

CLEAR CREEK COMMUNITY SERVICES DISTRICT
REGULAR MEETING MINUTES
MARCH 4, 2021 6:00 P.M.
(530)256-3096

Cathy Hunter called the regular meeting to order at 6:00 pm via teleconference. She thanked everyone for taking the time to call in and participate. She reminded everyone that all votes must be made by roll call.

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

Others present: Nicolette Moroney Secretary/Treasurer, Chief John Hunter, JD Hackett Water Manager.

APPROVAL OF AGENDA:

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

BUSINESS FROM THE FLOOR: None

APPROVAL OF REGULAR MEETING MINUTES:

Motion to approve the regular minutes of February 4, 2021 was made by Burt Cooper, seconded by Cathy Hunter, all in favor by roll call, motion carried.

MOTION TO PAY INVOICES AND PAYROLL:

Motion to approve February 2021 invoices & March 2021 payroll was made by Rod Twain, seconded by Judy Cooper, all in favor by roll call, motion carried.

DELINQUENTS: 20 (12%)

FINANCIAL REPORT:

Fire Department January 31, 2021 balance \$58,479.74 (February 2021 deposits \$77.61) (February 2021 expenditures \$6,764.12) February 28, 2021 balance \$51,793.23

Water Department January 31, 2021 balance \$81,611.27 (February 2021 deposits \$2,734.00) (February 2021 expenditures \$7,768.69) February 28, 2021 balance \$76,576.58

Reviewed & motion to approve financials was made by Cathy Hunter, seconded by Burt Cooper, all in favor by roll call, motion carried

WATER DEPARTMENT REPORT:

Per JD bacteriological water samples were good for the month of February. Usage for the month was 474,000 gallons (a record for this time of year), still not able to go out to the springhouse to measure spring depth or temperature. Worked on wtp, tcr (monthly reports), updated the generator log, field, pump room and firehouse maintenance logs, also working on updating my job description. Attending state zoom sessions and working with Pace Engineering on any upgrade questions, expressed to them I wanted the visible section of the line in the creek replaced, and making sure they put valves with the hydrants when they start the project. Put fuel conditioner and injector cleaner in generator. Dug out hydrants as needed and thank you volunteer fire department for assisting. Taking water clarity samples during the month, clarity looking really good, .15 to .20 range, .00 being perfect. I received the new silent back-up check valve for pump room. I cleaned up the injector for chlorine residual in pump room. Water main leak in November was \$910, so far no new incidents for 2021. I received my first Covid-19 shot to lessen my chances of getting ill and missing work. I will get my second shot on March 30.

Cathy Hunter thought the usage was really high and wanted to know if JD had a theory on it, or if we had a leak somewhere. JD responded it was because we have a lot of people up here.

FIRE DEPARTMENT REPORT:

Chief Hunter wanted to thank Nicki for all her hard work on the AFG grants. We filed a regional grant and individual grant for the District. There was one medical call in Clear Creek, we had two fire calls for Westwood, and one came across as an unknown structure fire but turned out to be a large debris pile. The second was a chimney fire. We had four regular drills. Two volunteers are still progressing through the Fire Academy. We have 3 or 4 volunteers signing up this month for the Basic 32 training. Chief wanted to know what our records retention policy was. We have a bunch of old records up in the firehouse and would like permission to remove. Per Cathy we do have a records retention policy in our new by-laws and will work on.

INFORMATION ITEMS:

1. Per Tom Esgate with the Lassen Fire Safe Council the 2021 CCI (California Climate Investments) grant should roll out early March per CALFIRE. He wants to set up a zoom meeting with Forest the Fire Chief in Westwood and Nicki to go over their priorities for the grant. Nicki extended the invitation to Andy Courtright in Hamilton Branch.
2. The update on the CCCSD Water System Improvement Project is we are back to having our monthly meetings. The general information package, the financial package and the technical package are all complete and uploaded to FFAST (Financial Assistance Application Submittal Tool). They are still working on the Environmental documents. NGEM (North Gate Environmental Management) is revising graphics and text in the CEQA document and its supporting documents. The CEQA checklist has changed and is being updated. The wetlands delineation will begin soon and is expected to be complete in about a month. It is currently unknown if an Army Corps of Engineers (ACOE) 404 permit will be required. To make this determination, the wetlands delineation must be submitted to ACOE for their review, which may also require a site visit. After these steps have been completed, ACOE will render its opinion. It is possible additional surveys could be needed, but this would come as a request from ACOE. This work is likely to take several months, largely dependent upon ACOE. If any board member would like to attend the next meeting it is on Tuesday, March 16 at 11:00 am at the District office.
3. Cathy and Nicki to work on updating the employee handbook and job descriptions, there is no need for a committee. Everyone has a copy of the current handbook and job descriptions if they have a change to add give it to Cathy. When they have a good draft they will bring it back to the board for further revisions.

DISCUSSION ITEMS:

1. The budget workshop is scheduled for Saturday, May 15 at 11:00 am at the firehouse. Nicki will put a reminder on the May Agenda.

ACTION ITEMS: None

MATTERS INITIATED BY THE BOARD: None

The regular meeting of March 4, 2021 was adjourned at 6:23 pm. The next regular scheduled monthly Board meeting will be April 1, 2021 at 6:00 pm at the Firehouse downstairs.


Cathy Hunter / Chair


Nicolette Moroney / Secretary