

From the Chair:

In an effort to maintain meeting decorum, and respect the person giving their report, all attendees except for the board members will be muted until such time he/she is recognized by the Chair, and allowed to comment. Rest assured that anyone, and everyone, who wishes to comment on an agenda item will be allowed to do so after the report has been given. After the public has had an opportunity to speak, the board may deliberate on the agenda item, and proceed to a vote if called for. Members of the public, having had the opportunity to speak, will be muted and will not be allowed to participate in board deliberations.

Thank you for your understanding. The board looks forward to your attendance, and values your input.

Regards, Bill

Big Lagoon Community Services District

PO Box 847 Trinidad, CA 95570 biglagooncsd@gmail.com

REGULAR MONTHLY BOARD MEETING AGENDA

The regular meeting of the Board of Directors of the Big Lagoon CSD will be held Saturday, August 21 at 6:00 p.m.

Due to the coronavirus pandemic, and until further notice, this and upcoming BLCSD meetings will be held using ZOOM.

The public may submit written comments or questions on any agenda item to the Board at: biglagooncsd@gmail.com up until 5:00 PM on Friday, August 20, 2021, or be added to an agenda item by raising your hand as each agenda item is reached. The Chair will recognize you at the appropriate time, and you will be unmuted. The Information Packet for this meeting is attached to this emailed Agenda. You can also request the Packet by emailing biglagooncsd@gmail.com.

To join via ZOOM:

<https://us02web.zoom.us/j/88288183234?pwd=N2taU1h1RmhnVUhtVGd3ZDdJZTZaQT09>

By Phone: (669) 900-9128 Meeting ID: 882 8818 3234 Passcode:
177716

1. Chair's Call to Order (Bill)
2. Recognize Public Correspondence received by 5:00 PM, August 20 (Bill)
3. Agenda for August 21, 2021 (Bill) Amend / Approval
4. July 24, 2021 Unapproved Meeting Minutes (Bill) Amend / Approval

STATUS REPORTS (Public may comment after each report is given)

5. School Pipeline Project (Bill)
6. Brush removal around well site (Bill)
7. Vice-Chair's Report (Gus)
 - 7.1 Water meter replacement update
8. Treasurer's Report (Dick)
 - 8.1 July Financials: P&L, Balance Sheet
 - 8.2 Pre-covid and covid-related overdue accounts
9. Water Operator's Report
 - 9.1 Water Table Level – was at 92' on May 3, 2021 (Val)
10. Meter Reader's Report (Dana)
11. Storage Capacity & Fire Suppression status report (Dick)

ACTION ITEMS (Public may comment by raising a hand after Board discussion and before the Board votes)

12. Leak adjustment policy - included in the Packet (Chuck)

13. Volunteer Liability Waiver – included in the Packet (Gus)

13.1 What our insurance does and doesn't cover

NEW BUSINESS (Public may comment by raising hand after Board discussion)

14. Drought Emergency Conservation Measures (Chuck)

15. Backflow Devices (Gus)

PUBLIC COMMENT

16. Any member of the public may address the Board on any item that is not on the agenda. By law, the Board cannot take action on items that are not on the agenda.

17. Future Agenda Items from Board Members

18. Adjourn

Meeting Packet Documents

Agenda Item 2: Community Correspondence distributed by separate email after Aug 20, 5:00 PM deadline

Agenda Item 4: Unapproved Meeting Minutes July 24, 2021

Agenda Item 8: Financial Statements

Agenda Item 12: Leak Adjustment Policy (Revised)

Agenda Item 13: Volunteer Waiver

BIG LAGOON COMMUNITY SERVICES DISTRICT
UNAPPROVED MINUTES of the Regular Monthly Board Meeting
Saturday July 24, 2021 - 6:00 PM - Big Lagoon School Community Room

1. Chair's Call to Order (Bill)

The open/regular meeting of the Big Lagoon Community Services District convened at 6PM.
Board members in attendance: Bill Wenger, Chair; Gus Satein, Vice Chair; Chuck King, Director
Staff in attendance: Mara Friedman, Board Secretary; Val Castellano, Water Operator;
Dana Hope, Meter Reader
Community members in attendance: Margie Adler, Louise Minor, Mary Coakley, Rob Wilson

2. Agenda for July 24, 2021 (Bill) Amend / Approval

Gus suggested that we table agenda item #8 until our August meeting, when the full board will be present to discuss the issue.

