



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

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

General Manager: Paul Kelley

REGULAR MEETING: July 19th 2023 at 6:00PM: District Office Board Room

AGENDA

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

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

5. CONSENT AGENDA (Action)

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

- a. Minutes from Regular Meeting: 4-19-23, 5-17-23
- b. Paid Bills: 6/12/23 – 7/14/23
- c. Payroll: 6-22-23, 7-6-23
- d. Activity Reports: June 2023

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

- a. **O.B.** - USBR Account Reconciliation (Discussion)
- b. Shasta County Grand Jury Report on CCCSD Response Letter (Discussion/Action)
- c. Accept Director Irwin Fust Resignation, Public Notice of Vacancy and Open applications for Vacant Directors seat.
- d. New Customer Billing Software agreement - CUSI (Discussion/Action)
- e. Committee Assignments – (Discussion/Action)
- f. Administrative Policy – (Discussion/Action)
- g. LAFCO Special District Member Vacancy and Nomination – (Discussion/Action)

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7. GENERAL MANAGERS REPORT

8. OPERATIONS REPORT

9. STANDING COMMITTEE REPORT –

- a. Finance
- b. Personnel
- c. Agriculture
- d. Planning/Steering

10. BOARD MEMBER ITEMS

11. CLOSED SESSION ANNOUNCEMENT: - None This Meeting

12. ADJOURN THE MEETING

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MEMO

Date: July 19th 2023
To: Board of Directors
From: General Manager – Paul Kelley
Re: 5 – Consent Agenda (Action)

Discussion:

5.a – Minutes of The Regular Meeting: 4-19-23 and 5-17-23

5.b – List of bills paid – from QuickBooks 6/15/23 – 6/30/23 & 7/1/23 – 7/15/23

5.c – Payroll since last meeting: 6-22-23, 7-6-23

5.d – Activity report – June 2023

Recommendation:

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



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Board of Directors: Beverly Fickes - Chair,
Vacant, Vice Chair
Directors – Irwin Fust, Terry Lincoln, Scott McVay

General Manager: Paul Kelley

REGULAR MEETING: April 19th 2023 at 6:00PM: District Office Board Room

MINUTES

- 1. CALL TO ORDER – By Chair Fickes @ 6pm**
- 2. PLEDGE OF ALLEGIANCE- led by Chair Fickes**
- 3. ROLL CALL- Chair Beverly Fickes, Director Terry Lincoln, Director Scott McVay, Director Irwin Fust, General Manager Paul Kelley, and Administrative Assistant Kayla Faulks.**

Director Lincoln requested that the review of the applications for appointment of the Director be moved up. He mentioned that in the past it has always been the first thing on the agenda. General Manager Paul Kelley said that looking in the past, he had seen the reviewing of applications and appointments had always been the first item of new business. And that is why it's on there for this agenda. He continued to explain the selection of chair and vice chair should always be under roll call, but it didn't have to be this time. He said it was at the discretion of the Board to decide. Chair Fickes asked Director Lincoln if he would like to move the selection of Vice Chair after the applications of appointments are reviewed in item 6B. Director Lincoln responded saying that he thought the applications should be reviewed first before anything else. It was then decided that they would allow open time for public comment then after public comment review the applications for appointment and select the Vice Chair. Jumped down to item 6b.

- a. Selection of Vice Chair- Director Fust motioned to nominate Director Lincoln. Director Beaver 2nd his motion. Motion carried with 5-0 vote.**
- 4. OPEN TIME/PUBLIC COMMENT:** Community Member Sandy Winters announced Fire Wise Meeting scheduled for April 27th at 6pm. She announced they will be having a public speaker, Aaron Hathaway from Cal-Fire. Community Member Dennis Possehn discussed that Trinity Lake is down because they are letting more and more water out into the river for the salmon. He mentioned that even though there is plenty of water this year there is still a

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concern of being dryer than normal next year. Chair Fickes requested that Paul ask for Don Bader or someone from his team to please come to a meeting and talk to the community about Trinity River levels being so high and the level of Trinity Lake being so low. Community Member Emily Rankin wanted to publicly thank General Manager Paul Kelley for all his hard work and endeavors, he continues to keep right on shoveling through the piles and finding issues and resolutions to the problem and set everything in order. She also thanked the staff.

5. CONSENT AGENDA (Action)

- a. Minutes from Board: 3-8-23 – Special Meeting. Committee: 3-1-23 - Planning/Steering
 - i. Director Fust requested that the spelling of Wogoman be corrected.
 - ii. General Manager Paul Kelley mentioned that the March 15th Regular meeting minutes were not quite finished yet since it was a fairly long meeting and there was a lot going on, so they are almost finished up. He also mentioned that at the March 8th special meeting Dennis Possehn came and spoke about the Fire Safe Council grant applications. He reported that the letters had been done and Dennis picked them up, so all was accomplished at that meeting.
 - iii. General Manager Paul Kelley asked that when approving, it needs to be approve as amended.
 - iv. Director Lincoln requested that in the 3/1/2023 planning and steering minutes it be changed to say “worked with the Tribes” not “worked for the Tribes.”
- b. Paid Bills: 3/11/23 – 4/13/23
 - i. Chair Fickes explained that she no longer has a conflict with Reese, Smally & Wiseman so she will be able to vote on the paid bills in full going forward.
 - ii. General Manager Paul Kelley mentioned that in the paid bills there is a WIIN Act payment that was made. As well as the tax and fee administration payment of \$20,000 which is the water rights fee. He mentioned that payment is different then the drinking water fee which is based on number of connections. He continued to explain that it will be identified differently so that the two can be differentiated in the budget. General Manager Paul Kelley clarified that the NTU are the chemicals and coagulants for the treatment plant. Director Beaver asked what the leasing of the Quadiant equipment charge was. General Manager Paul Kelley answered that it was the folding & stuffing machine, and the postage machine. He continued to explain that it was combined with the lease and the postage cost. He mentioned that he was looking into a mail house and he is comparing our current costs for the time the staff work on the whole billing process, the lease costs, and postage.
- c. Payroll: 3-16-23, 3-30-23- no comment.
- d. Activity Reports: January – March 2023
 - i. Director Fust mentioned that he really appreciated the activity reports and liked that the line items were broken out the way they were.

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Director Fust made a motion to approve the Consent Agenda Items with corrections to meeting minutes. Director McVay 2nd his motion. Motion carried with a 5-0 vote.

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

- a. **O.B. - USBR Account Reconciliation (Discussion)**
 - i. General Manager Paul Kelley reported that he is still in conversation with the Bureau, but they have not given us anything more definitive.
 - ii. General Manager Paul Kelley mentioned that he would ask if someone from the Bureau would come to the next meeting to answer any questions the public has.
- b. **Review Applications Director / Appoint Director (Discussion/Action)**
 - i. Chair Fickes asked if one of the applicants, Dwayne was in the audience. And noted that the application clearly states that the applicant must be present to be considered. Dwayne was not in the audience so there was one application to review. General Manager Paul Kelley addressed that under the Government Code of 1680 it states that the District has 60 days to appoint someone for the vacant position. He continued to explain that the vacant position was posted in public locations around the community as well as on the District's website. And to be compliant with the government code, there are applications to review. He also mentioned that the oath of office and affidavits are ready. So once the selection has been made, there will be a pause, the Chair will administer the oath, sign the document, and then the appointed director can be seated. Chair Fickes asked Applicant Pam Beaver to go to the podium and introduce herself and explain what her goals are for the District. Applicant Pam Beaver introduced herself stating that her legal name is Patricia Beaver. She continued to explain that she had been involved in the Volunteer Committee for about 2.5 years to help try to get the rates in order so that they weren't increased drastically as well as see what some of the problems were within the District and see how they could be fixed. She said that she was a retired nurse and was a previous consultant who had 12 facilities underneath her in which she hired and trained nurses. Applicant Pam Beaver explained that she had also been in other leadership roles. She mentioned that she has lived out in Happy Valley for 35 years and acknowledged that there is a problem that needs to be fixed. Chair Fickes then asked the other Directors if they had any questions for Applicant Pam Beaver. Director McVay asked Applicant Pam what she saw herself bringing to the Board. Applicant Pam Beaver responded saying that one of the things that drives her crazy is talk about something and not taking action. She will expect action. She added that another thing she will bring to the Board is the desire to make the District better. She mentioned that she has done lots of accounting work and she was familiar with that. Chair Fickes commented that everyone at the meeting she thinks is aware that for the last 2.5 years Applicant Pam Beaver

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has been a part of investigating and checking things out so it is not like she would be coming to the Board “cold”. And that she already has a lot of information of what’s been going on and what’s happening, so that is very much appreciated. She then asked if anyone else had questions for the Applicant. Director McVay asked if there was any particular thing that she would like to tackle if she was selected to be on the Board. Applicant Pam Beaver responded saying that she agreed with Community Member Dennis Possehn that she would like to see the agricultural rate become more feasible so that they were not getting rid of all the people in the community who do agriculture. Chair Fickes mentioned that unfortunately the rate has to be charged, and you can’t subsidize, but it didn’t mean that they can’t look at all avenues and figure out how to adjust it. Chair Fickes said the interview process was closed and asked if there was anyone in the public that had any questions for the applicant. There were none.

- ii. Director Fust made the motion to nominate Applicant Pam Beaver as the appointed Director. Director Lincoln 2nd his motion. Motion carried with a 4-0 vote.
- iii. Chair Fickes asked appointed Director Pam Beaver to raise her right hand and repeat after her.
 1. Chair Fickes: “I, state your name.”
 2. Director Beaver: “I, Pam Beaver.”
 3. Chair Fickes: “Do solemnly swear and affirm.”
 4. Director Beaver: “Do solemnly swear and affirm.”
 5. Chair Fickes: “that I will support and defend the Constitution of the United States.”
 6. Director Beaver: “that I will support and defend the Constitution of the United States.”
 7. Chair Fickes: “And the Constitution of the State of California.”
 8. Director Beaver: “And the Constitution of the State of California.”
 9. Chair Fickes: “against all enemies, foreign and domestic.”
 10. Director Beaver: “against all enemies, foreign and domestic.”
 11. Chair Fickes: “that I will bear true faith and allegiance.”
 12. Director Beaver: “that I will bear true faith and allegiance.”
 13. Chair Fickes: “to the Constitution of the United States.”
 14. Director Beaver: “to the Constitution of the United States.”
 15. Chair Fickes: “and the Constitution of the State of California.”
 16. Director Beaver: “and the Constitution of the State of California.”
 17. Chair Fickes: “that I take this obligation freely.”
 18. Director Beaver: “that I take this obligation freely.”
 19. Chair Fickes: “Without any mental reservation or purpose of evasion.”

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- 20. Director Beaver: "Without any mental reservation or purpose of evasion."
 - 21. Chair Fickes: "and that I will well and faithfully discharge the duties of office upon which I'm about to enter."
 - 22. Director Beaver: "and that I will well and faithfully discharge the duties of office upon which I'm about to enter."
 - iv. General Manager Paul Kelley asked Director Beaver and Chair Fickes to sign the oath of office.
 - v. Moved back up to item 3a.
- c. Ordinance 2023-06 – To Rescind Ordinance 2023-04 Stage II Water Shortage Ordinance (Discussion/Action)- The Bureau increased the allocation to 100% M&I and 80% irrigation.
- i. General Manager Paul Kelley mentioned that in conversations with the Bureau, they confirmed that the Bureau, when they go to 100% of M and I and over 75% of irrigation, they consider that an unconstrained year. So, this year our M&I usage will now be used as its three-year rolling calculation for a future historical municipal M&I average. That means we want people to use as much M&I water as they can possibly afford. He suggested that the District just go completely 100%, no alert stage, no restrictions and drop the drought. General Manager Paul Kelley explained that this new ordinance will rescind that and removes all restrictions and ending the water shortage all at your March 15th meeting. With the new ordinance we move from the blended drought rate to Domestic rate at \$0.72 and Ag rate at \$0.71.
 - ii. Community Member Sandy Winters mentioned the Ag Rate being \$0.71/HCF is still pretty expensive and it is going to be hard to keep her pasture green. She expressed that buying bales of hay is becoming expensive. Director McVay told her to see him later and that he may know of an opportunity to help her out with that.
 - iii. Community Member Kaitlin Patrick asked if we sold some of the Bureau water to Orland/Artois, does that count as using the water for future years. General Manager Paul Kelley responded saying yes, but it would be under irrigation use. Chair Fickes then explained what makes up the \$0.71/HCF. \$0.56/HCF gets the water to everybody's door and then on top of that is the water purchase, so that is what makes up that \$0.71/HCF.
- Director McVay made motion to approve Ordinance 2023-06 as amended.**
Director Beaver 2nd the motion. Motion carried with a 5-0 vote.
- d. Quarterly (9 month) Actual/Budget Review & Budget Adjustment (Discussion / Action)
- i. General Manager Paul Kelley mentioned that prior to the Bookkeeper Accountant coming on board in November the District started using

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Quickbooks on July 1, 2022 just to make payments and pay payables. Chart of accounts were not set up until after the Bookkeeper Accountant was hired. He explained that she has been getting those set up the past few months and making the chart of accounts as detailed as possible. Director McVay asked to make sure that on page 2 distribution Cloverdale, Clear Creek Booster, AT&T utilities, safety equipment, and things that he didn't think we're putting into the budget that he would like to see those move over and have a budget line for those items. General Manager Paul Kelley responded saying he will make sure the utilities get added in the Distribution and transmission section of the old budget. Director McVay then asked on page 3, regulatory fees, the water fee is based on the number of meters, so he wanted to know if that number is based off of 2,710 if we really only have 2577 customer accounts. He asked if we were overpaying and if it is per meter, how many customers have 1 meter or multiple units and are paying double base rates. General Manager Paul Kelley said that is something they will need to follow up on because it is based on whatever the District had given them in the past. Chair Fickes pointed out that during the Finance Committee Meeting, the Bookkeeper Accountant mentioned that, for example, the state loan repayment charges have cents even though we charge \$1.00 and that was because there is a problem with the Freys system where if you have a customer that doesn't pay their entire billed amount the Frey system would allocate the payment amount evenly rather than prioritizing the designated revenue accounts. General Manager Paul Kelley said he appreciated the Chair bringing that up because it is an issue that needed to be talked about as it relates to customer accounts and management.

- ii. On the budget amendments section, General Manager Paul Kelley pointed out that it appeared to have been approved at a negative \$30,000 as something was missed in the Excel spreadsheet. He made a few recommendations to modify the adopted 2022-2023 budget. He mentioned that the current actuals are about 87% behind for 9 months. General Manager Paul Kelley stated that the staff checked FREY's customer database system and found that there are 2577 accounts at the full base rate, and 122 accounts at the \$10.81 rate with 11 accounts that are not used. His recommendation made to the Board is to use the more accurate number of accounts at the base rate and 85% collect and amend the Base Rate sales to \$1,475,000. Instead of the 2,710 when they created the budget. Another item needing to be adjusted is the Water Sales. He explained it was drastically underestimated for quantity of water that was to be sold in the fiscal year. The adopted Water sales were at the "drought rate of \$1.04/HCF 85% collect". As can be seen on the 9 month the water sales revenue is behind budget, and we show Ag sales – since ag customers in the system get drought rate charges for water usage and their account is flagged as Ag – even though the water was mostly McConnell and wells. He continued to

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explain that this number needed to be adjusted down – based on actuals, and projected water sales the last quarter of this fiscal year at a normal water usage rate (not drought rate). This number also appeared to have been calculated based on the District selling/delivering to its customers almost 2900af for the fiscal year. It is projected more like 1700af in total will be sold this fiscal year. The District has been at zero allocation for 8 months of this fiscal year, and purchasing McConnell water or using wells with conservation measures and the it's more likely the District will sell/deliver 65% of that projected number. General Manager Paul Kelley explained that the District will sell more water in the spring months, but a realistic adjustment is warranted. His recommendation was that since the system has some Ag water sales – move some budgeted revenue to that location and reduce the water sales amount. Some Expense amendments he recommended were the following: To increase the water purchase budget by \$50,000, this is primarily to cover the cost of water in the April – June months. Also set the WIIN payments line item at \$250,000 – the total to be paid in this fiscal year. The original budget did not contemplate purchase of Bureau water for the last 4 months of this fiscal year and underestimated the WIIN act payments. He also recommended increasing the Distribution O&M expenses by \$35,000 since they are running higher than budget due to leaks in the summer and fall of 2022 as well as general materials cost increases. General Manager Paul Kelley mentioned that his wage will be significantly less for the 8 months in the fiscal year so he recommended moving \$15,000 of that into places where needed such as professional and actuarial to deal with OPEB and HR Services. And for retiree medical he suggested to reduce by \$25,000. The first 9 months of actual is known, the next three months of actual is known and based on that – the actual fiscal year amount will be just under \$110,000. He then opened the conversation up for questions and comments from the Board and Public. Community Member Sandy Winters thanked him for his very detailed explanation of the budget and she said she didn't think they have ever gotten that great of an explanation before. Director Fust thanked the Finance Committee and the General Manager for all the work done on the budget. Chair Fickes asked if nothing was being put into reserves. General Manager Paul Kelley said that she was correct, but it is something that needs to be fixed. He mentioned that the net position the District is in should be put in reserves and that is what your supposed to do when you do future amendments. There was some discussion about the WIIN Act and how it is being paid. General Manager Paul Kelley said that whatever is decided on the WIIN ACT needed to be acknowledged by the Board in a public setting that the District has been borrowing against the operating cost to pay off the WIIN Act and that borrowing needs to move forward to getting paid back but that is going

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to take 15 years so he wanted it on the record so that future Board members know what is going on.

Director McVay made a motion to adopt the adjustments to the budget to bring it more in line with actions. Director Fust 2nd the motion. Motion carried with a 5-0 vote.

- iii. General Manager Paul Kelley mentioned in the above “Budget Revenue” discussion there are some items that Staff would like to highlight and receive input: there are not 2710 Accounts at the full Base rate – Future budgets and rate making actions should take into account this factor. The number fluctuates during the year, but not up to the 2710 number. It appears there are 80% of the customers paying monthly. He mentioned some thoughts on this. The Staff needs better software to track this, reach out to those who are late paying, the accounts need to have a “finance” fee charged (other districts have fees like this), there needs to be a process of when a customer is more than 60 days late, and lockout procedures are started. Delinquent accounts – district volunteer in the past was effective in setting up payment plans, discussing payment methods etc. this needs attention as well – either by staff or volunteers – with procedures etc. The district needs to make sure that at some point an account is converted to a lien on a property. He suggested making the new Account Clerk full-time to give her time to focus on delinquent accounts as part of her tasks. Director Beaver asked what the cost of a new program would be and what are the obligations to Frey if there were any. General Manager Paul Kelley explained that we currently have an annual licensing fee somewhere around \$9k-\$10k. New systems we are looking have \$10k a year fee as well and some charge you an “x” amount per customer account so it would have to be calculated. Director McVay asked if whatever software we choose to go with, can the data be integrated from Cubic without having to manually input everything in the customer’s accounts. General Manager Paul Kelley explained that there is a conversion cost associated with the new systems which covers the preservation of data and converts it over. Director McVay addressed the Chair asking if they as a board can give the General Manager direction to look into and present to the Board, possibly at the May meeting, some options for the board to discuss and potentially select a new software. Chair Fickes said that yes, he is already directed to investigate and maybe report at the May meeting.

e. Boil Water Advisory of March 10-21 (Discussion/Action)

- i. General Manager Paul Kelley reported on the Boil Water Advisory of March 10th-21st. On March 9th the Whiskeytown lake area received over 10 inches of snow. There was a power outage late afternoon / early evening and then a power surge that caused a valve to open up, releasing untreated water into the Muletown Conduit. Treatment Staff responded, stopped the water flowing into

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the system, and was able to dump most of the water to be run through the treatments system at a later date. The heavy snow reduced the amount of time that Operators were able to be onsite at the WTP. Centerville relies on the IMG Tank and the Conduit for storage. Operators did not have enough time to drain the Conduit and Tank before Centerville CSD needed water. The Operators did not want to risk depressurizing parts of Centerville CSD. The Muletown Conduit has 8.4 miles of 45" and 42" pipe between the WTP and the Clear Creek CSD tanks. He continued his explanation that 100,000 gallons was the estimated amount of untreated water that entered the Conduit. The State's Division of Drinking Water (DDW) and Centerville CSD were notified. It was determined that on March 10th to issue a Boil Water Advisory (BWA) and issued it for both Clear Creek CSD and Centerville CSD that afternoon. Untreated water was trapped in the Conduit and IMG Tank close to the WTP until March 10th. The water took several days to enter the Clear Creek CSD system. The District used it's alert system, posted on the website, and posted paper copies at the local community stores/posting locations. The call service and media were notified. District staff worked diligently with the State Water staff to develop a protocol for rescinding the BWA, and tracked the water through the system with the State for eventual lifting of the BWA. Staff met after the BWA was lifted to discuss ways for the District to handle this event better and to have this item for the Boards discussion and input at the April meeting. He mentioned some of the suggestions from the staff were portable light up signs, contacting Shasta OES and see if they can help get the word out, mail postcards to all customers in the database, and better messaging to the Board and the employees so they know what to say to get the word out. General Manager Paul Kelley asked for suggestions and feedback from the Board and the public on how the District can do better for communicating these types of things. Community Member Sandy Winters suggested that the District use the reader board at the school. She mentioned it is pretty successful for FireWise to use and get the word out when needed. She added that it doesn't cost anything to have a message posted on their reader board. Community Member Emily Rankin also mentioned that the Community Center also has a message board, even though it is hard to get anything posted on it, it is worth a shot to inquire about. Kaitlin Patrick suggested the tripod message signs and put them in main locations and entries to the District which would be more cost-effective than renting a scrolling sign. Director Fust added to the conversation saying that the problem is we don't have enough people signed up for the alert system. He stated we need to try to get more people to sign up. He suggested a separate letter printed on a bright colored paper to insert with the next bill to help improve the amount of people signed up for alerts. Chair Fickes mentioned that one thing that she felt was unacceptable is being on the Boil Water

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Advisory for over a week. She asked how the state could even order the advisory for so long. She requested that we look into how the state got involved in communication because it was their decision to set the Boil Water Advisory and there was very little water that was actually contaminated/raw water. General Manager Paul Kelley mentioned that he agreed it didn't help us nor the State to spend multiple days talking about what the criteria and protocols would be for lifting the boil water advisory. He said that Bill kept in communication with them about testing and what would suffice for them to lift it. He also mentioned that part of the reason it took so long is because it happened in March which is when customers are not using that much water, so it took quite a while to get through the system. General Manager Paul Kelley said that one of the things that was talked to the state about was, if we were to open up hydrants at the end of our system and flush out the lines would that have sped up the process and would we have been able to lift the advisory sooner. He said an answer had not been given yet. Community Member Kaitlin Patrick asked how much water was needing to get through the system. General Manager Paul Kelley responded saying there were about 100,000 gallons. Chair Fickes thanked the staff for coming up with ideas on how to communicate an event such as this one in the future.

f. LAFCO MSR Draft Review (Discussion/Action)

