its meeting, that the emergency will not permit a delay resulting from a competitive solicitation for bids, and that the action is necessary to respond to the emergency. (b) (1) The governing body, by four-fifths vote

may delegate, by resolution or ordinance, to the appropriate county administrative office, city manager, chief engineer, or other nonelected agency officer, the authority to order any action pursuant to paragraph (1) of subdivision (a).

This policy establishes the Board of Directors (BOD) approved policies with respect to the procurements of services and materials and for public works projects, including expenditure authorization and limits, competitive proposal and bidding requirements and general procurement procedures and Emergency Contracting. All purchases of services and materials and public works projects to be paid for by CCCSD shall adhere to the authority level and dollar limits of this policy.

POLICY

A. Fundamental Principles

CCCSD's policy is guided by the following principles:

- Foster open competition for CCCSD contracts
- Promote economy and efficiency in CCCSD procurement activities
- Ensure adherence to proper standards of conduct by CCCSD Board Members, General Manager, and employees to guard against corruption, fraud, waste, and abuse
- Maintain procurement policies and procedures that ensure compliance with applicable State and Federal laws and regulations
- Insured contractors provide proof of insurance that complies with the CCCSD's insurance carriers requirements.
- Establish and maintain an arm's length relationship with vendors
- Treat all prospective contractors, consultants, and vendors in a fair and equitable manner
- Provide appropriate public access to contracting information

B. Conflicts of Interest

No Director, General Manager, employee, or agent of the CCCSD shall participate in any procedure, task or decision relative to initiation, evaluation, award or administration of a contract if a conflict of interest, real or apparent, exists. Such a conflict of interest arises when (a) the Director, General Manger, employee or agent (b) any member of his or her immediate family (c) his or her business associate or (d) an organization which employs, or which is about to employ, any of the above-described individuals has a financial or other interest in a firm that participates in a CCCSD procurement process or that is selected for an award. The standards governing the determination as to whether such an interest exists are set forth in the *Political Reform act (Section 8100 et seq of the California Government code)* and in *Sections 1090, 1091 and 1091.5 of the California Government Code.*

C. Procurement Authority

- 1) BOD Authorization is required for all procurements exceeding \$25,000.
- 2) The General Manager is authorized to approve all procurements and agreements in the amount not to exceed \$25,000.
- 3) The BOD at its discretion may authorize the General Manager to approve procurements, execute agreements, amend agreements, and sign change orders for specific items over \$25,000 in a regular or special BOD meeting.
- 4) All Purchase Orders regardless of the amount, if \$25,000 or under, will be approved by the General Manager.

D. Methods of Procurement

- All purchases and contracts, whether by Purchase Order (Informal Quote), RFP/Formal Bid, or RFP/Sealed Bid shall be made on a competitive basis to the greatest extent practicable.
- \$0 to \$25,000 requires Informal Quotes/Proposals
- \$25,001 to \$99,999 requires a Request For Quotes/Proposal (RFP)
- \$100,001+ requires a Request For Proposal/Sealed Bid and a Request for Qualifications (RFQ) may be included in the bid documents.

Informal Quotes

For purchases less than \$5,000, quotes may be obtained through an informal process (e.g., web browsing or phone calls) and documentation of the quotes is required. A Purchase Order is required with complete information and prior approval by the General Manager. Purchase Orders are issued for ordering supplies, equipment, and services before the purchase and not “after the fact” for work already done or materials already ordered.

For purchases of \$5000 or more, but less than \$25,001. A minimum of three (3) quotes/proposals are required. The quotes/proposals must be documented and retained on file by the General Manager. The request for quotes/proposals must be made in a consistent manner for all vendors, meaning that all vendors must receive the same information regarding specifications and requirements of the product or service. The request must also be transmitted to the vendors in a consistent manner (e.g., mail, email or verbal quote).

Quotes/RFP

For purchases of \$25,001 or more, but less than \$100,000. Quotes/Proposals shall be solicited from a minimum of three (3) vendors. A Request for Proposal (RFP) must be used to document the specifications and requirements of the product or service. The

bids must be received by the vendors in written form and retained on file by the General Manager.

