Subject:

FW: AGENDA for the BLCSD MEETING 2/20/2021

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 Community Services District will be held Saturday, February 20 at 2:00 p.m.

Due to the coronavirus pandemic, and until further notice, this and upcoming BLCSD Board 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, February 19, 2021,

or verbally request being added to one or more agenda items after the Call to Order. The Information Packet for this meeting is attached to the emailed Agenda.

You can also request the Packet by emailing biglagooncsd@gmail.com.

To join via ZOOM:

https://us02web.zoom.us/j/86217235715?pwd=MHk1VEQ4bDI5WUdgd085eU5NMDhLdz09

To join by PHONE: 1-669-900-9128 Meeting ID: 862 1723 5715 Passcode: 900445

- 1. Call to Order (Chair)
- 2. Invite public to address item(s) on the Agenda (Chair)
- 3. Agenda for February 20, 2021 (Chair) Amend / Approval
- 4. January 23, 2021 meeting minutes (Chair) Amend / Approval
- 5. Announcement from the Chair
- 6. Leak billing adjustment discussion and Working Group formation (King)
- 7. Storage Capacity & Fire Suppression Working Group status report (Maier)
- 8. Easement boundary survey status (Wenger)
- 9. Pipeline extension to Trinidad meeting report (Satein)

10. Action Items

- 10.1 Road work SOW & quote (Satein) Discussion / Approval
- 10.2 District website (Blaine) Discussion / Approval

11. Public Comment

Any member of the public may address the Board on any item that is $\underline{\mathsf{not}}$ on the agenda.

By law, the Board cannot take action on items not on the agenda.

- 12. Future Agenda Items from Board Members
- 13. Adjourn

BIG LAGOON COMMMUNITY SERVICES DISTRICT Unapproved MINUTES of the Regular Monthly Board Meeting Saturday, December 19, 2020 - 2:00 PM Teleconference Via Zoom

OPEN SESSION

1. CALL TO ORDER

The open/regular meeting of the Big Lagoon Community Services District convened at 2:01 PM with the following in attendance:

Bill Wenger, Chair; Gus Satein, Vice Chair; Dick Maier, Treasurer; Chuck King, Director; Joey Blaine, Director; Mara Friedman, Secretary Community Members: Cathy Munsee; Larry Davis

2. ACTION ITEMS

2.1 Review 12/19/20 agenda: No written public comments were received prior to the meeting. There were no changes to agenda.

Motion made to approve 12/19/20 meeting agenda.

Motion Approved - Motion: Satein, Second: Maier - 5 ayes, 0 nays

2.2 Review 12/5/2020 meeting minutes: There were no changes to minutes. Motion made to approve 12/5/20 meeting minutes. Motion Approved – Motion: Satein, Second: Maier - 5 ayes, 0 nays

2.3 Dickerson/Munsee water bill adjustment discussion (Maier): There was an undiscovered leak at 344 Roundhouse Creek Rd just prior to close of escrow and the new owners would like the board to consider an adjustment to their water bill. Our previous policy is that homeowners are responsible for usage reported on the meter, including leaks on the residential side of the meter. It was determined that the leak caused a \$250 jump in cost (compared to the normal bill). This is the first time a homeowner has requested an adjustment since Dick has been treasurer and there is no precedent for this request. Because of our sandy soil, a leak can drain away quickly and not be noticed until the meter is read. Val will notice any excessive water usage at the pump house and will begin measures to identify the source that could be anywhere in the system. The location of the leak was discovered when Dana and Greg were reading the water meters. Joey shared the policy at McKinleyville CSD that offers a bill adjustment based on usage for the same period the previous year, and charges the customer for half the overage. Everyone agreed that was a good policy. It was suggested we revisit our policy regarding water leaks and update, if necessary, at a later date.

Motion made to adjust the Munsee water bill by reducing the additional \$250 consumption by half and charge \$125 for the leak.

