

**Minutes of Board Meeting  
Covelo Community Services District  
September 10, 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 August 13, 2025** – Agenda was reviewed and noted that there were no available Board candidates for item “Discuss & Vote to Appoint: New Board Director”. It was proposed to table that item. Joe motioned & Sherrie seconded to approve the agenda amended, it passed unanimously.

**Consent Agenda:** Approval of August 2025 Financial Reports, District Manager Report, Plant Operator Report, and Minutes for August 13, 2025 regular meeting. Joe motioned & Sherrie seconded, Consent Agenda passed unanimously.

**Public Comment – Non-Agenda Items:** None.

**Correspondence:** SDRMA Award was received for not having a claim for the fiscal year; Computer services were secured w/Mac to transfer GM & BK Windows 10 computers to Windows 11 computers; restaurant lateral issue persisted, owner & Fernando were able to remedy, line is clear; LAFCO Board candidates were seated.

**Content:**

**\*Fire Hydrant Project: - Funding Updates** – Notification of funding expected this fall.

**\*Grant Updates**

- **DWR Grant – Awaiting GHD’S Final Project Revision** – GHD’s Final Project Report and final invoice was submitted to Denise, she kicked it back since it was not in DWR format. GM forwarded to GHD for revision. Need that completed to close out grant. GHD has not replied.
- **EPA – WaterTA Grant – Spring 2026 Flow Monitoring Plan** – James, project lead, contacted CSD confirming installation of flow meters to get real time wet/dry season readings in the Spring of 2026. Sub-contractor not available until then to install the meters. This moves the final PER date to late Fall 2026.
- **FEMA/CalOES – Awaiting Analyst Review Amidst Funding Freeze** – No updates; \$35,683.42 is outstanding and represents over 10% of our 2022/2023 budget.
- **Waterboards Technical Assistance Grant 2024 – No Reply to Email Inquiry**

**\*Discuss & Vote to Appoint: New Director** - There are no candidates yet available. Tabled until next month.

**\*Discuss & Review: Policy 3085 – Surplus Property** – GM compiled a list of surplus property and Board reviewed. Items will be offered locally.

**Closed Session: Began: 7:30pm & Completed 7:36pm**

**\*Utility Worker Performance Evaluation Labor** - Board was presented Utility Worker’s monthly performance review and improvements were noted. Probation period has been met. Board requested an updated Employee Agreement to review at the October meeting.

**Next Month’s Meeting:** September 10, 2025, 6:30pm

**Meeting Adjourned:** 7:39pm