

~~"EXHIBIT A"~~

~~DESIGNATED POSITIONS AND DISCLOSURE CATEGORIES
OF THE~~ CENTRAL CONTRA COSTA SANITARY DISTRICT

CONFLICT OF INTEREST CODE

Incorporation of FPPC Regulation by Reference

Title 2, Section 18730 of the California Code of Regulations and any amendments to that regulation subsequently adopted by the Fair Political Practices Commission are hereby incorporated in this Conflict of Interest Code by reference.

Code-Reviewing Body

The Contra Costa County Board of Supervisors is the Code-Reviewing Body for this Conflict of Interest Code.

Place and Time of Filing

1. All employees required to submit a statement of economic interests shall file the original with the Secretary of the District.
2. The Secretary of the District, who receives the statements of economic interests, shall make and retain a copy and forward the original to the Board of Supervisors for the following designated filers:
 - A. Member, Board of Directors
 - B. General Manager
 - C. Director of Administration
 - D. Director of Engineering
 - E. Finance Manager

For purposes of FPPC regulations, the Secretary of the District is considered the "filing official" for the above five positions.

3. The Secretary of the District shall keep the original statements of economic interests filed by persons in all other positions. For purposes of FPPC regulations, the Secretary of the District is considered the "filing officer" for these other positions.

Public Records

Statements of economic interests are public records subject to Government Code section 81008, and are available for public inspection not later than the second business day following the day on which the statement was received.

Disqualification

Employees in positions designated below shall disqualify themselves from making or participating in the making of any governmental decision when it is reasonably foreseeable that a financial interest of the employee may be materially affected by the decision. The employee shall not be required to disqualify himself or herself with respect to any matter which could not be legally acted upon or decided without the employee's participation.

Officials Who Manage Public Investments

In accordance with Government Code Section 87200, positions designated to file statements of economic interests are those "directing the investment of public monies, formulating or approving investment policies, approving or establishing guidelines for asset allocations, or approving investment transactions." It has been determined that the positions listed below manage public investments and will file a statement of economic interests and be disqualified from participation as described above:

	Disclosure Category
1. Member, Board of Directors	1
2. General Manager	1
3. Director of Administration	1
4. Director of Engineering	1
5. Finance Manager	1

Disclosure Statement and Designated Positions

Each employee in the positions designated below shall file, upon assuming and leaving office, and annually while in office, a statement of economic interests (also known as a Form 700) disclosing that employee's interest in investments, real property, and income designated as reportable under the disclosure category to which the employee's position is assigned. Employees in these "designated positions" are those who the District has determined will make or participate in making governmental decisions and who could foreseeably be affected materially by those decisions.

<u>Designated Positions</u>	<u>Disclosure Categories</u>
1. Member, Board of Directors	1,2,3,4,5,6,7,8
2. General Manager	1,2,3,4,5,6,7,8
3. Secretary of the District	1,2,3,4,5,6,7,8
4. Counsel for the District	1,2,3,4,5,6,7,8
5. Director of Operations	1
56. Director of Administration	1,2,3,4,5,6,7,8
76. Director of Engineering	1,2,3,4,5,6,7,8
87. Director of Plant Operations	1,2,3,4,5,6,7,8
98. Director of Collection System Operations	1,2,3,4,5,6,7,8
109. Controller Finance Manager	1,2,3,4,5,6,7,8
101. Capital Projects Division Manager	1,2,3,4,5,6,7,8
12. Collection System Operations Division Manager	1
13. Plant Maintenance Division Manager	1
144. Environmental Services Division Manager	1,2,3,4,5,6,7,8
15. Regulatory Compliance Division Manager	1
126. Plant Operations Division Manager	1,2,3,4,5,6,7,8
137. Human Resources Manager	1,2,3,4,5,6,7,8
148. Communication Services Manager	1,2,3,4,5,6,7,8
159. Purchasing and Materials Manager	1,2,3,4,5,6,7,8
2016. Consultant * (see section below)	1,2,3,4,5,6,7,8
21. Employees or consultants hired as financial financial advisor or underwriter	1

22 17. Safety and Risk Management Administrator	1 2,3,4,5,6,7,8
23 18. Senior Control Systems Engineer	1 2,3,4,5,6,7,8
24. Associate Control Systems Engineer	1
19. Process Control Engineer	1 2,3,4,5,6,7,8
205. Principal Engineer	12,3,4,5,6,7,8
261. Senior Engineer	12,3,4,5,6,7,8
27. Associate Engineer	1
228. Information Technology Administrator	21,4,5,6,7,8
239. Senior Materials Coordinator	24,5,6,7,8
3024. Senior Buyer	24,5,6,7,8
31259. Buyer	24,5,6,7,8
3226. Material Services Supervisor	24,5,6,7,8
3327. Plant Operations Superintendent	2,44,5,6,7,8
2834. Field Operations Superintendent	2,44,5,6,7,8
2935. Plant Maintenance Superintendent	2,44,5,6,7,8
306. Laboratory Superintendent	2,44,5,6,7,8
37. Environmental Compliance Superintendent	2,4
38. Land Surveyor	3
39. Right of Way Agent	2,3
40. Senior Right of Way Agent	2,3
41. Development Services Supervisor	3,4

Consultants

* ~~The category of Consultants shall be included on the list of designated employees and those~~ Only those CC Consultants who fall within the criteria described below shall disclose pursuant to the broadest disclosure category in the District's Conflict of Interest Code, unless the General Manager determines that a less broad category is appropriate.