Motion Approved - Motion: Satein, Second: King - 5 ayes, 0 nays

2. ACTION ITEMS (cont.)

2.4 Umpqua Bank credit card rewards discussion (Maier): We have accumulated credit card reward points. We have no policy addressing what to do in this regard. Joey asked if there is an option of statement credit and Dick said he would check. It was decided to donate the points to Covid relief for local communities instead of redeeming for one of the products featured in the bank's brochure.

Motion made to donate reward points to local Covid relief fund. Motion Approved - Motion: Blaine, Second: Satein - 5 ayes, 0 nays

2.5 Meter box maintenance ordinance discussion (Satein):

Our meter box maintenance policy has been in effect for over 20 years. It states the responsibility of owners to maintain the area around their meters to facilitate meter reading. Some service customers are noncompliant, and our meter readers complain of having to search for and clear away debris that covers the box, and/or dig out the soil within the meter box to expose the meter. The 1999 Water Ordinance specifies the district may charge homeowners if they do not comply. It was suggested we revise the rule to include the following statement, "The district will charge a minimum fee of \$25 for failure to maintain your meter box. This revised policy will become effective 2/1/2021." Alert the community of these changes in two ways: as a notice included with each billing statement, as well as a notice to specific customers when a complaint is received from the meter readers. The notice would state they are not in compliance. If the customer fails to fix the situation by the next meter reading, they will be charged a minimum additional fee of \$25. The fee could be more depending on how much work is required to remedy the situation. It was suggested the notice sent with each bill would list the 2021 meter reading dates.

Motion made to add the following amendment to the meter box maintenance policy: "Failure to maintain your meter box will require the district to charge a minimum fee of \$25. This revised policy will become effective 2/1/2021. Motion Approved - Motion: Satein, Second: King - 5 ayes, 0 nays

Continuing discussion: Meters become unreadable when dirt accumulates, as well as when overgrown foliage on the exterior prevents access. Future discussion needed regarding procedure if maintenance cost exceeds the \$25 fee. Need to determine appropriate cost per hour to charge for maintenance work. This charge needs to be added to our written policy. Need to revisit the entire water ordinance at a future date.

3. CHAIR'S REPORT

- 3.1 Discussion regarding formation of Ad Hoc Workgroups (AHWG) to address needs of district. Conduct an open, strategic work session to identify and prioritize needs. Possible needs include: increase water storage capacity (potable and non-potable water); fire suppression measures; creating a district website; infrastructure improvements; water emergency response. AHWG's focus on one subject and are formed for a limited time frame, ideally consisting of community volunteers. If there are no volunteers, an AHWG can consist of a maximum of 2 board members. Once needs are prioritized, we will put out information and a request for volunteers. Ideally enlist 6-10 volunteers.
- 3.2 Discussion regarding our 1999 Bylaws and Water Ordinance. Agreed that they need to be revised. Updates to include water box meter maintenance and more.
- 3.3 Bill spoke of the importance of our Municipal Service Review (MSR) and recommended that all board members visit the Humboldt LAFCo website to see other MSR's. He stressed the importance of an MSR, as it documents deficiencies in the district, identifies opportunities for improvements and more. Bill learned in his discussion with Colette Metz from LAFCo that in the event of a forest or dwelling fire in our community, it would be an 'all hands on deck' situation. The official response would be from CalFire, and Orick and Westhaven fire districts would also respond. Need to ensure that there is adequate water capacity to fight fire. This is an important Work Group focus.

4. PUBLIC COMMENT

There was no public comment.

5. FUTURE AGENDA ITEMS FROM BOARD MEMBERS

- 1. Beginning in January 2021, Dick and Val will report every other month in regards to Financial Statement and Operator's Report. (Val can wait until February if he prefers.)
- 2. Our current MSR was created in 2008 and is in the process of being updated. LAFCo has a budget to create a Municipal Service Review for us after we provide the necessary information. Bill will CC all the board members regarding MSR updates. Most likely, our new MSR will be out early 2021.
- 3. Bill discovered that while the Brown Act requires we send out the agenda, we are not required to send out the approved minutes. Discuss in the future how to improve agenda format and how we treat meeting minutes.

