

Daggett Community Services District
33703 Second Street
P. O. Box 308
Daggett, California 92327

RECEIVED
OCT 23 2014
LAFCO
San Bernardino County

20 October 2014

Registered Mail

Local Agency Formation Commission (LAFCO)
215 North "D" Street, Suite 204
San Bernardino, CA 92415-0490

Gentlemen:

In accordance with LAFCO's letter dated 28 August 2014, the following information is provided:

1. Director Golden has been in contact with Rebecca Wynn of the County Economic Development Agency regarding a copy of the lease agreement between Daggett CSD and the County for the use of the Daggett Community Service Center. It was agreed upon that the property on which the building sits belongs to the Daggett CSD as Daggett CSD holds the Grant Deed. The property was donated to Daggett CSD prior to any construction of the Community Center. Rebecca contacted the County Real Estate Services Department and it appears that the ball was dropped on developing a lease agreement. I explained to Rebecca that Daggett CSD would prefer to have the title transferred from the county to Daggett CSD. Rebecca is working on that and said she will contact me at a later date as it will take a few months for this action to be completed.
2. Enclosed is a copy of Daggett CSD's General Policy Statement and the Board Policy Statement.
3. Enclosed is a copy of the Special Districts Financial Transactions and Compensation Report for Daggett CSD compiled by David Whitford, Jr. CPA for the year 2014 ending on 30 June 2014. This report has been completed and forwarded to the State Controller's Office.
4. I am preparing the Daggett CSD Budget with a completion date of 1 November 2014 for your information.

5. Per your request, an agreement between Daggett CSD and Yermo CSD was prepared and a signed copy was sent to Yermo CSD regarding the fire hydrants located in the boundaries of Yermo but serviced by Daggett CSD Water Company. It was sent via Registered Mail and the chit was received back from Yermo CSD but to date no signed copy has been returned. A copy is enclosed for your information.

Sincerely,

A handwritten signature in black ink, appearing to read "Kareen Golden", with a long horizontal flourish extending to the right.

Kareen Golden
Director, Daggett CSD

Encl:

- (1) District and Board Policy Statements
- (2) Special Districts Financial Transactions & Compensation Report
- (3) Agreement between Yermo CSD and Daggett CSD

Daggett Community Services District

BOARD POLICIES MANUAL

ENCLOSURE

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1.0 Purpose of Board Policies

1.1 Intent

1.1.1 It is the intent of the Board of Directors for the Daggett Community Services District to maintain a Manual of Policies. Contained therein shall be a comprehensive listing of the Board's current policies, being the rules and regulations enacted by the Board from time to time. The Manual of Policies will serve as a resource for Directors, staff and members of the public in determining the manner in which matters of District business are to be conducted.

1.1.2 This Manual of Policies constitutes a compilation of current policies of the District and shall not be deemed to alter the effective date or application of such policies. Any policies newly adopted as a result of adoption of this Manual of Policies shall be specifically identified as such by separate Board action prior to adoption of this Manual of Policies shall be specifically identified as such by separate Board action prior to adoption of this Manual of Policies.

1.2 Authority

1.2.1 If any policy or portion of a policy contained within the Manual of Policies is in conflict with State or Federal Law, rules or regulations having authority over the Daggett Community Services District, said State or Federal law, rules or regulations shall prevail.

2.0 Basis of Authority

2.1 Basis of Authority

2.1.1 The Board of Directors is the unit of authority for establishing policy within the District. Apart from their normal function as a part of this unit, Directors have no individual authority. As individuals, Directors may not commit the District to any policy, act or expenditure.

2.1.2 Directors do not represent any fractional segment of the community within which the District is located, but are, rather, a part of the body, which represents and acts for the community as a whole.

2.2 Attendance at Meetings

2.2.1 Members of the Board of Directors shall make every effort to attend all regular and special meetings of the Board unless there is a good cause for absence.

2.2.2 a vacancy shall occur if any member ceases to discharge the duty of his/her office for a period of three (30 consecutive months except as authorized by the Board of Directors and except as otherwise provided by California law.

2.3 Board President

2.3.1 The President of the Board of Directors shall serve as Presiding Officer at all Board meetings only. He/she shall have the same rights as the other members of the Board with voting, introducing motions, resolutions and ordinances, and any discussion of questions that follow said actions.

2.3.2 The President can appoint a Board Member to serve as Presiding officer over all meetings of the Board in his/her absence.

2.4 Members of the Board of Directors

2.4.1 Directors shall thoroughly prepare themselves to discuss agenda items at meetings of the Board of Directors. Information may be requested from staff or exchanged between Directors before meetings, except as may otherwise be limited or prohibited by California law including, but not limited to, the requirements of the Ralph M. Brown Act/Open Meeting law.

2.4.2 Information that is exchanged before meetings shall be distributed through the General Manager, and all Directors will receive all information being distributed. Distribution of information may be limited by time and notice restrictions under the Brown Act/Open Meeting law.

2.4.3 Directors shall at all times conduct themselves with courtesy to each other, to staff and to members of the audience present at Board meetings.

2.4.4 Directors shall defer to the President for conduct of meetings of the Board, but shall be free to question and discuss items on the agenda. All comments should be brief and confined to the matter being discussed by the Board.

2.4.5 Directors shall abstain from participating in consideration on any item involving a conflict of interest as set forth in the applicable provisions of California law. Unless such a conflict of interest exists, however, Directors should not abstain from the Board's decision making responsibilities.

2.4.6 Request by individual Directors for substantive information and/or research from District staff will be channeled through the General Manager.

2.5 Election of Board Officers

2.5.1 In December of each year, the Board shall hold elections of the President of the Board.

2.6 Appointed Board Officers

2.6.1 The Board shall appoint the Secretary to the Board who shall serve as the clerk.

2.7 Oath of Office

2.7.1 Board members who are elected at a regular election shall take office at noon on the first Friday in December following their regular election upon administering the oath of office. Board members not elected at a regular election shall be administered the oath of office in accordance with the provisions of the law. Generally the oath of office will be administered at the regular Board meeting.

2.8 Membership in Associations

2.8.1 The Board of Directors are encouraged to ordinarily hold membership in and attend meetings of such national, state, and local associations as may exist which have applicability to the functions of the District, and shall look upon such memberships as an opportunity for in-service training.

3.0 Board Meeting Policies, Board Committee, Workshop and Regular Meetings, Meeting Agendas and Minutes.

3.1 Board Meeting Place

3.1.1 All Board meetings will be held at the Board Meeting Room located at 33703 Second Street, Daggett, California unless otherwise noticed.

3.2 Regular Board Meetings

3.2.1 Regular Board meeting will be held on the second Wednesday of each calendar month, with open session beginning at 6:00 P.M. If a closed session is to be held at the meeting, it will be held at the end of the regular meeting, as noticed pursuant to the Brown Act.

3.2.2 Regular Board meetings will be held to conduct regular Board business. Items requiring Board action will be considered at these meetings. The General Manager and Department Heads may present monthly reports as needed and/or as requested by the Board of Directors.

3.3 Board Workshops

3.3.1 Board workshops will be held on an as needed basis.

3.4 Board Committees

3.4.1 Standing committees may be created by the Board for a specifically defined purpose. Agenda topics for Committee consideration are to be established by the Board, and additional topics are to be authorized by the Board before being considered.

3.5 Non-Emergency Special Board Meetings

3.5.1 Non-emergency Special Board meetings may be called by the Board President or by a majority of the Board in accordance with the Brown Act.

3.5.2 All Directors, the General Manager, pertinent Department heads and the Board Secretary will be notified of the Special Board Meeting and the purpose for which it is called. Notification shall be in writing at least twenty four (24) hours prior to the meeting and shall be noticed, and conducted in accordance with the Brown Act.

3.5.3 Newspapers of general circulation in the District, organizations, and property owners who have requested notice of special meetings in accordance with the Brown Act (California Government Code 54950 through 54926) shall receive written notice in accordance with the Brown Act. The Board secretary will attempt to provide electronic notification to entities requesting such notification but such notification is not guaranteed nor will it replace written notification.

3.5.4 An agenda shall be prepared as specified for regular Board meetings in Section 3.10 herein, and shall be delivered with the notice of the special meeting to those specified above.

3.5.5 Only those items of business listed in the call for the special meeting shall be considered by the Board at any special meeting.

3.6 Emergency Special Meetings

3.6.1 In the event of an emergency involving matters upon which prompt action necessary due to the disruption or threatened disruption of public facilities, the Board of Directors may hold an emergency meeting without complying with the twenty four (24) hour notice required in Section 3.5.2 above. An emergency means a crippling disaster, which severely impairs public health, safety, or both, as determined by a majority of the members of the Board or work stoppage or other activity, which severely impairs public health, safety, or both, as determined by a majority of the members of the Board.

3.6.2 Newspapers of general circulation in the District, radio stations and television stations which have requested notice of special meetings in accordance with the Brown Act (California Government Code 54950 through 54926) shall be notified by at least one (1) hour prior to the emergency special meeting. In the event that telephone services are not functioning, the notice requirement of one hour is waived, but the General Manager, or his/her designee, shall notify such newspapers, radio stations, or television stations of the fact of the holding of the emergency special meeting and of any action taken by the Board, as soon after the meeting as possible.

3.6.3 No closed session may be held during an emergency special meeting, and all other rules governing special meetings shall be observed with the exception of the twenty-four (24) hour notice. The minutes of the emergency special meeting, a list of persons the General Manager or designee notified or attempted to notify, a copy of the role call vote(s), and any actions taken at such meeting shall be posted for a minimum of ten days in a public place at the District office as soon as after the meeting as possible.

