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

**Interim General Manager: Jim Wadleigh**

**REGULAR MEETING: July 16, 2025, at 6:00PM: District Office Board Room**

### **MINUTES**

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

**PLEDGE OF ALLEGIANCE – Lead by Director Terry Lincoln.**

**ROLL CALL: Chairman McVay, Vice Chair Johnston, Director Lincoln, Director Fickes, Director Beaver, Interim General Manager Jim Wadleigh, Administrative Assistant Emily King.**

### **OPEN TIME/PUBLIC COMMENT:**

*A member of the public, Sandy Winters announced the next Firewise meeting will be held on 8/28/2025 at 6:00 PM located at the Community Center. Ms. Winters also announced there will be a County Firewise Meeting on 7/30/2025 at 9:00 AM located at KIXE in Redding.*

### **CONSENT AGENDA**

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.

- 1. Minutes from Meetings:** Regular Meeting Minutes 6/18/2025
- 2. Bills Paid:** 05/13/2025 – 07/04/2025
- 3. Payroll:** (4/25/25-5/8/25), (5/9/25-5/22/25), (5/23/25-6/5/25), (6/6/25-6/19/25)

*Motion to pull item #4 from the Consent Agenda and move it to the Regular Agenda:*

*Director Beaver, 2nd Director Johnston*

*Vote: 5-0*

#### **ADA Related Disabilities:**

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*Director Fickes addressed the Board and asked if payroll reports were needed in the agendas, there was a consensus from the Board to no longer include the report. Director Fickes stated there was duplicate wording in the 06/18/2025 Minutes on Item #3.*

*Motion to Approve the Consent Agenda with corrected minutes:*

*Director Fickes, 2nd Director Beaver*

*Vote: 5-0*

## **REGULAR AGENDA**

### **4. Activity P&L Report: May 2025 – June 2025**

*The Board of Directors held a discussion regarding the inaccuracies in the Profit and Loss (P&L) Reports for May and June.*

*Director Fickes noted that several items appeared to be missing from the reports, including payments for PG&E. She also pointed out that her travel expenses were incorrectly coded and expressed concern over the presence of negative amounts.*

*Director McVay echoed these concerns, highlighting the negative dollar amounts shown in May and noting that while some were corrected in the June report, the presentation remains confusing.*

*Interim General Manager Jim Wadleigh acknowledged the issues and stated he is actively investigating the discrepancies. He suggested a potential error in the CUSI report import may be the source of the inaccuracies.*

*Director McVay also commented that the reports would be clearer to the public if loans were not displayed as revenue.*

*Mr. Wadleigh additionally reported that an accounting error had been discovered related to loan payments. He assured the Board that the District is working to correct the issue and establish clear accounting procedures moving forward.*

*In response to a question from a member of the public, Sandy Winter, Director McVay clarified that the RCAC loan is designated for the Backwash Pond Project. He stated that the loan will be repaid in full upon the project's completion.*

*Motion to Not Accept the May and June P&L Report*

*Director Beaver, 2<sup>nd</sup> Director Johnston*

*Vote: 5-0*

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## **5. Adjustment Request – Michael Traynor, 5694 Dolly Lane**

*Michael Traynor was not present in the Boardroom during the discussion of his protest letter regarding a high-water bill.*

*Director Fickes provided an overview of how the previous Board handled protest letters of a similar nature.*

*Director Beaver stated that the responsibility for identifying and repairing leaks falls on the homeowner. Ms. Beaver emphasized that homeowners are also responsible for the cost of water lost due to leaks on their property.*

*Director Lincoln suggested that staff reach out to Mr. Traynor and offer a payment plan to assist with the financial burden caused by the elevated water bill.*

*Motion to reject the request for a bill adjustment:*

*Director Beaver, 2nd Director Johnston*

*Vote: 5-0*

## **6. Adjustment Request – Kacey Peters, 7658 Happy Valley Road**

*Interim General Manager Jim Wadleigh reviewed the customer's request for a billing adjustment. The Board discussed the matter and reaffirmed that it is the homeowner's responsibility to identify and repair leaks, as well as to pay for any water lost as a result.*

*Motion to reject the request for a bill adjustment:*

*Director Johnston, 2nd Director Beaver*

*Vote: 5-0*

## **7. Adjustment Request – Gwyn Williams, 17898 Flowers Lane**

*Director Johnston inquired if it would be possible to review past records to determine whether there had ever been a second structure on the property.*

*Director Fickes responded that the District cannot determine if a structure was removed and that it is the homeowner's responsibility to notify the District so billing rates can be adjusted accordingly. She further explained that during previous drought years, properties with a double base rate received a double water allocation. Additionally, during the last Proposition 218 process, all customers received information regarding their base rates.*

*Director McVay and Director Beaver discussed the possibility of offering the customer a credit of 7–12 months on her account.*

