

Big Lagoon Community Services District

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REGULAR MONTHLY BOARD MEETING AGENDA

The regular meeting of the Board of Directors of the Big Lagoon CSD will be held Saturday, September 18 at 6:00 p.m. Due to the coronavirus pandemic, and until further notice, this and upcoming BLCSO 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, September 17, 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/89739038852?pwd=eXpDdEFKMW9tWDBhWIZKb1BFWkxhdz09>

By Phone: (669) 900-9128 Meeting ID: 897 3903 8852 Passcode: 560561

1. Chair's Call to Order (Bill)
2. Recognize Public Correspondence received by 5:00 PM, Sept 17 (Bill)
3. Agenda for September 18, 2021 (Bill) Amend / Approval
4. August 21, 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 September Financials: P&L, Balance Sheet

8.2 Update regarding overdue accounts

9. Water Operator's Report (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. Volunteer's Inherent Risk Acknowledgement—see Packet (Gus)

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

13. Drought Emergency Conservation Measures Update (Chuck)

14. Backflow Devices Update (Gus)

PUBLIC COMMENT

15. 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.

16. Future Agenda Items from Board Members

17. Adjourn

Meeting Packet Documents

Agenda Item 2: Community Correspondence distributed by separate email by September 17, 5:00 PM deadline

Agenda Item 4: Unapproved Meeting Minutes August 21, 2021

Agenda Item 12: Volunteer's Inherent Risk Acknowledgement

Big Lagoon Community Services District

Balance Sheet

09/16/21

As of August 31, 2021

Accrual Basis

	Aug 31, 21
ASSETS	
Current Assets	
Checking/Savings	
Umpqua Checking	146,272.39
Total Checking/Savings	146,272.39
Accounts Receivable	
Accounts Receivable	11,023.41
Total Accounts Receivable	11,023.41
Total Current Assets	157,295.80
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	-152,504.35
Total Water System	20,409.10
Total Fixed Assets	20,409.10
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	177,704.90
LIABILITIES & EQUITY	
Equity	
Retained Earnings	166,893.55
Net Income	10,811.35
Total Equity	177,704.90
TOTAL LIABILITIES & EQUITY	177,704.90

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	1,892.00	3,784.00	7,568.00
Total Non-Cash Expenses	0.00	0.00	1,892.00	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	8,400.00
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>20,672.00</u>
Total Expense	<u>246.45</u>	<u>1,141.00</u>	<u>12,186.17</u>	<u>16,390.00</u>	<u>28,240.00</u>
Net Ordinary Income	-246.45	-1,141.00	10,811.35	5,410.00	4,660.00
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>10,811.35</u></u>	<u><u>5,410.00</u></u>	<u><u>4,738.64</u></u>

BIG LAGOON COMMUNITY SERVICES DISTRICT

UNAPPROVED MINUTES of the Regular Monthly Board Meeting - Saturday August 21, 2021 - 6:00 PM Meeting held using ZOOM

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; Dick Maier, Treasurer;
Chuck King, Director; Joey Blaine, Director
Staff in attendance: Mara Friedman, Board Secretary; Val Castellano, Water Operator
Community members in attendance: Margie Adler, Louise Minor

2. Recognize Public Correspondence Received by 5:00 PM, August 20 (Bill)

Dana's correspondence received Friday evening 8/20 regarding Coast Central awarding grant money.

3. Agenda for August 21, 2021 (Bill) Amend / Approval

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

4. July 24, 2021 Unapproved Meeting Minutes (Bill) Amend / Approval

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

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

5. School Pipeline Project (Bill)

Bill reached out to the rural development specialist at RCAC and was told that she has developed a work plan and budget for the school pipeline project. This plan was forwarded to State Water Boards and it is estimated to take 4-6 weeks to hear back from them.

6. Brush Removal Around Well Site (Bill)

Cal Fire crew removed a remarkable amount of brush from the well site. They were not able to chip the slash piles on either side of the road. Coastal Tree is coming in about a week and they will spend a day chipping 80-90% of the slash. All the chips will be broadcast on the ground. Cal Fire will hopefully return in the winter (after fire season) to complete the project to everyone's satisfaction.

