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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

REGULAR BI-MONTHLY BOARD MEETING AGENDA

The regular meeting of the Board of Directors of Big Lagoon CSD will be held Saturday, March 18, 2023 at 10:00 a.m. in the Big Lagoon Elementary School Community Room. Humboldt County Dept of Health is allowing in-person attendance at public meetings. Masks and social distancing guidelines are no longer in effect and California has rescinded all temporary Covid protocols.

The public may submit written comments or questions on any agenda item to the Board at: boardsecretary@biglagooncsd.org up until noon on Friday January 27, 2023 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.

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 18 ,2023 - 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. (Greg)

4. Recognize Public Correspondence received by noon on March 17,2023. (Greg)

5. January 28 ,2023 Unapproved Minutes - Comments / Amend / Approval (Greg)

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

6. Chair's report (Greg)

6.1 Appointment process/Vacancy notice/Gus letter (Addendum #1)

6.2 Form 700 Reminder for Dick (exit), Chuck & Louise-2022, Gus (2022 plus exit) (Addendum #2))

6.3 Cross connection/backflow testing policy update and procedure (Addendum #3) . (Vote)

6.4 Physical & electronic record retention/storage -policy/procedure. (Greg) (Addendum #4) (Vote)

7. Vice-Chair's Report (Gus)

7.1 Meter Box Project update- including report from Joey Blaine (Addendums #12 & #13)

7.3 Generator Grant Applications (Coast Central update potentially)

7.4 Surplus asset disposal, shed, old meters, boxes. (vote) (Addendum #14)

8. Treasurer's Report- Jan/Feb Financials (Addendum #5)

8.1 Auditor proposal update

8.2 Collecting on past-due accounts update

8.3 Final form letters for Shut Off Notice and Door Hanger- after attorney review (Addendum #6)

8.4 Billing and finances software update

9. Community Input Survey- Results review. (Addendum #7) (Greg)
10. Drought Emergency Conservation Measures Update (Chuck/Catherine)
(Addendum #8) (vote)
11. Water Operator's Report (Val)
 - 11.1 Gravel or road repairs necessary for well access road (vote)
 - 11.2 Testing of well site for water quality at BLES. Do not exceed budget of (?) (Vote).
12. Meter Readers Report (Dana)
13. Consideration of lot #41 sale from Sheila Cruson- Item cannot be considered due to Fair Political Practices Committee Guidelines that there is no quorum available to consider the proposal as 3 Board Members live within 500 feet of lot #41. (Addendum #9) . (Greg)
14. Presentation from Sheila Cruson in regards to out of pocket undergrounding of utility expenses in regards to building of 97 Roundhouse Creek Road and undergrounding that did not occur to Lot #41. - Is BLCSD interested in taking a position on this issue and providing guidance? (Addendum #10) (Catherine) (Vote)
15. Updating email distribution list for BLCSD correspondence. Sent with March billing. Will resend with May billing as many households had credit bills for the last billing. (Addendum #11) (Mara)
16. Future agenda items from board members
17. ADJOURN

Meeting Packet Documents

Unapproved Minutes from 01/28/23 Meeting

Addendum #1- Board vacancy

Addendum #2- Form 700 communication

Addendum #3- Backflow documents

Addendum #4- Records Retention Policy

Addendum #5- Financial Statements

Addendum #6- Shut off Notices

Addendum #7- Community Survey

Addendum #8- Drought documents

Addendum #9- Lot 41 Communication

Addendum #10- Sheila Cruson presentation

Addendum #11- Customer data form

Addendum #12- Electronic meters summary documents

Addendum #13- Badger Software Program update

Addendum #14- Surplus asset disposal policy



BIG LAGOON
COMMUNITY SERVICES DISTRICT

P.O. Box 847

Trinidad, CA 95570

February 22, 2023

Notice of resignation

Greg Sidoroff
Chair of BLSCD Board

Dear Greg,

Due to health concerns, my official last day of service on the BLSCD Board will be March 31, 2023. It has been my privilege to serve as vice chair during these past 28 months. I've enjoyed working with you, other past and present board members, staff, and community neighbors, in our efforts to provide healthy fresh water to our small district. I have every confidence that Big Lagoon residents will continue enjoying this special gift through the commitment and dedication of our Board, staff, and other volunteers.

Lastly, it's my intention to continue doing the daily chlorine water testing through the end of 2023, as well as providing occasional assistance to our water system operator.

Sincerely,

A handwritten signature in black ink, appearing to read "Gus Satein".

Craig "Gus" Satein



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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.

BLCSD Board Vacancy

PUBLIC NOTICE

Upcoming Board Vacancy

As of April 01, 2023 there will be a vacancy on the BLCSD Board. This position fills an unexpired term that runs until December 6, 2024. Please send a letter of interest to: _____ or a letter to: _____

**Big Lagoon CSD
PO Box 847
Trinidad, CA 95570**

- The new Board Member will need to commit to attending bi-monthly board meetings. Other requirements include, but are not limited to, the following:
 - Once approved for the position, applicant must complete Ethics Training per CA AB1234, and Sexual Harassment Training per CA AB1825.
 - Applicant must complete the Annual Statement of Economic Interests (Form 700) per the CA Fair Political Practices Commission.
 - There is no compensation or any financial consideration for Big Lagoon CSD Board Members.
 - The position may include taking online courses related to water districts, a willingness to learn new skills such as proper parliamentary procedure, and the rules and regulations that apply to CA community services districts.
 - As this is completing an existing term it is a great way to "try out" the position before committing to a full 4-year term. Please consider volunteering to bring your valued skills to assist the community. Thank you.

VACANCIES ON SPECIAL DISTRICT BOARDS

Action Required by the Governing Board

The district shall notify the County Elections Office (445-7481) of the vacancy no later than 15 days following either the date on which the district board is notified of the vacancy or the effective date of the vacancy, whichever is later.

The remaining district board members have 60 days immediately subsequent to either the date on which the district board is notified of the vacancy or the effective date of the vacancy whichever is later, to fill the vacancy

1. by appointment or
2. by calling a special election

Appointments to Fill Vacancies

If the district board decides to appoint someone to fill the vacancy, the board must first post a notice of the vacancy in at least three conspicuous locations in the district at least 15 days before the appointment is made.

The County Elections Office encourages district boards preparing to make appointments to provide the names and residential addresses of potential appointees so that it can be substantiated that they live in the district to whose board they may be appointed.

The board must notify the County Elections Office of the appointment no later than 15 days after the appointment is made.

The person appointed shall hold office until the next general district election that is scheduled 130 or more days after the date the district board is notified of the vacancy, and thereafter until the person elected at that election to fill the vacancy has been qualified. The person elected to fill the vacancy shall fill the balance of the unexpired term. If the term of office is due to expire following the next general district election and that election is scheduled 130 or more days after the date the County Elections Office is notified of the vacancy, the person appointed to the vacancy shall fill the balance of the unexpired term of his or her predecessor.

Government code §1780 (a)

Elections to Fill Vacancies

In lieu of making an appointment the remaining members of the board may within 60 days of the date the district board is notified of the vacancy or the effective date of the vacancy, whichever is later, call an election to fill the vacancy.

The election shall be held on the next established date that is 130 or more days after the date the district board calls an election.

Government code §1780 (a)

If the District Board Fails to Act

If the vacancy is not filled by the district board by either making an appointment or calling a special election within 60 days of the date the district is notified of the vacancy or the effective date of the vacancy, whichever is later, the following shall occur.

Within the next 30 days, the City Council of the city in which the district is wholly located, or if the district is not wholly located within a city, the Board of Supervisors of the county representing the larger portion of the district area in which the election to fill the vacancy will be held, may fill the vacancy by appointment or may order the district to call an election to fill the vacancy.

The election shall be held on the next established election date that is 130 or more days after the date the city council or board of supervisors calls the election.

Government code §1780 (b)

If the District Board Lacks a Quorum to Act Within 60 Days

If the number of remaining members if the district board falls below a quorum, at the request if the district secretary, or a remaining board member, the Board of Supervisors or the City Council, may waive the 60-day period during which time the district board is allowed to take action, but can't because there is no quorum, move directly to the 30-day period where the Board of Supervisors may take action.

Again, the board may either appoint immediately to fill the vacancy or may call an election to fill the vacancy.

The election shall be held on the next established election that is 130 or more days after the date the district calls the election.

Government code §1780 (c) 2

If the Board of Supervisors Fails to Act

If within 90 days of the date the district board is notified of the vacancy or the effective date of the vacancy, whichever is later, no action has been taken by any governing body to fill the vacancy by appointment or by calling for a special election, the district must call an election to fill the vacancy.

The election shall be held on the next established election that is 130 days or more days after the date the district board calls the election.

Government code §1780 (c)

Term of Office

A person appointed to fill a vacancy shall hold office only until the next general district election that is scheduled 130 or more days after the date the county elections official is

notified of the vacancy and thereafter until the person elected at that election to fill the vacancy has been qualified to fill the vacancy for the remainder of the unexpired term.

A person elected at an election to fill the vacancy shall hold the office for the remainder of the unexpired term.

A person elected at a regular board member election or appointed in-lieu of election takes office at noon on the first Friday in December following his or her election in November.

BIG LAGOON COMMUNITY SERVICES DISTRICT

UNAPPROVED MINUTES of the Regular Monthly Board Meeting

Saturday January 28, 2023 at 10 AM - Big Lagoon Elementary School Community Room

1. Chair's Call to Order (Greg)

The regular meeting of the Big Lagoon Community Services District convened at 10 AM.

Board members in attendance: Greg Sidoroff, Chair; Gus Satein, Vice-Chair;

Louise Minor, Treasurer; Chuck King, Director; Catherine Munsee, Director

Staff in attendance: Val Castellano, Water Operator; Dana Hope, Meter Reader;

Mara Friedman, Secretary; Joey Blaine, Technology Staff

Community members in attendance: M. Coakley, D. Maier, C. Maier, R. Wilson, P. Wilson,

T. Woodruff, D. Woodruff, J. Donohoe, S. Cruson, J.

2. Agenda for January 28, 2023 – 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 27, 2023 (Greg)

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

5. December 17, 2022 Unapproved Minutes – Comments / Amend /Approval (Greg)

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

REPORTS

6. Staffing (Greg)

6.1 Add Richard (Dick) Maier to staff as Accountant (Vote)

Dick has offered be our volunteer accountant and will support Louise, our new Treasurer.

His 14 years of knowledge as Treasurer will be a great help. Gratitude was expressed for Dick's willingness to continue supporting BLCSD.

MOTION made to appoint Richard (Dick) Maier to staff as Accountant.

Motion: Chuck, Second: Gus – Motion Approved: 5 ayes, 0 nays

6.2 Add new position for current staff member Dana Hope: Community Liaison (Vote)

Dana has agreed to step into our new staff position of 'Community Liaison'. This position is giving Dana an official title for the networking she already does for BLCSD. Gratitude was expressed for Dana's valuable role in our community.

MOTION made to appoint Dana Hope to new staff position of Community Liaison.

Motion: Gus, Second: Chuck – Motion Approved: 5 ayes, 0 nays

7. Customer Appeal of outstanding water bill #181 Oceanview (Greg) (Vote)

Greg reported that at 10:17 PM last night, he and Mara received an email with an attached document from the previous tenants of #181 Oceanview. Per the previous tenants request, upon arrival to the meeting each Board member was presented with a printed copy of the email and the attachment by Mara. The Board members were instructed to review the communication but have no discussion of it until the agenda item came up during the meeting. Because the Public Comment deadline of noon Friday had passed, in order to be Brown Act compliant for this unique circumstance, the email portion of the document was read aloud. The attachment was not, as it was labeled "confidential". Ten days ago, the entire Board received information from our attorney pertaining to this outstanding bill. Discussion followed regarding how the Board would like to proceed with this issue. It was confirmed that in some previous arrearages, the Board has waived finance charges and penalty fees. There was further Board discussion and it was decided that a counter-offer will be sent by 1/31/2023 to the previous tenants, with a payment due date of March 13, 2023. If the bill is not paid by the deadline, then the Board will discuss collection options at the 03/18/23 meeting.

MOTION made to present a counter proposal of \$1822.10 (base amount of outstanding water bill, minus all late fees & penalties) to the previous tenants of #181 Oceanview. Payment is due in full no later than March 13th.

Motion: Louise, Second: Gus – Motion Approved: 5 ayes, 0 nays

8. Vice-Chair's Report (Gus)

Phase 1 of the Meter Box Project is 50% complete. Phase 2 is 100% complete. Phase 3 starting next week.

8.1 Meter Box Project update - revise 2023 budget by \$20K as 'not to exceed' number to finish. (Vote)

Total expenses for this project to date are approx \$41K. Gus estimates approx. \$6k more expenses and he would like to increase the budget by \$20K.

MOTION made to revise the 2023 budget for the Meter Box Project: increase by \$20K (not to exceed).

Motion: Chuck, Second: Catherine – Motion Approved: 5 ayes, 0 nays

8.2 Generator Grant Application

Grant Application Coordinator hopes to make a determination by mid February. If we don't receive this grant, we will submit for another grant.

8.3 School Pipeline (no update)

8.4 Water Storage Grant Application

Gus and Greg expressed appreciation for the tremendous amount of work Bill did toward this grant project. Out of 24 total applicants, 11 received approval. BLCSD ranked 17 out of 24.

9. Treasurer's Report – 2022 Year-end reports (Louise)

No comments

9.1 Auditor proposal update (Vote)

Louise noted that we need an auditor report to receive future possible funding.

MOTION made to send request to RCAC to fund audit for 2022 year only.

Motion: Catherine, Second: Chuck – Motion Approved: 5 ayes, 0 nays

9.2 Collecting on past-due accounts update

Our total arrears were \$14K. All accounts have been paid in full except one customer (#181 Oceanview). Our new collections policy (adopted 5/21/22) states that the Treasurer is authorized to work with each overdue customer regarding arrears.

9.21 Proposed updates to BLCSD Collections Policy (Vote)

The proposed changes to the policy were discussed as submitted in the addendum. There was an additional change to Page 4 item #1 that states: All written appeal materials not presented by the appellant at the time of the appeal must be received no later than 72 hours in advance of the appeal meeting for proper Board consideration.

MOTION made to accept proposed updates to BLCSD Collections Policy.

Motion: Catherine, Second: Gus – Motion Approved: 5 ayes, 0 nays

9.22 Proposed form letters for Shut Off Notice and Door Hanger (Vote)

MOTION made to send proposed form letters for Shut Off Notice and Door Hanger to our attorney for review.

Motion: Catherine, Second: Gus – Motion Approved: 5 ayes, 0 nays

9.3 Billing and finances software update

The free 4-month test trial of the new software ends on 4/30. The software is designed for a large district and doesn't work well for us. Instead of using this software, we will most likely use a spreadsheet. Joey will help Louise and Dick set up the spreadsheet in the next month.

9.4 Approve increase in 2023 budget for propane from \$472.69 to \$2250 (Vote)

Due to more frequent power outages, our usage of propane has increased and we need to increase our propane budget allowance.

MOTION made to approve 2023 budget increase for propane from \$472.69 to \$2250.

Motion: Catherine, Second: Gus – Motion Approved: 5 ayes, 0 nays

10. Community Input Survey – Revised, Implementation Process (Greg) (Vote)

Louise suggested that we allow 2 votes per address. Greg reported that he and Mara discussed the survey and concluded the best way to get good input would be via the website. He noted that he made a few changes to the original survey to simplify. He will work with Joey to post the revised survey on our website, hopefully within 3 weeks. Mara will send an email to our customers to encourage all to vote. Survey results will be discussed at our next meeting.

MOTION made to revise proposed Community Input Survey to 2 votes per service address.

Motion: Catherine, Second: Chuck – Motion Approved: 4 ayes, 1 nay Greg

11. Water Operator's Report (Val)

We are pumping approx. 4K gallons/day, which is normal for this time of year. We pumped a lot less water when power was out. We are doing good and are finding leaks.

11.1 Backup generator issues during recent outages

Val reported that a new alternator was installed last week and suggested that perhaps we don't need a new generator at this time. We will need a new generator if our main circuit board fails. Our well pumps are doing OK.

11.2 New Drought and Conservation Technical Reporting Order

Val reported that currently our water supply is stable. He has filled out the new report and will continue to do so monthly.

12. Drought Emergency Conservation Measures Update (Chuck)

Chuck read out loud the CWRCB water conservation restrictions for all of California through 12/31/2023. Catherine is assisting Chuck on this committee. She and Margie are working on a survey document that they plan to present at the next meeting for Board review.

13. Meter Readers Report (Dana)

Dana will read the meters in March and will continue to read by hand until instructed otherwise. If anyone is interested in assisting Dana, please contact her. Due to the new mat type rodent barriers, the new meters are completely clean and much easier to read. Gus acknowledged Bill for his research on the mat material.

14. Electronic Legacy Document Storage (Greg & Joey) (Vote)

Greg and Louise culled through many boxes of BLCSD documents and determined which were of primary importance. Greg contacted Joey about creating a portal on our website where anyone can access these documents. Joey could use help with his web-master duties. Dick thinks the Board should determine how long we retain our accounting records. Seven years is the requirement and it would be advisable to purge older accounting documents.

MOTION made to move forward with the Electronic Legacy Document Storage project.

Motion: Gus, Second: Catherine – Motion Approved: 5 ayes, 0 nays

14.1 Physical & electronic record retention/storage – policy/procedure.

CSDA has numerous examples – Greg to present proposal at 3/18/23 meeting

15. CSDA Training Classes Required and Recommended – Discussion

Greg reported that he took 3 training classes, 2 of which are required for all Board members every 2 years (Ethics and Sexual Harassment). These required classes are optional for staff. He also took a 3-hour Brown Act class and suggested that the other Board members also take the training as a lot of valuable information is provided. All online classes are free. Greg is the recipient of all certifications of completion and he requested that Board members keep current with the required training.

16. Policy for request of use of District Emails for non-District business/communications (Greg/Mara) (Vote)

After discussion, it was decided that the BLCSD email list is confidential and cannot be used for any communications outside of Board business. Dana mentioned that perhaps a separate (opt-in) Community Communications list be created. Mara will help Dana with this.

MOTION made clarifying that the BLCSD Email list can only be used for BLCSD related business.

Motion: Catherine, Second: Gus – Motion Approved: 5 ayes, 0 nays

17. Coast Central Credit Union Grant Opportunity (Greg) – Discussion

This potential grant application brought to our attention by Dana looks promising. Greg proposed that if we don't receive the generator grant from the State by mid February, we should apply for this grant.

18. Future agenda items from board members

Catherine would like the Board to consider the pros/cons of purchasing lot 41 (98 Roundhouse Creek). She invited Sheila to make a presentation as to why the lot would be of value to the District. Greg suggested an on-site review meeting first. This item will be added to the March 18, 2023 agenda.

In answer to Sheila's request regarding reimbursement for the back-flow device she installed, Gus responded that since 2019, the Humboldt Building Department has required back-flow prevention valves to be installed for all new construction. He also clarified that BLCSD is not installing back-flow devices free of charge for our customers, but we are installing water shut-off valves free of charge.

Gus asked Val if he thought that more gravel needs to be laid on the well access road? If so, we can organize a work party. Val will give a cost estimate at the next meeting.

In response to Sheila's concerns regarding underground utilities not being included on two of her properties, Catherine suggested that this issue be placed on a future agenda to see how BLCSD might help Sheila remedy the situation. It was noted that BLCSD was formed after the underground utilities were put in. Greg said he will recuse himself from this discussion if pursued. This item will be added to the March 18, 2023 agenda.

19. ADJOURN

With no other business, the Chair adjourned the meeting at 12:33 PM.

The next regular meeting will be Saturday, March 18, 2023 at 10 AM in the Big Lagoon School Community Room.

Submitted by Mara Friedman, Board Secretary



COUNTY OF HUMBOLDT
Office of Elections & Voter Registration

2426 6th Street
Eureka, CA 95501-0788
707-445-7481
Fax 707-445-7204

March 2, 2023

Big Lagoon Community Services District
PO Box 847
Trinidad, CA 95570

Re: Statement of Economic Interests (Form 700)
REMINDER NOTICE

Dear Governing District Board:

On January 31, 2023, the Office of Elections provided a reminder that annual Statements of Economic Interests (Form 700) for period covering January 1 – December 31, 2022 are due to the Office of Elections on or before April 1, 2023. Additionally, assuming and leaving Form 700s for board members assuming or leaving office in December 2022 were due in January 2023.

In reviewing our records, the Office of Elections does not find Form 700s for your District's board members as follows:

Charles King
Craig Satein
Richard Maier

Annual
Annual *leaving*
Leaving

Please coordinate with your District's board member(s) to complete the Form 700 and return it to our office as soon as possible. Forms and resource materials are available at the Fair Political Practices Commission (FPPC) website:
<http://www.fppc.ca.gov/Form700.html>.

Please feel free to contact me with questions.

Thank you for your attention to this matter.

Regards,

Christina Strevey
Administrative Analyst
cstrevey@co.humboldt.ca.us
707-445-7481



Greg Sidoroff <chair@biglagooncsd.org>

Backflow Devices

1 message

Greg Sidoroff <chair@biglagooncsd.org>

Sun, Feb 19, 2023 at 11:30 AM

To: Craig Satein <vicechair@biglagooncsd.org>, Louise Minor <director1@biglagooncsd.org>, director2@biglagooncsd.org, director3@biglagooncsd.org

Cc: wateroperator@biglagooncsd.org, Richard Maier <accounting@biglagooncsd.org>

Good Morning,

At our last meeting a community member raised the issue of backflow device requirements. Attached you will find two documents. One is the Ordinance adopted by the BLCSD Board on 02/10/18 in regards to backflow devices and the other is clarification on the ordinance requirements. Thank you Gus for doing the research and getting a firm answer on this matter.

There is one matter that needs to be addressed in regards to this ordinance. Currently there are 4 properties that have backflow devices on the system. One of these properties is Big Lagoon Elementary which is not technically inside the boundaries of the District. The annual compliance testing has been occurring as per the ordinance adopted by the Board but fee for this which per the ordinance is supposed to be at the expense of the customer has been being paid for by BLCSD, and not being back billed. (Page 2 Section 4). The expense in total for the 4 properties was \$360 in 2022.

To my knowledge all testing has been compliant so no repairs have been performed which per the ordinance would be at the expense of the customer as well. The Board has a decision to make at our next meeting: Options:

- A) Continue the current practice of not back billing for testing and revise the ordinance to reflect that the District will be responsible for testing fees but the customer will be responsible for all repairs/replacement.
- B) Follow the current ordinance as written and back bill the customers if the District does the testing- using the District's certified outsourced vendor (the customer has the right to hire their own certified person to perform testing)
- C) Some modification of the above such as it's a free service for those within the District boundaries and customers outside the district boundaries are responsible for the annual fees.

No matter which option that is chosen the District is still responsible to administer the program and make sure that the testing is being done. What we are discussing is the fee allocations. There are pluses and minuses to each option that we can discuss at our next meeting as this will be on the agenda as a voting item.

This email is being sent as an FYI- it should not be discussed, replied to or in any way create a serial conversation.

Greg

2 attachments

 **Cross Connection Control and Backflow Policy.pdf**
1250K **Backflow Requirements.docx**
56K

MODEL ORDINANCE NO. 2 - ABBREVIATED VERSION

AN ORDINANCE OF THE BIL LAGOON COMMUNITY SERVICES DISTRICT
INSTITUTING A CROSS-CONNECTION CONTROL PROGRAM
TO PROTECT THE PUBLIC WATER SYSTEM

THE {Water Supplier} DOES ORDAIN AS FOLLOWS:

SECTION I - PURPOSE

The purpose of this ordinance is to protect the public water supply system from contamination due to potential and actual cross-connections. This shall be accomplished by the establishment of a cross-connection control program as required by State regulations. This ordinance is adopted pursuant to Title 17, Section 7583 - 7605, inclusive, of the California Code of Regulations, entitled "Regulations Relating to Cross-Connections".

SECTION II - RESPONSIBILITY

The {General Manager/cross-connection control specialist} shall be responsible for implementing and enforcing the cross-connection control program. An appropriate backflow prevention assembly shall be installed by and at the expense of the water user at each user connection where required to prevent backflow from the water user's premises to the domestic water system. It shall be the water user's responsibility to comply with the {Water Supplier}'s requirements.

SECTION III - CROSS-CONNECTION PROTECTION REQUIREMENTS

The type of protection that shall be provided to prevent backflow into the public water supply system shall be commensurate with the degree of hazard, actual or potential, that exists on the water user's premises. Unprotected cross-connections with the public water supply are prohibited. The type of backflow prevention assembly that may be required (listed in decreasing level of protection) includes: Air-gap separation (AG), Reduced Pressure Principle Backflow Prevention Assembly (RP), and a Double Check Valve Assembly (DC). The water user may choose a higher level of protection than required by the water supplier. The minimum types of backflow protection required to protect the approved water supply at the user's water connection to premises with varying degrees of hazard are listed in Table 1 of Section 7604, Title 17. Situations which are not covered in Table 1 shall be evaluated on a case-by-case basis and the appropriate backflow protection shall be determined by the water supplier or health agency.

SECTION IV - BACKFLOW PREVENTION ASSEMBLIES

Only backflow prevention assemblies which have been approved by the {Water Supplier} shall be acceptable for installation by a water user. A list of approved backflow prevention assemblies

MODEL ORDINANCE NO. 2 - Abbreviated Version

will be provided upon request to any affected customer. Backflow prevention assemblies shall be installed in a manner prescribed in Section 7603, Title 17. Location of the assemblies shall be as close as practical to the user's connection. The {Water Supplier} shall have the final authority in determining the required location of a backflow prevention assembly.

Testing of backflow assemblies shall be conducted only by qualified testers and testing will be the responsibility of the water user. Backflow prevention assemblies must be tested at least annually and immediately after installation, relocation or repair. More frequent testing may be required if deemed necessary by the {Water Supplier}. No assembly shall be placed back in service unless it is functioning as required. These assemblies shall be serviced, overhauled, or replaced whenever they are found to be defective and all costs of testing, repair, and maintenance shall be borne by the water user. Approval must be obtained from the {Water Supplier} prior to removing, relocating or replacing a backflow prevention assembly.

SECTION VI - ADMINISTRATION

The cross-connection control program shall be administered by the {General Manager/cross-connection control specialist}. The {Water Supplier} will establish and maintain a list of approved backflow prevention assemblies as well as a list of approved backflow prevention assembly testers. The {Water Supplier} shall conduct necessary surveys of water user premises to evaluate the degree of potential health hazards. The {Water Supplier} shall notify users when an assembly needs to be tested. The notice shall contain the date when the test must be completed.

SECTION VII - WATER SERVICE TERMINATION

When the {Water Supplier} encounters water uses that represent a clear and immediate hazard to the potable water supply that cannot be immediately abated, the procedure for terminating water service shall be instituted. Conditions or water uses that create a basis for water service termination shall include, but are not limited to, the following:

1. Refusal to install or to test a backflow prevention assembly, or to repair or replace a faulty backflow prevention assembly.
2. Direct or indirect connection between the public water system and a sewer line.
3. Unprotected direct or indirect connection between the public water system and a system or equipment containing contaminants.

MODEL ORDINANCE NO. 2 - Abbreviated Version

4. Unprotected direct or indirect connection between the public water system and an auxiliary water system.

For condition 1, the {Water Supplier} will terminate service to a water user's premises after proper notification has been sent. If no action is taken within the allowed time period water service shall be terminated.

For conditions 2, 3, or 4, the {Water Supplier} shall take the following steps:

1. Make reasonable effort to advise the water user of intent to terminate water service;
2. Terminate water service and lock service valve. The water service shall remain inactive until correction of violations has been approved by the {Water Supplier}.

SECTION VII - EFFECTIVE DATE *BCCSD POLICY AS OF 10/1/2012*

This Ordinance shall supercede all previous cross-connection control ordinances and shall take effect thirty (30) days from the date of its adoption. Before the expiration of fifteen (15) days after its adoption this Ordinance shall be published ~~in~~ the *BILL LABEON SCHOLAR 2/2/18*, a newspaper of general circulation, printed and published in *BCCSD BILLING TO CUSTOMERS*.

From: **Marengi, Rudy** <rmarengi1@co.humboldt.ca.us>
Date: Thu, Feb 16, 2023 at 4:13 PM
Subject: RE: Dwelling Unit Fire Sprinkler System
To: Craig Satein <vicechair@biglagooncsd.org>

Yes per CPC 602.3. Although the sprinkler system does not need it's own backflow prevention device, the dwelling (including the sprinkler system) will need to have a backflow preventor installed between it and the water supply (including water supplied from a well). Does that answer your question?

602.3 Backflow Prevention

No ~~plumbing fixture, device, or~~ construction shall be installed or maintained, or shall be connected to a ~~domestic~~ water supply, where such installation or connection provides a possibility of polluting such water supply or ~~Cross-connection~~ between a distributing system of water for drinking and domestic purposes and water that becomes contaminated by such ~~plumbing fixture, device, or~~ construction unless there is provided a ~~backflow~~ prevention device ~~approved~~ for the potential hazard.

Rudy Marengi
Senior Building Inspector
Building Inspection Division
Planning and Building Department
Desk: 707-268-3709
Cell: 707-683-5003
Hours: M-F 8:30am – 5pm
Address: 3015 H St, Eureka, CA 95501

Big Lagoon Community Services District
Water Board Meeting
February 10, 2018

Present at the meeting: Val Castellano, Dick Maier, Bill Wenger, Chuck King, Margie Adler,

Meeting called to order by Val

Chairperson's Report:

System Operation – Status and Needs

- Sampling water, and will continue to do more
- Doing lead sampling at Big Lagoon School

Treasurer's Report:

- We are in good financial shape. There is better flow of payments. We have more than enough money to do anything we've done in the past. Main piping would be the biggest issue, if that came up, but it is not likely.

Old Business:

- Minutes from December 27, 2017 meeting approved
- Treasurer's report approved
- Form 700 submitted by Bill, Margie, Dick, and Val

New Business:

- Cross Connections Control Ordinance

A policy has been in place since 2012. It is being upgraded to an ordinance by our vote to pass it.

Dick made a motion to upgrade to an ordinance. Margie seconded the motion, and the motion carried.

- Val blew out and flushed the system February 9, 2018. He will do it again in February or March.

- Val and Bill have been monitoring chlorine.

Motion to adjourn made and passed.

BLCSD RECORDS RETENTION POLICY

Overview

Big Lagoon Community Services District (BLCSD, the "District") is committed to creating and maintaining a records retention schedule that is part of an effective records management program and to ensuring that information is available when it is needed, which will require that different types of records be retained for specific periods of time, and the designation of official repositories for their maintenance and archiving. These records must be managed according to procedures that are outlined in this document. The District is committed to effective records retention to preserve history, meet legal and regulatory standards, optimize the use of space, minimize the cost of record retention, and to ensure that outdated and useless records are destroyed. This policy is applicable to every department, staff position, as well as member of the Board of Trustees.

All records created, received, or maintained by any District staff during their operations belong to the District and are retained and disposed of according to the policy. The District records must be kept until the stated minimum retention period has elapsed.

Purpose/Objectives

The purpose of the policy is to establish guidelines regarding the retention and disposal of District records, to provide for the identification, maintenance, safeguarding and disposal of records in the normal course of business, and to ensure compliance with operational, legal and regulatory requirements. An effective records management program helps the District remain compliant with the record-keeping regulations, avoid security risks, improve customer service, increase staff efficiency, and allocate scarce resources, and it also provides a legal foundation for conducting the District's daily mission. The main objectives of the District's Records Retention Policy are:

- To provide public access to and protect the public's right to inspect public records in accordance with the California Public Records Act. All public records requests must be submitted in writing to the Board Chair and subject to exclusion of certain confidential records as outlined below.
- To comply with legal retention requirements established by federal, state, and local authorities.
- To preserve records with long-term or permanent value.
- To protect records vital to the District in the event of disaster.
- To protect records essential to the District, but which are referenced infrequently.
- To orderly retire and destroy records no longer required by statute to be retained or needed for reference.
- To provide protection in litigation, audits, and other disputes.
- To save space and increase efficiency in information retrieval.

