

Golden West Community Service District
P.O. Box 448, El Dorado, CA. 95623
www.gwcsd.org



January 10, 2015- Meeting Minutes for Golden West Community Services District
Regular Meeting, held at Fire Station 44
6109 Quartz Dr., El Dorado, CA 95623

1. Call to Order/Roll Call – Director MacConnell called the meeting to order at 10:42 a.m. Board Members in attendance were John MacConnell, Ken Hasse, Audrey Keebler and Connaught Lindberg, constituting a quorum. Director Diana Kaighn was absent. General Manager Ed White, District Engineer George Sanders, Secretary Marc Regelbrugge and Board Consultant Hope Leja were also present.
2. Approval of Agenda –Hasse moved to approve the agenda as presented. Keebler seconded. The motion passed unanimously (4-0).
3. Consent Calendar – Hasse moved to approve the Consent Calendar, including acceptance of the prior meeting Minutes as written, and acceptance of the County Financial Reports (January, 2015) as received. Lindberg seconded. The motion passed unanimously (4-0).
4. Financial Report – Keebler delivered the financial report, appended hereto, comprising the Financial Officer’s summary Financial Report and a Revenues and Expenses Report from the County for the period ending January 31, 2015. Keebler highlighted the available balance of roughly \$231,499 under the Road Maintenance object code (4191), and clarified that Actuals and Balances are for the Fiscal Year, which runs July 1 through June 30. Keebler also noted that charges in the amount of \$9,600 submitted by Joe Vicini, Inc. for work on the Crystal Curve project will appear as expenditures on next month’s report. Board Consultant Leja noted, and Keebler confirmed, that the amount listed as paid for Board Consultant services in the January report had been corrected to \$533.75.

A discussion ensued regarding expenses to State Fund for Workers’ Compensation Insurance. The General Manager took the action to contact State Fund for purposes of determining the necessity of Workers’ Compensation coverage for the District, which has no employees. The Board discussed the potential to cancel the coverage, should it be found to be unnecessary, before the next renewal date of November, 2015.

Keebler announced the District's Petty Cash account balance to be \$124.85, and reiterated her recommendation to move to a credit- rather than cash-based facility for small, miscellaneous transactions. Keebler recommended that the Board schedule an Agenda item to replace the Petty Cash facility with CAL cards. MacConnell agreed to place such an item on the next meeting's Agenda. The General Manager was tasked to look into the requirements for obtaining CAL Cards. Further discussion raised the point that CAL Card applications could probably not be submitted until the results of the District Audit (in progress) are available.

5. General Manager's Report – The General Manager's Report addressed several topics:

- a) A quotation has been received for a two-phase weed-abatement contract that covers an immediate activity at \$3,566, and a follow-on treatment at \$600 recommended for the mid-June timeframe. The contract for this activity has not yet been written. Hasse moved to approve a two-phase weed-spraying contract for CY2015 at an amount not to exceed \$4,500 under the conditions (i) that the contract be written and reviewed by the Board, and (ii) that the contract include specific delineation of the width of road-shoulder abatement regions. Keebler seconded. The motion passed unanimously (4-0).
- b) The tree-trimming project has been completed and inspected by the General Manager and District Engineer. Work quality was described as "very good." The final billing is \$6,400, including \$512 added for removal of a dead, Gray Pine on Dolomite. Keebler moved to authorize payment of \$6,400 to Hilltop Tree Service, and to add Hilltop Tree Service to the District's list of approved vendors. Lindberg seconded. The motion passed unanimously (4-0).

In further discussion on the topic, Hasse recommended that future tree-trimming contracts be worded like the weed-abatement contract to require specific performance around fire hydrants. The General Manager was tasked to request input on and note specific items to be addressed in formation of such contracts.

Responding to a question from the public, Hasse noted that District weed abatement and tree trimming activities can serve as matching funds for wildfire fuels reduction grants in the areas including the District. Grant-matching funds are typically substantiated by a Letter of Commitment from the District.

