



180 North Main Street, Suite D

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Board of Director's Meeting Minutes - APPROVED
OCTOBER 15, 2025

Present Members:

Gary Doyel - Board President

Kent Schlick - Vice President

Kevin Bigham - Board Member

Breeanna Ralston - Board Member

BryAnna Vaughan - Board Member

Others:

Terry Tye - Indian Creek-Westridge Community Services District, for New Business

Tim Rudolph - Rudolph Engineering, via phone for #6: P1R2 Update

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, October 15, 2025 at 5:59 PM.

PUBLIC COMMENTS & PUBLIC HEARING – None

NEW BUSINESS

Terry Tye shared his experiences from ICWCSD with the BPCSD board on Prop 218 and rate reviews, including rate analysis, public notices, and public hearings.

MINUTES – Breeanna Ralston made a **MOTION** to approve the Minutes of the September 17, 2025 Meeting. BryAnna Vaughan seconded the motion.

BILLS & WARRANTS – Kent Schlick made a **MOTION** to approve the Bills and Warrants from September 12, 2025 - October 9, 2025. Gary Doyel seconded the motion.

CORRESPONDENCE – None

OLD BUSINESS

Oils & Fat Ordinance (Section 604) - Staff to work with County Counsel on the process to publish ordinance amendment.



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Cross-Connection Control Program (CCCP) Compliance - hazard assessments are scheduled with the November meter reading. Staff to work with County Counsel on the process to update policy.

Business Operations Update

Water & Sewer billing - The 9/15 billing had 8 accounts double billed that were corrected.

Working with vendor to resolve. Backflow testing to be billed in upcoming 11/15 billing at cost of \$85 per test. 9 disconnect notices were mailed to past due accounts on 10/14 per policy.

Vendor payments - Prepaid water testing through County Environmental Health bill okay to pay.

Accepting credit card payments through Inyo County/NCR: Waiting on the County and vendor.

Office Upgrades - Second monitor purchased and installed. Phone line/internet bill to increase by \$65 in November. Consider removing fax line (\$30). Battery needed for modems to stay online during power outages. Getting quotes from other phone service providers to compare.

Training/Professional Development - Reviewed Brown Act summary. Attended online workshop on small utility financial management from RCAC. Upcoming ones on Prop 218, Public Notifications, Rate Setting.

Website - meeting minutes up to date. Add credit card processing link when active.

Reporting Updates - SAFER: coding customer type to pull these reports consistently.

Insurance Renewal Questionnaire - \$75 credit if submitted by Friday, 10/17.

Dave Tanksley Operations Report

Operations are going well. A weed abatement quote will be ready for the next meeting.

Prop 1 Round 1 Update: The board was glad to hear the good news that the grant extension was approved and discussed moving the project forward.

Prop 1 Round 2 Update: Bids were opened October 1, 2025, by Tim Rudolph and observed by Heather Freeman. The bid results were discussed.

Aerator Project - The base bids for the aerator project exceeds the grant funds available, unless item #8 is eliminated. The project can be completed without this item. County Counsel recommends rebidding it (again) without that item based on case law, however, it was discussed that removing this item from both bids to align with the budget does not violate competitive bidding. Contract language allows for modifying and negotiating so the board agreed to move forward. Kent Schlick made a **MOTION** to accept the base bid minus bid item #8 for a bid price of \$335,100 from Spiess Construction. Bryanna Vaughan seconded the motion.

Sludge Bed Project - It was discussed that the sludge bed project bids exceed the grant funds available and noted that the project is needed to update aging infrastructure. An estimated



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\$50,000 of funds needed may come from the Sewer and Sewer ACO budgets or a County loan. Bryanna Vaughan made a **MOTION** to accept the base bid from Hardcore Concrete and award the bid. Breeanna Ralston seconded the motion.

Tim Rudolph will send out bid results and notice of award for both projects. Staff to work with Tim and Christie on next steps for a bridge loan estimated at \$254,000 to pay the contractors before being reimbursed by the grant.

Future Agenda Items:

- Construction funding/loans
- Weed spraying proposal
- Rate review discussion
- Phone line backup power/switch providers

CLOSED MEETING - not needed

ADJOURNMENT - The meeting was adjourned by President, Gary Doyle at 8:15 PM.

Approved on November 19, 2025

Signed Heather Freeman
Heather Freeman, BPCSD Business Operations Manager