



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

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

General Manager: Paul Kelley

REGULAR MEETING: November 15th 2023 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 10/18/23; Committee: Finance - 10/17/23
- b. Paid Bills: 10/15/23 – 11/10/23
- c. Payroll: 10-12-23, 10-26-23
- d. Activity Report: October 2023

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

- a. **O.B.** - USBR Account Reconciliation (Discussion)
- b. Shasta LAFCO Election / Vote for Special District Representatives – (Discussion/Action)
- c. Drought and Supplemental water program (Discussion/Action)
- d. General Manager Employment Agreement Amendment I – (Discussion/Action)
- e. Update: February 3, 2023 MOU Between District & UPEC 792 – (Discussion)

7. GENERAL MANAGERS REPORT

8. OPERATIONS REPORT

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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9. STANDING COMMITTEE REPORT –

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

10. BOARD MEMBER ITEMS

11. CLOSED SESSION ANNOUNCEMENT: (None)

12. ADJOURN THE MEETING

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MEMO

Date: November 15th 2023
To: Board of Directors
From: General Manager – Paul Kelley
Re: 5 – Consent Agenda (Action)

Discussion:

- 5.a – Minutes of The Meetings: Regular meeting 10/18/23: Committee: Finance - 10/17/23
- 5.b – List of bills paid – from QuickBooks 10/15/23 – 11/10/23
- 5.c – Payroll since last meeting: 10-12-23, 10-26-23
- 5.d – Activity report – October 2023

Recommendation:

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



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

General Manager: Paul Kelley

REGULAR MEETING: October 18th 2023 at 6:00PM: District Office Board Room

AGENDA

- 1. CALL TO ORDER-** Meeting called to order at 6pm by Chair Fickes.
- 2. PLEDGE OF ALLEGIANCE-** Led by Director Beaver
- 3. ROLL CALL-** Chair Fickes asked all to say their names.
 - a. Directors Present-** Chair Fickes, Vice-Chair Lincoln, Director Beaver, Director McVay, Director Johnston.
 - b. Staff Present-** General Manager Paul Kelley, Administrative Assistant Kayla Faulks
 - c. Members from the Public-** Sandy Winters, Jackie Longcrier, Ken Longcrier, Kaitlyn Patrick, and Suzanne Lobsinger.
- 4. OPEN TIME/PUBLIC COMMENT:**
 - a. Sandy Winters:** reported on the Firewise Bus Tour of the District and the Fun Festival in Palo Cedro. She also reported there would be no Firewise Meeting in November.
 - b. Suzanne Lobsinger:** requested that the second base rate be removed from her account because the 2nd dwelling is not being occupied. General Manager Paul Kelley requested that Suzanne bring a letter into the office with commitment to not rent out the unit.
- 5. CONSENT AGENDA (Action)**

General Manager Paul Kelley gave background from his memo regarding the consent agenda items.

 - a. Minutes from Meetings –.** Regular meeting 6/21/23, 9/20/23:
Special Meeting 8/9/23, Committee: 9/12/23
 - b. Paid Bills: 9/15/23 – 10/14/23**
 - i. Director McVay** asked and the PG&E bill, AT&T bill, and the use of McConnell water.
 - ii. Chair Fickes** asked about the answering service and if there was a report that they send with the inbound calls and what the loan installment line items was on the PG&E bill was for. She also

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asked about the Enplan and Mapport subscriptions and if they were needed. Community Member Kaitlyn Patrick commented and made a suggestion about the answering service.

- c. Payroll: 9-14-23, 9-28-23- No comments or questions
- d. Activity Report: September 2023- No other comments or questions

Motion to approve the consent agenda as amended: Director Beaver. 2nd: Director McVay. Motion carried with unanimous vote with the exception of Director Lincoln and Director Johnston abstaining from meeting minutes they were not in attendance for. (5-0)

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

- a. **O.B.** - USBR Account Reconciliation (Discussion)
 - i. General Manager Paul Kelley reported that the final payment for the WIIN Act was made.
 - ii. Nothing else reported on the reconciliation.
- b. Fiscal Year 1st Quarter Activity/P&L To Budget and Budget Adjustment – (Discussion/Action)
 - i. General Manager Paul Kelley gave background information on his memo. He made suggested budget adjustments that needed to be made. Director Beaver asked about how many current delinquent accounts were there and if we needed to write off more delinquent accounts that “are never going to pay”.
 - ii. General Manager Paul Kelley mentioned CDL to incentivize employees. Chair Fickes suggested 2 people train for CDL.
 - iii. Director Lincoln asked about maintenance on Unit 3.
 - iv. Director McVay asked why the budget was not balanced at the bottom. General Manager Paul Kelley explained. He also asked for the General Manager to explain OPEB. General Manager Paul Kelley explained what OPEB was and what is currently being worked on as a solution to OPEB. Community Member Sandy Winters commented that one or two employees that didn’t reach the required services years were able to buy out their OPEB.

Motion to approve the budget adjustments that were suggested and the review of the Quarterly budget vs actuals: Director Johnston. 2nd by: Director Beaver. Motion carried with unanimous vote. (5-0)

- c. Shasta County ARPA Grant Agreement (Discussion/Action)
 - i. General Manager Paul Kelley explained the ARPA grant and what it was intended for.

Motion to direct the General Manager to sign the ARPA Grant Agreement: Director McVay. 2nd by: Director Lincoln. Motion carried with a unanimous vote.

- d. Water Usage Review – (Discussion)
 - i. General Manager Paul Kelley gave memo background information. Director McVay asked on timeframe to have hard data on the water usage audit.

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- ii. This item was just discussed. No action was taken.

7. GENERAL MANAGERS REPORT

- a. General Manager gave background information for his GM Report. He mentioned that the District had a visit from JPIA Risk Management. He also mentioned that he is working on applying for a resilience grant, and that the District is going to begin flushing fire hydrants as it has not been done in quite some time. He stated that the staff are working on zones for this project. Community Member Sandy Winters commented that Firewise has zoned out the District and could assist or share that information.

8. OPERATIONS REPORT

- a. General Manager summarized items in his memo background information. Director Lincoln asked about inventory and where it is at. General Manager explained that the crew is still working on it but have started replacing some items that needed to be replaced.

9. STANDING COMMITTEE REPORT –

- a. Agriculture – Nothing reported
- b. Finance – it was mentioned that the finance committee had a meeting the day prior.
- c. Planning/Steering – General Manager Paul Kelley suggested that the Planning & Steering Committee would need to meet in the near future.

10. BOARD MEMBER ITEMS

- a. Director McVay made a request to make meeting times consistent even for Committee meetings as it is difficult to remember if the time changed and makes it easier for the community to attend if all meetings are at 6pm.
- b. Chair Fickes asked about the community committee volunteer application. General Manager Paul Kelley reported that it would be announced in the newsletter and planning to bring it to the next regular meeting.

11. CLOSED SESSION ANNOUNCEMENT:

The Board will adjourn to Closed Session to discuss the following item:

- a. **Public Employee, to consider performance evaluation of General Manager pursuant to GC §54957(b)(1),**

12. ADJOURN THE MEETING- Chair Fickes adjourned the Regular Meeting to closed session at 7:51 pm.

Closed session adjourned at 8:47PM.

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Board of Directors on Committee

Directors - Beverly Fickes, Committee Chair: Scott McVay

General Manager: Paul Kelley

FINANCE COMMITTEE

October 17th 2023 at 5:30PM : 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 – 5:32PM - *Meeting called to order by Director (acting Committee chair) Fickes*

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

3. ROLL CALL – *Director Fickes, Director Beaver (Committee alternate)*

GM Kelley, Bookkeeper/Accounting - Melissa Tenney

Audience – Jackie & Ken Longcrier. Scott McVay – arrived at 5:50pm (did not participate or speak)

4. OPEN TIME/PUBLIC COMMENT: *None*

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

a. **FY24 Quarter I (July/August/September) Actuals to Budget** – Discussion

Gm Kelley reviewed the memo items – related to first time the District will be reviewing actuals vs budget for Quarter.

Reviewed the anomalies for the quarter as mentioned in the memo, like accelerated WIIN act payments, Grant Project payments that increase “expenses” and will not be reimbursed till months later.

Also reviewed the proposed Budget adjustments recommended. Reducing budgeted expenses from Utilities and WIIN act payments and moving that money to Customer Data base update/new install and conversion, looking for a new truck, training resources for staff and more.

Director Fickes asked questions about multiple accounts, and pointed out accounts to watch for next budget / adjustment and update (January)

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Director Beaver asked questions about accounts, including the OPEB account.

Bookkeeper Tenney – Reviewed accounts and noted a few that need to be moved. Related the challenge of showing the designated revenue in reserves and that accounting doesn't allow to "expense" the commensurate amount into reserves as the budget shows.

Also showed a way to show the Grant Expenses all in one area – so that finding in remote accounts would be avoided. The committee gave direction to work on and use that method.

GM Kelley and Tenney reviewed the attached "Balance Sheet" as a way to show a whole picture and the reserve and liability accounts. Tenney noted a number of accounts and items that need to be updated / adjusted to help make this balance sheet more accurate.

Also suggested that each quarterly actuals vs budget have a balance sheet with prior quarter and current quarter – to show changes.

b. Bank Account & Loan Balances report – Discussion

GM Kelley reviewed as part of the Balance sheet. And in packet

c. Reserve Policy – Discussion

GM Kelley noted that current policy was in 2008 and needs modernizing/updating/and making current. This is for Finance committee in coming months and volunteers will also work on updates.

d. Report on Water Loss review – Discussion

GM Kelley reported an update from the previous review (September) – and with early look, the September billed numbers are more than through plant – meaning there was a lot of water delivered to the customers between August 20 – September 1 – reported to bureau as through plant in August, but part of September billing.

6. ADJOURN THE MEETING – Adjourn 7:05pm

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Clear Creek Community Services District Transaction Detail by Account October 15 through November 8, 2023

