

# **BIG LAGOON COMMUNITY SERVICES DISTRICT**

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

## **REGULAR MONTHLY BOARD MEETING AGENDA**

The regular meeting of the Board of Directors of Big Lagoon CSD will be held Saturday, January 28, 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 Masks and social distancing guidelines are no longer in effect and California has rescinded all temporary Covid protocols.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](mailto: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](mailto:boardsecretary@biglagooncsd.org).

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

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

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

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

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

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

6. Staffing (Greg)
  - 6.1) Add Richard (Dick) Maier to staff as Accountant (Vote)
  - 6.2) Add new position for current staff member Dana Hope as Community Liaison. (Vote)
7. Customer Appeal of outstanding water bill #181 Ocean View (Greg) (Addendum #1) (Vote)
8. Vice-Chair's Report (Gus)
  - 8.1 Meter Box Project update-revise 2023 budget by \$20K as do not exceed number to finish (Vote)
  - 8.2 Generator Grant Application
  - 8.3 School Pipeline (no update)
  - 8.4 Water Storage Grant Application (Addendum #2)
9. Treasurer's Report- 2022 Year end reports (Addendums #3A, #3B) (Louise)
  - 9.1 Auditor proposal update (Addendum #3) (Vote)
  - 9.2 Collecting on past-due accounts update
    - 9.21 Proposed updates to BLCSD Collections Policy (Addendum #4) (Vote)
    - 9.22 Proposed form letters for Shut Off Notice and Door Hanger (Addendums 5-6) (Vote)
  - 9.3 Billing and finances software update
  - 9.4 Approve Increase in 2023 budget for propane from \$472.69 to \$2250 (Vote)
10. Community Input Survey- Revised, Implementation Process. (Greg) (Addendum 7) (Vote)
11. Water Operator's Report (Val)
  - 11.1 Backup generator issues during recent outages
  - 11.2 New Drought and Conservation Technical Reporting Order (Addendum #8)
12. Drought Emergency Conservation Measures Update (Chuck)
13. Meter Readers Report (Dana)
14. Electronic Legacy Document Storage (Greg + Joey) (Vote)
  - 14.1 Physical & electronic record retention/storage -policy/procedure.
    - o CSDA has numerous examples- Greg to present proposal at 03/18/23 meeting
15. CSDA Training Classes Required and Recommended. Discussion (Addendum #9)
16. Policy for request of use of District Emails for non-District business/ Communications (Greg + Mara) (Vote)
17. Coast Central Credit Union Grant Opportunity (Greg) Discussion. (Addendum #10)

18. Future agenda items from board members

19. ADJOURN

### **Meeting Packet Documents**

**Addendum #1- Appeal Process**

**#2- NCRP E-mail**

**#3A, 3B- 2022 Year End Financial Reports**

**#3- Audit Proposal Fedek & Brown**

**#4- BLCSD Water Service Billing Policies with proposed updates**

**#5- Proposed Door Hanger Notice for shut off**

**#6- Proposed 30 Day Notice for shut off**

**#7- Proposed Community Input Survey**

**#8- New Drought and Conservation Technical Reporting Order**

**#9- CSDA Training Email**

**#10- CCCU Grant Application Email**

**Agenda Item #4- Public Correspondence received by noon Friday, January 27, (distributed in a separate email by 1PM Friday)**

## **BIG LAGOON COMMUNITY SERVICES DISTRICT**

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

**Saturday December 17, 2022 at 10 AM - Big Lagoon Elementary School Community Room**

#### **1. Vice-Chair's Call to Order (Gus)**

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

Board members in attendance: Gus Satein, Vice-Chair; Chuck King, Director;

Louise Minor, Director

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

Mara Friedman, Secretary

Community members in attendance: G. Sidoroff, J. Donohoe, D. Maier, C. Maier, C. Munsee

#### **2. Oath of Office for New Board Members (Gus)**

On November 6, 2022, the Humboldt Board of Supervisors appointed Greg Sidoroff,

Louise Minor and Catherine Munsee to our BLSCD Board. Mara (Board secretary) administered the 'Oath of Office' to our three new Board members.

##### **2.1 Elections for Chair, Vice-Chair and Treasurer Board Positions – Nominations / Discussion / Voting**

Nominations for Board Chair: Chuck nominated Gus, Catherine seconded; Louise nominated Greg, Gus seconded. Gus respectfully declined and stated that he will serve as Vice-Chair until the meter replacement project is complete, after which he will step down. Greg wanted to discuss the job duties/obligations of Board Chair before he was willing to take on the position. He went through the listed Chair duties, clearly stating specific responsibilities he was willing to take on. Of primary concern to him is that all county and state regulations are followed. Gus noted that trainings are available to educate the board on these matters. Dick let the Board know that he is available to advise and answer any questions, including the Brown Act.

MOTION made to elect Greg Sidoroff as Board Chair.

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

After being elected Chair, Greg made a brief statement. His vision is to be as transparent as legally possible with our community. He noted that because we have limited money, manpower and resources, it would be prudent to focus on a few projects. He would like the community as a whole help the Board set priorities that support our commitment to provide great quality water at an affordable price. Gus continued running the rest of the meeting. He stated that there would not be an election for Vice-Chair today.

Nominations for Board Treasurer: Chuck nominated Louise. There were no other nominations.

MOTION made to elect Louise Minor as Board Treasurer

Motion: Chuck, Second: Greg - Motion Approved: 5 ayes, 0 nays

## **2.2 Meeting Dates 2023**

Greg stated that he would like to schedule regular Board meetings every other month, on the third Saturday at 10am. This will provide time during the in-between months for workgroup committees to meet, as well as potential closed sessions. Because there will be less Board meetings during the year, this may lead to slightly longer meetings, hopefully not more than 2 hours. All Board members agreed with this change.

The scheduled Board meeting dates for 2023 are: 1/21; 3/18; 5/20; 7/15; 9/16; 11/18.

## **3. Agenda (revised) for December 17, 2022 - Comments / Amend / Approval (Gus)**

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

## **4. Public Comment**

Several community members spoke. Louise thanked Dick for his long service as Treasurer.

## **5. Recognize Public Correspondence Received by Noon on December 16<sup>th</sup> (Gus)**

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

## **6. November 19, 2022 Unapproved Minutes - Comments / Amend / Approval (Gus)**

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

## **7. School Pipeline Project (Gus)**

Bill provided an email to Val and Gus. He let WRCB (Water Resources Control Board) know who the new BLCSD contacts are. There is no other update.

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

### **8.1 Meter Box Project Update**

The school meter replacement date has changed to 1/3/2023, when the school will be closed. Greg mentioned that the previous agenda noted that the new technology will be tested before the transition takes place. Dick reported that the software is installed and ready to go. Gus will let Joey know and they will run a test. Dick suggested that we continue with our old billing system until all 42 meters are replaced. He and Louise will run both systems simultaneously until the new technology is fully tested. Dick assured there will be no billing gap regarding the first ten homes where meters have been replaced. Gus has been in contact with the plumbing supplier and due to a worldwide brass shortage, there is currently no delivery date estimate for the balance of the shut off valves. Greg, John D., Louise and Dana all volunteered to be cross-trained on the new meter reading system.

### **8.2 Generator Grant Application**

The generator grant application was mailed on November 17<sup>th</sup>. Gus has not received a status update and he will continue to follow through. A grant application (filled out by Greg and Val) was made to replace our generator at the well site. Val noted there is scrap value in our old generator.

## **9. Treasurer's Report (Louise)**

### **9.1 Auditor Proposal Update**

Louise thinks this audit should be pursued because an audit report is required for any future grant applications. Gus suggested that the full board receive a copy of the auditor's proposal for review. He stated that we should discuss and vote on this item at our next meeting. Dick noted that we should not do an audit for 2020, as it will age out by the end of 2023. Louise will see if the audit proposal has been changed to 2022 and send the entire Board the information.

### **9.2 Collecting on Past-due Accounts Update**

There is only one past due account still open. Dick received an email on 12/16 from this account requesting additional information regarding previous billing and payments. He forwarded all pertinent information to Louise. Several Board members concurred that this unresolved issue should be added to the agenda for our next meeting. The attorney confirmed that we were not in violation for not previously including a statement with the invoice. Our new billing will include a statement. The question was raised asking if the Board had voted to waive late fees and interest if full payment of arrears has been made? We need to make sure that this was officially voted on.

### **9.3 Billing and Finances Software Update**

A new laptop was purchased and the RVS software has been installed. There is a 4-month trial period before the \$1800 payment for the software is due. The recurring support fee is approximately \$249/year. Louise and Dick are starting to input the data. Gus will ask Joey to help integrate the Orion software with the Yuma tablet.

### **9.4 Approve 2023 Budget**

MOTION made to approve the 2023 budget.

Motion: Greg, Second: Chuck - Motion Approved: 5 ayes, 0 nays

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

We are pumping approx. 4K gallons day and our water quality is good. There were a few 7K gallon days around Thanksgiving. Val emphasized the importance of addressing the galvanized pipe replacement schedule. Gus feels that this is a perfect candidate for our strategic 5-year plan. Greg suggested that a committee be created to address this issue.

## **11. Water Tank Technical Assistance Update (Gus)**

Bill wrote a letter to NCRP (North Coast Resource Partnership) regarding the changeover of BLCSD board members. Gus will supply the grant application to the Board for review.

