BIG LAGOON
COMMUNITY SERVICES DISTRICT

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

BOARD OF DIRECTORS AGENDA

Saturday, August 15, 2026 | 11:00 am | Board Meeting
Big Lagoon School, Cafeteria, 269 Big Lagoon Park Rd

The public may submit written comments or questions on any agenda item to the Board at: boardsecretary@biglagooncsd.org up until noon on Friday, August 14, 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, August 12, 2026. 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 Blain, 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 April 4, 2026 Meeting
    b. Approve Minutes of the May 13, 2026 Special Meeting
    c. Approve Minutes of the July 25, 2026 Special Meeting

8. Discussion and Action Items
    a. Rate Study and Prop 218 Process {Res 2026-05}
    b. 4Js Consulting Contract Amendment for Bookkeeping Services
    c. Elections Update
    d. Adoption of Conflict of Interest Code {Res 2026-06}
    e. Adoption of Hazard Mitigation Plan {Res 2026-07}
    f. Future and In-Progress Activities – Verbal Update

9. Future Agenda Items for future Meetings
    a. October 17, 2026 at 11am
        i. Prop 218 Public Hearing
    b. December 12, 2026 at 11 am
        i. Swear in and seat new Board Members
        ii. Elect Officers
        iii. Set 2027 Board Calendar
        iv. Adopt 2027 Budget

10. Adjourn Meeting

BIG LAGOON COMMMUNITY SERVICES DISTRICT
UNAPPROVED MINUTES of the BLCSD Regular Board Meeting
Saturday April 4, 2026 at 10 AM - Big Lagoon Elementary School, Room 2

1. Regular Meeting Called to Order

The meeting was called to order at 10 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; John Janeczko, Assistant Water Operator

2. Establish a Quorum of the Board, Roll Call

Louise Minor X Chuck King X Catherine Munsee X Vacant ___ Vacant ___

3. Approval of the Agenda

MOTION made to approve the meeting agenda as distributed.

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

4. Public Comment on Non-Agenda Items

There was no public comment.

5. Reports of Staff and Board Members

a. Jennie Short, General Manager: no report

b. Dana Hope, Community Liaison: no report

c. Gus Satein, Staff: no report

d. Mara Friedman, Board Secretary/Clerk of the Board: no report

e. Louise Minor, Board Treasurer: no report

f. Chuck King, Director: no report

g. Catherine Munsee, Director: no report

h. John Janeczko, Assistant Water Operator: Last week there was a water leak across from 75 Oceanview. After coming out and accessing the situation, he called Hooven to repair. John passed around a degraded galvanized pipe taken from the area of the leak. Over time, leaks will continue and he advised that the district apply for a grant to replace all our galvanized pipes.

6. Correspondence

a. Emails distributed to the entire Board listed by subject line.

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

Public Comment was received and responded to by the General Manager.

7. Consent Agenda

a. Approve Minutes of the February 5, 2026, Meeting

MOTION made to approve the February 5, 2026 Minutes as distributed.
Motion: Catherine, Second: Chuck - Motion Approved: 3 ayes, 0 nays

b. Approve January-February 2026 Financial Reports

MOTION made to approve the Consent Agenda
Motion: Catherine, Second: Chuck - Motion Approved: 3 ayes, 0 nays

8. Discussion and Action Items

a. Rate Study and Prop 218 Process

The General Manager presented the staff report and answered Board questions. Public Comment was received.

Motion made to adopt Resolution #2026-04 as presented.
Motion: Catherine, Second: Chuck - Motion Approved: 3 ayes, 0 nays

b. Communications and Brown Act Regulations

Jennie presented an overview of the Brown Act and explained the types of communications that would constitute a violation. Discussion held and Board questions answered. Clarification on who is authorized to disseminate information was provided.

9. Future Agenda Items for next Meeting (June 13, 2026 at 11 AM)

a. Rate Study Prop 218 Public Hearing

10 Adjourn Meeting

MOTION made to adjourn the meeting at 11:42 AM
Motion: Catherine, Second: Chuck - Motion Approved: 3 ayes, 0 nays

Submitted by Mara Friedman, Board Secretary

BIG LAGOON COMMMUNITY SERVICES DISTRICT
UNAPPROVED MINUTES of the BLCSD Special Board Meeting
Wednesday May 13, 2026, at 6 PM - Big Lagoon Elementary School, Room 2

1. Regular Meeting Called to Order

The meeting was called to order at 6 PM.

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; Joey Blaine, Webmaster

2. Establish a Quorum of the Board, Roll Call

Louise Minor X Chuck King X Catherine Munsee X Vacant ___ Vacant ___

3. Approval of the Agenda

MOTION made to approve the meeting agenda as distributed.

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

4. Public Comment on Non-Agenda Items

There was public comment: Catherine expressed her appreciation for the staff's dedicated support. G. Sidoroff would like the Board to prioritize grants. R. Wilson would like the Board to prioritize grants.

5. Discussion and Action Items

a. Rate Study and Prop 218 Process – Postpone Public Hearing Date

The General Manager presented an overview of the error in the accounting system's data for customers that had gallon meters prior to replacement. The magnitude of the effect is currently not known. Jennie requests that the Board postpone the public hearing while staff reviews the data and analyzes the effects of the corrections on the proposed rates.

There were Public Comments by: Laura, Kineema, Margie, Rob, Joey, Greg.

MOTION made to postpone the Public Hearing date, recalculate the rates and reconvene on June 13, 2026.
Motion: Catherine, Second: Chuck - Motion Approved: 3 ayes, 0 nays

6. Adjourn Meeting

The next board meeting will be Saturday June 13, 2026 at 11 am.

MOTION made to adjourn the meeting at 6:36 pm.

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

Submitted by Mara Friedman, Board Secretary

BOARD OF DIRECTORS AGENDA
Saturday July 25, 2026 | 10:00 am | Onsite Study Session
South end of Roundhouse Creek Road

1. Meeting Called to Order

The meeting was called to order at 10 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
Guest presenters in attendance: County Supervisor Steve Madrone, County Supervisor Elect Mary Burke

2. Establish a Quorum of the Board, Roll Call

Louise Minor X   Chuck King X   Catherine Munsee X   Vacant ___   Vacant ___

3. Approval of the Agenda

MOTION made to approve the meeting agenda as distributed.
Motion: Chuck, Second: Louise - Motion Approved: 3 ayes, 0 nays

4. Public Comment on Non-Agenda Items

No public comment.

5. Discussion Items

a. Presentation by County Supervisor Madrone on Possible Trail development and culvert repairs adjacent to BLCSD's infrastructure

County Supervisor Steve Madrone presented information regarding the walk/bike trail proposed to start at the south end of Roundhouse Creek Road and adjacent to Sue-meg State Park. This is the first meeting with BLCSD regarding this proposal. Madrone works with both the government and the community and wants to meet early with our community to understand and mitigate our issues and concerns. The project concept originated with Madrone and he noted several reasons as to why he endorses the trail to Sue-meg State Park: it would be part of the California Coastal Trail system; trails bring people together and are a positive force within communities. He listened and responded to many issues of concern from our community. At minimum, he feels both culverts need to be repaired or removed. It was noted that the road area in front of Larry Davis's home is probably a county road and south of that to Sue-meg is State Park's property. A public hearing is required if this proposal progresses to a plan review. We as a community need to stay on top of this issue if it is important to us.

6. Adjourn Meeting

The next board meeting will be Saturday August 15, 2026 at 11am.
Meeting adjourned at approximately 11:45 am

Submitted by Mara Friedman, Board Secretary

BIG LAGOON COMMUNITY SERVICES DISTRICT
P.O. Box 847
Trinidad, CA 95570
www.biglagooncsd.org

BOARD MEETING MEMORANDUM

Meeting Date:	August 15, 2026
To:	Board of Directors
From:	Jennie Short, General Manager
Subject:	Rate Study and Proposition 218 Process for Rate Increases

GENERAL OVERVIEW

In April 2026 the Board
1. Accept the Rate Study as prepared by GHD to be used to inform the Proposition 218 process
2. Adopt Resolution 2026-04 A RESOLUTION OF THE BOARD OF DIRECTORS OF THE BIG LAGOON COMMUNITY SERVICES DISTRICT AUTHORIZING STAFF TO PROCEED WITH PROPOSITION 218 NOTICING AND SETTING THE PUBLIC HEARING FOR PROPOSED ADJUSTMENTS TO WATER FEES FOR YEARS 2026 THROUGH 2030
3. Direct staff to prepare and distribute the Prop 218 notice for the proposed rate changes

I then prepared and mailed the Prop 218 notices to each customer and property owner within the District. Several comments were received including one from the previous Chair Greg Sidoroff that revealed an error in the data being used from the historical meters reading in gallons. The numbers reported in the accounting system excluded a final digit resulting in the quantities being ten times more than the QuickBooks data stated. There were also variety of questions and concerns regarding the use of an ERU multiplier for properties that contained multiple habitable structures connected to the water service.

At the May 2026 Board meeting, instead of holding the public hearing, the Board voted to postpone the hearing until such time as staff could evaluate the effect the correction of the data would have on the proposed rates. I have since completed the analysis, which resulted in recommendation for a lesser increase than previously recommended by GHD (see Table 1 on the following page). The lesser rates is due to more gallons of water sold plus more gallons falling into Tier 2.

One of the comments received during the public input process was that the rate increase should be implemented more gradually. The requirement for rates is that they must match with the cost of providing the service. Attachment 1 contains the detailed analysis of the annual expenses and necessary revenues to meet the District's financial needs. The lesser increase rates barely meet this threshold. There is a small positive in years 2027 & 2028, but the last two years are a larger net positive. The net positive in 2028 & 2029 will offset the fact that 2026 has such a large deficit because the rates will not be implemented until October 2026, with November 1, 2026 being the first billing utilizing the new rates. I prepared a review draft of the Prop 218 notice with the more gradual implementation plan, and emailed it to all the customers and property owners within the District.

Some questions have been posed about how much of a change would it require for the revenue to cover the expenses each year? One customer asked about what impact it would have if we changed the break between Tier 1 and Tier 2 to 8,000-gallons instead of 10,000-gallons per two months.

The attached proposed Prop 218 notice incorporates both changes suggested during customer review. One is to increase the base rates for single family residential and multifamily by $5 per month and the other is to change the break between Tier 1 and Tier 2 to 8,000-gallons instead of 10,000-gallons. These two changes result in a net positive cash flow each calendar year.

As you can see in the table, I am still proposing the creation of an **affordability discount of $30 per month** for residential customers that meet the following eligibility criteria:

1. Water service for only one single family residence (no secondary units – neither long term nor short term ADU rentals)
2. Customer must provide annual written proof of eligibility approval under the CARE for FERA programs containing the account holder's name.
3. Customer may be the property owner <u>or</u> long term renter.

I am also proposing to create a multifamily base rate. This category will apply to residential accounts for which the water service is connected to habitable structures beyond the main house, and the monthly base rate will be slightly higher than the single-family residential rate. These accounts can contain an accessory dwelling unit that is utilized for short-term or long-term rental, or for extended family. The property must be occupied by the owner for all or part of the year. This category also contains properties that combine owner occupation and all permitted short-term rentals regardless of configuration. Any connection of an RV to the water service of the main residence for more than 30 days in a calendar year constitutes multifamily water use.

For the commercial water rates, the only change to methodology is the inclusion of short-term rental properties that are NOT owner occupied.

The table on the following page includes some examples of existing versus proposed rates for residential and commercial customers.

Table 1. Summary of Historical Rates and Proposed Rates

Description	1/1/2015	9/1/2015	3/6/2023	Current 11/7/2023	Proposed 11/1/2026	11/1/2027	11/1/2028	11/1/2029
SFR Base Rate (per mo)	$ 45.23	$ 47.49	$ 47.49	$ 54.61	$ 95.00	$ 105.00	$ 115.00	$ 125.00
Multifamily Base Rate (per mo)					$ 125.00	$ 135.00	$ 145.00	$ 155.00
School Base Rate (per mo)	$ 121.91	$ 121.91	$ 121.91	$ 147.19	$ 260.00	$ 280.00	$ 300.00	$ 320.00
Per Gallon Rate	$ 0.04570	**$ 0.04799**	$ 0.004799	$ 0.005519				
Tier 1 (0-10,000 gal/2 mo)					$ 0.025	$ 0.025	$ 0.030	$ 0.035
Tier 2 (10,001+ gal/2 mo)					$ 0.040	$ 0.040	$ 0.050	$ 0.060
Per Cubic Foot Rate *	$ 0.03419	$ 0.03590	-	-				
Returned Check Fee	$ 25.00	$ 25.00	$ 25.00	$ 35.00	$ 35.00	$ 35.00	$ 35.00	$ 35.00
Affordability Discount (per mo)					$ 30.00	$ 30.00	$ 30.00	$ 30.00
Connection Fees	$ 5,000.00	$ 5,000.00	$ 5,000.00	$ 5,000.00	$ 5,000.00	$ 5,000.00	$ 5,000.00	$ 5,000.00
Late Fee Penalty	$ 15.00	$ 15.00	$ 15.00	$ 15.00	$ 15.00	$ 15.00	$ 15.00	$ 15.00
Interest Rate	1%	1%	1%	1%	1%	1%	1%	1%
Backflow Testing Fee			$ 90.00	$ 90.00	$ 90.00	$ 90.00	$ 90.00	$ 90.00

* 1 cu ft = 7.48 gallons

Table 4. Example Customers' 2-month billing Rates

	Current			Proposed		
	Rate	Units	Amount/ Billing Cycle	Rate	Units	Amount/ Billing Cycle
Example 1. SFR with 5,000 gallons per 2-month						
Residential Base Rate	$ 54.61	per mo	$ 109.22	$ 95.00	per mo	$ 190.00
Consumption Tier 1	0.005519	per gal	$ 27.60	0.025	per gal	$ 125.00
Consumption Tier 2	0.005519					
Total Due per 2-month billing cycle			$ 136.82			$ 315.00
				Difference/month:		$ 89.09
				% increase / month:		130.24%
Example 2. SFR with 12,000 gallons per 2-month						
Residential Base Rate	$ 54.61	per mo	$ 109.22	$ 95.00	per mo	$ 190.00
Consumption Tier 1	0.005519	per gal	$ 44.15	0.025	per gal	$ 200.00
Consumption Tier 2	0.005519		$ 22.08	0.04	per gal	$ 160.00
Total Due per 2-month billing cycle			$ 175.45			$ 550.00
				Difference/month:		$ 187.28
				% increase / month:		213.48%
Example 3. Multifamily with 9,000 gallons per 2-month						
Residential Base Rate	$ 54.61	per mo	$ 109.22	$ 125.00	per mo	$ 250.00
Consumption Tier 1	0.005519	per gal	$ 49.67	0.025	per gal	$ 200.00
Consumption Tier 2				0.04	per gal	$ 40.00
Total Due per 2-month billing cycle			$ 158.89			$ 490.00
				Difference/month:		$ 165.55
				% increase / month:		208.39%
Example 4. Commercial with 7,000 gallons per 2-month						
commercial Base Rate	$ 147.19	per mo	$ 294.38	$ 260.00	per mo	$ 520.00
Consumption Tier 1	0.005519	per gal	$ 38.63	0.025	per gal	$ 175.00
Consumption Tier 2	0.005519		$ -	0.04	per gal	$ -
Total Due per 2-month billing cycle			$ 333.01			$ 695.00
				Difference/month:		$ 180.99
				% increase / month:		108.70%

NEXT STEPS

Now that the final revised Rate Study document has been produced by GHD, the next steps for this project are subject to Proposition 218 **as a property-related service**. § 6, subdivision (c) exempts these fees from the elections process, but not the majority protest requirements of Proposition 218. This means if the District were to receive **50% + 1 protest** for the proposed fee, that the Board could not adopt the proposed fees.