- i. General Manager Paul Kelley asked that the Board review the LAFCO MSR draft that we received from LAFCO for our District. He said this was for the Board take a look at and get their edits to him so he can make the updates and have a final draft sent to them to approve at their June meeting. He asked that they review the introduction and history section, the rates section, the staff list, the sphere of influence, also the paragraph where it says we are not a disadvantaged community. Director Fust listed out the items he felt needed to be edited. He suggested the number of customers be changed from 2,710 to 2,577 because it turns out we don't have 2,710 customers. Chair Fickes added that the number should include the \$10.81 accounts as well. So, it would be more than the 2,577 accounts that are active with base rates. Director McVay added that we need to account for the trailer parks too. Director Fust said that on page 6 where it talked about other service providers, it needed to mention Happy Valley Fire Protection District and Happy Valley School District because they do provide services to our District. General Manager Paul Kelley mentioned he would communicate that to LAFCO. Director Fust asked why, on page 10, under water services it indicates that the District's water allotment through the US Bureau of Reclamation, Central Valley Project and "exchange water". He asked what "exchange water" meant. General Manager Paul Kelley said he was not sure, but there are exchange water contractors, but didn't think that applied to our District. Director Fust also stated it would be advantageous

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to mention that we have 3 wells for emergency usage to be consistent with other sections of the document. He also mentioned that the section that talked about a 350,000-gallon tank was constructed in the South District Well Field is inaccurate information. The tank is at the Pump Station, not the Well Fields. General Manager Paul Kelley said he would mark that section and get it corrected. Director Fust asked that the number of customer accounts be consistent and where it says the District serves 2,200 and 2,365 customers it should be 2,699. Director Fust also requested that the section where it says the District gets 15,300 acre feet of water from the US Bureau of Reclamation, it needs to say "by contract" we get 15,300 acre feet of water from the US Bureau of Reclamation. Chair Fickes added that where it talks about demand in that same section it said that the amount of delivered and billed in 2022 was 1,800 acre feet, but that wasn't Bureau water as we did not get any Bureau water in 2022. Director Fust agreed it was a little deceiving and suggested that it mention that it consisted of McConnell purchased water from The McConnell Foundation and well water. Chair Fickes agreed. Director McVay suggested that it just say that it "consisted of purchased water from outside entities and well water". Director Fust said that on page 11, under the rates it talked about the \$7.55 is for Filtration Plant Repayment to all active and inactive service including each additional unit. The rate also applies to hydrant meter installations, and the backwash recycle project fee of \$0.38 WILL be billed. He said to change "will" to "is" because it is billed. General Manager Paul Kelley said he would get that corrected and also in the section about the WIIN Act Reserve as well. Director Fust continued to provide edits for page 11, as there was a table with rates that did not apply to us at all. General Manager Paul Kelley said that he had it highlighted already as he didn't understand it. He suggested it was maybe something that was given to them in the past. Director Fust suggested that it was left in there from some other District's draft. Chair Fickes mentioned she did not like the part that talked about the environmental assessment saying that our public health and safety water supply is 3,000. Director Fust suggested that it be changed to say "the M&I water shortage policy, environmental assessment identifies Clear Creek Community Services District public health and safety water supply as 3000 acre feet and the District's total allocation of 8000 acre feet per year subject to the Bureau of Reclamation shortage policy. Chair Fickes agreed with that change. Director Fust asked that the 21-22 audit be mentioned in the financial overview as that is where the water sales number and other asset amounts come from. He mentioned that some of the numbers mentioned had to have been carried over from another District audit because the figures looked smaller. On page 15, he asked that Chuck Jones' name be removed and changed to Terry Lincoln for Vice Chair, and add Pam Beaver to the list of Directors. Chair Fickes expressed concerns with the paragraph on page 15 that

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mentioned the District maintains various reserves consistent with the reserve policy. She said that we strive to but we are not currently doing that. She also requested that the executive committee be removed from the standing committee section as we no longer have that committee. Director Fickes asked for clarification on if Bill and Roberto were in charge of the hiring in their departments with the approval of the General Manager. She didn't think it stated anywhere that was the practice and it should say that the General Manager is in charge of hiring all of the staff. General Manager Paul Kelley said he would modify that to say that they interview and they make recommendations to hire. On page 16, Director Fust said it needed to mention the Happy Valley Fire Department because they are the ones who provide fire protection services to our area. On page 19, for the sphere of influence it was recommended to remove the overlap with City of Anderson.

- ii. General Manager Paul Kelley mentioned that he planned to gather all of their feedback and make the edits to the draft as well as request something from George at LAFCO and bring the updated version back to the May meeting.
- iii. **A 5 minute break was taken at 9pm.**

7. GENERAL MANAGERS REPORT

- a. General Manager Paul Kelley reported that the enhanced water supply from McConnell, at a zero rate was effectively at \$187.00/acre foot. He said that we've already talked a lot about the boil water advisories earlier in the meeting. He mentioned that he has already talked about the WIIN Act costs and receiving the letter from the Bureau on our allocation. General Manager Paul Kelley reported that in the last month we have, as per the MOU, posted the vacancy of our T3D3 which is our one combined position. Our D3 put in a letter of interest, and we have promoted our D3, Chad to that position. We've also instead of recruiting for backfilling with another D3, we're recruiting for the backfill with the D1 or D2. So, we have somebody coming in that has some place to grow. We also recruited for our treatment operator T3. That's been a vacant position for quite some time. Additionally, on his report, a quick little update on our grants. Pace and others are starting to work on our emergency electrical SCADA repairs for the wells. The one that was brought before the Board in January and then again in February. He said he received a note from the state that said they knew that their signature is due on the funding agreement. And that it's still sitting in the management process. He explained that it will get signed, but our biggest challenge is the lag time if we pay Pace for some of the work they've done, we're not going to get reimbursed until that comes in. He also reported on the Backwash Ponds project and how it is moving along after the State was sent more information about a needed document from the District's Attorney. He planned to coordinate a meeting the following week. General Manager Paul Kelley stated that we're still working with our IT company on some of the other issues that the office is dealing with, primarily, internet service. He thanked Emily, our Volunteer for all her hard work getting more stuff filed and in binders. He mentioned that at the end of this public meeting there will be a closed session held for his 6-month evaluation that was called for in his employment agreement.

8. OPERATIONS REPORT

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- a. General Manager Paul Kelley mentioned the snapshot of the aging accounts and that we no longer have a report for penalties as the penalties went away with the new ordinance. He explained that Bill reported to him that there was 57af of surface water in March. He continued that was a low number and partially due to the unusual weather. He said that included in the packet was a copy of the completed but not yet ready for publication, 2022 Consumer Confidence Report. He mentioned that it will soon be posted on the website as well as being inserted in with the monthly billing statement. Chair Fickes questioned if it should say the General Manager instead of Bill to contact with any questions or concerns about the drinking water. General Manager Paul Kelley responded saying that it could be both him and Bill. He then reported on the Distribution items from Roberto. He mentioned that there was an isolation valve replacement that was taking place on Olinda so that the whole District didn't have to be shutdown if there was a line break. They had ran into issues getting to that valve to replace because it was completely encased in concrete so Axner came in and had to break it all up and once they got down there they had the wrong size fittings. He continued to explain that was why it is just sitting there covered with a steel plate. General Manager Paul Kelley reported that there was a new field crew member brought on, his name is Seth Allison.

9. STANDING COMMITTEE REPORT –

- a. Finance- Director McVay reported that there was a Finance Committee meeting on the 12th, and they went through the profit and loss, budget vs actuals, and the July 1 through March 31 budget review. He thanked the staff for the work done to create a little more transparency. He reported there was some discussion on potential water sales and what the cost would be for the transfer. He continued to report that they discussed the WIIN Act and where the District was with that and how much balance was left on it. He mentioned they discussed the potential to bring to the full board the idea of getting a loan to pay it all off.
- b. Personnel- nothing reported.
- c. Agriculture- nothing reported.
- d. Planning/Steering- General Manager Paul Kelley mentioned that there is a Planning and Steering Committee meeting is scheduled for May 3rd at 6pm. He said that a draft of the admin policies will be brought to that meeting.

10. BOARD MEMBER ITEMS

- a. Director Lincoln asked if the committee meetings can be changed to actual full board meetings until stuff gets resolved quicker and all members can be involved. General Manager Paul Kelley responded saying if they all wanted to attend, they can, but it would be considered a special meeting and no decision would be made at that meeting.

Meeting closed to go into closed session at 9:41 pm

11. CLOSED SESSION ANNOUNCEMENT:

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

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

12. ADJOURN THE MEETING- Closed session adjourned at 10:55pm

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

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

General Manager: Paul Kelley

REGULAR MEETING: May 17th 2023 at 6:00PM: District Office Board Room

MINUTES

- 1. CALL TO ORDER-** By Chair Fickes at 6pm
- 2. PLEDGE OF ALLEGIANCE-** Led by Director Fust
- 3. ROLL CALL-** Director Lincoln, Director McVay, Director Beaver, Director Fust, Chair Fickes, General Manager Paul Kelley, Bookkeeper Accountant Melissa Tenney, and Administrative Assistant Kayla Faulks.
- 4. OPEN TIME/PUBLIC COMMENT:** Community Member Sandy Winters announced that Fire Wise was accredited thanks to the work of Dennis, Linda, and Debbie. She also announced that the next meeting will be a week from Thursday at the Community Center at 6pm. She also wanted to inquire about a check for \$78,000 for a used dump truck that was brought in to Skips office to be signed while she was in there. She stated she was unsure if they ever actually paid for it with that check or with a grant. She mentioned it would be interesting to find out what happened with that check. Director McVay added that the reason he wanted her to bring this up is because the RCAC loan was to go out to get a truck and a trailer, so if the check was cut, he would like to know where it went. Bookkeeper Accountant Melissa Tenney asked Sandy to clarify a timeframe in which she thinks this incident had occurred so she could look further into it to see what she could find in regard to that check. Community Member Sandy Winters responded saying that she was not completely sure, but it was some time in 2021 she thought. Chair Fickes corrected her saying it was in 2020.
- 5. CONSENT AGENDA** (Action)
 - a. Minutes from Board: 3-15-23– Regular Meetings
 - i. Director McVay asked for corrections to item 9 line 2, change “him” to “he”. Director Fust questioned substances mentioned in the open time where Joanne was asking about testing for a specific substance. General Manager Paul Kelley said it was supposed to be Perchlorate (PFAS) and we would fix the spelling. Director Fust also said there was a correction in the ordinance 2023-05 it should say “it” included a drought rate. Chair Fickes mentioned a few

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other minor corrections but said she would bring her notes in on a few grammar corrections that were minor.

b. Paid Bills: 4/15/23 – 5/12/23

- i. Director McVay said that he would like to discuss and give direction to the General Manager and staff to have copies of the invoices/bills left out for the public and Board to look at if needed to provide more transparency because the details are on the invoices, not the list of company names and the total amounts. General Manager Paul Kelley mentioned that those hard copies are available to the check signers as they are signing the checks, but yes, copies can be made available to those that are interested in seeing them. Community Member Emily Rankin suggested that little flags be given to the check signers and if their questions don't get answered at the time of signing checks, they can mark them with a flag and the staff and General Manager will know that they had questions about those items. Director McVay said he would like that idea. Director Lincoln asked who Harold Beck & Sons was for. Director McVay mentioned it was where the actuators for the treatment plant were bought from. Chair Fickes asked about the \$7,500 to the Shasta County Registrar for the election costs. General Manager Paul Kelley confirmed she was correct.

c. Payroll: 4-13-23, 4-27-23- no comments or concerns with the payroll.

d. Activity Reports: April 2023

- i. Director Fust had a question on the activity report for April, at the end, it said the payroll expenses, salary and wages. He asked if the \$59,500 included the taxes as well. Bookkeeper Accountant Melissa Tenney confirmed that it did. Director Fust pointed out that was why there's a difference between the payroll \$42,000 total and the payroll in the activity reports. Chair Fickes questioned why the PG&E bills were not adding up. She said the total of the bills was not adding up to the check register. General Manager Paul Kelley said that the check registers have checks from April and May, not just April. Chair Fickes also asked about the vehicle maintenance and expense on the 2019 RAM Truck and what the \$500 expense was. General Manager Paul Kelley responded saying that it was tires. Director McVay asked if we can do something about the \$800-\$900/month for the AT&T bill. He wants to see if there is something that can be done about the bill and being a disadvantaged community until the SCADA repairs are completed and that bill goes away. General Manager Paul Kelley said that we will contact them and see what can be done. Chair Fickes asked about the \$1,298 in safety equipment was for. The Bookkeeper Accountant responded saying it was for the new hip waders, safety vests, boots, hard hats, and gloves.

Director Fust made the motion to approve the consent agenda items with amendments to the minutes. Director McVay 2nd the motion. Motion carried with a 5-0 vote.

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

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

- i. Don Bader from the Bureau of Reclamation attended the meeting to provide some information and answer a few questions. General Manager Paul Kelley introduced Don Bader and thanked him for coming to give a little update on what's been happening

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with this water year and answer some questions. He reported that he went to the Trinity County Board of Supervisors meeting and explained why the Trinity Reservoir is still less than half full. He and Mike Dixon, the Executive Director of the Trinity Restoration Program explained the Trinity Reservoir's in-flow is 1.1 million acre feet so it does not refill in a year like Shasta Reservoir and others do. He also explained that the purpose of the Trinity River Division Reclamation was not for flood control. Shasta was built for flood control through the Central Valley. Trinity was built to divert water to the CVP site. He continued that because of the 3 worsts year droughts on Trinity and followed by a dry winter this year is the reason for it still being low, especially this year. He also mentioned that Trinity is a big dam with a small drainage basin compared to other which is also why it is not full. Don Bader explained that the Districts allocation is predominately based on how full Shasta is. He added that it looks like the District will probably have 100% allocation for next year. Director Fust asked if he anticipated that Trinity would rise more this year. Don Bader responded saying yes, at the end of September, they're going to be about 50% full compared to last year they were about less than 30% full. Director McVay asked if Trinity was mainly filled by snowpack. Don Bader confirmed that 90% filled by snowpack. Director McVay also asked Don to explain why there are pulse flows coming down Clear Creek. Don Bader responded it was for the fish. Director McVay mentioned that it was part of the salmon restoration project, but having watched the pulse flows, it scours out the gravel beds where they might spawn and after pulse flows, we see dead salmon in the river. Don Bader explained that the pulse flow scours out all of the silt that is bad for spawning beds. Director McVay stated that from the community's standpoint on 3 pulse flows of 3000af each go past, and we were given 0 allocation, it was a bitter pill to swallow. Don Bader responded saying that yes, he has always advocated that as they do pulse flows out of Whiskeytown, they should subtract it out of Keswick, and he hasn't had much success with that. He said he totally agreed with what Director McVay said but there is still a biological opinion and its federal law. Director McVay had a question about the 256 irrigation customers and their M&I water usage which is not included in the allocation amount. He asked if there was a way of getting that put into the three-year average so that we can boost that up. Don Bader said he would like him to provide his data to Paul and he could find out because he didn't know how to answer that question. Director McVay also asked if any water we purchase through McConnell or other agencies should be added to that figure for that year. So, our allocation is 2265 acre feet. This year we purchased 500-acre feet and we were granted a gift of 168 acre feet. So, this year potentially M&I water being about 2930+ acre feet. So, if we were having to do a three-year average, he would hope to see that number boosted for us because when there is a drought, it would cut to 75%, 60%, or 50% we would be able to boost that number to where we can survive a little better. Don Bader responded saying that this

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question would also need to be given to Paul and he could get the information from someone who could answer the question. General Manager Paul Kelley added that he had already spoken to Jake about that, and he did say that it would be considered M&I water. Director McVay asked if Don knew any agencies south of the District that would be interested in a water transfer. Don Bader replied that would be a question for Jake, but TCC would be the best bet. Director Fust went back to the pulse flow subject and asked if the biological opinion was going to be updated soon and can public be involved in commenting on the matter. Don Bader answered saying that yes, the whole thing will be reconsidered later this year and public commenting could probably happen this summer. Chair Fickes asked if the District's water comes from Trinity Lake and into Whiskeytown then why does it matter if Shasta Lake is full. Don Bader responded saying that the District's allocation is based off Shasta's water storage even though the plumbing is coming from Trinity. General Manager Paul Kelley added that we are a Central Valley project contractor and yes, our water comes from the Trinity Division, but ultimately all the allocations are determined more as it relates to how much water is available to those who are south of the District such as Oroville and Orland for example. He continued to explain that we are all a part of the same pool. Chair Fickes stated that she listened in on the TMC meeting last month and they talked about an advisory committee made-up of 10 different areas and it's not formed yet, and she wanted to know how to go about getting a seat at that table since we get our water from Trinity Lake. Don Bader responded saying that he would take to his restoration team in Weaverville and let them know this group is interested in being involved in that advisory committee. Chair Fickes asked why in the past have we always been a 3 year average of ag but this year is different. General Manager Paul answered that this year was a little different because normally if we hadn't had all those storms, it would be historic M&I and historic Ag, 3-year average. Chair Fickes opened up the opportunity for the community to ask questions. Community Member Dennis Possehn mentioned that in his opinion the reason they were letting more water down the river is because the Trinity Management Council had a policy that when there was above average rainfall it was to be let out down the river. Don Bader agreed with Dennis and said he was right. He said that currently, regardless of the reservoir level the pulse flows still happen, He said he didn't necessarily agree with it, but that the federal law. He explained that it is going to change from a 5-year plan by next spring.

- ii. General Manager Paul Kelley reported no progress on the reconciliation side of things.

b. LAFCO MSR Draft Review (Discussion/Action)

- i. General Manager Paul Kelley reported that he made a significant number of changes to some items and also provided the board with a red line version to review. He suggested to the Board that they let him know if there is any questions or any other

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updates that he needs to do and then he would get it to LAFCO. He said he did confirm that the first version was from another water district which is why some information was completely wrong. Director McVay mentioned that he felt the numbers for water sales and others on page 14 were off because they were all the same numbers each year in the chart. General Manager Paul Kelley stated he found the budgets for 2019, 2020, and 2021 and all the numbers were the same, so that was why. Director McVay asked why actuals were not being used for the chart. General Manager Paul Kelley said that the chart called for budget numbers not actuals. Director Fust asked Paul to double-check the population number listed at 6,900 as he thought that the population was always recorded as 9,500. Director McVay agreed that the 6,900 seemed rather low and that he read somewhere that it was a little over 8,000. Director Fust suggested on page 6 that the paragraph about the Districts fire protection is serviced by CSA-1 be changed to say "Fire Protection services and emergency medical services are provided by the Happy Valley Fire Protection District boom. That higher the Happy Valley Fire Protection District operates 2 fire stations within the boundaries of CCSD, One on Farm Ave. And one on Cloverdale Rd. The outer areas and Soi areas that have been stolen, areas of this district are serviced by Shasta County Fire, CSA one. Happy Valley Fire Protection District has neutral and automatic aid agreements with Cal Fire, Shasta County Fire, CSA one and the Anderson Fire Protection District." Community Member Sarah asked that on page 19 the paragraph about no disadvantage communities are within the SOI. General Manager Paul Kelley clarified that the paragraph was referring to the area between our District boundaries and the SOI, but he did see how it could be confusing and he will get it updated. Director Fust asked to make sure that the Muletown Conduit get removed from the District assets because we don't own it, the Bureau owns it. Chair Fickes asked for a number of edits to be made as well. Some being; updating Paul's email address, removing the mention of storage tanks at the wells since there are no storage tanks at the wells, better clarification of the WIIN Act repayment that gets charged to all active and inactive accounts also including properties with more than one dwelling, and a concern on page 19 with the overlap of the SOI with City of Anderson. General Manager Paul Kelley said he would get the changes made to all her edits and he also mentioned that he would leave it up to LAFCO to make decision if we are giving up the overlap or keeping the overlap with City of Anderson.

Director Fust made a motion to approve the MSR as amended and submit it to LAFCO.

Director McVay 2nd the Motion. Motion carried with a 5-0 vote.

- c. General Administrative Policies – Update (Discussion/Action)
 - i. General Manager Paul Kelley thanked Volunteer Emily Rankin for all her hard work to update and draft the policies that were taken to the Board at a Special Meeting for Planning and Steering. Director McVay acknowledged the record retention section and mentioned that he understood the legal obligations. He asked that the Finance

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Committee be provided with a list of current and past mortgages, notes and leases so they have a better picture and understanding of what's going on with things. General Manager Paul Kelley stated that would be a good thing for the Finance Committee to review. Volunteer Emily Rankin expressed concern with the retention schedule of insurance policies. She said in her opinion she thought it should be permanent. Chair Fickes agreed with that. Chair Fickes then went over her questions and concerns with the policy. She said she had a concern with emergency contacts not being listed as information kept in the personnel files. Bookkeeper Melissa Tenney stated that emergency contacts are kept in the personnel files on a sheet of paper with other details, with Kayla at her desk, and also kept on the payroll software. Chair Fickes requested that all staff changes be reported to the Board so they can be notified and can understand based on what has happened in the past. General Manager Paul Kelley stated that staff changes will be reported in the General Manager's report. Chair Fickes asked why our pay periods run from Friday through Thursday for a two-week period and is paid on the following Thursday. The Bookkeeper Accountant answered saying she would love for it to be the 1st and the 15th of every month, but unfortunately it is in the MOU as that schedule and it's what we are stuck with until we can make amendments. Chair Fickes mentioned that she was leaning towards not approving this policy until after the Grand Jury report is published as there are some things in there that probably need to be added to the Administrative Policy. She also mentioned that she is not sure she wants to get rid of the Personnel Committee.

The approval of the Administrative Policy was tabled until the June or July meeting.

- d. Vehicle Policy – Update (Discussion/Action)
 - i. Director Lincoln asked who will be reviewing the vehicle maintenance records and daily mileage logs. Chair Fickes added that she thought it was odd that those records were going to the Bookkeeper and not the Supervisors. Director Lincoln asked if there was a chance that the Board could look at those reports periodically. General Manager Paul Kelley agreed that these reports should go to the Department Supervisors and then after that into a binder so that if the Board wants to look at them, they will all be in the binder. Director Lincoln asked when they were going to start doing that. General Manager Paul Kelley responded saying that they were already completing the logs that they fill out daily, then turn in weekly. Director McVay asked if the deferred maintenance, oil changes, and other things was a routine thing that is being done. General Manager Paul Kelley stated that each employee is assigned a vehicle and is responsible to schedule routine services and repairs as well as weekly mileage reporting. He continued to explain that it may have not been getting done in the past, but it is now. Chair Fickes asked if the testing requirements and physical exam for a commercial license holder is a state requirement. Community Member Kaitlin Patrick responded saying it was a federal requirement. Chair Fickes then asked

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Paul why driving record results would not go to him instead of the Administrative Assistant. General Manager Paul Kelley answered saying that because the District is small and we do not have a Human Resources Director, the Administrative Assistant handles a lot of the routine HR. He added that the Administrative Assistant will let the General Manager know information if needed, but the Administrative Assistant is the main point of contact for that. Chair Fickes mentioned that it was overkill to have to report to 3 people that they were in an accident. She added that the employee should be notifying their Direct Supervisor and the Supervisor will then report to other people.