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

The workgroup members are Chuck, Eric and Margie. Margie is preparing a document. Chuck noted that we have limited resources and are relying on volunteers, which makes it difficult to commit to a deadline. Greg commented that with our new 2023 meeting schedule of every other month, perhaps the workgroups would be willing to meet on the in-between months?

### **13. New District Email Addresses for Board Members and Staff (Joey)**

Joey was not present. Catherine, Greg and Dana are waiting for their new Board emails. Louise has two emails: one for finance related issues and one for director. It was suggested that our new Board emails be published on our website, as well as included in our billing. It is very important that from now on all Board related communication be sent to the official Board emails. Greg will follow up with Joey on open issues regarding new emails.

### **14. Review Strategic Planning Workshop - DRAFT Community Input Survey (Greg)**

Greg noted that the two strategic planning workshops give us a path forward as a district. He feels that community input (in addition to Board input) is extremely important. It is important to prioritize one or two issues to focus on and make progress. We need to get the Community Input Survey distributed to our customers. Gus suggested that we first have the Board respond to the survey, then take to survey to the larger community, and finally meld the two responses. Chuck emphasized that all new Board members need to understand the Brown Act. Greg suggested that Mara send an email to our customers that includes the survey, as well as a date to send their responses back to her. He will help her craft the email and she will report out at the next meeting.

#### **14.1 Strategic Planning Facilitation Cost Estimate**

Greg would like to reach out to Lesley Frisbee and thank her for her guidance, as well as let her know that we may use her services again in the future.

### **15. Future Agenda Items From Board Members**

- Greg would like a discussion regarding: our policy pertaining to non-budgeted expenses and approval process, as well as representing the district in an official capacity (such as interaction with local politicians or agencies) for items that have not been discussed prior with the entire board. Dick commented that it was critical that when financial reports are released that the “balance left in budget” is adhered to or the budget needed to be amended via Board vote.
- Greg would like a discussion regarding a log-in portal on our website where all BLCSD documents can be accessed. He stated there were multiple examples at today’s meeting where various documents were referenced but not easily accessed for review by the Board.
- Louise would like to access the complete record of all attorney communications sent to BLCSD over the last two years. She needs to request all MEMORANDUMS issued from 1-1-2021 to 12-31-2022. There will be a fee associated to obtaining the documents.

### **16. ADJOURN**

With no other business, the Vice-Chair adjourned the meeting at 12:26 PM.

The next regular meeting will be Saturday, January 21, 2023 at 10 AM in the Big Lagoon School Community Room.

Submitted by Mara Friedman, Board Secretary



Greg Sidoroff &lt;chair@biglagooncsd.org&gt;

## NCRP Proposition 1 IRWM Round 2 Implementation Regional Grant Priority Projects

3 messages

**Katherine Gledhill** <kgledhill@westcoastwatershed.com>  
 To: Katherine Gledhill <kgledhill@westcoastwatershed.com>  
 Cc: Denise Monday <dmonday@co.humboldt.ca.us>

Thu, Dec 15, 2022 at 12:03 PM

Hello All,

We are pleased to announce that on Friday, December 9<sup>th</sup>, during the NCRP Quarterly Meeting, NCRP Leadership Council unanimously approved the Technical Peer Review Committee (TPRC) recommendation described below that includes a list of priority projects for inclusion the NCRP Proposition 1 IRWM Round 2 Implementation Regional Grant to be submitted to the Department of Water Resources on February 1, 2023. The TPRC developed their recommendation during the Project Review meetings on December 1 & 2. All meetings were held via zoom and were open to the public and included multiple public comment periods. The Leadership Council recognizes that all the projects submitted to the NCRP were high quality projects and appreciates the hard work of all the project sponsors. The TPRC review comments are being reviewed by the TPRC members and will soon be posted to the [NCRP Proposition 1 IRWM Round 2 webpage](#).

### TPRC RECOMMENDATION

- To approve the following suite of projects and budget amounts for inclusion in the NCRP Proposition 1 IRWM Round 2 Implementation Regional Grant.
- To approve the following contingency list of budget augmentations to the priority projects, (listed in order of priority) should a project drop out of the suite of projects or additional funding becomes available, for any reason.

### NCRP 2022 Proposition 1 IRWM Priority Projects

Final Score	Organization, Project Name	Area Served	Project Cost	Funding Request	Approved Budget
119.55	Yurok Tribe, McKinney Fire Restoration Project	Tribal Northern	\$1,218,891	\$1,218,891	\$1,218,891
118.15	Scott River Watershed Council, East Fork Scott River Green Infrastructure Mountain Meadows Project	Siskiyou	\$631,331	\$488,980	\$488,980
108.86	Humboldt Bay Municipal Water District, Ranney Collector 2 Rehabilitation Project - Round 2	Humboldt	\$3,810,000	\$950,000	\$712,500
108.30	Weaverville Sanitary District, Sewer Lining Project	Trinity	\$1,529,988	\$1,529,988	\$764,994
107.26	City of Weed, Mill Fire Water System Recovery Project	Siskiyou	\$997,500	\$997,500	\$748,125
106.57	Orick Community Services District, Water Meter Replacement Project	Humboldt	\$237,950	\$237,950	\$237,950



<b>Final Score</b>	<b>Organization, Project Name</b>	<b>Area Served</b>	<b>Project Cost</b>	<b>Funding Request</b>	<b>Approved Budget</b>
106.03	Covelo Community Services District, Collection System and WWTP Improvements, Phase 2	Mendocino	\$1,632,100	\$869,383	\$652,037
103.57	Mendocino County Resource Conservation District, Rural Tank Program for Water Security and Fire Preparedness in Mendocino County Disadvantaged Communities	Mendocino	\$563,855	\$499,955	\$374,967
103.43	Shasta Valley Resource Conservation District, Irrigation Ditch Pipeline and Water Efficiency Improvement Project	Siskiyou	\$2,741,965	\$2,540,430	\$760,009
103.35	McKinleyville Community Services District, 4.5MG Water Storage Tank Construction	Humboldt	\$13,346,941	\$2,524,272	\$879,209
103.09	Willow County Water District, Water Main Replacement Project	Mendocino	\$1,244,780	\$1,244,780	\$503,039
102.91	Westhaven Community Services District, Water System Resilience and Watershed Enhancement Project	Humboldt	\$688,440	\$685,940	\$0
101.90	Salmonid Restoration Federation, Redwood and Sproul Creek, South Fork Eel River Storage and Forbearance Program	Humboldt	\$1,187,450	\$867,450	\$0
101.84	Blue Lake Rancheria, Smart Water Grid 2.0	Tribal Central	\$570,000	\$570,000	\$130,500
101.78	Lewiston Community Services District, Water System Resiliency Project	Trinity	\$233,990	\$233,990	\$0
100.76	City of Crescent City, Area Regional Water Supply Augmentation	Del Norte	\$1,331,443	\$1,331,443	\$500,000
100.18	Big Lagoon Community Services District, Water Storage Improvements	Humboldt	\$947,950	\$947,950	\$0
98.79	City of Willits, Centennial Reservoir Inflatable Spillway Project	Mendocino	\$695,000	\$641,000	\$0

Final Score	Organization, Project Name	Area Served	Project Cost	Funding Request	Approved Budget
98.19	Del Norte County Service Area No. 1, Onsite Emergency Power Supply for Sanitary Sewer Lift Stations Phase 2	Del Norte	\$1,453,323	\$645,682	\$0
97.25	City of Montague, Water Supply Reliability and Lead Abatement Project	Siskiyou	\$2,728,975	\$2,728,975	\$0
95.88	Gold Ridge Resource Conservation District, Rainwater Catchment Rebate and Streamflow Enhancement Project - II	Sonoma	\$1,199,616	\$599,650	\$0
93.03	Junction City Elementary School District, Potable Water Filtration System Replacement	Trinity	\$922,483	\$915,593	\$0
75.86	Water Climate Trust, Water Accounting & Funding Decision Support Tools	Region	\$555,000	\$350,000	\$0
75.07	Shelterwood Collective, Water Infrastructure Renovations	Sonoma	\$1,458,650	\$1,021,650	\$0
	Humboldt County Admin - 6%	Region			\$508,800
	<b>TOTALS</b>		<b>\$41,927,622</b>	<b>\$24,641,452</b>	<b>\$8,480,000</b>

## NCRP 2022 Proposition 1 IRWM Round 2 Priority Projects – Contingency Budget Augmentations

Final Score	Organization, Project Name	Project Cost	Funding Request	TPRC Recommend Budget	Recommend Contingency Funding
108.30	Weaverville Sanitary District, Sewer Lining Project	\$1,529,988	\$1,529,988	\$764,994	\$382,497
103.09	Willow County Water District, Water Main Replacement Project	\$1,244,780	\$1,244,780	\$503,039	\$430,546
101.84	Blue Lake Rancheria, Smart Water Grid 2.0	\$570,000	\$570,000	\$130,500	\$297,000

100.76	City of Crescent City, Area Regional Water Supply Augmentation	\$1,331,443	\$1,331,443	\$500,000	\$498,582
	<b>TOTALS</b>				<b>\$1,608,625</b>

My best to all,

Katherine



Katherine Gledhill  
[WEST COAST WATERSHED](#)  
 PO Box 262  
 Healdsburg, CA 95448-0262  
 phone (direct): 707.795.1235

cell phone: 707.583.6737  
[kgledhill@westcoastwatershed.com](mailto:kgledhill@westcoastwatershed.com)

[www.westcoastwatershed.com](http://www.westcoastwatershed.com)




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**Greg Sidiroff** <chair@biglagooncsd.org> Tue, Jan 3, 2023 at 8:25 AM  
 To: Craig Satein <vicechair@biglagooncsd.org>, Louise Minor <director1@biglagooncsd.org>, director2@biglagooncsd.org, director3@biglagooncsd.org, Val Castellano <valencastellano@hotmail.com>

This email is being sent out for informational purposes only to BLCSD staff and board members. It is being supplied in advance for your review only. Please do not respond or reply in any way. Do not hold in person discussions of it that could lead to a serial meeting. A further discussion of the topic will be on the next Board Meeting Agenda. A copy of this email will be part of the meeting packet.

