



BOARD OF DIRECTORS AGENDA

Saturday, December 13, 2025 | 11:00 am | Regular Board Meeting
Big Lagoon School, Community Room, 269 Big Lagoon Park Rd

The public may submit written comments or questions on any agenda item to the Board at:
boardsecretary@biglagooncsd.org up until noon on Friday, **December 12, 2025**,
or comment on an agenda item when the Chair invites public comment.

The BLCSD Board meeting agenda will be posted at the School no later than Wednesday, December 10, 2025.
The agenda will be on the BLCSD website and is emailed to the customers.

In accordance with the Americans with Disabilities Act, if you need a special accommodation to participate,
please contact the General Manager at (707)223-4567 at least 48 hours in advance.

Government Code Section 54954.3 provides that the public will have an opportunity to address the
Board on any item described on a regular or special meeting before consideration of that item.
The Board reserves the right to limit the time of presentation by individuals and groups

1. Regular Meeting Called to Order
2. Establish a Quorum of the Board, Roll Call
Louise Minor ___ Chuck King ___ Catherine Munsee ___ Vacant ___ Vacant ___
3. Review Roberts Rules of Order pg. 3
4. Approval of the Agenda - *Action to add, delete, or move items from any portion of the agenda or to pull any consent agenda items for discussion must be taken prior to approval of the agenda.*
5. Public Comment on Non-Agenda Items - *The Public is invited to present petitions, make announcements, or provide other information to the Board that is relevant to the scope of authority of the Big Lagoon Community Services District that is not on the Agenda. The Board may provide up to 15 minutes for this public input session. To assure that each individual presentation is heard, the Board may uniformly impose time limitations of 3 minutes to each individual presentation. The public will be given the opportunity to address items that are on the agenda at the time the Board takes up each specific agenda item.*
6. Reports of Staff and Board Members
 - a. Jennie Short, General Manager
 - b. Dana Hope, Community Liaison
 - c. Gus Satein, Staff
 - d. Joey Blaine, Webmaster
 - e. Mara Friedman, Board Secretary/Clerk of the Board
 - f. Louise Minor, Board Treasurer
 - g. Chuck King, Director
 - h. Catherine Munsee, Director

7. Correspondence
 - a. Steve Madrone - Trail system and stream crossing upgrades pg. 4 - 8
 - b. Any items received by the Board Secretary after the posting of this agenda

8. Consent Agenda

All matters on the Consent Agenda are considered routine in nature and are expected to be enacted by one motion. Members of the public may comment on any item on the consent agenda. However, Board Members will not discuss individual items among themselves unless those items are pulled off the Consent Agenda by a Board Member.

 - a. Approve Minutes of the October 18, 2025 Meeting pg. 9-10
 - b. Approve October 2025 Financial Reports pg. 11-16
 - c. Operations Report pg. 17

9. Discussion and Action Items
 - a. Board Members and upcoming Elections pg. 18-31
 - b. Board Meeting Schedule for 2026 pg. 32
 - c. Adopt the 2026 Budget Resolution 2025-01 pg. 33-35
 - d. Rate Study Status pg. 36-40
 - e. Prop 218 Process Resolution 2025-02 pg. 41-47
 - f. Water Storage Expansion for Fire Resilience Project (TA) pg. 48-51
 - g. Big Lagoon School Waterline Replacement Project {verbal}

10. Policies and Ordinances Review/Revision/Adoption
 - a. Procurement Policy (initial reading) DRAFT Resolution 2025-___ pg. 52-58
 - b. Check Signing Authorization Resolution 2025-03 pg. 59
 - c. DeMinimus Policy Resolution 2025-04 pg. 60
 - d. Leaks/ Excessive Water Use/Terms of Service pg. 61-77

11. Agenda Items for next Meeting {February 14, 2025 at 11am?}
 - a. Rate Study Status & Prop 218 Next Steps
 - b. Excessive Water Use Ordinance
 - c. Water Storage Expansion for Fire Resilience Project (TA)
 - d. Payment Options (check, stripe, etc)
 - e. Capital Improvement Plan
 - f. Audits
 - g. Strategic Plan outcomes and update
 - h. Meeting Behavior Agreement

12. Adjourn Meeting

Key Concepts of Robert's Rules

- Equality — All members have equal rights, privileges and obligations.
- Recognition — No one can speak until recognized by the chair.
- Focus — Personal remarks during the debate are out of order.
- One at a Time — Only one question can be considered at a time.
- Clarity — Members have the right to know the current topic and have it restated.
- Discussion — Full discussion of every main motion is essential.

Steps for each agenda item:

The General Manager, or other staff member, will present the item and any pertinent information from the staff memorandum.

The Board members will each be asked by the Chair if they have any specific questions of the staff person.

The Board members will have the opportunity to make a motion.

Basic motion process

1. **Raise your hand and be recognized:** Signal the presiding officer (chair) to get the floor.
2. **State the motion:** Once recognized, clearly state your motion (e.g., "I move to...").
3. **Second the motion:** Another member must second the motion to show there is support to discuss it.
4. **Debate:** The chair restates the motion, and members can debate it.
 - Debate is confined to the merits of the motion.
 - The public will be asked to provide comments.
 - The chair will call for a closing of debate (or a member can move to close debate).
5. **Vote:** The chair will restate the motion and call for votes.
 - The chair will ask for those in favor, then those opposed.
 - The chair announces the result.

Key rules and actions

- **Voice Vote:** Most common and called for by the Chair after debate.
- **Majority vote:** More than half of the votes cast by those entitled to vote. (Most common)
- **Two-thirds vote:** Required to close debate or for motions like extending time.
- **Call for a division:** If you doubt a voice vote, "call for a division" to request a counted vote, like a show of hands.
- **Roll Call Vote:** Can be used for any vote when a formal record of each person's vote is desired.
- **Amend a motion:** A motion to change an existing motion. It requires a second, can be debated, and requires a majority vote.
- **Points of Order:** Use for procedural problems. The chair decides on the issue.
- **Points of Information:** Used to request information or have a question that is immediate. The chair needs to address the member before the request is made.
- **Adjourn:** Use "I move to adjourn the meeting" to end the meeting. Requires a majority vote.
- **Silence as Consent:** If no one objects, silence is considered consent.
- **Closed Session:** The Board will take public comment prior to any closed session item and then a member will make the motion, "I move to go into closed session." A report out of closes session will be completed by the Chair or District Counsel.



Jennie Short <generalmanager@biglagooncsd.org>

Re: Request for Information on Projects with BLCSD SOI

Madrone, Steve <smadrone@co.humboldt.ca.us>

Fri, Dec 5, 2025 at 11:12 AM

To: Jennie Short <generalmanager@biglagooncsd.org>

Cc: "Ford, John" <JFord@co.humboldt.ca.us>, "Seemann, Hank" <HSeemann@co.humboldt.ca.us>, "Mattson, Tom" <TMattson@co.humboldt.ca.us>

We welcome your participation. We will meet at 2pm at the bottom of the c road on 12/8

Steve Madrone
County of Humboldt
Supervisor, District 5
(707) 476-2395

From: Jennie Short <generalmanager@biglagooncsd.org>

Sent: Friday, December 5, 2025 7:18 AM

To: Madrone, Steve <smadrone@co.humboldt.ca.us>

Cc: Ford, John <JFord@co.humboldt.ca.us>; Seemann, Hank <HSeemann@co.humboldt.ca.us>

Subject: Re: Request for Information on Projects with BLCSD SOI

Caution: This email was sent from an EXTERNAL source. Please take care when clicking links or opening attachments.

Thanks Steve. The short answer is yes, we have infrastructure in both of those roads, basically between both of the stream crossings. I would like to attend the meeting to hear the concepts and concerns of all parties first hand, if you are not opposed to that. What time on the 8th is the meeting scheduled for?

Also, are there any existing maps of the trails that are being upgraded? Are there any conceptual designs/sketches of the safety upgrades and/or repairs to the trails or stream crossings?

Thanks, Jennie

On Wed, Nov 26, 2025 at 6:33 PM Madrone, Steve <smadrone@co.humboldt.ca.us> wrote:

Hi Jennie. Yes there are efforts to improve safety on Roundhouse Creek trail and Oceanview trail for pedestrians and bicylists.

Both trails have active use and safety problems. Roundhouse Creek has two stream crossings that are almost completely washed out and many down trees and down abandoned phone lines crossing the trail. Oceanview has a nearly washed out stream crossing and a steep drop-off on the ocean side of the narrow trail.

We do have a meeting on December 8th at the bottom of the C Road with representatives from the Bog lagoon Corp to discuss options for improved safety. Knowing the location of

any underground utilities in these areas will be an important aspect of these two trail safety projects.

Thanks for reaching out. Steve

Steve Madrone
County of Humboldt
Supervisor, District 5
(707) 476-2395

From: Jennie Short <generalmanager@biglagooncsd.org>
Sent: Wednesday, November 26, 2025 3:28 PM
To: Madrone, Steve <smadrone@co.humboldt.ca.us>
Cc: Ford, John <JFord@co.humboldt.ca.us>; Seemann, Hank <HSeemann@co.humboldt.ca.us>
Subject: Re: Request for Information on Projects with BLCSD SOI

Caution: This email was sent from an EXTERNAL source. Please take care when clicking links or opening attachments.

Hi Steve,

The rumor mill seems to think State Parks is coordinating with the county on a project that involves Oceanview and Roundhouse Creek Roads (which contain our waterlines) and that there is a meeting on Dec 8th with the Big Lagoon Park water district to discuss changing right of ways and pedestrian traffic patterns in the area, etc. Is that unfounded?

Jennie

On Wed, Nov 26, 2025 at 3:00 PM Madrone, Steve <smadrone@co.humboldt.ca.us> wrote:

Hello. There no current projects that i am aware of. I have included John Ford our planning director and Hank Seemann our parks director here FYI.

There were a couple residents who were going to circulate a petition to modify or eliminate the Big Lagoon Design Review Committee from the Big Lagoon subdivision. I have not heard back from them.
Steve
Get [Outlook for iOS](#)

From: Jennie Short <generalmanager@biglagooncsd.org>
Sent: Wednesday, November 26, 2025 2:21:29 PM
To: Madrone, Steve <smadrone@co.humboldt.ca.us>
Subject: Request for Information on Projects with BLCSD SOI

Caution: This email was sent from an EXTERNAL source. Please take care when clicking links or opening attachments.

Hello Supervisor Madrone,

Please consider the attached letter and let me know if there are any documents to review or meetings that I should participate in.

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Thanks,

Jennie

Jennie Short
General Manager
Big Lagoon CSD
Cell: (707) 223-4567



BIG LAGOON
COMMUNITY SERVICES DISTRICT

©

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Thanks!
Jennie

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Thanks!
Jennie



BIG LAGOON
COMMUNITY SERVICES DISTRICT

P.O. Box 847
Trinidad, CA 95570
www.biglagooncsd.org

Via email: smadrone@co.humboldt.ca.us

November 26, 2025

County of Humboldt
Supervisor Steve Madrone
825 5th Street Rm. 111
Eureka, CA 95501

Subject: Coordination on projects within the Big Lagoon Community Services District
Sphere of Influence

Dear Supervisor Madrone:

I have recently been hired by the Big Lagoon Community Services District as their General Manager. I am reaching out to request that I be included in any conversations for projects that would be within or adjacent to the District's Sphere of Influence, which is attached for your reference. Big Lagoon is an unusual community in that there are four water purveyors in very close proximity. In addition to the 43 parcels our CSD serves, the Big Lagoon Park Company provides water to the large parcel that contains dozens of privately owned individually billed residences, the Big Lagoon Rancheria provides water to the rancheria homes, and the County water system for the campground and boat ramp restrooms. While there are multiple water purveyors, projects in the Big Lagoon vicinity have the potential to impact any or all of us.

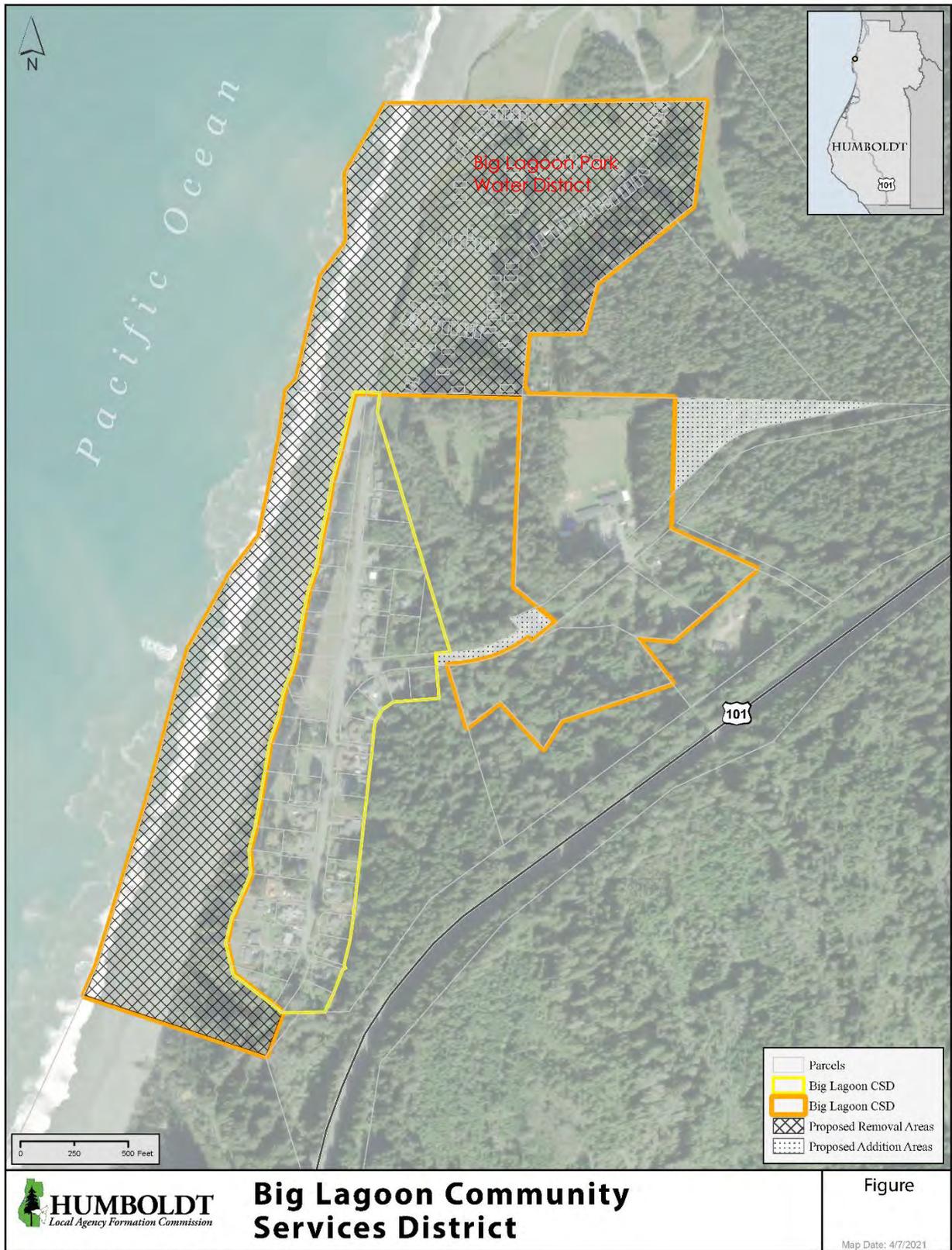
If there are either in person or virtual meeting(s) that I could participate in when projects are in the initial conceptual stage, I would appreciate being invited. If there are any preliminary plans or sketches of concepts associated with scoping of a project, please forward those to me so the District can provide appropriate input. I look forward to working with you in the future. Please feel free to reach out via email at generalmanager@biglagooncsd.org or phone at (707)223-4567.

Respectfully,

Jennie M. Short
General Manager

Enclosure: Sphere of Influence Map

Figure 3: Big Lagoon CSD Boundary and SOI Changes



BIG LAGOON COMMUNITY SERVICES DISTRICT
UNAPPROVED MINUTES of the BLCSD Board Meeting
Saturday October 18, 2025 at 10 AM - Big Lagoon Elementary School, Room 2

Chair's Call to Order (Staff)

The board meeting of the BLCSD convened at 10:02 AM.

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

Staff in attendance: (zoom) Dick Maier, Accountant; Mara Friedman, Secretary;

Dana Hope, Community Liaison; Gus Satein, Staff; Joey Blaine, Webmaster; John Janeczko, Assistant Water Operator; Jennie Short, General Manager Nominee

OLD BUSINESS

1. Approve minutes from the March 15, 2025 meeting.

MOTION made to approve the 3/15/25 minutes as distributed.

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

NEW BUSINESS

1. Public Correspondence received by noon 10/17/25

2. Treasurer's Report

2a. Profit and Loss 2025 - Louise

Dick reported that our balance at end of September is \$123K. We are on budget and no changes are needed for the October 2025 budget.

