

BIG LAGOON COMMUNITY SERVICES DISTRICT

PO Box 847 Trinidad, CA 95570 boardsecretary@biglagooncsd.org

REGULAR MONTHLY BOARD MEETING AGENDA

The regular meeting of the Board of Directors of Big Lagoon CSD will be held Saturday, December 17 at 10:00 a.m. in the Big Lagoon Elementary School Community Room. 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 Masks and social distancing guidelines are no longer in effect and California has rescinded all temporary Covid protocols.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: boardsecretary@biglagooncsd.org up until noon on Friday, Dec 16, 2022, or comment on an agenda item when the Chair invites public comment. The Information Packet for this meeting is attached to this emailed Agenda. You can request the Packet by emailing: boardsecretary@biglagooncsd.org.

1. Vice Chair's Call to Order (Gus)

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. Oath of Office for New Board Members (Gus)

Administer oaths of office to Greg Sidoroff, Louise Minor and Catherine Munsee.

2.1 Elections for Chair, Vice Chair and Treasurer board positions (nominations, discussion and voting).

2.2 Meeting Dates 2023

3. Agenda for December 17, 2022 - Comments / Amend / Approval (Gus)

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. (Gus)

5. Recognize Public Correspondence received by noon on December 16th. (Gus)
6. November 19, 2022 Unapproved Minutes - Comments / Amend / Approval (Gus)

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

7. School Pipeline Project (Gus)
8. Vice-Chair's Report (Gus)
 - 8.1 Meter Box Project update
 - 8.2 Generator Grant Application
9. Treasurer's Report (Louise)
 - 9.1 Auditor proposal update
 - 9.2 Collecting on past-due accounts update
 - 9.3 Billing and finances software update
10. Water Operator's Report (Val)
11. Water Tank Technical Assistance update (Gus)
12. Drought Emergency Conservation Measures Update (Chuck)
13. New district email addresses for board members and staff. (Joey)
14. Review Strategic Planning Workshop - DRAFT Community Input Survey (Greg)
 - 14.1 Strategic Planning Facilitation Cost Estimate
15. ADJOURN

Meeting Packet Documents

Agenda Item 3: AGENDA for 12/17/2022 (PDF)

Agenda Item 5: Public Correspondence received by noon Friday, December 16th
(distributed in a separate email by 1PM Friday)

Agenda Item 6: Unapproved Meeting Minutes from November 19, 2022

Agenda Item 14: Strategic Planning Workshop - DRAFT Community Input Survey

Agenda Item 14 Strategic Planning Workshop - Additional Issues List

Agenda Item 14.1: Strategic Planning Workshop - Process Outline & Facilitation Cost Estimate

**BIG LAGOON COMMUNITY SERVICES DISTRICT
UNAPPROVED MINUTES of the Regular Monthly Board Meeting
Saturday November 19, 2022 at 10:30 AM in the Big Lagoon Elementary School
Community Room**

1. Chair's Call to Order (Bill)

The regular meeting of the Big Lagoon Community Services District convened at 10:30 AM.

Board members in attendance: Bill Wenger, Chair; Gus Satein, Vice Chair;

Dick Maier, Treasurer; Chuck King, Director; Louise Minor, Director

Staff in attendance: Val Castellano, Water Operator; Dana Hope, Meter Reader;

Mara Friedman, Secretary

Community members in attendance: G.Sidoroff, J. Donohoe, L. Donohoe, J. Blaine, M. Adler,

M. Coakley, C. Maier, H. Kurwitz, R. Wilson

Point of Order Regarding Public Comment Email sent by Catherine Munsee

Board Discussion: Dick stated the closed session with the attorney was not previously discussed with the Board and was not budgeted. He added that because there was no pending litigation, there was no urgency and the new board needs to be brought up to speed. Bill responded that the purpose of the closed session was to discuss important questions with the attorney. Bill added that in a previous situation regarding our well site easement, there was no opposition when he took the initiative and sought legal counsel. Dick replied that the two issues are not similar. He stated that a closed session would further increase mistrust among our customers and that we should table it in order to restore transparency and good faith in our community. Gus added that it is premature to consult with an attorney regarding the customer dispute in question. Chuck concurred with Gus.

MOTION made to table scheduled 10:30 AM Closed Session until new Board is seated.

Motion: Dick, Second: Louise – Motion Approved: 4 ayes, 1 nay

The meeting went into a break and reconvened in Regular Session at 11:15 AM.

2. Closed Session report out (Bill)

The Closed Session scheduled from 10:30 to 11:10 AM was tabled by a majority vote.

3. Agenda for November 19, 2022 (Bill) Comments / Amend / Approval

Following discussion between Board members, there were no changes to the agenda. Agenda is approved as distributed by Bill.

