

**Minutes of Board Meeting
Covelo Community Services District
June 11, 2025**

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

Convene: 6:36 pm

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

***Approval of Agenda for June 11, 2025** – John motioned & Crispin seconded to approve the agenda, it passed unanimously.

Consent Agenda: Approval of May 2025 Financial Reports, District Manager Report, Plant Operator Report, and Minutes for May 14, 2025 regular meeting. Joe motioned & John seconded to approve the consent agenda; it passed unanimously.

Public Comment – Non-Agenda Items: None.

Correspondence: Auditor has received last requested documents, draft audit expected soon; CSDA Board elections ballot received, input requested, candidates were read and Board chose one; RVCWD requested storage room in jailhouse be made available for their expanding equipment and supplies, CCSD BOD requested the other room be made available for CCSD's items, GM will reach out to contact to arrange.

Content:

***Fire Hydrant Project: - Funding Request sent to Senator McGuire's Office** – Letter was sent to McGuire's office requesting discretionary funds be used for the preliminary Fire Hydrant Study.

***Discuss & Vote: Fiscal Year 2025/2026 Final Budget** – Budget was presented with the requested amendments from last month's discussion: move \$5k from both "reserve accounts" and \$5k from "Treatment plant electric" to provide \$15k in net. This will provide options to amend the budget for unknowns that may be encountered in the next fiscal year. John motioned to approve the budget as presented, Sherrie seconded, FY 2025/2026 Budget passed unanimously.

***Grant Updates**

- **Sonoma Clean Power** – This grant opportunity is closed due to Federal Funding Freezes by Executive Order.
- **DWR Grant – Final Project Report in Progress to Release Retention Funds** – GHD is completing the final project report to allow retention funds to be released. Contractor was due payment thus CCSD set up a contingency funding option to be discuss later in the agenda. Project is a success; final admin tasks will continue until funds released
- **EPA – WaterTA Grant – Site Visit** – WaterTA team met on May 22nd initially at the office to provide overview of system, identified needs, and to address question/comments. Site visit continued at the plant to assess systems and issue first hand. Information gathered will be used to provide a site visit report as well a Preliminary Engineering Report outlining the issues identified along with multiple options/associated costs to address them.
- **FEMA/CalOES Grant** – Awaiting CAT B Project – Protective Measures NOP – No updates in the final Cat B Notice of payment. It is understood that these funds were not included in the Federal funding freeze.
- **Waterboards Technical Assistance Grant 2024** –GM attended 3-hour, May 29 CA Finance Coordination Committee meeting. Many presenters were banks and other financing options for infrastructure projects. The Waterboards Division of Financial Assistance will only accept grant applicants from Severely Disadvantaged communities of less than 10k population, received Notice of Violations, and located rural. CCSD meets many of these requirements. GM will reach out to Project Manager Roya to affirm eligibility. Many funding freezes have turned the grant landscape into a desperate and bleak environment.

***Discuss: SWRCB – Site Visit** – Sabrina, our permitter at the Waterboards, conducted a site visit on May 21st. CPO Greg adjusted his site visit day to accommodate her arrival. The treatment plant systems were reviewed and the leak at the influent headworks was identified as a Waterboard need-to-know item. The recirculation pump system set up to address the leak did not have a sealed basin and indicates a potential NOV. Oddly, this would aid in the development of a Waterboard grant for the project to replace the entire system. Site visit transition to the office so Greg and GM could get guidance on reporting details, and submitting process to CIWQS. Errors occurred that required the help desk.

***Discuss & Vote: Policy 3020 "Budget Preparation" – Draft Update** – Discussions on Policy 3020 noted that it had language of making excessive copies of the budget that do not apply to CCSD's scale of operations. Copies of the budget will be dispersed as needed. John motioned to approved Policy 3020 as presented, Crispin seconded, it passed unanimously.

***Discuss: District Staffing Contingency Plans** – John presented concerns that CCSD does not have a staffing contingency plan in the unfortunate event one staff member would be unavailable. Discussions revolved around the sort of vacuum that would occur should one staff member be unable to serve in their capacity. John thought it helpful to discuss as it had never