

BIG LAGOON COMMUNITY SERVICES DISTRICT

APPROVED MINUTES of the Regular Monthly Board Meeting

Saturday, February 20, 2021 - 2:00 PM Teleconference Via Zoom

OPEN SESSION

1. Call to Order (Chair)

The open/regular meeting of the Big Lagoon Community Services District convened at 2:00 PM.

Board members in attendance: Bill Wenger, Chair; Gus Satein, Vice Chair; Dick Maier, Treasurer; Chuck King, Director; Joey Blaine, Director

Staff in attendance: Mara Friedman, Board Secretary; Val Castellano, Operator; Dana Hope, Meter Reader

Community members in attendance: John & Loretta Donohoe, Rob Wilson, Cindy Maier, Margie Adler, Greg Sidoroff, Catherine Munsee, Larry Davis

Chair's Opening Statement: The 'bumps' encountered by the Board in the first two meetings could have been avoided by allowing time to review the issues at hand and not rush to a vote. In the future, following our regularly scheduled meetings, special open meetings will be called to discuss and vote on agenda items that require additional information prior to a vote. Per the Brown Act, the public is given 24 hour notice and can comment on the item prior to the vote. The first bump regarding *credit card rewards* has been resolved: reward points will be applied to reduce our bill.

The second bump regarding our *leak adjustment policy* is not yet resolved. Instead of relying on confusing information and unsubstantiated theories, the situation regarding 344 RHC could have been avoided by doing thorough research in advance of making a decision. We have formed a Leak Adjustment Work Group led by Chuck to review this complex issue and to develop a fair policy going forward.

2. Invite Public to Address Items on the Agenda (Chair)

2.1 The Board received one email from a homeowner regarding agenda item 6. Bill will revise the document to reflect accurate information, as well as assure our neighbor's, and everyone's, privacy going forward.

3. Agenda for February 20, 2021 – Amend / Approval (Chair)

There were no other changes to the agenda.

Motion made to approve 2/20/21 meeting agenda.

Motion: Satein, Second: Maier - Motion Approved: 5 ayes, 0 nays

4. January 23, 2021 Meeting Minutes – Amend / Approval (Chair)

There were no changes to the meeting minutes.

Motion made to approve the 1/23/21 minutes.

Motion: King, Second: Maier – Motion Approved: 5 ayes, 0 nays

5. Announcement From the Chair

Bill reminded the Board members, and Val, that the 700 forms need to be completed and given to Chuck. Bill will get blank 700 forms to Chuck and Joey. Val turned his form in on 12/5/20 when his term ended.

6. Leak Billing Adjustment Discussion & Working Group Formation (King)

We currently don't have a leak adjustment policy. Chuck will facilitate a work group and asked for volunteers to research policies from other water districts so we don't reinvent the wheel. These policies will offer guidance as we create our own policy to submit to the Board. Rob, Greg and Catherine volunteered. Chuck will schedule zoom meetings at a time convenient for everyone. There is no specific time frame to receive the group's findings. Bill stated that the Water Storage Work Group mainly communicates via email. Chuck is open to any form of communication the group prefers. Dana will connect Chuck with the contact at Westhaven water district. Dick will help Chuck with unlimited zoom capability. Bill thanked all who are working on this important topic and looks forward to receiving their recommendations.

7. Storage Capacity & Fire Suppression Working Group Status Report (Maier)

Bill and John are working with Dick to investigate fire suppression and water storage capacity issues/solutions. The group met with Josh Bennett (CalFire Battalion Chief) at the well site to review our current system, as well as to find out what we need to do to bring our system into compliance. We currently have two 5k gallon tanks at the site. Per Bennett's calculations, we need 40k gallons to meet minimal fire flow needs. Several options were discussed as to how to provide extra water capacity. Possible options include: temporary water storage bladders (good for short term, not a long term solution) and additional multiple 5k poly tanks. The group identified two possible tank manufacturers: AquaMate and Pioneer. Both companies offer tanks of similar design, but with different warranties and surface coatings over the corrugated steel. The companies have provided, and continue to provide, cost estimates, and confirmed their warranties given our coastal location. There is a cost/benefit tradeoff between a tank's footprint and height. Wider and shorter tanks are less expensive, and narrower and taller tanks are more expensive due to structural requirements.

A big issue is how long a tank will survive given our coastal environment. The Pioneer tank appeared to be more corrosion resistant than the AquaMate, but AquaMate stands by their 20 year warranty. John noted that it is important to consider tank durability in salt air, as well as it's vulnerability to fire. Bill has been in contact with inspector Scott Gilbreath regarding water exchange rate. We don't want a system without good water turnover. One solution is that the tank for fire suppression would be offline and only turned on in the event of an emergency. By having a dedicated fire suppression tank offline, our existing water treatment system stays as is. In the event of a fire emergency, this water would enter our distribution system. Community members would be notified that for a short period of time water would need to be boiled. After an emergency event, the distribution system would need to be flushed.