2b. Proposed 2026 Budget - Dick and Louise

The 2026 proposed budget includes an assistant Water Operator, a potential part-time General Manager and a bookkeeper to take over Louise's tasks. The total impact to our budget of these three positions is potentially 30K. Projected out over 5 years, we will run out of money if we do not make adjustments to our rates. A 218 study will have to be done. GHD put much time and effort into a preliminary rate study report. The board has some time to decide how a rate increase will be structured. Dick noted that a 3-tiered rate structure has many good aspects, although it requires more complex bookkeeping. Our water system has a somewhat high overhead. PGE, wellsite management and part-time water operator comprise about 20% of our budget. A base rate adjustment needs also to be addressed. If only water rates rise, full time residents will bear the cost burden. Chuck raised concerns about potential future infrastructure repairs and our district's ability to pay for them. Jennie added that our existing rate study needs to be updated because our proposed rates will be higher than the GHD report. She advised that it generally takes a year to implement new rates and estimates that new base rates will increase \$100 (or more) per month per customer. She added that BLCSD is designated as a financially disadvantaged community, which increases our grant eligibility. Gus noted that increased water rates will cover the expense of hiring contract employees and help our district move into the future on a more solid footing.

3. Discuss new Technical Assistance Grant - Louise

Thanks to the efforts of new BLCSD residents Phil Zerkel and Amanda Hickey, the grant application that volunteers from the district have been working on for over 2 years was completed. BLCSD was awarded a 15K technical assistance grant that addresses water storage expansion for fire resilience. Currently, we have only 10K water storage, not nearly enough. Louise, Dana and Gus formed a work group to focus on this topic.

3. Discuss new Technical Assistance Grant (continued)

MOTION made to support staff in meeting with state to further Technical Assistance Grant.

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

4. General Manager Contract Proposal - Jennie Short

4a. Staff recommendation to approve - Dick, Dana, Gus

Dick, Dana and Gus gave Jennie Short their full support and recommended she take over the tasks that Dick has been responsible for during the past 18 months prior to his move. They feel that her vast experience meets all of our district's various needs. Dana added that Jennie was recommended to the district 2 years ago as a candidate for part-time General Manager.

MOTION made for BLCSD Board to enter into a consultant services agreement with Jennie Short (aka 4 J's Consulting), as presented to the board today.

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

5. Water Operations - Gus

John reported our static water level is stable at approximately 93 feet. Between 7/1 and 9/1/25, we averaged 6500 gal/ day. Water samples submitted to Cal Water are OK. Gus reported there have been significant improvements since John began working for our district, including tree limbing at our well site. Val provided the school's superintendent with a series of water reports. John reported that all 3 of our wells are filling with sand. Only one well is functioning adequately. He wants to walk the pipe that runs to the school with Board /Staff. Chuck stated that fixing the pipe to the school is a priority. Jennie will focus on obtaining a planning grant that will help us to move ahead with pipe repair. She requested board members let her know what is important to them so we can strategize our priorities and advised more frequent meetings.

5a. Water Conservation - Louise

Louise requested that our Terms of Service be updated to address excessive water use by some customers that impacts the entire district. Joey shared that there is information in the McKinleyville bylaws that addresses the issue of excessive water use.

MOTION made for BLCSD Staff to provide a draft of updated Terms of Service clause pertaining to leaks for the next meeting.

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

FUTURE AGENDA ITEMS

- ~ Vote on new wording regarding leaks in Terms of Service.
- ~ Catherine requested that we finalize 'Meeting Agreements' Code of Conduct.
- ~ Jennie wants to discuss remedies to fill our 2 empty board member seats.

ADJOURN

Dick adjourned the meeting at 11:22 AM.

The next board meeting will be in December 2025.

Submitted by Mara Friedman, Board Secretary



BIG LAGOON
COMMUNITY SERVICES DISTRICT

P.O. Box 847
Trinidad, CA 95570
www.biglagooncsd.org

BOARD MEETING MEMORANDUM

Meeting Date: December 13, 2025
To: Board of Directors
From: Jennie Short, General Manager
Subject: November Financial Statements

GENERAL OVERVIEW

It is almost the close of this fiscal and calendar year. As you will see in the attached financial statements, the District is currently over the budget by \$7,395.49 for total expenses, mainly from the additional unbudgeted expense of hiring a contract water operator. The net income is \$2,623.15 less than budgeted. This amount is smaller than total expenses because the Operational Income is \$4,164.75 more than budgeted and the Other Income is \$607.59 more, which offset the overage in expenses.

RECOMMENDATIONS

Receive and file the financial statement reports

ATTACHMENTS

Profit and Loss for October - November 2025 (actual compared with budget YTD)
Balance Sheet comparing 2024 and 2025
Check Register for October and November checks

Big Lagoon Community Services District Profit & Loss Budget Performance October through November 2025

	Oct - Nov 25	Jan - Nov 25	YTD Budget	Annual Budget	Δ YTD Actual & YTD Budget
Ordinary Income/Expense					
Income					
backflow	0.00	90.00	82.50	90.00	7.50
Base Rate - Monthly	5,028.81	29,436.91	26,848.91	29,289.72	2,588.00
Water Usage Income	1,480.99	7,550.40	7,037.36	7,677.12	513.04
Late Fee	15.00	120.00	220.00	240.00	(100.00)
Interest	566.55	1,156.21	0.00	0.00	1,156.21
Total Income	7,091.35	38,353.52	34,188.77	37,296.84	4,164.75
Expense					
Non-Cash Expenses					
Depreciation Expense	0.00	0.00	0.00	7,568.00	0.00
Total Non-Cash Expenses	0.00	0.00	0.00	7,568.00	0.00
Operational Expenses					
Water Meters	0.00	90.00	1,650.00	1,800.00	(1,560.00)
Supplies	337.64	942.05	110.00	120.00	832.05
Accounting (Outside Services)	192.36	969.96	871.20	950.40	98.76
Dues	246.00	1,340.00	1,100.00	1,200.00	240.00
Electric	918.75	4,717.50	3,160.19	3,447.48	1,557.31
Gas (propane)	0.00	0.00	2,420.00	2,640.00	(2,420.00)
Insurance	0.00	4,854.41	4,722.63	5,151.96	131.78
Maintenance & Repairs	2,730.51	5,480.67	3,300.00	3,600.00	2,180.67
Office Supplies	30.22	369.24	1,100.00	1,200.00	(730.76)
Parts	102.07	449.76	275.00	300.00	174.76
Postage	1.90	253.90	660.00	720.00	(406.10)
Regulatory Expenses	0.00	722.40	1,073.38	1,170.96	(350.98)
Water Testing	400.00	3,528.00	2,750.00	3,000.00	778.00
Water Distribution Operator	2,250.00	9,785.00	165.00	180.00	9,620.00
Total Operational Expenses	7,209.45	33,502.89	23,357.40	25,480.80	10,145.49
Organizational Costs					
Legal Fees	0.00	0.00	2,750.00	3,000.00	(2,750.00)
Total Organizational Costs	0.00	0.00	2,750.00	3,000.00	(2,750.00)
Total Expense	7,209.45	33,502.89	26,107.40	36,048.80	7,395.49
Net Ordinary Income	(118.10)	4,850.63	8,081.37	1,248.04	(3,230.74)
Other Income/Expense					
Other Income					
interest Income	0.00	717.59	110.00	120.00	607.59
Total Other Income	0.00	717.59	110.00	120.00	607.59
Net Other Income	0.00	717.59	110.00	120.00	607.59
Net Income	(118.10)	5,568.22	8,191.37	1,368.04	(2,623.15)

Big Lagoon Community Services District
Balance Sheet
 As of December 31, 2025

	<u>Dec 31, 24</u>	<u>Dec 31, 25</u>
ASSETS		
Current Assets		
Checking/Savings		
Umpqua Savings	63,630.97	65,504.77
Umpqua Checking	57,264.71	53,281.32
Total Checking/Savings	<u>120,895.68</u>	<u>118,786.09</u>
Accounts Receivable		
Accounts Receivable	-2,536.50	4,703.39
Total Accounts Receivable	<u>-2,536.50</u>	<u>4,703.39</u>
Other Current Assets		
Undeposited Funds	0.00	0.00
Total Other Current Assets	<u>0.00</u>	<u>0.00</u>
Total Current Assets	<u>118,359.18</u>	<u>123,489.48</u>
Fixed Assets		
Water System		
Computer	785.50	785.50
Meter Project	31,573.71	32,295.63
Well Improvements	11,708.70	12,174.12
LP Tank	2,889.62	2,889.62
Fence	4,998.21	4,998.21
Pressure System 2011	10,038.00	10,038.00
2-5,000 Gal Tanks	19,700.82	19,700.82
Well 2010	18,647.44	18,647.44
Improvements	3,510.67	3,510.67
Chlorinator	2,627.00	2,627.00
Electrical System	9,931.00	9,931.00
Fire hydrants	8,520.86	8,520.86
Generator	43,033.00	43,033.00
Initial Purchase	75,000.00	75,000.00
Accumulated Depreciation	-160,072.35	-160,072.35
Total Water System	<u>82,892.18</u>	<u>84,079.52</u>
Total Fixed Assets	<u>82,892.18</u>	<u>84,079.52</u>
TOTAL ASSETS	<u><u>201,251.36</u></u>	<u><u>207,569.00</u></u>
LIABILITIES & EQUITY		
Equity		
Opening Bal Equity	-544.57	-544.57
Retained Earnings	172,778.92	201,795.93
Net Income	29,017.01	6,317.64
Total Equity	<u>201,251.36</u>	<u>207,569.00</u>
TOTAL LIABILITIES & EQUITY	<u><u>201,251.36</u></u>	<u><u>207,569.00</u></u>

Big Lagoon Community Services District Check Detail October through November 2025

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Check	ACH	10/09/2025	PG&E		Umpqua Checking		-520.66
				Electric		-520.66	520.66
TOTAL						-520.66	520.66
Check	ACH	11/10/2025	PG&E		Umpqua Checking		-398.09
				Electric		-398.09	398.09
TOTAL						-398.09	398.09
Check	ccL	10/14/2025	Google		Umpqua Checking		-92.40
				Accounting		-92.40	92.40
TOTAL						-92.40	92.40
Check	ccV	10/14/2025	Mckinleyville Ace		Umpqua Checking		-140.71
				Supplies		-140.71	140.71
TOTAL						-140.71	140.71
Check	ccV	10/14/2025	aquaphoenix		Umpqua Checking		-102.07
				Parts		-102.07	102.07
TOTAL						-102.07	102.07
Check	Lcc	11/13/2025	Google		Umpqua Checking		-99.96
				Accounting		-99.96	99.96
TOTAL						-99.96	99.96
Check	Lcc	11/13/2025	USPS		Umpqua Checking		-1.90
				Postage		-1.90	1.90
TOTAL						-1.90	1.90

Big Lagoon Community Services District Check Detail October through November 2025

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Check	Vcc	10/14/2025	Keenan Supply		Umpqua Checking		-142.83
					Maintenance & Rep...	-142.83	142.83
TOTAL						-142.83	142.83
Check	Vcc	11/12/2025	Hach Company		Umpqua Checking		-292.60
					Maintenance & Rep...	-292.60	292.60
TOTAL						-292.60	292.60
Check	2495	10/04/2025	John Janeczko		Umpqua Checking		-1,125.00
					Water Distribution O...	-1,125.00	1,125.00
TOTAL						-1,125.00	1,125.00
Check	2496	10/06/2025	Coastal Tree Service		Umpqua Checking		-1,200.00
					Maintenance & Rep...	-1,200.00	1,200.00
TOTAL						-1,200.00	1,200.00
Check	2497	10/17/2025	Mendes Supply Co...		Umpqua Checking		-196.93
					Supplies	-196.93	196.93
TOTAL						-196.93	196.93
Check	2498	10/19/2025	Craig Satein		Umpqua Checking		-30.22
					Office Supplies	-30.22	30.22
TOTAL						-30.22	30.22
Check	2499	10/23/2025	Microbac Laborato...		Umpqua Checking		-116.00
					Water Testing	-116.00	116.00
TOTAL						-116.00	116.00

Big Lagoon Community Services District Check Detail October through November 2025

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Check	2500	11/09/2025	Hooven		Umpqua Checking		-1,095.08
					Maintenance & Rep...	-1,095.08	1,095.08
TOTAL						-1,095.08	1,095.08
Check	2501	11/09/2025	California Special ...		Umpqua Checking		-246.00
					Dues	-246.00	246.00
TOTAL						-246.00	246.00
Check	2502	11/09/2025	John Janeczko		Umpqua Checking		-1,125.00
					Water Distribution O...	-1,125.00	1,125.00
TOTAL						-1,125.00	1,125.00
Check	2503	11/24/2025	Microbac Laborato...		Umpqua Checking		-284.00
					Water Testing	-284.00	284.00
TOTAL						-284.00	284.00

Operations Report

Treatment

Month	Water Produced (gallons)	Chlorine Residual Range @ Well	Chlorine Residual Range @ Well	Water Billed (gallons)
October 2025	127,300	1.2 - 1.3 ppm	0.78 - 1.19 ppm	0
November 2025	113,800	1.3 - 1.5 ppm	0.83 - 1.45 ppm	268,292

The propane tank is approximately 72% full as of the end of November.

Coastal Tree Service completed work trimming trees at the site.

Val & John performed the pressure tests as requested for the TA Water Resiliency project.

Val's met with Eric Nielsen to look at the 12" well (well#1) to discuss the possibility to rejuvenate it for our emergency use. He plans to meet again on Dec 14th to gather more information. He will ask about how much it will cost to determine if the well is recoverable.

John met with Rich's Well Drilling (Stewart) and discussed the following topics:

1. New pressure tank (this will prevent the 5 hp from running continuously)
2. Brush and acid well 2
3. replace 15hp pump with a 5 hp pump with a VFD and put it on line as a backup (could put the pumps in a lead lag scenario and alternate them every other month--odd months --#1 lead and even months #2 lead.)
4. redo piping for the 15 and 5 hp pumps
5. possibly blow out well 3 (the District have already raised the pump because of sand accumulation)
6. possible new well within the existing easement
7. well #1 (12 inch) He feels that it is probably not worth trying to make it operational
8. install Meter Me tank level sensor
9. complete electrical modifications and upgrades

Staff is working on building a small shed to store a variety of parts that are needed for repairs and maintenance of both the treatment facilities and the distribution lines. The estimated cost of the shed is less than \$500. Staff is purchasing the parts to create an inventory that will then be maintained by replacing the parts used as they are needed. Staff is spending \$500 this year for inventory parts and hopes to spend an additional \$500 next year.

Distribution

The main line to the school was repaired. Hooven's invoice was for \$1,095. Additional staff time was spent on finding and coordinating the repair.

A boil water notice was issued to the school and adjacent properties on October 13, 2025 due to the mainline break and subsequent repair.



BIG LAGOON
COMMUNITY SERVICES DISTRICT

P.O. Box 847
Trinidad, CA 95570
www.biglagooncsd.org

BOARD MEETING MEMORANDUM

Meeting Date: December 13, 2025
 To: Board of Directors
 From: Jennie Short, General Manager
 Subject: Board Member Terms & Upcoming Elections

GENERAL OVERVIEW

As you are surely aware, a special district board of directors must be comprised of five members. For the business of the district to be completed during regular board meetings, a quorum of three members or more must be present. For quite some time, BLCSD has had only three Directors. This makes it difficult to schedule meeting any time one Director is unavailable and also complicates the creation of AdHoc Committees to participate in working groups.

I reached out to the Humboldt County Elections Department to find out what options BLCSD has since it has been so long since the last vacancy was created. The email response is attached to this memo. She further explained to me that “if it looks as if you are going to be below quorum for several meetings in a row, contact your Supervisor to ask for an appointment to get you back to quorum.”

The current terms and occupants are as follows:

Director Name	Term Ending Date	Length of Term
Chuck King	Dec 31, 2026	4-year
Louise Minor	Dec 31, 2026	4-year
Catherine Munsee	Dec 31, 2026	4-year
Vacant	Dec 31, 2028	Will be 2-year with 2026 election but normally 4-year
Vacant	Dec 31, 2028	Will be 2-year with 2026 election but normally 4-year

All three of the current board members will need to run for reelection and the two vacant seats will also be open for election in November 2026. The District should receive correspondence in early summer 2026 to begin the board member election process as part of the regular November 2026 election.

FINANCIAL IMPLICATIONS

In the proposed 2026 budget, \$500 was included to cover any costs associated with recruitment during summer 2026 and election costs during fall 2026. A small amount was also included in the Legal Fees line item in case we need legal advice from the Mitchell Law firm regarding the election process or related issues.

RECOMMENDATIONS

None

ATTACHMENTS

- Correspondence with Humboldt County Elections
- Roster of Public Officials
- How to Fill a Vacancy (only special district sections)



Jennie Short <generalmanager@biglagooncsd.org>

RE: Big Lagoon CSD Board Positions

1 message

Strevey, Christina <CStrevey@co.humboldt.ca.us>
To: Jennie Short <generalmanager@biglagooncsd.org>
Cc: "Czyz, Wojciech" <wczyz@co.humboldt.ca.us>

Wed, Oct 22, 2025 at 4:48 PM

Good afternoon Jennie,

In looking at the seats and terms of your board members, we see that the vacancies are for the two members whose term would naturally end in 2028. Our office will post those vacancies as 2 year terms to be filled with the 2026 general election. Since the seats were not filled by election or appointment in December of 2024 they remain vacant unless your district opts for a special election to fill them (at your cost) or your board falls below quorum, until December 2026. If you are below quorum you can contact your Supervisor to have someone appointed to fill a position to bring you up to quorum.