Scope and Exclusions

This policy applies to all District staff and the Board of Trustees.

This policy is compliant with all Government Code Sections.

Section 60200 of the Government Code of the State of California provides that the legislative body of a special district may authorize at any time the destruction or disposition of any duplicate record, paper, or document, the original or a permanent photographic record or which is in the files of any officer or department of the District.

Section 60201 of the Government Code of the State of California provides that District records which have served their purpose, which are not expressly required by law to be filed and preserved, and which will not adversely affect any interest of the District or public may be destroyed.

Section 6252 of the Government Code of the State of California states that public records include any writings containing information relating to the conduct of the public's business prepared, owned, used, or retained by any state or local agency regardless of physical form or characteristics.

It is understood that any District department will be notified of legal holds on specific documents by the Board Chair or the District's legal counsel. Since legal holds commonly target a specific subject or set of information, documents unrelated to a legal hold may be disposed of according to the approved retention periods.

Ownership of Public Records

All public records are the property of the District and upon request shall be returned to the District by outgoing Trustees and staff and provided to their successors. Public records are to be maintained in active file areas or in a designated center.

Definition of Records

- **Non-Records:** Documents, studies, books and pamphlets produced by other agencies, preliminary notes not retained in the ordinary course of business.
- **Board Records:** Any documents, packets, exhibits, or official Board notes, or committee of the Board.
- **Transitory Records:** These are of temporary or insignificant value, needed to complete a current routine or to prepare the final version of records, or because the information needed for current work. Note that the preliminary drafts or versions of documents are transitory records which may differ significantly in their content from the final approved versions of the documents (official records). Preliminary drafts of documents are not retained in the "ordinary course of business" per this policy and so not subject to disclosure per the California Public Records Act. Transitory records are mentioned in a

records retention schedule only if a specific retention rule applies to them, usually to ensure that copies of records containing personal information are securely destroyed as soon as possible and the destruction is documented. Examples of transitory records: working documents, such as drafts and rough notes, preliminary versions, and other intermediate documents- and supporting materials used to create final documents (reports, contracts, board calendars, policies and procedures, etc..) which are not needed once the final documents are completed; advertising and promotional materials received from suppliers; announcements or emails, "cc" or FYI emails, or other documents (electronic or hard copy) kept only for convenience or information; any duplicate document, such as documents kept as paper copy and electronic copy.

- **Permanent Records:** Any record in which the District will be maintaining indefinitely, which can be in electronic or paper form.
- **Confidential Records:** Any individual record that may contain information which should be restricted from public access, such as legal opinions, pending litigation or similar files that would constitute an invasion of personal privacy. These records may be exempted from disclosure under the California Public Records Act.
- **Final Disposition:** Disposition is the final phase in the information life cycle and normally involves two possibilities: destruction or transfer to a records facility for permanent preservation.

Disposition of records should occur routinely in accordance with the provisions of the Records Retention Schedule. For example, if the Schedule states that certain records are to be retained for three years and then destroyed, records review and disposal should occur promptly at the conclusion of the three-year retention. This ensures that the file space is used efficiently and prevents active records needed for day-today operations from becoming interfiled with records that have outlived their administrative usefulness.

- **Records Retention Schedule:** The District is defining the current Records Retention Schedule. It is understood that this is a broad outline and may not include every single type of document, but it is the goal of the District to comply with all applicable laws and regulations. Any amendment to or deviation from this policy must be approved by the Board Chair or Board of Trustees as appropriate.

Draft BLCSD Records Retention Policy

Record Description/Type	Total Retention	Comments/References
Capital Acquisitions, Deeds, Bill of Sale, Easements, mortgages, notes and leases	Permanent Record	GC §60200; GC §60201
Board Meetings, Resolutions, Agendas, Minutes, Packets, Materials; ordinances	Permanent Record	GC §60200; GC §60201 GC §60201 permits the destruction of repealed or otherwise invalid or unenforceable five years after it was repealed or became invalid.
Audit Reports/audited financial statements; year-end financial statements	Permanent Record	
Records related to District formation, change of organization and reorganization	Permanent Record	
New Service installation orders	Permanent Record	
Documents that relate to a pending/unresolved claim or litigation	Completion + 5 years	Follow all applicable laws and regulations, once settlement is reached
Infrastructure- Includes: architectural, engineering, plot plans and schematics	Permanent Record	May be retained longer upon advice of legal counsel Emergency preparedness document
Documents that relate to any non-discharged debt	Permanent Record	
Economic Interest Statements- Form 700	Completion + 4 years	GC §81009

Draft BLCSD Records Retention Policy

Record Description/Type	Total Retention	Comments/References
Agreements & Contracts (including amendments)	Duration of contract + 10 years	Covers all statute of limitations. Published audit standards = 4-7 years CCP §336(a), §337 et. seq GC §60201
Finance- Draft budgets & final budgets	Completion +6 years	Published audit standards =4-7 years
Copies of invoices	Completion +7 years	May be extended if required by grant agreement. Covers all statute of limitations. Published audit standards=4-7 years. Limitations for Errors and Omissions is 10 years; Statewide guidelines propose termination + 5 years
Financial transactions- General Records documenting all resources received and expended by the District. Include but not limited to: Financial statements and reports (cash receipts transmittals, daily cash, bank reconciliation report/summary, bank statements, expenditure transactions. Registers and journals entries (general and subsidiary) for all funds and functions; check/warrant registers; cancelled checks; documentation of non-monetary gifts/donations (other than capital or tracked assets); petty cash	Completion +7 years	May be extended if required by grant agreement. Covers all statute of limitations. Published audit standards =4-7 years. GC §60200, GC §60201, GC §53901, GC §40802
Internal Revenue Service (IRS) Forms submitted to the IRS-records relating to IRS forms and reports that are submitted to the IRS, as required by law. Includes records documenting transmittal of funds	Completion +6 years	Covers all statute of limitations; published audit standards = 4-7 years GC §60200; GC §60201

Draft BLCSD Records Retention Policy

Record Description/Type	Total Retention	Comments/References
Bonds payable or other long-term debts	Completion +3 Years	Covers all stature of limitations; published audit standards = 4-7 years GC §60200; GC §60201; GC §53901; GC §40802; CCP 337.5
Finance accounts receivables- Money owed to the District by its debtors (individual or other agencies)	Completion + 6 years	Covers all stature of limitations; published audit standards = 4-7 years GC §60200; GC §60201
Boards audio recordings of meetings/audio tapes	30 days	State law 30 days; GC §54953.5(b)
Insurance policies	Completion + 3 years	
Accident or damage report (non-injury)	Completion +5 years	GC §60200; GC §60201
Unsuccessful bids or proposals for contracts and or services	2 years	
Customer /vendor correspondence	When no longer needed or 2 years	These are defined as transitory records or non-records GC §60201
Electronic communications: including relations; press releases; public outreach	Completion +2 years	These are defined as transitory records or non-records GC §60201
All documents that are the subject of any pending California Public Records Act request until the request has been granted or two years have elapsed since the District denied the request	Completion + 2 years	
Utility billing payment stubs	6 months	
Inventories of products, materials and supplies	5 years	
Property records (including depreciation schedules)	3 years beyond date of disposition	
General Presentations/Power point	When no longer needed	Transitory records or non-records GC §60201

Draft BLCSD Records Retention Policy

Record Description/Type	Total Retention	Comments/References
General Administrative files- (project administration, project schedules, miscellaneous correspondence not otherwise covered specifically covered by this policy	Completion + 5 years	Published audit standards = 4-7 years. State of limitations : contracts and specs =4 years Statewide guidelines propose destruction after useful life plus 5 years; CCP §337 et seq. GC §60201
Fire Prevention and Inspection Reports	Completion + 10 years	2010 CFC 104.6 GC §60201
Hazardous Waste Disposal – documentation regarding handling and disposal of hazardous waste	Completion + 10 years	Cal OSHA 40 CFR 122, GC §60201
Consumer Confidence Reports	Permanent	
Daily home test results	Completion + 10 years	Per Title 17 §64420.7
Small Water Treatment Records bacterial and chemical analyses	Completion + 10 years	Per Title 17 §64420.7
Water Outage and System Outage Complaints	Completion +10 years	Per Title 17 §64420.7
Operator Log and repair/maintenance logs	Completion +10 years	Per Title 17 §64420.7



Greg Sidoroff <chair@biglagooncsd.org>

Records Retention Policy

Gilbreath, Scott@Waterboards <Scott.Gilbreath@waterboards.ca.gov>
To: Greg Sidoroff <chair@biglagooncsd.org>
Cc: "wateroperator@biglagooncsd.org" <wateroperator@biglagooncsd.org>

Wed, Mar 8, 2023 at 8:42 AM

Hi Greg,

The regulatory requirements vary based on the type of record (e.g., 5 years for water quality and system outage complaints, CCRs for 3 years, 10 years for chemical analyses, etc.).

However, I generally suggest 10 years across the board as this is just easier to remember, covers everything, and is perhaps easier to implement operationally.

Personally, I've seen many water systems keep all operational records (e.g., operator logs, repairs & maintenance, bacteriological and chemical analysis) indefinitely for future reference.

Attached is a copy of the regulations where you can find the specific retainment requirements.

Hope this helps!

Scott Gilbreath

Water Resource Control Engineer

W: (530) 224-4876

F: (530) 224-4844

General Office: (530) 224-4800

SWRCB – Division of Drinking Water

Klamath District 01

www.waterboards.ca.gov/drinking_water/programs/index.shtml

From: Greg Sidoroff <chair@biglagooncsd.org>
Sent: Tuesday, March 7, 2023 6:04 PM
To: Gilbreath, Scott@Waterboards <Scott.Gilbreath@waterboards.ca.gov>
Cc: wateroperator@biglagooncsd.org
Subject: Records Retention Policy

EXTERNAL:

[Quoted text hidden]

5:12 PM

03/10/23

Accrual Basis

**Big Lagoon Community Services District
Profit & Loss Budget Performance
March 2023**

	<u>Mar 23</u>	<u>Budget</u>	<u>Jan - Mar 23</u>	<u>YTD Budget</u>
Ordinary Income/Expense				
Income				
Non Compliance Fee	0.00	0.00	0.00	0.00
Base Rate - Monthly	4,138.82	4,138.82	8,277.64	8,230.14
Water Usage Income	1,091.63	1,364.80	2,424.82	2,813.01
Late Fee	0.00		95.43	
Adjustment / Returned Check	0.00	0.00	0.00	0.00
Donation	0.00	0.00	1,000.00	0.00
Total Income	<u>5,230.45</u>	<u>5,503.62</u>	<u>11,797.89</u>	<u>11,043.15</u>
Gross Profit	5,230.45	5,503.62	11,797.89	11,043.15
Expense				
Non-Cash Expenses				
Depreciation Expense	0.00	1,892.00	0.00	1,892.00
Total Non-Cash Expenses	0.00	1,892.00	0.00	1,892.00
Operational Expenses				
Water Meters	14,153.45		20,432.47	
Supplies	0.00	150.00	0.00	450.00
Water	0.00		174.00	
Accounting	0.00		0.00	
Dues	56.63	0.00	501.68	275.00
Electric	0.00	223.55	483.05	686.90
Gas	0.00	0.00	1,164.71	2,722.69
Insurance	0.00	0.00	0.00	0.00
Maintenance	0.00	400.00	899.53	1,200.00
Office Supplies	234.81	50.00	356.30	150.00
Parts	0.00		81.87	
Postage	0.00	0.00	8.09	220.00
Water Testing	50.00	50.00	250.00	605.00
Total Operational Expenses	<u>14,494.89</u>	<u>873.55</u>	<u>24,351.70</u>	<u>6,309.59</u>
Organizational Costs				
Legal Fees	495.00	200.00	2,003.50	600.00
Total Organizational Costs	<u>495.00</u>	<u>200.00</u>	<u>2,003.50</u>	<u>600.00</u>
Total Expense	<u>14,989.89</u>	<u>2,965.55</u>	<u>26,355.20</u>	<u>8,801.59</u>
Net Ordinary Income	<u>-9,759.44</u>	<u>2,538.07</u>	<u>-14,557.31</u>	<u>2,241.56</u>
Net Income	<u><u>-9,759.44</u></u>	<u><u>2,538.07</u></u>	<u><u>-14,557.31</u></u>	<u><u>2,241.56</u></u>

Big Lagoon Community Services District
Profit & Loss Budget Performance
March 2023

	<u>Annual Budget</u>
Ordinary Income/Expense	
Income	
Non Compliance Fee	0.00
Base Rate - Monthly	24,785.42
Water Usage Income	9,950.69
Late Fee	
Adjustment / Returned Check	0.00
Donation	0.00
Total Income	<u>34,736.11</u>
Gross Profit	34,736.11
Expense	
Non-Cash Expenses	
Depreciation Expense	<u>7,568.00</u>
Total Non-Cash Expenses	7,568.00
Operational Expenses	
Water Meters	
Supplies	1,800.00
Water	
Accounting	
Dues	475.00
Electric	3,002.59
Gas	2,722.69
Insurance	4,350.00
Maintenance	4,800.00
Office Supplies	600.00
Parts	
Postage	528.00
Water Testing	<u>1,795.00</u>
Total Operational Expenses	20,073.28
Organizational Costs	
Legal Fees	<u>2,400.00</u>
Total Organizational Costs	<u>2,400.00</u>
Total Expense	<u>30,041.28</u>
Net Ordinary Income	<u>4,694.83</u>
Net Income	<u><u>4,694.83</u></u>

1:18 PM

03/06/23

Accrual Basis

Big Lagoon Community Services District
Profit & Loss Budget Performance
 January through February 2023

	<u>Jan - Feb 23</u>	<u>Budget</u>	<u>Jan - Feb 23</u>	<u>YTD Budget</u>
Ordinary Income/Expense				
Income				
Non Compliance Fee	0.00	0.00	0.00	0.00
Base Rate - Monthly	4,138.82	4,091.32	4,138.82	4,091.32
Water Usage Income	1,333.19	1,448.21	1,333.19	1,448.21
Late Fee	95.43		95.43	
Adjustment / Returned Check	0.00	0.00	0.00	0.00
Donation	1,000.00	0.00	1,000.00	0.00
Total Income	<u>6,567.44</u>	<u>5,539.53</u>	<u>6,567.44</u>	<u>5,539.53</u>
Gross Profit	6,567.44	5,539.53	6,567.44	5,539.53
Expense				
Non-Cash Expenses				
Depreciation Expense	0.00	0.00	0.00	0.00
Total Non-Cash Expenses	0.00	0.00	0.00	0.00
Operational Expenses				
Water Meters	6,279.02		6,279.02	
Supplies	0.00	300.00	0.00	300.00
Water	174.00		174.00	
Accounting	84.91		84.91	
Dues	454.63	275.00	454.63	275.00
Electric	274.35	463.35	274.35	463.35
Gas	1,164.71	472.69	1,164.71	472.69
Insurance	0.00	0.00	0.00	0.00
Maintenance	899.53	800.00	899.53	800.00
Office Supplies	271.39	100.00	271.39	100.00
Postage	8.09	220.00	8.09	220.00
Water Testing	250.00	555.00	250.00	555.00
Total Operational Expenses	9,860.63	3,186.04	9,860.63	3,186.04
Organizational Costs				
Legal Fees	1,508.50	400.00	1,508.50	400.00
Total Organizational Costs	1,508.50	400.00	1,508.50	400.00
Total Expense	<u>11,369.13</u>	<u>3,586.04</u>	<u>11,369.13</u>	<u>3,586.04</u>
Net Ordinary Income	<u>-4,801.69</u>	<u>1,953.49</u>	<u>-4,801.69</u>	<u>1,953.49</u>
Net Income	<u><u>-4,801.69</u></u>	<u><u>1,953.49</u></u>	<u><u>-4,801.69</u></u>	<u><u>1,953.49</u></u>

1:18 PM

03/06/23

Accrual Basis

Big Lagoon Community Services District
Profit & Loss Budget Performance
January through February 2023

	<u>Annual Budget</u>
Ordinary Income/Expense	
Income	
Non Compliance Fee	0.00
Base Rate - Monthly	24,785.42
Water Usage Income	9,950.69
Late Fee	
Adjustment / Returned Check	0.00
Donation	0.00
Total Income	<u>34,736.11</u>
Gross Profit	34,736.11
Expense	
Non-Cash Expenses	
Depreciation Expense	<u>7,568.00</u>
Total Non-Cash Expenses	7,568.00
Operational Expenses	
Water Meters	
Supplies	1,800.00
Water	
Accounting	
Dues	475.00
Electric	3,002.59
Gas	472.69
Insurance	4,350.00
Maintenance	4,800.00
Office Supplies	600.00
Postage	528.00
Water Testing	<u>1,795.00</u>
Total Operational Expenses	17,823.28
Organizational Costs	
Legal Fees	<u>2,400.00</u>
Total Organizational Costs	2,400.00
Total Expense	<u>27,791.28</u>
Net Ordinary Income	<u>6,944.83</u>
Net Income	<u><u>6,944.83</u></u>

Big Lagoon Community Services District
Balance Sheet
 As of February 28, 2023

	<u>Feb 28, 23</u>
ASSETS	
Current Assets	
Checking/Savings	
Umpqua Checking	128,479.36
Total Checking/Savings	<u>128,479.36</u>
Accounts Receivable	
Accounts Receivable	-3,369.36
Total Accounts Receivable	<u>-3,369.36</u>
Other Current Assets	
Undeposited Funds	123.61
Total Other Current Assets	<u>123.61</u>
Total Current Assets	<u>125,233.61</u>
Fixed Assets	
Water System	
Computer	785.50
Meter Project	31,315.36
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	13,998.00
Initial Purchase	75,000.00
Accumulated Depreciation	-158,180.35
Total Water System	<u>46,854.23</u>
Total Fixed Assets	<u>46,854.23</u>
Other Assets	
Start Up	
Start-up Expenses	6,666.84
Amortized Amount	-6,666.84
Total Start Up	<u>0.00</u>
Total Other Assets	<u>0.00</u>
TOTAL ASSETS	<u><u>172,087.84</u></u>
LIABILITIES & EQUITY	
Equity	
Retained Earnings	176,889.53
Net Income	-4,801.69
Total Equity	<u>172,087.84</u>
TOTAL LIABILITIES & EQUITY	<u><u>172,087.84</u></u>



Big Lagoon Community Services District
PO Box 847
Trinidad, CA 95570
Phone: (707) 677-0720

(DATE)

(CUSTOMER NAME)
(ADDRESS)

(PROPERTY OWNER NAME *if different from customer*)
(PROPERTY OWNER ADDRESS)

IN RE: (ACCOUNT # AT ADDRESS) Shut-Off Pending

The above account is scheduled for shut off on _____ *[insert Date which is at least 30 days after posting]* due to non-payment to the Big Lagoon Community Services District ("District").

This account has been in arrears for the last _____ *[insert number]* billing cycles. Since the District has not received a payment as of this date, nor have you attempted to contact the District with a proposed payment plan, THE DISTRICT MUST NOW RECEIVE THE FULL BALANCE OWED BY _____ *[insert time/date]* to prevent shut-off. A lock service charge will added to the account at the rate charged by the vendor and a similar unlock service charge must also be paid prior to any restoration of service. In addition, a reconnection charge of \$50 will be added to the total balance due. If your water service is disconnected, an additional refundable deposit of \$500 will be required before reconnection.

YOUR CURRENT BALANCE IS \$ _____ *[insert amount]*

FURTHER INTEREST AND LATE FEES CONTINUE TO ACCRUE

Termination of your service does not relieve you of your obligation to pay all outstanding bills.

To initiate a complaint or request an investigation, a customer must contact the District's Board Treasurer regarding the charges on their bill or any component of the bill ten (10) days from the due date of the disputed bill. The Board Treasurer will review and a determination will be mailed to the customer. Should the customer find the results of the Treasurer's review to be unfavorable, they have the right to appeal to the District's Board of Directors by filing a written notice of appeal with the District Secretary within ten (10) days of the determination. The District will then set the matter to be heard at an upcoming Board meeting.

To request amortization or payment arrangement, a customer must contact the District requesting to amortize an outstanding bill over a reasonable period of time, not to exceed twelve (12) months. The amortization schedule and amounts due will be set forth in writing and provided to the customer.

To complain, appeal, request amortization or payment arrangement, or to request any information, including information on financial assistance, including private, local, state, or federal sources, if available, please contact the District at the address on this letter, by email to: director1@biglagooncsd.org, or by telephone at: (707) 677-0720.

PLEASE NOTE, A COPY OF THE DISTRICT'S SERVICE TERMINATION POLICY AND CUSTOMER RIGHTS THEREUNDER IS AVAILABLE BY CONTACTING DISTRICT AT THE CONTACT INFORMATION ABOVE.

Thank you for your time and attention to this correspondence.

Big Lagoon Community Services District:

By: _____

Print Name: _____

Its: _____



BIG LAGOON
COMMUNITY SERVICES DISTRICT

©

Big Lagoon Community Services District
PO Box 847
Trinidad, CA 95570
Phone: (707) 677-0720

(DATE)

Occupant
(ADDRESS)

IN RE: (ACCOUNT # AT ADDRESS) Shut-Off Pending

The above account is scheduled for shut off on _____ [insert Date which is at least 10 days after posting] due to non-payment to the Big Lagoon Community Services District ("District").

This account has been in arrears for the last _____ [insert number] billing cycles. Since the District has not received a payment as of this date, nor have you attempted to contact the District with a proposed payment plan, THE DISTRICT MUST NOW RECEIVE THE FULL BALANCE OWED BY _____ [insert time/date] to prevent shut-off. A lock service charge will added to the account at the rate charged by the vendor and a similar unlock service charge must also be paid prior to any restoration of service. In addition, a reconnection charge of \$50.00 will be added to the total balance due. If your water service is disconnected, an additional refundable deposit of \$500.00 will be required before reconnection.

YOUR CURRENT BALANCE IS \$ _____ [insert amount]

FURTHER INTEREST AND LATE FEES CONTINUE TO ACCRUE

Termination of your service does not relieve you of your obligation to pay all outstanding bills.

If you are an occupant or tenant that is an actual user of this service, but not a customer of Big Lagoon Community Services District at this time, you have the right to become a customer of the District without being required to pay the amount due on the delinquent account. Please contact the District at the contact information below to agree to the terms and conditions of service and become customers of Big Lagoon Community Services District.

To request amortization or payment arrangement, a customer must contact the District requesting to amortize an outstanding bill over a reasonable period of time, not to exceed twelve (12) months. The amortization schedule and amounts due will be set forth in writing and provided to the customer.

To become a customer, request amortization or payment arrangements, or to request any information, including information on financial assistance, including private, local, state, or federal sources, if available, please contact the District at the address on this letter, by email to: director1@biglagooncsd.org, or by telephone at: (707) 677-0720.

PLEASE NOTE, A COPY OF THE DISTRICT'S SERVICE TERMINATION POLICY AND CUSTOMER RIGHTS THEREUNDER IS AVAILABLE BY CONTACTING DISTRICT AT THE CONTACT INFORMATION ABOVE.

The final notice will not entitle the customer to any investigation or review by BLCSD.

Thank you for your time and attention to this correspondence.

Big Lagoon Community Services District:

By: _____

Print Name: _____

Its: _____

First off a big thank you to Joey for getting the survey online for the District and sending me the raw data minus the respondents addresses. Could not have done it without his help.

We received 32 responses in total. However, 7 of the responses did not follow the directions well and filled in multiple answers in the same category with the same number. The good news is that after analyzing the data with and without these 7 surveys included there is almost no change in the total results. The 7 surveys in question are highlighted in Orange.

The spreadsheet contains the following tabs at the bottom:

Notes

Community Input survey- this is all of the data with numeric analysis

Graphs- this is the data with the 7 in question surveys removed graphed

Survey Comments- these are the comments received at the bottom of the surveys

ADJ Worksheet- this is the worksheet I used to formulate the totals when removing the 7 in question surveys

I used 3 statistical methods of analysis:

- 1) Average- This is the average score for each question. Keep in mind the lower the number the higher in importance per survey respondents.
- 2) Rank- This is the rank in numeric order of the averages for each question vs the other questions in that category.
- 3) Mode- The mode is the most common response number for a particular question. Mode is a highly recognized way of analyzing data to see which question was deemed most important to least important per survey respondent.

I tried to keep inserting the questions throughout the data so it would be easy to see which question the data referred to. For those of you familiar with Excell the freeze pane function where you can scroll did not work effectively for me on these worksheets. In regards to the graphs, I did my best with them as it's been awhile since I've done graphs but they do provide a good visual. I tried to insert some guidance as to what each was referring to and again inserted the questions multiple times for your reference. Be sure to put the sizing to full screen and scroll to the bottom of each tab when viewing.

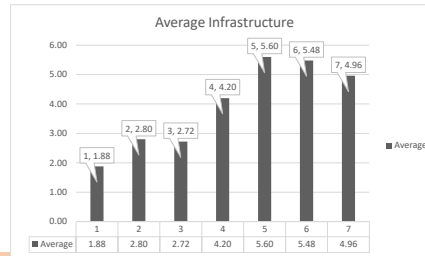
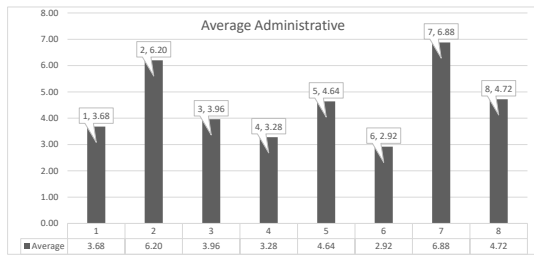
	Comprehensive study- Prepare for future needs. (Proposed to be done by RCAC)	Emergency Response Plan- Who, What, Where, When, Emergency Operation What if the district cannot supply water? (higher prices charged after a set usage allowance)	Written SOPs (Standard Operating Procedures) for all volunteer tasks Water testing at home sites Web site maintenance Customer awareness training for developing their own emergency filings	Succession plan for water operator	Comprehensive drought awareness, training and operating plan	Create a comprehensive Public Information system to include: o Emergency Alert System and procedures o Customer / Rate Payer Facts about the Big Lagoon CSD and being a customer/resident o Terms of use agreement o State laws governing the CSD and public water systems	Pursue drilling a backup well o Current backup well does not produce enough to supply needs o Potentially pursue alternate well-sites- current site may not have	Total water system assessment and analysis to determine: o Vulnerabilities of existing system o Long term repair and replace with property owner of existing well site	Communication with Green Diamond Resource Co. re: School property to potential development of MOU (Memorandum of Understanding) Or regarding future of school property.	Develop Capital Improve funding strategy above ground PVC line that services Big Lagoon School						
ADMIN								INFRA								
	6	4	3	3	4	3	4	2	2	2	3	3	2	3	Orange highlighted are not filled out properly	
	4	7	5	1	6	2	8	4	3	1	2	6	7	5		
	6	2	4	3	1	1	1	1	1	1	1	1	3	1		
	1	5	3	6	7	8	4	1	5	4	6	7	2	3		
	6	4	8	5	1	2	7	3	1	6	7	5	7	7		
	1	7	3	4	6	2	8	1	2	3	4	6	7	5		
	1	7	3	4	6	2	8	1	2	3	4	6	7	5		
	7	6	3	5	4	2	8	4	1	5	2	3	7	6		
	3	8	1	7	2	4	6	3	2	1	4	5	7	6		
	7	2	1	3	6	5	8	1	2	3	7	4	5	6		
	6	4	1	1	1	2	1	2	4	4	1	4	4	4		
	8	6	7	1	4	1	8	1	1	1	5	1	1	1		
	2	3	6	1	5	4	8	1	5	2	4	7	6	3		
	1	7	8	4	2	3	5	1	2	3	6	7	5	4		
	2	3	4	1	6	4	7	1	2	3	4	7	6	5		
	1	7	3	4	6	2	8	3	2	1	4	6	7	5		
	1	7	3	4	6	2	8	3	2	1	4	6	7	5		
	2	8	1	6	5	3	7	2	3	1	4	6	7	5		
	7	8	4	2	3	1	6	1	2	3	4	7	5	6		
	2	8	1	6	5	3	7	2	3	1	4	6	7	5		
	8	7	3	2	4	1	5	2	3	4	5	6	7	1		
	1	1	1	1	1	1	1	1	1	1	1	1	1	1		
	5	8	4	1	3	2	7	1	5	3	2	6	7	4		
	4	7	8	1	5	2	3	2	4	3	1	5	6	7		
	4	4	3	3	4	3	6	4	2	3	2	3	2	3		
	6	5	7	1	3	2	8	1	2	3	7	6	4	5		
	3	8	2	1	4	5	6	2	6	1	4	5	3	7		
	3	1	2	2	6	6	3	6	6	6	6	2	4	5		
	1	5	4	3	6	7	8	1	6	3	4	5	2	7		
	8	1	4	1	6	6	6	1	1	1	7	1	1	1		
	3	8	2	6	4	3	6	1	2	3	4	5	7	6		
	6	4	5	3	7	1	8	4	2	6	3	7	1	5		
Average	3.94	5.38	3.66	3.00	4.34	2.97	6.03	2.00	2.72	2.69	3.94	4.84	4.81	4.44		
RANK	4	7	3	2	5	1	8	1	3	2	4	7	6	5	Low Score is deemed highest priority by survey	
Average	3.68	6.20	3.96	3.28	4.64	2.92	6.88	1.88	2.80	2.72	4.20	5.60	5.48	4.96	7 Surveys removed due to incorrect answer format	
RANK	3	7	4	2	5	1	8	1	3	2	4	7	6	5	If data from the incorrect are removed. No significant changes	

MODE	1	7	3	1	6	2	8	5	1	2	3	4	6	7	5	Mode is the most frequent response in the array of data
MODE	1	7	3	1	6	2	8	5	1	2	3	4	6	7	5	Mode with the 7 surveys removed

Questions copied here again for convenience of viewing as freezing the panes made the worksheet very small.

Compreh	Emergency									Pursue	Total					
ensive	Response	Written								drilling a	water			Communi		
rate	Plan- Who,	SOPs								backup	system			cation		
study-	What,	(Standard								well	assessm			with		
Prepare	Where,	Operating								o	ent and			Green		
Conduct a	for	When								Current	analysis			Diamond		
Pros-Cons	future	o								backup	to			Resource		
Analysis of	needs.	Emergency								water	well			Co. re:		
annexation	(Propose	Operation								storage	does not			School		
options for	d to be	al Plan-								capacity in	produce			property		Develop
properties	done by	What if								order to:	enough			to		Capital
receiving	RCAC)	the district								o Meet	to			potential		Improve
services but	o	cannot								minimum	supply			y develop		Replace
Review &	not	Potential								fire flow	needs			MOU		ment of
Update By:	currently	for tiered								requirement	o			system		funding
Laws of	within the	pricing								s	Potential			o Long		strategy
the CSD	district	(higher								o	Currently			ly pursue		above
o Update	boundaries.	prices								only an	alternate			repair		plan
of all	3 homes	charged								approximate	well			of		outside
Policies	Plus Big	after a								2-day supply	sites-			replace		of rate
and	Lagoon	set usage								of	current			ment		Pursue
Procedure	Elementary	allowanc								emergency	site may			Schedul		grants
s	School	e)								storage	not have			e		Loans

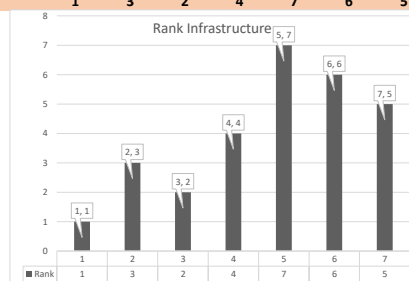
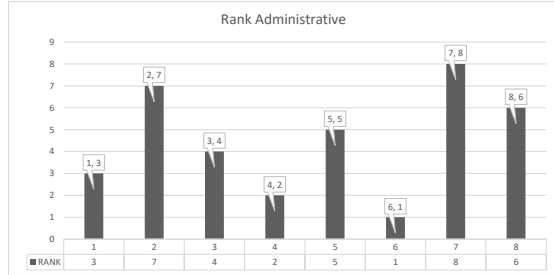
The first number on the bar is the question it refers to, the second is the score. The lower the score the higher the importance per the survey respondents. In this example for Administrative, Question 1 had a cumulative average score of 3.68 and cumulative average response of 1.88.



