

District Information -

District Name:	Grizzly Ranch Community Services District	Date:	5/16/2023
Address:	4456 Grizzly Rd Portola CA, 96122	Secretary:	Heather Grant
Phone Number:	530-832-4716	Signature Phone Number:	530-832-4716
Email:	grizzlyranchcsd@gmail.com		

Index of Directors:

Name:	Kathryn Roberts			Current Term of Office			
Address:	143 Whisker Brush Way Portola CA, 96122			Started:	12/2021	Ends:	12/31/2023
Phone	610-209-9658						
Email:	kathyroberts.gr@gmail.com						
Name:	John Saeffe			Current Term of Office			
Address:	1947 Grizzly Ranch Road Portola CA, 96122			Started:	12/2021	Ends:	12/31/2023
Phone	650-333-0202						
Email:	johnsaeffe@comcast.net						
Name:	Stephen Tange			Current Term of Office			
Address:	260 Fox Sparrow Portola CA, 96122			Started:	12/2019	Ends:	12/31/2023
Phone	925-719-3030						
Email:	stephentange@sbcglobal.net						
Name:	Lori Tange	If appointed, replaced		Current Term of Office			
Address:	260 Fox Sparrow Portola CA, 96122			Started:	05/2023	Ends:	12/31/2023
Phone	925-6402959						
Email:	speaktolori@gmail.com						
Name:	John Reynolds	Jim Miller		Current Term of Office			
Address:	641 Blacktail Ridge Portola CA, 96122			Started:	12/1/2019	Ends:	12/31/2023
Phone	530-832-4074						
Email:	john@reynolds-family.us						



Secretary of State
Registry of Public Agencies
 (Government Code section 53051)

SF-405

IMPORTANT — Read Instructions before completing this form.

There is **No Fee** for a Registry of Public Agencies filing

Copy Fees – First page \$1.00; each attachment page \$0.50;
 Certification Fee - \$5.00

This Space For Office Use Only

1. Type of Filing (Check one.)

- Initial Filing (first Registry of Public Agencies filing for an agency)
- Updated Filing (change to an existing Registry of Public Agencies record)

2. Agency Information

a. Full Legal Name of Public Agency Grizzly Ranch CSD	
b. Nature of Update (complete if Updated Filing) Different President and new Director	
c. County Plumas	d. Official Mailing Address 4456 Grizzly Rd. Portola, CA p6122

3. Chairperson, President, or Other Presiding Officer

a. Name John Reynolds	b. Title President of the Board
c. Business or Residence Address 641 Blacktail Ridge, Portola CA 96122	

4. Clerk or Secretary

a. Name Heather Grant	b. Title Clerk of the Board
c. Business or Residence Address 825 Wolf Ave Portola, CA 96122	

5. Other Members of the Governing Board (Enter as many as applicable. Attach additional pages for additional members.)

Name Ketheryn Roberts	Business or Residence Address 143 Whisker Brush Way Portola, CA 96122
Name Stephen Tange	Business or Residence Address 260 Fox Sparrow Rd. Portola, CA 96122
Name John Saefke	Business or Residence Address 1947 Grizzly Ranch Rd. Portola, CA 96122
Name Lori Tange	Business or Residence Address 260 Fox Sparrow Rd. Portola, CA 96122
Name	Business or Residence Address

6. Date and Sign Below (Additional members set forth on attached pages, if any, are incorporated herein by reference and made part of this Form SF-405, Registry of Public Agencies.)

<u>05/17/2023</u> Date	 Signature	<u>Heather Grant</u> Type or Print Name
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**Grizzly Ranch Community Services District
Minutes
Special Meeting
May 16, 2023 09:00 AM
The Outpost, 300 Club House Dr Portola 96122
<http://www.grizzlyranchcsd.com/>**

Board of Directors

Vice President Kathryn Roberts • Director John Saefke • President John Reynolds • Director Stephen Tange • Director Lori Tange

1. Call to Order

The meeting was called to order at 4:00 pm by Vice President Kathryn Roberts.

A. Roll Call

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

Absent: Director John Saefke

Staff Present: Larry Smith, Carol Logan, Heather Grant

2. Public Comments



Members of the public are invited to address the District on any matter of interest to the public that is not on the agenda for a period of time not to exceed 3 minutes. Pursuant to the Brown Act, the District cannot discuss or take any action on items not listed on the posted agenda but may add to a future agenda matters brought up under public comments for appropriate action at a future meeting

Two members of the public were in attendance, Each of them expressed concern about rate increases, snow removal, and road maintenance. Item was already on the agenda.

3. Consent Agenda

A. Approval of 4/12/23 special meeting minutes President John Reynolds motioned to approve. A second was made by Director Stephen Tange.

The motion passed with the following vote:

all In Favor Opposed
 Abstained 1 Absent

B. Approval of 3.21.2023 GRCSO Board Meeting Minutes President John Reynolds motioned to approve. A second was made by Director Stephen Tange.

The motion passed with the following vote:

all In Favor Opposed
 Abstained 1 Absent

4. Appointment of new GRCSO Director Vice President Kathryn Roberts motioned to approve. A second was made by President John Reynolds.

The motion passed with the following vote:

all In Favor Opposed
 Abstained 1 Absent

Nomination was made by Kathryn Roberts for Lori Tange, nomination was accepted.

5. Election of a new GRCSO officer, President Director Stephen Tange motioned to approve. A second was made by Vice President Kathryn Roberts.

The motion passed with the following vote:

all **In Favor** **Opposed**
 Abstained 1 **Absent**

Stephen Tange nominated John Reynolds for Board of Directors President, John Reynolds accepted

6. **Treasury Report** Director Stephen Tange motioned to approve. A second was made by Vice President Kathryn Roberts. The roll call vote:

Aye **Vice President Kathryn Roberts** Aye **President John Reynolds** Aye **Director Stephen Tange** Absent **Director John Saefke**

7. **DOWL Engineering** 

No action can be taken until board can review power point from the DOWL study, Item tabled until next meeting 6.20.23

8. **GRCSD "New Connection Fees" for new construction connections for FY2023-2024**

Board requested Larry Smith propose an updated rate for "New Connections"

9. **GRCSD Proposed Budget for FY 2023-2024** 

A. Discussion was held on:

Possible benefits for employees

Replacing Grinder pumps and associated costs

Well 3 Pump 2 reduced volume indicating needs maintenance and cost associated,

Consider adopting an Operating Budget

Chair Reynolds would like a forecast for completion of budget items listed in budget that have not yet been completed

Larry Smith stated the 6 Step Tank Installs would be completed by October

Clerk will post "Notice to Approve Budget" for next meeting

10. **HOA/GRCSD Roads To Do List** Director Stephen Tange motioned to approve. A second was made by Vice President Kathryn Roberts.

The motion passed with the following vote:

all **In Favor** **Opposed**
 Abstained 1 **Absent**

Director Tange motioned to decline taking the responsibility of road maintenance from the GRHOA at this time.

11. **Yarrow Pond MOU**  President John Reynolds motioned to approve. A second was made by Director Stephen Tange.

The motion passed with the following vote:

all **In Favor** **Opposed**
 Abstained 1 **Absent**

Motion was made to approve MOU for Yarrow Pond, between GRCSD and GRG

12. **Consider dissolving the standing Finance Committee** Director Stephen Tange motioned to approve. A second was made by President John Reynolds.

The motion passed with the following vote:

all **In Favor** **Opposed**
 Abstained 1 **Absent**

Discussion was held, all agreed that the Finance Committee has successfully fulfilled its purpose and is no longer necessary.

Motion to disband finance committee approved.

13. **Consider eliminating the Zoom video option for all future CSD meetings** Vice President Kathryn Roberts motioned to approve. A second was made by Director Stephen Tange.

The motion passed with the following vote:

all **In Favor** **Opposed**
 Abstained 1 **Absent**

Discussion was held and it was determined that zoom was not ever used by any one, and is more work than is necessary.

14. **Request for Relief, Policy # 3175** Vice President Kathryn Roberts motioned to approve. A second was made by Director Stephen Tange.

The motion passed with the following vote:

all **In Favor** **Opposed**
 Abstained 1 **Absent**

Board determined that relief should be granted, delegated to Larry Smith to determine amounts based on relief policy #3175

15. **Consider adoption of Records Retention Policy #3310**  Director Stephen Tange motioned to approve. A second was made by Vice President Kathryn Roberts.

The motion passed with the following vote:

all **In Favor** **Opposed**
 Abstained 1 **Absent**

16. **Consider adoption of Teleconferencing For Board Members Policy # 5080**  President John Reynolds motioned to approve. A second was made by Director Stephen Tange.

The motion passed with the following vote:

all **In Favor** **Opposed**
 Abstained 1 **Absent**

17. **Future Agenda Items**

- A. GRCSD Calendar of scheduled regular meetings for 2023-2024 and adoption of Resolution 2023.2 No Action
- B. GRCSD FY 2023-2024 District Special Assessment Certification and adoption of Resolution 2023.01 No Action
- C. GRCSD FY 2023-2024 Budget Proposal for Adoption No Action
- D. Adoption of resolution 2023.03 Requesting collection charges on tax roll No Action
- E. Ponds No Action
- F. Business Director Report- Admin No Action
- G. General Manager Report- Water/ Waste water report No Action

18. **Adjournment**

Director Tange Motioned to Adjourn, Chair Reynolds seconds, all in favor- meeting adjourned @ 12:20 pm



**Grizzly Ranch Community Services District
Agenda
Special Meeting
May 16, 2023 09:00 AM
The Outpost, 300 Club House Dr Portola 96122
<http://www.grizzlyranchcsd.com/>**

Board of Directors

Vice President Kathryn Roberts • Director John Saefke • Director John Reynolds • Director Stephen Tange • Treasurer Bill Desjardin

RULES AND PROCEDURES OF THIS BOARD

The Board reserves the right to address items out of order as they are listed on the Agenda. As a courtesy, The Board of Directors meeting is also accessible to the public via Zoom at: <https://us02web.zoom.us/j/3443450222>

Meeting ID: 344 345 0222 One tap mobile+16694449171,,3443450222# US
+16699006833,,3443450222# US (San Jose)

Online and telephonic access does not guarantee the public the ability to observe the meeting or to make public comment in the event there is a disruption or connectivity issues that affect broadcasting, or in the event the District determines that allowing public comment online or by telephone is inefficient or unduly burdensome. Members of the public who want to be assured that they have the ability to observe the meeting and make comment during the meeting, should attend the meeting in-person.

REASONABLE ACCOMMODATIONS

In compliance with the Americans with Disabilities Act, please get in touch with Grizzly Ranch CSD Staff or Board Directors if you need special assistance to participate in this meeting. Notification 72 hours prior to the meeting will enable us to make reasonable arrangements to ensure accessibility.

1. Call to Order

A. Roll Call

2. Consent Agenda

Discussion Possible Action  [Comment](#) [View Item](#)

Items listed on the consent calendar are considered routine in nature and may be enacted by one motion. If discussion is required, that particular item will be removed from the consent calendar and will be considered separately.

A. Approval of 4/12/23 special meeting minutes

B. Approval of 3.21.2023 GRCSO Board Meeting Minutes

3. Public Comments

Discussion Possible Action  [Comment](#)

Members of the public are invited to address the District on any matter of interest to the public that is not on the agenda for a period of time not to exceed 3 minutes. Pursuant to the Brown Act, the District cannot discuss or take any action on items not listed on the posted agenda but may add to a future agenda matters brought up under public comments for appropriate action at a future meeting

4. Appointment of new GRCSO Director

Discussion Possible Action  [Comment](#) [View Item](#)

5. Election of a new GRCSO officer, President

Discussion Possible Action  [Comment](#)

6. Treasury Report

Discussion Possible Action  [Comment](#) [View Item](#)

7. DOWL Engineering

Discussion Possible Action  [Comment](#)

Consideration of Final Review of DOWL Engineering Study and consideration of proceeding with rate increases.

