

SACRAMENTO VALLEY BASINWIDE AIR POLLUTION CONTROL COUNCIL
PROPOSAL FOR SECRETARY-TREASURER SERVICES

Submitted by: Amy Gwinnup
Proposal due date: May 13, 2011

PROPOSAL NARRATIVE

I am the current Secretary-Treasurer for the Sacramento Valley Basinwide Air Pollution Control Council (BCC). I have been serving since July 1, 2007. I intend to continue my current practices for providing services to the BCC as follows:

SECRETARIAL

- Coordinate with the TAC Chair and BCC Chair in setting the agenda for meetings as well as other TAC and BCC members who are delegated to present items. Upon compilation of agenda and supporting documentation I will prepare the agenda packet and distribute to the email list consisting of each member air district and other interested parties. Each district will post the agenda within 72 hours of the meeting date and time in order to comply with the Ralph M. Brown Act.
- I will travel to the meeting locations, attend the meeting, and take minutes for the meeting. I will take direction on any matters requiring attention, preparation, and/or follow-up.
- Coordinate conference calling locations and call in use with CAPCOA Executive Director.
- Coordinate with TAC members to verify BCC Quorums.
- I will prepare minutes from meetings and distribute with the following month's agenda packet.
- I will monitor the BCC's email account on a daily basis for any inquiries, requests for records or information, and direction from the TAC and BCC Chair. I will promptly respond to any such requests or forward them to the appropriate party.
- I will maintain a home office with working computer equipment and a cell phone with email capabilities allowing any TAC/BCC or member of the public access to me at any time.
- I will maintain the roster of members of the TAC and BCC and will update it annually upon notification of changes from member districts. The roster will include contact information for each member.
- I will coordinate the FPPC filings with members annually by April 1. I will provide notice to members in accordance with filing officer duties. I will forward statements to the FPPC promptly after being received from members. I will coordinate biennial review of the Conflict of Interest Code with the TAC and BCC Chair. Submit revisions or biennial notice to the FPPC.

- Update policies and/or procedures for the BCC upon direction.
- Any other miscellaneous research or direction relating to administrative support for the BCC.
- Software utilized will be Microsoft Word and Excel.

TREASURER

- Prepare monthly fund transaction report and a revenue and expenditure report in relation to budgeted amounts. These reports will be submitted to the TAC on a monthly basis and the BCC at each of their meetings.
- Evaluate invoices for payment in accordance with budget and prepare for approval of payment at the monthly TAC meetings. Upon approval I will issue checks for payment.
- Reconcile bank accounts on a monthly basis.
- Coordinate audit of records and upon completion submit final records to the records custodian for retention.
- Prepare annual budget in coordination with the TAC.
- Bill districts annually for their assessment.
- Deposit payments into the bank account.
- Any other miscellaneous task relative to accounting for the TAC/BCC.
- Software utilized will be Microsoft Excel and QuickBooks.

All work will be completed from my home office:

Amy Gwinnup
P.O. Box 561
83 S. San Francisco Street
Maxwell, CA 95955
530-312-9377
amygwinnup@gmail.com

PROPOSAL BUDGET

Billing rate for my services will be an annual cost of \$12,000 per fiscal year billed on a monthly basis. This cost includes all travel, mileage, media, and general office expense relative to Secretarial and Treasurer Services.

Any other expenses not specifically outlined above will be submitted to the TAC via invoice for approval. Other special expenses may include but are not limited to refreshments for meetings, special travel outside of the normal meetings and general business conduct, postage for parcels or special mailings, public records request copying/postage.

SEE ATTACHED RESUME AND REFERENCES

AMY GWINNUP

OBJECTIVE

Utilize my skills and training in a professional yet challenging and rewarding position.

EXPERIENCE

04/2009 – current Administrative Secretary/Commission Secretary

Colusa County Department of Public Works

- Provide professional support for the Department of Public Works including the Road Department, County Surveyor, County Solid Waste, Colusa County Transit Agency, Colusa County Transportation Commission, and two County Service Areas.
- Prepared correspondence, deal with the public, prepare and process contracts, prepare business for the Colusa County Board of Supervisors, worked collaboratively with county departments to complete public projects, including capital improvement projects with state and federal funding.
- Fiscal duties include daily department deposits, Accounts payable and receivable, receipts for billings and the public, processing purchase orders and requisitions. Order supplies, maintain fixed asset sheets, annual inventory of fixed assets, manage Pipeline Franchises/Franchise Fees and Road Damage Agreements for companies issues project related Use Permits.

