

93
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OCT - 7 2024

JULIE RUSTAMANTE
LASSEN COUNTY CLERK

By M, Deputy

2024 Local Agency Biennial Notice

Name of Agency: Long Valley Charter School

Mailing Address: PO Box 7, Doyle, CA 96109

Contact Person: Katie Campbell Phone No. 530-827-3986

Email: kcampbell@longvalleycs.org Alternate Email: _____

Accurate disclosure is essential to monitor whether officials have conflicts of interest and to help ensure public trust in government. The biennial review examines current programs to ensure that the agency's code includes disclosure by those agency officials who make or participate in making governmental decisions.

This agency has reviewed its conflict of interest code and has determined that (check one BOX):

An amendment is required. The following amendments are necessary:

(Check all that apply.)

- Include new positions
- Revise disclosure categories
- Revise the titles of existing positions
- Delete titles of positions that have been abolished and/or positions that no longer make or participate in making governmental decisions
- Other (describe) _____

The code is currently under review by the code reviewing body.

No amendment is required. (If your code is over five years old, amendments may be necessary.)

Verification (to be completed if no amendment is required)

This agency's code accurately designates all positions that make or participate in the making of governmental decisions. The disclosure assigned to those positions accurately requires that all investments, business positions, interests in real property, and sources of income that may foreseeably be affected materially by the decisions made by those holding designated positions are reported. The code includes all other provisions required by Government Code Section 87302.

Signature of Chief Executive Officer

Date

All agencies must complete and return this notice regardless of how recently your code was approved or amended. Please return this notice no later than **October 1, 2024**, or by the date specified by your agency, if earlier, to:

(PLACE RETURN ADDRESS OF CODE REVIEWING BODY HERE)

PLEASE DO NOT RETURN THIS FORM TO THE FPPC.

Conflict of Interest Code Policy 7003
Adopted by Long Valley Charter School

I. ADOPTION

In compliance with the Political Reform Act of 1974, California Government Code Section 87100, *et seq.*, the Long Valley Charter School hereby adopts this Conflict of Interest Code (“Code”), which shall apply to all governing board members and all other designated employees of Long Valley Charter School (“Charter School”), as specifically required by California Government Code Section 87300.

II. DEFINITION OF TERMS

As applicable to a California public charter school, the definitions contained in the Political Reform Act of 1974, the regulations of the Fair Political Practices Commission, specifically California Code of Regulations Section 18730, and any amendments or modifications to the Act and regulations are incorporated by reference to this Code.

III. DESIGNATED EMPLOYEES

Employees of this Charter School, including governing board members, who hold positions that involve the making or participation in the making, of decisions that may foreseeably have a material effect on any financial interest, shall be “designated employees.” The designated positions are listed in “Exhibit A” attached to this policy and incorporated by reference herein.

IV. STATEMENT OF ECONOMIC INTERESTS: FILING

Each designated employee, including governing board members, shall file a Statement of Economic Interest (“Statement”) at the time and manner prescribed by California Code of Regulations, title 2, section 18730, disclosing reportable investments, interests in real property, business positions, and income required to be reported under the category or categories to which the employee’s position is assigned in “Exhibit A.”

An investment, interest in real property or income shall be reportable, if the business entity in which the investment is held, the interest in real property, the business position, or source of income may foreseeably be affected materially by a decision made or participated in by the designated employee by virtue of his or her position. The specific disclosure responsibilities assigned to each position are set forth in “Exhibit B.”

Statements Filed With the Charter School. All Statements shall be supplied by the Charter School. All Statements shall be filed with the Charter School. The Charter School’s filing official shall make and retain a copy of the Statement and forward the original to the County Board of Supervisors.

V. DISQUALIFICATION

No designated employee shall make, participate in making, or try to use his/her official position to influence any Charter School decision which he/she knows or has reason to know will have a reasonably foreseeable material financial effect, distinguishable from its effect on the public generally, on the official or a member of his or her immediate family.

VI. MANNER OF DISQUALIFICATION

A. Non-Governing Board Member Designated Employees

When a non-Governing Board member designated employee determines that he/she should not make a decision because of a disqualifying interest, he/she should submit a written disclosure of the disqualifying interest to his/her immediate supervisor. The supervisor shall immediately reassign the matter to another employee and shall forward the disclosure notice to the Charter School Executive Director, who shall record the employee's disqualification. In the case of a designated employee who is head of an agency, this determination and disclosure shall be made in writing to his/her appointing authority.

B. Governing Board Member Designated Employees

The Corporation shall not enter into a contract or transaction in which a director directly or indirectly has a material financial interest (nor shall the Corporation enter into any contract or transaction with any other corporation, firm, association, or other entity in which one or more of the Corporation's directors are directors and have a material financial interest).

EXHIBIT A-Designated Positions

<u>Designated Position</u>	<u>Assigned Disclosure Category</u>
Members of the Governing Board	1, 2
President	1, 2
Clerk (Secretary/Treasurer)	1, 2
Vice President	1, 2
Executive Director	1, 2
Director	2
Assistant Director	2
Principals	2
Assistant Principals	2
Consultants/New Positions	*

*Consultants/New Positions shall be included in the list of designated positions and shall disclose pursuant to the broadest disclosure category in the code, subject to the following limitation:

The Charter School Director may determine in writing that a particular consultant or new position, although a "designated position," is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with the disclosure requirements in this section. Such written determination shall include a description of the consultant's or new position's duties and, based upon that description, a statement of the extent of disclosure requirements. The Charter School Director's determination is a public record and shall be retained for public inspection in the same manner and location as this conflict of interest code (Government Code § 81008).

