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

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

General Manager: Paul Kelley

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

AGENDA

1. **CALL TO ORDER**

2. **PLEDGE OF ALLEGIANCE**

3. **ROLL CALL**

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

5. **CONSENT AGENDA** (Action)
   The following items are expected to be routine. Any interested party may comment or request an item be removed from the consent agenda for separate discussion/action.
   a. Minutes from Meetings – Regular meeting 10/16/24
   b. Paid Bills: 10/14/24 – 11/14/24
   c. Payroll: 10-10-24, 10-24-24.
   d. Activity P&L Report: July ~~: August and September and October and November~~ (N/A)

6. **OLD BUSINESS/NEW BUSINESS** (Discussion/Action)
   a. O.B. – USBR Account Reconciliation - (Discussion)
   b. Operations Report – Distribution Supervisor Morgan Rau (Discussion)
   c. District Staffing Needs and Plans – (Discussion)
   d. FY 24 Actuals vs Budget Year End – (Discussion/Action)
   e. Cross Connection Control Handbook Regulations Update – (Discussion)
   f. General Manager Employment Agreement Amendment 2 – (Discussion/Action)

7. **GENERAL MANAGERS 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.

"This District is an Equal Opportunity Provider"

8. OPERATIONS REPORT

9. STANDING COMMITTEE REPORT –

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

10. BOARD MEMBER ITEMS

11. CLOSED SESSION ANNOUNCEMENT: - None

12. ADJOURN THE MEETING

ADA Related Disabilities:

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MEMO

Date: November 20th 2024

To: Board of Directors

From: General Manager – Paul Kelley

Re: **5 –** Consent Agenda (Action)

Discussion:

5.a – Minutes of The Meetings: Regular meeting 10/16/24, Special Meeting, Agriculture Committee:

Finance Committee : Planning and Steering Committee:

5.b – List of bills paid – from QuickBooks 10/14/24 – 11/14/24

5.c – Payroll since last meeting: 10-10-24, 10-24-24

5.d – Activity P&L Report: July 2024:

~~August 2024, September 2024 , October~~ Individual reconciled not available till Next month.

Recommendation:

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

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Phone: (530) 357-2121 Fax: (530) 357-3723

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

General Manager: Paul Kelley

REGULAR MEETING: October 16th 2024 at 6:00PM: District Office Board Room

MINUTES

1. **CALL TO ORDER –** *6pm by Chair Lincoln*

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

3. **ROLL CALL** *– All Present: Chair Lincoln, Vice-Chair McVay, Directors Beaver, Fickes, Johnston*

   GM – Paul Kelley, Admin Assistant – Amity Valdez

4. **OPEN TIME/PUBLIC COMMENT:** *Customer Richard Gordon (Flowers Lane):*
   High water pressure following recent leak repairs, reaching 140 psi in his house. Concerns about pressure regulators breaking and yellow rings in toilets potentially linked to the Filtration plant:
   D. Fickes: Explained the high pressure is due to the gravity-fed system.
   D. Beaver: Suggested issues might stem from air not being bled from lines before water is turned on and improper packing of lines with rocks and dirt instead of sand.
   GM Kelley: Acknowledged the concerns, noted ongoing replacement of aged pressure valves, and mentioned that the Distribution Supervisor will meet with Mr. Gordon to discuss further.
   Customer Joanne Bloomquist (China Gulch):
   Lack of notification about weekend water shut-offs due to leaks and unclear Robocall messages.
   GM Kelley: Explained the current inability to send alerts on weekends and acknowledged the need for clearer Robocall messages, thanking Mrs. Bloomquist for her feedback.
   D. Beaver: Highlighted past maintenance issues and ongoing efforts to correct them.
   New Distribution Supervisor: Keeping detailed records of issues encountered during repairs.

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.
   GM Kelley reviewed the Consent Calendar items and mentioned that item d was for information only, the expenses for the quarter from QuickBooks (un-reconciled), the revenue from CUSI and estimated and un-reconciled. The bookkeeper

is working with CPA to get caught up for the November meeting. And asked that when approving the Consent, only do items 5a – 5c.
D. McVay: Asked when the financials would be completed to schedule the Finance Committee meeting.
D. Fickes: Requested clarification on the minutes of section 8 – Operations Report, emphasizing the need for accurate minutes of discussions.
D. McVay: Sought an explanation for the Pace Supply Invoice.
GM Kelley: Explained the purchase of a transceiver kit for meter readers to accommodate both ME and CE transponders.
D. Beaver: Inquired about the utilization of meter readers.
GM Kelley: Detailed that staff in different vehicles use both readers to enhance efficiency, reducing the reading time from 5 days or more to 4 days. However, many manual reads still require physical reading due to the absence of transponders.
D. McVay: Asked if there was a priority list for installing transponders on manual meters to improve efficiency.
GM Kelley: Noted that the Distribution Supervisor is addressing meter reading issues and aims to reduce the number of routes from eleven to four or five. The Supervisor will report at the November meeting.
D. McVay: Inquired about the availability of chemical totes at the Water Treatment Plant (WTP) for public purchase.
GM Kelley: Informed that the supply company had picked up the stored chemicals for free to clear the yard, with future availability possible if needed. (currently 2 totes available)
D. Fickes: Requested more detailed explanations in the memo lines of accounts payable transactions.
GM Kelley: Agreed to work with the Bookkeeper to improve memo line clarity, noting that QuickBooks does not include memo lines for combined invoices.
D. McVay: Asked if the "Account Services" line item included the CPA retainer and if the "CalPERS Funded Liability" was part of last year's budget.
GM Kelley: Confirmed that "Account Services" includes the initial payment, retainer, and additional CPA bills. The "CalPERS Funded Liability" covers three months at $15,000 per month for this year.
D. McVay: Expressed concern about an anticipated shortage of $50,000-$80,000.
GM Kelley: Reminded the board of the $150,000 Unfunded PEPRA for retirees discussed in July, indicating a need to update the budget accordingly. Explained that recent CalPERS rate changes mean more funds are directed to the actuary fund rather than employee benefits.

a. Minutes from Meetings – Regular meeting 9/18/24
b. Paid Bills: 9/14/24 – 10/11/24
c. Payroll: 9-12-24, 9-26-24.
d. Activity P&L Report: ~~July and August and September~~ (N/A)
FY25Q1 P&L Activity Report – Preliminary/Un-Reconciled & for Information only

Motion to approve 5a-5c consent: Fickes, 2nd – McVay: Unanimous (5-0)

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

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

GM Kelley: Informed that USBR is hosting a WIIN Act informational meeting and will be auditing 201 agencies that paid the WIIN Act. Our agency does not owe anything. He will meet with colleagues next week to discuss

the State's push for natural flow, which could impact ACID and require water contributions for healthy rivers and voluntary agreements being discussed by the State water board.
b. Resolution 2024-10 Authorizing Retiree (Tony Thomasy) for Interim Part-Time Distribution Supervisor (May – July 2024) (Discussion/Action)
GM Kelley: Explained the need for a Board Resolution per CalPERS statute 2122h for appointing Tony Thomasy as Interim Part-Time Distribution Supervisor. The previous Distribution Supervisor resigned on May 1, 2024. Tony Thomasy, a CalPERS retiree and former Water Supervisor at Shasta Lake City, was contracted through Water Talent from May 28th – July 26th. CalPERS required Water Talent task orders, a letter, and a board-approved resolution.
D. Fickes: Noted that when Morgan joined on July 8th, Tony Thomasy became a Consultant, which does not require a resolution.
GM Kelley: Confirmed D. Fickes' statement. And that the original Task 1 expired on July 3rd 2024 for Thomasy as Interim Distribution Supervisor and the Task 2 started as "Consultant".

Motion to approve Resolution as amended: McVay, 2nd – Beaver: Unanimous (5-0)

c. RFP for Audit Services FY23 – FY27 (Discussion/Action)
GM Kelley: Notified the board of the auditor's response to our letter, included in the Agenda packet, which triggered a 10-day notice to end the service contract. The auditor cited a lack of resources to meet the required schedule. A draft RFP for Auditing Services was presented for board consideration, aiming to get current on audits. Many water districts face similar challenges.
McVay: Asked if firms could present proposals in person before the finance committee.
D. Beaver: Suggested adding page numbers to the RFP and inquired about payments to the previous auditor.
GM Kelley: Confirmed the auditor was paid.
D. McVay: Inquired about the number of companies to send the RFP to.
GM Kelley: Aimed to send the RFP to at least 20 companies and receive at lest three proposals. Noted that out-of-town firms could present via web.
D. Fickes: Questioned the requirement for three hard copies.
GM Kelley: Explained it was a standard practice in previous RFPs. And had added they can submit with a PDF instead.

Motion to approve RFP: McVay, 2nd – Johnston: Unanimous (5-0)

7. GENERAL MANAGERS REPORT

Election of Board Members:
GM Kelley: Announced that the County clerk sent notice that the Shasta County Board of Supervisors has approved the qualified submitted candidates to be appointed to the office in-lieu of a ballot. Directors Logan Johnston, Pam Beaver, and Scott McVay are listed and will not need to be on the ballot. They will be officially take office with the new term the first week of December and sworn in at the December meeting.

CalPERS Changes:
GM Kelley: Reiterated the upcoming changes to CalPERS, noting that medical insurance costs are increasing. Other agencies have also expressed concerns about the unsustainable prices for small districts.
Infrastructure and Maintenance Updates:
GM Kelley: Acknowledged ongoing issues with water pressure and outdated valves following leaks on Bohn, China Gulch, and Flowers. Informed the board that the recently repaired vibrator plate broke again during a leak, and Sunrise Excavating is handling follow-up repairs.
D. Beaver: Emphasized the need for new policies and procedures to ensure all work is put out to bid and inquired if bids were received from Sunrise.
GM Kelley: Confirmed that the Distribution Supervisor obtained informal quotes from three different companies.
D. Beaver: Stressed the importance of maintaining detailed documentation and ensuring warranties for the work.
Backwash Ponds Project:
GM Kelley: Reported that the first backwash pond should be completed by the end of November, after which it will undergo required testing.
D. McVay: Suggested posting progress pictures on the District website.
GM Kelley: Agreed to update the website with progress pictures.
Additional Updates:
GM Kelley: Informed the board that the surplus generator was sold for $1,500 and that the website now includes links to Board Meeting videos.
D. McVay: Inquired about the funds in the SWEEP account.
GM Kelley: Stated that the bank advised keeping $150,000 in the checking account, with the remaining funds going into the SWEEP account.

8. OPERATIONS REPORT

GM Kelley:
Distribution Supervisor Update: The Distribution Supervisor will attend the November meeting to provide updates and answer questions.
Infrastructure Issues: Confirmed that sections on Flowers Lane consist of dirt and rock instead of sand, complicating maintenance efforts.
Well Testing: Ongoing well testing and tracking to minimize PG&E bills.
Water Treatment Plant: Highlighted a recent water pipe burst and its temporary fix.
Board Member Inquiries:
D. McVay: Asked if PACE was contacted regarding the tank and Filter.
GM Kelley: Confirmed that PACE conducted a walkthrough and will provide a draft report on the Filters/Trains 4 and 6 etc as well as the States Survey request in November, aiming for board review in December. The Tank Inspections and report will require emptying the 1-million-gallon tank and the Water Treatment Plant (WTP).
D. Beaver: Noted improvements in office grounds and asked about the slurry seal quotes, emphasizing the priority of WTP.
D. Fickes: Inquired about the budget for slurry seal.
GM Kelley: Explained that quotes are needed to budget accurately.
D. Fickes: Suggested creating a priority list, including leak management and schedules for minor leak repairs.
Administrative Updates:
Admin Assistant Valdez: Reported progress in reducing the aging accounts receivable (A/R) and addressing outstanding customer accounts. Highlighted that eighty-two shut-off notices were issued, but only ten services were discontinued as most customers paid or made payment arrangements.

9. STANDING COMMITTEE REPORT –

a. *Agriculture – Meeting December 10th or 11th D, McVay stated we are working to finalize. The March meeting will be regarding the Farmers Market. Last Farmers Market for this year is Saturday, October 26th*
b. *Finance – Expect to have meeting 1st or 2nd week in November*
c. *Planning/Steering – We will review water shortage policy, extra operations repair and spreadsheet, we will have meeting December to follow up the previous meeting.*

10. BOARD MEMBER ITEMS

Customer Complaints:
D. McVay: Addressed complaints about employees using District vehicles for personal use and inquired if mileage is being documented. A customer reported staff using vehicles for repairs and then for personal use.
GM Kelley: Mentioned that mileage logs are in each of the trucks and Expressed concern about the allegations and requested specific dates to investigate. He emphasized the importance of reminding staff that the community recognizes District vehicles and will report misuse. And also mentioned there had been reports previously and when investigated, the vehicles in question were parked at the Districts yard – and the report had been regarding a service vehicle for a private company or other – that looked similar to a District vehicle.
Staffing and Budget Concerns:
D. Fickes: Raised concerns about having four Distribution Operators on staff and questioned when to stop at a compliment. Emphasized the need to save money. She also suggested updating the Director's Handbook, there are only three operators on it. Noted discrepancies in the organization chart and outdated contact information in section 7 of the Handbook.
D. Beaver: Agreed with the need to discuss budget tightening at the next meeting. Highlighted that while a larger crew is desirable, the district's income has not increased, and costs have risen due to deferred maintenance, such as repairs needed for the WTP train.
D. McVay: Supported building reserves to address both known and unforeseen issues. Stressed the importance of having Budget to Actuals to guide financial decisions and suggested making budget adjustments in December or January.
D. Fickes: Suggested identifying where to allocate a $300,000 budget cut.
D. Beaver: Added the need to prioritize infrastructure repairs and manage spending carefully.
Additional Points:
D. Fickes: Noted the necessity of acquiring a Vac truck.
D. Beaver: Emphasized the importance of fixing infrastructure and closely monitoring expenditures.

11. CLOSED SESSION ANNOUNCEMENT: - *Board adjourned to Closed Session: 7:20PM*

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),**

Board returned to open session at 8:20pm – Reported: Board met on the posted item, no action taken, if action results it will be on the Regular agenda in November.

12. ADJOURN THE MEETING – *8:21PM*

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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Clear Creek Community Services District
Transaction Detail by Account
October 14 through November 14, 2024

Type	Date	Num	Name	Memo	Amount
8000 · Accounts Payable					
Bill Pmt -Ch...	10/17/2024		AT&T	QuickBooks generated zero amount transaction for bil...	0.00
Bill Pmt -Ch...	10/22/2024	33783	Ace Hardware - Acct # 2186	2186	-413.46
Bill Pmt -Ch...	10/22/2024	33784	Alhambra (formerly Mt Shasta Spring)	1020179424385352	-30.93
Bill Pmt -Ch...	10/22/2024	33785	Cascade Paint and Supply	wtp - pipes	-75.76
Bill Pmt -Ch...	10/22/2024	33786	Cintas Corporation	22228100	-81.46
Bill Pmt -Ch...	10/22/2024	33787	Fasteners Inc	373	-96.98
Bill Pmt -Ch...	10/22/2024	33788	Ferguson Waterworks	409921	-3,055.48
Bill Pmt -Ch...	10/22/2024	33789	J and J Pumps	CENTRIFUGALPUMP	-5,330.53
Bill Pmt -Ch...	10/22/2024	33790	Market Street Automotive	multiple vehicle invoices	-3,127.94
Bill Pmt -Ch...	10/22/2024	33791	Nor Cal Gloves	5312	-234.67
Bill Pmt -Ch...	10/22/2024	33792	Pace Analytical Services LLC	28-100128	-174.30
Bill Pmt -Ch...	10/22/2024	33793	Pace Engineering	BWP Grant and other invoices	-61,817.75
Bill Pmt -Ch...	10/22/2024	33794	Pace Supply Corp	WTP pipe repair	-203.14
Bill Pmt -Ch...	10/22/2024	33795	Pedrotti Materials	recycled base	-1,126.13
Bill Pmt -Ch...	10/22/2024	33796	Power Up Electric	WTP	-1,235.06
Bill Pmt -Ch...	10/22/2024	33797	Stroups Power Equipment	pipe cutting saw blade	-643.49
Bill Pmt -Ch...	10/22/2024	33798	Sunbelt Rentals, Inc.	948758	-1,382.31
Bill Pmt -Ch...	10/22/2024	33799	Thatcher Company of California, Inc.	3001810	-6,181.92
Bill Pmt -Ch...	10/22/2024	33800	Tullis Crystal Creek Aggregates	restocking roadbase	-301.57
Bill Pmt -Ch...	10/22/2024	33801	United Public Employees of CA 792	Union	-393.50
Bill Pmt -Ch...	10/22/2024	33802	US Bank Equipment Finance	1453267	-353.35
Bill Pmt -Ch...	10/22/2024	33803	Valdez, Amity	July-Sept Mileage Reimb	-71.07
Bill Pmt -Ch...	10/22/2024	33804	Valley Pacific	C850335	-1,243.22
Bill Pmt -Ch...	10/22/2024	33805	Verizon	242343122-00001	-52.07
Bill Pmt -Ch...	10/23/2024	eft 1712	CalPERS Health Ins	Nov health insurance	-25,717.06
Bill Pmt -Ch...	11/01/2024	auto paid	Humana - Dental Ins	412851-001	-1,399.70
Bill Pmt -Ch...	11/01/2024	auto paid	UNUM Life Insurance of Co.	disability ins	-1,245.45
Bill Pmt -Ch...	11/01/2024	auto pay	RCAC-Loan Fund (Dump Truck)	6332-CCCSD-01	-1,696.07
Bill Pmt -Ch...	11/06/2024	33806	AT&T	final bill for S. Booster	-388.54
Bill Pmt -Ch...	11/06/2024	33807	AT&T	wtp	-292.55
Bill Pmt -Ch...	11/06/2024	33808	Beaver, Patricia A	Brd Mtg 11624	-100.00
Bill Pmt -Ch...	11/06/2024	33809	Fickes, Beverly	Brd Mtg 11624	-100.00
Bill Pmt -Ch...	11/06/2024	33810	Johnston, Logan	Brd Mtg 11624	-100.00
Bill Pmt -Ch...	11/06/2024	33811	Leonard, Lyle	Employee D2/T2 class	-206.25
Bill Pmt -Ch...	11/06/2024	33812	McVay, Scott	Brd Mtg 11624	-100.00
Bill Pmt -Ch...	11/06/2024	33813	Palmaymesa, Bill	D3 Renew	-90.00
Bill Pmt -Ch...	11/06/2024	33814	Ability Answering & Paging Services	05-1-8495	-475.95
Bill Pmt -Ch...	11/06/2024	33815	Ace Hardware - Acct # 2186	2186	-290.71
Bill Pmt -Ch...	11/06/2024	33816	ACWA/JPIA - Insurance	C020	-60,354.50
Bill Pmt -Ch...	11/06/2024	33817	Badger Meter, Inc.	41827	-101.88
Bill Pmt -Ch...	11/06/2024	33818	Bay Alarm Company	1201366	-33.32
Bill Pmt -Ch...	11/06/2024	33819	Cintas Corporation	22228100	-286.62
Bill Pmt -Ch...	11/06/2024	33820	Com-Pair Services	Internet	-110.00
Bill Pmt -Ch...	11/06/2024	33821	Computer Logistics Corp	IT for two months	-1,285.36
Bill Pmt -Ch...	11/06/2024	33822	Ferguson Waterworks	409921	-453.92
Bill Pmt -Ch...	11/06/2024	33823	Foothill Fire Protection, Inc.	fire extinguisher maintenance	-764.41
Bill Pmt -Ch...	11/06/2024	33824	Harvest Printing Company	customer billing	-3,273.06
Bill Pmt -Ch...	11/06/2024	33825	Market Street Automotive	unit 1 - shifter	-630.41

