

III. Calendar of Events

A. Monthly Duty Calendar

What to Do Each Month:

1. Confirm Regular Board meeting room availability. (General Manager)
2. Draft Agenda and attachment documents, post (on website, and in at least 3 areas in the district 72 hours prior to regular board meeting). Prepare agenda packet for all Board members and staff. Best practices dictate that Board President will send agenda/packet to Board members on the Tuesday prior to posting. (Board President, Web Master)
3. Prepare Payment Vouchers (Financial Officer)
4. Prepare minutes (Secretary)
5. Prepare Financial Officer Monthly Report (Financial Officer)

January

- Weed spraying bid: Prepare and contact landscape contractors for bid (GM)
- Review Policies & Procedures Manual (Board and/or designated committee)
- Review Record Retention Schedule (should be done every 1-2 years) (Board and/or committee)
- Review Operations Manual (Board and/or committee)
- Pay State Comp Insurance Fund (SCIF) semi-yearly bill (Financial Officer)
- Ethics Training for board and staff (online or live) every other year. Certificate is filed in GW records. (All Board members)
- Discuss Content of GM and Consultant Contracts (Board)
- Update District Email and Mail list (Board Member or GM)

February

- Executes General Manager's and Consultant's Contracts
- Remind Board/staff re: 700 forms (statement of Economic Interests) due in April
- LAFCO Approved budget (consent calendar)
- Assess drainage issues and road maintenance concerns from winter storms (GM)
- Weed abatement spraying. (GM)

March

- Pay 1+1 Internet bill (Financial Officer)
- SDRMA Insurance Renewal Questionnaire (Financial Officer)
- Begin road and drainage inspections for possible repair. (GM)
- Budget committee meets
- Punch List Review (Board Member, Secretary, or General Manager)

April

- Have each director and GM fill out form 700 Statement of Economic Interests by April 1. Email or mail to Elections and keep copy in HR file in records storage.
- Government Compensation report due (Financial Officer)

- Statement of Information (Facts) due to Secretary of State every two years or when change to board members. (**See Appendix B- Statement of Facts**) (Financial Officer)
- Prepare and submit written or documented estimate proposals of cost and scope for road work to board for approval. (GM)

May

- Resolution to County for General Election for vacant board positions and any ballot measure. Authorizes county to include the selection of 3 (2) district board members on the November election ballot (even year cycles). County sends a packet. (Board Member)
- Prepare Resolution for the Proposed Budget—posted 2 weeks prior as Notice of Public Hearing on website and Mt Democrat. Must have Resolution (along with budget, comparisons). **See Section VII. Finance on Budget Preparation (C)**. (Financial Officer)
- Approve Roadwork Plan and obtain bids. (GM)

June

- Appropriations Limitations Resolutions (Gann Prop 4) –Notice of Public Hearing posted 2 weeks prior website, Mt Demo. County provides a packet and formula to determine the figure. Must have Resolution) (Financial Officer)
- Pay portion of LAFCO Operating expenses (journal entry) (Financial Officer)
- SDRMA Invoice for Summery of Coverage (Financial Officer)
- Final inspection of weed abatement program (General Manager)
- Begin to perform smaller contracted work, not to exceed \$45,000. (GM)
- Punch List Review

July

- Pay State Comp insurance (SCIF) semiannual bill. (Financial Officer)
- Resolution of Collection of Special Assessment Taxes Direct Charges for the FY Fiscal Year (Financial Officer)
- Conflict of Interest Code- Defines Form 700 reporting requirements (reviewed every other year) –County will send notice (Board Member)
- Prepare Direct Charges Special Tax Assessment–due by August 10. Financial officer completes and reports
- Begin to perform informal and formal contracts. (GM)

August

- Direct charges- due August 10 (Financial Officer)
- Request input for possible amendments to Bylaws for approval at Dec. meeting (Board Member or Committee)
- Begin assessing road and drainage conditions for fall clean up in preparation for winter storms. (GM)
- Final Budget –Resolution for Final Budget Hearing (with new budget & comparisons) (Financial Officer)

