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

General Manager: Dale Mancino

REGULAR MEETING: December 10, 2025 at 6:00PM: District Office Board Room

MINUTES

CALL TO ORDER: 6:00 PM

PLEDGE OF ALLEGIANCE: *Led by Director Beaver*

ROLL CALL: *Director McVay, Director Fickes, Director Beaver, Director Johnston, General Manager Dale Mancino, Administrative Assistant Emily King, Bookkeeper Shireen Erlei, Distribution Supervisor Morgan Rau. Director Lincoln - Absent*

OPEN TIME/PUBLIC COMMENT:

Sandy Winters announced that the next Fire Wise meeting is scheduled for the fourth Thursday in January at the Community Hall Center. She inquired about the Cross Connection letter she received and questioned whether the correct parts had been purchased. General Manager Dale Mancino explained the new state laws regarding cross-connection requirements and provided the timeline for compliance with the mandated regulations.

John Wallace addressed the Board regarding three major breaks that occurred at his water meter over the past year and a half, which resulted in significantly high monthly water bills. He stated that he attempted to work with the District to resolve the issue, noting that the broken component was part of the District-owned meter. During this process, the outstanding balance was placed as a lien on his property.

Mr. Wallace reported that he paid the bill in full immediately upon receiving notice of the lien; however, he believes he should be held liable for only half of the charges, as the failure involved District equipment. He further explained that he had been working with the District office, but due to high staff turnover, the matter was not resolved. Mr. Wallace presented the broken meter components to the Board for review.

Following Board discussion, the Board directed the General Manager to work with Mr. Wallace regarding a billing adjustment or possible reimbursement, as the excessive water usage was attributed to District equipment failure.

ADA Related Disabilities:

Contact the front office and speak with a Staff Member if special consideration is needed to attend any public meeting for disability related accommodations or aide is needed. Please give 72 hours - notice prior to the meeting to allow staff to meet your requests appropriately.

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CONSENT AGENDA

- 1. Minutes from Meetings:** Regular Meeting Minutes 11/19/2025
- 2. Bills Paid:** 11/11/2025 – 12/5/2025

Item 3 was pulled and moved to the Regular Agenda.

Director Beaver, 2nd Director Fickes

Vote 4-0

REGULAR AGENDA

3. Activity P&L Report

Director Johnston stated that he was having difficulty discerning the Profit and Loss Report. Director Fickes questioned whether the report reflected the entire month of November, noting that PG&E did not appear on the report. In response, Bookkeeper Ms. Erlei stated that the report was for the entire month; however, she was unsure why PG&E was not showing on the report. Director McVay asked several questions and stated that he would like the Profit and Loss Report to be clearer. A motion was made to reject the Profit and Loss Report and return it to staff for clarification.

Director Beaver, 2nd Director Fickes

Vote 4-0

*** Immediate Action Item – First Amendment to Water Treatment Plant Dedicated-Capacity Contract**

General Manager Dale Mancino explained that the agenda was posted prior to the realization of the urgency for Board approval. Mr. Mancino stated that the amendment would provide Centerville and Clear Creek CSD with an additional six months to draft a new contract for Board approval.

A motion was made to accept the immediate action item on the agenda.

Director Beaver, 2nd Director Johnston

Vote 4-0

A motion was made to accept and sign the First Amendment to Water Treatment Plant Dedicated Capacity Contract

Director Johnston, 2nd Director Beaver

Vote 4-0

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4. Revision of Payable Dates

Bookkeeper Shireen Erlei reviewed the importance and benefits of moving the payables date, noting that it would create a more consistent schedule throughout the month, with payables being processed approximately every two weeks. In response to Director McVay's question, Ms. Erlei stated that this change would not affect the accuracy of the Profit and Loss reports.

*Director Fickes, 2nd Director Johnston
Vote 4-0*

5. Approval of 2024 Independent Audit Engagement and Cost Proposal

General Manager Dale Mancino presented the 2024 Independent Audit Agreement and cost proposal. In response to a question from Director McVay, Bookkeeper Shireen Erlei stated that the auditing firm will provide a timeline for completion once the contract is signed.