3.7 Adjourned Meetings

3.7.1 A majority vote by the Board of Directors may terminate any Board meeting at any place in the agenda to any time and place specified in the order of adjournment and less than a quorum may so adjourn from time to time, except that if no Directors are present at any regular or adjourned regular meeting, the General Manager may declare the meeting adjourned to a stated time and place, and he/she shall cause a written notice of adjournment to be given to those specified in Section 3.5.3 above.

3.8 Public Notification of Meetings

3.8.1 Agendas for upcoming Board meetings shall be posted in accordance with the provisions of Section 3.10.4, 3.10.5 and 3.10.6 which are on the following page.

3.8.2 Notice of upcoming meetings may appear in such other places as the local newspaper, in newsletters sent out with the water bills and other places available in the District.

3.9 Annual Board Meeting Schedule

3.9.1 In December of each year, an annual Board meeting schedule for the next year will be adopted. The annual Board meeting schedule will identify dates for the regular Board meetings for the year, which will usually be the second Wednesday of the month for regular Board meetings, but may vary due to conflicts, holidays, conferences or other meetings.

3.10 Board Meeting Agendas

3.10.1 The General Manager, in accordance with the Board shall prepare an agenda for each regular meeting of the Board of Directors. Any Director may call the General Manager and request any item to be placed on the regular scheduled meeting of the Board of Directors or workshop.

3.10.2 Any member of the public may request that a matter directly related to the District business be placed on the agenda of a regularly scheduled meeting of the Board of Directors, subject to the following conditions:

3.10.2.1 The request must be in writing and be submitted to the General Manager together with supporting documents and information.

3.10.2.2 The General Manager shall bring the request to the attention of the Board President for consideration as to whether to include the matter on the agenda for a future meeting of the Board.

3.10.2.3 The Board of Directors may place limitations on the total time to be devoted to a public request issue at any meeting, and may limit the time allowed for any one person to speak on the issue at the meeting.

3.10.3 This policy does not prevent the Board from taking testimony at regular and special meetings of the Board, during the public comment portion of the Board meeting on matters that are not on the agenda, which a member of the public may wish to bring before the Board. However, the Board shall not discuss or take action on such matters at that meeting. However, Directors may briefly respond to statements made or questions posed during public comment portions of a meeting. In addition, to their own initiative, or in response to questions raised by the public, Directors may ask a question for clarification, make a brief announcement, or make a brief report on his or her own activities. Directors may also provide a reference to District staff or other resources for factual information, request staff to report back to the body at a subsequent meeting concerning any matter, or take action to direct staff to place a matter of business on a future agenda.

3.10.4 At least (5) five days prior to the time of all, regular meetings, an agenda, which include but is not limited to all matters on which there may be discussion and/or action by the Board, shall be posted on the District Website and conspicuously for public view at the District office.

3.10.5 The agenda for a special meeting shall be posted at least twenty four (24) hours before the meeting in the same locations noted in Section 32.10.4 above.

3.10.6 In addition to the District Website and the District Office Board meeting agenda packets, if requested, shall be provided to any person who has filed a written request for such materials per the Brown Act.

3.11 Board Meeting Minutes

3.11.1 Board Meeting Minutes must be recorded for all standing board committee meetings, workshops and board meetings. Such minutes should be concise, identifying the items considered, and any action taken.

3.11.2 If a written report is submitted for the item, then reference should be made to the written report rather than restating the report contents. General reference should be made to discussion of an item, rather than detailed description. Action taken should be clearly identified in terms of motions made, who made the motion and second, and the results of the voting.

3.11.3 Copies of minutes shall be made for distribution to and for approval by Directors with the agenda at regular Board meetings.

3.11.4 The official minutes of the regular and special meetings of the Board shall be kept in a fireproof vault or in a fire resistant, locked cabinet.

3.11.5 An audio tape recording of regular and work shop meeting of the Board of Directors shall generally be made along with written documentation.

3.11.6 Motions, resolutions or ordinances shall be recorded as having passed or failed and individual votes will be recorded unless the action was unanimous.

3.12 Board Meeting Conduct

3.12.1 Meetings of the Board of Directors shall be conducted by the President or his designee in a manner consistent with the policies set forth herein.

3.12.2 In accordance with the Brown Act , all Board meetings should commence at the time stated on the agenda and should be guided by the same. The purpose of Board meetings is to enable the Board to conduct the business of the District. As such, the following guidelines should be substantially followed, to the extent practicable, depending on the circumstances surrounding each meeting.

3.12.2.1 Each regular agenda item shall be taken in order by the Board President. A brief report from the General Manager or other designated staff will be given.

3.12.2.2 After hearing the staff report , the Board may ask questions of staff, discuss the issues involved and comment on the issues. These deliberations shall be guided by the President.

3.12.2.3 After Board deliberations are concluded or prior to Board deliberations, the President shall ask the audience for public comment prior to calling for a vote.

3.12.2.4 After public comment, the Board shall vote on the matter before them and proceed to the next agenda item.

3.12.3 The conduct of meetings shall, to the fullest possible extent, enable Directors to:

3.12.3.1 Consider problems to be solved, weigh evidence related thereto, and make wise decisions intended to solve the problems and.

3.12.3.2 Receive, consider, and take any needed action with respect to reports of accomplishment of District operations.

3.12.4 Provisions for permitting any individual or group to address the Board concerning any item on the agenda of a special meeting or to address the Board at a regular meeting, or to otherwise address the Board on any subject that lies within the jurisdiction of the Board of Directors, shall be as follows:

3.12.4.1 A public served for the public to discuss matters of interest, whether on the agenda or not. Speakers are requested to give their name and address plus they must fill out a "speakers card". The Board may take no action on any item brought up at a public comment time except to refer the matter to staff and/or place it on a future agenda.

3.12.4.2 Five (5) minutes may be allotted to each speaker to each subject matter.

3.12.4.3 No boisterous conduct shall be permitted at any Board meeting. Persistence in boisterous or disruptive conduct shall be grounds for summary termination, by the President, of that person's privilege of address to the Board and the President may take such action in accordance with the Brown Act.

3.12.5 The District is required to follow certain legal requirements in connection with disclosure of information regarding District employees and personnel matters. Therefore, the Board will conduct any discussions of personnel matters in compliance with such laws. As a result, it will be the policy of the Board that no oral presentation shall include charges or complaints against any District Employee, regardless of whether or not the employee is identified in the presentation by name or by another reference, which tends to identify. All charges or complaints against employees shall be submitted to the General Manager for investigation.

3.12.6 Willful disruption of any of the meetings of the Board of Directors shall not be permitted. In accordance with the Brown Act, if the Board of Directors finds that there is in fact

disruption of any meeting of the Board, they may order the room cleared and subsequently conduct the Board's business without the audience present.

3.12.7 In such an event, only matters appearing on the agenda may be considered in such a session.

3.12.8 After clearing the room, the Board of Directors may permit those persons who were not responsible for the willful disruption to reenter the meeting room.

3.12.9 Duly accredited representatives of the news media, whom the Board finds not to have participated in the disruption shall be allowed to attend the remainder of the meeting.

4.0 Code of Ethics

4.1 General

4.1.1 The Board of Directors of Daggett Community Services District is committed to providing excellence in legislative leadership that result in the provision of the highest quality of services to its constituents. In order to assist in the government of the behavior between and among members of the Board, the following rules shall be observed.

4.2 Priorities and commitment

4.2.1 The dignity, style, values and opinions of each Director shall be respected.

4.2.2 Responsiveness and attentive listening in communications is encouraged.

4.2.3 The needs of the District's constituents should be the priority of the Board.

4.2.4 The primary responsibility of the Board is the formulation and evaluation of policy. Routine matters and the day to day management and operation of the District are within the purview of the professional staff members of the District.

4.2.5 Directors should commit themselves to emphasizing the positive, avoiding double talk, hidden agendas, gossip, backbiting and other negative forms of interaction.

4.2.6 Directors should commit themselves to focusing on issues and not personalities. The presentation of the opinions of others should be encouraged. Cliques and voting blocks based on personalities rather than issues should be avoided.

4.2.7 Differing viewpoints are healthy in the decision making process. Individuals have the right to disagree with ideas and opinions, but without being disagreeable. Once the Board takes action, Directors should commit to supporting said action and not to create barriers to the implementation of said action.

4.2.8 No more than one family member may be present on the Board at any given time.

4.2.9 No more than one Non-family member living together may be present on the Board at any given time.

4.3 Procedures

4.3.1 Directors should practice the following procedures:

4.3.1.1 In seeking clarification on information items, Directors may directly approach professional staff members to obtain information needed to supplement, upgrade, or enhance their knowledge to improve legislative decision making.

4.3.1.2 In handling complaints from residents and property owners of the District, said complaints should be referred directly to the General Manager.

4.3.1.3 The appropriate handling of issues related to safety, concerns for safety or observed hazards is to report them to the General Manager or to the District office. Emergency situations should be dealt with immediately by seeking appropriate assistance.

4.3.1.4 In presenting items for discussion at Board meetings, see Section 3.10.

4.3.1.5 In seeking clarification for policy-related concerns, especially those involving personnel, legal action, land acquisition and development, finances, and programming, said concerns should be referred directly to the General Manager.

4.4 Board and Staff Relationships

4.4.1 When approached by District personnel concerning specific District policy, Directors should direct inquiries to the General Manager. The chain of command should be followed.

