

**BIG ROCK COMMUNITY SERVICE DISTRICT
MINUTES OF ITS REGULARLY SCHEDULED PUBLIC MEETING
Thursday, May 15, 2025
Meeting was called to order by President Akin at 5:15 p.m.**

PRESENT: President Joe Akin, Director/Trustee Mike Finley (left at 5:44 p.m.), Director/Trustee/Treasurer Michelle Anderson, Vice-President Craig Strong, Director/Trustee Aten, Secretary to the Board/Bookkeeper Renna Nelson, General Manager Andy Allen

ABSENT: None

1. **GUESTS:** Walter Ussery arrived after the Public Comment Period and asked for a copy of the agenda. A copy of the agenda was given to him, and he left without comment.

INVOCATION: Led by Director/Trustee Finley

PLEDGE OF ALLEGIANCE TO THE U.S. FLAG: Led by President Akin

2. **PUBLIC COMMENT PERIOD:** None

2. MINUTES:

- Director/Trustee Finley made a motion to approve the regular meeting minutes of April 17, 2025, as presented. Vice-President Strong 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:

- GM Allen located another leak on Monument Drive on the customer side.
- Still waiting on generator quotes.
- There have been two inquiries regarding the Water Distribution position. GM Allen requested that a decision be made regarding the starting wage for the position.
- GM Allen presented pictures that he took at the 50,000-gallon tank of the roof and the brace on the inside of the tank. He noted that the bottom of the brace is completely rusted out and that the brackets are gone and that the roof is damaged. President Akin asked GM Allen what his recommendations are for fixing the issues. GM Allan recommended hiring professionals to fix the issues. President Akin directed GM Allen to contact Jeff Beard with Smith River CSD and ask his opinion on the issues stating that Jeff has a lot of experience with water systems.
- GM Allen presented the Board with quotes from Timbercat Tree Service, Coopman's Chopping, RA Kirkland, and Tree Ventures Inc. for tree removal at the Conex Boxes.

When Timbercat's Tree Service was looking at the trees by the Conex Boxes they also looked at trees around the 200,000-gallon tank and they observed several small trees next to the tank and suggested they be removed. After discussion Vice-President Strong made a motion to approve accepting Coopman's Chopping quote in the amount of \$3,645.00 to remove four trees located near the Conex Boxes including chipping of all debris and moving firewood size logs to a designated area.

- Wood's Plumbing has ordered parts that are needed to replace the meter at the 200,000-gallon tank.
- GM Allen informed the Board that the check valves that were previously ordered are not for potable water. GM Allen is working with Roger's Machinery to return the incorrect check valves and replace them with check valves that are for potable water.
- President Akin asked GM Allen if he found anything out regarding resetting the tank levels. There is a question as to whether this can be done via the SCADA System or if it has to be done manually. GM Allen stated that it is his understanding that it has to be done manually. President Akin stated that he believes it can be done via the SCADA System and directed GM Allen to do more research and report back to the Board.
- President Akin asked GM Allen if he made planned to meet with Randy Rogers. GM Allen stated he was not sure why President Akin wants him to meet with Randy Rogers. President Akin responded stating that Randy Rogers knows a lot about the BRCSD system and it would benefit the BRCSD to access that knowledge.
- Water Loss during the last billing period was 36.5%. Water pumped was 224,663 cubic feet and water sold was 142,660 cubic feet.

3.b. Financial Report: The Financial Report, compiled by Secretary Nelson and presented by Director/Trustee/Treasurer Anderson

- For the period of April 2025, the total operating revenue was \$11,134.11.
 - Total operating expenses were \$11,747.63.
 - Net ordinary income was (\$613.52).
 - Total other income was \$906.65.
 - Net other income and expense was (\$10,712.35).
 - Net increase/decrease in position was (\$11,325.87).
 - Total checking, savings, and petty cash \$133,550.04.
 - Total investments \$452,437.12.
 - Total checking/savings/petty cash & investments \$585,987.16
- Director/Trustee Finley made a motion to approve the Financial Report as presented Director/Trustee/Treasurer Aten seconded the motion, and the subsequent vote of the Board was unanimous.