Average DATA 3.68 6.20 3.96 3.28 4.64 2.92 6.88 4.72 1.88 2.80 2.72 4.20 5.60 5.48 4.96 Average with 7 surveys removed

Question	1	2	3	4	5	6	7	8	1	2	3	4	5	6	7
Conduct a Prospective Analysis of annexation options for properties	Conduct a Prospective Analysis of annexation options for properties	Conduct a Prospective Analysis of annexation options for properties	Conduct a Prospective Analysis of annexation options for properties	Conduct a Prospective Analysis of annexation options for properties	Conduct a Prospective Analysis of annexation options for properties	Conduct a Prospective Analysis of annexation options for properties	Conduct a Prospective Analysis of annexation options for properties	Conduct a Prospective Analysis of annexation options for properties	Pursue drilling a backup system to include: Emergency Alert System and procedures	Pursue drilling a backup system to include: Emergency Alert System and procedures	Pursue drilling a backup system to include: Emergency Alert System and procedures	Pursue drilling a backup system to include: Emergency Alert System and procedures	Pursue drilling a backup system to include: Emergency Alert System and procedures	Pursue drilling a backup system to include: Emergency Alert System and procedures	Pursue drilling a backup system to include: Emergency Alert System and procedures
Review & Update By-Laws of the CSD	Review & Update By-Laws of the CSD	Review & Update By-Laws of the CSD	Review & Update By-Laws of the CSD	Review & Update By-Laws of the CSD	Review & Update By-Laws of the CSD	Review & Update By-Laws of the CSD	Review & Update By-Laws of the CSD	Review & Update By-Laws of the CSD	Review & Update By-Laws of the CSD	Review & Update By-Laws of the CSD	Review & Update By-Laws of the CSD	Review & Update By-Laws of the CSD	Review & Update By-Laws of the CSD	Review & Update By-Laws of the CSD	Review & Update By-Laws of the CSD
Update Policies and Procedures	Update Policies and Procedures	Update Policies and Procedures	Update Policies and Procedures	Update Policies and Procedures	Update Policies and Procedures	Update Policies and Procedures	Update Policies and Procedures	Update Policies and Procedures	Update Policies and Procedures	Update Policies and Procedures	Update Policies and Procedures	Update Policies and Procedures	Update Policies and Procedures	Update Policies and Procedures	Update Policies and Procedures

RANK DATA 3 7 4 2 5 1 8 6 1 3 2 4 7 6 5 Rank with 7 surveys removed



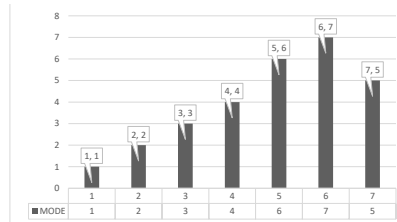
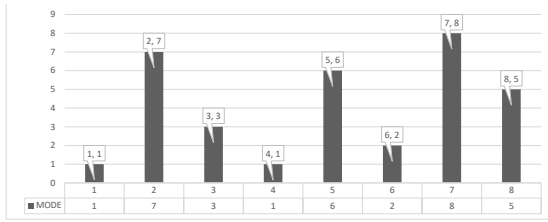
In this chart for administrative, question #1 had a rank of the 3rd lowest average score.

In this chart for Infrastructure, question #1 had a rank of the 1st lowest average score

Question	1	2	3	4	5	6	7	8	1	2	3	4	5	6	7
Conduct a Prospective Analysis of annexation options for properties	Conduct a Prospective Analysis of annexation options for properties	Conduct a Prospective Analysis of annexation options for properties	Conduct a Prospective Analysis of annexation options for properties	Conduct a Prospective Analysis of annexation options for properties	Conduct a Prospective Analysis of annexation options for properties	Conduct a Prospective Analysis of annexation options for properties	Conduct a Prospective Analysis of annexation options for properties	Conduct a Prospective Analysis of annexation options for properties	Pursue drilling a backup system to include: Emergency Alert System and procedures	Pursue drilling a backup system to include: Emergency Alert System and procedures	Pursue drilling a backup system to include: Emergency Alert System and procedures	Pursue drilling a backup system to include: Emergency Alert System and procedures	Pursue drilling a backup system to include: Emergency Alert System and procedures	Pursue drilling a backup system to include: Emergency Alert System and procedures	Pursue drilling a backup system to include: Emergency Alert System and procedures
Review & Update By-Laws of the CSD	Review & Update By-Laws of the CSD	Review & Update By-Laws of the CSD	Review & Update By-Laws of the CSD	Review & Update By-Laws of the CSD	Review & Update By-Laws of the CSD	Review & Update By-Laws of the CSD	Review & Update By-Laws of the CSD	Review & Update By-Laws of the CSD	Review & Update By-Laws of the CSD	Review & Update By-Laws of the CSD	Review & Update By-Laws of the CSD	Review & Update By-Laws of the CSD	Review & Update By-Laws of the CSD	Review & Update By-Laws of the CSD	Review & Update By-Laws of the CSD
Update Policies and Procedures	Update Policies and Procedures	Update Policies and Procedures	Update Policies and Procedures	Update Policies and Procedures	Update Policies and Procedures	Update Policies and Procedures	Update Policies and Procedures	Update Policies and Procedures	Update Policies and Procedures	Update Policies and Procedures	Update Policies and Procedures	Update Policies and Procedures	Update Policies and Procedures	Update Policies and Procedures	Update Policies and Procedures

MODE DATA 1 7 3 1 6 2 8 5 1 2 3 4 6 7 5 Mode with the 7 surveys removed

MODE ADMIN Mode Infrastructure



The Mode is the most frequent number in an array of numbers. In this chart, the 1st number on the x-axis refers to the question number the second number is the mode. The lower the number the more important per survey response. For question number 1 the most common response for it was a 1 (most important)

Question	1	2	3	4	5	6	7	8	1	2	3	4	5	6	7
Conduct a Pros-Cons Analysis of annexation options for properties	Conduct a Pros-Cons Analysis of annexation options for properties	Comprehensive study-Prepare for future needs. (Proposed to be done by RCAC)	Emergency Response Plan-Who, What, Where, When, How? Emergency Operation Plan-What if the district cannot supply water? Annual awareness training	Written SOPs (Standard Operating Procedures) for all volunteer tasks. Water testing at home sites. Web site maintenance. Electronic meter reading. Succession plan and training plan	Create a comprehensive Public Information system to include: Emergency Alert System and procedures. Customer / Rate Payer awareness about the Big Lagoon resident	Pursue drilling backup well storage capacity in order to Meet minimum fire flow requirements to supply only an approxi- ate 2-day supply of emergency storage	Total water system assess- ment and analysis to determine: random property vulnera- bilities) with existing property owner Long of existing well site replace property	Communication with Green Diamond Resour- ce Co. (Memo re: School property Replace y to funding strateg y plan outside of rate increas es Pursue grants Lagoon Loans							

**Please list any other issues you feel the Board needs to address in the Strategic Plan for the next 5 years. State the issue and why it is important to the community that it be addressed.
Thank you for taking the time to complete this survey!**

I'm not sure if this fits under the category of total water system assessment and long term repairs and infrastructure but I believe at some point we will need to address the aging pipes underground that bring water to each house. As was evident when we had a leak near 352 Roundhouse Creek Road, the galvanized pipes are old and corroded and have build up inside them to the point you could barely see through it. This may be something we might be able to obtain a grant for sometime in the future, unless an emergency happens and we have to address it as each emergency pops up.

1)I thought the public information system was already in operation. My experience - it works pretty well now. 2)Does Green Diamond own the school property? Shouldn't funds for further development of the school's water system be the responsibility of Humboldt County School Dist, or Green Diamond (If they own the property) ? Big Lagoon Park residents' water system should be considered as well. 3)As this survey states, our water is limited - Is adding 3 more residences, plus the school a good idea at this point? I think these parties should cover the additional development costs, rather than the burden be placed on existing BLCSO customers. I'd like to take this opportunity to thank the many community members that keep fresh water flowing from our taps. Your work is greatly appreciated !
Without background information how can community members evaluate some of the options being ranked? For example, how vulnerable the pipe to the school is to failing as it has done 3 times since the district's formation. Also, two grant applications are being considered for funding. How is this factored into the results?

Board members should be compensated,in some way, whether monetarily or a reduction in rate or payment of their water bills. They should not be expected to engage in all the hard work they are doing for free...

Plan for replacement of infrastructure, physical and fiscal as needed. Improve fire fighting capacity.

None
Investigating any possible effects of climate change on our water district

Develop community internet communication backup system for routine periods of electric power failure. This is important for emergency medical contacts, public information alerts, maintain ability for folks to work from home, and conduct business (appointments, airline schedules etc)

Fire should be number 1 concern, see how our weather is changing. Generator is also a concern, there needs to be other reliable people here that know how to run it in case the current operator is not available.
Follow the laws

	Compreh	Emergency	Response	Written		Emergency	Response	Written	Compreh	Pursue	Total	water	Communi			
	ensive	Plan- Who,	Plan- Who,	SOPs		Plan- Who,	SOPs	(Standard	Public	drilling a	water	system	cation			
	Pros-Cons	Where,	Where,	Operating		Where,	Operating	Procedures)	Information	well	assessment	with	Green			
	of	When	When	for all		When	for all	for all	system to	Current	analysis	Diamond	Resource			
	annexatio	needs.	o	for all		o	for all	for all	include:	capacity	backup	to	Co. re:			
	n options	(Propose	Emergency	volunteer		Emergency	volunteer	tasks	o	in order	well	determi	School			
	for	ed to be	Operatio	o Water		Alert System	o Water	o Water	Emergency	to:	does not	ne:	property			Develop
	properties	done by	al Plan-	o Water		and	o Water	home sites	Alert System	o Meet	produce	o	to			Capital
	s	RCAC)	What if	testing at		procedures	home sites	Web site	and	minimum	enough	Vulnera	potentiall			Improve
Review	receiving	Potential	cannot	o Web site		o Customer	maintenanc	e	procedures	fire flow	to supply	bilities	MOU	y develop	Replace	ment
&	but not	for tiered	supply	o		/ Rate Payer	o	Web site	o Customer	requirem	needs	of	(Memora	MOU	ment of	funding
Update	currently	pricing	water?	o		â€œFacts to	o	maintenanc	o Customer	ents	o	existing	ndum of	with	existing	strategy
By-Laws	within the	(higher	o	o		Knowâ€œ	o	o	about the Big	o	Potential	system	Understa	GDRC for	above	plan
of the	district	prices	Customer	Electronic		Lagoon CSD	o	o	about the Big	Currently	ly pursue	o Long	Understa	GDRC for	above	plan
CSD	boundari	es. 3	Customer	Electronic		Lagoon CSD	o	o	about the Big	only an	alternate	term	nding)	possible	ground	outside
o	es. 3	charged	awareness	meter	Successi	Comprehens	on plan	ive drought	and being a	approx	well sites-	repair	with	property	Or	that
Update	homes	after a	training	for reading	on plan	ive drought	training and	and being a	customer/resi	ate 2-day	current	and	property	Or	that	increases
of all	Plus Big	set usage	developing	o	for	awareness,	water	training and	dent	supply of	site may	replace	owner of	regarding	services	o
Policies	Lagoon	allowanc	their own	Accounting	reports and	operato	operating	plan	use	emergen	not have	ment	existing	future of	Big	Pursue
and	Elementa	e)	emergency	reports and	operato	operating	plan	agreement	agreement	cy	the	Schedul	well site	school	Lagoon	grants
Procedu	ry School	o	kits	filings	r	plan	agreement			storage	space	e	property	property.	School	o Loans

ADMIN	4	7	5	1	6	2	8	3	4	3	1	2	6	7	5
	1	5	3	6	7	8	4	2	1	5	4	6	7	2	3
	6	4	8	5	1	2	7	4	3	1	6	7	5	7	7
	1	7	3	4	6	2	8	5	1	2	3	4	6	7	5
	1	7	3	4	6	2	8	5	4	1	5	2	3	7	6
	7	6	3	5	4	2	8	1	3	2	1	4	5	7	6
	3	8	1	7	2	4	6	5	4	2	1	4	5	7	6
	7	2	1	3	6	5	8	4	1	2	3	7	4	5	6
	8	6	7	1	4	1	8	5	1	1	1	5	1	1	1
	2	3	6	1	5	4	8	7	1	5	2	4	7	6	3
	1	7	8	4	2	3	5	6	1	2	3	6	7	5	4
	2	3	4	1	6	4	7	8	1	2	3	4	7	6	5
	1	7	3	4	6	2	8	5	3	2	1	4	6	7	5
	1	7	3	4	6	2	8	5	3	2	1	4	6	7	5
	2	8	1	6	5	3	7	4	2	3	1	4	6	7	5
	7	8	4	2	3	1	6	7	1	2	3	4	7	5	6
	2	8	1	6	5	3	7	4	2	3	1	4	6	7	5
	8	7	3	2	4	1	5	6	2	3	4	5	6	7	1
	5	8	4	1	3	2	7	6	1	5	3	2	6	7	4
	4	7	8	1	5	2	3	6	2	4	3	1	5	6	7
	6	5	7	1	3	2	8	4	1	2	3	7	6	4	5
	3	8	2	1	4	5	6	7	2	6	1	4	5	3	7
	1	5	4	3	6	7	8	2	1	6	3	4	5	2	7
	3	8	2	6	4	3	6	5	1	2	3	4	5	7	6
	6	4	5	3	7	1	8	2	4	2	6	3	7	1	5

Average	3.68	6.20	3.96	3.28	4.64	2.92	6.88	4.72	1.88	2.80	2.72	4.20	5.60	5.48	4.96
7 Surveys removed due to incorrect answer format															
RANK	3	7	4	2	5	1	8	6	1	3	2	4	7	6	5
If data from the incorrect are removed. No significant changes															
MODE	1	7	3	1	6	2	8	5	1	2	3	4	6	7	5
Mode with the 7 surveys removed															

Worksheet to remove the 7 surveys
Questions copied here again for convenience of viewing as freezing the panes made the worksheet very small.

Review & Update of the CSD	Comprehensive Response Plan- Who, SOPs	Emergency Written (Standard Operating Procedures) for all	Create a comprehensive Public Information system to include: Emergency Alert System and procedures	Pursue drilling a backup	Total water system	Community cation
By-Laws of the district	Pros-Cons rate study- Prepare for future needs.	What, Where, When	o Customer / Rate Payer Facts to Know about the Big Lagoon CSD	Increase well assessment Current backup to: Meet produce minimum enough fire flow requirements	o Long Understa	Green Diamond Resource Co. re: School property to potentiall
Update of all Policies and Procedures	Elementary School	RCAC) What if the district pricing (higher prices charged after a set usage)	o Terms of use agreement	o Currently ly pursue o Long Understa	MOU y develop	Replace ment of funding existing above plan outside of rate increases
		Customer Electronic meter training for reading for awareness, water training and reports and filings	Successi Comprehensive on plan ive drought customer/resident	o Terms of use agreement	MOU y develop	Replace ment of funding existing above plan outside of rate increases
		Emergency volunteer tasks Water home sites Web site maintenance	o Terms of use agreement	o Terms of use agreement	MOU y develop	Replace ment of funding existing above plan outside of rate increases
		Emergency volunteer tasks Water home sites Web site maintenance	o Terms of use agreement	o Terms of use agreement	MOU y develop	Replace ment of funding existing above plan outside of rate increases
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		Emergency volunteer tasks Water home sites Web site maintenance	o Terms of use agreement	o Terms of use agreement	MOU y develop	Replace ment of funding existing above plan outside of rate increases

Worksheet to remove the 7 surveys

This Water Shortage Contingency Plan complies with California Water Code (CWC) Section 10632, which requires that every urban water supplier shall prepare and adopt a WSCP as part of its Urban Water Management Plan (UWMP).

The provisions of the WSCP shall take effect upon a declaration of a water shortage made by a resolution of the Big Lagoon Community Services District Board of Directors (the Board). Recommendation for the implementation of the WSCP shall be brought to the Board of Directors whenever the Water Operator, upon engineering analysis of District water supplies or due to regulatory requirements, notices, or orders, finds and determines that a water shortage emergency exists or is imminent within the MCSD water service area. WSCP shall remain in effect for the duration of the water shortage set forth in the resolution, or until rescinded by the Board.

The WSCP also describes BLCSD's procedures for conducting an Annual Water Supply and Demand Assessment that is required by CWC Section 10632.1.

BLCSD shall communicate with the public, and local, regional, and state government agencies during each water shortage stage to communicate the demand reduction actions required.

Stage 1 (10% Reduction) - Voluntary Consideration; BLCSD will notify customers through mail stuffers, social media posts, and via the District website.

Stage 2 (20% Reduction) – Voluntary Conservation: BLCSD will notify customers through mail stuffers, social media posts, via the District website.

Stage 3 (30% Reduction) – Mandatory Conservation; BLCSD will notify customers, and local and state agencies through phone calls, email, mail stuffers, social media posts, via the District website.

Stage 4 (40% Reduction) – Emergency Water Shortage; BLCSD will notify customers, and local and state agencies through phone calls, email, mail stuffers, social media posts and through media and news outlets.

Stage 5 (50% Reduction) – Emergency Mandatory Rationing; BLCSD will notify customers, and local and state agencies through phone calls, email, mail stuffers, social media posts, via the District website, and through media and news outlets.

Stage 6 ($\geq 50\%$ Reduction)– Critical Water Shortage Emergency Rationing; BLCSD will notify customers, and local and state agencies through phone calls, email, mail stuffers, social media posts, and through media and news outlets.

The California Water Code contains two provisions for California water supplies related to water shortage contingency planning. California Water Code Section 350-359 provides the authority for a governing body to declare water shortage emergencies. Upon the declaration of a water shortage emergency, the local agency is provided with broad powers to implement and enforce regulations and restrictions for managing water shortage conditions



Greg Sidoroff <chair@biglagooncsd.org>

Lot 41

1 message

Greg Sidoroff <chair@biglagooncsd.org>

Wed, Feb 1, 2023 at 8:32 PM

To: izzyisout@outlook.com

Cc: Mara Friedman <boardsecretary@biglagooncsd.org>

Good evening Sheila,

Shortly after the board meeting on 01/28/23 I realized that based on my recent ethics training class there might be an issue for me engaging in any discussion of lot #41 on behalf of BLCSD. After reviewing the Fair Political Practices Guide (link provided for your convenience) specifically page 8, I found where not only myself but Louise Minor would be excluded as well. We both own property within 500 ft of lot 41. I sent an email to Mara asking her to inform the entire board and asking for Gus to determine if his property fell within 1000 feet of lot 41. Today the board received the following response from Gus (via Mara):

"After reviewing the information regarding potential conflict of interests provided in the "Fair Political Practices Guide" specific to Real Property as described in Regulation 18702.2, I used the Google Earth measuring tool to determine the distance of our property at 253 Roundhouse Creek Rd, to Lot #41. Listed below are 2 distances of our property according to the Google Earth measuring tool.

Our NE corner measures 512 ft from SW corner of lot #41

Our NW corner measures 681 ft from SW corner of lot #41

As such, it appears that I too would have to recuse myself from consideration of the subject property. Thank you, Gus "

With Gus, Louise, and myself having no choice but to recuse ourselves from any discussion of potential purchase lot #41 on behalf of BLCSD there is no longer a quorum available for this to be considered. I felt it was only fair to let you know of this in a timely manner so that you can pursue other potential buyers.

Please at a minimum respond that you have received this communication as if i do not hear from you within a few days i will place a hard copy of this correspondence in the mail to you.

Best regards,
Greg Sidoroff
Chair BLCSD

<https://www.fppc.ca.gov/content/dam/fppc/NS-Documents/TAD/Campaign%20Documents/Conflicts%20Guide%202022.pdf>

Regulation 18702.2 provides the materiality standards applicable to a decision's reasonably foreseeable financial effect on real property in which an official has an interest as either an owner or lessee.

Explicitly Involved Real Property Interest: It is reasonably foreseeable a decision will have a material financial effect on an official's interest in real property any time the interest is explicitly involved in the decision. Therefore, the decision's reasonably foreseeable effect is material in any of the types of decisions described in Regulation 18702.2(a)(1) to (6), including a decision that:

- Involves the adoption of or amendment to a development plan or criteria applying to the property. (Regulation 18702.2(a)(1).)
- Determines the property's zoning or rezoning, other than a zoning decision applicable to all properties designated in that category; annexation or de-annexation; inclusion in or exclusion from any city, county, district, or local government subdivision or other boundaries, other than elective district boundaries. (Regulation 18702.2(a)(2).)
- Would impose, repeal, or modify any taxes, fees, or assessments that apply to the property. (Regulation 18702.2(a)(3).)
- Authorizes the sale, purchase, or lease of the property. (Regulation 18702.2(a)(4).)
- Involves the issuance, denial or revocation of a license, permit or other land use entitlement authorizing a specific use of or improvement to the property or any variance that changes the permitted use of, or restrictions placed on, the property. (Regulation 18702.2(a)(5).)
- Involves construction of, or improvements to, streets, water, sewer, storm drainage or similar facilities, and the property will receive new or improved services that provide a benefit or detriment disproportionate to other properties receiving the services. (Regulation 18702.2(a)(6).)

Not Explicitly Involved Real Property Interest: A decision's reasonably foreseeable financial effect on an official's interest in real property is material if it is of a type described in Regulation 18702.2(a)(7) through (8), (b) or (c), including a decision that:

- Involves property located 500 feet or less from the official's property unless there is clear and convincing evidence that the decision will not have any measurable impact on the official's property. (Regulation 18702.2(a)(7).)
- Involves property located more than 500 feet but less than 1,000 feet from the official's property, and the decision would change the official's property's: development potential; income producing potential; highest and best use; character by substantially altering traffic levels, intensity of use, parking, view, privacy, noise levels, or air quality; or market value (Regulation 18702.2(a)(8)(A) through (E).)

SHEILA CRUSON

My Name is Sheila Cruson and this is my Letter Of Intent Claim For Damages against Humboldt County.

This involves an undergrounding project in The Big Lagoon Subdivision that took place in 1992-1994. I will prove with the documents included in my claim that Humboldt County made serious mistakes in by-passing two of my lots on Roundhouse Creek Drive which I did not discover until 2019. I had to pay \$27,629.59 to bring utilities to my newly constructed home in 2021.

I purchased multiple lots in the Big Lagoon Subdivision all before 1975. **All lots** in the subdivision had utilities provided on poles and wires.

In 1992, Humboldt County requested that **ALL POWER LINES AND POLES** on Roundhouse Creek Drive and Oceanview Drive were to be removed and placed underground to ALL lots in the subdivision. A Utility District was created by the Humboldt County Public Works Dept. and PG&E was paid \$400,000.00 to complete the work.

Some of my lots did receive underground power access. Two of my lots on the north end of Roundhouse Creek Drive were not included in the Utility District and **DID NOT** receive utilities. I was not aware of this until October 2019, after construction of my home had already begun. This is where **Delayed Discovery** becomes important.

After many meetings with different people at PG&E and my County Supervisor Steve Madrone, I was told If I wanted power access, I would have to pay for 300 feet of trenching through Roundhouse Creek Drive from the power boxes to my point of access, a trenching permit, engineering costs from PG&E , trenching from Alves Construction and a consultation with an attorney. This was done at considerable expense to myself, **\$27,629.59**.

I feel I have been harmed emotionally and financially by Humboldt County, (for leaving my lots out of the Utility District, and signing off and approving this project without confirming that **ALL** lots had received utility access).

I have all the paperwork, contracts and correspondence to prove my point in this matter. I have spent over three years of time speaking to all of the different organizations to try to get them to refund money to me that I should not have had to pay. No other lot owners in the Big Lagoon Subdivision had to pay to bring utilities to their point of access. The county has told me they would not reimburse any money based on the fact that this was done 30 years ago and the statute of limitations has passed. I disagree, based on the fact that PG&E removed my power when the undergrounding was done, and did not return it. The Utility District Map created by Humboldt County Public Works clearly left lots **OUT OF THE DISTRICT**. Because of that, my two lots **DID NOT RECEIVE ACCESS TO UTILITIES**. I believe I am allowed **Delayed Discovery**, because I did not know my lots never received the undergrounding access for utilities until 2019. Because of **Detrimental Reliance**, I believed the County, PG&E, Cox Cable and Pacific Bell would do their jobs correctly and give **ALL** my lots access to utilities. The original order included phone and wifi access.

As a side note, as you can see, **ALL THE POWER LINES AND POLES WERE TO BE REMOVED** along Roundhouse Creek Drive and Oceanview Drive. Because the Utility District created by the County Public Works Dept. was wrong, it left poles and wires outside of the District which PG&E and AT&T **DID NOT REMOVE**. Those poles and wires still cross my lot (lot 41), which, I believe, will cause problems for me when I develop that lot, or attempt to sell it.

If the County is not willing to honor my claim, I fully intend to bring a law suit against the county to recover my losses. I am aware that my claim falls outside the year of time to file a claim. But I was not aware that a Claim For Damages was possible until Tom Mattson, the Director Of Public Works refused to reimburse me and sent along the Humboldt County Claim For Damages form in his refusal letter , which was dated August 16, 2022.

I hope we can resolve this matter without a law suit. I am only asking for actual costs I paid out, not pain and suffering. That will not be the case if I am forced to file suit. Thank you for considering my claim. Sheila Cruson.

BEFORE THE
DEPARTMENT OF INVESTMENT
DIVISION OF REAL ESTATE
OF THE
STATE OF CALIFORNIA
W. A. SAVAGE, Real Estate Commissioner

In the matter of the application of

GEORGIA - PACIFIC CORPORATION
ROBERT B. PAMPLIN, President

for a final subdivision public report on

THE BIG LAGOON BLOCK A

HUMBOLDT COUNTY, CALIFORNIA

FINAL SUBDIVISION
PUBLIC REPORT

7333 SF

**This Report Is Not a Recommendation or Endorsement of the Subdivision
But Is Informative Only.**

Buyer or Lessee Must Sign That He Has Received and Read This Report.

THIS REPORT EXPIRES FIVE YEARS FROM DATE OR UPON A MATERIAL CHANGE

August 29, 1962

SPECIAL NOTE

THE DEPARTMENT OF PUBLIC HEALTH WILL REQUIRE THAT LOTS 1 AND 2
HAVE A SPECIAL PRE-INSTALLATION INSPECTION OF INDIVIDUAL SEWAGE
DISPOSAL SYSTEMS TO PROTECT WILLIAMS CREEK FROM CONTAMINATION.

ADDITIONAL INFORMATION FOLLOWS IN NARRATIVE FORM:

LOCATION AND SIZE: Eight miles north of Trinidad near Old U.S. 101
and County Road #558. Approximately 30 1/2 acres divided into 60
parcels.

RESTRICTIONS AND OTHER MATTERS OF RECORD: Conditions, reservations
and restrictions that may run with the land including county zoning
restrictions should be investigated by the purchaser. Copies of
those items which are recorded may be inspected at the office of the
Humboldt County Recorder. Information about zoning may be obtained
at the office of the Humboldt County Planning Commission.

STREETS: Streets have been offered for dedication for public use and
have been accepted by the county.

WATER: The Georgia-Pacific Corporation has advised that it will
supply water to this tract.

This company operates under the supervision of the Public Utilities
Commission. However, the ability and legal authority of the company
to supply this tract has not been verified as yet. There is no assur-
ance that this water company will be approved by the Public Utilities
Commission to service this tract. If the company is not approved,
purchasers may be left without an assured water supply.

IN ADDITION TO THE ABOVE, THE SUBDIVIDER ADVISES REGARDING THE

and that this water company will be approved by the Public Utilities Commission to service this tract. If the company is not approved, purchasers may be left without an assured water supply.

IN ADDITION TO THE ABOVE, THE SUBDIVIDER ADVISES REGARDING THE FOLLOWING ITEMS:

PURCHASE MONEY HANDLING: The subdivider has certified he will impound all funds received from each purchaser in an escrow depository at Belcher Abstract & Title Co., 4th & H Street, Eureka, until the title or interest contracted for is delivered to the purchaser. (Ref. Section 11013.4 (a) of the Business and Professions Code.)

R/E FORM 618

© Δ spro

ELECTRICITY: Pacific Gas & Electric Co.

TELEPHONE: Pacific Telephone & Telegraph Co.

Note: Contact the above companies regarding extension rules and regulations, service connections and costs involved.

SEWAGE DISPOSAL: Septic tanks, the cost to be borne by lot purchaser, are to be used for sewage disposal. Prior to installation purchasers should contact the local health department for specifications and requirements.

FIRE PROTECTION: State Division of Forestry during the forest fire season (May - October).

MISCELLANEOUS: It is approximately -----

1/4 mile to the junior high school;
17 miles to the high school;
1/4 mile to the grammar school; and
8 miles to the community shopping center.

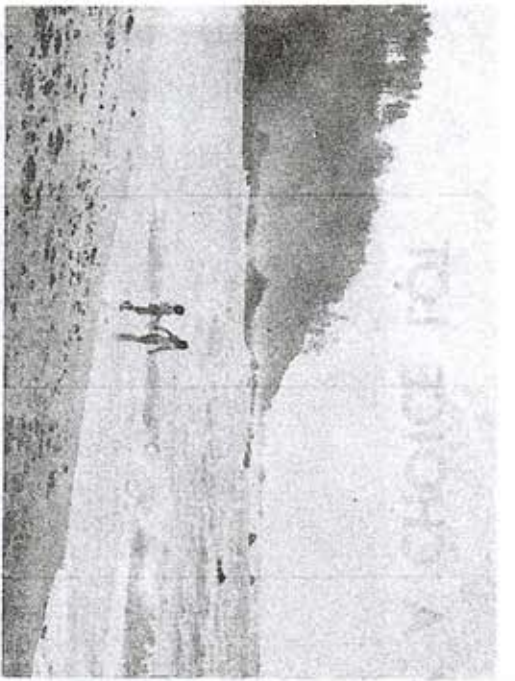
School bus service is available to all schools.

Public transportation consists of Greyhound bus service 1/4 mile from the tract.

Note: Purchasers should contact the local school board regarding school facilities and bus service.

PEM:hl

Res No 7333 SF
page 2



THESE ATTRACTIVELY PRICED
LOTS ARE AVAILABLE FROM



GEORGIA - P A C I F I C
I N V E S T M E N T C O R P O R A T I O N
(OWNER & DEVELOPER)

WRITE: GEORGIA-PACIFIC CORP.
BIG LAGOON OFFICE
TRINIDAD, CALIF. 95570

OR PHONE: MR. JIM ABLE

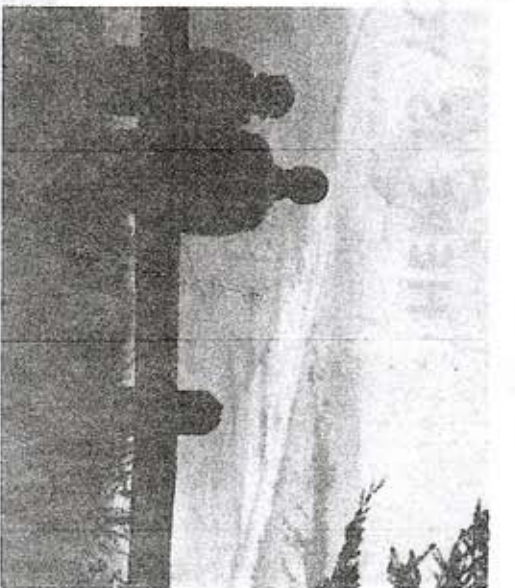
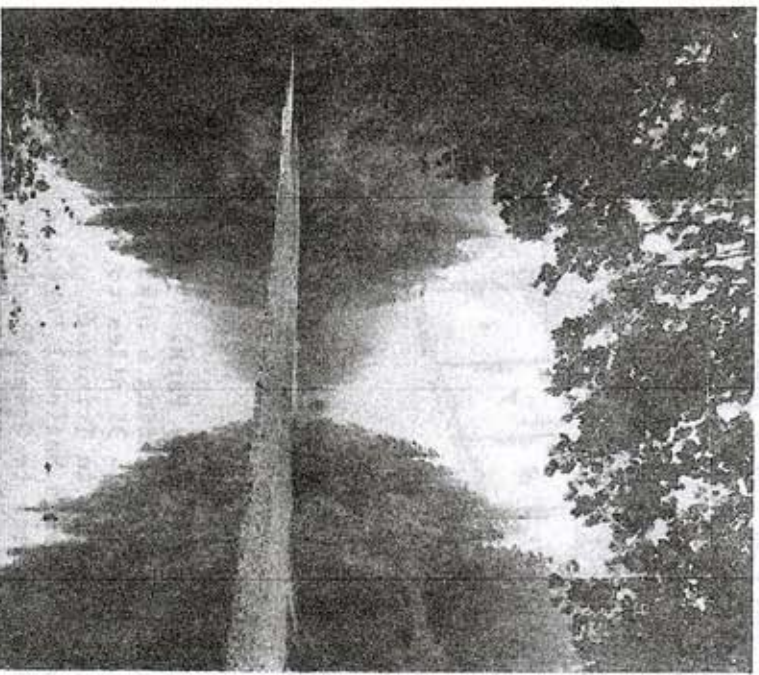
(707) 488-2531 WEEKDAYS

OR

(707) 442-0790 AFTER 5 P. M.

