

**BIG ROCK COMMUNITY SERVICE DISTRICT
MINUTES OF ITS REGULARLY SCHEDULED PUBLIC MEETING
Thursday, September 19, 2024
Meeting was called to order by President Akin at 5:15 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: Craig Strong

INVOCATION: Led by Director/Trustee Finley

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

1. **PUBLIC COMMENT PERIOD:** Craig Strong introduced himself and expressed interest in joining the Big Rock CSD Board of Directors.

2. MINUTES:

- Director/Trustee Aten made a motion to approve the regular meeting minutes of Aug. 15, 2024, as presented. Director/Trustee Finley 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:

- Hydrants have been flushed and valves turned. The Hydrant at Hazeltine had low pressure.
- The box where the two systems come together needs work done on it.
- There is a new lead inventory that is require by the state. GM Allen is in the process of completing it.
- GM Allen is still waiting to hear back from the SWRCB regarding whether or not BRCS D needs to continue doing MPA testing.
- Contaminates and Chlorine by-products testing is being done at North Coast Laboratories.
- Clearing of trees and brush at the wet well has been done.
- Still waiting on Woods Plumbing to replace the 6-inch master meter.
- A small leak on the Big Rock CSD side of the meter was discovered at 260 Monument Drive.
- Hemmingsen Contracting looked at the road to the 200,000-gallon tank and gave an unofficial bid of between \$400.00 and \$500.00 dollars to grade the road. Tidewater Construction will not be available before winter.

- After discussion Director/Trustee Finley made a motion to approve up to \$1,000.00 for Hemmingsen Contracting to grade the road to the 200,000-gallon tank. Director Aten seconded the motion, and the subsequent vote of the Board was unanimous.
- GM Allen report water loss of 25.19%

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

- For the period of Aug. 31, 2024, the total operating revenue was \$15,347.77.
- Total operating expenses was \$8,685.94.
- Net ordinary income was \$6,661.83.
- Net other income and expense was (\$10,319.27).
- Net increase/decrease in position was (\$3,657.44).
- The district's liquid cash balance on hand as of Aug. 31, 2024, was \$550,234.70.
- Director/Trustee Finley made a motion to approve the Financial Report as presented. Director/Trustee Aten seconded the motion, and the subsequent vote of the Board was unanimous.

3.c. Secretary's Report:

- There were 15 past due accounts when the Aug. statements were sent out. Eight payments have been received. Action to collect is being taken.
- Work continues on the audits.
- Cross connection letters were sent out on September 19th.
- Cash Flow Report presented for approval.
- Director/Trustee Finley made a motion to approve the Cash Flow Report. President and Acting Treasurer Akin seconded the motion, and the subsequent vote of the Board was unanimous.

3.d. Policy Review: President Akin reported that he has no update on Policy Review at this time.

4. UNFINISHED BUSINESS:

4.a. Customer Concerns Under Review:

- No customer concerns under review.

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

- Recruitment continues.

4.c. Banking & Investment:

- Discussion was held regarding moving money from the Chase Savings account into Certificates of Deposits.
- Director/Trustee Finley made a motion to approve moving \$100,000.00 into a Certificate of Deposit at Tri Counties Bank. President and Acting Treasurer Akin seconded the motion, and the subsequent vote of the Board was unanimous.

5. NEW BUSINESS:

5.a. New Customer Concerns:

- General Manager Allen reported that when changing out meters he switched the serial numbers on Thom and Rene Hutzell's meter and Sue Mello's meter resulting in the Hutzell's being billed for the Mello's usage and the Mello's being billed for the Hutzell's usage. GM Allen notified both parties. After adjustment Sue Mello will end up owing more than she has been billed for. After discussion President and Acting Treasurer Akin made a motion to approve offering Sue Mello a payment plan and waiving any late fees until the added amount is paid off. Director/Trustee Finley 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 Akin adjourned the Regular Open Session at 6:09 pm.

Attested:

Renna Nelson
Renna Nelson, Secretary to the Board

President & Acting Treasurer Joe Akin: Joe Akin

Director/Trustee Mike Finley: Mike Finley

Director/Trustee Art Aten: Art Aten

October 17, 2024