5. FUTURE AGENDA ITEMS FROM BOARD MEMBERS (cont.)

- 4. CSD Website: Bill has visited several CSD websites and finds the information contained within them very useful. Developing a website is a priority, as it would be an excellent resource and tool. Joey spoke of a company called Streamline who specializes in creating and hosting websites for small special districts. He will connect with Streamline as to cost. Dick will investigate if Online Bill Pay is an expense we can absorb. Joey will investigate what grants are available to help us fund a website. Chuck noted that for anything less than 5k, it is not required to put out a 'request for bid'. Dick noted that Streamline fees start at \$10 month to maintain a website. This is a very low cost that we can absorb by making a line item adjustment to our budget. Bill spoke to a high end website developer called Granicus, who will be sending him information on granting opportunities and examples of website designs for other small districts such as ours. He mentioned Orick's website is simple but adequate and will find out who they use to create/manage their site. Put on agenda for January meeting.
- 5. Bill discussed call for public input on agenda. He posted the agenda at the school and at the Trinidad Post Office. After Covid, he will also post at Trinidad Library. Dana feels it important for public to be able to comment on an agenda item prior to the board addressing the item. Bill says that although he believes we are meeting the requirements of the Brown Act, we will allow for public verbal input on any agenda item, and this accommodation will be incorporated in the January agenda.

6. ADJOURN

Motion made to adjourn the meeting.

Motion Approved - Motion: Satein, Second: King - 5 ayes, 0 nays

Open Session adjourned at 2:47 pm.

Next meeting will be January 23, 2021 at 2 pm on Zoom.

Submitted by Mara Friedman, Board Secretary

Big Lagoon Community Services District Balance Sheet

As of December 31, 2020

ASSETS Current Assets Checking/Savings 134,905.42 Total Checking/Savings 134,905.42 Accounts Receivable 14,741.91 Total Accounts Receivable 14,741.91 Total Current Assets 149,647.33 Fixed Assets Water System 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 2,017.40 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 17,756.00 Other Assets Start Up Start Up 5tart Up Amortized Amount -6,666.84 Amortized Amount -6,666.84 Total Other Assets 0.00 Total Other Assets 0.00		Dec 31, 20	
Total Checking/Savings 134,905.42 Accounts Receivable	Current Assets Checking/Savings	- 13	4 905 42
Accounts Receivable 14,741.91 Total Accounts Receivable 14,741.91 Total Current Assets 149,647.33 Fixed Assets Water System 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 2,017.40 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 17,756.00 Total Fixed Assets 17,756.00 Other Assets 5tart Up Start Up 6,666.84 Amortized Amount -6,666.84 Total Start Up 0.00 Total Other Assets 0.00			
Accounts Receivable 14,741.91 Total Accounts Receivable 14,741.91 Total Current Assets 149,647.33 Fixed Assets Water System 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 2,017.40 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 17,756.00 Other Assets 17,756.00 Other Assets 5tart Up Start Up 6,666.84 Amortized Amount -6,666.84 Total Start Up 0.00 Total Other Assets 0.00	Total Checking/Savings	13	4,905.42
Total Current Assets 149,647.33 Fixed Assets Water System 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 2,017.40 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 17,756.00 Total Fixed Assets 17,756.00 Other Assets 5tart Up Start Up 6,666.84 Amortized Amount -6,666.84 Total Start Up 0.00 Total Other Assets 0.00		1	4,741.91
Fixed Assets Water System 2,889.62 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 2,017.40 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 17,756.00 Total Fixed Assets 17,756.00 Other Assets 5tart Up Start up Expenses 6,666.84 Amortized Amount -6,666.84 Total Start Up 0.00 Total Other Assets 0.00	Total Accounts Receivable	1	4,741.91
Water System 2,889.62 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 2,017.40 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 17,756.00 Other Assets 17,756.00 Other Assets 6,666.84 Amortized Amount -6,666.84 Total Start Up 0.00 Total Other Assets 0.00	Total Current Assets	14	9,647.33
Total Fixed Assets 17,756.00 Other Assets 5tart Up Start-up Expenses 6,666.84 Amortized Amount -6,666.84 Total Start Up 0.00 Total Other Assets 0.00	Water System LP Tank Fence Pressure System 2011 2-5,000 Gal Tanks Well 2010 Improvements Chlorinator Electrical System Fire hydrants Generator Initial Purchase	4,998.21 10,038.00 19,700.82 18,647.44 2,017.40 2,627.00 9,931.00 8,520.86 13,998.00 75,000.00	
Other Assets 5tart Up Start-up Expenses 6,666.84 Amortized Amount -6,666.84 Total Start Up 0.00 Total Other Assets 0.00	Total Water System	1	7,756.00
Start Up 6,666.84 Amortized Amount -6,666.84 Total Start Up 0.00 Total Other Assets 0.00	Total Fixed Assets	1	7,756.00
Total Start Up 0.00 Total Other Assets 0.00	Start Up	,	
Total Other Assets 0.00	Amortized Amount	-6,666.84	
	Total Start Up		0.00
TOTAL ASSETS 167,403.33	Total Other Assets		0.00
	TOTAL ASSETS	16	7,403.33

