

Big Lagoon Community Services District

PO Box 847 Trinidad, CA 95570 biglagooncsd@gmail.com

REGULAR MONTHLY BOARD MEETING AGENDA

The regular meeting of the Board of Directors of Big Lagoon CSD will be held Saturday, May 21 at 10:00 a.m. in the Big Lagoon Elementary School Library. This will be a hybrid meeting that will allow members of the public to participate remotely via Zoom as authorized by the August 6, 2021 Humboldt County Public Health Officer Order, and Government Code section 54953(e)(1)(A). The link to join the meeting via Zoom:

<https://us02web.zoom.us/j/88382835048?pwd=QkdLcFVTZlZ0cVVJOGVta1hFVEFqQT09>

To join by phone: (669) 900-9128 Meeting ID: 883 8283 5048. Passcode: 955018

Please note that due to potential technical difficulties, the quality of the Zoom component of the meeting cannot be guaranteed. If you have public input to provide on an agenda item, it is recommended you attend in person at the school library, or submit written comments as outlined below by noon Friday, May 20.

The public may submit written comments or questions on any agenda item to the Board at: biglagooncsd@gmail.com up until noon on Friday, May 20, 2022, or comment on an agenda when the Chair invites public comment. The Information Packet for this meeting is attached to this emailed Agenda. You can also request the Packet by emailing biglagooncsd@gmail.com.

1. Chair's Call to Order (Bill)

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.

Unlike previously, the public will be 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.

Due to the challenges of running a hybrid meeting, the Chair will recognize those individuals attending in person first, followed by recognizing those individuals participating on Zoom.

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

2. Agenda for May 21, 2022 (Bill) Comments / Amend / Approval
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.
4. Recognize Public Correspondence received by noon, on May 20th (Bill)
5. Mar 19, 2022 Unapproved Minutes (Bill) Comments / Amend / Approval

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

6. Changes to how Minutes will be reported (Mara)
7. School Pipeline Project Update (Bill)
8. Vice-Chair's Report (Gus)
 - 8.1 Meter Box Project update
 - 8.2 Well site monitoring volunteers
9. Treasurer's Report (Dick)
 - 9.1 Financial Statements
 - 9.2 Cost of Service Analysis in lieu of professional Water Rate Study
10. Water Operator's Report (Val)
 - 10.1 Pumping report
 - 10.2 2021 CCR
11. Meter Reader's Report (Dana)
12. Storage Capacity & Fire Suppression Update (Dick)
13. Drought Emergency Conservation Measures Update (Chuck)
14. Volunteer Safety Program (VSP) update (Joey)
15. Strategic Planning Retreat – When, Where, Who

ACTION ITEMS

16. BLCSD Water Service Billing, Collections, and Other Water Policies

16.1 Adopt as Policy? Yes / No

16.2 If Adopted, when should Policy go into effect? Mail out policy in May?

Have Policy go into effect with July billing? Yes / No

17. Budget revisions (Dick)

17.1 Regulatory? Yes / No

17.2 Legal? Yes / No

18. Humboldt LAFCO Special District Election (Bill)

19. FUTURE AGENDA ITEMS FROM BOARD MEMBERS

20. ADJOURN

Meeting Packet Documents

Agenda Item 4: Community Correspondence submitted by noon Friday, May 20th,
and distributed in a separate email by 1:00 PM on Friday.

Agenda Item 5: Unapproved Meeting Minutes March 19, 2022

Agenda Item 9.1: Financial Statements

Agenda Item 10.2: 2021 CCR

Agenda Item 16: BLCSD Water Service Billing, Collections, and Other Water Policies
and Billing Diagram

Agenda Item 18: Humboldt LAFCO Election and Candidate bios

**BIG LAGOON COMMUNITY SERVICES DISTRICT
UNAPPROVED MINUTES of the Regular Monthly Board Meeting
Saturday March 19, 2022 at 10AM in the Big Lagoon Elementary School Library,
including participation via Zoom**

1. Chair's Call to Order (Bill)

The open/regular meeting of the Big Lagoon Community Services District convened at 10:00 AM. Mara read an announcement regarding new meeting parliamentary procedures.

Board members in attendance: Bill Wenger, Chair; Gus Satein, Vice Chair;
Dick Maier, Treasurer (Zoom); Chuck King, Director
Staff in attendance: Val Castellano, Water Operator; Mara Friedman, Board Secretary
Community members in attendance: Joey Blaine, Louise Minor, Rob Wilson
Community members in attendance via Zoom: John Donohoe, Catherine Munsee

2. Agenda for March 19, 2022 (Bill) Comments / Amend / Approval

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

3. Public Comment: Any member of the public may address the Board on any item that is not on the agenda at the time. Per the Brown Act, the Board will not act upon, respond to or comment on the merits of any item presented.

Louise and Rob expressed concern regarding when is it appropriate for the public to ask questions? Bill responded that it's a good idea for the public to incorporate any questions into comments, which then may be addressed/answered by Board members. Public questions can be addressed at a stakeholders Q&A. Concern was expressed that questions may 'fall off the map' if being put on hold for a future Q&A meeting. Louise requested a copy of the exact communication from our lawyer to the Board regarding accounts receivable. Bill answered that the PDF that was sent out was exactly what the lawyer sent to us.

4. Recognize Public Correspondence received by noon, March 18 (Bill)

Bill thanked the community for all emails that were received.

5. February 19, 2022 Unapproved Meeting Minutes (Bill) Comments / Amend / Approval

Public Comment: None. There were no changes to the meeting minutes.

Minutes are approved as distributed by Bill.

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

6. School Pipeline Project Update (Bill)

Public Comment: None. This project is a long, laborious process and it is moving along well. LACO's input should be here next week.

6.1 Applied for necessary DUNS number

Public Comment: None. Our application won't proceed without a DUNS number. Since our inception in 1997, our district has never applied for a DUNS number. Bill applied by sending all our founding documents. Our PO Box 847 is not recognized as a legitimate address. A new address will be added to the PO Box: 47 Roundhouse Creek Road, the well site parcel.

