

CLEAR CREEK COMMUNITY SERVICES DISTRICT
SPECIAL MEETING MINUTES
OCTOBER 28, 2024 6:00 P.M.

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

ACTION ITEM:

1. OATH OF OFFICE / SWEARING IN / BOARD MEMBER APPOINTED BY BOARD OF SUPERVISORS, OCTOBER 22, 2024: SUSAN MILLER

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

Pledge of Allegiance led by Catharine Hunter

Others present: Nancy Presser GM/Sec/Treas., Steve Sader Water Maint/Dist Operator, Nicolette Moroney, Joe Jimenez, Eileen Sader, Julie and Craig Raymond, Mike Jimenez, Randy Meeks, Deborah Jennings, other community members.

APPROVAL OF AGENDA:

Motion to approve the agenda was made by Catharine Hunter, seconded by James Christopherson, all in favor, motion carried.

OUTCOME OF EXECUTIVE CLOSED SESSION MEETING OF 9/5/24 – NO ACTION WAS TAKEN

BUSINESS FROM THE FLOOR: Any person may address the Board at this time, on any subject not on the Agenda within the jurisdiction of the Clear Creek Community Services District. However, any matter that requires action will be referred to staff for a report and action at a subsequent meeting. Presentations are limited to five minutes.

- Eileen Sader requested clarification about the October Financial Report. Nancy Presser answered Ms. Sader's questions about the payroll in September and October, and the water fee deposits in October. Ms. Sader expressed confusion about the hiring time of the present GM, as the September Agenda states Ms. Presser's hiring was at 5pm on August 26, which is before the interviews had taken place. Ms. Sader stated that is confusing. Board Chair suggested that Ms. Presser and Ms Sader speak about this outside of the Board Meeting. Ms. Sader expressed a desire to talk about timesheets.
- Mr. Randy Meeks expressed that he and his wife were never informed about the website until they received an invoice and stated he is recording the meeting because he did not want to go through what he did before to get a recording of the meeting. Mr. Meeks asked about an item on the October Expenditure Report, Ms. Presser stated the line item was a mistake. Mr. Meeks asked where the Fireman's Association financials were, Ms. Presser stated that the Fireman's Association is not part of the CCCSD, that he would need to ask the members of the Fireman's Association for their financial information. Mr. Meeks stated that the CCCSD Board needs to address the CCCSD Bylaws and make sure they are in accordance with the Brown Act. Mr. Meeks presented an invoice for payment for work performed during a flood in the community. He stated he was asked by an employee of the CCCSD to do the work, which was valuable for the neighborhood, and completed the work at a reduced rate.

- Ms. Sader asked if she is allowed to ask the General Manager questions outside of the meeting. Ms. Presser and Ms. Hunter confirmed, yes, the community can ask the employees and Board Members questions anytime outside of meetings.
- Mr. Jimenez asked why only one Board Member was appointed at the Board of Supervisors Meeting on October 22, 2024. Ms. Hunter answered that the Board of Supervisors only appointed one board member in order to make a quorum.
- A Community Member asked what was going on with a meeting recording being posted on the website. Ms. Presser stated that the recording equipment used at the September meeting was not compatible with current technology and a recording was not posted. Ms. Presser stated that the recording was made available to any community member who asked for it.

APPROVAL OF REGULAR MEETING MINUTES:

Motion to approve the regular meeting minutes of September 5, 2024 with two spelling corrections was made by Catharine Hunter, seconded by James Christopherson, all in favor, motion carried.

MOTION TO PAY SEPTEMBER INVOICES AND OCTOBER PAYROLL:

Motion to approve September 2024 invoices & October 2024 payroll was made by Catharine Hunter, seconded by James Christopherson, all in favor, motion carried.

Board Member Susan Miller requested that the type of expense be put in parenthesis for future reports.

DELINQUENTS: None reported

FINANCIAL REPORT:

Fire Department September 30, 2024 balance \$11,996.33 (September 2024 deposits \$0.00) (September 2024 expenditures \$ 2,349.63) September 30, 2024 balance \$ 9,646.70

Water Department September 30, 2024 balance \$ 155,310.67 (September 2024 deposits \$11,009.69) (September 2024 expenditures \$ 9,248.97) September 30, 2024 balance \$ 157,071.39

Plumas Bank savings acct \$ 50,322.48 and checking acct \$ 4,395.17

Corrections to Expenditure Report - PG&E Permit will come out of the Water Dept budget. Workman's Comp Claim included in Packet for signatures and will be added to the Expenditure Report. The Balances were reported from October 25th reports supplied by the Lassen County Auditor.