EXHIBIT B-Disclosure Categories

Category 1

Designated positions assigned to this category must report:

- a. Interests in real property located in whole or in part within two (2) miles of any facility utilized by Long Valley Charter School, including any leasehold, beneficial or ownership interest or option to acquire such interest in real property.
- b. Investments and business positions in business entities, or sources of income (including receipt of gifts, loans, and travel payments) that engage in the purchase or sale of real property or are engaged in building construction or design.

Category 2

Designated positions assigned to this category must report:

Investments and business positions in business entities or sources of income (including receipt of gifts, loans, and travel payments) from sources that are contractors engaged in the performance of work or services, or sources that manufacture or sell supplies, instructional materials, machinery or equipment of the type to be utilized by Long Valley Charter School.

Category 3

Designated positions assigned to this category must report:

Investments and business positions in business entities or sources of income (including receipt of gifts, loans, and travel payments) from sources that are contractors engaged in the performance of work or services, or sources that manufacture or sell supplies, instructional materials, machinery or equipment of the type to be utilized by the designated position's department.

FILED

OCT 11 2024

JULIE BUSTAMANTE
LASSEN COUNTY CLERK

By [Signature], Deputy

2024 Local Agency Biennial Notice

Name of Agency: Clear Creek Community Services District

Mailing Address: PO Box 833 Westwood CA 96137

Contact Person: Nancy Presser Phone No. 530-256-3096

Email: cccsdwater@frontiernet.net Alternate Email: cccsdwater@gmail.com

Accurate disclosure is essential to monitor whether officials have conflicts of interest and to help ensure public trust in government. The biennial review examines current programs to ensure that the agency's code includes disclosure by those agency officials who make or participate in making governmental decisions.

This agency has reviewed its conflict of interest code and has determined that (check one BOX):

An amendment is required. The following amendments are necessary:

(Check all that apply.)

- Include new positions
- Revise disclosure categories
- Revise the titles of existing positions
- Delete titles of positions that have been abolished and/or positions that no longer make or participate in making governmental decisions
- Other (describe) _____

The code is currently under review by the code reviewing body.

No amendment is required. (If your code is over five years old, amendments may be necessary.)

Verification (to be completed if no amendment is required)

This agency's code accurately designates all positions that make or participate in the making of governmental decisions. The disclosure assigned to those positions accurately requires that all investments, business positions, interests in real property, and sources of income that may foreseeably be affected materially by the decisions made by those holding designated positions are reported. The code includes all other provisions required by Government Code Section 87302.

[Signature]
Signature of Chief Executive Officer

10/10/2024

Date

All agencies must complete and return this notice regardless of how recently your code was approved or amended. Please return this notice no later than October 1, 2024, or by the date specified by your agency, if earlier, to:

(PLACE RETURN ADDRESS OF CODE REVIEWING BODY HERE)

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RESOLUTION NO 2024-04

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE CLEAR CREEK COMMUNITY SERVICES DISTRICT AMENDING THE DISTRICT'S CONFLICT OF INTEREST CODE PURSUANT TO THE POLITICAL REFORM ACT OF 1974

WHEREAS, the Legislature of the State of California has enacted the Political Reform Act of 1974, Government Code Section 81000 et. Seq. (Act), which requires all public agencies, including but not limited to the Clear Creek Community Services District (District) to adopt and keep updated a conflict of interest code; and

WHEREAS, the District has a Conflict of Interest code which is reviewed on a biennial basis and was last passed, approved, and adopted on September 6, 2016 and now requires updating; and

WHEREAS, the regulations implementing the Act provide that the District may adopt the terms of 2 Cal. Code of Regulations Section 18730 in order to adopt a conflict of interest code which will be self-updating as the regulations are updated; and

WHEREAS, at the same time as the District adopts Section 18730, the District must also update and adopt a designation of employees covered by the conflict of interest code and the disclosure categories for each employee as set out in Appendix A to this Policy adopting Section 18730 by reference; and

WHEREAS, such designation and disclosures for each designated employee and Consultant are set out in the appendix A to this Policy; and

WHEREAS, the designated employees shall file forms with the District's Board Secretary, who shall maintain the files for public viewing; and

WHEREAS, the potential penalties for violation of the provisions of the Act are substantial and may include criminal and civil liability, as well as equitable relief which could result in the District being restrained or prevented from acting in cases where the provisions of the Act may have been violated.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Clear Creek Community Services District does hereby amend and adopt the Conflict of Interest Code as presented.

BE IT FURTHER RESOLVED that the said amended Conflict of Interest Code shall become effective immediately and that the Board Secretary shall provide a copy of such Code to the Lassen County Clerk of the Board of Supervisors, the code reviewing body. This Resolution shall take effect upon its adoption.

CLEAR CREEK COMMUNITY SERVICES DISTRICT

CONFLICT-OF-INTEREST CODE

The Political Reform Act (Government Code Section 81000, et seq.) requires state and local government agencies to adopt and promulgate conflict-of-interest codes. The Fair Political Practices Commission has adopted a regulation (2 California Code of Regulations Section 18730) that contains the terms of a standard conflict-of-interest code, which can be incorporated by reference in an agency's code. After public notice and hearing, the standard code may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act. Therefore, the terms of 2 California Code of Regulations Section 18730 and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference. This regulation and the attached Appendices, designating positions and establishing disclosure categories, shall constitute the conflict-of-interest code of the Clear Creek Community Services District.

