

**Minutes of Board Meeting
Covelo Community Services District
December 7, 2021**

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

Convene: 6:01pm

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

***Approval of Agenda for December 7, 2021** – Joe motioned, Sherrie seconded, agenda was amended to include “Discuss Sharing CCSD Zoom account & costs w/Round Valley Municipal Advisory Council” and passed unanimously.

Public Comment: Emma Dennis stated she consulted with her legal counsel regarding the legality of Tim being a salaried employee.

Closed Session: Personnel – Began 6:09pm. Discussions regarding staff were held. January agenda item proposed: “Discuss assistant plant operator”. Ended 6:44pm.

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

Correspondence: CA State Controller’s office letter stating CCSD must provide Financial Transactions Report by January 31, 2022, auditor was contacted and affirmed they would follow up; PG&E requesting confirmation of Essential Use Non-Exempt accounts, all three accounts will be added since only one is listed.

Content:

***Grant Updates**

- **2021 Community Foundation Grant** – John Marshall submitted District office security camera project proposal.
- **Community Foundation Grant: Ozone Shed Cover** – No action due to DWR grant delays.
- **State Waterboards Grant: Influent Well Replacement** – The requested staff time accrued after 2/27/2020 spent on this project was calculated and emailed to Gurleen. The total amount submitted was \$6,530.
- **DWR Grant: GHD Contract to Bid; CalTrans Encroachment Permit** – Tom Fitzgerald, District 1 Deputy District Director for Maintenance & Operations, was contacted request support and/or insight into the delayed CalTrans encroachment permit. No reply yet received. Follow up email will be made. GHD invoices are paid in full.
- **USDA Community Facilities Grant** – Reef at USDA was emailed requesting just one of the multiple items initially requested, a sewer inspection camera with locator is the priority item.

***Discuss & Vote: Resolution 2021-004 “Authorizing Remote Teleconferencing Meetings of the Legislative Bodies”** – Item was discussed as to its applicability which allows remote attendance of public meetings without the accompanying Brown Act posting 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. Mendocino County Counsel was contacted and responded that agendas are required to be posted on websites if they exist and on the building of the meeting location.

***Covelo Community Services District Ordinance: Final Review** – Various proposed Ordinance items were discussed to receive input from Directors and staff. Changes were noted and were made. The final draft will now be read at the January meeting.

***Next Meeting: Tuesday, January 11, 2022 @ 6pm**

Meeting Adjourned: 7:51pm