AND WEEKENDS

INSPECTIONS WELCOMED



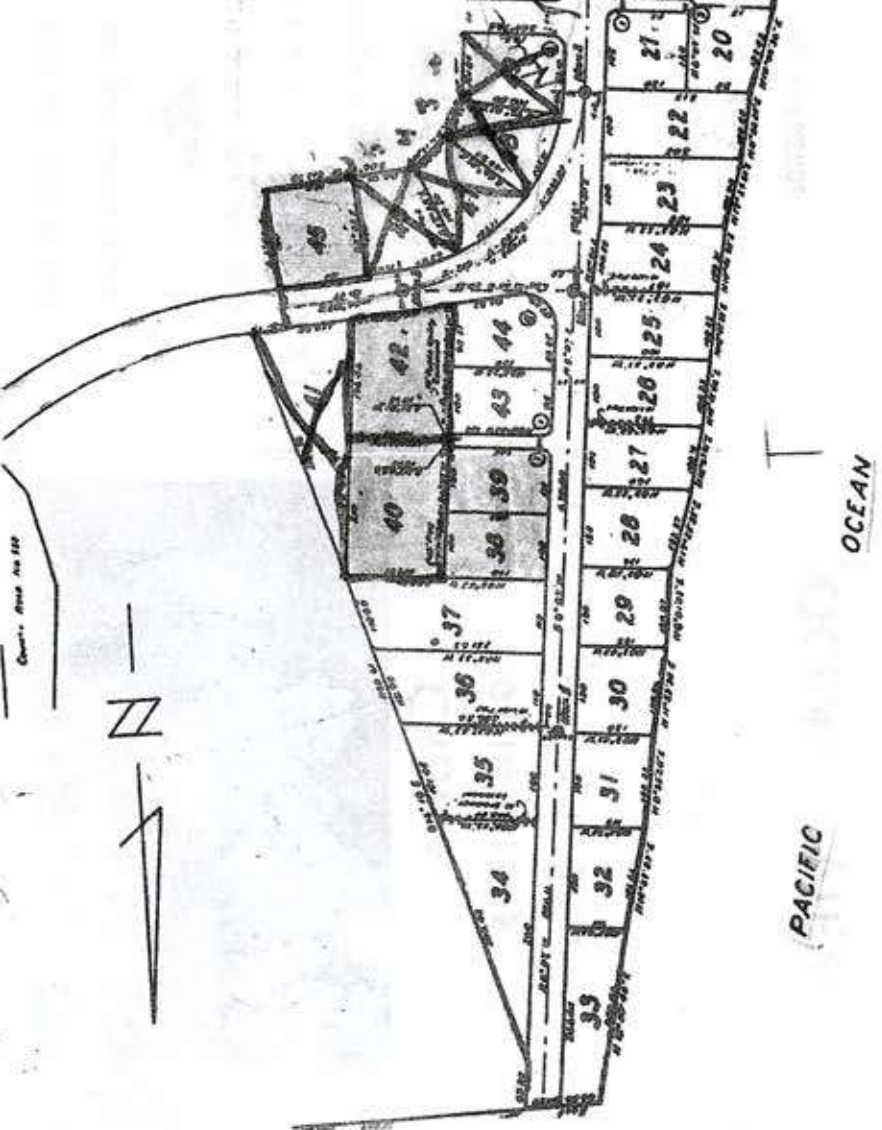
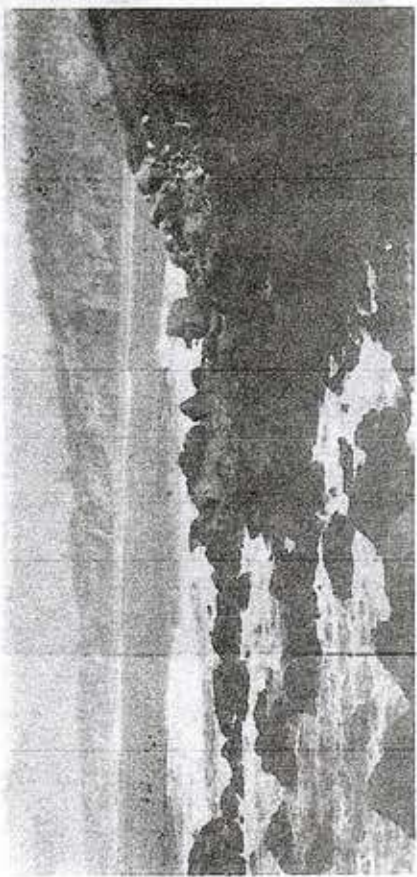
Choice
Home Sites
By The Sea

AT

OCEAN VIEW
ESTATES

Near Eureka, California

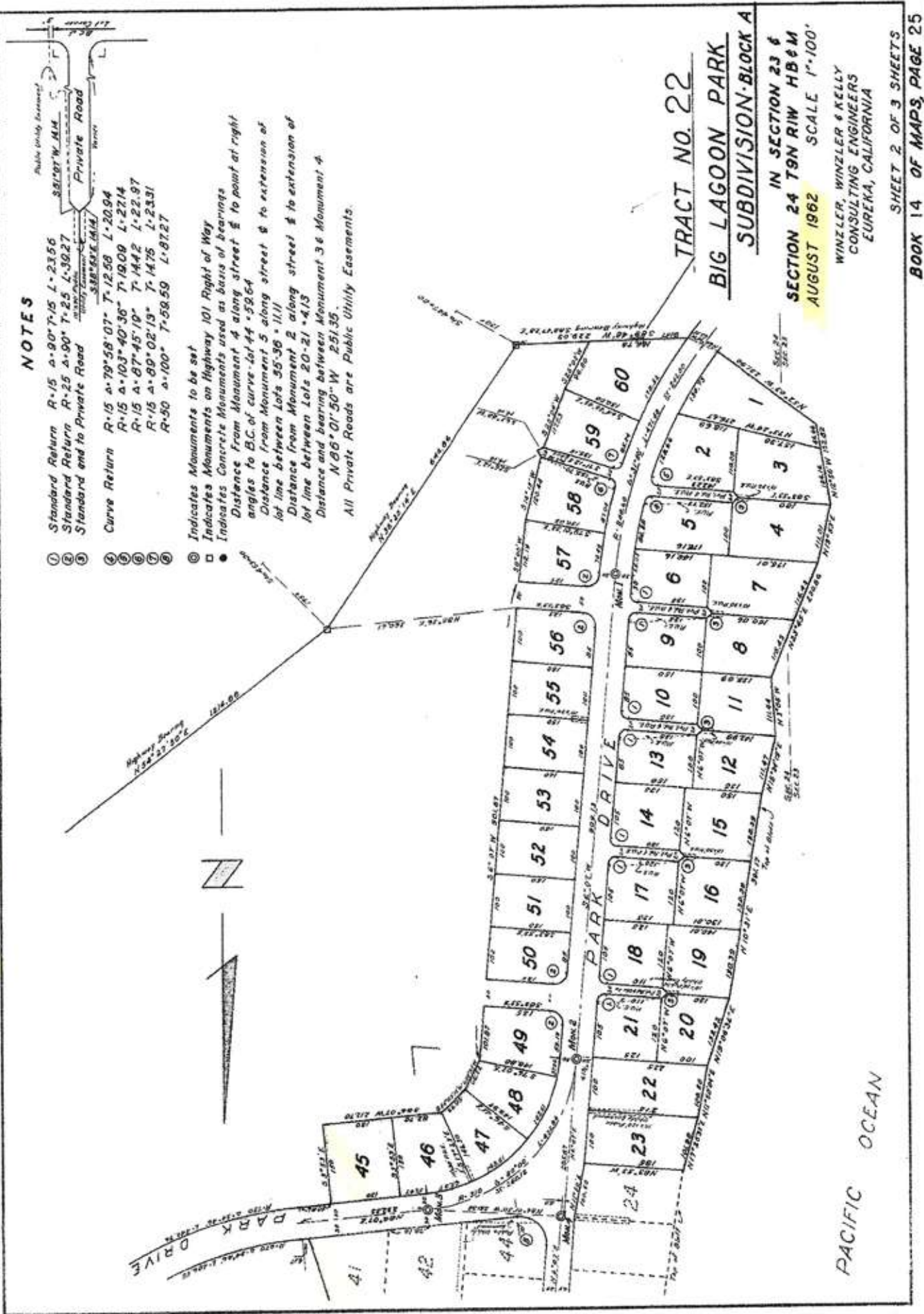
HERE IS YOUR OPPORTUNITY TO BUY A CHOICE LOT



OVERLOOKING THE PACIFIC OCEAN — WITH THESE VALUABLE ADVANTAGES:

1. Water & electric utility services.
2. Paved streets.
3. Adjoining Highway 101
4. Less than 20 miles from Jet Airport served by two scheduled airlines.
5. Easy walking distance to modern elementary school.
6. Bus transportation furnished to high school students.
7. Tract adjoins Humboldt County Park.
8. Near excellent fishing & hunting & hiking.
9. Near good shopping placed - 31 miles to Eureka, 23 miles to Arcata, 9 miles to Trinidad.
10. Very close to new Redwood National Park.
11. Permanent, deeded access to Ocean Beach.
12. The chance to develop your year-around retirement home or a quiet vacation retreat.

Note Date on this map (1962)
 Note Date on map next (1974)



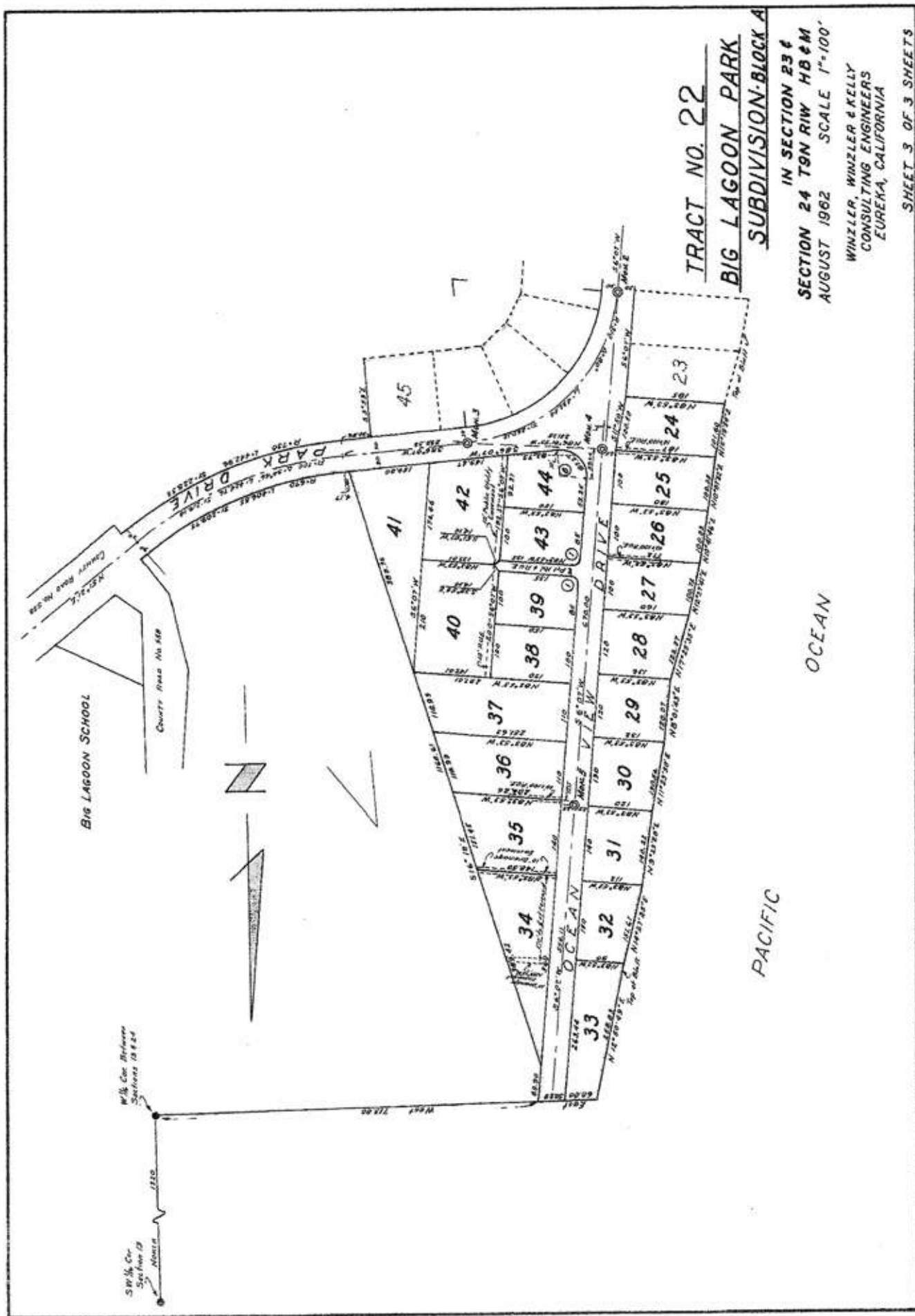
NOTES

- ① Standard Return $R=15 \Delta=90^\circ T=15 L=23.56$
 - ② Standard Return $R=25 \Delta=90^\circ T=25 L=39.27$
 - ③ Standard end to Private Road $R=38 \Delta=90^\circ T=38 L=58.14$
 - ④ Curve Return $R=15 \Delta=79^\circ 58' 07'' T=12.58 L=20.94$
 - ⑤ $R=15 \Delta=103^\circ 40' 36'' T=19.09 L=27.14$
 - ⑥ $R=15 \Delta=87^\circ 45' 10'' T=14.42 L=22.97$
 - ⑦ $R=15 \Delta=89^\circ 02' 13'' T=14.75 L=23.31$
 - ⑧ $R=50 \Delta=100^\circ T=59.59 L=87.27$
- ⊙ Indicates Monuments to be set
 - ⊠ Indicates Monuments on Highway 101 Right of Way
 - ⊡ Indicates Concrete Monuments used as basis of bearings
 - Distance from Monument 4 along street $\frac{1}{2}$ to point at right angles to B.C. of curve - lot 44 - 52.64
 - Distance from Monument 5 along street $\frac{1}{2}$ to extension of lot line between Lots 55-36 - 1111
 - ⊙ Distance from Monument 2 along street $\frac{1}{2}$ to extension of lot line between Lots 20-21 - 4.13
 - ⊙ Distance and bearing between Monument 3 & Monument 4 $N 86^\circ 01' 50'' W 251.35$
- All Private Roads are Public Utility Easements.

TRACT NO. 22
 BIG LAGOON PARK
 SUBDIVISION-BLOCK A

IN SECTION 23 &
 SECTION 24 T9N R1W HB&M
 AUGUST 1962 SCALE 1"=100'

WINZLER, WINZLER & KELLY
 CONSULTING ENGINEERS
 EUREKA, CALIFORNIA



**TRACT NO. 22
BIG LAGOON PARK
SUBDIVISION-BLOCK A**

IN SECTION 23 &
SECTION 24 T9N R1W HB&M
AUGUST 1962 SCALE 1"=100'

WINZLER, WINZLER & KELLY
CONSULTING ENGINEERS
EUREKA, CALIFORNIA

SHEET 3 OF 3 SHEETS
BOOK 14 OF MAPS, PAGE 26

OCEAN

PACIFIC

OWNERS CONSENT

Know all men by these presents that the undersigned, being the sole owner of, or having an interest in the lands embraced within the boundaries of the subdivision shown on the accompanying map, do hereby consent to the making and filing of said map, and to the dedication to the Public of the streets and easements as shown hereon.

Dated August 22, 1962. Georgia-Pacific Corporation

Signed Walter J. Moore
Signed Mary D. Moore

ACKNOWLEDGEMENT

State of Georgia SS
County of Chatham

On this 17th day of August 1962, before me, the undersigned, a Notary Public in and for said County and State, personally appeared

Walter J. Moore and Mary D. Moore and known to me to be the Wife and Sister respectively, of the Georgia-Pacific Corporation, and also known to me to be the persons who executed the written instrument on behalf of the corporation herein named, and they acknowledged to me that said corporation executed the same.

Witness my hand and official seal this 17th day of August 1962.
Thomas E. Witherspoon
Notary Public in and for the County of Chatham State of Georgia
My commission expires March 4, 1966

COUNTY CLERK'S CERTIFICATE

I hereby certify that a bond in the amount fixed by the Board of Supervisors of Humboldt County, State of California, to wit \$1000, was presented, filed and accepted by the said Board of Supervisors on the 21st day of August 1962, guaranteeing the payment of all taxes not yet payable which are a lien of the time of filing the accompanying map against the lands shown thereon.

Dated August 22, 1962
Signed Walter J. Moore
County Clerk and Ex-Officio Clerk of the Board of Supervisors of the County of Humboldt
State of California

COUNTY SURVEYOR'S CERTIFICATE

I, Charles H. Shaller, County Surveyor for the County of Humboldt, State of California, hereby certify that I have examined the accompanying map, that it is substantially the same as it appeared on the Tentative Map and any approved alterations, thereto, that all the provisions of Part 2 of Division IV of the Business and Professions Code and of any local ordinance applicable at the time of the approval of the Tentative Map have been complied, and that the accompanying map is technically correct. Chapter 2, Section 2.

In witness whereof I have hereunto set my hand and affixed my seal this 21st day of August 1962.

Signed Charles H. Shaller
County Surveyor, County of Humboldt, State of California

COUNTY AUDITOR'S CERTIFICATE

I hereby certify that there are no liens for unpaid County or Special District Taxes against any of the lands shown on the accompanying map except current taxes.

Dated this 22nd day of August 1962.
Signed Joseph B. Scarborough
County Auditor, County of Humboldt, State of California

PLANNING COMMISSION CERTIFICATE

I, N.J. Lund, Secretary of the Planning Commission of the County of Humboldt, State of California, hereby certify that the said Planning Commission at a meeting held on August 16, 1962, recommended approval and acceptance of the accompanying subdivision map.

Signed N.J. Lund
Secretary of the Planning Commission
County of Humboldt, State of California

SURVEYOR'S CERTIFICATE

I hereby certify that the accompanying map is correctly drawn from my survey of the land herein represented and that sufficient monuments were left on the ground from which the survey can be retraced, and that they occupy the positions indicated, and are of the character shown. This survey was performed under my direction in August 1962, and is true and complete as shown.

Signed R.F. Kelly
R.F. Kelly
R.C.E. 11005

CERTIFICATE OF ACCEPTANCE

I, Fred J. Moore, Jr., County Clerk and Ex-Officio Clerk of the Board of Supervisors of the County of Humboldt, State of California, do hereby certify that the Board of Supervisors at a meeting held on August 21, 1962, at which a quorum was present, approved and accepted on behalf of the Public, the parcels of land offered for dedication for the uses set forth on the map drawn hereon in conformity with the terms of the dedication.

Signed Fred J. Moore, Jr.
County Clerk and Ex-Officio Clerk of the Board of Supervisors of the County of Humboldt, State of California

RECORDER'S CERTIFICATE

Recorded at the request of Walter J. Moore a Title Co. this 20th day of August 1962 at 2 minutes past 2 o'clock in Book 14 of Maps of pages 24, 25, and 26, Humboldt County Records.

Signed Emma M. Black
County Recorder for the County of Humboldt, State of California

Fee 75 By Annice Stone
Deputy

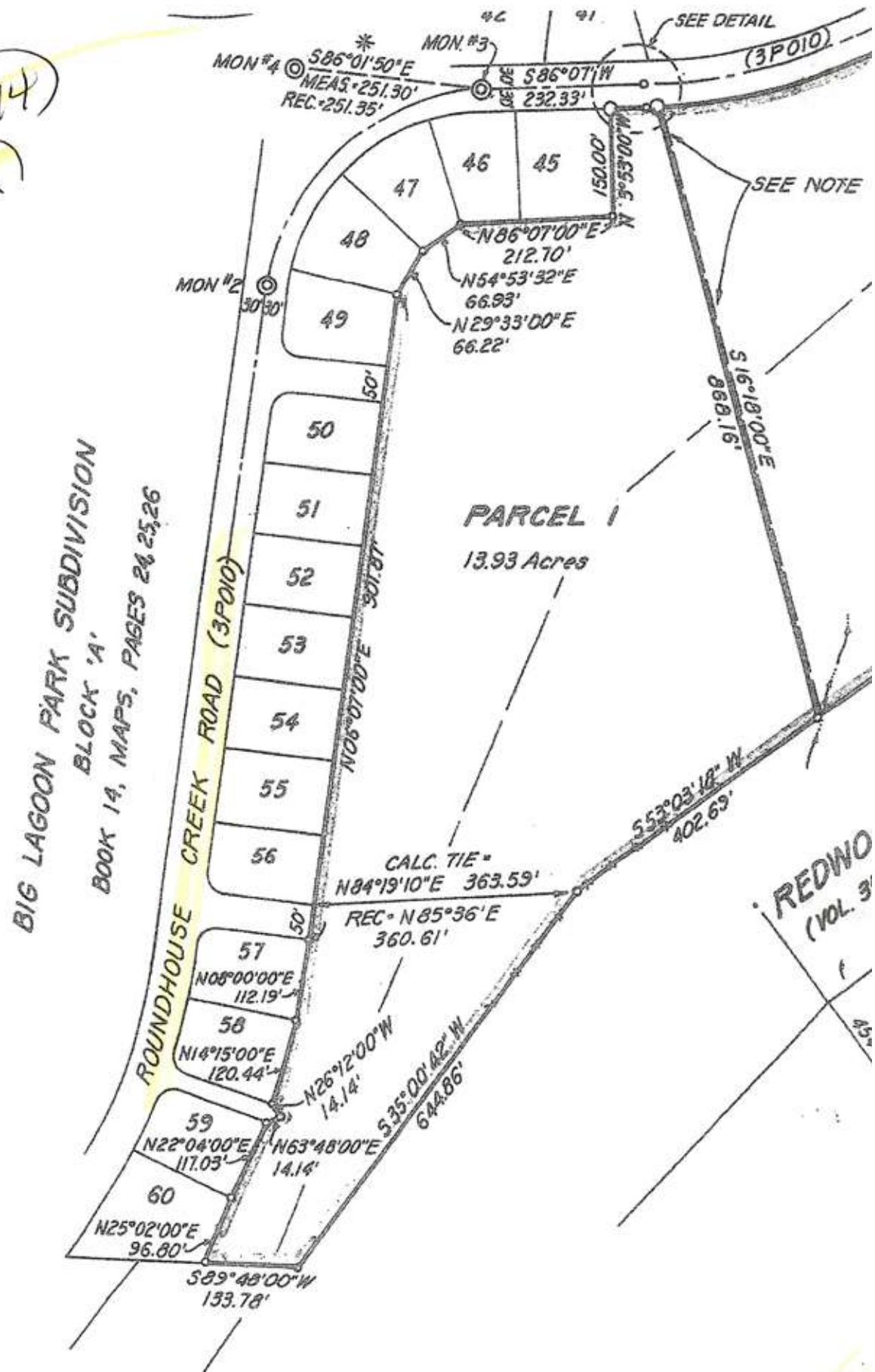
TRACT NO. 22

**BIG LAGOON PARK
SUBDIVISION - BLOCK A**

IN SECTION 23 &
SECTION 24 T9N R1W H84M
AUGUST 1962

WINZLER, WINZLER & KELLY
CONSULTING ENGINEERS
EUREKA, CALIFORNIA

map (1974)
 project was (1994)
 (undergrounding)



SURVEYOR'S CERTIFICATE

THIS MAP WAS PREPARED BY ME OR UNDER MY DIRECTION AND IS
BASED ON A FIELD SURVEY IN CONFORMANCE
 WITH THE REQUIREMENTS OF THE SUBDIVISION MAP ACT AT THE REQUEST OF
RALPH GODDI ON DECEMBER 19 74
 I HEREBY CERTIFY THAT IT CONFORMS TO THE ACT

22
 FILED THIS
 IN BOOK
 COUNTY REG
 LAND SURV

NOTICE OF HEARING

NOTICE CALLING A PUBLIC HEARING ON THE
FORMATION OF THE BIG LAGOON UNDERGROUND UTILITY DISTRICT
ALONG OCEAN VIEW DRIVE AND ROUNDHOUSE DRIVE

NOTICE IS HEREBY GIVEN that the Board of Supervisors of the County of Humboldt will hold a public hearing on November 17, 1992 at the hour of 1:45 p.m. in the Supervisors' Chambers, Humboldt County Courthouse, Eureka, California, to ascertain whether the public necessity, health, safety or welfare requires the removal of poles overhead wires, and associated overhead structures and underground installation of wires and facilities for supplying electric communication or similar associated service in the district herein described.

At such hearing, all persons interested shall be given an opportunity to be heard. Said hearing may be continued from time-to-time as may be determined by the Board of Supervisors. At the time of the hearing the Director of the Department of Public Works will present a report containing among other information the extent of such utilities' participation and estimates of a total cost to the County and affected property owners.

Property owners in the district shall be required to provide all necessary facility changes on their premises so as to receive underground utility services.

The area proposed to be included in the district is a narrow corridor on each of side and running along Ocean View Drive and Roundhouse Drive in the unincorporated area of Humboldt County near Big Lagoon Park. The district is fully described in the Report to Property Owners.

Chris Arnold
Clerk of the Board
October 28, 1992

REPORT TO PROPERTY OWNERS

Regarding the Proposed Big Lagoon Underground Utility District No. 1
in the Unincorporated Area of the County of Humboldt, California

The following report provides information about the proposed underground utility district in Big Lagoon. This district will include all properties along Ocean View Drive and Roundhouse Drive.

The formation of an underground utility district is the direct result of a ruling by the California Public Utilities Commission on October 23, 1968. The Commission ruled that a portion of utility construction monies shall be spent to replace unsightly aerial facilities with underground facilities. The total annual allocation amount for undergrounding existing overhead facilities within any incorporated city or the unincorporated area of the County shall be allocated in the same ratio that the number of customers in such city or unincorporated area bears to the total systems customers.

Before an undergrounding district can be formed the local governing body must first determine, after consultation with the utility companies and after holding public hearings on the subject, that undergrounding is in the general public interest in a specified area for one or more of the following reasons:

1. That such undergrounding will avoid or eliminate an unusually heavy concentration of aerial facilities.
2. That said street, road or rights-of-way is in an area extensively used by the general public and carries a heavy volume of pedestrian or vehicle traffic.
3. That said street, road or rights-of-way adjoins or passes through a civic area or public recreation area or an area of unusual scenic interest to the general public.

Once the governing body has made the determination that the undergrounding district proposed for Big Lagoon is in the general public interest, they will adopt a resolution setting forth, among other things, the date when property owners shall have made all necessary facility changes on their premises so as to receive underground utility services.

In the event the property owner is not ready to receive underground services by the date specified in the resolution, the Director of Public Works, after proper notification, will provide such required underground facilities, in which case the cost and expense thereof will be assessed against the property benefited and become a lien upon such property.

To further assist you in knowing what your responsibilities as a property owner are and to make you aware of the cost, the various utility companies are willing to incur to remove unsightly overhead wires and related facilities; we are providing a summary breakdown of the financial costs:

A. Cost of Service to Property Owners

The cost to individual property owners shall be as set forth in the California Public Utilities Commission Order, specifically those costs are to:

1. Modify the electrical service connection from overhead to an underground connection.
2. Reimburse PG&E for the cost of the electrical service lateral in excess of 100 feet from the property owners meter box to the point of service at the property right-of-way line.

The cost to individual property owners will vary substantially dependent on the time and materials involved to modify their electrical service connection from overhead to an underground connection (see property owner's list - Attachment #3 for estimated costs).

B. Cost to County of Humboldt

There will be no cost to the County for undergrounding the existing utilities other than normal administrative costs.

C. Cost to PG&E

PG&E estimates the cost for undergrounding its facilities to be \$400,000. Funding will come from 1992 Rule 20 Allocations.

D. Cost to Pacific Bell

Pacific Bell has been unresponsive to staff's request for their estimated cost. Pacific Bell is responsible for all costs of undergrounding its facilities.

E. Cost to Cox Cable

Cox Cable has been unresponsive to staff's request for their estimated cost. Cox Cable is responsible for all costs of undergrounding its facilities.

F. Undergrounding should begin in Spring of 1994. Property owners shall be ready to receive underground service on June 30, 1994, and all poles shall be removed by December 30, 1994.

Attachment(s)

- Attachment #1 - Map of Proposed Underground Utility District
- Attachment #2 - Legal Description of District
- Attachment #3 - List of Affected Property Owners

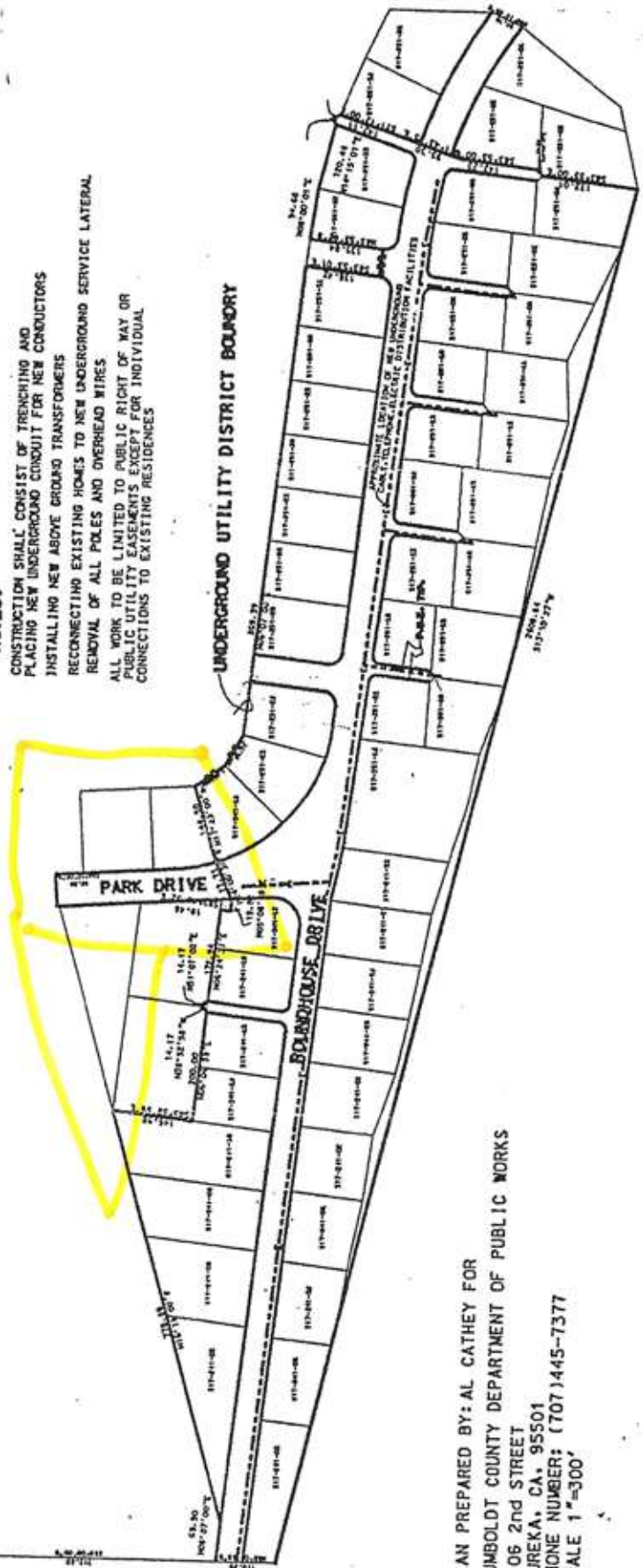
Note Street names on this map & district lines & parcels are outside district lines

SECTIONS 23 & 24 T.9N..R.1W., HB&M
 EXISTING BIG LAGOON PARK SUBDIVISION TRACT 22, BLOCK A

PLANS FOR THE...
 SECTION 23 AND 24 T.9N. R.1W. S.16.