Clear Creek Community Services District
Transaction Detail by Account
October 14 through November 14, 2024

Type	Date	Num	Name	Memo	Amount
Bill Pmt -Ch...	11/06/2024	33826	Pace Analytical Services LLC	28-100128	-1,401.75
Bill Pmt -Ch...	11/06/2024	33827	RCAC -Loan Fund BWP Grant	1140-CCCSD-02	-8,242.66
Bill Pmt -Ch...	11/06/2024	33828	Sunrise Excavating	Two invoices for HV and China Gulch Emergency Re...	-45,985.68
Bill Pmt -Ch...	11/06/2024	33829	Thatcher Company of California, Inc.	3001810	-375.00
Bill Pmt -Ch...	11/06/2024	33830	USA Blue Book	919740	-946.50
Bill Pmt -Ch...	11/06/2024	33831	Valley Pacific	C850335	-2,403.99
Bill Pmt -Ch...	11/06/2024	EFT	Amazon Capital Services, Inc.	A3SGCPAZF6QYSB	-656.61
Bill Pmt -Ch...	11/06/2024	EFT 25...	CalPERS PEPRA/Classic	UAL	-15,024.58
Bill Pmt -Ch...	11/06/2024	eft 4621	Pacific Gas & Electric	ClrCrk/HV	-80.41
Bill Pmt -Ch...	11/06/2024	eft 5651	Pacific Gas & Electric	office outdoor lights	-21.75
Bill Pmt -Ch...	11/06/2024	eft 6691	Pacific Gas & Electric	N.Booster	-524.71
Bill Pmt -Ch...	11/06/2024	eft 7691	Pacific Gas & Electric	pond	-457.23
Bill Pmt -Ch...	11/06/2024	eft8641	Pacific Gas & Electric	wtp	-3,566.99
Bill Pmt -Ch...	11/07/2024	EFT4184	Plumas Credit Card		-1,172.64
Bill Pmt -Ch...	11/10/2024	auto paid	TDS	530-357-2121	-357.34
Bill Pmt -Ch...	11/14/2024	33832	Ace Hardware - Acct# 2118	2118	-403.53
Bill Pmt -Ch...	11/14/2024	33833	AL's Saw Shop	mower fixed	-38.53
Bill Pmt -Ch...	11/14/2024	33834	Allen Gill Construction, Inc.	BWP Grant	-540,713.50
Bill Pmt -Ch...	11/14/2024	33835	AT&T	s. booster	-4.43
Bill Pmt -Ch...	11/14/2024	33836	Cintas Corporation	22228100	-97.94
Bill Pmt -Ch...	11/14/2024	33837	City of Redding West Central Landfill	0275803-5	-37.50
Bill Pmt -Ch...	11/14/2024	33838	Davis Excavating	hydrant repair	-3,500.00
Bill Pmt -Ch...	11/14/2024	33839	Fasteners Inc	373	-46.31
Bill Pmt -Ch...	11/14/2024	33840	Hansen Pressure Washer & Machin...		-2,204.90
Bill Pmt -Ch...	11/14/2024	33841	Napa Auto Parts	1931	-145.11
Bill Pmt -Ch...	11/14/2024	33842	Nor Cal Gloves	5312	-452.70
Bill Pmt -Ch...	11/14/2024	33843	Pace Analytical Services LLC	28-100128	-827.98
Bill Pmt -Ch...	11/14/2024	33844	Pace Engineering	BWP Grant	-80,063.75
Bill Pmt -Ch...	11/14/2024	33845	Professional Exterminator of Redding	17387	-65.00
Bill Pmt -Ch...	11/14/2024	33846	Rob's Portable Welding	wtp	-420.00
Bill Pmt -Ch...	11/14/2024	33847	Verizon	242343122-00001	-52.07
Total 8000 · Accounts Payable					-897,412.94
TOTAL					**-897,412.94**

PAYCHEX

CHECK REGISTER

COMPANY BANK ACCOUNT	NAME	ID	CHECK DATE	CHECK NUMBER	DIRECT DEPOSIT AMOUNT	NEGOTIABLE CHECK AMOUNT
		10010	10/03/24	56	4,136.57	
		30042	10/03/24	57	1,434.09	
		30041	10/03/24	58	2,922.08	
		20080	10/03/24	59	2,407.12	
		20090	10/03/24	60	2,137.77	
		30040	10/03/24	61	2,370.95	
		20060	10/03/24	62	1,844.15	
		30010	10/03/24	63	3,805.80	
		11010	10/03/24	64	1,781.68	
		11070	10/03/24	65	1,346.18	
		11060	10/03/24	66	1,858.93	
				BANK ACCOUNT TOTAL *11 Transaction(s)*	26,045.32	0.00
				COMPANY TOTAL *11 Transaction(s)*	26,045.32	0.00

PAYCHEX

CHECK REGISTER

COMPANY BANK ACCOUNT	NAME	ID	CHECK DATE	CHECK NUMBER	DIRECT DEPOSIT AMOUNT	NEGOTIABLE CHECK AMOUNT
		10010	10/17/24	67	2,780.40	
		30042	10/17/24	68	3,275.47	
		30043	10/17/24	69	716.38	
		30041	10/17/24	70	2,669.07	
		20080	10/17/24	71	1,688.68	
		20090	10/17/24	72	2,079.19	
		30040	10/17/24	73	2,443.10	
		20060	10/17/24	74	1,844.15	
		30010	10/17/24	75	3,499.98	
		11010	10/17/24	76	1,781.69	
		11070	10/17/24	77	1,351.03	
		11060	10/17/24	78	1,848.87	
				BANK ACCOUNT TOTAL *12 Transaction(s)*	25,978.01	0.00
				COMPANY TOTAL *12 Transaction(s)*	25,978.01	0.00

PAYCHEX

CHECK REGISTER

COMPANY BANK ACCOUNT	NAME	ID	CHECK DATE	CHECK NUMBER	DIRECT DEPOSIT AMOUNT	NEGOTIABLE CHECK AMOUNT
		10010	10/31/24	79	2,780.40	
		30042	10/31/24	80	2,178.87	
		30043	10/31/24	81	1,761.60	
		30041	10/31/24	82	2,542.05	
		20080	10/31/24	83	2,686.08	
		20090	10/31/24	84	2,018.64	
		20060	10/31/24	85	2,069.54	
		30010	10/31/24	86	4,265.15	
		11010	10/31/24	87	1,781.68	
		11070	10/31/24	88	1,351.03	
		11060	10/31/24	89	1,848.87	
				BANK ACCOUNT TOTAL *11 Transaction(s)*	25,283.91	0.00
				COMPANY TOTAL *11 Transaction(s)*	25,283.91	0.00

Clear Creek Community Services District
Profit & Loss
July 2024

	Jul 24
Ordinary Income/Expense	
Income	
11000 · Revenue - Customer Accts	
11005 · Base Rate Charge	137,120.20
11010 · Domestic Water Sales	59,141.60
11020 · Agricultural Water Sales	29,621.70
11060 · Billing Pmt Late Fee	1,594.66
Total 11000 · Revenue - Customer Accts	227,478.16
12000 · Revenue - Water Service	
12010 · Turn On Fees	651.72
12025 · Interest / Investment Income	222.48
12035 · Backflow Maint Charge	447.18
12100 · Misc. Revenue	2,389.93
Total 12000 · Revenue - Water Service	3,711.31
13000 · Designated Revenue -Non Op	
13005 · Filter Plant Repayment Charge	18,769.30
13010 · Recycle Backwash Water Charge	955.32
13015 · State Loan Repayment Charge	2,478.00
13025 · WIIN Act Repayment Charge	4,658.64
Total 13000 · Designated Revenue -Non Op	26,861.26
15000 · Revenue - Taxes	
15005 · Taxes-General Property	16,958.70
Total 15000 · Revenue - Taxes	16,958.70
Total Income	275,009.43
Gross Profit	275,009.43
Expense	
29000 · Supply Cost	
29005 · Water Purchase	
29010 · USBR Water Purchased	26,523.89
Total 29005 · Water Purchase	26,523.89
Total 29000 · Supply Cost	26,523.89
30000 · Water Treatment Plant	
30100 · Utilities	
30105 · WTP - PGE 8185	4,973.48
30110 · Pond - PGE 3611	471.71
30115 · WTP - AT&T 2316	290.89
30120 · WTP - AT&T 1026	31.57
Total 30100 · Utilities	5,767.65
30170 · Supplies	12.50
30200 · WTP Repair & Maintenance O&M	2,919.67
30400 · Water Quality Analysis	1,356.33
30405 · Chemicals WTP	17,140.15
30500 · Vehicle Maintenance & Expense	
30505 · Fuel Expense	421.60
Total 30500 · Vehicle Maintenance & Expense	421.60
Total 30000 · Water Treatment Plant	27,617.90

Clear Creek Community Services District
Profit & Loss
July 2024

	Jul 24	
40000 · Distribution		
40200 · Utilities		
40205 · Cloverdale Rd N.Boost- PGE 4189	748.79	
40210 · Clear Crk/HV - PGE 9574	96.11	
Total 40200 · Utilities		844.90
40300 · Safety Equipment & Training		
40305 · Safety Equipment - General	1,152.08	
40310 · Personal Safety Equipment	153.08	
Total 40300 · Safety Equipment & Training		1,305.16
40400 · Repair & Maintenance (O&M)		
40405 · Backflow Device Testing	152.78	
40410 · USA Underground	2,567.74	
40430 · Inventory/Tools	526.21	
40440 · Water Quality Analysis - Dist	1,053.76	
40400 · Repair & Maintenance (O&M) - Other	816.74	
Total 40400 · Repair & Maintenance (O&M)		5,117.23
40500 · Vehicle Maintenance & Expense		
40505 · Fuel Expense	2,365.65	
40535 · Chevy PU 2015 - Unit 10	816.12	
40540 · Chevy PU 2016 - Unit 11	356.44	
Total 40500 · Vehicle Maintenance & Expense		3,538.21
40000 · Distribution - Other	10,769.00	
Total 40000 · Distribution		21,574.50
41000 · Wells & Booster Station		
41100 · Utilities		
41105 · Wells 1 & 2 - PGE 2671	2,133.76	
41110 · Well #3 - PGE 2838	2,675.36	
41115 · So. Booster - AT&T 2121	5.00	
41116 · So. Booster - AT&T 6708	387.59	
Total 41100 · Utilities	5,201.71	
Total 41000 · Wells & Booster Station		5,201.71
50000 · Adminstration/ General		
50100 · Utilities		
50105 · Oak St.- PGE 2838	1,902.38	
50110 · 2 Outdoor Lights - PGE 3564	22.06	
50120 · Verizon - On-call Cell Phone	52.02	
50130 · Answering Service	384.00	
50135 · Telephone - TDS	356.24	
Total 50100 · Utilities		2,716.70
50200 · Office Supplies		366.76
50310 · Advertising & Public Notices		-339.00
50315 · Postage		221.55
50320 · Meal & Reimbursements		687.84
50330 · Bank Service Fee/Finance Charge		300.95
50400 · Insurance		
50405 · JPIA - Cyber Liability	985.46	
50415 · Property & Liability Insurance	19,502.70	
Total 50400 · Insurance		20,488.16
50500 · Special & Professional Services		
50505 · Audit Services	5,975.00	
50510 · Director Fees	450.00	

Clear Creek Community Services District
Profit & Loss
July 2024

	Jul 24
50515 · Server & Computer Maintenance	
50517 · Software Subscriptions	3,047.22
50515 · Server & Computer Maintenance - Other	4,395.74
Total 50515 · Server & Computer Maintenance	7,442.96
50520 · Legal	450.00
50525 · Engineering	5,504.63
50530 · Equipment Maintenance & Lease	595.51
50535 · Building & Ground Maint.-Office	
50536 · Waste Management	201.51
50535 · Building & Ground Maint.-Office - Other	155.33
Total 50535 · Building & Ground Maint.-Office	356.84
Total 50500 · Special & Professional Services	20,774.94
50700 · Regulatory	
50705 · Water District Regulatory Fees	
50725 · LAFCO Expense	6,893.50
Total 50705 · Water District Regulatory Fees	6,893.50
50800 · Safety Equipment & Materials	-20.00
50900 · Testing & License Fees	611.00
Total 50700 · Regulatory	7,484.50
51400 · Employee Benefits	
50410 · JPIA - Workers Comp	4,674.38
51405 · Vision, Dental,	1,287.32
51415 · UNUM-Disability, Life, Accident	2,073.08
51435 · CalPERS Health Insurance Exp	14,346.89
51440 · CalPERS Retirement Contribution	9,163.63
51442 · CalPERS Unfunded Accrued Liab	17,601.58
51450 · Boot Allowance	100.00
51455 · Uniform Service	277.68
Total 51400 · Employee Benefits	49,524.56
51600 · Retiree Benefits	
51605 · Retiree Health Benefit - Direct	7,379.53
51610 · CalPERS Health Ins- Retiree	1,114.99
Total 51600 · Retiree Benefits	8,494.52
52000 · Interest Expense	
52005 · RCAC Loan Interest (dump truck)	253.98
Total 52000 · Interest Expense	253.98
53000 · Customer Accounts & Billing	
53016 · Meter Reading/ License	101.46
53030 · Chargebacks, NSF, Acct Refunds	-39.29
53100 · Bad Debt Expense	20.00
Total 53000 · Customer Accounts & Billing	82.17
55000 · Miscellaneous	415.05
Total 50000 · Adminstration/ General	111,472.68
60000 · Payroll Expense -Salary & Wages	
60100 · Payroll Exp - Administration/GM	11,583.08
60200 · Payroll Exp - Distribution	18,654.95
60300 · Payroll Exp - Water Treatment	23,331.99
60500 · Payroll Exp - Customer Accts	13,352.18
60000 · Payroll Expense -Salary & Wages - Other	-266.23
Total 60000 · Payroll Expense -Salary & Wages	66,655.97

Clear Creek Community Services District
Profit & Loss
July 2024

	Jul 24
80000 · Grants	
80010 · Backwash Pond Grant D2202015	
80011 · Engineering	32,116.00
Total 80010 · Backwash Pond Grant D2202015	32,116.00
Total 80000 · Grants	32,116.00
Total Expense	291,162.65
Net Ordinary Income	-16,153.22
Net Income	**-16,153.22**

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

MEMO

Date: November 20th 2024

To: Board of Directors

From: General Manager – Paul Kelley

Re: **6 -** Old business/New Business (Discussion/Action)

Discussion:

6.a – USBR Report – Account Reconciliation (Discussion)

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

Recommendation:

Review, Discussion, provide direction to GM.

6.b **Operations Report – Distribution Supervisor Morgan Rau** (Discussion)

The written operations report is included later in the agenda. Distribution Supervisor Morgan Rau is in attendance to provide a verbal update and take questions from the Board and Community.

See item memo for more background and discussion.

Recommendation:

Review, Discussion, Provide Direction

6.c **District Staffing Needs and Plans** (Discussion)

See item memo for more background and discussion.

Recommendation:

Review, Discussion, Provide Direction

6.d **FY 24 Actuals vs Budget Year End** (Discussion/Action)

See item memo for more background and discussion.

Recommendation:

Review, Discussion, Provide Direction

Discussion/Action:
6.e – Cross Connection Control Handbook Update (Discussion)

The California State Water Resources Control board has promulgated new regulations for Backflow devices effective July 1 2024 with a list of required actions by Public Water Systems to be completed by July 1 of 2025.

Update on this new unfunded regulation and options for moving forward.

See item memo for more background and discussion.

