

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

- ◆ BOD discussed possible penalties to parcel owner due to non-compliance of accessible cleanouts. Possible fines were discussed and determined that legal counsel, Neary, needed to be consulted first.
***Review Completed 2020 Annual Financial Audit**
- ◆ Audit was presented and Board was informed the 2021 audit ought to begin soon.
***Review & Discuss Parcel Accounts' Billing Procedure**
- ◆ Manager noted billing account inconsistencies and presented APN not listed in the accounts as well as non-parcel owners being sent quarterly billing statements. BOD agreed to affirm APN accounts and owner billing.
***Discuss & Vote Policy 2030 - Holidays - Include All Federally Recognized Ones**
- ◆ Manager noted Indigenous People's Day was not listed in the policy as a holiday. Joe motioned & Sherrie seconded. It was unanimously approved to include this day as a holiday in the Policy.
***Review & Vote Policy 3025 "Billing and Collection"**
- ◆ An issued of a bounced check occurred and was determined there were no policies re: administrative fees. A CCSD fee in addition to the bank fee was proposed to be included in the Policy. Sherrie motioned & Joe seconded that Policy 3025 shall include a \$25 administrative fee in addition to the bank fees for checks with insufficient funds.
*** Covelo Community Services District Ordinance - Update**
- ◆ Ordinances are needing further development to include specifics re: Violation, Billing, & Notifications.

Continue:

***Next meeting: November 10, 2021 @ 6:00pm**

***Meeting Adjourned: 8:36 PM**