

**Minutes of Board Meeting
Covelo Community Services District
February 14, 2024**

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, John Marshall; Staff – Dane Downing, Greg Lohne

***Approval of Agenda for February 14, 2024** – Joe motioned & John seconded to approve the agenda, it passed unanimously.

Closed Session: 6:05pm to 6:07pm

***Personnel Matters** – No action.

Consent Agenda: Approval of January 2023 Financial Reports, District Manager Report, Plant Operator report, and Minutes for January 17 & 31, 2024. Joe motioned & John seconded to approve the consent agenda & was passed unanimously.

Public Comment – Non-Agenda Items: None

Correspondence: CSDA is looking for Board members; Auditor is working with CCSD staff on the 2022-2023 audit by providing requested documents; RCAC is processing our loan and requesting additional information, it was noted that RCAC has not been attentive to providing clear terms for the loan and is likely overlooking the needs of small rural, understaffed agencies – the groups that they seemingly intend to best serve.

Content:

***Discuss & Vote: Change Remote Meetings Option – Providing of Video Link** – Video conferencing has been a left over protocol from COVID requirements. Due to the non-existence of public participation during meetings, the question of the need for video conferencing was discussed. It was unanimously agreed that eliminating a video conference link does not impact the public's participation in Board meeting. It only adds unneeded elements to the agenda and the board meeting. Video conferencing will be removed from Board meeting until which time it is required/needed.

***Discuss & Vote: DWR Grant Change Order – Authorize Expanding Solar Panel Array** – The grant holds approximately \$28k in remaining contingency funds which have not be allocated. It is proposed that these remaining contingency funds be used to maximize the solar panel array on the ozone unit roof. Joe motioned and Paul seconded to approve a Change Order to purchase and install as many additional solar panels possible with the remaining contingency funds.

***Grant Updates**

- **Community Foundation Grant: Ozone Shed Cover** – Roof is completed; invoicing will occur once solar panels are installed. Once the invoice is received the \$8k will be paid towards that invoice.
- **DWR Grant – Phase I Construction Complete** – Phase I construction completed. Contractor invoice #1's final payment made and invoice #2's partial payment to be made. Invoice 1 incurred finance charges totaling around \$6k which was paid and now invoice 1 is completed.
- **NCRP Prop 1 Phase II – DWR Amendment Approved**– DWR executed our Phase II Budget Amendment. The compiled outstanding invoices totaling approximately \$445k was immediately submitted though no timeline is known for disbursement of payment.
- **EPA – Water Technical Assistance (WaterTA) Grant** – CCSD's request for EPA Technical Assistance evolved into being partnered with Nathan Coey with Moonshot Missions. He has scheduled a site visit to begin the assessment of our needs on March 26th. CCSD staff will outline our most pressing issues and will provide insight on how best to improve our facilities. Joe offered to assist with producing drone footage for Nathan's review.
- **FEMA/CalOES Emergency Assistance – Project Submitted** – CCSD has been informed by our grant manager that all FEMA reimbursement request have hit a standstill in the office of final approval. There are no projected completion dates due to staffing and office issues. In addition, our grant manager is leaving his position and CCSD will be assigned a new contact person.

Next Month's Meeting: March 13, 2024, 6pm.

Meeting Adjourned: 6:59pm