8. GRCSO "New Connection Fees" for new construction connections for FY2023-2024

Discussion Possible Action  [Comment](#) [View Item](#)

Consideration for the "New Build Connection Fees" to increase or not increase the rate at the time of April 2023 CPI

9. GRCSO Proposed Budget for FY 2023-2024

Discussion Possible Action  [Comment](#) [View Item](#)

Consideration and discussion of DRAFT Proposed Budget for FY 2023-2024

10. HOA/GRCSO Roads To Do List

Discussion Possible Action  [Comment](#) [View Item](#)

11. Yarrow Pond MOU

Discussion Possible Action  [Comment](#) [View Item](#)

12. Consider dissolving the standing Finance Committee

Discussion Possible Action  [Comment](#)

13. Consider eliminating the Zoom video option for all future CSD meetings

Discussion Possible Action  [Comment](#)

14. Request for Relief, Policy # 3175

Discussion Possible Action  [Comment](#) [View Item](#)

Consider written request for relief from excessive water delivery due to leakage.

15. Consider adoption of Records Retention Policy #3310

Discussion Possible Action  [Comment](#) [View Item](#)

Requires an appointment for the role of a "Records Management Coordinator"
Possibility of adding this to the Admin Assistant job description.
Would require a records inventory to create a records retention schedule
State entities are required to inventory their records every 5 years

16. Consider adoption of Teleconferencing For Board Members Policy # 5080

Discussion Possible Action  [Comment](#) [View Item](#)
Brown Act Requirement

17. Future Agenda Items

Discussion Possible Action  [Comment](#) [View Item](#)

- A. GRCSD Calendar of scheduled regular meetings for 2023-2024 and adoption of Resolution 2023.2
- B. GRCSD FY 2023-2024 District Special Assessment Certification and adoption of Resolution 2023.01
- C. GRCSD FY 2023-2024 Budget Proposal for Adoption
- D. Adoption of resolution 2023.03 Requesting collection charges on tax roll
- E. Ponds
- F. Business Director Report- Admin
- G. General Manager Report- Water/ Waste water report

18. Adjournment



**Grizzly Ranch Community Services District
Minutes
Special Meeting
April 12, 2023 09:00 AM
The Outpost, 300 Club House Dr Portola 96122
<http://www.grizzlyranchcsd.com/>**

President Jim Miller • Vice President Kathryn Roberts • Director John Saefke • Director John Reynolds • Stephen Tange

1. Call to Order

The meeting was called to order at 9:04 am by Vice President Kathryn Roberts.

Vice President Kathryn Roberts facilitated the meeting as Jim Miller resigned as of 4/15/2023 and did not attend the meeting.

A. Roll Call

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

Absent: President Jim Miller, Director John Saefke

2. Public Comments

Members of the public are invited to address the District on any matter of interest to the public that is not on the agenda for a period of time not to exceed 3 minutes. Pursuant to the Brown Act, the District cannot discuss or take any action on items not listed on the posted agenda but may add to future agenda matters brought up under public comments for appropriate action at a future meeting. NO PUBLIC COMMENTS

3. DOWL Engineering Final Presentation

Dowl Engineering Study Presentation made by Kristi Thompson. General Manager Larry Smith will provide Dowl Engineering with Quarter 3 meter usage for final reporting. The next steps were also discussed based on affordability, comparable water/sewer rates, and Proposition 218 compliance.

The GRCSO BOD has tabled until the Next GRCSO Special Board Meeting, May 16, 2023.

4. GRCSO "New Connection Fees" for new construction connections for FY2023-2024

General Manager Larry Smith reported out and indicated that the "New Connection Fees" have been historically increased annually by whatever percentage rate that was established when determining the new tax assessment approved by the GRCSO. This income is substantially higher than what is actually spent on new connections. He also indicated that these connection fees are restricted income only to be used for new connection expenses per legal counsel. The GRCSO BOD wanted to table this until the Grizzly Ranch Special Board Meeting, on May 16, 2023, after looking at the FY 2023-2024 budget and proposing at that time either reducing or not increasing the new connection fees.

5. GRCSO Board Vacancy



A. Posting and Declaration of Posting of GRCSO Board Vacancy prior to Special GRCSO BOD Meeting, May 16, 2023. Vice President Kathryn Roberts motioned to approve. A second was made by Director John Reynolds.

The motion passed with the following vote:

3 In Favor 0 Opposed
— Abstained 2 Absent

The GRCSd BOD Accepted Jim Miller's Resignation, effective, 4/15/2023.

Business Manager, Carol Logan updated the GRCSd BOD on the timeframe from Plumas County Elections as to the posting and appointment of a new GRCSd BOD member. The GRCSd Special Vacancy Notice will be posted on 4/15/2023 for 15 days and sent to Plumas County Election Board. The GRCSd BOD will appoint a new board member at the special GRCSd BOD meeting on May 16, 2023. At that time the GRCSd will nominate and elect a new officer, president of the GRCSd BOD.

6. **GRCSd Proposed Budget for FY 2023-2024**



A.

Business Manager Carol Logan reported out on the GRCSd DRAFT budget proposal. The proposed FY 2023-2024 was built with a 4% increase or increases based on 12 months prior actual income and expenses. The discussion was held. The GRCSd BOD tabled this until the Special GRCSd Board Meeting on May 16, 2023.

7. **Future Agenda Items**

- Appointment of a new GRCSd member
- Election of new GRCSd officer, President
- DOWL Engineering
- Roads: To do list
- Yarrow Pond Update
- New Connection fees
- Budget FY2023-2024

8. **Adjournment**

Vice President Kathryn Roberts called for a motion to adjourn the meeting. The motion was made by Kathryn Roberts, seconded by Director Reynolds and the meeting was adjourned at 11:12 a. m.

Kathryn Roberts

VICE PRESIDENT AS APPROVED

5-16-23

DATE

Carol Logan

CLERK OF THE BOARD AS SUBMITTED

5/14/23

DATE



COMMUNITY SERVICES DISTRICT

GRCSD Board Meeting Minutes

March 21, 2023 9:00 a.m.

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

- A. Roll call:** Vice President Kathy Roberts, Director John Reynolds, and Director Stephen Tange were in attendance. President Jim Miller, attended remotely via Zoom as public. Director Saefke was absent. A quorum was established after a roll call vote. GRCSD Treasurer Bill Desjardin, General Manager Larry Smith and Business Manager Carol Logan were also in attendance.
- B. Call to order: 9:02 am**
- C. Approval of GRCSD Current Agenda:** A correction was made and the omission of the Yarrow Pond Update was added and approved by the Board of Directors
- D. Approval of minutes from last meeting (s):** Vice President Roberts presented the GRCSD BOD minutes from December 20, 2022. She called for comments and questions. There were none. She called for a motion to approve the December 20, 2022 GRCSD BOD minutes. The motion was made by Director Reynolds and seconded by Director Tange. The motion passed unanimously.
- E. Public Comments:** Mark Roberts from Grizzly Ranch HOA had the following comments:
1. He asked the BOD if they would consider changing the term of the Lease Agreement between HOA and Grizzly Ranch CSD and be moved to 4/1/2023 through 3/31/2023.
 2. He gave an update on the Road Maintenance Project 2024. He indicated the Browning Study would have new refresher projection numbers annually. He discussed some of the upcoming issues with the roads in Grizzly Ranch. GRCSD would consider a second opinion.
- F. CONSENT CALENDAR – *Items listed on the consent calendar are considered routine in nature and may be enacted by one motion. If discussion is required, that particular item will be removed from the consent calendar and will be considered separately.***
1. December 2022, January, February 2023 Financial Reports for approval. Business Manager Carol Logan indicated that GRCSD was going to be stream lining the financial reports to better provide needed information to the BOD in order for them to continue their role in governance. Discussion was held regarding rounding up, less columns and more summary information on revenue, personnel, operations and Capital Equipment information would be helpful. She called for questions and comments. Vice President Roberts called for a motion to approve the December 2022, January, February 2023 Financial Reports. Director Reynolds made the motion and it was seconded by Director Tange and passed unanimously
- G. General Business:**
1. GRCSD Finance Committee November 15, 2022 Meeting Minutes Submittal

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2. **GRCSD Finance Committee Meeting February 21, 2022 report out:** Director Tange reported out on these items:
 - Plumas County check not received and GRCSD is holding off on any further investments for now.
 - Dowl Engineering Study update.
 - 5-year Budget Projection adding 4% inflation and GRCSD defaults to the report
 - Annual water meter rate increases to be done annually in January of each year.
 - Discussion regarding the \$75,000 budget item for a vehicle being moved to purchase 6 STEP systems
 - CAMCO HOA Lease agreement
 - Discussion held on Asset/Connection accounting
 3. **GRCSD Treasurer's Report:** GRCSD Treasurer Bill Desjardin reported on the investment accounts. He reported on the balances of the Fidelity account and Cash Flows. He indicated that he reached out to the GRCSD auditors to discuss account #1152-02 HTM Unrealized Gain/Loss adjustment. They agreed to disagree.
 4. **GRCSD Connection Fees/Asset Update Johnson Accountancy/Legal Council:** Business Manager Carol Logan reported out on this and clarified the second recommendation from Johnson Accountancy on the FY 2022 Audit regarding establishing an equity account for the spread sheet that she uses to track revenue and expenses for new connection fees. There would be an annual journal entry at the time of the audit where the information on the spreadsheet would be entered and reported on the Balance Sheet for transparency. General Manager Larry Smith reported that he spoke with our legal team and that funds needed to be designated to the new connections and could only be spent on designated tools within the system, like meter readers. Discussion was held.
 5. **GRCSD CAMCO Lease Agreement January 1, 2023 through December 31, 2026:** Per information given by Mark Roberts, the BOD unanimously voted to accept the change in the term date for the CAMCO lease to 4/1/2023-3/31/2026.
 6. **GRCSD Administrative Tool for Brown Act/Public Records compliance with Agendas/Minutes:** General Manager Larry Smith report out on this indicating it was a good tool for agendas and minutes. Discussion was held and the GRCSD BOD agreed that GRCSD could use the tool and it was noted to be put on the FY budget for 2024.
 7. **GRCSD 5-year Budget Projection:** Business Manager Carol Logan reported out on this indicating that it would be easier and more efficient to create this report out of QuickBooks and asked the GRCSD BOD what they need to see on this report like less line items, more summary detail. Discussion was held. This is work in progress and can be refined moving forward for the BOD to have the information they need to see to make decisions for GRCSD.
 8. **GRCSD Policy # 3180 Disposal of Surplus Property Update:** General Manager Larry Smith recommended that GRCSD sell the filter vessel package for minimum of \$4500.00. Retail for this is \$57,000.00. Discussion was held. The GRCSD BOD agreed unanimously to have him sell this surplus item.
 9. **GRCSD STEP Tank Quote and Discussion/Allocation from vehicle Budget item.** General Manager Larry Smith recommended GRCSD that the budgeted amount for the vehicle, \$75,000 could be better used to buy 6 STEP systems. He was given a volume quote for 6 systems. Storage was discussed and the GRCSD BOD accepted the Quote from McGarr Excavation, Inc. for these 6 STEP systems.
-

H. Professional Rate/Engineering Study update: General Manager Larry Smith gave an update on the Dowl Engineering Study. He showed the GRCS D BOD the latest report he received from Dowl. The GRCCSD BOD recommended a special BOD meeting to be set for April 10, 2023 to finalize this study in order to get it timely out to the public election. Larry will set up this meeting and reach out to Dowl for their final presentation.

I. Administration, Water & Waste Water Reports:

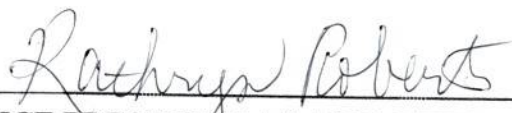
- Personnel; 4 current employees 1 seasonal in summer, Justus Lundy resignation, posting of part time administrative assistant and full time OIT positions.
- Water Reports
- Sub-Surface Well Soundings
- Wastewater Operations Report; ordered 3 phase HP pumps at \$1059.00 each; 2 extreme high flow events; 306 Arrowleaf new build wrong Jensen precast installed. GRCS D working with owner getting the correct equipment installed.
- Completed projects; internet upgrade Gen 8; ordered new transducer; snow removal
- GRCS D Upcoming projects List: Complete Engineering Rate Study; Fire hydrant/connection repair; troubleshooting lower flow GPM new pump to be installed; Licenses for L1 and T2 licenses; E.A.R. Report due 5/13/2023; CCR due 7/10/2023

J. Report out on Meetings Attended by Staff/Board Members; Business Manager Carol Logan showed the GRCS D BOD 2 Presidents Special Acknowledgement Awards, one for Workers Compensation Policy and one for Property/Liability Policy for having no claims in 5 consecutive years. GRCS D had the most CIPS,(safety classes), per capita of all of the CSD;s in California.

