



RESOURCE
CONSERVATION DISTRICTS



**conserving
natural resources**
for our future.

LONG RANGE PLAN, ANNUAL PLAN, AND POLICY STATEMENTS FOR THE INYO MONO RESOURCE CONSERVATION DISTRICT 2017

INYO-MONO RCD BOARD

Danielle Mendiburu, President
Bryanna Vaughan, Treasurer
Tom Noland, Secretary
Richard Moss
Ron Yribarren

INYO-MONO RCD ASSOCIATE MEMBERS

Alonna Giacomini
Bill Talbot

CONTENTS

FIVE-YEAR STRATEGIC PLANNING SESSION	4
Natural Resource Accomplishments in the Next 5 Years:	4
RCD Organization:	4
RCD Function:	4
Mission Statement:	4
RCD History:	4
Inyo & Mono County Land Owner & Producer Future Needs:	5
Priority Natural Resource Issues:	5
Priority Tier 1 Status	5
Priority Geographic Areas:	5
Statements of Intent (measurable goals).....	5
Agriculture Land Preservation (working lands easements, preserving leases)	5
Water (efficiencies, distribution, quality).....	5
Land Use (development, wilderness, public lands, recreation, DWP).....	6
Exotic Species Control	6
Local Market – Locally Produced	6
Education.....	6
District Operations.....	6
Priority Actions & Funding Strategies:	6
Agriculture Land Preservation (working lands easements, preserving leases)	6
Land Use (development, wilderness, public lands, recreation, DWP).....	7
Education.....	7
District Operations.....	7
ANNUAL OPERATING PLAN 2017	8
ACCOUNTING POLICY	9
ASSOCIATE DIRECTORS POLICY	10
APPROVED: SEPTEMBER 22, 2017.....	10
BOARD MEMBER’S WORK POLICY.....	11
PER DIEM SCHEDULE.....	13
FEE CHARGE FOR SERVICES PROVIDED AND CONTRACTUAL	14
INVESTMENT POLICY	15
NON-DISCRIMINATION POLICY	16
VOLUNTEER PERSONNEL WORKERS’ COMPENSATION INSURANCE POLICY	17
APPENDIX A	18
INYO MONO RESOURCE CONSERVATION DISTRICT (IMRCD)	18
INYO AND MONO COUNTIES, CA.....	18
RESOLUTION NO. 2017-1	18
APPENDIX B.....	19
INYO MONO RESOURCE CONSERVATION DISTRICT (IMRCD)	19
PUBLIC RECORDS REQUEST POLICY	20
GENERAL PROVISIONS	20
RECORDS REQUESTS	20
REIMBURSEMENT POLICY	22
CONFLICT-OF-INTEREST CODE	23
CONFLICT-OF-INTEREST CODE APPENDIX A	24
CONFLICT-OF-INTEREST CODE APPENDIX B.....	25

Appendix26
RESOLUTION NO. 2017-2.....27

Inyo Mono Resource Conservation District (IMRCD)

FIVE-YEAR STRATEGIC PLANNING SESSION

Approved 09/13/2017

Natural Resource Accomplishments in the Next 5 Years:

Format “By April 2022 The IMRCD seeks to do the following or achieve the following:

- The windbreak tree program will be restored to what it was and increase of native plant sales
 - Explore alternative cropping patterns, crop and other energy reduction – work toward energy independence – solar, wind, crops
 - More local food production (livestock, crops, etc) – more independence
 - Soil quality in hay and pasture lands will have increased water holding capacity through increased soil carbon, leading to increased production
 - Still be here, have water and all sides getting along – water, grazing
 - No loss of grazing acres and a continued supply of our irrigation water
 - Another 3500 acres of agriculture lands preserved in Mono County and 1500 acres of agriculture lands preserved in Inyo County – including RCD getting grant funding for purchase of easements
 - Take care of water quality and supply
 - Increase availability of information on types of assistance and training programs available
 - Air quality issues – more interactive with projects on air quality
 - Deal with surface soil erosion by wind – alternative cropping and other practices
 - Creeks and drainages in northern part RCD restored
 - Finding increased efficiencies for irrigation water use
 - The watershed will become healthier and farming and ranching thriving
-

RCD Organization:

A governmental subdivision of the State of California organized under Public Resources Code - Division 9

RCD Function:

To make available technical, financial and educational resources, whatever their source, and focus or coordinate them so that they meet the needs of the local land manager with conservation of soil, water and related natural resources.

