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Neighbors working together to ensure Big Lagoon Community Service District's water needs are met today, tomorrow, and into the future.

## BIG LAGOON COMMUNITY SERVICES DISTRICT

PO Box 847 Trinidad, CA 95570 [boardsecretary@biglagooncsd.org](mailto:boardsecretary@biglagooncsd.org)

### REGULAR BI-MONTHLY BOARD MEETING AGENDA

The regular meeting of the Board of Directors of Big Lagoon CSD will be held Saturday, March 16, 2024 at 10 a.m. in the Big Lagoon Elementary School Gymnasium.

The public may submit written comments or questions on any agenda item to the Board at: [boardsecretary@biglagooncsd.org](mailto:boardsecretary@biglagooncsd.org) up until noon on Friday March 15, 2024 or comment on an agenda item when the Chair invites public comment. The Information Packet for this meeting is attached to this emailed Agenda. You can request the Packet by emailing: [boardsecretary@biglagooncsd.org](mailto:boardsecretary@biglagooncsd.org).

#### 1. Chair's Call to Order (Greg)

*Please address all public comments to the full Board. Per the Rules of Parliamentary Procedure members of the public do not engage in discussions or dialogues with the governing Board. The purpose of public comments is to inform the Board about your views. Public Participants are invited to address the Board at the start of the meeting, and at the start of every Agenda Item. There will be a **time limit of three (3) minutes per person per item**. Any discussion of an Agenda Item will involve Board members only. Having the public comment before an Agenda Item gives a Board or Staff member the opportunity to incorporate the public's concerns in their report if they choose to do so.*

*If there are issues that demand more public input, or dialogue with the Board, then the Board may schedule a Stakeholder's Q&A at a future date. Thank you for attending and sharing your thoughts with us.*

2. Agenda for March 16 ,2024 - Comments / Amend / Approval (Greg)
3. Public Comment: Any member of the public may address the Board on any item that is not on the agenda at this time. Per the Brown Act, the Board does not act upon, respond to, or comment on the merits of any item presented. **There is a time limit of three (3) minutes per person.** (Greg)
4. Recognize Public Correspondence received by noon on March 15,2024. (Greg)
5. January 27 ,2024 Unapproved Meeting **Minutes** - Comments / Amend / Approval (Greg)

**REPORTS** (The public may comment before each report is given)

6. Chair's report (Greg)
  - 6.1 Board Vacancy-update .
  - 6.2 Surplus asset disposal
  - 6.3 Recovery analysis and Update on addresses with potential leaks and/or large usage. (Addendum #1)
  - 6.4 Update on Small Supplier Water Conservation Assistance Program- (Addendum #2)
7. Treasurer's Report (Louise)- January/February Financials (Addendums #3,#4)
  - 7.1 Collecting on past-due accounts update
8. Drought Emergency Conservation Measures Update (Chuck/Catherine)
  - 8.1 Update on distribution and feedback on silent leak testing
  - 8.2 Conservation education plan for quarterly distribution
9. Water Operator's Report (Val)
  - 9.1 California Water Boards Cross Control Policy- discussion on potential need for backflow devices on all meters. ( Addendum #5)
  - 9.2 Well Site road conditions- discuss gravel purchase (Vote)

10. Meter Readers Report/Community Liaison (Dana/Greg/Gus )- Update from Gus in regards to communication with Badger. (Addendum #6)
11. Technology update (Joey)-
12. Rate strategy review pro's and cons of implementing tiered pricing. (Greg) ( discussion).
13. Follow up on Strategic Planning Session- Greg (discussion)
14. Future agenda items from board members
15. ADJOURN

### Meeting Packet Documents

Unapproved Minutes from 01/27/24 Meeting

Addendum #1- Recovery Analysis

Addendum #2- Small Supplies Assistance

Addendum #3- Balance Sheet

Addendum #4- P/L to Budget

Addendum #5- Cross-Connection

Addendum #6- Badger Meter

## **BIG LAGOON COMMUNITY SERVICES**

### **UNAPPROVED MINUTES of the Regular Bi-Monthly Board Meeting**

**Saturday January 27, 2024 at 9:30 AM - Big Lagoon Elementary School Gymnasium**

#### **1. Chair's Call to Order (Greg)**

The regular meeting of the Big Lagoon Community Services District convened at 9:31 AM.

