

**Minutes of Board Meeting  
Covelo Community Services District  
July 12, 2023**

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

**Convene:** 6:05pm

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

**\*Approval of Agenda for July 12, 2023** – Joe motioned & Sherrie seconded, agenda was passed unanimously.

**Consent Agenda:** Approval of June 2023 Financial Reports, District Manager Report, Plant Operator report, and Minutes for June 10, 2023. Joe motioned & Sherrie seconded to approve consent agenda and was passed unanimously.

**Public Comment – Non-Agenda Items:** None

**Closed Session:** 6:06pm to 7:20pm

**\*Personnel Matters** – No Action

**\*Labor Negotiations** – Board discussed PO Employee Agreement and a 30-day extension – No Action

**Correspondence:** CSDA Board Election notice was received, CCSD BOD reviewed candidates and proposed voting for a Mendocino County resident; reviewed letter to former CPO requesting access to treatment plant computer

**Content:**

**\*Grant Updates**

- **Community Foundation Grant: Ozone Shed Cover** – None.
- **State Waterboards Grant: Influent Well Replacement** – Attended conference call w/engineer & Waterboard reps to assess best path to updating Project scope and report. Need to update costs & add influent receiving station.
- **DWR Grant – Phase I Contract in Effect** – The team is ready to begin construction in early August, though awaiting final Caltrans permit to begin. Conference calls & emails have been attended to assure CCSD is on schedule
- **NCRP Prop 1 Phase II – Awaiting DWR Award Notice to include w/Phase I** – None
- **Federal Energy Efficiency & Improvement Grants** – None.
- **FEMA/CalOES Emergency Assistance** – **Conference calls attended & forms being completed** – FEMA spreadsheet continues to be completed, July 20 site visit scheduled, still needing operator time sheets

**\*Draft SWRCB Discharge Permit – Issued** – CCSD has obtained its new Discharge Permit valid for five years.

**\*Discuss & Vote: Policy 3040 – Updating Expense Authorization Policy** – During our audit review it was discovered that Policy 3040 had not been updated to reflect the BOD approval in March 2019. The past minutes, current Policy 3040, and draft Policy 3040 were reviewed and discussed, Joe motioned, Sherrie seconded, Policy 3040 update passed unanimously.

**\*Discuss & Vote – Ratepayer’s Food Services REU Requirement** – Parcel owner request a permit to connect food service trailer to their property line clean out. Upon review of the parcel, it has only one REU and not the two required for food service businesses. Upon notifying owners of this discrepancy, the owners ceased communication. Board confirmed a Notice of Violation ought to be sent to the owners to affirm the District Ordinances. No vote needed.

**Next Month’s Meeting:** August 16, 2023, 6pm.

**Meeting Adjourned:** 8:45pm