

BIG LAGOON COMMUNITY SERVICES DISTRICT

APPROVED MINUTES of the Regular Monthly Board Meeting

Saturday August 20, 2022 at 10AM in the Big Lagoon Elementary School Library (incl participation via Zoom)

1. Chair's Call to Order (Bill)

The open/regular meeting of the Big Lagoon Community Services District convened at 10 AM. 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; Dana Hope, Meter Reader; Mara Friedman, Board Secretary
Community members in attendance: J. Blaine, M. Adler, M. Coakley

2. Agenda for August 20, 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 August 19th (Bill)

No public correspondence was received as of noon Friday 8/19/22.

5. July 30, 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 Audits required for 2019, 2020 and 2021

It is almost impossible to find a CPA willing to do these required audits.

6.2 RCAC will fund audits, but funding may not be available until the end of the year.

This will delay the project approval process.

6.3 Big Lagoon CSD must select the auditor

Dick noted that the CPA performing the audits must be highly specialized and concurred that it is very difficult to find a CPA firm who does government audits. He has sent inquiries to Eureka and Sacramento CPA firms. The cost may be 5K to 10K above normal fees. Dana will send Dick info regarding a firm in Sacramento who does the Big Lagoon school audits. RCAC may also fund a water rate study.

7.1 Meter Box Project update

All materials are here with the exception of the water meters and shut-off valves. Due to a supply chain issue, we are now hoping to receive the meters in September. The computer

tablet is stored at Gus's house and all other valuable materials are stored in the shed at Dick's. The installation schedule has been revised, with an estimated start the end of August and completion the end of November. The schedule will be firmed up upon John Morgan's return. Phase 1 of the project will begin approx. 8/29 with careful excavation of soil around the existing meter boxes. Dana will read the meters on 9/1. The plan is to excavate boxes at 4-5 houses per week and Gus will send out information in advance to specific homeowners. Gus made two announcements: Due to health concerns, he has made the decision to step down from the board at the end of March 2023, hopefully after the water meter project is complete. He will continue to do the daily water sampling, as well as helping Val. Also, after her long and valuable service to our community, Dana is ready to hand off the job of meter reader to another volunteer. She is willing to be trained as a support person for our new meter reading technology.

8. Treasurer's Reports (Dick)

After paying for recent water meter equipment purchases, we remain in good shape financially with a balance of 148K in our bank account. Our receivables balance has significantly lowered to \$5500. Dick is developing a new billing statement which will show receivables. He noted that a response was received from our attorney regarding 'landlord issues'. Because we have a policy, our customers are not required to sign anything. We have no authority to transfer billing information to landlords regarding their tenant's payment history. It is up to each landlord to include this requirement in their rental agreement. Our new policy goes into effect September 1st. Dick asked Louise to send him summary information regarding financial assistance.

9. Water Operator's Report (Val)

All continues to function well. We are pumping approx. 5K gallons day. The well was sounded and our water table is at 92.2 feet. We ran pump #2 for 4 minutes before shutting down. Our galvanized pipes are still strong, but restricted. Brad did a great job of brush clean-up along the road and well site.

10. Meter Reader's Report (Dana)

Dana did not have a report. She will read the meters on September 1. Bill will read the meter at 181 Oceanview after the house is vacated.

11. Storage Capacity & Fire Suppresion Update (Bill)

11.1 Discussed application with Plan West Partners and West Coast Watershed management, and GHD water/funding engineer

Bill has applied for a 5K-15K grant toward a Technical Feasibility Study. If we don't find an auditor, our funding will stop. He is optimistic that the new Big Lagoon school administration will continue the school as it is and does not want to walk away from this project.

11.2 Recommended district consider annexing school, the 3 homes across the street, and the parcel on which our well site is located.

