

**BIG LAGOON COMMUNITY SERVICES DISTRICT
UNAPPROVED MINUTES of the Regular Monthly Board Meeting
Saturday May 21, 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. Bill welcomed Louise to the Board. 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; Louise Minor, Director
Staff in attendance: Val Castellano, Water Operator; Mara Friedman, Board Secretary
Community members in attendance: Joey Blaine, Mary Coakley, John Donohoe (zoom), Cindy Maier (zoom)

2. Agenda for May 21, 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.*

John D. asked about the longevity of the new valve handles in the meter box mock-up. Gus will address his concern later in the meeting.

4. Recognize Public Correspondence received by noon, on May 20th (Bill)

No public correspondence was received.

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

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

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

6. Changes to how Minutes will be reported (Mara)

Mara shared that she took an online course about Meeting Minutes and based on the information, her minutes will now be briefer with few public comments.

7. School Pipeline Project Update (Bill)

We need to pass Resolution 22-01, which makes Dick our authorized representative to work with SWRCB. Dick noted that it's our intent to seek 100 % financing for this project. Bill will correct typos in resolution and have Mara sign the revised version. LACO gave an estimate of \$55K for the survey/design phase of this project.

MOTION made and seconded to pass Resolution 22-01 (with corrections).

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

8. Vice-Chair's Report (Gus)

8.1 Meter Box Project update

Gus and Chuck did a walk-thru of all our meters and ascertained which boxes will be plastic or concrete. On 4/9/22 there was a meeting to discuss the project phases with Val, Chuck and Gus. It was decided to divide the project into three phases: 1. School and 3 houses across the road; 2. Oceanview; 3. Roundhouse Creek. The intention is for all three phases to be completed this year if possible. Gus will invite the contractor to do a walk-thru of our community before the project to get a clear idea of the project scope. The mock-up of the new meter demonstrated that there is plenty of room in the new meter boxes for 2 shut-off valves. On May 8th, Gus signed a purchase agreement with Badger. Early August is the target date to launch the project. A container to safely store materials will be delivered to Dick's property at the end of July. Gus will try and have another meeting towards the end of May. He addressed John D. question about new shut-off valve handles. There is a concern that metal handles will corrode even if encapsulated. Perhaps each owner can decide if they want to pay extra for a stainless steel handle? The water shut-off handle can be easily replaced. Gus will investigate the option of stainless steel screws, which would make replacing handles easier. In the hopes of avoiding excess labor costs, Gus wants to create a volunteer work crew in July to clear vegetation/stones around each meter box, as well as partially excavate the boxes. This will make it as easy as possible for the contractors to do their work. Gus suggested that a 4 ft x 8 ft clearance around each box is optimal, although Bill thinks this is too large and not realistic. Following completion of the project, the volunteer crew will pick up old boxes/meters and deposit them at the well site. We may be able to recycle or possibly sell the old equipment. Dick noted that his box will be extremely difficult to remove and asked who is responsible for the cost of removing the few challenging boxes in our district? Gus suggested that he is supportive of our Board approving the cost to relocate the hard to access boxes. Gus noted that we are putting in concrete boxes in a handful of locations that are vulnerable to traffic.

8.2 Well site monitoring volunteers

Val has trained Bob and Louise. While Val is out of town June 5-12, they will manage the well site monitoring. There is a phone list of who to contact in case of emergency. We are building a strong team: Gus is trained, Rob will be retrained and Chuck will also volunteer. The training will be formalized and there will be a phone tree in case of emergencies.

9. Treasurer's Report (Dick)

9.1 Financial Statements

Our Annual Report with the State of California has been filed and we are good through 2021. There is a link on our website to the State Controllers Report. Dick found an error in our current financial statement and will issue a revised final report. During the last billing cycle we collected on our oldest and largest account's receivable and reduced our arrears by over a third. A new, increased insurance bill from SDRMA will come in June and it is within our budget.