Greg

Begin forwarded message:

**From:** Katherine Gledhill <[kgledhill@westcoastwatershed.com](mailto:kgledhill@westcoastwatershed.com)>  
**Date:** December 15, 2022 at 12:03:14 PM PST  
**To:** Katherine Gledhill <[kgledhill@westcoastwatershed.com](mailto:kgledhill@westcoastwatershed.com)>  
**Cc:** Denise Monday <[dmonday@co.humboldt.ca.us](mailto:dmonday@co.humboldt.ca.us)>  
**Subject:** NCRP Proposition 1 IRWM Round 2 Implementation Regional Grant Priority Projects

[Quoted text hidden]

**Big Lagoon Community Services District**  
**Profit & Loss Budget Performance**  
 January through December 2022

01/20/23

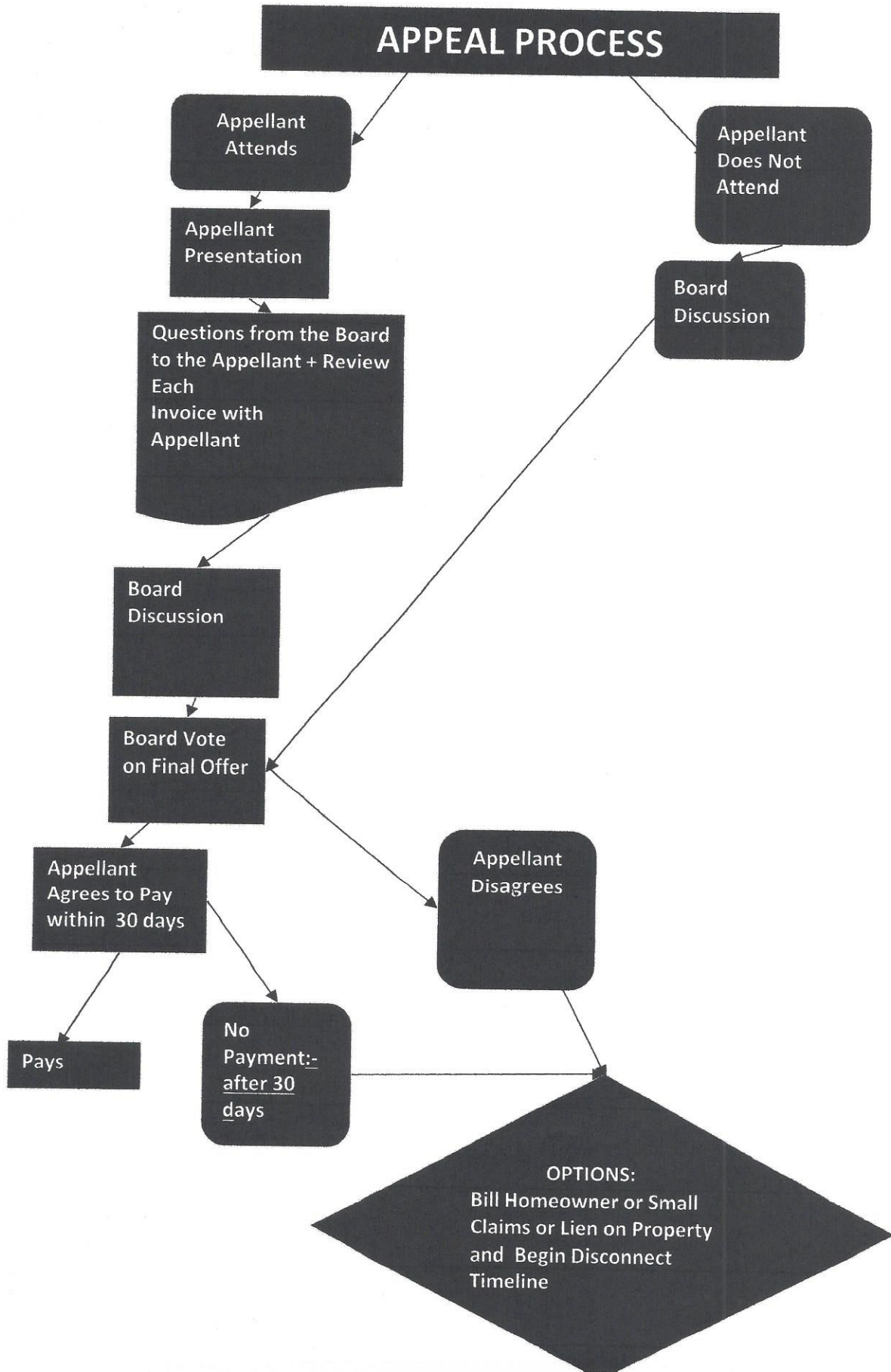
Accrual Basis

	Jan - Dec 22	Budget	Jan - Dec 22	YTD Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
Non Compliance Fee	25.00	0.00	25.00	0.00
Base Rate - Monthly	24,832.92	24,832.92	24,832.92	24,832.92
Water Usage Income	8,845.71	9,950.69	8,845.71	9,950.69
Late Fee	1,621.92		1,621.92	
Adjustment / Returned Check	-145.25	0.00	-145.25	0.00
Donation	0.00	0.00	0.00	0.00
<b>Total Income</b>	<b>35,180.30</b>	<b>34,783.61</b>	<b>35,180.30</b>	<b>34,783.61</b>
<b>Gross Profit</b>	<b>35,180.30</b>	<b>34,783.61</b>	<b>35,180.30</b>	<b>34,783.61</b>
<b>Expense</b>				
<b>Non-Cash Expenses</b>				
Depreciation Expense	0.00	7,568.00	0.00	7,568.00
<b>Total Non-Cash Expenses</b>	<b>0.00</b>	<b>7,568.00</b>	<b>0.00</b>	<b>7,568.00</b>
<b>Operational Expenses</b>				
Supplies	1,188.60	1,800.00	1,188.60	1,800.00
Training	929.50		929.50	
Dues	924.05	475.00	924.05	475.00
Electric	2,706.98	3,600.00	2,706.98	3,600.00
Gas	0.00	900.00	0.00	900.00
Insurance	4,415.20	4,350.00	4,415.20	4,350.00
Maintenance	19,145.19	9,000.00	19,145.19	9,000.00
Office Supplies	1,297.94	200.99	1,297.94	200.99
Postage	90.00	600.00	90.00	600.00
Regulatory Expenses	500.00	1,000.00	500.00	1,000.00
Water Testing	1,475.00	2,160.00	1,475.00	2,160.00
Water Distribution Operator	374.06		374.06	
<b>Total Operational Expenses</b>	<b>33,046.52</b>	<b>24,085.99</b>	<b>33,046.52</b>	<b>24,085.99</b>
<b>Organizational Costs</b>				
Legal Fees	5,318.00	4,800.00	5,318.00	4,800.00
<b>Total Organizational Costs</b>	<b>5,318.00</b>	<b>4,800.00</b>	<b>5,318.00</b>	<b>4,800.00</b>
<b>Total Expense</b>	<b>38,364.52</b>	<b>36,453.99</b>	<b>38,364.52</b>	<b>36,453.99</b>
<b>Net Ordinary Income</b>	<b>-3,184.22</b>	<b>-1,670.38</b>	<b>-3,184.22</b>	<b>-1,670.38</b>
<b>Net Income</b>	<b>-3,184.22</b>	<b>-1,670.38</b>	<b>-3,184.22</b>	<b>-1,670.38</b>

**Big Lagoon Community Services District**  
**Profit & Loss Budget Performance**  
 January through December 2022

	<u>Annual Budget</u>
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
Non Compliance Fee	0.00
Base Rate - Monthly	24,832.92
Water Usage Income	9,950.69
Late Fee	
Adjustment / Returned Check	0.00
Donation	0.00
<b>Total Income</b>	<u>34,783.61</u>
<b>Gross Profit</b>	34,783.61
<b>Expense</b>	
<b>Non-Cash Expenses</b>	
Depreciation Expense	<u>7,568.00</u>
<b>Total Non-Cash Expenses</b>	7,568.00
<b>Operational Expenses</b>	
Supplies	1,800.00
Training	
Dues	475.00
Electric	3,600.00
Gas	900.00
Insurance	4,350.00
Maintenance	9,000.00
Office Supplies	200.99
Postage	600.00
Regulatory Expenses	1,000.00
Water Testing	2,160.00
Water Distribution Operator	
<b>Total Operational Expenses</b>	<u>24,085.99</u>
<b>Organizational Costs</b>	
Legal Fees	<u>4,800.00</u>
<b>Total Organizational Costs</b>	<u>4,800.00</u>
<b>Total Expense</b>	<u>36,453.99</u>
<b>Net Ordinary Income</b>	<u>-1,670.38</u>
<b>Net Income</b>	<u><u>-1,670.38</u></u>

ADDENDUM #1





ADDENDUM #1

Greg Sidoroff &lt;chair@biglagooncsd.org&gt;

## NCRP Proposition 1 IRWM Round 2 Implementation Regional Grant Priority Projects

3 messages

Katherine Gledhill <kgledhill@westcoastwatershed.com>  
 To: Katherine Gledhill <kgledhill@westcoastwatershed.com>  
 Cc: Denise Monday <dmonday@co.humboldt.ca.us>

Thu, Dec 15, 2022 at 12:03 PM

Hello All,

We are pleased to announce that on Friday, December 9<sup>th</sup>, during the NCRP Quarterly Meeting, NCRP Leadership Council unanimously approved the Technical Peer Review Committee (TPRC) recommendation described below that includes a list of priority projects for inclusion the NCRP Proposition 1 IRWM Round 2 Implementation Regional Grant to be submitted to the Department of Water Resources on February 1, 2023. The TPRC developed their recommendation during the Project Review meetings on December 1 & 2. All meetings were held via zoom and were open to the public and included multiple public comment periods. The Leadership Council recognizes that all the projects submitted to the NCRP were high quality projects and appreciates the hard work of all the project sponsors. The TPRC review comments are being reviewed by the TPRC members and will soon be posted to the NCRP Proposition 1 IRWM Round 2 webpage.