4. Public Comment

Many community members spoke specifically in regards to the Chair's 9/19/22 letter and related issues. Community members also commented on other BLCSD topics.

Board comments: The Vice Chair (Gus) read a statement regarding the Chair's 9/19/22 email and related issues. He stressed the importance that all Board members govern in accordance with public policy and procedures so as to avoid potential disruption within the Board, as well as erosion of public trust. Louise asked about accessing all communications between the Chair and the attorney. Dick responded that she can contact the attorney after she is seated on the new Board. He suggested this issue be placed on the agenda for the next meeting. The Chair (Bill) made a public comment explaining his actions regarding this issue. He expressed regret for having sent the 9/19/22 email.

5. Recognize Public Correspondence received by noon on November 18th. (Bill)

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

6. September 17, 2022 Unapproved Minutes (Bill) Comments / Amend / Approval

Mara wants to add M.Coakley to community attendees for the 9/17 meeting. Minutes are approved (with above correction) as distributed by Bill.

REPORTS

7. School Pipeline Project

7.1 Auditor Update (Louise/Dick)

Louise reported that the auditor we were intending to work with is overpriced. RCAC has recommended another auditor we might work with. This auditor is putting together proposals for both 1 year and 3 years. Dick had a conversation with the potential auditor, Christopher Brown from Riverside, CA. He noted that to keep costs down, the audit must be done virtually, which will involve a lot more work for the new Board. J. Blaine commented that McKinleyville CSD employs this auditor.

8. Vice-Chair's Report (Gus)

8.1 Meter Box Project update

Gus reported that the first 10 meters have been installed in just 3 days. The plumbers from Hooven were great to work with. The next phase of this project is at the school and it will be done during the holiday closure. As soon as we receive the rest of the shut-off valves, we will schedule the balance of the project. Our next reading will be a 'hybrid' approach: the newly installed meters will be read using the new Yuma tablet and the rest will be read by hand. Dick suggests that we do a 'test' reading before the actual reading.

9. Treasurer's Report (Dick)

9.1 Collecting on past-due accounts

Bill recused himself from discussion. Public comment: G. Sidoroff requested that the Board consider forgiving interest and penalty fees on past due accounts incurred before September 1, 2022. Dick noted that all past due arrear balances are being handled. Louise added that if customers who are in arrears do not honor their 'Payment Agreement', finance charges and penalties that were previously forgiven would be reinstated. Our new billing system has been vetted and approved by the attorney and the Board. The old invoice showed the amount due for the current billing period only. Previously, statements were provided only when requested and not sent out automatically. When the new policy was implemented in May, all customers were mailed a copy of the new policy, as well as a statement. This is Dick's last meeting serving as Treasurer. He read a personal statement, that among other topics, offered suggestions for the future Board.

9.1.1 Arrearages collected from September billing

9.1.2 Arrearages yet to be collected

Dick noted that there is only one arrearage left to be resolved and he hopes to come to an agreement with the customer and have them pay the balance due.

9.1.3 Arrearages in dispute and recommended resolution

9.2 Financial Statements

9.3 Resolution to add Louise Minor to banking privileges

Dick will soon be stepping down as Treasurer and Louise will be taking over his responsibilities. As such, we need to pass a Resolution to add Louise to BLCSD banking privileges.

MOTION made to make a resolution to add Louise Minor to BLCSD bank account.

Motion: Dick, Second: Chuck – Motion Approved: 5 ayes, 0 nays

10. Water Operator's Report (Val)

We are pumping under 4K gallons day. Val's main concern is the replacement of 100 to 200 yards of galvanized pipe at the south end of Roundhouse Creek. Chuck thinks that most of the pipes running south from the main line are galvanized. Val doesn't have an estimate for the cost of this project. The total bill from Hooven for our last repair was approx. \$12K.

11. Meter Reader's Report (Dana)

Dana and Matthew read the meters in early November. This reading covers water usage for September and October. The meters will be read next in January. Dana has expressed concern to the Board about higher than normal water usage at a specific address. Gus let her know that he spoke with the owner and was told that the home occupancy had doubled. He also showed the owner how to check for leaks. This customer has a newer meter, which most likely gives more accurate readings. The issue of increased water usage may occur with other customers after our new meters are installed.

12. Water Tank Technical Assistance Update (Bill)

Things are moving along. This project will be handed off to the new Board.