K. Propose future agenda items:

- GRCS D Policy on BOD Telecommuting for BOD meetings
- BOD Vacancy/Letter
- FY 2023-2023 Budget
- Engineering Rate Study/ Finalize to public election
- Resolution for New Connection Rate Fee schedule for FY 2023-2024
- Yarrow Pond MOU with Grizzly Ranch Golf Course
- Submittal and filing of FC Minutes 11/15/2022 and 2/21/2023

L. Adjournment: Vice President Roberts called for motion to adjourn the meeting. The motion was made by Director Reynolds. It was seconded by Director Tange and passed unanimously.
The meeting adjourned at 11:44 a. m.



VICE PRESIDENT AS APPROVED

5-16-23

DATE



CLERK OF THE BOARD AS SUBMITTED

5/16/23

DATE



Grizzly Ranch <grizzlyranchcsd@gmail.com>

Open Director Position

1 message

Lori Tange <speaktolori@gmail.com>

Fri, Apr 21, 2023 at 9:57 AM

To: Grizzly Ranch <grizzlyranchcsd@gmail.com>, grcsdbusinessmanager@gmail.com, gmsmithgrcsd@gmail.com

Hello CSD members,

I would like to express my interest in the vacant Director position on the Grizzly Ranch CSD. I have 15 years experience in Human Resources, and worked as a senior HR Business Partner for Chevron in the Bay Area. I also served as the HR Director for three years at Eastern Plumas Health Care in Portola, which is also designated as a special district, similar to the CSD.

I have been a full-time resident of Grizzly Ranch for 4 1/2 years and have had the pleasure of getting to know many of our residents and employees personally. I am a strong advocate for the continued success of Grizzly, and hope to contribute to the mission of the CSD in the coming years.

For these reasons I hope you will consider me for the CSD vacant position.

Sincerely,

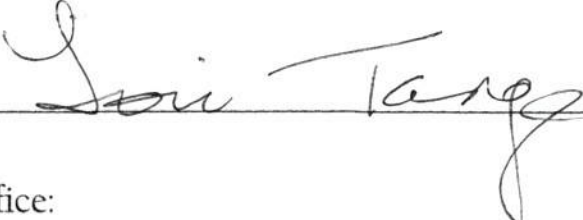
Lori Tange

GRIZZLY RANCH COMMUNITY SERVICES DISTRICT

OATH OF OFFICE

For the Membership of: Grizzly Ranch Community Services District Board

I, Lori Tange, do solemnly swear or affirm that I will support and defend the Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States and the State of California; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter.

Signature: 

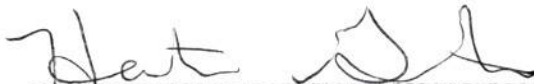
Term of Office:

Appointed on May 16, 2023 / Term of January 1, 2023 through December 31, 2023

Beginning

Ending

Subscribed and sworn before me, this day of May 16, 2023

 Clerk of the Board
Signature Title



4456 Grizzly Rd
Portola CA, 96122

PHONE 530-832-4716
EMAIL grizzlyranchcsd@gmail.com
WEBSITE grizzlyranchcsd.com

Special Meeting



5-16-23

GRIZZLY RANCH
COMMUNITY
SERVICES DISTRICT
RATE STUDY



OUTLINE

- ✓ Discuss rate structure changes since the last meeting
- ✓ Sample Bills
- ✓ Rate Comparison
- ✓ Recommendation

SEWER PROPOSED RATES FY 24

Customer Class	Proposed Rates
Residential	\$577.44
Commercial	\$512.90
Standby	\$218.54

SEWER PROPOSED RATES COST BREAKDOWN

Question: Why are Residential customers being charged a higher rate than Commercial customers?

Customer Class	Flows per Customer Class (gal/year)*	Customer Numbers	Flows per Customer
Residential	1,681,050	53	31,718
Commercial	260,142	239	26,014

*60% of annual water usage

SEWER PROPOSED RATES COST BREAKDOWN

Customer Class	Residential	Commercial	Delta (Res-Com)
Customer	\$ 218.54	\$ 218.54	\$ -
Flow	\$ 179.75	\$ 147.43	\$ 32.32
BOD	\$ 179.14	\$ 146.93	\$ 32.21
Total	\$ 577.44	\$ 512.90	\$ 64.54

SEWER RATE SCHEDULE

	Current Rates		FY 2024		FY 2025	
	Customer Base	Volume Charge per kgal	Customer Base	Volume Charge per kgal	Customer Base	Volume Charge per kgal
Residential	\$ 389.00	\$ -	\$577.44	\$ -	\$ 772.44	\$ -
Commercial	\$ 389.00	\$ -	\$512.90	\$ -	\$ 686.10	\$ -
Standby	\$ 462.00	\$ -	\$218.54	\$ -	\$ 292.35	\$ -
% Increase			Restructured rates to increase revenues by 35% + CPI		30% + CPI	
	FY 2026		FY 2027		FY 2028	
	Customer Base	Volume Charge per kgal	Customer Base	Volume Charge per kgal	Customer Base	Volume Charge per kgal
Residential	\$794.84	\$ -	\$ 817.89	\$ -	\$841.61	\$ -
Commercial	\$706.00	\$ -	\$ 726.48	\$ -	\$747.54	\$ -
Standby	\$300.82	\$ -	\$ 309.55	\$ -	\$318.53	\$ -
% Increase	CPI		CPI		CPI	

WATER PROPOSED RATES FY 24

Customer Class	Proposed Base Rate	Proposed Fire Protection Charge	Proposed Volumetric Charge*
Residential	\$ 378.84	\$ 10.16	\$ 7.56
Commercial	\$ 378.85	\$ 10.16	\$ 3.24
Standby	\$ 200.07	\$ 10.16	\$ -

*3,000 gallons included per quarter

WATER RATE SCHEDULE

	Current Rates			FY 2024			FY 2025		
	Base	Fire Protection	Volume Rate per kgal	Customer and Meter	Fire Protection	Volume Rate per kgal	Customer and Meter	Fire Protection	Volume Rate per kgal
Residential	\$ 389.00	-	\$ 11.40	\$ 378.84	\$ 10.16	\$ 7.56	\$ 389.82	\$ 10.45	\$ 7.78
Commercial	\$ 389.00	-	\$ 11.40	\$ 378.85	\$ 10.16	\$ 3.24	\$ 389.83	\$ 10.45	\$ 3.33
Standby	\$ 462.00	-	-	\$ 200.07	\$ 10.16	-	\$ 205.87	\$ 10.45	-
% Increase	-	-	-	-	-	-	-	-	-
	FY 2026			FY 2027			FY 2028		
	Customer and Meter	Fire Protection	Volume Rate per kgal	Customer and Meter	Fire Protection	Volume Rate per kgal	Customer and Meter	Fire Protection	Volume Rate per kgal
Residential	\$401.13	\$ 10.76	\$ 8.00	\$ 412.76	\$ 11.07	\$ 8.24	\$ 424.73	\$ 11.39	\$ 8.47
Commercial	\$401.14	\$ 10.76	\$ 3.43	\$ 412.77	\$ 11.07	\$ 3.53	\$ 424.74	\$ 11.39	\$ 3.63
Standby	\$211.84	\$ 10.76	-	\$ 217.98	\$ 11.07	-	\$ 224.30	\$ 11.39	-
% Increase	CPI			CPI			CPI		

SAMPLE SEWER BILLS

Quarters 1 - 4

Existing Sewer	Per Quarter	Annual Revenue per customer
Residential	\$ 389.00	\$ 1,556.00
Commercial	\$ 389.00	\$ 1,556.00
Standby	\$ 462.00	\$ 1,848.00

Proposed Sewer	Per Quarter Bill	Annual Revenue per customer	Number of Customers	Total revenue
Residential	\$ 577.44	\$ 2,309.75	53	\$ 122,416.76
Commercial	\$ 512.90	\$ 2,051.60	10	\$ 20,515.96
Standby	\$ 218.54	\$ 874.18	239	\$ 208,928.20
Revenue Requirement				\$ 351,860.92

SAMPLE WATER BILLS Q1 AND Q2

Existing Water	Flows kgal per Customer	Charged Flow kgal	Quarter 1 Bill
Residential	2.3	-	\$ 389.00
Commercial	0.9	-	\$ 389.00
Standby	-	-	\$ 462.00
Proposed Water	Flows kgal per Customer	Charged Flow kgal	Quarter 1 Bill
Residential	2.3	-	\$ 389.00
Commercial	0.9	-	\$ 389.00
Standby	-	-	\$ 210.23

Existing Water	Flows kgal per Customer	Charged Flow kgal	Quarter 2 Bill
Residential	18.0	15.0	\$ 559.88
Commercial	6.5	3.5	\$ 429.00
Standby	-	-	\$ 462.00
Proposed Water	Flows kgal per Customer	Charged Flow kgal	Quarter 2 Bill
Residential	18.0	15.0	\$ 502.31
Commercial	6.5	3.5	\$ 400.37
Standby	-	-	\$ 210.23

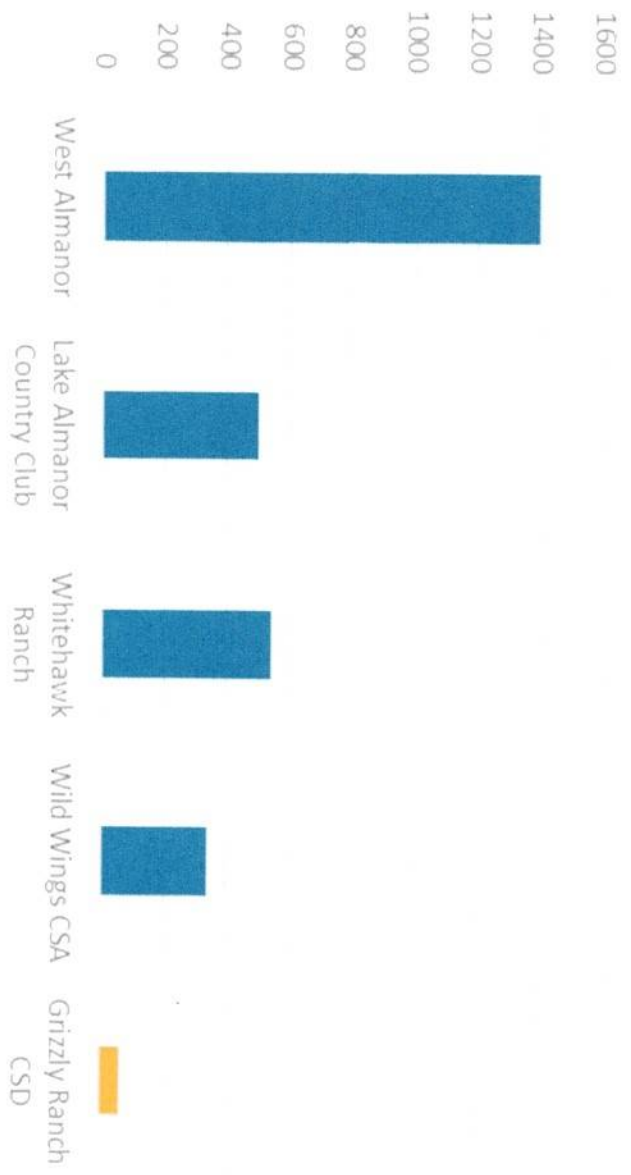
SAMPLE WATER BILLS Q3 AND Q4

Existing Water	Flows kgal per Customer	Charged Flow kgal	Quarter 3 Bill
Residential	29.0	26.0	\$ 684.89
Commercial	34.8	31.8	\$ 751.51
Standby	-	-	\$ 462.00
Proposed Water	Flows kgal per Customer	Charged Flow kgal	Quarter 3 Bill
Residential	29.0	26.0	\$ 585.20
Commercial	34.8	31.8	\$ 492.02
Standby	-	-	\$ 210.23