- c) The General Manager reported that significant flooding occurred at many locations within the District during the severe rainstorm of February 8th. The majority of flooding occurred in approximately six areas, with the single largest contributing factor to be drainage impediments caused by filled ditches and collapsed, undersized or otherwise inadequate culverts. He requested direction from the Board regarding mitigation of these situations to improve drainage performance in future large storms. The District Engineer remarked that the language on the Districts prior encroachment permits indicated that culvert maintenance is the responsibility of the property owner, whereas ditch and collection drainage is the District's responsibility. Discussion ensued regarding how the District should engage residents to improve their awareness

of and role in mitigating drainage issues on or adjacent to their property. Door-hangers or tags were noted as an effective way to let residents know the District seeks contact. Hasse noted the need for a comprehensive plan to convey the District's intentions for addressing drainage and encroachment issues. Lindberg solicited ways to increase public awareness of District efforts, priorities and limitations in light of property owner responsibilities. A discussion also ensued on possible ways to increase the public contracting code limitation of \$25,000 for requiring open-bid process, thus enabling a more rapid response by the District to natural events.

The Board directed the General Manager and District Engineer to provide, at the March meeting, a report and recommendations, including priorities, on maintenance and improvements required to District drainage, culverts and encroachments. The General Manager also requested any Board member who had been contacted by local residents regarding the heavy storm to forward such persons' contact information to him for follow-up. Keebler took the action to contact CSDA regarding possible ways to increase the open-bid threshold consistent with public contracting laws.

- d) Crystal Curve Project: The District Engineer noted that although recent improvements in the Crystal Curve area prevented pooling water on the roadway in the severe, early February storm, the main inlet did not function as well as envisioned. He recommended the HDPE culvert leading into the inlet be modified to allow flow directly into the inlet, rather than around. The Board has approved \$10,500 for the Crystal Curve project, billings for work completed to date amount to \$9,600, and the Contractor has indicated an additional \$1,300 would allow the inlet to be modified as desired. Keebler moved to approve an increase in the total amount for the 2014-Dec. 6-Crystal Curve project not to exceed \$11,000 to complete the project. Hasse seconded. The motion passed unanimously (4-0).

6. District Engineer's Contract – The District Engineer noted that he was nearing the end of the first year of a two-year contract to provide services up to 50 hours per year. Discussion noted that the contract scope can be increased by the Board in five-hour increments. No action was taken on this item.

7. General Manager and Consultant Contracts – Revised, simplified contracts for General Manager and Board Consultant services were presented to and discussed by the Board. These contracts are in the form of Agreements for Services. MacConnell read the Scope of Work referenced by the General Manager's Agreement into the record, a copy of which is appended hereto. After some discussion, an amendment was offered to change the wording of item 3 in each of the agreements to read "Additional hours may be approved at the discretion of the Board of Directors." Hasse moved to approve the contracts as amended. Keebler seconded. The motion passed unanimously (4-0).

8. Audit – The Financial Officer's records will be delivered to the Board Consultant for transmittal to the Auditor by February 18th. Discussion among the Board confirmed that the Board responsibilities include review and approval of the audit, as well as appropriate

response to any findings of the audit. Hasse recommended that now would be a good time to begin to move many of these records to electronic form. No action was taken on this item.

9. Posting of Unapproved Board Minutes on the District Web Site – Discussion addressed striking a balance between timely release of meeting minutes and withholding release of any records not explicitly approved by the Board. It was noted that there is a requirement to post meeting agendas publicly, but no requirement to post meeting minutes. Further, the process presently being followed for approval of meeting minutes involves transmittal of a draft document from the Secretary to all Directors and the General Manager along with a solicitation for comments, corrections, additions, etc. The Secretary then incorporates all verified Director and General Manager responses into the meeting minutes that are presented at the next meeting for Board approval. To address these items, Hasse moved that (1) the District will not post unapproved meeting minutes on its web site, and (2) any responses to the Secretary on draft minutes be directed only to the Secretary. Keebler seconded. The motion passed unanimously (4-0).

