

## **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.<sup>1</sup>

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

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<sup>1</sup> 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	1, 2
Secretary	1, 2
Manager	1, 2
Assistant Manager_____	1
<u>Operations and Maintenance Superintendent</u>	<u>1</u>
Consultants <sup>1</sup>	*

## **APPENDIX "B"**

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<sup>1</sup> 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.

## **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.
- Telemetering 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.

C. H. Walker  
Signature

07/20/2020  
Date

Craig W. Wallace  
Printed Name

General Manager  
Title

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## **Job Title: Operations and Maintenance Superintendent**

**Last Revision Date: 09/01/2020**

### **I. INTRODUCTION**

The Operations and Maintenance ("O & M") Superintendent is an exempt managerial position on the Lindsay-Strathmore Irrigation District (LSID or District) staff, under the direction and control of the General Manager. The O&M Superintendent is an integral part of the management team and is responsible for the administration of all the daily operations and maintenance of the District under his/her control.

### **II. RELATIONSHIPS**

The O&M Superintendent is under the supervision of, and reports directly to, the General Manager. The O & M Superintendent supervises the operations and maintenance staff.

### **III. DUTIES and RESPONSIBILITIES**

In addition to general administrative powers, the O&M Superintendent's duties and responsibilities include, but are not limited to:

- Overseeing the activities of all operation and maintenance employees and coordinating activities with consultants and/or contractors performing work for the District. This includes training, and developing staff as needed to ensure continued reliable operation of the District.
- Attending and reporting on activities at all regular and special meetings of the Board of Directors and its committees, unless excused.
- Keeping detailed records and filing of all reports required by state and/or other agencies as directed by the General Manager, including maintaining and updating the District facility maps and records.
- Assisting with the preparation of the O&M budget and submitting it to the General Manager for review. The O&M Superintendent will adhere to the budget unless otherwise directed by the General Manager and will adhere to the established system of accounting for
- expenditures. They will regularly review the status of the budget with the General Manager and propose appropriate corrective action, if necessary.
- Monitoring the purchases of the O&M Department to ensure compliance with District practices. Developing long-term plans and schedules for extraordinary maintenance and capital assets.
- At the direction of the General Manager, investigating complaints concerning the operations of the District and reporting findings to the General Manager for review.
- At the direction of the General Manager, ensuring that all property belonging to the District is properly maintained.
- Working with existing District consultants to ensure continued compliance with all applicable safety standards and practices; reviewing and recommending additional policies as needed to the General Manager.
- Coordinating as-needed with staff from Friant Water Authority in regards to water and/or maintenance activities.
- Performing other duties and exercising other powers as assigned by the General Manager, or as necessary to effectively manage the operations and maintenance activities of the District.



**Knowledge of:**

- Irrigation District's maintenance, water operations, administration, and water management programs.
- Principles and practices of management, supervision, training, and public administration.
- Budgeting, financial practices, and related reports.
- Local government and community affairs.
- Safety practices.
- Accounting, administrative, and data management practices and procedures.
- Clerical procedures and practices.
- Management and business principles.
- Good problem analysis, assessment, and communication skills.
- Judgement, problem solving, and decision-making skills.

**IV. TYPICAL PHYSICAL DUTIES**

- Regularly required to use hands and fingers to handle or feel, and to reach with hands and arms.
- Must be able to carry, push, pull, reach, and lift up to forty (40) pounds.
- May sit at desk for extended periods of time.
- May be required to stand and walk for extended periods.
- Works occasionally in an outside environment with exposure to dust, dirt, wet conditions, and significant temperature changes.
- Routinely uses District's computers, telephones, copiers, and other office equipment.
- Hearing and vision, as corrected, must be within normal ranges.

**V. KEY CHALLENGES AND OPPORTUNITIES**

The O&M Superintendent will work closely with the General Manager on tasks including, but not limited to:

- Implementing a long-term replacement and rehabilitation program for the District's pipeline distribution system.
- Modernizing the District file system.
- Establishing and maintaining a GIS System of the District facilities.
- Maintaining a fiscally conservative and strategic approach for the District.
- Maintaining programs to fund District improvements with state and/or federal grants.
- Complying with regulations governing the delivery of domestic water to homes in the District.

**VI. EDUCATION AND QUALIFICATIONS**

- Bachelor's degree from an accredited college or university; a degree in engineering or related field is preferred.
- Possession of a valid California driver's license and current vehicle insurance.
- At least five years of supervisor/management experience, preferably in water operations or a related field; experience working for or with a public agency would be a plus.
- Knowledge of California water law and experience in contracts.
- Prior experience in one or more of the following fields: engineering sciences, project management, construction management, pump and motor operation, SCADA system operation, GIS, water treatment and distribution operations. Possess or ability to obtain a T2 & D2 Drinking Water Operator Certification
- Desire to serve the landowners and represent the District in a professional and responsible manner.

