

**BIG ROCK COMMUNITY SERVICE DISTRICT  
MINUTES OF ITS REGULARLY SCHEDULED PUBLIC MEETING  
Thursday, November 16, 2023**

**Meeting was called to order by President Porteous at 6:39 p.m.**

**PRESENT:** President/Acting Treasurer Alan Porteous, Director/Trustee Charles Swenson, Director/Trustee Mike Finley, Director/Trustee Art Aten, Secretary/Bookkeeper Renna Nelson, General Manager Andy Allan

**ABSENT:** Vice President Joe “Hank” Akin

**GUESTS:** None

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

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

**1. PUBLIC COMMENT PERIOD:** None

**2. MINUTES:**

- Director/Trustee Finley made a motion to approve the regular meeting minutes of Thursday October 19, 2023. Director/Trustee Swenson 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:

- Meter replacement continues.
- GM Allen received a dog bite while responding to a water taste complaint by Brad Roupp at 160 Houlie Drive. The dogs (German Shepards) belong to Karen Leonard of 140 Houlie Drive. Mr. Roupp requested that BRCSD employees drive to his residence in the future to avoid any other issues with his neighbor’s dogs.
- Multiple attempts to receive propane have yielded no result.
- Multiple attempts to schedule repairs to the tank access road with McLennan Excavation have yielded no results. Secretary Nelson suggested writing a letter to McLennan Excavation with a carbon copy “cc” to GHD. GM Allen will follow-up and report back at the December meeting.
- Additional wet well maps have been located which contradict the corner located at the site.
- Brian has given notice to one of his other jobs and has freed up more time to devote to BRCSD starting the first of next year.
- Discussion was held regarding the pros and cons of relocating meters that are not currently located on the property line to the property line when installing the new

meters. President Porteous stated that the meters should be replaced where they are at this time unless there is a specific request to move the meter. Secretary Nelson reminded the Board that the BRCSD By-Laws state that BRCSD is responsible for repairs up to the property line. President Porteous stated the installation of new service meters now have to be on the property line. No action taken

- Discussion was held regarding servicing and flushing fire hydrants. No action taken.
- GM Allen plans on flushing both tanks as recommended by Vice-President Akin, the on/off float and the alarm float on the large tank will be adjusted down at that time.
- The new meter at 280 Hazeltine registered a 5% increase compared to the old meter.
- 30.76% water loss was reported. Approximately 10% of the water loss is from the check valve being replaced.

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

- For the period of Oct. 2023, the total operating revenue was \$11,535.27.
- Total operating expenses was \$8,064.55.
- Net ordinary income was \$3,470.72.
- Net other income and expense was (\$11,161.86).
- Net increase/decrease in position was (\$7,691.14).
- The district's liquid cash balance on hand as of Oct. 31, 2023 was \$538,247.42.
- Director/Trustee Swenson 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 fifteen past due accounts when the Oct. statements were sent out. As of Nov.16, 2023 eight of the past due payments have been received. Action to collect is being taken.
- There were no Consumer Application for Services was received in Oct.
- All information requested has been sent to the Auditor except the 2020 Fixed Asset and Depreciation Schedule and SRF invoice #1. Secretary Nelson is in the process of locating the missing items.
- Secretary Nelson is waiting to hear back from the Community Food Council regarding disbursement of the Disaster Response & Resilience Fund Grant dollars to them. Once contact is made the check will be cut and delivered to the Community Food Council.
- In a conversation between Vice-President Akin and Secretary Nelson, Vice-President Akin asked if the radio building project is complete. President Porteous stated that the everything is up and running. Vice-President Akin requested that Secretary Nelson ask the Radio Club for a letter stating that the project is complete. No action taken.
- Secretary Nelson presented Certificate of Deposit rate sheets from Chase Bank, Tri Counties Bank and US Bank for consideration. After discussion Director/Trustee

Finley made a motion to open two separate 16-month Certificate of Deposits in the amount of \$50,000.00 each at Tri Counties Bank. Director/Trustee Swenson seconded the motion and the subsequent “Polled” vote of the Board was unanimous. President/Acting Treasurer Alan Porteous, Vice-President Joe Akin, Director/Trustee Mike Finley, Director/Trustee Charles Swenson and Director/Trustee Art Aten will be allowed to transact on the accounts with two signatures required on any transaction.

- Director/Trustee Swenson made a motion to approve the Cash Flow Report. Director/Trustee Aten seconded the motion and the subsequent vote of the Board was unanimous.

### **3.d. Policy Review:**

- No update (Vice-President Akin absent)

## **4. UNFINISHED BUSINESS:**

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

- No customer concerns under review.

### **4.b. Employee Phones:**

- Vice-President Akin was to lead discussion regarding providing employee phones. Tabled due to Vice-President Akin’s absence.

### **4.c. Office Space:**

- Vice-President Akin was to lead discussion regarding office space. Tabled due to Vice-President Akin’s absence.

### **4.d. Ipad/Tablet for Operations:**

- Vice-President Akin was to lead discussion regarding the purchase of an Ipad or Tablet to be used by the operations department in the field. Tabled due to Vice-President Akin’s absence.

### **4.e. Well Property:**

- Secretary Nelson reported that in talking with Vice-President Akin he indicated that a fully executed survey is probably not necessary but he would like to have the corners of the property located. Secretary Nelson will contact Ward Stove with Stover Engineering to request a quote on locating the property corners.

**4.f. GIS Mapping:**

- Vice-President Akin was to lead a discussion regarding GIS Mapping. Tabled due to Vice-President Akin's absence.

**5. NEW BUSINESS:**

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


- No new customer concerns reported.

**6. OTHER:** Discussion was held regarding the meeting date in December. Director/Trustee Finley made a motion to move the meeting date from December 21, 2023 to December 14, 2023 due to the Christmas Holiday and the possibility of Board Members being out of town on December 21, 2023. Director/Trustee Swenson seconded the motion and the subsequent vote of the Board was unanimous.

**7. ADJOURN REGULAR OPEN SESSION:**

- President/Acting Treasurer Porteous adjourned the Regular Open Session at 7:50 pm.

Attested:



Renna Nelson, Secretary to the Board

Approved Dec. 14, 2023