

# AGENDA

## BIG ROCK COMMUNITY SERVICES DISTRICT

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

REGULAR SESSION

THURSDAY, April 16, 2026

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  
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, Treasurer Anderson

#### 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. (February 26, 2026 & March 19, 2026) 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**
- . **System Totals/Water Pumped/Water Sold/Water Loss**
- . **Shady Lane update**
- . **GM Other Requests**

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

All financial transactions are reported through March 31,, 2026.

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**
- . **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:** Discussion will be held regarding customer concerns that remain under review. Take appropriate action.
  - . **Acacia Drive:** Karl Brown request to the BRCSD to install steel poles around the perimeter of the four water meter boxes on Acacia Dr. at the 90 degree bend in the road.
  - . **Monument Drive:** 245 Monument Drive waterlines and meter placement.
- 4.b. BRCSD Future Developments:** Discussion will be held regarding future developments such as, *office space, 50,000 gallon tank repair/maintenance/replacement, asset mapping, scada and funding for future developments.* Take appropriate action.
- 4.c. Will Serve Request:** Discussion will be held regarding the Will Serve Request from Jeff McMullin, 130 Shady Lane. Take appropriate action.
- 4.d. Leak Detection:** Discussion will be held regarding GM Allen's request to hire a leak detection service. Take appropriate action.
- 4.e. SCADA:** Discussion will be held regarding scada vendors. Set date for conference call with XIO do go over what is needed and what services they have to offer. 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. Banking:** Secretary Nelson will request that Art Aten be removed from all bank accounts. Take appropriate action.
- 5.c. Claim to Pacific Power:** Discussion will be held regarding filing a claim with Pacific Power for damages done to meter boxes or Acacia Drive.
- 5.d. Interview candidate to replace Director/Trustee Art Aten:** The Board will interview Robbyn Jacobs to fill the Director/Trustee position left by Art Aten's resignation. Take appropriate action.
  - . **Possible action:** Oath of Office after vote.
- 5.e. Nexbillpay:** Secretary Nelson will present for discussion a proposal from Nexbillpay for online bill pay, credit, debit card options to customers. 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 21, 2026. Take appropriate action.

- . **EAR/Cross Connection:** President Akin will discuss a phone call he received from Tomas Cary with the State Water Resources Control Board regarding the EAR and Cross Connection.

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