



Grizzly Ranch Community Services District
Minutes
Regular Meeting
December 05, 2023 09:00 AM
The Outpost, 300 Club House Dr Portola, 96122
<http://www.grizzlyranchcsd.com>

1. Call to Order

The meeting was called to order at 9:00 am by President John Reynolds.

A. Roll Call

Present: President John Reynolds, Vice-President Kathryn Roberts, Director Stephen Tange, Director Lori Tange

Absent: Director Betsy Oltmann

Staff Present: Treasurer Bill Desjardin, General Manager Larry Smith, Board Clerk Heather Grant

2. Public Comments

3. Consent Agenda

A. Approval of November 14, 2023 Special Meeting/ Public Hearing Minutes Approval of September 22, 2023 Regular Meeting Minutes.

B. Financial Reports Current period September-October-November 2023 to be approved.

The vote to approve minutes from the November 14 and September 22, 2023 meetings after the removal of financial reports were "All in favor"

Director Stephen Tange motioned to approve. A second was made by Director Lori Tange.

The motion passed with the following vote:

4 In Favor Opposed
 Abstained 1 Absent

4. Oath of Office for Appointed Directors



Kathryn Roberts recited the Oath For Office and received her Certificate of Appointment from the County.

5. Treasury Report for Current Period -September-October-November 2023

Due to difficulties with journal entries and monthly close of accounts, treasury reports were limited

6. General Manager Report

A. General Manager Larry Smith reported on the following:

Personnel: No change in Personnel, we still have four year-round employees and one seasonal.

Water/Wastewater: CSD had to install a meter box on 77 Big Grizzly because the meter was originally installed on the wrong property. Everything went well and looks very clean.

A new exhaust fan was installed at the WTP.

We have reduced flows due to seasonal occupancy changes and the golf course closing for the season.

The water table has already fully recovered from the summertime usage.

CSD has finished three step tank retrofits, with three more in process, two for commercial connections.

We had two more grinder pumps fail, and have been replaced, the old pumps have been sent out to be refurbished.

The floor in the WRF building has a fresh epoxy coating which was applied by CSD staff.

We have 2 fire hydrants that we will be scheduling for repair, and Well 3p2 will be scheduled for inspection.

We have been experiencing some issues with pressure in Booster 1, we are having it inspected to try to troubleshoot the issue.

General Manager Larry Smith also presented a 5-year Strategic Plan.

7. Admin Report Out

Board Clerk Heather Grant reported on the Conference attended in Monterey, hosted by CSDA.

Heather earned her Board Clerk Certificate, and a Certificate in Records Management.

President Reynolds suggested the district look into digitizing our records in the near future.

8. Review Policies on Employee Evaluations, and Job Descriptions.



A. GM Job Description

The amended policy was approved after changes were made.

Director Stephen Tange motioned to approve. A second was made by Vice-President Kathryn Roberts.

The motion passed with the following vote:

4 In Favor Opposed
 Abstained 1 Absent

B. Performance Evaluations and Exit Reviews

The amended policy was approved after edits.

Director Stephen Tange motioned to approve. A second was made by Director Lori Tange.

The motion passed with the following vote:

4 In Favor Opposed
 Abstained 1 Absent

C. Administration- consolidation of several job description policies into one.

The new policy was adopted and it was suggested that the old policies be retained for future use.

Director Lori Tange motioned to approve. A second was made by Vice-President Kathryn Roberts.

The motion passed with the following vote:

4 In Favor Opposed
 Abstained 1 Absent

9. Review Of Reserve Policy and Possible Adoption of Resolution 2023.09 Establishing Reserves

The Board has directed district staff to include this item in the next meeting's agenda and provide actual numbers for reserve accounts and methods for funding those accounts.

Additionally, the policy is to be amended.

The Board took a five-minute recess at 11:15 am.

10. New Connection Fee Expenditure

A. Wireless Meter Reading

The Board reconvened at 11:23 am.

General Manager Larry Smith presented the Board with the possibility of adding an Automatic Meter Infrastructure or AMI. The board would like an action/ implementation plan to be created and presented at the next meeting.

11. Migration From Quickbooks Desktop to Online Version

The Board would like the Administrative Manager to decide on how to move forward with QuickBooks.

12. Notice of Vacancy

A Notice of Vacancy has been posted for a position on the Board of Directors, and the Board will likely hold a special meeting in January to fill vacancies.

13. Letter from Auditor and Auditors Report

No unusual findings or issues were reported by the Auditors.

14. Districts Christmas Bonus Discussion

The Board would like to have a retention bonus policy created.

15. Future Agenda Items

- Reserve Accounts and the Amended Policy
- AMI action plan
- Retention Bonus Policy
- Records Digitization Options

16. Next Regular Meeting Date

The next regularly scheduled meeting is March 19, 2023 at 9:00 am

17. Adjournment

The meeting was adjourned at 11:51 am

APPROVAL OF MINUTES FROM PREVIOUS BOARD MEETING

Kathryn Roberts

3/19/24

PRESIDING OFFICER AS APPROVED

DATE

Deed D...

3/19/24

CLERK OF THE BOARD, AS SUBMITTED

DATE