



Clerk of the Board COUNTY OF TULARE AGENDA ITEM

BOARD OF SUPERVISORS

KUYLER CROCKER
District One

PETE VANDER POEL
District Two

AMY SHUKLIAN
District Three

EDDIE VALERO
District Four

DENNIS TOWNSEND
District Five

AGENDA DATE: February 5, 2019

Public Hearing Required	Yes	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
Scheduled Public Hearing w/Clerk	Yes	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
Published Notice Required	Yes	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
Advertised Published Notice	Yes	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
Meet & Confer Required	Yes	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
Electronic file(s) has been sent	Yes	<input checked="" type="checkbox"/>	N/A	<input type="checkbox"/>
Budget Transfer (Aud 308) attached	Yes	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
Personnel Resolution attached	Yes	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
Agreements are attached and signature line for Chairman is marked with tab(s)/flag(s)	Yes	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>

CONTACT PERSON: Melinda Benton PHONE: 636-5000

SUBJECT: Approval of Lindsay-Strathmore Irrigation District Conflict of Interest Code

REQUEST(S):

That the Board of Supervisors:

Approve the new or amended Conflict of Interest Code adopted by the following special district:

Irrigation District

Lindsay-Strathmore Irrigation District

SUMMARY:

The Political Reform Act, Administered by the State Fair Political Practice Commission (FPPC), requires local governmental agencies to adopt a Conflict of Interest Code and update it from time-to-time to reflect changes in decision-making positions within the Agency. This includes newly added positions, deleted positions, or changes in the title or decision-making duties assigned to positions. This also includes changes in disclosure categories for designated positions.

In addition, a local government agency is required to conduct a review of its Conflict of Interest Code every even numbered year. A local government agency includes a special district of any kind, school districts, or any local board, committee, commission or agency established by State of Federal statute that has a separate legal status. Pursuant to the Act, the Tulare County Board of Supervisors is the code-reviewing body for all local government agencies whose territorial boundaries are wholly in Tulare County, and has the responsibility to see that such agencies meet conflict of interest code requirements.

SUBJECT: Approval of Lindsay-Strathmore Irrigation District Conflict of Interest Code

DATE: February 5, 2019

A Conflict of Interest Code is designated to cover members of boards, commissions, committees, districts and similar bodies, and administrative employees that make, or participate in making government decisions. The purpose of the Code is to prevent such officials from engaging in government decision-making in which the official may have a personal financial interest. Officials designated in an agency's code are required to file a Form 700-Statement of Economic Interests upon appointment to a designated position, upon leaving the position and on a yearly basis while performing the official functions of that position. For this reason, positions designated in the local agency's code must also be assigned a disclosure category. Disclosure categories describe the types of personal financial interests that the official must disclose in his or her Form 700-Statement of Economic Interests.

In July 2018, written notices were sent to all local government agencies within Tulare County of their obligation to conduct a Biennial Review of the agency's Conflict of Interest Code as required by law. By law, the Board of Supervisors must approve all amended or new Conflict of Interest Codes.

The Lindsay-Strathmore Irrigation District responded that they have amended their respective Conflict of Interest Codes since 2016 and have provided the County with the necessary supporting documents for review. These amended codes meet the requirements of the Political Reform Act and can be recommended to this Board for approval. Declaration by the representative of this special district confirming compliance with applicable requirements for adopting or amending the agency's code are attached for your review.

FISCAL IMPACT/FINANCING:

There is no County cost associated with this request.

LINKAGE TO THE COUNTY OF TULARE STRATEGIC BUSINESS PLAN:

The approval of the Conflict of Interest Codes helps fulfill the Organization Performance initiative by ensuring that the County and the local agencies are in compliance with the law.

