

**Minutes of Board Meeting
Covelo Community Services District
January 17, 2024**

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

Convene: 6:02pm

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

***Approval of Agenda for January 17, 2024** – Two urgent items were proposed to add to the agenda: (1) Discuss & Vote: Transfer of Account funds to Grant account for Payment of Construction Invoice #2; (2) Discuss & Vote: Apply for an RCAC Loan. Joe motioned & Sherrie seconded to approve the amended agenda, it passed unanimously.

Closed Session: 6:04pm to 6:12pm

***Personnel Matters** – The recent Brown Act/Ethic training highlighted an ongoing CCSD issue re: staff/personnel matters: Members of the public may provide an opinion regarding personnel though Board Directors are prohibited from comment outside of a Closed Session meeting. Reviewed staff performance. No action.

Consent Agenda: Approval of December 2023 Financial Reports, District Manager Report, Plant Operator report, and Minutes for December 1 & 13, 2023. Joe motioned & Sherrie seconded to approve consent agenda & was passed unanimously.

Public Comment – Non-Agenda Items: None

Correspondence: None

Content:

***Discuss & Vote: Transfer of Account Funds to Grant Account for Payment of Construction Invoice #2** – DWR funding delays have left contractor invoices unpaid. Construction contractor Inv #2 can be covered w/CCSD funds until DWR reimburses. All CCSD acct balances were reviewed to assess a partial payment. General Checking acct has up to \$58k in reserves which can be used. John motioned, Sherrie seconded to transfer up to \$58k in general checking to grant account for partial payment to Inv #2, passed unanimously.

***Discuss & Vote: Apply for an RCAC Loan for DWR Grant Construction Costs** – DWR grant funding delays are affecting contractor payments. A bridge loan is recommended to fill the funding gap. RCAC has provided CCSD with such funding in the past and would apply in the current circumstances. Board discussed best option to address outstanding invoices from DWR funding delays. Applying for a loan up to \$450k from RCAC was motioned by Joe and seconded by Sherrie, passed unanimously.

***Grant Updates**

- **Community Foundation Grant: Ozone Shed Cover** – Cover roof to be completed mid-January.
- **DWR Grant – Phase I Contract in Effect** – Phase I construction completed. Contractor invoice #1 final payment made and invoice #2 partial payment to be made.
- **NCRP Prop 1 Phase II** – DWR still has yet to execute our Phase II Budget Amendment. Roofing material was ordered and set for mid-January delivery. Construction scheduled to resume around January 22. RCAC loan to be applied for in funding DWR delays.
- **Federal Energy Efficiency & Improvement Grants** – None, as this grant request evolved into the WaterTA grant. This item will be removed from future agendas.
- **EPA – Water Technical Assistance (WaterTA) Grant – Submitted Request Form** – Conference call was scheduled and attended in late Dec to review CCSD's needs. CCSD was instructed to submit general info and any project documents. File sharing account was emailed to CCSD where LAFCo, Influent Well Project, and Lift Station info.
- **FEMA/CalOES Emergency Assistance – Conference calls attended & forms being completed** – Last component is completing the Category Z workbook which assembles all CCSD staff time expended to complete the FEMA grant submittals, meetings, and general administrative work. Progress has been made compiling staff hours.

***Discuss & Vote: Policy 3025 Billing & Collections – Revise Out-of-District Parcels** – They are a few parcels within the District which are not eligible to be accessed on the county property tax roll. Given Policy 3025's wording in assessing "County Tax Roll Surcharge" would only apply to accounts sent to the tax rolls. End of Fiscal Year Surcharges are applicable whether or not the property is tax assessable thus Policy 3025.9 reads, "For accounts on parcels outside of the District not paid in full by June 30th, the applicable County Tax Roll Surcharge will be applied, though in lieu of a county tax assessment, a lien may be placed on that parcel for the Delinquent amount plus all surcharges.

Next Month's Meeting: February 14, 2024, 6pm.

Meeting Adjourned: 7:37pm