

**BIG ROCK COMMUNITY SERVICE DISTRICT  
MINUTES OF ITS REGULARLY SCHEDULED PUBLIC MEETING  
Thursday, January 16, 2025  
Meeting was called to order by President Akin at 5:25 p.m.**

**PRESENT:** President & Acting Treasurer Joe Akin, Director/Trustee Mike Finley, Director/Trustee Michelle Anderson, Director/Trustee Craig Strong, Secretary to the Board/Bookkeeper Renna Nelson,

**ABSENT:** General Manager Andy Allen, Director/Trustee Art Aten

**GUESTS:** None

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

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

**1. PUBLIC COMMENT PERIOD:** None

**2. MINUTES:**

- Director/Trustee Strong made a motion to approve the regular meeting minutes of December 19, 2024, as presented. Director/Trustee Anderson 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:

- Director/Trustee Finley reported that he contacted Woods Plumbing regarding the installation of the Master Meter at the Pump House and was told that they had to order parts and once the parts arrive, they will move forward.

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

- For the period of December 2024, the total operating revenue was \$10,493.67.
- Total operating expenses was \$10,085.91.
- Net ordinary income was \$407.76.
- Total other income was \$1,718.28.
- Net other income and expense was (\$10,505.95).
- Net increase/decrease in position was (\$10,098.19).

- The district's liquid cash balance on hand as of December 31, 2024, was \$556,767.17. (Does not include interest earned on Certificate of Deposits at Coast Central Credit Union & Tri Counties Bank.)
- Director/Trustee Strong questioned why the BRCSD was holding such a large amount of money in the Chase Savings account. After discussion it was determined that the BRCSD should look into moving the money in the Chase Savings account into Certificates of Deposits or another interest bearing account.
- Director/Trustee Finley made a motion to approve the December 2024 Financial Report as presented. Director/Trustee Strong seconded the motion, and the subsequent vote of the Board was unanimous.
- Secretary to the Board, Nelson informed the Board that the Financial Report for November 2024 was not voted on and requested that the Board vote to approve it at this time. Director/Trustee Finley made a motion to approve the Financial Report of November 2024. Director/Trustee Anderson seconded the motion, and the subsequent vote of the Board was unanimous.

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

- There were 19 past due accounts when the Dec. statements were sent out. Seven payments have been received. Action to collect is being taken.
- Tri Counties Bank is ready for everyone to go in and sign signature cards.
- Secretary Nelson reported that in the next pay period she will be working on the 2023& 2024 audits as well as the annual Financial Transaction Report to the State of California and filing paperwork to update/renew SAM.
- Cash Flow Report presented for approval.
- Director/Trustee Finley made a motion to approve the Cash Flow Report. President & Acting Treasurer Akin seconded the motion, and the subsequent vote of the Board was unanimous.

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

- President & Acting Treasurer Akin presented an updated Will Serve Letter for approval.
- Director/Trustee Anderson made a motion to approve the updated Will Serve Letter as presented. Director/Trustee Finley seconded the motion, and the subsequent vote of the Board was unanimous.
- Work continues on updating the BRCSD Water Shutoff Policy.
- President and Acting Treasurer Akin informed the Board that he and Secretary to the Board Nelson are in the process of updating information on the website.
- President and Acting Treasurer Akin requested that the Emergency/Disaster Notification Plan be added to the February agenda for approval.

**4. UNFINISHED BUSINESS:**

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

- No customer concerns under review.

**5. NEW BUSINESS:**

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

- No new customer concerns.

**5.b. 2019 Single Audit Management Letter:**

- President & Acting Treasurer Akin presented the 2019 Single Audit Management Letter for approval.
- Director/Trustee Finley made a motion to approve the 2019 Single Audit Management Letter as presented. Director/Trustee Strong seconded the motion and the subsequent vote of the Board was unanimous.

**5.c. Board Officers:**

- President & Acting Treasurer Akin led a discussion regarding appointing new Board Officers for the positions of Vice-President and Treasurer.
- Director/Trustee Finley made a motion to approve appointing Director/Trustee Strong to the position of Vice-President. Director/Trustee Anderson seconded the motion, and the subsequent vote of the Board was unanimous.
- Director/Trustee (incoming Vice-President) Strong made a motion to approve appointing Director/Trustee Anderson to the position of Treasurer. Director/Trustee Finley seconded the motion, and the subsequent vote of the Board was unanimous.

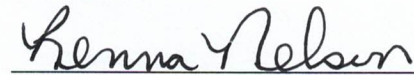
**6. OTHER:**

- President Akin informed the Board that he was contacted by a concerned citizen regarding Redwood Meadows RV Park being turned into a Tiny Home Village. No action taken.

**7. ADJOURN REGULAR OPEN SESSION:**

- President Akin adjourned the Regular Open Session at 6:25 pm.

Attested:

  
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Renna Nelson, Secretary to the Board

Approved: 02/20/2025