

**Minutes of Board Meeting
Covelo Community Services District
May 10, 2023**

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

Convene: 6:10pm

***Roll Call:** Board – Paul Filler, Joe Gauder, Sherrie Lee, John Marshall; Staff – Dane Downing, Juan Henao

***Approval of Agenda for May 10, 2023** – Joe motioned & John seconded, agenda was passed unanimously.

Consent Agenda: Approval of Financial Reports, District Manager Report, Plant Operator report, and Minutes for March 8, 2023; Plant Operators report was provided verbally – issues at the plant were discussed and decided a written list is needed to better understand the needs and how best to meet them. Joe motioned & Sherrie seconded to approve consent agenda and was passed unanimously.

Public Comment – Non-Agenda Items: None.

Correspondence: Auditor has been emailing questions and replies/documentation have been provided; PG&E emailed notice of business account rate increases due to storm/wildfire restoration as well as insurance costs; SDRMA stated they do not provide riders for events such as the community mural painting day, as noted in the Caltrans Clean CA beautification grant proposal.

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***Draft SWRCB Discharge Permit – Edits Submitted – Awaiting SWRCB Permit Approval** – No timeline provided

***Grant Updates**

- **Community Foundation Grant: Ozone Shed Cover** – None.
- **State Waterboards Grant: Influent Well Replacement** – More documents submitted, several more needed to be completed, deadline of June 1 can be met. Total grant amount requested is \$4.5M
- **DWR Grant – Notice of Award received, Engaging Phase I Contract** – GHD is awaiting bonds/insurance paperwork from contractor so no work schedule defined as of now. Construction expected to begin mid-July.
- **NCRP Prop 1 Phase II – Awaiting DWR Award Notice to include w/Phase I** – Denise Monday confirmed the DWR award was anticipated by April, now hoping it will be this month. Once received it will be added to the Phase I contractor award to complete the full project.
- **Federal Energy Efficiency & Improvement Grants** – None.
- **FEMA/CalOES Emergency Assistance** – Working closely with case managers to remedy the GrantsPortal issue of not seeing our project listed. Project must be listed to enter required data. Been providing data into attachments which can later be uploaded to GrantsPortal.

***Discuss: Policy 3025 – Streamlining Current & Tax Account Finance Charges** – Policy 3025 was discussed to simplify assessing finance charges/late penalties to current and tax accounts due to inconsistencies w/QuickBooks. A proposed surcharge per REU per quarter would minimize the time required to perform this function of billing. A District Tax Roll Surcharge of \$50/REU/Quarter would replace the assessment of finance charges/penalty fees on Tax Accounts. A Past Due Surcharge of \$25/REU/Quarter would replace the assessment of finance charges/penalty fees on current accounts. A version of Policy 3025 reflecting these proposed changes will be presented at the June meeting.

***Discuss: Resolution 2020-005 – District-Wide Moratorium on New Connections** – Given the District's funding shortfalls, increasing operational costs, and infrastructure repair needs, CPO Eric recommended lifting the moratorium to increase revenue. There has been a waiting list of 4 or 5 interested persons within the District who want to connect once the moratorium is lifted. Eric was confident that four or so more connections to the system would not create a significant load of inflow and therefore could be accommodated. Discussion also included the Board's ability to reinstate the moratorium after several new connections are made to gather data and information on the effects of the new connections. A Resolution to lift the moratorium will be drafted and presented at the June meeting.

Next Month's Meeting: Add Closed Session items to June Agenda – Labor Negotiations & Personnel Matters

Meeting Adjourned: 8:09pm