

BIG LAGOON COMMUNITY SERVICES DISTRICT

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

BOARD MEETING AGENDA

A meeting of the Board of Directors of Big Lagoon CSD will be held
Saturday, January 18, 2025 10am

VENUE CHANGE: 294 Roundhouse Creek Rd (Maier's House)

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 18, 2025 or comment on an agenda item when the Chair invites public comment. The Information Packet for this meeting is attached to this emailed Agenda.

Chair's Call to Order (Staff)

*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.*

Old Business

1. Approve minutes from November 16, 2024 meeting.

New Business

1. Review Resume from John Janeczko water operator - Dick
2. Review and Vote on proposed contract for John Janeczko - Dick
3. Discuss budget increase if contract is approved - Dick
4. Update work performed and projects in progress with GHD - Staff
5. Update on Cal Fire outreach - Dick
6. Update Rate Study – Dick
7. Update North Coast Regional Partnership meeting - Dick
8. Financial Reports 2024 – Louise and Dick
9. Water Operation - Gus

All customers of the BLCSD are invited to this meeting.

Richard Maier Staff 707-599-4090 accounting@biglagooncsd.org

BIG LAGOON COMMUNITY SERVICES

UNAPPROVED MINUTES of the BLCSD Board Meeting

Saturday November 16, 2024 at 10 AM - Big Lagoon Elementary School Gymnasium

Chair's Call to Order (Staff)

The board meeting of the BLCSD convened at 10 AM.

Board in attendance: Louise Minor, Treasurer; Chuck King, Director; Catherine Munsee, Director.

Staff in attendance: Dick Maier, Accountant; Mara Friedman, Secretary; Gus Satein, Staff

OLD BUSINESS

1. Approve minutes from meeting July 28, 2024

MOTION made to approve the 7/28/24 minutes as distributed.

Motion: Louise, Second: Chuck - Motion Approved: 3 ayes, 0 nays

NEW BUSINESS

1. Approve Proposed Budget for 2025. (Dick)

MOTION made to approve the proposed 2025 Budget.

Motion: Chuck, Second: Louise - Motion Approved: 3 ayes, 0 nays

2. Review what has taken place since special meeting. (Dick)

Due to financial constraints, the MCSD board decided not to take action on BLCSD at this time. In February or March, Dick will recontact Patrick Kaspari (MCSD General Mgr). Dick talked to Jeff at California Water Board, who will do some investigation to see if they can assist us. LAFCO thinks a consolidation is necessary if we can find funding and a willing partner. They are also willing to help us. If we have a major failure in our water system, there is emergency money available. Louise has also spoken with several organizations about this issue.

3. What do we do next (Dick)

In the future, what happens if things 'fall apart'? For example, what if we lose our water operator? We will not have our water shut off. How long before the state of CA decides we are not a feasible water board? Dick and Louise will continue to pursue all possible paths forward for BLCSD. Gus suggested that we be preemptive and investigate an independent water operator ASAP. After discussion re: our 2025 meeting schedule, it was decided that we will continue to meet every other month on the third Saturday. Dick will ask Joey to post this info on our website.

4. Water Operation (Gus)

Our new volunteer Denise Dowdall is taking over the daily water testing from Gus, who has done this task for four years. Chuck and Gus will be her backups. The school had a water leak on October 15, 2024. Val became aware of the situation at midnight and immediately went to the well site, where he discovered that we had lost all of our 10,000 gallons of stored water. After determining that the leak was not at the well, he went to the school to investigate and discovered it was a leaking toilet. This emergency situation revealed a lack of communication between the school and BLCSD. Dana, Gus and Christy Ng (Principal/Superintendent) had a meeting on 10/28 to review events on the evening of the leak. In the future, the school will notify the water district of any plumbing issue. We need to establish a protocol for any future emergencies with the school. The school toilets and gate valves will be replaced thru the GHD free program. The date has not been established, although we are hoping it is no later than February 2025. Once the date is set, GHD will spend one week doing water conservation measures throughout our community. The community will be provided at least two weeks advance notice prior to installation of water conservation measures, to let them know that this free program is a 'first come, first serve, limited supply'. Dana will coordinate this program. We will place door hangers and Mara will send out an email. Perhaps a notice will be included in our next billing? Our billing rate study is in progress. Gus is requesting a Leak Detection Study report.

