



McCloud Community Services District

220 West Minnesota Avenue P.O. Box 640

McCloud, California 96057

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REGULAR MEETING OF THE BOARD OF DIRECTORS

SCOUT HALL - 405 E. COLOMBERO DRIVE

January 25, 2021

AGENDA

The McCloud Community Services District welcomes you to this meeting. This agenda contains brief general descriptions of each item to be considered at this meeting by the Board of Directors. If you wish to speak on an item on the agenda, you will be provided the opportunity to do so prior to consideration of the item by the Board. If you wish to speak on an item that is not on the agenda, you are welcome to do so during the Public Comment portion of the meeting. Persons addressing the Board will be asked to step up to the podium and will be limited to three minutes or depending on the number of persons wishing to speak, it may be reduced to allow all members of the public the opportunity to address the Board. When addressing the Board, please state your name for the record prior to providing your comments. Please address the board as a whole through the President. Comments to individual Board members or staff are not permitted.

All documentation supporting the items on this agenda are available for public review in the District office, 220 W. Minnesota Avenue, McCloud CA 96057, during normal business hours of 9:00 a.m. to 12noon and 1:00 pm to 4:00 p.m. Monday through Friday.

In compliance with the Americans with Disabilities Act, those requiring accommodations for this meeting should notify the District office 48 hours prior to the meeting at (530) 964-2017.

1. **Pledge of Allegiance**
2. **Approval of Minutes: Discussion/action** regarding approval of the minutes of the Regular Meeting of January 11, 2021
3. **Announcement of Events:**
4. **Communications:**
5. **Reports:**
 - A. Finance Officer - Verbal
6. **Consent Agenda:**
 - A. Approval of Expenses in the amount of \$11,429.90
 - B. Approval of Expenses in the amount of \$ 3,811.50
7. **Old Business:**
 - A. **Discussion/ Possible action** regarding the approval of the second reading of proposed changes to MCS D Policy 2093- District Cellular Telephones
 - B. **Discussion/ Possible action** regarding the approval of the second reading of proposed changes to MCS D Policy 2255-Providing Employment Reference Information
 - C. **Discussion/ Possible action** regarding the approval of the second reading of proposed changes to MCS D Policy 2360 District Secretary Job Description
 - D. **Discussion/possible action** regarding park expenditures (Scout Hall)
8. **New Business:**
 - A. **Discussion/ Possible action** regarding the approval of the first reading of proposed changes to MCS D Policy 1020- Conflict of Interest

B. Discussion/ Possible action regarding the approval of the first reading of proposed changes to MCSD Policy 2420- Unlawful Harassment Including Sexual Harassment

C. Discussion/ Possible action regarding the approval of the first reading of proposed changes to MCSD Policy 3270- Compensation for Fire and Ambulance Personnel

D. Discussion/possible action regarding interest in land swap – Property around MCSD water tanks for MCSD property adjacent to old Land Fill on Timber Country Ranch Rd.

E. Discussion/Possible action regarding hiring a surveyor to confirm MCSD property boundaries.

9. Public Comment: This time is provided to receive information from the public regarding issues that **do not** appear on the agenda (persons addressing the Board will be asked to step up to the podium and will be limited to three minutes or depending on the number of persons wishing to speak, it may be reduced to allow all members of the public the opportunity to address the Board).

10. Adjourn open session.

11. Convene a Closed Session: Pursuant to California Government Code §54956.9(b) – Threatened Litigation.

12. Reconvene open session and announce any action taken.

13. Adjourn.

MCSD Mission Statement

McCloud Community Services District will strive to provide the full range of municipal services, at a reasonable cost applied consistently to all customers, while maintaining a healthy infrastructure and environmental integrity.

**MINUTES OF A
REGULAR MEETING OF THE BOARD OF DIRECTORS
January 11, 2021**

A regular meeting of the Board of Directors of the McCloud Community Services District was called to order at 6:00 p.m. at Scout Hall. Five Directors (Hanson, Richey, Young, Zanni, Rorke) were present. Also present were General Manager Amos McAbier, Finance Officer Michael Quinn, Public Works Superintendent Richie Fesler, Fire Chief Charlie Miller. Board Secretary Andrea Mills was absent.

1. Pledge of Allegiance

2. Approval of Minutes: Discussion/action regarding approval of the minutes of the Regular Meeting of December 14, 2020. R. Zanni made a motion to pass with two wording corrections. Seconded by C. Young. Motion passed with 4 ayes (Hanson, Richey, Young, Zanni), Rorke abstained.

3. Announcement of Events: None

4. Communications: None

5. Reports:

A. General Manager, Amos McAbier reported that MCSD will have a new IT person to be determined by Mount Shasta IT. Kevin will be moving out of state. Rail Runners will be discussed at a future meeting.

B. Finance Officer, Mike Quinn reported that the financial reports will be reformatted, and page 11 will be added into quarterly financials to make it more user friendly. He has also met with a Redding Financial Company to explore the possibility of refinancing MCSD loans at a lower interest rate. Results will be presented to the board for review and approval in the future.

C. Fire Chief Charlie Miller presented his detailed report- see page 17 of 67 for details. Ordinance 28 was discussed and will be further discussed at the Fire Department Committee meeting.

D. Public Works Superintendent, Richie Fesler reported repairs done to broken water pipes in McCloud over the past weeks. Discussion of surplus vehicle and the potential sale within the State of California involving a new emissions law.

E. Directors-No reports

F. Committees- All committees are meeting as scheduled.

6. Consent Agenda:

A. Approval of expenses in the amount of \$18,978.35. C. Richey made a motion to approve the expenses of \$18,978.35; motion seconded by M. Hanson. Motion passed with 5 ayes (Hanson, Richey, Young, Zanni, Rorke).

B. Approval of expenses in the amount of \$6,206.56. C. Richey made a motion to approve the expenses of \$6,206.56; seconded by R. Zanni. Motion passed with 5 ayes (Hanson, Richey, Young, Zanni, Rorke).

7. Old Business:

A. Discussion/ Possible action regarding pursuing Street Lights rate increase per 2019-20 rate study. **Tabled.** Finance and Audit Committee will discuss further at their next meeting after MCSD provides current numbers of parcels paying for lights vs. parcels not paying, and the cost of maintaining the lights vs. current income from monthly payments.

B. Discussion Possible/ action regarding corrected county tax rolls. C. Young made a motion to approve the corrected county tax rolls; seconded by M. Rorke. Motion passed with 5 ayes (Hanson, Richey, Young, Zanni, Rorke).

C. Discussion Possible/ action regarding approval of the Amended 2020-21 Budget reflecting County tax rolls corrections. R. Zanni made a motion to approve the Amended 2020-21 Budget reflecting County tax rolls corrections; seconded by C. Richey. Motion Passed with 4 ayes (Hanson, Richey, Young, Zanni). 1 nay, Rorke.

8. New Business:

A. Discussion/ Possible action regarding Resolution NO. 1, 2021 Application for Financial Assistance planning grant for towns distribution system. R. Zanni made a motion to approve Resolution NO. 1, 2021 Application for Financial Assistance planning grant for towns distribution system; seconded by C. Richey. Motion Passed with 4 ayes (Hanson, Richey, Young, Zanni). 1 nay, Rorke.

B. Discussion/ Possible action regarding considering sealed bids for surplus equipment 2004 F550 diesel flatbed plow truck. R. Zanni made a motion to approve the sealed bid for surplus equipment 2004 F550 diesel flatbed plow truck in the amount of \$ 4,250.00; seconded by M. Rorke. Motion passed with 5 ayes (Hanson, Richey, Young, Zanni, Rorke).

C. Discussion/ Possible action regarding Website Support, Silver Rockets or Square Space. C. Young made a motion to approve a contract with Square Space at \$240.00 per year and a one-time start-up cost not to exceed \$2,700.00 to come from the Fire Camp fund; seconded by M. Hanson. Motion passed with 5 ayes (Hanson, Richey, Young, Zanni, Rorke).

D. Discussion/ Possible action regarding approval of the first reading of proposed changes to Policy 2093- District Cellular Telephones. R. Zanni made a motion to approve the first reading of proposed changes to Policy 2093- District Cellular Telephones; seconded by C. Young. Motion passed with 5 ayes (Hanson, Richey, Young, Zanni, Rorke).

E. Discussion/ Possible action regarding approval of the first reading of proposed changes to Policy 2255-Providing Employment Reference Information. C. Richey made a motion to approve the first reading of proposed changes to Policy 2255-Providing Employment Reference Information; seconded by M. Rorke. Motion passed with 5 ayes (Hanson, Richey, Young, Zanni, Rorke).

F. Discussion/ Possible action regarding approval of the first reading of proposed changes to Policy 2360 District Secretary Job Description. C. Richey made a motion to approve the first reading of proposed changes to Policy 2360 District Secretary Job Description; seconded by R. Zanni. Motion passed with 5 ayes (Hanson, Richey, Young, Zanni, Rorke).

