5880 Oak Street, Anderson, CA 96007
Phone: (530) 357-2121 Email: cccsd@clearcreekcsd.org

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

Interim General Manager: Jim Wadleigh

REGULAR MEETING: August 20, 2025, at 6:00PM: District Office Board Room

MINUTES

CALL TO ORDER: ***6:00 PM***

PLEDGE OF ALLEGIANCE: *Lead by Vice Chair Johnston*

ROLL CALL: *Director Lincoln, Director Johnston, Director McVay, Director Fickes, Director Beaver, Interim General Manage Jim Wadleigh, Administrative Assistant Emily King*

OPEN TIME/PUBLIC COMMENT: *None*

CONSENT AGENDA

1. **Minutes from Meetings**: Regular Meeting Minutes 07/16/2025, Special Meeting Minutes 07/21/2025, 08/05/2025 Centerville Ad Hoc Meeting Minutes
2. **Bills Paid:** 07/07/2025 – 08/15/2025
3. **Activity P&L Report:** May 2025 – June 2025 – July 2025

Director Beaver requested wording changes to the draft minutes of the regular meeting held on July 16, 2025, and inquired why the amount due to LAFCO was lower than the prior year. Interim General Manager Jim Wadleigh reviewed payments made to LAFCO over the past four years, noting that the amounts LAFCO invoices the District fluctuates annually.

Director McVay reported to the Board that collections on $10.81 accounts exceeded 100% for the month of July. He credited the administrative staff for their diligence in issuing delinquency notices, enforcing shut-offs and liens, and obtaining updated customer contact information.

In response to Director McVay, Interim General Manager Jim Wadleigh explained that OPEB costs were lower than normal for May and June due to open staff positions and the fact that his interim role is classified as an unbenefited hourly employee.

Interim General Manager Jim Wadleigh provided an update on the status of the Bookkeeper's reconciliations in response to Director McVay's request for accruals. He reported on the progress made to date and gave an estimate of when the reconciliations would be fully caught up.

Motion to pull Item #3 from the Consent Agenda and approve Item #1 with the requested wording updates, along with Item #2.

Director Fickes, 2nd Director Beaver
Vote 5-0

REGULAR AGENDA

4. Drought Policy

Interim General Manager Jim Wadleigh informed the Board that the District is required to submit an updated Water Shortage and Drought Plan to the State by October 2025 in order to comply with two recently enacted laws. He explained that the plan presented at this meeting is a draft provided for Board review and input only. The final plan, along with a corresponding ordinance, will be brought to the Board in September for review and adoption.

Administrative Assistant Emily King reported that she prepared the draft Water Shortage and Drought Plan using a template provided by the State specifically for Clear Creek Community Services District. She also referenced the District's prior Drought Plan to ensure the new plan meets current legal requirements.

Administrative Assistant Emily King asked the Board for input regarding the allocation of water to residential customers, potential alternative water supply sources in the event of a catastrophic drought stage, and several related items.

Discussion followed regarding the timing of when certain determinations should be made (during an active drought year or in advance), as well as practices used during previous droughts. The Board requested that staff provide copies of the District's previous Drought Plan and Ordinance so that members could review the documents, conduct research, and provide input necessary to complete the final plan.

5. General Manager Employment Agreement

Interim General Manager Jim Wadleigh announced that the Board has selected Dale Mancino as the new General Manager. Mr. Mancino addressed the public, providing a brief overview of his professional background and personal history.

After confirming there were no questions from the Board regarding the language of the employment agreement, a motion was made to approve the employment agreement with Mr. Mancino.

Director Lincoln, 2nd Director Johnston
Vote 5-0

6. Amendment No. 2 to Consulting Agreement - Wadleigh Management

Interim General Manager Jim Wadleigh explained that his previous consultant agreement had been suspended upon his appointment as Interim General Manager. A reinstatement of the consultant agreement was presented for Board reinstatement.

Mr. Wadleigh reviewed the minor updates, noting that the hours allotted for grant consulting per month could be reallocated to allow him to consult on other matters, including capital projects. He further stated that, following a discussion with Director McVay, he would be available to the new General Manager without limitation during regular business hours via email, phone, or text for a period of 90 days, at an additional fee.

In response to Director Fickes, Interim General Manager Jim Wadleigh clarified that the additional 90-day support for the new General Manager is not included in the presented agreement. He stated that if the Board wishes to proceed with this additional service, the agreement can be amended accordingly.

Discussion took place regarding the cost of the additional support compared to the anticipated level of contact the new General Manager might have with Mr. Wadleigh. Director Fickes stated that she is not in favor of the proposed support service amendment. In response to Director Beaver, Mr. Wadleigh clarified that the support period could be set at 30 days, with the option to extend it to up to 90 days if needed.

A motion was made to amend the consultant agreement to include an additional 30-day support service for the new General Manager, with the option to extend up to 90 days if needed.

