

**BIG ROCK COMMUNITY SERVICE DISTRICT
MINUTES OF ITS REGULARLY SCHEDULED PUBLIC MEETING
Thursday, October 17, 2024
Meeting was called to order by President Akin at 5:10 p.m.**

PRESENT: President & Acting Treasurer Joe Akin, Director/Trustee Mike Finley, Director/Trustee Art Aten, Secretary/Bookkeeper Renna Nelson, General Manager Andy Allen

ABSENT: None

GUESTS: Craig Strong

INVOCATION: Led by Director/Trustee Finley

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

1. PUBLIC COMMENT PERIOD: None

2. MINUTES:

- Director/Trustee Finley made a motion to approve the regular meeting minutes of Sept. 19, 2024, as presented. Director/Trustee Aten 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 lead inventory report: All service line materials from the water mains to meters, and lines from meters to buildings have been established.
- There was a leak at 1900 US Hwy 199 that has been repaired.
- Wally Borgeson has agreed to repair the tank access road before the rainy season.
- Small leaks on the Big Rock CSD side of meters were fixed at 260 Monument Drive and 2115 US Hwy 199.
- A leak was detected at 274 Acacia and has been located on the customer side. The customer has contacted a plumber to have it fixed.
- GM Allen reported that some of the Big Rock CSD water mains are made out of Asbestos Cement and may be coming to the end of their life expectancy. No action taken
- Woods Plumbing is getting closer to replacing the 6-inch master meter.
- GM Allen reported a water loss percentage of 35.07% compared to the previous month water loss percentage of 25.19%. It was noted that the leak at 1900 US Hwy

199, Fire Department use of 160 cubic feet and fire hydrant flushing contributed to the higher water loss percentage

- President & Acting Treasurer Akin stated that Randy Rogers has extensive knowledge of the Big Rock CSD system and suggested that GM Allen contact Mr. Rogers to see if they can get together to discuss the system.

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

- For the period of Sept. 30, 2024, the total operating revenue was \$14,274.15.
- Total operating expenses was \$10,045.05.
- Net ordinary income was \$4,229.10.
- Net other income and expense was (\$10,337.18).
- Net increase/decrease in position was (\$6,108.08).
- The district's liquid cash balance on hand as of Aug. 31, 2024, was \$557,096.60.
- Director/Trustee Aten 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 15 past due accounts when the Sept. statements were sent out. Nine payments have been received. Action to collect is being taken.
- Secretary Nelson reported that she emailed a copy of a spreadsheet that the auditor needs filled out and returned to complete the 2019 single audit for the FEMA Grant to President & Acting Treasurer Akin and Director/Trustee Finley asking for their assistance in answering the questions. Secretary Nelson is in the process of trying to locate the closeout documents the Sandy Moreno billed the district for doing. Secretary Nelson feels that the information in the closeout documents will be helpful in completing the spreadsheet questionnaire. After discussion President & Acting Treasurer Akin went on record saying "do the best you can do and move forward"
- As of Oct. 16th, nine Cross Connection/Backflow testing results have been received.
- Cash Flow Report presented for approval.
- President & Acting Treasurer Akin 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 & Acting Treasurer Akin reported that Secretary Nelson has updated the Emergency Response Plan

4. UNFINISHED BUSINESS:

4.a. Customer Concerns Under Review:

- No customer concerns under review.

4.b. Board Member Vacancy/Recruitment/Interest:

- Recruitment continues.

5. NEW BUSINESS:

5.a. New Customer Concerns:

- GM Allen reported that he was contacted by a customer that is concerned that another customer who has two properties that need backflow testing done is only having testing done on one property. Secretary Nelson informed the board that in the past both properties had backflow testing done. Secretary Nelson will follow up and make sure that both properties are tested this year as well.

5.b. Will Serve Letter Request:

- Discussion was held regarding a request from Marshal & Bernice Jones for a Will Serve Letter for their property located at 106 a. & 106 b. Shady Lane (APN:124-190-031-000). After discussion Secretary Nelson was instructed to request a copy of the deed showing utility easements on the property.

5.c. The Water Shutoff Protection Act:

- Discussion was held regarding new requirements to The Water Shutoff Protection Act – As Amended by SB 3 (2023). The Act now applies to all community water systems. President & Acting Treasurer Akin and Secretary Nelson will work together to create a policy as required by The Water Shutoff Protection Act-As Amended by SB 3 (2023)

5.d. Big Rock CSD Board Appointment Recommendations:

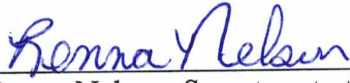
- Discussions was held regarding Board Appointment Recommendations. Director/Trustee Finley made a motion to approve recommending that the Del Norte County Board of Supervisors appoint Craig Strong to fill the vacancy left on the Big Rock CSD Board of Directors due to the resignation of Alan Porteous. President & Acting Treasurer 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 Akin adjourned the Regular Open Session at 6:50 pm.

Attested:



Renna Nelson, Secretary to the Board

Approved: 11/21/2024