7. Consider doing a professional Water Rate Study (Bill)

7.1 A Water Rate Study (WRS) factors in near-term and long-range capital improvements including Prop. 218 Notification. The WRS provides justification for higher water rates to better meet future capital improvement costs. Discuss pros & cons.

Schedule a vote for April.

Public Comment: None. Greg has recommended that the Board do a professional Water Rate Study (WRS). Bill is pursuing this idea independent of Dick, who is doing an alternate water rate study based on inflation. Bill supports doing a WRS, which will cost approx. \$6K (which includes the study and Prop 218 notification). Water districts typically hire this out and Bill strongly feels that we will need professional help on this study. At a future meeting, Bill would like the board to vote if we want to invest in a formal WRS to address our future capital needs. Gus thanked Bill for his research and said that he is astounded by the estimated cost.

8. Vice-Chair's Report (Gus)

8.1 Summary of March 12th meeting with John Morgan

Public Comment: None. On 3/12 there was a two-hour meeting attended by: Gus, Val, Chuck and John Morgan, in which an initial framework was developed for all steps involved with replacing the water meters. A detailed agenda of 15 items was discussed. It is very important to implement this project with the least disruption to our community. Kathy Richards (Badger) will also assist us. Because of supply chain issues, sooner is better to place our order with Badger. We can commit to our order and pay later. Gus gave Dick credit applications for local suppliers. Quality control will be provided by Val, with John Morgan's assistance. John Morgan is a paid consultant assisting us in all the necessary requirements of this project. Chlorination protocol will be overseen by Val and Scott Gilbreath. It is important to create a secure storage facility for all the materials and inventory for this project. This storage might be placed on the bluff. We will need to dispose of the many old concrete boxes that we are removing. The next meeting will be on April 9th. Bill thanked the team for their good work. Chuck clarified that we are looking to temporarily rent a shipping container that can provide safe storage for all the expensive materials. Bill feels that placing the container on the bluff may not be a good idea. Dick offered his lot at 342 RCR as a place for the storage container.

8.2 Community interest to assist with well site monitoring

Public Comment: Louise M., Bob F. and Rob W. volunteered. Gus thanked everyone who volunteered. Including himself, there is now a core group to support Val.

9. Treasurer's Report (Dick)

Public Comment 9.1 & 9.2: Rob asked if a minor increase in water rates is connected to the Water Rate Study? Bill answered it is not. These rate increases are based on inflation. Louise wants to know how a minor rate increase fits into a 3-5 year strategic plan and she also wondered how many years out is 9.2 looking? She feels a formal WRS is money well spent.

9.1 Financial Statements

The financial reports are as submitted. Dick would like to add a line item for annual regulatory expenses and also increase our legal expense budget by \$1000.

9.2 Consider a minor increase in water rates based on increased costs.

Initially not included, water rates are subject to Prop 218. A 'Cost of Service Analysis' (COSA) looks at what is necessary to provide service to individual properties. For our district, three expenses have increased: insurance, compliance and propane/electric. Although inflation has caused cost increases over the last 15 months, currently we are not in a position to justify a rate increase. A COSA can look out up to 10 years and provide cost projections based on improvements we want to make. For example, the failure of our well since the last meeting has increased the possibility of replacing it sooner rather than later. Dick noted that his water rate increase study computation is much more complex than he initially thought. It will take a lot more investigation and we may need a sub-committee to help develop the study. Dick is also looking deeply into the controversial subject of 'tiered' water rates. He will give Gus copies of completed Vendor Reports. He also stated that the reason we never got a DUNS number is that no one has ever asked for one. Gus asked when we might create a sub-committee to study future costs and Dick answered that this process should begin this year. Barring a catastrophic failure, we currently have enough funds to address our issues. As time goes on, we will see how inflation actually impacts our district. Bill noted that the State Water Resources Control Board is sitting on money designated for small districts and suggested that we apply for a grant to help upgrade our infrastructure. If approved, it takes years to receive grant funds. Our concrete/asbestos pipe is approaching its 'end of life' and Bill thinks we should pursue this avenue for potential grant funding.

10. Water Operators report (Val)

We are pumping apprx. 5K gallons per day. Our water has less than 1 part per million of chlorine. The water table remains stable at 99 feet.

10.1 Recent event with the well

Public Comment: Louise asked if the bottom of the well did not collapse, was sand sucked in from the aquifer? Rob asked if the Board would look into the possibility of an auxiliary well in our future strategic plan? Bill explained that if we have two wells, we need to exercise both at the same time. How this would be managed requires expert advice. Val added that mixing water from two wells is not good. Catherine wanted to know if the district has an official protocol for emergency outages? If not, she would be happy to help in creating one. Val noted

that with the current sand emergency, community updates were sent via email, phone calls and door-to-door. Val reported that on 2/24 we were not pumping water. The community did a great job minimizing water usage. Val reached out for assistance and it was found that there was sand in the well. We were able to remove the sand by injecting water into the well. We installed a new capacitor and well pump. Our new well pump is at 180 feet. The health of our well is good and the back-up wells are non-productive. Dick asked Val if we need to add a maintenance item to the budget for flushing sand out of the well and Val said he would let Dick know.

11. Meter Reader's Report (Dana)

Public Comment: None. Rob gave Dana's report. There were no issues when the meters were read. The boxes were clean. Brad and Eric N. have a plan to install barriers in their boxes.

12. Storage Capacity & Fire Suppression status report (Dick)

Public Comment: None. Dick noted that because of the recent well failure, we would need to push capacity. He will meet with Val and hopes to have a report update at the next meeting.

13. Drought Emergency Conservation Measures update (Chuck)

Public Comment: None. This work group is comprised of Chuck, Catherine, Eric and Margie. Their second meeting was held a few weeks ago. They are defining their Visions and Purpose and will be focusing on: Conservation Education & Water Emergency Contingency Plan (using Mckinleyville CSD's template). The next meeting may be April 2nd. In answer to Gus's question regarding average water consumption in our community, Val answered we average approx. 5K gallons/day when school is in session. Gus thinks it's important to isolate school water usage from our community. Dick noted that water usage is extremely varied among our households and dependent on factors such as: number of occupants, gardens, etc.

