

**Minutes of Board Meeting
Covelo Community Services District
March 12, 2025**

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, Crispin Littlehales, John Marshall; Staff – Dane Downing; Public – Lew Chichester, Mike Adams.

***Approval of Agenda for March 12, 2025** – Joe motioned & John seconded to approve the agenda w/Consent Agenda date corrections, it passed unanimously.

Closed Session 1: Initiation of Litigation – One Case, Government Code Section 54956.9(4) – Began 6:06, Completed – 6:28

***District Counsel** attended via Zoom & advised options to remediate payment discrepancies, Board discussed, “Authorizing Counsel to write a letter to the School Board requesting payment of connection and monthly fees”; John motioned to authorize; Joe seconded – authorization passed unanimously.

Content 1:

***USDA Fire Hydrant Project:**

- **USDA Planning Grant – Authorized Rep Form Sent** – Lew reported he made slow progress w/USDA. The best option for funding is through the County CDBG grant proposal process. Lew requested authorization to act on the District’s behalf and will need information from CCSD to complete his application. The Board discussed & voted on Resolution 2025-001, Joe motioned to approve and John seconded, Crispin was absent, it passed unanimously.

- **CA CERF Redwood Region Rise Grant – Application Submitted** – No updates

Consent Agenda: Approval of February 2024 Financial Reports, District Manager Report, Plant Operator Report, and Minutes for February 12, 2025. Joe motioned & Crispin seconded to approve the consent agenda; it passed unanimously.

Public Comment – Non-Agenda Items: Ratepayer inquired about fee waivers, GM stated as a public body policies have to be implemented across all those in the District. Liabilities would be at risk to allow one exception and not for all.

Correspondence: Auditor continued to request docs & staff supplied the info; County sent out 700 forms for Board Directors to complete by April 1; Pace Supply, with whom we purchase plumbing supplies sent out a notice that their pricing will reflect price increases as tariffs take effect..

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***Grant Updates**

- **Sonoma Clean Power – Second Revision of Draft Concept Paper** – Concept paper #2 was submitted before the due date. This draft included the “Energy efficiency” component which would replace the ozone unit with a UV system to disinfect discharge waters. upgrading ozone unit to UV unit. Fortner Consulting in Fort Bragg assisted in the cost estimates for the UV system. Rebecca & her
- **DWR Grant – \$1.345m Total, Awaiting PG&E for Approval** – PG&E Final inspection has yet to be scheduled, endless cycles of submitting info and PG&E requiring more info. It is assumed/hoped that the final letter submitted this week will be accepted and inspection will be scheduled.
- **EPA – WaterTA Grant** – None.
- **FEMA/CalOES Grant** – CalOES contact affirmed all documents are approved, in the payment process, next step is a payment letter then a check 8 weeks after letter received.
- **Waterboards Technical Assistance Grant 2024** – None.

***Discuss Increasing Revenue Options – LAFCo Reply and Procedure** – Bookkeeper drafted timeline for implementing a rate increase per Prop 218 guidelines. An informal or formal rate study needs to be better understood. Formal rate studies cost up to \$40k. Staff will determine what is required in our situation.

***Discuss & Vote: Outstanding County Liens** – 12 liens were discovered to be outstanding despite some of those properties having been sold one or more times. These liens have no money associated with them due to the Teeter Plan. County Release and Notary fees total \$35 per lien to remove. These costs were assessed the parcel owner upon placing the lien. For clerical simplicity it was recommended to release the liens and pay the \$420 to all of them to be off the books. John motioned, Crispin seconded and it passed unanimously.

***Discuss & Vote: SHN’s request to discharge well pump test wastewater discharge** – SHN on behalf of a ratepayer is testing a domestic well and will generate up to 5k gallons of water. Given there are no contaminants in the water as verified by water test results, SHN can discharge the well test waters into the system.