

**Minutes of Board Meeting
Covelo Community Services District
January 14, 2026**

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

Convene: 6:33 pm

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

***Approval of Agenda for January 14, 2026** – John motioned & Joe seconded to approve the agenda, it passed unanimously.

Content 1: Nominate & Vote: Board Officers -Chai, Vice- Chari, Treasurer, Secretary – John motioned to nominate Joe as Chair, Sherrie as Vice-Chair, and Dane as Treasurer & Secretary; Crispin seconded, it passed unanimously.

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

Public Comment – Non-Agenda Items: None.

Correspondence: Ratepayer alerted GM of flooding seen around pump house at plant, inspection revealed a broken pipe, repairs soon followed; Auditor document requests continue and fulfilled.

Content:

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

***Grant Updates**

- **DWR Grant – Awaiting DWR’s Final Disbursement** – DWR’s final payment received & Capital Reserve Acct reimbursed.
- **EPA – WaterTA Grant – Collaborating on Waterboard Application** – James at ERG and his team continues to review and revise Brown & Caldwell engineering details for the CA Waterboards Influent Well Project application. Moonshot Missions provided 5-year budget projections worksheet. Monthly update meetings continue.
- **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.
- **SDRMA – Risk Management Subsidy Fund** – Funding up to \$1000 in reimbursable purchases. Will submit.

***Waterboard Site Visit – Monitoring Well Elevation Survey** – Waterboard staff conducted an elevation survey for the treatment plant’s six monitoring wells. They included an elevation for the outlet box at OP1.

***Discuss & Vote: Checking Acct Balance Review & reserve Act Disbursements** – Given the robust balance in the checking account the Board discussed amounts to transfer into reserve accounts. John motioned to transfer \$10k into the Capital Reserve Acct and \$10k into the Maintenance Reserve Acct, Sherrie seconded, it passed unanimously.

***Discuss & Vote: Policy 2340 – Utility Worker** – Review of the job description resulted in finding outdated information. Updated duties and current information were proposed for Board discussion and vote. Joe motioned to update Policy 2340 as presented, Sherrie seconded, it was passed unanimously.

***Discuss & Vote: Policy 2316 – Wastewater Treatment Operator** - Review of the job description resulted in finding outdated information. Updated duties and current information were proposed for Board discussion and vote. Joe motioned to update Policy 2340 as presented, Sherrie seconded, it was passed unanimously.

***Discuss & Vote: Policy 2110 – Health and Welfare Benefit** – Discussion centered around the District’s fiscal inability to offer health insurance premiums, though the Board agreed staff ought to research Air Ambulance services costs.

Closed Session: Began: 8:05pm & Completed 8:24pm

***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: February 11, 2026, 6:30pm

Meeting Adjourned: 8:24pm