

**BIG ROCK COMMUNITY SERVICE DISTRICT
MINUTES OF ITS REGULARLY SCHEDULED PUBLIC MEETING
Thursday, June 19, 2025
Meeting was called to order by Vice-President Craig Strong at 5:04 p.m.**

PRESENT: Director/Trustee Mike Finley, Director/Trustee/Treasurer Michelle Anderson, Vice-President Craig Strong, Director/Trustee Aten, Secretary to the Board/Bookkeeper Renna Nelson, General Manager Andy Allen

ABSENT: President Joe Akin

1. GUESTS: None

INVOCATION: Led by Director/Trustee Finley

PLEDGE OF ALLEGIANCE TO THE U.S. FLAG: Led by Vice-President Strong

2. PUBLIC COMMENT PERIOD: None

2. MINUTES:

- Director/Trustee Finley made a motion to approve the regular meeting minutes of May 15, 2025, and special emergency meeting of June 2, 2025, 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:

- Lead, cooper and disinfection by-products samples were taken to the lab in Arcata.
- Still waiting on maintenance quote on the generators. GM Allen spoke to the Cummins representative regarding doing a load bank on the generators. Director/Trustee Finley informed GM Allen that he was told that Joe Wilson is now working on generators.
- The tree removal project is complete.
- GM Allen presented a quote in the amount of \$10,540.00 from Red Sky Roofing to have the roof replaced on the 50,000-gallon tank. The quote does not include any extra carpentry. (see attached quote) GM Allen has been unable to get a quote from Stone Roofing. Vice-President Strong stated that he promotes having a more durable metal roof put on the tank. GM Allen will get quotes for a metal roof.
- GM Allen presented a quote from H2O Solutions, LLC for inspection and cleaning of the 50,000-gallon tank and the 200,000-gallon tank. Secretary Nelson informed the

Board that she talked with Mike Morgan, retired General Manager, with Gasquet CSD regarding tank inspection and he said that it should be done every 10 years. No action taken.

- GM Allen reported that President Akin told him to hold off contacting Randy Rogers regarding the BRCS D system.
- The new check valves have arrived, and the old ones were returned for a full refund due to non-potable use.
- GM Allen will be gone for a week and Brian LeBlanc has agreed to fill in for him in his absence.
- GM Allen reported that Brian's son Jake is interested in the Water Distribution position. After discussion Director/Trustee Finley made a motion to approve hiring Jake LeBlanc at \$18.00 an hour with a start date of July 1, 2025, with a review in 90 days. Director/Trustee/Treasurer Anderson seconded the motion, and the subsequent vote of the Board was unanimous.
- Water Loss during the last billing period was 25.6%. Water pumped was 290,015 cubic feet, water sold was 214,720 cubic feet and 1,070 cubic feet was used by the fire department.

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

- For the period of May 2025, the total operating revenue was \$12,917.26.
- Total operating expenses were \$12,170.01.
- Net ordinary income was (\$747.25).
- Total other income was \$2,541.24.
- Net other income and expense was (\$19,077.76).
- Net increase/decrease in position was (\$8,330.51).
- Total checking, savings, and petty cash \$130,487.38.
- Total investments \$454,935.85.
- Total checking/savings/petty cash & investments \$585,423.23
- Secretary Nelson informed the Board that the two \$50,000.00 CDs at Tri Counties Bank matured and were rolled into new 3-month CDs with an interest rate of 3.923% and an annual percentage rate of 4.00%.
- Director/Trustee Finley made a motion to approve the Financial Report as presented Vice-President Strong seconded the motion, and the subsequent vote of the Board was unanimous.

3.c. Secretary's Report:

- There were 17 past due accounts when the May statements were sent out. Thirteen payments have been received. Action to collect is being taken.
- Work continues on the audits.
- Cash Flow Report presented for approval.

- Director/Trustee/Finley made a motion to approve the Cash Flow Report. Director/Trustee/Treasurer Anderson seconded the motion, and the subsequent vote of the Board was unanimous.

3.d. Policy Review: President Akin absent. Nothing to report.

4. UNFINISHED BUSINESS:

4.a. Customer Concerns Under Review:

- GM Allen reported that the contractor at 106 A & 106 B continues to use the fire hydrant after being told numerous times not to use it. The hydrant is now damaged from being turned on and off with the incorrect tools.
- The neighboring property as well as a property on Monument Drive both had issues with their water heaters pressure relief valves. It has been suggested that this could be due to the "hammering effect" from the fire hydrant being turned on and off incorrectly.
- After discussion Vice-President Strong said he would talk to the contractor and the owner of the property regarding the issue.

4.b. Dan Peeples Will Serve Letter:

- Director/Trustee Finley reported that he talked to Dan Peeples regarding his Will Serve Letter Request. Dan stated he has plans for his project and he will be requesting that BRCSD provide a pump to service his property and would also like BRCSD to pay for the electricity to run the pump. No action taken.

4.c. Employee Recruitment:

- See General Manager Report (Condition of Water Distribution System)

4.d. FYE 2026 Budget:

- Secretary Nelson presented the FYE 2026 budget for approval. After discussion Director/Trustee Finley made a motion to approve the presented budget with the exception of changing line-item Buildings, Improvements, and Infrastructure from \$2,000.00 to \$12,000.00.

5. NEW BUSINESS:

5.a. New Customer Concerns:


- No new customer concerns.

6. OTHER: No action taken

7. ADJOURN REGULAR OPEN SESSION:

- Vice-President Strong adjourned the Regular Open Session at 6:13 p.m.

Attested:



Renna Nelson, Secretary to the Board

Approved: July 17, 2025