

**MINUTES of the MEETING**  
**DECEMBER 16, 2015**  
**6:00 P.M.**

**CALL TO ORDER:** Gary Doyel, Vice-President, called the meeting of the Big Pine Community Services District to order on Wednesday, December 16, 2015 at 6:08 P.M. in the District office.

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

OTHERS:                     Dave Tanksley, Contractor  
                                  Bobbie Lovig, Secretary

ABSENT:                     Denis Tillemans, Contractor

**AGENDA**

**PUBLIC COMMENTS & PUBLIC HEARING:** There were no public comments.

**MINUTES:** Bob Steele moved and Dave Allen seconded a motion to approve the minutes of the November 18, 2015 Meeting. Motion carried.

**BILLS AND WARRANTS:**

1. Gary Doyel moved and Brian Law seconded a motion to approve the bills and warrants incurred from November 10, through December 8, 2015. Motion carried.
2. Bobbie will check on last year's SWRCB charge and let the Board know if there has been an increase in fees.

**Correspondence:**

1. Letter from SDRMA regarding processing Member Claim Payments directly to vendors. The letter was discussed and filed.
2. Letter of resignation from Denis Tillemans.

**BUSINESS:**

1. **Resignation of Denis Tillemans. Discussion of contractor to take over remaining months of Denis's contract. Motion to approve.**
3. Denis did not attend the meeting but sent in his letter of resignation. Dave Allen made a motion to accept the letter of resignation from Denis Tillemans and Brian Law seconded the motion. Motion carried.

- a. Dave Allen suggested the Board put together a news release thanking Denis for his many years of service with the district.
- b. Bobbie will contact Mark Tillemans and then get together with Gary to get the news release ready for the Board to read and approve at the next meeting.

**2. Discussion of contractor to take over remaining 6 months of Denis's contract. Motion to approve.**

- a. The Board discussed McMurtrie-Tanksley taking over the remaining 6 month of Denis's contract. Dave said he is going to get together with Denis next week to get all the files and documents.
- b. Gary Doyel moved and BryAnna seconded a motion for McMurtrie-Tanksley to take over the last 6 months of Denis Tilleman's sewer contract from January 1 through June 30, 2016. Motion carried.

**3. Report from McMurtrie/Tanksley.**

- a. Dave McMurtrie went over his report and said he and his crew have been doing valve exercises, shut offs, and RFP on Cornell street digging up the meter box. He is also doing DPB monitoring.
- b. Dave said he completed and sent in the Small Water Supplier Conservation Report on line. After the January billing, he will amend the report to include that time period. A copy of the report was given to the Board and will be filed.
- c. Dave said the BOD was 6 last month and he will be doing night runs.

**4. Oath of Office for Gary Doyel, Dave Allen and Brian Law. Signing of Form 700 for Dave Allen and Brian Law.** The Oath was given and the Form 700's were signed and will be mailed to the County Clerk tomorrow.

**5. Discussion and possible motion to change water conservation stage based on the current conditions.** The Board discussed the situation again and decided to keep the water conservation stage as is based on the continuing severe drought.

**6. Discussion of proposals for engineering work and bids matrix for reservoir work and for the bidding process. Possible motion to approve.**

- a. Dave said he has several interested parties that may be submitting proposals and having site visits. He gave them all until early February, 2016 to get their proposals submitted.
- b. Dave will report the progress at the next meeting.

**7. Election of officer for 2016 through 2017.** The Board discussed this issue and decided the present situation is working well. Gary Doyel moved and Dave Allen seconded a motion to have the Board positions remain the same with BryAnna Vaughan as President and Gary Doyel as Vice-President for the next two years. Motion carried.

Minutes: December 16, 2015

8. **Discussion and possible motion regarding CPI increase to sewer rates for 2016.** After a short discussion, Dave Tanksley said he will get with Denis Tillemans to put together the formula for charging the CPI each year in January and will let Bobbie know the CPI fee increase before the next billing.
9. **Discussion of request of the donation of a water fountain and installation of it at the kiosk area.** Since the district cannot make donations, BryAnna said she had the name of an organization that might be able to help Bob Steele with a grant or donation. She will get the information to Bob.
10. **Possible closed meeting regarding delinquencies and actions taken.** Bobbie said there were no serious outstanding balances at this time.

**NEW BUSINESS: Discussion of California Special Districts Assn. 2016 Membership dues. Motion to approve.**

1. There was a discussion about the high cost of the fees.
2. Bobbie will call CSDA and ask them about the fees and what benefits the District receives for the high fee and report at the next meeting.

**OTHER:** Small Water Supplier Conservation Report. See 3.b. under Dave Tanksley's report.

**FUTURE AGENDA ITEMS:**

1. Report from McMurtrie-Tanksley.
2. Discussion of bids matrix for reservoir work and for the bidding process. Possible motion to approve.
3. Possible Closed Meeting regarding delinquencies and actions taken.

**NEXT Meeting:** The next regular meeting is scheduled for Wednesday, January 20 has been cancelled and the next meeting will be held on Wednesday, February 17, 2016 at 6:00 p.m.

**ADJOURNMENT:** There being no other business, BryAnna Vaughan moved and Bob Steele seconded a motion to adjourn the meeting at 6:55 p.m. Motion carried.

Signed,

Bobbie Lovig, Secretary