Per Section 22000 in (g) above the BOD may choose for projects of \$60,000 or less to contract for them by negotiated agreement, purchase order or do the work itself with its own employees. For contracts over \$60,000 but at or below \$200,000 the CCCSD can follow informal bidding procedures that involve sending out a bid request to a list of contractors developed and kept by the CCCSD. If the BOD elects to follow Section 22000 they must adopt an ordinance/resolution stating that the CCCSD is using the Section 22000 of the Uniform Public Construction Cost Accounting Act, Chapter 2 of Part 3 of division 2 commencing with Section 22000 for the purchase or agreement.

RFP/Sealed Bids

For purchases of \$100,000 or more a Formal RFP/Sealed Bid process is required, and contracts shall be awarded in a manner most beneficial to the CCCSD. The CCCSD shall strive to obtain the best value in awarding contracts, service agreements and purchase agreements. The following subsections specify certain procedures based on the four categories:

- Capital Improvement Projects
- Maintenance and Service Agreements
- Professional Services Agreements
- Equipment, Materials and Supplies Purchases

a. Capital Improvement Projects

Contracts, valued at \$100,000 or more, for the erection, construction, alteration, repair or improvement of any public structure, building, road, or other public improvement hereinafter referred to as “Capital Improvement Projects, (CIP), shall be subject to the formal competitive bidding procedures set forth herein unless an exception exists, or the BOD determines is not in the best interest of the CCCSD (See Section “E”). Project-specific contracts covered by this procedure shall be issued to expire upon completion of the work, unless otherwise specified in the written agreement. As required by law, registration with the Department of Industrial Relations for prevailing wage regulations is required for all CIP bidders. When the CIP is funded through a Federal Grant, the CCCSD must follow Federal procurement standards listed in the *Code of Federal Regulations Sections 200.317 through 200.326* or as required by the grant document.

i. Call For Bids

The General Manager is authorized to create a prequalified bidders list. The bidders may be prequalified on an annual basis or on a project specific basis. Notice inviting sealed bids shall be distributed to prequalified bidders or other

interested parties as may be deemed beneficial by the General Manager. If there are no prequalified bidders or if the prequalified bidders list is inadequate, a notice inviting bids may be published once in a newspaper that serves the CCCSD.

ii. Form of Call For Bids

The Invitation for Bids shall contain:

- A statement as to where the plans and specifications may be obtained
- A general description of the CIP
- A statement that the CCCSD will receive sealed bids
- A statement that the contract or contracts for the CIP will be awarded to the lowest responsive, responsible bidder or bidders, but that any or all bids may be rejected
- A statement of the time and place for the opening of the sealed bids and
- Any such other information as may be required by the CCCSD or law.

A RFQ may be utilized in selecting an engineer or architect or included in the bid documents to pre-qualify general contractors. A Pre-Bid Conference may be required, if deemed necessary.

iii. Submission of Bids

Bids shall be submitted on forms supplied by the CCCSD and under sealed cover. Each bid shall be accompanied by cash, a certified or cashier's check or a Bid bond secured from a surety company satisfactory to CCCSD in the amount indicated within the bid documents, made payable to the Clear Creek Community Service District, as bid security.

iv. Opening of Bids

Bids shall be publicly opened at the time and place specified in the invitation for bids. A minimum of two members of the CCCSD staff must be present and/or a member of the BOD and any other pertinent individuals to be determined by the General Manager.

v. Bid Evaluation and Acceptance

Acceptance of any bid shall be by action of the BOD. The BOD reserves the right to waive any irregularities, to reject any or all bids, re-advertise or to proceed with the CIP or any part of it using CCCSD staff.

vi. Bid Award

Contracts shall be awarded to the lowest responsive and responsible bidder, which will be deemed the best value to the CCCSD. The contract shall be executed prior to beginning performance under the contract.

vii. Relief of Bidders

A bidder shall not be relieved of its bid, unless by the consent of the CCCSD BOD, upon a showing by the bidder to the satisfaction of the BOD that:

- A mistake was made
- The bidder gave the CCCSD written notice within five (5) business days after the opening of the bids of the mistake, specifying in the notice in detail how the mistake occurred
- The mistake made the bid materially different that the bidder intended it to be and
- The mistake was made in filling out the bid and not due to error in judgment or carelessness in inspecting the site of the work or in reading the plans or specifications.

