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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: October 15, 2025, at 6:00PM: District Office Board Room**

### **MINUTES**

**CALL TO ORDER: 6:01 PM**

**PLEDGE OF ALLEGIANCE:** *Lead by Director Fickes*

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

**OPEN TIME/PUBLIC COMMENT:** *None*

### **CONSENT AGENDA**

- 1. Minutes from Meetings:** Regular Meeting Minutes 09/17/2025, Agriculture Committee Meeting Minutes 09/24/2025, Finance Committee Meeting Minutes 9/24/25, Personnel Committee Meeting Minutes 10/2/2025.
- 2. Bills Paid:** 09/12/2025 – 10/09/2025
- 3. Activity P&L Report:** May 2025 – June 2025 – July 2025 – August 2025 – September 2025

*Discussion took place on Centerville O&M and the Water Treatment Plants high fuel usage. In response to Director Johnston, General Manager Dale Mancino stated he is currently reviewing the property tax deposits being made.*

*Director Fickes, 2nd Director Johnston  
Vote 5-0*

#### ADA Related Disabilities:

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## REGULAR AGENDA

### 4. Board of Directors Agenda Management Policy

Director Fickes thanked Administrative Assistant Emily King for a clear and well-written policy. Director McVay discussed how the board has historically handled the approval and placement of items on the agenda. Director McVay then stated that Item 17 needed to be pulled from the agenda because the wording “discussion/action” was not present. Administrative Assistant Emily King responded that “discussion/action” was included in the Item 17 memo and proceeded to read the relevant legal code, which clarified that specific wording is not required on the agenda for an item to be discussed and voted on.

Director McVay referenced the previous discussion on the item from the September regular meeting. Director Fickes stated that the chair of the board should oversee the agendas but should not make decisions that diminish the powers of board members, which is the reason for the policy. Director Fickes also addressed historical issues with previous general managers and chairs making sole decisions on agenda items. She emphasized that all items should be brought before the entire board for discussion and a vote.

Director McVay stated that his intent is to shorten meetings. At Director Beaver’s request, Administrative Assistant Emily King read Government Code Section 54954.2, stating that the Brown Act does not grant the board chair exclusive authority to add or remove items from the agenda. She noted that most boards establish policies to clarify agenda procedures. Director Beaver emphasized that all board members must have the opportunity to discuss items in order to effectively represent the community.

A motion was made to approve the Board of Directors Agenda Management Policy.

Director Lincoln, 2nd Director Beaver  
Vote 5-0

### 5. Extra Help Employees and Fatigue Policy

In response to Director McVay, Director Beaver and General Manager Dale Mancino stated that the positions in question would be seasonal. Director Johnston inquired about the scope of work for the seasonal employees, and General Manager Mancino clarified that the positions would involve non-certified, labor-only duties. He also noted that there are companies the district could contract with to provide workers as needed. Directors Fickes and Beaver both expressed concern regarding health and safety issues associated with staff working extended hours through the night.

Direction was given to move forward with the policy and to explore the hiring of seasonal employees, with the first step being to consult with the union.

Director Fickes, 2nd Director Beaver  
Vote 5-0

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## 6. Prop 218 Advisory Committee Interviews

Director McVay stated that the Directors Handbook indicates the Finance Committee should handle Proposition 218. Director Fickes clarified that the updated 2017 Directors Handbook does not include that provision. Administrative Assistant Emily King informed the Board that, during the September Regular Meeting, they had already voted to create a Proposition 218 Advisory Committee, and that the current item is to interview applicants for the committee.

Applicant Chad Krick stated that he previously worked for Clear Creek CSD during the last Proposition 218 study and is a resident of the District. He noted that he has significant insight and that his goal is to help keep rates fair for the community. Director Johnston thanked Mr. Krick for applying to serve on the Advisory Committee. Director Fickes asked whether there would be a conflict of interest given that Mr. Krick is currently employed by Bella Vista Water District. Mr. Krick responded that he had spoken with his employer, who has no objection to his participation on the Advisory Committee.

Discussion took place regarding the other applicants who were not present at the meeting. It was decided that those applicants, as well as any new applicants, would be invited to the November meeting. In response to Director Fickes, Director McVay stated that the Advisory Committee is scheduled to begin meeting in January.