PURPOSE OF PROJECT:
 FORMATION OF AN UNDERGROUND UTILITY DISTRICT
 TO PLACE EXISTING OVERHEAD UTILITIES UNDERGROUND.
 ALL UTILITIES WITHIN THIS DISTRICT SHALL BE UNDERGROUND.

NOTES:
 CONSTRUCTION SHALL CONSIST OF TRENCHING AND
 PLACING NEW UNDERGROUND CONDUIT FOR NEW CONDUCTORS
 INSTALLING NEW ABOVE GROUND TRANSFORMERS
 RECONNECTING EXISTING HOMES TO NEW UNDERGROUND SERVICE LATERAL
 REMOVAL OF ALL POLES AND OVERHEAD WIRES
 ALL WORK TO BE LIMITED TO PUBLIC RIGHT OF WAY OR
 PUBLIC UTILITY EASEMENTS EXCEPT FOR INDIVIDUAL
 CONNECTIONS TO EXISTING RESIDENCES



PLAN PREPARED BY: AL CATHEY FOR
 HUMBOLDT COUNTY DEPARTMENT OF PUBLIC WORKS
 1106 2nd STREET
 EUREKA, CA, 95501
 PHONE NUMBER: (707) 445-7377
 SCALE 1"=300'

LEGAL DESCRIPTION

Big Lagoon Underground Utility District No. 1

Beginning at the west 1/16 (sixteenth) corner between Sections 24 and 13, T9N, R1W, H.B. & M., said corner is a brass cap in concrete as shown in Book 21 of Surveys, page 73 on file in the Humboldt County Recorder's Office - California. Thence south 90° 0' 0" west, 713.80 feet parallel to the section line between Sections 24 and 13 T9N, R1W, H.B. & M. to the point of beginning;

Thence north 89° 05' 0" west, 110.29 feet;
Thence south 13° 10' 27" west, 2,608.64 feet;
Thence south 83° 53' 0" east, 172.01 feet;
Thence south 41° 10' 19" east, 14.74 feet;
Thence south 83° 53' 0" east, 142.23 feet;
Thence south 71° 43' 55" east, 93.3 feet;
Thence north 63° 47' 57" east, 14.14 feet;
Thence north 25° 12' 08" west, 14.14 feet;
Thence north 14° 15' 01" east, 120.44 feet;
Thence north 8° 0' 01" east, 94.66 feet;
Thence north 83° 53' 02" west, 135.84 feet;
Thence north 6° 07' 01" east, 50.00 feet;
Thence south 83° 53' 01" east, 136.42 feet;
Thence north 6° 07' 0" east, 869.39 feet;
Thence north 29° 33' 02" east, 66.22 feet;
Thence north 54° 59' 02" east, 66.93 feet;
Thence north 17° 23' 0" west, 144.50 feet;
Thence north 24° 0' 30" west, 77.71 feet;
Thence north 5° 08' 08" east, 19.82 feet;
Thence south 82° 49' 52" east, 19.46 feet;
Thence north 6° 24' 37" east, 172.94 feet;

Thence north $51^{\circ} 07' 02''$ east, 14.17 feet;

Thence north $38^{\circ} 52' 58''$ west, 14.17 feet;

Thence north $6^{\circ} 6' 59''$ east, 200 feet;

Thence south $83^{\circ} 52' 59''$ east, 146.98 feet;

Thence north $16^{\circ} 18' 0''$ west, 778.86 feet;

Thence north $6^{\circ} 07' 0''$ east, 69.90 feet to the point of beginning.

Basis of bearing is the section line between Sections 13 and 24, T9N, R1W, H.B. & M. per Book 21 of Surveys, page 73, on file in the Humboldt County Recorder's Office - California.

LIST OF PROPERTY OWNERS
(Page 2)

<u>OWNER</u>	<u>AP#</u>	<u>COST</u>
Pat Collum-Salafia 25611 Quail Run #90 Dana Point, CA 92629	517-241-17	\$500
✓ Sheila J. Kurwitz P.O. Box 2928 McKinleyville, CA 95521	517-241-18	\$-0-
Lawrence & Sara Kavich P.O. Box 6131 Eureka, CA 95502-6131	517-241-22	\$500
John & Jayne Robertson 1295 Berrian Street Claremont, CA 91711	517-241-23	\$-0-
Ferryl Scott & Harold McVay 28 Ocean View Drive Trinidad, CA 95570	517-241-24	\$500
Melvin L. Campbell 1602 "E" Street Eureka, CA 95501	517-241-25	\$-0-
✓ Richard C & Heather H. Kurwitz and Sheila J.K. Millsaps P.O. Box 2928 McKinleyville, CA 95521	517-241-26	\$-0-
✓ Richard C. & Heather H. Kurwitz and Sheila J.K. Millsaps P.O. Box 2928 McKinleyville, CA 95521	517-241-27	\$-0-
Keith B. Lansing 3980 La Cresta Drive San Diego, CA 92107	517-241-28	\$500
William & Judy Rivera 1984 Evergreen Court McKinleyville, CA 95521	517-251-04	\$1,500
Kendall & Dee Poole and Rockey Poole 504 Magnolia Avenue Larkspur, CA 94939	517-251-05	\$500
✓ Klamath Cutters, Inc. P.O. Box 2928 McKinleyville, CA 95521	517-251-06	\$-0-

9 lots 3 were connected to PG&E

LIST OF PROPERTY OWNERS

<u>OWNER</u>	<u>AP#</u>	<u>COST</u>
Melvyn L. Campbell 1602 "E" Street Eureka, CA 95501	517-241-01	\$-0-
Harvey & Teresa Bixler 88 Ocean View Drive Trinidad, CA 95570	517-241-02X	\$500
Gordon & Maxine Crews P.O. Box 772 Trinidad, CA 95570	517-241-03	\$1,500
Dennis & Sandra Boyd 5 Walnut Circle Chico, CA 95926	517-241-04	\$500
Carolle Turner 901 No. Market #40 Redding, CA 96003	517-241-05	\$500
G.W. & Robyn Deadmond Route 2 Box 832 Chico, CA 95926	517-241-06	\$-0-
John & Eileen Capaccio 181 Ocean View Drive Trinidad, CA 95570	517-241-07	\$500
Larry W. Mirch 2095 Wellington Drive Milpitas, CA 95035	517-241-08	\$500
John Pearson P.O. Box 1390 Ridgecrest, CA 93555	517-241-09	\$-0-
Edwin C. Hamilton P.O. Bo 508 Trinidad, CA 95570	517-241-10	\$500
Jonna V. Jones P.O. Box 24535 Apple Valley, MN 55124-4535	517-241-14	\$-0-
Joanne Mazzone P.O. Box 555 Shasta, CA 96087-0555	517-241-15	\$-0-
Shirley L. Johnston P.O. Box 360 Trinidad, CA 95570	517-241-16	\$500

LIST OF PROPERTY OWNERS
(Page 3)

<u>OWNER</u>	<u>AP#</u>	<u>COST</u>
Bruce Haston 384 Roundhouse Creek Road Trinidad, CA 95570	517-251-07	\$1,300
✓ Klamath Cutters, Inc. P.O. Box 2928 McKinleyville, CA 95521	517-251-10	\$-0-
Robert & Margaret Dickerson 787 Buckley Road Blue Lake, CA 95525	517-251-11	\$1,300
Franklin B. Rohner 11111 Santa Monica Boulevard #1615 Los Angeles, CA 90025	517-251-12	\$1,300
Jon & Permelia Matheson P.O. Box 248 Anahuac, Texas 77514-0348	517-251-13	\$500
Franklin B. Rohner 11111 Santa Monica Boulevard #1615 Los Angeles, CA 90025	517-251-14	\$500
Franklin B. Rohner 11111 Santa Monica Boulevard #1615 Los Angeles, CA 90025	517-251-15	\$-0-
Frank M. Wall and Rosalinda Raya 17086 Avenue, Apt. 416 Orosi, CA 93647	517-251-16	\$1,100
Jon & Laura Spillers 278 Roundhouse Creek Road Trinidad, CA 95570	517-251-17	\$500
Lee S. Mateos 9702 Enchantment Lane Stockton, CA 95209	517-251-18	\$500
Richard Preble 2075 Fickle Hill Road Arcata, CA 95521	517-251-19	\$1,000
Rita Lakin 2744 Bottlebrush Drive Los Angeles, CA 90077	517-251-20	\$1,000
Bud & Erica Peltonen 222 Roundhouse Creek Road Trinidad, CA 95570	517-251-21	\$500

Moss Larry 677-3324

LIST OF PROPERTY OWNERS
(Page 4)

<u>OWNER</u>	<u>AP#</u>	<u>COST</u>
✓ Sheila J. Kurwitz P.O. Box 2928 McKinleyville, CA 95521	517-251-23	\$500
✓ Richard C. & Heather H. Kurwitz and Sheila Millsaps P.O. Box 2928 McKinleyville, CA 95521	517-251-24	Deck Removal + \$500
✓ Klamath Cutters, Inc. P.O. Box 2928 McKinleyville, CA 95521	517-251-25	\$500
Barbara B. Logan P.O. Box 834 Trinidad, CA 95570-0834	517-251-26	\$500
Neil & Jeanne Kaska 447 Alan Road Santa Barbara, CA 93109	517-21-27	\$-0-
Zachary J. Peltier P.O. Box 221 Trinidad, CA 95570	517-251-28	\$500
Paul & Lois Mitchell and David Mitchell P.O. Box 331 Trinidad, CA 95570-0331	517-251-29	\$500
Larry Moss and Karen Angel 351 Roundhouse Creek Road Trinidad, CA 95570	517-251-30	\$500
Eugene & Leana Schnell 2700 Fairfield Street Eureka, CA 95501	517-251-31	\$500
Stephen H. Berman P.O. Box 1028 Trinidad, CA 95570	517-251-32	\$500
Stephen H. Berman P.O. Box 1028 Trinidad, CA 95570	517-251-33	\$500
Ward P. Beckwith P.O. Box 732 Salem, Oregon 08079	517-251-37	\$-0-
John & Loretta Donohoe 382 Roundhouse Creek Road Trinidad, CA 95570	517-251-38	\$1,300

LIST OF PROPERTY OWNERS
(Page 5)

OWNER
Richard C. & Heather H. Kurwitz
and Sheila J.K. Millsaps
P.O. Box 2928
McKinleyville, CA 95521

AP#
517-251-36

COST
\$-0-

Engineering Advance

10000000150000

Amount Due	Amount Enclosed
1,500.00	

\$ 1500.00

Pacific Gas and Electric Company
522510602007
SCTF 10-18-2019 03:00PM

PG&E
Box 997300
Sacramento, CA
95899-7300

AD

52227XXXXX 8 \$1,500.00
SHEILA CRUSON

0007872658
NOTIFICATION # 117365050 CUSTOMER
2365471
EP 97 ROUNDHOUSE CREEK RD TRINIDA
D

www.pge.com/ProjectPayments or
r payment. Thank you. *

Total Payments	\$1,500.00
52227XXXXX 8 Check	\$1,500.00
Total Tendered	\$1,500.00

Customer Number	2365471
Invoice Number	0007872658-5

Thank you for your payment.

vice and as explained in the application, PG&E will require a cash payment in the cost of an engineering review, design work, and cost development. The ing the information submitted in your application for new service addressing

the scope of your project.

Your project manager will review the scope of work needed to complete a construction quality estimate. If the billed engineering advance is insufficient to cover PG&E's design and project management costs or other work as required, PG&E may require an additional advance before proceeding.

The engineering advance will be applied to the total contract cost upon completion of the design and cost estimate. Any difference between the engineering advance and contract cost will either be refunded (without interest) or billed, as applicable. At any time you may request that we stop your project, however, we may retain all or a portion of the engineering advance and bill any costs incurred above that amount. This fee is dependent upon the amount of work PG&E has performed at the time of cancellation.

If this requested advance payment is not received by PG&E within 90 days from the date of this invoice, PG&E reserves the right to cancel this application for service.

IMPORTANT: By going forward with this project and paying the engineering advance to PG&E you are also agreeing to pay PG&E for all costs PG&E incurs for your project in the event that your project is cancelled, even if the costs PG&E incurs are more than this advance.

Notification : 117365050
Project Description : EP 97 ROUNDHOUSE CREEK RD TRINIDAD

Line Item Subtotal 1,500.00

AMOUNT NOW DUE \$	1,500.00
--------------------------	-----------------



Engineering Advance

99970007872658500001500000000150000

Invoice Number	Invoice Date	Amount Due	Amount Enclosed
0007872658-5	10/12/2019	\$ 1,500.00	

SHEILA CRUSON
 199 ROUNDHOUSE CREEK ROAD
 TRINIDAD CA 95570

PG&E
 Box 997300
 Sacramento, CA
 95899-7300

To Pay Online, please go to <http://www.pge.com/ProjectPayments> or
 Please return this portion with your payment. Thank you. *

When Making Inquiries or Address Changes,
 Please Contact :

Daniel Mentink
 707-445-5505

Customer Number
 2365471

Invoice Number
 0007872658-5

In connection with your application for new gas and/or electric service and as explained in the application, PG&E will require a cash payment in advance for your project. This advance payment is required for the cost of an engineering review, design work, and cost development. The amount of the advance is based upon PG&E's current costs, utilizing the information submitted in your application for new service addressing the scope of your project.

Your project manager will review the scope of work needed to complete a construction quality estimate. If the billed engineering advance is insufficient to cover PG&E's design and project management costs or other work as required, PG&E may require an additional advance before proceeding.

The engineering advance will be applied to the total contract cost upon completion of the design and cost estimate. Any difference between the engineering advance and contract cost will either be refunded (without interest) or billed, as applicable. At any time you may request that we stop your project, however, we may retain all or a portion of the engineering advance and bill any costs incurred above that amount. This fee is dependent upon the amount of work PG&E has performed at the time of cancellation.

If this requested advance payment is not received by PG&E within 90 days from the date of this invoice, PG&E reserves the right to cancel this application for service.

IMPORTANT: By going forward with this project and paying the engineering advance to PG&E you are also agreeing to pay PG&E for all costs PG&E incurs for your project in the event that your project is cancelled, even if the costs PG&E incurs are more than this advance.

Notification : 117365050

Project Description : EP 97 ROUNDHOUSE CREEK RD TRINIDAD

Line Item Subtotal 1,500.00

AMOUNT NOW DUE \$	1,500.00
--------------------------	-----------------

SHEILA CRUSON
199 ROUNDHOUSE CREEK ROAD
TRINIDAD CA 95570

PG&E
Box 997300
Sacramento, CA
95899-7300

*When Making Inquiries or Address Changes,
Please Contact :*

Daniel Mentink
707-445-5505

Customer Number
2365471

Invoice Number
0007872658-5

*NOTE : This invoice reflects current charges only.
Any past due amounts will be billed separately.*

\$5404.53

NN #: 117365050

DATE: 02/03/2020 06:52:40

Sheila J Cruson
PO Box 779
Bayside, CA 95524

9016
90-7221/3211

1-24-2020
Date

Pay to the
Order of

PG&E

\$5404.53

Five thousand four hundred four ⁵³/₁₀₀ dollars



COMPASS
COMMUNITY CREDIT UNION

321 Webber Ave.
Eureka, CA 95501
(707) 443-8862

Void if Less Than \$500.00
HELOC ACCOUNT

Customer # 2365471

Contract # 50020808 V.1

Sheila Cruson

MP



MEMBER SINCE

>122000496<
Union Bank

Monterey Park, CA 91755
FOR DEPOSIT ONLY
0700475581
PACIFIC GAS & ELECTRIC

0122



Customer Payment Coupon

SHEILA CRUSON, AN INDIVIDUAL

199 ROUNDHOUSE CREEK ROAD
TRINIDAD CA 95570

RECEIVED
FEB 03 2020
CFM W SAC

For Internal Use	
Notification#	117365050
Contract#	50020808 V1
E PM#	35133443
G PM#	
E-Prior MLX/PM #	2010
G-Prior MLX/PM #	
Customer#	2355471

Customer Payment Summary

97 ROUNDHOUSE CREEK RD, TRINIDAD, CA, 95570

Please pay the total amount due that corresponds to the option you select on page two of the enclosed extension agreement and enclose payment.

Payment Options		Total Due
10-Year Refundable Advance Option Gas and Electric	\$8,867.82	\$8,867.82
Non-Refundable 50 percent Discount Option for Gas and Electric	\$5,404.53	\$5,404.53
10-Year Refundable Advance Option for Gas and Non-Refundable 50 percent Discount Option for Electric	\$5,404.53	\$5,404.53
Non-Refundable 50 percent Discount Option for Gas and 10-Year Refundable Advance Option for Electric	\$8,867.82	\$8,867.82

Please pay the total amount due that corresponds to the option you select on page two of the enclosed extension agreement.

Important Payment Information

To complete your contract ONLINE

- Follow the instructions provided with your electronic contract
- Submit payment at pge.com/contractpayments

To complete your contract BY MAIL

- Please make check payable to: **PG&E or Pacific Gas and Electric**
- Complete, sign and return the enclosed agreement(s), the SACAC form and the customer payment coupon with your payment
- Remit payment and SACAC form to:**
PG&E CFM/PPC Department
PO BOX 997340
Sacramento, CA 95899-7340

Please pay the total amount due that corresponds to the option you select on page two of the enclosed extension agreement and enclose payment.

If you complete your contract ONLINE, please return your signed contract to PG&E at the address above. If you complete your contract BY MAIL, please return your signed contract to PG&E at the address above.

If you have any questions about PG&E gas and electric safety, quality or service, please call 1-800-422-0436.

Susk

Have Questions?
Please Call 1-800-422-0436



117365050E



Gas and Electric Extension Agreement*

January 11, 2020

SHEILA CRUSON, AN INDIVIDUAL

199 ROUNDHOUSE CREEK ROAD, TRINIDAD, CA, 95570 Re: 97 ROUNDHOUSE CREEK RD, TRINIDAD, CA, 95570

Dear SHEILA CRUSON

We are writing to let you know Pacific Gas and Electric Company (PG&E) will extend its facilities to provide the requested gas and electric service to the project address listed above. PG&E's costs have been developed based on the choices and information provided in your application and may change if you make changes. This letter, including PG&E's tariffs, which are incorporated by reference below, will serve as our contract. As required by the California Public Utilities Commission (CPUC), special facilities will be handled in a separate contract. Please complete the following four steps to execute this contract.

For Internal Use	
Notification #	117365050
Contract #	50020808_V1
E-PM #	35133443
G-PM #	
E-Prior MLX/PM#	2010
G-Prior MLX/PM#	
Customer #	2365471

Review the following work responsibilities and cost information.

Work To Be Done By	GAS MAIN		GAS SERVICE		ELECTRIC DISTRIBUTION			ELECTRIC SERVICE		
	Street	Prop	Open	Close	Open	Close	Prop	Open	Close	Prop
PG&E							X			X
Customer			X		X	X		X		

	GAS	ELECTRIC
Total non-refundable project costs	\$0.00	\$4,713.21
Refundable extension costs	\$0.00	\$6,926.57
Allowances (credit)	-	\$0.00 -
Not refundable amount	=	\$0.00 =
10 YEAR REFUNDABLE OPTION		
Net refundable amount	\$0.00	\$6,926.57
Credit for value of design and/or facilities provided by applicant	-	\$0.00 -
Total non-refundable project costs	+	\$0.00 +
Total (if you select this option)	=	\$0.00 =
NON-REFUNDABLE 50% DISCOUNT OPTION		
Net refundable amount	\$0.00	\$6,926.57
Discount: 50% of Net refundable amount	-	\$0.00 -
Credit for value of design and/or facilities provided by applicant	-	\$0.00 -
Total non-refundable project costs	+	\$0.00 +
Total (if you select this option)	=	\$0.00 =
Potential refund per residential lot/unit	\$0.00	\$0.00
Potential reimbursement per service completion		
Pressurized or energized system	\$0.00	\$0.00
Not pressurized or energized system	\$0.00	\$0.00
Reimbursement for other work performed	\$0.00	\$681.86

All amounts include the Income Tax Component of Contribution (ITCC) PG&E is required to charge customers, where applicable.



117365050E

* Automated document, Preliminary Statement, Part A

Form 79-1169
Advice 3579-G/4607-E
March 2015

PG&E refers to Pacific Gas and Electric Company, a subsidiary of PG&E Corporation. ©2015 Pacific Gas and Electric Company. All rights reserved.



Gas and Electric Extension Agreement*

RECEIVED
FEB 03 2020
SFM W SAC

2 Select one of the following payment options.

- 10-Year Refundable Option for Gas and Electric
- Non-Refundable 50 Percent Discount Option for Gas and Electric
- 10-Year Refundable Option for Gas and Non-Refundable 50 Percent Discount Option for Electric
- Non-Refundable 50 Percent Discount Option for Gas and 10-Year Refundable Option for Electric

\$0.00	+	\$10,367.82	-	\$1,500.00	=	\$8,867.82
\$0.00	+	\$6,904.53	-	\$1,500.00	=	\$5,404.53
\$0.00	+	\$6,904.53	-	\$1,500.00	=	\$5,404.53
\$0.00	+	\$10,367.82	-	\$1,500.00	=	\$8,867.82

3 Review these important terms and conditions.

This Gas and Electric Extension Agreement is controlled by, and incorporates by reference, PG&E's tariffs, including Gas and Electric rules 2, 15, and 16; the Distribution and Service Extension Agreement-Provisions (Form 62-0982) and the General Terms & Conditions for Gas and Electric Extension & Service Construction by Applicant (Form 79-716), all as approved and authorized by the CPUC. This agreement at all times shall be subject to such modifications as the CPUC may direct from time to time in the exercise of its jurisdiction.

You can view PG&E's tariffs online at pge.com/tariffs or contact the PG&E representative listed below. Additional details underlying the amounts shown in this agreement, as well as the calculation of allowances, refunds or deficiency bills can also be provided by your local PG&E representative.

4 After completing steps 1, 2 and 3 and having checked one, but only one, of the four payment options above, please complete and return the following items to PG&E.

- Sign and return this contract as indicated below.
- Submit the Payment Coupon with Total Due based on your option selected.
- Sign and return the enclosed Statement of Applicant's Contract Anticipated Costs (SACAC) [Form 79-1003] (explanation in box to the right).

Please provide your payment and required forms within 90 days from 11-Jan-20
PG&E is not bound by the costs set forth above if payment and the signed forms are not received by PG&E within 90 days.

If you have any questions, please contact
at _____ or by email at SWSK@pge.com



Please follow payment instructions found on your Payment Coupon.

Pacific Gas and Electric Company

This contract has been reviewed and approved by:

Service Planning Supervisor

Customer

Agreed and accepted by:

SHEILA CRUSON, AN INDIVIDUAL

Sheila Cruson
Authorized Signatory SHEILA CRUSON

Title Owner

Signature

Date

1/24/2020



117365050E

* Automated document, Preliminary Statement, Part A

Form 79-1169
Advice 3579-G/4607-E
March 2015



STATEMENT OF APPLICANT'S CONTRACT ANTICIPATED COSTS.*

Project Name: 97 ROUNDHOUSE CREEK RD

Project Location: 97 ROUNDHOUSE CREEK RD, TRINIDAD, CA, 95570

Notification Number: 117365050

PM Number(s): (Gas) (Electric) 35133443

APPLICANT COSTS

The following statement must only include the contracted anticipated installed costs of facilities installed by the Applicant that are refundable and that are PG&E's responsibility under its tariffs.

The costs provided by the Applicant must be taken from the Applicant's contract with its contractor. If the Applicant will be performing the work itself, the Applicant must also complete and sign this form.

The Applicant's statement of costs will be compared with PG&E's estimated installed costs of the same facilities, the lower of which will be used to determine the amount subject to allowances and refunds in accordance with the provisions of PG&E's Gas and Electric Rules 15 and 16.

If the Applicant chooses not to provide its costs, it must complete the last section of this form. Until the Applicant either provides the refundable cost from its contract with its contractor (or its own cost, if applicable), or returns this form indicating that it will not do so, PG&E will not proceed with any work on the Applicant's project.

Table with 2 columns: GAS Residential Service Facilities and ELECTRIC Residential Service Facilities. Rows include Applicant: \$, PG&E: \$0.00 vs \$1,657.02, and Number of gas service: 0 vs Number of Electric service: 1.

Applicant's statement of costs include: overhead or underground service conductors, poles, service transformers, connection fittings, service pipe, valves, service connections, and other PG&E-owned service equipment, as detailed in Gas and Electric Rule 16. Applicant's statement of costs DOES NOT include: inspection fees, nonresidential service costs, regulators, or PG&E-owned metering equipment.



117365050E

GAS

**Gas Distribution Facilities
and Non-Residential Service Services:**

Applicant: \$ _____

PG&E: \$0.00

ELECTRIC

**Electric Distribution Facilities
and Non-Residential Service Services:**

Applicant: \$ _____

PG&E: \$593.11

GAS DISTRIBUTION TRENCH

Applicant: \$ _____

PG&E: \$0.00

Applicant's statement of costs include: cables, switches, transformers, distribution main, valves, regulators, nonresidential service costs, and other distribution facilities required to complete the distribution line extension, as detailed in Gas and Electric Rule 15 as PG&E's responsibility.

Applicant's statement of costs DOES NOT include: inspection fees, tie-in of system by PG&E, distribution substructures, electric trench, conduits, feeder conduits, or protective structures, as detailed in Gas and Electric Rule 15.

I declare under penalty of perjury that the foregoing is true and correct.

APPLICANT'S ELECTION NOT TO PROVIDE COSTS: (if this option selected, box must be checked)

I choose not to provide to the utility my refundable costs for this project as taken from my contract with my contractor, or as performed by myself, and acknowledge that PG&E will use its estimate of the refundable costs for this project in the contract between it and me.

Executed on 1/24/2020 at Trinidad
(Date) (City)

By:

Print Applicant Name: SHEILA CRUSON, AN INDIVIDUAL

Signed:

Sheila Cruson
Owner

Title:



117365050E

>> 02/03/2020 12:17:52 | sff2 | archive
SALES ORDER 41206792??MLX 0292253

>> 02/03/2020 06:52:46 | [SYSTEM] | pending join
Joined by workflow 3825690

ACCOUNT # : 00000016944994
 AMOUNT BY : 540453
 CAPTURE BY : PGE\R1W7
 CAPTURE STATION : RPSCFMSCAN01
 CHECK # : 9016
 COMPLETE : Y
 Customer Name : null
 DOCTYPE : CONTRACT
 Exception Type :
 INVTTYPE : COD
 ITEM # : 1
 JOB # : 250416
 LANID : SMSR
 NOTIFNUM : 117365050
 PRIORITY : 5
 PROJECT LOCATION : 97 ROUNDHOUSE CREEK RD, TRINIDAD
 ROUTE :
 ROUTING # : PRC Data Entry
 SCAN DATE : 321172219
 SEQUENCE : 02/03/2020
 TYPE : 167932
 : E

Fw: contract

1 message

sheila cruson <izzyisout@outlook.com>
To: "jerryboone@gmail.com" <jerryboone@gmail.com>

Sun, Mar 13, 2022 at 5:04 PM

From: Shoemaker, Stanley <SWSK@pge.com>
Sent: Monday, February 1, 2021 6:16 PM
To: 'sheila cruson' <izzyisout@outlook.com>
Subject: contract

Hi Shelia,

Here is the contract you requested. Sorry it took a bit for me to get back to you.

Thank you,

Stan Shoemaker

New Business Representative

Pacific Gas and Electric Company

Eureka Ca 95501

707-445-5542/ swsk@pge.com

[Apply for new service](#)

[PG&E Service Requirements - Greenbook](#)

 117365050.E.CONTRACTPKG_20210202021031.008_X.pdf
408K

LOCATION 1: RULE 15, CUSTOMER TO TRENCH AND INSTALL 4" SECONDARY CONDUIT 130'.