6. Prop 218 Advisory Committee Interview

The Applicant Paula Cozzi was not present at the Board Meeting as requested for an interview resulting in the Board pulling the application.

7. Addition to Cell Phone, Technology and Communication Policy – District-Issued Cell Phones for Operations Staff

In response to Director Johnston, Administrative Assistant Emily King stated that cell phones will be taken home by staff and will replace the current on-call phone. Director Johnston stated that he is a strong supporter of Water Treatment and Distribution staff having company-issued phones. Director McVay expressed concern that staff may use the phones for personal purposes. Administrative Assistant Emily King explained that employees are not able to add applications to the phones, as stated in the attached policy, and that the phones include unlimited minutes, text messages, and data; therefore, occasional personal use would not impact the District. Director Beaver stated that providing company cell phones is more cost-effective than providing staff with cell phone stipends.

*Director Beaver, 2nd Director Fickes
Vote 4-0*

8. General Managers Report

Distribution Supervisor Morgan Rau discussed the history of the system breaks and stated that new equipment has made preventative maintenance possible.

General Manager Dale Mancino reported that the Back Wash Pond Project is 99% complete; it is currently being sealed and will be tested for leaks in the coming weeks.

Director Fickes asked Mr. Mancino whether he and Jim Wadleigh had met with the Water Board. Mr. Mancino stated that they did meet; however, they were directed to a different department that may be able to provide further assistance. He also reported that the median household income (MHI) study is still in progress, which will assist with obtaining grants.

Public comment was provided by Sandy Winters, who stated that in the past the District was unable to obtain grants and loans due to the community being too poor, and she expressed a lack of confidence in attempts to lower the MHI

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for future grants and loans with RCAC. Director Fickes explained that RCAC has assisted with loans in the past and assured the community that RCAC has new staff who have shown considerable promise; however, their performance will be monitored closely.

9. Operations Oral Report

Director Fickes asked if staff knew what caused the increase in arrears accounts for the month. Administrative Assistant Emily King stated that the increase was due to the Board meeting being moved earlier in the month, which required the report to be run before recurring credit card payments were processed. General Manager Dale Mancino reviewed current work at the Water Treatment Plant and reported that Pond #3 has been repaired. Discussion followed regarding the remaining funds from the grant, and Bookkeeper Shireen Erlei explained the interest earned and the small remaining balance. Distribution Supervisor Morgan Rau outlined recent and upcoming training for the Distribution crew. Director Beaver announced that Administrative Assistant Emily King has identified a new local linen service that is saving the District money and noted that a new, more efficient and cost-effective answering service will be brought forward for consideration at a future meeting.

10. STANDING COMMITTEES & AD HOC COMMITTEES REPORT OUTS

- a. **Agriculture Committee** – Not met.
- b. **Finance Committee** – Not met - will be early January 2026.
- c. **Planning/Steering Committee** – Not met.
- d. **Personnel Committee** – Not met.
- e. **Centerville Contract Ad Hoc Committee** – Met Monday December 8th and have a staff meeting the following week to work on ideas.

11. BOARD ITEMS

Director McVay requested that the Prop 218 Advisory Committee be added to the agenda as Item 10)F. Director Johnston praised the Distribution Crews for their excellent work on the fire hydrant replacement on Hopekay Lane and also thanked the administrative staff for their efforts in updating the website and providing water outage notifications. Director McVay announced that the first Prop 218 Advisory Committee meeting is tentatively scheduled for January 20. Director McVay expressed interest in having the Board approve a policy establishing protocols for how meetings are conducted. Director Fickes stated that she prefers more informal meetings, as they encourage greater public involvement, and noted that the Board already complies with the Brown Act. Administrative Assistant Emily King asked Director McVay if he was recommending that the policy be added to the Directors Handbook, to which he responded that staff could potentially work with the Planning and Steering Committee to discuss the matter further.

12. ADJOURN THE MEETING: 7:22 PM

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