Type	Date	Num	Name	Memo	Amount
8000 - Accounts Payable					
Bill Pmt -Check	10/16/2023		AT&T	Credit on account used on account numbe...	0.00
Bill Pmt -Check	10/16/2023	ach 3856	Employment Development Department	932-0192-9	-116.19
Bill Pmt -Check	10/17/2023		USBR - Water Payments	September water usage generated a credit...	0.00
Bill Pmt -Check	10/18/2023	31426	Ability Answering & Paging Services	05-1-8495	-335.13
Bill Pmt -Check	10/18/2023	31427	ACWA/JPIA - Insurance	VOID: C020 Directed JPIA to shred check ...	0.00
Bill Pmt -Check	10/18/2023	31428	American Water Works Association	Dues 01/01/24-12/31/24	-501.00
Bill Pmt -Check	10/18/2023	31429	Bay Alarm Company	1201366	-33.32
Bill Pmt -Check	10/18/2023	31430	Beeler Tractor Company	WTP - Generator maintenance	-596.88
Bill Pmt -Check	10/18/2023	31431	Cintas Corporation	22228100	-136.02
Bill Pmt -Check	10/18/2023	31432	Computer Logistics Corp		-5,892.90
Bill Pmt -Check	10/18/2023	31433	Cook Concrete Products, Inc.		-2,777.78
Bill Pmt -Check	10/18/2023	31434	Fasteners Inc	373	-102.97
Bill Pmt -Check	10/18/2023	31435	Ferguson Waterworks	409921	-29,946.29
Bill Pmt -Check	10/18/2023	31436	Gerlinger Steel & Supply	10326	-38.35
Bill Pmt -Check	10/18/2023	31437	Horton McNulty & Saeteurn, LLP	FYE 2022 Audit	-12,450.00
Bill Pmt -Check	10/18/2023	31438	I-5 Rentals Inc	175	-4,018.15
Bill Pmt -Check	10/18/2023	31439	Jeff Sukosky - Sukosky Construction	stump removal	-600.00
Bill Pmt -Check	10/18/2023	31440	McConnell Foundation		-25,000.00
Bill Pmt -Check	10/18/2023	31441	NTU Technologies, Inc.	Polymer and pac - coagulent for filtration	-9,352.00
Bill Pmt -Check	10/18/2023	31442	Pace Analytical Services LLC	20-100128	-607.97
Bill Pmt -Check	10/18/2023	31443	Pace Engineering		-90,806.25
Bill Pmt -Check	10/18/2023	31444	Professional Exterminator of Redding	17387	-65.00
Bill Pmt -Check	10/18/2023	31445	Quadient Leasing USA, Inc	01363449	-243.58
Bill Pmt -Check	10/18/2023	31446	RCAC-Loan Fund (Dump Truck)	6332-CCCSD-01	-1,696.07
Bill Pmt -Check	10/18/2023	31447	SCP Distributors, LLC	970914	-45.80
Bill Pmt -Check	10/18/2023	31448	State Water Resource Control Board-Enplan	CACLEA1004	-2,734.00
Bill Pmt -Check	10/18/2023	31449	SWRCB - DW Operator Cert	D2 JHead	-60.00
Bill Pmt -Check	10/18/2023	31450	United Public Employees of CA 792	Union Payroll deductions	-445.50
Bill Pmt -Check	10/18/2023	31451	US Bank Equipment Finance	1453267	-473.77
Bill Pmt -Check	10/18/2023	31452	USBR - WIIN Act & Water	WIIN Act Repayment Oct 2023	-49,394.38
Bill Pmt -Check	10/18/2023	31453	Valley Pacific	C850335	-1,433.18
Bill Pmt -Check	10/18/2023	31454	Verizon	242343122-00001	-52.01
Bill Pmt -Check	10/18/2023	31455	Westside Aggregate	187	-967.10
Bill Pmt -Check	10/19/2023	EFT 9012	Guardian	Group Id 00 527706	-1,631.93
Bill Pmt -Check	10/19/2023	ACH dbb6	AT&T	S. Booster	-5.00
Bill Pmt -Check	10/19/2023	EFT 8189	CalPERS Health Ins	health insurance Premium	-26,453.33
Bill Pmt -Check	10/19/2023	EFT 8203	CalPERS PEPRA/Classic	Unfunded accrued liability	-10,969.00
Bill Pmt -Check	10/19/2023	EFT 2996	CCEA	Flowers lane repair meals	-180.80
Bill Pmt -Check	10/19/2023	EFT 7181	Pacific Gas & Electric	wells 1&2	-262.49
Bill Pmt -Check	10/19/2023	EFT 8161	Pacific Gas & Electric	well 3/ office	-1,539.01
Bill Pmt -Check	10/19/2023	EFT 4052	TDS	530-357-2121	-355.89
Bill Pmt -Check	10/19/2023	EFT0346	Waste Management	3-99477-15008	-192.20
Bill Pmt -Check	11/01/2023	Auto Ach	UNUM Life Insurance of Co.		-1,335.05
Bill Pmt -Check	11/01/2023	Ach 2923	Rick Cascarina	nov health Reimb	-230.07
Bill Pmt -Check	11/01/2023	Ach 2925	Roger Schreiber	Nov health Reimb - by ACH	-137.84
Bill Pmt -Check	11/05/2023	EFT 6701	Pacific Gas & Electric	clear creek and happy valley	-60.12
Bill Pmt -Check	11/07/2023	31456	ACWA - Annual Dues	2024 Annual Agency Dues	-16,190.00
Bill Pmt -Check	11/07/2023	31457	ACWA/JPIA - Insurance	C020	-63,336.00

Clear Creek Community Services District Transaction Detail by Account October 15 through November 8, 2023

Type	Date	Num	Name	Memo	Amount
Bill Pmt -Check	11/07/2023	31458	Beverly Fickes		-125.00
Bill Pmt -Check	11/07/2023	31459	Logan Johnston		-300.00
Bill Pmt -Check	11/07/2023	31460	Patricia A Beaver		-125.00
Bill Pmt -Check	11/07/2023	31461	Scott McVay	Board Meeting 10/18/23	-100.00
Bill Pmt -Check	11/07/2023	31462	ACWA/JPIA - Insurance	C020	-9,612.98
Bill Pmt -Check	11/07/2023	31463	Anthracite Filter Media Co	11534	-12,308.85
Bill Pmt -Check	11/07/2023	31464	Badger Meter, Inc.	41827	-22.56
Bill Pmt -Check	11/07/2023	31465	Brian Brown's Printing & Design	checks	-398.58
Bill Pmt -Check	11/07/2023	31466	Cintas Corporation	22228100	-138.16
Bill Pmt -Check	11/07/2023	31467	Com-Pair Services	10117	-77.34
Bill Pmt -Check	11/07/2023	31468	Computer Logistics Corp		-540.68
Bill Pmt -Check	11/07/2023	31469	Downey Brand	47614	-4.28
Bill Pmt -Check	11/07/2023	31470	Ferguson Waterworks	409921	-1,040.56
Bill Pmt -Check	11/07/2023	31471	Foothill Fire Protection, Inc.	annual fire extinguisher maint	-671.98
Bill Pmt -Check	11/07/2023	31472	Gerlinger Steel & Supply	10326	-41.25
Bill Pmt -Check	11/07/2023	31473	Harvest Printing Company	customer billing	-2,736.02
Bill Pmt -Check	11/07/2023	31474	Nice Shot Investments, Inc	Flashlight for dist and wtp	-911.09
Bill Pmt -Check	11/07/2023	31475	Pace Analytical Services LLC	20-100128	-347.11
Bill Pmt -Check	11/07/2023	31476	Pace Supply Corp		-34.08
Bill Pmt -Check	11/07/2023	31477	Quadient Finance USA - Postage	7900 0440 8060 6274	-400.00
Bill Pmt -Check	11/07/2023	31478	Regional Government Services (RGS)	HR and Accounting help	-792.00
Bill Pmt -Check	11/07/2023	31479	Roberto Chacon.	meal - Audrey Repair	-44.72
Bill Pmt -Check	11/07/2023	31480	Ryan Herco Flow Solutions	121688	-777.54
Bill Pmt -Check	11/07/2023	31481	Sante Fe Springs Water Systems Co.	CLE500	-4,778.36
Bill Pmt -Check	11/07/2023	31482	Shannan Perry	mileage reimbursement for October 2023	-60.00
Bill Pmt -Check	11/07/2023	31483	SmartSights, LLC - WIN 911	Scada computers software	-5,100.00
Bill Pmt -Check	11/07/2023	31484	Statewide Traffic Safety & Signs	S1339001	-1,771.12
Bill Pmt -Check	11/07/2023	31485	Thatcher Company of California, Inc.	3001810	-4,137.46
Bill Pmt -Check	11/07/2023	31486	Underground Service Alert of N.CA	133391	-7,755.00
Bill Pmt -Check	11/07/2023	31487	Valley Pacific	C850335	-976.02
Bill Pmt -Check	11/08/2023	Ach 2bjf	AT&T	s. booster	-322.53
Bill Pmt -Check	11/08/2023	Ach 2qkj	AT&T	WTP	-650.08
Bill Pmt -Check	11/08/2023	eft 8101	First National Bank of Omaha -2665	4418226482992665	-2,430.54
Bill Pmt -Check	11/08/2023	Eft 7641	Pacific Gas & Electric	office outdoor lights	-20.57
Bill Pmt -Check	11/08/2023	EFT 9471	Pacific Gas & Electric	cloverdale and north booser	-257.87
Bill Pmt -Check	11/08/2023	EFT 0581	Pacific Gas & Electric	wtp pond	-540.27
Bill Pmt -Check	11/08/2023	EFT 1191	Pacific Gas & Electric	wtp	-2,799.65
Bill Pmt -Check	11/08/2023	EFT 0125	Waste Management	3-99477-15008	-192.20
Total 8000 · Accounts Payable					-427,141.77
TOTAL					-427,141.77



CHECK REGISTER

0085 1910-7980 Clear Creek Community Services District

COMPANY BANK ACCOUNT	NAME	ID	CHECK DATE	CHECK NUMBER	DIRECT DEPOSIT AMOUNT	NEGOTIABLE CHECK AMOUNT
		10010	11/02/23	10067	4,002.09	
		11020	11/02/23	10068	1,834.70	
		11040	11/02/23	10069	1,156.12	
		11010	11/02/23	10070	1,594.77	
		20050	11/02/23	10071	2,124.33	
		20010	11/02/23	10072	2,090.44	
		20040	11/02/23	10073	1,418.04	
		20060	11/02/23	10074	1,349.58	
		20030	11/02/23	10075	2,807.01	
		30040	11/02/23	10076	1,958.03	
		30010	11/02/23	10077	3,277.80	
				BANK ACCOUNT TOTAL	23,612.91	0.00
				<i>11 Transaction(s)</i>		
				COMPANY TOTAL	23,612.91	0.00
				<i>11 Transaction(s)</i>		



CHECK REGISTER

0085 1910-7980 Clear Creek Community Services District

COMPANY BANK ACCOUNT	NAME	ID	CHECK DATE	CHECK NUMBER	DIRECT DEPOSIT AMOUNT	NEGOTIABLE CHECK AMOUNT
		10010	10/19/23	10056	4,002.08	
		11020	10/19/23	10057	1,834.70	
		11040	10/19/23	10058	1,158.13	
		11010	10/19/23	10059	1,594.77	
		20050	10/19/23	10060	1,576.89	
		20010	10/19/23	10061	2,946.33	
		20040	10/19/23	10062	1,675.38	
		20060	10/19/23	10063	2,073.90	
		20030	10/19/23	10064	1,924.52	
		30040	10/19/23	10065	2,192.52	
		30010	10/19/23	10066	3,300.66	
				BANK ACCOUNT TOTAL	24,279.88	0.00
				<i>11 Transaction(s)</i>		
				COMPANY TOTAL	24,279.88	0.00
				<i>11 Transaction(s)</i>		

Clear Creek Community Services District
Profit & Loss
October 2023

	Oct 23
Ordinary Income/Expense	
Income	
11000 · Revenue - Customer Accts	
11005 · Base Rate Charge	154,566.45
11010 · Domestic Water Sales	55,165.50
11020 · Agricultural Water Sales	20,356.09
11050 · Penalty-Exceeded WA Allocation	399.69
Total 11000 · Revenue - Customer Accts	230,487.73
12000 · Revenue - Water Service	
12010 · Turn On Fees	472.69
12015 · Centerville Admin O&M	26,535.95
12025 · Interest / Investment Income	207.95
12035 · Backflow Maint Charge	500.72
12100 · Misc. Revenue	1,094.17
Total 12000 · Revenue - Water Service	28,811.48
13000 · Designated Revenue -Non Op	
13005 · Filter Plant Repayment Charge	22,055.16
13010 · Recycle Backwash Water Charge	1,889.73
13015 · State Loan Repayment Charge	3,630.04
13025 · WIIN Act Repayment Charge	6,087.83
Total 13000 · Designated Revenue -Non Op	33,662.76
15000 · Revenue - Taxes	
15005 · Taxes-General Property	18,892.49
Total 15000 · Revenue - Taxes	18,892.49
Total Income	311,854.46
Gross Profit	311,854.46
Expense	
29000 · Supply Cost	
29005 · Water Purchase	
29010 · USBR Water Purchased	1,767.07
29015 · McConnell Water Purchased	0.00
Total 29005 · Water Purchase	1,767.07
29100 · WIIN Act Repayment Exp	0.00
Total 29000 · Supply Cost	1,767.07
30000 · Water Treatment Plant	
30100 · Utilities	
30105 · WTP - PGE 8185	2,799.65
30110 · Pond - PGE 3611	540.27
30115 · WTP - AT&T 2316	650.08
30120 · WTP - AT&T 1026	-610.37
30125 · Internet	50.00
Total 30100 · Utilities	3,429.63
30140 · WTP Computer & Software	5,107.50
30145 · Postage	47.51
30150 · Safety Equipment & Training	
30155 · Safety Equipment - General	4,975.37
Total 30150 · Safety Equipment & Training	4,975.37
30200 · WTP Repair & Maintenance O&M	13,236.31
30405 · Chemicals WTP	15,634.46

