

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

August 06, 2024 (approved 09/03/2024)

1. Call to Order

A regular meeting of the Board of Directors for the Grizzly Lake Community Services District was held on Tuesday, August 06, 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 and Charlotte Willis were present. Darla Thompson and Jeanne Collins participated via conference call. One district member was present. 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. Adjourn regular meeting to Closed Session

The Board moved into closed session at 5:38 with Josh Nelson, Attorney with Best, Best, and Krieger

3. Reconvene Regular Board meeting and report actions taken during closed session

At 6:06 the Regular Board Meeting reconvened. No action was taken in closed session.

4. Public Comment

Chris Welsh asked the Board to look into the history of his account. Chris reported he had issues with the billing many times over the years. Chris reported many years ago he entered a payment arrangement and has continued to make payments, however, he does not feel that the balance owed on his account was accurate when the payment agreement commenced.

5. Consent Agenda

A. Approve Minutes of the May 23, 2024, Regular Board Meeting

After review, upon motion made by Jeanne Collins, seconded by Darla Thompson, and carried, the minutes of the May 23, 2024, were approved as submitted.

Charlotte Willis abstained from the vote

Darla Thompson, Jeanne Collins, and Sharon Castaneda each voted Aye.

B. Approve Minutes of the June 04, 2024, Regular Board Meeting

After review, upon motion made by Jeanne Collins, seconded by Darla Thompson, and carried, the minutes of the June 04, 2024, were approved as submitted.

Charlotte Willis abstained from the vote

Darla Thompson, Jeanne Collins, and Sharon Castaneda each voted Aye.

C. Approve Minutes of the July 16, 2024 Board Meeting

After review, upon motion made by Jeanne Collins, seconded by Darla Thompson, and unanimously carried, the minutes of the July 16, 2024, were approved as submitted.

6. Public Comments

none

7. General Manager Reports

Bob reported Great Basin inspected and found the SCATA system at the Crocker Water holding tank is not working. Bob reported they provided a bid to repair the SCATA system at a cost of \$18,004.00.

A. New Connections/Applications

Bob reported there is a member at 1675 Valley View requesting a connection. The owner of 217 Arriba is planning to submit a request for connection.

B. CSWCB Communications – summary of meeting 08/01/2024

Bob reported we recently participated in a meeting with Mike Nielson from the State Water Quality Board, as well as a Gabrielle Berzamina from the finance office. The group discussed the history of fines and violations over the past several years and the steps needed to remedy the issues. Gabrielle volunteered to assist Joleen and Jeannie in applying for the implementation grant funds.

C. Update on pond improvement plan and grant application

Bob reported he drafted a letter to Mike Nielson. He explained that he would be recommending that the District install probes to measure and automate the dosing in the chlorine basin. He asked Great Basin Controls for a bid to design the probe and dosing system and he expects the cost to be between 17,000 and 20,000.

Bob reported Shaw Engineering is working on proposal to engineer a plan to expand the size of the chlorine contact basin. Shaw is also working on a proposal for a design for aerators and 3 phase electric service.

The shed building the District ordered will be delivered in about 3 weeks. Jeff Peron is going to install the pad. The new controls will be installed in the new shed. There is a 20-foot container near the ponds. Bob suggested staff empty the container and use it to store chlorine and bromide.

D. Report on receipt of list of violations

Bob reported on July 31 the District received a Notice of Violation which included 38 pages of violations dating back to 04/07/2020. The State Water Resource Quality Board has requested a remediation plan. We learned during the August 1 meeting that actions taken to correct the issues leading to the violations can be credited against the fines.

E. Report on potential to receive reimbursement for water used during fire event.

Bob reported he met Cal Fire staff at the Forest Service Office and provided documentation showing 1,165,000 gallons of water were drafted from the District's hydrant during the recent fires. The District is expected to receive reimbursement for the water. Bob reported he has seen white trucks taking water out of the hydrant recently. The owner of the road construction company working in the area reported his company is not the one taking water.

8. New Business

A. Review and approve contract for sale of excess property: Excavator

Bob presented a copy of a proposal from Caterpillar. They have suggested we enter an agreement to sell the excavator on consignment. The consignment rate is 12%.

After review, upon motion duly made, seconded and unanimously carried, the Board moved to enter the consignment agreement with Caterpillar as presented (attached).

B. Approve purchase of weed eater and fire hydrant meter

After review, upon motion duly made, seconded and unanimously carried, the Board authorized the expenditure not to exceed \$1,500.00 to purchase a gas powered weed eater and hydrant meter.

C. Need for updated schedule of fees including water service turn on/off, late fees and interest

The Board discussed the need to adopt an updated policy in order to encourage timely payment of water/sewer assessments. The Board directed Joleen to request the District attorney to provide an updated policy.

D. Review and approve contract for services with Shaw Engineering

Bob presented a proposal from Shaw Engineering (attached). The Board discussed the proposal and asked Bob to request a new and condensed proposal.

9. Financial Reports

A. Review of Financial reports for 07/31/2024

Joleen provided financial reports for the period ending 07/31/2024 via email and posted to the website prior to the meeting.

After review, upon motion duly made, seconded and unanimously carried, the Financial reports for the period ending 07/31/2024 were approved as submitted.

B. Review delinquent accounts and report regarding next steps including notice of shut off.

This item was postponed until an updated policy is adopted.

C. Update signers for Plumas Bank accounts

After review, upon motion duly made, seconded and unanimously carried, the Board moved to appoint the current four board members (Sharon Castenda, Jeannie Collins, Darla Thompson, and Charlotte Willis as signers on both Plumas Bank Accounts.

D. Vote to close US Bank Operating Account

After review, upon motion duly made, seconded and unanimously carried, the Board moved to close the US Bank Operating account #5020. Funds will be moved to the Plumas Bank Operating Account.

10. Adjournment

After review, upon motion duly made, seconded and unanimously carried, the Board adjourned the regular meeting at 7:35 p.m.