



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

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

General Manager: Dale Mancino

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

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.

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

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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REGULAR AGENDA (Discussion/Action)

- 4. Authorize General Manager Dale Mancino as Check Signer on District Bank Accounts and Remove Interim General Manager Jim Wadleigh as an Authorized Check Signer on District Bank Accounts** (Discussion/Action)
- 5. Step Increase for Current Administrative Assistant** (Discussion/Action)
- 6. CCCSD Drought Planning and Water Shortage Policy** (Discussion/Action)
- 7. Dissolution of the General Manager Recruitment Ad Hoc Committee** (Discussion/Action)
- 8. Ad Hoc for MOU Negotiations** (Discussion/Action)
- 9. Standing Committees for Public Members** (Discussion/Action)
- 10. Applications and Responses for Proposition 218 Advisory Committee** (Discussion/Action)

11. GENERAL MANAGERS ORAL REPORT

12. OPERATIONS ORAL REPORT

13. STANDING COMMITTEE REPORT

- a. **Agriculture –**
- b. **Finance –**
- c. **Planning/Steering –**
- d. **Personnel –**

14. BOARD MEMBER ITEMS

ADJOURN THE MEETING

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Board of Directors

Directors – Pam Beaver, Beverly Fickes

Interim General Manager: Jim Wadleigh

PERSONNEL COMMITTEE

August 20, 2025, at 4PM: District Office Board Room

Committee Responsibility

The Board's standing Financial Committee shall be concerned with the financial management of the Clear Creek CSD including the preparation and oversight of an annual budget, and oversight of reserve accounts and major expenditures.

MINUTES

1. CALL TO ORDER: 4:00 PM

2. PLEDGE OF ALLEGIANCE: *Lead by Interim General Manager Jim Wadleigh*

3. ROLL CALL: *Director Fickes, Director Beaver, Interim General Manager Jim Wadleigh, Administrative Assistant Emily King*

4. OPEN TIME/PUBLIC COMMENT: *None*

5. DISCUSSION/ACTION ITEMS:

a. Selection of a Committee Chair

Director Beaver was appointed as the Personnel Committee Chair and Director Fickes was appointed the Vice Chair of the Committee.

b. Establish Committee purpose and Scope

The personnel Committee's primary duties will include assisting in reviewing, updating and/or creating personnel policies and manuals. Assisting in the development of employee job descriptions in line with the needs of the District. The committee may attend job interviews as an observer unless participation is expressly requested by the General Manager. The committee will develop and provide employee surveys with the goal of insight for job retention and an incentive program.

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c. Identify and Prioritize Projects

- *Retention*
- *Updating the employee handbook*
- *Reviewing and participation of the MOU*
- *Streamline time off requests*
- *Cross Training*

d. Assign Next Steps and Set Next Meeting

Director Fickes and Director Beaver will find time separately next week to hold an open-door meet and greet with employees to receive feedback from staff on what they would like to see from the Personnel Committee and the District.

6. ADJOURN THE MEETING: 5:10 PM

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

Interim General Manager: Jim Wadleigh

REGULAR MEETING: August 20, 2025, at 6:00PM: District Office Board Room

MINUTES

CALL TO ORDER: 6:00 PM

PLEDGE OF ALLEGIANCE: *Lead by Vice Chair Johnston*

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

OPEN TIME/PUBLIC COMMENT: *None*

CONSENT AGENDA

- 1. Minutes from Meetings:** Regular Meeting Minutes 07/16/2025, Special Meeting Minutes 07/21/2025, 08/05/2025 Centerville Ad Hoc Meeting Minutes
- 2. Bills Paid:** 07/07/2025 – 08/15/2025
- 3. Activity P&L Report:** May 2025 – June 2025 – July 2025

Director Beaver requested wording changes to the draft minutes of the regular meeting held on July 16, 2025, and inquired why the amount due to LAFCO was lower than the prior year. Interim General Manager Jim Wadleigh reviewed payments made to LAFCO over the past four years, noting that the amounts LAFCO invoices the District fluctuates annually.

Director McVay reported to the Board that collections on \$10.81 accounts exceeded 100% for the month of July. He credited the administrative staff for their diligence in issuing delinquency notices, enforcing shut-offs and liens, and obtaining updated customer contact information.

In response to Director McVay, Interim General Manager Jim Wadleigh explained that OPEB costs were lower than normal for May and June due to open staff positions and the fact that his interim role is classified as an unbenefited hourly employee.

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Interim General Manager Jim Wadleigh provided an update on the status of the Bookkeeper's reconciliations in response to Director McVay's request for accruals. He reported on the progress made to date and gave an estimate of when the reconciliations would be fully caught up.

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

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

REGULAR AGENDA

4. Drought Policy

Interim General Manager Jim Wadleigh informed the Board that the District is required to submit an updated Water Shortage and Drought Plan to the State by October 2025 in order to comply with two recently enacted laws. He explained that the plan presented at this meeting is a draft provided for Board review and input only. The final plan, along with a corresponding ordinance, will be brought to the Board in September for review and adoption.

Administrative Assistant Emily King reported that she prepared the draft Water Shortage and Drought Plan using a template provided by the State specifically for Clear Creek Community Services District. She also referenced the District's prior Drought Plan to ensure the new plan meets current legal requirements.

Administrative Assistant Emily King asked the Board for input regarding the allocation of water to residential customers, potential alternative water supply sources in the event of a catastrophic drought stage, and several related items.

Discussion followed regarding the timing of when certain determinations should be made (during an active drought year or in advance), as well as practices used during previous droughts. The Board requested that staff provide copies of the District's previous Drought Plan and Ordinance so that members could review the documents, conduct research, and provide input necessary to complete the final plan.

5. General Manager Employment Agreement

Interim General Manager Jim Wadleigh announced that the Board has selected Dale Mancino as the new General Manager. Mr. Mancino addressed the public, providing a brief overview of his professional background and personal history.

After confirming there were no questions from the Board regarding the language of the employment agreement, a motion was made to approve the employment agreement with Mr. Mancino.

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

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6. Amendment No. 2 to Consulting Agreement - Wadleigh Management

Interim General Manager Jim Wadleigh explained that his previous consultant agreement had been suspended upon his appointment as Interim General Manager. A reinstatement of the consultant agreement was presented for Board reinstatement.

Mr. Wadleigh reviewed the minor updates, noting that the hours allotted for grant consulting per month could be reallocated to allow him to consult on other matters, including capital projects. He further stated that, following a discussion with Director McVay, he would be available to the new General Manager without limitation during regular business hours via email, phone, or text for a period of 90 days, at an additional fee.

In response to Director Fickes, Interim General Manager Jim Wadleigh clarified that the additional 90-day support for the new General Manager is not included in the presented agreement. He stated that if the Board wishes to proceed with this additional service, the agreement can be amended accordingly.

Discussion took place regarding the cost of the additional support compared to the anticipated level of contact the new General Manager might have with Mr. Wadleigh. Director Fickes stated that she is not in favor of the proposed support service amendment. In response to Director Beaver, Mr. Wadleigh clarified that the support period could be set at 30 days, with the option to extend it to up to 90 days if needed.

A motion was made to amend the consultant agreement to include an additional 30-day support service for the new General Manager, with the option to extend up to 90 days if needed.

Director Beaver, 2nd Director Johnston

Vote: 4-1, with Director Fickes voting Nay

7. Formation of Community Advisory Committee – Proposition 218 Rate Study Update

Interim General Manager Jim Wadleigh reported that RCAC cannot begin Clear Creek CSD's rate study for at least six months, along with the issue of the District's SAFER Dashboard indicating that the District is low risk. Mr. Wadleigh stated he is working to provide accurate information to correct the dashboard, noting that this process involves many components and will not be instantaneous.

He also informed the Board that he is developing mapping to illustrate breaks, leaks, water loss, and service cuts for customers, which will help demonstrate the District's needs. Discussion followed regarding RCAC's previous rate study and the feasibility of conducting a Proposition 218 rate study in-house. Concerns were raised about the potential difficulty of recruiting 5 to 7 community members to serve on the advisory committee.

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A motion was made to solicit community members over the next two months and bring the item back to the Board in November with information on whether enough community members would be willing to participate in the advisory committee.

Director Johnston, 2nd Director McVay

Vote: 5-0

8. Director request to withdraw from Planning Steering Committee

Director Beaver explained that she currently serves on two committees that have large projects underway, which will require significant time and focus. Director Johnston stated that, as the alternate, he will replace Director Beaver on the Planning and Steering Committee. Director McVay volunteered to serve as the new alternate.

A motion was made to accept Director Beaver's resignation from the committee and to appoint Director Johnston as the committee member, with Director McVay serving as the alternate.

Director Fickes, Director Beaver

Vote: 5-0

9. GENERAL MANAGERS ORAL REPORT

Interim General Manager Jim Wadleigh reported that he met with the Western Shasta Resource Conservation District regarding its role as a potential pass-through agency for grants. He noted that the agency also assists with permitting, which could be beneficial to the District. Mr. Wadleigh provided an update on the Water Asset Management Plan and emphasized the serious need for GIS mapping. He explained that the District currently relies on outdated paper maps or the knowledge of staff, and he outlined the benefits of GIS mapping, including his plan to create a heat map to track system breaks within the community.

Mr. Wadleigh further reported that Distribution staff have begun renting heavy equipment to complete repair work on breaks too large for the District's current equipment. He stated that this practice eliminates the need to hire outside contractors and has resulted in significant cost savings and increased efficiency. The Board discussed the possibility of purchasing an excavator in the future and also reviewed the current balance owed on the District's backhoe.

Director McVay asked Mr. Wadleigh to provide additional information regarding policies for new customer meter installations. Discussion focused on the cost of such installations and the District's present inability to complete the majority of the required work. A member of the public commented that the District has previously completed meter and service installations in-house and already possesses the necessary equipment to do so.

Incoming General Manager Dale Mancino addressed the Board, stating that he has extensive experience with new service installations, including work with asbestos cement (AC) pipe. He assured the Board and public that, once he begins his tenure with the District, he will work closely with staff to provide the necessary training.

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10. OPERATIONS ORAL REPORT

Administrative Assistant Emily King gave an oral report on collections for aging accounts and provided a table showing a 43% reduction in fees owed over the past month. She further reported that 15 additional liens were filed during the month and 77 delinquency notices were sent out.

Interim General Manager Jim Wadleigh provided an update on operations at the Water Treatment Plant. He reported on mandatory PFAS sampling, staff training activities, and the replacement of filters and a storm drain. He also provided an update on the backwash pond project for Pond No. 2, noting that concrete work is scheduled to begin during the week of August 25.

Mr. Wadleigh further reported on Distribution Operations, stating that staff completed three planned water leak repairs with another scheduled for August 19. He noted that site clean-up work has been completed on Cimmaron Trail and Poplar Avenue. In addition, Mr. Wadleigh commended Distribution Operations Supervisor Morgan Rau for securing a competitive rental rate for an excavator from Sunbelt Rentals in Anderson, which also offers weekend and emergency contact support.

11. STANDING COMMITTEE REPORT

- a. Agriculture** – Director Johnston announced the Farmers Market on the 2nd and 4th Saturday of the month and stated that no additional meetings have been scheduled yet.
- b. Finance** – Not met.
- c. Planning/Steering** – Not met.
- d. Personnel** – The committee met for the first time today. A chair was selected, a scope and purpose were established, and a list of priorities was developed.

12. BOARD MEMBER ITEMS

Director Johnston expressed concern regarding the fire hydrant located on Hopekay Lane, noting that it has been out of service since 2024.

Chair McVay invited Incoming General Manager Dale Mancino to come forward and officially sign his employment contract. Mr. Mancino stated that he is excited to begin his work with the District and looks forward to hitting the ground running.

Adjourn for Closed Session: 8:12 PM

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13. CLOSED SESSION ANNOUNCEMENT:

**a. Public Employee Discussion – Government Code §54957(b)(1), §54957.6
Reconvene Regular Meeting: 9:01 PM**

The Board gave Interim General Manager Jim Wadleigh direction to continue exploring solutions to the administration needs.

14. ADJOURN THE MEETING: 9:01 PM

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10:26 AM

09/12/25

Accrual Basis

Clear Creek Community Services District

Transaction Detail by Account

August 16 through September 11, 2025

Type	Date	Num	Name	Memo	Amount
8000 - Accounts Payable					
Bill Pmt -Check	08/18/2025	Auto P...	Pacific Gas & Electric	Clear Creek R...	-98.91
Bill Pmt -Check	08/18/2025	Auto P...	Pacific Gas & Electric	Cloverdale/Cl...	-780.09
Bill Pmt -Check	08/19/2025		AT&T	QuickBooks g...	0.00
Bill Pmt -Check	08/19/2025	34352	Ability Answering & Paging...	05-1-8495	-600.39
Bill Pmt -Check	08/19/2025	34353	Ace Hardware - Acct # 2186	2186	-123.49
Bill Pmt -Check	08/19/2025	34354	Ace Hardware - Acct# 2118	2118	-61.11
Bill Pmt -Check	08/19/2025	34355	AT&T	Well Field Bo...	-4.43
Bill Pmt -Check	08/19/2025	34356	Batteries Plus Bulbs	3572121	-98.56
Bill Pmt -Check	08/19/2025	34357	Cintas Corporation	22228100	-292.06
Bill Pmt -Check	08/19/2025	34358	Computer Logistics Corp	July 2025 IT S...	-670.88
Bill Pmt -Check	08/19/2025	34359	Fasteners Inc	373	-546.76
Bill Pmt -Check	08/19/2025	34360	Ferguson Waterworks	409921	-9,116.85
Bill Pmt -Check	08/19/2025	34361	J.F. Shea Construction, Inc.	Acct #144318 ...	-457.15
Bill Pmt -Check	08/19/2025	34362	Nor Cal Gloves	VOID: 5312 w...	0.00
Bill Pmt -Check	08/19/2025	34363	Pace Analytical Services L...	28-100128	-811.40
Bill Pmt -Check	08/19/2025	34364	Pace Engineering	Project 0104....	-21,600.85
Bill Pmt -Check	08/19/2025	34365	Pace Supply Corp		-78.25
Bill Pmt -Check	08/19/2025	34366	Professional Exterminator ...	17387	-65.00
Bill Pmt -Check	08/19/2025	34367	Rau, Morgan	Boot Allowance	-100.00
Bill Pmt -Check	08/19/2025	34368	Signerama	Business Doo...	-342.41
Bill Pmt -Check	08/19/2025	34369	United Public Employees o...	Union Membe...	-412.00
Bill Pmt -Check	08/19/2025	34370	US Bank Equipment Finance	1453267	-302.86
Bill Pmt -Check	08/19/2025	34371	Valley Ace Hardware #364	Wallbase/Do...	-156.35
Bill Pmt -Check	08/19/2025	34372	Valley Pacific	C850335	-140.67
Bill Pmt -Check	08/20/2025	34373	Emily King	Emily King Mil...	-140.21
Bill Pmt -Check	08/20/2025	34374	Nor Cal Gloves	5312	-114.04
Bill Pmt -Check	08/22/2025	Auto P...	Pacific Gas & Electric	Wells 1 & 2	-245.87
Bill Pmt -Check	08/22/2025	Auto P...	Pacific Gas & Electric	5880 Oak/Ga...	-2,233.46
Bill Pmt -Check	08/25/2025	Auto P...	Waste Management	3-99477-15008	-394.58
Bill Pmt -Check	08/25/2025	Auto P...	Verizon	242343122-0...	-38.83
Bill Pmt -Check	09/01/2025	Auto P...	RCAC-Loan Fund (Dump ...	6332-CCCSO...	-1,696.07
Bill Pmt -Check	09/01/2025	Auto P...	Humana - Dental Ins	412851-001	-903.31
Bill Pmt -Check	09/05/2025	Auto P...	Waste Management	3-99477-15008	-394.58
Bill Pmt -Check	09/10/2025	Auto P...	TDS	530-357-2121	-385.27
Bill Pmt -Check	09/11/2025	Auto P...	Pacific Gas & Electric	WTP 10620 P...	-4,675.99
Bill Pmt -Check	09/11/2025	Auto P...	Pacific Gas & Electric	WTP - Pond 1...	-754.54
Bill Pmt -Check	09/11/2025	34375	Ace Hardware - Acct # 2186	2186	-452.98
Bill Pmt -Check	09/11/2025	34376	Badger Meter, Inc.	41827	-134.28
Bill Pmt -Check	09/11/2025	34377	Bailey, William	Dist: Broken P...	-275.00
Bill Pmt -Check	09/11/2025	34378	Battery Recyclers of America	WTP Lithium ...	-3,057.00
Bill Pmt -Check	09/11/2025	34379	Beaver, Patricia A		-200.00
Bill Pmt -Check	09/11/2025	34380	CA State Water Resources...	Sys No. 4510...	-80.00
Bill Pmt -Check	09/11/2025	34381	Cintas Corporation	22228100	-196.36
Bill Pmt -Check	09/11/2025	34382	Com-Pair Services	10117	-111.65
Bill Pmt -Check	09/11/2025	34383	Computer Logistics Corp	Aug 2025 IT S...	-670.88
Bill Pmt -Check	09/11/2025	34384	CUSI (Continental Utility S...	Annual maint/...	-4,228.00
Bill Pmt -Check	09/11/2025	34385	Downey Brand	VOID: wrong ...	0.00
Bill Pmt -Check	09/11/2025	34386	Emily King	Emily King Re...	-977.32
Bill Pmt -Check	09/11/2025	34387	Ferguson Waterworks	409921	-19,323.40
Bill Pmt -Check	09/11/2025	34388	Fickes, Beverly		-200.00
Bill Pmt -Check	09/11/2025	34389	Gerlinger Steel & Supply	10326	-75.50
Bill Pmt -Check	09/11/2025	34390	Hach Company	110678	-3,151.12
Bill Pmt -Check	09/11/2025	34391	Happy Stop Market	Field Staff Au...	-1,862.92
Bill Pmt -Check	09/11/2025	34392	J.F. Shea Construction, Inc.	Acct #144318 ...	-432.97
Bill Pmt -Check	09/11/2025	34393	Johnston, Logan		-200.00
Bill Pmt -Check	09/11/2025	34394	Les Schwab	Dist - Ditch Wi...	-901.22
Bill Pmt -Check	09/11/2025	34395	Mancino, Dale	GM Reimburs...	-2,230.17
Bill Pmt -Check	09/11/2025	34396	McVay, Scott		-200.00
Bill Pmt -Check	09/11/2025	34397	Pace Analytical Services L...	28-100128	-329.85
Bill Pmt -Check	09/11/2025	34398	Pace Engineering	Project 0104....	-25,000.00
Bill Pmt -Check	09/11/2025	34399	RCAC -Loan Fund BWP G...	1140-CCCSO...	-10,218.90
Bill Pmt -Check	09/11/2025	34400	Rental Guys	Oak St Leak- ...	-629.23

Clear Creek Community Services District
Transaction Detail by Account
August 16 through September 11, 2025

Type	Date	Num	Name	Memo	Amount
Bill Pmt -Check	09/11/2025	34401	Valley Pacific	C850335	-74.31
Bill Pmt -Check	09/11/2025	34402	Downey Brand	47614	-74.47
Total 8000 - Accounts Payable					-124,124.75
TOTAL					-124,124.75

Clear Creek Community Services District

Profit & Loss

May 2025

	May 25
Ordinary Income/Expense	
Income	
11000 · Revenue - Customer Accts	
11005 · Base Rate Charge	147,198.61
11010 · Domestic Water Sales	32,674.32
11020 · Agricultural Water Sales	-32,146.74
11060 · Billing Pmt Late Fee	1,273.48
Total 11000 · Revenue - Customer Accts	148,999.67
12000 · Revenue - Water Service	
12010 · Turn On Fees	385.00
12015 · Centerville Admin O&M	16,661.65
12025 · Interest / Investment Income	1,394.98
12035 · Backflow Maint Charge	837.82
12100 · Misc. Revenue	70.00
Total 12000 · Revenue - Water Service	19,349.45
13000 · Designated Revenue -Non Op	
13005 · Filter Plant Repayment Charge	20,422.75
13010 · Recycle Backwash Water Charge	888.82
13015 · State Loan Repayment Charge	2,696.00
13025 · WIIN Act Repayment Charge	5,068.48
Total 13000 · Designated Revenue -Non Op	29,076.05
Total Income	197,425.17
Gross Profit	197,425.17
Expense	
30000 · Water Treatment Plant	
30100 · Utilities	
30105 · WTP - PGE 8185	3,641.84
30115 · WTP - AT&T 2316	429.04
30120 · WTP - AT&T 1026	32.57
30125 · Internet	55.00
Total 30100 · Utilities	4,158.45
30140 · WTP Computer & Software	5,110.00
30170 · Supplies	64.99
30200 · WTP Repair & Maintenance O&M	34,815.82
30500 · Vehicle Maintenance & Expense	
30505 · Fuel Expense	1,689.14
30525 · GM Truck Chev Colorado - Unit 9	68.94
Total 30500 · Vehicle Maintenance & Expense	1,758.08
Total 30000 · Water Treatment Plant	45,907.34
40000 · Distribution	
40200 · Utilities	
40205 · Cloverdale Rd N.Boost- PGE 4189	552.06
40210 · Clear Crk/HV - PGE 9574	85.52
Total 40200 · Utilities	637.58
40400 · Repair & Maintenance (O&M)	
40430 · Inventory/Tools	1,328.29
40400 · Repair & Maintenance (O&M) - Other	203.05
Total 40400 · Repair & Maintenance (O&M)	1,531.34