ADJOURN

Dick adjourned the meeting at 10:45 AM.

The next board meeting will be on Saturday January 18 at 10AM.

Submitted by Mara Friedman, Board Secretary

John Janeczko
PO Box 4204
Arcata, Ca 95518
707-822-7246

Licenses: State Water Resource Control Board--
Water Treatment T 3 # 22960
Distribution D3 # 10127
C.W.E.A. Laboratory Analyst Grade I

Pelican Bay State Prison CDCR, Crescent City, CA 95531 11/2005 – 5/2015

Planned and provided technical and functional supervision of inmates for a tertiary wastewater plant. Supervised, directed, trained, and evaluated inmates. Wrote justification and purchase orders, conferred with Chief Engineer on projects and budget expenses. Maintained and repaired plant equipment and facilities, maintained an efficient inventory of parts and supplies, communicated with other department personnel.

City of Eureka, 4301 Hilfiker Ln, Eureka, CA 95503 1/2001 – 6/2005

As an Operator II for the City of Eureka, I was required to monitor all aspects of plant operation and perform troubleshooting functions, and conduct routine mechanical repairs, operate equipment, maintain budget expenses, fill out State and Federal reports, have a working knowledge of computers and SCATA system, and be able to enter data in spreadsheets. Have skill in using all manner of hand and power tools, proficient in backhoe, bobcat, forklift, and experience with landscape tools.

As a retired annuitant I have been working for the City of Eureka at the water and wastewater plants since 2020 to 2024. All licenses are current and up to date.

INDEPENDENT CONTRACTOR AGREEMENT

This Independent Contractor Agreement (the "Agreement") is made between:

Client: Big Lagoon Community Services District (Client name) with a mailing address of
PO Box 847 Trinidad, CA 955570 (the "Client"), AND

Contractor: John Janeczko (Contractor name) with a mailing address PO Box 4204
Arcata, CA 95518 (the "Contractor").

WHEREAS, the Client intends to pay the Contractor for Services provided, effective 02/01/2025, (the "Effective Date") under the following terms and conditions:

1. Services. The Contractor agrees to perform the following for the Client:

Water operations as directed by Val Castellano and or Craig Satein.

Hereinafter known as the "Services".

2. Payment. In consideration for the Services to be performed by the Contractor, the Client agrees to pay the following:

- \$125/ for 4 Hours.
- After 4 hours \$40 per hour.

The Contractor agrees to be paid:

- Within 10 days upon receipt of an invoice.

Completion shall be defined as the fulfillment of Services as described in Section 1 in accordance with industry standards and to the approval of the Client, not to be unreasonably withheld.

3. Due Date. The Services provided by the Contractor shall:

- Be completed as scheduled.

4. Termination. This Agreement shall terminate upon the:

- Completion of the Services provided.

5. Option to Terminate. The Client and the Contractor shall each:

- Have the option to terminate this Agreement at any time by providing 30 days' written notice.

6. Expenses. The Contractor shall be:

- Contractor will be reimbursed for expenses that are attributable directly to the Services performed under this Agreement.