14. Volunteer Safety Program (VSP) revisions update (Joey)

Public Comment: None. Joey has been very busy and does not have a lot to add this month. He will procure info regarding sources and prices for PPE (including cones) and send to Dick.

15. Strategic Planning Retreat (SPR) – When, Where, Who

Public Comment: Rob suggested that members of the public be included on a sub-committee. Bill replied that the SPR would include approx. 3 community members, as well as board members, totaling 7 to 8 attendees. Timing depends when (if) we get a 5th board member to take over Joey's position, whose term is up at the end of 2022. We need to reach out to see who might be interested. Gus wants to take advantage of Bill's expertise while he is still on the Board and would like to start the SPR by September latest. Val noted that these should be ongoing meetings. The SPR will likely be held in the library. In addition to Val, Louise, Joey and Rob all volunteered to be involved.

ACTION ITEM

16. BLCSD Water Service Billing, Collections and Other Water Policies

16.1 Final Draft back from legal. Adopt as Policy? Yes / No

MOTION made to move forward the draft water policy.

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

Public Comment: Louise emailed her concerns. There have been several drafts of the policy created by Bill and Dick and the latest draft was sent out for legal review. The attorney has reviewed Louise's comments/concerns. The Board discussed all of Louise's comments in detail. Following is a brief summary of the Board's findings. Pg 1: Issue resolved. Pg 2: Issue resolved. Pg 4 item 2: Issue resolved after Board discussion. It was decided to use the wording: BLCSD may disconnect (rather than will disconnect). Pg 5: Issue resolved after Board (and community) discussion. It was decided that in financial disputes, the entire Board would make the final decision. It was decided that the Board needs a little more time to continue to work on revisions and make the policy as good as possible. Bill is busy in April and it was decided to table the to the vote until May. Gus appreciates the good work on this project by Dick and Bill, as well as Louise's valuable input.

FUTURE AGENDA ITEMS FROM BOARD MEMBERS

Dick wants to vote on two budget revisions: regulatory and legal.

A FINAL DISCUSSION

- There was discussion regarding the current drought and the importance of putting in another well, possibly in a different location than the current wells. We will continue to explore this important topic in the future.
- There was discussion regarding future meetings. Gus is not supportive of hybrid meetings and is advocating for in-person meetings. Chuck noted that while we are still dealing with Covid, hybrid meetings encourage more public participation. Joey said he would put a query on our website asking the community if they would be comfortable meeting in-person.
- It was decided by the Board to skip the April meeting, as all Board members would not be able to participate.

ADJOURN

With no other business, the Chair adjourned the meeting at 11:53 AM.

The next regular meeting will be Saturday, May 21st at 10:00AM in the Big Lagoon School Library and will also be accessible via Zoom.

Submitted by Mara Friedman, Board Secretary

Pipe ring install kit

Badger "Endpoint" radio transmitter

12 inch Fiberglass rod

1/4 turn ball valve (owner)

1/4 brass union coupling "tailpiece"

Badger M25 water meter with encoder (gallons)

McDonald 1/4 turn ball valve/union (CSD)



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

	Jan - Apr 22	Budget	Jan - Apr 22	YTD Budget	Annual Budget
Ordinary Income/Expense					
Income					
Non Compliance Fee	0.00	0.00	0.00	0.00	0.00
Base Rate - Monthly	4,138.82	8,277.64	4,138.82	8,277.64	24,832.92
Water Usage Income	1,312.50	2,813.01	1,312.50	2,813.01	9,950.69
Adjustment / Returned Check	-145.25	0.00	-145.25	0.00	0.00
Donation	0.00	0.00	0.00	0.00	0.00
Total Income	<u>5,306.07</u>	<u>11,090.65</u>	<u>5,306.07</u>	<u>11,090.65</u>	<u>34,783.61</u>
Gross Profit	5,306.07	11,090.65	5,306.07	11,090.65	34,783.61
Expense					
Non-Cash Expenses					
Depreciation Expense	0.00	1,892.00	0.00	1,892.00	7,568.00
Total Non-Cash Expenses	0.00	1,892.00	0.00	1,892.00	7,568.00
Operational Expenses					
Supplies	0.00	600.00	0.00	600.00	1,800.00
Dues	350.00	275.00	350.00	275.00	475.00
Electric	925.59	1,200.00	925.59	1,200.00	3,600.00
Gas	0.00	300.00	0.00	300.00	900.00
Insurance	0.00	0.00	0.00	0.00	4,350.00
Maintenance	2,538.60	3,000.00	2,538.60	3,000.00	9,000.00
Office Supplies	149.90	149.90	149.90	149.90	200.99
Postage	0.00	200.00	0.00	200.00	600.00
Regulatory Expenses	500.00		500.00		
Water Testing	710.00	720.00	710.00	720.00	2,160.00
Total Operational Expenses	<u>5,174.09</u>	<u>6,444.90</u>	<u>5,174.09</u>	<u>6,444.90</u>	<u>23,085.99</u>
Organizational Costs					
Legal Fees	4,074.50	1,200.00	4,074.50	1,200.00	3,600.00
Total Organizational Costs	<u>4,074.50</u>	<u>1,200.00</u>	<u>4,074.50</u>	<u>1,200.00</u>	<u>3,600.00</u>
Total Expense	<u>9,248.59</u>	<u>9,536.90</u>	<u>9,248.59</u>	<u>9,536.90</u>	<u>34,253.99</u>
Net Ordinary Income	<u>-3,942.52</u>	<u>1,553.75</u>	<u>-3,942.52</u>	<u>1,553.75</u>	<u>529.62</u>
Net Income	<u><u>-3,942.52</u></u>	<u><u>1,553.75</u></u>	<u><u>-3,942.52</u></u>	<u><u>1,553.75</u></u>	<u><u>529.62</u></u>

