

AGENDA

BIG ROCK COMMUNITY SERVICES DISTRICT

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

REGULAR SESSION

THURSDAY, May 15, 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 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. (April 17, 2025)**
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.

- . **Meter at tank replacement/update**
- . **Generator (quotes)**
- . **Check Valve replacement (river & well house)**
- . **Outside float on small tank**
- . **Roof on small tank**
- . **Brace Small Tank**
- . **Trees at conex box (quotes)**
- . **Possible leak upper portion of town**
- . **On/off tank levels**
- . **Meet with Randy Rogers**
- . **Pump Run Hours/Water Loss**
- . **GM Other Requests**

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

All financial transactions are reported through April 30, 2025.

Upon approval of the Board, banking & investment funds may be withdrawn and deposited into investment vehicles to ensure maximum fiduciary responsibility.

See attached reports:

- . **Income & Expense Report**
- . **Banking & Investment Report**

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**
- . **Preliminary Budget FYE 2026**
- . **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.

- . **Water Shutoff (Policy & Procedure)**
- . **Cross Connection (Policy & Procedure)**
- . **Purchasing Policy & Procedure submit for approval**

4. UNFINISHED BUSINESS:

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

4.b. Dan Peeples Will Serve Request: The Board will discuss a request from Dan Peeples to service his property located on Hiouchi Mountain Rd. Take appropriate action.

4.c. Tri Counties CD: The Board will discuss investment options on the two \$50,000 CD's at Tri Counties Bank that mature on 05/19/2025. Take appropriate action

4.d. Resolution 2025 - 1: President Akin will present Resolution 2025 - 1 A resolution authorizing the sale of 171 square feet of BRCSD property for easement and utility purposes. (Sale approved at the April 17, 2025 meeting), Take appropriate action.

4.e. Employee Recruitment: Discussion will be held regarding recruitment of a Water Distribution Employee to replace Brian LeBlanc who resigned as of April 30, 2025

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.

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 19, 2025.

7. ADJOURN: Board President Akin will adjourn this meeting.

Big Rock Community Service District

Income & Expense Report

April 2025

Ordinary Income/Expense

Income

Account Set-Up Fee	0.00
Hook Up/Reconnection Fee	0.00
Water Revenue - Commercial	4,125.46
Water Revenue - Residents	7,008.65

Total Income	11,134.11
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Expense

Fuel Costs	157.82
Maint. & Repairs	25.96
Communication	385.22
Computer Expense	42.00
Other Fee Expense	12.00
Workers Comp. Ins.	229.87
Office Expense	112.38
Payroll Expense	5,300.00
Payroll Tax Expense	452.20
Director/Trustee Stipend	80.00
Contract Labor	3,800.00
Equip. Parts & Supplies	62.33
Chemicals Supplies Expense	372.31
Lab Costs	82.00
Utilities	633.54

Total Expense	11,747.63
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Net Ordinary Income	-613.52
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Other Income/Expense

Other Income

Interest Income	858.10
Late Charge Income	48.55

Total Other Income	906.65
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Other Expense

Amortization	1,199.00
Depreciation Expense	10,420.00
Total Other Expense	11,619.00

Net Other Income & Expense	-10,712.35
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Net Income	-11,325.87
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Big Rock Community Service District Banking & Investment Report

As of April 30, 2025

ASSETS

Current Assets

Checking/Savings

Chase Ckg #9362	30,468.88
Chase Svg #2907	102,634.07 Int. rate 0.05%
Coast Central Credit Union Svgs	52.09
Petty Cash	100.00
Tri Counties Savings	295.00

Total Checking/Savings/Petty Cash

133,550.04

Investments

CCCU 605 S 7700 5 yr	82,012.54 Int. rate 4.25%, matures 03/24/2028
CCCU 605 S 7701 5 yr	82,012.54 Int. rate 4.25%, matures 03/24/2028
CCCU 605 S 7702 5 yr	82,012.54 Int. rate 4.25%, matures 03/24/2028
TCB 284009409	52,381.70 Int. rate 4.641% with an annual percentage yield of 4.75% matures 05/19/2025
TCB 284009310	52,381.70 Int. rate 4.641% with an annual percentage yield of 4.75% matures 05/19/2025
TCB 284009499	101,636.10 Int. rate 3.923% with an annual percentage yield of 4.00% matures 03/24/2025

Total Investments

452,437.12

Total Checking/Savings/Petty Cash/Investments

585,987.16