



**Grizzly Ranch Community Services District**  
**Minutes**  
**Regular Meeting**  
**September 22, 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 by President John Reynolds.

**A. Roll Call**

Present: President John Reynolds, Vice-President Kathryn Roberts, Director Betsy Oltmann, Director Stephen Tange, Director Lori Tange  
Staff Present: General Manager Larry Smith, Board Clerk 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

**3. Consent Agenda**



- A. Approval of 6/20/23 Regular Meeting Minutes Approval of 8/14/2023 and 9/12/2023 special meeting minutes .  
B. Financial Reports Current period June, July, August 2023 to be approved  
Director Stephen Tange motioned to approve. A second was made by Director Lori Tange. The roll call vote:

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

**4. Treasury Report for Current Period -June-July- August 2023**

The Treasurer's report is still pending in order to receive the correct financial reports from the CSD office

**5. Acceptance of Business Manager Carol Logan ResignationAdd Heather Grant as contact for Plumas Bank Account**

- A. Add Heather Grant as a contact person for Plumas Bank Acct. Vice-President Kathryn Roberts motioned to approve. A second was made by Director Stephen Tange.

The motion passed with the following vote:

5  **In Favor**   **Opposed**  
  **Abstained**   **Absent**

Carol Logan's letter of resignation was accepted. The board motioned to add Heather Grant as a contact on the CSD Bank Accounts.

**6. General Manager Report**

- A. General Manager Larry Smith reported as follows.

Personnel- CSD currently has 4 non-seasonal and 1 seasonal employee.

Operations- a broken ventilation fan was removed from the WTP building

Grinder Pumps- An alternative replacement has been located at a significant cost reduction,

Step Tank Installations- so far this year there has been 1 completed install, 5 in process, pending homeowner availability, and labor/equipment availability.

Starlink internet is now operational at the WRF location as the previous internet satellite was taken offline.

We had zero violations to report in reference to water quality reports.

We have an upcoming inspection of our storage tank, we will be having divers on sight to complete and make any repairs as needed.

## **7. Review Policies on Employee Evaluations, and Job Descriptions.**

### **A. GM Job Description**

It was requested that staff make adjustments to this Job description to bring it more closely into alignment with the job being performed. To be finalized at the next meeting.

### **B. Admin Job Description**

Need to condense the 3 different job descriptions associated with this position. Make sure there is no overlap. To be finalized at the next meeting

### **C. Performance Evaluations and Exit Reviews**

Change evaluations to the first meeting of the calendar year, add a second review after 6 months, bringing the evaluation schedule to bi-annually.

## **8. Review Of Reserve Policy**

The board requested that CSD staff produce a reserve amount to be set for each reserve fund. Funding will be delayed until after the rate change public hearing process.

## **9. New Connection Fees**

No change was recommended, the possibility of purchasing some type of smart meter reading program to avoid having to dig in the snow to read meters throughout the winter.

## **10. Personell Training and Travel Policy Review**

The board granted district staff permission to go over budget on the Training and Travel line item, in order to send the Board Clerk to receive her certifications.

## **11. Future Agenda Items**

## **12. Next Regular Meeting Date**

The next regular meeting for Board of Directors is scheduled for December 19th, 2023 at 9:00 am

## **13. Adjournment**

Meeting was adjourned at 12:25 pm



**Grizzly Ranch Community Services District**  
**Minutes**  
**Special Meeting**  
**November 14, 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, Director Betsy Oltmann  
Staff Present: General Manager Larry Smith, Board Clerk Heather Grant

**2. Public Comments**

No public had any comments

**3. Public Hearing On Proposed Standby Rate Increase**

Ballots were counted. Noes 46 Yes's 77

Board will adopt the new standby rate in June as that is the date that the standby rates have historically been adopted.

**4. Public Hearing On Proposed Increase to Water and Waste Water Base and Usage Rates**

Two letters of protest were received and read by the Board

**5. Possible Adoption of Resolution Accepting DOWL Engineering Revised Rate Schedule**

Since a majority protest to the proposed usage and base rates for water and waste water was not found to exist, the Board voted to adopt the resolution accepting DOWL engineering's proposed rate increases.

Vice-President Kathryn Roberts motioned to approve. A second was made by Director Lori Tange. The roll call vote:

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

**6. Adjournment**

Meeting was adjourned at 9:30 am.