



<b>Policy Number:</b>	<b>1010</b>
<b>Policy Title:</b>	<b>Conflict of Interest</b>

1. The Political Reform Act, 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 Regulations. Section 18730, which contains the terms of a standard conflict of interest code, which can be incorporated by reference, and which may be amended to conform to amendments in the Political Reform Act after public notice and hearings conducted by the Fair Political Practices Commission pursuant to the Administrative Procedure Act, Government Code Sections 11370, et seq. 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 this policy, in which directors and employees are designated, and are hereby incorporated by reference and constitute the conflict of interest code of the Fair Oaks Water District.
2. Persons holding designated positions shall file statements of economic interests with the Fair Oaks Water District. Upon receipt of the economic interest statements, the District Secretary shall make and retain a copy and forward the original of these statements to the Clerk of Sacramento County. The District shall retain statements for all other designated employees.
3. PART I - DESIGNATED EMPLOYEES

<u>Position</u>	<u>Disclosure Category</u>
Director 1	1
Director 2	1
Director 3	1
Director 4	1
Director 5	1
General Manager/Secretary	1
Operations Manager	2
Finance Manager	2

Date Adopted: December 28, 1976; Revision Dates: December 8, 1992, August 8, 2000, December 13, 2004, October 11, 2010, August 13, 2012, August 8, 2016, September 12, 2016
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Customer Service Manager	2
General Counsel for the District	1
Consultant 1*	1
Consultant 2*	1
Consultant 3*	1
Consultant 4*	1
Consultant 5*	1
Consultant 6*	1
Consultant 7*	1
Consultant 8*	1
Consultant 9*	1
Consultant 10*	1

#### 4. PART II - DISCLOSURE CATEGORIES

- 4.1. Disclosure Category 1 – Designated employees must report all investments, business positions in, and income from sources located within the District and all interest in real property located in the District including property located within a two mile radius of the District or of any property owned or used by the District.
- 4.2. Disclosure Category 2 – Designated employees must report all investments, business positions in and income sources of the type which provide services, supplies, materials, machinery or equipment of the type utilized by the District
- 4.3. Disclosure Category 3 – Designated employees must report all investments, business positions in and sources of income which are subject to the regulatory permit or licensing authority of the District.
- 4.4. \*Disclosure by Consultants shall be included in the list of employees and disclose pursuant to the broadest disclosure category (Category 1) in the code subject to the following limitation:
  - 4.4.1. The District 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 disclosure

requirements in this section. The written determination shall include the basis for this determination and shall be maintained as a public record to the same extent as other disclosures made under the Conflict of Interest Code.