7. Vice-Chair's Report (Gus)

7.1 Water meter replacement update

We are taking another look at the viability of the cellular option. A cellular coverage test (to be performed by a cellular company), should occur in the next few weeks. This test report will inform us as to our viable options. In answer to Louise's question, the ultrasonic option is 98.5% accurate, while the other options are 97% accurate. The ultrasonic option has a longer life in comparison to the other meter technologies.

8. Treasurer's Report (Dick)

8.1 July Financials: P&L, Balance Sheet

Our well site expenses have been more than usual this year. The chipping will put us at the end of our initial budget allocation of \$3600. As we still have several months left of this year, Dick would like to propose to the board to allocate an additional \$3K for maintenance of the well site.

Motion made that the board increase the well site budget allocation an additional \$3K.

Motion: Gus, Second: Joey – Motion Approved: 5 ayes, 0 nays.

With Joey's help, credit cards are now accepted for bill payment on our website. Of the 7 people who attempted this payment option, only 4 completed the process. Dick thinks the fee associated with payment was the probable cause of the incomplete actions. Discussion ensued regarding whether the district should cover the 3.8% processing fee or not? There are issues if we pay the fee. It was decided that our customers have the choice as to how payment is done, and that if they choose to use a credit card, they will pay the fee.

8.2 Pre-covid and covid-related overdue accounts

Dick is preparing the financial information required for the California Water Arrearage Payment Program survey, to be submitted by September 10th. California may reimburse some portion of covid related arrearages, although it may be months until we find out how much.

He shared the following accounts receivable information: 45% represents covid dollars; 55% represents dollars outside of the covid period. Of that 55%, 91% is associated with 3 addresses in our district. He will have a more detailed financial report in September.

Louise is concerned about the pre-covid arrears. She asked if we have a policy to deal with non-payment, to which Dick answered not at this time. Dick agreed with Louise that the board should establish a policy. She suggested that liens be placed on properties that have long-time overdue accounts. This would assure that the overdue funds are recovered if/when the house sells. Joey stated that McKinleyville CSD works with a collection agency on aged accounts (over 3 months). Very few accounts have had to be turned over to the county for a lien, which is against the owner of the house. We do have a policy that the owner is ultimately responsible for the water bill, whether or not a tenant is occupying the house. Joey will get Dick a copy of the McKinleyville policy, which will provide a good starting point as we begin to develop our own policy. Dick and Joey will work together and Dick will present a first draft of an overdue account policy at the September meeting. California has issued an executive order that it is illegal to turn off water service for non-payment during covid.

9. Water Operator's Report

9.1 Water Table Level – was at 92' on May 3, 2021 (Val)

Gus and Val sounded the well on 8/5 and it was at 92 feet 8 inches. Our water quality is good and we are in pretty good shape. We are currently using an average 7K gallons of water a day. Our well is almost 200 feet deep.

10. Meter Reader's Report (Dana) Report to be given in September.

11. Storage Capacity & Fire Suppression status report (Dick) Nothing to report.

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)

Chuck apologized that the policy included in packet was not the most recent draft, which was subsequently distributed to everyone. The policy was changed to address gallons of water lost, rather than monetary value. After some discussion, it was decided to change the word 'permitted' adjustments to 'allowed' adjustments. Bill will make the change to the policy. There was no public comment.

Motion made to adopt the new Leak adjustment Policy (with correction as noted above).

Motion: Gus, Second: Joey – Motion Approved: 5 ayes, 0 nays.

Joey will post our new Leak Adjustment Policy to the website.

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

13.1 What our insurance does and doesn't cover

Gus made contact with our liability insurance representative Wendy Tucker at SDRMA, and asked her what our existing liability insurance policy provides, in light of the fact that we are an all-volunteer board with mostly volunteer help from our community. He read a message from Wendy describing our existing policy limits. In essence, our liability insurance does not provide coverage for any board member or volunteer, unless it involves injury or damages to a third party. This is important clarification for our community to be aware of.

The purpose of the proposed volunteer waiver is to establish a clear understanding that all volunteer activity undertaken for BLCSD involves potential risk for injury and property damage. It is critical that all volunteers, including board members, understand the risks and agree to waive all responsibility from BLCSD. Gus noted that the proposed volunteer waiver included in the packet is similar to liability waivers used by most public organizations as protection from lawsuits. BLCSD volunteer activities are done for the benefit of our community and he feels all volunteers need to take responsibility for their decision to volunteer.

Motion made to move the volunteer waiver forward for discussion.

