

**Minutes of Regular Board Meeting  
Covelo Community Services District  
April 9, 2020**

**Meeting Convened:** 6:09 PM.

**Purpose:** To check in and make announcements; to perform roll call; to review correspondence; to approve the agenda of 04/09/2020; to approve the consent agenda; to summarize and create action plans; to declare next meeting date.

**Present:**

**Meeting was conducted by conf call due to the current social distancing orders.**

**Board Members:** Paul Filler, Joseph Gauder, Sherrie Lee   **Staff:** Gail Cook, Tim Dennis, Dane Downing

**Public:** Tai Leahy

**Convene:**                   **\*Roll Call**

**\*Approval of Agenda for April 9, 2020**

- ✓ The agenda was amended by the Treatment Plant Fencing Project being tabled until further notice. Joe motioned, Sherrie seconded, the Agenda was passed unanimously as amended.

**Public Comment:**       **\*Public Input – Non-Agenda Items**

**Consent Agenda:**       **\*Approval of Financial Reports for March**

**\*District Manager Report for March**

- ◆ Discussion around three Letters of Violation sent to three property owners. Two were for sewage backup leakage that are currently being remediated, and the third for Notice of Inspection for a travel trailer. Trailers can't connect to the sewer system per the County's ordinance. The property owner informed the District that it was used only a day or two per week and the waste water tank was serviced by a sewage service.
- ◆ It was noted that the District had instructed the High School to remove an RV that was being used for a primary residence. Dane replied that CCSD can only go by what the owner tells the District during an inspection.
- ◆ Due to the moratorium and the County's rules, a travel trailer would be unable to connect to the system.
- ◆ It was agreed to put this on the agenda for next month to further discuss how to handle these travel trailer situations.

**\*Plant Operator Report for March**

**\*Minutes Approval from Previous Meeting**

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

**Correspondence:**       **\*Letter from Assessor-County Clerk-Recorder, Registrar of Voter**

- ◆ Board of Director appointments were confirmed by the County because CCSD changed election years from odd to even numbered in November 2019. The next election will be in 2022.
- ◆ Dane will let Tai Leahy know the dates when he can register for the Board when this information is available.
- ◆ Dane is attempting to get one more person interested to join and will follow up with them.

**Content:**                   **\*CCSD Ordinance Update**

- ◆ Dane and Tim continue to work on the definitions.

**\*Grant Updates**

                                  •   **Community Foundation Grant**

- ◆ No update. Still waiting to hear from the North Coast Resource Partnership. CCSD requested an extension from the Foundation to spend the funds while waiting for the project to move forward. The Foundation hasn't replied so Gail will follow up.
- **State Water Board Tech Assistance Grant**
- ◆ There is a conference call with the SWB group on April 15. An update on the status of the grant will be given at that time.
- **N. Coast Resource Partnership**
- ◆ No update. The North Coast Resource Partnership was supposed to let CCSD know about the funding by the end of March but no information has been provided at this time.

**Minutes of Regular Board Meeting  
Covelo Community Services District  
April 9, 2020**

**\*Surplus Property Sale Update**

- ◆ The white pickup was towed away by Laytonville Auto Wreckers on March 31, for a fee of \$100. Since it didn't run and no one was interested in it, removing it was determined to be the best course of action.

**\*RVAMAC MOU Update**

- ◆ No update from the County and the March meeting was canceled due to the Covid-19 stay-at-home policy.

**\* Discuss & Vote on a New Policy - 2015 Time Keeping**

- ◆ Dane wrote a new policy on time keeping as recommended by the auditors during the annual audit. Time sheets were implemented after the 2018 audit and the new policy reflects the process currently being followed.
- ✓ Joe motioned, Sherrie seconded, and the Board voted unanimously to accept the new Policy 2015.

**\*Discuss Potential Non-payment Due to Covid-19**

- ◆ Due to the current Covid-19 pandemic, the Board discussed the issue of non-payment and how it might affect the District's finances/operating budget. If customers are unable or unwilling to pay, the past due amounts are submitted to the Counties' Teeter Tax Plan which extends payment time for the customer.
- ◆ It was discussed to waive finance charges if the customer pays the current amount, but the finance charge won't be waived if it goes to the County.
- ◆ The Board will further discuss and possibly vote on a decision at the next meeting.

**\*Discuss & Vote on Cost Sharing the Office Roof Repairs**

- ◆ The quote from Hatchet Mountain Construction was \$16,000 for a composite roof and \$21,000 for a metal roof. The Water Board received a grant for \$8000 from the Community Foundation in May and has offered it for the roof replacement including offering to split the remainder of the cost with CCSD. CCSD would pay \$6500 that would be taken from the Maintenance Account for this project.
- ◆ Dane tried to get another quote but was unsuccessful as there are no companies that are able or willing to come to Covelo that would be competitive.
- ✓ Joe motioned, Sherrie seconded, and the Board voted unanimously to approve the metal roof replacement by Hatchet Mountain Construction.

**\*Treatment Plant Fencing Project**

- ◆ This was tabled until further notice.

**Continue:**

**\*Next meeting: Thursday, May 14, 2020 @ 6:00pm**

- ◆ Meeting Adjourned: 6:50 pm