The term for the other three members of your board is ending in December 2026 and our office will be sending out information regarding the election in November 2026 to your district. Candidate filing will be in the summer of 2026. I am including a copy of the last roster of public officials we received.

I suggest taking the notice down for now. I have included our County Vacancy guide for some reference. If you have questions regarding board member elections, appointments or Form 700 filing email either myself or co-worker Wojciech.

Thank you,

Christina Strevey

Administrative Analyst II

Humboldt County Office of Elections

2426 6th St

Eureka, CA 95501

707-441-5361

From: Jennie Short <generalmanager@biglagooncsd.org>

Sent: Wednesday, October 22, 2025 4:06 PM

To: Strevey, Christina <CStrevey@co.humboldt.ca.us>

Subject: Big Lagoon CSD Board Positions

Caution: This email was sent from an EXTERNAL source. Please take care when clicking links or opening attachments.

Hello Christina,

I am the new part time General Manager for the Big Lagoon CSD. As I am sure you know, the BLCSD has had two board positions vacant for quite some time. I would like to find out what steps I need to take, or have the Board take, to renew the efforts to find people willing to fill the positions. The last notice they posted (and is still posted on their website) is attached. I spoke with one resident at Saturday's board meeting that likely would be willing to serve. Please let me know what you think should be done next.

Thanks,

Jennie Short

General Manager

Big Lagoon CSD

(707) 223-4567

2 attachments

 **Big Lagoon CSD roster 12.10.2024.pdf**
103K

 **VACANCY Humboldt County.pdf**
415K

DEC 10 2024

ROSTER OF PUBLIC OFFICIALS

HUMBOLDT COUNTY ELECTIONS

Legal Name of Agency: Big Lagoon Community Services District
 Mailing Address: PO Box 847 Trinidad CA 95570
 Telephone: 707-677-0720 Fax: same
 EMAIL: Finance@BigLagoonCSD.org

Members of Governing Board (if you need additional space, please use a separate piece of paper)

Name: Louise Minor Current term ends: unknown
 Residence address: 155 Ramothouse Creek

Name: Charles King Current term ends: unknown
 Residence address: 2116 Roundhouse Creek

Name: Catherine Munsee Current term ends: unknown
 Residence address: 344 Ramothouse Creek

Name: _____ Current term ends: _____
 Residence address: _____

Name: _____ Current term ends: _____
 Residence address: _____

Title and name of Presiding Officer: none at present run by staff
 Address: _____

Name of secretary or clerk: Mara Friedman
 Address: 253 Ramothouse Creek

Address where records are maintained: various

Frequency, time and place of board meetings: various always announced in advance per legal requirements

Submitted by: [Signature] Date: 12-6-24
 (signature)

Title: Treasurer

HOW TO FILL A VACANCY

County Offices
Special District Boards
School District Governing Boards
City Offices
Judicial Offices
Federal & State Offices
Party Central Committees/County Councils



Humboldt County Office of Elections
2426 6th Street
Eureka, CA 95501
707-445-7481
707-445-7204 (FAX)
<https://humboldt.gov.org/890/Elections-Voter-Registration>

This guide was developed in an effort to provide answers to questions frequently asked of the Humboldt County Office of Elections concerning filling vacancies in local offices. It is for general information only and does not have the force and effect of law, regulation or rule. In case of conflict, the law, regulation or rule will apply. Persons using this guide must bear full responsibility to make their own determinations as to all legal standards and duties. For more information on vacancies in city offices, please contact your City Clerk.

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Vacancies – Definition

An office becomes vacant on the happening of any of the following events before the expiration of the term:

- (a) The death of the incumbent.
- (b) An adjudication pursuant to a quo warranto proceeding declaring that the incumbent is physically or mentally incapacitated due to disease, illness, or accident and that there is reasonable cause to believe that the incumbent will not be able to perform the duties of his or her office for the remainder of his or her term. This subdivision shall not apply to offices created by the California Constitution nor to federal or state legislators.
- (c) His or her resignation.
- (d) His or her removal from office.
- (e) His or her ceasing to be an inhabitant of the state, or if the office be local and one for which local residence is required by law, of the district, county, or city for which the officer was chosen or appointed, or within which the duties of his or her office are required to be discharged.
- (f) His or her absence from the state without the permission required by law beyond the period allowed by law.
- (g) His or her ceasing to discharge the duties of his or her office for the period of three consecutive months, except when prevented by sickness, or when absent from the state with the permission required by law.
- (h) His or her conviction of a felony or of any offense involving a violation of his or her official duties. An officer shall be deemed to have been convicted under this subdivision when trial court judgment is entered. For the purposes of this subdivision, "trial court judgment" means a judgment by the trial court either sentencing the officer or otherwise upholding and implementing the plea, verdict, or finding.
- (i) His or her refusal or neglect to file his or her required oath or bond within the time prescribed.
- (j) The decision of a competent tribunal declaring void his or her election or appointment.
- (k) The making of an order vacating his or her office or declaring the office vacant when the officer fails to furnish an additional or supplemental bond.
- (l) His or her commitment to a hospital or sanitarium by a court of competent jurisdiction as a drug addict, dipsomaniac, inebriate, or stimulant addict; but in that event the office shall not be deemed vacant until the order of commitment has become final.

Government Code §1770

Vacancies on Special District Boards

Action Required by the Governing Board

The district shall notify the county elections official of the vacancy no later than 15 days following either the date on which the district board is notified of the vacancy or the effective date of the vacancy, whichever is later.

The remaining district board members have 60 days immediately subsequent to either the date on which the district board is notified of the vacancy or the effective date of the vacancy, whichever is later, to either fill the vacancy

1. By appointment, or
2. By calling a special election

Government Code §1780

Appointments to Fill Vacancies

If the Board decides to appoint someone to fill the vacancy, the board first must post a notice of the vacancy in three or more conspicuous places in the district at least 15 days before the appointment is made. **(See Attachments C & D for application to serve on a board and sample notice)**

The Board must notify the county elections of the appointment no later than 15 days after the appointment is made.

The person appointed shall hold office until the next general district election that is scheduled 130 or more days after the date the district board is notified of the vacancy, and thereafter until the person elected at that election to fill the vacancy has been qualified. The person elected to fill the vacancy shall fill the balance of the unexpired term. If the term of office is due to expire following the next general district election and that election is scheduled 130 or more days after the date the county elections official is notified of the vacancy, the person appointed to the vacancy shall fill the balance of the unexpired term of his or her predecessor.

Government Code §1780

Elections to Fill Vacancies

In lieu of making an appointment the remaining members of the board may within 60 days of the date the district board is notified of the vacancy or the effective date of the vacancy, whichever is later, call an election to fill the vacancy.

The election shall be held on the next established election date that is 130 or more days after the date the district board calls the election.

Government Code §1780

Established election dates in Elections Code §1000 are:

- (a) The first Tuesday after the first Monday in March of each even-numbered year that is evenly divisible by four.
- (b) The first Tuesday after the first Monday in March of each odd-numbered year.
- (c) The second Tuesday of April in each even-numbered year.
- (d) The first Tuesday after the first Monday in June in each even-numbered year that is not evenly divisible by four.
- (e) The first Tuesday after the first Monday in November of each year.

If the District Board Fails to Act

If the vacancy is not filled by the district board by either making an appointment or calling a special election within 60 days of the date the district board is notified of the vacancy or the effective date of the vacancy, whichever is later, the following shall occur.

Within the next 30 days, the city council of the city in which the district is wholly located, or if the district is not wholly located within a city, the board of supervisors of the county representing the larger portion of the district area in which the election to fill the vacancy will be held, may fill the vacancy by appointment or may order the district to call an election to fill the vacancy.

The election shall be held on the next established election date (see previous list) that is 130 or more days after the date the city council or board of supervisors calls the election.

Government Code §1780

If the District Board Lacks a Quorum to Act Within 60 Days

Notwithstanding any other provision of this section, if the number of remaining members of the district board falls below a quorum, then at the request of the district secretary or a remaining member of the district board, the appropriate board of supervisors or the city council shall promptly appoint a person to fill the vacancy, or may call an election to fill the vacancy.

The board of supervisors or the city council shall only fill enough vacancies by appointment or by election to provide the district board with a quorum.

If the vacancy occurs in the first half of a term of office and at least 130 days prior to the next general district election, the person appointed to fill the vacancy shall hold the office until the next general district election that is scheduled 130 or more days after the date the district board is notified of the vacancy, and thereafter until the person who is elected at that election to fill the vacancy has been qualified. The person elected to fill the vacancy shall hold office for the unexpired balance of the term of office.

Government Code §1780

If the City Council or Board of Supervisors Fails to Act

If within 90 days of the date the district board is notified of the vacancy or the effective date of the vacancy, whichever is later, no action has been taken by any governing body to fill the vacancy by appointment or by calling for a special election, the district board shall call an election to fill the vacancy. The election shall be held on the next established election (see previous list) that is 130 or more days after the date the district board calls the election.

Government Code §1780

Term of Office

A person appointed to fill a vacancy shall hold office only until the next general district election that is scheduled 130 or more days after the date the county elections official is notified of the vacancy and thereafter until the person elected at that election to fill the vacancy has been qualified to fill the vacancy for the remainder of the unexpired term.

A person elected at an election to fill the vacancy shall hold office for the remainder of the unexpired term.

Government Code §1780

A person elected at a regular board member election or appointed in-lieu of election takes office on the first Friday in December following his or her election in November and shall serve for four years.

Elections Code §10554, 10507

Public Notice of Vacancy and Provisional Appointment

(Education Code §5092)

1. A vacancy in the membership of the Governing Board of the **(name of district)** School District has occurred by reason of the **(resignation or other reason)** of **(name of trustee)** effective **(date)**.
2. The resignation was filed in the office of the Humboldt County superintendent of Schools on **(date)**.
3. **(Name of appointee)** was appointed by the Governing Board on **(date)** to fill the above-named vacancy.
4. To challenge the appointment and order a special election, the following must be filed in the office of the Humboldt County Superintendent of Schools within 30 days from the date of the provisional appointment:
 - File a petition calling for a special election containing the valid signatures of at least 1 ½ percent of the number of registered voters of the district at the time of the last regular election for governing board members held within the (name of district), or 25 registered voters of the district, whichever is greater, or
 - In districts with less than 2,000 registered voters, a petition shall be deemed to bear a sufficient number of signatures if signed by at least 5 percent of the number of registered voters of the district at the time of the last regular election for governing board members.

Governing Board of the **(name of district)**

Governing Board Secretary/Clerk

Date:

****SAMPLE****

**PETITION FOR SPECIAL ELECTION
TO FILL THE VACANCY ON THE GOVERNING
BOARD OF THE HYPOTHETICAL SCHOOL
DISTRICT IN HUMBOLDT COUNTY**

The proponents of this petition as named herewith are registered voters of the aforementioned school district.

s/ Voter 1, 3257 Old Arcata Rd, Bayside 95524
s/Voter 2, 803 Ole Hansen Rd, Eureka CA 95503
s/Voter 3, 450 Stephens Ln, Bayside CA 95524
s/Voter 4, 275 Rocky Creek Rd, Bayside CA 95524
s/Voter 5, 459 Blue Blossom Ln, Eureka, CA 95503

← Name and residence of at least one and not more than five proponents. Ed. Code §5091(f)

Pursuant to Education Code §5091, we the undersigned, who are registered votes of the Hypothetical School District of Humboldt County, California, hereby petition the County Superintendent of Schools to call a special election for the purpose of filling the vacancy on the governing board of said school district.

If an election is called pursuant to this petition, the provisional appointment heretofore made by the governing board of said school district to fill the vacancy shall be terminated.

The County Clerk in and for the County of Humboldt has estimated the cost of conducting the special election called pursuant to this petition to be approximately \$_____ (insert estimated cost here)_____.

1	Print Your Name	Residence Address ONLY	
	Your Signature as Registered to Vote	City	Zip
2	Print Your Name	Residence Address ONLY	
	Your Signature as Registered to Vote	City	Zip
3	Print Your Name	Residence Address ONLY	
	Your Signature as Registered to Vote	City	Zip

← 1" §100 →

DECLARATION OF PERSON CIRCULATING SECTION OF PETITION FOR A SPECIAL ELECTION

(To be completed in circulator's own hand)

I _____ (Print Name) solemnly swear (or affirm) all of the following:

- That I am 18 years of age or older.
- My residence address, including street and number) is _____ (If no street number exists, a designation of my residence adequate to readily ascertain its location is _____)
- That the signatures on this section of the petition form were obtained between _____ (Month and Day)_____, 20____ and _____ (Month and Day)_____, 20____; that I circulated the petition and I witnessed the signatures on this section being written; and that, to the best of my information and belief, each signature is the genuine signature of the person whose name it purports to be.

I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Executed on _____ at _____, California.
Date City or Community Where Signed

Circulator's Signature

Each petition section shall have attached to it an affidavit to be completed by the circulator. §104, 9109

It is recommended that you leave a 1" margin at the top, and a ½" margin on the left, right and bottom.

Application for Appointment to Fill a Vacancy on a Special District Board

Instructions

If you are interested in serving on a special district Board of Directors, please complete this application and return it to: _____

Date Due: _____

You will be advised by the district board if your appointment is confirmed. Thank you for your interest.

District: _____ Date: _____

Name: _____ Age(optional): _____

Address where you live: _____

Business or Mailing address: _____

Phone (daytime): _____ Phone (evening): _____

Email: _____

Education			
Institution	Major	Degree	Year

Work/Volunteer Experience				
Organization	City	Position	From	To

Notice of Vacancy

Interested persons are hereby notified that pursuant to Government Code §1780 there is a vacancy on the

Board of Directors

The position to be filled is for a term ending in December 20____.

The seat will go to election on November _____, 20_____.

- For the final two years of the term
- For a new four year term

Applications are available at the _____ District Office located at:

Phone: _____

Website: _____

Applications are due by: _____

This district board has 60 days from the date the board is notified of the vacancy or the effective date of the vacancy, whichever is later, to fill the vacancy by appointment or call a special election. Gov. Code §1780

Pursuant to Government Code §1780, this notice will be posted for 15 days in 3 or more conspicuous locations in the districts from _____ to _____.

2026

9.b.

January

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

February

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

March

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April

S	M	T	W	T	F	S
		1	2	3	4	
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

July

S	M	T	W	T	F	S
		1	2	3	4	
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

August

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

**Big Lagoon Community Services District
Profit & Loss Prev Year Comparison
With Proposed 2026 Budget**

9.c.

	Actual	Actual	Actual	Actual	Actual	Actual 5-year average	YTD Actual	Projected	Adopted	Budget vs. Projected	Proposed	Difference
	2020	2021	2022	2023	2024		Jan - Nov 25	2025 Year End	2025 Budget		2026 Budget	Budget 2025 → 2026
Ordinary Income/Expense												
Income												
Backflow	-	-	-	90.00	90.00	36.00	90.00	90.00	90.00	-	90.00	-
Non Compliance Fee	-	75.00	25.00	-	-	20.00	-	-	-	-	-	-
Base Rate - Monthly	24,352.63	24,785.42	24,832.92	25,496.57	28,852.84	25,664.08	29,436.91	29,436.91	29,289.72	147.19	29,300.00	10.28
Service Revenue	-	-	-	-	-	-	-	-	-	-	-	-
Water Usage Income	9,723.74	9,950.69	8,845.71	7,716.07	7,807.02	8,808.65	7,550.40	7,550.41	7,677.12	(126.71)	7,800.00	122.88
Late Fee	-	-	1,621.92	239.19	30.00	378.22	120.00	120.00	240.00	(120.00)	120.00	(120.00)
Adjustment / Returned Check	(176.63)	-	(145.25)	(1,913.22)	500.00	(347.02)	-	-	-	-	-	-
Interest	-	-	-	-	576.92	115.38	1,156.21	1,156.21	-	1,156.21	600.00	600.00
Total Income	33,899.74	34,811.11	35,180.30	31,628.61	37,856.78	34,675.31	38,353.52	38,353.53	37,296.84	1,056.69	37,910.00	613.16
Gross Profit	33,899.74	34,811.11	35,180.30	31,628.61	37,856.78	34,675.31	38,353.52	38,353.53	37,296.84	1,056.69	37,910.00	613.16
Expense												
Bank Charges	-	-	-	-	-	-	-	-	-	-	-	-
Non-Cash Expenses												
Depreciation Expense	7,568.00	7,568.00	-	1,892.00	-	3,405.60	-	7,568.00	7,568.00	-	7,568.00	-
Total Non-Cash Expenses	7,568.00	7,568.00	-	1,892.00	-	3,405.60	-	7,568.00	7,568.00	-	7,568.00	-
Operational Expenses												
Election	-	-	-	-	-	-	-	-	-	-	500.00	500.00
Water Meters	-	-	-	20,432.47	360.00	4,158.49	90.00	90.00	1,800.00	(1,710.00)	-	(1,800.00)
Supplies (Chemicals)	479.45	1,722.05	1,188.60	100.53	-	698.13	942.05	950.00	120.00	830.00	1,440.00	1,320.00
Training	-	-	929.50	-	-	185.90	-	-	-	-	-	-
Water	-	-	-	361.80	872.67	246.89	-	-	-	-	-	-
Dues	616.00	475.00	877.00	922.25	1,250.58	828.17	1,340.00	1,340.00	1,200.00	140.00	1,250.00	50.00
Electric	3,047.41	2,729.61	2,706.98	3,134.07	4,422.55	3,208.12	4,717.50	5,146.36	3,447.48	1,698.88	5,500.00	2,052.52
Gas	-	429.72	-	2,282.54	854.00	713.25	-	-	2,640.00	(2,640.00)	1,500.00	(1,140.00)
Insurance	4,920.45	4,019.84	4,415.20	4,731.75	4,651.83	4,547.81	4,854.41	4,854.41	5,151.96	(297.55)	5,800.00	648.04
Maintenance & Repairs	4,198.16	3,732.52	18,245.66	3,183.58	280.16	5,928.02	5,480.67	6,000.00	3,600.00	2,400.00	6,000.00	2,400.00
Office Supplies	59.50	200.99	1,297.94	967.50	186.57	542.50	369.24	450.00	1,200.00	(750.00)	550.00	(650.00)
Parts	-	-	-	169.19	-	33.84	449.76	1,000.00	300.00	700.00	1,500.00	1,200.00
Postage	76.00	528.00	90.00	502.19	255.73	290.38	253.90	300.00	720.00	(420.00)	250.00	(470.00)