Motion: Chuck, Second: Joey – Motion Approved: 5 ayes, 0 nays.

The board proceeded to debate the proposal. In answer to Dick's question, the volunteer liability waiver is not a requirement from our insurance provider. Any volunteer who chooses to sue BLCSD is in essence suing ourselves. Chuck asked if the proposed waiver is for clarity only and does not protect against a possible lawsuit, why do we need the waiver? Gus responded that the waiver provides full transparency that volunteers are expected to take ownership for their activity should injury/loss occur. Bill added that it is commonplace to sign waivers for all sorts of activities, but this does not mean that one signs their rights away. He feels waivers are important because it makes clear to volunteers the district's expectations for them to be prepared by outfitting themselves with proper protective gear based on the activity. Chuck advised that we need to change the wording of 'waiver'. Joey added that the National Park Service calls their form 'Acknowledgement of Inherent Risks'. Bill, Chuck and Gus like this wording. Bill likes some of the language from the Trinidad Coastal Land Trust Liability Release Form. Val thinks we need to contract out dangerous activities and he personally is not willing to sign a volunteer waiver. Gus feels it important to have a formal acknowledgement between community members that we take ownership for our actions. Dick agrees that our original language needs to be reworked. Chuck wondered if there are affordable liability policies available and Dick replied that would apply only to employees and it would be workers comp, which is to avoided at all costs. Louise emphasized the importance to make it clear to volunteers that our insurance does not provide medical coverage. Bill concluded that we will revisit this in September and that he and Gus will work together on rewording the language. Margie feels that this has been an excellent exploration and discussion and it is important for us to take responsibility to manage our water district.

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

14. Drought Emergency Conservation Measures (Chuck)

Chuck feels it is important for us to explore possible actions that our water district can take to mitigate the longstanding drought. He will head a work group to explore this topic. To invite others to join this group, Chuck will send Mara the invitation. She will send an email out to the community and Joey will also post the invite on the website. Dick let Chuck know that CA Water Resources Board has a water conservation portal on their website. Joey will also send Chuck water conservation info from McKinleyville CSD.

15. Backflow Devices (Gus)

Gus will provide a report in October.

16. PUBLIC COMMENT

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.

Margie expressed her appreciation for all the good work provided by our board members and volunteers.

Val suggested we hire John Morgan as a consultant regarding the best way to approach the issue of new valve connections. He has 25 years experience and is held in high esteem. Gus will follow up with Val and make contact with John to undertake a survey sometime soon.

17. Future Agenda Items From Board Members

Dick feels we should add a budget line item for a capital improvement account (to cover back flow device/meter update). Bill will work with Dick and Gus to make sure the agenda item is described correctly.

Gus will reach out to Kathy Richards (Badger) to see if she will make a presentation at our September meeting. If she agrees, Bill will add her to the agenda.

18. Adjourn

With no other business, the Chair adjourned the meeting at 7:16 PM.

The next regular meeting will be Saturday September 18th at 6 PM via Zoom.

Submitted by Mara Friedman, Board Secretary

DRAFT

Acknowledgement of Inherent Risk

I, _____, acknowledge that Big Lagoon Community Services District does not have insurance that would cover me in the event that I am injured while performing volunteer services on behalf of Big Lagoon Community Services District. These volunteer services include well site maintenance, well maintenance, sampling, assisting with repairs, reading meters, and detecting leaks within the system. Our insurance is limited to damages incurred by 3rd parties.

I'm aware that there are inherent risks in performing volunteer activities including exposure to tripping hazards, insect stings, spider bites, dog bites, chemicals, slippery slopes, road traffic, electrical shock, chemical exposure, heavy lifting, and other physical risks.

I further acknowledge that I'm responsible for my own safety, and that I'm capable of performing the volunteer activities that I'm engaged in. This includes the operation of my own tools, powered or not, and any hand tools provided by the district. I'm responsible for wearing appropriate personal protective equipment, and choosing not to do so is also my responsibility.

All volunteers must be willing and able to incur such accidents and find remedies through their own insurance or other financial means. **If you cannot remedy the losses incurred to your person, vehicles, or tools, you shall not be allowed to perform volunteer work for BLCSD.**

It is understood that the District will contract out to professionals any work that has a high element of risk, e.g., felling large trees, and that voluntarily engaging in any high-risk work is my responsibility.

Signed: _____ Date: _____