5880 Oak Street, Anderson, CA 96007
Phone: (530) 357-2121 Email: cccsd@clearcreekcsd.org

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

**General Manager: Dale Mancino**

**REGULAR MEETING: May 20, 2026, at 6:00PM: District Office Board Room**

# AGENDA

**CALL TO ORDER**

**PLEDGE OF ALLEGIANCE**

**ROLL CALL**

**OPEN TIME/PUBLIC COMMENT:** Pursuant to Gov. code §54950, persons wishing to address the Board of Directors on matters not listed on the agenda should notify the Secretary prior to the start of the meeting. To speak at this time and for any item listed on the agenda – raise your hand, and when recognized by the Chair – proceed to the podium to address the Board.

## 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.

**2. Minutes from Meetings: 3/18/26 Regular Meeting (Corrected), 4/15/26 Regular Meeting**
**3. Bills Paid: April 2026**

## REGULAR AGENDA (Discussion/Action)

**4. Endorsement of District 5 Supervisor** (Discussion/Action)
**5. Private Road Erosion Impacts on District Infrastructure** (Discussion/Action)
**6. Standing Committee Public Member Application** (Discussion/Action)
   a. **Ron Coldwell – Finance Committee Application**
   b. **Ron Coldwell _ Prop 218 Committee Application**
**7. EAGSA Fee** (Discussion)
**8. Reserve Account Transfer** (Discussion/Action)
**9. Approval of Proposed Capital Improvement Projects** (Discussion/Action)

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.

"This District is an Equal Opportunity Provider"

10. **Will Serve Letter Fees** (Discussion)
11. **After Hours Call Out Charges** (Discussion)
12. **Leave Request Policy** (Discussion/Action)
13. **General Fund Reconciliation Update** (Discussion)
14. **Professional Development Reimbursement for William Bailey** (Discussion/Action)
15. **General Managers Report**
16. **Operations Oral Report**

17. **STANDING COMMITTEES & AD HOC COMMITTEES REPORT OUTS**
    a. **Agriculture Committee –**
    b. **Finance Committee –**
    c. **Planning/Steering Committee –**
    d. **Personnel Committee –**
    e. **Centerville Contract Ad Hoc Committee –**
    f. **Proposition 218 Advisory Committee -**

18. **BOARD ITEMS**

19. **ADJOURN THE MEETING**

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

**General Manager: Dale Mancino**

**REGULAR MEETING: March 18, 2026, at 6:00PM: District Office Board Room**

# MINUTES

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

**PLEDGE OF ALLEGIANCE:** *Led by Chair Fickes*

**ROLL CALL:** *Director Johnston, Director Lincoln, Director Fickes, Director McVay, General Manager Dale Mancino, Account Clerk Mark Gray*
Absent: *Director Beaver*

**OPEN TIME/PUBLIC COMMENT:**
*Per Director McVay's request, Charles Hanson announced there are services through Nation's Finest at the Redding office to assist Veterans with their utility bills.*

*Sandy Winters announced the Fire Wise meeting will be March 26th at 6:00 pm located at the Happy Valley Community Center. There will be a guest speaker, Andy Chambers from the fire department and the Happy Valley Community Foundation will be doing a special presentation.*

## CONSENT AGENDA

Chair Fickes announced Item #4 will be pulled from the agenda and item #10 will be moved to follow Item #7

2. **Minutes from Meetings**: **2/18/2026 Finance Committee Meeting; 2/18/26 Regular Meeting, 2/26/26 Planning and Steering Committee**
3. **Bills Paid: February 2026**
4. **Activity P&L Report: February 2026**

Director Johnston, 2nd Director McVay
Vote 4-0

Chair Fickes announced Director Beaver is out due to a medical issue and is expected to be back soon.

## **REGULAR AGENDA** (Discussion/Action)

### 5. Discussion and Possible Action Regarding Closure of the Carr Fire Account, Transfer of Funds and Additional Reserve Accounts

*Chair Fickes discussed concerns regarding Reserve Account funds not being properly reflected. She noted that a prior Grand Jury report identified the Planning and Steering Committee as responsible for changes to reserve accounts; however, she expressed her belief that this responsibility would be more appropriately assigned to the Finance Committee. She also announced that a Finance Committee meeting is scheduled for March 19 at 10:00 a.m. to review all reserve accounts and develop recommendations for the Board.*

*Discussion took place regarding the history of the District's reserve accounts. Director Lincoln stated that he does not believe additional reserve accounts are necessary at this time.*

*Chair Fickes also mentioned the potential need to revise the District's reserve policy.*

*Public comment was received from Dennis Possien, who spoke about the confusion and small balances that can result from having too many reserve accounts. He expressed his opinion that no additional reserve accounts should be created.*

### 6. Discussion and Possible Action on Districts Contribution of Centerville SCADA Monitoring Costs

*General Manager Dale Mancino explained that due to the Clover Fire the district SCADA system was lost to our Water Treatment Plant and Centerville. The District has replaced the SCADA system with our Water Treatment Plant, Centerville is requesting we pay 75% of the cost for the SCADA tie in for them.*

*Director Lincoln questioned why our district would be putting in funds for an unneeded system that only benefits Centerville. In response Director McVay stated it would make them whole again and they would be back to what they had prior to the fire.*
*Chair Fickes stated that our contract states we pay 75% and Centerville is responsible for %25 for equipment and costs. Director Johnston stated he isn't a fan of it however he feels it would be an act of good faith which is important.*

*A member of the public Chad Krick stated he has spoke to several past employees and they reported that Centerville never had an active working tie in. General Manager Dale Mancino spoke about how the system works and the accountability it would provide and the possible issues of Centerville pulling water without knowledge of current water levels. Much discussion took place on options and pros and cons.*

*Director Johnston made a motion to approve Clear Creek CSD paying 75% of the costs for the Centerville tie-in, contingent upon inclusion of a $937.50 penalty in the agreement between Clear Creek CSD and Centerville in the event that Centerville triggers the alarm system.*

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

### 7. Temporary Bookkeeper/Accountant Hire Through O2 Staffing Agency

*General Manager Dale Mancino reviewed why there is a need for a temporary Bookkeeper/Accountant and stated he has a few interviews lined up with qualified candidates. The Board discussed General Manager Dale Mancino's authority to hire a temporary employee. The Board concurred that this action falls within the General Manager's scope of authority, and no formal action was taken.*

### (10.) 2026 Water Rates & Charges

*Chair Fickes provided an overview of the 2021 Proposition 218 Rate Study and discussed concerns regarding potential errors, including language indicating that rate increases were limited to the five-year duration of the study.*

*Director McVay stated that the District implemented rate increases once per water year during the five-year period and explained the basis for those increases. He noted, however, that the anticipated 1.9% annual increase was not applied and expressed uncertainty as to whether the increases were implemented correctly. Director McVay further discussed how costs and rates are structured within the rate model.*

*Chair Fickes provided additional information regarding Proposition 218 requirements and suggested that the Prop 218 Committee consider conducting a 45-day rate review process annually following the release of updated water rates.*

*Public comment was received, stating that the base rate should be adjusted based on utility costs, chemicals, and other variable factors. Chair Fickes clarified that such costs are incorporated into the water rates under Proposition 218; however, the District was also expected to apply a 1.9% annual increase to account for inflation.*

*Chair Fickes requested direction from the Board regarding whether to proceed with implementing the 1.9% increase at this time. Director McVay made a motion to take no action and to allow the current water rates to remain in effect.*

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

### *8.* General Managers Report

*General Manager Dale Mancino reported that there have been no major water line breaks in recent months. He stated that the District's grant writer is currently pursuing a cybersecurity grant.*

*He also noted that the District's Bookkeeper is currently on leave and that he is actively seeking a temporary replacement, as discussed earlier in the meeting.*

*General Manager Mancino further reported on recent repairs at the Water Treatment Plant and stated that, overall, all departments are operating smoothly.*

## 9. Operations Oral Report

*General Manager Dale Mancino reviewed the current aged accounts and provided detailed figures. He also reported on Water Treatment Plant production, as well as ongoing maintenance and repairs.*

*General Manager Mancino provided updates on Distribution repairs on Monte Vista and Green Leak Road, noting that crews have been conducting hydrant flushing and water sampling. He further reported that Distribution staff have completed Flagger Certification and several JPIA training courses.*

*In response to Chair Fickes, General Manager Mancino clarified that Pond 1 is the pond that has not yet been lined and discussed a recent site visit with Pace Engineering.*

*Director McVay inquired about the status of paying off the loan associated with the Backwash Pond Project. General Manager Mancino provided an update on loan repayment progress and stated that the matter will be reviewed in greater detail at the Finance Committee meeting scheduled for March 19.*

## 10. To be heard after Item 7.

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

a. **Agriculture Committee –** *The Committee met last month, and the next meeting is scheduled for March 26. The primary topic of discussion will be planning for the upcoming Farmers Market season.*
b. **Finance Committee –** *A meeting is scheduled for March 19.*
c. **Planning/Steering Committee** *– A meeting was held on February 28, at which Grant Consultant Jim Wadleigh presented a master plan. The next meeting is scheduled for March 31 at 1:00 p.m., at which time Mr. Wadleigh will provide additional information to assist the Board in making decisions regarding funding for proposed projects.*
d. **Personnel Committee –** *Has not met.*
e. **Centerville Contract Ad Hoc Committee –** *The March meeting has been rescheduled and will now be held on April 13.*
f. **Proposition 218 Advisory Committee –** *The next meeting is scheduled for April 1st. Assignment were given to committee members at the previous meeting, and the committee anticipates providing recommendations to the Planning & Steering Committee in the near future. Director McVay provided an update on the current focus areas of the committee.*

## 12. BOARD ITEMS – *None.*

**The Board adjourned from Regular Session at 7:13 PM and convened into Closed Session.**

## 13. CLOSED SESSION ANNOUNCEMENT:

**a. Personnel Matter – Government Code §54957(b)(1), §54957.6 The Board will meet in Closed Session for an update on Personnel.**

**The Board reconvened into Open Session at 7:57 PM.**

*Director Beaver was present for the closed session.*

*No reportable action was taken during Closed Session.*

## 14. ADJOURN THE MEETING: 7:58 PM

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

**General Manager: Dale Mancino**

**REGULAR MEETING: April 15, 2026, at 6:00PM: District Office Board Room**

# MINUTES

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

**PLEDGE OF ALLEGIANCE:** *Led by Director Lincoln*

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

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

## CONSENT AGENDA

2. **Minutes from Meetings**: **3/19/2026 Finance Committee Meeting; 3/18/26 Regular Meeting, 4/6/26 Finance Committee Meeting, 4/8/26 Finance Committee Meeting**
3. **Bills Paid: March 2026**

*The March 18, 2026 Regular Meeting Minutes were pulled from the agenda. Item No. 6 contained an incorrectly recorded motion. The minutes will be corrected and brought back for consideration at the May Regular Meeting.*

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

## REGULAR AGENDA

### 4. Adoption of Updated Reserve Policy

*Chair Fickes briefly reviewed the major changes to the Reserve Policy, including the closure of two accounts and the transfer of funds to other reserve accounts. General Manager Dale Mancino provided additional detail on the updates, including revisions to policy language intended to improve clarity.*

*Director McVay discussed the benefits related to the Proposition 218 rate study process. The Board reviewed the proposed changes and identified a couple of typographical errors that require correction.*

*The Finance Committee requested Board approval to transfer estimated amounts from the sweep account into the appropriate reserve accounts, noting that transfers have not been completed since April 2025. Director Beaver made a motion to approve the transfer of estimated amounts and to adopt the updated Reserve Policy with corrections.*

*Director Lincoln stated that he was not in favor of transferring estimated amounts, noting that the Bookkeeper/Accountant will be determining exact totals as part of the current audit and that it would be preferable to wait until accurate figures are available. Director Beaver subsequently withdrew her motion.*

*Staff were directed to determine the correct amounts to be transferred and to proceed accordingly. Director Beaver then made a motion to adopt the updated Reserve Policy with typographical corrections, including the closure of two accounts and the transfer of funds as outlined in the policy.*

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

### 5. Consideration of Including Happy Valley Farmers Market Flyer in Monthly Billing

*Director McVay reported that the Happy Valley Farmers Market has been relocated to Happy Valley Elementary School and will now be held on the first and third Saturdays of each month.*
*Director McVay disclosed his involvement with the Happy Valley Farmers Market and stated that he would abstain from voting on the item.*
*Director Lincoln noted that when the Board previously approved funding for a flyer insert in the District's billing, the intent was to assist the market during its first year and allow time to secure funding for its own advertising. He expressed that he is not in favor of using District funds for ongoing advertising of the Farmers Market. Chair Fickes concurred.*
*In response to Director McVay, Administrative Assistant Emily King reported that the Farmers Market flyer has already been shared on the District's Facebook page, website, newsletter, and displayed in the office lobby. Chair Fickes and Director Johnston agreed that social media provides better exposure than inclusion in the District's billing packets.*

*A motion was made to deny the use of District funds for inclusion of the Happy Valley Farmers Market flyer in the monthly billing.*

*Motion by Director Johnston, 2nd Director Lincoln*
*Vote 4-0; Director McVay abstaining*

## 6. General Managers Report

*General Manager Dale Mancino reviewed his General Manager's Report, stating that the Water Treatment Plant and the Distribution Department are operating effectively and that routine preventative maintenance remains on schedule.*

*General Manager Mancino announced that the temporary Bookkeeper began work on Monday. He noted that she brings significant experience and will be focusing on reconciliation, accounts payable, and ensuring accurate financial reporting.*

*General Manager Mancino also reported that the Proposition 218 rate study is progressing, including the development of proposed rate adjustments and preparation of recommendations for the Board.*

## 7. Operations Oral Report

*General Manager Dale Mancino presented the Operations Report, including a review of arrears accounts, Water Treatment Plant production, and both planned and unplanned water line repairs.*

*In response, Chair Fickes inquired about the recent increase in arrears accounts over the past several months. General Manager Mancino explained that the Account Clerk has been managing the accounts during that time, and that staff will reassess and take a more active role to improve account performance.*

*In response to Chair Fickes, General Manager Mancino also discussed water usage by Centerville, noting that with the District's proposed Capital Improvement Projects, overall water usage for our district is expected to decrease.*

*Director McVay expressed interest in clarifying the District's fee structure, including review of the Will Serve Letter fee and consideration of increasing shutoff fees. Chair Fickes stated she does not support increasing fees for customers who are already struggling to pay their bills. General Manager Mancino noted that such fees are standard practice among districts and are intended to encourage timely payment.*

*Director Johnston requested that future Distribution Reports include the total number of feet of pipe replaced. General Manager Mancino stated that planned repairs typically involve replacing approximately 20 feet of pipe, while emergency repairs are limited to the amount necessary to restore service as quickly as possible, particularly when multiple customers are affected.*

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

**a. Agriculture Committee** – Meeting scheduled for 4/26/26, discussion topics will be irrigation, recruiting for a new public committee member and the 2026 Farmers Market.

**b. Finance Committee** – *Met multiple times in March updating the Reserve Policy, the next meeting is scheduled for 4/30/26 to further discuss reserve accounts and the budget.*

**c. Planning/Steering Committee** – *Met 3/31/26 with Jim Wadleigh, committee is working on a plan to replace valves and possibly one pressure reducing valve in the district.*

**d. Personnel Committee –** *Meeting scheduled for 4/21/26, discussion topics will be job descriptions and leave requests.*

**e. Centerville Contract Ad Hoc Committee** – *Met 4/6/26, progress is being made on the contract. Discussion on the SCADA system and administrative fees is a current focus.*

***f.* Proposition 218 Advisory Committee** – *Meeting scheduled for 4/24/26, discussion topics will focus on capacity fees and reviewing all additional customer fees.*

## 9. BOARD ITEMS:

*Director McVay raised the question of whether the Board would be interested in endorsing Supervisor Chris Kelstrom for his upcoming reelection.*

*Chair Fickes inquired as to the form such an endorsement would take, including whether it would be issued as a letter or ordinance. A member of the public, Robert [Last Name], stated that the Supervisor would include the endorsement in his own campaign materials.*

*Discussion followed regarding whether any endorsement should be made individually by Board members or formally by the Board as a whole. Director McVay disclosed that he is a member of Supervisor Kelstrom's reelection committee.*

*The Board reached consensus to place this item on the next Regular Meeting agenda and directed staff to do so.*

## 10. ADJOURN THE MEETING: 7:10 PM

# Clear Creek Community Services District
## Transaction Detail by Account
### April 2026

| Type | Date | Num | Name | Memo |
|---|---|---|---|---|
| **8000 · Accounts Payable** | | | | |
| Bill Pmt -Check | 04/01/2026 | EFT | CalPERS 1800 Health Ins | 04/26 Health Insurance |
| Bill Pmt -Check | 04/01/2026 | 34733 | Badger Meter, Inc. | 41827 |
| Bill Pmt -Check | 04/01/2026 | 34734 | Bay Alarm Company | 1201366 |
| Bill Pmt -Check | 04/01/2026 | 34735 | Ability Answering & Paging Ser... | 05-1-8495 |
| Bill Pmt -Check | 04/01/2026 | 34736 | Computer Logistics Corp | April 2026 IT Service |
| Bill Pmt -Check | 04/01/2026 | 34737 | Com-Pair Services | 10117 |
| Bill Pmt -Check | 04/01/2026 | 34738 | Carrel's Office Solutions | Dec 2025 and Jan 2026 Printer |
| Bill Pmt -Check | 04/01/2026 | 34739 | Central Valley Project Water As... | 60085 |
| Bill Pmt -Check | 04/01/2026 | 34742 | AT&T | WTP 530-246-2316/530-246-7334 |
| Bill Pmt -Check | 04/01/2026 | 34743 | Ace Hardware - Acct # 2186 | 2186 |
| Bill Pmt -Check | 04/01/2026 | 34744 | Johnston, Logan | 3/18/26 Reg Board Meeting & 3/3... |
| Bill Pmt -Check | 04/01/2026 | 34745 | McVay, Scott | Regular Mtg and Planning & Steer... |
| Bill Pmt -Check | 04/01/2026 | 34746 | Fickes, Beverly | Regular Meeting |
| Bill Pmt -Check | 04/01/2026 | 34747 | Harvest Printing Company | Customer Billing March 2026 |
| Bill Pmt -Check | 04/01/2026 | 34748 | Fasteners Inc | 373 |
| Bill Pmt -Check | 04/01/2026 | 34749 | Happy Stop Market | Dist: Monthly Fuel Expense Feb 2... |
| Bill Pmt -Check | 04/01/2026 | 34750 | Mission Linen Supply | Uniforms/Mat Service |
| Bill Pmt -Check | 04/01/2026 | 34751 | Pace Supply Corp | DIST: T2000 Registers |
| Bill Pmt -Check | 04/01/2026 | 34752 | Pace Analytical Services LLC | 28-100128 |
| Bill Pmt -Check | 04/01/2026 | 34753 | Rossie Electrical Controls & Co... | 400 |
| Bill Pmt -Check | 04/01/2026 | 34754 | Professional Exterminator of Re... | 17387 |
| Bill Pmt -Check | 04/01/2026 | 34755 | Valley Pacific | C850335 |
| Bill Pmt -Check | 04/01/2026 | 34756 | CUSI (Continental Utility Solutio... | Sendgrid Unlimited Emails |
| Bill Pmt -Check | 04/15/2026 | 34757 | Ace Hardware - Acct # 2186 | 2186 |
| Bill Pmt -Check | 04/15/2026 | 34758 | ACWA/JPIA - Insurance | C020 |
| Bill Pmt -Check | 04/15/2026 | 34759 | AT&T | Well Field Booster Station Acct #2... |
| Bill Pmt -Check | 04/15/2026 | 34760 | Beck, Harold & Sons, Inc. | |
| Bill Pmt -Check | 04/15/2026 | 34761 | CalPERS 1800 Health Ins | Admin Fee-Retired Annuitant Late... |
| Bill Pmt -Check | 04/15/2026 | 34762 | Carrel's Office Solutions | Usage for 03/01/2026 to 03/31/2026 |
| Bill Pmt -Check | 04/15/2026 | 34763 | Com-Pair Services | VOID: 10117 |
| Bill Pmt -Check | 04/15/2026 | 34764 | Country Market | Dist: Fuel Jan 9-Apr 6 |
| Bill Pmt -Check | 04/15/2026 | 34765 | Ferguson Waterworks | 409921 |
| Bill Pmt -Check | 04/15/2026 | 34766 | Harvest Printing Company | Business Cards |
| Bill Pmt -Check | 04/15/2026 | 34767 | Mission Linen Supply | |
| Bill Pmt -Check | 04/15/2026 | 34768 | Pace Analytical Services LLC | 28-100128 |
| Bill Pmt -Check | 04/15/2026 | 34769 | Pace Engineering | |
| Bill Pmt -Check | 04/15/2026 | 34770 | Prentice Long, PC | |
| Bill Pmt -Check | 04/15/2026 | 34771 | Primo Brands | WTP: Drinking Water - Rental & ... |
| Bill Pmt -Check | 04/15/2026 | 34772 | Reed, Jeffrey | DOT Physical Reimbursement |
| Bill Pmt -Check | 04/15/2026 | 34773 | State Water Recources Control ... | Water Treatment Certification Ope... |
| Bill Pmt -Check | 04/15/2026 | 34774 | Thatcher Company of California... | 3001810 |
| Bill Pmt -Check | 04/15/2026 | 34775 | UNUM Life Insurance of Co. | Acct #0142066-001 6 May 01 202... |
| Bill Pmt -Check | 04/15/2026 | 34776 | USA Blue Book | 919740 |
| Bill Pmt -Check | 04/15/2026 | 34777 | USBR - Water Payments | 14-06-200-489-A-P |
| Bill Pmt -Check | 04/15/2026 | 34778 | Valley Ace Hardware #364 | |
| Bill Pmt -Check | 04/15/2026 | ACH | Wells Fargo Vendor Financial S... | Kyocera Copier - Auto Paid |
| Bill Pmt -Check | 04/15/2026 | ACH | Amazon Capital Services, Inc. | A3SGCPAZF6QYSB |
| Bill Pmt -Check | 04/15/2026 | EFT | CalPERS 1800 Health Ins | 05/26 Health Insurance |
| Bill Pmt -Check | 04/21/2026 | 34779 | RCAC -Loan Fund BWP Grant | 1140-CCCSD-02 |
| Total 8000 · Accounts Payable | | | | |
| **TOTAL** | | | | |

# Clear Creek Community Services District
## Transaction Detail by Account
### April 2026

| Amount |
|---|
| -16,642.42 |
| -877.57 |
| -33.32 |
| -254.86 |
| -685.88 |
| -114.96 |
| -192.62 |
| -1,147.20 |
| -600.80 |
| -34.01 |
| -125.00 |
| -125.00 |
| -100.00 |
| -3,646.44 |
| -128.22 |
| -1,013.44 |
| -169.22 |
| -2,315.21 |
| -150.00 |
| -280.00 |
| -65.00 |
| -227.56 |
| -900.00 |
| -133.15 |
| -24,348.09 |
| -8.92 |
| -25,165.54 |
| -4,400.00 |
| -127.67 |
| 0.00 |
| -651.12 |
| -2,132.79 |
| -62.21 |
| -169.22 |
| -598.00 |
| -13,863.00 |
| -562.78 |
| -36.08 |
| -150.00 |
| -60.00 |
| -4,198.88 |
| -1,347.77 |
| -721.95 |
| -4,982.69 |
| -28.93 |
| -183.40 |
| -99.24 |
| -22,326.63 |
| -800,000.00 |
| -936,186.79 |
| **-936,186.79** |

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**MEMO**

**Date:** May 20, 2026
**To:** Board of Directors
**From:** General Manager – Dale Mancino
**Re: 4 – Endorsement of District 5 Supervisor** (Discussion/Action)

## BACKGROUND

A Board member has expressed interest in the District potentially endorsing District 5 Supervisor Chris Kelstrom for reelection.

