



## COMMUNITY SERVICES DISTRICT

### Finance Sub-Committee Minutes

November 9, 2021 / 10:00 a.m.

Portola, Ca 96122

*In response to the COVID-19 crisis and as permitted by Executive Order N-15-21, The Grizzly Ranch Community Services District Finance Sub-Committee Meeting scheduled on Tuesday November 9, 2021 will be conducted remotely. The meeting of the Grizzly Ranch Community Services District Board of Directors will be accessible to the public via Zoom.*

**A. Roll call:** Chair Stephen Tange, Director John Reynolds and Director John Saefke in attendance via telecom establishing a quorum after a roll call vote. General Manager Larry Smith and Office Administrator Carol Logan were also in attendance

**B. Call to order:** 10:00 a.m.

**C. 1. Approval of minutes from last meeting(s): August 10, 2021**

Chair Tange invited questions or comments. There were none. He called for a motion for approval of the minutes from the Finance Sub-Committee Meetings August 10, 2021. Director Reynolds made a motion to approve the meeting minutes. Director Saefke seconded the motion and the motion passed unanimously by a roll call vote.

**D. Public Comments:** None

**E. General Business:**

1. **August, September, October 2021 Budget Reports:** General Manager Larry Smith reported out on the August, September and October 2021 Budget Reports. He notes these reports were pre-audit totals. The A/R Volume Water outstanding amount was \$6,326.15 as of October 31, 2021. The Live Oak CD 7623 for \$125,145.45 matured and was moved to Fidelity operations account. Discussion was held. General Manager Larry Smith suggested to keep it in the Fidelity Operations account, covering expenses until March 2022. The Finance Sub-Committee was in full agreement. A STEP retrofit was completed in November and it will reduce the Fidelity Project Account #0915 by approximately \$14,000.00. He discussed the reduction of expense line item #9000-17 Personnel Training reflecting the \$625.00 scholarship he received from the CSDA conference he attended. Electric utilities are up but will balance out during the winter months. He noted that the treatment lab testing cost will be going up 5% in January 2022. Discussion was held regarding the term allowed for the auditor service. Was there a regulation indicating that special districts need to change auditing firms and if there was a requirement to change auditing firms? It was suggested that Special Districts could use the same firm but had to change lead auditor every few years. General Manager Larry Smith would research and get back to the Finance Sub-Committee. He invited questions or comments. There were no questions or comments. Chair Tange made a motion to approve the August, September, August 2021 Budget Reports. Director Reynolds seconded the motion and the motion passed unanimously by a roll call vote.



2. **Investment accounts update/Discussion:** General Manager reported that GRCSO Treasurer Bill Desjardin did not have his credentials with Fidelity or Live Oak as the authorization documents had to be mailed back east. The investment accounts gained small interest.
3. **A/R Update on Water Meter Billing, Payments Received, Past due accounts over 30 days, Statements/Reminders:** General Manager Larry Smith reported that \$9,356.59 was originally billed out on October 8, 2021 for the September 2021 water meter usage. As of November 9, 2021, there were still 21 unpaid invoices totaling an outstanding balance of \$4,530.26. He indicated that 2 Leak Adjustment credits had gone out to 2 residents. Discussion was held as to the concern of one resident and regarding the need for a professional Rate Study in the future. General Manager indicated that GRCSO has taken several calls from residents with their concern of a water leak as their invoice usage seemed high. He went to each resident and confirmed that there were no water leaks. He also reached out to each of these residents with their concern and verified the meter reads were correct. Discussion was held and it was suggested that the future invoices show beginning and ending meter reads to help facilitate the math and understanding of the water usage. The Finance Sub-Committee unanimously decided to send out statements for outstanding balances only, at 30, 60 and 90 days and defer any late charges until the January 2022 billing cycle. The Finance Sub-Committee will propose to the GRCSO Board of Directors Meeting on December 21, 2021 that the GRCSO Policy #3170 Delinquent Charges Water Customers be implemented regarding the late charge of \$2.00 plus 5% to be assessed on unpaid amounts outstanding at the time of the next billing.
4. **Does GRCSO need a safe:** The GRCSO Finance Sub-Committee unanimously agreed that a safe is not needed at this time. No cash is every received and the checks are immediately endorsed, posted into the accounting system and locked in a file cabinet and in a locked office.
5. **Merged Lot Ballot Hearing Update:** Director Saefke reported out on this and asked Office Administrator Carol Logan to give an update. She first thanked Director Saefke for helping with all of the stuffing of envelopes for 301 ballots. She indicated that on 10/18/21 301 ballots were mailed out to all owners of record with a ballot and a copy of the GRCSO Merged Lot Policy #7070. As of 11/8/2021 a total of 38 ballots were received. She totaled the Yes and No votes to date. 9 ballots were returned and remailed to CAMCO address on file before 11/8/2021. 4 were returned to GRCSO to late to readdress before the 45-day period of the next GRCSO regular Board Meeting on December 21, 2021. Discussion was held. Director Saefke will work with General Manager Larry Smith and he will provide a report that will address concerns of loss of revenue if lots are merged by builders/developers.

**F. Propose future agenda items:** None


**G. Adjournment:** Chair Tange called for a motion to Adjourn. A motion was made by Director Saefke and seconded by Director Reynolds and passed unanimously by a roll call vote.

Meeting was adjourned at 10:55 a.m.

  
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 GRCSO CHAIR AS APPROVED

  
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 DATE

  
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 GRCSO CLERK OF THE BOARD AS SUBMITTED

  
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 DATE