

**Minutes of Board Meeting  
Covelo Community Services District  
December 11, 2024**

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

**Convene:** 6:00pm

**\*Roll Call:** Board – Paul Filler, Joe Gauder, Sherrie Lee, Crispin Littlehales, John Marshall; Staff – Dane Downing, Greg Lohne; Public – Lew Chichester, Kay Richards

**\*Approval of Agenda for December 11, 2024** – Joe motioned & Sherrie seconded to approve the agenda, it passed unanimously.

**Content 1:**

**\*USDA Fire Hydrant Project:**

- **USDA Planning Grant – Funding Updates** – None
- **Discuss & Vote: CA CERF Redwood Region Rise – Letter of Support** – Kay presented a draft letter outlining the description of the district, its roles, and its support of the Round Valley Community Development Corporation funding application for the development of a fire hydrant system. The Board discussed roles of each entity and uses of funding, then John motioned to approved the letter with proposed edits, Sherrie seconded, it passed unanimously.

**Consent Agenda:** Approval of November 2024 Financial Reports, District Manager Report, Plant Operator Report, and Minutes for November 20, 2024. John motioned & Sherrie seconded to approve the consent agenda; it passed unanimously.

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

**Correspondence:** Auditor continues to provide questions and documents, staff provides them as requested; an email from a ratepayer contesting fees.

**Content:**

**\*Discuss: RVCWD Request to Receive Monitoring Well Boring Spoils** – RVCWD’s monitoring well project will generate well drilling spoils from their construction. Materials will consist of mud, sand, silt, and clay. The Board discussed the proposal to deposits approximately 11 yards of spoils at the treatment plant along the southern bank of the property. The material could fill in ruts and holes to ease maintenance efforts there. The Board had no objections to depositing well spoils at that location.

**\*Update District Computers – Bookkeeper & GM** – A new bookkeeper All-in-One computer and a GM laptop were purchased to mitigate the phasing out of Window 10 in 2025. The need to transfer old to computer to new computer ought to sourced out. A couple suggestions were presented and will be followed. This process will likely occur in early 2025.

**\*Grant Updates**

- **Sonoma Clean Power – US Dept of Energy Improvements in Rural Areas** – a rep from Sonoma Clean Power (SCP) reached out to Dane regarding grant options for improving solar generation, energy efficiency options, and energy storage. Dane will continue to provide information to SCP to support improvements at the plant such as replacing the energy intensive ozone disinfection unit to an energy efficient UV system.
- **DWR Grant – 9.8kw Additional Solar Panel Project, PG&E Permit Paused** – PG&E Permit Review was postponed from the proposed Dec 6 and has been scheduled for December 20. This has engaged solar installer to mobilize on the 19<sup>th</sup>. There’s intent to complete construction 100% by the 20<sup>th</sup>.
- **EPA – WaterTA Grant** – None.
- **FEMA/CalOES Emergency Assistance – Awaiting UEI Number Update** – CalOES informed us that our UEI is not current. Multiple attempts to provide acceptable documents to SAMS.gov have been met with challenges. We are awaiting docs from State of CA certifying CCSD’s existence.
- **Waterboards Technical Assistance Grant 2024** – None.
- **SDRMA Risk Management Subsidy Fund - \$990.83 Requested & Awarded**

**\*Discuss Increasing Revenue Options** – Given the increased costs of insurance coverage, auditing fees, parts, equipment, materials, and all else in general, the current budget has too close of margins to maintain fiscal health and resiliency. The Board discussed options for increasing revenue and general cost projections. More data will be provided at the next meeting

**Closed Session: Labor Negotiations, Began – 8:09, Completed – 8:18** – Board discussed an end of the year bonus to staff. It was agreed to provide one for each staff member.

**Next Month’s Meeting:** January 8, 2025, 6pm.

**Meeting Adjourned:** 8:18pm