A motion was made to appoint Chad Krick as a member of the Proposition 218 Advisory Committee.

Director Fickes, 2nd Director Lincoln  
Vote 5-0

## 7. General Administrative Policy Update: Clarification of Community Member Application Process

Director Johnston requested that language be added to specify that applicants must both reside within the district boundaries and receive water service from the district.

Director Fickes reviewed the desired structure of the Personnel Committee and requested that the section pertaining to employee surveys be removed. Discussion took place regarding employee surveys, with consensus that they are the responsibility of the General Manager. Director McVay questioned how the Board would be able to evaluate the General Manager if they cannot participate in employee surveys. Directors Lincoln, Beaver, and Fickes all stated that direct involvement with staff would constitute overstepping, and that the Board cannot approach employees directly.

A motion was made to approve the policy with the following changes:

- Committee applicants must live within the district boundaries and receive water service from the district.
- Update the Personnel Committee structure description to reflect the revised policy.

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Director Johnston, 2nd Director Beaver  
Vote 5-0

## **8. Update to Rules and Regulations for Water Service Policy Regarding Delinquent Notices**

*Director Fickes discussed the history of late notices in the Rules and Regulations Policy, explaining that they were previously removed because staff reported it was costing a significant amount each month. She stated that she is in favor of reinstating late notices in the policy, noting that doing so would help with managing arrears accounts.*

Director Beaver, 2nd Director Fickes  
Vote 5-0

## **9. Adjustment Request – 17655 Warwick Place, Anderson**

*General Manager Dale Mancino read the protest letter from 17655 Warwick Place, in which the owners, Ana and Hunter Hartwell, requested a 100% adjustment of their September bill due to multiple service interruptions and the extended period without water. The Hartwell's were not present at the Board meeting.*

*Director Beaver read the relevant section of the Rules and Regulations Policy, noting that the District cannot guarantee uninterrupted water service during repairs. Director Fickes requested that the District announce in the monthly newsletter that non-potable water will be available to customers at the District office during service interruptions. Discussion took place regarding the hardships faced by customers during service breaks. Director Fickes also suggested providing customers with a copy of the Rules and Regulations Policy when submitting a letter of protest.*

*A motion was made to deny the adjustment request under Section 5.1(b) of the Rules and Regulations Policy.*

Director Fickes, 2nd Director Beaver  
Vote 5-0

## **10. Adjustment Request – 15901 Cloverdale Road, Anderson**

*General Manager Dale Mancino read the protest letter from 15901 Cloverdale Road, in which the owner, Michael Shreeve, requested an \$180 adjustment to his bill due to a leak caused by a broken valve, which he believes resulted from District repairs. Mr. Shreeve was present at the Board meeting and explained the situation and why he believes the District should adjust his bill for the water usage.*

*Discussion took place, and Director Fickes stated that the Board must adhere to the Rules and Regulations Policy. Director Fickes also invited Mr. Shreeve to submit an application to serve on the Prop 218 Advisory Committee, noting that he is knowledgeable and well-spoken.*

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*A motion was made to deny the adjustment request under Section 5.1(b) of the Rules and Regulations Policy.*

*Director Fickes, 2nd Director Beaver  
Vote 5-0*

### **11. Adjustment Request – 17648 Warwick Place, Anderson**

*General Manager Dale Mancino read the protest letter from 17648 Warwick Place, in which the owners, Moses and Tiffany Salazar, requested a 100% adjustment of their September bill due to multiple service interruptions and the extended period without water. The Salazar's were not present at the Board meeting.*

*A motion was made to deny the adjustment request under Section 5.1(b) of the Rules and Regulations Policy.*

*Director Fickes, 2nd Director Beaver  
Vote 5-0*

### **12. Adjustment Request – 4944 Lujo Drive, Anderson**

*General Manager Dale Mancino read the letter of protest from 4944 Lujo Drive, in which the owner, John Wallace, requested a 50% adjustment of his total bill due to a leak he believes was caused by the Districts faulty equipment. John Wallace was not present at the Board meeting.*

*A motion was made to deny the adjustment request under Section 5.1(b) of the Rules and Regulations Policy.*

*Director Beaver, 2nd Director Fickes  
Vote 5-0*

### **13. Approval to Enter into Contract for Legal Services**

*A motion was made to authorize the General Manager to enter into a contract with the law firm of Prentice/Long PC for legal services.*

