



BOARD OF DIRECTORS AGENDA

Thursday, February 5, 2026 | 6:00 pm | Regular Board Meeting
Big Lagoon School, Room 2, 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 Wednesday, **February 4, 2026**,
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. 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.*
4. 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.*
5. 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

6. Correspondence

- a. Any items received by the Board Secretary after the posting of this agenda

7. 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 December 13, 2025 Meeting pg.
- b. Approve December 2025 Financial Reports pg.
- c. Operations Report Handout

8. Discussion and Action Items

- a. New Mandatory Trainings for Local Government Board Members and Staff (SB 827)
- b. Water Storage Expansion for Fire Resilience Project (TA) pg.
- c. Big Lagoon School Waterline Replacement Project {verbal}
- d. Rate Study and Prop 218 Update {verbal}

9. Policies and Ordinances Review/Revision/Adoption

- a. Procurement Policy (initial reading) DRAFT Resolution 2025-___ pg.
- b. Check Signing Authorization Resolution 2025-03 pg.
- c. DeMinimus Policy Resolution 2025-04 pg.
- d. Leaks/ Excessive Water Use/Terms of Service pg.

10. Future Agenda Items for next Meeting

- a. Set date for meeting {Feb 28 and/or April 11}
- b. Rate Study Status & Prop 218 Next Steps
- c. Excessive Water Use Ordinance
- d. Water Storage Expansion for Fire Resilience Project (TA)
- e. Payment Options (check, stripe, etc.)
- f. Capital Improvement Plan
- g. Audits
- h. Strategic Plan outcomes and update
- i. Meeting Behavior Agreement/Civility Oath

11. Adjourn Meeting

BIG LAGOON COMMUNITY SERVICES DISTRICT Mara DRAFT 1

UNAPPROVED MINUTES of the BLCSD Regular Board Meeting

Saturday December 13, 2025, at 11 AM - Big Lagoon Elementary School, Room 2

1. Regular Meeting Called to Order

The meeting was called to order at 11 am. Due to a lack of quorum, the meeting began at 11:06 AM.

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

Staff in attendance: Jennie Short, General Manager; Mara Friedman, Secretary;

Dana Hope, Community Liaison; Gus Satein, Staff

2. Establish a Quorum of the Board, Roll Call

Louise Minor, here Chuck King, here Catherine Munsee, here Vacant ____ Vacant ____

3. Review Roberts Rules of Order

Jennie reviewed the major details of Roberts Rules of Order, as well as her expectations as to how our meetings will be run in the future. She encourages public comments and questions in the proper order. As we are currently a board of 3 (missing 2 seats), a vote of 2 out of 3 constitutes a majority. Jennie hopes for a 5-member board in the future.

4. Approval of the Agenda

MOTION made to approve the meeting agenda as distributed.

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

5. Public Comment on Non-Agenda Items

There were no public comments

6. Reports of Staff and Board Members

a. Jennie Short, General Manager: If a board member or staff represents our district in an official meeting, they are required to report out about the meeting

b. Dana Hope, Community Liaison: Dana, Gus and Louise attended a Water Storage Expansion for Fire Resilience Project work group zoom meeting on 10/20/25.

c. Gus Satein, Staff: No report.

d. Joey Blaine, Webmaster: Not present.

e. Mara Friedman, Board Secretary/Clerk of the Board: No report.

f. Louise Minor, Board Treasurer: Could not update the Windows software from version 10 to 11 on the tablet. Badger helped to update and this new software should work until 2032.

g. Chuck King, Director: No report.

h. Catherine Munsee, Director: No report.

7. Correspondence

a. Steve Madrone – Trail system and stream crossing upgrades: Supervisor Steve Madrone held a meeting with Big Lagoon Park Company at C Street on 12/8. Madrone presented his concept of an upgraded trail system. On the north end, it would start at the parking lot in Sumeg Park pass through C Street and continue down the Big Lagoon spit. The current trail near C St would be relocated 30 feet in. Madrone wants BLPC to trade the C Street right of way for an easement for the new trail. The right of way would allow only pedestrian and bike traffic (no vehicles). He also wants to replace the failing culvert. At the south end, Madrone wants to create a trail that runs through state parks property between the last house on Roundhouse Creek Road and Sumeg State Park. He wants the downed trees removed along the trail, and also wants to create a parking area. In January or February, a town hall meeting is planned for the public to discuss this project which will include the project vision and a map.

b. Any items received by the Board Secretary after the posting of this agenda: Nothing was received.

