

MINUTES of the SPECIAL MEETING
FEBRUARY 25, 2015
7:00 P.M.

CALL TO ORDER: Gary Doyel, Vice-President, called the Special Meeting of the Big Pine Community Services District to order on Wednesday, February 25, 2015 at 7:07 P.M. in the District office.

PRESENT MEMBERS: BryAnna Vaughan, President (by teleconference)
Gary Doyel, Vice-President
Mitchel Colvin, Board Member
Bob Steele, Board Member
David Allen, Interim Board Member

OTHERS: Dave Tanksley, Contractor
Bobbie Lovig, Secretary

ABSENT: Denis Tillemans, Contractor

AGENDA

PUBLIC COMMENTS & PUBLIC HEARING: BryAnna Vaughan, as a community member, commented that the back flow device for the Glacier Mobile Home Park will cost about \$7,000-\$8,000. She asked for suggestions on others they could get a bid from. Bill Eddy was suggested.

MINUTES: Bob Steele moved and Gary Doyel seconded a motion to approve the minutes of the Special Meeting of January 21, 2015. Motion carried.

BILLS AND WARRANTS: After discussion and correction of the DWP listing, Gary Doyel moved and Bob Steele seconded a motion to approve the bills and warrants incurred from January 15, 2015 through February 14, 2015. Motion carried.

Correspondence:

1. Any letters from applicants for replacement of vacant Board position. None received.
2. January 23, and February 9, 2015 notification letters from State Water Resources Board. To be discussed under Business.
3. January 26, 2015 letter from Inyo County Planning Department regarding Draft update to General plan. Information only.
4. February 4, 2015 from Inyo County Env. Health Services notifying BPCSD they can now pay for 12 months on the type of testing we use. Yearly invoice is for \$710.00, a savings of \$82.00/yr. BryAnna Vaughan moved and Gary Doyel seconded a motion to approve the yearly payment. Motion carried.
5. February 12, 2015 letter from SDRMA announcing no rate increase for sixth year in a row. Information only.

6. **Annual Renewal questionnaire from SDRMA. Approval to proceed with coverage with SDRMA in 2015-16. Approval given.**
7. **Letter and plot maps from Michael Rossi requesting sewer service for a manufactured home to replace the one burned down in the 2011 Center Fire. Discussion of deposit and approval under Business.**

BUSINESS:

1. Report from Denis Tillemans -

- a. Denis did not attend the meeting. Dave reported for him that that the BOD is still at 7. 30 is the cut off, so Dave said he will shut down more aerators during the day to save additional electricity costs.
- b. Dave received permission to use goats from Zac and Virginia Scida to eat the vegetation at the sewer plant. He now needs to purchase some orange construction fence and make a lean-to for them.

2. Report Tanksley-McMurtrie

- a. Dave went over his written report for January, 2015.
- b. Dave said he purchased and installed the new Parastaltic Chlorinator pump. It is working great and he will keep the old pump for a back-up.
- c. Dave said he is not sure when the pump will be fixed that has the lead in the piping material, but it should be soon. Nothing is being pumped into the system or the creek, he assured the Board.

3. List of DWP charges for Sewer Plant with just one Aerator in use. Bobbie said the list shows that about \$5,680 was saved in 2014 by shutting down one aerator. She will keep the list going for 2015 and present it next January, since more aerators will be shut down during the day.

4. Discussion of notification letters from State Water Resources Board.

- a. Dave said the tests for lead and copper weren't done last September due to Denis' health problem. The notices state that the tests can be done by September 2015, so they will be done in the summer.
- b. Dave said a notice will be put in the July Water Quality Report for 2014 that the procedure was not done, but that after September, BPCSD will be back in compliance.
- c. BryAnna wants to be sure the tests are noted on the To-Do document, so this doesn't happen again. The tests for lead and copper are only done every 3 years.

5. Discussion of letter from Michael Rossi for sewer service to a Manufactured Home on Rossi Lane. Dave said he will get with Mike and find out what is needed and let him know how much his deposit will be.

6. Verbal request from Chris at Country Market to cap off and/or discontinue charging him for water service he no longer uses.

- a. There was a discussion and Dave said that there are 2 meters at that location and one is not used. It wouldn't be cost worthy or as safe to take out the meter. It can be shut down with a lock. Bobbie will notify Chris.
- b. BryAnna Vaughan moved and Bob Steele seconded a motion to discontinue charging Chris for the meter that is not in use. Motion carried.

7. Discussion of Drought Conservation Program for BPCSD.

- a. BryAnna said BPCSD will need a public hearing to inform customers about the 5 stages of the Drought Conservation Program for BPCSD after the Board has formally adopted the Plan. This will let customers know the seriousness of the drought and the steps needed to lower water usage and comply with mandates from the state at the different stages.
- b. BPCSD already has the minimum order in place with the letter to customers in their bills sent out the September 2014 billing.
- c. BryAnna said she will make changes and asked the Board Members to also give her input prior to the next meeting so she can incorporate them into the plan she is working on which she will present at that meeting in March.

8. 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 did not have the County Counsel response letter and the existing policy to refer to, so she would like to study them and address this at the next meeting.
- b. Since a full vote of the Board is required to change a policy, Mitch Colvin said he will try to attend the next meeting to vote on the policy.

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

NEW BUSINESS: Possible Board Member Vacancy. Not addressed.

OTHER:

1. Bob Stark requests the Board to let him know what needs to be done to have water and sewer service at 231 West Street. Dave said he will get with Bob Stark and they will discuss it and find what work needs to be done and how much a deposit will be.
2. BryAnna requested to have the \$257.76 charge she paid with her credit card for the Website fees for 3 years be credited to her account for water and sewer. The Board discussed it and Gary Doyel moved and Dave Allen seconded a motion to approve the credit to her account for the Webstarts charge. Motion carried. Bobbie will credit BryAnna and send her the statement showing the credit.

FUTURE AGENDA ITEMS:

1. Report from Denis Tillemans.
2. Report from McMurtrie-Tanksley.
3. Discussion of updates to the Drought Conservation Program for BPCSD. Motion to approve.
4. Discussion of date for Public Meeting.
5. 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.
6. Discussion of bids matrix for reservoir work and for the bidding process. Possible motion to approve.
7. Discussion of policies and ordinances requirements for amount of votes needed to pass then.
8. Motion to change policy **3010.10** to "Regular meetings of the Board of Directors shall be held on the third Wednesday of each calendar month at 7:00 p.m. in the District office. Presently it reads "third Wednesday of each month at 7:30 p.m."
9. Possible Closed Meeting regarding delinquencies and actions taken.

NEXT Meeting: The next meeting scheduled for Wednesday, March 18, 2015 was changed to a Special Meeting the prior week on Wednesday, March 11, 2015.

ADJOURNMENT: There being no other business BryAnna Vaughan moved and Bob Steele seconded a motion to adjourn the meeting at 8:18 p.m. Motion carried.

Signed,

Bobbie Lovig, Secretary