**CONFLICT-OF-INTEREST CODE
APPENDIX A
DESIGNATED POSITIONS**

<u>Designated Positions</u>	<u>Disclosure Category</u>
Members of the Board of Directors	1, 2
General Manager	1, 2
Consultants	*

*Consultants shall be included in the list of designated positions and shall disclose pursuant to the broadest disclosure category in the code subject to the following limitation:

The General Manager may determine in writing that a particular consultant, although a "designated position," is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with the disclosure requirements in this section. Such written determination shall include a description of the consultant's duties and, based upon that description, a statement of the extent of disclosure requirements. The General Manager's determination is a public record and shall be retained for public inspection in the same manner and location as this conflict-of-interest code (Gov. Code Section 81008).

**CONFLICT-OF-INTEREST CODE
APPENDIX B
DISCLOSURE CATEGORIES**

Disclosure Category 1

Designated positions assigned to this category shall report:

Interests in real property located within or not more than two miles outside the boundaries of the jurisdiction or within two miles of any land owned or used by the District.

Disclosure Category 2

Designated positions assigned to this category shall report:

Investments and business positions in business entities, and sources of income, including loans, gifts, and travel payments, from sources of the type that provide services, supplies, materials, machinery, or equipment to the District. Such sources include but are not limited to architects, engineering and construction firms.

THE FOREGOING RESOLUTION was introduced at a regular meeting of the Board of Directors held on the 6th day of June, 2024, and was passed by the following vote:

AYES: 4
NOES: 0
ABSTENTIONS: 0
ABSENT: 1



Roderick Twain, Chair

ATTEST: Nicolette Moroney
Nicolette Moroney, Board Secretary

CERTIFICATE OF SECRETARY

I, Nicolette Moroney, the duly appointed and acting Secretary of the Board of Directors of the Clear Creek Community Services District, do hereby declare that the foregoing Resolution was duly passed and adopted at a regular meeting of the Board of Directors of the Clear Creek Community Services District, duly called and held on June 6, 2024.

DATED: June 6, 2024

CLEAR CREEK COMMUNITY SERVICES DISTRICT
REGULAR MEETING MINUTES
JUNE 6, 2024 6:00 P.M.

Rod Twain called the regular meeting to order at 6:02 pm

Roll call: Rod Twain, Julie Raymond, Jim Christopherson & Cathy Hunter present, Nancy Presser absent.

Pledge of Allegiance led by Rod Twain

Others present: Nicolette Moroney Sec/Treas, Ross Kassebaum Fire Chief & Steve Sader Water Maint/Dist Operator, Mike & Joe Jimenez residents.

APPROVAL OF AGENDA:

Motion to approve the agenda was made by Cathy Hunter, seconded by Rod Twain, all in favor, motion carried.

BUSINESS FROM THE FLOOR: None

APPROVAL OF REGULAR MEETING MINUTES:

Motion to approve the regular minutes of May 2, 2024 was made by Cathy Hunter, seconded by Julie Raymond, all in favor, motion carried.

MOTION TO PAY INVOICES AND PAYROLL:

Motion to approve May 2024 invoices & June 2024 payroll was made by Cathy Hunter, seconded by Julie Raymond, all in favor, motion carried.

DELINQUENTS: 5

FINANCIAL REPORT:

Fire Department April 30, 2024 balance \$12,892.86 (May 2024 deposits \$0) (May 2024 expenditures \$2,486.15) May 31, 2024 balance \$10,406.71

Water Department April 30, 2024 balance \$131,045.91 (May 2024 deposits \$16,047.57) (May 2024 expenditures \$6,278.14) May 31, 2024 balance \$140,815.34

Plumas Bank savings acct \$ 48,794.97 and checking acct \$5,690.34

Reviewed & motion to approve financials was made by Cathy Hunter, seconded by Jim Christopherson, all in favor, motion carried.

WATER DEPARTMENT REPORT:

Steve Sader reported water usage for the month of May was 1,677,780 gallons down from last year of 1,718,000, spring height is 24". Had a couple of 811 digs, power outage due to a pole replacement. Working with Pace Engineering on tracing the pipe line, and placed poles where the pipe is, they have it as 320 ft. closed to 430 ft. of pipe to be replaced. Never did find the pipe, dug down to 8 ft. Generator took 3 gallons of fuel, continuing to clean out water boxes for the lead and copper rule due in October.

FIRE DEPARTMENT REPORT:

Chief Kassebaum would like to say we didn't have any calls for May but we were not paged out for a fire in Westwood over this last weekend. We had two drill days. Nicki and I went to Reno for a grant writing meeting. Brought in the new supporter t-shirts, thank you Eileen Sader for designing them. The new "we need volunteer firefighter's" banner is up.

INFORMATION / DISCUSSION ITEMS:


1. Water System Improvements Project update – Design work continues, in conformance with the Tech Memo scope. Pace has performed a drone survey of the project areas. Tom w/Pace noted that consideration is being given whether to slip line a 300' segment of line, open cut, or other method of pipeline rehabilitation. Tom is also addressing the tank site, hazardous waste management issues and pumphouse demolition. Steven Wilson with Pace has scheduled with a hazardous material consultant to meet at the Clear Creek firehouse on Friday 6/14 at 10:30 am. Working with Calfire on placement of a fire hydrant up near the tank site per SPI's request.
2. 9th Annual Green Waste Event is going on now through Saturday, June 8, 2024.