Big Lagoon Community Services District
Balance Sheet
As of April 30, 2022

	Apr 30, 22
ASSETS	
Current Assets	
Checking/Savings	
Umpqua Checking	158,088.18
Total Checking/Savings	158,088.18
Accounts Receivable	
Accounts Receivable	8,231.86
Total Accounts Receivable	8,231.86
Total Current Assets	166,320.04
Fixed Assets	
Water System	
Meter Project	318.20
Well Improvements	3,072.10
LP Tank	2,889.62
Fence	4,998.21
Pressure System 2011	10,038.00
2-5,000 Gal Tanks	19,700.82
Well 2010	18,647.44
Improvements	3,490.40
Chlorinator	2,627.00
Electrical System	9,931.00
Fire hydrants	8,520.86
Generator	13,998.00
Initial Purchase	75,000.00
Accumulated Depreciation	-158,180.35
Total Water System	15,051.30
Total Fixed Assets	15,051.30
Other Assets	
Start Up	
Start-up Expenses	6,666.84
Amortized Amount	-6,666.84
Total Start Up	0.00
Total Other Assets	0.00
TOTAL ASSETS	181,371.34

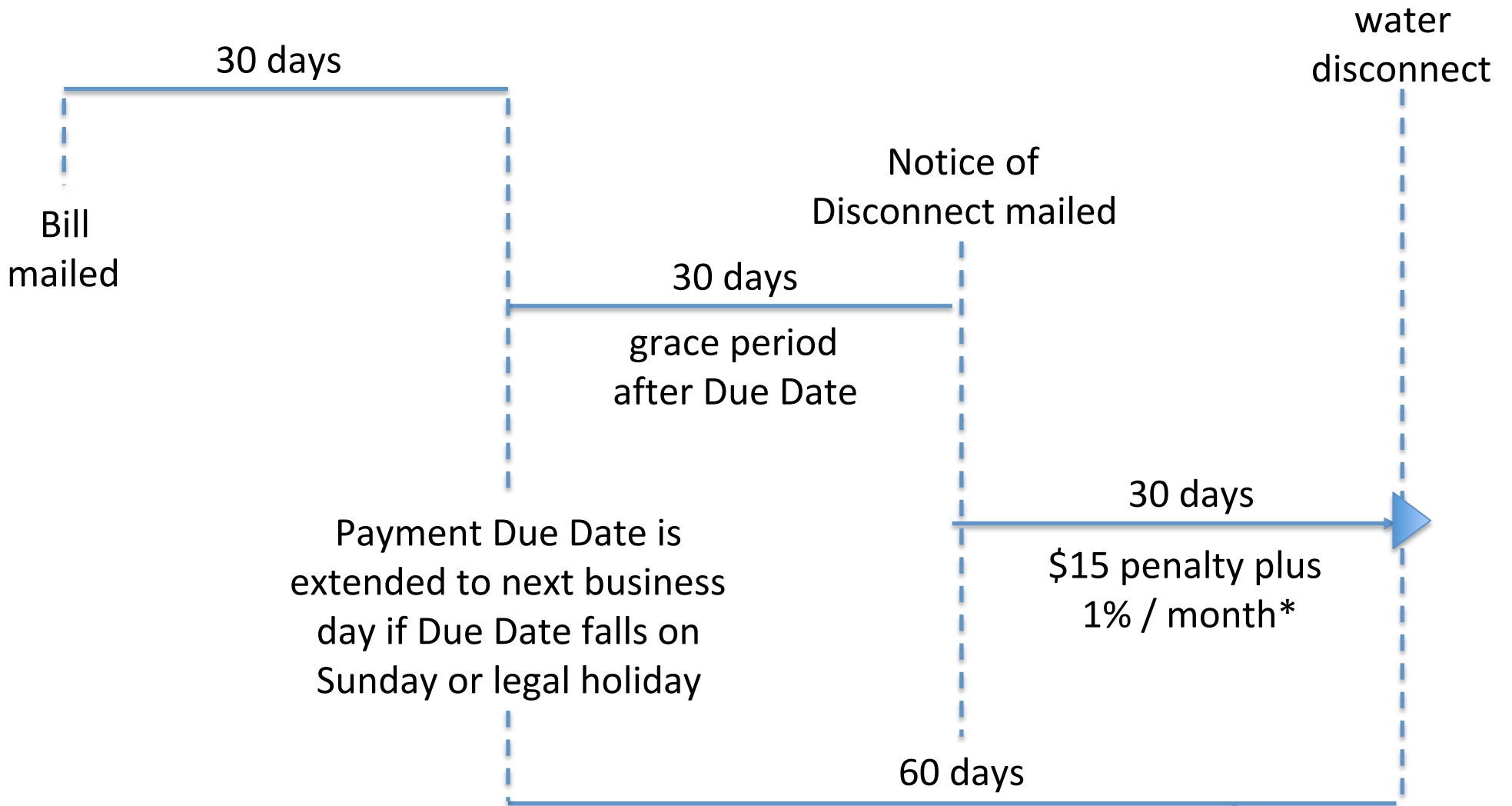
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05/11/22

Accrual Basis

Big Lagoon Community Services District
Balance Sheet
As of April 30, 2022

	<u>Apr 30, 22</u>
LIABILITIES & EQUITY	
Equity	
Retained Earnings	185,313.86
Net Income	-3,942.52
Total Equity	<u>181,371.34</u>
TOTAL LIABILITIES & EQUITY	<u><u>181,371.34</u></u>



***California Government Code 61115 (C)**

To provide for a basic penalty for the nonpayment of charges of not more than 10 percent, plus an additional penalty of not more than 1 percent per month for the nonpayment of the charges and the basic penalty. The board of directors may provide for the collection of these penalties.

Door Tag & In-Person contact attempted 10 days before disconnect

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.

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

BLCSD will provide a mailed written notice, postage prepaid, to the customer of record 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.

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.

2021 Consumer Confidence Report

Water System Information

Water System Name: Big Lagoon Community Services District (BLCSD)

Report Date: April 27, 2022

Type of Water Source(s) in Use: Groundwater

Name and General Location of Source(s): Well 2010-47 Roundhouse Creek Road, Trinidad, CA 95570

Drinking Water Source Assessment Information: Last performed by State Division of Drinking Water in January 2002. Source is considered most vulnerable to the following activities not associated with any detected contaminants: Septic Systems- High Density.