9. Public Comment: None

Adjourn open session at 8:12pm

10. Convene a Closed Session: Pursuant to California Government Code §54957(b)-General Manager - To consider the appointment, employment, evaluation of performance, discipline, or dismissal of a public employee.

11. Reconvene open session. No action taken.

Adjourn closed session at 8:42pm

* ... Over spent expenditure

Claim/	Check	Invoice #	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund	Org Acct	Object	Proj	Cash Account
9840	Dec Dump Fees	11	BLACK BUTTE TRANSFER STATION	3,513.99	****		1090	405000	710		101000
	ACC 150 01/02/21 Dec 2020 Dump Fees			3,513.99							
			Total for Vendor:	3,513.99							
9827	Office Propane	13	BLUE STAR GAS	1,113.83	****		1010	403000	440		101000
	12185226-IN 12/29/20 OFFICE PROPANE			1,113.83*							
			Total for Vendor:	1,113.83							
9804	AMBULANCE SUPPLIES	1018	BOUND TREE MEDICAL, LLC	35.61	****		1040	403000	400		101000
	83866955 12/01/20 AMBULANCE SUPPLIES			35.61*							
			Total for Vendor:	35.61							
9824	Ambulance Medical Supplies	1018	BOUND TREE MEDICAL, LLC	60.08	****		1040	403000	400		101000
	83868922 12/02/20 Ambulance Medical Supplies			60.08*							
			Total for Vendor:	60.08							
9841	INSTALL NEW TUBE IN BACKHOE TIRE	15	BROOKS COMPLETE AUTO REPAIR INC.	77.59	****		1010	403000	520		101000
	92057 12/30/20 INSTALL NEW TUBE IN BACKHOE TI			77.59							
			Total for Vendor:	77.59							
9832	Vehicle Fuel 1/1/21 -1/15/21	277	CROSS PETROLEUM	590.77			1010	403000	430		101000
	CL04388 01/15/21 MCSD Svc Veh 1/1-1/15/20			68.51							
	1/13/21			45.29							
	CL04388 01/15/21 MCSD Svc Veh 1/1-1/15/20			45.29							
	1/13/21			74.58							
	CL04388 01/15/21 2951 Flat Bed CC 1/1-1/15/20			74.58							
	1/13/21			88.87							
	CL04388 01/15/21 Rear Loader 1/1-1/15/20			88.87							
	1/08/21			62.64							
	CL04388 01/15/21 Side Loader 1/1-1/15/20			62.64							
	1/05/21										

* ... Over spent expenditure

Claim/	Check	Invoice	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund	Org	Acct	Object	Proj	Cash Account
1/12/21	CL04388	01/15/21	Side Loader 1/1-1/15/20	63.26			1090		403000	420		101000
1/5/21	CL04388	01/15/21	Fire-Medic 17 1/1-1/15/20	31.19			1040		403000	420		101000
1/3/21	CL04388	01/15/21	Fire-Medic 17 1/1-1/15/20	26.77			1040		403000	420		101000
1/8/21	CL04388	01/15/21	Fire-Squad 1740 1/1-1/15/20	89.54			1040		403000	420		101000
1/5/21	CL04388	01/15/21	Fire-Command 1700 1/1-1/15/20	40.12			1040		403000	430		101000
			Total for Vendor:	590.77								
			*** Claim from another period (12/20) ****	32.00								
9828			460 DEPT. OF JUSTICE									
			December Fingerprinting	32.00			1040		402000	392		101000
			Total for Vendor:	32.00								
9836			42 DON R ERICKSON OIL	248.36								
			Dyed Diesel-Dist									
			175431 01/06/21 101 Gal @ 2.29 Diesel	248.36			1010		403000	420		101000
			Total for Vendor:	248.36								
			*** Claim from another period (12/20) ****									
9842			71 FIRST BANKCARD - DIRECTORS 2	618.00								
			AMS CONSTRUCTION PARTS-SPARE REAR BACKHOE RIM									
			39177 12/11/20 AMS for SPARE REAR BACKHOE RIM	618.00			1010		403000	520		101000
			Total for Vendor:	618.00								
			*** Claim from another period (12/20) ****									
9831			70 FIRST BANKCARD - DISTRICT CARD	1,575.18								
			IT Services (Enplan, Survey Monkey, Microsoft), Postage, Safety Supply, Federal									
			Processings, SAMS (Awards Management)									
			12/07/20 USPO Postage-Water Samples	28.35			3000		403000	411		101000
			12/07/20 ENPLAN	29.00*			1010		402000	396		101000
			12/17/20 Sensor Maint-02 50/50 Wtr&Swr	160.55			2000		403000	520		101000
			12/17/20 Sensor Maint 50/50 Wtr&Swr	160.54			3000		403000	520		101000
			12/21/20 Microsoft Online Services	200.00*			1010		402000	396		101000
			12/23/20 Webfoot-filters	160.74			1090		403000	520		101000
			12/29/20 SurveyMonkey IT Service	37.00*			1010		402000	396		101000

* ... Over spent expenditure

Claim/	Check	Invoice #/Name/ Vendor #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
		12/28/20 Federal Process Registry Sams	799.00*		724768	1010 402000	370	101000
		Total for Vendor:	1,575.18					
		*** Claim from another period (12/20) ****						
9834		69 FIRST BANKCARD - FIRE DEPT	484.40					
		Fire Dept Supplies						
		12/07/20 Amazon-Supplies	20.44*			1040 403000	400	101000
		12/28/20 Coast Biomedical Equipmnet	342.96*			1040 403000	400	101000
		01/05/20 Active 911	42.00			1040 402000	396	101000
		01/04/20 Excel for Chief Training	79.00			1040 402000	350	101000
		Total for Vendor:	484.40					
9839		1152 JOSHUA J. STREY	72.00					
		REIMBURSE FEES PAID TO SISKIYOU SHERRIF FOR VOLUNTEER BACKGROUND CHECK						
		01/14/21 DOJ FEE FOR EMT 1 CERTIFICATIO	49.00		724683	1040 405000	710	101000
		01/14/21 SISKIYOU SO ROLL FEE	23.00		724683	1040 405000	710	101000
		Total for Vendor:	72.00					
		*** Claim from another period (11/20) ****						
9835		238 MT SHASTA AMBULANCE SERVICE,	330.00					
		Ambulance Runs to Mercy						
		20-4805 11/14/20 20-4805 Ambulance Run to Merc	165.00*			1040 403000	394	101000
		20-5001 11/25/20 20-5001 Ambulance Run to Merc	165.00*			1040 403000	394	101000
		Total for Vendor:	330.00					
9829		116 NORTHLAND CABLE - FIRE	91.43					
		Fire Phone & Internet						
		Jan 2021 01/06/21 Fire Phone & Internet	91.43*			1040 402000	320	101000
		Total for Vendor:	91.43					
9830		117 NORTHLAND CABLE - MCSD	292.33					
		Dist Office Phone, Internet, Equipment						
		Jan 2021 01/06/21 Dist Office Phone, Internet,	292.33			1010 402000	320	101000
		Total for Vendor:	292.33					
		*** Claim from another period (12/20) ****						
9833		1143 NORTHLAND	135.29					
		Dec 2020 Phone & Internet						
		Dec 2020 12/03/20 Dec Phone & Internet	135.29*			1020 402000	320	101000
		Total for Vendor:	135.29					


* ... Over spent expenditure

Claim/	Check	Invoice	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
9825			126 PACIFIC POWER - 007 4 STREET Dec 2020 Street Light Power	1,328.07	1,328.07		1060 403000	450	101000
			007 4 01/05/21 Dec 2020 Street Light Power	1,328.07			1060 403000	450	101000
			Total for Vendor:	1,328.07					
			*** Claim from another period (12/20) ****						
9847			1092 Prentice, Long & Epperson Legal in re COVID restrictions	105.00			1010 402000	390	101000
			4018 01/01/21 Legal-COVID Restrictions 12/2	105.00			1010 402000	390	101000
			4018 01/01/21 Legal-12/10	105.00			1010 402000	390	101000
			Total for Vendor:	210.00					
			*** Claim from another period (12/20) ****						
9846			1063 Richard Fesler Boot Allowance	200.00		724939	1010 402000	360	101000
			12/31/20 Uniform Allowance	200.00			1010 402000	360	101000
			Total for Vendor:	200.00					
9838			1153 SHANE HARRIS REIMBURSE PAYMENTS TO EMPLOYEE FOR SISKIYOU CO SHERIFF'S DEPT I-13-21-VOLUNTEER FIRE FIGHTER BACKGROUND CHECKS	101.00					
			01/11/21 INITIAL LIVE SCAN	23.00		724942	1040 405000	710	101000
			01/11/21 INITIAL LIVE SCAN	23.00		724942	1040 405000	710	101000
			01/11/21 DMV-AMBULANCE	23.00		724942	1040 405000	710	101000
			01/11/21 DMV ROLL FEE	32.00		724942	1040 405000	710	101000
			Total for Vendor:	101.00					
			*** Claim from another period (12/20) ****						
9845			255 VERIZON WIRELESS - MCSD Monthly Cell Phone Service	319.97					
			9870301280 01/01/21 Monthly Cell Phones-Genera	120.03			1010 402000	320	101000
			9870301280 01/01/21 Pws, On Call, Gm Phones	100.14			1010 402000	320	101000
			9870301280 01/01/21 Fire Chief, Ambulance Phon	99.80*			1040 402000	320	101000
			Total for Vendor:	319.97					
			# of Claims	21					
			Total:	11,429.90					

Fund/Account	Amount
1010 GENERAL	
101000 Operating Cash	\$4,233.66
1020 DIRECTORS	
101000 Operating Cash	\$135.29
1040 FIRE	
101000 Operating Cash	\$1,493.94
1060 LIGHTS	
101000 Operating Cash	\$1,328.07
1090 REFUSE	
101000 Operating Cash	\$3,889.50
2000 SEWER	
101000 Operating Cash	\$160.55
3000 WATER	
101000 Operating Cash	\$188.89
Total:	\$11,429.90

The foregoing claims are approved for payment in the manner provided by Resolution #3, dated November 8, 1965."