Clear Creek Community Services District

Profit & Loss

11/08/23

October 2023

Accrual Basis

	Oct 23
30500 · Vehicle Maintenance & Expense	
30505 · Fuel Expense	312.34
Total 30500 · Vehicle Maintenance & Expense	312.34
Total 30000 · Water Treatment Plant	42,743.12
30700 · Transmission & Conduit	
30705 · Repair and Maintenance - O&M	38.35
Total 30700 · Transmission & Conduit	38.35
40000 · Distribution	
40200 · Utilities	
40205 · Cloverdale Rd N.Boost- PGE 4189	429.18
40210 · Clear Crk/HV - PGE 9574	30.96
Total 40200 · Utilities	460.14
40300 · Safety Equipment & Training	
40305 · Safety Equipment - General	875.85
40310 · Personal Safety Equipment	632.40
Total 40300 · Safety Equipment & Training	1,508.25
40400 · Repair & Maintenance (O&M)	
40430 · Inventory/Tools	458.37
40400 · Repair & Maintenance (O&M) - Other	15,617.58
Total 40400 · Repair & Maintenance (O&M)	16,075.95
40500 · Vehicle Maintenance & Expense	
40505 · Fuel Expense	2,096.86
40525 · Freightliner 2012 Dump - Unit 7	57.42
40530 · Dodge PU 2016 - Unit 8	1,496.15
40545 · Bobcat /Backhoe	389.79
40500 · Vehicle Maintenance & Expense - Other	57.85
Total 40500 · Vehicle Maintenance & Expense	4,098.07
Total 40000 · Distribution	22,142.41
41000 · Wells & Booster Station	
41100 · Utilities	
41105 · Wells 1 & 2 - PGE 2671	262.49
41110 · Well #3 - PGE 2838	240.61
41115 · So. Booster - AT&T 2121	5.00
41116 · So. Booster - AT&T 6708	322.53
41120 · So. Booster - Internet	30.00
Total 41100 · Utilities	860.63
41200 · Water Quality Analysis	1,168.42
41300 · Repair & Maintenance (O&M)	639.98
Total 41000 · Wells & Booster Station	2,669.03
50000 · Administration/ General	
50100 · Utilities	
50105 · Oak St.- PGE 2838	1,298.40
50110 · 2 Outdoor Lights - PGE 3564	20.57
50130 · Answering Service	677.87
50135 · Telephone - TDS	315.90
50140 · Internet	39.99
Total 50100 · Utilities	2,352.73

Clear Creek Community Services District

Profit & Loss

11/08/23

October 2023

Accrual Basis

	Oct 23
50200 · Office Supplies	
50205 · Janitorial supplies	78.77
50200 · Office Supplies - Other	1,106.49
Total 50200 · Office Supplies	1,185.26
50300 · Organizational Dues	16,190.00
50315 · Postage	400.00
50320 · Meal and Reimbursements	-14.11
50325 · Mileage/ Travel Reimbursement	60.00
50330 · Bank Service Fee/Finance Charge	859.18
50400 · Insurance	
50420 · Vehicle Insurance	63,336.00
Total 50400 · Insurance	63,336.00
50500 · Special & Professional Services	
50510 · Director Fees	450.00
50515 · Server & Computer Maintenance	
50517 · Software Subscriptions	1,004.36
50515 · Server & Computer Maintenance - Other	706.50
Total 50515 · Server & Computer Maintenance	1,710.86
50520 · Legal	4.28
50525 · Engineering	673.00
50530 · Equipment Maintenance & Lease	243.58
50535 · Building & Ground Maint.-Office	
50536 · Waste Management	192.20
50535 · Building & Ground Maint.-Office - Other	2,141.05
Total 50535 · Building & Ground Maint.-Office	2,333.25
Total 50500 · Special & Professional Services	5,414.97
50700 · Regulatory	
50800 · Safety Equipment & Materials	67.31
50900 · Testing & License Fees	60.00
Total 50700 · Regulatory	127.31
51400 · Employee Benefits	
50410 · JPIA - Workers Comp	9,612.98
51405 · Guardian - Vision, Dental, Life	1,631.93
51415 · UNUM-Disability, Life, Accident	1,335.05
51435 · CalPERS Health Insurance Exp	18,469.23
51440 · CalPERS Retirement Contribution	14,477.25
51455 · Uniform Service	344.33
Total 51400 · Employee Benefits	45,870.77
51600 · Retiree Benefits	
51605 · Retiree Health Benefit - Direct	367.91
51610 · CalPERS Health Ins- Retiree	7,984.10
Total 51600 · Retiree Benefits	8,352.01
51700 · Property Taxes Paid	59.92
52000 · Interest Expense	
52005 · RCAC Loan Interest (dump truck)	613.90
Total 52000 · Interest Expense	613.90
53000 · Customer Accounts & Billing	
53015 · Supplies	
53020 · Postage	2,559.69
Total 53015 · Supplies	2,559.69

Clear Creek Community Services District

Profit & Loss

11/08/23

October 2023

Accrual Basis

	<u>Oct 23</u>
53016 · Meter Reading/ License	22.56
53030 · Chargebacks, NSF, Acct Refunds	44.85
53000 · Customer Accounts & Billing - Other	2,905.41
Total 53000 · Customer Accounts & Billing	5,532.51
Total 50000 · Administration/ General	150,340.45
60000 · Payroll Expense -Salary & Wages	
60100 · Payroll Exp - Administration/GM	11,265.14
60200 · Payroll Exp - Distribution	29,137.61
60300 · Payroll Exp - Water Treatment	14,540.57
60500 · Payroll Exp - Customer Accts	13,263.25
60000 · Payroll Expense -Salary & Wages - Other	116.19
Total 60000 · Payroll Expense -Salary & Wages	68,322.76
80000 · Grants	
80010 · Backwash Pond Grant D2202015	
80011 · Engineering	33,783.25
80012 · Materials and Equipment	2,734.00
Total 80010 · Backwash Pond Grant D2202015	36,517.25
80020 · SCADA Electrical Grant D2118158	
80021 · Engineering	56,350.00
80022 · Materials and Equipment	34,556.91
Total 80020 · SCADA Electrical Grant D2118158	90,906.91
Total 80000 · Grants	127,424.16
Total Expense	415,447.35
Net Ordinary Income	-103,592.89
Net Income	-103,592.89



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

MEMO

Date: November 15th 2023
To: Board of Directors
From: General Manager – Paul Kelley
Re: 6 - Old business/New Business (Discussion/Action)

Discussion:

6.a – The Bureau has nothing more to report on this issue.
Credits for this water year still tracking.

We did get the final payment amount confirmed by the Bureau for the WIIN act. Payment made by end of October.

Recommendation:

Review, Discussion, provide direction to GM.

Discussion/Action:

6.b – **Shasta LAFCO Election/Vote for Special District Member** (Discussion / Action)

Board to select and vote for the two seats before them, fill out ballot and submit to LAFCO.

See item memo for more background and discussion.

Recommendation:

Review, Discussion, and by motion approve budget adjustment.

Discussion/Action:

6.c – **Drought and Supplemental Water Program** (Discussion/Action)

The Ag committee chair – Director McVay is presenting this item to get Board approval/direction on items that need to be agreed on, and then launch the program.

See the more detailed memo for the item.

Recommendation:

Review, Discussion, Approve Ordinance for GM to Sign

Discussion/Action:

6.d – – General Manager Employment Agreement Amendment I (Discussion/Action)

The GM Employment agreement has some needed edits and updates for 2023 on items that have changed since 2022 and correct some errors in the posted/signed 2022 agreement.

See memo for more information

Recommendation:

Review, Discussion, Approve and Authorize Chair's Signature

6.e – Update: February 3 2023 MOU Between District and UPEC 792 (Discussion)

The current MOU between the District and the Employee Union UPEC 792 became effective February 3 2023.

There are a list of items to report to the Board – from status of employee handbook, accomplishments, edits/clarifications, and Retiree Medical options.

There are items to update the board on, as well as an update on the Retiree Medical issue and potential solutions/changes.

See memo for more information

Recommendation:

Review, Discussion, Provide input and Direction



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

MEMO

Date: November 15th 2023
To: Board of Directors
From: General Manager – Paul Kelley
Re: **6a** – USBR Account Reconciliation

Discussion:

6.a – The Bureau has nothing more to report on this issue.

We have processed the final payment to the USBR/WIIN act obligation in October. Waiting for confirmation letter.

We did talk to the Bureau and the possibility that there may be the “water payments” near the end of the water year and how credits may be considered.

We have now two months for the District taking the previous month’s credit and now another month with a credit amount. The Bureau has reviewed these and found some challenges that caused them to send an updated “recap” sheet. Primarily in the “water accounts” credits folding into “Restoration and Trinity PUD” funds – when they are supposed to be separate. We are working with them to resolve and stay current.

The Federal Fiscal year ends September 30th – so other reconciliations may occur.

Recommendation:

Review, Discussion, provide direction to GM.



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

MEMO

Date: November 15th 2023
To: Board of Directors
From: General Manager – Paul Kelley
Re: **6c – LAFCO Election / Vote for Special District Representatives (Discussion/Action)**

Discussion/Action:

6g –

At the July and August Board meeting – the Board reviewed the attached LAFCO material to potentially nominate a member from the board. The Board decided not to submit one of their own members and to wait till a vote is required.

LAFCO sent the attached related to the Vacancies and “Notice of balloting period to elect special district representatives” (attached)

This arrived at the District in mid-October, and put on this agenda for the Boards vote to submit its ballot.

The Shasta LAFCO packet enclosed has the background information and election schedule. The District’s ballot is to be submitted to LAFCO by November 27th 2023. In the recent weeks, LAFCO sent a note that this “due by” date has moved to December, but the board can decide now and submit the District vote.

There are two ballots enclosed for the Board to consider:

1. Seat 1 – There are 5 names on the ballot (their background included) The board by motion to select one and direct the GM to sign the ballot and submit
2. Alternate Seat – There is one name and the board is to by motion select the candidate and direct the GM to sign the ballot and submit.

Recommendation:

Review, Discussion, Make the District Vote as requested above and direct the GM to file the Ballots with LAFCO

Patrick Jones
County Member
Pamelyn Morgan
City Member
Stan Neutze
City Member
Michael Dacquisto
City Member Alternate

Vacant
Special District Member
Mary Rickert
County Member Alternate
Ronnean Lund
Special District Member



Larry Russell
Public Member
Kevin Crye
County Member
Fred Ryness
Special District Alternate
Michael Spencer
Public Member Alternate
George Williamson
Executive Officer
James M. Underwood
General Counsel

Date: October 10, 2023
To: Shasta County Independent Special Districts
From: George Williamson, Executive Officer

Subject: NOTICE OF BALLOTING PERIOD TO ELECT SPECIAL DISTRICTS REPRESENTATIVES

Independent special districts are hereby advised that the balloting period is open for election of Special District Representatives to the Local Agency Formation Commission (LAFCO). The election rules are attached.

There are two ballots enclosed, for Seat 1 and for the Alternate Seat. Ballots represent nominations received from five Special Districts.

Terms of Office

Pursuant to LAFCO statute, the term of office of each special district member of Shasta LAFCO shall be four years and until the appointment and qualification of his or her successor. This election is for the 2024-2028 terms.

Election Schedule

Action	Date of Action
Ballots mailed to independent special districts via certified mail	October 10, 2023
Ballots due to LAFCO	No later than November 27, 2023
Ballots opened and tallied; successful candidates notified	November 29, 2023
Election results mailed to independent special districts via certified mail	November 29, 2023
Special District Members Announced/ Seated	December 7, 2023, Commission Meeting

Attachments: Candidate Information
Official Ballots
Voting Instructions

**SHASTA LAFCO
OFFICIAL BALLOT – SPECIAL DISTRICTS**

Regular Special District Member – Seat 1

Please vote for one (1) candidate for Seat 1. The candidate receiving the majority of the votes will be selected for the 2024-2028 Term.

Please vote for one of the candidates listed below:

Listed in alphabetical order

- Steve Brown – Cottonwood Fire Protection District
- Patricia “Trish” A. Clarke – Anderson Fire Protection District
- Fred Ryness – Burney Water District
- Rosemary Smith – Shasta Lake Fire Protection District
- Karrie Walter – Mountain Gate Community Services District

Official Ballots must be received no later than Monday, November 27th, 2023, addressed to Shasta LAFCO, 999 Mission De Oro Drive, Suite 106, Redding, CA 96003. A pre-addressed envelope has been provided by LAFCO

This action was taken by the _____

District Board of Directors on _____, 20_____.

Clerk of the Board

Date

**SHASTA LAFCO
OFFICIAL BALLOT – SPECIAL DISTRICTS**

Special District Member – Alternate Seat

Please vote for one (1) candidate for Alternate. The candidate receiving the majority of the votes will be selected for the 2024-2028 Term.

Please vote for one of the candidates listed below:

Listed in alphabetical order

- Rosemary Smith – Shasta Lake Fire Protection District

Official Ballots must be received no later than Monday, November 27th, 2023, addressed to Shasta LAFCO, 999 Mission De Oro Drive, Suite 106, Redding, CA 96003. A pre-addressed envelope has been provided by LAFCO

This action was taken by the _____

District Board of Directors on _____, 20____.

