

**AGENDA**  
**BIG ROCK COMMUNITY SERVICES DISTRICT**  
Board of Directors/Trustees  
P.O. Box 453, Crescent City, California

**REGULAR SESSION**

**THURSDAY, September 21, 2023**

**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 Art 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 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**
- . **Mag Meter replacement**
- . **Hydrant #6 cross connection replacement (approved)**
- . **Customer meter replacement progress**
- . **Erosion control at the 200,000 gallon tank**

**3.b. Financial Report:** Board President/Acting Treasurer Porteous to present. Take appropriate action. Income and expense dynamics are described as follows from July 1 through Aug. 31, 2023. Banking activity is reported in turn for the same period.

Financial activity is reported for this period as follows:

Checking account balance and related transactions are reported through Aug. 31, 2023. Investment performance is likewise reported through Aug. 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 Aug 31, 2023 was **\$284,512.82**. This account is now earning at an interest rate of 0.05%. Total interest paid to date in 2023 is **\$118.54**. Servicing fees for this savings account are waived. Liquidity potential is immediate and without penalty.

As of Aug. 31, 2023, the *Big Rock CSD's* checking account balance was **\$20,948.94**. 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 Aug. 31, 2023, the *Big Rock CSD's Certificate of Deposits* account balances were **\$76,416.80** each, totaling **\$229,250.40**. These accounts are earning a dividend rate of 4.25%.

As of Aug. 31, 2023, the *Big Rock Membership Savings* account balance was **\$50.30**.

As of Aug. 31, 2023, the *Big Rock CSD*'s liquid cash available was **\$530,512.06**.  
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**
- . **Streamline website services**
- . **Water Loss/Pump Run Hours**
- . **Humboldt Area Foundation/Wild Rivers Community Foundation**
- . **Disaster Response & Resilience Fund Grant**
- . **Cash Flow Approval**

**3.d. Policy Review:** Board Vice President Akin will conduct a review (or update) 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.

**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. Well Property:** Vice President Akin will lead a discussion regarding well access as well as having a survey done on the well property. Take appropriate action.

**5.c. Employee Salaries:** Vice President Akin will lead a discussion regarding employee salaries. Take appropriate action.

**5.d. Annual Banking and Investment Policy:** President and Acting Treasurer Porteous will present the FY 2023-2024 (June 30, 2024) Annual Banking and Investment Policy for review and approval. Take appropriate action.

**5.e. Quarterly Banking and Investment Report:** President and Acting Treasurer Porteous will present the FYE June 30, 2023 3<sup>rd</sup> and 4<sup>th</sup> quarter Banking and Investment Report for review and approval. Take appropriate action.

**5.f. Employee Phones:** Vice President Akin will lead a discussion regarding providing employees with cellphones for BRCS D business use.

- 5.g. **Office Space:** Vice President Akin will lead a discussion regarding office space.
- 5.h. **Ipad/Tablet for Operations:** Vice President Akin will lead a discussion regarding the purchase of an Ipad or Tablet to be used by the operations department in the field.
- 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 October 19, 2023.
- 7. **ADJOURN:** Board President/Acting Treasurer Porteous will adjourn this meeting.