

This brief is being provided to inform the board, staff, and public of the details of an agenda item that requires no action from the board. The President of the Board will provide board members, staff, and the public the opportunity to ask questions about this topic when this agenda item is announced.

Date: 20 May 2022

Originator: General Manager

Purpose of Brief: Informational Briefing

Supporting Documents Included: No

1. Transition Update

- Leslie is now onboard as Office Administrator/Secretary working 11-4 M, T, W and F as needed.
- Skyler has assumed responsibility for all W&S state reports and all field operations
- Bill Robinson continues to coordinate and provide oversight for all things “Fire”
- Cline and Associates are continuing to work at absorbing our accounts and working to understand our records and customers. Leslie, Skyler, and Joleen are working well together on the AR and AP processes
- New VOIP office telephone system comes online this week to provide better customer convenience and reduce the cost of ATT land line connections.
- New Smartsheet account has been established – initial project is to track and record water production and provide dashboard style updates. Too soon to tell how well this will work.
- We have thoroughly reworked our customer data to ensure integrity, accuracy, accessibility – working towards a 100% email list and Phil Curtis is developing a customer database.
- Every day gets better

2. Rate Case Update

- Prop 218 notices were mailed on April 21, several days ahead of schedule
- Schaelene and I worked hard to ensure we had correct addresses for all owners, including alternate addresses where we identified issues between Assessor’s based list and our customer list.
- We had ten notices returned as undeliverable but 9 had also gone out to alternate addresses and were not returned which indicates a good success rate.
- Since the mailing we have become aware of four new owners so I will work with Schaelene on a small secondary mailing
- We have had one protest, from an individual lot owner
- I have received several positive comments on both the process and the need for the rate increase.
- Public Hearing on June 15th will be held as a Board Special Meeting. The Board will need to pass a resolution approving the new rates and well have a number of related agenda items including budget approval and related policies.
- Catherine will work with District Counsel to prepare the final rate resolution.

3. California Rural Water Association (CRWA) Expo

- Skyler and I attended the three day Expo the last week of April – eye opening experience
- CRWA is the professional body that provides utility operator training and certification for rural water districts
- Rural districts tend to be small and very small districts with the unique problems of being underfinanced and understaffed while facing the challenges of increasing regulation.
- Every presentation over three full days was engaging, informative, and offered solutions and ideas to improve the district
- Subjects covered everything from water distribution math to financing and grants
- Issues the GMCSO needs to be concerned with:
 - Water storage – weak point in our service. Recommendation is that the district has a minimum of five days of storage (we have less than three during the summer). Taking a tank out of service for rehabilitation is a 60-90 day ordeal. Red flags.
 - Water Meters – we now have an Automatic Meter Read (AMR) system (drive by meter reads. Practicality limits reading to once a month reads.
 - Advanced Meter Infrastructure (AMI) technology provides real time, automated meter reads leading to leak detection, better customer service option, and increased drought management capability. Direction the District should be heading.
 - Access to real time online water use data, the ability to provide accurate monthly billing options, and improved customer service rely on AMI. Options are available to move AMR towards AMI and getting better all the time.
 - The future is in Supervisory control and data acquisition (SCADA) – we need to move in that direction

4. Finance Committee Report

The Finance Committee met May 5th primarily to work issues related to the FY 2022-23 budget and discuss the “what if” scenario that the rate increase does not pass. Excellent and helpful discussion leading to solid budget proposals to be discussed in Agenda Item H.

Finance Committed Meeting Minutes follow:

**GOLD MOUNTAIN COMMUNITY SERVICES DISTRICT
FINANCE COMMITTEE OF THE BOARD
MEETING AGENDA**

**150 Pacific Street, Suite 8, Portola, CA
Thursday, May 5, 2022 @ 10:00am**

CALL MEETING TO ORDER: Meeting called to order at 3:15 PM

Attendees:

Rich McLaughlin – Treasurer
Rene St. Pierre - Financial Director
Gordon Bennie - Board Member
Skyler Allingham - Assistant General Manager

PUBLIC COMMENT: No Public Comment

AGENDA:

- 1) Review March 3, 2022, Finance Committee Meeting Minutes

Committee reviewed and approved the meetings from the 3 March 22 meeting

- 2) Review 2021/2022 Budget and performance YTD

Committee chair presented a review of performance against budget through April. Final numbers are a moving target due to ongoing Backup Generator project, Leach Field Expansion project, and unanticipated HFT spending in the first quarter limiting reimbursements to Water and Sewer fund.

- 3) 2022/2023 Preliminary Budget Planning

Treasurer presented two proposed budgets for 22/23, one encompassing the rate increase and one without the rate increase. Committee had an in-depth discussion on budget details with concern that combining system repair and replacement costs with operations costs clouded the true operation cost of running the district. Committee drilled down on operational cost and discussed a number of alternative methodologies. Treasurer to provide updates at the May Board meeting.

- 4) District Reserve Policy

Treasurer presented a draft of the District Reserve policy asking for review and inputs prior to Board discussion.

- 5) ADJOURN

Committee adjourned at 4:55

GOLD MOUNTAIN COMMUNITY SERVICES DISTRICT In compliance with the Americans with Disability Act, if you are a disabled person and you need disability-related modifications or accommodations to participate in this meeting, then please contact District Secretary at 530-832-5945. Request must be made as early as possible, and at least one full business day before the start of the meeting.