



**SCOTIA COMMUNITY SERVICES DISTRICT  
NOTICE IS HEREBY GIVEN THAT A  
REGULAR MEETING  
OF THE BOARD OF DIRECTORS**

**WILL BE HELD AT: 122  
MAIN STREET  
SCOTIA, CALIFORNIA**

**Thursday, February 15, 2018  
Regular Meeting at 5:30 P.M.**

**AGENDA**

- A. CALL TO ORDER/ ROLL CALL** The Presiding officer will call the meeting to order and call the roll of members to determine the presence of a quorum.

**PLEDGE OF ALLEGIANCE**

- B. SETTING OF AGENDA**

The Board may adopt/ revise the order of the agenda as presented.

- C. CONSENT CALENDAR**

**1. Approval of Minutes from Previous Meetings**

p.3

**January 18, 2018**

**2. Approval of January 1, 2018 – January 31, 2018 Check Registers**

p.6

- D. PUBLIC COMMENT & WRITTEN COMMUNICATION**

Regularly scheduled meetings provide an opportunity for members of the public to directly address the SCSD Board Members on any action item that has been described in the agenda for the meeting, before or during consideration of that item, or on matters not identified on the agenda within the Board jurisdiction. Comments are not generally taken on non-action items such as reports or information. Comments should be limited to three minutes.

- E. ADJOURN TO CLOSED SESSION**

**1. Call to Order**

**2. Roll Call**

**3. Government Code §54956.8 Real Property Negotiations. Agency Negotiators: Stephen C Tyler, Leslie Marshall, Susan Pryor, Tracy M Boobar. Negotiating Parties: Scotia Community Services District & Town of Scotia Company LLC.**

**4. Closed Session Discussion**

- F. ADJOURN TO OPEN SESSION**

**1. Report out of Closed Session**

- G. PUBLIC HEARING – NONE**

- H. BUSINESS**

*AGENDA FOR MEETING OF THE SCSD BOARD OF  
DIRECTORS*

*February 15, 2018*

*POSTED at 5:00 PM February 8, 2018*

## **1. New Business –**

- a. **FY 2017/18 Mid-Year Budget Review** p.10
- b. **Consider Adopting Resolution 2018-3: A Resolution of the Scotia Community Services District Board of Directors Establishing Job Classifications and Salary Schedules** p.15
- c. **Consider Adopting Resolution 2018-4: A Resolution of the Scotia Community Services District Board of Directors Establishing a Five Step Pay Range** p.17
- d. **Complete Form 700's for 2018** p.19
- e. **Reminder for Ethics Certificates** p.43
- f. **Announcement of Sealed Bid Auction for Surplus Property**

## **2. Old Business –**

- a. **Consider Adopting Resolution 2018-2: A Resolution of the Scotia Community Services District Board of Directors Accepting Counter Offer from Town of Scotia LLC. For Lot 33 (APN 205-411-005) and Lot 34 (APN 205-411-006)**

## **I. REPORTS**

No specific action is required on these items, but the Board may briefly discuss any particular item raised.

- 1. President's Report:**
- 2. Board Director Reports:**
- 3. Interim Manager's Report:**
- 4. Special Counsel's Report:**
- 5. Engineer's Report:**
- 6. Fire Chief's Status Report:**
- 7. Board Clerk Report:**

## **J. ADJOURNMENT**

Next Regular Meeting of the SCSD will be March 15<sup>th</sup>, 2018 at 5:30 PM.

Notice regarding the Americans with Disabilities Act: The District adheres to the [Americans with Disabilities Act](#). Persons requiring special accommodations or more information about accessibility should contact the District Office. Notice regarding Rights of Appeal: Persons who are dissatisfied with the decisions of the SCSD Board of Directors have the right to have the decision reviewed by a State Court. The District has adopted [Section 1094.6](#) of the [Code of Civil Procedure](#) which generally limits the time within which the decision may be judicially challenged to 90 days.

Minutes of the REGULAR Board Meeting for the  
Scotia Community Services District  
Thursday, January 18, 2018 at 5:30 P.M.

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

The regular meeting of the Board of Directors of the Scotia Community Services District convened at 5:32 pm with the following directors in attendance:

|               |                     |
|---------------|---------------------|
| Diane Bristol | Director - Present  |
| Paul Newmaker | Director – Present  |
| Susan Pryor   | Director – Present  |
| Rick Walsh    | President – Present |
| Vacant        | Director -          |

Staff: Leslie Marshall, General Manager and Julie Thomas, Board Clerk

**B. SETTING OF AGENDA**

Strike Closed Session – No response from TOS.

Table Item – H2f\_Resolution 2018-2 A Resolution of the Scotia Community Services District Board of Directors Accepting Counter Offer from Town of Scotia LLC. For Lot 33 (APN 205-411-005) and Lot 34 (APN 205-411-006).

**C. CONSENT CALENDAR**

**1. Approval of Minutes from Previous Meetings**

**December 14, 2017**

**January 4, 2018**

**2. Approval of December 1, 2017 – December 31, 2017 Check Registers**

**No public comment**

**Motion:** Approve Consent Calendar

**Motion:** Pryor      **Second:** Bristol

**Motion Vote:** Ayes -4 Pryor, Newmaker, Pryor, Bristol    **Opposed – 0**    **Absent - 0**    **Abstain - 0**

**D. PUBLIC COMMENT & WRITTEN COMMUNICATION**

No public comment

**E. ADJOURN TO CLOSED SESSION \_\_\_\_PM**

**TABLED UNTIL NEXT BOARD MEETING.**

1. Call to Order – \_\_pm
2. Roll Call
3. Government Code §54956.8 Real Property Negotiations. Agency Negotiators: Stephen C Tyler, Leslie Marshall, Susan Pryor, Tracy M Boobar. Negotiating Parties: Scotia Community Services District & Town of Scotia Company LLC.
4. Closed Session Discussion

**F. ADJOURN TO OPEN SESSION \_\_\_\_PM**

1. Report out of Closed Session

**NOTHING TO REPORT – TABLED UNTIL NEXT MEETING.**

**G. Public Hearing - None**

**H. Business –**

**1. New Business**

**a. SHN Addendum No. 4, Cal-ARP Risk Management Plan**

GM introduced and reported that as a result of changes in staffing, training is necessary. Training is scheduled for Thursday, February 15<sup>th</sup>, 2018. The fiscal impact is \$3,200.00.

**2. Old Business –**

**a. SCSD Board Vacancy – Application deadline January 15, 2018 by 4:00pm, Appointment of Board Vacancy or Call for an Election on January 18, 2017 at 5:30pm**

Board clerk introduced. Board discussed. Scott Pitcairn, the sole applicant introduced himself. The Board and GM interviewed him.

Public asked when the other board member terms were set to expire. No additional public comment

**b. Consider Adopting Resolution 2018-1: A Resolution of the Scotia Community Services District Board of Directors Filling a Vacancy on the Board of Directors**

GM introduced. Board discussed.

No public comment

**Motion: Adopt Resolution 2018-1: A Resolution of the Scotia Community Services District Board of Directors Filling a Vacancy on the Board of Directors**

**Motion: Bristol Second: Pryor**

**Motion Vote: Ayes -4 Bristol, Newmaker, Pryor, Walsh Opposed –0 Absent - 0 Abstain - 0**

**c. Swear in elected Board Member**

Board Clerk swore in Scott Pitcairn as new SCSD Board Member.

**d. Second reading and consider adoption of Ordinance 2018-1 Scotia Community Services District Surplus Property Ordinance**

GM introduced and discussed that it is returning for the second reading and reviewed the details of the ordinance. Board discussed.

No public comment

**Motion: To Adopt Ordinance 2018-1 Scotia Community Services District Surplus Property Ordinance**

**Motion: Bristol Second: Pryor**

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

**e. Consider Approval of a Special District Risk Management Authority Health Benefits Program**

GM introduced and the SDRMA options for health benefits provided by SCSD. Staff recommends Blue Shield Silver PPO plan at a cost share with the employee of 70/30. GM explained that this coverage is only medical, and the District will not be providing auxiliary benefits (vision and dental) at this time. Board asked staff to bring next steps to February meeting.

**Motion: To Approve a Special District Risk Management Authority Health Benefits Program**

**Motion: Pryor Second: Bristol**

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

**f. Consider Adopting Resolution 2018-2: A Resolution of the Scotia Community Services District Board of Directors Accepting Counter Offer from Town of Scotia LLC. For Lot 33 (APN 205-411-005-000) and Lot 34 (APN 205-411-006)**

ITEM TABLED

**I. Reports**

**1. President's Report:** Columbia Water treatment operator scheduled to meet and educate GM and board on sodium hypochlorite.

**2. Board Director Reports:** Congratulations to new board member, Scott Pitcairn

**3. General Manager's Report:** GM reported that SHN engineer Gregory Hufford proposed a water tank inspection. Harper and Associates coming to inspect HCSD system – SCSD can have lab tests and tank inspections at the same time to save on costs. LM approved. Inspection scheduled to take place on February 6, 2018.

Continuing to work on sodium hypochlorite change over. Gregory Hufford discussed with LM a possible solution to redirect water going to the fire tanks before going through the raw water tank to save on polymer.

Progress continues on emergency pump replacement – waiting for the coil to come in. Laying casing above ground and will trench it later. No longer considering a direct bury approach.

Telemetry project still in progress. Status of the corridor project pushed back. TOS beginning to fund improvements through home sales. Corridor project is required to be done as a stipulation for phase 3 to begin. TOS continues to move finalize phase 2.

**4. Special Counsel's Report:** None

**5. Engineer's Report:** None

**6. Fire Chief's Status Report:** None

**7. Board Clerk Report:** None

**H. ADJOURNMENT**

Meeting adjourned at 7:03 pm by Board President Rick Walsh.

These minutes were approved by the Board of Directors of the Scotia Community Services District on February 15, 2018 at its duly-noticed regular meeting in Scotia, CA.

APPROVED:

\_\_\_\_\_  
Rick Walsh, President  
Board of Directors  
Scotia Community Services District

\_\_\_\_\_  
Date

ATTEST:

\_\_\_\_\_  
Julie Thomas, Board Clerk  
Scotia Community Services District

\_\_\_\_\_  
Date

# Scotia Community Services District

## Account QuickReport

As of January 31, 2018

| Type                             | Date       | Num   | Name                    | Memo                | Split              | Amount            | Balance           |
|----------------------------------|------------|-------|-------------------------|---------------------|--------------------|-------------------|-------------------|
| <b>10000 · RCB Checking 8239</b> |            |       |                         |                     |                    |                   | 310,647.29        |
| Deposit                          | 01/02/2018 |       |                         | Deposit             | -SPLIT-            | 1,796.83          | 312,444.12        |
| Bill Pmt -Check                  | 01/04/2018 | 50125 | AT&T                    |                     | 20000 · Accoun...  | -112.31           | 312,331.81        |
| Bill Pmt -Check                  | 01/04/2018 | 50126 | Fortuna Ace             |                     | 20000 · Accoun...  | -443.26           | 311,888.55        |
| Bill Pmt -Check                  | 01/04/2018 | 50127 | Johnson's Mobile Ho...  | Museum temp ...     | 20000 · Accoun...  | -235.33           | 311,653.22        |
| Bill Pmt -Check                  | 01/04/2018 | 50128 | NTU Technologies        | Hydroxychloro...    | 20000 · Accoun...  | -3,505.50         | 308,147.72        |
| Bill Pmt -Check                  | 01/04/2018 | 50129 | Pacific Paper           | Various office ...  | 20000 · Accoun...  | -164.45           | 307,983.27        |
| Bill Pmt -Check                  | 01/04/2018 | 50130 | PG&E                    |                     | 20000 · Accoun...  | -11,820.42        | 296,162.85        |
| Bill Pmt -Check                  | 01/04/2018 | 50131 | Renner Petroleum        | 49589               | 20000 · Accoun...  | -27.26            | 296,135.59        |
| Bill Pmt -Check                  | 01/04/2018 | 50132 | Sequoia Personnel       | T. Cannon PP...     | 20000 · Accoun...  | -263.50           | 295,872.09        |
| Bill Pmt -Check                  | 01/04/2018 | 50133 | State Water Resourc...  | Drinking Wate...    | 20000 · Accoun...  | -1,848.00         | 294,024.09        |
| Bill Pmt -Check                  | 01/04/2018 | 50134 | Wildwood Saw            | Trimmer Line ...    | 20000 · Accoun...  | -70.47            | 293,953.62        |
| Bill Pmt -Check                  | 01/04/2018 | 50135 | PG&E                    |                     | 20000 · Accoun...  | -305.15           | 293,648.47        |
| Check                            | 01/04/2018 | 50136 | 1038 Deana Thomps...    | Refund Overp...     | 11100 · Accoun...  | -27.93            | 293,620.54        |
| Deposit                          | 01/04/2018 |       |                         | Deposit             | -SPLIT-            | 9,184.53          | 302,805.07        |
| Deposit                          | 01/08/2018 |       |                         | Deposit             | -SPLIT-            | 113,253.08        | 416,058.15        |
| Deposit                          | 01/09/2018 |       |                         | Deposit             | -SPLIT-            | 55,890.42         | 471,948.57        |
| Deposit                          | 01/11/2018 |       |                         | Deposit             | -SPLIT-            | 1,099.61          | 473,048.18        |
| Bill Pmt -Check                  | 01/11/2018 | 50137 | Horizon Business Pro... | Effluent testing... | 20000 · Accoun...  | -70.35            | 472,977.83        |
| Bill Pmt -Check                  | 01/11/2018 | 50138 | Humboldt County De...   | Hazmat/CalAR...     | 20000 · Accoun...  | -1,433.42         | 471,544.41        |
| Bill Pmt -Check                  | 01/11/2018 | 50139 | North Coast Laborato... | Testing services    | 20000 · Accoun...  | -2,593.00         | 468,951.41        |
| Bill Pmt -Check                  | 01/11/2018 | 50140 | Sequoia Personnel       | T. Cannon WE...     | 20000 · Accoun...  | -278.50           | 468,672.91        |
| Bill Pmt -Check                  | 01/11/2018 | 50141 | SHN                     | Various projects    | 20000 · Accoun...  | -4,676.50         | 463,996.41        |
| Bill Pmt -Check                  | 01/11/2018 | 50142 | Thatcher Company        | 402298              | 20000 · Accoun...  | -1,273.28         | 462,723.13        |
| Bill Pmt -Check                  | 01/11/2018 | 50143 | Wyckoff Plumbing        | 23 Gals Chlorine    | 20000 · Accoun...  | -178.68           | 462,544.45        |
| Check                            | 01/11/2018 | DC    | USPO                    | 2 Rolls Stamps      | 50470 · Office ... | -98.00            | 462,446.45        |
| Bill Pmt -Check                  | 01/16/2018 | 50497 | High Rock Conservat...  |                     | 20000 · Accoun...  | -1,100.00         | 461,346.45        |
| Bill Pmt -Check                  | 01/16/2018 | 50498 | Planwest Partners       |                     | 20000 · Accoun...  | -11,869.70        | 449,476.75        |
| Bill Pmt -Check                  | 01/16/2018 | 50499 | Town of Scotia          | Labor Billing       | 20000 · Accoun...  | -9,842.60         | 439,634.15        |
| Bill Pmt -Check                  | 01/18/2018 | 50144 | Recology Eel River      |                     | 20000 · Accoun...  | -14.21            | 439,619.94        |
| Bill Pmt -Check                  | 01/18/2018 | 50145 | Sequoia Personnel       | T. Cannon WE...     | 20000 · Accoun...  | -278.50           | 439,341.44        |
| Check                            | 01/18/2018 | 50090 | Sequoia Personnel       |                     | 60360 · Admin/...  | 0.00              | 439,341.44        |
| Deposit                          | 01/23/2018 |       |                         | Deposit             | -SPLIT-            | 136,538.65        | 575,880.09        |
| Check                            | 01/25/2018 | 50146 | Palmer Creek C.S.D.     | Chem Quip Re...     | 50410 · Gen. S...  | -220.30           | 575,659.79        |
| Check                            | 01/25/2018 | DC    | Walgreens               | Office cleaning...  | 50410 · Gen. S...  | -15.57            | 575,644.22        |
| Bill Pmt -Check                  | 01/30/2018 | 50147 | AT&T                    |                     | 20000 · Accoun...  | -202.89           | 575,441.33        |
| Bill Pmt -Check                  | 01/30/2018 | 50148 | Fortuna Ace             |                     | 20000 · Accoun...  | -39.73            | 575,401.60        |
| Bill Pmt -Check                  | 01/30/2018 | 50149 | Home Network Pest ...   | Pest Inspectio...   | 20000 · Accoun...  | -350.00           | 575,051.60        |
| Bill Pmt -Check                  | 01/30/2018 | 50150 | Humboldt Bay Muni ...   | 55gals Alumin...    | 20000 · Accoun...  | -112.20           | 574,939.40        |
| Bill Pmt -Check                  | 01/30/2018 | 50151 | McMurray & Sons         | Roof Inspectio...   | 20000 · Accoun...  | -150.00           | 574,789.40        |
| Bill Pmt -Check                  | 01/30/2018 | 50152 | NTU Technologies        | 55 Gal drum P...    | 20000 · Accoun...  | -713.40           | 574,076.00        |
| Bill Pmt -Check                  | 01/30/2018 | 50153 | PG&E                    |                     | 20000 · Accoun...  | -305.35           | 573,770.65        |
| Bill Pmt -Check                  | 01/30/2018 | 50154 | SDRMA                   | 7724                | 20000 · Accoun...  | -263.63           | 573,507.02        |
| Bill Pmt -Check                  | 01/30/2018 | 50156 | Thatcher Company        | 402298              | 20000 · Accoun...  | -2,604.54         | 570,902.48        |
| Bill Pmt -Check                  | 01/30/2018 | 50157 | Windy Point Fence       | Sewer Plant R...    | 20000 · Accoun...  | -3,789.26         | 567,113.22        |
| Deposit                          | 01/30/2018 |       |                         | Deposit             | -SPLIT-            | 2,432.10          | 569,545.32        |
| Bill Pmt -Check                  | 01/31/2018 | 50155 | Sequoia Personnel       | T. Cannon WE...     | 20000 · Accoun...  | -198.00           | 569,347.32        |
| Total 10000 · RCB Checking 8239  |            |       |                         |                     |                    | 258,700.03        | 569,347.32        |
| <b>TOTAL</b>                     |            |       |                         |                     |                    | <b>258,700.03</b> | <b>569,347.32</b> |