Mission Statement:

The mission of the Inyo Mono RCD is to protect and enhance Natural Resources for the citizens of Inyo and Mono Counties by coordinating with stakeholders in Inyo and Mono to help them achieve their goals and provide assistance to NRCS in providing technical assistance to farmers, rancher, tribes, and other stakeholders.

RCD History:

The IMRCD was formed on March 17, 1957

Inyo & Mono County Land Owner & Producer Future Needs:

- Preservation of agriculture lands
 - Water quantity and irrigation efficiency – technical expertise
 - Water quality – technical expertise
 - Recreation management – educational needs
 - Land use planning
 - Wilderness issues – closing properties
 - Economic and price stability
 - Soil productivity and nutrient availability
 - Soil erosion mitigation and assistance
 - Education
 - Management of exotic species
 - Energy supply
 - Conservation equipment needed
 - Agency cooperation
 - Local market
-

Priority Natural Resource Issues:

- Agriculture Land Preservation (working lands easements, preserving leases)
 - Water (efficiencies, distribution, quality)
 - Land Use (development, wilderness, public lands, recreation, DWP)
 - Energy efficiency / independence
 - Exotic species control
 - Local market – locally produced
 - Soil productivity and erosion control
 - Education
 - District Operations
-

Priority Tier 1 Status

- Achieve Tier 1 status by 2019
-

Priority Geographic Areas:

- Tri Valley area (private lands)
 - DWP leased lands
-

Statements of Intent (measurable goals)

Agriculture Land Preservation (working lands easements, preserving leases)

- By April 2022 have 3000 acres of private agriculture lands under easement and work toward establishing 15 & 20 year leases with DWP.

Water (efficiencies, distribution, quality)

- By April 2022 increase water use efficiency by 20% on 3000 acres while retaining the water for local use; increase infiltration/retention by 10% on 1000 acres;

Land Use (development, wilderness, public lands, recreation, DWP)

- By April 2022 have had 5 community meetings on land use resulting in zero development on agricultural lands; a development plan in place for Inyo County including current mapping, annual monitoring, trading etc; **Energy Efficiency / Independence**
- By April 2022 sponsor at least one energy efficiency demonstration project; one workshop on alternative fuels using the demonstration project leading to a 30% increase in the use of alternative energy

Exotic Species Control

- By April 2022 assist in maintaining management and control of existing exotic species in the RCD including zero encroachment of Tamarisk on all the Lower Owens River Project and the Amargoso River;

Local Market – Locally Produced

- By April 2022 support the local branded Beef effort leading the local meat processing plant operational; increase the locally grown foods and marketability by 200%; five trial greenhouses capable of producing fruits and vegetables year-round

Soil Productivity and Erosion Control

- By April 2022 reactivate the windbreak tree program leading to 10,000 trees established; establish a base line for the hay fields in the tri-valley area for nutrient data; create, develop and assist a dust-busters group

Education

- By April 2022 reach 5000 people with conservation education through annual outreach to students, fair booth, community outreach meetings in Bishop, Mammoth, Lone Pine, Furnace Creek, range camp sponsorship and increase the use of the high school scholarships

District Operations

- By April 2022 hire staff –district manager/technician, utilize Vista – Americorps and engineering background

Priority Actions & Funding Strategies:

Agriculture Land Preservation (working lands easements, preserving leases)

12 month Actions:

- Work with Land Trust to identify and encourage willing land owners to protect 700 acres this year

Water (efficiencies, distribution, quality)

Ideas: consider carbon credits with DWP

Land Use (development, wilderness, public lands, recreation, DWP)