## DISCUSSION

The Board will discuss whether it would like to consider making an endorsement, what that might look like, and whether any action should be taken by the Board as a whole. This may include discussion on whether endorsements should be made individually by Board members or on behalf of the District.

## FISCAL IMPACT

There is no fiscal impact associated with this item.

## RECOMMENDATION

Provide direction to staff, as appropriate.

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Phone: (530) 357-2121 cccsd@clearcreekcsd.org

**MEMO**

**Date:** May 20, 2026
**To:** Board of Directors
**From:** General Manager – Dale Mancino
**Re: 5 – Private Road Erosion Impacts on District Infrastructure (Discussion/Action)**

## BACKGROUND

District staff have identified ongoing issues involving erosion and deterioration of private roads that are exposing or threatening District water infrastructure. These conditions pose potential risks to public health, system reliability, and physical safety.

In many cases, these issues appear to result from inadequate road maintenance and insufficient drainage control. Responsibility for maintaining private roads and associated conditions generally lies with the property owners, as outlined in California Civil Code §845.

## DISCUSSION

When erosion or deterioration of a private road exposes or threatens District facilities, corrective actions are typically required to mitigate risk and protect infrastructure. These actions may include:

- Repairing the road surface and subgrade
- Installing or repairing drainage systems and culverts
- Recompacting soil and restoring adequate cover over water lines
- Implementing measures to prevent future runoff and erosion

Failure to address these conditions may result in increased risk to District infrastructure and could expose private road owners to potential cost recovery actions, easement enforcement, and liability in the event of infrastructure failure.

To ensure a consistent and documented approach, staff recommends initiating formal notification to affected property owners via certified mail. This process would outline the identified issues, establish expectations for corrective action, and document the District's due diligence.

Staff further recommends that this notification process be developed with input from the Board and General Manager and, if deemed appropriate, reviewed by District legal counsel. Legal counsel may be able to provide or review a standardized notification template for use in these situations.

Staff recognizes the importance of providing property owners with a reasonable opportunity to complete corrective actions; however, timely notification is necessary to mitigate risk and protect public safety and District assets.

## FISCAL IMPACT

There is no immediate fiscal impact associated with this item. However, failure to address these conditions could result in future costs related to emergency repairs, infrastructure damage, or liability exposure.

## RECOMMENDATION

Provide direction to staff regarding the development and implementation of a formal notification process, including whether to engage legal counsel prior to issuing certified notices to affected property owners.

5880 Oak Street, Anderson, CA 96007
Phone: (530) 357-2121 cccsd@clearcreekcsd.org

**MEMO**

**Date:** May 20, 2026
**To:** Board of Directors
**From:** General Manager – Dale Mancino
**Re: 6 – Standing Committee Public Member Application (Discussion/Action)**

## BACKGROUND

The District allows for public member participation on certain standing committees to provide additional input and community involvement in District matters. Applications are brought before the Board of Directors for review and consideration.

## DISCUSSION

The Board has received applications from Ron Coldwell for consideration as a public member on the following committees:

- Finance Committee
- Proposition 218 Committee

The Board may review the submitted applications and consider whether to appoint the applicant to one or both committees. Discussion may include committee needs, applicant qualifications, and overall Board direction regarding public participation on standing committees.

## FISCAL IMPACT

There is no fiscal impact associated with this item.

## RECOMMENDATION

Review the applications and provide direction regarding appointment of Ron Coldwell to the Finance Committee and/or the Proposition 218 Committee.

## ATTACHMENT

a. Finance Committee Application
b. Prop 218 Committee Application

CLEAR CREEK
Community Services District

5880 Oak Street, Anderson, CA 96007
Phone: (530) 357-2121 Email: cccsd@clearcreekcsd.org

## Applicant Information

- **Full Name:** Ronald A Coldwell
- **Mailing Address:** 17210 Flowers Lane, Anderson, CA 96007
- **Phone Number:** 530-604-6315
- **Email Address:** ronorcin@yahoo.om

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## Committee of Interest

Please indicate which Standing Committee(s) you are interested in joining:

☑ Finance Committee
☐ Planning and Steering Committee
☐ Personnel Committee
☐ Agriculture Committee

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## Background & Qualifications

1. **Briefly describe your interest in serving on this committee:**

   I have been a resident of this community for a number of years and would like to see CCCSD on solid financial footing.

2. **Relevant experience, education, or skills that would contribute to the committee's work:**

   Bachelor of Science in Business Admin., Accounting background, former supervisor of State of CA EDD auditors former manager of EDD offices in Redding and San Mateo, former business owner.

3. **Have you previously attended CCSD Board or Committee meetings?**
   ☑ Yes ☐ No

CLEAR CREEK
Community Services District
5880 Oak Street, Anderson, CA 96007
Phone: (530) 357-2121 Email: cccsd@clearcreekcsd.org

4. **Are you currently affiliated with any organizations, businesses, or community groups that may relate to CCSD's work?**
   ☐ Yes ☑ No
   If yes, please describe:

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---

## Commitment

Standing Committees can meet monthly, quarterly or as needed. Members are expected to review materials in advance and actively participate.

- **Are you able to commit to regular attendance?** ☑ Yes ☐ No

---

## Certification

I certify that the information provided is true and correct.

**Signature:** Dan Caldwell.
**Date:** 4/26/2026

5880 Oak Street, Anderson, CA 96007
Phone: (530) 357-2121 Email: cccsd@clearcreekcsd.org

## Applicant Information

- **Full Name:** Ronald A Coldwell
- **Mailing Address:** 17210 Flowers Lane, Anderson, CA 96007
- **Phone Number:** 530-604-6315
- **Email Address:** ronorcin@yahoo.om

---

## Committee of Interest

Please indicate which Standing Committee(s) you are interested in joining:

☑ ~~Finance Committee~~ Proposition 218 Committee
☐ Planning and Steering Committee
☐ Personnel Committee
☐ Agriculture Committee

---

## Background & Qualifications

1. **Briefly describe your interest in serving on this committee:**

   I have been a resident of this community for a number of years and would like to see CCCSD on solid financial footing.

2. **Relevant experience, education, or skills that would contribute to the committee's work:**

   Bachelor of Science in Business Admin., Accounting background, former supervisor of State of CA EDD auditors former manager of EDD offices in Redding and San Mateo, former business owner.

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4. **Are you currently affiliated with any organizations, businesses, or community groups that may relate to CCSD's work?**
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   If yes, please describe:

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## Commitment

Standing Committees can meet monthly, quarterly or as needed. Members are expected to review materials in advance and actively participate.

- **Are you able to commit to regular attendance?** ☑ Yes ☐ No

---

## Certification

I certify that the information provided is true and correct.

**Signature:** Dan Caldwell
**Date:** 4/26/2026

5880 Oak Street, Anderson, CA 96007
Phone: (530) 357-2121 cccsd@clearcreekcsd.org

**MEMO**

**Date:** May 20, 2026
**To:** Board of Directors
**From:** General Manager – Dale Mancino
**Re: 7 – EAGSA Fee** (Discussion)

## BACKGROUND

The Enterprise Anderson Groundwater Sustainability Agency (EAGSA) was formed in response to the Sustainable Groundwater Management Act (SGMA), legislation signed into law in 2014 requiring sustainable management of groundwater basins throughout California.

The EAGSA is responsible for sustainably managing local groundwater resources within the Redding Area Groundwater Basin and is comprised of the following member agencies:

- City of Anderson
- County of Shasta
- Clear Creek Community Services District (CCCSD)
- Bella Vista Water District
- Anderson-Cottonwood Irrigation District (ACID)
- City of Redding

## DISCUSSION

The Board will discuss the District's participation in EAGSA and the associated fees required as part of compliance with SGMA regulations. The estimated annual cost to the District for EAGSA participation and related fees is approximately $60,000.

## FISCAL IMPACT

The estimated annual fiscal impact to the District for EAGSA-related costs and compliance fees is approximately $60,000. Future costs may vary based on EAGSA operational and regulatory requirements.

## RECOMMENDATION

Discussion only; no action requested at this time.

5880 Oak Street, Anderson, CA 96007
Phone: (530) 357-2121 cccsd@clearcreekcsd.org

**MEMO**

**Date:** May 20, 2026
**To:** Board of Directors
**From:** General Manager – Dale Mancino
**Re: 8 – Reserve Account Transfer** (Discussion/Action)

## BACKGROUND

At the previous Board meeting, the Board of Directors approved the updated Reserve Policy, including revisions to reserve account structure, naming conventions, and reserve fund organization as recommended by the Finance Committee.

As follow-up to that action, staff is bringing forward the related reserve fund transfers and reserve account renaming actions necessary to implement the approved policy changes.

## DISCUSSION

The Board will review and consider approval of the reserve account updates and associated fund transfers approved within the revised Reserve Policy.

Proposed actions include:

- Renaming the USBR Emergency Reserve to USBR Contract Reserve
- Renaming the State Loan Repayment Reserve to Grant Fund Reserve
- Renaming the Capital Improvement and Modernization Reserve to Capital Improvement Reserve
- Combining the Emergency Fund Reserve with the Operational Reserve to create the Operational and Emergency Reserve
- Closing the Backwash Ponds Carr Fire Project Reserve and the Carr Fire Account
- Transferring remaining balances from closed accounts into the Operational and Emergency Reserve in accordance with the adopted Reserve Policy

Discussion may also include confirmation of account balances, implementation of transfers, and updating financial records to reflect the approved reserve structure.

## RECOMMENDATION

The Finance Committee recommends approval of the reserve account renaming and associated fund transfers as outlined in the adopted Reserve Policy.

## ATTACHMENTS

- Updated Reserve Policy

# Reserve Fund Policy

**Document Type**: Reserve Fund Policy
**Administering Entity**: General Manager, Board of Directors
**Date Approved**: April 15, 2026
**Last Amendment Date**: December 2024
**Approved By**: Board of Directors Resolution 2026-01
**Indicative Time for Review**: Bi-Annually (Every Two Years)
**Responsibility for Review**: General Manager, Board of Directors

## DISCUSSION AND INTENT OF THIS POLICY

All governments are required to report equity - assets minus liabilities - in terms of net assets.

The accumulated equity does not include net investments (funds already spent on capital assets, less outstanding debt), because net investments should not be viewed as available funds for future activities.

Clear Creek Community Service District is a Special Independent District and has a constitutional authority under Article XIIIB to establish such reserve funds as the Board of Directors deem "reasonable and proper." Reserves are developed as part of an overall financial management strategy for a district, and Clear Creek Community Service District is a fiscally responsible local government agency pursuing a sound reserve policy.

Clear Creek Community Service District is responsible for building and maintaining millions of dollars' worth of infrastructure critical to the continued long-term economic health of the Clear Creek Community Service District and the southern Shasta County area.

Clear Creek Community Service District's cash reserve accounts were established as part of the overall financial management strategy for the district.

Reserves are the foundation of the sustainable delivery of services. Through reserves the Clear Creek Community Service District offers customers/ratepayers and taxpayers significant benefits including:

- Savings by balancing budgets
- Stable rates
- Well maintained infrastructure
- Investment in the future
- Ready for emergency situations

Clear Creek Community Service District complies with accounting requirements when reporting reserves.

The intent of this policy is to:

- Establishes a comprehensive reserve policy to ensure use of the accumulated public funds cover only reasonable and necessary expenses.
- Distinguishes between restricted and unrestricted net assets. Establishes distinct purposes for all reserves held by the district.
- Establishes target levels where appropriate, i.e., minimum, and maximum amounts for the accumulation of reserves necessary for maintaining the Clear Creek Community Service District's credit worthiness and to minimize external borrowing and interest expense.
- Identifies events or conditions that prompt the use of each. Conforms to the Clear Creek Community Service District's plan to acquire or build capital assets.
- Receives Board of Directors approval in the form of an Ordinance adopting the policy.
- Requires periodic review of reserve balances and the rationale of maintaining such balances.

## RESERVE POLICY

The District segments its General Funds & reserves into the following categories:

- **General Funds** – held to facilitate the operations of the Clear Creek Community Service District like working capital for cash flow requirements, operational reserves for flexibility to respond quickly to unforeseen events or emergency repairs or water quality issues.
- **Designated Restricted Funds** - held to satisfy specific purposes set by requirements of creditors, law, grantors, contributors, statutes or by internal requirements of ordinances or contracts. Funds shall be used solely for their intended purposes and in accordance with applicable policies and regulations.
- **Discretionary Reserve Funds** - not required by creditors, law, grantors, statute, etc. The purpose of establishing these funds is to ensure adequate levels of reserves or funds are

designated for legitimate purposes that are critical to the success of stable short and long-term operation of the District.

## DESCRIPTION OF RESERVE POLICY

**Unrestricted General Reserves** – held to facilitate the operations of the Clear Creek Community Service District, like working capital for cash flow requirements, operational reserves for flexibility to respond quickly to unforeseen events or emergency repairs or water quality issues.

- **General Fund** – This account is the General Fund Checking for the daily operations and expenses of the District. The number of additions is based on the needs of the District. Funds held in General fund Checking (Asset Account 4221).

**Designated Restricted Funds** –held to satisfy specific purposes set by requirements of creditors, law, grantors, contributors, statutes or by internal requirements of ordinances or contracts. Detail descriptions below:

- USBR Contract Reserve (CD)
- Filtration Plant Reserve (CD)
- Filter Plant Repayment Reserve (Yearly Loan Payment – Funded by Fee)
- Backwash Recycle Water Reserve (Yearly Loan Payments & 1 Year's Payment – Funded by Fee)
- WIIN Act Fee Repayment Reserve (Funded by Fee)
- Customer Water Deposits

Detailed Description

- **USBR Contract Reserve (CD)** –held to satisfy the requirements contained in the long-term water service contract with the Bureau of Reclamation. The minimum amount of this fund should be $35,000 as established in the contract. The current balance is held in a CD (Certificate of Deposit) Current Assets Account 5550. The triggering event for use is a declaration by the Board of Directors that an emergency exists on the conduit, and is likely to jeopardize health and safety standards, fish, and wildlife, etc., if immediate corrective action is not taken. The Clear Creek Community Service District is contractually obligated to replenish the funds if depleted.

- **Filter Plant Reserve (CD)** – held to satisfy the requirement by the Department of Water Resources (DWR) Revolving Loan Fund. This reserve is required to equal two semi-annual payments of the filter plant debt service, totaling the amount of approximately $244,000. The current balance is held in a CD Asset. The triggering event for use is default on the loans on the part of Clear Creek Community Service District. In that instance, DWR would seize the funds to satisfy the amount due, and the district would then be contractually obligated to replenish the fund.

- **Filter Plant Repayment Reserve (Loan Payment Account)** – a separate bank account has been established to deposit the $7.55 fee collected on the monthly water bills in addition to the Base Water Rate to make the semi-annual payments for the filter plant loan.

- **Backwash Recycle Project Reserve (Loan Payment)** – held to satisfy the requirement of the California State Water Resources Control Board for Publicly Owned Treatment Works (POTW) Construction Financing. Clean Water State Revolving Fund Project No. C-06-8130-110. Project Funding Agreement No. D1501028 was $933,143.00 by the State with $466,572.00 in principle to be paid back to the State and Contingent Principal Forgiveness of $466,571.00. Term of the Agreement is from March 1, 2016, to June 30, 2047. Authorized by Ordinance 2015-06 a separate bank account (Asset Account 5243) has been established to deposit the $.38 Backwash Recycle Project Fee collected on the monthly water bills in addition to the Base Water Rate to make payments to the Backwash Recycle Project loan. This account is restricted for the annual loan payments and to hold the required amount for one year's principal and interest payment as per loan agreement – minimum balance ($17,689.08) till end of loan agreement.

- **WIIN Act Fee Repayment Reserve** – Contract No. 14-06-200-489-A-P between the U.S. Department of the Interior Bureau of Reclamation and Clear Creek Community Service District in the amount of $859,452 was approved by the board in December of 2022 and had a final payment due December 1, 2023. This WIIN Act payment of the District's infrastructure obligation converted its contract for 15,300 AFY to a perpetual contract. The District made no payment until a credit of $207,952 was found in early 2021 and applied as payment. After that credit/payment, the obligation was $651,500 and the District calculated the cost to customers during Prop 218 Rate Schedule a fee of $1.88. This was based on the customers repaying this cost over a 12-year period. Monies were paid from the General Fund Checking Account in lieu of getting an outside loan to pay back this obligation – essentially borrowing from operating reserves for two fiscal years. Final payment on the $651,500 obligation was made in October of 2023 and converted the contract to a perpetual one. After the $1.88/month fee was established this reserve account was not established for several months and the fee was absorbed into the General Checking. This amount is $27,496.78 resulting in the final amount "borrowed" from the General Checking to be: $624,003. This Reserve fund is the $1.88 fee that is in addition to the Base Water Rate is designated for this reserve. Funds are transferred monthly, upon reconciliation to the WIIN Act Repayment Asset Account 5227 and are transferred annually from the WIIN Act Repayment Asset Account 5227 to the General Fund Checking account. The repayment of the General Fund WIIN act started in FY21. The estimated payoff is approximately 2033.

- **Customer Water Deposits** –held in trust for customers as required by Clear Creek Community Service District Rules and Regulations. There is no target amount for this fund and the triggering event for use is to satisfy delinquent accounts or refund to

customers under certain terms and conditions outlined in district rules and regulations. There is currently no designated account to hold these funds, and they are put into the General Fund Checking Asset Account and are tracked as a Long-Term Liability 9500 on the Balance sheet.

**DISCRETIONARY RESERVE FUNDS** –not required by creditors, law, grantors, statute, etc. The purpose of establishing these funds is to ensure adequate levels of reserves or funds are designated for legitimate purposes that are critical to the success of stable short- and long-term operation of the District.

- State Loan Repayment Reserve (funded by Fee)
- Drought Reserve
- Operational Reserve
- Capital Improvements and Modernization Reserve
- Emergency Fund Reserve

- **Grant Fund Reserve (Funded by Fee)** – a separate bank account has been established to deposit the $1.00 fee collected on the monthly water bills in addition to the Base Water Rate. This amount was established for loans and grants for system improvements. Funds are held in Asset Account and are designated now as discretionary, for current and future grant or loan needs.

- **Drought Reserve** –Used for tracking purposes only during times of drought when there are penalties assessed for over usage of water. These funds are deposited into the General fund checking Asset Account**.**

- **Operational And Emergency Reserve** – Currently funded monthly by 4.1% of the current water usage rate collected from customers each month and are designated for operations and held in Asset Account 5189. This reserve can also hold the "year end fund balance" for excess funds from an operational year and could be used for budgeting the next year as fund balance transfer revenue. The triggering event for use is reserve funding approval by the Board of Directors.

- **Capital Improvements Reserve 75200** –a capital improvement fund for infrastructure additions and improvements within the district. The current balance is held in Asset Account 5162. This account is funded by transferring 1.8% of the Base Rate charges collected and transferred each month at the time of reconciliation. The triggering event for use is project funding approval by the Board of Directors.

Reserves for agency operations can help ensure customers experience stable rates and security that Clear Creek Community Service District can respond to short and long-term emergencies without delay made necessary by seeking out loans, grants, etc. Once emergency and operational reserves are considered, many Districts consider other reserves like rate stabilization, major repairs and replacement and equipment upgrades.

The ability to maintain adequate reserves is critical to providing reliable, stable service insuring the district's overall financial strength. Adequate reserves directly affect the district's bond rating and ability to access favorable interest rates, securing the ability to finance and/or construct infrastructure necessary to the existing system and expand facilities for future demand.

5880 Oak Street, Anderson, CA 96007
Phone: (530) 357-2121 cccsd@clearcreekcsd.org

**MEMO**

**Date:** May 20, 2026
**To:** Board of Directors
**From:** General Manager – Dale Mancino
**Re: 9 – Approval of Proposed Capital Improvement Projects** (Discussion/Action)

## BACKGROUND

The District continues to evaluate infrastructure improvement needs related to the Water Treatment Plant and water storage facilities. The Proposition 218 Committee has reviewed proposed projects and associated cost estimates and is bringing forward recommendations for Board consideration.

## DISCUSSION

The Board will review and discuss proposed capital improvement projects related to Water Treatment Plant filter rehabilitation and the District's 1-million-gallon storage tank.

Based on current evaluations, the recommendation is to focus only on Filters 4 and 6 at this time. Two options were presented for the filter improvements:

1. Repair Filters 4 and 6
    - Estimated Cost: Approximately $451,500
2. Reconstruct Filters 4 and 6
    - Estimated Cost: Approximately $988,000

The Board will also review proposals regarding the District's 1-million-gallon storage tank, which includes two potential project options:

1. Repair and Recoat Existing 1-Million-Gallon Storage Tank
    - Estimated Cost: Approximately $932,400
2. Construct New 1-Million-Gallon Storage Tank
    - Estimated Cost: Approximately $3,165,000

The Proposition 218 Committee is recommending that the Board approve:

- Repair of Filters 4 and 6
- Repair and recoating of the existing 1-million-gallon storage tank

## FISCAL IMPACT

Estimated project costs are as follows:

- Filter 4 and 6 Repair: Approximately $451,500
- Filter 4 and 6 Reconstruction: Approximately $988,000
- 1-Million-Gallon Storage Tank Repair/Recoat: Approximately $932,400
- New 1-Million-Gallon Storage Tank Construction: Approximately $3,165,000

## ATTACHMENTS

1. Preliminary Engineering Report for the Water Treatment Plant Improvements
2. 1-Million-Gallon Storage Tank Proposal

## RECOMMENDATION

The Proposition 218 Committee recommends approval of:

- Repair of Filters 4 and 6
- Repair and recoating of the existing 1-million-gallon storage tank

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# PRELIMINARY ENGINEERING REPORT

## WATER TREATMENT PLANT IMPROVEMENTS

DECEMBER 2024

JOB NO. 104.68

Prepared for:

Clear Creek Community Services District

Prepared by:

PACE Engineering, Inc.

