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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: January 21, 2026 at 6:00PM: District Office Board Room

MINUTES

CALL TO ORDER: 6:00 pm

PLEDGE OF ALLEGIANCE: *Led by Director Johnston*

ROLL CALL: *Director McVay, Director Fickes, Director Johnston, General Manager Dale Mancino, Administrative Assistant Emily King.*

Director Beaver - Absent

a. Selection of Chair and Vice Chair

Director Fickes nominated as Board Chair

Director Johnston, 2nd Director Lincoln

4-0

Director Johnston nominated as Vice Chair

Director Fickes, 2nd Director McVay

4-0

b. Committee Assignments:

Agriculture Committee – *Director Johnston & Director McVay; Alternate – Director Lincoln*

Finance Committee – *Director McVay & Director Fickes; Alternate – Director Beaver*

Planning/Steering Committee – *Director Johnston & Director McVay;*

Alternate – Director Lincoln

Personnel Committee – *Director Beaver & Director Fickes; Alternate – Director McVay*

Centerville Contract Ad Hoc Committee – *Director Beaver & Director Fickes;*

Alternate – Director McVay

Proposition 218 Advisory Committee – *Director Lincoln & Director McVay;*

Alternate – Director Johnston

OPEN TIME/PUBLIC COMMENT: *None*

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: December 10, 2025**
- 2. Bills Paid: 12/15/25 – 1/15/26**
- 3. Activity P&L Report: December 2025**

Item #2 and Item #3 were pulled from the agenda. Discussion took place about discrepancies.

*Director McVay, 2nd Director Jonston
Vote 4-0*

REGULAR AGENDA

4. Account Clerk Step Increase

General Manager Dale Mancino reviewed Account Clerk Mark Gray's experience and discussed staff retention. Director McVay expressed concern that some staff members are maxed out on their step raises and noted that, due to the Account Clerk job description, there is limited opportunity for cross-training. Director Fickes referenced the pushback received regarding the most recent employee Step Four raise. In response to a question, General Manager Dale Mancino stated that there are currently only two employees at Step One.

*Director Lincoln, 2nd Director Jonston
Vote 4-0*

5. Answering Service

General Manager Dale Mancino reviewed the three quotes that were obtained and recommended Cascade Answering Service, noting that they are local and offer the most transparent pricing. Director Fickes expressed concern that the District's current answering service reports receiving over 600 calls per month.

Administrative Assistant Emily King stated that it is unclear how the District receives such a high volume of calls, as the reports are not clearly detailed. Mrs. King also discussed additional concerns with the current answering service. Director Johnston commented that the Service Forge packages appear to offer more services than a district of this size would likely need.

Mrs. King provided further details regarding the services offered by Cascade Answering Service. Director Lincoln made a motion to move forward with Cascade Answering Service.

*Director Lincoln, 2nd Director Jonston
Vote 4-0*

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6. Centerville Contract Update

Director Fickes stated that Centerville's legal firm is handling the contract update and noted that they attended the most recent committee meeting to provide information. Director Fickes requested that General Manager Dale Mancino provide an update to the Board.

General Manager Dale Mancino reported that the committee is currently working to clearly define what costs fall under the administrative fees charged to Centerville. Director Fickes added that the committee is also exploring the possibility of implementing a percentage-based fee in place of using CPI for future charges.

Mr. Mancino stated that Centerville would like to be involved in discussions regarding large purchases for which they will share financial responsibility. Director Fickes further explained that the committee is working to establish a fair method for charging Centerville during drought years, when Clear Creek CSD is not allotted surface water and must rely on wells, while the treatment plant remains operational to supply water to Centerville.

Mr. Mancino also reported that Centerville has requested the committee remain permanent after the contract is finalized, with meetings held once per year.

7. Mid-Year Budget Update

There was a brief discussion regarding the profit and loss reports. It was noted that the Finance Committee has several financial discrepancies to review before work can begin on the mid-year budget.

8. General Managers Report

General Manager Dale Mancino presented his General Manager's report, highlighting current projects being handled by administrative staff and planned repairs within the Distribution Department. A detailed discussion followed regarding the power failure in the chlorine building control panel and the alarm call-out failure at the Water Treatment Plant. It was determined that the two failures resulted from separate causes.

Treatment Plant staff worked in coordination with the Division of Drinking Water (DDW) and John Rossi. All issues have been resolved, and further investigation is ongoing to determine the cause of the control panel failure.

9. Operations Oral Report

Director Fickes expressed appreciation to the administrative staff for their efforts in reducing arrears accounts. In response to Director McVay, Administrative Assistant Emily King reported that a significant amount has been collected from filed liens and that, to date, only one customer has been sent to collections. She added that approximately half of her work week is dedicated to billing and collections.

Director McVay requested that the number of active accounts and \$10.81 accounts be included in the Operations Reports going forward.

General Manager Dale Mancino reported that the line repair on Newcastle Road was successful and impacted customers for approximately 2.5 hours. He also noted that a planned replacement of a 2-inch valve on Cloverlorrie Lane is scheduled for the last week of January.

Mr. Mancino reported that the second group of staff has completed their CPR and First Aid training and are now certified.

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Director Fickes inquired about the Monte Vista investigation. In response, Mr. Mancino stated that the issue has been investigated and will be repaired, though the exact date of the repair is not yet determined.

10. STANDING COMMITTEES & AD HOC COMMITTEES REPORT OUTS

- a. **Agriculture Committee** – *Not Met, will be scheduled for March*
- b. **Finance Committee** – *Met 1/15/26, next one scheduled 1/26/26*
- c. **Planning/Steering Committee** – *Not Met*
- d. **Personnel Committee** – *Not Met*
- e. **Centerville Contract Ad Hoc Committee** – *Multiple Meetings, update in item #8*
- f. **Proposition 218 Advisory Committee** – *Director McVay stated a meeting will get scheduled after there are accurate financials available. He spoke about possible small increases yearly and not every 5 years.*

11. BOARD ITEMS

Director Johnston asked Administrative Assistant Emily King if there has been any input from customers regarding the recent planned line repairs that resulted in service interruptions. Mrs. King stated that she has not received any feedback.

In response to Director Johnston, General Manager Dale Mancino noted that he spoke with Mr. Wadleigh last week and does not currently have an update on grants. He expressed hope that Mr. Wadleigh will attend the February Board Meeting to provide an update to the Board.

Director McVay stated that the end of the water year is approaching and emphasized that accurate water use numbers from the Water Treatment Plant will be needed.

12. ADJOURN THE MEETING: 7:05 pm

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