

# AGENDA

## BIG ROCK COMMUNITY SERVICES DISTRICT

Board of Directors/Trustees  
P.O. Box 453, Crescent City, California

REGULAR SESSION

THURSDAY, January 18, 2024

6:30 p.m.

The *Big Rock Community Services District* Board of Directors/Trustees—comprised of residents of the Township of Hiouchi—is now meeting in regular session at the Hiouchi Volunteer Fire Department, 155 Dunklee Lane. Only items that indicate a specific time will be heard at the assigned time. All other items may be taken out of sequence to accommodate the public, staff availability, and “social distancing.”

### BOARD OF DIRECTORS/TRUSTEES

Alan Porteous, President and Acting Treasurer  
Joe (Hank) Akin, Vice President  
Charles Swenson  
Art Aten  
Mike Finley

6:30 p.m. Call meeting to order in regular session.

**INVOCATION** – To Be Determined

**PLEDGE OF ALLEGIANCE** – Director/Trustee Aten

#### 1. PUBLIC COMMENT PERIOD:

**ANY MEMBER OF THE AUDIENCE MAY ADDRESS THE BOARD ON ANY MATTER EITHER ON OR OFF THE AGENDA THAT IS WITHIN THE BOARD'S JURISDICTION.** After receiving recognition from the President, please clearly state your name and address for the record. Please limit your comments to five (5) minutes and speak clearly for the record. Public comment on items of interest to the public, within the subject matter jurisdiction of the Board of Directors/Trustees and not otherwise appearing on the agenda, is acceptable. However, no action may be taken on any item not appearing on the agenda. Also, be aware that certain rules of decorum apply. If you need to see them, please ask the Secretary.

#### 2. MINUTES:

**2.a. Consider and approve presented unapproved minutes.** Take appropriate action.

### 3. REPORTS AND PRESENTATIONS:

**3.a. Condition of the Water-Distribution System:** General Manager Andy Allen and/or Director/Trustee(s), Board President, Board Vice President will report on the condition of the Water Distribution System and any apparent operating systems problems. Ratification actions for unapproved expenditures. Take appropriate action.

- . **200,000 gallon tank meter replacement (Vice-President Akin)**
- . **Mag Meter replacement (GM Allen) Update options**
- . **Hydrant #6 cross connection replacement (approved) (GM Allen)**
- . **Customer meter replacement progress (GM Allen)**
- . **Erosion control at the 200,000 gallon tank (Vice-President Akin)**
- . **Pump Run Hours/Water Loss (GM Allen)**

**3.b. Financial Report:** Board President/Acting Treasurer Porteous to present. Take appropriate action.

Checking account balance and related transactions are reported through Dec. 29, 2023. Investment performance is reported through Dec. 31, 2023. All revenue is deposited in and the expenses paid through the *J.P. Morgan Chase Bank* checking account.

The *Big Rock CSD* operates with a checking account and a savings account through *J.P. Morgan Chase* and has three Certificates of Deposit accounts and a Membership Savings account through *Coast Central Credit Union*.

The *Big Rock CSD* currently uses a *Chase Bank* Business Premier Savings Account for its more liquid financial requirements. The balance of the Special District's savings account as of Dec. 29, 2023 was **\$202,560.76**. This account is now earning at an interest rate of 0.05%. Total interest paid to date in 2023 is **\$166.48**. Servicing fees for this savings account are waived. Liquidity potential is immediate and without penalty.

As of Dec. 29, 2023, the *Big Rock CSD's* checking account balance was **\$112,383.50**. Liquidity potential is immediate and without penalty. *Big Rock CSD* policy directs that business checking account balances in excess of \$9,000.00 remaining at the end of the month must be withdrawn from the checking account for deposit in an investment vehicle, unless significant expenditures are anticipated.

As of Dec. 31, 2023, the *Big Rock CSD's* Certificates of Deposit account balances were **\$77,508.14** each, totaling **\$232,524.42**. These accounts are earning a dividend rate of 4.25%. Total Dividend paid to date in 2023 is **\$7,525.30**

As of Dec. 31, 2023, the *Big Rock Membership Savings* account balance was **\$50.88**. Total interest paid to date in 2023 is **88 cents**

As of Dec. 31, 2023, the *Big Rock CSD's* liquid cash available was **\$539,995.14**.

The Special District's *Bank* statements are available for review upon request.

**3.c. Secretary's Report:** Secretary Nelson will lead a discussion regarding items of interest related to the Secretary's duties and responsibilities. Take appropriate action.

- . **Payment and Collections Issues/Past due customers**
- . **Consumers' Application for Service**
- . **Audit(s) update**
- . **Cash Flow Approval**
- . **Fixed Asset Capitalization and Depreciation**

**3.d. Policy Review:** Board Vice President Akin will conduct a review (or updates) of select *Big Rock CSD* management policies. Take appropriate action.

**4. UNFINISHED BUSINESS:**

**4.a Customer Concerns Under Review:** Customer concerns that remain under review. Take appropriate action.

**4.b. Office Space: (OES Grant)** Vice President Akin will update the Board on a possible Grant from OES for office space. Take appropriate action

**4.c. Ipad/Tablet for Operations:** GM Allen and Secretary Nelson will report on the results of their research on type and cost of the purchase of an Ipad or Tablet to be used by the Operations Department. Take appropriate action

**4.d. Well Property:** Secretary Nelson will report on the status of well property survey. Take appropriate action.

**4.e. GIS Mapping: (asset identification)** Vice-President Akin update the Board on GIS mapping. Take appropriate action

**5. NEW BUSINESS:**

**5.a. New Customer Concerns:** Customer concerns that have not previously been brought to the attention of the Board will be discussed. Take appropriate action.

**5.b. Responsible USPS Party:** The Board will discuss who should be listed as the responsible party on the BRCSO Post Office Box

**6. OTHER:** This agenda item allows Board members the opportunity to discuss subjects of general interest or requests that certain topics be placed on the regularly scheduled public meeting agenda calendar for February 15, 2024.

**7. ADJOURN:** Board President/Acting Treasurer Porteous will adjourn this meeting.