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

**General Manager: Paul Kelley**

**REGULAR MEETING: June 21<sup>st</sup> 2023 at 6:00PM: District Office Board Room**

### **MINUTES**

- 1. CALL TO ORDER-** by Chair Fickes @ 6pm.
- 2. PLEDGE OF ALLEGIANCE-** Led by Director Lincoln.
- 3. ROLL CALL-** Director Lincoln, Director McVay, Director Beaver, Chair Fickes, Director Fust, General Manager Paul Kelley, Administrative Assistant Kayla Faulks. It was also noted that District 5 Board Supervisor, Chris Kelstrom was in attendance in the audience.
- 4. OPEN TIME/PUBLIC COMMENT:** Community Member Sandy Winters spoke about the Firewise meeting that is scheduled for June 22<sup>nd</sup> at 6pm at the community center. She also mentioned that State Farm is offering 7% discount in the Firewise area in Happy Valley. Community Member Dennis Posehn mentioned that the State Farm Regional Agent said it was initially 2% discount for property owners in the Happy Valley area. He added that the property owner would be responsible for all of the defensible space work and then the state comes out to look at the property and certifies it passes then the owner can apply for the other 5%.
- 5. CONSENT AGENDA-**
  - a. Minutes from Special Meeting: 5-3-23 Finance Committee – 3-8-23, 4-12-23
    - i. General Manager Paul Kelley mentioned that some corrections to the minutes were emailed. He said that those already got corrected when email was received. Chair Fickes pointed out that a verbatim dictation software was now being used to help edit and draft the minutes. General Manager Paul Kelley recommended each Board Member review and send any edits or corrections they find so they can be fixed.
  - b. Paid Bills: 5/12/23 – 6/15/23

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- i. General Manager Paul Kelley mentioned that at the previous month's meeting the Board requested that some back-up invoices for the bills paid to be added to the packets. So he said that the check signers are now supplied with little tags to be able to flag those to be added to the meeting packets. So, he pointed out that is one of the reasons the packet is significantly larger than in the past. Chair Fickes asked if there were other things that Aramark provided besides uniforms because Director Beaver pointed out to her that the monthly bills are nearly \$500 which calculates out to be \$6,000 per year and it is not budgeted for in the new budget. General Manager Paul Kelley mentioned that the Bookkeeper Accountant could probably explain the bill, but he was pretty sure it is around \$346 a month regularly and that bill may have included some prep charges for the new employees. General Manager Paul Kelley also mentioned to the Board that he wanted to point out a pretty significant payment to Pace Engineering. He explained that not all of that was for the grant funding projects. \$1,000 of it was for the SCADA machine, but the rest was for the grant funding costs and all of those invoices will be submitted for reimbursement. He also pointed out that the AT&T bill and that we are still working with them to get our costs reduced. He explained that Bookkeeper Accountant Melissa Tenney was able to get in contact with our representative with AT&T and they are going to do a forensic on the District's bill to make sure we are getting billed correctly and also look into extending the reduced amount that Director McVay had gotten. Director McVay mentioned that he flagged the PG&E bills to be added to the packet to discuss the significant demand charge. General Manager Paul Kelley explained that the main charges are for both agricultural and business wells as they charge to have the power available and ready when we click on the wells. They base the demand charge on a kilowatt calculation. He reported that he has been in contact with PG&E for the past couple days and tried to figure out a bunch of calculations. He added that PG&E said they would get back to him on this. Director McVay asked that we find out if we could use the disadvantaged status to lower that cost from PG&E. He also asked if there was a way to not have the standby for the three wells all separately and if it was possible to have a transfer switch and only have enough power to run a well. He said he believed this would save the District about \$2,000 a month. General Manager Paul Kelley answered saying he would check into it, but he wasn't sure it would be possible to not have standby charges for all 3 wells. He also mentioned that one thing to consider is that one of our accounts is an agricultural account and the other is considered a business account so that was something else he said needed to be figured out. Director McVay commented that the Ferguson invoice and why he tagged it to be in the packet was for informational purposes to see what the District is up against. He said he assumed the invoice was for restocking of repair materials. He then mentioned he wanted to clarify that the Aramark invoice was for the cleaning of rented pants. Not pants that were purchased then sent for cleaning. He asked if

