

AGENDA

BIG ROCK COMMUNITY SERVICES DISTRICT

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

REGULAR SESSION

THURSDAY, June 19, 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. (May 15, 2025 regular meeting & June 2, 2025 special emergency meeting)

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**
- . **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 May 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**
- . **Cash Flow Report Approval**
- . **Tri Counties CD's**

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)**

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

4.d. FYE 2026 Budget: Secretary Nelson will present the FYE 2026 budget for approval. 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.

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 July 17, 2025.

7. ADJOURN: Meeting will be adjourned.