10:14 AM

09/12/25

Accrual Basis

Clear Creek Community Services District

Profit & Loss

May 2025

	May 25
40500 · Vehicle Maintenance & Expense	
40515 · Ford F350 2016 - Unit 3	146.84
Total 40500 · Vehicle Maintenance & Expense	146.84
Total 40000 · Distribution	2,315.76
41000 · Wells & Booster Station	
41100 · Utilities	
41105 · Wells 1 & 2 - PGE 2671	243.40
41115 · So. Booster - AT&T 2121	8.86
41120 · So. Booster - Internet	55.00
Total 41100 · Utilities	307.26
Total 41000 · Wells & Booster Station	307.26
50000 · Administration/ General	
50100 · Utilities	
50110 · 2 Outdoor Lights - PGE 3564	21.83
50120 · Verizon - On-call Cell Phone	51.97
50130 · Answering Service	424.74
Total 50100 · Utilities	498.54
50200 · Office Supplies	
50205 · Janitorial supplies	92.62
50200 · Office Supplies - Other	772.07
Total 50200 · Office Supplies	864.69
50310 · Advertising & Public Notices	1,725.07
50320 · Meal & Reimbursements	38.72
50500 · Special & Professional Services	
50504 · Accounting Services (non-audit)	5,495.00
50510 · Director Fees	380.01
50515 · Server & Computer Maintenance	
50517 · Software Subscriptions	883.67
50515 · Server & Computer Maintenance - Other	1,590.23
Total 50515 · Server & Computer Maintenance	2,473.90
50525 · Engineering	3,477.50
50535 · Building & Ground Maint.-Office	
50536 · Waste Management	368.37
50535 · Building & Ground Maint.-Office - Other	173.72
Total 50535 · Building & Ground Maint.-Office	542.09
50540 · OPEB Valuation & Actuarial	6,850.00
Total 50500 · Special & Professional Services	19,218.50
50700 · Regulatory	
50705 · Water District Regulatory Fees	
50715 · Risk Management Plan	1,790.75
Total 50705 · Water District Regulatory Fees	1,790.75
Total 50700 · Regulatory	1,790.75
51400 · Employee Benefits	
51405 · Vision, Dental,	1,383.53
51415 · UNUM-Disability, Life, Accident	1,874.79
51440 · CalPERS Retirement Contribution	3,345.67
51455 · Uniform & Service	407.20
Total 51400 · Employee Benefits	7,011.19

10:14 AM

09/12/25

Accrual Basis

Clear Creek Community Services District

Profit & Loss

May 2025

	May 25
51600 · Retiree Benefits	
51605 · Retiree Health Benefit - Direct	7,982.68
Total 51600 · Retiree Benefits	7,982.68
52000 · Interest Expense	
52005 · RCAC Loan Interest (dump truck)	186.49
Total 52000 · Interest Expense	186.49
53000 · Customer Accounts & Billing	
53015 · Supplies	
53020 · Postage	1,383.22
53025 · Billing Supplies & Materials	2,461.45
Total 53015 · Supplies	3,844.67
Total 53000 · Customer Accounts & Billing	3,844.67
Total 50000 · Administration/ General	43,161.30
60000 · Payroll Expense -Salary & Wages	
60100 · Payroll Exp - Administration/GM	14,721.21
60200 · Payroll Exp - Distribution	21,686.29
60300 · Payroll Exp - Water Treatment	20,748.92
60500 · Payroll Exp - Customer Accts	4,834.89
Total 60000 · Payroll Expense -Salary & Wages	61,991.31
80000 · Grants	
80010 · Backwash Pond Grant D2202015	
80013 · RCAC Loan Interest - BWPGGrant	4,341.05
Total 80010 · Backwash Pond Grant D2202015	4,341.05
Total 80000 · Grants	4,341.05
Total Expense	158,024.02
Net Ordinary Income	39,401.15
Net Income	39,401.15

Clear Creek Community Services District

Profit & Loss

June 2025

	Jun 25
Ordinary Income/Expense	
Income	
11000 · Revenue - Customer Accts	
11005 · Base Rate Charge	147,934.58
11010 · Domestic Water Sales	54,440.96
11020 · Agricultural Water Sales	60,271.60
11060 · Billing Pmt Late Fee	689.21
Total 11000 · Revenue - Customer Accts	263,336.35
12000 · Revenue - Water Service	
12010 · Turn On Fees	715.00
12015 · Centerville Admin O&M	17,007.97
12025 · Interest / Investment Income	1,585.86
12035 · Backflow Maint Charge	842.96
Total 12000 · Revenue - Water Service	20,151.79
13000 · Designated Revenue -Non Op	
13005 · Filter Plant Repayment Charge	20,537.03
13010 · Recycle Backwash Water Charge	1,046.52
13015 · State Loan Repayment Charge	2,715.00
13025 · WIIN Act Repayment Charge	5,104.20
Total 13000 · Designated Revenue -Non Op	29,402.75
Total Income	312,890.89
Gross Profit	312,890.89
Expense	
29000 · Supply Cost	
29005 · Water Purchase	
29010 · USBR Water Purchased	7,120.75
Total 29005 · Water Purchase	7,120.75
Total 29000 · Supply Cost	7,120.75
30000 · Water Treatment Plant	
30100 · Utilities	
30105 · WTP - PGE 8185	4,783.50
30110 · Pond - PGE 3611	938.07
30115 · WTP - AT&T 2316	418.72
30120 · WTP - AT&T 1026	439.76
30125 · Internet	55.00
Total 30100 · Utilities	6,635.05
30170 · Supplies	114.58
30200 · WTP Repair & Maintenance O&M	79.54
30400 · Water Quality Analysis	1,267.85
30405 · Chemicals WTP	21,544.45
30500 · Vehicle Maintenance & Expense	
30504 · Mileage	115.29
30505 · Fuel Expense	2,175.09
30500 · Vehicle Maintenance & Expense - Other	91.06
Total 30500 · Vehicle Maintenance & Expense	2,381.44
Total 30000 · Water Treatment Plant	32,022.91
40000 · Distribution	
40300 · Safety Equipment & Training	
40310 · Personal Safety Equipment	370.26
Total 40300 · Safety Equipment & Training	370.26

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Accrual Basis

Clear Creek Community Services District

Profit & Loss

June 2025

	Jun 25
40400 · Repair & Maintenance (O&M)	
40430 · Inventory/Tools	5,893.26
40440 · Water Quality Analysis - Dist	564.00
40400 · Repair & Maintenance (O&M) - Other	7,161.74
Total 40400 · Repair & Maintenance (O&M)	13,619.00
40500 · Vehicle Maintenance & Expense	
40510 · Ram PU 2019 - Unit 1	1,340.14
40520 · Chevy PU 2017 - Unit 5	571.15
40535 · Chevy PU 2015 - Unit 10	492.04
40540 · Chevy PU 2016 - Unit 11	139.50
40550 · Ford ranger 2008 - Unit 2	1,477.66
40555 · Ditch Witch Vac Trailer	895.00
40500 · Vehicle Maintenance & Expense - Other	0.00
Total 40500 · Vehicle Maintenance & Expense	4,915.49
Total 40000 · Distribution	18,904.75
41000 · Wells & Booster Station	
41100 · Utilities	
41105 · Wells 1 & 2 - PGE 2671	237.53
41110 · Well #3 - PGE 2838	2,868.00
41115 · So. Booster - AT&T 2121	4.43
41120 · So. Booster - Internet	55.00
Total 41100 · Utilities	3,164.96
Total 41000 · Wells & Booster Station	3,164.96
50000 · Administration/ General	
50100 · Utilities	
50120 · Verizon - On-call Cell Phone	51.97
50130 · Answering Service	396.14
50135 · Telephone - TDS	357.01
Total 50100 · Utilities	805.12
50200 · Office Supplies	
50205 · Janitorial supplies	100.00
50200 · Office Supplies - Other	537.04
Total 50200 · Office Supplies	637.04
50310 · Advertising & Public Notices	577.80
50320 · Meal & Reimbursements	386.01
50500 · Special & Professional Services	
50510 · Director Fees	900.00
50515 · Server & Computer Maintenance	
50517 · Software Subscriptions	766.11
50515 · Server & Computer Maintenance - Other	2,497.73
Total 50515 · Server & Computer Maintenance	3,263.84
50520 · Legal	1,045.00
50525 · Engineering	18,568.00
50530 · Equipment, Maintenance & Lease	360.55
50535 · Building & Ground Maint.-Office	98.32
50500 · Special & Professional Services - Other	668.11
Total 50500 · Special & Professional Services	24,903.82
50700 · Regulatory	
50900 · Testing & License Fees	66.14
Total 50700 · Regulatory	66.14

Clear Creek Community Services District

Profit & Loss

June 2025

	Jun 25
51400 · Employee Benefits	
51405 · Vision, Dental,	345.13
51415 · UNUM-Disability, Life, Accident	899.61
51440 · CalPERS Retirement Contribution	7,314.87
51450 · Boot Allowance	100.00
51455 · Uniform & Service	612.84
Total 51400 · Employee Benefits	9,272.45
51600 · Retiree Benefits	
51605 · Retiree Health Benefit - Direct	7,545.59
Total 51600 · Retiree Benefits	7,545.59
53000 · Customer Accounts & Billing	
53015 · Supplies	
53020 · Postage	1,381.97
53025 · Billing Supplies & Materials	1,892.95
Total 53015 · Supplies	3,274.92
53016 · Meter Reading/ License	1,578.00
Total 53000 · Customer Accounts & Billing	4,852.92
50000 · Administration/ General - Other	145.00
Total 50000 · Administration/ General	49,191.89
50319 · Training & Professional Develop	1,020.00
60000 · Payroll Expense -Salary & Wages	
60100 · Payroll Exp - Administration/GM	14,883.06
60200 · Payroll Exp - Distribution	23,297.49
60300 · Payroll Exp - Water Treatment	21,490.31
60500 · Payroll Exp - Customer Accts	8,291.20
Total 60000 · Payroll Expense -Salary & Wages	67,962.06
80000 · Grants	
80010 · Backwash Pond Grant D2202015	
80011 · Engineering	63,449.07
80013 · RCAC Loan Interest - BWPGGrant	4,212.84
80010 · Backwash Pond Grant D2202015 - Other	-712,608.00
Total 80010 · Backwash Pond Grant D2202015	-644,946.09
Total 80000 · Grants	-644,946.09
Total Expense	-465,558.77
Net Ordinary Income	778,449.66
Net Income	778,449.66

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Accrual Basis

Clear Creek Community Services District

Profit & Loss

July 2025

	Jul 25
Ordinary Income/Expense	
Income	
11000 · Revenue - Customer Accts	
11005 · Base Rate Charge	150,457.55
11010 · Domestic Water Sales	71,858.64
11020 · Agricultural Water Sales	30,548.92
11060 · Billing Pmt Late Fee	52.50
Total 11000 · Revenue - Customer Accts	252,917.61
12000 · Revenue - Water Service	
12010 · Turn On Fees	880.00
12025 · Interest / Investment Income	1,295.46
12035 · Backflow Maint Charge	848.10
12100 · Misc. Revenue	15.00
Total 12000 · Revenue - Water Service	3,038.56
13000 · Designated Revenue -Non Op	
13005 · Filter Plant Repayment Charge	20,171.37
13010 · Recycle Backwash Water Charge	1,027.90
13015 · State Loan Repayment Charge	2,667.00
13025 · WIIN Act Repayment Charge	5,013.96
Total 13000 · Designated Revenue -Non Op	28,880.23
Total Income	284,836.40
Gross Profit	284,836.40
Expense	
29000 · Supply Cost	
29005 · Water Purchase	
29010 · USBR Water Purchased	11,946.70
Total 29005 · Water Purchase	11,946.70
Total 29000 · Supply Cost	11,946.70
30000 · Water Treatment Plant	
30100 · Utilities	
30105 · WTP - PGE 8185	4,373.83
30110 · Pond - PGE 3611	717.36
30115 · WTP - AT&T 2316	419.00
30125 · Internet	55.00
30130 · Backwash Sludge Disposal - Pond	984.38
Total 30100 · Utilities	6,549.57
30150 · Safety Equipment & Training	
30155 · Safety Equipment - General	10.00
Total 30150 · Safety Equipment & Training	10.00
30170 · Supplies	107.58
30200 · WTP Repair & Maintenance O&M	84.80
30400 · Water Quality Analysis	1,519.10
30405 · Chemicals WTP	8,259.80
30500 · Vehicle Maintenance & Expense	
30505 · Fuel Expense	2,791.25
30525 · GM Truck Chev Colorado - Unit 9	1,168.69
30500 · Vehicle Maintenance & Expense - Other	560.23
Total 30500 · Vehicle Maintenance & Expense	4,520.17
Total 30000 · Water Treatment Plant	21,051.02

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Accrual Basis

Clear Creek Community Services District

Profit & Loss

July 2025

	Jul 25
40000 · Distribution	
40200 · Utilities	
40205 · Cloverdale Rd N.Boost- PGE 4189	1,657.28
40210 · Clear Crk/HV - PGE 9574	200.69
Total 40200 · Utilities	1,857.97
40300 · Safety Equipment & Training	
40310 · Personal Safety Equipment	41.80
Total 40300 · Safety Equipment & Training	41.80
40400 · Repair & Maintenance (O&M)	
40410 · USA Underground	1,989.65
40430 · Inventory/Tools	13,945.64
40450 · Repair & Maintenance(O&M)-Other	1,557.77
40400 · Repair & Maintenance (O&M) - Other	17,321.24
Total 40400 · Repair & Maintenance (O&M)	34,814.30
40500 · Vehicle Maintenance & Expense	
40535 · Chevy PU 2015 - Unit 10	0.00
40540 · Chevy PU 2016 - Unit 11	773.86
40545 · Bobcat /Backhoe	173.23
Total 40500 · Vehicle Maintenance & Expense	947.09
Total 40000 · Distribution	37,661.16
41000 · Wells & Booster Station	
41100 · Utilities	
41105 · Wells 1 & 2 - PGE 2671	278.22
41110 · Well #3 - PGE 2838	2,101.37
41115 · So. Booster - AT&T 2121	4.70
41120 · So. Booster - Internet	55.00
Total 41100 · Utilities	2,439.29
Total 41000 · Wells & Booster Station	2,439.29
50000 · Administration/ General	
50100 · Utilities	
50110 · 2 Outdoor Lights - PGE 3564	21.83
50120 · Verizon - On-call Cell Phone	51.96
50130 · Answering Service	440.12
50135 · Telephone - TDS	714.93
Total 50100 · Utilities	1,228.84
50200 · Office Supplies	610.17
50315 · Postage	312.00
50320 · Meal & Reimbursements	136.27
50400 · Insurance	
50415 · Auto, Property & Liab Insurance	17,150.57
Total 50400 · Insurance	17,150.57
50500 · Special & Professional Services	
50510 · Director Fees	400.00
50515 · Server & Computer Maintenance	
50517 · Software Subscriptions	947.40
50515 · Server & Computer Maintenance - Other	1,042.13
Total 50515 · Server & Computer Maintenance	1,989.53
50520 · Legal	74.47
50525 · Engineering	-931.50
50530 · Equipment, Maintenance & Lease	690.66

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Accrual Basis

Clear Creek Community Services District

Profit & Loss

July 2025

	Jul 25
50535 · Building & Ground Maint.-Office	
50536 · Waste Management	394.58
50535 · Building & Ground Maint.-Office - Other	341.67
Total 50535 · Building & Ground Maint.-Office	736.25
50545 · Special & Prof Svcs - Other	135.00
Total 50500 · Special & Professional Services	3,094.41
50700 · Regulatory	
50705 · Water District Regulatory Fees	
50715 · Risk Management Plan	3,115.00
50725 · LAFCO Expense	5,342.40
Total 50705 · Water District Regulatory Fees	8,457.40
50900 · Testing & License Fees	276.77
Total 50700 · Regulatory	8,734.17
51400 · Employee Benefits	
50410 · JPIA - Workers Comp	4,847.51
51405 · Vision, Dental,	1,026.95
51415 · UNUM-Disability, Life, Accident	1,174.42
51440 · CalPERS Retirement Contribution	8,445.60
51455 · Uniform & Service	1,739.81
Total 51400 · Employee Benefits	17,234.29
51600 · Retiree Benefits	
51605 · Retiree Health Benefit - Direct	7,545.59
51600 · Retiree Benefits - Other	225.00
Total 51600 · Retiree Benefits	7,770.59
52000 · Interest Expense	
52005 · RCAC Loan Interest (dump truck)	186.49
Total 52000 · Interest Expense	186.49
53000 · Customer Accounts & Billing	
53015 · Supplies	
53020 · Postage	1,388.27
53025 · Billing Supplies & Materials	1,901.60
Total 53015 · Supplies	3,289.87
53016 · Meter Reading/ License	134.28
53030 · Chargebacks, NSF, Acct Refunds	-37.10
Total 53000 · Customer Accounts & Billing	3,387.05
Total 50000 · Adminstration/ General	59,844.85
60000 · Payroll Expense -Salary & Wages	
60100 · Payroll Exp - Administration/GM	11,856.90
60200 · Payroll Exp - Distribution	44,234.37
60300 · Payroll Exp - Water Treatment	33,943.16
60500 · Payroll Exp - Customer Accts	19,181.23
Total 60000 · Payroll Expense -Salary & Wages	109,215.66

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Accrual Basis

Clear Creek Community Services District
Profit & Loss
July 2025

	Jul 25
80000 · Grants	
80010 · Backwash Pond Grant D2202015	
80011 · Engineering	37,652.00
80012 · Materials and Equipment	962,516.81
80013 · RCAC Loan Interest - BWPGGrant	4,362.94
80015 · Backwash Ponds Grant Reimb	-11,107.28
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Total 80010 · Backwash Pond Grant D2202015	993,424.47
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Total 80000 · Grants	993,424.47
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Total Expense	1,235,583.15
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Net Ordinary Income	-950,746.75
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Net Income	-950,746.75
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Accrual Basis

Clear Creek Community Services District

Profit & Loss

August 2025

	Aug 25
Ordinary Income/Expense	
Income	
11000 · Revenue - Customer Accts	
11005 · Base Rate Charge	149,618.37
11010 · Domestic Water Sales	51,002.52
11020 · Agricultural Water Sales	23,806.80
11060 · Billing Pmt Late Fee	-1,197.64
Total 11000 · Revenue - Customer Accts	223,230.05
12000 · Revenue - Water Service	
12010 · Turn On Fees	710.00
12011 · Customer Deposit	-70.00
12015 · Centerville Admin O&M	31,156.82
12025 · Interest / Investment Income	1,171.20
12035 · Backflow Maint Charge	758.53
Total 12000 · Revenue - Water Service	33,726.55
13000 · Designated Revenue -Non Op	
13005 · Filter Plant Repayment Charge	17,372.98
13010 · Recycle Backwash Water Charge	1,017.26
13015 · State Loan Repayment Charge	2,638.00
13025 · WIIN Act Repayment Charge	4,959.44
Total 13000 · Designated Revenue -Non Op	25,987.68
Total Income	282,944.28
Gross Profit	282,944.28
Expense	
30000 · Water Treatment Plant	
30100 · Utilities	
30105 · WTP - PGE 8185	4,675.99
30110 · Pond - PGE 3611	754.54
30115 · WTP - AT&T 2316	418.10
30125 · Internet	55.00
Total 30100 · Utilities	5,903.63
30170 · Supplies	-14.69
30200 · WTP Repair & Maintenance O&M	3,304.87
30400 · Water Quality Analysis	811.40
30405 · Chemicals WTP	3,657.00
30500 · Vehicle Maintenance & Expense	
30504 · Mileage	140.21
30505 · Fuel Expense	1,290.81
Total 30500 · Vehicle Maintenance & Expense	1,431.02
Total 30000 · Water Treatment Plant	15,093.23
40000 · Distribution	
40200 · Utilities	
40205 · Cloverdale Rd N.Boost- PGE 4189	841.77
40210 · Clear Crk/HV - PGE 9574	98.36
Total 40200 · Utilities	940.13
40300 · Safety Equipment & Training	
40310 · Personal Safety Equipment	242.73
Total 40300 · Safety Equipment & Training	242.73

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Accrual Basis

Clear Creek Community Services District

Profit & Loss

August 2025

	Aug 25
40400 · Repair & Maintenance (O&M)	
40415 · Meter Register/Tranponder Repl	3,057.00
40430 · Inventory/Tools	18,770.59
40400 · Repair & Maintenance (O&M) - Other	1,877.79
Total 40400 · Repair & Maintenance (O&M)	23,705.38
40500 · Vehicle Maintenance & Expense	
40550 · Ford ranger 2008 - Unit 2	35.56
40555 · Ditch Witch Vac Trailer	3,823.22
Total 40500 · Vehicle Maintenance & Expense	3,858.78
Total 40000 · Distribution	28,747.02
41000 · Wells & Booster Station	
41100 · Utilities	
41105 · Wells 1 & 2 - PGE 2671	245.87
41110 · Well #3 - PGE 2838	2,233.46
41115 · So. Booster - AT&T 2121	4.43
41120 · So. Booster - Internet	55.00
Total 41100 · Utilities	2,538.76
41000 · Wells & Booster Station - Other	1,071.43
Total 41000 · Wells & Booster Station	3,610.19
50000 · Administration/ General	
50100 · Utilities	
50110 · 2 Outdoor Lights - PGE 3564	43.66
50120 · Verizon - On-call Cell Phone	38.83
50130 · Answering Service	600.39
50135 · Telephone - TDS	385.27
Total 50100 · Utilities	1,068.15
50200 · Office Supplies	341.77
50305 · Subscriptions	539.00
50320 · Meal & Reimbursements	121.86
50322 · Travel & Entertainment	294.80
50500 · Special & Professional Services	
50504 · Accounting Services (non-audit)	15.00
50505 · Audit Services	1,430.00
50510 · Director Fees	450.00
50515 · Server & Computer Maintenance	
50516 · Municipal Software	4,228.00
50517 · Software Subscriptions	1,313.08
50515 · Server & Computer Maintenance - Other	670.88
Total 50515 · Server & Computer Maintenance	6,211.96
50530 · Equipment, Maintenance & Lease	951.85
50535 · Building & Ground Maint.-Office	
50536 · Waste Management	394.58
50535 · Building & Ground Maint.-Office - Other	532.87
Total 50535 · Building & Ground Maint.-Office	927.45
50540 · OPEB Valuation & Actuarial	1,350.00
Total 50500 · Special & Professional Services	11,336.26
50700 · Regulatory	
50900 · Testing & License Fees	80.00
Total 50700 · Regulatory	80.00