For purposes of the District's Conflict of Interest Code, "Consultant" means an individual who, pursuant to a contract with a state or local government agency:

1. Makes a governmental decision whether to:

- A. Approve a rate, rule, or regulation;
- B. Adopt or enforce a law;
- C. Issue, deny, suspend, or revoke any permit, license, application, certificate, approval, order, or similar authorization or entitlement;
- D. Authorize the agency to enter into, modify, or renew a contract provided it is the type of contract that requires agency approval;
- E. Grant agency approval to a contract that requires agency approval and to which the agency is a party, or to the specifications for such a contract;
- F. Grant agency approval to a plan, design, report, study, or similar item;
- G. Adopt, or grant agency approval of, policies, standards, or guidelines for the agency, or for any subdivision thereof; or

2. Serves in a staff capacity with the agency and in that capacity participates in making governmental decisions as defined in FPPC Regulation 18702.2 or performs the same or substantially all the same duties for the agency that would otherwise be performed

by an individual holding a position specified in the agency's Conflict of Interest Code. (FPPC Regulation 18701.)

~~——— A particular Consultant shall be treated as a "designated position" to the extent that the Consultant (i) is either delegated specified decision-making authority or functions as an officer or employee of the District, and/or (ii) the duties of the Consultant can foreseeably materially affect private economic interests through the exercise of his or her duties for the District.~~

The General Manager shall make a determination in writing when a particular Consultant falls within the above-described criteria requiring the Consultant to be treated as a "designated position." The General Manager's determination is a public record and shall be retained for public inspection in the same manner and location as the Conflict of Interest Code.

~~——— Designated employees shall file statements of economic interest with the Secretary of the District, who shall make the statements available for public inspection and reproduction. Upon receipt of the statements of the Board Members, General Manager, Director of Administration, Director of Engineering and Controller, the Secretary of the District shall make and retain a copy and forward the original of these statements to the Chief Clerk of the Board of Supervisors.~~

Other Officials Who Manage Public Investments

~~In accordance with Government Code Section 87200, certain District officials are required to disclose, upon assuming and leaving office, and annually while in office, their investments, income, and interests in real property by way of Fair Political Practices Commission (FPPC) Form 700, State of Economic Interests. Those positions designated to file Form 700 are those "directing the investment of public monies, formulating or approving investment policies, approving or establishing guidelines for asset allocations, or approving investment transactions." It has been determined that the positions listed below manage public investments and will file a Statement of Economic Interests pursuant to Government Code Section 87200 (Form 700):~~

- ~~1. ——— Member, Board of Directors~~
- ~~2. ——— General Manager~~
- ~~3. ——— Director of Administration~~
- ~~4. ——— Director of Engineering~~
- ~~5. ——— Controller~~

Disclosure Category Index

- ~~1 ——— Investments~~
- ~~2 ——— Interests in Real Property~~
- ~~3 ——— Interests in Real Property and Investments Held by Business Entities or Trusts~~
- ~~4 ——— Income (Other than Gifts and Loans)~~
- ~~5 ——— Income (Loans)~~
- ~~6 ——— Income (Gifts)~~
- ~~7 ——— Business Positions~~
- ~~8. ——— Commission Income, Income and Loans to Business Entities or Trusts, and Income from Rental Property~~

Disclosure Category Index

Category 1 – Officials and employees whose duties are broad and indefinable:

All investments and business positions in business entities, and income (including loans, gifts and travel payments) from sources located in or doing business in the District's jurisdiction.

Interests in real property located in the jurisdiction, including property within two miles of the boundaries of the District's jurisdiction.

Category 2 – Officials and employees whose duties involve contracting or purchasing for the District:

All investments and business positions in business entities, and income (including gifts, loans and travel payments) from sources that provide leased facilities, goods, equipment, vehicles, machinery or services, including training or consulting services, of the type utilized by this District.

Category 3 – Officials and employees whose decisions may affect real property interests:

Interests in real property located in the jurisdiction, including property within two miles of the boundaries of the District.

Category 4 – Officials and employees with regulatory powers:

All investments and business positions and income, including gifts, loans and travel payments, from sources that are subject to the regulatory, permit or licensing authority of, or have an application for a license or permit pending before, the District.