



## COMMUNITY SERVICES DISTRICT

### Grizzly Ranch Community Services District

#### Finance Sub-Committee Minutes

February 8, 2022 / **10:15** a.m.

Portola, Ca 96122

- 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, Treasurer Bill Desjardin, and Office Administrator Carol Logan were also in attendance.
- B. Call to order:** 10:03 a. m.
- C. Approval of GRCS D FSC Current Agenda:** A comment was made indicating that Agenda item E. Public Comments should be moved to after General Business F9 as the meeting started earlier than scheduled. There were no additions.
- D. Approval of minutes from last meeting(s): November 9, 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 November 9, 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.
- E. Public Comments:** Public Comments was moved to after F.9.
- F. General Business:**
- 1. November 2021, December 2021 and January 2022 Budget Reports:** General Manager Larry Smith reported out on this and indicated Water Volume A/R for period was \$9883.60 with \$586.08 past due. Merchant fees which are not in budget reflect the cost of doing business collecting for the water volume A/R invoices by credit card. He indicated that several expense items were over budget because of snow removal during last storm. The OIT budget was over as there have been 3 different hires and training costs. Collection and discharge permits were under budget. Discussion was held regarding the need to split out the current liability for the W.P. Co-Bank Loan Principal into current liability, being the amount due in one year, and adding long term liability for the remainder of the loan balance. Chair Tange called for a motion to reclassifying and split the current liability of Co-Bank Loan principal to include a long-term liability for remaining balance owed for loan duration. The motion was made by Chair Tange. It was seconded by Director Saefke and passed unanimously by a roll call vote. One question on the check register, that was answered by General Manager Larry Smith regarding the description for the expense to Griswold Enterprises. Chair Tange called for any further questions or comments. There were none. He then called for a motion to approve the November. December 2021 and January 2022 Budget Reports. Director Reynolds made the motion. It was seconded by Director Tange and passed unanimously by a roll call vote.
  - 2. Treasurer Report:** GRCS D Treasurer Bill Desjardin reported out on this. He discussed the Fidelity Operating account and the Live Oak CD's that would be rolling over in May and June. 2022. He is seeking more visibility to produce a Cash Flow Forecast. He proposed working with General Manager Larry Smith to create a monthly Cash flow forecast. He discussed ladder models for investments. He wanted to work closely with Carol and Larry to:

1. Review the Plumas County Assessment check received this week, and asked for a detailed report of each assessment payment by APN number.
2. Review and better understand the A/R, line item #1500- other on the Balance Sheet
3. Review and get a better understanding of Capital Assets-Depreciation

The Finance Sub-Committee agreed that Bill and Larry could work together to provide a monthly Cash Flow Forecast given that \$115k will be needed for operations for the next 3 months.

3. **GRCSD Special Assessment Revenue Check Disbursement:** General Manager Larry Smith reported that GRCSD received the Plumas County Assessment check in the mail for \$211,604.36 which was immediately deposited into the Plumas Checking account. General Manager Larry Smith, GRCSD Treasurer, Bill Desjardin and Finance Sub-Committee Chair Stephen Tange will initiate a transfer from Plumas Bank to a Fidelity account as soon as they determine the amount to transfer and which Fidelity account to have it transferred into.
4. **Accountant's Compilation Report-Letter to BOD for Review:** General Manager Larry Smith reported that GRCSD has received a letter to the BOD regarding the Accountant Compilation Report that was submitted to the California State Controller. This is the Financial Transaction Report that was approved by the GRCSD Board of Directors Meeting on December 21, 2021. It is available if anyone wished to see a copy in the GRCSD Office or could be e-mailed out upon request.
5. **GRCSD Request for Proposal (RFP) for bids on Auditor Services:** General Manager Larry Smith reported out that the bid from Johnson Accountancy for the next 3 years came in 38 % higher. Discussion was held regarding sending out RFP to 3 Accounting Firms. The RFP will be sent out this month in order to be able to present bids to a future Board of Directors meeting.
6. **GRCSD Policy #3170 Delinquent Charges Water Customers-Late Charges and fees:** Discussion was held. The Finance Sub-Committee will recommend and present to the Board of Director's Meeting in March 2022 that Line # 2 regarding late fees be omitted from GRCSD Policy #3170 Delinquent Charges for water Customers. The finance Sub-Committee all agreed to not add finance charges and late fees to customers past due bills. GRCSD has recourses if a customer does not pay their bill.
7. **Discussion of Water Usage Base Rate, Seasonal Rates, Monthly Billing vs Quarterly Billing, Statements:** Discussion was held. The Finance Sub-Committee decided to stay the course with the quarterly billing of the water usage invoices and keep the base rate and the price per gallon the same for now. These rates were made public at the Protest Hearing held in the GRCSD Board of Directors Meeting on April 14, 2021. A discussion of a professional rate study was held. The Finance Sub-Committee directed the General Manager, Larry Smith to issue RFP for a professional rate study. Director Saefke will provide Larry with contacts for the RFPs for the professional rate study. The results would then be presented to the GRCSD Board of Directors at an upcoming board meeting. Chair Tange asked for any further comments or questions. There were none.
8. **GRCSD Policy #3150 Reserve Funds:** Discussion was held. No decisions were made and this will be tabled to be presented to the GRCSD Board of Directors at a later date.
9. **GRCSD & GR Golf Course Pond Cleanup Discussion:** General Manager, Larry Smith reported out and indicated that the GRHOA would like to have GRCSD consider cleanup in a GRCSD pond. One question was that the APN number needs to be checked to see who owns this pond. This was tabled and will be moved to a future agenda item.

**G. Propose future agenda items:**

1. **RFP Results for the Professional Rate Study**
2. **RFP Results on the Accountancy Bids**
3. **Pond Cleanup**

**H. Public Comments: None**

- I. **Adjournment:** Chair Tange called for a motion to adjourn. Director Reynolds made the motion, it was seconded by Director Saefke and it passed unanimously by a roll call vote. The meeting adjourned at 11:46 a.m.

*[Handwritten Signature]*

*6/2/22*  
DATE

GRCSD CHAIR AS APPROVED

*Carol Leggen*

*5/17/2022*  
DATE

GRCSD CLERK OF THE BOARD AS SUBMITTED