ADMINISTRATIVE SIGN-OFF:


Melinda Benton, Chief Clerk
Clerk of the Board

cc: County Administrative Office

Attachment(s) Attachment A- Lindsay-Strathmore Irrigation District Conflict of Interest Code

**BEFORE THE BOARD OF SUPERVISORS
COUNTY OF TULARE, STATE OF CALIFORNIA**

IN THE MATTER OF APPROVAL OF)
LINDSAY-STRATHMORE IRRIGATION) Resolution No. _____
DISTRICT CONFLICT OF INTEREST CODE)

UPON MOTION OF SUPERVISOR _____, SECONDED BY
SUPERVISOR _____, THE FOLLOWING WAS ADOPTED BY THE
BOARD OF SUPERVISORS, AT AN OFFICIAL MEETING HELD _____
_____, BY THE FOLLOWING VOTE:

AYES:
NOES:
ABSTAIN:
ABSENT:

ATTEST: JASON T. BRITT
COUNTY ADMINISTRATIVE OFFICER/
CLERK, BOARD OF SUPERVISORS

BY: _____
Deputy Clerk

* * * * *

Approved the new or amended Conflict of Interest Code adopted by the following
special district:

Irrigation District
Lindsay-Strathmore Irrigation District



P.O. Box 846 • LINDSAY, CA 93247 • PHONE: (559) 562-2581 • FAX: (559) 562-3882 • WWW.LSID.ORG

October 11, 2018

Clerk of the Board of Supervisors
County of Tulare
2800 West Burrel Avenue
Visalia, CA 93291

Re: Lindsay-Strathmore Irrigation District
Conflict of Interest Code

Dear Clerk:

Please be advised that the Lindsay-Strathmore Irrigation District has revised its Conflict of Interest Code as set forth in the redline document enclosed herewith. Specifically, the code was amended to reflect a change in designated employees and update the disclosure categories. Notice of Intent to Amend was posted on August 17, 2018 and all board members and employees were notified via email on August 17, 2018 as well. No comments were received. The Board of Directors adopted the amended Code on October 9, 2018.

Pursuant to your request, enclosed you will find:

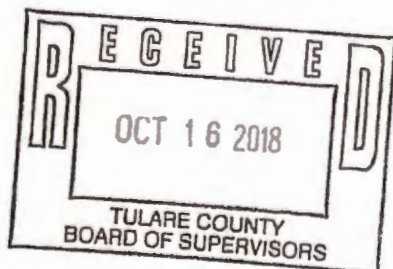
1. A document that shows the entire code and amendments in strikeout/underscore format;
2. A completed Declaration of Compliance for Conflict of Interest Code;
3. Three copies of the Amended Conflict of Interest Code;
4. A job description/duty statement for the assistant manager position; and
5. An Organizational Chart.

If you have any questions, please contact me.

Sincerely,

A handwritten signature in dark ink, appearing to read "Craig Wallace", written over a horizontal line.

Craig Wallace
General Manager



**CONFLICT OF INTEREST CODE FOR THE
LINDSAY-STRATHMORE IRRIGATION DISTRICT**

The Political Reform Act, Government Code Sections 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. Section 18730, which contains the terms of a standard Conflict of Interest Code, which can be incorporated by reference, and which may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act after public notice and hearings. Therefore, the terms of 2 Cal. Code of Regs. Section 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 in which officials and employees are designated and disclosure categories are set forth, constitute the Conflict of Interest Code of the LINDSAY-STRATHMORE IRRIGATION DISTRICT.¹

Designated employees shall file statements of economic interest with their agency. All statements of economic interest shall be retained by the agency.

¹ Members of the Board of Directors and the Treasurer have been excluded from the list of designated employees because they manage public funds and are therefore required to disclose under Government Code 87200.

APPENDIX "A"

General Provisions

1. Employees listed below must disclose investments and business positions in business entities and sources of income which manufacture, distribute, sell or supply the goods or services listed in Appendix "B".

2. Investments and business positions in any business entity or sources of income which are energy companies or utility companies and interests in real property are disclosable if held, regardless of any contractual relationship with the District at any time.