Recommendation:

Review, Discussion, Provide Direction

6.f **General Manager Employment Agreement Amendment 2** (Discussion/Action)

The District employes a General Manager through an employment agreement. The current agreement is from October of 2022, and has been amended once in November of 2023. This amendment is a few language edits / updates and an increase in Salary and number of administrative leave days.

See item memo for more background and discussion.

Recommendation:

Review, Discussion, By Motion Approve Amendment II of the GM employment agreement

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

MEMO

Date: November 20th 2024

To: Board of Directors

From: General Manager – Paul Kelley

Re: **6a –** USBR report and Account Reconciliation

Discussion:

6.a –

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

There is nothing to report on Account Reconciliation.

The USBR is hosted a WIIN act webinar or informational meeting:

They report going through the reconciliation process. If there is a credit to a District, it can be used for future costs. Still discussing returning funds or other credits.
If there is an amount owed by a District, there may be other payment methods.

There is also discussion about the healthy rivers / voluntary agreements negotiations going on with the State.

If more, then reported at meeting.

Recommendation:

Review, Discussion, provide direction to GM.

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

MEMO

Date: November 20th 2024

To: Board of Directors

From: General Manager – Paul Kelley

Re: **Operations Report – Distribution Supervisor Morgan Rau** (Discussion)

Discussion/Action:

6.b – Operations Report – Distribution Supervisor Morgan Rau (Discussion)

The written operations report is included later in the agenda. Distribution Supervisor Morgan Rau is in attendance to provide a verbal update and take questions from the Board and Community.

Distribution Supervisor Morgan Rau has been with the District for 5 months and can provide an update on observations, equipment review and needs, leaks and challenges, meter reading, recruitment and training of new operators, and more.

Review of Staffing needs, Equipment needs and current equipment, Distribution system age, Meter reading and upgrading the Register and Transponders – etc.

Recommendation:

Review, Discussion, Provide questions and input

CLEAR CREEK
Community Services District
5880 Oak Street, Anderson, CA 96007
Phone: (530) 357-2121 Fax: (530) 357-3723

MEMO

Date: November 20th 2024

To: Board of Directors

From: General Manager – Paul Kelley

Re: **6c – District Staffing Needs and Plans** (Discussion)

Discussion/Action:

6.c – District Staffing Needs and Plans (Discussion)

The Board has asked for a Discussion of the District current staffing level and future needs. The previous item also has some of this Discussion as part of the Operations report from the Distribution Supervisor Morgan Rau.

The District has three "Divisions" – Managed by the General Manager

Administrative Division: (3 Employees) Account Clerk, Administrative Assistant, Bookkeeper/Accountant

Treatment Division: (3 employees): 1 - Chief Plant Operator – T5, 0 - Treatment Operator T4, 1- Treatment Operator T3, 1 - Treatment Operator in Training T3.

Distribution Division: (5): 1 - Distribution Supervisor – D3, Distribution Operators (D3,1 - D2, 3 - D1), One vacant position – 0 - Operator D3/T3

In April/May of 2024, the District had 4.5 Operators in Distribution made up of: 1 - Distribution Supervisor, 3 Distribution Operators (most just promoted from D1/T1 to D2/T2) and 1 – Distribution Operator D3/T3: This position was allocated by time for ½ in Distribution and ½ in Treatment. But it practices the position spent most of its time in Distribution.

In April the D3/T3 gave notice, a D2 also gave notice and left. Then on May 1st the Distribution Supervisor gave notice and on May 2nd left the District. And on May 1st the second D2 gave notice. In the meantime the remaining D2 was looking to move to the Treatment Division as an Operator in Training.

The District opened the Recruitment for Distribution Supervisor in early May and started interviewing for the positions posted in early April. During that time the District had one D2 for on-call and used a mix of the CPO and T3 for on-call and leak repairs – it was a very challenging time when so many left at once.

It was also determined that when the Operator in Training (T3) position was approved by the Union and Board, and then filled, the D3/T3 position would not be filled and that all the position in the Distribution Division would be filled at the D1 or at best D2 level while filling the Distribution Supervisor Position (D3).

Also, as a quick reminder the Clear Creek CSD Distribution system is rated so that a Certified D3 needs to be in the Distribution Division by the State and is traditionally filled by the Distribution Supervisor.

In May the District brought on three Operator D1's (All yet to actually attain their D1). One operator passed their test within three weeks, the others took a little over 90 days, and one did not pass.

On July 8th, the new Distribution Supervisor started, and the District started recruiting for "Operators, D2 preferred" – with the Distribution Supervisor's desire for 4 Operators, and one Supervisor in the Division – converting the .5 D3/T3 to 1 FTE at the D1/D2 level in Distribution.

In September a Distribution Operator D2 started, and an Operator D1 replaced the Operator that did not attain their Certification.

As of this writing the Staffing level in the Distribution Division is 1- Distribution Supervisor, 1 – Operator D2, 3 – Operator D1. In the Treatment Division: 1- CPO; 1- T3 (who has passed their T4 exam and has the hours to be promoted in the coming year), 1 – OIT3 (Passed T3 exam and hours to be attained in the next 9 months).

Operations:
The Distribution supervisor reports that there is a need for 5 in the Division since there were effectively over 4.5 while the previous D3/T3. It also provides a buffer for those that are available / sick / vacation or leave for other positions.

The manner that the District serves the community with Meter reading, Water Quality Samples, equipment, turn offs and on's, Locates (811), leaks (major and minor) and more is part of the ongoing discussion.

Financials:
At the July Board meeting the GM reported that the District was recruiting for positions and that with the trade out of positions filled at higher steps with positions at step 1, the updated position list was within the budget.

At the August Finance committee meeting the financial element of the staffing was presented and discussed. And then the reported at the August Board regular board meeting.

The Budget for the Distribution Division is built on positions filled at Step 4, plus Standby/On-Call, plus Overtime estimate.

The FY 25 adopted budget has Distribution Salary budget of: $365,000
On July 8th, when the District had 4 employees in Distribution at step 1, the estimated cost: $271,623.96
If the District added a D3 (Wasn't planned) for a total of 5 employees, the total estimated cost: $341,803
The District added a D2 (with experience) for a total of 5 employees the total estimated cost: $332,526

These numbers are under the budgeted amount and provide flexibility for operations in this year.

The other budgeted items impacted are pension obligation and benefits. The budget for those two was calculated on the same formula as above. The additional employee increases the pension obligation by approximately $5K, (to $72K, FY25 Budget - $80K) and the health care cost increases to a projected cost of $208K (FY Budget $210K)

These numbers also within the budgeted amounts and show the Districts fiscal ability to handle the staffing

This item for the Boards input and reference for operations current and the future related to staffing.

Recommendation:

Review, Discussion, Put on agenda for Board discussion

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

MEMO

Date: November 20th 2024

To: Board of Directors

From: General Manager – Paul Kelley

Re: **6d – FY 24 Actuals vs Budget Year End – (**Discussion/Action)

Discussion/Action:

6.d – FY 24 Actuals vs Budget Year End – (Discussion)

In August the board was informed that that CUSI – Customer Data Base Account system was not interacting with Quickbooks. With the CPA's help and CUSI and the Bookkeeper/Accounting it looks like that has been accomplished. Over the past few weeks the Bookkeeper has been reconciling accounts from March of 2024 through June 2024 to get a picture of the Fiscal Year 2024 Actuals vs Budget.

There are also some elements of the Accrual vs Cash methods that may show changes in the previous reports.

The P&L Budget vs Actual for FY 24 is a run of the accounts from July 1 2023 through June 30 2024.

A few items to note and the bookkeeper is still finalizing some of the accounts.

Also – during FY24, the District had a few Grants that were being implemented and it was decided to have the "Grant Reimbursement" in the 16000 range and the Grant Expenses in the 80000 range.

For this "operating revenue and expenses" budget vs actuals revew we will removed those numbers.

Revenue:

The bottom line revenue is $449K over budget
Most of this is the Base Rate revenue $332K over budgeted revenue
There is also an increase of $86K in Designated revenue – but that isn't used for operating expenses.
The other comes from miscellaneous and a $62K increase in property tax revenue.

Expenses

Water/Supply costs were less than budgeted.

Treatment

In Treatment – most expenses and the overall stayed underbudget, but the O&M was almost $20k more than budgeted

Distribution

The USA (811) Locates were $5K over budget – based on more PGE activity
The Inventory and Tools - $28K over budget – As reported to the board:

- All the tools on Unit 3 were replaced, other broken items like generators and sump pumps were replaced
- The Inventory overage is from the number of leaks that needed material from our inventory and had to be replenished.

The O&M - $80K over – as reported to the board in March of 2024 at the 3rd quarter of FY24, it was looking like this was going way over based on the number of major leaks and repairs, then a number of repaving jobs contracted out.
This O&M overage is the amount of overall Distribution budget overage.

Wells and Booster – The electrical charges came in $25K under budget to help with the Distribution expenses.

Administration / General (Customer accounts/professional services/regulatory)

- The Vehicle insurance was already on the Board's information as significantly over budget amount and had that budget line item increased in FY25
- Audit Services – Over the budget to get the FY22 done
- Regulatory – Under budget since GSA got a grant for their work and Water Fee
- Benefits
    - The Health insurance needs a review – there are items may not be included in this number
    - The Retirement contribution line includes the Unfunded Actuarial amount/payments of close to $60k – for the next expense line.
- Customer accounts – Billing Supplies is increased cost for Harvest to print and send and has some postage included that should be in different account.

Payroll

- On budget
- The "Other" line item is primarily the OPEB Fix – returned funds – Some offset from the reserve account and the CERBT (17002)
-

Designated to Reserves – Non Op

- This has nothing in it, but would have the amounts in the Designated revenue plus the amount put into reserves from Base Rate and Water Sales
- These numbers show up in the Balance sheet.
- For this report - $401,306 – Is designated revenue
- And $24,234.51 is (4.1% of Usage) – in Operating Reserve
- And $$34,589.63 is (1.8% of Base Rate) in Capital Imp & Modernization Reserve
- These numbers would increase the "Total Expense" line)

Bottom Line: Gross Revenue: $3,708,898.53 ($449,402.87 more than budgeted revenue)
Total Expenses: $3,438,111.47 (179,111.47 more than budget expenses)

For a net revenue to Fund balance and reserves of $270,787.06 - THIS IS ACCRUAL

See attached; FY 24 Budget to Actuals. (year Totals)
Balance Sheet for FY24

Recommendation:

Review, Discussion, Review and report from Finance Committee and provide direction to staff

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

	Jul '23 - Jun 24	Budget
Ordinary Income/Expense		
Income		
11000 · Revenue - Customer Accts		
11005 · Base Rate Charge	1,921,646.17	1,589,000.00
11010 · Domestic Water Sales		
11011 · Metered Hydrant Usage	-2.01	0.00
11010 · Domestic Water Sales - Other	449,485.74	408,000.00
Total 11010 · Domestic Water Sales	449,483.73	408,000.00
11020 · Agricultural Water Sales	141,599.80	200,000.00
11050 · Penalty-Exceeded WA Allocation	18,260.98	0.00
11055 · Reconnection Fee	0.00	0.00
11060 · Billing Pmt Late Fee	8,703.50	
Total 11000 · Revenue - Customer Accts	2,539,694.18	2,197,000.00
12000 · Revenue - Water Service		
12010 · Turn On Fees	5,125.03	2,000.00
12015 · Centerville Admin O&M	184,431.13	200,000.00
12020 · Clearance Form	74.20	
12025 · Interest / Investment Income	1,367.79	750.00
12030 · Convenience Fees	0.00	750.00
12035 · Backflow Maint Charge	7,580.18	3,500.00
12100 · Misc. Revenue	34,653.33	0.00
Total 12000 · Revenue - Water Service	233,231.66	207,000.00
13000 · Designated Revenue -Non Op		
13005 · Filter Plant Repayment Charge	273,715.53	220,000.00
13010 · Recycle Backwash Water Charge	17,426.62	11,000.00
13015 · State Loan Repayment Charge	39,554.65	29,000.00
13025 · WIIN Act Repayment Charge	70,609.74	55,000.00
Total 13000 · Designated Revenue -Non Op	401,306.54	315,000.00
14000 · Reserves		
14010 · WIIN Act Reserves to Operating	0.00	50,000.00
14020 · Penalties Reserve to Operating	0.00	100,000.00
Total 14000 · Reserves	0.00	150,000.00
15000 · Revenue - Taxes		
15005 · Taxes-General Property	452,363.99	390,000.00
Total 15000 · Revenue - Taxes	452,363.99	390,000.00
16000 · Grant Reimbursements		
16005 · D2118158 SCADA Electrical Grant	476,907.34	0.00
16010 · D2202015 Backwash Ponds Grant	150,468.00	0.00
16015 · Shasta Count ARPA Grant-Meters	260,129.00	
Total 16000 · Grant Reimbursements	887,504.34	0.00
17000 · Other Revenue Accounts		
17002 · CERBT Reimb Retiree Health Ins	82,268.16	
17000 · Other Revenue Accounts - Other	34.00	
Total 17000 · Other Revenue Accounts	82,302.16	
Total Income	4,596,402.87	3,259,000.00
Gross Profit	4,596,402.87	3,259,000.00
Expense		
29000 · Supply Cost		
29005 · Water Purchase		
29010 · USBR Water Purchased	77,927.62	128,000.00

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

	Jul '23 - Jun 24	Budget
29015 · McConnell Water Purchased	100,000.00	125,000.00
29005 · Water Purchase - Other	0.00	0.00
Total 29005 · Water Purchase	177,927.62	253,000.00
29100 · WIIN Act Repayment Exp	199,394.38	200,000.00
Total 29000 · Supply Cost	377,322.00	453,000.00
30000 · Water Treatment Plant		
30100 · Utilities		
30105 · WTP - PGE 8185	46,683.52	0.00
30110 · Pond - PGE 3611	5,383.48	0.00
30115 · WTP - AT&T 2316	5,643.67	0.00
30120 · WTP - AT&T 1026	-358.09	0.00
30125 · Internet	653.34	0.00
30100 · Utilities - Other	0.00	75,000.00
Total 30100 · Utilities	58,005.92	75,000.00
30135 · Office Supplies WTP	760.50	400.00
30140 · WTP Computer & Software	8,770.72	5,000.00
30145 · Postage	267.09	100.00
30150 · Safety Equipment & Training		
30155 · Safety Equipment - General	5,170.54	0.00
30160 · Personal Safety Equipment	1,804.27	0.00
30165 · Safety Training	555.00	0.00
30150 · Safety Equipment & Training - Other	0.00	7,200.00
Total 30150 · Safety Equipment & Training	7,529.81	7,200.00
30170 · Supplies	271.44	0.00
30200 · WTP Repair & Maintenance O&M	99,709.51	80,000.00
30400 · Water Quality Analysis	7,414.47	17,500.00
30405 · Chemicals WTP	46,511.76	70,000.00
30500 · Vehicle Maintenance & Expense		
30505 · Fuel Expense	4,722.04	0.00
30525 · GM Truck Chev Colorado - Unit 9	5,949.71	0.00
30500 · Vehicle Maintenance & Expense - Other	0.00	8,500.00
Total 30500 · Vehicle Maintenance & Expense	10,671.75	8,500.00
30600 · Capital Improvements	0.00	15,000.00
30000 · Water Treatment Plant - Other	0.00	0.00
Total 30000 · Water Treatment Plant	239,912.97	278,700.00
30700 · Transmission & Conduit		
30705 · Conduit Repair and Maint O&M	1,854.99	3,000.00
Total 30700 · Transmission & Conduit	1,854.99	3,000.00
40000 · Distribution		
40200 · Utilities		
40205 · Cloverdale Rd N.Boost- PGE 4189	5,176.76	0.00
40210 · Clear Crk/HV - PGE 9574	765.76	0.00
40200 · Utilities - Other	0.00	8,000.00
Total 40200 · Utilities	5,942.52	8,000.00
40300 · Safety Equipment & Training		
40305 · Safety Equipment - General	4,110.95	0.00
40310 · Personal Safety Equipment	3,454.79	0.00
40315 · Safety Training	323.00	
40300 · Safety Equipment & Training - Other	560.00	6,000.00
Total 40300 · Safety Equipment & Training	8,448.74	6,000.00