9:46 AM 01/19/21 Accrual Basis

Big Lagoon Community Services District Balance Sheet

As of December 31, 2020

	Dec 31, 20
LIABILITIES & EQUITY Equity Retained Earnings Net Income	152,250.58 15,152.75
Total Equity	167,403.33
TOTAL LIABILITIES & EQUITY	167,403.33

Big Lagoon Community Services District **Profit & Loss**

January through December 2020

	Jan - Dec 20
Ordinary Income/Expense	
Income	
Base Rate - Monthly	24,352.63
Water Usage Income	9,723.74
Installation Revenue	5,000.00
Adjustment / Returned Check	-176.63
Total Income	38,899.74
Gross Profit	38,899.74
Expense	
Non-Cash Expenses	
Depreciation Expense	7,568.00
Total Non-Cash Expenses	7,568.00
Operational Expenses	
Supplies	479.45
Dues	616.00
Electric	3,047.41
Insurance	4,920.45
Maintenance	4,981.45
Office Supplies	59.50
Postage	76.00
Water Testing	1,695.00
Water Distribution Operator	303.73
Total Operational Expenses	16,178.99
Total Expense	23,746.99
Net Ordinary Income	15,152.75
let Income	15,152.75

Agenda Item 7

Big Lagoon Community Services District

BOARD OF DIRECTORS

January 23rd, 2021 TYPE OF ITEM: **INFORMATION**

ITEM: BLCSD Website Research

PRESENTED BY: Joseph Blaine, Director

TYPE OF ACTION: None

Research Updates:

Streamline

- I am in the process of setting up a Zoom meeting with Streamline's sales rep. This should occur before our February meeting. It has been difficult to line up availability due to holidays, work, etc.
- There is no set up fee for the website. It is subscription based, and the monthly fee is based off of our annual operating budget in an effort to keep the cost affordable for small districts like ours. Their design also ensures we meet all ADA and transparency requirements.

CivicPlus

- CivicPlus is another company similar to Streamline, but their scope is much larger, and they provide many products in addition to web hosting/design. I am awaiting a quote from them. From what I've seen thus far, I feel like their product may be a little more than we need at this point.
- WIX, Mobirise, Google Sites etc. the DIY approach! There are many excellent *mostly* free platforms available and I have the wherewithal to design our own website and would be more than happy to do so. The only cost associated that I foresee would be purchasing our domain name i.e. biglagooncsd.com, blcsd.com, etc. However, in my research I found that the difficulty that may arise is ensuring that we are in compliance WCAG 2.0 requirements (Web Content Accessibility Guidelines). ADA compliance is a huge factor for municipal websites and wandering through the thicket of all the guidelines may be a bit much for us to handle.