Director McVay made the motion to approve the Vehicle Policy as amended. Director Lincoln 2nd the motion. Motion carried with a 5-0 vote.

A 5-minute break was taken at 8:39pm.

e. Water Theft Policy – Update (Discussion/Action)

- i. General Manager Paul Kelley stated that this policy will probably need to be revisited later as the violation rates seemed a little low. Director Lincoln suggested a change to a misspelled word. Director McVay said he agreed with the General Manager that the violation rates should probably be increased. Chair Fickes said that the policy calls to be reviewed on a biennial schedule so it's probably to update the rates. Director Fust asked if the employees should report findings to their supervisor before going straight to the General Manager. Chair Fickes stated she thinks it should go directly to the General Manager, so it doesn't take too much time to put a stop to it.

Director Fust made the motion to approve the Water Theft Policy with one amendment needed. Director Beaver 2nd the motion. Motion carried with a 5-0 vote.

f. Fraud Prevention Policy – Update (Discussion/Action)

- i. General Manager Paul Kelley mentioned that unlike other policies, this policy has an ordinance to be approved along with it. Chair Fickes recommended that the Board of Directors be responsible for appointing an investigator in the case of the General Manager being the subject of possible fraud. She also identified a few misspelled words that needed correcting. She requested that the reporting of potential fraud to the Board Members would need to be done during a closed session as it would alert the subject if it was done in a public setting. Chair Fickes mentioned that the policy should state that the investigator should have access to all pertinent employees to complete their investigation.

Director McVay made the motion to approve the Fraud Policy as amended and the ordinance 2023-07. Director Beaver 2nd the motion. Motion carried with a 5-0 vote.

g. Preliminary 2023-24 Budget – (Discussion)

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- i. General Manager Paul Kelley announced that this is the preliminary 2023-24 budget and that his plan is to get some feedback and then at the June 21st Regular Meeting there would be a public hearing to approve the budget. He reported that the Bookkeeper Accountant has got some more reconciling done and it was discovered that some reconciling of the ACH payments from the merchant account still needed to be done. He mentioned that he will have the 9-month activity reports with more real numbers versus the amended budget for the Finance Committee to review in a couple weeks. General Manager Paul Kelley gave the following recommendations to the Board for the budget revenue: updated revenue projections for base rate calculation – 2577 accounts at \$57.11 and 122 accounts at \$10.81, water usage revenue, other revenue (water service for Centerville and property taxes), designated revenue (NOT included in Operating Revenue) All the designated accounts that make up the \$10.81. Director McVay mentioned that the water sales are currently sitting at 88% not 90% and he wanted to give directions to the General Manager to come up with a plan to get those water sales up to 95%-96%. He continued to explain that he wanted the General Manager to come up with 2 to 3 scenarios and gave an example of moving the part-time employee to full-time and have that employee dedicate at least 3 of the 4 additional days a month to strictly delinquent accounts. General Manager Paul Kelley stated that the staff have already been coming up with ideas on what that would look like. And the cost of moving the current employee to full-time would be more beneficial then hiring another part-time employee. General Manager Paul Kelley then gave the following recommendations to the board for the expenses: Supply costs (US Bureau 2300af of mix M&I and IRR, McConnell 500af at \$250, and WIIN Act payments), moving the salary/overtime/standby from each division and putting in all in one payroll expense section, Water Treatment Plant (utilities expense will increase because of updated PG&E rates, chemical costs have increased, added line items for supplies, and added a project support line item), Distribution & Transmission (added utilities and some safety equipment expenses for tracking purposes, repair O&M expenses increased to what actuals were for 22-23 FY, and meter replacement), Wells and booster station (Emergency Electrical Repairs/SCADA update project/grant support, added chemicals for tracking), Administration General will now show regulatory division, customer accounts and billing, employee benefits, updated the utilities and supplies expenses for administration, IT will be broken out in professional services, increased budget for legal, and lastly payroll expenses will be broken out by division. Director McVay expressed a concern with the water treatment utilities and chemicals. He asked if they were not already included in the water rate so are we double dipping. General Manager Paul Kelley stated that the water rates are on the revenue side and these are expenses. Director Lincoln stated he doesn't understand the "projects" and asked if it is for salaries. General Manager Paul Kelley stated those line items are used to track for certain projects in the District

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"

so we can get reimbursed. Director Lincoln said it still did not make sense to him since salaries and engineering costs were being tracked in other places in the budget. He continued to explain that it seemed like a “slush fund” and we were double dipping. General Manager Paul Kelley reiterated that it is there so that specific project expenses can be tracked separately. Chair Fickes expressed concern and explained that with overestimating expenses, if it is available, people will try to spend it. Director McVay asked if there is money going into reserves somewhere in the budget. General Manager Paul Kelley stated that there has never been a budgetary item for that, but suggests we add a section that has our expenses and revenue that go into the reserves. Director McVay stated that the last prop 218 had the water rates and it had a 4.1% that was supposed to be dedicated towards reserves. Chair Fickes requested to have the profit and loss for July 1, 2022-May 31, 2023 before the June meeting to compare and drop some of the numbers on the expenses she thought were too high on the purposed budget. General Manager Paul Kelley suggested to the Chair that she should ask the non-finance committee members to provide their input. Director Lincoln asked if we could have the next Finance Committee meeting as a Special Meeting instead so all board members can participate in the discussion. General Manager Paul Kelley asked if June 7th at 6pm would work for everyone.

7. GENERAL MANAGERS REPORT

- a. General Manager Paul Kelley reported that we have two new hires that are projected to start soon. He also mentioned he did attend the JPIA Conference. He stated it was very informative with details about the importance of cyber liability insurance, workers comp, water year, new CARB rules on fleet, and state board activities. He also mentioned that he has scheduled a meeting with the Tehama-Colusa Canal to discuss water transfer.

8. OPERATIONS REPORT

- a. General Manager Paul Kelley mentioned that the delinquent accounts need to get attacked and get more of them paid. He also reported that we didn't use our wells and did send out our consumer confidence report. He continued to report that the staff is looking at outsourcing the bill mailing process and we are comparing the costs of the mail houses and the time and expenses of doing it in-house.

9. STANDING COMMITTEE REPORT –

- a. Finance- nothing reported at this meeting.
- b. Personnel- nothing reported at this meeting.
- c. Agriculture- nothing reported at this meeting.
- d. Planning/Steering- nothing reported at this meeting.

10. BOARD MEMBER ITEMS

- a. Director Beaver asked where we are in the process of a new billing system. General Manager Paul Kelley said that we have gotten 3 proposals and Melissa has done pretty good analysis of those and next is for us to visit neighboring districts that are using some of the new software we are looking at.

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11. CLOSED SESSION ANNOUNCEMENT: - None This Meeting

12. ADJOURN THE MEETING- Meeting adjourned at 10:16pm

DRAFT

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”

4:02 PM

07/13/23

Accrual Basis

Clear Creek Community Services District

Transaction Detail by Account

June 12 - 30, 2023

Type	Date	Num	Name	Memo	Amount
8000 - Accounts Payable					
Bill Pmt -Check	06/21/2023	31156	Ability Answering & Paging Services	05-1-8495	-382.01
Bill Pmt -Check	06/21/2023	31157	Ace Hardware - Acct # 2186	2186	-25.73
Bill Pmt -Check	06/21/2023	31158	Ace Hardware - Acct# 2118	2118	-149.19
Bill Pmt -Check	06/21/2023	31159	Aramark	110003939	-175.91
Bill Pmt -Check	06/21/2023	31160	Beverly Fickes		-25.00
Bill Pmt -Check	06/21/2023	31161	City of Redding Finance Division	760	-8,263.00
Bill Pmt -Check	06/21/2023	31162	Ezio Moresi	base rate refund 6 months x \$56.05 (base rate) = \$336.30	-336.30
Bill Pmt -Check	06/21/2023	31163	Ferguson Waterworks	409921	-3,735.53
Bill Pmt -Check	06/21/2023	31164	I-5 Rentals Inc	175/ vac trailer	-1,772.09
Bill Pmt -Check	06/21/2023	31165	Kayla Faulks	Dist meal/ leak Kyler In	-50.11
Bill Pmt -Check	06/21/2023	31166	McConnell Foundation	May 2023 water pmt	-12,500.00
Bill Pmt -Check	06/21/2023	31167	Pace Analytical Services LLC	20-100128	-694.24
Bill Pmt -Check	06/21/2023	31168	Pace Engineering		-20,859.50
Bill Pmt -Check	06/21/2023	31169	Patricia A Beaver		-25.00
Bill Pmt -Check	06/21/2023	31170	Paul Kelley		-830.60
Bill Pmt -Check	06/21/2023	31171	Power Up Electric	Generator Service	-593.00
Bill Pmt -Check	06/21/2023	31172	Quadient Leasing USA, Inc	01363449	-2,285.56
Bill Pmt -Check	06/21/2023	31173	Quality Saw & Mower	1181/ mower fix	-686.22
Bill Pmt -Check	06/21/2023	31174	Regional Government Services (RGS)	Human Resource	-378.75
Bill Pmt -Check	06/21/2023	31175	Rental Guys	VOID: 4858 HV Rd/ Duplicate payment	0.00
Bill Pmt -Check	06/21/2023	31176	Scott McVay		-25.00
Bill Pmt -Check	06/21/2023	31177	Seth Allison	Boot Allowance	-100.00
Bill Pmt -Check	06/21/2023	31178	TDS	530-357-2121	-311.29
Bill Pmt -Check	06/21/2023	31179	Thatcher Company of California, Inc.	3001810	-6,177.61
Bill Pmt -Check	06/21/2023	31180	USA Blue Book	919740	-301.48
Bill Pmt -Check	06/21/2023	31181	USBR - Water Payments	14-06-200-489-A-P	-18,811.43
Bill Pmt -Check	06/21/2023	31182	Valley Pacific	C850335	-1,359.59
Bill Pmt -Check	06/21/2023	31183	Westside Aggregate	187	-1,443.23
Bill Pmt -Check	06/22/2023	EFT71...	SWRCB	Backwash Recycle Project/ Contract # D1501028/ Project # ...	-17,689.08
Bill Pmt -Check	06/22/2023	EFTxx...	Pacific Gas & Electric	well 3 and office	-1,156.04
Bill Pmt -Check	06/22/2023	EFTxx...	Pacific Gas & Electric	wells 1&2	-232.93
Bill Pmt -Check	06/22/2023	EFTx9...	Pacific Gas & Electric	clear crk/happy valley	-59.20
Bill Pmt -Check	06/22/2023	EFTx9...	Pacific Gas & Electric	office outdoor lights	-20.15
Bill Pmt -Check	06/22/2023	EFTx9...	Pacific Gas & Electric	cloverdale and clear creek	-387.76
Bill Pmt -Check	06/22/2023	ACHx...	RCAC-Loan Fund (Dump Truck)	6332-CCCSD-01	-1,696.07
Bill Pmt -Check	06/27/2023	31184	Aramark	110003939	-75.41
Bill Pmt -Check	06/27/2023	31185	Axner Excavating, Inc.	6920038	-15,290.37
Bill Pmt -Check	06/27/2023	31186	Beverly Fickes	June Brd Mtg	-100.00
Bill Pmt -Check	06/27/2023	31187	Gully Diesel Repair	bobcat repairs	-1,347.34
Bill Pmt -Check	06/27/2023	31188	Hach Company	110678	-645.71
Bill Pmt -Check	06/27/2023	31189	Irwin Fust		-100.00
Bill Pmt -Check	06/27/2023	31190	Kayla Faulks	Mileage and leak meal reimb	-109.59
Bill Pmt -Check	06/27/2023	31191	Ken Grady Company, Inc.	ATI FREE CL2 ANALYZER	-3,068.31
Bill Pmt -Check	06/27/2023	31192	McConnell Foundation	water purchase June 2023	-12,500.00
Bill Pmt -Check	06/27/2023	31193	Melissa Tenney	Mileage Reimb June	-16.24
Bill Pmt -Check	06/27/2023	31194	Patricia A Beaver	June Brd Mtg	-100.00
Bill Pmt -Check	06/27/2023	31195	Roberto Chacon.	Water for staff - Palm Repair	-18.71
Bill Pmt -Check	06/27/2023	31196	Scott McVay	June Brd Mtg	-100.00

4:02 PM

07/13/23

Accrual Basis

Clear Creek Community Services District
Transaction Detail by Account
June 12 - 30, 2023

Type	Date	Num	Name	Memo	Amount
Bill Pmt -Check	06/27/2023	31197	Shannan Perry	mileage reimb May and June	-145.41
Bill Pmt -Check	06/27/2023	31198	SWRCB - DW Operator Cert	J. Head T2 Cert	-60.00
Bill Pmt -Check	06/27/2023	31199	Westside Aggregate	187	-452.55
Bill Pmt -Check	06/27/2023	EFT23...	CalPERS Health Ins		-23,957.87
Bill Pmt -Check	06/27/2023	EFT23...	CalPERS PEPRA/Classic		-16,266.58
Bill Pmt -Check	06/30/2023	31230	ACWA/JPIA	C020	-3,588.37
Total 8000 - Accounts Payable					-181,481.06
TOTAL					-181,481.06

Distribution - Safety Equipment
Jessey Head

Kayla Faulks

From: LaCrosse Footwear <info@lacrossefootwear.com>
Sent: Wednesday, June 7, 2023 8:02 AM
To: Kayla Faulks
Subject: Your LaCrosse Footwear order confirmation



Order Number: 200802393

Order Date: Jun 7, 2023, 8:01:40 AM

**Thank you for your order
from LaCrosse Footwear.**

Hi Clear Creek Comm,

Your package is preparing to ship.

Once shipped we will send you a follow up email with a tracking number.

You can check the status of your order by using [order lookup](#).

If you have questions about your order, you can email us at info@lacrossefootwear.com or call us at [\(877\) 432-6637](tel:8774326637).

Items	Qty	Price
Big Chief 32" OD Green		
SKU: 715474014865		
Width	1	\$190.00
Regular		
Size		
11		
Subtotal		\$190.00
Shipping & Handling		\$0.00
Tax		\$13.78
Grand Total		\$203.78

Billing Info

4:03 PM

07/13/23

Accrual Basis

Clear Creek Community Services District

Transaction Detail by Account

July 1 - 13, 2023

Type	Date	Num	Name	Memo	Amount
8000 · Accounts Payable					
Bill Pmt -Check	07/01/2023	ACH	UNUM Life Insurance of Co.		-1,081.84
Bill Pmt -Check	07/13/2023	31232	Ace Hardware - Acct# 2118	2118	-379.03
Bill Pmt -Check	07/13/2023	31233	Aramark	110003939	-219.20
Bill Pmt -Check	07/13/2023	31234	Axner Excavating, Inc.	6920038	-4,698.61
Bill Pmt -Check	07/13/2023	31235	Bay Alarm Company	1201366	-33.32
Bill Pmt -Check	07/13/2023	31236	Brandon Anderson.	gas reimbursement due to fuel card not working.	-103.12
Bill Pmt -Check	07/13/2023	31237	Brian Brown's Printing & Design	20,000 billing paper	-1,361.00
Bill Pmt -Check	07/13/2023	31238	Cascade Paint and Supply	wtp	-67.30
Bill Pmt -Check	07/13/2023	31239	CED (Consolidated Electrical Dist)	KP-11984	-111.36
Bill Pmt -Check	07/13/2023	31240	Com-Pair Services	10117	-80.00
Bill Pmt -Check	07/13/2023	31241	Computer Logistics Corp		-540.68
Bill Pmt -Check	07/13/2023	31242	Cornerstone Door & Window	lock - wtp	-97.60
Bill Pmt -Check	07/13/2023	31243	Ferguson Waterworks	409921	-2,275.57
Bill Pmt -Check	07/13/2023	31244	Hach Company	110678	-24.56
Bill Pmt -Check	07/13/2023	31245	Harvest Printing Company	billing mail house	-2,500.99
Bill Pmt -Check	07/13/2023	31246	Jeffery Head.	Leak on Palm Dr dinner	-39.35
Bill Pmt -Check	07/13/2023	31247	L N Curtis and Sons	C81346	-1,709.41
Bill Pmt -Check	07/13/2023	31248	Napa Auto Parts	1931	-9.96
Bill Pmt -Check	07/13/2023	31249	Office Depot Business Credit	6011 5661 8341 9518	-124.40
Bill Pmt -Check	07/13/2023	31250	Pace Analytical Services LLC	20-100128	-756.53
Bill Pmt -Check	07/13/2023	31251	Professional Exterminator of Redding	17387	-65.00
Bill Pmt -Check	07/13/2023	31252	Quadient Finance USA - Postage	7900 0440 8060 6274	-1,000.00
Bill Pmt -Check	07/13/2023	31253	SCP Distributors, LLC	970914	-45.80
Bill Pmt -Check	07/13/2023	31254	USBR - Water Payments	14-06-200-489-A-P	-21,086.16
Bill Pmt -Check	07/13/2023	31255	Valley Pacific	C850335	-1,241.71
Bill Pmt -Check	07/13/2023	EFT dzvq	AT&T	south booster	-5.00
Bill Pmt -Check	07/13/2023	EFT f4fp	AT&T	wtp	-645.55
Bill Pmt -Check	07/13/2023	EFT ffmz	AT&T	north booster	-320.23
Bill Pmt -Check	07/13/2023	ach x9678	First National Bank of Omaha -2665	4418226482992665	-2,008.79
Bill Pmt -Check	07/13/2023	ach x9521	Pacific Gas & Electric	wtp	-3,398.44
Bill Pmt -Check	07/13/2023	ach x0831	Pacific Gas & Electric	WTP pond	-624.36
Bill Pmt -Check	07/13/2023	ach x1891	Pacific Gas & Electric	clear creek/ happy valley	-69.31
Bill Pmt -Check	07/13/2023	ach x2451	Pacific Gas & Electric	office outdoor lights	-20.07
Bill Pmt -Check	07/13/2023	ach x3271	Pacific Gas & Electric	cloverdale rd/ N. booster	-653.23
Total 8000 · Accounts Payable					-47,397.48
TOTAL					-47,397.48



2680 Palumbo Drive
Lexington, KY 40509

Pay your bill and view invoices and statements at
<http://myaccount.aramark.com>.

INVOICE

BILLING INQUIRIES	(800) 504-0328
CUSTOMER SERVICE	(800) ARAMARK
ACCOUNT NUMBER	110003939
CUSTOMER NUMBER	110003939
INVOICE NUMBER	5066262937
INVOICE DATE	04/06/2023
TERMS	NET 10 EOM
PO #	
NAID	
MARKET CENTER	506
ROUTE NUMBER	509

Page 1 of 1

A P
CLEAR CREEK C.S.D.
5880 OAK ST
ANDERSON CA 96007

GM Approval
BK Initials
Job/PO # Uniform
Amt to Pay \$ 206.85
GL & Dept 40610-200
5455

Ship To: CLEAR CREEK C.S.D.
5880 OAK ST
ANDERSON CA 96007



A/R BALANCES AS OF 04/06/2023						
TOTAL DUE	CURRENT	1-30 DAYS	31-60 DAYS	61-90 DAYS	91-120 DAYS	OVER 120 DAYS
454.49	443.51	10.98	0.00	0.00	0.00	0.00

WEARER#	WEARER NAME	ITEM	ITEM DESCRIPTION	SIZE	TYPE	BILL QTY	RATE	TOTAL
1	ROBERTO CHACON	GP0294BLDM	PANT DENIM JEAN	32X30	Rent	0	0.000	0.00
1	ROBERTO CHACON	GP0294BLDM	PANT DENIM JEAN	32X32	Rent	13	0.383	4.98
2	William Flowers		PREP CHARGE			13	1.500	19.50
2	William Flowers	GP0294BLDM	PANT DENIM JEAN	32X22	Rent	0	0.000	0.00
2	William Flowers	GP0294BLDM	LOSS CHG \$457.04 TO BE BILLED 04/20/23	32X22	Loss Charge	0	0.000	0.00
3	Chad Kricke	GP0294BLDM	PANT DENIM JEAN	30X30	Rent	13	0.383	4.98
5	Seth Csd		PREP CHARGE			9	1.500	13.50
5	Seth Csd	GP0294BLDM	PANT DENIM JEAN	44X32	Rent	13	0.383	4.98
6	BILL PALMAYMESA	GS0897YELO	SHIRT WORK HIVIS SS POLY	1XLR	Rent	3	0.767	2.30
7	ROGER LADEWIG	GP0294BLDM	PANT DENIM JEAN	42X32	Loss Charge	3	35.157	105.47
			EASYCARE					8.38
			INVOICE MINIMUM					20.76
			SERVICE CHARGE					22.00

Aramark checking on

Based on your usage, some inventory levels were increased. See Bill Qty column for updated charges. Based on your usage, some inventory levels were decreased. See Bill Qty column for updated charges.

SUBTOTAL (ALL PAGES) 206.85
FREIGHT 0.00
TAX 0.00
TOTAL \$206.85

THANK YOU FOR YOUR BUSINESS

Delivery received by:

CSD

Signature from handheld acknowledging delivery

To ensure proper payment application, please write your invoice number on your check, and include the attached coupon with your payment

PAYMENT DUE May 10, 2023

TOTAL DUE \$206.85

INVOICE NUMBER 5066262937

Bill To:

CLEAR CREEK C.S.D.
5880 OAK ST
ANDERSON CA 96007

Payable

To: ARAMARK
P.O. BOX 7430
PASADENA CA 91109-7430

1 000001345612 0005066262937 0 0000020685 0000020685 4

* Actually received credit in July 2023.

* Spoke several times w/ driver (Austin) to try & get this taken care of to no affect. 6/9/23 emailed Cory in Sacramento to try & get a credit memo to resolve this issue.

Never replied to email.



* Called Aramark 800# had them connect me to Clint, Austin's Supervisor. He is going to talk to Austin & get back to me.

* Clint called back - Credit coming.

