



Grizzly Ranch Community Services District
Minutes

Regular Meeting

September 16, 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 Betsy Oltmann, Director Peter Christoffersen

Absent: Director Lori Tange

Staff Present: General Manager Larry Smith, Board Clerk Kristen Frasure

2. Public Comments

No public comments were made.

No Action

3. Consent Agenda



A. Approval of June 17, 2025 minutes

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

The motion passed with the following vote:

4 **In Favor** **Opposed**
 Abstained **Absent** **Recused**

4. Treasury Report For Current Period June-August 2025



Discussion on reports with Treasurer Bill Desjardin regarding all Fidelity accounts. Treasurer discussed the local government investment pool available to the CSD and the potential for moving Fidelity funds to alternative investment programs, and will compare various investment opportunities.

5. GRCS D YTD Financials



General Manager Larry Smith reported on financials for the quarter. All expenses were routine excluding the purchase of two new meters. The CSD plans to purchase more meters prior to winter.

6. Administrative Report Out

Board Clerk Kristen Frasure provided an update on the Quickbooks billing issue which is now resolved. Online bill pay is now available to all CSD members.

7. General Manager Report

Personnel Total Headcount: 4 non-seasonal 1 seasonal-currently including GM, Administration Chief Operator, Operator in training (OIT), Seasonal Electrician. Administrator/Clerk of the Board Kristen Frasure 24-32 hours.

WFR Report- CSD is assisting Golf with their water features on hole 18.

Leaks at four addresses were discovered and leak forgiveness was extended to each property.

Well 9 is being run for Golf as their creek pump is out of order. Wells 1 & 3 are maintaining average reads and losses for the season.

WW Field Report: 3 installations for STEP Tanks were completed. The Golf Clubhouse grinder pump failed and was replaced with a retrofit pump.

The CSD snow blowers have been repaired.

Upcoming projects were discussed including a rebuild kit for the ARV near the Water Treatment Plant, the cleanout of ARVs on a sewer line, and maintenance on WRF Stationary Gen Set.

All monthly, quarterly, and annual reports to the county and state have been completed.

8. Retirement Benefits

General Manager Larry Smith provided updates on retirement benefit plans available to the CSD employees. No plan has been selected and the GM will continue consulting with various investment groups on the best plan options.

9. Adjournment

The meeting was adjourned at 10:10 AM.