## **VII. BENEFITS (SUBJECT TO CHANGE)**

- Paid vacation accrual as set forth in the table below:

<u>Service Time</u> <u>(Years)</u>	<u>PP Accrual</u> <u>(Hours)</u>	<u>Annual Days</u>	<u>Max Accrual (Days)</u>	<u>Max Accrual</u> <u>(Hours)</u>
0-1y	2.67	8	8	64
1y-10y	4.00	12	24	192
11y on	5.00	15	30	240

- Full time employees shall be credited with sick leave at the rate of four hours per pay period worked, with a maximum accrual of 120 days.
- Eight (8) paid holidays with two extra days granted with a District wide safety record.
- Health coverage through District provided carrier with premium for employee and their family fully paid by the District.
- Vision and dental insurance coverage with premiums for the employee and their family fully paid by the District contributes.
- 401K retirement plan through Standard Insurance Company with the District matching two times the employee elective contribution up to 4% of total compensation.
- Participation in Social Security and Medicare.

## **VIII. WILL BE EVALUATED ON:**

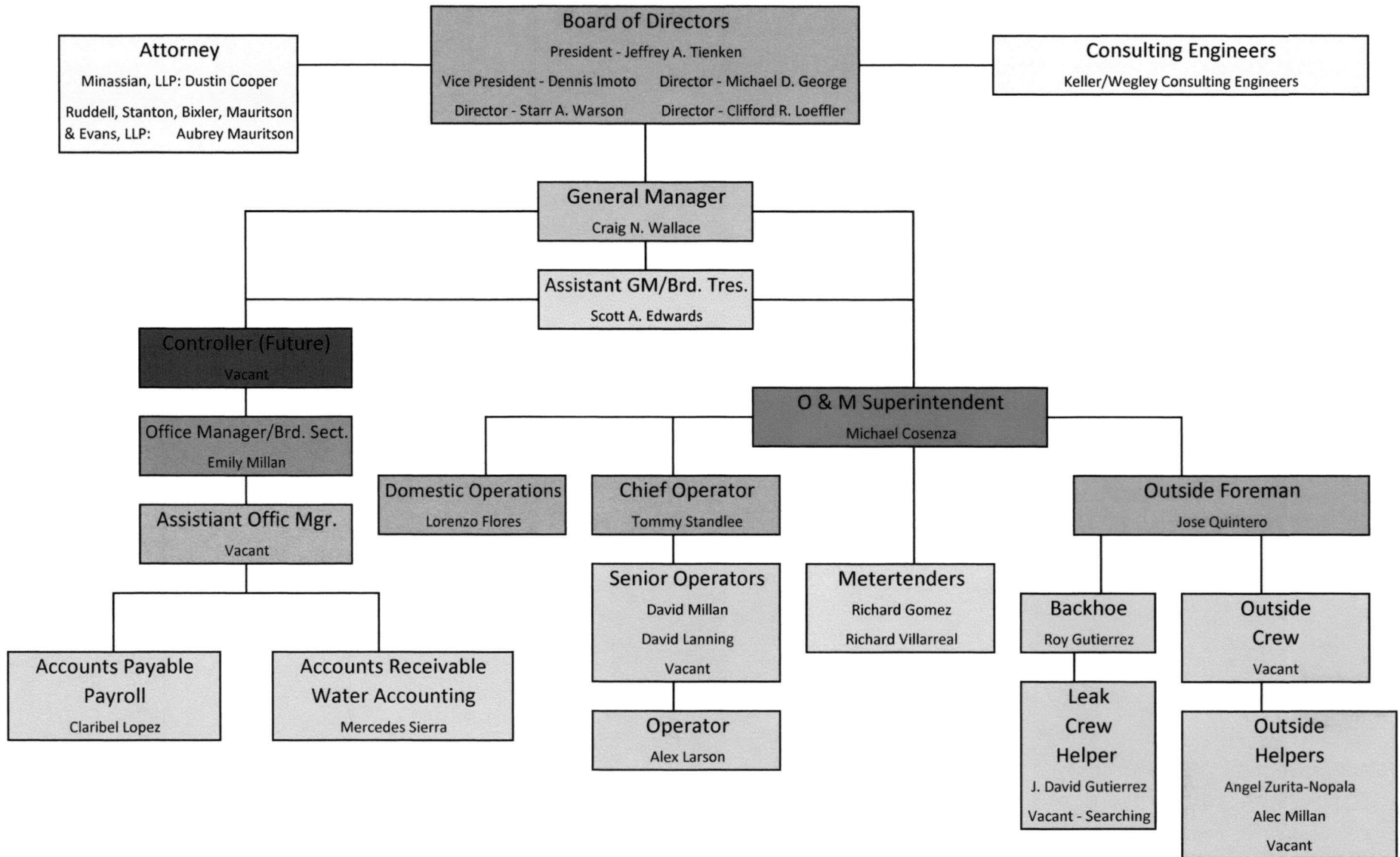
- Items as listed above.
- Ability to deal with staff, clients and customers.
- Ability to utilize appropriate and positive phone and public contact skills.
- Accuracy in data input, completeness and timeliness of work, attendance, punctuality, and ability to work cooperatively with others.
- Ability 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**



Total Current Employees: 18  
Total Proposed Employees: 19