

OROSI PUBLIC UTILITY DISTRICT

CONFLICT-OF-INTEREST CODE

The Political Reform Act (Government Code §§ 81000 *et seq.*) requires local government agencies to adopt and promulgate a conflict-of-interest code. This code is designed to ensure that board members, officers, employees and consultants of this agency do not engage in government decision-making in which the officer or employee may have a personal financial interest. In addition, board members and decision-making employees designated in the agency's code¹ are required to file periodic public statements disclosing their personal economic interests (Form 700).²

The Fair Political Practices Commission has adopted a regulation which contains the terms of a model conflict of interest code. 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 this reference and, together with the attached **APPENDIX A – DESIGNATED POSITIONS**, and **APPENDIX B – DISCLOSURE CATEGORIES**, now constitutes the conflict-of-interest code of this public agency. All prior conflict-of-interest codes of this public agency are repealed and superseded.

Persons serving in designated positions (**APPENDIX A**) must file periodic disclosure statements (Form 700) with this agency, as required by law, and pursuant to notice from this agency's filing officer. The disclosure statements must be retained by the agency for no less than seven (7) years after leaving office, and shall be made available for public inspection and reproduction upon request.

Adopted by OPUD Board of Directors:

Date: 10-13-2020

Approved by County of Tulare Board of Supervisors:

Date: 11-17-2020

MD/20200730 - OPUD - COI Code-1.doc

¹ Government Code section 82019

² Government Code section 87302(b)

**APPENDIX A
(DESIGNATED POSITIONS)**

DESIGNATED POSITIONS

DISCLOSURE CATEGORIES

Governing Body

| | |
|--------------|---|
| Board Member | 1 |
|--------------|---|

District Staff

| | |
|---|-----|
| District Manager / Office Manager | 1 |
| Foreman | 1 |
| Maintenance Worker | 3 |
| Office Manager Assistant | 1 |
| Cashier / Customer Service Representative | N/A |

Consultants

| | |
|--------------------------------|-----|
| District General Legal Counsel | 1 |
| District Engineer | 1 |
| Bookkeeper | N/A |

Various District Consultants:

Consultants are included as designated employees and must disclose pursuant to the broadest disclosure category, unless the Board shall determine in writing that a particular consultant is hired to perform a range of duties which is limited in scope and thus is not required to comply fully with the disclosure requirements of this conflict-of-interest code. Such written determination must include a description of the consultant's duties and, based upon that description, a statement of the extent of disclosure requirements. The written determination of the Board shall be a public record and shall be retained for public inspection in the same manner and location as this conflict-of-interest code.

The following positions are NOT covered by this conflict-of-interest code because they must file under Government Code Section 87200, and, therefore, are included for informational purposes only:

District public officials who manage public investments:
Board member.

Consultants:
Investment Portfolio Accounts-Consultant in charge, and Primary Trader.

APPENDIX B (DISCLOSURE CATEGORIES)

Designated persons in the following categories must disclose:

1. **Full Disclosure:**

All interests in real property located entirely or partly: within this Agency's jurisdiction or boundaries; and within two miles of this Agency's jurisdiction, boundaries or any land owned or used by this Agency. Such interests include any leasehold, ownership interest or option to acquire such interest in real property.

All investments, business positions, ownership and sources of income, including gifts, loans and travel payments.

2. **Full Disclosure (excluding interests in real property):**

All investments, business positions, ownership and sources of income, including gifts, loans and travel payments.

3. **Interests in Real Property (only):**

All interests in real property located entirely or partly: within this Agency's jurisdiction or boundaries; and within two miles of this Agency's jurisdiction, boundaries or any land owned or used by this Agency. Such interests include any leasehold, ownership interest or option to acquire such interest in real property.

4. **General Contracting:**

(Intended for employees whose duties and decisions involve contracting and purchasing for the entire Agency.)

All investments, business positions, ownership and sources of income, including gifts, loans and travel payments, from sources which provide, or have provided within the last two years, leased facilities, goods, supplies, materials, equipment, vehicles, machinery, services or the like, to this Agency, including training or consulting services of the type utilized by the Agency.

5. **Regulatory, Permit or Licensing Duties:**

(Intended for employees of agencies which issue permits or regulate.)