Chuck asked if we have researched concrete tanks and Bill said he will look into this. Gus noted that a PVC membrane is often used on top of metal roofing to protect from salt air and he will email the work group information about this possibility. A 40k tank does not cost much more than a 30k tank, so it seems better to get a larger tank. Greg asked if there has been discussion as to the water delivery method in case of fire? Do we have adequate hydrants and have they been tested? Do they need to be certified? Who owns the systems and who tests? Also, we need blue street markers to identify hydrants at night. Whose responsibility is it to mark the hydrants? In answer to these questions: The hydrants (which are old) belong to us and we are responsible for their maintenance. Val noted that a hydrant test was done in May 2018. Gus and Val were the last to service the hydrants. Joey offered to place blue reflectors next to the hydrants. Dick will make the reflector purchase from our maintenance budget. John replied that CalFire said we should have a pressure drop system and that they will test the hydrants. Dick added that CAL Fire has tremendously long hoses that can be tied directly into the tank. Val does not want to clean our current water system any more than necessary and wants a dedicated fire water system.

Bill asked if CalFire can run a very short (30 second) hydrant test and only use a small amount of water to get results? Do all hydrants in the system need to be tested? Right now the closest manned fire station is estimated to be between 5.8 and 6.6 miles away. Val thinks it would be a good idea to create a volunteer fire department with our neighbors, Big Lagoon Rancheria and the Corporation. Perhaps we could use the well at school (low quality water) specifically for fighting fires? Bill thinks that the school well is non-productive and he noted the possibility of community volunteers receiving minimal fire fighting training.

By having fire flow capacity, our insurance will not be susceptible to going up. Bill noted that we are considered a high-risk area for insurance purposes. Some insurers are leaving California and others are raising rates. Bill mentioned that we would rely on engineers to architect a water system to ensure our drinking water remains safe and of good quality.

Chuck asked if it is required we flush the system after each test? Rob asked about the possibility of installing a tank up at top end of street and Dick responded that CalFire said this was not an option. Gus raised the possibility of installing a new centralized hydrant in the triangle area with a dedicated line that would be coupled to the new storage tank, as well as a dedicated pump.

8. Easement Boundary Survey Status (Wenger)

The surveyors will be here in two weeks and are anticipating two days of work. Bill will be on site with a brush cutter and Chuck might also be there with a brush cutter to help clear brush as needed.

9. Pipeline extension to Trinidad Meeting Report (Satein)

Gus thanked Dana for bringing this important meeting to our attention. The Trinidad City Council decided to not move forward with a feasibility study regarding bringing water in from Humboldt Bay. Gus noted that it is important for the Board to continue to connect with our neighboring water districts. In this way, we broaden our knowledge of surrounding communities who are also exploring future water supply strategic planning, as well as learn different strategies that we might want to develop ourselves.

Compilation of Operator's Responses To Various Topics (Val)

- We are pumping almost 5000 gallon a day.
- We are not inundated with leaks. If there is a leak, a lot can be solved by staff.
- Waiting for test results regarding chlorides and turbidity.
- Scott Gilbreath's recent inspection resulted in no issues and he commended us.
- Strongly interested in creating a fire district. He supports placing a 40k tank at the school, but not at well site.
- Does not think getting water from Humboldt Bay Water District is a good idea. Potential problems with hooking into a water system located far away include algae and broken pipes.

Bill asked Val about an email that referred to flushing pipes periodically? Val responded that he has previously emailed neighbors to remind them to flush their pipes so the water does not sit. Dana asked Val if it is possible to flush the system and test the hydrants at the same time? Dick asked if flushing involves more than turning on the outside hose bib? Val stated that we should (at minimum) flush the system twice a year and service the hydrants once a year. For some of our customers, flushing their system quarterly would be best. Dana asked if there is a flushing schedule that the board has access to and whether it has been digitized? Val responded that this schedule is in the ops manual at the well house and that it is noted in the logbook. Val also noted that this information has been copied into MS Word format.

10. Action Items

10.1 Road Work SOW & Quote (Satein) - Discussion / Approval

Motion made to discuss road repair project.

Motion: King, Second: Blaine - Motion Approved: 5 ayes, 0 nays

Gus met with Scott Miller about the potential road repair project and received two quotes:

Quote 1: Bring in 10 yards of crushed rock at \$93 yard. Work involved would widen the turning radius at top of the road, fix some ruts and potholes and compact the crushed rock.

Quote 2: Bring in 20 yards at \$67 yard. Same work described above.

