

**MINUTES of the MEETING**  
**APRIL 15, 2015**  
**7:00 P.M.**

**CALL TO ORDER:** BryAnna Vaughan, President, called the Meeting of the Big Pine Community Services District to order on Wednesday, April 15, 2015 at 7:00 P.M. in the District office.

PRESENT MEMBERS: BryAnna Vaughan, President  
Gary Doyel, Vice-President  
Bob Steele, Board Member  
David Allen, Interim Board Member

OTHERS: Dave Tanksley, Contractor  
Bobbie Lovig, Secretary  
  
Mike Rossi, Property Owner  
Don McGhee, LADWP

**AGENDA**

**PUBLIC COMMENTS & PUBLIC HEARING:** Mike Rossi addressed the Board about his proposal to hook up to the sewer at 781 West Street. There is a question with LADWP as to whether the property is in the boundaries of BPCSD. There was a lengthy discussion and it was decided that Dave Tanksley will find out about the boundary issue. There may be a need for a license agreement with DWP and/or a need to go through the LAFCO process. It will be addressed at the next meeting May 20, 2015.

**MINUTES:** Bob Steele moved and Gary Doyel seconded a motion to approve the minutes of the Special Meeting of March 11, 2015. Motion carried.

**BILLS AND WARRANTS:** Gary Doyel moved and BryAnna Vaughan seconded a motion to approve the bills and warrants incurred from March 10, through April 3, 2015. Motion carried.

**Correspondence:**

1. 6 year Actuals Comparison - in board packet for review - information only.
2. Letter from Asst. Auditor-Controller re: 2015-16 budgets to be submitted before June 30, 2015. The preliminary budgets will be presented at the next meeting, along with copies of the prior year budgets for the four accounts.

**BUSINESS:**

**1. Report from Denis Tillemans -**

- a. Denis did not attend the meeting. Dave reported for him that the twice a year BODs were done as well as monitoring of the wells last week and samples were sent off for testing.
- b. Dave has turned off all aerators except for two of them. The LADWP bills continue to show a decrease in costs.

**2. Report Tanksley-McMurtrie**

- a. Dave said his crew changed out some meters and he is ordering several more new meters.
- b. He said they did some shut offs and turn ons during the month.
- c. Dave said he is holding off on getting the goats for the sewer pond until he can get the gates, paint finished and a lean-to built.
- d. Dave said DWP replaced the column with plastic in the well that had the problem. Testing for lead will be done and Dave has to be there.
- e. Dave explained about the data that needs to be available for BPCSD. He needs monthly data, a water quality monitoring plan and what is being tested. Dave will make a list for Bobbie to call and ask Charlotte at DWP to provide for us.

**3. Report from Bobbie Lovig**

- a. Bobbie explained about how she can submit a Journal Entry to make any changes to accounts that may be incorrectly charged or accounts that over extended. She moved the amount of insurance charged to water over to sewer as the full amount of the insurance needs to come out of the sewer account.
- b. Rolling Green fee increases. Bobbie passed out a copy of the Rolling Green notification that shows an increase in the Sewer Service fee from \$15.62 to \$23.32, an increase of \$7.70 month. The water usage rate of 100cf is being increased from \$.62 to \$1.35, an increase of \$.73 per month. These fees are substantially higher than BPCSD fees.
- c. Bobbie reported that she received and filed the Tanksley-McMurtrie Certificate of Insurance for the time period of 4/1/15 - 4/1/16.
- d. Draft letter to customers who were required to install backflow devices and verifications received.
  - 1) Bobbie reported that she only has certificates from the Post Office and the 5 from Big Pine USD. She has received calls from Glacier Mobile Home Park and Marzano.
  - 2) The letter was discussed and wording will be added about the next Board meeting date, a reminder about financial assistance and a sentence stating: "We are all in this together to promote safe drinking water in our community."
  - 3) Bobbie will send out the letters before the end of the week.

**4. Discussion of updates to the Drought Conservation Program for PBPSD - motion to approve.**

- a. Bryanna asked for comments from the Board. It was discussed and the Board decided to change Public Hearing to Public Meeting.
- b. BryAnna moved and Gary second a motion to change Public Hearing to Public Meeting and approve the Drought Conservation Plan. Motion Carried.

**5. Discussion of date for Public meeting.**

- a. After discussion, it was decided to hold the Public Meeting at the Big Pine Town Hall either May 28<sup>th</sup> or June 4<sup>th</sup>. Bobbie will reserve the Hall and let the Board know. It will be held from 6:00 p.m. to 7:00 p.m. with a presentation of information and a Q & A session.
- b. There will be a letter in the next billing on May 14 about the meeting, as well as notices on the web page and at the library, Carroll's Market and the BPCSD office door.
- c. There will also be notices sent to the paper and the radio stations on May 15<sup>th</sup>.

**6. Discussion of change of policy 4020 (Employment of Outside Contractors) to adopt and implement the Uniform Construction Cost Accounting procedures by Local Agencies. County Counsel Response. Motion to approve.**

- a. BryAnna said she will be completing the integration of County Counsel response the 4020 Policy document into our policies.
- b. It will be voted with a motion at the next meeting.

**7. Discussion of next steps on Matrix of bids for Reservoir work and the bidding process.** Tabled until new policies are in place.

**8. Board Member vacancy.** This was discussed and Board Members said they will approach some community members before the next meeting.

**NEW BUSINESS:** There was no new business.

**OTHER:** There was a closed meeting regarding some delinquencies.

**FUTURE AGENDA ITEMS:**

1. Report from Denis Tillemans.
2. Report from McMurtrie-Tanksley.
3. Discussion/rehearsal of the Drought Conservation Program for the Public Meeting.
4. Discussion of change of Policy 4020 Employment of Outside Contractors to adopt and implement the Uniform Construction Cost Accounting procedures by Local Agencies. Motion to approve.
5. Discussion of bids matrix for reservoir work and for the bidding process. Possible motion to approve.
6. Review of Back Flow certificates of compliance received and verifications/certificates still needed.
7. Presentation of preliminary budgets for 2015-16

Minutes: April 15, 2015

8. Review, discussion and signing of Contractor's contracts for 2015-16.
9. Possible Closed Meeting regarding delinquencies and actions taken.

**NEXT Meeting:** The next meeting is scheduled for Wednesday, May 20, 2015 at 7:00 p.m. in the District office.

**ADJOURNMENT:** There being no other business, BryAnna Vaughan moved and Bob Steele seconded a motion to adjourn the meeting at 9:08 p.m. Motion carried.

Signed,

Bobbie Lovig, Secretary