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

	Jul '23 - Jun 24	Budget
40400 · Repair & Maintenance (O&M)		
40405 · Backflow Device Testing	5,650.00	8,000.00
40410 · USA Underground	10,362.47	5,000.00
40415 · Meter Replacement	0.00	25,000.00
40420 · Tank Inspection	0.00	10,000.00
40430 · Inventory/Tools	48,093.40	20,000.00
40440 · Water Quality Analysis - Dist	13,177.72	0.00
40400 · Repair & Maintenance (O&M) - Other	190,033.81	110,000.00
Total 40400 · Repair & Maintenance (O&M)	267,317.40	178,000.00
40480 · Capital Improvements	0.00	15,000.00
40500 · Vehicle Maintenance & Expense		
40505 · Fuel Expense	22,519.39	0.00
40510 · Ram PU 2019 - Unit 1	931.53	0.00
40515 · Ford F350 2016 - Unit 3	2,176.40	
40520 · Chevy PU 2017 - Unit 5	153.56	
40525 · Freightliner 2012 Dump - Unit 7	129.35	0.00
40530 · Dodge PU 2016 - Unit 8	1,833.11	0.00
40535 · Chevy PU 2015 - Unit 10	5,468.42	0.00
40540 · Chevy PU 2016 - Unit 11	3,319.35	0.00
40545 · Bobcat /Backhoe	3,080.08	0.00
40550 · Ford ranger 2008 - Unit 2	41.75	
40500 · Vehicle Maintenance & Expense - Other	239.05	40,000.00
Total 40500 · Vehicle Maintenance & Expense	39,891.99	40,000.00
40000 · Distribution - Other	9,740.50	0.00
Total 40000 · Distribution	331,341.15	247,000.00
41000 · Wells & Booster Station		
41100 · Utilities		
41105 · Wells 1 & 2 - PGE 2671	10,275.63	0.00
41110 · Well #3 - PGE 2838	14,229.74	0.00
41115 · So. Booster - AT&T 2121	44.73	0.00
41116 · So. Booster - AT&T 6708	4,455.10	0.00
41120 · So. Booster - Internet	414.00	0.00
41100 · Utilities - Other	0.00	50,000.00
Total 41100 · Utilities	29,419.20	50,000.00
41200 · Water Quality Analysis	686.77	1,000.00
41300 · Repair & Maintenance (O&M)	1,575.49	5,000.00
41305 · Chemicals	137.40	1,500.00
Total 41000 · Wells & Booster Station	31,818.86	57,500.00
50000 · Adminstration/ General		
50100 · Utilities		
50105 · Oak St.- PGE 2838	13,224.67	0.00
50110 · 2 Outdoor Lights - PGE 3564	253.63	0.00
50120 · Verizon - On-call Cell Phone	726.77	0.00
50125 · Propane	3,478.84	0.00
50130 · Answering Service	5,197.94	0.00
50135 · Telephone - TDS	4,265.58	0.00
50140 · Internet	439.99	0.00
50100 · Utilities - Other	0.00	25,000.00
Total 50100 · Utilities	27,587.42	25,000.00
50200 · Office Supplies		
50205 · Janitorial supplies	672.59	0.00
50210 · Ink and Toner	453.40	0.00
50200 · Office Supplies - Other	4,047.06	9,000.00
Total 50200 · Office Supplies	5,173.05	9,000.00

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

	Jul '23 - Jun 24	Budget
50300 · Organizational Dues	17,788.52	18,000.00
50305 · Subscriptions	1,268.78	0.00
50310 · Advertising & Public Notices	1,368.10	2,000.00
50315 · Postage	3,069.78	2,000.00
50320 · Meal & Reimbursements	3,869.59	2,000.00
50325 · Registration and Reimbursements	3,052.25	8,500.00
50330 · Bank Service Fee/Finance Charge	10,638.28	10,000.00
50400 · Insurance		
50405 · JPIA - Cyber Liability	1,105.00	3,000.00
50415 · Property & Liability Insurance	16,485.05	16,000.00
50420 · Vehicle Insurance	63,336.00	36,000.00
50400 · Insurance - Other	0.00	0.00
Total 50400 · Insurance	80,926.05	55,000.00
50500 · Special & Professional Services		
50505 · Audit Services	28,125.00	16,000.00
50510 · Director Fees	5,375.00	10,000.00
50512 · Director Elections Cost	0.00	0.00
50515 · Server & Computer Maintenance		
50516 · Municipal Software		
50516.1 · Municipal Software Upgrade	32,046.80	35,000.00
50516 · Municipal Software - Other	6,599.83	10,000.00
Total 50516 · Municipal Software	38,646.63	45,000.00
50517 · Software Subscriptions	7,250.79	15,000.00
50515 · Server & Computer Maintenance - Other	15,105.37	10,000.00
Total 50515 · Server & Computer Maintenance	61,002.79	70,000.00
50520 · Legal	4,154.28	20,000.00
50525 · Engineering	10,908.25	10,000.00
50530 · Equipment Maintenance & Lease	8,992.77	18,000.00
50535 · Building & Ground Maint.-Office		
50536 · Waste Management	2,418.76	0.00
50535 · Building & Ground Maint.-Office - Other	12,221.97	12,000.00
Total 50535 · Building & Ground Maint.-Office	14,640.73	12,000.00
50540 · OPEB Valuation & Actuarial	13,803.00	8,000.00
50500 · Special & Professional Services - Other	6,321.73	15,000.00
Total 50500 · Special & Professional Services	153,323.55	179,000.00
50700 · Regulatory		
50705 · Water District Regulatory Fees		
50710 · SWRCB - Water Fee	7,879.46	18,000.00
50711 · SWRCB - CDTFA - Water Rights	20,836.11	21,000.00
50715 · Risk Management Plan	0.00	7,000.00
50720 · Groundwater Sustainability Act	0.00	10,000.00
50725 · LAFCO Expense	6,172.71	5,000.00
50705 · Water District Regulatory Fees - Other	868.00	0.00
Total 50705 · Water District Regulatory Fees	35,756.28	61,000.00
50800 · Safety Equipment & Materials	67.31	1,000.00
50900 · Testing & License Fees	1,126.06	1,000.00
Total 50700 · Regulatory	36,949.65	63,000.00

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

	Jul '23 - Jun 24	Budget
51400 · Employee Benefits		
50410 · JPIA - Workers Comp	20,715.72	22,000.00
51405 · Vision, Dental,	16,024.16	18,000.00
51415 · UNUM-Disability, Life, Accident	14,547.16	18,000.00
51435 · CalPERS Health Insurance Exp	211,379.81	180,000.00
51440 · CalPERS Retirement Contribution	134,282.13	80,000.00
51442 · CalPERS Unfunded Accrued Liab	0.00	0.00
51445 · Medicare - District Cost	0.00	12,000.00
51450 · Boot Allowance	500.00	700.00
51455 · Uniform Service	3,754.14	5,000.00
51400 · Employee Benefits - Other	0.00	0.00
Total 51400 · Employee Benefits	401,203.12	335,700.00
51600 · Retiree Benefits		
51605 · Retiree Health Benefit - Direct	48,558.81	5,000.00
51610 · CalPERS Health Ins- Retiree	53,126.75	95,000.00
51600 · Retiree Benefits - Other	0.00	0.00
Total 51600 · Retiree Benefits	101,685.56	100,000.00
51700 · Property Taxes Paid	226.17	400.00
51800 · General Tax Expense	0.00	200.00
51900 · License and Permits	1,800.83	5,000.00
52000 · Interest Expense		
52005 · RCAC Loan Interest (dump truck)	3,253.76	4,500.00
52000 · Interest Expense - Other	7,544.88	5,000.00
Total 52000 · Interest Expense	10,798.64	9,500.00
53000 · Customer Accounts & Billing		
53015 · Supplies		
53020 · Postage	6,333.46	14,000.00
53025 · Billing Supplies & Materials	26,574.30	13,000.00
53015 · Supplies - Other	221.24	1,000.00
Total 53015 · Supplies	33,129.00	28,000.00
53016 · Meter Reading/ License	2,584.68	4,000.00
53030 · Chargebacks, NSF, Acct Refunds	5,551.04	10,000.00
53100 · Bad Debt Expense	65.36	
53000 · Customer Accounts & Billing - Other	6,861.87	0.00
Total 53000 · Customer Accounts & Billing	48,191.95	42,000.00
55000 · Miscellaneous	0.00	0.00
Total 50000 · Adminstration/ General	908,921.29	866,300.00
60000 · Payroll Expense -Salary & Wages		
60100 · Payroll Exp - Administration/GM	148,552.59	150,000.00
60200 · Payroll Exp - Distribution	354,267.86	355,000.00
60300 · Payroll Exp - Water Treatment	223,484.32	250,000.00
60400 · Payroll Exp - Conduit Labor	0.00	4,000.00
60500 · Payroll Exp - Customer Accts	161,254.29	185,000.00
60600 · Payroll Exp-Well Field Stations	0.00	20,000.00
60000 · Payroll Expense -Salary & Wages - Other	127,819.90	0.00
Total 60000 · Payroll Expense -Salary & Wages	1,015,378.96	964,000.00
66900 · Reconciliation Discrepancies	75,293.32	

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

	Jul '23 - Jun 24	Budget
70000 · Designated to Reserves - Non Op		
72205 · Filter Plant Repayment Reserve	0.00	220,000.00
72210 · Recycle Backwash Water Reserve	0.00	11,000.00
72215 · State Loan Repayment Reserve	0.00	29,000.00
72218 · Penalties Reserve - Tracking	0.00	0.00
72225 · WIIN Act Repayment Reserve	0.00	55,000.00
75100 · Operating Reserve (4.1% usage)	0.00	24,900.00
75200 · Capital Imp & Mod Res (1.8% BR)	0.00	28,602.00
75300 · Emergency Fund Reserve	0.00	10,000.00
75400 · USBR Emergency Reserve	0.00	0.00
75900 · Discretionary Fund Bal Reserve	0.00	10,998.00
Total 70000 · Designated to Reserves - Non Op	0.00	389,500.00
80000 · Grants		
80010 · Backwash Pond Grant D2202015		
80011 · Engineering	192,934.00	0.00
80012 · Materials and Equipment	14,143.45	0.00
Total 80010 · Backwash Pond Grant D2202015	207,077.45	0.00
80020 · SCADA Electrical Grant D2118158		
80021 · Engineering	215,861.88	0.00
80022 · Materials and Equipment	222,186.74	0.00
Total 80020 · SCADA Electrical Grant D2118158	438,048.62	0.00
80030 · ARPA Grant-DIST00202401AMR		
80031 · Materials and Equipment	334,464.20	
80030 · ARPA Grant-DIST00202401AMR - Other	490.68	
Total 80030 · ARPA Grant-DIST00202401AMR	334,954.88	
Total 80000 · Grants	980,080.95	0.00
Total Expense	3,961,924.49	3,259,000.00
Net Ordinary Income	634,478.38	0.00
Net Income	**634,478.38**	**0.00**

Clear Creek Community Services District
Balance Sheet
As of June 30, 2024

	Jun 30, 24	
ASSETS		
Current Assets		
Checking/Savings		
4000 · Plumas Bank Accounts		
4001 · General Operating 4221	821,465.46	
4003 · State Loan Repay Savings 5154	62,474.80	
4004 · Expansion/Modernization 5162	125,949.61	
4005 · Operational Reserve 5189	19,167.31	
4006 · Recycle Backwash 5243	37,053.69	
4008 · WIIN Act 5227	63,064.40	
Total 4000 · Plumas Bank Accounts		1,129,175.27
5001 · TriCounties Bank		
5000 · General Fund Checking 1719	-214.28	
5015 · Emergency RSRV System Repl 7701	468.55	
5020 · Filter Plant Repayment 3571	141,364.78	
5035 · Carr Fire Funds 7397	177,653.28	
5040 · Backwash Pond Repair 2793	15,081.88	
5050 · OPEB Reserve 7791	16.00	
Total 5001 · TriCounties Bank		334,370.21
5070 · Cash Drawer and Petty Cash Box		650.00
Total Checking/Savings		1,464,195.48
Accounts Receivable		
6000 · Accounts Receivable		
6000.01 · Accounts Receivable Allowance	-110,429.00	
6000 · Accounts Receivable - Other	432,648.60	
Total 6000 · Accounts Receivable		322,219.60
Total Accounts Receivable		322,219.60
Other Current Assets		
7000 · CD Reserve 9248 - Filter Plant	263,613.78	
7001 · CD Reserve 9249 - USBR	36,880.32	
7015 · Inventory Asset	101,574.86	
Total Other Current Assets		402,068.96
Total Current Assets		2,188,484.04
Fixed Assets		
7020 · Investments	16,240.00	
7500 · Camicro Tectium Computer	2,105.36	
7505 · Freightliner MC Dump Truck 2012	76,324.54	
7510 · PJ Trailer	21,309.32	
7515 · Land and Improvements	69,197.46	
7520 · Pipeline		
7520.01 · Accum Dep Pipeline	-354,193.56	
7520 · Pipeline - Other	613,589.02	
Total 7520 · Pipeline		259,395.46
7525 · Backwash Pond		
7525.01 · Accum Dep Backwash Pond	-165,344.00	
7525 · Backwash Pond - Other	826,545.30	
Total 7525 · Backwash Pond		661,201.30
7530 · Water Distribution System		
7530.01 · Accum Dep. Water Dist System	-2,536,954.97	
7530 · Water Distribution System - Other	3,134,432.53	
Total 7530 · Water Distribution System		597,477.56

Clear Creek Community Services District
Balance Sheet
As of June 30, 2024

	Jun 30, 24	
7535 · Water Treatment Plant General		
7535.01 · Accumulated Depreciation WTP	-3,017,549.61	
7535 · Water Treatment Plant General - Other	5,082,953.59	
Total 7535 · Water Treatment Plant General		2,065,403.98
7540 · Automotive Equipment		
7540.01 · Accum Dep Auto Equipment	-271,233.85	
7540 · Automotive Equipment - Other	330,191.00	
Total 7540 · Automotive Equipment		58,957.15
7545 · Construction Equipment		
7545.01 · Accum Dep Construction Equip	-342,182.04	
7545 · Construction Equipment - Other	342,183.28	
Total 7545 · Construction Equipment		1.24
7550 · Shop Equipment		
7550.01 · Accum Depreciation Shop Equip	-50,528.69	
7550 · Shop Equipment - Other	67,688.76	
Total 7550 · Shop Equipment		17,160.07
7555 · Buildings		
7555.01 · Accum Dep Buildings	-273,130.84	
7555 · Buildings - Other	477,014.09	
Total 7555 · Buildings		203,883.25
7560 · Wells, Tank & Booster Station		
7560.01 · Accumulated Depreciation Wells	-470,586.98	
7560.02 · Accum Dep Booster Station/Tank	-186,884.38	
7561 · Well #1	219,847.05	
7562 · Well #2	346,426.42	
7563 · Well #3	351,526.51	
7564 · Well Field Tank	333,421.00	
7565 · Booster Station	175,074.04	
Total 7560 · Wells, Tank & Booster Station		768,823.66
Total Fixed Assets		4,817,480.35
Other Assets		
7800 · Deferred Outflows of Resources		
9535 · Deferred Outflow Pension	696,774.00	
9540 · Deferred Outflow OPEB	411,501.00	
Total 7800 · Deferred Outflows of Resources		1,108,275.00
Total Other Assets		1,108,275.00
TOTAL ASSETS		**8,114,239.39**
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
8000 · Accounts Payable	233,275.94	
Total Accounts Payable		233,275.94

Clear Creek Community Services District
Balance Sheet
As of June 30, 2024

	Jun 30, 24	
Other Current Liabilities		
9001 · Accrued Expenses		
9055 · Payroll Liabilities		
9000 · Vision Insurance	8,327.58	
9015 · Health Insurance	-64,460.72	
9020 · CCEA Dues	760.00	
9025 · Post Employee Benefit	22,650.00	
9030 · CalPERS Retirement	-183,674.78	
9035 · OPEB Contribution	-26,502.65	
9040 · Accrued PR Taxes-Federal	-9,713.09	
9045 · Accrued PR Taxes-State	-1,748.14	
9050 · Union Dues	-365.75	
9055.01 · Social Security Tax	362.52	
9056 · Medicare Taxes	-300.04	
9055 · Payroll Liabilities - Other	52,097.58	
Total 9055 · Payroll Liabilities		-202,567.49
9085 · Payroll Recdonciliation		-744.44
9105 · Deferred Compensation		-1,048.20
Total 9001 · Accrued Expenses		-204,360.13
9005 · Accrued Accounts Payable		7.24
9065 · Accrued Vacation Payable		100,939.53
9070 · Tri Counties Credit Line Loan		-1,177.22
9200 · Long Term Debt Due Within 1 Yr		
9075 · State Revolving Fund Loan	357,830.07	
9080 · Notes Payable	92,520.87	
9202 · Current Portion of LTD	122,246.00	
Total 9200 · Long Term Debt Due Within 1 Yr		572,596.94
Total Other Current Liabilities		468,006.36
Total Current Liabilities		701,282.30
Long Term Liabilities		
9036 · OPEB Liability		276,111.00
9201 · Long Term Debt Due Over 1 YR		
9100 · WIIN Act Repayment	1,099,368.38	
9203 · Less Current Portion of LTD	-122,246.00	
9515 · Filter Plant Loan E58336	786,219.03	
9520 · Filter Plant Loan E58342	103,179.14	
9545 · Accrued Interest	42,035.00	
9550 · Expansion & Modernization	101,929.42	
9555 · Emergency Reserve	37,373.77	
9560 · Prior Period Liability Adj	-183,822.00	
Total 9201 · Long Term Debt Due Over 1 YR		1,864,036.74
9500 · Customer Water Deposit Suspense		114,415.10
9501 · Deferred Inflows of Resources		
9536 · Deferred Inflow Pension	980,640.00	
9541 · Deferred Inflow OPEB	636,136.00	
Total 9501 · Deferred Inflows of Resources		1,616,776.00
9505 · RCAC Loan - Dump Trk & Trailer		60,967.31
9525 · Backwash Recycle Loan		-17,689.08
9542 · Net Plan Liability OPEB		1,057,048.00
Total Long Term Liabilities		4,971,665.07
Total Liabilities		5,672,947.37

Clear Creek Community Services District
Balance Sheet
As of June 30, 2024

	Jun 30, 24
Equity	
10000 · Opening Balance Equity	-577,929.60
1001 · Net Investment in Capital Asset	2,985,305.00
1002 · Restricted	586,206.00
1003 · Unrestricted	-1,488,064.53
10100 · Retained Earnings	297,434.02
Net Income	638,341.13
Total Equity	2,441,292.02
TOTAL LIABILITIES & EQUITY	**8,114,239.39**

CLEAR CREEK
Community Services District
5880 Oak Street, Anderson, CA 96007
Phone: (530) 357-2121 Fax: (530) 357-3723

MEMO

Date: November 20th 2024

To: Board of Directors

From: General Manager – Paul Kelley

Re: **6e – Cross Connection Control Handbook Update** (Discussion)

Discussion/Action:

6.e – Cross Connection Control Handbook Update (Discussion)

The California State Water Resources Control board has promulgated new regulations for Backflow devices effective July 1 2024 with a list of required actions by Public Water Systems to be completed by July 1 of 2025.

