

BIG LAGOON COMMUNITY SERVICES

UNAPPROVED MINUTES of the Regular Bi-Monthly Board Meeting

Saturday July 15, 2023 at 10 AM - Big Lagoon Elementary School Gymnasium

1. Chair's Call to Order (Greg)

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

Board in attendance: Greg Sidoroff, Chair; Louise Minor, Treasurer; Chuck King, Director; Catherine Munsee, Director

Staff in attendance: Mara Friedman, Secretary; Joey Blaine, Technology Services; Dick Maier, Accounting

2. Agenda for July 15, 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 July 14, 2023 (Greg)

No public comment was received by noon on 7/14/23.

5. May 20, 2023 Unapproved Minutes – Comments / Amend / Approval (Greg)

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

REPORTS

6. Chair's report (Greg)

6.1) Board Vacancy

There is nothing to report as there has been no interest in the board vacancy to date.

6.2 Ferguson Group (FG) Information

CSDA led us to FG, who does their grant writing. Greg was finally able to reach FG after two months of trying. He shared a 7/14 email from FG which outlines their services and pricing with the board and staff. Greg noted that it is certain that BLCSD will need grant assistance in the future and he hopes that FG will be able to join our September meeting via zoom for a discussion with the board. Louise noted that FG charges \$6K to write a simple grant, the most expensive grant costs \$20K and that the membership cost is \$850 per month. She feels that the accumulated costs seem unaffordable. Chuck is surprised by the high charges and would like FG to join our next meeting in order to gather more information, to which all Board members concurred. He added that there is no guarantee that we will reap rewards from any investment toward grant writing. Catherine feels that we must clearly identify our priorities before we think about grants, to which Greg noted that our community is honing in on our top priorities. Greg added that he will research more grant writing companies.

6.3 Generator Grant Replacement update

Greg feels that we need to look ahead and plan. Val is a huge proponent of the Cummings generator system. Greg said that he was finally able to find someone to talk to at Cummings on 6/14. The branch manager told him that our 18 year-old generator might be OK, but there is no value for a trade-in with them. Greg would like a professional to inspect the generator. Haven Electric would charge \$150/hour to access our system, and if we purchase a Haven generator that cost is waived. Greg will investigate other generator vendors. His goal is to have 3 bid options to present at our September meeting. He noted that the clock is ticking on our generator grant and that we only have 8 months left to use the money.

6.4 Surplus asset disposal-update

There is no update.

6.5 Grant opportunities- NCRP

Steve Madrone has encouraged us to re-pursue this grant and Greg will look into this next week. He would like to review successful grant applications to see how we might do better. Louise noted that the 'waterline replacement' grant is moving along.

6.6 Update on addresses with potential leaks and/or large usage.

There was one customer with massive water usage. This customer's water usage has been significantly reduced and is in line with normal usage. Val is pleased that during our last 2 month billing cycle, that our average usage per customer is down to 3K gal for one month.

7. Ratification of updated billing and collections policy if there is not a 50% +1 majority protest of the increases.

Public comment: G. Satein asked if disconnection of water service is covered, to which Louise responded that this has not changed. After board discussion, two changes were made to the TS. The changes addressed that the lock service charges for both disconnect and reconnect will be at market rate.

MOTION made to pass the water service & billing, collections and other water policies.

Motion: Catherine, Second: Chuck – Motion Approved: 4 ayes, 0 nays

7.1 Distribution plan and timeline for updated policy and Terms of Service (TS).

Greg will print the new TS and send out to our customers. Each customer will sign and return the original TS in the enclosed, self-addressed stamped envelope and will keep a copy for their records. He would like all TS to be returned by September 1st and he will create a spreadsheet documenting the status. As a follow-up, Joey will post a fillable PDF of the TS on our website.

8. Treasurer's Report (Louise)- May/June Financials

8.1 Collecting on past-due accounts update

There is only one (old) outstanding bill and now that Dick has returned, he will work with Louise to figure out the next step. There is one new outstanding bill and Louise will follow the process laid out for collections.

