

**Minutes of Board Meeting  
Covelo Community Services District  
January 11, 2022**

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

**Convene:** 6:00pm

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

**\*Approval of Agenda for January 11, 2022** – Joe motioned, Paul seconded, agenda was passed unanimously.

**Public Comment:** None

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

**Correspondence:** Mendocino County Counsel has a Brown Act/Ethics training on January 28<sup>th</sup> from 9am to 11am. Dane, Tim, & Sherrie will attend. PG&E is holding an Annual Rate Plan Update webinar on Jan 19<sup>th</sup> at 10am. Dane will attend. BOD 700 forms due dates and Director sign up dates will be determined and provided to the Board at the next meeting.

**Content:**

**\*Nominate & Vote Board Officers – Chair, Vice-Chair, Secretary, Treasurer** – Sherrie motioned to maintain current positions by current persons: Joe – Chair, Sherrie – Vice-Chair, Dane – Secretary & Treasurer. Paul seconded; it was passed unanimously.

**\*Grant Updates**

- **2021 Community Foundation Grant** – Round Valley County Water District is the sponsor of this grant for office security cameras.
- **Community Foundation Grant: Ozone Shed Cover** – No action due to DWR grant delays.
- **State Waterboards Grant: Influent Well Replacement** – A new construction manager has been assigned to our project.
- **DWR Grant: GHD Contract to Bid; CalTrans Encroachment Permit** – Tom Fitzgerald, District 1 Deputy District Director for Maintenance & Operations, was contacted again to gain information into the delayed CalTrans encroachment permit; Still no reply. Follow up email will be made again. GHD invoices are paid in full.
- **USDA Community Facilities Grant** – Reef at USDA has not responded to the request for a sewer inspection camera with locator.

**\*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: Policy 5010 – Changing Regular Board Meetings to Tuesdays & Updating Special Meeting Notifications** – Policy 5010 was discussed to change the meeting day of the week to Tuesdays & meeting notification was amended to state “any person or entity” requesting notice will be so provided. Joe motioned, Sherrie Seconded, it was passed unanimously.

**\*Agenda Posting Policy & Locations - Update** – Mendocino County Counsel provided no further instruction for posting other than the original statement that agendas are required to be posted on websites if they exist and on the building of the meeting location.

**\*Discuss Assistant Plant Operator Options** – Discussions affirmed the need for this position to be budgeted first. Item tabbed until budget discussion begin. Tim is sourcing a candidate in the meantime.

**\*Covelo Community Services District Ordinance: First Reading** – The Ordinances were introduced via the first reading.

**\*Next Meeting: Tuesday, February 8, 2022 @ 6pm**

**Meeting Adjourned:** 7:41pm