ACTION ITEMS:

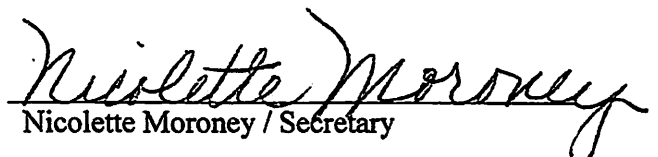
1. Cathy Hunter made a motion to approve the preliminary 2024-2025 Water & Fire Budgets & set a date for public input on those budgets, set for July 2, 2024, seconded by Rod Twain, all in favor, motion carried.
2. Cathy Hunter made a motion to approve the current 2023-2024 appropriation transfers to balance the current budgets, seconded by Rod Twain, all in favor, motion carried.
3. After a lot of discussion on the Special Tax, Cathy Hunter made a motion to move forward with option "C" which is a base rate increase of \$50.00 and up to a 3% annual increase, seconded by Rod Twain, Jim Christopher in favor, Julie Raymond not in favor, motion carried.
4. Rod Twain made a motion to move the date of the next monthly board meeting because it fell on the 4th of July to Tuesday, July 2, 2024 same time 6 pm, seconded by Jim Christopherson, all in favor, motion carried.
5. Rod Twain made a motion to take the best offer in two weeks for the 1982 Ford firetruck that means NO RESERVE, seconded by Jim Christopherson, all in favor, motion carried.
6. Cathy Hunter made a motion to approve the amended Resolution 2024-04 Conflict of Interest Code, seconded by Rod Twain, all in favor, motion carried.
7. Cathy Hunter made a motion to approve the new Workplace Violence Prevention Plan and Resolution 2024-05, seconded by Rod Twain, all in favor motion carried.

MATTERS INITIATED BY THE BOARD: Cathy Hunter attended the local chapter of the CSDA, good training. She will be attending the LAFCO meeting and will possibly attend this one again. We need to schedule some town hall meetings to educate the community regarding the special tax increase.

The regular meeting of June 6, 2024 was adjourned at 7:29 pm. The next regular scheduled monthly Board meeting will be Tuesday, July 2, 2024 at 6:00 pm at the Firehouse downstairs.



Rod Twain / Chair



Nicolette Moroney / Secretary

FILED

OCT 23 2024

JULIE BUSTAMANTE
LASSEN COUNTY CLERK

2024 Local Agency Biennial Notice

Name of Agency: Spalding Community Services District By [Signature], Deputy

Mailing Address: 502-907 Mahogany Way, Susanville, CA 96130

Contact Person: Vince Rogers, Gen. Mgr. Phone No. 530-825-3258

Email: generalmanager@spaldingcsd.org Alternate Email: office2@spaldingcsd.org

Accurate disclosure is essential to monitor whether officials have conflicts of interest and to help ensure public trust in government. The biennial review examines current programs to ensure that the agency's code includes disclosure by those agency officials who make or participate in making governmental decisions.

This agency has reviewed its conflict of interest code and has determined that (check one BOX):

An amendment is required. The following amendments are necessary:

(Check all that apply.)

- Include new positions
- Revise disclosure categories
- Revise the titles of existing positions
- Delete titles of positions that have been abolished and/or positions that no longer make or participate in making governmental decisions
- Other (describe) update for latest applicable state/local laws

The code is currently under review by the code reviewing body.

No amendment is required. (If your code is over five years old, amendments may be necessary.)

Verification (to be completed if no amendment is required)

This agency's code accurately designates all positions that make or participate in the making of governmental decisions. The disclosure assigned to those positions accurately requires that all investments, business positions, interests in real property, and sources of income that may foreseeably be affected materially by the decisions made by those holding designated positions are reported. The code includes all other provisions required by Government Code Section 87302.

Signature of Chief Executive Officer

Date

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(PLACE RETURN ADDRESS OF CODE REVIEWING BODY HERE)

Lassen County Clerk's Office Attn: Michele Yoderraga

PLEASE DO NOT RETURN THIS FORM TO THE FPPC.

SPALDING COMMUNITY SERVICES DISTRICT

POLICY HANDBOOK

POLICY TITLE: Job Description – Administrative Assistant
POLICY NUMBER: 2903

2903.1 General Job Description

Under the direction of the General Manager or Department Manager and with a minimum of supervision, provides administrative, technical and secretarial support, and assists General Manager.

Provides assistance to the General Manager.

- (a) Serves as the primary District contact to the public to receive, route, process and follow up citizen inquiries, assisting to ensure the District provides complaint resolution and information in a timely manner.
- (b) Relieves General Manager and other staff from handling routine questions and requests for service
- (c) Performs technical and clerical functions such as maintaining the department's database programs, spreadsheets, and producing correspondence; provides administrative support for meetings as assigned, including scheduling meetings and preparing minutes.
- (d) Utilizes social media, District website, and/or other programs and media to effectively communicate information to the intended audience.
- (f) Assists the General Manager in preparing and monitoring the department's annual operating budget.
- (g) Creates, tracks and maintains work orders and purchase orders for the District.
- (h) Assists in the maintenance of District's cost tracking.
- (i) Assists in preparing grant applications and reviewing progress toward grant requirements.
- (j) Assist with capital project coordination including bidding, contracting, documentation, project inspection scheduling, submittal review tracking, meeting schedules, meeting notes and document collection.

(k) Maintains the On Call Services Roster, including advertising for participants, registering, reviewing, renewing applicants; assists in managing the proposal process; and assists with recommending award of contracts.

(l) Under general supervision, reviews and issues permits, contracts and can sign District documents as the General Manager's designate.

(m) Works with office staff in the maintenance of District records and preparing documentation in response to requests for public records.