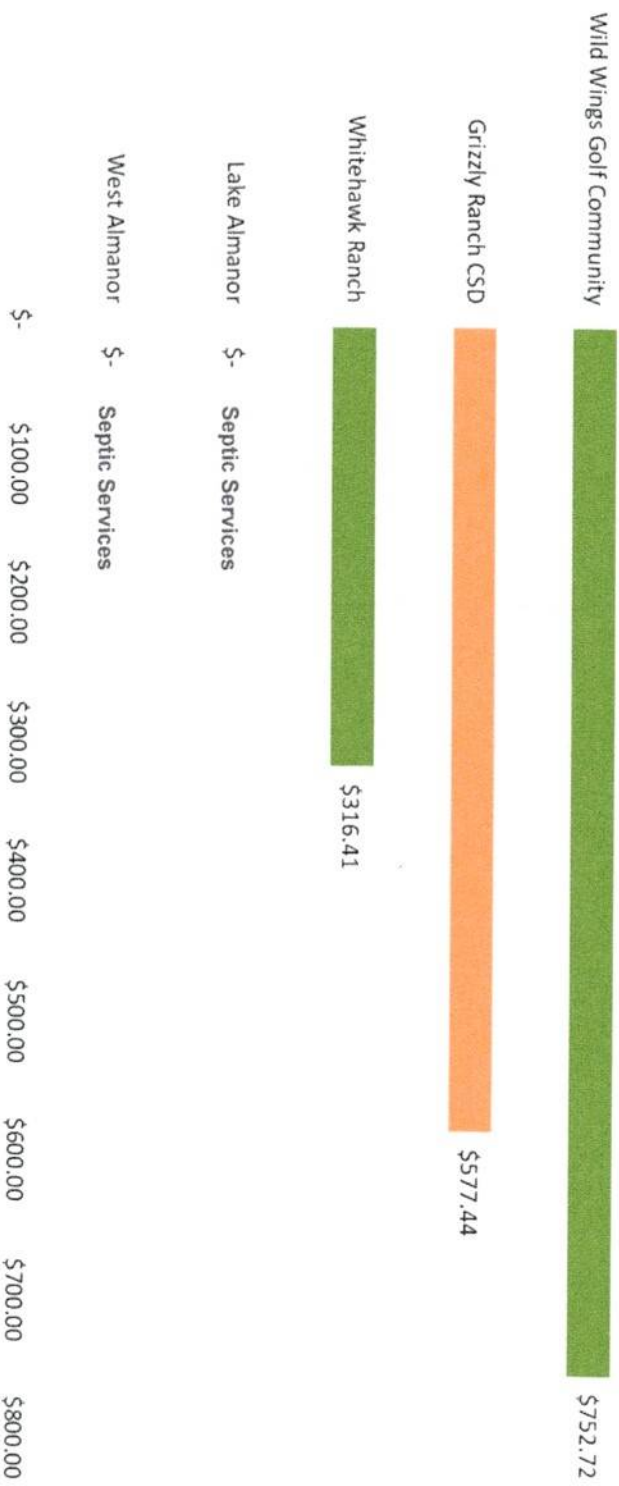
Existing Water	Flows kgal per Customer	Charged Flow kgal	Quarter 4 Bill
Residential	3.6	0.6	\$ 396.27
Commercial	1.1	-	\$ 389.00
Standby	-	-	\$ 462.00
Proposed Water	Flows kgal per Customer	Charged Flow kgal	Quarter 4 Bill
Residential	3.6	0.6	\$ 393.53
Commercial	1.1	-	\$ 389.00
Standby	-	-	\$ 210.23

UTILITY COMPARISON

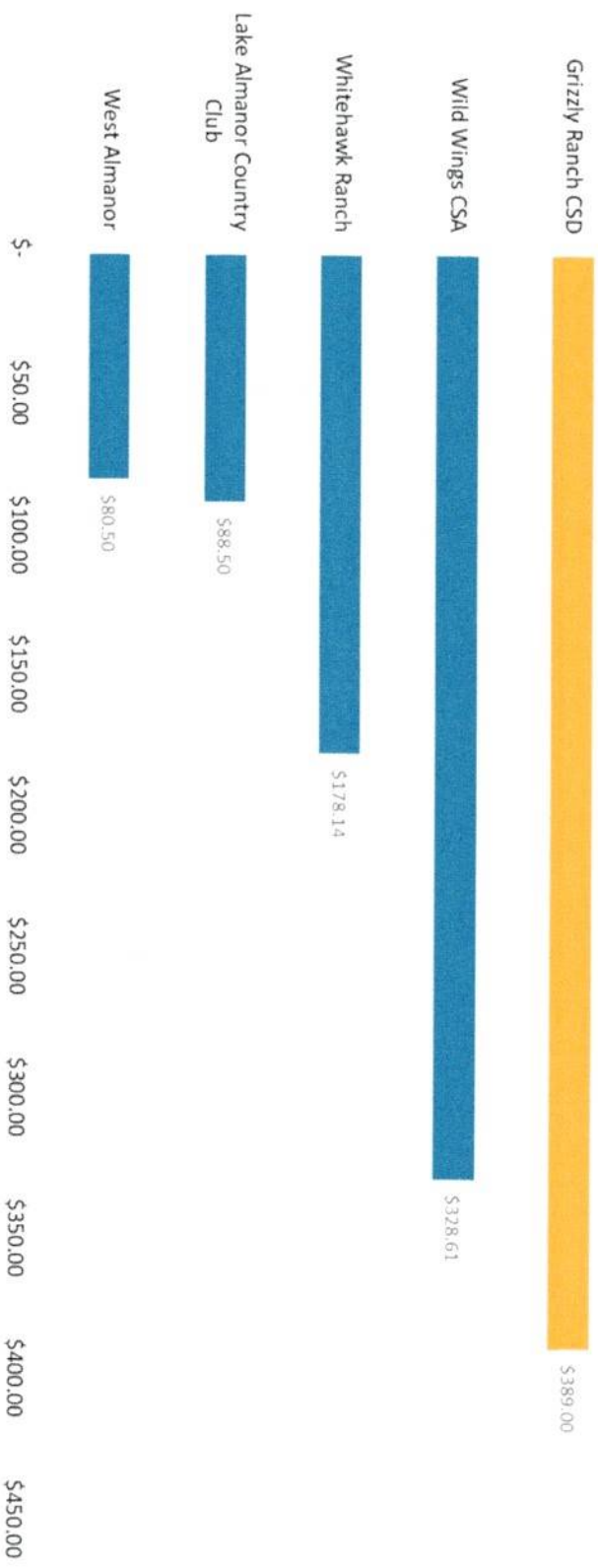
Active Customers



SEWER RATE COMPARISONS



WATER RATE COMPARISONS



RECOMMENDATIONS

- ✔ Keep track of water and sewer funds separately
- ✔ Implement the proposed water and sewer rates over the next 5-year study period
- ✔ Board to complete the Proposition 218 process & adopt new rates; target implementation July 2023 (Start of FY 24)
- ✔ Review rates every 5 years

THANK YOU...


Any Questions? Comments?

**Grizzly Ranch CSD
Three Month Period Ending April 30, 2023**

Treasurer's Certification

I certify that, to the best of my knowledge, all investment transactions executed during the Three-month period ended April 30, 2023 have been made in full compliance with our Investment of District Funds, Policy Number 3120. In addition, it is my assessment that the District will satisfactorily meet its known or expected expenditure obligations for the next six months.

Treasurer:


William Desjardin

5/4/23
Date

Grizzly Ranch CSD
Investment Report for the Period Ended April 30, 2023

Original Date Purchased	Original Investment	Investment Type	Issuer	Maturity Date	Par Value	Current Value	Coupon	Yield to Maturity
Acct: 1152 Marketable Securities --- Fidelity Investments 0848								
2/12/20	Various	Treasury Money Market	Fidelity Investments	Indefinite		\$206,026.55		
5/23/22	\$59,709.00	Treasury Note 5/31/23	US Treasury	5/31/23	\$60,000.00	\$59,853.60	1.625%	2.107014%
4/26/23	\$98,984.45	Treasury Bill 7/11/23	US Treasury	7/11/23	\$100,000.00	\$99,040.00		4.940846%
8/19/22	\$58,175.80	Treasury Bill 8/10/23	US Treasury	8/10/23	\$60,000.00	\$59,176.20		3.190140%
11/7/22	\$58,201.80	Treasury Note 10/31/23	US Treasury	10/31/23	\$60,000.00	\$59,037.00	1.625%	4.789494%
11/16/22	\$57,252.60	Treasury Note 12/15/23	US Treasury	12/15/23	\$60,000.00	\$58,265.40	0.125%	4.519806%
3/6/23	\$58,673.40	Treasury Note 2/15/24	US Treasury	2/15/24	\$60,000.00	\$58,980.60	2.750%	5.169311%
Totals (Excluding Money Mkt)	\$390,997.05				\$400,000.00	\$394,352.80		
Acct: 1151-03 Investment CD --- Live Oak Bank 4714								
5/12/20	\$50,000.00	CD - 2.20% APY - 2 Year	Live Oak Bank	5/12/24	\$50,000.00	\$52,506.35		

Co Bank Required Compensating Balance

Live Oak Bank

Treasury Bill Maturing 07/11/23
Yield to Maturity 4.940846%

		Month	Days
Issue Date	03/14/23		
Maturity Date	07/11/23	Jan	31
		Feb	28
		Mar	31
Purchase Settlement Date	04/26/23	Apr	30
Purchase Amount	\$100,000.00	May	31
Purchase Price	98.9845%	Jun	30
Purchase Cost	\$98,984.45	Jul	31
Discount Amount	\$1,015.55	Aug	31
		Sep	30
		Oct	31
Days to Accrue Discount	76	Nov	30
Buyer Interest Days in Purchase Month	4	Dec	31
Buyer Interest Days in Maturity Month	11		

Interest Accrual	Discount
Accrued Interest 4/30/2023	\$53.45
Accrued Interest 5/31/2023	\$414.24
Accrued Interest 6/30/2023	\$400.87
Accrued Interest 7/31/2023	\$146.99
Total Interest Accrued	\$1,015.55

Annual Routine Spending Budget \$432,158

Monthly Routine Budget Percent	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb
	11.00%	15.00%	6.20%	6.25%	6.10%	7.80%	12.00%	7.20%	5.70%

Cash Inflows

Maturing Investments (Treasuries)			\$60,000	\$60,000		\$100,000		\$100,000	\$60,000
Maturing Investments (CDs)	\$100,000								
Property Tax Standby Fees	\$157,325		\$27,000			\$106,388			\$34,200
Usage Fees			\$87,000	\$60,000	\$0	\$240,588	\$0	\$100,000	\$94,200
Total Cash Inflows									

Cash Outflows

Routine Spending Budget	\$47,537	\$64,824	\$26,794	\$27,010	\$26,362	\$33,708	\$51,859	\$31,115	\$24,633
9000-08 Engineering							\$25,000		
8000-02 STEP Septic Systems									
Tank Inspection									

Treasury Security Purchases

	\$120,294	\$39,738	\$58,176			\$155,197			
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Total Cash Outflows

	\$167,831	\$104,562	\$84,970	\$27,010	\$26,362	\$188,905	\$76,859	\$31,115	\$24,633
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Actual/Projected Month End Cash*

	\$97,050	\$118,204	\$100,463	\$129,272	\$109,949	\$133,732	\$80,830	\$168,058	\$200,522
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* Yellow = Actual

Revised 4/25/23

Mar	Apr	May	Jun
8.70%	7.10%	7.00%	11.00%
		\$60,000	
	\$243,412		
\$0	\$243,412	\$34,200	\$0
		\$94,200	
\$37,598	\$30,683	\$30,251	\$47,537
	\$24,000	\$24,000	\$84,000
		\$20,000	
\$58,673	\$98,984		
\$96,271	\$153,667	\$74,251	\$131,537
\$126,636	\$216,381	\$236,330	\$104,792



**Transmission of material in this release is embargoed until
 8:30 a.m. (ET) Wednesday, May 10, 2023**

USDL-23-0942

Technical information: (202) 691-7000 • cpi_info@bls.gov • www.bls.gov/cpi
 Media contact: (202) 691-5902 • PressOffice@bls.gov

CONSUMER PRICE INDEX – APRIL 2023

The Consumer Price Index for All Urban Consumers (CPI-U) rose 0.4 percent in April on a seasonally adjusted basis, after increasing 0.1 percent in March, the U.S. Bureau of Labor Statistics reported today. Over the last 12 months, the all items index increased 4.9 percent before seasonal adjustment.