# WATER TREATMENT PLANT IMPROVEMENTS PRELIMINARY ENGINEERING REPORT

## ENGINEER'S STATEMENT

We are pleased to present the Preliminary Engineering Report for the Water Treatment Plant Improvements. This report contains our investigation of Clear Creek Community Services District's water treatment plant, including intake, chlorination, coagulation, and filtration facilities. This report includes recommendations to restore the plant back to its current design capacity with three filtration alternatives. Preliminary project cost estimates were prepared for each alternative.

PACE Engineering, Inc. is very pleased to have participated in this project. We thank your staff for their assistance in the preparation of this report.

12/10/24


Garett Hattenhauer Date: December 10, 2024

Garett Hattenhauer, P.E., 76784
Senior Engineer

# TABLE OF CONTENTS



# APPENDICES

# ABBREVIATIONS

The following abbreviations are used in this report:

| | |
|---|---|
| CSD | Community Services District |
| District | Clear Creek Community Services District |
| ENR | Engineering News Record |
| FPS | Feet per Second |
| GPM/ft$^2$ | Gallons per Minute per Square Foot |
| HDPE | High-Density Polyethylene Pipe |
| MCC | Motor Control Center |
| MCL | Maximum Contaminant Level |
| MGD | Million Gallons per Day |
| NTU | Nephelometric Turbidity Units |
| PAC | Polyaluminum Hydroxy Chloride |
| WTP | Water Treatment Plant |

# CLEAR CREEK COMMUNITY SERVICES DISTRICT
# WATER TREATMENT PLANT IMPROVEMENTS
# PRELIMINARY ENGINEERING REPORT
# DECEMBER 2024

## 1. INTRODUCTION

The Clear Creek Community Services District (CSD or District) operates an inline filtration water treatment plant (WTP), located near the base of the Whiskeytown Dam. The WTP is the primary source of agricultural, municipal, and industrial water for Clear Creek CSD and municipal and industrial water for Centerville CSD. Water began flowing into the District in 1967 via the Muletown Conduit and the original WTP was constructed in 1976. The original WTP consisted of two 8-foot-diameter by 40-foot-long pressure filters. Some upgrades have been done since then, and the existing WTP has a capacity of 33 million gallons per day (MGD) with a filter loading rate of 8 gallons per minute per square foot (GPM/$ft^2$). Typically, the WTP operates at 14 MGD with a loading rate of 3 GPM/$ft^2$. Raw surface water is supplied by water impounded by Whiskeytown Dam and pre-filter chlorination, coagulation, filtration, and post-filter chlorination are each used as part of the treatment process.

## 2. EXISTING TREATMENT FACILITIES

### 2.1 RAW WATER INTAKE

Water for the District is diverted from Whiskeytown Lake through two penstocks located at the base of the dam and owned by the United States Bureau of Reclamation. The penstocks are original to the dam, which was constructed around 1965. Water can be withdrawn at an elevation of 1,110 or 965 feet, depending on which penstock gate is utilized. The selection of depth sometimes gives the District an opportunity to avoid turbid water and other contaminants, such as algae and water fleas (Daphnia spp.). Due to age and condition, the main butterfly valves at Penstock 1 currently leak and Penstock 2 is suspected to have issues per District staff.

Diversion from the penstocks continues via two 48-inch motor-actuated butterfly valves. The valves are housed in an underground vault that was constructed approximately at the same time as the dam. Both valves are original and currently leak. Water is transported from the intake to the 24-inch-diameter raw water diversion via the 45-inch-diameter Muletown Conduit.

## 2.2 PRE-FILTER CHLORINATION

Pre-filter chlorination facilities are located adjacent to the 24-inch diversion and consist of an abandoned meter vault and an aboveground structure housing four automatic chlorinators, chlorine residual analyzers, turbidimeters, particle counters, backwash and recycle pumps, and scales for weighing two one-ton chlorine gas cylinders. The chlorine facilities are original to the WTP, but the abandoned metering vault has since been bypassed by the 24-inch piping reduced to 18-inch piping to the WTP located about 350 feet away. The chlorination facilities were further modified in 1996 to allow for a new 30-inch chlorinated water pipeline and 30-inch filtered water pipeline to replace the 18-inch piping. The original 24-inch diversion from the 45-inch Muletown Conduit was not upgraded as part of the project. Chlorine gas is injected into the 24-inch section of pipe just before the 30-inch chlorinated water pipeline improvements. The 24-inch bottleneck between the 45-inch Muletown Conduit and 30-inch chlorinated water main is causing high velocity and scour concerns. The chlorine injection point has had no maintenance, as it is buried and inaccessible to District staff.

## 2.3 COAGULATION

The coagulation process includes dosing two coagulants, polyaluminum hydroxy chloride (PAC) and Zeta Floc 20, downstream of the pre-filter chlorination injection point. Both coagulants are stored at the filter control building approximately 350 feet away from the primary coagulant dosing point. Typically, PAC is used as the primary coagulant and is injected approximately one foot downstream of the pre-filter chlorination injection point. The secondary cationic coagulant, Zeta Floc 20, is used as a floc-builder filter aid and injected at a static mixer immediately before the filters. Similar to the pre-filter chlorination, the primary coagulant injection point is buried underground and is inaccessible to District staff.

## 2.4 FILTRATION

**OVERVIEW**

The WTP consists of eight filters, which operate by gravity and under pressure from the Whiskeytown Reservoir. Four of the filters, Filters 1, 2, 3, and 4, are 8 feet in diameter by 40 feet in length (8’ x 40’), and four of the filters, Filters 5, 6, 7, and 8, are 10 feet in diameter by 50 feet in length (10’ x 50’). The first two 8’ x 40’ filters were installed in 1976 as part of the

original WTP. Shortly after, in 1985, a third 8' x 40' filter was installed. Then in 1996, the WTP was expanded to provide full-time filtration, which added a fourth 8' x 40' filter and the four 10' x 50' filters. Filters 1 through 4 each contain two cells. Two of the filters are paired together to make a filter train of four cells in total. Filters 5 through 8 consist of three cells each, and each filter is a separate treatment train. Thus, there are a total of six treatment trains between the eight filters. Each filter train is a unit that can be selected to operate when the WTP is called or can be placed in standby mode. When the filters are first turned on, the filtered water is sent to the rinse-to-waste pond to ensure the filters are working properly before filtered water is sent to post-filter chlorination. Filter trains are backwashed independently. The backwash water is sent to the backwash ponds while the filtered water is dosed again with chlorine and finally sent to the distribution system via the Muletown Conduit.

**PERFORMANCE**

The treatment system is required to have turbidity levels less than 0.1 nephelometric turbidity units (NTU) to have a 2-log removal of *Giardia* in at least 95% of the sample readings. The filters have historically met this requirement; however, other deficiencies have been noticed by WTP operators. Filter Trains 1 and 2 are approximately 50 and 30 years old, respectively, and are well beyond their useful service life. Most of these filters are original to the WTP, and only minor improvements have been done to replace failing infrastructure since that time. Filters 5 through 8 are approximately 30 years old and are also beyond their useful service life. Similar to the other filters, Filters 5 through 8 have only had minor emergency improvements to keep the WTP running. Almost all valves and actuators are in need of replacement. Filter 8 is no longer operational due to corrosion, broken laterals, and media failure. The District attempted to repair Filter 8 but continues to lose media during filter-to-waste and backwash cycles. Filter 8 is offline and considered nonoperational. Similar deficiencies have occurred in Filter 6, and several filters require media rehabilitation. The exteriors of the filters were blasted and recoated after the Carr Fire in recent years and appear to be intact.

The existing motor control center (MCC) was installed in approximately 1970 and is housed inside of the filter control building. The most recent service report, dated April 2024, indicated that the MCC has failing components, does not meet code, and is not supported for service or repair. The

existing breaker panel for the electric motor actuators, which controls the filters, does not meet code and is intended to have three-phase power. The few electric actuators that have been replaced are single-phase and are not intended to be run with the existing three-phase breaker panel. The District intends to replace all of the remaining electric actuators in the near future, switching from three-phase to single-phase, making the three-phase breaker panel obsolete.

**BACKWASH**

The filters enter a backwash cycle when one of the following conditions occurs: 1) when a pressure drop across the filter is seven to eight feet, 2) a predetermined run time has elapsed, or 3) another setpoint such as high filter effluent turbidity is exceeded. During a backwash cycle, each cell in a filter train is backwashed sequentially, and only one cell is washed at a time. A typical backwash flow rate is 13.5 GPM/$ft^2$ and lasts for 10 to 12 minutes per cell. The backwash water leaves the filter control building and is disposed of in one of the two backwash ponds. A project to repair Backwash Ponds 2 and 3 is currently under construction. Backwash Pond 1 is only used in an emergency and serves as an emergency overflow detention pond.

### 2.5 POST-FILTER CHLORINATION

After filtration, chlorine gas is injected into the 30-inch filtered water effluent main, outside of the chlorination building, prior to the connection to the 45-inch Muletown Conduit. Post-filter chlorination was added to the disinfection process during the 1970s. Similar to the pre-filter chlorination injection point, the post-filter chlorination injection point is inaccessible to District staff and has not had maintenance since installation. Directly downstream of the post-filter chlorination injection point, the 30-inch main reduces to the 1970s 24-inch filtered water effluent main that ties into the Muletown Conduit. When the WTP is under peak demand conditions, the 24-inch main has velocity exceeding 17 feet per second (FPS).

## 3. RECOMMENDED IMPROVEMENTS

Construction cost estimates for the recommended improvements described herein are provided in Appendix A at the end of this report. Three filtration alternatives were evaluated as part of the recommended improvements. The raw water, chlorination, and coagulation recommended improvements are the same for each filtration alternative.

## 3.1 RAW WATER INTAKE

The raw water intake is original to the dam, and the valves are known to leak. It is recommended to replace the leaking 48-inch butterfly valves, electric actuator motors, and associated electrical equipment to restore the intake to its original capacity.

## 3.2 PRE-FILTER CHLORINATION

The pre-filter chlorination facility has had improvements over the years; however, the pre-filter chlorination injection point has never been upgraded or serviced. The chlorine injection point is inaccessible to District staff, and the existing underground piping is undersized. It is recommended to install a new chemical injection vault with new piping to fix the bottlenecking and provide access to the injection point.

## 3.3 COAGULATION

Similar to the pre-filter chlorination injection point, the primary coagulation injection point is inaccessible to District staff. Since the existing coagulation injection point is only one foot downstream of the pre-filter chorine injection, it is recommended to install a new coagulation injection point inside the same vault as the pre-filter chlorine injection. No improvements are recommended to the secondary coagulation injection point.

## 3.4 FILTRATION

The filtration process consists of eight filters, of which four are 8’ x 40’ and four are 10’ x 50’ filters. The electrical equipment and controls for the filters are housed in the connecting filter control building. The filters, piping, and associated electrical equipment are beginning to fail and are in need of various improvements. Three filtration improvement alternatives are discussed herein.

**ALTERNATIVE 1**

Alternative 1 consists of replacing Filters 1 through 4 and replacing the existing 8’ x 40’ filters with four new 8’ x 50’ filters. Filters 1 through 4 are the smaller filters that are paired in treatment trains, which are original or part of the early improvements to the WTP. All of these filters have exceeded their useful service life and are in need of replacement. It is recommended to separate the treatment trains to allow for the filters to operate independently. The valves and piping inside the filter piping gallery are of the same age as the filters and are beginning to fail. Only

one of the valves and a few actuators have been replaced during emergency situations. It is recommended to replace all valves and remaining actuators for Filters 1 through 4.

Alternative 1 also consists of improvements to Filters 5 through 8 and electrical upgrades. Filters 5 through 8 are the larger filters that were added to the WTP in 1996. These filters are experiencing deficiencies as noted above. Filter rehabilitation for all these filters is recommended to replace the media, laterals, and interior coating. Similar to Filters 1 through 4, the associated piping and valves in the filter piping gallery are beginning to fail. All valves are original to the WTP expansion, and only a few actuators have been replaced during emergencies. It is recommended to replace all valves and remaining actuators for Filters 5 through 8. Also, the existing Venturi flow meters are wearing out, and it is recommended to install an electromagnetic flow meter on each filter. The electrical equipment for the filters is located in the filter control building. The MCC is beyond its useful service life, does not meet code, and is not supported for repairs. The breaker panel for the electric actuators is wired for three-phase, and it is not compatible with the new single-phase actuators. It is recommended to replace the MCC and breaker panel. This alternative would restore the WTP back to its original capacity.

**ALTERNATIVE 2**

Alternative 2 consists of demolishing Filters 1 through 4, associated piping, and electrical equipment and adding three new 10’ x 50’ filters, Filters 9 though 11, on the northeast side of Filter 8. These improvements would also include expanding the building and the installation of all new associated piping and electrical equipment.

Similar to Alternative 1, Alternative 2 consists of improvements to Filters 5 through 8 and electrical upgrades to the MCC and breaker panel. This alternative would restore WTP capacity and allow the District to use the space where Filters 1 through 4 are located for other purposes.

**ALTERATIVE 3**

Alternative 3 consists of rehabilitating Filters 1 through 4 to be used as roughing filters and adding three new 10’ x 50’ filters, Filters 9 through 11, on the northeast side of Filter 8. The addition of roughing filters would help remove more organics, thus lowering disinfection byproducts. Per District staff, treated effluent currently meets the maximum containment level (MCL) for

disinfection byproducts, but the MCL could be exceeded if the regulations become more stringent. As noted herein, the associated piping and valving to Filters 1 through 4 is beyond its useful service life and is beginning to fail. It is recommended to replace all piping and valving necessary to convert Filters 1 through 4 to roughing filters. The existing 18-inch pipeline would be utilized to supply raw water from the pre-filter chlorination facilities to the roughing filters during periods of high turbidity. A new 18-inch pipeline of approximately 165 feet would be constructed to connect the 18-inch pipeline and 30-inch raw water pipeline.

Similar to Alternative 2, Alternative 3 would include expanding the building and installing all new associated piping and electrical equipment to support the three new filters.

Similar to Alternatives 1 and 2, Alterative 3 consists of the improvements to Filters 5 through 8 and electrical upgrades to the MCC and breaker panel. This alternative would restore WTP capacity and allows the District to be prepared for more stringent regulations.

## 3.5 POST-FILTER CHLORINATION

Post-filter chlorination was added to the disinfection process in the 1970s and has had little to no upgrades besides regular maintenance. The post-filter chlorination injection point is inaccessible to District staff and has not had maintenance over the years. The existing 24-inch filtered water effluent main exceeds the maximum recommended pipe velocity of 10 FPS and is beyond its useful service life. It is recommended to replace this section with a new 30-inch pipeline. It is also recommended to install a new vault around the post-filter chlorination injection site to allow for District access and maintenance.

CONSTRUCTION COST ESTIMATES

# APPENDIX A

# APPENDIX A
# CLEAR CREEK CSD
# PRELIMINARY ENGINEERING REPORT
# ALTERNATIVE 1 COST ESTIMATE

| No. | Item | Quantity | Unit | Unit Cost[1] | Total Cost |
|---|---|---|---|---|---|
| ***Construction Costs*** | | | | | |
| ***General*** | | | | | |
| 1 | Mobilization/Demobilization | 1 | LS | $25,000 | $25,000 |
| 2 | Bonds | 1 | LS | $70,000 | $70,000 |
| 3 | Submittals | 1 | LS | $10,000 | $10,000 |
| 4 | Insurance | 1 | LS | $40,000 | $40,000 |
| 5 | Cleanup | 1 | LS | $10,000 | $10,000 |
| 6 | Project Sign | 1 | LS | $2,500 | $2,500 |
| 7 | Trench Sheeting & Shoring | 1 | LS | $10,000 | $10,000 |
| 8 | Erosion Control Plan & Implementation | 1 | LS | $10,000 | $10,000 |
| | | | | ***Subtotal General Cost*** | **$178,000** |
| ***Intake Facilities*** | | | | | |
| 9 | 48" Flanged BFV | 2 | EA | $75,000 | $150,000 |
| 10 | Motor Actuator Improvements | 2 | EA | $20,000 | $40,000 |
| | | | | ***Subtotal Intake Facility Construction Cost*** | **$190,000** |
| ***Chlorination Facility*** | | | | | |
| 11 | Pre-Filter Chlorination Vault | 1 | LS | $270,000 | $270,000 |
| 12 | Post-Filter Chlorination Vault | 1 | LS | $110,000 | $110,000 |
| 13 | 24" FW Pipe Replacement | 1 | LS | $148,000 | $148,000 |
| | | | | ***Subtotal Chlorination Facility Construction Cost*** | **$528,000** |
| ***Filter Control Facility*** | | | | | |
| 14 | MCC | 1 | LS | $300,000 | $300,000 |
| 15 | Filter Breaker Panel | 1 | LS | $50,000 | $50,000 |
| 16 | Misc. Electrical & Telemetry | 1 | LS | $15,000 | $15,000 |
| 17 | Testing | 1 | LS | $5,000 | $5,000 |
| | | | | ***Subtotal Filter Control Facility Construction Cost*** | **$370,000** |
| ***Filter 1*** | | | | | |
| 18 | Testing | 1 | LS | $5,000 | $5,000 |
| 19 | Filter Electromagnetic Flow Meter | 1 | EA | $20,000 | $20,000 |
| 20 | Replace Filter Piping | 1 | LS | $160,000 | $160,000 |
| 21 | 12" Wafer BFV | 8 | EA | $3,000 | $24,000 |
| 22 | 14" Flanged BFV | 1 | EA | $3,500 | $3,500 |
| 23 | 18" Flanged BFV | 1 | EA | $5,000 | $5,000 |
| 24 | Pneumatic Actuator | 6 | EA | $5,000 | $30,000 |
| 25 | Electric Motor Actuator | 3 | EA | $10,000 | $30,000 |
| 26 | 3" Solenoid Control Valve | 3 | EA | $3,000 | $9,000 |
| 27 | New 8' x 50' Filter | 1 | EA | $250,000 | $250,000 |
| 28 | Filter Footing | 1 | LS | $30,000 | $30,000 |
| | | | | ***Subtotal Filter 1 Construction Cost*** | **$561,500** |
| ***Filter 2*** | | | | | |
| 29 | Testing | 1 | LS | $5,000 | $5,000 |
| 30 | Filter Electromagnetic Flow Meter | 1 | EA | $20,000 | $20,000 |
| 31 | Replace Filter Piping | 1 | LS | $160,000 | $160,000 |
| 32 | 12" Wafer BFV | 8 | EA | $3,000 | $24,000 |
| 33 | 14" Wafer BFV | 1 | EA | $3,500 | $3,500 |
| 34 | Pneumatic Actuator | 6 | EA | $5,000 | $30,000 |
| 35 | Electric Motor Actuator | 3 | EA | $10,000 | $30,000 |
| 36 | 3" Solenoid Control Valve | 3 | EA | $3,000 | $9,000 |
| 37 | New 8' x 50' Filter | 1 | EA | $250,000 | $250,000 |
| 38 | Filter Footing | 1 | LS | $30,000 | $30,000 |
| | | | | ***Subtotal Filter 2 Construction Cost*** | **$561,500** |
| ***Filter 3*** | | | | | |
| 39 | Testing | 1 | LS | $5,000 | $5,000 |
| 40 | Filter Electromagnetic Flow Meterr | 1 | EA | $20,000 | $20,000 |
| 41 | Replace Filter Piping | 1 | LS | $160,000 | $160,000 |
| 42 | 12" Wafer BFV | 8 | EA | $3,000 | $24,000 |
| 43 | 14" Wafer BFV | 1 | EA | $3,500 | $3,500 |
| 44 | Pneumatic Actuator | 6 | EA | $5,000 | $30,000 |
| 45 | Electric Motor Actuator | 3 | EA | $10,000 | $30,000 |
| 46 | 3" Solenoid Control Valve | 3 | EA | $3,000 | $9,000 |
| 47 | New 8' x 50' Filter | 1 | EA | $250,000 | $250,000 |
| 48 | Filter Footing | 1 | LS | $30,000 | $30,000 |
| | | | | ***Subtotal Filter 3 Construction Cost*** | **$561,500** |
| ***Filter 4*** | | | | | |
| 49 | Testing | 1 | LS | $5,000 | $5,000 |
| 50 | Filter Electromagnetic Flow Meter | 1 | EA | $20,000 | $20,000 |
| 51 | Replace Filter Piping | 1 | LS | $160,000 | $160,000 |
| 52 | 12" Wafer BFV | 8 | EA | $3,000 | $24,000 |
| 53 | 14" Wafer BFV | 1 | EA | $3,500 | $3,500 |
| 54 | Pneumatic Actuator | 6 | EA | $5,000 | $30,000 |
| 55 | Electric Motor Actuator | 3 | EA | $10,000 | $30,000 |
| 56 | 3" Solenoid Control Valve | 3 | EA | $3,000 | $9,000 |
| 57 | New 8' x 50' Filter | 1 | EA | $250,000 | $250,000 |
| 58 | Filter Footing | 1 | LS | $30,000 | $30,000 |
| | | | | ***Subtotal Filter 4 Construction Cost*** | **$561,500** |