PG&E TO INSTALL 350AL TPX 130' IN 4" CONDUIT (144' OF CABLE WITH TAILS)

BETTERMENT CUSTOMER TO TRENCH 5' BEYOND SECONDARY TRENCH INTERCEPT

EXISTING 4" CONDUIT AND INSTALL 4" PRIMARY CONDUIT 135' AND MARKER BALL

LOCATION 2: RULE 15 CUSTOMER TO INSTALL 17"X30" FULL TRAFFIC BOX PG&E CODE 019597

PG&E TO INSTALL BUSS BARS

LOCATION 3: RULE 16, CUSTOMER TO TRENCH AND INSTALL 3" CONDUIT 150'. (50' IN FRANCHISE)

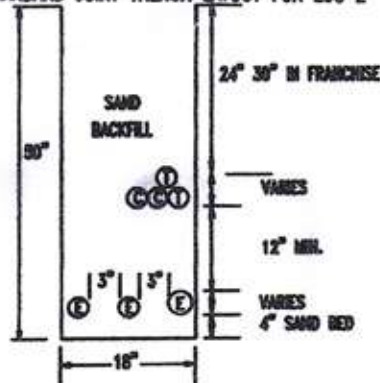
PG&E TO INSTALL 4/0 AL TPX 150' (164' CABLE)

ESTIMATED CUSTOMER LOAD 6.9 KVA

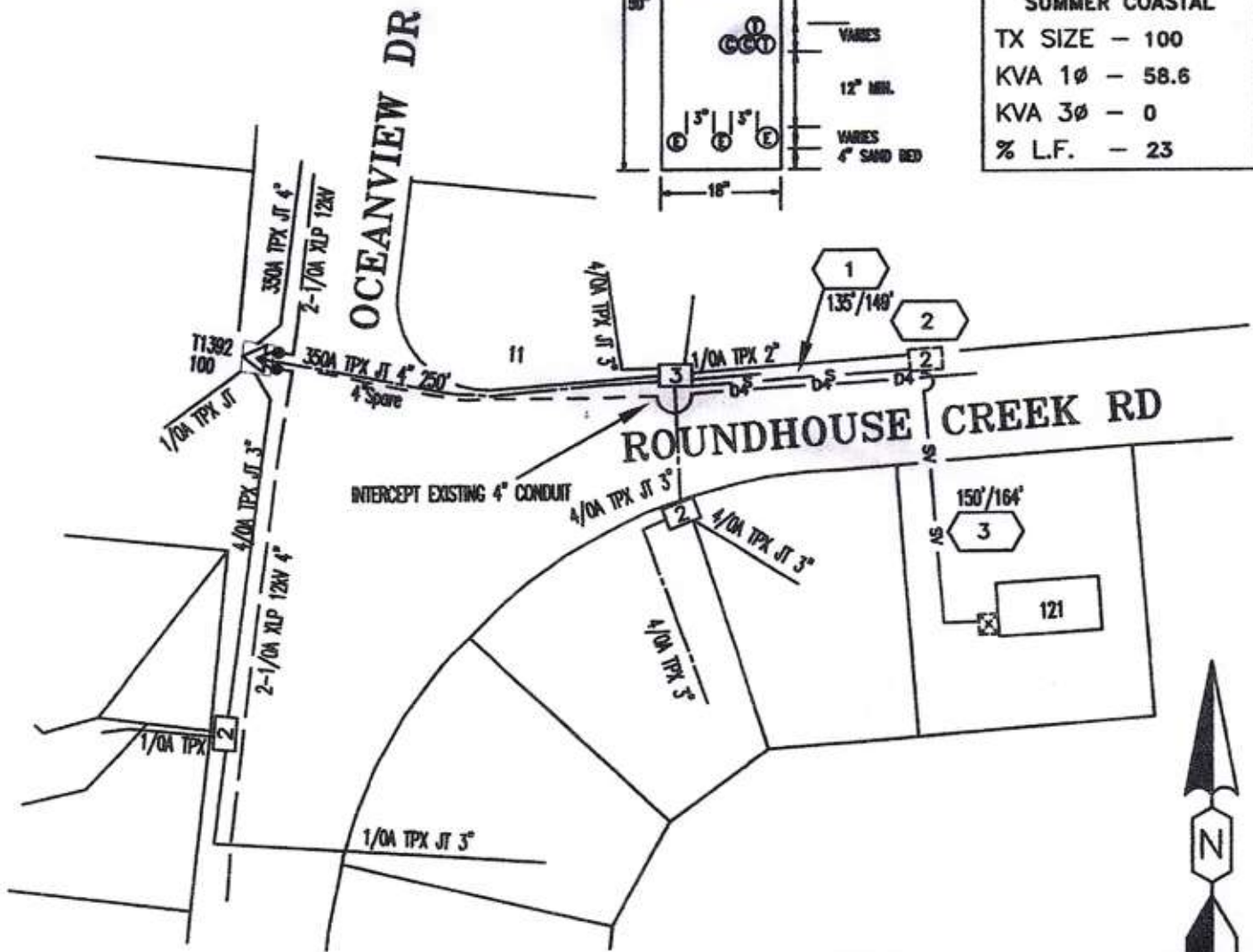
VD= 3.2V VF=6.6V

ONE METER 120/240V 3W, 1φ 200 AMP PANEL

STANDARD JOINT TRENCH LAYOUT FOR LOC 2



1	
COORDINATE #	1141232-67114
LOADING DISTRICT	SUMMER COASTAL
TX SIZE	- 100
KVA 1φ	- 58.6
KVA 3φ	- 0
% L.F.	- 23



CUSTOMER CONTACT SHEILA CRUSON 707-677-5009



PRIMARY VOLTAGE: 12 KV	VOLTAGE AREA: 2
LATITUDE: 41.15518	LONGITUDE: -124.133932
SOURCE SIDE DEVICE: 7325	
SUB & CIRCUIT: BIG LAGOON 1101	
DSGN SAG: N/A	RAPTOR ZONE: NO
LOADING AREA: LIGHT	ARRESTER DIST: 2
CORROSION AREA: SEVERE	INSULATION DIST: AA
EXEMPT EDJIP.INST: NO	FIRE AREA: SRA

NEW UG SERVICE
97 ROUNDHOUSE CREEK RD
TRINIDAD CA

EST: SHANE LOPER	707-445-5534
ADE: BEAR WINKLE	707-445-5515
SUPV: KEN COX	707-468-3977
REP: STAN SHOEMAKER	707-445-5542
PLNR:	

811 Know what's below. Call before you dig. **NO ENVIRONMENTAL ISSUES**

GAS CONFLICT: _____ NEAR LOC: _____

JPA#:	SCALE: NTS
NOTIF: 117365050	DATE: 12/10/19
PM#: 35133443	SHEET: 1 OF 1 REV. 0



DEPARTMENT OF PUBLIC WORKS
COUNTY OF HUMBOLDT

MAILING ADDRESS: 1106 SECOND STREET, EUREKA, CA 95501-0579
AREA CODE 707

EP 20012

AS800

ARCATA-EUREKA AIRPORT TERMINAL
McKINLEYVILLE
FAX 839-3596

PUBLIC WORKS BUILDING
SECOND & L ST., EUREKA
FAX 445-7409

CLARK COMPLEX at HARRIS & H ST.
3033 H Street, Room 17, EUREKA
FAX 445-7388

AVIATION	839-5401	ADMINISTRATION	445-7491	NATURAL RESOURCES	445-7741	LAND USE	445-7205
		BUSINESS	445-7652	NATURAL RESOURCES PLANNING	267-0540		
		ENGINEERING	445-7377	PARKS	445-7651		
		FACILITY MAINTENANCE	445-7493	ROADS & EQUIPMENT MAINTENANCE	445-7421		

ENCROACHMENT PERMIT

PERMIT NO. EP 20012

PERMITTEE: PACIFIC GAS & ELECTRIC
CONTRACTOR: DANIELSON CONSTRUCTION INC.
P.O. BOX 3598
EUREKA, CA 95502

DATE ISSUED: 03/03/2020
EXPIRATION: 10/03/2020

In response to your request received 02/11/2020 and subject to all the terms, conditions, and restrictions written below or printed as general or special provisions on any part of this form and/or attachments, permission is hereby granted, as per the attached special and general provisions and the Humboldt County Code Title IV, Division 1, pertaining to the protection and control of County roads, to perform the following work:

To trench for and install approximately 200 feet of 4 inch conduit for power and phone service within COUNTY rights of ways on the north side of and crossing Roundhouse Creek Road (3P010) fronting APN 517-241-017 to 517-241-13 then crossing into 517-241-012. All work shall be performed to COUNTY standards found in County Code Section 411.

If any conflicts occur between this permit and the submitted plans, the conditions of this permit shall prevail.

ALL WORK AUTHORIZED BY THIS PERMIT SHALL BE PERFORMED BY AN "A" LICENSED CONTRACTOR

This permit is revocable, at the discretion of the Department of Public Works (hereinafter referred to as COUNTY), upon written notice by US mail to the address of PERMITTEE subject to nonconformance of this permit.

In accordance with the California Streets and Highways Code, §1463: All Permits are revocable on five days' notice and the encroachment must be removed or relocated as may be specified by the road commissioner in the notice revoking the permit and within a reasonable time specified by the road commissioner unless the permit provides a specified time.

1.0 GENERAL REQUIREMENTS:

1.1 All work within COUNTY'S right of way shall be performed by Danielson Construction Inc. (hereinafter referred to as CONTRACTOR) in accordance with submitted plans by Pacific Gas & Electric Company dated 12/10/2019 for the Pacific Gas & Electric Company (PG&E). If any conflicts occur between PG&E submitted plans and the special or general conditions of this Encroachment Permit, the special and general conditions shall prevail.

1.2 CONTRACTOR shall submit to COUNTY the following document **prior** to conducting any work within COUNTY right of way for said project:

CONTRACTOR, at own expense, agrees to obtain and maintain policies of insurance as specified in Attachment "1", "Insurance Requirements" from the COUNTY RISK MANAGER.

- 1.3 All required inspections by COUNTY shall be scheduled by CONTRACTOR a minimum of forty-eight (48) hours (two County business days) in advance of the inspection. Inspection requests shall be made to Humboldt County Department of Public Works at 445-7205. COUNTY inspections will be required, at a minimum, during the following phases of construction:
 - a. An inspection prior to any excavation to assure the protection of all COUNTY maintained facilities.
 - b. An inspection after trench excavation adjacent to or exposing COUNTY storm drain structures and prior to placement of any PG&E facilities adjacent to COUNTY storm drain structures.
 - c. An inspection before placement of road structural section.
 - d. Any and all other construction activities within COUNTY right of way requested by COUNTY.
 - e. A final inspection of all improvements within COUNTY right of way shall be held prior to issuance of a notice of completion.

- 1.4 All affected utilities shall be contacted prior to any excavation work. CONTRACTOR shall notify U.S.A. - Underground Service Alert at 1-800-227-2600.
 Any utility conflicts encountered during construction shall be forwarded to COUNTY, DISTRICT, and CONTRACTOR for resolution.
Note that COUNTY does not participate in the U.S.A. program. Therefore CONTRACTOR is responsible to research, locate, and protect any COUNTY maintained facilities that may be within the work area. Contact Public Works - Roads Division (445-7421) for assistance locating County maintained facilities. Typically these facilities include, but are not limited to, storm drain structures, traffic signal loop detectors, and traffic signal conduit.

- 1.5 During construction, roadways shall be periodically cleaned of mud, soil, rock, and debris and as directed by COUNTY.

- 1.6 CONTRACTOR shall be responsible to correct any involved drainage problems to the satisfaction of COUNTY.

- 1.7 CONTRACTOR shall minimize the transport of sediment to drainage courses during construction. COUNTY Inspector shall be notified by CONTRACTOR for review and approval of installed erosion control measures.

- 1.8 No work is authorized under this permit during wet weather periods, as determined by COUNTY, without submittal and approval by COUNTY of an erosion and sediment control plan. The plan shall be implemented for construction activities conducted between October 15 and April 15. It shall be at the discretion of the Department of Public Works to authorize work within COUNTY right of way during said period of time.

- 1.9 Relocation of signs and utilities shall be at CONTRACTOR'S expense. COUNTY shall relocate all necessary traffic signs to meet current specifications. CONTRACTOR shall provide COUNTY 48 hours (two County business days) advance notice of when sign relocation is needed.

- 1.10 This permit shall be valid until expiration date and shall be subject to periodic review by COUNTY and any preceding requirements may be revised by COUNTY whenever modifications or additional requirements are deemed necessary to protect COUNTY right of way and/or safety of the traveling public.

- 1.11 CONTRACTOR shall provide public notification regarding construction work scheduling and possible traffic delays to the following entities 48 hours (2 working days) prior to start of construction:
 - a. Humboldt County Sheriff's Department
 - b. California Highway Patrol
 - c. Cal-Fire (California Department of Forestry)
 - d. US Post Office

- e. Local Ambulance Service(s)
- f. Local Fire Response Agency
- g. Local residents and vehicle traffic

CONTRACTOR shall coordinate construction activities with affected schools to ensure minimal delays in school bus routes, if applicable.

- 1.12 CONTRACTOR is responsible for preservation and/or perpetuation of all existing monuments which control subdivisions, tracts, boundaries, streets, highways, or other rights-of-way, easements or provide survey control which will be disturbed or removed due to CONTRACTOR'S work. CONTRACTOR shall provide a minimum of ten (10) working days notice to project engineer/surveyor prior to possible disturbance or removal of existing monuments. CONTRACTOR shall coordinate with Project engineer/surveyor to reset monuments or provide permanent witness monuments and file the required documentation with the COUNTY Surveyor pursuant Business and Professions Code Section 8771. If centerline of trench is closer than seven feet (7') from monument, CONTRACTOR shall call COUNTY Surveyor (445-7205). CONTRACTOR may be required to consult with a licensed surveyor to set reference points and file a Corner Record.
- 1.13 Hours of operation for construction shall be Monday through Friday, during daylight hours for a maximum of 6:30 a.m. to 6:00 p.m. during the longer daylight season. Weekend operation may be acceptable to COUNTY, provided COUNTY is notified a minimum of forty-eight (48) hours (two County business days) in advance and agrees to the weekend operation.
- 1.14 All administration and inspection services rendered in connection with the work covered by this permit shall be paid for by PG&E in accordance with the latest Humboldt County Schedule of Fees and Charges for Permits and Services adopted by the Board of Supervisors. Upon acceptance by COUNTY of all work authorized under this permit, a bill will be prepared and sent to PG&E for reimbursement of COUNTY costs.
- 1.15 By applying for and obtaining this permit pursuant to Humboldt County Code Chapter 1, Title IV, Division 1, PG&E /CONTRACTOR agree that, if PG&E/CONTRACTOR fail to comply with the terms of this permit or to perform or complete the work according to the plans, COUNTY or State standard specifications, or fail to comply with any provisions of Chapter 1, COUNTY may elect to perform and complete the work by any method the Director of the Humboldt County Department of Public Works deems appropriate. PG&E/CONTRACTOR shall reimburse COUNTY for the full cost, at the then current Associated General Contractor's Cost Schedule, for such work, of performing and completing the work according to this permit.
- 1.16 PG&E/CONTRACTOR shall comply with Permit General Provisions, Public Safety, and Hold Harmless/Indemnification Handout (Attachment "3").
- 1.17 Any damage to existing COUNTY road improvements (i.e., adjacent curb and gutter, drainage structures, road surface, etc.) shall be repaired or replaced by CONTRACTOR to the satisfaction of the Department of Public Works. Damages shall be promptly reported to the Department of Public Works.

2.0 SPECIFIC REQUIREMENTS:

2.1 Traffic Control

- a. CONTRACTOR shall be responsible for all traffic control and public safety at work locations in COUNTY right of way in a manner satisfactory to COUNTY. This shall include working and non-working days and hours.

Traffic control operations shall conform to **California Manual on Uniform Traffic Control Devices for Streets and Highways** (FHWA's MUTCD 2009 Edition, as amended for use in California), November 7, 2014, or latest edition, and to the satisfaction of COUNTY. Warning and flagging of motorists at work locations shall be conducted **AT ALL TIMES** by properly trained personnel.

- CONTRACTOR shall use current revisions of Caltrans 2015 Standard Plan T13 with T9 for a traffic control plan, when applicable, for closing one traffic lane – see Attachment “4”.
 - CONTRACTOR shall use CAMUTCD Figure 6H-6, Titled "Shoulder Work with Minor Encroachment (TA-6)", when applicable, for working outside of the travelway and not affecting normal vehicle traffic – see Attachment “4”.
 - Conditions requiring a traffic control plan other than Caltrans T13 with T9 or Fig 6H-6 will require submittal and Public Works approval of a traffic control plan prepared by a Registered Civil Engineer (or Traffic Engineer).
- b. Warning and flagging of motorists at work locations shall be conducted AT ALL TIMES by properly trained personnel.
 - c. Only one (1) lane of traffic shall be closed at any time during construction or installation. NO COMPLETE ROAD CLOSURE is authorized under this permit.
 - d. Should CONTRACTOR request the complete closure or closure of a portion of a COUNTY maintained road, CONTRACTOR must submit to COUNTY a road closure plan a minimum of five (5) County business days for review. Revisions to the road closure plan shall be made as necessary to obtain approval from COUNTY. Road closure shall conform to the COUNTY approved plan.
 - e. Property owners shall be able to use their driveways when needed. DISTRICT and/or CONTRACTOR shall notify residents along the affected streets that their driveways will be obstructed. Said obstructions shall not exceed eight (8) hours. CONTRACTOR shall provide COUNTY 24 hours (1 working day) advance notice before work is to be performed.

2.2 Trenching and Trench Requirements:

- a. CONTRACTOR shall be responsible for locating all substructures. Any damages to existing utilities are the responsibility of CONTRACTOR.
- b. Prior to commencement of any work, CONTRACTOR/PG&E shall submit a construction activity permit issued by CalOSHA for trenches or excavations which are five feet (5') or deeper and into which a person is required to descend.
- c. All underground lines shall be placed a minimum of thirty inches (30") below finish road grade. All new underground lines shall be placed a minimum of one foot (1') below all drainage structures. PG&E and/or CONTRACTOR shall be responsible for locating all substructures. Any damages are the responsibility of the PG&E.
- d. All valve covers, manhole covers, sewer clean out covers, and monument well covers shall be raised to grade to the satisfaction of COUNTY.
- e. All work areas in or adjacent to the COUNTY roadway shall be properly barricaded and protected after working hours. **No open trenches** within COUNTY right of way shall be allowed during non-working hours.
- f. Excavations by CONTRACTOR in or adjacent to traffic lanes that remain open after working hours shall be plated with steel plates suitable for traffic loading and **shall be made drivable with asphalt cold mix approach ramps**. Construction equipment and project materials shall not be used to protect open trenches. **Bump signs (W8-1) shall be placed to notify vehicular traffic in advance of any steel plates that remain in traffic lanes after work hours**. Construction equipment and project materials shall not be stored within COUNTY right of way without approval from COUNTY.
- g. The areas that require permanent pavement restoration for trenches excavated across or parallel to existing paved traveled way section of COUNTY roads or areas disturbed by the project shall be restored as delineated on the attached "Type I or Type II" Trench Typical (Attachment “2”) and/or

as directed by the County Inspector. Temporary pavement shall be removed from all trenches prior to placing permanent paving. Trenches shall be sawcut a minimum of six inches (6") beyond the asphalt concrete disturbed by trench excavation or the edge of the area disturbed by the project, as determined by COUNTY, just prior to placing permanent paving. The finish paving SHALL NOT BE CROWNED across the trench section and **shall be placed no later than thirty (30) days after initial trench closure.**

- h. Backfill material in all trenches shall conform to Section 19 of Caltrans Standard Specifications dated 2015. The attached Standard **Trench Details "Type I or Type II"** (Attachment "2") **shall be used.** Backfill material, Class II aggregate base, shall be placed to the subgrade of the pavement in uniform layers and shall be brought up uniformly on all sides of the structure or facility. Backfill material shall be mechanically compacted to a relative compaction of not less than 95% in the top 2.5 feet of the trench, with a minimum of 90% relative compaction below that point to the top of any conduit or pipe located within the traveled way and shoulder section of any COUNTY maintained road.
- i. All trenches shall be temporarily capped with a minimum of two inches (2") of cold mix asphalt concrete prior to opening the roadway to public traffic. CONTRACTOR shall maintain all temporary paving in trenches until permanent paving has been completed.
- j. All trenches shall be cleanly sawcut a minimum of six inches (6") beyond the asphalt concrete disturbed by trench excavation or the edge of the area disturbed by the project, as determined by COUNTY, just prior to placing permanent paving.
- k. Permanent paving on all trenches shall consist of a minimum of three inches (3") of Caltrans specifications hot mix asphalt concrete. Temporary cold mix asphalt concrete shall be removed from all trenches prior to placing permanent paving. All trenches shall be inspected and approved by COUNTY prior to placing permanent paving.
- l. Any asphalt concrete surface damaged by construction project shall be saw cut a minimum of six inches (6") beyond the damaged portion, removed, and resurfaced with a minimum of two inches (2") of Caltrans specifications hot mix asphalt concrete. Any temporary paving shall be removed from trench prior to placing final paving.
- m. **CONTRACTOR, or his Designee, shall be responsible for performing compaction tests.** COUNTY reserves the right to perform as many additional compaction tests as it deems reasonably necessary to ensure that the compaction requirements are met. CONTRACTOR agrees by the start of construction authorized by this permit to reimburse COUNTY for costs of such tests. Said costs shall be in conformance with the adopted Humboldt County Schedule of Fees and Charges for Permits and Services.
- n. **CONTRACTOR, at the time of completion, shall submit letter of acceptance of the project from PG&E.** PG&E shall be responsible to maintain all refilled trenches in perpetuity as per Humboldt County Code Title IV, Division 1, Chapter 1, Section 411-31-(c) pertaining to the protection and control of COUNTY roads. All trench failures shall be repaired by PG&E within a reasonable length of time, as determined by COUNTY after notification of said failure.

2.3 Project Completion:

- a. All construction materials and debris shall be removed from within COUNTY right of way after project completion.
- b. CONTRACTOR shall replace all pavement markings and striping removed by project. All pavement markings and re-striping shall follow Caltrans 2015 standard plans.
- c. All COUNTY signs shall be replaced in their original location if disturbed or temporarily moved during trenching.

- d. Unless waived by COUNTY, for all underground installations, PG&E shall furnish COUNTY with legible, survey quality, as-built/record drawing plans upon completion and acceptance of the work by the facility Owner and prior to acceptance of the work by COUNTY. Two sets of as-built drawings shall be submitted upon approval by COUNTY: one set of wet stamped mylar sheets and one set of paper sheets. The as-built drawings shall be prepared by a registered civil engineer or licensed land surveyor; shall be drawn on 22"x34" sheets; shall be drawn to a standard engineering scale (1"=20', or 1"=40', etc.); and shall show the location of the improvements with respect to the existing road improvements and right of way.
- e. CONTRACTOR shall provide a notice of completion to COUNTY.

3.0 AUTHORIZATIONS:

- 3.1 This permit shall not be executed by the Department of Public Works until certificates or other sufficient proof that these insurance provisions have been complied with are received by the Department of Public Works.
- 3.2 PG&E is responsible to obtain and comply with any other permits necessary for the project. Such permits may include, but are not limited to, those issued by County of Humboldt, Planning and Building Department; County of Humboldt, California Department of Fish and Game; State of California Department of Transportation (Caltrans); Army Corps of Engineers; etc.
- 3.3 **This permit is not valid until all other permits required for the project have been issued.** The Department of Public Works will issue a stop work order if work commences without all other required permits properly issued.
- 3.4 PG&E, or an authorized agent of PG&E for which this permit is issued, hereby recognizes and accepts the terms of this permit by authorized signature below.

COUNTY OF HUMBOLDT BY:



Erin Cearley, Engineering Technician
Land Use Division
3033 H Street, Room 17
Eureka, CA 95501
(707) 445-7205

PERMITTEE:



Authorized signature

David N Biane

Print name

Date 3/3/20

cc: Darrell Crawford, Road Crew Supervisor
Steve Finch, Road Superintendent
Roads Dispatch; Deputy Director-Roads
File

PROJECT # 850450

Attachments:

- Attachment "1" – Insurance
- Attachment "2" – Type I Trench Detail revised 04/22/2013, Type II Trench Detail revised 04/22/2013
- Attachment "3" – General Provisions, Public Safety, and Hold Harmless/Indemnification Handout
- Attachment "4" – 2014 CAMUTCD Figure 6H-6, Caltrans 2015 Standard Plans T9 and T13

INSURANCE REQUIREMENTS

THIS PERMIT SHALL NOT BE EXECUTED BY COUNTY and PERMITTEE/CONTRACTOR are not entitled to any rights, unless certificates of insurance, or other sufficient proof that the following provisions have been complied with, and such certificates(s) are filed with the Clerk of the Humboldt County Board of Supervisors.

Without limiting PERMITTEE/CONTRACTOR'S indemnification provided herein, PERMITTEE/CONTRACTOR shall and shall require any of its subcontractors to take out and maintain, throughout the period of this permit, the following policies of insurance placed with insurers with a current A.M. Bests rating of no less than A:VII or its equivalent against injury/death to persons or damage to property which may arise from or in connection with the activities hereunder of PERMITTEE/CONTRACTOR, its agents, employees, or subcontractors:

1. Comprehensive or Commercial General Liability Insurance at least as broad as Insurance Services Office Commercial General Liability coverage (occurrence form CG0001), in an amount of \$2,000,000 per occurrence. If work involves explosive, underground or collapse risks, XCU must be included. If a general aggregate limit is used, either the general aggregate limit shall apply separately to this project or the general aggregate shall be twice the required occurrence limit. Said policy shall contain, or be endorsed with, the following provisions:

a. COUNTY, its officers, employees, and agents, are covered as additional insured for liability arising out of the operations performed by or on behalf of PERMITTEE/CONTRACTOR. The coverage shall contain no special limitations on the scope of protection afforded to COUNTY, its officers, agents, and employees.

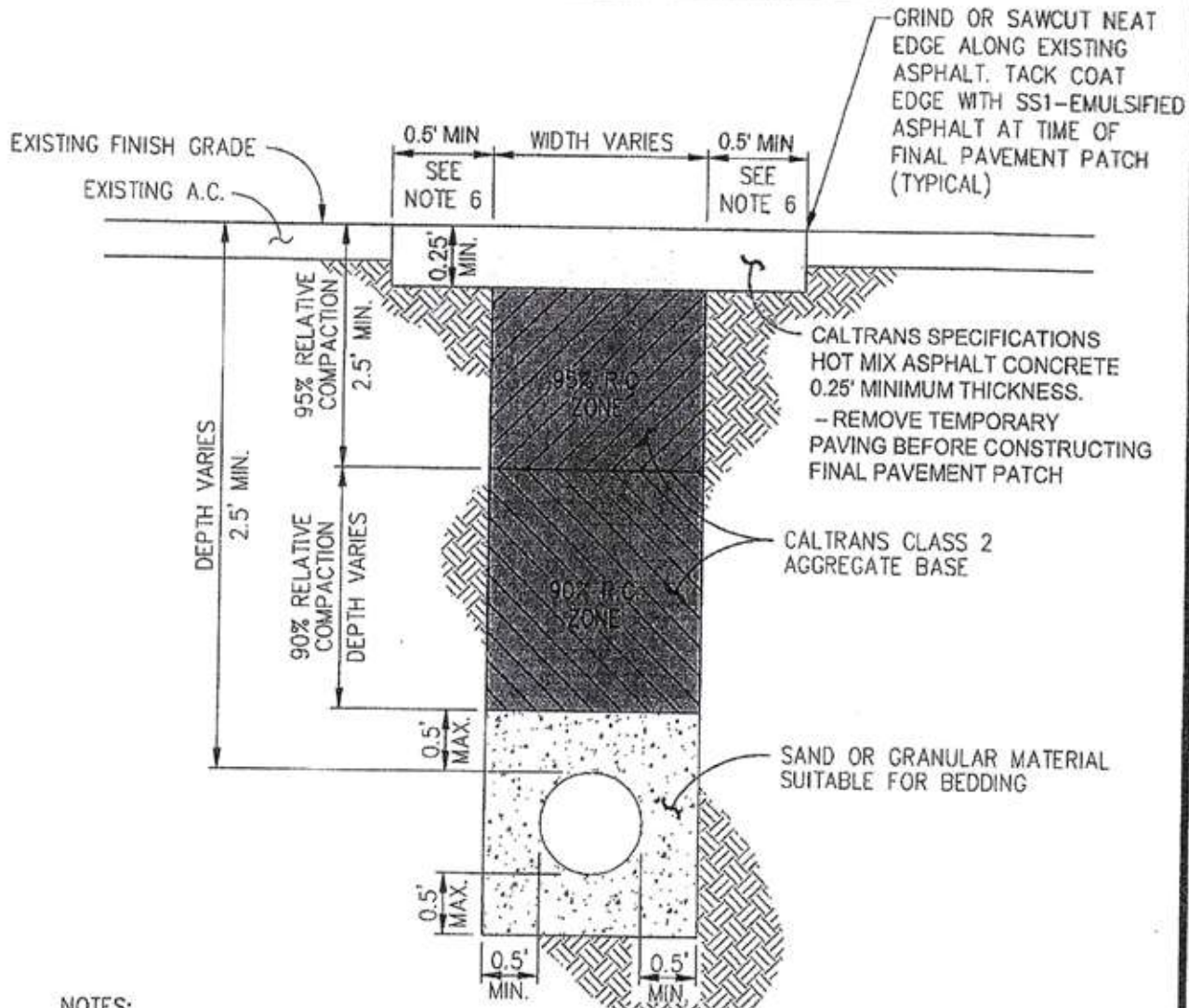
b. The policy shall not be canceled or materially reduced in coverage without thirty (30) days prior written notice (10 days for non-payment of the premium) to COUNTY by certified mail.

c. The inclusion of more than one insured shall not operate to impair the rights of one insured against another insured, and the coverage afforded shall apply as though separate policies had been issued to each insured, but the inclusion of more than one insured shall not operate to increase the limits of the insurer's liability.

d. For claims related to this project, PERMITTEE/CONTRACTOR'S insurance is primary coverage to COUNTY, and any insurance or self-insurance programs maintained by COUNTY are excess to PERMITTEE/CONTRACTOR'S insurance and will not be called upon to contribute with it.

2. Any failure to comply with reporting or other provisions of the parties, including breach of warranties, shall not affect coverage provided to COUNTY, its officers, employees and agents. PERMITTEE/CONTRACTOR shall furnish COUNTY with certificates and original endorsements effecting the required coverage prior to execution of this permit by COUNTY. The endorsements shall be on forms as approved by the County Risk Manager or County Counsel. Any deductible or self-insured retention over \$100,000 shall be disclosed to and approved by COUNTY. If PERMITTEE/CONTRACTOR does not keep all required policies in full force and effect, COUNTY may, in addition to other remedies under this permit, take out the necessary insurance, and PERMITTEE/CONTRACTOR agree to pay the cost of said insurance. All coverage shall be with insurance carriers licensed and admitted to do business in California. All coverage shall be with insurance carriers acceptable to COUNTY.

Questions concerning insurance requirements shall be directed to the County Risk Manger at 707-268-3669.



NOTES:

1. THE TRENCH SHALL HAVE AT LEAST 0.25 FEET OF TEMPORARY COLD MIX ASPHALT BEFORE OPENING ROAD TO TRAFFIC.
2. FOR ITEMS NOT SHOWN, SEE ISSUED HUMBOLDT COUNTY ENCROACHMENT PERMIT.
3. ALL MATERIALS SHALL COMPLY WITH CALTRANS STANDARD SPECIFICATIONS, CURRENT EDITION.
4. IF GROUNDWATER IS ENCOUNTERED DURING TRENCH EXCAVATION, ENGINEER AND THE COUNTY DEPARTMENT OF PUBLIC WORKS SHALL BE CONSULTED FOR SITE SPECIFIC CORRECTIVE MEASURES.
5. THE PERMITEE, OR ITS DESIGNEE, SHALL BE RESPONSIBLE FOR PERFORMING COMPACTION TESTS. THE DEPARTMENT OF PUBLIC WORKS RESERVES THE RIGHT TO MAKE AS MANY COMPACTION TESTS AS IT DEEMS REASONABLE TO ENSURE THAT THE COMPACTION REQUIREMENTS ARE MET. PERMITEE SHALL REIMBURSE THE DEPARTMENT OF PUBLIC WORKS FOR ALL COSTS ASSOCIATED WITH SUCH TESTS. SAID COSTS SHALL BE IN CONFORMANCE WITH THE HUMBOLDT COUNTY SCHEDULE OF FEES AND CHARGES FOR PERMITS AND SERVICES, AS ADOPTED BY THE BOARD OF SUPERVISORS.
6. WHEN EXISTING AC PAVEMENT IS LESS THAN 5 YEARS OLD, USE 9' MINIMUM.
WHEN EXISTING AC PAVEMENT IS MORE THAN 5 YEARS OLD, USE 0.5' MINIMUM

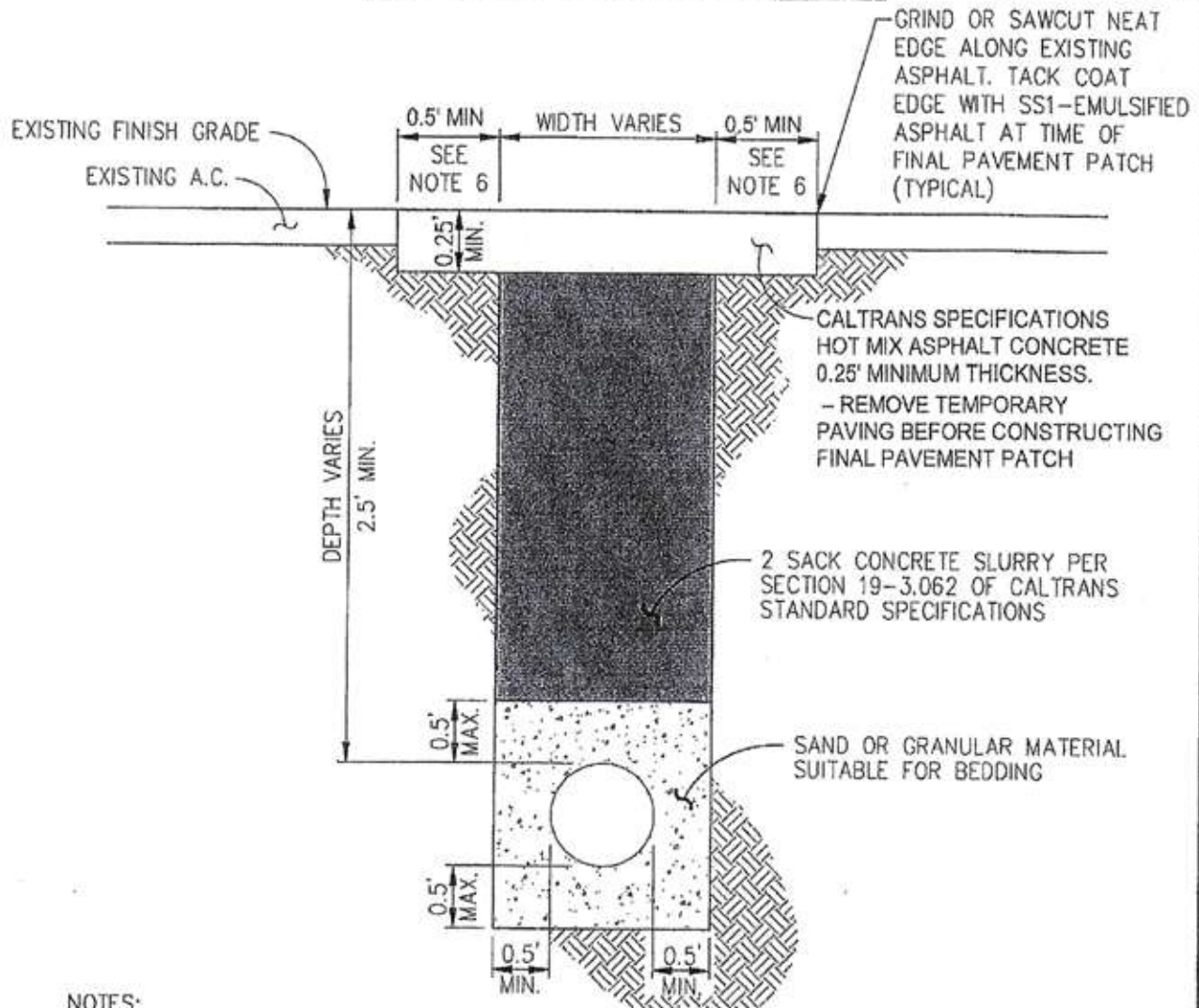
NOTE: FIGURES HEREON ARE NOT DRAWN TO SCALE, UNLESS OTHERWISE NOTED.



