



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

Tuesday, October 28, 2025 (approved 11/18/2025)

119 Delleker Drive, Portola, CA 96122

Chairman: Sharon Castaneda • Treasurer: Vacant • Vice Chairperson: Darla
Thompson • Secretary: Jeanne Collins • Board Member: Charlotte Willis

REASONABLE ACCOMMODATIONS

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting please contact Joleen Cline at (530) 832-0733 or glcsddelleker@gmail.com. Notification 24 hours prior to the meeting will enable the Grizzly Lake Community Services District to make reasonable arrangements to ensure accessibility.

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, October 28, 2025, 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, Darla Thompson, and Jeanne Collins were present. Charlotts Willis was absent. Bob Howell, General Manager was also present. Joleen Cline, Contract Bookkeeper was present and recorded the minutes. Sharon Castaneda called the meeting to order at 6:11 p.m.

2. Consent Agenda Discussion Possible Action

A. Approve Minutes of October 14,2025 Board Meeting

After review, upon motion duly made, seconded and unanimously carried, the Board approved the minutes of the October 14, 2025 Board Meeting as submitted.

3. Public Comments

None

4. General Manager Reports Discussion Possible Action

A. Report on Water Connection Fees related to Fire Supression Sprinkler Systems

Bob reported he received a quote from Tyler McGarr for water connection costs. Two Board members participated in a conversation with the Special District's Attorney regarding unauthorized connections. He provided steps which include requesting permission to conduct an inspection, and then requesting a court order, and if connection was not approved or inspected to be sanitary, the final step is to shut off service. The property owner would also be responsible to complete an application and pay all connection fees as if the application had been turned in prior to work beginning.

B. Approve Water Tech Contract

Bob reported the person that completed our CCP work is interested in completing contract projects for the District. He has provided a bid for service.

He also has received interest from a level 5 Waste Water Operator interested in completing contract projects for our District.

C. Approve Wastewater Plant Project

Bob suggested we move two Conex Storage Containers next to the old control building and move controls from that old control building to the new shed and one of the Conex units.

After review, upon motion duly made, seconded and unanimously carried, the Board

approved the amount not to exceed \$20,000 to complete the project described above.

D. Report regarding City of Portola inter-tie Meeting, October 22, 2025

The City Council reported the first thing they need to do is get assurance from the state that they will pay all city employee costs and consultants for this project. The city will review the reimbursement schedule, and make a decision at the next City Council Meeting.

**E. Approve Job Description and Pay Scale: Waste Water Certified Plant Operator
*After review, upon motion duly made, seconded and unanimously carried, the Board approved the Job Description as reviewed without a salary schedule.***

Bob reported we had an electrical outage on Saturday which caused an issue with one of the pumps. Dickens Drilling came out and made a repair. There are a few fittings that need to be replaced. They will order the parts and install them next time they are working in the area.

The Board directed Joleen to post the job description for Operator in Training. They are interested in hiring a full-time employee.

On October 30, two representatives from RCAC will be providing technical assistance via a phone conference.

Bob reported we have seven antique fire hydrants that need to be replaced and install shut off valves. Bob will request a bid from McGarr.

5. Adjournment

After review, upon motion duly made, seconded and unanimously carried, the meeting was adjourned at 7:07 p.m.