

AGENDA
BIG ROCK COMMUNITY SERVICES DISTRICT
Board of Directors/Trustees
P.O. Box 453, Crescent City, California

REGULAR SESSION

THURSDAY, March 19, 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 – 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. (February 26, 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**
- . **SCADA Vendor Options**
- . **Check Valve replacement (well house)**
- . **System Totals/Water Pumped/Water Sold/Water Loss**
- . **Shady Lane update**
- . **GM Other Requests**
- . **Vote to Ratify the purchase of 6 new meters**

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

All financial transactions are reported through February 28, 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.
- 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 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 Cal Trans Hwy 199 Project:** Discussion will be held regarding the upcoming Cal Trans project on Hwy 199. Take appropriate action.
- 4.e. LAFCO Notice:** Discussion will be held regarding a notice received from LAFCO regarding a proposed annexation to include all of Del Norte County from Del Norte County Resource Conservation District. 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. President/Director/Trustee Joe “Hank” Akin Resignation:** Secretary Nelson will present Joe “Hank” Akin’s letter of resignation for discussion/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 April 16, 2026. Take appropriate action.
- 7. ADJOURN:** Meeting will be adjourned.

**BIG ROCK
COMMUNITY SERVICES DISTRICT**

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To: Whom it may concern.

From: Joe Akin, President

Big Rock Community Service District PO Box 453 Crescent City, Ca 95531

Date: January 25, 2026

Subject: RESIGNATION

Let it be known that, effective upon submission of this document at a regularly scheduled meeting, I am officially resigning the elected position of the Big Rock Community Service District, Board of Directors. I am proud of our accomplishment and the dedicated people I was privileged to serve with.

Joe Akin
President
Big Rock Community Service District