



N.C.S.D

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Board of Directors

DUANE EVANS
JEANN GREEN
NANCY IVES
MIKE MOLL
FRANK SEELIG

General Manager

MICHAEL STAUDENMAYER

MINUTES OF THE FINANCE COMMITTEE MEETING OCTOBER 18, 2011 – 3:00 P.M. NORTHSTAR FIRE DEPARTMENT

Director Jeann Green called the meeting to order at 3:00 P.M. on Tuesday, October 18, 2011. Roll call followed.

DIRECTORS PRESENT: Green, Seelig

STAFF PRESENT: Bowling, Rector, Ryan, Shadowens

OTHERS PRESENT: None

PUBLIC COMMENT

There was no Public Comment.

REVIEW OF THE WARRANT REGISTER

Northstar CSD Fire Chief Mark Shadowens reviewed a new procedure that will be implemented regarding the review of the warrant register. Chief Shadowens stated that all employees who are authorized to sign purchase orders (PO) will be required to attend the finance committee meeting. Chief Shadowens stated that by being present at the finance committee meeting staff can then answer any questions the Board members may have during their review process. If an employee is unable to attend the meeting and a question regarding their PO comes up, the PO will be pulled out and the employee will explain the PO at the regular Board meeting. Controller Lewis will then give a brief overview of the finance committee meeting at the regular Board meeting.

Director Frank Seelig stated that some of the invoices in the Auerbach Engineering PO were from several months ago. Administrative Assistant (AA) Ronnie Rector stated that Auerbach is sometimes behind in their billing due to the sub-contractors billing dates.

Director Seelig stated that NCS D Board members are required to turn in written reports for meetings they attend outside of the NCS D Board meetings if they are expecting to be compensated for their attendance. Chief Shadowens stated that staff will review the District's resolution on file regarding Board members appointed to attend other meetings and the requirements for being compensated for their attendance.

Director Green stated she noticed a \$50 charge for travel in the Nims & Associates PO. AA Rector stated that the travel cost is not included in the District's contract with Nims.

Chief Shadowens asked if there were any questions or concerns the Board members would like to address regarding the warrant register at tomorrow's Board meeting. Both directors stated they had no further questions regarding the warrant register dated 10-12-2011.

Adjournment:

The meeting adjourned at 3:17 P.M.

Respectfully Submitted,



Jeann Green, Board of Directors



James Bowling, Secretary of the Board