Prepared by: J. Keith Anderson, Assistant Accountant

Reviewed by: 

Claims Total: \$11,429.90
Signature #1

Signature #2

Signature #4

Signature #3

Signature #5



* ... Over spent expenditure

Claim/	Check	Invoice #/Inv Date/Description	Vendor #/Name/	Document \$/ Line \$	Disc \$	PO #	Fund	Org	Acct	Object	Proj	Cash Account
9855		1158 Benjamin Garcia Stipend points 10-1-20 to 12-31-20 12/31/20 Stipend Points		60.00 60.00*			1040	401100	130			101000
		Total for Vendor:		60.00								
9859		1132 Bob Masciola Stipend Points 10-1-20 to 12-31-20 12/31/20 Stipend Points		290.00 290.00*			1040	401100	130			101000
		Total for Vendor:		290.00								
9853		1157 Bryce Estes Stipend Points 12/31/20 Stipend Points		10.00 10.00*			1040	401100	130			101000
		Total for Vendor:		10.00								
9860		1135 Cindy Miller Stipend Points 10-1-20 to 12-31-20 12/31/20 Stipend points		407.90 407.90*			1040	401100	130			101000
		Total for Vendor:		407.90								
9854		1140 Dan Fay Stipend Points 10-1-20 to 12-31-20 12/31/20 Stipend points		357.90 357.90*			1040	401100	130			101000
		Total for Vendor:		357.90								
9864		1162 David Wolfe Stipend points 10-1-20 to 12-31-20 12/31/20 Stipend points		60.00 60.00*			1040	401100	130			101000
		Total for Vendor:		60.00								
9851		1155 Elizabeth Buckley Stipend Points 10-01-20 to 12-31-20 12/31/20 Stipend Points		20.00 20.00*			1040	401100	130			101000
		Total for Vendor:		20.00								

* ... Over spent expenditure

Claim/ Check	Invoice #/Inv Date/Description	Vendor #/Name/	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
9849	1134 Sandra Borden Stipend Points 10-01-20 to 12-31-20 12/31/20 Stipend Points		60.00			1040 401100	130	101000
	Total for Vendor:		60.00*					
			60.00					
9861	1160 Steve Richardson Stipend points 10-1-20 to 12-31-20 12/31/20 Stipend points		20.00			1040 401100	130	101000
	Total for Vendor:		20.00*					
			20.00					
9850	1150 TERRY BORDEN Stipend Points 10-1-20 to 12-31-20 12/31/20 Stipend Points		210.00			1040 401100	130	101000
	Total for Vendor:		210.00*					
			210.00					
9863	1161 Trent Vogus Stipend points 7-1-20 to 12-31-20 12/31/20 Stipend points		917.80			1040 401100	130	101000
	Total for Vendor:		917.80*					
			917.80					
	# of Claims	18						
	Total:		3,811.50					

The foregoing claims are approved for payment in the manner provided by Resolution #3, dated November 8, 1965."

Prepared by: *[Signature]*

Reviewed by: _____

Claims Total: \$3811.50

Signature #1 _____

Signature #2 _____

Signature #3 _____

Signature #4 _____

Signature #5 _____

McCLOUD COMMUNITY SERVICES DISTRICT
Policy and Procedure Manual

POLICY TITLE: District Cellular Telephones
POLICY NUMBER: 2093
ADOPTED: November 22, 2004
REVIEWED: June 21, 2016, September 11, 2020
AMENDED: January 27, 2014

2093.10 The purpose of this policy is to establish uniform guidelines for the purchase and use of cellular telephones and the appropriate use of the phone and plan.

2093.20 The District's business needs shall determine which employees are required to possess cellular phones to enhance normal and emergency operations. The General Manager, or designee, shall determine if cellular telephone service is required based on reviewing the following guidelines:

2093.21 Safety/Emergency Response: The employee's duties involve monitoring, responding or performing other duties or activities that are essential to the safe operation of the District facilities, such that making mobile communication with a cellular telephone is necessary.

2093.22 On-Call: The employee's job assignment involves being on-call, either on a formal assignment basis or as an inherent level of responsibility based on the responsibilities of the position.

2093.23 Fieldwork: The employee's normal work duties involve the need to communicate from the field with non-District and District employees. Typically, this will involve working in locations where no public telephone is reasonably available or practical.

2093.30 The District reserves the right to monitor usage of all District provided cellular telephones. Employees shall be familiar with the required protocol and skill set for effective usage of a cellular telephone.

2093.31 Employees shall use discretion in relaying confidential information over cellular telephones. Care shall be exercised to prevent equipment theft or vandalism.

2093.32 Employees shall not use a cell phone, *smartwatch or any other mobile device* while driving.

2093.33 The General Manager, or designee, shall approve the purchase and/or installation of cellular telephones. It shall be the responsibility of the General

Manager to ensure that sufficient funds are budgeted for the purchase and monthly operational costs associated with such equipment prior to its use.

2093.40 It is the responsibility of the General Manager and Finance Officer to determine which cellular plan is appropriate based on estimated phone usage. The plan should address the amount of airtime and other features needed to effectively perform assigned duties. Plans should not be inflated to simply make sure they are sufficient.

2093.50 A District-provided wireless telephone and wireless telephone airtime service are to be used for official District business only. However, it is understood that incidental personal calls will sometimes be necessary.

2093.51 The District recognizes that work related situations, such as the necessity to work unanticipated overtime or family emergencies may require the use of a cellular telephone by an employee for personal business. Cellular telephones shall not be used when a less costly alternative is safe, convenient, and readily available. Employees should keep personal calls brief and use a landline (standard telephone service) when available.

2093.511 Cellular telephone charges for all calls, whether personal or business related, are included in the monthly statement from the District's cellular service provider. Employees are required to reimburse the District for the cost of personal calls in excess of the employee's predetermined plan threshold, including all applicable taxes. Records shall be maintained to monitor the usage of cellular telephones and shall be reviewed by the General Manager or designee.

2093.52 Personal use should not exceed 10% of the total airtime.

2093.60 Cellular telephones that are District property shall not be misused. Employees using or having access to cellular telephone equipment shall be held accountable for their misuse of this equipment and shall be subject to appropriate disciplinary action for misuse. Examples of cellular telephone misuse may include, but are not limited to, use for personal profit or to transmit an inappropriate message to another party, continual use as a primary means communication for non-District purposes.

McCLOUD COMMUNITY SERVICES DISTRICT
Policy and Procedure Manual

POLICY TITLE: Providing Employment Reference Information
POLICY NUMBER: 2255
ADOPTED: September 08, 2003
REVIEWED: 10/28/13; 11/12/13; 11/12/15; 10/21/20
REVISED: 11/12/13; 02/08/16

2255.10 All information pertaining to the work performance of District employees or volunteers, promotions, demotions, terminations, layoffs or any other personnel information shall be considered confidential and shall not be publicly disclosed, except as specifically authorized in writing by the General Manager or Board of Directors and in accordance with law.

2255.20 Only the following information, once verified as accurate, may be publicly disclosed by the General Manager or his/her designee to anyone calling for an employment reference for a current or former District employee:

2255.21 Employee or Volunteer name

2255.22 Employee job title(s)

2255.23 Dates of service

~~**2255.30**— A current or former District employee may submit a written request to the General Manager for preparation of a letter of recommendation which contains additional information regarding the employee's/former employee's work performance.~~

~~**2255.31**— The Board of Directors recognizes that the District faces exposure to significant liability through the provision of letters of recommendation by District employees. The Board finds that it is, therefore, in the best interests of the District to ensure that letters of recommendation issued by individuals in their capacity as District employees, or which could be reasonably interpreted as written in the individual's capacity as a District employee, be accurate and conform to all requirements of law. Therefore, the General Manager or his/her designee is directed to create and implement a practice whereby all letters of recommendation are reviewed and approved by the General Manager or his/her designee before dissemination.~~

~~2255.32—The General Manager or designee shall process all requests for letters of recommendation regarding all District employees other than himself/herself. All letters of recommendation to be issued on behalf of the District for current or former employees must be approved by the General Manager or his/her designee.~~

McCLOUD COMMUNITY SERVICES DISTRICT
Policy and Procedure Manual

POLICY TITLE: District Secretary – Job Description
POLICY NUMBER: 2360
REVIEWED: 02/25/13; 03/11/13; 08/17/15
ADOPTED: October 28, 2002
AMENDED: March 11, 2013; February 22, 2016

2360.10 Description. The District Secretary acts as the Secretary of the Board. The District Secretary is hired by the General Manager and the Finance Officer. The District Secretary will be given an annual performance evaluation by the Finance Officer in accordance with MCSD Policy 2175 – Performance Evaluations and presented to the General Manager for recommendations. Under direction of the General Manager and with little supervision, acts as administrative assistant to the General Manager, Finance Officer and Public Works Superintendent.