10. Progress Report from the Bylaws Committee – District resident Trudy Theiss reported in Director Kaighn's absence that she and District resident Ron Kiesz had been working with Kaighn on the Ad Hoc committee to adapt elements of bylaws documents from other CSDs for relevance to the GWCSO. Presently, the document is in its fifth working draft, and Kaighn had indicated that a first draft for Board consideration could be available for the March meeting, with comments due at the April meeting and a vote on the final document in May. The Board discussed the timeline and indicated that comment and revision may take longer than three months. The Board Consultant recommended holding a workshop for interested parties to make comments and suggestions on a draft document. The General Manager recommended providing a draft copy for workshop attendees to review in advance. The Board urged the Committee to proceed along such lines to provide for extensive public review of and input to the draft document. Theiss indicated that she would relay the comments to Kaighn.

11. Lawsuit Report – Director Keebler reported that she had directed District Counsel to proceed with the informal mediation process, and that she had received no further communication from Counsel regarding this matter.

12. Brown Act Record Keeping to Enable Cost Reimbursement – Director Lindberg discussed some information she had learned from a web-based seminar (webinar) on requirements for keeping records sufficient to allow reimbursement of expenditures incurred to comply with the Brown Act. Due to the detailed nature of these requirements, and the length of the Board meeting to this point, Lindberg recommended that discussion of this item be continued at the next meeting. The Board concurred.

13. LAFCO Election – Director Keebler collected Directors' ballots for the LAFCO Board election.

14. Form 700 Collection – Completed. No other action taken.

15. Correspondence – None.

16. Director Reports – None.

17. Open Public Forum – There were no statements made, questions advanced, or other discussion by members of the public.

18. Adjournment – Hasse moved to adjourn. Lindberg seconded. The motion passed unanimously (4-0) and the meeting was adjourned at 1:17 p.m.

Respectfully Submitted,

Marc Regelbrugge
GWCSO Secretary

Golden West Community Services District
PO Box 448
El Dorado, CA 95623

Financial Report Prepared for 14 February 2015 Board Meeting

| | |
|---|-------------------|
| Beginning Budget FY 2014-15 | \$301, 639 |
| Appropriation for Contingencies (subtract from total) | \$ 25, 000 |
| Total Remaining for Services and Supplies | \$276, 639 |

BUDGET ACTIVITY YEAR TO DATE from 9 Feb 2015 EDC Rev/Exp Detail

| Object Code | Description | Estimated | Actual | Balance |
|-----------------------------|----------------------------------|-----------|---------|----------|
| 4100 | Insurance | 2,500 | 1, 259 | 1, 240 |
| 4191 | Road Maintenance | 231, 499 | 0 | 231, 499 |
| 4197* | Maint/Supplies | 0 | 20 | -20 |
| 4220 | Memberships | 790 | 488 | 302 |
| 4260 | Office Expense | 1, 300 | 258 | 1, 042 |
| 4300 | Prof/Spec Services | 21, 250 | 5, 668 | 15, 582 |
| 4303* | Road Maint/Const (Spot on Signs) | 0 | 475 | - 475 |
| 4304* | Agency Admin Fee | 0 | 88 | -88 |
| 4313 | Legal Services | 15, 000 | 6, 243 | 8, 757 |
| 4400 | Pub/Legal Notices | 1, 500 | 173 | 1, 327 |
| 4420* | Rent/Leases Eqpt (PO Box) | 0 | 92 | -92 |
| 4440 | Rent/Lease Bldgs | 800 | 964 | -164 |
| 4500* | Special Dept Expense | 0 | 84 | -84 |
| 4602* | Mileage/Employee | 0 | 299 | -299 |
| 4604 | Mileage/Volunteer | 2, 000 | 101 | 1898 |
| Total Services and Supplies | | 276, 639 | 16, 106 | 260, 533 |

