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Board of Director's Meeting Minutes - APPROVED
DECEMBER 17, 2025

Present Members:

Gary Doyel - Board President
Kent Schlick - Vice President - via video conference
Kevin Bigham - Board Member
Breeanna Ralston - Board Member
BryAnna Vaughan - Board Member

Others:

David Tanksley - Water/Sewer Operator
Heather Freeman - BPCSD Business Operations Manager

CALL TO ORDER - Gary Doyel, Board President, called the meeting of the Big Pine Community Services District to order on Wednesday, December 17, 2025 at 5:59 PM.

PUBLIC COMMENTS & PUBLIC HEARING – Read letter from customer regarding late fees.

NEW BUSINESS - 2026 board meetings are on the third Wednesday of each month at 6pm per BPCSD policy. Board members rotate the president position annually at the February meeting.

MINUTES – Kevin Bigham made a **MOTION** to approve the Minutes of the November 19, 2025 Meeting. Breeanna Ralston seconded the motion.

BILLS & WARRANTS – Gary Doyel made a **MOTION** to approve the Bills and Warrants from November 14, 2025 - December 12, 2025. Kevin Bigham seconded the motion.

CORRESPONDENCE – 2022/2023 Audit reviewed and discussed. Ongoing comment regarding the lack of depreciation of capital assets noted, due to not having new capital assets.

CA Water Board letter regarding access to tank discussed. Access was denied due to liability and safety concerns. 24 hours advance notice is needed, and was not provided, to have a second qualified person to safely climb the tank. Research needed on regulations requiring two qualified persons needed to safely enter the tank. It was discussed that a formal response to the letter is needed after the sanitary survey is received. Having the state employees sign a release of liability was also discussed. The board supported Dave's decision to not allow access due to safety and liability concerns. Board President to discuss the matter with Hector Cazares.

OLD BUSINESS

New construction sewer connection at 339 S. School Street: Owner questions via email discussed requesting documentation and how the decision was made to split the sewer extension costs made by the owner at 343 S. School St. in 2015. The board requested staff research past meeting minutes and invoices and notify the owner we are researching the matter before responding.

CDM Smith Lead Service Line Assistance: The forms have been submitted along with the additional information requested. They will have two employees do a walk through with Dave.

Oils & Fat Ordinance No. 2025-01 - Kent Schlick made a **Motion to adopt proposed ordinance 2025-01 “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”.** Designate Heather Freeman, BPCSD Business Operations Manager to prepare and publish a summary of the ordinance and to make the full ordinance available, in accordance with Government Code section 25124 (b). Kevin Bigham seconded the motion. All voted in favor. A summary of the ordinance will be published with a link to the full document online.

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 - Revenue from backflow testing has been separated out on deposits from water revenue under new object code 4819 to make it easier to track fees from water services. Per Inyo County Auditors, the fee for returned checks is \$10.

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

Vendor payments - Paid the annual SWRCB sewer permit, holding on the water permit due to a large increase from last year. SWRCB did not apply our DAC credit due to the late EAR reporting submission that was due to the transition of staff. It was discussed that our DAC designation, if changed, wouldn't happen until the next US Census. The board would like communications on extending the EAR reporting detailed and shared with Hector. We are not currently able to log into the EAR reporting site due to the new webkey and support tickets have not been responded to.

Office and Website Updates - Staff will be off Wednesdays and Thursdays during the weeks of the holidays of Christmas and New Years. Website subscription and domain name renewals are up in January. Move expenses to be renewed through district instead of board member personal expenses.

Office Phone and Internet Service Comparison - The board elected to remove the unused fax line and keep service at Optimum for now, and to purchase the modem battery backups to keep phone service active during power outages.

Professional Development - Share rate review documents and links from recent training.

Reporting Updates - SAFER: Dave and staff to work on pulling data and submitting in the new webkey reporting site. US Census of Local Gov't Finances: coming up.

Dave Tanksley Operations Report

The board discussed the single phase 240 generator that was given to BPCSD. It isn't able to be used for our operations and other organizations were discussed who might.

BODs were 6, but did not make it to the lab in time due to FedEx. Consumption was down.

Prop 1 Round 1 Update: No update to report.

Prop 1 Round 2 Updates - Aerator Project and Sludge Bed Drying Projects:

Tim Rudolph did a walkthrough with Spiess Construction last week. Measurements for the bridge were verified.

BryAnna Vaughan made a **MOTION** to approve the terms and conditions in the LADWP letter dated December 10, 2025, to extend the Aerator and Sludge Bed Drying project timelines. Breeanna Ralston seconded the motion.

Kevin Bigam made a **MOTION** to adopt proposed resolution 2025-02 "**A Resolution of the Board of Directors of the Big Pine Community Services District Authorizing and Approving A One-Year Inyo County Treasury Bridge Loan for the Wastewater Treatment Plant Sludge Bed Drying and Aerator Project**" to cover the funding gap until grant funding is received. Breeanna Ralston seconded the motion. All voted in favor.

Kevin Bigam made a **MOTION** to adopt proposed resolution 2025-03 "**A Resolution of the Board of Directors of the Big Pine Community Services District Authorizing and Approving A Five-Year Inyo County Treasury Loan for the Wastewater Treatment Plant Sludge Bed Drying**" to cover project costs exceeding grants. Gary Doyel seconded the motion. All voted in favor.

It was discussed that the \$2m liability is difficult for the contractor, the norm is \$1m/\$1m. Tim and Dave discussed it and can adjust the contract accordingly.

Future Agenda Items:

- Business Operations Update
- Dave Tanksley Report - Weed spraying proposal - Generator donation
- Updates on Prop 1 Grant Implementation with IRWMP
- Updates on Prop 1 Round 2 grants - Construction funding/loans
- Rates Review

CLOSED MEETING - not needed

ADJOURNMENT - The meeting was adjourned by President, Gary Doyel at 7:31 PM.

Approved on 01/28/2026

Signed Heather Freeman

Heather Freeman, BPCSD Business Operations Manager