



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

Tuesday, January 20, 2026 (Approved 02-25-2026)

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, January 20, 2026, 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, Darla Thompson, and Jeanne Collins were present. 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 6:08 p.m.

2. Appoint Board Members

A. Appointment made by Plumas County Board of Supervisors

Sharron reported the Board of Supervisors appointed Darla Thompson and Charlotte Willis to fill the two vacant positions on the Board.

B. Administer Oath of Office

Sharon Castaneda administered the Oath of Office to Darla Thompson and Charlotte Willis. Terms for both Board Members begin today and run through 12/07/2027.

3. Consent Agenda Discussion Possible Action

A. Approve Minutes of November 18, 2025 Board Meeting

After review, upon motion duly made, seconded and unanimously carried, the Board approved the minutes of the November 18, 2025 meeting as submitted.

B. Approve Minutes of December 16, 2025 Board Meeting

After review, upon motion duly made, seconded and unanimously carried, the Board approved the minutes of the November 18, 2025 meeting as submitted.

4. Public Comments

Mr. and Mrs. Whitney were present and reported they were interested in selling their lot and requested details regarding the historical charges on their account. Joleen Cline, contract bookkeeper, provided detailed statements of multiple years. She also provided an explanation regarding the steps taken when a property enters escrow.

5. Financial Reports

A. Financial Reports for December 2025

Joleen provided copies of the December 31, 2025 financial reports via email and posting to the

CSD website prior to the meeting.

After review, upon motion duly made, seconded and unanimously carried, the Board approved the Financial reports for the period ending 12/31/2025 as submitted.

6. General Manager Reports Discussion Possible Action

A. Report regarding Plumas Sanitation

Bob reported today staff ran dye through the system to confirm locations of lines. They confirmed water and sewer connections that were not permitted by the county or approved by the District prior to installation.

B. Sewer Maintenance quote

Bob reported Q & A are going to send us a proposal for an annual maintenance contract whereby once a year, they will come up and clear all the trouble spots within the system.

C. Water leak at 308 Delleker Drive Water box

Bob reported we recently discovered leaks on both sides of the meter. Staff will need to turn off the water for about 15 minutes in order to complete the repair. Bob is tentatively planning to make the repair next Wednesday. They will post the appropriate signage notifying members of the planned water interruption.

D. CDM Smith help with lead line TA

Bob reported CDM will be working with us over the next few years with the lead line TA.

E. Bio meter quote

Bob reported he has continued to have issues with the bio sulfate system. Replacing the system would cost approximately \$50,000 and that plan it is part of the Phase III TA. The new system will automatically sense the chlorine level and treat it to keep it under the allowable levels. Currently we are discharging and holding within legal levels.

F. Sewer cleaning at Horseshoe Trail

See item 6.B above.

G. Thatcher Company to pick up 18 SBS and 6 Sanichlor Drums

Bob reported thatcher will be picking up all the empty drums and will credit our account appropriately.

H. Declare Excess Property: Plan for equipment needs

Bob reported we still have excess property in the large Conex storage container that we need to get rid of. He will inventory the items in the Spring. He also would like to get rid of the diesel truck that we have had so many issues with and replace it with a gas powered truck.

I. Other Management Reports

none

7. Public Employee Appointment

Closed Session pursuant to Government Code Section 54957-Chief Plant Operator: Set Pay Rate: Approve Job Description.

The regular Board meeting was paused and the Board went into closed session at 7:02 p.m.

At 7:16 the regular meeting resumed.

After review, upon motion duly made, seconded and unanimously carried, the Board approved a pay rate and Job Description for designated job: Chief Plant Operator.

8. Adjournment

After review, upon motion duly made, seconded and unanimously carried, the meeting was adjourned at 7:27 p.m.