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the staff could look into a different way of doing this. He suggested a uniform allowance to be discussed at the next MOU negotiations. For the Computer Logistics invoice he wanted to clarify that the District has 12 workstations that we are being charged monthly for. General Manager Paul Kelley responded saying that the count is 12 because we have the [cccsd@clearcreekcsd.org](mailto:cccsd@clearcreekcsd.org) email that is the general email address given to customers so that all office staff will get the emails. As well and the invoices email alias. He added that there is a training computer that is used by the volunteer and employees to access when needing to complete trainings. General Manager Paul Kelley explained that in the past the District had multiple different family plans for subscriptions which cost more than what the District is not paying having it all in one spot. He also mentioned this is a more secure system. Chair Fickes expressed her concern with the Alisa Scholberg invoice and it does not include the hours spent on items for us on the invoice. Director McVay continued with his concerns and one was the Costco invoice including coffee. He asked if the District was buying coffee for the employees. General Manager Paul Kelley responded saying that those that were ordering mistakenly ordered with District card. He also added that for the last 6 months he had purchased the coffee for the office at his own expense so going forward the Bookkeeper will make sure that it is being purchased by the employees themselves. Director Lincoln commented that the paper towels on that same invoice should have been taken out of the petty cash so that there was no shipping charges. Chair Fickes countered that it would be cost effective or proper use of employee's time to use petty cash and go into the store for the purchase to save \$6.00 in shipping. Director McVay then mentioned that the AT&T bill for the Water Treatment Plant, he had discussed with the Chief Plant Operator that AT&T is still supporting the line. But to his understanding we would be losing the internet fairly soon. General Manager Paul Kelley acknowledged that this was another reason to reach out to AT&T. Director McVay moved on to explain the reason he wanted to include the US Bank equipment financing invoice. It highlighted the overuse charge of \$740. He explained that the District pays a monthly fee and if we go beyond that number of copies, we get charged per copy. He also asked what the damage surcharge of \$44.00 was. Chair Fickes suggested that this was most likely a regular fee, like insurance, in case something gets broken. General Manager Paul Kelley added that the agreement for the copier machine is on his list of items to look at and see what can be renegotiated. Director Fust asked if this copier machine is the one that the invoices are printed off. General Manager Paul Kelley answered that yes, as well as the monthly billing statements so once we find a mail house to take that over, we will not use as much printing/copying. Director McVay asked about the new billing software we were looking into and if there were advantages of reports and things for tracking delinquent customers and that he wondered if the switch to the new software would process delinquent notices and shut off notices more efficiently to

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where it might not be needed to switch the Account Clerk position to full-time. General Manager Paul Kelley said even if the new software has an easier and efficient way of handling the shut off and delinquent notices, you still going to need someone to print and actually process them. Director McVay said he was looking for a fiscal impact and justification if we are going ahead with the new software, then do we want to also take on the additional \$18,000 in other things like employee benefits. He explained he just wanted to look at this from a business standpoint on which way to go. General Manager Paul Kelley stated that in his opinion the case was made at the previous meeting so it was included in the final budget. Director Beaver asked how long before we could get into a new billing software. General Manager Paul Kelley responded saying it would take a few months at least. Chair Fickes then asked that since 45 minutes of the meeting already lapsed that they needed to move on to the activity reports.

