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Neighbors working together to ensure Big Lagoon Community Service District's water needs are met today, tomorrow, and into the future.

BIG LAGOON COMMUNITY SERVICES DISTRICT

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

REGULAR BI-MONTHLY BOARD MEETING AGENDA

The regular meeting of the Board of Directors of Big Lagoon CSD will be held Saturday, January 27, 2024 at 9:30 a.m. in the Big Lagoon Elementary School Gymnasium. **AT the Conclusion of the regularly scheduled Board Meeting a Strategic Planning Session Will be held. ALL ARE WELCOME TO ATTEND.**

The public may submit written comments or questions on any agenda item to the Board at: boardsecretary@biglagooncsd.org up until noon on Friday January 26, 2024 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. Chair's Call to Order (Greg)

*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. Public Participants are 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. Agenda for January 27,2024 - Comments / Amend / Approval (Greg)

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. **There is a time limit of three (3) minutes per person.** (Greg)

4. Recognize Public Correspondence received by noon on January 26 ,2024. (Greg)

5. November 17 ,2023 Unapproved Meeting **Minutes** - Comments / Amend / Approval (Greg)

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

6. Chair's report (Greg)

6.1) Board Vacancy-update .

6.2 Generator Install- New operations manual will be in the room for review.

6.3 Surplus asset disposal-update

6.4 Form 700 Requirements

6.4 Recovery analysis and Update on addresses with potential leaks and/or large usage. (Addendum #1)

6.5 2023 Accomplishments List (Addendum #2)

6.6 Small Water Supplier Water Conservation Assistance Program

(Addendum#3)

7. Treasurer's Report (Louise)- November/December Financials (Addendums #4,5,6)

7.1 Collecting on past-due accounts update

8. Drought Emergency Conservation Measures Update (Chuck/Catherine)

8.1 Update on distribution and feedback on silent leak testing

8.2 Conservation education plan for quarterly distribution

9. Water Operator's Report (Val)

10. Meter Readers Report/Community Liaison (Dana)-

11. Technology update (Joey)- Detailed meter analysis

12. Future agenda items from board members

13. ADJOURN

Meeting Packet Documents

- Unapproved Minutes from 11/18/23 Meeting**
- Addendum #1- Recovery Analysis**
- Addendum #2- 2023 Accomplishments**
- Addendum #3- Conservation Assistance Program**
- Addendum #4- P/L YTD Comparison**
- Addendum #5- P/L Budget Performance**
- Addendum #6-Balance Sheet**

BIG LAGOON COMMUNITY SERVICES

UNAPPROVED MINUTES of the Regular Bi-Monthly Board Meeting

Saturday November 18, 2023 at 10 AM - Big Lagoon Elementary School Gymnasium

1. Chair's Call to Order (Greg)

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

Board in attendance: Greg Sidoroff, Chair; Louise Minor, Treasurer; Chuck King, Director; Catherine Munsee, Director

Staff in attendance: Mara Friedman, Secretary; Val Castellano, Water Operator; Joey Blaine, Technology Services; Dick Maier, Accounting

2. Agenda for November 18, 2023 – Comments / Amend / Approval (Greg)

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

3. Public Comment

There was no public comment.

4. Recognize Public Correspondence received by noon on November 17, 2023 (Greg)

No public correspondence was received.

5. September 16, 2023 Unapproved Meeting Minutes - Comments/Amend/Approval (Greg)

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

REPORTS

6. Chair's Report (Greg)

6.1 Board Vacancy - review demographic breakdown data

Greg is still not able to find someone to join the board. He reported the following approx. data regarding our district: 69% are owners who live here full-time; 13% are owners who live here part-time; 10% are renters who live here full-time; 5% are whole house short-term vacation rentals. The rest is vacant land. There is approx. 10 single occupancy households in the District. There is a small, shrinking pool of community members who are eligible to serve on the board, with few households left who have not either already served or are a current staff member.

6.2 Generator Grant Replacement update. Potential install dates 12/12 & 12/13

We signed a contract with a local and PGE approved company Haven Electric to install our new main generator. In addition, a separate contract was done to reconfigure the site so that the existing generator will be used as a back-up. The total contract came to \$29K: \$26K to install the new generator and \$3K to hook up the back-up generator. \$26,800 was approved for this project. Greg made the decision for the additional funds after reviewing it with one other board member and a staff member. The contract included getting all work permitted. The new generator will be housed outside.

The potential install dates are now 12/5 & 12/6. Val will go to well site on 11/19 to clean-up the area. There will likely be some service interruptions and Mara will keep the community informed via email notices. Greg is looking for volunteers to be onsite during the install. We will pursue grants for a battery. The Coast Central Credit Union grant check for \$6800 is in the bank.

6.3 Surplus asset disposal – update

Joey will bring a flatbed to load up and haul away the surplus materials..