Agenda Item 8.2 -- Easement Boundary Survey

The Board approved a motion on July 25, 2002 to have a survey of the water system easement done as soon as possible.

The survey was not performed due to cost.

The easement boundary was created around the access road, original well site, and the section of the water distribution system on Georgia-Pacific's 25.5 +/- acre Parcel 2. This Parcel was later subdivided into 5 rural residential parcels with the easement located entirely within Parcel 1 (7.02 acres). The easement was created sometime around 1962, when the first (12") well was drilled.

According to prior Board member and Chair, Illijana Asara, the easternmost easement boundary was thought to be approximate to the original fenced enclosure. The current enclosure was expanded westward to accommodate two 5,000-gallon poly tanks, but otherwise follows the original enclosure fence. There is no evidence that anyone considered the easement boundary when selecting the site for the most recent 2010 well. The driller suggested the well's location based on ease of equipment access.

There is a strong possibility that this well is outside the easement area.

The original easement was surveyed on terrain that was very different from today. Aerial photos from the 70's show sparser vegetation likely the result of timber cutting. The surveying technology was cruder then, and the easement corners are based on distance and compass headings.

Two local surveyors were recently asked to estimate what it would cost to survey the easement boundaries and mark the corners. The estimated costs came in higher than expected, but the Board felt a survey was necessary.

Using Humboldt County's GIS mapping system, the latitude and longitude for each of the 5 corners were identified. Using the iPhone's GPS/compass utility an attempt was made to find the corners. Due to the limitations of the iPhone GPS coordinate system, the corners could

not be precisely determined. The area where a corner could be is large, with a radius of 30' to 40'. A surveyor was contacted about using a professional surveying GPS/GIS instrument to find the corners. He said GIS is not accurate, and performing such a survey would not be considered certifiable. Such a survey would have no legal standing.

The surveyor was asked to consider an alternative. Rather than survey the entire easement boundary, it would be sufficient to know where the easternmost boundary line fell. This would show whether the 2010 well was inside or outside the easement, and indicate how far south a new well could be located relative to the access road. Knowing the location of the southeast boundary line would also be helpful if it is possible to find the southernmost corner of the easement, or use a compass heading to establish the general direction this boundary line.

The response from the surveyor follows:

Dylan Kolstad

Jan 6, 2021, 12:25 PM (13 days ago)

Hello Bill,

I hope you can forgive my lack of quick response to your previous email. I was away with family for the last week and a half of December, and have had a lot to catch up on around the house with the storms we had. Also, your previous email included "Dick Maier" but this last email didn't. I'll let you forward my email on to him if it's appropriate. Also, I nearly always use my gmail account as you may have noticed -- so if you don't mind replying to this one directly rather than the kolstad@kolstadpls.com it works fine for me as it saves me a step in replying from the other account.

I'll try to respond to all your queries and explanations...

- 1 "Two boundary lines must be identified and are shown on the map."
- 2 a. The frontage of Roundhouse Creek Road can be marked (along the curve) relatively simply if I find and measure to sufficient monuments from Ron Hunt in the front -- the northwest corner of Lot 1 & the points where the right of way of Roundhouse Creek Rd gets larger and there are two filled in circles denoting set monuments would probably suffice. We would mark that with wood lath in a few places according to your needs.