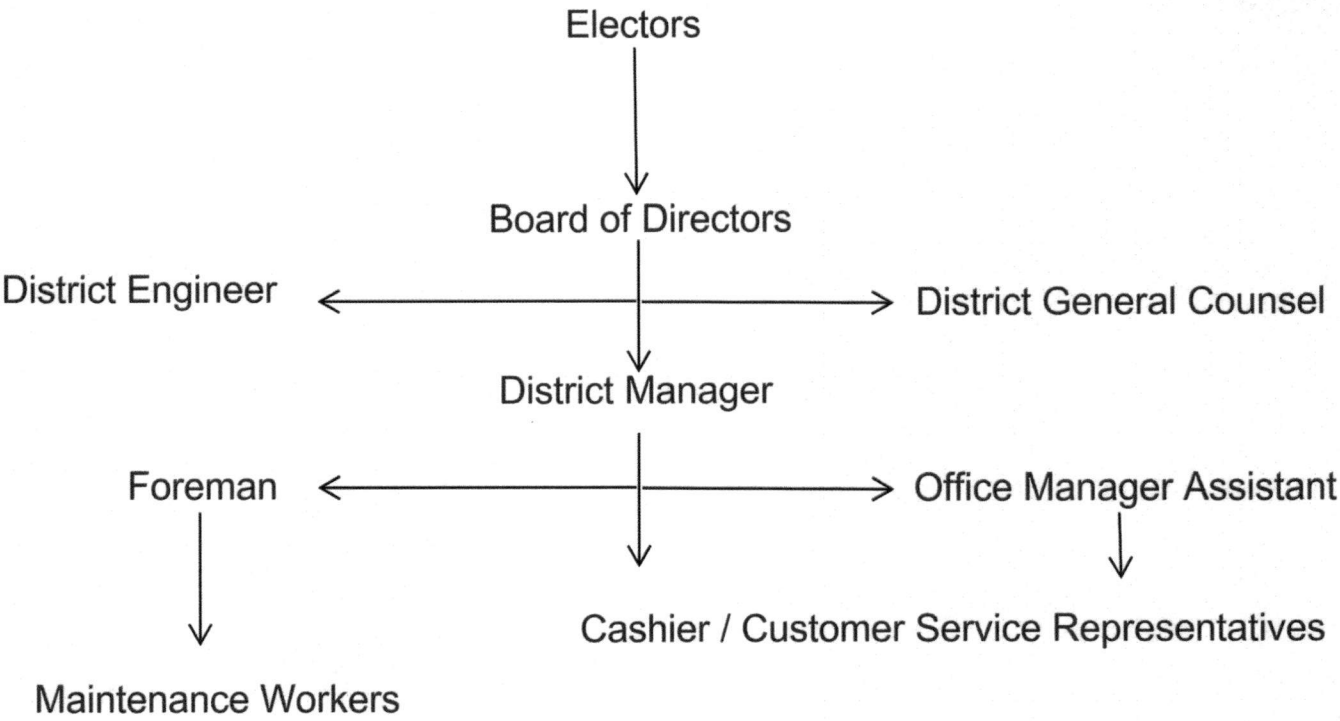
All investments, business positions, ownership and sources of income, including gifts, loans and travel payments, from sources that are subject to the regulatory, permit or licensing authority of, or have an application for a license or permit pending before this Agency.

6. **Grant/Service Providers/Agencies that Oversee Programs:**
(Intended for employees whose duties and decisions involve awards of monies or grants to organizations or individuals.)

All investments, business positions, ownership and sources of income, including gifts, loans and travel payments, or income from a nonprofit organization, if the source is of the type to receive grants or other monies from or through this Agency.

MD/20200730 - OPUD - APPENDIX B, Disclosure Categories.doc

OROSI PUBLIC UTILITY DISTRICT - Organizational Chart
10/13/2020



OFFICE MANAGER

Reports to: Board of Directors

Salary Range:

Full Time Position

Status: Recommend Exempt if supervisor,
may be Non-Exempt

Supervises: Administrative/Accounting staff

Definition/Summary

Under general supervision, plans, organizes, supervises, and participates in work involving operation of administrative activities and accounting systems.

