

SALTON COMMUNITY SERVICES DISTRICT

Regular Board Meeting *Agenda*

December 21, 2022

Closed Session 1:00 p.m.

Open Session 2:00 p.m.

1209 Van Buren Ave.

Salton City, CA 92275

www.saltoncsd.ca.gov

BOARD OF DIRECTORS:

Ms. Michelle Gilmore, President

Ms. Lidia Sierra, Vice President

Mr. Dale Johnson, Director

Mr. Manuel H. Ramos, Director

Mr. Michael Friese, Director

STAFF:

Emmanuel Ramos, Interim General Manager

Sonia Thania Garcia, Board Secretary

1. CALL TO ORDER: 1:00 p.m.

2. ROLL CALL:

3. PUBLIC COMMENTS:

Pursuant to California Government Code Section 54954.3, the public has the right to address the board regarding any closed session items listed on the **closed session agenda** prior to the board adjourning into closed session. Anyone who wishes to address the Board, please come to the microphone. Public comments are limited to (3) minutes each person.

4. CLOSED SESSION ITEMS:

NO CLOSED SESSION

5. OPEN SESSION: 2:00 p.m.

6. PLEDGE OF ALLEGIANCE: Michelle Gilmore, President

7. ANNOUNCEMENT OF CLOSED SESSION ACTIONS:

8. PRESENTATIONS/ PUBLIC APPEARANCES:

9. PUBLIC COMMENTS:

Pursuant to California Government Code Section 54954.3 members of the public may address the Board at this time on any items of public interest that are within the Board's subject matter jurisdiction. The Ralph M. Brown Act, however, prohibits the Board from taking action on any matter not appearing on the agenda. Those who wish to address the Board should come to the microphone. Members of the public will be given three (3) minutes to address the board on any items of public interest.

10. BOARD MEMBER COMMENTS:

11. CONSENT CALENDAR ITEMS:

Consent calendar items are expected to be routine and non-controversial, to be acted upon by the board of directors at one time without discussion. If any board member requests that an item be removed from the consent calendar, it will be removed so that it may be acted upon separately.

- A. Approve the Minutes for the Regular Meeting of October and November 2022.
- B. Approve demands for the month of November 2022.
- C. Approval of Slovak Baron Empey Murphy & Pinkney LLP, Attorney at Law. Demand in the amount of (\$147.00) for November 2022.

12. REPORTS:

- A. Interim General Manager's report
- B. Finance Officer's report
- C. Field Foreman's report
- D. Parks Supervisor's report

13. MEMBERS OF THE BOARD REPORTS: AD HOC COMMITTEES:

- A. Finance Committee Report
- B. Architectural Committee Report

14. UNFINISHED BUSINESS:

- A. Discuss amendment of Bylaws Government Code 61050 and Government Code 61051.
- B. Discuss amendment of Existing Board Policy and Procedure.
- C. Temporarily Suspend the Finance Committee.

15. NEW BUSINESS:

- A. Appoint a new Vice President of the Board
- B. Discussion and approval of Día del Rey activity
- C. Michael Friese to appoint a new member to the Architectural Committee.
- D. RESOLUTION NO. 2022-12-21-01 OF THE BOARD OF DIRECTORS OF THE SALTON COMMUNITY SERVICES DISTRICT APPOINTING AUTHORIZED SIGNATORIES FOR PACIFIC PREMIER.
- E. A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SALTON COMMUNITY SERVICES DISTRICT ADOPTING A CODE OF ETHICS AND CONDUCT FOR ELECTED AND APPOINTED OFFICIALS

16. ADJOURNMENT:

Sonia Thania Garcia, Board Secretary

Upon written request, this agenda will be made in appropriate alternative format to persons with disabilities as required by Section 202 of the American with Disabilities Act of 1990. Any person with a disability who requires a modification or accommodation in order to participate in a meeting should direct such request to the Secretary of the Board at least 72 hours before the meeting.

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SALTON COMMUNITY SERVICES DISTRICT

REGULAR Board Meeting Minutes

October 19, 2022

Closed Session 6:00 p.m.

Open Session 7:00 p.m.

1209 Van Buren Ave.

Salton City, CA 92275

www.saltoncsd.ca.gov

BOARD OF DIRECTORS:

Mr. Rogelio Flores, President
Ms. Lidia A. Sierra, Vice President
Ms. Michelle Gilmore, Director
Mr. Dale Johnson, Director
Mr. Manuel H. Ramos, Director

STAFF:

David Dale, Interim General Manager

Sonia Thania Garcia, Board Secretary

1. CALL TO ORDER: 6:00 p.m.

2. ROLL CALL

3. PUBLIC COMMENTS:

Pursuant to California Government Code Section 54954.3, the public has the right to address the board regarding any closed session items listed on the **closed session agenda** prior to the board adjourning into closed session. Anyone who wishes to address the Board, please come to the microphone. Public comments are limited to (3) minutes each person.

4. CLOSED SESSION ITEMS:

- A. CONFERENCE WITH LEGAL COUNSEL—ANTICIPATED LITIGATION - Initiation of litigation pursuant to paragraph (4) of subdivision (d) of Section 54956.9: (Three (3) potential cases).
- B. Public Employee Discipline/Dismissal/Release Pursuant to Government Code 54957.
- C. Public Employee Appointment Pursuant to Government Code 54957-Interim/General Manager.
- D. Conference with Labor Negotiators Pursuant to Government Code Section 54957.6; Agency Representative District Legal Counsel Robert Patterson Unrepresented Employee; Interim General Manager.

5. OPEN SESSION: 7:00 p.m.

6. PLEDGE OF ALLEGIANCE: Rogelio Flores, President

7. ANNOUNCEMENT OF CLOSED SESSION ACTIONS

4A. No Reportable Action

4B & 4C. Board of Directors voted to appoint Emmanuel Ramos as Interim General Manager the vote was 4 yes to 1 no.

8. PRESENTATIONS/ PUBLIC APPEARANCES

A. Presentation by Rob Barnett to discuss the services provided by the Rural Communities Assistance Corporation (RCAC).

B. Correspondents Received by The District from LAFCO

9. PUBLIC COMMENTS:

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There were multiple public comments, the audio recording can be consulted for more information.

10. BOARD MEMBER COMMENTS

Director Gilmore- Talked to Jurg from LAFCO about the 12-month Dissolution. She also spoke about asking Lidia to step down from being board director.

Rogelio Flores- Resigned as Board of Director

11. CONSENT CALENDAR ITEMS:

Consent calendar items are expected to be routine and non-controversial, to be acted upon by the board of directors at one time without discussion. If any board member requests that an item be removed from the consent calendar, it will be removed so that it may be acted upon separately.

- A. Approve the Minutes for the Regular Meeting of September 21, 2022.
- B. Approve demands for the month of September 2022.

Director Ramos made a motion to Approve the Consent Calendar Items. Vice President Sierra second the motion.

Roll Call

Rogelio Flores Absent	Michelle Gilmore No
Lidia Sierra Yes	Dale Johnson No
Manuel Ramos Yes	

2- 2 Motion Fails

Director Johnson motion to pull item B from the agenda. Director Ramos second the motion.

Roll Call

Rogelio Flores Absent	Michelle Gilmore Yes
Lidia Sierra Yes	Dale Johnson Yes
Manuel Ramos Yes	

4- 0 Motion Passes

Director Johnson motioned to approve Consent Calendar Item A. Director Ramos second the motion.

Roll Call

Rogelio Flores Absent	Michelle Gilmore Yes
Lidia Sierra Yes	Dale Johnson Yes
Manuel Ramos Yes	

4- 0 Motion Passes

12. REPORTS:

- A. Interim General Manager's report

Spoke of the condition of the district and acknowledged the children for speaking of concerns of the park.

- B. Finance Officer's report

Reported on the Fiscal year of 2021 and Fiscal year 21-22 will be going to Audit at the same time. Explained the grants and how both grants are reimbursement grants.

- C. Field Foreman's report

Reported on rehabilitation of Station 2 from pumps to control panels.

13. MEMBERS OF THE BOARD REPORTS: AD HOC COMMITTEES

- A. Finance Committee Report

Rescheduled the meeting to October 28 at 7:00am

- B. Architectural Committee Report

The Site Plan that has been submitted was tabled for another meeting date.

- C. Parks and Recreation Committee Report

Asked for a Progress report form the projects being worked on. A list of expenditures for the grants.

14. OLD BUSINESS:

- A. Discussion and approval to direct staff to commence an application for the \$177,952 Per Capita Grant funds to make certain improvements to the Salton City Park.

Director Johnson motioned to approve to direct staff to commence an application for the \$177,952 Per Capita Grant funds to make certain improvements to the Salton City Park for Landscaping. Director Ramos second the motion.

Roll Call

**Rogelio Flores Resigned Michelle Gilmore Yes
Lidia Sierra Yes Dale Johnson Yes
Manuel Ramos Yes**

4 -0 Motion Passes

- B. Removal of all existing Finance Committee Members.

Director Ramos motioned the removal of all existing Finance Committee Members. Johnson second the motion.

Roll Call

**Rogelio Flores Resigned Michelle Gilmore No
Lidia Sierra No Dale Johnson Yes
Manuel Ramos Yes**

2- 2 Motion Failed

- C. President Flores to appoint one member for the Finance Committee and approval of the nominees by the Board of Directors.

- D. Vice President Sierra to appoint one member for the Finance Committee and approval of the nominees by the Board of Directors.

- E. Director Ramos to appoint one member for the Finance Committee and approval of the nominees by the Board of Directors.
- F. Director Gilmore to appoint one member for the Finance Committee and approval of the nominees by the Board of Directors.
- G. Director Johnson to appoint one member for the Finance Committee and approval of the nominees by the Board of Directors.

15. NEW BUSINESS:

- A. Discussion and Approval of the walkway plan submitted by Steve Prager.
Director Johnson Motioned to table of the walkway plan submitted by Steve Prager. Director Ramos second the motion.

Roll Call

Rogelio Flores Resigned	Michelle Gilmore Yes
Lidia Sierra Yes	Dale Johnson Yes
Manuel Ramos Yes	

4-0 Motion Passes

- B. Discussion and Approval for the Proposal from TKE Engineering to Provide Professional Engineering Services for Waste Discharge Requirements Permit Amendments.
Director Johnson motioned to approve the Proposal from TKE Engineering to Provide Professional Engineering Services for Waste Discharge Requirements Permit Amendments. Director Ramos second the motion

Roll Call

Rogelio Flores Resigned	Michelle Gilmore Yes
Lidia Sierra Yes	Dale Johnson Yes
Manuel Ramos Yes	

4-0 Motion Passes

- C. RESOLUTION NO. 2022-10-19-01 A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SALTON COMMUNITY SERVICES DISTRICT ESTABLISHING A CONFLICT OF INTEREST CODE.
Director Johnson motioned to approve RESOLUTION NO. 2022-10-19-01 A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SALTON COMMUNITY SERVICES DISTRICT ESTABLISHING A CONFLICT OF INTEREST CODE. Director Ramos second the motion.