Motion made to approve the 7/24/21 meeting agenda.

Motion: Gus, Second: Chuck – Motion Approved: 3 ayes, 0 nays.

Agenda approved as amended by Gus.

(NOTE: As Dick is absent, the ACCOUNTS RECEIVABLE REPORT will be on the August agenda.)

3. June 15, 2021 Unapproved Meeting Minutes (P) (Bill) Amend / Approval

There were no changes to the meeting minutes.

Minutes are approved as distributed by Bill.

4. Vice-Chair's Report (Gus)

4.1 Meter research and recommendations: Due to age and wear, we need to replace our Badger water meters, either with high tech models or the same manual models that we currently have. Gus spoke with Kathy Richards from Badger Meter Company, who provided a wealth of information.

There are 5 options to consider. Option A is to simply replace existing meters with the same style. Options 1 & 2 are mechanical meter systems (industry standard), bronze or polymer body, both with 10 year warranty. A downside of polymer is that it is easy to cross-thread the connection. Options 3 & 4 are ultrasonic meter systems, with no moving parts to wear out. These meters are extremely accurate (more than mechanical meters). These options also offer a LED readout and a 10 year pro-rated warranty in addition to the 10 year warranty offered on all Badger products. All options (except option A) use a battery powered radio transmitter that sends data to the hand-held computer tablet and stores the data for up to 90 days. This data can then be uploaded to the software program. The batteries are good for 20 years. Option 3 is stainless steel. Badger is shifting away from stainless steel and will be using bronze instead.

An area of concern with all meters is that gophers and moles love to chew the wiring. Badger offers an option to encase and protect the wiring for an up-charge of \$3 per unit.

Kathy is willing to do a presentation at the next meeting. Gus feels fully confident with her and Badger's products. McKinleyville has installed Badger mechanical meters, while Eureka has installed Badger ultrasonic units. Badger software is easy to use, can be upgraded automatically via the Cloud and it interfaces beautifully with Excel, which is the program Dick uses. The software generates reports that can identify leaks. With the ultrasonic unit, the meter reader can take readings from their car, as much as 15 feet from the meter. It takes approximately 10 seconds per house to read, and would require only one volunteer. Because this new method is so much less labor intensive, we could read meters monthly rather than bi-monthly. This would help us detect potential leaks more quickly. If a meter box is filled with dirt, it could block the reading. Margie emphasized the need to find leaks as quickly as possible. Louise wants to know how much more accurate is ultrasonic over mechanical?

Gus feels Badger meters are proven products and that our community would benefit by choosing them to replace our existing (worn-out) meters.

Motion made to invite Kathy from Badger to present at our next meeting.

Motion: Bill, Second: Chuck – Motion Approved: 3 ayes, 0 nays.

5. Water Operator's Report (Val)

We are pumping 7000 gallons per day. Everything looks good. The last water table measurement was 92 feet on May 3, 2021. Val will take a new measurement soon. Brian McNeil would consider taking on the water operator position. If he does assume this position, he would come to the site once per month.

Bill proposed that we add the topic of 'backflow prevention' to the August agenda. This is now a requirement for new home construction. Val noted that we will need new boxes as well. Chuck added that installing new meters and backflow devices at the same time would be a good idea. Bill asked Gus to head a 'backflow' work group consisting of two or three people to research this issue. Gus replied that this would be a fall report. Dana emphasized the importance of educating and informing our community about our water system, which could include creating a map. This is a big project, to begin in October.