| No. | Item | Quantity | Unit | Unit Cost[1] | Total Cost |
|---|---|---|---|---|---|
| ***Filter 5*** | | | | | |
| 59 | Testing | 1 | LS | $5,000 | $5,000 |
| 60 | Filter Electromagnetic Flow Meter | 1 | EA | $25,000 | $25,000 |
| 61 | 12" Wafer BFV | 8 | EA | $3,000 | $24,000 |
| 62 | 14" Wafer BFV | 1 | EA | $3,500 | $3,500 |
| 63 | Pneumatic Actuator | 6 | EA | $5,000 | $30,000 |
| 64 | Electric Motor Actuator | 3 | EA | $10,000 | $30,000 |
| 65 | 3" Solenoid Control Valve | 3 | EA | $3,000 | $9,000 |
| 66 | Rehab Filter | 1 | LS | $300,000 | $300,000 |
| | | | | ***Subtotal Filter 5 Construction Cost*** | **$426,500** |
| ***Filter 6*** | | | | | |
| 67 | Testing | 1 | LS | $5,000 | $5,000 |
| 68 | Filter Electromagnetic Flow Meter | 1 | EA | $25,000 | $25,000 |
| 69 | 12" Wafer BFV | 8 | EA | $3,000 | $24,000 |
| 70 | 14" Wafer BFV | 1 | EA | $3,500 | $3,500 |
| 71 | Pneumatic Actuator | 6 | EA | $5,000 | $30,000 |
| 72 | Electric Motor Actuator | 3 | EA | $10,000 | $30,000 |
| 73 | 3" Solenoid Control Valve | 3 | EA | $3,000 | $9,000 |
| 74 | Rehab Filter | 1 | LS | $300,000 | $300,000 |
| | | | | ***Subtotal Filter 6 Construction Cost*** | **$426,500** |
| ***Filter 7*** | | | | | |
| 75 | Testing | 1 | LS | $5,000 | $5,000 |
| 76 | Filter Electromagnetic Flow Meter | 1 | EA | $25,000 | $25,000 |
| 77 | 12" Wafer BFV | 8 | EA | $3,000 | $24,000 |
| 78 | 14" Wafer BFV | 1 | EA | $3,500 | $3,500 |
| 79 | Pneumatic Actuator | 6 | EA | $5,000 | $30,000 |
| 80 | Electric Motor Actuator | 3 | EA | $10,000 | $30,000 |
| 81 | 3" Solenoid Control Valve | 3 | EA | $3,000 | $9,000 |
| 82 | Rehab Filter | 1 | LS | $300,000 | $300,000 |
| | | | | ***Subtotal Filter 7 Construction Cost*** | **$426,500** |
| ***Filter 8*** | | | | | |
| 83 | Testing | 1 | LS | $5,000 | $5,000 |
| 84 | Filter Electromagnetic Flow Meter | 1 | EA | $25,000 | $25,000 |
| 85 | 12" Wafer BFV | 8 | EA | $3,000 | $24,000 |
| 86 | 14" Wafer BFV | 1 | EA | $3,500 | $3,500 |
| 87 | Pneumatic Actuator | 6 | EA | $5,000 | $30,000 |
| 88 | Electric Motor Actuator | 3 | EA | $10,000 | $30,000 |
| 89 | 3" Solenoid Control Valve | 3 | EA | $3,000 | $9,000 |
| 90 | Rehab Filter | 1 | LS | $300,000 | $300,000 |
| | | | | ***Subtotal Filter 8 Construction Cost*** | **$426,500** |
| | | | | ***SUBTOTAL CONSTRUCTION COSTS*** | $5,218,000 |
| ***Indirect Design Costs*** | | | | | |
| 91 | Funding Administration | | | | $30,000 |
| 92 | Administration & Legal | | | | $10,000 |
| 93 | Project Administration | | | | $45,000 |
| 94 | Design | | | | $522,000 |
| 95 | Hazard Assessment (demolition) | | | | $5,000 |
| 96 | Environmental - CEQA Categorical Exemption | | | | $10,000 |
| 97 | Monument Preservation | | | | $5,000 |
| | | | | ***SUBTOTAL INDIRECT DESIGN COSTS*** | $627,000 |
| ***Indirect Construction Costs*** | | | | | |
| 98 | Funding Administration | | | | $30,000 |
| 99 | Project Administration | | | | $45,000 |
| 100 | Bidding, Contract Award & Execution Services | | | | $30,000 |
| 101 | Construction Engineering Services | | | | $281,000 |
| 102 | Resident Project Representative @ Full-time for 32 Weeks | | | | $313,000 |
| 103 | Labor Code Compliance | | | | $31,000 |
| 104 | Special Inspections | | | | $10,000 |
| 105 | Environmental Services During Construction | | | | $5,000 |
| 106 | SCADA/Programming | | | | $80,000 |
| 107 | O&M Manuals | | | | $20,000 |
| 108 | Post Construction Services | | | | $10,000 |
| 109 | As-Built (Record) Drawings | | | | $16,000 |
| 110 | 11-Month Warranty Inspection | | | | $4,000 |
| 111 | Bridge Loan Administration | | | | $20,000 |
| 112 | Permit Compliance | | | | $10,000 |
| | | | | ***SUBTOTAL INDIRECT CONSTRUCTION COSTS*** | $905,000 |
| | | | | ***TOTAL INDIRECT COSTS*** | $1,532,000 |
| | | | | ***Subtotal Project Cost*** | $6,750,000 |
| | | | | ***Project Contingencies @ 10% of Project Costs*** | $675,000 |
| | | | | ***TOTAL PROJECT COST*** | ***$7,425,000*** |

1. All costs in October 2024 dollars at an ENR index of 13632.

# APPENDIX A
# CLEAR CREEK CSD
# PRELIMINARY ENGINEERING REPORT
# ALTERNATIVE 2 COST ESTIMATE

| No. | Item | Quantity | Unit | Unit Cost[1] | Total Cost |
|---|---|---|---|---|---|
| ***Construction Costs*** | | | | | |
| ***General*** | | | | | |
| 1 | Mobilization/Demobilization | 1 | LS | $25,000 | $25,000 |
| 2 | Bonds | 1 | LS | $78,000 | $78,000 |
| 3 | Submittals | 1 | LS | $10,000 | $10,000 |
| 4 | Insurance | 1 | LS | $40,000 | $40,000 |
| 5 | Cleanup | 1 | LS | $10,000 | $10,000 |
| 6 | Project Sign | 1 | LS | $2,500 | $2,500 |
| 7 | Trench Sheeting & Shoring | 1 | LS | $10,000 | $10,000 |
| 8 | Erosion Control Plan & Implementation | 1 | LS | $10,000 | $10,000 |
| | | | | ***Subtotal General Cost*** | **$186,000** |
| ***Intake Facilities*** | | | | | |
| 9 | 48" Flanged BFV | 2 | EA | $75,000 | $150,000 |
| 10 | Motor Actuator Improvements | 2 | EA | $20,000 | $40,000 |
| | | | | ***Subtotal Intake Facility Construction Cost*** | **$190,000** |
| ***Chlorination Facility*** | | | | | |
| 11 | Pre-Filter Chlorination Vault | 1 | LS | $270,000 | $270,000 |
| 12 | Post-Filter Chlorination Vault | 1 | LS | $110,000 | $110,000 |
| 13 | 24" FW Pipe Replacement | 1 | LS | $148,000 | $148,000 |
| | | | | ***Subtotal Chlorination Facility Construction Cost*** | **$528,000** |
| ***Filter Control Facility*** | | | | | |
| 14 | MCC | 1 | LS | $300,000 | $300,000 |
| 15 | Filter Breaker Panel | 1 | LS | $50,000 | $50,000 |
| 16 | Misc. Electrical & Telemetry | 1 | LS | $15,000 | $15,000 |
| 17 | Testing | 1 | LS | $5,000 | $5,000 |
| | | | | ***Subtotal Filter Control Facility Construction Cost*** | **$370,000** |
| ***Filter 1*** | | | | | |
| 18 | Filter Demolition | 1 | LS | $10,000 | $10,000 |
| 19 | Piping Demolition | 1 | LS | $10,000 | $10,000 |
| 20 | Building Repair | 1 | LS | $5,000 | $5,000 |
| | | | | ***Subtotal Filter 1 Construction Cost*** | **$25,000** |
| ***Filter 2*** | | | | | |
| 21 | Filter Demolition | 1 | LS | $10,000 | $10,000 |
| 22 | Piping Demolition | 1 | LS | $10,000 | $10,000 |
| 23 | Building Repair | 1 | LS | $5,000 | $5,000 |
| | | | | ***Subtotal Filter 2 Construction Cost*** | **$25,000** |
| ***Filter 3*** | | | | | |
| 24 | Filter Demolition | 1 | LS | $10,000 | $10,000 |
| 25 | Piping Demolition | 1 | LS | $10,000 | $10,000 |
| 26 | Building Repair | 1 | LS | $5,000 | $5,000 |
| | | | | ***Subtotal Filter 3 Construction Cost*** | **$25,000** |
| ***Filter 4*** | | | | | |
| 27 | Filter Demolition | 1 | LS | $10,000 | $10,000 |
| 28 | Piping Demolition | 1 | LS | $10,000 | $10,000 |
| 29 | Building Repair | 1 | LS | $5,000 | $5,000 |
| | | | | ***Subtotal Filter 4 Construction Cost*** | **$25,000** |
| ***Filter 5*** | | | | | |
| 30 | Testing | 1 | LS | $5,000 | $5,000 |
| 31 | Filter Electromagnetic Flow Meter | 1 | EA | $25,000 | $25,000 |
| 32 | 12" Wafer BFV | 8 | EA | $2,000 | $16,000 |
| 33 | 14" Wafer BFV | 1 | EA | $3,000 | $3,000 |
| 34 | Pneumatic Actuator | 6 | EA | $3,500 | $21,000 |
| 35 | Electric Motor Actuator | 3 | EA | $10,000 | $30,000 |
| 36 | 3" Solenoid Control Valve | 3 | EA | $3,000 | $9,000 |
| 37 | Rehab Filter | 1 | LS | $300,000 | $300,000 |
| | | | | ***Subtotal Filter 5 Construction Cost*** | **$409,000** |
| ***Filter 6*** | | | | | |
| 38 | Testing | 1 | LS | $5,000 | $5,000 |
| 39 | Filter Electromagnetic Flow Meter | 1 | EA | $25,000 | $25,000 |
| 40 | 12" Wafer BFV | 8 | EA | $3,000 | $24,000 |
| 41 | 14" Wafer BFV | 1 | EA | $3,500 | $3,500 |
| 42 | Pneumatic Actuator | 6 | EA | $5,000 | $30,000 |
| 43 | Electric Motor Actuator | 3 | EA | $10,000 | $30,000 |
| 44 | 3" Solenoid Control Valve | 3 | EA | $3,000 | $9,000 |
| 45 | Rehab Filter | 1 | LS | $300,000 | $300,000 |
| | | | | ***Subtotal Filter 6 Construction Cost*** | **$426,500** |
| ***Filter 7*** | | | | | |
| 46 | Testing | 1 | LS | $5,000 | $5,000 |
| 47 | Filter Electromagnetic Flow Meter | 1 | EA | $25,000 | $25,000 |
| 48 | 12" Wafer BFV | 8 | EA | $3,000 | $24,000 |
| 49 | 14" Wafer BFV | 1 | EA | $3,500 | $3,500 |
| 50 | Pneumatic Actuator | 6 | EA | $5,000 | $30,000 |
| 51 | Electric Motor Actuator | 3 | EA | $10,000 | $30,000 |
| 52 | 3" Solenoid Control Valve | 3 | EA | $3,000 | $9,000 |
| 53 | Rehab Filter | 1 | LS | $300,000 | $300,000 |
| | | | | ***Subtotal Filter 7 Construction Cost*** | **$426,500** |

| No. | Item | Quantity | Unit | Unit Cost[1] | Total Cost |
|---|---|---|---|---|---|
| ***Filter 8*** | | | | | |
| 54 | Testing | 1 | LS | $5,000 | $5,000 |
| 55 | Filter Electromagnetic Flow Meter | 1 | EA | $25,000 | $25,000 |
| 56 | 12" Wafer BFV | 8 | EA | $2,000 | $16,000 |
| 57 | 14" Wafer BFV | 1 | EA | $3,000 | $3,000 |
| 58 | Pneumatic Actuator | 6 | EA | $3,500 | $21,000 |
| 59 | Electric Motor Actuator | 3 | EA | $10,000 | $30,000 |
| 60 | 3" Solenoid Control Valve | 3 | EA | $3,000 | $9,000 |
| 61 | Rehab Filter | 1 | LS | $300,000 | $300,000 |
| | | | | ***Subtotal Filter 8 Construction Cost*** | **$409,000** |
| ***Filter 9*** | | | | | |
| 62 | Testing | 1 | LS | $5,000 | $5,000 |
| 63 | Filter Electromagnetic Flow Meter | 1 | EA | $20,000 | $20,000 |
| 64 | Filter Piping | 1 | LS | $160,000 | $160,000 |
| 65 | Yard Piping | 1 | LS | $95,000 | $95,000 |
| 66 | 12" Wafer BFV | 8 | EA | $3,000 | $24,000 |
| 67 | 14" Flanged BFV | 1 | EA | $3,500 | $3,500 |
| 68 | Pneumatic Actuator | 6 | EA | $5,000 | $30,000 |
| 69 | Electric Motor Actuator | 3 | EA | $10,000 | $30,000 |
| 70 | 3" Solenoid Control Valve | 3 | EA | $3,000 | $9,000 |
| 71 | New 10' x 50' Filter | 1 | EA | $300,000 | $300,000 |
| 72 | Filter Footing | 1 | LS | $30,000 | $30,000 |
| 73 | Building Expansion | 1 | LS | $240,000 | $240,000 |
| | | | | ***Subtotal Filter 9 Construction Cost*** | **$946,500** |
| ***Filter 10*** | | | | | |
| 74 | Testing | 1 | LS | $5,000 | $5,000 |
| 75 | Filter Electromagnetic Flow Meter | 1 | EA | $20,000 | $20,000 |
| 76 | Filter Piping | 1 | LS | $160,000 | $160,000 |
| 77 | Yard Piping | 1 | LS | $95,000 | $95,000 |
| 78 | 12" Wafer BFV | 8 | EA | $3,000 | $24,000 |
| 79 | 14" Flanged BFV | 1 | EA | $3,500 | $3,500 |
| 80 | Pneumatic Actuator | 6 | EA | $5,000 | $30,000 |
| 81 | Electric Motor Actuator | 3 | EA | $10,000 | $30,000 |
| 82 | 3" Solenoid Control Valve | 3 | EA | $3,000 | $9,000 |
| 83 | New 10' x 50' Filter | 1 | EA | $300,000 | $300,000 |
| 84 | Filter Footing | 1 | LS | $30,000 | $30,000 |
| 85 | Building Expansion | 1 | LS | $240,000 | $240,000 |
| | | | | ***Subtotal Filter 10 Construction Cost*** | **$946,500** |
| ***Filter 11*** | | | | | |
| 86 | Testing | 1 | LS | $5,000 | $5,000 |
| 87 | Filter Electromagnetic Flow Meter | 1 | EA | $20,000 | $20,000 |
| 88 | Filter Piping | 1 | LS | $160,000 | $160,000 |
| 89 | Yard Piping | 1 | LS | $95,000 | $95,000 |
| 90 | 12" Wafer BFV | 8 | EA | $3,000 | $24,000 |
| 91 | 14" Flanged BFV | 1 | EA | $3,500 | $3,500 |
| 92 | Pneumatic Actuator | 6 | EA | $5,000 | $30,000 |
| 93 | Electric Motor Actuator | 3 | EA | $10,000 | $30,000 |
| 94 | 3" Solenoid Control Valve | 3 | EA | $3,000 | $9,000 |
| 95 | New 10' x 50' Filter | 1 | EA | $300,000 | $300,000 |
| 96 | Filter Footing | 1 | LS | $30,000 | $30,000 |
| 97 | Building Expansion | 1 | LS | $240,000 | $240,000 |
| | | | | ***Subtotal Filter 11 Construction Cost*** | **$946,500** |
| | | | | ***SUBTOTAL CONSTRUCTION COSTS*** | $5,884,500 |
| ***Indirect Design Costs*** | | | | | |
| 98 | Funding Administration | | | | $30,000 |
| 99 | Administration & Legal | | | | $10,000 |
| 100 | Project Administration | | | | $50,000 |
| 101 | Design | | | | $589,000 |
| 102 | Hazard Assessment (demolition) | | | | $5,000 |
| 103 | Environmental - CEQA Categorical Exemption | | | | $10,000 |
| 104 | Permits | | | | $10,000 |
| | | | | ***SUBTOTAL INDIRECT DESIGN COSTS*** | $704,000 |
| ***Indirect Construction Costs*** | | | | | |
| 105 | Funding Administration | | | | $30,000 |
| 106 | Project Administration | | | | $50,000 |
| 107 | Bidding, Contract Award & Execution Services | | | | $30,000 |
| 108 | Construction Engineering Services | | | | $314,000 |
| 109 | Resident Project Representative @ Full-time for 32 Weeks | | | | $352,000 |
| 110 | Labor Code Compliance | | | | $34,000 |
| 111 | Special Inspections | | | | $10,000 |
| 112 | Environmental Services During Construction | | | | $5,000 |
| 113 | SCADA/Programming | | | | $100,000 |
| 114 | O&M Manuals | | | | $20,000 |
| 115 | Post Construction Services | | | | $10,000 |
| 116 | As-Built (Record) Drawings | | | | $18,000 |
| 117 | 11-Month Warranty Inspection | | | | $4,000 |
| 118 | Bridge Loan Administration | | | | $20,000 |
| 119 | Permit Compliance | | | | $10,000 |
| | | | | ***SUBTOTAL INDIRECT CONSTRUCTION COSTS*** | $1,007,000 |
| | | | | ***TOTAL INDIRECT COSTS*** | $1,711,000 |
| | | | | ***Subtotal Project Cost*** | $7,595,500 |
| | | | | ***Project Contingencies @ 10% of Project Costs*** | $760,000 |
| | | | | ***TOTAL PROJECT COST*** | ***$8,355,500*** |

1. All costs in October 2024 dollars at an ENR index of 13632.

# APPENDIX A
# CLEAR CREEK CSD
# PRELIMINARY ENGINEERING REPORT
# ALTERNATIVE 3 COST ESTIMATE

| No. | Item | Quantity | Unit | Unit Cost[1] | Total Cost |
|---|---|---|---|---|---|
| ***Construction Costs*** | | | | | |
| ***General*** | | | | | |
| 1 | Mobilization/Demobilization | 1 | LS | $25,000 | $25,000 |
| 2 | Bonds | 1 | LS | $110,000 | $110,000 |
| 3 | Submittals | 1 | LS | $10,000 | $10,000 |
| 4 | Insurance | 1 | LS | $40,000 | $40,000 |
| 5 | Cleanup | 1 | LS | $10,000 | $10,000 |
| 6 | Project Sign | 1 | LS | $2,500 | $2,500 |
| 7 | Trench Sheeting & Shoring | 1 | LS | $10,000 | $10,000 |
| 8 | Erosion Control Plan & Implementation | 1 | LS | $10,000 | $10,000 |
| | | | | ***Subtotal General Cost*** | **$218,000** |
| ***Intake Facilities*** | | | | | |
| 9 | 48" Flanged BFV | 2 | EA | $75,000 | $150,000 |
| 10 | Motor Actuator Improvements | 2 | EA | $20,000 | $40,000 |
| | | | | ***Subtotal Intake Facility Construction Cost*** | **$190,000** |
| ***Chlorination Facility*** | | | | | |
| 11 | Pre-Filter Chlorination Vault | 1 | LS | $270,000 | $270,000 |
| 12 | Post-Filter Chlorination Vault | 1 | LS | $110,000 | $110,000 |
| 13 | 24" FW Pipe Replacement | 1 | LS | $148,000 | $148,000 |
| | | | | ***Subtotal Chlorination Facility Construction Cost*** | **$528,000** |
| ***Filter Control Facility*** | | | | | |
| 14 | MCC | 1 | LS | $300,000 | $300,000 |
| 15 | Filter Breaker Panel | 1 | LS | $50,000 | $50,000 |
| 16 | Misc. Electrical & Telemetry | 1 | LS | $15,000 | $15,000 |
| 17 | Testing | 1 | LS | $5,000 | $5,000 |
| | | | | ***Subtotal Filter Control Facility Construction Cost*** | **$370,000** |
| ***Filter 1*** | | | | | |
| 18 | Testing | 1 | LS | $5,000 | $5,000 |
| 19 | Filter Electromagnetic Flow Meter | 1 | EA | $20,000 | $20,000 |
| 20 | Modify Filter Piping | 1 | LS | $160,000 | $160,000 |
| 21 | 12" Wafer BFV | 8 | EA | $3,000 | $24,000 |
| 22 | 14" Flanged BFV | 1 | EA | $3,500 | $3,500 |
| 23 | 18" Flanged BFV | 1 | EA | $5,000 | $5,000 |
| 24 | Pneumatic Actuator | 6 | EA | $5,000 | $30,000 |
| 25 | Electric Motor Actuator | 3 | EA | $10,000 | $30,000 |
| 26 | 3" Solenoid Control Valve | 3 | EA | $3,000 | $9,000 |
| 27 | New 8' x 50' Roughing Filter | 1 | EA | $250,000 | $250,000 |
| 28 | Filter Footing | 1 | LS | $30,000 | $30,000 |
| | | | | ***Subtotal Filter 1 Construction Cost*** | **$566,500** |
| ***Filter 2*** | | | | | |
| 29 | Testing | 1 | LS | $5,000 | $5,000 |
| 30 | Filter Electromagnetic Flow Meter | 1 | EA | $20,000 | $20,000 |
| 31 | Modify Filter Piping | 1 | LS | $160,000 | $160,000 |
| 32 | 12" Wafer BFV | 8 | EA | $3,000 | $24,000 |
| 33 | 14" Wafer BFV | 1 | EA | $3,500 | $3,500 |
| 34 | Pneumatic Actuator | 6 | EA | $5,000 | $30,000 |
| 35 | Electric Motor Actuator | 3 | EA | $10,000 | $30,000 |
| 36 | 3" Solenoid Control Valve | 3 | EA | $3,000 | $9,000 |
| 37 | New 8' x 50' Roughing Filter | 1 | EA | $250,000 | $250,000 |
| 38 | Filter Footing | 1 | LS | $30,000 | $30,000 |
| | | | | ***Subtotal Filter 2 Construction Cost*** | **$561,500** |
| ***Filter 3*** | | | | | |
| 39 | Testing | 1 | LS | $5,000 | $5,000 |
| 40 | Filter Electromagnetic Flow Meter | 1 | EA | $20,000 | $20,000 |
| 41 | Modify Filter Piping | 1 | LS | $160,000 | $160,000 |
| 42 | 12" Wafer BFV | 8 | EA | $3,000 | $24,000 |
| 43 | 14" Wafer BFV | 1 | EA | $3,500 | $3,500 |
| 44 | Pneumatic Actuator | 6 | EA | $5,000 | $30,000 |
| 45 | Electric Motor Actuator | 3 | EA | $10,000 | $30,000 |
| 46 | 3" Solenoid Control Valve | 3 | EA | $3,000 | $9,000 |
| 47 | New 8' x 50' Roughing Filter | 1 | EA | $250,000 | $250,000 |
| 48 | Filter Footing | 1 | LS | $30,000 | $30,000 |
| | | | | ***Subtotal Filter 3 Construction Cost*** | **$561,500** |
| ***Filter 4*** | | | | | |
| 49 | Testing | 1 | LS | $5,000 | $5,000 |
| 50 | Filter Electromagnetic Flow Meter | 1 | EA | $20,000 | $20,000 |
| 51 | Modify Filter Piping | 1 | LS | $160,000 | $160,000 |
| 52 | 12" Wafer BFV | 8 | EA | $3,000 | $24,000 |
| 53 | 14" Wafer BFV | 1 | EA | $3,500 | $3,500 |
| 54 | Pneumatic Actuator | 6 | EA | $5,000 | $30,000 |
| 55 | Electric Motor Actuator | 3 | EA | $10,000 | $30,000 |
| 56 | 3" Solenoid Control Valve | 3 | EA | $3,000 | $9,000 |
| 57 | New 8' x 50' Roughing Filter | 1 | EA | $250,000 | $250,000 |
| 58 | Filter Footing | 1 | LS | $30,000 | $30,000 |
| | | | | ***Subtotal Filter 4 Construction Cost*** | **$561,500** |

