

**Minutes of Board Meeting
Covelo Community Services District
May 13, 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 May 13, 2026** – Joe motioned & John seconded to approve the agenda, it passed unanimously.

Consent Agenda: Approval of April 2026 Financial Reports, District Manager Report, Plant Operator Report, and Minutes for April 8, 2026, Regular meeting. Joe motioned & Crispin seconded to approve the consent agenda, it passed unanimously.

Public Comment – Non-Agenda Items: None.

Correspondence: Auditor continues to email questions and staff provides requested docs; Air Resources Board has a special category for a special district burn permit, will submit one; Waterboard permitter contact, Sabrina, has transferred, new contact not provided as of yet; Katrina @ County Elections office requests list of term expirations for Nov ballot, staff will provide; GM requested estimate from local contractor to replace roof on old jail house/new storage room; GM contacted Family Tree to assess cottonwood tree on property, scheduled for August.

Content:

***Fire Hydrant Project: RFP Posted** – County transportation dept completed the RFP and submitted it for bids.

***Grant Updates**

- **DWR Grant – Replacement Solar Inverter Installed** – Inverter issue was resolved/replaced, all four inverters are hard wired to plant's internet. System activated April 2025. CCSD generated 36.6 MWh in that time.
- **EPA – WaterTA Grant – Flow Meter Data Monitoring** – Flow meter data has been uploaded manually by GM in lieu of auto dialers, though auto dialers have since come online in May. Conference calls are focused on flow data reviews. A Preliminary Engineering Report will be completed in the Fall of 2026 based on this data. Flow meters will remain until mid-June.
- **Waterboards Grant 2025 – \$1.75m Application Submitted** – Roya confirmed CCSD's application was complete and will be reviewed for funding consideration in the 2026/2027 fiscal year. GM will await their internal review and provide any requested supporting documentation.
- **USDA Community Facilities Grant –Plant Maintenance Equip** – Treatment plant riding mower is in need up an upgrade. USDA grant application received. Board agreed that a multifunctional machine be considered such as a small tractor with implements. GM will cost out various options for Board review nest month.

Discuss & Vote: Teeter Plan – Program Changes – County Teeter Plan has come under review for its fiscal viability. If the County were to change its policies, the effect could mean the District would not receive up to \$40k annually.

Discuss: BOD's Site Visit to Treatment Plant – The GM has not been able to schedule site visits in the midst of other pressing matters, though the Board agreed site visits could begin next week. GM will coordinate the site visits.

Closed Session: Began: 7:59pm & Completed 8:40pm

***Performance Evaluation – Plant Operator** - GM has been performing Operator duties and training operators while enrolling a new operators.

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

***Performance Evaluation – General Manager** – General Manager presented the roles performed outside of the job title. GM has been the acting Plant Operator and the trainer for plant operators. Board requested a revised GM Employee Agreement and a Special Meeting to Discuss & Vote on it. Meeting schedule for 5-15-26.

Next Month's Meeting: June 10, 2026, 6:30pm

Meeting Adjourned: 8:43pm