



COMMUNITY SERVICES DISTRICT

GRCS D Board Meeting Minutes

March 22, 2022 Tuesday / 9:00 a.m.

- A. Roll call:** President Jim Miller, Vice President Kathy Roberts, Director John Reynolds, Director John Saefke and Director Stephen Tange were in attendance via telecom establishing a quorum after a roll call vote. GRCS D Treasurer Bill Desjardin, General Manager Larry Smith and Office Administrator Carol Logan were also in attendance.
- B. Call to order:** 9:00 a.m.
- C. Approval of GRCS D Current Agenda:** No comments, additions or changes
- D. Approval of minutes from last meeting(s):**
1. December 21, 2022 Board of Directors Meeting Minutes: No questions or comments
 2. January 25, 2022. Board of Directors Special Meeting Minutes: No questions or comments
 3. February 8, 2022 Board of Directors Special Meeting Minutes: No questions or comments.
- President Miller having presented these minutes called for a motion to approve the minutes as stated. Director Reynolds made the motion, seconded by Director Tange and passed unanimously by a roll call vote.
- E. Public Comments:** None
- F. CONSENT CALENDAR** – *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.*
1. **December 2021, January, February 2022 Budget Reports for approval.** General Manager Larry Smith reported out and he indicated the new account line items on the Statement of Cash Flow and Balance Sheet based on new investment accounts added by Treasurer, Bill Desjardin. The total A/R water invoices for current period was \$24,370.00. Current A/R outstanding water meter invoices total \$918.82. Fidelity Bank Account moved to Current Assets. He discussed bank charges and fuel increases. The Budget vs Actual Cash Basis shows Assessment Revenue received in February 2022. He called for any questions or comments. There were no comments or questions. President Miller called for a motion to approve the Budget Reports for December 2021, January, February 2022. The motion was made by Director Tange. It was seconded by Director Reynolds and passed unanimously by a roll call vote.
- G. General Business:**
1. **GRCS D Finance Sub-Committee November 9, 2021 meeting minutes submittal:** President Miller presented the GRCS D Finance Sub-Committee November 9, 2021 Meeting Minutes and called for questions and comments. Having no questions or comments the minutes were accepted and filed.
 2. **GRCS D Finance Sub-Committee Meeting February 8, 2022 report out:** GRCS D Chair Tange reported out;
 - A/R water invoices and past due water invoices
 - Co-Bank principal and long and short-term liabilities
 - Cash Flow Forecasting
 - Special assessment revenue received in February 2022

- GRCSO Policy #3170, Delinquent water charges for amendment to be presented to the GRCSO BOD at next meeting
 - Discussion water usage, monthly or quarterly. FS-C agreed to keep with billing quarterly and no late charges, to be presented to the GRCSO BOD at next regular meeting
 - Pond clean-up
3. **GRCSO Treasurer Report:** GRCSO Treasurer Bill Desjardin reported out on the Investment Report for period ending February 28, 2022. Fidelity Account #0915 Projects is omitted as it is a project account not an investment account. He explained new accounts for investments. He is working with General Manager Larry Smith to create more visibility with GRI accounts to produce a current monthly cash flow. It is work in progress. He asked the GRCSO BOD if they wanted to continue to see the detail that he has provided on the Treasures Report. Discussion was held.
- **GRCSO Future BOD meetings/ In Person-Hybrid with Zoom:** President Miller reported that since California has changed the mask mandate to a strong recommendation for wearing masks indoors that GRCSO will need to start having the Board of Directors and The Finance Sub-Committee meetings in person utilizing Hybrid Zoom meetings for access by the public. GRCSO Agendas to be posted at meeting site, GRCSO Office and on the GRCSO Website 72 hours prior to meetings. GRCSO BOD in-person meetings to be held at the Outpost.

H. General Manager Reports:

1. Administration-

- a. **Economic Interest Form #700, Ethics Training AB 1234:** General Manager Larry Smith indicated who still needed to complete their Form 700 and Ethics Training by 4/1/2022
 - b. **Request for Proposal for new Auditing Firm Update:** RFPs were given to 3 Accountancy Firms. Robert Johnson Quote has not been signed pending the other RFP submittals due by May 1, 2022. Robert Johnson is not accepting new clients.
 - c. **Request for Proposal for Professional Rate Study Update:** General Manager Larry Smith indicated that he contacted 3/7 on list awaiting scope of work & preliminary site visits.
 - d. He reported out on staffing hours of all staff.
 - **Water Reports, December 2021, January, February 2022:** General Manager Larry Smith reported out.
 - **Water leak at 1736 Grizzly Ranch Road:** The GRCSO BOD unanimously agreed to have the General Manager only charge resident with the Base Water Charges for the two billing cycles, Quarter 2 and Quarter 3 FY 2022.
2. **Operations Update:** Wastewater operation account is at -0- since the balance in account was used for the WRF Retrofit project. The GRCSO BOD agreed to close that account.
3. **Project List review, upcoming and completed:**
- **Completed projects:** Hot water heater in WRF, Posts replaced on Tesco Panel, WRF Bypass from AX-Max to new vault, WTP replaced leaking plug valve.
 - **Project Costs:** WTP change out Wall Valve, \$9280.00, By-Pass Project, \$15,271.00, Well 9 VFD close to \$15,000. Total projects under budget by \$700.00
 - **Upcoming Projects:** Well 9 Variable Frequency Drive, \$14,365.00 plus shipping. Clean-out maintenance or fill-in of CSD ponds, awaiting bids.

I. Report Out on Meetings attended by Staff/Board Directors: None

J. Propose future agenda items:

- Amend GRCSO Policy #3170, Delinquent Charges Water Customers deleting line #2 omitting late charges to water customers

K. Adjournment: President Miller called for a motion to Adjourn. Director Reynolds made that motion. It was seconded by Director Saefke and passed Unanimously by a roll call vote.

Meeting adjourned at 11:18 a.m.

James Miller

GRCSD PRESIDENT OF THE BOARD AS APPROVED

6/21/22
DATE

Carol Logan

GRCSD CLERK OF THE BOARD AS SUBMITTED

6/21/22
DATE