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:** 19 July 2021

**Originator:** Administrative Manager

**Purpose of Brief:** Informational Briefing

**Supporting Documents Included:** No

* **Rate Study Update:**

Hansford Consulting provided Rich with a list of required documents and reports needed to conduct the Rate Study, I am actively working on providing this necessary information.

* **Customer Outreach Program Update:**

During the last billing cycle, customers saw a blank customer contact form included with their standard invoices. Thus far 40% of our customers have returned a completed form.

* **Audit 2020/2021 – Scheduling:**

The 2020/2021 Audit has been scheduled for October 21st and 22nd. Prep work has commenced.

* **County Tax Roll 2021/2022:**

This board meeting we will see approval for Delinquencies and Fire Tax billing, these bills will be placed on the Plumas County Tax Roll. The final billing spreadsheet is due August 9th, 2021.

* **End of the year: Preparation/Finalization:**

Due to accounts payables, accounts receivables, bad debit and work in progress transaction processing thru August 2021. The financials provided are not final. Nevertheless, please note as we review the Financials during this meeting all Payroll Transactions are final and accurate.

* **NEW Customer Packets:**

Rich and Skyler are working diligently on the customer packet portion that encompasses all Water and Sewer functionality. Therefore, at this present time New Customer packets include the following information until further notice: GMCSD Contact List, Quarterly Rate Sheet, Late & Interest Charges policy, Welcome letter’s from Rich and Cary.

* **Board Member Terms Ending & Re-Election:**

The CSD has three board members whose terms are ending in December 2021 of this year. Emails have been sent to these board members requesting them notify myself or Rich on whether they will serve on the board for another term. The Uniform District Election filling documents are located in the CSD office. These need to be filled out and be hand delivered to the Plumas County Elections Division.