8.2 Billing and finances software update

Until the tablet is working 100%, the usage numbers will be inputted manually for billing.

9. Drought Emergency Conservation Measures (DECM) Update (Chuck/Catherine)

Chuck asked why this was still on the agenda? Greg responded that 'education' is of prime importance to our customers. He would like to send out a mailing that includes a cover letter and info about toilet bowl leaks caused by worn out toilet bowl flappers. He wants to include tablets that will enable customers to test their own toilets. Dick will distribute the mailings on Roundhouse Creek. Catherine and Chuck will help distribute the remainder of the mailings. The entire board supports Greg's idea. Greg asked Chuck and Catherine (the remaining members of the DECM committee) to provide an education schedule at our next meeting.

9.1 Water Conservation Community Survey- Board discussion.

Catherine noted that this is part of a long-term strategic plan.

10. Water Operator's Report (Val) Val will not be present. Greg to report.

Gus reported he and Val did a sounding last week. The water table level is holding steady at approx 93 feet. Greg thanked Chuck and Val for cutting the weeds on the access road/well site.

10.1 Update on potential back-up/ part time replacement.

As water operator (WO), Val is our most valuable asset. At this time Val wants to continue as WO. Greg spoke with Val regarding a potential helper, to which he displayed interest. Joey added that he might know a back-up WO. Greg added that he will sit down with Val and go over the WO job description to determine what tasks Val is willing to pass on to a helper. It is vitally important to cross-train a WO assistant as back-up in case of an emergency. Gus added that there should be 2 WO back-up's before the next meeting.

10.2 Recovery analysis

We are losing approx 177 gal/day. There are various possibilities as to where the unmetered water might be lost. This is a relatively low loss of 4%, which calculates as 85 cents per day. Greg asked if perhaps we will want to install a new master meter at the website (approx \$500 cost) to get more accurate readings?

11. Meter Readers Report (Dana)- Dana will not be present. Greg to report.

Greg working to get the automatic tablet functional. Dana and Matt did physical readings on July 1 and Greg walked alongside them taking tablet readings. Greg thanked Gus for building and installing a meter box at 444 RH.

12. Technology update (Joey)

Joey is familiar with radio readings. Greg and Joey are working together to iron out the kinks. As this is an ongoing process, Joey suggested that we do both physical and tablet readings for the next 2 billing cycles. He thinks we should be able to rely solely on automated reading by the first billing cycle of 2024. A discussion re: software implementation/ interface followed.

13. 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 BLCSO interested in taking a position on this issue and providing guidance? (Catherine) (Vote)

There was no presentation because Sheila did not attend the meeting. Board Discussion: Dick stated that because Sheila was not present, this topic should be dropped. Catherine added that she is not interested in pushing this item forward to a future agenda.

14. Discussion of priority items identified at the prior meeting: MOU well site, water storage, additional well, by-laws update.

Greg stated that the same four items keep showing up as priorities. Chuck added that the board with the community need to develop a Strategic Plan. Dick replied that this has already been accomplished. He added that it is now the Board's responsibility to decide on the priorities. Gus concurs with Dick and added that it is vitally important for the board to set target dates. Chuck noted that we have only 4 board members and we need help from the community. Greg said he would gather more information for the four listed priorities and present his findings at the next meeting. Upon review of this information, the Board can come to consensus on the priorities, after which a timeline will be developed. Then we can seek community support.

15. Update from Mara on District Contact List

Mara will give Louise all new contact information she has received. She will also update our master District Contact list.

16. Future agenda items from board members

- Conservation Education
- Strategic Plan
- Determine how secure is our easement MOU

17. ADJOURN

With no other business, the Chair adjourned the meeting at 12 noon.

The next regular meeting will be Saturday September 16, 2023 at 10 AM in the Big Lagoon School gymnasium.

Submitted by Mara Friedman, Board Secretary