Ideas: work with county Supervisors for a position paper on land use, brochures on the respect for agricultural land by recreation users

Education

12 Month Actions:

- Work on reconstituting the scholarship program – local farmers present at high schools on range camp scholarship and other scholarship – by May xx - Howard & Yvonne & Rob & John

District Operations

12 Month Actions:

- Prepare a county report and reintroduce ourselves

Inyo Mono Resource Conservation District

ANNUAL OPERATING PLAN 2017

At the March 7, 2017 IM RCD Board meeting the board approved the following plan of work:

- 1) To sponsor two high school students to attend the Society for Range Management Range Camps, either the California or Nevada camp as students from Inyo and Mono are eligible for either camp
- 2) Offer a High School Scholarship of \$1,000 to either one qualified student or divide the funds if more than one qualified student applies.
- 3) Work toward achieving Tier 1 status for CARCD
- 4) No other project activities are planned for the IM RCD for 2017.

Inyo Mono Resource Conservation District

ACCOUNTING POLICY

Approved: September 22, 2017

The District will maintain an accounting system which records revenues and expenditures using generally accepted accounting principles.

The District will have a chart of accounts.

The District will keep accounting records that include the general ledger and all subsidiary ledgers. Supporting documentation for all revenues and expenditures will be maintained for all expenditures charged to any contract. Supporting documentation may include but not be limited to:

- Receipts or Vouchers for Revenue
- Bank Statements
- Deposit Slips
- Approved Invoices
- Receipts of Costs
- Leases
- Contracts
- Time Sheets
- Cost Allocation Worksheets

The District will keep financial records identifying all funding sources and expenditures by separate fund types.

The District will have the accounting books audited annually.

If collecting sales tax, the District will file reports with the State Board of Equalization.

Inyo Mono Resource Conservation District

ASSOCIATE DIRECTORS POLICY

Approved: September 22, 2017

Purpose: The Resource Conservation District law allows for associate directors. They are appointed by the Board of Directors. Associates offer unique expertise to the Board of Directors in areas that included but are not limited to: finance, government accounting, agricultural practices, education, public relations, engineering, geochemistry, environmental health, conservation, geology, water resources, water service delivery, local government, environmental issues, land use, and real estate.

Appointment and qualifications:

- 1) Associates must possess expertise in one of the areas of interest to the District.
- 2) The IMRCD may have up to 5 Associate Directors.
- 3) Associates are appointed by a vote of the Board of Directors.
- 4) All existing Associate Directors as of the policy date must submit an application as instructed in the Application Process.

Term and Responsibilities

- 1) Associate Directors are appointed for two year terms beginning on appointment date and may be renewed.
- 2) There are no term limits.
- 3) Associate directors are encouraged to attend and participate in the discussion at board meeting but may not vote.
- 4) Associates may participate in committees of the Board of Directors.
- 5) Associate directors may be removed at any time by a majority vote of the Board of Directors
- 6) Associate Directors are not subject to Form 700 reporting but must report potential conflicts of interest to the Board of Directors.
- 7) Associate Directors may not participate in closed session items unless their knowledge and expertise is appropriate for the subject.
- 8) All Associate Directors' activities must be consistent with IMRCD policy, purpose, and direction.
- 9) In their function as Associate Directors, they will not at any time make agreements, contracts, or representations to any party, other organizations, or government agencies.

Application Process

- 1) The application consists of a letter of interest, stating qualifications and background in one of the areas of interest to the District, and a resume. Recommendations by individuals familiar with the applicants work or qualifications.
- 2) Applications will be submitted to the district office. Deadline for applications will be May 31 for action by the Board at its June meeting.

Inyo Mono Resource Conservation District

BOARD MEMBER'S WORK POLICY

Approved: September 22, 2017

The Board will meet at least 6 times per year (every other month). Board members shall participate in all activities.

The Board shall discuss particular conservation problems with appropriate local leaders, and residents including State and Federal agency representatives concerned with natural resources, agricultural and civic organization leaders, local development groups, legislators, and leaders of professional organizations.