GM Approval BK Initials SMJob/PO # Water PurchAmt to Pay \$ 21086.16GL & Dept 29010 -100 M

Bureau of Reclamation Payment Recap

Contractor Name: **Clear Creek Communtiy SD**
 Contract Number: **14-06-200-489-A-P**
 Payment Amount: **\$21,086.16**
 DAR Number: **For Bureau**
 Date Prepared: **July 1 2023**

Date Payment Received:
 Date Payment Due:
 Preparers Name Paul Kelley/Melissa Tenney
 Check Number:
 Check Date:

	Period Paid For	Acre/Feet	Rate (A/F)	Total
Contract Payments				
Irrigation (RSC 541-N-01)	August - Schedule	290	\$39.73	\$11,521.70
Irrigation (RSC 541-N-01)	June Actual = 60 (-180 Sched)	-120	\$39.73	-\$4,767.60
Contract Payments				
M&I (RSC 542-N-01)	August - Schedule	300	\$33.13	\$9,939.00
M&I (RSC 542-N-01)	June Actual = 176 (-194 Sched)	-18	\$33.13	-\$596.34
RRA Payments - Class 1				
O&M (RSC 541-N-01)				
Full Cost - 202(3)				
Full Cost - 205(a)(3)				
RRA Payments - Class 2				
O&M				
Full Cost - 202(3)				
Full Cost - 205(a)(3)				
Voluntary Payments				
Irrigation				
Irrigation (Lump Sum)				
M&I (Lump Sum)				
Restoration Fund Payments				
For Irrigation	June Actual	60	\$12.02	\$721.20
For M & I	June Actual	176	\$24.05	\$4,232.80
For M & I				
Trinity PUD:				
M&I	June Actual	176	\$0.15	\$26.40
For Irrigation	June Actual	60	\$0.15	\$9.00
Total Payments Remitted				\$21,086.16

Mail to: Bureau of Reclamation
 DOI - BOR - Region: Mid Pacific
 P. O. Box 6200-24
 Portland, OR 97228-6200

Copy to: Bureau of Reclamation
 Northern California Area Office
 Attention: NC-440
 P.O. Box 988
 Willows, CA 95988



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

GM Approval
BK Initials
Job/PO # Reimb work boots
Amt to Pay \$ 100.00
GL & Dept 51500-200
51450 AM

Reimbursement Form



Employee Name: Seth Allison
Employee ID #: 20050
Department: 200

Manager: Roberto Chacon

Purchase Date	Item Description	Total	Expense Account
5-9-23	work boot	\$100.00	51500 51450 AM

Please ensure that all receipts for items listed above are attached to this form.

☒ I certify that the expense(s) listed above are accurately recorded and represent only expenditures made for business purposes.

Signature: Seth Allison

Date Submitted: 6-14-23

Manager's Signature:

Date Approved: 6-14-23

10:30



73

Your Order Confirmati...

Bill To:

Seth Allison

5377 VALLEYRIDGE DR APT C

REDDING, CA 96003 US



**Justin Men's Joist Rustic Waterproof Western
Work Boots - Composite Toe**

STYLE: 2000332465

Size: 14.0/D

Color: Distressed Brown

Qty: 1

\$219.99

SUBTOTAL : \$219.99

SHIPPING : FREE

TAX : \$17.05

TOTAL : \$237.04



PO Box 1350
Carmel Valley, CA 93924

Invoice

Date	Invoice #
5/31/2023	15109

Bill To:

Clear Creek Community Services District

GM Approval DL

BK Initials AD

Job/PO # Human Resources

Amt to Pay \$ 378.75

GL & Dept 50500 - 100 fr



P.O. No.	Due Date	Inv Sent
	6/30/2023	6/20/2023

Date	Description	Amount
5/31/2023	Contract Services for May - please see attached Balance billed to-date is \$379 against an NTE of \$15,000	378.75

Electronic Payment Information: Community Bank of the Bay
ABA: 121142407 Account: 0365002245

Total **\$378.75**



REGIONAL
GOVERNMENT
SERVICES

Client Activity Report

May 2023

Client	Task	Comment	Hours
Clear Creek Community Services District		Client Hours	2.45
		Task Hours	2.45
	5740-000 - Clear Creek CSD - HR		
	5/9/2023	kick off meeting	0.75
	5/9/2023	Meeting with District staff; Service coordination.	1.00
	5/18/2023	Review MOU	0.25
	5/19/2023	Meeting with Kayla	0.25
	5/20/2023	Email sample policies	0.20



2680 Palumbo Drive
Lexington, KY 40509

Pay your bill and view invoices and statements at
<http://myaccount.aramark.com>

INVOICE

BILLING INQUIRIES	(800) 504-0328
CUSTOMER SERVICE	(800) ARAMARK
ACCOUNT NUMBER	110003939
CUSTOMER NUMBER	110003939
INVOICE NUMBER	5066320283
INVOICE DATE	06/15/2023
TERMS	NET 10 EOM
PO #	
NAID	
MARKET CENTER	506
ROUTE NUMBER	509

Page 1 of 1

A P
CLEAR CREEK C.S.D.
5880 OAK ST
ANDERSON CA 96007

GM Approval

BK Initials

Job/PO # Uni. Form

Amt to Pay \$ 105.02

GL & Dept 51455-200

Ship
To: CLEAR CREEK C.S.D.
5880 OAK ST
ANDERSON CA 96007



A/R BALANCES AS OF 06/15/2023						
TOTAL DUE	CURRENT	1-30 DAYS	31-60 DAYS	61-90 DAYS	91-120 DAYS	OVER 120 DAYS
382.76	175.91	0.00	206.85	0.00	0.00	0.00

WEARER#	WEARER NAME	ITEM	ITEM DESCRIPTION	SIZE	TYPE	BILL QTY	RATE	TOTAL
1	ROBERTO CHACON	GP0294BLDM	PANT DENIM JEAN	32X30	Rent	0	0.000	0.00
1	ROBERTO CHACON	GP0294BLDM	PANT DENIM JEAN	32X32	Rent	13	0.440	5.72
2	William Flowers	GP0294BLDM	PANT DENIM JEAN	32X32	Rent	13	0.440	5.72
3	Chad Kricke	GP0294BLDM	PANT DENIM JEAN	30X30	Rent	13	0.440	5.72
5	Seth Csd	GP0294BLDM	PANT DENIM JEAN	44X32	Rent	13	0.440	5.72
6	BILL PALMAYMESA	GS0897YELO	SHIRT WORK HVIS SS POLY	1XLR	Rent	3	0.882	2.65
10	Jeffery Head		PREP CHARGE			13	2.500	32.50
			EASYCARE					12.52
			INVOICE MINIMUM					12.47
			SERVICE CHARGE					22.00

An increase has been applied to your charges. For further details, ask your Route Sales Representative. Based on your usage, some inventory levels were increased. See Bill Qty column for updated charges. Based on your usage, some inventory levels were decreased. See Bill Qty column for updated char

SUBTOTAL (ALL PAGES) 105.02
FREIGHT 0.00
TAX 0.00
TOTAL \$105.02

THANK YOU FOR YOUR BUSINESS

Delivery received by:

CSD

Signature from handheld acknowledging delivery

To ensure proper payment application, please write your invoice number
on your check, and include the attached coupon with your payment



PAYMENT DUE July 10, 2023
TOTAL DUE \$105.02
INVOICE NUMBER 5066320283

INVOICE DATE 06/15/2023
ACCOUNT NUMBER 110003939

Bill To:

CLEAR CREEK C.S.D.
5880 OAK ST
ANDERSON CA 96007

Payable

To: ARAMARK
P.O. BOX 7430
PASADENA CA 91109-7430

1 000001345612 0005066320283 0 0000010502 0000010502 8



2680 Palumbo Drive
Lexington, KY 40509

Pay your bill and view invoices and statements at
<http://myaccount.aramark.com>.

INVOICE

BILLING INQUIRIES	(800) 504-0328
CUSTOMER SERVICE	(800) ARAMARK
ACCOUNT NUMBER	110003939
CUSTOMER NUMBER	110003939
INVOICE NUMBER	5066313652
INVOICE DATE	06/08/2023
TERMS	NET 10 EOM
PO #	
NAID	
MARKET CENTER	506
ROUTE NUMBER	509

Page 1 of 1

A P
CLEAR CREEK C.S.D.
5880 OAK ST
ANDERSON CA 96007

GM Approval [Signature]

BK Initials [Signature]

Job/PO # Uniform

Amt to Pay \$ 70.89

GL & Dept 51455-200

Ship To: CLEAR CREEK C.S.D.
5880 OAK ST
ANDERSON CA 96007

POSTED

A/R BALANCES AS OF 06/08/2023						
TOTAL DUE	CURRENT	1-30 DAYS	31-60 DAYS	61-90 DAYS	91-120 DAYS	OVER 120 DAYS
419.52	212.67	206.85	0.00	0.00	0.00	0.00

WEARER#	WEARER NAME	ITEM	ITEM DESCRIPTION	SIZE	TYPE	BILL QTY	RATE	TOTAL
1	ROBERTO CHACON	GP0294BLDM	PANT DENIM JEAN	32X30	Rent	0	0.000	0.00
1	ROBERTO CHACON	GP0294BLDM	PANT DENIM JEAN	32X32	Rent	13	0.383	4.98
2	William Flowers	GP0294BLDM	PANT DENIM JEAN	32X32	Rent	13	0.383	4.98
3	Chad Kricke	GP0294BLDM	PANT DENIM JEAN	30X30	Rent	13	0.383	4.98
5	Seth Csd	GP0294BLDM	PANT DENIM JEAN	44X32	Rent	13	0.383	4.98
6	BILL PALMAYMESA	GS0897YELO	SHIRT WORK HVIS SS POLY	1XLR	Rent	3	0.767	2.30
			EASYCARE					10.89
			INVOICE MINIMUM					15.78
			SERVICE CHARGE					22.00

SUBTOTAL (ALL PAGES) 70.89
FREIGHT 0.00
TAX 0.00
TOTAL \$70.89

THANK YOU FOR YOUR BUSINESS

Delivery received by:

CSD

Signature from handheld acknowledging delivery

To ensure proper payment application, please write your invoice number
on your check, and include the attached coupon with your payment



PAYMENT DUE July 10, 2023

TOTAL DUE \$70.89

INVOICE NUMBER 5066313652

INVOICE DATE 06/08/2023
ACCOUNT NUMBER 110003939

Bill To:

CLEAR CREEK C.S.D.
5880 OAK ST
ANDERSON CA 96007

Payable

To: ARAMARK
P.O. BOX 7430
PASADENA CA 91109-7430

1 000001345612 0005066313652 0 0000007089 0000007089 2

EXHIBIT C

EXHIBIT C
TRAVEL TRAVEL EXPENSE REIMBURSEMENT VOUCHER
CLEAR CREEK COMMUNITY SERVICES DISTRICT

TRAVELER INFORMATION			
Name <u>Paul Kelley</u>			
Home Address <u>791 Pardon</u>			
City <u>Healdsburg</u>		State <u>CA</u>	Zip <u>94948</u>
Home phone	Work phone <u>cell 530-551-1523</u>		
		Employee? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	

Use this form for mileage and related expenses ONLY. For overnight travel, meal & incidental expenses, and all other travel reimbursements, use the standard **TRAVEL EXPENSE REIMBURSEMENT VOUCHER** form.

PERSONAL VEHICLE USE STATEMENT
(REQUIRED FOR VEHICLE EXPENSE REIMBURSEMENT)

Please check one:

☒ PERSONAL VEHICLE.

☐ District Vehicle

GM Approval B

BK Initials SM

Job/PO # Travel Reimb

Amt to Pay \$ 830.60

GL & Dept 50325-100

MILEAGE REIMBURSEMENT		Number of Miles Traveled	Rate Allowed (\$ / mile)	Total Mileage Reimbursement (# miles X rate per mile)	PARKING AND TOLLS	TOTAL AMOUNT
Date	Points between which travel occurred					
5-8-23	to 5-11-23 Acwa/JREA Cont.					
	Mileage to Monterey	312	.655			204.36
	Return to Home Pm	187	.655			120.52
					<u>Subt</u>	324.88

OTHER - Itemize below	
Monterey Hotel	505 72

<p>PURPOSE OF TRIP</p> <p style="text-align: center;"><i>Please check one:</i></p> <p> <input type="checkbox"/> PRESENTATION <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> </p> <p> <input checked="" type="checkbox"/> CONFERENCE / WORKSHOP- Enter name of conference or workshop here: <u>ACWA / JPBK Cant</u> </p> <p> <input type="checkbox"/> OTHER (EXPLAIN) _____ </p>	<p>TOTAL REIMBURSEMENT</p> <p><u>830</u> <u>60</u></p>
--	---

I hereby certify that expenses listed on this voucher were incurred by me on official business of the Clear Creek CSD and include only such expenses as were necessary in the conduct of this business. These expenses have not been previously claimed. Neither have they been nor will they be presented to an organization CCCSO Signature of Traveler [Signature] Date 6/8/23

I hereby certify that the travel undertaken in this reimbursement voucher has been reviewed and approved as necessary for the conduct of business. Signature of Supervisor Beverly A. Lokes Date 6-22-23

Signature of Approving Official for Account _____ Date _____

[illegible]

I certify all computations are correct and that all necessary and required receipts are attached.

Initial:



quadient
Leasing

478 Wheelers Farms Rd • Milford, CT 06461

GM Approval

BK Initials

Job/PO # Postage/Folder Lease

Amt to Pay \$ 2,285.56

GL & Dept 50530 - 500

POSTED

FEDERAL ID NO. 94-2984524



Go Paperless!

Paperless invoicing promotes sustainability while reducing your carbon footprint.

It's fast, easy and convenient.

Sign up today at
www.myquadient.com

Invoice Date 6/2/2023
Invoice Number N9970781
Invoice Due Date 7/4/2023

Previous Balance (Itemized on p. 4) \$ 4,505.11
Payments Applied (4,237.32)
Adjustments (29.00)
Current Charges (Itemized on p. 3) 2,046.77

Total Amount Due \$ 2,285.56

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

For your convenience, you can view and manage your account online by accessing your Myquadient account at **www.myquadient.com**.

Still need assistance? Please use the **Contact Us** link or call Quadient Customer Service at **1.800.636.7678**.

PLEASE DETACH AND SUBMIT THIS STUB WITH PAYMENT

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

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

Amount Due by
On Receipt

\$ 2,285.56

Amount
Remitted

Make checks payable to the remit address:

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



Pay your invoices and manage your account online at www.myquadient.com.
Sign in or sign up today!



2 N9970781 01363449 000228556 1



quadient
Leasing

478 Wheelers Farms Rd • Milford, CT 06461



FEDERAL ID NO. 94-2984524

CLEAR CREEK COMMUNITY
SERVICES
5880 Oak St
Anderson CA 96007-9216
Customer Number: 01363449



102 - #10 - 1356 - 2868 - F2 P741

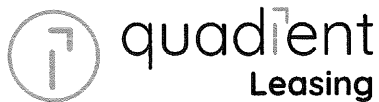
Page 3 of 4

Current Charges

INVOICE NO. COVERAGE PERIOD / DESCRIPTION
N9970781 04-Jul-23 To 03-Oct-23

LEASE NO.	INSTALL ADDRESS	PAYMENT	AMOUNT
N18121861A	CLEAR CREEK COMMUNITY SERVICES	Lease Payment	\$ 1,911.90
	5880 Oak St	Late Fee For Invoice # N9838462	29.00
	ANDERSON CA 96007-9216	Tax	105.87
Lease Total			\$ 2,046.77

Current Charges Total **\$ 2,046.77**



478 Wheelers Farms Rd • Milford, CT 06461

FEDERAL ID NO. 94-2984524

CLEAR CREEK COMMUNITY
SERVICES
5880 Oak St
Anderson CA 96007-9216
Customer Number: 01363449

Previous Balance

LEASE NO.	INSTALL ADDRESS	INVOICE NO.	COV PERIOD / DESC		AMOUNT
N18121861A	CLEAR CREEK COMMUNITY SERVICES 5880 Oak St ANDERSON CA 96007-9216	N9838462	04-Apr-23 To 03-Jul-23	\$	238.79

Previous Balance Total (May include applicable late charges) **\$ 238.79**

* Amount includes late fees

Ph: 510-839-5111
TF: 800-443-3556
Fax: 510-839-5325
oaksales@lncurtis.com
UEI#: DDLSADSWN7U7

CURTIS

TOOLS FOR HEROES

Pacific North Division
6723 Sierra Court, Suite C
Dublin, CA 94568
www.LNCurtis.com

REMIT PAYMENT TO:

L.N. Curtis and sons
Dept. 34921
P.O. Box 39000
San Francisco, CA 94139

GM Approval

BK Initials

Job/PO #

Amt to Pay \$

GL & Dept

Invoice

SOLD TO:

Clear Creek Community Services
District
5880 Oak Street
Anderson CA 96007

SHIP TO:

Clear Creek Community Services
District
5880 Oak Street
Anderson CA 96007

INVOICE NO.

PINV820003

INVOICE DATE

06/28/2023

DATE DUE

07/28/2023

TOTAL

\$1,709.41

CUST ORDER/PO NO.

WTP

ORDERING PARTY

Chad Krick

CUSTOMER NO.

C81346

CUSTOMER SERVICE REP

Eric Rogstad

ORDER CLASS

FR

NOTES & DISCLAIMERS

Safety Warning Notice: Products offered, sold, or invoiced herewith may have an applicable Safety Data Sheet (SDS) as prepared by the manufacturer of the product. Any handlers or users of product should refer to applicable SDS prior to handling or utilizing the product. Applicable SDS are included with shipment of products. For other important product notices and warnings, or to request an SDS, please contact Curtis or visit <https://www.lncurtis.com/product-notices-warnings>

LN	QTY	UNIT	PART NUMBER	DESCRIPTION	UNIT PRICE	TOTAL PRICE
1	1	EA	10178356 MSA	Altair 4XR Multigas Detector, Includes: * LEL, O2, CO, & H2S Sensors * 4-Gas Cylinder * Regulator	\$1,551.90	\$1,551.90

TERMS CASH IN ADVANCE

Service charge 1.5% per month added after 30 days

Subtotal

\$1,551.90

Tax Total

\$112.51

Transportation

\$45.00

Amount Due

\$1,709.41

LeI = lowest concentration of gas
that can explode.
(Lower explosive Limit)

CO = Carbon monoxide

H2S = Hydrogen sulfide

O2 = Oxygen

11:45 AM

07/12/23

Accrual Basis

Clear Creek Community Services District
Transaction Detail by Account
June 12 - 30, 2023

Type	Date	Num	Memo	Amount
5000 · General Fund Checking 1719				
Paycheck	06/22/2023	31200		-1,757.06
Paycheck	06/22/2023	31201		-2,015.23
Paycheck	06/22/2023	31202		-4,178.76
Paycheck	06/22/2023	31203		-1,798.99
Paycheck	06/22/2023	31204		-1,939.60
Paycheck	06/22/2023	31205		-1,514.87
Paycheck	06/22/2023	31206		-4,033.84
Paycheck	06/22/2023	31207		-3,059.05
Paycheck	06/22/2023	31208		-2,873.99
Paycheck	06/22/2023	31210		-1,644.44
Paycheck	06/22/2023	31209		-1,133.85
Total 5000 · General Fund Checking 1719				-25,949.68
TOTAL				-25,949.68

11:46 AM

07/12/23

Accrual Basis

Clear Creek Community Services District
Transaction Detail by Account
July 1 - 13, 2023

Type	Date	Num	Memo	Amount
5000 · General Fund Checking 1719				
Paycheck	07/06/2023	31217		-1,522.85
Paycheck	07/06/2023	31218		-2,155.81
Paycheck	07/06/2023	31219		-2,759.32
Paycheck	07/06/2023	31220		-229.71
Paycheck	07/06/2023	31221		-1,822.34
Paycheck	07/06/2023	31222		-2,038.01
Paycheck	07/06/2023	31223		-2,190.86
Paycheck	07/06/2023	31229		-4,015.21
Paycheck	07/06/2023	31225		-2,290.60
Paycheck	07/06/2023	31226		-3,456.77
Paycheck	07/06/2023	31227		-1,154.35
Paycheck	07/06/2023	31228		-1,660.21
Total 5000 · General Fund Checking 1719				-25,296.04
TOTAL				-25,296.04

Clear Creek Community Services District
Payroll Liability Balances
June 22 through July 6, 2023

	Jun 22 - 30, 23	Jul 1 - 6, 23	BALANCE
Payroll Liabilities			
Federal Withholding	0.00	3,046.00	3,046.00
Medicare Employee	0.00	469.60	469.60
Social Security Employee	0.00	15.59	15.59
Medicare Company	0.00	469.60	469.60
Social Security Company	0.00	15.59	15.59
CA - Withholding	0.00	1,286.68	1,286.68
CA - Unemployment	-447.41	192.60	-254.81
Medicare Employee Addl Tax	0.00	0.00	0.00
457 - PreTax	-11,249.72	0.00	-11,249.72
457 - PreTax over 50	-100.00	0.00	-100.00
CalPers Classic	-1,041.65	-402.41	-1,444.06
CalPERS Health Insurance	487.27	487.27	974.54
CalPERS PEPR	-3,195.02	-1,790.60	-4,985.62
Guardian Vision/Dental Ins	163.08	163.08	326.16
Post Employee Benefit	-1,500.00	1,500.00	0.00
457 - Roth Post Tax	-335.77	0.00	-335.77
CCEA	-110.00	45.00	-65.00
Union Dues	-135.65	161.35	25.70
Workers Compensation	739.24	781.46	1,520.70
Total Payroll Liabilities	-16,725.63	6,440.81	-10,284.82

Clear Creek C.S.D.

vr

Employee Overtime Sheet

→ Example

Employee Name: [REDACTED]

Pay Period: 7/6

Date:	Time Out:	Time In:	# Hours Worked:	Job Performed:	Ckd By:
6/23	12am	8am	8	Palm leak	
7/1	6:30am	8:30am	2	Down stream Valve locate on 17940 Shawn Drive and Tank check	
7/1	2:20pm	2:50pm	.5	16547 Hawthorne locate, compression	
7/1	10:30pm	11:20pm	1	17962 Coyote Ln Water turn off	
7/2	5:30pm	6pm	.5	16657 Sara Jane water shut off	
7/2	8am	10am	2	Tank checks	
7/2	1:20pm	2:20pm	1	4619 Linnie leak at their valve	
7/2	6:08pm	7:08pm	1	Sara Jane and 5538 HV turn on	
7/2	4:37pm	5:07pm	.5	5545 Down Turn off	
7/3	6:36pm	7:06pm	2	6328 Saddle trail turn off	
7/4	8:47pm	10:47pm	2	6328 Saddle trail turn on Tank checks	
7/5	9pm	11pm	2	check generator	
7/6	12am	2am	2	turn off generator	

Employee Signature: [REDACTED]

Manager Signature: [REDACTED]

Date: 7/7

Date: 7-10-23

Clear Creek Community Services District

Profit & Loss

June 2023

	Jun 23
Ordinary Income/Expense	
Income	
11000 · Revenue - Customer Accts	
11005 · Base Rate Charge	174,299.26
11010 · Water Sales	30,950.36
11015 · Water Out of District Sales	121.90
11020 · Agricultural Water Sales	13,327.61
11050 · Penalty-Exceeded WA Allocation	6,178.14
11000 · Revenue - Customer Accts - Other	524.68
Total 11000 · Revenue - Customer Accts	225,401.95
12000 · Revenue - Water Service	
12010 · Turn On Fees	1,386.29
12035 · Backflow Maint Charge	518.19
12100 · Misc. Revenue	292.45
Total 12000 · Revenue - Water Service	2,196.93
13000 · Designated Revenue -Non Op	
13005 · Filter Plant Repayment Charge	24,438.71
13010 · Recycle Backwash Water Charge	1,472.12
13015 · State Loan Repayment Charge	3,461.07
13025 · WIIN Act Repayment Charge	6,222.11
Total 13000 · Designated Revenue -Non Op	35,594.01
15000 · Revenue - Taxes & Assessments	
15005 · Taxes-General Property	697.34
Total 15000 · Revenue - Taxes & Assessments	697.34
Total Income	263,890.23
Gross Profit	263,890.23
Expense	
29000 · Supply Cost	
29005 · Water Purchase	
29010 · USBR Water Purchased	18,811.43
29015 · McConnell Water Purchased	25,000.00
Total 29005 · Water Purchase	43,811.43
Total 29000 · Supply Cost	43,811.43
30000 · Water Treatment Plant	
30100 · Utilities	
30115 · WTP - AT&T 2316	645.55
30120 · WTP - AT&T 1026	31.43
30125 · Internet	50.00
Total 30100 · Utilities	726.98
30145 · Postage	111.27
30150 · Safety Equipment & Training	
30155 · Safety Equipment - General	-203.33
Total 30150 · Safety Equipment & Training	-203.33
30200 · WTP Repair & Maintenance O&M	4,676.40
30400 · Water Quality Analysis	425.64
30500 · Vehicle Maintenance & Expense	
30505 · Fuel Expense	173.09
30525 · GM Truck Chev Colorado - Unit 9	235.03
Total 30500 · Vehicle Maintenance & Expense	408.12
Total 30000 · Water Treatment Plant	6,145.08