Invoices Paid in January 2015

| | | |
|------|------------------------------------|--------|
| 3060 | Workers Compensation | 30.96 |
| 4100 | Insurance: St Comp Ins Fund | 104.76 |
| 4260 | Office Supplies Reimb ELWhite | 21.98 |
| 4300 | Hope Leja Consultant Serv | 533.75 |
| 4300 | EL White Enigma Mgt Serv | 287.50 |
| 4440 | Storage Unit #37 rent Jan-Dec 2015 | 900.00 |
| 4602 | Hope Leja Mileage | 24.81 |
| 4602 | EL White Mileage | 38.92 |

Outstanding Invoices/Charges submitted Feb 4, 2015

| | | |
|------|--|------|
| 4191 | Joe Vicini, Inc work on Crystal Curve | 9600 |
| 4313 | Legal Services Dec 2-31, 2014 | 1071 |
| 4400 | Vote by mail charge no longer covered by SB 90 | 265 |
| 4300 | GM EL White Enigma Mgt Serv Jan 1-31, 2015 | 488 |
| 4602 | GM EL White Enigma Mgt Serv Jan 1-31, 2015 | 37 |
| 4300 | Consultant services Hope Leja Jan 1-31, 2015 | 1523 |
| 4602 | Consultant mileage Hoe Leja Jan 1-31, 2015 | 98 |
| 4300 | Consulting Engineer George Sanders services | 250 |
| 4602 | Consulting Engineer George Sanders mileage | 4 |

Outstanding Invoices/Charges submitted Feb 11, 2015

| | | |
|------|---|------|
| 4313 | Legal Services Jan 1-27, 2015 | 1454 |
| 4300 | Consulting Engineer George Sanders services | 650 |
| 4602 | Consulting Engineer George Sanders mileage | 16 |