The index for shelter was the largest contributor to the monthly all items increase, followed by increases in the index for used cars and trucks and the index for gasoline. The increase in the gasoline index more than offset declines in other energy component indexes, and the energy index rose 0.6 percent in April. The food index was unchanged in April, as it was in March. The index for food at home fell 0.2 percent over the month while the index for food away from home rose 0.4 percent.

The index for all items less food and energy rose 0.4 percent in April, as it did in March. Indexes which increased in April include shelter, used cars and trucks, motor vehicle insurance, recreation, household furnishings and operations, and personal care. The index for airline fares and the index for new vehicles were among those that decreased over the month.

The all items index increased 4.9 percent for the 12 months ending April; this was the smallest 12-month increase since the period ending April 2021. The all items less food and energy index rose 5.5 percent over the last 12 months. The energy index decreased 5.1 percent for the 12 months ending April, and the food index increased 7.7 percent over the last year.

Chart 1. One-month percent change in CPI for All Urban Consumers (CPI-U), seasonally adjusted, Apr. 2022 - Apr. 2023
 Percent change

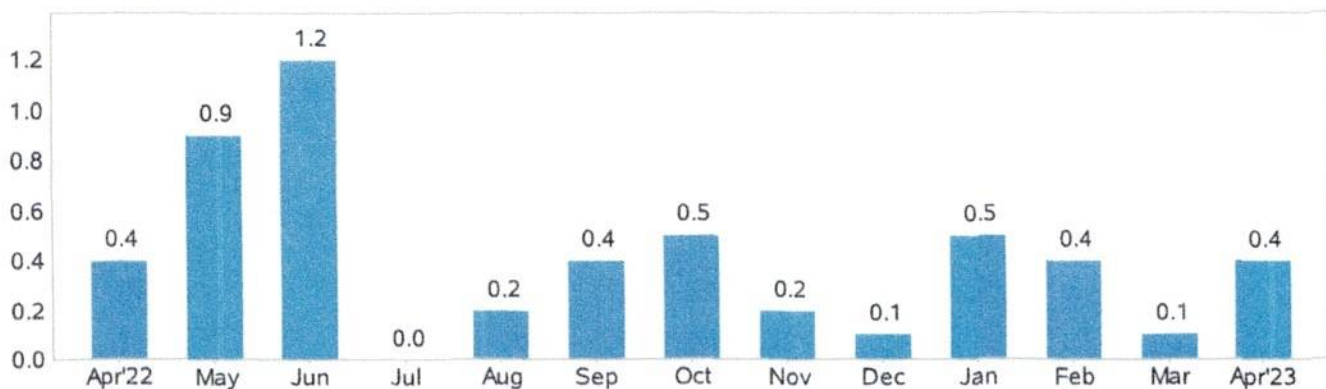


Chart 2. 12-month percent change in CPI for All Urban Consumers (CPI-U), not seasonally adjusted, Apr. 2022 - Apr. 2023

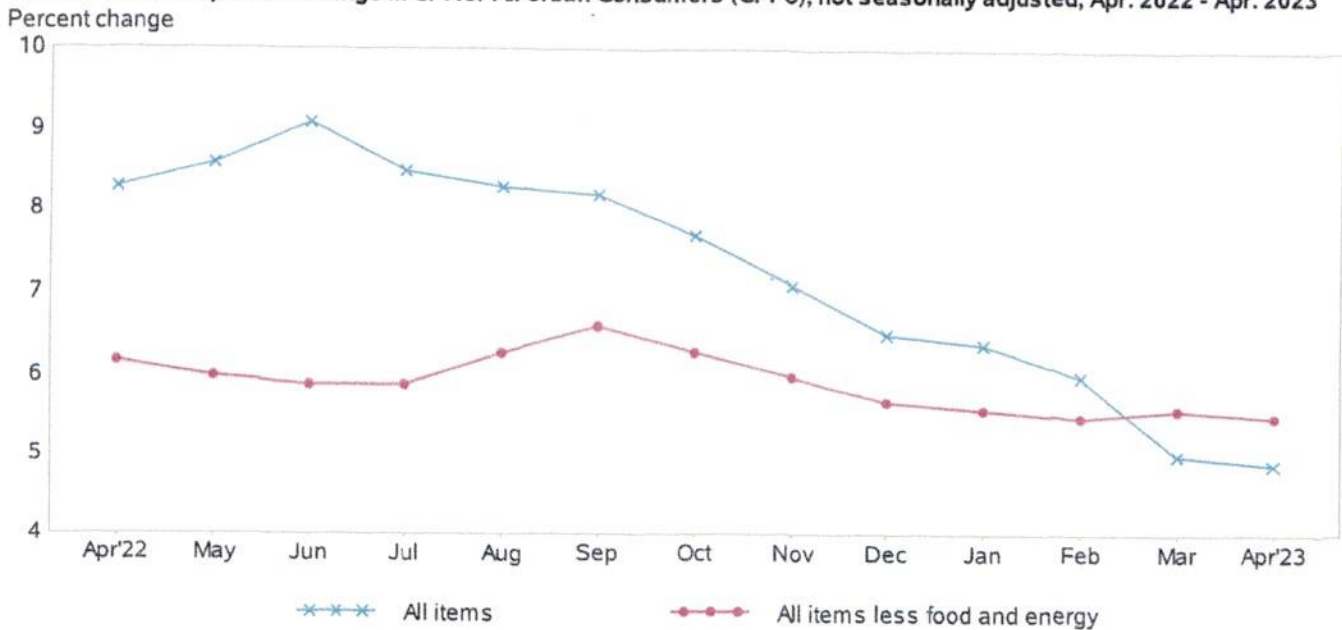


Table A. Percent changes in CPI for All Urban Consumers (CPI-U): U.S. city average

	Seasonally adjusted changes from preceding month							Un-adjusted 12-mos ended Apr. 2023
	Oct. 2022	Nov. 2022	Dec. 2022	Jan. 2023	Feb. 2023	Mar. 2023	Apr. 2023	
All items.....	0.5	0.2	0.1	0.5	0.4	0.1	0.4	4.9
Food.....	0.7	0.6	0.4	0.5	0.4	0.0	0.0	7.7
Food at home.....	0.5	0.6	0.5	0.4	0.3	-0.3	-0.2	7.1
Food away from home ¹	0.9	0.5	0.4	0.6	0.6	0.6	0.4	8.6
Energy.....	1.7	-1.4	-3.1	2.0	-0.6	-3.5	0.6	-5.1
Energy commodities.....	3.7	-2.1	-7.2	1.9	0.5	-4.6	2.7	-12.6
Gasoline (all types).....	3.4	-2.3	-7.0	2.4	1.0	-4.6	3.0	-12.2
Fuel oil ¹	19.8	1.7	-16.6	-1.2	-7.9	-4.0	-4.5	-20.2
Energy services.....	-0.7	-0.6	1.9	2.1	-1.7	-2.3	-1.7	5.9
Electricity.....	0.5	0.5	1.3	0.5	0.5	-0.7	-0.7	8.4
Utility (piped) gas service.....	-3.7	-3.4	3.5	6.7	-8.0	-7.1	-4.9	-2.1
All items less food and energy.....	0.3	0.3	0.4	0.4	0.5	0.4	0.4	5.5
Commodities less food and energy commodities.....	-0.1	-0.2	-0.1	0.1	0.0	0.2	0.6	2.0
New vehicles.....	0.6	0.5	0.6	0.2	0.2	0.4	-0.2	5.4
Used cars and trucks.....	-1.7	-2.0	-2.0	-1.9	-2.8	-0.9	4.4	-6.6
Apparel.....	-0.2	0.1	0.2	0.8	0.8	0.3	0.3	3.6
Medical care commodities ¹	0.0	0.2	0.1	1.1	0.1	0.6	0.5	4.0
Services less energy services.....	0.5	0.5	0.6	0.5	0.6	0.4	0.4	6.8
Shelter.....	0.7	0.6	0.8	0.7	0.8	0.6	0.4	8.1
Transportation services.....	0.6	0.3	0.6	0.9	1.1	1.4	-0.2	11.0
Medical care services.....	-0.4	-0.5	0.3	-0.7	-0.7	-0.5	-0.1	0.4

¹ Not seasonally adjusted.

APN #	Date	TOTAL AMOUNT	WATER	SEWER	INCOME ACCOUNT #	INCOME ACCOUNT #	EXPENSE ACCOUNT NUMBER	EXPENSE ACCOUNT AMOUNT	EXPENSE ACCOUNT ITEM	Time = Installation-Connection	MATERIALS	BALANCE	CUSTOMER NAME	GRIZZLY ADDRESS
028-040-024-000	4/13/2021	6,757.60	3,311.22	3,446.38	#1500-01	#1500-01	#7400-23	167.52	Water?	38.00		3,278.86	LENDIR	38 Peppercorn Ln. Lot #36
028-070-020-000	4/18/2022	7,014.00	3,437.00	3,577.00	#5400	#5500	#7400-23	278.42	Meter	Water? 38.00		3,158.58	d'Andre	306 Arrowleaf Dr #123
028-090-013-000	4/6/2022	7,014.00	3,437.00	3,577.00	#5400	#5500	#7400-23	278.42	Meter			3,158.58	Moreno	225 Red Hawk Drive Lot #157
028-040-009-000	4/6/2022	7,014.00	3,437.00	3,577.00	#5400	#5500	#7400-23	278.42	Meter	Water? 67.00		3,158.58	Mede	162 Arrowleaf Rd. Lot #53
Justus	10/21/2022													
	4/6/2022						#7400-23	278.42	Meter					
NOTES	4/6/2022						#7400-23	278.42	Meter					
Water meter														
Time = Installation-Connection		27,794.60	13,022.52	14,772.08				1551.72		85.00				
Materials								1,044.02						
Water #5400														
Sewer #5500														
A/ if not paid immediately #1500-01														
Capital Improvements/Projects #2500/#2600														
Debit Loan Principal = Sewer #3600														
Retrofit - Sewer = #7600-01														
W/ Restricted New Connections #7400-23														
S. Restricted New Connection #8200-22														
Policy needed														

Conversion fee income - 27,794.60
 less, connection fee
 expenses - (1,044.02)