| No. | Item | Quantity | Unit | Unit Cost[1] | Total Cost |
|---|---|---|---|---|---|
| ***Filter 5*** | | | | | |
| 59 | Testing | 1 | LS | $5,000 | $5,000 |
| 60 | Filter Electromagnetic Flow Meter | 1 | EA | $25,000 | $25,000 |
| 61 | 12" Wafer BFV | 8 | EA | $3,000 | $24,000 |
| 62 | 14" Wafer BFV | 1 | EA | $3,500 | $3,500 |
| 63 | Pneumatic Actuator | 6 | EA | $5,000 | $30,000 |
| 64 | Electric Motor Actuator | 3 | EA | $10,000 | $30,000 |
| 65 | 3" Solenoid Control Valve | 3 | EA | $3,000 | $9,000 |
| 66 | Rehab Filter | 1 | LS | $300,000 | $300,000 |
| | | | | ***Subtotal Filter 5 Construction Cost*** | **$426,500** |
| ***Filter 6*** | | | | | |
| 67 | Testing | 1 | LS | $5,000 | $5,000 |
| 68 | Filter Electromagnetic Flow Meter | 1 | EA | $25,000 | $25,000 |
| 69 | 12" Wafer BFV | 8 | EA | $3,000 | $24,000 |
| 70 | 14" Wafer BFV | 1 | EA | $3,500 | $3,500 |
| 71 | Pneumatic Actuator | 6 | EA | $5,000 | $30,000 |
| 72 | Electric Motor Actuator | 3 | EA | $10,000 | $30,000 |
| 73 | 3" Solenoid Control Valve | 3 | EA | $3,000 | $9,000 |
| 74 | Rehab Filter | 1 | LS | $300,000 | $300,000 |
| | | | | ***Subtotal Filter 6 Construction Cost*** | **$426,500** |
| ***Filter 7*** | | | | | |
| 75 | Testing | 1 | LS | $5,000 | $5,000 |
| 76 | Filter Electromagnetic Flow Meter | 1 | EA | $25,000 | $25,000 |
| 77 | 12" Wafer BFV | 8 | EA | $3,000 | $24,000 |
| 78 | 14" Wafer BFV | 1 | EA | $3,500 | $3,500 |
| 79 | Pneumatic Actuator | 6 | EA | $5,000 | $30,000 |
| 80 | Electric Motor Actuator | 3 | EA | $10,000 | $30,000 |
| 81 | 3" Solenoid Control Valve | 3 | EA | $3,000 | $9,000 |
| 82 | Rehab Filter | 1 | LS | $300,000 | $300,000 |
| | | | | ***Subtotal Filter 7 Construction Cost*** | **$426,500** |
| ***Filter 8*** | | | | | |
| 83 | Testing | 1 | LS | $5,000 | $5,000 |
| 84 | Filter Electromagnetic Flow Meter | 1 | EA | $25,000 | $25,000 |
| 85 | 12" Wafer BFV | 8 | EA | $3,000 | $24,000 |
| 86 | 14" Wafer BFV | 1 | EA | $3,500 | $3,500 |
| 87 | Pneumatic Actuator | 6 | EA | $5,000 | $30,000 |
| 88 | Electric Motor Actuator | 3 | EA | $10,000 | $30,000 |
| 89 | 3" Solenoid Control Valve | 3 | EA | $3,000 | $9,000 |
| 90 | Rehab Filter | 1 | LS | $300,000 | $300,000 |
| | | | | ***Subtotal Filter 8 Construction Cost*** | **$426,500** |
| ***Filter 9*** | | | | | |
| 91 | Testing | 1 | LS | $5,000 | $5,000 |
| 92 | Filter Electromagnetic Flow Meter | 1 | EA | $20,000 | $20,000 |
| 93 | Filter Piping | 1 | LS | $160,000 | $160,000 |
| 94 | Yard Piping | 1 | LS | $95,000 | $95,000 |
| 95 | 12" Wafer BFV | 8 | EA | $3,000 | $24,000 |
| 96 | 14" Flanged BFV | 1 | EA | $3,500 | $3,500 |
| 97 | Pneumatic Actuator | 6 | EA | $5,000 | $30,000 |
| 98 | Electric Motor Actuator | 3 | EA | $10,000 | $30,000 |
| 99 | 3" Solenoid Control Valve | 3 | EA | $3,000 | $9,000 |
| 100 | New 10' x 50' Filter | 1 | EA | $300,000 | $300,000 |
| 101 | Filter Footing | 1 | LS | $30,000 | $30,000 |
| 102 | Building Expansion | 1 | LS | $240,000 | $240,000 |
| | | | | ***Subtotal Filter 9 Construction Cost*** | **$946,500** |
| ***Filter 10*** | | | | | |
| 103 | Testing | 1 | LS | $5,000 | $5,000 |
| 104 | Filter Electromagnetic Flow Meter | 1 | EA | $20,000 | $20,000 |
| 105 | Filter Piping | 1 | LS | $160,000 | $160,000 |
| 106 | Yard Piping | 1 | LS | $95,000 | $95,000 |
| 107 | 12" Wafer BFV | 8 | EA | $3,000 | $24,000 |
| 108 | 14" Flanged BFV | 1 | EA | $3,500 | $3,500 |
| 109 | Pneumatic Actuator | 6 | EA | $5,000 | $30,000 |
| 110 | Electric Motor Actuator | 3 | EA | $10,000 | $30,000 |
| 111 | 3" Solenoid Control Valve | 3 | EA | $3,000 | $9,000 |
| 112 | New 10' x 50' Filter | 1 | EA | $300,000 | $300,000 |
| 113 | Filter Footing | 1 | LS | $30,000 | $30,000 |
| 114 | Building Expansion | 1 | LS | $240,000 | $240,000 |
| | | | | ***Subtotal Filter 10 Construction Cost*** | **$946,500** |
| ***Filter 11*** | | | | | |
| 115 | Testing | 1 | LS | $5,000 | $5,000 |
| 116 | Filter Electromagnetic Flow Meter | 1 | EA | $20,000 | $20,000 |
| 117 | Filter Piping | 1 | LS | $160,000 | $160,000 |
| 118 | Yard Piping | 1 | LS | $95,000 | $95,000 |
| 119 | 12" Wafer BFV | 8 | EA | $3,000 | $24,000 |
| 120 | 14" Flanged BFV | 1 | EA | $3,500 | $3,500 |
| 121 | Pneumatic Actuator | 6 | EA | $5,000 | $30,000 |
| 122 | Electric Motor Actuator | 3 | EA | $10,000 | $30,000 |
| 123 | 3" Solenoid Control Valve | 3 | EA | $3,000 | $9,000 |
| 124 | New 10' x 50' Filter | 1 | EA | $300,000 | $300,000 |
| 125 | Filter Footing | 1 | LS | $30,000 | $30,000 |
| 126 | Building Expansion | 1 | LS | $240,000 | $240,000 |
| | | | | ***Subtotal Filter 11 Construction Cost*** | **$946,500** |
| | | | | ***SUBTOTAL CONSTRUCTION COSTS*** | $8,102,500 |

| No. | Item | Quantity | Unit | Unit Cost[1] | Total Cost |
|---|---|---|---|---|---|
| ***Indirect Design Costs*** | | | | | |
| 127 | Funding Administration | | | | $30,000 |
| 128 | Administration & Legal | | | | $10,000 |
| 129 | Project Administration | | | | $60,000 |
| 130 | Design | | | | $649,000 |
| 131 | Hazard Assessment (demolition) | | | | $5,000 |
| 132 | Environmental - CEQA Categorical Exemption | | | | $10,000 |
| 133 | Permits | | | | $10,000 |
| | ***SUBTOTAL INDIRECT DESIGN COSTS*** | | | | $774,000 |
| ***Indirect Construction Costs*** | | | | | |
| 134 | Funding Administration | | | | $30,000 |
| 135 | Project Administration | | | | $60,000 |
| 136 | Bidding, Contract Award & Execution Services | | | | $30,000 |
| 137 | Construction Engineering Services | | | | $396,000 |
| 138 | Resident Project Representative @ Full-time for 32 Weeks | | | | $450,000 |
| 139 | Labor Code Compliance | | | | $43,000 |
| 140 | Special Inspections | | | | $10,000 |
| 141 | Environmental Services During Construction | | | | $5,000 |
| 142 | SCADA/Programming | | | | $100,000 |
| 143 | O&M Manuals | | | | $20,000 |
| 144 | Post Construction Services | | | | $10,000 |
| 145 | As-Built (Record) Drawings | | | | $20,000 |
| 146 | 11-Month Warranty Inspection | | | | $4,000 |
| 147 | Bridge Loan Administration | | | | $20,000 |
| 148 | Permit Compliance | | | | $10,000 |
| | ***SUBTOTAL INDIRECT CONSTRUCTION COSTS*** | | | | $1,178,000 |
| | ***TOTAL INDIRECT COSTS*** | | | | $10,054,500 |
| | ***Subtotal Project Cost*** | | | | $10,828,500 |
| | ***Project Contingencies @ 10% of Project Costs*** | | | | $1,083,000 |
| | ***TOTAL PROJECT COST*** | | | | ***$11,911,500*** |

1. All costs in October 2024 dollars at an ENR index of 13632.

PACE ENGINEERING

5155 VENTURE PARKWAY
REDDING, CA 96002
(530) 244-0202

# TECHNICAL MEMORANDUM

**TO:** Bill Palmaymesa, Chief Plant Operator
Clear Creek Community Services District
bill.palmaymesa@clearcreekcsd.org

**FROM:** Steven Wilson, SE, Senior Engineer SW

**DATE:** July 1, 2025

**JOB NO.:** 104.69

**SUBJECT:** 1 MG Storage Tank Evaluation


7/1/25

Pursuant to your request, I visited the subject tank on January 15, 2025. The purpose of my site visit was to observe the existing tank conditions, particularly the conditions of the interior coating and structural framing, and determine deficiencies. Several photographs were taken during my visit, which are referenced within and attached to this memorandum.

## INTRODUCTION AND BACKGROUND

The subject tank is welded carbon steel and, according to the shell nameplate, was constructed in 1976 by Pittsburgh-Des Moines Steel Company (Photo 1). Additionally, the nameplate indicates the tank is 70 feet diameter by 33 feet tall with a storage capacity of 1,000,000 gallons. The 1-million-gallon (MG) storage tank is located approximately 2,000 feet downstream of the water treatment plant (WTP) within the Whiskeytown National Recreation Area. The tank serves primarily to control the WTP by providing approximately 0.5 MG of flow equalization storage as the filter trains cycle on and off depending on the water surface elevation of the tank. In addition, the tank provides approximately 0.5 MG of emergency storage to keep the Muletown Conduit full and to potentially supply Centerville Community Services District in the event of a shutdown at the WTP.

The tank has a knuckled roof, two exterior shell manways, one exterior caged ladder, one interior caged ladder, one rooftop hatch, one rooftop center vent, 24-inch common inlet/outlet pipe, 12-inch overflow pipe, and an 8-inch drainpipe. Based on a review of the existing drawings referenced below, the 33-foot height indicated on the nameplate is assumed to be the shell height to the bottom of the roof knuckle. The top of the overflow pipe is 35 feet above the tank floor. Refer to Photos 14, 32, and 35.

## DOCUMENTS REVIEWED

The following documents were reviewed as part of this evaluation:

1. Basic Visual Inspection Report, prepared by Superior Tank Solutions, Inc., dated February 9, 2024.
2. AWWA Standard D100-21, Welded Carbon Steel Tanks for Water Storage, 2021.
3. ASCE 7-16, Minimum Design Loads and Associated Criteria for Buildings and Other Structures.
4. Clear Creek CSD Master Water Plan, prepared by PACE Civil, Inc. (PACE), dated December 2007.
5. Clear Creek CSD Master Water Plan, prepared by PACE Engineering, Inc. (PACE), dated December 1997.
6. Clear Creek CSD Water Improvement Project drawings prepared by CH2M Hill, dated September 1975: Tank Site Plan (Sheet 14), Tank Piping Details (Sheet 15), and Tank Details (Sheet 16).

At the time of preparation of this memorandum, Clear Creek Community Services District (District) was unable to locate and provide the as-built fabrication/shop drawings for the steel tank.

## OBSERVATIONS

My site visit consisted of the following:

1. I performed a walk around the tank exterior to observe for signs of structural distress. Additionally, I recorded side shell thickness of the first and second rings from the tank bottom using an ultrasonic thickness gauge. The average shell thicknesses of the first and second rings were determined to be 0.3 inches and 0.28 inches, respectively. The exposed tank bottom plate was measured to be 0.28 inches thick.
2. I accessed the tank roof by way of the exterior tank ladder and performed a visual observation of the roof surface. Additionally, I recorded tank roof plate thickness using an ultrasonic thickness gauge; the average thickness was measured to be 0.21 inches.
3. I accessed the tank interior by way of the existing manways. The tank was drained, but puddles of water remained throughout the tank floor. Equipment (rubber boots) was disinfected by District staff prior to tank entry.

### TANK EXTERIOR

The tank exterior has a rusted steel surface and was fabricated in five ring sections up to the knuckled-shell-to-roof transition (Photos 2 through 4). The bottom ring appears to have been cleaned and/or coated at some point in the past, as the surface contrasts with the remainder of the tank. It shall be noted that the existing tank was constructed of weathering steel, often referred to as Cor-ten steel. This type of steel is allowed to rust, which then passivates the steel from further corrosion. Cor-ten steel was designed for atmospheric exposure and, therefore, the tank exterior was never coated. The rusted appearance was intended and is not a sign of coating failure. There were no visible cracks or leaks in the tank shell. The grout pack between

the tank floor plate and the top of the footing was observed to be cracking/spalling in numerous areas around the tank perimeter.

The tank ladder appeared structurally sound with no visible deficiencies. It shall be noted that the existing ladder was not fully checked for compliance with current OSHA/Cal OSHA requirements. A further item to be aware of is that all ladders installed after November 19, 2018, require a ladder fall-arrest system. This generally consists of a ladder safety rail that can be used to attach proper fall-arrest equipment for ascending/descending the tank ladder. OSHA currently allows existing fixed ladders with cages to be used without a ladder fall-arrest system if they were installed prior to the above date.

The rooftop hatch was observed to be missing gasket material that would ensure adequate sealing when closed. The center vent was observed to have insect and rodent/bird screens installed.

TANK INTERIOR

The tank roof was observed to be supported by 30 radial steel wide-flange-shape rafters supported by one approximately 10-inch-diameter steel center column. The tank interior was originally coated with a coal tar lining. It is believed that the current coating is original to the tank construction and is approaching 50 years old. The lining on the walls, floor, center column, and overflow pipe were observed to be in fair to good condition and still providing corrosion protection to the steel. However, the coating on the roof rafters, center column hat plate, ceiling, and walls above the water line has failed, exposing large portions of these elements to corrosion. Additionally, numerous corrosion tubercles and pitting were observed on the tank floor (approximately 20 per quadrant, approximately 80 total). A corrosion tubercle (Photo 10) is a rounded protrusion where corrosion byproducts accumulate and create a cap over a localized region of metal loss. Scraping of the larger tubercles revealed pitting in the floor plate. Pitting was observed to be on the range of 1/8 to 1/4 inches deep. If unattended to, these corrosion pits will eventually create holes in the floor plate leading to water leaking from the tank.

In reviewing the 2007 Master Water Plan prepared by PACE, it was noted that in February 2007, the interior walls and floor were inspected by PACE and District staff. At that time, it was noted that the coal tar lining had failed on the ceiling and roof rafters and that the floor, walls, and appurtenances had a number of rust tubercles visible. It was recommended at that time that the tank interior be completely recoated to prevent further corrosion of the roof members. Eighteen years later, the conditions observed in 2007 have further worsened.

Due to limited access from within the tank, I was only able to gain up-close access to the roof rafters from the interior ladder landing beneath the roof hatch. Rafters within this vicinity were observed to be suffering from coating failure and active corrosion (Photos 38 through 44). Additionally, areas of steel delamination (Photos 20 and 40) were observed, indicating severe corrosion and material loss.

Although I was unable to completely view all rafters up close, I feel that those viewed from the interior ladder are telling of the active corrosion that is occurring on the roof rafters throughout the tank. Additionally, corrosion loss is expected at the center column cap plate support. This area was not accessible at the time of my observations. The center column itself as viewed from the tank floor appears in good condition with very minimal coating failure or corrosion observed.

## STRUCTURAL EVALUATION

A seismic analysis of the tank was performed in accordance with the AWWA D100-21, Welded Carbon Steel Tanks for Water Storage, and ASCE 7-16, Minimum Design Loads and Associated Criteria for Buildings and Other Structures. Current geotechnical data for the project site is unavailable; therefore, to determine the design earthquake ground accelerations, seismic Site Class D was assumed as allowed by the above-referenced standards. Using a max water surface (MWS) of 35 feet (height from floor to lip of overflow pipe) based on the existing drawings, the seismic analysis has revealed the following deficiencies with the tank:

1. The tank is unstable against current design seismic uplift forces. This could result in the tank wall and floor lifting and shifting off its supporting foundation during a seismic event.
2. The tank shell thickness is not sufficient for resisting current seismic design hydrodynamic forces. This could result in the tank shell becoming overstressed, causing it to yield (deform), resulting in a partial or full collapse of the tank.
3. Insufficient freeboard. Current seismic design requires a minimum freeboard between the MWS and roof framing to allow for a seismic sloshing wave. Insufficient freeboard can put the tank at risk of collapse in the event a sloshing wave occurs and exerts damaging forces on the roof framing. The existing freeboard is estimated to be less than 12 inches, whereas the minimum required calculated freeboard is 7 feet 4 inches.

To ensure the tank is stable against earthquake forces, the MWS would need to be lowered by a minimum of 12 feet to an elevation of 1,148 feet, based on a design MWS elevation of 1,160 feet as indicated on the existing drawings. This would equate to a maximum water depth of 23 feet within the tank. Limiting the water to this depth would allow the tank shell compression and hydrodynamic tensile stresses to stay below their maximum allowable when subject to design level earthquake forces.

Due to limited access to the roof framing and corrosion swelling/delamination where access was obtained from the interior ladder, accurate measurements of the rafters were not obtained. Additionally, since as-built fabrication drawings indicating the existing rafter sizes were not provided by the District, the existing rafters were not analyzed for current design loads. If further rafter assessment/analysis is required, access could obtained by performing a floating inspection with the tank while it is filled with water. It is unlikely that the original rafters were designed to include a corrosion allowance to account for future material loss. If existing drawings do become available, the rafters' as-built design capacity could be checked for comparison to their present capacity based on estimated corrosion loss.

## CONCLUSIONS AND RECOMMENDATIONS

The existing interior coating has failed above the water surface, and the structural rafters have noticeable active corrosion that is threatening the structural integrity of the tank. If left ignored, the corrosion will continue to worsen and could lead to a failure of the roof or complete collapse of the tank. Additionally, numerous coating failures and corrosion pits were identified on the tank floor. If these areas are left ignored, the tank will develop leaks that will saturate the supporting soil and could lead to settlement of the tank and foundation.

The following items are recommended for this tank:

TANK EXTERIOR

1. Install additional roof vents to improve venting of moist humid air from within the rafter space.
2. Install a ladder-climb safety rail to improve worker safety when climbing the tank.
3. Install a self-closing access gate at the top of the ladder to improve worker safety when on top of the tank.
4. Install gasket material between the steel mating surfaces on the roof hatch to improve sealing of the roof hatch from exterior sources of contamination.

TANK INTERIOR

1. Plan for complete replacement of all roof rafters.
2. Repair all portions of the floor and wall where loss of steel thickness exceeds 1/8 inch. Repairs can be accomplished by welding or filling with Belzona 1111 Super Metal product prior to recoating.
3. Complete blast and recoat of the tank interior using an NSF 61/600 certified epoxy coating system.
4. Remove and replace the interior ladder.

GENERAL

1. Consider changing the tank operating parameters to lower the MWS by 12 feet to minimize risk of seismic damage or tank failure during an earthquake event.

Alternatively to repairing and recoating the existing tank, the District may choose to replace the tank in its entirety with a new welded steel tank.

Project cost estimates were prepared for repairing and recoating of the existing tank and construction of a new welded steel tank. Table 1 below summarizes the costs for each estimate. Refer to Attachments 1 and 2 for the detailed breakdown of each estimate. The Engineering News Record Construction Cost Index (ENR CCI) has shown an average annual yearly increase of 3.3% over the last 10 years and 3.9% over the last 5 years. The exact rate of future inflation increases is unknown; however, for our estimating purposes, an annual increase of 4% per year over the next three years has been assumed, with costs forecasted to June 2028. Additionally, the construction costs include a 15% contingency, and we have assumed

engineering design and construction management services at 20% of construction costs. Lastly, the construction cost for a new tank assumes the same diameter tank to be constructed on the existing foundation. Seismic stability requirements would be met with increased shell and bottom annular ring thicknesses, eliminating the need for an anchored tank. If the District decides to construct a larger tank or increase the operating water surface elevation, a new foundation would be required, and the costs would be more than shown.

