



**Minutes of the Regular Meeting of the Board of Directors of the
Grizzly Lake Community Services District**

Tuesday, July 01, 2025 (approved 08/05/2025)

1. Call to Order

A. Pledge of Allegiance and Roll Call

A regular meeting of the Board of Directors for the Grizzly Lake Community Services District was held on Tuesday, July 1, 2024, beginning at 6:00 p.m. pursuant to the written Notice of Meetings. The meeting was held at 119 Delleker Drive in Portola, CA. Board members Sharon Castaneda, Charlotte Willis, and Jeanne Collins were present. Darla Thompson was absent. Bob Howell, General Manager and Joleen Cline, Contract Bookkeeper were present. Sharon Castaneda called the meeting to order at 6:04 p.m.

2. Consent Agenda ☒ Discussion ☒ Possible Action

A. Approve Minutes of June 03, 2025, Board Meeting

pending

B. Approve Minutes of June 17, 2025, Board Meeting

pending

3. Move into Executive Session

A. Public Employee Performance Evaluation Closed Session pursuant to Government Code Section 54957 – Public Employee Approve Job Description: D 1 And G 2

4. Reconvene and Report on Closed Session Action

Joleen reported that the Board approved a job description and payrate for a Drinking Water 1 Certified Operator. The job will be posted on the district website for at least 1 week

5. Public Comments

Members of the public are invited to address the Board on any matter of interest to the public that is not on the agenda for a period not exceeding 3 minutes. Pursuant to the Brown Act, the Board cannot take any action on items not listed on the posted agenda but may add to a future agenda matter brought up under public comments for appropriate action at a future meeting.
None

6. General Manager Reports ☒ Discussion ☒ Possible Action

A. New Connection Applications

Bob reported there have been no new applications since the last meeting.

B. Letter from Owner of 1708 & 1704 Valley View

Bob reported an owner has requested forgiveness of his delinquent bill. The board took no action. Upon review, the Board directed that sewer standby charges will be added to the billing for 1704 VVD. Jeanne reported she would draft a letter to the owners.

C. Inter-tie Update

Bob reported the state would like the district to connect to the City Water system. The city has not supplied a bid. There was a document drafted in about 1980 that reported the State of California would give GLCSD funds to build a water treatment facility. A previous board president refused to participate in that project because the district was already paying for flood water to the County. The city was instead given the funds to build a treatment plant,

and we believe the City produces enough water for Portola as well as Delleker.

The city reports they are owed money for the work done on this project previously and they are not interested in moving forward until they are paid. However, the city has not provided an invoice or estimate even though we have requested it.

D. Well Update

Bob reported the electrical work was completed on Thursday of last week. Additional issues were discovered during the repair and corrections were made. Bob reported it appears the aquifer is fine, and the pumps are now running as designed.

E. WWTP TA Status

Bob reported he and Christian are working on bringing power to the Sewer Disposal Control Building. The TA could award up to a half million dollars, however, audited financials are needed going back 3 years.

F. 320 Bella Vista Leak Repair

Bob reported McGarr has completed this work, however, we do not yet have an invoice. The asphalt work will be completed once McGarr has another paving job nearby.

G. 282 and 290 Cuesta Way Water Valve Replacement progress

Bob reported this work should be done next week.

H. 282/290 Cuesta Way valve replacement update

See G. Above.

I. Update on Contract with Sierra Water Core

Joleen Cline reported the district received written notice from Sierra Water Core that they would no longer provide contract services after June 30, 2025.

J. CCCP Plan

Bob reported the plan for backflow prevention devices was submitted on 06/30. The report was prepared by Mountain Water and GLCSD and is waiting for a response from the state.

K. RDN/SUSP rate study update

Joleen provided a summary of the meeting she and Bob participated in earlier today with the rate study specialist. Additional budgetary numbers are needed in order to accurately complete the draft.

L. Policy review:

- i. Commercial sewage disposal
- ii. Updated Discontinuation of service for non-payment

M. Response to Violation Notice

Bob reported he submitted a response to the State on 06/20. Bob reported that Nicole from SUSP is going to provide a bid to begin working on the Pond Mitigation Grant Application Project.

N. Update on reimbursement for water used during recent fire event - Pending

7. Financial Report ☒ Discussion ☒ Possible Action

A. Review and actions for delinquent accounts

Joleen reported there are no actions to be taken today.

B. Financial Reports for 06-30-2025

Joleen reported reconciled financials will be presented at the July 15, 2025, Board Meeting. She and her staff will be working to close the books for the fiscal year end.

8. New Business ☒ Discussion

None

9. Adjournment

After review, upon motion duly made, seconded and unanimously carried, the meeting was adjourned at 7:46 p.m.