



COTTONWOOD WATER DISTRICT

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MINUTES

REGULAR BOARD MEETING

Date: April 13, 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. Guest speaker: Debbie Coffman with Coldwell Banker presented. She has a property in escrow on First Street in Cottonwood and the new owners have concerns related to the following: This property shows an easement for a sewer disposal site parcel which the title refers to the Cottonwood County Water District as the deeded owner. It's the second driveway off the freeway along first street heading West. This has been a family owned property for decades. Debbie provided maps showing parcel and the 10ft easement to the east in which connects to a sewer disposal facility site. Shasta County Public Works sent her to us. Placer Title provided documents. The potential property owners are unable to build the shop they want on the property due to the easement. The Seal's family who owned it owned a grocery store and this originally provided a commercial purpose at one point in time. Lewis Presley, mentioned he installed the septic for this project many years ago but since has been abandoned and filled with pea gravel. The request is to have our District remove the easement for this property. Debbie requested to have the new owner's to be added to next month's agenda to finalize request.

3. Consent Agenda Items

a. Approve minutes of the Regular Board Meeting March 9, 2022.

1. A motion was made to approve the minutes for the meeting on March 9th, 2022 by Spurgeon and seconded by Parham. Motion passed.

b. Approve minutes of the Special Board Meeting March 18, 2022.

1. Lewis Presley noticed an error to these minutes. The wording for the rate increases for each fiscal year was incorrect. Remove the line for a \$4.00 a year increase and a \$3.00 year increase and replace with adding the total FY25-26 and FY26-27 be listed instead. Add the wording of \$49.00 for FY24-25, \$52.00 for FY25-26, \$55.00 for FY26-27 as outlined in the table ES-1 in the PACE Rate Study. This is a total of \$24.00 a month increase for the 5-year plan will complete the minutes. A motion was made to approve the meeting minutes for March 18th, 2022 was made by Shidlovsky and seconded by Parham. Motion passed.

c. Approve Payment of March 2022 bills.

1. A motion was made to approve payment of March 2022 bills by Dunn and seconded by Spurgeon. Motion passed.

4. Regular Agenda Items

a. Review Bad Debt List for 2021

1. Candice presented the 2021-22 bad debt list to the board members. The total of bad debt was \$336.24. Phone calls, emails, delinquent letters and door hangers were ways used to attempt to collect these debts from the closed water accounts. Candice will be sending this current list to the Sierra Receivables for collections even though we will do a write off. A motion was made to approve the bad debt list by Shidlovsky and seconded by Parham. 4 yes votes, 1 no vote by Spurgeon. Motion passed.
- b. Cottonwood Creek Charter School update; GM recommendation to provide fire service water connection via a contractor provided designated 8” service line that will dead end on customer property. Customer to assume ownership/liability at property line and upgrade existing nearest hydrant across new building on 2nd St.
1. The proposed solution for the Cottonwood Creek Charter School project is a direct service line with a dead end scenario coming off of Willow Street to the new building. We need to finalize and get approval from the board. Our maps state we have a current 6” line on Willow St. Once construction starts, they can confirm this and go forward. If by chance it’s a 4” line, then we will have to sit and discuss a new plan. The new line has to be 8” because the pipe velocity will then be able to handle the fire flow. Shut off valves will be installed as originally agreed for future use.
PACE engineering gave us finalized billing for this project and the total was around \$3,900.00. We have collected a \$2,500.00 deposit, so we will be sending a final bill to Cottonwood Creek Charter school for the difference.
For the agreement by the District, having no connection fees paid by the school for this project, it’s the General Manager’s recommendation to have the installation of the old fire hydrant required to be upgraded and paid for by the school district. The Fire Department requires a brand new fire hydrant to be installed on the property of the school since its 50ft or more away from the one on the street currently. We as a District, don’t have a set fee for fire connections at this time but plan to put on in place after this project. Judy, from Semingson Architect mentioned it’s not customary to have a connection fee for fire flows but an inspection fee is given. Mr. Boyle, Cottonwood Creek Charter School Superintendent, spoke and express his feel about how as a community we should help each other out since the build of this multi-purpose room will benefit us all in the community. He wishes our board to consider since the requirement to replace the fire hydrant is not due to the new construction build but because its an old fire hydrant to considering sharing the costs. Ron mentioned discussion as to why the Fire Departments are not responsible for funding the replacement cost to fire hydrants. Most Water Districts are responsible for the installing and repairing to maintain fire hydrants but it would help to have the costs offset. Our District has about 200 fire hydrants currently and 56 of them are in need of immediate repair. Art Parham, who is also on the board at the Cottonwood Fire dept said it should be a topic of discussion between the two districts and that they are beginning to help by repainting the fire hydrants and by making markings along the roadways which has not been done in 10-15 years. The school got a quote from Eddie Axner Construction of between \$10,000.00 to \$12,000.00 to replace the existing

