

# AGENDA

## BIG ROCK COMMUNITY SERVICES DISTRICT

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

**REGULAR SESSION**

**THURSDAY April 17, 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** – President Akin

#### 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. (March 20, 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.

- . **Master Meter replacement/update**
- . **Generator**
- . **Lights at tank**
- . **Check Valves**
- . **Outside float on small tank**
- . **Roof on small tank**
- . **Trees at conex box**
- . **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 March 31, 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**
- . **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)**
- Spending Limit: General Manager & Secretary**

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 TriCounties Bank that mature on 05/19/2025. 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. **Pacific Power Request for Easement:** The Board will discuss a request from Pacific Power for an easement on BRCSD property. 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 May 15, 2025.

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

**Big Rock Community Service District**  
**Income & Expense Report**  
**March 2025**

Ordinary Income/Expense

Income

Account Set-Up Fee	0.00
Hook Up/Reconnection Fee	0.00
Water Revenue - Commercial	4,492.46
Water Revenue - Residents	7,120.60

**Total Income** 11,613.06

Expense

Fuel Costs	134.16
Maint. & Repairs	54.12
Communication	385.04
Computer Expense	1,464.26
Office Expense	208.97
Payroll Expense	4,787.50
Payroll Expenses	35.00
Payroll Tax Expense	442.61
Director/Trustee Stipend	80.00
Equip. Parts & Supplies	469.94
Lab Costs	82.00
Utilities	1,891.65

**Total Expense** 10,035.25

**Net Ordinary Income** 1,577.81

Other Income/Expense

Other Income

Interest Income	2,519.64
Late Charge Income	21.41

**Total Other Income** 2,541.05

Other Expense

Amortization	1,199.00
Depreciation Expense	10,420.00

**Total Other Expense** 11,619.00

**Net Other Income & Expense** -9,077.95

**Net Income** -7,500.14

# Big Rock Community Service District Banking & Investment Report

As of March 31, 2025

## ASSETS

### Current Assets

#### Checking/Savings

Chase Ckg #9362	28,832.59
Chase Svg #2907	102,632.41 Int. rate 0.05%
Coast Central Credit Union Svgs	52.09
Petty Cash	100.00
Tri Counties Savings	300.00
<b>Total Checking/Savings/Petty Cash</b>	<b>131,917.09</b>

#### Investments

CCCU 605 S 7700 5 yr	81,727.06 Int. rate 4.25%, matures 03/24/2028
CCCU 605 S 7701 5 yr	81,727.06 Int. rate 4.25%, matures 03/24/2028
CCCU 605 S 7702 5 yr	81,727.06 Int. rate 4.25%, matures 03/24/2028
TCB 284000409	52,381.70 Int. rate 4.641% with an annual percentage yield of 4.75% matures 05/19/2025
TCB 284000310	52,381.70 Int. rate 4.641% with an annual percentage yield of 4.75% matures 05/19/2025
TCB 284000499	101,636.10 Int. rate 3.923% with an annual percentage yield of 4.00% matures 03/24/2025
<b>Total Investments</b>	<b>451,580.68</b>

#### Total Current Assets

**583,497.77**