### TPRC RECOMMENDATION

- To approve the following suite of projects and budget amounts for inclusion in the NCRP Proposition 1 IRWM Round 2 Implementation Regional Grant.
- To approve the following contingency list of budget augmentations to the priority projects, (listed in order of priority) should a project drop out of the suite of projects or additional funding becomes available, for any reason.

### NCRP 2022 Proposition 1 IRWM Priority Projects

Final Score	Organization, Project Name	Area Served	Project Cost	Funding Request	Approved Budget
119.55	Yurok Tribe, McKinney Fire Restoration Project	Tribal Northern	\$1,218,891	\$1,218,891	\$1,218,891
118.15	Scott River Watershed Council, East Fork Scott River Green Infrastructure Mountain Meadows Project	Siskiyou	\$631,331	\$488,980	\$488,980
108.86	Humboldt Bay Municipal Water District, Ranney Collector 2 Rehabilitation Project - Round 2	Humboldt	\$3,810,000	\$950,000	\$712,500
108.30	Weaverville Sanitary District, Sewer Lining Project	Trinity	\$1,529,900	\$1,529,988	\$764,994
107.26	City of Weed, Mill Fire Water System Recovery Project	Siskiyou	\$997,500	\$997,500	\$748,125
106.57	Orick Community Services District, Water Meter Replacement Project	Humboldt	\$237,950	\$237,950	\$237,950

11:43 AM  
01/20/23  
Accrual Basis

**Big Lagoon Community Services District**  
**Balance Sheet**  
As of December 31, 2022

ADDENDUM  
3A

	<u>Dec 31, 22</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
Checking/Savings	
Umpqua Checking	128,936.22
<b>Total Checking/Savings</b>	<u>128,936.22</u>
Accounts Receivable	
Accounts Receivable	3,241.25
<b>Total Accounts Receivable</b>	<u>3,241.25</u>
<b>Other Current Assets</b>	
Undeposited Funds	371.00
<b>Total Other Current Assets</b>	<u>371.00</u>





**Certified  
Public  
Accountants**



**Consultants  
& Advisors**



# **Big Lagoon Community Services District**

## **Cost Proposal to Provide Audit Services**

**For the Year Ending  
December 31, 2022**

**Christopher J. Brown CPA, CGMA  
Jonathan P. Abadesco, CPA  
Andy Beck, CPA**

10805 Holder Street, Suite 150  
Cypress, California 90630

1945 Chicago Avenue, Suite C-1  
Riverside, California 92507

**Phone:** (657) 214-2307

**Email:** [chris@fedakbrownllp.com](mailto:chris@fedakbrownllp.com)  
[jonathan@fedakbrownllp.com](mailto:jonathan@fedakbrownllp.com)  
[andy@fedakbrownllp.com](mailto:andy@fedakbrownllp.com)

California BOA License Number: 7723





Christopher J. Brown, CPA, CGMA  
Jonathan Abadesco, CPA  
Andy Beck, CPA

Fedak & Brown LLP  
Certified Public Accountants

Cerritos Office:  
17777 Center Court Drive  
Suite 600  
Cerritos, California 90703  
(657) 214-2307  
FAX (714) 527-9154

Riverside Office:  
1945 Chicago Avenue, Suite C-1  
Riverside, California 92507  
(951) 783-9149

November 22, 2022

The Board of Directors  
Big Lagoon Community Services District  
P.O. Box 847  
Trinidad, CA 95570

**Re: Request for Proposal for Auditing Services**

Dear members of the Board:

Based on our understanding of the Big Lagoon Community Services District (District) requirements, our fee for the audit of the basic financial statements, at our discounted rates, and out-of-pocket expenses for the calendar year ending December 31, 2022, will be **\$19,550**. This fee is based on our understanding of the District's audit requirements.

Our estimate for out-of-pocket expenses may not be utilized in total to the amount estimated. Again, these fees are based on the estimated costs to complete the audit. The components of this audit services fee proposal, out-of-pocket costs, and other additional items requested for the fiscal years ending December 31, 2022, are itemized in the attached Exhibits.

Our fee proposal is contingent upon our understanding of your requirements and the assistance we require as noted in our original audit technical proposal.

Additional services not included in this proposal will be based on our discounted billing rates based on the level of experience required. We would execute a separate contract for these services if they are requested by the District.

I am authorized to make representations for Fedak & Brown LLP and am duly authorized to sign a contract with the District.

---

Christopher J. Brown, CPA CGMA  
Managing Partner

November 22, 2022

---

Date

# Exhibit I – Proposed Hours and Our Fees

## Proposed Hours and Our Fees

We anticipate that, for the year ending December 31, 2022, the audit of the basic financial statements by major area, are summarized as follows:

<b>Breakout of Audit Hours - 2022</b>				
<b>Audit Steps</b>	<b>Partner</b>	<b>Mgr/Sup</b>	<b>Staff</b>	<b>Total</b>
<b>Planning</b>	2	10	10	<b>22</b>
<b>Controls Testwork</b>	6	20	25	<b>51</b>
<b>Substantive Testwork</b>	7	20	30	<b>57</b>
<b>Reporting</b>	10	10	10	<b>30</b>
	<b>25</b>	<b>60</b>	<b>75</b>	<b>160</b>

As shown above, we expect approximately 53% of engagement hours to come from Partners, Managers, and or Supervisors assigned to the engagement in calendar year 2022.

Working on the premise that we will be provided with a year-end trial balances, along with an audit package of reconciled balances and supporting schedules of all balance sheet accounts, we expect to perform the audit of the District at fees as stated in the attached Exhibit II -Schedule of Professional Fees on Page 3 for the year ending December 31, 2022.

Our fees are based on the product of the time spent on the engagement and the billing rates of the individuals assigned, plus out-of-pocket costs (such as, report reproductions, typing, postage, travel, copies, telephone, etc.). We will obtain the assistance of the District's personnel to the extent possible and otherwise endeavor to keep these charges to a minimum. We will submit progress billings monthly to your office as our work progresses, which will be due and payable thirty days from the date of the invoice.

Based upon the present size and scope of the activities of the District, we expect to perform the services enumerated above at our hourly rates. Our hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to the audits. We have provided a breakdown of our current hourly rates, which would apply to this engagement on the attached Exhibit III - Schedule of Fees By Hours on Page 4 of this cost proposal.

In accordance with Firm policies and the Office of Management and Budget Circular A-128 and Firm Policies, we will maintain our work papers for at least seven years and make them available to the District, state agencies, the General Accounting Office, and other parties upon the direction of the District.

We want the Board to understand that we will provide **any** assistance and answer **any** questions that the District's staff or members of the Board may have when they arise for the entire duration of our contract. We find it important to stay abreast of the District's activities and accounting issues during the entire engagement.

We would like to thank you and the Board for the opportunity to submit a proposal for the auditing services of the District. Because of our experience in special districts and our interest in the District, we will provide you with assistance in your operations as well as meet the audit needs of the organization. We will also continually make recommendations on these and other matters that come to our attention. We are proud of the professional services we provide and encourage you to make inquiries to any of our clients about their satisfaction with our services and the quality of our staff.

## Exhibit II – Schedule of Professional Fees

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### Big Lagoon Community Services District

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<u>Engagement Fees By Fiscal Year</u>	<u>Audit Service Fees*</u>	<u>Not-to-Exceed Estimate of Out of Pocket Costs**</u>	<u>Total Audit Fee</u>
Fiscal Year 2022	\$ <u>18,550</u>	<u>1,000</u>	<u>19,550</u>

\* Professional audit services fees – labor only.

\*\* Estimate of out-of-pocket costs consist of: travel, mileage, postage and printing costs. Out-of-pocket costs may not be fully utilized.

Please note that any additional services requested by the District during the audit period shall be negotiated at the stated hourly rates per year as noted in the following schedules.

