

**BIG ROCK COMMUNITY SERVICE DISTRICT
MINUTES OF ITS REGULARLY SCHEDULED PUBLIC MEETING
Thursday, Aug. 15, 2024
Meeting was called to order by President Akin at 5:37 p.m.**

PRESENT: President & Acting Treasurer Joe Akin, Director/Trustee Mike Finley, Director/Trustee Art Aten, Secretary/Bookkeeper Renna Nelson, General Manager Andy Allen

ABSENT: None

GUESTS: Sue Mello, Roy Griffith

INVOCATION: Led by Director/Trustee Finley

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

1. **PUBLIC COMMENT PERIOD:** Roy Griffith addressed the Board regarding high water pressure at his residence located at 175 Cable Lane. After discussion, the Board suggested that Mr. Griffith install a pressure reducing valve on the customer side if the meter.

2. MINUTES:

- Director/Trustee Finley made a motion to approve the regular meeting minutes of July 18, 2024, as presented. Director/Trustee Aten 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:

- Three more meters were replaced.
- Two bids to replace the 6-inch meter at the well house were received. A bid from Woods Plumbing came in at \$3,800.00 and a bid from First Service Plumbing came in at \$ 2,735.00. Although the bid from First Service Plumbing came in lower than Woods Plumbing GM Allen requested that the bid from Woods Plumbing be accepted due to the fact that the bid from First Service Plumbing does not include unknown factors such as damaged pipes or unknown drain down issues while Woods Plumbing's bid does include unknown factors.
- Director/Trustee Finley made a motion to approve the bid from Woods Plumbing to replace the 6-inch meter at the well house in the amount of \$3,800.00. Director/Trustee Aten seconded the motion, and the subsequent vote of the Board was unanimous.

- GM Allen requested approval to purchase a laptop computer in the amount of \$274.54. Currently GM Allen is using his personal laptop computer for BRCSD business.
- Director/Trustee Finley made a motion to approve the purchase of a laptop computer in the amount of \$274.54. Director/Trustee Aten seconded the motion, and the subsequent vote of the Board was unanimous.
- Meter boxes, valves and no parking areas near hydrants have been painted.
- Employee Brain LeBlanc is requesting more hours. Approved hours for Brian are up to 20 hours a week.
- GM Allen is waiting to schedule the MPA testing until he hears back from the Department of Water Resources to see if it is still required.
- GM Allen noted that it was not Roy Tedsen as previously reported that had high water pressure. It was Roy Griffith (see Public Comment Period)
- Yvonne Brown at 120 Houlie Drive complained about the noise from the air release valve located near her home. It was noted that this is an issue that has been addressed in the past. GM Allen is hopeful that once the check valves in the cistern at the wet well are replaced the issue will be resolved.
- GM Allen reported that three curb stops need replaced and was directed by the Board to replace them.
- GM Allen presented cost quotes for 1-inch meters, (1) 2-inch meter to be located at Redwood Meadows RV Resort and an 8-inch meter to be located at the upper tank. No action taken.
- The tank hatch at the upper tank needs replaced. President Akin will go up to the tank with GM Allen to assess what needs to be done.
- GM Allen was directed to request bids on fixing erosion on the access roads to the tanks.
- The lights at the lower tank are not functional. President Akin will go up to the tank with GM Allen to assess what the issue might be.
- GM Allen reported that there is an old well on BRCSD property that needs to be filled in or covered. GM Allen will meet with President Akin to show him where it is, and they will assess what needs to be done.
- GM Allen report water loss of 23.91%

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

- For the period of July 31, 2024, the total operating revenue was \$15,595.14.
- Total operating expenses was \$17,321.57.
- Net ordinary income was \$(1,726.430).
- Net other income and expense was (\$10,459.86).
- Net increase/decrease in position was (\$12,186.29).
- The district's liquid cash balance on hand as of July 31, 2024, was \$545,468.80.

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

3.c. Secretary's Report:

- There were 18 past due accounts when the July statements were sent out. Seven payments have been received. Action to collect is being taken.
- Work continues on the audits.
- Secretary Nelson presented an email that was received from Michell Davidson with GHD regarding the tank access road erosion and retaining wall. See attached email.
- Cash Flow Report presented for approval.

- Director/Trustee Finley made a motion to approve the Cash Flow Report. Director/Trustee Aten seconded the motion, and the subsequent vote of the Board was unanimous.

3.d. Policy Review: President Akin reported that he has no update on Policy Review at this time.

4. UNFINISHED BUSINESS:

4.a. Customer Concerns Under Review:

- No customer concerns under review.

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

- Recruitment continues. To date no interest from the public has been shown.

4.c. Banking & Investment:

- The Board discussed adding Secretary to the Board Renna Nelson as a signer on the Coast Central Credit Union and Tri Counties Bank accounts.
- Director/Trustee Finley made a motion to approved adding Secretary to the Board Renna Nelson as a signer on the Coast Central Credit Union and Tri Counties Bank accounts. President & Acting Treasurer Akin seconded the motion and the subsequent vote of the Board was unanimous.

5. NEW BUSINESS:

5.a. New Customer Concerns:

- See Public Comment Period.

5.b. Cross Connection Control Program:


- Discussion was held regarding the status of the Big Rock CSD Cross Connection Control Program.
- Secretary Nelson was instructed to send back-flow prevention testing notices to those customers who are known to have secondary/axillary water supplies.

6. OTHER: No action taken.

7. ADJOURN REGULAR OPEN SESSION:

- President & Acting Treasurer Akin adjourned the Regular Open Session at 7:15 pm.


Attested:




Renna Nelson, Secretary to the Board

Approved Sept. 19, 2024

 - President, Joe Akin

 - Director/Trustee - Art Aten

 - Director/Trustee - Mike Finley