801116 Golden West - Community Service Districts

Revenues and Expenditures

Details For the Accounting Period ended: January 31, 2015

| | | | Estimated / Budget | Actual Amount | Balance |
|---|-----------------|---|--------------------|---------------|-----------|
| 801116 Golden West - Community Service Districts | | | | | |
| Revenue | | | | | |
| 1 Taxes | | | | | |
| 100 Prop Tax: Curr Secured | | | | | |
| 1/1/2015 | | Beginning Balance | 60,813.00 | 32,388.65 | |
| 1/20/2015 | Jl2015020921 01 | 870 Cy Sec - 1% General Tax Dec 11-31 2014 | 0.00 | 888.34 | |
| 1/20/2015 | Jl2015020922 01 | 870 Cy Sec -Unitary 1% General Tax Dec 11-31 2014 | 0.00 | 0.02 | |
| 100 Prop Tax: Curr Secured | | | 60,813.00 | 33,277.01 | 27,535.99 |
| 110 Prop Tax: Curr Unsecured | | | | | |
| 1/1/2015 | | Beginning Balance | 0.00 | 1,260.66 | |
| 1/20/2015 | Jl2015020923 01 | 865 Cy Delq Unsec - 1% General Tax Dec 2014 | 0.00 | 22.39 | |
| 110 Prop Tax: Curr Unsecured | | | 0.00 | 1,283.05 | -1,283.05 |
| 120 Prop Tax: Prior Secured | | | | | |
| 1/1/2015 | | Beginning Balance | 0.00 | -14.80 | |
| 1/20/2015 | Jl2015020472 01 | 868 Py Sec - 1% General Tax Ar Chgs 12-14 | 0.00 | -5.17 | |
| 1/20/2015 | Jl2015020924 01 | 871 Py Sec - 1% General Tax Dec 11-31 2014 | 0.00 | 1.71 | |
| 120 Prop Tax: Prior Secured | | | 0.00 | -18.26 | 18.26 |
| 130 Prop Tax: Prior Unsecured | | | | | |
| 1/1/2015 | | Beginning Balance | 0.00 | 21.27 | |
| 1/20/2015 | Jl2015020925 01 | 866 Py Delq Unsec - 1% General Tax Dec 2014 | 0.00 | 0.80 | |
| 130 Prop Tax: Prior Unsecured | | | 0.00 | 22.07 | -22.07 |
| 140 Prop Tax: Supp Current | | | | | |
| 1/1/2015 | | Beginning Balance | 0.00 | 70.10 | |
| 1/20/2015 | Jl2015020926 01 | 872 Cy Supplemntl- 1% General Tax Dec 2014 | 0.00 | 154.97 | |
| 140 Prop Tax: Supp Current | | | 0.00 | 225.07 | -225.07 |
| 150 Prop Tax: Supp Prior | | | | | |
| 1/1/2015 | | Beginning Balance | 0.00 | 190.54 | |
| 1/20/2015 | Jl2015020927 01 | 874 Py Defaulted Sec - 1% General Tax Dec 2014 | 0.00 | 1.41 | |
| 1/20/2015 | Jl2015020928 01 | 873 Py Supplemntl - 1% General Tax Dec 2014 | 0.00 | 42.44 | |
| 150 Prop Tax: Supp Prior | | | 0.00 | 234.39 | -234.39 |
| 175 Tax: Special Tax | | | | | |
| 1/1/2015 | | Beginning Balance | 54,200.00 | 30,222.30 | |
| 1/20/2015 | Jl2015020929 01 | 870 Cy Sec - Direct Charge 20521 Dec 11-31 2014 | 0.00 | 660.00 | |
| 175 Tax: Special Tax | | | 54,200.00 | 30,882.30 | 23,317.70 |
| 1 Taxes | | | 115,013.00 | 65,905.63 | 49,107.37 |
| 3 Fines, Forfeitures and Penalties | | | | | |
| 360 Penalty & Cost Delinquent Taxes | | | | | |
| 1/1/2015 | | Beginning Balance | 0.00 | 53.85 | |
| 1/20/2015 | Jl2015020930 01 | 874 Py Defaultd Sec-Any Pnlty+intrst Dec 2014 | 0.00 | 0.50 | |
| 360 Penalty & Cost Delinquent Taxes | | | 0.00 | 54.35 | -54.35 |
| 3 Fines, Forfeitures and Penalties | | | 0.00 | 54.35 | -54.35 |
| 4 Revenue from Use of Money and Property | | | | | |
| 400 Rev: Interest | | | | | |
| 1/1/2015 | | Beginning Balance | 0.00 | 319.95 | |
| 2/4/2015 | IN2015000175 02 | Interest On Investment Pool 1 For 01/2015 (JAN) | 0.00 | 78.08 | |
| 400 Rev: Interest | | | 0.00 | 398.03 | -398.03 |

