



180 North Main Street, Suite D
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Board of Director's Meeting Minutes MAY 21, 2025

Present Members:

Gary Doyel - Board President
Kent Schlick - Vice President
Breeanna Ralston - Board Member
BryAnna Vaughan - Board Member
Kevin Bigham - 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 May 21, 2025 at 6:00 PM.

PUBLIC COMMENTS & PUBLIC HEARING – None

NEW BUSINESS

Budget for Fiscal Year 25/26

It was discussed to have a proposed budget ready for a motion to approve at the next regular board meeting. The homework before then is to review the last 6 years actuals and possible increases. Drafts will be shared via email.

MINUTES – Kent Schlick made a **motion** to approve the Minutes of the May 5, 2025 Special Meeting. Breeanna Ralston seconded the motion.

BILLS & WARRANTS – Questions on the bills were discussed. Kent Schlick made a **motion** to approve the Bills and Warrants from April 12, 2025 - May 15, 2025. Kevin Bigham seconded the motion.

CORRESPONDENCE –

- 1) Price Paige & Company letter with 2021 audit findings was discussed including the depreciation recommendations.



- 2) State Water Resources Control Board letter dated May 1, 2025 was discussed, noting the hourly rate fine and a new contact. A request has been made to Inyo County to assist with the reporting requirements.
- 3) Utility Lien Demand Request was reviewed. Dave to locate and read meter. Staff will prepare a demand with up to date fees.
- 4) General Correspondence was discussed.

OLD BUSINESS

1) Business Operations Update

Water & Sewer billing - Bills for 3/15-5/15 billing period were mailed out this week, deposits being processed weekly.

Vendor payments - All bills received have been submitted for payment.

Training update - most of the orientation list has been completed.

Proposed Office Schedule - Mondays from 11am to 1pm, Wednesdays from 2pm-4pm, and Thursdays from 11am to 1pm with a request to post this on the office door and website. Office closed the last week of July through the first week of August.

Board Contact updates - current contact info shared for internal uses only with request to distribute it to the board.

Office Upgrades - We discussed setting up an account at an office supply store that stocks the billing postcards. A desk light, standing desk, docking station are needed. A PDF editor is needed - will look into a free option.

2) Dave Tanksley Report

Operations report - Dave noted the Consumer Confidence Reports need to be sent out. The board agreed to mail them with the July Billing Statements.

Lead service line notification letters can be sent out with July bills as well.

Oil & Fat ordinance needs to be adopted by the board. Inyo County has a workshop in June.

3) Prop 1 Round 1 Update

a) Percolation Pond project discussion

A **motion** was made by Kent Schlick to extend the grant based on information from Tim Rudolph or a motion to cancel the grant based on information from Tim Rudolph via email. The motion was seconded by Kevin Bigham.

4) Prop 1 Round 2 Update



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a) Aerator Project
Redesign and rebid update sent via email from Tim Rudolph.

5) Prop 1 Round 2 Update
a) Sludge Bed Project
Informal bid updates breaking out repairs versus new work sent via email from Tim Rudolph.

CLOSED MEETING - A closed meeting was not needed.

ADJOURNMENT - The meeting was adjourned by President, Gary Doyle at 7:44 PM.

Approved on June 18, 2025

Signed 

Heather Freeman, BPCSD Business Operations Manager