Time and Place of Regularly Scheduled Board Meetings for Public Participation: Third Saturday of each month at 10:30am in the Library at Big Lagoon Elementary School.

For More Information, Contact: BLCSD Volunteer Water System Operator Val Castellano (707)677-3406 or State DDW (530)224-4800; BLCSD Board Chair Bill Wenger (707)677-2008; Please visit <https://www.biglagooncsd.org/>

About This Report

We test the drinking water quality for many constituents as required by state and federal regulations. This report shows the results of our monitoring for the period of January 1 to December 31, 2021 and may include earlier and current year monitoring data.

Importance of This Report Statement in Five Non-English Languages (Spanish, Mandarin, Tagalog, Vietnamese, and Hmong)

Language in Spanish: Este informe contiene información muy importante sobre su agua para beber. Favor de comunicarse Big Lagoon Community Services District (BLCSD) PO Box 847 Trinidad, CA 95570 para asistirlo en español.

Language in Mandarin: 这份报告含有关于您的饮用水的重要讯息。请用以下地址和电话联系 [Enter Water System Name] 以获得中文的帮助: Big Lagoon Community Services District (BLCSD) PO Box 847 Trinidad, CA 95570 .

Language in Tagalog: Ang pag-uulat na ito ay naglalaman ng mahalagang impormasyon tungkol sa inyong inuming tubig. Mangyaring makipag-ugnayan Big Lagoon Community Services District (BLCSD) PO Box 847 Trinidad, CA 95570 para matulungan sa wikang Tagalog.

Language in Vietnamese: Báo cáo này chứa thông tin quan trọng về nước uống của bạn. Xin vui lòng liên hệ Big Lagoon Community Services District (BLCSD) PO Box 847 Trinidad, CA 95570 để được hỗ trợ giúp bằng tiếng Việt.

Language in Hmong: Tsab ntawv no muaj cov ntsiab lus tseem ceeb txog koj cov dej haus. Thov hu rau Big Lagoon Community Services District (BLCSO) PO Box 847 Trinidad, CA 95570 rau kev pab hauv lus Askiv.

Terms Used in This Report

Term	Definition
Level 1 Assessment	A Level 1 assessment is a study of the water system to identify potential problems and determine (if possible) why total coliform bacteria have been found in our water system.
Level 2 Assessment	A Level 2 assessment is a very detailed study of the water system to identify potential problems and determine (if possible) why an <i>E. coli</i> MCL violation has occurred and/or why total coliform bacteria have been found in our water system on multiple occasions.
Maximum Contaminant Level (MCL)	The highest level of a contaminant that is allowed in drinking water. Primary MCLs are set as close to the PHGs (or MCLGs) as is economically and technologically feasible. Secondary MCLs are set to protect the odor, taste, and appearance of drinking water.
Maximum Contaminant Level Goal (MCLG)	The level of a contaminant in drinking water below which there is no known or expected risk to health. MCLGs are set by the U.S. Environmental Protection Agency (U.S. EPA).
Maximum Residual Disinfectant Level (MRDL)	The highest level of a disinfectant allowed in drinking water. There is convincing evidence that addition of a disinfectant is necessary for control of microbial contaminants.
Maximum Residual Disinfectant Level Goal (MRDLG)	The level of a drinking water disinfectant below which there is no known or expected risk to health. MRDLGs do not reflect the benefits of the use of disinfectants to control microbial contaminants.
Primary Drinking Water Standards (PDWS)	MCLs and MRDLs for contaminants that affect health along with their monitoring and reporting requirements, and water treatment requirements.
Public Health Goal (PHG)	The level of a contaminant in drinking water below which there is no known or expected risk to health. PHGs are set by the California Environmental Protection Agency.
Regulatory Action Level (AL)	The concentration of a contaminant which, if exceeded, triggers treatment or other requirements that a water system must follow.
Secondary Drinking Water Standards (SDWS)	MCLs for contaminants that affect taste, odor, or appearance of the drinking water. Contaminants with SDWSs do not affect the health at the MCL levels.
Treatment Technique (TT)	A required process intended to reduce the level of a contaminant in drinking water.
Variations and Exemptions	Permissions from the State Water Resources Control Board (State Board) to exceed an MCL or not comply with a treatment technique under certain conditions.
ND	Not detectable at testing limit.
ppm	parts per million or milligrams per liter (mg/L)
ppb	parts per billion or micrograms per liter (µg/L)

Term	Definition
ppt	parts per trillion or nanograms per liter (ng/L)
ppq	parts per quadrillion or picogram per liter (pg/L)
pCi/L	picocuries per liter (a measure of radiation)

Sources of Drinking Water and Contaminants that May Be Present in Source Water

The sources of drinking water (both tap water and bottled water) include rivers, lakes, streams, ponds, reservoirs, springs, and wells. As water travels over the surface of the land or through the ground, it dissolves naturally-occurring minerals and, in some cases, radioactive material, and can pick up substances resulting from the presence of animals or from human activity.

Contaminants that may be present in source water include:

- Microbial contaminants, such as viruses and bacteria, that may come from sewage treatment plants, septic systems, agricultural livestock operations, and wildlife.
- Inorganic contaminants, such as salts and metals, that can be naturally-occurring or result from urban stormwater runoff, industrial or domestic wastewater discharges, oil and gas production, mining, or farming.
- Pesticides and herbicides, that may come from a variety of sources such as agriculture, urban stormwater runoff, and residential uses.
- Organic chemical contaminants, including synthetic and volatile organic chemicals, that are byproducts of industrial processes and petroleum production, and can also come from gas stations, urban stormwater runoff, agricultural application, and septic systems.
- Radioactive contaminants, that can be naturally-occurring or be the result of oil and gas production and mining activities.

Regulation of Drinking Water and Bottled Water Quality

In order to ensure that tap water is safe to drink, the U.S. EPA and the State Board prescribe regulations that limit the amount of certain contaminants in water provided by public water systems. The U.S. Food and Drug Administration regulations and California law also establish limits for contaminants in bottled water that provide the same protection for public health.