Clear Creek Community Services District

Profit & Loss

07/13/23

June 2023

Accrual Basis

	Jun 23
40000 · Distribution	
40200 · Utilities	
40205 · Cloverdale Rd N.Boost- PGE 4189	387.76
40210 · Clear Crk/HV - PGE 9574	59.20
40215 · No. Booster - AT&T 6708	320.23
Total 40200 · Utilities	767.19
40300 · Safety Equipment & Training	
40310 · Personal Safety Equipment	1,270.74
Total 40300 · Safety Equipment & Training	1,270.74
40400 · Repair & Maintenance (O&M)	23,943.63
40500 · Vehicle Maintenance & Expense	
40505 · Fuel Expense	1,186.50
40545 · Bobcat /Backhoe	4,231.00
Total 40500 · Vehicle Maintenance & Expense	5,417.50
Total 40000 · Distribution	31,399.06
41000 · Wells & Booster Station	
41100 · Utilities	
41105 · Wells 1 & 2 - PGE 2671	232.93
41110 · Well #3 - PGE 2838	203.58
41120 · So. Booster - Internet	30.00
41100 · Utilities - Other	5.00
Total 41100 · Utilities	471.51
41200 · Water Quality Analysis	347.12
41300 · Repair & Maintenance (O&M)	868.72
41305 · Chemicals	6,223.41
Total 41000 · Wells & Booster Station	7,910.76
50000 · Administration/ General	
50100 · Utilities	
50105 · Oak St.- PGE 2838	952.46
50110 · 2 Outdoor Lights - PGE 3564	20.15
50120 · Verizon - On-call Cell Phone	0.00
50130 · Answering Service	382.01
50135 · Telephone - TDS	311.29
Total 50100 · Utilities	1,665.91
50200 · Office Supplies	
50205 · Janitorial supplies	129.32
Total 50200 · Office Supplies	129.32
50320 · Meal and Reimbursments	242.47
50325 · Mileage/ Travel Reimbursement	123.01
50330 · Bank Service Fee/Finance Charge	100.20
50500 · Special & Professional Services	
50510 · Director Fees	475.00
50515 · Server & Computer Maintenance	
50517 · Software Subscriptions	554.96
Total 50515 · Server & Computer Maintenance	554.96
50520 · Legal	0.00
50525 · Engineering	20,859.50
50530 · Equipment Maintenance & Lease	2,285.56
50535 · Building & Ground Maint.-Office	
50536 · Waste Management	0.00
50535 · Building & Ground Maint.-Office - Other	719.54
Total 50535 · Building & Ground Maint.-Office	719.54

Clear Creek Community Services District

Profit & Loss

June 2023

	Jun 23
50500 · Special & Professional Services - Other	127.50
Total 50500 · Special & Professional Services	25,022.06
50700 · Regulatory	
50705 · Water District Regulatory Fees	
50720 · Groundwater Sustainability Act	8,263.00
Total 50705 · Water District Regulatory Fees	8,263.00
50800 · Safety Equipment & Materials	10.86
50900 · Testing & License Fees	60.00
Total 50700 · Regulatory	8,333.86
51400 · Employee Benefits	
50410 · JPIA - Workers Comp	3,588.37
51405 · Guardian - Vision, Dental, Life	-14.41
51415 · UNUM-Disability, Life, Accident	1,070.91
51435 · CalPERS Health Insurance Exp	15,190.16
51440 · CalPERS Retirement Contribution	21,957.58
51450 · Boot Allowance	200.00
51455 · Uniform Service	322.21
Total 51400 · Employee Benefits	42,314.82
51600 · Retiree Benefits	
51605 · Retiree Health Benefit - Direct	367.91
51610 · CalPERS Health Ins- Retiree	8,767.71
Total 51600 · Retiree Benefits	9,135.62
52000 · Interest Expense	
52005 · RCAC Loan Interest (dump truck)	363.52
Total 52000 · Interest Expense	363.52
53000 · Customer Accounts & Billing	
53015 · Supplies	
53025 · Billing Supplies & Materials	1,810.76
Total 53015 · Supplies	1,810.76
53030 · Chargebacks, NSF, Acct Refunds	336.30
Total 53000 · Customer Accounts & Billing	2,147.06
Total 50000 · Administration/ General	89,577.85
60000 · Payroll Expense -Salary & Wages	
60100 · Payroll Exp - Administration/GM	11,264.40
60200 · Payroll Exp - Distribution	27,781.24
60300 · Payroll Exp - Water Treatment	27,634.48
60500 · Payroll Exp - Customer Accts	12,124.80
60000 · Payroll Expense -Salary & Wages - Other	-2,143.66
Total 60000 · Payroll Expense -Salary & Wages	76,661.26
Total Expense	255,505.44
Net Ordinary Income	8,384.79
Net Income	8,384.79



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

MEMO

Date: July 19th 2023
To: Board of Directors
From: General Manager – Paul Kelley
Re: 6 - Old business/New Business (Discussion/Action)

Discussion:

6.a – The board reviewed and asked questions about the USBR account reconciliation. We continue to reach out to the Bureau on this and the WIIN act.
Nothing new to report. – this item to keep board informed on USBR information

See item memo.

Recommendation:

Review, Discussion, provide direction to GM.

Discussion/Action:

6.b – Shasta County Grand Jury Report on CCCSD Response Letter – (Discussion / Action)

See item memo for more background and discussion.

Recommendation:

Review, Discussion, and approve the District Response to the Shasta County Grand Jury Report on CCCSD

Discussion/Action:

6.c – Accept Director Irwin Fust Resignation, Public Notice of Vacancy and Open Applications for Vacant Directors seat.

Accept the Resignation and post the public notice and accept applications.
See the more detailed memo for the item.

Recommendation:

Review, Discussion, Approve the application and posting

Discussion/Action:**6.d – New Customer Billing Software agreement - CUSI**

After a long search, the staff is recommending a new Customer Billing Software – CUSI and signing the agreement.

See the more detailed memo for the item.

Recommendation:

Review, Discussion, Approve GM signature to proceed

Discussion/Action:**6.e – Committee Assignments**

With a vacancy on the Board, the Committees have a vacancy and the board can appoint a member to fill the committee vacancy.

See the more detailed memo for the item.

Recommendation:

Review, Discussion, Appoint directors to committees

Discussion/Action:**6.f – Administrative Policy**

For Discussion and Direction – updating the administrative policy for future approval.
See the more detailed memo for the item.

Recommendation:

Review, Discussion, Provide Direction for edits

Discussion/Action:

6.g – LAFCO Special District Member Vacancy and Nomination

For Discussion – related to the Special District member vacancy and the Nomination period as well as the election of that member.

See the more detailed memo for the item.

Recommendation:

Review, Discussion, Provide Direction



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

MEMO

Date: July 19th 2023
To: Board of Directors
From: General Manager – Paul Kelley
Re: **6a** – USBR Account Reconciliation

Discussion:

6.a – The board reviewed and asked questions about the USBR account reconciliation. We continue to reach out to the Bureau on this and the WIIN act.

Nothing new to report. – this item to keep board informed on USBR information

The GM attended the CVPWA Finance meeting at Folsom for a tour and presentation on cost allocations CVP allocations, dealing with biological opinions and future year water supplies.

The Board in May had the Bureau area manager present and take questions.

The report was that this item is in their finance department and their focus was the WIIN act payments.

The District will still review and work on the WIIN act payments. Major Focus for 2023.

See item memo.

Recommendation:

Review, Discussion, provide direction to GM.



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

MEMO

Date: July 19th 2023
To: Board of Directors
From: General Manager – Paul Kelley
Re: **6b – Shasta County Grand Jury Report on CCCSD Response (Discussion / Action)**

Discussion/Action: (Some background from June meeting)

6.b – In late May the Shasta County Grand Jury provided the attached letter for the release of their Clear Creek CSD report. The Shasta County Grand Jury Foreperson – Debra Joseph provided this letter to the District through the Chair and in preparation for eventual release of the report May 18th.

The report is also attached for the Board and Community to review. There are eight (8) findings, three (3) commendations, and seven (7) recommendations.

The presiding judge released the report May 19th, and the District has 90 days to respond. The responses are controlled through Subdivisions (a) through (c) of penal code 933.05

For the Findings - As per the subdivision (b) of section 933 – the District has these potential responses:

1. The District agrees with the finding.
2. The District disagrees wholly or partially with the finding. The District can then specify the portion of the finding it is referencing and provide an explanation.

For the Recommendations - As per subdivision (b) of section 933 – the District has these responses available:

1. The recommendation has been implemented, with a summary of implementation action.
2. The recommendation has not yet been implemented, but will be implemented in the future, with timeframe.
3. The recommendation requires further analysis. With an explanation of the analysis scope and parameters that needs to be done. A time frame for the preparation of the study and what the governing body duties will be.
4. The recommendation will not be implemented because it is not warranted or is not reasonable, with an explanation.

The General Manager found some examples of other water district responses to Grand Jury reports and has developed the attached draft as a template for the Board to use when developing a response. The Board and Community reviewed the draft response at the June 21st meeting, and there have been subsequent suggestions since then.

Attached is the current final draft response letter for the board's consideration –

Recommendation:

Review, Discussion, Approve letter for Chair's Signature and Send to Grand Jury.

Pam Beaver
Director

Scott McVay
Director

Vacant
Director



Beverly Fickes
Chair

Terry Lincoln
Vice-Chair

Paul Kelley
General Manager

July 19, 2023

Honorable Monique McKee
Presiding Judge, Shasta County Superior Court
1500 Court St. Room 205
Redding CA 96001

Debra Joseph, Foreperson
2022-2023 Shasta County Grand Jury
P.O. Box 992086
Redding CA 96099-2086

Re: 2022-2023 Shasta County Civil Grand Jury Report – “Clear Creek Community Services District”

Honorable Judge McKee and Foreperson Joseph:

The Clear Creek Community Services District’s (The District) appreciates the efforts put forth by the 2022-23 Shasta County Grand Jury members in developing this report as well as the opportunity to provide a response. Pursuant to Penal Code Section 933.05, below find the District’s responses to the finding and recommendations set forth in the 2022-2023 Shasta County Civil Grand Jury’s report entitled “Clear Creek Community Services District”.

I. Responses to Findings

F1 *Failure of the Board to provide oversight to management regarding payroll and overtime issues, as well as appropriate pay raises.*

The District agrees with this finding.

In October of 2022, the District hired and signed an employment agreement with a new General Manager. The new General Manager has instituted increased payroll and overtime oversight procedures. The new General Manager also helped negotiate and get signed a new Memorandum of Understanding with the employee’s union. This MOU handles a wide range of employment issues and resolves any pay raise issues.

F2 *Failure of the Board to create and enforce policies and procedures for administrative personnel to do their jobs effectively and equitably for all CCCSD customers.*

The District agrees with this finding.

The Board of Directors reviewed the Administrative policies in January of 2022 and was not approved. That January 2022 Administrative policy manual has policies and procedures for the District and its administrative personnel. The District agrees that the enforcement, follow up and review of the policies was challenged and not consistent because of constant board turnover from 2021 through the end of 2022, and an Interim General Manager also running a treatment plant during a “zero” allocation severe drought year. The District is working on an update to the Administrative policy for Board approval to provide enforceable policies and procedures for the District personnel.

F3 *The Financial Standing Committee failed to meet consistently to review finances and make appropriate recommendations to the Board.*

The District agrees with this finding.

As stated in this Grand Jury report – “Due in part to frequent Board Member turnover, these committees have met sporadically or not at all”. The Finance Committee met twice late in 2021, and four times in 2022 during a time when there was significant Board member turnover that impacted the Committee’s ability to meet consistently and make recommendations to the full Board. Starting in 2023 the District had a full board, and this committee has met multiple times. As of June 30th 2023, a director resigned and that position should be filled by August of 2023.

F4 *The Planning and Steering Standing Committee failed to ensure that Reserve Accounts were used for the purposes intended.*

The District agrees with this finding.

As this Grand Jury report states: “Due in part to frequent Board Member turnover, these committees have met sporadically or not at all”. This committee did not meet in 2021 and 2022. Starting in 2023 the District had a full Board, and this committee has met multiple times. As of June 30th 2023, a director resigned and that position should be filled by August of 2023.

F5 *The Board failed to review monthly financial statements that reflected actual vs. budgeted income and expenditures.*

The District agrees with this finding.

The previous District reports were not able to report actuals vs budget numbers. The District now has a combination of monthly activity reports and quarterly actuals vs budget numbers review. The current board, starting in 2023 regularly reviews the monthly activity reports and quarterly reviews actuals vs budget numbers.

F6 *The Board failed to adhere to its own policies regarding maintaining adequate Reserve Accounts for capital expenses for repairs and replacement of equipment and delivery systems.*

The District agrees with this finding.

The District is working to update policies and financial controls to prevent this happening in the future.

F7 *Insufficient planning by management contributed to the inability of CCCSD to meet financial and budgetary responsibilities for daily operations and customer service.*

The District agrees with this finding.

The District began planning and drafting a Budget for the 2023-24 year in March and then approved the budget in June, that is balanced and can meet the District's daily operations and customer service duties. The District will be monitoring the Budget and have quarterly opportunities to review and make adjustments.

F8 *The Board ignored independent audits that identified irreconcilable differences in the Customer Accounts Subsidiary Ledger with the General Ledger from 2014 to 2021.*

The District agrees with this finding.

Starting with the FY 2021 audit the District changed its auditor that completed the FY21 audit. The District will review and correctly implement the audit differences and report to the Board.

II. Response to Commendations

C1 *CCCSD customers who created the Happy Valley Community Committee, whose persistence helped to expose and correct the problems within the District.*

The District agrees with this commendation.

The Community Committee worked for 2+ years gathering information on District policies and procedures. They exposed several areas that needed more Board oversight and financial review. Because of the committee's due diligence, the new General Manager and staff have a clearer picture of processes and policies that need to be updated and incorporated. In addition, four of these committee members have now become District Board Members, bringing with them current knowledge of the workings of the District.

C2 *The Interim General Manager and other staff who stayed and continued their service even under severe difficulties.*

The District agrees with and appreciates this commendation.

The Board would like to recognize Bill Palmaymesa, Chief Plant Operator, who stepped in as Interim General Manager. He held down two demanding positions over the course of a year and provided dedicated service to the District. We commend him for his commitment to the District and community. The Board also recognizes the efforts and difficulties faced by Roberto Chacon and Chad Krick who had to multi-task job duties and faced long hours due to staffing shortages.

C3 *The customers who volunteered many hours to update the backlogged 2021 minutes and to audit customer accounts.*

The District agrees with this commendation.

Volunteers from the community stepped up and prepared over 20 sets of overdue minutes for the District. There were four individuals who spent many hours reviewing video recordings to finalize the minutes. In addition, volunteers were used in the office

to update customer accounts as well as notification on past due accounts. The District is fortunate to have a community that is willing to assist wherever they can. It is a true advantage for the District in having such support from the community.

III. Responses to Recommendations:

R1 By December 31, 2023, the Board annually review the General Administration Policy for updates and modifications to ensure Board compliance.

This recommendation has been implemented.

The General Administrative policy has been reviewed once by the Planning & Steering Committee, then by the full board as a special meeting for the Planning and Steering committee. Then the full Board reviewed the Policy and provided input for more edits and updates for eventual adoption by the Board in 2023. In this updated policy will be setting an annual review.

R2 By December 31, 2023, the Board review all Standing committees to assess their effectiveness and responsibilities or consider reconstructing the committees.

This recommendation has been implemented.

The Planning and Steering Committee and the Board have reviewed the current list of Standing Committees in the Administrative policy manual. The Planning and Steering Committee is working on the updated policies for recommended for the Board's consideration the update of each other standing committee duties.

R3 By December 31, 2023, the Board shall invite at least two CCCSD customers to serve on each Standing Committee.

This recommendation has not yet been implemented but will be implemented in the future.

The modifications to the Administrative policies will be completed to have an allowance of "community members" or "customers" on standing committees. A process for application by community members and then selection will be developed and then meetings scheduled.

R4 By December 31, 2024, the Board shall oversee the creation and implementation of an Administrative Office Policies and Procedures Manual.

This recommendation has been partially implemented and will be fully implemented in the future.

The Planning and Steering Committee has met once as the two-member committee, and once more as a special meeting of the full board to discuss, review and edit multiple district policies. The Administrative policies are being updated for consideration and adoption by the Board in 2023.

R5 *By June 30, 2024, the Board will conduct annual financial planning meetings in conjunction with annual budgeting process to establish short-term (1-5 years) and long-term (5-10 years) goals for operational growth, infrastructure build/maintenance, financing of projects, and revenue reserves.*

This recommendation has been partially implemented and will be fully implemented in the future.

The District held multiple finance committee meetings as special meetings of the full board to prepare the 2023-24 fiscal year budget. These financial planning meetings for the coming budget were the first for the District and they included the new accounting software that will provide better financial tracking, transparency, and expenses vs budget during the coming year. This will help the board to do quarterly budget to actuals review, budget adjustments if needed, and better plan in early 2024 the short-term goals that can fold into long term goals for the operational growth, growth of revenues and financing of infrastructure projects.

R6 *By June 30, 2024, the Board will create and utilize a Budget Variance and Analysis Guide in order to meet financial obligations.*

This recommendation has been implemented.

At the adoption of the 2023-24 budget, the General Manager recommended, and the Board approved that there would be quarterly reviews of the budget vs actuals. This will provide the board with an ability to review Budget variances and provide direction for modifications if needed.

R7 *By December 31, 2024, the Board perform an annual performance review of the General Manager.*

This recommendation has been implemented. When the Board hired the new General Manager in October of 2022, the new General Manager provided an employment agreement to the District, then the Board negotiated and then approved in open session at a regularly scheduled meeting in October of 2022. The agreement provided for an initial six-month performance review and an annual performance review thereafter. At the April 2023 board meeting the Board performed the six-month performance review and scheduled the annual review to occur at the October Board meeting.

The District thanks the Shasta County Civil Grand Jury for taking the time to investigate, review and report on Clear Creek CSD. If you have any questions regarding the District's response, please contact me at 530-357-2121.

Sincerely,

Beverly Fickes
Chair of the Clear Creek CSD

Cc: Board of Directors, Clear Creek CSD

CLEAR CREEK COMMUNITY SERVICES DISTRICT

2022-2023 SHASTA COUNTY GRAND JURY



SUMMARY

The Grand Jury received information regarding the Clear Creek Community Services District (CCCSD/District). This information concerned accounting problems, lack of Board oversight, management practices, administrative personnel turnover, and water acquisition/distribution problems.

The Grand Jury investigated various aspects of the CCCSD as set forth in this report. The Jury found inadequate record keeping and uncollected accounts. The CCCSD Board failed to follow its own policies regarding oversight of District operations, which led to unapproved management practices. The Jury discovered the turnover of key administration staff contributed to the conditions at CCCSD. The lack of Board oversight contributed to the problem of water acquisition at reasonable rates.

The Grand Jury also looked into the District and its continued ability to have sufficient funding adequate to serve the customers of Happy Valley. New board directors and a new general manager, along with support from volunteers, are creating confidence in the future of CCCSD.

BACKGROUND

The unincorporated area of Shasta County currently called Happy Valley was first settled in the mid-1860s when water from a gold miner's ditch became available for agricultural uses. Although the region had a variety of names in its earlier years, the name Happy Valley was coined by a settler from the San Francisco Area in the 1880s. Historically, Happy Valley, a prosperous agricultural center, has always depended on plentiful water. That is just as true today for many residents as it was 160 years ago; today's water needs are for agricultural use, as well as the needs of rural and suburban residents. There are currently 8000 residents using water supplied by the water district, with total water connections of more than 2000 customers.

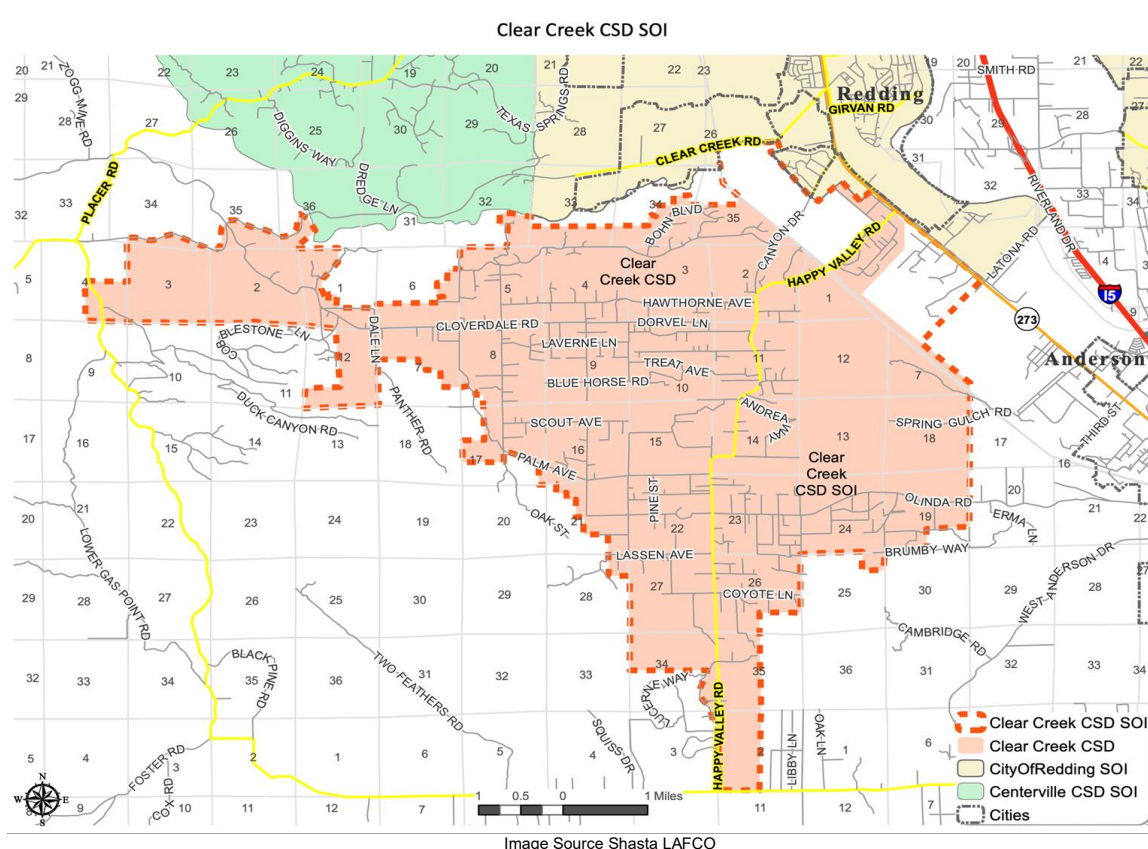
CCCSD was created in 1963 and has been responsible for the distribution of clean and safe water since that time. The Mule Town Conduit from Whiskeytown Lake has been a primary source of water for the District, which maintains over 100 miles of pipeline in its 33.8 square miles. The District has historically purchased water from other sources as well. In addition, the District maintains and pumps water from three deep wells in the southern part of its area and then uses a booster pump to push this water into its distribution system when necessary.

