

**DELTA DIABLO**

**CONFLICT OF INTEREST CODE**

**(Incorporating Fair Political Practices  
Commission Model Code)**

Adopted **April 13, 2016**

---

**Secretary to the Board of Directors**

**Resolution No. XX/20186**

**Delta Diablo**

**CONFLICT OF INTEREST CODE**

**Table of Contents**

	<u>PAGE</u>
Section 1. Incorporation of Model Code.....	1
Section 2. Where Statements are Filed.....	1
Exhibit A – Designated Positions .....	2
Exhibit B – Disclosure Categories .....	4

## ***CONFLICT OF INTEREST CODE OF THE DELTA DIABLO***

### 1. Incorporation of State Model Code by Reference

The Political Reform Act (Government Code § 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 (California Code of Regulations, title 2, § 18730) that contains the terms of a standard conflict of interest code. After public notice and hearing, it may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act. Therefore, the terms of California Code of Regulations, title 2, § 18730 and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference. This regulation and the attached Exhibits A and B designating officials and employees and establishing disclosure categories, shall constitute the Conflict of Interest Code of the Delta Diablo.

### 2. Where Statements are to be Filed

Persons holding designated positions shall file disclosure statements with the Office Manager/Secretary to the Board. The Office Manager/Secretary to the Board shall retain custody of the statements in accordance with 2 Cal. Code of Regs. Section 18115 and make the statements available for public inspection and reproduction. In the case of the General Manager, Members of the Board of Directors, the Business Services Director and the Finance Manager, the Office Manager/Secretary to the Board shall make and retain a copy of the disclosure statement and forward the originals to the Contra Costa County Clerk of the Board of Supervisors.

Delta Diablo  
CONFLICT OF INTEREST CODE

EXHIBIT "A" DESIGNATED POSITIONS

<u>DESIGNATED POSITIONS</u>	<u>DISCLOSURE CATEGORY</u>
Members of the Board of Directors*	1
District Counsel	1
General Manager	1
Deputy General Manager	1
Office Manager/Secretary to the Board	1
Public Information Manager	1
 <b>Engineering Services:</b>	
Engineering Services Director/District Engineer	1
Senior Engineer	1
Environmental Programs Manager	1
Government Affairs Manager	1
Construction Inspector	1
 <b>Business Services:</b>	
Senior Accountant	1
Human Resources and Risk Manager	1
Buyer	1
Information Technology Manager	1
 <b>Resource Recovery Services:</b>	
Resource Recovery Services Director	1
Laboratory Manager	1
Environmental Compliance Inspector I & II	1
Operations Manager	1
Operations Supervisor	1
Maintenance Manager	1
Maintenance Supervisor	1
Recycled Water Program Coordinator	1
Warehouse Technician I & II	1
Safety Manager	1
<hr/>	
Consultants**	1

Notes:

- \* The members of the Board of Directors may include:
- Chair of the Board of Supervisors and the designated alternate
  - Mayor of the City of Antioch and the designated alternate
  - Mayor of the City of Pittsburg and the designated alternate

\*\* Consultants shall be included in the list of designated employees and shall disclose pursuant to the broadest disclosure category in the code subject to the following limitation:

The General Manager may determine in writing that a particular consultant, although a "designated position", is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with the disclosure requirements described in this section. 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.

\*\*\* Other Public Officials who Manage Public Investments - These positions are not designated by the Code, but file a broad statement of economic disclosure pursuant to Government Code Section 87200.

- Business Services Director
- Finance Manager

Delta Diablo  
CONFLICT OF INTEREST CODE

EXHIBIT "B" DISCLOSURE CATEGORIES

Designated Employees in Group "1" must report:

Investments in any business entity, interests in real property; income and gifts from any source; and status as a director, officer, partner, trustee, employee, or holder of any position of management in any business entity. Financial interests are reportable only if located within the 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 year period prior to the filing of the statement.

Designated Employees in Group "2" must report:

Investments in any business entity, income and gifts from any source and status as a director, officer, partner, trustee, employee, or holder of a position of management in any business entity, which, within the last two years has contracted, or that it is foreseeable that in the future they may contract with the District to provide services, supplies, materials, machinery or equipment.

Designated Employees in Group "3" must report:

Investments in any business entity, income and gifts from any source and status as a director, officer, partner, trustee, employee, or holder of a position of management in any business entity which, within the last two years, had contracted or that it is foreseeable that in the future they may contract with Delta Diablo to provide services, supplies, materials, machinery or equipment which are related to one of the following areas:

- (A) District Buildings - Maintenance
- (B) District Buildings - Construction
- (C) District Grounds - Maintenance
- (D) Sewer Facility Maintenance
- (E) Sewer Facility Construction
- (F) Sanitation & Water Supply
- (G) Office Supplies & Equipment
- (H) Motor Vehicles
- (I) Motor Vehicle Parts
- (J) Petroleum Products
- (K) Landscaping
- (L) Electronic Equipment: telephone equipment; computers; instrumentation equipment; including all associated software.
- (M) Professional and Other Services including accounting; auditing; banking; engineering; investment and/or legal services.
- (N) Any business located in the Delta Diablo Sanitation District service area.