The Board shall know the land and water conditions in the IMRCD area and the best management practices required to conserve and develop the natural resources of the area.

The Board shall keep a current and comprehensive Annual Work Plan and help carry out the work.

The Board shall develop and keep current a Long Range Plan for conservation and development of natural resources of the District area.

The Board may solicit help needed in the District programs.

The Board may enter into Memoranda of Understanding (MOU) or working agreements with as many agencies as necessary to coordinate the resource conservation and development programs of the District.

The Board may set priorities for work, organize implementation, assign territory and committee duties or jobs to individual Board Members, and when needed, appoint additional Associate Directors and delegate authority.

The Board should correlate the District programs with those of other agencies engaged in resource planning and development, such as planning commissions and the various divisions of State and County Governments.

The Board shall cooperate with other RCDs in multi-district resource activities, such as comprehensive planning, watershed development, river basin programs, resource conservation, and development of District projects.

The Board shall exchange ideas on administration with other RCD governing bodies and adopt usable ideas.

The Board shall manage funds, facilities, and equipment belonging to the District. The Board will establish proper business procedures including adequate plans and records and sound financing.

The Board shall develop an Annual Budget.

The Board shall prepare and publish for public review an annual report of the District's accomplishments.

The Board shall prepare a report to the public, through mass media, on major resource conservation needs, opportunities, and accomplishments within the District.

The Board shall encourage the initiative of landowners and operators as groups and as individuals.

The Board shall support the programs of area, State, and National Conservation District associations.

The Board shall have an annual election of Board officers.

The Board shall develop a Committee List for District members to work on.

The Board shall have the members choose which Committee they wish to work on. A list of Committees and list of which members are on what Committee will be available in the District office.

The Board shall establish at the beginning of each year a list of District Meetings, location of the Meetings, and times of each Meeting.

All Directors must file a certificate showing completion of Ethics Training every two (2) years.

All Directors and designated staff must file a Form 700 annually and upon leaving office.

All Directors must take an Oath of Office on commencing their terms.

If requested, all Directors must file reports and/or provide information to the Local Agency Formation Commission (LAFCo).

Inyo Mono Resource Conservation District

PER DIEM SCHEDULE

Approved: September 22, 2017

(MAXIMUM)

ROOM/LODGING

\$106.00/NIGHT + tax Inyo
\$133.00/NIGHT + tax Mono

The IMRCD uses the Federal GSA Per Diem rate, which varies by county and changes each year, effective October 1. The rates listed here are for Inyo and Mono Counties for the 2017 fiscal year.

MEALS

Inyo

BREAKFAST	\$15.00
LUNCH	\$16.00
DINNER	\$28.00
INCIDENTALS	\$ 5.00

\$64.00

Mono

BREAKFAST	\$17.00
LUNCH	\$18.00
DINNER	\$34.00
INCIDENTALS	\$ 5.00

\$74.00

The IMRCD uses the Federal reimbursement rate, which is established by the GSA.

AUTOMOBILE/TRAVEL REIMBURSEMENT **\$0.575 per mile**

AIRPLANE **\$1.29 per mile**

RECEIPTS AND MILEAGE MUST BE SUBMITTED FOR REIMBURSEMENT

(File statement for Reimbursement with the Administrative Assistant)

Rates Effective 010/10/16

Inyo Mono Resource Conservation District

**FEE CHARGE FOR SERVICES PROVIDED AND
CONTRACTUAL**

Approved: September 22, 2017

The following is to establish fees for services provided by the District to and upon the request of persons or governmental entities. The established fee structure to recover all costs borne in providing services to persons or governmental entities.

The Board of Directors will calculate the amount to be used as the District's fee for reimbursable work. The following formula shall be used to determine the billable hourly rate.

