



Grizzly Ranch Community Services District
Minutes
Regular Meeting
June 17, 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 March 18 2025 Meeting Minutes

Approval of minutes for March 18, 2025 meeting.

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

The motion passed with the following vote:

3 **In Favor** **Opposed**
 Abstained **Absent** **Recused**

4. Treasury Report for Current Period March-May 2025

Treasurer Bill Desjardin provided updates on purchases of T-Bills and money market fund investments, addressing the current values and interest rates, which have remained stable. Cash flow reports for the current FY were presented, as well as a projection for the 2025/2026 FY. Investment CDs were discussed, as well as the transfer made from Live Oak. The GRCSO received a check for regular assessments from the county earlier in June.

5. GRCSO FY 25-26 CPI Increase

GM Larry Smith referenced the Consumer Price Index from the San Francisco area in April of this year, reported by the U.S. Bureau of Labor Statistics. All items CPI-U rose 1.3% within the last year.

6. GRCSO FY 25-26 District Special Assessment Certification

The certification allows the GRCSD to request collection of charges on the county tax roll. The new resolution shows the amount that will be requested per lot, of all 299 lots.

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

The roll call vote:

Aye **President Kathryn Roberts** Aye **Vice President Stephen Tange** Aye **Director Peter Christoffersen**

7. Request for Collection of Charges on Tax Roll



GM Larry Smith provided information regarding the annual standby tax assessment and connection fee rates. The standby charges are now up to \$1978 per lot, increasing our total tax assessment rate to \$591,422.00, per the rate study. The GRCSD approved of adopting this rate.

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 **Absent** **Recused**

8. GRCSD Proposed Budget FY 25-26 & YTD Financials

A. YTD Financials

GM Larry Smith reviewed the T-Bill interest rates as well as the sewer base revenues and water usage volume revenue, which is lower than projected; however, the standby fees were increased. The GRCSD acquired 4 new connections, which were more than planned. Subscription expenses continue to rise, but the communications expenses remain at the same rates. Liability insurance rates have increased as well, including workers' compensation and employee benefits. The expenses for GRCSD supplies have increased slightly.

GM Smith provided the final net income for 24/25 FY. The Budget vs. Actual reflects a higher-than-expected income for Q2. The net income is on track for the quarter.

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 **Absent** **Recused**

B. Vote on Proposed Budget

GM Smith reviewed the proposed budget.

GM Smith addressed the state of the reserve accounts and their projections, which will be more final upon receiving the final catch-up check from the county in August.

Potential for using extra income from rate increases to fund automated meters or a vehicle was discussed. The budget would need to be amended to account for either. 15 homes have the updated meters without full access for auto reads. The GRCSD board opted for a budget increase of \$20,000 for account 7500-05 to fund new automated meters for each parcel upon reviewing the benefits of this decision. The budget would include a subscription for auto reads or a meter wand.

A motion to approve the amendment of the budget was made.

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 **Absent** **Recused**

9. GRCSD Calendar of Regularly Scheduled Meetings for 25/26

Calendar for 2025/2026 FY was reviewed and meeting dates were approved by the board.

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

The motion passed with the following vote:

3 **In Favor** **Opposed**
 Abstained **Absent** **Recused**

10. GRCSD Resolution 2025.03

Rate increases for 2025-2027 for the GRCSD annual audits include preparation for the State Controller's Financial Transaction report. These rates are reflected in the approved budget.

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 **Absent** **Recused**

11. Operations Report

GM Smith discussed personnel changes. The year-round employee head count remains at 4. The GRCSD welcomes new hire Jonathan Reeves, and his probationary period is to end on July 1, 2025, at which point he will receive full benefits.

GM Smith provided updates on the Water Field Report. The dead end hydrant flushing is now 80% complete.

WTP flow restrictor plates and custom spacers were installed, as well as a new air compressor for the WTP.

Operations were reviewed for wells 1, 3, & 9 and their gains compared to Q1. All systems are working as needed.

GM Smith reviewed the Waste Water Field Report. The GRCSD applied for 3 permits through Plumas County Environmental Health. All monthly and annual reports have been completed.

The GRCSD will be assisting with the hole 18 pond project.

12. Administrative Report Out

Admin reported on invoice discrepancies for the tax assessments which were created in 2024. Invoices had been inputted under the incorrect income account which reflected an incorrect balance under accounts 5100 & 5150 standby charges. The initial county deposit, payments, and invoices each had to be deleted and re-entered. Every bank reconciliation dating back to January of 2025 had to be re-done. The budget now accurately reflects those standby fees.

The GRCSD admin also attended a county meeting for Special District Administrators, focusing on

procedures for filling vacancies within the board, as well as requirements for notifications, how to file statement of facts, and requirements for submitting the biennial conflict of interest code.

13. Employee Benefits Administration

GM Larry Smith discussed the benefits of adding a retirement plan for all employees. Types of benefit plans were discussed, specifically via Fidelity, with a match of 3.00% and company match of 4.00%. Retirement benefits are reflected in the new budget and would be implemented after the next quarterly meeting. A probationary period would be in place for new hires.

14. Closed Session

A. Conference with Labor Negotiators - annual employee evaluations of GM, Chief Operator, Operator-in-Training, and Administrator

The closed session began at 11:57 AM.

15. Adjournment

The meeting was adjourned at 12:40 PM.