

**BIG ROCK COMMUNITY SERVICE DISTRICT
MINUTES OF ITS REGULARLY SCHEDULED PUBLIC MEETING
Thursday, February 20, 2025
Meeting was called to order by President Akin at 5:03 p.m.**

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

ABSENT: Director/Trustee Art Aten

GUESTS: Dan Peeples, Walter Ussery

INVOCATION: Led by President Akin

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

1. **PUBLIC COMMENT PERIOD:** Dan Peeples requested that the BRCSD service his property located on Hiouchi Mountain Road. Board discussion to be added to the March 20, 2025, agenda.
2. Walter Ussery presented information & concerns regarding the owners of Redwood Meadows RV Resort plans to turn Redwood RV Resort into a Tiny Home property. Board discussion to be added to the March 20, 2025, agenda.

2. MINUTES:

- Director/Trustee Finley made a motion to approve the regular meeting minutes of January 16, 2025, as presented. Director/Trustee/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:

- The waterline main on Shady Lane is on the opposite side of the road from the Jones project. The contractor will need to dig a trench in the road to run the service line to the property. The contractor expects to do the work sometime next week.
- During the freeze there were issues with waterline breaks. All the waterline breaks that were discovered were on the customers' side and have been addressed.
- GM Allen has been working on finding a leak on Monument Drive.

- GM Allen informed the Board that there are two 1-inch meters that need to be replaced. One of the meters is located at the Hiouchi Hamlet and the other is located at 235 Monument Drive. After discussion it was determined that the meter on Monument Drive should be changed out to a ¾-inch meter.
- Director/Trustee/Treasurer Anderson made a motion to approve purchasing a 1-inch meter to be located at the Hiouchi Hamlet. Vice-President Strong seconded the motion, and the subsequent vote of the Board was as follows.
Ayes: Director/Trustee/Treasurer Anderson, Vice-President Strong and President Akin
Noes: None
Abstain: Director/Trustee Finley
- GM Allen is having keys made for the new Board Members and offered to give the new Board Members a tour of the BRCSD system.
- Woods Plumbing ordered the wrong flange for the Master Meter replacement project. They have reordered the correct flange and once it is received, they will move forward on the meter replacement.

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

- For the period of January 2025, the total operating revenue was \$10,953.47.
- Total operating expenses were \$20,787.22.
- Net ordinary income was (\$9,833.75).
- Total other income was \$5,665.38.
- Net other income and expense was (\$15,953.62).
- Net increase/decrease in position was (\$15,787.37).
- The district's liquid cash balance on hand as of Jan. 31, 2024⁵, was \$557,506.69. (Does not include interest earned on Certificate of Deposits at Coast Central Credit Union & Tri Counties Bank.)
- Director/Trustee Finley made a motion to approve the January 2025 Financial Report as presented. Director/Trustee/Treasurer Anderson seconded the motion, and the subsequent vote of the Board was unanimous.

3.c. Secretary's Report:

- There were 13 past due accounts when the Jan. statements were sent out. Seven payments have been received. Action to collect is being taken.
- Work continues on the audits.
- Board members were informed that form 700's are due and given information on how to file electronically.
- Secretary Nelson informed the Board that she has been in contact with Streamline regarding a domain for the BRCSD website. She has scheduled a zoom meeting with Streamline to set up the new domain.
- Cash Flow Report presented for approval.

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

3.d. Policy Review:

- President Akin presented the FYE 2025 1st & 2nd quarter Quarterly Banking and Investment Reports for approval.
- Director/Trustee Finley made a motion to approve the FYE 2025 1st & 2nd quarter Quarterly Banking & Investment Reports. Vice President Strong seconded the motion, and the subsequent vote of the Board was unanimous.
- A copy of the BRCS D updated Emergency Disaster Response Plan was given to all members of the Board and General Manager Allen.
- Work continues on updating the BRCS D Water Shutoff Policy.

4. UNFINISHED BUSINESS:

4.a. Customer Concerns Under Review:

- No customer concerns under review.

5. NEW BUSINESS:

5.a. New Customer Concerns:

- See Public Comment Period.

5.b. Approve/No-Approved Expenditures:

- President Akin informed GM Allen that that the district cannot pay to have trash picked up along the Hwy.

5.c. TriCounties CD:

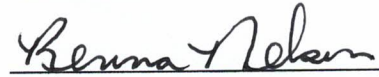
- Discussion was held regarding investment options on the BRCS D \$100,000.00 CD at Tri Counties Bank that matures on 03/24/2025.
- Vice President Strong made a motion to reinvest \$100,000.00 in a new 6-month CD with an interest rate of 3.75% APY at TriCounties Bank. Director/Trustee Finley seconded the motion, and the subsequent vote of the Board was unanimous.

6. OTHER: Vice-President Strong informed the Board that Smith River Alliance is removing the vehicle that in in the river below his property.

7. ADJOURN REGULAR OPEN SESSION:

- President Akin adjourned the Regular Open Session at 6:48 pm.

Attested:



Renna Nelson, Secretary to the Board

Approved: 03/20/2025