Administrative Assistant's hourly rate + 0.765 for SS & MED, 0.0111 for Worker's Compensation =
Administrative Assistant's Gross Salary

Administrative Assistant's Gross Salary X 20 = Weekly Rate (to pay for office space /overhead)

Weekly X 52 = Yearly Rate

Yearly Rate/hours worked for IMRCD = Billable hourly Rate

Billable hourly Rate + Administrative Assistant's hourly rate = Total Reimbursable Rate

The totals of all the above rates will be used as the District's fee for reimbursable work.

Inyo Mono Resource Conservation District

INVESTMENT POLICY

Approved: September 22, 2017

District deposits shall be undertaken to produce an acceptable rate of return secondary to the safety and liquidity of the principal.

The deposits of the District shall be deposited into the Inyo County Treasury Pool, and are held in a specific budget unit for IMRCD. Funds are invested in many areas until needed.

Inyo Mono Resource Conservation District

NON-DISCRIMINATION POLICY

Approved: September 22, 2017

The Inyo Mono Resource Conservation District (District) prohibits discrimination against or harassment of any person affiliated with the District on the basis of race, color, national origin, religion, sex, physical or mental disability, medical condition (cancer-related or genetic characteristics), ancestry, marital status, age, sexual orientation, citizenship, or status as a covered veteran (special disabled veteran, Vietnam-era veteran, or any other veteran who served on active duty during a war or in a campaign or expedition for which a campaign badge has been authorized).

The Inyo Mono Resource Conservation District is an affirmative action/equal opportunity employer. The District undertakes affirmative action to assure equal employment opportunity for minorities and women, for persons with disabilities and for special disabled veterans, Vietnam-era veterans, and any other veterans who served on active duty during a war or in a campaign or expedition for which a campaign badge has been authorized. This District policy is intended to be consistent with the provisions of applicable California and Federal laws. (For more information, see the California Department of Fair Housing and Employment Act and the Economic and Employment Opportunity Commission website, www.eeoc.gov/).

Inyo Mono Resource Conservation District

**VOLUNTEER PERSONNEL WORKERS' COMPENSATION
INSURANCE POLICY**

Approved: September 22, 2017

An unpaid person authorized to perform volunteer service for the IMRCD shall be deemed to be an employee of the IMRCD for the purposes of Workers' Compensation Insurance benefits provided for by law for any injury or illness sustained by them while engaged in the performance of services for the IMRCD under its direction and control. See approved Resolution #2016-3 [*attached hereto as Appendix A*].

The Legislature of the State of California has provided through legislation (Labor Code §3363.5) authorization for the inclusion of such coverage in the IMRCD District's Workers' Compensation Insurance policy.

All unpaid persons authorized to perform volunteer service must fill out and return Volunteer Service Form [*attached hereto as Appendix B*] to the Executive Officer or his/her designated representative prior to performing volunteer service.



INYO – MONO RESOURCE CONSERVATION DISTRICT

ADMINISTRATIVE OFFICE
Inyo Mono Resource Conservation District
270 See Vee Lane, Suite 6
Bishop, CA 93514
760-872-6111

APPENDIX A

INYO MONO RESOURCE CONSERVATION DISTRICT (IMRCD)
INYO AND MONO COUNTIES, CA
RESOLUTION NO. 2017-1

RESOLUTION OF THE IMRCD BOARD OF DIRECTORS TO PROVIDE WORKERS’
COMPENSATION COVERAGE TO AUTHORIZED AGENCY VOLUNTEERS

WHEREAS, the California Labor Code provides that, with certain exceptions, volunteers to government agencies are not covered under California Workers’ Compensation statutes; and

WHEREAS, the Board of Directors has the authority to extend Workers’ Compensation coverage to volunteers who are authorized to provide services to the agency; and

WHEREAS, the Board of Directors has considered the desirability of providing Workers’ Compensation coverage to volunteers who are authorized to provide services to the agency; and

WHEREAS, the Board of Directors has determined that there is a need and reason to provide Workers’ Compensation coverage to authorized agency volunteers who provide valuable services to the agency as a whole;

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the IMRCD that workers who are properly authorized to provide volunteer services to the agency shall be entitled to Workers’ Compensation coverage and benefits for any injury of disability arising out of and as a direct and proximate cause of their volunteer activities for IMRCD.

