

**BIG ROCK COMMUNITY SERVICE DISTRICT  
MINUTES OF ITS REGULARLY SCHEDULED PUBLIC MEETING  
Thursday, January 18, 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 Allan

**ABSENT:** Director/Trustee Charles Swenson

**GUESTS:** None

**INVOCATION:** Led by Director/Trustee Mike Finley

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

**1. PUBLIC COMMENT PERIOD:** None

**2. MINUTES:**

- Vice-President Akin made a motion to approve the regular meeting minutes of Thursday December 14, 2023. 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:

- The erosion on the access road to the large tank is getting worse. Vice-President Akin will try calling Rebecca Crow with GHD and will follow-up with a letter regarding the erosion as well as the issue with the eight-inch meter.
- GM Allen received quotes from Aqua Metrics for the 8” and 6” meters. The eight-inch meter quote was \$8,900 and the six-inch meter quote was \$5,244. GM Allen was directed to get quotes from other companies.
- GM Allen reported that he let water out of the tanks without filling them to test the 8” meter and the meter did not move.
- GM Allen reported the Mag Meter at the well house has completely stopped working.
- GM Allen is waiting for a break in the weather to replace more customer meters.
- The SCADA System lock has been replaced.
- There seems to be an issue with the SCADA System back-up batteries. The SCADA System is not working when power is lost. GM Allen was directed to contact Sierria Controls regarding the issue.

- The cross connection on hydrant #6 was checked and there does not appear to be any issues with it. Secretary Nelson was directed to remove it from the agenda list.
- Water pumped for the year was 3,861,585 cubic feet. Water allowed to be pumped is 5,401,800 cubic feet. BRCSD is well within the allotted amount of water pumped.
- 37.96% water loss was reported.

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

- For the period of December 2023, the total operating revenue was \$10,465.01.
- Total operating expenses was \$7,276.49.
- Net ordinary income was \$3,188.52.
- Net other income and expense was (\$11,259.27).
- Net increase/decrease in position was (\$8,070.75).
- The district's liquid cash balance on hand as of December 31, 2023, was \$539,995.14.
- 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 seventeen past due accounts when the Dec. statements were sent out. As of Jan. 18, 2024, five accounts are paid in full with 4 partial payments received. Action to collect is being taken.
- The FYE 2017 and 2018 audits have been completed and the FYE 2019 and 2020 preliminary have been received.
- Discussion was held regarding raising the threshold from \$300 to \$1,000 on the BRCSD Fixed Asset and Depreciation schedule. No action taken.
- 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. Office Space:**

- No update

**4.c. iPad/Tablet for Operations:**

- After discussion Vice-President Akin made a motion to approve purchasing an iPad/Tablet with a spending limit of \$350.00. Director/Trustee Finley seconded the motion, and the subsequent vote of the Board was unanimous.

**4.d. Well Property:**

- No update

**4.e. GIS Mapping:**

- No update

**5. NEW BUSINESS:**

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

- No new customer concerns.

**5.b. Responsible Party USPS:**

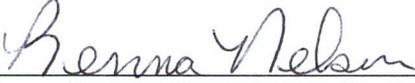
- Secretary Nelson informed the Board that the “Responsible Party Form” with the United States Postal Service is still showing Sandy Moreno as the responsible party/contact person for BRCSD. After discussion it was agreed that Secretary Nelson should be named on the form with the BRCSD office phone number and email being used.

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

**7. ADJOURN REGULAR OPEN SESSION:**

- President/Acting Treasurer Porteous adjourned the Regular Open Session at 8:07 pm.

Attested:

  
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Renna Nelson, Secretary to the Board  
Approved 2/15/2024