

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

REGULAR SESSION

THURSDAY May 16, 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
Art Aten
Mike Finley

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

INVOCATION – To Be Determined

PLEDGE OF ALLEGIANCE – Director/Trustee Finley

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**
- . **Mag Meter replacement**
- . **Customer meter replacement progress**
- . **Erosion control at the 200,000 gallon tank**
- . **Pump Run Hours/Water Loss**

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

Checking account balance and related transactions are reported through April 30, 2024. Investment performance is reported through April 30, 2024. 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, a Membership Savings account through *Coast Central Credit Union* and two Certificates of Deposit accounts at *Tri Counties Bank*.

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 April 30, 2024 was **\$202,594.65**. This account is now earning at an interest rate of 0.05%. Total interest paid to date in 2024 is **\$33.89**. Servicing fees for this savings account are waived. Liquidity potential is immediate and without penalty.

As of April 30, 2024, the *Big Rock CSD's* checking account balance was **\$12,503.41**. 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 April 30, 2024, the *Big Rock CSD's* Certificates of Deposit account balances at CCCU were **\$78,605.94** each, totaling **\$235,817.82**. These accounts are earning a dividend rate of 4.25%. Total Dividend paid to date in 2024 is **\$3,293.40**

As of April 30, 2024, the *Big Rock Membership Savings* account balance was **\$51.17**.

As of April 30, 2024, the *Big Rock CSD's* Certificates of Deposit account balances at Tri Counties Bank were **\$50,736.44** each, totaling **\$101,472.88**. These accounts are earning a

dividend rate of 4.641%. Total Dividend paid to date in 2024 is **\$1,472.88**.

As of April 30, 2024, the *Big Rock CSD*'s liquid cash available was **\$540,149.23**. 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**
- . **Quickbooks/Accounting Software**
- . **Utility Software**
- . **Cash Flow Report Approval**

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

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4. UNFINISHED BUSINESS:

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

4.b. Board Member Vacancy/Recruitment/Interest: Discussion will be held regarding Board Vacancies and types of recruitment *Big Rock CSD* can do to fill vacancies. Discuss letters of interest received. Take appropriate action.

4.c. Hiouchi Mountain Radio Station Tower Site MOA Between Big Rock CSD and the Del Norte Amateur Radio Club: Discussion will be held regarding on going negotiations/implementation of the Hiouchi Mountain Radio Station Tower Site MOA between *Big Rock CSD* and *Del Norte Amateur Radio Club*

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. Board Member Resignation/ Alan Porteous: Secretary Nelson will present a letter of resignation from President and Acting Treasurer Alan Porteous. Take appropriate action.

5.c. Banking Updates: Discussion will be held regarding the process and need to update signers/responsible parties on all bank accounts. Take appropriate action.

5.d. Mapping Assets and The Creation of an Updated Inventory List: Discussion

will be held regarding the necessity of mapping assets and creating an updated inventory list. Take appropriate action.

- 5.e. Resolution 2024-01 Ordering an Election, Requesting County Elections to Conduct the Election and Requesting Consolidation of the Election.** Secretary Nelson will present Resolution 2024-01 for discussion. Take Appropriate action.
- 5.f. FYE 2025 Preliminary Budget:** Secretary Nelson will present the FYE preliminary budget for discussion. Take appropriate action.
- 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 June 20, 2024.
- 7. ADJOURN:** Board President/Acting Treasurer Porteous will adjourn this meeting.