

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, July 30 at 10:00 a.m. in the Big Lagoon Elementary School Community Room. This will be a hybrid meeting that allows members of the public to participate remotely via Zoom as authorized by Government Code 54953 until January 1, 2024. The link to join the meeting via Zoom:

<https://us02web.zoom.us/j/86273803395?pwd=ZVVEK21UclY4cnJkbGlsV0dSQ05wdz09>

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 in the following paragraph. In the event of a technical disruption the board cannot continue further action on the agenda until the issue is resolved (CA Government Code 54953 (e)(2)(D).

The public may submit written comments or questions on any agenda item to the Board at: biglagooncsd@gmail.com up until noon on Friday, July 29, 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 July 30, 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 July 29th (Bill)

5. June 18, 2022 Unapproved Minutes (Bill) Comments / Amend / Approval

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

6. School Pipeline Project Update (Bill)

6.1 LACO submitted a revised SOW and Fee Estimate

6.2 District must be audited, or submit 3 years tax returns

7. Vice-Chair's Report (Gus)

7.1 Meter Box Project update

8. The Treasurer's Report is moved to August 20th board meeting

9. Water Operator's Report (Val)

10. Meter Reader's Report (Dana)

11. Storage Capacity & Fire Suppression Update (Bill)

11.1 Submitted Application for Project Development Technical Assistance to North Coast Resource Partnership

11.2 Big Lagoon community Status per NCRP and DWR is an Economically Disadvantaged Community & a Severely Disadvantaged Community

12. Drought Emergency Conservation Measures Update (Chuck)

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

14. Strategic Planning Retreat – When, Where, Who

NEW BUSINESS

15. Handling of finances after Dick leaves office (Bill & Dick)

15.1 Billing software & integration with Badger Beacon SW

15.2 Who maintains General Ledger?

15.3 Move to monthly billing once new meters installed

16. Future agenda items from board members

17. ADJOURN

Meeting Packet Documents

Agenda Item 4: Community Correspondence submitted by noon Friday, July 29th, and distributed in a separate email by 1:00 PM on Friday.

Agenda Item 5: Unapproved Meeting Minutes June 18th, 2022

Agenda Item 15. Example Billing Statement for Big Lagoon CSD

**BIG LAGOON COMMUNITY SERVICES DISTRICT
UNAPPROVED MINUTES of the Regular Monthly Board Meeting
Saturday June 18, 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 10:03 AM.

Board members in attendance: Bill Wenger, Chair; Gus Satein, Vice Chair;
Chuck King, Director; Louise Minor, Director; not present: Dick Maier, Treasurer
Staff in attendance: Mara Friedman, Board Secretary
Community members in attendance: none (in person or zoom)

2. Agenda for June 18, 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.*

Bill will open the meeting to Public Comments if interested participants join the meeting later on.

4. Recognize Public Correspondence received by noon on June 17th (Bill)

No public correspondence was received as of 1 PM on Friday 6/17/22.

5. May 21, 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. School Pipeline Project Update (Bill)

SWRCB asked LACO to revise 'Scope of Work'. LACO estimates that this revision will be completed by the end of next week. Board Discussion: Are we obligated to provide water to BL School if the school closes? It was suggested that our attorney review our contract documents. Some board members agree with this idea and others feel that this is premature and that it is best to wait and see.

7. Vice-Chair's Report (Gus)

Gus thanked Chuck and Mary for taking responsibility for the daily water samples when needed.

7.1 Meter Box Project update

There was a meeting on 5/28 with Gus, Chuck, Val and John Morgan. A message was sent out to our community regarding this upcoming project. Val reached out to an attorney and was given clarification that we are in compliance with requirements to procure materials and it is not required that we get competitive quotes, although we have done so.

The anticipated start date of the project is mid August. We have reserved a storage container in which all the materials will be safely stored. It will be delivered at the end of July onto Dick's property. In July, we will coordinate the 3 project phases.

7.2 Well site monitoring volunteers

Gus thanked Louise and Bob for filling in for Val while he was away.

~~8. Treasurer's Report (Dick)~~

9. Water Operator's Report (Val)

Gus reported for Val. We are pumping approx. 5800 gallons day. Our water quality continues to be great. Val and Gus flushed out the main water line. There was a problem at 466 Roundhouse Creek Rd. The problem has been resolved and we are investigating the causes. We have a plan in place to address this particular issue when we replace the water meters. It is important to flush the system, but we do not want a reoccurrence of this issue.

