

**Minutes of Regular Board Meeting  
Covelo Community Services District  
May 14, 2020**

**Meeting Convened:** 6:07 PM.

**Purpose:** To check in and make announcements; to perform roll call; to review correspondence; to approve the agenda of 05/14/2020; 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 May 14, 2020**

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

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

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

**\*District Manager Report for April**

◆ Discussed the 3 private lift stations in the District and the owners' responsibility for repairs and maintenance.

**\*Plant Operator Report for April**

- ◆ Ponds are lower than usual due to schools not discharging because of the Covid-19 Shelter in Place edict. Discussed how low rain levels, less than 50% of average rain fall since July 2020, are affecting pond levels.
- ◆ Because of this, there are plans to make repairs to the outlet box and remove cat tails. It is estimated repairs costs will be about \$2500 and the funds will be taken out of the Maintenance Reserve account. This will be reviewed again at the June meeting.

**\*Minutes Approval from Previous Meeting**

- ◆ Minutes were not included in the Agenda package in error so this item was tabled until the June meeting.
- ✓ Joe motioned, Sherrie seconded, the Consent Agenda was passed unanimously.

**Correspondence:**       **\*Rescind 2017 Notice of Violation from the State Water Board**

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

◆ Dane and Tim continue to work on the draft.

**\*Grant Updates**

                                  ▪ **Ozone Facility Cover Project**

**Community Foundation Grant**

- ◆ Continue to wait for a response on the request to use these funds for the roof replacement as an option to waiting 3-6 months for the plant upgrade funds from the North Coast Resource Partnership.
  - **State Water Board Tech Assistance Grant**
- ◆ Thirty percent (30%) final design and funding packet submitted to State Water Board.
- ◆ There is another monthly meeting scheduled for next week.
  - **N. Coast Resource Partnership**
- ◆ The North Coast Resource Partnership (NCRP) has authorized the County of Humboldt to act as the applicant and the Regional Administrator for the IRWM Grants.
- ◆ CCSD's application has been uploaded and the package is complete. We were informed the execution of the DWR agreement could take 3-6 months and the timeline might be slightly affected by the public health emergency.
- ◆ Dane is working on the requirements for the Draft Sub-grantee agreement.

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**\*RVAMAC MOU Update**

- ◆ Still no feedback from the County and the April meeting was canceled due to the Covid-19 stay-at-home policy.

**\*Discuss & Vote on Policy for Emergency Declarations**

- ◆ A policy hasn't been drafted but the District is considering options. It was agreed to remove it from the Agenda unless rate payers bring it up to CCSD as being needed.

**\*Discuss Travel Trailer Policy**

- ◆ Discussed legality of travel trailers and how a trailer can be legally permitted: 1) to care for elderly or ill senior; 2) temporary housing during new construction with County permits, but only for 2 years; 3) when camping in a legally permitted campground with a sewer system.
- ◆ Perhaps CCSD could support 1&2, but only if the paperwork was filed at the County and was on file at CCSD. Currently there are no CCSD ordinances pertaining to travel trailers. If CCSD were to create a written policy, it would have to be enforced at the County level. CCSD has no vacancy rate policy but the illegality of non-payment if vacant is an ordinance.
- ◆ The Board suggested a policy be written to include 1&2, as it could be a source of revenue. It was agreed that Dane would begin drafting a policy for travel trailers.

**\*Review Draft Budget**

- ◆ The Board reviewed the preliminary draft budget for 2020-21. It will be finalized for the June meeting when it will be voted on.

**\*Discuss & Vote on Resolution 2020-001**

- ◆ This Resolution pertains to adopting the N. Coast Resource Partnership Plan, Phase IV, January 2020.
- ✓ Joe moved to approve the Resolution, Sherrie seconded and it was unanimously passed.

**Continue:**

**\*Next meeting: Thursday, June 11, 2020 @ 6:00pm**

- ◆ Meeting Adjourned: 6:57 pm