



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

Tuesday, August 05, 2025, at 6:00 pm (approved 09/02/2025)

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](mailto: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, August 05, 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, Charlotte Willis, Darla Thompson and Jeanne Collins were present. 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 July 01, 2025, Board Meeting

*After review, upon motion duly made, seconded and unanimously carried, the Board approved the minutes of the July 01, 2025, Board meeting as presented.*

##### B. Approve Minutes of July 15, 2025

*After review, upon motion duly made, seconded and unanimously carried, the Board approved the minutes of the July 15, 2025, Board meeting as presented.*

#### 3. Public Comment

None

#### 4. General Manager Reports Discussion Possible Action

##### A. New Connection Applications: 1667 Cull Court

Bob reported that the owner of 1667 Cull Court has expressed interest in connected to the water and sewer system. She has not yet submitted an application. We are waiting on the engineered plans showing the size of pipe needed to support the interior fire suppression system.

##### B. Air Valve leak on PSREC Water line west of Espinal Drive

Bob reported the water line from Espinal Drive to PSREC has been leaking due to excess pressure. A shut off valve will be installed when the repair is made. The cost of the replacement is expected to be approximately \$800.00.

##### C. Water/Wastewater CPO Update

Bob reported there is an operator in Ventura who has provided a bid to contract Wastewater Services. He reported he is talking with a water system operator and has requested a bid.

**D. MSR Update**

Bob reported he has sent the majority of the report to Teresa and will continue to work on the rest of the sections of the report.

**E. City of Portola Inter-tie Update**

Bob reported he is planning to attend the City Board meeting on August 27<sup>th</sup>. Ryan (city manager) has stated they want the opportunity to review the MSR prior to the meeting.

**F. Lamp – Hazard Mitigation**

Bob reported they told him they were glad he attended the meeting. He has completed about 2/3 of the paperwork and may have Christian attend future meetings. The program could allow for grant funds in the future if there were a disaster.

**G. 68 Delleker Drive Request Water/Wastewater standby during remodel.**

The owners of the property have asked to pay standby rate during a remodel. The Board discussed that there currently is no policy that allows a property to move back to standby once it has been connected to the system.

**H. Update on WWTP**

The Board discussed the authorization given at a previous board meeting to purchase the turbidimeter and chlorine analyzer.

**I. Policy Update**

**i. Approve Updated Discontinuation of service for non-payment**

*After review, upon motion duly made, seconded and unanimously carried, the Board approved Resolution 2025-02 as posted.*

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

No update

**7. New Business**     Discussion     Possible Action  
None

**8. Adjournment**

*After review, upon motion duly made, seconded and unanimously carried, the meeting was adjourned at 7:08 p.m.*