



# COTTONWOOD WATER DISTRICT

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## MINUTES

### REGULAR BOARD MEETING

Date: March 9, 2022

Time: 4:00 PM

Location: District Office

#### Board Members

|                 |              |         |
|-----------------|--------------|---------|
| Lewis Presley   | Chairperson  | Present |
| Ron Spurgeon    | Vice Chair   | Present |
| Art Parham      | Board Member | Present |
| Nick Shidlovsky | Board Member | Present |
| Vince Dunn      | Board Member | Present |

#### District Staff

|                |                    |         |
|----------------|--------------------|---------|
| John Hollmer   | General Manager    | Present |
| Candice Krames | District Secretary | Present |

#### AGENDA ITEM(S):

##### 1. Call to Order

- a. The Cottonwood Water District Board of Director's meeting was called to order at 4:02pm by Lewis Presley, Chairman.

##### 2. Comment Period

- a. Persons wishing to address the Board on a matter, which is not listed on the agenda, Pursuant to Government Code Section 54950. (Time Limit may be utilized at the discretion of the Board). Members of the public may address the *Closed Session* matters at the time the closed session is announced.

1. No public comment. Guest speakers included Mark Boyle, Cottonwood Creek Charter School Director, Jim Bush, Facility Manager and Judy Semingson of Semingson Architecture.

### **3. Consent Agenda Items**

- a. Approve minutes of the Regular Board Meeting February 9, 2022.
  1. A motion was made to approve the minutes for the meeting on February 9<sup>th</sup>, 2022 by Parham and seconded by Spurgeon. Motion passed.
- b. Approve Payment of February 2022 bills.
  1. A motion was made to approve payment of February 2022 bills by Dunn and seconded by Parham. Motion passed.

### **4. Regular Agenda Items**

- a. Cottonwood Creek Charter request to discuss fire water service to the new gymnasium.

A briefing by Jim Bush, Cottonwood Creek Charter Schools Facility Manager, of his history with the education system and his background with the Charter school. Funding for this Charter School is the same as the public schools in the area with no fees to the families. They found the loan to fund this project through Rural Community Assistant Corporation, a non-profit loan to build the multipurpose room. This loan is backed by Federal funds therefore its limited and has to fulfill the requirements of Federal regulations. It's a 40-year plan loan and many cuts have been made to make it happen. Gifford Construction was hired as the lowest bidder contractor. This project is already on year 2 with the hopes to complete by the end of this year. Judy provided documentation for the board to look over. One is an email from PACE and one a composed letter from Semingson Architecture for synopsis of fire water service discussion. The maps refer to dead ending a 6" line. The plan to install a 6" line works but it requires it to be tied back into the original 4" line on 2<sup>nd</sup> St. to keep the flows on our infrastructure at a safe level. Judy said this was presented to John and he showed concerns on the mini loop that would be created with this plan. Judy proposes to replace existing 4" line with a 6" line at Brush St. The costs to upgrade the line vs tie in is significant. Refer to Judy document for estimates provided by Eddie Axner Construction. Apparently, the cost changes if its done one way vs another way. The cost to create a mini loop on 2<sup>nd</sup> St. is \$18,473.00 but will add a significant amount more if done by upgrading the 4" to 6" by \$53,035.13. She feels this is a burden to the school district and the costs are unnecessary. John was reviewing this information for the first time today and felt communication is not clear between all parties involved and in order for any direction to be provide/recommended, time to review all the provided documents would be required. Other suggestions were made to replace the entire

4" line currently in use with a 6" to service the Charter school and the residents along Second Street. John feels the plan to abandon the 4" line and installing a new 6" line is not a good idea. If this was done at the expense of the district, we will have full responsibility. If the School decides to tie in off the 4" and add a 6" line to service the school only, then the school would take responsibility of repairs. This line will be for fire water only. John and Judy said they will coordinate more details later as more research is to be done. The guests' speakers left the meeting. John said the 6" line is beneficial but not necessary since the 4" line has not provided any problems recently. The board would like cost figures for all ideas presented from John before making a final decision. The Charter school members did request a final decision to be made by our next board meeting so they can go forward with completing the project. Board members mentioned we need to create a fire sprinkler connection fee for commercial accounts to our By-laws in the future to be resolute. A motion to table the decision for fire water service at the Cottonwood Creek Charter School was made by Dunn and seconded by Spurgeon.

- b. Shasta County request for extension of the 50% connection fee waiver for Crowley Creek Lift Station new service connection.

Shasta County is putting in a new line at their lift station. The project has taken longer than expected and they are requesting to have an extension for getting 50% connection fee agreement we made. Due to the recent rate study, of which a rate increase is recommended in order to maintain operations, the Board does not feel it is right to provide a discount to any single party regardless of it being a contractor or public agency at this time and proceed to tell our rate payers that they will have a rate increase also. A new will serve letter will be sent out. A motion to refuse the continuation for the extension of the 50% connection fee waiver for the Crowley Lift Station for new service connection was made by Presley and seconded by Parham. Motion passed.

- c. Knife River request for hydrant meter for summer of 2022 with expected usage of up to 80,000 gallons per day.

Rumors of a new project to expand I-5 to three lanes on both sides just South of Cottonwood has been recently entertained. The request is for 80,000 gallons per day of water needed for this project. John advised with PACE if we have the capacity to support this project. No definite answer is given. The plan would be that Knife River would put a tank on Kamisky property on Rhonda Rd. They would fill the tank and the water trucks would fill up from the tank. PACE only suggestion was to monitor how much water is pumped during daytime hours since this would put the most pressure on our system. If our District was to consider this proposal, we would need to have time to monitor the project to keep it regulated for water usage at certain times of the day and making special rates for this large project (\$1.00 per gallon). A motion to table the request for a hydrant meter for the Knife River summer project was made by Spurgeon and seconded by Dunn.

- d. Review and approve PACE to finalize rate study and proceed with the Prop 218 process for a rate increase.

John suggested the board to wait to finalize the rate study at tonight's meeting due to details being updated by PACE. Sending the Rate Study to our Attorney brought

to light discussion about insurance as a District for our board members. JPIA can provide this type of insurance and it's recommended by the Attorney. In addition, the Attorney urged the district to pursue the Hydraulic Capacity Rate Basis as it is an AWWA standard and more widely used as well as defensible. The issue then was that the District does not currently have historical records and proper documentation to quantify and substantiate the larger metered users in the district. Discussions to implement a 3 year plan to acquire the necessary documentation was introduced. John will schedule a special meeting in a week to finalize the rate study once it is completed by PACE.

e. District Update.

The shop is complete with new painting. The new garage doors are still on order and will come soon. NorCal Garage had less lead time and a better motorization option included in pricing. The crew replaced the siding on the well house as well. Next is the office bathroom remodel. Basically, removing old, big water heater and moving around the sink layout with new flooring. The board opted out to re-do the flooring throughout the office. Louie is back on painting hydrants. The Cottonwood Fire Dept offered help with painting fire hydrants with work related volunteer help. John gave them paint in case this offer stands. Our crew mounted the water tank on the back of the service truck.

## 5. Closed Session

No closed session.

## DISCUSSION:

**ADJOURN:** With there being no further business, The Cottonwood Water Board of Director's meeting was adjourned by Lewis Presley at 6:04pm.

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