

AGENDA

BIG ROCK COMMUNITY SERVICES DISTRICT

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

REGULAR SESSION

THURSDAY, November 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 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. (October 16, 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**
- . **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 October 31, 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**

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**
- . **Renna vacation dates: (Jan. 13 - Jan. 29)**
- . **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**
- . **Sexual Harassment (Policy & Procedure)**

4. **UNFINISHED BUSINESS:**

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

4.b. **Review the currently approved General Manager Responsibilities & Duties as well as work hours. Update GM approved Responsibilities & Duties:** Discussion will be held regarding the General Manager's responsibilities/duties/work hours. Take appropriate action.

4.c. **Water Distribution Employee Position Responsibilities & Duties:** Discussion will be held regarding the responsibilities/duties/work hours of the Water Distribution Employee position. 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. **Injury & Illness Prevention Program:** Secretary Nelson will present a newly created Injury & Illness Prevention Program for discussion/approval. Take appropriate action.

5.c. **Local Agency Investment Fund (LAIF):** Secretary Nelson will present required documents to open a LAID account. (Resolution, Bank Verification Letter, New Account Document) Take appropriate Action.

5.c. **SB 707 Brown Act Changes (Open Meetings & Teleconference Requirements):** Discussion will be held regarding SB 707. Take appropriate action.

5.d. **Required Trainings (Ethics, Sexual Harassment, Fiscal & Financial Trainings):** Discussion will be held regarding required Board trainings. Take appropriate action.

- 5.e. **Parking Ordinance:** President Akin will lead a discussion regarding creating a new parking ordinance. Take appropriate action.
- 5.f. **Traffic Calming Measures:** President Akin will lead a discussion regarding proposed traffic calming measures on hwy 199 through Hiouchi. Take appropriate action.
- 5.g. **Quarterly Banking & Investment Report:** The FYE 2026 first quarter, Quarterly Banking & Investment Report will be presented for approval. 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 December 18, 2025. Take appropriate action.
- 7. **ADJOURN:** Meeting will be adjourned.