Big Lagoon Community Services District Profit & Loss Prev Year Comparison With Proposed 2026 Budget

	Actual	Actual	Actual	Actual	Actual	Actual	YTD Actual	Projected	Adopted		Proposed	Difference
	2020	2021	2022	2023	2024	5-year average	Jan - Nov 25	2025 Year End	2025 Budget	Budget vs. Projected	2026 Budget	Budget 2025 → 2026
Regulatory Expenses	-	-	500.00	1,171.00	50.62	344.32	722.40	750.00	1,170.96	(420.96)	1,000.00	(170.96)
Water Testing	1,405.00	1,495.00	1,475.00	2,010.00	1,272.00	1,531.40	3,528.00	3,500.00	3,000.00	500.00	2,000.00	(1,000.00)
Water Distribution Operator	478.70	-	374.06	38.96	160.93	210.53	9,785.00	12,000.00	180.00	11,820.00	18,000.00	17,820.00
Total Operational Expenses	15,280.67	15,332.73	32,099.94	40,007.83	14,617.64	23,467.76	32,532.93	36,380.77	24,530.40	11,850.37	45,290.00	20,759.60
Organizational Costs												
Accounting	-	-	-	514.80	1,023.72	307.70	0	-	-	-	2,700.00	2,700.00
Contract General Manager							-	5,000.00	-	5,000.00	41,600.00	41,600.00
Outside Services (web site)							969.96	1,200.00	950.40	249.60	1,200.00	249.60
Legal Fees	-	-	5,318.00	2,453.50	-	1,554.30	-	500.00	3,000.00	(2,500.00)	2,000.00	3,000.00
Total Organizational Costs	-	-	5,318.00	2,968.30	1,023.72	1,862.00	969.96	6,700.00	3,950.40	2,749.60	47,500.00	47,549.60
Total Expense	22,848.67	22,900.73	37,417.94	44,868.13	15,641.36	28,735.37	33,502.89	50,648.77	36,048.80	14,599.97	100,358.00	68,309.20
Net Ordinary Income	11,051.07	11,910.38	(2,237.64)	(13,239.52)	22,215.42	5,939.94	4,850.63	(12,295.24)	1,248.04	(13,543.28)	(62,448.00)	(67,696.04)
Other Income/Expense												
Other Income												
Interest Income	-	-	-	252.46	1,801.59	410.81	717.59	800.00	120.00	680.00	800.00	680.00
Installation Revenue	5,000.00	-	-	-	5,000.00	2,000.00	-	-	-	-	-	-
Donation	-	1,000.00	-	7,800.00	-	1,760.00	-	-	-	-	-	-
Total Other Income	5,000.00	1,000.00	-	8,052.46	6,801.59	4,170.81	717.59	800.00	120.00	680.00	800.00	680.00
Net Other Income	5,000.00	1,000.00	-	8,052.46	6,801.59	4,170.81	717.59	800.00	120.00	680.00	800.00	680.00
Net Income	16,051.07	12,910.38	(2,237.64)	(5,187.06)	29,017.01	10,110.75	5,568.22	(11,495.24)	1,368.04	(12,863.28)	(61,648.00)	(67,016.04)
Cash Net Income (w/o depreciation)	23,619.07	20,478.38	(2,237.64)	(3,295.06)	29,017.01	13,516.35	5,568.22	(3,927.24)	8,936.04		(54,080.00)	
Cash Spent for Capital Assets												
Meter Project							721.92	721.92				
Well Improvements							465.42	465.42				
Rehab 12" Well or Drill New											5,000.00	
Save Towards New 5hp VFD Pump											2,000.00	
Replace or Expand Pressure Tank											2,500.00	
Net Surplus or Deficit for Cash							4,380.88	(5,114.58)	8,936.04		(63,580.00)	



RESOLUTION NO. 2025-01

A RESOLUTION OF THE BIG LAGOON COMMUNITY SERVICES DISTRICT APPROVING THE 2026 BUDGET

WHEREAS, the Big Lagoon Community Services District is a Special District that operates as and enterprise fund for water and sewer services on a fiscal year ending June 30th; and

WHEREAS, it is the duty of the Board to estimate the needed revenue to meet lawful obligations and expenses of the District; and

WHEREAS, the District annually reviews the current year’s budget progress and prepares a proposed budget for staff’s review and recommendation; and

WHEREAS, the District’s staff met on November 26th and December 8th to review the draft proposed budget and the financial implications of the existing rate structure that was put into effect on July 15, 2023 which is as follows:

- Residential Base Rate \$ 54.61 per month
- School Base Rate \$147.19 per month
- Consumption Rate \$0.005519 per gallon

WHEREAS, the budget as recommended by Staff has been reviewed by the Board during a regular board meeting.

NOW, THEREFORE, BE IT RESOLVED AND ORDERED, by the BLCSD Board of Directors as follows:

1. The FY 2026 budget attached and presented by the General Manager at the meeting on December 13, 2025 including all budget and fiscal policies outlined therein is hereby adopted.
2. The cash on hand balance as of November 30, 2025 is \$118,786.09 of which \$0 is restricted.

Passed and adopted by the Big Lagoon Community Services District’s Board of Directors on **December 13, 2025** during a regular business meeting, by the following vote:

AYES: Directors _____

NOES: Directors _____

EXCUSED: Directors _____

_____, Chairperson

ATTEST:

Mara Frieman
Clerk of Board of Directors



BOARD MEETING MEMORANDUM

Meeting Date: December 13, 2025
To: Board of Directors
From: Jennie Short, General Manager
Subject: Rate Study Status

GENERAL OVERVIEW

In 2023 GHD received a contract with DWR to complete rate studies for a number of small community services districts. BLCSD was one such district. The volunteer staff worked with GHD staff to provide the requested data for a rate study. A draft was produced by GHD dated February 14, 2025. That draft did not include the costs associated with hiring a quarter-time contract water distribution operator nor a quarter-time general manager. As part of my being hired, the expectation was that the rate study would need to be updated or supplemented with accurate information regarding future expenses for the District and the associated water rate increases that would be necessary to cover these expenses.

I reached out to the GHD to find out if they would be willing, or could, make the significant changes to the proposed expenses and complete the analysis required to recommend a 5-year rate plan for the District. I further requested that they find out if any additional funding was available through DWR to cover these additional efforts. The response I received was yes, they would like to work towards making the changes and DWR authorized the additional funds.

I held an initial Teams meeting with GHD staff on December 4, 2025 at which we discussed the magnitude of the changes that were necessary, the additional data I could provide that would help inform the analysis, and next steps. I have forwarded to GHD the requested data and the draft budget as presented in this same meeting to the Board so they can determine what additional effort is required and what the production schedule could look like.

As part of the processing and manipulation of the data from QuickBooks, I have created the attached graphs and the following table as an example based upon Tier 1 as 0 - 10,000 gallons every two months and Tier 2 for usage over 10,000 gallons every two months. There is no seasonal variation.

Table 1. Summary of Customer's Billing Data from QuickBooks for ten years (2015 - 2025)

	Residential Customers				School			
	# Bills	%	Gallons	%	# Bills	%	Gallons	%
Tier 1	2,357	87.5	11,843,023	83.5	60	88.2	187,256	81.2
Tier 2	338	12.5	2,338,599	16.5	8	11.8	43,354	18.8
Total	2,695				68			

Each graph informs about a different aspect of the water consumption for this District and is based upon ten years of billing data. Some show individual customer's usage and some are summed for a month. As part of the meeting, I would like to discuss each graph and make some initial decisions on how many tiers we want for our metered tiered rate structure as well as what the bounds of each tier should be.

Note that customers that use the higher water amounts are still billed the maximum in each tier at that tier's rate and only the excess is billed at the Tier 2 rate.

Once we select the parameters for the tiers, we can begin choosing the rate for each tier with the price for Tier 2 being punitive for high water useage. We also need to confirm the ratios that we want to target between base rate revenue and water consumption revenue. I recommend keeping base rates as at least 75% of the total revenue of the District. For 2025, it was 77%.

FINANCIAL IMPLICATIONS

Additional information on the financial implications may be presented at the meeting or a future meeting.

RECOMMENDATIONS

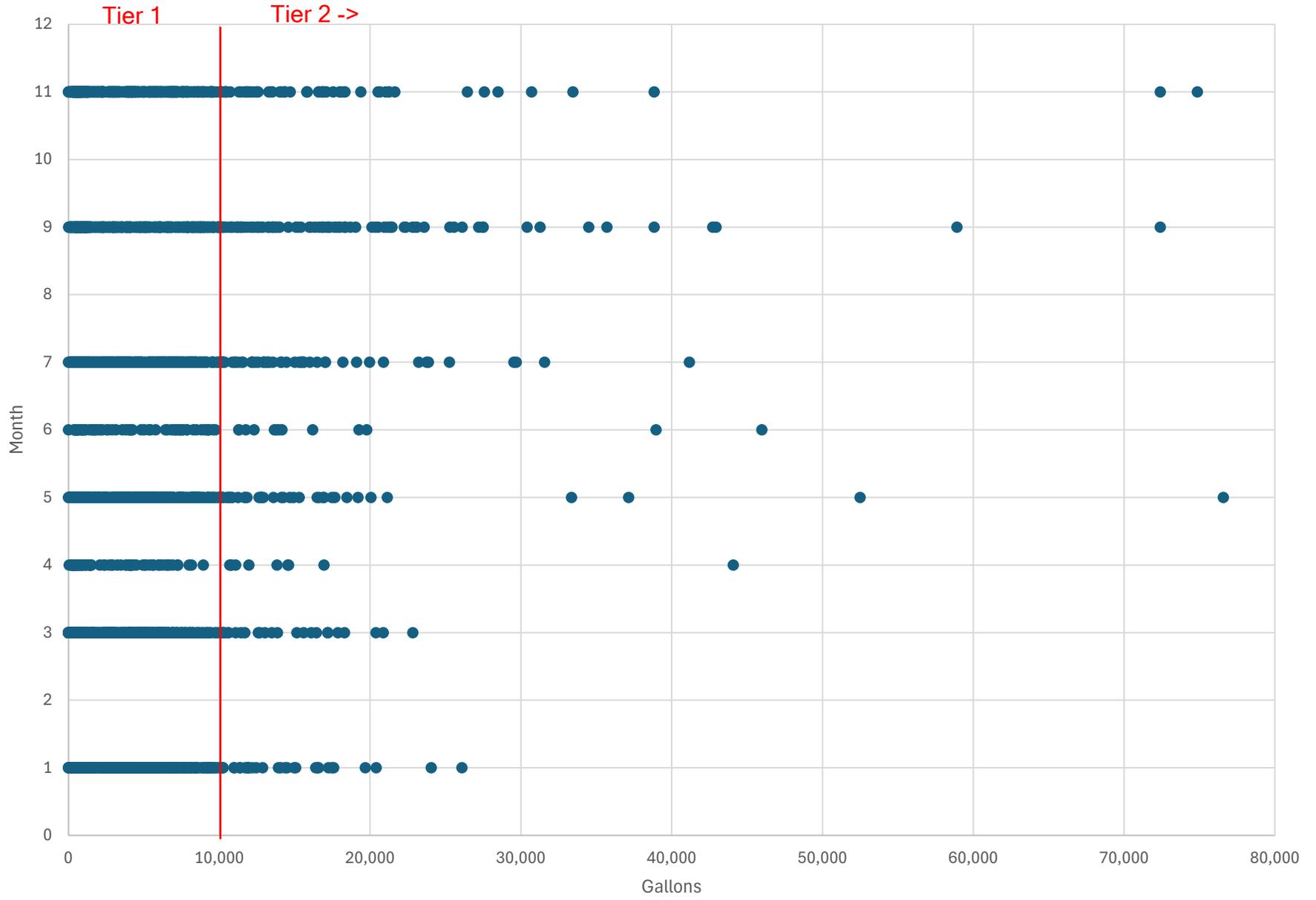
I recommend that the Board direct the General Manager to work with GHD on the Rate Study with the following parameters:

1. Target a base rate revenue at or above 75% of the total revenue
2. Use a metered tiered rate structure with two tiers wherein the first tier is the first 10,000-gallons of useage by each customer during a two-month period and the second tier is all useage above tier 1.
3. Not use seasonal rates

