

### Business Operations Form

Policy Name: **GOLDEN WEST COMMUNITY SERVICE DIST**  
Policy Number: **1915579-15**

Please provide a "detailed description" of your business operations (i.e., services provided, description of process, end product, etc.):

GWCSO oversees maintenance of ± 8 miles of roads by  
contracting with various vendors for needed services  
such as paving, striping, shoulder and ditch repair

Please provide a list of the type of materials and/or equipment used for your business operations:

telephones, web site, printers, computers owned  
by volunteers.

Please provide a "detailed description" of employee job duties. (Note: If policy has more than one (1) classification, please provide employee job duties for each classification.)

NO employees. An all-volunteer force coordinates  
road maintenance service, prepares vouchers for  
payment by county and responds to all necessary  
reporting/compliance needs and requirements

Do you have a website for your business? If yes, please provide the website address:

gwcsd.org

Audrey B. Keebler  
Principal's Name (Print)

2 June 2016  
Date

530.620.6844

Audrey B. Keebler  
Principal's Signature

gwcsd Finance Officer