 26,750.58

 Water 11,977.60
 Sewer 14,772.98

GRCS DRAFT Proposed Budget FY 2023-2024	ACTUAL EXPENSES		FY Budget 2022/2023 TOTALS	Increase or 4% Min.	FY Budget 2023/2024 TOTALS
	Mar 31, '22 - Mar 31, 23	FY Budget 2022/2023			
Ordinary Income/Expense					
Income					
5220 - US Treasury Security Interest					
5220-02 - US Treasury Note Interest	5,011.92	1,629.36		5,212.40	
5220-01 - US Treasury Bill Interest	1,475.28	398.52		1,534.29	
Total 5220 - US Treasury Security Interest	6,487.20	2,027.88		6,746.69	6,746.69
5000 - Water & Sewer Connected Revenue				0.00	
5000-06 - Miscellaneous Income SEWER	10,048.48			10,450.42	Estimate previous GRI sales
5000-05 - Miscellaneous Income WATER	9,654.42			10,040.60	Estimate previous GRI sales
5000-04 - Water Usage -Volume Revenue	50,224.56	27,466.20		52,233.54	
5000-03 - Water Usage-Base Revenue	41,610.66	38,900.00		43,275.09	
5000-02 - Water Connected Charges	45,666.00	45,813.04		47,492.64	
5050-02 - Sewer Connected Charges	49,442.00	24,663.60		51,419.68	
Total 5000 - Water & Sewer Connected Revenue	206,646.12	136,842.84		214,911.96	214,911.96
5100 - Water and Sewer Standby Revenue					
5100-01 - Water - Standby Charges	187,308.00	204,617.98		194,800.32	
5150-01 - Sewer - Standby Charges	202,796.00	235,974.12		210,907.84	
Total 5100 - Water and Sewer Standby Revenue	390,104.00	440,592.10		405,708.16	405,708.16
5200 - Interest Income					
5210 - Dividend Income	2,904.34	1,487.00		3,020.51	
5201-02 - Tax - Sewer Penalty/Interest	15,341.82	16,547.79		15,955.49	Estimate previous GRI sales
5201-01 - Tax - Water Penalty/Interest	14,740.59	16,547.22		15,330.21	Estimate previous GRI sales
Total 5200 - Interest Income	32,986.75	34,582.01		34,306.22	34,306.22
5300 - Recovery Income		513.05		600.00	
5400 - "New" Connection Fee - Water	10,311.00	11,310.92		10,723.44	
5500 - "New" Connection Fee - Sewer	10,731.00	10,867.96		11,160.24	
		22,691.93			22,483.68
Total Income	657,266.07				
Gross Profit	657,266.07	0.00	636,736.76	684,156.71	684,156.71
Expense					
9000 - General & Administrative Series					
9000-24 - Merchant Fees	301.52	150.00		313.58	
9000-22 - Operator in Training Mileage	1,488.56	600.00		1,548.10	
9000-21 - Administrative Mileage	36.86	0.00		38.33	
9000-20 - Chief Operator Mileage	2,011.94	2,184.55		2,092.42	
9000-19 - GM Mileage	4,299.85	3,288.26		4,471.84	
9000-18 - Contingency	4,112.41	10,000.00		10,000.00	
9000-17 - Personnel Training/Travel	1,525.74	2,500.00		2,500.00	
9000-16 - General Equipment/Tools	2,815.58	5,000.00		5,000.00	
9000-15 - SCADA Operating System		2,000.00		5,000.00	
9000-13 - Safety	245.00	150.00		300.00	
9000-12 - Office Furniture/Equipment	995.82	1,000.00		2,800.00	printer, laptop, office chairs
9000-14 - Vehicle		75,000.00			
9000-11 - Subscriptions	1,024.98	1,086.99		3,000.00	
9000-10 - Office Supplies	1,919.17	2,000.00		2,500.00	
9000-09 - Technical Services	382.00	250.00		2,400.00	
9000-08 - Engineering	24,807.85	50,000.00		44,000.00	
9000-06 - Legal Services	1,352.20	2,000.00		1,406.29	
9000-05 - Audit	9,400.00	8,900.00		9,800.00	
9000-04 - Memberships/annual Dues	2,434.00	2,184.00		2,600.00	
9000-03 - Communications	2,331.71	2,500.00		2,424.98	
9000-02 - GRCS D Office Rent/Lease	6,300.00	6,900.00		6,552.00	
9000-01 - Liability Insurance	17,412.94	19,324.00		20,684.00	per quote
9000-25 - Uniforms				800.00	
Total 9000 - General & Administrative Series	85,198.13	197,017.80	197,017.80	130,231.55	130,231.55
6000 - Personnel					
6000-01 - Salaries					
6000-08 - Administrative Assistant	1,164.50	22,464.00		23,712.00	
6000-07 - Business Manager	32,415.64	42,900.00		44,616.90	at 24 hrs/wk 44,616.90
6000-10 - General Manager	90,779.04	92,770.07		94,410.20	
6000-11 - Office Administrator	5,955.72	0.00			
6000-12 - Chief Operator	46,680.90	41,808.00		21,216.00	25.50 x 32 hrs
6000-13 - Operator				21,216.00	
6000-14 - Operator In Training	28,521.00	31,968.00		39,520.00	f/t at \$19.00
6000-16 - Electrician	375.00	2,000.00		390.00	
Total 6000-01 - Salaries	205,891.80	233,910.07		245,080.20	
6000-03 - Payroll Taxes	16,572.87	23,590.00		17,235.78	
6000-04 - Workers Compensation Insurance	6,672.62	9,000.00		9,000.00	per quote

6000 EMPLOYEE BENEFITS				25,000.00	Estimate for employee benefits
Total 6000 - Personnel	229,137.29	266,500.07	266,500.07	296,315.99	296,315.99
7000 - Water Source of Supply Series					
7000-06 - Wells Electric Utility Facility	5,348.19	3,848.00		5,562.12	
7000-01 - Wells - Electric Utility	5,584.71	10,000.00		5,808.10	
7000-02 - Wells-Maintenance	4,111.55	5,000.00		7,000.00	
7000-03 - Wells-structures/grounds maint	151.83	500.00		157.90	
7000-04 - Wells -Electrical Maintenance		500.00		500.00	
7000-05 - Wells-laboratory testing	1,182.00	750.00		1,229.28	
Total 7000 - Water Source of Supply Series	16,378.28	20,598.00	20,598.00	20,257.40	20,257.40
7100 - Water Pumping					
7100-07 - Booster Pump Electric Utility	3,958.75	2,426.76		4,117.10	
7100-01 - Booster Stations- Electric	3,370.10	4,280.48		3,504.90	
7100-02 - Booster Pump Maintenance		1,000.00		1,000.00	
7100-03 - Booster Pump Struct./Ground M	104.63	731.14		108.82	
7100-04 - Booster Pump Electrical Maint.	70.32	1,500.00		73.13	
7100-05 - Buster Pump 2 Standby Generator		323.00		323.00	
7100-06 - Booster Pump 2 Generator Perm	152.87	150.00		158.98	
Total 7100 - Water Pumping	7,656.67	10,411.38	10,411.38	9,285.94	9,285.94
7200 - Water Treatment Series					
7200-01 - W. Treatment Plant Maintenance	681.82	3,000.00		1,500.00	
7200-02 - W. Treatment Plant electric main	457.85	1,000.00		476.16	
7200-03 - W Treatment struct/grounds main	234.22	193.62		243.59	
7200-04 - W Treatment field testing	485.60	187.92		505.02	
7200-05 - W Treatment plant lab testing	1,293.00	1,893.80		1,344.72	
7200-06 - W Treatment Pant Chlorination	1,045.76	460.75		1,500.00	
Total 7200 - Water Treatment Series	4,198.25	6,736.09	6,736.09	5,569.50	5,569.50
7400 - Water Admin. & General Series					
7400-23 - W. Restricted New Connections	1,392.11	750.00		1,447.79	
7400-22 - Depreciation Expense - Water	95,004.00				98,804.16 Depreciation
7400-01 - W. License and Fees		700.00		700.00	
7400-03 - W. GRCSO Property Tax	703.92	700.00		732.08	
7400-04 - W. Portable Generator #1		0.00		500.00	
7400-05 - W. Portable Generator #2		0.00		500.00	
7400-14 - W. Specific tools/Equipment	71.89			75.00	
Total 7400 - Water Admin. & General Series	97,171.92	2,150.00	2,150.00	3,954.87	3,954.87
7500 - Water Transmission/Dist. Series					
7500-08 - W. Storage Tank Utility/ fac	937.84	690.00		975.35	
7500-07 - W. Trans./Dist. Ground Maint	20.23	727.50		21.04	
7500-01 - W. Storage Tank - Electric Util	68.66	275.00		100.00	
7500-02 - Water Storage Tank		100.00		3,000.00	transducer and inspection
7500-03 - WaterStorage Tank Elect. Maintenance		0.00		100.00	
7500-04 - Water Transmission/Dist/ Maint	315.59	5,000.00		5,000.00	clay valve
7500-05 - W. Service Meters & Maintenanc	1,322.12	500.00		1,375.00	
7500-06 - Water Distribution/ Lab Testing	535.00	949.30		556.40	
Total 7500 - Water Transmission/Dist. Series	3,199.44	8,241.80	8,241.80	11,127.80	11,127.80
8000 - Sewer - Collection Series					
8000-01 - Sewer Grinder Pumps				8,000.00	2 new Grinder Pumps
8000-02 - STEP Septic systems	25.28	43,500.00		120,000.00	labor only X 6 a 6 units purchased
8000-05 - Sewer Collection Infrastructure		250.00		250.00	
8000-04 - Sewer Collections Annual Permi	3,453.00	3,400.00		3,591.12	
Total 8000 - Sewer - Collection Series	3,478.28	47,150.00	47,150.00	131,841.12	131,841.12
8100 - Sewer Treatment Series					
8100-13 - WRF Electric Utility Facility	1,896.26	1,000.00		1,972.11	
8100-11 - S. Discharge Permit	3,889.00	3346		4,044.56	
8100-12 - WRF Standby Generator Permit	151.63			157.70	
8100-01 - WRF Vault and Haul	2,150.00	2,300.00		2,236.00	
8100-02 - WRF Treatment	794.74	231.25		826.53	
8100-03 - S. Treatment Field Testing	301.69	350.00		313.76	
8100-04 - S. Lab Testing	1,957.00	2,500.00		2,035.28	
8100-05 - WRF Electric Utilities	6,589.30	5,100.00		6,852.87	
8100-06 - WRF Maintenance	15,774.69	525.00		5,000.00	
8100-07 - WRF Electrical Maintenance	69.40	200.00		100.00	
8100-08 - WRF Structure & Grounds	1,045.21	751.28		1,087.02	
8100-09 - WRF Standby Generator	450.00	450.00		468.00	
Total 8100 - Sewer Treatment Series	35,068.92	16,753.53	16,753.53	25,093.82	25,093.82
8200 - Sewer Admin. & General Series					
8200-21 - Depreciation Expense - Sewer	71,722.00				74,590.88 Depreciation
8200-01 - S. GRCSO Property tax	469.28	500.00		488.05	
8200-19 - CoBank Loan Interest	22,784.31	24,600.00		23,695.68	
Total 8200 - Sewer Admin. & General Series	94,975.59	25,100.00	25,100.00	24,183.73	24,183.73
Total Expense	576,462.77	0.00	600,658.67	657,861.71	
Net Ordinary Income	80,803.30		36,078.09	26,295.00	

ROAD TRANSITIONING PROJECT TO THE CSD FROM GRA

YEAR 2022

Beginning of the year:

GRA is currently funded at 45.7% fully funded at the beginning of the year

Fully Funded: \$1,077,658

Beginning balance in Reserves: \$562,891

GRA's Gross monthly income: \$51,295

Lost revenue from GRI (36 lots) per month is: \$6,324

Lost revenue from non-paying owners (8) is: \$1,405

Net monthly revenue: \$43,565

Monthly contributions towards reserves: \$15,417

48% of this total (\$15,417) goes towards roads: \$7,400 per month or \$88,800 per year.

Total Replacement Cost (less Brick Pavers): \$2,455,158

Paving Replacement Cost (less Brick Pavers): \$1,158,486

% Towards Roads: $1,158,486 / 2,455,158 = .4718$ or 48%

Year 2023

Beginning of the year:

Fully Funded: \$1,093,738

Projected beginning balance in Reserves: \$687,581 (63%)

Projected ending balance in Reserves: \$820,303 (75%)

Monthly contributions required towards reserves to reach this goal: \$132,722 or \$11,060

Actual monthly contributions: \$15,417

Year 2024 (Transition year from GRA to CSD 12/31)

Beginning of the year:

Fully Funded: \$1,197,938

Projected beginning balance in Reserves: \$820,303 (69%)

Projected ending balance in Reserves: \$1,018,247 (85%)

Monthly contributions required towards reserves to reach this goal: \$197,944 or \$16,495

Actual monthly contributions: \$18,500

Transition to CSD from GRA

Projected reserves funded to the CSD - 50% of GRA's Reserves for taking over the roads.

$\$1,018,247 / 2 = \$509,123$

Interest Projection for:

2025: \$509,123 * 2.5% = \$521,851
2026: \$521,851 * 2.5% = \$534,897
2027: \$534,897 * 2.5% = \$548,269
2028: \$548,269 * 2.5% = \$561,976
2029: \$561,976 * 2.5% = \$576,025
2030: \$576,025 * 2.5% = \$590,426
2031: \$590,426 * 2.5% = \$605,186
2035: \$605,186 * 2.5% = \$620,316
2036: \$620,316 * 2.5% = \$635,824

Advantages for the CSD by taking on the roads:

- CSD Board has stability.
- CSD has the ability to collect back taxes owed by GRI.
- ~ CSD has an employee staff and an experienced G.M.

Disadvantages for the CSD by taking on the roads:

- CSD is a government agency.
- ~ Layers of (red tape) processes to follow.
- Might be unable or limited to assess the community if need be.

**MEMORANDUM OF UNDERSTANDING BETWEEN THE GRIZZLY RANCH
GOLF CLUB LLC AND THE GRIZZLY RANCH COMMUNITY SERVICES
DISTRICT FOR YARROW POND**

This Memorandum of Understanding (MOU), dated this 11Th day of MAY 2023, for reference purposes only, is entered into by and between the Grizzly Ranch Community Services District (the GRCS D), a public entity duly formed and existing under the laws of the State of California, and the Grizzly Ranch Golf Club (the GRGC), a California limited liability company under the Beverly-Killea Limited Liability Company Act. The GRGC and the GRCS D may be referred to herein individually as "Party" or collectively as "Parties."

