

West County Wastewater District  
Conflict of Interest Code



q5Ham

The Political Reform Act (Government Code Section 81000, et seq.) requires state and local government agencies to adopt and promulgate a Conflict of Interest Code. The Fair Political Practices Commission has adopted a regulation (2 California Code of Regulations Section 18730), which contains the terms of a standard Conflict of Interest Code. It can be incorporated by reference and 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 California Code of Regulations Section 18730 and any amendments to it, duly adopted by the Fair Political Practices Commission, are hereby incorporated by reference. This regulation and the attached Appendix designating officials and employees of the District and establishing disclosure categories shall constitute the Conflict of Interest Code of the West County Wastewater District.

Designated officials and employees shall file statements of economic interests with the District, [through the designated online platform](#), which shall make the statements available for public inspection and reproduction (California Government Code Section 81008). Upon receipt of the statements of all designated officials and employees, the District shall make and retain a copy and forward the originals to the County Clerk for Contra Costa County, as the code reviewing body.

## APPENDIX A

### Positions<sup>1</sup>

|                                     |               |
|-------------------------------------|---------------|
| Directors                           | Section 87200 |
| General Manager                     | Section 87200 |
| General Counsel                     | Section 87200 |
| Director of Administrative Services | Section 87200 |

### Designated Employees

|  |                       |
|--|-----------------------|
| Deputy General Manager                           | <del>1, 2 and 3</del> |
| Director of Infrastructure and Planning          | <del>1, 2 and 3</del> |
| Engineer I/II/III                                | 3                     |
| Capital Portfolio Manager                        | 1 <del>and 2</del>    |
| Planning & Support Manager                       | 2                     |
| Senior Project Manager                           | 1 <del>and 2</del>    |
| Project Manager                                  | 1 <del>and 2</del>    |
| Collection System Manager                        | 2                     |
| Collection System Field Supervisor               | 2                     |
| District Inspector                               | 1, <del>2 and 3</del> |
| Director of Water Quality and Resource Recovery  | 1 <del>and 2</del>    |
| Environmental Services Manager                   | <del>1, 2</del>       |
| <u>Senior Environmental Compliance Inspector</u> | <del>3</del>          |
| Environmental Compliance Inspector               | 3                     |
| <del>Health and Safety Coordinator</del>         | <del>2 and 3</del>    |
| <del>Health and Safety Manager</del>             | <del>2 and 3</del>    |
| Human Resources Manager                          | 2                     |
| <u>Senior Human Resources Analyst</u>            | <del>2</del>          |
| Human Resources Analyst                          | 2                     |
| <u>Operations Field Supervisor</u>               | <del>2</del>          |
| Operations <u>and Maintenance</u> Manager        | 2                     |
| <u>Maintenance Field Supervisor</u>              | <del>2</del>          |
| <del>Maintenance Manager</del>                   | <del>2</del>          |
| Laboratory Manager                               | 1 <del>and 2</del>    |
| Finance Manager                                  | 1 <del>and 2</del>    |
| Secretary of the District/District Clerk         | 2                     |
| Senior Management Analyst                        | 2                     |
| Associate Management Analyst                     | 2                     |
| Consultants <sup>2</sup>                         |                       |

<sup>1</sup> It has been determined that these positions manage public investments and will file a Statement of Economic Interests pursuant to Government Code Section 87200. These positions are not covered by the Conflict of Interest Code because they must file a Statement of Economic Interest pursuant to Government Code Section 87200 and, therefore, are listed for informational purposes only.

<sup>2</sup> 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 (2) 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 (2) 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.