3:50 PM

02/08/18

Accrual Basis

**Scotia Community Services District**  
**Account QuickReport**  
All Transactions

| Type                            | Date       | Num  | Name | Memo          | Split               | Amount           | Balance          |
|---------------------------------|------------|------|------|---------------|---------------------|------------------|------------------|
| <b>12000 · RCB Savings 0367</b> |            |      |      |               |                     |                  |                  |
| General Journal                 | 05/23/2017 | 0501 |      | Opening Entry | 40270 · User F...   | 50,000.00        | 50,000.00        |
| Deposit                         | 05/31/2017 |      |      | Interest      | 80210 · Interest... | 0.11             | 50,000.11        |
| Deposit                         | 06/30/2017 |      |      | Interest      | 80210 · Interest... | 3.51             | 50,003.62        |
| Deposit                         | 07/31/2017 |      |      | Interest      | 80210 · Interest... | 4.25             | 50,007.87        |
| Deposit                         | 08/31/2017 |      |      | Interest      | 80210 · Interest... | 4.25             | 50,012.12        |
| Deposit                         | 09/30/2017 |      |      | Interest      | 80210 · Interest... | 4.11             | 50,016.23        |
| Deposit                         | 10/31/2017 |      |      | Interest      | 80210 · Interest... | 4.25             | 50,020.48        |
| Deposit                         | 11/30/2017 |      |      | Interest      | 80210 · Interest... | 4.11             | 50,024.59        |
| Deposit                         | 12/31/2017 |      |      | Interest      | 80210 · Interest... | 4.25             | 50,028.84        |
| Total 12000 · RCB Savings 0367  |            |      |      |               |                     | 50,028.84        | 50,028.84        |
| <b>TOTAL</b>                    |            |      |      |               |                     | <b>50,028.84</b> | <b>50,028.84</b> |

3:49 PM

02/08/18

Accrual Basis

**Scotia Community Services District**  
**Account QuickReport**  
**All Transactions**

| Type                       | Date       | Num  | Name | Memo               | Split               | Amount           | Balance          |
|----------------------------|------------|------|------|--------------------|---------------------|------------------|------------------|
| <b>11000 · RCB CD 0929</b> |            |      |      |                    |                     |                  |                  |
| General Journal            | 05/23/2017 | 0501 |      | Opening Entry      | 40270 · User F...   | 50,000.00        | 50,000.00        |
| Deposit                    | 06/30/2017 |      |      | Deposit            | 80210 · Interest... | 10.27            | 50,010.27        |
| Deposit                    | 07/30/2017 |      |      | Deposit            | 80210 · Interest... | 10.28            | 50,020.55        |
| Deposit                    | 08/31/2017 |      |      | Deposit            | 80210 · Interest... | 10.62            | 50,031.17        |
| Deposit                    | 09/30/2017 |      |      | Monthly Interest   | 80210 · Interest... | 10.62            | 50,041.79        |
| Deposit                    | 10/30/2017 |      |      | Interest Earned    | 80210 · Interest... | 10.29            | 50,052.08        |
| Deposit                    | 11/30/2017 |      |      | Deposit of Inte... | 80210 · Interest... | 10.62            | 50,062.70        |
| Deposit                    | 12/30/2017 |      |      | Deposit            | 80210 · Interest... | 10.29            | 50,072.99        |
| Deposit                    | 01/30/2018 |      |      | Deposit            | 80210 · Interest... | 10.63            | 50,083.62        |
| Total 11000 · RCB CD 0929  |            |      |      |                    |                     | 50,083.62        | 50,083.62        |
| <b>TOTAL</b>               |            |      |      |                    |                     | <b>50,083.62</b> | <b>50,083.62</b> |



3:52 PM

02/08/18

Accrual Basis

# Scotia Community Services District

## Account QuickReport

### All Transactions

| Type   | Date       | Num  | Name              | Memo                | Split | Amount          | Balance         |
|--|------------|------|-------------------|---------------------|-------|-----------------|-----------------|
| <b>12100 · RCB Cust Deposit Savings 0797</b> |            |      |                   |                     |       |                 |                 |
| Deposit                                      | 08/08/2017 |      | 212 Mill St       | 21000 · Custom...   |       | 100.00          | 100.00          |
| Deposit                                      | 08/08/2017 |      | 220 Mill St       | 21000 · Custom...   |       | 100.00          | 200.00          |
| Deposit                                      | 08/08/2017 |      | 415 Church St     | 21000 · Custom...   |       | 100.00          | 300.00          |
| Deposit                                      | 08/29/2017 |      | 422 Church St     | 21000 · Custom...   |       | 100.00          | 400.00          |
| Deposit                                      | 08/29/2017 |      | 412 Church St     | 21000 · Custom...   |       | 100.00          | 500.00          |
| Deposit                                      | 08/29/2017 |      | 358 Eddy          | 21000 · Custom...   |       | 100.00          | 600.00          |
| Deposit                                      | 08/31/2017 |      | Interest          | 80210 · Interest... |       | 0.01            | 600.01          |
| Deposit                                      | 09/21/2017 |      | 409 Church St.    | 21000 · Custom...   |       | 100.00          | 700.01          |
| Deposit                                      | 09/21/2017 |      | 219 Mill St.      | 21000 · Custom...   |       | 100.00          | 800.01          |
| Check  | 09/30/2017 |      | Service Charge    | 90500 · Interest... |       | -10.00          | 790.01          |
| Deposit                                      | 09/30/2017 |      | Interest          | 80210 · Interest... |       | 0.03            | 790.04          |
| Transfer                                     | 10/10/2017 |      | Funds Transfe...  | 10000 · RCB C...    |       | 1,000.00        | 1,790.04        |
| Deposit                                      | 10/10/2017 |      | Bank Credited ... | 90500 · Interest... |       | 10.00           | 1,800.04        |
| Deposit                                      | 10/17/2017 |      | 430 Church St...  | 21000 · Custom...   |       | 100.00          | 1,900.04        |
| Check  | 10/31/2017 |      | Service Charge    | 90500 · Interest... |       | -10.00          | 1,890.04        |
| Deposit                                      | 10/31/2017 |      | Interest          | 80210 · Interest... |       | 0.08            | 1,890.12        |
| Deposit                                      | 11/28/2017 |      | 213 Mill Street   | 21000 · Custom...   |       | 100.00          | 1,990.12        |
| Deposit                                      | 11/30/2017 |      | 217 Mill St.      | 21000 · Custom...   |       | 100.00          | 2,090.12        |
| General Journal                              | 11/30/2017 | 1101 | Bank refunded...  | 90500 · Interest... |       | 10.00           | 2,100.12        |
| Deposit                                      | 11/30/2017 |      | Interest          | 80210 · Interest... |       | 0.09            | 2,100.21        |
| Deposit                                      | 12/05/2017 |      | Water/Sewer ...   | -SPLIT-             |       | 200.00          | 2,300.21        |
| Deposit                                      | 12/14/2017 |      | Water/Sewer ...   | -SPLIT-             |       | 200.00          | 2,500.21        |
| Deposit                                      | 12/28/2017 |      | Deposit           | -SPLIT-             |       | 200.00          | 2,700.21        |
| Deposit                                      | 12/31/2017 |      | Interest          | 80210 · Interest... |       | 0.12            | 2,700.33        |
| Deposit                                      | 01/16/2018 |      | Deposit           | 21000 · Custom...   |       | 100.00          | 2,800.33        |
| Total 12100 · RCB Cust Deposit Savings 0797  |            |      |                   |                     |       | 2,800.33        | 2,800.33        |
| <b>TOTAL</b>                                 |            |      |                   |                     |       | <b>2,800.33</b> | <b>2,800.33</b> |

## **Scotia Community Services District Staff Report**

DATE: February 15, 2017  
TO: Scotia Community Services District Board of Directors  
FROM: Steve Tyler, Assistant General Manager; Leslie Marshall, General Manager  
SUBJECT: Scotia CSD FY 2017/18 Mid-Year Budget Review and Amendment

---

### **RECOMMENDATION:**

The Administrative staff recommends that the Board review the Mid-Year Budget Review for FY 2017/18, and consider amending the budget as laid out in Attachment A.

### **ACTION:**

Review the Mid-Year Budget Review for FY 2017/18 and approve a budget amendment.

### **DISCUSSION:**

The Final FY 2017/18 Budget was adopted in June 2017 by the Board of Directors. The District now has 6 months of operating expenditures as well as several adopted Capital Outlay Projects, approved as Addendums through the District's contract with SHN.

The Mid Year Analysis lays out mid-year actual expenses, percentages of budget used, End of Year Projections, and a Proposed Budget Amendment to more accurately reflect the Budget based on mid-year actual expenses.

As discussed in prior meetings, electricity has continued to be a much larger expense than was budgeted for. The adopted budget was \$63,500, mid-year actual expense is \$185,250, and projected year end/recommended budget amendment amount is \$400,000 (approximately 6.25 times more than budgeted). This is a worst-case scenario, as we expect to lower the bill significantly with the new river pump and motors installation (TOS Corridor Project), and the River Pumps Control System (approved in Capital Outlay Projects).

The end of year unexpended fund balance is projected to be approximately \$373,332, which will be transferred to reserves.

Attachment B: SCSD Profit and Loss by Class and Attachment C: SCSD Balance Sheet, are QuickBooks reports which reflect the month by month expenditures by class (each service provided by the SCSD) and an accounting of fixed assets and bank account balances thus far, respectively.

### **FISCAL IMPACT:**

Attachment A: SCSD FY 2017/18 Mid-Year Budget Review

Attachment B: SCSD Profit and Loss by Class

Attachment C: SCSD Balance Sheet

| Scotia Community Services District<br>Fiscal Year 2017-2018 Operating Budget   |           |                    |                  | Mid-Year Budget Analysis |                         |                        |                  |
|--|-----------|--------------------|------------------|--------------------------|-------------------------|------------------------|------------------|
| Revenues   |           |                    |                  | Mid Year Actual          | Difference Under (Over) | End of Year Projection | Budget Amendment |
| Fund Type  | Account # | Total All Services |                  |                          |                         |                        |                  |
| 2016-2017 Benefit Assessment Fees  | 200       | \$                 | 242,419          | \$ -                     |                         | \$ -                   | \$ -             |
| Interest Earnings  | 210       | \$                 | 1,400            | \$ 113                   | 8.06%                   | \$ 226                 | \$ 250           |
| Property Tax <sup>1</sup>  | 220       | \$                 | -                | \$ -                     |                         | \$ -                   | \$ -             |
| Contingency Fund Contribution  | 230       | \$                 | 135,000          | \$ 135,000               | 100.00%                 | \$ 135,000             | \$ 135,000       |
| Office Equipment/Furniture Capital Contribution  | 240       | \$                 | 20,000           | \$ 20,000                | 100.00%                 | \$ 20,000              | \$ 20,000        |
| SCSD Facilities Purchase/Loan  | 250       | \$                 | 270,000          | \$ -                     |                         | \$ -                   | \$ -             |
| Special Use Income   | 260       | \$                 | 500              | \$ -                     |                         | \$ -                   | \$ -             |
| 2017/2018 User Fee Revenues  | 270       | \$                 | 1,094,859        | \$ 621,481               | 56.76%                  | \$ 1,242,962           | \$ 1,242,962     |
| 2017/2018 SCSD User Fee Revenues   | 271       | \$                 | 13,251           | \$ -                     |                         | \$ -                   | \$ -             |
| 2017/2018 Benefit Assessment Revenues  | 280       | \$                 | 231,940          | \$ 473,636               | 99.85%                  | \$ 473,636             | \$ 473,636       |
| 2017/2018 SCSD Benefit Assessment Revenues   | 281       | \$                 | 13,398           | \$ -                     |                         | \$ -                   | \$ -             |
| Miscellaneous  | 290       | \$                 | 400              | \$ -                     |                         | \$ -                   | \$ -             |
| <b>TOTAL REVENUES</b>  |           | <b>\$</b>          | <b>2,023,167</b> | \$ 1,250,230             |                         | \$ 1,871,824           | \$ 1,871,824     |
| Expenditures   |           |                    |                  |                          |                         |                        |                  |
| Total All Services   |           |                    |                  |                          |                         |                        |                  |
| <b>Personnel Services</b>  |           |                    |                  |                          |                         |                        |                  |
| Attorney   | 300       | \$                 | 30,000           | \$ 2,112                 | 7.04%                   | \$ 4,224               | \$ 15,000        |
| Auditor (Annual Audit)   | 310       | \$                 | 12,000           | \$ -                     |                         | \$ -                   | \$ 12,000        |
| Board Stipend  | 320       | \$                 | 6,000            | \$ 6,400                 | 106.67%                 | \$ 12,800              | \$ 13,000        |
| Bookkeeping/CPA Consultant   | 330       | \$                 | 30,000           | \$ 300                   | 1.00%                   | \$ 600                 | \$ 15,000        |
| IT Services  | 335       | \$                 | 15,000           | \$ 175                   | 1.17%                   | \$ 350                 | \$ 15,000        |
| Engineering  | 340       | \$                 | 12,000           | \$ 19,465                | 162.21%                 | \$ 38,930              | \$ 40,000        |
| Admin/Operations/Maintenance Staff   | 350       | \$                 | 422,280          | \$ 162,336               | 38.44%                  | \$ 324,673             | \$ 400,000       |
| <b>TOTAL PERSONNEL SERVICES</b>  |           | <b>\$</b>          | <b>527,280</b>   | \$ 190,788               |                         | \$ 381,576             | \$ 510,000       |
| <b>Materials and Services</b>  |           |                    |                  |                          |                         |                        |                  |
| Bond, Dues, Publications   | 400       | \$                 | 5,500            | \$ 4,243                 | 77.15%                  | \$ 8,486               | \$ 10,000        |
| General Supplies, Lab, Permitting & Monitoring   | 410       | \$                 | 76,500           | \$ 52,448                | 68.56%                  | \$ 104,896             | \$ 100,000       |
| Utilities- water, sewer, Assess., communications   | 420       | \$                 | 18,800           | \$ 2,807                 | 14.93%                  | \$ 5,613               | \$ 10,000        |
| General Maintenance & Repair   | 430       | \$                 | 37,000           | \$ 15,900                | 42.97%                  | \$ 31,800              | \$ 32,000        |
| Liability Insurance  | 440       | \$                 | 56,500           | \$ 57,391                | 101.58%                 | \$ 57,391              | \$ 60,000        |
| Electrical   | 450       | \$                 | 63,500           | \$ 185,250               | 291.73%                 | \$ 370,501             | \$ 400,000       |
| Contracted Maintenance Services  | 460       | \$                 | 19,500           | \$ 9,240                 | 47.38%                  | \$ 18,480              | \$ 19,500        |
| Office Supplies  | 470       | \$                 | -                | \$ 3,070                 |                         | \$ 6,140               | \$ 6,000         |
| <b>TOTAL MATERIALS AND SERVICES</b>  |           | <b>\$</b>          | <b>277,300</b>   | \$ 330,349               |                         | \$ 603,307             | \$ 637,500       |
| <b>TOTAL O&amp;M</b>   |           | <b>\$</b>          | <b>804,580</b>   | \$ 521,137               |                         | \$ 984,884             | \$ 1,147,500     |
| <b>Other Expenditures</b>  |           |                    |                  |                          |                         |                        |                  |
| Annual Debt Service on Capital Improvement Loans   | 500       | \$                 | 18,500           | \$ -                     |                         | \$ -                   | \$ -             |
| Transfer to Capital Reserve Fund   | 510       | \$                 | 461,710          | \$ 50,000                | 10.83%                  | \$ 100,000             | \$ 100,000       |
| Transfer to Equipment Replacement Reserve Fund   | 520       | \$                 | 57,560           | \$ -                     |                         | \$ 50,000              | \$ 50,000        |
| 2017/2018 SCSD User Fee Expenditures   | 530       | \$                 | 13,251           | \$ -                     |                         | \$ -                   | \$ -             |
| 2017/2018 SCSD Benefit Assessment Expenditures   | 540       | \$                 | 13,398           | \$ -                     |                         | \$ -                   | \$ -             |
| <b>TOTAL OTHER EXPENDITURES</b>  |           | <b>\$</b>          | <b>564,419</b>   | \$ 50,000                |                         | \$ 150,000             | \$ 150,000       |
| <b>Capital Outlay</b>  |           |                    |                  |                          |                         |                        |                  |
| Office Equipment/furnishings Start-up  | 600       | \$                 | 20,000           | \$ 6,444                 | 32.22%                  | \$ 20,000              | \$ 20,000        |
| SCSD Office Building   | 610       | \$                 | 270,000          | \$ -                     |                         | \$ 10,000              | \$ 10,000        |
| Vacant Lot   |           |                    |                  | \$ -                     |                         |                        |                  |
| WWTP Improvements  |           |                    |                  | \$ 15,342                |                         | \$ 15,342              | \$ 15,342        |
| Park Improvements  |           |                    |                  | \$ 1,000                 |                         | \$ 1,000               | \$ 1,000         |
| HMBP/CERS  |           |                    |                  |                          |                         | \$ 3,850               | \$ 3,850         |
| WWTP Sodium Hypochlorite System  |           |                    |                  |                          |                         | \$ 80,000              | \$ 80,000        |
| Raw Water Motors/Pumps Control System  |           |                    |                  |                          |                         | \$ 114,000             | \$ 114,000       |
| LP Inundation Map and Emergency Action Plan  |           |                    |                  |                          |                         | \$ 6,800               | \$ 6,800         |
| <b>TOTAL CAPITAL EXPENDITURES</b>  |           | <b>\$</b>          | <b>290,000</b>   | \$ 22,786                |                         | \$ 250,992             | \$ 250,992       |
| <b>TOTAL EXPENDITURES</b>  |           | <b>\$</b>          | <b>1,658,999</b> | \$ 593,923               |                         | \$ 1,385,876           | \$ 1,548,492     |
| <b>Unexpended Fund Balance</b>   |           | <b>\$</b>          | <b>364,168</b>   | \$ 656,306               |                         | \$ 485,948             | \$ 323,332       |
| <b>EXPENDITURES + UFB</b>  |           | <b>\$</b>          | <b>2,023,167</b> | \$ 1,250,230             |                         | \$ 1,871,824           | \$ 1,871,824     |
| <b>(Recommended Operating Contingency)</b> (operating contingency is recommended to be set at 2-months operating costs, or approx. 16% of O&M Costs) |           |                    |                  |                          |                         |                        |                  |