Essential Functions

- Supervises administrative and accounting staff.
- Plans, organizes, and implements administrative functions.
- Supervises and implements accounting functions.
- Oversees and Participates when need to prepare accurate and timely billings to municipal, industrial and retail customers.
- Assists in design, installation, and update of accounting systems and procedures.
- Creates and implements internal systems to ensure proper accountability,
- Assists in preparation of annual budget.
- Preparation, assembly, and distribution of agenda materials for Board meetings.
- Attends Board meetings and develops accurate minutes.
- Establishes and implements centralized records management system.
- Establish and maintain cooperative working relationships with co-workers, outside agencies, and the public.
- Regular attendance and adherence to prescribed work schedule to conduct job responsibilities.

Other Duties

- Performs a variety of office support tasks.
- Provides information on routine questions and directs complex technical questions to appropriate staff.

Job Standards/Specifications

Knowledge of:

- Federal, State, and local laws and regulations regarding District administrative operations.
- Principles and practices of effective administration of support functions.
- Modern office practices and technology.
- Filing methods and recordkeeping systems.
- Principles and practices of financial reporting.
- Basic mathematics.
- Correct English usage, spelling, grammar and punctuation.
- Policy and procedure development.
- Technical report writing.
- Principles and practices of personnel administration.

Ability to:

- Interpret, analyze, and apply Federal, State, and local laws and regulations pertaining to the administration of office support functions.
- Analyze situations and make sound recommendations in support of District goals.
- Develop and implement policies and procedures relating to District office support functions.
- Organize data, maintain records, and prepare reports.
- Review and comprehend technical financial information.
- Utilize computer systems and software packages.
- Identify and effectively train subordinate staff.

Typical Physical Activities

- Work at a desk for an extended period of time.
- Work in an office environment, lift and move objects up to 15 pounds such as large binders, books, and small office equipment.
- Sufficient finger/hand coordination and dexterity to operate and adjust office equipment.
- Regularly uses a telephone for communication.
- Use office equipment such as computers, copiers, and FAX machines, calculator
- Sits for extended time periods.
- Hearing and vision within normal ranges with or without correction.

Environmental Factors

1. Exposure to sun: 10% or less work time spent outside a building and exposed to the sun.

2. Irregular or extended work hours: Occasionally required to change working hours or work overtime.

Desirable Qualifications

Any combination of education and experience that would likely provide the necessary knowledge and abilities is qualifying.

A typical way to obtain the knowledge and abilities would be:

Experience: Five years of office support experience in a supervisory role in a public agency, preferably in a municipal water district.

Education: Completion of a Bachelor's Degree from an accredited college or university in accounting, business administration, or closely related field is highly desirable. Or equivalent of four years work experience in these fields.

License Certificate Registration Requirement:

Driver License: Possession of a valid California Class C Driver License may be required at the time of appointment. Failure to obtain or maintain such required license(s) may be cause for disciplinary action. Individuals who do not meet this requirement due to a physical disability will be considered for accommodation on a case-by-case basis.

I have reviewed this Job Description with my Supervisor and agree with its contents.

Employee Signature

Date

Supervisor Signature

Date

Foreman

Full Time Position

Status: Recommended Exempt if supervisor, may be Non-Exempt
Supervises: Field supervisors

Reports to: Board of Directors
Salary Range:

Definition/Summary

Under administrative direction, plans, organizes, manages, and directs all District field staff involved in the construction, maintenance, repair and operation of water production, storage, and distribution facilities

Essential Functions

- Plans, organizes, assigns, reviews, and manages water production, storage, and distribution; plant and facility maintenance; repair and limited construction; equipment and vehicle maintenance and repair; meter repair; water sampling and basic lab analysis.
- Develops and implements long-range plans for major maintenance or replacement projects.
- Develops, and directs implementation of policies, procedures, and standards related to maintenance and operations.
- Provides field evaluation, inspection, and monitoring to plan major jobs.
- Ensures compliance with requirements and standards.
- Schedules employee work shifts, approves leave requests and time sheets.
- Trains employees on work procedures, standards and safety related programs.
- Develops, implements, and oversees preventive maintenance.
- Assists in preparation of annual budget; reviews and approves purchase requests.
- Meets with contractors, utilities, governmental entities, suppliers, and public to coordinate operations, obtain services, secure cooperation, and resolve problems.
- Establish and maintain cooperative working relationships with co-workers, outside agencies, and the public.
- Regular attendance and adherence to prescribed work schedule to conduct job responsibilities.

