

RECEIVED

AUG 20 2018

HUMBOLDT COUNTY
ELECTIONS

2018 Local Agency Biennial Notice

Name of Agency: Scotia Community Services District
Mailing Address: PO Box 104 Scotia, CA 95565
Contact Person: Leslie Marshall Phone No. (707) 506-3030
Email: leslie.m@planwest Alternate Email: infoscotacsd@gmail.com
partners.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 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, 2018**, 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.

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HUMBOLDT COUNTY
ELECTIONS



Conflict of Interest Code

Updated August 16, 2018

The Political Reform Act (Government Code §§ 81000, et seq., hereinafter referred to as the Act) requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission ("FPPC") has adopted a regulation (2 California Code of Regulations § 18730) which 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 hearings it may be amended by the FPPC to conform to amendments in the Act. Therefore, the terms of § 18730 and any amendments to it adopted by the FPPC are hereby incorporated by reference. This regulation and the text here designating officials and employees and establishing disclosure categories shall constitute the conflict of interest code of the Scotia Community Services District ("District").

The full text of Section 18730, together with any amendment thereto, may be found at:

www.scotiacsd.com/policies/

DESIGNATED POSITIONS: The designated positions listed below are required to file Form 700 Statements of Economic Interests disclosing certain personal financial interests. Upon receipt of the statements, the District shall make and retain a copy and forward the original of this statement to the Humboldt County Clerk of the Board of Supervisors. Statements of Economic Interests are public records available for public inspection. These positions are required to file the applicable individual schedules to report investments, business positions, sources of income and interests in real property located in the District's jurisdiction. The applicable schedules to be filed for each position are based on the disclosure category assigned to the designated position.

Designated Positions

Disclosure Category

- Board Member 1
- Consultant*
 - General Manager 2
 - Assistant General Manager 2
 - District Engineer 2
 - Executive Assistant 2
 - Board Clerk 2
- Lead Operator 1
- Operator I/II 1

District Engineer 1, 2
Fire Chief 1

~~*Consultants shall be considered for the purposes of this Conflict of Interest Code as designated employees and shall disclose pursuant to categories 1 and 2.~~

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AUG 20 2018

HUMBOLDT COUNTY
ELECTIONS

RESOLUTION NO. 2018-17
A RESOLUTION OF THE SCOTIA COMMUNITY SERVICES DISTRICT BOARD OF
DIRECTORS REVISING THE CONFLICT OF INTEREST CODE

WHEREAS, the Political Reform Act, Government Code §81000, et seq., requires every state or local government agency to adopt and promulgate a Conflict of Interest Code; and

WHEREAS, the Fair Political Practices Commission has adopted a regulation, 2 California Administrative Code (Cal. Adm. Code) §18730, which contains the terms of a standard model Conflict of Interest Code, which can be incorporated by reference, and which may be amended by the Fair Political Practices Commission after public notice and hearings to conform to amendments to the Political Reform Act; and

WHEREAS, the Scotia Community Services District may incorporate in its Conflict of Interest Code, by reference, regulation 2 Cal. Adm. Code §18730; and

WHEREAS, the Scotia Community Services District has determined that the attached Conflict of Interest Code accurately sets forth the current organizational structure of departments, their designated positions and the respective categories of financial interests which should be made reportable and those boards and commissions which should be designated and the respective categories of financial interests which should be made reportable by their members.

NOW, THEREFORE, be it resolved by the Scotia Community Services District as follows:

Section 1. The Recitals and Attachments set forth are incorporated herein and made an operative part of this Resolution.

Section 2. With the additions attached hereto as Exhibit A, the terms of 2 Cal. Adm. Code §18730 and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference and made a part of the Conflict of Interest Code of the Scotia Community Services District.

Section 3. The terms of 2 Cal. Adm. Code §18734, relating to Designated Employees and Consultants, and any amendments to it duly adopted by the Fair Political Practices Commission, are hereby incorporated by reference and made a part of the Conflict of Interest Code of the Scotia Community Services District.