Board in attendance: Greg Sidoroff, Chair; Louise Minor, Treasurer; Chuck King, Director; Catherine Munsee, Director

Staff in attendance: Mara Friedman, Secretary; Val Castellano, Water Operator

#### **2. Agenda for January 27, 2024 – Comments / Amend / Approval (Greg)**

There were no changes to the agenda. Agenda is approved as distributed by Greg.

#### **3. Public Comment**

There was no public comment.

#### **4. Recognize Public Correspondence received by noon on January 26, 2024 (Greg)**

Greg expressed thanks for all the positive comments received.

#### **5. September 16, 2023 Unapproved Meeting Minutes - Comments/Amend/Approval (Greg)**

There were no changes to the minutes.

MOTION made to approve the Minutes.

Motion: Catherine, Second: Chuck – Motion Approved: 4 ayes, 0 nays

## **REPORTS**

#### **6. Chair's Report (Greg)**

Public Comments: R. Wilson asked if the generator installation was working successfully, to which Greg replied yes. Louise thanked Greg for the important work he contributed to getting our new generator.

##### **6.1 Board Vacancy - update**

Greg reposted the Board Vacancy in various places, to which there has been zero interest. He expressed his hope to have a 5th member join the board.

##### **6.2 Generator Install - New operations manual will be in the room for review.**

Despite rough weather conditions, the generator installation went smoothly. Greg created a BLCSD Operating Guidelines for Generator Manual (both hard copy and digital copy). So far, Greg has cross-trained Val, Bob and Louise in how to use the generator. Rob will be trained at a later time. After 24 hours of continuous usage, the generators will be switched over manually to give each one a cool down rest period. Greg is considering the installation of a surge protector in the main breaker panel. This would cost a couple of hundred dollars. At 200 hours of usage, the generator will get a service check.

### **6.3 Surplus asset disposal – update**

At some point, Joey will help Greg get rid of the surplus. They will have to wait until the road conditions to the well site improve.

### **6.4 Form 700 Requirements**

Board members need to fill out and send Form 700 to the County Department of Elections. The form can be filled out both manually or digitally. LAFCO is seeking volunteers from our District to serve on LAFCO - there was no interest.

### **6.5 Recovery analysis - update on addresses with potential leaks and/or large usage.**

Greg thinks overall we are doing OK for now and the cost of water loss is minimal. We lose 177-211 gallons per day. Reasons for this loss include: Val's testing, fire hydrants, aging pipe leaks, meters are never 100% accurate. If we see the amount of water loss rise, we will then investigate further. We are pumping less water on average because we have closed down water leaks with various customers.

### **6.6 2023 Accomplishments List**

Greg thanked everyone for all of our 2023 accomplishments, especially our 'Terms of Service'.

### **6.7 Small Water Supplier Water Conservation Assistance Program**

A week ago, Courtney Whyldko sent an email to Greg offering a free assistance program that included: replacing/installing indoor fixtures such as low flow toilets and showerheads, as well as leak detection services. Greg filled out and submitted a long survey. At some point he will be contacted by Whyldko to set up a kick-off meeting where they will go through the details of the program. Catherine, Chuck and Val all expressed interest in this program.

## **7. Treasurer's Report (Louise) - November/December Financials**

### **7.1 Collecting on past-due accounts update**

Lousie reported that right now there are no past due accounts. Greg noted that regarding the 2023 Profit and Loss statement, we spent \$5200 more than we brought in. He added that operating in the negative is not a sustainable way to plan for our future. The price of everything is going up, including our service vendors. Chuck added that with our aging infrastructure, an emergency is highly likely to happen.

## **8. Drought Emergency Conservation Measures update (Chuck/Catherine)**

. Greg noted that he would like toilet leak testing to be done annually.

### **8.1 Update on distribution and feedback on silent leak testing**

Catherine has informational flyers for Rob to pass out.