**Scotia Community Services District**  
**Profit & Loss by Class**  
May 2017 through January 2018

|   | 10 Treated Water  | 20 Raw Water      | 30 Wastewater     | 40 Streets & Street Lighting | 50 Storm Drainage | 60 Parks & Recreation | 99 General & Admin | TOTAL               |
|---|-------------------|-------------------|-------------------|------------------------------|-------------------|-----------------------|--------------------|---------------------|
| <b>Ordinary Income/Expense</b>          |                   |                   |                   |                              |                   |                       |                    |                     |
| Income                                  |                   |                   |                   |                              |                   |                       |                    |                     |
| Revenue                                 |                   |                   |                   |                              |                   |                       |                    |                     |
| 40270 · User Fees                       | 235,739.08        | 24,722.68         | 361,019.38        | 0.00                         | 0.00              | 0.00                  | 0.00               | 621,481.14          |
| 40280 · Benefit Assessment              | 0.00              | 0.00              | 0.00              | 141,217.27                   | 32,305.29         | 300,113.20            | 0.00               | 473,635.76          |
| <b>Total Revenue</b>                    | <b>235,739.08</b> | <b>24,722.68</b>  | <b>361,019.38</b> | <b>141,217.27</b>            | <b>32,305.29</b>  | <b>300,113.20</b>     | <b>0.00</b>        | <b>1,095,116.90</b> |
| 40500 · Sales Allowance                 |                   |                   |                   |                              |                   |                       |                    |                     |
| 40501 · Sales Allowance - Scotia CSD    | 0.00              | 0.00              | 0.00              | 0.00                         | 0.00              | 0.00                  | -14,170.23         | -14,170.23          |
| <b>Total 40500 · Sales Allowance</b>    | <b>0.00</b>       | <b>0.00</b>       | <b>0.00</b>       | <b>0.00</b>                  | <b>0.00</b>       | <b>0.00</b>           | <b>-14,170.23</b>  | <b>-14,170.23</b>   |
| <b>Total Income</b>                     | <b>235,739.08</b> | <b>24,722.68</b>  | <b>361,019.38</b> | <b>141,217.27</b>            | <b>32,305.29</b>  | <b>300,113.20</b>     | <b>-14,170.23</b>  | <b>1,080,946.67</b> |
| <b>Gross Profit</b>                     | <b>235,739.08</b> | <b>24,722.68</b>  | <b>361,019.38</b> | <b>141,217.27</b>            | <b>32,305.29</b>  | <b>300,113.20</b>     | <b>-14,170.23</b>  | <b>1,080,946.67</b> |
| Expense                                 |                   |                   |                   |                              |                   |                       |                    |                     |
| Materials & Services                    |                   |                   |                   |                              |                   |                       |                    |                     |
| 50400 · Permits, Licenses, Dues & Publi | 2,564.71          | 229.45            | 787.06            | 0.00                         | 0.00              | 0.00                  | 662.00             | 4,243.22            |
| 50410 · Gen. Supplies, Lab, P&M         | 32,947.51         | 21.86             | 18,202.99         | 0.00                         | 0.00              | 1,011.49              | 264.36             | 52,448.21           |
| 50420 · Utilities Communications        | 1,263.05          | 0.00              | 663.41            | 0.00                         | 0.00              | 0.00                  | 880.07             | 2,806.53            |
| 50430 · General Maintenance & Repairs   | 4,295.83          | 23.61             | 9,114.79          | 23.62                        | 23.62             | 1,526.24              | 892.08             | 15,899.79           |
| 50440 · Insurance, Bonds                | 13,091.23         | 4,303.50          | 34,224.32         | 4,303.50                     | 552.61            | 865.59                | 50.00              | 57,390.75           |
| 50450 · Electrical                      | 5,811.52          | 91,279.45         | 77,240.95         | 9,633.96                     | 0.00              | 392.46                | 892.12             | 185,250.46          |
| 50460 · Contracted Maintenance Services | 0.00              | 0.00              | 9,240.00          | 0.00                         | 0.00              | 0.00                  | 0.00               | 9,240.00            |
| 50470 · Office Supplies                 | 34.00             | 0.00              | 129.64            | 0.00                         | 0.00              | 0.00                  | 2,906.35           | 3,069.99            |
| <b>Total Materials &amp; Services</b>   | <b>60,007.85</b>  | <b>95,857.87</b>  | <b>149,603.16</b> | <b>13,961.08</b>             | <b>576.23</b>     | <b>3,795.78</b>       | <b>6,546.98</b>    | <b>330,348.95</b>   |
| Professional Services                   |                   |                   |                   |                              |                   |                       |                    |                     |
| 60300 · Attorney                        | 0.00              | 0.00              | 0.00              | 0.00                         | 0.00              | 0.00                  | 2,112.00           | 2,112.00            |
| 60320 · Board Stipend                   | 0.00              | 0.00              | 0.00              | 0.00                         | 0.00              | 0.00                  | 6,400.00           | 6,400.00            |
| 60330 · Bookkeeping/CPA                 | 0.00              | 0.00              | 0.00              | 0.00                         | 0.00              | 0.00                  | 300.00             | 300.00              |
| 60340 · IT Services                     | 0.00              | 0.00              | 0.00              | 0.00                         | 0.00              | 0.00                  | 175.00             | 175.00              |
| 60350 · Engineering                     | 4,768.06          | 1,746.89          | 6,932.42          | 0.00                         | 1,000.56          | 2,475.81              | 2,541.16           | 19,464.90           |
| 60360 · Admin/Operations/Maint Staff    | 31,790.27         | 0.00              | 45,400.08         | 0.00                         | 0.00              | 0.00                  | 85,145.95          | 162,336.30          |
| <b>Total Professional Services</b>      | <b>36,558.33</b>  | <b>1,746.89</b>   | <b>52,332.50</b>  | <b>0.00</b>                  | <b>1,000.56</b>   | <b>2,475.81</b>       | <b>96,674.11</b>   | <b>190,788.20</b>   |
| <b>Total Expense</b>                    | <b>96,566.18</b>  | <b>97,604.76</b>  | <b>201,935.66</b> | <b>13,961.08</b>             | <b>1,576.79</b>   | <b>6,271.59</b>       | <b>103,221.09</b>  | <b>521,137.15</b>   |
| <b>Net Ordinary Income</b>              | <b>139,172.90</b> | <b>-72,882.08</b> | <b>159,083.72</b> | <b>127,256.19</b>            | <b>30,728.50</b>  | <b>293,841.61</b>     | <b>-117,391.32</b> | <b>559,809.52</b>   |
| <b>Other Income/Expense</b>             |                   |                   |                   |                              |                   |                       |                    |                     |
| Other Income                            |                   |                   |                   |                              |                   |                       |                    |                     |
| Other Income                            |                   |                   |                   |                              |                   |                       |                    |                     |
| 80210 · Interest Earnings               | 0.00              | 0.00              | 0.00              | 0.00                         | 0.00              | 0.00                  | 112.79             | 112.79              |
| <b>Total Other Income</b>               | <b>0.00</b>       | <b>0.00</b>       | <b>0.00</b>       | <b>0.00</b>                  | <b>0.00</b>       | <b>0.00</b>           | <b>112.79</b>      | <b>112.79</b>       |
| <b>Total Other Income</b>               | <b>0.00</b>       | <b>0.00</b>       | <b>0.00</b>       | <b>0.00</b>                  | <b>0.00</b>       | <b>0.00</b>           | <b>112.79</b>      | <b>112.79</b>       |
| Other Expense                           |                   |                   |                   |                              |                   |                       |                    |                     |
| Other Expenditures                      |                   |                   |                   |                              |                   |                       |                    |                     |
| 90500 · Interest Expense, Bank Fees     | 0.00              | 0.00              | 0.00              | 0.00                         | 0.00              | 0.00                  | 3,756.00           | 3,756.00            |
| <b>Total Other Expenditures</b>         | <b>0.00</b>       | <b>0.00</b>       | <b>0.00</b>       | <b>0.00</b>                  | <b>0.00</b>       | <b>0.00</b>           | <b>3,756.00</b>    | <b>3,756.00</b>     |
| <b>Total Other Expense</b>              | <b>0.00</b>       | <b>0.00</b>       | <b>0.00</b>       | <b>0.00</b>                  | <b>0.00</b>       | <b>0.00</b>           | <b>3,756.00</b>    | <b>3,756.00</b>     |
| <b>Net Other Income</b>                 | <b>0.00</b>       | <b>0.00</b>       | <b>0.00</b>       | <b>0.00</b>                  | <b>0.00</b>       | <b>0.00</b>           | <b>-3,643.21</b>   | <b>-3,643.21</b>    |
| <b>Net Income</b>                       | <b>139,172.90</b> | <b>-72,882.08</b> | <b>159,083.72</b> | <b>127,256.19</b>            | <b>30,728.50</b>  | <b>293,841.61</b>     | <b>-121,034.53</b> | <b>556,166.31</b>   |

3:57 PM

02/08/18

Accrual Basis

**Scotia Community Services District**  
**Balance Sheet**  
As of January 31, 2018

|  | Jan 31, 18        |
|--|-------------------|
| <b>ASSETS</b>                          |                   |
| <b>Current Assets</b>                  |                   |
| <b>Checking/Savings</b>                |                   |
| 10000 · RCB Checking 8239              | 569,347.32        |
| 11000 · RCB CD 0929                    | 50,083.62         |
| 12000 · RCB Savings 0367               | 50,028.84         |
| 12100 · RCB Cust Deposit Savings 0797  | 2,800.33          |
| 12199 · Petty Cash                     | 250.00            |
| <b>Total Checking/Savings</b>          | 672,510.11        |
| <b>Accounts Receivable</b>             |                   |
| 11100 · Accounts Receivable            | 53,034.67         |
| <b>Total Accounts Receivable</b>       | 53,034.67         |
| <b>Total Current Assets</b>            | 725,544.78        |
| <b>Fixed Assets</b>                    |                   |
| 14010 · Vehicles, Trailers             | 9,870.86          |
| 15030 · Office Furniture & Fixtures    | 6,444.23          |
| 15031 · Museum                         | 28,537.00         |
| 150311 · Museum Land                   | 32,531.00         |
| 15032 · Winema Theater                 | 10,415.00         |
| 150321 · Winema Theater Land           | 26,663.00         |
| 15033 · Park and Ball Field            | 59,411.00         |
| 15034 · Soccer Field                   | 73,598.00         |
| 15035 · Log Pond                       | 419,197.00        |
| 15037 · Carpenter Shop                 | 23,529.00         |
| 150371 · Carpenter Shop Land           | 10,492.00         |
| 15038 · Water Treatment PL/Comm Forest | 2,104,378.00      |
| 150381 · WTP/Community Forest Land     | 936,276.00        |
| 15039 · Improvements to WWTP           | 15,342.02         |
| <b>Total Fixed Assets</b>              | 3,756,684.11      |
| <b>Other Assets</b>                    |                   |
| 18500 · Security Deposits              |                   |
| 18510 · PG&E Deposit                   | 55.00             |
| <b>Total 18500 · Security Deposits</b> | 55.00             |
| 19000 · Goodwill - TOS                 | -3,882,627.00     |
| <b>Total Other Assets</b>              | -3,882,572.00     |
| <b>TOTAL ASSETS</b>                    | <b>599,656.89</b> |
| <b>LIABILITIES &amp; EQUITY</b>        |                   |
| <b>Liabilities</b>                     |                   |

3:57 PM

02/08/18

Accrual Basis

**Scotia Community Services District**  
**Balance Sheet**  
As of January 31, 2018

|  | Jan 31, 18        |
|--|-------------------|
| <b>Current Liabilities</b>             |                   |
| <b>Accounts Payable</b>                |                   |
| 20000 · Accounts Payable               | 41,690.58         |
| <b>Total Accounts Payable</b>          | 41,690.58         |
| <b>Other Current Liabilities</b>       |                   |
| 21000 · Customer Deposits              | 1,800.00          |
| <b>Total Other Current Liabilities</b> | 1,800.00          |
| <b>Total Current Liabilities</b>       | 43,490.58         |
| <b>Total Liabilities</b>               | 43,490.58         |
| <b>Equity</b>                          |                   |
| 32000 · Retained Earnings              | 202,755.76        |
| Net Income                             | 353,410.55        |
| <b>Total Equity</b>                    | 556,166.31        |
| <b>TOTAL LIABILITIES &amp; EQUITY</b>  | <b>599,656.89</b> |

# Scotia Community Services District

## Staff Report

DATE: February 15, 2018  
TO: Scotia Community Services District Board of Directors  
FROM: Leslie Marshall, General Manager and Steve Tyler, Asst. General Manager  
SUBJECT: Consider Approval of Job Classifications and Salary Schedules.

---

### **RECOMMENDATION:**

The Administrative staff recommends that the SCSD Board consider approving the SCSD Job Classifications and Salary Schedules.

### **ACTION:**

Approve Job Classifications and Salary Schedules.

### **DISCUSSION:**

At the January 21, 2016 SCSD Board meeting, the Board Adopted Resolution 2016-1, A Resolution Establishing the Personal Policies and Procedures (PPP) of the Scotia Community Services District. In the PPP Section 3.0 *Personnel Policies*; under subsection 3.3 *Salary Administration* requires the Board of Directors to Adopt Job Classifications and Salary Schedules, established by the General Manager.

The Administrative staff reviewed and compared job classifications and salary ranges for several local public agencies (5 City's and 2 Special Districts). The attached Job Classifications and Salaries spreadsheet amounts are *less* than the three largest City's (Arcata, Eureka, Fortuna), *more* than the two smaller City's (Blue Lake, Rio Dell) and *less* than the two Special District's (Humboldt, McKinnleyville).

The District Board needs to consider adopting a Job Classifications and Salaries Schedule, before the administrative staff can begin recruitment for permanent benefited District staff, specifically State Licensed Water/Wastewater Treatment Plant personnel.

### **FISCAL IMPACT:**

See attached 2017/18 Job Classifications and Salaries Spreadsheet.

### **ATTACHMENTS:**

SCSD 2017/18 Job Classifications and Salaries Spreadsheet.

## 2017/18 Job Classifcations and Salaries

### Scotia Community Services District

| <b>Classifications</b>          | <b>Annual</b> | <b>Monthly</b> | <b>Hourly</b> |
|---------------------------------|---------------|----------------|---------------|
| Operations Supervisor           | \$ 66,000.00  | \$ 5,500.00    | \$ 31.73      |
| W/WW Lead Plant Operator        | \$ 60,000.00  | \$ 5,000.00    | \$ 28.85      |
| Treatment Plant Operator II     | \$ 54,000.00  | \$ 4,500.00    | \$ 25.96      |
| Treatment Plant Operator I      | \$ 49,000.00  | \$ 4,083.33    | \$ 23.56      |
| Admin. Assistant/ Clerk         | \$ 45,000.00  | \$ 3,750.00    | \$ 21.65      |
| Maintenance Worker II           | \$ 40,000.00  | \$ 3,333.33    | \$ 19.23      |
| Maintenance Worker I (3/4 time) | \$ 35,000.00  | \$ 2,917.00    | \$ 16.83      |
| Office Assistant                | \$ 31,200.00  | \$ 2,600.00    | \$ 15.00      |



# Scotia Community Services District

## Staff Report

DATE: February 15, 2018  
TO: Scotia Community Services District Board of Directors  
FROM: Leslie Marshall, General Manager and Steve Tyler, Asst. General Manager  
SUBJECT: Consider Approving a Five-Step Pay Range.

---

### **RECOMMENDATION:**

The Administrative staff recommends that the SCSD Board consider approving a Five Step Pay Range.

### **ACTION:**

Approve the Five-Step Pay Range.

### **DISCUSSION:**

At the January 21, 2016 SCSD Board meeting, the Board Adopted Resolution 2016-1, A Resolution Establishing the Personal Policies and Procedures (PPP) of the Scotia Community Services District. In the PPP Section 3.0 *Personnel Policies*; under subsection 3.4 *Salary Steps and Payroll* requires the Board of Directors to Adopt a Five Step Pay Range for each Class, established by the General Manager.

