

Client Questionnaire – Business Background and Environment

1. List Board of Directors and titles

Patrick Williams, President patwilliams@gwcsd.org

Duane Heilman, Vice President duaneheilman@gwcsd.org

Diana Kaighn, Director dianakaighn@gwcsd.org

Audrey Keebler, Director audreykeebler@gwcsd.org

John MacConnell, Board Member johnmacconnell@gwcsd.org *

Marc Regelbrugge, Director marcregelbrugge@gwcsd.org **

*Term ends December 2020 **Term begins December 2020

2. How often does the Board meet?

Board meets quarterly. Face to face meetings 2018-19, now meeting via zoom.

3. Are the following areas addressed with the board each meeting?

- a. **Financial information presented (month to month, year to date, comparison to prior year, comparisons to budget)** Board receives updated Financial Officer Report, a one-page summary of monthly reports sent by county. Report consists of budgeted amount in each object code, any vouchers outstanding, and funds expended. FO also prepares budget history showing budget activity of last several years.
 - b. **Specific business risks and/or potential contingent losses? Does Board act on these risks?** Board discusses change in cost of certain services and builds cost increases into spending plan. Since we do not operate parks, pools, recreation centers, golf courses, etc, we do not have much potential risk of loss. We just take care of eight miles of road.
 - c. **Are audit adjustments presented to the board and reconciled to internal financial statements?** Monthly Finance Officer Report is compared/reconciled with county reports to insure all vouchers have been submitted and are paid timely. If we had audit adjustments, they would be reconciled to internal reports and presented to the Board.
 - d. **Is the management letter from auditors presented?** Yes.
4. Is there a formal board approved written conflict of interest policy? Yes. The policy appears in **Bylaws 12.0 Board Conduct/Conflict of Interest (pg 14 of Bylaws)**. If so, are all stakeholders (board members/management/employees) provided with this policy? Yes. In addition, the bylaws including this policy are posted on the district web site under Policies and Procedures.
5. Is there a formal board approved written code of conduct and/or ethics policy? Yes. The policy appears in **Bylaws 12.1 Ethics and 12.2 Decorum**. If so, are all stakeholders (board members/management/employees) provided with this policy? Yes. In addition, the bylaws including this policy are posted on the district web site under Policies and Procedures.
6. Is there a formal board approved written whistleblower policy? No formal policy in place. If so, are all stakeholders (board members/management/employees) provided with this policy (in theory, this exists in order to assure employees that they will not lose their job should they blow the whistle on fraudulent activity. This is especially important in small to mid-sized clients where the organization is essentially dominated by a few members of management which most small organizations are structured that way). We are an all-volunteer organization except for the GM who is an independent contractor. The organization is so small and our business so limited that

there is essentially no opportunity for fraudulent activity. Any missing or misappropriated funds would be noticed easily by Directors and our “critical friends” in the community.

7. **Were there any controversial or sensitive situations the Association faced during the year in regard to its finances?** NO.
8. **Is there an insurance policy for employee dishonesty?** Yes, there is an errors and omissions policy in place for people with official status as to board activity. Since we do not have employees, this policy applies to our contractors and board members.
9. **Please provide a list of all Executive Management and titles.** We do not have Executive Managers, no manager titles, and no paid managers. We annually elect a volunteer president from seated directors. Volunteer finance and secretary roles are appointed and agreed to annually.
10. **Has there been any turnover in management or employees in the last year? If so, please provide explanation.** We do not have paid managers. The president and vice president are elected from among sitting Board members at the December meeting of the Board. The current president is in his second year of service. The current vice president is in his first year. The Finance Officer is in her seventh year of service. We do not have employees. Board directors serve their terms in elected office based on calendar provided by County Elections.
11. **Are there any related parties? Please list transactions that occurred between any related parties during the year.** No related parties.
12. **Provide a list of all locations with employees and what the location is used for (office, training, etc.)** No locations, no employees. We used local fire stations when we were meeting face to face, but now meet via Zoom.
13. **List any external factors such as regulatory, economic, political, etc. that affected the entity’s business during fiscal year.** Increased regulations and reporting are burdensome and increase costs for services. Since we are volunteers the additional work required does not represent additional paid hours. Our inability to increase our per parcel road fee means we need to save our funds for multiple years to afford large projects, which is our local political reality.
14. **Describe any significant changes that occurred during the year, if any (changes in rates, changing services provided, marketing changes, etc.).** No significant changes. Because our function is so limited, we do not experience the same economic pressures that other CSDs do.
15. **Do you have any new leases this year that could be potentially considered capital leases (i.e., direct financing leases where structured as a lease instead as a purchase but ownership is likely to transfer to Association when the lease is up)?** No.
16. **Describe any changes the Association is anticipating making in the future, if any. Examples may include business expansion, integrating new technology, changing services provided, marketing**

changes, etc. None anticipated. All technology used to complete the work of the district is privately owned and managed by the director completing the task at hand.

17. **Has the Association complied with all laws, regulations, and the provisions of contracts and grant agreements, etc.?** Yes.