THIS RESOLUTION WAS PASSED by the Board of Directors of the IMRCD by mail in vote, by the following call vote:

Mendiburu: yes _____ Vaughan: yes _____ Yribarren: yes _____
Moss: yes _____ Noland: yes _____

Dated: 9-22-17

By: [Signature]
Danielle Mendiburu, President

APPENDIX B

INYO MONO RESOURCE CONSERVATION DISTRICT (IMRCD)

Volunteer Service Form
Please print clearly.

I am interested and qualified to provide volunteer services to the IMRCD in the following areas of interest:

Name: _____ Signature: _____ Date: _____
(If under 18 years old, please provide authorization from your legal guardian.)

I, _____, am the legal guardian of the above named person and allow him/her to provide volunteer services to the IMRCD.

Signature: _____ Date: _____

Address: _____
City: _____ State: _____ Zip Code: _____
Phone: _____ Other: _____
E-mail: _____

In case of emergency, please notify:

Name: _____	Name: _____
Address: _____	Address: _____
City: _____	City: _____
State: _____ Zip Code: _____	State: _____ Zip Code: _____
Phone: _____	Phone: _____

For RCD USE ONLY

Number of hours worked: _____
Federal Minimum Wage Amount: _____
Workers' comp. classification code: _____
Total match of in-kind services: _____
Assigned project name: _____
Assigned activities: _____

Allowable reimbursement items: _____
Project coordinator: _____

Inyo Mono Resource Conservation District

PUBLIC RECORDS REQUEST POLICY

Approved by the Board of Directors September 22, 2017

GENERAL PROVISIONS

Governance. The Board of Directors (“Board”) for the Inyo Mono Resource Conservation District (IMRCD, “District”) consists of seven members (“Director”) of the Board. As the governing body of the District, the Board reviews and approves District policies, including this policy. The Board may choose to delegate responsibility for policy administration to the District’s President, including but not limited to the development of procedures and internal controls to implement the policy.

Purpose of the Policy. The public’s right to access to information concerning the conduct of the people’s business is a fundamental and necessary right. (Government Code Section 6250). The California Public Records Act (CPRA), *see* California Government Code sections 6250 through 6270, permits local agencies to adopt regulations stating the procedures to be followed when making their records available to the public. The purpose of this policy is to affirm the public’s right to access District records and to set forth the District procedure to ensure accessibility of information to members of the public in accordance with the CPRA.

Policy Revisions. The Board reviews District policies annually, usually in conjunction with the review and adoption of the proposed budget. Any Director or the President may make recommendations for changes to a policy at any time, but all policy changes require approval by the Board.

Statement of Non-Discrimination. The District contracts on a non-discriminatory basis, without regard to race, creed, color, national origin, ancestry, sexual orientation, political affiliation or beliefs, sex, age, physical handicap, medical condition, marital status or pregnancy (as those terms are defined by the California Fair Employment and Housing Act -- Government Code Section 12900-12996).

RECORDS REQUESTS

Responsibility. It is the responsibility of the President to respond to District requests For CPRA documents. Decisions as to what documents may or may not be subject To disclose shall be made in accordance with the CPRA, and under the guidance of District Counsel and/or publications by the California Attorney General’s office.

From: http://www.conservation.ca.gov/dlrp/RCD/Documents/RCDResourceLibrary/Governance/Policies/Public-Records-Request-Policy_FinalGCRCDD.pdf

Response to Request. The District will acknowledge receipt of a CPRA request upon its receipt, and give the requesting party an estimated date and time when the records will be made available, either by photocopying, scanning, or inspection of original records at the District office during normal business hours. The District will deliver the requested District documents within ten (10) business days from the receipt of the request. The time may be extended in unusual circumstances by no more than fourteen (14) days through written notice from the President to the requesting party. Unusual circumstances include those requests that require an extended search, when the records requested are voluminous, or when the request requires consultation with another agency.

