



# COTTONWOOD WATER DISTRICT

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## MINUTES

### REGULAR BOARD MEETING

Date: December 13, 2023

Time: 4:00 PM

Location: District Office

#### Board Members

Ron Spurgeon	Chairperson
Nick Shidlovsky	Vice Chair
Art Parham	Board Member
Lewis Presley	Board Member

#### District Staff

John Hollmer	General Manager
Candice Krames	District Secretary

#### 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 Ron Spurgeon, 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 Lynn Peebles was present.

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

- a. Approve minutes of the Regular Board Meeting October 11, 2023.
  1. A motion was made to approve the minutes of the Regular Board Meeting on October 11<sup>th</sup>, 2023 by Parham and seconded by Presley. Motion passed.
- b. Approve Payment of October 2023 bills.
  1. A motion was made to approve payment of the October 2023 bills by Presley and seconded by Parham. Motion passed.
- c. Approve Payment of November 2023 bills.
  1. A motion was made to approve payment of the November 2023 bills by Shidlovsky and seconded by Parham. Motion passed.

### **4. Closed Session**

- a. Not Requested.

### **5. Regular Agenda Items**

- a. Review and Approve Annual Audit Financial Statements DRAFT for FYE 2023
  1. John presented the Audit Financial statements for 2022 and 2023 to compare. The net position for the District for 2023 was \$2,626,337.00. The net position for the District in 2022 was \$2,309,478.00 noted on page 3 of the report. The net position went from a deficit of (\$11,548.00) in 2022 to \$316,859.00 in 2023. A motion to approve the Annual Audit Financial statements was made by Parham and seconded by Shidlovsky. 4 yes votes, motion passed.
- b. Review and Approve Annual Audit Management Report for FYE 2023
  1. A motion to approve the Annual Audit Management Report for FYE 2023 was made by Parham and seconded by Presley. 4 yes votes, motion passed.
- c. Execute Management Representation Letter for Annual Audit Report
  1. The representation letter was signed by the Chairman Ron Spurgeon.
- d. Review and approve quote from AMPSTUN for new billing software
  1. John presented a proposal to update our current billing software UBMax to a new

company named Ampstun. UBMax was sold to Amazon and is make changes including closing down our current billing system. Candice researched many billing software companies and the price and efficiency of Ampstun billing software is the best fit for this District. The proposal pricing is \$17,300.00 for a one-time fee of software setup, training and conversion. A motion was made to approve changing the District billing software to Ampstun made by Parham and seconded by Shidlovsky. 4 yes votes, motion passed.

e. GM District Update

1. PACE Engineering partnered with the District to check fire flows in town to confirm hydraulic model.
2. John and Russell found a truck on Craigslist in Douglas City for the District to purchase. It's a 2021 Dodge RAM 2500 6-cylinder Diesel with 54,000 miles on it. They are asking \$45,000.00 but will negotiate to pay only \$42,000.00. The plan is now to keep the older service truck and sell the Chevy Colorado truck which will go for about \$15,000.00. John would drive the new Dodge and Russell the older Dodge. A motion to approve the purchase of a truck and vac trailer was made in May10th, 2023 of approval up to \$84,000.00, so the vac trailer cost \$12,000.00 and with the truck purchase of \$42,000.00 would be approved at \$54,000.00 total paid using the General account for purchasing.
3. The next employee reviews will take place June 2024. Mid-year budget will be at the next meeting.
4. PACE suggested getting rid of old tanks on well properties. North State recycling might take old tanks. John needs to get any permits in place for this project and update the board on process. John and Russell decided it might be best to change the entrance for the shop from Rhonda to the Zeta Drive side to approve safety if the tank gets moved this will work best.
5. January starts new chairman with Nick Shidlovsky moving into Chair position and Art Parham as the Vice Chairman.
6. The guest Lynn Peebles inquired about our vacant board seat with the Shasta County Elections office, Mary Paul who acted as if we had no vacancy. Candice will contact her tomorrow to sort out the details.
7. Russell Roberts, lead operator will be taking his remainder of paternity leave in January. He already took 2 weeks but is entitled to 8 paid weeks and covered for 12 weeks to bond with his baby. He will be working Tuesday and Fridays only during this time with the other time as EDD paid time off.

**DISCUSSION:**

**ADJOURN:** With there being no further business, The Cottonwood Water District Board of Director's meeting was adjourned by Ron Spurgeon at 4:54pm.

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.