Section 4. The Board Clerk will review the SCSD Conflict of Interest Code on an biennial basis as is required by Humboldt County and if changes are required will submit a revised code, with legal counsel review for Board approval, or if no changes are necessary, so notify the Board by the applicable deadline specified in the Political Reform Act.

Section 5. This Resolution shall be effective upon adoption.

Attachments:

Exhibit A- Provisions of Conflict of Interest Codes incorporated by reference, Disclosure Categories, and Designated Employees and Consultants

PASSED AND ADOPTED this 16th day of August, 2018 by the following vote:

AYES: Bristol, Newmaker, Pitcairn, Pryor, Walsh

NOES: 0

ABSENT: 0

ABSTAIN: 0

APPROVED: Rick Walsh

Board President

ATTEST: Julie Thomas

Board Clerk

Exhibit A



Conflict of Interest Code

Updated August 16, 2018

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Designated Positions	Disclosure Category
• Board Member	1
• Consultant	
▪ General Manager	2
▪ Assistant General Manager	2
▪ District Engineer	2
▪ Executive Assistant	2
▪ Board Clerk	2
• Lead Operator	1
• Operator I/II	1

Exhibit A

Disclosure Categories

Category 1

- A. Interests in real property located entirely or partly within District boundaries, or within two miles of District boundaries, or of any landed owned or used by the District.
- B. Investments or business positions in or income (including gifts, loans and travel payments) from and non-profit organizations in which they have an investment or in which they are a director, officer, partner, trustee, employee or hold any position of management sources that provide, plan to provide, or have provided in the last two years facilities, goods, software, hardware, or services, including consulting services, to the District, or are engaged in the acquisition of real property within the District.

Category 2

- A. Consultants, including but not limited to architects, developers, contractors, sub-contractors, and materials suppliers shall disclose pursuant to the broadest disclosure category in the conflict of interest code subject to the following limitation: The District may determine in writing that a particular consultant is hired to perform a range of duties that is limited in scope and, thus, is not required to comply with the full disclosure requirements described above, but instead must comply with more tailored disclosure requirements specific to that consultant. Such a determination shall include a description of the consultant's duties and, based upon that description, a statement of the extent of the disclosure requirements.



Application period: 5/14/18 – 5/28/18
 Interviews to be held: 6/5/18 & 6/7/18

Job Posting for Treatment Operator I/II

Job Title:	Treatment Operator I/II	Job Category:	Water/Wastewater Operations
Level/Salary Range:	\$23.56 - \$25.50	Position Type:	Permanent; Full-time; Benefited
Benefits:	Health and Retirement paid by the District with employee contribution	Paid Holidays	11 (See Personnel Policies and Procedures for details)

Applications Accepted By:

EMAIL:
 infoscotiacsd@gmail.com
 Subject Line: Treatment Operator I/II

MAIL:
 Scotia Community Services District
 c/o Leslie Marshall
 P.O. Box 104
 Scotia, CA 95565

Job Description for Treatment Operator I/II

ROLE AND RESPONSIBILITIES

Under minimal or general supervision, operates equipment, facilities and related appurtenances as found in a continuously-operating water and/or wastewater treatment plant on an assigned shift; assists with preventive maintenance and makes repairs to plant facilities and equipment; provides technical assistance; and performs related work as required.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

High School Diploma or Equivalent

Valid California class C driver's license with satisfactory driving record.

- Ability to obtain a Grade I Water and/or Wastewater Operator Certificate as issued by the California State Water Resources Control Board within the second testing period following eligibility.
- Ability to obtain a Grade I Water Distribution Certificate as issued by the California State Water Resources Control Board within one year.