10. Meter Reader's Report (Dana)

Dana was not present to provide update.

~~11. Storage Capacity & Fire Suppression Update (Dick)~~

12. Drought Emergency Conservation Measures Update (Chuck)

All but one member of the workgroup met on 5/7. Discussion mainly focused on the fragility of our well site and the water table. There are many unanswered questions. A subsequent meeting will be scheduled soon. Catherine M. will be sending out a multi-faceted survey to our community members. We are looking at the McKinleyville template to give the Board guidance as to steps to be taken in cases of emergency.

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

Joey was not present to provide update.

14. Strategic Planning Retreat – When, Where, Who

Bill will work on the details and schedule the retreat, which will be on a Saturday in September at the school. We have interested parties volunteering to participate.

15. Two board vacancies at end of current term (Dick & Bill will be leaving).

At the end of our current term (December 2022), we will have 2 board vacancies. It is important that we begin to advertise the upcoming vacancies ASAP to see who may be interested on joining the Board. Louise will renew her term as Board member when her current term ends in December.

Over the next several months, it is crucial that we discuss the viability of our continuation as a Special District. To govern ourselves as a Community Services District we need to seat a five member board. If at the beginning of 2023 it turns out that we are not viable as a CSD, we need to alert SWRCB, Humboldt LAFCo, and Steve Madrone (District 5 Supervisor). If we don't have a full board of five directors, we may need to look at 'Managerial Consolidation' or 'Joint Powers Authority'. Both of these structures would involve our CSD merging with another water district, such as Westhaven CSD, Big Lagoon Park Corporation (a mutual water company), or Orick CSD.

Although Dick is stepping down as Treasurer, he has agreed to remain on as bookkeeper for a short time while the transition to our new Treasurer is underway. Gus noted that we should be able to contract bookkeeping services on a monthly basis. We would need to hire a CPA for a yearly audit. Chuck added that we need to be proactive and immediately start looking for new Board members. Chuck mentioned that he will also step down at the end of his tenure. Bill noted that he will be handing off all of the work involved in the 'Pipeline Project' when he steps down and that he will be available for consultation during the transition period of the new Chair.

16. Future agenda items from board members

No future agenda items were presented.

17. ADJOURN

With no other business, the Chair adjourned the meeting at 10:54 AM.

The next regular meeting will be Saturday, July 30th at 10 AM in the Big Lagoon School Library and will also be accessible via Zoom

Submitted by Mara Friedman, Board Secretary



BIG LAGOON

COMMUNITY SERVICES DISTRICT

P.O. BOX 847, TRINIDAD, CA 95570
 BIGLAGOONCS.D.ORG
 (707) 677-208

YOUR MONTHLY USAGE (in gallons)



SPECIAL MESSAGE

Now accepting online payments at www.biglagooncsd.org.

STATEMENT

ACCOUNT INFORMATION

ACCOUNT NUMBER	1234596489
SERVICE ADDRESS	123 OCEANVIEW DR
SERVICE PERIOD	05/01/22-06/30/22
BILLING DATE	7/10/2022
DUE DATE	8/5/2022

CURRENT ACCOUNT ACTIVITY

PREVIOUS METER	CURRENT METER	USAGE
88760	99800	11040

CURRENT ACCOUNT ACTIVITY

WATER BASE RATE @ \$47.50 PER MONTH	\$95.00
WATER USAGE PER CUBIC FEET RATE @ \$0.04	\$441.60
CURRENT DUE	\$536.60

PAST DUE	\$100.00
FINANCE CHARGE	\$2.00

CURRENT ACCOUNT ACTIVITY

TOTAL DUE	\$638.60
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PAYMENT COUPON

AMOUNT ENCLOSED

FOR OFFICE USE ONLY

CURRENT DUE	\$536.60
PAST DUE	\$102.00
TOTAL DUE	\$638.60

ACCOUNT INFORMATION

ACCOUNT NAME	SAMPLE NAME
ACCOUNT NUMBER	1234596489
SERVICE ADDRESS	123 OCEANVIEW DR
SERVICE PERIOD	05/01/22-06/30/22
BILLING DATE	7/10/2022
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 TRINIDAD, CA 95570