Designated Employees

Categories Disclosed

Attorney	<u>AH 1. 2</u>
Secretary	<u>AH 1. 2</u>
Manager	<u>AH 1. 2</u>
Assessor/Collector <u>Assistant Manger</u> _____	<u>AH 1</u>
Consultants ¹	<u>AH *</u>

¹ With respect to Consultants, the Manager may determine in writing that a particular consultant is hired to perform a range of duties that are limited in scope and thus is not required to comply with the disclosure requirements described in these categories. Such determination shall include a description of the consultant's duties and, based upon that description, a statement of the extent of disclosure requirements. This written determination is a public record and shall be retained for public inspection in the same manner and location as this Conflict of Interest Code. Nothing herein excuses any such consultant from any other provision of this Conflict of Interest Code.

APPENDIX "B"

1. ~~Motor vehicles and specialty vehicles and parts therefor.~~
2. ~~Construction and building materials and equipment.~~
3. ~~Petroleum products.~~
4. ~~Electrical or electrical generating equipment and supplies.~~
5. ~~Safety equipment, facilities and instructional material.~~
6. ~~Real property.~~
7. ~~Real estate firms and appraisals.~~
8. ~~Engineering services.~~
9. ~~Electrical services.~~
10. ~~Soil test, compaction and other agreements on grading requirements—
construction contracts.~~
11. ~~Banks and Savings and Loans.~~
12. ~~Insurance companies.~~
13. ~~Stock/bond brokerages.~~
14. ~~Public utilities.~~
15. ~~Audit agreements and contracts.~~
16. ~~Coal, natural gas and uranium products, timber companies, lumber mills.~~
17. ~~Water supply, measurement, testing and equipment companies, including well
digging and development companies.~~

DISCLOSURE CATEGORIES

Category 1

Designated positions required to disclose economic interests under Category 1 must report:

Investments and business positions in business entities and sources of income (including receipt of gifts, loans, and travel payments) of the type to provide services, supplies, materials, products, or equipment to the District, including:

Pipes, valves, fittings, etc.
Pumps, Motors, etc.
Meters
Construction and building materials
Engineering Services
Construction contractors
Safety equipment and facilities
Hardware tools and supplies
Freight and hauling
Motor vehicles, heavy equipment, special vehicles and parts and services thereto
Petroleum products
Photographic services, supplies and equipment
Janitorial services
Water quality testing
Chemicals, insecticides, weed killers
Communications equipment and services
Travel agencies
Well drilling
Electrical equipment
Computer hardware and software
Architectural services
Water treatment equipment, supplies and services
Custom farming services such as weed abatement, etc.
Telemetry equipment
Appraisal services
Printing, reproduction, recordkeeping, etc.
Office equipment
Accounting services
Real estate agents/brokers and investment firms
Title companies
Public utilities
Private water companies

Category 2

Designated positions required to disclose economic interests under Category 2 must report:

Interests in real property located within the jurisdiction or within two miles of the boundaries of the jurisdiction or within two miles of any land owned or used by the District as well as investments and business positions in business entities and sources of income (including receipt of gifts, loans, and travel payments) that provide real estate services (e.g. consulting, appraisal, development, construction) of the type used by the District.

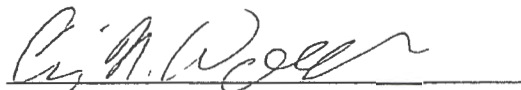
DECLARATION OF CHIEF EXECUTIVE OFFICER
Conflict of Interest Code for

LINDSAY-STRATHMORE IRRIGATION DISTRICT

The proposed conflict of interest code specifically includes each agency position that involves the making or participation in the making of decisions which may foreseeably have a material financial effect on an economic interest. Positions that do not make or participate in decisions are not included.

The disclosure categories are written to address the agency's current programs and require disclosure of only foreseeable interests that may create a conflict of interest.

The agency will satisfy all of the requirements of Title 2, Division 6 of the California Code of Regulations Section 18750 preliminary to approval of the proposed code, including providing a comment period for both employees and the public.


Signature

08/17/2018
Date

Craig N. Wallace
Printed Name

General Manager
Title

Job Title: Assistant Manager

Last Revision Date: 10/6/2000

Summary:

Responsible for the coordination of office activities pertaining to accounting, human resources and operations. Provides supervision and administration of employee relations and general ledger. Provides back up support to front office operations and assists with client relations.

