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Board of Director's Meeting Minutes - APPROVED
September 16, 2026

Present Members: Kent Schlick - Vice President
Breeanna Ralston - Board Member
BryAnna Vaughan - Board Member, via phone call
Gary Doyel - Board Member

Others: Dadre Rudolph - Rudolph Engineering
Tim Rudolph - Rudolph Engineering, via phone call
Dave Tanksley - Water/Sewer Operator, via phone call, through item 3.6
Heather Freeman - BPCSD Business Operations Manager

Absent: Kevin Bigham - Board President

CALL TO ORDER - Kent Schlick, Board Vice President, called the meeting of the Big Pine Community Services District to order on Wednesday, September 16, 2026 at 6:03 PM.

PUBLIC COMMENTS & PUBLIC HEARING – None.

ACTION ITEMS -
MINUTES – Breeanna Ralston made a **MOTION** to approve the August 19, 2026 Meeting Minutes. Gary Doyel seconded the motion. Motion carried.

BILLS & WARRANTS – Gary Doyel made a **MOTION** to approve the payment of Bills & Warrants from August 15 - September 11, 2026. Kent Schlick seconded the motion. Motion carried. The board requested amending the budget at the next meeting to reconcile P1R2 budget with actual expenditures and agreed to pay contractor invoices out of the Sewer account in the meantime. Journal Entries will move the expenses to the appropriate accounts once the budget is amended.

TRANSFER WATER OPERATING FUNDS TO WATER ACO
BryAnna Vaughan made a **MOTION** to approve **Board Order 2026-04**, authorizing the transfer of $230,000 from the District's Water Operating Account to the Water ACO Account, maintaining around $50,000 in the Water Operating Account for ongoing operational needs. Gary Doyel seconded the motion. All present voted in favor (4); one absent.

INYO COUNTY LEGAL COUNSEL AGREEMENT
BryAnna Vaughan made a **MOTION** to approve the legal services agreement with Inyo County Counsel for the current fiscal year. Gary Doyel seconded the motion. Motion carried.

SEWER PLANT DRIVE PARTS
The board reviewed two quotes for parts for the aging sewer plant drive costing around $25,000. The board discussed the condition of the critical parts, the sewer budget, and available reserves. Gary Doyel made a **MOTION** to authorize the Primary Gear Motor Drive Assembly parts quote for $6,500 as Sewer funds are available. The assembly will be evaluated in November and determine at that time if parts from the other quote are needed this fiscal year. Kent Schlick seconded the motion. Motion carried.

RATE REVIEW & PROP 218
A second draft of the engineer's Water and Sewer Rate Review Study was reviewed at length. The proposed rate schedule was discussed in relation to Prop 218 requirements, with a preference for issuing notices in January 2027. The Board requested clarifications and revisions to the study for consideration at the next meeting, with the intent of approving proposed rates for inclusion in the Prop 218 notices.

DISCUSSION ITEMS -

PROP 1 ROUND 1 - PERK PONDS PROJECT
A revised grading plan has been submitted to the County and the new design is ready for LADWP's review. The ECWA extension has been approved for the grant. The 15-year LADWP lease has been signed and expected to be received soon.

PROP 1 ROUND 2 - Aerator Project
The sewer plant is back up and running. Construction has been completed. Grant admin and billing wrap-up are in progress.

S. SCHOOL ST. SEWER EXTENSION REIMBURSEMENT CORRESPONDENCE
The board reviewed an email followup to the MOA and invoice.

UTILITY BILLING 'CURRENT SOFTWARE' PROPOSAL
The board reviewed a proposal for modernized billing software that includes features customers request (autopay, email statements, payment history). The board requests staff to research other vendors to compare features and pricing.

REPORTS

BUSINESS OPERATIONS REPORT
Staff reported on vendor payments and billing activities, including aligning sewer billing with approved policies. The CalFire Burn Permit application was reviewed and staff will proceed submitting it. The Labor Commissioner Inquiry was responded to with the information requested CCCP Hazard Assessment notices will move forward with purchasing MicroSoft Office for mail merge tools. Office needs were reviewed.

SYSTEMS OPERATIONS REPORT
No report.

FUTURE AGENDA ITEMS - Consider approval of proposed rates for inclusion in the Prop 218 notices; operational budget amendments; Board Member Oath of Office and Certificates of Elections.

CLOSED SESSION - None.

ADJOURNMENT - The meeting was adjourned by Board Vice President, Kent Schlick, at 8:47 PM.

Signed Heather Freeman *Approved on* 10/21/2026

Heather Freeman, BPCSD Business Operations Manager