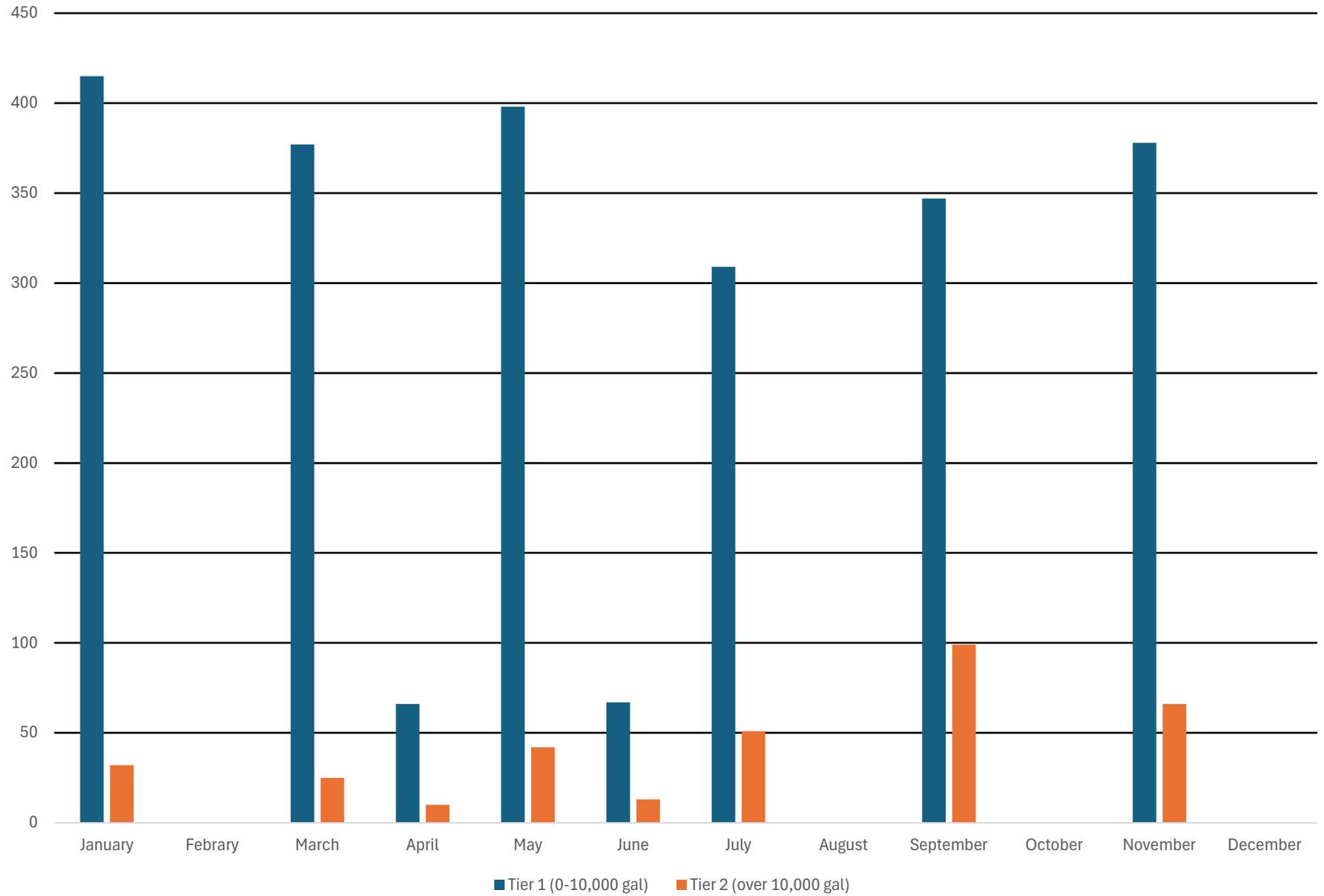
ATTACHMENTS

Graphs

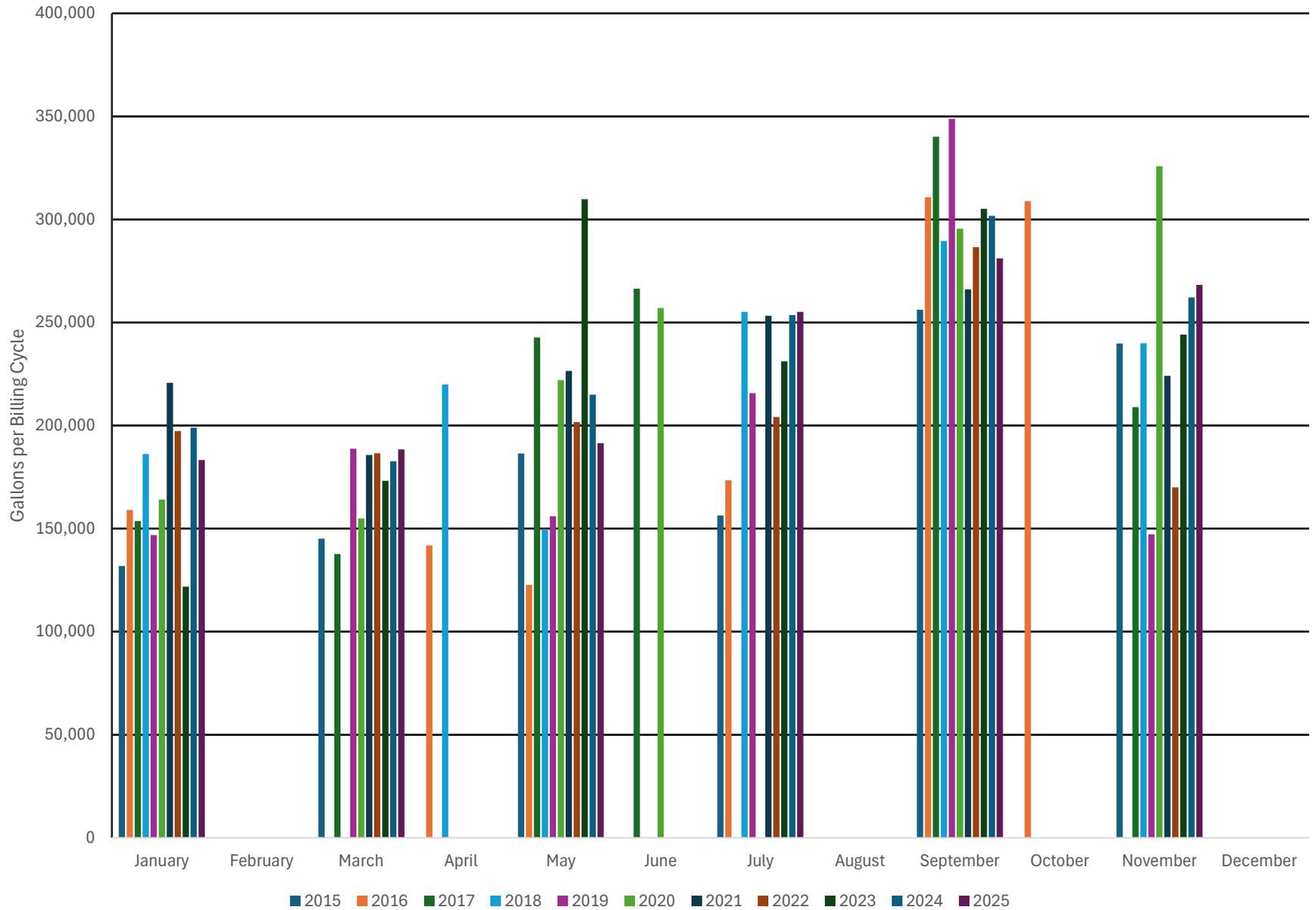
Residential Customers - Quantity Used by Month (2015 -2025)



Number of Residential Bills by Tier by Month (total past 10 years)



Total Usage By Billing Month (2015 - 2025)





BOARD MEETING MEMORANDUM

Meeting Date: December 13, 2025
 To: Board of Directors
 From: Jennie Short, General Manager
 Subject: Proposition 218 Process for Rate Increases

GENERAL OVERVIEW

Once the final revised Rate Study document has been produced by GHD, the next steps for this project are subject to Proposition 218 **as a property-related service**. § 6, subdivision (c) exempts these fees from the elections process, but not the majority protest requirements of Proposition 218. This means if the District were to receive 50% + 1 protest for the proposed fee, that the Board could not adopt the proposed fees. Because the method for counting protests is not called out in Proposition 218, it is necessary for each agency to adopt a policy laying out a variety of details before the 218 process begins. Specifically, § 6, subdivision (a) of article xiii d outlines the procedures an agency must follow: 1.) written notice, 2.) one public hearing at least 45 days after the date of the notice, and 3.) an opportunity to formally protest the proposed fee. I recommend that the notice be mailed to both customers and property owners of record. The goal of the noticing process is for the public to be aware of the proposed fee, have an opportunity to ask question about how the proposed fee will impact them, why the fee is being proposed, and how to provide comments or a protest to the Board.

The written notice must include:

- amount/rate of property-related fee or charge proposed
- basis of calculation
- reason(s) for fee/charge, date, time and location of public hearing

There are some details that should be discussed during the meeting such as whether customers that do not own the property are allowed to protest the rates. The attached resolution contains all the necessary detail and is based upon both customers and property owners being allowed to protest, but only one protest per parcel counts towards the total.

Table 1. Summary of Steps for Proposition 218 Process

Description	Target Date	Status
Board adopts resolution outlining protest guidelines	Dec 13, 2025	In Progress
GHD produces final revised rate study for Board review		
Board adopts resolution approving prop 218 notice of rate change and sets public hearing date (must be 45 calendar days or more after the notice)		

Description	Target Date	Status
Prepare database for Prop 218 Notice (tenants & owners of record)		
Distribute Prop 218 notice of proposed rate change		
Answer questions from the public and ratepayers		
Hold Public Hearing at Board Meeting for receiving Protests and determining if the proposed fees should be imposed (at least 45 days after notices distributed)		
Implementation of new rates - accounts receivable module updates with training		
First billing with new rates		

FINANCIAL IMPLICATIONS

None for the recommended action. Eventually, in addition to the direct costs of printing and mailing the notices, it will take staff time to create the Notice itself once the revised Final Rate Study is available.

RECOMMENDATIONS

Adopt Resolution 2025-02 “APPROVAL OF GUIDELINES FOR THE SUBMISSION AND TABULATION OF PROTESTS IN CONNECTION WITH RATE HEARINGS CONDUCTED PURSUANT TO ARTICLE XIIIID, SECTION 6 OF THE CALIFORNIA CONSTITUTION”

ATTACHMENTS

Resolution 2025-02



Resolution 2025-02

APPROVAL OF GUIDELINES FOR THE SUBMISSION AND TABULATION OF PROTESTS IN CONNECTION WITH RATE HEARINGS CONDUCTED PURSUANT TO ARTICLE XIID, SECTION 6 OF THE CALIFORNIA CONSTITUTION

WHEREAS, Article XIID, Section 6 of the California Constitution requires the Board of Directors to consider written protests to certain proposed increases to utility charges; and

WHEREAS, this constitutional provision does not offer specific guidance as to who may submit protests, how written protests are to be submitted, or how the District is to tabulate protests.

WHEREAS, upon adoption of this resolution, any and all resolutions, or rules or regulations of this District in conflict with it, shall be repealed and shall have no further force or effect. This resolution supersedes all prior resolutions of the District to the extent that such resolutions established guidelines for the submission and tabulation of protests in connection with rate hearings conducted by the District pursuant to Article XIID, Section 6 of the California Constitution.

IT IS, THEREFORE, RESOLVED by the Board of Directors of the Big Lagoon Community Services District that when notice of a public hearing with respect to the adoption or increase of Wastewater or Water charges has been given by the District pursuant to Article XIID, Section 6(a) of the California Constitution, the following shall apply:

SECTION 1: Definitions.

Unless the context plainly indicates another meaning was intended, the following definitions shall apply in construction of these guidelines.

- A. "Parcel" means a County Assessor's parcel the owner or occupant of which is subject to the proposed charge that is the subject of the hearing.
- B. "Record customer" and "customer of record" mean the person or persons whose name or names appear on the District records as the person who has contracted for, or is obligated to pay for, utility services to a particular utility account.
- C. "Record owner" or "parcel owner" means the person or persons whose name or names appear on the County Assessor's latest equalized assessment roll as the owner of a parcel.
- D. A "fee protest proceeding" is not an election, but the District Clerk will maintain the confidentiality of protests as provided below and will maintain the security and integrity of protests at all times.

SECTION 2: Notice Delivery.

Notice of proposed rates and public hearing shall be as follows:

- A. The District shall give notice of proposed charges via U.S. mail to all record owners and customers of record served by the District.
- B. The District will post the notice of proposed charges and public hearing at its official posting sites.

SECTION 3: Protest Submittal.

- A. Any record owner or customer of record who is subject to the proposed utility charge that is the subject of the hearing may submit a written protest to the District Clerk, by:
 - i. Mail to **District Clerk at P.O. Box 847, Trinidad, CA 95570**, or
 - ii. Personally submitting the protest at the public hearing.
- B. Protests must be received by the end of the public hearing, including those mailed to the District. No postmarks will be accepted; therefore, any protest not physically received by the close of the hearing, whether or not mailed prior to the hearing, shall not be counted.
- C. Because an original signature is required, emailed, faxed and photocopied protests shall not be counted.
- D. Although oral comments at the public hearing will not qualify as a formal protest, unless accompanied by a written protest, the Board of Directors welcomes input from the community during the public hearing on the proposed charges.

SECTION 4: Protest Requirements.

- A. A written protest must include:
 - i. A statement that it is a protest against the proposed charge that is the subject of the hearing.
 - ii. Name of the record owner or customer of record who is submitting the
 - iii. protest;
 - iv. Identification of assessor's parcel number, street address, or utility account number of the parcel with respect to which the protest is made;
 - v. Original signature and legibly printed name of the record owner or customer of record who is submitting the protest.
- B. Protests shall not be counted if any of the required elements (i thru iv) outlined in the preceding subsection "A." are omitted.

SECTION 5: Protest Withdrawal.

Any person who submits a protest may withdraw it by submitting to the District Clerk a written request that the protest be withdrawn. The withdrawal of a protest shall contain sufficient information to identify the affected parcel and the name of the record owner or customer of record who submitted both the protest and the request that it be withdrawn.

SECTION 6: Multiple Record Owners or Customers of Record.

A. Each record owner or customer of record of a parcel served by the District may submit a protest. This includes instances where:

- i. A parcel is owned by more than one record owner or more than one name appears on the District's records as the customer of record for a parcel, or
- ii. A customer of record is not the record owner, or
- iii. A parcel includes more than one record customer, or
- iv. Multiple parcels are served via a single utility account, as master-metered multiple family residential units.

B. Only one protest will be counted per parcel or account as provided by Government Code Section 53755(b).

SECTION 7: Transparency, Confidentiality, and Disclosure.

A. To ensure transparency and accountability in the fee protest tabulation while protecting the privacy rights of record owners and customers of record, protests will be maintained in confidence until tabulation begins following the public hearing.

B. Once a protest is opened during the tabulation, it becomes a disclosable public record, as required by state law and will be maintained in District files for two years.

SECTION 8: District Clerk.

The District Clerk shall not accept as valid any protest if he or she determines that any of the following is true:

- A. The protest does not state its opposition to the proposed charges.
- B. The protest does not name the record owner or record customer of the parcel identified in the protest as of the date of the public hearing.
- C. The protest does not identify a parcel served by the District that is subject to the proposed charge.
- D. The protest does not bear an original signature of the named record owner of, or record customer with respect to, the parcel identified on the protest. Whether a signature is valid shall be entrusted to the reasonable judgment of the District Clerk, who may consult signatures on file with the County Elections Official.
- E. The protest was altered in a way that raises a fair question as to whether the protest actually expresses the intent of a record owner or a customer of record to protest the charges.
- F. The protest was not received by the District Clerk before the close of the public hearing on the proposed charges.

G. A request to withdraw the protest was received prior to the close of the public hearing on the proposed charges.

SECTION 9: District Clerk's Decisions Final.

The District Clerk's decision that a protest is not valid shall constitute a final action of the District and shall not be subject to any internal appeal.

SECTION 10: Majority Protest.

A. A majority protest exists if written protests are timely submitted and not withdrawn by the record owners of, or customers of record with respect to, **a majority (50% plus one)** of the parcels subject to the proposed charge.

B. While the District may inform the public of the number of parcels served by the District when a notice of proposed rates is mailed, the number of parcels with active customer accounts served by the District on the date of the hearing shall control in determining whether a majority protest exists.

SECTION 11: Tabulation of Protests.

At the conclusion of the public hearing, the District Clerk shall tabulate all protests received, including those received during the public hearing, and shall report the result to the Board of Directors. If the number of protests received is insufficient to constitute a majority protest, the District Clerk may determine the absence of a majority protest without validating the protests received, but may instead deem them all valid without further examination. Further, if the number of protests received is obviously substantially fewer than the number required to constitute a majority protest, the District Clerk may determine the absence of a majority protest without opening the envelopes in which protests are returned.

SECTION 12: Report of Tabulation.

If at the conclusion of the public hearing, the District Clerk determines that he or she will require additional time to tabulate the protests, he or she shall so advise the Board of Directors, which may adjourn the meeting to allow the tabulation to be completed on another day or days. If so, the Board of Directors shall declare the time and place of tabulation, which shall be conducted in a place where interested members of the public may observe the tabulation, and the Board of Directors shall declare the time at which the meeting shall be resumed to receive and act on the tabulation report of the District Clerk.

SECTION 13: This resolution will become effective immediately upon adoption.

Passed and adopted by the Big Lagoon Community Services District's Board of Directors on December 13, 2025 during a regular business meeting, by the following vote:

AYES: Directors _____
NOES: Directors _____
EXCUSED: Directors _____

Jennie Short, Chairperson

ATTEST:

Mara Friedman
Clerk of Board of Directors

Board Review Draft



TECHNICAL SUPPORT FOR THE NORTH COAST RESOURCE PARTNERSHIP

WORK ORDER

This Work Order describes work to be conducted by **Planwest Inc.**, to provide Technical Assistance to the **Big Lagoon Community Services District** for the [BLCSO Water Storage Expansion for Fire Resilience project](#). This work shall be conducted according to the terms and conditions of the Open Scope Agreement between West Coast Watershed (WCW) and CONTRACTOR as specified in the Scope of Work (Attachment A to the Open Scope Agreement).

Project Description:

Big Lagoon CSD was formed in 1999 to purchase and operate what had been a privately owned water system. At the time total water storage capacity was 23K gallons. The original aged and leaking tanks were replaced by the district in 2010 with two 5K poly tanks. These 10K gallons support the drinking and fire flow needs of 42 customers, one of which is Big Lagoon Elementary School. Big Lagoon CSD has little backup resiliency should the well fail and need repair or require that a new well be drilled. CalFire and the local Fire Marshall have asked that our storage capacity be increased to better meet school fire flow requirements. Key objective is to increase water storage capacity above current 10K gallon capacity to provide potable water resiliency in emergency situations and to better meet fire flow needs. Assistance is needed to determine how many additional 5K HDPE tanks can be added to the system while still meeting treatment requirements using the existing chlorine feeder.

Technical Assistance to be Provided:

BLCSO is operated by local community volunteers. The District needs technical assistance to develop an Engineer's Report evaluating the number of additional 5,000-gallon storage tanks that can be integrated into the existing water system while maintaining regulatory chlorine residual levels throughout the distribution system. The CSD also needs assistance in preparing grants for implementation funding opportunities to support these system improvements. If within the scope and budget of this Technical Assistance (TA) grant, the CSD also requests a feasibility assessment for the development of a backup well to provide redundancy in the event of primary well failure, supporting both drinking water supply and fire suppression, and contributing to overall system fire resiliency.

Tasks:

1. Data Collection from BLCSO:
 - Obtain ten years of well production (bi-monthly) in electronic format **In paper format - converting to electronic**

- Obtain ten years of water sales quantities by month in electronic format **Downloaded from QuickBooks**
- Obtain pressures at all fire hydrants within the system. **John & Val completed testing and provided results**
- Obtain chlorine residuals at the tank inlet, outlet, and each of the ends of the waterlines in the system. **Daily**
- Obtain drawings or other records for the previously deconstructed redwood tank (height or elevation of water at tank full and diameter) **Drawings not available.**

Note: additional time will be required if the data is only available in paper format and needs to be converted into an electronic format or if the system pressures need to be collected in the field.