The Administrative staff reviewed and compared job classifications and salary ranges for several local public agencies (5 City's and 2 Special Districts). The 7 public agencies step increases ranged between 2.0% to 5.0% for each step, the attached SCSD spreadsheet amounts are based on a **2.0%** increase for each step.

The District Board needs to consider adopting a Five Step Pay Range, before the administrative staff can begin recruitment for permanent benefited District staff, specifically State Licensed Water/Wastewater Treatment Plant personnel.

### **FISCAL IMPACT:**

See attached 2017/18 Five Step Pay Range Spreadsheet.

### **ATTACHMENTS:**

SCSD 2017/18 Five Step Pay Range Spreadsheet.

| 2017/18 Five Step Pay Range        |  |          |          |          |          |
|------------------------------------|--|----------|----------|----------|----------|
| Scotia Community Services District |  |          |          |          |          |
| Classifications                    | Step 1                                   | Step 2   | Step 3   | Step 4   | Step 5   |
| Operations Supervisor              | \$ 31.73                                 | \$ 32.36 | \$ 33.01 | \$ 33.67 | \$ 34.35 |
| W/WW Lead Plant Operator           | \$ 28.85                                 | \$ 29.43 | \$ 30.02 | \$ 30.62 | \$ 31.23 |
| Treatment Plant Operator II        | \$ 25.96                                 | \$ 26.48 | \$ 27.01 | \$ 27.55 | \$ 28.10 |
| Treatment Plant Operator I         | \$ 23.56                                 | \$ 24.03 | \$ 24.51 | \$ 25.00 | \$ 25.50 |
| Admin. Assistant/ Clerk            | \$ 21.65                                 | \$ 22.08 | \$ 22.52 | \$ 22.98 | \$ 23.43 |
| Maintenance Worker II              | \$ 19.23                                 | \$ 19.61 | \$ 20.01 | \$ 20.41 | \$ 20.82 |
| Maintenance Worker I (3/4 time)    | \$ 16.83                                 | \$ 17.17 | \$ 17.51 | \$ 17.86 | \$ 18.22 |
| Office Assistant                   | \$ 15.00                                 | \$ 15.30 | \$ 15.61 | \$ 15.92 | \$ 16.24 |
|                                    |  |          |          |          |          |
|                                    | *All Step increases are in 2% increments |          |          |          |          |

## **Scotia Community Services District Staff Report**

DATE: February 15, 2018  
TO: Scotia Community Services District Board of Directors  
FROM: Julie Thomas, Board Clerk  
SUBJECT: Form 700 Annual Statements

---

### **RECOMMENDATION:**

The Administrative staff recommends that the Board fill out Form 700 Annual Statements and return to the Board Clerk no later than the March 15<sup>th</sup> meeting, for submittal to the County by April 1<sup>st</sup>, 2108.

### **ACTION:**

None

### **DISCUSSION:**

*What's New:*

#### **Gift Limit Increase**

The gift limit increased to \$470 for calendar years 2017 and 2018. The gift limit during 2016 was \$460.

#### **Gifts of Travel**

If an individual receives a payment that is a reportable gift for travel taken on or after January 1, 2016, he or she must disclose the travel destination. (See Schedule E instructions for other details that must be disclosed.)

### **FISCAL IMPACT:**

None

### **ATTACHMENT:**

FPPC Form 700

# 2017/2018 Statement of Economic Interests



---

## Form 700

A Public Document

*Also available on the FPPC website:*

- ***Form 700 in Excel format***
- ***Reference Pamphlet for Form 700***

California Fair Political Practices Commission

Email Advice: [advice@fppc.ca.gov](mailto:advice@fppc.ca.gov)

Toll-free advice line: 1 (866) ASK-FPPC • 1 (866) 275-3772

Telephone: (916)322-5660 • Website: [www.fppc.ca.gov](http://www.fppc.ca.gov)

## What's New

### Gift Limit Increase

The gift limit increased to \$470 for calendar years 2017 and 2018. The gift limit during 2016 was \$460.

### Who must file:

- Elected and appointed officials and candidates listed in Government Code Section 87200
- Employees, appointed officials, and consultants filing pursuant to a conflict of interest code ("code filers").  
**Obtain your disclosure categories, which describe the interests you must report, from your agency;** they are not part of the Form 700
- Candidates running for local elective offices that are designated in a conflict of interest code (e.g., county sheriffs, city clerks, school board trustees, and water board members)

**Exception:** Candidates for a county central committee are not required to file the Form 700.

- Members of newly created boards and commissions not yet covered under a conflict of interest code
- Employees in newly created positions of existing agencies

See Reference Pamphlet, page 3, at [www.fppc.ca.gov](http://www.fppc.ca.gov).

### Where to file:

#### 87200 Filers

|                      |   |                             |
|----------------------|---|-----------------------------|
| State offices        | ➔ | Your agency                 |
| Judicial offices     | ➔ | The clerk of your court     |
| Retired Judges       | ➔ | Directly with FPPC          |
| County offices       | ➔ | Your county filing official |
| City offices         | ➔ | Your city clerk             |
| Multi-County offices | ➔ | Your agency                 |

#### Code Filers — State and Local Officials, Employees, and Consultants Designated in a Conflict of Interest

**Code:** File with your agency, board, or commission unless otherwise specified in your agency's code (e.g., Legislative staff files directly with FPPC). In most cases, the agency, board, or commission will retain the statements.

#### Members of Boards and Commissions of Newly

**Created Agencies:** File with your newly created agency or with your agency's code reviewing body.

#### Employees in Newly Created Positions of Existing

**Agencies:** File with your agency or with your agency's code reviewing body. See Reference Pamphlet, page 3.

**Candidates:** File with your local elections office.

### How to file:

The Form 700 is available at [www.fppc.ca.gov](http://www.fppc.ca.gov). Form 700 schedules are also available in Excel format. All statements must have an original "wet" signature or be duly authorized by your filing officer to file electronically under Government Code Section 87500.2. Instructions, examples, FAQs, and a reference pamphlet are available to help answer your questions.

### When to file:

#### Annual Statements

##### ➔ March 1, 2018

- Elected State Officers
- Judges and Court Commissioners
- State Board and State Commission Members listed in Government Code Section 87200

##### ➔ April 2, 2018

- Most other filers

Individuals filing under conflict of interest codes in city and county jurisdictions should verify the annual filing date with their local filing officers.

Statements postmarked by the filing deadline are considered filed on time.

#### Assuming Office and Leaving Office Statements

Most filers file within 30 days of assuming or leaving office or within 30 days of the effective date of a newly adopted or amended conflict of interest code.

Exception:

If you assumed office between October 1, 2017, and December 31, 2017, and filed an assuming office statement, you are not required to file an annual statement until March 1, 2019, or April 1, 2019, whichever is applicable. The annual statement will cover the day after you assumed office through December 31, 2018. See Reference Pamphlet, pages 6 and 7, for additional exceptions.

#### Candidate Statements

File no later than the final filing date for the declaration of candidacy or nomination documents.

#### Amendments

Statements may be amended at any time. You are only required to amend the schedule that needs to be revised. It is not necessary to amend the entire filed form. Obtain amendment schedules at [www.fppc.ca.gov](http://www.fppc.ca.gov).

#### There is no provision for filing deadline extensions unless the filer is serving in active military duty.

Statements of 30 pages or less may be faxed by the deadline as long as the originally signed paper version is sent by first class mail to the filing official within 24 hours.

## Introduction

The Political Reform Act (Gov. Code Sections 81000-91014) requires most state and local government officials and employees to publicly disclose their personal assets and income. They also must disqualify themselves from participating in decisions that may affect their personal economic interests. The Fair Political Practices Commission (FPPC) is the state agency responsible for issuing the attached Statement of Economic Interests, Form 700, and for interpreting the law's provisions.

### Gift Prohibition

Gifts received by most state and local officials, employees, and candidates are subject to a limit. During 2017 and 2018, the gift limit is \$470 from a single source during a calendar year.

In addition, state officials, state candidates, and certain state employees are subject to a \$10 limit per calendar month on gifts from lobbyists and lobbying firms registered with the Secretary of State. See Reference Pamphlet, page 10.

State and local officials and employees should check with their agency to determine if other restrictions apply.

### Disqualification

Public officials are, under certain circumstances, required to disqualify themselves from making, participating in, or attempting to influence governmental decisions that will affect their economic interests. This may include interests they are not required to disclose (i.e., a personal residence is often not reportable, but may be disqualifying). Specific disqualification requirements apply to 87200 filers (e.g., city councilmembers, members of boards of supervisors, planning commissioners, etc.). These officials must publicly identify the economic interest that creates a conflict of interest and leave the room before a discussion or vote takes place at a public meeting. For more information, consult Government Code Section 87105, Regulation 18707, and the Guide to Recognizing Conflicts of Interest at [www.fppc.ca.gov](http://www.fppc.ca.gov).

### Honorarium Ban

Most state and local officials, employees, and candidates are prohibited from accepting an honorarium for any speech given, article published, or attendance at a conference, convention, meeting, or like gathering. See Reference Pamphlet, page 10.

### Loan Restrictions

Certain state and local officials are subject to restrictions on loans. See Reference Pamphlet, page 14.

### Post-Governmental Employment

There are restrictions on representing clients or employers before former agencies. The provisions apply to elected state officials, most state employees, local elected officials, county chief administrative officers, city managers, including the chief administrator of a city, and general managers or chief administrators of local special districts and JPAs. The FPPC website has fact sheets explaining the provisions.

### Late Filing

The filing officer who retains originally-signed or electronically filed statements of economic interests may impose on an individual a fine for any statement that is filed late. The fine is \$10 per day up to a maximum of \$100. Late filing penalties may be reduced or waived under certain circumstances.

Persons who fail to timely file their Form 700 may be referred to the FPPC's Enforcement Division (and, in some cases, to the Attorney General or district attorney) for investigation and possible prosecution. In addition to the late filing penalties, a fine of up to \$5,000 per violation may be imposed.

**For assistance** concerning reporting, prohibitions, and restrictions under the Act:

- Email questions to [advice@fppc.ca.gov](mailto:advice@fppc.ca.gov).
- Call the FPPC toll-free at (866) 275-3772.

### Form 700 is a Public Document Public Access Must Be Provided

Statements of Economic Interests are public documents. The filing officer must permit any member of the public to inspect and receive a copy of any statement.

- Statements must be available as soon as possible during the agency's regular business hours, but in any event not later than the second business day after the statement is received. Access to the Form 700 is not subject to the Public Records Act procedures.
- No conditions may be placed on persons seeking access to the forms.
- No information or identification may be required from persons seeking access.
- Reproduction fees of no more than 10 cents per page may be charged.

FPPC Form 700 (2017/2018)

FPPC Advice Email: [advice@fppc.ca.gov](mailto:advice@fppc.ca.gov)

FPPC Toll-Free Helpline: 866/275-3772 [www.fppc.ca.gov](http://www.fppc.ca.gov)

Introduction

## Types of Form 700 Filings

### Assuming Office Statement:

If you are a newly appointed official or are newly employed in a position designated, or that will be designated, in a state or local agency's conflict of interest code, your assuming office date is the date you were sworn in or otherwise authorized to serve in the position. If you are a newly elected official, your assuming office date is the date you were sworn in.

- Investments, interests in real property, and business positions held on the date you assumed the office or position must be reported. In addition, income (including loans, gifts, and travel payments) received during the 12 months prior to the date you assumed the office or position is reportable.

For positions subject to confirmation by the State Senate or the Commission on Judicial Performance, your assuming office date is the date you were appointed or nominated to the position.

### Example:

Maria Lopez was nominated by the Governor to serve on a state agency board that is subject to state Senate confirmation. The assuming office date is the date Maria's nomination is submitted to the Senate. Maria must report investments, interests in real property, and business positions she holds on that date, and income (including loans, gifts, and travel payments) received during the 12 months prior to that date.

If your office or position has been added to a newly adopted or newly amended conflict of interest code, use the effective date of the code or amendment, whichever is applicable.

- Investments, interests in real property, and business positions held on the effective date of the code or amendment must be reported. In addition, income (including loans, gifts, and travel payments) received during the 12 months prior to the effective date of the code or amendment is reportable.

### Annual Statement:

Generally, the period covered is January 1, 2017, through December 31, 2017. If the period covered by the statement is different than January 1, 2017, through December 31, 2017, (for example, you assumed office between October 1, 2016, and December 31, 2016 or you are combining statements), you must specify the period covered.

- Investments, interests in real property, business positions held, and income (including loans, gifts, and travel payments) received during the period covered by the statement must be reported. Do not change the preprinted dates on Schedules A-1, A-2, and B unless you are required to report the acquisition or disposition of an interest that did not occur in 2017.

- If your disclosure category changes during a reporting period, disclose under the old category until the effective date of the conflict of interest code amendment and disclose under the new disclosure category through the end of the reporting period.

### Leaving Office Statement:

Generally, the period covered is January 1, 2017, through the date you stopped performing the duties of your position. If the period covered differs from January 1, 2017, through the date you stopped performing the duties of your position (for example, you assumed office between October 1, 2016, and December 31, 2016, or you are combining statements), the period covered must be specified. The reporting period can cover parts of two calendar years.

- Investments, interests in real property, business positions held, and income (including loans, gifts, and travel payments) received during the period covered by the statement must be reported. Do not change the preprinted dates on Schedules A-1, A-2, and B unless you are required to report the acquisition or disposition of an interest that did not occur in 2017.

### Candidate Statement:

If you are filing a statement in connection with your candidacy for state or local office, investments, interests in real property, and business positions held on the date of filing your declaration of candidacy must be reported. In addition, income (including loans, gifts, and travel payments) received during the 12 months prior to the date of filing your declaration of candidacy is reportable. Do not change the preprinted dates on Schedules A-1, A-2, and B.

Candidates running for local elective offices (e.g., county sheriffs, city clerks, school board trustees, or water district board members) must file candidate statements, as required by the conflict of interest code for the elected position. The code may be obtained from the agency of the elected position.

### Amendments:

If you discover errors or omissions on any statement, file an amendment as soon as possible. You are only required to amend the schedule that needs to be revised; it is not necessary to refile the entire form. Obtain amendment schedules from the FPPC website at [www.fppc.ca.gov](http://www.fppc.ca.gov).

FPPC Form 700 (2017/2018)

FPPC Advice Email: [advice@fppc.ca.gov](mailto:advice@fppc.ca.gov)

FPPC Toll-Free Helpline: 866/275-3772 [www.fppc.ca.gov](http://www.fppc.ca.gov)

Types of Statements

# Instructions

## Cover Page

Enter your name, mailing address, and daytime telephone number in the spaces provided. **Because the Form 700 is a public document, you may list your business/office address instead of your home address.**

### Part 1. Office, Agency, or Court

- Enter the name of the office sought or held, or the agency or court. Consultants must enter the public agency name rather than their private firm's name. (Examples: State Assembly; Board of Supervisors; Office of the Mayor; Department of Finance; Hope County Superior Court)
- Indicate the name of your division, board, or district, if applicable. (Examples: Division of Waste Management; Board of Accountancy; District 45). **Do not use acronyms.**
- Enter your position title. (Examples: Director; Chief Counsel; City Council Member; Staff Services Analyst)
- If you hold multiple positions (i.e., a city council member who also is a member of a county board or commission), you may be required to file statements with each agency. To simplify your filing obligations, you may complete an expanded statement.
- To do this, enter the name of the other agency(ies) with which you are required to file and your position title(s) in the space provided. **Do not use acronyms.** Attach an additional sheet if necessary. Complete one statement covering the disclosure requirements for all positions. Each copy must contain an original signature. Therefore, before signing the statement, make a copy for each agency. Sign each copy with an original signature and file with each agency.

If you assume or leave a position after a filing deadline, you must complete a separate statement. For example, a city council member who assumes a position with a county special district after the April 1 annual filing deadline must file a separate assuming office statement. In subsequent years, the city council member may expand his or her annual filing to include both positions.

### Example:

Scott Baker is a city council member for the City of Lincoln and a board member for the Camp Far West Irrigation District – a multi-county agency that covers Placer and Yuba counties. Scott will complete one Form 700 using full disclosure (as required for the city position) and covering interests in both Placer and Yuba counties (as required for the multi-county position) and list both positions on the Cover Page. Before signing the statement, Scott will make a copy and sign both statements. One statement will be filed with City of Lincoln and the other will be filed with Camp Far West Irrigation District. Both will contain an original signature.

### Part 2. Jurisdiction of Office

- Check the box indicating the jurisdiction of your agency and, if applicable, identify the jurisdiction. Judges, judicial candidates, and court commissioners have statewide jurisdiction. All other filers should review the Reference Pamphlet, page 13, to determine their jurisdiction.
- If your agency is a multi-county office, list each county in which your agency has jurisdiction.

- If your agency is not a state office, court, county office, city office, or multi-county office (e.g., school districts, special districts and JPAs), check the "other" box and enter the county or city in which the agency has jurisdiction.

