CLEAR CREEK COMMUNITY SERVICES DISTRICT

RESOLUTION 2026-16

A RESOLUTION OF THE BOARD OF DIRECTORS AUTHORIZING THE PROCESSING AND PAYMENT OF RECURRING OPERATING EXPENSES AND EMPLOYEE REIMBURSEMENTS

WHEREAS, the Clear Creek Community Services District ("District") has adopted its annual operating budget; and

WHEREAS, the District incurs regular and recurring expenses necessary for its continued operations, including payroll, utilities, alarm monitoring, insurance, credit card payments, and other operating obligations; and

WHEREAS, the District maintains its funds through the Lassen County Treasurer in accordance with California Government Code Section 61052; and

WHEREAS, timely payment of District obligations is necessary to avoid late fees, penalties, and interruption of essential services; and

WHEREAS, the Board of Directors desires to establish a continuing procedure for processing previously authorized recurring expenses without requiring separate Board action for each payment, to the extent permitted by law; and

WHEREAS, the Board intends to maintain financial accountability through monthly expenditure reporting and Board oversight; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Clear Creek Community Services District as follows:

SECTION 1. RECURRING OPERATIONG EXPENSES

The board authorizes the processing and payment of the following recurring District expenses, provided such expenses a lawful, within the adopted budget, and consistent with previously approved obligations or District policies:

1. Employee payroll, payroll taxes, and authorized benefits.
2. Electricity, telephone, internet, and other utilities.
3. Alarm monitoring and security services.
4. Insurance premiums.
5. Previously approved maintenance and service contracts.
6. Credit card payments for documented and authorized District expenditures.
7. Other recurring operating expenses expressly authorized by the Board.

This authorization shall not extend to new contracts, unauthorized purchases, or expenditures outside the District's approved spending authority.

SECTION 2. AUTHORIZED DISTRICT PERSONNEL

The Board hereby designates the **District General Manager and District Secretary/Treasurer,** or their duly appointed successors, to review, verify, certify, and submit the recurring expenses identified in Section 1 for payment through Lassen County.

Both designated officials shall sign the applicable payment documentation, subject to the procedures established by the Lassen County Auditor-Controller and Treasurer.

This authority shall attach to the designated positions rather than the individuals currently holding those positions.

The designated officials shall not independently authorize expenditures requiring separate Board approval.

SECTION 3. EMPLOYEE REIMBURSEMENTS

District employees may be reimbursed for reasonable and necessary District-related expenses paid with personal funds, provided such expenditures are authorized under District policies.

All reimbursement requests shall include appropriate receipts or supporting documentation.

Each reimbursement request shall require review and signatures from:

1. The District General Manager.
2. The District Secretary/Treasurer.
3. One member of the Board of Directors.

No individual shall approve their own reimbursement. If a designated reviewer requests reimbursement, an independent authorized reviewer shall be substituted in accordance with District policy.

All reimbursements remain subject to applicable claims-authorization requirements and Lassen County payment procedures.

SECTION 4. MONTHLY FINANCIAL REPORTING AND BOARD REVIEW

All payments and reimbursements processed pursuant to this resolution shall be included in the District's monthly financial and expenditure reports.

Such reports shall be presented to the Board of Directors at its next regular meeting.

The Board shall continue its established practice of reviewing expenditures that have already been paid.

The Board retains the authority to review individual expenditures, requests supporting documentation, and modify or revoke future spending authorizations.

Monthly financial review shall not substitute for any prior authorization required by law.

SECTION 5. PAYMENT THROUGH LASSEN COUNTY

Pursuant to California Government Code Section 61052 (c), and subject to confirmation of the applicable County procedures, the Board authorizes the use of the statutory alternative procedure for County review and payment of legal claims authorized by the Board.

The General Manager and Secretary/Treasurer shall submit properly documented payment requests in accordance with the requirements of the Lassen County Audit-Controller and Treasurer.

Nothing in this resolution shall eliminate any legally required Board approval or County audit of claims.

SECTION 6. LIMITATIONS OF AUTHORITY

The authority granted by this resolution shall not permit the General Manager, Secretary/Treasurer, or an individual Board member to:

1. Enter into new contracts without appropriate authorization.
2. Exceed the District's adopted budget or applicable spending limits.
3. Approve their own reimbursements.
4. Authorize expenditures otherwise requiring separate Board action.

5. Circumvent applicable purchasing, accounting, or financial control requirements.

SECTION 7: CONTINUING AUTHORITY

The authority established by this resolution shall remain in effect until amended or rescinded by the Board of Directors.

Such authority shall apply to the duly appointed General Manager and Secretary/Treasurer and their duly appointed successors.

Changes in personnel shall not, by themselves, terminate this resolution. However, updated authorized-signature documentation shall be provided to Lassen County whenever required.

SECTION 8: EFFECTIVE DATE

This resolution shall become effective upon adoption by the Board of Directors, provided that the payment and signature procedures have been confirmed as acceptable by the Lassen County Audit-Controller and Treasurer.

PASSED AND ADOPTED by the Board of Directors of the Clear Creek Community Services District at a duly noticed meeting held on the 5th day of Nov., 2026.

ROLL CALL VOTE:

AYES: 5

NOES: 0

ABSENT: 0

ABSTAIN: 0

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Board Chair of the Clear Creek Community Services District

ATTEST:

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Secretary/Treasurer of the Clear Creek Community Services District