A bidder who claims a mistake or forfeits its bid security shall be prohibited from participating in further bidding on the project on which the mistake was claimed or security forfeited.

viii. Performance and Payment Bonds

Any bidder to whom a contract for CIP is awarded under the CCCSD's formal competitive bidding procedures shall supply on forms satisfactory to the CCCSD, a Faithful Performance Bond in an amount equal to the total contact price.

Each bond shall be secured from a California admitted surety company that meets all State of California bonding requirements, as defined in *California Code of Civil Procedure Section 995.120* and is authorized by the State of California. Each bond shall be accompanied, upon request of the CCCSD, with all documents required by *California Code of Civil Procedure Section 995.660*, to the extent required by law.

ix. Insurance

Before work commences, evidence of insurance as required by the contract for CIP must be obtained, reviewed, and accepted by the General Manager. A copy of the Certificate of Insurance will be provided to the BOD.

b. Maintenance and Service Contracts

This procedure applies to non-professional service agreements that do not involve real property. Examples include landscape maintenance, janitorial, uniform cleaning and material hauling.

- Contracts for maintenance or services shall be approved by the BOD if the total cost for the initial term of the agreement exceeds \$25,000.
- Project-specific contracts for maintenance and services covered by this procedure shall be issued to expire upon completion of the work, unless otherwise specified in the written agreement. Contracts for maintenance and services covered by this procedure shall be issued for an initial term of no more than 36 months. The General Manager may authorize a maximum of one (1) extension of 24 months for

maintenance and services. Extensions to contracts or agreements valued at more than \$25,000 shall be approved by the BOD.

- Before work commences or services are rendered, evidence of insurance as required by the contract or service agreement must be obtained, reviewed and accepted by the General Manager. A copy of the Certificate of Insurance will be provided to the BOD.

c. Professional Services Contracts

A professional services contract is an agreement between the CCCSD and a professional service provider. Professional service providers are those entities that provide advice, opinions, or technical expertise. Examples of professional service providers include accountants, actuaries, architects, attorneys, engineers, educational trainers, financial advisors, surveyors, etc. Depending upon the trade, these individuals may or may not hold professional licenses.

Professional services shall be selected on the basis of demonstrated competence and professional qualifications necessary for the satisfactory performance of the services required.

Contracts for professional services covered by this procedure shall be issued for an initial term of no more than 36 months. The General Manager may authorize a maximum of one (1) extension of 24 months for professional services. Extensions of contracts beyond 60 months shall be approved by the BOD.

d. Equipment, Materials and Supplies Purchases

This procedure applies to purchases of heavy equipment, vehicles, materials, supplies and other tangible goods that are not associated with services or permanent attachment to real property.

- Detailed specifications of the items must be provided to the bidders in writing.
- Brand standardization is allowable if deemed to be in the best interest of CCCSD and documented.
- In purchasing equipment or supplies that need to be compatible with existing equipment or to perform complex or unique functions, the General Manger may limit bidding to a specific product type or brand name product.
- Equipment, materials and supplies that can only be obtained from only one (1) vendor are exempt from competitive bidding.

e. Emergency Purchases

Emergency purchases may be made without competitive bidding when time is of the essence and shall be made only for the following reasons:

- To preserve or protect life, health, or property or
- Upon natural disaster or

- To forestall a shutdown of essential services
- Or if the funding documents state emergency project funding”.

Since emergency purchases do not normally provide the CCCSD with an opportunity to obtain competitive quotes, sound judgement shall be used in keeping such orders to an absolute minimum. In addition, the following requirements shall apply:

- A Purchase Order will be filled out as soon as possible.
- Documentation explaining the circumstances and nature of the purchase shall be submitted to the BOD as soon as possible.
- If the emergency causes any budget line item to exceed the approved budget, it shall be the responsibility of the General Manager to obtain subsequent BOD approvals and adjustments to the budget.
- If the emergency purchase involves Force Account Work in association with a declared disaster (e.g., FEMA), detailed records of the work must be documented including scope of work, daily staff time and equipment used. Depending on the scope of the disaster, Force Account Work may involve CIP.

f. Progress Payments for CIP

When a contract for CIP has been approved by the BOD, the release of progress payments may be approved by the General Manager with no limit and no further BOD approval.

g. Change Orders for CIP

The General Manager may approve change orders for CIP, which do not exceed the original authorization by more than \$25,000. Change orders in excess of this amount or that reflect a change in the scope or nature of the project shall be submitted to the BOD.

