

**Minutes of Board Meeting  
Covelo Community Services District  
September 13, 2023**

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

**Convene:** 6:04pm

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

**\*Approval of Agenda for September 13, 2023** – Joe motioned & John seconded, agenda was passed unanimously.

**Consent Agenda:** Approval of August 2023 Financial Reports, District Manager Report, Plant Operator report, and Minutes for August 7 @ 12:30, August 7 @ 12:35, & August 9, 2023. Joe motioned & Sherrie seconded to approve consent agenda and was passed unanimously.

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

**Correspondence:** USDA Loan payment due, having significant portion of operating budget send to the Teeter Plan loan payment was drawn from Maintenance Reserve Acct.

**Content:**

**\*Grant Updates**

- **Community Foundation Grant: Ozone Shed Cover** – None.
- **State Waterboards Grant: Influent Well Replacement** – Awaiting engineer's, Manjit, input to further application process. No updates as of the meeting, follow up email will be made.
- **DWR Grant – Phase I Contract in Effect** – Phase I construction completed. Due to DWR delay with executing Phase II Budget Amendment, contractor had to demobilize thus remobilization costs will be incurred to conduct Phase II work. These non-budgeted costs will be drawn from the contingency funds thus reducing such funds for un-anticipated construction issues.
- **NCRP Prop 1 Phase II** – DWR has yet to execute our Phase II Budget Amendment so Phase II construction can proceed. The Amendment, expected by August, is said to be ready by September.
- **Federal Energy Efficiency & Improvement Grants** – None.
- **FEMA/CalOES Emergency Assistance – Conference calls attended & forms being completed** – Weekly meetings continue w/FEMA rep, Byron. FEMA on-site visit occurred on August 28, Lift Station relay box is not eligible, road repairs need photo documentation for that project to be funded. No photos of the roads were found. Some may exist on the defunct plant operator's computer. Efforts to revive it will be made to determine if photos exist.

**\*2021-2022 Audit Report** – Auditor reported that there were no "Findings" in any category of the District's audit. There were also no "Findings" from last year's. Roberson & Associates are ready to begin the 2022-2023 audit. GM will be sending the requested QuickBooks documents by next month.

**\*Discuss & Vote – DWR Phase II Contract Change Order No. 1** – As noted previously in the agenda, DWR has yet to execute our Phase II Budget Amendment. Without this Amendment in hand CCSD is unable to request the contractor to begin their scheduling of work, obtaining subcontractors, and ordering project supplies & materials. There is an inherent risk in approving the Change Order without DWR funding in place, though the risk of not completing the work by the end of the construction season outweighs the funding risk. The worst-case scenario would be that CCSD takes a gap loan from RCAC and potentially incurs interest costs. It is possible that the interest cost could be covered with Project contingency funds. DWR's Budget Amendment is anticipated to be executed by the end of September and there is a great likelihood that the contractor would not be submitting Phase II invoicing until the end of October.

**Next Month's Meeting:** October 11, 2023, 6pm.

**Meeting Adjourned:** 6:57pm