9.2 Cost of Service Analysis (CSA) in lieu of professional Water Rate Study

The cost of a professional water rate study is higher than we're prepared to spend. A CSA can project Capital Improvement costs as part of its analysis. A rough estimate of 1 1/2 - 2 million dollars would replace our current system and would increase our base rate 2-5 times. Our current base rate of \$47 could increase to \$160 (or more), which would likely not go over well with our customers. We need to look at a scenario of what really needs to be replaced. This would justify a rate increase, which could be implemented over time, incrementally. Dick raised the following questions: How do we deliver water if we have an emergency? How much are we willing to spend to protect our system? Gus thanked Dick and said that we will look into these issues at our Strategic Planning Retreat. Dick will be away between 6/9 and 7/23 and Mara will take care of the deposits during this time. Dick will bill the base rate in July, plus 80% of July 2021 water usage and will include a note of explanation in the July bill. All necessary billing adjustments will be made in September. We will need to get a final meter reading before we swap out the old meters for new ones and Gus will coordinate this with Dana.

10. Water Operator's Report (Val)

10.1 Pumping report

We are pumping 5-7K gallons/day. Our water table is stable. Our new pump is sounding at approx. 97 feet. We do four soundings a year and are due to sound our well again soon.

10.2 2021 CCR

The 2021 CCR report shows that all is working well and that we have great water with minimal minerals and salinity. In July 2024 the state is requiring that we do a Lead Survey from the meters to each home in our district. This survey is an unfunded mandate and requires trenching to gain an actual physical look. We are a small district and doing the best we can. Most of our pipes are PVC. Val talked with Paul Rosenblatt (Westhaven CSD) regarding the future potential of 'Joint Powers Authority', which refers to consolidation of small water districts such as ours with Westhaven. In this possible scenario, we would retain our system infrastructure and Westhaven would be responsible for the water operator, billing and all managerial tasks.

11. Meter Reader's Report (Dana)

Dana was not present and there was no report.

12. Storage Capacity & Fire Suppression Update (Dick)

There are no updates and Dick will look into this further in September.

13. Drought Emergency Conservation Measures Update (Chuck)

The workgroup (Chuck, Eric, Margie and Catherine) last met on May 7th. Topics of discussion: the fragility of our water table; who are we sharing our water source with and how big is it? Catherine is putting together a survey to share with our customers regarding conservation measures. It is very important that our district develop a Water Shortage Contingency Plan.

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

Joey previously put together a shopping cart of PPE and safety equipment to be ordered. He will resend the list to Dick. This list includes: cones, reflective vests, safety glasses and gloves.

15. Strategic Planning Retreat – When, Where, Who

The retreat will be held on a Saturday in September. We need to finalize the date. It will be a full day and will include a catered lunch.

ACTION ITEMS

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

16.1 Adopt as Policy? Yes / No

Board discussion: Louise brought up the need to add a provision if the property owner is not a customer. Bill asked her to mark-up the revision on the draft policy.

MOTION made to adopt the draft Water Policy with the addition of three words “and property owner”.

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

Bill will finalize the revision to the Water Policy and mail it out to our customers.

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

MOTION made for the Water Policy to go into effect with September billing.

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

17. Budget revisions (Dick)

17.1 Regulatory? Yes / No

MOTION made to adopt the Regulatory budget revision increase by \$1000.

Motion: Gus, Second: Louise – Motion Approved: 5 ayes, 0 nays

17.2 Legal? Yes / No

MOTION made to adopt the Legal budget revision increase by \$1200.

Motion: Gus, Second: Louise – Motion Approved: 5 ayes, 0 nays

18. Humboldt LAFCO Special District Election (Bill)

MOTION made to vote for incumbent Troy Nicolini for regular member and incumbent David Couch for alternate member.

Motion: Bill, Second: Gus – Motion Approved: 5 ayes, 0 nays

19. FUTURE AGENDA ITEMS FROM BOARD MEMBERS

There are no future agenda items.

20. ADJOURN

With no other business, the Chair adjourned the meeting at 11:42 AM.

The next regular meeting will be Saturday, June 18 at 10 AM in the Big Lagoon School Library and will also be accessible via Zoom

Submitted by Mara Friedman, Board Secretary