2. Data collection from Other Agencies:

- Obtain recorded easement for site (1220OR?10 and 1999-32899-4 on 021RM018) **Done**
- Maps of historical, existing and proposed Sphere of Influence and Jurisdictional Boundary **Done**
- Record documents (maps) for the legal description for formation cited in Rec#1998-17165-2 **Done**
- Coordination with fire protection agencies for determination of realistic fire storage needs **In Progress**
- Construction plans for County campground rehabilitation **In Progress**
- Most recent DDW inspection for the water system (if more recent than 2021) **Received 2024.**
- Existing School District Well (non potable) **Walked site. Need more data if available.**

3. On Site Measurements:

- Site visit with operator to document existing operational characteristics and challenges **Done**
- Physical verification of dimensions of easement compared with recorded dimensions and size of fenced area **Done**
- Sketch level map of existing infrastructure at water tank site **Drone footage. Needs sketch added.**
- GPS estimate of elevation at the tank pad & intersection of Roundhouse Creek Road and Ocean View Drive **Done**

4. Analysis: **This is the task that is currently underway.**

- Extent of easement and any limitations within easement
- Analysis of water production data and water consumption data on a monthly and annual basis
- Coordination for adequacy of fire suppression storage capacities
- Review of historical tank heights and pressures within the system.
- Determine min/max storage capacities to meet Drinking Water Regulations
- Coordination with DDW Regional Engineer

5. Figures:

- Conceptual Layouts: Prepare sketch-level plan-view layouts in GIS for various combinations of additional tank alternatives and associated treatment facilities. Layouts will be based on conceptual sketches and available site data. These will illustrate feasible configurations but will require refinement if funding is later secured for survey, design, and construction.
- System Boundary Mapping: Develop a map documenting the BLCSD boundaries, including Sphere of Influence (SOI) and Jurisdictional Boundary, along with adjacent water system service areas (e.g., State Park, County campground and boat ramp, and Rancheria), where data is available.

6. Prepare list of recommendations:

- Expanded Storage Concept: Provide recommendations for expanded water storage facilities, including approximate implementation cost estimates for conceptual alternatives.
- Well Redundancy (Budget Permitting): Outline parameters for development of an additional well or rehabilitation of a secondary well, recognizing that detailed feasibility analysis would require a licensed

well driller and is likely beyond the scope of this TA contract.

- Consolidation Feasibility: Identify next steps for future evaluation of potential system consolidation and implementation opportunities. Note: DFA funding limits for consolidation have recently increased, which may improve future feasibility.
- Grant Preparation (If Feasible): Identify potential funding sources and outline steps toward application. Preparation of detailed DWSRF or similar applications is not anticipated under this Work Order due to cost and effort required; this would typically be completed under a separate TA contract or future funding opportunity.
- Progress Reporting: Planwest will prepare all required NCRP TA program progress reports with input from subcontractor(s) on assigned tasks. Tribal coordination, if needed, will be led by Planwest.

Deliverables:

- Engineer's Report (draft and final).
- Conceptual layout sketches of storage alternatives.
- System boundary and adjacent service area map.
- Technical memorandum with recommendations and costs.
- Data compilation appendix.

Schedule/Timeline:

- Kick-off meeting: NCRP TA program coordinator, Contractor, Project Sponsor **Done, Sept 26, 2025**
- Data Collection Requests: Within 2 weeks of kickoff. **Done**
- Site Visit: Within 6 weeks of kickoff. **Done**
- Final Deliverables: Within 6-8 months of kickoff, or as otherwise agreed. **Goal: March - May 2026**

Reporting:

- With each invoice, CONTRACTOR will include a progress report that describes the activities conducted during the period, progress toward completion, and any problems or issues that have arisen.
- With the final invoice, CONTRACTOR will provide NCRP with a written report of work completed using the Final Report Template provided. This will include a summary of the TA provided, a list of project deliverables provided to the project sponsor, a narrative evaluation of what was accomplished and leveraged with the TA, suggested next steps, and an evaluation of the project and the TA program.
- Upon project completion, CONTRACTOR will provide the project sponsor with a written summary of TA provided, including a list of tasks completed and deliverables, as well as a brief explanation of any deviation from the original Work Order, and will provide a copy of project deliverables to the project sponsor and to NCRP.

Compensation:

Technical assistance provider will provide services on a time and materials basis using the fee schedule in the Scope of Work (Appendix A) of the Open Scope Agreement. Please note that travel expenses are based on the state reimbursement rates; no per diem is allowed. Total compensation for this Work Order not to exceed \$15,000 without prior written agreement from WCW.

ADDITIONAL TERMS AND CONDITIONS:

- **Project kickoff meeting:** A project kickoff meeting between NCRP, Contractor, and Project Sponsor is required prior to initiating work.
- **Projects with a data development/mapping/spatial assessment component:** NCRP and its funding

partners have invested significant funding and resources in data development, mapping, assessments, spatial assessment, and modeling. Tukman Geospatial is the NCRP's long-term technical partner on these topics. When data development, spatial assessment, and mapping work are undertaken for NCRP-supported projects and initiatives, NCRP will request review of Scope of Work/Work Orders by Tukman Geospatial, who will share existing NCRP data resources and ensure alignment in order to avoid replication. If needed, NCRP will set up a kickoff meeting between Contractor, Project Sponsor, and Tukman Geospatial.

- **Tribal consultation:** Per the NCRP Memorandum of Mutual Understandings, the NCRP recognizes Tribal sovereignty and the need for meaningful Tribal consultation by all NCRP partners that collaborate with the NCRP.

Accepted and Agreed for West Coast Watershed by:

**Katherine
Gledhill**

Digitally signed by Katherine Gledhill
DN: cn=Katherine Gledhill, o=West
Coast Watershed, ou,
email=kgledhill@westcoastwatershed
.com, c=US
Date: 2025.10.29 09:39:41 -07'00'

Katherine Gledhill, CFO, West Coast Watershed or
Karen Gaffney, CEO, West Coast Watershed
Date: 10-29-2025

Accepted and for CONTRACTOR by:



Date: 10-28-2025



RESOLUTION NO. 2025-00000

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE BIG LAGOON COMMUNITY SERVICES DISTRICT ESTABLISHING PROCUREMENT PROCEDURES FOR PURCHASING OF SUPPLIES AND EQUIPMENT AND BIDDING PROCEDURES FOR PUBLIC PROJECTS; ADOPTING THE ALTERNATIVE BIDDING PRODEDURES

The Board of Directors of the Big Lagoon Community Services District, Humboldt County California, ordains as follows;

SECTION 1. PURPOSE

- A. The purpose of this Purchasing Resolution is to establish efficient procedures for the purchase of supplies, equipment and services at the lowest possible cost commensurate with quality needed, to exercise positive financial control over purchases, to define purchasing authority, and to assure the quality of purchases.

SECTION 2. AUTHORITY

- A. The adoption of this Purchasing Resolution is intended to meet the requirements of state law including but not limited to the following; (i) Government Code Sections 54201 to 54205 regarding the purchase of supplies and equipment; (ii) Public Contract Code Sections 20780 to 20784 regarding public works construction projects; (iii) Government Code Section 4526 regarding professional services; (iv) Labor Code requirements for prevailing wages; and (v) other applicable state laws.

SECTION 3. PURCHASES AND CONTRACTS THAT ARE NOT PUBLIC PROJECTS

- A. Procedures for Specific Amounts.

The following procedures shall be followed when purchasing or leasing materials, supplies, equipment or services:

1. \$0 to \$1,000 - The General Manager shall ensure that the District pays fair prices and receives commensurate value for amounts expended.
2. \$1,001 - to \$2,500 - Price quotes must be solicited, either verbally or in writing, from a minimum of three vendors, if available. The low-price quote must be confirmed in writing.
3. \$2,501 or higher - Written specifications describing the delivery schedule, materials, supplies, equipment or services must be prepared. Price quotes must be solicited in writing from a minimum of three vendors, if available. The low-price quote must be confirmed in writing.

B. Purchase Order or Contract Required.

Purchases of supplies, equipment, and services shall be made only by written purchase order or contract.

C. Emergency Purchases and Contracts under \$35,000.

In an emergency, the General Manager may make purchases and execute contracts without following the foregoing requirements provided that the purchase is of an urgent nature, directly and immediately required by the emergency. An emergency is defined as a sudden, unexpected occurrence that poses a clear and imminent danger, requiring immediate action to prevent and mitigate the loss or impairment of life, health, property, or essential public services. The General Manager shall provide a written report to the Board with a copy of any contract or invoice within seven days or at the next regularly scheduled meeting of the Board, whichever occurs first. The report shall detail the emergency and reasons justifying the action taken.

SECTION 4. PROCEDURES FOR PUBLIC PROJECTS

A. Definition of Terms.

As used in this section, the words, terms and phrases shall have the following meanings, as defined in Section 22002 of the Public Contract Code, unless otherwise apparent from the context:

1. "Facility" means any plant, building, structure, ground facility real property, street, highway or other public work improvement.
2. "Maintenance Work" includes all of the following:
 - a. Routine, recurring, and usual work for the preservation or protection of any publicly owned or publicly operated facility for its intended purposes.
 - b. Minor repainting.
 - c. Resurfacing of streets and highways at less than one inch.
 - d. Landscape maintenance including mowing, watering, trimming, pruning, planting, replacement of plants, and servicing of irrigation and sprinkler systems.
3. "Public Project" means any of the following:
 - a. Construction, reconstruction, erection, alteration, renovation, improvement, demolition, and repair work involving any publicly owned, leased, or operated facility.
 - b. Painting or repainting any publicly owned, leased, or operated facility.
 - c. Public project does not include maintenance work.

B. Dollar Amount of Public Project Determines Process to be Used.

The dollar amount thresholds provided in this section shall automatically adjust upon the effectiveness of any adjustment notification by the State Controller in accordance with Public Contract Code Section

22020, without the necessity of amending this section or any subdivision herein to reflect any such adjustment.

1. Public projects of forty-five thousand dollars (\$45,000.00) or less may be performed by District General Manager by force account, by negotiated contractor by purchase order. The contract or purchase order for contracts over \$45,000 shall be awarded by the Board and signed by the General Manager.
2. Public projects of one hundred seventy-five thousand dollars (\$175,000) or less may be awarded by a contract which follows informal bidding procedures as set forth in this section.
3. Public projects of more than one hundred seventy-five thousand dollars (\$175,000) shall, except as otherwise provided in this section, be awarded by contract that follow formal bidding procedures as set forth in this section.

C. Procedures to Be Used for Contracts Regarding Public Projects.

1. Written specifications. Public works projects which come within the dollar amount set forth in section (B)(l) above are subject to written specifications describing the delivery schedule, materials, supplies, equipment and services. Price quotes must be solicited in writing from a minimum of three vendors, if available. The low-price quote must be confirmed in writing.
2. Informal bidding procedures. Public Works project which are subject to the informal bidding procedures as set forth in section (B)(2) above shall be awarded to the lowest responsive and responsible bidder in accordance with the Section 22032 et seq. of the Public Contract Code, as follows:
 - a. Contractors List. A list of qualified contractors shall be developed and maintained in accordance with the provisions of Section 22034 of the Public Contract Code and criteria promulgated from time to time by the California Uniform Construction Cost Accounting Commission.
 - b. Notice Inviting Informal Bids. A notice inviting informal bids shall be prepared, which shall describe the project in general terms, describe how to obtain more detailed information about the project, and state the time and place for the submission of bids. The notice shall be mailed not less than ten (10) days before bids are due, to either all the contractors on the Contractors List for the category of work to be bid, or to all construction trade journals specified in the California Public Contract Code Section 22036, or both, unless the product or service delivery is proprietary. The Notice shall specify that bids must be received in written form and that bids must be received by mail, courier, hand-delivery or facsimile (fax).
 - c. The informal bids for public projects shall be awarded to the lowest responsive and responsible bidder. Contracts will be awarded by the Board and signed by the General Manager.
 - d. If all bids received are in excess of one hundred seventy-five thousand dollars (\$175,000), the Board may, by adoption of a resolution with a four-fifths vote, award the contract, at one hundred eighty-seven thousand five hundred dollars (\$187,500) or less, to the lowest responsive and responsible bidder, if it determines the cost estimate of the public agency was reasonable.

3. Formal bidding procedures. Public work projects which are subject to formal bidding procedures as set forth in section (C)(3), above, shall be awarded to the lowest responsive and responsible bidder in accordance with, but not limited to, the following procedures:

- a. Preparation of a notice inviting bids including bid specifications, bid security, and setting of the time and place for receiving and opening of sealed bids;
- b. Publication of such notice at least ten (10) days prior to bid opening. Notice shall be published at least twice, not less than five days apart, in a newspaper of general circulation. It shall also be sent electronically, if available, and mailed to all construction trade journals specified in Section 22036, at least fifteen days prior to bid opening;
- c. The submission of sealed bids;
- d. A public bid opening;
- e. Award to the lowest, responsive and responsible bidder;
- f. District reservation in notice inviting bids of the right to reject any or all bids;
- g. Award and execution of a written contract; and
- h. Reference to applicable state or federally funded project requirements;

D. Authority to Prepare and Issue Notice Inviting Bids.

The General Manager or his or her designee is authorized to prepare and issue notices inviting bids and to establish such additional bidding procedures as are not inconsistent with those stated herein.

E. Prohibition against splitting or separating projects.

It is unlawful to separate into smaller work orders or projects for the purpose of evading the provisions of this article requiring work to be done by contract after competitive bidding.

F. Board Authority to Reject, Re-advertise, or Otherwise Award.

1. In its discretion, the Board may reject any and all bids presented under the informal and formal bidding procedures described above if the Board, prior to rejecting all bids and declaring that the project can be more economically performed by employees of the District, furnishes a written notice to an apparent low bidder. The notice shall inform the bidder of the Districts intent to reject the bid and shall be mailed at least two business days prior to the Board meeting at which the District intends to reject the bid. If after the first invitation for bids all bids are rejected, after reevaluating its cost estimates of the project, the Board shall have the option of either of the following:
 - a. Abandoning the project or re-advertising for bids in the manner described in Section D-2 or D-3 as applicable.

b. By passage of a resolution by a four-fifths vote of the Board declaring that the project can be performed more economically by the employees of the District, the District may have the project done by force account without further complying with this Section.

2. If the contract is awarded, it shall be awarded to the lowest responsive and responsible bidder. If two (2) or more bids are the same and the lowest, the District may accept the one it chooses.
3. If no bids are received through the informal or formal bidding procedures described above, the project may be performed by employees of the District by force account or by informal bidding procedures set forth above.

G. Emergency.

1. In case of an emergency regarding a public project which requires competitive bidding, the Board may pass a resolution by a four-fifths vote of its members declaring that the public interest and necessity demand the immediate expenditure of public money to safeguard life, health, or property. The resolution shall specify findings as required in Public Contracts Code Section 22050.
2. "Emergency" as used in this section means a sudden, unexpected occurrence that poses a clear and imminent danger, requiring immediate action to prevent or mitigate the loss or impairment of life, health, property, or essential public services.

H. Written Contracts Required.

All contracts for public projects shall be in writing; all amendments to contracts shall be in writing. The General Manager shall work with District Counsel to ensure that the contract includes language protecting the District's interest and language required by law. This language shall include, but is not limited to: specified term, scope of services, termination language, insurance, warranties, indemnification, non-collusion, contractor license, security, bonds, liquidated damages, change orders, retention, prevailing wages, and compliance with applicable laws.

I. Exception to Competitive Bidding for Purchases from State and Public Agencies.

1. In accordance with Public Contract Code Section 10299, the District may, without formal or informal bidding, contract with suppliers who have been awarded contracts by the state for the purchase of goods, information technology, and services under the competitive process in Public Contract Code Sections §12100 to 12113. Such contracts typically take the form of master agreements, price schedules, or multiple award schedules.
2. If the District is part of a joint powers agreement or consortium that utilizes competitive procurement procedures, the District may contract with suppliers/vendors who have been awarded contracts by the joint powers authority or consortium.
3. The District may also utilize a competitive procurement process utilized by the County of Humboldt for goods or for public projects.
4. The District may make purchases under this section directly from the vendors, the state or public agency or through the State or public agency. Such contracts are subject to Board approval.

J. Sole-Source Purchases.

In the event that there is one, and only one, source for a product or equipment in excess of \$35,000, a sole-source contract may be used. When the District wishes to purchase a product or equipment over \$35,000 from a sole-source without competitive bidding, a sole-source resolution is to be prepared and submitted with a District agenda item. In order to establish a legal basis for a sole-source exception, the following statements and findings must be made and set forth in every sole-source resolution:

1. A statement describing every unique or specialized feature of the product;
2. A statement of the General Manager's efforts to locate all possible suppliers of such product;
3. A statement that, in spite of its efforts, the General Manager has been able to locate only one supplier of the product in question
4. A statement that indicates the ultimate cost of the product and the process used to determine the cost of the product; and
5. A finding that it is, therefore, proper for the District to dispense with competitive bidding requirement and to authorize the General Manager to purchase the product in question under the sole-source exception.

SECTION 5. PREVAILING WAGES

- A. Under Labor Code Section 1771, all work performed under contract for public works projects of **more than \$1,000 shall be subject to prevailing wages**. The Labor Code defines the term "public works project" broader than the Public Contract Code and Section 3 above requiring procedures to use for "public project." There may be instances in which bidding is not required but payment of prevailing wages is required.
- B. "Public works project" or the purpose of prevailing Wages only means:
1. Construction, alteration, demolition, installation, or repair work done under contract and paid for in whole or in part from District funds. For purposes of this paragraph, "construction" includes work performed during the design and preconstruction phases of construction, including, but not limited to, inspection and land surveying work. For purposes of this paragraph, "installation" includes, but is not limited to the assembly and disassembly of freestanding and affixed modular office systems.
 2. The laying of carpet done under a building lease-maintenance contract and paid for out of public funds.
 3. The laying of carpet in a public building done under contract and paid for in whole or in part out of public funds.
- C. Prevailing wage requirements do not apply to work performed by the District with its own forces.
- D. The General Manager is authorized to establish guidelines for implementing prevailing wages requirements that are consistent with this section and with the Labor Code.