Roll Call

Rogelio Flores Resigned	Michelle Gilmore Yes
Lidia Sierra Yes	Dale Johnson Yes
Manuel Ramos Yes	

4-0 Motion Passes

- D. RESOLUTION NO. 2022-10-19-02 OF THE BOARD OF DIRECTORS OF THE SALTON COMMUNITY SERVICES DISTRICT APPROVING THE TRANSFER OF A FIRE ENGINE TO THE COUNTY OF IMPERIAL.

Director Johnson motioned RESOLUTION NO. 2022-10-19-02 OF THE BOARD OF DIRECTORS OF THE SALTON COMMUNITY SERVICES DISTRICT APPROVING THE TRANSFER OF A FIRE ENGINE TO THE COUNTY OF IMPERIAL. Director Ramos second the motion.

Roll Call

**Rogelio Flores Resigned Michelle Gilmore Yes
Lidia Sierra Yes Dale Johnson Yes
Manuel Ramos Yes**

4-0 Motion Passes

- E. RESOLUTION NO. 2022-10-19-03 A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SALTON COMMUNITY SERVICES DISTRICT ESTABLISHING A DISTRICT CONTRACTING AND PURCHASING POLICY.

Director Ramos motioned to approve RESOLUTION NO. 2022-10-19-03 A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SALTON COMMUNITY SERVICES DISTRICT ESTABLISHING A DISTRICT CONTRACTING AND PURCHASING POLICY. Director Johnson second the motion.

Roll Call

**President Flores Resigned Director Gilmore Yes
Vice President Sierra Yes Director Johnson Yes
Director Ramos Yes**

4-0 Motion passes

- F. RESOLUTION NO. 2022-10-19-04 RESOLUTION OF THE BOARD OF DIRECTORS OF THE SALTON COMMUNITY SERVICES DISTRICT REMOVING AUTHORIZED SIGNATORY FOR PACIFIC PREMIER.

Director Gilmore motioned to approve RESOLUTION NO. 2022-10-19-04 RESOLUTION OF THE BOARD OF DIRECTORS OF THE SALTON COMMUNITY SERVICES DISTRICT REMOVING AUTHORIZED SIGNATORY FOR PACIFIC PREMIER. Director Johnson second the motion.

Roll Call

**President Flores Resigned Director Gilmore Yes
Vice President Sierra Yes Director Johnson Yes
Director Ramos Yes**

4- 0 Motion Passes

G. Discussion and Approval of \$100,000 to be transferred from LAIF to the Sewer Maintenance for operating expenses and RWQCB required Technical Report for Lansing and TRC.

Director Gilmore motioned to approve \$100,000 to be transferred from LAIF to the Sewer Maintenance for operating expenses and RWQCB required Technical Report for Lansing and TRC. Vice President Sierra second the motion.

Roll Call

President Flores Resigned

Director Gilmore Yes

Vice President Sierra Yes

Director Johnson Yes

Director Ramos Yes

4- 0 Motion Passes

H. Temporarily Suspend the Parks and Recreation Committee.

Director Johnson motioned to temporarily Suspend the Parks and Recreation Committee. Director Gilmore second the motion.

Roll Call

President Flores Resigned

Director Gilmore Yes

Vice President Sierra No

Director Johnson Yes

Director Ramos Yes

3- 1 Motion Passes

16. ADJOURNMENT

Meeting Adjourned at 9:24pm

Michelle Gilmore, President of the Board

Sonia Thania Garcia, Board Secretary

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SALTON COMMUNITY SERVICES DISTRICT

Regular Board Meeting *Minutes*

November 16, 2022

Closed Session 6:00 p.m.

Open Session 7:00 p.m.

1209 Van Buren Ave.

Salton City, CA 92275

www.saltoncsd.ca.gov

BOARD OF DIRECTORS:

Ms. Lidia A. Sierra, Vice President

Ms. Michelle Gilmore, Director

Mr. Dale Johnson, Director

Mr. Manuel H. Ramos, Director

STAFF:

Emmanuel Ramos, Interim General Manager

Sonia Thania Garcia, Board Secretary

1. CALL TO ORDER: 6:00 p.m.

2. ROLL CALL:

3. PUBLIC COMMENTS:

Pursuant to California Government Code Section 54954.3, the public has the right to address the board regarding any closed session items listed on the **closed session agenda** prior to the board adjourning into closed session. Anyone who wishes to address the Board, please come to the microphone. Public comments are limited to (3) minutes each person.

4. CLOSED SESSION ITEMS:

A. CONFERENCE WITH LEGAL COUNSEL—ANTICIPATED LITIGATION - Initiation of litigation pursuant to paragraph (4) of subdivision (d) of Section 54956.9: (Three (3) potential cases)

5. OPEN SESSION: 7:00 p.m.

6. PLEDGE OF ALLEGIANCE: Lidia Sierra, Vice President

7. ANNOUNCEMENT OF CLOSED SESSION ACTIONS:

No Closed Session

8. PRESENTATIONS/ PUBLIC APPEARANCES:

9. PUBLIC COMMENTS:

Pursuant to California Government Code Section 54954.3 members of the public may address the Board at this time on any items of public interest that are within the Board's subject matter jurisdiction. The Ralph M. Brown Act, however, prohibits the Board from taking action on any matter not appearing on the agenda. Those who wish to address the Board should come to the microphone. Members of the public will be given three (3) minutes to address the board on any items of public interest.

Lili Garcia- Spoke on the matter of Conflict of Interest between Interim General Manager and a board of director. She will be sending the Conflict-of-Interest Code to be reviewed.

Jose Luis Fuentes- Talked about the Conflict of Interest between the Interim General Manager being related to one of the Board of Directors.

Imari Kariotis- Imari brought up that any activity planned should be accessible by those with disabilities. The parks are not accessible to the children that have disability, and it should be something we should change. She is willing to help to better the parks for all the kids.

Sonia Murillo- Talked about how Mr. Fuentes gave his support to the three new board of directors. And how he turned against them when they decided to part ways and not choose him as their legal counsel. They let him go because he was telling to sign a check for Misch.

Lizabeth Flowers- spoke about a request she talked to the office about adding progress reports and update of new projects and a project checklist posted on the website also budgets.

10. BOARD MEMBER COMMENTS:

Michelle Gilmore- Gave an acknowledgement to Rogelio Flores the previous Board President for donating his check to the staff for a lunch in.

11. CONSENT CALENDAR ITEMS:

Consent calendar items are expected to be routine and non-controversial, to be acted upon by the board of directors at one time without discussion. If any board member requests that an item be removed from the consent calendar, it will be removed so that it may be acted upon separately.

- A. Approve the Minutes for the Regular Meeting of October 2022

Director Johnson motioned to table the approval of the minutes for the Regular Board Meeting of October 2022. Director Ramos second the motion.

Roll Call:

Vice President Sierra Yes

Director Johnson Yes

Director Gilmore Yes

Director Ramos Yes

- B. Approve demands for the month of October 2022

- C. Approval of Slovak Baron Empey Murphy & Pinkney LLP, Attorney at Law. Demand in the amount of **(\$5,926.00)** for October 2022

Director Johnson motioned to approve items B and C from the Consent Calendar. Director Ramos second the motion.

Roll Call:

Vice President Sierra Yes

Director Johnson Yes

Director Gilmore Yes

Director Ramos Yes

12. REPORTS:

- A. Interim General Manager's report

With both grants they will be going with an informal bidding. Once we have the three bids it will be brought to the board for a vote on which service will be used. For the LAIF account we are transferring money from that account to the Pacific Premiere for Sewer Fund to pay for the control panel in Station 2. Once we get

our Sewer Fees from Imperial County, we will put back what was borrowed from the LAIF account.

- B. Finance Officer's report

Was not present

- C. Field Foreman's report

Updates to stations and repairs to equipment also closed pond six for maintenance. Monthly wastewater samples and other monthly routine of reports to Water Quality. Checked the troubled lines in Salton City and Desert Shores. Service aerators at TRC pond.

13. MEMBERS OF THE BOARD REPORTS: AD HOC COMMITTEES:

- A. Finance Committee Report

No Quorum was formed so there was no meeting

- B. Architectural Committee Report

No plans have been Submitted so there was no meeting.

14. UNFINISHED BUSINESS:

15. NEW BUSINESS:

- A. Appoint a new Director to fill the vacancy left by Rogelio Flores resignation. **Director Johnson motioned to seat Michael Friese as a Director of the Board to fill the vacancy left by Rogelio Flores resignation. Director Ramos second the motion.**

Roll Call:

Vice President Sierra No

Director Johnson Yes

Director Ramos Yes

Director Gilmore Yes

3-0 Motion Passes

- B. Appoint a new President and Vice President of the Board of Directors. **Director Johnson motioned to seat Michelle Gilmore as President of the Board of Director. Vice President Sierra second the motion.**

Roll Call:

**Vice President Sierra Yes Director Johnson Yes
Director Ramos Yes Director Friese Yes
Director Gilmore Yes**

4-0 Motion Passes

- C. Discussion and Approval for the cost of \$40,000.00 for a New Control Panel for Station 2.

Director Johnson made a motion to approve the cost of \$40,000.00 for a New Control Panel for Station 2. Director Ramos Second the motion.

Roll Call:

**President Gilmore Yes Director Johnson Yes
Vice President Sierra No Director Friese Yes
Director Ramos Yes**

4-0 Motion Passes

- D. RESOLUTION NO. 2022-11-16-01 THE BOARD OF DIRECTORS OF THE SALTON COMMUNITY SERVICES DISTRICT TO CLOSE THE CURRENT ACCOUNT WITH WELLS FARGO, N.A.

Director Johnson motioned to approve RESOLUTION NO. 2022-11-16-01 THE BOARD OF DIRECTORS OF THE SALTON COMMUNITY SERVICES DISTRICT TO CLOSE THE CURRENT ACCOUNT WITH WELLS FARGO, N.A. Director Ramos second the motion.

Roll Call:

**President Gilmore Yes Director Johnson Yes
Vice President Sierra Yes Director Friese Yes
Director Ramos Yes**

5-0 Motion Passes

E. RESOLUTION NO. 2022-11-16-02 OF THE BOARD OF DIRECTORS OF THE SALTON COMMUNITY SERVICES DISTRICT CENSURING DIRECTOR LIDIA A. SIERRA AND CALLING FOR CORRECTIVE ACTION IN ORDER TO PROTECT AND BETTER SERVE EMPLOYEES OF THE DISTRICT.

Director Johnson motioned to approve the RESOLUTION NO. 2022-11-16-02 OF THE BOARD OF DIRECTORS OF THE SALTON COMMUNITY SERVICES DISTRICT CENSURING DIRECTOR LIDIA A. SIERRA AND CALLING FOR CORRECTIVE ACTION IN ORDER TO PROTECT AND BETTER SERVE EMPLOYEES OF THE DISTRICT. Director Ramos second the motion.

Roll Call:

**President Gilmore Yes Director Johnson Yes
Vice President Sierra Abstain Director Friese Yes
Director Ramos Yes**

4-1 abstain Motion Passes

F. RESOLUTION NO. 2022-11-16-03 OF THE BOARD OF DIRECTORS OF THE SALTON COMMUNITY SERVICES DISTRICT PROVIDING FOR TIME, PLACE AND RULES FOR REGULAR AND SPECIAL MEETING.

