

**BIG LAGOON COMMUNITY SERVICES DISTRICT**  
**APPROVED MINUTES of the Regular Monthly Board Meeting**  
**Saturday September 17, 2022 at 12:30 PM in the Big Lagoon Elementary School**  
**Community Room** (including participation via Zoom)

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

The regular meeting of the Big Lagoon Community Services District convened at 12:30 PM.  
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  
Community members in attendance: G.Sideroff, J. Donahoe (zoom), Tom Woodruff (zoom),  
J. Blaine, M. Adler, M. Coakley

**2. Agenda for September 17, 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 September 16<sup>th</sup>, and public  
correspondence received prior to/after the August 27<sup>th</sup> Strategic Planning Workshop (Bill)**

All correspondence received has been emailed to and shared with all members of our district.

**5. August 20, 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 In discussion with an auditor for Q1, 2023 or 2020-2022 (Dick & Lousie)**

Louise found an accountant to do our audit. He will start the audit during the first quarter of next year. Because of rules and regulations, it won't be until the first half of the second quarter until he can complete the entire process. He will provide a budget within the coming week.

## **7. Vice-Chair's Report (Gus)**

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

Gus will provide our new neighbor at 181 Oceanview with a hard copy of the meter box project. A revised project update was mailed out. Because of nationwide material supply shortages, the dates of this project are fluid. The estimated delivery for Badger meters is still September 28<sup>th</sup>. Because of the serious brass plumbing component shortage, we are hoping to receive the balance (32) of our shutoff valves by mid/late November (we have 10 in stock). The water meter workgroup (Gus, Chuck & Val) agreed that once the Badger meters are received, they will install 9 water meters to our Oceanview residents first, passing up phase 1 and starting with phase 2. After all the materials are received, phase 1 will be installed, followed by phase 3. John Morgan cannot help us with meter box installation until the second week of January 2023. Val is in contact with Hooven to see if they can assist us in our goal to install the Oceanview meter boxes. Gus proposed that we have a small work party on Sunday 9/25 (2-4 people) to start the process of careful excavation (loosening of dirt/rocks and refill) around existing meter boxes on Oceanview. J. Blaine, T Woodruff and Louise offered to help.

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

Dick has still not received Hooven's bill for the water leak repair. He and Louise will prepare the 2023 budget by first part of October so it can be submitted in the November meeting. The audit process will be completely virtual, no physical inspection required. Gratitude to Louise for finding us an auditor. The estimated cost of the audit should be provided to us very soon.

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

We are pumping an average of 4450/gallons water per day and all is going well. Val asked us to keep our eyes open for leaks. Chuck mentioned a small leak at his box, of which Val is aware.

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

Dana not present to give report. Dick reported that all went well with the last meter reading.

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

### **11.1 Application for grant for tank Technical Assistance was approved**

North Coast Resource Center approved a grant for 5-15K, which will bring in a water engineer to look at our current tank storage situation at the well site and give us a neutral recommendation. It is up to us to decide if we will pursue the recommendation. We currently have enough storage to provide potable 'domestic' water, but no water storage for fire flow. In the case of a fire emergency, Cal Fire will tap into our hydrant if needed, even though that is our drinking water. There is the possibility of having potable water and fire suppression water all in one tank, separated above and below. In California, it is recommended that potable water be turned over every 2 ½ days. There are different formulas and recommendations in different states. Bill hopes that we can reach a doable compromise that serves our needs.

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

Because of members being away during the summer, the workgroup has not met for several months. Chuck is hoping they will meet next Saturday.

## **13. 1<sup>st</sup> Strategic Planning Workshop was held on August 27 from 9am to 1pm**

### **13.1 Summary included in the September 17 package**

We had another 3-hour workshop today and will receive a summary from our facilitator shortly. Surveys will go out to the community in the near future to help us prioritize our issues/goals. The new board (starting in December) will act on the survey results.

## **14. Billing and finances update (Dick & Louise)**

Louise's first training session on how to do billing went well and the transition from Dick to Louise is going smoothly. Incorporated in the new billing documents are statements (issued for the first time) to customers with past due balance or credit balance. When all the new meters have arrived, a new computer will be purchased and the software will be installed.

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

No new agenda items.

Bill brought up the issue of 'emails'. He, along with Joey and Greg, have been exchanging ideas regarding email protocol. Joey thinks consistency is key. He recommends that we stick with 'BigLagoonCSD.org'. We are moving to another domain provider that offers email inboxes that are stand alone. Joey is working on this issue and it should be done by month end. (New inboxes might include: Chair, Vice Chair, Treasurer, Secretary, Finance Board Member, Board Member, Water Operator, Meter Reader, Staff, General, etc.)

## **16. THERE WON'T BE A BOARD MEETING IN OCTOBER. NEXT BOARD MEETING NOV 19<sup>TH</sup>.**

## **17. ADJOURN**

With no other business, the Chair adjourned the meeting at 1:45 PM

The next regular meeting will be Saturday, November 19th at 10:30 AM in the Big Lagoon School Community Room and will also be accessible via Zoom

Submitted by Mara Friedman, Board Secretary