6. Meter Reader's Report (Dana)

Dana, Greg and Dick read meters at the end of the month. Approximately three penalty assessments were sent out by Dick. Overall, the meter boxes are in much better condition, making the meters easier to read.

ITEMS UP FOR A VOTE:

7. Leak Adjustment Policy (Chuck & Joey) Discuss / Approval

Based on the low cost of water, Rob thinks the \$500 reimbursement is too high. He proposed that it be reduced to a maximum reimbursement of \$250. Dana recommended that Chuck's work group reconvene one last time to reevaluate and come to a consensus.

Bill suggested that we table this vote for now and wait for the work group to amend the policy, which will go out for community review one more time. After that, the board will vote on the policy.

8. Volunteer Waiver (Gus) Discuss / Approval

Because two of our board members were not present to discuss this important topic, this agenda item is tabled until the next meeting.

9. School Portables (Gus) Discuss / Approval

All board members toured the portables. There was no discussion between the board members. Chuck, Bill and Gus all concur that the portables are in severe disrepair (especially the art building). The cost to repair one or both buildings to make them habitable is excessive. Gus does not think we need a full board present to hold a vote on this issue.

Motion made to forgo repair of the school portables.

Motion: Chuck, Second: Bill – Motion Approved: 3 ayes, 0 nays.

10. Public Comment

For consistency, Dana recommended that we include all open agenda items in each succeeding agenda, even if only as a placeholder. This way, ongoing issues will not be forgotten and will remain visible until voted on and resolved.

11. Future Agenda Items from Board Members

11.1 Bill proposed that we include the issue of 'slash at the well site' as a future agenda item. As a community, we need to discuss options and alternatives as to what to do with the slash.

11.2 Chuck proposed that we include the issue of 'drought emergency' as an agenda item. It's time to start the conversation as to what actions our community can take to conserve water.

12. Adjourn

With no other business, the Chair adjourned the meeting at 7:05 PM.

The next regular meeting will be Saturday August 21st at 6PM in the BLS Community Room.

Submitted by Mara Friedman, Board Secretary

Big Lagoon Community Services District
Balance Sheet
As of August 18, 2021

08/18/21

Accrual Basis

	Aug 18, 21
ASSETS	
Current Assets	
Checking/Savings	
Umpqua Checking	145,498.64
Total Checking/Savings	145,498.64
Accounts Receivable	
Accounts Receivable	12,121.36
Total Accounts Receivable	12,121.36
Total Current Assets	157,620.00
Fixed Assets	
Water System	
Well Improvements	3,072.10
LP Tank	2,889.62
Fence	4,998.21
Pressure System 2011	10,038.00
2-5,000 Gal Tanks	19,700.82
Well 2010	18,647.44
Improvements	3,490.40
Chlorinator	2,627.00
Electrical System	9,931.00
Fire hydrants	8,520.86
Generator	13,998.00
Initial Purchase	75,000.00
Accumulated Depreciation	-150,612.35
Total Water System	22,301.10
Total Fixed Assets	22,301.10
Other Assets	
Start Up	
Start-up Expenses	6,666.84
Amortized Amount	-6,666.84
Total Start Up	0.00
Total Other Assets	0.00
TOTAL ASSETS	179,921.10

11:47 AM

08/18/21

Accrual Basis

Big Lagoon Community Services District
Balance Sheet
As of August 18, 2021

	<u>Aug 18, 21</u>
LIABILITIES & EQUITY	
Equity	
Retained Earnings	167,217.75
Net Income	12,703.35
Total Equity	<u>179,921.10</u>
TOTAL LIABILITIES & EQUITY	<u><u>179,921.10</u></u>

Big Lagoon Community Services District Profit & Loss Budget Performance August 2021

