

COUNTY OF SAN DIEGO
BOARD OF SUPERVISORS

2012 Local Agency Biennial Notice

2012 SEP 10 PM 4:18

Name of Agency: SANTA FE IRRIGATION DISTRICT

Mailing Address: P.O. BOX 409, RANCHO SANTA FE, CA 92067-0409

Contact Person: KIM JOHNSON Office Phone No: 858-227-5797

E-mail: KJohnson@sfidwater.org Fax No: (858) 756-0450

Accurate disclosure is essential to monitor whether officials have conflicts of interest and to help ensure public trust in government. The biennial review examines current programs to ensure that the agency's code requires disclosure by agency officials who make or participate in making governmental decisions.

This agency has reviewed its conflict-of-interest code and has determined that (Check one box):

- An amendment is required. The following amendments are necessary:**
(Mark all that apply.)
 - Include new positions.
 - Revise disclosure categories.
 - Revise the titles of existing positions.
 - Delete titles of positions that have been abolished and/or positions that no longer make or participate in making governmental decisions.
 - Other (describe) include language clarifying requirements as provided by FPPC
- No amendment is required.
- The code is currently under review by the code reviewing body.

Verification

The agency's code accurately designates all positions that make or participate in the making of governmental decisions; the disclosure categories assigned to those positions accurately require the disclosure of all investments, business positions, interests in real property, and sources of income that may foreseeably be affected materially by the decisions made by those holding the designated positions; and the code includes all other provisions required by Government Code Section 87302.

Signature of Chief Executive Officer

9/14/12
Date

Complete this notice regardless of how recently your code was approved or amended. Please return this notice no-later than **October 1, 2012**, or the date specified by your agency, if earlier, to:

CLERK OF THE BOARD - COI
1600 Pacific Highway, Room 402, San Diego, CA 92101
PLEASE DO NOT RETURN THIS FORM TO THE FPPC.

Approved and/or authorized by the
 Board of Supervisors of the County of San Diego.
 Meeting Date: 12/4/12 Minute Order No: 20
 By: Date: 12/17/12
 Deputy Clerk of the Board Supervisors

INDIAN WELLS
(760) 568-2611
IRVINE
(949) 263-2600
LOS ANGELES
(213) 617-8100
ONTARIO
(909) 989-8584

DIANNA MARIE VALDEZ
(951) 826-8252
DIANNAMARIE.VALDEZ@BBKLAW.COM

BBK
BEST BEST & KRIEGER
ATTORNEYS AT LAW

COUNTY OF SAN DIEGO
BOARD OF SUPERVISORS

2012 SEP 25 AM 8 33

3390 UNIVERSITY AVENUE, 5TH FLOOR, P.O. BOX 1028, RIVERSIDE, CA 92502
PHONE: (951) 686-1450 | FAX: (951) 686-3083 | WWW.BBKLA.W.COM

SACRAMENTO (916) 325-4000
SAN DIEGO (619) 525-1300
WALNUT CREEK (925) 977-3300
WASHINGTON, DC (202) 785-0600

LEONARD J. BUZKA
CLERK OF THE BOARD
OF SUPERVISORS

September 21, 2012

Teresa Zurita, Deputy
Clerk of the Board of Supervisors
County of San Diego
1600 Pacific Highway, Room 402
San Diego, CA 92101-2471

Re: Santa Fe Irrigation District -
Amended Conflict of Interest Code and Request for Notice

Dear Teresa:

Enclosed for review and approval by the Board of Supervisors is the Conflict of Interest Code of the Santa Fe Irrigation District amended by the Board of Directors by Resolution No. 12-17, on September 20, 2012. As you can see by the enclosed legislative version of the Code, the amendment was done to include a new position, revise titles of existing positions, delete titles of positions that have been abolished, and update the language of the incorporation page and Appendix as provided by the Fair Political Practices Commission to help clarify certain requirements.

Please let me know when this matter will be submitted to the Board of Supervisors for approval. I would also appreciate a copy of the Resolution or Minute Order approving the District's amended Code for our files.



COUNTY OF SAN DIEGO
BOARD OF SUPERVISORS

BEST BEST & KRIEGER
ATTORNEYS AT LAW

2012 SEP 25 AM 8 38

Teresa Zurita, Deputy
Clerk of the Board of Supervisors
September 21, 2012
Page 2

THOMAS J. PASTUSZKA
CLERK OF THE BOARD
OF SUPERVISORS

Please feel free to call or email me if you or County Counsel have any questions regarding this matter.

Sincerely,

Dianna Marie Valdez, Senior Paralegal
Conflicts of Interests & Ethics Coordinator
for BEST BEST & KRIEGER LLP
General Counsel
Santa Fe Irrigation District

:dmv

Encls:

Resolution of Adoption
Amended Conflict of Interest Code
Legislative Version of the Amended Code

RESOLUTION NO. 12-17

2012 SEP 25 AM 8 38

RESOLUTION OF THE BOARD OF DIRECTORS OF THE
SANTA FE IRRIGATION DISTRICT ADOPTING AN AMENDED
CONFLICT OF INTEREST CODE PURSUANT TO THE POLITICAL REFORM ACT OF 1974
CHIEF CLERK OF THE BOARD
OF SUPERVISORS

WHEREAS, the State of California enacted the Political Reform Act of 1974, Government Code Section 81000 et seq. (the "Act"), which contains provisions relating to conflicts of interest which potentially affect all officers, employees and consultants of the Santa Fe Irrigation District (the "District") and requires all public agencies to adopt and promulgate a conflict of interest code; and