(n) Assists with planning and execution of community events involving the District's facilities.

(o) Records and develops summary Board of Directors meeting minutes in accordance with California Gov. Codes.

(p) Can act as Secretary of the Board in the absence of the General Manager.

(q) Performs intermediate level accounting tasks as needed.

2903.2 Peripheral Duties

(a) Purchases and maintains an inventory of supplies and materials for the District.

(b) Engages as directed in employment development for Best Management Practices and Efficient Management Programs aimed at efficient Wastewater Systems Management.

(c) Performs other related duties as assigned.

Prerequisite Qualifications

2903.2.1 High school diploma or general education degree (GED) and two to four years of administrative experience or training.

2903.2.2 Intermediate working knowledge of Microsoft Office or applicable applications.

2903.2.3 Valid California driver license and satisfactory driving record.

2903.3 Desirable Qualifications.

2903.3.1 Knowledge of:

(a) Municipal government policies, procedures, and structure; applicable local, state and federal laws, codes, regulations and ordinances.

- (b) Basic principles, practices, and procedures of municipal and governmental budgeting, accounting and purchasing including preparation, monitoring, transferring, and reporting.
- (c) Basic Special District functions.
- (d) Basic research methods.
- (d) Municipal organization, operations, policies and objectives'
- (e) Detailed record-keeping techniques.
- (f) Applicable federal, state and local laws, codes, regulations, policies and procedures related to areas of assignments.
- (g) Effective oral and written communication principles and practices.
- (h) Project management techniques and principles.
- (i) Research methods and report preparation and presentation.
- (j) Modern office procedures, methods, and equipment including computers and computer applications such as: word processing, spreadsheets, and statistical databases.

2903.3.2 Understanding of basic math and elementary accounting principles.

2903.3.3 Knowledge of modern office methods, practices and equipment.

2903.3.4 Ability to manage time independently and prioritize projects in order to meet established deadlines.

2.07.040 AGREEMENTS FOR SERVICES OR OFFICIALS.

Nothing in this Article shall be construed as limiting the power or District of the District Board to enter into any agreement with any legally existing entity to provide the services of any or all of the officers described in this Article as provided in the District and this Article.

Article 2.08 CONFLICT OF INTEREST CODE.

2.08.010 PURPOSE AND EFFECT.

The terms of Title 2, Division 6 of the California Code of Regulations (Section 18730, et seq.), and any amendments thereto that may be adopted by the Fair Political Practices Commission, are hereby incorporated by reference and, along with the following sections in which officials and employees are designated and disclosure categories are set forth, constitute the conflict of interest code for the District. This Article constitutes the "Appendix" to Title 2, Division 6 of the California Code of Regulations section 18730, et seq.

2.08.020 DESIGNATED POSITIONS; DISCLOSURE CATEGORIES.

a. Designated positions are set forth below in this section. Each employee filling a designated position, and any employee filling a designated position on a temporary or acting basis for more than thirty consecutive calendar days, shall disclose all of the information set forth in all disclosure Categories A through H on such form as the Fair Political Practices Commission may designate:

1. Board Members
2. General Manager
3. Fire Chief
4. District Counsel
5. District Engineer

b. Each consultant, as defined in 2 California Code of Regulations Section 18700, shall disclose all of the information set forth in all disclosure categories A through H on such form as the Fair Political Practices Commission may designate. The General Manager may determine in writing that a particular consultant, although a "designated position," is hired to perform a range of duties that are limited in scope and thus are not required to fully comply with the disclosure requirements of this section. Such written determination shall include a description of the consultant's duties and, based upon that description, a statement of the extent of

disclosure requirements. The determination of the General Manager is a public record and shall be retained for public inspection in the same manner and location as this conflict of interest code.

2.08.030 PLACE AND TIME OF FILING.

- a. All officials and employees filling designated positions shall file statements of financial interest with the General Manager who shall receive such statements on behalf of the District Board. Unless otherwise required by state law, all statements of financial interest shall be deemed timely filed only when received by the General Manager on or before the following deadlines:
1. Annual statements shall be filed on or before April 1 of each calendar year. Such statements shall cover the period of the preceding calendar year or from the date of filing such statement as otherwise required by this Code.
 2. Initial statements shall be filed within thirty days after assuming office disclosing interests held on the date of assuming office.
 3. Leaving office statements shall be filed within thirty days of leaving office. Such statements shall cover the period between the closing date of the last statement required to be filed and the date of leaving office.

2.08.040 CONFLICT WITH OTHER LAWS.

Nothing contained herein is intended to modify or abridge the provisions of the Political Reform Act of 1974 (Government Code Section 81000, et. Seq.). The provisions of this Code are in addition to Government Code Section 87100 and other laws pertaining to conflicts of interest, including, but not limited to, Government Code Section 1090, et seq.

2.08.050 MEMBERS FROM OTHER ENTITIES OR AGENCIES.

A member or officer who has filed a valid Conflict of Interest disclosure with another agency of government is not required to file with the District under this section.

Spalding Community Service District

POLICY HANDBOOK

POLICY TITLE: Conflict of Interest
POLICY NUMBER: 1020

1020.1 The Political Reform Act, Government Code §81000, et seq., requires state and local government agencies to adopt and promulgate conflict-of-interest codes. The Fair Political Practices Commission has adopted a regulation (2 Cal. Code of Regs. §18730) which contains the terms of a standard conflict of interest code. It can be incorporated by reference and may be amended by the Fair Political Practices Commission after public notice and hearings to conform to amendments in the Political Reform Act. Therefore, the terms of 2 Cal. Code of Regs. §18730 and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference and, along with the attached Appendix A in which members of the Board of Directors and employees are designated, and in which disclosure categories are set forth, constitute the conflict of interest code of the District.