METHODOLOGY

The Jury used the following methods in this investigation:

- Interviews of CCCSD Board of Directors - past and present.
- Interviews of CCCSD staff, customers and volunteers.
- Site visit – March 27, 2023.
- Attendance at CCCSD Board meetings.

A detailed list of reference material is included later in this report.



DISCUSSION

CCCSD is governed by an elected five-member Board of Directors responsible for the provision of current and future water needs of the District's water customers, as well as ensuring continued efficient operations and providing oversight to the General Manager.

Daily operations of the District are delegated to the General Manager. The former District General Manager had been internally promoted in 2010 and later resigned in August of 2021. Upon that resignation, multiple issues within the District became apparent. Also resigning the same month were the bookkeeper and the office manager. Since that time, other administrative personnel have also left, to be replaced by people who were unfamiliar with CCCSD operations. The District asked a current employee to act as Interim General Manager, and finally hired a General Manager with water district experience in November of 2022.

The Carr Fire in July of 2018 and the Covid-19 pandemic of 2020 had significant negative impact on the District's finances. The fire damaged the CCCSD water treatment plant and backwash recycle ponds, while the pandemic impacted revenue collections. Statements in 2021 minutes and other public records reveal the District's cash flow problem resulting in a delay in receiving grants and loans for infrastructure improvement. Customer water needs were not met due to infrastructure decline, plus inadequate office support to process customer bill payments in a timely manner, which resulted in late payment charges for customers who paid their bills by check.

According to the CCCSD General Administrative Policies (GAP) the Board shall create standing committees for the purpose of making recommendations to the full Board. Although these committees have been formed, there is no available documentation that they met, nor are any reports to the Board from such committees recorded into the monthly Board meeting minutes over a several year period.

Currently the Personnel Committee is actively involved with the formation of the new union contract for its employees. The Agricultural Committee is charged with promoting agricultural water usage within the District. The Planning and Steering Committee provides pertinent information at crucial times of the year, especially at the time of the annual budget for the upcoming year. The main concern of this committee is the formulation of plans and policies for arranging, realizing and achieving District goals. The responsibility of the Financial Committee is to oversee the financial management of the District, including the preparation and oversight of reserve accounts and major expenditures.

Due in part to frequent Board Member turnovers, these committees have met sporadically or not at all. The Financial Committee failed to meet its intended purposes by not providing the full Board the necessary information to make adequate and timely financial decisions based on actual information about the financial health of the CCCSD since 2020.

In 2020, many concerned citizens formed the Happy Valley Community Committee (HVCC) as a watchdog group over the actions and policies of CCCSD. Members of this committee began to attend all Board meetings, to ask questions, and to demand answers about what they were seeing throughout the District. As time progressed some even became members of the Board to help solve the exposed problems within the water district that affected every resident.

In September of 2021, the CCCSD Board of Directors initiated a change in auditing firms. The State mandated audit for fiscal year (FY) 20/21 (July 1 to June 30) was finished and accepted by the Board in December of 2022, six months past the due date. The audit for FY 21/22 was started on schedule in early 2023, and has yet to be completed at the time of this report.

A review of past audits, fiscal years ending June 30th of 2014 through 2018, reveal continuing issues identified regarding internal controls and operational matters. The most important of these was the irreconcilable differences in the customer accounts Subsidiary Ledger with the General Ledger. The differences identified by the auditing firm grew from \$15,152 in 2014 to \$26,995 in 2018. The latest audit for FY 20/21 identified the same issue with the General and Subsidiary Ledgers.

In 2022, customers volunteered to assist the understaffed office with updating customer accounts. The auditing of customer accounts exposed uncollected accounts still on the books and non-collection of monthly active water bills and penalties. Directors voted in July of 2022 to write-off (uncollectable) historic past due monies owed in the amount of \$61,680.85. The CCCSD accountant had identified a total of 848 accounts past due, with 471 past due over seven years.

Additionally, volunteers worked on transcribing recorded backlogged Board minutes that had not been transcribed from 2020-2021. The minutes were finally approved and posted to the CCCSD website in late 2022.

The Grand Jury discovered no training or procedure manual(s) in place to ensure consistent proper accounting and bookkeeping practices at the District, whether for employees, vendors, or customers. Instead, training for new bookkeeping and/or accounting staff was done by individual handwritten notes and post-it notes. Turnover in office staff allowed past incorrect postings to compound year over year. With no formal training for new bookkeeping staff, monies were deposited into different accounts in error. Lack of procedures continue to make the flow of monies in and out of accounts difficult to assess.

Accounts Receivable

Customer accounts are identified by address. As customers stopped service or moved away, a new customer name was entered into the system, again tied to the address. Previous delinquent customer accounts were allowed to remain in the system without being collected. CCCSD was unable to deposit customer checks from September 2021 through January 2022 because the check scanner was out of order, resulting in late fee charges. CCCSD office staff had no regular deposit schedule enforced by management or the Board.

Additionally, Board Minutes from December 14, 2022 reflect a total of \$180,671 in delinquent charges on current accounts. The majority were more than 90 days past due. From 2010 through 2021, there was random enforcement of shut-off policies. Past management rarely enforced shut-off policies. Liens for unpaid accounts were rarely sought.

The CCCSD Board voted to enforce overuse penalties in December of 2022, contrary to past practices. Customers may ask for penalty forgiveness from the Board. Consistent enforcement of District water policy regarding penalties for over usage is a change from past practices.

The new auditing firm employed by the District identified Accounts Receivable errors. The District did not reconcile its Accounts Receivable Subsidiary Ledger with the General Ledger balance. An adjustment of \$197,223 between ledgers had to be made in order to correct the balance of the end of fiscal year 2021. The Jury determined the Board has not had accurate monthly information necessary to make fully informed financial decisions.

The New Board of Directors and the auditing firm confirmed numerous fund accounts with unreconciled balances. The entire bookkeeping system is being reconciled after being changed to a new system effective July 1, 2022. The migration to a new bookkeeping system and reconciling accounts started on July 1, 2022 and was ongoing as of the date of publication of this report. Staff is continuing to identify and correct errors in the previous bookkeeping system. New financial reports from July 2022 through December 2022, generated by current accounting software, have been approved by the Board.

Accounts Payable

The District's General Administrative Policy (GAP) requires the Board to determine salary and authorize time sheets for a general manager. The Board chose to include all employees in the Employee Association and memorandum of understanding (MOU), and pay hourly wages, including confidential office staff and general manager position. While state and federal rules allow these positions to be exempt from overtime and compensation time off (CTO), the Board chose not to use this exemption. This resulted in large overtime costs on weekly timecards. As written the MOU allowed for a very large CTO accrual that was due and payable when an employee retired.

In 2015 the District reported total wages for 19 employees to the State of California totaling \$605,630. In 2016 the wages jumped to \$776,349 for the same number of employees. Wages again increased in 2019 to \$962,875 for 19 employees. There were no presentations to the Board regarding restructuring of job duties, reorganizing salary structures, or placement of employees into new positions.

For six years, the total overtime cost was \$561,149. One member of management received \$193,687, or 35% of the total. That management position is now classified as exempt from overtime. CCCSD overtime costs as reported to the State of California were:

2015 - \$48,179	2016 - \$62,781
2017 - \$78,899	2018 - \$108,675
2019 - \$124,259	2020 - \$138,356

Another issue the Jury discovered in payroll discrepancies was the practice of employees donating CTO to other employees who were paid on vastly different pay scales. This made such donations inequitable, which was never addressed in payroll accounting.

When employees retired or left the District, duties were assigned or picked up by other employees. Job descriptions were not updated and correct wage compensation was not in accordance with the step process. Documents verify employees were accruing improper sick leave, while on-going attendance problems were never addressed by management or the Board. Improper job descriptions correlating to proper step and wage designations are a current negotiation issue. Employees have recently voted to be represented by United Public Employees of California.

In violation of the 2016 GAP requiring two authorized signatures or initials on invoices presented for check signing, the Jury found evidence that checks were signed with only one authorization, or authorization was entirely missing. When an authorized check signer left CCCSD, delays in adding new check signers occurred. On several occasions the bank notified CCCSD that unauthorized personnel were signing checks and signature cards needed to be updated. Also in violation of the 2016 GAP, Accounts Payable states invoices are to be processed on a semi-monthly basis. However, at the June 2022 monthly Board meeting, the check register showed payment to a local firm for past due invoices for monthly water analysis work completed over a ten month period.

Supplemental Pay

Supplemental Pay was in response to overpayment by employees into a program known as Other Post-Employment Benefits (OPEB). This benefit was established by the District as part of a Retiree Healthcare Plan in compliance with the CalPERS Public Employees Medical and Hospital Care Act. This plan provides healthcare benefits to eligible District retirees and eligible family members. The CCCSD does not have a record confirming the commencement date of providing Supplemental Pay, however District minutes reflect the overpayment to OPEB presented to the Board in 2017. CCCSD refunded the employee overpayment to employees, totaling \$110,811. The District completed this repayment in 2021.

Increasing Water Rates

In 2018 the Board voted to increase water rates. As a result, concerned customers became involved at Board meetings. The proposed rate increase was voted down after public protest and customers asked for an outside opinion on water rates. The Board then worked with an agency that helps small rural districts in California, known as the Rural Community Assistance Corporation (RCAC). After presentation of the RCAC study, titled Clear Creek CSD Financial Analysis, prepared in

2020, CCCSD customers demanded a Community Action Committee (CAC) be created. The Board approved the CAC creation. The CAC came up with three rate increase proposals. The main contention for CCCSD customers was agricultural water users paying lower rates than domestic water users. After years of public discourse the Board and CCCSD water users agreed on a flat rate proposal for all water users, with additional monthly charges for debt repayment and penalties for overuse. After a correct Proposition 218 process, the District was able to secure a public vote to increase water rates in August of 2021. That long delay in increasing water rates further added to the fiscal crisis.

Reserve Funds

In 2008, the CCCSD Board of Directors passed and adopted Ordinance 2008-11, The Reserve Fund Policy. The District Ordinance noted the loss of property tax income to the District in excess of \$380,000 due to the State budget crises of 2008. The Ordinance created specific reserve funds to be kept by the District. At a monthly Board meeting in 2019, the former general manager stated the reserves had been drawn down since the recession of 2008, creating a deficit of \$966,524.

The RCAC study, of 2020, notes the American Water Works Association recommended funding of reserves in the following areas and also notes a depletion of District reserve funds as follows:

- Operating Reserve Fund - the study found only \$33,869, with a full funding target of approximately \$230,000.
- Emergency Reserve Fund - the study found only \$37,011, with a full funding target of \$500,000.
- Capital Replacement Reserve - only \$136,000 available in investment. It states the District would need to set aside \$802,459 yearly to deal with aging assets in the District.

Procurement Procedures

Due to the Carr Fire in 2018, the District's Water Treatment Plant (WTP), located outside of Whiskeytown Lake, and the adjacent backwash recycle ponds were damaged. Fire damage was estimated at \$1,000,000.00. The Federal Emergency Management Agency along with the California Office of Emergency Services (FEMA/CalOES) provided local agencies with grant/loan combinations for repair. In June of 2022, CalOES notified CCCSD of improper procurement practices. There were four total findings and a Corrective Action Plan (CAP) was required. One finding cited procurement records not maintained to detail procurement history. A staff member created the CAP and the Board voted to accept and send the CAP to CalOES in July of 2022.

Water Issues

When CCCSD was established in the early 1960s, the US Bureau of Reclamation (BOR) built the treatment and distribution system used and maintained by CCCSD. This build was contingent upon CCCSD repaying the amount spent by the BOR over the next thirty years, at which time title to the system would be turned over to CCCSD. The system built was designated as a gravity feed system. This type of system has created continuous pressure fluctuations throughout the distribution system. In 2010, the District decided to sue the BOR for its flawed infrastructure design. One issue cited by the District was the on-going leakage of the main conduit located in the Whiskeytown area; repairs were estimated at \$1,000,000. As a result of losing the lawsuit on appeal, it cost the District \$712,000 in litigation.

District minutes, customer complaints and website alerts reveal an ongoing issue with the distribution system. Constant main line and minor line ruptures and leaks are usually dealt with by operation's staff. Numerous boil alerts have been issued to customers over the years. Customers

have complained of going without water for days when repairs were needed for a line break. The Jury found, due to long-term depletion of reserve funds, repairs have been piecemeal as ruptures have continued to occur. The Jury discovered a costly error when on July 4, 2022 the after-hours answering phone service was unable to contact the on-call operations staff regarding a major line break. Millions of gallons of water were released during a designated drought year. A commercial contractor had to be hired to repair the line break, costing over \$10,000. Another huge loss of water, over two million gallons, was reported to the Board in September of 2022. An isolation valve had to be replaced.

CCCCSD's inconsistent tracking of customer water usage also became an ongoing problem. Variances awarded to customers for a change in usage were not always entered into the billing software. Minutes show past staff complained of the time involved with the software input process. The District is currently working with a private company to correct software issues. Many water districts in Shasta County are dealing with BOR and State restrictions due to the proclaimed drought. In a non-drought year, the District could be entitled to up to 15,300 acre-feet (AF) of water. Water allocations have been severely cut back by the BOR, even to users with older water rights.

As the BOR has continuously cut back on water allotments, the District has had to rely on its groundwater supply by pumping from its wells. The cost of electricity for pumping is adding to the monthly outflow of money.

Erroneous forecasting of water needs in early 2021 and cutbacks by the BOR compounded the District's financial and water woes in late 2021. The District did not buy less expensive water when it was available earlier in the year. The District then scrambled to enter into a water transfer agreement with the City of Redding, dated August 26, 2021, for 500 AF of water at the price of \$462.38 per AF. The water transfer agreement was amended to add another 200 AF at \$328 per AF. Recent Board minutes indicate the District opened a line of credit with a local bank to help pay for the water, adding to its debt burden.

The Jury checked water treatment and distribution staff certifications, and at the time of writing this report they are current, according to the State Water Resources Board Certification website. While water availability has improved, there are still distribution problems due to the age of the system.

FINDINGS

- F1 Failure of the Board to provide oversight to management regarding payroll and overtime issues, as well as appropriate pay raises.
- F2 Failure of the Board to create and enforce policies and procedures for administrative personnel to do their jobs effectively and equitably for all CCCSD customers.
- F3 The Financial Standing Committee failed to meet consistently to review finances and make appropriate recommendations to the Board.
- F4 The Planning and Steering Standing Committee failed to ensure that Reserve Accounts were used for the purposes intended.
- F5 The Board failed to review monthly financial statements that reflected actual vs. budgeted income and expenditures.
- F6 The Board failed to adhere to its own policies regarding maintaining adequate Reserve Accounts for capital expenses for repairs and replacement of equipment and delivery systems.

- F7 Insufficient planning by management contributed to the inability of CCCSD to meet financial and budgetary responsibilities for daily operations and customer service.
- F8 The Board ignored independent audits that identified irreconcilable differences in the Customer Accounts Subsidiary Ledger with the General Ledger from 2014 to 2021.

COMMENDATIONS

- C1 CCCSD customers who created the Happy Valley Community Committee, whose persistence helped to expose and correct the problems within the District.
- C2 The Interim General Manager and other staff who stayed and continued their service even under severe difficulties.
- C3 The customers who volunteered many hours to update the backlogged 2021 minutes and to audit customer accounts.

RECOMMENDATIONS

- R1 By December 31, 2023, the Board annually review the General Administration Policy for updates and modifications to ensure Board compliance.
- R2 By December 31, 2023, the Board review all Standing committees to assess their effectiveness and responsibilities or consider reconstructing the committees.
- R3 By December 31, 2023, the Board shall invite at least two CCCSD customers to serve on each Standing Committee.
- R4 By December 31, 2024, the Board shall oversee the creation and implementation of an Administrative Office Policies and Procedures Manual.
- R5 By June 30, 2024, the Board will conduct annual financial planning meetings in conjunction with annual budgeting process to establish short-term (1-5 years) and long-term (5-10 years) goals for operational growth, infrastructure build/maintenance, financing of projects, and revenue reserves.
- R6 By June 30, 2024, the Board will create and utilize a Budget Variance and Analysis Guide in order to meet financial obligations.
- R7 By December 31, 2024, the Board perform an annual performance review of the General Manager.

RESPONSES

Pursuant to Penal Code Section 933.05, the following response is required:

From the following governing body: (within 90 days):

Clear Creek Community Services District Board of Directors

- F1, F2, F3, F4, F5, F6, F7, F8
- R1, R2, R3, R4, R5, R6, R7

The Grand Jury recommends that all governing bodies place their responses to all Grand Jury Reports on their Regular Calendars for public discussion, not on their Consent Calendars.

REFERENCES

<https://www.clearcreekcsd.org>

CCCSD Board minutes from 2015 through 2022

CCCSD Budgets – 2015 – 2021

CCCSD Audits, FY ending June 30th 2015 through 2021

CCCSD Ordinances – 2000 through 2022

Employee Pay timesheets, 2018 and 2019

CCCSD General Administration Policy – February 2010, reviewed 2016 and 2022

CalOES Compliance Assessment, CR22-2782 Dated June 17, 2022 and CCCSD Sub recipient Corrective Action Plan Response

CalPERS Actuarial Valuation Report for CCCSD, dated July 2021

California Special Districts Association Guide to Special District Laws and Related Codes

Record Searchlight, July 11, 2010, Dylan Darling, *Small water district sues bureau*

CCCSD Customer billings – 2020-2021

CCCSD Competitive Bidding and Emergency Policy and Procedures – January 2005

<https://publicpay.ca.gov/Reports?SpecialDistricts>

Clear Creek CSD Rate Report Final- RCAC 7/9/2020

Water Transfer Agreement, City of Redding, C-9000, August 26, 2021

Shasta Local Agency Formation Commission (LAFCO) Draft of Municipal Services Review & Sphere of Influence Update – November 2014

Acquired emails from previous Board members

CCCSD Activity Reports and bank statements, 2021

Community Action Committee documents

CCCSD MOU with Clear Creek Employees Association – 2010

<https://www.usbr.gov>

https://www.waterboards.ca.gov/drinking_water/certlic/occupations/DWopcert.html

YouTube videos of CCCSD Board meetings

DISCLAIMERS

Reports issued by a grand jury do not identify individuals interviewed. Penal Code § 929 requires that reports of a grand jury not contain the names of any person or facts leading to the identity of any persons who provide information to a grand jury.

When there is a perception of a conflict of interest involving a member of a grand jury, that member is required to recuse from any aspect of an investigation involving such a conflict and from voting on the acceptance or rejection of a report. No member of the Grand Jury recused from this report.



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

MEMO

Date: July 19th 2023
To: Board of Directors
From: General Manager – Paul Kelley
Re: **6c** – Accept Director Irwin Fust Resignation. Announce the Public Notice of Vacancy and start accepting applications for Vacant Director Seat.

Discussion/Action:

6.c –

The District received the resignation of Director Fust on June 30th 2023.

Based on Government code §1780

The Board of Directors has 60 days from the date the board is notified of the vacancy or the effective date of the vacancy, whichever date is later, to fill the vacancy by appointment or call a special election.

Pursuant to this government code: this notice will be posted for 15 days in three (3) or more conspicuous locations in the District from July 20th, 2023 to August 9th, 2023. And on the Clear Creek Website www.clearcreekcsd.org

Applications are available at the Clear Creek Community Services District office and Website.

The District also has the attached application – edited for this appointment from previous vacancy appointments.

The plan is to have this posted and accept applications till August 9th, then bring the appointment to the August 16th board meeting for selection of applicants and appointment.

Recommendation:

Review, Discussion, Approve Direction to Post the Notice of Vacancy

Irwin Fust, CFI
6774 Amber Ridge Drive
Anderson, CA 96007
(530) 351-8203 irwin378@gmail.com

June 29, 2023

Mr. Paul Kelley
General Manager, CCCSD
5880 Oak Street
Anderson, CA 96007

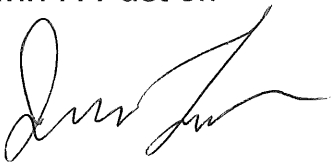
Mr. Kelley,

This letter is to inform you that I am resigning from the Board of Directors of the Clear Creek Community Services District as of Friday, June 30, 2023.

I am selling my residence and moving out of the district. Therefore, I will no longer be able to legally serve on the Board of Directors.

It has been a pleasure to work with you.

Irwin H Fust Jr.

A handwritten signature in black ink, appearing to read 'Irwin Fust', with a stylized flourish at the end.



NOTICE OF VACANCY

Interested persons are hereby notified that pursuant to Government Code §1780 there is a vacancy on the Clear Creek Community Services District Board of Directors.

Appointee seat will be up for re-election in the 2024 Shasta County General Election on November 5th, 2024

The appointee must be a registered voter in the District.

Applications are available at the Clear Creek Community Services District office located at:

5880 Oak Street, Anderson, Ca 96007 and website-clearcreekcsd.org/home

Phone: 530.357.2121 – FAX: 530.357.3723 – Email: cccsd@clearcreekcsd.com

Applications are due by August 9th 2023 at 5pm

Appointment will be made at a regular meeting of the Board of Directors on August 16th, 2023.

The Board of Directors has 60 days from the date the board is notified of the vacancy or the effective date of the vacancy, whichever date is later, to fill the vacancy by appointment or call a special election. Government code §1780.

Pursuant to Government Code §1780, this notice will be posted for 15 days in three (3) or more conspicuous locations in the District from July 21st 2023 to August 9th 2023. And on the Clear Creek Website www.clearcreekcsd.org

Paul Kelley, General Manager - Clear Creek CSD



CLEAR CREEK COMMUNITY SERVICES DISTRICT

5880 OAK STREET, ANDERSON, CALIFORNIA 96007

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

www.clearcreekcsd.org

APPLICATION FOR APPOINTMENT TO A SPECIAL DISTRICT

If you are interested in serving on the Clear Creek C.S.D. Board of Directors and a Registered voter in the District, please complete the application and return it to:
5880 Oak Street, Anderson, CA 96007

Due Date: August 9th 2023 BY 5PM

You will be advised by the District Board if your appointment is confirmed. Please note interviews may be conducted depending on the number of applications received. The Board reserves the right to possibly question candidates in open forum at a public meeting.

The Public Meeting is scheduled for August 16th 2023: 6PM. Attendance is required.