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09/12/25

Accrual Basis

Clear Creek Community Services District

Profit & Loss

August 2025

	Aug 25
51400 · Employee Benefits	
51405 · Vision, Dental,	903.31
51440 · CalPERS Retirement Contribution	8,869.22
51450 · Boot Allowance	100.00
51455 · Uniform & Service	392.72
Total 51400 · Employee Benefits	10,265.25
51600 · Retiree Benefits	
51605 · Retiree Health Benefit - Direct	7,108.50
Total 51600 · Retiree Benefits	7,108.50
52000 · Interest Expense	
52005 · RCAC Loan Interest (dump truck)	167.54
Total 52000 · Interest Expense	167.54
53000 · Customer Accounts & Billing	
53016 · Meter Reading/ License	134.28
53030 · Chargebacks, NSF, Acct Refunds	-74.20
Total 53000 · Customer Accounts & Billing	60.08
55000 · Miscellaneous	275.00
Total 50000 · Administration/ General	31,658.21
50319 · Training & Professional Develop	977.32
60000 · Payroll Expense -Salary & Wages	
60100 · Payroll Exp - Administration/GM	4,441.25
60200 · Payroll Exp - Distribution	14,124.90
60300 · Payroll Exp - Water Treatment	11,063.72
60500 · Payroll Exp - Customer Accts	7,009.61
Total 60000 · Payroll Expense -Salary & Wages	36,639.48
80000 · Grants	
80010 · Backwash Pond Grant D2202015	
80011 · Engineering	21,600.85
Total 80010 · Backwash Pond Grant D2202015	21,600.85
Total 80000 · Grants	21,600.85
Total Expense	138,326.30
Net Ordinary Income	144,617.98
Net Income	144,617.98

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Clear Creek Community Services District

09/12/25

Profit & Loss Budget vs. Actual

Accrual Basis

July 2024 through June 2025

	Jul '24 - Jun 25	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
11000 - Revenue - Customer Accts				
11005 - Base Rate Charge	1,624,149.77	1,760,000.00	-135,850.23	92.3%
11010 - Domestic Water Sales				
11011 - Metered Hydrant Usage	567.99	0.00	567.99	100.0%
11010 - Domestic Water Sales - Other	410,908.92	400,000.00	10,908.92	102.7%
Total 11010 - Domestic Water Sales	411,476.91	400,000.00	11,476.91	102.9%
11015 - Water Out of District Sales	0.00	0.00	0.00	0.0%
11020 - Agricultural Water Sales	157,416.49	175,000.00	-17,583.51	90.0%
11050 - Penalty-Exceeded WA Allocation	0.00	0.00	0.00	0.0%
11060 - Billing Pmt Late Fee	9,373.20	0.00	9,373.20	100.0%
11000 - Revenue - Customer Accts - Other	543.40			
Total 11000 - Revenue - Customer Accts	2,202,959.77	2,335,000.00	-132,040.23	94.3%
12000 - Revenue - Water Service				
12005 - Capacity Charges	0.00	0.00	0.00	0.0%
12010 - Turn On Fees	6,426.70	4,000.00	2,426.70	160.7%
12011 - Customer Deposit	0.00	0.00	0.00	0.0%
12015 - Centerville Admin O&M	187,365.56	200,000.00	-12,633.44	93.7%
12020 - Clearance Form	0.00	0.00	0.00	0.0%
12025 - Interest / Investment Income	28,804.94	750.00	28,054.94	3,840.7%
12030 - Convenience Fees	0.00	750.00	-750.00	0.0%
12035 - Backflow Maint Charge	8,969.30	6,500.00	2,469.30	138.0%
12040 - Trinity PUD Assessment	0.00	0.00	0.00	0.0%
12045 - CVP Restoration	0.00	0.00	0.00	0.0%
12100 - Misc. Revenue				
12105 - Repairs Charged to Customer	1,650.93	0.00	1,650.93	100.0%
12100 - Misc. Revenue - Other	7,243.19	0.00	7,243.19	100.0%
Total 12100 - Misc. Revenue	8,894.12	0.00	8,894.12	100.0%
Total 12000 - Revenue - Water Service	240,461.62	212,000.00	28,461.62	113.4%
13000 - Designated Revenue -Non Op				
13005 - Filter Plant Repayment Charge	223,503.68	230,000.00	-6,496.32	97.2%
13010 - Recycle Backwash Water Charge	1,227.10	12,000.00	-772.90	93.6%
13015 - State Loan Repayment Charge	23,508.62	30,000.00	-491.38	98.4%
13025 - WIIN Act Repayment Charge	55,475.96	58,000.00	-2,524.04	95.6%
Total 13000 - Designated Revenue -Non Op	319,715.36	330,000.00	-10,284.64	96.9%
14000 - Reserves				
14010 - WIIN Act Reserves to Operating	0.00	55,000.00	-55,000.00	0.0%
14015 - State Loan Reserve to Operating	0.00	0.00	0.00	0.0%
14020 - Penalties Reserve to Operating	0.00	0.00	0.00	0.0%
14090 - Discretionary Fund Bal Reserve	0.00	0.00	0.00	0.0%
Total 14000 - Reserves	0.00	55,000.00	-55,000.00	0.0%
15000 - Revenue - Taxes				
15005 - Taxes-General Property	285,510.06	420,000.00	-134,489.94	68.0%
Total 15000 - Revenue - Taxes	285,510.06	420,000.00	-134,489.94	68.0%
17000 - Other Revenue Accounts				
17002 - CERBT Reimb Retiree Health Ins	0.00	0.00	0.00	0.0%
17000 - Other Revenue Accounts - Other	0.00	0.00	0.00	0.0%
Total 17000 - Other Revenue Accounts	0.00	0.00	0.00	0.0%
Total Income	3,048,646.81	3,352,000.00	-303,353.19	91.0%
Gross Profit	3,048,646.81	3,352,000.00	-303,353.19	91.0%
Expense				
29000 - Supply Cost				
29005 - Water Purchase				
29010 - USBR Water Purchased				
29011 - Restoration Fee	0.00	0.00	0.00	0.0%
29012 - Trinity PUD Assessment	0.00	0.00	0.00	0.0%
29010 - USBR Water Purchased - Other	130,267.34	140,000.00	-9,732.66	93.0%
Total 29010 - USBR Water Purchased	130,267.34	140,000.00	-9,732.66	93.0%
29015 - McConnell Water Purchased	0.00	0.00	0.00	0.0%
29020 - City of Shasta Lake Water Purch	0.00	0.00	0.00	0.0%
Total 29005 - Water Purchase	130,267.34	140,000.00	-9,732.66	93.0%
29100 - WIIN Act Repayment Exp	0.00	0.00	0.00	0.0%
Total 29000 - Supply Cost	130,267.34	140,000.00	-9,732.66	93.0%
30000 - Water Treatment Plant				
30100 - Utilities				
30105 - WTP - PGE 8185	49,711.41	0.00	49,711.41	100.0%
30110 - Pond - PGE 3611	4,094.86	0.00	4,094.86	100.0%
30115 - WTP - AT&T 2316	4,563.48	0.00	4,563.48	100.0%
30120 - WTP - AT&T 1026	788.03	0.00	788.03	100.0%
30125 - Internet	605.00	0.00	605.00	100.0%
30130 - Backwash Sludge Disposal - Pond	2,736.00			
30100 - Utilities - Other	0.00	63,000.00	-63,000.00	0.0%
Total 30100 - Utilities	62,498.78	63,000.00	-501.22	99.2%
30135 - Office Supplies WTP	163.07	500.00	-336.93	32.6%
30140 - WTP Computer & Software	5,757.49	5,000.00	757.49	115.1%
30145 - Shipping/Postage WTP	1,509.68	2,000.00	-490.32	75.5%
30150 - Safety Equipment & Training				
30155 - Safety Equipment - General	2,433.55	0.00	2,433.55	100.0%
30160 - Personal Safety Equipment	1,548.94	0.00	1,548.94	100.0%
30165 - Safety Training	375.00	0.00	375.00	100.0%
30150 - Safety Equipment & Training - Other	0.00	7,000.00	-7,000.00	0.0%
Total 30150 - Safety Equipment & Training	4,357.49	7,000.00	-2,642.51	62.2%
30170 - Supplies	602.88	0.00	602.88	100.0%
30200 - WTP Repair & Maintenance O&M	86,315.45	95,000.00	-8,684.55	90.9%
30400 - Water Quality Analysis	5,995.00	10,000.00	-4,005.00	60.0%
30405 - Chemicals WTP	78,723.12	50,000.00	28,723.12	157.4%
30500 - Vehicle Maintenance & Expense				
30504 - Mileage	115.29	0.00	115.29	100.0%
30505 - Fuel Expense	8,189.01	0.00	8,189.01	100.0%
30525 - GM Truck Chev Colorado - Unit 9	142.49	0.00	142.49	100.0%
30500 - Vehicle Maintenance & Expense - Other	159.44	6,500.00	-6,340.56	2.5%
Total 30500 - Vehicle Maintenance & Expense	8,606.23	6,500.00	2,106.23	132.4%
30600 - Capital Improvements	18,000.00	45,000.00	-27,000.00	40.0%
Total 30000 - Water Treatment Plant	272,529.19	284,000.00	-11,470.81	96.0%
30700 - Transmission & Conduit				
30705 - Conduit Repair and Maint O&M	0.00	4,000.00	-4,000.00	0.0%
30700 - Transmission & Conduit - Other	0.00	0.00	0.00	0.0%
Total 30700 - Transmission & Conduit	0.00	4,000.00	-4,000.00	0.0%
40000 - Distribution				
40200 - Utilities				
40205 - Cloverdale Rd N.Boost- PGE 4189	4,452.79	0.00	4,452.79	100.0%
40210 - Clear Crk/HV - PGE 9574	2,502.25	0.00	2,502.25	100.0%
40200 - Utilities - Other	1,177.07	6,500.00	-5,322.93	18.1%
Total 40200 - Utilities	8,132.11	6,500.00	1,632.11	125.1%

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Clear Creek Community Services District

Profit & Loss Budget vs. Actual

Accrual Basis

July 2024 through June 2025

	Jul '24 - Jun 25	Budget	\$ Over Budget	% of Budget
40300 - Safety Equipment & Training				
40305 - Safety Equipment - General	5,597.56	0.00	5,597.56	100.0%
40310 - Personal Safety Equipment	3,755.63	0.00	3,755.63	100.0%
40315 - Safety Training	0.00	0.00	0.00	0.0%
40300 - Safety Equipment & Training - Other	345.62	7,500.00	-7,154.38	4.6%
Total 40300 - Safety Equipment & Training	9,698.81	7,500.00	2,198.81	129.3%
40400 - Repair & Maintenance (O&M)				
40405 - Backflow Device Testing	5,587.78	6,500.00	-912.22	86.0%
40410 - USA Underground	2,567.74	10,000.00	-7,432.26	25.7%
40415 - Meter Register/Transponder Repl	2,659.31	25,000.00	-22,340.69	10.6%
40420 - Tank Inspection	0.00	10,000.00	-10,000.00	0.0%
40430 - Inventory/Tools	52,073.06	40,000.00	12,073.06	130.2%
40440 - Water Quality Analysis - Dist	9,164.30	10,000.00	-835.70	91.6%
40445 - Drought O&M Exp	0.00	0.00	0.00	0.0%
40450 - Repair & Maintenance(O&M)-Other	0.00	0.00	0.00	0.0%
40400 - Repair & Maintenance (O&M) - Other	170,833.29	150,000.00	20,833.29	113.9%
Total 40400 - Repair & Maintenance (O&M)	242,885.48	251,500.00	-8,614.52	96.6%
40480 - Capital Improvements	0.00	190,000.00	-190,000.00	0.0%
40500 - Vehicle Maintenance & Expense				
40505 - Fuel Expense	17,351.67	0.00	17,351.67	100.0%
40510 - Ram PU 2019 - Unit 1	2,242.70	0.00	2,242.70	100.0%
40515 - Ford F350 2016 - Unit 3	146.84	0.00	146.84	100.0%
40520 - Chevy PU 2017 - Unit 5	4,385.91	0.00	4,385.91	100.0%
40525 - Freightliner 2012 Dump - Unit 7	1,949.92	0.00	1,949.92	100.0%
40530 - Dodge PU 2016 - Unit 6	230.16	0.00	230.16	100.0%
40535 - Chevy PU 2015 - Unit 10	3,507.46	0.00	3,507.46	100.0%
40540 - Chevy PU 2016 - Unit 11	2,126.05	0.00	2,126.05	100.0%
40545 - Bobcat /Backhoe	3,198.18	0.00	3,198.18	100.0%
40550 - Ford ranger 2008 - Unit 2	1,683.38	0.00	1,683.38	100.0%
40555 - Ditch Witch Vac Trailer	1,306.74	0.00	1,306.74	100.0%
40500 - Vehicle Maintenance & Expense - Other	576.06	40,000.00	-39,423.94	1.4%
Total 40500 - Vehicle Maintenance & Expense	38,705.07	40,000.00	-1,294.93	96.8%
40000 - Distribution - Other	13,189.00	0.00	13,189.00	100.0%
Total 40000 - Distribution	312,610.47	495,500.00	-182,889.53	63.1%
41000 - Wells & Booster Station				
41001 - North Fork Ranch Project	0.00	0.00	0.00	0.0%
41100 - Utilities				
41105 - Wells 1 & 2 - PGE 2671	12,185.52	0.00	12,185.52	100.0%
41110 - Well #3 - PGE 2838	19,913.51	0.00	19,913.51	100.0%
41115 - So. Booster - AT&T 2121	50.61	0.00	50.61	100.0%
41116 - So. Booster - AT&T 6708	1,164.89	0.00	1,164.89	100.0%
41120 - So. Booster - Internet	605.00	0.00	605.00	100.0%
41100 - Utilities - Other	0.00	27,000.00	-27,000.00	0.0%
Total 41100 - Utilities	33,919.53	27,000.00	6,919.53	125.6%
41200 - Water Quality Analysis	2,443.98	1,000.00	1,443.98	244.4%
41300 - Repair & Maintenance (O&M)	3,868.77	2,000.00	1,868.77	193.4%
41305 - Chemicals	-1,318.81	500.00	-1,818.81	-263.8%
41400 - Capital Improvements	0.00	0.00	0.00	0.0%
Total 41000 - Wells & Booster Station	38,913.47	30,500.00	8,413.47	127.6%
50000 - Administration/ General				
50100 - Utilities				
50105 - Oak St. - PGE 2838	9,245.92	0.00	9,245.92	100.0%
50110 - 2 Outdoor Lights - PGE 3564	260.72	0.00	260.72	100.0%
50120 - Verizon - On-call Cell Phone	630.21	0.00	630.21	100.0%
50125 - Propane	4,298.07	0.00	4,298.07	100.0%
50130 - Answering Service	5,097.66	0.00	5,097.66	100.0%
50135 - Telephone - TDS	4,285.46	0.00	4,285.46	100.0%
50140 - Internet	0.00	0.00	0.00	0.0%
50100 - Utilities - Other	0.00	30,000.00	-30,000.00	0.0%
Total 50100 - Utilities	23,818.04	30,000.00	-6,181.96	79.4%
50200 - Office Supplies				
50205 - Janitorial supplies	943.90	0.00	943.90	100.0%
50210 - Ink and Toner	41.81	0.00	41.81	100.0%
50200 - Office Supplies - Other	5,736.64	7,000.00	-1,263.36	82.0%
Total 50200 - Office Supplies	6,722.35	7,000.00	-277.65	96.0%
50300 - Organizational Dues	17,842.30	20,000.00	-2,157.70	89.2%
50305 - Subscriptions	718.00	0.00	718.00	100.0%
50310 - Advertising & Public Notices	4,632.97	1,000.00	3,632.97	463.3%
50315 - Postage	1,336.51	3,500.00	-2,161.49	38.2%
50320 - Meal & Reimbursements	4,661.88	5,000.00	-338.12	93.2%
50325 - Registration and Reimbursements	890.00	8,500.00	-7,610.00	10.5%
50330 - Bank Service Fee/Finance Charge	1,576.47	10,000.00	-8,423.53	15.8%
50400 - Insurance				
50405 - JPLA - Cyber Liability	985.46	3,000.00	-2,014.54	32.8%
50415 - Auto, Property & Lib Insurance	79,857.20	16,000.00	63,857.20	499.1%
50420 - Vehicle Insurance	0.00	65,000.00	-65,000.00	0.0%
50400 - Insurance - Other	0.00	0.00	0.00	0.0%
Total 50400 - Insurance	80,842.66	84,000.00	-3,157.34	96.2%
50500 - Special & Professional Services				
50501 - Water Arrearages Repayment	0.00	0.00	0.00	0.0%
50504 - Accounting Services (non-audit)	23,655.00	0.00	23,655.00	100.0%
50505 - Audit Services	6,975.00	17,000.00	-10,025.00	41.0%
50510 - Director Fees	5,855.01	6,000.00	-144.99	97.6%
50512 - Director Elections Cost	0.00	0.00	0.00	0.0%
50515 - Server & Computer Maintenance				
50516 - Municipal Software	0.00	0.00	0.00	0.0%
50516.1 - Municipal Software Upgrade	0.00	0.00	0.00	0.0%
50516 - Municipal Software - Other	4,378.90	5,000.00	-621.10	87.6%
Total 50516 - Municipal Software	4,378.90	5,000.00	-621.10	87.6%
50517 - Software Subscriptions	18,344.08	15,000.00	3,344.08	122.3%
50515 - Server & Computer Maintenance - Other	21,923.91	25,000.00	-3,076.09	87.7%
Total 50515 - Server & Computer Maintenance	44,646.89	45,000.00	-353.11	99.2%
50520 - Legal	6,665.00	10,000.00	-3,335.00	66.7%
50525 - Engineering	42,531.88	40,000.00	2,531.88	106.3%
50530 - Equipment, Maintenance & Lease	5,664.48	6,000.00	-335.52	94.4%
50535 - Building & Ground Maint.-Office				
50536 - Waste Management	4,035.75	0.00	4,035.75	100.0%
50535 - Building & Ground Maint.-Office - Other	13,878.01	17,000.00	-3,121.99	81.6%
Total 50535 - Building & Ground Maint.-Office	17,913.76	17,000.00	913.76	105.4%
50540 - OPEB Valuation & Actuarial	8,120.00	5,000.00	3,120.00	162.4%
50500 - Special & Professional Services - Other	10,115.87	30,000.00	-19,884.13	33.7%
Total 50500 - Special & Professional Services	172,142.89	176,000.00	-3,857.11	97.8%
50700 - Regulatory				
50705 - Water District Regulatory Fees				
50710 - SWRCB - Water Fee	10,192.72	10,000.00	192.72	101.9%
50711 - SWRCB - CDTFA - Water Rights	22,940.66	21,500.00	1,440.66	106.7%
50715 - Risk Management Plan	9,333.61	7,000.00	2,333.61	133.3%
50720 - Groundwater Sustainability Act	0.00	0.00	0.00	0.0%
50725 - LAFCO Expense	6,893.50	6,500.00	393.50	106.1%
50705 - Water District Regulatory Fees - Other	0.00	0.00	0.00	0.0%
Total 50705 - Water District Regulatory Fees	49,360.49	45,000.00	4,360.49	109.7%

