Grizzly Ranch Community Services District
Minutes
Regular Meeting
December 17, 2024 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**

   Member of the community addressed reserve funds and an update was provided by General Manager Larry Smith.

3. **Consent Agenda**

   A. Approval of September 17 Minutes

   B. Financial Reports Current period September-October-November 2024 to be approved.

   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** _2_ **Absent** __ **Recused**

4. **Treasury Report for Current Period -September-October-November 2024**

   Treasurer Bill Desjardin reported on investments made during the quarter in money market fund and T-Bills. Balances for Live Oak account were provided. Discussed the possibility of low interest rates in the coming months contingent on changes made within the Federal Reserve. Treasurer will continue investments as normally conducted through the next quarter.

   Discussed cash flow projection and all is on track with the projection made from the previous quarter.

5. **Admin Report**

   Admin reported on updates made to the CSD website. Reports on inspections are now up to date as well as the Enterprise System Catalog.

6. **General Manager Report**

   General Manager Larry Smith reported on the following:

   Personnel: No change in personnel. The CSD employs 4 non-seasonal individuals and 1 seasonal.

   Water/Wastewater: Hydrant on Arrowleaf and Blacktail Ridge repaired from slip connection coming loose. 2 more hydrants still need to be repaired. Leak in Water Treatment plant for flow-restrictor plate below filter vessel on APU side. Temporary fix, will be a project for the winter. Water usage has decreased from 85,000 GPD to 28,233 following Golf closure.

   Updates on Wells: Well 1- gained 46', Well 3- no change, Well 9- loss 1'

   WRF air relief valves have been changed and winterized.

   Vault at bottom of Grizzly Ranch Road WW slow leakidentified. Excavation same time as hydrants.

   Candidates for STEP Retro 2025

   No Grinder Pump failures for QTR 4. Working on Automation program for WRP to run automatically as a winter project.

7. **Review changes to Policy 2520**

   In compliance with the new California mandate, all employees will now be allotted 40 hours of sick time annually, effective 1/01/2025. Sick time will be accessible immediately following employment.

   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** _2_ **Absent** __ **Recused**

8. **FY 23/24 Audit Letter**

   Letter explains the role of Robert W. Johnson accounting firm in conducting the 2024 audit and the consolidation fee. Signature for Audit Letter was obtained from President Kathryn Roberts.

9. **Future Agenda Items**

   No Future Agenda items were provided.

10. **Next Meeting Date**

    The next meeting will be held on March 18th, 2025. 9:00 AM.

    The Outpost, 300 Club House Drive, Portola, CA 96122.

11. **Adjournment**

QTR 4 meeting adjourned at 9:54 AM.