

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

REGULAR SESSION

THURSDAY, December 14, 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 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 (Vice-President Akin)**
- **Mag Meter replacement (Vice-President Akin)**
- **Hydrant #6 cross connection replacement (approved) (GM Allen)**
- **Customer meter replacement progress (GM Allen)**
- **Erosion control at the 200,000 gallon tank (GM Allen)**
- **Pump Run Hours/Water Loss (GM Allen)**

3.b. Financial Report: Board President/Acting Treasurer Porteous to present. Take appropriate action.
Income and expense dynamics are described as follows from Nov. 1 through Nov. 30, 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 Nov. 30, 2023. Investment performance is likewise reported through Nov. 30, 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 Nov. 30, 2023 was **\$302,548.96**. This account is now earning at an interest rate of 0.05%. Total interest paid to date in 2023 is **\$154.68**. Servicing fees for this savings account are waived. Liquidity potential is immediate and without penalty.

As of Nov. 30, 2023, the *Big Rock CSD's* checking account balance was **\$15,094.73**. 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 Nov. 30, 2023, the *Big Rock CSD's Certificate of Deposits* account balances were **\$77,229.37** each, totaling **\$231,688.11**. These accounts are earning a dividend rate of 4.25%.

As of Nov. 30, 2023, the *Big Rock Membership Savings* account balance was **\$50.59**.

As of Nov. 30, 2023, the *Big Rock CSD*'s liquid cash available was **\$542,694.28**.
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**

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.

4.b. Employee Phones: Vice President Akin will lead a discussion regarding providing employees with cellphones for BRCSO business use. Take appropriate action.

4.c. Office Space: (Hazard Mitigation Grant) Vice President Akin will lead a discussion regarding office space. Take appropriate action

4.d. 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. Take appropriate action

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

4.f. GIS Mapping: (asset identification) Vice-President Akin will lead a discussion regarding 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.

- **Cable Rock Road leak:** 140 Cable Rock Road, Laura Archuletta, 135 Cable Rock Road Ken Butler. Discussion regarding meter placement in relation to leak. Take appropriate action.

- **201 Hiouchi Drive:** James Diehl request bill adjustment due to leak. Take appropriate action.

5.b. **Employee Evaluation:** GM Allen will present a six month employee evaluation on Brian LeBlanc, Water Distribution Employee. Discussion will be held regarding a step increase in wages. 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 January 18, 2023.

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