- 3 b. The east boundary of your easement parcel which you highlighted in red is shown dashed on the subdivision tract map and is not "dimensioned" -- as in, Ron Hunt just showed it graphically but did not exactly survey it nor mark that portion of the easement... the easement parcel document predated the subdivision map. As you mentioned on your email yesterday, it looks to be the case that Ron Hunt and/or LP corp intended to create the subdivision boundary along the easement parcel for two of its boundaries... however, some issues with that:
- i. I haven't yet reviewed the document referenced on the subdivision map (Book 1220 of Official Records, Page 10). It's possible that there are differences in the legal description from that document versus the one you sent to me. Whether that affects the CSD's rights, I do not yet know.
- ii. Using the data from Ron's Map, the point of beginning of the 5 easement parcel description called for, and the first course "South 16 degrees 00 minutes East, 195 feet" do not match the other courses shown and marked on the subdivision map by about 5 feet. This discrepancy continues through the other courses since the identified courses have the same data. Ron Hunt did not provide any information indicating efforts to trace this 1220 OR 10 parcel; without evidence indicating original intent for the location of this parcel and how it may, or may not, match the subdivision map, a surveyor is usually obligated to follow the language in the deed. This would yield a result that is probably not "comfortable" given the property lines created by this subdivision map, but as a matter of title, the originally created location of the easement parcel would not be changed just because of this newer subdivision map's depiction of it, without consent by the parties acknowledging that location. I briefly referenced this discrepancy in my email to you at the end of November, but I did not explain it in a detailed way it as I did not know the reason for the survey nor the importance or lack thereof of accuracy and precision with the survey... as you have now stated that "the solid red line on the map represents the critical boundary line that we need surveyed" I'm left wondering on the best way to proceed. Attempting to mark these boundaries in a way that is most likely to be understood by the landowners involved (following the depiction on the subdivision map) could be done and is the cheaper and simpler approach, however, if the survey was challenged by the landowner(s) and another surveyor was hired, I would not be able to defend my work, as cheaper and simpler is not necessarily correct or accurate... another approach is to mark the "safest" of possible locations -- which is, the locations which, if challenged, are least

- likely to be a problem for me and the CSD. The downside to that is it means a chance of a little "lost territory" if that makes sense. Making these sorts of decisions forces me to skirt the edge of my legal obligations to file a Record of Survey explaining my methods, which adds a substantial amount of cost, as disclosed on my services agreement.
- 6 iii. The "northeast corner" of the easement parcel is not the same as the survey monument where the right of way of Roundhouse creek gets wider. These corners are in different locations, using the data from Ron's Map, and he drew it that way as well... in other words, there is no monument at the easement parcel, at least not one that is shown by Ron Hunt's map. The discrepancy outlined above does not resolve this difference.
- 7 "The location of the NW corner should also be found"
- 8 a. There is no monument shown on Ron Hunt's subdivision map, nor the earlier Big Lagoon Park subdivision from 1962. There is probably no existing marker "to be found". I can determine a position following the deed language using the curvature of the right of way shown on Ron Hunt's map, and holding that deed distance of 400 feet east of the monument #3, but as explained above, will be in a different position than that shown by Ron Hunt by about 5 feet. If we go that route we should defend the work with a Record of Survey, as it's a clear discrepancy in the record, and in the event of legal challenge or competing survey, is likely to cause us all trouble.
- 9 "Our newest well, installed in 2010, could be outside the easement area."
- a. If this is the most important detail to be resolved first, it may be possible to do this, doing the "safest" approach described above, assuming the well is far enough clear from the two or more possible locations for the easement boundaries.
- 11 "cost estimate from you for this reduced scope of work"
- a. Assuming we can take a "safest" approach, I still would have to locate two of the monuments along the back line of the easement parcel, in addition to the ones in the front. Time is saved not having to mark the easement boundaries in those areas. Some cost is added with the time I've had to spend reading through, understanding, and responding to your emails and examining the discrepancies with the boundaries. I will also need to spend some time reviewing that earlier easement parcel deed when I order it. This survey with the reduced scope could cost \$1600. As explained on past emails, I rarely charge over estimate without good reason, but we still use "time and materials" cost approaches because there are still unknowns, despite our discussion. If your district needs a not-to-exceed contract, I will need to visit the site first and will