RECITALS

WHEREAS, The success and stability of the Grizzly Ranch community development (the GRD) and the GRGC is recognized as being mutually interdependent and beneficial; and

WHEREAS, The GRCS D is the only public entity which provides water services, among other services, within the same district jurisdictional boundaries as the GRGC and the GRD; and

TERMS

NOW THEREFORE, in consideration of the mutual promises and covenants contained herein, the value and adequacy of which are hereby acknowledged, the GRCS D and the GRGC hereby state their mutual understandings and agreements as follows:

1. **Incorporation of Recitals.** The recitals set forth herein are true and correct and are incorporated into this MOU as though fully set forth in this MOU.
2. **Effective Date.** This MOU shall not become operative unless and until the date and year that all of the following have occurred: a) the GRCS D Board of Directors has approved this MOU; and b) this MOU has been executed by the approved authorities of the GRGC and the GRCS D.
3. **Term.** This MOU shall commence on the effective date and shall continue for a period of ten (10) years from that date.
4. **Authority.** Unless otherwise specified herein, all authority to act on behalf of the GRGC pursuant to this MOU shall be exercised by the GRGC _____ or his/her/their designee. All authority to act on behalf of the GRCS D pursuant to this MOU shall be exercised by the GRCS D General Manager unless otherwise specified by its Board of Directors.
5. The GRCS D remains the permitted owner and regulatory authority over Yarrow Pond.
6. In consideration for the use of Yarrow Pond for the term of this MOU the GRGC

- will be the responsible party for all maintenance and costs of said maintenance to put the Pond into good condition as specified and approved by the GRGC General Manager.
7. The GRCS D will allow the GRGC access to Yarrow Pond for the operation, repair and maintenance of Yarrow Pond.
 8. The GRCS D will maintain regulatory oversight of Yarrow Pond to include but not limited to:
 - a. Daily inspections of the Ponds functionality in regards to water flow, well 1 control and mechanical components.
 - b. Logging data of daily operational hours and flow meter reads
 - c. If the GRCS D staff observes any issues with the operation of Yarrow Pond **the GRCS D staff will** communicate with the GRGC's Golf Maintenance Representative in efforts to resolve the issue.
 - d. The CSD can require the shutdown of Yarrow Pond if serious issues are observed. The shutdown would be communicated.
 - e. During the term of this MOU all **maintenance** and repairs of Yarrow Pond shall be under the direction of the GRCS D but paid for by the GRGC.
 9. In the case of an emergency this MOU can be cancelled by the GRCS D with 24 hours notice. It can otherwise be cancelled by either party with two (2) weeks written notice delivered to the authority designated in section 4 above.
 10. **Insurance.** Each Party shall maintain, at their sole expense, Worker's Compensation Insurance coverage as required by applicable law for their respective employees. In the event any Worker's Compensation claims are asserted against either Party, the Parties agree that the Party employing and insuring the Worker's Compensation claimant shall be liable and responsible for the processing, defense and payment, if necessary, of such claims
 11. **Indemnification.** Each Party (the "Indemnifying Party") shall to the extent permitted by law defend, indemnify and hold the other Party (the "Indemnified Party") and its directors, officials, officers, employees and volunteers free and harmless from any and all claims, demands, causes of action, costs, expenses, liabilities, losses, damages or injuries, in law or equity, to property or persons, including wrongful death, in any manner arising out of or incident to any alleged acts, omissions or willful misconduct of the Indemnifying Party, its officials, officers, employees, and volunteers arising out of or in connection with any Joint Operations or this MOU, including without limitation the payment of all consequential damages and attorneys' fees and other related costs and expenses. The Indemnifying Party shall defend, at the Indemnifying Party's own cost, expense and risk, any and all such aforesaid suits, actions or other legal proceedings of every kind that may be brought or instituted against the Indemnified Party and its directors, officials, officers, employees, and volunteers, with counsel of the Department's choosing. The Indemnifying Party shall pay and satisfy any judgment, award or decree that may be rendered against the Indemnified Party and its directors, officials, officers, employees, and volunteers, in any such suit, action or other legal proceeding. The Indemnifying Party shall reimburse the Indemnified Party and its directors, officials, officers, employees, and volunteers for any and all legal expenses and costs incurred by each of them in connection therewith or in enforcing the indemnity herein

provided. The Indemnifying Party's obligation to indemnify shall not be restricted to insurance proceeds, if any, received by the Indemnified Party or its directors, officials, officers, employees, and volunteers. This indemnity provision shall survive the termination of this MOU.

12. **Notices.** All notices to be given hereunder shall be in writing and may be made either by personal delivery or by registered or certified mail, postage prepaid, return receipt requested. Mailed notices shall be addressed to the Parties at the addresses listed below, but each Party may change the address by written notice to the other Party. Notices delivered personally will be deemed communicated as of actual receipt; mailed notices will be deemed communicated as of two (2) days after mailing:

If to the GRGC: Grizzly Ranch Golf Club
 250 Club House Road
 Portola, CA 96122
 Attn: Caleb Olsen

If to the GRCS D: Grizzly Ranch CSD
 4456 Grizzly Rd.
 Portola, CA. 96122
 Attn: General Manager


13. **Representations and Warranties.** The GRGC and the GRCS D have all requisite power and authority to execute and perform this MOU. Each person executing this MOU warrants that he or she has the legal power, right, and authority to execute this MOU and bind his or her respective Party.
14. **Governing Law.** This MOU shall be governed by and construed in accordance with the laws of the State of California. Venue shall be in Plumas County.
15. **Relationship of the Parties.** Nothing contained in this MOU shall be construed as creating a joint venture, partnership or any other similar arrangement between the Parties. No Party to this MOU shall be deemed to be a representative, an agent or an employee of the other Party. Unless otherwise expressly specified in this MOU, no Party shall have any authority or right to assume or create any obligation of any kind or nature, express or implied, on behalf of, or in the name of any other Party, nor bind any other Party in any respect, without the specific prior written authorization of the other Party. The obligations of the Parties shall be several and not joint.
16. **Waiver.** No Party shall be deemed to have waived any provision of this MOU unless such waiver is in writing and signed by such Party.

17. **Legal Compliance.** The Parties shall comply with all of applicable Federal, State and local laws and regulations related to the transactions set forth in or referenced by this MOU.
18. **Time of Essence.** Time is of the essence for each and every provision of this MOU.
19. **Further Assurances.** Upon the reasonable request of any Party, the other Parties shall take such actions, and execute such certificates, documents or instruments, that are reasonably necessary or appropriate to fulfill the obligations under this MOU.
20. **No Third-Party Beneficiary.** No claim as a third-party beneficiary under this MOU by any person, corporation or any other entity, shall be made or be valid against the BEC or the GRCSD.
21. **Headings.** The section headings used in this MOU are for convenience only and shall not be deemed to limit, construe, affect or alter the meaning of this MOU.
22. **Entire Agreement.** This MOU constitutes the entire agreement between the Parties with respect to the matters herein and shall supersede and replace any and all other prior understandings, correspondence and agreements, oral or written, between the Parties. No change, amendment or modification of this MOU shall be valid or binding upon the Parties unless such change, amendment or modification is in writing and duly executed by all Parties.

Grizzly Ranch Golf Club:

Signature _____ Date _____
 Print Name _____ Title _____

Grizzly Ranch Community Services District:

Signature  _____ Date 05-11-23
 Print Name Larry Smith _____ Title General Manager

Grizzly Ranch Golf Club:

Signature _____

Date

Print Name _____

Title

Grizzly Ranch Community Services District:

Signature Kathryn Roberts

Date 5-17-23

Print Name KATHRYN ROBERTS

Title VICE PRESIDENT, CSD BOARD

April 24, 2023

Dear GRCSD Board of Directors,

We are writing to request relief from excessive water delivery as a result of leakage that occurred underground. Our bill received 10/14/2022 was the first indication of a leak and the bill was significant. We were also notified by Larry Smith, GRCSD General Manager that we were experiencing excessive use compared to occupancy. Unfortunately, the snow had arrived and we missed the opportunity to find and fix the leak. We were just able to access the irrigation area in the last few days and were successful in identifying and repairing the leak.

Once we were aware of the problem we were able to isolate the leak to our irrigation system and with the assistance of the CSD team turn the water main off for the next two bill cycles for the 4th quarter of 2022 and 1st quarter of 2023, received 1/16/2023 and 4/20/2023 respectively. However, both of those bills remained significant due to the leak. We are asking for relief from all three bills and believe our request falls under the policy 3175. We hope you find that to be true as well.

The leak was located by David Healy and repaired on 4/25/2023. He tested the meter after making the fix so we believe it has been resolved. Mr. Healy also replaced solenoid valves and put in a new irrigation controller. We believe he has our irrigation system in good working condition and has resolved the leakage problem based on meter readings.

We are uncertain whether this leak contributed to previous excess usage as we paid Reno Green nearly \$1,000 to fix an irrigation leak last year and thought we had resolved the problem. Since purchasing the property we have found a number of deferred maintenance issues that we have diligently been tackling. Unfortunately, the infrequent billing periods and difficult winter has delayed our ability to realize and fix the water leaks. We believe this latest fix addresses any known problems and remain committed to return to normal water usage.

Thank you in advance for your understanding.

Regards,



DeAnn Baker and De Ann Prior

Reno 5/1/23

GRIZZLY RANCH CSD

POLICY SERIES: OPERATIONS

POLICY NUMBER: 3175

POLICY TITLE: ADJUSTMENTS FOR ACCIDENTAL WATER LEAKS

The Grizzly Ranch Community Services District may credit accounts if excessive delivery is the result of water leakage that occurs from underground or unexposed pipes beyond the discharge flange of the water meter. Visible leakage, such as leaks from faucets, toilets, sprinklers and hose bibs will be considered on a case-by-case basis. Credits will not be given for wasteful use or the customer's acts, omissions or negligence.

The Grizzly Ranch Community Services District must receive the request for credit in writing by completing a GRCSD Adjustment Request Form within 60 days from the billing date of the bill that reflects the leakage. An adjustment will only be made after leaks have been repaired and it is reasonable to predict that the leak or loss will not occur again. The customer may be requested to submit repair receipts for verification that the leak has been repaired. Adjustments are for a single billing period and no more than one adjustment will be made to the same customer for the same premises in any twelve-month period.

The General Manager will determine if an adjustment is warranted. The adjustment will be in the form of a credit in an amount not to exceed one half of the amount of water used in the most recent billing period, or one period prior, that is above the average consumption for the billing period at the customer address. The General Manager may use historical meter readings to calculate the amount of the leak for adjustment purposes. Any adjustment to be applied shall not be made more frequently than once in any twelve-month period.

GRIZZLY RANCH CSD

POLICY SERIES: OPERATIONS

POLICY NUMBER: 3310

POLICY TITLE: RECORDS RETENTION

3310.1 The purpose of this policy is to: provide guidelines to staff regarding the retention or disposal of Grizzly Ranch Community Services District records; provide for the identification, maintenance, safeguarding and disposal of records in the normal course of business; ensure prompt and accurate retrieval of records; and, ensure compliance with legal and regulatory requirements.

3310.2 Vital and important records, regardless of recording media, are those having legal, financial, operational, or historical value to the District.

3310.3 The General Manager is authorized by the Board of Directors to interpret and implement this policy, and to cause to be destroyed any or all such records, papers and documents that meet the qualifications governing the retention and disposal of records, specified below.

3310.4 Pursuant to the provisions of California Government Code §§60200 through 60203, California Water Code §21403, and the guidelines prepared by the State Controller's office and the Controller's Advisory Committee for Special Districts, the following qualifications will govern the retention and disposal of records of the *Grizzly Ranch Community Services District*:

3310.4.1 Duplicate records, papers and documents may be destroyed at any time without the necessity of Board authorization or copying to photographic or electronic media.

3310.4.2 Originals of records, papers and documents more than two years old that were prepared or received in any manner other than pursuant to State or Federal statute may be destroyed without the necessity of copying to photographic or electronic media.

3310.4.3 In no instances are records, papers or documents to be destroyed where there is a continuing need for such records for such matters as pending litigation, special projects, etc.