- 7. Insurance.** The Contractor agrees to bear all responsibility for the actions related to himself.
- 8. Contractor Status.** The Contractor, under the code of the Internal Revenue Service (IRS), is an independent contractor, and neither the Contractor's employees or contract personnel are, or shall be deemed, the Client's employees.
- 9. Other Business Activity.** The Contractor may engage in other business activities provided, however, that the Contractor shall not during the term of this Agreement solicit the Client's employees, clients, accounts, or other related business endeavors of the Client.
- 10. Assignment.** Neither the Client nor the Contractor may assign this Agreement without the express written consent of the other party.
- 11. Relationship Defined.** Nothing in this Agreement shall indicate the Contractor is a partner, agent, or employee of the Client.
- 12. Business Licenses, Permits, and Certificates.** The Contractor represents and warrants that all employees and personnel associated shall comply with federal, state, and local laws requiring any required licenses, permits, and certificates necessary to perform the Services under this Agreement.
- 13. Final Agreement.** It is agreed between the parties that there are no other agreements or understandings between them relating to the subject matter of this Agreement. This Agreement supersedes all prior agreements, oral or written, between the parties and is intended as a complete and exclusive statement of the agreement between the parties. No change or modification of this Agreement shall be valid unless the same be in writing and signed by the parties.
- 14. Legal Notice.** All notices or required or permitted to be given hereunder shall be in writing and may be delivered personally or by Certified Mail – Return Receipt Requested, postage prepaid, addressed to the party's last known address listed below:
- Client's Address: per page 1
Contractor's Address: per page 1
- 15. Indemnification.** The Contractor shall indemnify and hold the Client harmless from any loss or liability from performing the Services under this Agreement.
- 16. Governing Law.** This Agreement shall be governed under the laws in the State of California.
- 17. Severability.** This Agreement shall remain in effect in the event a section or provision is unenforceable or invalid. All remaining sections and provisions shall be deemed legally binding unless a court rules that any such provision or section is invalid or unenforceable,

thus, limiting the effect of another provision or section. In such case, the affected provision or section shall be enforced as so limited.

IN WITNESS WHEREOF, the Parties have indicated their acceptance of the terms of this Agreement by their signatures below on the dates indicated.

Client's Signature: _____ **Date:**

Print Name: Big Lagoon Community Services District

Contractor's Signature: _____ **Date:**

Print Name: John Janeczko



Water Saver

Water Conservation Assistance Program

Sign-up today



Claim your FREE water-saving fixtures and services!

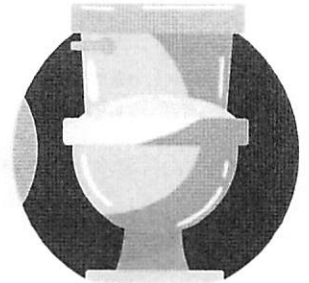
As a customer of Big Lagoon CSD, you qualify for:

Limited free fixtures are available, so sign-up today

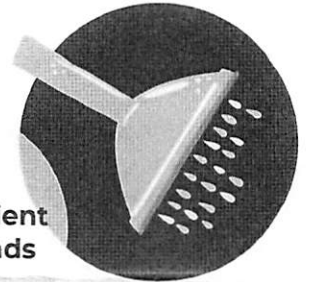
The State of California is giving away free water-saving fixtures and free leak repair services to owners of homes and community buildings in your area. This is part of a broader effort to conserve more of your precious local water supply. All fixtures and services are paid for by the State and will be provided and installed at no cost to you.

People in other communities have already begun to benefit from this program and it's now being extended to yours.

Water-Efficient Toilets



Water-Efficient Showerheads



Leak Repairs



Water Supplier Contact

To get in touch with your supplier, please contact:

Big Lagoon CSD — Dana Hope

✉ staff1@biglagooncsd.org

GHD Contact

For questions or more information, or to sign-up please contact a program representative:

☎ (916) 256 2694

✉ DWRWaterConservation@ghd.com

🌐 www.watersaverprogram.com





Water Saver

Limited free fixtures are available, so sign up today



Frequently asked questions

What happens when I sign up?

After filling out an online survey to identify the type and number of fixtures you would like to receive, you will be directed to a webpage to schedule the service online. Installations will occur during weekdays between 8am and 4pm. After choosing your preferred date and time, you will receive a confirmation email. If you do not receive this email, call the Program hotline below. The contractor will be sent to perform the work during the time you selected, and someone will need to be home to receive the services.

What fixtures and services are provided?

The State hires professional contractors and plumbers to provide and install new water-efficient toilets, sink aerators, and showerheads, in homes and community buildings. They will also inspect known leaks and repair them if possible. All fixtures and installation services are paid for by the State and are provided at no cost to owners.

