

**BIG ROCK COMMUNITY SERVICE DISTRICT
MINUTES OF ITS REGULARLY SCHEDULED PUBLIC MEETING
Thursday, June 20, 2024
Meeting was called to order by President Akin at 6:38 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: 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 April 18, 2024, and May 16, 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:

- The new 6-inch Mag Meter arrived. GM Allen is waiting on quote responses from First Service Plumbing and Woods Plumbing.
- The generator is not running properly. GM Allen will contact Suburban Propane regarding replacing the regulator to see if that fixes the issue. President Akin also recommended looking to see if there is an air filter that may need to be replaced.
- Meter replacement continues. While replacing meters GM Allen discovered a meter that has concrete around it and the new meter will not fit without removing the concrete. GM Allen was directed to wait to replace any “problem meters until all other meters were replaced. Discussion was held regarding replacement of large meters within the system. No action taken.
- 28.77% water loss was reported.
- The erosion on the road to the 200,000-gallon tank still needs to be addressed. After discussion, Secretary Nelson was directed to write a letter to GHD addressing the issue.
- GM Allen informed the Board of a Class Action Lawsuit against 3M and DuPont. GM Allen will contact the GM at Smith River CSD to discuss the lawsuit with him.

- GM Allen reported that employee Brian LaBlanc's son is interested in a summer position with Big Rock CSD if one is available. The Board directed Secretary Nelson to research labor law regulations regarding hiring individuals under the age of 18.
- Laura Archuletta at 140 Cable Rock Rd. had very high usage that she was made aware of. A leak was discovered and is being addressed. No action taken.
- Roy Tedsen claims he has high water pressure that has caused a leak in his house. No action taken.
- Discussion was held regarding changing out the check valves at the well. GM Allen was directed to get bids for changing out the check valves and to also talk to Randy Rogers who is familiar with the system.

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

- For the period of May 31, 2024, the total operating revenue was \$12,703.11.
- Total operating expenses was \$7,319.65.
- Net ordinary income was \$5,383.46.
- Net other income and expense was (\$10,714.32).
- Net increase/decrease in position was (\$5,330.86).
- The district's liquid cash balance on hand as of May 31, 2024, was \$544,388.87.
- Director/Trustee Aten 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 16 past due accounts when the May statements were sent out. Six payments have been received. Action to collect is being taken.
- Work continues on the audits.
- Per Big Rock CSD's request, Brad Roupp sent an invoice in the amount of \$2,500 for providing Big Rock CSD employees, contractors, and equipment access to the well through his property at 160 Houlie Drive during the construction of his new residence. Big Rock CSD will apply a \$2,500 credit to Mr. Roupp's account as payment.
- Cash Flow Report presented 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:

- No update

4. UNFINISHED BUSINESS:

4.a. Customer Concerns Under Review:

- No customer concerns under review.

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

- Secretary Nelson reported that notices of Board Member Vacancy were sent to customers with the May statements.

4.c. Hiouchi Mountain Radio Station Tower Site MOA Between Big Rock CSD and the Del Norte Amateur Radio Club:

- The approved MOA between the Big Rock CSD and the Del Nore Amateur Radio Club was presented for signature. Secretary Nelson will contact the DNARC requesting a key to the shed.

4.d. Banking Updates:

- Secretary Nelson requested a motion to remove Alan Porteous and Charles Swenson from all Big Rock CSD bank accounts.
- Director/Trustee Finley made a motion to remove Alan Porteous and Charles Swenson as signers from the Big Rock CSD's accounts at Chase Bank, Coast Central Credit Union, and Tri Counties Bank due to their resignations on the Big Rock CSD Board of Directors. Director/Trustee Aten seconded the motion, and the subsequent vote of the Board was unanimous.
- Discussion was held regarding moving the Big Rock CSD checking and savings accounts from Chase Bank. No action taken.
- Discussion was held regarding adding Secretary Renna Nelson as a signer on the Chase Bank accounts and applying for a new credit card through Coast Central Credit Union in the amount of \$10,000 with General Manager Andrew Allen as the card holder/signer.
- Director/Trustee Finley made a motion to approve adding Secretary Renna Nelson as a signer on the Chase Bank accounts. Director/Trustee Aten seconded the motion, and the subsequent vote of the Board was unanimous.

- Director/Trustee Finley made a motion to apply for a new credit card through Coast Central Credit Union in the amount of \$10,000 and approve General Manager Andrew Allen as the card holder/signer. Director/Trustee Aten seconded the motion, and the subsequent vote of the Board was unanimous. (previous credit card with Alan Porteous as the card holder/signer to be cancelled)

5. NEW BUSINESS:

5.a. New Customer Concerns:

- See 3.a. Condition of Water Distribution System

5.b. FYE 2025 Final Budget:


- Secretary Nelson presented the FYE 2025 Final Budget for approval.
- Director/Trustee Finley made a motion to approve the FYE 2025 Final Budget as presented. Director/Trustee Aten seconded to motion and the subsequent vote of the Board was unanimous.
Ayes: Director/Trustee Finley, Director/Trustee Aten, President and Acting Treasurer Akin
Noes: none
Abstain: none

6. OTHER: No action taken.

7. ADJOURN REGULAR OPEN SESSION:

- President & Acting Treasurer Akin adjourned the Regular Open Session at 8:13 pm.

Attested:



Renna Nelson, Secretary to the Board

Approved July 18, 2024