### Example:

This filer is a member of a water district board with jurisdiction in portions of Yuba and Sutter Counties.

|   |   |
|---|---|
| <b>1. Office, Agency, or Court</b>  |   |
| Agency Name (Do not use acronyms)<br>Feather River Irrigation District                  |   |
| Division, Board, Department, District, if applicable<br>N/A                             | Your Position<br>Board Member   |
| If filing for multiple positions, list below or on an attachment. (Do not use acronyms) |   |
| Agency: N/A   | Position:   |
| <b>2. Jurisdiction of Office (Check at least one box)</b>                               |   |
| <input type="checkbox"/> State  | <input type="checkbox"/> Judge or Court Commissioner (Statewide Jurisdiction) |
| <input checked="" type="checkbox"/> Multi-County Yuba & Sutter Counties                 | <input type="checkbox"/> County of  |
| <input type="checkbox"/> City of  | <input type="checkbox"/> Other  |

### Part 3. Type of Statement

Check at least one box. The period covered by a statement is determined by the type of statement you are filing. If you are completing a 2017 annual statement, **do not** change the pre-printed dates to reflect 2018. Your annual statement is used for reporting the **previous year's** economic interests. Economic interests for your annual filing covering January 1, 2018, through December 31, 2018, will be disclosed on your statement filed in 2019. See Reference Pamphlet, page 4.

Combining Statements: Certain types of statements may be combined. For example, if you leave office after January 1, but before the deadline for filing your annual statement, you may combine your annual and leaving office statements. File by the earliest deadline. Consult your filing officer or the FPPC.

### Part 4. Schedule Summary

- Complete the Schedule Summary after you have reviewed each schedule to determine if you have reportable interests.
- Enter the total number of completed pages including the cover page and either check the box for each schedule you use to disclose interests; **or** if you have nothing to disclose on any schedule, check the "No reportable interests" box. Please **do not** attach any blank schedules.

### Part 5. Verification

Complete the verification by signing the statement and entering the date signed. All statements must have an original "wet" signature or be duly authorized by your filing officer to file electronically under Government Code Section 87500.2. Instructions, examples, FAQs, and a reference pamphlet are available to help answer your questions. **When you sign your statement, you are stating, under penalty of perjury, that it is true and correct.** Only the filer has authority to sign the statement. An unsigned statement is not considered filed and you may be subject to late filing penalties.

FPPC Form 700 (2017/2018)

FPPC Advice Email: [advice@fppc.ca.gov](mailto:advice@fppc.ca.gov)

FPPC Toll-Free Helpline: 866/275-3772 [www.fppc.ca.gov](http://www.fppc.ca.gov)

Instructions – 1



**STATEMENT OF ECONOMIC INTERESTS**  
**COVER PAGE**

Date Initial Filing Received  
Official Use Only

Please type or print in ink.

NAME OF FILER (LAST) (FIRST) (MIDDLE)

**1. Office, Agency, or Court**

Agency Name (Do not use acronyms)

Division, Board, Department, District, if applicable

Your Position

► If filing for multiple positions, list below or on an attachment. (Do not use acronyms)

Agency: Position:

**2. Jurisdiction of Office (Check at least one box)**

- ☐ State ☐ Judge or Court Commissioner (Statewide Jurisdiction)  
☐ Multi-County ☐ County of  
☐ City of ☐ Other

**3. Type of Statement (Check at least one box)**

- ☐ **Annual:** The period covered is January 1, 2017, through December 31, 2017.  
-or- The period covered is / / , through December 31, 2017.  
☐ **Assuming Office:** Date assumed / /  
☐ **Leaving Office:** Date Left / / (Check one)  
○ The period covered is January 1, 2017, through the date of leaving office.  
-or-  
○ The period covered is / / , through the date of leaving office.  
☐ **Candidate:** Date of Election and office sought, if different than Part 1:

**4. Schedule Summary (must complete) ► Total number of pages including this cover page: \_\_\_\_\_**

**Schedules attached**

- ☐ **Schedule A-1 - Investments** – schedule attached ☐ **Schedule C - Income, Loans, & Business Positions** – schedule attached  
☐ **Schedule A-2 - Investments** – schedule attached ☐ **Schedule D - Income – Gifts** – schedule attached  
☐ **Schedule B - Real Property** – schedule attached ☐ **Schedule E - Income – Gifts – Travel Payments** – schedule attached

-or-

☐ **None - No reportable interests on any schedule**

**5. Verification**

MAILING ADDRESS STREET CITY STATE ZIP CODE  
(Business or Agency Address Recommended - Public Document)

DAYTIME TELEPHONE NUMBER E-MAIL ADDRESS  
( )

I have used all reasonable diligence in preparing this statement. I have reviewed this statement and to the best of my knowledge the information contained herein and in any attached schedules is true and complete. I acknowledge this is a public document.

I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Date Signed Signature  
(month, day, year) (File the originally signed statement with your filing official.)

## Which Schedule Do I Use?

---

### Common Reportable Interests

|              |   |
|--------------|---|
| Schedule A-1 | Stocks, including those held in an IRA or a 401K  |
| Schedule A-2 | Business entities (including certain independent contracting), sole proprietorships, partnerships, LLCs, corporations, and trusts |
| Schedule B   | Rental property in the jurisdiction, or within two miles of the boundaries of the jurisdiction                                    |
| Schedule C   | Non-governmental salaries of public official and spouse/registered domestic partner   |
| Schedule D   | Gifts from businesses (such as tickets to sporting or entertainment events)   |
| Schedule E   | Travel payments from third parties (not your employer)  |

### Common Non-Reportable Interests

|              |  |
|--------------|--|
| Schedule A-1 | Insurance policies, government bonds, diversified mutual funds, certain funds similar to diversified mutual funds (such as exchange traded funds) and investments held in certain retirement accounts. See Reference Pamphlet, page 13, for detailed information. (Regulation 18237) |
| Schedule A-2 | Savings and checking accounts and annuities  |
| Schedule B   | A residence used exclusively as a personal residence (such as a home or vacation cabin)  |
| Schedule C   | Governmental salary (such as a school district)  |
| Schedule D   | Gifts from family members  |
| Schedule E   | Travel paid by your government agency  |

#### Remember:

- ✓ Mark the “No reportable interests” box on Part 4 of the Schedule Summary on the Cover Page if you determine you have nothing to disclose and file the Cover Page only. **Make sure you carefully read all instructions to ensure proper reporting.**
- ✓ The Form 700 is a public document.
- ✓ **Most individuals must consult their agency’s conflict of interest code for reportable interests.**
- ✓ Most individuals file the Form 700 with their agencies.

## Questions and Answers

---

### General

- Q. What is the reporting period for disclosing interests on an assuming office statement or a candidate statement?
- A. On an assuming office statement, disclose all reportable investments, interests in real property, and business positions held on the date you assumed office. In addition, you must disclose income (including loans, gifts and travel payments) received during the 12 months prior to the date you assumed office.

On a candidate statement, disclose all reportable investments, interests in real property, and business positions held on the date you file your declaration of candidacy. You must also disclose income (including loans, gifts and travel payments) received during the 12 months prior to the date you file your declaration of candidacy.

- Q. I hold two other board positions in addition to my position with the county. Must I file three statements of economic interests?
- A. Yes, three are required. However, you may complete one statement listing the county and the two boards on the Cover Page or an attachment as the agencies for which you will be filing. Report your economic interests using the largest jurisdiction and highest disclosure requirements assigned to you by the three agencies. Make two copies of the entire statement before signing it, sign each copy with an original signature, and distribute one original to the county and to each of the two boards. Remember to complete separate statements for positions that you leave or assume during the year.
- Q. I am a department head who recently began acting as city manager. Should I file as the city manager?
- A. Yes. File an assuming office statement as city manager. Persons serving as “acting,” “interim,” or “alternate” must file as if they hold the position because they are or may be performing the duties of the position.
- Q. As a designated employee, I left one state agency to work for another state agency. Must I file a leaving office statement?
- A. Yes. You may also need to file an assuming office statement for the new agency.

- Q. My spouse and I are currently separated and in the process of obtaining a divorce. Must I still report my spouse’s income, investments, and interests in real property?
- A. Yes. A public official must continue to report a spouse’s economic interests until such time as dissolution of marriage proceedings is final. However, if a separate property agreement has been reached prior to that time, your estranged spouse’s income may not have to be reported. Contact the FPPC for more information.

### Investment Disclosure

- Q. I have an investment interest in shares of stock in a company that does not have an office in my jurisdiction. Must I still disclose my investment interest in this company?
- A. Probably. The definition of “doing business in the jurisdiction” is not limited to whether the business has an office or physical location in your jurisdiction. See Reference Pamphlet, page 13.
- Q. My spouse and I have a living trust. The trust holds rental property in my jurisdiction, our primary residence, and investments in diversified mutual funds. I have full disclosure. How is this trust disclosed?
- A. Disclose the name of the trust, the rental property and its income on Schedule A-2. Your primary residence and investments in diversified mutual funds registered with the SEC are not reportable.
- Q. I am required to report all investments. I have an IRA that contains stocks through an account managed by a brokerage firm. Must I disclose these stocks even though they are held in an IRA and I did not decide which stocks to purchase?
- A. Yes. Disclose on Schedule A-1 or A-2 any stock worth \$2,000 or more in a business entity located in or doing business in your jurisdiction.

## Questions and Answers Continued

---

- Q. I am the sole owner of my business, an S-Corporation. I believe that the nature of the business is such that it cannot be said to have any "fair market value" because it has no assets. I operate the corporation under an agreement with a large insurance company. My contract does not have resale value because of its nature as a personal services contract. Must I report the fair market value for my business on Schedule A-2 of the Form 700?
- A. Yes. Even if there are no *tangible* assets, intangible assets, such as relationships with companies and clients are commonly sold to qualified professionals. The "fair market value" is often quantified for other purposes, such as marital dissolutions or estate planning. In addition, the IRS presumes that "personal services corporations" have a fair market value. A professional "book of business" and the associated goodwill that generates income are not without a determinable value. The Form 700 does not require a precise fair market value; it is only necessary to check a box indicating the broad range within which the value falls.
- Q. I own stock in IBM and must report this investment on Schedule A-1. I initially purchased this stock in the early 1990s; however, I am constantly buying and selling shares. Must I note these dates in the "Acquired" and "Disposed" fields?
- A. No. You must only report dates in the "Acquired" or "Disposed" fields when, during the reporting period, you initially purchase a reportable investment worth \$2,000 or more or when you dispose of the entire investment. You are not required to track the partial trading of an investment.
- Q. On last year's filing I reported stock in Encoe valued at \$2,000 - \$10,000. Late last year the value of this stock fell below and remains at less than \$2,000. How should this be reported on this year's statement?
- A. You are not required to report an investment if the value was less than \$2,000 during the **entire** reporting period. However, because a disposed date is not required for stocks that fall below \$2,000, you may want to report the stock and note in the "comments" section that the value fell below \$2,000. This would be for informational purposes only; it is not a requirement.

- Q. We have a Section 529 account set up to save money for our son's college education. Is this reportable?
- A. If the Section 529 account contains reportable interests (e.g., common stock valued at \$2,000 or more), those interests are reportable (not the actual Section 529 account). If the account contains solely mutual funds, then nothing is reported.

### Income Disclosure

- Q. I reported a business entity on Schedule A-2. Clients of my business are located in several states. Must I report all clients from whom my pro rata share of income is \$10,000 or more on Schedule A-2, Part 3?
- A. No, only the clients located in or doing business on a regular basis in your jurisdiction must be disclosed.
- Q. I believe I am not required to disclose the names of clients from whom my pro rata share of income is \$10,000 or more on Schedule A-2 because of their right to privacy. Is there an exception for reporting clients' names?
- A. Regulation 18740 provides a procedure for requesting an exemption to allow a client's name not to be disclosed if disclosure of the name would violate a legally recognized privilege under California or Federal law. This regulation may be obtained from our website at [www.fppc.ca.gov](http://www.fppc.ca.gov). See Reference Pamphlet, page 14.
- Q. I am sole owner of a private law practice that is not reportable based on my limited disclosure category. However, some of the sources of income to my law practice are from reportable sources. Do I have to disclose this income?
- A. Yes, even though the law practice is not reportable, reportable sources of income to the law practice of \$10,000 or more must be disclosed. This information would be disclosed on Schedule C with a note in the "comments" section indicating that the business entity is not a reportable investment. The note would be for informational purposes only; it is not a requirement.

## Questions and Answers Continued

---

Q. I am the sole owner of my business. Where do I disclose my income - on Schedule A-2 or Schedule C?

A. Sources of income to a business in which you have an ownership interest of 10% or greater are disclosed on Schedule A-2. See Reference Pamphlet, page 8, for the definition of "business entity."

Q. My husband is a partner in a four-person firm where all of his business is based on his own billings and collections from various clients. How do I report my community property interest in this business and the income generated in this manner?

A. If your husband's investment in the firm is 10% or greater, disclose 100% of his share of the business on Schedule A-2, Part 1 and 50% of his income on Schedule A-2, Parts 2 and 3. For example, a client of your husband's must be a source of at least \$20,000 during the reporting period before the client's name is reported.

Q. How do I disclose my spouse's or registered domestic partner's salary?

A. Report the name of the employer as a source of income on Schedule C.

Q. I am a doctor. For purposes of reporting \$10,000 sources of income on Schedule A-2, Part 3, are the patients or their insurance carriers considered sources of income?

A. If your patients exercise sufficient control by selecting you instead of other doctors, then your patients, rather than their insurance carriers, are sources of income to you. See Reference Pamphlet, page 14, for additional information.

Q. I received a loan from my grandfather to purchase my home. Is this loan reportable?

A. No. Loans received from family members are not reportable.

Q. Many years ago, I loaned my parents several thousand dollars, which they paid back this year. Do I need to report this loan repayment on my Form 700?

A. No. Payments received on a loan made to a family member are not reportable.

### Real Property Disclosure

Q. During this reporting period we switched our principal place of residence into a rental. I have full disclosure and the property is located in my agency's jurisdiction, so it is now reportable. Because I have not reported this property before, do I need to show an "acquired" date?

A. No, you are not required to show an "acquired" date because you previously owned the property. However, you may want to note in the "comments" section that the property was not previously reported because it was used exclusively as your residence. This would be for informational purposes only; it is not a requirement.

Q. I am a city manager, and I own a rental property located in an adjacent city, but one mile from the city limit. Do I need to report this property interest?

A. Yes. You are required to report this property because it is located within 2 miles of the boundaries of the city you manage.

Q. Must I report a home that I own as a personal residence for my daughter?

A. You are not required to disclose a home used as a personal residence for a family member unless you receive income from it, such as rental income.

Q. I am a co-signer on a loan for a rental property owned by a friend. Since I am listed on the deed of trust, do I need to report my friend's property as an interest in real property on my Form 700?

A. No. Simply being a co-signer on a loan for property does not create a reportable interest in real property for you.

### Gift Disclosure

Q. If I received a reportable gift of two tickets to a concert valued at \$100 each, but gave the tickets to a friend because I could not attend the concert, do I have any reporting obligations?

A. Yes. Since you accepted the gift and exercised discretion and control of the use of the tickets, you must disclose the gift on Schedule D.

## Questions and Answers Continued

---

- Q. Mary and Joe Benson, a married couple, want to give a piece of artwork to a county supervisor. Is each spouse considered a separate source for purposes of the gift limit and disclosure?
- A. Yes, each spouse may make a gift valued at the gift limit during a calendar year. For example, during 2017 the gift limit was \$470, so the Bensons may have given the supervisor artwork valued at no more than \$940. The supervisor must identify Joe and Mary Benson as the sources of the gift.
- Q. I received free admission to an educational conference related to my official duties. Part of the conference fees included a round of golf. Is the value of the golf considered informational material?
- A. No. The value of personal benefits, such as golf, attendance at a concert, or sporting event, are gifts subject to reporting and limits.
- Q. I am a Form 700 filer with full disclosure. Our agency holds a holiday raffle to raise funds for a local charity. I bought \$10 worth of raffle tickets and won a gift basket valued at \$120. The gift basket was donated by Doug Brewer, a citizen in our city. At the same event, I bought raffle tickets for, and won a quilt valued at \$70. The quilt was donated by a coworker. Are these reportable gifts?
- A. Because the gift basket was donated by an outside source (not an agency employee), you have received a reportable gift valued at \$110 (the value of the basket less the consideration paid). The source of the gift is Doug Brewer and the agency is disclosed as the intermediary. Because the quilt was donated by an employee of your agency, it is not a reportable gift.
- Q. My agency is responsible for disbursing grants. An applicant (501(c)(3) organization) met with agency employees to present its application. At this meeting, the applicant provided food and beverages. Would the food and beverages be considered gifts to the employees? These employees are designated in our agency's conflict of interest code and the applicant is a reportable source of income under the code.
- A. Yes. If the value of the food and beverages consumed by any one filer, plus any other gifts received from the same source during the reporting period total \$50 or more, the food and beverages would be reported using the fair market value and would be subject to the gift limit.

## Instructions – Schedules A-1 and A-2 Investments

“Investment” means a financial interest in any business entity (including a consulting business or other independent contracting business) that is located in, doing business in, planning to do business in, or that has done business during the previous two years in your agency’s jurisdiction in which you, your spouse or registered domestic partner, or your dependent children had a direct, indirect, or beneficial interest totaling \$2,000 or more at any time during the reporting period. See Reference Pamphlet, page 13.