September

- Prepare Financial Transaction Report State of California –after receiving from the County the end of year report. (Auditor’s office does this for GWCSO at this time)
- Director Compensation report to state (Financial Officer)
- Current Estimated Property Tax Revenue Notification on Consent Calendar
- Begin audit preparations engagement letter for end of every even year (Financial Officer, GM)
- Bylaws workshop, typically reviewed every 5 years. (Bylaw Committee)
- Punchlist Review (Board Member, Secretary, GM)

October

- Review Bylaws- input from Directors/public to be approved at Dec meeting
- Prepare CalPers Annual report (Financial Officer)

November

- Year End Financial Report and Budget Comparison-signed by President and then gets saved for next year’s Direct Charges (Financial Officer)
- Per CUPCAA solicit contractors for compilation of Bidders List for next year’s District road work (Board Member or GM)
- State Comp. Insurance Fund (SCIF) Annual report (Financial Officer)
- CSDA membership due (Financial Officer)
- County Wide Elections held- Board member election and ballot measures (Board Member and/or Financial Officer)

December

- Signed agreement with fire station #44 and #49. Add as additional insured with SDRMA (GM)
- New/reelected board member’s oath of office (Secretary)
- Election of officers: board president, vice-president, financial officer
- Create chair for optional committees (Road, Budget, etc.)
- GWCSO Meeting Schedule for Calendar Year
- Appointment of Board Secretary for upcoming Calendar year
- Approval of amended Bylaws by motion (or Resolution)
- Pay Post Office box 448 annual invoice (Financial Officer)
- Storage Unit 37 Annual payment due (Financial Officer)
- Evaluate roadway system for spring weed abatement (GM)
- Inspect trees and brush along roads for removal or trimming. Submit findings to the Board for possible roadside maintenance contract in the spring (GM)
- Punch List Review

As Needed

- Statement of Facts Roster- filed within 10 days after change in facts (new board member or GM) also filed every other year in April (Financial Officer/GM)
- CSDA, SDRMA, and LAFCO periodically send election ballots- to be placed on agenda for Board to vote.

B. District Duties Deadline Chart

Golden West CSD Deadline Chart			
Form	Due Date	Notes	Responsible Party
Bill Claim Payment Voucher	monthly	2 weeks before Board meeting	Financial Officer
Financial Officer Report	Monthly	At Board meeting	Financial Officer
Form 700 Conflict of Interest	February 1	Remind Board due in April	Elections Liaison
SDRMA Insurance Renewal	March	Review and Update questionnaire	Financial Officer
Form 700	April 1	Forms due to El Dorado Elections Dept.	Elections Liaison
Govt. Compensation Report	April 30	From State Controller's Office. Place on website	Financial Officer
Appropriations Limit (Gann)	June	Update and submit with budget to EDC Auditor	Financial Officer
Direct Charges	August 10	To Auditors office. Packet w/ instructions sent	Financial Officer
Budget	July/Sept	Preliminary-July, Final Sept. Sent to Auditor	Financial Officer
Biannual Audit	Sept. 1	Sent to Auditor, LAFCO, State Controller Office	Financial Officer
Financial Transaction & Compensation Report	Sept. 29	Auditor Completes this for GWCSO. Sent to State Cont. Office. Post to Website	El Dorado County Auditor's Office
Ethics Training (AB1234)	January in odd years	All directors/staff complied in 2017	All Directors and General Manager
Conflict of Interest Code	July in even years	Biennial Review. Last one done 2016	Elections Liaison
Statement of Facts Roster of Public Agencies	10 days after change	Due to Secretary of States and El Dorado County	Elections Liaison
Catalog of Enterprise system	Update as needed	Created in 2016 on website. No enterprise systems noted on website	Web master
CalPERS	October	Annual Report	Financial Officer
State Comp. Ins. Fund (SCIF)	November	Annual Report	Financial Officer
List of Interested Contractors	November	Annual. CUPCCAA requirement.	General Manager or designated Director
Auditor's office Signature sheet	Annual	Signed so Directors can sign documents	Financial Officer