

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

May 07, 2024

DRAFT

1. Call to Order

A regular meeting of the Board of Directors for the Grizzly Lake Community Services District was held on Tuesday, May 07, 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, Linda VanDahlen, and Jeanne Collins were present. Jeanne Collins participated on the phone. Lead Water Operator, Anthony Campbell was present. One district member was present. Sharon Castaneda called the meeting to order at 5:31 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 March 19, 2024, Regular Board Meeting

After review, upon motion made by Darla Thompson, seconded by Linda VanDahlen, and unanimously carried, the minutes of the March 19, 2024, were approved as submitted.

B. Approve Minutes of the April 02, 2024, Regular Board Meeting

After review, upon motion made by Linda VanDahlen, seconded by Darla Thompson, and unanimously carried, the minutes of the April 02, 2024, board meeting were approved as submitted.

3. Public Comments

A member asked if the pile of asphalt could be moved which is currently located near the handicap parking area at the GLCSD office. Anthony reported he would move the pile.

4. New Business

A. Appoint, Introduce and Swear in new Board Member: Robert Howell

Sharon Castaneda administered the oath of office for new Board member Robert Howell.

B. Update on General Manager

Joleen reported we have received two inquiries from the Indeed job posting. The Board directed Joleen to fly the position for 1 more week. They will plan to schedule interviews after the 14th.

C. Review of Delinquency Policies of neighboring Districts

Joleen Provided copies of the delinquency policy currently in force for the City of Portola, and the Plumas Eureka CSD. The Board discussed the need to approve a policy with clear direction regarding notices, shutting off water, placing liens, and potential foreclosure in order to satisfy liens.

5. Financial Reports

A. Review and Discussion regarding Financial reports for 04-30-2024

Joleen distributed copies of the financial reports for the period ending 04-30-2024 prior to the meeting and posted them to the website. She reported as of 4/30/2024, the special district had 47,226.93 in the Operating accounts, and \$69,295.40 in the Reserve Accounts. All bills received by the special district for April have been paid according to the Warrant Register presented.

After review, upon motion duly made, seconded and unanimously carried, the Board approved the financial reports for the period ending 04-30-2024 as presented.

B. Report on Shutoff / Delinquent Account Actions

Joleen reported statements were mailed to every customer who has a delinquent balance. Statements included a sentence that the customer account meet the criteria for the district to begin delinquent account action. Several customers have since brought their accounts current, however, the total billed and not paid to the district remains over 273,000.00.

C. Present Preliminary 2024/2025 Budget (Discussion Only)

Linda VanDahlen reported a preliminary budget is being distributed to the Board tonight for review only. She and Joleen worked on the draft presented tonight, and plan to work with the Board to adopt a budget for the next fiscal year during the upcoming June Board meeting. Joleen gave an explanation of several specific line items for the Board to consider before the next meeting.

6. Director Reports

A. Operator's Reports

1) Water Operator Reports

Anthony Campbell reported the water wells are running well and we have not had major issues with power outages. There is a planned PSREC outage for tomorrow night. Anthony reported he receives daily usage reports from 2 out of the 3 wells every day. The system alerts him if there is an issue for both those wells. Anthony reported he will install a valve and a box at 216 Valley View for a new connection application.

Linda reported there is an application for 127 Rocky Cliff Road (water only) that is applying to be connected to the water and sewer systems.

Repair at Crocker tank. Anthony reported there was a large crack in the line. He will request bids from Folchi and McGarr for the repair. He and Michael will take care of 2 blacktop issues on Valley View and Sierra Court.

Anthony reported the Army Core of Engineers are planning to come out and meet with Anthony regarding scheduling a site visit between May 27 and June 1.

2) Sewer Disposal Operator Report:

Jamar Tate was not present at the meeting. Anthony reported we have finished discharging and have closed out our reports. Last week staff met with Mike Nielson from the State Water Resource Board. He let us know that we will be issued fines (\$50,000) on top of the fines already issued. Mike told Anthony, the Special District can log everything our staff has done to make improvements to the wastewater disposal system and submit the log with receipts and receive a credit against the fines.

Anthony reported now that they are no longer discharging, they will begin making the improvements as recommended by Mike Neilson. Anthony suggested the chlorine contact basin should be enlarged which would require an engineer.

Anthony reported Michael will begin taking the required samples and FGL will pick them up. Michael has been taking the samples with supervision from FGL over the past month. This week is the first week Michael took the samples independently.

B. Board of Director Reports

1) Update on Rate Study Application- pending

2) Update on LAFCo meeting

Linda reported she and Jeanne participated in a meeting with Cheryl from Lafco. Cheryl asked for copies of reports and audits. At the end of the meeting, she reported that we have not received much support from LAFCo. The last Municipal Service Review for GICSD was in 2010, and these reviews are supposed to be completed every 5 years. Cheryl informed the group that all the Board members need to participate in sexual harassment training.

3) Report on new connection requests

Linda reported Lance Wehrman has requested a commercial connection for water and sewer.

She is also aware of a request from an owner on Rocky Cliff which is a water only connection.

4) Other reports

none

7. Adjournment to Closed Session

After review, upon motion made by Linda VanDahlen, seconded by Jeanne Collins, and unanimously carried the Board adjourned the regular meeting and went into closed session at 6:56 p.m.

The Board Meeting reconvened at 7:17 p.m.

8. Reconvene and Report on Closed Session Actions

After review, upon motion duly made, seconded and unanimously carried, the Hourly rate for the Laborer after a 90-day review, was increased by 10%.

9. Adjournment

After review, upon motion duly made, seconded and unanimously carried, the Board adjourned the regular meeting at 7:20.