Director Ramos motioned to approve the RESOLUTION NO. 2022-11-16-03 OF THE BOARD OF DIRECTORS OF THE SALTON COMMUNITY SERVICES DISTRICT PROVIDING FOR TIME, PLACE AND RULES FOR REGULAR AND SPECIAL MEETING. Director Friese second the motion.

Roll Call:

**President Gilmore Yes Director Johnson Yes
Vice President Sierra No Director Friese Yes
Director Ramos Yes**

4-1 Motion Passes

G. Discuss amendment of Bylaws Government Code 61050 and Government Code 61051.

H. Discuss amendment of Existing Board Policy and Procedure.

I. Temporarily Suspend the Finance Committee.

Director Ramos motioned to table item 15G, 15H, and 15I.

Director Johnson second the motion.

Roll Call:

President Gilmore Yes

Director Johnson Yes

Vice President Sierra Yes

Director Friese Yes

Director Ramos Yes

5-0 Motion Passes

16. ADJOURNMENT:

Meeting adjourned at 9:45pm

Michelle Gilmore, President of the Board

Sonia Thania Garcia, Board Secretary

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Imperial Irrigation District

The following are Sewer Maintenance Charges paid in the Month of November (for October)

<u>Account Number</u>	<u>Address (Description)</u>	<u>Amount</u>
50007893	2273 CLEVELAND DR (TR 570/BL 4/LT 1) (Shop)	473.62
50857762	2273 CLEVELAND DR (TR 570/BL 4/LT 1) (Back Shop Bldg)	22.63
50391443	762 SALTON DRIVE (Thomas R Cannell sewer ponds)	10,447.51
50053804	WEST S COOLIDGE 1¼SD (Desert Shores sewer ponds)	2,086.15
50811216	2119 MARS AVE (TR 624A BL 7 LT 29) (Lansing Ponds)	955.46
50008017	212 DESERT SHORES DR (Lift Station #1)	14.50
50008036	235 DESERT SHORES DR (Lift Station # 2)	15.87
50007993	CORNER OF CORONADO & PALM (Lift Station # 5)	96.57
50349623	2948 LETO AVE (TR 765/BL 4/LT 1) (Lift Station # 6)	68.09
50274645	2866 MEDITERRANEAN AVE (Lift Station # 7)	26.37
50053786	2812 & 16 PACIFIC STREET (TR 546/BL 4/LT 6&7) (Lift Station #8)	90.77
50007977	SEA GARDEN AVE (TR 576-A/BL 2/LT 19) (Lift Station # 10)	242.42
50063692	975 SEA PORT (TR 576-A/BL 1/LT 41) (Lift Station # 12)	12.34
50007969	2635 SALTON BAY DR (TR 576/BL 2/LT 18) (Lift Station # 13)	23.02
50007959	2542 SEA VIEW DR (TR 541/BL 17/LT 18) (Lift Station # 15)	114.87
50805317	2502 Treasure DR (TR 541/BL 14/LT 6) (Lift Station # 16)	556.41
50007941	TR 679 & SPA & RV PARK (Lift Station # 17-18)	3,925.00
50007933	MARINA & CRYSTAL (Lift Stations # 19-20)	72.32
50377292	2243 SEA VIEW AVE (TR 526/BL 19/LT 2) (Lift Station # 21)	17.59
50007925	708 PLAZA AVE (TR 585 BL 5 LT 21) (Lift Station # 22-A - standby)	
50391441	708 PLAZA AVE (TR 585/BL 5/LT 21) (Lift Station #22-B)	188.21
50007907	2161 PALM WAY (TR 584/BL 10/LT 10&11) (Sta. #23 & Lansing Ponds)	651.67
50391442	821 LUNAR/MARS AVE (TR 624-A/BL 10/LT 21) (Sta. #24-480 volt)	820.37
50007916	821 LUNAR/MARS AVE (TR 624-A/BL 10/LT 21) (Sta. #24-240 volt/standb	14.40
50638777	1209 Van Buren (TR573 Bl 26 Lt 11) Ste. # 1 (Office - meter #5)	560.92
50638757	1209 Van Buren (TR573 Bl 26 Lt 11) Ste. #4 (Office - meter #2)	187.85
50638778	1209 Van Buren (TR573 Bl 26 Lt 11) Ste. #2 (Library) merer #1	230.98
50782673	1209 Van Buren (TR573 Bl 26 Lt 11) Ste. #3 (Office - meter #4)	370.93
Total Sewer Maintenance to IID		22,286.84

Coachella Valley Water District

The following are Sewer Maintenance Charges paid in the Month of November (for October)

<u>Account Number</u>	<u>Address (Description)</u>	<u>Amount</u>
106235-143472	2273 CLEVELAND AVENUE (Shop)	19.73
273739-732666	SEWER JET TRUCKS (New sewer jet - Unit #55)	47.57
273741-732668	PORTABLE L-180 (Old sewer jet - Unit #54)	88.88
597961-732634	1209 Van Buren Sute.1 Tr 573 Bl 26 Lt 11 (Office)	28.42
597959-732636	1209 Van Buren Ste. 1 Tr 573 Bl 26 Lt 11 (Irrigation)	28.16
709725-767758	116 Construction(Truck portable water meter)	162.76
Total Sewer Maintenance to CVWD		375.52

Imperial Irrigation District

The following are General Fund charges paid in the month of November (for October)

<u>Account Number</u>	<u>Service Address (Description)</u>	<u>Amount</u>
50053794	1007 HWY 86 & MONTEREY (Monterey Ave. entrance lights)	12.34
50039659	CORNER SW OF DS&SCOTT (DS Drive entrance lights)	12.34
50007900	Salton City Street Lights	2,390.97
50696333	1520 Nile Dr. (Salton Fire Station)	393.26
50007986	1240 HARBOR DR (Salton City Park)	310.99
50356177	57 PALM DR (Desert Shores Park)	142.47
50778496	83 Desert Shores Dr. (Ambulance Building)	126.13
	Total General Fund to IID	3,388.50

Coachella Valley Water District

The following are General Fund Charges paid in the Month of November (for October)

<u>Account Number</u>	<u>Address (Description)</u>	<u>Amount</u>
645615-117834	1520 Nile Dr. (Salton Fire Station)	15.47
106457-145806	LOT 21 BLK 18 TR 525 (Salton City Park)	38.83
100569-101606	PALM DRIVE, LOT 2 (Desert Shores Park)	49.75
710799-100642	220 Desert Shores Dr.(Ambulance Building)	12.71
	Total General Fund to CVWD	\$116.76

Imperial Irrigation District

Sewer Maintenance Charges paid in the Month of December (for November)

<u>Address (Description)</u>	<u>Amount</u>
2273 CLEVELAND DR (TR 570/BL 4/LT 1) (Shop)	209.34
2273 CLEVELAND DR (TR 570/BL 4/LT 1) (Back Shop Bldg)	22.63
762 SALTON DRIVE (Thomas R Cannell sewer ponds)	11,227.16
WEST S COOLIDGE 1¼SD (Desert Shores sewer ponds)	1,600.23
2119 MARS AVE (TR 624A BL 7 LT 29) (Lansing Ponds)	960.29
212 DESERT SHORES DR (Lift Station #1)	14.54
235 DESERT SHORES DR (Lift Station # 2)	12.34
CORNER OF CORONADO & PALM (Lift Station # 5)	96.76
2948 LETO AVE (TR 765/BL 4/LT 1) (Lift Station # 6)	46.46
2866 MEDITERRANEAN AVE (Lift Station # 7	25.49
2812 & 16 PACIFIC STREET (TR 546/BL 4/LT 6&7) (Lift Station #8)	87.61
SEA GARDEN AVE (TR 576-A/BL 2/LT 19) (Lift Station # 10)	242.42
975 SEA PORT (TR 576-A/BL 1/LT 41) (Lift Station # 12)	12.34
2635 SALTON BAY DR (TR 576/BL 2/LT 18) (Lift Station # 13)	23.07
2542 SEA VIEW DR (TR 541/BL 17/LT 18) (Lift Station # 15)	118.03
2502 Treasure DR (TR 541/BL 14/LT 6) (Lift Station # 16)	524.03
TR 679 & SPA & RV PARK (Lift Station # 17-18)	42.24
MARINA & CRYSTAL (Lift Stations # 19-20)	71.78
2243 SEA VIEW AVE (TR 526/BL 19/LT 2) (Lift Station # 21)	18.23
708 PLAZA AVE (TR 585 BL 5 LT 21) (Lift Station # 22-A - standby)	0.00
708 PLAZA AVE (TR 585/BL 5/LT 21) (Lift Station #22-B)	161.84
2161 PALM WAY (TR 584/BL 10/LT 10&11) (Sta. #23 & Lansing Ponds)	790.91
821 LUNAR/MARS AVE (TR 624-A/BL 10/LT 21) (Sta. #24-480 volt)	707.78
821 LUNAR/MARS AVE (TR 624-A/BL 10/LT 21) (Sta. #24-240 volt/standby)	14.40
1209 Van Buren (TR573 BI 26 Lt 11) Ste. # 1 (Office - meter #5)	274.45
1209 Van Buren (TR573 BI 26 Lt 11) Ste. #4 (Office - meter #2)	64.58
1209 Van Buren (TR573 BI 26 Lt 11) Ste. #2 (Library) merer #1	243.47
1209 Van Buren (TR573 BI 26 Lt 11) Ste. #3 (Office - meter #4)	210.37
Total Sewer Maintenance to IID	<u>17,822.79</u>

Coachella Valley Water District

Sewer Maintenance Charges paid in the Month of November (for October)

<u>Address (Description)</u>	<u>Amount</u>
2273 CLEVELAND AVENUE (Shop)	17.39
SEWER JET TRUCKS (New sewer jet - Unit #55)	47.57
PORTABLE L-180 (Old sewer jet - Unit #54)	97.78
1209 Van Buren Sute.1 Tr 573 BI 26 Lt 11 (Office)	28.42
1209 Van Buren Ste. 1 Tr 573 BI 26 Lt 11 (Irrigation)	28.15
116 Construction(Truck portable water meter)	294.88
Total Sewer Maintenance to CVWD	<u>514.19</u>

Imperial Irrigation District

The following are General Fund charges paid in the month of December (for November)

<u>Account Number</u>	<u>Service Address (Description)</u>	<u>Amount</u>
50053794	1007 HWY 86 & MONTEREY (Monterey Ave. entrance lights)	12.34
50039659	CORNER SW OF DS&SCOTT (DS Drive entrance lights)	12.34
50007900	Salton City Street Lights	
50696333	1520 Nile Dr. (Salton Fire Station)	209.87
50007986	1240 HARBOR DR (Salton City Park)	139.15
50356177	57 PALM DR (Desert Shores Park)	371.44
50778496	83 Desert Shores Dr. (Ambulance Building)	33.28
	Total General Fund to IID	778.42

Coachella Valley Water District

The following are General Fund Charges paid in the Month of November (for October)

