

CARMICHAEL WATER DISTRICT
Directors' Policy Manual

POLICY TITLE: **Conflict of Interest Code – Carmichael Water District Finance Corporation**

POLICY NUMBER: **9210**

9210.10 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, 2 California Code of Regulations §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 California Code of Regulations §18730 and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference and, with the attached Appendices in which positions are designated, and in which disclosure categories are set forth, constitute the conflict of interest code of the Carmichael Water District Finance Corporation (Finance Corporation).

9210.20 Individuals holding designated positions shall file statements of economic interests with the County Clerk Recorder of the County of Sacramento, which will make the statements available for public inspection and reproduction (Gov. Code §81008). All statements will be retained by the County of Sacramento.

9210.30 Individuals holding designated positions shall be required to complete ethics training pursuant to Government Code §53234 through §53235.2.

APPENDIX A

PART I - DESIGNATED EMPLOYEES

<u>Position</u>	<u>Disclosure Category</u>	<u>Applicable FPPC Form</u>
Attorneys	1, 2	700
Consultants	3*	700
New Positions	*	700

* The Chief Financial Officer/Secretary may determine in writing that a particular consultant or new position, 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 or new position's duties and, based upon that description, a statement of the extent of disclosure requirements. Such determination shall be a public record and shall be retained for public inspection in the same manner and locations as this conflict of interest code.

Officials Who Manage Public Investments: Officials who manage public investments are deemed to be "statutory filers" within the meaning of Government Code Section 87200 and California Code of Regulations, Title 2, Section 18720 because they must file statement of economic interest (FPPC Form 700) pursuant to the state Political Reform Act instead of the Finance Corporation's Conflict of Interest Code. The Finance Corporation's statutory filers are:

- Members of the Board of Directors
- Chief Financial Officer/Secretary
- Assistant Secretary

As a result, such persons are not designated in this code and are listed here for information only. An individual holding of the above-listed positions may contact the Fair Political Practices Commission ("FPPC") for assistance or written advice regarding their filing obligations if they believe that their position has been categorized incorrectly. The FPPC makes the final determination whether or not a position is covered by Government Code section 87200.

APPENDIX A

PART II - DISCLOSURE CATEGORIES

1. All investments, business positions and income, (including gift cards, 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 the Finance Corporation if:
 - a. The business entity or business position in which the investment is held or which is the source of income is of the type which, within the last two (2) years, has contracted with the Finance Corporation; or,
 - b. The business entity or business position in which the investment is held or which is the source of income is of the type which, within the last two (2) years, has contracted to furnish supplies or services as subcontractors in any contract with the Finance Corporation.
2. All interests in real property located within the jurisdiction or within two (2) miles of the boundaries of the jurisdiction of the Finance Corporation.
3. All investments or business positions in any business entity or sources of income which are (1) private companies engaged in service(s) similar to those provided by the District or (2) entities or persons engaged in real estate development or owners of real estate, and interests in real property are disclosable if held, regardless of any contractual relationship with the Finance Corporation at any time.

APPENDIX B

All interests in real property as well as investments and business positions in business entities and income from sources which provide facilities, services, supplies, or equipment of the type utilized by the Finance Corporation, including but not limited to:

- Accounting services
- Appraisal services
- Architectural services
- Canal and pipeline maintenance services
- Communications equipment and services
- Computer hardware and software
- Construction and building materials
- Construction contractors
- Custom farming services such as weed abatement, etc.
- Electrical equipment, including pumping equipment
- Engineering services, including hydrology services
- Freight and hauling
- Hardware tools and supplies
- Insurance companies
- Janitorial services
- Meters and other water measurement equipment
- Motor vehicles, heavy equipment, special vehicles and parts and services thereto
- Office equipment
- Pesticides and herbicides
- Petroleum products
- Photographic services, supplies and equipment
- Pipe, valves, fittings, etc.
- Printing, reproduction, record keeping, etc.
- Public utilities
- Pumps, motors, etc.
- Real estate agents/brokers and investment firms
- Safety equipment and facilities
- Telemetering equipment
- Title companies
- Water quality testing
- Water treatment equipment, supplies and services
- Well drilling supplies and contractors