2360.11 The District Secretary attends to administrative detail on special matters assigned by the General Manager, Finance Officer and Public Works Superintendent, composes correspondence on own initiative on matters not requiring personal attention of the General Manager, Finance Officer or Public Works Superintendent, writes reports and letters and acts as office manager in the absence of the Finance Officer.

2360.12 The District Secretary prepares agendas, coordinates time schedules and attends meetings of the Board of Directors and other District related meetings and functions as required, transcribes and edits minutes, prepares drafts of agenda items requiring action by the Board, gives information to organizations, employees, customers and the general public regarding Board matters, prepares correspondence and maintains files on official actions of the Board and the General Manager.
Processes public records requests.

2360.13 The District Secretary serves as receptionist for the District, greeting persons conducting business with the District, answering telephones, preparing deposits of daily receipts, picking up and processing mail.

2360.14 The District Secretary collects service fees and miscellaneous receipts and posts to the appropriate accounts, sends late notices, files and records liens on delinquent accounts.

2360.15 The District Secretary reviews, scans and files all run reports and sends the billings to the contractor.

2360.16 The District Secretary sends thank you letters to donors to the ambulance memorial fund sends letters of acknowledgment to the families and orders memorial plaques to be placed in the library.

2360.17 The District Secretary oversees workers' compensation claims.

2360.18 The District Secretary maintains a filing system for all pertinent District documents.

2360.20 Prerequisite Qualifications:

2360.21 Graduation from High School and four (4) years of increasingly responsible clerical and secretarial experience.

2360.22 The District Secretary shall possess a valid California driver's license and a satisfactory driving record.

2360.30 Desirable Qualifications

2360.31 The District Secretary should have knowledge of modern office methods, practices and equipment, and techniques of business letter and report writing.

2360.32 The District Secretary should have the ability to perform responsible clerical and secretarial duties and independently take care of administrative detail, compose correspondence independently or from general directions, take, transcribe and edit Board material and minutes quickly and accurately, type at a speed of not less than sixty (60) words per minute from clear copy and maintain cooperative relationships with those contacted in the course of work.

2360.33 The District Secretary should have the ability to: plan, organize and supervise the work of others in the performance of general clerical work, express ideas and give instructions effectively, apply rules and regulations to specific cases, analyze data and draw logical conclusions and take the lead and become a primary source of reference for assigned areas of responsibility.

2360.34 The District Secretary should have knowledge of the principles and practices of financial record-keeping, basic principles of accounting, computerized accounting and principles of effective supervision. *A working knowledge of the Ralf M. Brown Act and it's principles applicable to District operations.*

2360.40 Basic Work Hours: 8:00 a.m. to 5:00 p.m., Monday through Friday. *The basic day of work for full-time employees is eight (8) hours, exclusive of a one (1) hour meal period, which is not paid.*

2360.50 Essential Job Duties:

2360.51 The District Secretary may be required to work overtime as necessary or required to complete necessary projects or job functions. The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job.

2360.52 Task: Performs receptionist, customer service, clerical and accounting work including operation of related business equipment.

Physical Demand: Sitting, standing, stooping, twisting, bending, squatting, close vision, speaking, hearing, use of hands to finger, handle or feel objects, tools or controls, lifting up to 25 lbs.

2360.53 Task: Performs accounting tasks, including writing journal entries, inputting data to the computer system and using calculator and computer to complete and balance spreadsheets and do other accounting calculations and mails claim checks.

Physical Demand: Sitting, close vision, twisting, bending, use of hands to fingers, handle or feel objects, tools or controls, operating a computer.

2360.54 Task: Prepares and mails billings, reports, forms, questionnaires, etc.

Physical Demand: Sitting, close vision, speaking, hearing, use of hands to fingers, handle or feel objects, tools or controls, operating a computer and typewriter.

2360.55 Task: Filing.

Physical Demand: Sitting, standing, walking, lifting, pushing, pulling, and carrying up to 25 lbs. kneeling, stooping, bending, squatting, close vision, use of hands to finger, handle or feel objects, tools or controls.

2360.56 Task: Interacts with other special districts, city, county, state and federal agencies, to obtain information, attend meetings, and to respond to inquiries for information from same.

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

2360.57 Task: Attends meetings of the Board of Directors and other meetings, ~~and~~

training as assigned and prepares associated minutes, notes and reports.

Physical Demand: Sitting, standing, walking, close vision, speaking, hearing, use of hands to finger, handwritten notes, handle or feel objects, tools or controls, driving vehicles, overnight lodging in hotels.

2360.58 Task: Answering telephones, processing mail, providing direct customer service.

Physical Demand: Sitting, standing, twisting, close vision, speaking, hearing, use of hands to finger, handle or feel objects, tools or controls.

2360.60 Essential Job Duties – Continued

2360.61 Task: Communicates with District customers and members of the public, to provide requested information and resolve complaints and/or problems.

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

2360.62 Task: Acts as Office Manager in the absence of the Finance Officer

Physical Demand: Sitting, standing, stooping, bending, squatting, close vision, speaking, hearing, use of hands to finger, handle or feel objects, tools or controls, operate computer, attend out of town meetings with possible overnight stays, training and functions, driving vehicles.

2360.70 Marginal Job Duties

2360.71 Task: Routine and minor maintenance of office machines.

Physical Demand: Sitting, standing, walking, lifting, pushing, pulling and carrying up to 25 lbs. kneeling, stooping, bending, squatting, close vision, use of hands to finger, handle or feel objects, tools or controls.

2360.80 Environmental Demands:

2360.81 Outside: Travels to do out-of-office business in a variety of weather conditions including rain, snow and heat to +100 degrees Fahrenheit.

2360.82 Inside: Usually works indoors in temperature-controlled environment.

2360.83 Fumes/Gases: Exposure to various colognes/perfumes; infrequent exposure to fumes/dust from printing cartridges.

2360.84 Noise/Vibration: Business/office machines, office located in close proximity to highway traffic.

2360.90 Mental Requirements:

2360.91 Reading: Reads complex manuals and instructions for computer software and hardware, letters, reports, memos, messages, etc.

2360.92 Writing: Writes reports, presentations, memos, messages, and fills out information forms. Needs ability to use or quickly learn the latest version of the District's currently used word-processing software.

2360.93 Math: Ability to work with mathematical concepts such as algebra. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations. Ability to use or quickly learn the District's currently used spreadsheet software.

2360.94 Attention to Detail: High level concentration and attention to detail for extended periods of time required to produce reports and spreadsheets.

2360.95 Repetition: Repetitive data entry to journals and computer system for accounting purposes.

2360.96 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 work with others and formulate appropriate instructions to achieve desired goals

2360.97 Social Skills: Ability to relate cooperatively with members of the public, directors and District personnel on a constant and face-to-face basis.

2360.98 Communication Skills: Ability to quickly organize and communicate thoughts orally, written or graphically. Ability to understand communications from others.

2360.100 This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

McCLOUD COMMUNITY SERVICES DISTRICT
Policy and Procedure Manual

POLICY TITLE: Conflict of Interest
POLICY NUMBER: 1020
ADOPTED: November 12, 2002
REVISED: August 25, 2008, January 28, 2019
REVIEWED: January 9, 2014' January 9, 2019

1020.10 California Code of Regulations 18730. Provisions of Conflict of Interest Code.

- (a) Incorporation by reference of the terms of this regulation along with the designation of employees and the formulation disclosure categories in the Appendix referred to below constitute the adoption and promulgation of a conflict of interest code within the meaning of Government Code section 87300 or the amendment of a conflict of interest code within the meaning of Government Code section 87306 if the terms of this regulation are substituted for terms of a conflict of interest code already in effect. A code so amended or adopted and promulgated requires the reporting of reportable items in a manner substantially equivalent to the requirements of Article 2 of Chapter 7 of the Political Reform Act, Government Code sections 8100, et seq. The requirements of a conflict of interest code are in addition to other requirements of the Political Reform Act, such as the general prohibitions against conflicts of interest contained in Government Code section 87100, and to other state or local laws pertaining to conflicts of interest.
- (b) The terms of a conflict of interest code amended or adopted and promulgated pursuant to this regulation are as follows:

Section 1. Definitions.