4.4.2 The work of the District is a team effort. All individuals should work together in the collaborative process, assisting each other in conducting the affairs of the District.

4.4.3 When responding to constituent request and concerns, Directors should be courteous, responding to individuals in a positive manner and routing their questions through appropriate channels and to responsible management personnel.

4.4.4 Directors should develop a working relationship with the General Manager wherein current issues, concerns and District projects can be discussed comfortably and openly.

4.4.5 Directors should function as a part of the whole. Issues should be brought to the attention of the Board as a whole rather than to individual members selectively.

4.4.6 Directors are responsible for monitoring the District's progress in attaining its goals and objectives while pursuing its mission.

5.0 Board Actions and Decisions

5.1 Possible Actions

5.1.1 Actions by the Board of Directors may include but are not limited to the following:

5.1.1.1 Adoption, rejection, revision or amendment of regulations and policies;

5.1.1.2 Adoption, rejection, revision or amendment of a resolution;

5.1.1.3 Adoption, rejection, revision or amendment of an ordinance;

5.1.1.4 Approval, rejection, revision or amendment of any contract or expenditure;

5.1.1.5 Approval, rejection, revision or amendment of any proposal which commits District funds or facilities; and,

5.1.1.6 Approval, disapproval or alteration of matters, which require or may require the District or its employees to take action and/or provide services.

5.1.2 Action can only be taken by the vote of the majority of the Board of Directors. Three (3) Directors represent a quorum for the conduct of business. Actions taken at a meeting where only a quorum is present, therefore, require all three (3) votes to be effective (unless a 4/5 vote is required by policy or other law).

5.2 Methods for Taking Action

5.2.1 If a Director abstains from voting on a matter, the abstention cannot be counted as an affirmative vote.

5.2.1.1 Example. If 3 of 5 Directors are present at a meeting, a quorum exists and business can be conducted. However, if one Director abstains on a particular action and the other two cast "aye" votes, no action is taken because a "majority of the Board" did not vote in favor of the action.

5.2.1.2 Example. If an action is proposed requiring a two thirds vote and two Directors abstain, the proposed action cannot be approved because 4 of the 5 Directors would have to vote in favor of the action.

5.2.1.3 Example. If a vacancy exists on the Board and a vote is taken to appoint an individual to fill said vacancy, three Directors must vote in favor or the appointment for it to be approved. If 2 of the 4 Directors present abstain, the appointment is not approved.

5.3 Informal Action

5.3.1 The Board may give directions, which are not formal action. Such directions do not require formal procedural process. Such directions include the Board's directives and instructions to the General Manager.

5.3.2 The President shall determine by consensus all Board directives and shall state it for clarification. Should any two Directors challenge the statement of the President, a voice vote may be requested.

5.3.3 A formal motion may be made to place a disputed directive on a future agenda for Board consideration, or to take some other action (such as refer the matter to the General Manager for review and recommendation, etc.).

5.3.4 Informal action by the Board is still Board action and shall only occur regarding matters which appear on the agenda for the Board meeting during which said informal action is taken and for which more formal action is not required.

6.0 Rules of Order for Board and Committee Meetings

6.1 General

6.1.1 Action items shall be brought before and considered by the Board by motion in accordance with this policy. These rules of order are intended to be informal and applied flexibly. The Board prefers a flexible form of meeting and, therefore, does not conduct its meetings under formalized rules like Robert's Rules of Order. The intent of these rules of order is to provide guidance for the conduct of meetings and the Board should strive to substantially comply with these rules of order.

6.1.2 If a Director believes order is not being maintained or procedures are not adequate, then he/she should raise a point of order – not requiring a second – to the President. If the ruling of the President is not satisfactory to the Board, then it may be appealed by the Board. The majority of the Board will govern and determine the point of order.

6.2 Obtaining the Floor

6.2.1 Any Director desiring to speak should address the President and, upon recognition by the President, may address the subject under discussion.

6.3 Motions

6.3.1 Any Director, including the President, may make or second a motion after presentation of the item and public comment. A motion shall be brought and considered as follows:

6.3.1.1 A Director makes a motion, another director seconds the motion, and the President states the motion.

6.3.2 Once the President has stated the motion, it is open to discussion and debate and then the President will call for the vote.

6.3.2.1 If the public attendance has had an opportunity to comment on the proposed action, any director may move to immediately bring the question being debated to a vote, suspending any further debate. The motion must be made, seconded, and approved by a majority of the vote of the Board.

6.3.3 Secondary Motions. Ordinarily, only one motion can be considered at a time and a motion must be disposed of before any other motions or business is considered. There are few exceptions to this general rule, though, where a secondary motion concerning the main motion may be made and considered before voting on the main motion.

6.3.3.1 Motion to Amend. A main motion may be amended before it is voted on, either by the consent of the Directors who moved and seconded, or by a new motion and second.

6.3.3.2 Motion to table. A main motion may be indefinitely tabled before it is voted on by motion made table, which is then seconded and approved by a majority vote of the Board.

6.3.3.3 Motion to Postpone. A main motion may be postponed to a certain time by a motion to postpone, which is then seconded and approved by a majority vote of the Board.

6.3.3.4 Motion to Refer to Committee. A main motion may be referred to a Board committee for further study and recommendation by a motion to refer to committee, which is then seconded and approved by a majority vote of the Board.

6.3.3.5 Motion to Close Debate and Vote Immediately. As provided above, any Director may move to close debate and immediately vote on a main motion.

6.3.3.6 Motion to Adjourn. A meeting may be adjourned by motion made, seconded, and approved by a majority vote of the Board before voting on a main motion.

6.4 Decorum

6.4.1 In accordance with the Brown Act, the President shall take whatever actions are necessary and appropriate to preserve order and decorum during Board meetings, including public hearings. The Board may eject any person or persons making personal, impertinent or slanderous remarks, refusing to abide by a request from the President, or otherwise disrupting the meeting or hearing.

6.4.2 The President may also declare a short recess during any meeting.

6.5 Amendment of Rules of Order

6.5.1 By motion made, seconded and approved by a majority vote, the Board may, at its discretion, at any meeting and in accordance with California law:

- a) Temporarily suspend these rules in whole or in part;
- b) Amend these rules in whole or in part;
- c) or both

7.0 Training, Education and Conferences

7.1 General

7.1.1 Members of the Board of Directors are encouraged to attend educational conferences and professional meetings when the purposes of such activities are to improve District operation. Therefore, there is no limit to the number of Directors attending a particular conference or seminar when it is apparent that their attendance is beneficial to the District. Directors shall be aware that requirements of the Brown Act may apply depending on the circumstances of any such meeting.

7.1.2 "Junkets " (a tour or journey for pleasure at public expense), will not be permitted.

7.2 Policy

7.2.1 It is the policy of the District to encourage Board development and excellence of performance by reimbursing expenses incurred for tuition, travel, lodging and meals. Board members will be reimbursed for their expenses as a result of training, educational courses, participation with professional organizations, and attendance at local, state and national conferences and functions associated with the interest of the District.

7.2.2 The General Manager or his/her designated is responsible for making arrangements for Directors for conference and registration expenses. When appropriate, the District shall also reimburse a Director for meal expenses, lodging and travel. All expenses for which reimbursement is requested by Directors, or which are billed to the District by Directors, shall be submitted to the General Manager or his/her designate, together with validated receipts.

7.3 Approval

7.3.1 Attendance by Directors of seminars, workshops, courses, professional organization meetings, and conferences shall be approved by the Board of Directors, in accordance with District policy, prior to incurring any reimbursable costs.

7.4 Reimbursement

7.4.1 Expenses to the District for Board of Directors' training, education and conferences should be kept to a minimum by utilizing recommendations for transportation and housing accommodations put forth by the General Manager and by:

7.4.1.1 Utilizing hotel(s) recommended by the event sponsor in order to obtain discounted rates.

7.4.1.2 Directors traveling together whenever feasible and economically beneficial.

7.4.1.2 Requesting reservations sufficiently in advance, when possible, to obtain discounted airfares and hotel rates.

7.4.2 A Director shall not attend a conference or training event for which there is an expense to the District if it occurs after they have announced their pending resignation, or if it occurs after an election in which it has been determined that they will not retain their seat on the Board. A Director shall not attend a conference or training event when it is apparent that there is no significant benefit to the District.

7.5 Reporting

7.5.1 Upon returning from seminars, workshops, conferences, etc., where expenses are reimbursed by the District, Directors are required to prepare a written report for distribution to the Board, and make a verbal report during the next regular meeting of the Board. Said report should detail what was learned at the session(s) that will be of benefit to the District. Materials from the sessions(s) may be delivered to the District office to be included in the District minutes book for the future use of other Directors and staff.

Daggett Community Services District

General Policies Manual

Daggett Community Services District

General Policies

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1.0 Purpose of District Policies

1.1 Intent

1.1.1 It is the intent of the Board of Directors of the Daggett Community Services District to maintain a General Policies Manual. Contained there in shall be a comprehensive listing of the Board's current general policies, being the rules and regulations enacted by the Board from time to time. The General Policies Manual will serve as a resource for Directors, staff and members of the public in determining the manner in which matters of District business are to be conducted.

1.1.2 This General Policies Manual constitutes a compilation of current policies of the District shall and shall not be deemed to alter the effective date or application of such policies. Any policies newly adopted as a result of adoption of this General Policies Manual shall be specifically identified as such by separate Board action prior to adoption of this General Policies Manual.