Cost to Produce Documents. The District may charge the requestor for the direct costs of reproduction for any document photocopied and delivered, but shall not charge for documents reproduced and transmitted solely by electronic means, if the recipient is willing to accept the documents by email or is willing to provide an electronic device upon which to copy the documents.

The District will not charge for staff time to produce the documents. In the event the District will charge for the reproduction of the documents, the estimated cost will be relayed to the requestor prior to reproduction to ensure they are willing to pay the required costs. The President has the authority to waive production costs in the interest of making the documents transparent and accessible.

If a request for electronic records either 1) is for a record normally issued only periodically, or 2) requires data compilation, extraction, or programming, copying costs may include the cost of the programming.

From: http://www.conservation.ca.gov/dlrp/RCD/Documents/RCDResourceLibrary/Governance/Policies/Public-Records-Request-Policy_FinalGCRCD.pdf

Inyo Mono Resource Conservation District

REIMBURSEMENT POLICY

Approved September 22, 2017

In order to be reimbursed for travel, per diem, or registration fees for conferences, workshops, or other meetings, Directors, or Associate Directors must request reimbursement from the Board in advance of the event. The Board then must vote on and approve the request, affirming that such attendance benefits the IMRCD. If the request is approved, reimbursements will be made according to the attached Per Diem Schedule, upon the submission to the Administrative Assistant of relevant receipts and a signed Travel Expense form. Receipts are required for all travel expenses except M & IE. See Vehicle Use Policy regarding the use of personal or rental vehicles used for travel.

Directors and Associate Directors may be reimbursed for expenses for Board-approved program expenses. Receipts must be submitted to the Administrative Assistant to receive reimbursement.

Inyo Mono Resource Conservation District

CONFLICT-OF-INTEREST CODE

Approved: September 22, 2017

The Political Reform Act (Government Code Section 81000, et seq.) requires state and local government agencies to adopt and promulgate conflict-of-interest codes. The Fair Political Practices Commission has adopted a Regulation (2 California Code of Regulations Section 18730) that contains the terms of a standard conflict-of-interest code, which can be incorporated by reference in an agency's code. After public notice and hearing, the standard code may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act. Therefore, the terms of 2 California Code of Regulations Section 18730 and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference. This regulation and the attached Appendices, designating positions and establishing disclosure categories, shall constitute the conflict-of-interest code of the **Inyo Mono Resource Conservation District (IMRCD, District)**.

Individuals holding designated positions shall file their Statements of Economic Interests (California Form 700) with the **Clerk of the Inyo and Mono Board of Supervisors, or will file online and both counties will be covered**, which will make the statements available for public inspection and reproduction. (Gov. Code Sec. 81008.) Copies of all statements will be retained by the **District**.

**INYO MONO RESOURCE CONSERVATION DISTRICT
CONFLICT-OF-INTEREST CODE APPENDIX A**

Designated Positions

Disclosure Categories

Board Members (Directors & Associate Directors)	1, 2, 3, 4
Consultants/New Positions	*

*Consultants/New Positions shall be included in the list of designated employees and shall disclose pursuant to the broadest disclosure category in the code subject to the following limitation:

The President of the Board may determine in writing that a particular consultant/new position, although a “designated position,” is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with the disclosure requirements of this section. Such written determination shall include a description of the consultant’s duties and, based upon that description, a statement of extent of disclosure requirements. The President’s determination is public record and shall be retained for public inspection in the same manner and location as this conflict-of-interest code.

For the purposes of disclosure, a “consultant” is an individual who, pursuant to a contract with a state or local government agency, makes a governmental decision whether to:

- i. Approve a rate, rule, or regulation;
- ii. Adopt or enforce a law;
- iii. Issue, deny, suspend, or revoke any permit, license, application, certificate, approval, order, or similar authorization or entitlement;
- iv. Authorize the agency to enter into, modify, or renew a contract provided it is the type of contract that requires agency approval;
- v. Grant agency approval to a contract that requires agency approval and to which the agency is a party, or to the specifications for such a contract;
- vi. Grant agency approval to plan, design, report, study, or similar item;
- vii. Adopt, or grant agency approval of, policies, standards, or guidelines for the agency, or for any subdivisions thereof.