At the December 2025 Board Meeting, Resolution 2025-02, was adopted which lays out the noticing requirements for the Prop 218 process. The attached sample notice contains all the required items.

Table 3. Summary of Steps for Proposition 218 Process

Description	Target Date	Status
Board adopts resolution outlining protest guidelines	Dec 13, 2025	Completed
GHD produces final revised rate study for Board review	April 2026	Complete
Board adopts resolution approving prop 218 notice of rate change and sets public hearing date (must be 45 calendar days or more after the notice)	April 2026	Complete
Prepare database for Prop 218 Notice (tenants & owners of record)	April 2026	Complete
Distribute Prop 218 notice of proposed rate change	April 2026	Complete
Answer questions from the public and ratepayers	May 2026	Complete
Board postponed Public Hearing for revised analysis of recommended rates	May 2026	Complete
Assessment of data, recalculation of necessary rates to attain revenue requirements	June-July	Complete
Board adopts resolution approving REVISED prop 218 notice of rate change and sets public hearing date (must be 45 calendar days or more after the notice)	Aug 15, 2026	In Progress
Distribute Prop 218 notice of proposed rate change		
Hold Public Hearing at Board Meeting for receiving Protests and determining if the proposed fees should be imposed (at least 45 days after notices distributed)	Oct 17, 2026	
Implementation of new rates – accounts receivable module updates with training	Nov 1, 2026	
First billing with new rates	Nov 1, 2026	

RECOMMENDATIONS

I recommend that the Board

1. Adopt Resolution 2026-05 A RESOLUTION OF THE BOARD OF DIRECTORS OF THE BIG LAGOON COMMUNITY SERVICES DISTRICT AUTHORIZING STAFF TO PROCEED WITH REVISED PROPOSITION 218 NOTICING AND SETTING THE PUBLIC HEARING FOR PROPOSED ADJUSTMENTS TO WATER FEES FOR YEARS 2026 THROUGH 2030
2. Direct staff to prepare and distribute the Prop 218 notice for the proposed rate changes

ATTACHMENTS

1. Review Draft Prop 218 Notice with
2. 5-year projections of expenses and necessary revenues (2026 – 2030)
3. Resolution 2026-05

BIG LAGOON
COMMUNITY SERVICES DISTRICT

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

August 15, 2026

Proposition 218 Notice
Proposed Water Rate Adjustments and
Changes to the District's Water Rate Calculation Methodology

NOTICE OF PUBLIC HEARING

A public hearing regarding Big Lagoon Community Services District's proposed water rate increases and changes in the rate calculation methodology will be held on:

DATE: Saturday, October 10, 2026
TIME: 11:00 a.m.
WHERE: Big Lagoon School, Room 2, 269 Big Lagoon Park Road

Written protests to the proposed rate increases will be accepted if received at BLCSD by the end of the public hearing on October 10, 2026, as long as the protests conform to the Proposition 218 procedures provided in this notice.

INTRODUCTION

The last rate study conducted by the Big Lagoon Community Services District (BLCSD or District) occurred in 2023. Since that time, regulations, personnel costs and quantity of water consumed by BLCSD customers have changed considerably. BLCSD, as required by Article XIIID of the California Constitution (Proposition 218), has conducted a new Water Rate Study to review the existing rates, and to determine the estimated future costs of treating and distributing water, meeting State regulations, and completing system-wide maintenance projects to cover the next five years (July 1, 2026 through June 30, 2030).

The new Water Rate Study and proposed changes are described in this notice. Although the proposed rate plan is for five years, it is important to know that BLCSD reviews the need to implement any rate changes on an annual basis through its budget process. This ensures that actual BLCSD costs align with increases suggested in the Water Rate Study. More detail can be found in the Water System Rate Study for Big Lagoon Community Services District by GHD dated February 14, 2026 published on BLCSD's website at: https://www.biglagooncsd.org/rate-study

This 45-day notice is hereby given in accordance with Section 6(a) of Article XIIID of the California Constitution. The purpose of this notice is to provide you with information about the proposed rate increase and changes in methodology, and to inform you about your opportunity to protest the rate increase by submitting written protests prior to or during the public hearing. On August 15, 2026, the District Board of Directors considered the Water Rate Study and directed BLCSD staff to send out this notice.

REASONS FOR THE CHANGES

As a public agency, the revenues collected from rates must adequately fund BLCSD operations, maintenance, capital improvement projects, and compliance with existing or new State of California regulations; mitigate droughts; and meet environmental standards. **In addition, the transition from fully volunteer based staffing to a hybrid volunteer/paid staffing model has significantly increased the annual costs for provision of water service. BLCSD's existing rates will not meet the projected operational expenses under this new structure and basic asset replacement costs; therefore, a rate adjustment is being proposed.**

As a public agency, all rates, fees and charges are calculated to cover only the actual cost of providing safe and reliable water service to meet State and Federal requirements. BLCSD does not make a profit. **Attachment 1** to this notice is a 5-year profit and loss projection with the proposed rates implemented. Note that the Net Profit or (loss) is barely positive over the 5-year term year. The immediate needs over the next five years include:

Ensure Safe Drinking Water Facilities
BLCSD must meet new State regulations, recognize the rapid changes in State and local water supply availability, and yet ensure that a reliable and safe supply of water is always accessible to BLCSD homes and institutions. The costs of water, energy, labor, safety, liability insurance and other aspects of providing a reliable water supply have all increased since the last rate study. BLCSD needs to continue investing in water treatment and testing techniques to ensure drinking water remains safe and available for current and future customers. BLCSD needs to invest in water storage infrastructure to make sure that all State and Federal regulations continue to be met.

Rebuild an Aging Water System
The District's water system includes two 5,000-gallon poly water storage tanks that were installed when the 20,000-gallon tank was demolished. There are dilapidated fire hydrants and waterlines that have outlived their useful life by decades. The services periodically have no water when the waterline to the school breaks. The operations staff skillfully find and repair the broken pipes, but there isn't enough capacity to keep the customers water service active. There is a severe shortage of water storage capacity for both operations and fire suppression. There is critical construction work needed to bring the system up to the state-mandated standards.

HOW THE RATES ARE CALCULATED
Water rates have two components – fixed and variable. The Fixed Charge pays for the District's fixed costs of operating and maintaining the water system. These costs do not change based on the amount of water produced. The variable Consumption Charge pays for the amount of water actually used by a customer. The Consumption Charge is calculated by the gallon. The price per gallon is split into two tiers and increases as customer water use exceeds the designated tier thresholds.

The Water Rate Study recommended the revenue increases necessary to ensure BLCSD meets its annual expenses. Future increases will be necessary to upgrade its aging systems and equipment, extend the life of existing equipment, minimize water system leakage, and increase water-use efficiency.

The overall rate structure changes are as follows:

Single Family Residential, Multifamily & Commercial/Short-Term Rental Customers
For all rate structures, the proposed change is to create two tiers for the consumption charges. Tier 1 covers the first 8,000 gallons per two-month billing cycle and Tier 2 covers all gallons over 8,000 per two-month billing cycle. Customers will be required to attest annually of the useage on their property. Property owners are responsible for notifying the District of any changes to the uses on their property. Any dispute between the property owner and General Manger will be determined by the Board after an inspection by the GM of the configuration of the structures on the property.

Single Family Residential Water Rates
For residential accounts, in addition to the monthly base rate and the 2-tier consumption rates, we are proposing the creation of an **affordability discount of $30 per month** for customers that meet the following eligibility criteria:

1. Water service for only one single family residence (no secondary units that are not attached to the primary residence – neither long term nor short term ADU rentals). The combination of occupants within the footprint of the primary residence does not dictate single or multifamily status.
2. Customer must provide annual written proof of eligibility approval under the CARE for FERA programs containing the account holder's name.
3. Customer may be the property owner or a long-term renter.

Multifamily Residential Water Rates
For residential accounts for which the water service is connected to habitable structures beyond the main house, the monthly base rate will be slightly higher than the single-family residential rate. These accounts can contain an accessory dwelling unit that is utilized for short-term or long-term rental, or for extended family. The property must be occupied by the owner for all or part of the year. This category also contains properties that combine owner occupation and all permitted short-term rentals regardless of configuration. Any connection of an RV to the water service of the main residence for more than 30 days in a calendar year constitutes multifamily water use.

Commercial & Short-Term Rental Water Rates

For the commercial water rates, the only change to methodology is the **inclusion of short-term rental properties that are NOT owner occupied.**

PROPOSED WATER RATE CHANGES

Table 1. Proposed Residential Water Rates

	Existing	RATE PER MONTH STARTING			
Description	Nov 2023	Nov 2026	Nov 2027	Nov 2028	Nov 2029
Base Rate ($/mo.)	$54.61	$95.00	$105.00	$115.00	$125.00
Consumption Charges					
Tier 1 (0-8,000 gallons/2-month)	$0.005519	$0.025	$0.025	$0.030	$0.035
Tier 2 (8,001+ gallons/2-month)		$0.040	$0.040	$0.050	$0.060

Table 2. Proposed Multifamily Water Rates

	Existing	RATE PER MONTH STARTING			
Description	Nov 2023	Nov 2026	Nov 2027	Nov 2028	Nov 2029
Base Rate ($/mo.)	$54.61	$125.00	$135.00	$145.00	$155.00
Consumption Charges					
Tier 1 (0-8,000 gallons/2-month)	$0.005519	$0.025	$0.025	$0.030	$0.035
Tier 2 (8,001+ gallons/2-month)		$0.040	$0.040	$0.050	$0.060

Table 3. Proposed Commercial & STR Water Rates

	Existing	RATE PER MONTH STARTING			
Description	Nov 2023	Nov 2026	Nov 2027	Nov 2028	Nov 2029
Base Rate ($/mo.)	$147.19	$260.00	$280.00	$300.00	$320.00
Consumption Charges					
Tier 1 (0-8,000 gallons/2-month)	$0.005519	$0.025	$0.025	$0.030	$0.035
Tier 2 (8,001+ gallons/2-month)		$0.040	$0.040	$0.050	$0.060

Details for the proposed water rates can be found in the WATER RATE STUDY. This document can be viewed at the Big Lagoon School office or found on the BLCSD website at: https://www.biglagooncsd.org/files/f05466299/FINAL-May2026-Big+Lagoon+Community+Service+District+Water+Rate+Study.pdf

The table on the following page includes some examples of existing versus proposed rates for residential and commercial customers.

Over the 5-year period (Nov 1 2026 – 2030) the new cash flow projected for the District is $6,612. The rates result in a small positive cash flow over the first few years, but makes up for the 2026 deficit over the last 2 years for a small net positive cash flow.

Table 4. Example Customers' 2-month billing Rates

	Current			Proposed		
	Rate	Units	Amount/ Billing Cycle	Rate	Units	Amount/ Billing Cycle
Example 1. SFR with 5,000 gallons per 2-month						
Residential Base Rate	$ 54.61	per mo	$ 109.22	$ 95.00	per mo	$ 190.00
Consumption Tier 1	0.005519	per gal	$ 27.60	0.025	per gal	$ 125.00
Consumption Tier 2	0.005519					
Total Due per 2-month billing cycle			$ 136.82			$ 315.00
				Difference/month:		$ 89.09
				% increase / month:		130.24%
Example 2. SFR with 12,000 gallons per 2-month						
Residential Base Rate	$ 54.61	per mo	$ 109.22	$ 95.00	per mo	$ 190.00
Consumption Tier 1	0.005519	per gal	$ 44.15	0.025	per gal	$ 200.00
Consumption Tier 2	0.005519		$ 22.08	0.04	per gal	$ 160.00
Total Due per 2-month billing cycle			$ 175.45			$ 550.00
				Difference/month:		$ 187.28
				% increase / month:		213.48%
Example 3. Multifamily with 9,000 gallons per 2-month						
Residential Base Rate	$ 54.61	per mo	$ 109.22	$ 125.00	per mo	$ 250.00
Consumption Tier 1	0.005519	per gal	$ 49.67	0.025	per gal	$ 200.00
Consumption Tier 2				0.04	per gal	$ 40.00
Total Due per 2-month billing cycle			$ 158.89			$ 490.00
				Difference/month:		$ 165.55
				% increase / month:		208.39%
Example 4. Commercial with 7,000 gallons per 2-month						
commercial Base Rate	$ 147.19	per mo	$ 294.38	$ 260.00	per mo	$ 520.00
Consumption Tier 1	0.005519	per gal	$ 38.63	0.025	per gal	$ 175.00
Consumption Tier 2	0.005519		$ -	0.04	per gal	$ -
Total Due per 2-month billing cycle			$ 333.01			$ 695.00
				Difference/month:		$ 180.99
				% increase / month:		108.70%

HOW TO PROTEST PROPOSED WATER RATE CHANGES AND INCREASES

This notice has been mailed to the customer listed on the service bill and the property owner of record from the Humboldt County Assessor. Persons responsible for the payment of the water charges (which includes owners of real property subject to the charges or renters of such property who actually pay the charges) who wish to protest the increases must send in a written protest to the address below or attend the public hearing on the increases to register their written protest at the hearing. Only one written protest per identified parcel (i.e. address or assessor parcel number or meter) relating to the rate increase will be counted. Written protests must be received prior to or during the public hearing on October 10, 2026.