### **8.2 Conservation education plan for quarterly distribution**

Catherine reported that she is working on developing a quarterly educational plan.

## **9. Water Operator's Report (Val)**

Val reported that we are pumping just over 3K gallons per day and that our annual water usage is coming down each year.

### **10. Meter Readers Report / Community Liaison (Dana)**

Dana not present - Greg reported. Greg worked with both Dana and Joey on learning how to operate the meter reading tablet. The learning curve is slow because it is only done every two months. It took approx. 30 minutes to walk to 3 hotspots to pick-up data with the tablet. Greg noted that it takes just over 1 hour to read the 42 meters manually.

### **11. Technology update (Joey) - Detailed Meter Analysis**

Joey not present - Greg reported. Greg feels that the tablet is not user friendly. Although we spent 5K for the tablet and \$1500 for the software, the tablet is not smoothly integrated into the software. He feels that the Badger training was not helpful. Gus said that Badger is contractually obligated to do a physical training with the tablet. Chuck added that we need to contact Badger because they are obligated to support us. Gus will contact Badger to set up a hands-on training.

### **12. Future agenda items from board members**

Catherine wants to follow up with Badger.

### **13. ADJOURN**

With no other business, the Chair adjourned the meeting at 10:37 AM.

The next regular meeting will be Saturday March 16th, 2024 at 10 AM in the Big Lagoon School gymnasium.

Submitted by Mara Friedman, Board Secretary

## Recovery Analysis March 01,2024

This is our 5<sup>th</sup> effort to ascertain how much water BLCSO is pumping vs how much is being billed to customer accounts.

Master Well January 01, 2024 -8,339,000 gallons

Master Well March 01,2024 – 8,513,600

Usage- 192,600 gallons 3,210 gallons per day

Billed usage (January 01-March 01) – 182,739 gallons

Variance- 9,861 gallons

Variance %- 5.12 %

60 day billing cycle

Loss per day: 164 gallons per day

Well site usage has been determined to be about 90 gallons per week:  $90 \times (60 \text{ days} = 8.57 \text{ weeks}) = 771 \text{ gallons}$ .

Value of water loss (current rates)-  $164 * (.005519) = \$ .91$  cents per day.

Lost Water per day on July 01 Evaluation: 177 gallons per day 3.83 % of 235,800 gallons

Lost Water per day on September 01 Evaluation: 211 gallons per day 4.19% of 312,800 gallons

Lost Water per day on November 01 Evaluation: 189 gallons per day 4.5% of the 255,700 gallons

Lost water per day on January 01,2024 Evaluation: 205 gallons per day 5.9% of the 211,500 gallons

Some factors that influence “lost water/not billed”- usage at the well site, if a fire hydrant is used/tested, leaks in service pipes past the well meter but before customer meters.

The master meter was read at the end of reading all of the customer meters. This was approximately 1 hour later. I will continue to monitor the recovery percentage to identify trends. I think it is most important to analyze the gallons lost vs the percentage as the percentage is most likely to continue to climb as we go into the slower months.

The percentage of loss is in the range of the other analysis as well as the gallons per day is in the range of the other 4 times this analysis has been performed. At this time I don't think it is worth investing time and resources into trying to lower the loss, based on the age of the system. If the gallons lost per day significantly spikes then it needs to be pursued.

Greg

**From:** Teresa Garrison <[Teresa.Garrison@ghd.com](mailto:Teresa.Garrison@ghd.com)>  
**Date:** March 4, 2024 at 12:43:06 PM PST  
**To:** Greg Sidoroff <[chair@biglagooncsd.org](mailto:chair@biglagooncsd.org)>, Dagan Short <[Dagan.Short@ghd.com](mailto:Dagan.Short@ghd.com)>  
**Subject:** RE: BLCSD Water Contingency Plan

Hi Greg,

I hope you weathered the storm well and that all is back to normal.

Thank you for taking the time to talk with me on Friday about the Big Lagoon Water System and the potential ways with Small Supplier Water Conservation Assistance Program can help. Based on our conversation I have you identified for the following services.

