

**Grizzly Lake Community Services District
Minutes of the meeting of the Board of Directors**

December 17, 2024 (approved 01/07/2025)

1. Call to Order

A regular meeting of the Board of Directors for the Grizzly Lake Community Services District was held on Tuesday, December 17, 2024, beginning at 5:30 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, Charlotte Willis and Jeanne Collins were present. Bob Howell, General Manager, was also present. Joleen Cline recorded the minutes. Sharon Castaneda called the meeting to order at 5:35 p.m.

A. Pledge of Allegiance

All Board members participated in the pledge.

B. Roll Call

See attendees noted above.

2. Consent Agenda

A. Approve minutes of the November 19, 2024, Board Meeting

After review, upon motion duly made, seconded and unanimously carried, the Board approved the minutes of the November 19, 2024, Board Meeting as presented.

B. Approve minutes of the November 26, 2024, Board Meeting

After review, upon motion duly made, seconded and unanimously carried, the Board approved the minutes of the November 26, 2024, Board Meeting as presented.

3. Public Comment

None

4. General Manager Reports

A. New Connections/Applications

none

B. Approve proposal from SUPS for licensed contractor for Sewer Discharge and Reports

Bob reported a formal proposal has not yet been received.

C. Approve bid for Discharge Pipe Repair

Bob described the repair needed before discharge can begin. The ponds are near capacity and the repair needs to be made as soon as possible. Two proposals were received and reviewed.

After review, upon motion duly made, seconded and unanimously carried, the Board approved the proposal submitted by McGarr Excavation at a cost of \$14,500.00.

D. Level 1 status by Water Board for Drinking Water Testing and status

Bob reported staff completed the packet and submitted it last week.

E. Phase 1 of Great Basin Control Contract Project

Bob reported the first phase of the project should be completed next week. We will be operational with all manual controls. Once the discharge pipe has been replaced, the district will be ready to discharge.

F. Service and Repair 2 PRV valves on Valley View Drive \$7,354.00

Bob presented a proposal from CLA-VAL to make the repair to the two PRV valves at a cost of \$7,354.00. No action was taken at this time.

G. 2 additional PRV valves in the county yard off Grizzly Road

Bob reported there are two additional PRV valves in the county yard that also need to be inspected.

H. Backflow prevention devise yearly inspections

Bob reported he is working on this item. Joleen provided the contact information for a contractor from Truckee that provides backflow prevention testing and repairs.

I. Policy updates needed

- i. Commercial sewage disposal
- ii. Water/Sewer service to RVs
- iii. New Service Connections
- iv. Anti-syphon valve ordinance

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

Financial Reports

A. Review of Financial reports for 10-31-2024

Joleen Cline presented the financial reports for the period ending 10/31/2024. GLCSD currently has a balance in the Operations account of \$16,022.00 and \$101,104.00 in Savings. Joleen reported that the district is over budget on several categories of expenditures. So far, \$12,000 has been transferred into Reserves (savings) but the Board had planned to transfer \$30,000 at this point in the fiscal year.

B. Review and actions for delinquent accounts

Joleen reported there are a number of accounts that may meet the criteria to mail shut off notices in January. She will adjust actions to be taken at the first meeting next month.

C. New Rate Study: new connection policy, fines, and rates

Bob reported he would like the Board to consider a bid to complete a new rate study. Due to budgetary constraints, no action taken today.

Charlotte volunteered to call and ask if there are grant funds available for rate studies.

6. New Business

A. Adopt conflict of interest policy

Joleen reported that the county sent a reminder to all Special Districts regarding renewing Conflict of Interest Policies. Jeannie reviewed and edited the previous policy and brought it into compliance with the template provided by County Counsel.

After review, upon motion duly made, seconded and unanimously carried, the Board approved the conflict-of-interest policy (attached).

7. Adjournment

After review, upon motion duly made, seconded and unanimously carried, the meeting was adjourned at 7:20 p.m.