Any written protests received following the close of the public hearing will not be counted. All written protests must (at a minimum) include the following information to be counted:

(a) Address or assessor parcel numbers of property subject to the rate increase,
(b) whether the protester is an owner or renter and
(c) a clear statement with the legal basis for protesting a particular rate (or rates) pursuant to this notice.

The District will not adopt the rate increase if written protests are presented by a majority (50% +1) of owners or tenants of the parcels upon which the increase will be imposed. Oral protests presented at the hearing will be heard but will not be counted. **Only written protests will be counted.**

Protests may be mailed to: Big Lagoon Community Services District, P.O. Box 847, Trinidad, CA 95570.

Any protests must be received by BLCSD no later than the end of the public hearing on October 10, 2026. Any protests received after the end of the public hearing shall not be counted. **E-mail protests will not be counted.**

QUESTIONS

If you have questions or need help in determining how these changes in water rates will affect you, please contact the BLCSD General Manager at generalmanager@biglagooncsd.org .

EXAMPLE CALCULATIONS

A Mock Bill based upon the July - August consumption for your specific account will be included with the actual bill mailed to you on or about September 1, 2026. This mock bill will provide specifics for how much your bill would have been this cycle, if the new rates had been in effect.

Attachment 1

5-Year Profit & Loss Projections

With the Proposed Rates

Big Lagoon Community Services District

5-year Profit & Loss Projections with Proposed Rates

	Description	Adopted 2026 Budget	Projected 2026 Budget	Projected 2027 Budget	Projected 2028 Budget	Projected 2029 Budget	Projected 2030 Budget
	Expense						
2	Election	500	500	-	200	-	200
1	Supplies (Chemicals)	1,440	1,440	1,498	1,558	1,620	1,685
3	Training & Certificates	-	-	750	-	750	125
1	Dues	1,400	1,400	1,456	1,514	1,575	1,638
1	Electric	5,500	5,500	5,720	5,949	6,187	6,434
1	Gas	2,000	2,000	2,080	2,163	2,250	2,340
1	Insurance	5,800	5,800	6,032	6,273	6,524	6,785
1	Maintenance & Repairs	6,000	6,000	6,240	6,490	6,749	7,019
1	Office Supplies	1,000	1,000	1,040	1,082	1,125	1,170
1	Parts	1,500	1,500	1,560	1,622	1,687	1,755
1	Postage	500	500	520	541	562	585
1	Regulatory Expenses	1,000	1,000	1,040	1,082	1,125	1,170
1	Water Testing	2,000	2,000	2,080	2,163	2,250	2,340
1	Water Meters (software updates)	-	825	858	892	928	965
4	Water Distribution Operator	18,000	18,000	22,800	25,200	27,600	27,600
4	Accounting	2,700	2,000	2,700	3,000	3,300	4,000
4	Contract General Manager	41,600	20,800	39,000	40,000	44,000	44,000
1	Outside Services (web site)	1,300	1,300	3,000	3,120	3,245	3,375
4	Legal Fees	2,000	2,000	2,000	2,000	2,000	2,000
	Total Expense	94,240	73,565	100,374	104,849	113,476	115,185
	Income						
	Operational Income						
	Backflow	90	90	90	90	90	90
	Non Compliance Fee	-	-	-	-	-	-
	Existing Base Rate - Monthly	29,300	24,417				
	Water Usage Income	7,800	6,500				
5	New Base Rate - Monthly		9,070	54,420	59,820	65,220	70,620
5	New Water Usage Income		7,771	46,625	46,625	56,616	66,607
	Affordability Discount (est. 3)		(180)	(1,080)	(1,080)	(1,080)	(1,080)
	Late Fee	120	120	120	120	120	120
	Total Operational Income	37,310	47,788	100,175	105,575	120,966	136,357
	Other Income/Expense						
6	Interest Income	800	800	600	600	600	600
	Total Other Income/Expenses	800	800	600	600	600	600
	Total Income	38,110	48,588	100,775	106,175	121,566	136,957
	Net Profit or (loss)	**(56,130)**	**(24,978)**	**401**	**1,326**	**8,090**	**21,772**

Footnotes:

[1] This expense is increased by 4% per year based upon the estimated inflation in the Rate Study.

[2] Elections are every other year to stagger the end dates of the various board members.

[3] Water licenses for the operators require continuing education units to be renewed and licensure fees.

[4] Prof.services by contract & only increase w/ Board approved contract amendments. Val retire 2028. Additonal reporting absorbed.

[5] New rates are estimated to begin Nov 1, 2026 - Oct 31, 2027 with additional increases implemented Nov 1, 2027, 2028, and 2029.

[6] Interest income will decrease with the use of reserves to cover the shortage for the 2026 budget as adopted, but will stabilize with the new rates.

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

BOARD MEETING MEMORANDUM

Meeting Date:	August 15, 2026
To:	Board of Directors
From:	Jennie Short, General Manager
Subject:	4Js Consulting Contract Amendment to add Bookkeeping Services

GENERAL OVERVIEW

Historically, the prior Chair Dick Mier, CPA complete the bookkeeping and financial services for the District. When Dick left the area and resigned from the Board, Treasurer Minor agreed to complete the billing and pay the expenses. For the past 10 months, the General Manager has completed the budgeting and financial oversight of the District.

As the District transitions from volunteer staff to part-time paid staff, the bookkeeping services are one of the tasks that need to be contracted for. In October 2025, the District contracted with Jennie Short of 4Js Consulting for General Manager services. Josephine (Josie) Short graduated with an Associates Degree in Accounting in May 2026. She would like to take on the bookkeeping services so that Director Minor can relinquish the daily/weekly/monthly tasks and focus on the duties of Treasurer. Josie Short's resume is attached.

Going forward, there would be three aspects of the financials (A/P, A/R, Budget/Financial Stmts) that are overseen by different people. Districts should separate financial duties—known as segregation of duties—so no single person controls an entire financial transaction from start to finish. This system of checks and balances prevents fraud, catches accidental mistakes early, and ensures public accountability.

<u>Bookkeeper ($50/hour)</u>

The bookkeeper would be responsible for accounts payable (A/P) and accounts receivable (A/R).

For Accounts Payable:

- receive the invoices for payments that need to be made by the District
- process them through QuickBooks and code them to the appropriate expense accounts
- create a list of checks that should be written out, signed, and mailed
- email the list to the Treasurer

For Accounts Receivable:

- receive the raw data file from the meter reading tablet via email
- process the raw data file
- input the consumption quantities into each customer account in QuickBooks
- create the invoices
- mail invoices
- receive payment from customers in the mail
- process and post payments

- deposit payments into the bank
- scan deposit slips and email to Treasurer

General Manager ($100/hour)

- Review coding on accounts payable invoices
- Prepare financial statements out of QuickBooks
- Oversee expenditures relative to budget amounts
- Approve expenses prior to expenditure
- financial analysis
- long-rang financial planning
- grant or loan processing and tracking
- audit coordination
- tasks normally associated with the Chief Financial Officer of an agency

Treasurer (volunteer)

For Accounts Payable:

- receive the list of checks from the bookkeeper
- write out and sign checks
- mail to vendors

For Accounts Receivable: no tasks needed

For Banking:

- signatory on all bank accounts
- review & reconcile bank statements
- oversee investments
- oversee general financial well-being of the District
- review financial statements prepared by GM

Secretary

- Receive mail and forward items related to A/P or A/R to Bookkeeper

RECOMMENDATIONS

I recommend that the Board

1. Execute Amendment #1 to add Bookkeeping Services

ATTACHMENTS

1. Contract Amendment
2. Josephine Short Resume

Big Lagoon Community Services District

Consultant Services Agreement Amendment #1
Jennie Short – 4JsConsulting

This Amendment to the Consultant Services Agreement (this "Agreement") is made and entered between Jennie Short, dba 4Js Consulting ("Consultant") and the Big Lagoon Community Services District ("District") with an effective date of **August 15 , 2026**. All terms and conditions of the original Agreement remain in effect and are only modified as specified below.

For the full and satisfactory completion of the newly added Bookkeeping services, Consultant shall be compensated at the rate of **$50.00 per hour**, plus reimbursable expenses. Consultant shall be authorized to work in a "part-time" capacity on the tasks and projects assigned to the Consultant by the District.

Bookkeeping services will generally consist of:

- processing the data supplied via email out of the electronic handled meter reading device
- manipulating meter reading data to be compatible with QuickBooks billing system
- processing and mailing water billing invoices on a semi-monthly basis (currently January, March, May, July, September, and November)
- Mailing bills
- Collecting customer payment and posting to accounts in QuickBooks
- Notifying past due customers
- Creating and mailing notices of delinquency for past due customers
- Creating and providing via email to BLCSD volunteer staff 10-day Notices for Water Shut Off
- Coordinating with operations staff for turning off and turning back on water meters for delinquent customers
- Receiving and processing all vendor payments for supplies, services, materials
- Preparing list of checks to be written and signed by Treasurer
- Entering monthly depreciation journal entries from a depreciation schedule prepared by a CPA
- Preparing semi-monthly financial statements for Board review at each meeting
- Providing financial data to the General Manager for budget preparation
- Completing the annual Financial Transactions Report to the State Controller's Office
- Preparing the annual audit binder with backup work papers for any general journal entries during the year

The General Manager will supply financial analysis, long-rang financial planning, grant or loan processing and tracking, audit coordination, and tasks normally associated with the Chief Financial Officer of an agency.

4Js Consulting	**Big Lagoon Community Services District**
______________________________	______________________________
Jennie Short, Owner	Louise Minor, Treasurer of the Board
Date:_________________________	Date:_________________________

Josephine L. Short

P.O. Box 653
Blue Lake, CA 95525
(707) 498-1714

SKILLS and QUALIFICATIONS

- Experienced in professional, administrative, and office settings
- Excellent at working with customers, taking phone calls and responding to emails
- Very detail oriented and skilled at prioritizing tasks
- Experienced with Accounts Receivable and Accounts Payable:
    - Accepting and posting payments via phone, mail and online
    - Making daily deposits at the bank
    - Creating, finalizing, and distributing all customer invoices, statements, and preparing monthly A/R reports
    - Processing A/P bills for payment
- Excellent understanding of terminology and practices of financial and accounting document processing and record keeping
- Maintaining inventory and purchasing of office supplies
- Skilled at clear communication and working as a part of a team
- Reliable transportation and able to work in-person

EDUCATION

College of the Redwoods (January 2024 – May 2026)
Associates of Science in Business Administration for Transfer with Highest Honors (3.96 GPA)

Cal Poly Humboldt (August 2026 – anticipate graduation May 2028)
Bachelor's in Business Administration – Concentration in Accounting

Mad River Academy (August 2021 – May 2024)
High School Diploma (4.0 GPA)

WORK EXPERIENCE

Arcata Tractor Supply
Position: Team Member / Cashier
Duration: January 2026 – Current

- Opening the store, greeting customers, checking out customers, and setting customers up with various rewards and store programs.

Uniquely Yours Catering
Position: Server / Busser
Duration: May 2025 – Current (10hrs/month)

- Serving buffet style and hand passed meals during weddings, and events
- Bussing tables, replenishing water, setting up and taking down equipment

Hunter, Hunter & Hunt
Position: Administrative Assistant
Duration: Dec 2024 – May 2025 (temporary)

- Assemble and mail or electronically submit corporate, individual, and non-profit tax returns
- Logging and tracking progress on client tax returns from eFile authorization, transmittal, acceptance
- Assemble tax reports, input 1099 information, and payroll reports for clients

Grossman Hauge,
An Accountancy Corporation
Position: Administrative Assistant
Duration: April – August 2024 (temporary)

- Complete Accounts Receivable daily, interact with clients, and maintain office
- Experienced with Accounts Receivable and Accounts Payable:
  - Accepting and posting payments via phone, mail and online
  - Making daily deposits at the bank
  - Creating, finalizing, and distributing all customer invoices, statements, and preparing monthly A/R reports
  - Processing A/P bills for payment

Lapidary Rocks
Position: Owner / Artist
Duration: January 2023 – June 2024

- Owner of business consisting of collecting of local beach rocks, shaping and polishing of rocks, creating unique jewelry and attending art fairs to sell merchandise.

Blue Lake Fieldbrook Little League
Position: Concessions Stand Operator
Duration: August – November 2022 (seasonal)

- Close out the register each night, prepare deposit summary, inventory items for purchase, cleanup and closeup the Blue Lake Little League concessions stand.

Key Club (Kiwanis)
Position: Vice President Volunteer
Duration: January 2021 – May 2024

- Volunteering for multiple local businesses including the American Cancer Society, Companion Animal Foundation, and Betty Kwan Chinn Homeless Foundation
- Volunteering as vice president of Key Club, a branch of Kiwanis, during high school and organizing over a dozen service projects locally

COMPUTER and EQUIPMENT EXPERIENCE

Proficient with Windows 10 & 11 computers	Microsoft Teams
Adobe Acrobat	Microsoft Outlook
Practice CS Professional Suite, Thomson Reuters	Microsoft Word
CCH® ProSystem fx® Practice Management & Tax	Microsoft Excel
Epicor DocStar	Microsoft PowerPoint
SafeSend	Google Docs
CPA Charge	Google Sheets

REFERENCES

Rachael Thacker, Supervisor, DHS Advisors, (707) 476-0674 Rachaelthacker@dhsadvise.com

Alicia Rousseau, (707) 599-1118

Kristen Luke, Business Professor, College of the Redwoods, Kristen-Luke@Redwoods.edu

Lindsey Grossman, Supervisor, Grossman Hauge an Accountancy Corporation, (707) 822-3337 lindsey@grossmanhague.com

BIG LAGOON
COMMUNITY SERVICES DISTRICT
P.O. Box 847
Trinidad, CA 95570
www.biglagooncsd.org

BOARD MEETING MEMORANDUM

Meeting Date:	August 15, 2026
To:	Board of Directors
From:	Jennie Short, General Manager
Subject:	Board Election Update & Training

GENERAL OVERVIEW

Five candidates filed paperwork to fill five Board vacancies. The candidates are Charles King, Catherine Munsee, Louise Minor, Jon Spiller, and Steve Lemke. Since there are an equal number of candidates as positions, there will not be an election. All five will be seated as new Board members in December after the November 2026 election is completed.