Clerk of the Board

Date



Independent Special Districts Ballot Notice

The following ballot submittal and voting rules apply:

1. Your Board may vote for only one Seat 1 candidate and one Alternate seat candidate. Ballots enclosed.
2. Candidates are elected or appointed special district officers (members of a governing board) of an independent special district in Shasta County.
3. Nominee selection was approved by a majority of the nominating governing board. The candidate's name was submitted on the attached form, by either a governing board President/Chair or Clerk.
4. The Nominee was encouraged to provide a Candidate Information Sheet. This information is included with the ballots and kept on file at the LAFCO office.
5. All qualified candidates are listed on the ballot. The candidate securing the highest number of votes for each seat will be elected.
6. The ballots must be received no later than **November 27, 2023**, to Shasta LAFCO, 999 Mission De Oro Drive, Suite 106, Redding, California 96003. A pre-addressed envelope has been provided by LAFCO.
7. The ballots will be opened and counted by LAFCO Legal Counsel. The number of ballots returned must represent a quorum (at least 17) of the Special Districts, your vote matters!

Independent Special Districts Receiving Ballots

Anderson Fire Protection District	Halcumb Cemetery District
Anderson-Cottonwood Irrigation District	Happy Valley Fire Protection District
Bella Vista Water District	Igo-Ono Community Services District
Buckeye Fire Protection District	Manton Joint Cemetery District
Burney Basin Mosquito Abatement District	Mayers Memorial Hospital District
Burney Cemetery District	Millville Fire Protection District
Burney Fire Protection District	Millville Masonic & Odd Fellows Cemetery District
Burney Water District	Mountain Gate Community Services District
Castella Fire Protection District	Pine Grove/ Fall River Mills Cemetery District
Centerville Community Services District	Pine Grove Mosquito Abatement District
Clear Creek Community Services District	Shasta Community Services District
Cottonwood Fire Protection District	Shasta Lake Fire Protection District
Cottonwood Water District	Shasta Mosquito and Vector Control District
Fall River Valley Community Services District	South Shasta Cemetery District
Fall River Valley Fire Protection District	Tucker Oaks Water District
Fall River Resource Conservation District	Western Shasta Resource Conservation District

NOMINATION FORM

**Regular Special District Member – Seat 1
Cottonwood Fire Dept.**

20875 Fourth St.

P.O. Box 618

Cottonwood, CA 96022

District Name: _____

Address: _____

Contact Person: Bill Morgan Fire Chief

Contact Email: bmorgan@cottowoodfd.com

Telephone: 530-347-4731

The Board hereby nominates Steve Brown to fill the four-year term from January 1 2024 to January 1 2028, as a regular member of the Shasta Local Agency Formation Commission representing independent Special Districts in Shasta County.

Board action taken on the 14 day of Aug, 2023 by the following vote:

Ayes: 5

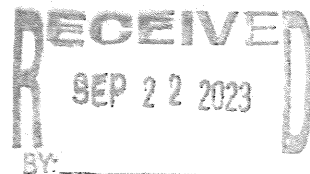
Noes: _____

Abstain: _____

Absent: _____

Signature of Board President/Clerk

Printed Name



This Nomination Form must be received by Shasta LAFCO no later than August 31, 2023

CANDIDATE INFORMATION SHEET
Nominated for Regular Special District Member – Seat 1

Candidate Name _____
Address Cottonwood Fire District
50875 Fourth St
P.O. Box 618
Telephone Cottonwood, CA 96035
E-mail _____
District Cottonwood Fire District
Title Director

Length of service with District: 5 yrs

Present Occupation: RETIRED

Personal and Professional Background: TECHNICAL ROBOTICS &
AUTOMATION / HARDWARE SOFTWARE CONTR
CORPATE TROUBLESHOOTER FOR IBM

Summarize your interest in serving on Shasta LAFCO: GETTING RIGHT BALANCE
BETWEEN BUSINESS & RESIDENCE
INFLUENCE

Summarize your qualifications for serving on Shasta LAFCO: AS A TROUBLE
SHOOTER FOR IBM ON CORPATE ISSUES
LEARN TO TAKE PROBLEMS TO A
SOLUTION

List local government involvement: COTTONWOOD FIRE DISTRICT
COTTONWOOD CIV WITH SHERIFF DEPT
VOLUNTEER WITH SHASTA COLLEGE
DIESEL DEPARTMENT

List civic organization involvement: SHASTA COUNTY SHERIFF, SHASTA
COLLEGE, COTTONWOOD FIRE DEPARTMENT

List special interests or hobbies: AUTO'S & CLASS A TRUCKS

NOMINATION FORM

Regular Special District Member – Seat 1

District Name: Anderson Fire Protection District

Address: 1925 Howard Street, Anderson, CA 96007

Contact Person: Angie Poletski, Administrative Assistant

Contact Email: admin@andersonfire.org

Telephone: 530-378-6699

The Board hereby nominates Patricia "Trish" A. Clarke to fill the four-year term from January 1 2024 to January 1 2028, as a regular member of the Shasta Local Agency Formation Commission representing independent Special Districts in Shasta County.

Board action taken on the 8th day of July, 2023 by the following vote:

Ayes: 3 Ayes

Noes: _____

Abstain: _____

Absent: 2 Absent


Signature of Board President/Clerk

PATRICIA A CLARKE
Printed Name

This Nomination Form must be received by Shasta LAFCO no later than August 31, 2023

CANDIDATE INFORMATION SHEET
Nominated for Regular Special District Member – Seat 1

Candidate Name Patricia "Trish" A. Clarke
Address 3376 Bardick Rd , Anderson, CA 96007
Telephone 530-365-3274 or 530-949-5844
E-mail Clarketrish44@gmail.com
District Anderson Fire Protection District
Title Board Chairperson

Length of service with District: 34 years, 1989 to current

Present Occupation: Retired- President Frontier Senior Center Board of Directors, Chairperson of Anderson Fire Protection District.

Personal and Professional Background: Trish has lived in Shasta County for 46 years. She has served and continues to serve on many Boards and Commissions in our Community.

Summarize your interest in serving on Shasta LAFCO: Trish would like to use her past experience and expertise in land use.

Summarize your qualifications for serving on Shasta LAFCO: LAFCO Chairman and Commissioner for 16 years, California Local Agency Formation Commissions (CALAFCO) Chairman, Commissioner for 16 years. Served on Commission on Local Governance that wrote Cortese Knox Hertzberg.

List local government involvement: Anderson Planning Commission, Anderson City Council, Mayor of Anderson, Anderson Fire Protection Chairperson, Shasta Co Board of Supervisors, Chairperson of Board, Commission on Local Governance for 21st Century, CSAC Admin of Justice Chairperson

List civic organization involvement: Board of Directors President- AAASCO- Frontier Senior Center in Anderson, CA

List special interests or hobbies: Trish enjoys gardening, traveling and fishing.

PATRICIA A. "Trish" CLARKE

3376 Bardick Rd., Anderson, Ca 96007 530-949-5844 e-mail clarketrish44@gmail.com

BACKGROUND

- Born in Twin Falls Idaho
- Graduated Twin Falls High School – 1962
- Graduated Nampa Business College – 1964
- 45 –year resident of Shasta County
- Widow – Married to Bob Clarke, 36 years
- One Son, Rick – 2 Grandsons, Logan & Gavin

POSITIONS PREVIOUSLY HELD

- Anderson Planning Commission 1985-1986
- Anderson City Council 1986-1990
- Mayor of the City of Anderson 1989-1990
- Anderson Fire Protection District – Chairnian 1989 -
- Shasta County Board of Supervisors, District 5 (4 terms)
- Chairman of the Board – 1995-1998-2003-2006
- Commission on Local Governance for the 21st Century – Governor Appointee
- CSAC Administration of Justice Committee – Chairman
- Judicial Council – Probation Services Task Force
- Local Agency Formation Commission (LAFCO) – Chairman & Commissioner
- California Local Agency Formation Commission (CALAFCO) Chairman & Commissioner
- Airport Land Use Commission (ALUC) - Chairman
- Redding Area Bus Authority (RABA) – Chairman & Board Member (20 years)
- Regional Transportation Planning Agency (RTPA) Chairman and Member (16 years)
- Shasta County Air Quality Control District
- Shasta County Older Adult Policy Council – Chairman
- PSA2AAA – Executive Board (Area Agency on Aging)
- Congressional Representative to 2005 White House Conference on Aging
- Board Liaison to Law & Justice Departments
- Small Business Owner for 10 years – 1980-1990
- Legal Secretary for 10 years

CURRENTLY

Board of Directors – President - AAASCO - Frontier Senior Center, Anderson, Ca. –
Anderson Fire Protection District- Chairman

TRISH CLARKE

NOMINATION FORM
Regular Special District Member – Seat 1

District Name: Burney Water District

Address: 20222 Hudson Street, Burney, CA 96013

Contact Person: David Zevely

Contact Email: dzevely@burneywater.org

Telephone: (530) 335-3582

The Board hereby nominates Fred Ryness *to fill the four-year term from January 1 2024 to January 1 2028,* as a regular member of the Shasta Local Agency Formation Commission representing independent Special Districts in Shasta County.

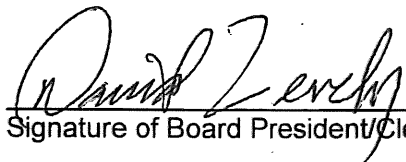
Board action taken on the 21 day of September, 2023 by the following vote:

Ayes: Hamlin, Rogers, Barry, Armstrong

Noes: None

Abstain: Ryness

Absent: None


Signature of Board President/Clerk

David Zevely
Printed Name

This Nomination Form must be received by Shasta LAFCO no later than August 31, 2023

CANDIDATE INFORMATION SHEET
Nominated for Regular Special District Member – Seat 1

Candidate Name Fred Ryness
Address 20277 Marquette Street, Burney, CA 96013
Telephone (530) 335-5555
E-mail ryness.fred@gmail.com
District Burney Water District
Title Board of Director

Length of service with District: 16 years

Present Occupation: Forestry Instructor (Lifetime Credential)

Personal and Professional Background: Married 55 years to Charlene Ryness, 3 grown children, and 10 grand children.

Summarize your interest in serving on Shasta LAFCO: I am serving on Seat 1 upon recommendation of Erwin Fust who retired. Prior I was elected to Seat 2 as an alternate and have just been elected to the Executive Committee. I would like to continue as a member on Seat 1 as I feel LAFCO plays and integral part in the Special Districts in Shasta County.

Summarize your qualifications for serving on Shasta LAFCO: In addition to presently serving on Shasta LAFCO, I am also a Board Member on the California Special District Association for the Northern Network.

List local government involvement: Burney Water District Board, Shasta LAFCO, California Special District Association.

List civic organization involvement: Guest speaker for Local Lions Club and Rotary Club. Previous Adin Community Volunteer Fire Department.

List special interests or hobbies: Hunting, Fishing, Golf, Distant Running.

NOMINATION FORM

Regular Special District Member – Seat 1

District Name: SHASTA LAKE FIRE PROTECTION DIST.
Address: 4126 ASHBY CT., SHASTA LAKE, CA 96019
Contact Person: SHARIN TOSO
Contact Email: STOSO@SHASTALAKEFPD.ORG
Telephone: (530)275-7474

The Board hereby nominates ROSEMARY SMITH *to fill the four-year term from January 1 2024 to January 1 2028*, as a regular member of the Shasta Local Agency Formation Commission representing independent Special Districts in Shasta County.

Board action taken on the 14TH day of AUGUST, 2023 by the following vote:

Ayes: DIRECTOR'S THOMPSON, MORNINGSTAR, MORGAN, CHASE, SMITH

Noes: NONE

Abstain: NONE

Absent: NONE

Sharon To
Signature of Board President/Clerk

SHARIN TOSO
Printed Name

This Nomination Form must be received by Shasta LAFCO no later than August 31, 2023

RECEIVED
OCT - 4 2023
BY: _____

CANDIDATE INFORMATION SHEET
Nominated for Regular Special District Member – Seat 1

Candidate Name Rosemary Smith
Address 4243 Main St Shasta Lake, CA 96019
Telephone (530) 351-5292
E-mail smithrose-bejr@sbcglobal.net
District Shasta Lake Fire Protection District
Title Director

Length of service with District: 9 years

Present Occupation: Retired Account Clerk, Community Volunteer

Personal and Professional Background: Shasta Co. resident for 40+ years. 22 years work experience as an Account Clerk for Cottonwood School Dist and Shasta Co Office of Education. Past 10 years - Active Shasta Lake Community volunteer.

