

AGENDA
BIG ROCK COMMUNITY SERVICES DISTRICT

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

REGULAR SESSION

THURSDAY, May 21, 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
Robbyn Jacobs (Ketner) Director/Trustee

5:00 p.m. Call meeting to order in regular session.

INVOCATION – To Be Determined

PLEDGE OF ALLEGIANCE – President Akin

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. (March 19, 2026 & April 16, 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**
- . **System Totals/Water Pumped/Water Sold/Water Loss**
- . **Shady Lane update**
- . **Redwood Meadows meter replacement**
- . **GM Other Requests**

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

All financial transactions are reported through April 30, 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**
- . **Online payment options for 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. Take appropriate action.
 - . Office Space
 - . 50,000 gallon tank repair/maintenance/replacement
 - . Asset Mapping
 - . SCADA
 - . Fire Hydrants
- 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 SCADA:** GM Allen, Vice President Strong and Director/Trustee Finley will report on their meeting regarding what is needed and contact with XIO.

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 Banking:** Secretary Nelson will request that new Board Member Robbyn Jacobs (Ketner) be added as a signer on all bank accounts. (Chase Bank, Coast Central Credit Union, Tri Counties and LAIF) Take appropriate action.
- 5.c Investment Options/Chase Savings:** Discussion will be held regarding moving all or part of the Chase Savings into an interest earning account. Take appropriate action.
- 5.d Standby/No Use Fee:** Discussion will be held regarding BRCSD implementing a Standby/No Use Fee and the correct process for implementing a new fee. Take appropriate action.
- 5.e FYE 2027 Preliminary Budget:** Secretary Nelson will present a preliminary budget for discussion.

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 June 18, 2026. Take appropriate action.
7. **ADJOURN:** Meeting will be adjourned.