c. Payroll: 5-11-23, 5-25-23, 6-8-23

- i. General Manager Paul Kelley mentioned that included in the payroll was an extra payment that was authorized by the Board in 2022 to back pay the difference in pay that the Chief Plant Operator should have received for the difference in pay while he was the Interim General Manager. He explained that Bill preferred that to be a one-time payment and it be put into his deferred comp. He added that since the deferred comp was now set up that payment can be made. This was identified in the payroll liabilities.

d. Activity Reports: May 2023

- i. Director Fust commented that the \$107,621 in base rates that was collected equaled about 75% of the customers paid from his calculations. He said that we needed to do better and get that percentage up. Director McVay asked about line item 50110 which was the PG&E bill for 2 outdoor lights in the amount of \$956 and why is it so high. General Manager Paul Kelley answered saying he thought that might be for 2 months. Chair Fickes said that is still pretty high for two outdoor lights. General Manager Paul Kelley stated that he believes it was misnamed in the activity report and it may include the office on that bill, not just the 2 outdoor lights. Director McVay then mentioned line item 52005 Dump Truck Interest in the amount of \$363 and asked if the interest is there where is the principal at on the activity reports for this. General Manager Paul Kelley said he would check with Melissa because he wasn't sure where exactly it was accounted for. Then Director McVay asked about the line item 29005 Water Purchase, but then remembered it was for the McConnell water. General Manager Paul Kelley confirmed that yes, it was for the 50af for June that was paid in May. Director Fust questioned what the -\$538,000 was under the payroll expenses. General Manager Paul Kelley responded saying that previously there was one line item that had all salary, wages, and payroll expenses in one lump. He continued to explain that now it is all broken out into divisions/departments to

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better represent how much expenses are in each department. So that \$538,000 was redistributed to each individual department. Chair Fickes then mentioned that she noticed that line item 22305 was the property taxes payment of \$168,000. General Manager Paul Kelley stated that was after the April 10<sup>th</sup> deadline. Chair Fickes then explained that the property taxes should not be considered as normal income and if you take that away then it was a \$14,000 deficit for the month of May. She then asked what the anomaly for the month of May was. Director McVay answered that part of it was the 75% collection of customer payments. General Manager Paul Kelley agreed that yes, that was part of it. But also, the engineering payment played a part and the PG&E bills for the wells being \$2,000, \$3,000 and \$5,000 would be those anomalies. Director McVay asked if the pace engineering invoices were for the SCADA Grant and will eventually get reimbursed. General Manager Paul Kelley said yes not a total loss of income and will be reimbursed at a later date. He then explained that for the other grant project for the recycled backwash pond, the citizen's committee and the District was wise enough to put on a \$0.38 fee per customer that equates to \$11,000 which only covers the principal of the loan. He continued that the interest is around \$6,000, so he suggested that in the future we have to figure out how to account for that. Director Beaver suggested that if the backwash project is costing more then the fee would need to be raised when the time comes to adjust the rates.

- ii. Community Member Kaitlyn Patrick asked to go back and discuss the AT&T bill and the possibility to ask AT&T if they would give some sort of credit for not identifying the account as a public agency. Director McVay stated that in the past when they worked on fixing something else with the account, they made retroactive credits so he didn't see why they wouldn't in this situation.

**Director McVay made the motion to approve the consent agenda with the minutes as amended. Director Beaver 2<sup>nd</sup> the motion. Motion carried with 4 ayes and 1 abstention. Director Fust abstained from the minutes due to him not being in attendance for any of the meetings the minutes were for.**

## **6. OLD BUSINESS/NEW BUSINESS**

- a. **O.B.** - USBR Account Reconciliation
  - i. Nothing new was reported at this meeting.
- b. **6:30PM – Public Hearing** – Clear Creek CSD FY 2023-2024 Final Budget
  - i. Chair Fickes opened the public hearing for the Clear Creek CSD FY 2023-24 final budget at 7:01pm.
  - ii. General Manager Paul Kelley explained that he had taken the comments and suggestions from the last meeting on 6/7/2023 and made the edits such as removing the item for other potential projects, removing the

