

**Special Meeting Minutes of Board Meeting
Covelo Community Services District
April 28, 2025 6:00pm**

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

Convene: 6:07

***Roll Call:** Board – Joe Gauder, Crispin Littlehales, John Marshal; Staff – Dane Downing

***Approval of Special Meeting Agenda for April 28, 2025** – Joe motioned & John seconded to add discussion only item, “Discuss- Abandoned Property Procedures” to the agenda, agenda was passed unanimously.

Public Comment – Non-Agenda Items: None.

Content: ***Discuss & Vote: Initiate Monthly Service Fee Increase Process – Incremental Rate increase Letter – Content & Implementation** – Board reviewed and discussed the draft rate increase letter, the incremental increases over five fiscal years, date of implementation, date/time for public hearing, and provided edits to the draft letter. The edits were noted and questions of content were answered. The final draft will include the edits and will be mailed out to parcel owners on May 2nd. The date of the public hearing was determined to be held on June 18th at 6:30pm. John motioned & Joe seconded to approve the Incremental Rate Increase Letter as amended and the public hearing date, it passed unanimously.

***Discuss – Abandoned Property Procedures** – The issue of former staff leaving personal property on District property has been an issue for many years. The remedy of such falls upon current staff to mitigate. The Board discussed options to minimize the impact of unwanted belongings on District property. Basic guidelines of moving items that interfere with daily operations to a secure location were suggested as was the disposal of such items after a certain timeframe was exceeded.

Meeting Adjourned: 7:21pm