As Board members, there are several trainings that are required. BLCSD is a member of CSDA, which entitles us to have free training for our Board members and staff. Each existing and new Board member will have their own log into the CSDA website so that they can sign up for and complete the necessary training. To follow is a variety of information from CSDA's website:

Today's special district leaders are expected to govern ethically, foster respectful workplaces, and provide sound fiscal oversight. The following webinars are a way to complete California's required training for special district officials, including ethics (AB 1234), sexual harassment prevention for governing bodies (AB 1825/AB 1661), and finance and fiscal responsibilities under SB 827. Designed specifically for special districts, this session blends statutory compliance with practical guidance to support confident, effective governance.

Ethics AB 1234 Compliance Training - Gary Bell, Colantuono, Highsmith & Whatley, PC

https://www.csda.net/events/event-description?CalendarEventKey=d8b6819f-8f46-42a4-9faf-019aa4dc14af

When: Tue, Oct 20, 2026 from 10:00 AM to 12:00 PM (PT)

Presenter: Gary Bell, Colantuono, Highsmith & Whatley PC

State law requires local agency officials – including members of legislative bodies, department heads or other similar administrative officers, and employees designated in local conflict of interest codes – to complete two hours of ethics training within the first year of service. Then, every local agency official must receive at least two hours of training in general ethics principles and ethics laws relevant to his or her public service every two years thereafter. This training satisfies these requirements by covering various ethics topics, including a discussion of the Ralph M. Brown Act.

Free for CSDA Member

Webinar: Sexual Harassment Prevention Training for Supervisors https://www.csda.net/events/event-description?CalendarEventKey=bf17fc16-d635-44ef-8c4b-019aa4dc1410&Home=%2Fhome When: Tue, Oct 6, 2026 from 10:00 AM to 12:00 PM (PT) Presenter: Michael Travis, Best Best & Krieger, LLP This two-hour presentation will comply with the requirement of AB 1825 and AB 1661 and will cover: what constitutes sexual harassment and discrimination in the workplace; how to recognize and avoid harassment; what procedures to follow if you witness harassment (or are harassed yourself); the potential consequences, including personal liability, of harassment; what constitutes abusive conduct in the workplace in compliance to AB 2053; and orientation, gender identity, and gender expression in compliance with SB 396. Free to CSDA Member

SB 827 Required Fiscal & Financial Training https://members.csda.net/CSDA2/iCore/Store/StoreLayouts/Item_Detail.aspx?iProductCode=WEBSB827 On-Demand Webinar Duration: 2 hours Presenter: Justin Williams, MUN CPAs This webinar provides a comprehensive overview of the new mandates under Senate Bill 827, which require local agency officials to complete fiscal and financial training. Attendees will satisfy the new compliance requirement while gaining practical understanding of municipal budgeting, financial reporting, capital financing, debt management, and ethical stewardship of public resources. For officials commencing service on or after January 1, 2026, this training must be completed by no later than six months from the first day of service with the local agency. Every local agency official in a local agency's service as of January 1, 2026, and commenced that service prior to January 1, 2026, must receive this training before January 1, 2028. Free to CSDA Member

These links are the current versions, but new versions may become available after Jan 1, 2027.

RECOMMENDATIONS

None

ATTACHMENTS

None

BIG LAGOON
COMMUNITY SERVICES DISTRICT
P.O. Box 847
Trinidad, CA 95570
www.biglagooncsd.org

BOARD MEETING MEMORANDUM

Meeting Date:	August 15, 2026
To:	Board of Directors
From:	Jennie Short, General Manager
Subject:	Adopt Conflict of Interest Code

GENERAL OVERVIEW

The Political Reform Act requires that local agencies adopt a Conflict of Interest Code and review it biennially for amendments and updates. A conflict of interest code tells public officials, governmental employees and consultants what financial interest they must disclose on their Fair Political Practices Commission (FPPC) Statement of Economic Interest (Form 700).

California Government Code section 87300 requires all public agencies to adopt and review a Conflict of Interest Code every two years. This Code shall enumerate employee and consultant positions within the City who are involved in the making or participate in the making of decisions which may have a material effect on any financial interest of their own; identifying disclosure categories for such employees and consultants; and identifying disqualification requirements for such employees and consultants.

The Humboldt County Elections Office requested that I provide the District’s Conflict of Interest Code by August 7, 2026.

RECOMMENDATIONS

I recommend that the Board

1. Adopt Resolution 2026-06 A RESOLUTION OF THE BOARD OF DIRECTORS OF THE BIG LAGOON COMMUNITY SERVICES DISTRICT ADOPTING A CONFLICT OF INTEREST CODE
2. Direct staff to provide the adopted resolution to the County Elections Office
3. Direct staff to coordinate implementation of the code, including verification that 700 Forms have been filed by all existing Board members

ATTACHMENTS

1. Resolution 2026-06
2. FPPC “An Overview of Conflict of Interest” (dated May 2022)

BIG LAGOON
COMMUNITY SERVICES DISTRICT
P.O. Box 847
Trinidad, CA 95570
www.biglagooncsd.org

RESOLUTION NO. 2026-06

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE BIG LAGOON COMMUNITY SERVICES DISTRICT ADOPTING A CONFLICT OF INTEREST CODE

WHEREAS, specified public officials identified in California Government Code section 87200, including Board members and the General Manager are subject to the conflict of interest disclosure and disqualification requirements set forth in Government Code sections 87200 et seq.; and

WHEREAS, California Government Code section 87300 requires all public agencies to adopt and promulgate a Conflict of Interest Code enumerating employee and consultant positions within the Authority who are involved in the making or participation in the making of decisions which may have a material effect on any financial interest of their own; identifying disclosure categories for such employees and consultants; and identifying disqualification requirements for such employees and consultants;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors of the Big Lagoon Community Services District hereby adopts as its Conflict of Interest Code those provisions set forth in Appendix A, attached hereto and incorporated herein.

Passed and adopted by the Big Lagoon Community Services District's Board of Directors on August 15, 2026 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

APPENDIX A
BIG LAGOON COMMUNITY SERVICES DISTRICT
CONFLICT OF INTEREST CODE

The Political Reform Act (Government Code Section 81000, et seq.) requires state and local government agencies to adopt and promulgate Conflict of Interest codes. The Fair Political Practices Commission has adopted a regulation (2 Cal. Code of Regs. Sec.18730) which contains the terms of a standard Conflict-of-Interest code, which can be incorporated by reference in an agency's code. After public notice and hearing, it may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act. Therefore, the terms of 2 California Code of Regulations Section 18730 and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference. This regulation and the attached Appendix designated officials and employees and establishing disclosure categories, shall constitute the Conflict-of-Interest code of the Big Lagoon Community Services District.

Designated employees shall file their statements with the Humboldt County Elections Department who will make the statements available for public inspection and reproduction (Gov. Code Section 81008). Board Members and the General Manager shall file electronically with the FFPC, with a hard copy provided to the Humboldt County Elections Department.

ATTACHMENT A
CONFLICT OF INTEREST CODE
DESIGNATED POSITIONS

Designated Positions	Disclosure Category
Positions listed in Government Code Section 87200 Including Board Members, General Manager, District Counsel	1
Planners	3,4
Consultants	2,3,4,5
Other boards, commissions and committees	5

DISCLOSURE CATEGORIES

The disclosure categories listed below identify the types of investments, business entities, sources of income, and real property which the designated employee must disclose for each disclosure category to which he or she is assigned.

Category 1: All investments, interests in real property and income as defined in the Political Reform Act (PRA) and as limited herein, and management positions in any business entity (including non-profit corporations and unincorporated associations) in which the person is a director, officer, partner, trustee, employee, or holds any position of management or is a paid consultant. Financial interests are reportable only if located within or subject to the jurisdiction of the District or if the business entity owns real property or is doing business or planning to do business in the District or has done business within the District at any time during the two years prior to the filing of the statement. **Form 700, Schedules A through E.**

Category 2: Only **investments** as set forth in Category 1. Form 700, **Schedule A**.

Category 3: Only **interests** in real property as set forth in Category 1. Form 700, **Schedule B**.

Category 4: Only **income** as set forth in Category 1. Form 700, **Schedules C, D, E.**

Category 5: Only **management positions** as set forth in Category 1. Form 700, **Schedules B, C and D**.

An Overview of Conflicts of Interest Under the Political Reform Act

May 2022

Contents

I. The Basic Prohibition

Government Code Section 87100 of the Political Reform Act (the "Act")[1] prohibits a public official at any level of state or local government from making, participating in making, or attempting to use the official's position to influence a governmental decision in which the official knows or has reason to know the official has a financial interest. Government Code Section 87103 provides that an official has a "financial interest" within the meaning of Section 87100 if it is reasonably foreseeable that the decision will have a material financial effect on one or more of the official's interests as identified and distinguishable from the decision's effect on the public generally.

Taken together, these provisions of the Act prohibit an official from taking part in a decision if it is reasonably foreseeable that the decision would have a material financial effect on one or more of the official's financial interests identified in Section 87103 distinguishable from the decision's effect on the public generally.

II. Making, Participating in Making, or Attempting to Influence a Decision

Regulation 18704 defines "making a decision," "participating in a decision," and "using official position to attempt to influence a decision" for purposes of the Act's conflict of interest provisions. If an official has a disqualifying conflict of interest under Section 87100, the official is prohibited from making, participating in making, or attempting in any way to use the official's official position to influence the decision.

A. General Definitions

Making a Decision: An official makes a decision if the official authorizes or directs any action, votes, appoints a person, obligates or commits the official's agency to any course of action, or enters into any contractual agreement on behalf of the agency. (Regulation 18704(a).)

Participating in a Decision: An official participates in a decision if the official provides information, an opinion, or a recommendation for the purpose of affecting the decision without significant intervening substantive review. (Regulation 18704(b).)

Using Official Position to Attempt to Influence a Decision: An official uses an official position to influence a decision if the official contacts or appears before: (1) any official in the official's agency, or in an agency subject to the authority or budgetary control of the official's agency, for the purpose of affecting a decision; or (2) any official in any other government agency for the purpose of affecting a decision, and the official purports to act within the official's authority or on behalf of the official's agency in making the contact. (Regulation 18704(c).)

B. Exceptions

Regulation 18704(d) provides that “making, participating in, or using official position to influence a decision” do not include any of the following:

Ministerial: Actions that are solely ministerial, secretarial, or clerical. (Regulation 18704(d)(1).)

Appearances as a Member of the General Public: An appearance by an official as a member of the general public before an agency in the course of its prescribed governmental function if the official is appearing on matters related solely to the official’s personal interests, including interests in:

- Real property owned entirely by the official, members of the official’s immediate family, or the official and members of the official’s immediate family;
- A business owned entirely by the official, members of the official’s immediate family, or the official and members of the official’s immediate family; or
- A business over which the official, members of the official’s immediate family, or the official and members of the official’s immediate family solely or jointly exercise full direction and control. (Regulation 18704(d)(2).)

Terms of Employment: Actions by an official relating to the official’s compensation or the terms or conditions of the official’s employment or consulting contract. However, an official may not make a decision to appoint, hire, fire, promote, demote, or suspend without pay or take disciplinary action with financial sanction against the official or the official’s immediate family, or set a salary for the official or the official’s immediate family different from salaries paid to other employees of the agency in the same job classification or position. (Regulation 18704(d)(3).)

Public Speaking: Communications by an official to the general public or media. (Regulation 18704(d)(4).)

Academic Decisions: Teaching decisions, including an instructor’s selection of books or other educational materials at the official’s own school or institution, or other similar decisions incidental to teaching; or decisions by an official who has teaching or research responsibilities at an institution of higher education relating to the official’s professional responsibilities, including applying for funds, allocating resources, and all decisions relating to the manner or methodology with which the official’s academic study or research will be conducted. (Regulation 18704(d)(5).) However, this exception does not apply to an official who has institution-wide administrative responsibilities as to the approval or review of academic study or research at the institution unrelated to the official’s own work. (*Ibid*.)

Architectural and Engineering Documents: Drawings or submissions of an architectural, engineering, or similar nature prepared by an official for a client to submit in a proceeding before the official’s agency if: (i) the work is performed pursuant to the official’s profession; and (ii) the official does not make any contact with the agency other than contact with agency staff concerning the process or evaluation of the documents prepared by the official. (Regulation 18704(d)(6)(A).)

Also, an official's appearance before a design or architectural review committee or similar body of which the official is a member to present drawings or submissions of an architectural, engineering, or similar nature prepared for a client if: (i) the committee's sole function is to review architectural designs or engineering plans and to make recommendations to a planning commission or other agency; (ii) the committee is required by law to include architects, engineers, or persons in related professions, and the official was appointed to the body to fulfill this requirement; and (iii) the official is a sole practitioner. (Regulation 18704(d)(6)(B).)

Additional Consulting Services: Recommendations by a consultant regarding additional services for which the consultant or consultant's employer would receive additional income if the agency has already contracted with the consultant, for an agreed upon price, to make recommendations concerning services of the type offered by the consultant or the consultant's employer, and the consultant does not have any other economic interest, other than in the firm, that would be foreseeably and materially affected by the decision. (Regulation 18704(d)(7).)

III. Financial Interests

The first step in determining whether an official has a disqualifying conflict of interest under the Act is identifying the official's financial interests with respect to the decision at issue. Section 87103 identifies the following financial interests which may give rise to an official's disqualifying conflict of interest under the Act:

- A business entity in which the official has a direct or indirect investment worth $2,000 or more (Section 87103(a)); or in which the official is a director, officer, partner, trustee, employee, or holds any position of management (Section 87103(d)).
- Real property in which the official has an interest worth $2,000 or more. (Section 87103(b).)
- A source of income totaling $500 or more in value provided or promised to, or received by, the official within the 12 months prior to the time when the decision is made. (Section 87103(c).)
- A giver of a gift or gifts totaling $500[2] or more in value provided or promised to, or received by, the official within the 12 months prior to the time when the decision is made. (Section 87103(e).)
- The official's personal finances and those of "immediate family," defined in Section 82029 as the spouse and dependent children. (Section 87103.)

IV. Foreseeability of Financial Effect

A. Explicitly Involved

A financial effect on a financial interest is presumed to be reasonably foreseeable if the financial interest is explicitly involved in the decision. (Regulation (18701(a).) An official's financial interest is "explicitly involved" in a decision if the interest is a "named party in, or the subject of," the decision, and an interest is the "subject of a proceeding" if the decision involves the issuance, renewal, denial, or revocation of any license, permit, other entitlement to, or contract with, the interest.[3] Additionally, an official's real property interest is explicitly involved in any decision affecting the real property as described in Regulation 18702.2(a)(1) through (6), discussed further below. (*Ibid*.)