*Director Lincoln expressed opposition to issuing a credit, stating that it is not the community's responsibility*

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*to absorb costs caused by a customer not reviewing her bill. He further noted that once the customer contacted the District regarding the double base rate, the Operations crew promptly visited the property, performed an inspection, and removed the additional base rate.*

*Director Fickes stated that it would be helpful if customer billing statements clearly indicated the number of base rates a customer is being charged for. It was also suggested that the next District newsletter include a reminder encouraging customers to review their bills regularly and to contact the District Office with any questions or concerns.*

*Motion to reject the request for a bill adjustment:*

*Director Beaver, 2nd Director Lincoln*

*Vote: 5-0*

## **8. PROPOSITION 218 STUDY**

*Interim General Manager Jim Wadleigh reviewed the scope of Prop 218 and requested Board approval for the District to begin the rate study process with RCAC.*

*Director McVay expressed support for moving forward but emphasized the need to provide RCAC with actual financial data from Fiscal Years 2022–2025 to help justify rate increases to the public. Director McVay also requested a detailed breakdown of all cost categories—similar to the Profit & Loss report—to clearly demonstrate where funds are allocated.*

*Director Fickes provided an overview of the three available options for structuring base rates: flat base rate, tiered rate, and rates based on meter size. She stated that, in her opinion, basing rates on meter size is not a viable option for the District.*

*In response to public inquiries, Director Fickes explained that under previous rate structures, tiered base rates were historically determined by parcel acreage.*

*The Board held a discussion regarding the possibility of implementing a different rate structure for homes serviced by the North Booster. It was noted that the electrical costs associated with operating the North Booster are significantly higher, and the Board considered whether those increased costs should be reflected in a separate rate for affected customers.*

*Director McVay emphasized the importance of completing the rate study process in a timely manner, noting that the Proposition 218 process ideally would be concluded by September 2026, and that RCAC typically requires approximately one year to complete their rate study. Director McVay and Director Fickes discussed the importance of clarifying the verbiage used in the study, specifically the implications of "one meter and two base rates."*

*A member of the public, Sandy Winters, provided historical context regarding meter sizes and how they were originally determined per property.*

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*Motion to move forward with RCAC and begin the Prop 218 process utilizing a flat rate base structure:  
Director Fickes, 2nd Director Beaver  
Vote: 5-0*

## **9. GENERAL MANAGERS ORAL REPORT**

*Interim General Manager Jim Wadleigh stated a Special Meeting has been scheduled for the General Manager interviews on July 21<sup>st</sup> at 10:00 AM. He announced that Administrative Assistant Emily King has created a Facebook page for Clear Creek CSD, allowing the District to quickly share important updates, engage with the community and increase transparency.*

*Interim General Manager Jim Wadleigh provided an update on staff training efforts, the development of internal procedures, and ongoing coordination between departments to improve overall efficiency and service delivery. He announced the District submitted the Cross Connection Control Plan to the State and the Operations Supervisor Morgan Rau has been designated as the User Supervisor for the project.*

## **10. OPERATIONS ORAL REPORT**

*Interim General Manager Jim Wadleigh noted the memo in the agenda packet has a high number of delinquent accounts. However, since the report was generated, administrative staff have issued a substantial number of delinquent and shutoff notices along with preparing liens for filing with Shasta County. As a result, there has been a notable improvement in the number of delinquent accounts within a short period.*

*Interim General Manager Jim Wadleigh reported that water sampling has been completed and expressed gratitude to the community for their participation. He also provided an update on the BW Pond Project, noting that it is nearing completion and that concrete contractors are expected to begin forming in the next few weeks.*

*He provided an overview of the training programs recently completed by the Operations Department, emphasizing their focus on safety and efficiency. Additionally, he reviewed all the recent leaks that have been successfully repaired, highlighting the team's prompt response and commitment to maintaining system reliability.*

*7:37 PM Director Fickes stepped out of the meeting.*

## **11. STANDING COMMITTEE REPORT**

- a. Agriculture – Director Johnston announced the Farmers Market
- b. Finance – Not Met
- c. Planning/Steering – Not Met

*7:41 PM Director Fickes returned to the meeting.*

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## **I2. BOARD MEMBER ITEMS**

*Director Beaver reported that she has consulted with an external Human Resources Manager regarding the use of an automotive repair shop owned by a relative of a District employee. The HR Manager stated there is no conflict of interest.*

*Director Fickes informed the Board that when she called the District Office and all the lines were in use, her call automatically rolled over to the District's answering service.*

*Director McVay inquired whether all arrangements had been finalized for the upcoming Special Meeting scheduled for July 21st. He also reported on his attendance at the recent EAGSA (Enterprise-Anderson Groundwater Sustainability Agency) meeting and provided the Board with a summary of key highlights from the meeting.*

## **I3. ADJOURN THE MEETING: 8:04 PM**

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