

CLEAR CREEK COMMUNITY SERVICES DISTRICT
REGULAR MEETING MINUTES
SEPTEMBER 7, 2023 6:00 P.M.

Rod Twain called the regular meeting to order at 6:00 pm

Roll call: Rod Twain, Cathy Hunter & Jim Christopherson present, Nancy Presser & Julie Raymond absent.

Pledge of Allegiance led by Rod Twain

Others present: Nicolette Moroney Sec/Treas, Ross Kassebaum Fire Chief, Steve Sader Water Maint/Dist Operator & Bill Jacks with Terra Fuego

APPROVAL OF AGENDA:

Motion to approve the agenda was made by Cathy Hunter, seconded by Rod Twain, all in favor, motion carried.

BUSINESS FROM THE FLOOR: Bill Jacks with Terra Fuego stopped by with a presentation on prescribed burning. Terra Fuego works with public and private land owners to reduce forest fire fuel, increase defensible space, and implement strategic fuel breaks on property to help manage fire. Additionally Terra Fuego does professional consulting; grant writing, and project management.

APPROVAL OF REGULAR MEETING MINUTES:

Motion to approve the regular minutes of August 3, 2023 was made by Cathy Hunter, seconded by Rod Twain, all in favor, motion carried.

MOTION TO PAY INVOICES AND PAYROLL:

Motion to approve August 2023 invoices & September 2023 payroll was made by Cathy Hunter, seconded by Jim Christopherson, all in favor, motion carried.

DELINQUENTS: 5 shutoff notices went out on August 16, 2023 all paid but 1, that was shut off. There are 14 residents behind in their payments as of today.

Households can apply for LIHWAP (Low Income Household Water Assistance Program) through the Lassen Economic Development Corporation, 200 Highway A-21, Westwood, CA 96137, (530) 256-3531.

FINANCIAL REPORT:

Fire Department July 31, 2023 balance \$28,906.61 (August 2023 deposits \$0) (August 2023 expenditures \$2,238.97)
August 31, 2023 balance \$26,667.64

Water Department July 31, 2023 balance \$127,731.32 (August 2023 deposits \$3,657.54) (August 2023 expenditures \$5,143.53)
August 31, 2023 balance \$126,245.33

Plumas Bank savings acct \$ 66,900.88 and checking acct \$10,190.90

Reviewed & motion to approve financials was made by Cathy Hunter, seconded by Rod Twain, all in favor, motion carried.

WATER DEPARTMENT REPORT:

Steve Sader reported water usage for August was 3,990,480 gallons, down from last year of nearly 1 million gallons. The spring height is 19". The chlorine residual is good, all good in the pumphouse. He is working on a leak on Rainbow Dr. Power outage earlier in the month, generator worked well.

FIRE DEPARTMENT REPORT:

Chief Ross Kassebaum reported there were 2 calls in August 1 medical & 1 brush fire in Westwood. Siren was tested on the 1st Wednesday (yesterday) and ran well. He applied earlier in March or April for a SAFER grant through FEMA. It is an education grant for \$12,500 over 4 years. It will pay 100% of the grant. Also looking into a Calfire mitigation grant, we have until the end of October to apply. He is still waiting to hear back on the firetruck grant through FEMA.

INFORMATION / DISCUSSION ITEMS:

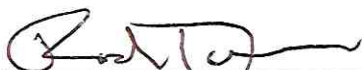
1. Water System Improvements Project update – On 8/3/23, the Work Plan was executed that will fund this project. The next step is for Sac State UEI to execute sub-agreements with PACE and NGEM, the two consultants assisting on Work Plan tasks, after which work will begin. This will take about a month. Eric Uppal, DFA, noted that DFA is considering adding an emergency intertie with Westwood to the project. This intertie would not be a consolidation, but rather an emergency intertie to provide water system reliability in an emergency. Eric will review this potential add-on to the project with his management and get back to us all with a decision. Eric also indicated the DFA is considering having the Clear Creek project be eligible for DFA's new Expedited Funding Program. This Program would not affect our Work Plan tasks, but move up the execution of the Construction Funding Agreement, which would expedite the overall project. Following notification of this award, our Team would have 30 days to pull together requested documents, after which a Funding Agreement would be initiated. We did receive the preliminary funding award notification on August 25, 2023, so we have 30 days to get the requested documents together.
2. Funded Volunteer Fire Capacity Grant (Calfire 50/50) Chief Kassebaum reporting he received an email that his grant application was selected for funding. The grant is for \$20,166; our matching funds would be for \$10,083 and it is for radios and pagers.
3. We received a letter from a customer wanting to know if there were any plans to implement online billing in the near future. Per the County they do not have the ability to do this right now.
4. Water rates increasing on January 1, 2024.
5. Intertie portion of the water grant project with Westwood CSD was discussed above.

ACTION ITEMS:

1. Motion to approve Letter of Understanding with Zach Pehling CPA for Biannual Audit was made by Cathy Hunter, seconded by Rod Twain, all in favor, motion carried.
2. Motion to approve Resolution 2023-04 Authorized Representative for the CCCSD Water Improvement Project & Expedited Drinking Water Grant (EDWG) Funding Program the Self-Certification form (attachment 3) was made by Cathy Hunter, seconded by Jim Christopherson, all in favor, motion carried.
3. Motion to approve/sign letter acknowledging the donation to the district of \$1,571.05 from Chief Kassebaum was made by Cathy Hunter, seconded by Rod Twain, all in favor, motion carried.

MATTERS INITIATED BY THE BOARD: Cathy Hunter would like to have the fire tax to review as a discussion item at next month's board meeting.

The regular meeting of September 7, 2023 was adjourned at 7:20 pm. The next regular scheduled monthly Board meeting will be Thursday, October 5, 2023 at 6:00 pm at the Firehouse downstairs.



Rod Twain / Chair



Nicolette Moroney / Secretary