



180 North Main Street, Suite D

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Board of Director's Meeting Minutes - APPROVED
JUNE 18, 2025

Present Members:

Gary Doyel - Board 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

Absent Member:

Kent Schlick - Vice President

CALL TO ORDER - Gary Doyel, Board President called the meeting of the Big Pine Community Services District to order on Wednesday June 18, 2025 at 6:00 PM.

PUBLIC COMMENTS & PUBLIC HEARING – None

NEW BUSINESS

Tanksley FY2025/2026 Contract

The new fiscal year contract for water and sewer systems services was discussed, including areas of rising costs. Kevin Bigham made a **motion** to approve the contract. BryAnna Vaughan seconded the motion.

Cross-Connection Control Program (CCCP) Compliance

It was discussed that the written policy needs to be updated to meet new state requirements effective July 1st. Dave Tanksley is working with a CCCP specialist to provide a template used at other districts for the board to review at the next meeting.

MINUTES – BryAnna Vaughan made a **motion** to approve the Minutes of the May 21, 2025 Meeting. Breeanna Ralston seconded the motion.

BILLS & WARRANTS – BryAnna Vaughan made a **motion** to approve the Bills and Warrants from **May 16, 2025 - June 13, 2025** (please note the corrected dates of the warrant period). Breeanna Ralston seconded the motion.



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SDRMA Property/Liability Package Program Invoice for 2025/26 was reviewed. The board has questions on what is covered and staff will request the new policy with declarations page to review as well as request payment plan and any fees associated with that. The policy will be reviewed with comparable policies. Pay a portion of the premium if there is no extra charge.

CORRESPONDENCE –

2025/2026 Inyo County Special Assessments letter was discussed and the July 15 deadline noted. Customer Correspondence discussed in closed session.

OLD BUSINESS

Budget for Fiscal Year 25/26

The policy is to have a final budget adopted no later than the September board meeting. Inyo County Auditors request a final budget before August 29th. Budget items were discussed. Staff to use the Actuals through June 30, 2025, balance areas, and increase 10% for board to approve at next meeting. Dave Tanksley recommends budgeting \$10,000 for sewer plant equipment. Regular moving of revenue to ACO accounts was discussed. Staff to talk with Inyo County for best practices.

Utility Lien Demand Request was reviewed, applying past due water and sewer charges plus late fees. Staff to prepare an invoice summarizing fees for Title Company.

Business Operations Update

Water & Sewer billing - move in/out to be manually prorated. ABS contacted and software issues affecting it. Journal Entries from County agencies to be recorded. Vacant lot bills to be researched.

Vendor payments - up to date.

Office to be closed the last week of July through the first week of August.

Office Upgrades - We discussed setting up an account at an office supply store that stocks the billing postcards and electronics/computers. Wish list items include a second monitor that can be used for video conferencing as well.

Website - SSL needs to be purchased with the current webhost plan. Compare with other options. Upload approved meeting minutes.

Reporting Updates - EAR: calendar year expenses requested from Inyo County to complete the report. SAFER: usage added. Staff to review process with Dave Tanksley and Kevin Bigham to complete. US Census Annual Survey of Local Gov't- Request into Inyo County Auditor to access and complete.



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Dave Tanksley Operations Report

Dave noted systems are all good. The Consumer Confidence Reports need to be sent out with the July Billing Statements. Lead service line notification letters (LCRR) can be sent out with July bills as well to those affected. The inventory report is to be posted on the website. Oil & Fat ordinance needs to be adopted by the board within the next two months.

Prop 1 Round 1 Update:

The Percolation Pond project and grant was discussed, including a review of the budget. A copy of quarterly grant reports are requested to have on file at the office. A **motion** was made by Kevin Bigham to extend the grant. The motion was seconded by Breeanna Ralston.

Prop 1 Round 2 Update

- a) Aerator Project - Redesign and rebid in progress by Tim Rudolph.
- b) Sludge Bed Project - Informal bid updates breaking out repairs versus new work in progress by Tim Rudolph.

Future Agenda Items:

- Fat & Oil Ordinance adoption
- Business Operations Manager permanent position
- FY 25/26 Budget approval
- Liability policy updates

CLOSED MEETING - A closed meeting was needed.

ADJOURNMENT - The meeting was adjourned by President, Gary Doyle at 8:44 PM.

Approved on 7/18/2025

Signed Heather Freeman

Heather Freeman, BPCSD Business Operations Manager