

# Big Lagoon Community Services District

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## REGULAR MONTHLY BOARD MEETING AGENDA

The regular meeting of the Board of Directors of Big Lagoon CSD will be held Saturday, Sept 17 at 12:30 p.m. in the Big Lagoon Elementary School Community Room **after the Strategic Planning Workshop (from 9:00 to noon) which members of the community are encouraged to attend in person.** This will be a hybrid meeting that allows members of the public to participate remotely via Zoom as authorized by Government Code 54953 and AB 361 until January 1, 2024. The link to join the regular meeting via Zoom:

<https://us02web.zoom.us/j/81046404948?pwd=UXM4R3hSL1ZlaUVVWV0FZWXd0blA3Zz09>

Please note that due to potential technical difficulties, the quality of the Zoom component of the meeting cannot be guaranteed. If you have public input to provide on an agenda item, it is recommended you attend in person at the school community room, or submit written comments as outlined in the following paragraph. In the event of a technical disruption the board cannot continue further action on the agenda until the issue is resolved (CA Government Code 54953 (e)(2)(D)).

The public may submit written comments or questions on any agenda item to the Board at: [biglagooncsd@gmail.com](mailto:biglagooncsd@gmail.com) up until noon on Friday, Sept 16, 2022, or comment on an agenda when the Chair invites public comment. The Information Packet for this meeting is attached to this emailed Agenda. You can also request the Packet by emailing [biglagooncsd@gmail.com](mailto:biglagooncsd@gmail.com).

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

*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.*

*Unlike previously, the public will be 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.*

*Due to the challenges of running a hybrid meeting, the Chair will recognize those individuals attending in person first, followed by recognizing those individuals participating on Zoom.*

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

2. Agenda for September 17, 2022 (Bill) Comments / Amend / Approval

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.

4. Recognize Public Correspondence received by noon on September 16<sup>th</sup>, and public correspondence received prior to and after the August 27<sup>th</sup> Strategic Planning Workshop

5. August 20, 2022 Unapproved Minutes (Bill) Comments / Amend / Approval

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

6. School Pipeline Project Update

6.1 In discussion with an auditor for Q1, 2023 for 2020 – 2022 (Dick & Louise)

7. Vice-Chair's Report (Gus)

7.1 Meter Box Project update

8. Treasurer's Report (Dick)

9. Water Operator's Report (Val)

10. Meter Reader's Report (Dana)

11. Storage Capacity & Fire Suppression Update (Bill)

11.1 Application for grant for tank Technical Assistance was approved

12. Drought Emergency Conservation Measures Update (Chuck)

13. 1st Strategic Planning Workshop was held on August 27 from 9 to 1 13.1  
Summary included in the September 17 packet

14. Billing and finances update (Dick & Louise)

15. Future agenda items from board members.

16. There will not be a Board Meeting in October. Next Board meeting Nov 19th

17. ADJOURN

#### Meeting Packet Documents

Agenda Item 4: Community Correspondence submitted prior to and after the 1<sup>st</sup> Strategic Planning Workshop on Aug 27th, and correspondence by received by noon Friday, September 16th, and distributed in a separate email by 1:00 PM on Friday.

Agenda Item 5: Unapproved Meeting Minutes August 20th, 2022

## **BIG LAGOON COMMUNITY SERVICES DISTRICT**

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

**Saturday August 20, 2022 at 10AM in the Big Lagoon Elementary School Library (incl participation via Zoom)**

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

The open/regular meeting of the Big Lagoon Community Services District convened at 10 AM.  
Board members in attendance: Bill Wenger, Chair; Gus Satein, Vice Chair; Chuck King, Director; Louise Minor, Director; Dick Maier, Treasurer (zoom)  
Staff in attendance: Val Castellano, Water Operator; Dana Hope, Meter Reader; Mara Friedman, Board Secretary  
Community members in attendance: J. Blaine, M. Adler, M. Coakley

#### **2. Agenda for August 20, 2022 (Bill) Comments / Amend / Approval**

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

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

There were no public comments.

