



180 North Main Street, Suite D

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Board of Director's Meeting Minutes - APPROVED  
AUGUST 20, 2025

Present Members:

Gary Doyel - Board President

Kent Schlick - Vice President

Breeanna Ralston - Board Member

BryAnna Vaughan - Board Member

Kevin Bigham - Board Member

Others:

Mitch Smyser - Water/Sewer System Assistant 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, August 20, 2025 at 6:02 PM.

PUBLIC COMMENTS & PUBLIC HEARING – None

NEW BUSINESS

Accepting online payments through Inyo County/NCR: The board discussed the credit card payment program Inyo County has available and had additional questions regarding setup fees and any other fees besides the processing fees. Also, if an autopay option is available.

Vacant lot billing amount and timing discussion: Tabled for a future meeting to be reviewed with all of BPCSD's rates.

Inyo-Mono Regional Water Management Group July 11, 2025 Meeting Notes: The board discussed the notes and noted the group is currently reviewing their role.

MINUTES – Kent Schlick made a **MOTION** to approve the Minutes of the August 20, 2025 Meeting. Breeanna Ralston seconded the motion.

BILLS & WARRANTS – Kent Schlick made a **MOTION** to approve the Bills and Warrants from July 12, 2025 - August 14, 2025. Breeanna Ralston seconded the motion. It was discussed that Tanksley's contract payments included two months due to catching up from the change in fiscal year with the new contract. We discussed requesting digital authorizations with the County rather than the paper/mail process to avoid the fiscal year change delay.



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#### CORRESPONDENCE –

General questions from customers were discussed on the annual Lead Copper Rule Revision report mailed last month. Refer customers to the resources included in the CA Waterboard materials.

#### OLD BUSINESS

Budget for Fiscal Year 25/26 - the revisions requested at the July meeting were made and the final version is ready to send to Inyo County Auditors.

Oils & Fat Ordinance (Section 604) - ordinance amendment process research needed.

Cross-Connection Control Program (CCCP) Compliance - policy adoption process research needed.

#### **Business Operations Update**

Water & Sewer billing - payments being received and processed for 7/15 billing.

Vendor payments - up to date, envelopes reordered with logo, purchasing process discussed, will look into postage machine vendor to work on account.

Office Upgrades - surge protector, backup needed - see Dave's update.

Training - professional development conference discussed. Will look into online options

Website - meeting minutes updated.

Reporting Updates - 2024 EAR submitted! SAFER: usage added. US Census Annual Survey - instructions require audited financial statements FY23/24 - check with Inyo County.

#### **Dave Tanksley Operations Report (presented by Mitch Smyser)**

Sewer- Tules in the ponds sprayed. Need a solution for treating weeds at the sewer ponds. The generator from the fire department cannot be rewired and won't work for us. We discussed that Dave Tanksley should talk with contact there to see if they want it returned or disposed of.

Water- more meters have been changed out. Meter boxes have needed raising due to road work. The Rug9 modem needs a minimum of a 12-hour backup power source and consider switching the vendor to Frontier from Optimum for a 3-hour backup from the communications provider.

Dave recommends putting the two bid packets Tim Rudolph prepared out to bid.

#### **Prop 1 Round 1 Update:**

A one-year grant extension request letter has been sent and ECWA is reviewing the request.



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**Prop 1 Round 2 Update**

Breeanna Ralston made a **MOTION** to approve the Aerator Project Bid Package to go out to bid with bid openings and award at September board meeting. Kent Schlick seconded the motion.

Breeanna Ralston made a **MOTION** to approve the Sludge Drying Bed Project Bid Package to go out to bid with bid openings and award at September board meeting. Kent Schlick seconded the motion.

**Future Agenda Items:**

- Staff training/professional development
- Bid opening and award

CLOSED MEETING - A closed meeting was not needed.

ADJOURNMENT - The meeting was adjourned by President, Gary Doyle at 7:01 PM.

Approved on 09/17/2025

Signed Heather Freeman  
Heather Freeman, BPCSD Business Operations Manager