About Your Drinking Water Quality

Drinking Water Contaminants Detected

Tables 1, 2, 3, 4, 5, 6, and 8 list all of the drinking water contaminants that were detected during the most recent sampling for the constituent. The presence of these contaminants in the water does not necessarily indicate that the water poses a health risk. The State Board allows us to monitor for certain contaminants less than once per year because the concentrations of these contaminants do

not change frequently. Some of the data, though representative of the water quality, are more than one year old. Any violation of an AL, MCL, MRDL, or TT is asterisked. Additional information regarding the violation is provided later in this report.

Table 1. Sampling Results Showing the Detection of Coliform Bacteria

Complete if bacteria are detected.

Microbiological Contaminants	Highest No. of Detections	No. of Months in Violation	MCL	MCLG	Typical Source of Bacteria
<i>E. coli</i>	0	0	(a)	0	Human and animal fecal waste

(a) Routine and repeat samples are total coliform-positive and either is *E. coli*-positive or system fails to take repeat samples following *E. coli*-positive routine sample or system fails to analyze total coliform-positive repeat sample for *E. coli*.

Table 1.A. Compliance with Total Coliform MCL between January 1, 2021 and June 30, 2021 (inclusive)

Microbiological Contaminants	Highest No. of Detections	No. of Months in Violation	MCL	MCLG	Typical Source of Bacteria
Total Coliform Bacteria	0	0	1 positive monthly sample (a)	0	Naturally present in the environment
Fecal Coliform and <i>E. coli</i>	0	0	0	None	Human and animal fecal waste

(a) For systems collecting fewer than 40 samples per month: two or more positively monthly samples is a violation of the total coliform MCL

Table 2. Sampling Results Showing the Detection of Lead and Copper

Complete if lead or copper is detected in the last sample set.

Lead and Copper	Sample Date	No. of Samples Collected	90 th Percentile Level Detected	No. Sites Exceeding AL	AL	PHG	No. of Schools Requesting Lead Sampling	Typical Source of Contaminant
Lead (ppb)	7/8-7/30/2019	5	9.4	0	15	0.2	0	Internal corrosion of household water plumbing systems; discharges from industrial manufacturers; erosion of natural deposits
Copper (ppm)	7/8-7/30/2019	5	0.875	0	1.3	0.3	Not applicable	Internal corrosion of household plumbing systems; erosion of natural deposits; leaching from wood preservatives

Table 3. Sampling Results for Sodium and Hardness

Chemical or Constituent (and reporting units)	Sample Date	Level Detected	Range of Detections	MCL	PHG (MCLG)	Typical Source of Contaminant
Sodium (ppm)	3/31/2015	11.0	[Enter Range]	None	None	Salt present in the water and is generally naturally occurring
Hardness (ppm)	3/31/2015	47.0	[Enter Range]	None	None	Sum of polyvalent cations present in the water, generally magnesium and calcium, and are usually naturally occurring

Table 4. Detection of Contaminants with a Primary Drinking Water Standard

Chemical or Constituent (and reporting units)	Sample Date	Level Detected	Range of Detections	MCL [MRDL]	PHG (MCLG) [MRDLG]	Typical Source of Contaminant
Nitrate (ppm)	2/9/2022	1.1	[Enter Range]	10	10	Runoff and leaching from natural deposits
Chlorine (ppm)	Daily Tests 2021	1.37	0.51-1.37	4	4	Precautionary drinking water disinfectant
[Enter Contaminant]	[Enter Date]	[Enter No.]	[Enter Range]	[Enter No.]	[Enter No.]	[Enter Source]

Table 5. Detection of Contaminants with a Secondary Drinking Water Standard

Chemical or Constituent (and reporting units)	Sample Date	Level Detected	Range of Detections	SMCL	PHG (MCLG)	Typical Source of Contaminant
Sulfate (ppm)	2/8/2021	2.8	n/a	500	n/a	Runoff & leaching from natural deposits
Chloride (ppm)	2/8/2021	19	n/a	500	n/a	Runoff/ leaching from natural deposits
Odor (ton)	2/8/2021	2.0	n/a	3.0	n/a	Naturally occurring organic materials
Turbidity (NTU)	2/8/2021	0.10	n/a	5	n/a	Soil runoff
Foaming Agents (MBAS)(ppm)	2/8/2021	Less than 0.050	n/a	0.500	n/a	Soil runoff
Total Dissolved Solids (TDS)(ppm)	2/12/2018	120	n/a	1000	n/a	Runoff/leaching from natural deposits
Specific Conductance	5/8/2019	170	n/a	1600	n/a	Substances that form ions in water; seawater influence

Table 6. Detection of Unregulated Contaminants

Chemical or Constituent (and reporting units)	Sample Date	Level Detected	Range of Detections	Notification Level	Health Effects
None	[Enter Date]	[Enter No.]	[Enter Range]	[Enter No.]	[Enter Language]
[Enter Contaminant]	[Enter Date]	[Enter No.]	[Enter Range]	[Enter No.]	[Enter Language]
[Enter Contaminant]	[Enter Date]	[Enter No.]	[Enter Range]	[Enter No.]	[Enter Language]

Additional General Information on Drinking Water

Drinking water, including bottled water, may reasonably be expected to contain at least small amounts of some contaminants. The presence of contaminants does not necessarily indicate that the water poses a health risk. More information about contaminants and potential health effects can be obtained by calling the U.S. EPA's Safe Drinking Water Hotline (1-800-426-4791).

Some people may be more vulnerable to contaminants in drinking water than the general population. Immuno-compromised persons such as persons with cancer undergoing chemotherapy, persons who have undergone organ transplants, people with HIV/AIDS or other immune system disorders, some elderly, and infants can be particularly at risk from infections. These people should seek advice about drinking water from their health care providers. U.S. EPA/Centers for Disease Control (CDC) guidelines on appropriate means to lessen the risk of infection by *Cryptosporidium* and other microbial contaminants are available from the Safe Drinking Water Hotline (1-800-426-4791).