1.2 Authority

1.2.1 If any policy or portion of a policy contained within the General Policies Manuals is in conflict with State or Federal law, rules or regulations shall prevail.

2.0 Adoption/Amendment of Policies

2.1 Consideration

2.1.1 Consideration by the Board of Directors to adopt a new policy or to amend an existing policy may be initiated by any Director, or by the General Manager. A member of the public may make a request to a director or the General Manager for consideration of a proposed new policy or a proposed amendment to an existing policy. The proposed adoption or amendment is initiated by submitting a written draft of the proposed adoption or amendment to the Board and the General Manager through the District office, and requesting that the item be included for consideration on the agenda of the appropriate meeting of the Board of Directors.

2.2 Adoption

2.2.1 Adoption of a new policy or amendment of an existing policy shall be accomplished at a meeting of the Board of Directors and shall require a majority affirmative vote of the Board of Directors present at the subject meeting unless otherwise required by law.

3.0 District Mission Statement and Mission Policy

3.1 Purpose

3.1.1 The purpose of the District Mission Statement and Mission Policy is to identify the essential objective of the District and how the objective will be met.

3.2 Mission Statement and Mission Policy

The mission of the District is

3.2.1 To provide exceptional water services, as we protect our water resources and preserve our environment.

3.2.1.1 Provide high quality water services to that the unique character of the community we serve will not be diminished.

3.2.1.2 Become a national model for 1) conservation, 2) community involvement, 3) resources management, 4) the effective use of technology, and 5) cost effectiveness.

3.2.1.3 Employees will be informed, well trained and prepared to respond to customers and the changing needs in the community.

3.2.1.4 Customers will always receive courteous, prompt, and professional service 24 hours a day, everyday. Our customers will be well informed about the plans for spending revenues on current operations and future programs. Our policies will be straightforward and easy to understand.

3.2.1.5 Actively preserve the environment of the community we serve. The water resources of the Daggett community will always be under the protection of our staff.

3.2.1.6 Water services will have long term operation viability and cost effectiveness. We shall be continually maintaining and upgrading our facilities.

3.2.2 To provide parks and recreation services to the community.

3.2.2.1 Maintain a clean and safe environment in the parks.

3.2.2.2 Maintain a safe play ground area.

3.2.2.2.1 Replace broken or obsolete play ground equipment.

3.2.2.3 Maintain a picnic area

3.2.2.4 Maintain the community building for various functions.

3.2.2.5 Provide grounds maintenance

3.2.2.6 Provide park security in the form of fencing and/or lighting.

3.2.3 To provide for the administration and operation of the volunteer fire department.

3.2.3.1 Policies shall be subject to the Board's approval and in accordance with all rules and regulations by the county, state or other agencies.

3.2.3.2 Provide high quality emergency medical request, fire suppression request or other emergency request on the highways or at industrial sites.

3.2.2.3 Volunteers will be informed, well-trained and prepared to respond to all emergencies.

4.0 Conflict of Interest Code

4.1 The District has adopted a Conflict of Interest Code pursuant to the requirement of the Political reform Act of 1974, Government Code Section 81000 et seq (the "Act"). The Code sets forth the required provisions for the disclosure of assets and income of designated employees, the disqualification of designated employees from acting where a conflict of interest exists, the list of designated officers and employees subject to the disclosure provisions of the Code, and the list of disclosure categories specifying the types of assets and income required to be disclosed by each of the designated employees. The requirement of the Code are in addition to other state and local laws pertaining to conflicts of interest and have the force and effect of law. All officers and employees are directed to the District's conflict of Interest Code for these specific requirements.

4.2 The Conflict of Interest Code is held in the office the General Manager as the District's filing officer/official.

5.0 Roles and Communication for Board and Staff

5.1 The Role of the Board

5.1.1 To effectively lead, the Board should concern itself primarily with establishing policy. In general, the policies established by the Board should provide values that direct staff on what to do and what not to do.

5.1.2 The Board should also provide linkage between the District and its customers, assessing the performance of the District and concern itself with raising the funds necessary to operate the District.

5.2 The Role of the Staff

5.2.1 The General Manager is responsible for all functions of the District other than those functions designated to the Board Staff, under the direction of the General Manager, is responsible for carrying out the policy established by the Board. This includes all operations of the District.

5.2.2 The specific responsibilities and authorities of the General Manager are identified in Section 6.0.

5.3 The Linkage between Board and Staff

5.3.1 The General Manager is the only employee of the District directly accountable to the Board. All other employees are accountable to the General Manager. The Board, therefore, may interact with other staff members by working through the General Manager.

5.4 Staff's Method of Communicating with the Board

5.4.1 The following is a general listing of the types of information staff needs to communicate to the Board and a description of how to communicate that information.

5.4.1.1 Decision information is information that the Board receives to make decisions. This information is generally discussed at regular Board meetings.

5.4.1.2 Monitoring information is used to gauge whether previous directives and policies of the Board have been implemented and satisfied. This information is generally presented in the General Manager and/or the department head(s) presentations at Board meetings.

5.4.1.3 Incidental information is that information provided to the Board to keep it apprised of the more significant aspects of the District's operation, though such action may not be directly related to Board action. This information is generally presented in the General Manager and/or other department head(s) presentations at Board meetings.

6.0 The Responsibility and Authority of the General Manager

6.1 General Responsibility and Authority

6.1.1 The General Manager of the Daggett Community Services Districts employed by the Board to serve as the District and is responsible for implementing the decisions of the Board; determining and executing administrative policies through subordinate department heads; supervising the operations and staffing of the District as prescribed by the Board; managing all engineering, planning, design and inspection for construction activities; and supervising and controlling the administrative, operational and financial affairs of the District, including all administrative, executive and ministerial powers not specially reserved by law for the Board of Directors, General Counsel or Agency Auditor.

6.2 Specific Responsibility and Authority

6.2.1 Director-Manager Relations: The Board of Directors will deal with policy matters of the District only through the General Manager. No member of the Board shall interfere with the execution by the General Manager of her/his powers or duties. Except for the purpose of inquiry, the Board and its members shall deal with the administration of the District solely through the Manager, and neither the Board nor any member thereof shall give orders to any subordinate of the General Manager, either publicly or privately. The General Manager shall take their orders from the Board only when it is sitting in a lawfully held meeting and conducting business in accordance with the Ralph M. Brown Act/Open Meeting Law and other applicable laws, rules or regulations.

6.2.2 Authority over Employees: The General Manager will have the authority to control and give directions to all employees of the District. The General Manager will also hire, remove, promote and demote any and all employees of the District. The General Manager will keep the Board informed of all personnel changes.

6.2.3 Manager's Power and Duties: The General Manager is the administrative head of the Daggett Community Services District under the direction and control of the Board of Directors except as otherwise provided herein. He/she is responsible for the administration of all the affairs of the District under his/her control. In addition to general administrative powers, the General Manager's powers and duties shall include, but are not limited to the following:

6.2.3.1 Employee Positions and Classifications: It shall be the duty of the General Manager to establish District employee positions and job classifications. Policy matters related to such job descriptions are subject to approval by the Board of Directors.

6.2.3.2 Attendance at Board Meetings: It is the duty of the General Manager to attend all meetings of the Board of Directors unless excused by the Board President.

6.2.3.3 Financial Reports: It is the duty of the General Manager to keep the Board of Directors fully advised as to the financial conditions and needs of the District. The General Manager shall be responsible for maintaining the District's books of accounts and will have said books audited at the end of each fiscal year by the District's auditor.

6.2.3.4 Budget: It is the duty of the General Manager to prepare the annual budget and to submit the first draft to the Board of Directors by April of each fiscal year. The Manager shall adhere to the budget totals and may adjust line items when the interest of the District so mandate. When adjustments are made, the Board of Directors shall be informed. The General Manager shall regularly review the status of the budget with the Board and propose appropriate corrective action if revenues or expenditures vary materially from the approved budget. Significant expenses approved by the Board extraneous to the adopted budget, shall require a budget adjustment at the time of Board action.

6.2.3.5 Purchasing: It is the duty of the General Manager to be responsible for the purchase of all supplies and equipment for the District and the maintenance of a purchase order system and to

actively seek the best price for the District. The General Manager may designate an employee to implement the actual purchase of items.

6.2.3.6 Customer Relations/Complaints: It is the duty of the General Manager to achieve and maintain effective customer relations and to investigate all complaints concerning the District's customer service operations.

6.2.3.7 Public Property: It is the duty of the General Manager to exercise general supervision over all property belonging to the Daggett Community Services District. It is the duty of the General Manager to accept on behalf of the District, easements and other real property rights and interests required for the performance of the District's legitimate functions.

6.2.3.8 Hours of Employment: The General Manager is expected to be on call 24 hours a day in order to perform and supervise the operations of the District. He/She has the power to delegate and employee to act on his/her behalf.

6.2.3.9 Payment of Bills: The General Manager shall be responsible for making sure the appropriate bills incurred by the District are paid in a timely fashion.

6.2.3.10 Preparation for Board Meetings: It is the duty of the General Manager to see that notice of all meetings and agenda are posted within 48 hours of said meeting, and at his/her option to notify the newspaper and other individuals or firms who have requested such notices. The General Manger will be responsible for making sure that the services of a recording secretary are performed at the Board Meetings and he/she will supervise the preparation of the agenda, minutes, and resolutions of all regular and special meetings.

