



180 North Main Street, Suite D

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Board of Director's Meeting  
Minutes  
MARCH 19, 2025

Present Members:

BryAnna Vaughan - Board President

Gary Doyel, Vice President

Kent Schlick - Board Member

Breeanna Ralston - Board Member

Kevin Bigham - Board Member

Others:

Dave Tanksley - Contractor

Denise Tetrick - Former Administrative Services Manager

CALL TO ORDER - BryAnna Vaughan, Board President called the meeting of the Big Pine Community Services District to order on Wednesday March 19, 2025 at 6:08 PM.

PUBLIC COMMENTS & PUBLIC HEARING – Denise Tetrick attended to say she would not submit a resignation letter.

MINUTES – Kent Schlick made a motion, Gary Doyel seconded, to approve the minutes as presented for the February 19, 2025 meeting.

BILLS & WARRANTS – Approval of Bills and Warrants from February 15, to March 15, 2025 was tabled to the April meeting.

CORRESPONDENCE - BryAnna Vaughan reminded board members to sign and submit their Form 700. All members indicated they were up to date.

OLD BUSINESS

- 1) New Board Officers. Approval of Gary Doyel to serve as President & Kent Schlick to serve as VP.
  - a) MOTION - BryAnna Vaughan made the motion to approve the new officers and Kevin Bigham seconded the motion.
- 2) Staff Update
  - a) Administrative Services Manager position update.

# BIG PINE

## COMMUNITY SERVICES DISTRICT



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- i) MOTION - Not approved. Denise Tetrick refused to submit a resignation letter, so nothing to approve. The board recognized that Ms. Tetrick refused to complete all elements of the job and considers her a no show/quit.
    - ii) A Signatory Authorization form was updated so that all board members have signatory authority to be submitted to Inyo County.
    - iii) A Payroll Services form to document Ms. Tetrick is no longer employed at BPCSD and was completed to be submitted to Inyo County.
  - b) Administrative Secretary position
    - i) MOTION - Kent Schlick made a motion, seconded by Breeanna Ralson, to approve the job description and approve that it be advertised until the vacancy is filled.
  - c) Kevin Bigham reported that the Water & Sewer billing is expected to be mailed out later than usual due to technical issues with the software.
  - d) Correspondence - nothing to report
  - e) BryAnna Vaughan reported that Vendor payments were being processed regularly.
- 3) Dave Tanksley reported that the BOD levels were higher than normal (41 mg/L), which is still well below the MCL, due to the pumps being plugged that require unclogging twice daily. A new pump and screen will be installed to fix the issue. LADWP also assisted in troubleshooting the Rugged system.
- 4) There were no updates for the Groundwater Monitoring Plan (OVGA).
- 5) Prop 1 Round 1 Update
- a) Percolation Pond - the board discussed that there continues to be no movement on obtaining a current lease with the necessary expansion from LADWP, although Tim Rudolph has continued to request updates from their realty office. The grant extension is currently valid through July 2025. DWR has requested a copy of a current lease agreement and documented assurances that the project will be supported for at least 15 years into the future.
- 6) Prop 1 Round 2 Update
- a) Aerator Project
    - i) MOTION - Kent Schlick made a motion, seconded by BryAnna Vaughan, for the approval of the bid package.
  - b) Sludge Bed Project
    - i) MOTION - Kent Schlick made a motion, seconded by BryAnna Vaughan, for the approval of the bid package.



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- c) The bid advertisements will be in the Inyo Register by Saturday. The grant provided \$205k up front. The contractors will need to be paid completely before ECWA/DWR will reimburse the CSD for the remainder. The Aerator project is expected to cost \$400k. The Sludge Bed project is expected to cost \$50K. It needs to be determined if funds exist or if the board needs to explore loan options.

#### NEW BUSINESS

#### FUTURE AGENDA ITEMS

- 1) Staff report
  - a) Begin budget planning for FY 25/26
  - b) Administrative Secretary position update
- 2) Report from Dave Tanksley
  - a) Operations report
  - b) Lead service line notification letter
  - c) Oil & Fat ordinance
- 3) Owens Valley Groundwater Authority updates.
- 4) Updates on Prop. 1 Grant Implementation with IRWMP update.
- 5) Updates on Prop 1 Round 2 grants

OTHER – A closed meeting was not needed.

NEXT MEETING - The next regular meeting is scheduled for Wednesday, April 16, 2025. A special meeting will be held on Friday, April 25th to perform the P1R2 bid package openings.

ADJOURNMENT - The meeting was adjourned by President, Gary Doyle at 7:42 PM.

Approved on 2025.04.16

Signed   
BryAnna Vaughan, Board Member