WORKING CONDITIONS & ENVIRONMENTAL ELEMENTS

Must possess mobility to work in standard water and/or wastewater treatment plants and related facilities; strength, stamina and mobility to perform medium to moderately heavy physical work, to work in confined spaces, around machines and to climb and descend ladders, and operate varied hand and power tools and equipment; vision to read printed materials and a computer screen; color vision to read gages and identify appurtenances; and hearing and speech to communicate in person and over the telephone or radio.

Employees work indoors and outdoors and are exposed to loud noise levels, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes.

ADDITIONAL NOTES

Required rotational work to cover weekends & holidays as well as call-back rotational work.

Reviewed By:	Stephen C. Tyler, Assistant GM	Date:	5/11/18
Approved By:	Leslie Marshall, GM	Date:	5/11/18
Last Updated By:	Julie Thomas, Board Clerk	Date:	5/10/18

Scotia



Community Services District

Job Posting for Water/Wastewater Lead Plant Operator

Job Title:	Water/Wastewater Lead Plant Operator	Job Category	Water/Wastewater Operations
Level/Salary Range:	\$60,000-64,958 Annually	Position Type	Permanent, Full-time; Benefited
Benefits:	Health and Retirement paid by the District with employee contribution	Paid Holidays	11 (See Personnel Policies & Procedures for details)

Applications Accepted By:

EMAIL:

infoscotiabcd@gmail.com

Subject Line: Water/Wastewater Lead Plant Operator

MAIL:

Scotia Community Services District
c/o Leslie Marshall
P.O. Box 104
Scotia, CA 95565

Job Description for Water/Wastewater Lead Plant Operator

ROLE AND RESPONSIBILITIES

Under general direction, plans, schedules, assigns and reviews the work of utilities operations staff; coordinates, monitors, and provides technical input for assigned water and/or wastewater treatment plant operations and related projects and programs; performs a variety of technical tasks relative to the assigned functional area; and performs related work as required. Specifically, for the California Regional Water Quality Control Board Wastewater Division, this position is considered as the Chief Plant Operator.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

High School Diploma or equivalent

- Valid California class C driver's license with satisfactory driving record.
- Grade II Wastewater Treatment Plant Operator Certificate issued by the California State Water Resources Control Board Wastewater Division; and
- Grade II Water Treatment Plant Operator Certificate issued by the California State Water Resources Control Board Office of Operator Certification.
- Grade I Water Distribution Certificate issued by the California State Water Resources Control Board Water Division.

WORKING CONDITIONS & ENVIRONMENTAL ELEMENTS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, and to work in water and/or wastewater treatment plants and related facilities; strength, stamina and mobility to perform medium to moderately heavy physical work, to work in confined spaces, around machines and to climb and descend ladders, and operate varied hand and power tools and equipment; vision to read printed materials and a computer screen; color vision to read gauges and identify appurtenances; and hearing and speech to communicate in person and over the telephone or radio.

Employees work indoors and outdoors and are exposed to loud noise levels, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes.

ADDITIONAL NOTES

Rotational work required to cover weekends and holidays as well as call-back rotational work.

Reviewed By:	Stephen C. Tyler, Assistant GM	Date:	5/11/18
Approved By:	Leslie Marshall, GM	Date:	5/11/18
Last Updated By:	Leslie Marshall, Assistant GM	Date:	5/10/18



Job Posting for Water/Wastewater
Lead Plant Operator

EXHIBIT A

Scotia Community Services District Scope 6

The current staffing agreement ends June 30, 2018. This scope extends staffing services to June 30, 2019, at which time a new scope for the Fiscal Year 2019/2020 will be presented.

