



**Grizzly Ranch Community Services District
Agenda**

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

Board of Directors

President John Reynolds • Vice-President Kathryn Roberts • Director Stephen Tange • Director Lori Tange • Director Betsy Oltmann

RULES AND PROCEDURES OF THIS BOARD

The Board reserves the right to address items out of order as they are listed on the Agenda.

Any person desiring to address the Board on any item on the agenda may do so during public comment period for that agenda item.

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

Roll Call

2. Public Comments

Discussion  [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

3. 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 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.

4. Oath of Office for Appointed Directors

Discussion  [Comment](#)

Oath of Office will be recited by the members of the Board of Directors who were appointed in lieu of election by the Plumas County Elections Office.

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

Discussion Possible Action [Comment](#)

Treasurer to report out on investments.

6. General Manager Report

Discussion [Comment](#)

The General Manager will provide an update on Water/ Waste Water, and Strategic Plan.
A.

7. Admin Report Out

Discussion [Comment](#)

The Administrative Assistant will report out on meetings/training attended.

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

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

Board has requested to review the policies on Employee Evaluations, Job Descriptions, etc

A. GM Job Description

B. Performance Evaluations and Exit Reviews

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

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

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

Annual Review of Reserve Policies

10. New Connection Fee Expenditure

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

Discussion on some possible options for fee expenditures.

A. Wireless Meter Reading

11. Migration From Quickbooks Desktop to Online Version

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

Quickbooks plans to terminate the desktop version that we are currently using, Board to discuss how to move forward.

12. Notice of Vacancy

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

The District has posted a Notice of Vacancy, which will remain posted for 15 days prior to an appointment being made to fill that vacancy.

13. Letter from Auditor and Auditors Report

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

The Board to review letter and financial report submitted by Robert W. Johnson Accountancy Corporation, the District's Auditors.

14. Districts Christmas Bonus Discussion

Discussion Possible Action [Comment](#)

15. Future Agenda Items

Discussion [Comment](#)

Any Director requesting an item be added to the next agenda will be recorded here.

16. Next Regular Meeting Date

Discussion [Comment](#)

The next regular Board of Directors Meeting is scheduled to be held March 19, 2023

17.Adjournment