

**Minutes of Board Meeting  
Covelo Community Services District  
August 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, Sherrie Lee, John Marshall; Staff – Dane Downing; Public – Lew Chichester

**\*Approval of Agenda for August 14, 2024** – Item “Discuss & Vote: Proposed Fire Hydrant Project – USDA Grant & CCSD’s Role” moved to after Approval of Agenda and item “Closed Session...” moved to before “Content”. John motioned & Sherrie seconded to approve the amended agenda, it passed unanimously.

**Discuss & Vote: Proposed Fire Hydrant Project – USDA Grant & CCSD’s Role** – Lew stated there is funding from USDA to conduct a pre-planning report on a fire hydrant system for the community. The grant amount is estimated to be \$30k and would mostly be used for engineering services. The report would provide general costs to build and maintain a fire hydrant system. It would also determine the best Sphere of Influence to provide the funding base for maintenance. Lew is volunteering to do all the work and CCSD would be just the admin of the grant funds. Dane stated there may be a minimum of \$1k extra cost for audit services for a new funding/project of CCSD. Dane requested USDA’s auditing requirements to better know the auditing costs to the District. Dane also stated there will be CCSD admin cost needed from the grant. The motion, Approve Lew applying for a USDA pre-planning grant to develop a fire hydrant system on behalf of CCSD, was made by John and seconded by Sherrie, it passed unanimously.

**Consent Agenda:** Approval of July 2024 Financial Reports, District Manager Report, Plant Operator Report, and Minutes for July 2, 2024. Joe motioned & John seconded to approve the consent agenda; it passed unanimously.

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

**Correspondence:** PG&E’s exorbitant lift station charges were disputed. Typical monthly is \$40/month, June & July charges with \$300 more. PG&E rep said the meter showed power was used CCSD must pay for the usage; Mendo Co elections office posted candidates for CCSD Board and the three vacancies have three candidates, no ballot election needed; LAFCo announced available Board positions; County Enviro Health Well Permit was reviewed and discussed with landowner, site inspection showed violations and follow up actions will be required.

**Closed Session: Labor Negotiations – Chief Plant Operator Contract** – Item tabled until contract is available, no action.

**Content:**

**\*Grant Updates**

- **DWR Grant –Unallocated Funds Expenditures** – Still awaiting PG&E inspection of solar system connection so it can go online and to close out the project, no date set. AGC assembling bid to add solar capacity with unallocated funds, GHD reviewed & costs were adjusted to fit in funding budget. Awaiting AGC’s movement on the project.
- **EPA – WaterTA Grant – Moonshot Missions – Outreach & Partnership** –Lionel, our primary contact, continues to stay in touch. He requested State Revolving Funds deadlines. None were known.
- **FEMA/CalOES Emergency Assistance – Awaiting Payment** – Cal OES will receive the 7-2-24 minutes, approved tonight, to document the Authorized Agents forms; CCSD will need Cal OES to approve Authorized Agents docs to finalize the projects; no estimated timeline provided for this process.
- **Waterboards Technical Assistance Grant 2024 – Application Received** – Update was they received our request.

**\*Discuss & Vote:** Reimbursable Blackberry Festival/SDRMA Insurance Rider – Board discussed the annual renewal of the “Non-Member Coverage” for the Festival. Dane reported SDRMA automatically includes the renewal of this coverage thus proposed the Board’s motion be “until further notice”. Joe Motioned to approve the Reimbursable Blackberry Festival/SDRMA Insurance Rider Until Further Notice, Sherrie seconded, it passed unanimously.

**Next Month’s Meeting:** September 11, 2024, 6pm.

**Meeting Adjourned:** 8:12pm