A consultant also is an individual who, pursuant to a contract with the agency, serves in a staff capacity with the agency and in that capacity participates in making a governmental decision as defined in regulation 18702.2 or performs the same or substantially all the same duties for the agency that would otherwise be performed by an individual holding a position specified in the agency’s Conflict-of-Interest Code under Government Code section 87302.

INYO MONO RESOURCE CONSERVATION DISTRICT CONFLICT-OF-INTEREST CODE APPENDIX B

Disclosure Categories

Category 1:

Designated positions must report all interests in real property, subject to the limitations, exceptions, and exemptions as set forth in the California Codes and Regulations.

See, for instance, California Government Code Sections 87302(b) and 87302(f), which provide, that for purposes of disclosure, “interest in real property” does not include the filer’s principal residence if used exclusively as a personal residence, or any other property that the filer utilizes exclusively as the residence of the filer.

Category 2:

Designated positions must report all investments, business positions, and income, including receipt of gifts, loans, or travel payments from sources of the type:

- Engaged in real estate development and transactions;
- To contract with the District to provide facilities, goods, equipment, vehicles, machinery or services;
- That provide products or services related to water quality, irrigation, nutrient management, or habitat.

Business entities which are of the type to provide services, supplies, or machinery, include but are not limited to those that provide: motor vehicles; construction and building materials; office equipment and supplies, including computer hardware and software of the type utilized by the City or County; petroleum products; pipes, valves, fittings, pumps, meters, etc.; safety equipment or facilities; engineering services; water- quality testing; preparation of actions leading to taking in eminent domain; soil testing; grading services or equipment including related testing; insurance companies.

Category 3:

Designated positions must report all investments, business positions and income, including, receipt of gifts, loans, or travel payments, from sources that are private water companies, or entities or persons engaged in farming or real estate development.

Category 4:

Designated positions must report investments and business positions in business entities of the type to receive grants from or through the District.

Appendix



INYO – MONO RESOURCE CONSERVATION DISTRICT

ADMINISTRATIVE OFFICE
Inyo Mono Resource Conservation District
270 See Vee Lane, Suite 6
Bishop, CA 93514
760-872-6111

APPENDIX A

INYO MONO RESOURCE CONSERVATION DISTRICT (IMRCD)
INYO AND MONO COUNTIES, CA
RESOLUTION NO. 2017-2

RESOLUTION OF THE IMRCD BOARD OF DIRECTORS TO APPROVE IMRCD POLICY STATEMENTS

BE IT RESOLVED by the Board of Directors of the IMRCD that the following policies, within the document titled "LONG RANGE PLAN, ANNUAL PLAN, AND POLICY STATEMENTS FOR THE INYO MONO RESOURCE CONSERVATION DISTRICT 2017" be adopted by the IMRCD:

- 1) Annual Operating Plan 2017,
- 2) Accounting Policy,
- 3) Associate Directors Policy,
- 4) Board Members work Policy,
- 5) Per diem Schedule,
- 6) Fee Charge for Services Provided and Contractual Policy,
- 7) Investment Policy,
- 8) Non-Discrimination Policy,
- 9) Volunteer Personnel Workers' Compensation Insurance Policy
- 10) Public Records Request Policy.
- 11) Reimbursement Policy, and
- 12) Conflict of Interest Code,

THIS RESOLUTION WAS PASSED by the Board of Directors of the IMRCD by mail in vote, by the following vote:

Mendiburu: yes


Vaughan: yes

Yribarren: yes

Moss: yes

Noland: yes

Dated: 9/22/17

By: 
Danielle Mendiburu, President

INYO-MONO RCD BOARD
Danielle Mendiburu, President
Bryanna Vaughan, Treasurer
Tom Noland, Secretary
Richard Moss
Ron Yribarren

INYO-MONO RCD ASSOCIATE MEMBERS
Alonna Giacomini
Bill Talbot

