

**Minutes of Regular Board Meeting  
Covelo Community Services District  
May 13, 2021**

**Meeting Convened:** 5:59PM

**Purpose:** To check in and make announcements; to perform roll call; to review correspondence; to approve the agenda of 5/13/2021; 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 May 13, 2021**

- ✓ Joe motioned, Sherrie seconded, the Agenda as amended to review & discuss a possible vote for a water board grant, Resolution 2021-002, was passed unanimously.

**Closed Session:**           **\*Discuss & Vote – Consolidate Bookkeeper/Office Manager Position with the General Manager Position**

- ◆ Opened 6:10PM Closed 6:17

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

**Agenda:**                   **\*Approval of Financial Reports for April 2021**

**\*District Manager Report for April 2021**

**\*Plant Operator Report for April 2021**

**\*Minutes Approval for April 2021**

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

**Correspondence:**

- ◆ Dane reviewed a flyer received from RCAC for a CALTAP Fair on May 20 for water system funding. He also noted RCAC offers residential water systems free well water testing.
- ◆ Discussion on an email from Crispin Hollinshead of SolSystems, regarding solar systems such as those found on sewer ponds. It was agreed her proposal doesn't apply to CCSD's system so there will be no follow up on her email.

**Content:**                   **\*Grant Updates**

                                  •   **Community Foundation Grant – Ozone Shed Cover**

- ◆ This project continues to move forward.

                                  •   **State Waterboards Grant - Influent Well**

- ◆ Dane continues to communicate with Gurleen Bhatia at the State water boards. He has most recently completed a list of items from her for the grant that will be finalized and applied for in the next fiscal year.

                                  •   **DWR Grant – Infiltration Repairs, Ozone Shed Cover & Solar Array**

- ◆ An advance payment from the State Waterboards Grant for \$360,000 has been approved. This money will be deposited into the Community Foundation Grant bank account at TriCounties. The GHD invoice for March 2021 will be paid directly from these funds.

**\*Discuss Electrical Generation Options – Flower Turbines**

- ◆ Dane updated the Board on pricing for these turbines. Discussion on installation and power output and number of turbines that would be needed to generate needed Kw.
- ◆ They could be purchased through a USDA Community Facilities grant but CCSD would have to install and maintain them.

**\*Water Board Grant Resolution 2021-002**

- ◆ Dane read the proposed Grant Resolution to the Board.

- ✓ Joe motioned to approve the Resolution, Paul seconded, the Water Board Grant Resolution 2021-002 was passed unanimously.

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**\*Discuss Treatment Plant & Moratorium Mitigation Plan**

- ◆ The BOD levels are within the normal range now and they will need to remain normal through the summer before the Board will be able to determine if additional sewer capacity is feasible.

**\*Discuss & Vote – Upper Eel Watershed Forum Sharing Office – Materials Storage**

- ◆ This is a local non-profit group that has requested to store their reports, documents, books, etc. in the CCSD building. There is a large bookcase that is not currently being used that could hold the reports with no impact to CCSD's storage needs.
- ✓ Joe motioned, Sherrie seconded, the Vote on the Upper Eel Watershed Forum Sharing Office Materials Storage was passed unanimously.

**\* Discuss & Vote – Capital/Fixed Assets & Depreciation Schedule Update**

- ◆ The Board reviewed the current spreadsheet with the proposed changes; mostly deletions of equipment that is no longer on the premises or has been fully depreciated out.
- ◆ These changes need to be approved by the Board for the Auditors to accept them.
- ✓ Joe motioned, Sherrie seconded, the Vote to accept the appreciation updates on the Capital/Fixed Assets & Depreciation Schedule was passed unanimously.

**\*Draft Budget Review**

- ◆ The Board had several questions on the new budget for 2021-2022 that were addressed by Dane.
- ◆ The buildings that were burned down in the downtown fire last year are still required to pay for monthly fees to maintain capacity so there is no reduction in the income CCSD will receive.
- ◆ The bank charges CCSD \$.50 for every \$100 over \$5000 for deposits in one month. Last month CCSD was charged \$9.50 in fees for cash deposits. A discussion on whether or not to levy a service charge for cash payments from rate payers was discussed. Dane will follow up with a possible policy draft.
- ◆ The final budget will be voted on at the next meeting in June.

**\*Discuss & Vote on Final Ordinances Draft**

- ◆ The Board reviewed the final draft and several minor wording, spelling and formatting errors were pointed out and Dane will make the changes.
- ◆ It was agreed the final draft can go to Attorney Neary after these changes are made.
- ✓ Joe motioned, Paul seconded, the Vote on the Final Ordinances Draft was passed unanimously.

**Continue:**

**\*Next meeting: June 10, 2021 @ 6:00pm**

**\*Meeting Adjourned: 8:00PM**