Profit & Loss Budget vs. Actual

Accrual Basis

July 2024 through June 2025

	Jul '24 - Jun 25	Budget	\$ Over Budget	% of Budget
50800 - Safety Equipment & Materials	0.00	1,000.00	-1,000.00	0.0%
50900 - Testing & License Fees	2,908.38	1,000.00	1,908.38	290.8%
Total 50700 - Regulatory	52,268.87	47,000.00	5,268.87	111.2%
51400 - Employee Benefits				
51410 - JPIA - Workers Comp	19,393.12	22,000.00	-2,606.88	88.2%
51405 - Vision, Dental,	14,049.78	18,000.00	-3,950.22	78.1%
51415 - UNUM-Disability, Life, Accident	14,501.44	18,000.00	-3,498.56	80.6%
51435 - CalPERS Health Insurance Exp	198,178.77	225,000.00	-26,821.23	88.1%
51440 - CalPERS Retirement Contribution	116,151.24	90,000.00	26,151.24	129.1%
51442 - CalPERS Unfunded Accrued Liab	152,822.80	160,000.00	-7,177.20	95.5%
51445 - Medicare - District Cost	0.00	12,000.00	-12,000.00	0.0%
51450 - Boot Allowance	400.00	700.00	-300.00	57.1%
51455 - Uniform & Service	4,651.14	5,000.00	-348.86	93.0%
Total 51400 - Employee Benefits	520,148.29	550,700.00	-30,551.71	94.5%
51600 - Retiree Benefits				
51605 - Retiree Health Benefit - Direct	84,429.86	90,000.00	-5,570.14	93.8%
51610 - CalPERS Health Ins- Retiree	11,203.50	15,000.00	-3,796.50	74.7%
51600 - Retiree Benefits - Other	800.00			
Total 51600 - Retiree Benefits	96,433.36	105,000.00	-8,566.64	91.8%
51700 - Property Taxes Paid	238.47	400.00	-161.53	59.6%
51800 - General Tax Expense	0.00	200.00	-200.00	0.0%
51900 - License and Permits	1,774.93	5,000.00	-3,225.07	35.5%
52000 - Interest Expense				
52005 - RCAC Loan Interest (dump truck)	2,645.61	1,000.00	1,645.61	264.6%
52011 - Interest Expense - Other	0.00	0.00	0.00	0.0%
52000 - Interest Expense - Other	10,621.95	4,500.00	6,121.95	236.0%
Total 52000 - Interest Expense	13,267.56	5,500.00	7,767.56	241.2%
53000 - Customer Accounts & Billing				
53015 - Supplies				
53020 - Postage	13,816.55	14,000.00	-183.45	98.7%
53025 - Billing Supplies & Materials	22,093.81	17,000.00	5,093.81	130.0%
53027 - Supplies - Other	0.00	0.00	0.00	0.0%
53015 - Supplies - Other	0.00	500.00	-500.00	0.0%
Total 53015 - Supplies	35,910.36	31,500.00	4,410.36	114.0%
53016 - Meter Reading/ License	11,375.93	8,000.00	3,375.93	142.2%
53030 - Chargebacks, NSF, Acct Refunds	-179.52	2,000.00	-2,179.52	-9.0%
53040 - Collections Expense - Liens/Fees	0.00	0.00	0.00	0.0%
53100 - Bad Debt Expense	144.39	0.00	144.39	100.0%
53000 - Customer Accounts & Billing - Other	0.00	0.00	0.00	0.0%
Total 53000 - Customer Accounts & Billing	47,251.16	41,500.00	5,751.16	113.9%
55000 - Miscellaneous	415.05			
50000 - Administration/ General - Other	145.00			
Total 50000 - Administration/ General	1,047,128.76	1,100,300.00	-53,171.24	95.2%
50319 - Training & Professional Develop	1,020.00	0.00	1,020.00	100.0%
59000 - Depreciation Expense	0.00	0.00	0.00	0.0%
60000 - Payroll Expense -Salary & Wages				
60100 - Payroll Exp - Administration/GM	168,968.45	153,000.00	15,968.45	110.4%
60200 - Payroll Exp - Distribution	297,187.64	365,000.00	-67,812.36	81.4%
60300 - Payroll Exp - Water Treatment	298,341.42	250,000.00	48,341.42	119.3%
60400 - Payroll Exp - Conduit Labor	0.00	4,000.00	-4,000.00	0.0%
60500 - Payroll Exp - Customer Accts	159,507.21	185,000.00	-25,492.79	86.2%
60600 - Payroll Exp-Well Field Stations	0.00	20,000.00	-20,000.00	0.0%
60000 - Payroll Expense -Salary & Wages - Other	1,383.46	0.00	1,383.46	100.0%
Total 60000 - Payroll Expense -Salary & Wages	925,388.18	977,000.00	-51,611.82	94.7%
66900 - Reconciliation Discrepancies	0.00	0.00	0.00	0.0%
70000 - Designated to Reserves - Non Op				
72205 - Filter Plant Repayment Reserve	0.00	230,000.00	-230,000.00	0.0%
72210 - Recycle Backwash Water Reserve	0.00	12,000.00	-12,000.00	0.0%
72215 - State Loan Repayment Reserve	0.00	30,000.00	-30,000.00	0.0%
72216 - Penalties Reserve - Tracking	0.00	0.00	0.00	0.0%
72225 - WIIN Act Repayment Reserve	0.00	58,000.00	-58,000.00	0.0%
75100 - Operating Reserve (4.1% usage)	0.00	20,705.00	-20,705.00	0.0%
75200 - Capital Imp & Mod Res (1.8% BR)	0.00	31,680.00	-31,680.00	0.0%
75300 - Emergency Fund Reserve	0.00	10,000.00	-10,000.00	0.0%
75400 - USBR Emergency Reserve	0.00	0.00	0.00	0.0%
75900 - Discretionary Fund Bal Reserve	0.00	63,315.00	-63,315.00	0.0%
Total 70000 - Designated to Reserves - Non Op	0.00	455,700.00	-455,700.00	0.0%
80000 - Grants				
80010 - Backwash Pond Grant D2202015				
80011 - Engineering	435,343.96	0.00	435,343.96	100.0%
80012 - Materials and Equipment	2,372,752.30	0.00	2,372,752.30	100.0%
80013 - RCAC Loan Interest - BWPGrant	59,719.44	0.00	59,719.44	100.0%
80015 - Backwash Ponds Grant Reimb	-2,016,730.67	0.00	-2,016,730.67	100.0%
80010 - Backwash Pond Grant D2202015 - Other	-712,608.00	0.00	-712,608.00	100.0%
Total 80010 - Backwash Pond Grant D2202015	138,477.03	0.00	138,477.03	100.0%
80020 - SCADA Electrical Grant D2118158				
80021 - Engineering	0.00	0.00	0.00	0.0%
80022 - Materials and Equipment	0.00	0.00	0.00	0.0%
80023 - SCADA Electrical Grant Reimb.	0.00	0.00	0.00	0.0%
Total 80020 - SCADA Electrical Grant D2118158	0.00	0.00	0.00	0.0%
80030 - ARPA Grant-DIST00202401AMR				
80031 - Materials and Equipment	0.00	0.00	0.00	0.0%
80032 - Shasta Count ARPA Grant Reimb	0.00	0.00	0.00	0.0%
80030 - ARPA Grant-DIST00202401AMR - Other	0.00	0.00	0.00	0.0%
Total 80030 - ARPA Grant-DIST00202401AMR	0.00	0.00	0.00	0.0%
80040 - ACWA/JPIA Risk Control Grant				
80041 - ACWA/JPIA Risk Control Reimb	-6,521.04	0.00	-6,521.04	100.0%
80040 - ACWA/JPIA Risk Control Grant - Other	6,521.04			
Total 80040 - ACWA/JPIA Risk Control Grant	0.00	0.00	0.00	0.0%
Total 80000 - Grants	138,477.03	0.00	138,477.03	100.0%
Total Expense	2,866,334.44	3,487,000.00	-620,665.56	82.2%
Net Ordinary Income	182,312.37	-135,000.00	317,312.37	-135.0%
Other Income/Expense				
Other Expense				
99999 - Suspense	0.00	0.00	0.00	0.0%
Total Other Expense	0.00	0.00	0.00	0.0%
Net Other Income	0.00	0.00	0.00	0.0%
Net Income	182,312.37	-135,000.00	317,312.37	-135.0%

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Accrual Basis

Clear Creek Community Services District

Profit & Loss Budget vs. Actual

July 1 through September 11, 2025

	Jul 1 - Sep 11, 25	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
11000 - Revenue - Customer Accts				
11005 - Base Rate Charge	300,075.92	355,000.00	-54,924.08	84.5%
11010 - Domestic Water Sales				
11011 - Metered Hydrant Usage	0.00	0.00	0.00	0.0%
11010 - Domestic Water Sales - Other	122,861.16	92,694.45	30,166.71	132.5%
Total 11010 - Domestic Water Sales	122,861.16	92,694.45	30,166.71	132.5%
11015 - Water Out of District Sales	0.00	0.00	0.00	0.0%
11020 - Agricultural Water Sales	54,355.72	25,638.88	28,716.84	212.0%
11050 - Penalty-Exceeded WA Allocation	0.00	0.00	0.00	0.0%
11055 - Reconnection Fee	0.00	0.00	0.00	0.0%
11060 - Billing Pmt Late Fee	-1,145.14	0.00	-1,145.14	100.0%
11000 - Revenue - Customer Accts - Other	0.00	0.00	0.00	0.0%
Total 11000 - Revenue - Customer Accts	476,147.66	473,333.33	2,814.33	100.6%
12000 - Revenue - Water Service				
12005 - Capacity Charges	0.00	0.00	0.00	0.0%
12010 - Turn On Fees	1,590.00	1,084.71	505.29	146.6%
12011 - Customer Deposit	-70.00	0.00	-70.00	100.0%
12015 - Conterville Admin O&M	31,156.82	39,444.45	-8,287.63	79.0%
12020 - Clearance Form	0.00	0.00	0.00	0.0%
12025 - Interest / Investment Income	2,466.66	246.54	2,220.12	1,000.5%
12026 - Unrealized Gain On Investment	3,251.00	0.00	3,251.00	100.0%
12030 - Convenience Fees	0.00	0.00	0.00	0.0%
12035 - Backflow Maint Charge	1,606.63	1,479.17	127.46	108.6%
12040 - Trinity PUD Assessment	0.00	0.00	0.00	0.0%
12045 - CVP Restoration	0.00	0.00	0.00	0.0%
12100 - Misc. Revenue				
12105 - Repairs Charged to Customer	0.00	0.00	0.00	0.0%
12100 - Misc. Revenue - Other	15.00	0.00	15.00	100.0%
Total 12100 - Misc. Revenue	15.00	0.00	15.00	100.0%
12000 - Revenue - Water Service - Other	0.00	0.00	0.00	0.0%
Total 12000 - Revenue - Water Service	40,016.11	42,254.87	-2,238.76	94.7%
13000 - Designated Revenue - Non Op				
13005 - Filter Plant Repayment Charge	37,544.35	45,361.12	-7,816.77	82.8%
13010 - Recycle Backwash Water Charge	2,045.16	2,366.67	-321.51	86.4%
13015 - State Loan Repayment Charge	5,305.00	5,916.87	-611.87	89.7%
13025 - WIIN Act Repayment Charge	9,973.40	11,438.88	-1,465.48	87.2%
13000 - Designated Revenue - Non Op - Other	0.00	0.00	0.00	0.0%
Total 13000 - Designated Revenue - Non Op	54,867.91	65,083.34	-10,215.43	84.3%
14000 - Reserves				
14010 - WIIN Act Reserves to Operating	0.00	10,847.21	-10,847.21	0.0%
14015 - State Loan Reserve to Operating	0.00	11,833.33	-11,833.33	0.0%
14020 - Penalties Reserve to Operating	0.00	0.00	0.00	0.0%
14090 - Discretionary Fund Bal Reserve	0.00	0.00	0.00	0.0%
14000 - Reserves - Other	0.00	0.00	0.00	0.0%
Total 14000 - Reserves	0.00	22,680.54	-22,680.54	0.0%
15000 - Revenue - Taxes				
15005 - Taxes-General Property	0.00	88,750.00	-88,750.00	0.0%
15000 - Revenue - Taxes - Other	0.00	0.00	0.00	0.0%
Total 15000 - Revenue - Taxes	0.00	88,750.00	-88,750.00	0.0%
17000 - Other Revenue Accounts				
17001 - Carr Fire Insurance Loss Pay	0.00	0.00	0.00	0.0%
17002 - CERBT Reimb Retiree Health Ins	0.00	0.00	0.00	0.0%
17000 - Other Revenue Accounts - Other	0.00	0.00	0.00	0.0%
Total 17000 - Other Revenue Accounts	0.00	0.00	0.00	0.0%
Total Income	571,031.68	692,102.08	-121,070.40	82.5%
Cost of Goods Sold				
25000 - Cost of Goods Sold	0.00	0.00	0.00	0.0%
Total COGS	0.00	0.00	0.00	0.0%
Gross Profit	571,031.68	692,102.08	-121,070.40	82.5%
Expense				
29000 - Supply Cost				
29005 - Water Purchase				
29010 - USBR Water Purchased				
29011 - Restoration Fee	0.00	0.00	0.00	0.0%
29012 - Trinity PUD Assessment	0.00	0.00	0.00	0.0%
29010 - USBR Water Purchased - Other	11,946.70	27,019.45	-15,072.75	44.2%
Total 29010 - USBR Water Purchased	11,946.70	27,019.45	-15,072.75	44.2%
29015 - McConnell Water Purchased	0.00	0.00	0.00	0.0%
29020 - City of Shasta Lake Water Purch	0.00	0.00	0.00	0.0%
29005 - Water Purchase - Other	0.00	0.00	0.00	0.0%
Total 29005 - Water Purchase	11,946.70	27,019.45	-15,072.75	44.2%
29100 - WIIN Act Repayment Exp	0.00	0.00	0.00	0.0%
29000 - Supply Cost - Other	0.00	0.00	0.00	0.0%
Total 29000 - Supply Cost	11,946.70	27,019.45	-15,072.75	44.2%
30000 - Water Treatment Plant				
30100 - Utilities				
30105 - WTP - PGE 8185	9,049.82	0.00	9,049.82	100.0%
30110 - Pond - PGE 3611	1,471.90	0.00	1,471.90	100.0%
30115 - WTP - AT&T 2316	837.10	0.00	837.10	100.0%
30120 - WTP - AT&T 1026	0.00	0.00	0.00	0.0%
30125 - Internet	165.00	0.00	165.00	100.0%
30130 - Backwash Sludge Disposal - Pond	984.38	0.00	984.38	100.0%
30100 - Utilities - Other	0.00	12,819.45	-12,819.45	0.0%
Total 30100 - Utilities	12,508.20	12,819.45	-311.25	97.6%
30135 - Office Supplies WTP	0.00	98.62	-98.62	0.0%
30140 - WTP Computer & Software	0.00	986.12	-986.12	0.0%
30145 - Shipping/Postage WTP	0.00	394.45	-394.45	0.0%
30150 - Safety Equipment & Training				
30155 - Safety Equipment - General	10.00	0.00	10.00	100.0%
30160 - Personal Safety Equipment	0.00	0.00	0.00	0.0%
30165 - Safety Training	0.00	0.00	0.00	0.0%
30150 - Safety Equipment & Training - Other	0.00	1,380.55	-1,380.55	0.0%
Total 30150 - Safety Equipment & Training	10.00	1,380.55	-1,370.55	0.7%
30170 - Supplies	92.89	0.00	92.89	100.0%
30200 - WTP Repair & Maintenance O&M				
30201 - O&M Materials - CARR Fire	0.00	0.00	0.00	0.0%
30200 - WTP Repair & Maintenance O&M - Other	3,398.44	18,736.12	-15,337.68	18.1%
Total 30200 - WTP Repair & Maintenance O&M	3,398.44	18,736.12	-15,337.68	18.1%
30400 - Water Quality Analysis	3,427.10	1,972.21	1,454.89	173.8%
30405 - Chemicals WTP	22,086.80	12,819.45	9,267.35	172.3%
30500 - Vehicle Maintenance & Expense				
30504 - Mileage	140.21	0.00	140.21	100.0%
30505 - Fuel Expense	5,944.98	0.00	5,944.98	100.0%
30525 - GM Truck Chev Colorado - Unit 9	1,168.69	0.00	1,168.69	100.0%
30500 - Vehicle Maintenance & Expense - Other	560.23	1,281.95	-721.72	43.7%
Total 30500 - Vehicle Maintenance & Expense	7,814.11	1,281.95	6,532.16	609.5%

Clear Creek Community Services District

09/12/25

Profit & Loss Budget vs. Actual

Accrual Basis

July 1 through September 11, 2025

	Jul 1 - Sep 11, 25	Budget	\$ Over Budget	% of Budget
30600 - Capital Improvements	0.00	10,847.21	-10,847.21	0.0%
30000 - Water Treatment Plant - Other	0.00	0.00	0.00	0.0%
Total 30000 - Water Treatment Plant	49,337.54	61,336.13	-11,998.59	80.4%
30700 - Transmission & Conduit				
30705 - Conduit Repair and Maint O&M	0.00	788.88	-788.88	0.0%
30700 - Transmission & Conduit - Other	0.00	0.00	0.00	0.0%
Total 30700 - Transmission & Conduit	0.00	788.88	-788.88	0.0%
40000 - Distribution				
40200 - Utilities				
40205 - Cloverdale Rd N.Boost- PGE 4189	2,499.05	0.00	2,499.05	100.0%
40210 - Clear Crk/HV - PGE 9574	299.05	0.00	299.05	100.0%
40200 - Utilities - Other	0.00	1,676.38	-1,676.38	0.0%
Total 40200 - Utilities	2,798.10	1,676.38	1,121.72	166.9%
40300 - Safety Equipment & Training				
40305 - Safety Equipment - General	0.00	0.00	0.00	0.0%
40310 - Personal Safety Equipment	284.53	0.00	284.53	100.0%
40315 - Safety Training	0.00	1,775.00	-1,775.00	0.0%
40300 - Safety Equipment & Training - Other	0.00	0.00	0.00	0.0%
Total 40300 - Safety Equipment & Training	284.53	1,775.00	-1,490.47	16.0%
40400 - Repair & Maintenance (O&M)				
40405 - Backflow Device Testing	0.00	1,281.95	-1,281.95	0.0%
40410 - USA Underground	1,989.65	1,972.21	17.44	100.9%
40415 - Meter Register/Tranponder Repl	3,057.00	3,944.45	-887.45	77.5%
40420 - Tank Inspection	0.00	1,972.21	-1,972.21	0.0%
40430 - Inventory/Tools	43,482.68	5,916.67	37,566.01	734.9%
40440 - Water Quality Analysis - Dist	0.00	1,972.21	-1,972.21	0.0%
40445 - Drought O&M Exp	0.00	0.00	0.00	0.0%
40450 - Repair & Maintenance(O&M)-Other	1,557.77	41,416.67	-39,858.90	3.8%
40400 - Repair & Maintenance (O&M) - Other	19,828.26	0.00	19,828.26	100.0%
Total 40400 - Repair & Maintenance (O&M)	69,915.36	58,476.37	11,438.99	119.6%
40480 - Capital Improvements	0.00	1,972.21	-1,972.21	0.0%
40500 - Vehicle Maintenance & Expense				
40505 - Fuel Expense	0.00	0.00	0.00	0.0%
40510 - Ram PU 2019 - Unit 1	0.00	0.00	0.00	0.0%
40515 - Ford F350 2016 - Unit 3	0.00	0.00	0.00	0.0%
40520 - Chevy PU 2017 - Unit 5	0.00	0.00	0.00	0.0%
40525 - Freightliner 2012 Dump - Unit 7	0.00	0.00	0.00	0.0%
40530 - Dodge PU 2015 - Unit 8	0.00	0.00	0.00	0.0%
40535 - Chevy PU 2015 - Unit 10	0.00	0.00	0.00	0.0%
40540 - Chevy PU 2016 - Unit 11	773.86	0.00	773.86	100.0%
40545 - Bobcat /Backhoe	173.23	0.00	173.23	100.0%
40550 - Ford ranger 2008 - Unit 2	35.56	0.00	35.56	100.0%
40555 - Ditch Witch Vac Trailer	3,823.22	0.00	3,823.22	100.0%
40500 - Vehicle Maintenance & Expense - Other	0.00	9,861.12	-9,861.12	0.0%
Total 40500 - Vehicle Maintenance & Expense	4,805.67	9,861.12	-5,055.25	48.7%
40000 - Distribution - Other	0.00	0.00	0.00	0.0%
Total 40000 - Distribution	77,803.86	73,761.08	4,042.78	105.5%
41000 - Wells & Booster Station				
41001 - North Fork Ranch Project	0.00	0.00	0.00	0.0%
41100 - Utilities				
41105 - Wells 1 & 2 - PGE 2671	2,521.89	0.00	2,521.89	100.0%
41110 - Well #3 - PGE 2838	9,237.92	0.00	9,237.92	100.0%
41115 - So. Booster - AT&T 2121	9.13	0.00	9.13	100.0%
41116 - So. Booster - AT&T 6708	0.00	0.00	0.00	0.0%
41120 - So. Booster - Internet	165.00	0.00	165.00	100.0%
41100 - Utilities - Other	0.00	6,902.79	-6,902.79	0.0%
Total 41100 - Utilities	11,933.94	6,902.79	5,031.15	172.9%
41200 - Water Quality Analysis	0.00	197.21	-197.21	0.0%
41300 - Repair & Maintenance (O&M)	0.00	986.12	-986.12	0.0%
41305 - Chemicals	0.00	98.62	-98.62	0.0%
41400 - Capital Improvements	0.00	0.00	0.00	0.0%
41000 - Wells & Booster Station - Other	1,071.43	0.00	1,071.43	100.0%
Total 41000 - Wells & Booster Station	13,005.37	8,184.74	4,820.63	158.9%
50000 - Administration/ General				
50100 - Utilities				
50105 - Oak St. - PGE 2838	0.00	0.00	0.00	0.0%
50110 - 2 Outdoor Lights - PGE 3564	65.49	0.00	65.49	100.0%
50120 - Verizon - On-call Cell Phone	90.79	0.00	90.79	100.0%
50125 - Propane	0.00	0.00	0.00	0.0%
50130 - Answering Service	1,040.51	0.00	1,040.51	100.0%
50135 - Telephone - TDS	1,100.20	0.00	1,100.20	100.0%
50140 - Internet	0.00	0.00	0.00	0.0%
50100 - Utilities - Other	0.00	5,916.67	-5,916.67	0.0%
Total 50100 - Utilities	2,296.99	5,916.67	-3,619.68	38.8%
50200 - Office Supplies				
50205 - Janitorial supplies	0.00	0.00	0.00	0.0%
50210 - Ink and Toner	0.00	0.00	0.00	0.0%
50200 - Office Supplies - Other	951.94	1,380.55	-428.61	69.0%
Total 50200 - Office Supplies	951.94	1,380.55	-428.61	69.0%
50300 - Organizational Dues	0.00	3,944.45	-3,944.45	0.0%
50305 - Subscriptions	539.00	0.00	539.00	100.0%
50310 - Advertising & Public Notices	0.00	295.83	-295.83	0.0%
50315 - Postage	312.00	690.29	-378.29	45.2%
50320 - Meal & Reimbursements	258.13	986.12	-727.99	26.2%
50322 - Travel & Entertainment	2,524.97	0.00	2,524.97	100.0%
50325 - Registration and Reimbursements	0.00	1,676.38	-1,676.38	0.0%
50330 - Bank Service Fee/Finance Charge	1.65	1,479.17	-1,477.52	0.1%
50400 - Insurance				
50405 - JPIA - Cyber Liability	0.00	591.67	-591.67	0.0%
50415 - Auto, Property & Liab Insurance	17,150.57	3,550.00	13,600.57	483.1%
50420 - Vehicle Insurance	0.00	13,411.12	-13,411.12	0.0%
50400 - Insurance - Other	0.00	0.00	0.00	0.0%
Total 50400 - Insurance	17,150.57	17,552.79	-402.22	97.7%
50500 - Special & Professional Services				
50501 - Water Arrearages Repayment	0.00	0.00	0.00	0.0%
50504 - Accounting Services (non-audit)	15.00	0.00	15.00	100.0%
50505 - Audit Services	1,430.00	8,490.42	-7,060.42	16.8%
50510 - Director Fees	850.00	1,183.33	-333.33	71.8%
50512 - Director Elections Cost	0.00	0.00	0.00	0.0%
50515 - Server & Computer Maintenance				
50516 - Municipal Software				
50516.1 - Municipal Software Upgrade	0.00	0.00	0.00	0.0%
50516 - Municipal Software - Other	4,228.00	986.12	3,241.88	428.8%
Total 50516 - Municipal Software	4,228.00	986.12	3,241.88	428.8%
50517 - Software Subscriptions	2,260.48	2,958.33	-697.85	76.4%
50515 - Server & Computer Maintenance - Other	1,713.01	2,958.33	-1,245.32	57.9%
Total 50515 - Server & Computer Maintenance	8,201.49	6,902.78	1,298.71	118.8%
50520 - Legal	74.47	2,958.33	-2,883.86	2.5%
50525 - Engineering	-931.50	5,916.67	-6,848.17	-15.7%
50530 - Equipment, Maintenance & Lease	1,642.51	1,183.33	459.18	138.8%