6.4 Grant opportunities - DWSRF

No Update.

6.5 Recovery analysis-update on addresses with potential leaks and/or large usage.

A benefit of the new meters is that we have data that shows we are losing approx. 190 gallons of water/day that is unaccounted for. Possible reasons for the loss are: Val's testing, leaky pipes, etc). This loss is only 4% of water usage and if it stays low, we don't need to remedy it.

6.6 SDRMA Letter of Recognition

SDRMA reported that we at BLCSD are doing a good job!

6.7 Dates for 2024 Meetings (January 20, March 16, May 18, July 20, September 21, November 16). (Vote)

After discussion, it was proposed that the January 20th date be changed to January 27th. The 1/27 meeting will be important, as we will set the priorities for 2024. It will likely run 3 hours (rather than 2).

MOTION made to approve proposed 2024 meeting dates, with change of 1/20 to 1/27.

Motion: Catherine, Second: Chuck – Motion Approved: 4 ayes, 0 nays

7. Treasurer's Report (Louise) - Sept/Oct Financials

7.1 Collecting on past-due accounts update

There is still only one past-due account. If it is not settled by December 30th, the 30 day collection process will begin. #181 OV past-due bill has been settled and account is closed.

7.2 Update on returns of Terms of Service (TOS) agreements

All TOS agreements have been collected except one (the same customer noted in 7.1). Louise will send a certified letter to the homeowner.

7.3 Investing opportunities via CD's - update

Louise has purchased one 20K CD. In January she will buy a second 20K CD and in May a third 20K CD. The CD's have a one year term with approx. 4.5 percent interest.

7.4 Proposed 2024 Budget (Vote)

Louise worked on the proposed 2024 budget with Dick. Even with the rate increase, we are still at a break even. We will have to pull funds from reserves for any unexpected emergencies.

MOTION made to adopt the 2024 budget.

Motion: Catherine, Second: Chuck – Motion Approved: 4 ayes, 0 nays

8. Drought Emergency Conservation Measures update (Chuck/Catherine)

Catherine has identified pertinent info to share with our community and Rob will help her distribute flyers. She may also post info on our website.

8.1 Update on distribution and feedback on silent leak testing

There may be an annual community reminder to check for leaks with tablets.

8.2 Conservation education plan for quarterly distribution

Catherine will work with Mara to send out periodic emails regarding water conservation.

9. Water Operator's Report (Val)

Val reported all is good. Our average water usage is 3300 gallons/day. The last sounding was at 92 feet, the water table is steady. Chlorine levels are being kept down to .8-.9 parts per mill.

9.1 Update on procedure manual - Sample manual available in room for review.

With the help of Val, Bob and Rob, Greg has started putting together a Well Site Procedure Manual. Greg asked Gus to give him info on how daily water testing is done to include in manual. Gus announced that he will do the daily water testing through the end of 2024.

10. Meter Readers Report / Community Liaison (Dana)

Greg reported as Dana was not present. On 11/1 the meters were read manually as well as with the tablet and it was determined that we can now forgo manual reading. Greg noted the tablet is challenging to operate. Greg and Joey created a Meter Reader Manual with tablet operating procedures. Dick, Joey and Greg will work on interfacing the meter reader data with Quick Books software. Gus asked Joey about shadowing McKinleyville meter readers.

10.1 Trinidad Area CERT Training

Dana became aware that there was a CERT training in Trinidad two weeks ago, but no one in the greater Trinidad area was notified or invited to attend. It was a 23-hour certified training to respond to emergencies. Dana requested that Trinidad repeat the training, so BLCSD could participate, as well as receive CERT equipment.

11. Technology update (Joey) - Sample procedure manual in room for review.

Greg is notifying customers whose water usage levels are double the community average to alert them to check for possible leaks. The sample manual was passed around the room.

12. Discuss Strategic Planning Workshop dates and format.

Greg will send out a list of topics for the January meeting. The focus will be Strategic Planning.

13. Update from Mara on District Contact List (DCL)

Mara reported that the updated DCL is essentially complete.

14. Future agenda items from board members

There were no future agenda items.

15. ADJOURN

With no other business, the Chair adjourned the meeting at 11:08 AM.

The next regular meeting will be Saturday January 27th, 2023 at 9:30 AM in the Big Lagoon School gymnasium.

Submitted by Mara Friedman, Board Secretary

Recovery Analysis January 01,2024

This is our 4th effort to ascertain how much water BLCSO is pumping vs how much is being billed to customer accounts.

Master Well November 01 – 8,127,500 gallons
Master Well January 01, 2024 -8,339,000 gallons
Usage- 211,500 gallons 3,467 gallons per day
Billed usage (Nov 01-January 01) – 199,017 gallons
Variance- 12,483 gallons
Variance %- 5.9 %
61 day billing cycle

Loss per day: 205 gallons per day

Well site usage has been determined to be about 90 gallons per week: $90 \times (61 \text{ days} \div 7 \text{ weeks}) = 783$ gallons.

