

**BIG ROCK COMMUNITY SERVICE DISTRICT
MINUTES OF ITS REGULARLY SCHEDULED PUBLIC MEETING
Thursday, April 17, 2025
Meeting was called to order by President Akin at 5:12 p.m.**

PRESENT: President Joe Akin, Director/Trustee Mike Finley, Director/Trustee/Treasurer Michelle Anderson (arrived at 5:15 p.m.), Director/Trustee/Vice-President Craig Strong, Director/Trustee Aten, Secretary to the Board/Bookkeeper Renna Nelson, General Manager Andy Allen

ABSENT: None

GUESTS: Walter Ussery

INVOCATION: Led by President Akin

PLEDGE OF ALLEGIANCE TO THE U.S. FLAG: Led by President Akin

1. PUBLIC COMMENT PERIOD: Walter Ussery informed the Board that he has been in contact with the County of Del Norte regarding the planned Tiny Home concept at Redwood Meadows RV Resort and that he will take steps to protest the development. Mr. Ussery stated that he talked with Supervisor Chris Howard and that Mr. Howard stated that there is a possibility of implementing a conservation easement.

2. MINUTES:

- Director/Trustee Finley made a motion to approve the regular meeting minutes of March 20, 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:

- GM Allen determined that the leak on Monument Drive is on the customer side.
- The EAR report was submitted and accepted.
- The Cathodic Protection display is now working.
- The middle brace support for the upper tank roof needs replaced. The roof needs new shingles. President Akin and GM Allen will replace the shingles.
- President Akin fixed the lights at the lower tank.
- Still no meter installed at 106 Shady Lane.
- The 6-inch master meter at the wellhouse was replaced by Woods Plumbing. Woods Plumbing will also be replacing the meter at the tank as well as replacing the check

valves at the river. President Akin would also like the check valve at the wellhouse replaced.

- GM Allen presented two quotes to remove trees at the Conex box. He is expecting at least one more quote, possibly two. No action taken.
- GM Allen has been in contact with Pappe regarding maintenance on the generators. After discussion GM Allen was directed to get quotes.
- Water Loss during the last billing period was 38.19%.
- Secretary to the Board Nelson informed the Board that she received a text message from employee Brian LaBlanc stating that he had accepted a full-time position with the Del Norte County Unified School District and his last day with BRCSD would be April 30, 2025. GM Allen reported that Brian told him that his son might be interested in the position with BRCSD. Secretary to the Board Nelson will create a flyer announcing the position and post it.

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

- For the period of March 2025, the total operating revenue was \$11,613.06.
- Total operating expenses were \$10,035.25.
- Net ordinary income was \$1,577.81.
- Total other income was \$2,541.05.
- Net other income and expense was (\$9,077.95).
- Net increase/decrease in position was (\$7,500.14).
- Total checking, savings, and petty cash \$131,917.09
- Total investments \$451,580.68
- Total checking/savings/petty cash & investments \$583,497.77

Secretary to the Board Nelson reported that there was not a motion to approve the Financial Report for the period of February 2025 at the March 20, 2025, meeting and requested that it be approved as well.

- Director/Trustee Finley made a motion to approve the Financial Report for February and March 2025. Director/Trustee/Treasurer Anderson seconded the motion, and the subsequent vote of the Board was unanimous.

3.c. Secretary's Report:

- There were 12 past due accounts when the March statements were sent out. Three payments have been received. Action to collect is being taken.
- Work continues on the audits.
- 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:

- Work continues on updating the BRCSD Water Shutoff Policy. President Akin requested that Secretary to the Board email a copy of Senate Bill 998 to all Board Members and GM Allen so that they can read it and discuss at the May meeting.
- Work continues on updating the BRCSD Cross Connection Policy.
- President Akin is in the process of updating the BRCSD Purchasing Policy and recommends a \$500.00 spending limit for the GM.
- Director/Trustee Aten made a motion to approve a \$500.00 spending limit for the General Manager. Director/Trustee Finley seconded the motion, and the subsequent vote of the Board was unanimous.
- President Akin will update the BRCSD Purchasing Policy and present it to the Board for approval at the May 15, 2025, meeting.

4. UNFINISHED BUSINESS:

4.a. Customer Concerns Under Review:

- No customer concerns under review.

4.b. Dan Peeples Will Serve Letter:

- President Akin presented a letter to Dan Peeples regarding his request for a “Will Serve Letter” for approval.
- After discussion Director/Trustee/Vice President Strong made a motion to approve the letter as presented. Director/Trustee Finley seconded the motion, and the subsequent vote of the Board was unanimous.

4.c. Tri Counties Bank CD's

- Discussion was held regarding investment options on the two \$50,000.00 CDs at Tri Counties Bank that mature on 05/19/2025.
- Director/Trustee/Vice President Strong made a motion to approve moving the money from the two \$50,000.00 CDs at Tri Counties Bank into 23-month CDs at Coast Central Credit Union at the rate of 3.99% APY. Director/Trustee/Finley seconded the motion, and the subsequent vote of the Board was unanimous. (note this rate is no longer available)

5. NEW BUSINESS:

5.a. New Customer Concerns:

- No new customer concerns.

5.b. Pacific Power Request for Easement:

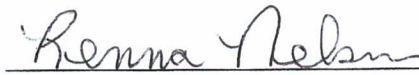
- Discussion was held regarding a request from Pacific Power for a 171 square foot easement on BRCSD property identified as Map No. 124-181-044, Hawkins Flat Road, Hiouchi, California.
- Director/Trustee/Vice-President Strong made a motion to approve granting the requested easement to Pacific Power and authorizing Board President Akin to sign all document on behalf of BRCSD. (Pacific Power to pay BRCSD \$500.00 to purchase the easement) Director/Trustee Finley seconded the motion and the subsequent vote of the Board was unanimous.

6. OTHER: No action taken

7. ADJOURN REGULAR OPEN SESSION:

- President Akin adjourned the Regular Open Session at 7:05 p.m.

Attested:



Renna Nelson, Secretary to the Board

Approved: 5/15/2025