6.2.3.11 Correspondence: It is the duty of the General Manager to reply to all correspondence except letters addressed

to the Board of Director's which will require a Director's signature. The General Manager will keep the members of the Board informed by furnishing copies of memoranda of all vital replies or notices.

6.2.3.12 Committee Meetings: It is the duty of the General Manager to attend all committee meetings unless excused therefrom by the committee chairperson.

6.2.3.13 News Media: It is the duty of the General Manager to prepare and dispense such press releases as depict the priorities and activities of the District.

6.2.3.14 Plans for District: The General Manager shall develop and maintain long range plans for the District. Such plans may include, but are not necessarily limited to:

- a) Projections of the kinds and amount of services which the District will be called upon to provide.
- b) Schedule for adding personnel, equipment and facilities to provide such service.
- c) Methods of obtaining the funds to support services.
- d) Master plans and the capital improvement program for long range capital needs.

6.2.3.15 Staffing Plans: The General Manager shall design and implement, after Board approval, the District's organization and staffing plans.

6.2.3.16 Personnel Transactions: The General Manager will approve personnel transactions such as leaves and vacations.

6.2.3.17 Consultants: The General Manager shall have responsibility to monitor and evaluate the performance and cost effectiveness of outside consultants employed by the District, and to recommend changes in consultants or the terms and/or conditions of their employment when he/she believes such change will benefit the District.

6.2.3.18 District Organizations and Assignments: The General Manager shall act as the employee relations officer of the District and shall have the additional responsibility of organizing, and arranging the District's employees, including administrative, if required and maintenance employees, which in his/her judgment best serves the goals and objectives of the District. The General Manager shall make such assignments of the District employees as is necessary to deliver District services and meet goals and objectives.

6.2.3.19 Professional Development: It shall be the duty of the General Manager to maintain and improve upon his/her professional competence by all available means, including participation in regional, state and national professional organizations, attendance at conferences, seminars and meetings, subscriptions to professional journals and outside schooling.

6.2.3.20 Additional Duties: It is the duty of the General Manager to perform such other duties and responsibilities and to exercise such other power as may be delegated to him/her from time to time by the Board of Directors.

6.2.4 Removal of Manager: The General Manager serves at the will and pleasure of the Board. The removal of the Manager shall be only upon a majority member vote of the whole Board of Directors acting in, subject to the applicable provisions of any agreement with the General Manager. Notwithstanding the right of the Board to remove the General Manager, the General Manager shall not be removed from office within a period of 90 days after any District election in which a new member of the Board is elected.

6.2.5 Reimbursement for Expenses: The General Manager will be reimbursed for all legitimate sums incurred by him/her in the performance of his duties. Reimbursement will be made when an itemized expense voucher setting forth the sums expended has been presented for reimbursement pursuant to the applicable procedure

7.0 Code of Conduct Policy

7.1 Mutual Respect – Harassment and Insubordination Prohibition

7.1.1 Mutual Respect

7.1.1.1 It is a goal of the District to foster an atmosphere of mutual respect between all elected officials, officers, employees and any other agents or representatives of the District.

7.1.1.2 It is further a goal of the District to insure all elected officials, officers, employees, and any other agents or representatives of the District conduct themselves in a manner which fosters mutual respect with the public and other organizations.

7.1.1.3 To insure that 7.1.1.1 and 7.1.1.2 above are accomplished, it is a requirement of the District that the following prohibitions on harassment and insubordination be adhered to, and that any other District policies on ethics and appropriate behavior are adhered to.

7.1.2 Harassment Prohibition

7.1.2.1 The District will not tolerate harassment of any sort. This includes harassment between co-workers, subordinates and supervisors, employees and elected official or any other agents of the District.

7.1.2.2 Harassment includes verbal, physical or other abuse, which is derogatory, discourteous, disrespectful or threatening.

7.1.2.3 In addition to the above, employees of the District must adhere to harassment prohibitions addressed in the Employee Handbook.

7.2 Communication

7.2.1 Communication Between District Personnel

7.2.1.1 Elected Officials and Board Officers are expected to conduct District business through the General Manager. Elected Officials and Board Officers should not discuss District business directly with District employees.

7.2.1.2 District employees are expected to direct concerns or comments regarding District matters to their Supervisor, Department Head or the General Manager, following the appropriate chain of command. District employees should not discuss District business directly with Elected Officers or the Board Officers.

7.2.2 Communication with District Consultants and Vendors

7.2.2.1 All elected officials, officers, employees, and any other agents or representatives of the District are expected to communicate with District consultants and vendors in a professional and courteous manner.

7.2.2.2 The General Manager, Department heads or other District employees designated by the General Manager will represent the District in communicating with its contractors or vendors. No District employee is authorized to enter any binding agreement with a contractor or vendor on behalf of the District unless prior approval is received from the General Manager. Such an agreement will be in accordance with District policy regarding the entering into contracts and agreements by the District.

7.2.3 Communication with the Public

7.2.3.1 All elected officials, officers, employees and any other agents or representatives of the District are expected to communicate with the public in a courteous and professional manner. Disrespectful or unprofessional communication will be subject to appropriate disciplinary action.

7.2.3.2 Disclosure of records are subject to the Public Records Act Request requirements of the District and the disclosure and the exemption from disclosure as set forth in the California Public Records Act.

7.2.3.3 All public documents distributed or communications representing the District will be reviewed by a Department Head, and/or the General Manager prior to disclosure in the event of a request made under the Public Records Act. Any information that may be of a sensitive or confidential nature, including all personnel, financial or Board related information must be reviewed and approved by the General Manager prior to disclosure.

7.2.3.4 Communication of confidential information is subject to the requirements of Section 7.2 below.

7.3 Confidential Information

7.3.1 Handling of Confidential Information

7.3.1.1 The maintenance, withholding and dissemination of any sensitive or confidential information shall be subject to the District policy regarding public records, legal requirements pertaining to public records and the following requirements for personnel information and other confidential information.

7.3.2 Personnel Information

7.3.2.1 All personnel records are to be maintained in a locked file cabinet in the District office. Generally, only the General Manager and his designated staff will have access to personnel records. Supervisors/Department Heads will have access to the personnel records of their subordinates on an as needed basis, with authorization from the General Manager.

7.3.2.2 Non-supervisory employees may review their own personnel files only with appropriate notice and authorization from the General Manager. The review will be in the presence of the General Manager or the designated staff.

7.3.2.3 No personnel information shall leave the District office unless authorized by the General Manager or the designated staff.

7.3.2.4 Disclosure of personnel information, unless authorized by the General Manager or the designated staff, is prohibited and subject to disciplinary action.

7.3.3.5 In addition to the above, employees of the District must adhere to personnel records handling as addressed in the Employee Handbook.

7.3.4 Confidential Board Information

7.3.4.1 Matters discussed in Board meeting closed sessions shall not be discussed outside of closed session, other than as reported when the Board comes out of closed session or as otherwise may be required by law.

7.3.4.2 Information related to Board Member compensation and expense reimbursement shall be reported at regular Board meetings in accordance with state mandated reporting requirements. Public request for this information shall be subject to the District's Public Records Act Request requirements.

7.3.4.3 Dissemination of any information related to confidential Board activities or document shall be reviewed by the General Manager, before it leaves the District office.

7.3.5 Other Confidential Information

7.3.5.1 Other confidential information such as relates to litigation, real estate negotiations and labor negotiations, shall be subject to the same maintenance and disclosure requirements set forth in sections 7.3.1 and 7.3.2 above.

7.4 Performance of Duties

7.4.1 Normal Duties

7.4.1.1 All elected officials, officers, employees, and any other agents or representatives of the District are expected to carry out their duties¹ in a respectful, courteous and professional manner.

7.4.1.2 Disrespectful, discourteous or clearly unprofessional performance of duties will be subject to appropriate disciplinary action.

7.5 Acceptance of Gifts

7.5.1 Regulated Gifts

7.5.1.1 As a general rule, all gifts to elected officials, officers, employees and family members from vendors, contractors, and consultants are governed by the Political Reform Act found in the Government Code. Elected officials and designated employees required to file Statements of

Economic Interest should refer to the Districts Conflict of Interest Code on file at the District office.

7.5.2 Acceptable Gifts

7.5.2.1 Acceptance of plaques and commemorative mementos of nominal value, or of value only to the recipient, is permissible.

7.6 Entertaining and Acceptance of Entertainment

7.6.1 Acceptance of Entertainment

7.6.1.1 The acceptance of meals, travel, lodging and entertainment from vendors, contractors and consultants is pursuant to the limitations set forth in the Political Reform Act found in the Government Code for elected officials, officers and employees or their immediate family.

7.6.2 Entertaining

7.6.2.1 Elected officials, officers, and employees who dine and/or entertain vendors, contractors or consultants, shall do so at their own expense.

7.7 Outside Employment/Incompatible Activities

7.7.1 Incompatible Activities and Employment – General

7.7.1.1 In accordance with California Law, officers and employees shall not engage in any employment or activity which is incompatible with his/her duties as an officer/employee of the District.

7.7.2 Activities that Involve Conflicting Loyalties

7.7.2.1 Incompatible activities that involve the potential for conflict of loyalties between duties as an officer/employee of the District and the outside employment/activity include the following:

a) Use of District time, facilities or the prestige and influence of his/her position for private gain.

b) Performance of an act in other than his/her capacity as an officer/employee where such act may be subject, directly or indirectly to the control or inspection of any other officer/employee of the District.

c) Such time demands as would render performance of his/her duties as an officer/employee to be less efficient.

d) Use/disclosure of confidential information for private gain or use/disclosure that is not for the purpose or interests of the District.

e) Outside employment or other activity for associations, corporations, or groups of any nature whatsoever, whether said groups are formed and operating for profit or non-profit purposes, where said activity could potentially involve use of District facilities, time, records, or information that is obtained pursuant to his/her position as an officer or employees of the District.