801116 Golden West - Community Service Districts

Revenues and Expenditures

Details For the Accounting Period ended: January 31, 2015

| | | Estimated / Budget | Actual Amount | Balance |
|--|---|-----------------------|------------------|------------|
| 4 | Revenue from Use of Money and Property | 0.00 | 398.03 | -398.03 |
| 5 | Intergovernmental Revenue - State | | | |
| 820 ST: Homeowner Prop Tax Relief | | | | |
| 1/1/2015 | Beginning Balance | 0.00 | 333.50 | |
| | 820 ST: Homeowner Prop Tax Relief | 0.00 | 333.50 | -333.50 |
| | 5 Intergovernmental Revenue - State | 0.00 | 333.50 | -333.50 |
| 22 | Fund Balance | | | |
| 1 | Fund Balance | | | |
| 1/1/2015 | Beginning Balance | 186,626.00 | 0.00 | |
| | 1 Fund Balance | 186,626.00 | 0.00 | 186,626.00 |
| | 22 Fund Balance | 186,626.00 | 0.00 | 186,626.00 |
| | Total Revenue | 301,639.00 | 66,691.51 | 234,947.49 |
| Expense | | | | |
| 30 | Salaries and Employee Benefits | | | |
| 3060 | Workers' Compensation Employer Share | | | |
| 1/1/2015 | Beginning Balance | 0.00 | -30.96 | |
| | 3060 Workers' Compensation Employer Share | 0.00 | -30.96 | 30.96 |
| | 30 Salaries and Employee Benefits | 0.00 | -30.96 | 30.96 |
| 40 | Services and Supplies | | | |
| 4100 | Insurance: Premium | | | |
| 1/1/2015 | Beginning Balance | 2,500.00 | 1,154.60 | |
| 1/15/2015 | CV201503055 01 Gwcsd Bal Prem Rev 191557915 State Compensation Insurance Fund 1/16/2015 | 0.00 | 104.76 | |
| | 4100 Insurance: Premium | 2,500.00 | 1,259.36 | 1,240.64 |
| 4191 | Maintenance: Roads | | | |
| 1/1/2015 | Beginning Balance | 231,499.00 | 0.00 | |
| | 4191 Maintenance: Roads | 231,499.00 | 0.00 | 231,499.00 |
| 4220 | Memberships | | | |
| 1/1/2015 | Beginning Balance | 790.00 | 488.00 | |
| | 4220 Memberships | 790.00 | 488.00 | 302.00 |
| 4260 | Office Expense | | | |
| 1/1/2015 | Beginning Balance | 1,300.00 | 235.88 | |
| 1/15/2015 | CV201503053 03 Gwcsd Reimb Office Supplies Edwin Leroy White 1/16/2015 | 0.00 | 21.98 | |
| | 4260 Office Expense | 1,300.00 | 257.86 | 1,042.14 |
| 4300 | Professional & Specialized Services | | | |
| 1/1/2015 | Beginning Balance | 21,250.00 | 4,846.60 | |
| 1/15/2015 | CV201503053 01 Gwcsd Gm Services Dec14 Edwin Leroy White 1/16/2015 | 0.00 | 287.50 | |
| 1/15/2015 | CV201503054 01 Gwcsd Consultant Services Dec14 Hope Leja 1/16/2015 | 0.00 | 533.75 | |
| | 4300 Professional & Specialized Services | 21,250.00 | 5,667.85 | 15,582.15 |
| 4303 | Road Maint & Construction | | | |
| 1/1/2015 | Beginning Balance | 0.00 | 475.09 | |
| | 4303 Road Maint & Construction | 0.00 | 475.09 | -475.09 |
| 4313 | Legal Services | | | |
| 1/1/2015 | Beginning Balance | 15,000.00 | 6,243.50 | |
| | 4313 Legal Services | 15,000.00 | 6,243.50 | 8,756.50 |