<u>Account Number</u>	<u>Service Address (Description)</u>	<u>Amount</u>
645615-117834	1520 Nile Dr. (Salton Fire Station)	15.47
106457-145806	LOT 21 BLK 18 TR 525 (Salton City Park)	37.66
100569-101606	PALM DRIVE, LOT 2 (Desert Shores Park)	48.58
710799-100642	83 Desert Shores Dr.(Ambulance Building)	12.71
	Total General Fund to CVWD	\$114.42

Salton Community Services District

Transaction Report November 2022

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT	SPLIT	AMOUNT
6-1406	Service Charge Expense - GF						
11/30/2022	Check	ACH		Monthly Service Fee	6-1406 Service Charge Expense - GF	1-4348 Cash in Banks:Wells Fargo-GF	25.00
Total for 6-1406 Service Charge Expense - GF							\$25.00
6-1802	Admin Fees Due to SM - GF						
11/02/2022	Journal Entry	CS110322		Pay Period: 10/24/2022 to: 10/30/2022	6-1802 Admin Fees Due to SM - GF	-Split-	307.28
11/08/2022	Journal Entry	CS110822		Mark Sutherland last paycheck-Payout of Sick & Vacation - Retired	6-1802 Admin Fees Due to SM - GF	-Split-	0.00
11/09/2022	Journal Entry	CS110922-1		Pay Period: 10/31/2022 to: 11/06/2022	6-1802 Admin Fees Due to SM - GF	-Split-	304.82
11/09/2022	Journal Entry	CS110922		Pay Period: 10/31/2022 to: 11/06/2022-Mr. Dale's Payout of Sick and Vacation	6-1802 Admin Fees Due to SM - GF	-Split-	166.38
11/16/2022	Journal Entry	CS111722		Pay Period: 11/07/2022 to: 11/13/2022	6-1802 Admin Fees Due to SM - GF	-Split-	263.67
11/22/2022	Journal Entry	CS112322		Pay Period: 11/14/2022 to: 11/20/2022	6-1802 Admin Fees Due to SM - GF	-Split-	237.77
11/29/2022	Journal Entry	CS112922		Jacqueline Gonzalez Sick & Vacation Payout Last Check	6-1802 Admin Fees Due to SM - GF	-Split-	130.28
11/30/2022	Journal Entry	CS120122		Pay Period: 11/21/2022 to: 11/27/2022	6-1802 Admin Fees Due to SM - GF	-Split-	296.81
Total for 6-1802 Admin Fees Due to SM - GF							\$1,707.01
6-2300	Legal Expenses - ND						
11/08/2022	Bill	75353	Slovak Baron Empey Murphy & Pinkney	Legal Services Through 10/31/2022	6-2300 Legal Expenses - ND	2-2202 Accounts Payable:Accounts Payable - SM	2,963.00
Total for 6-2300 Legal Expenses - ND							\$2,963.00
6-3201	GF telephone expense						
11/28/2022	Bill	232289	Cytracom	District Office Monthly Phone Service Bill	6-3201 GF telephone expense	2-2202 Accounts Payable:Accounts Payable - SM	11.89
Total for 6-3201 GF telephone expense							\$11.89
6-3202	FD water service expense						
11/01/2022	Bill		CVWD	Fire Department Water Service 10/25/22	6-3202 FD water service expense	2-2202 Accounts Payable:Accounts Payable - SM	15.47
Total for 6-3202 FD water service expense							\$15.47
6-4101	PW Wages Expense						
11/03/2022	Journal Entry	CS112923		Payroll Accrual 11/03/2022	6-4101 PW Wages Expense	-Split-	1,120.00
11/10/2022	Journal Entry	CS112925		Payroll Accrual 11/10/2022	6-4101 PW Wages Expense	-Split-	1,120.00
11/27/2022	Journal Entry	CS112927		Payroll Accrual 11/27/2022	6-4101 PW Wages Expense	-Split-	1,120.00
11/28/2022	Journal Entry	CS112928		Payroll Accrual 11/28/2022	6-4101 PW Wages Expense	-Split-	1,120.00
11/30/2022	Journal Entry	TPG120122		Payroll Accrual 11/30/2022	6-4101 PW Wages Expense	-Split-	1,120.00
Total for 6-4101 PW Wages Expense							\$5,600.00
6-4105	PW retirees health benefits exp						
11/09/2022	Check	0217	Fair, Clarence R.	Month of December, 2022	6-4105 PW retirees health benefits exp	1-1211 Cash in Banks:General Fund	495.78
Total for 6-4105 PW retirees health benefits exp							\$495.78
6-4720	PW fuel and oil expense						
11/15/2022	Bill	0634605	SC Fuels	Fuel Card Expense	6-4720 PW fuel and oil expense	2-2202 Accounts Payable:Accounts Payable - SM	233.39
11/30/2022	Bill	0641719	SC Fuels	Fuel Card Expense-GF	6-4720 PW fuel and oil expense	2-2202 Accounts Payable:Accounts Payable - SM	116.37
Total for 6-4720 PW fuel and oil expense							\$349.76
6-5102	SC Park water service expense						
11/01/2022	Bill		CVWD	SC Park Water Service 10/25/22	6-5102 SC Park water service expense	2-2202 Accounts Payable:Accounts Payable - SM	38.83
Total for 6-5102 SC Park water service expense							\$38.83
6-5103	SC Park electric service exp						
11/03/2022	Bill		IID	Electrical Expense 09/30/2022-10/31/2022	6-5103 SC Park electric service exp	2-2202 Accounts Payable:Accounts Payable -	310.99

Salton Community Services District

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DATE	TRANSACTION NUM TYPE	NAME	MEMO/DESCRIPTION	ACCOUNT	SPLIT	AMOUNT
					SM	
Total for 6-5103 SC Park electric service exp						\$310.99
6-5302 DS Park water service expense						
11/02/2022	Bill	CVWD	DS Park Water Service Expense 10/25/22	6-5302 DS Park water service expense	2-2202 Accounts Payable:Accounts Payable - SM	49.75
Total for 6-5302 DS Park water service expense						\$49.75
6-5303 DS Park electric service exp						
11/03/2022	Bill	IID	Desert Shores Park Electrical Expense 09/30/2022-10/31/2022	6-5303 DS Park electric service exp	2-2202 Accounts Payable:Accounts Payable - SM	142.47
Total for 6-5303 DS Park electric service exp						\$142.47
6-5306 DS Park equip/bldg maint. exp						
11/28/2022	Bill	1000Bulbs.com	Bulb replacements for Desert Shores Lights	6-5306 DS Park equip/bldg maint. exp	2-2202 Accounts Payable:Accounts Payable - SM	284.18
Total for 6-5306 DS Park equip/bldg maint. exp						\$284.18
6-5403 Office Electrical Expense						
11/03/2022	Bill	IID	Electrical Service Expense suite 1,2, 4, 5 09/30/2022-10/31/2022	6-5403 Office Electrical Expense	2-2202 Accounts Payable:Accounts Payable - SM	1,350.68
Total for 6-5403 Office Electrical Expense						\$1,350.68
6-5503 Other Electrical Expense						
11/03/2022	Bill	IID	Fire Department House Electrical Service Expense 09/30/2022-10/31/2022	6-5503 Other Electrical Expense	2-2202 Accounts Payable:Accounts Payable - SM	393.26
11/03/2022	Bill	IID	DS Drive Entrance Lights 09/30/2022-10/31/2022	6-5503 Other Electrical Expense	2-2202 Accounts Payable:Accounts Payable - SM	12.34
11/03/2022	Bill	IID	SC Street Lights Electrical Service Expense 09/30/2022-10/31/2022	6-5503 Other Electrical Expense	2-2202 Accounts Payable:Accounts Payable - SM	2,390.97
11/03/2022	Bill	IID	Duplex Electrical Expense 09/30/2022-10/31/2022	6-5503 Other Electrical Expense	2-2202 Accounts Payable:Accounts Payable - SM	126.13
11/03/2022	Bill	IID	Entrance Lights Electrical Service Expense 09/30/2022-10/31/2022	6-5503 Other Electrical Expense	2-2202 Accounts Payable:Accounts Payable - SM	12.34
Total for 6-5503 Other Electrical Expense						\$2,935.04
6-6101 SM maint. crew wages expense						
11/03/2022	Journal Entry	CS112923	Payroll Accrual 11/03/2022	6-6101 SM maint. crew wages expense	-Split-	10,668.32
11/08/2022	Journal Entry	CS112924	Payroll Accrual 11/08/2022	6-6101 SM maint. crew wages expense	-Split-	12,270.14
11/10/2022	Journal Entry	CS112925	Payroll Accrual 11/10/2022	6-6101 SM maint. crew wages expense	-Split-	9,571.93
11/27/2022	Journal Entry	CS112927	Payroll Accrual 11/27/2022	6-6101 SM maint. crew wages expense	-Split-	9,464.30
11/28/2022	Journal Entry	CS112928	Payroll Accrual 11/28/2022	6-6101 SM maint. crew wages expense	-Split-	9,536.83
11/30/2022	Journal Entry	TPG120122	Payroll Accrual 11/30/2022	6-6101 SM maint. crew wages expense	-Split-	9,400.27
Total for 6-6101 SM maint. crew wages expense						\$60,911.79
6-6102 SM employer expense						
11/03/2022	Journal Entry	CS112923	Payroll Accrual 11/03/2022	6-6102 SM employer expense	-Split-	1,533.77
11/08/2022	Journal Entry	CS112924	Payroll Accrual 11/08/2022	6-6102 SM employer expense	-Split-	938.67
11/10/2022	Journal Entry	CS112925	Payroll Accrual 11/10/2022	6-6102 SM employer expense	-Split-	1,284.31
11/10/2022	Journal Entry	CS112926	Payroll Accrual 11/10/2022 2	6-6102 SM employer expense	-Split-	254.56
11/27/2022	Journal Entry	CS112927	Payroll Accrual 11/27/2022	6-6102 SM employer expense	-Split-	1,213.11
11/28/2022	Journal Entry	CS112928	Payroll Accrual 11/28/2022	6-6102 SM employer expense	-Split-	1,179.03
11/30/2022	Journal Entry	TPG120122	Payroll Accrual 11/30/2022	6-6102 SM employer expense	-Split-	1,258.93
Total for 6-6102 SM employer expense						\$7,662.38