The GM has mentioned for the past year that this regulation from the State was coming, and that the implementation will be challenging for small districts. This item is to provide an update to the Board and discuss the options for compliance.

The attached Cross Connection Control Handbook from the State is reduced from the 90 pages by removing the appendix's that have the legislation and other examples of backflow assemblies.

The Objective of the new regulations is: "to protect the public health through the establishment of standards intended to ensure a public water systems drinking water distribution system will not be subject to the backflow of liquids, gases, or other substances.

All public water systems must comply with the requirements of this CCCPH (Cross Connection Control Policy Handbook) – 3.1.2 (page 14)

This is an unfunded mandate, and the District will need to pursue options to implement and comply.

The District is required to create and adopt a Cross Connection Control Program – 3.1.3 (Page 14).

There is a long list of items needed for the that include but not limited to:

- Operating Rules and Ordinances
    - With Corrective Actions
- A designated Cross Connection Control Program Coordinator
    - A staff member or Contract
- Hazard Assessment
    - Survey all of the District, All users etc
- Backflow Prevention
    - District required to "ensure" all actual and potential cross connections are eliminated.

- Certified Backflow Specialists
    - Separate Certified Backflow testers
- Record Keeping
- BackFlow incident response and reporting and notification procedure
- Public Outreach and Education
- Local Entity Coordination

All entities in Shasta County are looking at ways to deal with this regulation. The larger Cities (Redding) have staff available and ways to have what is needed.

The City of Anderson created a position for Cross Connection Control Specialist and was included in their recent water rate study and approval (first year was a 24% increase, 6% a year after that)

The City of Shasta Lake is looking at using staff resources for a "program" and staff updates for implementation (getting multiple staff certified) and comparing with contracting out.

The other Districts are looking at contracting out the program development and implementation, some mix of inhouse or contracted out and a variety of other options.

The implementation of this item could be expensive and discussion of options welcome.

Attached:

- State Water Rescoures Control Board – Cross-Connection Control Policy Handbook (First 34 of 90 pages)
- JPIA Source article of Cross Connection Ordinance.

Recommendation:

Review, Discussion, Review options and Discussion elements of implementing.

State Water Resources Control Board

Cross-Connection Control Policy Handbook

Standards and Principles for California's Public Water Systems

Adopted: December 19, 2023
Effective: July 1, 2024

California Environmental Protection Agency

Table of Contents

Appendix

Acronyms and Abbreviations

As used in this policy, acronyms and abbreviations reference the following:

Acronym or Abbreviation	***Meaning***
AB	Assembly Bill
AG	Air Gap separation
BAT	Best Available Technology
BPA	Backflow Prevention Assembly
Bus. & Prof. Code	Business and Professional Code
CA	California
CBSC	California Building Standards Commission
CCCPH	Cross-Connection Control Policy Handbook
CCR	California Code of Regulations
C.F.R.	Code of Federal Regulations
CHSC	California Health and Safety Code
Civ. Code	Civil Code
DC	Double Check valve backflow prevention assembly
DCDA	Double Check Detector backflow prevention Assembly
DCDA-II	Double Check Detector backflow prevention Assembly – type II
Division	Division of Drinking Water
EPA	Environmental Protection Agency
Gov. Code	Government Code
MCL	Maximum Contaminant Level
Pen. Code	Penal Code
PVB	Pressure Vacuum Breaker backsiphonage prevention assembly
PWS	Public Water System
RP	Reduced Pressure principle backflow prevention assembly
RPDA	Reduced Pressure principle Detector backflow prevention Assembly
RPDA-II	Reduced Pressure principle Detector backflow prevention Assembly – type II
RW	Recycled Water
SB	Senate Bill
SDWA	Safe Drinking Water Act
State Water Board	State Water Resources Control Board
SVB	Spill-resistant Pressure Vacuum Breaker backsiphonage prevention assembly
U.S.	United States

Chapter 1 – Policy Overview

1.1 Objective

The primary objective of the Cross-Connection Control Policy Handbook (CCCPH) is the protection of public health through the establishment of standards intended to ensure a public water system's (PWS) drinking water distribution system will not be subject to the backflow of liquids, gases, or other substances. In addition, by providing basic educational information on backflow prevention, the State Water Resources Control Board (State Water Board) intends to build a foundation of awareness within the regulated community regarding the importance of backflow protection and cross-connection control, leading to the implementation of a robust cross-connection control program for PWSs.

1.2 Applicability

The CCCPH and its standards apply to all California PWSs, as defined in California's Health and Safety Code (CHSC, section 116275 (h)). Compliance with this CCCPH is mandatory for all California PWSs.

1.3 Policy Development Background and Legal Authorities

Through the adoption of the CCCPH, the State Water Board is exercising its authority, under California's Safe Drinking Water Act[1] (SDWA), to establish enforceable standards applicable to California's PWSs. Failure to comply with the CCCPH may result in the issuance of compliance, enforcement, or other corrective actions against a PWS.

1.3.1 California Safe Drinking Water Act

On October 6, 2017, Assembly Bill 1671 (AB 1671) was approved and filed with the Secretary of State (see Appendix A). AB 1671 amended California's SDWA through the establishment of CHSC sections 116407 and 116555.5. AB 1671 also amended section 116810 of the CHSC, which is briefly discussed in Appendix G.

On October 2, 2019, Assembly Bill 1180 (AB 1180) was approved and filed with the Secretary of State. AB 1180 amended Section 116407 of the CHSC and added section 13521.2 to the Water Code. AB 1180 requires that the CCCPH include provisions for the use of a swivel or changeover device (swivel-ell).

[1] CHSC, div. 104, pt. 12, ch. 4, section 116270 et seq.

AB 1671 and 1180 established the following:

- The State Water Board must adopt standards for backflow protection and cross-connection control by January 1, 2020.
- The State Water Board may establish standards for backflow protection and cross-connection control through the adoption of the CCCPH, with the CCCPH not being subject to the requirements of the CA Administrative Procedure Act.[2]
- If standards for backflow protection and cross-connection control are established via the CCCPH, the State Water Board must:
    - Consult with state and local agencies and persons, identified by the State Water Board, as having expertise on the subject of backflow protection and cross-connection control.
    - Hold at least two public hearings before adoption of the CCCPH.
    - Post the CCCPH on the State Water Board website.
- Upon the effective date of the CCCPH, the previous cross-connection control standards[3] become inoperative, and are repealed 90 days later, unless the State Water Board determines not to repeal a specific existing regulation.
- A PWS must implement a cross-connection control program that complies with the standards adopted by the State Water Board.
- Use of a swivel-ell must be consistent with any notification and backflow protection provisions contained in the CCCPH.

The development of the CCCPH included consultation with stakeholders, including state and local agencies, on an array of subjects related to cross-connection control, consistent with the statutory mandate, as well as consideration of input from other stakeholders and the general public in a February 20, 2020 workshop.

Prior to adoption of the CCCPH, in accordance with the statutory mandate, the State Water Board held two public hearings - one on April 27, 2021, and the other on December 5, 2022. A Board Workshop was held on October 18, 2023.

Pursuant to sections 116407 and 116555.5 of the CHSC, the State Water Board chose to adopt standards for backflow protection and cross-connection control through the adoption of this CCCPH, which became effective July 1, 2024.

Aside from the mandates of AB 1671 related to the State Water Board's need and authority to develop and adopt an enforceable CCCPH, there are long-standing statutory mandates in California's SDWA concerning backflow protection and cross-connection control, some of which are summarized below.

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[2] Gov. Code, tit. 2, div. 3, pt. 1, ch. 3.5, section 11340 et seq.
[3] Cal. Code Regs., tit. 17, div. 1, ch. 5, subch. 1, grp. 4, arts. 1 & 2, section 7583 et seq.

- The State Water Board is required to adopt regulations for the control of cross-connections that it determines to be necessary for ensuring PWSs "distribute a reliable and adequate supply of pure, wholesome, potable, and healthy water." (CHSC section 116375, subd. (c).)
- Any person who owns a PWS is required to ensure that the distribution system will not be subject to backflow under normal operating conditions. (CHSC section 116555, subd. (a)(2).)

Prior to AB 1671 and the adoption of this CCCPH, California's regulations pertaining to cross-connection control were set forth in regulations in CCR Title 17,[4] which were adopted in 1987 with minor revisions in 2000. Although still protective to public health, the CCR Title 17 cross-connection regulations required updating as both the drinking water and cross-connection control industries had evolved. This CCCPH updates those regulations, which as previously noted are no longer operative following the adoption of the CCCPH.

The State Water Board may update its standards for backflow protection and cross-connection control through revisions of the CCCPH. Prior to adopting substantive revisions to the CCCPH, the State Water Board will consult with state and local agencies and persons identified as having expertise on the subject by the State Water Board, and the State Water Board will hold at least one public hearing to consider public comments.

[4] Cal. Code Regs., tit. 17, div. 1, ch. 5, subch. 1, grp. 4, arts. 1 & 2, section 7583 et seq.

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Chapter 2 – Background on Backflow Protection and Cross-Connection Control

2.1 What is a Cross-Connection?

A cross-connection is an interconnection between a potable water supply and a non-potable source via any actual or potential connection or structural arrangement between a PWS and any source or distribution system containing liquid, gas, or other substances not from an approved water supply. Bypass arrangements, jumper connections, removable sections, improperly installed swivel or change-over devices and other temporary or permanent devices through which, or because of which backflow can occur are considered to be cross-connections.[5] The CCCPH includes acceptable installation criteria for swivel-ell and other types of backflow prevention assemblies (BPAs) to prevent backflow.

Backflow is the undesired or unintended reversal of flow of water and/or other liquids, gases, or other substances into a PWS's distribution system or approved water supply.

The presence of a cross-connection represents a location in a distribution system through which backflow of contaminants or pollutants can occur. Backflow occurs when a non-potable source is at a greater pressure than the potable water distribution system. Backflow can occur from either backsiphonage or backpressure. Backsiphonage occurs when a non-potable source enters the drinking water supply due to negative (i.e., sub-atmospheric) distribution system pressure. Backpressure occurs when the pressure from a non-potable source exceeds the pressure in the potable water distribution system.

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

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

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[5] California Department of Health Services (DHS), Public Water Supply Branch. (1988). *Guidance Manual for cross connection Control Program (Green Manual).* California Department of Health Services.

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

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

2.2 Purpose of a Cross-Connection Control Program

The purpose of a cross-connection control program is to prevent the occurrence of backflow into a PWS's distribution system in order to protect customers from contamination or pollution from any on-site hazards. Properly installed and maintained BPAs, devices or methods provide protection against the threat posed by many conditions typically found on a user's premise.

The use of approved BPAs ensures that the appropriate performance evaluation of the assembly was conducted. It is important and required by the CCCPH to select and properly install an approved BPA that is capable of protecting the distribution system from the hazard identified. The success of a program depends on individuals that are knowledgeable about cross-connection control to identify actual and potential hazards, apply principles of backflow protection and prevention, and implement cross-connection control policies and procedures. A successful program will have ongoing surveillance of a PWS to ensure BPAs, devices or methods are working, and identify new hazards or changes in the distribution system. Certified specialists are needed to properly evaluate the degree of hazard that exists in the distribution system. Hazards typically identified in distribution systems along with the required level of protection are specified in Chapter 3 of the CCCPH.

2.3 Notes on Applicability of the Cross-Connection Control Policy Handbook

The CCCPH provides the basis for regulating the use and management of cross-connection control programs and BPAs in PWSs, and related requirements for supporting programs and policies. Activities or uses outside of the scope of the

authority of the State Water Board to regulate PWSs are not regulated by the CCCPH, including California Plumbing Code requirements and definitions not related to PWSs.

Recycled water cross-connection control installations and programs for the purposes of protecting the recycled water supply are not regulated by the CCCPH, although a PWS that uses recycled water is regulated by the CCCPH to ensure that a PWS's drinking water system has adequate backflow protection from a recycled water system.

Water systems that do not meet the definition of a PWS (e.g. "State Small Water Systems" under CCR Title 22, Article 3) are not regulated by the CCCPH, although they may need to comply with the California Plumbing Code, local health agencies, and other laws or entities.

Transient noncommunity and nontransient noncommunity systems are PWSs and must comply with both the California Plumbing Code and CCCPH. The California Plumbing Code and the CCCPH will overlap in protection of these user premises. To ensure compliance, these noncommunity water systems may need to have internal cross-connection control programs within the user premises.

Noncommunity water systems must have the ability to enforce backflow protection within the premises. Compliance with the California Plumbing Code can be verified by the PWS and used for compliance with the CCCPH. Compliance with the CCCPH is documented through the hazard assessment and maintenance of an inventory of field-testable BPAs and methods. Annual field testing of BPAs is required. Where the minimum backflow protection differs between the California Plumbing Code and the CCCPH, the more protective minimum protection will be required.

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Chapter 3 – Standards for Backflow Protection and Cross-Connection Control

Article 1 – Definitions and General Requirements

3.1.1 Definitions

The following definitions apply to the terms used in the CCCPH:

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

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

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

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

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

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

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

*"***Contact hour"** means not less than 50 minutes of a continuing education course.

*"***Continuing education course"** means a presentation or training that transmits information related to cross-connection control programs and backflow prevention and protection.

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

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

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

"**Double check detector backflow prevention assembly**" or "**DCDA**" means a double check valve backflow prevention assembly that includes a bypass with a water meter and double check backflow prevention assembly, with the bypass's water meter accurately registering flow rates up to two gallons per minute and visually showing a registration for all rates of flow. This type of assembly may only be used to isolate low hazard cross-connections. See Diagram 1, Appendix C.

"**Double check detector backflow prevention assembly – type II**" or "**DCDA-II**" means a double check valve backflow prevention assembly that includes a bypass around the second check, with the bypass having a single check valve and a water meter accurately registering flow rates up to two gallons per minute and visually showing a registration for all rates of flow. This type of assembly may only be used to isolate low hazard cross-connections. See Diagram 2, Appendix C.

"**Double check valve backflow prevention assembly**" or "**DC**" means an assembly consisting of two independently-acting internally-loaded check valves, with tightly closing shut-off valves located at each end of the assembly (upstream and downstream of the two check valves) and fitted with test cocks that enable accurate field testing of the assembly. This type of assembly may only be used to isolate low hazard cross-connections. See Diagram 3, Appendix C.

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

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

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

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

"**New public water system**" or "**new PWS**" means a public water system permitted after July 1, 2024 as a public water system by the State Water Board. A new public water system includes a public water system receiving a new permit because of a change in ownership.

"**Noncommunity water system"** means a public water system that is not a community water system.

"**Nontransient noncommunity water system"** means a public water system that is not a community water system and that regularly serves at least 25 of the same persons over six months per year.

"**Premises containment**" means protection of a public water system's distribution system from backflow from a user's premises through the installation of one or more air gaps or BPAs, installed as close as practical to the user's service connection, in a manner that isolates the water user's water supply from the public water system's distribution system.

"**Pressure vacuum breaker backsiphonage prevention assembly**" or "**PVB**" means an assembly with an independently-acting internally-loaded check valve and an independently-acting loaded air inlet valve located on the discharge side of the check valve; with test cocks and tightly closing shutoff valves located at each end of the assembly that enable accurate field testing of the assembly. This type of assembly may only be used for protection from backsiphonage and is not to be used to protect from backpressure. See Diagram 4, Appendix C.

"**Public water system**" or "**PWS**" has the same meaning as defined in section 116275(h) of the CHSC.

"**Recycled Water"** is a wastewater which as a result of treatment is suitable for uses other than potable use.

"**Reduced pressure principle backflow prevention assembly**" or "**RP**" means an assembly with two independently acting internally-loaded check valves, with a hydraulically operating mechanically independent differential-pressure relief valve located between the check valves and below the upstream check valve. The assembly shall have shut-off valves located upstream and downstream of the two check-valves, and test cocks to enable accurate field testing of the assembly. See Diagram 5, Appendix C.

"**Reduced pressure principle detector backflow prevention assembly**" or "**RPDA**" means a reduced pressure principle backflow prevention assembly that includes a bypass with a water meter and reduced pressure principle backflow prevention assembly, with the bypass's water meter accurately registering flow rates up to two gallons per minute and visually showing a registration for all rates of flow. See Diagram 6, Appendix C.

"**Reduced pressure principle detector backflow prevention assembly – type II**" or "**RPDA-II**" means a reduced pressure principle backflow prevention assembly that includes a bypass around the second check, with the bypass having a single check valve and a water meter accurately registering flow rates up to two gallons per minute and visually showing a registration for all rates of flow. See Diagram 7, Appendix C.

"**Spill-resistant pressure vacuum breaker backsiphonage prevention assembly**" or "**SVB**" means an assembly with an independently-acting internally-loaded check valve and an independently-acting loaded air inlet valve located on the discharge side of the check valve; with shutoff valves at each end and a test cock and bleed/vent port, to enable accurate field testing of the assembly. This type of assembly may only be used for protection from backsiphonage and is not to be used to protect from backpressure. See Diagram 8, Appendix C.

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

"**Swivel-Ell**" means a reduced pressure principle backflow prevention assembly combined with a changeover piping configuration (swivel-ell connection) designed and constructed pursuant to this Chapter. See design and construction criteria, as well as Diagrams 9a and 9b, Appendix C.

"**Transient noncommunity water system"** means a noncommunity water system that does not regularly serve at least 25 of the same persons over six months per year.

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

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

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

"**Water supplier**" means a person who owns or operates a public water system.

"**Water user**" means a person or entity who is authorized by the PWS to receive water.

3.1.2 Applicability

A public water system (PWS) must comply with the requirements of the CCCPH.

