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Board of Director's Meeting Minutes - APPROVED July 16, 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 June 18, 2025 at 6:03 PM.

PUBLIC COMMENTS & PUBLIC HEARING – None

NEW BUSINESS

Business Operations Manager Permanent Position Discussion

Aspects of the role were discussed with staff and board agreeing to continue with the position on a permanent basis. The discussion included looking into professional development opportunities, talking with Inyo County about the offering benefits for Special District staff, as well as modernizing software (Microsoft Office, Acrobat Pro) and processes such as accepting credit card payments, delivering bills by email, and other conveniences customers request.

MINUTES – BryAnna Vaughan made a **MOTION** to approve the Minutes of the June 18, 2025 Meeting. Kevin Bigham seconded the motion.

BILLS & WARRANTS – BryAnna Vaughan made a **MOTION** to approve the Bills and Warrants from June 14, 2025 - July 11, 2025. Breeanna Ralston seconded the motion. It was discussed that keeping the Bills & Warrants time period between meetings is best rather than a switch to match County monthly reports for reconciling. It was noted that Dave Tanksley's contract was missing from this month's Bills & Warrants due to implementing the new fiscal year contract and the possibility of initiating the contract a month earlier to avoid the delay next year. FY24/25 expenses and reimbursements are due by July 31, 2025 to close out the fiscal year.



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CORRESPONDENCE –

LADWP- Big Pine Quarterly Raw Groundwater Coliform Monitoring for Second Quarter 2025 was discussed. *June 18, 2025 Inyo County Bank Error Letter* was discussed. No General Correspondence was received, however, there were general questions received that were discussed, such as adding water service to a new ADU, and the process for water shut off.

OLD BUSINESS

Budget for Fiscal Year 25/26

Best practices to move revenue to ACO per Inyo County is on each deposit form as the revenue comes in, or by Journal Entry annually at the end of the year. *The board would like to move 7.5% of revenue to the appropriate ACO accounts for FY25/26.*

The draft FY25/26 Budget was discussed noting the following revisions: remove amounts for *Maintenance of Equipment* and *Construction in Progress* from the ACO accounts; split the *Accounting & Auditing* amounts evenly between the 4 accounts (Water, Sewer, Water ACO, Sewer ACO); include \$10,000 for Sewer operating *Maintenance*; move the Water NOI into *Office Supplies*; work with County to split *Sewer Connection Fees* from *Service Fees* to match how it is handled for Water and update the descriptions in 'Water' to be 'Water Connection Fees' (not 'Sewer'); discuss with County the Water 'Financial System Charge' Income item.

BryAnna Vaughan made a **MOTION** to approve the FY25/26 Budget with the noted revisions. Breeanna Ralston seconded the motion.

Inyo County Signature Authorization and Wage Schedule forms were updated for FY25/26.

Business Operations Update

Water & Sewer billing - Bills were mailed out with the 2024 CCR and LCRR reports.

Late Fee Grace Period Ending letters were mailed out.

Vendor payments - up to date, and SDRMA property/liability and workers comp insurances renewed.

Office Upgrades - We discussed software upgrades and the possibility of licenses or discounted licenses through affiliation with Inyo County.

Website - We discussed information from Streamline regarding ADA review.

Reporting Updates - EAR: calendar year expenses requested from Inyo County to complete the report. SAFER: usage added. US Census Annual Survey - also needs calendar year expenses.

Dave Tanksley Operations Report

An asphalt overlay was applied on School Street, covering meter boxes and affecting the height of meter boxes. Updates on recent testing were shared. A power outage affected the control



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panel, erasing the speech card. It has been re-recorded. A surge protector could protect it from future outages. DWP has been doing source assessments on wells, identifying hazards around them. More water meters need to be replaced. The process for a car parked over the meter box was discussed. A gate handle broke at the chlorinator that has been replaced with a chain.

Oils & Fat Ordinance - a new Section 604 was reviewed to replace the current Section 604 in *Article VI - Use of Public Sewers* to comply with State regulations. Bryanna Vaughan made a **MOTION** to amend Section 604 with the proposed Section 604 with corrections. Breeanna Ralston seconded the motion.

Cross-Connection Control Program (CCCP) Compliance - A draft of the written ordinance and resolution to meet new state requirements was reviewed. Kent Schlick made a **MOTION** to approve the **Resolution No. 2025-01**. Breeanna Ralston seconded the motion. All present voted in favor (4). One board member was absent from this discussion (Kevin Bigham).

Prop 1 Round 1 Update:

An update on the Percolation Pond project and grant was discussed noting the work is contingent on a DWP lease agreement. A three-month extension request is being considered, which the board does not think is enough time to secure the DWP lease agreement.

Prop 1 Round 2 Update - The Aerator Project and Sludge Bed Project are being redesigned by Tim Rudolph and will go out to bid next month.

Future Agenda Items:

- OVGA and IMRWGMG meeting recaps

CLOSED MEETING - A closed meeting was not needed.

ADJOURNMENT - The meeting was adjourned by President, Gary Doyle at 8:27 PM.

Approved on August 20, 2025

Signed Heather Freeman

Heather Freeman, BPCSD Business Operations Manager