1020.2 Designated employees shall file statements of economic interests with the Clerk of the County of Lassen County.

SPALDING COMMUNITY SERVICES DISTRICT

POLICY HANDBOOK

POLICY TITLE: Job Description – General Manager
POLICY NUMBER: 2950
GOVERNMENT CODES: 61002(f), 61051(a,b,c,d)

2950.1 Description. The General Manager is an "at will" employee and shall execute the daily operations of the District and works under the direction and pleasure of the Board of Directors. The General Manager administers the District and has exclusive management and control of the operations and works of the District, subject to approval of the Board of Directors, and provides day-to-day leadership for the District. The General Manager has general charge, responsibility and control over all property of the District.

2950.1.1 The General Manager attends all meetings of the District's Board of Directors and other such meetings as the Board of Directors specifies.

2950.1.2 The General Manager employs such assistants, other employees and volunteers who have signed disclosure agreements deemed necessary for the proper administration of the district and, the proper operation of the works of the District, in accordance with Policy# 2330 "Compensation," subject to approval by the Board of Directors and the Budget of the District. The General Manager delegates, has authority over and directs all employees including terminating for cause. The General Manager's goal will be to provide a positive work environment for District employees.

2950.1.3 The General Manager maintains cordial relations with all persons entitled to the services of the District, and attempts to resolve all public and employee complaints. The General Manager shall encourage citizen participation in the affairs of the District.

2950.1.4 The General Manager seeks to carry into effect the expressed policies of the Board of Directors, including facilitating the strategic planning for the district, as well as constructive and harmonious relations with the Board of Directors. The General Manager shall communicate the goals and objectives of the Board Of Directors to the community.

2950.1.5 The General Manger shall prepare and manage the District budget, manage employees, conduct studies, coordinate with other agencies when necessary and make oral and written presentations.

2950.1.6 The General Manager shall review and implement policies adopted by the Board of Directors and make appropriate recommendations to the Board of Directors.

2950.1.7 Perform the annual evaluation of employees.

2950.1.8 Keep the Board of Directors informed of potential significant sources of funds and/or grants that may be available to implement present or contemplated District Programs.

2950.1.9 Prepare, submit and manage the monthly financial reports as well as the annual budget and any revisions that arises to the Board of Directors.

2950.1.10 Keep current and maintain professional knowledge and abilities including education, certification and qualifications for themselves and the staff.

2950.1.11 Establish and maintain positive public relations and cooperative relationships with the community, District employees, other agency personnel and the Board of Directors.

2950..1.12 Review all District operations. Define District goals and objectives for Board of Director review.

2950.1.13 Act as custodian of District property and resources. Maintain a monthly Inventory list as well as maintenance reports of District Property and resources. An Annual updated inventory list will be provided to the Board of Directors.

2950.1.14 Serve as a representative of the Board of Directors of the District with respect to employer/employee matters as requested by the Board of Directors.

2950.1.15 Perform all duties as the Secretary of the Board.

2950.2 Qualifications: Any skill set that provides the ability to perform the duties of this position including education and a minimum of 5 years' experience in Government Service or private industry in management or a supervisory position. Possess a valid California Driver's license. (I researched this and a person is required to have a Calif Driver's license within 10 days of accepting a job in Calif.). Bachelors degree in Public or Business Administration or related field is desired.

2950.3 Essential Job Duties:

2950.3.1 Task: Preparing correspondence, legal documents and forms, etc.; operates safely all standard office equipment.

Physical Demand: Sitting, standing, stooping, bending, squatting, kneeling, pulling and carrying up to 25 lbs close vision, speaking, hearing, use of hands to perform tasks.

2950.3.2 Task: Assistance and interaction with customers, vendors, contractors, consultants, etc.

Physical Demand: Sitting, standing, stooping, bending, squatting, kneeling, pulling and carrying up to 25 lbs close vision, speaking, hearing, use of hands to perform tasks.

2950.3.3 Task: Attendance of and preparation for meetings.

Physical Demand: Sitting, standing, stooping, bending, squatting, kneeling, pulling and carrying up to 25 lbs close vision, speaking, hearing, use of hands to perform tasks.

2950.3.4 Filing:

Physical Demand: Sitting, standing, walking, close and distant vision, bending, squatting, kneeling, pulling and carrying up to 25 lbs close vision, speaking, hearing, use of hands to perform tasks.

2950.3.5 Task: Interacts with other special districts, county, state and federal agencies. To obtain information, and to respond to inquiries for information from same, in accordance with the law.

Physical Demand: Sitting, standing, walking, close and distance vision, hearing, driving a vehicle.

2950.3.6 Task: Communicate with District customers and members of the public having an interest in District affairs, to provide requested information and resolve complaints and/or problems, in accordance with the law.

Physical Demand: Sitting, standing, walking, close and distance vision, hearing.

2950.4 Environmental Demands:

2950.4.1 Outside: Travels in a variety of weather conditions including, rain, snow and heat to +100 degrees F.

2950.4.2 Inside: Usually works indoors in temperature-controlled Environment.

2950.4.3 Affluents/Fumes/Gases: Exposure to various colognes/perfumes; infrequent exposure to fumes, dust and affluents from other environments or equipment.

