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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: September 17, 2025, at 6:00PM: District Office Board Room

MINUTES

CALL TO ORDER: 6:00 pm

PLEDGE OF ALLEGIANCE: *Lead by Chair McVay*

ROLL CALL: *Director Lincoln, Director McVay, Director Fickes, Director Beaver, Interim General Manager Jim Wadleigh, General Manager Dale Mancino, Administrative Assistant Emily King*
Director Johnston - Absent

OPEN TIME/PUBLIC COMMENT:
Member of the public, Dennis Possehn stated that the Firewise Committee has been able to provide defensible space for seniors and has completed a dozen properties already. Mr. Possehn stated the last Firewise meeting of the year will be held on 10/23/25 at the Community Center and encouraged everyone to bring their volunteer worksheets.

6:03 PM Director Johnston Arrives.

CONSENT AGENDA

1. **Minutes from Meetings**: Personnel Committee Meeting 8/20/2025; Regular Meeting Minutes 8/20/2025
2. **Bills Paid:** 08/16/2025 – 09/11/2025
3. **Activity P&L Report:**
   - **a)** May 2025
   - **b)** June 2025
   - **c)** July 2025
   - **d)** August 2025

Director Fickes noted that in the August 20, 2025 Regular Meeting Minutes, Item #3 was incorrectly recorded as attributing the request for updated wording to Director Beaver. The correction should reflect that the request was made by Director Fickes.

In response to Director Fickes, Bookkeeper Shireen Erlei explained that the agricultural water sales reported under Item 3.a–d appeared skewed because Centerville made a double payment in August, covering two months at once.

Motion to pull Item #3 a-d from the Consent Agenda and approve Item #1 with the requested wording update, along with Item #2.

Director Beaver, 2nd Director Johnston
Vote 5-0

REGULAR AGENDA

4. Authorize General Manager Dale Mancino as Check Signer on District Bank Accounts and Remove Interim General Manager Jim Wadleigh as an Authorized Check Signer on District Bank Accounts

Director Fickes, 2nd Director Beaver
Vote 5-0

5. Step Increase for Current Administrative Assistant

Interim General Manager Jim Wadleigh reviewed the background and years of experience of Administrative Assistant Emily King. He noted that from the beginning, Mrs. King has stepped in to support all employees and office functions without needing to be asked. Mr. Wadleigh confirmed that sufficient funding is available in the current budget to cover the step increase, with no request for a budget adjustment. Based on Mrs. King's experience and performance, Mr. Wadleigh recommended approval of a Step 4 increase.

Director Beaver expressed her support for the step increase, noting that Mrs. King has done an excellent job filling gaps in the office. Director McVay stated that he was in favor of the step increase, provided the fiscal impact is covered in the budget. Director Fickes asked Interim General Manager Jim Wadleigh to clarify whether the fiscal impact he had reviewed would apply to the remainder of the fiscal year or the calendar year. Mr. Wadleigh confirmed it would apply to the fiscal year. Director McVay then asked about the effective date, and Mr. Wadleigh stated it would be the beginning of the next pay period, September 26, 2025.

Director Lincoln, 2nd Director Fickes
Vote 5-0

6. CCCSD Drought Planning and Water Shortage Policy

General Manager Dale Mancino provided background on the item, after which Administrative Assistant Emily King explained that the Drought Planning and Water Shortage Policy is intended to establish a clear plan and maintain compliance with State requirements. She noted that during a drought, a public hearing would be held to determine water usage limits and the potential for fees. Mrs. King clarified that the figures included in the proposed plan were estimates and would not directly affect customers.

Director Beaver, 2nd Director Lincoln
Vote 5-0

7. Dissolution of the General Manager Recruitment Ad Hoc Committee

General Manager Dale Mancino explained that the ad hoc committee was formed to assist with the recruitment process for the General Manager. With the recruitment process now completed, there is no longer a need for the committee.

Director Fickes, 2nd Director Johnston
Vote 5-0

8. Ad Hoc for MOU Negotiations

General Manager Dale Mancino stated that the District is preparing to enter into negotiations regarding the Memorandum of Understanding (MOU) with Clear Creek CSD employees, UPEC Local 792. In order to support this process, the Board may appoint an ad hoc committee.

Director Fickes noted that past practice has been for the Personnel Committee to handle MOU negotiations, and therefore another ad hoc committee is not needed.

Interim General Manager Jim Wadleigh added that the Board can make a motion to direct the Personnel Committee to handle the MOU negotiations. Director Fickes then read the outline of the duties and responsibilities of the Personnel Committee.

Director Johnston, 2nd Director Lincoln
Vote 5-0

9. Standing Committees for Public Members

General Manager Dale Mancino stated that there is a General Administrative Policy in place regarding members of the public serving on standing committees. However, there is a need to clarify the application process, term limits, and scheduling for new selections.

After discussion, the Board requested that the policy be updated to:

- *Allow up to three community members per standing committee.*
- *Include the newly formed Personnel Committee.*
- *Specify that community members must reside within the boundaries of the district.*

Applicants will be invited to the Board meeting immediately following the submission of their application to the District Office. During this meeting, they will be interviewed by the Board regarding their qualifications as they pertain to the committee to which they have applied, prior to being appointed.

The Board directed staff to update the General Administrative Policy for it to be brought back in the October 2025 Regular Board Meeting for approval.

Director Beaver, 2nd Director Johnston
Vote 5-0

10. Applications and Responses for Proposition 218 Advisory Committee

General Manager Dale Mancino stated that at the August 2025 Regular Board Meeting, staff was directed to solicit interest from the community to join a Proposition 218 Advisory Committee. Mr. Mancino noted that there has been strong public interest; however, only three completed applications have been submitted so far.

