

# AGENDA

## BIG ROCK COMMUNITY SERVICES DISTRICT

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

REGULAR SESSION

THURSDAY February 20, 2025

5:00 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.

### BOARD OF DIRECTORS/TRUSTEES

Joe (Hank) Akin, Director/Trustee, President  
Art Aten, Director/Trustee  
Mike Finley, Director/Trustee  
Craig Strong, Director/Trustee, Vice-President  
Michele Anderson, Director/Trustee, Treasurer

5:00 p.m. Call meeting to order in regular session.

INVOCATION – To Be Determined

PLEDGE OF ALLEGIANCE – Director/Trustee, Treasurer Anderson

#### 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. (Jan. 16, 2024)  
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.

- **Mag Meter replacement/update**
- **Customer meter replacement progress**
- **Pump Run Hours/Water Loss**
- **GM Other Requests**

**3.b. Financial Report:** Board Treasurer Anderson to present.  
Take appropriate action.

Checking account balance and related transactions are reported through Jan. 31, 2025. Investment performance is reported through Jan. 31, 2025. 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*, three Certificates of Deposit accounts and a saving account at *Tri Counties Bank*,

As of Jan. 31, 2025, the *Big Rock CSD's* Chase savings account balance was **\$102,629.14**. This account is now earning at an interest rate of 0.05%. Total interest paid to date in 2025 is **\$1.72**. Servicing fees for this savings account are waived. Liquidity potential is immediate and without penalty.

As of Jan. 31, 2025, the *Big Rock CSD's* Chase checking account balance was **\$29,725.65**. 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 may be withdrawn from the checking account for deposit in an investment vehicle, unless significant expenditures are anticipated.

As of Jan. 31, 2025, the *Big Rock CSD's* Certificates of Deposit account balances at CCCU were **\$243,505.47**. These accounts are earning a dividend rate of 4.25%. Total Dividend paid to date in 2025 is **\$875.79**.

As of Jan. 31, 2025, the *Big Rock CSD's* CCCU Membership Savings account balance was **\$51.90**.

As of Jan. 31, 2025, the *Big Rock CSD's* Certificates of Deposit account balances at Tri Counties Bank were **\$204,763.40 with interest due in the amount of \$1,544.50 for a**

**total of \$206,307.90.** Two accounts are earning a dividend rate of 4.641% and one account is earning 3.923%. Total Dividend paid to date in 2025 is **\$4,763.40.**

As of Jan. 31, 2025, the *Big Rock CSD's* Tri-Counties savings account balance was \$100.00.

As of Jan. 31, 2025 the *Big Rock CSD's* liquid cash available was **\$557,506.69.**(Does not include interest)

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**
- **Audit(s) update**
- **Form 700's**
- **Cash Flow Report Approval**

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

- **Quarterly Banking & Investment Report-** President Akin will present the FYE 2025 1<sup>st</sup> & 2<sup>nd</sup> Quarter, Quarterly Banking & Investment Report for approval.
- **Water Shutoff (Policy & Procedure)**
- **Emergency Disaster Response Plan**

#### **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. Approved/Non-Approved Expenditures:** Discussion will be held regarding approved and non-approved expenditures.

**5.c. Tri Counties CD:** The Board will discuss investment options on the \$100,000.00 CD at Tri Counties Bank that matures on 03/24/2025

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 March 20, 2025.
7. **ADJOURN:** Board President Akin will adjourn this meeting.