fire hydrant. John suggested if we as a District do the replacement work, the cost will be about \$4,500.00. A proposal to have the Cottonwood Creek Charter School pay our District a one-time fee of \$4,500.00 to replace the fire hydrant to cover the materials cost while our District will cover the cost of labor and go at our pace. A motion was made to approve the agreement to charge the Cottonwood Creek Charter School no connection fee for fire flow but to provide a service to update the existing fire hydrant at a cost of \$4,500.00 and to bill for the remaining balance of PACE engineering costs by Spurgeon and seconded by Dunn. Motion passed.

c. Backup generator order delay update.

1. The brand new generator ordered about a year ago has been held up and not arrived. It's arrival was expected in November of 2021 for the PSP season. We had rented a generator for 4-5 months costing our District about \$23,000.00 but that has been sent back. We keep getting excuses from the manufacturer for the hold-up about supply chain issues, etc. When November came around, they pushed the deadline to the beginning of the year. Once the beginning of the year came, it once again got pushed out March and now is April 17th. John is not feeling hopeful, so he decided to look into alternatives. Russell traveled today to look at a used generator in Wildwood. It's a 200kw generator Tier 3 they found off Craigslist. The year is still unknown (may be 2018) and they are asking \$40,000.00. Costs to consider will be transporting the old generator from there to here by tow truck. The generator has sat for 2 years, so Russell had to prime it and fuel it to test it. It was putting out voltage like it was supposed to but its likely more maintenance will need to be done to for it to be up to par. The owners acquired the generator with the purchase of the land so details of the history of it are not too clear. The owners run and own Critter Creek Campground. Russell mentioned the generator has a Baldor motor which is reliable and but it has a lot of hours on it (14,000hrs) John said the board should consider a used purchase which will save the District a significant amount of money for a generator that may or may not every be used. The old generator that blew up on the District at Well#3 just got sold for \$3,500.00. A motion was made to approve purchasing a used generator if the new one does not come with a purchase price between \$28,000.00 to not exceed \$40,000.00 by Dunn and seconded by Parham. Motion passed.

d. District Update.

1. Just last July, John did a sound test on each well to check water levels. A suggestion to be prepared for summer season and heavy pumping is to purchase a new pump, shaft and column to have on standby in case Well #2 or #4 fail the District. This can be installed within a day's work if having the materials on hand. The cost is about \$60,000.00 which includes installation. The old one removed can possibly be rebuilt for a future backup. Well #4 is a major concern at this point. Russell suggested every 5 years or so to calibrate the meters at each well to make sure they are running an reading accurately.
The public hearing is coming up next board meeting. It will be held at the District office. If we get an huge amount of customers, we can move the

meeting out to our yard.

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 5:45pm.

In compliance with the Americans with Disabilities Act, the Cottonwood Water District will make available to any member of the public who has a Disability a needed modification or accommodation, including an auxiliary aide, or service, in order for that person to participate in the public meeting.
A person needing assistance should contact the District office by telephone @ (530) 347-3472 or by mail @ PO Box 2130, Cottonwood, CA 96022
At least two business days in advance. Accommodations may include assistance, seating, or alternate format. If requested, this document and other agenda materials can be made available in an alternative format for person with a disability who is covered by the Americans with Disabilities Act.