**UNAPPROVED MEETING MINUTES**

**OCTOBER 19, 2022**

**6:00 P.M.**

**PRESENT MEMBERS: BryAnna Vaughan, President**

 **Walt Sharer, Board Member**

 **Kent Schlick, Board Member**

 **Jeri Stout, Board Member**

**OTHERS: Dave Tanksley, Contractor**

 **Bobbie Lovig, Board Secretary**

 **Denise Tetrick, Employment Applicant**

**ABSENT: Gary Doyel, Vice-President**

**AGENDA**

**CALL TO ORDER:** **BryAnna Vaughan, President, called the meeting of the Big Pine Community Services District to order on Wednesday, October 19, 2022 at 6:00 p.m.**

**PUBLIC COMMENTS & PUBLIC HEARING: There were no Public Comments.**

**MINUTES: Walt Sharer made a motion, seconded by Kent Schlick to approve the minutes as presented for the September 14, 2022 Special meeting. Motion carried.**

**BILLS AND WARRANTS: Kent Schlick made a motion, seconded by Walt Sharer to approve the Bills and Warrants from September 26, through October 10, 2022. Motion carried.**

**CORRESPONDENCE: There was no correspondence.**

**OLD BUSINESS:**

1. **Employment interview at 6:10 p.m. Denise Tetrick was interviewed with a question and answer session.**
2. **Report from Dave Tanksley**
	1. **Dave said a leak at the Country Kitchen was repaired as well as normal shutoffs and meter replacements.**
	2. **The back-up well was run for a day.**
	3. **Dave and Tim Rudolph are working on the new grant for the back-up generator for wells. DWP will be funding this DAC project. The application is due in December.**
	4. **Lahontan will have a site inspection survey next month.**
3. **Groundwater Monitoring Plan (OVGA) update – There was no meeting.**
4. **Update on Prop 1 Grant Implementation**
	1. **Tim Rudolph was called and explained his report which is attached to these minutes.**
	2. **The overages to the P1R1 budget of $21,751.25 and $388.36 were discussed and the Board approved the amounts to be paid for by the Sewer ACO Infrastructure account. A transfer of funds will be sent to the Auditor.**
5. **Motion on charge for new hookups that have additional volume requirements. Tabled to a future meeting.**
6. **Motion to add a policy in the Cross-Connection Control Plan for additional back flow requirements.**
	1. **The Board discussed wording to be added to the Cross-Connection Control Plan as item G.**
	2. **It will be put into a motion at the November meeting.**
7. **Possible decision on offering the secretarial position to the interviewee.**
	1. **A motion by Walt Sharer, seconded by Kent Schlick, was made to offer the Administrative Services Manager to Denise Tetrick. Motion carried.**
	2. **A letter of understanding and acceptance will be sent to Denise for signature and Bobbie will start training the week of October 24, 2022 three days a week on Monday, Wednesday and Friday from 9:00 a.m. for 2-3 hours each day.**

**NEW BUSINESS: There was no new business.**

**FUTURE AGENDA ITEMS:**

1. **Report from Dave Tanksley with reports.**
2. **OVGA Updates**
3. **Update on Prop. 1 Grant implementation for sewer expansion.**
4. **Motion on charge for new hookups that have additional volume requirements.**
5. **New housing back-flow cross connection requirement. Add an additional item to Section 3 of the Cross Connection Policy. Motion to approve.**
6. **Invite Jen Roeser, Supervisor to the next meeting**

**OTHER:**

**NEXT MEETING: The next regular meeting scheduled for Wednesday,**

 **November 16, 2022 unless otherwise posted.**

**ADJOURNMENT: The meeting was adjourned by President, BryAnna Vaughan at 7:55 p.m.**

**Signed:**

**Bobbie Lovig, Board Secretary**