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DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT	SPLIT	AMOUNT
6-6104 SM health benefits expense							
11/10/2022	Bill		Laborers Health & Welfare Trust So. CA	October Health Insurance	6-6104 SM health benefits expense	2-2202 Accounts Payable:Accounts Payable - SM	11,028.48
Total for 6-6104 SM health benefits expense							\$11,028.48
6-6105 Sm retiree health benefits exp							
11/09/2022	Check	0267	Thompson, Janice	Month of December, 2022	6-6105 Sm retiree health benefits exp	1-1212 Cash in Banks:Sewer Maintenance	209.41
11/09/2022	Check	0269	Freeman, Mr. Blake	Month of December, 2022	6-6105 Sm retiree health benefits exp	1-1212 Cash in Banks:Sewer Maintenance	500.00
11/09/2022	Check	0270	Timothy A. Roberts	Month of December, 2022	6-6105 Sm retiree health benefits exp	1-1212 Cash in Banks:Sewer Maintenance	500.00
11/09/2022	Check	0266	Fair, Gloria L.	Month of December, 2022	6-6105 Sm retiree health benefits exp	1-1212 Cash in Banks:Sewer Maintenance	447.36
11/09/2022	Check	0268	Reagles, Rosa Mesoraca	Month of December, 2022	6-6105 Sm retiree health benefits exp	1-1212 Cash in Banks:Sewer Maintenance	500.00
Total for 6-6105 Sm retiree health benefits exp							\$2,156.77
6-6109 SM clerical office wages exp							
11/03/2022	Journal Entry	CS112923		Payroll Accrual 11/03/2022	6-6109 SM clerical office wages exp	-Split-	2,588.16
11/10/2022	Journal Entry	CS112925		Payroll Accrual 11/10/2022	6-6109 SM clerical office wages exp	-Split-	2,827.17
11/27/2022	Journal Entry	CS112927		Payroll Accrual 11/27/2022	6-6109 SM clerical office wages exp	-Split-	3,158.00
11/28/2022	Journal Entry	CS112928		Payroll Accrual 11/28/2022	6-6109 SM clerical office wages exp	-Split-	2,640.03
11/30/2022	Journal Entry	TPG120122		Payroll Accrual 11/30/2022	6-6109 SM clerical office wages exp	-Split-	3,820.80
Total for 6-6109 SM clerical office wages exp							\$15,034.16
6-6110 SM administration. (GM) wages							
11/03/2022	Journal Entry	CS112923		Payroll Accrual 11/03/2022	6-6110 SM administration. (GM) wages	-Split-	5,672.90
11/10/2022	Journal Entry	CS112926		Payroll Accrual 11/10/2022 2	6-6110 SM administration. (GM) wages	-Split-	3,327.62
11/10/2022	Journal Entry	CS112925		Payroll Accrual 11/10/2022	6-6110 SM administration. (GM) wages	-Split-	3,269.31
11/27/2022	Journal Entry	CS112927		Payroll Accrual 11/27/2022	6-6110 SM administration. (GM) wages	-Split-	2,115.39
11/28/2022	Journal Entry	CS112928		Payroll Accrual 11/28/2022	6-6110 SM administration. (GM) wages	-Split-	2,115.39
11/30/2022	Journal Entry	TPG120122		Payroll Accrual 11/30/2022	6-6110 SM administration. (GM) wages	-Split-	2,115.39
Total for 6-6110 SM administration. (GM) wages							\$18,616.00
6-6206 SM janitorial supplies expense							
11/01/2022	Invoice	1357	Imperial County Free Library	Paper towels and Toilet Paper	6-6206 SM janitorial supplies expense	11000 Accounts Receivable	0.00
Total for 6-6206 SM janitorial supplies expense							\$0.00
6-6300 SM Bank Charges Expenses							
11/15/2022	Check	ACH		Incoming Wire Fee	6-6300 SM Bank Charges Expenses	1-1212 Cash in Banks:Sewer Maintenance	15.00
11/15/2022	Check	ACH		Online Monthly Wire Fee	6-6300 SM Bank Charges Expenses	1-1212 Cash in Banks:Sewer Maintenance	30.00
11/15/2022	Check	ACH		Remote Deposit Monthly Fee	6-6300 SM Bank Charges Expenses	1-1212 Cash in Banks:Sewer Maintenance	50.00
11/30/2022	Check	ACH		Monthly Service Fee	6-6300 SM Bank Charges Expenses	1-4330 Cash in Banks:Wells Fargo-SM	25.00
11/30/2022	Check	ACH		Paper Statement Fee	6-6300 SM Bank Charges Expenses	1-1214 Cash in Banks:Loan Security	2.00
11/30/2022	Check	ACH		Balance Requirement	6-6300 SM Bank Charges Expenses	1-1214 Cash in Banks:Loan Security	10.00
Total for 6-6300 SM Bank Charges Expenses							\$132.00
6-6302 SM late fee/finance charges							
11/09/2022	Bill	4292	First Call Security & Sound LLC	Late Fee	6-6302 SM late fee/finance charges	2-2202 Accounts Payable:Accounts Payable -	12.00

Salton Community Services District

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DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT	SPLIT	AMOUNT
Total for 6-6302 SM late fee/finance charges							\$12.00
6-6400 SM Vehicle & Equipment Expense						SM	
11/30/2022	Bill		Robert Dunning	Reimbursement for purchase of Cat Keys for Equipment with personal card on his personal Amazon Account	6-6400 SM Vehicle & Equipment Expense	2-2202 Accounts Payable:Accounts Payable - SM	11.20
Total for 6-6400 SM Vehicle & Equipment Expense							\$11.20
6-6402 SM equipment maintenance exp							
11/29/2022	Bill		Air & Hose Source, Inc.	Unit 99 Hydraulic Hose	6-6402 SM equipment maintenance exp	2-2202 Accounts Payable:Accounts Payable - SM	378.88
11/29/2022	Bill		Air & Hose Source, Inc.	Unit 15 1/2" Hose	6-6402 SM equipment maintenance exp	2-2202 Accounts Payable:Accounts Payable - SM	53.29
11/30/2022	Bill		Quinn Cat	Park Brake Switch for Unit 97	6-6402 SM equipment maintenance exp	2-2202 Accounts Payable:Accounts Payable - SM	41.38
11/30/2022	Bill		Quinn Cat	Unit 97 Drain Plug	6-6402 SM equipment maintenance exp	2-2202 Accounts Payable:Accounts Payable - SM	17.28
11/30/2022	Bill		RDO Equipment Co.	Unit 99 Bucket Ram Seal Kit	6-6402 SM equipment maintenance exp	2-2202 Accounts Payable:Accounts Payable - SM	256.58
11/30/2022	Bill		RDO Equipment Co.	Replacement Cutting Edges for Unit 76	6-6402 SM equipment maintenance exp	2-2202 Accounts Payable:Accounts Payable - SM	2,119.51
Total for 6-6402 SM equipment maintenance exp							\$2,866.92
6-6405 SM fuel & oil expense							
11/15/2022	Bill	0634605	SC Fuels	Fuel Card Expense	6-6405 SM fuel & oil expense	2-2202 Accounts Payable:Accounts Payable - SM	1,810.76
11/30/2022	Bill	0641719	SC Fuels	Fuel Card Expense-SM	6-6405 SM fuel & oil expense	2-2202 Accounts Payable:Accounts Payable - SM	1,389.14
Total for 6-6405 SM fuel & oil expense							\$3,199.90
6-6501 SM water service expense							
11/01/2022	Bill		CVWD	Sewer Jet Water Service Expense 10/25/22	6-6501 SM water service expense	2-2202 Accounts Payable:Accounts Payable - SM	88.88
11/01/2022	Bill		CVWD	District Shop Electrical Service Expense 10/25/22	6-6501 SM water service expense	2-2202 Accounts Payable:Accounts Payable - SM	19.73
11/01/2022	Bill		CVWD	District Water Service-Office	6-6501 SM water service expense	2-2202 Accounts Payable:Accounts Payable - SM	28.42
11/01/2022	Bill		CVWD	District Water Service-Office Irrigation	6-6501 SM water service expense	2-2202 Accounts Payable:Accounts Payable - SM	28.15
11/02/2022	Bill		CVWD	Vactor Truck Water Service Expense 10/25/22	6-6501 SM water service expense	2-2202 Accounts Payable:Accounts Payable - SM	47.57
Total for 6-6501 SM water service expense							\$212.75
6-6502 SM electric service expense							
11/03/2022	Bill		IID	Station# 17 & 18 Electrical Service Expense 09/30/2022-10/31/2022	6-6502 SM electric service expense	2-2202 Accounts Payable:Accounts Payable - SM	39.25
11/03/2022	Bill		IID	Desert Shores Ponds Electrical Service Expense 09/30/2022-10/31/2022	6-6502 SM electric service expense	2-2202 Accounts Payable:Accounts Payable - SM	2,086.15
11/03/2022	Bill		IID	Lansing Ponds Electrical Service Expense 09/30/2022-10/31/2022	6-6502 SM electric service expense	2-2202 Accounts Payable:Accounts Payable - SM	955.45
11/03/2022	Bill		IID	Station# 22B Electrical Service Expense 09/30/2022-10/31/2022	6-6502 SM electric service expense	2-2202 Accounts Payable:Accounts Payable - SM	188.21
11/03/2022	Bill		IID	Station# 2 Electrical Service Expense 09/30/2022-10/31/2022	6-6502 SM electric service expense	2-2202 Accounts Payable:Accounts Payable - SM	15.87
11/03/2022	Bill		IID	Station# 13 Electrical Service Expense 09/30/2022-10/31/2022	6-6502 SM electric service expense	2-2202 Accounts Payable:Accounts Payable - SM	23.02

