AGENDA

BIG ROCK COMMUNITY SERVICES DISTRICT

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

REGULAR SESSION **THURSDAY, September 17, 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 – Director/Trustee Mike Finley

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. (August 20, 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. Request for approval. Take appropriate action.

- **Meter at tank replacement/update**
- **Meter replacements (other)**
- **Meters and Valves**
- **Hydrants**
- **System Totals/Water Pumped/Water Sold/Water Loss**
- **Inactive Meters**
- **GM Other Requests**

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

All financial transactions are reported through August, 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**
- **Report on Rate Study Assistance Request (RCAC)**
- **Online bill pay update**
- **Website update**
- **Audit(s) update**
- **Cash Flow Report Approval**

3.d. Policy Review: Board President Akin & Vice-President Strong 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)**
- **Bylaws: (Ordinance 2009-1) (update)**

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. Standby/No Use Fee: Continued discussion will be held regarding instituting a Standby/No Use Fee. Take appropriate action.

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. Resolution 2027-01 Authorizing the Adoption of the 2026 Del Norte County Hazard Mitigation Plan: Discussion will be held regarding the adoption and approval of the 2026 Del Norte County Hazard Mitigation Plan. Take appropriate action.

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 October 15, 2026. Take appropriate action.

7. ADJOURN: Meeting will be adjourned.