

CLEAR CREEK COMMUNITY SERVICES DISTRICT  
REGULAR MEETING MINUTES  
DECEMBER 05, 2019 6:00 P.M.  
(530)256-3096

Cathy Hunter called the regular meeting to order at 6:02 p.m.

Pledge of Allegiance led by Cathy Hunter

Roll call: Cathy Hunter, Rod Twain, Burt Cooper & Jessica Greene all present, Judy Cooper absent.

Others present: John Hunter Fire Chief, Nicolette Moroney Secretary/Treasurer, JD Hackett Water Manager, Susan Miller resident, Cindy Jensen resident, Rob Slater resident.

APPROVAL OF AGENDA:

Motion to approve the agenda made by Burt Cooper, seconded by Rod Twain, all in favor, motion carried.

BUSINESS FROM THE FLOOR: Cindy Jensen wanted an update on the next tree grant; per N. Moroney Tom Esgate of the Lassen County Fire Safe Council (LCFSC) was only submitting one application this round. It is for the Thompson Peak which the council and its members selected as the most critical in Lassen County which serves the Janesville and Milford communities. But the LCFSC is providing Scott Packwood Unit Chief of the Lassen-Modoc CalFire a Clear Creek project in case he has the opportunity to submit it for a Governor's project. Per Cindy Jensen she says the person who did her property inspection says PG&E is responsible for a large portion of trees that should be removed. She urges the Board to be as proactive as possible in contacting PG&E about our tree work. Burt Cooper's concerns with PG&E is there are a lot of houses with PG&E lines that come from their pole to a tree then another tree and then to the house. Jessica Greene had a couple of things to say 1<sup>st</sup>, they are cutting a firebreak here on the east side and the property owners of the parcel behind Clear Creek Drive are cutting a firebreak, so we are protected on those two sides potentially. 2<sup>nd</sup>, anyone can write a grant and she encourages the public to participate.

APPROVAL OF REGULAR MEETING MINUTES:

Motion to approve the regular minutes of November 07, 2019 made by Rod Twain, seconded by Burt Cooper, all in favor, motion carried.

MOTION TO PAY INVOICES AND PAYROLL:

Motion to approve November 2019 invoices & December 2019 payroll made by Burt Cooper, seconded by Rod Twain, all in favor, motion carried.

DELINQUENTS: We are in good shape. There is one resident paying Friday and another says the check is in the mail.

FINANCIAL REPORT:

Fire Department October 31, 2019 balance \$42,946.29 (November 2019 deposits \$1,122.00) (November 2019 expenditures \$11,301.69) November 30, 2019 balance \$32,766.60

Water Department October 31, 2019 balance \$83,532.86 (November 2019 deposits \$8,145.00) (November 2019 expenditures \$8,374.07) November 30, 2019 balance \$83,303.79

Rod Twain would like to see the Auditor's Report as part of the packet. N. Moroney will print out the report and provide it to the Board if it is available.

Reviewed & a motion to approve financials was made by Jessica Greene, seconded by Rod Twain, all in favor motion carried.

#### WATER DEPARTMENT REPORT:

JD reported the water samples were good for November. Exercising back up pump number one. Trouble shooting with Techs on knocking noise in silent check valve, decided it could be a broke spring, ordered a new spring at no cost to district. Shut off the valve separating pump 1 and pump 2 and replaced spring on silent check valve. Also thank you Gary Skadron for his assistance. The pump is once again dead silent and also slowed down the surge. Did pressure test for customer building a house, the pressure was higher than pump room due to smaller lateral servicing customer. Calculated approximate volume of cistern for state was 2,100 gallons. Assisted a customer in winterizing by shutting off our valve to them. Also talking to eco green solutions during the month getting an estimate of our pump gpm. Noted a slight jump on the flow meter after the weather warmed up, spring depth was 16 inches and 36 degrees. Attempting to get access to 2 water boxes behind a fence. Assisted contractor in a legal short notice USA emergency dig by expediting it for them. Supplying the State Water Boards engineer with data during the month: cistern capacity as well as monthly usage and spring depth etc. Assisted another customer for possible shut down but turned out plumber and customer located valve that they didn't know they had. Out walking putting 2 week warning shut off notices on doors. Worked on snow blower to get it running better. Water usage for November was 103,000 gallons.