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DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT	SPLIT	AMOUNT
11/03/2022	Bill		IID	Station# 24A Electrical Service Expense 09/30/2022-10/31/2022	6-6502 SM electric service expense	2-2202 Accounts Payable:Accounts Payable - SM	14.40
11/03/2022	Bill		IID	Station# 12 Electrical Service Expense 09/30/2022-10/31/2022	6-6502 SM electric service expense	2-2202 Accounts Payable:Accounts Payable - SM	12.34
11/03/2022	Bill		IID	Station# 10 Electrical Service Expense 09/30/2022-10/31/2022	6-6502 SM electric service expense	2-2202 Accounts Payable:Accounts Payable - SM	242.42
11/03/2022	Bill		IID	Station# 6 Electrical Service Expense 09/30/2022-10/31/2022	6-6502 SM electric service expense	2-2202 Accounts Payable:Accounts Payable - SM	68.09
11/03/2022	Bill		IID	Station# 24B Electrical Service Expense 09/30/2022-10/31/2022	6-6502 SM electric service expense	2-2202 Accounts Payable:Accounts Payable - SM	820.37
11/03/2022	Bill		IID	Station# 19 & 20 Electrical Service Expense 09/30/2022-10/31/2022	6-6502 SM electric service expense	2-2202 Accounts Payable:Accounts Payable - SM	72.32
11/03/2022	Bill		IID	Station# 16 Electrical Service Expense 09/30/2022-10/31/2022	6-6502 SM electric service expense	2-2202 Accounts Payable:Accounts Payable - SM	556.41
11/03/2022	Bill		IID	Station# 7 Electrical Service Expense 09/30/2022-10/31/2022	6-6502 SM electric service expense	2-2202 Accounts Payable:Accounts Payable - SM	26.37
11/03/2022	Bill		IID	Station# 5 Electrical Service Expense 09/30/2022-10/31/2022	6-6502 SM electric service expense	2-2202 Accounts Payable:Accounts Payable - SM	96.57
11/03/2022	Bill		IID	TRC Ponds Electrical Service Expense 09/30/2022-10/31/2022	6-6502 SM electric service expense	2-2202 Accounts Payable:Accounts Payable - SM	10,447.51
11/03/2022	Bill		IID	Station# 23 Electrical Service Expense 09/30/2022-10/31/2022	6-6502 SM electric service expense	2-2202 Accounts Payable:Accounts Payable - SM	651.67
11/03/2022	Bill		IID	District Shop Electrical Expense 09/30/2022-10/31/2022	6-6502 SM electric service expense	2-2202 Accounts Payable:Accounts Payable - SM	473.62
11/03/2022	Bill		IID	District Shop Back Building Electrical Expense 09/30/2022-10/31/2022	6-6502 SM electric service expense	2-2202 Accounts Payable:Accounts Payable - SM	22.63
11/03/2022	Bill		IID	Station# 8 Electrical Service Expense 09/30/2022-10/31/2022	6-6502 SM electric service expense	2-2202 Accounts Payable:Accounts Payable - SM	90.77
11/03/2022	Bill		IID	Station# 15 Electrical Service Expense 09/30/2022-10/31/2022	6-6502 SM electric service expense	2-2202 Accounts Payable:Accounts Payable - SM	114.87
11/03/2022	Bill		IID	Station# 1 Electrical Service Expense 09/30/2022-10/31/2022	6-6502 SM electric service expense	2-2202 Accounts Payable:Accounts Payable - SM	14.50
11/03/2022	Bill		IID	Station# 21 Electrical Service Expense 09/30/2022-10/31/2022	6-6502 SM electric service expense	2-2202 Accounts Payable:Accounts Payable - SM	17.59
Total for 6-6502 SM electric service expense							\$17,050.40
6-6503 SM telephone expense							
11/28/2022	Bill	232289	Cytracom	District Office Monthly Phone Service Bill	6-6503 SM telephone expense	2-2202 Accounts Payable:Accounts Payable - SM	225.80
Total for 6-6503 SM telephone expense							\$225.80
6-6504 SM cell phone expense							
11/08/2022	Bill	9920061640	Verizon Wireless	Station 22, 24, On Call Phone Oct. 09-Nov. 08.2022	6-6504 SM cell phone expense	2-2202 Accounts Payable:Accounts Payable - SM	131.75
11/16/2022	Bill		Frontier Communications	Station 2	6-6504 SM cell phone expense	2-2202 Accounts Payable:Accounts Payable - SM	93.62
11/16/2022	Bill		Frontier Communications	Station# 16 & Station# 2	6-6504 SM cell phone expense	2-2202 Accounts Payable:Accounts Payable - SM	92.06
11/25/2022	Bill	9921454191	Verizon Wireless	Oct. 26-Nov.25/2022 Company Cell phone, Tablet Service Account# 542131140-00001	6-6504 SM cell phone expense	2-2202 Accounts Payable:Accounts Payable - SM	1,037.09
Total for 6-6504 SM cell phone expense							\$1,354.52
6-6505 SM underground alerts expense							

Salton Community Services District

Transaction Report November 2022

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT	SPLIT	AMOUNT
11/01/2022	Bill	1020220636	Underground Service Alert/SC	43 new ticket charges	6-6505 SM underground alerts expense	2-2202 Accounts Payable:Accounts Payable - SM	75.25
11/01/2022	Bill	1020220636	Underground Service Alert/SC	Monthly Database Maintenance fee	6-6505 SM underground alerts expense	2-2202 Accounts Payable:Accounts Payable - SM	10.00
11/23/2022	Bill	186750	USA BlueBook	Green Marking Flags	6-6505 SM underground alerts expense	2-2202 Accounts Payable:Accounts Payable - SM	143.31
Total for 6-6505 SM underground alerts expense							\$228.56
6-6508 SM Alarm/Security Expense							
11/09/2022	Bill	4292	First Call Security & Sound LLC	Repair of station monitoring cameras	6-6508 SM Alarm/Security Expense	2-2202 Accounts Payable:Accounts Payable - SM	273.00
Total for 6-6508 SM Alarm/Security Expense							\$273.00
6-6712 SM pump station maint expense							
11/30/2022	Bill	5783	Allied Electronics	Pump Station Relays	6-6712 SM pump station maint expense	2-2202 Accounts Payable:Accounts Payable - SM	90.35
Total for 6-6712 SM pump station maint expense							\$90.35
6-6750 SM lab testing expense							
11/15/2022	Bill	CK21164-9867	Babcock Laboratories, Inc.	Lansing Monthly Pond Sample	6-6750 SM lab testing expense	2-2202 Accounts Payable:Accounts Payable - SM	275.00
11/15/2022	Bill	CK21167-9867	Babcock Laboratories, Inc.	TRC Ponds Water Sample	6-6750 SM lab testing expense	2-2202 Accounts Payable:Accounts Payable - SM	169.00
11/15/2022	Bill	CK21169-9867	Babcock Laboratories, Inc.	Desert Shores Monthly Pond Sample	6-6750 SM lab testing expense	2-2202 Accounts Payable:Accounts Payable - SM	275.00
Total for 6-6750 SM lab testing expense							\$719.00
6-6760 SM Professional Services Exp							
11/18/2022	Bill	111822	Cecilia Vogel	Title 24 Report for District Shop Construction	6-6760 SM Professional Services Exp	2-2202 Accounts Payable:Accounts Payable - SM	300.00
Total for 6-6760 SM Professional Services Exp							\$300.00
6-6807 SM Office Supplies Expense							
11/01/2022	Bill		Barnes & Noble	Roberts Rules Books	6-6807 SM Office Supplies Expense	2-2202 Accounts Payable:Accounts Payable - SM	11.47
11/04/2022	Bill		Barnes & Noble	Roberts Rule Books	6-6807 SM Office Supplies Expense	2-2202 Accounts Payable:Accounts Payable - SM	22.93
Total for 6-6807 SM Office Supplies Expense							\$34.40
6-6809 SM Express Shipping Expense							
11/03/2022	Deposit		FedEx	Refund	6-6809 SM Express Shipping Expense	1-1212 Cash in Banks:Sewer Maintenance	-154.00
Total for 6-6809 SM Express Shipping Expense							\$ -154.00
6-6810 SM Advertising Expense							
11/16/2022	Bill		California Special Districts Association	Manager Application Posting for 30 days	6-6810 SM Advertising Expense	2-2202 Accounts Payable:Accounts Payable - SM	105.00
Total for 6-6810 SM Advertising Expense							\$105.00
6-6811 SM Loan Interest Expense							
11/09/2022	Check	ACH	CIT	Interest	6-6811 SM Loan Interest Expense	1-1212 Cash in Banks:Sewer Maintenance	760.59
11/17/2022	Check	0282	Salton Sea Enterprises, LLC.	Loan Interest Payable 2022	6-6811 SM Loan Interest Expense	1-1212 Cash in Banks:Sewer Maintenance	3,088.34
Total for 6-6811 SM Loan Interest Expense							\$3,848.93
6-6831 SM Legal Expense							
11/08/2022	Bill	75353	Slovak Baron Empey Murphy & Pinkney	Legal Services Through 10/31/2022	6-6831 SM Legal Expense	2-2202 Accounts Payable:Accounts Payable - SM	2,963.00
Total for 6-6831 SM Legal Expense							\$2,963.00
6-6851 SM Travel Expense							
11/07/2022	Bill		Hampton Inn	Hotel Stay for Sonia for the CSDA Board Secretary Conference	6-6851 SM Travel Expense	2-2202 Accounts Payable:Accounts Payable - SM	589.44
11/07/2022	Bill		Hampton Inn	Hotel Stay for Sonia for the CSDA Board Secretary	6-6851 SM Travel	2-2202 Accounts	273.32

Salton Community Services District

Transaction Report
November 2022

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT	SPLIT	AMOUNT
				Conference	Expense	Payable:Accounts Payable - SM	
Total for 6-6851 SM Travel Expense							\$862.76
6-6854 SM Copier Lease/Maint. Expense							
11/13/2022	Bill	3608510	Xerox Financial Services	Copier Machine Lease	6-6854 SM Copier Lease/Maint. Expense	2-2202 Accounts Payable:Accounts Payable - SM	11.27
11/13/2022	Bill	3608510	Xerox Financial Services	Copier Machine Lease	6-6854 SM Copier Lease/Maint. Expense	2-2202 Accounts Payable:Accounts Payable - SM	214.12
11/29/2022	Bill	25AR1542488	Image Source	Monthly Charge for Printing	6-6854 SM Copier Lease/Maint. Expense	2-2202 Accounts Payable:Accounts Payable - SM	348.55
Total for 6-6854 SM Copier Lease/Maint. Expense							\$573.94
6-6856 SM Subscriptions Expense							
11/21/2022	Bill		Intuit	QuickBooks Monthly Expense	6-6856 SM Subscriptions Expense	2-2202 Accounts Payable:Accounts Payable - SM	200.00
Total for 6-6856 SM Subscriptions Expense							\$200.00
6-6892 SM Office Tech. Purchases Exp.							
11/01/2022	Bill	FE8F35D0-0024	Streamline	Website Hosting Bills Oct 1 - Nov 1 2022	6-6892 SM Office Tech. Purchases Exp.	2-2202 Accounts Payable:Accounts Payable - SM	200.00
Total for 6-6892 SM Office Tech. Purchases Exp.							\$200.00
6-6894 SM Payroll Processing Fee Exp.							
11/04/2022	Check	ACH	ADP	Payroll Processing Fee	6-6894 SM Payroll Processing Fee Exp.	1-1212 Cash in Banks:Sewer Maintenance	66.20
11/14/2022	Check	ACH	ADP	Payroll Processing Fee	6-6894 SM Payroll Processing Fee Exp.	1-1212 Cash in Banks:Sewer Maintenance	66.20
11/18/2022	Check	ACH	ADP	Payroll Processing Expense	6-6894 SM Payroll Processing Fee Exp.	1-1212 Cash in Banks:Sewer Maintenance	125.83
11/25/2022	Check	ACH	ADP	Payroll Processing Expense	6-6894 SM Payroll Processing Fee Exp.	1-1212 Cash in Banks:Sewer Maintenance	61.00
Total for 6-6894 SM Payroll Processing Fee Exp.							\$319.23
6-7601 GF Water Servie Expense							
11/02/2022	Bill		CVWD	DS Building Water Service-Duplex 10/25/22	6-7601 GF Water Servie Expense	2-2202 Accounts Payable:Accounts Payable - SM	12.71
Total for 6-7601 GF Water Servie Expense							\$12.71
7-0001 Translation Services							
11/16/2022	Bill		Ramon Madrigal	November 17, 2022 Regular Board Meeting- meeting went over	7-0001 Translation Services	2-2202 Accounts Payable:Accounts Payable - SM	37.00
11/16/2022	Bill		Ramon Madrigal	October 19, 2022 Regular Board Meeting-Shorted check by 50.00	7-0001 Translation Services	2-2202 Accounts Payable:Accounts Payable - SM	50.00
11/16/2022	Bill		Ramon Madrigal	October 19, 2022 Regular Board Meeting- meeting went over	7-0001 Translation Services	2-2202 Accounts Payable:Accounts Payable - SM	37.00
11/16/2022	Bill		Ramon Madrigal	November 17, 2022 Regular Board Meeting	7-0001 Translation Services	2-2202 Accounts Payable:Accounts Payable - SM	75.00
11/16/2022	Bill		Ramon Madrigal	November 17, 2022 Regular Board Meeting	7-0001 Translation Services	2-2202 Accounts Payable:Accounts Payable - SM	75.00
Total for 7-0001 Translation Services							\$274.00
TOTAL							\$167,605.80



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scsd@saltoncsd.ca.gov

Emmanuel Ramos IGM Report

- LAFCO is satisfied with the work we are doing they said we are moving in the right direction.
- TKE is working on the engineering report for Lansing and TRC to obtain the permit that allows us to receive more liquid into the wastewater facility.
- Just wanted to let everyone know RCAC has finished with the Rate Study which will allow us to start on PROP 218.
- Rick Engineering on December 13, 2022, sent us the revised Service Area Plan.