3.1.3 Program for Public Water System Cross-Connection Control

(a) A PWS must protect the public water supply through implementation and enforcement of a cross-connection control program. Unless otherwise specified by this Chapter or directed by the State Water Board, a PWS may implement its cross-connection control program, in whole or in part, either directly or by way of contract or agreement with another party. The PWS, however, shall not be responsible for abatement of cross-connections which may exist within a user's premises. The cross-connection control program must include at a minimum the following elements:

(1) **Operating rules or ordinances** – Each PWS must have operating rules, ordinances, by-laws or a resolution to implement the cross-connection program. The PWS must have legal authority to implement corrective actions in the event a water user fails to comply in a timely manner with the PWS's provisions regarding the installation, inspection, field testing, or maintenance of BPAs required pursuant to this Chapter. Such corrective actions must include the PWS's ability to perform at least one of the following:

(A) deny or discontinue water service to a water user,
(B) install, inspect, field test, and/or maintain a BPA at a water user's premises, or
(C) otherwise address in a timely manner a failure to comply with the cross-connection control program.

(2) **Cross-Connection Control Program Coordinator** – The PWS must designate at least one individual involved in the development of and be responsible for the reporting, tracking, and other administration duties of its cross-connection control program. For PWS with more than 3,000 service connections the Cross-Connection Control Program Coordinator must be a cross-connection control specialist.
(3) **Hazard Assessments** – The PWS must survey its service area and conduct hazard assessments per Article 2 of this Chapter that identifies actual or potential cross-connection hazards, degree of hazard, and any backflow protection needed.
(4) **Backflow Prevention** – The PWS must ensure that actual and potential cross-connections are eliminated when possible or controlled by the installation of approved BPAs or AG's consistent with the requirements of the Article 3 of this Chapter.

(5) **Certified Backflow Prevention Assembly Testers and Certified Cross-Connection Control Specialists** – The PWS must ensure all BPA testers and cross-connection control specialists used are certified per Article 4 of this Chapter.
(6) **Backflow Prevention Assembly Testing** – The PWS must develop and implement a procedure for ensuring all BPAs are field tested, inspected, and maintained and AG's are inspected and maintained in accordance with CCCPH section 3.3.3.
(7) **Recordkeeping** – The PWS must develop and implement a recordkeeping system in accordance with CCCPH section 3.5.1.
(8) **Backflow Incident Response, Reporting and Notification** – The PWS must develop and implement procedures for investigating and responding to suspected or actual backflow incidents in accordance with Article 5 of this chapter.
(9) **Public Outreach and Education –** The PWS must implement a cross-connection control public outreach and education program element that includes educating staff, customers, and the community about backflow protection and cross-connection control. The PWS may implement this requirement through a variety of methods which may include providing information on cross-connection control and backflow protection in periodic water bill inserts, pamphlet distribution, new customer documentation, email, and consumer confidence reports.
(10) **Local Entity Coordination** – The PWS must coordinate with applicable local entities that are involved in either cross-connection control or public health protection to ensure hazard assessments can be performed, appropriate backflow protection is provided, and provide assistance in the investigation of backflow incidents. Local entities may include but are not limited to plumbing, permitting, or health officials, law enforcement, fire departments, maintenance, and public and private entities.

(b) The cross-connection control program must be developed in consultation with a cross-connection control specialist if:

(1) The PWS has 1,000 or more service connections, or
(2) required by the State Water Board.

(c) A PWS must have at least one cross-connection control specialist as a permanent or contracted employee of the PWS, and that specialist, or their designee, must be able to be contacted within one hour, if:

(1) The PWS has 3,000 or more service connections, or
(2) the PWS has less than 3,000 service connections and is directed by the State Water Board based on hazard assessments conducted pursuant to CCCPH section 3.2.1. or the PWS's history of backflow incidents.

3.1.4 Plan for Public Water System Cross-Connection Control

(a) After adoption of the CCCPH, each PWS must submit a written Cross-Connection Control Plan for State Water Board review in accordance with the following schedule:

(1) An Existing PWS must submit the Cross-Connection Control Plan no later than 12 months after the effective date of the CCCPH.
(2) A new PWS must submit the Cross-Connection Control Plan for review and approval prior to issuance of a domestic water supply permit.
(3) A PWS may submit a written request to the State Water Board for an extension of the deadline for submittal of its initial Cross-Connection Control Plan. The PWS's application must include a written description of the need for an extension. Approval of an extension will be at the sole discretion of the State Water Board.

(b) The Cross-Connection Control Plan for a community water system must include, at a minimum, the following cross-connection control program procedures and documentation:

(1) a description of how the community water system will achieve and maintain compliance with each requirement in this Chapter;
(2) a description of the process, personnel, and timeframes for completing initial and ongoing hazard assessments pursuant to CCCPH section 3.2.1;
(3) a description of the legal authority pursuant to CCCPH section 3.1.3 to implement corrective actions in the event a water user fails to comply in a timely manner with the provisions of the PWS's cross-connection control program;
(4) a description of the process and timeframes for ensuring each BPA is inspected and field tested, and AG is inspected, at a frequency no less than required by this Chapter;
(5) a description of the process and timeframe for ensuring each non-testable backflow preventer that is under the PWS ownership or administration is installed and maintained according to the California Plumbing Code;
(6) a description of the process for ensuring individuals field testing and inspecting BPAs are no less qualified than required by this Chapter, including but not limited to confirmation of the individual's:

(A) certification as a backflow prevention assembly tester,
(B) field test kit or gage equipment accuracy verification, and
(C) BPA field test result reports;

(7) a description of the procedures and timeframes of activities for responding to backflow incidents, including notification of customers, and reporting of backflow incidents pursuant to CCCPH section 3.5.2;
(8) contact information for cross-connection control personnel including any cross-connection control program coordinator and specialist;
(9) a description of the tracking system that maintains current and relevant information, including:

(A) recordkeeping information required pursuant to CCCPH section 3.5.1,
(B) location and type of each BPA, and
(C) highest threat potential hazard from which a given BPA is protecting the public water system distribution system;

(10) for user supervisors, if used, the required information pursuant to CCCPH section 3.2.2 (f);
(11) the corrective actions, including timeframes for the corrective actions, that a community water system will implement when:

(A) a cross-connection exists and the BPA installed is not commensurate with the user premises' hazard or no BPA has been installed, or
(B) a BPA needs to be replaced or maintained;

(12) a description of the public outreach and education program to comply with CCCPH section 3.1.3(a)(9); and
(13) the procedures for coordination with local entities

(c) The Cross-Connection Control Plan for a noncommunity water system must include, at a minimum, the following cross-connection control program procedures and documentation:

(1) a description of how the noncommunity water system will achieve and maintain compliance with each requirement in this Chapter that is applicable to the noncommunity water system;
(2) a description of the process, personnel, and timeframes for completing initial and ongoing hazard assessments pursuant to CCCPH section 3.2.1;
(3) a description of the legal authority pursuant to CCCPH section 3.1.3 to implement corrective actions in the event a water user fails to comply in a timely manner with the provisions of the PWS's cross-connection control program;
(4) a description of the process and timeframes for ensuring each BPA is inspected and field tested and AG is inspected, at a frequency no less than required by this Chapter;
(5) a description of the process and timeframe for ensuring each non-testable backflow preventer for internal protection that is under the PWS ownership or administration is installed and maintained according to the California Plumbing Code;
(6) a description of the process for ensuring individuals field testing and inspecting BPAs are no less qualified than required by this Chapter, including but not limited to confirmation of the individual's:

(A) certification as a backflow prevention assembly tester,
(B) field test kit or gage equipment accuracy verification, and
(C) BPA field test result reports;

(7) a description of the procedures and timeframes of activities for responding to backflow incidents, including notification of customers, and reporting of backflow incidents pursuant to CCCPH section 3.5.2;
(8) contact information for cross-connection control personnel including the cross-connection control program coordinator;
(9) maintaining a tracking system with current and relevant information, including:

(A) recordkeeping information required pursuant to CCCPH section 3.5.1,
(B) location and type of each BPA,
(C) location and type of each non-testable backflow preventer used for internal protection in accordance with the California Plumbing Code, if applicable, and
(D) potential hazard from which a BPA is protecting the public water system distribution system;

(10) for user supervisors, if used, the required information pursuant to CCCPH section 3.2.2(f);
(11) the corrective actions, including timeframes for the corrective actions, that a noncommunity water system will implement when:

(A) a cross-connection exists and the BPA installed is not commensurate with the user premises' hazard or no BPA has been installed, or
(B) a BPA or non-testable backflow preventer needs to be replaced or maintained;

(12) a description of the public outreach and education program to comply with CCCPH section 3.1.3(a)(9); and,
(13) the procedures for coordination with local entities (e.g., local health departments with internal cross-connection control programs, building officials, plumbing officials, etc.).

(d) A PWS must ensure its Cross-Connection Control Plan is, at all times, representative of the current operation of its Cross-Connection Control program. The PWS must make its Cross-Connection Control Plan available to the State Water Board for review upon request. If a PWS makes a substantive revision to its Cross-Connection Control Plan, the PWS must submit the revised Cross-Connection Control Plan to the State Water Board for review.

Article 2 – Hazard Assessments and Required Protection

3.2.1 Hazard Assessments

(a) To evaluate the potential for backflow into the PWS, each community water system must conduct an initial hazard assessment of the user premises within its service area and each noncommunity water system must conduct an initial hazard assessment of its water distribution system. The hazard assessment must consider:

(1) The existence of cross-connections;
(2) the type and use of materials handled and present, or likely to be, on the user premises;
(3) the degree of piping system complexity and accessibility;
(4) access to auxiliary water supplies, pumping systems, or pressure systems;
(5) distribution system conditions that increase the likelihood of a backflow event (e.g., hydraulic gradient differences impacted by main breaks and high water-demand situations, multiple service connections that may result in flow-through conditions, etc.);
(6) user premises accessibility;
(7) any previous backflow incidents on the user premises; and
(8) the requirements and information provided in the CCCPH.

(b) Each hazard assessment must identify the degree of hazard to the PWS's distribution system as either a high hazard cross-connection, a low hazard cross-connection, or having no hazard. Examples of some high hazard cross-connection activities may be found in Appendix D.

(c) The hazard assessment must determine whether an existing BPA, if any, provides adequate protection based on the degree of hazard.

(d) Hazard assessments completed prior to the adoption of the CCCPH may be considered as an initial hazard assessment provided that such hazard assessments and associated backflow protection provide protection consistent with the CCCPH and the PWS describes their review of these assessments in the Cross-Connection Control Plan required in CCCPH section 3.1.4.

(e) Subsequent to the initial hazard assessment described in subsection (a), a community water system must perform a hazard assessment under the following criteria:

(1) if a user premises changes account holder, excluding single-family residences;
(2) if a user premises is newly or re-connected to the PWS;
(3) if evidence exists of changes in the activities or materials on a user's premises;
(4) if backflow from a user's premises occurs;
(5) periodically, as identified in the PWS's Cross-Connection Control Plan required pursuant to CCCPH section 3.1.4.;

(6) if the State Water Board requests a hazard assessment of a user's premises; and
(7) if the PWS concludes an existing hazard assessment may no longer accurately represent the degree of hazard.

(f) Noncommunity water systems must conduct an initial or follow-up hazard assessment within two years of the adoption of the CCCPH.

(g) Noncommunity water system must conduct a follow-up hazard assessment of its water distribution system if any changes are made that could result in a cross-connection or any backflow incidents occur.

(h) A cross-connection control specialist must review or conduct each initial and follow-up hazard assessment pursuant to this section and make a written finding that, in the specialist's judgment based on cross-connection control principles, the PWS's hazard assessment properly identified all hazards at the time of the assessment, the appropriate degree of hazards, and the corresponding backflow protection.

3.2.2 Backflow Protection Required

(a) A PWS must ensure its distribution system is protected from backflow from identified hazards through the proper installation, continued operation, and field testing of an approved BPA (see Article 3 for installation and approved BPA criteria). When a DC is required or referenced in the CCCPH, a DCDA or DCDA-II type of assembly may be substituted if appropriate. When an RP is required or referenced in the CCCPH, an RPDA or RPDA-II type of assembly may be substituted if appropriate.

(b) The BPA installed must be no less protective than that which is commensurate with the degree of hazard at a user premises, as specified in this Chapter and as determined based on the results of the hazard assessment conducted pursuant to CCCPH section 3.2.1.

(c) Unless specified otherwise in this Chapter, a PWS must, at all times, protect its distribution system from high hazard cross-connections (see Appendix D for examples), through premises containment, through the use of AG(s) or RP(s).

(1) Following State Water Board review and approval, a PWS may implement an alternate method of premises containment in lieu of a required AG provided that the proposed alternative would not increase the level of risk to protection of public health.
(2) Following State Water Board review and approval, a PWS may accept internal protection in lieu of containment when premises containment is not feasible.

(d) Except as otherwise allowed or prohibited in statute or in CCR Title 22, Division 4, Chapter 3, a swivel-ell may be used instead of an AG for premises containment protection when temporarily substituting tertiary recycled water use areas with potable water from a PWS if all the following criteria are met:

(1) the swivel-ell is approved by the State Water Board;
(2) the PWS has a cross-connection control program, required pursuant to CCCPH section 3.1.3, and the use and operation of the swivel-ell is described in the Cross-Connection Control Plan required pursuant to CCCPH section 3.1.4;
(3) the design and construction-related requirements of the swivel-ell adheres to the criteria in Appendix C;
(4) at least every 12 months, inspections are performed and documented to confirm ongoing compliance with the design and construction-related requirements in Appendix C;
(5) the RP used in conjunction with the swivel-ell is field tested and found to be functioning properly:

(A) immediately upon each switchover to potable water use, a visual inspection of the RP must be completed
(B) within 72 hours of each switchover to potable water use, a field test must be completed, and
(C) at least every 12 weeks the use site is supplied with potable water; and

(6) there is a legally binding agreement between the PWS and the entity supplying the recycled water, signed by those with relevant legal authority, that includes the following requirements:

(A) The State Water Board will be notified within 24 hours of all switchovers to or from potable water, will be given an estimate of the timeframe until the next switchover, and will be provided the results of the field testing required in paragraph (5);
(B) a trained representative of the PWS be present to supervise each switchover; and
(C) within seven days of each switchover, if requested by the State Water Board, the PWS will submit a written report describing compliance with this subsection, as well as potable and recycled water usage information.

(e) Except as noted below, a PWS must ensure its distribution system is protected with no less than DC protection for a user premises with a fire protection system within ten years of adoption of the CCCPH.

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

(2) For existing fire protection systems that do not meet Section 3.2.2 (e)(3) or cannot install DC protection within ten years of adoption of the CCCPH, a PWS may propose in the cross-connection control plan submitted for CCCPH Section 3.1.4:

(A) an alternative date; or
(B) an alternative method of backflow protection that provides at least the same level of protection to public health.

(3) A BPA is not necessary for a low hazard fire protection system on a residential user premises if the following criteria are satisfied:

(A) the user premises has only one service connection to the PWS;
(B) a single service line onto the user premises exists that subsequently splits on the property for domestic flow and fire protection system flow, such that the fire protection system may be isolated from the rest of the user premises;
(C) a single, water industry standard, water meter is provided to measure combined domestic flow and fire protection system flow;
(D) the fire protection system is constructed of piping materials certified as meeting NSF/ANSI Standard 61; and
(E) the fire protection system's piping is looped within the structure and is connected to one or more routinely used fixtures (such as a water closet) to prevent stagnant water.

(f) The State Water Board and PWS may, at their discretion, require a water user to designate a user supervisor when the user premises has a multi-piping system that conveys various types of fluids and where changes in the piping system are frequently made. If a user supervisor is designated the following is required:

(1) The user supervisor is responsible for the avoidance of cross-connections during the installation, operation and maintenance of the water user's pipelines and equipment. The user supervisor must be trained on the fluids used and backflow protection for the premise, and must inform the PWS of changes in piping, and maintain current contact information on file with the PWS; and
(2) The PWS must include in the Cross-Connection Control Plan required in CCCPH section 3.1.4 the training and qualification requirements for user supervisors, identify the entity that will provide the user supervisor training, and frequency of any necessary recurring training. The training must adequately address the types of hazards and concerns typically found.

(g) Facilities producing, treating, storing, or distributing drinking water that are an approved water supply or water recycling plants as defined by CCR Title 22, Section 60301.710 must have proper internal protection from cross-connections to ensure that all drinking water produced and delivered to customers and workers at those facilities is free from unprotected cross-connections.

Article 3 – Backflow Prevention Assemblies

3.3.1 Standards for Types of Backflow Protection

(a) The PWS must ensure that each AG used for its Cross-Connection Control Program meets the requirements in Table 1, Minimum Air Gaps for Generally used Plumbing Fixtures, page 4 of the American Society of Mechanical Engineers (ASME) A112.1.2-2012(R2017) (See Appendix B).

(b) The PWS must ensure that each replaced or newly installed PVB, SVB, DC, and RP for protection of the PWS is approved through both laboratory and field evaluation tests performed in accordance with at least one of the following:

> (1) Standards found in Chapter 10 of the *Manual of Cross-Connection Control, Tenth Edition*, published by the University of Southern California Foundation for Cross-Connection Control and Hydraulic Research; or
> (2) certification requirements for BPAs in the Standards of ASSE International current as of 2022 that include ASSE 1015-2021 for the DC, ASSE 1048-2021 for the DCDA & DCDA-II, ASSE 1013-2021 for the RP, and ASSE 1047-2021 for the RPDA & RPDA-II and must have the 1YT mark.

(c) BPAs must not be modified following approval granted under section 3.3.1 (b). PWS must require BPA testers to notify the PWS if a water user or PWS-owned BPA has been modified from the CCCPH section 3.3.1 (b) approval.

