

CONFLICT OF INTEREST CODE
OF THE
WEST COUNTY WASTEWATER DISTRICT
OF CONTRA COSTA COUNTY

The Political Reform Act of 1974, California Government Code Section 81000, et seq., requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission has adopted a regulation, 2 Cal. Code of Regs., Section 18730, which contains the terms of a standard conflict of interest code. It can be incorporated by reference and may be amended by the Fair Political Practices Commission after public notice and hearings to conform to amendments in the Political Reform Act. Therefore, the terms of 2 Cal. Code of Regs., Section 18730 and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference and, along with the attached Appendix in which members and employees are designated and disclosure categories are set forth, constitute the conflict of interest code of the West County Wastewater District of Contra Costa County.

Designated employees shall file statements of economic interest with the agency which will make the statements available to public inspection and reproduction. (Government Code Section 81008). Upon receipt of the statements of the West County Wastewater District Directors, General Manager, District Counsel (Board Attorney) and ~~Manager of Financial and Administrative Services~~ **Business Services Manager**, the District shall make and retain a copy and forward the original of these statements to the code reviewing body. Original statements for all other designated employees will be retained by the Agency.

APPENDIX A

Positions¹

Disclosure Categories

• Directors	Section 87200
• General Manager	Section 87200
• District Counsel (Board Attorney)	Section 87200
• Manager of Financial and Administrative Services Business Services Manager	Section 87200

Designated Employees

District Engineer Engineering Services Manager	2 and 3
Senior Engineer	3
Associate Engineer	3
District Inspector	1 and 2
Collection System Operations Supervisor	2
WPCP Plant Superintendent Water Quality Manager	2
Environmental Compliance Supervisor	2
Environmental Compliance Inspector	3
Plant Operations Supervisor	2
Plant Maintenance Supervisor	2
Finance Supervisor	1 and 2
Procurement Specialist	2
Secretary to the Board	2
Consultants* ²	

*1 It has been determined that these positions manage public investments and will file a statement of economic interests pursuant to Government Code Section 87200.

*2. Consultants shall be included in the list of Designated Employees and shall disclose pursuant to the broadest disclosure category in this Code subject to the following limitation. The General Manager may determine in writing that a particular consultant is hired to perform a range of duties that are limited in scope and thus is not required to comply or fully comply with the disclosure requirements described in this Appendix. Such written determination shall include a description of the consultant's duties and, based upon that description, a statement of the extent of disclosure requirements. The General Manager's determination is a public record and shall be retained for public inspection in the same manner and location as this Conflict of Interest Code.

Disclosure Categories for Designated Employees

General Rule for Designated Employees

An investment, interest in real property, source of income or income is reportable if the business entity in which the investment is held, the interest in real property, the income or source of income may foreseeably be affected materially by any decision made or participated in by the Designated Employee by virtue of the Designated Employee's position.

Designated Employees in Category "1" Must Report:

Investments, interests in real property and income, including gifts, loans and travel payments, and any business entity in which the Designated Employee is a director, officer, partner, trustee, employee, or holds a position of management. Financial interests are reportable only if located within the West County Wastewater District or if the business entity is doing business or planning to do business in the District (and such plans are known by the Designated Employee) or has done business within the District at any time during the two years prior to the filing of the statement.

Designated Employees in Category "2" Must Report:

Investments in any business entity, and income from any source, including gifts, loans and travel payments, and status as a director, officer, partner, trustee, employee, or holder of a management position in any business entity, which has within the last two years contracted, or foreseeably may contract, with the West County Wastewater District to provide goods, services, supplies, materials, machinery, facilities, vehicles or equipment to the District.

Designated Employees in Category "3" Must Report:

All investments, 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.