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Accrual Basis

Clear Creek Community Services District

Profit & Loss Budget vs. Actual

July 1 through September 11, 2025

	Jul 1 - Sep 11, 25	Budget	\$ Over Budget	% of Budget
50535 - Building & Ground Maint.-Office				
50536 - Waste Management	1,183.74	0.00	1,183.74	100.0%
50535 - Building & Ground Maint.-Office - Other	874.54	3,402.08	-2,527.54	25.7%
Total 50535 - Building & Ground Maint.-Office	2,058.28	3,402.08	-1,343.80	60.5%
50540 - OPEB Valuation & Actuarial	1,350.00	986.12	363.88	136.9%
50545 - Special & Prof Svcs - Other	135.00	0.00	135.00	100.0%
50500 - Special & Professional Services - Other	0.00	7,888.88	-7,888.88	0.0%
Total 50500 - Special & Professional Services	14,825.25	38,911.94	-24,086.69	38.1%
50700 - Regulatory				
50705 - Water District Regulatory Fees				
50710 - SWRCB - Water Fee	0.00	1,972.21	-1,972.21	0.0%
50711 - SWRCB - CDTFA - Water Rights	0.00	4,536.12	-4,536.12	0.0%
50715 - Risk Management Plan	3,115.00	1,479.17	1,635.83	210.6%
50720 - Groundwater Sustainability Act	0.00	0.00	0.00	0.0%
50725 - LAFCO Expense	5,342.40	1,400.29	3,942.11	381.5%
50705 - Water District Regulatory Fees - Other	0.00	0.00	0.00	0.0%
Total 50705 - Water District Regulatory Fees	8,457.40	9,387.79	-930.39	90.1%
50800 - Safety Equipment & Materials	0.00	197.21	-197.21	0.0%
50900 - Testing & License Fees	356.77	394.45	-37.68	90.4%
50700 - Regulatory - Other	0.00	0.00	0.00	0.0%
Total 50700 - Regulatory	8,814.17	9,979.45	-1,165.28	88.3%
51400 - Employee Benefits				
50410 - JPIA - Workers Comp	4,847.51	4,338.88	508.63	111.7%
51405 - Vision, Dental,	1,930.26	2,958.33	-1,028.07	65.2%
51415 - UNUM-Disability, Life, Accident	1,174.42	3,550.00	-2,375.58	33.1%
51435 - CalPERS Health Insurance Exp	0.00	47,333.33	-47,333.33	0.0%
51440 - CalPERS Retirement Contribution	158,140.05	23,686.67	134,453.38	668.2%
51442 - CalPERS Unfunded Accrued Liab	0.00	35,500.00	-35,500.00	0.0%
51445 - Medicare - District Cost	0.00	2,366.67	-2,366.67	0.0%
51450 - Boot Allowance	100.00	197.21	-97.21	50.7%
51455 - Uniform & Service	2,132.53	986.12	1,146.41	216.3%
51400 - Employee Benefits - Other	0.00	0.00	0.00	0.0%
Total 51400 - Employee Benefits	168,324.77	120,897.21	47,427.56	139.2%
51600 - Retiree Benefits				
51605 - Retiree Health Benefit - Direct	-868.96	16,763.88	-17,632.84	-5.2%
51610 - CalPERS Health Ins- Retiree	0.00	2,958.33	-2,958.33	0.0%
51600 - Retiree Benefits - Other	225.00	0.00	225.00	100.0%
Total 51600 - Retiree Benefits	-643.96	19,722.21	-20,366.17	-3.3%
51700 - Property Taxes Paid	0.00	78.88	-78.88	0.0%
51800 - General Tax Expense	0.00	39.45	-39.45	0.0%
51900 - License and Permits	23.00	591.67	-568.67	3.9%
52000 - Interest Expense				
52005 - RCAC Loan Interest (dump truck)	521.57	788.88	-267.31	66.1%
52011 - Interest Expense - Other	0.00	197.21	-197.21	0.0%
52000 - Interest Expense - Other	2,172.30	0.00	2,172.30	100.0%
Total 52000 - Interest Expense	2,693.87	986.09	1,707.78	273.2%
53000 - Customer Accounts & Billing				
53015 - Supplies				
53020 - Postage	1,388.27	2,761.12	-1,372.85	50.3%
53025 - Billing Supplies & Materials	1,901.60	3,352.79	-1,451.19	56.7%
53027 - Supplies - Other	0.43	98.62	-98.19	0.4%
53015 - Supplies - Other	0.00	0.00	0.00	0.0%
Total 53015 - Supplies	3,290.30	6,212.53	-2,922.23	53.0%
53016 - Meter Reading/ License	268.56	1,577.79	-1,309.23	17.0%
53030 - Chargebacks, NSF, Acct Refunds	-111.30	394.45	-505.75	-28.2%
53040 - Collections Expense -Liens/Fees	0.00	0.00	0.00	0.0%
53100 - Bad Debt Expense	0.00	0.00	0.00	0.0%
53000 - Customer Accounts & Billing - Other	0.00	0.00	0.00	0.0%
Total 53000 - Customer Accounts & Billing	3,447.56	8,184.77	-4,737.21	42.1%
55000 - Miscellaneous	275.00	0.00	275.00	100.0%
50000 - Administration/ General - Other	0.00	0.00	0.00	0.0%
Total 50000 - Administration/ General	221,794.91	233,313.92	-11,519.01	95.1%
50319 - Training & Professional Develop	977.32	0.00	977.32	100.0%
59000 - Depreciation Expense	542.00	0.00	542.00	100.0%
60000 - Payroll Expense -Salary & Wages				
60100 - Payroll Exp - Administration/GM	-25,736.85	30,569.45	-56,306.30	-84.2%
60200 - Payroll Exp - Distribution	58,359.27	73,958.33	-15,599.06	78.9%
60300 - Payroll Exp - Water Treatment	45,006.88	51,277.79	-6,270.91	87.8%
60400 - Payroll Exp - Conduit Labor	0.00	986.12	-986.12	0.0%
60500 - Payroll Exp - Customer Accts	-19,886.16	37,472.21	-57,158.37	-52.5%
60600 - Payroll Exp-Well Field Stations	0.00	1,972.21	-1,972.21	0.0%
60700 - Payroll Exp - Pension	0.00	0.00	0.00	0.0%
60000 - Payroll Expense -Salary & Wages - Other	0.00	0.00	0.00	0.0%
Total 60000 - Payroll Expense -Salary & Wages	57,943.14	196,236.11	-138,292.97	29.5%
66900 - Reconciliation Discrepancies	0.00	0.00	0.00	0.0%
70000 - Designated to Reserves - Non Op				
72205 - Filter Plant Repayment Reserve	0.00	45,361.12	-45,361.12	0.0%
72210 - Recycle Backwash Water Reserve	0.00	2,366.67	-2,366.67	0.0%
72215 - State Loan Repayment Reserve	0.00	5,916.67	-5,916.67	0.0%
72218 - Penalties Reserve - Tracking	0.00	0.00	0.00	0.0%
72225 - WIIN Act Repayment Reserve	0.00	11,438.88	-11,438.88	0.0%
75100 - Operating Reserve (4.1% usage)	0.00	6,823.88	-6,823.88	0.0%
75200 - Capital Imp & Mod Res (1.8% BR)	0.00	6,390.00	-6,390.00	0.0%
75300 - Emergency Fund Reserve	0.00	986.12	-986.12	0.0%
75400 - USBR Emergency Reserve	0.00	0.00	0.00	0.0%
75900 - Discretionary Fund Bal Reserve	0.00	345.13	-345.13	0.0%
70000 - Designated to Reserves - Non Op - Other	0.00	0.00	0.00	0.0%
Total 70000 - Designated to Reserves - Non Op	0.00	79,628.47	-79,628.47	0.0%
80000 - Grants				
80010 - Backwash Pond Grant D2202015				
80011 - Engineering	59,252.85	0.00	59,252.85	100.0%
80012 - Materials and Equipment	962,516.81	0.00	962,516.81	100.0%
80013 - RCAC Loan Interest - BWPGrant	14,581.84	11,833.33	2,748.51	123.2%
80014 - Fees BWP Grant	0.00	0.00	0.00	0.0%
80015 - Backwash Ponds Grant Reimb	-11,107.28	0.00	-11,107.28	100.0%
80010 - Backwash Pond Grant D2202015 - Other	0.00	0.00	0.00	0.0%
Total 80010 - Backwash Pond Grant D2202015	1,025,244.22	11,833.33	1,013,410.89	8,664.0%
80020 - SCADA Electrical Grant D2118158				
80021 - Engineering	0.00	0.00	0.00	0.0%
80022 - Materials and Equipment	0.00	0.00	0.00	0.0%
80023 - SCADA Electrical Grant Reimb.	0.00	0.00	0.00	0.0%
80020 - SCADA Electrical Grant D2118158 - Other	0.00	0.00	0.00	0.0%
Total 80020 - SCADA Electrical Grant D2118158	0.00	0.00	0.00	0.0%
80030 - ARPA Grant-DIST00202401AMR				
80031 - Materials and Equipment	0.00	0.00	0.00	0.0%
80032 - Shasta Count ARPA Grant Reimb	0.00	0.00	0.00	0.0%
80030 - ARPA Grant-DIST00202401AMR - Other	0.00	0.00	0.00	0.0%
Total 80030 - ARPA Grant-DIST00202401AMR	0.00	0.00	0.00	0.0%

Profit & Loss Budget vs. Actual

Accrual Basis

July 1 through September 11, 2025

	Jul 1 - Sep 11, 25	Budget	\$ Over Budget	% of Budget
80040 - ACWA/JPIA Risk Control Grant				
80041 - ACWA/JPIA Risk Control Reimb	0.00	0.00	0.00	0.0%
80040 - ACWA/JPIA Risk Control Grant - Other	0.00	0.00	0.00	0.0%
Total 80040 - ACWA/JPIA Risk Control Grant	0.00	0.00	0.00	0.0%
80000 - Grants - Other	0.00	0.00	0.00	0.0%
Total 80000 - Grants	1,025,244.22	11,833.33	1,013,410.89	8,664.0%
Total Expense	1,458,595.06	692,102.11	766,492.95	210.7%
Net Ordinary Income	-887,563.38	-0.03	-887,563.35	2,958,544,600.0%
Other Income/Expense				
Other Expense				
99999 - Suspense	0.00	0.00	0.00	0.0%
99999.9 - Ask My Accountant	0.00	0.00	0.00	0.0%
Total Other Expense	0.00	0.00	0.00	0.0%
Net Other Income	0.00	0.00	0.00	0.0%
Net Income	-887,563.38	-0.03	-887,563.35	2,958,544,600.0%

ACCOUNTS



Available: \$2,600,930.99 ⓘ
Current: \$2,603,902.98 ⓘ

Bus Money Market Sweep	
Available Balance	\$583,873.72
Current Balance	\$583,873.72

Filter Plant Repayment Escrow	
Available Balance	\$156,817.86
Current Balance	\$156,817.86

General Operating	
Available Balance	\$262,762.02
Current Balance	\$265,734.01

State Loan Repayment	
Available Balance	\$66,858.31
Current Balance	\$66,858.31

Expansion/Modernization	
Available Balance	\$125,782.74
Current Balance	\$125,782.74

Operational Reserve

Available Balance

\$48,204.65

Current Balance

\$48,204.65

Carr Fire Insurance Funds

Available Balance

\$178,162.63

Current Balance

\$178,162.63

Backwash Pond Repair

Available Balance

\$728,054.06

Current Balance

\$728,054.06

WIIN Account

Available Balance

\$74,758.48

Current Balance

\$74,758.48

Emergency Reserve

Available Balance

\$469.32

Current Balance

\$469.32

Recycle Backwash

Available Balance

\$50,291.39

Current Balance

\$50,291.39

USBR Contract Required CD

Current Balance

\$39,689.45

Accrued Interest

\$51.41

Filter Plant Loan CD 5838

Current Balance

\$285,206.36

Accrued Interest

\$410.51





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

MEMO

Date: September 17, 2025
To: Board of Directors
From: General Manager – Dale Mancino
Re: **4 – General Manager - Check Signer and Removal of Interim General Manager - Check Signer** (Discussion/Action)

Discussion/Action:

On September 8, 2025, Dale Mancino was appointed as General Manager for the District. As part of the transition of administrative responsibilities, it is standard practice for the General Manager to be authorized as a signer on the District's bank accounts and eligible to sign checks for approved expenditures.

This authorization allows the General Manager to fulfill day-to-day financial responsibilities, including emergency purchases, vendor payments, and other transactions consistent with the District's policies and adopted budget.

Once the Board approves this authorization, the District's bank will prepare the appropriate signature cards and documents for both the removal of Interim General Manager Jim Wadleigh and the addition of current authorized individuals, including the General Manager, Dale Mancino.

Recommendation:

Staff recommends that the Board:

- Approve the General Manager to be added as a check signer on the District's accounts; and
- Authorize the necessary banking documentation to update account signers accordingly



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

MEMO

Date: September 17, 2025
To: Board of Directors
From: General Manager – Dale Mancino

Re: 5 – Step Increase for Current Administrative Assistant (Discussion/Action)

Discussion/Action:

Background:

Clear Creek Community Services District's Administrative Assistant, Emily King, was hired at Step One, earning \$32.19 per hour. Emily brought extensive qualifications to the District, including:

- Seven years as an Executive Manager
- Twenty years in management and human resources
- Eleven years in administration
- Six years as the Tehama County Clerk of the Board

Shortly after her hire, three members of the administrative team resigned. Emily immediately stepped up, assuming key responsibilities in accounting, bookkeeping, and clerical operations, in addition to her primary role. She has also been instrumental in training operations staff and temporary employees on District software and procedures. Her work ethic, initiative, and collaborative spirit have made her a vital contributor to District operations.

Discussion:

The General Manager is recommending a salary step increase for Emily King, prior to her one-year anniversary. This proposed step increase better reflects both her extensive background and the significantly expanded scope of her responsibilities.

Financial Impact:

With a step four adjustment increases the hourly rate from \$32.19 to \$35.86, an increase of \$3.67/hour or approximately 11.5%.

Annual Impact (2,080 hours): $\$3.67 \times 2,080 = \$7,633.60$

With Benefits/Payroll Load (estimated at 35%): $\$7,633.60 \times 1.35 = \$10,305.36$

This cost is incorporated into the adopted FY2025–26 budget and aligns with the District's priorities for staff retention and equitable compensation.

Recommendation:

Recommend approval of the proposed hourly wage adjustment for Emily King, increasing the rate from \$32.19 to \$35.86, effective September 17, 2025, and forward to the Board of Directors for consideration and adoption.



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

MEMO

Date: September 17, 2025
To: Board of Directors
From: General Manager – Dale Mancino
Re: **6 – Drought Planning & Water Shortage Policy**

Background:

The District's water supply is vulnerable to drought conditions, and effective water use restrictions are necessary to ensure reliable service and compliance with state mandates. Staff have prepared a draft Drought Planning and Water Shortage Policy that outlines water shortage stages, associated conservation measures, and enforcement mechanisms.

The policy is intended to:

- Provide a clear and enforceable framework for managing water shortages.
- Align with State of California Water Management Plan requirements and drought emergency regulations.
- Protect the integrity of the District's water system and ensure fair and consistent application of restrictions.

Discussion:

The Drought Planning and Water Shortage Policy includes the following key elements:

1. **Water Shortage Stages** – Multi-stage framework based on supply conditions and state directives.
2. **Use Restrictions** – Specific conservation measures applicable at each stage (e.g., outdoor irrigation limits, car washing restrictions).
3. **Enforcement** – Penalties for violations, including notices, fines, and possible service restriction.
4. **Administrative Process** – How the General Manager will declare, adjust, or terminate drought stages based on supply conditions.

Fiscal Impact:

Implementation of the Drought Policy may require staff time for monitoring, public outreach, and enforcement. Fine revenue, if any, will offset administrative costs.

Recommendation:

Staff recommends that the Board approve the attached Drought Planning and Water Shortage Policy, authorize its submission to the State to ensure the District remains in compliance with applicable laws and regulations, and adopt the related ordinance.



CLEAR CREEK COMMUNITY SERVICES DISTRICT
DROUGHT PLANNING
AND
WATER SHORTAGE POLICY

SEPTEMBER 2025

CLEAR CREEK COMMUNITY SERVICES DISTRICT
5880 OAK STREET, ANDERSON, CA 96007

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Section I: Declaration of Policy, Purpose, and Intent

In order to conserve the available water supply and protect the integrity of public water system (PWS) supply facilities, with particular regard for domestic water use, sanitation, and fire protection, to protect and preserve public health, welfare, and safety and minimize the adverse impacts of water supply shortage or other water supply emergency conditions, the Clear Creek Community Services District hereby adopts the following regulations and restrictions on the delivery and consumption of water through this plan by **Ordinance 2025-**.

Water uses regulated or prohibited under this Water Shortage Contingency Plan (the Plan) are considered to be non-essential and continuation of such uses during times of water shortage or other emergency water supply conditions are deemed to constitute a waste of water subjecting the offender(s) to penalties as defined in Section XI of the Plan.

Section II: Public Involvement

Opportunity for the public to provide input into the preparation of the Plan was provided by the Clear Creek CSD by means of information on the District's official website.

Section III: Public Education

The Clear Creek Community Services District will regularly provide the public with information about the Plan, including information about the conditions under which each stage of the Plan is to be initiated or terminated and the drought response measures to be implemented in each stage. Detailed information on public education is provided in Section X of the Plan.

Section IV: Coordination with Regional Water Planning Groups

The service area of the Clear Creek Community Services District is located within the Central Valley Project (CVP) and receives water from the Whiskeytown Reservoir, which is part of the Clear Creek South Unit of the Trinity River Project, a portion of the United States Bureau of Reclamation's CVP. The regional water planning area assessment documents were considered in the development of the Plan. A copy of the final Plan will be shared with applicable regional water planning area(s) and posted on our website after adoption.

Section V: Authorization

The Clear Creek Community Services District Board of Directors or designee is hereby authorized and directed to implement the applicable provisions of this Plan upon determination that such implementation is necessary to protect public health, safety, and welfare. The Clear Creek Community Services District Board of Directors, or designee, shall have the authority to initiate or terminate drought or other water supply emergency response measures as described in this Plan. The contact information for Clear Creek Community Services District Board of Directors is: 530-357-2121.

Section VI: Application

The provisions of this Plan shall apply to all persons, customers, and property utilizing water provided by the Clear Creek Community Services District. The terms “person” and “customer” as used in the Plan may include individuals, corporations, partnerships, associations, and all other legal entities.

Section VII: Definitions

For the purposes of this Plan, the following definitions shall apply:

Aesthetic water use: water used for ornamental or decorative purposes such as fountains, reflecting pools, and water gardens.

Commercial and Institutional water use: water use which is integral to the operations of commercial and non-profit establishments and governmental entities such as schools, hospitals, clinics, retail establishments, hotels and motels, restaurants, and office buildings.

Conservation: those practices, techniques, and technologies that reduce the consumption of water, reduce the loss or waste of water, improve the efficiency in the use of water or increase the recycling and reuse of water so that a supply is conserved and made available for future or alternative uses.

Customer: any person, company, or organization using water supplied by Clear Creek Community Services District.

Domestic water use: water use for personal needs or for household or sanitary purposes such as drinking, bathing, heating, cooking, sanitation, or for cleaning a residence, business, industry, or institution.

Even number address: street addresses, box numbers, or rural postal route numbers ending in 0, 2, 4, 6, or 8 and locations without addresses.

Industrial water use: the use of water in processes designed to convert materials of lower value into forms having greater usability and value.

Landscape irrigation use: water used for the irrigation and maintenance of landscaped areas, whether publicly or privately owned, including residential and commercial lawns, gardens, golf courses, parks, right-of-way and medians.

Non-essential water use: water uses that are not essential nor required for the protection of public, health, safety, and welfare, including:

- (a) irrigation of landscape areas, including parks, athletic fields, and golf courses, except otherwise provided under this Plan;
- (b) use of water to wash any motor vehicle, motorbike, boat, trailer, airplane or other vehicle;
- (c) use of water to wash down any sidewalks, walkways, driveways, parking lots, tennis courts, or other hard-surfaced areas.

- (d) use of water to wash down buildings or structures for purposes other than immediate fire protection.
- (e) flushing gutters or permitting water to run or accumulate in any gutter or street.
- (f) use of water to fill, refill, or add to any indoor or outdoor swimming pools or Jacuzzi-type pools.
- (g) use of water in a fountain or pond for aesthetic or scenic purposes except where necessary to support aquatic life.
- (h) failure to repair a controllable leak(s) within a reasonable period after having been given notice directing the repair of such leak(s); and
- (i) use of water from hydrants for construction purposes or any other purposes other than firefighting or hauling water for a domestic water use.

Odd numbered address: street addresses, box numbers, or rural postal route numbers ending in 1, 3, 5, 7, or 9.

Section VIII: Summary of Drought Response Stages and Response Actions

The Clear Creek Community Services District Board of Directors or designee shall monitor water supply and/or demand conditions on a monthly basis and shall determine when conditions warrant initiation or termination of each stage of the Plan, that is, when the specified “triggers” are reached.