#### **4. Recognize Public Correspondence received by noon on August 19th (Bill)**

No public correspondence was received as of noon Friday 8/19/22.

#### **5. July 30, 2022 Unapproved Minutes (Bill) Comments / Amend / Approval**

There were no changes to the minutes. Minutes are approved as distributed by Bill.

### **REPORTS**

#### **6. School Pipeline Project Update (Bill)**

##### **6.1 Audits required for 2019, 2020 and 2021**

It is almost impossible to find a CPA willing to do these required audits.

##### **6.2 RCAC will fund audits, but funding may not be available until the end of the year.**

**This will delay the project approval process.**

##### **6.3 Big Lagoon CSD must select the auditor**

Dick noted that the CPA performing the audits must be highly specialized and concurred that it is very difficult to find a CPA firm who does government audits. He has sent inquiries to Eureka and Sacramento CPA firms. The cost may be 5K to 10K above normal fees. Dana will send Dick info regarding a firm in Sacramento who does the Big Lagoon school audits. RCAC may also fund a water rate study.

#### **7.1 Meter Box Project update**

All materials are here with the exception of the water meters and shut-off valves. Due to a supply chain issue, we are now hoping to receive the meters in September. The computer

tablet is stored at Gus's house and all other valuable materials are stored in the shed at Dick's. The installation schedule has been revised, with an estimated start the end of August and completion the end of November. The schedule will be firmed up upon John Morgan's return. Phase 1 of the project will begin apprx. 8/29 with careful excavation of soil around the existing meter boxes. Dana will read the meters on 9/1. The plan is to excavate boxes at 4-5 houses per week and Gus will send out information in advance to specific homeowners. Gus made two announcements: Due to health concerns, he has made the decision to step down from the board at the end of March 2023, hopefully after the water meter project is complete. He will continue to do the daily water sampling, as well as helping Val. Also, after her long and valuable service to our community, Dana is ready to hand off the job of meter reader to another volunteer. She is willing to be trained as a support person for our new meter reading technology.

### **8. Treasurer's Reports (Dick)**

After paying for recent water meter equipment purchases, we remain in good shape financially with a balance of 148K in our bank account. Our receivables balance has significantly lowered to \$5500. Dick is developing a new billing statement which will show receivables. He noted that a response was received from our attorney regarding 'landlord issues'. Because we have a policy, our customers are not required to sign anything. We have no authority to transfer billing information to landlords regarding their tenant's payment history. It is up to each landlord to include this requirement in their rental agreement. Our new policy goes into effect September 1<sup>st</sup>. Dick asked Louise to send him summary information regarding financial assistance.

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

All continues to function well. We are pumping apprx. 5K gallons day. The well was sounded and our water table is at 92.2 feet. We ran pump #2 for 4 minutes before shutting down. Our galvanized pipes are still strong, but restricted. Brad did a great job of brush clean-up along the road and well site.

### **10. Meter Reader's Report (Dana)**

Dana did not have a report. She will read the meters on September 1. Bill will read the meter at 181 Oceanview after the house is vacated.

### **11. Storage Capacity & Fire Suppresion Update (Bill)**

#### **11.1 Discussed application with Plan West Partners and West Coast Watershed management, and GHD water/funding engineer**

Bill has applied for a 5K-15K grant toward a Technical Feasibility Study. If we don't find an auditor, our funding will stop. He is optimistic that the new Big Lagoon school administration will continue the school as it is and does not want to walk away from this project.

**11.2 Recommended district consider annexing school, the 3 homes across the street, and the parcel on which our well site is located.**

Public discussion: Because the future of the Big Lagoon school district is unknown after the 2022-23 term, M. Coakley has concerns about annexing the school (not the homes). D. Hope would like to know why we are recommending annexation? Val noted that while he was originally opposed to annexing the school, he is now open to the idea because the school well could potentially be used for fire suppression. Board discussion: Chuck asked if the school eventually closes and becomes something else, will we be obligated to continue providing water? It was suggested that we discuss this question with our attorney to clarify. Bill is in support of putting in a new 4" water main that will deliver water to the school and the 3 adjacent homes. If in the future the school becomes something else, we can simply turn off the water. If a new pipe is installed, it will be placed in the street and not within the easement.