Other Duties

- Confers with district staff and coordinates activities.
- Prepares or reviews periodic or special reports.
- Monitors employee certification.
- Provides input and review for district activities.

Job Standards/Specifications

Knowledge of:

- Principles, practices, equipment, and materials used in water system construction, maintenance and repair.
- Supervisory principles and practices including planning, organizing and assigning work, selection of, training, motivating, and appraising staff and dealing with personnel issues.
- Work safety standards and regulations.
- District policies, rules, regulations, and procedures.
- Public finance, budget development, and fiscal controls and capital improvement fiscal planning.
- Principles, methods and practices used in communications control equipment installation, maintenance and repair.
- Applications related to maintenance, operations, and construction.

Ability to:

- Plan, organize, manage, review, and administer the maintenance, construction and operations functions of the district.
- Prepare and carry out personnel, budgeting, and training activities as they relate to district operations staff.
- Effectively represent the district's operations functions with the public, other government agencies, contractors, developers, and professional consultants.
- Analyze complex maintenance and operations problems.

Typical Physical Activities

- Operates District vehicles and equipment in collection system construction, maintenance, and repair work.
- Must be able to carry, push, pull, reach, and lift equipment and parts weighing up to 50 pounds.
- Stoops, kneels, crouches, crawls, and climbs during field maintenance and repair work.
- Works in an environment with exposure to dust, dirt, and significant temperature changes between cold and heat.
- Communicates orally with District staff in face-to-face, one-to-one settings.
- Regularly uses a telephone for communication.
- Uses office equipment such as computer terminals, copiers, and FAX machines.
- Stands and walks for extended time periods.
- Hearing and vision within normal ranges with or without correction.

Environmental Factors

1. Exposure to the sun: 50% to 100% work time spent outside a building and exposed to the sun.

2. Work above floor level: Some work done on ladders or other surfaces from 4 to 12 feet above the ground.
3. High temp: Considerable work time in hard manual labor in temperatures between 80-90 degrees.
4. Humidity: Work in areas with unusually high humidity.
5. Wetness: More than 10% of the work time getting part or all of the body and/or clothing wet.
6. Noise: Occasionally there are unusually loud sounds.
7. Slippery surfaces: Occasional work on unusually slippery surfaces.
8. Oil: Some parts of the body in contact with oil or grease occasionally.
9. Dust: Works in or around areas with minor amounts of dust.
10. Irregular or extended work hours: Occasionally required to change working hours or work overtime.

Desirable Qualifications

Any combination of education and experience that would likely provide the necessary knowledge and abilities is qualifying.

Education: Equivalent to completion of high school and four years supervisory experience in construction, maintenance, repair, and/or operation of water distribution and treatment facilities.

License Certificate Registration Requirement

Driver License: Possess and maintain valid California driver's license and safe driving record.

Certificate: Possess and maintain valid Grade D1, D2 and T1 and T2 Water Distribution Operator Certificate from the State Department of Health Services

I have reviewed this Job Description with my Supervisor and agree with its contents.

Employee Signature

Date

Supervisor Signature

Date

OFFICE MANAGER ASSISTANT/ STAFF ACCOUNTANT

Definition/Summary

Under general supervision, the Office Manager Assistant serves as secretary to a top level District management position, relieving them of a variety of routine administrative details and performs difficult and complex office support work. Staff Accountant provides management with financial information by researching and analyzing accounts; preparing financial statements.

Essential Functions

- Gathers and organizes a variety of information and materials for an assigned District management position.
- Establishes and maintains a variety of office and Department files.
- Attends staff and committee meetings, developing and maintaining minutes, following as necessary with proper distribution of information and actions.
- Prepares correspondence, memoranda, and other items as delegated by an assigned District management position.
- Answers telephone and receives office visitors, providing a variety of information about District and Department policies, programs, and functions.
- Reviews letters, reports, records, and other items for accuracy, completeness, and compliance with established standards.
- Prepares progress and control charts.
- Updates and maintains expenditure information.
- Establish and maintain cooperative working relationships with co-workers, outside agencies, and the public.
- Regular attendance and adherence to prescribed work schedule to conduct job responsibilities.
- Prepares general ledger entries by maintaining records and files; reconciling accounts.
- Verifies property owners and addresses.
- Assists with maintaining accounts receivable and accounts payable information.
- Processes documents involved in financial transactions and financial recordkeeping.
-

Other Duties

- May provide work coordination for other office support staff.
- Maintains the calendar of position assigned to assist.
- Maintains inventory of office supplies; places orders.
- Performs a variety of special studies and prepares reports.
- Operates a variety of office equipment and computers in the performance of work assignments.
- Performs related duties as assigned.

