

**BIG ROCK COMMUNITY SERVICE DISTRICT
MINUTES OF ITS REGULARLY SCHEDULED PUBLIC MEETING
Thursday, December 14, 2023
Meeting was called to order by President Porteous at 6:38 p.m.**

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

ABSENT: None

GUESTS: Brian LaBlanc

INVOCATION: Led by Vice-President Akin

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

1. PUBLIC COMMENT PERIOD: None

2. MINUTES:

- Director/Trustee Finley made a motion to approve the regular meeting minutes of Thursday November 16, 2023. Director/Trustee Swenson 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:

- Leaks were reported at 140 Cable Rock Rd. and 201 Hiouchi Drive.
- The Wet Well has been sealed for the winter.
- The Smith River flowed over the top of the cistern.
- A noticeable increase in turbidity has been observed and the chlorine was adjusted accordingly.
- Still no response from Suburban Propane regarding topping off the propane tanks.
- Still no response from McLennon Excavation regarding repairs to the tank access road.
- Discussion was held regarding security of the system. No action taken.
- Meter replacement continues.
- Discussion was held regarding replacing the Mag Meter. GM Allen will research options and costs and report back to the Board at the January meeting.
- Discussion was held regarding replacing the cross connection on hydrant #6. GM Allen will investigate and report back to the Board at the January meeting.
- Discussion was held regarding replacement of the meter at the 200,000 gallon tank.

- After discussion of the issue with the meter at the 200,000 tank and the issue of erosion at the tank and the road to the tank Vice President Akin agreed to write a letter to GHD who engineered the project.
- 34.22% 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 November 2023, the total operating revenue was \$10,913.65.
- Total operating expenses was \$6,696.85.
- Net ordinary income was \$4,216.80.
- Net other income and expense was (\$11,674.06).
- Net increase/decrease in position was (\$7,457.26).
- The district's liquid cash balance on hand as of November 30, 2023 was \$542,694.28.
- Director/Trustee Finley made a motion to approve the Financial Report as presented. Vice-President Akin seconded the motion and the subsequent vote of the Board was unanimous.

3.c. Secretary's Report:

- There were fifteen past due accounts when the Nov. statements were sent out. As of Dec. 13, 2023 two of the past due accounts were paid in full with thirteen partial payments received. Action to collect is being taken.
- There were no Consumer Application for Services was received in November.
- Secretary Nelson is waiting on an update from the auditor on the progress of the audits. Nothing new to report.
- 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. Employee Phones:

- Discussion was held regarding paying a monthly stipend to employees for the use of their cellphones. Vice-President Akin made a motion to provide a monthly stipend of \$40.00 to GM Allen and a monthly stipend of \$10.00 to Operations Employee Brian LaBlanc for the uses of their cellphones. Director/Trustee Swenson seconded the motion and the subsequent vote of the Board was unanimous.

4.c. Office Space:

- Vice-President Akin reported that there is a possible grant through OES for office space. Vice-President Akin will gather more information and report back to the Board.

4.d. Ipad/Tablet for Operations:

- Vice-President Akin lead a discussion regarding purchasing an Ipad or Tablet to be used by the operations department. GM Allen and Secretary Nelson will research options and costs and report back to the Board at the January meeting.

4.e. Well Property:

- Secretary Nelson reported that Ward Stover is working a quote on locating the corners of the property.

4.f. GIS Mapping:

- Vice-President Akin reported that GIS mapping is available through OES. Vice-President gather more information and report back to the Board.

5. NEW BUSINESS:

5.a. New Customer Concerns:

- Vice President Akin reported that he received a phone call from a customer who was unhappy with her meter being replaced as well as not being able to pay her bill online. No action taken
- Discussion was held regarding meter replacement and bill adjustment in relation to leaks at 140 and 135 Cable Rock Road. Vice-President Akin made a motion to adjust the bills at 140 and 135 Cable Rock Road to the same amount as November 2022 due to the leak being before the property lines. Director/Trustee Finley seconded the motion and the subsequent vote of the Board was unanimous.
- Discussion was held regarding customer request for bill adjustment due to a leak at 201 Hiouchi Drive. Vice-President Akin made a motion to deny the request due to the

leak being on the owner's property. Director/Trustee Finley seconded the motion and the subsequent vote of the Board was unanimous.

5.b. Employee Evaluation:

- GM Allen presented a six-month employee evaluation on employee Brian LaBlanc. After discussion Vice-President Akin made a motion to approve a six-month step increase from \$15.50 an hour to \$17.50 an hour. Director/Trustee Swenson seconded the motion and the subsequent vote of the Board was unanimous.

6. OTHER: No action taken.

7. ADJOURN REGULAR OPEN SESSION:

- President/Acting Treasurer Porteous adjourned the Regular Open Session at 8:26 pm.

Attested:

Renna Nelson

Renna Nelson, Secretary to the Board

Approved Jan 18, 2024