E. Discretion to Waive the Competitive Process

The BOD may waive the requirements for formal competitive bidding or other procedures set forth in the Policy, when a determination is made that the best interests of the CCCSD are served thereby, and provided there is adequate documentation of the need for such materials, supplies, equipment, public works, or services. These circumstances shall be evaluated on a case-by-case basis, keeping in mind the fundamental principles of procurement set forth in this Policy. The findings justifying the waiver must be documented in the record. (Also refer to Section “E” Emergency Purchases”)

F. Audits

Compliance with this policy is subject to review at any time by internal or external auditors. It is the responsibility of the General Manger to make sure that the procedures in this policy are followed and that records are maintained of purchase orders, bids, bid

documents, contracts, change orders and any other relevant documentation and that authorized signatures are obtained.

G. Definitions of Terms

- “May Approve” shall mean authority to approve appropriate funding for a specific procurement
- “Capital Improvement Project” or “CIP” shall mean a project that has a value of at least \$100,000, has a lifespan of longer than one (1) year and results in the creation or revitalization of a fixed asset.
- “Change Order” shall mean any modification to an existing procurement or respective contractual document subsequent to award.
- “Competitive Bid” shall be for all procurements \$100,000 or over.
- “Contract” shall mean the legal document authorizing the procurement of services.
- “Emergency” shall mean a sudden, unexpected occurrence that poses a clear and imminent danger, requiring immediate action to prevent or mitigate the loss or impairment of life, health, property, or operations of CCCSD’s facilities.
- “Forced Account Work” shall mean paid on a Time and Materials plus markup basis, where there is no signed agreement.
- “General Manger” shall mean the executive in charge of day- to- day CCCSD operations.
- “Informal Quotes” shall mean the verbal or written request for a verbal or written bid, proposal, or quotation.
- “Informal Bid” shall mean bid solicitation off of a list of contractors developed by CCCSD.
- “Invitation for Bids” shall mean a formal process for soliciting sealed bids from qualified prospective suppliers. Typically involves advertising the solicitation, a formal bid opening and the awarding of a contract to a responsive and responsible supplier based on price and other specified factors.
- “Pre-Bid Conference” shall mean the requirement of prospective bidders to attend a meeting at a specified location, date and time that is listed in the Invitation to Bid. It can be stated in Bid Documents that failure to attend disqualifies them as a bidder.
- “Procurement” shall mean the purchase or otherwise compensatory securing of materials, supplies, services, leases, equipment, real property, or public works services. Non-competitive bid procurements are in the amounts of \$49,999 or less.
- “Professional Services” shall mean any specially trained and experienced person, firm or corporation providing services and advice in financial, economic,

accounting, engineering, information services, legal, technical, architectural or other administrative/professional matters.

- “Public Works” shall mean the erection, construction, alteration, repair, or improvement of any public structure, building, road or other improvement of any kind.
- “Purchase Order” shall mean the legal document authorizing the procurement of goods.
- “Request for Proposal” shall mean a formal solicitation for bids that involves more than just a price. Prospective suppliers submit requested information and are evaluated, and a contract awarded based on pre-established criteria.
- “Responsible” shall mean a bidder or proposer who has proper resources, technical capabilities, financial capacity to deliver materials or perform the work and any necessary licenses required.
- “Responsive” shall mean a bidder or proposer whose bid/proposal complies in all material aspects with the Invitation for Bids or Request for Proposal by the bid opening or proposal closing date.
- “Sole Source” shall mean procurement where only one viable source exists. This is usually due to legal restrictions of patent rights, a proprietary process, warranty issues, original equipment, copyrights, etc.



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

MEMO

Date: April 17th 2024
To: Board of Directors
From: General Manager – Paul Kelley
Re: 6e – Ethics Policy (Discussion/Action)

Discussion/Action:

6b – Ethics Policy (Discussion / Action)

Discussion:

The Ethics Policy has been edited and updated to this version. This version is for the Board consideration, input, edit and / or approval.

Updated Policy....

