

**Minutes of Board Meeting  
Covelo Community Services District  
August 9, 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

**\*Approval of Agenda for August 9, 2023** – Joe motioned & Sherrie seconded, agenda was passed unanimously.

**Consent Agenda:** Approval of July 2023 Financial Reports, District Manager Report, Plant Operator report, and Minutes for July 10 & July 24, 2023. Joe motioned & Sherrie seconded to approve consent agenda and was passed unanimously.

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

**Correspondence:** Thanks was given to Board Member John Marshall for mowing around the District office twice this summer; Thanks was given to Board Member Paul Filler for picking up trash daily around the office; Teeter Plan totals were submitted to the County Assessor for over \$112k.

**Content:**

**\*Grant Updates**

- **Community Foundation Grant: Ozone Shed Cover** – None.
- **State Waterboards Grant: Influent Well Replacement** – Attended conference call w/ Waterboard's Gurleen & Roya as well as Brown & Caldwell engineer, Manjit. Discussion ensued how best to update project costs as well as to include an septage receiving station. First step is to determine what is needed for the receiving station in order to develop a design and related costs. Dane conferred w/Laytonville disposal to assess receiving station needs. Concrete pad & flow meter descriptions were sent to Manjit for design phase.
- **DWR Grant – Phase I Contract in Effect** – The CCSD's team (GHD, engineers, Allen Gill Construction, contractors) began work early August and are on schedule to be complete by the end of the month. Long list of logistic, paperwork, and implementation challenges have been addressed as they arose and the project is moving forward.
- **NCRP Prop 1 Phase II** – DWR has decided to include Phase II funding into Phase I funding as originally planned before they were divided into two. The path is for DWR to approve an Amendment to Phase I funding to include Phase II funding. That is expected by the end of the month.
- **Federal Energy Efficiency & Improvement Grants** – None.
- **FEMA/CalOES Emergency Assistance – Conference calls attended & forms being completed** – Weekly meetings continue w/FEMA rep, Byron. Mendocino County OES may apply for a March emergency declaration though CCSD's needs are covered w/the Dec 2022/Jan 2023 review declaration. CCSD will not be included in the March one. FEMA rep will conduct on-site visit August 24, 8am for treatment plant road & life station control panel.

**\*Discuss & Vote: Authorizing General Manager to Process DWR Grant Construction Change Orders of Amounts not to Exceed \$20,000** – Change orders are common in construction projects. Thus, Contingency Funds are set aside for such occurrences within the grant. This item would allow the GM to process change orders as the need arises and allow construction to continue smoothly. John motioned, Sherrie seconded, this Authorization passed unanimously.

**\*Discuss & Vote – SDRMA Insurance Rider – Blackberry Festival Reimbursement** – SDRMA includes this rider in CCSD's annual property & liability insurance renewal. The total is \$50, which the Blackberry Festival Committee pledges to reimburse. This item authorizes the above as noted. John motioned, Sherrie seconded, item passed unanimously.

**\*Food Service Notice of Violation – Update** – Given the current grant construction and the logistics involved notice of violations will be processed once construction has been completed. In addition, as a result of grant construction other violations have been noted and parcel owners will be notified once the project is complete. Item to be Tabled until October.

**Next Month's Meeting:** September 13, 2023, 6pm.

**Meeting Adjourned:** 7:25pm