



# N.C.S.D

Northstar Community Services District  
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BOARD OF DIRECTORS  
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GENERAL MANAGER  
MICHAEL STAUDENMAYER

**MINUTES OF THE FINANCE COMMITTEE MEETING  
MAY 18, 2010 – 1:00 P.M.  
NORTHSTAR ADMINISTRATION BUILDING**

Director Jeann Green called the meeting to order at 3:10 P.M. on Tuesday, May 18, 2010. The start delay was due to a misunderstanding on Director attendance and as such, Director Green required additional time to review all warrants. Roll call followed.

**DIRECTORS PRESENT:** Green

**STAFF PRESENT:** Lewis, Ryan, Shadowens, Tanner

**OTHERS PRESENT:** None

**PUBLIC COMMENT**

There was no Public Comment.

**REVIEW OF THE WARRANT REGISTER**

Controller Lewis, Administrative Manager Tanner, Fire Chief Shadowens and Utility Operations Manager Ryan answered questions on specific warrants for clarification purposes. Director Green requested that the following steps be taken when compiling the credit card warrants:

1. Keep all receipts and if they are not a full sheet (8 ½ x 11) then tape them to a plain piece of paper.
2. Write an explanation next to the receipts that are not self explanatory. An example: in the case of a restaurants receipt for a lunch meeting, please write the business reason for the meeting, who attended the meeting and any other pertinent information.
3. A staple can be used to clasp an individual's PO and receipts however a binder clip should be used to clasp the whole collection of PO and receipts. This allows the Director to separate each card's purchases during the review which makes it easier to handle.

Directors Green deemed the warrants were in order and ready for approval at the May 19, 2010 Board Meeting.

**Adjournment:**

**The meeting adjourned at 3:25 P.M.**

Respectfully Submitted,

Duane E. Evans, President of the Board

Myra S. Tanner, Secretary of the Board