	Aug 21	Budget	Jan - Aug 21	YTD Budget	Annual Budget
Ordinary Income/Expense					
Income					
Non Compliance Fee	0.00		75.00		
Base Rate - Monthly	0.00	0.00	16,507.78	16,600.00	24,900.00
Service Revenue	0.00	0.00	0.00	600.00	600.00
Water Usage Income	0.00	0.00	6,414.74	4,600.00	7,400.00
Installation Revenue	0.00	0.00	0.00	0.00	0.00
Adjustment / Returned Check	0.00	0.00	0.00	0.00	0.00
Total Income	<u>0.00</u>	<u>0.00</u>	<u>22,997.52</u>	<u>21,800.00</u>	<u>32,900.00</u>
Gross Profit	0.00	0.00	22,997.52	21,800.00	32,900.00
Expense					
Non-Cash Expenses					
Depreciation Expense	0.00	0.00	0.00	3,784.00	7,568.00
Total Non-Cash Expenses	0.00	0.00	0.00	3,784.00	7,568.00
Operational Expenses					
Election	0.00	0.00	0.00	0.00	0.00
Supplies	0.00	25.00	1,722.05	200.00	300.00
Dues	0.00	0.00	275.00	150.00	336.00
Electric	246.45	380.00	1,776.78	3,040.00	4,560.00
Gas	0.00	30.00	429.72	240.00	360.00
Insurance	0.00	0.00	3,669.84	3,800.00	3,800.00
Maintenance	0.00	400.00	779.88	3,200.00	4,800.00
Office Supplies	0.00	10.00	149.90	80.00	120.00
Postage	0.00	76.00	296.00	136.00	156.00
Water Testing	0.00	120.00	1,195.00	960.00	1,440.00
Water Distribution Operator	0.00	100.00	0.00	800.00	1,200.00
Total Operational Expenses	<u>246.45</u>	<u>1,141.00</u>	<u>10,294.17</u>	<u>12,606.00</u>	<u>17,072.00</u>
Total Expense	<u>246.45</u>	<u>1,141.00</u>	<u>10,294.17</u>	<u>16,390.00</u>	<u>24,640.00</u>
Net Ordinary Income	-246.45	-1,141.00	12,703.35	5,410.00	8,260.00
Other Income/Expense					
Other Income					
Other Income - Donation	0.00	0.00	0.00	0.00	78.64
Total Other Income	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>78.64</u>
Net Other Income	0.00	0.00	0.00	0.00	78.64
Net Income	<u><u>-246.45</u></u>	<u><u>-1,141.00</u></u>	<u><u>12,703.35</u></u>	<u><u>5,410.00</u></u>	<u><u>8,338.64</u></u>

Big Lagoon Community Services District Bill Adjustment Policy

There shall be an adjustment in a customer's water bill, during one billing cycle per 12-month period only, for water which is metered but unused because of a water leak on the owner's side of the water meter.

Approval of an adjustment shall be made where:

- a) it is determined that the leak was caused by occurrences or events beyond the reasonable control of the property owner. Examples of events beyond the reasonable control of the property owner are: a "hidden leak," which is a leak that is hidden from view that produces no visible or audible signs that would alert a person to the presence of the leak, damage resulting from an earthquake, damage from a tree falling over and damaging a water line, the failure of a pressure regulator, or a broken internal pipe or appliance within the home where there is no reasonable way to determine that a break has occurred. This is not an exhaustive list of events which are beyond the reasonable control of the property owner.
- b) the water usage exceeds twice the billing cycle average for the past 12 months
- c) the leak is fixed as quickly as possible and repairs were made within fourteen (14) calendar days of the discovery of a leak
- d) the property owner provides proof of repair to the Water Board, which may include a contractor's invoice, plumber's invoice, receipts, or photos of the repair
- e) all outstanding water bills have been paid and the account is in good standing
- f) the property owner has requested an adjustment to her/his bill no later than thirty (30) days following the billing cycle during which the leak was discovered

The adjustment shall be a forgiveness of not more than one-half of the customer's water bill for the billing cycle during which the leak is discovered and the adjustment will impact only the water usage portion of the bill. The fixed costs for that billing cycle will not be adjusted. The adjustment will be based on the same billing period during the prior year to reflect seasonal fluctuations in water usage. There is a cap on the amount of any adjustment permitted of fifty percent of a maximum of 50,000 gallons. Any amount over 50,000 gallons is the responsibility of the property owner. All decisions by the Big Lagoon Community Services District Board are final.