8. Consent Agenda

MOTION made to approve the Consent Agenda.

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

9. Discussion and Action Items

a. Board Members and upcoming Elections: It is very important that we have a 5-member board. We've had 2 board positions vacant for a long time. Our next general election for new board members is in November 2026 for a 2-year term. The terms of all 3 current board members also end in 2026. The county is only obligated to provide a temporary board member if we can't fill a quorum.

b. Board Meeting Schedule for 2026: It was agreed that meetings would generally be held at 11am on the second Saturday every other even-numbered month: February 14 (move to 7), April 11, June 13, August 8 (move to 15?), October 10, December 12.

MOTION made to adopt the 2026 calendar as described above.

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

c. Adopt the 2026 Budget Resolution 2025-01: Jennie stated that it is very important that our board be fully aware of our adopted budget and their commitment. Dick is preparing an updated depreciation schedule. Jennie does not think we need a separate line item for water meters. She met with Val and John, who reported that the cost of supplies is going up. She thinks the line item for 'Dues' should increase from \$1250 to \$1400. The cost for electricity is going up, as well as propane. Increase propane from \$1500 to \$2000. Insurance stays the same. As 'Maintenance and Repair' is a volatile line item, Jennie averaged past amounts to reach the number. Increase 'Office Supplies' from \$550 to \$1000. Increase 'Parts'. 'Postage' increased to \$500 (from \$250). 'Regular Expenses' stays at \$1000. 'Water Testing' stays the same. Part time 'Water Operator' \$18k (\$1500 month). Val will serve as our volunteer water operator until the end of 2026. We are going through a slow transition from Val to John as our paid Water Operator. 'Accounting/Bookkeeper' \$2700 (taking over most of Louise's tasks); 'Contract General Manager' Jennie Short, averages 8 hours per week at \$100/hour; etc...

MOTION made to adopt the 2026 Budget Resolution 2025-01, as amended during the meeting.

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

d. Rate Study Status: Jennie met with GHD on 12/4 and asked if they would be willing to make modifications to their previous rate study based on the changes to our 2026 budget. Jennie also requested the DWR add grant funds to cover the cost of the updated and they agreed. With our new employees, our budget is significantly higher. GHD will use our 2026 budget to create an adjusted rate study. The board will decide how our rates are structured. As we have only one well, we need to encourage our customers to not use excessive amounts of water. Based on 10 years of data, a natural break in the billing structure occurs at 10K gallons. Jennie recommends 2 tiers only, as 3 tiers is too complex. She suggested the second tier be slightly more expensive than the first tier. She noted that we need clarity as to how we want our revenue to come in. Approximately 80% base rate is fixed and 20% usage is variable. Jennie recommended that we charge 5 cents per gallon. Our rates were changed in November 2023, but the mistake made years ago (charging 1/2 cent per gallon) was not corrected. Other water districts charge much more for water and our rates are quite low.

MOTION made to authorize the General Manager to work with GHD to create a new rate study.

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

e. Prop 218 Process Resolution 2025-02

MOTION made to approve Prop 218 Process Resolution 2025-02 (with typo correction)

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

The meeting ended at 1:13 pm.

The remainder of the agenda items will be tabled until the February meeting.

9. Discussion and Action Items

f. Water Storage Expansion for Fire Resilience Project (TA)

g. Big Lagoon School Waterline Replacement Project

10. Policies and Ordinances Review/Revision/Adoption

a. Procurement Policy (initial reading) DRAFT Resolution 2025

b. Check Signing Authorization Resolution 2025-03

c. DeMinimus Policy Resolution 2025-04

d. Leaks/ Excessive Water Use/Terms of Service

11. Agenda Items for next Meeting

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

The next board meeting will be February 7, 2026 at 11 am.

MOTION made to adjourn the meeting at 1:13 pm.