3.c. Secretary's Report:

- There were 19 past due accounts when the April statements were sent out. Eight payments have been received. Action to collect is being taken.
- Work continues on the audits.
- Cash Flow Report presented for approval.
- Director/Trustee/Treasurer Anderson made a motion to approve the Cash Flow Report. Vice-President Strong seconded the motion, and the subsequent vote of the Board was unanimous.

3.d. Policy Review:

- Work continues on updating the BRCSD Water Shutoff Policy.
- Work continues on updating the BRCSD Cross Connection Policy.
- President Akin presented a new Purchasing Policy for approval. After discussion Vice-President Strong made a motion to approve the Purchasing Policy as presented. Director/Trustee/Treasurer Anderson seconded the motion, and the subsequent vote of the Board was unanimous. **Note: Director/Trustee Finley left the meeting prior to the vote leaving Director/Trustee Aten, Director/Trustee/Treasurer Anderson, Vice-President Strong and President Akin present during the vote.**

4. UNFINISHED BUSINESS:

4.a. Customer Concerns Under Review:

- No customer concerns under review.

4.b. Dan Peeples Will Serve Letter:

- President Akin noted that the previously approved letter was mailed to Mr. Peeples and to date he has not responded. No action taken.

4.c. Tri Counties Bank CDs:

- President Akin asked the Board to ratify his decision to not move the two \$50,000.00 CDs to Coast Central Credit Union due to the interest rate changing prior to being able to move the money. President Akin is also trying to clarify whether the BRCSD money would be insured at Coast Central Credit Union if it is above \$250,000.00. Director/Trustee/Treasurer Anderson made a motion to ratify President Akin's decision to not move the two \$50,000.00 CDs to Coast Central Credit Union. Vice President Strong seconded the motion, and the subsequent vote of the Board was unanimous. **Note: Director/Trustee Finley left the meeting prior to the vote leaving Director/Trustee Aten, Director/Trustee/Treasurer Anderson, Vice-President Strong and President Akin present during the vote.**

- Director/Trustee/Treasurer Anderson made a motion to approve moving the two \$50,000.00 CDs to the best possible highest yield CDs that can be found. Director/Trustee Aten seconded the motion, and the subsequent vote of the Board was unanimous. **Note: Director/Trustee Finley left the meeting prior to the vote leaving Director/Trustee Aten, Director/Trustee/Treasurer Anderson, Vice-President Strong and President Akin present during the vote.**

4.d. Resolution 2025-1:

- President Akin presented Resolution 2025-1 a Resolution Authorizing the Sale of 171 Square Feet of Big Rock CSD Property to Pacific Power for Easement and Utility Purposes. Vice-President Strong made a motion to approve Resolution 2025-1. Director/Trustee/Treasurer Anderson seconded the motion, and the subsequent vote of the Board was unanimous. **Note: Director/Trustee Finley left the meeting prior to the vote leaving Director/Trustee Aten, Director/Trustee/Treasurer Anderson, Vice-President Strong and President Akin present during the vote.**

4.e. Employee Recruitment:

- As previously reported by GM Allen there have been two inquiries regarding the Water Distribution position. GM Allen again requested that a decision be made regarding a starting wage for the position. After discussion Vice-President Strong made a motion to approve a starting wage of \$20.00 an hour for the Water Distribution position. Director/Trustee/Treasurer Anderson seconded the motion, and the subsequent vote of the Board was unanimous. **Note: Director/Trustee Finley left the meeting prior to the vote leaving Director/Trustee Aten, Director/Trustee/Treasurer Anderson, Vice-President Strong and President Akin present during the vote.**

5. NEW BUSINESS:

5.a. New Customer Concerns:


- Secretary Nelson received a phone call from the contractor at 106A and 106B Shady Lane with questions regarding who is responsible for digging across the road and installing the pipe. The Will Serve Letter clearly states that it is the customer's responsibility. Secretary Nelson instructed the contractor to contact President Akin if he had any questions or concerns regarding the Will Serve Letter. To date President Akin has not been contacted. No action taken.

6. OTHER: No action taken

7. ADJOURN REGULAR OPEN SESSION:

- President Akin adjourned the Regular Open Session at 6:37 p.m.

Attested:



Renna Nelson, Secretary to the Board

Approved: 6/19/2025