

Board of Director's Meeting Minutes - APPROVED

JANUARY 28, 2026

Rescheduled from the postponed regular meeting on January 21, 2026

Present Members: Gary Doyel - Board President
Kent Schlick - Vice President - via video call
Kevin Bigham - Board Member
Breeanna Ralston - Board Member
BryAnna Vaughan - Board Member

Others: 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, January 28, 2025 at 5:58 PM.

PUBLIC COMMENTS & PUBLIC HEARING – None.

NEW BUSINESS -

- The board discussed adopting a holiday policy and schedule with prorated paid holidays for part time staff. Offering sick time pay was also discussed. As was changing compensation to a fixed part time salary, or some combination of fixed, then hourly. The district has budgeted more capacity than staff is able to bill for under the current compensation model without holiday or sick pay. Staff to propose a couple models and add this as an agenda item for the next meeting.
- SWRCB Rate Review 5-year Budget Projection Calculators and Worksheets - *tabled until the next meeting.*
- Utility Lien at 430 N. Pine has been paid in full; Release signed by Board President.

MINUTES – Kent Schlick made a **MOTION** to approve the Minutes of the December 17, 2025 Meeting. BryAnna Vaughan seconded the motion.

BILLS & WARRANTS – BryAnna Vaughan made a **MOTION** to approve the Bills and Warrants from December 13, 2025 - January 16, 2025. Gary Doyel seconded the motion.

CORRESPONDENCE –

- Annual Form 700 must be filed by April 1, 2026. Keep on agenda as a reminder.
- Big Pine Mini Storage Insurance Coverage Requirement Notice was discussed. The board is not aware of other insurance covering contents and will assume to pay the coverage offered at \$12/month for \$2,000 of protection unless/until further research turns up coverage in effect. The board requested staff to ask Dave if he is aware of insurance

on items in there, like the pump. When reviewing our insurance policies, consider what we have worth insuring.

- LADWP 4th Quarterly Coliform Monitoring notice noted as in compliance.

OLD BUSINESS

New construction sewer connection at 339 S. School Street:

Staff research located past meeting minutes and invoices for the sewer connection extending the line on S. School Street in 2015 for the new residence at 343 S. School St. Per BPCSD *Ordinance #5 - Sewer, Section 105*, revenues derived from sewer services can only be used in connection with operation of the current system, not expansion of the system, including laterals. Therefore, the homeowner provided a \$24,000 deposit for the work to extend the line. BPCSD paid the contractor for the work. The policy in effect at the time was that the owner pays the cost of extending the line, and future connections to it are to split the cost by reimbursing the owner.

The board understood the concerns raised by the owner of 339 S. School St. in the email and provided two options to consider. Option A - pay the owner at 343 S. School St. half of the cost of extending the line, \$12,000, directly. Option B - BPCSD can request an invoice from the owner at 343 S. School St. and we can then invoice the owner at 339 S. School St. The board suggests Option A, and recommends looking into tax implications of the transaction, and possible 1099 requirements. The board agreed that if this property had been connected first, the costs may have been different. However, it was not connected first.

The board reiterated this is for having a connection to the sewer system. To physically hook up to the system, a contractor needs to be hired and necessary permits secured. BPCSD is to receive a plan for the connection and witness the connection.

CDM Smith Lead Service Line Assistance: They requested additional information prior to their site visit February 23-25. Staff to work with Dave Tanksley to provide a response.

Oils & Fat Ordinance No. 2025-01 - The summary prepared by County Counsel was published, linking to the full version on our website, and the ordinance is in effect.

Cross-Connection Control Program Hazard Assessment Report - *tabled until the next meeting.*

Business Operations Update

Water & Sewer billing - Bills sent out on January 15th with new credit card payment QR code and website link. This was tested first. About 8 or 9 customers have paid this way so far. The County process requires a separate batch for each transaction. 14 disconnect notices have been mailed for non-payment per policy.

Vendor payments - Up to date. Discussed having a credit card for office expenses rather than staff paying and being reimbursed. Staff to look into options that don't require personal guarantees, potentially affecting personal credit.

SWRCB invoice update - Waiting on reply from SWRCB about applying our DAC credit on the annual water permit. Researching the phone number for contact there.

Office, phone, and website updates - Fax line has been canceled. Modem batteries purchased and installed to provide up to 12 hours of power during power outages. Website hosting and domain name have been renewed for one year. QR code and link to credit card payment website (Inyo County's payment portal) added to our website. It caused a problem with the site navigation due to the outdated platform the site was built on. The vendor worked with me to migrate it to the new platform with lots of new features available to us. There is some site clean up to do (broken links, formatting).

Professional Development Opportunity - Cal Rural Water Expo in So. Lake Tahoe: April 27-30.
Reporting Updates - SAFER: to do. US Census of Local Gov't Finances: to do. EAR - was able to successfully login with the new webkey after their reset.

Dave Tanksley Operations Report - *Tabled until the next meeting.*

Prop 1 Round 1 Update: ECWA request for financial capacity letter - the board requested that Tim Rudolph provide an update on this and the assessment of the costs. Also, requests to check with LADWP for an update on the lease agreement.

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

Tim Rudolph sent photos of the project signs installed at the site. The board appreciated the photos and thought the signs looked great. Construction is underway.

Those who attended the Inyo County Treasury Oversight Committee meeting on January 21, 2026, updated the board that the loans were approved. We discussed the points raised, such as our plans for a rate review, funding our reserves, and minimizing the cost of the loans. Documents noting the approvals to come.

Other - Kent Schlick notified the board that since his official address is no longer in Big Pine, he won't be able to run for an additional term as a board member. He is happy to stay on as needed until that time. His term is up in 2028. He provided a transcript from the County Elections Staff confirming this.

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
- Insurance policies review and items needing coverage
- Maintenance of dirt road to tank

CLOSED MEETING - not needed

ADJOURNMENT - The meeting was adjourned by President, Gary Doyel at 7:40 PM.

Signed  Approved on 02/18/2026
Heather Freeman, BPCSD Business Operations Manager