

**BIG ROCK COMMUNITY SERVICE DISTRICT
MINUTES OF ITS REGULARLY SCHEDULED PUBLIC MEETING
Thursday, September 21, 2023
Meeting was called to order by President Porteous at 6:36 p.m.**

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

ABSENT: None

GUESTS: None

INVOCATION: Led by Vice-President Akin

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

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:

- A new chlorinator has been installed.
- Leak repair on Hwy 199 is almost complete.
- MPA testing has been done and sent off for analysis.
- The meter replacement project is underway.
- The check valves for the well are ready to be installed. Vice-President Akin will meet with GM Allen to work on installation.
- The generator at the pumphouse ran for 86 hours during the fire power outage and the generator at the tank ran for 78 hours. While the, generators were being used there was issues with both of them surging.
- There was possible unreported use of water from hydrants during the fire, by fire personnel. Vice-President Akin spoke to individuals and informed them that they are required to report taking water and the amount taken otherwise is considered theft.
- Discussion was held regarding tank levels and changing the parameters of the SCADA alarms. No action taken
- Yvonne Brown informed GM Allen that BRCSD employees cannot park in the parking space if the vehicle is visible from her house. GM Allen was instructed by Vice-President Akin to document all such issues or complaints from customers and forward the information to the Secretary to the Board.

- The key to the SCADA system is missing and it looks as though it is broken off in the lock. Vice-President Akin will take a look at it and see if he can fix it.
- No update on the cross-connection replacement on Hydrant #6.
- No update on the 200,000-gallon meter replacement.
- No update on replacing the Mag Meter.
- No update on erosion control at the 200,000-gallon tank.

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

- For the period of Aug. 2023, the total operating revenue was \$17,731.74.
- Total operating expenses was \$10,543.07.
- Net ordinary income was \$7,188.67.
- Net other income and expense was (10,692.22).
- Net increase/decrease in position was (\$3,503.55).
- The district's cash balance on hand as of Aug. 31, 2023 was \$530,512.06.
- Vice-President Akin 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 thirteen past due accounts when the Aug. statements were sent out. As of Sept. 20, 2023 eight of the past due payments have been received. Action to collect is being taken.
- There were no Consumer Application for Services was received in Aug.
- Work continues on entering requested information into the Auditor's Suralink program.
- The website will go live on Sept. 29th.
- Water loss was reported as 21.83% based on pump run hours.
- Discussion was held regarding the use of the \$1,000.00 Disaster Response and Resilience Fund Grant from Humboldt Area Foundation. Director/Trustee Finley made a motion to use the \$1,000.00 grant to pay for BRCSO propane usage during the power outage during the fire (if acceptable to the Grantor) Vice-President Akin seconded the motion and the subsequent vote of the Board was unanimous. Secretary to the Board Nelson will make contact with the grantor to confirm the this is an acceptable use of the grant dollars.
- Secretary to the Board Nelson presented receipts from Don Olson with the Del Norte Amateur Club for approval. After discussion payment of the presented receipts were denied. Vice-President Akin will contact Don Olson to discuss what is needed to approve payment.
- Director/Trustee Finley made a motion to approve the Cash Flow Report. Director/Trustee Swenson seconded the motion and the subsequent vote of the Board was unanimous.

3.d. Policy Review:

- Vice-President Akin reported no update on policy review.

4. UNFINISHED BUSINESS:

4.a. Customer Concerns Under Review:

- No customer concerns under review.

5. NEW BUSINESS:

5.a. New Customer Concerns:

- (see GM report)

5.b. Well Property:

- Discussion was held regarding having a survey done on the BRCSD well property. Vice-President Akin made a motion to approve GM Allen contacting surveyors to get quotes on surveying the four corners of the BRCSD well property. Director/Trustee Swenson seconded the motion and the subsequent vote of the Board was unanimous.

5.c. Employee Salaries:

- Vice-President Akin lead a discussion regarding employee salaries. Vice-President Akin made a motion to approve raising the General Manager and the Secretary to the Board position to \$25.00 an hour and keeping the Water Distribution (Operations) position at \$15.50 an hour to be reviewed after six months of employment, Director /Trustee Swenson seconded the motion and the subsequent vote of the Board is as follows:
- Ayes: 4 President/Acting Treasurer Porteous, Vice-President Akin, Director/Trustee Swenson and Director/Trustee Aten
- Noes: Director/Trustee Finley

5.d. Annual Banking and Investment Policy:

- President and Acting Treasurer Porteous presented the Annual Banking and Investment Policy for approval. Director/Trustee Swenson made a motion to approve the Annual Banking and Investment Policy, Director/Trustee Aten seconded the motion and the subsequent vote of the Board is as follows:
- Ayes: 4 President/Acting Treasurer Porteous, Director/Trustee Finley, Director/Trustee Swenson and Director/Trustee Aten
- Noes: Vice-President Akin

5.e. Quarterly Banking and Investment Report:

- President and Acting Treasurer Porteous presented the FYE June 2023 3rd and 4th quarter, Quarterly Banking and Investment Report for approval. Vice-President Akin made a motion to approve the FYE June 2023 3rd and 4th quarter, Quarterly Banking and Investment Report, Director/Trustee Swenson seconded the motion and the subsequent vote of the Board was unanimous.

5.f. Employee Phones:

- Vice President Akin lead a discussion regarding providing cellphones to employees use for BRCS D business. No action taken

5.g. Office Space:

- Vice-President Akin lead a discussion regarding providing office space within the BRCS D District. No action taken

5.h. iPad/Tablet for Operations:

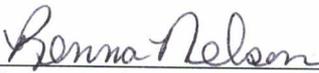
- Vice-President Akin lead a discussion regarding providing an iPad/Tablet to be used by the operations department in the field. No action taken.

6. OTHER: No action taken

7. ADJOURN REGULAR OPEN SESSION:

- President/Acting Treasurer Porteous adjourned the Regular Open Session at 9:14 pm.

Attested:



Renna Nelson, Secretary to the Board

Approved 10/19/2023