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mention of the salaries in the divisions as payroll is all accounted for in its own section of the budget. He also reminded the Board that we need to pay off the WIIN Act early, so we have basically been borrowing against our operating funds to do that. He continued to explain that it is a little over \$50,000 a year that the District is collecting from customers through their added fees goes into a reserve account that will pay off that operating loan over a 13-year period of time. That reserve is recognized in the new budget. He mentioned that in the past the District's budget was just a spreadsheet which didn't do the District justice and doesn't explain everything enough for the community to understand so he said he put together along with the budget itself a introduction to the District such as history, the board members, and the treatment and distribution sections in our financial sources of supply. Also included is an organizational chart and explanations of where our revenue comes from. He mentioned that he also added some non-budgetary information such as the grants. After General Manager Paul Kelley gave his background on the item he asked for the Board to make any comments or ask questions. Director Fust commented that he thought it was wonderful and a great idea to include the introductory information. He suggested handing it out to all new customers. Director Lincoln asked about the 40480 capital projects and how it says tracking expenses in the narrative. He asked if we were hiring someone to track. General Manager Paul Kelley answered saying that no, it is not for hiring someone to track the capital projects, it is a line item to track work that is done on certain projects. He continued to explain, otherwise all the expenses for the distribution and treatment plant rehab projects would be lumped into some other expense categories. Director McVay added that it's just a way to track those expenditures that are for those specific projects. Director Lincoln then asked what the 50500 HR services line item was for. General Manager Paul Kelley responded saying it was for a company called Regional Government Services and they are a consulting company to help Kayla with HR policies and the framework of the HR Handbook. He continued to explain they are also helping with a review of our payroll procedures and making suggestions on that. Director McVay asked if there was an account that could be created for the Directors to donate their pay into if they choose. It would be used to help the community. General Manager Paul Kelley stated that he would talk to Melissa and see if this is something like a reserve account she could set up for this purpose. Director McVay asked for an explanation of the use of reserves totaling \$150,000. General Manager Paul Kelley stated it was

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\$50,000 from the WIIN Act reserves for operating and \$100,000 from the penalties reserve to operate. Chair Fickes then opened up the public hearing for public comments. Community Member Kaitlyn Patrick commented that she appreciated the notations of the categories and said that the budget is readable for someone that isn't familiar with budgets and how they are supposed to look. General Manager Paul Kelley thanked the Finance Committee for helping get this final budget in front of the full Board. And he also mentioned he plans to have a quarterly review of the budget vs actuals.

- iii. Chair Fickes closed the public hearing and asked for a motion to be made.

**Director Fust made the motion to approve the 2023-24 Budget. Director Lincoln 2<sup>nd</sup> the motion. Motion carried with a 5-0 vote.**

- c. Tax Appropriations Limit Ordinance 2023-09 (Discussion/Action)
  - i. General Manager Paul Kelley explained that this is an annual item that the District has to do since the District receives property taxes. He explained that he included the controller's letter related to the CPI for land and other things. He mentioned that they did the calculations for the ordinance 2023-09.

**Director McVay made the motion to approve the appropriations limit ordinance 2023-09. Director Fust 2<sup>nd</sup> the motion. Motion carried with a 5-0 vote.**

- d. Shasta County Grand Jury Report on CCCSD (Discussion)
  - i. General Manager Paul Kelley gave an introduction to the Grand Jury Report. He explained that in the report were 8 findings, 3 commendations, and 7 recommendations. He mentioned that he had put a draft response letter from the board to the Shasta County Grand Jury for the board to consider and provide any edits. He suggested that we agree with all their findings and would thank them for the commendations and agree with their recommendations as we've either already done them or are going to do them. Chair Fickes thanks General Manager Paul Kelley for formatting and making it easy for the board to make some discussions regarding it. She then went through each item one by one and asked if there were any comments or suggested edits. F1- all were good with Paul's suggestion. F2- Chair Fickes asked General Manager Paul Kelley why he partially agreed with the finding. General Manager Paul Kelley responded saying that it gave the Board an option to provide a different response, but also because the board didn't completely fail since the board looked at the policies back in January of 2022. Director Lincoln suggested that it say that the