7.7.3 Reporting of and Approval for Engaging in Outside Employment or Activities

7.7.3.1 Any officer or employee desiring to engage in outside employment or activity that may be in violation of this policy, shall first obtain written approval from the General Manager. The officer/employees shall submit a statement naming the prospective employer or group and outlining the proposed duties and hours or work and explaining why the officer/employee believes that such activity of employment is not in violation of this policy. Approval may be denied if, in the discretion of the General Manager, such outside employment/activity is incompatible, pursuant to the factors set forth above,

with the proper discharge of the officer's or employee's official duties and is contrary to the applicable law. This procedure for approval by the General Manager shall not apply to activities or employment of Board Members.

7.7.3.2 Said approval may be reconsidered and withdrawn at any time at the discretion of the General Manager for the reasons and factors set forth above.

7.7.3.3 Upon adoption of this Code of Conduct policy, all officers and employees who may have outside employment/activity that falls within the factors set forth above shall notify the General Manager in writing.

7.7.4 Violation of the Policy Against Incompatible Activities or Employment

7.7.4.1 In the event the General Manager determines there has been a violation of this policy against incompatible activities, the officer/employee shall receive notice of the violation, proposed disciplinary action, and right of appeal pursuant to the provisions of the Conflict of Interest Code, MOU, Personnel Manual/Rules and Regulations and/or state law/regulation, whichever is applicable

7.7.5 Authority for Policy Against Incompatible Activities or Employment

7.7.5.1 The provisions of the policy against incompatible activities or employment are adopted under the authority of the District pursuant to Government Code section 1126 and shall govern the application of section 1126.

7.8 Employment of Dependents

7.8.1 Vendor, Contractor and Consultant Employment of Dependents, as defined by the Internal Revenue Service, of elected officials, officers and employees.

7.8.2 District Elected Officials, Officers and Employee Solicitation for Employment of Dependents

7.8.2.1 It is expressly forbidden for elected officials, officers and employees to solicit jobs for immediate family or immediate relatives with vendors, contractors and consultants of the District.

7.9 Disciplinary Actions for Non-Compliance

7.9.1 Non-compliance with the District Code of Conduct policy shall subject the elected official, officer, or employee to disciplinary actions commensurate with the violation as set forth in the Conflict of Interest Code, MOU, Personnel Manual/Rules and Regulations and/or the applicable state law or regulation.

7.10 Amendments to the Code of Conduct Policy

7.10.1 The Code of Conduct Policy may be reviewed and/or amended by the District's Board of Directors at any time. Amendments shall require adoption of a resolution.

8.0 Public Complaints

8.1 Level of Resolution

8.1.1 The Board of Directors desires that public complaints be resolved at the appropriation administrative level and that the method for resolution of complaints be logical and systematic.

8.2 Definition

8.2.1 A public complaint is an allegation by a member of the public of a violation or misinterpretation of a District policy, state or federal statute of which the individual has been adversely affected.

8.3 Method of Resolution

8.3.1 Unless otherwise provided by other policies, rules or regulations of the District that apply to the particular issue, the method of resolving complaints shall be as follows:

8.3.1.1 The individual with a complaint shall first discuss the matter with a District representative to identify the specific problem. The problem will then be forwarded to the department head or other designated employee with the objective of resolving the matter informally.

8.3.1.2 If the individual registering the complaint is not satisfied with the disposition of the complaint by the department head or other designated employee the complaint may be filed with the General Manager. Within a reasonable time, the General Manager or other his/her designee shall discuss the matter with the person filing the complaint to resolve the matter. At the option of the General Manager or his/her designee, he/she may conduct conferences and take testimony or written documentation in the resolution of the complaint. A written decision from the General Manager may be requested by the individual filing the complaint.

8.4 Other Resolutions

8.4.1 If the individual filing the complaint is not satisfied with the disposition of the matter by the General Manager, a written complaint may be filed with the Board of Directors within ten (10) days of receiving the General Manager's decision. The Board may consider the matter at the appropriate regular meeting. The Board will expeditiously address the matter.

8.4.2 This policy in no way prohibits or is intended to deter a member of the community of staff member from appearing before the Board to present verbally a testimony, complaint, or statement in regard to actions of the Board, District programs and services, or impending considerations of the Board.

8.5 Applicable Provisions of Law

8.5.1 Nothing in this Section 8.0 shall alter, delay, or otherwise impact any deadline or legal requirement that may apply to the right of an individual to bring a complaint, claim or other issue before the District. Such legal requirements may include, but are not necessarily limited to, the provisions of the California Government Claims Act set forth in the California Government Code.

SPECIAL DISTRICTS FINANCIAL TRANSACTIONS AND COMPENSATION REPORT

COVER PAGE

Daggett Community Services District

SCO Reporting Year: **2014**

ID Number: **12053605600**

Fiscal Year Ended: 06/30/14 (MM/DD/YY)

Certification:

I hereby certify that, to the best of my knowledge and belief, the report forms fairly reflect the financial transactions of the district in accordance with the requirements as prescribed by the California State Controller.

District Fiscal Officer

Signature

Title

Name (Please Print)

Date

CLIENT COPY

Per Government Code section 53891, this report is due within 90 days after the end of the fiscal year. If filed in electronic format, the report is due within 110 days after the end of the fiscal year. However, in the case of hospital districts, the report is due within 120 days after the end of the fiscal year.

Per Government Code section 26909, a copy of the independent audit is to be filed with the Controller within 12 months after the close of the fiscal year.

Please complete, sign, and mail this cover page to either address below.

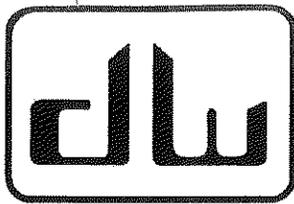
Mailing Address:

State Controller's Office
Division of Accounting and Reporting
Local Government Reporting Section
P. O. Box 942850
Sacramento, CA 94250

Express Mailing Address:

State Controller's Office
Division of Accounting and Reporting
Local Government Reporting Section
3301 C Street, Suite 700
Sacramento, CA 95816

EMCL(2)



David B Whitford, Jr.
CERTIFIED PUBLIC ACCOUNTANT

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*Member of the Private Companies
Practice Section of the AICPA and
The California Society of Certified
Public Accountants*

October 7, 2014

Board of Directors
Daggett Community Services District
Daggett, California 92327

Board of Directors

I have compiled the balance sheet of *Daggett Community Services District* at *June 30, 2014* and the statements of revenue and expenditures for the year then ended which are included in the accompanying prescribed form in accordance with Statements on Standards for Accounting and Review Services issued by the American Institute of Certified Public Accountants.

My compilation was limited to presenting in the form prescribed by the California State Controller information that is the representation of management. I have not audited or reviewed the financial statements referred to above and accordingly do not express an opinion or any other form of assurance on them.

These financial statements are presented in accordance with the requirements of the California State Controller, which differ from generally accepted accounting principles. Accordingly, these financial statements are not designed for those who are not informed about such differences.

David B. Whitford, Jr., CPA

Daggett Community Services District Special Districts Financial Transactions Report

General Information

Fiscal Year 2014

Mailing Address

Street 1 Is Address Changed?
 Street 2
 City State Zip
 Email

Members of the Governing Body

	First Name	Middle Initial	Last Name	Title
Member	<input type="text" value="Joseph"/>	<input type="text"/>	<input type="text" value="Morris Jr"/>	<input type="text" value="Director"/>
Member	<input type="text" value="Karen"/>	<input type="text"/>	<input type="text" value="Golden"/>	<input type="text" value="Director"/>
Member	<input type="text" value="Mark"/>	<input type="text"/>	<input type="text" value="Staggs"/>	<input type="text" value="Director"/>
Member	<input type="text" value="Sally"/>	<input type="text"/>	<input type="text" value="Vintus"/>	<input type="text" value="Director"/>
Member	<input type="text" value="Robert"/>	<input type="text"/>	<input type="text" value="Whipple"/>	<input type="text" value="Director"/>
Member	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Member	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Member	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Member	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Other Officials

First Name	Middle Initial	Last Name	Title
<input type="text" value="Beryl"/>	<input type="text"/>	<input type="text" value="Bell"/>	<input type="text" value="Secretary"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Report Prepared By

First Name	Middle Initial	Last Name	Phone No
<input type="text" value="David"/>	<input type="text" value="B"/>	<input type="text" value="Whitford Jr"/>	<input type="text" value="(951) 341-8344"/>

Independent Auditor

First Name	Middle Initial	Last Name	Phone No
<input type="text" value="David"/>	<input type="text" value="B"/>	<input type="text" value="Whitford Jr"/>	<input type="text" value="(951) 341-8344"/>