Public discussion: Because the future of the Big Lagoon school district is unknown after the 2022-23 term, M. Coakley has concerns about annexing the school (not the homes). D. Hope would like to know why we are recommending annexation? Val noted that while he was originally opposed to annexing the school, he is now open to the idea because the school well could potentially be used for fire suppression. Board discussion: Chuck asked if the school eventually closes and becomes something else, will we be obligated to continue providing water? It was suggested that we discuss this question with our attorney to clarify. Bill is in support of putting in a new 4" water main that will deliver water to the school and the 3 adjacent homes. If in the future the school becomes something else, we can simply turn off the water. If a new pipe is installed, it will be placed in the street and not within the easement.

12. Drought Emergency Conservation Measures Update (Chuck)

There is no update. Chuck is hoping to reconvene the workgroup in September. The purpose of the workgroup is both to survey our community about concerns regarding water conservation, as well as to develop water emergency measures.

13. Safety-related supplies update (cones, vests, etc.) (Joey)

Most of the safety supplies have arrived (vests, gloves, glasses) and cones should arrive soon. Gus noted that garden tools will work well to ease soil around meter boxes and we will purchase some for the project.

14. 1st Strategic Planning Retreat (SPR) will be on August 27 from 9 to 1

Our SPR will be led by a professional facilitator. Her fee is \$75/hour. It is estimated that the total time for both retreats will be 12 hours (each meeting is 4 hours with 1 hour prep and 1 hour follow up). Louise questioned why there is a limit of 9 attendees at the retreat and feels strongly that it should be open to all interested community members. Margie stated that it became clear at our last meeting that we need to focus on 'people infrastructure'. She noted that the SPR is not a town hall where all concerns are brought up. Dana feels it is very important for our entire community to be informed of the SPR.

14.1 Objective: How do we move forward as a special district?

Board discussion: There is a question whether or not we must have a 5-member board. Chuck emphasized that we need to be in compliance with all governmental requirements. Gus noted that our aging community is at a point of reckoning.

14.1.a Going it alone with aging infrastructure may be untenable

Bill stated that we are at a pivotal point for our community to determine our best options as we move forward into the future. We are considered a 'severely disadvantaged community', which means there is funding available to us.

14.1.b Demands on board members are a major burden

Bill noted that although the original topic for the SPR was 'infrastructure', because of the heavy workload on our board members, we need to focus on getting a part-time general manager. While the typical role of a board member is to help advise and to solve issues, our board members are acting as unpaid staff. Chuck noted that if our board continues to exist, we need a general manager who knows how to write specialized grants for our type of district.

14.2 Second Planning Retreat to build on August 27 outcome(s)

The date of the second SPR will be decided at the first SPR on 8/27.

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

Dick will be stepping down as treasurer in December. For almost 13 years, Dick has offered free CPA services and this has been an immensely valuable asset to our district.

15.1 RVS billing software 4-month free trial will start September 1.

Dick will run RVS and Quickbooks side by side during the trial.

15.2 Who maintains the General Ledger?

Bill is negotiating with two individuals who may take on our billing and who also understand RVS software. We will still need a Treasurer to write checks

15.3 Move to monthly billing once new meters installed?

15.4 Hire a part-time contractor to manage financial matters?

Dick is pursuing finding a bookkeeper (independent contractor). A part time bookkeeper earns approx. \$700 to \$1000 per month. Where will the records reside after the transition? We may need to acquire a Dropbox bank service at some point. A board member will need to do oversight and compliance reports, as that is not the bookkeeper's responsibility. All reporting is done online. We have no federal filing reporting. Louise may be interested in taking on the oversight responsibilities and Dick will include her in the transition process.

16. Communicating with the landlord when a renter is in arrears.

16.1 Do we have up-to-date information on all out-of-area landlords?

Dick thinks he has all up-to-date information regarding district landlords.

17. Future agenda items from board members

There were no future agenda items.

18. ADJOURN

With no other business, the Chair adjourned the meeting at 11:58 AM

The next regular meeting will be Saturday, September 17th at 12:30 PM in the Big Lagoon School Community Room and will also be accessible via Zoom

Submitted by Mara Friedman, Board Secretary