

Chapter 3.08

CONFLICT OF INTEREST CODE\*

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\*Prior Resolution History: Res 09-19 Exh. A: Res 94-108 Exh. A and Reg. 152 Appendix.

**3.08.010 Adoption of Standard Code.**

A. The Political Reform Act (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. Sec. 18730), that contains the terms of a standard conflict of interest Code, that can be incorporated by reference in an agency's code. After public notice and hearing, the regulation may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act. Therefore, the terms of 2 Cal. Code of Regs. Sec. 18730, and any amendments to it duly adopted by the Fair Political Practices Commission, are hereby incorporated by reference. This regulation and the attached Appendices, designating positions and establishing disclosure categories, shall constitute the conflict of interest code of the Contra Costa Water District (District).

B. Individuals holding designated positions shall file their statements of economic interests with the District, which will make the statements available for public inspection and reproduction. (Gov. Code Sec. 81008.) All statements will be retained by the District.

**3.08.020 Government Code Section 87200 Filers.**

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:

- Members of the Board of Directors
- General Manager
- Assistant General Manager - Administration
- Director of Finance
- Director of Finance & Human Resources
- Accounting Manager

An individual holding one of the above listed positions may contact the Fair Political Practices Commission for assistance or written advice regarding their filing obligations if they believe that their position has been categorized incorrectly. The Fair Political Practices

Commission makes the final determination whether a position is covered by Government Code Section 87200.

**3.08.030 Disclosure Categories and Designated Positions**

A. Designated Positions and Assigned Disclosure Category

Designated Position	Assigned Disclosure Category
Assistant General Manager-Engineering	1
Special Assistant to the General Manager	1
Executive Assistant to the General Manager	1
Director of Operations and Maintenance	1
Watershed and Lands Manager	1
Director of Planning	1
Director of Engineering	1
Director of Construction	1
Water Resources Manager	1
Real Property Agent	1
Construction Manager	2
Engineering Manager	2
Health and Safety Manager	2
Human Resources Manager	2
Human Resources and Risk Manager	2
Director of Public Affairs	2
Maintenance Manager (Distribution)	2
Maintenance Manager (Storage and Conveyance)	2
Planning Manager	2
Internal Auditor	2
Water Operations Manager	2
Risk Management Officer	2
Purchasing Officer	2
Principal Engineer	2
Principal Planner	2
Principal Water Resources Specialist	2
Senior Engineer	2
Special Projects Manager	2
Project Controls Manager	2
Information Systems Manager	2
Environmental Compliance Officer	2
Watershed and Environmental Planning Manager	2
Consultants*	2

\*Consultants shall be included in the list of designated employees and shall disclose pursuant to the broadest category in the Code; subject to the following limitations: The General Manager may determine, in writing, that a particular consultant, (other than the General Counsel, who must disclose pursuant to the broadest category in the conflict-of interest code), although a "designated position" has been hired to perform a range of duties that is limited in scope and thus, is not required to fully comply with the disclosure requirements of the Code. 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.

## B. Disclosure Categories

Category I: Persons occupying positions in category 1 shall disclose all investments, interests in real property located within the jurisdiction or within two miles of the boundaries of the jurisdiction or within two miles of any land owned or used by the District, sources of income, including gifts, loans, and travel payments, and business positions held in business entities located in or doing business within the jurisdiction of the District.

Category II: Persons occupying positions in Category II shall disclose any investments in, sources of income, including gifts, loans, and travel payments, from, and business positions held, in any business providing services, supplies, materials, or equipment of the type utilized by the District, and located in or doing business within the District, including, but not limited to, office equipment, financial and insurance institutions, public utilities, and engineering services.

### 3.08.040 Additions to Standard Code.

- A. The following is a list of types of disclosable interests. Please note that this list is not all-inclusive.
- Sources that have filed claims with the District or have a claim pending within the previous two years
  - Construction and building materials;
  - Office equipment and supplies;
  - Banks and savings and loan institutions;
  - Public utilities;
  - Financial audit services;
  - Insurance services;
  - Printing, reproduction, or photographic equipment, supplies and services;
  - Chemical supplies and equipment;
  - Motor vehicles and specialty vehicles, parties and supplies;
  - Petroleum products;
  - Measuring and calculating equipment;
  - Safety equipment and supplies;
  - Telephone and communications services and equipment;
  - Pipes, valves, fittings, pumps, tanks and similar materials;
  - Water quality testing equipment and services;
  - Cathodic protection equipment, services and supplies;
  - Engineering services;
  - Employment and temporary help agencies;
  - General and specialty equipment rental;
  - Demolition, construction and maintenance services;
  - Real estate sales or investment firms;