- Water-efficient Fixtures (showerheads, toilets, and bathroom sink aerators)- up to 26 of each fixture - I have assumed 30% acceptance of your customers and 2 bathrooms per household.
- Water-efficient Fixtures for the school – to be determined based on site visit
- Known leak repairs
- Emergency Response Plan
- Rate Study – assume a virtual presentation to your board members
- Review/comments/edits to the existing BLCSD Water Contingency Plan

Dagan Short has been included in this email. He is the local project contact, based out of our Eureka office. Our next steps will be to conduct a site visit to look at the school and see if we can provide services there. As you mentioned, it would be best to do the site visit in the afternoon over the next two weeks. Could you please help us connect with the school superintendent/principal so we can get her coordinated on scheduling.

Thanks,  
Teresa

**Teresa Garrison, PE, QSD/QDP** (she/her)  
Water Resources Engineer, GHD  
D +1 916 918 0621 M +1 530 514 0321

**The Power of Commitment**



## Big Lagoon Community Services District

## Balance Sheet

As of February 29, 2024

03/07/24

Accrual Basis

	Feb 29, 24
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
Umpqua Savings	40,252.46
Umpqua Checking	64,761.02
<b>Total Checking/Savings</b>	105,013.48
<b>Accounts Receivable</b>	
Accounts Receivable	-1,944.73
<b>Total Accounts Receivable</b>	-1,944.73
<b>Total Current Assets</b>	103,068.75
<b>Fixed Assets</b>	
<b>Water System</b>	
Computer	785.50
Meter Project	30,911.79
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	3,510.67
Chlorinator	2,627.00
Electrical System	9,931.00
Fire hydrants	8,520.86
Generator	43,033.00
Initial Purchase	75,000.00
Accumulated Depreciation	-160,072.35
<b>Total Water System</b>	73,593.66
<b>Total Fixed Assets</b>	73,593.66
<b>Other Assets</b>	
<b>Start Up</b>	
Start-up Expenses	6,666.84
Amortized Amount	-6,666.84
<b>Total Start Up</b>	0.00
<b>Total Other Assets</b>	0.00
<b>TOTAL ASSETS</b>	<b>176,662.41</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Equity</b>	
Opening Bal Equity	-544.57
Retained Earnings	172,778.92
Net Income	4,428.06
<b>Total Equity</b>	176,662.41
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>176,662.41</b>

**Big Lagoon Community Services District**  
**Profit & Loss Budget Performance**  
 January through February 2024

03/07/24

Accrual Basis

	Jan - Feb 24	Budget	Jan - Feb 24	YTD Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>Non Compliance Fee</b>	0.00	25.00	0.00	25.00
<b>Base Rate - Monthly</b>	4,772.40	4,772.40	4,772.40	4,772.40
<b>Water Usage Income</b>	1,098.56	1,548.03	1,098.56	1,548.03
<b>Late Fee</b>	15.00	0.00	15.00	0.00
<b>Adjustment / Returned Check</b>	0.00	0.00	0.00	0.00
<b>Total Income</b>	5,885.96	6,345.43	5,885.96	6,345.43
<b>Gross Profit</b>	5,885.96	6,345.43	5,885.96	6,345.43
<b>Expense</b>				
<b>Operational Expenses</b>				
<b>Supplies</b>	0.00	0.00	0.00	0.00
<b>Training</b>	0.00	0.00	0.00	0.00
<b>Water</b>	182.50		182.50	
<b>Accounting</b>	158.40		158.40	
<b>Dues</b>	300.00	0.00	300.00	0.00
<b>Electric</b>	631.35	640.00	631.35	640.00
<b>Insurance</b>	65.92	0.00	65.92	0.00
<b>Maintenance</b>	0.00	3,500.00	0.00	3,500.00
<b>Office Supplies</b>	0.00	149.90	0.00	149.90
<b>Postage</b>	9.73	0.00	9.73	0.00
<b>Regulatory Expenses</b>	0.00	500.00	0.00	500.00
<b>Water Testing</b>	110.00	100.00	110.00	100.00
<b>Water Distribution Operator</b>	0.00	0.00	0.00	0.00
<b>Total Operational Expenses</b>	1,457.90	4,889.90	1,457.90	4,889.90
<b>Organizational Costs</b>				
<b>Legal Fees</b>	0.00	300.00	0.00	300.00
<b>Total Organizational Costs</b>	0.00	300.00	0.00	300.00
<b>Total Expense</b>	1,457.90	5,189.90	1,457.90	5,189.90
<b>Net Ordinary Income</b>	4,428.06	1,155.53	4,428.06	1,155.53
<b>Net Income</b>	<b>4,428.06</b>	<b>1,155.53</b>	<b>4,428.06</b>	<b>1,155.53</b>

