

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

March 04, 2025 (approved 03-18-2025)

1. Call to Order

A regular meeting of the Board of Directors for the Grizzly Lake Community Services District was held on Tuesday, March 4, 2025, 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, and Jeanne Collins were present. Charlotte Willis was absent. Bob Howell, General Manager, was also present. Joleen Cline recorded the minutes. Sharon Castaneda called the meeting to order at 5:42 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 February 18, 2025, Board Meeting

After review, upon motion duly made, seconded and unanimously carried, the Board approved the minutes of the February 18, 2025, Board Meeting as presented.

3. Public Comment

None

4. General Manager Reports

A. Report on New Connection Applications

Bob Howell reported there have been no new applications since the last meeting.

B. Update on Discharge

Bob reported the discharging stopped for a short time so that repairs could be made. The district will continue discharging after repairs are made, until the desired levels are reached.

C. Update on repairs

Bob reported he ordered a new bio pump and when it arrives, he will send 2 pumps back to US Blue Book who will provide a bid to repair them.

D. Update on Employee Policy

See E. below.

E. Adopt Employee Policy

The Board worked through several sections of the proposed employee policy and made several changes.

After review, upon motion duly made, seconded and unanimously carried, the Board approved the employee policy as amended during the meeting.

F. Policy review

- i. Commercial Sewage Disposal- pending

ii. Discontinuation of service for non-payment- pending

G. Update on reimbursement for water used during recent fire event- Pending

No update on the pending reimbursement.

Bob reported there was a water leak in front of 307 Belle Vista. The line was repaired, and a corporation stop was installed.

Bob reported he is working on a Risk Management worksheet from Local Hazard Migration Plan.

5. Financial Reports

A. Review of Financial reports for 02-28-2025

Joleen Cline provided the financial reports for 02-28-2025 via email and web posting prior to the meeting. As of February 28, 2025, the balance in the Operating account was \$62,358.81 and the balance in Reserve Savings was \$101,028.26. Joleen reported delinquent accounts are at the lowest they have been in over a year as shown on the Profit & Loss Budget vs. Actual report. The district is over budget for payroll expense because they have been unable to fill open positions and instead continue to contract for services.

After review, upon motion duly made, seconded and unanimously carried, the Board approved the financial reports as submitted.

B. Review and actions for delinquent accounts

Joleen reported 16 certified letters were mailed out to connected customers who are at least 45 days delinquent. At the next Board meeting, she will bring shut off notice door hangers for accounts that remain delinquent.

6. New Business

none

7. Adjournment

After review, upon motion duly made, seconded and unanimously carried, the meeting was adjourned at 7:13 p.m.