The definitions contained in the Political Reform Act of 1974, regulations of the Fair Political Practices Commission (2 Cal. Code of Regs. Sections 18110, et seq.), and any amendments to the Act or regulations, are incorporated by reference into this conflict of interest code.

Section 2. Designated Employees.

The persons holding positions listed in Appendix A are designated employees. It has been determined that these persons make or participate in the making of decisions which may foreseeably have a material effect on economic interests.

Section 3. Disclosure Categories.

This code does not establish any disclosure obligation for those designated employees who are also specified in Government Code section 87200 if they are designated in this code in that same capacity or if the geographical jurisdiction of this agency is the same as or is wholly included within the jurisdiction in which those persons must report their economic interests pursuant to article 2 of chapter 7 of the Political Reform Act, Government Code sections 87200, et seq. In addition, this code does not establish any disclosure obligation for any designated employees who are designated in a conflict of interest code for another agency, if all of the following apply:

- A. The geographical jurisdiction of this agency is the same as or is wholly included within the jurisdiction of the other agency.
- B. The disclosure assigned in the code of the other agency is the same as that required under article 2 of chapter 7 of the Political Reform Act Government Code section 87200; and
- C. The filing officer is the same for both agencies.¹

Section 4. Statements of Economic Interests: Place of Filing.

The Code reviewing body shall instruct all designated employees within its code to file statements of economic interests with the agency or with the code reviewing body, as provided by the code reviewing body in the agency's conflict of interest code.²

Section 5. Statements of Economic Interests: Time of Filing.

- A. Initial Statements. All designated employees employed by the agency on the effective date of this code, as originally adopted, promulgated and approved by the code reviewing body, shall file statements within 30 days after the effective date of this code. Thereafter, each person already in a position when it is designated by an amendment to this code shall file an initial statement within 30 days after the effective date of the amendment.

¹ Designated employees who are required to file statements of economic interests under any other agency's conflict of interest code, or under article 2 for a different jurisdiction, may expand their statement of economic interests to cover reportable interests in both jurisdictions, and file copies of this expanded statement with both entities in lieu of filing separate and distinct statements, provided that each copy of such expanded statement filed in place of an original is signed and verified by the designated employee as if it were an original. See Government Code section 81004.

² See Government Code section 81010 and 2 Cal. Code of Regs. Section 18115 for the duties of filing officers and persons in agencies who make and retain copies and retain copies of statements and forward the originals to the filing officer.

- B. Assuming Office Statements. All persons assuming designated positions after the effective date of this code shall file statements within 30 days after assuming the designated positions, or if subject to State Senate confirmation, 30 days after being nominated or appointed.
- C. Annual Statements. All designated employees shall file statements no later than April 1.
- D. Leaving Office Statements. All persons who leave designated positions shall file statements within 30 days of leaving office.

Section 5.5. Statements for Persons Who Resign Prior to Assuming Office.

Any person who resigns within 12 months of initial appointment, or within 30 days of the date of notice provided by the filing officer to file an assuming office statement, is not deemed to have assumed office or left office, provided he or she did not make or participate in the making of, or use his or her position to influence any decision and did not receive or become entitled to receive any form of payment as a result of his or her appointment. Such persons shall not file either an assuming or leaving office statement.

- A. Any person who resigns a position within 30 days of the date of a notice from the filing officer shall do both of the following:
 - 1. File a written resignation with the appointing power; and
 - 2. File a written statement with the filing officer declaring under penalty of perjury that during the period between appointment and resignation, he or she did not make, participate in the making, or use the position to influence any decision of the agency or receive, or become entitled to receive, any form of payment by virtue of being appointed to the position.

Section 6. Contents of and Period Covered by Statements of Economic Interests.

- A. Contents of Initial Statements.
Initial statements shall disclose any reportable investments, interests in real property and business positions held on the effective date of the code and income received during the 12 months prior to the effective date of the code.
- B. Contents of Assuming Office Statements.
Assuming office statements shall disclose any reportable investments, interests in real property and business positions held on the date of assuming office or, if subject of nomination, and income received during the 12 months prior to the date of assuming office or the date of being appointed or nominated, respectively.
- C. Contents of Annual Statements.
Annual statements shall disclose any reportable investments, interests in real property, business positions held or received during

the previous calendar year provided, however, that the period covered by an employee's first annual statement shall begin on the effective date if the code or the date of assuming office, whichever is later, or for a board or commission member subject to Government Code section 87302.6, the day after the closing date of the most recent statement filed by the member pursuant to Cal. Code Regs. Section 18754.

Section 7. Manner of Reporting.

Statements of economic interests shall be made on forms prescribed by the Fair Political Practices Commission and supplied by the agency, and shall contain the following information:

A. Investment and Real Property Disclosure. When an investment or an interest in real property is required to be reported,^{3 4} the statement shall contain the following:

1. A statement of the nature of the investment or interest;
2. The name of the business entity in which each investment is held and a general description of the business activity in which the business is engaged;
3. The address or other precise location of the real property;
4. A statement whether the fair market value of the investment or interest in real property equals or exceeds two thousand dollars (\$2,000), exceeds ten thousand dollars (\$10,000), exceeds one hundred thousand dollars (\$100,000), or exceeds one million dollars (\$1,000,000).

B. Personal Income Disclosure. When personal income is required to be reported,⁵ the statement shall contain:

1. The name and address of each source of income

³ For the purpose of disclosure only (not disqualification), and interest in real property does not include the principal residence, of the filer.

⁴ Investments and interests in real property which have a fair market value of less than \$2,000 are not investments and interests in real property within the meaning of the Political Reform Act. However, investments or interests in real property of an individual include those held by the individual's spouse and dependent children as well as a pro rata share of any investment or interest in real property of any business entity or trust in which the individual, spouse and dependent children own, in the aggregate, a direct, indirect or beneficial interest of 10 percent or greater.

⁵ A designated employee's income includes his or her community property interest in the income of his or her spouse but does not include salary or reimbursement for expenses received from a state, local or federal government agency.

aggregating five hundred dollars (\$500) or more in value, or fifty dollars (\$50) or more in value if the income was a gift and general description of the business activity, if any of each source;

2. A statement whether the aggregate value of income from each source, or in the case of a loan, the highest amount owed to each source was one thousand dollars (\$1,000) or less, greater than one thousand dollars (\$1,000), greater than ten thousand dollars (\$10,000), or greater than one hundred thousand dollars (\$100,000).
 3. A description of the consideration, if any, for which the income was received;
 4. In the case of a gift, the name, address and business activity of the donor and any intermediary through which the gift was made; a description of the gift; the amount or value of the gift; and the date on which the gift was received;
 5. In the case of a loan, the annual interest rate and the security, if any, give for the loan and the term of the loan.
- C. Business Entity Income Disclosure. When income of a business entity, including income of a sole proprietorship, is required to be reported,⁶ the statement shall contain:
1. The name, address, and a general description of the business activity of the business entity;
 2. The name of every person from whom the business entity received payments if the filer's pro rata share of gross receipts from such person was equal to or greater than ten thousand dollars (\$10,000).
- D. Business Position Disclosure. When business positions are required to be reported, a designated employee shall list the name and address of each business entity in which he or she is a director, officer, partner, trustee, employee, or in which he or she holds any position of management, a description of the business activity in which the business entity is engaged, and the designated employee's position within the business entity.
- E. Acquisition of Disposal During Reporting Period. In the case of an annual or leaving office statement, if an investment or an interest in real property was partially or wholly acquired or disposed of during the period covered by the statement, the statement shall contain

⁶ Income of a business entity is reportable if the direct, indirect or beneficial interest of the filer and the filer's spouse in the business entity aggregates a 10 percent or greater interest. In addition, the disclosure of persons who are clients or customers of a business entity is required only if the clients or customers are within one of the disclosure categories of the filer.

the date of acquisition or disposal.

Section 8. Prohibition on Receipt of Honoraria.

- A. No member of a state board or commission, and no designated employee of a state or local government agency, shall accept any honorarium from any source, if the member or employee would be required to report the receipt of income or gifts from that source on his or her statement of economic interests. This section shall not apply to any part-time member of the governing board of any public institution of higher education, unless the member is also an elected official. Subdivisions (a), (b), and (c) of the Government Code Section 89501 shall apply to the prohibitions in this section. This section shall not limit or prohibit payments, advances, or reimbursements for travel and related lodging and subsistence authorized by Government Code section 89506.

Section 8.1. Prohibition on Receipt of Gifts in Excess of \$390.

- A. No member of a state board or commission, and no designated employee of a state or local government agency, shall accept gifts with a total value of more than three hundred ninety dollars (\$390) in a calendar year from any single source, if the member or employee would be required to report the receipt of income or gifts from that source on his or her statement of economic interests. This section shall not apply to any part-time member of the governing board of any public institution of higher education, unless the member is also an elected official. Subdivisions (e), (f), and (g) of Government Code section 89503 shall apply to the prohibitions in this section.

Section 8.2. Loans to Public Officials.