**12. Drought Emergency Conservation Measures Update (Chuck)**

There is no update. Chuck is hoping to reconvene the workgroup in September. The purpose of the workgroup is both to survey our community about concerns regarding water conservation, as well as to develop water emergency measures.

**13. Safety-related supplies update (cones, vests, etc.) (Joey)**

Most of the safety supplies have arrived (vests, gloves, glasses) and cones should arrive soon. Gus noted that garden tools will work well to ease soil around meter boxes and we will purchase some for the project.

**14. 1<sup>st</sup> Strategic Planning Retreat (SPR) will be on August 27 from 9 to 1**

Our SPR will be led by a professional facilitator. Her fee is \$75/hour. It is estimated that the total time for both retreats will be 12 hours (each meeting is 4 hours with 1 hour prep and 1 hour follow up). Louise questioned why there is a limit of 9 attendees at the retreat and feels strongly that it should be open to all interested community members. Margie stated that it became clear at our last meeting that we need to focus on 'people infrastructure'. She noted that the SPR is not a town hall where all concerns are brought up. Dana feels it is very important for our entire community to be informed of the SPR.

**14.1 Objective: How do we move forward as a special district?**

Board discussion: There is a question whether or not we must have a 5-member board. Chuck emphasized that we need to be in compliance with all governmental requirements. Gus noted that our aging community is at a point of reckoning.

**14.1.a Going it alone with aging infrastructure may be untenable**

Bill stated that we are at a pivotal point for our community to determine our best options as we move forward into the future. We are considered a 'severely disadvantaged community', which means there is funding available to us.

#### **14.1.b Demands on board members are a major burden**

Bill noted that although the original topic for the SPR was 'infrastructure', because of the heavy workload on our board members, we need to focus on getting a part-time general manager. While the typical role of a board member is to help advise and to solve issues, our board members are acting as unpaid staff. Chuck noted that if our board continues to exist, we need a general manager who knows how to write specialized grants for our type of district.

#### **14.2 Second Planning Retreat to build on August 27 outcome(s)**

The date of the second SPR will be decided at the first SPR on 8/27.

#### **15. Handling billing and finances after Dick leaves office (Bill & Dick)**

Dick will be stepping down as treasurer in December. For almost 13 years, Dick has offered free CPA services and this has been an immensely valuable asset to our district.

##### **15.1 RVS billing software 4-month free trial will start September 1.**

Dick will run RVS and Quickbooks side by side during the trial.

##### **15.2 Who maintains the General Ledger?**

Bill is negotiating with two individuals who may take on our billing and who also understand RVS software. We will still need a Treasurer to write checks

##### **15.3 Move to monthly billing once new meters installed?**

##### **15.4 Hire a part-time contractor to manage financial matters?**

Dick is pursuing finding a bookkeeper (independent contractor). A part time bookkeeper earns approx. \$700 to \$1000 per month. Where will the records reside after the transition? We may need to acquire a Dropbox bank service at some point. A board member will need to do oversight and compliance reports, as that is not the bookkeeper's responsibility. All reporting is done online. We have no federal filing reporting. Louise may be interested in taking on the oversight responsibilities and Dick will include her in the transition process.

#### **16. Communicating with the landlord when a renter is in arrears.**

##### **16.1 Do we have up-to-date information on all out-of-area landlords?**

Dick thinks he has all up-to-date information regarding district landlords.

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

There were no future agenda items.