**Big Lagoon Community Services District**  
**Profit & Loss Budget Performance**  
 January through February 2024

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	Annual Budget
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
Non Compliance Fee	25.00
Base Rate - Monthly	28,634.40
Water Usage Income	10,172.57
Late Fee	45.00
Adjustment / Returned Check	0.00
<b>Total Income</b>	38,876.97
<b>Gross Profit</b>	38,876.97
<b>Expense</b>	
<b>Operational Expenses</b>	
Supplies	1,188.60
Training	929.50
Water	
Accounting	
Dues	877.00
Electric	3,840.00
Insurance	4,852.00
Maintenance	21,000.00
Office Supplies	1,297.94
Postage	90.00
Regulatory Expenses	500.00
Water Testing	1,475.00
Water Distribution Operator	374.06
<b>Total Operational Expenses</b>	36,424.10
<b>Organizational Costs</b>	
Legal Fees	1,800.00
<b>Total Organizational Costs</b>	1,800.00
<b>Total Expense</b>	38,224.10
<b>Net Ordinary Income</b>	652.87
<b>Net Income</b>	652.87

**California Public Water Systems:** - California Water Boards  
STATE Water Resources Control Board

On December 19, 2023, the State Water Board adopted the Cross-Connection Control Policy Handbook (CCCPH) which will take effect on July 1, 2024. The CCCPH will replace the existing cross-connection control and backflow prevention regulations currently in title 17. While the CCCPH has the same authority as a standard regulation, it is intended to provide more technical details and explanatory language than a standard regulation.

Implementation of the CCCPH will require development of a Cross-Connection Control Plan, which will be due by July 1, 2025 (see section 3.1.4 of the CCCPH). The CCCPH does not remove any elements from existing cross connection control programs, so while public water systems (PWS) work toward compliance with the CCCPH, they must ensure they continue to effectively operate their cross-connection control programs in accordance with title 17 of the California Code of Regulations, which includes at least annual testing of backflow prevention assemblies. These regulations and the CCCPH apply or will apply to all California public water systems (community, nontransient noncommunity, and transient noncommunity).

The primary objective of the CCCPH is the protection of public health through the establishment of standards intended to ensure a PWS drinking water distribution system will not be subject to backflow. In addition, by providing basic educational information on backflow prevention, the State Water Board intends to build a foundation of awareness within the regulated community regarding the importance of backflow protection and cross-connection control, leading to the implementation of a robust cross-connection control program for each PWS.

A copy of the CCCPH and the associated Staff Report are available at the CCCPH website. The State Water Board is developing additional resources for public water systems that will be available later this year.

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1001 I Street · Sacramento, CA 95814

