

**Minutes of Board Meeting
Covelo Community Services District
November 12, 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 November 12, 2025** – Joe motioned & Crispin seconded to approve the agenda, it passed unanimously.

Consent Agenda: Approval of November 2025 Financial Reports, District Manager Report, Plant Operator Report, and Minutes for November 12, 2025, Regular meeting. Joe motioned & Crispin seconded to approve the consent agenda, it passed unanimously.

Public Comment – Non-Agenda Items: None.

Correspondence: Continued tech support inquiries re: plant alarm system; Tri Counties contacted all signers for all accounts

Content:

***Fire Hydrant Project: Funding Allocated, collaborations next steps** – None

***Grant Updates**

- **DWR Grant – Final Project Report & Invoice Submission** – DWR affirmed final report & invoice are submitted. Awaiting final disbursement.
- **EPA – WaterTA Grant – Collaborating on Waterboard Application** – James at ERG can assist w/CA Waterboards Influent Well Project application and will take on engineering details. Moonshot Missions can provide the application support ERG is unable provide. Team is emailing updates to one another.
- **FEMA/CalOES – Received Final Cat B Project NOP – \$32,880.20 Total FEMA/CalOES Grant + \$56,351.90** – CalOES sent final payment for \$35,683. Contact stated they would forward the question to that department. No reply since.
Waterboards Technical Assistance Grant 2024 – Roya emailed monthly progress report. Application Team consists of James @ ERG and Nathan @ Moonshot Missions via US EPA Tech Assist grant. Correspondences, emails, and conference calls continue to complete the application.

***Discuss & Vote: Transfer \$24,347.63 from Checking Acct to Reimburse Maintenance Reserve Acct** – Checking acct had sufficient funds to reimburse reserve account for funds used to process Fall 2025 USDA loan payment. John motioned to approve the transfer, Crispin seconded, it passed unanimously.

***Discuss & Vote: Updated Surplus Property List** – Board reviewed the updated list. John motioned to approve the list as updated, Crispin seconded, it passed unanimously.

***Waterboard Site Visit – Site Visit Report & Proposals** – Received site visit report. Follow up visit schedule for 12-12 to access monitoring well, pond outlet box elevations.

***SDRMA – Research Results for Employee Benefits** – Preliminary information was received & reported. Board requested further follow up for next month.

Closed Session: Began: 7:19pm & Completed 7:45pm

***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: December `10, 2025, 6:30pm

Meeting Adjourned: 7:47pm