

**Minutes of Regular Board Meeting
Covelo Community Services District
November 18, 2021**

Meeting Convened: 6:08pm

Purpose: To provide oversight and set policy as applicable to the proper functioning of the District.

Convene: 6:08pm

***Roll Call:** Board Members – Paul Filler, Joe Gauder, Sherrie Lee; Staff – Dane Downing, Tim Dennis; Public – John Marshall, Emma Dennis.

***Approval of Agenda for November 18, 2021** – Joe motioned, Sherrie seconded, agenda was passed unanimously

Public Comment: Emma Dennis read an unsigned letter address to the Board describing Closed Session items as well as inaccuracies. Board decided to hold a closed session at next month's meeting based on this letter.

Consent Agenda: Approval of Financial Reports, District Manager Report, Plant Operator Report and Minutes for October 2021. Joe motioned, Sherrie seconded, the consent agenda was approved as presented unanimously.

Correspondence: A letter from Tri Counties Bank was received which state assessment of service fees will be applied for cash deposits which exceed \$5000 per statement period.

Content:

***Grant Updates**

- **2021 Community Foundation Grant** – John noted that the Community Foundation has a deadline of Dec 2, 2021 for applications, CCSD is not eligible due to an outstanding ozone unit cover grant; John suggested the Water District, who is eligible to apply, could request funds for office security cameras
- **Community Foundation Grant: Ozone Shed Cover** – No action due to DWR grant delays
- **State Waterboards Grant: Influent Well Replacement** – Communications continue with Construction Manager Gurleen Bhatia. Staff time after 2/27/2020 spent on this project is reimbursable.
- **DWR Grant: GHD Contract to Bid; CalTrans Encroachment Permit** – No updates on the CalTrans permit, GHD suggest proceeding with out it, which other recommendations. Manager will contact Tom Fitzgerald to request support and updates. GHD recommends proceeding with ozone unit cover plans as they exist and modify as needed during construction. The current design and plan are not acceptable to the Operator & Manager.
- **USDA Community Facilities Grant** – Reef at USDA stated that the items requested qualify for the grant though would need a loan component with the grant. It was agreed to request the most needed item only in hopes a full grant would apply & if a loan is required, inquire how much.

***Discuss & Vote: Resolution 2021-003 "Authorizing Remote Teleconferencing Meetings of the Legislative Bodies"** – Item was discussed as to it applicability which allows remote attendance of public meetings without the accompanying Brown Act requirements. Joe motioned, Sherrie Seconded, it was passed unanimously.

***Discuss & Vote: Agenda Posting Policy & Locations** – Item was brought up to verify three separate public locations are needed to legally post agenda in addition to the one posted on the office. Requirements will be researched and agendas will be made available on the CCSD website.

***Update Re: Commercial Parcel Emergency Declaration** – Fines for violations are not likely applicable due to the unlikely event of the DA prosecuting the violation. No fines will be assessed.

***Review & Discuss Parcel Accounts' Billing Procedure** – Billing inaccuracies continue to be identified including the Rate Schedule, listed accounts, owner/renter/purchaser being billed, and REU distinctions. Further recommendation will be presented for Board review & vote

***Covelo Community Services District Ordinance: Updates** – Inclusion of Violations and billing procedures were discussed and needing resolution before Ordinance draft can be completed.

***Next Meeting: Tuesday December 7, 2021 @ 6PM** – Wednesday & Thursday meeting days conflict with a Director, so Tuesdays were proposed.

Meeting Adjourned: 8:01PM