



180 North Main Street, Suite D
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Board of Director's Meeting Minutes - APPROVED SEPTEMBER 17, 2025

Present Members:

Gary Doyel - Board President
Kent Schlick - Vice President, via video conference
Breeanna Ralston - Board Member
BryAnna Vaughan - Board Member
Kevin Bigham - Board Member

Others:

Christie Martindale - Inyo County Treasurer-Tax Collector
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, September 17, 2025 at 6:01 PM.

PUBLIC COMMENTS & PUBLIC HEARING – None

NEW BUSINESS

The opening of the bids for Prop 1 Round 2 Aerator Project and Sludge Drying Bed Project has been postponed until October 1st due to new information that arose during the bidding process.

Christie Martindale, Inyo County Treasurer-Tax Collector, addressed the board on the benefits BPCSD has access to as part of the County Treasury Pool, including banking, investment, and bill pay services, available loans and the processes to apply, pooled audits, and 10 hours of county counsel annually. The process to accept credit card payments was highlighted, including the need to access reports five days per week or prepare journal entries to move funds.

MINUTES – Kevin Bigham made a **MOTION** to approve the Minutes of the August 20, 2025 Meeting. Gary Doyel seconded the motion.

BILLS & WARRANTS – BryAnna Vaughan made a **MOTION** to approve the Bills and Warrants from August 15, 2025 - September 11, 2025. Breeanna Ralston seconded the motion.

CORRESPONDENCE –



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Special District Resources and New Budget Amendment Report from Inyo County Assistant Auditor-Controller dated 9/4/2025 was noted to include a link to *Special District Board Member Handbook* and information on amending the budget.

OLD BUSINESS

Accepting online payments through Inyo County/NCR: Previous questions on what fees BPCSD would incur for setting up credit card payment were addressed - the County absorbs any fees other than the convenience fees that customers pay directly. Autopay is not currently available as an option, though customers can set up autopay through their bank's billpay. It was noted that this system does not connect to our database. Staff will have to enter the payments, download reports, and prepare additional deposit paperwork. The board agreed to offer this service that customers are requesting if staff thinks it is manageable.

Budget for Fiscal Year 25/26 - The board discussed the County-requested revision to the format of the budget - removing the 'Reserves' category from Revenue, and leaving the difference as a negative net Operating Income. Gary Doyel made a **MOTION** that the board intends to cover the budget deficits with Reserves. Breeanna Ralston seconded the motion.

Oils & Fat Ordinance (Section 604) - ordinance amendment process research needed, and suggested resources were discussed for the publication process.

Cross-Connection Control Program (CCCP) Compliance - the need for hazard assessments was discussed and the proposal from Swafford Company was reviewed. Having irrigation, ditches and creeks near the system indicates needs for backflow devices. Dave Tanksley recommends doing the assessment now so we have time for corrections. Our State Waterboard representative, Ben Huso, requested the timeline of July 2026 to have it completed. Kevin Bigham made the **MOTION** to approve the hazard assessment proposal. Breeanna Ralston seconded the motion. All voted in favor.

Business Operations Update

Water & Sewer billing - Bills for the 7/15-9/15 billing period were mailed on 8/16/25. Next steps is to assess and bill for late fees and send delinquent notices as needed, per policy.

Vendor payments - up to date. Postage machines were researched and do not seem to benefit the volume currently being mailed.

Office Upgrades - Second monitor uses and models around \$300 were discussed. Backup power is needed for RUG9, Dave Tanksley will look into that.

Training/Professional Development conferences discussed and online options reviewed. Will work on online options and watch for conferences next spring.

Website - meeting minutes updated.



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Reporting Updates - SAFER: new account created for their new system, working with our database vendor on marking customer type to pull these reports consistently and more easily.
US Census Annual Survey - submitted with unaudited numbers.

Dave Tanksley Operations Report

BODs are good. Working to get oxidation ponds unplugged so BODs will be a bit higher.
Weed management tactics for this winter and spring were discussed, including excavator mowing and pre-emergent sprays.

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.

Prop 1 Round 1 Update: No updates on grant extension request.

Prop 1 Round 2 Update: Bids scheduled to be opened October 1, 2025, by Tim Rudolph and observed by Heather Freeman.

Future Agenda Items:

- Bid opening and award
- Weed spraying proposal
- Rate review discussion

CLOSED MEETING - reviewed customer letter and past due accounts.

ADJOURNMENT - The meeting was adjourned by President, Gary Doyle at 8:22 PM.

Approved on 10/15/2025

Signed Heather Freeman
Heather Freeman, BPCSD Business Operations Manager