The triggering criteria described below are generally based on*:

- Bureau of Reclamation Water Allocation
- Shasta County Drought Emergency Notification
- Applicable Statewide Emergency Notification

The response actions described in subsequent sections of this document are based on the following general precepts:

This table summarizes each water shortage stages, specified triggers, response actions and termination actions. Additional information for each is provided in the subsequent sections. M&I below is in reference to the USBR Shortage Policy “Historic M&I”.

Response Stage	Estimated Water Shortage Range*	Trigger	Response Action**	Termination Action
Stage 1 WATCH	Up to 10%	USBR ALLOCATION ANNOUNCEMENT 90% TO 100% OF NORMAL	10% REDUCTION THROUGH VOLUNTEER CUSTOMER REDUCTION AND WATER AWARENESS EDUCATION	CONDITIONS CEASE TO EXIST FOR A PERIOD OF 30 DAYS
Stage 2 WARNING	Up to 20%	USBR ALLOCATION ANNOUNCEMENT OF 80% TO 90% M&I AND 45% AGRICULTURAL	20% REDUCTION & PRICING SURCHARGES/PENALTIES FOR USAGE ABOVE A BASELINE YEAR ALLOTMENT	CONDITIONS CEASE TO EXIST FOR A PERIOD OF 30 DAYS
Stage 3 ACUTE	Up to 30%	USBR ALLOCATION ANNOUNCEMENT OF 70% TO 80% M&I AND 25% AGRICULTURAL	30% REDUCTION & PRICING SURCHARGES/PENALTIES FOR USAGE ABOVE A BASELINE YEAR ALLOTMENT	CONDITIONS CEASE TO EXIST FOR A PERIOD OF 30 DAYS
Stage 4 CRITICAL	Up to 40%	USBR ALLOCATION ANNOUNCEMENT OF 60% TO 70% M&I AND 10% AGRICULTURAL	40% REDUCTION & PRICING SURCHARGES/PENALTIES FOR USAGE ABOVE A BASELINE YEAR ALLOTMENT	CONDITIONS CEASE TO EXIST FOR A PERIOD OF 30 DAYS
Stage 5 EMERGENCY	Up to 50%	USBR ALLOCATION ANNOUNCEMENT OF 50% TO 60% M&I AND 0% AGRICULTURAL	50% REDUCTION & PRICING SURCHARGES/PENALTIES FOR USAGE ABOVE A BASELINE YEAR ALLOTMENT	CONDITIONS CEASE TO EXIST FOR A PERIOD OF 30 DAYS
Stage 6 CATASTROPHIC	> 50%	USBR ALLOCATION ANNOUNCEMENT OF LESS THAN 50% M&I AND 0% AGRICULTURAL	50% & PRICING SURCHARGES/PENALTIES FOR USAGE ABOVE A BASELINE YEAR ALLOTMENT	CONDITIONS CEASE TO EXIST FOR A PERIOD OF 30 DAYS

*Recommended ranges to be consistent with Urban Water Supplier plans

**Recommended that any County Drought Emergency or State Emergency Declaration initiate at least a Stage 2-Response Trigger.

Section IX: Drought Response Triggers

Stage 1 Triggers -- Water Shortage WATCH Conditions

Requirements for initiation

Customers shall be required to comply with the requirements and restrictions on certain non-essential water uses provided in Section X of this Plan when the estimated water shortage allocation from the Bureau is up to 10%.

Requirements for termination

Stage 1 of the Plan may be rescinded when all the conditions listed as triggering events have ceased to exist for a period of 30 consecutive days.

Stage 2 Triggers -- Water Shortage WARNING Conditions

Requirements for initiation

Customers shall be required to comply with the requirements and restrictions on certain non-essential water uses provided in Section X of this Plan when the estimated water shortage allocation from the Bureau is up to 20% or in the event of a County Drought Declaration or Statewide Drought declaration.

Requirements for termination

Stage 2 of the Plan may be rescinded when all the conditions listed as triggering events have ceased to exist for a period of 30 consecutive days. Upon termination of Stage 2, Stage 1 becomes operative unless otherwise specified.

Stage 3 Triggers -- ACUTE Water Shortage Conditions

Requirements for initiation

Customers shall be required to comply with the requirements and restrictions on certain non-essential water uses provided in Section X of this Plan when the estimated water shortage allocation from the Bureau is up to 30%.

Requirements for termination

Stage 3 of the Plan may be rescinded when all the conditions listed as triggering events have ceased to exist for a period of 30 consecutive days. Upon termination of Stage 3, Stage 2 becomes operative unless otherwise specified.

Stage 4 Triggers -- CRITICAL Water Shortage Conditions

Requirements for initiation

Customers shall be required to comply with the requirements and restrictions on certain non-essential water uses provided in Section X of this Plan when the estimated water shortage allocation from the Bureau is up to 40%.

Requirements for termination

Stage 4 of the Plan may be rescinded when all the conditions listed as triggering events have ceased to exist for a period of 30 consecutive days. Upon termination of Stage 4, Stage 3 becomes operative unless otherwise specified.

Stage 5 Triggers -- EMERGENCY Water Shortage Conditions

Requirements for initiation

Customers shall be required to comply with the requirements and restrictions on certain non-essential water uses provided in Section X of this Plan when the estimated water shortage allocation from the Bureau is up to 50%.

Requirements for termination

Stage 5 of the Plan may be rescinded when all the conditions listed as triggering events have ceased to exist for a period of 30 consecutive days. Upon termination of Stage 5, Stage 4 becomes operative unless otherwise specified.

Stage 6 Triggers -- CATASTROPHIC Water Shortage Conditions

Requirements for initiation

Customers shall be required to comply with the requirements and restrictions on certain non-essential water uses provided in Section X of this Plan when the estimated water shortage allocation from the Bureau is greater than 50%.

Requirements for termination

Stage 6 of the Plan may be rescinded when all of the conditions listed as triggering events have ceased to exist for a period of 30 consecutive days. Upon termination of Stage 6, Stage 5 becomes operative unless otherwise specified.

Section X: Drought Response Stages

The Clear Creek Community Services District Board of Directors or designee, shall monitor water supply and/or demand conditions on a monthly basis and, in accordance with the triggering criteria set forth in Section IX of this Plan, shall determine if a water shortage condition exists and the severity of any such water shortage conditions (e.g., *1-Watch, 2-Warning, 3-Acute, 4-Critical, 5-Emergency, 6-Catastrophic Water Loss*), and shall implement the following notification procedures accordingly:

Notification

Description of Customer Notification Methods:

The Clear Creek Community Services District Board of Directors, or designee, shall notify the public by means of at least one of the following Methods:

- Social Media
- Text and Email Alert to those signed up
- Post at three (3) Public Places in the Community
- Phone Call Alert to Customer Data Base
- Newsletter Enclosed in the Monthly Bill
- Community Meetings

Public Safety Contacts:

The Clear Creek Community Services District Board of Directors, or designee, shall notify directly the following individuals and entities of restrictions or water shortages, as defined in the subsections below, as appropriate for each response stage.

Organization or Department	Name	Telephone	Email
Fire Department	Matt Busher	530-357-2345	
Partnering Water Systems	General Manager Chris Muelbacher	Centerville 530-246-0680	
County Office of Emergency Services	Sheriff Michael Johnson	530-245-6000	
County Environmental Health Specialist	Jim Whittle	530-225-5787	
State Water Board District Engineer	Steve Watson	530-224-4800	
Major Water Uses/Wholesalers	None		
County Public Health	Dr. James Mu M.D.	530-229-8400	
Critical Water Users (schools, hospitals, etc.)	Roxanne Voorhees	Happy Valley School District 530-357-2134	
*GSA Contact / Regional Water Planning Contact	EAGSA	303-236-5376 303-236-4622	
Mutual Aid Contact / CalWarn Contact	Jim Wollbrink		Jim.Wollbrink@gmail.com

**Groundwater Sustainability Agency*

Support Services Contacts:

The following is a list of support services that may be appropriate for a water shortage emergency.

Organization or Department	Name & Position	Telephone	Email
Water Operator	BILL PALMAYMESA, CHIEF OPERATOR	530-246-2316	
Back-up Water Operator	Brandon Anderson	530-246-2316	
Electric Utility Co	PG&E	800-743-5000	
Electrician	John Rossie	530-339-2842	
Water Hauler	Axner Excavating	530-222-0539	
Bottled Water Vendor	Primo Brands	800-492-8377	
Storage Tank Vendor	Pace Supply	855-306-5689	
Emergency Shower Vendors	Pace Supply	855-306-5689	
Well Pump Technician	J&J Pumps	530-222-3390	
Well Drilling Company	J&J Pumps	530-222-3390	
Community Service Partners	Centerville CSD	530-246-0680	

Drought Responses Actions:

Stage 1 Response -- Water Shortage WATCH Conditions

Target: Achieve a voluntary 10 percent reduction in total water use.

Best Management Practices for Supply Management:

- The declaration of a Stage is made by the district's General Manager and subject to ratification by the Clear Creek Community Services District's Board of Directors in a regular or special session. All Response Actions are enacted when a stage is declared; however, the Clear Creek Community Services District Board of Directors may adjust the required water use reductions or elect to exclude certain Response Actions when the water shortage is declared.

Voluntary Water Use Restrictions for Reducing Demand:

- Water Shall be used for beneficial purposes only; all unnecessary and wasteful uses of water are prohibited.
- Water shall not be applied to outdoor landscapes in a manner that causes runoff such that water flows onto adjacent property, non-irrigated areas, private and public walkways, roadways, parking lots, or structures. Care shall be taken not to water past the point of saturation.
- Free-flowing hoses are prohibited for all uses. Automatic shut-off devices shall be attached to any hose or filling apparatus in use.
- Leaking customer pipes or faulty sprinklers shall be repaired within five working days or less if warranted due to the severity of the problem or shall not be utilized until repaired.
- All pools, spas and ornamental fountains/ponds shall be equipped with a recirculation pump and shall be constructed to be leakproof.
- Swimming pool and spa covers are encouraged to prevent evaporative water loss.
- Pool and spa draining and refilling shall be allowed only for health, maintenance or structural considerations.
- Washing streets, parking lots, driveways, or sidewalks, except as necessary for health, or sanitary purposes is prohibited.
- To reduce evaporation, between March 1 and October 31 the use of sprinkler irrigation systems for all landscape systems shall be limited to between the hours of 7:00 p.m. and 9:00a.m. Sprinkler irrigation systems may run outside of these hours for testing, but not more than 15 minutes per cycle and only long enough to verify proper operation and make sprinkler adjustments.
- Irrigated landscape areas shall include efficient irrigation systems (e.g. drip irrigation, timed sprinklers, rain sensors, low-flow spray heads etc.).

- Use of potable water for irrigation of turf or high-water use plants within public street medians and parkways is prohibited.

Notification Method(s):

- Social Media
- Text and Email Alert to those signed up
- Post at three (3) Public Places in the Community
- Phone Call Alert to Customer Data Base
- Newsletter Enclosed in the Monthly Bill
- Community Meetings

Agencies Contacted:

- U.S. Bureau of Reclamation
- California Department of Public Health
- California Department of Water Resources
- Redding Area Water Council

Stage 2 Response -- Water Shortage WARNING Conditions

Target: Achieve a voluntary 10-20 percent reduction in total water use

Best Management Practices for Supply Management:

- The declaration of a Stage is made by the district's General Manager and subject to ratification by the Clear Creek Community Services District's Board of Directors in a regular or special session. All Response Actions are enacted when a stage is declared; however, the Clear Creek Community Services District Board of Directors may adjust the required water use reductions or elect to exclude certain Response Actions when the water shortage is declared.

Mandatory Water Use Restrictions for Reducing Demand:

ALL STAGE 1 RESPONSE ACTIONS ARE REQUIRED PLUS THE FOLLOWING:

- Reduce water use by the following specified percentages: Residential and Rural by 10-20% Mult-family and Public/Institutional customers by 10-20%, commercial customers by 5-10%, and landscape irrigation by 15-25%.
- Customers with "smart" irrigation timers or controllers are asked to set their controllers to achieve 90 to 95% of the evapotranspiration (ET) rate.
- Eating or drinking establishments, including but not limited to: Restaurants, cafes, cafeterias, bars, or other public places where food or drinks are

- served and/or purchased shall serve water only upon request.
- Operators of hotels and motels shall offer patrons the option of not having their towels and linens washed daily.
- Water overuse penalties may be implemented.
- Users of construction meters and fire hydrant meters will be monitored for efficient use.

Penalties: Water use exceeding the customer's water shortage allocation will be charged at the applicable overuse penalty rate. Any customer in violation of Stage 2 requirements (other than exceeding their water allocation) shall be first notified of the regulations and warned of the penalty associated with continued violation. If the violation is not corrected in a timely manner, any continued violation of mandatory Stage 2 requirements after notice and warning is provided shall be punishable by an administrative fine per day or per occurrence as set in the drought ordinance adopted at a public meeting or Appendix A of the District's Policy Manual.

Notification Method(s):

- Social Media
- Text and Email Alert to those signed up
- Post at three (3) Public Places in the Community
- Phone Call Alert to Customer Data Base
- Newsletter Enclosed in the Monthly Bill
- Community Meetings

Agencies Contacted:

- U.S. Bureau of Reclamation
- California Department of Public Health
- California Department of Water Resources
- Redding Area Water Council

Stage 3 Response -- ACUTE Water Shortage Conditions

Target: Achieve a 20-30 percent reduction in total water use

Best Management Practices for Supply Management:

- The declaration of a Stage is made by the district's General Manager and subject to ratification by the Clear Creek Community Services District's Board of Directors in a regular or special session. All Response Actions are enacted when a stage is declared; however, the Clear Creek Community Services District Board of Directors may adjust the required water use reductions or elect to exclude certain Response Actions when the water shortage is declared.

Mandatory Water Use Restrictions for Reducing Demand:

ALL STAGE 2 RESPONSE ACTIONS ARE REQUIRED PLUS THE FOLLOWING:

- Outdoor irrigation of ornamental landscapes and turf with potable water shall be limited to 3 days a week. Customers whose street addresses end with an odd number may water on Wednesday, Friday and Sunday. Customers whose street addresses end with an even number may water on Tuesday, Thursday, and Saturday.
- The application of potable water to outdoor landscapes during or within 48 hours after rainfall of 0.20 inches or more is prohibited.
- Flushing of water mains, sewers, or fire hydrants is prohibited except for emergencies and essential operations.
- Motor vehicles and equipment shall be washed only with buckets or with hoses equipped with automatic shutoff nozzles.

All requirements of Stage 2 shall remain in effect during Stage 3 except the following Response Actions replace previous less stringent actions:

- Leaking customer pipes or faulty sprinklers shall be repaired within two working days or less if warranted due to the severity of the problem.
- Reduce water use by the following specified percentages: Residential and Rural by 20-30%, Multi-family and Public/Institutional customers by 20-30%, commercial customers and landscape irrigation by 25-30%.
- Customers with 'smart' irrigation times or controllers are asked to set their controllers to achieve 76% of the evapotranspiration (ET) rate. Drip irrigation systems are excluded from this requirement.

Penalties: Water use exceeding the customer's water shortage allocation will be charged at the applicable overuse penalty rate. Any customer in violation of Stage 3 requirements (other than exceeding their water allocation) shall be first notified of the regulations and warned of the penalty associated with continued violation. If the violation is not corrected in a timely manner, any continued violation of mandatory Stage 3 requirements after notice and warning is provided shall be punishable by an administrative fine per day or per occurrence as set in the drought ordinance adopted at a public meeting or Appendix A of the District's Policy Manual.

Notification Method(s) and:

- Social Media
- Text and Email Alert to those signed up
- Post at three (3) Public Places in the Community
- Phone Call Alert to Customer Data Base
- Newsletter Enclosed in the Monthly Bill
- Community Meetings

Agencies Contacted:

- U.S. Bureau of Reclamation
- California Department of Public Health
- California Department of Water Resources
- Redding Area Water Council

Stage 4 Response -- CRITICAL Water Shortage Conditions

Target: Achieve a 30-40 percent reduction in total water use.

Best Management Practices for Supply Management:

- The declaration of a Stage is made by the district's General Manager and subject to ratification by the Clear Creek Community Services District's Board of Directors in a regular or special session. All Response Actions are enacted when a stage is declared; however, the Clear Creek Community Services District Board of Directors may adjust the required water use reductions or elect to exclude certain Response Actions when the water shortage is declared.

Mandatory Water Use Restrictions for Reducing Demand:

ALL STAGE 3 RESPONSE ACTIONS ARE REQUIRED PLUS THE FOLLOWING:

- Water use for ornamental ponds, fountains, or other ornamental water features for aesthetic purposes is prohibited except where necessary to support aquatic life.
- The application of potable water to driveways and sidewalks is prohibited.
- The installation of new turf or landscaping is prohibited.
- The irrigation of ornamental turf with potable water on public street medians is prohibited.
- Water use or overuse penalties may be implemented; or modified, if already implemented in a previous stage.
- New connections to the Clear Creek Community Services District's water

distribution system will be allowed but their water use shall be restricted to the minimum requirements for personal health and safety.

All requirements of Stage 3 shall remain in effect during Stage 4 except the following Response Actions replace previous less stringent actions:

- Leaking customer pipes or faulty sprinklers shall be replaced within 24 hours or less if warranted due to the severity of the problem.
- Reduce water use by the following specified percentages: Residential and Rural by 30-40%, Multi-family and Public/Institutional customers by 40-40%, commercial customers by 30-40% and Landscape Irrigation by 35-40%.

Penalties: Water use exceeding the customer's water shortage allocation will be charged at the applicable overuse penalty rate. Any customer in violation of Stage 4 requirements (other than exceeding their water allocation) shall be first notified of the regulations and warned of the penalty associated with continued violation. If the violation is not corrected in a timely manner, any continued violation of mandatory Stage 4 requirements after notice and warning is provided shall be punishable by an administrative fine per day or per occurrence as set in the drought ordinance adopted at a public meeting or Appendix A of the District's Policy Manual.

Notification Method(s):

- Social Media
- Text and Email Alert to those signed up
- Post at three (3) Public Places in the Community
- Phone Call Alert to Customer Data Base
- Newsletter Enclosed in the Monthly Bill
- Community Meetings

Agencies Contacted:

- U.S. Bureau of Reclamation
- California Department of Public Health
- California Department of Water Resources
- Redding Area Water Council

Stage 5 Response – EMERGENCY Water Shortage Conditions
Target: Achieve a 50-60 percent reduction in total water use

Best Management Practices for Supply Management:

- The declaration of a Stage is made by the district's General Manager and subject to ratification by the Clear Creek Community Services District's Board of Directors in a regular or special session. All Response Actions are enacted when a stage is declared; however, the Clear Creek Community Services District Board of Directors may adjust the required water use reductions or elect to exclude certain Response Actions when the water shortage is declared.

Mandatory Water Use Restrictions for Reducing Demand:

ALL STAGE 4 RESPONSE ACTIONS ARE REQUIRED PLUS THE FOLLOWING:

- Water use for ornamental ponds and fountains is prohibited.
- No potable water from the Clear Creek Community Services District's system shall be used for construction purposes including but not limited to dust control, compaction or trench jetting.
- Motor vehicles and equipment shall be washed only at commercial establishments that use recycled or reclaimed water.

All requirements of Stage 4 shall remain in effect during Stage 5 except for the following Response Actions replace previous less stringent actions:

- Leaking customer pipes or faulty sprinklers shall be repaired within 24 hours. Water service will be suspended until repairs are made.
- Reduce water use by the following specified percentages: Residential and Rural 40-50% or more, Multi-family and Public/Institutional customers reduce water use by 40-50% or more, commercial customers by 30% and Landscape Irrigation by 50%.
- Water for flow testing and construction purposes from water agency fire hydrants and blow-offs is prohibited.
- Water overuse penalties will be implemented.

Penalties: Water use exceeding the customer's water shortage allocation will be charged at the applicable overuse penalty rate. Any customer in violation of Stage 5 requirements (other than exceeding their water allocation) shall be first notified of the regulations and warned of the penalty associated with continued violation. If the violation is not corrected in a timely manner, any continued violation of mandatory Stage 5 requirements after notice and warning is provided shall be punishable by an administrative fine per day or per occurrence as set in the drought ordinance adopted at a public meeting or Appendix A of the District's Policy Manual.

Notification Method(s):

- Social Media
- Text and Email Alert to those signed up
- Post at three (3) Public Places in the Community
- Phone Call Alert to Customer Data Base
- Newsletter Enclosed in the Monthly Bill
- Community Meetings

Agencies Contacted:

- U.S. Bureau of Reclamation
- California Department of Public Health
- California Department of Water Resources
- Redding Area Water Council

Stage 6 Response -- CATASTROPHIC Water Shortage Conditions

Target: Achieve a 50+ percent reduction in in total water use

Best Management Practices for Supply Management:

- The declaration of a Stage is made by the district's General Manager and subject to ratification by the Clear Creek Community Services District's Board of Directors in a regular or special session. All Response Actions are enacted when a stage is declared; however, the Clear Creek Community Services District Board of Directors may adjust the required water use reductions or elect to exclude certain Response Actions when the water shortage is declared.

Mandatory Water Use Restrictions for Reducing Demand:

ALL STAGE 5 RESPONSE ACTIONS ARE REQUIRED PLUS THE FOLLOWING:

- Landscape irrigation is prohibited.

All requirements of Stage 5 shall remain in effect during Stage 6 except the following Response Actions replace previous less stringent actions:

- Leaking customer pipes or faulty sprinklers shall be repaired immediately, water service will be suspended until repairs are made.
- Reduce water use by the following specified percentage: Residential and Rural by 50% or more, Multi-family and Public/Institutional customers by 50% or more, commercial customers by 40% or more and Landscape

Irrigation by 100%.

