

**BIG ROCK COMMUNITY SERVICE DISTRICT  
MINUTES OF ITS REGULARLY SCHEDULED PUBLIC MEETING  
Thursday, October 16, 2025  
Meeting was called to order by President Joe Akin at 5:13 p.m.**

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

**ABSENT:** Director/Trustee Aten

**1. GUESTS:** None

**INVOCATION:** Led by President Akin

**PLEDGE OF ALLEGIANCE TO THE U.S. FLAG:** Vice-President Strong

**2. PUBLIC COMMENT PERIOD:** None

**2. MINUTES:**

- **Director/Trustee Finley made a motion to approve the regular meeting minutes of September 18, 2025. Vice-President Strong 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 Cross Connection Control Plan is complete.
- The lid to the cistern well has a new gasket.
- The asbestos sample came back as non-detectable.
- The meter at the Hiouchi Café has been replaced.
- A leak on the customer's side was detected at 221 Hiouchi Drive.
- GM Allen presented a quote in the amount of \$4,100.00 from American Leak Detection out of Redding, CA. No action taken.
- 245 Monument made a request to move their meter to their property line and improve the service line connection. No action taken.
- 105 Thimbleberry requested the BRCSD replace broken meter lids. Eleven broken lids have been identified throughout the system.

- **Vice President Strong made a motion to approve purchasing meter box lids to replace the broken lids throughout the system. Director/Trustee Finley seconded the motion and the subsequent vote of the board was unanimous.**
- Jacob has been added to the SCADA alarm notification list.
- Water Loss during the last billing period was 24.79%. Water pumped was 313,889 cubic feet, water sold was 236,100 cubic feet. **Flushing was done and not included in the water loss calculations.**
- President Akin requested that inactive meters be read during monthly meter readings.
- GM Allen is still trying to get the meter replacement at the 200,000-tank scheduled with Woods Plumbing.
- Still waiting for Pape to do maintenance on the generator.
- There have been several SCADA alarms. GM Allen determined that a new battery was needed and ordered it from Sierra Controls.
- GM Allen presented an updated Operations Plan.
- Discussion was held regarding payment of Sierra Controls proposal PS 1719-7 in the amount of \$4,867.72. This proposal is for the Top Server Allen-Bradley Suite, Support and Maintenance and Top View OPC License Support Plan services starting on 09/01/2021 and ending 08/31/2026.
- **President Akin made a motion to approve paying Sierra Controls proposal PS 1719-7 in the amount of \$4,867.72. Director/Trustee/Treasurer Anderson seconded the motion and the subsequent vote of the Board was unanimous.**
- President Akin requested that GM Allen research SCADA companies other than Sierra Controls.

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

- For the period of September 2025, the total operating revenue was \$13,755.84.
- Total operating expenses were \$19,108.45.
- Net ordinary income was (\$5,352.61).
- Total other income was \$2,810.92.
- Net other income and expense was (\$8,808.08).
- Net increase/decrease in position was (\$14,160.69).
- Total checking, savings, and petty cash \$134,752.07.
- Total investments were \$461,423.31.
- Total checking/savings/petty cash & investments \$596,175.38.
- **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.**

- **Director/Trustee Finley made a motion to approve moving money from the BRCSD Tri Counties Bank Certificate of Deposits that mature on 11/19/2025 to a Local Agency Investment Fund (LAIF) Account. Director/Trustee/Treasurer Anderson seconded the motion, and the subsequent vote of the Board was unanimous.**

**3.c. Secretary's Report:**

- There were 17 past due accounts when the September statements were sent out. Ten payments have been received. Action to collect is being taken.
- Secretary Nelson reported that the Suralink program has been updated by the auditor so that documents can be uploaded.
- Secretary Nelson updated the Board on the Sandy Moreno CPRA request and informed the Board that there was CPRA request from Data Branch requesting information on all purchases from January 1, 2021 to present. Both CPRA requests have been fulfilled.
- Secretary Nelson is in the process of updating the fixed asset and depreciation schedule.
- BRCSD needs to start thinking about doing a rate study.
- Cash Flow Report presented for approval.
- **Director/Trustee/Treasurer Anderson made a motion to approve the Cash Flow Report. Director/Trustee Finley seconded the motion, and the subsequent vote of the Board was unanimous.**

**3.d. Policy Review:**

- Work continues on the Cross Connection Policy
- Work continues on the Water Shutoff policy.
- Secretary Nelson reported that Sunny Gonzalez has taken on a fulltime position in Humboldt County so she most likely will not be available to work on the policy for BRCSD.

**4. UNFINISHED BUSINESS:**

**4.a. Customer Concerns Under Review:**

- No customer concerns under review

**5. NEW BUSINESS:**

**5.a. New Customer Concerns:**

- See comments under 3.a. Condition of Water Distribution System.

**5.b. Review currently approved General Manager Responsibilities & Duties as well as work hours:**

- GM Allen presented a preliminary General Managers Responsibility & Duties document for review. Discussion was held. No action taken.

**5.c. Water Distribution Employee Position**

- GM Allen presented a preliminary responsibility & Duties for the Water Distribution Employee Position. Discussion was held. No action taken.

**5.d. Water Distribution Employee (Jacob LeBlanc) 90-day review:**

- GM Allen presented a 90-day review on Jacob LeBlanc.
- **After discussion Director/Trustee Finley made a motion to approve raising Jacob LeBlanc's hourly wage to \$20.00 an hour at 15 hours a week. Vice-President Strong seconded the motion and the subsequent vote of the Board was unanimous.**

**5.e. Smith River Fire Protection District:**

- President Akin reported that he was researching whether BRCSD has an MOU for the use of the firehall for their meetings. In doing the research he found that Smith River Fire owns the building but that the property it sits on is owned by the Federal Parks. Smith River Fire has to apply for an annual use permit for the use of the property. There is no MOU in place for BRCSD's use of the building but it is stated in both BRCSD and SRF's LAFCO reports that BRCSD uses the building for their meetings.
- President Akin also reported that he had a conversation with Smith River Fire regarding parking at the firehouse and that the fire department would prefer that BRCSD staff and board members park in the back but understand why President Akin doesn't want to park his vehicle in the back where it can't be seen from inside the building.
- President Akin reported that when he was at the Smith River Fire Department meeting the issue of fire hydrant testing came up. There was a representative of the Smith River Rancheria at the meeting that said BRCSD could use their equipment to test hydrants in Hiouchi.

**5.f. LAFCO Meeting:**

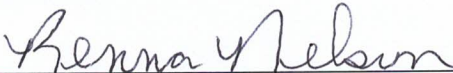
- President Akin and Director/Trustee/Treasurer Anderson attended the September 29, 2025 LAFCO meeting. President Akin's understanding of why LAFCO wants to move BRCSD's sphere of influence to include the properties across the river is not for water delivery but for emergency services. President Akin will have more discussions with LAFCO to clarify the purpose of expanding the BRCSD sphere of influence.

**6. OTHER:** None

**7. ADJOURN REGULAR OPEN SESSION:**

- President Akin adjourned the Regular Open Session at 7:38 p.m.

Attested:

  
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Renna Nelson, Secretary to the Board

Approved: 2/26/2026