Minutes of Board Meeting
Covelo Community Services District
June 10, 2026

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, Crispin Littlehales, John Marshall; Staff – Dane Downing

Approval of Agenda for June 10, 2026 – Crispin motioned & John seconded to approve the agenda, it passed unanimously.

Consent Agenda: Approval of May 2026 Financial Reports, District Manager Report, Plant Operator Report, and Minutes for May 13, 2026, Regular meeting & May 15, 2026 Special Meeting. Joe motioned & John 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; Katrina is available to process Board Candidates' File for candidacy in RV; CSDA is hosting a free webinar for Fiscal Officers to meet State training requirements; Community Foundation is hosting an online grant writing training

Content:

***Fire Hydrant Project: Updates –** None

***Grant Updates**

- **DWR Grant – Grant Closed, Awaiting Final Auditor Review –** Audit for this grant will conclude 2025/2026.
- **EPA – WaterTA Grant – Flow Meter Data Monitoring –** Flow meter will remain until mid-July. Next conference call the team will confirm the projects listed in the Preliminary Engineering Report (PER).
- **Waterboards Grant 2025 – $1.75m Application Submitted –** Waterboards' internal review has begun. GM & BK have been providing requested documents of their Financial Review.
- **USDA Community Facilities Grant –Plant Maintenance Equip –** No cost estimates have been determined thus item was tabled.

Discuss & Vote: Adjust District's Fixed Asset Threshold to $5000 – As a result of rising costs for equipment and supplies, staff has recommended that the fixed asset threshold ought to be increase to save staff time tracking/depreciating what has now become common purchases. John motioned to approve the increase as proposed, Crispin 2nd, it passed unanimously.

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 as scheduled. GM will coordinate the site visits.

Discuss & Vote: Fiscal Year 2026/2027 Budget – A draft budget was provided in the Board packet. Directors reviewed and discussed adjustments to various line items. The amended draft provided a Net of $1,331.08. John motioned to approve the 2026/2027 FY Budget as amended, Crispin seconded, it passed unanimously.

Closed Session: Began: 7:37pm & Completed 7:48pm

***Performance Evaluation – Plant Operator –** Board received updates on Plant Operator.

***Discuss & Vote: Fiscal Year 2026/2027 Employee Agreements – GM, BK, PO –** Employee agreements for the General Manager, Bookkeeper, and Plant Operator were reviewed. Joe motioned to approve the agreements as presented, John seconded, they passed unanimously and were signed by both parties.

Next Month's Meeting: July 8, 2026, 6:30pm

Meeting Adjourned: 7:48pm