



5880 Oak Street, Anderson, CA 96007  
Phone: (530) 357-2121 Fax: (530) 357-3723

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

General Manager: Paul Kelley

REGULAR MEETING: July 19<sup>th</sup> 2023 at 6:00PM: District Office Board Room

## **MINUTES**

1. **CALL TO ORDER** – Chair Fickes called the meeting to order at 6:00 pm
2. **PLEDGE OF ALLEGIANCE** – Pledge was led by Director Beaver
3. **ROLL CALL** – Chair Fickes called the Roll:

Present: Chair Fickes, Vice-Chair Lincoln, Directors Beaver and McVay  
Staff: General Manager Paul Kelley, Administrative Assistant Kayla Faulks  
Members of Public – Jackie Longcrier, Sandy Winters, Steve Allen the UPEC Representative

4. **OPEN TIME/PUBLIC COMMENT:**

Speaker: Sandy Winters – Reminding all about Firewise and Meeting every 4<sup>th</sup> Thursday  
Steve Allan – UPEC President, Rep for Employee union – Read letter to board into the record  
(attached)

5. **CONSENT AGENDA** (Action)

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.

- a. Minutes from Regular Meeting: 4-19-23, 5-17-23
- b. Paid Bills: 6/12/23 – 7/14/23
- c. Payroll: 6-22-23, 7-6-23
- d. ~~Activity Reports: June 2023~~ Held for next meeting.

Board Discussed, asked questions and mentioned the documents presented as back up to some of the expenses.  
Suggested edits to minutes taken.

**Motion to approve Consent as amended (minutes) – McVay, 2<sup>nd</sup> – Beaver.**  
**Passed unanimously (4-0)**

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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**6. OLD BUSINESS/NEW BUSINESS** (Discussion/Action)

a. **O.B.** - USBR Account Reconciliation (Discussion)

*GM Kelley provided update from memo – nothing more to report.*

b. Shasta County Grand Jury Report on CCCSD Response Letter (Discussion/Action)

*GM Kelley reviewed the Memo, Board provided comments,*

*Public Comment: Emily Rankin made a comment.*

**Motion to Approve Letter, Authorize Chair Signature and submit to grand jury: McVay, 2<sup>nd</sup>: Lincoln.**

**Passed Unanimously (4-0)**

c. Accept Director Irwin Fust Resignation, Public Notice of Vacancy and Open applications for Vacant Directors seat.

*GM Kelley reviewed the Memo.*

*The Board provided comments, and suggested the materials be posted on bulletins and on website.*

*Public Comment: Sandy Winters – Director Fust was a good member of the board and worked hard as board member and for the community.*

**Motion to accept resignation, post the public notice and open applications: Beaver, 2<sup>nd</sup>: McVay.**

**Passed Unanimously (4-0)**

d. New Customer Billing Software agreement - CUSI (Discussion/Action)

*GM Kelley reviewed the Memo, Admin Assistant Faulks provided more information and reviewed the memo.*

*Board asked questions and made comments.*

*Public Comment: Emily Rankin commented on this item.*

**Motion to authorize GM Signature on the Software sales agreement: McVay, 2<sup>nd</sup>: Beaver.**

**Passed Unanimously (4-0)**

e. Committee Assignments – (Discussion/Action)

*GM Kelley reviewed the memo and advised new committee assignments with a vacancy on the board.*

*The board could appoint a member to fill vacancies on the standing committees.*

*Board discussed, and suggested that Director Beaver take the vacant position on the planning and steering committee. Keep other vacancies open till new director.*

*Public Comment: none*

**Motion to approve Director Beaver on Planning and Steering Committee: Lincoln, 2<sup>nd</sup>: McVay.**

**Passed Unanimously (4-0)**

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f. **Administrative Policy – (Discussion/Action)**

*GM Kelley reviewed the memo, that described some items that need board direction.*

*Board discussed and provided direction on the items listed:*

- *Draft language to include community members on standing committees.*
- *Draft language for ad-hoc committees – now that Personnel doesn't need to be a standing committee but could be created/named as needed.*
- *Have special meetings of committees as needed or requested by committee.*
- *Minutes – Do action minutes and keep recordings for 7 years.*
- *Work on an updated procurement policy, separate from admin, but at some point, as the “District Policy” manual*

*Public Comment: Emily Rankin – Volunteer working on the policies asked questions and made comments to help get a clear picture of what is needed.*

*Kaitlyn Patrick: Liked idea of having community on committees.*

*Action: Board – Provided direction for the Administrative policy to be brought back for board consideration.*

g. **LAFCO Special District Member Vacancy and Nomination – (Discussion/Action)**

*GM Kelley referred to the memo that with Director Fust's resignation, it also created a vacancy on LAFCO. LAFCO is calling for Nominations, due end of August.*

*The Board reviewed and made comments.*

*Public Comment: None*

*No – Action*

**7. GENERAL MANAGERS REPORT**

*GM Kelley referred to the written report in packet.*

*And mentioned that the District has signed an agreement with Cintas to replace Aramark and is proceeding with Paychex for payroll processing. He also updated the Board on information in the memo related to the three primary grant projects – including that the first reimbursement has been submitted to the state on the backwash ponds project.*

*Public Comment: none*

**8. OPERATIONS REPORT**

*GM Kelley referred to the memo.*

*Emphasis on the Delinquent accounts and the work done by Account Clerk starting to pursue delinquent accounts – with thousands brought in.*

*Emphasis on Admin Assistant Faulks work to get LIWHAP working with the District and multiple accounts that have payment assistance needs.*

*Board made comments and asked questions.*

*Public Comment: none*

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**9. STANDING COMMITTEE REPORT –**

- a. Finance- *no items to report on.*
- b. Personnel
- c. Agriculture – *GM Kelley – noted that a meeting scheduled July 26<sup>th</sup> at 5pm*
- d. Planning/Steering – *GM Kelley noted more policy's ready and a special meeting to be scheduled.*

**10. BOARD MEMBER ITEMS**

*McVay reported that we did get some EAGSA funding in round 1. Lincoln commented that the procurement policy is outdated and needed a whole new one.*

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

**12. ADJOURN THE MEETING – *Chair Fickes Adjourned the meeting at 8:19PM***

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