This current scope includes:

Task 1. Administrative Duties

- 1.1 Administrative Duties (Basic Services, Staff Meetings/Community Meetings)
- 1.2 Policies, Procedures, Ordinances
- 1.3 Community Meeting prep & attendance
- 1.4 CSD Board Meeting prep & attendance/minutes
- 1.5 Bookkeeping, Billing, and Invoicing/Banking
- 1.6 Website postings & management/Emails/File Management
- 1.7 Budgeting
- 1.8 Grant Research/Writing
- 1.9 Personnel

Task 2. Operations and Management

2.1 Treated Water, Raw Water, and Distribution

SCSD staff will be involved in the following:

- planning, management and oversight of the daily functions, operations and activities of the water treatment plant and water distribution system.
- all new water infrastructure construction projects including engineering review in coordination with SHN, TOS and Wahland Construction, on a daily and weekly basis.
- all equipment maintenance, repairs and improvements related to the existing water treatment plant and water distribution system.

SCSD staff will be responsible for the District's compliance with all regulatory agency (USEPA, CAL- EPA, SWRCB and CAL-DHS Cross Connection Control Standards) requirements, to include, policy development, monitoring, testing, reporting and training.

2.2 Wastewater Collection, Treatment, Discharge

SCSD staff will be involved in the following:

- planning, management and oversight of the daily functions, operations and activities of the wastewater treatment plant and wastewater collection system.
- all new wastewater infrastructure construction projects including engineering review in coordination with SHN, TOS and Wahland Construction, on a daily and weekly basis.
- equipment maintenance, repairs and improvements related to the existing wastewater treatment plant and wastewater collection system.
- National Pollutant Discharge Elimination System Permit (NPDES): **Staff will review and collaborate with SHN on the NPDES.**

SCSD staff will be responsible for the District's compliance with all regulatory agency (USEPA, CAL- EPA, SWRCB and NPDES Pretreatment Standards) requirements, to include, policy development, monitoring, testing, reporting and training.

2.3 Stormwater and Drainage

SCSD staff will be responsible for operations and maintenance of the storm drainage infrastructure outside of the County maintained public-right-of-way

2.4 CSD designated Streets, Alleys and Streetlighting

SCSD staff will be responsible for operations and maintenance of CSD designated Streets and Alleys infrastructure outside of the County maintained public-right-of-way

2.5 Parks and Recreation:

Community Forest, Theatre, Museum, Carpenter Shop, Landscaping SCSD staff will be responsible for operations and maintenance of the Museum, which staff is projecting to update and convert some space into future District Office space. Staff is proposing a lease-back agreement with TOS for operations and maintenance of the parks and Theater facilities for the first 6 months of district operations. The Carpenter Shop will be owned by the CSD, and leased back (on "trade") for the current District office location.

2.6 Land & Easements

Staff will be responsible for oversight of all District land and easements.

These tasks are required for the SCSD staff to provide services to the community.

EXHIBIT B - PAYMENT SCHEDULE

Compensation for Scope of Services

General Manager: \$62.00 per hour

Assistant General Manager: \$58 per hour

District Engineer: \$58.00 per hour .

