

## **BIG LAGOON COMMUNITY SERVICES DISTRICT**

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

**Saturday September 18, 2021 - 6:00 PM      Meeting held using ZOOM**

#### **1. Chair's Call to Order (Bill)**

The open/regular meeting of the Big Lagoon Community Services District convened at 6PM. 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, Water Operator  
Community members in attendance: Louise Minor; John Donohoe, Larry Davis

#### **2. Recognize Public Correspondence received by 5:00 PM, Sept 17 (Bill)**

Correspondence was received and distributed from: Catherine, Louise, Dana and Greg.

#### **3. Agenda for September 18, 2021 (Bill) Amend / Approval**

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

#### **4. August 21, 2021 Unapproved Meeting Minutes (Bill) Amend / Approval**

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

### **STATUS REPORTS (Public may comment after each report is given)**

#### **5. School Pipeline Project (Bill)**

RCAC needs to know how many students/staff are at Big Lagoon School. Bill provided them with information received from Dana. State Water Boards continues to work on this project.

#### **6. Brush removal around well site (Bill)**

Coastal Tree chipped all the piles. Three BLCSD volunteers put chips down on the road leading to the well site, as well as the parking area. After fire season, Bill will have Cal Fire survey the area to see if there is any more work that needs to be done to improve the well site's defensible space. Gus thanked Bill for a job well done.

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

##### **7.1 Water meter replacement update**

Gus reached out to Kathy Richards (Badger Co.), seeking a status report on the viability of using cellular technology. She was on vacation. After we hear back from her, we will be able to make a strong recommendation to our community in terms of which water meter system to consider. The pending report will be delivered in October.

In answer to Louise's question, Gus replied that after we receive the status update, we will try and coordinate with Kathy to give us a (zoom) presentation about the various meters.

## **8. Treasurer's Report (Dick)**

### **8.1 September Financials: P&L, Balance Sheet**

All the reports have been distributed for everyone to review.

### **8.2 Update regarding overdue accounts**

We have never had an 'overdue accounts' policy. With information received from Joey, a first draft of this policy was sent out to get the ball rolling. To make the best use of the Board's time, each member can read and digest the info and fill in the blanks with appropriate amounts. Dick will take all the feedback received and create a second draft of this policy. To aid the Board members, Dick will provide examples of appropriate ranges of dollar amounts. Gus asked Dick if he could project future revenue based on proposed increased rates and Dick answered that he will see what he can come up with.

Chuck commented that a 'late fees / interest' contract would need to be agreed to and signed in advance by our customers. Dick replied that we have never done this and therefore no one has signed a contract. Chuck thinks we need to table this topic and do more research.

Chuck also noted that California has extended the moratorium indefinitely on turning water off for unpaid bills. Louise wanted to know what happens if a customer refuses to sign a 'late fee/interest' contract, to which Dick replied that this important question has to be figured out. She also asked why 'liens' were not discussed in the first draft? Dick replied that liens fall under 'legal suit' and this needs to be further expounded upon.

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

We are pumping approximately 7000 gallons per day.

Bill asked Val to update the Board on the 'school meter / running toilet' situation. Val replied that the toilet is fixed and that the school meter is under-reporting. He feels that the meter needs to be replaced and wants John Morgan to both recommend and install the new meter. Val estimated a cost of approximately \$1000 to have a new meter fixed and installed.

## **10. Meter Reader's Report (Dana)**

Dana was not present to give her report.

## **11. Storage Capacity & Fire Suppression status report (Dick)**

Updates on this topic will be addressed soon.

## **ACTION ITEMS**

### **12. Volunteer's Inherent Risk Acknowledgement – see Packet (Gus)**

Our existing liability insurance does not provide any coverage for volunteers, only 3<sup>rd</sup> parties. Gus, with Bill and Val's help, has crafted a new document draft that includes language that will make potential risks associated with volunteer activities transparent to our community. Gus has recently become aware of the potential of BLCSD purchasing supplemental liability insurance from a private firm. He will do more investigation and he thinks this is a worthy consideration for our Board. He requested that this topic be tabled until October.

Bill noted that several of the public comments asked why can't we get supplemental insurance to cover our volunteers? In answer to these inquiries, he is researching what is possible and affordable regarding medical coverage for volunteers in California. We should have answers to these questions in October. Louise suggested that once we have the exact wording of what type of policy we are looking for, we could share this info with the community, who may have insurance agents who can provide the type of policy we are seeking at a good price. Louise also suggested that when researching liability insurance potentials, we should look at the realm of all volunteer organizations in order to receive the best deal.

**NEW BUSINESS** (Public may comment by raising hand after Board discussion)

**13. Drought Emergency Conservation Measures Update (Chuck)**

Chuck asked Joey to craft the final email invite for the new water conservation work group. After this is done, Mara will send the email to our community. Joey will also post the invitation on our website. There will be a limit of 4-5 people in this work group.

**14. Backflow Devices Update (Gus)**

Gus contacted John Morgan about developing a site-specific report that will identify all the components/requirements if we are to replace all of our water meters, as well as the possibility of including backflow devices and new shutoff valves. Gus asked the Board to approve a 'survey/site analysis' estimated to take 8 - 12 hours and cost approximately \$500 - \$750. A motion is not required, as we previously improved our maintenance budget by \$3600 from now until year end. Gus will contact John on Monday to get this project going ASAP. Louise asked who owns the backflow devices if they are on the owners side of the meter? Gus replied that after analysis, all options will be discussed. Dick added that we should integrate this language in the second draft of the water policy. In answer to Joey's question of why we are putting backflow devices on each house, Gus said it's now a requirement per code and it makes sense to address water meter replacement and backflow at the same time.

**15 PUBLIC COMMENT**

There was no public comment.

**16. Future Agenda Items from Board Members**

Dick noted that the last time we raised water rates was July 2015. He would like to add the following agenda item: Future Rate Increases 2022.

**17. Adjourn**

With no other business, the Chair adjourned the meeting at 6:38 PM.

The next regular meeting will be October 16 at 6PM on Zoom. NOTE: As of Oct 1, Zoom meetings are no longer allowed, per Governor Newsom, unless the district follows specific provisions that have not yet been met.

Submitted by Mara Friedman, Board Secretary