

**BIG ROCK COMMUNITY SERVICE DISTRICT
MINUTES OF ITS REGULARLY SCHEDULED PUBLIC MEETING
Thursday, September 18, 2025
Meeting was called to order by President Joe Akin at 5:10 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:** Sandy Moreno, Grant Werschkull

INVOCATION: Led by Director/Trustee Finley

PLEDGE OF ALLEGIANCE TO THE U.S. FLAG: Director/Trustee Aten

2. **PUBLIC COMMENT PERIOD:** Grant Werschkull updated the Board on the Smith River National Recreation Act and asked for approval of the letter in support of the Smith River National Recreation Act. (See new business 5.b.)

Sandy Moreno presented a letter dated September 17, 2025, to the Big Rock CSD Board of Directors/Trustees referring to payment due at disengagement and CPRA request. **(See attached documents)** Ms. Moreno stated that after disengagement with the district she followed up with previous Board President Alan Porteous and current Board President Joe “Hank” Akin regarding the status of the audits. She stated that she was not chasing after money but hoped that the Board would approve payment of the invoice submitted for payment at the time of disengagement. Ms. Moreno also stated that the BRCSO audits were brought up at a Harbor Commission meeting. She felt she had to defend herself and stated in the Harbor Commission meeting that she felt she was treated dishonorably by BRCSO. She wanted to come before the BRCSO Board and tell them why she made that statement. Ms. Moreno continued to discuss what happened at the Harbor Commission Meeting and President Akin stated that he wasn’t going to mix Harbor Commission business with BRCSO business and that he attends Harbor Commission meeting as a private citizen and does not present himself as representing BRCSO at those meeting. President Akin also stated that he has no control over what other people say. President Akin asked that Ms. Moreno state for the record what she was requesting in the CPRA request. Ms. Moreno stated that she would like copies of the 2017, 2018, 2019, 2020, 2021, 2022 audits and any single year audit as well as any communication between BRCSO and the auditors regarding the aforementioned audits, Board of Directors/Trustees minutes during the period January 2022 and August 2025, meeting recordings during July 2022 thru November 2022 as well as any documents referring to and/or naming Lara-Edelman Accounting Services and/or Sandra (Sandy) Moreno during the period July 2022 thru September 17, 2025.

2. MINUTES:

- Director/Trustee/Treasurer Anderson made a motion to approve the regular meeting minutes of August 21, 2025. Director/Trustee Finley 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:

- 106 Shady Lane is connected.
- Pape will be here next week to work on the generators. They will be cleaning, changing filters, lines etc. GM Allen will discuss a regular maintenance schedule with them while they are here.
- The hydrant testing kit BRCSD purchased in 2010 has a lot of components that are not working correctly. GM Allen presented quote numbers from Hose Monster and Pollard Water to replace the kit. After discussion GM Allen was directed to see if he could borrow a testing kit from the City of Crescent City or Gasquet CSD and check the cost of contracting it out. GM Allen was directed to wait to replace the meters at Redwood Meadows until after hydrant and flow testing is done.
- GM Allen presented meter installation dates for Madrone Court Upper 2” (02/29/2012), Madrone Court Lower 2” (04/30/2020), Hiouchi Motel 2” (04/29/2007), Redwood Meadows 2” (10/31/2005) and Hiouchi Café 1” (12/31/2012) GM Allen feels that they should all be replaced except for Madrone Court Lower. No action taken.
- GM Allen and Secretary Nelson informed the Board that Redwood National Parks account #88 is listed in the billing system as a 1” meter but is actually a 2” meter. After discussion Secretary Nelson was directed to change the information in the billing system and start charging for a 2” inch meter.
- GM Allen reported that all 100 new meters are in use.
- Discussion was held regarding scrapping the old meters that were taken out during the meter replacement project.
- There was a small leak at 130 Thimbleberry that has been fixed.
- GM Allen is working on adding Jacob to the SCADA alarm notification list.
- GM Allen continues on the job training with Jacob.
- Water Loss during the last billing period was 17.97%. Water pumped was 408,535 cubic feet, water sold was 335,110 cubic feet.
- Discussion was held regarding an invoice that was received from Sierra Controls for Top View for OPC – Tag Count: 100-License Support Plan and Top Server Allen-Bradley Suite – 1 year Support & Maintenance. President Akin reported that he talked with Sierra Controls and was told that they had done an inside audit and discovered that BRCSD has not been being billing for these services and that the quoted cost \$4,542.72 was for prior years as well as current year. After discussion, no action was