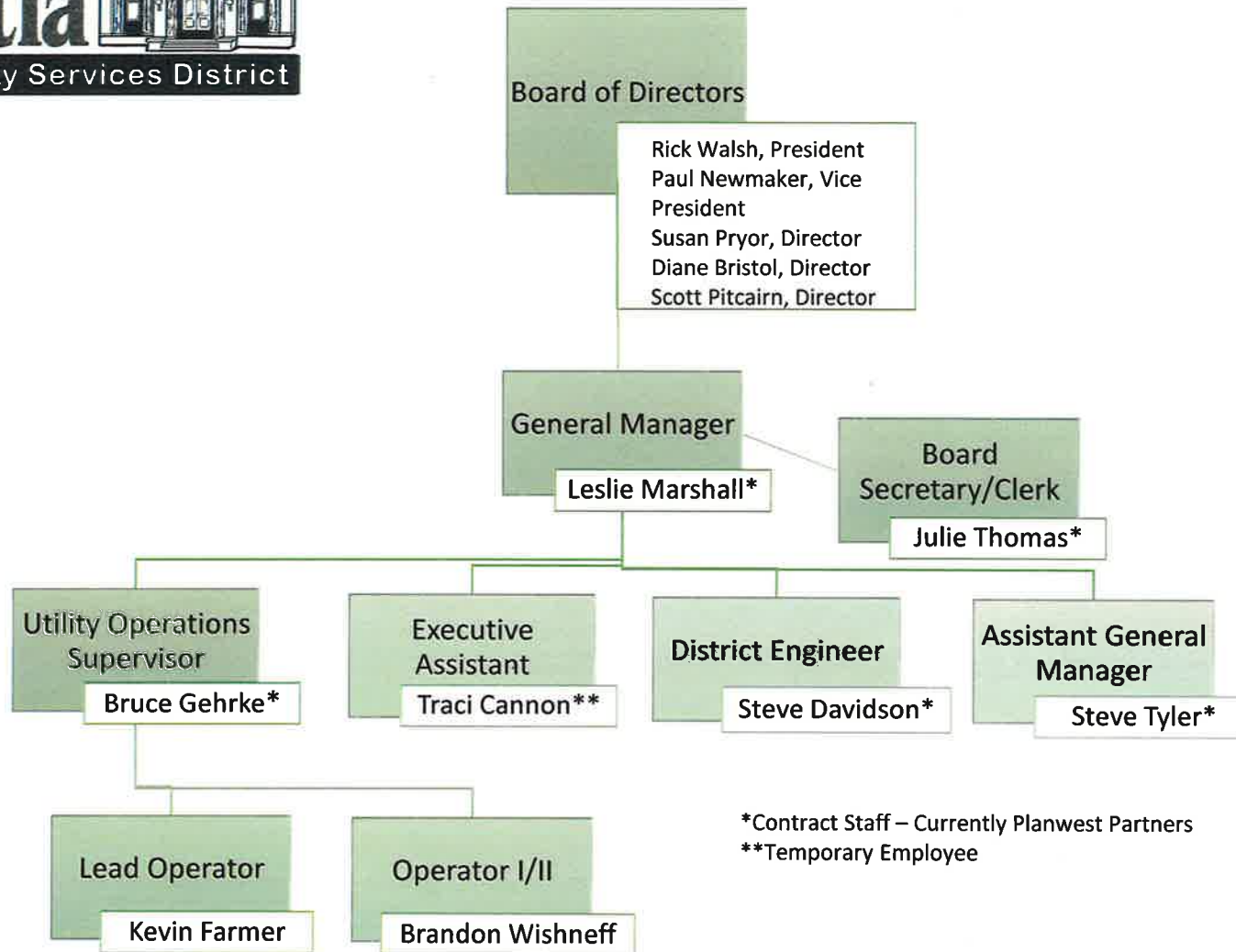
Operations Superintendent: \$58.00 per hour

Board Clerk: \$50.00 per hour

GIS Analyst: \$62.00 per hour

Senior Planner: \$92 per hour

+ direct expenses



*Contract Staff – Currently Planwest Partners
**Temporary Employee

Minutes of the REGULAR Board Meeting for the
Scotia Community Services District
Thursday, May 17, 2018 at 5:30 P.M.

A. CALL TO ORDER/ ROLL CALL/ PLEDGE OF ALLEGIANCE

The regular meeting of the Board of Directors of the Scotia Community Services District convened at 5:30 pm with the following directors in attendance:

Diane Bristol Director – Present

Paul Newmaker Director – Present

Scott Pitcairn Director – Present

Susan Pryor Director – Present

Rick Walsh President – Present

Staff Present: Leslie Marshall, GM; Julie Thomas, Board Clerk; Steve Davidson, District Engineer; Tracy Boobar, District Legal Counsel

B. SETTING OF AGENDA

No changes

C. CONSENT CALENDAR

1. Approval of Previous Meetings Minutes

April 19, 2018

2. Approval of April 1, 2018 – April 30, 2018 Check Registers

No public comment

Motion: To Approve Consent Calendar

Motion: Newmaker Second: Bristol

Motion Vote: Ayes: 5 – Bristol, Newmaker, Pitcairn, Pryor, Walsh Opposed: 0 Absent: 0 Abstain: 0

D. PUBLIC COMMENT & WRITTEN COMMUNICATION

District received a Notice of Violation from North Coast Unified Air Quality Management District regarding the generator. LM called Frank Bacik of TOS to address issue.

