

**BIG ROCK COMMUNITY SERVICE DISTRICT
MINUTES OF ITS REGULARLY SCHEDULED PUBLIC MEETING
Thursday, October 19, 2023
Meeting was called to order by President Porteous at 6:40 p.m.**

PRESENT: President/Acting Treasurer Alan Porteous, Director/Trustee Charles Swenson, Director/Trustee Mike Finley, Director/Trustee Art Aten, Secretary/Bookkeeper Renna Nelson, General Manager Andy Allan

ABSENT: Vice President Joe “Hank” Akin

GUESTS: None

INVOCATION: Led by Director/Trustee Finley

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

1. PUBLIC COMMENT PERIOD: None

2. MINUTES:

- Director/Trustee Swenson made a motion to approve the regular meeting minutes of Thursday November 17, 2022, January 19, 2023 and September 21, 2023. 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:

- The waterline to the Visitor’s Center has been completed. The valve is right next to the road. Currently there are rocks stacked next to the valve. GM Allen feels that it would be a good idea to put up a reflective marker to detour people from driving over the valve and waterlines.
- Meter replacement continues.
- Brian has taken on another job. He is still able to do the daily recordings and is able to work weekends.
- The truck needs a tune-up. GM Allen will schedule an appointment and Secretary Nelson will arrange for payment.
- The road to the tank continues to get worse. McLennan’s Excavation has been contacted. GM Allen will follow-up and report back at the November meeting
- Discussion was held regarding replacing locks. No action taken.
- The cost to have a locksmith fix the locked handle on the SCADA box is \$75.00 for a service call and \$75.00 an hour.
- 27.23% water loss was reported.

- GM Allen called Killops Land Surveying several times with no response and the other surveyor Reilly Smith indicated he may not be able to traverse the terrain. Director/Trustee Finley stated that he feels BRCSD could locate the property corners using the coordinates on the parcel map.
- Per Andrew Ward with Sierra Controls the issue with the Master Meter at the well house sounds like a mechanical issue and it may need to be replaced. Vice-President Akin told Secretary Nelson that the company that BRCSD purchased the new customer meters from has the appropriate meter and it may have a longer warranty than the one that is currently installed and not working. GM Allen will check pricing and warranties and report back at the November meeting.
- No update on the cross-connection replacement on Hydrant #6.
- No update on the 200,000-gallon meter replacement.

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

- For the period of Sept. 2023, the total operating revenue was \$13,082.91.
- Total operating expenses was \$9,847.85.
- Net ordinary income was \$3,235.06.
- Net other income and expense was (9,699.08).
- Net increase/decrease in position was (\$6,464.02).
- The district's cash balance on hand as of Sept. 30, 2023 was \$540,145.33.
- Director/Trustee Swenson made a motion to approve the Financial Report as presented. Director/Trustee Finley seconded the motion and the subsequent vote of the Board was unanimous.

3.c. Secretary's Report:

- There were eleven past due accounts when the Sept. statements were sent out. As of Oct 19, 2023 five of the past due payments have been received. Action to collect is being taken.
- There were no Consumer Application for Services was received in Sept.
- An updated list of requested information was received from the auditor. Secretary Nelson will be working on collecting the requested information next week.
- Secretary Nelson reported that the Disaster Response & Resilience Grant funds cannot be used to pay for BRCSD propane. Secretary Nelson suggested that BRCSD turn the funds over the Community Food Council as a sub-grantee with the funds designated to be used for the Hiouchi community. Director/Trustee Finley made a motion to turn the funds over to the Community Food Council as a sub-grantee to distribute food to the Hiouchi community. Director/Trustee Swenson seconded the motion and the subsequent vote of the Board was unanimous.
- Discussion was held regarding payments of receipts received from Don Olson for the Del Norte Amateur Radio Club work on the radio building at the 200,000 tank. Director/Trustee Finley made a motion to reimburse the Del Norte Amateur Radio

Club in the amount of \$521.33 for purchases made. Director/Trustee Swenson seconded the motion and the subsequent vote of the Board was unanimous.

- Director/Trustee Swenson 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:

- No update (Vice-President Akin absent)

4. UNFINISHED BUSINESS:

4.a. Customer Concerns Under Review:

- No customer concerns under review.

4.b. Employee Phones:

- Vice-President Akin was to lead discussion regarding providing employee phones. Tabled due to Vice-President Akin's absence.

4.c. Office Space:

- Vice-President Akin was to lead discussion regarding office space. Tabled due to Vice-President Akin's absence.

4.d. Ipad/Tablet for Operations:

- Vice-President Akin was to lead discussion regarding the purchase of an Ipad or Tablet to be used by the operations department in the field. Tabled due to Vice-President Akin's absence.

4.e. Well Property:

- SEE 3.a. Condition of the Water-Distribution System. (GM Report)

5. NEW BUSINESS:

5.a. New Customer Concerns:

- No new customer concerns reported.

5.b. GIS Mapping:

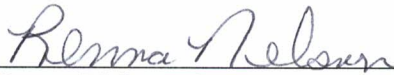
- Vice-President Akin was to lead a discussion regarding GIS mapping. Tabled due to Vice-President Akin's absence.

6. OTHER: No action taken

7. ADJOURN REGULAR OPEN SESSION:

- President/Acting Treasurer Porteous adjourned the Regular Open Session at 7:54 pm.

Attested:



Renna Nelson, Secretary to the Board

Approved 11/16/2023