Why should I participate?

Repairing leaks and using water-efficient fixtures helps you save water. Depending on how your water supplier charges you for services, this can lead to lower water bills. You're also helping to preserve a precious water supply for yourself and your community for future use.

What if I rent my home or community building?

Owner permission is required for participation. Please give this flyer or the information on it to the building's owner.

Who pays for the fixtures and services?

The costs of new fixtures and installation, as well as removal and disposal of old fixtures, are paid for by the State. You will not pay anything. The Budget Act of 2021, as amended by Assembly Bill 180 (Ting, 2021), provides funding to the State of California's Department of Water Resources to administer the program. See Section 25, Item 3860-101-3398 Conservation for Small Suppliers.

What if I have more questions?

Get in touch with GHD Inc, a program representative the State has contracted to manage this program.

What kind of toilets and showerheads are provided?

Toilets are elongated, white, and the ADA-compliant height of 17 inches tall, with a maximum of 1.28 gallons per flush. Showerheads are polished chrome, multi-spray pattern, 5-inch diameter head, with a 1/2-inch NPT (National Pipe Taper) fixed mount. If you currently have a corded showerhead, this will be replaced as well.

How well do the toilets and showerheads work?

Owners in other communities who received new toilets and showerheads similar to those you will receive say they work well, even though they use less water. One resident even said "I thought the new ones would exhibit a lot less water pressure, etc. I didn't notice any change which I liked."

What leak repair services are provided?

A technician will ask you about leaks at your home, inspect them, and repair the leak if feasible. Most common leaks, faucets, spigots, and sprinkler heads, can usually be repaired. If a repair is possible, the technician will explain the repair to be done and obtain owner approval before doing it. If time does not allow the leak to be repaired right then, the contractor will work with you to schedule a follow-up time to make the repairs.

How do I learn more about the program and state-wide conservation efforts?


The program is helping small water suppliers and their customers be more prepared for future drought, water shortage events, or dry years. This program helps small water suppliers meet the legislation requirements of Senate Bill 522. To find out more go to: <https://water.ca.gov/Programs/Water-Use-And-Efficiency/SB-552>

How do I sign up?

Go to www.watersaverprogram.com, use the QR code above or get in touch.

Get in touch

For questions or more information, or help signing up, please contact a program representative:

 (916) 256 2694

 DWRWaterConservation@ghd.com

 www.watersaverprogram.com



Big Lagoon Community Services District
Statement of Cash Flows
January through December 2024

	<u>Jan - Dec 24</u>
OPERATING ACTIVITIES	
Net Income	29,017.01
Adjustments to reconcile Net Income to net cash provided by operations:	
Accounts Receivable	<u>1,009.19</u>
Net cash provided by Operating Activities	30,026.20
INVESTING ACTIVITIES	
Water System: Meter Project	-661.92
Water System: Well Improvements	<u>-8,636.60</u>
Net cash provided by Investing Activities	<u>-9,298.52</u>
Net cash increase for period	20,727.68
Cash at beginning of period	<u>100,168.00</u>
Cash at end of period	<u><u>120,895.68</u></u>