**GOVDELIVERY** 



# Badger Meter questions

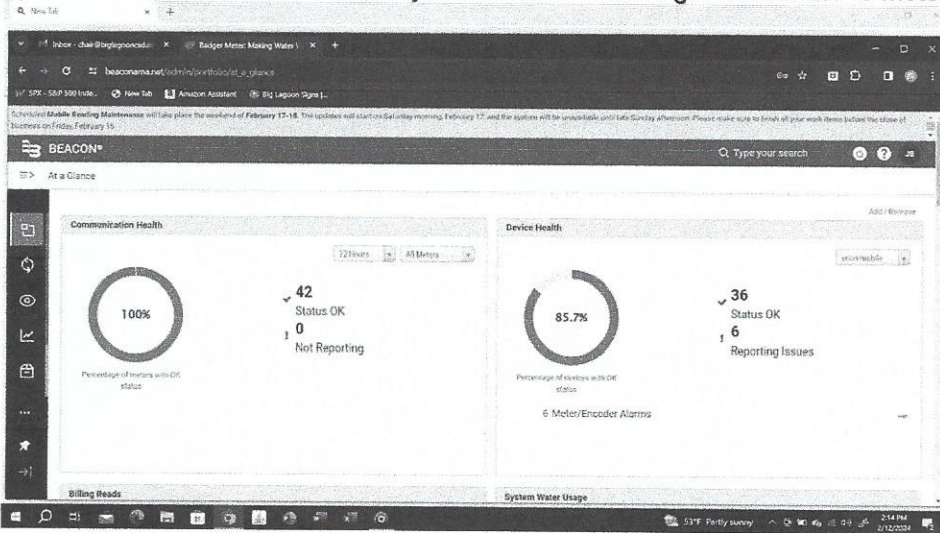
5 messages

Greg Sidoroff <chair@biglagooncsd.org>  
To: Craig Satein <ecubed49@gmail.com>  
Cc: Joey Blaine <web@biglagooncsd.org>

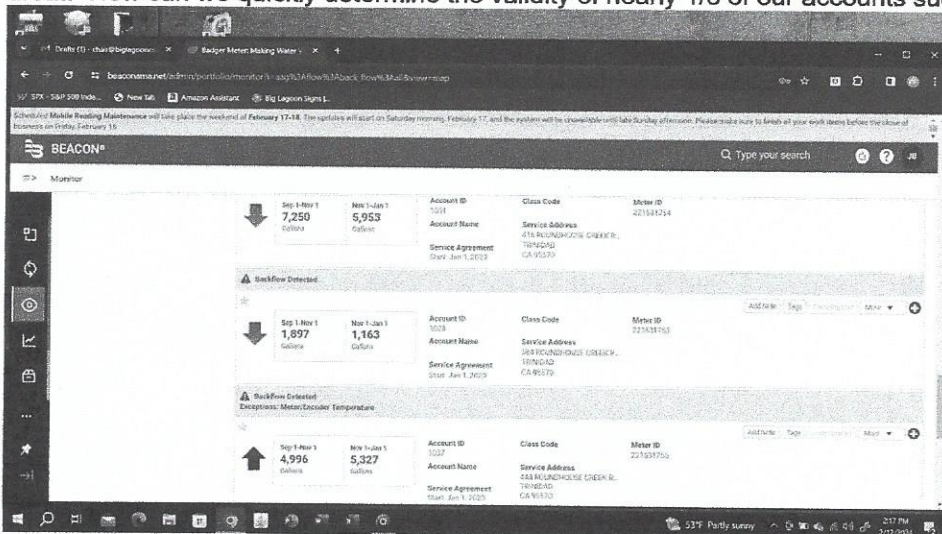
Mon, Feb 12, 2024 at 2:32 PM

Gus, per our conversation here is a list of questions for Badger;