7/2007 – current Self Employed-Secretary/Treasurer

Sacramento Valley Basinwide Air Pollution Control Council (BCC)

- I have a professional services contract with the Sacramento Valley Basinwide Air Pollution Control Council to provide them all fiscal and administrative support for their Board.
- I manage and prepare their annual budget, accounts receivables, accounts payable, reconcile accounts. I prepare, review, and maintain fiscal records/reports, provide detail statements to governing board, complete minutes and agendas, analyze financial data in relation to budget, attend meetings, handle official state filings and other state requirements. Monitor expenditures and report impacts to governing board. Prepare year end close out of financials. Work with auditors to complete the annual audit of accounting records.
- I coordinate contact between the TAC members and Council. Coordinate and verify meeting quorums and notify of meeting cancellations in accordance with the Ralph M. Brown Act. Prepare correspondence, work with staff to ensure proper completion of day to day operations. Perform additional duties as needed and directed.

6/2005 – 6/2007

After the birth of my third child I took a break from my professional career to spend more time with my children. I opened my own child care business in June of 2005 and continued to operate that business until June of 2007. I owned and operated this business, did all of the bookkeeping and accounting for my business as well as maintained good standing with my State Licence. I also prepared grant applications for special funding for education for my program. The opportunity to work with the BCC under contract presented itself and was the perfect way to ease back into my chosen field at a part time level.

11/2000–2/2005 County of Colusa – Clerk-Recorder Colusa, CA

Clerk of the Board of Supervisors

- Completed duties as Clerk of the Board of Supervisors including minutes, agendas, financials, worked with the public, attended meetings, worked with Department Heads of County Departments, etc.. I was under direction of the County Clerk but worked independently with the entire Board of Supervisors taking daily direction from the Board Chair. Attended closed session meetings, kept closed session records for litigation, personnel matters, hearings, etc. I was a

confidential employee.

- Created, analyzed, and kept expenditures within a budget. Monitored expenditures and prepared claims for payment. Prepared correspondence, memorandum, and written communications to the Board of Supervisors, the County Clerk, County Counsel, and other various Departments.
- Responsible for streamlining various office tasks, publishing minutes and agendas on our website, increasing technological advances within our office. Technologically savvy. Experience in grant writing and seeking alternate sources of funding.
- Conducted staff training as well as county wide training on board policies and procedures. Participated in budget hearings and coordinated with county wide staff to organize budget processes.
- Coordinated and attended county management retreats and other special events for the Board of Supervisors.
- Worked on elections including election preparation and on election night. I conducted outreach to polling places and ballot counting. Processed absentees.
- Filing Officer for FPPC Filings for all Colusa County employees. Worked with County Clerk and County Counsel to update Colusa County's Conflict of Interest Code.
- Clerk for the Indian Gaming Local Community Benefit Committee including initial establishment of processes for the committee, including grant application forms and other policies and procedures.

EDUCATION

Yuba Community College

Marysville, CA

- Associate Degree – General Studies and Business.

Numerous Trainings through the American Management Association and Padgett Thompson in the following: Business writing, Supervisory Training, Management/Leadership courses, Dealing with Personnel and Personnel issues. Numerous trainings through CACEO and CCBSA during my membership.

ORGANIZATIONS

Former member of the California Association of Clerks and Election Officials (CACEO), California Clerks of the Board of Supervisors Association (CCBSA), County Clerk representative on the Colusa County Policy Committee, and former Board Member and Secretary-Treasurer for the Maxwell Parks and Recreation District. Current President, Colusa County Employees Association (CCEA).

REFERENCES

Don Nottoli, Sacramento County Supervisor. (916) 216-1374

Yolanda Tirado, Chief Board Clerk, County of Colusa. (530) 458-0508

Peggy Scroggins, Auditor-Controller, County of Colusa. (530) 450-0400

May 9, 2011

TO:

Sacramento Valley Air Basin Control Council

Council members:

I have observed and worked with Amy Gwinnup for several years.

After she was contracted to perform the services of Secretary and Treasurer for the Council she quickly learned the unique terminology of the air quality programs. She understands the organizational structure of the air quality agencies and knows the policies and by-laws.

She has demonstrated a good working relationship with both Technical Advisory Committee and Basin Control Council members. Her preparation for meetings and willingness to accept additional tasks is commendable. The work products she develops are prompt and organized.

Amy is a competent and conscientious person who conducts her work in a professional manner. She is an asset to the Council and the air quality efforts of the Sacramento Valley Air Basin.

Les Fife



568 Manzanita Ave., Suite 2, Chico, CA 95926 •Tel: 530.342.1700 •Fax: 530.342.0093

May 9, 2011

Amy Gwinnup
Sacramento Valley Basinwide APCC
P. O. Box 561
Maxwell, CA 95955

To Whom It May Concern:

I have had the opportunity to work with Amy with regards to matters concerning the Sacramento Valley Basinwide Air Pollution Control Council over the last couple of years. I have always found Amy easy to work with, polite, and responsive. Amy has always been professional and has been very good at communicating items of interest when working with Western Weather Group.

Sincerely,

A handwritten signature in black ink that reads "Don Schukraft". The signature is written in a cursive, flowing style.

Don Schukraft
Certified Consulting Meteorologist / CEO
Western Weather Group