

**BIG ROCK COMMUNITY SERVICE DISTRICT  
MINUTES OF ITS REGULARLY SCHEDULED PUBLIC MEETING  
Thursday, May 16, 2024  
Meeting was called to order by President Porteous at 6:39 p.m.**

**PRESENT:** President/Acting Treasurer Alan Porteous, Vice-President Joe Akin  
Director/Trustee Mike Finley, Director/Trustee Art Aten, Secretary/Bookkeeper Renna Nelson,  
General Manager Andy Allen

**ABSENT:** None

**GUESTS:** None

**INVOCATION:** Led by Vice-President Akin

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

**1. PUBLIC COMMENT PERIOD:** None

**2. MINUTES:**

- No action taken

**3. REPORTS AND PRESENTATIONS:**

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

- The new 6-inch Mag Meter has not arrived yet.
- GM Allen has been working on State reporting.
- Meter replacement continues.
- 38.5% water loss was reported.
- The erosion on the road to the 200,000-gallon tank still needs to be addressed. GM Allen has contacted McClennon Excavation Inc. with no response. GM Allen feels as though the issue is an engineering flaw.

**3.b. Financial Report:** The Financial Report, compiled by Secretary Nelson and presented by President and Acting Treasurer Porteous.

- For the period of April 30, 2024, the total operating revenue was \$11,005.36
- Total operating expenses was \$8,622.30
- Net ordinary income was \$2,383.06
- Net other income and expense was (\$10,746.95).
- Net increase/decrease in position was (\$8,363.89).
- The district's liquid cash balance on hand as of April 30, 2024 was \$540,149.23

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

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

- There were 16 past due accounts when the April statements were sent out. Seven payments have been received. Action to collect is being taken.
- Redwood Meadows RV Resort will be closing escrow soon.
- Work continues on the audits.
- Secretary Nelson reported on the pros and cons of QuickBooks Online and QuickBooks Desktop. Secretary Nelson requested a motion to approve spending up to \$1,900 on an updated QuickBooks program.
- The County of Del Norte sent a letter regarding the Biennial Conflict of Interest Review.
- Cash Flow Report presented for approval.
- Director/Trustee Aten made a motion to approve spending up to \$1,900 on an updated QuickBooks program. Vice President Akin seconded the motion and the subsequent vote of the Board was unanimous.
- There being no changes at this time, Vice President Akin made a motion to fill out the 2024 Local Agency Biennial Conflict of Interest Notice stating that no amendment is required. Director/Trustee Finley seconded the motion and the subsequent vote of the Board was unanimous.
- Director/Trustee Finley made a motion to approve the Cash Flow Report. Vice-President Akin seconded the motion and the subsequent vote of the Board was unanimous.

### **3.d. Policy Review:**

- No update

## **4. UNFINISHED BUSINESS:**

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

- No customer concerns under review.

### **4.b. Board Member Vacancy/Recruitment/Interest:**

- Discussion was held regarding vacancies on the Big Rock CSD Board and the best way to inform the public of the vacancies. Notices are posted at the Hiouchi Café, the Hiouchi Hamlet and on the District website with no interest shown. After further

discussion Secretary Nelson was directed to include a notice with statements at the end of May.

**4.c. Hiouchi Mountain Radio Station Tower Site MOA Between Big Rock CSD and the Del Norte Amateur Radio Club:**

- No action taken

**5. NEW BUSINESS:**

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

- Vice-President Akin was informed by Mimi Mitchell that she is not happy with the work that was done when repairs were made after a waterline break under the road next to her home. Vice-President Akin referred Mimi to Hemmingsen Contracting who did the repairs. No action taken

**5.b. Board Member Resignation:**

- Secretary Nelson presented a letter of resignation from President and Acting Treasurer Alan Porteous effective June 1, 2024.
- Vice President Akin made a motion to accept President and Acting Treasurer Alan Porteous' resignation. Director/Trustee Aten seconded the motion and the subsequent vote of the Board was unanimous.
- Director/Trustee Aten made a motion to appoint Vice President Akin as the new President and Acting Treasurer due to the resignation of current President and Acting Treasurer Porteous. Director/Trustee Finley seconded the motion and the subsequent vote of the Board was unanimous.

**5.c. Banking Updates:**

- Discussion was held regarding the process of adding and removing signers on the Big Rock CSD bank accounts. No action taken

**5.d. Mapping Assets and the Creation of an Updated Inventory List:**

- Discussion was held regarding mapping assets and the creation of an updated inventory list. General Manager Allen was directed to work on creating an updated inventory list that can be put into a spreadsheet and tracked when inventory is added or taken out of service.

**5.e. Resolution 2024-01 Ordering an Election, Requesting County Elections to Conduct the Election and Requesting Consolidation of the Election with the County of Del Norte:**

- Secretary Nelson presented Resolution 2024-01 for discussion.
- Director/Trustee Finley made a motion to approve Resolution 2024-01 Ordering an Election, Requesting an Election and Requesting Consolidation of the Election with the County of Del Norte. Vice-President Akin seconded the motion and the subsequent vote of the Board was unanimous.

**5.f. FYE 2025 Preliminary Budget:**


- Secretary Nelson presented a FYE 2025 Preliminary Budget for discussion. No action taken.

**6. OTHER:** No action taken.

**7. ADJOURN REGULAR OPEN SESSION:**

- President/Acting Treasurer Porteous adjourned the Regular Open Session at 8:20 pm.

Attested:



Renna Nelson, Secretary to the Board

Approved June 20, 2024