

**Minutes of Regular Board Meeting  
Covelo Community Services District  
September 10, 2020**

**Meeting Convened:** 6:03PM

**Purpose:** To check in and make announcements; to perform roll call; to review correspondence; to approve the agenda of 09/10/2020; 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

**Public:**

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

**\*Approval of Agenda for September 10, 2020**

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

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

◆ Dane had several requests for more REUs to be available to connect to the system. It was agreed to discuss this after the consent agenda during the Correspondence item.

**Agenda:**                   **\*Approval of Financial Reports for August 2020**

**\*District Manager Report for August 2020**

**\*Plant Operator Report for August 2020**

**\*Minutes Approval from August 2020**

◆ The minutes from the last meeting were missing from the BOD packet so this was tabled and they will be reviewed during the October meeting.

**Correspondence:**       \*

◆ Carried from the Public Comment/Input item: Discussed the high BOD readings, the capacity of the ponds reaching 97%, and the inability to expand pond area due to land area constraints. It is believed BOD amounts are high due to influx of population into the District.

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

◆ This topic is being discussed further down in the agenda.

**\*Grant Updates**

                                  ▪ **Ozone Facility Cover Project / Community Foundation Grant**

◆ The Community Foundation asked for an updated report on the status of the spending. Gail corresponded with Amy Lutz, the Grants Administrator, that CCSD was unable to complete a full update due to lack of movement on the funding from the North Coast Resource Partnership.

◆ The Foundation will consider this information as an interim report and will extend the grant to next spring. Amy saved a copy of what was put in the report and attached it to the grant as an interim report, and she will change the due date for the final report to April 30, 2021.

                                  ▪ **State Water Board Tech Assistance Grant**

◆ Progress is ongoing and meetings continue to be held, the next meeting is on September 16. It is estimated the funding CCSD will receive will be in the \$1.2 million range.

                                  ▪ **N. Coast Resource Partnership**

◆ Grant agreement was released, still pending timeline but it appears to be getting closer to funding. Dane estimates total grants to be about \$2 million.

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**\* Discuss & Vote on CCSD/RVCWD/RVAMAC MOU**

- ◆ Dane explained the MOU agreement he drafted for the Sewer District, Water District and the Round Valley Area Municipal Advisory Council pertaining to the use of the building and its resources.
- ✓ Joe motioned, Sherrie seconded, the Vote to agree to the CCSD/RVCWD/RVAMAC MOU was passed unanimously.

**\* Update "Auto Pay" Payment Option**

- ◆ After speaking to several TriCounties Bank executives about how auto pay is managed by the bank, it was determined there are many fees involved around setting it up including monthly maintenance fees.
- ◆ Dane advised the BOD it was complex and probably wasn't suitable for the scale of the District's business at this time. It is possible for a customer to set up auto pay through their own bank to pay the District. The Board agreed that CCSD need not pursue it further.

**\* Review Draft Ordinance**

- ◆ The Board briefly reviewed the Draft and will review it further on their own time. They agreed to email comments to Dane before the next meeting and review it again prior to sending it to the Attorney.

**\* Review & Vote Resolution 2020-003: A Resolution eliminating Vacate Rate**

- ◆ This Resolution will supersede the Ordinance on the Vacate Rate and the Vacate Rate will be eliminated from the Ordinance.
- ✓ Sherrie motioned, Joe seconded, the Vote to agree to the Resolution 2020-003 was passed unanimously as amended with the correct spelling of Sherrie's name.

**\* Review & Vote Resolution 2020-004: A Resolution increasing Capacity Fee**

- ◆ The Board discussed the current Rate and Capacity Fees. This ordinance will give CCSD the opportunity to raise them as needed. Dane researched the fees that Ukiah and Willits charge. Several amounts were discussed for the Fee and it was decided to increase the amount to \$10,000 that Dane had written in the Draft being reviewed.
- ✓ Joe motioned, Sherri seconded, the Vote to agree to the Resolution 2020-004 was passed unanimously as amended with the correct spelling of Sherrie's name.

**Continue:**

**\*Next meeting: Thursday, October 8, 2020 @ 6:00pm**

- ◆ Meeting Adjourned: 6:48PM