

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 Report (Financial Officer)

DECEMBER (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.)
- GWCS D 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 _____ 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

DECEMBER (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)

DECEMBER (February)

- GM 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 (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
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MARCH (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.
- Complete Government Compensation report due
- 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)

MARCH (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 (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 SummArY 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

JUNE (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)
- Begin to perform informal and formal contracts. (GM)

JUNE (August)

- Prepare Direct charges Special Tax Assessment- 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)
- Execute General Manager's Contract
- Begin audit preparations engagement letter for end of every even year (Financial Officer, GM)

SEPTEMBER (September)

- Final Budget –Resolution for Final Budget Hearing (with new budget & comparisons) (Financial Officer)
- 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
- Bylaws workshop, typically reviewed every 5 years. (Bylaw Committee)
- Punchlist Review

SEPTEMBER (October)

- Review Bylaws- input from Directors/public to be approved at Dec meeting when needed.
- Prepare CalPers Annual report (Financial Officer) NOTE: Or when received.

SEPTEMBER (November)

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

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