



Board of Director's Meeting Minutes - APPROVED
FEBRUARY 18, 2026

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

Others: Dave Tanksley - Water/Sewer Operator, via video conference call
Tim Rudolph - Rudolph Engineering, via phone call
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, February 18, 2025 at 6:00 PM.

PUBLIC COMMENTS & PUBLIC HEARING – None.

NEW BUSINESS -

- Annual nominations for board officers were discussed: Kevin Bigham was nominated for Board President and Kent Schlick agreed to continue on as Board Vice President. All voted in favor. Effective next board meeting.
- Staff presented a proposed holiday policy based on CalHR and ESCSD, along with compensation and benefit models from similar districts. The Board requested draft holiday and sick leave policies to review and revise at the next meeting. They also request job descriptions to review alongside salary to compare similar positions.
- Staff reported that the current hourly compensation model has used approximately 35% of the personnel budget while the District is about 65% through the fiscal year. The Board discussed converting the Business Operations Manager position from hourly to salaried. The Board requested the date of the prior year's meeting when the position was made permanent and asked staff to calculate back pay based on a fixed monthly salary of \$3,800 from that date, noting that the amount is already included in the budget.
- The board agreed the sewer rate annual CPI increase is to be implemented for the March billing, per policy.
- Rate Review next steps:
 - SWRCB Rate Review 5-year Budget Projection Calculators and Worksheets were reviewed and noted as informational. This is the model the state offers.
 - Mammoth Community Water District public hearing letter was reviewed.
 - The board is to read the ICWCSD materials shared last year, the Mammoth letter, and the 218 requirements prior to the next meeting.

MINUTES – Kevin Bigham made a **MOTION** to approve the Minutes of the January 28, 2026 Meeting with one correction. Kent Schlick seconded the motion.

BILLS & WARRANTS – Kent Schlick made a **MOTION** to approve the Bills and Warrants from January 17, 2026 - February 13, 2026. Kevin Bigham seconded the motion.

CORRESPONDENCE – Annual Form 700 must be filed by April 1, 2026.

OLD BUSINESS

New construction sewer connection at 339 S. School Street:

The homeowner has requested an invoice from BPCSD to reimburse the neighbor for the extension of the sewer line. Staff to work with the County Auditors on the process.

CDM Smith Lead Service Line Assistance: The site visit to verify lines will now be March 16-18. The board agreed to offer up to two hours of Mitch's time to point out meter locations, which BPCSD will be billed for. They suggest 30 minutes the first day, and in the morning the other days up to those 2 hours. The board requests a description of what we should expect. They also want CDM Smith to be aware that we cannot do a special mailing for this, but we will post their flyers. It should also be made clear that BPCSD has no responsibility past the meter, as that is private property. Tim Rudolph volunteered to meet with them for one hour.

Cross-Connection Control Program Hazard Assessment Report - Corbin's email was reviewed. Dave recommends that the board read the assessment report and move forward with our policy. At the next meeting, go through the report to draft the letter to send out to those affected. The board agreed that the rate review was a priority before this. When ready, we can invite Corbin to a meeting to explain.

Business Operations Update

Water & Sewer billing - Of the 14 disconnect notices mailed for non-payment in January, 7 have been paid. Credit card payments have been utilized by 18 customers so far.

Vendor payments - Up to date. Two utility bills were not received and have since been set up for paperless so staff can access online. The Sewer Advertising budget was exceeded by \$65 for the publication of the Oil/Fat Ordinance. The DAC credit was applied to the SWRCB invoice and the annual permit paid at the same rate as last year.

Purchasing Card Research - 2 options were reviewed; CalCard which cannot be used for travel or subscription expenses, and SVB Innovator card. Research further on the application process.

Office, phone, and website updates - Optimum increasing internet rate by \$60 and phone lines by \$5 per month on 3/17 due to promo ending. Updating the website to a new template with more features as workload allows.

Professional Development Opportunity - Cal Rural Water Expo in So. Lake Tahoe: April 27-30.

Reporting Updates - SAFER: up to date. US Census of Local Gov't Finances: activation code didn't work. EAR is due April 1st. OVGA report is due April 1st. Since LADWP owns the wells, the reporting is to come from them. Staff to notify OVGA.

Dave Tanksley Operations Reports - In January, the BOD level was 9. The meters were read and a couple of meters replaced. In February, the BOD level was 15. The levels will remain high. One pump was purchased for under \$400. One oxidation pond will be blocked when the aeration channel is out of service during construction. An old line at the pond was plugged. Racetrack to be shut down for 2-3 weeks. Weed abatement price coming. Our generator needs service and its trailer tires facing south are cracked. Kent to get 2 new tires installed at Perez Tires. A back up generator from LADWP is on stand-by for a month while ours is serviced.

The Sanitary Survey requests were discussed. They want a 6" air gap for the overflow at the tank discharge. Someone can be hired to cut it off with a hot wrench. They want residual testing quarterly reports. Mitch has been doing this on day samples twice a week. Dave noted that their wish list is not backed up by regulations and there are a few errors in their survey. They want a ladder up there at all times that would need to be locked up. Dave takes one with him currently. Dave will work with staff to complete the annual EAR and the Consumer Confidence Report.

Prop 1 Round 1 Update: A letter from ECWA was just received and read regarding an update on the grant administrative costs and scenarios. The board requested that Tim check with LADWP for an update on the lease agreement for the next meeting.

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

Tim Rudolph shared that the sludge drying bed project is moving forward. Concrete poured last Thursday, and backfilling and forms to be removed as weather permits. Payment requests to come in two pieces, one for the work so far and then for the backfill.

For the aerator project, steel work is being done on the bridge. It will be test fit, then painted. The electrician is working on submittals. Bridge to be trucked here later in March.

Funding update - Inyo County TTC sent a copy of the loan approvals.

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 Discussion - 218 requirements and example documents
- Insurance policies review and items needing coverage
- Maintenance of dirt road to tank
- SWRCB response from Dave

CLOSED MEETING - not needed

ADJOURNMENT - The meeting was adjourned by President, Gary Doyel at 8:41 PM.

Signed Heather Freeman Approved on 03/18/2026
Heather Freeman, BPCSD Business Operations Manager