**MEETING MINUTES**

**APRIL 21, 2021**

**6:00 P.M.**

**VIA Tele-Conference**

**PRESENT MEMBERS: BryAnna Vaughan, President**

 **Gary Doyel, Vice-President**

 **Walt Sharer, Board Member**

 **David Allen, Board Member**

**OTHERS: Dave Tanksley, Contractor**

 **Bobbie Lovig, Secretary**

**ABSENT: Kent Schlick, Board Member**

**AGENDA**

**CALL TO ORDER:** **BryAnna Vaughan, President, called the meeting of the Big Pine Community Services District to order on Wednesday, April 21, 2021 at 6:15 p.m. via Tele-Conference.**

**PUBLIC COMMENTS & PUBLIC HEARING: There were no public comments.**

**MINUTES: Walt Sharer moved and Gary Doyel seconded a motion to approve the minutes of the March 17, 2021. Motion carried.**

**BILLS AND WARRANTS: Gary Doyel moved and Walt Sharer seconded a motion to approve the bills and warrants incurred from March 18 through April 9, 2021. Motion carried.**

**CORRESPONDENCE:**

1. **Draft Audit – e-mailed to Board Members to be discussed in 8 and 9 below.**
2. **Letter from Auditor-Controller regarding 2019-2020 and 2020-2021 Audit Participation – form to be signed.**

**OLD BUSINESS:**

1. **Report and Updates from McMurtrie-Tanksley.**
	1. Dave reported that Don McGee now will be handling the expansion of the lease at the sewer pond. Mr. McGee will proceed with SEQUA to get it resolved and get the permit. It may take some time.
	2. All systems are running well. 301 Rossi is now finished and the sewer charge will be added to their billing.
	3. The clarifier was taken apart and put back together and the other clarifier will be used as a replacement.
2. **Groundwater Monitoring Plan (OVGA update) BryAnna Vaughan**
	1. BryAnna said there was no update from the contractors.
	2. BryAnna elaborated about the Tri-Valley and the data gap. The OVGA voted to put Tri-Valley into Prop.1, Phase 2. Proposals for Phase 2 are being accepted.
3. **IRWIMP report.** There was no meeting. BryAnna asked Dave Tanksley if he would be available for the next meeting. He will phone in.
4. **Updates on Prop. 1 Grant Implementation –** BryAnna said the invoices need to be turned in including Andy’s time.Dave said he had sent Tim Rudolph’s invoices to BryAnna.
5. **Property tax liens for delinquencies.** It was discussed and decided to go ahead with the liens for customers whose balances are $1,000 or over by May 15th.
6. **Preliminary budgets to Board at May meeting.**
7. **Approval of Water/Sewer Contractor for 2021-22 in May.** BryAnna asked Dave to get all invoices in for payment prior to the next meeting as well as present his contract for discussion and approval.
8. **Motion to approve a new Policy for cash handling.** The Policy will be ready for the next meeting in May.
9. **Discussion on what to do about Fixed Assets/Depreciation.** The Board decided to have a CPA do the calculations after the current tax season.

**NEW BUSINESS:**

**FUTURE AGENDA ITEMS:**

1. **Report from Dave Tanksley with reports.**
2. **OVGA Updates**
3. **IRWMP report.**
4. **Update on Prop. 1 Grant implementation for sewer expansion.**
5. **Motion to approve Cash Handling Policy.**
6. **Discussion regarding a list of properties that have outstanding bills over $1,000 for 2021-22 tax year. Motion to go ahead or not.**
7. **Preliminary budgets approval in May.**
8. **Approval of Water/Sewer Contractor for 2021-22 in May.**

**OTHER:** A closed meeting was not held.

**NEXT MEETING: The next regular meeting scheduled for Wednesday, May 19, 2021 at 6:00 p.m.**

**ADJOURNMENT: The meeting was adjourned by President, BryAnna Vaughan at 6:50 p.m.**

**Signed:**

**Bobbie Lovig, Board Secretary**