Jane Harford addressed the Board and staff regarding safety and security of the community as well as the CSD office. She referred to potentially dangerous homeowners. President Walsh assured Ms. Hartford that the District is aware and so is the Sheriff's Department. Staff to follow-up with Sheriff.

E. PUBLIC HEARING –

1. Benefit Assessments Annual Reports

GM introduced and explained 218 approvals, rates and step- increases. Board discussed. Member of public requested that notice be given ahead of time for benefits assessments. Staff responded that notices of upcoming assessments have gone out with the most recent utility bills.

a. Storm Drainage

No public comment

b. Streets and Street Lighting

No public comment

c. Parks & Recreation

No public comment

F. BUSINESS

1. New Business –

a. Scotia Community Services District Legal Representation Request for Proposals for Fiscal Year 2018-19

GM introduced and GM and current Legal Counsel Tracy Boobar explained the value of going out to review all legal options for the best fit. Staff to release public notice and will send RFP out to appropriate firms.

No public comment. No action taken.

b. Brown Act Training

Legal Counsel Tracy Boobar introduced and provided staff with Brown Act training. The training material is from the League of California Cities.

No public comment. No action taken.

c. Playground Equipment Sale

LM introduced matter of playground equipment. It is not ADA compliant and should be declared surplus property and sold. Staff recommends selling it for \$200 or better offer. We have an interested party. Waiver and release of liability will be required. Staff to publish a public notice

No public comment

Motion: To declare playground equipment as surplus property.

Motion: Pryor **Second:** Newmaker

Motion Vote: Ayes: 5 – Bristol, Newmaker, Pitcairn, Pryor, Walsh **Opposed:** 0 **Absent:** 0 **Abstain:** 0

d. Redwood Log Cut Loan

GM introduced and explained that the log cut is a climb and fall hazard and if left in place, would have to be fenced off. GM went on to explain that the intention is to loan the log cut to the HRC logging exhibition site. HRC would need to sign a waiver and release of liability. The plaque will be moved to the landscaped area for display. GM to discuss with the Friends of the #9 if they would be willing to move it at the same time that they are planning to move the engine.

No public comment

Motion: Loan Redwood Log Cut to HRC for display in their interpretive exhibit.

Motion: Bristol **Second:** Pryor

Motion Vote: Ayes: 5 – Bristol, Newmaker, Pitcairn, Pryor, Walsh **Opposed:** 0 **Absent:** 0 **Abstain:** 0

2. Old Business –

a. FY 2018-19 Draft Budget Review #2

GM introduced for the second time. Item was initially introduced at the last meeting of the Board on April 19th, 2018. Staff to post a notice of public hearing prior to next meeting on June 21, 2018. GM explained the details listed in staff report.

Changes: The Log Pond maintenance highlighted in yellow should be green, that item will be budgeted for in 2018/19. The appropriations limit, Planwest Partners contract and legal contract will be addressed at the June 21st meeting.

Public comment: Jane Hartford asked how much TOS pays for utilities for the houses that are not sold yet. GM explained that metered houses are paid according to SCSD rates.

G. REPORTS

1. President's Report: None

2. Board Director Reports: Director Bristol informed staff and the Board that she has heard that some people may not want to purchase homes in Scotia due to the high rates for water and wastewater.

3. General Manager's Report:

SDRMA Insurance Invoice Due July 15th. The bill is greater than the GM limit of \$50,000. It covers all District and assets. Staff will bring to Board at June 21, 2018 for approval.

