

**Minutes of Board Meeting
Covelo Community Services District
March 11, 2026**

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

Convene: 6:34 pm

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

***Approval of Agenda for March 11, 2026** – Joe motioned & John seconded to approve the agenda, it passed unanimously.

Consent Agenda: Approval of February 2025 Financial Reports, District Manager Report, Plant Operator Report, and Minutes for February 11, 2026, Regular meeting. Joe motioned & Crispin seconded to approve the consent agenda, it passed unanimously.

Public Comment – Non-Agenda Items: None.

Correspondence: Tri Counties Bank Special CD interest rate does may not cover CCSD funds; County Council is hosting Brown Act/Ethics training of 3-26-26; Air Ambulance group rate determined and requested who wants to opt it; Cemetery Board requests holding their Board meetings at the office on Tuesdays at 5pm.

Content:

***Fire Hydrant Project: Public Meeting Being Planned** – Stakeholder meeting set for March 20th at 10am @ Library.

***Grant Updates**

- **DWR Grant – Grant Closed** – Router issue for connecting solar system is resolved; inverter issue is not resolved, no estimate repair date set. Board is pressing GM to get the issue resolved.
- **EPA – WaterTA Grant –Waterboard Application Support; Flow Meters** – James at ERG and his team revised Brown & Caldwell’s construction costs & work schedules and new data was added to the CA Waterboards Influent Well Project application. Coordination & scheduling of flow meter installation has been set for March 17.
- **Waterboards Technical Assistance Grant 2024** – Roya emailed monthly progress report. New data provided by ERG has been added to application.

***Discuss & Vote: 2025/2026 Budget Amendments:**

***43101 Single Family Dwelling – 351.75 REU’s** – ratepayer disconnected an REU, recommend adjusting budget.

***45010 Admin Salary Updates – BK & PO** – Bookkeeper needs to be compensated for the extra time covering tasks as more of GM’s time is spent at the plant, recommend adding 2 hours to BK’s weekly pay.

***42180 Mileage** – To ensure consistency re: transporting water samples GM has been taking them to Ukiah, F250 is not being used to do so, recommend shifting 42181 F250’s funds into 42180 to balance projected expenditures

***42181 Vehicle Fuel** – Recommend same as 42180 above.

Crispin motioned to approve budget amendments as recommended, John seconded, they passed unanimously.

Closed Session 1: Began: 8:15 & Completed: 8:18

***Discuss & Vote: Office Parking Area Repair Contracts** – The office parking areas have not been maintained since occupying the building and are in need such. Three quotes were received, the lowest bid was accepted. GM directed to initiate repairs.

Closed Session 2: Began: 8:19pm & Completed 8:32pm

***Plant Operator Performance Evaluation Labor** - Board was presented Utility Worker’s Resignation Agreement and it was accepted. GM has begun soliciting new Plant Operator applicants.

***Employee Agreements – Bookkeeper, Plant Operator** – BK Employee Agreement was updated as budgeted and accepted by both parties; PO candidate has not been selected; no agreement was drafted/accepted.

Next Month’s Meeting: April 8, 2026, 6:30pm

Meeting Adjourned: 8:33pm