

**BIG ROCK COMMUNITY SERVICE DISTRICT
MINUTES OF ITS REGULARLY SCHEDULED PUBLIC MEETING
Thursday, August 21, 2025
Meeting was called to order by President Joe Akin at 5:17 p.m.**

PRESENT: President Joe Akin, Director/Trustee Mike Finley, Director/Trustee/Treasurer Michelle Anderson, Vice-President Craig Strong, Director/Trustee Aten, Secretary to the Board/Bookkeeper Renna Nelson, General Manager Andy Allen

ABSENT: None

- 1. GUESTS:** Sean Lyell (Redwood Meadows RV Resort) arrived during the Reports & Presentations portion of the meeting.

INVOCATION: Led by Director/Trustee Finley

PLEDGE OF ALLEGIANCE TO THE U.S. FLAG: Led by President Akin

- 2. PUBLIC COMMENT PERIOD:** None

2. MINUTES:

- Director/Trustee Finley made a motion to approve the regular meeting minutes of July 17, 2025. Director/Trustee/Treasurer Anderson seconded the motion, and the subsequent vote of the Board was unanimous.

3. REPORTS AND PRESENTATIONS:

3.a. Condition of the Water-Distribution System: General Manager Andy Allen reported the following:

- The meter at 106 Shady Lane is set.
- The 5 hp motor at the tank house and the switch have been replaced. There are 2 old motors and 1 old pump on the shelf. The approximate cost to rebuild them is \$300.00 and the cost to purchase new from Budge McHugh is \$3,800.00. President Akin made a motion to approve having the two motors and the one pump on the shelf checked to see if they can be rebuilt and made serviceable. Director/Trustee Finley seconded the motion, and the subsequent vote of the Board was unanimous.
- Pape will be here next week to work on the generators.
- Redwood Meadows had a leak.
- GM Allen informed the Board that he received the following quotes to replace the roof on the small tank. Stone Roofing \$6,480.00 (shingles), Red Sky Roofing \$10,540.00 (shingles), Red Sky Roofing \$14,240.00 (metal). Stone Roofing recommended not doing anything at this time. Stone Roofing also recommended

against a metal roof when the roof is replaced. After discussion Secretary Nelson was instructed to remove this item from the agenda.

- The following meters still need to be replaced. Three ¾” and one 1” residential meters, Madrone Courts (2) 2”, Hiouchi Motel 2”, Hiouchi Café 1”, Redwood National Park 2”, Hiouchi Hamlet 1” and Redwood Meadows 2”. Discussion was held regarding what type and size of meter should be used to replace the meters at Redwood Meadows. GM Allen will research.
- Discussion was held regarding fire hydrants and waterlines at Redwood Meadows and fire hydrants at Redwood National Parks. No action taken.
- GM Allen is still waiting for Woods Plumbing to schedule the check valve replacement.
- Water Loss during the last billing period was 15.44%. Water pumped was 486,944 cubic feet, water sold was 411,780 cubic feet.

3.b. Financial Report: The Financial Report, compiled by Secretary Nelson and presented by Director/Trustee/Treasurer Anderson

- For the period of July 2025, the total operating revenue was \$18,003.71.
- Total operating expenses were \$20,579.51.
- Net ordinary income was (\$2,575.80).
- Total other income was \$957.23.
- Net other income and expense was (\$10,661.77).
- Net increase/decrease in position was (\$13,237.57).
- Total checking, savings, and petty cash \$131,408.40.
- Total investments \$456,692.83.
- Total checking/savings/petty cash & investments \$588,101.23.

- Vice-President Strong made a motion to approve the Financial Report as presented. Director/Trustee Finley seconded the motion, and the subsequent vote of the Board was unanimous.

3.c. Secretary’s Report:

- There were 19 past due accounts when the July statements were sent out. Twelve payments have been received. Action to collect is being taken.
- Nothing new to report on the audits.
- Cash Flow Report presented for approval.

- Director/Trustee/Finley made a motion to approve the Cash Flow Report. Director/Trustee/Treasurer Anderson seconded the motion, and the subsequent vote of the Board was unanimous.

3.d. Policy Review:

- Work continues on the Water Shutoff and Cross Connection policies and procedures.
- Discussion was held regarding whether customers should be charged the base rate if the customers meter is in but not being used or if a customer is planning on being gone and requests that the meter be turned off while they are away. No action taken.
- A quote in the amount of \$2,800.00 to create a Personnel Policy & Procedure Manual from Sonny Gonzales was presented. After discussion Secretary Nelson was instructed to contact Ms. Gonzales and ask her to pair down the manual and resubmit an adjusted quote.
- Updated Responsibilities & Duties of the Secretary to the Board/Bookkeeper was presented for approval.
- Director/Trustee/Treasurer Anderson made a motion to approve the Responsibilities & Duties of the Secretary to the Board/Bookkeeper as presented with the addition of updating the website. Director/Trustee Finley seconded the motion, and the subsequent vote of the Board was unanimous.

4. UNFINISHED BUSINESS:

4.a. Customer Concerns Under Review:

- No customer concerns under review.

5. NEW BUSINESS:

5.a. New Customer Concerns:

- No new customer concerns.

5.b. FYE 2026 Annual Banking & Investment Report:

- Director/Trustee/Treasurer Anderson presented the FYE 2026 Annual Banking & Investment Report for approval.
- Director/Trustee Finley made a motion to approve the FYE 2026 Annual Banking and Investment Report as presented. Vice-President Strong seconded the motion, and the subsequent vote of the Board was unanimous.

5.c. FYE 2025 4th Quarter Banking & Investment Report:

- Director/Trustee/Treasurer Anderson presented the FYE 2025 4th quarter Banking & Investment Report for approval.

- Director/Trustee Finley made a motion to approve the FYE 2025 4th quarter Banking and Investment Report as presented. Vice-President Strong seconded the motion, and the subsequent vote of the Board was unanimous.

5.d. SWRCB Tomas Cary Upcoming Inspection:

- Discussion was held regarding the upcoming SWRCB inspection. President Akin and General Manager Allen will meet with Tomas Cary with the SWRCB on September 9th and walk the system with him during the inspection. No action taken.

6. OTHER: No action taken

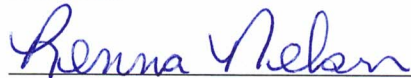
7. ADJOURN REGULAR OPEN SESSION:

- President Akin adjourned the Regular Open Session at 7:19 p.m.

PRESIDENT AKIN REQUESTED AN EMERGENCY CLOSED SESSION AT THIS TIME:

- President Akin opened the special emergency closed session at 7:20 p.m.
- President Akin adjourned the special emergency closed session at 7:35 p.m.
- President Akin reopened the regular open session at 7:36 pm and reported that in the emergency closed session the Board discussed the appropriate disposition of District assets, donations to the community and liability to the district in relation to public access of District property. President Akin will reach out to the Districts Attorney for his opinion.
- President Akin adjourned the regular open session at 7:37 p.m.

Attested:



Renna Nelson, Secretary to the Board

Approved: September 18, 2025