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

Submitted by Mara Friedman, Board Secretary



BOARD MEETING MEMORANDUM

Meeting Date: February 10, 2026
To: Board of Directors
From: Jennie Short, General Manager
Subject: December Financial Statements

GENERAL OVERVIEW

These financial statements are for the close of this fiscal and calendar year with the exception of any small invoices that have yet to be received. As you will see in the attached financial statements, the District is currently over the budget by \$14,060.35 for total expenses, mainly from the additional unbudgeted expense of hiring a contract water operator and three months of a general manager. The net income is \$13,003.67 less than budgeted. This amount is smaller than total expenses because the Operational Income is \$1,056.68 more than budgeted and the Other Income is \$597.59 more, which offset the overage in expenses.

RECOMMENDATIONS

Receive and file the financial statement reports

ATTACHMENTS

Profit and Loss for December 2025
Balance Sheet comparing 2024 and 2025
Cash Flow for December 2025
Check Register for December checks

Big Lagoon Community Services District Profit & Loss Budget Performance December 2025

	Dec 25	Jan - Dec 25	Annual Budget	Difference
Ordinary Income/Expense				
Income				
backflow	0.00	90.00	90.00	0.00
Base Rate - Monthly	0.00	29,436.91	29,289.72	147.19
Service Revenue	0.00	0.00	7,677.12	-7,677.12
Water Usage Income	0.00	7,550.40		7,550.40
Late Fee	0.00	120.00	240.00	-120.00
Interest	0.00	1,156.21		1,156.21
Total Income	0.00	38,353.52	37,296.84	1,056.68
Gross Profit	0.00	38,353.52	37,296.84	1,056.68
Expense				
Non-Cash Expenses				
Depreciation Expense	1,892.00	7,568.00	7,568.00	0.00
Total Non-Cash Expenses	1,892.00	7,568.00	7,568.00	0.00
Operational Expenses				
Water Meters	0.00	90.00	1,800.00	-1,710.00
Supplies	0.00	942.05	120.00	822.05
Accounting	105.96	1,075.92	950.40	125.52
Dues	0.00	1,340.00	1,200.00	140.00
Electric	373.41	5,090.91	3,447.48	1,643.43
Gas	0.00	0.00	2,640.00	-2,640.00
Insurance	0.00	4,854.41	5,151.96	-297.55
Maintenance & Repairs	236.65	5,717.32	3,600.00	2,117.32
Office Supplies	0.00	369.24	1,200.00	-830.76
Parts	8.84	458.60	300.00	158.60
Postage	0.00	253.90	720.00	-466.10
Regulatory Expenses	677.00	1,399.40	1,170.96	228.44
Water Testing	58.00	3,586.00	3,000.00	586.00
Water Distribution Operator	1,000.00	10,785.00	180.00	10,605.00
Total Operational Expenses	2,459.86	35,962.75	25,480.80	10,481.95
Organizational Costs				
Contract General Manager	6,578.40	6,578.40	0.00	6,578.40
Legal Fees	0.00	0.00	3,000.00	-3,000.00
Total Organizational Costs	6,578.40	6,578.40	3,000.00	3,578.40
Total Expense	10,930.26	50,109.15	36,048.80	14,060.35
Net Ordinary Income	-10,930.26	-11,755.63	1,248.04	-13,003.67
Other Income/Expense				
Other Income				
interest Income	0.00	717.59	120.00	597.59
Total Other Income	0.00	717.59	120.00	597.59
Net Other Income	0.00	717.59	120.00	597.59
Net Income	-10,930.26	-11,038.04	1,368.04	-12,406.08