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Serving the West Shores of the Fabulous Salton Sea
Dec 2022 Monthly Sewer Maintenance Report

1. Daily Station and Plant Checks
2. Monthly Safety Meeting
3. Monthly Wastewater and lab samples.
4. Monthly Reports to Water Quality
5. Annual Wastewater samples to lab
6. Checked all trouble Lines SC and Desert Shores.
7. Jet and vacuumed several lines in Salton City.
8. Service ponds and aerators at TRC Ponds
9. Camera thru Gravity Lines in SC.
10. Multiple mark and locate tickets
11. Service aerators Lansing Facility
12. Service aerators Desert shores Facility
13. Checked High Level Lights at all Stations Monthly
14. Repaired sewer connection 2340 Sand Knoll S.C.
15. Installed two new check valves Sta. #24



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Park Report for December Board Meeting:

1. Both Parks are open and being maintained
2. Park usage is up at both parks
3. Weed control is the biggest on-going maintenance issue at Desert Shore Park
4. The field lights in Desert Shores have been on nightly from 5:00pm to 9:00pm for 41 days. Field usage under the lights has been 9 times in 41 days.
5. On 12/2/2022 the bathroom building in Desert Shores was tagged. (See attached photo). Repair was done on 12/5/2022
6. Board members Michelle Gilmore and Manuel Ramos were given a tour of the Desert Shore & Salton City Parks on 12/2/2022

From: stephen prager stephenrprager@gmail.com
To: Stephen Prager sprager@saltoncsd.ca.gov
Date: Fri, Dec 2, 2022, 1:41 PM
 20221202_084300.jpg 3.9 MB





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RESOLUTION No. 2022-12-21-01

RESOLUTION OF THE BOARD OF DIRECTORS OF THE SALTON COMMUNITY SERVICES DISTRICT APPOINTING AUTHORIZED SIGNATORIES FOR PACIFIC PREMIER.

WHEREAS, the Board of Directors of the Salton Community Services District finds as follows:

WHEREAS, The Salton Community Services District is a community services district organized and operating pursuant to California Government Code Section 61600 et seq.; and

WHEREAS, The District maintains and account or accounts with PACIFIC PREMIER; and

WHEREAS, The Board of Directors wishes to appoint authorized signatories to authorize the deposit or withdrawal of funds with PACIFIC PRMIER; and

NOW, THEREFORE, be it resolved, determined, and ordered by the Board of Directors of the Salton Community Services District as follows:

Section 1. The following Salton Community Services District officers holding the title(s) specified hereinbelow are each authorized for the deposit or withdrawal of funds held with PACIFIC PREMIER.

Authorized key executives, shall be as follows:

Christina Sutton
Manuel Ramos

Finance Officer
Board Member

The following Salton Community Services District officers holding the title specified hereinbelow is authorized to receive all information regarding all District Accounts.

Authorized officers, shall be as follows:

Christina Sutton
Manuel Ramos

Finance Officer
Board Member

The following Salton Community Services District officers holding the title(s) specified hereinbelow are each authorized for signatories for the funds held with PACIFIC PREMIER, shall be as follows:

Sonia Thania Garcia
Michelle Gilmore
Lidia Sierra
Dale Johnson
Michael Friese
Manuel Ramos

Secretary of the Board of Directors
Board Member and President
Board Member and Vice President
Board Member
Board Member
Board Member

Section 2. All prior resolutions, minutes and directives identifying other signatories to the aforementioned accounts are hereby terminated and shall be of no further force or effect.

PASSED AND ADOPTED by the Board of Directors of the Salton Community Services District, Salton City, California, held on the day of August, 2022, by the following vote:

	YES	NO
Michelle Gilmore, President	_____	_____
Lidia A. Sierra, Vice President	_____	_____
Manuel H. Ramos, Director	_____	_____
Dale Johnson, Director	_____	_____
Michael Friese, Director	_____	_____

Michelle Gilmore, President of the Board of Directors

ATTEST:

Sonia Thania Garcia, Secretary of the Board of Directors

RESOLUTION NO. 2022-12-21-02

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SALTON COMMUNITY SERVICES DISTRICT ADOPTING A CODE OF ETHICS AND CONDUCT FOR ELECTED AND APPOINTED OFFICIALS

WHEREAS, the Board of Directors of the Salton Community Services District has determined that a code of conduct applicable to the conduct of Directors and appointed officials is essential to assure the mission of the District may be carried out in a way that is transparent, respectful and in the best interests of the community and the staff of the District;

NOW, THEREFORE, BE IT RESOLVED that the Salton Community Services District adopts the attached Code of Ethics and Conduct for Elected and Appointed Officials.

PASSED AND ADOPTED by the Salton Community Services District at a regular meeting held on the 21st day of December 2022, by the following vote:

	Yes	No
Michelle Gilmore, President	_____	_____
Lidia A. Sierra, Vice President	_____	_____
Manuel Ramos, Board Member	_____	_____
Dale Johnson, Board Member	_____	_____
Michael Friese, Board Member	_____	_____

Michelle Gilmore, President of the Board of Directors

ATTEST:

Thania Garcia, Secretary of the Board of Directors

SALTON COMMUNITY SERVICES DISTRICT
Code of Ethics and Conduct
for
Elected and Appointed Officials

Policy Purpose

The Salton Community Services District (“SCSD”) Board of Directors adopts this Code of Ethics and Conduct to assure that all elected and appointed officials, while exercising their office, conduct themselves in a manner that will instill public confidence and trust in the fair operation and integrity of SCSD’s government. For ease of reference the term “member” refers to any member of the SCSD Board of Directors or SCSD Committees established by SCSD.

A. ETHICS

The citizens and businesses of SCSD are entitled to have fair, ethical and accountable local government. To this end, the public should have full confidence that their elected and appointed officials:

- Comply with both the letter and spirit of the laws and policies affecting the operations of government.
- Are independent, impartial and fair in their judgment and actions;
- Use their public office for the public good, not for personal gain; and
- Conduct public deliberations and processes openly, unless required by law to be confidential, in an atmosphere of respect and civility.

Therefore, members of the Board of Directors, and of all Committees shall conduct themselves in accordance with the following ethical standards:

1. Act in the Public Interest. Recognizing that stewardship of the public interest must be their primary concern, members will work for the common good of the people of SCSD and not for any private or personal interest, and they will assure fair and equal treatment of all persons, claims and transactions coming before them.
2. Comply with both the spirit and the letter of the law and SCSD Policy. Members shall comply with the laws of the nation, the State of California and SCSD of SCSD in the performance of their public duties.
3. Conduct of Members. The professional and personal conduct of members while exercising their office must be above reproach and avoid even the appearance of impropriety. Members shall refrain from abusive conduct, personal charges or verbal attacks upon the character or motives of other members of Board, Boards, Committees and Commissions, the staff or public.
4. Respect for Process. Members shall perform their duties in accordance with the processes and rules of order established by the Board of Directors.
5. Conduct at Public Meetings. Members shall prepare themselves for public issues; listen courteously and attentively to all public discussions before the body; and focus on the business at hand.
6. Decisions Based on Merit. Members shall base their decisions on the merits and substance of the matter at hand, rather than on unrelated considerations. When making adjudicative decisions (those decisions where the member is called upon to determine and apply facts peculiar to an individual case),

members shall maintain an open mind until the conclusion of the hearing on the matter and shall base their decisions on the facts presented at the hearing and the law.

7. **Communication.** For adjudicative matters pending before the body, members shall refrain from receiving information outside of an open public meeting or the agenda materials, except on advice of the SCSD legal counsel. Members shall publicly disclose substantive information that is relevant to a matter under consideration by the body which they may have received from sources outside of the public decision-making process.

8. **Conflict of Interest.** In order to assure their independence and impartiality on behalf of the common good and compliance with conflict of interest laws, members shall use their best efforts to refrain from creating an appearance of impropriety in their actions and decisions. Members shall not use their official positions to influence government decisions in which they have (a) a material financial interest, (b) an organizational responsibility or personal relationship which may give the appearance of a conflict of interest, or (c) a strong personal bias.

A member who has a potential conflict of interest regarding a particular decision shall disclose the matter to the SCSD legal counsel and reasonably cooperate with the SCSD legal counsel to analyze the potential conflict. If advised by the SCSD legal counsel to seek advice from the Fair Political Practices Commission (FPPC) or other appropriate state agency, a member shall not participate in a decision unless and until he or she has requested and received advice allowing the member to participate. A member shall diligently pursue obtaining such advice. The member shall provide the General Manager and the SCSD legal counsel a copy of any written request or advice, and conform his or her participation to the advice given. In providing assistance to members, the SCSD legal counsel represents the SCSD and not individual members. In accordance with the law, members shall disclose investments, interests in real property, sources of income, and gifts; and if they have a conflict of interest regarding a particular decision, shall not, once the conflict is ascertained, participate in the decision and shall not discuss or comment on the matter in any way to any person including other members unless otherwise permitted by law.

9. **Gifts and Favors.** Members shall not take any special advantage of services or opportunities for personal gain, by virtue of their public office that is not available to the public in general. They shall refrain from accepting any gifts, favors or promises of future benefits which might compromise their independence of judgment or action or give the appearance of being compromised.

10. **Confidential Information.** Members must maintain the confidentiality of all written materials and verbal information provided to members which is confidential or privileged and in particular such information disclosed in a duly convened closed session of the Board of Directors. Members shall neither disclose confidential information without proper legal authorization, nor use such information to advance their personal, financial or other private interests.

11. **Use of Public Resources.** Members shall not use public resources which are not available to the public in general (e.g., SCSD staff time, equipment, supplies or facilities) for private gain or for personal purposes not otherwise authorized by law.

12. **Representation of Private Interests.** In keeping with their role as stewards of the public interest, members of Board shall not appear on behalf of the private interests of third parties before the Board or any Board, Committee or proceeding of the SCSD, nor shall members of Committees appear before their own bodies.

13. **Advocacy.** Members shall represent the official policies or positions of the Board of Directors, Board, Committee or Commission to the best of their ability when designated as delegates for this purpose. When presenting their individual opinions and positions, members shall explicitly state they do not represent their body or the SCSD of SCSD, nor will they allow the inference that they do. Board members

and Committee members have the right to endorse candidates for all Board seats or other elected offices. It is inappropriate to mention or display endorsements during Board meetings, or Committee meetings, or other official SCSD meetings.