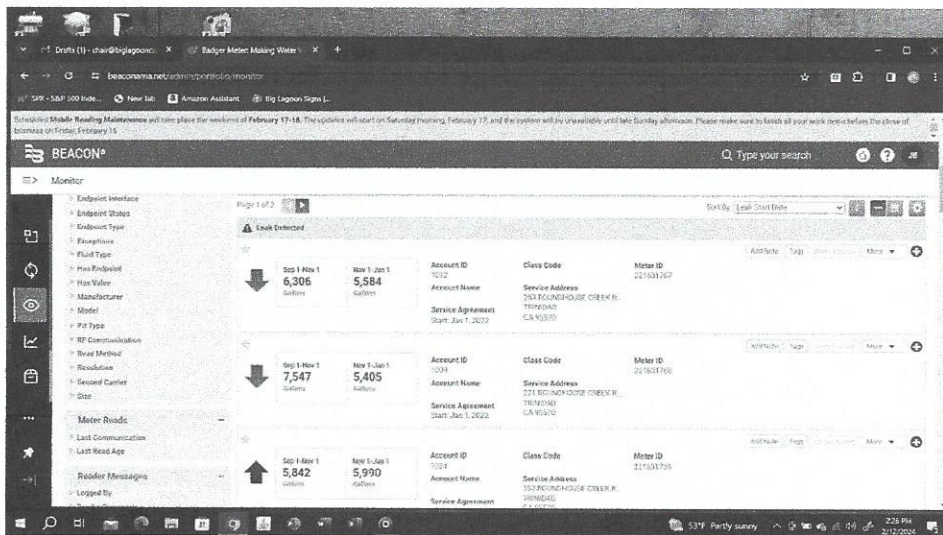
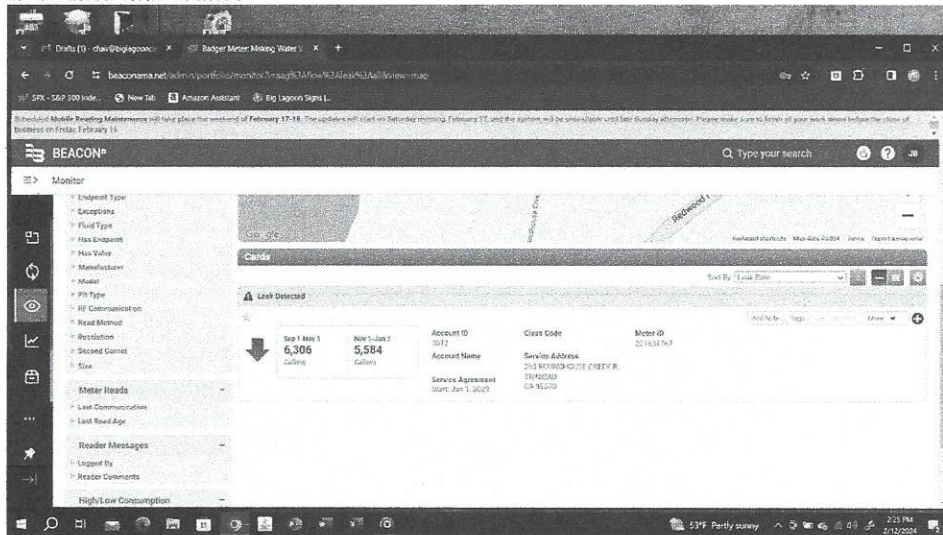
- 1) Copies of warranties on both the meters and Yuma tablet.
- 2) Billing explanation of any monthly and annual charges to BLCSD
- 3) Is there a training version of the software that uses our own database so we can experiment without fear of corrupting data?
- 4) Is there a report that extracts the following data: beginning reading date, beginning meter reading, ending reading date, ending meter read, usage per account?
- 5) Is there a list of the tamper codes that come out on the exported reports?
- 6) In the Device Health Section, why can't i drill down and get a list of the "6 meters reporting issues"?



7) On our last reading date of 01/01/24 there were 14 meters listed with backflow out of 42 meters. Various error codes associated with them as well.. What does meter/encoder sensor issue mean? It has not gone below freezing in our area.. How can we quickly determine the validity of nearly 1/3 of our accounts suddenly showing issues?



8) Data extraction process: both Joey and i have tried to extract the data for 253 Roundhouse Creek that is showing a leak. No success even though we are physically standing right on top of the meter with the tablet. We need a walk through of this procedure and then document how to make it work in a reasonable amount of time as so far it's been cumbersome and useless in our two attempts to get data at two addresses. Why on this report does it show only 1 account has a leak but when you drill down on the data via the summary it shows 3 accounts with leaks?



9) How can you manually enter a meter read and date into the data if for some reason the tablet was unavailable to be set up to read the account. An example of this would be when a house/tenant moves out at an off billing cycle time period and the meter was read manually to produce a final bill? However, for reports and future billing we want the software to retain all reading data whether obtained via radio read or manually.

10) how often does the Yuma table need to have the "cache cleared" and any other software updates downloaded on it? How are we notified of such?

That's all I can think of for now...

Greg

Greg Sidiroff <chair@biglagooncsd.org>  
To: Gus Satein <ecubed49@gmail.com>

Tue, Feb 13, 2024 at 3:29 PM

Greg