

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

April 2, 2024 (approved 05-07-2024)

1. Call to Order

A regular meeting of the Board of Directors for the Grizzly Lake Community Services District was held on Tuesday, April 02, 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, Linda VanDahlen, and Jeanne Collins were present. Board Member, Darla Thompson was absent. Lead Water Operator, Anthony Campbell was present. Jeff Engle, District 5 Supervisor, was present as was one District member. Sharon Castaneda called the meeting to order at 5:30 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

Postponed to next meeting.

3. Public Comments

None

4. New Business

A. Discussion regarding statements / coupon books

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.

Joleen provided a sample coupon book for the Board to review. She stated the district could realize a savings of \$1,200 or more per month by mailing a coupon book to every property owner at the beginning of each fiscal year. She reported if the Board moved to the coupon book system, the only members who would receive statements would be those who didn't pay their assessment on time. Savings would be realized in office supplies, postage, and labor to mail out the statements.

B. Discussion regarding shut off actions

The board reviewed the current delinquency policy and discussed the changes that may have occurred in legislation since the policy was adopted years ago. Anthony reported he would provide a copy of a nearby District's Delinquency Policy for the Board to review.

C. Set interview panel

Joleen reported the General Manager Job Description has been listed on Indeed for a little over a week. So far we have two candidates. She reported the Indeed listing is not getting much interest because people are seeing a salary of \$52,000 and may not realize that it is a part time job unless they read farther into the advertisement.

Sharon and Linda volunteered to serve as the interview panel and asked that Anthony and Jamar also participate in the interviews once candidates have been identified.

D. Discussion regarding Gas Card/Debit Card for employees

Linda reported we currently have 2 employee debit cards. The cards do not allow cash withdrawal, and they have a single transaction limits of \$2,000.00.

Linda volunteered to order a gas only card for Michael. Linda also reported she would cancel Lew's debit card.

5. Director Reports

A. Operator's Reports

1) Water Operator Reports

Anthony reported he has enrolled Micheal in a Distribution-1 level course. He suggests that the district pick up the cost for Michael to take the D-1 test preparation class and also the test fee. Michael is creating a map that identifies water boxes, fire hydrants, main valves and meters. Anthony reported he is very happy with Michael's progress and performance.

Anthony reported he filed the EAR report on time. The District is still behind on the drought reporting. He is working to submit the missing reports.

The uranium water treatment project advisor has not gotten back to Anthony since their meeting last month.

2) Sewer Disposal Operator Report: Ponds, Recent inspection, recent discharge, finds, and action plan

Anthony reported the District is still in active discharge and the District is still out of compliance. Anthony reported he has regular communication with Mike Nielson at the state. Mike has given Anthony instructions on what to purchase to allow the District to complete the necessary monitoring.

Anthony reported he will work with Jamar to see if there is reason to try to move forward with requesting a reclassification of our ponds which might decrease the level of operator that is required to operate the disposal system.

Linda reported to Mike Neilson today and let him know that the district had hired Jamar Tate.

Anthony reported he is planning to purchase the bisulfate monitor as well as in-line meters which are required. He reported he cannot install the meters while we are in active discharge.

Anthony reported FGL is taking sample and proving testing reports according to the requirements of our permit. In the near future, we plan to begin having the lines jet cleaned and inspected sections at a time.

B. Board of Director Reports

1) Update on Disposal Planning Grant: Final Request for Funds – Linda

Linda reported we sent in the two final requests for reimbursement. One of the first tasks for the new General Manager would be to complete the application for the implementation grant funds.

2) Update on intertie – Jeanne

Jeanne reported that Anthony earlier stated that we had not yet heard back from the state representative on this topic.

3) Update on rate study application- Jeanne

Jeanne reported she has submitted an application for the grant funding for a new rate study.

6. 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 6:27 p.m.

The Board Meeting reconvened at 6:48 p.m.

Results of Closed session:

The Salary for the Lead Water Operator was increased after discussion of the performance evaluation.

7. Final Adjournment

After review, upon motion made by Linda VanDahlen, seconded by Jeanne Collins, and unanimously carried the Board adjourned the meeting 6:54 p.m.