### Reportable investments include:

- Stocks, bonds, warrants, and options, including those held in margin or brokerage accounts and managed investment funds (See Reference Pamphlet, page 13.)
- Sole proprietorships
- Your own business or your spouse’s or registered domestic partner’s business (See Reference Pamphlet, page 8, for the definition of “business entity.”)
- Your spouse’s or registered domestic partner’s investments even if they are legally separate property
- Partnerships (e.g., a law firm or family farm)
- Investments in reportable business entities held in a retirement account (See Reference Pamphlet, page 15.)
- If you, your spouse or registered domestic partner, and dependent children together had a 10% or greater ownership interest in a business entity or trust (including a living trust), you must disclose investments held by the business entity or trust. See Reference Pamphlet, page 15, for more information on disclosing trusts.
- Business trusts

### You are not required to disclose:

- Government bonds, diversified mutual funds, certain funds similar to diversified mutual funds (such as exchange traded funds) and investments held in certain retirement accounts. See Reference Pamphlet, page 13, for detailed information. (Regulation 18237)
- Bank accounts, savings accounts, money market accounts and certificates of deposits
- Insurance policies
- Annuities
- Commodities
- Shares in a credit union
- Government bonds (including municipal bonds)
- Retirement accounts invested in non-reportable interests (e.g., insurance policies, mutual funds, or government bonds) (See Reference Pamphlet, page 15.)

- Government defined-benefit pension plans (such as CalPERS and CalSTRS plans)
- Certain interests held in a blind trust (See Reference Pamphlet, page 16.)

**Use Schedule A-1** to report ownership of less than 10% (e.g., stock). Schedule C (Income) may also be required if the investment is not a stock or corporate bond. See second example below.

**Use Schedule A-2** to report ownership of 10% or greater (e.g., a sole proprietorship).

### To Complete Schedule A-1:

Do not attach brokerage or financial statements.

- Disclose the name of the business entity.
- Provide a general description of the business activity of the entity (e.g., pharmaceuticals, computers, automobile manufacturing, or communications).
- Check the box indicating the highest fair market value of your investment during the reporting period. If you are filing a candidate or an assuming office statement, indicate the fair market value on the filing date or the date you took office, respectively.
- Identify the nature of your investment (e.g., stocks, warrants, options, or bonds).
- An acquired or disposed of date is only required if you initially acquired or entirely disposed of the investment interest during the reporting period. The date of a stock dividend reinvestment or partial disposal is not required. Generally, these dates will not apply if you are filing a candidate or an assuming office statement.

### Examples:

John Smith holds a state agency position. His conflict of interest code requires full disclosure of investments. John must disclose his stock holdings of \$2,000 or more in any company that is located in or does business in California, as well as those stocks held by his spouse or registered domestic partner and dependent children.

Susan Jones is a city council member. She has a 4% interest, worth \$5,000, in a limited partnership located in the city. Susan must disclose the partnership on Schedule A-1 and income of \$500 or more received from the partnership on Schedule C.

### Reminders

- Do you know your agency’s jurisdiction?
- Did you hold investments at any time during the period covered by this statement?
- Code filers – your disclosure categories may only require disclosure of specific investments.

**SCHEDULE A-1****Investments****Stocks, Bonds, and Other Interests**

(Ownership Interest is Less Than 10%)

Do not attach brokerage or financial statements.

**CALIFORNIA FORM 700**

FAIR POLITICAL PRACTICES COMMISSION

Name \_\_\_\_\_

## ▶ NAME OF BUSINESS ENTITY \_\_\_\_\_

GENERAL DESCRIPTION OF THIS BUSINESS \_\_\_\_\_

## FAIR MARKET VALUE

- ☐ \$2,000 - \$10,000      ☐ \$10,001 - \$100,000  
☐ \$100,001 - \$1,000,000      ☐ Over \$1,000,000

## NATURE OF INVESTMENT

- ☐ Stock      ☐ Other \_\_\_\_\_ (Describe)  
☐ Partnership      ☐ Income Received of \$0 - \$499  
☐ Income Received of \$500 or More (Report on Schedule C)

IF APPLICABLE, LIST DATE:

\_\_\_\_/\_\_\_\_/17      \_\_\_\_/\_\_\_\_/17  
 ACQUIRED      DISPOSED

## ▶ NAME OF BUSINESS ENTITY \_\_\_\_\_

GENERAL DESCRIPTION OF THIS BUSINESS \_\_\_\_\_

## FAIR MARKET VALUE

- ☐ \$2,000 - \$10,000      ☐ \$10,001 - \$100,000  
☐ \$100,001 - \$1,000,000      ☐ Over \$1,000,000

## NATURE OF INVESTMENT

- ☐ Stock      ☐ Other \_\_\_\_\_ (Describe)  
☐ Partnership      ☐ Income Received of \$0 - \$499  
☐ Income Received of \$500 or More (Report on Schedule C)

IF APPLICABLE, LIST DATE:

\_\_\_\_/\_\_\_\_/17      \_\_\_\_/\_\_\_\_/17  
 ACQUIRED      DISPOSED

## ▶ NAME OF BUSINESS ENTITY \_\_\_\_\_

GENERAL DESCRIPTION OF THIS BUSINESS \_\_\_\_\_

## FAIR MARKET VALUE

- ☐ \$2,000 - \$10,000      ☐ \$10,001 - \$100,000  
☐ \$100,001 - \$1,000,000      ☐ Over \$1,000,000

## NATURE OF INVESTMENT

- ☐ Stock      ☐ Other \_\_\_\_\_ (Describe)  
☐ Partnership      ☐ Income Received of \$0 - \$499  
☐ Income Received of \$500 or More (Report on Schedule C)

IF APPLICABLE, LIST DATE:

\_\_\_\_/\_\_\_\_/17      \_\_\_\_/\_\_\_\_/17  
 ACQUIRED      DISPOSED

## ▶ NAME OF BUSINESS ENTITY \_\_\_\_\_

GENERAL DESCRIPTION OF THIS BUSINESS \_\_\_\_\_

## FAIR MARKET VALUE

- ☐ \$2,000 - \$10,000      ☐ \$10,001 - \$100,000  
☐ \$100,001 - \$1,000,000      ☐ Over \$1,000,000

## NATURE OF INVESTMENT

- ☐ Stock      ☐ Other \_\_\_\_\_ (Describe)  
☐ Partnership      ☐ Income Received of \$0 - \$499  
☐ Income Received of \$500 or More (Report on Schedule C)

IF APPLICABLE, LIST DATE:

\_\_\_\_/\_\_\_\_/17      \_\_\_\_/\_\_\_\_/17  
 ACQUIRED      DISPOSED

## ▶ NAME OF BUSINESS ENTITY \_\_\_\_\_

GENERAL DESCRIPTION OF THIS BUSINESS \_\_\_\_\_

## FAIR MARKET VALUE

- ☐ \$2,000 - \$10,000      ☐ \$10,001 - \$100,000  
☐ \$100,001 - \$1,000,000      ☐ Over \$1,000,000

## NATURE OF INVESTMENT

- ☐ Stock      ☐ Other \_\_\_\_\_ (Describe)  
☐ Partnership      ☐ Income Received of \$0 - \$499  
☐ Income Received of \$500 or More (Report on Schedule C)

IF APPLICABLE, LIST DATE:

\_\_\_\_/\_\_\_\_/17      \_\_\_\_/\_\_\_\_/17  
 ACQUIRED      DISPOSED

## ▶ NAME OF BUSINESS ENTITY \_\_\_\_\_

GENERAL DESCRIPTION OF THIS BUSINESS \_\_\_\_\_

## FAIR MARKET VALUE

- ☐ \$2,000 - \$10,000      ☐ \$10,001 - \$100,000  
☐ \$100,001 - \$1,000,000      ☐ Over \$1,000,000

## NATURE OF INVESTMENT

- ☐ Stock      ☐ Other \_\_\_\_\_ (Describe)  
☐ Partnership      ☐ Income Received of \$0 - \$499  
☐ Income Received of \$500 or More (Report on Schedule C)

IF APPLICABLE, LIST DATE:

\_\_\_\_/\_\_\_\_/17      \_\_\_\_/\_\_\_\_/17  
 ACQUIRED      DISPOSED

Comments: \_\_\_\_\_



## Instructions – Schedule A-2

### Investments, Income, and Assets of Business Entities/Trusts

---

Use Schedule A-2 to report investments in a business entity (including a consulting business or other independent contracting business) or trust (including a living trust) in which you, your spouse or registered domestic partner, and your dependent children, together or separately, had a 10% or greater interest, totaling \$2,000 or more, during the reporting period and which is located in, doing business in, planning to do business in, or which has done business during the previous two years in your agency's jurisdiction. See Reference Pamphlet, page 13. A trust located outside your agency's jurisdiction is reportable if it holds assets that are located in or doing business in the jurisdiction. Do not report a trust that contains non-reportable interests. For example, a trust containing only your personal residence not used in whole or in part as a business, your savings account, and some municipal bonds, is not reportable.

Also report on Schedule A-2 investments and real property held by that entity or trust if your pro rata share of the investment or real property interest was \$2,000 or more during the reporting period.

#### To Complete Schedule A-2:

**Part 1.** Disclose the name and address of the business entity or trust. If you are reporting an interest in a business entity, check "Business Entity" and complete the box as follows:

- Provide a general description of the business activity of the entity.
- Check the box indicating the highest fair market value of your investment during the reporting period.
- If you initially acquired or entirely disposed of this interest during the reporting period, enter the date acquired or disposed.
- Identify the nature of your investment.
- Disclose the job title or business position you held with the entity, if any (i.e., if you were a director, officer, partner, trustee, employee, or held any position of management). A business position held by your spouse is not reportable.

**Part 2.** Check the box indicating **your pro rata** share of the **gross** income received **by** the business entity or trust. This amount includes your pro rata share of the **gross** income **from** the business entity or trust, as well as your community property interest in your spouse's or registered domestic partner's share. Gross income is the total amount of income before deducting expenses, losses, or taxes.

**Part 3.** Disclose the name of each source of income that is located in, doing business in, planning to do business in, or that has done business during the previous two years in your agency's jurisdiction, as follows:

- Disclose each source of income and outstanding loan **to the business entity or trust** identified in Part 1 if your pro rata share of the **gross** income (including your community property interest in your spouse's or registered domestic partner's share) to the business entity or trust from that source was \$10,000 or more during the reporting

period. See Reference Pamphlet, page 11, for examples. Income from governmental sources may be reportable if not considered salary. See Regulation 18232. Loans from commercial lending institutions made in the lender's regular course of business on terms available to members of the public without regard to your official status are not reportable.

- Disclose each individual or entity that was a source of commission income of \$10,000 or more during the reporting period through the business entity identified in Part 1. See Reference Pamphlet, page 8, for an explanation of commission income.

You may be required to disclose sources of income located outside your jurisdiction. For example, you may have a client who resides outside your jurisdiction who does business on a regular basis with you. Such a client, if a reportable source of \$10,000 or more, must be disclosed.

Mark "None" if you do not have any reportable \$10,000 sources of income to disclose. Using phrases such as "various clients" or "not disclosing sources pursuant to attorney-client privilege" may trigger a request for an amendment to your statement. See Reference Pamphlet, page 14, for details about requesting an exemption from disclosing privileged information.

**Part 4.** Report any investments or interests in real property held or leased **by the entity or trust** identified in Part 1 if your pro rata share of the interest held was \$2,000 or more during the reporting period. Attach additional schedules or use FPPC's Form 700 Excel spreadsheet if needed.

- Check the applicable box identifying the interest held as real property or an investment.
- If investment, provide the name and description of the business entity.
- If real property, report the precise location (e.g., an assessor's parcel number or address).
- Check the box indicating the highest fair market value of your interest in the real property or investment during the reporting period. (Report the fair market value of the portion of your residence claimed as a tax deduction if you are utilizing your residence for business purposes.)
- Identify the nature of your interest.
- Enter the date acquired or disposed only if you initially acquired or entirely disposed of your interest in the property or investment during the reporting period.

**CALIFORNIA FORM**

**700**

**FAIR POLITICAL PRACTICES COMMISSION**

Name

**► 1. BUSINESS ENTITY OR TRUST**

---

Name \_\_\_\_\_

---

Address (*Business Address Acceptable*) \_\_\_\_\_

---

Check one

☐ Trust, go to 2      ☐ Business Entity, complete the box, then go to 2

---

**GENERAL DESCRIPTION OF THIS BUSINESS**

---

|   |   |
|---|---|
| <b>FAIR MARKET VALUE</b><br><input type="checkbox"/> \$0 - \$1,999<br><input type="checkbox"/> \$2,000 - \$10,000<br><input type="checkbox"/> \$10,001 - \$100,000<br><input type="checkbox"/> \$100,001 - \$1,000,000<br><input type="checkbox"/> Over \$1,000,000 | <b>IF APPLICABLE, LIST DATE:</b><br><br><div style="display: flex; justify-content: space-around;"> <span>_____/_____/ <b>17</b></span> <span>_____/_____/ <b>17</b></span> </div> <div style="display: flex; justify-content: space-around;"> <span>ACQUIRED</span> <span>DISPOSED</span> </div> |
|---|---|

---

**NATURE OF INVESTMENT**

☐ Partnership   
 ☐ Sole Proprietorship   
 ☐ \_\_\_\_\_ Other

---

**YOUR BUSINESS POSITION** \_\_\_\_\_

**➤ 2. IDENTIFY THE GROSS INCOME RECEIVED (INCLUDE YOUR PRO RATA SHARE OF THE GROSS INCOME TO THE ENTITY/TRUST)**

|   |   |
|---|---|
| <input type="checkbox"/> \$0 - \$499        | <input type="checkbox"/> \$10,001 - \$100,000 |
| <input type="checkbox"/> \$500 - \$1,000    | <input type="checkbox"/> OVER \$100,000       |
| <input type="checkbox"/> \$1,001 - \$10,000 |   |

**▶ 3. LIST THE NAME OF EACH REPORTABLE SINGLE SOURCE OF INCOME OF \$10,000 OR MORE** (Attach a separate sheet if necessary.)

☐ None      or      ☐ Names listed below

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**► 4. INVESTMENTS AND INTERESTS IN REAL PROPERTY HELD OR LEASED BY THE BUSINESS ENTITY OR TRUST**

*Check one box:*

☐ INVESTMENT      ☐ REAL PROPERTY

---

Name of Business Entity, if Investment, or  
Assessor's Parcel Number or Street Address of Real Property \_\_\_\_\_

---

Description of Business Activity or  
City or Other Precise Location of Real Property \_\_\_\_\_

---

|  |   |   |
|--|---|---|
| FAIR MARKET VALUE                                | IF APPLICABLE, LIST DATE:                 |   |
| <input type="checkbox"/> \$2,000 - \$10,000      |   |   |
| <input type="checkbox"/> \$10,001 - \$100,000    | <u>      </u> / <u>      </u> / <u>17</u> | <u>      </u> / <u>      </u> / <u>17</u> |
| <input type="checkbox"/> \$100,001 - \$1,000,000 | ACQUIRED                                  | DISPOSED                                  |
| <input type="checkbox"/> Over \$1,000,000        |   |   |

---

NATURE OF INTEREST

☐ Property Ownership/Deed of Trust      ☐ Stock      ☐ Partnership

☐ Leasehold \_\_\_\_\_      ☐ Other \_\_\_\_\_

Yrs. remaining

☐ Check box if additional schedules reporting investments or real property are attached

FPPC Form 700 (2017/2018) Sch. A-2  
FPPC Advice Email: [advice@fppc.ca.gov](mailto:advice@fppc.ca.gov)  
FPPC Toll-Free Helpline: 866/275-3772 [www.fppc.ca.gov](http://www.fppc.ca.gov)

## Instructions – Schedule B Interests in Real Property

Report interests in real property located in your agency's jurisdiction in which you, your spouse or registered domestic partner, or your dependent children had a direct, indirect, or beneficial interest totaling \$2,000 or more any time during the reporting period. Real property is also considered to be "within the jurisdiction" of a local government agency if the property or any part of it is located within two miles outside the boundaries of the jurisdiction or within two miles of any land owned or used by the local government agency. See Reference Pamphlet, page 13.

### Interests in real property include:

- An ownership interest (including a beneficial ownership interest)
- A deed of trust, easement, or option to acquire property
- A leasehold interest (See Reference Pamphlet, page 14.)
- A mining lease
- An interest in real property held in a retirement account (See Reference Pamphlet, page 15.)
- An interest in real property held by a business entity or trust in which you, your spouse or registered domestic partner, and your dependent children together had a 10% or greater ownership interest (Report on Schedule A-2.)
- Your spouse's or registered domestic partner's interests in real property that are legally held separately by him or her

### You are not required to report:

- A residence, such as a home or vacation cabin, used exclusively as a personal residence (However, a residence in which you rent out a room or for which you claim a business deduction may be reportable. If reportable, report the fair market value of the portion claimed as a tax deduction.)

**Please note:** A non-reportable residence can still be grounds for a conflict of interest and may be disqualifying.

- Interests in real property held through a blind trust (See Reference Pamphlet, page 16, for exceptions.)

### To Complete Schedule B:

- Report the precise location (e.g., an assessor's parcel number or address) of the real property.
- Check the box indicating the fair market value of your interest in the property (regardless of what you owe on the property).
- Enter the date acquired or disposed only if you initially acquired or entirely disposed of your interest in the property during the reporting period.
- Identify the nature of your interest. If it is a leasehold, disclose the number of years remaining on the lease.

### Reminders

- Income and loans already reported on Schedule B are not also required to be reported on Schedule C.
- Real property already reported on Schedule A-2, Part 4 is not also required to be reported on Schedule B.
- Code filers – do your disclosure categories require disclosure of real property?

- If you received rental income, check the box indicating the gross amount you received.
- If you had a 10% or greater interest in real property and received rental income, list the name of the source(s) if your pro rata share of the gross income from any single tenant was \$10,000 or more during the reporting period. If you received a total of \$10,000 or more from two or more tenants acting in concert (in most cases, this will apply to married couples), disclose the name of each tenant. Otherwise, mark "None."
- Loans from a private lender that total \$500 or more and are secured by real property may be reportable. **Loans from commercial lending institutions made in the lender's regular course of business on terms available to members of the public without regard to your official status are not reportable.**

When reporting a loan:

- Provide the name and address of the lender.
- Describe the lender's business activity.
- Disclose the interest rate and term of the loan. For variable interest rate loans, disclose the conditions of the loan (e.g., Prime + 2) or the average interest rate paid during the reporting period. The term of a loan is the total number of months or years given for repayment of the loan at the time the loan was established.
- Check the box indicating the highest balance of the loan during the reporting period.
- Identify a guarantor, if applicable.