Recommendation:

Review, Discussion, Provide input/direction & Approve by Motion the Policy



ETHICS POLICY

Document Type: Ethics Policy

Administering Entity: Board of Directors and General Manager

Date Approved: May 15, 2024, Ordinance 2024-

Prior Amendment Date: July 14, 2004, Ordinance 2004-07

Approved By: Paul Kelley, General Manager, Board of Directors

Indicative Time for Review: Every Five (5) Years

Responsibility for Review: Board of Directors and General Manager

INTRODUCTION

It is the policy of Clear Creek Community Services District (CCCSD) that the Directors and employees maintain the highest standards of ethics. The Board is required to make decisions and establish policies through the proper channels and to fully comply with the State's open meeting law for public agencies, Ralph M. Brown Act. The public office will not be used for the personal gain of Directors nor immediate family members, and Directors are to remain fair and impartial towards the public. Accordingly, the Board of Directors and employees will maintain the highest standard of personal honesty and fairness in carrying out their duties.

OBLIGATIONS

Directors are obligated to uphold the Constitution of the United States and the Constitution of the State of California. Directors will comply with applicable laws regarding conduct, including conflict of interest, financial disclosure and open meeting laws.¹

¹ Government Code Section 1360; Article 20, Section 3 of the California Constitution

NON-DISCRIMINATION

Directors will not, in the performance of their official duties, discriminate against any person based on race, religion, color, creed, age, marital status, national origin, ancestry, sex, sexual preference, medical condition or disability. Directors will not grant any special consideration, treatment or advantage to any person or group beyond that which is available to any other person or group in similar circumstances.²

SAFEGUARD OF DISTRICT PROPERTY/RESOURCES

Except as specifically authorized, Directors will not use or permit to be used District owned vehicles, equipment, phones, materials or property for personal convenience or profit. Directors will not require employees to perform services for personal convenience or profit. Each Director must protect and properly use District assets within his or her control, including recorded information, either in paper or electronic form. Directors will safeguard District property, equipment, money and assets against unauthorized use or removal, as well as from loss due to criminal acts or breach of trust. Directors are responsible for maintaining written records, including expenses incurred in the course of business in sufficient detail to reflect accurately and completely all transactions and expenditures made on the District's behalf, in accordance with District policies.³

CONFIDENTIAL INFORMATION

Without proper authorization by the Board, a Director will not disclose, to individuals not authorized to receive it, information that qualifies as confidential information under applicable provisions of open meeting laws, including information received in closed session, attorney/client or evidentiary privilege, or information not required to be disclosed under the California Public Records Act.

This does not prohibit making confidential inquiry or complaint to a district attorney or grand jury concerning perceived violations of the law, including disclosing facts that are necessary to establish the alleged illegality of an action taken by the Board, Director or employee of the District. Prior to disclosing confidential information for any purpose, a Director will first bring the matter to the attention of the Chairman or the full Board, to provide an opportunity to cure the alleged violation.

² Article 1, Section 31 of the California Constitution; Age Discrimination in Employment Act of 1967 (29 U.S.C., Sections 621-634); Americans with Disabilities Act of 1990 (42 U.S.C., Section 12101 et. Seq.); Fair Employment and Housing Act (Government Code, Section 12900 et. Seq.); Rehabilitation Act of 1973 (29 U.S.C., Section 701 et. Seq.); Title VII of the Civil Rights Act of 1964 (42 U.S.C., Section 2000e et. Seq.); Labor Code Section 1102.1

³ Article 16, Section 6 of the California Constitution; Government Code Section 8314; Penal Code Section 424; see *People v. Battin* (1978) 77 Cal.App.3d 635.

A Director who willfully and knowingly discloses confidential information received in the course of his or her official duties for pecuniary gain may be guilty of a misdemeanor under Government Code Section 1098.⁴

CONFLICT OF INTEREST

Directors shall not have a financial interest in a contract with the District, be a purchaser of equipment and or property owned by the District or be a vendor of a purchase made by the District, unless the Director's participation was authorized under Government Code section 1090, 1091 or 1091.5, or other provisions of law. A Director will not participate in discussion, deliberation or vote on a matter before the Board, or in any way attempt to use his or her official position to influence a decision by the Board if he or she has a prohibited interest with respect to the matter as defined in the Political Reform Act, Government Code sections 81000, following and relating to conflicts of interest. A direct conflict of interest is defined as a financial interest in a matter that would have a material financial effect that is distinguishable from the effect on the public generally.⁵ An indirect conflict of interest means any investment of interest owned by the spouse or dependent child of the Director, by an agent on his or her behalf, or by a business entity or trust in which the Director, spouse or dependent child owns directly, indirectly or beneficially 10% or greater interest.