**Daggett Community Services District
Special Districts Financial Transactions Report - Consolidated Balance Sheet**

Fiscal Year 2014

Assets

	General and Special Revenue Funds	Debt Service Funds	Capital Projects Funds	Enterprise Funds	General Fixed Assets	General Long-Term Debt	Total Memorandum Only
Assets							
Cash and Cash Equivalents	137,504	5,305		49,635			\$192,444
Taxes Receivable	17,686						\$17,686
Interest Receivable							\$0
Accounts Receivable				25,896			\$25,896
Loans, Notes, and Contracts Receivable							\$0
Due from Other Funds							\$0
Inventory of Materials and Supplies							\$0
Other Current Assets							\$0
Lease Payments Receivable							
Unearned Finance Charges							
Investments							\$0
Restricted Assets							
Deferred Charges							
Unamortized Discount on Long-Term Debt							
Other Assets							\$0
Fixed Assets							
Land				10,280			\$10,280
Buildings and Improvements				337,699			\$337,699
Equipment				1,108,326			\$1,108,326
Construction in Progress							\$0
Total Fixed Assets				\$1,456,305	\$0		\$1,456,305
Accumulated Depreciation				1,220,048			\$1,220,048
Net Fixed Assets				\$236,257	\$0		\$236,257
Other Debits							
Amount Available in Debt Service Funds						5,305	\$5,305
Amount to be Provided						24,695	\$24,695
Total Assets	\$155,190	\$5,305	\$0	\$311,788	\$0	\$30,000	\$502,283

**Daggett Community Services District
Special Districts Financial Transactions Report - Consolidated Balance Sheet**

Fiscal Year 2014

Liabilities and Equity

	General and Special Revenue Funds	Debt Service Funds	Capital Projects Funds	Enterprise Funds	General Fixed Assets	General Long-Term Debt	Total Memorandum Only
Liabilities and Equity							
Accounts/Warrants Payable	3,643			8,290			\$11,933
Loans and Notes Payable							\$0
Interest Payable - Matured/Accrued							\$0
Other Current Liabilities	20,912			10,094			\$31,006
Compensated Absences Payable				4,284			\$4,284
Due to Other Governments							\$0
Due to Other Funds							\$0
Long-Term Debt							
General Obligation Bonds						30,000	\$30,000
Revenue Bonds				34,050			\$34,050
Certificates of Participation							\$0
Special Assessment							\$0
Federal							\$0
State							\$0
Time Warrants							\$0
Other Long-Term Indebtedness							\$0
Unamortized Premium on Long-Term Debt							\$0
Advances for Construction							\$0
Deferred Revenue							\$0
All Other Non-Current Liabilities							\$0
Total Liabilities	\$24,555	\$0	\$0	\$56,718		\$30,000	\$111,273
Fund Equity							
Contributed Capital							
Invested in General Fixed Assets							
Retained Earnings							
Reserved							
Unreserved				255,070			\$255,070
Fund Balances							
Reserved	87,974	5,305					\$93,279
Unreserved Designated							\$0
Unreserved Undesignated	42,661						\$42,661
Total Fund Equity	\$130,635	\$5,305	\$0	\$255,070			\$391,010
Total Liabilities and Fund Equity	\$155,190	\$5,305	\$0	\$311,788		\$30,000	\$502,283

**Daggett Community Services District
Special Districts Financial Transactions Report - Long-Term Debt**

General Obligation Bonds, Revenue Bonds, Certificates of Participation and Other

Fiscal Year 2014

District-wide or Improvement District/Zone	District-wide
Improvement/Zone (If Applicable)	
Type of Debt	General Obligation Bonds
Activity	Recreation and Park
Purpose of Issue	General Business of District
Nature of Revenue Pledged	Additional General Tax
Percent of Pledge	100.00
Year of Authorization	1979
Principal Amount Authorized	165,000
Principal Amount Issued	165,000
Beginning Maturity Date	1979
Ending Maturity Date	2019
Principal Amount Unmatured, Beginning of Fiscal Year	\$34,000
Adjustments - Increase (Decrease)	
Principal Amount Issued During Fiscal Year	
Principal Amount Matured During Fiscal Year	4,000
Principal Amount Defeased During Fiscal Year	
Principal Amount Unmatured, End of Fiscal Year	\$30,000
Principal Amount in Default, End of Fiscal Year	
Interest in Default, End of Fiscal Year	
Amount Held in Bond Reserve	

Fiscal Year 2014

District-wide or Improvement District/Zone	District-wide
Improvement/Zone (If Applicable)	
Type of Debt	Revenue Bonds
Activity	Water Enterprise
Purpose of Issue	Upgrade Delivery Service
Nature of Revenue Pledged	Additional Customer Fees
Percent of Pledge	100.00
Year of Authorization	1980
Principal Amount Authorized	131,700
Principal Amount Issued	131,700
Beginning Maturity Date	1980

Daggett Community Services District
Special Districts Financial Transactions Report - Long-Term Debt

General Obligation Bonds, Revenue Bonds, Certificates of Participation and Other

Ending Maturity Date	2020
Principal Amount Unmatured, Beginning of Fiscal Year	\$39,050
Adjustments - Increase (Decrease)	
Principal Amount Issued During Fiscal Year	
Principal Amount Matured During Fiscal Year	5,000
Principal Amount Defeased During Fiscal Year	
Principal Amount Unmatured, End of Fiscal Year	\$34,050
Principal Amount in Default, End of Fiscal Year	
Interest in Default, End of Fiscal Year	
Amount Held in Bond Reserve	

Daggett Community Services District
Special Districts Financial Transactions Report
Consolidation of Fund Equities and Transfers

Consolidation of Fund Equities and Transfers

Fiscal Year 2014

	General and Special Revenue Funds	Debt Service Funds	Capital Projects Funds	Enterprise Funds
Consolidation of Fund Equities				
Non-Enterprise Activities	\$130.635	\$5.305	\$0	
Enterprise Fund Equities				
Airport				\$0
Electric				\$0
Harbor and Port				\$0
Hospital				\$0
Waste Disposal				\$0
Water				\$255.070
Total Ending Fund Equities	\$130.635	\$5.305	\$0	\$255.070

Transfers In	Transfers Out	Net
A	B	C

Consolidation of Transfers In and Transfer Out

General and Special Revenue Funds	\$0	\$0	
Debt Service Funds	\$0	\$0	
Capital Projects Funds	\$0	\$0	
Enterprise Activities			
Airport	\$0	\$0	
Electric	\$0	\$0	
Harbor and Port	\$0	\$0	
Waste Disposal	\$0	\$0	
Water	\$0	\$0	
Total	\$0	\$0	\$0

Daggett Community Services District
Special Districts Financial Transactions Report - Water Enterprise

Revenues, Expenses and Changes in Fund Equity

Fiscal Year 2014

Special Assessments	
Prior Year Taxes and Assessments	
Penalties and Cost on Delinquent Taxes and Assessments	
Federal	
Aid for Construction	
Other Federal	
State	
Aid for Construction	
State Water Project	
Homeowners Property Tax Relief	
Timber Yield	
State Other and In-Lieu Taxes	
Other Governmental Agencies	
Redevelopment Pass-Through	
Other	
Other Non-Operating Revenues	
Total Non-Operating Revenues	\$3
Non-Operating Expenses	
Interest on Long-Term Debt	1,953
Other Interest	
Other Non-Operating Expenses	
Total Non-Operating Expenses	\$1,953
Non-Operating Income (Loss)	(\$1,950)
Income (Loss) Before Operating Transfers	(\$28,657)
Operating Transfers In (Intra-District)	
Operating Transfers Out (Intra-District)	
Net Income (Loss)	(\$28,657)
Fund Equity, Beginning of Period	\$328,624
Contributed Capital	
Federal	
State	
Other Governmental Agencies	
Non-Governmental Agencies	
Prior Period Adjustments	-44,897
Residual Equity Transfers	
Other	
Fund Equity, End of Period	\$255,070

Daggett Community Services District
Special Districts Financial Transactions Report - Non-Enterprise Activity

Revenues, Expenditures, Sources and Uses

Fiscal Year 2014

	General and Special Revenue Funds	Debt Service Funds	Capital Projects Funds
	A	B	C
Non-Enterprise Activity	Fire Protection		
Taxes and Assessments			
Current Secured and UnSecured (1%)	40,350		
Voter Approved Taxes			
Property Assessments			
Special Assessments (Mello/Roos, Mark/Roos)			
Prior Year Taxes and Assessments	419		
Penalties and Cost on Delinquent Taxes and Assessments			
Licenses, Permits, and Franchises			
Fines, Forfeits, and Penalties			
Revenue From Use of Money and Property			
Interest Income	22		
Rents, Concessions and Royalties	248		
Federal			
Aid for Construction			
Other Federal			
State			
Aid for Construction			
State Water Project			
Homeowners Property Tax Relief	352		
Timber Yield			
Other State			
Other Governmental Agencies			
Redevelopment Pass-Through			
Other			
Charges for Current Services	64		
Contributions From Property Owners			
Self Insurance Only			
Member Contributions			
Claim Adjustments			
Other Revenues			
Total Revenues	\$41,455	\$0	\$0
Expenditures			
Salaries and Wages	19,293		
Employee Benefits	4,216		
Services and Supplies	30,503		
Self Insurance Only - Claims Paid			

Daggett Community Services District
Special Districts Financial Transactions Report - Non-Enterprise Activity