Summarize your interest in serving on Shasta LAFCO: I would like to be a Special District Representative Member. My interests are growth management, land use, and planning on the County and smaller level.

Summarize your qualifications for serving on Shasta LAFCO: Served as a member of the Shasta Lake General Plan Committ for 5+ years. I understand government budgets and procedures. Good at research.

List local government involvement: Currently on Shasta Lake Parks + Rec Commission. Former Gateway Unified School District trustee - 15 years.

List civic organization involvement: Shasta Lake Garden Club - treasurer. Shasta Dancers. Former Board Member of Central Valley Youth Football + Shasta Lake Library

List special interests or hobbies: Private forest land rehabilitation. Photography + wildlife videos. member of Forest Landowners of California protecting family forests.

NOMINATION FORM

Regular Special District Member – Seat 1

District Name: Mountain Gate Community Services District

Address: 14508 Wonderland Blvd

Contact Person: Jeff Cole

Contact Email: mgcsd@shastaemail.com

Telephone: (530)275-3002

The Board hereby nominates Karrie Walter to fill the four-year term from January 1 2024 to January 1 2028, as a regular member of the Shasta Local Agency Formation Commission representing independent Special Districts in Shasta County.

Board action taken on the 13th day of September, 2023 by the following vote:

Ayes: 5

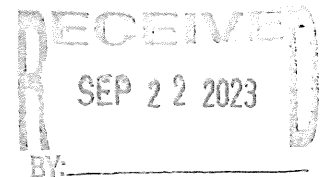
Noes: _____

Abstain: _____

Absent: _____

Amanda Alamo, Clerk
Signature of Board President/Clerk

Amanda Alamo
Printed Name



This Nomination Form must be received by Shasta LAFCO no later than August 31, 2023

CANDIDATE INFORMATION SHEET
Nominated for Regular Special District Member – Seat 1

Candidate Name Karrie L. Walter
Address 19766 Copper Canyon Rd.
Telephone (530) 646-7418
E-mail jkhomes2012@gmail.com
District Mtn Gate
Title Director

Length of service with District: 9 yrs

Present Occupation: Real Estate Agent

Personal and Professional Background: I served 6 years with the Mtn Vol. Fire Dept. I have been serving as a Director on Board of Directors Mtn Gate

Summarize your interest in serving on Shasta LAFCO: Shasta County is a wonderful community. I love being a part of and helping when I can.

Summarize your qualifications for serving on Shasta LAFCO: I have been serving this community in some form for the past 8 yrs. I was a firefighter in both CARR & CHMP Fires.

List local government involvement: Mtn. Gate Volunteer Fire Dept
Mtn Gate Board of Directors.

List civic organization involvement: Chairman Salvation Army Advisory Board
Emergency Disaster Services (EDS), VAD, Enterprise Lions
EIKS

List special interests or hobbies: Fundraisers, Outreach

NOMINATION FORM

Regular Special District Member – Alternate

District Name: SHASTA LAKE FIRE PROTECTION DIST.

Address: 4126 ASHBY CT., SHASTA LAKE, CA 96019

Contact Person: SHARYN TOSO

Contact Email: STOSO@SHASTALAKEFPD.ORG

Telephone: (530) 275-7474

The Board hereby nominates ROSEMARY SMITH to fill the four-year term from January 1 2024 to January 1 2028, as an alternate member of the Shasta Local Agency Formation Commission representing independent Special Districts in Shasta County.

Board action taken on the 14TH day of AUGUST, 2023 by the following vote:

Ayes: DIRECTOR'S THOMPSON, MORNINGSTAR, MORGAN, CHASE, SMITH

Noes: NONE

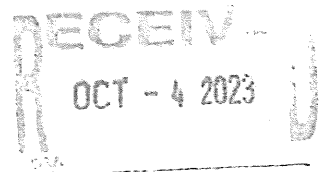
Abstain: NONE

Absent: NONE

Shaun
Signature of Board President/Clerk

SHARYN TOSO
Printed Name

This Nomination Form must be received by Shasta LAFCO no later than August 31, 2023



CANDIDATE INFORMATION SHEET
Nominated for Regular Special District Member – Alternate

Candidate Name Rosemary Smith
Address 4243 Main St Shasta Lake CA 96019
Telephone (530) 351-5292
E-mail smithrose-bejr@sbcglobal.net
District Shasta Lake Fire Protection District
Title Director

Length of service with District: 9 years

Present Occupation: Retired Account Clerk, Community Volunteer

Personal and Professional Background: Shasta Co. resident for 40+ years. 22 years work experience as an Account Clerk for Cottonwood School Dist and Shasta Co Office of Education. Past 10 years - Active Shasta Lake Community volunteer.

Summarize your interest in serving on Shasta LAFCO: I would like to be a Special District Representative Member. My interests are growth management, land use, and planning on the County and smaller level.

Summarize your qualifications for serving on Shasta LAFCO: Served as a member of the Shasta Lake General Plan Committee for 5+ years. I understand government budgets and procedures. Good at research.

List local government involvement: Currently on Shasta Lake Parks + Rec. Commission
Former Gateway Unified School District trustee - 15 years.

List civic organization involvement: Shasta Lake Garden Club - treasurer. Shasta Democrat
Former Board Member of Central Valley Youth Football + Shasta Lake Library

List special interests or hobbies: Private forest land rehabilitation. Photography + wildlife videos. Member of Forest Landowners of California protesting family forests.

October 25, 2023

Dear Special District Board Members,

As you know I am one of the candidates for Irwin Fusts former seat on the Shasta County LAFCO Commission. Erwin and I, along with Brenda Haynes, served together as commissioners. I now serve with Ronnean Lund. These folks know that I am an active participant. Some of my suggestions have produced results. For example, in one meeting I suggested that Shasta Community Services District split into two separate districts to solve their problem. This suggestion is now in the process of being worked out. I have also met with the Fall River Valley Fire Protection District Chief and a volunteer fireman concerning an issue brought before the commission at our last meeting. I believe that this issue will also bring results, as a result of this meeting.

Irwin Fust recommended that the commission appoint me to fill his Seat 1 position upon his retirement. I was appointed to this seat and elected by the Commission to be seated on the Executive Committee. I

would very much like to continue with Shasta County LAFCO as Seat 1 commissioner. I appreciate the opportunity to present this request to you and if I can provide any additional information, please feel free to contact me by phone or e-mail as listed on my information sheet. I thank you for your consideration.

Fred Ryness

A handwritten signature in black ink that reads "Fred Ryness". The signature is written in a cursive, flowing style with a long, sweeping underline.



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

MEMO

Date: November 15th 2023
To: Board of Directors
From: General Manager – Paul Kelley
Re: **6c – Drought and Supplemental Water Program** (Discussion/Action)

6.c – Drought and Supplemental Water Program (Discussion/Action)

The District considered a “Supplemental Water Program” a few years and did not enact any applications or elements of the program.

The Ag Committee chair (Director McVay) suggested the District enact a supplemental water program for droughts during a non-drought year to prepare for future droughts.

The Ag Committee held a meeting that did not have a quorum – so it was a workshop for the interested community to provide input to the host (Committee Chair McVay) and General Manager to edit the enclosed and bring to the Board for consideration.

Some items to consider:

- What should the “minimum” reservation/purchase be?
- Should the “purchase” amount be in HCF/Units or in Acre-Feet(AF)?
- When should the Solicitation for applications start?
 - o Is there a trigger – like “Initial Bureau Allocation letter, or no trigger and just use dates”.
- How the District is to account for Deposits – and refunds if no supplemental water purchased or if not a restricted year.
- Other items for policy direction of the Board

Recommendation:

Review, Discussion, and provide edits (if any)/Policy direction and by motion authorize the Supplemental Water Program.



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

DROUGHT & SUPPLEMENTAL WATER PROGRAM

The Board of Directors upon availability and price, shall purchase additional (Drought Water) to augment the allocation from the Bureau of Reclamation in drought years.

Drought Water purchases will be for the benefit of all district customers who would otherwise be subject to shortages and would be reflected in the Drought Rate for that water year.

The Board of Directors may also purchase Supplemental Water that is additional to the aforementioned Drought Water purchases. Supplemental Water will be for the benefit of those individual customers that will require a quantity of water above the forecast water supply provided by the Bureau allocation and the Drought Water purchases. Supplemental Water purchases will be servient to the Drought Water purchases being satisfied.

All expenses related to the administration, acquisition, accounting, and treatment of Supplemental Water shall be the sole responsibility of the individual Supplemental Water purchasers. The District will solicit Supplemental Water Applications during December and January and prior to soliciting Drought Water purchases. This timing for Supplemental Water Applications is necessary to allow for appropriately investigating and securing enough water to satisfy both the Drought Water needs of the District and the Supplemental Water Applications.

The Supplemental Water purchases and distribution will be accounted for separately from Drought Water. If the District secures an additional supply of water it will be distributed based on the principles set forth in this Drought and Supplemental Water Program(*insert adopted by resolution date/number*).

- A. **Annually**, in December and January, the Board shall solicit and make available an application form for Supplemental Water.
- B. The application will include the name and address of the applicant, the quantity of water desired, and a max price per HCF/Acre foot the applicant is willing to pay for said water.
- C. Any water user who is an account holder within the District may apply for Supplemental Water.

- D. The minimum purchase quantity will be *100HCF(Unit)* or more in *100 HCF* increments. The District will round the total water volume to the nearest *acre-foot* and distribute the excess cost proportionally to all valid applicants following the successful acquisition of Supplemental Water. (*Italics for Board consideration*)
- E. In order for an applicant to be considered the applicant must be eligible to receive water from the District, including having no delinquent accounts with the District, be an account holder within the District, and have an active service connection. To be considered valid, the application must be fully filled out, signed by the account holder and include a deposit equal to the quantity of water requested at the maximum price the customer is willing to pay.
- F. The Board will determine the amount of the deposit annually.
- G. Once a deposit is submitted it is NON-REFUNDABLE, unless the District is unable to secure the supplemental water, at which time the deposit will be returned to the account holder.
- H. If the District secures Supplemental Water at a price below the price associated with the deposit the difference will be credited to the customers account.
- I. At any time during the application request period any applicant may, in writing revise a previously submitted application for Increases Only. A revision must include the additional deposit necessary to cover the cost of the Supplemental Water. No decreases in requested quantity will be allowed. The applicant will be charged the full cost of the Supplemental Water
- J. In the event the District cannot purchase the total volume of Supplemental Water requested the District shall proportionately allocate based on the amounts requested by each applicant. Different allocations of supplemental water may take place during the year and each allocation may have a different price.
- K. Once the application is submitted and the water purchased by the District, all applicants are obligated to pay the full amount.

Any supplemental water not used by the account holder on or before the end of the water year (Feb.28th _____) - Will not be reimbursed, nor can it be carried over to the next water year.

Application for Supplemental Water

All account holders must use this application to request supplemental water for each metered service, for the water year beginning March 1st _____ until February 28th _____. The District cannot guarantee to supply the requested water but will make every effort to do so.

Key elements applicable to every application:

1. Applications must include HCF the quantity, maximum price willing to pay, account number of the service, landowners signature and a deposit of (HCF) per requested. The remaining balance will be due within 30 days after the price is determined by the Board.
2. Depending on the availability of water for purchase, supplemental water may be a one time acquisition. The request period will close at 4:00pm on _____. Only valid applications received(not postmarked) by the closing time will be considered.
3. If the District is unable to acquire the entire quantity requested the supply will be allocated on a pro rata basis rounded to the nearest whole acre foot to all eligible applicants.
4. Once the District secures the water the applicants are obligated to purchase the water. Supplemental water cannot be transferred or sold by the purchaser to any other customer or entity within or outside of the District boundaries.
5. Each applicant will be notified of their supplemental water allocation and the price of the supplemental water on or before _____

I, _____ hereby apply for the quantity of supplemental water at the price specified below. I recognize that the price I have stated represents the maximum price I am willing to pay for acquisition of supplemental water and the price does not include, any of the applicable delivery fees (ie pumping, filtration, and maintenance, administration). At the current price of _____ per HCF.

I acknowledge that I have read and understand the provisions set forth in this application. Further, I acknowledge that I am aware the District has adopted policies governing various aspects of the Districts relationship with the customers and said policies may be amended or revised from time to time by the Board of Directors.

