

Big Lagoon Community Services District

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REGULAR MONTHLY BOARD MEETING AGENDA

The regular meeting of the Board of Directors of Big Lagoon CSD will be held Saturday, Nov 19 at 11:15 a.m. in the Big Lagoon Elementary School Community Room at the conclusion of the closed session scheduled from 10:30 to 11:10 a.m. Humboldt County Dept of Health is allowing in-person attendance at public meetings. Masks and social distancing guidelines are no longer in effect and California has rescinded all temporary Covid protocols.

The public may submit written comments or questions on any agenda item to the Board at: biglagooncsd@gmail.com up until noon on Friday, Nov 18, 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)

Closed Session

CONFERENCE WITH LEGAL COUNSEL—ANTICIPATED LITIGATION (Gov. Code section 54956.9(d)(2).): One case/matter.

Regular Session

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.

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

2. Closed session report out (Bill)
3. Agenda for November 19, 2022 (Bill) Comments / Amend / Approval
4. 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.
5. Recognize Public Correspondence received by noon on November 18th.
6. September 17, 2022 Unapproved Minutes (Bill) Comments / Amend / Approval

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

7. School Pipeline Project
 - 6.1 Auditor update (Louise/Dick)
8. Vice-Chair's Report (Gus)
 - 8.1 Meter Box Project update
9. Treasurer's Report (Dick)
 - 9.1 Collecting on past-due accounts
 - 9.1.1 Arrearages collected from September billing
 - 9.1.2 Arrearages yet to be collected
 - 9.1.3 Arrearages in dispute and recommended resolution
 - 9.2 Financial statements
10. Water Operator's Report (Val)
11. Meter Reader's Report (Dana)
12. Water Tank Technical Assistance Update (Bill)
13. Drought Emergency Conservation Measures Update (Chuck)
14. Billing and finances software update (Dick & Louise)
15. New district email addresses for board members and staff. (Joey)
16. Time and place of next Board Meeting to be announced by new incoming Board.
17. ADJOURN

Meeting Packet Documents

Agenda Item 5: Community Correspondence received by noon Friday, November 18th, and distributed in a separate email by 1:00 PM on Friday.

Agenda Item 6: Unapproved Meeting Minutes from September 17, 2022

Agenda Item 9.2: Financial Reports

**BIG LAGOON COMMUNITY SERVICES DISTRICT
UNAPPROVED MINUTES of the Regular Monthly Board Meeting
Saturday September 17, 2022 at 12:30 PM in the Big Lagoon Elementary School
Community Room (including participation via Zoom)**

1. Chair's Call to Order (Bill)

The regular meeting of the Big Lagoon Community Services District convened at 12:30 PM.
Board members in attendance: Bill Wenger, Chair; Gus Satein, Vice Chair; Chuck King, Director;
Louise Minor, Director; Dick Maier, Treasurer (zoom)
Staff in attendance: Val Castellano, Water Operator
Community members in attendance: G.Sideroff, J. Donahoe (zoom), Tom Woodruff (zoom),
J. Blaine, M. Adler

2. Agenda for September 17, 2022 (Bill) Comments / Amend / Approval

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

3. Public Comment

There were no public comments.

**4. Recognize Public Correspondence received by noon on September 16th, and public
correspondence received prior to/after the August 27th Strategic Planning Workshop (Bill)**

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

5. August 20, 2022 Unapproved Minutes (Bill) Comments / Amend / Approval

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

REPORTS

6. School Pipeline Project Update (Bill)

6.1 In discussion with an auditor for Q1, 2023 or 2020-2022 (Dick & Lousie)

Louise found an accountant to do our audit. He will start the audit during the first quarter of next year. Because of rules and regulations, it won't be until the first half of the second quarter until he can complete the entire process. He will provide a budget within the coming week.