If you have more than one reportable loan on a single piece of real property, report the additional loan(s) on Schedule C.

### Example:

Joe Nelson is a city planning commissioner. Joe received rental income of \$12,000 during the reporting period from a single tenant who rented property Joe owned in the city's jurisdiction. If Joe had received the \$12,000 from two or more tenants, the tenants' names would not be required as long as no single tenant paid \$10,000 or more. A married couple would be considered a single tenant.

|   |   |
|---|---|
| ASSESSOR'S PARCEL NUMBER OR STREET ADDRESS<br>4600 24th Street  |   |
| CITY<br>Sacramento  |   |
| FAIR MARKET VALUE<br><input type="checkbox"/> \$2,000 - \$10,000<br><input type="checkbox"/> \$10,001 - \$100,000<br><input checked="" type="checkbox"/> \$100,001 - \$1,000,000<br><input type="checkbox"/> Over \$1,000,000   | IF APPLICABLE, LIST DATE:<br>ACQUIRED _____ / ____ / 17<br>DISPOSED _____ / ____ / 17 |
| NATURE OF INTEREST<br><input type="checkbox"/> Ownership/Deed of Trust<br><input type="checkbox"/> Leasehold<br><input type="checkbox"/> Easement<br>Yrs. remaining _____ Other _____   |   |
| IF RENTAL PROPERTY, GROSS INCOME RECEIVED<br><input type="checkbox"/> \$0 - \$499<br><input type="checkbox"/> \$500 - \$1,000<br><input type="checkbox"/> \$1,001 - \$10,000<br><input checked="" type="checkbox"/> \$10,001 - \$100,000<br><input type="checkbox"/> OVER \$100,000 |   |
| SOURCES OF RENTAL INCOME: If you own a 10% or greater interest, list the name of each tenant that is a single source of income of \$10,000 or more.<br><input type="checkbox"/> None<br>Henry Wells   |   |
| NAME OF LENDER*<br>Sophia Petroillo<br>ADDRESS (Business Address Acceptable)<br>2121 Blue Sky Parkway, Sacramento<br>BUSINESS ACTIVITY, IF ANY, OF LENDER<br>Restaurant Owner   |   |
| INTEREST RATE<br>8 %<br><input type="checkbox"/> None   | TERM (Months/Years)<br>15 Years   |
| HIGHEST BALANCE DURING REPORTING PERIOD<br><input type="checkbox"/> \$500 - \$1,000<br><input checked="" type="checkbox"/> \$10,001 - \$100,000<br><input type="checkbox"/> OVER \$100,000<br><input type="checkbox"/> Guarantor, if applicable                                     |   |
| Comments:   |   |

FPPC Form 700 (2017/2018)

FPPC Advice Email: [advice@fppc.ca.gov](mailto:advice@fppc.ca.gov)

FPPC Toll-Free Helpline: 866/275-3772 [www.fppc.ca.gov](http://www.fppc.ca.gov)

Instructions – 12



# Instructions – Schedule C

## Income, Loans, & Business Positions

### (Income Other Than Gifts and Travel Payments)

#### Reporting Income:

Report the source and amount of gross income of \$500 or more you received during the reporting period. Gross income is the total amount of income before deducting expenses, losses, or taxes and includes loans other than loans from a commercial lending institution. See Reference Pamphlet, page 11. You must also report the source of income to your spouse or registered domestic partner if your community property share was \$500 or more during the reporting period.

The source and income must be reported only if the source is located in, doing business in, planning to do business in, or has done business during the previous two years in your agency's jurisdiction. See Reference Pamphlet, page 13, for more information about doing business in the jurisdiction. Reportable sources of income may be further limited by your disclosure category located in your agency's conflict of interest code.

#### Reporting Business Positions:

You must report your job title with each reportable business entity even if you received no income during the reporting period. Use the comments section to indicate that no income was received.

#### Commonly reportable income and loans include:

- Salary/wages, per diem, and reimbursement for expenses including travel payments provided by your employer
- Community property interest (50%) in your spouse's or registered domestic partner's income - **report the employer's name and all other required information**
- Income from investment interests, such as partnerships, reported on Schedule A-1
- Commission income not required to be reported on Schedule A-2 (See Reference Pamphlet, page 8.)
- Gross income from any sale, including the sale of a house or car (Report your pro rata share of the total sale price.)
- Rental income not required to be reported on Schedule B
- Prizes or awards not disclosed as gifts
- Payments received on loans you made to others
- An honorarium received prior to becoming a public official (See Reference Pamphlet, page 10, concerning your ability to receive future honoraria.)
- Incentive compensation (See Reference Pamphlet, page 12.)

#### Reminders

- Code filers – your disclosure categories may not require disclosure of all sources of income.
- If you or your spouse or registered domestic partner are self-employed, report the business entity on Schedule A-2.
- Do not disclose on Schedule C income, loans, or business positions already reported on Schedules A-2 or B.

#### You are not required to report:

- Salary, reimbursement for expenses or per diem, or social security, disability, or other similar benefit payments received by you or your spouse or registered domestic partner from a federal, state, or local government agency.
- Stock dividends and income from the sale of stock unless the source can be identified.
- Income from a PERS retirement account.

**See Reference Pamphlet, page 11, for more exceptions to income reporting.**

#### To Complete Schedule C:

##### Part 1. Income Received/Business Position Disclosure

- Disclose the name and address of each source of income or each business entity with which you held a business position.
- Provide a general description of the business activity if the source is a business entity.
- Check the box indicating the amount of gross income received.
- Identify the consideration for which the income was received.
- For income from commission sales, check the box indicating the gross income received and list the name of each source of commission income of \$10,000 or more. See Reference Pamphlet, page 8. **Note: If you receive commission income on a regular basis or have an ownership interest of 10% or more, you must disclose the business entity and the income on Schedule A-2.**
- Disclose the job title or business position, if any, that you held with the business entity, even if you did not receive income during the reporting period.

##### Part 2. Loans Received or Outstanding During the Reporting Period

- Provide the name and address of the lender.
- Provide a general description of the business activity if the lender is a business entity.
- Check the box indicating the highest balance of the loan during the reporting period.
- Disclose the interest rate and the term of the loan.
  - For variable interest rate loans, disclose the conditions of the loan (e.g., Prime + 2) or the average interest rate paid during the reporting period.
  - The term of the loan is the total number of months or years given for repayment of the loan at the time the loan was entered into.
- Identify the security, if any, for the loan.

**SCHEDULE C**  
**Income, Loans, & Business**  
**Positions**  
(Other than Gifts and Travel Payments)

|                                     |
|-------------------------------------|
| <b>CALIFORNIA FORM 700</b>          |
| FAIR POLITICAL PRACTICES COMMISSION |
| Name _____                          |

| ▶ 1. INCOME RECEIVED  | ▶ 1. INCOME RECEIVED  |
|---|---|
| NAME OF SOURCE OF INCOME<br>_____<br>ADDRESS (Business Address Acceptable)<br>_____<br>BUSINESS ACTIVITY, IF ANY, OF SOURCE<br>_____<br>YOUR BUSINESS POSITION<br>_____   | NAME OF SOURCE OF INCOME<br>_____<br>ADDRESS (Business Address Acceptable)<br>_____<br>BUSINESS ACTIVITY, IF ANY, OF SOURCE<br>_____<br>YOUR BUSINESS POSITION<br>_____   |
| GROSS INCOME RECEIVED <input type="checkbox"/> No Income - Business Position Only<br><input type="checkbox"/> \$500 - \$1,000 <input type="checkbox"/> \$1,001 - \$10,000<br><input type="checkbox"/> \$10,001 - \$100,000 <input type="checkbox"/> OVER \$100,000  | GROSS INCOME RECEIVED <input type="checkbox"/> No Income - Business Position Only<br><input type="checkbox"/> \$500 - \$1,000 <input type="checkbox"/> \$1,001 - \$10,000<br><input type="checkbox"/> \$10,001 - \$100,000 <input type="checkbox"/> OVER \$100,000  |
| CONSIDERATION FOR WHICH INCOME WAS RECEIVED<br><input type="checkbox"/> Salary <input type="checkbox"/> Spouse's or registered domestic partner's income<br>(For self-employed use Schedule A-2.)<br><input type="checkbox"/> Partnership (Less than 10% ownership. For 10% or greater use<br>Schedule A-2.)<br><input type="checkbox"/> Sale of _____<br>(Real property, car, boat, etc.)<br><input type="checkbox"/> Loan repayment<br><input type="checkbox"/> Commission or <input type="checkbox"/> Rental Income, list each source of \$10,000 or more<br>_____<br>(Describe)<br><input type="checkbox"/> Other _____<br>(Describe) | CONSIDERATION FOR WHICH INCOME WAS RECEIVED<br><input type="checkbox"/> Salary <input type="checkbox"/> Spouse's or registered domestic partner's income<br>(For self-employed use Schedule A-2.)<br><input type="checkbox"/> Partnership (Less than 10% ownership. For 10% or greater use<br>Schedule A-2.)<br><input type="checkbox"/> Sale of _____<br>(Real property, car, boat, etc.)<br><input type="checkbox"/> Loan repayment<br><input type="checkbox"/> Commission or <input type="checkbox"/> Rental Income, list each source of \$10,000 or more<br>_____<br>(Describe)<br><input type="checkbox"/> Other _____<br>(Describe) |

**▶ 2. LOANS RECEIVED OR OUTSTANDING DURING THE REPORTING PERIOD**

\* You are not required to report loans from commercial lending institutions, or any indebtedness created as part of a retail installment or credit card transaction, made in the lender's regular course of business on terms available to members of the public without regard to your official status. Personal loans and loans received not in a lender's regular course of business must be disclosed as follows:

|   |  |
|---|--|
| NAME OF LENDER*<br>_____<br>ADDRESS (Business Address Acceptable)<br>_____<br>BUSINESS ACTIVITY, IF ANY, OF LENDER<br>_____<br>HIGHEST BALANCE DURING REPORTING PERIOD<br><input type="checkbox"/> \$500 - \$1,000<br><input type="checkbox"/> \$1,001 - \$10,000<br><input type="checkbox"/> \$10,001 - \$100,000<br><input type="checkbox"/> OVER \$100,000 | INTEREST RATE<br>_____% <input type="checkbox"/> None<br>SECURITY FOR LOAN<br><input type="checkbox"/> None <input type="checkbox"/> Personal residence<br><input type="checkbox"/> Real Property _____<br>Street address<br>_____<br>City<br><input type="checkbox"/> Guarantor _____<br><input type="checkbox"/> Other _____<br>(Describe) |
|---|--|

Comments: \_\_\_\_\_

## Instructions – Schedule D

### Income – Gifts

A gift is anything of value for which you have not provided equal or greater consideration to the donor. A gift is reportable if its fair market value is \$50 or more. In addition, multiple gifts totaling \$50 or more received during the reporting period from a single source must be reported.

It is the acceptance of a gift, not the ultimate use to which it is put, that imposes your reporting obligation. Except as noted below, you must report a gift even if you never used it or if you gave it away to another person.

If the exact amount of a gift is unknown, you must make a good faith estimate of the item's fair market value. Listing the value of a gift as "over \$50" or "value unknown" is not adequate disclosure. In addition, if you received a gift through an intermediary, you must disclose the name, address, and business activity of both the donor and the intermediary. You may indicate an intermediary either in the "source" field after the name or in the "comments" section at the bottom of Schedule D.

#### Commonly reportable gifts include:

- Tickets/passes to sporting or entertainment events
- Tickets/passes to amusement parks
- Parking passes not used for official agency business
- Food, beverages, and accommodations, including those provided in direct connection with your attendance at a convention, conference, meeting, social event, meal, or like gathering
- Rebates/discounts not made in the regular course of business to members of the public without regard to official status
- Wedding gifts (See Reference Pamphlet, page 16)
- An honorarium received prior to assuming office (You may report an honorarium as income on Schedule C, rather than as a gift on Schedule D, if you provided services of equal or greater value than the payment received. See Reference Pamphlet, page 10, regarding your ability to receive future honoraria.)
- Transportation and lodging (See Schedule E.)
- Forgiveness of a loan received by you

#### You are not required to disclose:

- Gifts that were not used and that, within 30 days after receipt, were returned to the donor or delivered to a charitable organization or government agency without

being claimed by you as a charitable contribution for tax purposes

- Gifts from your spouse or registered domestic partner, child, parent, grandparent, grandchild, brother, sister, and certain other family members (See Regulation 18942 for a complete list.). The exception does not apply if the donor was acting as an agent or intermediary for a reportable source who was the true donor.
- Gifts of similar value exchanged between you and an individual, other than a lobbyist registered to lobby your state agency, on holidays, birthdays, or similar occasions
- Gifts of informational material provided to assist you in the performance of your official duties (e.g., books, pamphlets, reports, calendars, periodicals, or educational seminars)
- A monetary bequest or inheritance (However, inherited investments or real property may be reportable on other schedules.)
- Personalized plaques or trophies with an individual value of less than \$250
- Campaign contributions
- Up to two tickets, for your own use, to attend a fundraiser for a campaign committee or candidate, or to a fundraiser for an organization exempt from taxation under Section 501(c)(3) of the Internal Revenue Code. The ticket must be received from the organization or committee holding the fundraiser.
- Gifts given to members of your immediate family if the source has an established relationship with the family member and there is no evidence to suggest the donor had a purpose to influence you. (See Regulation 18943.)
- Free admission, food, and nominal items (such as a pen, pencil, mouse pad, note pad or similar item) available to all attendees, at the event at which the official makes a speech (as defined in Regulation 18950(b)(2)), so long as the admission is provided by the person who organizes the event.
- Any other payment not identified above, that would otherwise meet the definition of gift, where the payment is made by an individual who is not a lobbyist registered to lobby the official's state agency, where it is clear that the gift was made because of an existing personal or business relationship unrelated to the official's position and there is no evidence whatsoever at the time the gift is made to suggest the donor had a purpose to influence you.

#### To Complete Schedule D:

- Disclose the full name (not an acronym), address, and, if a business entity, the business activity of the source.
- Provide the date (month, day, and year) of receipt, and disclose the fair market value and description of the gift.

#### Reminders

- Gifts from a single source are subject to a \$470 limit during 2017. See Reference Pamphlet, page 10.
- Code filers – you only need to report gifts from reportable sources.

#### Gift Tracking Mobile Application

- FPPC has created a gift tracking app for mobile devices that helps filers track gifts and provides a quick and easy way to upload the information to the Form 700. Visit FPPC's website to download the app.

FPPC Form 700 (2017/2018)  
FPPC Advice Email: [advice@fppc.ca.gov](mailto:advice@fppc.ca.gov)  
FPPC Toll-Free Helpline: 866/275-3772 [www.fppc.ca.gov](http://www.fppc.ca.gov)  
Instructions – 16