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board didn't approve the policy but were working and are still working on that policy. He also suggested that it was changed from partially agreed to agreed wholly. All the other Directors agreed to the changes. F3- General Manager Paul Kelley suggested that we partially disagree with this finding. He explained the reason for partially disagreeing is because the board turnover impacted the Finance Committee and as the Grand Jury reported there was turnover, yet they did meet twice in late 2021 and four times in 2022. In his opinion he said that yes, they failed to meet consistently, but they did meet. Chair Fickes explained that prior to 2021 when they met, they didn't notice or follow any of the Brown Act guidelines. They didn't let the public know and they didn't post it. Director Beaver suggested that the response say that we agree until 2021 when the board began to meet on finance meetings. Director Lincoln suggested that the response should say exactly what the response was to F2 that we are working on administrative policies, and this will be addressed when we approve the administrative policies. General Manager Paul Kelley asked if the board wanted it to say that the Board agrees with the finding or disagrees with the finding. All Directors said they wanted it to say they agreed with the findings. Community Member Sarah Lincoln recommended that for all the findings the District says they agree because all these findings were everything that the community complained about because they were not doing what they should have been doing. She acknowledged that the District is now starting to routinely do all the things they should have been doing, but to say partially agreed, she didn't think that was appropriate and it should be fully agreed with the Grand Jury's finding. F4- Director Lincoln suggested that it say the same thing as the previous finding's responses, that the Board fully agrees with the finding and that they are working on the administrative policy. Director McVay expressed some confusion that the Planning and Steering committee oversaw the reserve accounts and wondered why it wasn't the Finance Committee. General Manager Paul Kelley stated that in the past, most of the reserves were for capital improvements so that is why the Planning and Steering Committee were overseeing those. F5- All agreed to leave the response General Manager Paul Kelley suggested for this finding. But Director Lincoln did ask that the verbiage be added that stated that the Board is reviewing and making changes to the policies. F6- All agreed with General Manager Paul Kelley's suggested response to this finding. F7- All agreed with General Manager Paul Kelley's suggested response to this finding. F8- All agreed with General Manager Paul Kelley's suggested response to this finding, but Director Lincoln did suggest that

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the District did get a new auditor to be added so it shows that they are being proactive. General Manager Paul Kelley suggested an edit and for the response to this item say that starting with the FY20-21 audit, the District changed its historic agent. He also suggested that it say that the new auditor will review and correctly implement the audit differences and will report to the Board. All Directors agree with these suggested edits. Chair Fickes then moved on to the commendations and read them for all to hear. She asked if anyone had a problem with any of the 3 responses for the commendations. Director Lincoln expressed his disapproval of the response for the commendation of the Happy Valley Community Committee only having one sentence and the commendation response for the Interim Manager and thanking them for staying. He said that in his opinion they didn't do a whole lot and said that the Interim General Manager was part of the problem to begin with. He continued to say that he didn't mind that the Interim Manager's name was in the response but did not feel that the Distribution Supervisor and other staff should be mentioned. Chair Fickes asked that the Board take the responses for the commendations home as homework and come up with that works for everyone and send it to her so they can get a workable response that everyone likes, and she will forward it to Paul. Chair Fickes then moved on to the recommendations. R1- All agreed with General Manager Paul Kelley's suggested response. R2- Chair Fickes expressed her concern with including that the Personnel Committee was being eliminated. She mentioned that the Board should still have some oversight due to what has happened with the previous General Manager. Director Lincoln added that the Personnel Committee has not been eliminated yet, and it's still in discussion. Director Beaver suggested that all but the last paragraph should be removed, and it would be a good response. Chair Fickes suggested that it be included that the administrative policy is being worked on. R3- All agreed General Manager Paul Kelley's response was good. The only concern was that they may not get volunteers by the 31<sup>st</sup> of December. R4- All Directors agreed with General Manager Paul Kelley's suggested response. R5- All Directors agreed with General Manager Paul Kelley's suggested response. R6- Chair Fickes expressed some concern with the suggested response to this item as it related to a finding in the Grand Jury report that mentioned the board did not review the budget to actuals monthly. The suggested response to R6 was that the Budget vs Actuals would be reviewed quarterly. General Manager Paul Kelley clarified that it was not in the Grand Jury's recommendation to have monthly reviews. It was