Lead-Specific Language: If present, elevated levels of lead can cause serious health problems, especially for pregnant women and young children. Lead in drinking water is primarily from materials and components associated with service lines and home plumbing. [Enter Water System's Name] is responsible for providing high quality drinking water, but cannot control the variety of materials used in plumbing components. When your water has been sitting for several hours, you can minimize the potential for lead exposure by flushing your tap for 30 seconds to 2 minutes before using water for drinking or cooking. [Optional: If you do so, you may wish to collect the flushed water and reuse it for another beneficial purpose, such as watering plants.] If you are concerned about lead in your water, you may wish to have your water tested. Information on lead in drinking water, testing methods, and steps you can take to minimize exposure is available from the Safe Drinking Water Hotline (1-800-426-4791) or at <http://www.epa.gov/lead>.

Summary Information for Violation of a MCL, MRDL, AL, TT, or Monitoring and Reporting Requirement

Table 7. Violation of a MCL, MRDL, AL, TT or Monitoring Reporting Requirement

Violation	Explanation	Duration	Actions Taken to Correct Violation	Health Effects Language
none	[Enter Violation Explanation]	[Enter Duration]	[Enter Actions Taken]	[Enter Language]
[Enter Violation Type]	[Enter Violation Explanation]	[Enter Duration]	Enter Actions Taken	[Enter Language]

For Water Systems Providing Groundwater as a Source of Drinking Water

Table 8. Sampling Results Showing Fecal Indicator-Positive Groundwater Source Samples

Microbiological Contaminants (complete if fecal-indicator detected)	Total No. of Detections	Sample Dates	MCL [MRDL]	PHG (MCLG) [MRDLG]	Typical Source of Contaminant
<i>E. coli</i>	0	monthly	0	(0)	Human and animal fecal waste
Enterococci	0	monthly	TT	N/A	Human and animal fecal waste
Coliphage	0	monthly	TT	N/A	Human and animal fecal waste

Summary Information for Fecal Indicator-Positive Groundwater Source Samples, Uncorrected Significant Deficiencies, or Violation of a Groundwater TT

Special Notice of Fecal Indicator-Positive Groundwater Source Sample: [Enter Special Notice of Fecal Indicator-Positive Groundwater Source Sample]

Special Notice for Uncorrected Significant Deficiencies: [Enter Special Notice for Uncorrected Significant Deficiencies]

Table 9. Violation of Groundwater TT

Violation	Explanation	Duration	Actions Taken to Correct Violation	Health Effects Language
none	[Enter Explanation]	[Enter Duration]	[Enter Actions]	[Enter Language]
[Enter Violation]	[Enter Explanation]	[Enter Duration]	[Enter Actions]	[Enter Language]

Summary Information for Violation of a Surface Water TT**Table 11. Violation of Surface Water TT**

Violation	Explanation	Duration	Actions Taken to Correct Violation	Health Effects Language
none	[Enter Explanation]	[Enter Duration]	[Enter Actions]	[Enter Language]
[Enter Violation]	[Enter Explanation]	[Enter Duration]	[Enter Actions]	[Enter Language]



SPECIAL DISTRICT MEMBER CANDIDATE INFORMATION

Heidi Bensonelli – Humboldt Community Services District

Running for Special District Alternate Member

Ms. Bensonelli is the current Vice President of the Board for Humboldt CSD. She has lived in Humboldt County for over three decades and is an Environmental Resources Engineer with a master's in Business Administration and a career in Community Improvement. She has previously conducted work for Redwood Coast Energy Authority and Manila CSD. She has spent the last 10 years working on community improvement and helped found the Westside Community Improvement Association.

David Couch – McKinleyville Community Services District

Running for Special District Regular Member or Alternate Member

Mr. Couch sits on the Board for McKinleyville CSD and has served on Humboldt LAFCo as an alternate special district member since July 2018. He currently works for the City of Arcata as a water/wastewater operator and is involved with the Friends of the Arcata Marsh.

Ed Duggan – Willow Creek Community Services District

Running for Special District Regular Member

Mr. Duggan sits on the Board for Willow Creek CSD and is a retired firefighter. He previously sat on the Board for the Willow Creek Fire Protection District for over 20 years and has almost two decades of experience with Willow Creek CSD.

Michael Hansen – Humboldt Community Services District

Running for Special District Regular Member

Mr. Hansen sits on the Board for Humboldt CSD and works as the Deputy Public Works Director – Utility Operations for the City of Eureka. He studied Zoology at Humboldt State University and is a certified water and wastewater treatment operator. He also sits on the Board for the California Water Environment Association.



Troy Nicolini – Peninsula Community Services District

Running for Special District Regular Member or Alternate Member

Mr. Nicolini is the current Chair of the Board for Peninsula CSD and has been an active member on the Board for 15 years. He has served on Humboldt LAFCo as a regular special district member since July 2013. He currently works for the NOAA National Weather Service where he oversees community preparedness, planning, and response for weather events, tsunamis, and other natural hazards. He previously worked for the US Army Corps of Engineers for 10 years.

Caroline Snow – Willow Creek Community Services District

Running for Special District Alternate Member

Ms. Snow was appointed to the Board for Willow Creek CSD in December 2021 to fill a vacant seat. She has lived in Humboldt County for 20 years, has a degree in Natural Resources Planning and Interpretation from Humboldt State, and spent most of her career as the owner of a production company, Redfox Productions, hosting many community events. She is now the owner of Raging Creek Pub in Willow Creek.



Date: April 15, 2022
 To: Board of Directors of Independent Special Districts
 From: Colette Santsche, Executive Officer
 Subject: **OFFICIAL BALLOT – Independent Special District Election**

The term of office for one of the regular special district members and the alternate special district member on LAFCo expires on June 30, 2022.

