

AGENDA

BIG ROCK COMMUNITY SERVICES DISTRICT

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

REGULAR SESSION

THURSDAY, October 16, 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 – Vice President Strong

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. (Sept. 18, 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**
- . **Meter replacements**
- . **Generator (quotes)**
- . **Check Valve replacement (river & well house)**
- . **Brace Small Tank**
- . **SCADA Alarms (add Jacob)**
- . **Pump Alarms**
- . **Tank Inspection and Cleaning**
- . **System Totals/Water Pumped/Water Sold/Water Loss**
- . **GM Other Requests**

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

All financial transactions are reported through September 30, 2025.

Upon approval of the Board, banking & investment funds may be withdrawn and deposited into investment vehicles to ensure maximum fiduciary responsibility.

- . **Income & Expense Report**
- . **Banking & Investment Report**
 - . **Investment Options:** Director/Trustee/Treasurer Anderson will report on research done into investing with the CA State Treasurer's Local Agency Investment Fund (LAIF). Taken appropriate action.

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**
- . **CPRA Requests**
- . **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)**
- . **Personnel Policy & Procedure Manual**

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. **Review the currently approved General Manager Responsibilities & Duties as well as work hours:** President Akin will lead a discussion regarding the General Manager's responsibilities/duties/work hours. Take appropriate action.

5.c. **Water Distribution Employee Position:** Discussion will be held regarding the responsibilities/duties/work hours of the Water Distribution Employee position. Take appropriate action.

5.c. **Water Distribution Employee 90 Day Review:** GM Allen will submit a 90 day review of Water Distribution Employee Jacob LeBlanc. Take appropriate action.

5.d. **Smith River Fire Protection District:** President Akin will report on his attendance of the Smith River Fire Protection District board meeting held September 11, 2025. Take appropriate action.

Hydrant Testing

Building lighting, use and parking

5.e. **LAFCO Meeting:** President Akin will report on his attendance of the LAFCO meeting held on September 29, 2025. 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 November 20, 2025. Take appropriate action.

7. **ADJOURN:** Meeting will be adjourned.