

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

February 07, 2024 (approved 03-19-2024)

1. Call to Order

A regular meeting of the Board of Directors for the Grizzly Lake Community Services District was held on Wednesday, February 07, 2024, beginning at 10:00 a.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. Three district members present. Sharon Castaneda called the meeting at 10:07 a.m.

A. Pledge of Allegiance

B. Roll Call

See attendees noted above.

C. Announcement of Board Vacancy

Linda VanDahlen reported a formal notice regarding the Board vacancy has been posted. Applications are available for any District member interested in filling the vacant position.

2. Consent Agenda

A. Approve Minutes of the January 22, 2024, Regular Board Meeting

After review, upon motion made by Linda VanDahlen, seconded by Darla Thompson and unanimously approved, the minutes of the January 22, 2024, Regular Board Meeting were approved as presented.

B. Report actions of January 22, 2024, closed session.

Linda Van Dahlen reported offers of employment for both a sewer treatment operator and a laborer were approved.

3. Public Comments

None

4. New Business

A. Per Gallon Rate and Billing for Commercial Entities

Jeanne Collins reported she located a document describing the fees charged for commercial lots including the per gallon charge for water. She will share the information with the bookkeeper.

B. Review Delinquency Policy (Ordinance 5070) and Water Disconnection Procedure (Policy 5095)

Joleen reported both Ordinance 5070 and Policy 5095 are currently posted to the association website. The board held a discussion regarding the district's enforcement history based on the COVID restrictions that were in place previously. Joleen suggested the district strictly enforce both the ordinance and disconnection procedure policy. The Board confirmed agreement with both the Ordinance and Policy.

C. Consider purchase of Shut Off Locks

Linda reported Anthony Campbell has researched and located a shut-out lock mechanism that will work with the district's current system. The Board directed Anthony to purchase a dozen locks.

D. Review policy regarding stand-by rate

Joleen Cline reported she has not yet found anything in the policies or procedures that would permit a connected customer to go back to being a stand-by client. The Board will continue to investigate the documents in the office related to this topic.

The most recent rate study appears to only address water rates. Sharon Castaneda volunteered to contact the company that completed the rate study to understand why the sewer disposal costs were not part of that study.

E. Director Reports

A. Plumas County Flood Control: Water Purchase Agreement

Linda Van Dahlen reported she spoke with the county regarding the Water Purchase Agreement and recommends that the district continue to make the bi-annual payments described in the agreement. The agreement is a safety net for future drinking water needs and may not be available later if the district were to exit the agreement now.

B. Declaration and Plan for Sale of Surplus Property

Linda Van Dahlen reported staff have confirmed the mini ex is a very expensive piece of equipment and is not a necessity for the district to own. Staff agree all excavation work should be contracted out to a licensed and insured equipment operator. Linda reported she will continue to research the appropriate action to take to sell surplus property and will report back.

Joleen distributed copies of advertisements for the current sale of similar equipment which appear to be listed between \$60,000 and \$78,000.

Linda Van Dahlen reported we need to get a reading on how many hours are on the meter of the mini ex to help us determine its value. The Board discussed the potential to also list the trailer as surplus property. No action was taken.

C. Review of Financial Reports for January 31, 2024

Joleen provided and posted copies of the financial reports for January 31, 2024, prior to the meeting.

After review, upon motion made by Linda Van Dahlen, seconded by Jeanne Collins, and unanimously carried, the Board approved the financial reports for the period ending 01/31/2024 as submitted.

Joleen reported all automatic transactions previously set up for the US Bank account have been moved to Plumas Bank. She recommended the Board close the US Bank Operating account at this time.

After review, upon motion made by Linda Van Dahlen, seconded by Darla Thompson, the Board moved to close the US Bank operating account and move funds to the Plumas Bank Operating Account.

6. Adjourn 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 11:05 a.m.

Meeting was Reconvened at 12:20 p.m.

Results of Closed session:

The Salary for the Water Operator was increased after discussion of the Performance Evaluation.