DISTRICT: Clear Creek Community Services District

DATE: _____

NAME: _____

RESIDENCE: ADDRESS: _____

BUSINESS OR MAILING ADDRESS: _____

PHONE (DAYTIME): _____ PHONE (EVENING): _____

EMAIL: _____

EDUCATION

Institution	Major	Degree	Year

WORK/VOLUNTEER EXPERIENCE

Organization	City	Position	Year-From/To

STATEMENT OF QUALIFICATIONS:

Please briefly describe your qualifications and why you are interested in serving on the Board of Directors.

CERTIFICATION:

I certify that the information contained in this application is true and correct. I authorize the verification of the information in this application.

Signature

Date



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

MEMO

Date: July 19th 2023
To: Board of Directors
From: General Manager – Paul Kelley
Re: **6d – New Customer Billing Software Agreement – CUSI (Discussion/Action)**

Discussion/Action:

6.d –

The Board is aware that the District staff have been looking at replacing / updating the Current Customer billing software.

The FREY's Customer Billing software (CUBIC) was installed for the District in 1997 and is no longer current and as functional as the district would need now and into the future. The district has already moved on from two FREY's modules – CHIPS – for payroll and BUCS for accounting and general ledger. Both of these software packages also lost functionality for the current district needs. For accounting and payroll the district moved to QuickBooks. The interaction and data transfer from CUBIC to QuickBooks is challenging and time consuming.

District staff reached out to neighboring districts to see what others were using. The software packages by some of our neighbors – UBMax, Ampstun and CUSI. The cities use a version of utility billing that includes other city services and the larger water districts use packages with more features and significantly more cost.

The three listed were considered and Ampstun and CUSI provided comprehensive proposals. They also provided staff with an hour-long presentation on their software and features.

The staff is recommending that the district moves forward with CUSI. The conversion is an opportunity for the district to go through each customer/account/meter and make sure all is up to date and will clean out all the old extraneous data.

The main features that staff are looking forward to with CUSI:

- Each Meter will have an account tied to the property.
- Each customer will have an account to be tracked and billed
 - o This helps with rentals and other customers that have accounts but aren't owners of property.
- Simplified tracking
- As many charge codes as needed
 - o This provides an opportunity for the district to consolidate the charge codes
 - o Base Rate and fees won't change
 - o The usage rates – there isn't a need for so many rate codes, so a consolidation for Domestic and Ag will be less confusing for all.
- Clarity of Late charges, Delinquent accounts, and lock outs will be useful

- Interaction with field staff on workorders and automated tracking. Can add pictures to workorders.
- Interaction with current Meters and reading/recording equipment. Manual readings can be entered into the meter reading app rather than writing them on a piece of paper and bringing them to the account clerk to enter into the system.
- Bill processing and mailing or will work with any preferred mail house.
- Real time information/processing – instead of batch or daily/weekly processing
- Easily process liens directly from the delinquent accounts tab.
- Move-out and Move-in Wizard so no steps will be missed in the process.
- ACH Payments
- Reduced Visa/online charges
- Enhanced online payments system and customer portal. The customer will be able to find previous bills, payments, usage information. We will get an Admin Login to the customer portal which would have great reporting details as far as how many customers have logged in that day, how many payments were made, messages checked, etc.
- EBilling possible
- CUSI Customer support for district – better and through multiple channels
- Online customer interface with bill pay and/or auto pay and pop up notifications
- QuickBooks integration
- Emergency Broadcasting: Text, robocall, email, and printed.
- Training video modules (free) for new and existing employees wanting to update/refresh skills
- Payment arrangements (alternative payment plans) WILL be tracked in the system and will show on the customers bill as a separate line item so they have better clarity of what their agreement is and what makes up their bill.
- Technical support options include live chat and call-in options.
- Can open multiple “control panels” at once. Ease of access to multiple customer accounts at once if needed.
- You can use the web portal for communication with customers. (Alerts, Past Due Messages, etc) It will display message upon the customer logging in.
- Can track back flow testing
- Move in and move out wizard to prompt through the process correctly which will also prompt final billing.
- Bilingual billing for all customers
- Payment plan options in billing software – with district set prioritized application of payments.

Process and Installation:

Once the district signs the contract with CUSI, they will start the process of installation and conversion of current data. This will also set a “go live” date and it’s our current intention to have that happen at the start of a month.

The final method to be determined by CUSI, but it’s envisioned that there would be data conversion and – one final bill print and mailing for the old system, payments made would be entered into the new system, meters read and uploaded near end of the month, then new system sends bills.

Payments and Cost:

The purchase, conversion and installation of the new Customer billing system has a cost of \$32,025 (as can be seen on the attached CUSI sales agreement. There are three equal payments at milestones of the purchase and installation. This software will have internet payments and interactions.

The district is spending extra to have the software/system/data on its local network. CUSI has a “cloud” based option for districts that have high bandwidth or internet connectivity. The district currently has limited bandwidth and speed access to the internet and to make sure we can serve our customers that call or visit the office during internet speed or outage issues its best to have the data and software on the local server, with updates and backups to the cloud.

The annual payment for CUSI is less than ½ of the current Software provider. In future years after FREY’s (CUBIC, BUCS, CHIPS) licensing expires, the only licensing for customer billing and bookkeeping will be CUSI & Quickbooks. This amount will be CUSI: \$4675 and Quickbooks: \$949 already an expense in our system.

The board is aware of the challenges the old system has been for the previous and current staff. The staff are excited to have a modern and useful system to better serve our customers and provide accurate information for better management of our paying and delinquent customers.

Recommendation:

Review, Discussion, Approve/Authorize GM to sign the agreement.



CONTINENTAL UTILITY SOLUTIONS, INC.

Sales Representative: Lane Ricardo

P. O. Box 1515

Jonesboro, AR 72403

www.cusi.com

(870) 336-2239

Quote #: Ir230707094438

Sales Agreement

July 7, 2023



Clear Creek CSD
5880 Oak St
Anderson, CA
96007

Paul Kelley

(530) 357-2121

paul.kelley@clearcreekcsd.org



Economic Summary

	Up-Front	Monthly	Annual
Utility Billing Solution	\$30,940.00		\$3,775.00
Customer Web Portal	\$0.00		\$0.00
Miscellaneous Services	\$0.00	\$75.00	
IT Services	\$240.00		
Hardware	\$845.00		
Total	\$32,025.00	\$75.00	\$3,775.00

Billing and Payment Terms

Three Equal Payments Due Upon the Following Milestones: Contracting, Completion of Phase 1 Data Conversion, UMS Go Live. Cusi shall invoice all amounts due per the defined payment terms. Client shall make payment 15 days from date of invoice.

Three Equal Payments:

Payment 1: Contracting	\$10,675
Payment 2: Complete Phase 1 Data Conversion	\$10,675
Payment 3: Go Live / Fully functional	<u>\$10,675</u>
Total	\$32,025

Sales Agreement



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UMS On-Premise Utility Billing Software

2,800 Service Location Licenses	\$2.00	\$5,600.00
3 Named User Licenses	\$1,000.00	\$3,000.00
5 Field Service Licenses	\$500.00	\$2,500.00

UMS On-Premise Utility Billing Software Core Modules & Interfaces

- 1 ACH Bank Draft (First Layout Included)
- 1 Electronic Payment Module
- 1 Credit Card Terminal Interface
- 1 Website API - Customer Web Portal

Add-On Modules

1 IVR Module	\$1,000.00	\$1,000.00
1 Text Messaging Module	\$1,000.00	\$1,000.00

Standard Flat File Data Exchange Interfaces

1 Accounting Interface - QuickBooks	\$1,000.00	\$1,000.00
1 Advanced Metering Interface (AMI) - Badger	\$1,000.00	\$1,000.00

Sales Agreement



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UMS On-Premise Implementation Services

1	Advanced Data Conversion Package for up to 2710 Locations Includes 1 year data conversion of customers, locations, usages, readings, deposits, meter information, owner records and backflow data. <small>*Complete data must be provided in a ASCII, delimited, or SQL format. Data extraction and data cleanup will be invoiced based upon time and effort at CUSI current services rate. CUSI will invoice client the greater of the number of service locations provided in this Sales Agreement or the actual number of service locations converted.</small>	\$1.50	\$4,065.00
1	CUSI Certified Implementation Includes Business Requirements Gathering, Application Implementation, Installation, Setup, Formatting, Testing, Transition Support, & Project Management	\$4,800.00	\$4,800.00
2	Days of CUSI Certified Training Includes application training for all users as contracted Any and all unused training days will expire 6 months after Go Live	\$1,600.00	\$3,200.00

Travel expenses for on-site work will be billed separately.



Sales Representative: Lane Ricardo

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(530) 357-2121
paul.kelley@clearcreekcsd.org



Economic Summary

UMS On-Premise Utility Billing Software	\$15,100.00
UMS On-Premise Implementation Services	\$12,065.00
Total	<u>\$30,940.00</u>



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Customer Web Portal

1 Customer Web Portal	\$2,000.00	\$2,000.00
Includes Design, Setup, Configuration, and Training Services.		
1 Customer Web Portal - TSM & Hosting	\$2,000.00	\$2,000.00
Includes Technical Support, Maintenance, and Hosting.		



Economic Summary

Customer Web Portal	\$2,000.00
Customer Web Portal - TSM & Hosting	\$2,000.00
CUSI Turnkey Merchant Services Customer Web Portal Discount	-\$2,000.00
CUSI Turnkey Merchant Services TSM & Hosting Discount	-\$2,000.00
Total	\$0.00



CONTINENTAL UTILITY SOLUTIONS, INC.

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paul.kelley@clearcreekcsd.org

Miscellaneous Services

Turnkey Merchant Services

billed by provider

- | | | |
|---|----------------|-----------------|
| 1 Turnkey Merchant Services Package - Service fee will be the greater of: | \$1.95 or 2.5% | per transaction |
|---|----------------|-----------------|

Includes Visa, MasterCard, Discover Merchant Services, and Payment Gateway Service. Figures based on an Average Bill Estimate of \$76 and a High Bill Estimate of \$100. Average bill estimate and service fee subject to annual review. CUSI reserves the right to bill a minimum monthly fee of \$20.00 to recover any losses from inactive merchant accounts or accounts that do not cover fixed processing costs.

In conjunction with the Turnkey Merchant Services, CUSI is providing software licenses at no cost. In the event that client terminates Turnkey Merchant Services, any and all software licenses provided at no cost shall be billable at then current retail price.

- | | | |
|---|--|--|
| 1 Turnkey Merchant Service Electronic Check Package | | |
|---|--|--|

Internet Electronic Check Transactions

\$1.95 or 2.5% per transaction

Turnkey Merchant Services fees are paid by utility customers and collected by CUSI.

Online Bank Account Validation - eChecks and ACH Signup

- | | | |
|--|--------|-----------------|
| 1 CUSI Validation Service - Account and Routing Verification | \$1.50 | per transaction |
| 1 CUSI Validation Service - Balance Check | \$0.20 | per transaction |

IVR Service - UMS

- | | |
|---|-------------------------|
| 1 CUSI IVR Service - Inbound and Outbound IVR | Unlimited Monthly Usage |
|---|-------------------------|

If requirements cannot be met for \$0 CUSI IVR Services, a new Sales Agreement for IVR Tech and associated services may be required to void and replace this service.

Text Messaging Service

- | | |
|---|-------------------------|
| 1 CUSI SMS Messaging Service - Inbound and Outbound SMS | Unlimited Monthly Usage |
|---|-------------------------|



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Sales Agreement



Clear Creek CSD

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(530) 357-2121

paul.kelley@clearcreekcsd.org

Email Service

1 Cusi Email Service - Unlimited	\$75.00	per month
Monthly cost subject to change based on customer tier		



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IT Services

Additional Software for UMS Utility Billing Solution

1 SQL Server 2019 Express	Included
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Additional IT Products & Services

1 SSL Management Services - 2 Years	\$240.00	\$240.00
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Economic Summary

Additional Software for UMS Utility Billing Solution	\$0.00
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Additional IT Products & Services	\$240.00
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Total	\$240.00
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CONTINENTAL UTILITY SOLUTIONS, INC.

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Hardware

1 Honeywell Barcode Scanner	\$495.00	\$495.00
1 Stripe BBPOS WisePOS E EMV Credit Card Terminal	\$350.00	\$350.00

If Turnkey Merchant Services, device and encryption fees are covered by Cusi



Economic Summary

Hardware	\$845.00
Total	\$845.00

Sales Agreement

July 7, 2023



Clear Creek CSD
5880 Oak St
Anderson, CA
96007

Paul Kelley
(530) 357-2121
paul.kelley@clearcreekcsd.org



Terms of Sale

Company has ordered and agrees to purchase from CUSI the products and services defined under this Sales Agreement at the listed quantities and rates. Upon receipt of an executed Sales Agreement CUSI shall ship all products to the Company address and contact defined above and services shall be scheduled and initiated. Company acknowledges that CUSI's products and services are subject to the terms and conditions of a separate Software License Agreements and Services Agreements between Company and CUSI located at www.cusi.com/legal. Monthly or yearly rates for services provided by CUSI or third parties may be subject to price increases with or without notice. Any service requiring CUSI or third parties to travel will incur corresponding expenses that will be billed actual as incurred unless otherwise noted. Travel requiring more than 5 hours of travel time will be billed an additional charge equal to 50% of the daily rate. If Company is not tax exempt or does not provide exemption documentation, CUSI shall invoice for such applicable taxes on each invoice. In the event the tax exemption documentation provided by the Company is disallowed or deemed invalid, Company agrees to pay in full all such taxes, including any applicable interest or penalties.

Tax Exempt Status

Initial where appropriate:

<input type="checkbox"/>	This entity IS EXEMPT from sales tax and will provide or has provided our exemption certificate
<input type="checkbox"/>	This entity IS NOT EXEMPT from sales tax

Quotation Terms

This quote is valid until 08/06/2023. Quote was created using Sales Agreement Version: 2023.02.20

Execution Instructions

Execute, date, and email all pages to CUSI sales representative. Include Tax Exempt Certificate and Sign Off page from Pre-Sale Implementation Guide.



CONTINENTAL UTILITY SOLUTIONS, INC.

Sales Representative: Lane Ricardo

P. O. Box 1515

Jonesboro, AR 72403

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(870) 336-2239

Quote #: Ir230707094438

July 7, 2023

Sales Agreement



Clear Creek CSD
5880 Oak St
Anderson, CA
96007

Paul Kelley
(530) 357-2121
paul.kelley@clearcreekcsd.org



Purchaser Authorization

I certify that as the person signing this form I have purchasing authority for Clear Creek CSD.

Print Name:

Title:

Authorized Signature:

Date:



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

MEMO

Date: July 19th 2023
To: Board of Directors
From: General Manager – Paul Kelley
Re: **6e – Committee Assignments** (Discussion/Action))

Discussion/Action:

6e –

The Chair has requested that committee assignments be reviewed.

adjustments or additions be made that this meeting – by motion and vote.

Changes in the number and composition of the Committees could change when a new Administrative Policy is adopted.

Committee:	Member	Member	Alternate
Finance:	<u>Scott McVay</u>	<u>Beverly Fickes</u>	<u>Pam Beaver</u>
Personnel:	<u>Terry Lincoln</u>	<u>Pam Beaver</u>	<u>Beverly Fickes</u>
Agriculture:	<u>Scott McVay</u>	<u>Vacant</u>	<u>Vacant</u>
Planning/Steering:	<u>Terry Lincoln</u>	<u>Vacant</u>	<u>Beverly Fickes</u>
JPIA:	<u>Beverly Fickes</u>		
EAGSA:	<u>Scott McVay</u>	Alternate <u>Vacant</u>	

Recommendation:

Review, Discussion, and by motion appoint members.



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

MEMO

Date: July 19th 2023
To: Board of Directors
From: General Manager – Paul Kelley
Re: **6f – Administrative Policy** (Discussion/Action))

Discussion/Action:

6f –

The planning and steering committee reviewed several policies and then the Board in a special meeting as the Planning and Steering Committee reviewed a number of policies.

At the May meeting, the Board approved a number of updated policies and suggested the Administrative Policy be processed more and brought back to the board for more input and discussion.

There are some items for the Board to consider and provide direction to staff to edit this Policy for future consideration and approval. A few are listed here:

1. The Grand Jury report has suggested that community members be added to the standing committees.
 - a. Would the board consider amending the policy to allow this to occur and what would the process for including community members?
2. The Personnel committee has been recommended to be removed from the standing committee, is this still the boards direction.
3. What committees should be meeting as committees and what should meet as special meetings of the board?
 - a. The board recently had special meetings as a committee for all the board to participate and this could be in the policy or at the discretion of the Board.
4. What kind of Minutes should be kept and approved by the board?
 - a. Current practice over the past few years have been full on transcribed minutes.
 - b. Another potential practice could be action minutes that identify speakers from the public on items, subject of comments, Motions, and votes.
 - i. If this is done, then there needs to be in the Admin Policy how long recordings are kept, video, or other audio.
5. Procurement Policy
 - a. Should it be updated as separate or included in the Administrative Policy?

Recommendation:

Review, Discussion, and provide direction to bring back the Administrative Policy for board adoption.



GENERAL ADMINISTRATIVE POLICIES

Document Type: District General Administrative Policy

Administering Entity: General Manager, Board of Directors

Date Approved: May 17, 2023

Last Amendment Date: February 2022

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

Indicative Time for Review: Bi-Annually

Responsibility for Review: General Manager, Board of Directors

ORGANIZATIONAL STRUCTURE

Board of Directors

Clear Creek Community Services District, hereinafter referred to as "CCCSD" is governed by its five-member Board of Directors hereinafter referred to as "The Board", which is responsible for the oversight of the organization by:

1. Planning for the future and setting CCCSD goals
2. Establishing policies and procedures
3. Setting the budget
4. Identifying and proactively dealing with emerging issues
5. Establishing and maintaining programs and systems designed to ensure compliance with terms of contracts and grants
6. Contacting government officials regarding issues affecting CCCSD
7. Appointing a representative to ACWA/JPIA
8. Voting for members of LAFCO
9. Appointing an ESGA representative

The Board does not act in an administrative capacity. That is the responsibility of the General Manager. The Board can act by enacting ordinances, adopting resolutions and passing motions by the affirmative vote of a majority of a quorum present.

The Board is responsible for hiring, providing an Employment Agreement and evaluating annually the General Manager, who is responsible for the oversight and management of CCCSD. The Board may prescribe the authorities and duties of the General Manager.

Each Director must receive training every two years in the following:

- a) Brown Act
- b) Ethics
- c) Sexual Harassment

Each Director must file the Statement of Economic Interests (Form 700) as follows:

- Annually, due by April 1st of each year
- Assuming Office Statement
- Leaving Office Statement

Board Meetings – Proposed item

The Board of Directors have a regularly scheduled meeting on the third Wednesday of each month at 6pm. The regular meetings schedule can be modified by ordinance of the board. The regular meetings and special meetings are held in compliance with the brown act.

- *Meeting Minutes will be action minutes, recording those present to speak to items and recording motions and votes taken on item.*
- *The meetings will be recorded and the recordings for the meetings will be kept for xx years.*

Committee Structure – (suggested add regarding community members)

The Board of Directors shall form committees in order to assist the Board in fulfilling its responsibilities. These committees shall be composed of two Directors *and up to two members of the community* and shall review issues for the purpose of making recommendations to the full Board. Standing committees of CCCSD consist of the following:

1. Agricultural Committee
2. Financial Committee
3. Planning and Steering Committee

Community membership of committee:

The board will call for applications from the Community for committee membership. Select up to two community members for membership of the committee and the term for community members will be xx years.

Committee Responsibilities

1. The Board's standing Agricultural Committee shall be concerned with promoting and preserving agricultural customers and assisting them with regulatory compliance, such as Annual Crop Reports.
2. The Board's standing Financial Committee shall be concerned with the financial management of the CCCSD, including the preparation and oversight of an annual budget, quarterly General Ledger review and oversight of reserve accounts, major expenditures and customer water rates.

3. The Board's standing Planning and Steering Committee shall be concerned with the formulation and oversight of plans, future capital planning and policies and updating and reviewing policies for arranging, realizing, and/or achieving CCCSD daily operations and goals.

Roles of the General Manager and Staff

The Board hires the General Manager. The Board has direct oversight of the General Manager. The General Manager reports directly to the Directors on all matters at the monthly Board meeting in the General Manger Report.

The General Manager is responsible for hiring and evaluating the employees who supervise the employees in the District's three departments, which consist of Administration, Distribution and Treatment.

The Water Treatment Chief Plant Operator (Supervisor of the Treatment Department) and the Distribution Supervisor (Supervisor of the Distribution Department) oversee the employees in those departments and are responsible for hiring, with approval of the General Manager, employees in that department. The Department Supervisors are responsible for evaluating employees. Each Department Supervisor shall report directly to the General Manager. The Department Supervisors are responsible for making budget requests and tracking expenditures of that department.

The General Manager oversees and manages the Administration employees.

Ethics and Whistleblower

Refer to the current Ethics policy on file.

ACCOUNTS PAYABLE MANAGEMENT

Overview

CCCSD strives to maintain efficient business practices and good cost control. It is the policy of the District that the employee recording the assets or expenses and the related liability is independent of ordering and receiving. The amounts recorded are based on the original vendor invoice for the goods or services. The vendor invoice should be supported by an approved purchase order, where necessary and should be approved by the Department Supervisor of the department responsible for the purchase. Invoices and related general ledger account numbers are reviewed by the Bookkeeper and General Manager prior to posting to the A/P system.

The primary objective for accounts payable and cash disbursements is to ensure that:

1. Disbursements are properly reviewed and approved
2. Invoices are processed in a timely manner to take advantage of any cash discounts
3. Manage vendor credit terms and operating cash for maximum benefits

Recording Accounts Payable

All payables, properly supported with the required documentation shall be recorded as a payable in a timely manner.

Payables are processed on a semi-monthly basis. Information is entered in the system directly from the approved invoices with appropriate documentation attached. Only original invoices will be processed for payment, unless duplicated copies have been verified as unpaid by researching vendor records. Vendor statements shall not be processed for payments.

Timely Receipt/Approval/Payment

All vendor invoices received, approved and supported by adequate documentation by the 5th of the month shall be paid by the 10th of that month. Invoices received, approved and supported by adequate documentation by the 20th of the month shall be paid by the 25th of that month. Except for payroll related expenses, all other invoices shall not be processed until the 10th of the following month. These timelines make preparation of the monthly financial statements by the 10th of the following month possible for presentation at the monthly board meeting.

Approval by Department Supervisors indicates their acknowledgement of satisfactory receipt of the goods and/or services, agree with the contents of the invoice, the general ledger coding and approval to pay in full. The invoices are initialed by the approving party.

Vendor Discounts

To the extent practical, it is the policy of CCCSD to take advantage of all prompt payment discounts offered by vendors. When the availability of such discounts is noted and all required documentation is available, payments will be scheduled to take full advantage of the discounts.

Expense Reimbursement/Travel and Entertainment

Refer to the current Employee Travel Guidelines and Reimbursement Policy on file and the CCCSD Directors Compensation and Expense Reimbursement Policy on file.