Big Lagoon Community Services District

Balance Sheet

01/09/25

As of December 31, 2024

Accrual Basis

	Dec 31, 24
ASSETS	
Current Assets	
Checking/Savings	
Umpqua Savings	63,630.97
Umpqua Checking	57,264.71
Total Checking/Savings	120,895.68
Accounts Receivable	
Accounts Receivable	-2,536.50
Total Accounts Receivable	-2,536.50
Total Current Assets	118,359.18
Fixed Assets	
Water System	
Computer	785.50
Meter Project	31,573.71
Well Improvements	11,708.70
LP Tank	2,889.62
Fence	4,998.21
Pressure System 2011	10,038.00
2-5,000 Gal Tanks	19,700.82
Well 2010	18,647.44
Improvements	3,510.67
Chlorinator	2,627.00
Electrical System	9,931.00
Fire hydrants	8,520.86
Generator	43,033.00
Initial Purchase	75,000.00
Accumulated Depreciation	-160,072.35
Total Water System	82,892.18
Total Fixed Assets	82,892.18
Other Assets	
Start Up	
Start-up Expenses	6,666.84
Amortized Amount	-6,666.84
Total Start Up	0.00
Total Other Assets	0.00
TOTAL ASSETS	201,251.36
LIABILITIES & EQUITY	
Equity	
Opening Bal Equity	-544.57
Retained Earnings	172,778.92
Net Income	29,017.01
Total Equity	201,251.36
TOTAL LIABILITIES & EQUITY	201,251.36

**Big Lagoon Community Services District
Profit & Loss Budget Performance
January through December 2024**

01/09/25

Accrual Basis

	Jan - Dec 24	Budget	Jan - Dec 24	YTD Budget	Annual Budget
Ordinary Income/Expense					
Income					
backflow	90.00		90.00		
Non Compliance Fee	0.00	25.00	0.00	25.00	25.00
Base Rate - Monthly	28,852.84	28,634.40	28,852.84	28,634.40	28,634.40
Water Usage Income	7,807.02	10,172.57	7,807.02	10,172.57	10,172.57
Late Fee	30.00	45.00	30.00	45.00	45.00
Installation Revenue	5,000.00		5,000.00		
Adjustment / Returned Check	500.00	0.00	500.00	0.00	0.00
Interest	576.92		576.92		
Total Income	42,856.78	38,876.97	42,856.78	38,876.97	38,876.97
Gross Profit	42,856.78	38,876.97	42,856.78	38,876.97	38,876.97
Expense					
Operational Expenses					
Water Meters	360.00		360.00		
Supplies	0.00	1,188.60	0.00	1,188.60	1,188.60
Training	0.00	929.50	0.00	929.50	929.50
Accounting	1,023.72		1,023.72		
Dues	1,250.58	877.00	1,250.58	877.00	877.00
Electric	4,422.55	3,840.00	4,422.55	3,840.00	3,840.00
Gas	854.00		854.00		
Insurance	4,651.83	4,852.00	4,651.83	4,852.00	4,852.00
Maintenance	280.16	21,000.00	280.16	21,000.00	21,000.00
Office Supplies	186.57	1,297.94	186.57	1,297.94	1,297.94
Postage	255.73	90.00	255.73	90.00	90.00
Regulatory Expenses	50.62	500.00	50.62	500.00	500.00
Water Testing	1,272.00	1,475.00	1,272.00	1,475.00	1,475.00
Water Distribution Operator	160.93	374.06	160.93	374.06	374.06
Total Operational Expenses	14,768.69	36,424.10	14,768.69	36,424.10	36,424.10
Organizational Costs					
Legal Fees	0.00	1,800.00	0.00	1,800.00	1,800.00
Total Organizational Costs	0.00	1,800.00	0.00	1,800.00	1,800.00
Total Expense	14,768.69	38,224.10	14,768.69	38,224.10	38,224.10
Net Ordinary Income	28,088.09	652.87	28,088.09	652.87	652.87

3:39 PM

01/09/25

Accrual Basis

Big Lagoon Community Services District
Profit & Loss Budget Performance
January through December 2024

	<u>Jan - Dec 24</u>	<u>Budget</u>	<u>Jan - Dec 24</u>	<u>YTD Budget</u>	<u>Annual Budget</u>
Other Income/Expense					
Other Income					
Interest Income	<u>448.55</u>		<u>448.55</u>		
Total Other Income	<u>448.55</u>		<u>448.55</u>		
Net Other Income	<u>448.55</u>	<u>0.00</u>	<u>448.55</u>	<u>0.00</u>	<u>0.00</u>
Net Income	<u><u>28,536.64</u></u>	<u><u>652.87</u></u>	<u><u>28,536.64</u></u>	<u><u>652.87</u></u>	<u><u>652.87</u></u>