7. Vice-Chair's Report (Gus)

7.1 Meter Box Project update

Gus will provide our new neighbor at 181 Oceanview with a hard copy of the meter box project. A revised project update was mailed out. Because of nationwide material supply shortages, the dates of this project are fluid. The estimated delivery for Badger meters is still September 28th. Because of the serious brass plumbing component shortage, we are hoping to receive the balance (32) of our shutoff valves by mid/late November (we have 10 in stock). The water meter workgroup (Gus, Chuck & Val) agreed that once the Badger meters are received, they will install 9 water meters to our Oceanview residents first, passing up phase 1 and starting with phase 2. After all the materials are received, phase 1 will be installed, followed by phase 3. John Morgan cannot help us with meter box installation until the second week of January 2023. Val is in contact with Hooven to see if they can assist us in our goal to install the Oceanview meter boxes. Gus proposed that we have a small work party on Sunday 9/25 (2-4 people) to start the process of careful excavation (loosening of dirt/rocks and refill) around existing meter boxes on Oceanview. J. Blaine, T Woodruff and Louise offered to help.

8. Treasurer's Reports (Dick)

Dick has still not received Hooven's bill for the water leak repair. He and Louise will prepare the 2023 budget by first part of October so it can be submitted in the November meeting. The audit process will be completely virtual, no physical inspection required. Gratitude to Louise for finding us an auditor. The estimated cost of the audit should be provided to us very soon.

9. Water Operator's Report (Val)

We are pumping an average of 4450/gallons water per day and all is going well. Val asked us to keep our eyes open for leaks. Chuck mentioned a small leak at his box, of which Val is aware.

10. Meter Reader's Report (Dana)

Dana not present to give report. Dick reported that all went well with the last meter reading.

11. Storage Capacity & Fire Suppression Update (Bill)

11.1 Application for grant for tank Technical Assistance was approved

North Coast Resource Center approved a grant for 5-15K, which will bring in a water engineer to look at our current tank storage situation at the well site and give us a neutral recommendation. It is up to us to decide if we will pursue the recommendation. We currently have enough storage to provide potable 'domestic' water, but no water storage for fire flow. In the case of a fire emergency, Cal Fire will tap into our hydrant if needed, even though that is our drinking water. There is the possibility of having potable water and fire suppression water all in one tank, separated above and below. In California, it is recommended that potable water be turned over every 2 ½ days. There are different formulas and recommendations in different states. Bill hopes that we can reach a doable compromise that serves our needs.

12. Drought Emergency Conservation Measures Update (Chuck)

Because of members being away during the summer, the workgroup has not met for several months. Chuck is hoping they will meet next Saturday.

13. 1st Strategic Planning Workshop was held on August 27 from 9am to 1pm

13.1 Summary included in the September 17 package

We had another 3-hour workshop today and will receive a summary from our facilitator shortly. Surveys will go out to the community in the near future to help us prioritize our issues/goals. The new board (starting in December) will act on the survey results.

14. Billing and finances update (Dick & Louise)

Louise's first training session on how to do billing went well and the transition from Dick to Louise is going smoothly. Incorporated in the new billing documents are statements (issued for the first time) to customers with past due balance or credit balance. When all the new meters have arrived, a new computer will be purchased and the software will be installed.

15. Future agenda items from board members

No new agenda items.

Bill brought up the issue of 'emails'. He, along with Joey and Greg, have been exchanging ideas regarding email protocol. Joey thinks consistency is key. He recommends that we stick with 'BigLagoonCSD.org'. We are moving to another domain provider that offers email inboxes that are stand alone. Joey is working on this issue and it should be done by month end. (New inboxes might include: Chair, Vice Chair, Treasurer, Secretary, Finance Board Member, Board Member, Water Operator, Meter Reader, Staff, General, etc.)