Job Standards/Specifications

Knowledge of:

- Operations, procedures, policies, and precedents of an assigned Department.
- Office management principles, operations, and procedures.
- Development and maintenance of filing and recordkeeping systems.
- Fiscal recordkeeping.
- Computer systems and software applications related to District management support and administrative functions, including word processing and spreadsheet software, as appropriate.
- Correct English usage, spelling, grammar, and punctuation.
- Principles of work coordination.

Ability to:

- Perform a variety of complex and responsible administrative support work for an assigned District management position.
- Provide work coordination for other District office support staff.
- Perform a variety of office management functions.
- Type at a rate of 50 words per minute from clear, legible copy.
- Take and transcribe minutes and notes at an acceptable rate for assigned responsibilities.
- Prepare a variety of correspondence.
- Perform research and prepare documents and reports.
- Maintain, update, and insure the accuracy of fiscal records and data.
- Utilize computers and applicable software in the performance of office and administrative support assignments.
- Effectively represent the District, including its programs and policies, with the public and other agencies.

Typical Physical Activities

- Work at a desk for an extended period of time.
- Work in an office environment, lift and move objects up to 15 pounds such as large binders, books, and small office equipment.
- Sufficient finger/hand coordination and dexterity to operate and adjust office equipment.
- Regularly uses a telephone for communication.
- Use office equipment such as computers, copiers, and FAX machines.
- Sits for extended time periods.
- Hearing and vision within normal ranges with or without correction.

Desirable Qualifications

Experience – High School diploma; 1-2 years experience with Data Entry, Microsoft Word & Excel; Maintaining accounting records.

BEFORE THE BOARD OF DIRECTORS

OF THE

OROSI PUBLIC UTILITY DISTRICT

RESOLUTION ESTABLISHING A JOB
DESCRIPTION FOR THE POSITION OF
MAINTENANCE WORKER1

RESOLUTION NO. 2009-09

WHEREAS, the District office employs the service of a Maintenance Worker 1 perform certain specific duties; and,

WHEREAS, these duties are in wide range and detailed in scope; and,

WHEREAS, to perform these duties the employee must be capable, qualified and, cognizant of its responsibilities;

NOW, THEREFORE, BE IT RESOLVED the following are the definition, examples of duties, experience, knowledge's, skills and abilities:

1. DEFINITION:

Under close supervision performs duties involving the installation, maintenance and repair of water and wastewater distribution systems. This is an entry level position in the maintenance, installation and repair assignments.

2. EXAMPLES OF DUTIES:

Assists with reading of water meters, residential, commercial and institutional on a monthly basis; Repair of meter services such as gate valves, meter connections, angle stops, curb stops; Service pipes and corporation stops; Cleaning of lift stations and sanitary sewer lines, Perform field maintenance of meter by changing registers, classes, repacking stems and rearranging boxes; Clean weeds, bushes and trims trees at metered locations, well sites and lift stations; Assists with a variety of maintenance and repairs on water and wastewater distribution systems and lines; Flushes fire hydrants and dead-end lines on a routine schedule; Turn on and off customer services as directed; Delivers late and final notice to customers; Shut down main-lines in emergencies; Assists in cleaning office, shop and equipment; Performs week-end and holiday stand-by on a rotating Schedule; Perform such other tasks as may be assigned.