Customer Name: _____

Address: _____

Account number: _____

Email _____

Quantity Requested: _____ (in HCF)

Deposit Enclosed: (\$ _____ per HCF x Total HCF) \$ _____

Maximum price per acre foot I am willing pay, excluding District delivery fees.
\$ _____

Customer Signature

Dated



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

MEMO

Date: November 15th 2023
To: Board of Directors
From: General Manager – Paul Kelley
Re: **6d – General Manager Employment Agreement Amendment #1 –**
(Discussion/Action)

Discussion/Action:

6.d – General Manager Employment Agreement Amendment #1 – (Discussion)

The General Manager has communicated with the board that there are some items within the employment agreement that could be updated / modified via an amendment. This amendment will be to the items identified and the rest of the agreement will stay in effect.

Description and explanation below, attached is a clean copy of the amendment for signature and a “tracked” change copy to help show context.

- Section 5 – return last sentence – inadvertently left of final version.
Reviewing the signed agreement on the website, this last sentence was inadvertently left off the final posted version.
- Section 9A – remove the fixed CalPERS amount and track what CalPERS requires for the District
The current wording fixes the GM’s share of the CalPERS contribution. This could stay fixed and the District would have to cover the difference. The Current District CalPERS employee contribution is 7.75% - and this amended language would make the GM’s contribution track the CalPERS current year percentage. Not changing this would obligate the District to make up the Difference between agreement % and current CalPERS Employee %.
- Section 9B – Fix the retiree medical to track actual rules of District.
This program could change after 2024, but the current language is in-accurate, this edit is clearer and accurate in the broad definition of the program.
- Section 9C – Track Vacation accrual to current district policy. & Modify Administrative Leave
 - This is clear to make the payroll system be consistent for all the staff
 - This modification is an increase to admin leave (80 hrs). And, since administrative leave has no cash value and doesn’t roll over this amendment tracks the time on Calendar year.
- Section 9D – Fix sick leave to 13 days per year.
Tracking the District current standard.

- Section 9E – Fix group life insurance amount.
This previous amount is what was thought until 2023 when it was found that our insurance covers “one year salary or up to \$100,000”.

Recommendation:

Review, Discussion, By motion and vote approve Amendment #1 of the GM Employment Agreement and authorize the Chairs signature

EMPLOYMENT AGREEMENT
FOR
GENERAL MANAGER OF THE CLEAR CREEK COMMUNITY SERVICES DISTRICT

AMENDMENT 1

This Amendment is made and entered into this ___ day of _____ 2023, by and between the Clear Creek Community Services District (hereinafter referred to as "Employer" or "CCCSD") and Paul L. Kelley (hereinafter referred to as "Employee" or "Mr. Kelley"), as per the agreement dated October 19, 2022, for employment services, encompassing all terms and conditions contained therein, except as specifically modified herein:

The above-described employment agreement shall be amended as follows:

1. Page 2, Section 5 shall be amended to read as follows:

Section 5. Termination

Employee understands and expressly agrees that he serves in the General Manager position at the will and pleasure of the Board of Directors and that he may be terminated or asked to resign from that position at any time by the Board of Directors, without cause, for any reason or for no reason, as further provided for in this Agreement.

The employee may leave the services of the District in good standing prior to the termination of this agreement. The employee must submit a written notice of resignation or retirement to the Board at least Sixty (60) days in advance of effective date of employee's planned resignation or retirement.

2. Page 4, Section 9 A, shall be amended and read as follows:

- A. Pension. Employer offers membership in California Public Employee's Retirement System pension program ("CalPERS"). The miscellaneous retirement plan : PEPR 2% at 62. The district will make contributions required under the terms of the contract between CalPERS and the District. The employee share of the contribution percentage of salary is the current CapPERS published CCCSD rate paid through payroll withholding. The District will pay on behalf of the employee the balance of the CalPERS contribution for the General Manager, if any.

3. Page 4, Section 9 B, shall be amended and read as follows:

- B. Health and Welfare. The District will provide medical (health), dental and vision coverage for Employee and his immediate, eligible family, at level of

coverage substantially the same as other management employees. The employee will be responsible for a percentage of the monthly premium as is District policy, and the District will pay the other portion. The employee may, at his discretion opt out of medical, dental and vision coverage (CCCSD health insurance benefits), if so, the employee will receive a “health allowance” equivalent to one half (1/2) of the District monthly contribution portion if the employee did participate as non-pension compensation.

The District offers lifetime retiree medical coverage if the Employee meets the requirements set by the District and the state of California; the Employee must meet all District and state requirements for receiving these benefits and will not receive such benefits if these requirements are not met.

4. Page 4, Section 9 C, shall be amended and read as follows:

- C. Holidays, Vacation, Leave. The Employee will be entitled to paid holidays in accordance with the District’s established holiday schedule – 11 paid holidays per year. The Employee will be entitled to bereavement leave, jury duty leave and other leave required by law and in accordance with the District’s leave policies.

Vacation: Employee shall accrue annual vacation leave, based on the following years of service:

- 10 days per year – for the first 3 years
- 15 days per year – for 4th through 9th year
- 20 days per year – for 10th through 15th year
- 25 days per year – Thereafter

Administrative Leave: The General Manager employee receives an additional lump sum of annual administrative leave (executive leave) – of 80 hours per year and will expire at the end of each year and will not carry over to the following year. Unused administrative leave will have no cash value to Employee. A year is defined as a calendar year.

5. Page 4, Section 9 D & E, shall be amended and read as follows:

- D. Sick Leave. The employee will accrue sick leave at a rate of 13 days per calendar year with a cap on accumulation of 60 days. No cash out of sick leave at separation of employment.
- E. Group Life Insurance. Employee will be provided with a \$100,000 life insurance policy. The District will pay the full monthly premium for Employee.

Except as specifically modified herein, all of the terms and conditions of the Employment Agreement for Paul L. Kelley as General Manager of the Clear Creek Community Services District shall remain in full force and effect.

In Witness Whereof, Employer and Employee entered into this Amendment as of the date written and have signed and executed this Agreement, both in duplicate, the day and year first above written.

EMPLOYEE

EMPLOYER:

Paul L. Kelley

Beverly Fickes
Board of Directors, Chair

EMPLOYMENT AGREEMENT
FOR
GENERAL MANAGER OF THE CLEAR CREEK COMMUNITY SERVICES DISTRICT

AMENDMENT 1

This Amendment is made and entered into this ___ day of _____ 2023, by and between the Clear Creek Community Services District (hereinafter referred to as "Employer" or "CCCSD") and Paul L. Kelley (hereinafter referred to as "Employee" or "Mr. Kelley"), as per the agreement dated October 19, 2022, for employment services, encompassing all terms and conditions contained therein, except as specifically modified herein:

The above-described employment agreement shall be amended as follows:

1. Page 2, Section 5 shall be amended to read as follows:

Section 5. Termination

Employee understands and expressly agrees that he serves in the General Manager position at the will and pleasure of the Board of Directors and that he may be terminated or asked to resign from that position at any time by the Board of Directors, without cause, for any reason or for no reason, as further provided for in this Agreement.

The employee may leave the services of the District in good standing prior to the termination of this agreement. The employee must submit a written notice of resignation or retirement to the Board at least Sixty (60) days in advance of effective date of employee's planned resignation or retirement.

Commented [PK1]: Inadvertently left of published document - returning to make the paragraph complete

2. Page 4, Section 9 A, shall be amended and read as follows:

- A. Pension. Employer offers membership in California Public Employee's Retirement System pension program ("CalPERS"). The miscellaneous retirement plan: PEPPRA 2% at 62. The district will make contributions required under the terms of the contract between CalPERS and the District. The employee share of the contribution percentage of salary is ~~6.75%~~ current CalPERS published CCCSD rate paid through payroll withholding. The District will pay on behalf of the employee the balance of the CalPERS contribution for the General Manager, if any.

Commented [PK2]: Current rate is 7.75% - unless board wants to pay the difference, this should track CalPERS yearly updates.

3. Page 4, Section 9 B, shall be amended and read as follows:

- B. Health and Welfare. The District will provide medical (health), dental and vision coverage for Employee and his immediate, eligible family, at level of coverage substantially the same as other management employees. The

employee will be responsible for a percentage of the monthly premium as is District policy, and the District will pay the other portion. The employee may, at his discretion opt out of medical, dental and vision coverage (CCCSD health insurance benefits), if so, the employee will receive a “health allowance” equivalent to one half (1/2) of the District monthly contribution portion if the employee did participate as non-pension compensation.

The District offers lifetime retiree medical coverage if the Employee meets the requirements set by the District and the state of California, ~~which include twenty years (20 years) membership in CalPERS, and a minimum of five (5 years) employe by the District at retirement~~; the Employee must meet all District and state requirements for receiving these benefits and will not receive such benefits if these requirements are not met.

Commented [PK3]: This paragraph is not accurate- either track vesting schedule or just reference to the District's retiree medical... This is just one suggested edit

4. Page 4, Section 9 C, shall be amended and read as follows:

- C. Holidays, Vacation, Leave. The Employee will be entitled to paid holidays in accordance with the District’s established holiday schedule – 11 paid holidays per year. The Employee will be entitled to bereavement leave, jury duty leave and other leave required by law and in accordance with the District’s leave policies.

Vacation: Employee shall accrue annual vacation leave, based on the following years of service:

- 10 days per year – for the first ~~35~~ years
- 15 days per year – for ~~46~~th through ~~94~~th year
- 20 days per year – for ~~104~~th through 15th year
- ~~254~~ days per year – Thereafter

Commented [PK4]: Track current district policy

Administrative Leave: The General Manager employee receives an additional lump sum of annual administrative leave (executive leave) – of ~~8040~~ hours per year and will expire at the end of each year and will not carry over to the following year. ~~Up to 20 hours of administrative leave usable in the first 6 months of employment.~~ Unused administrative leave will have no cash value to Employee. A year is defined as a ~~anniversary date of employment~~ calendar year.

Commented [PK5]: Two modifications: Requesting more than a week of admin leave to a more standard amount and in closer to extra time worked. Second is to make it run on calendar year, its not rolled over and not cash out.

5. Page 4, Section 9 D & E, shall be amended and read as follows:

- A. Sick Leave. The employee will accrue sick leave at a rate of ~~1340~~ days per calendar year with a cap on accumulation of 60 days. No cash out of sick leave at separation of employment.
- B. Group Life Insurance. The employee will be provided with a ~~\$3100,000~~ life insurance policy. The District will pay the full monthly premium for the employee.

Except as specifically modified herein, all of the terms and conditions of the Employment Agreement for Paul L. Kelley as General Manager of the Clear Creek Community Services District shall remain in full force and effect.

In Witness Whereof, Employer and Employee entered into this Amendment as of the date written and have signed and executed this Agreement, both in duplicate, the day and year first above written.

EMPLOYEE

EMPLOYER:

Paul L. Kelley

Beverly Fickes
Board of Directors, Chair

DRAFT



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

MEMO

Date: November 15th 2023
To: Board of Directors
From: General Manager – Paul Kelley
Re: **6e – Update: February 3 2023 MOU Between District and UPEC 792** (Discussion)

Discussion/Action:

6.e – Update: February 3 2023 MOU Between District and UPEC 792 (Discussion)

This is to provide an MOU update since the adoption and effective date of the February 3 2023 of the MOU between the District and the UPEC 792 Union representing the District employees. (Copy on District website)

The Implementation of the MOU called for some items to be accomplished and this is an opportunity to report on those items since the start of the MOU February 3, 2023.