16. THERE WON'T BE A BOARD MEETING IN OCTOBER. NEXT BOARD MEETING NOV 19TH.

17. ADJOURN

With no other business, the Chair adjourned the meeting at 1:45 PM

The next regular meeting will be Saturday, November 19th at 10:30 AM in the Big Lagoon School Community Room and will also be accessible via Zoom

Submitted by Mara Friedman, Board Secretary

11:26 AM

11/10/22

Accrual Basis

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

	<u>Oct 31, 22</u>
ASSETS	
Current Assets	
Checking/Savings	
Umpqua Checking	133,232.54
Total Checking/Savings	133,232.54
Accounts Receivable	
Accounts Receivable	4,101.06
Total Accounts Receivable	4,101.06
Other Current Assets	
Undeposited Funds	300.06
Total Other Current Assets	300.06
Total Current Assets	137,633.66
Fixed Assets	
Water System	
Meter Project	20,951.79
Well Improvements	3,072.10
LP Tank	2,889.62
Fence	4,998.21
Pressure System 2011	10,038.00
2-5,000 Gal Tanks	19,700.82
Well 2010	18,647.44
Improvements	3,510.67
Chlorinator	2,627.00
Electrical System	9,931.00
Fire hydrants	8,520.86
Generator	13,998.00
Initial Purchase	75,000.00
Accumulated Depreciation	-158,180.35
Total Water System	35,705.16
Total Fixed Assets	35,705.16
Other Assets	
Start Up	
Start-up Expenses	6,666.84

11:26 AM

11/10/22

Accrual Basis

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

	<u>Oct 31, 22</u>
Amortized Amount	<u>-6,666.84</u>
Total Start Up	0.00
Total Other Assets	0.00
TOTAL ASSETS	<u>173,338.82</u>
LIABILITIES & EQUITY	
Equity	
Retained Earnings	179,420.33
Net Income	<u>-6,081.51</u>
Total Equity	173,338.82
TOTAL LIABILITIES & EQUITY	<u>173,338.82</u>

Big Lagoon Community Services District
Profit & Loss Budget Performance
 October 2022

	Oct 22	Budget	Jan - Oct 22	YTD Budget	Annual Budget
Ordinary Income/Expense					
Income					
Non Compliance Fee	0.00	0.00	25.00	0.00	0.00
Base Rate - Monthly	0.00	0.00	20,694.10	20,694.10	24,832.92
Water Usage Income	0.00	0.00	7,424.35	8,306.42	9,950.69
Late Fee	0.00	0.00	1,501.66	0.00	0.00
Adjustment / Returned Check	0.00	0.00	-145.25	0.00	0.00
Donation	0.00	0.00	0.00	0.00	0.00
Total Income	0.00	0.00	29,499.86	29,000.52	34,783.61
Gross Profit	0.00	0.00	29,499.86	29,000.52	34,783.61
Expense					
Non-Cash Expenses					
Depreciation Expense	0.00	0.00	0.00	5,676.00	7,568.00
Total Non-Cash Expenses	0.00	0.00	0.00	5,676.00	7,568.00
Operational Expenses					
Supplies	318.40	150.00	1,135.81	1,500.00	1,800.00
Training	862.50	0.00	929.50	0.00	0.00
Dues	215.00	200.00	865.00	475.00	475.00
Electric	0.00	300.00	2,285.32	3,000.00	3,600.00
Gas	0.00	75.00	0.00	750.00	900.00
Insurance	352.00	350.00	4,415.20	4,350.00	4,350.00
Maintenance	11,932.97	750.00	17,959.59	7,500.00	9,000.00
Office Supplies	262.21	0.00	1,167.95	149.90	200.99
Postage	0.00	50.00	90.00	500.00	600.00
Regulatory Expenses	0.00	0.00	500.00	1,000.00	1,000.00
Water Testing	0.00	180.00	1,275.00	1,800.00	2,160.00
Total Operational Expenses	13,943.08	2,055.00	30,623.37	21,024.90	24,085.99
Organizational Costs					
Legal Fees	883.50	300.00	4,958.00	4,200.00	4,800.00
Total Organizational Costs	883.50	300.00	4,958.00	4,200.00	4,800.00
Total Expense	14,826.58	2,355.00	35,581.37	30,900.90	36,453.99
Net Ordinary Income	-14,826.58	-2,355.00	-6,081.51	-1,900.38	-1,670.38
Net Income	-14,826.58	-2,355.00	-6,081.51	-1,900.38	-1,670.38