2950.4.4 Noise/Vibration: Business office machines, and operational field equipment.

2950.5 Mental Requirements:

2950.5.1 Reading: Reads complex manuals and instructions including letters, reports, memos, messages, etc.

2950.5.2 Writing: Writes reports, memos, messages and fills out information forms.

2950.5.3 Math: Ability to work with mathematical concepts such as algebra. Ability to apply concepts such as fractions, percentages, ratios and proportions to practical situations.

2950.5.4 Attention to Detail: High level concentration and attention to detail for extended periods of time required to do reports and spreadsheets.

2950.5.5 Repetition: Repetitive data entry.

2950.5.6 Judgment: Ability to work independently, prioritize work and make decisions regarding correct formatting of work and implementation of same. Ability to define problems, collect data, establish facts and draw valid conclusions. Ability to interpret an extensive variety of audit instructions in mathematical or verbal form and deal with several abstract and concrete variables. Ability to work with others and formulate appropriate instructions to achieve desired goals.

2950.5.7 Social Skills: Ability to relate cooperatively with members of the public, Board of Directors, and District personnel on a constant and face to face basis.

2950.5.8 Communication Skills: Ability to quickly organize and communicate thoughts orally, written or graphically. Ability to understand communication from others.

2950.6 Compensation Range: As negotiated by the Board of Directors.

SPALDING COMMUNITY SERVICES DISTRICT

POLICY HANDBOOK

POLICY TITLE: Job Description – Administrative Assistant
POLICY NUMBER: 2903

2903.1 General Job Description

Under the direction of the General Manager or Department Manager and with a minimum of supervision, provides administrative, technical and secretarial support, and assists General Manager.

Provides assistance to the General Manager.

- (a) Serves as the primary District contact to the public to receive, route, process and follow up citizen inquiries, assisting to ensure the District provides complaint resolution and information in a timely manner.
- (b) Relieves General Manager and other staff from handling routine questions and requests for service.
- (c) Performs technical and clerical functions such as maintaining the department's database programs, spreadsheets, and producing correspondence; provides administrative support for meetings as assigned, including scheduling meetings and preparing minutes.
- (d) Utilizes social media, District website, and/or other programs and media to effectively communicate information to the intended audience.
- (f) Assists the General Manager in preparing and monitoring the department's annual operating budget.
- (g) Creates, tracks and maintains work orders and purchase orders for the District.
- (h) Assists in the maintenance of District's cost tracking.
- (i) Assists in preparing grant applications and reviewing progress toward grant requirements.
- (j) Assist with capital project coordination including bidding, contracting, documentation, project inspection scheduling, submittal review tracking, meeting schedules, meeting notes and document collection.

(k) Maintains the On Call Services Roster, including advertising for participants, registering, reviewing, renewing applicants; assists in managing the proposal process; and assists with recommending award of contracts.

(l) Under general supervision, reviews and issues permits, contracts and can sign District documents as the General Manager's designate.

(m) Works with office staff in the maintenance of District records and preparing documentation in response to requests for public records.

(n) Assists with planning and execution of community events involving the District's facilities.

(o) Records and develops summary Board of Directors meeting minutes in accordance with California Gov. Codes.

(p) Can act as Secretary of the Board in the absence of the General Manager.

(q) Performs intermediate level accounting tasks as needed.

2903.2 Peripheral Duties

(a) Purchases and maintains an inventory of supplies and materials for the District.

(b) Engages as directed in employment development for Best Management Practices and Efficient Management Programs aimed at efficient Wastewater Systems Management.

(c) Performs other related duties as assigned.

Prerequisite Qualifications

2903.2.1 High school diploma or general education degree (GED) and two to four years of administrative experience or training.

2903.2.2 Intermediate working knowledge of Microsoft Office or applicable applications.

2903.2.3 Valid California driver license and satisfactory driving record.

2903.3 Desirable Qualifications.

2903.3.1 Knowledge of:

(a) Municipal government policies, procedures, and structure; applicable local, state and federal laws, codes, regulations and ordinances.

(b) Basic principles, practices, and procedures of municipal and governmental budgeting, accounting and purchasing including preparation, monitoring, transferring, and reporting.

(c) Basic Special District functions.

(d) Basic research methods.

(d) Municipal organization, operations, policies and objectives'

(e) Detailed record-keeping techniques.

(f) Applicable federal, state and local laws, codes, regulations, policies and procedures related to areas of assignments.

(g) Effective oral and written communication principles and practices.

(h) Project management techniques and principles.

(i) Research methods and report preparation and presentation.

(j) Modern office procedures, methods, and equipment including computers and computer applications such as: word processing, spreadsheets, and statistical databases.

2903.3.2 Understanding of basic math and elementary accounting principles.

2903.3.3 Knowledge of modern office methods, practices and equipment.

2903.3.4 Ability to manage time independently and prioritize projects in order to meet established deadlines.

2.07.040 AGREEMENTS FOR SERVICES OR OFFICIALS.

Nothing in this Article shall be construed as limiting the power or District of the District Board to enter into any agreement with any legally existing entity to provide the services of any or all of the officers described in this Article as provided in the District and this Article.

Article 2.08 CONFLICT OF INTEREST CODE.

2.08.010 PURPOSE AND EFFECT.

The terms of Title 2, Division 6 of the California Code of Regulations (Section 18730, et seq.), and any amendments thereto that may be adopted by the Fair Political Practices Commission, are hereby incorporated by reference and, along with the following sections in which officials and employees are designated and disclosure categories are set forth, constitute the conflict of interest code for the District. This Article constitutes the "Appendix" to Title 2, Division 6 of the California Code of Regulations section 18730, et seq.

