

**BIG ROCK COMMUNITY SERVICE DISTRICT  
MINUTES OF ITS REGULARLY SCHEDULED PUBLIC MEETING  
Thursday, February 15, 2024  
Meeting was called to order by President Porteous at 6:38 p.m.**

**PRESENT:** President/Acting Treasurer Alan Porteous, Vice-President Joe Akin  
Director/Trustee Mike Finley, Director/Trustee Art Aten, Secretary/Bookkeeper Renna Nelson

**ABSENT:** General Manager Andy Allen, Director/Trustee Swenson

**GUESTS:** None

**INVOCATION:** Led by Vice-President Akin

**PLEDGE OF ALLEGIANCE TO THE U.S. FLAG:** Vice-President Akin

**1. PUBLIC COMMENT PERIOD:** None

**2. MINUTES:**

- No action taken.

**3. REPORTS AND PRESENTATIONS:**

**3.a. Condition of the Water-Distribution System:** In his absence, General Manager Andy Allen submitted a written report that included the following:

- Propane was delivered.
- Master Meter research shows 6-8 month back order.
- Storm damage has occurred on the access road to the upper tank. Culvert failure led to the road being washed out.
- Lights at the tank are not functional.
- A leak on the customer side at 115 Storm Way was identified during the posting of meter readings. The customer has been notified.
- Cathodic protection at the tank is showing an error.
- Reports are being submitted to the State Water Resources Control Board using pump run hour log.
- 37.82% water loss was reported.

No action taken.

- Vice President Akin reported that he is still waiting to hear back from GHD regarding the road erosion and the meter at the 200,000-gallon tank. No action taken.

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

- For the period of January 31, 2024, the total operating revenue was \$10,971.63
- Total operating expenses was \$9,260.94
- Net ordinary income was \$1,710.69
- Net other income and expense was (\$10,713.19).
- Net increase/decrease in position was (\$9,002.50).
- The district's liquid cash balance on hand as of January 31, 2024 was \$545,881.60
- 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 nine past due accounts when the Jan. statements were sent out. Four payments in full and one partial payment have been received. Action to collect is being taken.
- 160 Hawkins Flat sold. The new owner filled out all paperwork and the account has been updated.
- The 2019 & 2020 audits are complete. The Auditor indicated that a single audit is needed for the HSP project.
- Form 700's are due April 2<sup>nd</sup>.
- Secretary Nelson is in the process of filing the Financial Transaction Report to the State.
- SAM update is due.
- 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. Office Space:**

- Secretary Nelson was instructed to remove this item from the agenda until further notice.

**4.c. Well Property:**

- Secretary Nelson reported that Ward Stover is working a quote on locating the corners of the property. No update. No action taken.

**4.d. GIS Mapping:**

- Secretary Nelson was instructed to remove this item from the agenda until further notice.

**5. NEW BUSINESS:**

**5.a. New Customer Concerns:**

- See 3.a. regarding the leak at 115 Storm Way

**5.b. Resignation Director/Trustee Charles Swenson:**


- Secretary Nelson presented a letter of resignation from Director/Trustee Charles Swenson.
- Director/Trustee Finley made a motion to accept Director/Trustee Charles Swenson's resignation. Director/Trustee Aten 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 7:24 pm.

Attested:

  
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Renna Nelson, Secretary to the Board  
Approved March 21, 2024