



180 North Main Street, Suite D  
P.O. Box 639  
Big Pine, CA 93513  
**Office** 760.938.2660  
**Fax** 760.938.2253

Email [ContactUs@BigPineCSD.com](mailto:ContactUs@BigPineCSD.com)

## Board of Director's Meeting Minutes - APPROVED NOVEMBER 19, 2025

### Present Members:

Gary Doyel - Board President  
Kent Schlick - Vice President  
Kevin Bigham - Board Member  
Breeanna Ralston - Board Member

### Others:

Tim Rudolph - Rudolph Engineering, via video call for #6: P1R2 Update  
David Tanksley - Water/Sewer Operator  
Heather Freeman - BPCSD Business Operations Manager

### Absent:

BryAnna Vaughan - Board Member

CALL TO ORDER - Gary Doyel, Board President, called the meeting of the Big Pine Community Services District to order on Wednesday, November 19, 2025 at 6:00 PM.

### PUBLIC COMMENTS & PUBLIC HEARING – None

### NEW BUSINESS

New construction connection at 339 S. School Street: neighbor at 343 S. School Street paid \$24,000 deposit in 2015 to extend the sewer line with the understanding that future new connections would split the cost. The owner is to pay the 343 S. School St. owner directly (\$12,000). BPCSD will charge for the new meter and meter box. Gary Doyel made a **MOTION** to waive the \$2,500 sewer connection fee since this agreement predates that policy. Kent Schlick seconded the motion. There will be no water connection fee since it is already there. The board needs to receive a plan for how the owner will connect, and needs to witness the connection.

CDM Smith Lead Service Line Assistance: Dave Tanksley recommends completing the form to request the no-cost assistance in identifying unknown service lines on the customer side. It is subsidized by the EPA. He noted that the District does not go on private property. Kent Schlick made a **Motion** to apply for their no-cost services. Kevin Bigham seconded the motion.



180 North Main Street, Suite D  
P.O. Box 639  
Big Pine, CA 93513  
**Office** 760.938.2660  
**Fax** 760.938.2253  
Email [ContactUs@BigPineCSD.com](mailto:ContactUs@BigPineCSD.com)

MINUTES – Kent Schlick made a **MOTION** to approve the Minutes of the October 15, 2025 Meeting. Breeanna Ralston seconded the motion.

BILLS & WARRANTS – Gary Doyel made a **MOTION** to approve the Bills and Warrants from October 10, 2025 - November 13, 2025. Kent Schlick seconded the motion.

CORRESPONDENCE – Spiess Performance & Payment Bond and Certificate of Insurance noted as received.

#### OLD BUSINESS

Oils & Fat Ordinance (Section 604) - Staff to work with County Counsel on the process to publish a summary of the ordinance amendment with a link to the full document online. Kent Schlick made a **Motion** to introduce, read title, and waive further reading of proposed ordinance No. 2025-01, **“An Ordinance of the Board of Directors of the Big Pine Community Services District, State of California, Amending Section 604 of Big Pine CSD Ordinance No. 1 to update Provisions Related to the Installation of Interceptors to Trap Oil, Grease, Sand and Similar Materials”**. Breeanna Ralston seconded the motion.

Cross-Connection Control Program (CCCP) Compliance - hazard assessments were done during the November meter reading. The consultant is writing up the report.

#### **Business Operations Update**

Water & Sewer billing - The 11/15 billing was mailed out with annual backflow testing fees and late fees per policy. All the disconnect notices have been partially or paid in full. One check was returned. Staff to check with the County on the fee for returned checks.

Vendor payments - up to date, renewed CSDA.

Accepting credit card payments through Inyo County/NCR: Waiting on the County and vendor.

Office Upgrades - Staples account is setup with Net 30 terms. Will use it to purchase toner, postcards, and other needed office supplies.

Professional Development - California Rural Water Expo to be held in Tahoe April 27-30.

Website - meeting minutes up to date. Add credit card processing link when active.

Reporting Updates - SAFER: new webkey required to login.

#### **Dave Tanksley Operations Report**

Operations are going well. A weed abatement to be done in the spring, along with mowing the banks. A State Waterboard representative visited for an every 3-year sanitary survey.

**Prop 1 Round 1 Update:** No update to report.



180 North Main Street, Suite D  
P.O. Box 639  
Big Pine, CA 93513  
**Office** 760.938.2660  
**Fax** 760.938.2253  
**Email** [ContactUs@BigPineCSD.com](mailto:ContactUs@BigPineCSD.com)

**Prop 1 Round 2 Update:** The funding worksheets and loan applications were reviewed. Three scenarios were discussed - all internal funding, part internal and part loan, or all funding through County loans. The board prefers to borrow for these projects and hang onto cash for operations and possible unexpected needs that may arise. Available funds may be used to pay contractors until the loan funds come in, noting extra administrative time may be necessary.

Aerator Project - Kent Schlick made a **MOTION** to apply for the Inyo County Treasury bridge loan for the Aerator project. Gary Doyel seconded the motion.

Spiess Construction contract is being reviewed by County Council.

Sludge Bed Project - Breeanna Ralston made a **MOTION** to apply for the Inyo County Treasury bridge loan and long term loan for the Sludge Bed project. Kevin Bigham seconded the motion.

Hardcore Concrete is working on insurance requirements.

**Future Agenda Items:**

- Construction funding/loans
- Weed spraying proposal
- Rate review discussion
- Phone line backup power/switch providers
- Oil & Fat ordinance

CLOSED MEETING - not needed

ADJOURNMENT - The meeting was adjourned by President, Gary Doyel at 7:26 PM.

*Approved on December 17, 2025*

*Signed Heather Freeman*

*Heather Freeman, BPCSD Business Operations Manager*