# SCHEDULE D

## Income – Gifts

**CALIFORNIA FORM 700**  
 FAIR POLITICAL PRACTICES COMMISSION  
 Name \_\_\_\_\_

| <p>► NAME OF SOURCE <i>(Not an Acronym)</i></p> <p>_____</p> <p>ADDRESS <i>(Business Address Acceptable)</i></p> <p>_____</p> <p>BUSINESS ACTIVITY, IF ANY, OF SOURCE</p> <p>_____</p> <table> <thead> <tr> <th>DATE (mm/dd/yy)</th> <th>VALUE</th> <th>DESCRIPTION OF GIFT(S)</th> </tr> </thead> <tbody> <tr> <td>____/____/____</td> <td>\$ _____</td> <td>_____</td> </tr> <tr> <td>____/____/____</td> <td>\$ _____</td> <td>_____</td> </tr> <tr> <td>____/____/____</td> <td>\$ _____</td> <td>_____</td> </tr> </tbody> </table> | DATE (mm/dd/yy) | VALUE                  | DESCRIPTION OF GIFT(S) | ____/____/____ | \$ _____ | _____ | ____/____/____ | \$ _____ | _____ | ____/____/____ | \$ _____ | _____ | <p>► NAME OF SOURCE <i>(Not an Acronym)</i></p> <p>_____</p> <p>ADDRESS <i>(Business Address Acceptable)</i></p> <p>_____</p> <p>BUSINESS ACTIVITY, IF ANY, OF SOURCE</p> <p>_____</p> <table> <thead> <tr> <th>DATE (mm/dd/yy)</th> <th>VALUE</th> <th>DESCRIPTION OF GIFT(S)</th> </tr> </thead> <tbody> <tr> <td>____/____/____</td> <td>\$ _____</td> <td>_____</td> </tr> <tr> <td>____/____/____</td> <td>\$ _____</td> <td>_____</td> </tr> <tr> <td>____/____/____</td> <td>\$ _____</td> <td>_____</td> </tr> </tbody> </table> | DATE (mm/dd/yy) | VALUE | DESCRIPTION OF GIFT(S) | ____/____/____ | \$ _____ | _____ | ____/____/____ | \$ _____ | _____ | ____/____/____ | \$ _____ | _____ |
|--|-----------------|------------------------|------------------------|----------------|----------|-------|----------------|----------|-------|----------------|----------|-------|--|-----------------|-------|------------------------|----------------|----------|-------|----------------|----------|-------|----------------|----------|-------|
| DATE (mm/dd/yy)  | VALUE           | DESCRIPTION OF GIFT(S) |                        |                |          |       |                |          |       |                |          |       |  |                 |       |                        |                |          |       |                |          |       |                |          |       |
| ____/____/____   | \$ _____        | _____                  |                        |                |          |       |                |          |       |                |          |       |  |                 |       |                        |                |          |       |                |          |       |                |          |       |
| ____/____/____   | \$ _____        | _____                  |                        |                |          |       |                |          |       |                |          |       |  |                 |       |                        |                |          |       |                |          |       |                |          |       |
| ____/____/____   | \$ _____        | _____                  |                        |                |          |       |                |          |       |                |          |       |  |                 |       |                        |                |          |       |                |          |       |                |          |       |
| DATE (mm/dd/yy)  | VALUE           | DESCRIPTION OF GIFT(S) |                        |                |          |       |                |          |       |                |          |       |  |                 |       |                        |                |          |       |                |          |       |                |          |       |
| ____/____/____   | \$ _____        | _____                  |                        |                |          |       |                |          |       |                |          |       |  |                 |       |                        |                |          |       |                |          |       |                |          |       |
| ____/____/____   | \$ _____        | _____                  |                        |                |          |       |                |          |       |                |          |       |  |                 |       |                        |                |          |       |                |          |       |                |          |       |
| ____/____/____   | \$ _____        | _____                  |                        |                |          |       |                |          |       |                |          |       |  |                 |       |                        |                |          |       |                |          |       |                |          |       |
| <p>► NAME OF SOURCE <i>(Not an Acronym)</i></p> <p>_____</p> <p>ADDRESS <i>(Business Address Acceptable)</i></p> <p>_____</p> <p>BUSINESS ACTIVITY, IF ANY, OF SOURCE</p> <p>_____</p> <table> <thead> <tr> <th>DATE (mm/dd/yy)</th> <th>VALUE</th> <th>DESCRIPTION OF GIFT(S)</th> </tr> </thead> <tbody> <tr> <td>____/____/____</td> <td>\$ _____</td> <td>_____</td> </tr> <tr> <td>____/____/____</td> <td>\$ _____</td> <td>_____</td> </tr> <tr> <td>____/____/____</td> <td>\$ _____</td> <td>_____</td> </tr> </tbody> </table> | DATE (mm/dd/yy) | VALUE                  | DESCRIPTION OF GIFT(S) | ____/____/____ | \$ _____ | _____ | ____/____/____ | \$ _____ | _____ | ____/____/____ | \$ _____ | _____ | <p>► NAME OF SOURCE <i>(Not an Acronym)</i></p> <p>_____</p> <p>ADDRESS <i>(Business Address Acceptable)</i></p> <p>_____</p> <p>BUSINESS ACTIVITY, IF ANY, OF SOURCE</p> <p>_____</p> <table> <thead> <tr> <th>DATE (mm/dd/yy)</th> <th>VALUE</th> <th>DESCRIPTION OF GIFT(S)</th> </tr> </thead> <tbody> <tr> <td>____/____/____</td> <td>\$ _____</td> <td>_____</td> </tr> <tr> <td>____/____/____</td> <td>\$ _____</td> <td>_____</td> </tr> <tr> <td>____/____/____</td> <td>\$ _____</td> <td>_____</td> </tr> </tbody> </table> | DATE (mm/dd/yy) | VALUE | DESCRIPTION OF GIFT(S) | ____/____/____ | \$ _____ | _____ | ____/____/____ | \$ _____ | _____ | ____/____/____ | \$ _____ | _____ |
| DATE (mm/dd/yy)  | VALUE           | DESCRIPTION OF GIFT(S) |                        |                |          |       |                |          |       |                |          |       |  |                 |       |                        |                |          |       |                |          |       |                |          |       |
| ____/____/____   | \$ _____        | _____                  |                        |                |          |       |                |          |       |                |          |       |  |                 |       |                        |                |          |       |                |          |       |                |          |       |
| ____/____/____   | \$ _____        | _____                  |                        |                |          |       |                |          |       |                |          |       |  |                 |       |                        |                |          |       |                |          |       |                |          |       |
| ____/____/____   | \$ _____        | _____                  |                        |                |          |       |                |          |       |                |          |       |  |                 |       |                        |                |          |       |                |          |       |                |          |       |
| DATE (mm/dd/yy)  | VALUE           | DESCRIPTION OF GIFT(S) |                        |                |          |       |                |          |       |                |          |       |  |                 |       |                        |                |          |       |                |          |       |                |          |       |
| ____/____/____   | \$ _____        | _____                  |                        |                |          |       |                |          |       |                |          |       |  |                 |       |                        |                |          |       |                |          |       |                |          |       |
| ____/____/____   | \$ _____        | _____                  |                        |                |          |       |                |          |       |                |          |       |  |                 |       |                        |                |          |       |                |          |       |                |          |       |
| ____/____/____   | \$ _____        | _____                  |                        |                |          |       |                |          |       |                |          |       |  |                 |       |                        |                |          |       |                |          |       |                |          |       |
| <p>► NAME OF SOURCE <i>(Not an Acronym)</i></p> <p>_____</p> <p>ADDRESS <i>(Business Address Acceptable)</i></p> <p>_____</p> <p>BUSINESS ACTIVITY, IF ANY, OF SOURCE</p> <p>_____</p> <table> <thead> <tr> <th>DATE (mm/dd/yy)</th> <th>VALUE</th> <th>DESCRIPTION OF GIFT(S)</th> </tr> </thead> <tbody> <tr> <td>____/____/____</td> <td>\$ _____</td> <td>_____</td> </tr> <tr> <td>____/____/____</td> <td>\$ _____</td> <td>_____</td> </tr> <tr> <td>____/____/____</td> <td>\$ _____</td> <td>_____</td> </tr> </tbody> </table> | DATE (mm/dd/yy) | VALUE                  | DESCRIPTION OF GIFT(S) | ____/____/____ | \$ _____ | _____ | ____/____/____ | \$ _____ | _____ | ____/____/____ | \$ _____ | _____ | <p>► NAME OF SOURCE <i>(Not an Acronym)</i></p> <p>_____</p> <p>ADDRESS <i>(Business Address Acceptable)</i></p> <p>_____</p> <p>BUSINESS ACTIVITY, IF ANY, OF SOURCE</p> <p>_____</p> <table> <thead> <tr> <th>DATE (mm/dd/yy)</th> <th>VALUE</th> <th>DESCRIPTION OF GIFT(S)</th> </tr> </thead> <tbody> <tr> <td>____/____/____</td> <td>\$ _____</td> <td>_____</td> </tr> <tr> <td>____/____/____</td> <td>\$ _____</td> <td>_____</td> </tr> <tr> <td>____/____/____</td> <td>\$ _____</td> <td>_____</td> </tr> </tbody> </table> | DATE (mm/dd/yy) | VALUE | DESCRIPTION OF GIFT(S) | ____/____/____ | \$ _____ | _____ | ____/____/____ | \$ _____ | _____ | ____/____/____ | \$ _____ | _____ |
| DATE (mm/dd/yy)  | VALUE           | DESCRIPTION OF GIFT(S) |                        |                |          |       |                |          |       |                |          |       |  |                 |       |                        |                |          |       |                |          |       |                |          |       |
| ____/____/____   | \$ _____        | _____                  |                        |                |          |       |                |          |       |                |          |       |  |                 |       |                        |                |          |       |                |          |       |                |          |       |
| ____/____/____   | \$ _____        | _____                  |                        |                |          |       |                |          |       |                |          |       |  |                 |       |                        |                |          |       |                |          |       |                |          |       |
| ____/____/____   | \$ _____        | _____                  |                        |                |          |       |                |          |       |                |          |       |  |                 |       |                        |                |          |       |                |          |       |                |          |       |
| DATE (mm/dd/yy)  | VALUE           | DESCRIPTION OF GIFT(S) |                        |                |          |       |                |          |       |                |          |       |  |                 |       |                        |                |          |       |                |          |       |                |          |       |
| ____/____/____   | \$ _____        | _____                  |                        |                |          |       |                |          |       |                |          |       |  |                 |       |                        |                |          |       |                |          |       |                |          |       |
| ____/____/____   | \$ _____        | _____                  |                        |                |          |       |                |          |       |                |          |       |  |                 |       |                        |                |          |       |                |          |       |                |          |       |
| ____/____/____   | \$ _____        | _____                  |                        |                |          |       |                |          |       |                |          |       |  |                 |       |                        |                |          |       |                |          |       |                |          |       |

Comments: \_\_\_\_\_

\_\_\_\_\_



## Instructions – Schedule E Travel Payments, Advances, and Reimbursements

Travel payments reportable on Schedule E include advances and reimbursements for travel and related expenses, including lodging and meals.

Gifts of travel may be subject to the gift limit. In addition, certain travel payments are reportable gifts, but are not subject to the gift limit. To avoid possible misinterpretation or the perception that you have received a gift in excess of the gift limit, you may wish to provide a specific description of the purpose of your travel. See the FPPC fact sheet entitled "Limitations and Restrictions on Gifts, Honoraria, Travel, and Loans" at [www.fppc.ca.gov](http://www.fppc.ca.gov).

### You are not required to disclose:

- Travel payments received from any state, local, or federal government agency for which you provided services equal or greater in value than the payments received, such as reimbursement for travel on agency business from your government agency employer.
- A payment for travel from another local, state, or federal government agency and related per diem expenses when the travel is for education, training or other inter-agency programs or purposes.
- Travel payments received from your employer in the normal course of your employment that are included in the income reported on Schedule C.
- A travel payment that was received from a non-profit entity exempt from taxation under Internal Revenue Code Section 501(c)(3) for which you provided equal or greater consideration, such as reimbursement for travel on business for a 501(c)(3) organization for which you are a board member.

**Note: Certain travel payments may not be reportable if reported on Form 801 by your agency.**

### To Complete Schedule E:

- Disclose the full name (not an acronym) and address of the source of the travel payment.
- Identify the business activity if the source is a business entity.
- Check the box to identify the payment as a gift or income, report the amount, and disclose the date(s).
  - **Travel payments are gifts** if you did not provide services that were equal to or greater in value than the payments received. You must disclose gifts totaling \$50 or more from a single source during the period covered by the statement.

When reporting travel payments that are gifts, you must provide a description of the gift, the **date(s)** received, and the **travel destination**.

- **Travel payments are income** if you provided services that were equal to or greater in value than the payments received. You must disclose income totaling \$500 or more from a single source during the period covered by the statement. You have the burden of proving the payments are income rather than gifts. When reporting travel payments as income, you must describe the services you provided in exchange for the payment. You are not required to disclose the date(s) for travel payments that are income.

### Example:

City council member Rick Chandler is the chairman of a 501 (c)(6) trade association and the association pays for Rick's travel to attend its meetings. Because Rick is deemed to be providing equal or greater consideration for the travel payment by virtue of serving on the board, this payment may be reported as income. Payments for Rick to attend other events for which he is not providing services are likely considered gifts.

|   |                |
|---|----------------|
| ▶ NAME OF SOURCE (Not an Acronym)   |                |
| Health Services Trade Association   |                |
| ADDRESS (Business Address Acceptable)   |                |
| 1230 K Street, Suite 610  |                |
| CITY AND STATE  |                |
| Sacramento, CA  |                |
| <input type="checkbox"/> 501 (c)(3) or DESCRIBE BUSINESS ACTIVITY, IF ANY, OF SOURCE                |                |
| Association of Healthcare Workers   |                |
| DATE(S): ____/____/____   | AMT: \$ 150.00 |
| (If gift)   |                |
| ▶ MUST CHECK ONE: <input type="checkbox"/> Gift -or- <input checked="" type="checkbox"/> Income     |                |
| <input type="radio"/> Made a Speech/Participated in a Panel   |                |
| <input checked="" type="radio"/> Other - Provide Description Travel reimbursement for board meeting |                |

# SCHEDULE E

## Income – Gifts

### Travel Payments, Advances, and Reimbursements

**CALIFORNIA FORM**  
FAIR POLITICAL PRACTICES COMMISSION

700

Name \_\_\_\_\_

- Mark either the gift or income box.
- Mark the “501(c)(3)” box for a travel payment received from a nonprofit 501(c)(3) organization or the “Speech” box if you made a speech or participated in a panel. These payments are not subject to the gift limit, but may result in a disqualifying conflict of interest.
- For gifts of travel, provide the travel destination.

|   |   |
|---|---|
| <p>▶ NAME OF SOURCE <i>(Not an Acronym)</i></p> <p>_____</p> <p>ADDRESS <i>(Business Address Acceptable)</i></p> <p>_____</p> <p>CITY AND STATE</p> <p>_____</p> <p><input type="checkbox"/> 501 (c)(3) or DESCRIBE BUSINESS ACTIVITY, IF ANY, OF SOURCE</p> <p>_____</p> <p>DATE(S): ____/____/____ - ____/____/____ AMT: \$_____</p> <p style="text-align: center;"><small>(If gift)</small></p> <p>▶ MUST CHECK ONE:    <input type="checkbox"/> Gift    <b>-or-</b>    <input type="checkbox"/> Income</p> <p><input type="radio"/> Made a Speech/Participated in a Panel</p> <p><input type="radio"/> Other - Provide Description _____</p> <p>_____</p> <p>▶ If Gift, Provide Travel Destination _____</p> <p>_____</p> | <p>▶ NAME OF SOURCE <i>(Not an Acronym)</i></p> <p>_____</p> <p>ADDRESS <i>(Business Address Acceptable)</i></p> <p>_____</p> <p>CITY AND STATE</p> <p>_____</p> <p><input type="checkbox"/> 501 (c)(3) or DESCRIBE BUSINESS ACTIVITY, IF ANY, OF SOURCE</p> <p>_____</p> <p>DATE(S): ____/____/____ - ____/____/____ AMT: \$_____</p> <p style="text-align: center;"><small>(If gift)</small></p> <p>▶ MUST CHECK ONE:    <input type="checkbox"/> Gift    <b>-or-</b>    <input type="checkbox"/> Income</p> <p><input type="radio"/> Made a Speech/Participated in a Panel</p> <p><input type="radio"/> Other - Provide Description _____</p> <p>_____</p> <p>▶ If Gift, Provide Travel Destination _____</p> <p>_____</p> |
| <p>▶ NAME OF SOURCE <i>(Not an Acronym)</i></p> <p>_____</p> <p>ADDRESS <i>(Business Address Acceptable)</i></p> <p>_____</p> <p>CITY AND STATE</p> <p>_____</p> <p><input type="checkbox"/> 501 (c)(3) or DESCRIBE BUSINESS ACTIVITY, IF ANY, OF SOURCE</p> <p>_____</p> <p>DATE(S): ____/____/____ - ____/____/____ AMT: \$_____</p> <p style="text-align: center;"><small>(If gift)</small></p> <p>▶ MUST CHECK ONE:    <input type="checkbox"/> Gift    <b>-or-</b>    <input type="checkbox"/> Income</p> <p><input type="radio"/> Made a Speech/Participated in a Panel</p> <p><input type="radio"/> Other - Provide Description _____</p> <p>_____</p> <p>▶ If Gift, Provide Travel Destination _____</p> <p>_____</p> | <p>▶ NAME OF SOURCE <i>(Not an Acronym)</i></p> <p>_____</p> <p>ADDRESS <i>(Business Address Acceptable)</i></p> <p>_____</p> <p>CITY AND STATE</p> <p>_____</p> <p><input type="checkbox"/> 501 (c)(3) or DESCRIBE BUSINESS ACTIVITY, IF ANY, OF SOURCE</p> <p>_____</p> <p>DATE(S): ____/____/____ - ____/____/____ AMT: \$_____</p> <p style="text-align: center;"><small>(If gift)</small></p> <p>▶ MUST CHECK ONE:    <input type="checkbox"/> Gift    <b>-or-</b>    <input type="checkbox"/> Income</p> <p><input type="radio"/> Made a Speech/Participated in a Panel</p> <p><input type="radio"/> Other - Provide Description _____</p> <p>_____</p> <p>▶ If Gift, Provide Travel Destination _____</p> <p>_____</p> |

Comments: \_\_\_\_\_

## **Scotia Community Services District Staff Report**

DATE: February 15, 2018  
TO: Scotia Community Services District Board of Directors  
FROM: Julie Thomas, Board Clerk  
SUBJECT: Ethics Training Reminder

---

### **RECOMMENDATION:**

The Administrative staff recommends that Board Members with expired Ethics Training Certificates complete the 2-hour ethics training as required by law (AB1234), through the California Fair Political Practices Commission (FPPC) website.

### **ACTION:**

No Formal Board Action required.

### **DISCUSSION:**

Training is available for free on the FPPC website, listed below:

<http://localethics.fppc.ca.gov/login.aspx>

You will need to create an account if you have not already done so.  
Once completed, certificates should be given to the Board Clerk.

| <b>Name</b>            | <b>Term Expires</b> | <b>Ethics Training<br/>Date Completed</b> | <b>Ethics<br/>Training<br/>Expires</b> |
|------------------------|---------------------|---|--|
| Diane Erickson Bristol | 2019                | 1/31/2017                                 | 1/31/2019                              |
| Susan Pryor            | 2019                | 10/8/2014                                 | 1/23/2019                              |
| Rick Walsh             | 2021                | 5/31/2016                                 | 5/31/2018                              |
| Paul Newmaker          | 2021                | 7/31/2016                                 | 7/31/2018                              |
| Scott Pitcairn         | 2021                | N/A                                       | N/A                                    |

### **FISCAL IMPACT:**

None

### **ATTACHMENT:**

None