801116 Golden West - Community Service Districts

Revenues and Expenditures

Details For the Accounting Period ended: January 31, 2015

| | | Estimated / Budget | Actual Amount | Balance |
|---|---|--------------------|---------------|------------|
| 4400 Publication & Legal Notices | | | | |
| 1/1/2015 | Beginning Balance | 1,500.00 | 172.97 | |
| | 4400 Publication & Legal Notices | 1,500.00 | 172.97 | 1,327.03 |
| 4420 Rent & Lease: Equipment | | | | |
| 1/1/2015 | Beginning Balance | 0.00 | 92.00 | |
| | 4420 Rent & Lease: Equipment | 0.00 | 92.00 | -92.00 |
| 4440 Rent & Lease: Building & Improvements | | | | |
| 1/1/2015 | Beginning Balance | 800.00 | 64.12 | |
| 1/8/2015 | CV201502907 01 Storage Unit No 37 Jan-Dec 2015 Roy Rodriguez 1/9/2015 | 0.00 | 900.00 | |
| | 4440 Rent & Lease: Building & Improvements | 800.00 | 964.12 | -164.12 |
| 4500 Special Dept Expense | | | | |
| 1/1/2015 | Beginning Balance | 0.00 | 84.03 | |
| | 4500 Special Dept Expense | 0.00 | 84.03 | -84.03 |
| 4602 Mileage: Employee Private Auto | | | | |
| 1/1/2015 | Beginning Balance | 0.00 | 235.62 | |
| 1/15/2015 | CV201503053 02 Gwcsd Gm Mileage Dec14 Edwin Leroy White 1/16/2015 | 0.00 | 38.92 | |
| 1/15/2015 | CV201503054 02 Gwcsd Consultant Mileage Dec14 Hope Leja 1/16/2015 | 0.00 | 24.81 | |
| | 4602 Mileage: Employee Private Auto | 0.00 | 299.35 | -299.35 |
| 4604 Mileage: Volunteer Private Auto | | | | |
| 1/1/2015 | Beginning Balance | 2,000.00 | 101.92 | |
| | 4604 Mileage: Volunteer Private Auto | 2,000.00 | 101.92 | 1,898.08 |
| | 40 Services and Supplies | 276,639.00 | 16,106.05 | 260,532.95 |
| 77 Appropriations for Contingencies | | | | |
| 7700 Appropriation For Contingencies | | | | |
| 1/1/2015 | Beginning Balance | 25,000.00 | 0.00 | |
| | 7700 Appropriation For Contingencies | 25,000.00 | 0.00 | 25,000.00 |
| | 77 Appropriations for Contingencies | 25,000.00 | 0.00 | 25,000.00 |
| | Total Expense | 301,639.00 | 16,075.09 | 285,563.91 |
| | 801116 Golden West - Community Service Districts | 0.00 | 50,616.42 | 50,616.42 |

801116 Golden West - Community Service Districts

Revenues and Expenditures

Details For the Accounting Period ended: January 31, 2015

| | | Estimated / Budget | Actual Amount | Balance |
|---------------------|---------|-----------------------|------------------|------------------|
| Report Total | Revenue | 301,639.00 | 66,691.51 | 234,947.49 |
| | Expense | 301,639.00 | 16,075.09 | 285,563.91 |
| | | <u>0.00</u> | <u>50,616.42</u> | <u>50,616.42</u> |

Golden West Community Service District
Agreement for Professional Services – General Manager
Scope of Work

The duties of the General Manager are as follows:

General Duties:

1. Serve as advisor to the Board of Directors on issues directly related to Board functions.
2. Research information pertinent to the affairs of the District.
3. Handle phone calls and e-mail communications. Maintain files, including collecting monthly meeting documents for filing in storage unit.
4. Prior to Board approval General Manager ~~shall~~ ^{MAY} review ~~all~~ ^{PROJECT} bills, invoices, and claim vouchers for payment (District Green Sheet), before submittal to the county.
5. Check Post Office box when assigned Board person is not available.
6. Maintain updated contact information of the residents/property owners within the GWCSO.
7. Miscellaneous other duties or projects as assigned and agreed on with the District Board.

Meeting Duties

8. Attend all regular, special and emergency meetings as noticed by the GWCSO. Assist the Board President with packets or agendas and may assist with posting agenda or signage prior to the meeting. (72 hours prior to a regular meeting)
9. May serve as a member of committees approved and appointed by the Board.

Periodic Duties

10. Assist with road project scope of work. This shall include soliciting and collecting bids and quotes pursuant to the Board's Purchasing and Contracting policy. Monitors the road project from preparation to completion and final inspection.
11. Research and order signs, equipment and applicable supplies necessary for the maintenance of the District maintained roads.

12. During a district road emergency, such road failure or tree in the road, the General Manager will take action to safely secure the area and contact the appropriate agency, services, or contractor to correct or repair the problem.

Accepted by _____

Date _____

Date _____

Date _____