B. Not Explicitly Involved

When an official's financial interest is not explicitly involved in a decision, the financial effect of the decision is reasonably foreseeable if the effect can be recognized as a realistic possibility and more than hypothetical or theoretical. The effect need not be likely to be reasonably foreseeable. (Regulation 18701(b).)

Factors to be considered when determining if a decision's effect on an official's not explicitly involved interest is reasonably foreseeable include, but are not limited to, the following:

- The extent to which the occurrence of the effect is contingent upon intervening events (other than future governmental decisions by the official's agency or an agency subject to the budgetary control of the official's agency). (Regulation 18701(b)(1).)
- Whether the official should anticipate a financial effect on the financial interests at issue as a potential outcome under normal circumstances when using appropriate due diligence and care. (Regulation 18701(b)(2).)
- Whether the official has an interest of the type that would typically be affected by the terms of the decision. (Regulation 18701(b)(3).)
- Whether the decision is of the type that would be expected to have a financial effect on businesses and individuals similarly situated to those businesses and individuals in which the official has a financial interest. (*Ibid*.)
- Whether a reasonable inference can be made that the financial effects of the decision on the official's financial interest might compromise an official's ability to fulfill their duty to act in the best interests of the public. (Regulation 18701(b)(4).)
- Whether the decision will provide or deny an opportunity, or create an advantage for one of the official's financial interests. (Regulation 18701(b)(5).)

- Whether the official has the type of financial interest that would cause a similarly situated person to weigh the advantages and disadvantages of the decision on the official's financial interest in formulating a position. (Regulation 18701(b)(6).)

V. Materiality Standards

Regulation 18702(a) provides that the next step in the analysis is to determine if the decision's reasonably foreseeable financial effect on the official's financial interest is material. If the official's interest is in:

- A business entity, then apply the materiality standards of Regulation 18702.1. (Regulation 18702(a)(1).)
- A real property, then apply the materiality standards of Regulation 18702.2. (Regulation 18702(a)(2).)
- A source of income, then apply the materiality standards of Regulation 18702.3. (Regulation 18702(a)(3).)
- A source of a gift or gifts, then apply the materiality standards of 18702.4. (Regulation 18702(a)(4).)
- Their personal finances or those of immediate family, then apply materiality standard of 18702.5. (Regulation 18702(a)(5).)

A. Business Entity Interests

Regulation 18702.1 sets forth the materiality standards applicable to a decision's reasonably foreseeable financial effect on a business in which an official has an interest, and provides that the effect is material if any of the following standards is met:

- The business is explicitly involved in the decision, meaning that the business is "a named party in, or the subject of, the decision, including any decision in which the business:
  - ➢ Initiates the proceeding by filing an application, claim, appeal, or other request for action concerning the business with the official's agency. (Regulation 18702.1(a)(1)(A).)
  - ➢ Offers to sell a product or service to the official's agency. (Regulation 18702.1(a)(1)(B).)
  - ➢ Bids on, or enters into, a contract with the official's agency, or is identified as a subcontractor on a bid or contract with the agency. (Regulation 18702.1(a)(1)(C).)
  - ➢ Is the named or intended manufacturer or vendor of any products to be purchased by the official's agency with an aggregate cost of $1,000 in any 12-month period. (Regulation 18702.1(a)(1)(D).)

  - Applies for a permit, license, grant, tax credit, exception, variance, or other entitlement from the official's agency. (Regulation 18702.1(a)(1)(E).)
  - Is the subject of any inspection, action, or proceeding under the regulatory authority of the official's agency. (Regulation 18702.1(a)(1)(F).)
  - Is subject to an action taken by the official's agency that is directed at the entity. (Regulation 18702.1(a)(1)(G).)
- The decision may result in an increase or decrease of the business's annual gross revenues, or the value of its assets and liabilities, in an amount equal to or more than:
  - $1,000,000; or
  - Five percent of the business's annual gross revenues, and the increase or decrease is $10,000 or more. (Regulation 18702.1(a)(2).)
- The decision may cause the business to incur or avoid additional expenses or to reduce or eliminate expenses in amount equal to or more than:
  - $250,000; or
  - One percent of the business's annual gross revenues, and the increase or decrease is at least $2,500. (Regulation 18702.1(a)(3).)
- The official knows or has reason to know that business has an interest in real property and:
  - The property is a named party in, or the subject of, the decision under Regulations 18701(a) and 18702.2(a)(1) through (6); or
  - There is clear and convincing evidence the decision would have a substantial effect on the property. (Regulation 18702.1(a)(4).)

Thus, if the decision's reasonably foreseeable financial effect on an official's business interest meets any of the four standards above, that effect is material, and the official is disqualified from taking part in the decision.

Small Shareholder Exception: Regulation 18702.1(b) sets forth the "Small Shareholder Exception," which provides that a decision's reasonably foreseeable financial effect on an official's financial interest in a business is not material under Regulation 18702.1(a)(1) or (a)(4)(A) if both:

- The official's only financial interest in the business is an "investment interest" under Section 87103(a) valued at $25,000 or less; and
- The official's interest in the business is less than one percent of the business's shares.

If the Small Shareholder Exception applies, the official is not disqualified.

B. Real Property Interests

Regulation 18702.2 provides the materiality standards applicable to a decision’s reasonably foreseeable financial effect on real property in which an official has an interest as either an owner or lessee.

Explicitly Involved Real Property Interest: It is reasonably foreseeable a decision will have a material financial effect on an official’s interest in real property any time the interest is explicitly involved in the decision. Therefore, the decision’s reasonably foreseeable effect is material in any of the types of decisions described in Regulation 18702.2(a)(1) to (6), including a decision that:

- Involves the adoption of or amendment to a development plan or criteria applying to the property. (Regulation 18702.2(a)(1).)
- Determines the property’s zoning or rezoning, other than a zoning decision applicable to all properties designated in that category; annexation or de-annexation; inclusion in or exclusion from any city, county, district, or local government subdivision or other boundaries, other than elective district boundaries. (Regulation 18702.2(a)(2).)
- Would impose, repeal, or modify any taxes, fees, or assessments that apply to the property. (Regulation 18702.2(a)(3).)
- Authorizes the sale, purchase, or lease of the property. (Regulation 18702.2(a)(4).)
- Involves the issuance, denial or revocation of a license, permit or other land use entitlement authorizing a specific use of or improvement to the property or any variance that changes the permitted use of, or restrictions placed on, the property. (Regulation 18702.2(a)(5).)
- Involves construction of, or improvements to, streets, water, sewer, storm drainage or similar facilities, and the property will receive new or improved services that provide a benefit or detriment disproportionate to other properties receiving the services. (Regulation 18702.2(a)(6).)

Not Explicitly Involved Real Property Interest: A decision’s reasonably foreseeable financial effect on an official’s interest in real property is material if it is of a type described in Regulation 18702.2(a)(7) through (8), (b) or (c), including a decision that:

- Involves property located 500 feet or less from the official’s property unless there is clear and convincing evidence that the decision will not have any measurable impact on the official’s property. (Regulation 18702.2(a)(7).)
- Involves property located more than 500 feet but less than 1,000 feet from the official’s property, and the decision would change the official’s property’s: development potential; income producing potential; highest and best use; character by substantially altering traffic levels, intensity of use, parking, view, privacy, noise levels, or air quality; or market value (Regulation 18702.2(a)(8)(A) through (E).)

- Involves property located 1,000 feet or more from the property line of the official's property if there is clear and convincing evidence the decision would have a substantial effect on the official's property. (Regulation 18702.2(b).)
- Involves property leased by the official and the decision will:
  - Change the termination date of the lease;
  - Increase or decrease the potential rental value of the property;
  - Change the official's actual or legally allowable use of the property; or
  - Change the official's use and enjoyment of the property. (Regulation 18702.2(c)(1) through (4).)

Real Property Interest 1,000 Feet or More from Property Involved in Decision: As mentioned above, Regulation 18702.2(b) sets forth a presumption that the financial effect of a decision involving property located 1,000 feet or more from the property line of the official's property is not material. That presumption, however, may be rebutted with clear and convincing evidence the decision would have a substantial effect on the official's real property interest.

Exceptions for Planning Objectives or Policy: A decision's reasonably foreseeable financial effect on an official's real property interest is not material, and therefore the official is not disqualified from the decision, if the decision solely concerns:

- Repairs, replacement or maintenance of existing streets, water, sewer, storm drainage or similar facilities. (Regulation 18702.2(d)(1).)
- Adoption or amendment of a general plan, as defined in Regulation 18702.2(e)(2), if certain specified conditions are met. (See Regulation 18702.2(d)(2).)

Common Area Exception to the Definition of Interest in Real Property: Regulation 18702.2(e)(4) provides that an "interest in real property," as defined in Section 82033, does not include "any common area as part of the official's ownership interest in a common interest development as defined in the Davis-Stirling Common Interest Development Act (Civil Code Sections 4000 et seq.)"

C. Source of Income Interests

Regulation 18702.3 sets forth the materiality standards applicable to a decision's reasonably foreseeable financial effect on a source of income to an official, and provides that the effect is material if any of the following criteria is met:

- The source is explicitly involved in the decision because it is "a named party in, or the subject of, the decision," including a claimant, applicant, respondent, or contracting party. (Regulation 18702.3(a)(1).)
- The source is an individual and any of the following applies:

- The decision may affect the individual’s income, investments, or other assets or liabilities by $1,000 or more (excluding an interest in a business entity or real property). (Regulation 18702.3(a)(2)(A).)
- The official knows or has reason to know that the individual has an interest in a business entity that will be financially affected under the materiality standards applicable to a business set forth in Regulation 18702.1. (Regulation 18702.3(a)(2)(B).)
- The official knows or has reason to know that the individual: (i) has a real property interest and the property is explicitly involved in the decision; or (ii) there is clear and convincing evidence the decision would have a substantial effect on the property. (Regulation 18702.3(a)(2)(C).)

- The source is a nonprofit organization and any of the following applies:
  - The decision may result in an increase or decrease of the organization’s annual gross receipts, or the value of the organization’s assets or liabilities, in an amount equal to or more than: (i) $1,000,000; or (ii) five percent of the organization’s annual gross receipts and the increase or decrease is equal to or greater than $10,000. (Regulation 18702.3(a)(3)(A).)
  - The decision may cause the organization to incur or avoid additional expenses or to reduce or eliminate expenses in an amount equal to or more than: (i) $250,000; or (ii) one percent of the organization’s annual gross receipts and the change in expenses is equal to or greater than $2,500. (Regulation 18702.3(a)(3)(B).)
  - The official knows or has reason to know that the organization has a real property interest and: (i) the property is explicitly involved in the decision; (ii) there is clear and convincing evidence the decision would have a substantial effect on the property. (Regulation 18702.3(a)(3)(C).)
- The source is a business that will be financially affected under the materiality standards applicable to a business set forth in Regulation 18702.1 (Regulation 18702.3(a)(4).)
- If there is a nexus between the decision and income received by the official or official’s spouse. Otherwise referred to as the nexus test, any reasonably foreseeable financial effect on an official’s source of income interest is material if the decision “will achieve, defeat, aid, or hinder a purpose or goal of the source and the official or the official’s spouse receive or is promised the income for achieving the purpose or goal. (Regulation 18702.3(b).)

Exception for Retail Sales: Section 87103.5(a) provides that a retail customer of a business engaged in retail sales of good or services to the public generally is not a source of income to an official who owns a 10-percent or greater interest in the business if: the retail customers of the business constitute a significant segment of the public generally, and the amount of income received from an individual customer is not distinguishable from the amount of income received from its other customers.

Section 87103.5(b) sets forth a similar retail sales exception for a jurisdiction with a population of 10,000 or less that is located within a county with 350 or fewer retail businesses.

For purposes of applying Section 87103.5, Regulation 18702.3(c) provides that the retail customers of a business entity constitute a significant segment of the public generally if the business is open to the public and provides goods or services to customers that comprise a broad base of persons representative of the jurisdiction. (Regulation 18702.3(c)(1).)

Income from an individual customer is not distinguishable from the amount of income received from other customers when the official is unable to recognize a significant monetary difference between the business provided by the individual customer and the other customers of the business. (Regulation 18702.3(c)(2).) An official is unable to recognize a significant monetary difference when the business:

- Is of the type that sales to any one customer will not have a significant impact on the business's annual net sales; or
- Has no records that distinguish customers by amount of sales, and the official has no other information that the customer provides significantly more income to the business than an average customer. (*Ibid*.)

Income from a Government Entity: The materiality standards of Regulation 18702.3 do not apply where a government entity qualifies as a source of income as defined in Section 82030, including where an official is paid by the entity as a consultant or contractor. (Regulation 18702.3(d).) Under Regulation 18703(e)(7), an official with an interest in such an entity is disqualified from taking part in a decision only if there is a unique effect on the official. (*Ibid*.)

D. Source of Gift Interests

Regulation 18702.4 provides the materiality standards applicable to a decision's reasonably foreseeable financial effect on the source of a gift to an official, and provides that the decision's effect is material if:

- The source is explicitly involved in the decision because the source "is named or otherwise identified as the subject of the proceeding," including a claimant, applicant, respondent, or contracting party. (Regulation 18702.4(a).)
- The source is an individual that will be financially affected under the materiality standard applicable to a decision's reasonably foreseeable financial effect on an official's personal finances set forth in Regulation 18702.5 or the official knows or has reason to know that the individual has an interest in a business or real property that will be financially affected under the materiality standards provided in Regulation 18702.1 or 18702.2, respectively. (Regulation 18702.4(b))

- The source is a nonprofit organization that will receive a measurable financial benefit or loss as a result of the decision or the official knows or has reason to know that the nonprofit has an interest in real property that will be financially affected under the materiality standards in Regulation 18702.2. (Regulation 18702.4(c).)
- The source is a business that will be financially affected under the materiality standards in Regulation 18702.1. (Regulation 18702.4(d).)

E. Interest in Personal Finances

Regulation 18702.5(a) provides the materiality standard applicable to a decision's reasonably foreseeable financial effect on an official's personal finances, including those of immediate family. Also known as the personal financial effect rule, a reasonably foreseeable effect on the official' personal finances is material if the decision may result in the official or the official's immediate family receiving a financial benefit or loss of $500 or more in any 12-month period due to the decision.