## Exhibit III – Schedule of Fees By Hours

Big Lagoon Community Services District Calendar Year 2022			
Breakdown of Fees by Hours			
Calendar Year 2022 Audit of:	<u>Hours</u>	<u>Hourly Rates</u>	<u>Total</u>
District's Basic Financial Statements			
Partner - Engagement & Technical	25	\$ 160	\$ 4,000
Manager/Supervisor	60	130	7,800
Staff	<u>75</u>	90	<u>6,750</u>
<b>Total Financial Statement Audit for 2022</b>	<b><u>160</u></b>		<b>18,550</b>
<b>Out-of-Pocket Expenses (Travel, Postage &amp; Printing Costs)</b>			<b><u>1,000</u></b>
<b>Total for 2022</b>			<b>\$ <u>19,550</u></b>

Adopted May 21, 2022

Effective as of ~~September, 2022 Billing Date~~  
or Adoption date

**BIG LAGOON COMMUNITY SERVICES DISTRICT (BLCSD)  
WATER SERVICE BILLING, COLLECTIONS, AND OTHER WATER  
POLICIES**

**WATER SERVICE BILLING**

Meters are read 6 times a year.

Billing bi-monthly per the schedule below

- January – for period of November and December
- March- for period of January and February
- May- for period of March and April
- July- for period of May and June
- September- for period of July and August
- November- for period of September and October

Effective JULY 1, 2015, water rates for both the base rate and water usage. The new rate schedule is listed below.

<u>Item</u>	<u>Description</u>	<u>Old Rate</u>	<u>Current</u>
Base	Base Rate per month	\$45.23	\$47.49
Base Rate 2	Base Rate per month	\$121.90	\$127.99
Connection	Water meter connection	\$5,000.00	\$5,000.00
Cubic Feet	Water Usage per cubic feet	\$0.03419	\$0.03590
Gallon	Water Usage gallon meter	\$0.04570	\$0.04799

Due date is 30 days from bill mailing date, and is extended out to the next business day if the due date falls on a Sunday or legal holiday. The bill becomes delinquent on the day after the due date. As long as payment is received no later than 30 days after the due date (a 30-day grace period), no late penalties will be assessed.

Water rates and charges which are not paid on or before the end of the grace period shall be subject to a penalty of \$15.00, and thereafter shall be subject to a further penalty of 1% per month on the first day of each month following.

The BLCSD shall charge the full returned payment fee, or \$25 (twenty-five dollars), whichever is greater, each time a customer's payment is rejected by that customer's financial institution.

If the bill is not paid within 60 days of the due date, the water will be disconnected as provided below in the DISCONNECTION OF WATER SERVICE FOR NONPAYMENT POLICY unless amortization arrangements are made.

BLCSD customers who find themselves at risk of imminent service interruption are encouraged to contact ~~Richard Maier, Treasurer at 707-599-4090 or 294 Roundhouse Creek Road,~~ to discuss their options such as deferred payment, amortization, or appeal.

↑  
Louise Minor

↑  
707-677-0720

155 Roundhouse Creek Rd, or  
finance@biglagooncsd.org

SUIT - all unpaid water rates and charges and penalties herein provided may be collected by suit.

COSTS - defendant shall pay all costs of suit in any judgment rendered in favor of BLCSD.

#### DISCONNECTION OF WATER SERVICE FOR NONPAYMENT POLICY

BLCSD recognizes all Californians have the right to safe, accessible, and affordable water as declared by Section 106.3 of the State Water Code. In the event that a water bill becomes delinquent, BLCSD will apply the following Disconnection of Water Service for Nonpayment Policy (Policy). Disconnection of water service for nonpayment is considered the final phase of the collection procedure and will be instituted only after sufficient notification, and when all other reasonable alternatives have been exhausted. This Policy applies to all BLCSD water service users. To the extent this Policy conflicts with any other rules, regulations, or policies of the BLCSD, this Policy will control.

#### General Provisions

1. All BLCSD users will pay a bimonthly water service and usage charge. All bills for water service are due and payable 30 days after the mailing date by BLCSD, and the due date will be extended to the next business day if the due date falls on a Sunday or legal holiday. A bill becomes delinquent on the day after the due date. A 30-day grace period will follow before a late penalty goes into effect.

2. A late penalty of \$15.00, and thereafter a further penalty of 1% per month on the first day of each month following, will be applied to delinquent charges after the 30-day grace period has expired.

3. BLCSD shall charge the full returned payment fee, or \$25 (twenty-five dollars), whichever is greater, each time a customer's payment is rejected by that customer's financial institution.

4. BLCSD will disconnect water service for charges that have become delinquent for a period of no less than sixty days from the due date.

5. A lock service charge will be applied to the account of any water service disconnected for nonpayment of delinquent charges. BLCSD will leave notice of disconnection with information on how to restore water service.

6. An unlock service charge will be applied to the account of any water service prior to restoration of water service.

7. Customers whose water service has been disconnected may contact BLCSD by email, or by telephone, regarding restoration of service. Restoration will be subject to payment of the delinquent charges, lock service charge, and an unlock service charge. BLCSD may also require written request to restore service from the owner of the property. All payments must be made by cash or certified funds. Water service reconnections will be processed Monday – Friday.

### Notice to Customer/Property Owner

BLCSD will provide a mailed written notice, postage prepaid, to the customer of record, and property owner, at least thirty (30) days before disconnection of water service. If this notice is returned through the mail as undeliverable, BLCSD will attempt to contact the customer by email or telephone. The written notice will be in a clear and legible format and contain:

- i. the name and address of the customer whose account is delinquent;
- ii. the amount of the delinquency;
- iii. the date by which payment or payment arrangements must be made to avoid disconnection of service;
- iv. the procedure by which the customer may initiate a complaint or request an investigation or appeal concerning service or charges;
- v. a description of the procedure by which the customer may request an amortization, reduction, or other alternative payment arrangement;
- vi. the procedure for the customer to obtain information on financial assistance, including private, local, state, or federal sources, if applicable; and
- vii. the telephone number and email address where the customer may request a payment arrangement or receive additional information from BLCSD.

### Posting of Notice at Service Address

BLCSD will make every good faith effort to inform the actual users of the services by leaving a written notice of imminent disconnection of residential service in a conspicuous place at the service address at least ten (10) days before disconnection of water service.

The notice will be addressed to "Occupant," will contain the same notice information required above for Written Notice to Customer and will also inform the actual users that they have the right to become customers of BLCSD without being required to pay the amount due on the delinquent account. The notice will be in English and the languages listed in Civil Code section 1632. Terms and conditions for actual users to become customers of BLCSD are provided in this Policy.

This final notice of intent to disconnect service will be posted in a prominent and conspicuous location at the service address. The final notice will not entitle the customer to any investigation or review by BLCSD.

BLCSD shall also make a reasonable, good faith effort to contact an adult person residing at the service address by telephone or in person at least ten (10) days prior to any disconnection of service.

If the Written Notice to Customer provided above is returned through the mail as undeliverable, and BLCSD is unable to contact the customer by email or telephone, BLCSD will include a copy of this Policy with the posted notice to occupants at the service address.



## **Customer Assistance**

### **1. Bill Complaint or Review**

Any customer may initiate a complaint, or request an investigation, to the Board Treasurer into the charges on their bill, any component of the bill, or any service provided by BLCSD no later than ten (10) days from the due date of the disputed bill. BLCSD will not disconnect water service during an investigation of a timely complaint or dispute. The Treasurer's review will include consideration of whether the customer may receive an amortization, alternative payment schedule, or payment reduction under this Policy. If the customer considers the results of the investigation by the Treasurer to be unfavorable, they have the right to appeal the Treasurer's decision to BLCSD's Board of Directors. The customer must file a written notice of appeal with the BLCSD Secretary within ten (10) business days of BLCSD's mailing of its determination. BLCSD's Board Chair will set the matter to be heard at an upcoming Board meeting and mail the customer written notice of the time and place of the hearing at least ten (10) days before the meeting. The decision of the Board is final.

### **2. Bill Amortization**

If a customer has an excessive bill due to an extended period of nonpayment, BLCSD will consider a request to amortize the 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. During the amortization period, the customer must remain current on all water service charges in subsequent billing periods. BLCSD may pursue disconnection of water service as described above if the customer fails to pay an amortized amount due by the schedule date and the original amount due is delinquent by at least sixty days. If the customer fails to comply with the amortization agreement, BLCSD shall give the customer at least ten (10) days notice of the conditions the customer is required to meet to avoid termination. The final notice will not entitle the customer to any investigation or review by BLCSD.

### **3. Contact**

Customers are encouraged to contact any Board Member for further details regarding this policy by email or by telephone.

#### **When Service Will Not Be Disconnected**

BLCSD will not disconnect water service due to nonpayment on a Saturday, Sunday, legal holiday. In addition, BLCSD will not disconnect residential water service for nonpayment during an investigation of a customer dispute or complaint, during an appeal to BLCSD's Board of Directors, or during a BLCSD-approved extension, amortization, alternative payment schedule, or reduction, if the customer remains in compliance with the payment arrangement.

#### **Special Medical and Financial Circumstances with Amortization Agreement**

BLCSD will not disconnect water service if all of the following are met:

The customer, or a tenant of the customer, submits to BLCSD the certification of a licensed primary care provider that disconnection of water service will be life threatening to, or pose a serious threat to the health and safety of a resident of the premises where residential service is provided; and

The customer demonstrates that they are financially unable to pay for residential service within BLCSD's normal billing cycle. The customer is deemed financially unable to pay during the normal billing cycle if: (a) any member of the customer's household is a current recipient of CalWORKs, CalFresh, general assistance, Medi-Cal, California SSI/SSP, or California Special Supplemental Nutrition Program for Women, Infants, and Children, or (b) the customer declares under penalty of perjury that the household's annual income is less than 200 percent of the federal poverty level; and the customer is willing to enter into an amortization with respect to the delinquent charges.

