



COTTONWOOD WATER DISTRICT

Mailing Address:
P.O. Box 2130
Cottonwood, CA 96022

Emergency Contact:
(530) 941 - 4274
(530) 941 - 2641

Office Location:
3282 Chestnut St.
Cottonwood CA, 96022

Administrative Contact:
Phone: (530) 347 - 3472
Fax: (530) 347 - 0189

Web: <http://cottonwoodwaterdistrict.org>

Email: cottonwoodwaterdistrict@gmail.com

MINUTES

REGULAR BOARD MEETING

Date: June 8, 2022

Time: 4:00 PM

Location: District Office

Board Members

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

District Staff

John Hollmer	General Manager	Present
Candice Krames	District Secretary	Absent

AGENDA ITEM(S):

1. Call to Order

- a. The Cottonwood Water District Board of Director's meeting was called to order at 4:12pm by Ron Spurgeon, Vice-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 speakers were Kerry Cline and Wayne Norcross. They are new customer who have a new build home off Concerto Way. They are in the final building stages. The Fire Department came to test the fire flows and it failed; the test was 21gpm but needs to be over 31gpm. They have researched the problem and concluded its coming from line connected from main service line to the meter. John commented that it's the homeowner's responsibility to as the District is responsible for adequate pressure not flows. The service line was installed about 25 years ago and this situation could be a number of things and it is impossible to pin point the cause without digging up the service line to the main. John explained that the capacity charge fee paid in full is payment made towards the depreciation cost for our District but has nothing to do with line installations, this is the responsibility of the owner/builder. The distance from the 8" main line to the meter is about 30ft and under concrete/asphalt. The district crew researched and found that Kerry's resident main line is not the same as the neighbor's main line but they do run parallel to each other. On our capacity charge pricing sheet, we offer the option to install a line for labor and materials plus 15%. The exact address of this new build is 20480 Concerto Way. The new fire sprinklers requirements make the gpm flows a certain required number to meet. District's cost to do the work themselves would include brass materials and labor. The plan would be to tie off the parallel service line (same as the neighbor) and add a line to the meter to meet fire flow requirements. Board members discussed that is doesn't seem fair to charge the new build homeowner \$12,000.00 capacity charge and then not be able to produce their needed fire flows. A proposal to split cost with the homeowner by having the homeowner pay for the materials needed and the District to cover the cost of labor for our crew to complete the project. Rough cost for the brass parts needed are about \$60.00 a part. Customer accepted the proposal to cover material costs as long as an estimate is provided prior to work being done. A motion was passed for our district to cover the labor costs while the customer covers the materials costs to complete the line installation so homeowner can pass the fire flow test by Shidlovsky and seconded by Presley. Motion passed.

3. Consent Agenda Items

- a. Approve minutes of the Regular Board Meeting May 11, 2022.
 1. A motion to approve the minutes of the regular board meeting for May 11th, 2022 was made by Shidlovsky and seconded by Parham. Motion passed.
- b. Approve minutes of the Special Board Meeting May 16, 2022.
 1. A motion to approve the minutes for the special board meeting on May 16th, 2022 was made by Parham and seconded by Shidlovsky. Motion passed.
- c. Approve Payment of May 2022 bills.

1. A motion to approve payment of May 2022 bills was made by Parham and seconded by Shidlovsky. Motion passed.

4. Regular Agenda Items

a. Sewage Disposal Facility Easement Termination Request for 20645 First St.

1. The homeowner was scheduled to join the meeting today but had an unexpected emergency. John talked with the customer that we would need to seek legal help to pursue the easement termination and asked if he is willing to cover those legal costs. The customer agreed. Ron mentioned he was confused and said the documentation must be mistaken since an easement is for sewer facilities and not water districts. John will correspond with our attorney and they will create an estimate to submit to the customer at 20645 First Street to go forward and finalize the easement termination. A motion was made to seek legal help with our attorney and the customer be responsible for all costs for the easement termination process by Parham and seconded by Shidlovsky. Motion passed.

b. Execute Resolution R – 01 – 2022

1. A motion was made to approve the Resolution R-01-2022 to approve and pass the adoption of the rate increase to take effect July 1st, 2022 with noted changes to make the 4 yes votes 5 yest votes and change the name to Ron Spurgeon Vice-Chairman to sign the resolution by Parham and seconded by Shildlovsky. Motion passed.

c. Clarification of Russell Roberts On-Call hours and compensation.

1. John discussed the subject of on-call time for Russell to be paid out. The decision to hire on Russell full-time was made last board meeting. Ron wanted clarification of Russell's employment terms. John said we hired Russell full-time, hourly wages, and granted unpaid leave for family or other reasons upon request. The current handbook was presented by John for reference and stated he feels it needs some updating. Recited: "As directed by the General Manager, at least one District employee is to be considered on-call at all times, a general rule the employee is responsible for being on-call for the business hours proceeding their regular work shift. For example, if an employee is to work Tuesday, they are on call from 5pm-8am Monday." John feels there is no responsibility established with this current policy. The employees' schedules are currently offset. Based on the handbook currently, the District is paying employees (2 employees) the month split up at 1 hour of on-call time per day. Ron suggested to create a board and give each employee a week out of the month to be on-call. John feels that may be more steps than necessary as it leaves room for confusion for employees having to remember specific days they are to be on call if not using a general rule however both ways have advantages and

disadvantages. He expressed staying with being responsible for the shift before your scheduled workday may be a better fit for CWD however compensating employees this way is where the issue is. Ron does not feel it's necessary to have two employees whose schedules overlap to be both be paid on-call time. John said he brought this subject to the board because he feels both Louie and himself will be getting a pay cut and that although it may be considered fair, he does not feel that is his call to make without board approval. Ron stated that it's not a pay cut but you all will be required to work less hours. The board members feel it's not unfair nor is it a pay cut but rather a request to split the time of on-call and not expect each employee to work extra hours. If an employee has a problem with this new split up on-call time, they can come to the board and express their concerns. The board members leave the decision making up to John as the General Manager to manage the on-call responsibilities among the employees. No motion made.

5. Closed Session

DISCUSSION:

The brand-new generator finally arrived. It cost \$95,600.00. It works great. The crew has used it twice so far. John decided to pay for the generator through the capacity account. The Cottonwood Creek charter school project has new costs of \$240,082.83 to install the new line. This cost is the school's responsibility. The project is going forward. Board members suggest having a back-up plan if this project has any unexpected problems which could affect our customers in this project area. Notify customers of the project and that there could be possible shut-offs temporarily.

ADJOURN: With there being no further business, The Cottonwood Water Board of Director's meeting was adjourned by Ron Spurgeon at 5:09pm.

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.