Exceptions: Under Regulation 18702.5(b), however, a decision's effect on an official's personal finances and those of immediate family is not material if the decision would:

- Affect only the salary, per diem, or reimbursement for expenses the official or their immediate family member receives from a federal, state, or local government agency, unless the decision is:
  - To appoint (except as specified), hire, fire, promote, demote, suspend without pay or otherwise take disciplinary action with financial sanction against the official or their immediate family; or
  - To set a salary for the official or a member of their immediate family which is different from salaries paid to other employees of the government agency in the same job classification or position, or when the member of the official's immediate family is the only person in the job classification or position. (Regulation 18702.5(b)(1).)
- Appoint the official to be a member of any group or body created by law or formed by the official's agency for a special purpose. However, if the official will receive a stipend for attending meeting of the group or body aggregating $500 or more in any 12-month period, the effect is material unless the appointing body posts all of the following on its website:
  - A list of each appointed position and its term. (Regulation 18702.5(b)(2)(A).)
  - The amount of the stipend for each appointed position. (Regulation 18702.5(b)(2)(B).)
  - The name of the official who has been appointed to the position. (Regulation 18702.5(b)(2)(C).)

- The name of any official who has been appointed to be an alternate for the position. (Regulation 18702.5(b)(2)(D).)

- Appoint the official to be an officer of the governing body of which the official is already a member (such as a decision to appoint a city councilmember to be the city's mayor.) (Regulation 18702.5(b)(3).)
- Establish or change the benefits or retirement plan of the official or the official's immediate family member, and the decision applies equally to all employees or retirees in the same bargaining unit or other representative group. (Regulation 18702.5(b)(4).)
- Result in the payment of any travel expenses incurred by the official or their immediate family while attending a meeting as an authorized representative of an agency. (Regulation 18702.5(b)(5).)
- Permit the official's use of any government property, including automobiles or other modes of transportation, mobile communication devices, or other agency-provided equipment for carrying out the official's duties, including any nominal, incidental, negligible, or inconsequential personal use while on duty. (Regulation 18702.5(b)(6).)
- Result in the official's receipt of any personal reward from their use of a personal charge card or participation in any other membership rewards program, so long as the reward is associated with the official's approved travel expenses and is no different from the reward offered to the public. (Regulation 18702.5(b)(7).)

Effect on Personal Finances and a Business or Real Property Interest: If a decision would have a reasonably foreseeable financial effect on a business or real property interest of an official, any related effect on the official's personal finances is not considered separately, and the effect is only analyzed under the respective materiality standards for business and real property interests, i.e. Regulations 18702.1 and 18702.2. (Regulation 18702.5(c).)

VI. The Public Generally Exception

Under Section 87103, if a decision's financial effect on an official's financial interest is indistinguishable from the decision's effect on the public generally, the official is not disqualified from taking part in the decision. Regulation 18703 sets forth the "Public Generally Exception."

The General Rule: A decision's financial effect on an official's financial interest is indistinguishable from its effect on the public generally if the official establishes that a "significant segment" of the public is affected and the "effect on the official's interest is not unique" compared to the effect on the significant segment. (Regulation 18703(a).)

A "significant segment" of the public is defined as:

- At least 25 percent of:
  - All businesses or nonprofit entities within the official's jurisdiction;
  - All real property, commercial real property, or residential real property within the official's jurisdiction; or
  - All individuals within the official's jurisdiction. (Regulation 18703(b)(1).)
- At least 15 percent of residential real property within the official's jurisdiction if the only interest the official has in the decision is the official's primary residence. (Regulation 18703(b)(2).)

A unique effect on an official's financial interest includes a disproportionate effect on:

- The development potential or use of the official's real property, or the income producing potential of the official's real property or business;
- An official's business or real property resulting from the proximity of a project that is the subject of a decision;
- An official's interests in business entities or real properties resulting from the cumulative effect of the official's multiple interests in similar entities or properties that is substantially greater than the effect on a single interest;
- An official's interest in a business or real property resulting from the official's substantially greater business volume or larger real property size when a decision affects all interests by the same or similar rate or percentage;
- A person's income, investments, assets or liabilities, or real property if the person is a source of income or gifts to the official; and
- An official's personal finances or those of immediate family. (Regulation 18703(c)(1)-(6).)

"Jurisdiction" means:

- The jurisdiction of the state or local government agency as defined in Section 82035;
- The designated geographical area the official was elected to represent; or
- The area to which the official's authority and duties are limited if not elected. (Regulation 18703(d).)

Specific Rules for Special Circumstances: Regulation 18703(e) also provides seven Specific Rules for Special Circumstances which govern the Public Generally Exception's applicability in those special circumstances. Under these rules, a decision's financial effect is deemed indistinguishable from its effect on the public generally if there is no unique effect on the official's interest and the official establishes:

- **Public Services and Utilities:** The decision sets or adjusts the amount of an assessment, tax, fee, or rate for water, utility, or other similar public services that is applied equally, proportionally, or by the same percentage to the official's interest and other businesses, properties, or individuals subject to the assessment, tax, fee, or rate. However, an official is not permitted to take part in a decision that would impose the assessment, tax, or fee, or determine the boundaries of a property or who is subject to the assessment, tax, or fee. An official is only permitted to take part in setting or adjusting the assessment, tax, or fee amount, once other related decisions have already been made. (Regulation 18703(e)(1).)
- **General Use or Licensing Fees:** The decision affects the official's personal finances as a result of an increase or decrease to a general fee or charge, such as parking rates, permits, license fees, application fees, or any general fee that applies to the entire jurisdiction. (Regulation 18703(e)(2).)
- **Limited Neighborhood Effects:** The decision affects residential real property limited to a specific location, encompassing more than 50, or five percent, of the residential real properties in the official's jurisdiction, and the decision establishes, amends, or eliminates ordinances that restrict on-street parking, impose traffic controls, deter vagrancy, reduce nuisance or improve public safety, provided the body making the decision gathers sufficient evidence to support the need for the action at a specific location. (Regulation 18703(e)(3).)
- **Rental Properties:** The decision is limited to establishing, eliminating, amending, or otherwise affecting the respective rights or liabilities of tenants and owners of residential rental property, including a decision regarding a rent control ordinance or tenant protection measures, provided all of the following criteria are met:
  - The decision applies to all residential rental properties within the official's jurisdiction other than those excepted by the Costa-Hawkins Rental Housing Act (Civil Code Sections 1954.50, et seq.). (Regulation 18703(e)(4)(A).)
  - The official owns three or fewer residential rental units. (Regulation 18703(e)(4)(B).)
  - Only interests resulting from the official's leasehold interest as a lessor of residential real property and the lessee or owner of the official's primary residence are affected by the decision. (Regulation 18703(e)(4)(C).)
- **Required Representative Interest:** The decision is made by a board or commission and the law that establishes the board or commission requires certain appointees have a representative interest in a particular industry, trade, or profession or other identified interest, and the public official is an appointed member representing that interest. This provision applies only if the effect is on the industry, trade, or profession or other identified interest represented. (Regulation 18703(e)(5).)

- **State of Emergency:** The decision is made pursuant to an official proclamation of a state of emergency when required to mitigate against the effects directly arising out of the emergency. (Regulation 18703(e)(6).)
- **Governmental Entities:** The decision affects a federal, state, or local government entity in which the official has an interest. (Regulation 18703(e)(7).)

VII. Legally Required Participation

Section 87101 provides that the prohibition of Section 87100 does not prevent an official from making or participating in the making of a decision to the extent the official's participation is legally required for the action or decision to be made. However, the existence of a tied vote does not make the disqualified official's participation legally required.

No Alternative Source of Decision: Regulation 18705(a) provides that an official who is financially interested in a decision may establish that the official is legally required to make or to participate in the making of a decision within the meaning of Section 87101 only if there exists no alternative source of decision consistent with the purposes and terms of the statute authorizing the decision.

"Quorum" Defined: Regulation 18705(d) provides that a "quorum" is the minimum number of members required to conduct business. When the vote of a supermajority is required to adopt an item, a "quorum" is the minimum number of members needed to adopt the item.

Narrowly Construed: Regulation 18705(c) requires the regulation be narrowly construed, and specifically provides that the regulation shall not to be construed:

- To permit an official who is otherwise disqualified under Section 87100 to vote to break a tie. (Regulation 18705(c)(1).)
- To allow a member of any agency who is otherwise disqualified under Section 87100 to vote if a quorum can be convened of other members of the agency who are not disqualified, whether or not those other members are actually present at the time of the disqualification. (Regulation 18705(c)(2).)

Random Means of Selection: Regulation 18705(c)(3) requires participation by the smallest number of officials with a conflict that are "legally required" for the decision to be made under Section 87101 and permits a "random means of selection" (e.g. drawing straws) to be used to select only the number of officials necessary to make the decision. When an official is selected, that official is selected for the duration of the proceedings in all related matters until their participation is no longer legally required, or the need for invoking the exception no longer exists. (Regulation 18705(c)(3).)

Public Identification of an Otherwise Disqualified Official’s Financial Interests in a Decision: Regulation 18705(b) provides that when an official who has a financial interest in a decision is legally required to make or participate in making that decision, the official must state the existence of the potential conflict as follows:

- The official must disclose the existence of the conflict of interest and describe with particularity the nature of the official’s disqualifying financial interest or interests. This requirement is satisfied if the official discloses:
  - The type of financial interest or interests involved in the decision, and;
  - Other specified information identifying the interest depending on the type of interest at issue.
- The official or another officer or employee of the agency must summarize the circumstances under which the conflict may arise.
- The official or another officer or employee of the agency must disclose the legal basis for the determination that there is no alternative source of decision.

Manner of Disclosure: The disclosures required by Regulation 18705(b) must be disclosed as follows:

- If the decision is made during an open session of a public meeting, the disclosures must be made orally before the decision is made;
- If the decision is made during a closed session of a public meeting, the disclosures must be made orally during open session either before the body goes into closed session or immediately thereafter;
- If the decision takes place outside of a public meeting, the disclosures must be made in writing; and
- In all three circumstances immediately above, the disclosures must be made part of the public record, as specified. (Regulation 18705(b)(4).)

VIII. Segmentation

Under the Act’s conflict of interest provisions, each governmental decision must be analyzed independently to determine if the decision will have a disqualifying effect on an official’s financial interest. (*In re Owen* (1976) 2 FPPC Ops. 77.) Accordingly, an agency may segment a decision in which an official has a disqualifying conflict of interest to allow the official to participate in associated decisions which would not have a disqualifying effect on the official’s interests under Regulation 18706.

Required Conditions for Segmentation: Regulation 18706(a) provides that an agency may segment a decision in which an official is financially interested, to allow the official to participate in associated decisions in which the official is not financially interested, provided all the following conditions are met:

- The decision in which the official is financially interested can be broken down into separate decisions that are not inextricably interrelated to the decision in which the official has a disqualifying financial interest;
- The decision in which the official is financially interested is segmented from the other decisions;
- The decision in which the official is financially interested is considered first and a final decision is reached by the agency without the disqualified official's participation in any way; and
- Once the decision in which the official is financially interested has been made, the official's participation in associated decisions does not result in a reopening of, or otherwise financially affect, the decision from which the official was disqualified.

"Inextricably Interrelated": Regulation 18706(b) provides that decisions are "inextricably interrelated" when the result of one decision will effectively determine, affirm, nullify, or alter the result of another decision.

Budget and General Plan Decisions Affecting Entire Jurisdiction: Regulation 18706(c) provides that once all separate decisions related to a budget or general plan affecting the entire jurisdiction have been finalized, the official may participate in the final vote to adopt or reject the agency's budget or general plan.

IX. Disqualification Requirements

Section 87105 governs the recusal of a public official specified in Section 87200 from a decision from which the official has been disqualified. Subdivisions (a)(1)-(3) of that section require the disqualified official to: identify the potential conflict of interest to publicly identify the official's financial interest or interests at issue; recuse from voting, discussing or attempting to influence the matter; and leave the room until after the matter is concluded. Subdivision (a)(4) excludes members of the Legislature from these recusal requirements.

Regulation 18707 provides further direction and guidance on the recusal requirements applicable to a public official specified in Section 87200 who is disqualified from a decision relating to an agenda item noticed for consideration at a public meeting subject to open meeting laws (i.e. the Bagley-Keene Act (Section 11120 et seq.) or the Brown Act (Section 54950 et seq.)).

Form and Content of Public Identification: The disqualified official must publicly identify each type of financial interest, identified in Section 87103, held by the official that gives rise to the disqualifying conflict of interest. (Regulation 18707(a)(1).) The identification must be oral and part of the public record (Regulation 18707(a)(1)(B)), and provide the following information, as applicable:

- For a business interest: the name of the business, a general description of its activities, and any position held by the official. (Regulation 18707(a)(1)(A)(i).)
- For a real property interest: the property's address, assessor's number, or identification that the property is the official's personal residence. (Regulation 18707(a)(1)(A)(ii).)
- For a source of income interest: the name of the source of income. (Regulation 18707(a)(1)(A)(iii).)
- For a source of gift interest: the name of the source of gift. (Regulation 18707(a)(1)(A)(iv).)
- For all interests: the nature of the expense, liability, asset, or income affected. (Regulation 18707(a)(1)(A)(v).)

Timing: The public identification required by Regulation 18707(a)(1) must be made immediately prior to consideration of the agenda item. (Regulation 18707(a)(2).)

- Partial absence from a meeting does not excuse the disqualified official's public identification requirement. (*Ibid*.)
- If the official leaves a meeting in advance of an agenda item from which the official is disqualified, the official must provide the public identification required by Regulation 18707(a)(1) prior to leaving the meeting. (Regulation 18707(a)(2).)
- If the official first joins a meeting after consideration of the agenda item, the official must provide the public identification immediately upon joining the meeting. (*Ibid*.)

Recusal and Leaving the Room: The disqualified official must recuse, leave the room after the public identification required by Regulation 18707(a)(1), and refrain from participation in the decision. (Regulation 18707(a)(3).) The disqualified official does not count toward achieving a quorum while the item is discussed. (*Ibid*.)

- For an agenda item on a consent calendar (uncontested items), the official may remain in the room during the consent calendar. (Regulation 18707(a)(3)(A).)
- If the official has a "personal interest" in the agenda item, as defined in Regulation 18704(d)(2) and wishes to speak or appear as a member of the general public, the official may leave the dais and speak or observe from the area reserved for members of the public after making the public identification required by Regulation 18707(a)(1) and recusing. (Regulation 18707(a)(3)(B).)

Special Rules for Closed Session: The public identification required by Regulation 18707(a)(1) must be made orally during the open session before the body goes into closed session and may be limited to a declaration that the official's recusal is because of a conflict of interest under Section 87100. (Regulation 18707(a)(4).) The declaration must be made part of the official public record. (*Ibid*.) The official must not be present when the decision is considered in closed session or knowingly obtain or review a recording or any other non-public information regarding the decision. (*Ibid*.)

