

CLEAR CREEK COMMUNITY SERVICES DISTRICT
REGULAR MEETING MINUTES
JANUARY 7, 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 and 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 Burt Cooper, seconded by Rod Twain, 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 December 3, 2020 was made by Rod Twain, seconded by Burt Cooper, all in favor by roll call, motion carried.

MOTION TO PAY INVOICES AND PAYROLL:

Motion to approve December 2020 invoices & January 2021 payroll was made by Burt Cooper, seconded by Rod Twain, all in favor by roll call, motion carried.

DELINQUENTS: 15

FINANCIAL REPORT:

Fire Department November 30, 2020 balance \$45,404.72 (December 2020 deposits \$0) (December 2020 expenditures \$1,908.28) December 31, 2020 balance \$43,496.44
Water Department November 30, 2020 balance \$82,925.24 (December 2020 deposits \$3,341.44) (December 2020 expenditures \$5,690.78) December 31, 2020 balance \$80,575.90

Reviewed & motion to approve financials was made by Judy Cooper, seconded by Rod Twain, all in favor by roll call, motion carried.

WATER DEPARTMENT REPORT:

Per JD bacteriological water samples were good for the month of December. Usage for the month was a record 534,000 gallons, was not able to go out to the springhouse to measure spring depth or temperature. Worked on wtp, tcr (monthly reports) and quarterly reports for the state and sent off to the state, also working on annual report for the generator and generator log. Shoveled fire hydrants, topped off the diesel in the generator, ran both pumps at the same time (working well). Exercised back up pump, tightened set screws thrust washers both pumps, checked engine oil, coolant and battery in generator. No bill yet for water main repairs in November. Repaired a 45 degree fitting under pump (1) line seal for lubrication. Ordered and received a 20 volt saws all plus blades and carry case for cutting roots on water main breaks. Took 2 classes for my D2 and T2 license was very interesting on water treatment techniques, also attended state water grant meeting for Clear Creek.

Rod Twain is concerned with the amount of water breaks we had last year and is worried if we have more this year we will not be able to save money for future capital improvements.

FIRE DEPARTMENT REPORT:

Chief Hunter reported they had two regular drills. There were two calls for the month, one was a medical call in Clear Creek and the other was a false alarm for a structure fire in Hamilton Branch. He acquired five pagers from the City of Susanville and is going to Reno tomorrow to get them reprogramed. Engine 1121 is still down and at Susanville Ford with an extensive repair quote of \$7,650.65. The more they get into the engine the more they find. The board should have an updated quote in their possession. Cathy Hunter suggested having the Fire Association pay this or part of. There will be an emergency meeting of the Clear Creek Fire Fighter's Association this Saturday, January 9, 2020 at 12:00 pm via teleconference to discuss. Chief Hunter has a meeting next Wednesday with Chester Fire and Peninsula Fire to work on grant funding for the upcoming year.

INFORMATION ITEMS:

1. Reviewed webinars for the Brown Act Principles, Public Service Ethics AB1234 and Sexual Harassment Prevention Training. If you would like to sign up for any webinars see Nicki.

DISCUSSION ITEMS:

1. Reviewed Robert Johnson's Report on Accounting Controls and Procedures June 30, 2020. He had several recommendations; update the Employee Handbook, writing off uncollectible balances (which has been done) and updating the Secretary's job description. He would also like us to develop a separate accounting manual; it will serve as a training tool and protect the District in the bookkeeper's absence.
2. Reviewed Robert Johnson's Financial Statements and Independent Auditor's Report year ending June 30, 2020. This includes the financial statements for our two accounts the Government Fund (Fire) & the Enterprise Fund (Water).

ACTION ITEMS:

1. Motion to approve Robert Johnson's Accounting Controls and Procedures Report was made by Rod Twain, seconded by Judy Cooper, all in favor by roll call, motion carried.
2. Motion to approve Robert Johnson's Financial Statements and Independent Auditor's Report was made by Burt Cooper, seconded by Rod Twain, all in favor by roll call, motion carried.
3. Motion to approve the repair expenditure for engine 1121 in the amount of \$7,650.65 was made by Rod Twain, seconded by Burt Cooper, all in favor by roll call, motion carried.
Burt Cooper reminded everyone this is just an estimate and can change.

MATTERS INITIATED BY THE BOARD:

The regular meeting of January 7, 2021 was adjourned at 6:26 pm. The next regular scheduled monthly Board meeting will be February 4, 2021 at 6:00 pm at the Firehouse downstairs.


Cathy Hunter / Chair


Nicolette Moroney / Secretary