SECTION 6. EFFECTIVE DATE.

This Resolution shall become effective: _____

The foregoing Resolution No. 2025-01 was adopted on _____, by the following vote:

AYES: Directors _____

NOES: Directors _____

EXCUSED: Directors _____

Jennie Short, Chairperson

ATTEST:

Mara Friedman
Clerk of Board of Directors

First Reading



RESOLUTION NO. 2025-03

ESTABLISHING UPDATED CHECK SIGNING AUTHORIZATIONS WITH COLUMBIA BANK

WHEREAS, the Board of Directors of the Big Lagoon Community Services District, (the District) has determined it to be in the best interest of the District to establish updated authorizations with Columbia Bank, previously Umpqua Bank, (the Bank).

WHEREAS, the District has one business checking account no. _____ and one public funds certificate of deposit account no. _____ with Columbia Bank.

NOW, THEREFORE, BE IT RESOLVED AND ORDERED, by the BLCSD Board of Directors as follows:

- 1. all checks shall require the following signatures for authenticity:

Minimum	Maximum	Signatures Required
\$0	\$2,000	One Signature
\$2,000	None	Two Signatures

- 2. Louise Minor, Treasurer of this District is hereby authorized and empowered to certify and to execute a signature card, or cards, including the following persons as authorized signatory on any or all of the above referenced accounts as well as written authorizations as needed or required by the Bank:

Name	Title
Louise Minor	Board Treasurer
Valen Castellano	Water Operator
Mara Friedman	Board Secretary

Passed and adopted by the Big Lagoon Community Services District’s Board of Directors on **December 13, 2025** during a regular business meeting, by the following vote:

AYES: Directors _____

NOES: Directors _____

EXCUSED: Directors _____

Jennie Short, Chairperson

ATTEST:

Mara Friedman
Clerk of Board of Directors



RESOLUTION NO. 2025-04

A RESOLUTION OF THE BIG LAGOON COMMUNITY SERVICES DISTRICT ELECTING TO UTILIZE SECTION 1.263(A)-1(F) DE MINIMIS SAFE HARBOR ELECTION WITH A THRESHOLD OF \$2,500 PER INVOICE OR INDIVIDUAL ITEM IN ACCORDANCE WITH INTERNAL REVENUE SERVICE IN NOTICE 2015-82.

WHEREAS, the Big Lagoon Community Services District is a Special District that was formed by the Humboldt County Board of Supervisors on April 28, 1998, Agenda Item No. J-2, (Resolution No.98-49) as an independent special district for the purposes of supplying water to homes in the Big Lagoon subdivision and Big Lagoon School; and

WHEREAS, the Big Lagoon Community Services District incurs expenditures related to tangible property for a water enterprise fund; and

WHEREAS, the Internal Revenue Service issued the final tangible property regulations on Sept. 17, 2013, [Treasury Decision 9636 ("final tangibles regulations)]; and

WHEREAS, the de minimis safe harbor election does not include amounts paid for inventory (to be resold) and land; and

WHEREAS, the IRS will provide audit protection to eligible businesses and non-profits by not challenging the use of the \$2,500 threshold for tax years ending before January 1, 2016, if the taxpayer otherwise satisfies the requirements of Treasury Regulation § 1.263(a)-1(f)(1)(ii).

NOW, THEREFORE, BE IT RESOLVED AND ORDERED, that the District is electing to utilize Section 1.263(a)-1(f) de minimis safe harbor election, with a threshold of **\$2500 per invoice or individual item**, in accordance with Internal Revenue Service in Notice 2015-82 and all items in excess of this threshold will be booked as capital assets and will be depreciated in accordance with District policy and Appendix B of Publication 946. This election is effective as of January 1, 2026.

Passed and adopted by the Big Lagoon Community Services District's Board of Directors on **December 13, 2025** during a regular business meeting, by the following vote:

AYES: Directors _____

NOES: Directors _____

EXCUSED: Directors _____

_____, Chairperson

ATTEST:

Mara Frieman
Clerk of Board of Directors



BIG LAGOON
COMMUNITY SERVICES DISTRICT

P.O. Box 847
Trinidad, CA 95570
www.biglagooncsd.org

BOARD MEETING MEMORANDUM

Meeting Date: December 13, 2025
To: Board of Directors
From: Jennie Short, General Manager
Subject: Leaks/Excessive Use/Terms of Service

GENERAL OVERVIEW

At the previous board meeting there was interest in determining what our current policy is on excessive water use and unrepaired leaks and whether we have the authority to turn of a customer's meter for these reasons. I have attached each of the existing policies or documents and have highlighted any verbiage remotely related to the topic. I do not believe our current policy contains adequate verbiage to take such an action. Also attached for your consideration is an excerpt from McKinleyville Community Services District's Rules and Regulations related to the topic.

FINANCIAL IMPLICATIONS

No direct financial implication so long as the customer is paying for the water used. Potential operational impacts if the excess results in difficulty in maintaining sufficient water supplies for all the customers.

RECOMMENDATIONS

Direct the General Manager to bring a policy back for Board consideration and possible adoption similar to MCSD Rule 7.02.

ATTACHMENTS

- BLCSD Terms of Service - Approved 05-20-23
- BLCSD Collections Policy as Adopted 07-15-23
- BLCSD Water Leak Adjustment Policy - Approved 08-21-21
- BLCSD Water Shortage Contingency Plan
- MCSD Rules & Regulations - Rule 7.02



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

TERMS OF SERVICE AGREEMENT

Property Owner (Customer): _____

Mailing Address: _____

Home Phone: _____ **Cell Phone:** _____

Emergency Contact Number: _____ **E-mail:** _____

Service Address: _____

APN# _____

The undersigned property owner (customer) requests that Big Lagoon Community Service District PO Box 847, Trinidad, CA 95570 make a water connection and/or supply water service at the above-described premises, and agrees to be ultimately responsible for payment of applicable charges for service, and agrees to observe any and all District rules and regulations now or hereafter adopted for water service as they may be amended from time to time. I/we have been provided a copy of the Big Lagoon Community Services District (BLCS D) Water Service and Billing Collections, and Other Water Policies (subject to updates over time).

Responsibility for Notification:

1. **Sale of Property:** Upon the sale of a property, the current owner is to notify the District as to the date of close of escrow. Failure to notify the District of that date will continue the accrual of fees and charges until such notification is provided.

2. **Purchase of Property:** It is the responsibility of a new owner to notify the District immediately upon close of escrow. In the event a property-owner fails to notify the District and the District determines new ownership via other means, an account will be opened in the new owner's name and said property will be subject to all the requirements outlined within this policy. Charges will be attributed to account as accrued including all fees and charges outlined in the District Billing and Collection Policy .

3. **Lease of Property: Owner/Tenants.** California law allows tenants to apply for a utility account in their own name. The BLCS D requires a copy of the signed lease to apply for such account. The property owner remains ultimately responsible for utility payments, late fees, interest, and service

charges. In the event of any delinquency, all notices of delinquency will be sent to both the tenant and the owner of record. Delinquency proceedings will be conducted with the owner of record.

4. Agent Application (For Owner's with property under a Management Agreement) a. An application by any Owner must comply with this agreement. b. Owner Applicant must also provide a copy of a new updated Management Agreement authorizing action on their behalf. In the event a Management Agreement has ended or been revoked, it is the responsibility of the property owner to notify the District.

Date: _____

Signature(s):

The personal information provided herein shall remain confidential and will only be disclosed as required by applicable law (Government Code § 6254.16). The District will use the information for the purposes of providing services and collections.

www.biglagooncsd.org

For questions on this form please contact: finance@biglagooncsd.org

BIG LAGOON COMMUNITY SERVICES DISTRICT (BLCSD) WATER SERVICE BILLING, COLLECTIONS, AND OTHER WATER POLICIES

WATER SERVICE BILLING

Meters are read 6 times a year.

Billing bi-monthly per the schedule below

January – for period of November and December

March- for period of January and February

May- for period of March and April

July- for period of May and June

September- for period of July and August

November- for period of September and October

Effective September 1, 2023, water rates for both the base rate and water usage. The new rate schedule is listed below.

<u>Item</u>	<u>Description</u>	<u>Old Rate</u>	<u>09/01/23</u>
Base	Base Rate per month	\$47.49	\$54.61
Base Rate 2	Base Rate per month	\$127.99	\$147.19
Connection	Water meter connection	\$5,000.00	\$5,000.00
Gallon	Water Usage gallon meter	\$0.004799	\$0.005519

Due date is 30 days from bill mailing date, and is extended out to the next business day if the due date falls on a Sunday or legal holiday. The bill becomes delinquent on the day after the due date. As long as payment is received no later than 30 days after the due date (a 30-day grace period), no late penalties will be assessed.

Water rates and charges which are not paid on or before the end of the grace period shall be subject to a penalty of \$15.00, and thereafter shall be subject to a further penalty of 1% per month on the first day of each month following.

The BLCSD shall charge the full returned payment fee, or \$25 (twenty-five dollars), whichever is greater, each time a customer's payment is rejected by that customer's financial institution.

If the bill is not paid within 60 days of the due date, the water will be disconnected as provided below in the DISCONNECTION OF WATER SERVICE FOR NONPAYMENT POLICY unless amortization arrangements are made.

BLCSD customers who find themselves at risk of imminent service interruption are encouraged to contact Louise Minor, Treasurer at 707-677-0720 or 155 Roundhouse Creek Road, or finance@biglagooncsd.org to discuss their options such as deferred payment, amortization, or appeal.

SUIT - all unpaid water rates and charges and penalties herein provided may be collected by suit.

COSTS - defendant shall pay all costs of suit in any judgment rendered in favor of BLCSD.

DISCONNECTION OF WATER SERVICE FOR NONPAYMENT POLICY

BLCSD recognizes all Californians have the right to safe, accessible, and affordable water as declared by Section 106.3 of the State Water Code. In the event that a water bill becomes delinquent, BLCSD will apply the following Disconnection of Water Service for Nonpayment Policy (Policy). Disconnection of water service for nonpayment is considered the final phase of the collection procedure and will be instituted only after sufficient notification, and when all other reasonable alternatives have been exhausted. This Policy applies to all BLCSD water service users. To the extent this Policy conflicts with any other rules, regulations, or policies of the BLCSD, this Policy will control.

General Provisions

All BLCSD users will pay a bimonthly water service and usage charge. All bills for water service are due and payable 30 days after the mailing date by BLCSD, and the due date will be extended to the next business day if the due date falls on a Sunday or legal holiday. A bill becomes delinquent on the day after the due date. A 30-day grace period will follow before a late penalty goes into effect. **Partial Payments:** The District will apply partial payments first to the accumulated late fees if any, then to the accumulated interest penalties if any, and last to outstanding water usage and base rate fees, oldest first.

1. A late penalty of \$15.00, and thereafter a further penalty of 1% per month on the first day of each month following, will be applied to delinquent charges after the 30-day grace period has expired.

2. BLCSD shall charge the full returned payment fee, or \$25 (twenty-five dollars), whichever is greater, each time a customer's payment is rejected by that customer's financial institution.

3. BLCSD will disconnect water service for charges that have become delinquent for a period of no less than sixty days from the due date.

4. A lock service(billed at market value) charge will be applied to the account of any water service disconnected for nonpayment of delinquent charges. BLCSD will leave notice of disconnection with information on how to restore water service.

5. An unlock service charge will be applied to the account of any water service prior to restoration of water service.

6. Customers whose water service has been disconnected may contact BLCSD by email, or by telephone, regarding restoration of service. Restoration will be subject to payment of the delinquent charges, lock service charge, and an unlock service charge. BLCSD may also require written request to restore service from the owner of the property. All payments must be made by cash or certified funds. Water service reconnections will be processed Monday – Friday.

Notice to Customer/Property Owner

BLCSD will provide a mailed written notice, postage prepaid, to the customer of record, and property owner, at least thirty (30) days before disconnection of water service. If this notice is returned through the mail as undeliverable, BLCSD will attempt to contact the customer by email or telephone. The written notice will be in a clear and legible format and contain:

- i. the name and address of the customer whose account is delinquent;
- ii. the amount of the delinquency;
- iii. the date by which payment or payment arrangements must be made to avoid disconnection of service;
- iv. the procedure by which the customer may initiate a complaint or request an investigation or appeal concerning service or charges;
- v. a description of the procedure by which the customer may request an amortization, reduction, or other alternative payment arrangement;
- vi. the procedure for the customer to obtain information on financial assistance, including private, local, state, or federal sources, if applicable; and
- vii. the telephone number and email address where the customer may request a payment arrangement or receive additional information from BLCSD.

Posting of Notice at Service Address

BLCSD will make every good faith effort to inform the actual users of the services by leaving a written notice of imminent disconnection of residential service in a conspicuous place at the service address at least ten (10) days before disconnection of water service.

The notice will be addressed to "Occupant," will contain the same notice information required above for Written Notice to Customer and will also inform the actual users that they have the right to become customers of BLCSD without being required to pay the amount due on the delinquent account. The notice will be in English and the languages listed in Civil Code section 1632. Terms and conditions for actual users to become customers of BLCSD are provided in this Policy.

This final notice of intent to disconnect service will be posted in a prominent and conspicuous location at the service address. The final notice will not entitle the customer to any investigation or review by BLCSD.

BLCSD shall also make a reasonable, good faith effort to contact an adult person residing at the service address by telephone or in person at least ten (10) days prior to any disconnection of service.

If the Written Notice to Customer provided above is returned through the mail as undeliverable, and BLCSD is unable to contact the customer by email or telephone, BLCSD will include a copy of this Policy with the posted notice to occupants at the service address.

Customer Assistance

1. Bill Complaint or Review

Any customer may initiate a complaint, or request an investigation, to the Board Treasurer into the charges on their bill, any component of the bill, or any service provided by BLCSD no later than ten (10) days from the due date of the disputed bill. BLCSD will not disconnect water service during an investigation of a timely complaint or dispute. The Treasurer's review will include consideration of whether the customer may receive an amortization, alternative payment schedule, or payment reduction under this Policy. If the customer considers the results of the investigation by the Treasurer to be unfavorable, they have the right to appeal the Treasurer's decision to BLCSD's Board of Directors. The customer must file a written notice of appeal with the BLCSD Secretary within ten (10) business days of BLCSD's mailing of its determination. BLCSD's Board Chair will set the matter to be heard at an upcoming Board meeting and mail the customer written notice of the time and place of the hearing at least ten (10) days before the meeting. If the appellant does not intend to attend the appeal all written materials pertaining to the appeal must be presented by the appellant no later than 72 hours prior to the appeal date for proper board consideration. The materials may be submitted via USPS, courier service, or to boardsecretary@biglagooncsd.org. If attending in person the appellant can present materials to the board for consideration when the agenda item is up for discussion. (6 copies preferred). The decision of the Board is final.

2. Bill Amortization

If a customer has an excessive bill due to an extended period of nonpayment, BLCSD will consider a request to amortize the bill over a reasonable period of time, not to exceed twelve (12) months. The amortization schedule and amounts due will be set forth in writing and provided to the customer. During the amortization period, the customer must remain current on all water service charges in subsequent billing periods. BLCSD may pursue disconnection of water service as described above if the customer fails to pay an amortized amount due by the schedule date and the original amount due is delinquent by at least sixty days. If the customer fails to comply with the amortization agreement, BLCSD shall give the customer at least ten (10) days notice of the conditions the customer is required to meet to avoid termination. The final notice will not entitle the customer to any investigation or review by BLCSD.

3. Contact

Customers are encouraged to contact any Board Member for further details regarding this policy by email or by telephone.

When Service Will Not Be Disconnected

BLCSD will not disconnect water service due to nonpayment on a Saturday, Sunday, legal holiday. In addition, BLCSD will not disconnect residential water service for nonpayment during an investigation of a customer dispute or complaint, during an appeal to BLCSD's Board of Directors, or during a BLCSD-approved extension, amortization, alternative payment schedule, or reduction, if the customer remains in compliance with the payment arrangement. Special Medical and Financial Circumstances with Amortization Agreement BLCSD will not disconnect water service if all of the following are met: The customer, or a tenant of the customer, submits to BLCSD the certification of a licensed primary care provider that disconnection of water service will be life threatening to, or pose a serious threat to the health and safety of a resident of the premises where residential service is provided; and

The customer demonstrates that they are financially unable to pay for residential service within BLCSD's normal billing cycle. The customer is deemed financially unable to pay during the normal billing cycle if: (a) any member of the customer's household is a current recipient of CalWORKs, CalFresh, general assistance, Medi-Cal, California SSI/SSP, or California Special Supplemental Nutrition Program for Women, Infants, and Children, or (b) the customer declares under penalty of perjury that the household's annual income is less than 200 percent of the federal poverty level; and the customer is willing to enter into an amortization with respect to the delinquent charges.

For any customers who meet all of the above qualifications, BLCSD will offer the customer amortization of the unpaid balance. The BLCSD Board will select terms and conditions for the amortization.