- A. No elected officer of a state or local government agency shall, from the date of his or her election to office through the date that he or she vacates office, receive a personal loan from any officer, employee, member, or consultant of the state or local government agency in which the elected officer holds office or over which the elected officer's agency has direction and control.
- B. No public official who is exempt from a state civil service system pursuant to subdivisions (c), (d), (e), (f), and (g) of Section 4 of Article VII of the Constitution shall, while he or she holds office, receive a personal loan from any officer, employee, member, or consultant of the state or local government agency in which the public official holds office or over which the public official's agency has direction and control. This subdivision shall not apply to loans made to a public

- official whose duties are solely secretarial, clerical, or manual.
- C. No elected officer of a state or local government agency shall, from the date of his or her election to office through the date that he or she vacates office, receive a personal loan from any person who has a contract with the state or local government agency to which that elected officer has been elected or over which that elected officer's agency has direction and control. This subdivision shall not apply to loans made by banks or other financial institutions or to any indebtedness created as part of a retail installment or credit card transaction, if the loan is made or the indebtedness created in the lender's regular course of business on terms available to members of the public without regard to the elected officer's official status.
 - D. No public official who is exempt from the state civil service system pursuant to (c), (d), (e), (f), and (g) of Section 4 of Article VII of the Constitution shall, while he or she holds office, receive a personal loan from any person who has a contract with the state or local government agency to which that elected officer has been elected. This subdivision shall not apply to loans made by banks or other financial institutions or to any indebtedness created as part of a retail installment or credit in the lender's regular course of business on terms available to members of the public without regards to the elected officer's official status. This subdivision shall not apply to loans made to a public official whose duties are solely secretarial, clerical, or manual.
 - E. This section shall not apply to the following:
 - 1. Loans made to the campaign committee of an elected officer or candidate for elective office.
 - 2. Loans made by a public official's spouse, child, parent, grandparent, grandchild, brother, sister, parent-in-law, brother-in-law, sister-in-law, nephew, niece, aunt, uncle, or first cousin, or the spouse of any such persons, provided that the person making the loan is not acting as an agent or intermediary for any person no otherwise exempted under this section.
 - 3. Loans from a person which, in the aggregate, do not exceed five hundred dollars (\$500) at any given time.
 - 4. Loans made, or offered in writing, before January 1, 1998.

Section 8.3. Loan Terms.

- A. Except as set forth in subdivision (B), no elected officer of a state or local government agency shall, from the date of his or her election to office through the date that he or she vacates office, receive a personal loan of five hundred (\$500) or more, except when the loan is in writing and clearly states the terms of the loan, including the parties to the loan agreement, date of the loan, amount of the loan, term of the loan, date or dates when payments shall be due on the loan and the amount of the payments, and the rate of interest paid on the

loan.

- B. This section shall not apply to the following types of loans:
 - 1. Loans made to the campaign committee of the elected officer.
 - 2. Loans made to the elected officer by his or her spouse, child, parent, grandparent, grandchild, brother, sister, parent-in-law, brother-in-law, sister-in-law, nephew, niece, aunt, uncle, or first cousin, or the spouse of any such person, provided that the person making the loan is not acting as an agent or intermediary for any person not otherwise exempted under this section.
 - 3. Loans made, or offered in writing, before January 1, 1998.
- C. Nothing in this section shall exempt any person from any other provisions of Title 9 of the Government Code. (8.4).

Section 8.4. Personal Loans.

- A. Except as set for the in subdivision (B), a personal loan received by any designated employee shall become a gift to the designated employee for the purposes of this section in the following circumstances:
 - 1. If the loan has a defined date or dates for repayment, when the statute of limitations for filing an action for default has expired.
 - 2. If the loan has no defined date or dates for repayment, when one year has elapsed from the later of the following:
 - a. The date the loan was made.
 - b. The date the last payment of one hundred dollars (\$100) or more was made on the loan.
 - c. The date upon which the debtor has made payments on the loan aggregating to less than two hundred fifty dollars (\$250) during the previous 12 months.
- B. This section shall not apply to the following types of loans:
 - 1. A loan made to the campaign committee of an elected officer of a candidate for elective office.
 - 2. A loan that would otherwise not be a gift as defined in this title.
 - 3. A loan that would otherwise be a gift as set forth under subdivision (A), but on which the creditor has taken reasonable action to collect the balance due.
 - 4. A loan that would otherwise be a gift as set forth under subdivision (A), but on which the creditor, based on reasonable business considerations has not undertaken collection action. Except in a criminal action, a creditor who claims that a loan is not a gift on the basis of this paragraph has the burden of proving that the decision for not taking collection action was based on reasonable business considerations.
 - 5. A loan made to a debtor who has filed for bankruptcy and the loan is ultimately discharged in bankruptcy.
- C. Nothing in this section shall exempt any person from any other provisions of Title 9 of the Government Code. (9)

Section 9. Disqualification.

No designated employee shall make, participate in making, or in any way attempt to use his or her official position to influence the making of any governmental decisions which he or 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 or on:

- A. Any business entity in which the designated employee has a direct or indirect investment worth two thousand dollars (\$2,000) or more;
- B. Any real property in which the designated employee has a direct or indirect interest worth two thousand dollars (\$2,000) or more;
- C. Any source of income, other than gifts and other than loans by a commercial lending institutions in the regular course of business on terms available to the public without regard to official status, aggregating five hundred dollars (\$500) or more in value provided to, received by or promised to the designated employee within 12 months prior to the time when the decision is made;
- D. Any business entity in which the designated employee is a director, officer, partner, trustee, employee, or holds any position of management; or
- E. Any donor of, or any intermediary or agent for a donor of, a gift or gifts aggregating \$390 or more provided to, received by, or promised to the designated employee within 12 months prior to the time when the decision is made.

Section 9.3. Legally Required Participation.

No designated employee shall be prevented from making or participating in the making of any decision to the extent his or her participation is legally required for the decision to be made. The fact that the vote of a designated employee who is on a voting body is needed to break a tie does not make his or her participation legally required for purposes of this section.

Section 9.5. Disqualification of State Officers and Employees.

In addition to the general disqualification provisions of Section 8, no state administrative official shall make, participate in making, or use his or her official position to influence any governmental decision directly relating to any contract where the state administrative official knows or has reason to know that any party to a contract is a person with whom the state administrative official, or any member of his or her immediate family has, within 12 months prior to the time when the official action is to be taken:

- A. Engaged in a business transaction or transactions on terms not available to members of the public, regarding any investment or interest in real property; or
- B. Engaged in a business transaction or transactions on terms not available to members of the public regarding the rendering of goods or services totaling in value one thousand (\$1,000) or more.

Section 10. Disclosure of Disqualifying Interest.

When a designated employee determines that he or she should not make a governmental decision because he or she has a disqualifying interest in it, the determination not to act may be accompanied by disclosure of the disqualifying interest.

Section 11. Assistance of the Commission and Counsel.

Any designated employee who is unsure of his or her duties under this code may request assistance from the Fair Political Practices Commission pursuant to Government Code Section 83114 and 2 Cal. Code Regs. sections 18329 and 19329.5 or from the attorney for his or her agency, provided that nothing in this section requires the attorney for the agency to issue any formal or informal opinion.

Section 12. Violations.

This code has the force and effect of law. Designated employees violating any provision of this code are subject to the administrative, criminal and civil sanctions provided in the Political Reform Act, Government Code Sections 81000-91014. In addition, a decision in relation to which violation of the disqualification provisions of this code or of Government Code Sections 87100 or 87450 has occurred may be set aside or as void pursuant to Government Code Section 91003. Note: Authority cited: Section 83112, Government Code. Reference: Sections 87102(e), 87300-87302, 89501, 89502 and 89503, Government Code.

**MCSO 1020 CONFLICT OF INTEREST
APPENDIX A**

PART I – DESIGNATED EMPLOYEES

<u>Position</u>	<u>Disclosure Category</u>	<u>Applicable FPPC Form</u>
Board Members	1-3	700
General Manager	1-3	700
Treasurer	1-3	700
Attorneys	1-3	700
Consultants	1-3	700
<i>Public Works</i>	<i>1-3</i>	<i>700</i>
<i>Finance Officer</i>	<i>1-3</i>	<i>700</i>
<i>Secretary</i>	<i>1-3</i>	<i>700</i>

PART II – DISCLOSURE CATEGORIES

1. Investments, business positions in any business entity, and sources of income with respect to any person or business which provides facilities, services, supplies, or equipment of the type utilized by the District as specified in Exhibit B, and any and all interests in real property upon which such businesses are located, are disclosable if:
 - a) Such businesses have contracted with the District within the last two years; or
 - b) Such businesses have acted as subcontractors with respect to any contract entered into by the District within the last two years.

2. Investments, business positions in any business entity, sources of income and interests in real property related to businesses which provide services similar to those provided by the District including, but not limited to private water, sewer, solid waste collection and disposal, fire suppression and/or recreational services.

3. Investments, business positions in any business entity, sources of income, and/or interests in real property related to business entities or persons who are:
 - a) Owners of interests in real property located within the District; or

b) Engaged in the real estate sales and/or development business within the jurisdictional boundaries of the District.