Gus thinks the proposal is reasonable and urges we go forward with the repair so supply trucks can deliver without problems. Val agrees and thinks we should go for the 20-yard quote. Bill asked about the possibility of using road mat? Gus responded that Miller's opinion is that unless we are prepared to develop a brand new road bed, road mat would make our situation worse because it is slick and rock wouldn't stay put.

Greg asked if the proposed road repair will be adequate, anticipating a possible new water tank in the future? Bill responded that the roadwork should support all trucks coming up to the well site. Bill also noted that we will need 10-12 trees to come down and prepare the ground for a future water tank.

Gus asked about the size of the proposed 40k gallon tank and Bill responded that it is 30 feet in diameter. Dick stated that there are taller tanks with a 25 ft. footprint. The smaller footprint tanks are more expensive and we save money with a wider footprint tank. Bill noted that we will need to go through the entire permitting process before we put in a new tank(s) next to our existing operations.

Rob suggested Jim Crook (Quality Tree Service) could be contacted, as he does tree removal as well as grading work. Chuck and Val agree with Rob that Jim offers reasonably priced, quality work.

Gus, Rob and Bill think getting 20 yards is most economical. We can use the extra rock as needed. Chuck suggested we consider postponing a vote until the board has an opportunity to get a quote from Jim Crook and Bill agreed. After Gus receives Jim Crook's quote, Bill will call a special, open meeting to vote on this issue.

Margie wants to make sure that Jim's bid for tree work is broken out from the bid for road repair. She also asked if it is worthwhile to do more extensive road repair and not just what needs to be done now? Gus does not think the entire road needs to be redone and creating a new road would be a much larger investment.

Dana asked about the requirements for a special district regarding the number of bids. Bill responded that competitive bids are required for expensive projects (e.g., \$3000 and more). Dana also vouches for Jim Crook's excellent work.

Gus requested Bill provide him info regarding a possible new tank site for an additional bid from Jim Crook. Bill said the possibility of placing a tank on the school grounds is a topic for future discussion.

10.2 District Website (Blaine) - Discussion /Approval

Motion made to introduce website project.

Motion: Maier, Second: King - Motion Approved: 5 ayes, 0 nays

Joey spoke with Streamline on 2/3. This is the website service used by his employer, McKinleyville Community Services District. With public agencies, the more transparency the better, and a website is a key component. Streamline would ensure that we are in line with all transparency requirements. Streamline will create our website at no cost to us. They charge a very reasonable \$25 per month to host the site. We would maintain the site, which Joey knows how to do. Our small district is eligible for a scholarship that will cover the \$25 monthly fee for the first 15 months. In addition, Streamline is developing an online payment system, which will be a free service when it is available. Joey concluded that it seems like a great idea for Streamline to develop our website.

Motion made to proceed with developing our website.

Motion: Maier, Second: King - Motion Approved: 5 ayes, 0 nays

There was applause from the meeting attendees after the motion was approved.

11. Public Comments

11.1 Greg commended the board for all the good work they have done in the past month. He appreciates Mara's thorough minutes and asked that she make sure to note which Board members are absent, as well as list specific member votes when motions are not unanimous. Mara responded that she will be sure to do so in the future and that these two issues were corrected in the 1/23/20 minutes. Greg also noted that the meeting time of 2pm on Saturday is inconvenient and asked if it's possible to consider changing the time?

11.2 Val is very impressed at how far we have evolved.

11.3 Catherine noted that she greatly appreciates all the work the Board does. She also requests to reschedule the monthly meeting to another time. She appreciated Bill's opening comments, as they were inclusive, welcoming and strong.

11.4 Rob noted that he saw Alves painting utility lines on the road and asked if the Board or Val has contacted them about insurance at 97 RHC? Do we know if they will be digging in the right spot and will there be traffic control? Val noted that although he has marked the situation about 7 times in the past year, they have not as yet sent a ticket for us to check. The owner of 97 RHC has to sign the contract before we can get them on our insurance. Greg noted that he heard the contract has been signed and expects work to begin in the next few weeks. Bill asked Gus to be the liaison between the Board and Alves and to work with Val to assure that everything is done correctly. Gus agreed.

11.5 Dana reminded everyone to be cautious about confidentiality and hearsay. When talking about a property, it is best practice to refer to the address instead of the person's name. She also asked the Board to consider a different meeting time, which may lead to greater participation.

12 Future Agenda Items From Board Members

12.1 Dick wants to add the following to the March agenda: He will participate in the process of checking meter boxes with Dana and report his findings in our next meeting.

13 Adjourn

With no other business, the Chair adjourned the meeting at 3:40pm.

Next regular meeting will be March 20, 2021 at 2 pm on Zoom.

Submitted by Mara Friedman, Board Secretary