

MINUTES of the SPECIAL MEETING
MARCH 11, 2015
7:00 P.M.

CALL TO ORDER: BryAnna Vaughan, President, called the Special Meeting of the Big Pine Community Services District to order on Wednesday, March 11, 2015 at 7:05 P.M. in the District office.

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

OTHERS: Dave Tanksley, Contractor
Denis Tillemans, Contractor
Bobbie Lovig, Secretary

AGENDA

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

MINUTES: Mitch Colvin moved and BryAnna Vaughan seconded a motion to approve the minutes of the Special Meeting of February 25, 2015. Motion carried.

BILLS AND WARRANTS: Bob Steele moved and Gary Doyel seconded a motion to approve the bills and warrants incurred from February 14, through March 5, 2015. Motion carried.

Correspondence: Four invoices from County Auditor/Controller for charges to four accounts for the Financial Audit Statement for FY 2011-12 and 2012-13. Information only.

BUSINESS:

1. Report from Denis Tillemans -

- a. Denis said the Waste Water Treatment is going fine and he and Dave are shutting down more of the aerators to save DWP costs.
- b. Denis said they need to pump wells in April, which is a Lahontan requirement. Denis explained why they need to be pumped. He said the water is infiltrated into the ground.
- c. BryAnna asked Denis about the Notices from the State Water Resources Control Board about Lead and Copper tests that needed to be done in September 2014. He explained that, because of a health problem, he didn't do the tests when they had to be done, so the State will allow Tanksley-McMurtrie do them this summer to be in compliance. He said then BPCSD will be back on schedule to test every 3 years, if there is no problem with the tests.

2. Report Tanksley-McMurtrie

- a. Dave went over his written report for February, 2015.
- b. Dave said he took Gary on a tour of the water and sewer operations. Dave Allen said he was unable to go but would like a tour in the future.
- c. Dave said all the wood, fascia and the bridge need to be painted at the sewer pond. Dave Allen volunteered to do it.
- d. Dave Tanksley said he also needs to build a lean-to for the goats. Dave Allen and Bob Steels said they may be able to help him. BryAnna volunteered some roof material.

3. Discussion of Drought Conservation Program for BPCSD.

- a. BryAnna said she needs more time to work on the plan before the next meeting.
- b. She would like to get some suggestions from the Board Members working together through e-mail. The plan is a living document that can be discussed and changed at the next meeting before going public.

4. Discussion of date for Public meeting. After the Conservation Plan is approved, then a Public meeting will be scheduled to inform customers of the several stages of water conservation.

5. 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 working on integrating the County Counsel response document into our policies. She will add that a vote of 4/5 of the majority or a majority of the present standing board will be used to adopt the policy.
- b. BryAnna will be working with Bobbie to have the document typed and ready for the public meeting and put on the website.

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

7. Discussion of policies and ordinances requirement for amount of votes needed to pass them. See 5.a. above.

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." BryAnna Vaughan moved and Bob Steele seconded the motion to change the time of the meeting officially to 7:00 p.m. Motion carried.

NEW BUSINESS: Possible Board Member Vacancy.

Mitch Colvin turned in his letter of resignation for the remainder of his term as of March 11, 2015. The Board accepted his resignation and will post the need for another interim Board Member to preside until November, 2015 on the website and at the Library and Carroll's Market.

OTHER:

1. Dave said he is working with Mike Rossi and Bob Stark on the tie-ins needed for the mobile homes they want to put on West Street. Dave will let Bobbie know of the amount and types of deposits needed for the work.
2. There was a short closed meeting regarding delinquencies and actions to take.

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. Review of Back Flow letters of compliance and verification still needed. Draft follow-up letters to customers who need back flow devices will be typed and discussed at the meeting.
8. Possible Closed Meeting regarding delinquencies and actions taken.

NEXT Meeting: The next meeting is scheduled for Wednesday, April 15, 2015 at 7:00 p.m. in the District office.

ADJOURNMENT: There being no other business BryAnna Vaughan moved and Mitch Colvin seconded a motion to adjourn the meeting at 8:09 p.m. Motion carried.

Signed,

Bobbie Lovig, Secretary