*Director Beaver, 2nd Director Lincoln  
Vote 5-0*

### **14. Approval to Enter into an Agreement with Collections Agency**

*The Board requested that this item be brought back to the November regular Board meeting, with the addition of language in the Rules and Regulations Policy regarding the use of a collection agency, including a clear statement specifying how many days past due a customer's account must be before it is sent to collections.*

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## **15. Rescheduling December Regular Board Meeting**

*The Board expressed that holding the December Board meeting earlier in the month would be more convenient.*

*Director Beaver, 2nd Director Fickes*

*Vote 5-0*

## **16. Approval to Enter into a Lease with Carrel's Office Solutions**

*Administrative Assistant Emily King explained that the District's current lease for the copy machine expires at the end of the year. The current leasing company requires a new machine, which would increase monthly costs by approximately \$70. Mrs. King presented a quote from Carrel's Office Solutions, demonstrating potential monthly savings if the District switches to their services.*

*Director Fickes, 2nd Director Lincoln*

*Vote 5-0*

## **17. Approval of Covering the Cost of Christmas Festival Flyers**

*Director McVay stated that several vendors from the Happy Valley Farmers Market expressed interest in holding a Christmas Festival at the Community Center. Director McVay presented the item to the Board to consider whether the District should cover the cost of printing a flyer for the event to be included with the monthly invoices. Director Beaver stated that she was not in favor of the District covering those costs.*

*A motion was made to deny the request for the District to cover the printing costs of the Christmas Festival flyers.*

*Director Beaver, 2nd Director Lincoln*

*Vote 4-0*

*Abstain: Director Fickes*

## **18. GENERAL MANAGERS ORAL REPORT**

*General Manager Dale Mancino provided an update on recent operational activities and ongoing initiatives. He reported that several leak repairs were successfully completed over the past month and that the team continues to conduct pressure-reducing valve (PRV) inspections. In addition, a comprehensive field assessment is underway to identify service connections and valves that may require long-term replacement or rehabilitation as part of future infrastructure planning.*

*Mr. Mancino also noted that work has commenced on the Cross-Connection Control Plan, with HydroCorp beginning the initial phase of inspections. He concluded his report with an overview of the current audit status and outlined his objectives and priorities for the coming month.*

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## 19. OPERATIONS ORAL REPORT

General Manager Dale Mancino reported that aging customer accounts past due continue to decline, with a reduction of over \$7,000 in the past month and more than \$50,000 over the past four months. He noted that the Water Treatment Plant has been progressing through several maintenance projects, and the Backwash Pond Project is moving forward successfully, though concrete pour schedules may fluctuate depending on weather conditions.

Mr. Mancino also shared that the Distribution Crew completed several planned leak repairs along with two emergency leak repairs during the previous month. In addition, the front parking lot at the District Office is scheduled to be sealed and repainted, an improvement expected to enhance safety, appearance, and overall functionality for staff and visitors.

## 20. STANDING COMMITTEES & AD HOC COMMITTEES REPORT OUTS

- a. **Agriculture Committee** – Met on 9/24, presentation on pasture grass production. Director Johnston stated that there is 1 more Farmers Market of the season that will be held on 10/25/25.
- b. **Finance Committee** – Met with the General Manager Dale Mancino and Bookkeeper Shireen Erlei to review and discuss the anomalies identified in the P&L Reports.
- c. **Planning/Steering Committee** – Not met.
- d. **Personnel Committee** – Met in closed session, nothing to report out.
- e. **Centerville Contract Ad Hoc Committee** – Met several times and announced that a meeting with Centerville is scheduled for November 3, 2025, to discuss contractual matters and address concerns regarding the CPI-U figures used in prior calculations.

## 21. BOARD ITEMS

In response to Director Fickes, General Manager Dale Mancino reported that the District's hot tap machine is currently incomplete for use, and a new unit will be purchased to enable the completion of hookups for new service connections.

Director Johnston inquired about the status of the fire hydrant on Hopekay Lane. General Manager Mancino stated that the installation site has been marked, and a new hydrant will be installed in a location near the original.

In response to Director McVay, General Manager Mancino confirmed that the 2023 Audit has been completed and will be presented at the November Board Meeting for approval.

## 22. ADJOURN THE MEETING – 8:35 PM

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