#### FIRE DEPARTMENT REPORT:

John Hunter Fire Chief happy to report that there were no fire or medical calls last month. The department had three regular drills, got the fire hydrant poles up. One of the saws on the engine was repaired and is back on the engine. He thanked everyone in the community and his son for keeping the fire hydrants and Firehouse clear of snow.

Cindy Jensen wanted to know what was going on with the siren. J. Hunter said he didn't know if it was salvageable but we are waiting on the electrician to check it out. He thinks it might be better and cheaper to get a new siren and put it on the roof if the community is interested in pursuing.

#### DISCUSSION ITEMS:

1. Review of Yearly Audit – Per Cathy Hunter she thought it was a very comprehensive report. N. Moroney said the report would be available on the Website.
2. Review Recommendations from Bob Johnson CPA – Mr. Johnson recommended we update our Employee Handbook, we should have a Records Retention Policy; per Credit Cards consider a written policy which sets out limits and procedures, board minutes to pass a motion to approve District interim financial statements, which we are doing now. The accounts receivable has a number of old balances and the Board should review and consider writing off the old uncollectible balances.
3. Review the Water Rate Study Report – C. Hunter stated the work that the committee did is very similar to this report & they did an excellent job, the numbers were very close within 24 cents. R. Twain suggested a rate increase this year and next year and after the meters are installed we see where we are at and perhaps an increase then or not depending on water usage. Lots of discussion, we need more time to review the report and call with questions the consulting firm for clarification.

#### ACTION ITEMS:

1. If/Whether to Proceed with a Water Rate Increase & Updating the Rules, Rates & Regulations – Was tabled to do more research.

2. Approve Certificate for Liability for the Northeastern CA Chapter of the CSDA - Per N. Moroney a chapter was created a couple of weeks ago called the Northeastern CA Chapter of the CSDA (California Special District Association). It consists of local Districts in Lassen & Modoc counties and you must be a member of CSDA to participate. The Chapter benefits are: priority CSDA training events in our region, presentations from the CSDA business affiliates, opportunity to network locally and share ideas, more exposure for local Districts, etc. CSDA recommends each chapter have liability insurance to protect itself and its members, as well as the state association, from potential liability. In lieu of an insurance policy, chapters may choose to provide a written certificate from each members District that would certify the District's representatives are covered by the District's insurance when participating in chapter activities. Motion made by Jessica Greene to approve signing this Certificate for Liability, seconded by Rod Twain, all were in favor, motion carried.
3. Vote/Approve New Chair & Vice Chair – Per C. Hunter it is part of our new Policies & Procedures to elect a Chair & Vice Chair yearly. Burt Cooper nominated Cathy Hunter as Board Chair and Rod Twain nominated Burt Cooper as Vice Chair. All thought Cathy Hunter did an excellent job and was very knowledgeable, motion made by Jessica Greene to reelect Cathy Hunter as Chair for the upcoming year, seconded by Rod Twain, all were in favor, motion carried with Cathy Hunter abstaining. Motion made by Cathy Hunter to reelect Burt Cooper as Vice Chair, seconded by Rod Twain, all were in favor, motion carried.
4. Approve the Yearly Audit – Cathy Hunter made a motion to approve the audit, Burt Cooper seconded, all were in favor, motion carried.

MATTERS INITIATED BY THE BOARD: None

THE REGULAR MEETING OF DECEMBER 05, 2019 WAS ADJOURNED AT 7:30 P.M. THE NEXT REGULAR MEETING SCHEDULED WILL BE ON JANUARY 02, 2020 @ 6:00 P.M. AT THE FIRE HOUSE DOWNSTAIRS.

  
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CATHY HUNTER/CHAIR

  
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NICOLETTE MORONEY/SECRETARY