COUNTY OF HUMBOLDT
 DEPARTMENT OF PUBLIC WORKS
 1106 SECOND STREET • EUREKA • CA • 95501
 TEL (707) 445-7377 • FAX (707) 445-7409

TYPE I TRENCH DETAIL
-AGGREGATE BASE BACKFILL-
 ISSUED: 08/28/2009 REVISED 04/22/2013
 F:\AUTOCAD PROJECTS\STANDARD PLANS\DWG\STD-PLAN_TRENCH DETAILS.DWG

STD DWG
 SHT 1 OF 1



NOTES:

1. THE TRENCH SHALL HAVE AT LEAST 0.25 FEET OF TEMPORARY COLD MIX ASPHALT BEFORE OPENING ROAD TO TRAFFIC.
2. FOR ITEMS NOT SHOWN, SEE ISSUED HUMBOLDT COUNTY ENCROACHMENT PERMIT.
3. ALL MATERIALS SHALL COMPLY WITH CALTRANS STANDARD SPECIFICATIONS, CURRENT EDITION.
4. IF GROUNDWATER IS ENCOUNTERED DURING TRENCH EXCAVATION, ENGINEER AND THE COUNTY DEPARTMENT OF PUBLIC WORKS SHALL BE CONSULTED FOR SITE SPECIFIC CORRECTIVE MEASURES.
5. THE PERMITEE, OR ITS DESIGNEE, SHALL BE RESPONSIBLE FOR PROVIDING CERTIFICATION OF MATERIALS TO THE COUNTY. THE DEPARTMENT OF PUBLIC WORKS RESERVES THE RIGHT TO MAKE AS MANY MATERIAL ASSURANCE TESTS AS IT DEEMS REASONABLE TO ENSURE THAT THE CONSTRUCTION MATERIAL REQUIREMENTS ARE MET. PERMITEE SHALL REIMBURSE THE DEPARTMENT OF PUBLIC WORKS FOR ALL COSTS ASSOCIATED WITH SUCH TESTS. SAID COSTS SHALL BE IN CONFORMANCE WITH THE HUMBOLDT COUNTY SCHEDULE OF FEES AND CHARGES FOR PERMITS AND SERVICES, AS ADOPTED BY THE BOARD OF SUPERVISORS.
6. WHEN EXISTING AC PAVEMENT IS LESS THAN 5 YEARS OLD, USE 9' MINIMUM.
WHEN EXISTING AC PAVEMENT IS MORE THAN 5 YEARS OLD, USE 0.5' MINIMUM

NOTE: FIGURES HEREON ARE NOT DRAWN TO SCALE, UNLESS OTHERWISE NOTED.



COUNTY OF HUMBOLDT
DEPARTMENT OF PUBLIC WORKS
1106 SECOND STREET • EUREKA • CA • 95501
TEL (707) 445-7377 • FAX (707) 445-7409

TYPE II TRENCH DETAIL
-CONCRETE SLURRY BACKFILL-

ISSUED: 08/26/2009 REVISED 04/22/2013
F:\AUTOCAD PROJECTS\STANDARD PLANS\DWG\STD-PLAN_TRENCH DETAILS.DWG

STD DWG

SHT 1 OF 1

GENERAL PROVISIONS

DEFINITION - This permit is issued in accordance with the Encroachment Permit Ordinance #896 and any amendments thereof. This permit is revocable on notice by the Director of Public Works.

ACCEPTANCE OF PROVISIONS - It is understood and agreed by the Permittee that the doing of any work under this permit shall constitute an acceptance of the conditions and provisions relative to the permit.

NO PRECEDENT ESTABLISHED - This permit is granted with the understanding that this action is not to be considered as establishing any precedent on the question of the expediency of permitting any certain kind of encroachment to be erected within right of way of County highways.

NOTICE PRIOR TO STARTING WORK - The Department of Public Works shall be notified 24 hours in advance of pouring concrete to permit inspection of subgrade and forms.

KEEP PERMIT ON SITE - This permit shall be kept at the work site and must be shown to any representative of the Grantor or any law enforcement officer on demand.

PROTECTION OF TRAFFIC - Adequate provision shall be made for the protection of the traveling public. Barricades shall be placed with amber lights at night, also flagmen employed, all as may be required by the County for the particular work in progress.

MINIMUM INTERFERENCE WITH TRAFFIC - All work shall be planned and carried out so that there will be the least possible inconvenience to the traveling public.

STORAGE OF MATERIAL - No material shall be stored within 8 feet from the edge of pavement or graveled way or within the shoulder line when the shoulders are wider than 8 feet, unless specifically authorized by this permit.

CLEAN UP - Upon completion of the work, all brush, timber, scraps, and materials shall be entirely removed and the right of way left in as presentable a condition as before work started.

STANDARDS OF CONSTRUCTION - All work shall conform to the State of California Standard Specifications and County standards.

FUTURE MOVING OF INSTALLATION - It is understood by the Permittee that the installation authorized herein shall, upon demand of the Director of Public Works, be relocated by and at the sole expense of the Permittee whenever construction, reconstruction, or maintenance on the highway may require such relocation. The Permittee must complete such relocation within the time specified in said demand.

CARE OF DRAINAGE - Permittee shall undertake such measures to prevent interference with established drainage as may be required by the Director of Public Works.

EXCAVATION - All excavation shall comply with the provisions of Chapter 3, Article 2, Section 320, of the Encroachment Permit Ordinance #896.

BACKFILL - Backfill in all trenches shall comply with the provisions of Chapter 3, Article 2, Section 321, of the Encroachment Permit Ordinance #896.

LOCATION - The shallowest portion of any pipeline or other facility shall be installed not less than 30 inches below the roadway surface, or one foot below the flow line of any drainage structure, pipe, ditch, or creek.

CURB, GUTTERS, AND SIDEWALK - Shall comply with the provisions of Chapter 3, Article 3, of Encroachment Permit Ordinance #896 and any amendments thereof.

DEFAULT OF PERMITTEE - By applying for and obtaining a permit, the Permittee agrees that if the Permittee fails to comply with the terms of the Permit, the County may elect to perform and complete the work by any method the Director deems appropriate. The Permittee shall reimburse the County for the full cost of the work at the then current Associated General Contractor's Cost Schedule for such work. .

PUBLIC SAFETY

1. The Permittee in the conduct of work shall provide, erect, or maintain the lights, barriers, warning signs, and other safeguards necessary to protect the traveling public in accordance with Section 21406 of the California Vehicle Code. If at any time the Director of Public Works finds that suitable safeguards are not being provided, the County shall provide, erect, and/or maintain the safeguards deemed necessary. The Permittee shall reimburse the County for all expenses incurred by County providing, erecting, and maintaining the safeguards deemed necessary by the Director of Public Works.

2. All work shall be planned and carried out so that there will be the least possible inconvenience to the traveling public. Permittee is authorized to place flagmen to stop and warn traffic for necessary protection to public safety, but traffic shall not be unreasonably delayed. Complete closure of the road shall not be permitted unless authorized in writing by the Director of Public Works.

HOLD HARMLESS/INDEMNIFICATION

The Permittee shall agree to indemnify and hold harmless the County and each of its officers and employees from any liability or responsibility for accident, loss, or damage to persons or property arising by reason of the work done by the Permittee, or its agents, employees, or representatives. The Permittee shall, at its own expense, cost, and risk, defend any and all actions, suits, or other legal proceedings that may be brought or instituted against the County, its officers, or employees and pay or satisfy any judgment that may be rendered against the County and its officers or employees in any such action, suit, or legal proceedings arising by reason of the work done by the Permittee, its agents, employees, or representatives.

Notes for Figure 6H-6—Typical Application 6 Shoulder Work with Minor Encroachment

Guidance:

1. All lanes should be a minimum of 10 feet in width as measured to the near face of the channelizing devices.
2. The treatment shown should be used on a minor road having low speeds. For higher-speed traffic conditions, a lane closure should be used.

Option:

3. For short-term use on low-volume, low-speed roadways with vehicular traffic that does not include longer and wider heavy commercial vehicles, a minimum lane width of 9 feet may be used.
4. Where the opposite shoulder is suitable for carrying vehicular traffic and of adequate width, lanes may be shifted by use of closely-spaced channelizing devices, provided that the minimum lane width of 10 feet is maintained.
5. Additional advance warning may be appropriate, such as a ROAD NARROWS sign.
6. Temporary traffic barriers may be used along the work space.
7. The shadow vehicle may be omitted if a taper and channelizing devices are used.
8. A truck-mounted attenuator may be used on the shadow vehicle.
9. For short-duration work, the taper and channelizing devices may be omitted if a shadow vehicle with activated high-intensity rotating, flashing, oscillating, or strobe lights is used.
10. Vehicle hazard warning signals may be used to supplement high-intensity rotating, flashing, oscillating, or strobe lights.

Standard:

11. **Vehicle-mounted signs shall be mounted in a manner such that they are not obscured by equipment or supplies. Sign legends on vehicle-mounted signs shall be covered or turned from view when work is not in progress.**
12. **Shadow and work vehicles shall display high-intensity rotating, flashing, oscillating, or strobe lights.**
13. **Vehicle hazard warning signals shall not be used instead of the vehicle's high-intensity rotating, flashing, oscillating, or strobe lights.**

Guidance:

14. All advance warning signs should be placed so that the path of travel for bicycles is not blocked, while maintaining visibility for road users.
15. When existing accommodations for bicycle travel are disrupted or closed in a long-term duration project (see Section 6G.02) and the roadway width is inadequate for allowing bicyclists and motor vehicles to travel side by side, the Bicycle Warning (W11-1) sign and the SHARE THE ROAD (W16-1P) plaque should be used to advise motorists of the presence of bicyclists in the travel way lanes.
16. Except for short durations and mobile operations, when a highway shoulder is occupied and bicyclists would be sharing a lane with vehicular traffic, as a result of the TTC zone, speed reduction countermeasures should be used to reduce traffic speeds in the TTC zone. Refer to Sections 6C.01 and 6D.03.
17. Except for short durations and mobile operations, when a highway shoulder is occupied and bicyclists would be sharing a lane with vehicular traffic, as a result of the TTC zone, before narrowing the outside lane other measures such as widening the outside shoulder to allow bicyclists and motor vehicles to travel side by side through the TTC zone should be considered.
18. If traffic volumes make it feasible, the two left lanes should be merged into one lane to avoid using the shoulder as a traveled way lane and allowing continued use for emergency purposes and bicycle travel.
19. When existing accommodations for bicycle travel are disrupted or closed in a long-term duration project (see Section 6G.02) and the roadway width is inadequate for allowing bicyclists and motor vehicles to travel side by side, a separate path should be considered for bicyclists.

Figure 6H-6. Shoulder Work with Minor Encroachment (TA-6)

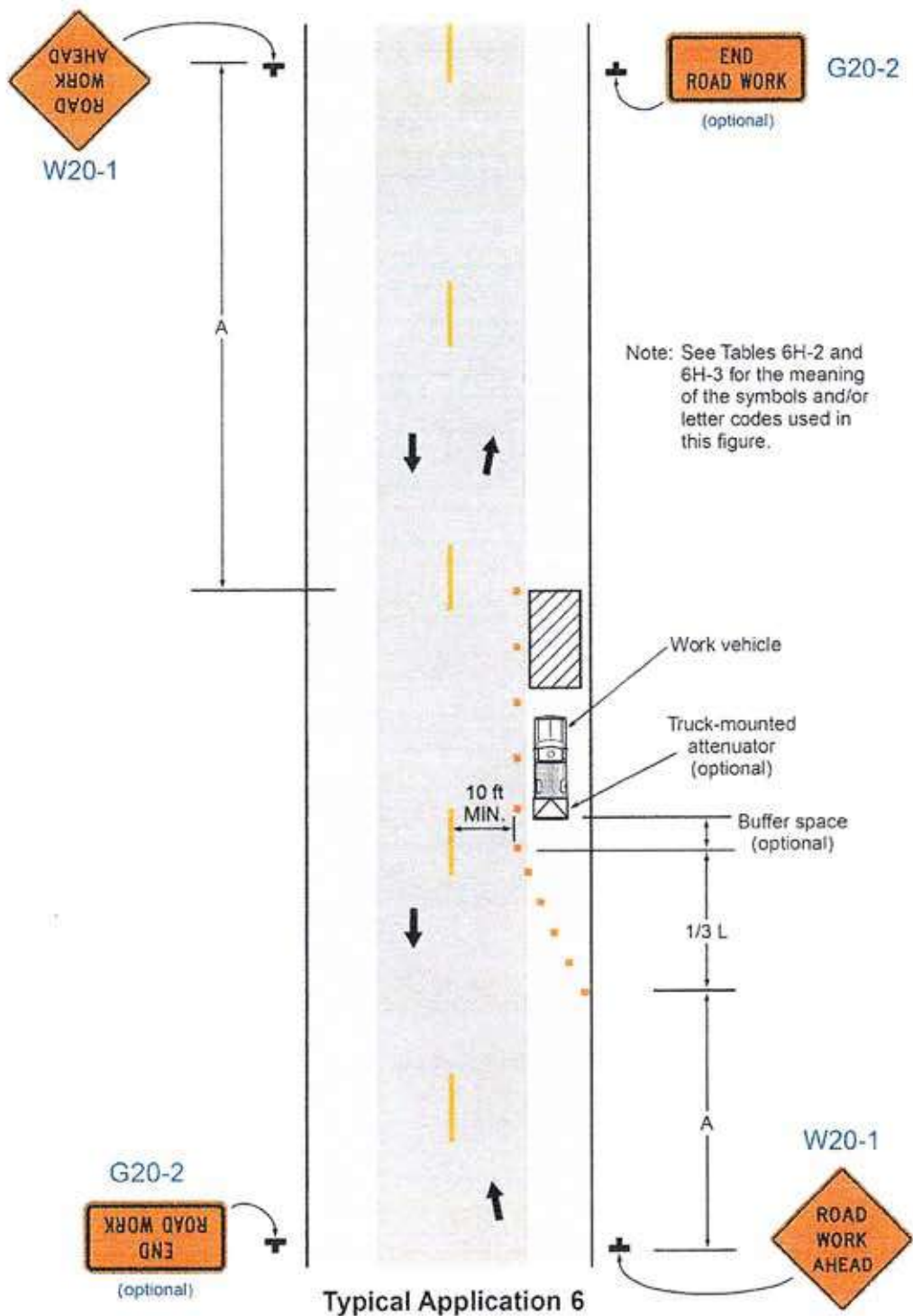


Table 6H-1(CA). Index to Typical Applications

Typical Application Description	Typical Application Number
Work affecting Pedestrian and Bicycle Facilities (see Section 6G.05)	
Shoulder Closure on Urban (Low Speed) Locations to Accommodate Bicyclists	TA-101(CA)
Lane Closure on Freeway, Expressway, Rural and Urban (High Speed) Locations to Accommodate Bicyclists	TA-102(CA)
Detour for Bike Lane on Roads with Closure of One Travel Direction	TA-103(CA)
Right Lane and Bike Lane Closure on Far Side of Intersection	TA-104(CA)
Work Within the Traveled Way of a Two-Lane Highway (see Section 6G.10)	
Lane Shift on Road with Low Traffic Volumes	TA-105(CA)

Table 6H-2. Meaning of Symbols on Typical Application Diagrams


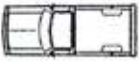





















	Arrow board		Shadow vehicle
	Arrow board support or trailer (shown facing down)		Sign (shown facing left)
	Changeable message sign or support trailer		Surveyor
	Channelizing device		Temporary barrier
	Crash cushion		Temporary barrier with warning light
	Direction of temporary traffic detour		Traffic or pedestrian signal
	Direction of traffic		Truck-mounted attenuator
	Flagger		Type 3 barricade
	High-level warning device (Flag tree)		Warning light
	Longitudinal channelizing device		Work space
	Luminaire		Work vehicle
	Pavement markings that should be removed for a long-term project		

Table 6H-3. Recommended Advance Warning Sign ~~Minimum~~ Spacing

Road Type	Distance Between Signs**		
	A	B	C
Urban (low speed) - 25 mph or less***	100 feet	100 feet	100 feet
Urban - more than 25 mph to 40 mph***	250 feet	250 feet	250 feet
Urban (high speed) - more than 40 mph***	350 feet	350 feet	350 feet
Rural	500 feet	500 feet	500 feet
Expressway / Freeway	1,000 feet	1,500 feet	2,640 feet

* ~~Speed category to be determined by the highway agency.~~

** The column headings A, B, and C are the dimensions shown in Figures 6H-1 through 6H-46. The A dimension is the distance from the transition or point of restriction to the first sign. The B dimension is the distance between the first and second signs. The C dimension is the distance between the second and third signs. (The "first sign" is the sign in a three-sign series that is closest to the TTC zone. The "third sign" is the sign that is furthest upstream from the TTC zone.)

*** Posted speed limit, off-peak 85th-percentile speed prior to work starting, or other anticipated operating speed in mph.

Table 6H-4. Formulas for Determining Taper Length

Speed (S)	Taper Length (L) in feet
40 mph or less	$L = \frac{WS^2}{60}$
45 mph or more	$L = WS$

Where: L = taper length in feet
 W = width of offset in feet
 S = posted speed limit, or off-peak 85th-percentile speed prior to work starting, or the anticipated operating speed in mph

**Table 6H-4(CA). Taper Length Criteria for Temporary Traffic Control Zones
 (for 12 feet Offset Width)**

Speed* S (mph)	Minimum Taper Length** for Width of Offset 12 feet (W)			
	Merging L (feet)	Shifting L/2 (feet)	Shoulder L/3 (feet)	Down Stream (feet)***
20	80	40	27	50
25	125	63	42	50
30	180	90	60	50
35	245	123	82	50
40	320	160	107	50
45	540	270	180	50
50	600	300	200	50
55	660	330	220	50
60	720	360	240	50
65	780	390	260	50
70	840	420	280	50
75	900	450	300	50

* - Posted speed limit, off-peak 85th-percentile speed prior to work starting, or the anticipated operating speed in mph.

** - For other offsets use the following merging taper length formula for L:

For speeds of 40 mph or less, $L = WS^2/60$

For speeds of 45 mph or more, $L = WS$

Where:

L = taper length in feet

W = width of offset in feet

S = posted speed limit, off-peak 85th-percentile speed prior to work starting, or the anticipated operating speed in mph

*** - Maximum downstream taper length is 100 feet. See Section 6C.08.

COUNTY ROUTE DIST. MILEAGE TOTAL PROJECT NO. SHEETS
 REGISTERED CIVIL ENGINEER
 JUANITA M. GARCIA
 LICENSE NO. 45201
 EXPIRES 12/31/17
 AUTHORITY: PUBLIC UTILITIES CODE, SECTION 46000
 PLANS APPROVAL DATE
 TO ACCOMPANY PLANS DATED _____

TABLE 3

ADVANCE WARNING SIGN SPACING

ROAD TYPE	DISTANCE BETWEEN SIGNS*			
	A	B	C	F1
URBAN - 25 mph OR LESS	100	100	100	100
URBAN - MORE THAN 25 mph TO 40 mph	250	250	250	250
URBAN - MORE THAN 40 mph	350	350	350	350
RURAL	500	500	500	500
EXPRESSWAY / FREEWAY	1000	1500	1500	2040

* - The distances are approximate, are intended for guidance purposes only, and should be copied with engineering judgment. These distances should be adjusted by the Engineer for field conditions, if necessary, by increasing or decreasing the recommended distances.

TABLE 2

LONGITUDINAL BUFFER SPACE AND FLAGGER STATION SPACING

SPEED #	Min @ **	DOWNGRADE Min 0 ***		
		-3%	-6%	-9%
20	115	115	120	125
25	155	155	165	175
30	200	205	215	225
35	250	255	270	285
40	305	315	335	355
45	360	375	400	425
50	425	445	475	505
55	495	520	555	595
60	570	595	635	685
65	655	685	725	785
70	750	775	825	895
75	850	885	945	1025

* - Speed is posted speed limit, off-peak 85th-percentile speed prior to work starting, or the anticipated operating speed in mph

** - Longitudinal buffer space or flagger station spacing

*** - Use an sustained downgrade steeper than -3 percent and longer than 1 mile.

TABLE 1

TAPER LENGTH CRITERIA AND CHANNELIZING DEVICE SPACING

SPEED (S)	MINIMUM TAPER LENGTH #				MAXIMUM CHANNELIZING DEVICE SPACING			
	TANGENT 2L	MERGING L	SHOULDER L/2	SHOULDER L/3	X	Y	Z **	COMFLICT
20	160	80	40	27	30	40	10	10
25	230	125	63	42	25	50	12	12
30	310	160	80	55	30	60	15	15
35	400	215	108	75	35	70	17	17
40	500	280	140	100	40	80	20	20
45	610	350	175	130	45	90	22	22
50	730	430	215	165	50	100	25	25
55	860	520	260	205	55	110	27	27
60	1000	620	310	250	60	120	30	30
65	1150	730	360	300	65	130	33	33
70	1310	850	420	360	70	140	35	35
75	1480	980	490	430	75	150	37	37

* - For other offsets, use the following merging taper length formula for L:
 For speed of 40 mph or less, $L = 8S^2/60$
 For speed of 45 mph or more, $L = 8S$

where: L = Taper length in feet
 S = Speed in mph

** - Width of offset in feet
 S = Posted speed limit, off-peak 85th-percentile speed prior to work starting, or the anticipated operating speed in mph

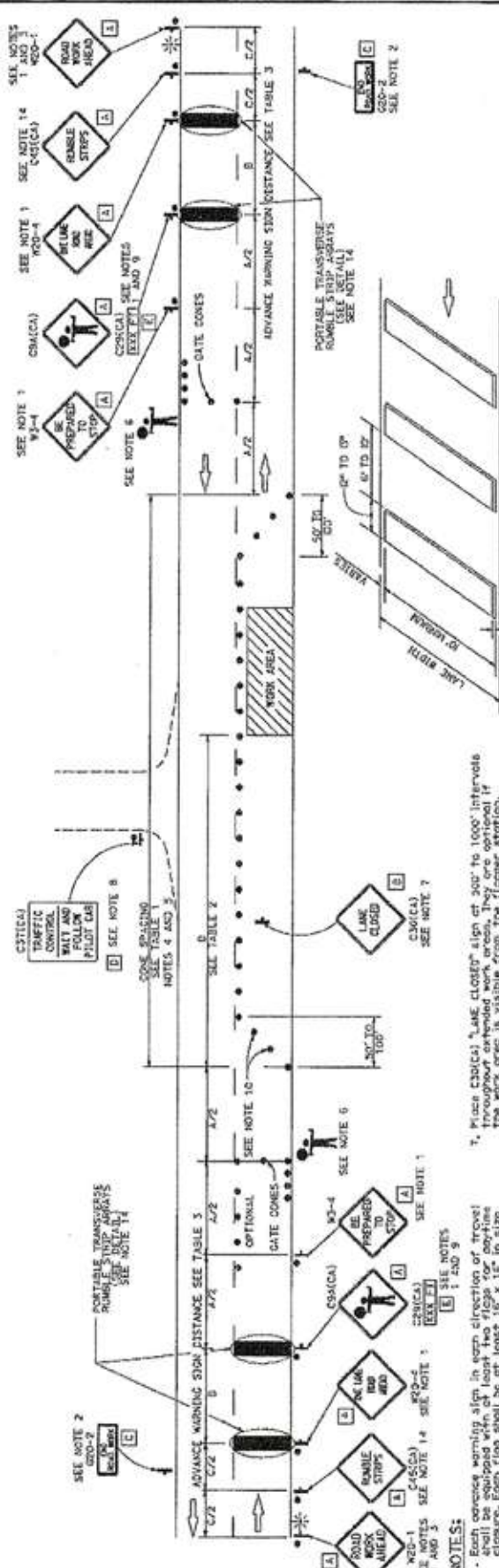
*** - Due for taper and tangent sections where there are no pavement markings or where there is a conflict between existing pavement markings and channelizers (CA).

STATE OF CALIFORNIA
 DEPARTMENT OF TRANSPORTATION
**TRAFFIC CONTROL SYSTEM TABLES
 FOR LANE AND RAMP CLOSURES**
 NO SCALE

RSP T9 DATED JANUARY 30, 2017 SUPERSEDES STANDARD PLAN T9
 DATED OCTOBER 30, 2015 - PAGE 243 OF THE STANDARD PLANS BOOK DATED 2015.
REVISED STANDARD PLAN RSP T9

STATE COUNTY ROUTE PROJECT NUMBER PLAN NUMBER
 DATE OF APPROVAL
 DESIGNED BY
 CHECKED BY
 DATE OF REVISION
 PROJECT TITLE
 PROJECT NUMBER
 PROJECT LOCATION
 PROJECT DISTANCE

TYPICAL LANE CLOSURE WITH REVERSIBLE CONTROL



- LEGEND
- TRAFFIC CONE
 - TEMPORARY TRAFFIC CONTROL SIGN
 - PORTABLE FLASHING BEACON
 - FLASHER
- SIGN PANEL SIZE (WxD)
- | | |
|---|-----------|
| A | 48" x 48" |
| B | 36" x 30" |
| C | 36" x 18" |
| D | 36" x 42" |
| E | 20" x 7" |

TRAFFIC CONTROL SYSTEM FOR LANE CLOSURE ON TWO LANE CONVENTIONAL HIGHWAYS
 NO SCALE
 T13

NOTES:
 See standard Plan T1 for tables.
 Use cone spacing X for taper segments, Y for tangent segment or Z for straight segment. X, Y, Z, and cone spacing is shown on this sheet.
 All temporary warning signs shall have black legend on fluorescent orange background.
 California codes are designated by (CS), otherwise, Federal (MUTCD) codes are shown.

- NOTES:
- Each advance warning sign in each direction of travel shall be equipped with at least two flags for nighttime use. The flags shall be at least 16" x 16" in size and shall be black on a reflective white background. Flashing beacons shall be placed at the locations indicated for lane closure during hours of darkness.
 - A 009-2 T90 road work sign, as appropriate, shall be placed at the end of the lane control unless the end of work area is obvious, or areas within a larger project's limits.
 - If the W2-1 sign would follow within 2000' of a stationary sign for the first advance warning sign, use a W2-1 sign for the first advance warning sign.
 - All cones used for lane closures during the hours of darkness shall be fitted with retro-reflective bands for visibility.
 - Portable delineators, placed at one-half the spacing indicated for traffic cones, may be used instead of cones for daytime closures only.
 - Additional advance flaggers may be required. Flaggers shall be placed in each direction of travel, at the approaching traffic as well as approaching vehicles after the first vehicle has stopped. During the hours of darkness, the flagger's position and flagger shall be indicated by flashing beacons. The flaggers shall be placed at the illumination footprint of the lighting on the ground shall be at least 20' in diameter. Place a minimum of four cones at 50' intervals in advance of flagger station on shown.
 - Place CSA(CA) "LANE CLOSED" sign at 300' to 1000' intervals throughout extended work areas. They are optional if the work area is visible from the flagger station.
 - When a flagger is used, place a CS(CA) "TRAFFIC CONTROL - WAIT AND FOLLOW PILOT CAR" sign at the beginning of the traffic control area. Signs shall be clean and visible at all times, where traffic can not be effectively self-regulated, traffic control cones shall be used at each intersection within traffic control area.
 - An optional CS(CA) sign may be placed below the CSA(CA) sign, taper, barricades or both. They shall be placed on the taper, barricades shall be Type I, II, or III.
 - The color of the portable transverse rumble stripes shall be black or orange. Use 2 arrays, each array consist of 3 rumble stripes.
 - Portable transverse rumble stripes shall not be placed on sharp horizontal or vertical curves nor shall they be placed through pedestrian crossings.
 - The portable transverse rumble stripes beacons shall be placed at the end of the work area. They shall be repositioned to bring the placement back to the original location.
 - Portable transverse rumble stripes are not required if any one of the following conditions is met: a. Location for four hours or less. b. Posted speed limit is below 45 MPH. c. Work is of emergency nature. d. Work zone is to allow for icy weather conditions.



ALVES INC.

A, B, C39, & C61/D24 Contractor
4200 West End Road
Arcata, CA 95521
Phone 707-825-4725 * Fax 707-825-4727
www.thinkalvesinc.com * Lic. #739085

PROPOSAL

PAGE 1 of 1

TO:

Sheila Cruson
199 Roundhouse Creek Road
Trinidad, CA 95570

CONTACT PHONE 707-677-5009	DATE 1/25/2021
JOB NAME & LOCATION 97 Roundhouse Creek Road, Trinidad	
JOB NUMBER P-23-2021	JOB PHONE

We hereby submit specifications and estimates for the following: (may be continued on subsequent pages, see page numbering above)

Excavation for electric, cable, and telephone conduits per PG&E plan supplied by owner.

Includes:

- Approx. 300 lf trenching
- 4"-3"-2" conduits
- Trench plates
- Sand
- Backfill
- Pulling of mandrels
- Re-paving of ditch line
- One (1) 17"x30" splice box

\$19,525.06

Trench and install 1" water line from meter up to house. PVC Sch 40 plastic included.

ADD: \$ 1,620.00

Owner agrees to all stipulations of "Notice to Owner" (on reverse) and the enclosed Information Sheet.

We Propose hereby to furnish material and labor complete in accordance with the above specifications, for the sum of:

dollars (\$ _____)

Payment to be made as follows:

10% down payment (\$1,000 maximum) and the remainder due upon completion.

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workman's Compensation Insurance.

Authorized Signature

Sadie Alves 2/19/21

Note: This proposal may be withdrawn by us if not accepted within 10 days.