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

	Dec 31, 25	Dec 31, 24	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings				
Umpqua Savings	65,504.77	63,630.97	1,873.80	2.9%
Umpqua Checking	56,547.16	57,264.71	-717.55	-1.3%
Total Checking/Savings	122,051.93	120,895.68	1,156.25	1.0%
Accounts Receivable				
Accounts Receivable	-1,306.31	-2,536.50	1,230.19	48.5%
Total Accounts Receivable	-1,306.31	-2,536.50	1,230.19	48.5%
Total Current Assets	120,745.62	118,359.18	2,386.44	2.0%
Fixed Assets				
Water System				
Computer	785.50	785.50	0.00	0.0%
Meter Project	32,295.63	31,573.71	721.92	2.3%
Well Improvements	11,708.70	11,708.70	0.00	0.0%
LP Tank	2,889.62	2,889.62	0.00	0.0%
Fence	4,998.21	4,998.21	0.00	0.0%
Pressure System 2011	10,038.00	10,038.00	0.00	0.0%
2-5,000 Gal Tanks	19,700.82	19,700.82	0.00	0.0%
Well 2010	18,647.44	18,647.44	0.00	0.0%
Improvements	3,510.67	3,510.67	0.00	0.0%
Chlorinator	2,627.00	2,627.00	0.00	0.0%
Electrical System	9,931.00	9,931.00	0.00	0.0%
Fire hydrants	8,520.86	8,520.86	0.00	0.0%
Generator	43,033.00	43,033.00	0.00	0.0%
Initial Purchase	75,000.00	75,000.00	0.00	0.0%
Accumulated Depreciation	-167,640.35	-160,072.35	-7,568.00	-4.7%
Total Water System	76,046.10	82,892.18	-6,846.08	-8.3%
Total Fixed Assets	76,046.10	82,892.18	-6,846.08	-8.3%
Other Assets				
Start Up				
Start-up Expenses	6,666.84	6,666.84	0.00	0.0%
Amortized Amount	-6,666.84	-6,666.84	0.00	0.0%
Total Start Up	0.00	0.00	0.00	0.0%
Total Other Assets	0.00	0.00	0.00	0.0%
TOTAL ASSETS	196,791.72	201,251.36	-4,459.64	-2.2%
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
Accounts Payable	6,578.40	0.00	6,578.40	100.0%
Total Accounts Payable	6,578.40	0.00	6,578.40	100.0%
Total Current Liabilities	6,578.40	0.00	6,578.40	100.0%
Total Liabilities	6,578.40	0.00	6,578.40	100.0%
Equity				
Opening Bal Equity	-544.57	-544.57	0.00	0.0%
Retained Earnings	201,795.93	172,778.92	29,017.01	16.8%
Net Income	-11,038.04	29,017.01	-40,055.05	-138.0%
Total Equity	190,213.32	201,251.36	-11,038.04	-5.5%
TOTAL LIABILITIES & EQUITY	196,791.72	201,251.36	-4,459.64	-2.2%

Big Lagoon Community Services District
Statement of Cash Flows
 January through December 2025

	Jan - Dec 25
OPERATING ACTIVITIES	
Net Income	-11,038.04
Adjustments to reconcile Net Income to net cash provided by operations:	
Accounts Receivable	-1,230.19
Water System:Accumulated Depreciation	7,568.00
Accounts Payable	6,578.40
Net cash provided by Operating Activities	1,878.17
INVESTING ACTIVITIES	
Water System:Meter Project	-721.92
Net cash provided by Investing Activities	-721.92
Net cash increase for period	1,156.25
Cash at beginning of period	120,895.68
Cash at end of period	122,051.93

Big Lagoon Community Services District
Check Detail
December 2025

Type	Num	Date	Name	Item	Account	Paid Amount
Check	ACH	12/10/2025	PG&E		Umpqua Checking	
					Electric	-373.41
TOTAL						-373.41
Check	CCL	12/15/2025	Google		Umpqua Checking	
					Accounting	-105.96
TOTAL						-105.96
Check	ccV	12/11/2025	Keenan Supply		Umpqua Checking	
					Parts	-8.84
TOTAL						-8.84
Check	ccV	12/11/2025	The Mill Yard		Umpqua Checking	
					Maintenance & Rep...	-155.73
TOTAL						-155.73
Check	2504	12/09/2025	State Water Resour...		Umpqua Checking	
					Regulatory Expenses	-677.00
TOTAL						-677.00
Check	2505	12/10/2025	John Janeczko		Umpqua Checking	
					Water Distribution O...	-1,000.00
TOTAL						-1,000.00
Check	2506	12/10/2025	Thirfty Supply		Umpqua Checking	
					Maintenance & Rep...	-80.92
TOTAL						-80.92
Check	2507	12/24/2025	Microbac Laborato...		Umpqua Checking	
					Water Testing	-58.00
TOTAL						-58.00

2026 New Laws Series, Part 8: New Mandatory Trainings for Local Government Board Members and Staff (SB 827)

By: Nicholaus Norvell, Partner and Stephanie Cook, Associate, Best Best & Krieger LLP

Current law requires certain elected and appointed local public officials to receive training on ethics principles and laws relevant to the official's public service for a minimum of two hours every two years. Starting in 2026, an additional two-hour fiscal and financial training will be required and certain local government staff will be required to take the respective trainings.

