

**BIG ROCK COMMUNITY SERVICE DISTRICT
MINUTES OF ITS REGULARLY SCHEDULED PUBLIC MEETING
Thursday, December 19, 2024
Meeting was called to order by President Akin at 5:05 p.m.**

PRESENT: President & Acting Treasurer Joe Akin, Director/Trustee Mike Finley, Director/Trustee Art Aten, Secretary to the Board/Bookkeeper Renna Nelson, General Manager Andy Allen
Incoming Director/Trustee Michele Anderson, Incoming Director/Trustee Craig Strong

ABSENT: None

GUESTS: None

INVOCATION: Led by Director/Trustee Finley

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

1. PUBLIC COMMENT PERIOD: None

2. MINUTES:

- Director/Trustee Finley made a motion to approve the regular meeting minutes of November 21, 2024, as presented. President & Acting Treasurer Akin 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 8-inch meter was ordered and has been received.
- The storm power outage affected the upper tank SCADA System. Sierra Controls has been contacted, and they are working on solving the issue.
- Roy Tedsen has authorized tree removal near his property line at the wet well.
- Ditches and debris have been cleared out from the November storms. Invasive plants are being removed.
- GM Allen would like to start removing litter along the highway within the district as well as organizing removal of a vehicle that has washed down the river and is mostly buried in a river bar within the district. After discussion GM Allen was told that litter removal along the highway is a good idea but not under the district. It was suggested that he post on the Hiouchi Neighbors Helping Neighbors Facebook page to recruit volunteers. It was also suggested that GM Allen contact the Del Norte County Board of Supervisors regarding removal of the vehicle from the river bar.

- The sample kit for MPA testing has arrived and the test should take place in January.
- Most of the ¾-inch meters have been changed out. The cost of purchasing 2, 1-inch meters is \$574.00. President and Acting Treasurer Akin requested that the purchase of the 1-inch meters be tabled until after the first of the year.
- A company that tests and inspects tank Cathodic Protection Systems contacted GM Allen. The cost of an inspection would be \$1,000.00. President & Acting Treasurer Akin noted for the record that the district was told that the district does not need to worry about it for 10 years. No action taken.
- GM Allen is in the process of trying to locate a leak at 260 Monument Drive. The meter is not on the property line, and he believes that the leak is between the meter and the house.
- The check valves at the wet well still need to be replaced. GM Allen is planning to replace them during the summer when the river is lower.
- GM Allen reported a water loss percentage of 36.54% compared to the previous month water loss percentage of 28.05%. GM Allen believes that the higher water loss percentage is due to the check valve failing at the well house. GM Allen will work on repairing or replacing the check valve.

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

- For the period of November 2024, the total operating revenue was \$11,975.46.
- Total operating expenses was \$8,692.82.
- Net ordinary income was \$3,282.64.
- Net other income and expense was (\$9,958.22).
- Net increase/decrease in position was (\$6,675.58).
- The district's liquid cash balance on hand as of November 30, 2024, was \$562,283.16. (Does not include interest earned on Certificate of Deposits at Coast Central Credit Union and Tri Counties Bank)

3.c. Secretary's Report:

- There were 15 past due accounts when the Nov. statements were sent out. Nine payments have been received. Action to collect is being taken.
- Secretary Nelson reported that as she was getting ready to leave for the meeting, she received an email from the auditor with the 2019 Single Audit Preliminary Report. There was a single finding of not filing the audit on time. The auditor requested a Management Response Letter from BRCSD management regarding the finding. President & Acting Treasurer Akin will write a letter and bring it before the Board at the January 16, 2025, meeting for approval.
- Director/Trustee Finley made a motion to approve the Cash Flow Report. President & Acting Treasurer Akin seconded the motion, and the subsequent vote of the Board was unanimous.

3.d. Policy Review:

- President & Acting Treasurer Akin reported that he is updating the policies and procedures for Will Serve Letters as well as Water Shutoff due to non-payment. He will bring updated policies and procedures to the January 16, 2025, meeting for discussion and possible approval.

4. UNFINISHED BUSINESS:

4.a. Customer Concerns Under Review:

- No customer concerns under review.

5. NEW BUSINESS:

5.a. New Customer Concerns:

- No new customer concerns.

5.b. Oath of Office:

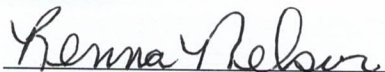
- President & Acting Treasurer Akin gave the Oath of Office to Michael Finley, Arthur Aten, Michelle Anderson, and Craig Strong

6. OTHER: President & Acting Treasurer Akin reported for the record that he ran into the BRCSD's previous Secretary to the Board/Bookkeeper, Sandy Moreno and she stated that she is planning on making a formal request for copies of BRCSD records "Audits done after she left BRCSD employment" and that she is planning on submitting an invoice for services rendered prior to her leaving BRCSD employment. No action taken.

7. ADJOURN REGULAR OPEN SESSION:

- President & Acting Treasurer Akin adjourned the Regular Open Session at 6:02 pm. President & Acting Treasurer Akin reopened the Regular Open Session at 6:05 pm noting that when giving the financial report he missed part of it. President and Acting Treasurer Akin reported on the previously missed portion on the Financial Report and re-adjourned the Regular Open Session at 6:06 pm.

Attested:



Renna Nelson, Secretary to the Board

Approved: 01/16/2025