

CLEAR CREEK COMMUNITY SERVICES DISTRICT
SPECIAL MEETING MINUTES
NOVEMBER 14, 2024 6:00 P.M.

Catharine Hunter called the special meeting to order at 6:00 pm

Roll call:, Jim Christopherson, Susan Miller, Catharine Hunter present

Pledge of Allegiance led by Catharine Hunter

Others present: Nancy Presser GM/Sec/Treas., Steve Sader Water Maint/Dist Operator, Christopher Dean Fire Chief, Eileen Sader, Julie and Craig Raymond, Randy Meeks, Deborah Jennings, other community members.

APPROVAL OF AGENDA:

Motion to approve the agenda was made by Catharine Hunter, seconded by Susan Miller, all in favor: Catherine Hunter, James Christopherson, Susan Miller. Motion carried.

BUSINESS FROM THE FLOOR:

- Mr. Randy Meeks: 1) The meeting is in violation because it was not posted on the district website. 2) Stated that Ms. Susan Miller cannot vote for herself thus will have a problem appointing her today in the agenda. 3) 5 bullet points in the Code of Ethics need to be reviewed. 4) Violations of the Brown Act moving forward are misdemeanors. 5) Consider in CCCSD Ethics policy that there is a piece that talks about censuring Board members for not following protocol.

APPROVAL OF SPECIAL MEETING MINUTES:

- Motion to approve the special meeting minutes of October 28, 2024.
- Discussion: Question from Susan Miller if all delinquents were paid from September to October 2024. Nancy Presser answered Susan Miller's question that she did not report any delinquents in October because of the Water Shutoff Protection Act Amendment.
- Motion to approve the special meeting minutes of October 28, 2024 was made by Susan Miller seconded by Cathy Hunter. All in favor: Catherine Hunter, Susan Miller. Opposed: Jim Christopherson. Motion carried by majority.

MOTION TO PAY OCTOBER INVOICES AND NOVEMBER PAYROLL:

Motion to approve October 2024 invoices & November 2024 payroll was made by Catharine Hunter, seconded by James Christopherson, all in favor: Catherine Hunter, James Christopherson, Susan Miller, motion carried.

DELINQUENTS:

Nancy Presser reported that as of November 7, 33 accounts were delinquent between 1 - 30 days, 8 accounts delinquent between 31 - 60 days, 11 accounts delinquent between 61 - 90 days, 8 accounts delinquent 91+ days. \$4341.36 dollars delinquent.

REVIEW AND APPROVE FINANCIAL REPORT:

Nancy Presser reported the following corrections to the September/October Financial Report. Nicolette Moroney was not paid payroll for October. The PG&E Permits were submitted under the Water Department for the Water Grant.

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The new September balances are: Fire Department starting balance August 31, 2024 balance (September 2024 deposits \$0.00) (September 2024 expenditures \$ 2,142.42) September 30, 2024 ending balance \$ **\$7,449.91**

Water Department starting balance August 31, 2024 balance \$ **140,626.70** (September 2024 deposits \$11,009.69) (September 2024 expenditures \$ **8,835.48**) September 30, 2024 balance **\$142,800.91**

Plumas Bank savings acct balances September 30, 2024: \$ 50,322.48 and checking acct \$ 4,395.17

October Balances: Fire Department starting balance September 30, 2024 balance **\$7,449.91**. (October 2024 deposits \$0.00) (October 2024 expenditures \$ **2,662.80**) October 31, 2024 ending balance **\$4,787.11**

Water Department starting balance September 30, 2024 balance \$ **142,800.91** (October 2024 deposits **\$6,765.51**) (October 2024 expenditures \$ **31,517.27**) October 31, 2024 balance **\$118,049.15**

Plumas Bank savings acct balances October 31, 2024: \$ **50,329.10** and checking acct \$ **4,495.17**

Motion to approve financials was made by Catharine Hunter, seconded by James Christopherson. All in favor: Catherine Hunter, James Christopherson, Susan Miller. Motion carried.