Essential Job Functions:

- Coordinates office/ financial / HR activities.
- Administers employee relations and accruals.
- Supervises and maintains all District financial ledgers.
- Responsible for the accounting of company funds using Peachtree.
- Runs reports and data entry on STORM database.

Other Job Functions:

- Special projects on STORM and Peachtree applications.
- Provides back up to front office operations.
- Other assignments on request of management.

Knowledge and Skill Requirements:

Has intermediate knowledge in computer applications, Excel, Storm and Peachtree a must. Basic reading and writing skills, normally acquired through a high school diploma or equivalent. Has knowledge of the principals of accounting. Has the knowledge of a professional working in an office and accounting environment, usually acquired by at least 5 years of previous experience in a similar position. Possesses keen public relations, supervisorial, human resources, and managerial skills.

Will be Evaluated on:

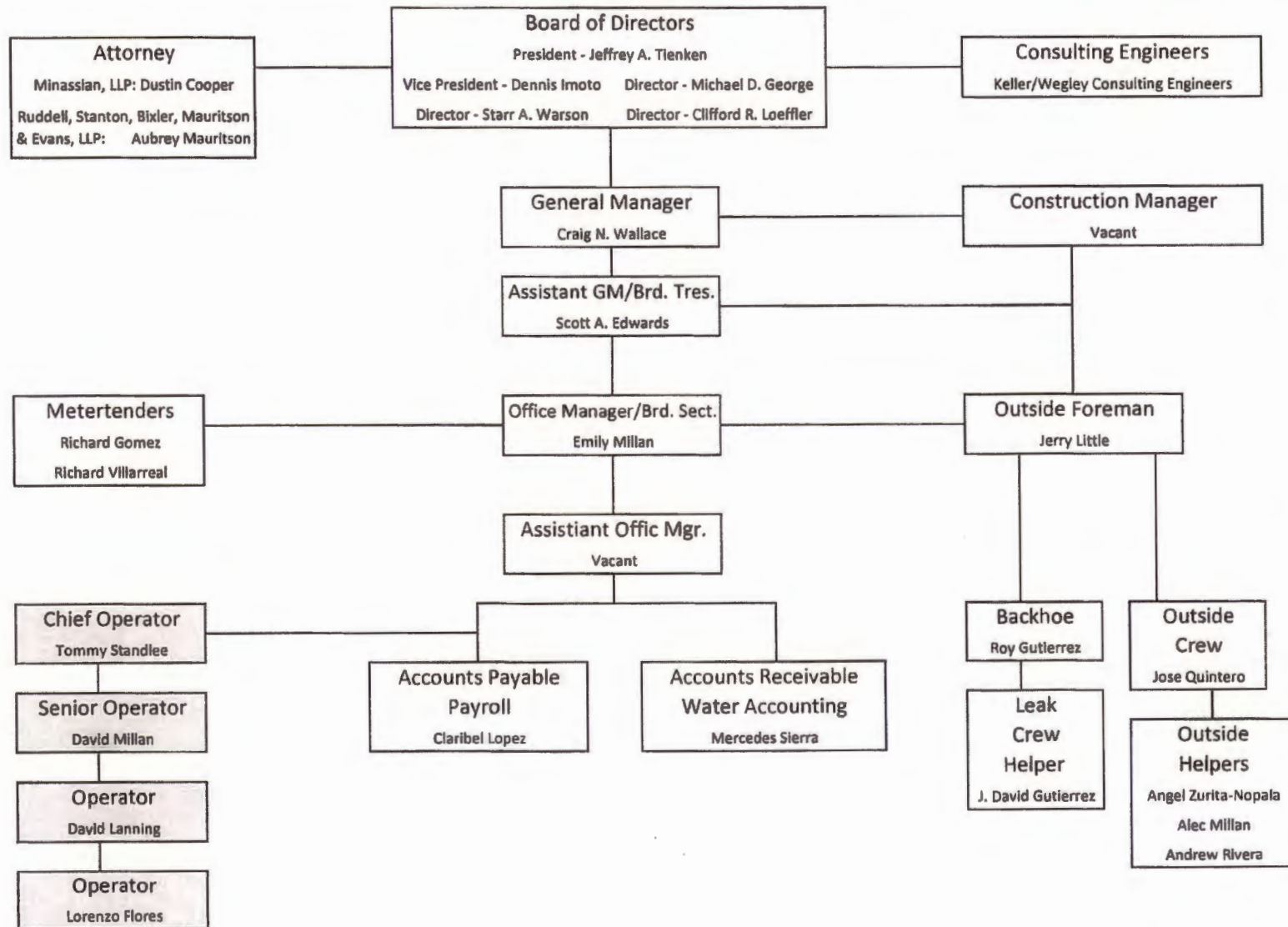
Ability to deal with staff and clients and customers. Ability to utilize appropriate and positive phone and public contact skills. Accuracy in data input, completeness and timeliness of work, attendance, punctuality, and ability to work cooperatively with others. Ability to demonstrate effective supervisorial and managerial skills.