The customer is responsible for demonstrating that the qualifications above have been met. Upon receipt of documentation from the customer, BLCSD will review the documentation within seven (7) days and: (1) notify the customer of the amortization terms selected by BLCSD and request the customer's signed assent to participate in the amortization; (2) request additional information from the customer; or (3) notify the customer that they do not meet the qualifications and will be sent a Final Notice of Disconnection Of Water Service For Nonpayment.

4. Procedures for Occupants or Tenants to Become Customers of BLCSD

This section only applies when a property owner, landlord, manager, or operator of a residential service address is listed as the customer of record and has been issued a notice of intent to disconnect water service due to nonpayment.

BLCSD will make service available to the actual residential occupants if each occupant agrees to the terms and conditions of service and meets the requirements of the BLCSD's rules and regulations. Notwithstanding, if one or more of the occupants are willing and able to assume responsibility for the subsequent charges to the account to the satisfaction of BLCSD, or if there is a physical means, legally available to the district, of selectively terminating service to those actual users who have not met the requirements of the BLCSD's rules and regulations, BLCSD will make service available to the occupants who have met those requirements.

5. Other Remedies

In addition to disconnection of water service, BLCSD may pursue any other remedies available in law or equity for nonpayment of water service charges, including, but not limited to: securing delinquent amounts by filing liens on real property, filing a claim or legal action, or referring the unpaid amount to collections. In the event a legal action is decided in favor of BLCSD, BLCSD will be entitled to the payment of all costs and expenses, including attorneys' fees and accumulated interest.

COLLECTION BY INTERAGENCY INTERCEPT PROGRAM - as an alternative to any of the other procedures herein provided, the BLCSD may collect unpaid user fees and charges through the State of California Interagency Intercept Program. Upon submitting an unpaid charge to the State, BLCSD will also notify the customer at the last known customer address. Customers may appeal said submittal by filing an appeal. Information about the State of California Interagency Intercept Program is attached as Addendum "A." Customers wishing to

know more about this program may look at the State of California Franchise Tax Board's website.

BLCSD reserves the right to disconnect water service for any violations of District ordinances, rules, or regulations other than nonpayment.

Except as otherwise expressly stated in this Policy, any fees and charges incurred by a customer under any other rules, regulations, or policies of BLCSD, including, but not limited to, delinquent charges, will be due and payable as set forth therein.

6. Reconnection Fees and Deposit

Failure to receive a bill does not relieve consumer of liability. Any amount due shall be deemed a debt to the BLCSD, neglecting or refusing to pay said indebtedness shall be liable to an action in the name of the BLCSD in any court of competent jurisdiction for the amount thereof. A reconnection charge shall be made and collected prior to renewing service following an initial disconnection or suspension. The reconnection charge of \$50.00 will be added to the total balance due. Service reconnection shall also require the payment of all charges currently due in addition to the reconnection charges. An additional refundable deposit of \$500.00 will be required. The deposit will be refunded after 6 consecutive on time payments. No interest is due upon refund.

7. Disconnection for Reasons other than Nonpayment

a. Unsafe Apparatus - water service may be refused or disconnection to any premises where apparatus or appliances are in use which might endanger or disturb the service to other customers.

Cross-Connections - water service may be refused or disconnection to any premises where there exists a cross-connection in violation of State or Federal laws.

b. Fraud or Abuse - service may be disconnected, if necessary, to protect the BLCSD against fraud or abuse.

c. Non-compliance with Regulations - service may be disconnected for non-compliance with this or any other ordinance or regulation relating to the water service.

d. Vacating Premises - customers desiring to disconnect service should so notify the BLCSD two (2) days prior to vacating the premises. Unless disconnection of service is ordered, the customers shall be liable for charges whether any water is used.

8. Programs Available to Low Income Households

At times there may be Federal or State programs that provide financial assistance to low income households. For example, in 2021/2022 California was allocated \$116 million in one-time funding for the Low-Income Household Water Assistance Program (LIHWAP) to be administered by the California Department of Community Services and Development. BLCSD has applied to this program on behalf of customers who may qualify for financial assistance. As such programs become available BLCSD will inform customers of these programs.

REFERENCES

California Water Code div. 1, Ch. 1, § 106.3

California Government Code, tit. 6, div. 1, § 60370 et seq

ADDENDUM “A”

Interagency Intercept Collection (IIC) Program

Overview

Many California taxpayers do not pay delinquent debts to government agencies and California colleges. Yet, these individuals are scheduled to receive state payments that include Franchise Tax Board (FTB) personal income tax refunds, Unclaimed Property Division (UPD) claim payments, or California State Lottery winnings.

FTB administers the Interagency Intercept Collection Program on behalf of the State Controller’s Office (SCO). The program intercepts these funds and transfers them to pay the individual’s debts to agencies and colleges (hereinafter referred to as “agency”). We do not intercept corporation, limited liability company, or partnership funds.

Benefits

The IIC Program has been in existence since 1975, initially intercepting only Personal Income Tax refunds. We included lottery winnings in 1984 and added unclaimed property payments in 2009. In 2018, we collected \$384 million for over 600 agencies.

Cost

The IIC Program determines the service fee for each successful offset. SCO charges this fee to reimburse the administrative costs of the program. We base this fee on actual costs incurred, which vary each year. The approximate cost is \$2.50 to \$3.00 per successful offset. The IIC Program will post a bulletin to advise you of the cost for the year. Agencies can add this fee to the debtor’s account balance. SCO bills each agency in April for each successful intercept during the previous calendar year.

Authority

The government code sections in the following table relate to the IIC Program. These codes determine the exact debts you can submit to the IIC Program.

Interagency Intercept Collection (IIC) program on behalf of the State Controller's Office

The IIC program intercepts (offsets) refunds when individuals and business entities owe delinquent debts to government agencies including the IRS and California colleges.

An **interagency intercept** occurs when our IIC program receives a request from one of the participating agencies to intercept tax refunds, lottery winnings, or unclaimed property payments from individuals or business entities who owe delinquent amounts. All refunds are subject to interception. We only intercept the amount owed. We intercept lottery winnings for all agencies except for the IRS.

If a participating agency requests we intercept someone's funds, we seize and send only the amount of the debt to the requesting agency.

Refunds from joint tax returns may be applied to the debts of the taxpayer, spouse or registered domestic partner. After all tax liabilities are paid we apply any remaining credit to voluntary contributions if requested; and then, the remainder will be refunded. The State Controller's Office will mail a check for the remaining amount.

If the taxpayer's debt was previously paid to the requestor and we also intercepted the taxpayer's refund, any overpayment will be refunded by the agency that received the funds. Please allow 3 to 4 months of processing time.

For details about the debt, taxpayers must call the agency listed on the intercept notice we sent. BLCSD does not have any information about the taxpayer's debt with the agency.

There shall be an adjustment in a customer's water bill, during one billing cycle per 12-month period only, for water which is metered but unused because of a water leak on the owner's side of the water meter.

Approval of an adjustment shall be made where:

- a) it is determined that the leak was caused by occurrences or events beyond the reasonable control of the property owner. Examples of events beyond the reasonable control of the property owner are: a "hidden leak," which is a leak that is hidden from view that produces no visible or audible signs that would alert a person to the presence of the leak, damage resulting from an earthquake, damage from a tree falling over and damaging a water line, the failure of a pressure regulator, or a broken internal pipe or appliance within the home where there is no reasonable way to determine that a break has occurred. This is not an exhaustive list of events which are beyond the reasonable control of the property owner.
- b) the water usage exceeds twice the billing cycle average for the past 12 months
- c) the leak is fixed as quickly as possible and repairs were made within fourteen (14) calendar days of the discovery of a leak
- d) the property owner provides proof of repair to the Water Board, which may include a contractor's invoice, plumber's invoice, receipts, or photos of the repair
- e) all outstanding water bills have been paid and the account is in good standing
- f) the property owner has requested an adjustment to her/his bill no later than thirty (30) days following the billing cycle during which the leak was discovered

The adjustment shall be a forgiveness of not more than one-half of the customer's water bill for the billing cycle during which the leak is discovered and the adjustment will impact only the water usage portion of the bill. The fixed costs for that billing cycle will not be adjusted. The adjustment will be based on the same billing period during the prior year to reflect seasonal fluctuations in water usage. There is a cap on the amount of any adjustment allowed of fifty percent of a maximum of 50,000 gallons. Any amount over 50,000 gallons is the responsibility of the property owner. All decisions by the Big Lagoon Community Services District Board are final.

Requests for adjustments due to circumstances that are within the reasonable control of the property owner will not be considered. Some examples of what is considered to be within the reasonable control of the property owner are: a garden hose that has inadvertently been left running, a broken landscape irrigation system or clock malfunction, ongoing long-term root

intrusion into pipes that is documented and well-known to members of the community services district. This is not an exhaustive list of circumstances that are within the reasonable control of the property owner. There will be no adjustments if the overage is the result of a leak from a swimming pool or spa, fish pond, or other decorative water feature. There will be no adjustment in the instance of theft or vandalism. No adjustment will be granted when a claim for insurance reimbursement covers the cost of the bill due to water overage.

For its part, the Big Lagoon Community Services District, upon the discovery of a leak and at the request of the property owner, will turn off the water supply to the meter in a timely fashion, and will respond no later than four (4) hours following a property owner's request. If the leak is discovered and the property owner is unavailable, after twenty-four (24) hours the District may shut off the water supply to the meter and leave information for the property owner (telephone, text, email, written notification on the front door) with instructions about how to get the water turned back on.

This Water Shortage Contingency Plan (WSCP) complies with California Water Code (CWC) Section 10632, which requires that every urban water supplier shall prepare and adopt a WSCP as part of its Urban Water Management Plan (UWMP).

The provisions of the WSCP shall take effect upon a declaration of a water shortage made by a resolution of the Big Lagoon Community Services District Board of Directors (the Board). Recommendation for the implementation of the WSCP shall be brought to the Board of Directors whenever the Water Operator, upon engineering analysis of District water supplies or due to regulatory requirements, notices, or orders, finds and determines that a water shortage emergency exists or is imminent within the Big Lagoon Community Services district. The WSCP shall remain in effect for the duration of the water shortage set forth in the resolution, or until rescinded by the Board.

The Board shall communicate with the public, and local, regional, and state government agencies during each water shortage stage to communicate the demand reduction actions required. For each water shortage stage, the Board will implement water conservation measures. In the earliest stages, measures will be voluntary. But as the stages progress, the measures will become mandatory.

Early conservation measures will focus on types and times of use. This means required reductions in, or prohibitions on, certain uses of water. This would include things like filling hot tubs, outdoor washing (cars, boats, driveways, etc.) watering during certain times of the day, etc. As water shortage stages become more severe, water rationing may be required.

Water Shortage / Drought Stages

Stage 1 (10% Reduction) – Temporary disruption in water delivery due to required maintenance of district infrastructure.

VOLUNTARY: BLCSD will notify customers through mail stuffers, email, social media posts, and via the District website. Water conservation is **requested** of all customers.

- Use of water-efficient indoor devices.
- **Promptly repair all leaks in plumbing fixtures, water lines, and sprinkler systems.**
- Installation of low-flow shower heads, low-flush toilets, and faucet aerators.
- Reduction in outdoor irrigation of ornamental landscapes by 20% of typical residential use (as determined by resident).
- Hose-end shutoff nozzles on all garden and utility hoses.

Stage 2 (20% Reduction) – Temporary disruption in water delivery due to a leak in a pipe maintained by the district. Repair may be time consuming; up to 12 hours.

VOLUNTARY: BLCSD will notify customers through mail stuffers, email, social media posts, and via the District website. Water uses indicated below are nonessential and are **requested** to be implemented:

- In addition to the previously listed requests, refrain from washing decks, homes, sheds, cars, boats, trailers, or other vehicles until the water shortage has been declared over.
- Reduction in outdoor irrigation of ornamental landscapes by 50% of typical residential use (as determined by resident).

Stage 3 (30% Reduction) – Significant disruption in water delivery that is expected to last up to 24 hours. This could include issues with the water pump, pipe breakage, etc.

MANDATORY: BLCSD will notify customers, and local and state agencies through phone calls, email, mail stuffers, social media posts, and via the District website. In addition to the restricted water uses in earlier stages, water uses indicated below are nonessential and are **prohibited**:

- Outdoor irrigation of ornamental landscapes, gardens or turf with potable water.
- Use of potable water in a fountain or other decorative water feature, except where the water is part of a recirculation system.
- The use of a hose that dispenses potable water to wash a motor vehicle or for any other purpose such as washing driveways, parking areas, etc.

Stage 4 (40% Reduction) – Significant disruption in water delivery that is expected to last at least 24 hours and up to 48 hours.

MANDATORY: BLCSD will notify customers, and local and state agencies through phone calls, email, mail stuffers, social media posts, and via the District website. In addition to the restricted water uses in earlier stages, water uses indicated below are nonessential and are **prohibited**:

- Use Of fire hydrant water unless authorized by the District, except by fire protection agencies for fire suppression purposes, or for other authorized uses.
- **Require the repair of leaks in plumbing fixtures, water lines, and sprinkler systems. Excessive leaks that are not repaired may result in water service being discontinued.**

Stage 5 (50% Reduction) – Significant disruption in water delivery that is expected to last more than 48 hours, but less than 72 hours.

Emergency Mandatory Rationing: BLCSD will notify customers, and local and state agencies through phone calls, email, mail stuffers, social media posts, and via the District website. All water restrictions listed in earlier stages are in effect and **prohibited**.

- The Board may call an emergency meeting and, in consultation with the Water Operator, limit the hours when water is available to residents.

Stage 6 (>50% Reduction) – Significant disruption in water delivery that is expected to last more than 72 hours.

Emergency Mandatory Rationing: BLCSD will notify customers, and local and state agencies through phone calls, email, mail stuffers, social media posts, and via the District website. All water restrictions listed in earlier stages are in effect and **prohibited**.

- The Board may call an emergency meeting and, in consultation with the Water Operator, limit the hours when water is available to residents.

The California Water Code contains two provisions for California water supplies related to water shortage contingency planning. California Water Code Section 350-359 provides the authority for a governing body to declare water shortage emergencies. Upon the declaration of a water shortage emergency, the local agency is provided with broad powers to implement and enforce regulations and restrictions for managing water shortage conditions.

Monitoring, Enforcement and Penalties

In addition to determining how water use will need to be reduced, the Board will also need to monitor compliance, create enforcement mechanisms and set penalties for noncompliance. Enforcement may be carried out in a number of ways during a water shortage. If the Board receives a report of water waste, the first step is to communicate with the customer by telephone, letter, door tag, or by making personal contact in the field to educate them about regulations. This contact may be all that is required to get the problem resolved. If not, enforcement progresses to a written notice of violation. Additionally, the Water Meter Reader may be asked to increase the frequency of meter readings in order to determine water usage so that education, monitoring and enforcement may occur. Enforcement methods are described below.

Penalty fees

This method would apply in situations involving violation of water restrictions. If, after two warnings had been given, a violation continued to occur at an account, the fee would be added to a customer's utility bill along with a written notice sent to the customer in advance. The penalty fee shall be set by Resolution of the Big Lagoon Community Services Board of Directors and would increase with subsequent violations, as in the following example:

- 1st Violation \$100
- 2nd Violation \$250
- 3rd Violation \$500
- 4th Violation \$1,000

specifications and to the satisfaction of the Manager. When completed in accordance with District specifications, the Directors shall act to accept the facilities into the District's maintained system.

Where the Applicant has applied to form an Open Space Maintenance Zone pursuant to Regulation 72 of the District's Rules and Regulations for the project, the District shall not consider acceptance of the facilities until the title to the donated property has been transferred and all conditions of the open space maintenance plan approval have been satisfied.

Applicants may execute a development agreement compatible with current state law and Board adopted policy in lieu of securing Board Acceptance of works prior to finalization of the subdivision map for the project. Where a development agreement is so executed, MCSD shall not activate water service to any portion of the subject property until all required improvements are installed to MCSD's satisfaction.

Rule 6.19. ZONES OF SPECIAL BENEFIT - the Board may, by resolution form zones of special benefit where service to a specific geographic area will entail extraordinary operating or maintenance costs that benefit only those properties in that specific geographic area. The resolution establishing each such zone shall describe the extraordinary operating and maintenance requirements, establish the initial annual zone wide extraordinary operating and maintenance costs, determine the formula for division of annual costs among the properties within the zone, establish a monthly fee for each such property and direct staff to collect fees on the consolidated utility bill. The Board may amend the requirements, costs, formula and monthly fee by subsequent resolution to reflect any changes in the zone or the costs of providing extraordinary services to the zone.

REGULATION 7 – GENERAL USE REGULATION

Rule 7.01. NUMBER OF SERVICES PER PREMISES - the applicant may apply for as many services as may be reasonably required for his premises provided that the pipe line system from each service be independent of the others and that they not be interconnected.

Rule 7.02. WATER WASTE - no customer shall knowingly permit leaks or waste of water. Where water is wastefully or negligently used on a customer's premises, seriously affecting the general service, the District may discontinue the service if such conditions are not corrected within five days after giving the customer written notice.

Rule 7.03. RESPONSIBILITY FOR EQUIPMENT ON CUSTOMER PREMISES - all facilities installed by the District on private property for the purpose of rendering water service shall remain the property of the District and may be maintained, replaced or repaired by the Water Department without consent or interference of the owner or occupant of the property. The property owner shall use reasonable care in the protection of the facilities. No payment shall be made by District for placing or maintaining said facilities on private property.