

**Minutes of Board Meeting
Covelo Community Services District
July 9, 2025**

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

Convene: 6:37 pm

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

***Approval of Agenda for July 9, 2025** – Joe motioned & John seconded to approve the agenda, it passed unanimously.

Consent Agenda: Approval of June 2025 Financial Reports, District Manager Report, Plant Operator Report, and Minutes for June 11, 2025 regular meeting, June 11, 2025 emergency meeting, & June 18, 2025 special meeting. John motioned & Joe seconded to approve the consent agenda; it passed unanimously.

Public Comment – Non-Agenda Items: None.

Correspondence: Two Waterboard NOV's were received and discussed.

Content:

***Fire Hydrant Project: - Updates - None**

***Discuss & Vote: Policy 3025 "Billing & Collection" – Proposed Updates** – Given last month's passing of the 5-year incremental REU monthly rate increase the current amount to assess a surcharge needed to change accordingly. The revision proposed was to change the \$200 threshold to \$251. Discussion was brief and John motioned to approve the revision to Policy 3025 as proposed and Sherrie seconded, it passed unanimously.

***Grant Updates**

- **DWR Grant – Final Project Report Received and Reviewed** – GHD completed the final project report draft and associated attachments. These have been reviewed and input was further obtained from Denise @ Humboldt County re: pay requests/disbursements. Final review by GHD & CCSD is expected in the next week or two. The final report then will be sent to Denise for the last DWR funding request.
- **EPA – WaterTA Grant – Post Site Visit Conference Call** – GM met w/WaterTA team via conference call to review the site visit report & next steps. GM sent report revisions after the conference call and was given an estimate of Fall 2025 for the Preliminary Engineering Report outlining the issues identified along with proposed options & costs to address them. The Board will then review the best options to seek funding for full engineering and construction.
- **FEMA/CalOES – Cat B Project under Review** – Our CalOES contact has been reassigned to another department and was given the contact for our current rep. Upon contact we were informed our project is under final review.
- **Waterboards Technical Assistance Grant 2024** – GM will contact Roya, our Waterboards construction manager, with NOV updates to determine if our eligibility would increase in priority for funding the influent well replacement project.

***Discuss: Board Director Absence** – A board director has been out of the area due to medical reasons. It is unknown if they will be returning or not. In case they are unable to serve as a Board member, the Board discussed an action plan to solicit candidates. Word of mouth was the first step to meet this need.

Closed Session: Began: 7:43pm & Completed 8:07pm

***Utility Worker Performance Evaluation Labor** – Board was presented

Utility Worker's monthly performance review and improvements were noted. No Board vote/decision as item was informational only.

Next Month's Meeting: August 13, 2025, 6:30pm

Meeting Adjourned: 8:07pm