14. **Policy Role of Members.** Members shall respect and adhere to the Board General Manager structure of SCSD government as outlined in the SCSD Bylaws. In this structure, the Board of Directors determines the policies of the SCSD with the advice, information and analysis provided by SCSD staff, Boards, Committees and Commissions, and the public. Except as provided by the SCSD Bylaws, members shall not interfere with the administrative functions of SCSD or the professional duties of SCSD staff; nor shall they impair the ability of staff to implement Board policy decisions.

15. **Independence of Boards, Committees and Commissions.** Because of the value of the independent advice of Boards, Committees and Commissions to the public decision-making process, members of Board shall refrain from using their position to unduly influence the deliberations or outcomes of Committee proceedings.

16. **Positive Work Place Environment.** Members shall support the maintenance of a positive and constructive work place environment for SCSD employees and for citizens and businesses dealing with the SCSD. Members shall recognize their special role in dealings with SCSD employees to in no way create the perception of inappropriate direction to staff. Members shall refrain from rude, inappropriate or harassing conduct when dealing with staff. Members shall endeavor to schedule meetings with staff in advance so as not to disrupt the conduct of SCSD business unnecessarily.

B. CONDUCT GUIDELINES

The Conduct Guidelines are designed to describe the manner in which elected and appointed officials should treat one another, SCSD staff, constituents, and others they come into contact with while representing SCSD.

1. Elected and Appointed Officials' Conduct with Each Other in Public Meetings

Elected and appointed officials are individuals with a wide variety of backgrounds, personalities, values, opinions, and goals. Despite this diversity, all have chosen to serve in public office in order to preserve and protect the present and the future of the community. In all cases, this common goal should be acknowledged even though individuals may not agree on every issue.

(a) Honor the role of the chair in maintaining order

It is the responsibility of the chair to keep the comments of members on track during public meetings. Members should honor efforts by the chair to focus discussion on current agenda items. If there is disagreement about the agenda or the chair's actions, those objections should be voiced politely and with reason, following procedures outlined in parliamentary procedure.

(b) Practice civility and decorum in discussions and debate

Difficult questions, tough challenges to a particular point of view, and criticism of ideas and information are legitimate elements of debate by a free democracy in action. Free debate does not require nor justify, however, public officials to make belligerent, personal, impertinent, slanderous, threatening, abusive, or disparaging comments.

(c) Avoid personal comments that could offend other members

If a member is personally offended by the remarks of another member, the offended member should make notes of the actual words used and call for a "point of personal privilege" that challenges the other member to justify or apologize for the language used. The chair will maintain control of this discussion.

(d) Demonstrate effective problem-solving approaches

Members have a public stage and have the responsibility to show how individuals with disparate points of view can find common ground and seek a compromise that benefits the community as a whole.

2. Elected and Appointed Officials' Conduct with the Public in Public Meetings

Making the public feel welcome is an important part of the democratic process. No signs of partiality, prejudice or disrespect should be evident on the part of individual members toward an individual participating in a public forum. Every effort should be made to be fair and impartial in listening to public testimony.

(a) Be welcoming to speakers and treat them with respect.

While questions of clarification may be asked, the official's primary role during public testimony is to listen.

(b) Be fair and equitable in allocating public hearing time to individual speakers.

The chair will determine and announce limits on speakers at the start of the public hearing process.

(c) Maintain an open mind

Members of the public deserve an opportunity to influence the thinking of elected and appointed officials.

(d) Ask for clarification, but avoid debate and argument with the public

Only the chair – not individual members – can interrupt a speaker during a presentation. However, a member can ask the chair for a point of order if the speaker is off the topic or exhibiting behavior or language the member finds disturbing.

3. Elected and Appointed Officials' Conduct with SCSD Staff

Governance of SCSD relies on the cooperative efforts of elected officials, who set policy, appointed officials who advise the elected, and SCSD staff who implement and administer the Board's policies. Therefore, every effort should be made to be cooperative and show mutual respect for the contributions made by each individual for the good of the community.

(a) Treat all staff as professionals

Clear, honest communication that respects the abilities, experience, and dignity of each individual is expected. Rude, disrespectful, or hostile behavior towards staff is not acceptable.

(b) Do not disrupt SCSD staff from their jobs

Elected and appointed officials should not disrupt SCSD staff while they are in meetings, on the phone, or engrossed in performing their job functions in order to have their individual needs met. Do not attend SCSD staff meetings unless requested by staff – even if the elected or appointed official does not say anything, his or her presence implies support, shows partiality, may intimidate staff, and hampers staff's ability to do their job objectively.

(c) Never publicly criticize an individual employee

Elected and appointed officials should never express concerns about the performance of a SCSD employee in public, to the employee directly, or to the employee's manager. Comments about staff performance should only be made to the SCSD Manager through private correspondence or conversation. Appointed officials should make their comments regarding staff to the SCSD General Manager.

(d) Do not get involved in administrative functions

Elected and appointed officials acting in their individual capacity must not attempt to influence SCSD staff on the making of appointments, awarding of contracts, selecting of consultants, processing of development applications, or granting of SCSD permits.

(e) Do not solicit political support from staff

Elected and appointed officials should not solicit any type of political support (financial contributions, display of posters or lawn signs, name on support list, etc.) from SCSD staff. SCSD staff may, as private citizens with constitutional rights, support political candidates but all such activities must be done away from the workplace.

(f) No Attorney-Client Relationship

Members shall not seek to establish an attorney-client relationship with the SCSD legal counsel, including his or her staff and legal counsels contracted to work on behalf of the SCSD. The SCSD legal counsel represents the SCSD and not individual members. Members who consult with the SCSD legal counsel cannot enjoy or establish a legal counsel-client relationship with the legal counsel.

4. Board Conduct with Boards, Committees and Commissions

The SCSD has established several Committees as a means of gathering more community input. Citizens who serve on Committees become more involved in government and serve as advisors to the Board of Directors. They are a valuable resource to the SCSD's leadership and should be treated with appreciation and respect.

(a) If attending a Committee meeting, be careful to only express personal opinions. Board members may attend any Committee meeting, which are always open to any member of the public. However, they should be sensitive to the way their participation – especially if it is on behalf of an individual, business or developer – could be viewed as unfairly affecting the process. Any public comments by a Board member at a Board, Committee or Commission meeting should be clearly made as individual opinion and not a representation of the feelings of the entire Board of Directors.

(b) Limit contact with Board and Committee members to questions of clarification. It is inappropriate for a Board member to contact a Committee to lobby on behalf of an individual, business, or developer, and vice versa. It is acceptable for Board members to contact Committee members in order to clarify a position taken by the Committee.

(c) Respect that Committees serve the community, not individual Board members. The Board of Directors appoints individuals to serve on Boards, Committees and Commissions, and it is the responsibility of Committees to follow policy established by the Board. But Committee members do not report to individual Board members, nor should Board members feel they have the power or right to threaten Committee members with removal if they disagree about an issue. Appointment and re-appointment to a Committee should be based on such criteria as expertise, ability to work with staff and the public, and commitment to fulfilling official duties. A Committee appointment should not be used as a political "reward."

(d) Be respectful of diverse opinions

A primary role of Committees is to represent many points of view in the community and to provide the Board with advice based on a full spectrum of concerns and perspectives. Board members may have a closer working relationship with some individuals serving on Committees, but must be fair and respectful of all citizens serving on Committees.

(e) Keep political support away from public forums

Committee members may offer political support to a Board member, but not in a public forum while conducting official duties. Conversely, Board members may support Committee members who are running for office, but not in an official forum in their capacity as a Board member.

C. SANCTIONS

(a) Acknowledgement of Code of Ethics and Conduct

Board members who do not sign an acknowledgement that they have read and understand the Code of Ethics and Conduct shall be ineligible for Committee assignments, intergovernmental assignments or Board subcommittees. Committee members who do not sign an acknowledgement that they have read and understand the Code of Ethics and Conduct are not eligible to hold office.

(b) Ethics Training for Local Officials

Board members and staff members who are out of compliance with State or SCSD mandated requirements for ethics training shall not represent the SCSD on Committees, intergovernmental assignments or Board subcommittees, and may be subject to sanctions.

(c) Behavior and Conduct

The SCSD Code of Ethics and Conduct expresses standards of ethical conduct expected for members of the SCSD Board of Directors, staff and Committees. Members themselves have the primary responsibility to assure that ethical standards are understood and met, and that the public can continue to have full confidence in the integrity of government. The chairs of the Board, and Committees.

Board members:

Board members who intentionally and repeatedly do not follow proper conduct may be reprimanded or formally censured by the Board, lose seniority or committee assignments (both within the and with intergovernmental agencies) or other privileges afforded by the Board. Serious infractions of the Code of Ethics or Code of Conduct could lead to other sanctions as deemed appropriate by the Board. Individual Board members should point out to the offending Board member perceived infractions of the Code of Ethics and Conduct. If the offenses continue, then the matter should be referred to the President in private. If the President is the individual whose actions are being questioned, then the matter should be referred to the Vice President. It is the responsibility of the President (or Vice President) to initiate action if a Board member's behavior may warrant sanction. If no action is taken by the President (or Vice President), then the alleged violation(s) can be brought up with the full Board.

Committee Members:

Counseling, verbal reprimands and written warnings may be administered by the President to Committee members failing to comply with SCSD policy. These lower levels of sanctions shall be kept private to the degree allowed by law. Copies of all written reprimands administered by the President shall be distributed in memo format to the chair of the respective Committee, the SCSD Clerk, the SCSD legal counsel, the SCSD General Manager, and the Board of Directors.

The Board of Directors may impose sanctions on Committee members whose conduct does not comply with the SCSD's policies, up to and including removal from office. Any form of discipline imposed by Board shall be determined by a majority vote of at least a quorum of the Board at a noticed public meeting and such action shall be preceded by a Report to Board with supporting documentation. When deemed warranted, the President or majority of Board may call for an investigation of Committee member conduct. Also, should the SCSD General Manager or SCSD legal counsel believe an investigation is warranted, they shall confer with the President or Board. The President or Board shall ask the SCSD Manager or the SCSD legal counsel to investigate the allegation and report the findings. These sanctions are alternatives to any other remedy that might otherwise be available to remedy conduct that violates this code or state or federal law. In order to protect and preserve good government, any individual including the SCSD Manager and the SCSD legal counsel after complying with Rule 3-600(B) of the State Bar Rules of Professional Conduct, who knows or reasonably believes a member acts or intends or refuses to act in a manner that is or may be a violation of law reasonably imputable to the organization, or in a manner which is likely to result in substantial injury to the organization, may report the violation to the appropriate governmental authorities.

D. IMPLEMENTATION

The Code of Ethics and Conduct is intended to be self-enforcing and is an expression of the standards of conduct for members expected by the SCSD. It therefore becomes most effective when members are thoroughly familiar with it and embrace its provisions.

For this reason, this document shall be included in the regular orientations for candidates for Board of Directors and applicants to Committees. Members entering office shall sign a statement (example below) acknowledging they have read and understand the Code of Ethics and Conduct. In addition, the Code of Ethics and Conduct shall be periodically reviewed by the Board of Directors and Committees and updated it as necessary.

Example:

I affirm that I have read and understand the SCSD Code of Ethics and Conduct for Elected and Appointed Officials.

Signature: _____

Date: _____