



# COMMUNITY SERVICES DISTRICT

## Finance Sub-Committee Meeting Minutes

August 10, 2021 / 10:00 a.m.

Grizzly Ranch CSD Office

4456 Grizzly Road

Portola, Ca 96122

**REASONABLE ACCOMMODATIONS:** *In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact Grizzly Ranch CSD Staff or Board Directors. Notification 72 hours prior to the meeting will enable us to make reasonable arrangements to ensure accessibility. The meeting of the Grizzly Ranch Community Services District Finance Sub-Committee will be accessible to the public via Zoom.*

- A. Roll call:** Chair Stephen Tange and Director John Reynolds, established a quorum. Director John Saefke was Absent. Bill Desjardin, GRCSO General Manager, Larry Smith and GRCSO Office Administrator Carol Logan also in attendance.
- B. Call to order:** 10:00 a.m.
- C. Approval of minutes from last meeting(s):**
- D. May 18, 2021:** Chair Tange presented the minutes from the last meeting, May 18, 2021. There were no questions or comments. He called for a motion to approve and accept the May 18, 2021 minutes as stated. Director Reynolds motioned to approve the minutes. Chair Tange seconded the motion and the motion passed unanimously by a roll call vote.
- E. Public Comments:** None
- F. General Business:**
  - 1. May, June, July 2021 Budget Reports:** General Manager Larry Smith reported out on the budget reports for May, June and July 2021. He indicated that the reports are separated by current periods, being 2 FY years for comparison. This only happens at the meetings during the change of the 2 FY years. Office Administrator Carol Logan noted a correction to the line item #6000-10, General Manager Salary had been understated and it was corrected. Discussion was held. There were no further questions or comments.
  - 2. FY 2021-2022 Budget Overview Total and By Month:** General Manager Larry Smith reported out on FY2021-2022 Budget Summary. No comments or questions.
  - 3. Investment accounts update/Discussion:** Bill Desjardin reported out on the Investment Accounts. The Finance Sub-Committee unanimously agreed to move the current matured Live Oak CD of \$125,000 to Fidelity Operation Account. Discussion was held. No further comments or questions
  - 4. Change in Position of GRCSO Treasurer Discussion:** GRCSO Office Administrator Carol Logan explained the historical process for a change in position for GRCSO Treasurer. This could be future BOD agenda items to (1) include the acceptance of the prior GRCSO Treasurer, Bob Coler's resignation and (2) the BOD president would present the nomination of Bill Desjardin to fill the position of GRCSO Treasurer for motion and vote to be effective immediately. The Finance Sub-

Committee agreed unanimously to add these items to the Board of Directors Regular meeting agenda on September 21, 2021.

5. **Consideration of General Manager Meeting Expense Reimbursement for presentation to the Board of Directors Meeting September 21, 2021:** . General Manager Larry Smith received a scholarship to cover the tuition for this conference. He indicated that the estimated expenses for reimbursement from the CSDA Conference for travel, meals and lodging would be approximately \$900.00 He suggested that it could be posted to the Personal Training/Travel expense line item. It will be over budget but would be a good indicator when preparing the next FY budget to have actual costs. The Finance Sub-Committee unanimously agreed that it should go to the correct expense line item even if over budget and that he provides an outline of classes he will be attending and reimbursement costs to be presented to the regular BOD Meeting on September 21, 2021. Discussion was held. There were no further questions or comments.

6. **GRCSD Accounts Receivable/Funds Received Internal Control Policy# 7035 for review/approval for presentation to BOD Meeting September 21, 2021:** Office Administrator Carol Logan noted that this was needed to have a policy in place if water rate invoices will be used and how to handle receiving checks in the mail to bank deposit process. The Finance Sub-Committee asked how to handle non-payment processes. General Manager Larry Smith and Office Administrator Carol Logan showed the Finance Sub-Committee some sample policies being drafted for non-payment, including delinquent charges, charges for accidental discharge and customer water shut offs. They will be preparing a draft of these policies for the next regular BOD Meeting on September 21, 2021. Discussion was held. There were no further questions or comments.


7. **Cash vs Credit card/debit payments/Invoicing Recap for review for presentation to the BOD Meeting on September 21, 2021:** Any ACH fees or credit card charges will be passed on to the customers. Checks will be encouraged as they are of no cost to GRCSD or the customer. No cash will be accepted. The Finance Sub-Committee decided unanimously to present a recommendation to the regular scheduled BOD Meeting on September 21, 2021 to utilize Quickbooks Merchant Account process as it integrates with our current Quickbooks accounting software and utilizes less accounting labor. Discussion was held. No further comments or questions.

8. **Internal Rate Study/Rate Increase update:** The Protest Hearing is being held this Saturday, August 14, 2021. General Manager Larry Smith indicated that we have not received any protests in the mail at our GRCSD office to date. Discussion was held. No further questions or comments.

**G. Propose future agenda items:**

1. Delinquency accounts, non-payment policy, water shut off policy
2. Does GRCSD need a Safe? This has been tabled until and if a need arises.

**H. Adjournment:** Chair Tange called for a motion to adjourn. Director Reynolds made the motion, it was seconded by Chair Tange and it passed unanimously by a roll call vote. The meeting adjourned at 1:45 p.m.

  
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GRCSD PRESIDENT AS APPROVED

11/12/21  
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DATE

  
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GRCSD CLERK OF THE BOARD AS SUBMITTED

11/2/21  
\_\_\_\_\_  
DATE