Value of water loss (current rates)- $205 \times (.005519) = \$1.13$ cents per day.

Lost Water per day on July 01 Evaluation: 177 gallons 3.83 % of 235,800 gallons

Lost Water per day on September 01 Evaluation: 211 gallons 4.19% of 312,800 gallons

Lost Water per day on November 01 Evaluation: 189 gallons 4.5% of the 255,700 gallons

Some factors that influence “lost water/not billed”- usage at the well site, if a fire hydrant is used/tested, leaks in service pipes past the well meter but before customer meters.

The master meter was read at the end of reading all of the customer meters. This was approximately 1 hour later. I will continue to monitor the recovery percentage to identify trends. I think it is most important to analyze the gallons lost vs the percentage as the percentage is most likely to continue to climb as we go into the slower months.

While the percentage of loss is the highest yet, the gallons per day is in the range of the other three times this analysis has been performed. At this time I don't think it is worth investing time and resources into trying to lower the loss, based on the age of the system. If the gallons lost per day significantly spikes then it needs to be pursued.

Greg



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2023 BLCSD Major Accomplishments by Board and Staff

(No priority or chronological order)

- Completed Install of new meters and new meter boxes
- Switched to electronic (tablet) meter reading vs manual
- Resolved all long time past due accounts
- Received grant for \$11,500 from Humboldt Area Foundation offsetting customer bills by \$250 each + \$1000 for BLCSD Propane costs
- Received Grant for \$6800 towards new backup generator
- New back up generator installed and operating
- Implemented a Terms of Service Agreement
- Conducted a community input survey
- Invested some District savings in CD's to increase income
- Cross-trained several community members as backup to Val for water testing procedures
- Implemented a rate increase and conducted an area rate survey
- Updated and improved the customer contact list
- Created 3 operating manuals for legacy documents (meter reading, water testing, and backup generator)
- Implemented or updated policies for backflow devices, record retention, and surplus asset disposal
- Implemented community outreach for water conservation (toilet tabs)
- Resolved several major leaks on the customer side of the meter.
- Implemented/approved a water shortage contingency plan
- Implemented and performed a water recovery analysis process (4 times)
- Completed conversion to BLCSD emails vs personal emails
- Completed process to obtain a Unique Entity Identifier- this is a critical to have in place to apply for any Federal Grant monies.

Small Supplier Water Conservation Assistance Program



As a critical initiative contributing to the water supply strategy adapting to a drier and hotter future announced by Governor Newsom in August 2022, the DWR will provide direct assistance and installation to small water suppliers to increase water conservation.

The Small Suppliers Water Conservation Assistance Program is designed to assist small water suppliers and communities overcome challenges with acquiring funding and implementing drought and conservation programs by providing them with direct technical, managerial, financial, and demand management implementation assistance.

How will this program be implemented?

To develop a Supplier Work Plan, DWR will engage small water suppliers and tribal communities within the identified working groups to obtain program participants and identify the specific services to provide to the small water suppliers. Outreach services will be conducted to build awareness of assistance being offered to their customers. This includes, but is not limited to, collaboration with small water suppliers in developing customer outreach and communications to increase awareness and interest in the following:

- Customer metering (among suppliers without 100 percent customers metered)
- Indoor water efficient fixtures (toilets and showerheads)
- Leak detection services
- Flow meters and groundwater level monitors for drinking water production wells
- Special studies (abridged water shortage contingency plans, rate studies, and leak detection studies)

Who is eligible?

DWR has evaluated the state to select some of the most water and drought vulnerable small water suppliers (defined as those that serve 15 to 2,999 connections) to reach out and engage for Program technical assistance. Vulnerable suppliers were identified in each hydrologic region of California, by applying the vulnerability assessment to the supplier selection process, the Program can reach small water suppliers that are most in need. This program is not open for applications, selected small water suppliers will be contacted by a program representative.

With the selected suppliers, DWR will work to assess each system's needs and develop an appropriate Supplier Work Plan. The Supplier Work Plans will include:

- The types of services DWR will provide, budget, and schedule
- Communication matrix
- List of staff, subcontractors, and/or vendors

Local agency match funding is not required to be eligible for this small water suppliers conservation funding program.

How will this program be funded?

The Budget Act of 2021, as amended by Assembly Bill 180 (Ting, 2021), provides funding to DWR for small water supplier conservation (Section 25, Item 3860-101-3398 Conservation for Small Suppliers).