4. Consultants shall disclose all sources of income, interests in real property and

investments and business positions in business entities as set forth in disclosure categories 1, 2 and 3 above.

The General Manager of the District 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 described 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. Such determination shall be a public record and shall be retained for public inspection in the same manner and locations as this conflict of interest code.

PART III – APPLICABLE FPPC FORM

In accordance with Government Code section 87200, certain District officers are required to disclose - upon assuming and leaving office, and annually while in office - their investments, income and interests in real property by way of FPPC Form 700. A list of possible investments, income and interests in real property is provided in Appendix B.

**MCSO 1020 CONFLICT OF INTEREST
APPENDIX B**

All interests in real property as well as investments and business positions in business entities and income from sources which provide facilities, services, supplies or equipment of the type utilized by the District, including but not limited to:

- Pipe, valves, fittings, etc.
- Pumps, motors, etc.
- Meters and other water measurement equipment
- Construction and building materials
- Fire protection equipment
- Ambulances, medical supplies and/or rescue equipment
- Refuse or recycled material collection and/or processing equipment and supplies
- Park maintenance equipment or supplies, playground equipment
- Engineering services including hydrology services
- Construction contractors
- Safety equipment and facilities including personal protective equipment
- 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
- Pesticides and herbicides
- Communications equipment and services
- Electrical equipment including pumping 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, record keeping, etc.
- Office equipment
- Accounting services
- Real estate agents/brokers and investment firms
- Title companies
- Public utilities
- Canal and pipeline maintenance services
- Insurance companies

McCLOUD COMMUNITY SERVICES DISTRICT
Policy and Procedure Manual

POLICY TITLE: Unlawful Harassment Including Sexual Harassment
POLICY NUMBER: 2420
ADOPTED: May 8, 2017
REVIEWED: April 11, 2017
AMENDED:

2420.10 Policy Statement

2420.11 The District strictly prohibits unlawful harassment. All employees, applicants, and independent contractors (“workers”) working with the District are to be treated with respect and dignity. The District is committed to providing an atmosphere free of harassment and discrimination. This includes harassment on the basis of sex, sexual orientation, race, color, ancestry, religious creed, disability, pregnancy or related medical condition, medical condition, age, genetic characteristic, national origin or ancestry, military or veteran status, marital status, gender, gender identity, gender expression, or any other protected class under applicable law.

2420.20 Application

2420.21 This policy applies to all phases of the employment relationship, including recruitment, testing, hiring, upgrading, promotion/demotion, transfer, layoff, termination, rates of pay, benefits, and selection for training.

2420.22 This policy applies to all officers and employees of the District, including, but not limited to, full- and part-time employees, per diem employees, temporary employees, *un-paid Interns, volunteers* and persons working under contract for the District. It prohibits co- workers, third parties, supervisors, and managers from engaging in discrimination, harassment, or retaliatory conduct toward workers.

2420.30 Harassment Defined

2420.31 Harassment may consist of offensive verbal, physical, or visual conduct when such conduct is based on or related to an individual’s sex and/or membership in one of the above-described protected classifications, and:

2420.311 Submission to the offensive conduct is an explicit or implicit term or condition of employment;

2420.312 Submission to or rejection of the offensive conduct forms the basis for an employment decision affecting the employee; or

2420.313 The offensive conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creates an intimidating, hostile, or offensive working environment.

2420.40 Examples

2420.41 Examples of what may constitute prohibited harassment include, but are not limited to the following:

2420.411 Kidding or joking about sex or membership in one of the protected classifications;

2420.412 Hugs, pats, and similar physical contact;

2420.413 Assault, impeding or blocking movement, or any physical interference with normal work or movement;

2420.414 Cartoons, posters, e-mails and other materials referring to sex or membership in one of the protected classifications;

2420.415 Threats intended to induce sexual favors;

2420.416 Continued suggestions or invitations to social events outside the workplace after being told such suggestions are unwelcome;

2420.417 Degrading words or offensive terms of a sexual nature or based on the individual's membership in one of the protected classifications;

2420.418 Prolonged staring or leering at a person;

2420.419 Similar conduct directed at an individual on the basis of race, color, ancestry, religious creed, disability, medical condition, age (over 40), marital status, sexual orientation, gender identity, *gender expression, transgender and sexual stereotyping* or any other protected classification under applicable law.

2420.50 Procedure

2420.51 Internal Reporting Procedure

2420.511 Any employee who believes that he or she or any co-worker has been the victim of sexual or other prohibited harassment by coworkers, supervisors, clients or customers, visitors, vendors, or others must immediately notify his or her supervisor or, in the alternative, the General Manager, depending on which individual the employee feels most comfortable in contacting.

2420.512 Additionally, supervisors who observe or otherwise become aware of harassment that violates this policy have a duty to take steps to investigate and remedy such harassment and prevent its recurrence.

2420.60 Investigation

2420.61 Upon the filing of a complaint with the District, the complainant will be provided with a copy of this policy. The General Manager is the person designated by the District to investigate complaints of harassment. The General Manager may, however, delegate the investigation at his/her discretion. In the event the harassment complaint is against the General Manager, an investigator shall be appointed by the Board of Directors and the Board will assume the role of the General Manager throughout the process. The District will ensure that a prompt and thorough investigation is undertaken and will track progress to ensure timely closure.

2420.70 Internal Documentation Procedure

2420.71 When an allegation of harassment is made by an employee, the person to whom the complaint is made shall immediately prepare a report of the complaint according to the preceding section and submit it to the General Manager.

2420.711 The investigator shall make and keep a written record of the investigation, including notes of verbal responses made to the investigator by the person complaining of harassment, witnesses interviewed during the investigation, the person against whom the complaint of harassment was made, and any other person contacted by the investigator in connection with the investigation. The investigator's notes shall be made at the time the verbal interview is in progress. Any other documentary evidence shall be retained as part of the record of the investigation. Upon completion of the investigation, the results (i.e., the finding only) shall be given to the complainant, the alleged harasser, and the General Manager. All information obtained in connection with the investigation shall remain confidential to the extent possible.

2420.712 Based on the report and any other relevant information, the General Manager shall, within a reasonable period of time, determine whether the conduct of the person against whom a complaint has been made constitutes harassment. In making that determination, the General Manager shall look at the record as a whole and at the totality of circumstances, including the nature of the conduct in question; the context in which the conduct, if any, occurred; and the conduct of the person complaining of harassment. The determination of whether harassment occurred will be made on a case-by-case basis by the General Manager.

2420.80 Remedies

2420.81 Disciplinary Action:

2420.811 If the General Manager determines that the complaint of harassment is founded, the General Manager, in connection with appropriate management, shall take immediate and appropriate disciplinary action consistent with the requirements of law and any personnel rules or regulations pertaining to employee discipline. Other steps may be taken to the extent reasonably necessary to prevent recurrence of the harassment.

2420.812 Disciplinary action shall be consistent with the nature and severity of the offense, the rank of the harasser, and any other factors relating to the fair and efficient administration of the District's operations.

2420.90 Confidentiality

2170.91 All records and information relating to the investigation of any alleged harassment and resulting disciplinary action shall be confidential, except to the extent disclosure is required by law, as part of the investigatory or disciplinary process, or as otherwise reasonably necessary.

2420.100 Reports to DFEH

2420.110 In addition to this policy, the State of California Department of Fair Employment and Housing ("DFEH") provides additional information regarding the legal remedies and complaint process available through government agencies. If a worker thinks he or she has been harassed, discriminated against, or that he or she has been retaliated against for complaining, that person may file a complaint or obtain additional information from DFEH at (800) 884-1684. Charges filed with the DFEH are investigated by the DFEH.

2420.110 Retaliation

2420.111 Retaliation against anyone for opposing conduct prohibited by this policy or for filing a complaint with or otherwise participating in an investigation, proceeding or hearing conducted by the District, DFEH, or FEHC is strictly prohibited by the District and state regulations. It may subject the offending person to, among other things, disciplinary action, up to and including, termination of employment.

2420.120 Employee Obligation

2420.121 Employees are not only encouraged to report instances of harassment; they are obligated to report instances of harassment.

2420.122 Employees are obligated to cooperate in every investigation of harassment, including, but not necessarily limited to:

2420.123 Coming forward with evidence, both favorable and unfavorable to a person accused of harassment; and

2420.124 Fully and truthfully making a written report or verbally answering questions when required to do so during the course of a District investigation of alleged harassment.

2420.125 Knowingly, falsely accusing someone of harassment or otherwise knowingly giving false or misleading information in an investigation of harassment shall be grounds for disciplinary action, up to and including, termination of employment.

McCLOUD COMMUNITY SERVICES DISTRICT
Policy and Procedure Manual

POLICY TITLE: Compensation for Fire and Ambulance Personnel
POLICY NUMBER: 3270
ADOPTED: April 12, 1999
REVIEWED: May 13, 2008; February 27, 2014, May 8, 2019
REVISED: June 9, 2008; March 24, 2014, June 10, 2019

3270.10 Volunteer members of the McCloud Fire Department shall be reimbursed on a point system for wear and tear of clothing and equipment, use of private vehicles (per fire department bylaws) and other personal expenses incurred in rendering protection to lives and property in and surrounding the community of McCloud.