A Director will not accept gifts or honoraria that exceeds the limitations specified in the FPPC regulations. All gifts, campaign contributions, income and financial information will be reported as required under the District's Conflict of Interest Code and the provisions of the FPPC regulations.⁶

If a Director believes that he or she may be disqualified from participation in discussion, deliberations or vote on a particular matter due to conflict of interest, the Director will immediately notify the General Manager and the District's Attorney of the potential conflict of interest so it may be determined if it is indeed a disqualifying conflict of interest. If a determination is made that there is a disqualifying conflict of interest the Director will leave the room and not participate in the discussion, deliberation or vote on the matter, which will be noted in the meeting minutes.

A Director who willingly and knowingly asks for, accepts or agrees to receive any gift, reward or promise thereof for doing an official act, except as authorized by law, may be guilty of a misdemeanor under Penal Code section 70.⁷

POLITICAL CONTRIBUTIONS

Directors are prohibited from soliciting political funds or contributions at District facilities or from District employees. Directors will not accept, solicit or direct a political contribution from District

⁴ Government Code Section 54963.

⁵ Fair Political Practices Commission "FPPS" regulations

⁶ Government Code Sections 87100 and following.

⁷ Government Code Sections 1090, and following, 81000 and following, and 87105; Penal Code Sections 68 and 70.

employees, officers, consultants or contractors or any person or entity who has a financial interest in a contract or other matter that is pending before the Board. A Director will not use the District's seal, letterhead or other indicia of the District's identity, or facsimile thereof in any solicitation for political contributions contrary to state or federal law.⁸

INCOMPATIBLE OFFICES

Any Director appointed or elected to a public office of another entity, in which the duties may require actions inconsistent with the interest of the District (as determined under applicable law) will resign from his or her position as Director of the District.⁹

For a period of one year after leaving office, Directors will not represent before the District, non-governmental entities for compensation with regard to any issues over which that Director had decision making authority during the three years prior to leaving office. Represent means to actively support or oppose a particular decision by lobbying, in person, District Directors or employees or otherwise acting to influence the Directors. This does not apply to not-for-profit charitable entities. These restrictions may be waived in individual cases by a majority vote of the Board.

Nothing in this section is intended to prevent a former Director from participating in meetings of the Board in the same manner as other members of the public.¹⁰

RELATIONSHIP OF THE BOARD AND GENERAL MANAGER

The Board of Directors sets the policy for the District. The District's General Manager has full charge and control of maintenance, operation and construction of the District facilities. The General Manager has full power and authority to employ and discharge all employees, consistent with the MOU between the District and the United Public Employees of California (UPEC) Local 792, and other provisions of law; prescribe the duties of employees consistent with District policy, and fix and alter compensation of employees, subject to approval by the Board. After recommendation by the General Manager, the Board may approve the appointment of the Chief Financial Officer (whom may also be the General Manager). The CFO will install and maintain a system of auditing and accounting that will completely and at all times reflect the financial condition of the District in accordance with generally accepted accounting principles and legal requirements. The Board will retain an independent auditor through contract to conduct the annual audit of the District's books and at their discretion assign to the Financial Committee who will periodically review the auditor's work and make recommendations to the Board.

The District's General Manager, shall be employed under a contract approved by the Board, will use as his or her personnel contract and the current General Manager's Reimbursement Policy on file.

⁸ Government Code Section 3205.

⁹ 73 Ops.Cal.Atty.Gen. 357 (1990); Government Code Section 53227.

¹⁰ Government Code section 54954.3.

