

**Minutes of Regular Board Meeting  
Covelo Community Services District  
October 14, 2021**

**Meeting Convened:** 6:24PM

**Purpose:** To check in and make announcements; to perform roll call; to review correspondence; to approve the agenda of 9/9/2021; to approve the consent agenda; to summarize and create action plans; to declare next meeting date.

**Present:**

**Board Members:** Paul Filler, Joseph Gauder, Sherrie Lee   **Staff:** Dane Downing, Tim Dennis

**Public:** John Marshall

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

**\*Approval of Agenda for October 14, 2021**

- ✓ Agenda was amended: Added Item "Review Policy 3025"; Item "2021 Community Foundation Grant - Applications Open" was moved to the top of the agenda in consideration of John's time. Joe motioned, Sherrie seconded, the amended Agenda was passed unanimously

**Content:**                   **\*2021 Community Foundation Grant - Application Open**

- ◆ John presented the Community Foundation's interest in supporting the non-profit, public, and tribal entities in Round Valley. This grant has an open application and is intended to address a 'special need' within the community. CCSD can submit, for example, a request for pallets of property line cleanouts to bring greater public health and safety to the community with accessible cleanouts for inspection and maintenance. CCSD will add this item to future agendas to determine a priority list for such needs.

**Closed Session: Discuss Personnel**

- ◆ Closed session convened at 6:54pm re: personal personnel issues, no discussion, ended at 7:03pm with no action.

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

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

**\*District Manager Report for September 2021**

**\*Plant Operator Report for September 2021**

**\*Minutes Approval for September 2021**

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

**Correspondence:** SDRMA's Blackberry Festival Insurance Certificate which provides liability coverage for the community event has been charged to the District though not reimbursed for 2020 & 2021. Invoice will be sent for reimbursement. LAFCO Sphere of Influence Review has been completed and hard copy was received.

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

- ◆ No updates.
  - **Community Foundation Grant - Ozone Shed Cover**
  - **State Waterboards Grant - Influent Well Replacement**
- ◆ Completed 2020 Audit was sent to Construction Manager, Gurleen. She requested confirmation of project total. Upon review it was determined the \$1.26M costs were from early 2020. In concern of increased material costs Brown & Caldwell were contacted. A 3.5% compounded adjustment was suggested, applied, & submitted totaling \$1.351M.
  - **DWR Grant - GHD Contract to Bid; CalTrans Encroachment Permit**
- ◆ CalTrans encroachment permit exemption is under review not timeline for results available. GHD has not provided any updates. Past invoices were discovered and are to be paid by the end of the month. Quarterly reports were submitted to Humboldt County. Decided to await reply from GHD re: design changes.
  - **CSDA Technology Grant**
- ◆ \$634 was awarded for a year's subscription for Zoom conferencing services as well as laser printer.
  - **USDA Community Facilities Grant Update**
- ◆ A list of inspection & monitoring equipment was submitted. No updates.

**\*Update Re: Commercial Parcel Emergency Declaration**