3270.11 Points shall be accumulated for each attendance at an authorized Fire Department activity to include emergency calls, meetings, drills and other activities as may be prescribed by the Fire Chief or his/her authorized representative.

3270.12 Attendance shall be indicated by documentation provided by the Fire Chief or his/her authorized representative.

3270.13 Points shall be awarded for attendance based upon the following activity schedule:

3270.131 Points Paid to Firefighters: One (1) point shall be awarded for attendance at each emergency fire call, weekly meeting, and/or for unusual activities as authorized by the Fire Chief.

3270.132 Points Paid to EMTs or Paramedics: Two (2) points shall be awarded for each EMT or Paramedic ~~emergency ambulance response.~~
transport to a medical facility.

3270.133 Regular compensation shall be paid to the First Assistant Fire Chief, unless he/she is acting as the Fire Chief, at which time he/she will forfeit points for Fire Chief pay.

3270.20 The Fire Chief or his/her authorized representative shall be responsible for the accounting of points accumulated by members and shall prepare a summary of such points at the end of each quarter.

3270.21 A point accumulation summary shall be provided to the Finance Officer by the Fire Chief or his/her authorized representative for fire-fighters and EMTs.

3270.22 The value of each point shall be established by the Board of Directors and appear in the current salary schedule.

3270.23 Wages earned and paid to the Assistant Chiefs, plus reimbursement to other volunteer members for primary wages lost in the performance of service to the department shall be paid and accounted for separately and directly by the McCloud Community Services District in accordance with state law. Points shall be forfeited in favor of receiving wage benefits.

3270.24 Volunteers performing cover duties for other agencies such as the California Department of Forestry (Cal-Fire) shall be compensated for their services at the hourly rate determined by the agency for which services were provided. All payments to volunteers will be made through District payroll.

LAND ASSOCIATED WITH OLD LANDFILL SITE (Refuse - 1090)

PARCEL VIEWER by ENPLAN



Property Data

Owner Name
MC CLOUD COMM SERVICES
DIST

Situs Full
[no data]

Apn
049062360000

Mailing Address
PO BOX 487 MC CLOUD CA
96057-0487

Deed ID
1987R0004051

Deed Date
1987-04-20

Approximate size
10.34 acres

Land Value Assessed
0

Improvement Value Assessed
0

Total Value Assessed
0

**OLD TANK
(Water - 3000)**

PARCEL VIEWER by ENPLAN



Property Data

Owner Name
MC CLOUD COMM SERVICES
DISTRICT

Situs Full
[no data]

Apn
028240250000

Mailing Address
PO BOX 640 MC CLOUD CA
96057-0640

Deed ID
1991R0008162

Deed Date
1991-07-09


Approximate size
0.58 acres


Land Value Assessed
82


Improvement Value Assessed
0

Total Value Assessed
82

NEW TANK (Water - 3000)

 **PARCEL VIEWER** by ENPLAN

Siskiyou County 



Property Data

Owner Name
MC CLOUD COMMUNITY
SERVICES DISTRICT

Situs Full
[no data]

Apn
028240350000

Mailing Address
PO BOX 640, MC CLOUD CA
96057-0640

Deed ID
002050906981

Deed Date
2002-05-09

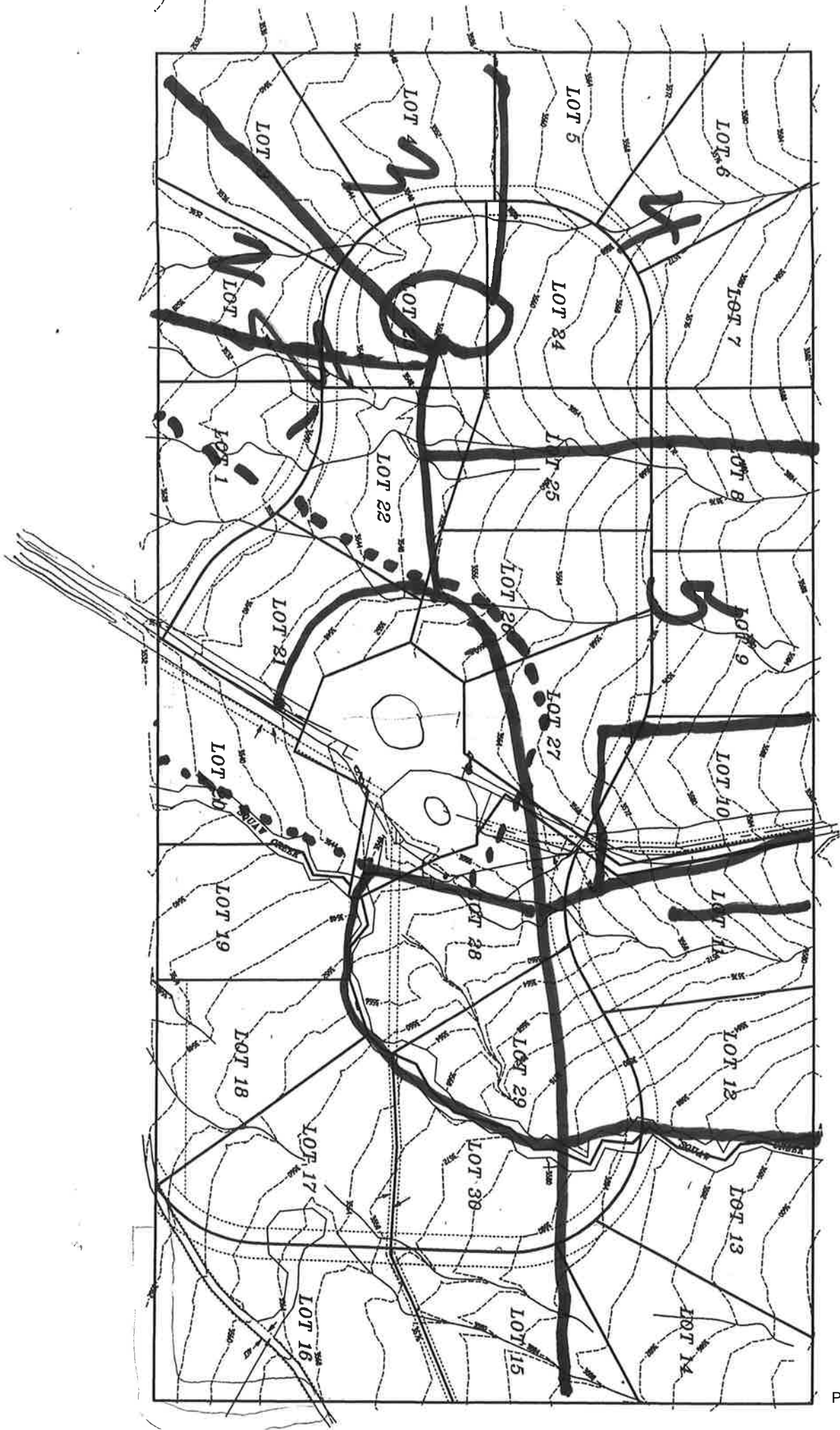
Approximate size
2.54 acres

Land Value Assessed
210

Improvement Value Assessed
0

Total Value Assessed
210

Zoom Level 17 | 50 m | 100 ft | Google



McCLOUD COMMUNITY SERVICES DISTRICT
Policy and Procedure Manual

POLICY TITLE: Disposal of Surplus Equipment/Property
POLICY NUMBER: 3085
ADOPTED: October 28, 2002
REVIEWED: July 12, 2016, March 11, 2020
REVISED: December 9, 2013, March 23, 2020

3085.10 Sale of Surplus Equipment

3085.11 Board of Directors takes action to declare equipment surplus.

3085.12 Item is advertised for sale locally with notation of location/hours/days it can be seen and deadline date for submission of sealed bids (advertisement also notes that District reserves the right to reject any or all bids. Equipment is sold AS IS.)

3085.13 Sealed bids are opened at the next Regular Board Meeting and action is taken by the Board to accept or reject highest bid.

3085.14 Bidders are notified of Board's action.

3085.15 If no bids are accepted locally surplus equipment will be sent to auction for the highest bid.

3085.16 Salvage Certificates are obtained for vehicles that cannot pass a smog test without significant repairs.

3085.20 Sale of Real Estate

3085.21 Board takes action to declare property surplus and authorizes District Staff to obtain a current appraisal.

3085.22 Property is offered to public agencies at the appraised price. (State law requires that public agencies have the opportunity to purchase property prior to advertisement to the general public.)

3085.23 If property is not purchased by a public agencies pursuant to Assembly Bill AB1486 - Disposing of Special District Land, it is advertised in the newspaper and on the internet for a minimum of two weeks with a request that sealed bids be submitted to the District.

3085.24 Board takes action at the next regular board meeting to accept or reject highest bid.

3085.25 Bidders are notified of the Board's action.