Director Fickes requested that the three applicants be invited to the October Regular Board Meeting for an interview.

Director McVay stated that the Board needed to select the two Board members who would serve as chairs of the Advisory Committee. Director McVay and Director Lincoln volunteered.

Director Fickes made a motion to form a Proposition 218 Advisory Committee, approve Director McVay and Director Lincoln as chairs, and include up to five community members. The Advisory Committee will disband upon completion of the Proposition 218 process. Applicants will be invited to attend the Regular Board Meeting immediately following the submission of their application for an interview and possible appointment.

Director Fickes, 2nd Director Beaver
Vote 5-0

11. GENERAL MANAGERS ORAL REPORT

Interim General Manager Jim Wadleigh stated that his time as Interim General Manager has come to an end, as a new General Manager, Dale Mancino, has now been hired. Mr. Wadleigh expressed that he *believes this is a positive transition and thanked the Board, staff, and community for the time he spent with Clear Creek CSD.*

Director McVay stated that the Board extends a heartfelt thank you to Mr. Wadleigh for all he has done for the District.

General Manager Dale Mancino reported that the District has met with multiple law firms and received proposals. Once all interviews are concluded, a recommendation will be presented to the Board for approval of new legal counsel.

Mr. Mancino stated that during his first week, he has been meeting with staff to gain insight into current priorities. He also toured the Water Treatment Plant to learn about its processes, capacity, and maintenance needs.

In the coming weeks, he plans to continue staff engagement, expand outreach to PACE Engineering, and conduct additional field reviews. Mr. Mancino expressed gratitude for the opportunity to serve as General Manager, emphasizing his focus on leadership and building a strong foundation for the District's long-term stability and success.

12. OPERATIONS ORAL REPORT

General Manager Dale Mancino stated that the number of delinquent accounts has decreased in some categories, while balances have grown in three of the four stages, indicating that delinquency risk is becoming concentrated in fewer, high-balance accounts.

Director Fickes noted that a prior policy eliminated sending delinquency notices due to cost, but she requested that the policy be updated and brought back for review at the October meeting.

Mr. Mancino provided updates on the Backwash Pond Project, current training and maintenance at the Water Treatment Plant, and the recent staff tour of the facility. Director McVay requested that updated photos of the Backwash Pond Project be posted on Facebook and the District website.

Interim General Manager Jim Wadleigh highlighted Bookkeeper Shireen Erlei for her hard work in identifying discrepancies in the Backwash Pond Grant, which saved the District $159,000. Discussion followed regarding the grant funds.

Mr. Mancino also reported on two separate main line ruptures, both involving 10" AC main lines, and described the steps crews took for repairs. Operations Supervisor Morgan Rau is currently obtaining quotes from Sunbelt Rentals for both monthly and hourly equipment rentals.

13. STANDING COMMITTEE REPORT

a. **Agriculture –** *Vice Chair Johnston stated the next Agriculture Committee meeting will be held on Wednesday September 24th at 6 PM. The topic of discussion will be discing and seeding pastures. Director Johnston also announced October will be the last month of the Farmers Market.*

Director McVay stated this year has been a bad year for olive orchards.

b. **Finance –** *Director Fickes stated the next Finance Committee Meeting will be held on Wednesday September 24th at 9 AM.*

c. Planning/Steering – *Not Met.*

d. **Personnel -** *Director Beaver stated that the committee requested to meet with staff individually to hear their input, but the union denied the request. The committee would like to work with the General Manager on improving leave request planning and beginning cross-training initiatives. Additionally, the committee will assist with MOU negotiations and update job descriptions as part of the process.*

Director McVay requested that Ad Hoc Committees be added to the Standing Committee Report on the agendas going forward.

Director Fickes and Director Beaver gave an update on the Centerville contract, along with a quick overview of the focus of the Centerville Ad Hoc Committee.

In response to Director McVay, Director Fickes stated that minutes for the Centerville Ad Hoc meeting were not taken since there were no staff or members of the public on the committee.

14. BOARD MEMBER ITEMS

Director Johnston inquired about the status of the out-of-service fire hydrant on Hopekay Lane. General Manager Dale Mancino stated that he is aware of the situation and that crews will be going out this week to take measurements to determine whether the current equipment can be used or if a new hydrant must be purchased. Mr. Mancino also explained the requirements for hydrant installation and relevant state laws.

Director Beaver inquired about how Board members can have an item placed on the agenda and requested a clear policy.

Director Fickes expressed disappointment that the General Manager and Board Chair currently decide which items are included on the agenda, stating that she does not feel that one person should have sole authority over Board items.

Administrative Assistant Emily King explained that if a Board member wishes to place an item on the agenda and the Chair or General Manager declines, the member can raise the item during the "Board Items" section of a Regular Meeting. The Board can then vote to add the item to the agenda for the next Regular Meeting.

Director Fickes requested that the Board vote to create an Agenda Policy that clearly outlines the procedures for placing items on the agenda and bring it to the October Regular Meeting.
Vote 5-0

Director Beaver requested that an item be added to the next Regular Board Meeting agenda to discuss placing items on the agenda and bring it to the October Regular Meeting.
Vote 5-0

In response to Director McVay, Interim General Manager Jim Wadleigh stated that he is still working on ensuring the information on the SAFER Dashboard is accurate. However, he has learned that SAFER historically has never provided funding. Mr. Wadleigh noted that he is exploring other funding opportunities, and having accurate information on the SAFER Dashboard will assist with applying for other grants and funding streams.

ADJOURN THE MEETING: 7:56 PM