

**Minutes of Board Meeting
Covelo Community Services District
April 8, 2026**

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

Convene: 6:38 pm

***Roll Call:** Board – Joe Gauder, Sherrie Lee, Crispin Littlehales, John Marshall; Staff – Dane Downing; Public-Lew Chichester.

***Approval of Agenda for April 8, 2026** – Joe motioned & Crispin seconded to approve the agenda, it passed unanimously.

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

Public Comment – Non-Agenda Items: None.

Correspondence: Tri Counties Bank Special CD interest rate does not apply for public funds, decided to use LAIF acct; Air Ambulance forms provided to Board who wished to opt in to the group rate plan; school contact made to transfer baseball gear from jail room/storage room; water district is seeking an improved meeting table and chairs, current one not adequate for larger meetings; GM found Waterboard contact for updating plant operations from Level II to Level I, will follow up in April/May.

Content:

***Fire Hydrant Project: Stakeholder Meeting Attended; Draft RFP Review** – Stakeholder meeting was attended by GM on behalf of CCSD. Howard D. @ Mendo Co DOT lead the discussion reviewing the scope, options, input, and direction for conducting the Feasibility Study portion of the project. A Request for Proposals will be drafted for review and sent out for engineers' bidding process. County will review bids and select best candidate. RFP planned to be sent out in early May.

***Grant Updates**

- **DWR Grant – Grant Closed, Audit Remain** – Inverter issue is not resolved, no estimate repair date set. GM attempting to get a repair date set.
- **EPA – WaterTA Grant –Waterboard Application Support; Flow Meters** – Flow meters were installed w/GM assistance. GM needs to download data, data program installed on GM's laptop. Meters remain until mid-June.
- **Waterboards Technical Assistance Grant 2025** – Roya emails monthly progress reports and noted that there's an April 30th deadline to submit completed applications to be considered for 2026/2027 Fiscal Year funding. GM will assure application is submitted in time.
- **USDA Community Facilities Grant – Treatment Plant Maintenance Equip** – Treatment plant riding mower is in need up an upgrade. State of CA has banned small engine equipment. Available units are close to \$20k. Seeking grant options to offset such an expense. Received application, GM will follow up with submission requirements.
- Board proposed looking into Longs Foundation, Community Foundation, & T-Mobile Community Grant as other funding options.

***Discuss & Vote: Resolution 2026-001 "Authorizing Investment Monies in the Local Agency Investment Fund" from Capital & Maint. Reserve Accounts Funds** – LAIF is the only entity that will take public funds for high interest-bearing accounts. LAIF is the highest yielding savings account available. CCSD has maintained this account for decades and transferring funds will meet the Board's request to receive higher interest rates for "reserve" accounts. LAIF requires this form of a resolution to transfer monies between CCSD and LAIF. John motioned, Sherrie seconded to approve the resolution, it passed unanimously.

***Discuss & Vote: Teeter Plan – April Payment – Deposit to Reserve Accts** – Teeter Plan payment will be received in late April. Given the general checking account has sufficient funds for operations, it is being proposed to deposit the April payment into reserve accounts, specifically into the Capital Reserve Acct. Joe motioned to approved the transaction, Crispin seconded, it passed unanimously.

***Discuss & Vote: Update Reserve Accounts – Transfer Capital Acct into LAIF & Maintenance Acct in Tri Counties Bank** – CCSD's maintenance account has a sufficient balance to accommodate urgent maintenance/equipment costs and can remain in Tri Counties Bank. Capital Reserve account at Tri Counties can be transferred to the higher yield LAIF account once Teeter Plan funds are transferred. Once funds are transferred to LAIF, the Capital Reserve account will be closed at Tri Counties thus maintaining one reserve account locally. John motioned to approve the proposed reserve account updates, Sherrie seconded, it passed unanimously.

Discuss & Vote: CA State Waterboard Grant Resolution 2026-002 "Authorizing Agency Representative" – Providing Authorized Signer(s) for Grant Application –Waterboard grant application may need an updated Authorized Signer to complete the packet. This Resolution designates CCSD's Authorized Signer for the grant and project should it be needed. Crispin motioned, Sherrie seconded, it passed unanimously.

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Discuss: Office Building – Surplus Property Determination Update – County stated CA accepted the County Supervisors' determination that the CCSD/Water District building is surplus county property. County deputy CEO is awaiting property transfer agreement from county council, then CCSD will begin the transfer paperwork.

Discuss: BOD's Site Visit to Treatment Plant – The Board agreed a site visit to the plant would better inform their general decision making. Given Brown Act requirements, it was proposed that site visits would be conducted with no more than two Directors at a time before the May Regular meeting. GM will coordinate the site visits.

Closed Session: Began: 8:33pm & Completed 8:50pm

***Plant Operator Performance Evaluation Labor** - GM has been performing Operator duties for the month and processing Plant Operator applicants.

***Employee Agreements – Plant Operator** – PO candidate has been selected; agreement was reviewed, accepted, and signed by both parties.

Next Month's Meeting: May 13, 2026, 6:30pm

Meeting Adjourned: 8:50pm