

**BIG ROCK COMMUNITY SERVICE DISTRICT  
MINUTES OF ITS REGULARLY SCHEDULED PUBLIC MEETING  
Thursday, April 18, 2024  
Meeting was called to order by President Porteous at 6:37 p.m.**

**PRESENT:** President/Acting Treasurer Alan Porteous, Vice-President Joe Akin, Director/Trustee Mike Finley, Director/Trustee Art Aten, Secretary/Bookkeeper Renna Nelson, General Manager Andy Allen

**ABSENT:** None

**GUESTS:** Brad Roupp, Nathan Roupp

**INVOCATION:** Led by Vice-President Akin

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

1. **PUBLIC COMMENT PERIOD:** Brad Roupp addressed the Board requesting a credit for the payment he made for the water connection on his property at 160 Houlie Drive. No action taken. Secretary Nelson was directed to include Mr. Roupp's request on the May 16, 2024 meeting agenda.

**2. MINUTES:**

- Vice-President Akin made a motion to approve the regular meeting minutes of Thursday, March 21, 2024. Director/Trustee Finley 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:

- Approximately 20 meters were replaced within the last month. Two separate leaks occurred during the meter replacement. 2660 US Hwy 199 required Woods Plumbing to replace the service line connection to the meter. When the service line connection was replaced a curb stop was not installed. GM Allen was directed to contact Woods Plumbing regarding the curb stop. The other leak was at 165 Cable Lane and was repaired by General Manager Allen.
- The new 6-inch Mag Meter has been ordered. A \$2,400 quote to install the meter was received from First Service Plumbing. Woods Plumbing will give a quote once the meter arrives.
- 36.51% water loss was reported.

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

- For the period of March 31, 2024, the total operating revenue was \$11,444.21
- Total operating expenses was \$8,383.47
- Net ordinary income was \$3,060.74
- Net other income and expense was (\$10,676.54).
- Net increase/decrease in position was (\$7,615.80).
- The district's liquid cash balance on hand as of March 31, 2024 was \$536,867.65
  
- Director/Trustee Finley made a motion to approve the Financial Report as presented. Vice President Akin seconded the motion and the subsequent vote of the Board was unanimous.

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

- There were 16 past due accounts when the March statements were sent out. Six payments have been received. Action to collect is being taken.
- Two applications for services were received with all paperwork filled out and returned.
- Work continues on the outside audits. A list of items needed to complete the 2019 single audit was received April 17th.
- Secretary Nelson is researching accounting software options
- Secretary Nelson informed the Board that Roy Tedsen withdrew his interest in joining the Big Rock CSD Board of Directors due to personal reasons.
- The Cash Flow Report was presented for approval.
  
- Director/Trustee Finley made a motion to approve Mr. Tedsen's withdrawal. Director/Trustee Aten seconded the motion and the subsequent vote of the board was unanimous. \*\*Note Mr. Tedsen's appointment was approved at the March 21, 2024 meeting. Mr. Tedsen withdrew prior to being sworn in.
  
- Director/Trustee Finley made a motion to approve the Cash Flow Report. Vice-President Akin seconded the motion and the subsequent vote of the Board was unanimous.

**3.d. Policy Review:**

- Vice-President Akin presented an updated Sick Leave Policy for approval.
  
- Director/Trustee Aten made a motion to accept the policy as written to conform with the State of California labor law. Vice President Akin seconded the motion and the subsequent vote of the Board was unanimous.

**4. UNFINISHED BUSINESS:**

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

- No customer concerns under review.

**4.b. Well Property:**

- After discussion, Secretary Nelson was directed to remove this item from the agenda.

**5. NEW BUSINESS:**

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

- No new customer concerns.

**5.b. Quarterly Banking & Investment Reports:**

- President & Acting Treasurer Porteous presented FYE 1<sup>st</sup>, 2<sup>nd</sup> & 3<sup>rd</sup> quarter, Quarterly Banking & Investment Reports for approval.
- Director/Trustee Finley made a motion to approve the FYE 1<sup>st</sup>, 2<sup>nd</sup> & 3<sup>rd</sup> quarter, Quarterly Banking & Investment Reports. Vice-President Akin seconded the motion and the subsequent vote of the Board was unanimous.

**5.c. Hiouchi Mountain Radio Station Tower Site Preliminary MOA:**

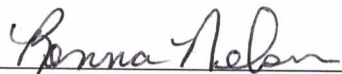
- Vice President Akin presented a copy of an updated Hiouchi Mountain Radio Station Tower Site MOA between Big Rock CSD and the Del Norte Amateur Radio Club for approval.
- Director/Trustee Finley made a motion to accept the Hiouchi Mountain Radio Station Tower Site MOA as written pending the Del Norte Amateur Radio Clubs acceptance. Director/Trustee Aten 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 Porteous adjourned the Regular Open Session at 7:20 pm.

Attested:

  
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Renna Nelson, Secretary to the Board

Approved June 20, 2024