In October of 2025, Governor Gavin Newsom signed into law SB 827, a bill authored by State Senate Majority Leader Lena Gonzalez. The new law builds upon current ethics training requirements, commonly known as "AB 1234 training", by adding a new "fiscal and financial training" requirement aimed at providing local officials with the tools and knowledge necessary to practice good governance and effective stewardship of public funds. While the requirements of SB 827 are largely similar to the ethics training requirements of AB 1234, there are a few notable differences that local agencies will need to become familiar with before impending deadlines.



SB 827: NAVIGATING GOVERNANCE & FINANCE IN SPECIAL DISTRICTS

New! Required Training

- Jan 7 Apple Valley
- Feb 24 Sacramento
- Mar 26 Clearlake
- Mar 4 Webinar
- Jun 9 Fresno
- Oct 14 Hayward
- Oct 27 Redding

[Register Now](#)

New Fiscal and Financial Training for Board Members and Certain Employees

The legislative history of SB 827 notes that local officials hold a fiduciary duty to the public and a requirement to act as responsible stewards in guiding and managing local funds. Further, because this duty involves extensive and complex fiscal management responsibilities—including tracking multiple revenue streams, creating restrictions on how funds may be used, and broadly acting to ensure the management of funds is carried out in the public interest—an expansion of current ethics training requirements to include a fiscal component helps ensure local officials are adequately educated on the fiscal responsibilities relevant to their public office, and, thereby, can effectively execute their duties, avoid mismanagement of funds, and, additionally, promote transparency and bolster public confidence.

Under current law, a member of a local agency legislative body or an elected local agency official

who receives any type of compensation, salary, or stipend or reimbursement for actual and necessary expenses incurred in the performance of official duties is deemed to be a “local agency official,” and all local agency officials are currently required to complete biennial ethics trainings under AB 1234 (Salinas, 2005). SB 827 builds on this requirement by additionally mandating completion of “fiscal and financial training.”

The newly required fiscal and financial trainings must include education on at least the following subjects:

1. laws and principles relating to financial administration and short- and long-term fiscal management, including, but not limited to, the role and responsibilities of financial administration, financial policies, municipal budgets and budget processes, and financial reporting and auditing;
2. laws and principles relating to, but not limited to, capital financing and debt management, mechanisms for local agency revenues, pensions and other postemployment benefits, cash management and investments, the prudent investor standard, and the ethics of safeguarding public resources; and
3. general fiscal and financial planning principles and any pertinent laws relevant to the local agency official’s public service and role in overseeing the local agency’s operations and relevant to the local agency’s procurement and contracting practices and responsibilities.

As is the requirement under AB 1234, all local agency officials must complete the new fiscal and financial training every two years. To address initial implementation of this new training, all local agency officials in the service of the local agency before January 1, 2026 will be required to comply with the fiscal and financial training requirements no later than January 1, 2028. However an exception to this requirement applies to local agency officials whose term of office ends before January 9, 2028. Unlike AB 1234, which historically granted local agency officials one year from the start of their service to comply with ethics trainings, AB 827 requires that all local agency officials who begin their service on, or after, January 1, 2026 complete the fiscal and financial training no later than six months following the start of their service.

SB 827 provides only limited guidance on how local agencies can provide the training to their officials. Under the new law, local agencies may broadly “contract or otherwise collaborate” with a training course provider. However, the new law specifically requires that training courses and materials must be developed “in consultation with widely recognized experts in local government finances, including local government associations.” Trainings must be provided in the form of a course, or self-study materials with tests, and the training may be completed in person or online.

Details as to the training course or materials must be made available to local agency officials at least annually, and participants must be provided with proof of participation upon completion of the training requirements. Similar to prior law on ethics training, if an official serves on more than one local agency, they are only required to comply with the requirement once within the required time period, but must provide a copy of proof of their participation to all local agencies that they serve.

