



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: December 14, 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

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 4:03pm 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.

3. Consent Agenda Items

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

1. A motion was made to approve the minutes of the Regular Board meeting on November 9th, 2022 by Shidlovsky and seconded by Spurgeon. 3 yes votes, motion passed.

b. Approve Payment of November 2022 bills.

1. A motion to approve payment of November 2022 bills was made by Spurgeon and seconded by Shidlovsky. 3 yes votes, motion passed.

4. Closed Session

a. Closed session requested for Employee Performance Evaluations.

1. The closed session began at 4:20pm and came back into regular session at 5:06pm.

5. Regular Agenda Items

a. Discuss Employee Performance Evaluations and future compensation.

1. After the closed session, the action taken by the board is to give all District employees a 4% raise across the board. The only exception is for Candice, the District Secretary, will be required to change her current hours to be in the office Monday, Wednesday and Fridays from 9:00am to 4:30pm (confirmed by email it can be 8:30am to 4:00pm) instead of 9:00am to 3:00pm and is able to work remotely on Tuesdays and Thursday as need be. The board request to have Candice on call to come to the office on Tuesday and Thursday as need be. A motion was made to give all District employees a 4% raise starting on January 1st 2023 and to change the District Secretary office hours to three days a week from 8:30am to 4:00pm with remote work from home the other 2 days a week by Spurgeon and seconded by Parham. 4 yes votes, motion passed.

b. Discuss opening office hours back up to normal pre-Covid business hours.

1. See item (a) for motion to change business hours from 9:00am to 3:00pm 3 days a week to 8:30am to 4:00pm the 3 days a week with 2 days a week working from home. Ron reminded John to update the Bylaws to reflect the District Secretary requirements.

c. Discuss selling the 30KW Generator purchased from the Fire Department.

1. John suggested to sell the 30KW Generator the District purchased from the Cottonwood Fire Department for \$3,500.00 since its not being used. John proposed to post it for sale for \$10,000.00 since labor and parts were invested into it, which made the purchase of the older generator around \$7,500.00. He plans to list it for sale on Craigslist and Facebook Marketplace. A motion was made to approve the sale of the 30KW Generator for \$10,000.00 but accept no less than purchase price of \$7,500.00 to cover the costs by Shidlovsky and seconded by Spurgeon. 3 yes votes, motion passed.

d. Nomination of Board President and Vice President.

1. A nomination to elect the Vice Chair, Ron Spurgeon as the new Chairman. A motion to approve this nomination to make Ron Spurgeon the Chairman for FY 23-24 by Presley and seconded by Parham. Motion passed.
2. A motion to nominate Nick Shidlovsky as the Vice Chairman for FY 23-24 was made by Parham and seconded by Shidlovsky. Motion passed.

e. General Manager update.

1. The leak on the Gas Point bridge requires additional investigation. The shutoff valves installed are a temporary solution to mitigate the leak in the bridge on I-5. John has been working with Caltrans to get the motions in place to start work with Site Works to access a long-term solution to fix this leak. Originally the plan to start work with Site Works was for this coming Friday but Caltrans said the rules are to only do the work on a Sunday thru Thursday from 7:00pm to 7:00am and to submit a traffic plan before going forward with the work. John received the approval today from Caltrans to be able to start the repair next week between Sunday and Thursday. There will be one-way traffic plan for the overpass with Site Works managing the project with crews and flaggers. Billing for Site Works is time and material, the first billing which was the valves installed included 3 crew guys and traffic control and was about \$5,000.00.
2. LAFCO sent the District a certified letter informing us of the vacant seat on the board. If anyone is interested, they have until February to elect. Art said he is not interested at this time. Let John know if anyone becomes interested, he will add it to next month's agenda.

DISCUSSION: Discussion of our board vacant seat came forward and how we have to wait until the 2024 elections. Candice spoke with Kristen at the Board of Supervisors office and Mary Paul at the Shasta County Elections office in regards to electing a new board member since Vince Dunn passed away in June. We had a 90-day window to find a candidate and have them elected after the death of the past board member. Since no candidate was elected, the Board of Supervisors have to hold an open election to the public which is next up in 2024. We may find a good candidate to sit with our board now but this person may not vote until they are officially elected in the 2024 open election to the public. If we find a good candidate to get on the election and no one runs against them, there is no heavy costs to our District. A vacant seat post is posted in our office and on our website currently. The board would like to add flyers to the Holiday

market board and the Post Office to help find a good candidate.

ADJOURN: With there being no further business, The Cottonwood Water Board of Director's meeting was adjourned by Lewis Presley at 5:22pm.

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.