

**BIG ROCK COMMUNITY SERVICE DISTRICT
MINUTES OF ITS REGULARLY SCHEDULED PUBLIC MEETING
Thursday, November 20, 2025
Meeting was called to order by President Joe Akin at 5:06 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: None

INVOCATION: Led by President Akin

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

2. PUBLIC COMMENT PERIOD: None

2. MINUTES:

- **Secretary Nelson informed the Board that the October 16, 2025 minutes were not completed in time to be approved. Tabled until the December 18, 2025 meeting.**

3. REPORTS AND PRESENTATIONS:

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

- The upper tank SCADA battery was replaced.
- The secondary DC power is still having issues.
- President Akin instructed GM Allen the research other SCADA companies.
- The Bi-annual MPA water sample has been completed.
- Two 2 ½ horsepower motors and one pump have been delivered to Pacific Pump Company in Grants Pass to be rebuilt.
- One check valve at the well has been replaced and the other one needs a new well seal before the old check valve can be pulled.
- The check valve at the pumphouse still needs replaced. GM Allen believes that is something he can do if he has the correct tools. President Akin stated he believes he has the tools that are needed. GM Allen and President Akin will get together and see if they can replace it.
- The three-inch meter at the lower tank that records water pumping up to the upper tank has quit working. GM Allen will see if he can rebuild the meter.

- Public feedback from the cross-connection survey has been arriving.
- Water loss during the last billing period was 29.03%. Water pumped was 260,460 cubic feet, water sold was 184,840 cubic feet.
- Discussion was held regarding the wood that is still down on the ground from the tree removal project. President Akin reported that the BRCSA Attorney stated that there is not a problem with board members & employees taking the wood as long as it is also offered to the public. President Akin will have another discussion with the attorney regarding the liability of the public cutting and splitting the wood on BRCSA property. Secretary Nelson suggested contacting the Fire Safe Council to see if they can come out and do some tree and brush removal.
- Secretary Nelson was instructed to remove small tank brace, pump alarms and tank inspection and cleaning off of the condition of the water distribution system list.

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

- For the period of October 2025, the total operating revenue was \$12,430.65.
- Total operating expenses were \$16,673.40.
- Net ordinary income was (\$4,242.75).
- Total other income was \$949.86.
- Net other income and expense was (\$10,706.74).
- Net increase/decrease in position was (\$14,949.49).
- Total checking, savings, and petty cash \$135,283.57.
- Total investments were \$462,327.33.
- Total checking/savings/petty cash & investments \$597,610.90.
- **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 17 past due accounts when the October statements were sent out. Five payments have been received. Action to collect is being taken.
- Nothing new to report on the audits.
- Secretary Nelson reported that she will be on vacation Jan. 13 – Jan. 29, 2026
- Secretary Nelson continues working on updating the fixed asset and depreciation schedule.
- Cash Flow Report presented for approval.
- **Vice-President Strong 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, water shut off, sexual harassment and personnel policies & procedures.

4. UNFINISHED BUSINESS:

4.a. Customer Concerns Under Review:

- No customer concerns under review

4.b. Review the currently approved General Manager Responsibilities & Duties:

- No action taken

4.c. Water Distribution Employee Position Responsibilities & Duties:

- No action taken

5. NEW BUSINESS:

5.a. New Customer Concerns:

- None

5.b. Injury & Illness Prevention Program:

- Secretary Nelson presented an Injury & Illness Prevention Program for approval.
- **Vice-President Strong made a motion to approve the Injury & Illness Prevention Program as presented. Director/Trustee Finley seconded the motion and the subsequent vote of the Board was unanimous.**

5.c. Local Agency Investment Fund (LAIF):

- Secretary Nelson presented the required documents to open a LAIF account for approval and signature. (Resolution, Bank Verification Letter, New Account Document.)
- **Director/Trustee/Treasurer Anderson made a motion to approve Resolution 2026-1 authorizing investment of monies in the Local Agency Investment Fund. as presented. Director/Trustee Finley seconded the motion and the subsequent vote of the Board was unanimous.**

5.d. SB 707 Brown Act Changes (Open Meeting & Teleconference Requirements):

- Discussion was held regarding SB 707 Brown Act Changes. President Akin will be do more research and look into writing a new policy if needed.

5.e. Required Trainings (Ethics, Sexual Harassment, Fiscal & Financial Trainings):

- Secretary Nelson informed the Board that Board Members are now required to take the following trainings, (Ethics, Sexual Harassment, Fiscal & Financial) and gave them the information on where they can take the Ethic & Sexual Harassment trainings online. Secretary Nelson will do research on where the Fiscal and Financial training can be taken online and will forward the information to them once she has it.

5.f. Parking Ordinance:

- President Akin led a discussion regarding the potential need for BRCSO to write a parking ordinance. After discussion the Board agreed that a parking ordinance is not needed at this time. No action taken.

5.g. Traffic Calming Measures:

- President Akin led a discussion regarding traffic calming measures the are being proposed on Hwy 199 through Hiouchi. After discussion the Board agreed that the BRCSO Board of Directors would not take action on this issue.

5.h. Quarterly Banking & Investment Report:

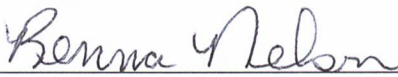
- The FYE 2026 first quarter Banking & Investment Report was presented for approval.
- Vice-President Strong made a motion to approve the FYE 2026 first quarter Banking & Investment Report. Director/Trustee Finley seconded the motion and the subsequent vote of the Board was unanimous.

6. OTHER: President Akin informed the Board that there LAFCO will be holding a meeting on November 24, 2025 at 4:00 pm at the Flynn Center. He has been in discussion with LAFCO regarding their proposal to include Douglas Park in the BRCSO sphere of influence. If the BRCSO sphere of influence there would then be the possibility of Douglas Park being Annexed into the BRCSO. More discussion is needed and President Akin will keep the Board informed. No action taken.

7. ADJOURN REGULAR OPEN SESSION:

- President Akin adjourned the Regular Open Session at 7:02 p.m.

Attested:



Renna Nelson, Secretary to the Board

Approved: 2/26/2026