Current Special District Terms

Designation	Current Member	Term of Office (ends on June 30)
Regular Member	Debra Lake, Fruitland Ridge Fire Protection District	2020 - 2024
Regular Member	Troy Nicolini, Peninsula Community Services District	2018 - 2022
Alternate Member	David Couch, McKinleyville Community Services District	2018 - 2022

The basic process for selecting special district members to LAFCo is set forth in Government Code Section 56332. This provides for a meeting to be convened among representatives from each of the 48 independent special districts in Humboldt County, unless the Executive Officer determines that a meeting is not feasible. Based on Government Code Section 56332, it has been determined that a meeting of this "Independent Special District Selection Committee" for the purpose of selecting special district members is not feasible due to the likelihood that a quorum would not be achieved. As such, both the nominating process and the election itself will be conducted by mail on behalf of the Independent Special District Selection Committee by the LAFCo Executive Officer.

~~Previously, a request for nominations was sent on January 28, 2022, which provided for the opportunity for independent special district boards to nominate candidates to fill the special district member vacancies. The nomination period ended on April 8, 2022.~~

Enclosed is an official ballot to elect one candidate to serve as a regular special district member and one candidate to serve as alternate special district member on LAFCo with a term beginning on July 1, 2022 and expiring June 30, 2026.

Please mark selection directly onto the ballot, voting for no more than one (1) candidate per seat. **Ballots must be returned to Humboldt LAFCo, 1125 16th Street, Suite 202, Arcata, CA 95521 on or before June 24, 2022 at 5:00 p.m.**

Your district is encouraged to participate in this election process. For an election to be valid, at least a quorum of the special districts must submit valid ballots. The candidate receiving the most votes shall be deemed elected. Any nomination and ballot received by the Executive Officer after the date specified is invalid, provided, however, that if a quorum of ballots is not received by that date, the Executive Officer shall extend the date to submit ballots by 60 days and notify all districts of the extension.

An election schedule with information about the counting of ballots and successful candidate notification is enclosed.

If you have any questions, please contact LAFCo staff at colettem@humboldtlaaco.org or you can leave a voicemail at (707) 445-7508.

OFFICIAL BALLOT
INDEPENDENT SPECIAL DISTRICT ELECTION
REGULAR MEMBER

Mark selection directly onto the ballot, voting for no more than one (1) candidate. Ballots must be returned to the LAFCo office at 1125 16th Street, Suite 202, Arcata, CA 95521, on or before June 24, 2022 at 5:00 p.m.

Name of District: _____

Address: _____

Telephone: _____

Please vote for one of the following candidates for REGULAR special district member:

- DAVID COUCH (incumbent alternate member)**
Sponsor: McKinleyville Community Services District
- ED DUGGAN**
Sponsor: Willow Creek Community Services District
- MICHAEL HANSEN**
Sponsor: Humboldt Community Services District
- TROY NICOLINI (incumbent)**
Sponsor: Peninsula Community Services District

The Board hereby selects the above candidate to fill the term beginning on July 1, 2022 and expiring on June 30, 2026, as a regular special district member of the Humboldt Local Agency Formation Commission.

Board action taken on the _____ day of _____, 2022, by the following vote:

AYES: _____

NOSE: _____

ABSTAIN: _____

ABSENT: _____

DISTRICT REPRESENTATIVE:

Signature

Printed Name / Title

OFFICIAL BALLOT
INDEPENDENT SPECIAL DISTRICT ELECTION
ALTERNATE MEMBER

Mark selection directly onto the ballot, voting for no more than one (1) candidate. Ballots must be returned to the LAFCo office at 1125 16th Street, Suite 202, Arcata, CA 95521, on or before June 24, 2022 at 5:00 p.m.

Name of District: _____

Address: _____

Telephone: _____

Please vote for one of the following candidates for ALTERNATE special district member:

- HEIDI J. BENZONELLI**
Sponsor: Humboldt Community Services District
- DAVID COUCH (incumbent)**
Sponsor: McKinleyville Community Services District
- TROY NICOLINI (incumbent regular member)**
Sponsor: Peninsula Community Services District
- C. CAROLINE SNOW**
Sponsor: Willow Creek Community Services District

The Board hereby selects the above candidate to fill the term beginning on July 1, 2022 and expiring on June 30, 2026, as a regular special district member of the Humboldt Local Agency Formation Commission.

Board action taken on the _____ day of _____, 2022, by the following vote:

AYES: _____

NOSE: _____

ABSTAIN: _____

ABSENT: _____

DISTRICT REPRESENTATIVE:

Signature

Printed Name / Title

Election Schedule

LAFCo call for nominations letter mailed	Friday, January 28, 2022
Nominations due to LAFCo	By 5:00 p.m., Friday, April 8, 2022
Ballots mailed from LAFCo via certified mail	No later than Friday, April 15, 2022
Election Day – Ballots due to LAFCo	By 5:00 p.m., Friday, June 24, 2022
Election results mailed from LAFCo	No later than Monday, June 30, 2022

Independent Special Districts

Big Lagoon Community Services District	Resort Improvement District No. 1
Briceland Community Services District	
Carlotta Community Services District	Arcata Fire Protection District
Fieldbrook-Glendale Community Services District	Blue Lake Fire Protection District
Humboldt Community Services District	Briceland Fire Protection District
Loleta Community Services District	Bridgeville Fire Protection District
Manila Community Services District	Ferndale Fire Protection District
McKinleyville Community Services District	Fruitland Ridge Fire Protection District
Miranda Community Services District	Garberville Fire Protection District
Orick Community Services District	Humboldt No. 1 Fire Protection District
Orleans Community Services District	Kneeland Fire Protection District
Palmer Creek Community Services District	Myers Flat Fire Protection District
Patrick Creek Community Services District	Petrolia Fire Protection District
Peninsula Community Services District	Redway Fire Protection District
Phillipsville Community Services District	Rio Dell Fire Protection District
Redway Community Services District	Telegraph Ridge Fire Protection District
Riverside Community Services District	Willow Creek Fire Protection District
Scotia Community Services District	
Weott Community Services District	Humboldt Bay Harbor, Recreation and Conservation District
Westhaven Community Services District	Humboldt County Resource Conservation District
Willow Creek Community Services District	North Humboldt Recreation and Park District
Alderpoint County Water District	Southern Humboldt Community Healthcare District
Hydesville County Water District	Fortuna Cemetery District
Jacoby Creek County Water District	Petrolia Cemetery District
Humboldt Bay Municipal Water District	
Garberville Sanitary District	