

**Minutes of Board Meeting
Covelo Community Services District
May 14, 2025**

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

Convene: 6:38 pm

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

***Approval of Agenda for May 14, 2025** – Closed Session item, “Utility Worker Performance Evaluation” was proposed to add to the agenda, Joe motioned & John seconded to approve the agenda as amended, it passed unanimously.

Content 1:

***Fire Hydrant Project: - Funding Request sent to Senator McGuire’s Office** – County reps & Lew met to draft a letter for McGuire’s office requesting discretionary funds be used for the preliminary Fire Hydrant Study.

Consent Agenda: Approval of April 2025 Financial Reports, District Manager Report, Plant Operator Report, and Minutes for April 9, 2025 regular meeting and April 28, 2025 special meeting. Joe motioned & Crispin seconded to approve the consent agenda; it passed unanimously.

Public Comment – Non-Agenda Items: None.

Correspondence: Final Draft of 2023/2024 audit expected soon; Pace Supply emphasized the imposed tariff costs will fall upon customers; Sabrina w/SWRQCB scheduled a site visit for the 21st, CPO Greg will attend; legal counsel confirmed a formal rate study is not required; text from former operator altered GM of East lane alarm @ 8pm Sunday.

Content:

***Grant Updates**

- **Sonoma Clean Power** – Awaiting concept paper review/approval.
- **DWR Grant – Solar Inverter Repaired, Beginning Project Closeout Process** – With PG&E required signage installed & #4 inverter repaired the project is complete, awaiting GHD’s final DWR project report to submit retention funds.
- **EPA – WaterTA Grant** – New priority to focus on disinfection system replacement and/or wetland pond rehabilitation was approved, video conference resulted, site visit was scheduled for the 22nd.
- **FEMA/CalOES Grant** – Received our first payment for one of three projects: \$15,591.21 and 3,897.80. Awaiting Notice of Payment for the other two projects.
- **Waterboards Technical Assistance Grant 2024** – None, though GM planning to attend May 29 CA Finance Coordination Committee meeting.

***Review & Discuss: 2025/2026 Draft Budget** – Board reviewed draft, discussed areas to shift funds to have more reserved in the “Black” for potential expenses. Reserve account contributions were reduced as was plant PG&E since solar will likely neutralize that expense. Budget stands at \$15k plus in the black. Amended budget will be on June agenda for final vote.

***Discuss Covelo CSD’s Letterhead Options** – John presented revised options for letterhead; further discussions resulted in a favorable design; John will revise and resubmit.

Closed Session: Utility Worker Performance Evaluation Labor - Began – 8:16pm, Completed – 8:42pm – Board was presented Utility Worker’s recent performance and identified areas of improvement. No Board vote/decision as item was informational only.

Next Month’s Meeting: June 11, 2025, 6:30pm.

Meeting Adjourned: 8:42pm