Acknowledgement:

I have read or had read to me the above job description and I understand the requirements of the job.

Signature _____ Date _____

Lindsay-Strathmore Irrigation District
ORGANIZATIONAL CHART





P.O. Box 846
Lindsay, California 93247

Telephone: (559) 562-2581
Facsimile: (559) 562-3882
Email: cwallace@lsid.org

Letter of Transmittal

To: Melinda Benton **From:** Craig Wallace

Company: Clerk of the Board of Supervisors **Job No:**

Address: 2800 W. Burrel Avenue **Date:** 8/2/2018

Address: Visalia, CA 93291

Subject: 2018 Local Agency Biennial Notice. **Via:** Mail – 2 pages including cover

We are sending you:

Copies	Dated	No.	Description
1	8/3/18		2018 Local Agency Biennial Notice

These Are Transmitted as checked below:

<input type="checkbox"/>	For approval	<input type="checkbox"/>	For your use
<input type="checkbox"/>	For review and comment	<input type="checkbox"/>	Approved as noted
<input type="checkbox"/>	For action	<input type="checkbox"/>	Revise and resubmit _____ copies for approval
<input checked="" type="checkbox"/>	As requested	<input type="checkbox"/>	Other:

Remarks:

Included with this transmittal, please find the above-referenced documents.

Thanks,

Signed: 

Copy To: Files

If enclosures are not as noted, please notify this office at once.

23260 Round Valley Drive, Lindsay, California 93247

2018 Local Agency Biennial Notice

Name of Agency: Lindsay-Strathmore Irrigation District
Mailing Address: P.O. Box 846, Lindsay, CA 93247-0846
Contact Person: Craig Wallace Phone No. (559) 562-2581
Email: cwallace@lsid.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.)

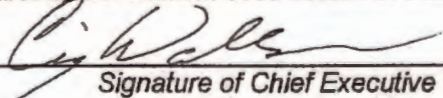
- ☐ Include new positions
- ☐ Revise disclosure categories
- ☒ Revise the titles of existing positions
- ☒ Delete titles of positions that have been abolished and/or positions that no longer make or participate in making governmental decisions
- ☐ Other (describe) _____

☐ 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.



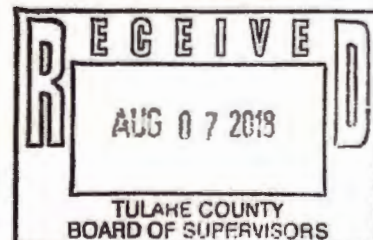
Signature of Chief Executive Officer
Craig Wallace, General Manager

August 03, 2018

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 **September 14, 2018**, or by the date specified by your agency, if earlier, to:

Clerk of the Board of Supervisors
Attn: Melinda Benton
2800 W. Burrel Avenue
Visalia, CA 93291



PLEASE DO NOT RETURN THIS FORM TO THE FPPC.