Acceptance of Proposal - The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature: *Sheila Cruson*
Signature:

Date of Acceptance: 2-16-2021

Customer agrees to the following information:

1. Time is of the essence. If Alves Inc.'s offer is not accepted within 10 days of this contract, we reserve the right to amend/update prices. The total amount of this contract is due and payable within 10 days of completion of the work listed unless otherwise specified. Any work performed against an existing title escrow will be the financial responsibility of the party ordering the inspection or work in the event of a canceled title escrow.
2. Customer agrees to hold Alves Inc. harmless for any damage that may occur to plant life, trees, vines, or pets.
3. Due to varying backlog of our workload, please allow ample notice for the work to be performed.
4. Alves Inc. will proceed to complete this work in a workmanlike manner. However, we will not be responsible for delays beyond our control.
5. **All jobs are due and payable within 10 days of completion.** In case of non-payment by owner, reasonable attorney's fees and costs of collection shall be paid by the owner, whether suit is filed or not. A service charge of 2% (24% per annum), per month will be charged on all past due balances. In addition, a mechanic's lien will be placed on all accounts not paid in full within 30 days of completion. **If a mechanic's lien is filed, owner agrees to pay a filing/processing fee of \$200.**
6. **It is the responsibility of the owner to inform tenants of the information contained on this sheet.**
7. Unless specifically stated on your proposal, permit fees are not included.
8. All concrete work will be broom finished, unless otherwise specified in contract.
9. A border can be installed on the edges of pavement for aesthetics upon request for an additional fee.
10. Products used may contain a chemical known to the State of California to cause cancer or birth defects or other reproductive harm.
11. Alves Inc. offers no guarantee against weeds penetrating new asphalt. Customer may, for an additional fee, have Alves Inc. apply a weed killer prior to applying asphalt.
12. **WARNING:** Some asphalt paving products contain detectable amounts of chemicals known to the State of California to cause cancer, birth defects, or other reproductive harm.
13. *AG* "The law requires that the contractor give you a notice explaining your right to cancel. Initial the check box if the contractor has given you a 'Notice of the Three-Day Right To Cancel.'"
 - a. [] Initial the check box if you agree to waive the "Notice of the Three-Day Right To Cancel".
 - b. [] Initial the check box if you do NOT agree to waive the "Notice of the Three-Day Right to Cancel." **If this option is chosen, work will begin no sooner than the expiration date on the "Notice of the Three-Day Right to Cancel".


Customer Signature



ALVES INC.
4200 WEST END ROAD
ARCATA, CA 95521
707-825-4725

Invoice

DATE **INVOICE #**
 3/18/2021 45103

BILL TO
 Sheila Cruson
 199 Roundhouse Creek Road
 Trinidad, CA 95570

JOB LOCATION
 97 Roundhouse Creek Road,
 Trinidad

*Please make all checks payable to
 ALVES INC.*

TERMS
 Due in 10 days

DESCRIPTION	AMOUNT
Excavated for electric, cable, and telephone conduits per PG&E plan supplied by owner.	19,525.06
Trenched and installed 1 1/2" water line from meter up to house. PVC Sch 40 plastic.	1,620.00
Extra: Additional fee for upgrade from 1" to 1 1/2" water line.	75.00
Extra: Installed back flow preventer and box.	673.48
Materials	375.00
Labor	
Down payment received - Thank you	-1,000.00
Sales Tax	0.00

*3/30/21
 Chk # 1012
 acct # 4055*

OK

Total \$21,268.54

Search Transaction History

Transaction Date From

Transaction Date To

Start Amount

End Amount

Check Number From

Check Number To

Transaction Type

Date

Description
POINT OF SALE DEBIT
POS PUR 4028 MATHIEWSKLU
MATHIEWSKLUCK&WALSH
707-442-3788 CA

Showing 1 - 1 of 1 results

Amount

KLAMATH CUTTERS INC
SHEILA CRUSON

Actions



Pacific Gas and Electric Company
 P.O. Box 770000
 San Francisco, CA 94177-1490

May 24, 2022

Sheila Cruson
 199 Roundhouse Creek Rd
 Trinidad, CA 95570

Re: 97 Roundhouse Creek Rd, Trinidad, CA - Request for Reimbursement of Service Extension Costs

Ms. Cruson,

Thank you for taking the time to meet with me on the phone on April 14, 2022. As discussed, Tamon Norimoto, Program Manager, and I reviewed the documentation we received from Bob Bronkall, Deputy Director of Public Works with Humboldt County.

INCORRECT - ENGINEERING PUBLIC WORKS *ADMISSION OF MISTAKE*
 The documentation shows that the two parcels in question were never included in the Utility Underground District created by the Board of Supervisor in 1992. Furthermore, because you were the owner of another property that was included in the Utility Underground District, you received the County's Report to Property Owners that identified the parcels within the proposed undergrounding district. Your name appears on the List of Property Owners, under your former name Sheila Kurwitz. We therefore conclude that you were provided full notice and an opportunity to respond to the County's proposed boundaries of the undergrounding district at the time it was originally planned in 1992. (A)

THAT WAS INCORRECT.

Additionally, this undergrounding project occurred long ago, and was completed in 1995. There has been a passage of 27 years since the work was performed and the electric facilities in question were undergrounded. Although we have carefully considered the points you raised in our telephone conversation relating to your request for reimbursement of \$30,000 we conclude that any claim for damages would be barred by the applicable statute of limitations governing this claim. Just like any other applicant requesting a service extension, you are responsible for the costs associated with bringing electricity to your parcel. For these reasons, PG&E must respectfully deny your request for reimbursement of service extension costs in the amount of \$30,000. (B)

SHOW US THAT STATE

OUR BELIEF

IS THAT IT IS 4 YEARS FROM THE DAY YOU DISCOVERED IT, *YOU WERE WRONG.* IN THIS CASE WOULD BE WHAT I DISCOVERED I DID NOT HAVE UTILITIES AT MY RIGHT-OF-WAY.

Lizette Burtis
 Rule 20A Program Liaison
 Pacific Gas and Electric Company

C.C: Bob Bronkall, Deputy Director of Public Works, Humboldt County

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Pacific Gas and Electric Company
P.O. Box 770000
San Francisco, CA 94177-1490

May 24, 2022

Sheila Cruson
199 Roundhouse Creek Rd
Trinidad, CA 95570

Re: 97 Roundhouse Creek Rd, Trinidad, CA - Request for Reimbursement of Service Extension Costs

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Thank you for taking the time to meet with me on the phone on April 14, 2022. As discussed, Tamon Norimoto, Program Manager, and I reviewed the documentation we received from Bob Bronkall, Deputy Director of Public Works with Humboldt County.

The documentation shows that the two parcels in question were never included in the Utility Underground District created by the Board of Supervisor in 1992. Furthermore, because you were the owner of another property that was included in the Utility Underground District, you received the County's Report to Property Owners that identified the parcels within the proposed undergrounding district. Your name appears on the List of Property Owners, under your former name Sheila Kurwitz. We therefore conclude that you were provided full notice and an opportunity to respond to the County's proposed boundaries of the undergrounding district at the time it was originally planned in 1992.

Additionally, this undergrounding project occurred long ago, and was completed in 1995. There has been a passage of 27 years since the work was performed and the electric facilities in question were undergrounded. Although we have carefully considered the points you raised in our telephone conversation relating to your request for reimbursement of \$30,000 we conclude that any claim for damages would be barred by the applicable statute of limitations governing this claim. Just like any other applicant requesting a service extension, you are responsible for the costs associated with bringing electricity to your parcel. For these reasons, PG&E must respectfully deny your request for reimbursement of service extension costs in the amount of \$30,000.

Sincerely,

A handwritten signature in cursive script, appearing to read 'Lizette Burtis'. The ink is dark and the signature is written over a light background.

Lizette Burtis
Rule 20A Program Liaison
Pacific Gas and Electric Company

C.C: Bob Bronkall, Deputy Director of Public Works, Humboldt County

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TO BOARD OF SUPS

INSTRUCT THEM THAT THE "NOTICE OF HEARING" OF PERMATION OF BIG LAGOON UNDERGROUND
INFORM DISTRICT IS COMPLETELY WRONG IN MANY PLACES.

THE MAP IS INCORRECT WRONG STREET NAMES.

THE LIST OF OWNERS IS INCORRECT.

ALL THE POLES AND WIRES WERE TO BE REMOVED. ALONG ROUNDHOUSE DRIVE.

⊗ HOW DID YOU COME UP WITH THE MONEY FOR UNDERGROUNDING? SEX HOUSES, THP YOUR 401?

⊗ JOHN THINKS WE SHOULD RESPOND TO THE PG&E LETTER WITH ALL THE MISTAKES.

⊗ HOUSES OUTSIDE THE DISTRICT RECEIVED POWER AND WE WERE TOLD ALL PROPERTIES
WOULD RECEIVE UNDERGROUNDING. SO AS LAY-PERSONS, WE BELIEVED AND TRUSTED
THAT PG&E WOULD PROVIDE POWER TO ALL THE LOTS ON ROUNDHOUSE ~~DRIVE~~ ^{DRIVE} AND
OCEAN VIEW DR.

⊗ GET MADOLONE TO OFFICIALLY SUPPORT US WITH A LETTER OR EMAIL STATING THAT
FOR REIMBURSEMENT.

ALL THE LOTS I OWNED THAT I OWNED ON ROUNDHOUSE DRIVE WERE PURCHASED BEFORE 1975
AND POWER FROM PG&E AND

GET MAPS OF 1974 FROM COUNTY SHOWING THE CORRECT STREET NAMES.

⊗ INCORRECT. PG&E WAS TAKEN AND PAID \$400,000.00 TO PROVIDE UNDERGROUND UTILITIES
TO ALL PROPERTIES IN ROUNDHOUSE.

⊗ HAD PUC NEVER DONE THE UNDERGROUND I WOULD HAVE POWER
AND WOULD NOT BE OUT \$30,000.00

GET EXACT NUMBER FROM SHEILA OF DAMAGES, + PAIN AND SUFFERING
BREAKDOWN CHARGES IN A SIMPLE WAY. (PUNITIVE DAMAGES)

DO NOT MENTION 2 MILLION DOLLARS
\$200,000.00

STATUTE OF LIMITATION 1 to 10 YEARS.

PUBLIC UTILITIES COMMISSION

505 VAN NESS AVE
SAN FRANCISCO, CA 94102



May 31, 2022

Sheila Cruson
199 Roundhouse Creek Rd
Trinidad CA 95570

izzyisout@outlook.com

Subject: Commission File No: 558644 for Complaint with Pacific Gas & Electric Company

Dear Ms. Cruson:

The Consumer Affairs Branch (CAB) of the California Public Utilities Commission has completed its review of your complaint against **Pacific Gas & Electric Company (PG&E)**. As part of the review, CAB considered the information that you provided, the information that **PG&E** provided to us about your account and applicable codes, orders and tariffs.

CAB received your complaint against Pacific Gas & Electric Company regarding not having access to underground power. You explained that PG&E refused to pay any of the costs related to providing power. You also explained that you feel you should be reimbursed for all money you had to pay PG&E to bring power which was left out of the Big Lagoon Underground District. You also reported concerns with Utility poles that have not been removed.

Kacey Pipkin, with Customer Relations at Pacific Gas & Electric Company provided the response to the complaint. Kacey Pipkin explained that their Office first became aware of your concerns during a phone contact on March 21, 2022. They noted that you explained that the local board of supervisors passed ordinance that all utilities should be underground in 1992. PG&E also had noted from the contact that you have undeveloped parcels which you discovered utilities were not underground, as they are on other parcels, and you would like to know why utilities at 97 ROUNDHOUSE CREEK RD are to be underground at your expense while others were not.

^ AND 98

ADDITION OF 98

Kacey Pipkin reported to CAB that Customer Relations contacted the Program Liaison for assistance. The Program Liaison and the Municipal Projects & Programs Manager advised that PG&E has reviewed the documentation received from Bob Bronkall, Deputy Director with Humboldt County. They explained that the boundary map the County adopted shows the two parcels in question are excluded. They also explained that it is a municipality's responsibility to develop the boundary map and its common practice to make changes to a boundary map after further review with PG&E and other utilities. Additionally, PG&E advised that just like any other applicant requesting a service extension, the Customer is responsible for the costs associated with bringing electricity to their parcel and for these reasons PG&E has denied the request for reimbursement of service extension costs. PG&E has sent you a letter reiterating this information on May 24, 2022.

PG&E also reported that the remaining utility poles which you requested be removed are not the property of PG&E and are the property of a communications utility which serves this area. PG&E also explained they have provided the direct contact information for the PG&E Customer Relations' Office should you have additional concerns or questions regarding your PG&E account.

PG&E WAS RESPONSIBLE TO BRING IT TO MY PARCEL AND WAS PAID \$400,000.00 TO PROVIDE IT. AT NO COST TO ME, I AM RESPONSIBLE FOR BRINGING THE POWER FROM MY POINT OF ACCESS TO MY HOUSE
THE POLES AT THE SOUTH END OF ROUNDHOUSE CREEK ARE LABELED PG&E. (ADD PHOTOS)

PUBLIC UTILITIES COMMISSION

505 VAN NESS AVE
SAN FRANCISCO, CA 94102



Based on the review of this information, CAB has determined that **Pacific Gas & Electric Company** is not in violation of the rules or regulations of the Public Utilities Commission.

If you disagree with this result, you may either provide new evidence or appeal. Detailed instructions for sending new evidence or an appeal are attached. You must file within 15 days of this letter and include supporting documentation. Please provide any information you believe contradicts the utility's representations.

Sincerely,

A handwritten signature in black ink that reads 'Michael Rodriguez'.

Michael Rodriguez
Consumer Affairs Branch
1-800-649-7570

Enclosure: Informal Appeal Procedures.



Jerry Boone <jerryboone@gmail.com>

Fw: About AT&T Office of the President Inquiry 0000483359

1 message

sheila cruson <izzyisout@outlook.com>
To: Jerry Boone <jerryboone@gmail.com>

Tue, Jul 26, 2022 at 8:36 PM

From: Mark Mosher <g08860@president.att-mail.com>
Sent: Tuesday, July 26, 2022 6:25 PM
To: izzyisout@outlook.com <izzyisout@outlook.com>
Subject: About AT&T Office of the President Inquiry 0000483359



Hello Ms. Cruson,

As we discussed on 07/25/2022, we received a report from AT&T Construction & Engineering pertaining to the three issues that you reported:

Several poles are still located at [97 Roundhouse Creek Rd, Trinidad CA 95570](#) which should have been removed many years ago pursuant a county order that all utilities be placed underground.

- AT&T Construction & Engineering has advised that the poles you reported are outside of the Humboldt County Board of Supervisors November 1992 ruling for the undergrounding of utilities. (See attached Resolution 91-132.) On that basis, we will not be removing those poles at this time.

There are low hanging phone cables at that same location.

- Considering the slope of a nearby embankment, the height of these AT&T cables are within parameters and will not be raised further at this time.

Request that A&T pull cable to the same address within the conduit you recently had placed.

- Once an order for home phone service is placed, we should be able to pull AT&T cable within the conduit you recently placed. AT&T does not currently offer wireline internet service at your address.


If further questions remain, please feel free to call me at 816-308-6057.

Sincerely,

Mark Mosher
Office of the President
Executive Care and Advocacy
AT&T Services, Inc.
(816) 308-6057 | g08860@president.att-mail.com

This message and any attachments to it contain confidential business information intended solely for the recipients. If you have received this email in error please do not forward or distribute it to anyone else, but reply to report the error and then delete this message from your system.

ref:_00D6g5jkYJ._5004MsmkuY:ref

 **Humboldt County Resolution 92-132.pdf**
2911K

PUBLIC UTILITIES COMMISSION

505 VAN NESS AVE
SAN FRANCISCO, CA 94102



August 4, 2022

Sheila Cruson
199 Roundhouse Creek Rd
Trinidad CA 95570

izzyisout@outlook.com

Subject: Commission File No: 561566 for Complaint with AT&T California

Dear Sheila Cruson:

The Consumer Affairs Branch (CAB) of the California Public Utilities Commission has completed its review of your complaint against **AT&T California** (AT&T). As part of the review, CAB considered the information that you provided, the information that **AT&T** provided to us about your account and applicable codes, orders and tariffs.

CAB received your complaint against AT&T California (AT&T) regarding lines that should be under ground. You also expressed concerns that you believe you will be reimbursed for all the money that will have to be spent to get power, phone, and cable lines. Although reimbursements and claims for damages is not within the jurisdiction of the CPUC, these concerns were included with the complaint sent.

AT&T's Office of the President responded to the complaint. AT&T reported to CAB that they have reviewed your complaint and contacted you directly to review. AT&T explained they have determined through the investigation that the poles are outside of the Humboldt County Board of Supervisors November 1992 ruling for undergrounding of utilities. AT&T further explained that they will not be removing the poles. AT&T also reported they investigated concerns with low hanging lines. AT&T explained they have verified and explained that considering the embankment, the height of the cables is within the parameters and the lines will not be raised at this time.

AT&T also reported they contacted you and reviewed the information and all the findings on July 25, 2022. They advised CAB that AT&T would be able to accommodate you with placing its facilities for your home within the conduit once an order for AT&T's traditional home phone service is placed. They added that DSL Internet was not available for your location.

Based on the review of this information, CAB has determined that **AT&T California** is not in violation of the rules or regulations of the Public Utilities Commission.

If you disagree with this result, you may either provide new evidence or appeal. Detailed instructions for sending new evidence or an appeal are attached. You must file within 15 days of this letter and include supporting documentation. Please provide any information you believe contradicts the utility's representations.

Sincerely,

A handwritten signature in black ink that reads "Michael Rodriguez".

Michael Rodriguez
Consumer Affairs Branch

PUBLIC UTILITIES COMMISSION
155 VAN NESS AVE
SAN FRANCISCO, CA 94102



1-800-649-7570

Enclosure: Informal Appeal Procedures.



**DEPARTMENT OF PUBLIC WORKS
COUNTY OF HUMBOLDT**
MAILING ADDRESS: 1106 SECOND STREET, EUREKA, CA 95501-0579
AREA CODE 707

On-line
Web: humboldt.gov.org

	Public Works Building Second & L St., Eureka Fax 445-7409		Clark Complex Harris & H St., Eureka Fax 445-7388		
Administration	445-7491	Natural Resources	445-7741	Land Use	445-7205
Business	445-7652	Natural Resource Planning	267-9542		
Engineering	445-7377	Parks	445-7651		
Facility Management	445-7621	Roads	445-7421		

August 16, 2022

Sheila Cruson
199 Roundhouse Creek Road
Trinidad, CA 95570

RE: Big Lagoon Undergrounding District

Ms. Cruson,

The Humboldt County Department of Public Works cannot reimburse you for electrical underground work at your parcel as part of the Big Lagoon Undergrounding Utility District project. The Big Lagoon Underground Utility District was formed in 1992 and constructed in 1994. On November 17, 1992, the County Board of Supervisors held a public hearing, which, among other things, considered the area proposed to be included in the district. On October 28, 1992, a notice of the hearing along with a map of the undergrounding area, which clearly excluded your property, was sent to you as part of that notice; under your name at the time, Sheila Kurwitz. That hearing was the opportunity for you to request inclusion in the project.

The costs for underground districts and their construction comes from Rule 20A funds that are controlled by PG&E, not the County of Humboldt. In post-construction situations, the only time the County would step-in to assist would be if an included property was not ready when the project was in construction. If the property was not ready, the County would fund the incomplete work and place an assessment on the property to recover its expenditures.

An authorization to pay at this time from the Humboldt County Department of Public Works to you for costs you have or will expend would be an improper gift of public funds from the County. If you disagree with our position, you may file a claim for damages with the Humboldt County Risk Management Division. A claim form is attached for your use.

Sincerely,

A handwritten signature in black ink, appearing to read "Thomas K. Mattson", with a long, sweeping horizontal line extending to the right.

Thomas K. Mattson, PE
Director of Public Work



COUNTY OF HUMBOLDT
CLAIM FOR DAMAGES

PLEASE COMPLETE BOTH PAGES OF THIS FORM AND BE SURE IT IS DATED AND SIGNED.

This claim must be filed with the Clerk of the Board of Supervisors within six (6) months after the accident or event. Where space is insufficient, please use additional paper and identify information by paragraph number. When the claim is complete, bring or mail to: Humboldt County Clerk of the Board, Courthouse, 825 5th Street, Room 111, Eureka, California 95501-1153.

CLAIMANT

Name: SHEILA CRVSON
Address: 97 ROUNDHOUSE CREEK ROAD
Telephone: 707 - 677 - 5009
SSN: 6577
DOB: 11-18-1949

The undersigned respectfully submits the following claim and information:

1. Mailing address to which claimant desires notices to be sent, if other than above:
199 ROUNDHOUSE CREEK ROAD
2. Date, time and place of occurrence or transaction which gives rise to this claim:
Date: OCTOBER 2019
Time: 2 PM
Place: 97 ROUNDHOUSE CREEK ROAD
3. Specify the particular act/omission and circumstances which you believe caused the injury and/or damage:
IN 2019, PG&E INFORMED ME THAT I HAD NO ACCESS TO UTILITIES AT MY RIGHT OF WAY. THIS WAS CAUSED BY A MISTAKE MADE BY HUMBOLDT COUNTY PUBLIC WORKS BY LEAVING MY LOTS (2) OUTSIDE THE UTILITIES DISTRICT MAP.
4. Name(s) of employee(s) of County of Humboldt that you believe caused the injury/loss:
AL CATHEY HUMBOLDT COUNTY PUBLIC WORKS

5. Description of property damaged:
LOSS OF EASEMENTS INCLUDING POWER, PHONE AND INTERNET ACCESS
6. Owner of property damaged:
KLAMATH CUTTERS, INC. SHEILA CRUSON-PRESIDENT
7. Description of personal injury (if no personal injury, please state "None"):
NONE
8. Name(s) of any other person(s) injured:
NONE
9. Names, addresses and telephone numbers of witnesses, doctors, hospitals, etc.:
 - a) _____
 - b) _____
 - c) _____
10. Amount of reimbursement claimed, with computation. Please attach any supporting bills, receipts, or estimates of cost:
\$27,629.59
11. Any additional information which may be helpful in considering this claim:
SEE ATTACHED LETTER FROM SHEILA CRUSON AND ALL ADDITIONAL DOCUMENTS

WARNING! IT IS A CRIMINAL OFFENSE TO FILE A FALSE CLAIM (Penal Code Section 72; Insurance Code Section 556).

I have read the matters and statements made in the above claim and I know the same to be true of my own knowledge, except as to those matters stated upon information or belief and as to such matters I believe the same to be true. I certify under penalty of perjury that the foregoing is true and correct.

Signed this 26 day of September, 2022.

Sheila Cruson, Pres Klamath Cutters, Inc
CLAIMANT'S SIGNATURE



COUNTY OF HUMBOLDT
HUMAN RESOURCES & RISK MANAGEMENT
825 5th Street, Suite 100, Eureka, CA 95501-1153
Personnel Services Main Line: (707) 476-2349
Risk Management Services Main Line (707) 268-3669

October 6, 2022

Sheila Cruson
199 Roundhouse Creek Road
Trinidad, CA 95570

SUBJECT: CLAIM FOR DAMAGES – Sheila Cruson
LOSS DATE: October 2019
CLAIM DATE: September 26, 2022

Dear Sheila Cruson:

This letter acknowledges receipt of the Claim for Damages filed with the Clerk of the Humboldt County Board of Supervisors on September 26, 2022.

Based upon the contents of the claim, we are investigating. It takes approximately three (3) weeks for us to complete the process. We will notify you as soon as a decision has been made regarding your claim.

Thank you for your patience. If you have any questions, please contact Risk Management Services at (707) 268-3669.

Sincerely,

Human Resources - Risk Management
County of Humboldt

cc: Public Works Department
Risk Management



**COUNTY OF HUMBOLDT
HUMAN RESOURCES
RISK MANAGEMENT DIVISION
825 5th Street, Room 131
Eureka, CA 95501
(707) 268-3669 Fax (707) 268-2546**

November 8, 2022

Sheila Cruson
199 Roundhouse Creek Road
Trinidad, CA 95570

Subject: Late Claim Notice of Denial
Claimant: Sheila Cruson
Loss Date: October 2019
Claim Date: September 26, 2022

Dear Sheila Cruson:

The Claim for Damages you presented to the Clerk of the Humboldt County Board of Supervisors on September 26, 2022, is rejected because it was not presented within six (6) months after the event or occurrence as required by law. See Government Code Sections 901 and 911.2. Because the claim was not presented within the time allowed by law, no action was taken on the claim.

Your only recourse at this time is to apply without delay to County of Humboldt for leave to present a late claim. See Government Code Sections 911.4 to 912.2, inclusive, and Government Code Section 946.6. In some circumstances, leave to present a late claim will be granted. See Government Code Section 911.6.

You may seek the advice of an attorney of your choice in connection with this matter. If you desire to consult an attorney, you should do so immediately.

If you have any questions regarding the contents of this letter, please contact the County of Humboldt Risk Management Division (707) 268-3669.

Sincerely,

Human Resources-Risk Management
County of Humboldt

Enclosure: Affidavit

cc: Risk Management
Public Works
County Counsel

AFFIDAVIT OF SERVICE OF MAIL

STATE OF CALIFORNIA
COUNTY OF HUMBOLDT

I, Rayetta Teske, say:

That I am a citizen of the United States, over 18 years of age, a resident of the County of Humboldt, State of California, and not a party to the within action; that my business address is Humboldt County Courthouse, Eureka, California; that I served a true copy of the attached rejection letter of Sheila Cruson by placing said copies in envelopes addressed to the Claimant at their following residence/office address:

Sheila Cruson
199 Roundhouse Creek Road
Trinidad, CA 95570

and, therefore, were on the **8th of November 2022**, deposited in the United States mail at the City of Eureka, California; that there is delivery service by the United States mail at the places so addressed.

I certify (or declare) under penalty of perjury that the foregoing is true and correct.

Executed on the **8th of November 2022**, at the City of Eureka, County of Humboldt, State of California.


Rayetta Teske



P.O. Box 847 Trinidad, CA 95570

Dear Customer, BLCSD is in the process of updating it's service address data base. We kindly ask that you fill out this form and return it either with your bill payment or via email to: boardsecretary@biglagooncsd.org. The information will **only be used for official BLCSD business and communications and providing any or all of it is voluntary**. The primary reason for doing this is it has been several years since this has been updated and we want to make sure that our communications are reaching the appropriate people and that in the event of some type of BLCSD **emergency** we have the most up to date way to contact those we serve. Thank you

Name(s): _____

Service Address: _____

Main email: _____

Secondary email: _____

Other email: _____

Main Phone: _____ **Secondary phone** _____

Other Phone: _____ **Fax:** _____

Billing Address (if different then service address):

Any Other contact information you wish to provide:

Water Meter Summary Report

3/18/2023

I'm very pleased to report that Hooven and Company completed the installation of our new water meters and radio transmitters on Monday, Feb. 13th. I appreciated their efficiency, diligence and positive attitudes (esp. Randy and Ryan) during this project. Likewise, my appreciation extends to several community volunteers listed below, who rolled up their sleeves, got busy or dirty, and helped our community achieve this success.

Project Volunteers

Diggers and cleanup crew:

Greg, Val, Chuck, John D, Bill, John S.

Paid our bills:

Dick and Louise

Sent out community notices:

Mara

Software/Technical Assistance:

Joey

Meter readers:

Dana and Matt

Labor and Material Expenditures

This project of installing new water meters with radio transmitters, 2 new shutoff valves, new water boxes, rodent barriers, and miscellaneous plumbing, landed slightly over our projected budget, ending at **\$51,809**

- Labor represented roughly: \$23.1k or 45%
- Materials represented roughly: \$28.7k or 55%
- Average residential installation approximately: \$1,204

The last phase will be software and technology training provided by the Badger Meter Company and is scheduled for next week on the 23rd. Hopefully thereafter, meter reading will become an easier task and our community can reliably depend on this new system for the next 20 plus years.

New Water Meter Project Budget Summary**CY 2022-2023**

Report Date:

3/12/23

MATERIALS	Budget Est.	Actual Exp.
New Badger meters	\$ 7,000	\$ 7,702.39
Radio Controls	\$ 4,600	\$ 5,044.96
YUMA tablet	\$ 5,500	\$ 5,310.70
annual license fee	\$ 30	\$ 20.64
New meter boxes	\$ 3,000	\$ 1,691.00
meter box extenders	\$ 400	\$ 612.57
New shutoff valves (customer)	\$ 1,550	\$ 436.69
New lockable shutoff valves (CSD)	\$ 2,550	\$ 1,997.09
Miscellaneous plumbing	\$ 3,500	\$ 5,333.01
Rodent barrier mats	\$ 100	\$ 744.90
gravel	\$ 50	\$ 69.40
"onsite" storage	\$ 800	\$ 742.89
Credit memo for surplus materials	\$ -	\$ -1040.04
Subtotal 1:	\$ 29,080	\$ 28,666.20

LABOR	Budget Est.	Actual Exp.
Consultant fees	\$ -	\$ 916.00
Beacon training and setup	\$ 2,348	\$ 2,347.50
Plumbers: Phase 1,2,3	\$ 18,900	\$ 19,880.25
Subtotal 2:	\$ 21,248	\$ 23,143.75

Grand Total as of report date: \$ **50,328** \$ **51,809.95**

LABOR \$ **23,143.75** **45%**
MATERIALS \$ **28,666.20** **55%**

Badger Radio Read Meter Software Progress

As most of you know, our new radio read meters have been successfully installed. The next step to implementing the radio read technology as of our January 20, 2023 board meeting was to create the database of addresses and associated meter information in a format that could be loaded into Badger's Beacon AMA cloud-based software. I'm happy to report that this step is completed.

On March 23rd, several BLCSD staff will attend a training with Dan Giliam from Badger meter on how to properly upload information to the tablet for reading and download the information from it to pass on to the Treasurer for billing. Great care has been taken to ensure that the information Beacon will export will interface with existing methods used by BLCSD for billing to create a smooth transition.

I would like to extend a sincere thank you to Gus, Louise, Val, John Morgan and Hooven staff, Dana and all others involved in this project for maintaining impeccable records and providing information that I could not have created the database without. This would have been a much more daunting task without your great work and help.

If all goes according to plan, our May meter reading will be conducted with our new technology.

Thank you,

Joey Blaine
BLCSD Volunteer Staff Member



BLCSD Surplus Asset Disposal Policy

PURPOSE

The Big Lagoon Community Services District (the District) shall establish an administrative policy for the disposition of surplus personal property, equipment, and materials. This policy does not apply to real property and exists to ensure the receipt of all revenues from the disposal of surplus personal property, equipment, and materials.

POLICY

The Chair (or his/her designee) shall develop a “Surplus Supplies and Equipment List” (“personal property” or “property”) which is surplus. Prior to disposition, the Board shall be provided with, and approve the “List.”

DEFINITIONS

- SURPLUS SUPPLIES AND EQUIPMENT LIST - List of property which has been determined “surplus” by the Chair.
- SURPLUS – Non “real property” has little or no remaining useful life for the District.

MEANS OF PROPERTY DISPOSAL AND ACCOUNTING

The property may be disposed of as follows:

The first effort shall be to dispose of that property in a manner which is most likely to generate the greatest return to the District. Staff will determine which method of disposal is best. Such methods of disposal include but are not limited to the following:

1. Sale on the open market. The General Manager shall cause to be published at least three days before the sale, in a newspaper circulated throughout the District, and/or by posting on any District website, a notice of sale setting forth a general description of the personal property to be sold, and the day, time and location of the sale. The terms of all such sales shall be check or money order in the amount of the full purchase price. The District also may conduct a public auction in this manner. The fees for this sale shall be deducted from the proceeds of the sale..

2. Donation. The Chair may, when in his/her judgment the sale or auction of surplus personal property is infeasible or will result in minimal return to the District, cause such surplus personal property to be donated to any other governmental organization or non-profit group or corporation exempt from federal taxes pursuant to Internal Revenue Code Section 501(c) (3) located within Humboldt or Del Norte County or serving the District.

3. Selling for Scrap. Surplus property may be sold as scrap if the Chair deems that the value of its parts exceeds the value of the surplus property as a whole.

5. No Value Item. Where the Chair determines that property is surplus and of minimal or no value to the District or the cost of disposal of such property would exceed the recovery value, the Chair shall dispose of the same in such a manner he or she deems appropriate and in the best interest of the District.

Accounting for the disposition of personal property, equipment, and materials:

When so authorized to sell, donate, recycle, and scrap District property, the person directed to undertake such activity shall:

1. Remit the entire proceeds from any such activity to the BLCSD Treasurer.
2. Complete receipt documentation form for the disposal of surplus personal property, equipment and materials and submit with proceeds, if any, to the BLCSD Treasurer.

The Chair & or Treasurer shall:

1. Make adjustments to the Surplus Supplies and Equipment List
2. Deposit all proceeds from the disposition of surplus personal property, equipment and materials into the General Fund.
3. Authorize the delivery of the surplus property.