- Water overuse penalties will be implemented; or modified, if already implemented in the previous stage.
- No commitments (Will Serves) will be made to provide service for new water service connections.

Penalties: Water use exceeding the customer's water shortage allocation will be charged at the applicable overuse penalty rate. Any customer in violation of Stage 6 requirements (other than exceeding their water allocation) shall be first notified of the regulations and warned of the penalty associated with continued violation. If the violation is not corrected in a timely manner, any continued violation of mandatory Stage 6 requirements after notice and warning is provided shall be punishable by an administrative fine of \$500 per day or per occurrence as set in the drought ordinance adopted at a public meeting or Appendix A of the District's Policy Manual.

Notification Method(s):

- Social Media
- Text and Email Alert to those signed up
- Post at three (3) Public Places in the Community
- Phone Call Alert to Customer Data Base
- Newsletter Enclosed in the Monthly Bill
- Community Meetings.

Agencies Contacted:

- U.S. Bureau of Reclamation
- California Department of Public Health
- California Department of Water Resources
- Redding Area Water Council

CATASTROPHIC Water Allocation Plan

In the event that water shortage conditions threaten public health, safety, and welfare, the Clear Creek Community Services District Board of Directors or designee, is hereby authorized to allocate water according to the following water allocation plan:

Single-Family Residential Customers

The allocation to residential water customers residing in a single-family dwelling shall be as follows:

Persons per Household	Gallons per Month
1 or 2	1500
3 or 4	4500
5 or 6	7500
7 or 8	10,500

“Household” means the residential premises served by the customer’s meter.

Master-Metered Multi-Family Residential Customers

The allocation to residential water customers, billed from a master meter which jointly measures water to multiple permanent residential dwelling units (*e.g., apartments, duplexes, mobile home parks, etc.*) shall be allocated as follows:

Master-Metered Dwelling Units	Gallons per Month per Unit
2	1500
4	4500
6	7500

Commercial Customers

A monthly water allocation shall be established by the Clear Creek Community Services District Board of Directors, or designee, for each nonresidential, non-industrial commercial water customer who uses water for processing purposes. The allocation to nonresidential, non-industrial commercial water customers shall be as follows: *50% of customers’ water usage in past 12 billing months.*

Industrial Customers

A monthly water allocation shall be established by the Clear Creek Community Services District Board of Directors, or designee, for each industrial customer which uses water for processing purposes. The allocation to industrial water customers shall be as follows: *50% of customers’ water usage in past 12 billing months.*

CATASTROPHIC Replacement Water Supply for Water Outages

In the event that water outages occur, the following is the plan to provide alternative water for customers to meet public health needs.

Source of Alternative Water Supply:

- Water purchased from willing sellers that are also CVP contractors
- Purchase of water from the McConnell Foundation
- Ground water pumping from Clear Creek Community Services District's three (3) wells located in the Lawrence A. Russell South District Well Field

Distribution of Alternative Water Supply:

- Special Considerations for residents that are elderly, disabled, or lack transportation:
- Special Considerations for sanitation:

Public Notification Regarding Access to Alternative Water Supplies (multiple communication methods recommended):

- Social Media
- Text and Email Alert to those signed up
- Post at three (3) Public Places in the Community
- Phone Call Alert to Customer Data Base
- Newsletter Enclosed in the Monthly Bill
- Community Meetings

Collaboration with Community Service based groups/organizations:

- Happy Valley Community Committee
- Happy Valley Firewise Committee

CATASTROPHIC Notification of Emergency Service Providers

If adequate water supply will potentially become unavailable for fire response, medical services, public services, etc., then the following emergency providers will be notified as soon as possible to ensure that adequate planning, response and assistance may be provided:

Local Fire Agency:

- Happy Valley Fire Department: (530) 357-2345

Hospitals or other Medical Providers (e.g., dialysis clinics, etc.): N/A

Local School Districts:

- Happy Valley School District: (530) 357-2134
- Anderson Union High School District: (530) 378-0568

State Water Board and/or County Environmental Health:

- State Water Board Shasta Co.: Katie Connaughton (530) 224-4870
- County Office of Emergency Services: (530) 245-6000

Section XI: Enforcement

- (a) No person shall knowingly or intentionally allow the use of water from this water system for residential, commercial, industrial, agricultural, governmental, or any other purpose in a manner contrary to any provision of this Plan, or in an amount in excess of that permitted by the drought response stage in effect at the time pursuant to action taken by Clear Creek Community Services District Board of Directors or designee, in accordance with provisions of this Plan.
- (b) Any person, including a person classified as a water customer of the water system, in apparent control of the property where a violation occurs or originates shall be presumed to be the violator, and proof that the violation occurred on the person's property shall constitute a presumption that the person in apparent control of the property committed the violation, but any such person shall have the right to show that he/she did not commit the violation.
- (c) Each day that one or more of the provisions in this Plan are violated, shall constitute a separate offense. If a person is in repeated violation of this Plan, the water supplier shall, upon due notice to the customer, be authorized to administer fines per day or per occurrence as set in the drought ordinance adopted at a public meeting or Appendix A of the District's Policy Manual and/or turn off the water supply.
- (d) Other as appropriate determined by the Clear Creek Community Services District's Board of Directors.

Section XII: Variances

The Clear Creek Community Services District Board of Directors or designee, may grant, in writing, a temporary variance for existing water uses otherwise prohibited under this Plan if it is determined that failure to grant such variance would cause an emergency condition adversely affecting the health, sanitation, or fire protection for the public or the person requesting such variance and if one or more of the following conditions are met:

- (a) Compliance with this Plan cannot be technically accomplished during the duration of the water supply shortage or other conditions for which the Plan is in effect.
- (b) Alternative methods can be implemented which will achieve the same level of reduction in water use.

Persons requesting an exemption from the provisions of this Ordinance shall file a petition for variance with Clear Creek Community Services District within 5 days after the Plan or a particular drought response stage has been invoked. All petitions for variances shall be reviewed by the Clear Creek Community Services District Board of Directors or designee, and shall include the following:

- (a) Name and address of the petitioner(s)
- (b) Purpose of water use
- (c) Specific provision(s) of the Plan from which the petitioner is requesting relief
- (d) Detailed statement as to how the specific provision of the Plan adversely affects the petitioner or what damage or harm will occur to the petitioner or others if petitioner complies with this Ordinance
- (e) Description of the relief requested
- (f) Period of time for which the variance is sought
- (g) Alternative water use restrictions or other measures the petitioner is taking or proposes to take to meet the intent of this Plan and the compliance date
- (h) Other pertinent information

A decision on the variance request will be returned to the customer within 14 days.

Section XIII: Filtration Plant Production Reporting

Filtration plant production is recorded daily and compiled into monthly totals. These figures are submitted to the General Manager for inclusion in the monthly water report to the Bureau of Reclamation. Additionally, the data is used to calculate billing for Centerville Community Services District, based on its share of the filtration plant capacity utilized during the previous month.

During periods of declared water shortages, production data is reported on a weekly basis to the General Manager. This allows for timely comparison and analysis against historical usage during normal conditions. The objective is to ensure that Centerville Community Services District remains within its targeted usage threshold for the specific drought period.

If usage exceeds the established targets, the General Manager will report the discrepancies to the Clear Creek Community Services District's Board of Directors. The Board will then initiate corrective actions to bring usage back in line with the drought management goals. These actions may include, but are not limited to:

- Implementation of conjunctive use programs
- Water transfers from other agencies
- Activation of other available supply stabilization tools

Section XIV: Drought Planning and Water Shortage Policy Adoption

Clear Creek Community Services District adopted the original Drought Water Plan in the spring of 1990 after the Bureau of Reclamation declared a water shortage situation in the Central Valley Project. The existing Resolutions remain in effect today, until superseded by this Drought Planning and the Board of Directors of the Clear Creek Community Services District adopts Water Shortage Policy. The resolutions were enacted as follows:

Resolution 1990-4 adopted May 29, 1990: A Resolution of the Board of Directors of the Clear Creek Community Services District Enacting the Drought Water Plan.

Resolution 1991-3 adopted January 16, 1991: A Resolution of the Board of Directors of the Clear Creek Community Services District Establishing a Drought Contingency Plan.

Resolution 1991-6 adopted January 30, 1991: A Resolution of the Clear Creek Community Services District Enacting Stage I of the Drought Contingency Plan.

Resolution 1991-8 adopted March 6, 1991: A Resolution of the Board of Directors of the Clear Creek Community Services District Revising and Enacting Stage III of the Drought Contingency Plan.

This Policy was subject to a public hearing prior to adoption by the Board of Directors on December 17, 2008, Ordinance 2008-10: An Ordinance by the Board of Directors of the Clear Creek Community Services District, hereinafter Referred to as the Board of Directors, adopting the Drought Planning and Water Shortage Policy Dated October 2008.

Ordinance 2009-01 adopted March 4, 2009: An Ordinance by the Board of Directors of the Clear Creek Community Services District enacting Stage V of the District's Drought Planning and Water Shortage Policy.

This Drought Planning and Water Shortage Policy meets the requirements of subdivision (e) of the California Water Code Section 10631.

Resolution 1990-4 Adopted May 29, 1990
Resolution 1991-3 Adopted January 16, 1991
Resolution 1991-6 Adopted January 30, 1991
Resolution 1991-8 Adopted March 6, 1991
Ordinance 2008-10 Adopted December 17, 2008
Ordinance 2009-01 Adopted March 4, 2009
Ordinance 2009-03 Adopted April 27, 2009
Ordinance 2009-05 Adopted May 18, 2009

Date Approved: September 17, 2025, Ordinance 2025-XX
Prior Amendment Date: January 2010, Ordinance 2010-01
Approved By: Board of Directors
Indicative Time for Review: Every 5 years

CLEAR CREEK COMMUNITY SERVICES DISTRICT

ORDINANCE NO. 2025-XX

AN ORDINANCE OF THE BOARD OF DIRECTORS OF THE CLEAR CREEK COMMUNITY SERVICES DISTRICT, SHASTA COUNTY, STATE OF CALIFORNIA ADOPTING THE SEPTEMBER 2025 DROUGHT PLANNING AND WATER SHORTAGE POLICY, ADOPTED BY ORDINANCE 2025-XX, DATED SEPTEMBER 17, 2025.

WHEREAS, the Board of Directors previously adopted the Drought Planning and Water Shortage Policy as a strategic plan to protect public health and safety, maintain permanent crops, promote conservation efforts, manage water transfers, and develop conjunctive use programs incorporating existing groundwater supplies; and

WHEREAS, subsequent drought years and curtailments of surface water supply from the Bureau of Reclamation have demonstrated the need for updated procedures to address allocation reductions, evolving conservation requirements, and water supply management strategies; and

WHEREAS, the Board of Directors has reviewed the 2025 Drought Planning and Water Shortage Policy, and current state guidance, and has determined that a revised 2025 Drought Planning and Water Shortage Policy is necessary to ensure that the District is adequately prepared for future drought and water shortage conditions; and

WHEREAS, the Board of Directors finds that the revised 2025 Drought Planning and Water Shortage Policy incorporates historical data, updated regulatory requirements, and enhanced planning measures to provide clear and effective direction in the event of future drought years; and

NOW, THEREFORE, BE IT ORDAINED by the Board of Directors of the Clear Creek Community Services District that the District does hereby adopt the 2025 Revision of the Drought Planning and Water Shortage Policy.:

BE IT FURTHER ORDAINED that the balance of the document shall remain in effect until amended or rescinded by the Board of Directors of the Clear Creek Community Services District.

PASSED AND ADOPTED this ____ day of _____, 2025 by the following vote:

Motion :

Second :

AYES: _____

NOES: _____

ABSENT: _____

ABSTAIN: _____

By: _____
Scott McVay, Chair of the Board of Directors

Attest: _____
Dale Mancino, General Manager and
Secretary of the Board of Directors



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

MEMO

Date: September 17, 2025
To: Board of Directors
From: General Manager – Dale Mancino

Re: 7 – Dissolution of the General Manager Recruitment Ad Hoc Committee
(Discussion/Action)

Background: The Ad Hoc Committee was formed to assist with the recruitment process for a new General Manager. With the recruitment process completed, the committee has successfully met its purpose and is no longer needed.

Financial Impact: None

Recommendation: Staff recommends that the Board dissolve the General Manager Recruitment Ad Hoc Committee, as its purpose has been fulfilled.



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

MEMO

Date: September 17, 2025
To: Board of Directors
From: General Manager – Dale Mancino

Re: 8 – Ad Hoc Committee for MOU Negotiations (Discussion/Action)

Discussion/Requested Action:

Adopt a motion to establish an Ad Hoc Committee for MOU negotiations and appoint 2 Board members to serve on the committee.

Background: The District is preparing to enter into negotiations regarding the MOU with Clear Creek Community Services employees, UPEC Local 792. In order to support the process, the Board may appoint an Ad Hoc Committee. The committee will work with staff and legal counsel as appropriate, and report back to the Board.

Financial Impact: None

Recommendation: Staff recommends that the Board establish an Ad Hoc Committee to assist with Memorandum of Understanding (MOU) negotiations.



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

MEMO

Date: September 17, 2025
To: Board of Directors
From: General Manager – Dale Mancino

Re: 9 – Standing Committees for Public Members (Discussion/Action)

Background:

Clear Creek Community Services District is committed to engaging the local community and fostering transparency and accountability in all its operations. Standing committees play a key role in Clear Creek Community Services District is committed to engaging the community in the operations of the district, particularly through public involvement in standing committees. In response to growing community interest, the Board needs to provide direction on how to proceed with selecting public members for these committees.

While the policy regarding committee structure and membership is already in place, there is a need for clarity regarding the application process, term limits, and scheduling for new selections. The proposed approach will ensure that the public has the opportunity to apply for committee positions and that terms are clearly defined.

Proposed Actions:

1. Open the Application Process:

Staff is requesting Board approval to open the application process for public members to serve on the standing committees. The application process will be publicized to ensure broad community participation and awareness.

2. Terms of Service:

The selected public members will serve a term that ends on December 31st of each year. A new selection process will take place in January of the new year to ensure fresh appointments.

3. Staff to Present Applicants to the Board:

Once the application period closes, staff will review the submissions and present a list of qualified applicants to the Board for selection. The Board will then choose the public members who will serve on the committees for the upcoming year.

Next Steps:

- **Board Direction:** Provide approval to staff to begin the application process.
- **Open Application Period:** Staff will open the application period, promote it through appropriate communication channels, and gather applications from interested public members.

- **Review and Selection:** At the end of the application period, staff will present the list of applicants to the Board for selection, ensuring new public members are appointed to finish the current calendar year.

Recommendation:

It is recommended that the Board of Directors approve the opening of the public member application process for standing committees.



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

Applicant Information

- **Full Name:** _____
 - **Mailing Address:** _____
 - **Phone Number:** _____
 - **Email Address:** _____
-

Committee of Interest

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

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

Background & Qualifications

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

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

3. **Have you previously attended CCSD Board or Committee meetings?**

☐ Yes ☐ No



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:

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: _____

Date: _____



GENERAL ADMINISTRATIVE POLICY

Document Type: District General Administrative Policy

Administering Entity: Board of Directors and General Manager

Date Approved: February, 2024

Prior Amendment Date: February 2022

Approved By: Paul Kelley, General Manager, Board of Directors

Indicative Time for Review: Biennial

Responsibility for Review: Board of Directors and General Manager,

ORGANIZATIONAL STRUCTURE

Board of Directors

Clear Creek Community Services District, hereinafter referred to as "CCCSD" is governed by its five-member Board of Directors hereinafter referred to as "The Board", which is responsible for the oversight of the organization by:

1. Planning for the future and setting CCCSD goals
2. Establishing policies and procedures
3. Setting the budget
4. Identifying and proactively dealing with emerging issues
5. Establishing and maintaining programs and systems designed to ensure compliance with terms of contracts and grants
6. Contacting government officials regarding issues affecting CCCSD
7. Appointing a representative to ACWA/JPIA
8. Voting for LAFCO Special District Representative
9. Appointing an EAGSA representative

The Board does not act in an administrative capacity. That is the responsibility of the General Manager. The Board can act by enacting ordinances, adopting resolutions and passing motions by the affirmative vote of three (3) directors.

The Board is responsible for hiring, providing an Employment Agreement and evaluating annually the General Manager, who is responsible for the oversight and management of CCCSD. The Board may prescribe the authorities and duties of the General Manager.

Each Director must receive training every two years in the following:

- a) Brown Act
- b) Ethics
- c) Sexual Harassment

Each Director must file the Statement of Economic Interests (Form 700) as follows:

- Annually, due by April 1st of each year
- Assuming Office Statement
- Leaving Office Statement

Board Meetings

The Board of Directors shall have regularly scheduled meetings on the third Wednesday of each month at 6 pm. The regular meetings schedule can be modified by an Ordinance of the Board. The regular meetings and special meetings are held in compliance with the Brown act.

- Typed Meeting Minutes will be action minutes, a record of those present to speak to the Board and motions and votes taken on items.
- The meetings will be recorded. The recordings of the meetings will be kept for seven (7) years.

COMMITTEE STRUCTURE

Standing Committees

The Board of Directors shall form Standing Committees in order to assist the Board in fulfilling its responsibilities. These committees shall be composed of two Directors and one (1) or more Community Members and shall review issues for the purpose of making recommendations to the full Board. Officers of the Board may fill vacancies on a Standing Committee until the Committee vacancy is filled. Standing committees of CCCSD consist of the following:

1. Agricultural Committee
2. Financial Committee
3. Planning and Steering Committee

Every January the Board will call for applications from the Community for committee membership. They shall select one (1) or community members to serve for a term of one (1) year on each of the Standing Committees.

Committee Responsibilities

1. The Board's standing Agricultural Committee shall be concerned with promoting and preserving agricultural customers and assisting them with regulatory compliance, such as Annual Crop Reports. The Agricultural Committee shall meet a minimum of twice a year.

2. The Board's standing Financial Committee shall be concerned with the financial management of the CCCSD, including the preparation and oversight of an annual budget, and the Rates and Fee Schedule, quarterly General Ledger review and oversight of reserve accounts, review of the annual audit, major expenditures and customer water rates. The Financial Committee shall meet a minimum of once a quarter.
3. The Board's Standing Planning and Steering Committee shall be concerned with the formulation and oversight of plans, future capital planning and policies and updating and reviewing policies for arranging, realizing, and/or achieving CCCSD daily operations and goals. The Planning and Steering Committee shall meet a minimum of once a quarter.

Ad Hoc Committees

In compliance with the Brown Act the Board may appoint an "Ad Hoc" committee when deemed necessary.

An Ad Hoc committee is established for a limited purpose and duration or given a specific task. When the work of the Ad Hoc committees is completed, the committee is dissolved.

Examples of an Ad Hoc committee could be:

- To recruit a new General Manager or to resolve a personnel issue
- MOU negotiations
- Dedicating a new facility
- Specific legislative issue

Roles of the General Manager and Staff

The Board hires the General Manager. The Board has direct oversight of the General Manager. The General Manager reports directly to the Directors on all matters at the monthly Board meeting in the General Manager Report.

The General Manager is responsible for hiring and evaluating the employees who supervise the employees in the District's three departments, which consist of Administration, Distribution and Treatment.

The Water Treatment Chief Plant Operator (Supervisor of the Treatment Department) and the Distribution Supervisor (Supervisor of the Distribution Department) oversee the employees in those departments and are responsible for hiring with the General Manager employees in that department. The Department Supervisors are responsible for evaluating employees. Each Department Supervisor shall report directly to the General Manager. The Department Supervisors are responsible for making budget requests and tracking the expenditure of that department.

The General Manager oversees and manages the Administration employees.

Ethics and Whistleblower

Refer to the current Ethics policy on file.

ACCOUNTS PAYABLE MANAGEMENT

Overview

CCCSD strives to maintain efficient business practices and good cost control. It is the policy of the District that the employee recording the assets or expenses, and the related liability is independent of ordering and receiving. The amounts recorded are based on the original vendor invoice for the goods or services. The vendor invoice should be supported by an approved purchase order, where necessary and should be approved by the Department Supervisor of the department responsible for the purchase. Invoices and related general ledger account numbers are reviewed by the Bookkeeper and General Manager prior to posting to the A/P system.

The primary objective for accounts payable and cash disbursements is to ensure that:

1. Disbursements are properly reviewed and approved
2. Invoices are processed in a timely manner to take advantage of any cash discounts
3. Manage vendor credit terms and operating cash for maximum benefits

Recording Accounts Payable

All payables, properly supported with the required documentation shall be recorded as a payable in a timely manner.

Payables are processed on a semi-monthly basis. Information is entered in the system directly from the approved invoices with appropriate documentation attached. Only original invoices will be processed for payment, unless duplicated copies have been verified as unpaid by researching vendor records. Vendor statements shall not be processed for payments.

Timely Receipt/Approval/Payment

All vendor invoices received, approved and supported by adequate documentation by the 5th of the month shall be paid by the 10th of that month. Invoices received, approved and supported by adequate documentation by the 20th of the month shall be paid by the 25th of that month. Except for payroll related expenses, all other invoices shall not be processed until the 10th of the following month. These timelines make preparation of the monthly financial statements by the 10th of the following month possible for presentation at the monthly board meeting.

Approval by Department Supervisors indicates their acknowledgement of satisfactory receipt of the goods and/or services, agree with the contents of the invoice, the general ledger coding and approval to pay in full. The invoices are initialed by the approving party.

Vendor Discounts

To the extent practical, it is the policy of CCCSD to take advantage of all prompt payment discounts offered by vendors. When the availability of such discounts is noted and all required documentation is available, payments will be scheduled to take full advantage of the discounts.

Expense Reimbursement/Travel and Entertainment

Refer to the current Employee Travel Guidelines and Reimbursement Policy on file and the CCCSD Directors Compensation and Expense Reimbursement Policy on file.

CASH DISBURSEMENTS

Payment Preparation

Vendor checks and expense reimbursement checks shall be prepared on a semi-monthly basis. Checks shall be prepared by the Bookkeeper or Administrative Assistant and approved by the General Manager or the Department Supervisors. The entire payable package shall be reviewed and approved by a Board Director and the checks signed by two (2) authorized check signers.