2.08.020 DESIGNATED POSITIONS; DISCLOSURE CATEGORIES.

a. Designated positions are set forth below in this section. Each employee filling a designated position, and any employee filling a designated position on a temporary or acting basis for more than thirty consecutive calendar days, shall disclose all of the information set forth in all disclosure Categories A through H on such form as the Fair Political Practices Commission may designate:

1. Board Members
2. General Manager
3. Fire Chief
4. District Counsel
5. District Engineer

b. Each consultant, as defined in 2 California Code of Regulations Section 18700, shall disclose all of the information set forth in all disclosure categories A through H on such form as the Fair Political Practices Commission may designate. The General Manager may determine in writing that a particular consultant, although a "designated position," is hired to perform a range of duties that are limited in scope and thus are not required to fully comply with the disclosure requirements of this section. Such written determination shall include a description of the consultant's duties and, based upon that description, a statement of the extent of

disclosure requirements. The determination of the General Manager is a public record and shall be retained for public inspection in the same manner and location as this conflict of interest code.

2.08.030 PLACE AND TIME OF FILING.

- a. All officials and employees filling designated positions shall file statements of financial interest with the General Manager who shall receive such statements on behalf of the District Board. Unless otherwise required by state law, all statements of financial interest shall be deemed timely filed only when received by the General Manager on or before the following deadlines:
1. Annual statements shall be filed on or before April 1 of each calendar year. Such statements shall cover the period of the preceding calendar year or from the date of filing such statement as otherwise required by this Code.
 2. Initial statements shall be filed within thirty days after assuming office disclosing interests held on the date of assuming office.
 3. Leaving office statements shall be filed within thirty days of leaving office. Such statements shall cover the period between the closing date of the last statement required to be filed and the date of leaving office.

2.08.040 CONFLICT WITH OTHER LAWS.

Nothing contained herein is intended to modify or abridge the provisions of the Political Reform Act of 1974 (Government Code Section 81000, et. Seq.). The provisions of this Code are in addition to Government Code Section 87100 and other laws pertaining to conflicts of interest, including, but not limited to, Government Code Section 1090, et seq.

2.08.050 MEMBERS FROM OTHER ENTITIES OR AGENCIES.

A member or officer who has filed a valid Conflict of Interest disclosure with another agency of government is not required to file with the District under this section.

Spalding Community Service District

POLICY HANDBOOK

POLICY TITLE: Conflict of Interest
POLICY NUMBER: 1020

1020.1 The Political Reform Act, Government Code §81000, et seq., requires state and local government agencies to adopt and promulgate conflict-of-interest codes. The Fair Political Practices Commission has adopted a regulation (2 Cal. Code of Regs. §18730) which contains the terms of a standard conflict of interest code. It can be incorporated by reference and may be amended by the Fair Political Practices Commission after public notice and hearings to conform to amendments in the Political Reform Act. Therefore, the terms of 2 Cal. Code of Regs. §18730 and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference and, along with the attached Appendix A in which members of the Board of Directors and employees are designated, and in which disclosure categories are set forth, constitute the conflict of interest code of the District.

1020.2 Designated employees shall file statements of economic interests with the Clerk of the County of Lassen County.

SPALDING COMMUNITY SERVICES DISTRICT

POLICY HANDBOOK

POLICY TITLE: Job Description – General Manager

POLICY NUMBER: 2950

GOVERNMENT CODES: 61002(f), 61051(a,b,c,d)

2950.1 Description. The General Manager is an “at will” employee and shall execute the daily operations of the District and works under the direction and pleasure of the Board of Directors. The General Manager administers the District and has exclusive management and control of the operations and works of the District, subject to approval of the Board of Directors, and provides day-to-day leadership for the District. The General Manager has general charge, responsibility and control over all property of the District.

2950.1.1 The General Manager attends all meetings of the District’s Board of Directors and other such meetings as the Board of Directors specifies.

2950.1.2 The General Manager employs such assistants, other employees and volunteers who have signed disclosure agreements deemed necessary for the proper administration of the district and, the proper operation of the works of the District, in accordance with Policy# 2330 “Compensation ,” subject to approval by the Board of Directors and the Budget of the District. The General Manager delegates, has authority over and directs all employees including terminating for cause. The General Manager’s goal will be to provide a positive work environment for District employees.

2950.1.3 The General Manager maintains cordial relations with all persons entitled to the services of the District, and attempts to resolve all public and employee complaints. The General Manager shall encourage citizen participation in the affairs of the District.

2950.1.4 The General Manager seeks to carry into effect the expressed policies of the Board of Directors, including facilitating the strategic planning for the district, as well as constructive and harmonious relations with the Board of Directors. The General Manager shall communicate the goals and objectives of the Board Of Directors to the community.

2950.1.5 The General Manger shall prepare and manage the District budget, manage employees, conduct studies, coordinate with other agencies when necessary and make oral and written presentations.

2950.1.6 The General Manager shall review and implement policies adopted by the Board of Directors and make appropriate recommendations to the Board of Directors.

2950.1.7 Perform the annual evaluation of employees.

2950.1.8 Keep the Board of Directors informed of potential significant sources of funds and/or grants that may be available to implement present or contemplated District Programs.

2950.1.9 Prepare, submit and manage the monthly financial reports as well as the annual budget and any revisions that arises to the Board of Directors.

2950.1.10 Keep current and maintain professional knowledge and abilities including education, certification and qualifications for themselves and the staff.

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2950.6 Compensation Range: As negotiated by the Board of Directors.