The Board will provide policy direction and instructions to the General Manager on matters within the authority of the Board by majority vote during duly convened Board meetings. Individual Directors will deal with matters within their authority through the General Manager, and not through other District employees, except as it pertains to the functions of the CFO, auditor and consultants. Individual Directors will refrain from making requests directly to District employees, rather than the General Manager to undertake any work assignments. The Board of Directors may request non-confidential, factual information regarding District operations from other District employees.¹¹

IMPROPER ACTIVITIES AND PROTECTION OF “WHISTLE BLOWERS”

The General Manager has the primary responsibility for ensuring that District employees do not engage in improper activities and comply fully with the MOU; investigating allegations of improper activities and taking appropriate corrective and disciplinary actions. The Board is obligated to ensure that the General Manager is operating the District in accordance with law and District policies. Directors are encouraged to fulfill their obligation to the public and the District by disclosing to the General Manager, to an extent not expressly prohibited by law, improper activities within their knowledge. Directors will not interfere with the General Manager’s responsibilities in identifying, investigating and correcting improper activities, unless the Board determines that the General Manager is not properly carrying out these responsibilities. Nothing in this section affects the responsibility of the Board to oversee the performance of the General Manager.

A Director will not use or threaten to use any official authority to influence to effect any action as a reprisal against a District Director or employee who reports or otherwise brings to the attention of the General Manager any information regarding the subjects described in this section.

Any individual who believes that he or she has been subjected to any action prohibited by this section may file a confidential complaint with (1) the General Manager, or (2) the Board of Directors if the complaint involves the conduct of the General Manager, who will thereupon refer the matter to the full Board to investigate the complaint. Upon the conclusion of the investigation, the General Manager (or Board of Directors) will take appropriate action consistent with the District’s Personnel Manual and applicable law.¹²

COMPLIANCE WITH THE BROWN ACT

The Board of Directors will comply with the provisions of the State’s open meeting law for public agencies, known as the Ralph M. Brown Act. The Board of Directors will ensure Board decisions are made during meetings of the Board that are open to the public, and decisions made in closed session, as defined by law, will be announced in open session immediately following adjournment of closed session.¹³

¹¹ Water Code sections 30580 through 30582.

¹² Labor Code section 1102.5 and following and Government Code sections 53298 and 53298.5.

¹³ Government Code sections 54950 and following, and 54952.1 and 54959.

DIRECTORS' COMPENSATION AND EXPENSE REIMBURSEMENT

The Board of Directors will fully comply with the provisions contained in the current Directors Compensation Expense Reimbursement Policy on file.¹⁴

CHANGES IN DIRECTORS' COMPENSATION

Changes in the compensation rate of the Board of Directors or District employees will require approval of the Board of Directors during an open meeting of the Board.

CANDIDATE'S STATEMENT

A Director will not include false or misleading information in a candidate's statement for a general District election.¹⁵

VIOLATION OF ETHICS POLICY

A perceived violation of this policy by a Director should be referred to the Chairman, or the full Board of Directors for investigation, and consideration of any appropriate action warranted. A violation of this policy may be addressed by the use of such remedies as are available by law to the District, including but not limited to (1) adoption of an Ordinance expressing disapproval of the conduct of the Director who has violated this policy, or (2) injunctive relief, or (3) referral of the violation to the Shasta County District Attorney and/or the Grand Jury.

AGREEMENT

This Mission Statement and Ethics Policy will be provided to all current Directors and future elected and appointed Directors as a part of the orientation process, along with other appropriate training and policies necessary for the proper performance of their official duties and be included in the Director's Handbook.

¹⁴ Water Code sections 54920 and following.

¹⁵ Elections Code sections 13307 and 13313.



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

MEMO

Date: April 17th 2024
To: Board of Directors
From: General Manager Paul Kelley
Re: 7 – General Manager Report

Report:

A quick activity report, more by the General Manager verbally at the meeting:

Starting the week of March 15, 2024

- The CUSI – new customer database software has completed their conversion. New bills printed and sent March 1st and new system live that day.
 - We were able to put a message on the Bills – About rate increases and website payments
 - The Base rate issue has been fixed prospectively, still working through past bill.
 - The online payment portal is working – and the improvements to payment processing/ Credit card handling and the ACH payments are welcome.
- Staff
 - Account clerk Katelyn Lifka – started February 26th and is getting up to speed.
 - Our D3-T3 Operator: Left the end of March. We are recruiting for a D1, and looking at filling needs in Treatment to find Operator in Training.
- I attended the Igo-Ono board meeting and updated them on the County Hydrant assessment.
- I also attended the Utility coordination counsel – reinstated since Covid of utilities and cities to coordinate on projects.
- Worked on the three grant projects: -
 - Backwash ponds – Gill Construction is working schedule. Developing the bridge financing package. The state project manager on the Grant visited the site!
 - Emergency Electrical/SCADA – Project in final stages and testing/live end of February. The final reimbursement is being created. The State Project manager visited the site.
 - ARPA – Agreement with County Signed, We received the first installment of meter registers and transponders for installation. This has been submitted to County for reimbursement.
 - This Prospective grant – EPA Water Infrastructure Resiliency grant – applied for study money to accomplish a “Wildfire and Drought Resiliency Assessment”. Still Pending and under review – Still waiting to hear from the EPA.
- New equipment for the District – update – looking at vac-trailer.
 - I received proposals for the primary vac-trailer suppliers. Review end of month
- Continuing to work on the “water loss” project – still gathering leak loss information and tracking
- The District Auditor reports FY 22 completion in weeks (again) and then FY 23 work starts.
- Other/More – Verbal



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MEMO

Date: April 17th 2024
To: Board of Directors
From: Chief Plant Operator: Bill Palmaymesa & Distribution Field Supervisor: Roberto Chacon
General Manager Paul Kelley
Re: 8 – Operation Report

Administration

There were 357 Accounts that are 90+ days delinquent totaling \$57,039.43. **SP**
There were 298 Accounts that are 60 Days delinquent totaling \$19,171.45. **SP**
There were 647 Accounts that are 30 Days delinquent totaling \$40,354.45. **SP**

Delinquency Progress: For the month of March there were no shut-off notices sent out due to the implementation of the new billing software system CUSI and training. We did have \$1,727.39 collected from LIHWAP payment assistance program. LIHWAP is no longer accepting applications as the program ended on March 31, 2024. Now that we have hired and trained our new account clerk, we will get back on track on sending out shut off notices to collect delinquent debt. **SP**

WTP OPERATIONS - The WTP produced 126af of SW; Clear Creek CSD used 82AF of SW in March. 82AF total SW for WY23/24. Well Water Production- 0 af . (Palmaymesa)

- Staff has been busy with routine maintenance, monitoring and operation of the WTP. USBR finished the first pulse flow for 2024. Pulse flow events require WTP Staff to coordinate with USBR to limit the differential pressure swings that impact WTP operations. The WTP operation limits the pulse flow discharge to 840 CFS, the max discharge from the Whiskeytown Dam is 1200 CFS.
- WTP Staff has been performing annual chlorine gas feed equipment maintenance and trainings.
- Train#2 (Filters #3 and #4) is back online after the anthracite media addition project.
- Train #4(Filter#6) is offline for a inspection.
- Train#6 (Filter#8) remains offline, and the valves locked out. This is due to the damaged media bed, sand in the underdrain system and leaking control valves.
- WTP Staff has replace Air Compressor #1 and is online. The compressor that was removed was from 1976 and was functioning.
- The WTP SCADA computer project is complete.
- WTP Staff has been testing the Wells and South Booster Pump Station, along with PACE Engineering and John Rossi.

DISTRIBUTION OPERATIONS REPORT - (Chacon) RCh

- The distribution crew has been working on a couple of service leaks and are now repaired.
- The Fire Hydrant replacement on Hopekay Ln will need to be done in a couple of months all the parts are here and we are just waiting to have it on the schedule since its going to be a big job .
- We are working on the schedule to start replacing the registers and end points, we are going to replace them by route number and go from there.

- We have another Fire Hydrant that was hit on Cerro Ct, we ordered all the parts and will be replaced soon also since the Fire Hydrant had no isolation valve, we will cut one in to have more control.
- Lassen Av paved job its on its way to be done, Axner was there on 4/9/2024 preparing it, it will be done in the next two days or so.
- All the water samples are negative.
-



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MEMO

Date: April 17th 2024
To: Board of Directors
From: General Manager – Paul Kelley
Re: **9** – Standing Committee Report

Report: From members of the Committees listed:

Note:

9.a – Agriculture – **Meeting: April 10th 6pm - Report**

9.b – Finance – **Meeting: April 9th: Report**

9.c – Planning / Steering – **Items on this Agenda, To schedule a meeting on More Policies and CIP**