Small Supplier Water Conservation Assistance Program



Contact Information:

(916) 256 2694

DWRWaterConservation@ghd.com

Additional Website Resources:

[Go Golden](#)

[Save Our Water](#)

[Water Use Efficiency \(ca.gov\)](#)



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Governance is taking the wishes, needs, and desires of the community and transforming them into policies that govern the district.

Strategic Planning 2024

Objective: Identify priority projects for BLCSD Board and Staff for 2024 and how to achieve the items identified given the resources available.

Background Data

Top 5 Items(by frequency) identified for Administrative in the March 2023 Community Survey

- Review and update by-laws of the CSD to include update all policies and procedures
- Emergency response plan/what if the district can not supply water/Customer awareness training for developing their own emergency plan
- Succession plan for water operator
- Comprehensive rate survey/tiered pricing model
- Create a comprehensive public emergency alert system/customer facts to know/ terms of service agreement

Top 5 Items(by frequency) identified for Infrastructure Needs in the March 2023 Community Survey

- Increase water storage capacity in order to meet fire flow requirements and emergency needs (currently only a 2 day supply)
- Back up well/ alternate well sites/ current back up not adequate
- Total water system assessment and analysis- vulnerabilities/ replacement schedule
- MOU with property owners of existing well site
- Develop a capital improvement plan outside of rate increases- pursue grants and loans.

Summary Data from September 2022 Strategic Planning

Summary of BLCSD Strategic Planning Workshop
September 17, 2022

- Reviewed questions from August 27th session and shared information related to those questions.
 - *How is “Severely Disadvantaged” community defined?*
 - Definition of a “Severely Disadvantaged Community”: as defined in Water Code 79505.5 is a Community with MHI of less than 60% of the statewide MHI. According to 2020 census data the **statewide MHI is \$78,672. 60%= \$47,203. Big Lagoon CDP** (census data place) **MHI=\$45,735**
 - What is difference between Mutual Water Co. and Special District?
 - Mutual Water Co. are non-profit corporations that serve water only to their shareholders. They are governed by a board elected by the share holders. That are regulated by the CPUC and the SWRCB (just as the special district is). Residents would be the share holders, and the water rates would still be responsible for covering the costs of water delivery and capital improvements.
 - According to LAFCo, The challenges facing BLCSD would not necessarily be relieved by becoming a Mutual Water Co. While some regulations and requirements may be different, many would stay the same and in both cases the funding streams and options for funding for capital improvements pose similar challenges under both structures.
- In discussing the difference between a CSD and a Mutual Water Co. the conversation naturally shifted to identifying needs and challenges of BLCSD for which a strategic plan needs to be drafted and implemented.

Participants identified a variety of needs and challenges for BLCSD to address through strategic planning (outlined below).

Administrative/Operating Needs & Challenges	Infrastructure Needs & Challenges
<ul style="list-style-type: none"> • Review & Update By-Laws • Conduct a Pros-Cons Analysis of Annexation options • Create a comprehensive Public Information system to include: <ul style="list-style-type: none"> ○ 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 	<ul style="list-style-type: none"> • Increased water storage capacity <ul style="list-style-type: none"> ○ Meet minimum fire flow requirements ○ Alternative/Additional Well sites • Total water system assessment and analysis to determine: <ul style="list-style-type: none"> ○ Vulnerabilities of existing system ○ Long term repair and replacement plan • MOU with property owner of existing well site property

<ul style="list-style-type: none"> • 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. 	<ul style="list-style-type: none"> • Communication with Green Diamond Resource Co. re: School property—potentially develop MOU with GDRC.
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During the discussion of needs and challenges, grant writing and grant administration was frequently brought up as a funding source and a challenge as both writing/applying for grants and administering grant awards are time consuming and can be labor intensive. While grants can and do provide funds for needed projects, that the CSD would not otherwise have, large grants are typically reimbursement based (you have to spend the money first and get reimbursed after providing all required documentation), projects relying on grant funding take time and require consistent time and work through the entirety of the project as grants have documentation and reporting requirements to ensure that funding is used as it was intended to be used. That BLCSD is operated by volunteers, makes relying strictly on grant funding for projects more challenging as it requires people to commit to dedicating a significant amount of their personal time in service to the District.

Additional Items raised by Community since survey

- 1) Fire vulnerability of the well site and equipment- implement proactive measures
- 2) Water usage of short term vacation rentals and the potential for more short term vacation rentals in the community and their impact on the ability to continue to run the District as an all-volunteer entity. For the last 8 months of 2023 STVR's used 49.88% more water then the district wide average for a single-family home.
- 3) Battery storage at well site to offset electric costs

Immediate Staffing Needs

- 1) 5th Board Member
- 2) Technology assistance- website maintenance, electronic document storage

Planning Staffing Needs

- 1) 1 expiring Board seat December 2024
- 2) Accounting/billing back up or outsource
- 3) Certified Well Operator when Val decides to completely retire