3. EDUCATION AND EXPERIENCE:

High School Diploma; Be able to obtain D1 Water Distribution Operator Certificate. (Have one year to comply)

4. KNOWLEDGES, SKILLS AND ABILITIES:

Knowledge of the safe use of tools and equipment used in water distribution system construction, maintenance and repair, including generators, pumps, trenchers, colorimeter, underground utility locator chlorine testers, torches, flaring tools, self contained breathing apparatus, leak detection devices, air monitoring devices, and probes

5. PHYSICAL REQUIREMENTS:

Maintain the following physical abilities: see well enough to read, write and make observations, operate hand and power tools, vehicles and heavy equipment; hear well enough to converse on the radio, telephone and in person; bodily mobility to walk, bend, stand, crouch or climb for extended periods of time, operate assigned equipment and vehicles and perform heavy manual labor for extended periods; ability to tolerate extreme fluctuations in temperature while performing essential functions and be able to lift equipment as necessary.

This Resolution was moved by Director Rubalcaba and seconded by Director Castillo, and adopted at a regular meeting of the Board of Directors held on September 08, 2009, by the following vote:

AYES: 4
NOES:

ABSENT: 1
ABSTAIN:

OROSI PUBLIC UTILITY DISTRICT

By: [Signature] President

Attested to:

By: [Signature]
Secretary

SECRETARY'S CERTIFICATION

I, Maria E. Vidana, the undersigned do hereby certify: That I am the duly elected and acting Secretary of the Orosi Public Utility District and that the foregoing resolution was adopted on the 8th day of September 2009.

[Signature]
Secretary

**BEFORE THE BOARD OF DIRECTORS OF THE
OROSI PUBLIC UTILITY DISTRICT**

IN THE MATTER OF:

RESOLUTION 2020-18

Adoption of Conflict-of-Interest Code.

WHEREAS, the Orosi Public Utility District (“**OPUD**” or “**District**”) is a public utility district organized and existing pursuant to the laws of the State of California;

WHEREAS, during its regular Board meeting on July 14, 2020, the OPUD Board of Directors (“**Board**”) authorized proceeding with adoption of a conflict-of-interest code for the District;

WHEREAS, during its regular meeting on August 11, 2020, the Board authorized the District Manager to respond to and notify the County of Tulare regarding the impending adoption of a conflict-of-interest code by the OPUD;

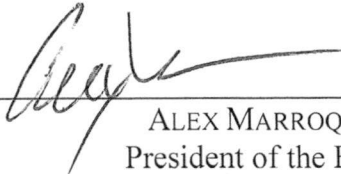
WHEREAS, on August 11, 2020 the Board, District Manager and District Engineer received a written copy of a NOTICE OF INTENT TO ADOPT A CONFLICT-OF-INTEREST CODE (“**Notice of Intent**”), and the remainder of relevant District staff received the same on August 13, 2020, when it was posted for employees at the OPUD office, along with a copy of the proposed conflict-of-interest code;

WHEREAS, the Notice of Intent established a 45-day comment period during which any interested person could request a public hearing but a public hearing was not requested by anyone; and

WHEREAS, the Board now desires to adopt the conflict-of-interest code proposed in the Notice of Intent.

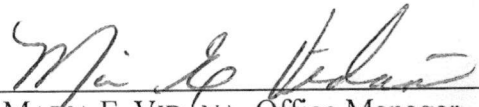
UPON MOTION OF BOARD MEMBER Johnny Sandoval, SECONDED BY BOARD MEMBER Maria Gonzalez, THE FOLLOWING WAS PASSED, APPROVED, AND ADOPTED BY THE BOARD OF DIRECTORS AT AN OFFICIAL MEETING HELD October 13, 2020, BY THE FOLLOWING VOTE:

AYES: Castillo, Gonzalez, Marroquin, Rubalcaba, Sandoval
NOES: 0
ABSTAIN: 0
ABSENT: 0



ALEX MARROQUIN,
President of the Board,
OROSI PUBLIC UTILITY DISTRICT

ATTEST:



MARIA E. VIDANA, Office Manager
and Secretary of the Board, OROSI
PUBLIC UTILITY DISTRICT

NOW THEREFORE, BE IT RESOLVED THAT THE BOARD OF DIRECTORS:

1. Found the foregoing recitals to be true and correct;
2. Adopted the attached conflict-of-interest code for the Orosi Public Utility District; and
3. Authorized the District Manager or her designee to sign and submit a request for approval and declaration of compliance to the Board of Supervisors of the County of Tulare to approve the conflict-of-interest code and to sign and submit any other required documentation necessary to process an approval thereof.