**Table 1 – Summary of Project Cost Estimates**

| Project | Probable Construction Cost | Total Project Cost |
|---|---|---|
| Repair and Recoat Existing 1 MG Tank | $777,000 | $932,400 |
| Demo Existing Tank and Construct New 1 MG Tank | $2,567,000 | $3,165,000 |

The District should prioritize either the repair or replacement of this tank in the near future. As previously mentioned, PACE had recommended in 2007 that the tank interior be completely recoated to mitigate corrosion of the roof framing. Over the last eighteen years, the tank coating has continued to deteriorate and corrosion in the roof rafters has continued to worsen. It is critical that the condition of the tank and ongoing rafter-corrosion issues not be ignored. Ignoring these issues could lead to a potential roof framing failure or complete collapse of the tank.

## LIMITATIONS

This memorandum does not express or imply any warranty of the structure by PACE but only addresses the condition of the portion investigated, which was readily accessible and observable at the time of observation. It should be clearly understood that this memorandum is based on limited visual observations, and there is no claim, either stated or implied, that all conditions were observed. We reserve the right to amend this report if further observations, measurements, sampling, or testing is performed. This memorandum does not address any other portions of the structure than those mentioned herein.

## ATTACHMENTS

1. 1 MG Tank Repair and Recoat Project – Preliminary Opinion of Probable Project Cost
2. 1 MG Tank Replacement Project – Preliminary Opinion of Probable Project Cost
3. Photo Pages 1 through 12

# ATTACHMENT 1

Job No.: 104.69
By:SW

**CLEAR CREEK COMMUNITY SERVICES DISTRICT**
**1 MG TANK REPAIR AND RECOAT PROJECT**
**PRELIMINARY OPINION OF PROBABLE PROJECT COST**
**June 27, 2025**

| NO. | DESCRIPTION | QTY | UNIT | UNIT COST | TOTAL COST |
|---|---|---|---|---|---|
| **Rafter Demolition and Replacement** | | | | | |
| 1 | Cut access door at tank wall for rafter install | 1 | LS | $3,000 | $3,000 |
| 2 | New steel rafters (material cost, assuming W12x22s) | 38 | EA | $1,500 | $57,000 |
| 3 | Remove and replace existing rafters (labor) | 1 | LS | $45,000 | $45,000 |
| 4 | Equipment (hoisting, man-lifts, ventilation, safety equipment, etc.) | 1 | LS | $15,000 | $15,000 |
| 5 | Welding repairs | 1 | LS | $10,000 | $10,000 |
| 6 | Coat rafter tops prior to install | 439 | SF | $20 | $8,778 |
| 7 | Caulk rafter seams | 2,660 | LF | $2 | $5,320 |
| **Floor and Wall Corrosion Pit Rehab** | | | | | |
| 8 | Additional surface grinding and application of Belzona 1111 | 40 | HR | $80 | $3,200 |
| 9 | Materials | 1 | LS | $2,000 | $2,000 |
| 10 | Welding repairs | 1 | LS | $10,000 | $10,000 |
| **Interior Tank Coating** | | | | | |
| 11 | Blast and recoat floor | 3,849 | SF | $20 | $76,980 |
| 12 | Blast and recoat shell | 7,917 | SF | $20 | $158,340 |
| 13 | Blast and recoat ceiling | 3,849 | SF | $20 | $76,980 |
| **Additional Improvements** | | | | | |
| 14 | Install additional roof vents | 4 | EA | $4,000 | $16,000 |
| 15 | Replace existing interior ladder and landings | 1 | EA | $25,000 | $25,000 |
| 16 | Install fall-arrest features at existing ladder | 1 | EA | $5,000 | $5,000 |
| **Miscellaneous** | | | | | |
| 17 | Mobilization/Demobilization | 1 | LS | $15,000 | $15,000 |
| 18 | Temporary construction fencing | 1 | LS | $800 | $800 |
| 19 | Tank disinfection | 1 | LS | $5,000 | $5,000 |
| 20 | Portable restroom rental | 1 | LS | $500 | $500 |
| | | | | Construction Cost Subtotal: | $538,900 |
| | | | | General Contractor Profit/Overhead at 10%: | $53,900 |
| | | | | Bonds and Insurance at 1.5%: | $8,100 |
| | | | | Construction Cost Subtotal: | $600,900 |
| | | | | Contingency at 15%: | $90,100 |
| | | | | Subtotal Construction Cost in June 2025 Dollars: | $691,000 |
| | | | | Inflation to June 2028 Dollars at 4% per year (3 years): | $86,000 |
| | | | | Total Construction Cost (June 2028 Dollars): | $777,000 |
| | | | | Indirect Costs | |
| | | | | Engineering and Construction Management @ 20%: | $155,400 |
| | | | | Total Indirect Costs: | $155,400 |
| | | | | **TOTAL ESTIMATED PROJECT COST (June 2028 Dollars):** | **$932,400** |

# ATTACHMENT 2

Job No.: 104.69
By:SW

**CLEAR CREEK COMMUNITY SERVICES DISTRICT**
**1 MG TANK REPLACEMENT PROJECT**
**PRELIMINARY OPINION OF PROBABLE PROJECT COST**
**June 27, 2025**

| NO. | DESCRIPTION | QTY | UNIT | UNIT COST | TOTAL COST |
|---|---|---|---|---|---|
| **Construct New 1 MG Tank** | | | | | |
| 1 | Demolish and remove existing tank (foundation to remain) | 1 | LS | $50,000 | $50,000 |
| 2 | Prepare existing piping for connection to new tank | 1 | LS | $15,000 | $15,000 |
| 3 | New welded steel piping within tank | 1 | LS | $20,000 | $20,000 |
| 4 | Tank subgrade preparation and lime treatment | 3,900 | SF | $2 | $7,800 |
| 5 | Tank erection and coating | 1 | LS | $1,500,000 | $1,500,000 |
| 6 | Tank electrical and controls | 1 | LS | $100,000 | $100,000 |
| 7 | Temporary construction fencing | 1 | LS | $5,000 | $5,000 |
| 8 | Tank disinfection | 1 | LS | $5,000 | $5,000 |
| 9 | Portable restroom rental | 1 | LS | $2,000 | $2,000 |
| 10 | Mobilization/Demobilization | 1 | LS | $20,000 | $20,000 |
| 11 | Clean up, testing, submittals, and equipment manuals | 1 | LS | $30,000 | $30,000 |
| 12 | Miscellaneous | 1 | LS | $25,000 | $25,000 |
| | | | | Construction Cost Subtotal: | $1,779,800 |
| | | | | General Contractor Profit/Overhead at 10%: | $178,000 |
| | | | | Bonds and Insurance at 1.5%: | $26,700 |
| | | | | Construction Cost Subtotal: | $1,984,500 |
| | | | | Contingency at 15%: | $297,700 |
| | | | | Subtotal Construction Cost in 2025 Dollars: | $2,282,200 |
| | | | | Inflation to June 2028 Dollars at 4% per year (3 years): | $285,000 |
| | | | | Total Construction Cost (June 2028 Dollars): | $2,567,000 |
| | | | | Indirect Costs | |
| | | | | Environmental: | $60,000 |
| | | | | Permitting: | $25,000 |
| | | | | Engineering and Construction Management @ 20%: | $513,400 |
| | | | | Total Indirect Costs: | $598,400 |
| | | | | **TOTAL ESTIMATED PROJECT COST (June 2028 Dollars):** | **$3,165,000** |

# ATTACHMENT 3


Photo 1 – Tank nameplate: Pittsburgh-Des Moines Steel Company; 70’ DIA X 33’; 1,000,000 GAL; Contract No. 36381; Year Erected: 1976

