

**Minutes of Board Meeting  
Covelo Community Services District  
August 10, 2022**

**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, Juan Henao; Contract CPO – Eric Sanders; Public – John Marshal

**\*Approval of Agenda as amended for August 10, 2022** – Joe motioned, Paul seconded, agenda was passed unanimously.

**Public Comment:** The issue of filing for Declaration of Candidacy was discussed. Despite in past years being able to remotely file for Board candidacy, this year prospective board members were not permitted to do so. There has been a question as to why the change occurred and why there are varying reason for such. As a result, a prospective Board volunteer did not apply for CCSD candidacy due to the requirement to apply in person at the Ukiah office. This individual is unable to take time off from work (the elections office is only open during business days and hours) to make the trip. It was proposed to contact our County Supervisor & CA State representatives for clarification regarding the change in procedure.

**Consent Agenda:** Approval of Financial Reports, District Manager Report, Plant Operator report (Eric Sanders via Zoom), and Minutes for July 13, 2022; Joe motioned, Sherrie seconded, to approve consent agenda and was approved unanimously.

**Correspondence:** Having difficulty receiving a quote from Alpha Labs re: Priority Pollutants testing. Multiple email requests unanswered; WaterNow is an organization which provides rural wastewater treatment facilities with technical assistance. Eric forwarded their contact info & GM applied for assistance w/mitigating invasive aquatic plants. Met w/CSDA rep Chris Norden re: CSDA services & offered support.

**Content:**

**\*Discuss & Vote: Resolution 2022-010 “Authorizing Remote Teleconferencing Meetings of the Legislative Bodies”** – Joe motioned, Sherrie seconded, it was passed unanimously.

**\*Assistant Plant Operator Interviews: Update** – The strategies were discussed as to the best hiring process. It was determined that at next month’s meeting a closed session will be held to review applicants’ qualifications and upon such review determine if interviews are needed. It was declared that a back up assistant is needed as support and relief to the primary assistant operator. Discussion included issues of budget constraints and perhaps lifting the moratorium to provide new connections and greater resources for a 2<sup>nd</sup> assistant. Community service hour candidates could also be used to help with maintenance at the plant.

**\*Grant Updates**

- **Community Foundation Grant: Ozone Shed Cover** – These funds will be used during the DWR grant work.
- **2021 Community Foundation Grant** – Security camera system was installed and is operational.
- **State Waterboards Grant: Influent Well Replacement** – Awaiting 2020/2021 audit to send & supporting docs.
- **DWR Grant – Beginning GHD Contract to Bid** – GHD put the project out to bid with a concluding date of the end of August.
- **2022 CSDA Technology Grant - \$2.905 Request** – No updates, though requested followed up w/CSDA rep.
- **Federal Energy Efficiency & Improvement Grants** – Webinar was scheduled and signed up to attend. This part of the grant does not apply to CCSD needs. Previous webinar recording requested to review.

**\*SWRCB Discharge Permit Expired – Discuss & Vote: Water Testing Quote** – Requested quote multiple times for Priority Pollutants testing from Alpha Labs, no reply received. No Action.

**\*Discuss & Vote: Pacific Ozone Site Visit & Diagnostic Review – Quote** – Board discussed the need for a full diagnostic analysis and operational training of the ozone unit before the discharge season arrives. The quote for \$4,500 will be taken from the Maintenance Reserve Acct. Joe motioned, Sherrie seconded, it was passed unanimously.

**\*2020/2021 Audit: Update** – Audit document requests continued to be received & have been provided. Nearing the end of the process & draft is expected soon.

**Meeting Adjourned:** 8:15pm