

**Minutes of Board Meeting
Covelo Community Services District
October 15, 2025**

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

Convene: 6:35 pm

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

***Approval of Agenda for October 15, 2025** – John motioned & Sherrie seconded to approve the agenda, it passed unanimously.

Consent Agenda: Approval of September 2025 Financial Reports, District Manager Report, Plant Operator Report, and Minutes for September 10, 2025, Regular and Special meetings. Joe motioned & Crispin seconded to approve the consent agenda, it passed unanimously.

Public Comment – Non-Agenda Items: None.

Correspondence: Max transferred DM & BK computers to new machines and might install treatment plant auto-dialer for alarm system. Water District installed a NOAA reporting weather station at the plant.

Content:

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

***Grant Updates**

- **DWR Grant – Final Project Report Received/Reviewed** – GHD’s Final Project Report and DWR final invoice was resubmitted to Denise. DWR affirmed final report & invoice are acceptable to submit. Denise did so. A DWR site visit is scheduled for Oct 22 to review & document project deliverables.
 - **EPA – WaterTA Grant – Post Site Visit Conference Call Action Plan** – James at ERG was contacted to assess their ability to assist w/CA Waterboards Influent Well Project application. Conference call affirmed ability to take on engineering detail. Federal shutdown stopped progress, though ERG will continue once the government opens up. Will email Moonshot Missions to assess ability to provide the application support ERG is unable provide.
 - **FEMA/CalOES – Awaiting Analyst Review** – CalOES payment for Cat Z costs was received. Unusual since this was to be the last payment after all project payments were remitted. Emailed why Cat B payment for \$35,683 was not yet received. Contact stated they would forward the question to that department. No reply since.
- Waterboards Technical Assistance Grant 2024** – Roya was emailed as to our status and she replied stating CCSD project is considered a Priority Project and to please apply. This prompted the above grant update of contacting ERG for engineering support. Requested District fiscal documents have been submitted. Application begun!

***Nominate New Board Director Candidate for BOS to Appoint** – The 60-day CCSD Board appointment process expired. The additional 30 days for Board of Supervisors to appoint does not apply since there were no candidates.

***District Notice of Violation Letter to Ratepayer – REU Requirement** – A ratepayer who stated a food service trailer would no longer be in business started back up. Notice of Violation was mailed to owner. The APN only has 1 REU and food service requires 2. The trailer was removed after the Notice was mailed. No action.

***Request for Service – New Connection Development** – Email was received requesting a new service for a proposed rental house. Application info was sent to outline the new service process. No reply.

***Waterboard Site Visit – Site Visit Report & Proposals** – Waterboard representatives visited the treatment plant on 9-24. Reviewed system operations with the three reps as well as CPO Greg & Fernando. Once operations were reviewed the monitoring well site were inspected. They reported the wells looked in good shape. No formal report was yet received.

***Discuss & Vote: Update Tri Counties Bank Accounts Signatures** – Given the changes in Board Directors, it was proposed to update the banking account signature cards. John motioned to approve all Directors (Joe Guader, Sherrie Lee, Crispin Littlehailes, & John Marshall) as well as administrative staff (Dane Downing & Catherine Towers) be designated signers for all District bank accounts and that at least one Director sign each check. In addition, due to Director Paul Filler’s resignation from the Board he shall be removed as a signer. Sherrie seconded, it passed unanimously.

***SDRMA – Research Results for Employee Benefits** – No action was taken on this item. Follow up next month.

Closed Session: Began: 7:53pm & Completed 8:19pm

***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.

***Discuss & Vote: Plant Operator – Employee Agreement** – An updated Employee Agreement (EA) was reviewed. Utility Worker job was upgraded to Plant Operator. Board review the EA and John motioned to approve as written, Crispin seconded, it passed unanimously.

Next Month’s Meeting: November 12, 2025, 6:30pm

Meeting Adjourned: 8:19pm