13. Drought Emergency Conservation Measures Update (Chuck)

The work group met about five weeks ago and Margie will write a summary of their efforts. The mission of this work group is two fold: 1. How does the Board respond to emergencies? 2. Community outreach regarding water conservation education and guidelines, as well as ways to relieve pressure on the system when we are experiencing temporary shut-downs. Margie is also working on a survey for our community regarding their thoughts about our water system. A potential goal for the work group is to hold a 'Water Education Day' informational event for our community. G. Sidoroff recommended that we include the school as part of our water conservation efforts. Gus added that our website is a perfect venue for the survey. He mentioned that we can do water audits (much like energy audits). He would like to see target dates from the work group on their various projects.

14. Billing and finances software update (Dick & Louise)

There was nothing new to report.

15. New district email addresses for board members and staff. (Joey)

Bill is transitioning off his official Board email on November 30th (Bill@BigLagoonCSD.com). Joey will help Bill with the transition and with archiving all his board emails. Joey noted that we now have Google domain: biglagooncsd.org. Joey can create an official email for Val as water operator if he requests. Going forward, all Board members (and staff) will use our new emails. Joey will create a tutorial for the new Board and will reach out to each of us individually. Joey is our official 'tech person' regarding BLCSD email questions and concerns. His email is web@biglagooncsd.org. Moving forward, all public correspondence should go to Mara (Board secretary), not the Chair.

16. Time and place of next Board Meeting to be announced by new incoming Board.

Bill will no longer be serving on the board as of December 2nd and by the end of November he will be phasing out his involvement.

17. ADJOURN

With no other business, the Chair adjourned the meeting at 1:15 PM

The date and time of our next regular meeting to be announced.

Submitted by Mara Friedman, Board Secretary

DRAFT Community Input Survey

In August and September the BLCSD Board and community members participated in two workshops in which several challenges and unmet needs facing the District were identified. As the Board of Directors works to develop a Strategic Plan to address the challenges and needs, they are seeking the input of the residents to inform the priorities for goal setting within the Strategic Plan. As rate payers and community members your input and opinions are needed and valued in directing the necessary work that serves to provide clean and safe drinking water to your community.

Below are a list of identified needs and challenges facing the District at present. The issues are categorized into "Administrative/Operating Needs & Challenges" and "Infrastructure Needs & Challenges"

Administrative/Operating Needs & Challenges: Rank the following with the numbers 1-14; 1 being the most important issue to address, 14 being the least important issue to address.

- ____ Review & Update By-Laws of the CSD
- ____ Conduct a Pros-Cons Analysis of annexation options for properties receiving services but not currently within the District boundaries.
- ____ Create a comprehensive Public Information system to include:
 - *Emergency Alert System*
 - *Customer / Rate Payer "Facts to Know" about the Big Lagoon CSD and being a customer/resident*
 - *State laws governing the CSD and public water systems*
- ____ Electronic Archiving system for District documents
- ____ Comprehensive rate study (currently proposed to be done by RCAC)
- ____ Analysis of rate structure options (fixed vs. tiered)
- ____ Emergency Response Plan (what will happen if water cannot be provided)
- ____ Written SOP's for all volunteer tasks
- ____ Succession plan for water operator
- ____ Job Descriptions for all necessary tasks and duties, currently being done by volunteers.

Infrastructure Needs & Challenges

- ____ Increased water storage capacity in order to:
 - *Meet minimum fire flow requirements*
 - *Acquire Alternative/Additional Well sites*
- ____ Total water system assessment and analysis to determine:
 - *Vulnerabilities of existing system*
 - *Long term repair and replacement plan*
- ____ MOU with property owner of existing well site property
- ____ Communication with Green Diamond Resource Co. re: School property to potentially develop MOU with GDRC for possible well site?? Or regarding future of school property.

Strategic Planning Process Outline and Facilitation Cost Estimate
Lesley Frisbee Facilitation and Technical Writing Services

- Input Workshops/Meetings*:
 - 3 public workshops/meetings that will be spent working to clearly define goals and actions to be included in a 5 year plan and 10 year plan
 - These workshops will be 2-3 hours each.
 - 1 meeting to present DRAFT plan to board and community for Board approval.
- Facilitator will plan input workshop activities that
 - serve to prioritize challenges and needs and narrow down what can conceivably be accomplished within 5 years and 10 years.
 - Identify specific actions that move the District toward goal achievement for each goal.
- Facilitator will compile all input gathered through workshops into a DRAFT 5 year Strategic Plan that includes a activities to be considered over 10 years.

Estimated Cost for Facilitated Strategic Planning Process: \$2,100

- If additional workshops or meetings are required or requested, in excess of 4, The billing rate for Facilitator is \$75 per hour.

If the BLCSD Board of Directors would like to schedule these services, I can draft a formal Service Agreement for your signature and approval.

Lesley Frisbee, Consultant/Facilitator
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