Other Decisions: For a decision other than an agenda item involving a public official specified in Section 87200 (governed by Regulation 18707(a)), Regulation 18707(b) provides the following:

- If the official determines not to act because of a financial interest, the official's determination may be accompanied by an oral or written disclosure of the interest.
- The official's presence will not be counted toward achieving a quorum.
- During a closed meeting of the agency, a disqualified official must not be present when the decision is considered, or knowingly obtain or review a recording or any other nonpublic information regarding the decision.
- An agency may adopt a local rule requiring the official to step down from the dais or leave the chambers.

Confidential Information: Regulation 18707(c) expressly provides that nothing in Regulation 18707 is intended to cause any disclosure that would reveal the confidences of a closed session or any other privileged information contemplated by law, including privileged information under Regulation 18740.

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[1] The Political Reform Act is contained in Government Code Sections 81000 through 91014. All statutory references are to the Government Code, unless otherwise indicated. The regulations of the Fair Political Practices Commission (the "Commission") are contained in Sections 18110 through 18997 of Title 2 of the California Code of Regulations. All regulatory references are to Title 2, Division 6 of the California Code of Regulations, unless otherwise indicated.

[2] We note that the annual gift limit is adjusted biennially. The current gift limit is prescribed in Regulation 18940.2. The adjusted annual gift limit amount in effect for the period January 1, 2021, to December 31, 2022, is $520.

[3] For an official's interest in a business entity or real property, Regulation 18702.1(a) and Regulation 18702.2(a)(1)-(6), provide additional guidance for determining if the interest is explicitly involved.

BIG LAGOON
COMMUNITY SERVICES DISTRICT
P.O. Box 847
Trinidad, CA 95570
www.biglagooncsd.org

BOARD MEETING MEMORANDUM

Meeting Date:	August 15, 2026
To:	Board of Directors
From:	Jennie Short, General Manager
Subject:	Hazard Mitigation Plan

GENERAL OVERVIEW

Unfortunately, the Big Lagoon CSD didn't coordinate with our various municipal and agency partners on the update and adoption of the hazard mitigation plan and some of the hazards that I would have like to have seen in the plan are not included. The County OES officer has asked what we would like to have changed. Any input the Board or public has on hazards that are not included can be provided during the meeting and I will include them in the cover letter that I send with the adopted resolution.

The plan has been reviewed by FEMA for consistency and compliance and is now ready for adoption. Once adopted, the plan will be utilized by the District to develop future funding requests to address identified hazards and to assist the District in prioritizing project implementation and disaster planning. Humboldt County adopted the Hazard Mitigation Plan 2025 Update on December 9, 2025, via Resolution 25-184, which is attached for your reference. The District's plan is part of the larger Humboldt County Plan (Volume 1) and is included as an annex to the County-wide plan in Volume 2. The portions of Volume 2 that apply to the District are included as Exhibit A of Resolution 2026-07. To be eligible for future grant funds, the District needs to adopt the plan. Resolution 2026-07 is provided for the Board's consideration for adoption. A hard copy of the plan can be found at Big Lagoon School, or accessed via the following web link:

Volume 1: https://humboldtgov.org/DocumentCenter/View/149343/Humboldt-County-HMP-Volume-1_2025-09_24_-508-ready-

Volume 2: https://humboldtgov.org/DocumentCenter/View/149342/Humboldt_County_HMP_Volume-2_2025-08-29

RECOMMENDATIONS

I recommend that the Board

1. Adopt Resolution 2026-07 A RESOLUTION OF THE BOARD OF DIRECTORS OF THE BIG LAGOON COMMUNITY SERVICES DISTRICT AUTHORIZING THE ADOPTION OF THE HUMBOLDT COUNTY OPERATIONAL AREA HAZARD MITIGATION PLAN 2025 UPDATE

ATTACHMENTS

1. Resolution 2026-07

BIG LAGOON
COMMUNITY SERVICES DISTRICT
P.O. Box 847
Trinidad, CA 95570
www.biglagooncsd.org

RESOLUTION NO. 2026-07

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE BIG LAGOON COMMUNITY SERVICES DISTRICT AUTHORIZING THE ADOPTION OF THE HUMBOLDT COUNTY OPERATIONAL AREA HAZARD MITIGATION PLAN 2025 UPDATE

WHEREAS, all of Humboldt County has exposure to natural hazards that increase the risk to life, property, environment and the County's economy; and

WHEREAS, pro-active mitigation of known hazards before a disaster event can reduce or eliminate long-term risk to life and property; and

WHEREAS, The Disaster Mitigation Act of 2000 (Public Law 106-390) established new requirements for pre- and post-disaster hazard mitigation programs; and

WHEREAS, a coalition of Humboldt County, Cities, Towns, Tribes and Special Districts with like planning objectives has been formed to pool resources and create consistent mitigation strategies within the Humboldt County Operational Area; and

WHEREAS, the coalition has completed a planning process that engages the public, assesses the risk and vulnerability to the impacts of natural hazards, develops a mitigation strategy consistent with a set of uniform goals and objectives, and creates a plan for implementing, evaluating and revising this strategy;

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Big Lagoon Community Services District:

1. Adopts in its entirety, Volume 1: Area-Wide Elements and from Volume 2: Planning Partner Annexes of the Humboldt County Operational Area Hazard Mitigation Plan (HMP), the sections included in Exhibit A attached to this resolution.

2. Will use the adopted and approved portions of the HMP to guide pre- and post-disaster mitigation of the hazards identified.

3. Will coordinate the strategies identified in the HMP with other planning programs and mechanisms under its jurisdictional authority.

4. Will continue to support the Steering Committee and continue to participate in the Planning Partnership as described by the HMP.

5. Will help to promote and support the mitigation successes of all HMP Planning Partners.

PASSED AND ADOPTED on motion by_______________, Seconded by ___________________ at a regular meeting of the Board of Directors of the Big Lagoon Community Services District on August 15, 2026, by the following vote:

AYES: Directors ____________________________________

NOES: Directors ____________________________________

EXCUSED: Directors ____________________________________

____
Jennie Short, Chairperson

ATTEST:

____
Mara Friedman
Clerk of Board of Directors

Resolution 2026-07

Exhibit A

Humboldt County Operational Area

Hazard Mitigation Plan

VOLUME 2

Planning Partner Annexes

July 2025 Draft

Cover photo courtesy of Lindsey Esh

Table of Contents

4. Big Lagoon Community Services District Annex

This section presents the jurisdictional annex for the Big Lagoon Community Services District. The jurisdiction's governing body passed a formal resolution to participate in this multi-jurisdictional hazard mitigation plan update.

4.1. Planning Process

4.1.1. Contact Information

A key part of hazard mitigation planning is engaging the whole community. This plan was developed by the planning consultant IEM, with input from the participating jurisdictions, including the Big Lagoon Community Services District, the stakeholders and the public. Table 61 shows the individual who represented the district during the planning process:

Table 61: Big Lagoon Community Services District Point of Contact

Name	Job Title	Jurisdiction/Agency	Preferred Contact Info (Email and/or Phone)
Dick Maier	Staff Accountant	Big Lagoon Community Services District	Accounting@biglagooncsd.org

4.1.2. Stakeholder Engagement

Stakeholders, including local and regional agencies, neighboring communities, representatives of businesses and academia, private organizations, nonprofit organizations and community-based organizations that work directly with and/or provide support to underserved communities and vulnerable populations, were invited to be involved in the planning process and are recognized in Table 62. Stakeholders were invited to the stakeholder meetings through emails, calendar invites and phone calls. Additionally, they were encouraged to complete and share a public survey to gather more information. Lastly, all stakeholders were provided the opportunity to review the draft plan and provide feedback.

Table 62: Stakeholders Invited to Participate

Name	Job Title	Agency or Organization	Preferred Contact Info (Email and/or Phone)	Stakeholder Type
Derrick Misner	Chief	CAL FIRE	Derrick.Misner@fire.ca.gov	1. Local and regional agencies

Name	Job Title	Agency or Organization	Preferred Contact Info (Email and/or Phone)	Stakeholder Type
				involved in hazard mitigation activities
Kristen Lark	Mad River District Ranger	U.S. Department of Agriculture	Kristen.lark@usda.gov	2. Agencies that have the authority to regulate development
Patric Esh	Program Coordinator – Hazard Mitigation Program	Humboldt County OES	pesh2@co.humboldt.ca.us	3. Neighboring communities, including special districts
Sara Dronkers	Chief Executive Officer	Humboldt Area Foundation	SaraD@hafoundation.org	4. Representatives of businesses, academia and other private organizations
Simon Knopf	Disaster Program Manager	American Red Cross	Simon.knopf@redcross.org	5. Representatives of nonprofit organizations, including community-based organizations

4.1.3. Public Outreach

Continued public involvement was imperative to the overall success of the plan's implementation. The update process provided an opportunity to solicit participation from new and existing stakeholders, publicize mitigation success stories and seek additional public comment. The plan's maintenance and update will include continued public and stakeholder involvement and input through attendance at designated committee meetings, web postings, press releases to local media and public hearings. The public was encouraged to participate in a survey available via a QR code link and administered in the English, Spanish and Hmong languages. The Big Lagoon Community Services District put the survey on all utility bills in March, 2024.

The public survey received three responses from residents of Big Lagoon. When asked, "What types of projects do you believe the County and other local jurisdictions (cities and community service districts) should be doing to reduce damage and disruption from natural hazard events?" most respondents indicated that they wanted to see mitigation projects focused on upgrades to bridges, power, roads, water supply and wastewater and restoration of the natural environment to absorb impacts from natural hazards and opportunities for training for the public to better respond to natural disasters. One example of Big Lagoon CSD's efforts to incorporate public feedback into the mitigation strategy is the addition of mitigation actions BLCSD2 and BLCSD3 to increase well water storage capacity to upgrade the water supply system.

4.1.3.1. VULNERABLE POPULATION OUTREACH

The Big Lagoon Community Services District has 43 residents who may be disproportionately affected by natural hazard events for reasons other than proximity to high-risk areas. The district's vulnerable and underserved residents may have less access to information and resources they need to help mitigate risk and increase preparedness for emergencies. To better understand these risks and vulnerabilities, this planning update developed a bilingual public survey that collectively identified ways to support, enhance and broaden capacity and resilience at the individual and social network levels. The district advertised the survey specifically to vulnerable populations by including it on utility bill payments and other resources and by discussing it at the March, 2025 board meeting.

4.1.4. Plan Integration

4.1.4.1. INTEGRATION INTO LOCAL PLANNING MECHANISMS

The plan must identify the local planning mechanisms where the updated hazard mitigation information and actions may be integrated in the future. The plan must describe each participant's process for integrating information from the mitigation strategy into their identified planning mechanisms. Table 63 shows how each community will integrate the hazard mitigation plan into other planning mechanisms in the future.

Table 63: Future Types of Plan Integration for the Big Lagoon Community Services District

Type of Plan	Integration Method
Water Shortage Contingency Plan	Because this is the first hazard mitigation plan, there will be alignment between the goals and mitigation actions on the upcoming plan update.

4.2. Risk Assessment

This plan must develop a comprehensive risk assessment to systematically identify the specific hazards and vulnerabilities that are of the most concern for each jurisdiction, as shown in Table 64 and Table 65. For further information about these hazards, including their extent, please refer to Volume 1 of this HMP.

Table 64: Big Lagoon Community Services District Hazards

Type of Hazard Event	Jurisdiction Impact? (Yes/No)	If Not, What Is the Rationale for Omitting Hazard?
Dam Failure	No	No dam is near our infrastructure or assets.
Drought	No	Water resources are adequate.
Earthquake	Yes	N/A
Extreme Cold	No	The climate is moderate.
Extreme Heat	No	The climate is moderate.
Flooding	Yes	N/A
Landslide	Yes	N/A
Tsunami	No	The district is above a tsunami zone.
Wildfire	Yes	N/A
Wind	Yes	N/A
Winter Weather	Yes	N/A

Table 65: Big Lagoon Community Services District Risk Assessment

Type of Hazard Event	Probability of Future Occurrence	People Impact	Property Impact	Economy Impact	Category
Earthquake	Medium	Medium	Medium	Medium	Medium
Flooding	Low	Low	Low	Low	Low
Landslide	Medium	Medium	Medium	Medium	Medium
Wildfire	Medium	Medium	Medium	Medium	Medium
Wind	High	High	High	High	High
Winter Weather	High	High	High	High	High

Note: The process used to assign risk rankings is described in Volume 1.

4.2.1. Historical Events and Impacts

This section lists past occurrences of natural hazards for which specific impacts and damages were recorded in the Big Lagoon Community Services District. Other hazard events that broadly affected the entire planning area, including the district, are listed in the risk assessments in Volume 1.

4.2.1.1. HISTORICAL EVENTS

The National Centers for Environmental Information (NCEI) database contains no record of storm events that have occurred in the Big Lagoon Community Services District from Nov. 1, 2019 to Dec. 31, 2024. However, the NCEI database does not always capture localized hazard data. To address this gap, the district has documented additional significant events, and their impacts are detailed below.

EARTHQUAKE

- No events have occurred for this hazard.

FLOODING

- No events have occurred for this hazard.

LANDSLIDE

- No events have occurred for this hazard.

WILDFIRE

- No events have occurred for this hazard.

WIND

- January 4, 2023 – A quasi-stationary westerly upper flow regime yielded multiple atmospheric rivers over Northwest California. The impacts in the county were widespread. Fallen trees closed portions of Highway 101, including a section near Big Lagoon and Sue-meg State Park. In addition, multiple secondary roads were closed, power lines destroyed and homes damaged. Wind speeds were estimated at 65 mph, and property damage was reported at $160,000.

WINTER WEATHER

- No events have occurred for this hazard.

4.2.2. Jurisdiction-Specific Vulnerabilities and Impacts

Table 66 provides information on key vulnerabilities and impacts on the district.