For any customers who meet all of the above qualifications, BLCSD will offer the customer amortization of the unpaid balance. The BLCSD Board will select terms and conditions for the amortization.

The customer is responsible for demonstrating that the qualifications above have been met. Upon receipt of documentation from the customer, BLCSD will review the documentation within seven (7) days and: (1) notify the customer of the amortization terms selected by BLCSD and request the customer's signed assent to participate in the amortization; (2) request additional information from the customer; or (3) notify the customer that they do not meet the qualifications and will be sent a Final Notice of Disconnection Of Water Service For Nonpayment.

#### **4. Procedures for Occupants or Tenants to Become Customers of BLCSD**

This section only applies when a property owner, landlord, manager, or operator of a residential service address is listed as the customer of record and has been issued a notice of intent to disconnect water service due to nonpayment.

BLCSD will make service available to the actual residential occupants if each occupant agrees to the terms and conditions of service and meets the requirements of the BLCSD's rules and regulations. Notwithstanding, if one or more of the occupants are willing and able to assume responsibility for the subsequent charges to the account to the satisfaction of BLCSD, or if there is a physical means, legally available to the district, of selectively terminating service to those actual users who have not met the requirements of the BLCSD's rules and regulations, BLCSD will make service available to the occupants who have met those requirements.

#### **5. Other Remedies**

In addition to disconnection of water service, BLCSD may pursue any other remedies available in law or equity for nonpayment of water service charges, including, but not limited to: securing delinquent amounts by filing liens on real property, filing a claim or legal action, or referring the unpaid amount to collections. In the event a legal action is decided in favor of BLCSD, BLCSD will be entitled to the payment of all costs and expenses, including attorneys' fees and accumulated interest.

COLLECTION BY INTERAGENCY INTERCEPT PROGRAM - as an alternative to any of the other procedures herein provided, the BLCSD may collect unpaid user fees and charges through the State of California Interagency Intercept Program. Upon submitting an unpaid charge to the State, BLCSD will also notify the customer at the last known customer address. Customers may appeal said submittal by filing an appeal. Information about the State of California Interagency Intercept Program is attached as Addendum "A." Customers wishing to

know more about this program may look at the State of California Franchise Tax Board's website.

BLCSD reserves the right to disconnect water service for any violations of District ordinances, rules, or regulations other than nonpayment.

Except as otherwise expressly stated in this Policy, any fees and charges incurred by a customer under any other rules, regulations, or policies of BLCSD, including, but not limited to, delinquent charges, will be due and payable as set forth therein.

## 6. Reconnection Fees and Deposit

Failure to receive a bill does not relieve consumer of liability. Any amount due shall be deemed a debt to the BLCSD, neglecting or refusing to pay said indebtedness shall be liable to an action in the name of the BLCSD in any court of competent jurisdiction for the amount thereof. A reconnection charge shall be made and collected prior to renewing service following an initial disconnection or suspension. The reconnection charge of \$50.00 will be added to the total balance due. Service reconnection shall also require the payment of all charges currently due in addition to the reconnection charges. An additional refundable deposit of \$500.00 will be required. *The deposit will be refunded after 6 consecutive on time payments. No interest is due upon refund.*

## 7. Disconnection for Reasons other than Nonpayment

**a. Unsafe Apparatus** - water service may be refused or disconnection to any premises where apparatus or appliances are in use which might endanger or disturb the service to other customers.

Cross-Connections - water service may be refused or disconnection to any premises where there exists a cross-connection in violation of State or Federal laws.

**b. Fraud or Abuse** - service may be disconnected, if necessary, to protect the BLCSD against fraud or abuse.

**c. Non-compliance with Regulations** - service may be disconnected for non-compliance with this or any other ordinance or regulation relating to the water service.

**d. Vacating Premises** - customers desiring to disconnect service should so notify the BLCSD two (2) days prior to vacating the premises. Unless disconnection of service is ordered, the customers shall be liable for charges whether any water is used.

## 8. Programs Available to Low Income Households

At times there may be Federal or State programs that provide financial assistance to low income households. For example, in 2021/2022 California was allocated \$116 million in one-time funding for the Low Income Household Water Assistance Program (LIHWAP) to be administered by the California Department of Community Services and Development. BLCSD has applied to this program on behalf of customers who may qualify for financial assistance. As such programs become available BLCSD will inform customers of these programs.

**REFERENCES**

California Water Code div. 1, Ch. 1, § 106.3

California Government Code, tit. 6, div. 1, § 60370 et seq

**ADDENDUM “A”****Interagency Intercept Collection (IIC) Program****Overview**

Many California taxpayers do not pay delinquent debts to government agencies and California colleges. Yet, these individuals are scheduled to receive state payments that include Franchise Tax Board (FTB) personal income tax refunds, Unclaimed Property Division (UPD) claim payments, or California State Lottery winnings.

FTB administers the Interagency Intercept Collection Program on behalf of the State Controller's Office (SCO). The program intercepts these funds and transfers them to pay the individual's debts to agencies and colleges (hereinafter referred to as "agency"). We do not intercept corporation, limited liability company, or partnership funds.

**Benefits**

The IIC Program has been in existence since 1975, initially intercepting only Personal Income Tax refunds. We included lottery winnings in 1984 and added unclaimed property payments in 2009. In 2018, we collected \$384 million for over 600 agencies.

**Cost**

The IIC Program determines the service fee for each successful offset. SCO charges this fee to reimburse the administrative costs of the program. We base this fee on actual costs incurred, which vary each year. The approximate cost is \$2.50 to \$3.00 per successful offset. The IIC Program will post a bulletin to advise you of the cost for the year. Agencies can add this fee to the debtor's account balance. SCO bills each agency in April for each successful intercept during the previous calendar year.

**Authority**

The government code sections in the following table relate to the IIC Program. These codes determine the exact debts you can submit to the IIC Program.

**Interagency Intercept Collection (IIC) program on behalf of the State Controller's Office**

The IIC program intercepts (offsets) refunds when individuals and business entities owe delinquent debts to government agencies including the IRS and California colleges.

An **interagency intercept** occurs when our IIC program receives a request from one of the participating agencies to intercept tax refunds, lottery winnings, or unclaimed property payments from individuals or business entities who owe delinquent amounts. All refunds are subject to interception. We only intercept the amount owed. We intercept lottery winnings for all agencies except for the IRS.

If a participating agency requests we intercept someone's funds, we seize and send only the amount of the debt to the requesting agency.

Refunds from joint tax returns may be applied to the debts of the taxpayer, spouse or registered domestic partner. After all tax liabilities are paid we apply any remaining credit to voluntary contributions if requested; and then, the remainder will be refunded. The State Controller's Office will mail a check for the remaining amount.

If the taxpayer's debt was previously paid to the requestor and we also intercepted the taxpayer's refund, any overpayment will be refunded by the agency that received the funds. Please allow 3 to 4 months of processing time.

For details about the debt, taxpayers must call the agency listed on the intercept notice we sent. BLCSD does not have any information about the taxpayer's debt with the agency.



©

Big Lagoon Community Services District

PO Box 847

Trinidad, CA 95570

(DATE)

(CUSTOMER)

(ADDRESS)

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

The above account is scheduled for shut off on (DATE) due to non-payment.

This account has been in arrears for the last (NUMBER) billing cycles. As we have not received a payment as of this date, nor have you attempted to contact us with a payment plan, WE MUST NOW RECEIVE THE FULL BALANCE OWED BY (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 (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.



©

Big Lagoon Community Services District

PO Box 847

Trinidad, CA 95570

(DATE)

(CUSTOMER)

(ADDRESS)

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

The above account is scheduled for shut off on (DATE) due to non-payment.

This account has been in arrears for the last (NUMBER) billing cycles. As we have not received a payment as of this date, nor have you attempted to contact us with a payment plan, WE MUST NOW RECEIVE THE FULL BALANCE OWED BY (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.

If you wish to appeal or complain, request amortization or payment arrangement, or request information on possible financial assistance, you may communicate with us at the address on this letter, [director1@biglagooncsd.org](mailto:director1@biglagooncsd.org) , or 707 677 0720.

YOUR CURRENT BALANCE IS (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.

## DRAFT Community Input Survey

In August and September, the BLCSD Board and community members participated in two workshops in which several challenges and unmet needs facing the district were identified. As the Board of Directors works to develop a Strategic Plan to address the challenges and needs, they are seeking the input of the residents to inform the priorities for goal setting within the Strategic Plan. As rate payers and community members your input and opinions are needed and valued in directing the necessary work that serves to provide clean and safe drinking water to your community.

Below is a list of identified needs and challenges facing the district at present. The issues are categorized into “Administrative/Operating Needs & Challenges” and “Infrastructure Needs & Challenges” Please rank the items by priority within each category.

**The BLCSD has limited resources of money, and volunteer time. We are asking that you as a community help define where you feel these resources should be spent by providing input for consideration as to where our resources should be focused. “Governance is taking the wishes, needs, and desires of the community and transforming them into policies that govern the district.”**

The Survey will go live at [BIGLAGOONCSD.org](http://BIGLAGOONCSD.org) on (Date- TBD) and be removed on (Date-TBD). If you would prefer a paper copy please contact: [chair@biglagooncsd.org](mailto:chair@biglagooncsd.org).

