



# Spalding Community Services District

*Sewer, Recreation, & Fire Protection*

502-907 Mahogany Way Susanville, CA 96130 • (530) 825-3258

## BOARD MEMBER INFORMATION

Incoming Director (Name): \_\_\_\_\_

Term: \_\_\_\_\_

## ADMINISTRATIVE DUTIES

- Set up district email and update distribution groups
- Create personnel file
- Update internal Board and Committee rosters
- Order Nameplate
- Update website to add incoming director and remove outgoing director
- Update CSDA roster to add the incoming director and remove the outgoing director

## BOARD MEMBER DUTIES:

- Code of Civility
- Director to file CA Form 700 "Assuming Office" within 30 days of assuming office

### *Resources:*

- [FPPC Form 700 Trainings](#)
- [FPPC Form 700 Reference Packet](#)
- [Form 700 FAQ Flyer](#)

- Register / Notify Director of required trainings:

AB 1234 Ethics training ([CSDA](#) or [FPPC](#)) within 1 year of assuming office

Sexual Harassment Prevention training for Supervisors ([CSDA](#)) within 6 months of assuming office

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## GENERAL MANAGER DUTIES:

- Affirm Oath of Office at Board meeting (to take place at the last board meeting of the election year or the first board meeting of the following year; board members appointed in lieu of election are appointed by the Lassen County Board of Supervisors)
- Counsel and General Manager meet with New Director
- Counsel and General Manager review:
  - [Government Code Section 53051](#)
  - [Secretary of State SF-405 Registry of Public Agencies](#)
- Provide an overview of the most recently approved Budget and Audit
  - [Spalding CSD Budget FY2024-2025 & Public Hearing Workshop Materials](#)
- Provide the District's enabling act found in California's statutory codes
  - [Spalding Community Services District Ordinance 2013](#)

## General Resources

Board Members Should Review the Following Resources (or latest available edition).

- [Special District Board Member Handbook \(2023\)](#)
- [Brown Act Compliance Manual for Special Districts \(2022 Update\)](#)
- [CSDA CA Public Records Act Compliance Manual for Special Districts \(2023\)](#)
- [Parliamentary Procedure Quick Reference for Special Districts](#)
- [CSDA Special District Laws Reference Guide \(2020\)](#)

## ACKNOWLEDGEMENT

**Director (Signed):** \_\_\_\_\_ **General Manager (Signed):** \_\_\_\_\_

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