3.3.2 Installation Criteria for Backflow Protection

(a) For AGs, the following is required:

> (1) The receiving water container must be located on the water user's premises at the water user's service connection unless an alternate location has been approved by the PWS;
> (2) all piping between the water user's service connection and the discharge location of the receiving water container must be above finished grade and be accessible for visual inspection unless an alternative piping configuration is approved by the PWS;
> (3) the PWS must ensure that the AG specified in CCCPH section 3.3.1 (a) has been installed; and
> (4) any new air gap installation at a user's service connection must be reviewed and approved by the State Water Board prior to installation.

(b) RPs must be installed such that the lowest point of an assembly is a minimum of twelve inches above grade, and a maximum of thirty-six inches above the finished grade, unless an alternative is approved by the PWS.

(c) DCs installed or replaced after the adoption of the CCCPH must be installed according to CCCPH section 3.3.2 (b). Below ground installation can be considered if approved by the PWS where it determines no alternative options are available.

(d) A PVB or SVB must be installed a minimum of twelve inches above all downstream piping and outlets.

(e) SVBs may not be used for premises containment. PVBs may only be used for roadway right of way irrigation systems as premises containment where there is no potential for backpressure.

(f) A RP or DC installed after the adoption of the CCCPH must have a minimum side clearance of twelve inches, except that a minimum side clearance of twenty-four inches must be provided on the side of the assembly that contains the test cocks. The PWS may approve alternate clearances providing that there is adequate clearance for field testing and maintenance.

(g) Backflow protection must be located as close as practical to the water user's service connection unless one or more alternative locations have been approved by the PWS. If internal protection is provided in lieu of premises containment, the PWS must obtain access to the user premises and must ensure that the on-site protection meets the requirements of this Chapter for installation, field testing, and inspections.

(h) Each BPA and air gap separation must be accessible for field testing, inspection, and maintenance.

3.3.3 Field Testing and Repair of Backflow Prevention Assemblies and Air Gap Inspection

(a) PWS must ensure that all BPAs installed for its Cross-Connection Control Program are field tested following installation, repair, depressurization for winterizing, or permanent relocation. All required field testing must be performed by certified backflow prevention assembly testers.

(b) BPAs must be field tested at least annually. The CCCPH does not preclude a PWS, the State Water Board, or a local health agency from requiring more frequent field testing for premises with high hazard cross-connection or BPA at increased risk of testing failure.

(c) Air-gap separations must be visually inspected at least annually to determine compliance with this Chapter by persons certified as backflow prevention assembly testers or certified as a cross-connection control specialist pursuant to this Chapter.

(d) PWS must receive passing field tests before providing continuous service to a water user with a newly installed BPA.

(e) PWS must ensure that BPAs that fail the field test are repaired or replaced within 30 days of notification of the failure. Extensions may be allowed by the PWS if included as part of the Cross-Connection Control Plan.

(f) PWS must require backflow prevention assembly testers to notify the PWS as soon as possible within 24 hours if a backflow incident or an unprotected cross-connection is observed at the BPA or prior to the user premises during field testing. PWS must immediately conduct an investigation and discontinue service to the user premises if a backflow incident is confirmed, and water service must not be restored to that user premises until the PWS receives a confirmation of a passing BPA field test from a backflow prevention assembly tester and the assembly is protecting the PWS.

Article 4 – Backflow Prevention Assembly Testers and Cross-Connection Control Specialists

3.4.1 Backflow Prevention Assembly Tester Certification

(a) A PWS must ensure that each BPA required by this Chapter to protect the public water system is field tested by a person with valid certification from a certifying organization recognized by the State Water Board pursuant to this Article.

(b) A State Water Board-recognized organization certifying backflow prevention assembly testers is one that has a certification process that, at a minimum, includes the following:

(1) A timed and proctored written[6] exam, using a closed-book, objective grading format, consisting of no less than 100 questions for initial certification and no less than 50 questions for recertification. A passing score must be achieved by an examinee as a requirement for certification.

(A) Written exam proctors must:

1. not provide an examinee any assistance in answering exam questions, verbal or otherwise; and
2. be impartial.

(B) Passing scores for the written exams are to be determined prior to exam sessions, such that passing a written exam demonstrates sufficient knowledge of subjects associated with the proper field testing of BPAs, including but not limited to:

1. the hydraulics and theory of backflow;
2. California's laws, regulations, and requirements related to cross-connection control;
3. types of BPA field test equipment and the need to verify accuracy, at least annually and when otherwise necessary, to ensure accuracy of field test results;
4. field test procedures for an RP, RPDA, RPDA-II, DC, DCDA, DCDA-II, PVB, and SVB using the procedures provided in the *Manual of Cross-Connection Control, Tenth Edition,* published by the University of Southern California Foundation for Cross-Connection Control and Hydraulic Research or equivalent;
5. identification of improperly functioning BPAs (i.e., diagnostics or troubleshooting); and
6. recordkeeping and safety.

[6] The requirement for a written exam does not preclude using computerized exams.

(2) A performance (i.e., hands-on) exam, using a closed-book, objective grading process and the field test procedures in paragraph (1)(B)(4), designed such that passing the performance exam demonstrates proficiency in accurately determining the operating condition of an RP, DC, PVB, and SVB, when properly or improperly functioning, including but not limited to BPAs with leaks in shutoff valves, and failures in check valves, air inlet valves, or relief valves. A passing score must be achieved by an examinee as a requisite for certification. The performance exam process must include the following:

(A) Performance exam proctors must:

1. be certified as a backflow prevention assembly tester pursuant to this Article;
2. evaluate no more than one examinee at a time;
3. not provide an examinee any assistance in answering exam questions, verbal or otherwise;
4. provide no indication an examinee has erred until completion of a BPA field test, at which time only the fact the examinee has erred may be indicated (i.e., not the nature of the error);
5. be impartial and not affiliated with the certifying organization's preparation of, or preparatory course for (if applicable), the performance exam; and
6. not evaluate an examinee who was trained by the proctor during the six-month period prior to the exam or other conflict of interest.

(B) An examinee is considered to have failed a performance exam if the examinee:

1. makes a field test procedure or recording error that could impact an accurate determination of the operating condition of a BPA,
2. completes the BPA performance exam form with an error,
3. is informed of making an error (see subparagraph (A)(4)) and begins the procedure a second time, and
4. errs a second time and completes the BPA performance exam form accordingly.

(3) recertification requirements of no less frequently than every three years which includes both a written and performance exam;
(4) provisions for revocation of a backflow prevention assembly tester's certification, including but not limited to, revocation for falsifying field test results or field test reports;

(5) a website providing public access to the most recent list of backflow prevention assembly testers:

(A) who hold a valid certification from the certifying organization. At a minimum, the list is to include each backflow prevention assembly tester's last name, first name, certification number, and the date on which each backflow prevention assembly tester's certification expires; and
(B) whose certification was revoked, pursuant to paragraph (4), in the three years preceding the date of the list. At a minimum, the list is to include each backflow prevention assembly tester's last name, first name, revoked certification number, the date on which each backflow prevention assembly tester's certification was revoked, and the reason for revocation.

(6) as a prerequisite to sections 3.4.1(b)(1) and (b)(2), completion of an instructional training course accepted by the certifying organization[7] that covers the subjects in subsection (1)(B) and is no less than 30 hours in length over no fewer than four days for:

(A) a backflow prevention assembly tester's initial certification;
(B) a backflow prevention assembly tester's recertification as a result of revocation; or

(7) In lieu of compliance with section 3.4.1(b)(6) a certifying organization may accept two years prior experience in backflow prevention assembly testing.

(c) To be recognized by the State Water Board as a certifying organization for backflow prevention assembly testers, a certifying organization shall:

(1) submit an application with the following information to the State Water Board for review:

(A) written documentation of a certification program that includes a process that is no less stringent than the criteria in subsection (b);
(B) evidence that the organization's certification program and exam process has been reviewed, with concerns adequately addressed, by a credentialed psychometrician proficient in the design of objective exams, experienced in the assessment of certification or licensing organizations, and familiar with the application of the requirements of *ISO[8]/IEC[9] 17024: Conformity Assessment- General Requirements for Bodies Operating Certification of Persons*; and

[7] But not limited only to training provided by the certifying organization or its affiliates.
[8] International Organization for Standardization
[9] International Electrotechnical Commission

(C) a written statement, signed by the certifying organization's representative(s) having the authority and legal responsibility for operation of the certifying organization, attesting that the certifying organization will implement its certification program in a manner meeting or exceeding the criteria in subsection (b) and consistent with the application submitted to the State Water Board.

(2) adequately address each State Water Board comment and/or question concerning the application, and
(3) receive written acknowledgment from the State Water Board that the application is complete.

(d) An American National Standards Institute (ANSI)-accredited certifying organization, accredited in accordance with subsection (b) and ISO/IEC 17024, will be considered to be a State Water Board-recognized certifying organization. Beginning three years after the effective date of the CCCPH, only those testers with a valid certification from an ANSI-accredited certifying organization shall satisfy subsection (a) and certifications obtained by organizations in accordance with subsection (c) will be invalid.

(e) This Article does not preclude a local health agency from maintaining a backflow prevention assembly tester certification program for the field testing of BPAs within the local health agency's jurisdiction. Accepting a tester certified by a local health agency does not relieve a PWS from meeting the requirements of this Article.

(f) This Article does not preclude a PWS from disallowing the use of an individual tester certified pursuant to this Article if the PWS has reason to believe a certified tester may not be proficient in accurately determining the operating condition of BPA, or for any other reason (e.g., fraud, deceit, negligence, misconduct, etc.). A PWS must report any evidence of a tester falsifying reports to that tester's certifying organization.

(g) This Article is effective July 1, 2025.

3.4.2 Cross-Connection Control Specialist Certification

(a) A PWS must ensure that cross-connection control specialists, used pursuant to the CCCPH, have valid certification from a certifying organization recognized by the State Water Board pursuant to this Article.

(b) A State Water Board-recognized organization certifying cross-connection control specialists is one that has a certification process that, at a minimum, includes the following:

(1) A timed and proctored, written[10] exam, using a closed-book, objective grading format, consisting of no less than 100 questions for certification. A passing score must be achieved by an examinee as a requirement for certification.

(A) Written exam proctors must:

1. not provide an examinee any assistance in answering exam questions, verbal or otherwise; and
2. be impartial.

(B) Passing scores for the exams are to be determined prior to exam sessions, such that passing an exam demonstrates sufficient and comprehensive range of knowledge of the subjects provided in Appendix E, as they may relate to cross-connection control and the causes, effects, and prevention of backflow.

(2) recertification requirements of no less frequently than every three years. Recertification may be done through at least one of the following:

(A) an exam as required by section 3.4.2 (b)(1),
(B) through 12 contact hours from continuing education courses covering material in Appendix E or,
(C) a combination of exam and continuing education contact hours equivalent to (A) or (B);

(3) provisions for revocation of a specialist's certification, including but not limited to, falsifying information or providing negligent recommendations inconsistent with industry-standard cross-connection control guidelines;
(4) a website providing public access to the most recent list of cross-connection control specialists:

(A) who hold a valid certification from the certifying organization. At a minimum, the list is to include each specialist's last name, first name, certification number, and the date on which each specialist's certification expires; or

[10] The requirement for a written exam does not preclude using computerized exams.

(B) whose certification was revoked, pursuant paragraph (3), in the three years preceding the date of the list. At a minimum, the list is to include each specialist's last name, first name, revoked certification number, the date on which each specialist's certification was revoked, and the reason for revocation.

(5) initial certification requirements:

(A) a valid backflow prevention assembly tester certification from a certification organization recognized by the State Water Board pursuant to section 3.4.1; and
(B) completion of an instructional training course (acceptable to the certifying organization[11]) that covers the subjects in Appendix E and is no less than 30 hours in length over no fewer than five days (inclusive of an exam, if provided). This paragraph does not preclude a certification organization from providing the instructional training course to the public, including certified specialists.
(C) As an alternative to (A) the certifying organization may accept additional instruction in the subject areas of testing, maintaining and repairing BPAs equivalent in length and scope to the requirements in 3.4.1(b)(6).
(D) As an alternative to (A) the certifying organization may accept a minimum of five (5) years documented experience performing cross-connection control specialist duties, as outlined in Appendix E.

(c) To be recognized by the State Water Board as a certifying organization for cross-connection control specialists, a certifying organization shall:

(1)submit an application with the following information to the State Water Board for review:

(A) Written documentation of a certification program that includes a process that is no less stringent than the criteria in subsection (b);
(B) evidence that the organization's certification program and exam process has been reviewed, with concerns adequately addressed, by a credentialed psychometrician proficient in the design of objective exams, experienced in the assessment of certification or licensing organizations, and familiar with the application of the requirements of *ISO[12]/IEC[13] 17024: Conformity Assessment- General Requirements for Bodies Operating Certification of Persons*; and

[11] But not limited only to training provided by the certifying organization or its affiliates.
[12] International Organization for Standardization
[13] International Electrotechnical Commission

(C) a written statement, signed by the certifying organization's representative(s) having the authority and legal responsibility for operation of the certifying organization, attesting that the certifying organization will implement its certification program in a manner meeting or exceeding the criteria in subsection (b) and consistent with the application submitted to the State Water Board.

(2) adequately address each State Water Board comment and question concerning the application, and
(3) receive a written acknowledgment from the State Water Board that the application is complete:

(d) A certifying organization, accredited by the American National Standards Institute (ANSI) in accordance with ISO/IEC 17024, which complies with subsection (b), will be considered to be a State Water Board-recognized certifying organization. Beginning three years after the effective date of the CCCPH, only those specialists with a valid certification from an ANSI-accredited certifying organization shall satisfy subsection (a) and certifications obtained by organizations in accordance with subsection (c) will be invalid.

(e) This Article does not preclude a local health agency from maintaining a cross-connection control specialist certification program for specialists within the local health agency's jurisdiction. Using a specialist certified by a local health agency does not relieve a PWS from meeting the requirements of this Article.

(f) This Article does not preclude a PWS from disallowing the use of an individual cross-connection control specialist certified pursuant to this Article if the PWS has reason to believe a certified specialist may not be proficient in their knowledge of cross-connection control and the causes, effects, and prevention of backflow, or for any other reason (e.g., fraud, deceit, negligence, misconduct, etc.). A PWS must report any evidence of a specialist falsifying reports to that specialist's certifying organization.

(g) This Article is effective July 1, 2025.

Article 5 – Recordkeeping, Backflow Incident Response, and Notification

3.5.1 Recordkeeping

(a) Each PWS must maintain the following records:

(1) The two most recent hazard assessments for each user premise, conducted pursuant to CCCPH section 3.2.1 (Hazard Assessment);
(2) for each BPA, the associated hazard or application, location, owner, type, manufacturer and model, size, installation date, and serial number;
(3) for each AG installation, the associated hazard or application and the location, owner, and as-built plans of the AG;
(4) results of all BPA field testing, AG inspection, and swivel-ell inspections and field tests for the previous three calendar years, including the name, test date, repair date, and certification number of the backflow prevention assembly tester for each BPA field test and AG and swivel-ell;
(5) repairs made to, or replacement or relocation of, BPAs for the previous three calendar years;
(6) the most current cross-connection tests (e.g. shutdown test, dye test);
(7) if a user supervisor is designated for a user premise, the current contact information for the user supervisor and water user, and any applicable training and qualifications as described by CCCPH section 3.2.2(f);
(8) descriptions and follow-up actions related to all backflow incidents;
(9) if any portion of the cross-connection control program is carried out under contract or agreement, a copy of the current contract or agreement;
(10) the current Cross-Connection Control Plan as required in CCCPH section 3.1.4.; and
(11) any public outreach or education materials issued as required in CCCPH section 3.1.3.(a)(9) for the previous three calendar years.

(b) All information in subsection (a) must be available to the State Water Board upon request.

3.5.2 Backflow Incident Response Procedure

Each PWS must include backflow incident response procedures in the Cross-Connection Control Plan required in CCCPH section 3.1.4. The PWS must describe its procedures for investigating and responding to suspected backflow incidents including, but not limited to, the following:

(a) Consideration of complaints or reports of changes in water quality as possible incidents of backflow;

(b) Water quality sampling and pressure recording; and

(c) Documentation of the investigation, and any response and follow-up activities.

3.5.3 Backflow Incident Notification

(a) Each PWS must notify the State Water Board and local health agencies of any known or suspected incident of backflow within 24 hours of the determination. If required by the State Water Board, a PWS must issue a Tier 1 public notification pursuant to CCR, Title 22, Section 64463.1.

(b) If required by the State Water Board, the PWS must submit, by a date specified by the State Water Board, a written incident report describing the details and affected area of the backflow incident, the actions taken by the PWS in response to the backflow incident, and the follow up actions to prevent future backflow incidents. The written report must contain, at a minimum, the information requested in Appendix F.

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Appendix

Appendix A: Assembly Bill 1671 (2017, Chapter 533) and Assembly Bill 1180 (2019, Chapter 455).
Appendix B: ASME A112.1.2-2012(R2017) Table 1, Minimum Air Gaps for Generally used Plumbing Fixtures, page 4
Appendix C: Backflow Prevention Assembly Diagrams
Appendix D: High Hazard Premises
Appendix E: General Range of Knowledge for Cross-Connection Control Specialists
Appendix F: Example Backflow Incident Reporting Form
Appendix G: Related Statutes and Regulations

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FALL 2024 | VOLUME 6 ISSUE 4 | ACWA JPIA Risk Management for the Water Industry

The Benefits of a Cross-Connection Ordinance

In 2016, a chemical mixing plant in Corpus Christi, Texas, accidentally pumped 24 gallons of an asphalt emulsifier concentration chemical back into the city's water main. When diluted with water, the initial 24 gallons of the chemical produced up to 8,000 gallons. During the investigation, it was found that no backflow preventer had been installed on the plant's incoming water line. This resulted in an unprotected cross-connection, allowing the chemical into the city's water main.

