

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

March 18, 2025 (approved 04-01-2025)

1. Call to Order

A regular meeting of the Board of Directors for the Grizzly Lake Community Services District was held on Tuesday, March 18, 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, Charlotte Willis and Jeanne Collins were present. Bob Howell, General Manager, was also present. Joleen Cline recorded the minutes. Sharon Castaneda called the meeting to order at 5:33 p.m.

A. Pledge of Allegiance

All Board members and staff participated in the pledge.

B. Roll Call

See attendees noted above.

2. Consent Agenda

A. Approve minutes of the March 04, 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 a perspective buyer called to ask about costs and policies for connections.

B. Update on Discharge

Bob reported we have been on and off again with regard to discharging. There have been several issues with the pumps. Bob reported we now have inflow and outflow meters, and they are read daily.

Bob reported that he shipped two pumps to be assessed to see if they can be repaired. The original chlorine pump is working, but the bio sulfate pump is broken, so we are not discharging right now until that pump is repaired.

Bob reported he has a proposal from Sierra Water Core he will present at the next Board meeting regarding required sampling. Christian will be able to do the sampling once he is trained. Bob believes we have enough chlorine to finish discharging this year.

C. Update on Crocker/Delleker tank inspection

Bob reported Preferred Tank will be here on 4/17/25 to complete the tank inspection.

D. RCAC Plumas Sanitation update

The wastewater engineer from Rural Communities Assistance Coalition explained the district would need to investigate the local cost to except this type of waste. They will help the district set parameters for test levels and write a policy regarding the levels of contaminate that our system is able to treat and discharge.

E. Toolbox Purchase

Bob reported he needs a small toolbox for the truck. The cost is expected to be about \$400.00. The Board instructed him to purchase the toolbox.

F. GLCSD/City of Portola project update

Bob reported he received a 74-page report from the City of Portola. Part of the report is from Nick McGann, and it says in 1970 there was an agreement for the city to intertie with Grizzly Lake CSD. Our representative, Theresa, is working to help us move forward. Bob will be working on a response to the report.

G. Staffing Update – Contract Services

Bob reported he needs both a Water 1 and a Wastewater Grade 2 employee. Christian is getting ready to take his first Wastewater online test. Once he passes that test, he will have to work 1800 hours under the supervision of a plant operator before he can move forward toward the next grade certification.

H. Policy review:

- i. Commercial Sewage Disposal- pending
- ii. Discontinuation of service for non-payment – pending

Jeanne reported that the attorney provided an updated version to review. However, there are still a few items that need clarification before the Board can adopt an updated policy.

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

This item is still pending.

5. Financial Reports

A. Review of actions for delinquent accounts

Joleen reported there are over a dozen accounts that meet the criteria in the current delinquency policy for water shut off. Certified letters have gone out in the mail. Staff will hang notices a week prior to services being terminated.

B. Charges for additional Trailers

Bob reported he is working to identify properties that meet the criteria of the vehicle and trailer policy. Property owners will be invoiced according to the policy.

C. Update on SUSP and RCAC Rate Worksheets

pending

D. Crocker tank control proposal

Bob reported he would rather we move forward with the Crocker Tank Telemetry Controls proposal at a cost around \$28,000, over phase II of the pond controls improvement plan which could be completed at a later date. The Board suggested he present a written proposal for the Board to consider at the next meeting.

6. New Business

none

7. Adjournment

After review, upon motion duly made, seconded and unanimously carried, the meeting was adjourned at 7:07 p.m.