Photo 2 – Tank exterior

Photo 3 – Manway

Photo 4 – Exterior ladder

Photo 5 – Exposed tank footing

Photo 6 – Inlet/Outlet piping altitude and check valves

Photo 7 – Exterior ladder and guardrail at tank roof

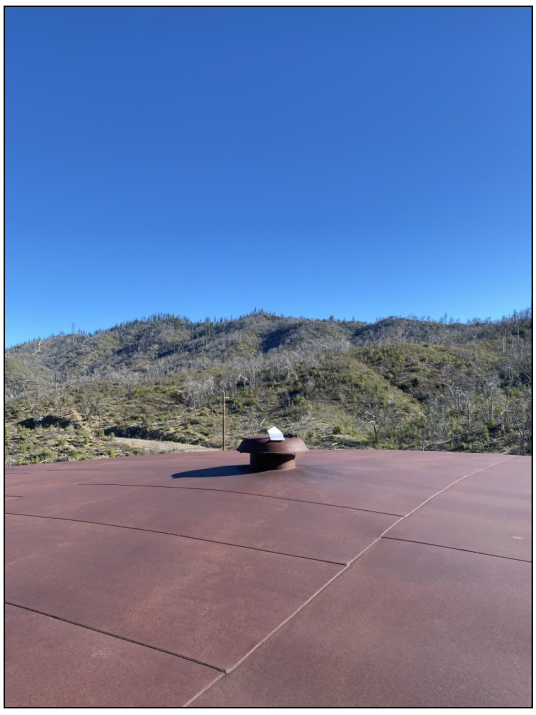

Photo 8 – Tank roof vent

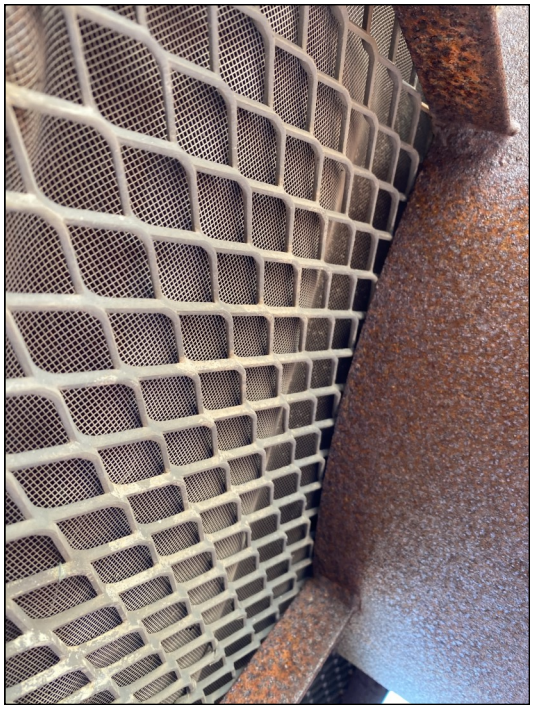

Photo 9 – Tank vent underside screen

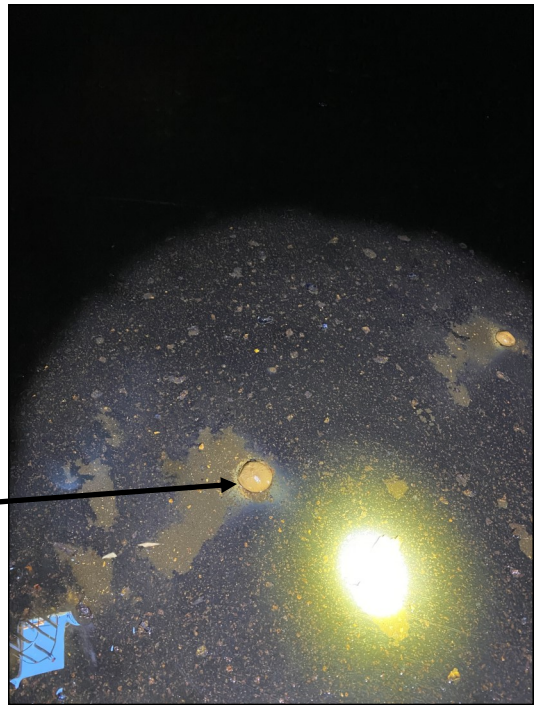


Photo 10 – Tank floor plate and corrosion tubercles

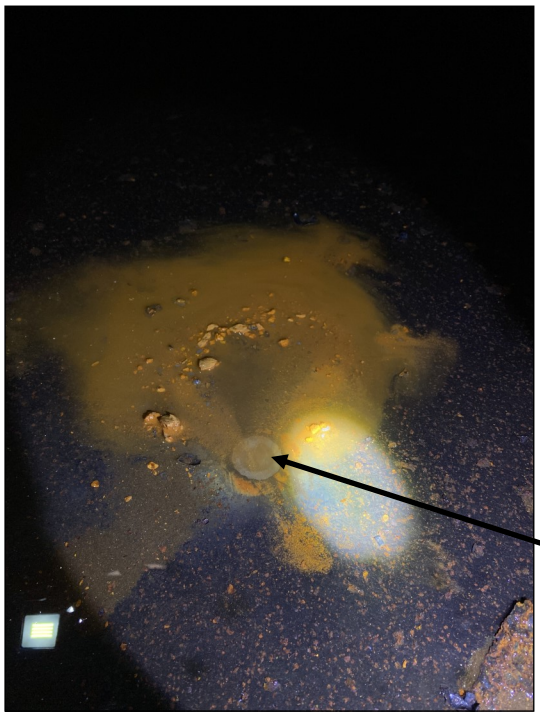


Photo 11 – Tank floor corrosion pit

Photo 12 – Tank floor corrosion pit


Photo 13 – Tank floor and failed coating flakes from roof rafters

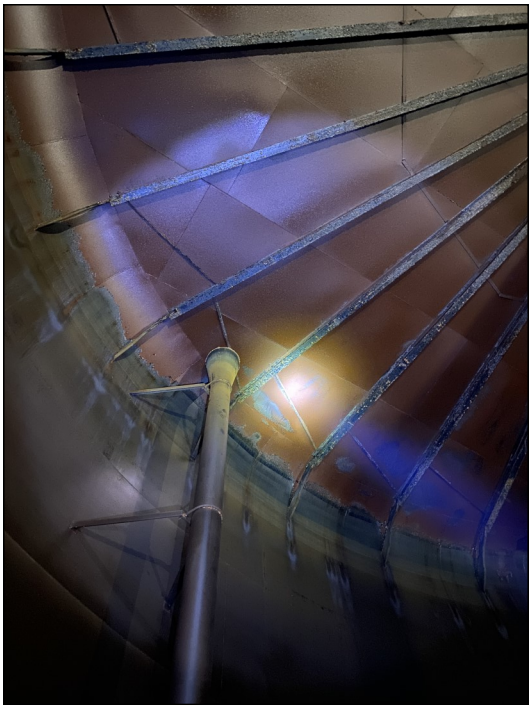

Photo 14 – Overflow pipe

Photo 15 – Center column

Photo 16 – Floor plate

Photo 17 – Center column bottom

Photo 18 – Center column bottom

Photo 19 – Center column top

Photo 20 – Delaminated

corroded steel from roof rafter

Photo 21 – Tank floor corrosion pit

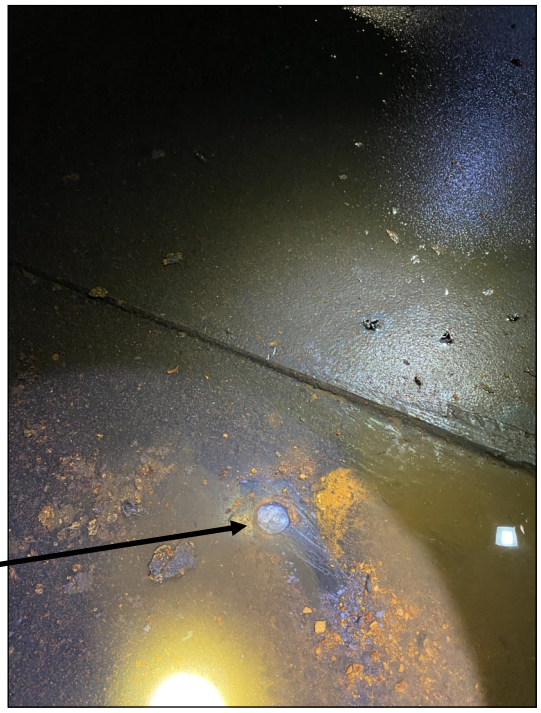


Photo 22 – Tank floor corrosion pit

Photo 23 – Corrosion pitting at wall plate weld seam

Photo 24 – Altitude valve control piping

Photo 25 – Tank inlet/outlet

Photo 26 – Tank drain outlet


Photo 27 – Overflow pipe bracing with rust tubercles

Photo 28 – Tank floor corrosion pit

Photo 29 – Corroded bolt at interior manway support

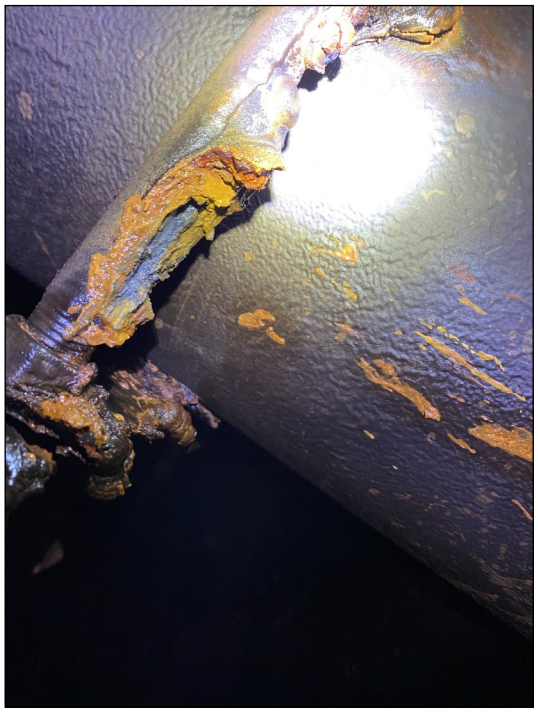

Photo 30 – Corrosion at interior manway support

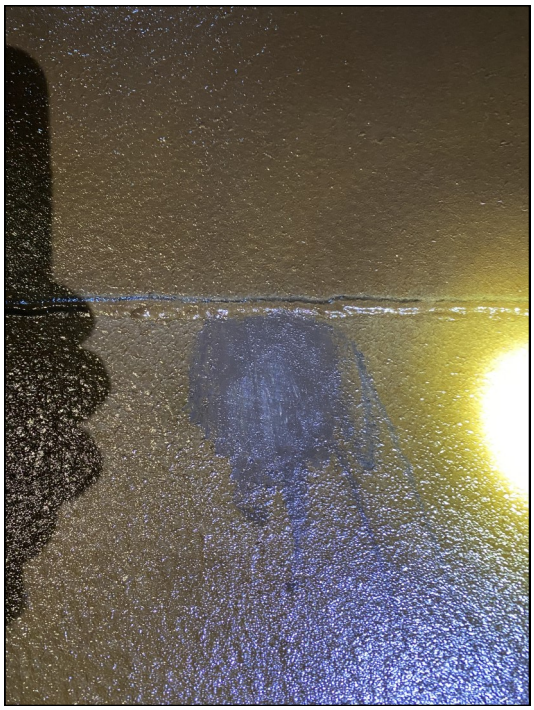

Photo 31 – Tank floor coating

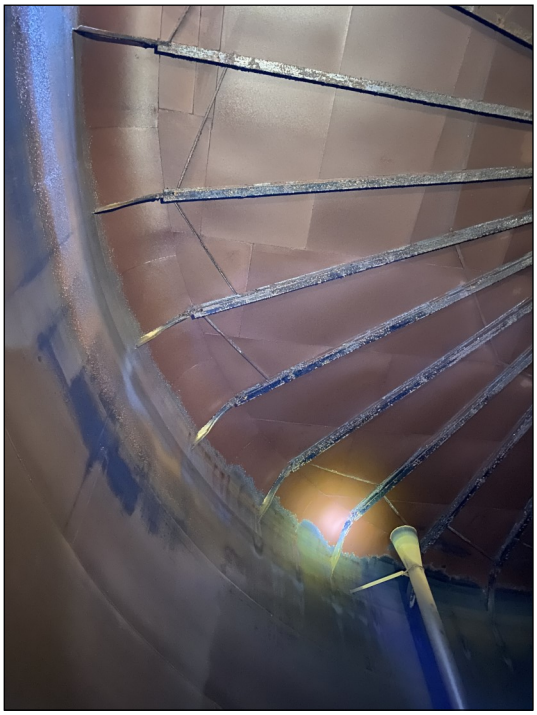

Photo 32 – Roof rafters at knuckle

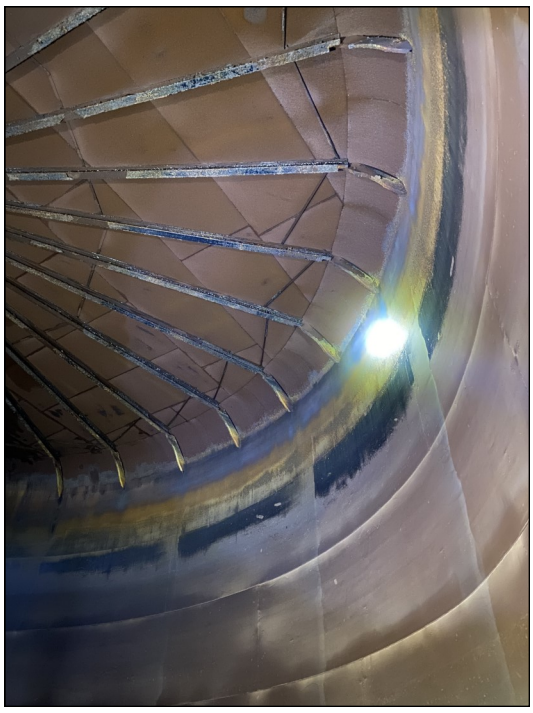

Photo 33 – Roof rafters at knuckle

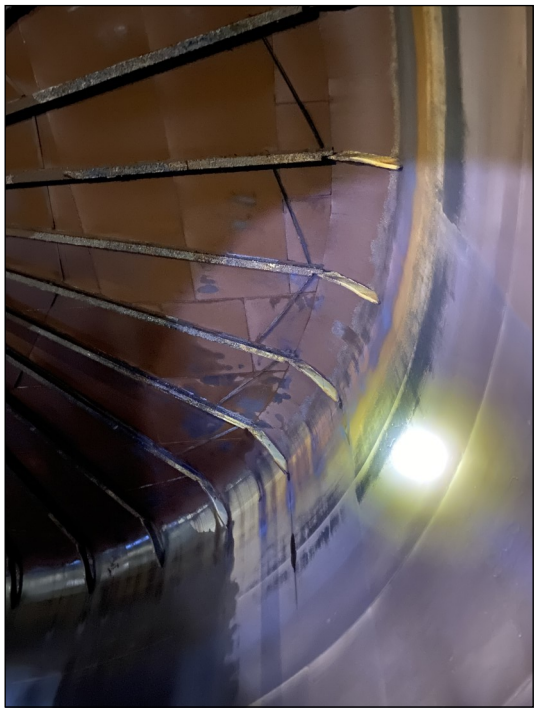

Photo 34 – Roof rafters at knuckle

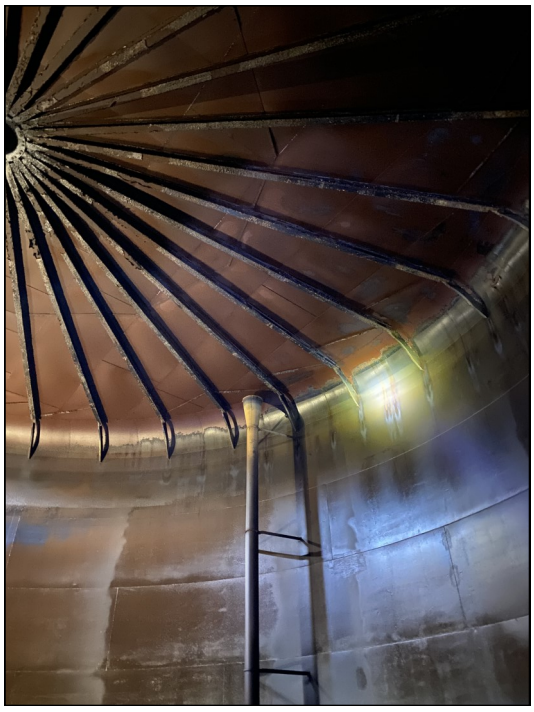

Photo 35 – Roof rafters at knuckle and overflow pipe

Photo 36 – Tank wall coating

Photo 37 – Interior tank ladder

Photo 38 – Failed coating and corrosion at rafter

Photo 39 – Failed coating and corrosion at rafter

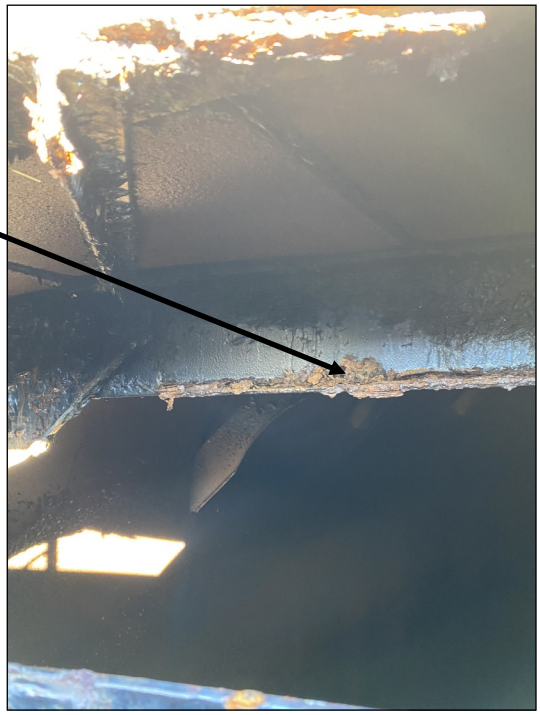


Photo 40 – Rafter corrosion and steel delamination

Photo 41 – Failed coating and corrosion at rafter

Photo 42 – Failed coating and corrosion at rafter near roof hatch

Photo 43 – Failed coating and corrosion at rafter

Photo 44 – Failed coating and corrosion at rafter

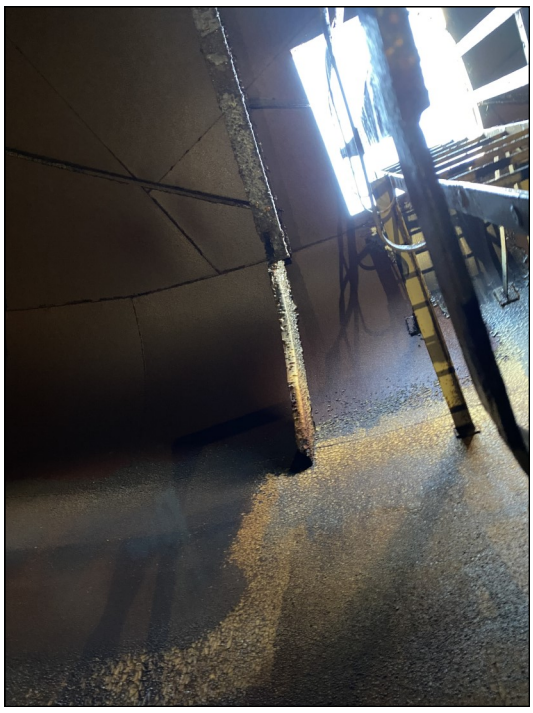

Photo 45 – Looking up at the roof hatch and interior tank ladder

Photo 46 – Center column viewed from interior ladder

Photo 47 – Center column

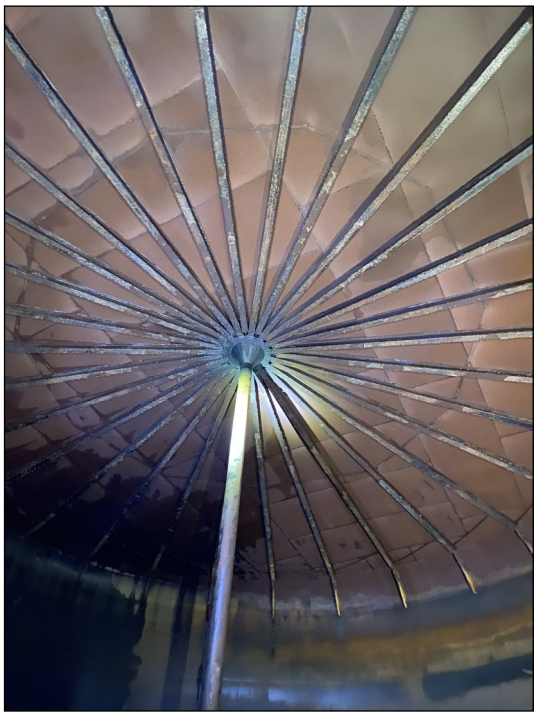

Photo 48 – Center column

5880 Oak Street, Anderson, CA 96007
Phone: (530) 357-2121 cccsd@clearcreekcsd.org

**MEMO**

**Date:** May 20, 2026
**To:** Board of Directors
**From:** General Manager – Dale Mancino
**Re: 10 – Will Serve Letter Fee** (Discussion)

## BACKGROUND

Discussion regarding clarification of the current language contained within the District's Schedule of Rates and Fees related to Permit and Will Serve Letter charges.

## DISCUSSION

The current Schedule of Rates and Fees lists a charge of $108 per hour for Permit and Will Serve Letters. Discussion will take place regarding possible clarification of the fee language and how charges should be applied when staff time does not equal an exact hourly increment.

The Board may discuss whether additional clarification or revised wording is needed to ensure consistency in application of the fee schedule.

## RECOMMENDATION

Discussion only; provide direction to staff as appropriate.

5880 Oak Street, Anderson, CA 96007
Phone: (530) 357-2121 cccsd@clearcreekcsd.org

**MEMO**

**Date:** May 20, 2026
**To:** Board of Directors
**From:** General Manager – Dale Mancino
**Re: 11 – After Hours Call Out Charges** (Discussion)

## BACKGROUND

The District's current Rules and Regulations Policy does not specifically address fees associated with after-hours requests for staff to shut off or restore customer water service at the meter.

Current District practice has been that when customers contact the District after hours due to a water leak or break, no fee is charged for staff response to shut off the meter. This practice has been followed to discourage customers from attempting to operate District meters themselves.

For non-emergency after-hours requests, such as customer projects or repairs not involving an active leak or break, the current practice has been to charge a $50 fee for shutting off the meter and a $50 fee for restoring service. These practices are operational in nature and are not currently included in District policy or the Schedule of Rates and Fees.

Staff notes that within the last year, there have been no after-hours customer call-outs for non-emergency shut-offs.

## DISCUSSION

The Board will discuss whether the District's Rules and Regulations Policy and Schedule of Rates and Fees should be updated to formally address after-hours water meter shut-off requests and related charges.

Discussion may include:

- Clarifying the distinction between emergency and non-emergency after-hours service requests
- Whether emergency shut-offs related to active leaks or breaks should remain exempt from fees
- Whether fees for non-emergency after-hours shut-offs and restorations should be updated

The Board has expressed interest in discussing a proposed fee structure of:

- $100 for after-hours meter shut-off
- $100 for after-hours meter restoration

## RECOMMENDATION

Discussion only; provide direction to staff as appropriate.

## ATTACHMENT

- CCCSD Rules and Regulations Policy

# RULES AND REGULATIONS FOR WATER SERVICE POLICY

**Date Approved**: November 19, 2025

**Approved By**: Dale Mancino, General Manager, Board of Directors

# ARTICLE 1

## 1.1 GENERAL

Unless otherwise approved by the Clear Creek Community Service District (CCCSD) Board of Directors (BOD), all water services shall be made in accordance with these Rules and Regulations for Water Service. Any and all previous Rules and Regulations for Water Service and practices in conflict with These Rules and Regulations are hereby rescinded.

# ARTICLE II

## 2.1 CCCSD STRUCTURE AND AUTHORITY

a. The Board of Directors is the Governing Body of the district. All changes, modifications or amendments of these Rules and Regulations shall emanate from that body.

b. The General Manager (GM) of the district shall be responsible for all operations of the district, subject to and under the direction of the Board of Directors. Any complaints shall be made directly to the GM for resolution. Complaints not resolved by the GM may be forwarded to the Board of Directors, if necessary. All decisions by the Board of Directors are final.

c. The Board of Directors delegates to the GM the authority and duty to enforce and uphold the provisions of these Rules and Regulations, to make determinations, as necessary in circumstances which may not be provided for herein.

# ARTICLE III

## 3.1 SUBDIVISIONS AND MISCELLANEOUS LINE EXTENSIONS

a. Any land within or out of the district's jurisdictional boundary in one ownership, divided or contemplated to be divided, whether immediate or future shall be considered as a subdivision or subdivided lands, hereinafter call a subdivision.

b. Developers of subdivisions entirely within the district's jurisdictional boundary shall request a conditional will serve letter from the district prior to submitting plans to the county and will receive a copy of the district's construction standards. Once plans are approved by the county the developer shall present to the district three (3) sets of plans for the proposed pipelines, along with lot

engineering and inspection fees as determined by the Board of Directors and adjusted from time to time. If construction plans are approved, one set will be returned to the developer bearing the signature of the GM.

c. Developers of subdivisions outside the district's jurisdictional boundary shall request that the district act as lead agency on behalf of the developer to the LAFCO to request inclusion of property into the district's boundary prior to submission of any development plans. The developer is responsible for all fees associated with the annexation process.

d. Construction must begin within 180 days after approval of the plans and specifications. In the event of a delay beyond 180 days the developer must request an extension of the will serve letter, prior to expiration, in accordance with Article III, 3.01, b.

e. All water mains and service lines within subdivisions required to provide water service to such lands, or the lots within a subdivision, shall be installed at the expense of the owner and/or developer and such lines, with all necessary rights-of-way or easements, and three (3) sets of as- built drawings acceptable to the district, shall be conveyed to the district prior to delivery of any water.

f. All water main extensions to any subdivision or individual parcel shall be installed only by a licensed contractor or the district. Upon completion and acceptance by the district, it shall become the property of the district. Contractors shall provide proof of liability insurance in the aggregate of $3,000,000 and provide bonding or cash deposit as required, including a maintenance warranty for a period of one year from the time of acceptance. At the end of the one-year warranty period, the owner and/or developer must submit to the Board of Directors, in writing, a letter of dedication of the facilities to the district. The item will be discussed, and a decision of acceptance shall be made during a regularly scheduled public meeting of the district.

g. All such water mains shall be of the size, gauge, and quality as specified by the district and shall be installed in accordance with the requirements of the district and shall meet or exceed standards set forth by AWWA.

h. The water main size shall be determined by the district, and in no event will be smaller than six inches in diameter, a size adequate to provide fire protection.

i. All service lines shall be marked for identification with the letter "W" when curbs and gutters are installed.

j. In the event the installation of water main, service lines or other facilities operation and maintenance must be conveyed to the district with year-round access.

k. Developers requesting any other services be provided or administered by the district such as wastewater management, parks and recreation, street lighting, etc. for a development must apply in writing to the Board of Directors stating the services requested and the proposed funding for those services. These requests will be considered on a case-by-case basis.

## ARTICLE IV

### 4.1 WATER METERS

a. Application for service: All new customers shall apply for service by filling out a customer application, supplied by the district, and make required deposits for said service. Not more than one parcel shall be served by one meter. All water meters will be located only in an easement on the parcel that it will serve.

b. For properties that have Additional Dwelling Units (ADU) and only one (1) meter serving all dwellings, the District requires that the Monthly Base Rate be paid for each dwelling on the premises. A separate line with the installation of a District approved shut-off valve to the additional units will be required so that it can be locked by the district when the owner so states that the ADU is no longer in use and requests that their bill be reduced to one (1) Monthly Base Rate.

c. Application for meter installation: Request for service on a parcel inside the district's jurisdictional boundary must be paid for before the district will install a meter. All costs associated with the installation of a water meter such as parts, labor, water main extension and capacity charge will be at the expense of the owner/developer.

d. Service Deposits-Owners: Excepting political subdivisions, or agencies of state or federal government, all customers shall be required to furnish a deposit to guarantee payment of obligation to the district. The district will maintain the deposit for a minimum of two years. At the customer's request, the deposit may be credited to the account provided the account is in good standing and has not had a delinquency in the two-year period.

e. Service Deposits-Renters/Lessee: Renters or lessees will be required to furnish a deposit to guarantee payment of obligation to the district. The district shall retain deposits until renter or lessee vacates, at which point the deposit will be credited to closing bill. Any excess funds shall be refunded directly to the renter or lessee.

i. At the discretion of the general manager, a water user who has proved to be a poor credit risk may be required to deposit a minimum of $200 or more in addition to his/her water deposit to guarantee payment of bills.

ii. Turn on Charge: Whenever an owner, renter or lessee signs up for water service, in addition to the water service deposit, a one- time turn on charge shall apply and is non-refundable. If that same customer moves within the district, the turn on charge for the new service shall be waived.

iii. Reconnection Fee: If service is discontinued for non-payment of account, the district requires payment of a reconnection fee, in addition to payment of entire balance before service will be restored. If the district's lock on the meter has been tampered with and/or broken requiring the district to remove the meter, the customer will then be required to pay for the lock and removing and reinstalling the meter in addition to the reconnection fee.

Once the district dispatches a service person to disconnect service due to delinquency, if the customer attempts to make arrangements to pay the past due bill, a 24-hour grace period will be granted and penalty equal to the amount of the reconnection fee will be added to the account. If the past due amount is not paid within the 24-hour grace period, the service will be disconnected without further notice. In order to restore service, the account must be paid in full including the past and current amount due, plus penalty and reconnection charges. The penalty charge is to offset the additional labor cost of dispatching personnel.

f. Meter Installations: Upon payment of all installation, parts and labor and capacity charges the appropriately sized meter will be installed in the easement of the property line and shall become property of the district. The district will be responsible to maintain the meter in good working order in perpetuity. The following is a general guideline to maximum meter sizing.

| Meter Size | Parcel Size |
|---|---|
| 5/8" to 1" | under two acres |
| 1" to 1 ½ " | two plus to five acres |
| 1 ½" to 2" | five plus to ten acres |
| 2" or larger | ten plus acres |

All new meters 3" or larger shall be compound meters. Exceptions to this guideline may be made by the Board of Directors upon request and deposits of appropriate fees by the property owner. If the request is denied, the deposits will be refunded to the property owner.

g. Meter Testing: A customer may request that their meter be flow tested to determine accuracy. If the meter proves inaccurate, outside of the AWWA standard C-700, then the meter will be replaced. If the meter proves accurate inside the AWWA standard C-700, then the customer will be required to pay the appropriate meter testing fee.

h. Payment of Customer Bills: Billing service is based on a monthly billing cycle within the water year as outlined in Article X I, Sections 11.01 (s) and (t). Meters are typically read on or around the 20th of each month. Bills are due upon receipt and are considered late if not paid by the 20th of the following month. Water service may be discontinued for non-payment 30 days after the billing date. Delinquent bills are subject to a penalty charge of 1.5% per month on the outstanding balance. Service that has been discontinued due to delinquency will not be restored until all past due and current charges, including the reconnection fee, are paid in full.

    i. Customer statements reflect all past due amounts. In addition, a Delinquency Notice will be mailed at least 10 days prior to the scheduled service termination date. This notice will clearly state the past due amount and the expected shut-off date if payment is not received.

i. Customer Responsibility: It shall be the responsibility of the customer to keep the meter free from rubbish and debris and accessible to district staff at all times for reading and maintenance.

j. Meter Tampering: If a meter under registers due to tampering with meter, valve, piping, etc., the service may be discontinued until the customer has paid for the estimated loss in revenue, and repairs to the service. If a meter

is tampered with after service is discontinued due to delinquency, the meter will be removed until all payments, reconnection and necessary repair charges are paid in full.

k. Hydrant Meter: Water may be delivered on a temporary basis to a customer through a fire hydrant meter furnished by the district. Individuals desiring such a service shall apply for the meter stating the proposed location and use. Upon receipt of the deposit, a meter read will be taken, condition of meter will be noted, and the hydrant will be installed by district personnel and locked in place. On the last day of use, the district will unlock and return the meter to the office. Any damage to the meter will be deducted from the deposit prior to the remaining funds being refunded to the individual.

l. Meter Damage: If a meter is damaged by hot water from the customer's line, or from thawing of frozen pipes or damaged in any other way by the customer, it shall be the responsibility of the customer to pay for all costs of repair and/or replacement.

## ARTICLE V

### 5.1 RESPONSIBILITY

a. Damage to Customer Premises: The district shall not be liable for any loss or damage whatsoever caused by any defect in the customers plumbing or equipment, or caused by water through valves and pipes which may be open at the time water is ordered on by the customer. The district may, without further notice discontinue service to any customer when defective conditions of plumbing, or equipment upon the premises of the customer results or is likely to result in interference with proper service or is likely to cause contamination of the public water supply. Article VII covers the cross-connection control element. The district does not assume the duty of inspecting the customers' plumbing and equipment, and shall not be responsible therefore, and will not be liable for failure of customer to receive service on account of defective plumbing or apparatus on the customer premises.

b. Water Supply and Interruption of Water Delivery: The district will exercise reasonable diligence and care to deliver a continuous and sufficient supply of the water. The district shall not be liable for interruption of service or shortage or insufficiency of supply or any loss or damage occasioned thereby. For the purpose of making repairs or improvements to the system,

the district shall have the right to temporarily suspend delivery of water. The customer shall be notified in advance of such action except in cases of emergency. Repairs and improvements will be performed as rapidly as may be practical and so far, as possible at times which will cause the least inconvenience to the customers who are affected. During times of threatened or actual water shortage, the district will enact the Water Shortage Contingency Plan for CCCSD. The available supply will be allocated based on an equitable formula in accordance with the stage of shortage. All customers will be provided with water to meet health and safety standards and for fire protection. The district will not be responsible for any damage due to the reduction in district supply in accordance with the Bureau of Reclamation's M&I Shortage Policy.

c. Fire Hydrants: Fire hydrants are owned and installed by the District at the request of the County. The District is responsible for the maintenance and repair of all hydrants. However, the District does not guarantee fire flow availability or the provision of water for fire protection purposes.

## ARTICLE VI

### 6.1 Use of Water

a. No consumer within the boundaries of the district shall enter into any contract or agreement to sell any portion of the water delivered to them and shall not permit any of the water delivered to them to be carried or used outside the boundaries of the district of the property owned or controlled by the consumer to whom furnished.

b. Consumers wasting water on roads or non-used land, either willfully or carelessly on account of defective or leaky lines or using an unreasonable amount of water in excess of that required for proper irrigation may be refused further delivery until the conditions are remedied.

c. The district will not assume any responsibility for the delivery of water through or the operation or repair of privately owned lines, or any damages resulting thereof. Such lines must be kept in good order and repaired by the owner, renter or property manager.

d. In the event of leakage from such privately owned lines and failure or refusal of the owners to repair the same, the district may, at its discretion, in order

to avoid waste of water, discontinue service of water through such privately owned lines until the condition is remedied.

e. The district does not, as a rule, sell pipes, fittings or valves to customers or undertake the installation of private lines or repairs. The sell and repair of backflow devises are exempt. In an emergency situation, the district may, at its discretion, sell valves, repair couplings, etc. for installation by another.

f. The employees, officers or agents of the district shall have unrestricted access at all reasonable hours to all premises supplied with water by the district and to inspect supply system, meters or other measuring devices and to see that rules and regulations of the district regarding the taking, use or waste of water are being observed.

g. Only authorized employees or agents of the district are allowed to connect or disconnect service to any property or to turn on or turn off water at any connection or open or close any valve or other regulating device belonging to the district.

h. Any damage to a meter, appurtenances, pipes, or other District property caused by the carelessness or neglect of the consumer shall be billed to the consumer. The charges must be paid in full upon presentation of the bill.

## ARTICLE VII

### 7.1 DISCONTINUANCE OF SERVICE

a. At the customer's request the district will turn off service on the requested date, provided at least 24 hours' notice is given and the requested date does not fall on a weekend or holiday. As a courtesy, the District will also shut off and restore water service during regular working hours at no charge when requested by the customer to facilitate repairs on the customer's side of the meter.

b. Water service may be discontinued at the discretion of the District for failure to comply with any of the following:

- Violation of these Rules and Regulations
- Reclassification from Irrigation to Municipal & Industrial (M&I) use
- Failure to submit an annual crop report by December 31st
- Noncompliance with the long-term contract as determined by a field review

c. If service is discontinued, the district shall require the payment of a penalty charge in addition to payment of delinquent and current balances due before service is restored.

d. Once the district dispatches a service person to disconnect service due to delinquency, if the customer attempts to make arrangements to pay the past due bill, a 24-hour grace period will be granted and a penalty equal to the amount of reconnection fee will be added to the account. If the past due amount is not paid within the 24-hour grace period, the service will be disconnected without further notice. In order to restore service, the account must be paid in full including past and current amounts due, plus penalty and reconnection charges. The penalty charge is to offset the additional labor costs of dispatching personnel.

e. Accounts with outstanding balances that are one hundred twenty (120) days or more past due shall be subject to external collection action. Prior to referral, a minimum of four (4) documented attempts to contact the account holder must be made through a combination of written correspondence, door hangers, electronic mail, and/or voice calls. If, after these documented efforts, no response or satisfactory payment arrangement has been received, the account shall be forwarded to an approved third-party collection agency for further action. All collection efforts and communications must be recorded in the customer's account file to demonstrate due diligence and compliance with this policy.