Table 66: Big Lagoon Community Services District Vulnerabilities and Impacts

Hazard	Vulnerabilities and Impacts
Earthquake	*Vulnerabilities:* All CSD critical facilities including unreinforced structures located near the class A fault line of Big Lagoon Bald Mountain may be vulnerable to moderate damage. CSD critical facilities occupying unreinforced structures are vulnerable to facility and equipment damage from collapsed structures. CSD employees are vulnerable to injury or fatalities from earthquake events. In addition, CDS provides water to the Big Lagoon Elementary School, making it vulnerable to water service disruption in the event of earthquake damage to water distribution systems. *Impacts:* Impact from a major earthquake could disrupt the CSD's ability to provide critical services to customers. A Big Lagoon Bald Mountain M8.0 earthquake could damage the CSD water distribution system and the wastewater treatment systems Also the CSD may be impacted by extensive costs to restore critical facilities, potential injury or loss of life of employees and loss of revenue from service disruptions to customers.
Flooding	*Vulnerabilities:* All CSD's critical infrastructure (channels, culverts and storm sewers) located in special flood hazard area are vulnerable to flooding events. CSD employees are vulnerable to fatalities and loss of life during flooding response efforts. CSD customers located in the SFHA are vulnerable to service disruptions during flood events. In addition, CDS provides water service to the Big Lagoon Elementary School, making it vulnerable to water service disruption in the event of flood waters contamination or damage to water distribution systems. *Impacts:* Flooding could cause prolonged utility service disruptions from failing equipment and damage critical facilities. In addition, contamination to the water supply could result in mandatory boil water restrictions and lead to CSD loss of revenue during prolonged service disruption.
Landslide	*Vulnerabilities:* All CSD facilities and operations on the coastline quadrangle boundary in the active historic landslide areas are vulnerable to minimal damage to critical facility infrastructure from landslide events. CSD customers may be vulnerable to prolonged service disruption in impacted service areas. In addition, CSD provides water to the Big Lagoon Elementary School, making it vulnerable to water service disruption in the event of landslide damage to water distribution systems. *Impacts:* Landslide events can damage the CSD's water distribution systems and wastewater treatment systems. Extensive and expensive

Hazard	Vulnerabilities and Impacts
	repair costs can impact the CSD financially and result in a loss of revenue during prolonged service disruptions,.
Wildfire	*Vulnerabilities:* CSD customers in service areas in the wildfire moderate risk areas are vulnerable to water service disruption from prolonged power outages during planned power safety shutoffs. Also, the CSD water supply is vulnerable to increased demand during wildfire events. CSD critical facilities in coastal and estuary lands located in the wildfire perimeter areas are also vulnerable to structural damage to residential connections in the Roundhouse Creek Road and Oceanview Drive areas of the census designated place of Big Lagoon, CA as well as Big Lagoon Elementary School. In addition, CDS provides water to the Big Lagoon Elementary School, making it vulnerable to water service disruption in the event of wildfire damage to water distribution systems. *Impacts:* Wildfire events can impact the CSD from extensive damage to critical infrastructure and loss of revenue from prolonged service disruptions to CSD customers.
Wind	*Vulnerabilities:* CSD employees conducting repair activities may be vulnerable to injury or fatalities during strong wind events. In addition, CSD customers may experience prolonged power outages from downed power lines or service disruptions from planned power safety shutoffs during high wind/wildfire prevention events. CSD critical facilities are vulnerable to strong wind damage during events. In addition, CDS provides water to the Big Lagoon Elementary School, making it vulnerable to water service disruption during strong winds events. *Impacts:* Severe wind events impact the CSD's water distribution and wastewater treatment systems' ability to provide services to its customers in service areas affected by severe wind preventative wildfire measures. Severe wind damage can also impact critical facility operations and flying debris can make roads inaccessible for water delivery and to reach critical facilities, prolonging service disruptions to customers.
Winter Weather	*Vulnerabilities:* CSD facilities lacking weatherization for critical equipment are vulnerable to extreme winter weather events. CSD employees are vulnerable to dangerous driving conditions during winter weather events. In addition, CSD provides water to the Big Lagoon Elementary School, making it vulnerable to water service disruption during winter storm events. *Impacts:* Winter weather events impact the water supply and wastewater treatment systems from prolonged power outages and can cause critical facility damage and inaccessible roads for water delivery or

Hazard	Vulnerabilities and Impacts
	to CSD critical facilities. CSD customers may be impacted by prolonged service disruption.

4.2.2.1. DEVELOPMENT CHANGES

Table 67 summarizes development trends in the Big Lagoon Community Services District since the preparation of the previous hazard mitigation plan, as well as expected future development trends.

Table 67: Recent and Expected Future Development Trends

Type of Development	Recent Development	Future Development	Overall Vulnerability (Increased, Decreased, No Change)
Residential	Two new properties have been added in the past 5 years.	Only two more buildable lots are available for the district's customers.	No change. However, vulnerability to wildfires has increased in surrounding areas.
Commercial	None	None	No change
Industrial	None	None	No change

4.3. Capability Assessment

Local mitigation capabilities are essential for reducing the impact of hazards on communities. Local authorities can effectively mitigate hazards by leveraging existing authorities, policies, programs and resources. The Big Lagoon Community Services District performed an assessment of its existing capabilities for implementing hazard mitigation actions. The capability assessment is evaluated upon a multifaceted approach, including the following:

- Planning and Regulatory Capabilities
- Administrative and Technical Capabilities
- Financial Capabilities
- Education and Outreach Capabilities

4.3.1. Planning and Regulatory Capabilities

Table 68 and Table 69 summarize the Big Lagoon Community Services District's planning and regulatory capabilities, including plans, policies, codes and ordinances that prevent and reduce the impacts of hazards. Development in the district is currently subject to the Humboldt County General Plan, the Big Lagoon CSD Community Plan and Zoning Regulations (Humboldt County Code Title III, Division 1). Big Lagoon CSD operates under the 2022 California Building Codes, Humboldt County building code 331-11 and Title 24 Building codes (2019 and 2022).

Table 68: Plans

Plans	Does the Plan Address Hazards? (Y/N)	How Can the Plan Be Used to Implement Mitigation Actions?	When Was It Last Updated? When Will It Next Be Updated?
General Plan	No	N/A	N/A
Recovery Plan	No	N/A	N/A
Capital Improvement Plan	No	N/A	N/A
Climate Change Adaptation Plan	No	N/A	N/A
Community Wildfire Protection Plan	No	N/A	N/A
Economic Development Plan	No	N/A	N/A
Land Use Plan	No	N/A	N/A
Local Emergency Operations Plan	No	N/A	N/A
Stormwater Management Plan	No	N/A	N/A
Transportation Plan	No	N/A	N/A
Substantial Damage Plan	No	N/A	N/A

Plans	Does the Plan Address Hazards? (Y/N)	How Can the Plan Be Used to Implement Mitigation Actions?	When Was It Last Updated? When Will It Next Be Updated?
Debris Management Plan	No	N/A	N/A
Water Shortage Contingency Plan	Yes	It highlights the conservation measures to be put in place.	2020, 2025

Table 69: Regulations and Ordinances

Regulation or Ordinance	Does This Effectively Reduce Hazard Impacts?	Is It Adequately Administered and Enforced?	When Was It Last Updated? When Will It Next Be Updated?
Building Code	Yes	Yes – County enforced	Last Update: 12/2022 Next Update: 12/2025
Flood Insurance Rate Maps	N/A	N/A	N/A
Floodplain Ordinance	N/A	N/A	N/A
Subdivision Ordinance	N/A	N/A	N/A
Zoning Ordinance	N/A	N/A	N/A
Natural Hazard Specific Ordinance	N/A	N/A	N/A
Acquisition of Land for Open Space and Public Recreation Use	N/A	N/A	N/A
Prohibition of Building in At-Risk Areas	N/A	N/A	N/A

4.3.2. Administrative and Technical Capabilities

Table 70 and Table 71 summarize the Big Lagoon Community Services District's administrative and technical capabilities, including the staff, their skills and the tools available to support mitigation actions.

Table 70: Administrative Capabilities

Administrative Capability	Status (Non-Vacant, Vacant)	Is Staffing Adequate?	Is Staff Trained on Hazards?	Is Coordination Effective?
Chief Building Official	Vacant	N/A	N/A	N/A
Grant Writer	Vacant	N/A	N/A	N/A
Civil Engineer	Vacant	N/A	N/A	N/A
Community Planner	Vacant	N/A	N/A	N/A
Emergency Manager	Vacant	N/A	N/A	N/A
Floodplain Administrator	Vacant	N/A	N/A	N/A
Geographic Information System (GIS) Coordinator	Vacant	N/A	N/A	N/A
Planning Commission	Vacant	N/A	N/A	N/A
Fire Safe Council	Vacant	N/A	N/A	N/A
Community Emergency Response Team (CERT)	Vacant	N/A	N/A	N/A
Active Organizations Active in Disaster	Vacant	N/A	N/A	N/A

Table 71: Technical Capabilities

Technical Capability	Utilized? (Y/N)	How Has the Capability Been Used to Assess or Mitigate Risk in the Past?	How Can the Capability Be Used to Assess or Mitigate Risk in the Future?
Hazard Data and Information	No	N/A	N/A
GIS	No	N/A	N/A

Technical Capability	Utilized? (Y/N)	How Has the Capability Been Used to Assess or Mitigate Risk in the Past?	How Can the Capability Be Used to Assess or Mitigate Risk in the Future?
Mutual Aid Agreements	No	N/A	N/A

4.3.3. Financial Capabilities

Table 72 summarizes the Big Lagoon Community Services District's financial capabilities, which are the resources used to fund mitigation actions. Discussing the funding and financial capabilities of the district is important in determining the kinds of projects feasible given their cost.

Table 72: Financial Capabilities

Funding Resource	Utilized? (Y/N)	What Type(s) of Activities?	Can It Be Used to Fund Future Mitigation Actions?	Can It Be Used as a Local Match for a Federal Grant?
Capital Improvement Project Funding	No	N/A	N/A	N/A
General Funds	Yes	Yes, bush clearing at the well site	Yes	Yes
Hazard Mitigation Grant Program (HMGP/404)	No	N/A	N/A	N/A
Building Resilient Infrastructure and Communities (BRIC)	No	N/A	No	N/A
Flood Mitigation Assistance (FMA)	No	N/A	N/A	N/A
Community Development Block Grant (CDBG)	No	N/A	N/A	N/A

Funding Resource	Utilized? (Y/N)	What Type(s) of Activities?	Can It Be Used to Fund Future Mitigation Actions?	Can It Be Used as a Local Match for a Federal Grant?
Natural Resources Conservation Services (NRCS) Programs	No	N/A	N/A	N/A
U.S. Army Corps of Engineers (USACE) Programs	No	N/A	N/A	N/A
Property, Sales, Income or Special Purpose Taxes	No	N/A	N/A	N/A
Stormwater Utility Fee	No	N/A	N/A	N/A
Fees for Water, Sewer, Gas or Electric Services	Yes	Yes, water	Yes	Yes
Impact Fees from New Development and Redevelopment	No	N/A	N/A	N/A
General Obligation or Special Purpose Bonds	No	N/A	N/A	N/A
Federal-Funded Programs	No	N/A	N/A	N/A
State-Funded Programs	No	N/A	N/A	N/A
Private Sector or Nonprofit Programs	No	N/A	N/A	N/A

4.3.4. Education and Outreach Capabilities

Table 73 summarizes the Big Lagoon Community Services District's education and outreach capabilities, which are the programs and actions that can communicate information about and encourage risk reduction.

Table 73: Education and Outreach

Education and Outreach Capability	Used? (Y/N)	Does It Incorporate Hazard Mitigation?	Notes
Community Newsletter(s)	No	N/A	N/A
Hazard Awareness Campaigns (such as Firewise, Storm Ready, Severe Weather Awareness Week, School Programs)	No	N/A	N/A
Public Meetings/Events	Yes	No	Big Lagoon CSD meets six times a year to manage the water district.
Emergency Management Listserv	Yes	No	N/A
Local News	No	N/A	N/A
Distributing Hard Copies of Notices (e.g., Public Libraries, Door-to-Door Outreach)	Yes	No	N/A
Insurance Disclosures/ Outreach	No	N/A	N/A
Organizations that Represent, Advocate for or Interact with Underserved and Vulnerable Communities	No	N/A	N/A
Social Media	No	N/A	N/A
Weekly Press Releases	No	N/A	N/A

4.3.5. Opportunities to Expand and/or Improve Capabilities

The capability assessment findings were reviewed to identify opportunities to expand, initiate or integrate capabilities to further hazard mitigation goals and objectives. These opportunities are listed in Table 74. Where such opportunities were identified and determined to be feasible, they are included in the action plan.

Table 74: Opportunities to Expand and/or Improve

Capability Type	Opportunity to Expand and/or Improve
Planning and Regulations	Increase well capacity to address fire mitigation needs.
Administrative and Technical	Enhance administrative and technical capabilities to include paid staff with the appropriate level of training.
Financial	Improve grant writing technical skills to increase opportunities to win grants.
Education and Outreach	Seek technical help to raise awareness of natural hazards.

4.4. National Flood Insurance Program

The Big Lagoon Community Services District is not required to participate in the National Flood Insurance (NFIP) program, because, as a special district, it does not have authority to do so. However, a flood event might result in the loss of potable water infrastructure, which will impact fire services, hydration and public health. Infrastructure vulnerable to flooding includes instrumentation and controls. If these elements are damaged, they cannot be effectively used to monitor and reduce high turbidity or maintain flows to storage and distribution systems.

4.5. Mitigation Strategy

The Big Lagoon Community Services District has adopted the same goals and prioritization process as those adopted by Humboldt County; these are presented in Volume 1. The district did not participate in the prior plan and, therefore, has no previous mitigation actions. Mitigation action items for this plan are in Table 75.

4.5.1. 2025 Mitigation Actions

Table 75: 2025 Mitigation Actions[7]

#	Action Description	Priority	Lead Agency	Hazards Mitigated	Potential Funding Source(s)	Estimated Cost	Estimated Timeline	New and/or Existing Asset	Vulnerable Population Benefit?	Community Lifelines Benefit?
BLCSD1	Continue to support countywide initiatives identified in this plan.	High	Big Lagoon Community Services District	Earthquake, flooding, landslide, wildfire, wind, winter weather	HMGP, utility fees	$100,000	Short-term and ongoing	Both	Yes	All
BLCSD2	Build a secondary well to increase capacity.	High	Big Lagoon Community Services District	Flooding, wildfire	HMGP, PDM, utility fees	$1,000,000	3–5 years	New	Yes	Water Systems
BLCSD3	Increase the well's storage capacity.	High	Big Lagoon Community Services District	Flooding, wildfire	HMGP, PDM, utility fees	$1,000,000	3–5 years	Existing	Yes	Water Systems

[7] HMGP: Hazard Mitigation Grant Program, PDM: Pre-Disaster Mitigation

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