

**Minutes of Regular Board Meeting
Covelo Community Services District
February 13, 2020**

Meeting Convened: 6:00 PM.

Purpose: To check in and make announcements; to perform roll call; to review correspondence; to approve the agenda of 02/13/2020; to approve the consent agenda; to summarize and create action plans; to declare next meeting date.

Present:

Board Members: Paul Filler, Joseph Gauder, Sherrie Lee

Staff: Gail Cook, Tim Dennis, Dane Downing

Public: Jessica Staull-Otto, Mary Jane Cummings

Convene:

***Roll Call**

***Approval of Agenda for February 13, 2020**

- ✓ It was brought to motion to start with discussing the RVMAC Sharing of Space as the first item on the agenda to accommodate the MAC attendees. Joe motioned, Sherrie seconded, the Agenda as amended was passed unanimously.

***Discuss RVAMAC Sharing of Space for File Cabinet & File Storage**

- ◆ The RVMAC would like to use the building to store their public agenda materials. There was discussion whether the District's staff would be utilized to help if someone came in, but it was agreed that a MAC representative should be available.
- ◆ The Board agreed the District's building could be used for storage if the filing cabinet was locked and out of the way.
- ◆ Dane will draft an MOU for this agreement.

Consent Agenda:

***Approval of Financial Reports for December & January**

***District Manager Report for December & January**

***Plant Operator Report for December & January**

***Minutes Approval from Previous Meeting**

- ✓ Joe motioned, Paul seconded, the Consent Agenda was passed unanimously.

Correspondence:

- ◆ Dane passed around a Special District Board Member handbook that came in the mail.

Content-Previous:

*** Ordinance 159 - Update**

- ◆ Dane and Tim are making good progress on updating the Ordinances. There are still 2 sections out of 12, and definitions to update. It was agreed to change the name from Ordinance 159 to CCSD Ordinances.

***Grant Updates**

***Ozone Facility Cover Project**

- ◆ Dane sent the Community Foundation an email updating them that the Ozone Cover will need to be engineered and it will be worked in with the North Coast Grant funding project. This will cause the funds not to be spent in the timeframe initially set.

***State Water Board Tech Assistance Grant Approved**

- ◆ The influent well funding will occur this year.

***N. Coast Resource Partnership**

- ◆ The District received the recommended funding list from the N. Coast Resource Partnership. The District's request for the \$750,000 grant is being recommended to fund. There was no further documentation request for the District so it's a positive sign.
- ◆ The implementation timeline is for late 2000 to 2001 if we receive the grant and all goes well.

***Retirement Plan Research Update**

- ◆ Redwood Credit Union was the only financial institution Dane reached out to that responded to his inquiry on Retirement Plans. He was told if a District retirement account was set up, all employees would have to be included. Joe suggested we take a look at the upcoming budget to determine if some funds could be set aside for this.
- ◆ This item will be tabled until the 2020-21 budget planning.

***Surplus Property Sale Update**

- ◆ One truck was removed, the sewer jet truck and white pickup is still on site. Discussion on how best to proceed to remove it.

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Content-Current: *Board of Officers Elect and Vote

- ◆ The current Board members need to be appointed to the positions of Chair, Vice Chair, Treasurer and Secretary annually.
- ◆ It was agreed that Joe would remain the Chair, Sherrie was nominated for Vice Chair, Paul continues as a Director, and Gail as the Treasurer and Secretary.

***CA Department of Business Oversight – Letter re: Bank Closure**

- ◆ Dane and the Board reviewed Dane’s letter to Frank Bushnell of the California Department of Business Oversight regarding Tri Counties Bank petition to the state to leave Covelo. Dane explained in the letter how this would impact the community and the District in particular.
- ◆ Joe suggested the community should start a petition to let the State know how important it is for Round Valley to have a local bank. It was suggested this is something the MAC should initiate.

***Discuss Grant Possibility for a Biodigester System**

- ◆ Joe is researching biodigester systems as he thinks it’s a viable idea for duckweed disposal and the energy provided could perhaps reduce the power bill for the plant. He is waiting on more information on the size and scope of the system and he will present it at the next meeting.

Continue: * Next Meeting Date: Thursday, March 12, 2020 @ 6:00pm

Meeting Adjourned: 7:10 pm.