#### **18. ADJOURN**

With no other business, the Chair adjourned the meeting at 11:58 AM

The next regular meeting will be Saturday, September 17th at 12:30 PM in the Big Lagoon School Community Room and will also be accessible via Zoom

Submitted by Mara Friedman, Board Secretary

Big Lagoon CSD Strategy Workshop  
August 27, 2022 SUMMARY

- Workshop began with participants naming community members who are or might be willing to serve on the Board.
  - During this activity several community members requested to make public statements they'd prepared and thought they'd be able to make prior to the start of the workshop.
- Time was allowed for community members to make statements to the Board of Directors.
- Following the public statements there was a discussion between the Board of Directors and the community members present that highlighted several existing and impending challenges facing the district.
  - From that discussion it was clear that the District does not have a strategic plan in place that would guide the District's priorities and decisions in addressing the various challenges.
  - Lack of a strategic plan is contributing to reactive management of the District which can have unpredictable outcomes for the community and become costly for the rate payers.
  - There are several challenges that need to be addressed. They cannot all be addressed at the same time and need to be prioritized and planned in a transparent way so that rate payers are not faced with drastically increased rates due to emergency repairs.
- After 15 minute break in workshop, the Board was asked to describe the current/existing projects under way and the status of those projects as well as the daily, weekly, monthly tasks and duties of each volunteer working on behalf of the district.
  - One of the critical challenges facing the District in the immediate future is the terming out of two board members. The terms of Bill and Dick end on November 30, 2022. No community members filed the necessary documents to be elected to the board. *(After the workshop: Greg Sideroff inquired at the County elections office and discovered that Louise's seat will also be determined to be vacant due to lack of filing appropriate forms for term renewal.) \**
  - Given that the make up of the board will be changing significantly within the next 4 months, it doesn't make sense to make changes to the functions/tasks etc. of the existing board members at this time, since the new board will be able and likely to change things once in the seats.
    - However, anyone interested in filling a board seat should know how the current board operates (who does what and when) so they have an idea of the status of existing projects and tasks that will need to be picked up or delegated out to other volunteers and/or contractors at the start of the new board member terms.
- Current Board and Volunteer Workload
  - Gus (Board member and Operations Director):
    - Workload hours approximately 25 hours per month
    - Monthly board meetings

- Project managing and volunteer coordination includes additional meetings 2-3 per month and all tasks related to scheduling work and volunteers, service and material acquisitions, and accounting documentation.
- Bill (Board Chair and General Manager):
  - Workload hours approximately 10-20 hours per week currently.
  - Workload includes: Grant seeking, writing and administration (currently in process of managing grant for pipeline to school repair and writing grants to cover the cost of increasing water storage in order to meet minimum flow requirements for fire fighting according to requirements set by CalFire.
  - Responsible for managing emergency response in the District.
  - Coordination between LAFCO and County
- Dick (Board member and Finance Director)
  - Workload hours vary but include: 5 hours every other month to complete billing of water customers; Annual compliance reporting to the state; and annual budget preparation up to 5 hours per year.
  - Current fiscal status is solvent. District has consistent cash flow and operating reserves to cover 3-4 years of operation at current levels and costs.
    - Lacking funds for capital improvements and/or major repairs.
  - Note: Board member Louise has volunteered to take over the finance director responsibilities upon the end of Dick's term on the Board.
- Board Secretary:
  - Workload hours of approximately 4-6 hours per month.
  - Responsible for preparing and publicly noticing meeting agendas; recording meeting minutes and reporting the actions of the board; serves as public information officer; and manages all district mailing.

The remainder of the workshop participants made a list of questions and requests for more information to be delivered and discussed at the second workshop. The following list will be discussed on September 17<sup>th</sup>:

- What is the definition of a “severely disadvantaged community”?
- What is the difference between a “Mutual Water District” and a Special District?
- Define Board Member eligibility requirements.
- How would a decision to dissolve the CSD in order to become another type of entity (ie a mutual water district) be made?
- Explanation of the 218 process and requirements
- The details of the process necessary to increase water rates in order to cover not only the current cost of water delivery, but to also cover future costs of infrastructure replacement and repair.

Facilitator recommended time at the next workshop be spent outlining the needs and timeline for strategical planning to address the challenges facing the district in a transparent and prioritized manner.

The most immediate challenge facing the district is lack of a board. Two members will term-out at the end of November. It is under question whether or not Louise will be able to keep her seat due to failure to file necessary forms at the county. The next immediate steps to ensure that the board has at least three members by December 1<sup>st</sup> need to be defined and assigned.

Next Workshop: Saturday, September 17<sup>th</sup> 9:00am-12:00pm