Results will be tabulated and discussed at the March 18, 2023 BLCSD Board Meeting

### ONE SURVEY PER SERVICE ADDRESS ONLY

**Service Address:** ( this information will only be seen by the Webmaster only and not shared - address verification purposes only)

**Administrative/Operating Needs & Challenges:** Rank the following with the numbers 1-8; 1 being the most important issue to address, 8 being the least important issue to address.

- \_\_\_\_ Review & Update By-Laws of the CSD
  - Update of all Policies and Procedures
- \_\_\_\_ Conduct a Pros-Cons Analysis of annexation options for properties receiving services but not currently within the district boundaries. 3 homes Plus Big Lagoon Elementary School
- \_\_\_\_ Create a comprehensive Public Information system to include:
  - *Emergency Alert System and procedures*
  - *Customer / Rate Payer “Facts to Know” about the Big Lagoon CSD and being a customer/resident*
  - *Terms of use agreement*
  - *State laws governing the CSD and public water systems*
- \_\_\_\_ Comprehensive rate study- Prepare for future needs. (Proposed to be done by RCAC)
  - Potential for tiered pricing (higher prices charged after a set usage allowance)
  - Annual rate review process outlined
- \_\_\_\_ Emergency Response Plan- Who, What, Where, When
  - Emergency Operational Plan- What if the district cannot supply water?
  - Customer awareness training for developing their own emergency kits



- \_\_\_\_ Written SOPs (Standard Operating Procedures) for all volunteer tasks
  - Water testing at home sites
  - Web site maintenance
  - Electronic meter reading
  - Accounting reports and filings
- \_\_\_\_ Succession plan for water operator
- \_\_\_\_ Comprehensive drought awareness, training and operating plan

**Infrastructure Needs & Challenges** Rank the following with the numbers 1-7; 1 being the most important issue to address, 7 being the least important issue to address.

- \_\_\_\_ Increased water storage capacity in order to:
  - *Meet minimum fire flow requirements*
  - *Currently only an approximate 2-day supply of emergency storage*
- \_\_\_\_ Pursue drilling a backup well
  - *Current backup well does not produce enough to supply needs*
  - *Potentially pursue alternate well sites- current site may not have the space*
- \_\_\_\_ Total water system assessment and analysis to determine:
  - *Vulnerabilities of existing system*
  - *Long term repair and replacement Schedule*
  - *Asset Inventory system created*
- \_\_\_\_ MOU (Memorandum of Understanding) with property owner of existing well site property
- \_\_\_\_ Communication with Green Diamond Resource Co. re: School property to potentially develop MOU with GDRC for possible well site?? Or regarding future of school property.
- \_\_\_\_ Replacement of existing above ground PVC line that services Big Lagoon School
- \_\_\_\_ Develop Capital Improvement funding strategy plan outside of rate increases
  - Pursue grants
  - Loans

**Additional Issues to be considered in Strategic Planning**

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.

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Thank you for taking the time to complete this survey





Greg Sidoroff &lt;chair@biglagooncsd.org&gt;

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**Fwd: Fw: NEW Drought and Conservation Technical Reporting Order**

2 messages

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**Greg Sidoroff** <greg.sidoroff@gmail.com>  
To: chair@biglagooncsd.org

Thu, Jan 12, 2023 at 5:36 PM

----- Forwarded message -----

From: **Valen Castellano** <valencastellano@hotmail.com>

Date: Sun, Jan 8, 2023 at 2:07 PM

Subject: Fw: NEW Drought and Conservation Technical Reporting Order

To: Craig Satein &lt;vicechair@biglagooncsd.org&gt;, Mara Friedman &lt;stream@newmoonvisions.com&gt;, Greg Sidoroff &lt;greg.sidoroff@gmail.com&gt;, loubob155@gmail.com &lt;loubob155@gmail.com&gt;

Any assistance would be helpful. I have not set up an account for us. We can revisit this later.

v

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**From:** WB-DDW-Drought <DDW-Drought@Waterboards.ca.gov>**Sent:** Wednesday, January 4, 2023 11:05 AM**To:** WB-DDW-Drought <DDW-Drought@Waterboards.ca.gov>**Subject:** NEW Drought and Conservation Technical Reporting Order

Good morning,

The Division of Drinking Water, in preparation for more frequent and severe drought conditions, has issued the 2023 Drought and Conservation Technical Reporting Order. This Order **requires all community water systems and non-transient non-community schools** to prepare drought and conservation reports at a weekly, monthly, and/or quarterly frequency **beginning January 2023**. The previous Drought Technical Reporting Order (DDW-HQ-22D-001) has been rescinded and replaced by the 2023 Drought and Conservation Technical Reporting Order. Your water system's reporting frequency will be dependent on how drought-impacted your water system is determined based on reported data, machine learning data model, and staff expertise. Your system's reporting frequency is accessible in the drought and conservation reporting portal in the SAFER Clearinghouse, follow the direction below to access.

- **Drought and Conservation Technical Reporting Order:** <https://www.waterboards.ca.gov/drought/resources-for-drinking-water-systems/docs/2023-drought-technical-order-ddw-hq-drought2023-001.pdf>

The 2023 Drought and Conservation Technical Reporting Order requires water systems to follow these directives:

1. Access your required Drought and Conservation reports by logging into the **SAFER Clearinghouse**:
  - a. **Log-in to the SAFER Clearinghouse:** <https://public3.waterboards.ca.gov/safer/login>
  - b. **Need an account? Request access:** <https://wbappsrv.waterboards.ca.gov/safer/register-login>
  - c. **Quick Reference Guide** for Requesting a SAFER Clearinghouse account: <https://www.waterboards.ca.gov/drought/resources-for-drinking-water-systems/docs/20221221-quick-reference-guide-for-drought-reporting.pdf>
2. Submit your report by the deadline for your water system as indicated in the SAFER Clearinghouse. *NOTE: If you are currently drought reporting at a monthly or weekly frequency, your deadline frequency has not changed, continue reporting as normal.*
  - a. **Comprehensive User Guide & Overview of Required Data:** <https://www.waterboards.ca.gov/drought/resources-for-drinking-water-systems/docs/20221214-drought-reporting-user-guide.pdf>

3. Increase reporting to monthly and/or weekly if a severe water outage occurs or is threatened within 90 days. You will be notified of any changes in frequency.

A series of **brownbag webinar Q&A sessions** have been scheduled, the first of which is on January 6, 2023. Learn more and register by visiting the Drought and Conservation Reporting webpage below:

- **Learn More:** [https://www.waterboards.ca.gov/drinking\\_water/certlic/drinkingwater/clearinghouse\\_drought\\_conservation\\_reporting.html](https://www.waterboards.ca.gov/drinking_water/certlic/drinkingwater/clearinghouse_drought_conservation_reporting.html)

Contact [ddw-drought@waterboards.ca.gov](mailto:ddw-drought@waterboards.ca.gov) for any questions or concerns regarding the applicability, the order, or the monitoring frequency.

Sincerely,



**Division of Drinking Water**

Drought Response Program

State Water Resources Control Board

[ddw-drought@waterboards.ca.gov](mailto:ddw-drought@waterboards.ca.gov)

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**Greg Sidoroff** <[chair@biglagooncsd.org](mailto:chair@biglagooncsd.org)>

Thu, Jan 12, 2023 at 5:42 PM

To: Louise Minor <[director1@biglagooncsd.org](mailto:director1@biglagooncsd.org)>, [director2@biglagooncsd.org](mailto:director2@biglagooncsd.org), [director3@biglagooncsd.org](mailto:director3@biglagooncsd.org), Craig Satein <[vicechair@biglagooncsd.org](mailto:vicechair@biglagooncsd.org)>, Mara Friedman <[boardsecretary@biglagooncsd.org](mailto:boardsecretary@biglagooncsd.org)>, Val Castellano <[valencastellano@hotmail.com](mailto:valencastellano@hotmail.com)>

Hi, I spoke to Val today and he said he has taken care of January for this. This will be a meeting topic for the January 28 meeting. This email is for informational purposes only, do not discuss or reply, reply all or create a serial conversation.

[Quoted text hidden]

You can customize which apps are shown in Gmail here  
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- Starred
- Chat
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- Sent
- Drafts
- Spaces
- More
- Meet
- Labels

### CSDA Training Inbox x



**Greg Sidiroff** <chair@biglagooncsd.org>  
to Craig, director1, Mara, director2, director3

Thu, Dec 29, 2022, 4:14 PM

Good Afternoon,

I was in contact today with the Community Service District Association that BLCSD is a member of. I reached Aubrey Gohl w was incredibly helpful. The great news is that as members we are entitled to lots of free training that was discussed at the last board meeting. Each of you will be receiving an email from Aubrey at your board emails a link to create a log-in to the CDSA site. Once logged in you will go to the learn tab, then Board Member resources tab. You will see two classes that are required once every two years) and some optional courses. All Free.

<https://www.csdanet/learn/board-member-resources>

If you have questions CSDA can be reached at:877-924-2732

In addition Aubrey will be sending out Board Member handbooks for each board member and one for the board secretary. Free of charge. I will distribute these to you when I see you or at the next board meeting.