CAL-ARP Chlorine gas inspection took place today (5/17/18). No major issues, some minor issues addressed and will be completed prior to next year such as Ops Manuals, Self-audits, completed logs. The chlorine detector needs to be calibrated.

Staff expects that District operations will move to the daycare building in approximately July. Looking into issue with flies and bees inside the building.

GM met with Frank Bacik. Moving out of the carpenter shop and into the aqua dam facility. SCSO offered space in the carpenter shop to the school to park busses. Need to give school quote for parking. There would still be room for other tenants to lease the space. Leak at the theater is being fixed. There is a potential for a lease-back agreement with the TOS for the theater and parks.

GM submitted water annual report and met with SHN for funding. Scotia is considered a disadvantaged community. USDA has grant funding that the District needs to apply for for water plant. Funding is needed for plant replacement. For the Wastewater treatment facility, funding is needed for planning & design. Exploring options and costs for water system upgrades. State funding is available for wastewater plant – design, planning construction and site prep. Funding discussions continue with SHN but moving forward with applications.

Mt. Tam hazmat reports completed. Approximately June 18th cleaning bearings and prep for moving begins. SCT and LM working on contract and release of liability. They have until 8/18/18 per the surplus property bid requirements.

Scotia Offices are now open Tuesdays, Wednesdays, and Thursdays, 10am to 4pm.

4. Special Counsel's Report: None

5. Engineer's Report:

Phase 2 construction is almost complete. Final map is at the county for review. Steve Davidson and SHN worked on final map. Approval by the County expected by June or July. Corridor project expected to start this fall. Gregory trying to push river pump project through for July.

Public comment: Jane Hartford asked about street names being corrected on maps. Also asked about starting a Homeowners Association. Staff and board responded that Ms. Hartford would need to start HOA and enforce it. JH believes it would help sell houses.

6. Fire Chief's Status Report: None

7. Board Clerk Report:

New website is up! Same web address as the old Scotia website. Please visit it!

Job Postings are up as well. SCT, LM and Bruce Gehrke are the hiring team.

H. ADJOURNMENT: 7:27 PM By President Walsh

Next Regular Meeting of the SCSO will be June 21, 2018 at 5:30 PM.

These minutes were approved by the Board of Directors of the Scotia Community Services District on June 21, 2018 at its duly-noticed regular meeting in Scotia, CA.

APPROVED:



Rick Walsh, President
Board of Directors
Scotia Community Services District

ATTEST:



Julie Thomas, Board Clerk
Scotia Community Services District



RECEIVED

AUG 20 2018

HUMBOLDT COUNTY
ELECTIONS

Humboldt County
Office of Elections & Voter Registration
Lucinda Jackson
2426 6th st
Eureka, CA 95501-0788

August 17, 2018

Dear Ms. Jackson,

The Scotia Community Services District reviewed the Conflict of Interest Code at their regular meeting on August 16, 2018. The updated Conflict of Interest Code was approved by Resolution 2018-17. A copy of the resolution with the Board vote is included.

The updated Conflict of Interest Code contains the following changes:

- The Political Reform Act text included in this draft– was included in the Resolution only in the prior Conflict Code. The full text is available on the Scotia CSD website.
- The Fire Chief position has been eliminated as the Scotia CSD does not provide Fire Protection.
- Members of the Board of Directors have been added as designated positions.
- The consultant category has been expanded to identify specific positions
- Lead Operator and Operator I/II are new positions and have been added as designated positions
- Disclosure Categories have been updated.

Sincerely,

Julie Thomas
Board Clerk

Attachments:

- Revised Conflict of Interest Code in Strikeout/Underline
- Resolution 2018-17 A Resolution of the Scotia Community Services District Board of Directors Revising the Conflict of Interest Code
- Duty Statements for Lead Operator, Operator I/II, and Scope of Services for Consultants
- Organization Chart
- Approved Minutes from the May 17, 2018 Scotia CSD Regular Board Meeting