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decided to leave the suggested response. R7- All agreed with General Manager Paul Kelley's suggested response.

- ii. In conclusion to this item, it was agreed that the board would work on suggestions for responses to C1, C2, and C3. The finalized draft would then be brought to the board at the July meeting so it can be approved and sent off to the Grand Jury.

## **7. GENERAL MANAGERS REPORT**

- a. General Manager Paul Kelley reported that the implementation of the new rates has taken place. He also reported that the District is now fully staffed and mentioned the two new hires that started. He explained there are 3 grant projects and that him and the staff had 2 meetings with PACE to check on the Board approved "Emergency Electrical/SCADA repairs for the Wells. General Manager Paul Kelley reported that PACE would be ordering the materials from the electrician as they complete the electrical design. He also reported on the Distribution improvement grant application and that it was still in review and routing through management. He then mentioned that the District will be moving forward with a mail house in Anderson to handle the printing of billing statements and mailing of those statements.

## **8. OPERATIONS REPORT**

- a. Administration- General Manager Paul Kelley acknowledged and thanked Administrative Assistant Kayla Faulks for getting the District signed up to participate in the LIHWAP Assistance program to help our customers that have financial hardship. He mentioned that because of that we have received two checks paying on customer accounts that had high balances.
- b. Treatment Plant- General Manager Paul Kelley reported that the Water Treatment Plant produced 287af of water and Clear Creek used 176af of that amount. The rest was billed to Centerville. He reported that the staff plan to replace another actuator in the near future.
- c. Distribution- General Manager Paul Kelley reported on the breaks that had been happening in the District. He also mentioned the new Distribution Operator that was hired, and that the new operator has the ability to run heavy equipment although it is not a requirement in the job description.
- d. Director Pam Beaver asked if Centerville was caught up on all their bills. General Manager Paul Kelley answered that we are current with Centerville.

## **9. STANDING COMMITTEE REPORT –**

- a. Finance- General Manager Paul Kelley reported that there was a Special Meeting on June 7<sup>th</sup> that was a focus of the Finance Committee regarding the budget.
- b. Personnel- Nothing reported.
- c. Agriculture- Director Scott McVay mentioned he was planning to have an Ag meeting in July.

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- d. Planning/Steering- General Manager Paul Kelley mentioned that a planning and steering meeting would need to be when Emily, the volunteer returned and could work on more policies.
- e. EAGSA- Director Scott McVay reported that the results of the first round of funding were completed, and they had a score sheet that the output possible 28 points. Anyone that scored 25 or higher got funded into their groundwater sustainability agency. He continued to explain that we only scored 24, so there is a second round of funding he believed we could try for.

## **10. BOARD MEMBER ITEMS**

- a. Director Pam Beaver asked that the website be looked at and that it needed to be worked on to make it easier to navigate. Director Fust commented that he was glad to see that the staff is looking to improve the collection rate. Chair Fickes asked for the timeframe on Shannan to go full-time. General Manager Paul Kelley responded that it is probably going to take a month or more.

## **11. CLOSED SESSION ANNOUNCEMENT: - None This Meeting**

## **12. ADJOURN THE MEETING- @ 8:48 PM**

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