



COTTONWOOD WATER DISTRICT

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MINUTES

REGULAR BOARD MEETING

Date: November 13, 2024

Time: 4:00 PM

Location: District Office

Attendees

Name	Title/Position	Present/Absent
Nick Shidlovsky	Chairperson	Present
Art Parham	Vice Chair	Present
Ron Spurgeon	Board Member	Present
Lewis Presley	Board Member	Present
Lynn Peebles	Board Member	Present
John Hollmer	General Manager	Present
Candice Krames	District Secretary	Present
Russell Roberts	Lead Operator	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 Nick Shidlovsky, 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.

No public comment.

3. Consent Agenda Items

- a. Approve minutes of the Regular Board Meeting October 9th, 2024.

-A motion to approve the Regular Board Meeting for October 9th 2024 was made by Spurgeon and seconded by Presley. 4 yes votes, motion carried.

- b. Approve Payment of October 2024 bills.

-A motion to approve payment of October 2024 bills was made by Spurgeon and seconded by Parham. 4 yes votes, motion passed.

4. Regular Agenda Items

- a. Execution of Management Representation Letter for FYE June 30, 2024 Annual Audit.

- Nick Shidlovsky, Chairman read and signed the Management Representation Letter for FYE June 30th, 2024 Annual Audit. The board would like to review the bound copies and management reports in the January meeting with the Mid-Year Budget.

- b. Cross Connection Control Plan update from Russell Roberts

- On July 1st, California State adopted a new Cross Connection Control Plan for water purveyors. All water districts need to adopt new rules and ordinances in compliance with CA Title 22. Any District with over 1,000 connections is required to have a Cross Connection Control Specialist on staff, which Russell Roberts is now certified. A CCC plan needs to be in place by July 2025.

- Discuss reimbursement of expenses

- Russell requested to have his expenses reimbursed for the Cross Connection course, days off, hotel expenses, etc. A motion was made by Spurgeon to reimburse Russell Roberts for his expenses related to the Cross Connection training and time off which was seconded by Presley. 5 yes votes, motion passed. Russell will supply a list of expenses to Candice for reimbursement.

- c. Lead Service Line Notification Review

- Another new State requirement is to send a letter (notice) to all our customers about unidentified service lines on their end. The letter presented needs to be mailed out by November 15th. The State designed the letter, and they require us to go and check each customer to see if the contractors installed lead lines or other material such as copper, PVC, etc. The letter confirms our District has no lead lines from the main to the meter boxes. We have to provide a date of completion which John typed wrong and will change. Currently about every 10 years or so, the District tests the water on the customers end if they give us permission to do so. These reports will need to go out annually or until each service line is identified.

- d. Discuss Vacation Policy as requested in Regular Board Meeting of October 9th, 2024

- The Employee Handbook memorandum was presented to the board members to confirm the Vacation Policy which accrues at a max of three weeks' vacation time and caps at 160 hours. Lack of coverage for the District Secretary position was discussed. Candice said it is hard to take off more than a few days at time due to no one covering the office open to the public while she is off. This has been known for years with past District Secretary. Board member Ron said there is no reason to not take a week's vacation. Discussion came forward from John and Candice for the board to consider a fourth employee. This employee would be an intern for the operations in the field and could be cross trained in the office to relieve the District Secretary for time off. This is not an option at this time. The board wants us to work amongst each other to cover time off.

5. Closed Session

a. Requested by Board Chairman.

- Closed session began at 5:00pm. Closed session ended at 5:18pm. The board has decided to have the District Secretary position come back into the office full time, no more remote work schedule of Monday thru Friday 8:30am to 4:30pm hours. Take shorter lunches. An agreement to backpay Candice to July 1st for the full 4.12% raise. No motion was made.

DISCUSSION: John found a 2022 Dodge Ram 3500 truck outside the Sacramento area. He got a final purchase price of \$37,000.00 with only 26,000 miles on the truck. They will swap out the truck bed from the old Dodge to the new one before selling the old truck.

ADJOURN: With there being no further business, The Cottonwood Water District Board of Director's meeting was adjourned by Nick Shidlovsky at 5:25pm.

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.