WATER DEPARTMENT REPORT:

Steve Sader reported water usage for the month of October 2024 was 1,466,670 gallons; spring height is holding at 17.5. Pumps and Generator running smoothly. Working on flushing, painting fire hydrants. Used 37 gallons of diesel this summer. It was refilled by Ed Staub.

FIRE DEPARTMENT REPORT:

Fire Chief Christopher Dean reported he has worked with Susanville Interagency Fire Center Dispatch. We will get a set of Jaws-of-Life and 2 inch hose from other Fire Departments. Working on the FireFighters Grants. We will need to test our Ground Ladders. We have been doing SCBA testing and the fire engine has recently been pump tested. He began inventory of our personal protective equipment. Volunteers needed.

INFORMATION ITEMS/DISCUSSION ITEMS:

1. RESPONSE TO PUBLIC QUESTIONS FROM OCTOBER 28, 2024 SPECIAL MEETING
 - a. Responses printed and on the table
2. OPEN HOUSE FOR QUESTIONS ABOUT WATER GRANT
 - a. Steve Sader and Nancy Presser will create a FAQ flier regarding the Water Grant and how updating CCCSD's water system will affect the community. Jim will hand flier out to the community and the flier will be posted on CCCSD's posting spots.
3. FINDINGS OF INSURANCE FOR PICK UP TRUCK
 - a. Nancy Presser reported the current insurance coverage for the Chevy Utility Truck and Fire Trucks.
4. RE-WRITING/AMENDING BYLAWS/POLICY FOR WRITING CHECKS ON PLUMAS BANK ACCOUNT REQUIRING TWO SIGNATURES AND THREE SIGNERS.
 - a. Jim Christopherson will write an amendment to the bylaws and bring it to the next meeting for approval.

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ACTION ITEMS:

1. APPOINT SUSAN MILLER TO CCCSD BOARD OF DIRECTORS FOR TERM DECEMBER 2024 THROUGH DECEMBER 2026
 - a. This action item was tabled until the December 5, 2024 meeting.
2. VOTE TO APPROVE/REJECT WATER SYSTEM IMPROVEMENTS PROJECT GRANT PERMIT FEES
 - a. Motion made by Cathy Hunter to approve the California Department of Fish and Wildlife Permit for \$6580.00 and the Central Valley Regional Water Quality Control Board Permit for \$16, 895 and to have Lassen County Auditors move a total of \$23,475 into the budget for line item 3002800 Special Departmental Expenses. Motion seconded by Susan Miller. All in favor: Jim Christopherson, Susan Miller, Catharine Hunter. Motion Carried Unanimously.
3. VOTE TO APPROVE/REJECT PACE ENGINEERING AGREEMENT AMENDMENT
 - a. Motion made by Cathy Hunter to approve the signing of the Pace Engineering Agreement Amendment. Seconded by Jim Christopherson. All in favor: Jim Christopherson, Cathy Hunter, Susan Miller. Motion Carries.
4. VOTE TO APPROVE/REJECT FORMING A COMMITTEE TO REVIEW WATER SHUT OFF NOTICES LAW/RE-WRITE RATE RULES AND REGULATIONS TO ADHERE TO SHUT OFF PROTECTION ACT
 - a. Motion made by Cathy Hunter to approve the formation of a new committee to review, update and rewrite the CCCSD Water Rates and Regulations to adhere to the Water Shutoff Protection Act Amendment. Seconded by Susan Miller. All in favor: Jim Christopherson, Cathy Miller, Susan Miller.
 - b. Committee will consist of Steve Miller, Nancy Presser and Jim Christopherson.

MATTERS INITIATED BY THE BOARD:

1. Cathy Hunter asked Nancy Presser when the Lassen County Auditor's office will update the CCCSD financial reports on the website. Nancy Presser answered that the Auditor's office can pull a report by request until the system is completely updated and published online.

ADJOURNMENT: Cathy Hunter Adjourned the meeting at 7:14pm

NEXT REGULAR MEETING OF THE CLEAR CREEK COMMUNITY SERVICES DISTRICT IS SCHEDULED FOR DECEMBER 5, 2024 AT 6:00 PM AT THE FIREHOUSE IN CLEAR CREEK

Catharine Hunter / Chair Date

Nancy Presser / Secretary Date