- I. Employee Handbook update:
 - a. The previous MOU was also referred to as the “employee handbook” and it was clear that it was not sufficient to do so for this updated MOU.
 - b. There are a few Articles in the MOU that call for the District to have policies included like:
 - i. Article 12.6 that calls for the District to develop a nepotism policy –
 - ii. Article 16.2 that references the Family Medical leave Act – District Leave policy
 - iii. Other
 - c. These are to be included in an Employee Handbook, The Administrative Assistant is working with consultant RGS Services on drafts of an Employee Handbook and will provide more of a current update.
 - d. Once a draft is completed, the Union and Employees will be provided copies for review / edit/ and eventual acceptance by the Employees and their representative.
2. In March of 2023, the GM used Article 12 to post for a promotional opportunity because of a vacancy of the Treatment and Distribution Operator III or Operator D3/T3 position.
 - a. The position was filled by an internal candidate.
3. Article 9.7 calls for an annual COLA to be calculated and applied to all classifications.
 - a. This article has a range for an eligible COLA and after calculating the previous year’s CPI the District applied a 4% COLA (CPI) for all job classifications – and updated the Job Class wage/salary posting on the Website – effective July 2023 – all employees received a 4% COLA.
4. Using the MOU over the past 9 months has helped identify some “Edits/Clarifications” that should be considered in future updates: (Admin Assistant notes of potential edits)
 - a. Article 6.12 – Be more clear on uniform service
 - b. Article 8.6 – all employees including temporary and/or part-time employees get sick leave pay.
 - c. Article 9.1: Last sentence needs “Such pay step increase.....”
 - d. Article 10.2 – remove pay period starting 4 hours into the employees shift on Friday – that is not accurate
 - e. Article 21.2: 3 reviews during probationary period is not necessary and needs updating

- f. Article 25: Benefits
 - i. Sections 1b and 1c – review formulas – make accurate
 - ii. Section 3a: Medical benefits are effective the first month following start date (per CalPERS rules). Remove details for prior to Jan 2024?
 - iii. Section 3c: \$50 deductible on dental ??? fix
- 5. Other items of interest to the Staff:
 - a. Training opportunities
 - b. Changing to 24 (bi-monthly) pay periods from 26 pay periods.
- 6. Article 25.4 – Other Poste Employment Benefits – (OPEB) – Retiree Medical
 - a. Runs from Section 4b through 4f
 - b. Article 25.4d – “The District reserves the right to make changes to the retiree medical benefit and agrees that the parties continue to meet and confer to implement a ‘step down’ retiree medical benefit plan for future employees. Anticipating implementation January 2024.

Based on this, the District is looking at alternatives to the current program, especially as it relates to Article 25.4e.

Background:

The District offers a “Retiree Medical” benefit and to qualify it is spelled out in Article 25.4b. The basic qualification is at least 10 years of “CalPERS” service (Credited State service), and at least 5 years with the District. There is a chart on how the benefit ramps from the 10 years mark, and most of the District current retirees taking advantage of the benefit had at least 20 years, so they receive the maximum benefit.

When the GASB 75 requirements occurred, all public agencies had to look at the long-term liability for “OPEB”, identify it in actuarial reports, and look for ways to fund the program over a 30 year period. Some agencies decided to just identify and self-fund (pay-go), others like Clear Creek set up a “retiree trust” fund with a goal to fund the trust to cover the identified long term liability. The District has been successful funding the trust fund and with a balance of \$1.3million is at 70% funded of the \$1.9 million identified long term liability. This is administered by a division of CalPERS – and is referred to as the “California Employers Retiree Benefit Trust” (CERBT).

The way it is planned to work when the CERBT is fully funded is that the District contributes a yearly amount to the trust fund, it accumulates funds with projections to reach that long term liability amount. Then the District would calculate each year the cost of paying their portion of the retiree medical (for FY 24 the District budgeted for \$95,000), and withdraws that amount from the trust fund to fund the current year retiree medical obligation.

Article 25.4e was put in the MOU in 2011. The District committed to funding their portion of the unfunded / long term liability that will fund the Districts OPEB Trust fund. This section also obligated the employees to “pay the current accrual of OPEB costs” – also known as the “Service” or “Normal” costs of the current active employees contribution/portion of the long term liability number as a portion of their contribution to that number when they have access to the retiree medical benefit. This “Service” cost fluctuated in the early years and the employee contribution also fluctuated. The current “service” cost is \$66K. Over the past few years – this number became \$150/Per Pay period for each employee. This currently raises \$40,000 from employees to be deposited into the CERBT Trust fund. Considering the “qualifications” mentioned above, this employee contribution by active employees that may

never qualify for benefit is a major concern for the employees and a potential challenge for future recruitments and retention efforts.

- c. Options being considered – as per the “modifications” to the Retiree medical program
In March/April, the GM reached out to the District’s Actuarial – Macleod Watts to start the process of looking at options and modifications to the current program, and have the actuarial do financial projections on the different options. They informed the GM, that it would best for them to do their annual “July 1 2023” actuarial, report that to the CERBT and District, then use it as a basis for scenarios and costs. The July 2023 report from Macleod Watts was on the boards September 20th 2023 agenda and in the packet. As reported in September, the July 1 2023 report is based on employee mix in 2022, and Macleod Watts was working on updating information based on July 1 2023 for scenario projections and costs.

The primary Goal: Find a Retiree medical offering for future employees that complies with CalPERS rules, reduces the District’s long term liability that takes away the need for employee contribution to that long term liability, and is fiscally sustainable. And keep the District’s current obligation to its current retirees and not change the Districts obligation. As well as preserve the Districts obligation to current employees opting to stay with the current program.

Since then, the GM has communicated some scenarios and options (below) and the analysis is still in progress. These options would be with that goal of removing the active participants from the \$150/pay period.

Options:

- a) A set amount that the District / Employer contributes to retiree medical: ie: \$500/Month.
- b) A set amount that is tied to and fluctuates with the “PERS PART B” insurance coverage: currently \$420/Month.
- c) A set amount that is tied to the current CalPERS “Required minimum” that is set by CalPERS each year. Currently: \$151/month. With a “Retiree Medical Savings Account” or 401a or some manner that each employee has that is portable and to be used to cover their own retiree medical expenses above what the required minimum covers.
 - a. Probably need a vesting ordinance change, agreement with a 401a administrator and agreements with current retirees to make up payment differences.
- d) Union proposal – Much like (c) above. With additional items – See attached.
 - a. This proposal includes increased District obligation for 457 accounts/deferred comp matching – which the District currently does not do. The District just started offering voluntary participation in 457 accounts.
 - b. This proposal – like (c) above need to have a review by CalPERS Retiree medical division – the GM has heard these options that “preserve the old and utilize the new” would need a vesting ordinance change.
 - c. Returning employee contributions to anything other than a 401a account could be challenging, and a cost to the District.
- e) “Limited Change” option – keeping the current “benefit” and absorbing more of the cost by changing the employee contribution. Phasing in future years some of the above changes.

Discussion:

There are some process items to be considered:

The District's experts report that a change in the retiree benefit – ie: going to the Required minimum, setting the amount as a cap (ie:\$500) or the cap on a PERS Part B number – is a change to the vesting schedule that the District Board approved years ago. That change could require the board to adopt a new vesting schedule, and would need CalPERS retiree medical department help in drafting and making sure all goes to the requirements.

Retiree medical vesting is unlike CalPERS retirement – where any changes to retirement formulas (like PEPRA) are all prospective and current and past members receive the benefit they qualify for when joining CalPERS. Retiree medical vesting change would change the District contribution (employer contribution) to what the vesting schedule says. So if the District changes the contribution to the required minimum or \$500, then that will impact current retirees.

Since there is a potential for changes to the current retirees – communication and coordination with that group will need to be done prior to the change and during the change.

The current employee contribution is different than vesting schedules and is based on the MOU Article 25.4 first put in MOU's in 2011. That article could be changed by the board if acceptable by the Union/employees without changing the vesting schedule.

Even a change (reduction) in the future employer (District) contribution to the Retiree medical benefit, it will impact the actuarial calculations and the “service” cost – but it appears that the impact takes many years to be realized.

This is a report for the Board to interact, ask questions and provide direction to the GM to report back to the Union to pursue options that can bring resolution to this Article and issue.

Recommendation:

Review, Discussion, Provide input and Direction to the GM to respond to the Union proposal

A. Executive Summary

This report presents actuarial information regarding the other post-employment benefit (OPEB) program of the Clear Creek Community Services District (the District). The purpose of this valuation is to assess the OPEB liabilities and provide disclosure information as required by Statement No. 75 of the Governmental Accounting Standards Board (GASB 75) for the fiscal year ending June 30, 2023.

Important background information regarding the valuation process can be found in the Appendices. We recommend users of the report read this information to familiarize themselves with the process and context of actuarial valuations, including the requirements of GASB 75. The pages following this executive summary present various exhibits and other relevant information appropriate for disclosures under GASB 75. This report is based on a roll forward of the June 30, 2021, valuation results.

A new biennial valuation should be prepared as of June 30, 2023. Results of that valuation will first be applied to prepare that GASB 75 report for the District's fiscal year ending June 30, 2024.

OPEB Obligations of the District

The District provides continuation of medical coverage to its retiring employees. This coverage may create one or more of the following types of OPEB liabilities:

- **Explicit subsidy liabilities:** An "explicit subsidy" exists when the employer contributes directly toward the cost of retiree healthcare. In this program, the District contributes toward the medical premiums for qualifying retirees. Details are provided in Supporting Information Section 2.
- **Implicit subsidy liabilities:** An "implicit subsidy" exists when premiums are developed using blended active and retiree claims experience. In this situation, premiums charged for retirees may not be sufficient to cover expected medical claims¹ and the premiums charged for active employees are said to "implicitly subsidize" retirees. This OPEB program includes implicit subsidy liabilities for retiree coverage prior to coverage under Medicare.
- **Other subsidy liabilities:** Pooled plans that do not blend active and retiree premiums likely generate subsidies between employers and retirees within the pool. In the CalPERS medical program, the premium rates for Medicare-covered retirees are based only on retiree claims experience of the pool. A recent actuarial practice note indicated these subsidies should be included in plan liabilities to the extent they are paid by the employer.² We generally expect these subsidies to be small and included any such liability with the implicit subsidy liability in this report.

We determine explicit subsidy liabilities using the expected direct payments promised by the plan toward retiree coverage. We determine the implicit and other subsidy liabilities as the projected difference between (a) retiree medical claim costs by age and (b) premiums charged for retiree coverage. See Appendices for more information on this process.

¹ In rare situations, premiums for retiree coverage may be high enough that they subsidize active employees' claims.

² Exceptions exist for 1) Medicare Advantage Plans, treated as if their premiums are age-based due to the nature of the Federal subsidies paid to these plans, and 2) when employer explicit subsidies to Medicare-covered retirees are low and no part of any potential pool subsidy is expected to be paid by the employer.



Executive Summary
(Continued)

OPEB Funding Policy

The District's OPEB funding policy affects the calculation of liabilities by impacting the discount rate used to develop the plan liability and expense. "Prefunding" is the term used when an agency consistently contributes an amount based on an actuarially determined contribution (ADC) each year. GASB 75 allows prefunded plans to use a discount rate that reflects the expected earnings on trust assets. Pay-as-you-go, or "PAYGO", is the term used when an agency only contributes the required retiree benefits when due. When an agency finances retiree benefits on a pay-as-you-go basis, GASB 75 requires the use of a discount rate equal to a 20-year high grade municipal bond rate.

The District continues to prefund its OPEB liability, contributing 100% or more of the Actuarially Determined Contributions each year. With the District's approval, the discount rate used in this valuation is 6.22%, reflecting the District's expectation of the long-term return on trust assets as of the measurement date.

Actuarial Assumptions

The actuarial "demographic" assumptions (i.e., rates of retirement, death, disability or other termination of employment) used in this report were chosen, for the most part, to be the same as the actuarial demographic assumptions used for the most recent valuation of the retirement plan(s) covering District employees. Other assumptions, such as age-related healthcare claims, healthcare trend, retiree participation rates and spouse coverage, were selected based on demonstrated plan experience and/or our best estimate of expected future experience. All these assumptions, and more, impact expected future benefits.

Please note that this valuation has been prepared on a closed group basis. This means that only employees and retirees present as of the valuation date are considered. We do not consider replacement employees for those we project to leave the current population of plan participants until the valuation date following their employment.

We emphasize that this actuarial valuation provides a projection of future results based on many assumptions. Actual results are likely to vary to some extent and we will continue to monitor these assumptions in future valuations. See Section 3 for a description of assumptions used in this valuation.

Important Dates Used in the Valuation

GASB 75 allows reporting liabilities as of any fiscal year end based on: (1) a *valuation date* no more than 30 months plus 1 day prior to the close of the fiscal year end; and (2) a *measurement date* up to one year prior to the close of the fiscal year. The following dates were used for this report:

Fiscal Year End	June 30, 2023
Measurement Date	June 30, 2022
Measurement Period	June 30, 2021, to June 30, 2022
Valuation Date	June 30, 2021



Executive Summary

(Concluded)

Significant Results and Differences from the Prior Valuation

This report is based on a roll forward of the June 30, 2021, valuation. No benefit changes and no material changes in plan members or premium rates were reported to MacLeod Watts from those in place at the time the 2021 valuation was prepared. As such, no new census data was collected, no plan experience was determined, and no assumptions were changed. Investment experience (the difference between actual and expected trust earnings) was also reflected.