taken. President Akin will contact Serria Controls and ask that the invoice be broken out into each year instead of all together.

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

- For the period of August 2025, the total operating revenue was \$16,990.11.
- Total operating expenses were \$8,928.02.
- Net ordinary income was \$8,062.09.
- Total other income was \$2,010.70.
- Net other income and expense was (\$9,608.30).
- Net increase/decrease in position was (\$1,546.21).
- Total checking, savings, and petty cash \$136,160.48.
- Total investments were \$458,647.46.
- Total checking/savings/petty cash & investments \$594,807.94.

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

3.c. Secretary's Report:

- There were 18 past due accounts when the August statements were sent out. Eleven payments have been received. Action to collect is being taken.
- Secretary Nelson presented the FYE 2023 audit report and Management Representation Letter for signature.
- Cash Flow Report presented for approval.

- Vice-President Strong made a motion to approve the Audit Report and authorize President Akin to sign the Management Representation Letter. Director/Trustee Aten seconded the motion, and the subsequent vote of the Board was unanimous.

- 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:

- President Akin reported that he has a better understanding of what is needed in the Cross Connection Policy and is getting close to having it ready for approval.
- Work continues on the Water Shutoff policy.
- Secretary Nelson reported that she contacted Sunny Gonzalez regarding the Personnel Policy and Procedure Manual and asked her to give a quote on preparing the manual with "only what is legally required."

4. UNFINISHED BUSINESS:

4.a. Customer Concerns Under Review:

- No customer concerns under review.

4.b. SWRCB Inspection:

- Tomas Cary with the State Water Resources Control Board was here on September 9th to do an inspection of the BRCSD system. President Akin and GM Allen walked the system with Mr. Cary. Mr. Cary requested the following actions: New screen on lower tank vent (corrected), new seal for the wet well-cistern lid, updated sample plan for lead samples, updated lab sample reports, and request to receive reports directly to his e-mail (corrected) and asbestos testing. Mr. Cary asked if the BRCSD had a cleaning schedule for the tanks and suggested that the small tank be cleaned.
- Mr. Cary gave President Akin a copy of a template that needs to be fill out and sent in regarding cross connections. GM Allen has the template in his email and will fill it out and send it in.
- President Akin reported that in the future there will be a special licensed cross connection inspector that will inspect all properties.

5. NEW BUSINESS:

5.a. New Customer Concerns:

- No new customer concerns.

5.b. Smith River National Recreation Act Support Letter:

- After discussion Director/Trustee Finley made a motion to approve the letter of support for the Smith River National Recreation Act as presented. Vice-President Strong seconded the motion, and the subsequent vote of the Board was unanimous.

5.c. Shady Lane Distribution Line:


- Discussion was held regarding capping of the distribution line on Shady Lane and the need to have a list of properties that are not yet connected to the BRCSD system with notes regarding where the BRCSD lines end so that when Will Serve Letters are requested in the future, Board of Directors, Secretaries and General Managers have the information so that they know how to properly respond to the request.

6. OTHER: President Akin informed the Board that LAFCO will be holding a meeting at the Flynn Center on September 29th at 4:00 pm

7. ADJOURN REGULAR OPEN SESSION:

- President Akin adjourned the Regular Open Session at 8:00 p.m.

Attested:



Renna Nelson, Secretary to the Board

Approved: *October 16, 2025*