A cross-connection occurs when a potable water supply is connected to a non-potable source, such as irrigation systems, fire suppression systems, industrial piping, or even household appliances. As we can see from the incident in Corpus Christi, connections can pose significant risks if not properly managed. Backflow incidents can occur for several reasons, such as changes in water pressure and pump failures. When backflow happens, contaminated water from non-potable sources can enter the drinking water system, rendering it unsafe for consumption. Implementing an ordinance for water cross-connections is a great way to protect public health and ensure the integrity of your agency's water supply system.

Cross-Connection Regulations

Federal and state regulations, such as the Safe Drinking Water Act (SDWA) and Section 7584 of the California Code of Regulations, mandate that water suppliers maintain safe and potable water. Section 2.4 of the Cross-Connection Control Policy Handbook (CCCPH) from the State Water Resources Control Board (SWRCB) explains changes to existing cross-connections control regulations, which took effect in July 2024, to include updates to responsibilities and scope of control plans.

Four elements have been added to the responsibility and scope of a cross-connection control plan, including:

- Use of certified prevention assembly testers and cross-connection control specialists.

- Backflow incident response, reporting, and notification.
- Public outreach and education.
- Local entity coordination.

Additional new requirements include:

- A Cross-Connection Control Plan that describes achieving compliance with the CCCPH.
- New minimum requirements for backflow prevention assembly tester and cross-connection control specialist certification programs.
- Follow-up hazard assessments periodicallly or when user premise conditions change.
- Changes to the minimum backflow protection required for specific situations.

Cross-Connection Control Plan Components

Cross-connecting contamination can spread quickly throughout a water distribution system, affecting customers. An agency's ordinance addressing water cross-connections helps members and the community it serves comply with these regulations. The ordinance can assist with requiring appropriate backflow prevention measures and conducting regular inspections and maintenance. An ordinance helps mitigate these costs by preventing contamination incidents before they occur, thus saving members significant time and resources.

An ordinance should discuss installing appropriate backflow prevention devices at cross-connection points. It should clearly define what a cross-connection is and outline the types of connections and devices covered under federal and state regulations. One example of a device used is the Reduced Pressure Zone (RPZ) assembly, designed to prevent the backflow of contaminated water into the water supply.

The ordinance should outline regular inspections, hazard assessments, and testing of cross-connections/backflow prevention devices. It should also specify the frequency of these assessments, which will help identify and address potential issues before they occur.

The ordinance should also outline recordkeeping and reporting procedures. Compliance with the ordinance is very important, so terms for enforcement should be included. Actions for non-compliance should be clearly stated, such as potential fines and service disconnections.

Cross-Connection Ordinance or Policy

Member agencies establish rules and regulations on billing fees, metered service, connection fees, cross-connection, and backflow prevention. An agency's board approves these rules and regulations as ordinances, resolutions, regulations, or policies. Any board-approved document provides communication and guidance; however, there is a significant legal distinction between a board-approved ordinance and a policy. Both provide guidance, but a legal one is a formal ordinance carrying authority and potential penalties. Ordinances include mandatory requirements for the types of devices to use and the inspection process.

Based on the outcome of the *City of Oroville v Superior Court Butte*, an agency's required backflow device is stronger if the requirement of a backwater device is an ordinance or regulation instead of a "policy." Ordinances and regulations have enforcement options where a policy does not.

Members are encouraged to review their board-approved Cross-Connections and Backflow Prevention requirements on properties requiring a backflow device, type(s) of backwater device(s), or reference the Uniform Plumbing Code's requirement for a backwater device. During this review, it is also an excellent time to check if your agency's Cross-Connections and Backflow Prevention board-approved rules are a policy, resolution, regulation, or ordinance. The JPIA's best management practice is a Cross-Connections and Backflow ordinance.

Conclusion

An ordinance for water cross-connections offers extensive benefits for a safe water supply and public health protection. With continued public outreach, members can promote awareness and compliance by addressing the risks associated with water cross-connections. Such an ordinance ensures a safer and more sustainable water supply for everyone.

Resources

- Environmental Protection Agency: Cross-Connection Control Manual
- Environmental Protection Agency: Distribution System Water Quality
- Cross-Connection Control Ordinance Small Water System
- State Water Resources Control Board Cross-Connection Control Policy Handbook
- SWRCB – The Handbook Presentation
- American Water Works Association: Backflow Prevention and Cross-Connection Control
- West Yost SWRCB CCCPH Article Updates on Ordinance Requirements
- JPIA Perspective – September/October 2019

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

MEMO

Date: November 20th 2024

To: Board of Directors

From: General Manager – Paul Kelley

Re: **6f – General Manager Employment Agreement Amendment 2 – (**Discussion/Action)

Discussion/Action:

6.f – General Manager Employment Agreement Amendment #2 – (Discussion/Action)
The General Manager is employed by the board through an Employment agreement. The current agreement was signed in October 2022, and amended November of 2023. These documents have consistently been posted on the Districts web site.

The employment agreement calls for an annual performance review and at the boards discretion a change in pay and benefits. Amendment 2 adjusts the GM salary by 3.5%. The other amendments include: Additional administrative leave and edits to the "retiree benefits" section to track the current District policy as per the PEMCHA resolutions passed earlier this year.

Description and explanation below, attached is a clean copy of the amendment for signature and a "tracked" change copy with italics for additional to help show context.

- Section 6 – Salary Compensation
  (All the first two paragraphs of section 6 stay the same and unchanged – add below)

  The Board of Directors, by this amendment increases the current base salary ($140,080) by 3.5% to $144,983.00.

- Section 9B – (Fix the retiree medical paragraph to track actual rules of District that changed in early 2024 with the passage of Resolution 2024-01 and 2024-02). New Paragraph:

  So long as the District continues to participate in the CalPERS health program (PEMHCA), if the employee/retiree qualifies for and elects to continue this coverage, the District will pay the PEMHCA Minimum Employer Contribution (MEC).

- Section 9C – Administrative Leave:
    - This modification is an increase to admin leave (executive leave) - of 120 hrs. And, since administrative leave has no cash value and doesn't roll over this amendment tracks the time on Calendar year.
- Section 9D – Remove cap on Sick leave accumulation and replace with District policy on use of sick leave and make clear there is no cash out of sick leave at separation of employment.

Recommendation:

Review, Discussion, By motion and vote approve Amendment #2 of the GM Employment Agreement and authorize the Chairs signature

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

AMENDMENT 2

This Amendment is made and entered into this __ day of _____ 2024, 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 including Amendment 1 dated November 15 2023, 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 3, Section 6 shall be amended to read as follows:

   Section 6. Salary Compensation
   (all the first two paragraphs of section 6 stay and unchanged – Add this paragraph)

   The Board of Directors, by this amendment increases the current base salary by 3.5% ($140,080 x 3.5%) to $144,983.00

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

   A. Health and Welfare. (first paragraph – no change)

   So long as the District continues to participate in the CalPERS health program (PEMHCA), if the employee/retiree qualifies for and elects to continue this coverage, the District will pay the PEMHCA Minimum Employer Contribution (MEC). ~~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.~~

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

   B. Holidays, Vacation, Leave. (No Change)

   Vacation: (No Change)

   Administrative Leave: The General Manager employee receives an additional lump sum of annual administrative leave (executive leave) – of *120* ~~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.

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

C. Sick Leave. The employee will accrue sick leave at a rate of 13 days per calendar year *for sick leave purposes and for CalPERS time if allowed by CalPERS* ~~with a cap on accumulation of 60 days~~. No cash out of sick leave at separation of employment.

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

_____
Paul L. Kelley

EMPLOYER:

_____
Terry Lincoln
Board of Directors, Chair

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

AMENDMENT 2

This Amendment is made and entered into this __ day of _____ 2024, 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 including Amendment 1 dated November 15 2023, 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 3, Section 6 shall be amended to read as follows:

   Section 6. Salary Compensation
   (all the first two paragraphs of section 6 stay and unchanged – Add this paragraph)

   The Board of Directors, by this amendment increases the current base salary by 3.5% ($140,080 x 3.5%) to $144,983.00

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

   A. Health and Welfare. (first paragraph – no change)

   So long as the District continues to participate in the CalPERS health program (PEMHCA), if the employee/retiree qualifies for and elects to continue this coverage, the District will pay the PEMHCA Minimum Employer Contribution (MEC).

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

   B. Holidays, Vacation, Leave. (No Change)

   Vacation: (No Change)

   Administrative Leave: The General Manager employee receives an additional lump sum of annual administrative leave (executive leave) of 120 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.

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

C. Sick Leave. The employee will accrue sick leave at a rate of 13 days per calendar year for sick leave purposes or for CalPERS time if allowed by CalPERS. No cash out of sick leave at separation of employment.

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

_____
Paul L. Kelley

EMPLOYER:

_____
Terry Lincoln
Board of Directors, Chair

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

MEMO

Date: November 20th 2024
To: Board of Directors
From: General Manager Paul Kelley
Re: **7 –** General Manager Report

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

Starting the week of October 19th, 2024

- Non-Emergency Callouts report on payment requests.
- Staff – Changes at the District
  - Is fully staffed and employees went through an ACWA/JPIA full day of training
  - ACWA/JPIA also doing a liability assessment and report on updates to IIPP
- The CUSI – new customer database software is looked at to help with meter Reading
  - The new challenge is getting CUSI to port information accurately to QuickBooks.
  - We were able to sign and find a CPA to help
  - This should help get past resolved and current and future Audits moving.
- Worked on the three grant projects: - (Update on this agenda)
  - Backwash ponds –
    - Concrete is being poured
    - RCAC loan is active, the CalOES reimbursement is lagging (As anticipated)
    - A few pictures attached
    - Looking for ways to updated the website
  - Distribution System Improvement Grant
    - State had informed the District Early '24 that no money was available.
    - The District & PACE Eng have sent the State a note requesting update and next steps
  - ARPA This has been submitted to County for reimbursement and some reimbursements
    - Meter Registers and Endpoints to be worked with Badger and then installed
    - We have received the funds from the County
- Equipment for the District – Distribution Supervisor to report.
- The Auditor letter was sent and primarily concerned with:
  - The GM developed an RFP for Audit services, the board approved.
  - The RFP for Audit Services was sent to over 14 CPA's (A few responses to date)
- The Operator office is being updated and desks moved – still in progress.
- The Association of California Water Agencies (ACWA) and the ACWA Joint Powers Insurance Agency (JPIA) has their semi annual conference the first week of December. JPIA meets Monday/Tuesday morning and the ACWA portion is Tuesday afternoon / Thursday mid day. The GM will be attending both conferences. December 1-5
- Other/More – Verbal

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

MEMO

Date: November 20th 2024

To: Board of Directors

From: Chief Plant Operator: Bill Palmaymesa & Distribution Field Supervisor: Morgan Rau
General Manager Paul Kelley & Administrative Assistant Amity Valdez

Re: **8 –** Operation Report

Administration

There were 280 Accounts that are 90+ days delinquent totaling $73,409.28
There were 213 Accounts that are 60-90 Days delinquent totaling $16,637.72
There were 416 Accounts that are 30-60 Days delinquent totaling $32,168.63

Our office staff are increasingly working in harmony, enhancing overall efficiency. We distributed 52 door hangers providing 24-hour notice, resulting in water shutoffs for only 8 customers, as the remaining customers either paid in full or made payment arrangements. Additionally, the entire water district staff completed Ergonomics training with ACWA JPIA, ensuring heightened awareness of potential hazards and strategies to avoid them both on job sites and in the office.

WTP OPERATIONS - The WTP produced 454af of SW; Clear Creek CSD used 295AF of SW in October (AF – M&I, – Ag). 2455AF total SW for WY24/25. Well Water Production- 0 af . (Palmaymesa)

- Staff have been busy with routine maintenance, monitoring, and operation of the WTP. The recent rains have not impacted water quality. The WTP produced 5MG/day in October.
- The USBR conducted maintenance to the Gard Gates inside of the Dam. This gave the WTP some time to treat lover elevation water.
- BW Pond Repair Project: Approximately 1000 cubic yards of concrete have been poured into the pond bottom and side slopes.
- The BW pipe that burst on October 3rd has been repaired. A large portion of the WTP was dewatered to allow a welder to make the repair.
- PG+E cut the power to the WTP on three separate occasions. The generator ran for 40 hours total.
- Train#6 (Filter#8) remains offline, and the valves locked out. This is due to the damaged media bed, sand in the underdrain system and leaking control valves.

Distribution Operations Report

Distribution Supervisor: Morgan Rau

Team Updates

We are pleased to welcome Masson, who has successfully passed his 6-month evaluation and completed all his requirements.

Meter Read

Our meter reading process is becoming more streamlined. We initiated the installation of registers and endpoints in November and anticipate an even smoother process in the upcoming cycle.

Contractor Collaboration
We have engaged new contractors to obtain quotes for future repairs and paving projects.

Organization and Maintenance
Significant efforts are being made to organize and clean our shop, yard, and staff office. We are developing a plan to create material bays for different materials in the yard, optimizing our large space for better organization and winter weatherization.

Leak Management
We have encountered a substantial number of leaks, some related to the fire on Lassen Ave. The fire creates a water hammer when water is drawn from hydrants too quickly, resulting in numerous leaks on Lassen.

Backflow Testing
We will commence backflow testing and expect to complete it within the next week. Additionally, we are becoming more acquainted with the new cross-connection laws that will soon be implemented and are networking with others to gather insights and ideas.

Training and Development
Our team has participated in training sessions with JPIA and conducted in-house training this November. We are working on Job Hazard Analysis and involving all employees to generate new ideas for a safer workplace assessment.

CLEAR CREEK
Community Services District
5880 Oak Street, Anderson, CA 96007
Phone: (530) 357-2121

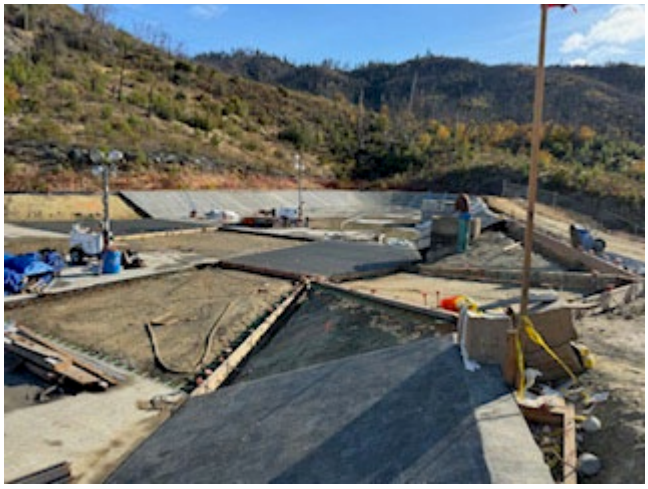
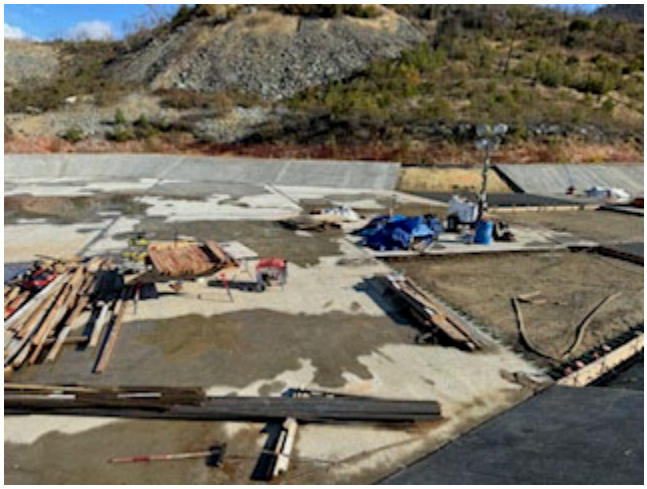
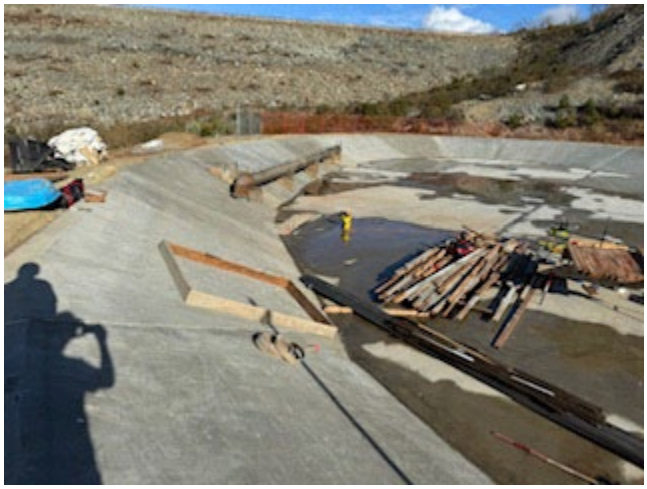
MEMO

Date: November 20th 2024

To: Board of Directors

From: Chief Plant Operator: Bill Palmaymesa & Distribution Field Supervisor: Morgan Rau
General Manager Paul Kelley & Administrative Assistant Amity Valdez

Re: **8 –** Operation Report – Continued – Pictures of Pond 3 Liner Project

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MEMO

Date: November 20th 2024

To: Board of Directors

From: General Manager – Paul Kelley

Re: **9 –** Standing Committee Report

Report: From members of the Committees listed:

Note:

9.a – Agriculture –

9.b – Finance – Met February 14th and report during 6.d

9.c – Planning / Steering –