All vendor and expense reimbursement checks shall be produced in accordance with the following guidelines:

1. Expenditures must be supported in conformity with the applicable sections described in this policy.
2. Timing of disbursements shall be timed to take advantage of all discounts offered by vendors.
3. Generally, all vendors shall be paid within thirty (30) days of submitting a proper invoice upon delivery of goods or services.
4. Total cash requirements associated with each A/P run is monitored in conjunction with available cash in the general bank account prior to release of any checks.
5. Supporting documentation is attached to invoice and corresponding check to allow the authorized check signer final approval and signature.
6. Checks shall be used in numerical order. Unused checks are to be secured in a locked office. Voided checks are to be marked through with red ink and kept with monthly payable information for review by the auditor.
7. Checks shall never be made payable to "bearer" or "cash."
8. Checks shall never be signed prior to proper preparation.
9. Upon preparation of checks, vendor invoices and supporting documentation shall be stamped and filed to prevent being paid again.
10. All Electronic Funds Transfers (EFT's) must be approved prior to processing the payment.

Check Signing

All checks, regardless of amount shall require two signatures by authorized signers. Checks shall never be signed prior to complete preparation (no signing blank checks).

Ideally, an individual other than the one who approved the transaction for payment shall sign each check. In any event, a Board Director shall review and approve all disbursements.

Check signers shall examine all original documentation to ensure that each item has been properly reviewed prior to signing the check. Checks should not be signed, if supporting documentation appears to be missing or if there are any questions about the disbursement.

Mailing Checks

After checks are signed, they should be returned to the individual who prepared them, who then mails them immediately. Individuals who authorized expenditures shall not mail checks.

Voided Checks and Stop Payments

Checks may be voided due to processing errors by making proper notations in the check register and defacing the check by clearly marking it "void" in red ink. All void checks shall be retained to aid in preparation of bank reconciliation and available for auditor review upon request.

Stop payment orders may be made for checks lost in the mail or for other valid reasons. Stop payments are processed on-line or by telephone instruction and written authorization to the bank by accounting personnel with this authority. A journal entry is made to record the stop payment and any related bank fees.

Petty Cash

(UPDATED AMOUNT FOR 2024)

It is District policy to maintain a petty cash fund for valid transactions and to periodically replenish these funds up to the authorized balance of \$650. It is the responsibility of the Administrative Assistant or Bookkeeper to ensure that the petty cash fund is always secure.

All disbursements from the petty cash fund must be accompanied by a completed and approved petty cash voucher. Receipts are required for all disbursements from petty cash.

There should be a separate General Ledger account number for petty cash. Petty cash should be balanced at the end of the month and the cash physically counted to make sure that it balances to the General Ledger.

Record Keeping Associated with Independent Contractors

CCCSO shall obtain a completed Form W-9 or equivalent substitute documentation from all vendors to whom payments are made. A record shall be maintained of all vendors for whom a Form 1099 is required to be issued at year-end. Payments to such vendors shall be accrued over the course of the calendar year.

PAYROLL AND RELATED POLICIES

Classification of Workers as Independent Contractors or Employees

An independent contractor is in business for themselves and not an employee of the District. They control the way they perform their work, and they operate under very limited oversight. Independent Contractors set their own schedules. They have their own hours. They typically have their own tools and equipment, and they can work for more than one (1) company at a time.

If an individual qualifies for independent contractor status, the individual will be sent a Form 1099, if total compensation paid to that individual for any calendar year, on the cash basis is \$600 or more. The amount reported on a Form 1099 is equal to the compensation paid to that person during the calendar year (on a cash basis). Excluded from "compensation" are reimbursements of business expenses that have been accounted for by the contractor by supplying receipts and business explanations.

Payroll Administration

CCCSD produces a bi-weekly payroll. All employees have an established personnel file that is maintained with current documentation as described throughout this section. The District pays bi-weekly as described in the MOU.

The following forms, documents and information shall be obtained and included in personnel files for all new employees:

1. Employment application and resume
2. Interview questions and notes
3. Signed Offer of Employment
4. Signed Job Description
5. Signed Acknowledgment of MOU
6. Signed Acknowledgement of Employee Handbook
7. W-4 Federal Withholding Certificate
8. State Withholding Certificate
9. I-9 Employment Eligibility Verification (Filed in a separate binder)
10. Copy of valid driver's license
11. Copy of Social Security Number or Passport
12. Signed Benefit Enrollment Application
13. Signed Union Dues Enrollment/Waiver
14. Signed Acknowledgement of Social Security Windfall Elimination Provisions
15. Authorization for voluntary withholdings, direct deposit, etc.
16. Evaluations
17. Write-ups/Disciplinary Actions
18. Training Records

Documentation of all changes in payroll status shall be maintained in each employee's personnel file and in the information for the individual employee in the payroll software.

Changes In Payroll Data

All changes in payroll data shall be authorized in writing before implementation:

1. New hires
2. Terminations
3. Changes in compensation
4. Voluntary payroll deductions
5. Changes in income tax withholding status
6. Court ordered payroll deductions

The appropriate Department Supervisor shall authorize new hires, terminations and changes in compensation and these changes shall be authorized in writing by the General Manager prior to implementation and will be reported in the General Manager Memo.

The individual employee shall authorize voluntary payroll deductions and changes in income tax withholding status in writing.

Payroll Taxes

It is the responsibility of the Bookkeeper/Accountant or Administrative Assistant, who processes payroll, to ensure all required tax forms are properly completed and submitted and all required taxes are withheld and paid in the required timeline. Each employee shall submit a new W-4 in January of each year. Withholding of federal income taxes shall be based on the most current W-4 prepared by each employee.

Preparation of Timecards

Each employee must submit signed, approved timecards no later than 9:00 am in the morning following the end of the pay period. Timecards will be prepared in accordance with the following:

1. Timecards shall reflect all hours worked and compensated hours during the pay period. The timecard should generally reflect 80 hours. The pay period runs from Friday through Thursday for a two (2) week period and is paid on the following Thursday one (1) week after the end of the pay period.
2. Both employees and Department Supervisor prior to submission must sign timecards.
3. The timecards will be reviewed by the Administrative Assistant for accuracy and confirming hours recorded, prior to entry into the system for processing payroll.
4. Timecards with corrections will be returned to the Department Supervisor to review and discuss with the employee.
5. Any changes made to the timecards after submission must be initialed by the Department Supervisor and the employee.
6. Errors corrected by the person preparing payroll shall make changes in ink by crossing out entries and writing new entries in.
7. Department, or job number coding must identify all hours worked.
8. Compensated absences such as vacation, holidays and sick leave should be clearly identified as such.

Employees who are on leave or ill on the day that timecards are due may phone or email information to the Department Supervisor or designated alternate. Immediately upon return to work the employee must sign the timecard.

Tampering with, altering, falsifying timecards or willfully violating any other timesheet policy or procedure may result in disciplinary action.

Payroll Distribution

Per the MOU the Payroll Checks will be distributed by the Thursday following the end of the pay period.

In 2023 CCCSD implemented direct deposit and strongly encourage the employees to use it, due to the efficiencies created.

SPECIFIC ASSET AND LIABILITY ACCOUNTS

Cash Accounts

General Checking Account:

The primary operating account provides for routine business cash disbursements, including payroll. All cash payments received either at the office or by mail are deposited to this account. Excess funds in this account are to be used as per the CCCSD Investment Policy on file.

Cash transfers are done on an “as needed” basis to cover disbursements, capital expenditures or payment on assessment district debt.

Bank Accounts Reconciliation

Bank account statements are received by the 10th of the month for the preceding month. The accounts are to be reconciled by the 25th of the month. Any unusual or unexplained items should be immediately investigated and if necessary, reported to the General Manager and the Financial Committee.

Bank account reconciliations, including any adjusting journal entries resulting from preparing bank reconciliations are reviewed by two directors on an annual basis.

The bank account reconciliations should be reviewed by a person other than the employee entering the invoices and processing the checks. This applies to payroll also.

Stale Checks

The District writes off uncashed checks in the amount of \$500 or less that have not cleared the bank after a six-month period. Uncashed checks in excess of \$500 and over six months old will be investigated by contacting the payee to determine the best course of action.

All stale checks written off within the same fiscal year of issue will be credited back to the expense account originally charged. Checks written off in the fiscal year subsequent to the year the check was written will be credited to the miscellaneous income account.

DISTRICT EQUIPMENT AND FACILITIES

To eliminate the District’s liability for non-work-related injuries and/or accidents and to protect the public’s investment in public property the District has the following policy:

1. The utilization of District equipment and materials is authorized only for paid work-related activities.
2. District facilities may not be used for unauthorized activities by employees without the approval of the General Manager.
3. Any violations of this policy are to be reported to the General Manager.

RECORD RETENTION

CCCSD retains records as required by law and will destroy according to the following Records Retention Schedule. The destruction of records must be approved by the General Manger or the Finance Committee and logged into the “Purged Records Log”. The record retention policy of CCCSD is by years, (*) indicates the records are to be kept permanently. Any records not specifically mentioned in this policy shall be retained for a period of not less than two (2) years.

CCCSO RECORDS RETENTION SCHEDULE

<u>TITLE</u>	<u>RETENTION PERIOD IN YEARS</u>
Accident Reports/Claims (Settled)	7
Accounts Payable Ledgers/Schedules	7
Accounts Receivable/Schedules	7
Audit Reports	*
Bank Reconciliations	3
Bank Statements	3
Board of Directors Records	5
Chart of Accounts	*
Cancelled Checks	7
Contracts, Mortgages, Notes and Leases:	
Expired	7
Current	*
Correspondence:	
General	2
Legal and important matters only	*
Routine with customers and/or vendors	2
Deeds, Mortgages and Bills of Sale	*
Depreciation Schedules	*
Duplicate Deposit Slips	3
Employment application	3
Expense Analyses/Expense Distribution Schedule	7
Financial Statements:	
Year End	*
Other	7
Garnishments	7
General Ledgers/Year End Trial Balance	*
Insurance Policies (Expired)	*
Insurance Records (Policies, Claims etc.)	*
Internal Audit Reports	3
Internal Reports	3
Inventories of products, materials, supplies	7
Invoices (To Customers/From Vendors)	7
Journals	*
Minutes, Bylaws and Charters	*
Recorded Meeting Minutes	7
Notes Receivable Ledgers and Schedules	7
Payroll Records and Summaries	7
Personnel Records (Terminated)	7
Petty Cash Vouchers	3
Physical Inventory Tag	3
Property Records	*

CCCSD RECORDS RETENTION SCHEDULE CONTINUED

<u>TITLE</u>	<u>RETENTION PERIOD IN YEARS</u>
Purchase Orders:	
District Copies	7
Other	2
Receiving Sheets	2
Retirement and Pension Records	*
Requisitions	2
Sales Records	7
Subsidiary Ledgers	7
Tax Returns and Worksheets, Examination Records and other	*
Documentations related to determinations of Income Tax Liability	*
Timecards	*
Training Manuals	7
Vehicle Mileage and Maintenance Records	3
Withholding Tax Statements	7

POLICIES

All policies for CCCSD will be compiled into one document with an index.

Currently CCCSD has the following policies:

- Board of Directors Compensation and Expense Reimbursement Policy and Required Ethics Training
- Delinquencies and Water Service Disconnect
- District Vehicle
- Drought Planning and Water Shortage
- Employee Travel Guidelines and Reimbursement
- Ethics
- Fraud Prevention
- General Administration
- General Manager's Reimbursement Policy
- Investment of District Funds
- Procurement, Competitive Bidding and Emergency Contracting
- Reserve Fund
- Surplus Property Disposal
- Tools and Equipment Inventory Control
- Trespassers on CCCSD Property
- Water Theft
- Will Serve Letter



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

MEMO

Date: September 17, 2025
To: Board of Directors
From: General Manager – Dale Mancino

Re: 10 – Applications & Responses for Prop 218 Advisory Committee (Discussion/Action)

Discussion/Action:

Background:

At the August Board meeting, the Board of Directors approved public interest for the formation of a Proposition 218 Advisory Committee to assist in reviewing rate structure options and to provide community input regarding potential adjustments to water rates and related matters. The District issued a public call for volunteers to serve on the committee.

The District has received strong public interest in the committee; however, as of September 12, 2025, only three (3) formal applications have been submitted.

Discussion:

The Board had previously expressed interest in forming a committee with broader representation from the community. While interest remains high, the limited number of completed applications presents a challenge.

Items for the Board's consideration include:

1. Review and interview the current three applicants, appointing suitable applicants and begin committee work while continuing to accept additional applications.
2. Extending the application deadline to another month while conducting additional outreach to encourage more submissions before appointments are made.
3. Establish the minimum number of committee members required.

Financial Impact:

Minimal staff time and resources for recruitment and coordination.

Recommendation: Staff recommends the Board discuss the status of applications for the Proposition 218 Advisory Committee and provide direction regarding the next steps.

Join the Clear Creek CSD Community Advisory Committee

Clear Creek Community Services District (CSD) is beginning the Proposition 218 Rate Study to evaluate water rates for the future needs of our District.

✦ We are inviting community members to participate in a Community Advisory Committee that will:

- ☒ Review information presented during the Prop 218 study
- ☒ Provide feedback and suggestions on possible water rate adjustments
- ☒ Help ensure the study reflects the needs and concerns of the community

💧 **Your voice matters** — this is your opportunity to be directly involved in shaping decisions that affect every water customer in Clear Creek CSD.

What's Involved?

- Committee members will meet periodically during the Prop 218 study process
- Review materials and share input with the District
- Work together to recommend fair and sustainable solutions

Interested in Serving?

Please complete the form below and return it to the Clear Creek CSD office:

📍 **Office Address:** 5880 Oak Street, Anderson, California

✉ **Email:** cccsd@clearcreekcsd.org

☎ **Phone:** (530) 357-2121

Community Advisory Committee – Interest Form

Name: Chad Krick

Address: 7018 Happy Valley Rd, Anderson CA 96007

Phone: 530-736-6265

Email: Cmkrick85@yahoo.com

Signature: Chad Krick

Date: 9/2/2025

✦ **Help shape the future of Clear Creek CSD – Be part of the solution!** ✦

💧 Together, we can build a stronger, sustainable community.

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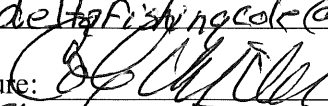
Please complete the form below and return it to the Clear Creek CSD office:

📍 **Office Address:** 5880 Oak Street, Anderson, California

✉ **Email (optional):** cccsd@clearcreekcsd.org

☎ **Phone (for questions):** (530) 357-2121

Community Advisory Committee – Interest Form

Name: Cole Miller
Address: 18284 VIEW POINT DR
Phone: 510-565-0387
Email: deltafishingcole@yahoo.com
Signature: 
Date: 8-22-25

✦ **Help shape the future of Clear Creek CSD – Be part of the solution!** ✦

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📍 **Office Address:** 5880 Oak Street, Anderson, California

✉ **Email:** cccsd@clearcreekcsd.org

☎ **Phone:** (530) 357-2121

Community Advisory Committee – Interest Form

Name: Denny Possehn
Address: 17395 Coyote Ln., Anderson
Phone: 530-524-1217
Email: dp4ster395@gmail.com

Signature: Denny Possehn
Date: 9-4-2025

◆ **Help shape the future of Clear Creek CSD – Be part of the solution!** ◆

🌱 Together, we can build a stronger, sustainable community.



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

MEMO

Date: September 17th 2025
To: Board of Directors
From: General Manager – Dale Mancino
Re: II – General Manager Report

General Manager Handoff:

As my time as Interim General Manager concludes, I want to provide assurance that the District is well-positioned for this leadership transition. The organization is stable, essential services are being delivered reliably, and staff have demonstrated strong commitment to the District's mission. I have taken steps to ensure continuity by briefing the incoming General Manager on ongoing projects, priorities, and upcoming decisions. This transition marks a positive step forward, and I am confident the District will continue to operate effectively under new leadership.

Legal Service Update:

Staff has contacted multiple firms, received proposals, and scheduled three interviews with prospective legal counsel. Two interviews have been completed, with one remaining. Once all interviews are finalized, staff will return to the Board with a recommendation. The goal is to secure legal representation with strong experience in water district operations, including Brown Act compliance, labor and employment law, and water regulations.

Reporting Period: September 8–12, 2025

Onboarding and Staff Engagement

As I begin my role as General Manager, my focus this week has been on connecting with staff, learning workflows, and gaining a clear understanding of current priorities. I've started one-on-one conversations with employees across operations and administration to better understand responsibilities, challenges, and opportunities. I appreciate the professionalism and openness that has been extended during this transition.

Operational Familiarization

On Wednesday, I conducted a full tour of the district's water treatment plant to become familiar with treatment processes, plant capacity, and maintenance needs. I also reviewed the district's pressure zones, which provided important context on how pressures are managed throughout the service area and where potential vulnerabilities may exist.

Administrative and Internal Review

I began reviewing compliance reporting schedules, administrative workflows, and budget processes. While it is too early to recommend changes, I am noting areas where improved coordination, documentation, and communication could provide long-term benefit.

Next Steps

In the coming weeks, I will:

- Continue staff engagement through individual and group meetings
- Expand outreach to PACE Engineering, regulatory agencies, and regional partners
- Conduct additional field reviews of distribution and storage assets
- Begin outreach to community stakeholders to establish relationships early in my tenure
- Support succession planning, role clarity, and organizational alignment

Closing Note

I am grateful for the opportunity to serve as the General Manager. My focus is on steady leadership, open communication, and building a strong foundation for the district's long-term stability and success.

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"



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

MEMO

Date: September 17, 2025
To: Board of Directors
From: General Manager Dale Mancino
Re: 12 – OPS Report

Oral report by General Manager at the meeting:

Administration -

There are 249 Accounts that are 121+ days delinquent totaling \$81,411.52
There were 156 Accounts that are 90-120 days delinquent totaling \$7,632.64
There were 226 Accounts that are 60-90 Days delinquent totaling \$14,476.68
There were 414 Accounts that are 30-60 Days delinquent totaling \$34,254.75

Delinquent account trends between last month and the current month reveal mixed results across aging buckets:

- 121+ Days: Account count rose slightly (+4.6%), but balances declined (–5.2%), suggesting resolution of larger balances while smaller accounts remain severely delinquent.
- 90–120 Days: Both count (+11.4%) and balances (+69.1%) increased significantly, indicating more accounts are stalled in this stage with higher unpaid amounts.
- 60–90 Days: Fewer accounts (–9.6%) but slightly higher balances (+4.9%), showing a shift toward fewer but higher-balance accounts.
- 30–60 Days: Account count declined modestly (–3.7%), but balances rose sharply (+17.9%), suggesting fewer but larger new delinquencies are emerging.

Overall, while the total number of delinquent accounts has decreased in some categories, balances have grown in three of the four stages. This indicates that delinquency risk is becoming concentrated in fewer, higher-balance accounts. Attention should be given to preventing accounts from aging into later stages with increasingly higher balances.

WTP OPERATIONS -

The WTP produced 681 AF of SW

Clear Creek CSD used 461 AF of SW in August (309 AF – M&I, – 152 Ag)

1872 AF total SW for WY 25/26

Well Water Production- 0 AF

- Staff has been busy with routine maintenance, monitoring, and operation of the WTP. The WTP is producing 7MGD. The USBR is starting to increase the flow into Clear Creek, from 100cfs to 150cfs.
- WTP Staff had to perform a shutdown to allow for a existing strand of fiber optic to be removed. Electricians had to place new 2” ridged conduit and pull a new strand and the existing strand of fiber optic back in. The new strand of fiber optic is for BW pond communication. The WTP was shutdown for several hours which impacted Centerville CSD.
- WTP Staff cleaned the FTW pond. This is the second time it has been cleaned this year.
- Pond #2 Update: Contractors continue to form and place re bar in the bottom of the pond. 240yds³ have been poured to date. Half of the pond floor is complete and is scheduled to be completed on the 16th.
- Staff tour: 5 of the 6 new hires visited the WTP and took a tour of the facility.
- A auto cleaning module and turbidimeter malfunctioned and has to be sent back to the manufacturer for service.
- The WTP generator was serviced and inspected. The generator has 426 hrs on it.
- Heavy rains and lighting on the 10th caused a power outage. The generator started and transferred power without issues.

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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DISTRIBUTION OPERATIONS –

Leak Management:

We experienced two significant emergency leaks that impacted a large number of customers:

1. **First Incident:** A 10” AC main ruptured, involving two valves, a hydrant, and four service line connections at an approximate depth of 8 feet. Due to the holiday period, parts and equipment rentals were unavailable, so we enlisted Axner Construction for assistance. This incident affected **130 customers for two days**, with **4 additional customers impacted for three days**.
2. **Second Incident:** Another 10” AC main failed near Oak Street, affecting **176 customers**. Our crew was able to redirect resources from the Happy Valley project, thanks to Axner’s support and the rental of an excavator. Service was restored in **less than 24 hours**.

Post-repair efforts included extensive site cleanup, power washing of driveways, yard restoration, and direct customer engagement to ensure full satisfaction.

Equipment:

We are currently obtaining quotes from Sunbelt Rentals for both monthly and hourly equipment rentals to support long-term planning. Having an excavator on-site would significantly reduce labor costs and eliminate the need for emergency rentals during nights, weekends, or holidays.

Tree Cutting:

PG&E has initiated tree-cutting projects and provided a KMZ file to help us locate trees for future work. We’ve proactively marked our mains in advance of cutting operations. A meeting is scheduled with AI Trees to obtain quotes for both routine and emergency tree removal. Additionally, we are exploring training options and equipment needs to enable our crew to safely perform tree falling in-house.

Sampling:

All monthly water samples returned Absent results. A boil notice was issued during the Happy Valley leak, and all subsequent tests came back Absent, allowing the notice to be lifted. We coordinated closely with the State Water Board, ensuring all procedures were followed and information was properly communicated.

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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