3090.4.4 Records, papers or documents which are not expressly required by law to be filed and preserved may be destroyed if all of the following conditions are met:

3310.4.4.1 The record, paper or document is photographed, microphotographed, reproduced on film of a type approved for permanent photographic records by the National Bureau of Standard, or copied to an approved electronic media;

3310.4.4.2 The device used to reproduce such record, paper or document on film, or retrieves and prints the document from the electronic media, is one which accurately reproduces the original thereof in all details; and,

3310.4.4.3 The photographs, microphotographs, or other reproductions on film are placed in conveniently accessible files and provisions are made for preserving, examining, and using the same, together with documents stored via electronic media.

3310.4.5 Any accounting record except the journals and ledgers which are more than five years old and which were prepared or received in any manner other than pursuant to State statute may be authorized for destruction, provided that:

3310.4.5.1 There is no continuing need for said record, i.e., long-term transactions, special projects, pending litigations, etc., and;

3310.4.5.2 There exists in a permanent file, an audit report or reports covering the inclusive period of said record, and that;

3310.4.5.3 Said audit report or reports were prepared pursuant to procedures outlined in Government Code Section 26909 and other State or Federal audit requirements, and that;

3090.4.5.4 Said audit or audits contain the expression of an unqualified opinion.

3310.4.6 Any accounting record created for a specific event or action may be destroyed upon authorization five years after said event has in all respects terminated. Any source document detailed in a register, journal, ledger or statement may be authorized for destruction five years from the end of the fiscal period to which it applies. The following may be destroyed at any time:

3310.4.6.1 Duplicated (original-subject to aforementioned requirements).

3310.4.6.2 Rough drafts, notes or working papers (except audit).

3310.4.6.3 Cards, listings, nonpermanent indices, other papers used for controlling work or transitory files.

3310.4.7 All payroll and personnel records shall be retained indefinitely. Originals may upon authorization be destroyed after seven years retention, provided said records have been microfilmed and qualify for destruction section 4, above. Payroll and personnel records include the following:

3310.4.7.1 Accident reports, injury claims and settlements.

3310.4.7.2 Medical histories.

3310.4.7.3 Injury frequency charts.

3310.4.7.4 Applications, changes and terminations of employees.

3310.4.7.5 Insurance records of employees.

3310.4.7.6 Time cards.

3310.4.7.7 Classification specifications (job descriptions).

3310.4.7.8 Performance evaluation forms.

3310.4.7.9 Earning records and summaries.

3310.4.7.10 Retirements.

3310.4.8 All assessing records may upon authorization be destroyed after seven years retention from lien date; however, their records may be destroyed three years after the lien date when said records are microfilmed as provided for section 4, above.

3310.4.9 Records of proceedings for the authorization of long-term debt, bonds, warrants, loans, etc., after issuance or execution may be destroyed if microfilmed as provided for in section 3090.4.4, above. Terms and conditions of bonds warrants, and other long-term agreements should be retained until final payment, and thereafter may be destroyed in less than ten years if microfilmed as provided for in section 4, above. Paid bonds, warrant certificates and interest coupons may be destroyed after six months if detailed payment records are kept for ten years.

3310.5 Minutes of the meetings of the Board of Directors are usually retained indefinitely in their original form. However, they may upon authorization be destroyed if said minutes are microfilmed as provided for in section 4, above. Recording tapes (or other media) of Board meetings will be kept for a period of one year from the date of the recorded meeting, after which they will be destroyed.

3310.5.1 Construction records, such as bids, correspondence, change orders, etc., shall not be kept in excess of seven years unless they pertain to a project which includes a guarantee or grant and, in that event, they shall be kept for the life of the guarantee or grant plus seven years. As-built plans for any public facility or works shall be retained as long as said facility is in existence.

3310.5.2 Contracts should be retained for its life plus seven years. Any unaccepted bid or proposal for the construction or installation of any building, structure or other public work which is more than two years old may be destroyed.

3310.5.3 Property records, such as documents of title, shall be kept until the property is transferred or otherwise no longer owned by the District.

Appendix A
Definitions for Records Retention and Disposal Policy

1. AUTHORIZATION. Approval from the General Manager, as authorized by the District's Board of Directors.
2. ACCOUNTING RECORDS. Include but are not limited to the following:
 - a. SOURCE DOCUMENTS
 - (1) Invoices
 - (2) Warrants
 - (3) Requisitions/Purchase Orders (attached to invoices)
 - (4) Cash Receipts
 - (5) Claims (attached to warrants in place of invoices)
 - (6) Bank Statements
 - (7) Bank Deposits
 - (8) Checks
 - (9) Bills
 - (10) Various accounting authorizations taken from Board minutes, resolutions or contracts
 - b. JOURNALS
 - (1) Cash Receipts
 - (2) Accounts Receivable or Payable Register
 - (3) Check or Warrant (payables)
 - (4) General Journal
 - (5) Payroll Journal
 - c. LEDGERS
 - (1) Expenditure
 - (2) Revenue
 - (3) Accounts Payable or Receivable Ledger
 - (4) Construction
 - (5) General Ledger
 - (6) Assets/Depreciation
 - d. TRIAL BALANCE
 - e. STATEMENTS (Interim or Certified - Individual or All Fund)
 - (1) Balance Sheet
 - (2) Analysis of Changes in Available Fund Balance
 - (3) Cash Receipts and Disbursements
 - (4) Inventory of Fixed Assets (Purchasing)
 - f. JOURNAL ENTRIES
 - g. PAYROLL and PERSONNEL RECORDS include but are not limited to the following:

- (1) Accident reports, injury claims and settlements
- (2) Applications, changes or terminations of employees
- (3) Earnings records and summaries
- (4) Fidelity Bonds
- (5) Garnishments
- (6) Insurance records of employees
- (7) Job Descriptions
- (8) Medical Histories
- (9) Retirements
- (10) Time Cards

h. OTHER

- (1) Inventory Records (Purchasing)
- (2) Capital Asset Records (Purchasing)
- (3) Depreciation Schedule
- (4) Cost Accounting Records

3. LIFE. The inclusive or operational or valid dates of a document.
4. RECORD. Any paper, bound book or booklet, card, photograph, drawing, chart, blueprint, map, tape, microfilm, or other document, issued by or received in a department, and maintained and used as information in the conduct of its operations.
5. RECORD COPY. The official District copy of a document or file.
6. RECORD SERIES. A group of records, generally filed together, and having the same reference and retention value.
7. RECORDS CENTER. The site selected for storage of inactive records.
8. RECORDS DISPOSAL. The planning for and/or the physical operation involved in the transfer of records to the Records Center, or the authorized destruction of records pursuant to the approved Records Retention Schedule.
9. RECORDS RETENTION SCHEDULE. The consolidated, approved schedule list of all District records which timetables the life and disposal of all records.
10. RETENTION CODE. Abbreviation of retention action which appears on the retention schedule.
11. VITAL RECORDS. Records which, because of the information they contain, are essential to one or all of the following:
 - a. The resumption and/or continuation of operations;
 - b. The recreation of legal and financial status of the District, in case of a disaster;
 - c. The fulfillment of obligations to bondholders, customers, and employees.

Vital records include but are not limited to the following:

- (1) Agreements
- (2) Annexations and detachments
- (3) As-built drawings
- (4) Audits
- (5) Contract drawings
- (6) Customer statements
- (7) Deeds
- (8) Depreciation schedule
- (9) Disposal of surplus & excess property
- (10) Disposal of scrap materials
- (11) District insurance records
- (12) District water rights
- (13) Employee accident reports, injury claims & settlements
- (14) Employee earning records
- (15) Employee fidelity bonds
- (16) Employee insurance records
- (17) Encroachment permits (by others)
- (18) Encroachment permits (by OWID)
- (19) Facility improvement plans
- (20) Improvement districts
- (21) Individual water rights
- (22) Individual claims/settlements
- (22) Inventory
- (24) Journal vouchers
- (25) Ledgers
- (26) Licenses & permits (to operate)
- (27) Loans & grants
- (28) Maps
- (29) Minutes of Board meetings
- (30) Payroll register
- (31) Policies, Rules & Regulations
- (32) Purchase orders & requisitions
- (33) Restricted materials permits
- (34) Rights of ways & easements
- (35) Spray permits
- (36) Statements of Economic Interest
- (37) State surplus acquisitions
- (38) Warehouse requisitions
- (39) Warrant/Voucher register
- (40) Warrants (with backup)
- (41) Water rights histor

RECORDS ACCESS AND RETENTION

Policy

The Board of Directors has adopted a policy on Public Inspection and Access to Records and the Public Access to Information Returns described earlier in the Section on Government Returns. The Commission is subject to the California Public Records Act. All requests must be submitted in writing to the Executive Director. Records related to pending litigation and personnel, medical, or similar files which would constitute an invasion of personal privacy are examples of records that are exempted from disclosure.

The Commission will maintain the original financial records, supporting documents, statistical records, and other documents according to the contract and grant conditions. The Commission retains records as required by law and destroys them when appropriate. The destruction of financial records must be approved by the Fiscal Supervisor.

As a general guideline, all financial records will be retained for five years. In the event of litigation or a dispute, this period will be extended.

Payroll timesheets will be retained for seven years, along with payroll records such as W-2s, 941s and EDD reports. However, personnel files need to be held for three years after termination.

Real property and equipment acquired with Federal grant funds must be retained for three years beyond the date of disposition.

The formal records retention policy of the Commission is as follows:

Audit reports	Permanently
Bank reconciliations	5 Years
Bank Statements	5 Years
Cancelled Checks	5 Years
Contracts, mortgages, notes and leases:	
Expired	5 Years
Still in effect	Permanently
Correspondence:	
General	2 Years
Legal and important matters only	Permanently
Routine with customers and/or vendors	2 Years
Deeds, mortgages and bills of sales	Permanently
Duplicate deposit slips	5 Years
Employment applications	3 Years
Financial statements:	
Year end	Permanently
Other	Optional
Garnishments	7 Years
General ledgers/year end trial balance and subsidiary ledgers	5 Years
Insurance policies (expired)	3 Years
Current Insurance records (policies, claims, etc.)	Permanently
Internal reports	3 Years

Inventories of products, materials and supplies	5 Years
Invoices (to customers, from vendors)	5 Years
Journals	5 Years
Minute books of directors, bylaws and charters	Permanently
Payroll records and summaries	7 Years
Personnel records (terminated)	3 Years
Petty cash vouchers	5 Years
Property records (incl. depreciation schedules)	3 Years Beyond Date of Disposition
Purchase orders	5 Years
Retirement and pension records	7 Years
Sales records	7 Years
Time sheets/cards	7 Years
Withholding tax statements	7 Years

The Commission will maintain the appropriate software applications to access computerized accounting and financial records for the same time periods, if the information is not available in print.

Authorized representatives of awarding agencies have the right to access books, documents, papers, other Commission records, and personnel for interviews that are pertinent to the grant or contract award.

GRIZZLY RANCH CSD

POLICY SERIES: OPERATIONS

POLICY TITLE: TELECONFERENCING FOR BOARD MEMBERS

POLICY NUMBER: #5080

It is the policy of the Board that whenever possible, Board members shall attend meetings in person, especially those which are regular meetings. No member has a legal right to participate by telephone or videoconference under the Brown Act.

When developing an Agenda pursuant to “Board Meeting Agenda Development, Efficiency of and Time Limits for Board Meetings, Role and Power of Chairperson” or calling a special meeting pursuant to Government Code section 549565, the Chairperson shall consider requests by Board members to participate in the meeting by telephone or videoconference. Teleconferencing shall be permitted and provided for when ordered by a majority of the Board, whether as a result of a meeting called by a majority of the Board, or as a result of a sanction imposed under the Comprehensive Code of Conduct or otherwise.

Except as directed by the Board, it shall be in the discretion of the Chairperson as to whether to grant a Board member’s request to attend a meeting by telephone or videoconference. Requests based on circumstances beyond a member’s control should ordinarily be approved. Whenever possible, attendance from a fixed location within the boundaries of the District which is open and accessible to the public shall be preferred. Each location which meets all of the Brown Act requirements for serving as a teleconference location shall be listed on the posted agenda.

In unexpected circumstances, the Chairperson may arrange for participation by Board members from locations which do not qualify under the Brown Act as a public teleconference location, provided that such participation is not disruptive. In such circumstance, the Board member or members may not be counted towards a quorum, but may otherwise participate in accordance with Brown Act requirements, including the taking of votes by roll call.

Nothing in this policy shall prohibit the District from providing the public with additional teleconference locations.