Grizzly Ranch Community Services District
Minutes
Regular Meeting
March 18, 2025 09:00 AM
The Outpost, 300 Club House Dr, Portola, CA 96122
http://www.grizzlyranchcsd.com

1. **Call to Order**
   The meeting was called to order at 9:00 am by President Kathryn Roberts.

   A. Roll Call

   Present: President Kathryn Roberts, Vice President Stephen Tange, Director Peter Christoffersen, General Manager Larry Smith, Board Clerk Kristen Frasure

   Absent: Director Betsy Oltmann, Director Lori Tange

2. **Public Comments**

   There were no public comments.

3. **Consent Agenda**

   A. Approval of meeting minutes October-December 2024

   Approval of December 17, 2024 Minutes. GM Larry Smith requested a change under the General Manager Report. "QTR 4" to "Calendar year QTR 4"

   Director Peter Christoffersen motioned to approve. Vice President Stephen Tange seconded the motion.

   The motion passed with the following vote:
   _3_ In Favor   __ Opposed
   __ Abstained   _2_ Absent   __ Recused

4. **Treasury Report**

   Treasurer Bill Desjardin provided updates on consistent purchases of T-Bills and money market fund investments. Details of purchase price, date, and date of maturity were discussed. Yield to maturity average range was 4.3-4.5%. Balances for Live Oak were provided and reviewed. The first check for property income tax from the county was received during this quarter and we are expected to receive the catch-up check in August.

5. **Budget Review for 2025/2026**

   GM reported on the preliminary budget. Actuals are projections based on reports ending in February of this year and are subject to change. Projected interest gain for 2025/2026 was discussed.

A new connection took place and there will potentially be 3 more this year.

Standby fees for the year were discussed as well as the potential for increase, which will be reviewed further at the next meeting.

Merchant fees were raised, including memberships, communications, and the required annual audit.

The CSD is looking to implement a Section 125 "Cafeteria" Plan and is consulting with an employee benefits expert on how to proceed.

STEP Tank inspection procedures were discussed including the frequency and how documentation is recorded.

Currently no need for new grinder pumps this year and no failures for QTR.

6. **Review of Reserve Accounts**

   Water and sewer reserves were reviewed. All reserves except the capital reserve for water are 100% filled. Completion of capital reserves for both water and sewer is contingent on when the catch-up check is received. Funds will be used toward automations.

7. **Communications/Subscriptions**

   Discussed AT&T to switch out the copper lines for a wireless system. The CSD is hopeful to avoid this transition as long as it is not enforced as copper lines work adequately in snow. Rates for AT&T have also increased.

   The CSD office is in the final steps of switching from Digital Path to fiber optics provided by PSREC.

8. **Admin Report Out**

   A. Admin to report on payroll software changes

      Admin discussed the possible need to transition bookkeeping software to online, as Quickbooks is phasing out the Desktop version. The switch would be financially beneficial as well as efficient for paying liabilities and filing tax documents.

      Changing payroll services was discussed. Both would take place at the beginning of the new fiscal year.

   B. Biennial Conflict of Interest Code for 2024

      Admin reviewed the current Conflict of Interest policy with the board. No changes were made to the policy and signatures were obtained. Submission for the county is due in April.

   C. Ethics Training for BOD

      The BOD is due for ethics training as well as the submission of form 700. Two forms have been received so far.

9. **General Manager Report**

   General Manager Larry Smith reported on the following:

   Operator in Training, Logan Beers, resigned from his position on January 28th. The Grizzly Ranch CSD welcomes Jonathan Reeves to take over the position on April 1st to begin his training.

   No other changes have been made to personnel. The CSD employs 4 non-seasonal individuals and 1 seasonal.

Discussed Water Field Report- completed hydrant testing for BPFPD and explained how ISO ratings affect insurance rates for homeowners.

Replaced batteries for Booster 2 Gen Set and explained the cost.

Hole 18 to be drained by golf before the course opens, to change pumps in the underground vault. The CSD will assist with refilling the pond after the project is complete.

Updates on wells were provided.

Water/Wastewater: 15 valves were installed incorrectly. They need to be flushed out and changed in orientation.

Completed Special Projects-updates were discussed. State-mandated reports have been filed and the CSD is in compliance with regulations.

10. **Future Agenda Items**

The next meeting will be closed during personnel evaluations. All other agenda items will be open.

11. **Adjournment**

Meeting adjourned at 9:59 AM.