This email is being sent out for informational purposes only to BLCSD staff and board members. Please do not respond or reply in any way. A further discussion of training will be on the next Board Meeting Agenda

Greg

ADDENDUM # 10



Greg Sidoroff <chair@biglagooncsd.org>

**CCCU Spring Grant Application opens 2/1/23**

4 messages

**Dana Hope** <danahope66@hotmail.com> Sat, Jan 14, 2023 at 8:29 PM  
To: Greg Sidiroff <chair@biglagooncsd.org>, Craig Satein <vicechair@biglagooncsd.org>, Louise Minor <director1@biglagooncsd.org>, Mara Friedman <boardsecretary@biglagooncsd.org>, "director2@biglagooncsd.org" <director2@biglagooncsd.org>, "director3@biglagooncsd.org" <director3@biglagooncsd.org>, "valencastellano@hotmail.com" <valencastellano@hotmail.com>, Joey Blaine <web@biglagooncsd.org>

Community Investment - Coast Central Credit Union (coastccu.org)

Community-Investment-Grant-Application-2022.pdf (coastccu.org)

**Craig Satein** <vicechair@biglagooncsd.org> Sun, Jan 15, 2023 at 5:39 PM  
To: Dana Hope <danahope66@hotmail.com>  
Cc: Greg Sidiroff <chair@biglagooncsd.org>, Louise Minor <director1@biglagooncsd.org>, Mara Friedman <boardsecretary@biglagooncsd.org>, "director2@biglagooncsd.org" <director2@biglagooncsd.org>, "director3@biglagooncsd.org" <director3@biglagooncsd.org>, "valencastellano@hotmail.com" <valencastellano@hotmail.com>, Joey Blaine <web@biglagooncsd.org>

This looks like a good opportunity Dana. Thank you for bringing this to our attention. Perhaps we can add it to an already busy agenda for our next meeting?

**Gus**

[Quoted text hidden]

**Greg Sidiroff** <chair@biglagooncsd.org> Sun, Jan 15, 2023 at 5:47 PM  
To: Craig Satein <vicechair@biglagooncsd.org>

Done

Greg

On Jan 15, 2023, at 5:39 PM, Craig Satein <vicechair@biglagooncsd.org> wrote:

[Quoted text hidden]

**Dana Hope** <danahope66@hotmail.com> Mon, Jan 16, 2023 at 8:32 AM  
To: Craig Satein <vicechair@biglagooncsd.org>  
Cc: Greg Sidiroff <chair@biglagooncsd.org>, Louise Minor <director1@biglagooncsd.org>, Mara Friedman <boardsecretary@biglagooncsd.org>, "director2@biglagooncsd.org" <director2@biglagooncsd.org>, "director3@biglagooncsd.org" <director3@biglagooncsd.org>, "valencastellano@hotmail.com" <valencastellano@hotmail.com>, Joey Blaine <web@biglagooncsd.org>

You're Welcome, Gus. I will continue to bring Community Grant opportunities to the attention of the Board.

Ballots for our Board Election Must be Received by 1/31/23. Check out our **Election Page** for info.

MENU

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LOCATIONS & ATMS



## Community Investment

With thanks to our members, we award \$200,000 in grants annually to deserving organizations.

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Our Community Investment Program provides grants to local non-profit organizations twice per year. An employee committee reviews all applications and then makes recommendations to our Board of Directors who approves grant recipients. Grants ranging generally from \$3,000 to \$25,000 are awarded, up to a total of \$100,000 in each round. See our recent recipients below!

**Congrats to our fall round recipients listed below! Our spring round opens February 1, 2023. Thank you for your interest.**

[DOWNLOAD A GRANT APPLICATION](#)

## Grant Recipients

### Fall 2022

**Adult Day Health Care of Mad River**

New computers  
\$3,900

**Coffee Creek VFPD**

Replacement radio batteries, antennas, & chargers  
\$2,500

**Eureka Rescue Mission**

Bunk beds/mattresses  
\$20,000

**Fortuna Senior Center**

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**HCAR Bay Center**

New shipping container for storage

\$6,600

**Hoopla American Legion Post**

New roof

\$9,800

**Humboldt Bay Rowing Association**

Paint and repairs for new boat

\$4,500

**Lighthouse Repertory Theater**

Equipment and materials for new venue

\$9,200

**Mattole Valley Resource Center**

Backup generator

\$6,500

**Telegraph Ridge Fire Protection District**

Fire station upgrades

\$10,000

**Whitethorn Volunteer Fire District**

New radios

\$3,500

**Willow Creek Fire Safe Council**

Continued maintenance of chipper

\$3,500

## Spring 2022

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**Blue Lake Volunteer Fire Department**

Tech training for emergency responders from 8 districts

\$7,500

**CASA of Humboldt**

Keyless entry/lighting system

\$5,000

**Coffee Creek VFPD**

Saw for vehicle accident rescues/structure fires

\$3,000

**Dream Quest**

New center for underprivileged youth

\$10,000

**Eureka Woman's Club**

Whole milk for homeless shelters

\$4,800

**Ferndale Police Department**

Generator & equipment for Community Emergency Response Team

\$5,000

**Gasquet Fire**

Cargo trailer to store/transport rescue gear

\$8,950

**Hospice of Humboldt**

Cargo van for donation pickups

\$15,000

**Humboldt Trails Council**

Mower for trail maintenance

\$5,000

**Lewiston Community Services District**

AED and 2 new sets of gear for firefighters

\$0,000

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## CCCU COMMUNITY INVESTMENT PROGRAM GRANT APPLICATION GUIDELINES

On behalf of our valued members, volunteer Board of Directors, management and staff, Coast Central has committed \$200,000 this year, in two equal grant rounds, to assist a variety of community groups and organizations in their efforts to improve the quality of life in Humboldt, Del Norte and Trinity counties. Individual grants generally range from \$3,000 to \$25,000.

### FUNDING PRIORITIES

We aim to award grants based on multiple priorities:

- ❖ Located within our service areas in Humboldt, Del Norte, and Trinity counties
- ❖ Potential positive impact our grant would have on a group or organization's project
- ❖ Number of individuals positively impacted by our support
- ❖ Community projects that are already in progress (i.e. not still in the concept stages)

### GENERAL INFORMATION

Grant applications may only be submitted by:

- ❖ Nonprofit organizations with tax-exempt status under Section 501(c)3 of the IRS, **or**
- ❖ Public benefit organizations (public schools, government agencies, Indian Tribal Governments), **or**
- ❖ Community groups that have a fiscal sponsor that meets 1 or 2 above.

*Note: tax exemption will be verified prior to consideration.*

We may not accept applications from:

- ❖ Organizations that are political, highly controversial or religious in nature
- ❖ Projects for deferred maintenance, annual operating costs, or staff salaries

Grant recipients will:

- ❖ Be notified approximately 6-8 weeks after application deadline
- ❖ Be required to submit receipts for purchases of approved items for up to one year following notification to receive reimbursement (purchase orders are also acceptable)

### GRANT DEADLINE AND CONTACT INFORMATION

All applications must be postmarked or delivered by 5 pm by February 28 or August 31 or the first business day following. If you have questions, please call Coast Central Credit Union's VP, Marketing & Communications, Colleen Toste, at (707) 445-8801, Ext. 309. Thank you for the positive impact you make on our communities and for your interest in our CCCU Community Investment Program.

Please submit your completed grant application to Humboldt Area Foundation either through email at [grants@hafoundation.org](mailto:grants@hafoundation.org) or mail to:

**Humboldt Area Foundation**  
373 Indianola Road  
Bayside, CA 95524

**People Helping People**

Belonging Never Felt Better®



CCCU COMMUNITY INVESTMENT PROGRAM  
APPLICATION

Date of Application: \_\_\_\_\_ Amount Requested: \$ \_\_\_\_\_

**PROJECT INFORMATION**

Program/Project Name: \_\_\_\_\_ Total Project Cost: \$ \_\_\_\_\_

This grant would provide the following for the project (*please be brief and clear*):

\_\_\_\_\_

Number of individuals who would directly benefit from this grant: \_\_\_\_\_

Number of individuals served on an ongoing basis: \_\_\_\_\_

Organization Name: \_\_\_\_\_ County: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

Primary Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**LEGAL APPLICANT INFORMATION**

Legal Name of Tax Exempt Organization: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Executive Officer: \_\_\_\_\_ Title: \_\_\_\_\_

Primary Phone: \_\_\_\_\_ Tax ID #: \_\_\_\_\_

Email: \_\_\_\_\_ Website: \_\_\_\_\_

**CHECKLIST**

Please submit the following with your application:

- Project Narrative (one page maximum)
- Program Budget -- (see attached)
- Letter of Tax Exemption (e.g. 501(c) 3 letter)

Belonging Never Felt Better®



**CCCU COMMUNITY INVESTMENT PROGRAM**

**TOTAL PROJECT BUDGET**

Anticipated budget for the **Project** (include how grant funds will be spent).

Expense	Amount requested from Coast Central Credit Union	In-kind donations	Other funding sources		Total Budget
			Amount	Source	

**EXAMPLE:**

Expense	Amount requested from CCCU	In-kind Donations	Other funding sources		Total Budget (add all columns)
			Amount	Source	
Building Materials	\$3,500	\$1,500	\$6,000	Contractor	\$11,000
Project Labor	0	0	0	5 Volunteers	0
Travel	\$1,500	0	0		\$1,500
Food	0	0	\$2,000	Foundation	\$2,000
<b>TOTALS:</b>	<b>\$5,000</b>	<b>\$1,500</b>	<b>\$8,000</b>		<b>\$14,500</b>

**People Helping People**