

**Minutes of Board Meeting
Covelo Community Services District
July 2, 2024**

***Discuss & Vote: Policy 2205 – Workplace Violence Prevention Plan** – SDRMA notified special districts of the new OSHA requirement to adopt and implement such a plan. Policy 2205 was drafted and included a 19-page addendum outlining proper protocol and procedures. John motioned and Sherrie seconded to approve Policy 2205, it was passed unanimously.

***Discuss & Vote: Policy 3025 – Billing/Collection – Raise Teter Plan Limit to \$250** – CCSD staff discovered the \$200 limit to submit delinquent accounts to the Teeter Plan did not accommodate the past due surcharges. The proposed limit increase does. Sherrie motioned and Paul seconded to approve Policy 3025, it was passed unanimously.

***Discuss & Vote: Policy 3030 – Fixed Asset Accounting – Update to Current Practices** – Staff noted this policy did not accurately reflect the current practices of submitting and documenting fixed assets to our auditor. Changes were proposed, John motioned and Sherrie seconded to approve the changes to the policy, it was passed unanimously.

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

Meeting Adjourned: 8:11pm