

**BIG ROCK COMMUNITY SERVICE DISTRICT  
MINUTES OF ITS REGULARLY SCHEDULED PUBLIC MEETING**

**Thursday, July 17, 2025**

**Meeting was called to order by President Joe Akin at 5:10 p.m.**

**PRESENT:** President Joe Akin, 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:** None

**1. GUESTS:** None

**INVOCATION:** Led by President Akin

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

**2. PUBLIC COMMENT PERIOD:** None

**2. MINUTES:**

- Vice-President Strong made a motion to approve the regular meeting minutes of June 19, 2025. Director/Trustee Finley seconded the motion, and the subsequent vote of the Board was Ayes: Vice-President Strong, Director/Trustee/Treasurer Anderson, Director/Trustee Finley, Director/Trustee Aten. Abstain: President Akin (absent from the June 19, 2025, meeting)

**3. REPORTS AND PRESENTATIONS:**

**3.a. Condition of the Water-Distribution System:** General Manager Andy Allen reported the following:

- Pape is willing to service the generators “tune up, oil change etc.” Cummins does not work on the type of generators that BRCS D has.
- The upper generator shows an engine error code.
- Director/Trustee Finley stated that it was not Joe Wilson that works on generators as he previously reported. Director/Trustee Finley talked to David Restad with Crescent Electric and David told him that Rick Duncan is working on generators.
- GM Allen was directed to start a maintenance log on the generators and to write a policy and procedures document for the generators.
- There were issues with the check valves that were ordered through Roger’s Machinery. The check valves have been returned and new valves ordered through Budge McHugh.

- The liquid level indicator (outside float) has been installed at the upper tank.
- The tank levels have been adjusted. The upper tank now fluctuates three feet, and the lower tank is at two feet.
- The lower to upper pumps are running three times as long and there has been an issue with the breaker tripping. GM Allen is working on resolving the issue.
- GM Allen is still working on getting quotes to replace the roof on the small tank.
- The SCADA System is showing a secondary DC alarm code. GM Allen is working on resolving the issue. GM Allen was directed to call Andrew Ward with Serria Controls to get a quote on a battery pack.
- New employee Jacob LeBlanc has been trained and is doing rounds Monday through Friday.
- There was a leak on Monument Drive on the customer's side.
- Water Loss during the last billing period was 19.16%. Water pumped was 338,490 cubic feet, water sold was 273,650 cubic feet. Previous month's water loss was 25.6%.

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

- For the period of June 2025, the total operating revenue was \$14,234.06.
- Total operating expenses were \$7,827.66.
- Net ordinary income was (\$6,406.40).
- Total other income was \$917.77.
- Net other income and expense was (\$10,701.23).
- Net increase/decrease in position was (\$4,294.83).
- Total checking, savings, and petty cash \$134,147.23.
- Total investments \$455,798.41.
- Total checking/savings/petty cash & investments \$589,945.64.
- 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 23 past due accounts when the June statements were sent out. Twelve payments have been received. Action to collect is being taken.
- Secretary Nelson informed the Board that the auditor is requesting a copy of the district's Personnel Policy & Procedures Manual. Discussion was held regarding the need to create a Personnel Policy & Procedures Manual. President Akin & Secretary Nelson will work on creating the manual. Secretary Nelson was instructed to relay to the auditor that the district currently does not have such a manual but will be working towards creating one.
- 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:**

- Work continues on the Water Shutoff and Cross Connection policies and procedures.
- Personnel Policy and Procedures Manual will be added to the list of policies and procedures needed.

## **4. UNFINISHED BUSINESS:**

### **4.a. Customer Concerns Under Review:**

- Julie Criteser at 110 Shady Lane called and requested that someone from BRCSD show the contractor at 106 Shady Lane how to correctly turn the fire hydrant on and off. GM Allen declined the request based on the fact that the use of the fire hydrant is illegal and the contractor has been told not to use it. GM Allen met with the parties involved. Independent of BRCSD, the contractor of 106 Shady Lane and the owner of 110 Shady Lane made an agreement whereas the contractor was given permission to use the water at 110 Shady Lane and pay the bill. The contractor will not be taking water from the fire hydrant.

The meter & meter box for 106 Shady Lane is on site and the contractor has arranged for Wood's Plumbing to tap into the line and connect the customer side to the meter.

- President Akin reported that he told the owner of 110 Shady Lane that he would request that the BRCSD purchase and install a pressure relief valve on her line. After discussion President Akin made a motion to approve purchasing and installing a pressure relief valve at 110 Shady Lane. Director/Trustee Aten seconded the motion. The subsequent polled vote was.

Ayes: none

Noes: President Akin, Vice-President Strong, Director/Trustee Finley, Director/Trustee Aten, Director/Trustee/Treasurer Anderson.

### **4.b. Dan Peeples Will Serve Letter:**

- President Akin reported that he had a conversation with LAFCO regarding the BRCSD sphere of influence. No decisions were made.
- Secretary Nelson was instructed remove Mr. Peeples request for a "Will Serve Letter" from the agenda until such time as Mr. Peeples responds to the letter that BRCSD sent to him on April 17, 2025.

**5. NEW BUSINESS:**

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

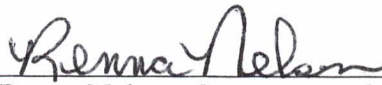
- No new customer concerns.

**6. OTHER:** No action taken

**7. ADJOURN REGULAR OPEN SESSION:**

- President Akin adjourned the Regular Open Session at 6:51 p.m.

Attested:



Renna Nelson, Secretary to the Board

Approved: August 21, 2025