Aligned with the AB 1234 record-keeping requirements, SB 827 requires local agencies to maintain records demonstrating both the date the local agency official completed the fiscal and financial training as well as the entity that provided the training. The local agency must maintain the records for at least five years after the official’s completion of the training, and these records are public records subject to disclosure under California’s Public Records Act. However, SB 827 adds an additional requirement with regard to record-keeping for both fiscal and financial training and ethics training; specifically, local agencies must post clear instructions and contact information on their websites, if the agency has one, for the purpose of assisting the public to request or access both fiscal and financial training records and ethics training records. This posting requirement goes into effect on July 1, 2026 thereby providing local agencies with additional time to compile training

records and post the required information on their agency website.

Expansion of AB 1234 Ethics Training to Department Heads and Similar Employees

Finally, in addition to imposing a new two-hour fiscal and financial training requirement, SB 827 also expands the types of officials required to receive AB 1234 ethics training. Previously, the law provided most types of public agencies with discretion on which employees would be required to receive AB 1234 ethics training. Under the new law, “department heads and other similar administrative officers of a local agency” are now required to comply with ethics training requirements.

Who Must Take Statutorily Required Trainings for Local Officials?

Ethics Training

A member of a local agency legislative body or an elected officer of a local agency who receives any type of compensation, salary, or stipend or reimbursement for actual and necessary expenses incurred in the performance of official duties

Any department head or other similar administrative officer

Any additional employees designated by the board

Fiscal and Financial Training

Any member of a local agency legislative body or any elected officer of a local agency

Any official who is appointed by the governing body who, as part of their official duties, makes decisions or recommendations regarding financial administration, budgeting, or the use of public resources

A local agency executive, as defined in subdivision (d) of Section 3511.1, or other similar administrative officer of a local agency*
Any additional employees designated by the board

*Subdivision (d) of Government Code Section 3511.1 defines “Local agency executive” to mean any person employed by a local agency who is not subject to the Meyers-Miliias-Brown Act (Chapter 10 (commencing with Section 3500)), Chapter 5 (commencing with Section 45100) of Part 25 of Division 3 of Title 2 of the Education Code, or Chapter 4 (commencing with Section 88000) of Part 51 of Division 7 of Title 3 of the Education Code, and who meets any of the following requirements:

1. The person is the chief executive officer, a deputy chief executive officer, or an assistant chief executive officer of the local agency.
2. The person is the head of a department of a local agency.
3. The person’s position within the local agency is held by an employment contract between the local agency and that person.

Deadlines for Completing Statutorily Required Trainings

Training	If Began Service Before January 1, 2026	If Began Service On/After January 1, 2026	Retake
Ethics	Within one year of commencing service	Within six months of commencing service	Every two years
Fiscal and Financial	Before January 1, 2028 (Unless service term ends before January 9, 2028)	Within six months of commencing service	Every two years

This article was contributed by [Nicholaus Norvell](#) and [Stephanie Cook](#) from [Best Best & Krieger LLP \(BBK\)](#), a CSDA Business Affiliate. CSDA Members can contact BBK through the [CSDA Buyer's Guide](#) at [csda.net](#).

This communication is provided for general information only and is not offered or intended as legal advice. Readers should seek the advice of an attorney when confronted with legal issues and attorneys should perform an independent evaluation of the issues raised in these communications.

Take a look back at previous parts of the 2026 New Laws Series in CSDA eNews for more in-depth overviews of new laws affecting special districts:

Missed Part 7? Read it now: [45-Day Notification Prior to Contracting for Services \(AB 339\)](#)

Missed Part 6? Read it now: [Positioning Special Districts for Success Under New Permitting and Planning Laws](#)

Missed Part 5? Read it now: [Biggest Brown Act Revamp in Decades \(SB 707\)](#)

Missed Part 4? Read it now: [Clarifying Timing for Collection of Development Related Fees \(SB 499\)](#)

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**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



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.

Big Lagoon Community Services District Bill Adjustment Policy

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

Big Lagoon Community Services District Bill Adjustment Policy

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.

WATER SHORTAGE CONTINGENCY PLAN

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).

WATER SHORTAGE CONTINGENCY PLAN

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.