Requests for adjustments due to circumstances that are within the reasonable control of the property owner will not be considered. Some examples of what is considered to be within the reasonable control of the property owner are: a garden hose that has inadvertently been left running, a broken landscape irrigation system or clock malfunction, ongoing long-term root

Big Lagoon Community Services District Bill Adjustment Policy

intrusion into pipes that is documented and well-known to members of the community services district. This is not an exhaustive list of circumstances that are within the reasonable control of the property owner. There will be no adjustments if the overage is the result of a leak from a swimming pool or spa, fish pond, or other decorative water feature. There will be no adjustment in the instance of theft or vandalism. No adjustment will be granted when a claim for insurance reimbursement covers the cost of the bill due to water overage.

For its part, the Big Lagoon Community Services District, upon the discovery of a leak and at the request of the property owner, will turn off the water supply to the meter in a timely fashion, and will respond no later than four (4) hours following a property owner's request. If the leak is discovered and the property owner is unavailable, after twenty-four (24) hours the District may shut off the water supply to the meter and leave information for the property owner (telephone, text, email, written notification on the front door) with instructions about how to get the water turned back on.

ACTIVITY: _____

The undersigned voluntarily wishes to participate in the above **ACTIVITY**. I understand that this **ACTIVITY** can be hazardous, with the potential for serious injury or death, and possible property damage. The risks include, but are not limited to: those caused by terrain, facilities, temperature, weather, condition of equipment, vehicular traffic, negligent and non-negligent action of other people including, but not limited to participants, volunteers, officers and citizens. I hereby assume all the risks of participating in the **ACTIVITY**. I certify that I am physically able to participate in the **ACTIVITY** and have not been advised otherwise by a qualified medical person. I further agree and warrant that if at any time I believe conditions to be unsafe, I will immediately discontinue further participation in the **ACTIVITY**.

GENERAL AGREEMENT, WAIVER AND RELEASE (Adults over 18)

In consideration for being permitted by the Big Lagoon Community Services District (BLCSD) to participate in the above activity, I hereby waive, release, and discharge any and all claims for damages for personal injury, death, or property damage which I may have or which may hereafter accrue as a result of my participation in said activity. This release is intended to discharge, in advance, the BLCSD (it's officers, contractors and agents) from and against any and all liability arising out of or connected in any way with my participation in said activity, even though that liability may arise out of negligence or carelessness on the part of BLCSD (it's officers, contractors or agents).

Knowing the risks involved, nevertheless, I have voluntarily applied to participate in said activity, and I hereby agree to assume any and all risks of injury or death and to release and hold harmless BLCSD (it's officers, contractors and agents) who through negligence, carelessness, or any other act or omission might otherwise be liable to me. I further understand and agree that this waiver, release and assumption of risks are to be binding on my heirs and assigns.

I further agree to indemnify and to hold BLCSD (it's officers, contractors and agents) free and harmless from any loss, liability, damage, cost or expense which they may incur as a result of any injury and/or property damage that I may sustain while participating in said activity.

I HAVE CAREFULLY READ THIS AGREEMENT, WAIVER AND RELEASE AND FULLY UNDERSTAND ITS CONTENTS. I AM AWARE THAT THIS IS A RELEASE OF LIABILITY AND A CONTRACT BETWEEN MY SELF AND BLCSD AND I SIGN IT OF MY OWN FREE WILL.

Signature: _____

Printed

Name: _____

Date: _____