Revenues, Expenditures, Sources and Uses

Fiscal Year 2014

	General and Special Revenue Funds A	Debt Service Funds B	Capital Projects Funds C
Contributions to Outside Agencies			
Debt Service			
Retirement of Long-Term Debt			
Interest on Long-Term Debt			
Interest on Short-Term Notes and Warrants			
Fixed Assets			
Other Expenditures	3,746		
Total Expenditures	\$57,758	\$0	\$0
Revenues Over (Under) Expenditures	(\$16,303)	\$0	\$0
Financing Sources and Uses			
Proceeds of Long-Term Debt			
Proceeds of Refunding Debt			
Payments to Refunded Debt Escrow Agent			
Inception of Lease Purchase Agreements			
Other Financing Sources			
Other Financing Uses			
Operating Transfers In (Intra-District)			
Operating Transfers Out (Intra-District)			
Total Other Financing Sources (Uses)	\$0	\$0	\$0
Revenues/Sources Over (Under) Expenditures/Uses	(\$16,303)	\$0	\$0
Fund Equity, Beginning of Period	\$84,497	\$0	\$0
Prior Period Adjustments	20,505		
Residual Equity Transfers			
Other			
Fund Equity, End of Period	\$88,699	\$0	\$0
Non-Enterprise Activity	Lighting and Lighting Maintenance		
Taxes and Assessments			
Current Secured and UnSecured (1%)	4,035		
Voter Approved Taxes			
Property Assessments			
Special Assessments (Mello/Roos, Mark/Roos)			
Prior Year Taxes and Assessments	42		
Penalties and Cost on Delinquent Taxes and Assessments			
Licenses, Permits, and Franchises			
Fines, Forfeits, and Penalties			
Revenue From Use of Money and Property			

Daggett Community Services District
Special Districts Financial Transactions Report - Non-Enterprise Activity

Revenues, Expenditures, Sources and Uses

Fiscal Year	2014	General and Special Revenue Funds	Debt Service Funds	Capital Projects Funds
		A	B	C
Interest Income		2		
Rents, Concessions and Royalties		25		
Federal				
Aid for Construction				
Other Federal				
State				
Aid for Construction				
State Water Project				
Homeowners Property Tax Relief		35		
Timber Yield				
Other State				
Other Governmental Agencies				
Redevelopment Pass-Through				
Other				
Charges for Current Services		6		
Contributions From Property Owners				
Self Insurance Only				
Member Contributions				
Claim Adjustments				
Other Revenues				
Total Revenues		\$4,145	\$0	\$0
Expenditures				
Salaries and Wages		1,929		
Employee Benefits		422		
Services and Supplies		7,570		
Self Insurance Only - Claims Paid				
Contributions to Outside Agencies				
Debt Service				
Retirement of Long-Term Debt				
Interest on Long-Term Debt				
Interest on Short-Term Notes and Warrants				
Fixed Assets				
Other Expenditures		375		
Total Expenditures		\$10,296	\$0	\$0
Revenues Over (Under) Expenditures		(\$6,151)	\$0	\$0
Financing Sources and Uses				
Proceeds of Long-Term Debt				
Proceeds of Refunding Debt				

Daggett Community Services District
Special Districts Financial Transactions Report - Non-Enterprise Activity

Revenues, Expenditures, Sources and Uses

Fiscal Year 2014

	General and Special Revenue Funds A	Debt Service Funds B	Capital Projects Funds C
Payments to Refunded Debt Escrow Agent			
Inception of Lease Purchase Agreements			
Other Financing Sources			
Other Financing Uses			
Operating Transfers In (Intra-District)			
Operating Transfers Out (Intra-District)			
Total Other Financing Sources (Uses)	\$0	\$0	\$0
Revenues/Sources Over (Under) Expenditures/Uses	(\$6,151)	\$0	\$0
Fund Equity, Beginning of Period	(\$39,055)	\$0	\$0
Prior Period Adjustments	2,050		
Residual Equity Transfers			
Other			
Fund Equity, End of Period	(\$43,156)	\$0	\$0

Non-Enterprise Activity Recreation and Park

Taxes and Assessments			
Current Secured and UnSecured (1%)	56,488	5,204	
Voter Approved Taxes			
Property Assessments			
Special Assessments (Mello/Roos, Mark/Roos)			
Prior Year Taxes and Assessments	587		
Penalties and Cost on Delinquent Taxes and Assessments			
Licenses, Permits, and Franchises			
Fines, Forfeits, and Penalties			
Revenue From Use of Money and Property			
Interest Income	31	18	
Rents, Concessions and Royalties	347		
Federal			
Aid for Construction			
Other Federal			
State			
Aid for Construction			
State Water Project			
Homeowners Property Tax Relief	493	87	
Timber Yield			
Other State			

Other Governmental Agencies

Daggett Community Services District
Special Districts Financial Transactions Report - Non-Enterprise Activity

Revenues, Expenditures, Sources and Uses

Fiscal Year	2014		
	General and Special Revenue Funds A	Debt Service Funds B	Capital Projects Funds C
Redevelopment Pass-Through			
Other			
Charges for Current Services	90		
Contributions From Property Owners			
Self Insurance Only			
Member Contributions			
Claim Adjustments			
Other Revenues			
Total Revenues	\$58,036	\$5,309	\$0
Expenditures			
Salaries and Wages	27,010		
Employee Benefits	5,903		
Services and Supplies	48,290		
Self Insurance Only - Claims Paid			
Contributions to Outside Agencies			
Debt Service			
Retirement of Long-Term Debt		4,000	
Interest on Long-Term Debt		1,600	
Interest on Short-Term Notes and Warrants			
Fixed Assets			
Other Expenditures	5,245		
Total Expenditures	\$86,448	\$5,600	\$0
Revenues Over (Under) Expenditures	(\$28,412)	(\$291)	\$0
Financing Sources and Uses			
Proceeds of Long-Term Debt			
Proceeds of Refunding Debt			
Payments to Refunded Debt Escrow Agent			
Inception of Lease Purchase Agreements			
Other Financing Sources			
Other Financing Uses			
Operating Transfers In (Intra-District)			
Operating Transfers Out (Intra-District)			
Total Other Financing Sources (Uses)	\$0	\$0	\$0
Revenues/Sources Over (Under) Expenditures/Uses	(\$28,412)	(\$291)	\$0
Fund Equity, Beginning of Period	\$84,799	\$5,596	\$0
Prior Period Adjustments	28,705		

Daggett Community Services District
Special Districts Financial Transactions Report - Non-Enterprise Activity

Revenues, Expenditures, Sources and Uses

Fiscal Year 2014

	General and Special Revenue Funds A	Debt Service Funds B	Capital Projects Funds C
Residual Equity Transfers			
Other			
Fund Equity, End of Period	\$85.092	\$5.305	\$0

Supplement to the Annual Report of Special Districts

Special District ID Number:	12053605600
Name of District:	DAGGETT COMMUNITY SERVICES DISTRICT

Mark the appropriate box below to indicate the ending date of your agency's fiscal year. Report data for that period only.

- | | | | |
|---|--|---|-------------------------------------|
| <input type="checkbox"/> July 2013 | <input type="checkbox"/> October 2013 | <input type="checkbox"/> January 2014 | <input type="checkbox"/> April 2014 |
| <input type="checkbox"/> August 2013 | <input type="checkbox"/> December 2013 | <input type="checkbox"/> February 2014 | <input type="checkbox"/> May 2014 |
| <input type="checkbox"/> September 2013 | <input type="checkbox"/> March 2014 | <input checked="" type="checkbox"/> June 2014 | |

Return this form to the **California State Controller's Office**. If you have any questions regarding this form please contact:

U.S. Bureau of the Census, Robyn Harris, 1-800-242-4523

A. Personnel Expenditures

Please report your government's total expenditures for salaries and wages during the year, including amounts paid on force account construction projects.

Z00:	\$	58,773
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B. Capital Outlay Expenditures for Enterprise Activities

Please report your government's capital outlay expenditures for the following enterprise activities, if applicable:

Airport Enterprise	Amount
Land and Equipment (Census Code G01)	\$
Construction (Census Code F01)	\$

Electric Enterprise	Amount
Land and Equipment (Census Code G92)	\$
Construction (Census Code F92)	\$

Harbor and Port Enterprise	Amount
Land and Equipment (Census Code G87)	\$
Construction (Census Code F87)	\$

Hospital Enterprise	Amount
Land and Equipment (Census Code G36)	\$
Construction (Census Code F36)	\$

Waste Disposal Enterprise	Amount
Land and Equipment (Census Code G80)	\$
Construction (Census Code F80)	\$

Water Enterprise	Amount
Land and Equipment (Census Code G91)	\$ 1,456,305
Construction (Census Code F91)	\$

U.S. Bureau of the Census – Revised 9/2013

Daggett Community Services District
33703 Second Street
P. O. Box 308
Daggett, California 92327

24 September 2014

Registered Mail

Yermo Community Services District
Attn: Robert Smith
P.O. Box 206
Yermo, CA 92398-0206

Gentlemen:

In accordance with LAFCO's letter dated 28 August 2014, the Daggett CSD has developed an agreement between the two districts for the use of the fire hydrants located in the boundaries of Yermo.

Please review and sign a copy of the agreement and return one copy to Daggett CSD.

Beryl Bell
General Manager
Daggett CSD

ENCL(3)

Agreement between Yermo CSD and Daggett CSD for use of the Fire Hydrants

The undersign agrees that Daggett CSD will exercise and flush out the fire hydrants that are part of the Daggett Water system and within the Yermo boundaries.

Yermo fire department has the right to use the fire hydrants in case of an emergency such as a fire to one of the structures.

Should the fire hydrant get damaged from Yermo's fire department, all cost for repair/replacement will be borne by the Yermo CSD.

Daggett CSD takes all responsibility for the operation and maintenance of the fire hydrants.

Robert Smith, Yermo CSD President

Joseph Morris Jr. Daggett CSD President