

**Minutes of Board Meeting
Covelo Community Services District
March 13, 2024**

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, Greg Lohne; Public – Lew Chichester; Uma Hinman, Kay Richards

***Approval of Agenda for March 13, 2024** – “Expanding Sphere of Influence” item was proposed to move as the next item after Approval of Agenda. Joe motioned & Sherrie seconded to approve the agenda as amended, it passed unanimously.

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***Discussion: What’s Required for Expanding CCSD Sphere of Influence & Capabilities** – Discussion began with presenting CalTrans’ need for a Maintenance Agreement to accept responsibility to replace light posts/light tops as well as decorative banners in the new downtown highway 162 upgrades. The Agreement must be entering into with a governmental entity. CCSD has latent powers to adopt such a role. This would be done by CCSD adopting the town’s “lighting district” into its organizational structure. There are costs/labor associate with initiating such a process via LAFCo which CCSD could not currently assume as it does not relate to sewage collection not treatment. Community members are proposing to seek grants to initiate these developments as a developmental starting point, since CCSD is unable to expend such time/resources. Any further progress in this direction will require Board review/vote.

Closed Session: ***Personnel Matters** – No action.

Consent Agenda: Approval of February 2024 Financial Reports, District Manager Report, Plant Operator report, and Minutes for February 14 & 29, 2024. Joe motioned & Sherrie seconded to approve the consent agenda & was passed unanimously.

Public Comment – Non-Agenda Items: None

Correspondence: CSDA announced an upcoming organizational training conference; District auditor continues requesting documents which are provided.

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***Discuss & Vote: DWR Grant Change Order – Authorize Expanding Solar Panel Array** – No further vote was required. The Board approved this Change Order in February. GHD had delayed its execution due to staffing issues though it went into effect on March 8. Project contractor informed sub-contractor to include the change order into the scope of work.

***Grant Updates**

- **Community Foundation Grant: Ozone Shed Cover** – Final report was submitted and accepted qualifying CCSD to apply again. This grant item will be complete once the Foundation’s \$8k is paid towards Phase II invoice.
- **DWR Grant – Phase I – Complete** – The final component of Phase I was completed early February when the interest-owed payment was made to the contractor. This grant item is complete.
- **NCRP Prop 1 Phase II – Solar Array Installation** – Given the Change Order being executed, the contractor/sub-contractor plans to mobilize on the 18th and be complete by the 22nd. Once work is complete invoicing is agreed to be fast-tracked to GHD so that CCSD can submit to DWR by the end of March deadline.
- **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 – Awaiting Final Determination** – A new grant manager has been assigned to our project. Thus, communications have been revived and requests for documentation have been made and fulfilled.

Next Month’s Meeting: April 10, 2024, 6pm.

Meeting Adjourned: 8:06pm