

**Minutes of Regular Board Meeting
Covelo Community Services District
June 11, 2020**

Meeting Convened: 6:07PM

Purpose: To check in and make announcements; to perform roll call; to review correspondence; to approve the agenda of 06/11/2020; 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, Dane Downing, Tim Dennis was called away on a fire call but returned in time for the Budget discussion.

Public: Tai Leahy

Convene: ***Roll Call**
 ***Approval of Agenda for June 11, 2020**

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

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

Closed Session: ***Annual Employee Agreements Discussion**

◆ Closed session began at 6:10PM and ended at 6:19PM.

Consent Agenda: ***Approval of Financial Reports for May**

◆ The financial reports that were presented were for April instead of May in error therefore the discussion is tabled until July. The May and June financial reports will be presented at the July meeting due to the error.

***District Manager Report for May**

***Plant Operator Report for May**

◆ Reviewed that the \$1500 expenditure for Oxygen Rebuild Kit was paid out of the Maintenance Reserve account.

***Minutes Approval from Previous Meeting**

Correspondence: ***Final Audit/Financial Report**

◆ The Final Audit Report was sent to the State and copies to CCSD. Dane reviewed the letter from Robertson & Associates regarding the audit and their findings.

◆ Dane updated the Board on correspondence with BioBot which launched a COVID-19 Sewage Testing Program. There will be a cost to the District since their pro-bono campaign is at capacity. Joe asked if the County Public Health department might be able to help with the cost. Dane will follow up with the County.

◆ Dane submitted a request and CCSD was approved for a quantity of 15 cloth masks provided by FEMA/EPA and distributed by CalWARN. These were distributed to employees.

Content: ***CCSD Ordinance Update**

◆ Dane expects the final draft to be completed and ready for the Board to review by the July meeting. The Board will then need to review and submit its recommendations before it's sent to the attorney for final review. It then will need to be posted in an adjudicated, local newspaper.

◆ The new CCSD Ordinances will then be implemented; hopefully by the end of 2020.

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***Grant Updates**

▪ Ozone Facility Cover Project / Community Foundation Grant

- ◆ The Community Foundation will allow CCSD to extend the timeline for this project due to the unforeseen delays related to the Covid-19 virus.

▪ State Water Board Tech Assistance Grant

- ◆ This Grant has moved into the submittal stage for funding. The team leader Dane has been working with will drop out and it's not yet determined if this will cause more work and complications for CCSD to manage.

▪ N. Coast Resource Partnership

- ◆ The DWR funding has been approved and funded, moving it to be administered by Humboldt County. Any proposed changes need to be submitted before getting started.
- ◆ There is an opportunity to receive an advanced payment of 50% of allotted money upfront if needed to expedite the project. Dane proposed CCSD asks for the 50% which would be \$375,000, otherwise it could take up to 3 months for an invoice to be paid.
- ◆ Discussed CEQA Environmental reports for the State and why CCSD is exempt. Dane will file a Notice of Exemption with Mendocino County.

***RVAMAC MOU Update**

- ◆ RVAMAC hasn't been meeting due to the Covid-19 virus so the MOU between the RVAMAC and CCSD hasn't been approved. Follow up will need to be done as restrictions begin to be lifted.

***Travel Trailer Policy Update**

- ◆ Sewer permits can only be issued to legally permitted structures which only 3 categories of travel trailers are. Dane suggests the Ordinances be simplified to reflect this. Code enforcement is 100% complaint driven. Adding "septic haulers are not permitted in the district" was also suggested.

***Vote on 2020-21 Budget**

- ◆ The Board reviewed the proposed budget and suggested one minor change. Dane will amend the budget to reflect the change to take \$100 from budget category 42181, Sewer Treatment Vehicle Fuel, and move it to 41060 for the Lift Station Jet Truck fuel category.
- ✓ Paul motioned; Sherrie seconded to pass the 2020-21 Budget; it was unanimously passed.

Continue:

***Next meeting: Thursday, July 9, 2020 @ 6:00pm**

- ◆ Meeting Adjourned: 7:19PM