CASH DISBURSEMENTS

Check Preparation

Vendor checks and expense reimbursement checks shall be prepared on a semi-monthly basis. Checks shall be prepared by the Bookkeeper or Administrative Assistant and approved by the General Manager or the Department Supervisors. The entire payable package shall be reviewed and approved by a Board Director and the checks signed by two (2) authorized check signers.

All vendor and expense reimbursement checks shall be produced in accordance with the following guidelines:

1. Expenditures must be supported in conformity with the applicable sections described in this policy.
2. Timing of disbursements shall be timed to take advantage of all discounts offered by vendors.

3. Generally, all vendors shall be paid within thirty (30) days of submitting a proper invoice upon delivery of goods or services.
4. Total cash requirements associated with each A/P run is monitored in conjunction with available cash in the general bank account prior to release of any checks.
5. Supporting documentation is attached to invoice and corresponding check to allow the authorized check signer final approval and signature.
6. Checks shall be used in numerical order. Unused checks are to be secured in a locked office. Voided checks are to be marked through with red ink and kept with monthly payable information for review by the auditor.
7. Checks shall never be made payable to "bearer" or "cash."
8. Checks shall never be signed prior to proper preparation.
9. Upon preparation of checks, vendor invoices and supporting documentation shall be stamped and filed to prevent being paid again.

Check Signing

All checks, regardless of amount shall require two signatures by authorized signers. Checks shall never be signed prior to complete preparation (no signing blank checks).

Ideally, an individual other than the one who approved the transaction for payment shall sign each check. In any event, a Board Director shall review and approve all disbursements.

Check signers shall examine all original documentation to ensure that each item has been properly reviewed prior to signing the check. Checks should not be signed, if supporting documentation appears to be missing or if there are any questions about the disbursement.

Mailing Checks

After checks are signed, they should be returned to the individual who prepared them, who then mails them immediately. Individuals who authorized expenditures shall not mail checks.

Voided Checks and Stop Payments

Checks may be voided due to processing errors by making proper notations in the check register and defacing the check by clearly marking it "void" in red ink. All void checks shall be retained to aid in preparation of bank reconciliation and available for auditor review upon request.

Stop payment orders may be made for checks lost in the mail or for other valid reasons. Stop payments are processed on-line or by telephone instruction and written authorization to the bank by accounting personnel with this authority. A journal entry is made to record the stop payment and any related bank fees.

Petty Cash

It is District policy to maintain a petty cash fund for valid transactions and to periodically replenish these funds up to the authorized balance of \$300. It is the responsibility of the Administrative Assistant or Bookkeeper to ensure that the petty cash fund is always secure.

All disbursements from the petty cash fund must be accompanied by a completed and approved petty cash voucher. Receipts are required for all disbursements from petty cash.

There should be a separate General Ledger account number for petty cash. Petty cash should be balanced at the end of the month and the cash physically counted to make sure that it balances to the General Ledger.

Record Keeping Associated with Independent Contractors

CCCSO shall obtain a completed Form W-9 or equivalent substitute documentation from all vendors to whom payments are made. A record shall be maintained of all vendors whom a Form 1099 is required to be issued at year-end. Payments to such vendors shall be accrued over the course of the calendar year.

PAYROLL AND RELATED POLICIES

Classification of Workers as Independent Contractors or Employees

An independent contractor is in business for themselves and not an employee of the District. They control the way they perform their work, and they operate under very limited oversight. Independent Contractors set their own schedules. They have their own hours. They typically have their own tools and equipment, and they can work for more than one (1) company at a time.

If an individual qualifies for independent contractor status, the individual will be sent a Form 1099, if total compensation paid to that individual for any calendar year, on the cash basis is \$600 or more. The amount reported on a Form 1099 is equal to the compensation paid to that person during the calendar year (on a cash basis). Excluded from "compensation" are reimbursements of business expenses that have been accounted for by the contractor by supplying receipts and business explanations.

Payroll Administration

CCCSO produces a bi-weekly payroll. All employees have an established personnel file that is maintained with current documentation as described throughout this section. The District pays bi-weekly as described in the MOU, which serves as the District Personnel Manual.

The following forms, documents and information shall be obtained and included in personnel files for all new employees:

1. Employment application and resume
2. Interview questions and notes
3. Signed Offer of Employment
4. Signed Job Description
5. Signed Acknowledgment of MOU
6. Signed Acknowledgement of Employee Handbook
7. W-4 Federal Withholding Certificate
8. State Withholding Certificate
9. I-9 Employment Eligibility Verification (Filed in a separate binder)
10. Copy of valid driver's license
11. Copy of Social Security Number or Passport
12. Signed Benefit Enrollment Application
13. Signed Union Dues Enrollment/Waiver

14. Signed Acknowledgement of Social Security Windfall Elimination Provisions
15. Authorization for voluntary withholdings, direct deposit, etc.
16. Evaluations
17. Write-ups/Disciplinary Actions
18. Training Records

Documentation of all changes in payroll status shall be maintained in each employee's personnel file and in the information for the individual employee in the payroll software

Changes In Payroll Data

All changes in payroll data shall be authorized in writing before implementation:

1. New hires
2. Terminations
3. Changes in compensation
4. Voluntary payroll deductions
5. Changes in income tax withholding status
6. Court ordered payroll deductions

The appropriate Department Supervisor shall authorize new hires, terminations and changes in compensation and these changes shall be authorized in writing by the General Manager prior to implementation.

The individual employee shall authorize voluntary payroll deductions and changes in income tax withholding status in writing.

Payroll Taxes

It is the responsibility of the Bookkeeper/Accountant or Administrative Assistant, who processes payroll, to ensure all required tax forms are properly completed and submitted and all required taxes are withheld and paid in the required timeline. Each employee shall submit a new W-4 in January of each year. Withholding of federal income taxes shall be based on the most current W-4 prepared by each employee.

Preparation of Timecards

Each employee must submit signed, approved timecards no later than 9:00 am in the morning following the end of the pay period. Timecards will be prepared in accordance with the following:

1. Timecards shall reflect all hours worked and compensated hours during the pay period. The timecard should generally reflect 80 hours. The pay period runs from Friday through Thursday for a two (2) week period and is paid on the following Thursday one (1) week after the end of the pay period.
2. Both employees and Department Supervisor prior to submission must sign timecards.
3. The timecards will be reviewed by the Administrative Assistant for accuracy and confirming hours recorded, prior to entry into the system for processing payroll.
4. Timecards with corrections will be returned to the Department Supervisor to review and discuss with the employee.

5. Any changes made to the timecards after submission must be initialed by the Department Supervisor and the employee.
6. Errors corrected by the person preparing payroll shall make changes in ink by crossing out entries and writing new entries in.
7. Department, or job number coding must identify all hours worked.
8. Compensated absences such as vacation, holidays and sick leave should be clearly identified as such.

Employees who are on leave or ill on the day that timecards are due may phone or email information to the Department Supervisor or designated alternate. Immediately upon return to work the employee must sign the timecard.

Tampering with, altering, falsifying timecards or willfully violating any other timesheet policy or procedure may result in disciplinary action.

Payroll Distribution

Per the MOU the Payroll Checks will be distributed by the Thursday following the end of the pay period.

In the future the CCCSD would like to implement direct deposit and strongly encourage the employees to use it, due to the efficiencies created.

SPECIFIC ASSET AND LIABILITY ACCOUNTS

Cash Accounts

General Checking Account:

The primary operating account provides for routine business cash disbursements, including payroll. All cash payments received either at the office or by mail are deposited to this account. Excess funds in this account are to be used as per the CCCSD Investment Policy on file.

Cash transfers are done on an “as needed” basis to cover disbursements, capital expenditures or payment on assessment district debt.

Bank Accounts Reconciliation

Bank account statements are received by the 10th of the month for the preceding month. The accounts are to be reconciled by the 25th of the month. Any unusual or unexplained items should be immediately investigated and if necessary, reported to the General Manager and the Financial Committee.

Bank account reconciliations, including any adjusting journal entries resulting from preparing bank reconciliations are reviewed by two directors on an annual basis.

The bank account reconciliations should be reviewed by a person other than the employee entering the invoices and processing the checks. This applies to payroll also.

Stale Checks

The District writes off uncashed checks in the amount of \$500 or less that have not cleared the bank after a six-month period. Uncashed checks in excess of \$500 and over six months old will be investigated by contacting the payee to determine the best course of action.

All stale checks written off within the same fiscal year of issue will be credited back to the expense account originally charged. Checks written off in the fiscal year subsequent to the year the check was written will be credited to the miscellaneous income account.

RECORD RETENTION- *proposed for consideration and review*

CCCSO retains records as required by law and will destroy according to the following Records Retention Schedule. The destruction of records must be approved by the General Manager or the Finance Committee and logged into the "Purged Records Log". The record retention policy of CCCSO is by years, (*) indicates the records are to be kept permanently. Any records not specifically mentioned in this policy shall be retained for a period of not less than two (2) years.

CCCSO RECORDS RETENTION SCHEDULE

<u>TITLE</u>	<u>RETENTION PERIOD IN YEARS</u>
Accident Reports/Claims (Settled)	7
Accounts Payable Ledgers/Schedules	7
Accounts Receivable/Schedules	7
Audit Reports	*
Bank Reconciliations	3
Bank Statements	3
Chart of Accounts	*
Cancelled Checks	7
Contracts, Mortgages, Notes and Leases:	
Expired	7
Current	*
Correspondence:	
General	2
Legal and important matters only	*
Routine with customers and/or vendors	2
Deeds, Mortgages and Bills of Sale	*
Depreciation Schedules	*
Duplicate Deposit Slips	3
Employment application	3
Expense Analyses/Expense Distribution Schedule	7
Financial Statements:	
Year End	*
Other	7
Garnishments	7
General Ledgers/Year End Trial Balance	*
Insurance Policies (Expired)	3

Insurance Records (Policies, Claims etc.)	*
Internal Audit Reports	3
Internal Reports	3
Inventories of products, materials, supplies	7
Invoices (To Customers/From Vendors)	7
Journals	*
Minutes, Bylaws and Charters	*
Notes Receivable Ledgers and Schedules	7
Payroll Records and Summaries	7
Personnel Records (Terminated)	7

CCCSD RECORDS RETENTION SCHEDULE CONTINUED

<u>TITLE</u>	<u>RETENTION PERIOD IN YEARS</u>
Perry Cash Vouchers	3
Physical Inventory Tag	3
Property Records	*
Purchase Orders:	
District Copies	7
Other	2
Receiving Sheets	2
Retirement and Pension Records	*
Requisitions	2
Sales Records	7
Subsidiary Ledgers	7
Tax Returns and Worksheets, Examination Records and other Documentations related to determinations of Income Tax Liability	*
Timecards	*
Trademark Registrations and Copyrights	*
Training Manuals	*
Voucher Registers and Schedules	7
Withholding Tax Statements	7

POLICIES- *Proposed for consideration and review*

All policies for CCCSD will be compiled into one document with an index.

Currently CCCSD has the following policies:

- Board of Directors Compensation and Expense Reimbursement Policy
- Competitive Bidding and Emergency Contracting
- Delinquent Accounts and Shutoff
- District Vehicle
- Drought Planning and Water Shortage
- Employee Travel Guidelines and Reimbursement
- Ethics
- Fraud Prevention
- General Administration
- Investment of District Funds
- Procurement

- Reserve Fund
- Surplus Property Disposal
- Tools and Equipment Inventory Control
- Trespassers on CCCSD Property
- Water Theft
- Will Serve Letter
- Workplace Violence



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

MEMO

Date: July 19th 2023
To: Board of Directors
From: General Manager – Paul Kelley
Re: **6g – LAFCO Special District Member Vacancy & Nomination** (Discussion/Action))

Discussion/Action:

6g –

When Clear Creek CSD Director Fust resigned June 30th, the position of Special District member on LAFCO was also vacated.

LAFCO sent the attached related to the Vacancy and “Notice of Special District Member Nomination period and Intention to Conduct Mailed Ballot Election”

This arrived at the District July 13th, and put on this agenda for the Boards information. If a member of the CCCSD board would like to be forwarded as a candidate for LAFCO seat, the Board can have an item on the August agenda nominating one of it’s members.

The process is spelled out in this LAFCO letter, and the District will have an item on the agenda to vote for the candidates put forward from the special districts.

Recommendation:

Review, Discussion, and provide direction if any

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

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



Larry Russell
Public Member
Kevin Crye
County Member
Fred Ryness
Special District Alternate

Mark Spenser
Public Member Alternate
George Williamson
Executive Officer
James M. Underwood
General Counsel
Kathy Bull
Manager

Date: July 5, 2023

To: Independent Special Districts in Shasta County

From: George Williamson, Executive Officer

**Subject: NOTICE OF SPECIAL DISTRICT MEMBER NOMINATION PERIOD
AND INTENTION TO CONDUCT MAILED BALLOT ELECTION**

Long time Special District Member and LAFCO Commission Chairperson Irwin Fust is relocating out of the Clear Creek Community Services District (CSD) and resigning from both the Clear Creek CSD Board and Shasta LAFCO, effective June 30, 2023. This creates a special district member vacancy. Irwin's current term ends January 1 2024.

The current term of special district alternate Fred Ryness, Burney Water District, also ends January 1 2024. Given the time needed, the special district nominations and elections process for the 2024-2028 special district member 1 and alternate will start in July 2023. These two regular and alternate commissioner positions will therefore need to be filled before January 1, 2024.

To proceed, the Shasta Local Agency Formation Commission (LAFCO) is accepting nominations for one regular special district member and one alternate special district member to serve on LAFCO. The timeline is provided below:

Nomination and Election Schedule

Action	Date of Action
LAFCO request for nominations mailed to independent special districts via certified mail	July 6, 2023
Nominations due to LAFCO	By 5:00 p.m. August 31, 2023
Ballots mailed to independent special districts via certified mail	September 6, 2023
Ballots due to LAFCO	By 5:00 p.m. October 31, 2023
Ballots opened and tallied at LAFCO office; successful candidates notified	November 7, 2023
Election results mailed to independent special districts via certified mail	No later than November 10, 2023
Special District Members Announced/ Seated	December 7 2023 Commission Meeting

The nominees receiving most votes, for the regular and alternate special district positions respectively, will serve terms from January 1 2024 to January 1 2028.

General LAFCO information is available at www.shastalafco.org. Should you have any questions or concerns, please contact the Executive Officer by phone at (707) 496-0861, or by e-mail at eo@shastalafco.org.

the following eligibility and nominations submittal rules apply:

1. Your Board may nominate only one candidate for each special district seat. Nomination forms enclosed.
2. Nominees must be elected or appointed special district officers (members of a governing board) of an independent special district in Shasta County.
3. Nominee selection is to be approved by a majority of your governing board. The nominee's name is to be submitted on the attached Form, signed by either your governing board President/Chair or Clerk.
4. The nominee is encouraged to provide additional information requested on the Candidate Information Sheet. This information will be included on the final ballot and kept on file at the LAFCO office.
5. All qualified nominees will be listed on the final ballot. The candidate securing the highest number of votes for each seat will be elected.
6. The Nomination Form must be returned no later than August 31, 2023, to Shasta LAFCO, 999 Mission De Oro, Suite 106, Redding, California 96003.

Independent Special Districts

Anderson Fire Protection District
 Anderson-Cottonwood Irrigation District
 Bella Vista Water District
 Buckeye Fire Protection District
 Burney Basin Mosquito Abatement District
 Burney Cemetery District
 Burney Fire Protection District
 Burney Water District
 Castella Fire Protection District
 Centerville Community Services District
 Clear Creek Community Services District
 Cottonwood Fire Protection District
 Cottonwood Water District
 Fall River Valley Community Services District
 Fall River Valley Fire Protection District
 Fall River Resource Conservation District
 Halcumb Cemetery District

Happy Valley Fire Protection District
 Igo-Ono Community Services District
 Manton Joint Cemetery District
 Mayers Memorial Hospital District
 Millville Fire Protection District
 Millville Masonic & Odd Fellows Cemetery District
 Mountain Gate Community Services District
 Pine Grove/ Fall River Mills Cemetery District
 Pine Grove Mosquito Abatement District
 Shasta Community Services District
 Shasta Lake Fire Protection District
 Shasta Mosquito and Vector Control District
 South Shasta Cemetery District
 Tucker Oaks Water District
 Western Shasta Resource Conservation District

NOMINATION FORM

Regular Special District Member – Seat 1

District Name: _____

Address: _____

Contact Person: _____

Contact Email: _____

Telephone: _____

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

Board action taken on the _____ day of _____, 20____ by the following vote:

Ayes: _____

Noes: _____

Abstain: _____

Absent: _____

Signature of Board President/Clerk

Printed Name

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

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

Candidate Name _____

Address _____

Telephone _____

E-mail _____

District _____

Title _____

Length of service with District: _____

Present Occupation: _____

Personal and Professional Background: _____

Summarize your interest in serving on Shasta LAFCO: _____

Summarize your qualifications for serving on Shasta LAFCO: _____

List local government involvement: _____

List civic organization involvement: _____

List special interests or hobbies: _____

NOMINATION FORM
Regular Special District Member – Alternate

District Name: _____

Address: _____

Contact Person: _____

Contact Email: _____

Telephone: _____

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

Board action taken on the _____ day of _____, 20____ by the following vote:

Ayes: _____

Noes: _____

Abstain: _____

Absent: _____

Signature of Board President/Clerk

Printed Name

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

CANDIDATE INFORMATION SHEET
Nominated for Regular Special District Member – Alternate

Candidate Name _____

Address _____

Telephone _____

E-mail _____

District _____

Title _____

Length of service with District: _____

Present Occupation: _____

Personal and Professional Background: _____

Summarize your interest in serving on Shasta LAFCO: _____

Summarize your qualifications for serving on Shasta LAFCO: _____

List local government involvement: _____

List civic organization involvement: _____

List special interests or hobbies: _____



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

MEMO

Date: July 19th 2023
To: Board of Directors
From: General Manager Paul Kelley
Re: 7 – General Manager Report

Report:

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

Starting the week of June 26, 2023

- The Board approved the FY 24 budget and booklet, it's on the website.
- We worked with the Bureau and McConnell on the coordinated water schedule and payments. This is ongoing to get through as much of the paid water to the McConnell supplemental no cost water.
- As mentioned prior it's a good news month that the District is Fully Staffed!
 - The Distribution Staff had at least one major leak repair that took 36 hours of work to complete. Other leaks taken care of and some of the patching and projects cleaned.
- The District implemented updated water rates - \$.52/HCF for Domestic and \$.51/HCF For Ag
- The EAGSA Grant application for round 2 was not successful, and we sent a support comment letter.
- Worked on the three grant projects:
 - Twice in the last month we had a "construction" monitoring call with PACE to Check on the Board approved the "Emergency Electrical/SCADA repairs" for the Wells – we heard from the State the funding agreement is almost signed, they now need our District Atty to provide a letter as part of their packet. PACE provided drawings for the electrical, the conduit is being reviewed for use, and the parts ordering list is being developed – some the materials have been ordered with longer lead times and the rest is with the electrician.
 - The Backwash Ponds project – PACE created the first reimbursement request and it was submitted timely. The District submitted to CalOES an extension request for their grant, since it was due July 1. Even though its CalOES review of project details and environmental that is holding up the project – CalOES has asked for confirmation of the reasons for extension.
 - Distribution improvement grant application also and state reports its still in review – the State reports that documents are routing through their management. Nothing more to report
 - The Shasta County ARPA grant – The District applied for funds to upgrade District meters, nothing in the last few months from the County.
- Meet with internet provider, cabling, and Computer Logistics regarding firewall install and other IT.
- Lots of work on Grand Jury Response – on this agenda.
- The Policies are still being updated and Admin Asst. is working on schedule for these to be updated for the Boards consideration and posting on website.
- GM attended the CVPWA – Finance committee meeting and tour.
- The COLA was implemented July 1 and new Job Class/Wage Chart posted on Website.
- Started work with consultant on the employee handbook.
- Received resignation of Director Fust June 30th.
- Signed a new uniform (pants) cleaning company to replace Aramark for better quality and service.
- Email from State, that on Jan 1 2023 a new order that requires districts to "drought" report monthly. Went through seminar, and soon to get login.
- Other/More – Verbal



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MEMO

Date: July 19th 2023
To: Board of Directors
From: Chief Plant Operator: Bill Palmaymesa & Distribution Field Supervisor: Roberto Chacon
General Manager Paul Kelley
Re: 8 – Operation Report

Administration

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

There were 240 Accounts that are 90+ days delinquent totaling \$145,179.60.
There were 273 Accounts that are 60 Days delinquent totaling \$18,118.43.
There were 325 Accounts that are 30 Days delinquent totaling \$24,571.58.

We received \$599 from LIHWAP to pay off the balance of one customer's account. We have been letting our customers that have high balances know that they can apply to receive assistance from their local service providers and advise them where to find that information and application.

The account clerk has been working on delinquent accounts and has started the process of reaching out to these customers. So far this week, the account clerk has reached out to a total of 13 accounts. The district has collected a total amount of \$4,457.36. As we move the Account Clerk to Full time, this shows the value of increased focus on these accounts and getting a return on that invested time.

Staff have been working on getting the accounts cleaned up to make for a smoother process when it comes time for the conversion to the new software. The issue with payments being applied "willy nilly" to whatever service abbreviation it decides to go towards at the time the payment is posted has caused "credits" to certain service abbreviations. So, Kayla has been cleaning up those "credits" and applying them to other abbreviations that have balances. Apparently, this was being done regularly by the previous staff and it dropped off at some point with all the turnover, but Mike from Freys gave a complimentary training to the staff on some things they had questions on, and this was one of the items they were shown.

WTP OPERATIONS - The WTP produced 430af; Clear Creek CSD used 286af of SW in June. (Palmaymesa)

Well Water Production- 0 af in June.

- Tr#3 backwash control actuator has been replaced and tested. Staff plans to replace two more this year, along with the 12" valves.
- The Filter to Waste Pond has been cleaned and is ready for the summer.
- BW Pond #3 is online. Pond #2 will be dried out over the next four months.
- PACE Engineering visited the WTP twice in June for the BW Pond Repair Project. Engineers have been working with WTP Staff to finish up the design process and hopefully go out to bid in the Fall of 2023.

DISTRIBUTION OPERATIONS REPORT - (Chacon)

- 1- We finally got the last few repairs all paved by Axner, still have maybe one to pave and it will get done soon.
- 2- Have been doing some clean ups got most of them done but will take care of the last few as soon as possible.
- 3- Crew has been replacing some of the end points on the meters that are not working and needed to be replaced and looking forward to replacing more as time permits.
- 4- Water samples have been done and our water is safe to drink as usual.
- 5- The heat is on and we are going to try to do most of the heavy work during the cool hours of the day and whatever comes out in the later part of the day, just trying to stay safe.





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

MEMO

Date: July 19th 2023
To: Board of Directors
From: General Manager – Paul Kelley
Re: 9 – Standing Committee Report

Report: From members of the Committees listed:

Note:

9.a – Finance –

9.b – Agriculture – Meeting July 26th 2023

9.c – Planning / Steering – Portion of their items on today's agenda.