Director Beaver, 2nd Director Johnston
Vote: 4-1, with Director Fickes voting Nay

7. Formation of Community Advisory Committee – Proposition 218 Rate Study Update

Interim General Manager Jim Wadleigh reported that RCAC cannot begin Clear Creek CSD's rate study for at least six months, along with the issue of the District's SAFER Dashboard indicating that the District is low risk. Mr. Wadleigh stated he is working to provide accurate information to correct the dashboard, noting that this process involves many components and will not be instantaneous.

He also informed the Board that he is developing mapping to illustrate breaks, leaks, water loss, and service cuts for customers, which will help demonstrate the District's needs. Discussion followed regarding RCAC's previous rate study and the feasibility of conducting a Proposition 218 rate study in-house. Concerns were raised about the potential difficulty of recruiting 5 to 7 community members to serve on the advisory committee.

A motion was made to solicit community members over the next two months and bring the item back to the Board in November with information on whether enough community members would be willing to participate in the advisory committee.

Director Johnston, 2nd Director McVay
Vote: 5-0

8. Director request to withdraw from Planning Steering Committee

Director Beaver explained that she currently serves on two committees that have large projects underway, which will require significant time and focus. Director Johnston stated that, as the alternate, he will replace Director Beaver on the Planning and Steering Committee. Director McVay volunteered to serve as the new alternate.

A motion was made to accept Director Beaver's resignation from the committee and to appoint Director Johnston as the committee member, with Director McVay serving as the alternate.

Director Fickes, Director Beaver
Vote: 5-0

9. GENERAL MANAGERS ORAL REPORT

Interim General Manager Jim Wadleigh reported that he met with the Western Shasta Resource Conservation District regarding its role as a potential pass-through agency for grants. He noted that the agency also assists with permitting, which could be beneficial to the District. Mr. Wadleigh provided an update on the Water Asset Management Plan and emphasized the serious need for GIS mapping. He explained that the District currently relies on outdated paper maps or the knowledge of staff, and he outlined the benefits of GIS mapping, including his plan to create a heat map to track system breaks within the community.

Mr. Wadleigh further reported that Distribution staff have begun renting heavy equipment to complete repair work on breaks too large for the District's current equipment. He stated that this practice eliminates the need to hire outside contractors and has resulted in significant cost savings and increased efficiency. The Board discussed the possibility of purchasing an excavator in the future and also reviewed the current balance owed on the District's backhoe.

Director McVay asked Mr. Wadleigh to provide additional information regarding policies for new customer meter installations. Discussion focused on the cost of such installations and the District's present inability to complete the majority of the required work. A member of the public commented that the District has previously completed meter and service installations in-house and already possesses the necessary equipment to do so.

Incoming General Manager Dale Mancino addressed the Board, stating that he has extensive experience with new service installations, including work with asbestos cement (AC) pipe. He assured the Board and public that, once he begins his tenure with the District, he will work closely with staff to provide the necessary training.

10. OPERATIONS ORAL REPORT

Administrative Assistant Emily King gave an oral report on collections for aging accounts and provided a table showing a 43% reduction in fees owed over the past month. She further reported that 15 additional liens were filed during the month and 77 delinquency notices were sent out.

Interim General Manager Jim Wadleigh provided an update on operations at the Water Treatment Plant. He reported on mandatory PFAS sampling, staff training activities, and the replacement of filters and a storm drain. He also provided an update on the backwash pond project for Pond No. 2, noting that concrete work is scheduled to begin during the week of August 25.

Mr. Wadleigh further reported on Distribution Operations, stating that staff completed three planned water leak repairs with another scheduled for August 19. He noted that site clean-up work has been completed on Cimmeron Trail and Poplar Avenue. In addition, Mr. Wadleigh commended Distribution Operations Supervisor Morgan Rau for securing a competitive rental rate for an excavator from Sunbelt Rentals in Anderson, which also offers weekend and emergency contact support.

11. STANDING COMMITTEE REPORT

a. **Agriculture –** *Director Johnston announced the Farmers Market on the 2nd and 4th Saturday of the month and stated that no additional meetings have been scheduled yet.*
b. **Finance –** *Not met.*
c. **Planning/Steering –** *Not met.*
d. **Personnel –** *The committee met for the first time today. A chair was selected, a scope and purpose were established, and a list of priorities was developed.*

12. BOARD MEMBER ITEMS

Director Johnston expressed concern regarding the fire hydrant located on Hopekay Lane, noting that it has been out of service since 2024.

Chair McVay invited Incoming General Manager Dale Mancino to come forward and officially sign his employment contract. Mr. Mancino stated that he is excited to begin his work with the District and looks forward to hitting the ground running.

Adjourn for Closed Session: 8:12 PM

13. <u>CLOSED SESSION ANNOUNCEMENT:</u>

a. Public Employee Discussion – Government Code §54957(b)(1), §54957.6
Reconvene Regular Meeting: 9:01 PM

The Board gave Interim General Manager Jim Wadleigh direction to continue exploring solutions to the administration needs.

14. ADJOURN THE MEETING: *9:01 PM*