



COMMUNITY SERVICES DISTRICT

Grizzly Ranch Community Services District

Finance Sub-Committee Minutes

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

May 17, 2022 / 10:00 a.m.

Portola, Ca 96122

- A. Roll call:** Chair Stephen Tange was absent. General Manager Larry Smith chaired the meeting. Director John Saefke and Director John Reynolds were present and established a quorum. GRCS D Treasurer, Bill Desjardin, and Business Manager Carol Logan were in attendance.
- B. Call to order:** 10:02 a. m.
- C. Approval of GRCS D FSC Current Agenda:** One addition was made to add Pond Update to Line F10 The current agenda was approved with addition.
- D. Approval of minutes from last meeting(s):**
- February 8, 2022:** General Manager Larry Smith asked for questions or comments. There were none. He then called for a motion to approve the February 8, 2022 minutes. Motion was made by Director Reynolds, seconded by Director Saefke and passed unanimously by a roll call vote.
- E. Public Comments:** General Manager Larry Smith called for public comments, there were none.
- F. General Business:**
- February, March and April 2022 Budget Reports.** General Manager Larry Smith reported out on the February, March and April 2022 Budget Reports. He indicated that the line item #2500-02 WIP Well-9 repair is scheduled for next week. Discussion was held. He asked for questions or comments. There were none. He called for a motion to approve the Budget Reports. Director Reynolds made the motion. Director Saefke seconded and passed unanimously by a roll call vote.
 - Treasurer Report:** GRCS D Treasurer, Bill Desjardin reported out on the Investment Report. He indicated no statements available for the Fidelity investment account #0848. Discussion as held.
 - GRCS D Water Meter Customer Past Due Account 28 Yarrow Lane-Action:** General Manager Larry Smith indicated that there was one past due account, over 90 days for the volume meter read accounts receivable. Discussion was held. General Manager Larry Smith will make a collection call to this resident. If payment hasn't been made before the next regular scheduled GRCS D BOD meeting in June, it will be presented at that BOD meeting as an agenda item.
 - GRCS D Finance Sub-Committee name change to GRCS D Finance Committee:** General Manager Larry Smith indicated that there was a suggestion made to change the name of the Finance Sub-Committee to be named GRCS D Finance Committee. Discussion was held. After no further questions or comments, General Manager Larry Smith called for a motion to change the name from Finance Sub-Committee GRCS D Finance Committee. Director Reynolds made the motion, seconded by Director Saefke and passed unanimously by a role call vote.
 - Finance Committee Meetings to be changed to the 3rd. Tuesday, from 2nd. Tuesday, 4 per year.** Discussion was held and it was unanimously agreed to change the Finance Committee to the 3rd. Tuesday, from 2nd. Tuesday, 4 per year.

6. **GRCSD RFP Award for upcoming Annual Audit review/presentation to GRCSD BOD:** General Manager Larry Smith reported out and indicated that 4 RFPs were issued for annual accounting audits, 3 declined. Even though Robert Johnson Accountancy was up 38% he signed the approved contract with Johnson Accountancy. This signed contract, Letter of Acceptance and GRCSD Resolution will be presented to the GRCSDS Board of Directors regular meeting on June 21, 2022.
 7. **GRCSD RFP for Professional Rate Study:** Discussion was held regarding the RFP that was received for a Rate Study and if there is a need for an engineering/infrastructure study. The Finance Committee asked General Manager Larry Smith to reach out to our legal counsel to determine laws governing CSD bidding procedures. General Manager Larry Smith will also reach out to see what other CSD's are doing with engineering replacement infrastructure reserve studies.
 8. **GRCSD RFP for Snow Removal:** discussion was held and it was determined that GRCSD does not have the powers to be able to do snow removal. Latent powers would have to be approved by LAFCO.
 9. **GRCSD Proposed FY 2022-2023 Budget:** General Manager Larry Smith presented the GRCSD FY 2022-2023 Budget. Discussion was held. The Finance Committee asked him to provide the actuals from prior year with the needs that are being considered on the draft budget. The finance committee with review and the final proposed GRCSD budget draft will be presented to the GRCSD regular Board of Directors meeting on June 21, 2022
 10. **Yarrow Pond:** General Manager Larry Smith reported that he had an email update from HOA, Mark Roberts. Golf will take over care of the Yarrow Pond.
- G. Propose future agenda items:** 1. Professional Rate/ Engineering Study, 2. Past due Water meter customer.
- H. Adjournment:** General Manager Larry Smith called for a motion to adjourn the meeting. Director Reynolds made the motion, Seconded by Director Saefke and passed unanimously. The meeting was adjourned at 11:09 a. m.

Stephane Dore

GRCSD CHAIR AS APPROVED

8/16/22

DATE

Carol Legan

GRCSD CLERK OF THE BOARD AS SUBMITTED

8/16/22

DATE