

**BIG ROCK COMMUNITY SERVICE DISTRICT  
MINUTES OF ITS REGULARLY SCHEDULED PUBLIC MEETING  
Thursday, March 21, 2024  
Meeting was called to order by President Porteous at 6:37 p.m.**

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

**ABSENT:** None

**GUESTS:** None

President and Acting Treasurer Porteous made a motion to add “letter of interest” from Roy Tedsen to fill the vacant position on the Board to New Business. Director/Trustee Aten seconded the motion and the subsequent vote of the Board was unanimous.

**INVOCATION:** Led by Director/Trustee Finley

**PLEDGE OF ALLEGIANCE TO THE U.S. FLAG:** President and Acting Treasurer Porteous

**1. PUBLIC COMMENT PERIOD:** None

**2. MINUTES:**

- Vice-President Akin made a motion to approve the regular meeting minutes of Thursday, February 15, 2024. 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:** In his absence, General Manager Andy Allen submitted a written report that included the following:

- The MPA sample was taken and sent in for analysis.
- Clearing and clean-up is being done around the Well Site.
- The non-registering meter at 185 Cable Lane has been replaced.
- USA survey work is being done throughout Hiouchi.
- GM Allen presented two options to replace the non-working Mag Meter. After discussion, Director/Trustee Finley made a motion to approve the purchase of a six-inch ultrasonic meter in the amount of \$2,247 plus shipping and handling from Budge McHugh. Director/Trustee Aten seconded the motion and the subsequent vote of the Board was unanimous
- 33% water loss was reported.
- Vice-President Akin reported that he reached out to GHD regarding the meter at the 200,000-gallon tank and GHD has not responded. No action taken

- Discussion was held regarding the erosion issue on the road to 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 February 29, 2024, the total operating revenue was \$10,534.26
- Total operating expenses was \$10,499.02
- Net ordinary income was (\$5,964.76)
- Net other income and expense was (\$10,763.23).
- Net increase/decrease in position was (\$16,727.99).
- The district's liquid cash balance on hand as of February 29, 2024 was \$538,854.90
- Vice-President Akin made a motion to approve the Financial Report as presented. Director/Trustee Finley seconded the motion and the subsequent vote of the Board was unanimous.

**3.c. Secretary's Report:**

- There were 14 past due accounts when the February statements were sent out. Six payments have been received. Action to collect is being taken.
- It has been determined by the Outside Auditor that a Single Audit needs to be done for the Grant.
- The Financial Transaction Report to the State is complete and has been submitted.
- Effective May 31, 2024 BRCSD's current Quickbooks Desktop program will no longer be supported. Secretary Nelson is researching options.
- SAM has been updated.
- 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. Well Property:**

- No update. Secretary Nelson will reach out to Ward Stover regarding the status of a quote to locate the corners of the property and report back at the April meeting.

**5. NEW BUSINESS:**

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

- No new customer concerns.

**5.b. Letter of Interest to fill Board vacancy:**

- Secretary Nelson presented a letter of interest from Roy Tedsen to fill to vacant position on the BRCSD Board.


Director/Trustee Finley made a motion to approve appointing Roy Tedsen to fill the vacant position on the BRCSD Board. Vice-President Akin 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 7:57 pm.

Attested:

  
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Renna Nelson, Secretary to the Board

Approved April 18, 2024