Reviewed & motion to approve financials was made by James Christopherson, seconded by Catharine Hunter, all in favor, motion carried.

WATER DEPARTMENT REPORT:

Steve Sader reported water usage for the month of September 2024 was 3,179,900 gallons; spring height is 17.5, and 45 degrees and holding. Went through 20 Gallons of chlorine. No emergency runs on the generator, only normal maintenance. A leak on Spring Creek Dr. was reported and water turned off per customer request. Completed Lead and Copper water testing with help from 5 residents. Steve reported we are well underneath the standards set by the state for Lead and Copper. Steve answered customer calls in September and October. The fire hydrant on Rainbow has been drained down, there is no shut off for the hydrant itself, so if anything happens with it, the water to Rainbow will need to be manually shut off. Steve marked and protected it as well as he could from the snow plow. Steve reported he is finding many hydrants

without shut off valves. Steve, with the help of his wife, Eileen, completed a complete Copper and Lead report on the lines from CCCSD and the lines to the resident's home for the state. Steve reported we have no Lead, Copper or Unknowns in our system. Steve reported the next state test is for Hexavalent Chromium due in April 2025.

FIRE DEPARTMENT REPORT:

The General Manager announced that Christopher Dean has accepted the Fire Chief position and will start soon, start date is undetermined.

INFORMATION / DISCUSSION ITEMS:

1. UPDATE ON WATER SYSTEM IMPROVEMENTS PROJECT GRANT
 - a. James Christopherson suggested we gather questions from the public about the Water Grant and host an open house for questions and answers about the Water Grant and its impacts to the community.
 - b. Suggested a flier be put in the water bill in order to inform the community of this open house.
2. RESPONSE TO PUBLIC QUESTIONS FROM SEPTEMBER 5, 2024 MEETINGS
 - a. on the table for the public to pick up and read.
3. REMINDER WATER RATES WILL INCREASE JANUARY 1, 2025
4. TRANSFER OF PICK UP TRUCK TO WATER DISTRICT
 - a. initiated by James Christopherson to permanently transfer the pick up truck to the water department.
 - b. General Manager stated they need to investigate how the vehicle will be insured.
 - c. Suggested the truck be labeled with CCCSD logo, and when the truck needs to be used as a fire vehicle, then the fire department magnet signs can be put on the doors of the truck.
 - d. Board Chair suggested we continue to discuss this matter again.
5. TWO SIGNATURES REQUIRED ON PLUMAS ACCOUNT...TREASURER, CHAIR, VICE CHAIR ON SIGNATURE CARD AND ANY DRAW ON ACCOUNT REQUIRES APPROVAL OF THE BOARD.
 - a. James Christopherson initiated discussion and proposed that when cutting a check from the Plumas Bank account that two signatures be on the check and three people should be on the signature card.
 - b. The Board Chair recommended that James Christopherson work with the General Manager to write a policy for the bylaws.
 - c. Suggestion for the General Manager to ask the county if we can be reimbursed this money.
6. DISCLAIMER OF NICKI ON THE FACEBOOK CLEAR CREEK ACCOUNT
 - a. The Board Chair informed the board and public that CCCSD has no control and no authority over who creates a Facebook account with Clear Creek in the name.
7. REINSTALL/CHANGE BACK WATER OPERATOR JOB DESCRIPTION TO WATER MANAGER
 - a. James Christopherson initiated this discussion as the bylaws state Water Manager is Section 8.4
 - b. Suggested that the Bylaws be updated to reflect the current position title.
8. DISCUSS BOARD MEMBERS VOLUNTARY WAIVE NOVEMBER AND DECEMBER PAY AND HAVE THE MONEY GO TO CHRISTMAS CHARITY, IE THE CHIMNEY FUND IN WESTWOOD THAT IS LIKE TOYS FOR TOTS
 - a. James Christopherson initiated this discussion.

- b. The General Manager stated that payroll cannot be paid directly to a charity. The Board Member can donate their payroll on their own accord.
- 9. SWEARING IN OATH OF OFFICE DECEMBER 2024 NEW BOARD MEMBERS
 - a. Reminder that we will swear in the new Board Members in December.
- 10. VOTE/APPROVE NEW CHAIR & VICE CHAIR DECEMBER 2024 BOARD MEETING
 - a. Reminder that the nominations for Board Chair and Vice Chair occurs in December.

MATTERS INITIATED BY THE BOARD: None

The Special meeting of October 28th, 2024 was adjourned at 7:08pm. The next regular scheduled monthly Board meeting will be Thursday November 7th, 2024 at 6:00 pm at the Firehouse downstairs.

Catharine Hunter / Chair

Nancy Presser / Secretary