- probably raise my estimated amount to ensure that possible time required to be spent is covered, along with adding some stronger disclaimers to the services agreement to make it more clear when we would be obligated to file a record of survey and which tasks can not be undertaken under the proposed cost(s).
- From your email yesterday, "I've discovered that all but one of our easement corners are also boundary corners of parcels...". As explained above, this may or may not be true. Using data from Ron Hunt's map, a 5 foot discrepancy may exist.
- "The Humboldt Web GIS provides the coordinates for all corners"; "...would you be able to locate the corners..."
- a. The County GIS's has gotten more accurate over the years, but is still just a "tool" provided for informational purposes. No surveyor reviews the boundaries depicted on the county GIS, and there are no guarantees as to accuracy or reliability. I've seen errors in the range of 100 feet many times, and in years past, as much as a quarter mile "off". If the coordinates you've obtained online are able to help you find survey monuments or other evidence as you mentioned from your previous email, then great, and it may save us a little time, but I do not use the GIS as a basis to begin or conduct our surveying. Regarding our methods, we choose which tools or equipment to use based on what will be most efficient and cheapest and most accurate (if needed). There are various ways to accomplish the same goal.

Let me know if there's more to discuss. Open to a phone conversation if it clears up confusion... I'll be mostly out of the office today; my cell is 707-845-3682.

Thank you,

Dylan Kolstad, PLS Kolstad Land Surveyors (707) 822-2718 Agenda Item 8.3 -- Meeting Frequency

The following Bylaws were changed on January 9, 2014 and were approved and adopted by the Board on February 6, 2014.

- #3. The Board shall meet no less frequently than quarterly. It may meet more frequently at its discretion. Notice of meetings shall be given at least 72 hours in advance and shall be posted at a public place.
- #4. Board members may attend meetings in person or via telephone, conference call, or by other electronic means.

Recommend reverting Bylaw 3 back to original rule:

#3. The Board will meet no less frequently than monthly. Notice of meetings shall be given at least 72 hours in advance and shall be posted at a public place.

Recommend changing Bylaw 4 to read:

#4. If unable to attend in person, a Board member may participate in meetings telephonically, or otherwise electronically in accordance with the Brown Act.

Big Lagoon Community Services District Board Member Job Descriptions

Chair

- Presides at Board meetings
- Creates the meeting agenda and compiles the Background Information Packet
- Recruits members of the community to participate in Working Groups
- Serves as contact for Board issues
- Sets goals and objectives for the Board and ensures goals are met thru strategic planning
- Contacts and works with outside agencies to further the district's goals and objectives
- Posts upcoming meeting agenda at two public locations 72 hours in advance of meetings
- Investigates unresolved issues and presents options to the full Board
- Ensures all county and state regulations are followed

Vice-Chair

- Fulfills the Chair's duties in the event of his/her absence, or vacancy
- Primary liaison with all water system operations and infrastructure issues
- Assists and backs up the Water Operator when he/she is away
- Responsible for annual insurance renewal (SDRMA)

Treasurer

- Maintains the district's financial records
- Prepares and presents financial statements to Board every other month
- Prepares the annual budget and presents to Board for approval
- Prepares billing statements once every other month; deposits checks
- Issues collection letters to customers with past due balances
- Disburses payments for district expenses
- Advises Board on major expenditures and banking matters such as loans
- Maintains a contact list of all district customers
- Oversees district Disbursement Policy
- Coordinates audits as required

Secretary

- May or may not be a member of the Board
- Emails the meeting agenda to district customers 72 hours in advance of meeting
- Emails meeting Background Information Packet per anyone's request
- Maintains a master BLCSD BCC email address list of all district customers
- Records official meeting minutes to include discussions, motions, and decisions
- Prepares and provides previous meeting's written minutes to Board for approval
- Revises written minutes to reflect any changes or corrections
- Maintains a Master File of Bylaws and Ordinances
- When the district creates a website
 - Maintains a repository for agendas, minutes, and information packets

Working Group Chair

- Is a member of the Board
- With Board, sets goals and objectives for the Working Group assignment
- Oversees the logistics of the Working Group
- Reports to the full Board on Working Group's findings and recommendations
- Keeps Chair appraised of Working Group's progress

Daily Chlorine Water Tester

Job Overview

This person is a volunteer and resident of the Big Lagoon Community Services District (BLCSD) and works under the general supervision of the Water System Operator and the Board of Directors.

