



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

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

General Manager: Paul Kelley

SPECIAL MEETING: August 30<sup>th</sup> 2023 at 6:00PM: District Office Board Room  
(August 16<sup>th</sup> 2023 Regular Meeting Canceled)

## **MINUTES**

**1. CALL TO ORDER** – by Chair Fickes at 6:00 PM

**2. PLEDGE OF ALLEGIANCE** – Led by Chair Fickes

**3. ROLL CALL** – Chair Fickes called the roll:

*Present: Chair Fickes, Director's McVay and Beaver. Vice-Chair Lincoln – Absent*

*Staff: GM Kelley, Bookkeeper Tenney*

*Public: 8 Members*

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

*Sandy Winters – No Firewatch meeting in September, Farmers Market in Igo*

**5. CONSENT AGENDA** (Action)

The following items are expected to be routine. Any interested party may comment or request an item be removed from the consent agenda for separate discussion/action.

- a. Minutes from Meetings – June and July – In progress
- b. Paid Bills: 7/15/23 – 8/14/23
- c. Payroll: 7-20-23, 8-3-23
- d. Activity Reports: July 2023

*GM Kelley reviewed the items on the Consent – including the attached Bureau water charge sheet. Explaining how the invoice pays for scheduled water a month from the date of invoice, records the past months actual (taking a credit or paying depending on the difference between scheduled and actual), and pays the actual previous month amounts for restoration charge and trinity PUD.*

*The Board asked a few questions about bills paid and the activity report for July.*

**Motion: To approve the Consent calendar – Director Beaver. 2<sup>nd</sup>: McVay**

ADA Related Disabilities:

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**Vote: 3-0-1**

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

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

*GM Kelley reported on this item, nothing new to report except that the Bureau had just sent the FY 24 (effective October) CVP Restoration charge change – an increase by 8%*

b. Review Applications for vacant Director position / Appoint Director (Discussion/Action)

*The Board invited the Candidates to speak and then take questions from the Board.*

*First: Chuck Dethero. Introduced himself, discussed his history in the District and current work.*

*Board members asked questions and had a discussion with the Candidate.*

*Second: Logan Johnston – Introduced himself, discussed history in district, education background and current work for Trinity Mills. Introduced his wife to the audience.*

*Board members asked questions and had a discussion with the Candidate.*

**The Board then had a discussion on the Candidates.**

**Motion to Appoint Logan Johnston – Director Beaver. 2<sup>nd</sup> – McVay**

**Passed: 3-0-1**

*The Board took a break and Chair Fickes administered the Oath of office to Logan Johnston.*

*Signed the Affidavit and Logan took a seat on the Dias.*

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

*GM Kelley reminded the board this was on their July agenda; the process is laid out on this document, and this was an opportunity for a district board member to ask the board to nominate them for a seat on LAFCO. No board member was interested at this point in the LAFCO seat and will wait for the election process to play out.*

d. Policies for Adoption – By Ordinance / Motion (Discussion/Action)

*GM Kelley introduced the item – all these items have been reviewed by the board at the Special meeting August 9<sup>th</sup> and these needed ordinances to approve and each ordinance has a supersede of previous ordinances as well future policy revisions can be done by board without an ordinance.*

i. Board of Directors Compensation & Expense Reimbursement Policy – ORD 2023-10

*Chair Fickes pointed out a few edits and typos – fixed.*

*Motion to approve with edits and approve ORD 2023-10: Director Beaver, 2<sup>nd</sup>: McVay. Passed 3 ayes, one absent, one Abstain: Johnston (3-0-1-1)*

ii. Employee Travel Guidelines and Reimbursement Policy ORD 2023-11

**Motion to approve Policy and approve ORD 2023-11: Director McVay, 2<sup>nd</sup>: Beaver. Passed 3 ayes, one absent, one Abstain: Johnston (3-0-1-1)**

iii. Surplus Property Disposal Policy ORD 2023-12

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**Motion to approve Policy and approve ORD 2023-12: Director Beaver, 2<sup>nd</sup>: McVay. Passed 3 ayes, one absent, one Abstain: Johnston (3-0-1-1)**

iv. Trespassers on CCCSD Property Policy Ord 2023-13

**Motion to approve Policy and approve ORD 2023-13: Director McVay, 2<sup>nd</sup>: Beaver. Passed 3 ayes, one absent, one Abstain: Johnston (3-0-1-1)**

v. Delinquencies & Service Disconnection (shut off) policy Ord 2023-14

**Motion to approve Policy and approve ORD 2023-14: Director Beaver, 2<sup>nd</sup>: McVay. Passed 3 ayes, one absent, one Abstain: Johnston (3-0-1-1)**

vi. Will Serve Letter Policy – by Motion

**Motion to approve The Will Serve Letter Policy: Director McVay, 2<sup>nd</sup>: Beaver. Passed 3 ayes, one absent, one Abstain: Johnston (3-0-1-1)**

e. Fiscal Year 2023 Activity (P&L Actuals) Report vs Budget (Discussion)

*GM Kelley introduced the item and reviewed the particulars pointing out some of the items and changes from the old Budget approved in August of 2022 for FY23.*

*Directors asked questions – Bookkeeper Tenney and GM Kelley answered the questions.*

*Discussion about impacts on reserves and future year.*

*GM Kelley mentioned this is for information and will help prep for quarterly reports and budget adjustment meetings. And that there will be a finance committee meeting on September 12<sup>th</sup>.*

f. Signer on Accounts/Check Signer (Discussion/Action)

*Discussion of the need for an additional account and check signer.*

**Motion for Director Pam Beaver to be account and check signer: by Chair Fickes, 2<sup>nd</sup>: Director McVay.**

**Vote – 4-0-1 (Fickes, Mcvay, Beaver, Johnston,) Absent: Lincoln**

## **7. GENERAL MANAGERS REPORT**

*GM Kelley discussed some items in the written report. Highlighted the Grant projects and the financing of those projects (cash flow and reimbursements). Also highlighted that USBR sent a letter regarding updated Restoration charge.*

*Directors asked questions and mentioned needs for CIP, Solar and other improvements for the District.*

## **8. OPERATIONS REPORT**

*GM Kelley reviewed the written report.*

*Read the number of delinquent accounts from last month to contrast the numbers reduced in this report.*

*Mentioned the hard work by all office staff and in particular Shannan Perry – now full time – focused on Delinquent notices and shut offs.*

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*Reported the great news about full time person paying off – the recent shut off / delinquent notice process brought in over \$100,000 to the District. Approximately \$70,000 of that from individual customers and approximately \$30,000 for LIHWAP!!*

*The partnership to help those who are in need has been very successful and satisfying.*

**9. STANDING COMMITTEE REPORT –**

- a. Finance – *Announced that a meeting to be held 9/12/23.*
- b. Agriculture – *Report on 7/26/23 Meeting – Director McVay mentioned the discussion of a supplemental water program.*
- c. Planning/Steering – *Special Board meeting as committee on 8/9/23 - This would be committee to work on future CIP*

**10. BOARD MEMBER ITEMS – None**

*Public members: Sandy Winters comment and Charles Hansen – Comment*

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

**12. ADJOURN THE MEETING – Meeting adjourned at 8:40pm**

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