Impact on Statement of Net Position and OPEB Expense for Fiscal Year Ending 2023

The plan's impact to Net Position will be the sum of difference between assets and liabilities as of the measurement date plus the unrecognized net outflows and inflows of resources. Different recognition periods apply to deferred resources depending on their origin. The plan's impact on Net Position on the measurement date can be summarized as follows:

Items	For Reporting At Fiscal Year Ending June 30, 2023
Total OPEB Liability	\$ 1,931,970
Fiduciary Net Position	(1,361,057)
Net OPEB Liability	\$ 570,913
<i>Adjustment for Deferred Resources:</i>	
Deferred (Outflows)	(629,741)
Deferred Inflows	462,329
Impact on Statement of Net Position	\$ 403,501
OPEB Expense, FYE 6/30/2023	\$ 13,439

Important Notices

This report is intended to be used only to present the actuarial information relating to other postemployment benefits for the District's financial statements. The results of this report may not be appropriate for other purposes, where other assumptions, methodology and/or actuarial standards of practice may be required or more suitable. We note that various issues in this report may involve legal analysis of applicable law or regulations. The District should consult counsel on these matters; MacLeod Watts does not practice law and does not intend anything in this report to constitute legal advice. In addition, we recommend the District consult with their internal accounting staff or external auditor or accounting firm about the accounting treatment of OPEB liabilities.



Other Post-Employment Benefit Program of the Clear Creek Community Services District
 GASB 75 Actuarial Report for the Fiscal Year Ending June 30, 2023

B. Results Measured as of June 30, 2022

The District's OPEB liability measured as of June 30, 2022, was determined based on a "roll-forward" of the June 30, 2021, valuation. A roll-forward valuation moves the plan liability forward based on expected changes. For this type of valuation, we do not collect new plan data, and we generally do not change any actuarial assumptions. One exception is that changes in the liability discount rate reflecting changes in the municipal bond index or updated trust earnings expectations are reflected as of the new measurement date. Updated trust assets as of the measurement date are also reflected in the roll-forward valuation.

GASB allows roll-forward valuations to be performed in the year following the full biennial valuation if no material changes to the plan or the plan's members have occurred. Examples of material changes would include significantly different terminations or retirements during the year than were assumed, or a change in the retirement plan provisions. No such events or plan amendments were reported by the District in the current measurement period.

The chart below reconciles the liability reported last year to that obtained by the roll-forward valuation as of the end of the current fiscal year.

Reconciliation of Changes During Measurement Period	Total OPEB Liability (a)	Fiduciary Net Position (b)	Net OPEB Liability (c) = (a) - (b)
Balance at Fiscal Year Ending 6/30/2022 <i>Measurement Date 6/30/2021</i>	\$ 1,848,597	\$ 1,572,486	\$ 276,111
Expected Changes During the Period:			
Service Cost	66,174		66,174
Interest Cost	116,025		116,025
Expected Investment Income		97,796	(97,796)
Clear Creek CSD Contributions		98,826	(98,826)
Administrative expenses		(398)	398
Benefit Payments	(98,826)	(98,826)	-
Total Expected Changes During the Period	83,373	97,398	(14,025)
Expected at Fiscal Year Ending 6/30/2023 <i>Measurement Date 6/30/2022</i>	\$ 1,931,970	\$ 1,669,884	\$ 262,086
Unexpected Changes During the Period:			
Change Due to Investment Experience		(308,827)	308,827
Change Due to Change in Discount Rate	-		-
Total Unexpected Changes During the Period	-	(308,827)	308,827
Balance at Fiscal Year Ending 6/30/2023 <i>Measurement Date 6/30/2022</i>	\$ 1,931,970	\$ 1,361,057	\$ 570,913



SIDE LETTER OF AGREEMENT

Pursuant to MOU Article 25.4d the Parties agree to the following:

401(a) PLAN

Any covered employee hired on or after January 1, 2024, shall not be eligible to earn or receive the District contribution to retiree medical benefit as described in Article 25.4.c, but shall receive only the District's minimum contribution amounts required under Government Code section 22892 if they elect to continue CalPERS healthcare after retirement.

Any covered employee who was hired prior to January 1, 2024, may voluntarily elect to participate in the Section 401(a) Plan in lieu of the benefit provided in Article 25.4c. If the employee voluntarily elects to participate in the 401(a) Plan in lieu of receiving the benefit under Article 25.4c, the District will contribute the minimum contribution required under Government Code section 22892. The employee will receive contributions into the 401(a) Plan as set forth below. The decision to elect to participate in the 401(a) Plan in lieu of receiving the benefit under Article 25.4c shall be irrevocable. The 401(a) Plan will be administered as follows:

A. The District shall provide an Internal Revenue Code Section 401(a) Plan consistent with this Article. The District shall contribute into the Section 401(a) Plan an amount on behalf of each covered employee electing to participate under this Article equal to the amount contributed by that employee from his or her own pre-tax salary into one of the District's Section 457 deferred compensation plans, but not to exceed 3% of the employee's pre-tax salary. Accordingly, if an employee contributed a total of 1-3 % of his or her pre-tax salary to a 457 plan, then the dollar amount of the District's 401(a) contribution would fully match the employee's 457 contribution; if an employee contributed more than 3% of his or her pretax salary to a District 457 plan, then the dollar amount of the District's 401(a) contribution would only be equal to 3% (and not more) of the employee's pretax salary and would not fully match the employee's 457 contribution. The employee may direct the investment of said contributions in accordance with the options or limitations provided by the 401(a) Plan. Each such employee shall vest (that is, earn the right to withdraw) the District's contributions into the 401(a) Plan on their behalf based on years of District service, as set forth below, subject to any of the plan's requirements.

B. The 401(a) Plan implementing this Article shall provide the following schedule of vesting requirements for any participating employee to earn and be eligible to withdraw or otherwise receive a portion (or in some cases all) of his or her total account value at the time of termination:

<u>Years of District Service</u>	<u>Portion of Account Value Vested</u>
Less than 1 year	0%
1 year plus 1 day to 2 years	10%
2 years plus 1 day to 3 years	20%
3 years plus 1 day to 4 years	30%

4 years plus 1 day to 5 years	40%
5 years plus 1 day to 6 years	50%
6 years plus 1 day to 7 years	60%
7 years plus 1 day to 8 years	70%
8 years plus 1 day to 9 years	80%
9 years plus 1 day but less than 10 years	90%
10 years	100%

C. In addition to and notwithstanding the foregoing, employee's options for withdrawing, "rolling over," and otherwise using account money (and the tax consequences of such withdrawals and use), shall be subject to any legal requirements or limitations of Internal Revenue Code Section 401(a) and any other applicable laws with which the County and the Plan must comply.

D. Article 24.4e is deleted meaning effective upon District Board approval of this Side Letter of Agreement employees will no longer pay or have deducted from their pay checks any amount for OPEB liability.

E. An employee who voluntarily elects to participate in the 401(a) Plan in lieu of receiving the benefit under Article 25.4c will have their individual paycheck deductions to fund the OPEB liability refunded to them. In such case, the employee may opt to direct the all or part of the refund to the employee's 457 deferred compensation account on a nontaxed basis. Otherwise, the refund shall be taxed pursuant to State of California and Federal tax requirements.

F. In the event the District replaces PERS Medical (PEMHCA) with other medical coverage so that employees covered by the benefit under Article 25.4c will no longer be eligible for that benefit, the District will refund such employee's individual paycheck deductions to fund the OPEB liability to them. In such case, the employee may opt to direct the all or part of the refund to the employee's 457 deferred compensation account on a nontaxed basis. Otherwise, the refund shall be taxed pursuant to State of California and Federal tax requirements.

For the District

For the Union

Date: _____

Date: _____



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

MEMO

Date: November 15th 2023
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 October 18, 2023

- Started the review and look at equipment for the District – including Unit 3 and vac-trailer.
 - After talking to many, going through some sort of a review of Government equipment website, inviting proposals (especially vac trailer) and selecting will benefit the District.
- The CUSI – new customer database software has started conversions and testing.
- As seen, the three / four dead trees in front of the District board room were removed by PGE contractor and the stump removal/grind completed and dirt smoothing.
- No update on the Fire Hydrant at Igo school – they are doing some of what was requested.
- The shut offs and delinquencies continue: The Account Clerk and Admin Assistant have worked very hard on Shut offs/Delinquencies etc. As reported this will help with revenue as well as honing the database for conversion to CUSI.
- Implementing the amendments to the annual budget.
- TDS is getting power for their fiber, and Computer Logistics and Com-Pair worked on getting more internet speed to the District, and TDS supplied backup copper internet connection.
- Worked on the three grant projects: -
 - Backwash ponds – Designed and out to bid, expected bid opening mid November and award in December, first phase of construction in mid 2024
 - Emergency Electrical/SCADA – Box, Flow meter, Valve at the Booster station installed, the conduit boxes scheduled for install and the electrical panels are being built. Its going to be challenging to get this project completed by the end of the year, but we are pressing hard to do so.
 - ARPA – Agreement with County Signed, waiting for quotes for Meter upgrades
 - Prospective grant – EPA Water Infrastructure Resiliency grant – applied for study money to accomplish a “Wildfire and Drought Resiliency Assessment”.
- The staff met and the actuarial was provided an update since the employee MOU requires a review of the District’s retiree medical program – update on MOU elements on calendar.
- Continuing to work on the “water loss” project – still gathering leak loss information and other elements to make the report as accurate as possible.
- Met with Customers related to water use by neighbors and meters and base rates.
- I was asked to lead the Water resources managers lunch meeting/coordination and look forward to helping the Shasta county water managers.
- Other/More – Verbal



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

MEMO

Date: November 15th 2023
To: Board of Directors
From: Chief Plant Operator: Bill Palmaymesa & Distribution Field Supervisor: Roberto Chacon
General Manager Paul Kelley
Re: 8 – Operation Report

Administration

Below is a snapshot of the aging report of customer accounts:

There were 90 Accounts that are 90+ days delinquent totaling \$55,731.21.
There were 102 Accounts that are 60 Days delinquent totaling \$9,016.05.
There were 159 Accounts that are 30 Days delinquent totaling \$18,769.84.

Delinquency Progress: In total for the month of October, \$24,139.03 was collected on 60+ day delinquent accounts. \$2,684.62 of that total collected was from LIHWAP payment assistance program. We have a total of 18 customer accounts on a alternative payment plan agreement which total outstanding balance for those accounts is \$22,451.69.

Round 1 of data conversion into the new billing software has begun. The office staff has been working with the CUSI Project Manager to get them everything they need to keep moving forward with setup and the transition to the new system.

WTP OPERATIONS - The WTP produced 324af; Clear Creek CSD used 202AF of SW in October. (Palmaymesa)

Well Water Production- 0 af . McConnell – 100af (No Charge Portion)

- Staff has been busy with routine maintenance, monitoring and operation of the WTP. Staff worked with USBR to shut down the WTP for several hours for a gate inspection. A USBR ROV malfunctioned, and the inspection was not completed. This will need to be rescheduled in the next month.
- Staff completed another round of UCMR5 samples.
- Train#6 is offline and is scheduled for a inspection.
- Staff repaired a leak on the Instrument Return Pumps located in the old Metering Vault.

DISTRIBUTION OPERATIONS REPORT - (Chacon)

1. The distribution crew has been working on replacing all the end-points to be able to read the meters more efficiently, this is going to be a long process since all of the endpoints need to be replaced.
2. All repairs have been done and almost all clean ups have also been done, we are scheduling one last clean up on Flowers that must be postponed due to flushing the system.
3. On 11/6/2023 The Distribution crew started Flushing the System, as you all know flushing the water mains:
 - a. Verifies proper operation of the hydrants.
 - b. Evaluates the available flow to the hydrants.
- c. Allows utilities to deliver the highest quality water possible to their customers and
- d. Removes mineral and sediment built up from the water mains.

4. All the water samples are negative.

Once again, I would like to say thanks to the Distribution crew for always going above and beyond what is expected, always staying busy, getting everything done and working hard to keep the water flowing in the district, well done guys.



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

MEMO

Date: November 15th 2023
To: Board of Directors
From: General Manager – Paul Kelley
Re: **9** – Standing Committee Report

Report: From members of the Committees listed:

In general – the “community member” application period is open now!! (November 1 through December 20th)

Appointments in January.

Note:

9.a – Agriculture –

9.b – Finance –

9.c – Planning / Steering –