Responsibilities and Duties

- Using water sample testing equipment supplied by the Water System Operator, read and record the amount of free chlorine in one's home water supply on a daily basis.
- Provide a written daily record to the Water System Operator at end of each month.
- Report any condition that warrants further investigation to the Water System Operator. example: a test sample reading less than 0.5 ppm or greater than 2.0 ppm suggesting possible equipment failure and need of corrective action.

Qualifications

- This position requires training and instruction in the use of the DR300 Chlorine Colorimeter testing equipment.
- Demonstrated ability to use testing equipment properly.
- Willingness and commitment to perform testing daily in accordance with standard testing protocols at one's residence.

The Big Lagoon Community Services District Water Ordinance Rate and Delivery Policy, Section 1.6 "revised"

"Maintenance of area inside and around water meters"

Statement to customers	S	tat	em	ent	to	cust	ome	rs:
------------------------	---	-----	----	-----	----	------	-----	-----

Dear BLCSD customers,

In response to a continuing problem regarding maintenance of water meter boxes, the BLCSD board is issuing a new policy as noted below.

Old policy: (1999) "It is the responsibility of the property owner to physically maintain the area around the meter so that it can be easily read. Failure to do so will require the District to do so and to charge the property owner the cost of such maintenance."

New policy: (2021) It is the responsibility of the property owner to physically maintain the area **inside** and around the water meter so that it can be easily read. If a customer fails to maintain their meter box area, they will be issued a warning notice stating what corrective action is needed, and that non-compliance will result in a **minimum service fee of \$35** being charged by the BLCSD. This service fee will be added to the customer water bill. **Note:** Any additional work required to clear brush, brambles etc. inside or around the meter box, will be charged at the rate of \$35 per hour. (**Refer to example below**). This new policy becomes effective February 1, 2021.

625 00

Warning Notice:						
	Total:	\$52.50				
Additional work (if required) @ \$35 per hour: (1/2 hour)		<u>\$17.50</u>				
Non-compliance minimum service ree.		Ş55.00				

Dear

Non compliance minimum comice for

Please be advised that the area inside or around your water meter box is making it difficult for our volunteers to read your meter. You are requested to correct the following highlighted item(s):

(printed on yellow or orange postcard)

- Remove/trim the area of overgrown brush and or brambles
- > Clean out soil inside the meter box so the meter is easy to read
- > Other: _____

Note: Failure to correct these items will result in a minimum service fee of \$35 in accordance with Section 1.6 of the BLSCD water ordinance. Thank you for your cooperation, BLCSD board of directors.

Water Meter Reader

Job Overview

This person is a volunteer and resident of the Big Lagoon Community Services District (BLCSD) and works under the general supervision of the Board of Directors and in association with the Water System Operator.

Responsibilities and Duties

- Reads and records the district's water meters once every two months in accordance with the established billing cycle.
- Reports the recorded readings to the Treasurer for billing purposes.
- Reports to the water system operator any condition that warrants further investigation. example: a meter that is frozen; a spinning meter suggesting a leak beyond the meter.
- Reports to the Vice-Chair and Treasurer any water meter box not properly maintained.
- Recruits assistant volunteers to help with reading the meters.
- Instructs assistants how to perform the tasks of reading water meters and serve as backup meter readers.

Qualifications

This position requires the ability to bend, stoop, walk, lift up to 10 pounds, read and record numeric dials, and work in a variety of weather conditions and vegetative environments, throughout the community of Big Lagoon.