## ARTICLE VIII

### 8.1 CROSS CONNECTION CONTROL

a. In 2024, the State released an updated Cross Connection Control regulations handbook, effective July 1, 2024.
b. The handbook requires the District to adopt a Clear Creek Community Services District - Cross Connection Control Plan (CCCSD-CCCP).
c. The District approves the CCCSD-CCCP 2025, and this modification by ordinance 2025-04, and all further rules and regulations related to Cross Connection Control for the District is found in the CCCSD-CCCP.

# ARTICLE IX

## 9.01 POLICIES AND PROCEDURES FOR ANNEXATIONS

a. Those requesting parcel inclusion into the district's jurisdictional boundaries shall apply in writing including all pertinent information concerning parcel(s).

b. The district will complete a preliminary investigation to determine if annexation of said parcel(s) is possible. If it is feasible, the GM will prepare an ordinance requesting boundary change for consideration by the Board of Directors.

c. Upon adoption of the ordinance, the staff will give to the owner or owner's agent, a cost estimate for staff time and required deposits for the Shasta LAFCO, State Board of Equalization, and cost for a survey and legal description preparation by a licensed surveyor.

d. Once all costs are paid, staff will begin preparation of the LAFCO application. The Bureau of Reclamation will be contacted to request approval of annexation and a list of that agency's requirements.

e. Upon receipt of all costs, and approval by LAFCO and the Bureau of Reclamation, water service may be provided to the parcel.

f. In the event that a parcel is annexed without the consent of the property owner, the individual or entity requesting annexation will be responsible for all costs associated with the annexation.

# ARTICLE X

## 10.01 SCHEDULE OF RATES AND FEES

a. Please refer to the current rate and fee schedule.

# ARTICLE XI

## 11.01 DEFINITIONS FOR RULES AND REGULATIONS FOR WATER SERVICE

For the purpose of these Rules and Regulations the terms used herein shall be defined as follows:

a. District: The Clear Creek Community Services District (CCCSD), a California special district formed under California Government Code Section 53318.

b. Board of Directors (BOD): The governing body of the district.

c. Manager (GM): The person holding the position or acting in the capacity of the GM and Secretary to the Board.

d. Special District Authority: The various authorities vested to the district by the California Government Code section 56036.

e. Customer: Any person or business that is supplied with water.

f. County: Shasta County.

g. Building: Any structure containing water facilities and used for human habitation or a place of business, recreation, or other purposes.

h. Additional Dwelling Unit (ADU): Any building or trailer used as a residence separate from the main residence on one parcel of land that has its own bathroom and/or kitchen facility using District water and is hooked up to septic service.

i. Applicant: The person making the application for water service, either the owner or authorized agent for the owner of the premises to be served by the water for which application has been made.

j. Contractor: Any individual, firm, corporation, partnership, or association duly licensed by the State of California performing any work for the District governed by these Rules and Regulations.

k. Subdivision: Any land or lands within the district's jurisdictional boundary divided or contemplated to be divided for the purpose of sale or lease, whether immediate or future.

l. Water Main: Any pipeline owned by the District, upstream of the customer's meter, used for the transmission and distribution of water to customer services.

m. Service Line: Any pipe, valves and fittings from the water main up to and including the meter and appurtenances.

n. Customer Line: Any pipe, valves, pressure regulators and fittings on the downstream side of the meter.

o. Cross Connection: Any physical arrangement whereby the public water system is

connected, directly or indirectly, with any auxiliary supply, sewer, drain, conduit, pool, storage reservoir, plumbing fixture, or any other devise which contains or may contain, contaminated water, sewage, or other waste or liquid of unknown or unsafe quality which may be capable of introducing contamination into the public water system.

p. Occupant: The owner, purchaser, tenant, developer or lessee who resides on the property served by the District water system.

q. AWWA: American Waterworks Association.

r. LAFCO: Shasta County Local Agency Formation Commission.

s. Billing Cycle: Based on a calendar month, i.e. March 1st billing cycle is for water used from approximately January 20th through February 19th.

t. Water Year: March 1st through the last day of February the following year.

u. Meter Reading Cycle: Approximately the 20th of every month.

v. Reconnection Charge: Charge to have water service restored after discontinuance due to delinquency.

w. Turn-On Charge: Charge to have water service transferred into new owner/tenant's name.

5880 Oak Street, Anderson, CA 96007
Phone: (530) 357-2121 cccsd@clearcreekcsd.org

**MEMO**

**Date:** May 20, 2026
**To:** Board of Directors
**From:** General Manager – Dale Mancino
**Re: 12 – Leave Request Policy** (Discussion/Action)

## BACKGROUND

The Personnel Committee has created a proposed Time Off Request Policy intended to establish requirements and guidelines regarding employee requests for Paid Time Off (PTO).

## DISCUSSION

The Board will review and discuss the proposed Time Off Request Policy developed by the Personnel Committee. The proposed policy would establish formal requirements and guidelines governing staff requests for and approval of Paid Time Off (PTO), including procedures for submitting requests and obtaining approval.

The Personnel Committee is requesting Board approval of the proposed policy.

## RECOMMENDATION

The Personnel Committee recommends approval of the proposed Time Off Request Policy.

## ATTACHMENTS

1. Proposed Time Off Request Policy

CLEAR CREEK
Community Services District
5880 Oak Street, Anderson, CA 96007
Phone: (530) 357-2121 Fax: (530) 357-3723

# Time Off / Leave Request Policy

**Document Type:** Personnel Policy – Time Off & Leave Requests

**Administering Entity:** General Manager, Department Supervisors

**Date Approved:** [Insert Date]

**Approved By:** Board of Directors

**Indicative Time for Review:** Annually or with MOU negotiations

**Responsibility for Review:** General Manager, Personnel Committee

**PURPOSE** The purpose of this policy is to establish clear, consistent, and fair procedures for requesting and approving time off while ensuring adequate staffing, operational continuity, and compliance with California law. All employees are expected to schedule time off responsibly and provide timely notice.

## APPLICABLE LEAVE TYPES

- **Vacation** – Accrued paid time off based on years of service (details in MOU or separate accrual schedule).
- **Paid Sick Leave** – California law requires a minimum of 40 hours / 5 days per year (accrual or upfront).
- **Personal / Other Paid Leave** – As provided in the MOU.
- **Unpaid Leaves** – FMLA/CFRA, pregnancy disability, military, LWOP, bereavement, etc. (governed by law and MOU).
- **Holidays** – District-observed holidays (see annual calendar).
- **Other** – (Jury Duty, Training etc.)

## REQUEST & PROCEDURE

1. **All time-off requests** must be submitted **in advance** through the District's payroll system (Paychex) and written form to immediate Supervisor.
2. **Vacation / Personal Leave** (2 or more consecutive days): Submit at least **8 working days** in advance.
    - Requests of 5 or more consecutive days require General Manager review.
3. **Sick Leave**: Notify your supervisor **as soon as possible** (ideally before shift start). Doctor's note may be required for 3+ consecutive days.
4. **Emergency / Same-Day Requests**: Contact your supervisor directly by phone as soon as the need arises.
5. **Approval Authority**:
    - Supervisors must review all.
    - General Manager approves all requests.

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

6. **Denial**: Requests may be denied if they cause operational hardship or staffing shortages. Denials will be communicated promptly with reason.

## CALENDAR & VISIBILITY

- Approved time off is visible to all employees via the Paychex calendar and leave calendar.
- Employees and supervisors are responsible for regularly checking the shared calendar.
- Supervisors must ensure their team knows who is off each day and ensure all approved requests are posted on leave calendar.

## COMMUNICATION REQUIREMENTS

- Employees must notify their **direct supervisor** (and backup if needed) of any approved or emergency absence.
- Supervisors must communicate approved absences to the team and ensure coverage.
- Failure to notify or repeated unapproved absences may result in disciplinary action.

## RECORDKEEPING

- All leave usage is tracked in Paychex and leave slips will be retained for 7 years.
- Employees may view their balances at any time.
- Vacation balances are paid out upon separation (per California law). Sick leave follows MOU.

## ADDITIONAL NOTES

- On-call employees may not use vacation during their on-call week except in emergencies.
- Cross training and coverage plans are required for extended absences.
- This policy works in conjunction with the current MOU and applicable state/federal laws.
- Sick leave cannot be used for vacation days per MOU 16.5

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Phone: (530) 357-2121 cccsd@clearcreekcsd.org

**MEMO**

**Date:** May 20, 2026
**To:** Board of Directors
**From:** General Manager – Dale Mancino
**Re: 13 – General Fund Reconciliation Update (Discussion)**

## BACKGROUND

The District's temporary Bookkeeper/Accountant has been working on bringing the General Fund reconciliation current, along with addressing outstanding financial records and supporting accurate reporting.

## DISCUSSION

The General Manager will provide a verbal update to the Board regarding the progress of the General Fund reconciliation being completed by the temporary Bookkeeper/Accountant. This update will include general information on the status of catch-up work and ongoing efforts to improve the accuracy and timeliness of financial reporting.

No formal action is requested at this time.

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**MEMO**

**Date:** May 20, 2026
**To:** Board of Directors
**From:** General Manager – Dale Mancino
**Re: 14 – Professional Development Reimbursement for William Bailey** (Discussion/Action)

## BACKGROUND

William Bailey is currently employed as a Distribution Operator II and has been with the District for just over one year. During his employment, Mr. Bailey has consistently demonstrated initiative and commitment toward professional development, training, and advancement within the water distribution field.

Mr. Bailey has completed the required coursework necessary to qualify for Distribution Operator III certification with one year of field experience, in addition to actively pursuing field training and continued education opportunities.

## DISCUSSION

The Board will discuss potential reimbursement of professional development and educational expenses incurred by William Bailey related to completion of Distribution Operator III coursework.

Staff recognizes Mr. Bailey's initiative in completing all required classes within a relatively short timeframe and his continued efforts to expand his knowledge and skillset for the benefit of the District.

The total requested reimbursement amount for completed coursework is $1,820.

## FISCAL IMPACT

Approval of this item would result in a one-time reimbursement expense to the District in the amount of $1,820.

## RECOMMENDATION

Provide direction to staff regarding reimbursement of professional development expenses for William Bailey.

# Professional Development Record

## California State University, Fresno



**Name : William Bailey**
**Student ID: 303836105** **Print Date : 2026-03-20**

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**- - - - - Beginning of ~Professional Development~ Record - - - - -**

**Spring 2026**

Session : Continuing & Global Ed Session

| Class | Description | Attempted | Earned | Grade |
|---|---|---|---|---|
| EXENGR 111 | Water Sources | 21.00 | 21.00 | CP |
| REQ DESIGNATION : Fresno State Continuing Education Units | | | | |
| EXENGR 112 | Intro to Water Treatment | 43.00 | 43.00 | CP |
| REQ DESIGNATION : Fresno State Continuing Education Units | | | | |
| EXENGR 113 | Advanced Water Treatment | 43.00 | 43.00 | CP |
| REQ DESIGNATION : Fresno State Continuing Education Units | | | | |
| EXENGR 114 | Water Treatment Math | 36.00 | 36.00 | CP |
| REQ DESIGNATION : Fresno State Continuing Education Units | | | | |
| EXENGR 115 | Applied Chemistry | 29.00 | 29.00 | CP |
| REQ DESIGNATION : Fresno State Continuing Education Units | | | | |
| EXENGR 116 | Water Trans & Distribution I | 48.00 | 48.00 | CP |
| REQ DESIGNATION : Fresno State Continuing Education Units | | | | |
| EXENGR 117 | Water Trans & Distribution II | 49.00 | 49.00 | CP |
| REQ DESIGNATION : Fresno State Continuing Education Units | | | | |
| EXENGR 118 | Water Quality | 41.00 | 41.00 | CP |
| REQ DESIGNATION : Fresno State Continuing Education Units | | | | |
| EXENGR 119 | Applied Hydraulics | 20.00 | 20.00 | CP |
| REQ DESIGNATION : Fresno State Continuing Education Units | | | | |
| EXENGR 120 | Electricity for Water Industry | 14.00 | 14.00 | CP |
| REQ DESIGNATION : Fresno State Continuing Education Units | | | | |

******** END OF Professional Development Record ********

# Enrollment & Payment Options

Students have the option to enroll in one course at a time or in the complete Water Treatment and Transmission Technology Certificate Program. By enrolling in the complete program, students will receive a discounted enrollment fee.

**Option 1 – Individual Course Enrollment**

| | |
|---|---|
| Water Sources | $179.99 |
| Introduction to Water Treatment | $399.99 |
| Advanced Water Treatment | $399.99 |
| Water Treatment Math | $349.99 |
| Applied Chemistry | $299.99 |
| ~~Water Transmission & Distribution I~~ | ~~$474.99~~ |
| Water Transmission & Distribution II | $474.99 |
| Water Quality | $349.99 |
| Applied Hydraulics | $179.99 |
| Electricity for the Water Industry | $119.99 |
| **Total Program Cost** | **$3,229.90** |

**Option 2 – Complete Program Enrollment** **$2,295.00**

**Option 3 – Affirm monthly payments** **Monthly payments through Affirm upon approva to pay the complete program enrollment cost**

$1820.00

Add on Agenda

# California State University, Fresno

Certificate presented to

## William Bailey

for completion of the

## Water Treatment and Transmission Technology Certificate Program

March 16, 2026

™

Jay Kerschner, Executive Director
American Water College

Scott D. Moore, Ph.D., Dean
Division of Continuing and Global Education

American WATER COLLEGE

FRESNO STATE.
Continuing and Global Education

# Certificate of Completion

## William Bailey

has completed Module 1: Water Sources
of the
Water Treatment and Transmission Technology Certificate Program
and earned 2.1 Fresno State Continuing Education Units

February 6, 2026

Scott D. Moore, Ph.D., Dean
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# Certificate of Completion

## William Bailey

has completed Module 2: Introduction to Water Treatment
of the
Water Treatment and Transmission Technology Certificate Program
and earned 4.3 Fresno State Continuing Education Units

February 15, 2026

Scott D. Moore, Ph.D., Dean
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# Certificate of Completion

## William Bailey

has completed Module 3: Advanced Water Treatment
of the
Water Treatment and Transmission Technology Certificate Program
and earned 4.3 Fresno State Continuing Education Units

February 26, 2026

Scott D. Moore, Ph.D., Dean
Continuing and Global Education

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# Certificate of Completion

## William Bailey

has completed Module 4: Water Treatment Math
of the
Water Treatment and Transmission Technology Certificate Program
and earned 3.6 Fresno State Continuing Education Units

February 12, 2026

Scott D. Moore, Ph.D., Dean
Continuing and Global Education

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# Certificate of Completion

## William Bailey

has completed Module 5: Applied Chemistry
of the
Water Treatment and Transmission Technology Certificate Program
and earned 2.9 Fresno State Continuing Education Units

March 16, 2026

Scott D. Moore, Ph.D., Dean
Continuing and Global Education

American WATER COLLEGE

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# Certificate of Completion

## William Bailey

has completed Module 6: Water Transmission and Distribution I
of the
Water Treatment and Transmission Technology Certificate Program
and earned 4.8 Fresno State Continuing Education Units

January 16, 2026

Scott D. Moore, Ph.D., Dean
Continuing and Global Education

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# Certificate of Completion

## William Bailey

has completed Module 7: Water Transmission and Distribution II
of the
Water Treatment and Transmission Technology Certificate Program
and earned 4.9 Fresno State Continuing Education Units

February 9, 2026

Scott D. Moore, Ph.D., Dean
Continuing and Global Education

American WATER COLLEGE

FRESNO STATE.
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# Certificate of Completion

## William Bailey

has completed Module 8: Water Quality
of the
Water Treatment and Transmission Technology Certificate Program
and earned 4.1 Fresno State Continuing Education Units

February 22, 2026

Scott D. Moore, Ph.D., Dean
Continuing and Global Education

American WATER COLLEGE

FRESNO STATE.
Continuing and Global Education

# Certificate of Completion

## William Bailey

has completed Module 9: Applied Hydraulics
of the
Water Treatment and Transmission Technology Certificate Program
and earned 2.0 Fresno State Continuing Education Units

March 9, 2026

Scott D. Moore, Ph.D., Dean
Continuing and Global Education

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FRESNO STATE.
Continuing and Global Education

# Certificate of Completion

## William Bailey

has completed Module 10: Electricity for the Water Industry
of the
Water Treatment and Transmission Technology Certificate Program
and earned 1.4 Fresno State Continuing Education Units

March 15, 2026

Scott D. Moore, Ph.D., Dean
Continuing and Global Education

5880 Oak Street, Anderson, CA 96007
Phone: (530) 357-2121 cccsd@clearcreekcsd.org

**MEMO**

**Date:** May 20, 2026
**To:** Board of Directors
**From:** General Manager – Dale Mancino
**Re: 15 – General Managers Report**

**Operations Update** District operations continue to run smoothly and reliably. Water treatment facilities and distribution networks are performing effectively, with routine preventive maintenance on schedule. Our emergency response procedures continue to address any occasional minor issues efficiently and without disruption to service.

**Staff** Our team continues to deliver strong performance. Staff remain highly committed and motivated, supported by ongoing cross-training and professional development opportunities that improve operational efficiency and strengthen workplace morale. Employees consistently demonstrate dedication to providing dependable, high-quality water service to our community.

**Financial and Administrative Improvements** We continue to strengthen financial record-keeping, reconciliation processes, and monthly closing procedures. These ongoing efforts have produced more consistent and timely financial reporting.

Our temporary bookkeeper, Cindy, has made excellent early progress cleaning up historical financial data, refining month-end processes, and improving overall accuracy. We are also making steady advancements in reviewing and reconciling reserve accounts, including completion of the identified transfers.

Progress continues on the Prop 218 rate study. This work includes updating our reserve funding strategy, developing proposed rate adjustments, preparing comparative rate materials, and finalizing the capital improvement plan in coordination with Pace Engineering.

**Contract Negotiations with Centerville CSD** Negotiations with Centerville CSD are advancing positively. Staff-level discussions on updated O&M and Fixed Costs tables, volumetric costing options, and annual true-up procedures are moving forward well and will help establish a stronger, more modern long-term agreement.

**Summary** The District remains in excellent standing. Operations are stable and dependable, our team is performing at a high level, and we are making meaningful progress across several key areas including financial reconciliation, reserve account improvements, the Prop 218 rate study, and wholesale contract modernization. These proactive steps enhance our ability to deliver reliable service, build greater resilience, and secure a sustainable future for the community we serve.

5880 Oak Street, Anderson, CA 96007
Phone: (530) 357-2121 cccsd@clearcreekcsd.org

# MEMO

**Date:** May 20, 2026
**To:** Board of Directors
**From:** Administrative Assistant Emily King, Water Treatment Plant Operator Brandon Anderson and Distribution Supervisor Morgan Rau
**Re:** **16 – OPS Report**

## Administration

There are 196 Accounts that are 121+ days delinquent totaling $60,066
There are 64 Accounts that are 90-120 days delinquent totaling $2,947
There are 142 Accounts that are 60-90 Days delinquent totaling $6,827
There are 311 Accounts that are 30-60 Days delinquent totaling $16,958

| Aging | April 2026 | May 2026 | Difference | |
|---|---|---|---|---|
| 121+ Days | 190 accounts – $59,156 | 196 accounts – $60,066 | +6 accounts | +910 |
| 90–120 Days | 79 accounts – $4,403 | 64 accounts – $2,947 | -15 accounts | -1,456 |
| 60–90 Days | 180 accounts – $11,073 | 142 accounts – $6,827 | -38 accounts | -4,246 |
| 30–60 Days | 355 accounts – $21,877 | 311 accounts – $16,958 | -44 accounts | -4,919 |

## WTP OPERATIONS

The WTP produced 256.16 AF of SW
Clear Creek CSD used 154.98 AF of SW in April (122.55 AF – M&I, & 32.43 AF- Ag)
305.31 AF total SW for WY 25/26
Well Water Production- 0 AF

- Staff have been busy with routine maintenance, monitoring, and operation of the WTP. The WTP is currently producing 4 MGD.
- Performed Filter Inspections on Filters 1-4 and Filter 6
- On 4-22-26 Treatment staff participated in a Wildland Fire Information workshop for USBR employees. Topics included; supplying pressure to the distribution system to help fire fighters fight the fire, damage to infrastructure and water quality impacts.
- On 5-1-26 Shasta County did a Hazardous Materials inspection. The Haz Mat inspection is required every 3 years to ensure we remain in compliance with our storage facilities, emergency response plan, trainings and documents.
- Installed an electric actuator on Train# 4 FTW valve.

## DISTRIBUTION OPERATIONS

- Leak repairs were completed this week on Strawberry Lane and Fortune Way. We have obtained initial quotes for asphalt replacement on China Gulch; however, costs appear high, and we are continuing to seek additional bids to ensure competitive pricing. Fortune Way will also need to be added to the asphalt replacement list.
- A total of 69 customers were issued shut-off notices due to nonpayment. Currently, three accounts remain outstanding.
- Monthly water quality samples were collected on May 4th, and all results returned as absent, indicating no detected contaminants.
- An order has been placed for the installation of a fire hydrant at the end of Wendell Way, with project completion anticipated next month. The installation is required following damage caused by an AT&T contractor; associated costs will be billed accordingly.
- We are pleased to have a student volunteer joining us through the Shasta College Work Experience Education Program. Coordination with Pamela Neronha from the Water Treatment Technology Department has allowed us to provide a distribution-focused learning opportunity. Scheduling is currently being finalized, and the student will participate during the summer semester (June through late July). We look forward to supporting hands-on training and workforce development in the water distribution field.
- Progress continues at the maintenance yard. All treatment totes have been removed, providing additional space for improved organization and storage, including shaded pipe staging for the summer months.
- Maintenance yard irrigation repairs have been completed, and recently planted grass is now established successfully. While turf maintenance is ongoing, we are experiencing challenges with the aging mower due to difficulty sourcing replacement parts. Despite this, staff continues to maintain the grounds to the best of our ability.
- Routine grounds maintenance has also been performed at both the North and South water tank sites to ensure these facilities remain clean and presentable to the public.