WHEREAS, the Board of Directors adopted a Conflict of Interest Code (the "Code") which was amended on September 16, 2010, in compliance with the Act; and

WHEREAS, subsequent changed circumstances within the District have made it advisable and necessary pursuant to Sections 87306 and 87307 of the Act to amend and update the District's Conflicts of Interest Code; and

WHEREAS, the potential penalties for violation of the provisions of the Act are substantial and may include criminal and civil liability, as well as equitable relief which could result in the District being restrained or prevented from acting in cases where the provisions of the Act may have been violated; and

WHEREAS, notice of the time and place of a public meeting on, and of consideration by the Board of Directors of, the proposed amended Code was provided each affected designated employee and publicly posted for review at the offices of the District; and

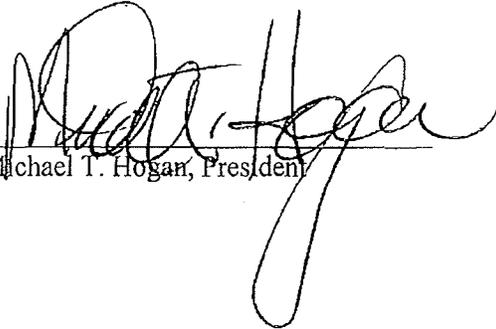
WHEREAS, a public meeting was held upon the proposed amended Code at a regular meeting of the Board of Directors on September 20, 2012, at which all present were given an opportunity to be heard on the proposed amended Code.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Santa Fe Irrigation District that the Board of Directors does hereby adopt the proposed amended Conflict of Interest Code, a copy of which is attached hereto as Exhibit A, and shall be on file with the Executive Assistant and available to the public for inspection and copying;

BE IT FURTHER RESOLVED that the said amended Code shall be submitted to the Board of Supervisors of the County of San Diego for approval and said Code shall become effective 30 days after the Board of Supervisors approves the proposed amended Code as submitted.

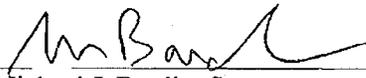
APPROVED AND ADOPTED this 20th day of September, 2012.

AYES: Dunford, Ingalls, Irvin, Menshek, and Hogan
NOES: None
ABSTAIN: None
ABSENT: None



Michael T. Hogan, President

ATTEST:



Michael J. Bardin, Secretary

EXHIBIT A

CONFLICT OF INTEREST CODE FOR THE SANTA FE IRRIGATION DISTRICT

(Amended September 20, 2012)

The Political Reform Act (Gov. 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 Cal. Code of Regs. § 18730) which contains the terms of a standard conflict of interest code, which can be incorporated by reference in an agency's 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 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 incorporation page, Regulation 18730 and the attached Appendix designating positions and establishing disclosure categories, shall constitute the conflict of interest code of the **Santa Fe Irrigation District** (the "District").

All officials and designated positions required to submit a statement of economic interests shall file their statements with the **Executive Assistant** as the District's Filing Officer. The **Executive Assistant** shall make and retain a copy of all statements filed by Members of the Board of Directors and the General Manager, and forward the originals of such statements to the Clerk of the Board of Supervisors of the County of San Diego. The **Executive Assistant** shall retain the originals of the statements filed by all other officials and designated employees and make all statements available for public inspection and reproduction during regular business hours. (Gov. Code § 81008.)

BBK – September 2012

APPENDIX

CONFLICT OF INTEREST CODE OF THE SANTA FE IRRIGATION DISTRICT (Amended September 20, 2012)

EXHIBIT "A"

OFFICIALS WHO MANAGE PUBLIC INVESTMENTS

District Officials who manage public investments, as defined by 2 Cal. Code of Regs. § 18701(b), are NOT subject to the District's Code but must file disclosure statements under Gov. Code Section 87200 et seq. [Regs. § 18730(b)(3)] These positions are listed here for informational purposes only.

It has been determined that the positions listed below are officials who manage public investments¹:

Members of the Board of Directors

General Manager

Financial Consultants

¹ Individuals 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 § 87200.

DESIGNATED POSITIONS

GOVERNED BY THE CONFLICT OF INTEREST CODE

<u>DESIGNATED EMPLOYEES'</u> <u>TITLE OR FUNCTION</u>	<u>DISCLOSURE CATEGORIES</u> <u>ASSIGNED</u>
Administrative Services Manager	1, 2
Associate Civil Engineer	2, 3, 5
Chief Water Treatment Operator	5
Distribution Construction Supervisor	5
Distribution Operations Supervisor	5
Electrical/Instrumentation Technician	5
Engineering Manager	2, 3, 5
Executive Assistant	4
Facilities Maintenance Technician	5
General Counsel	1, 2
Human Resources Administrator	5
Information Technology Administrator	5
Management Analyst	4
Operations Manager	2, 4
Preventative Maintenance Technician	5
Safety Coordinator	5
System Maintenance Supervisor	5

<u>DESIGNATED EMPLOYEES'</u> <u>TITLE OR FUNCTION</u>	<u>DISCLOSURE CATEGORIES</u> <u>ASSIGNED</u>
Water Quality Analyst	5
Consultant ²	

² Individuals serving as a consultant as defined in FPPC Reg 18701 or in a new position must file under the broadest disclosure set forth in this Code subject to the following limitation:

The General Manager may determine that, due to the range of duties or contractual obligations, it is more appropriate to designate a limited disclosure requirement. A clear explanation of the duties and a statement of the extent of the disclosure requirements must be in a written document. 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.

EXHIBIT "B"

DISCLOSURE CATEGORIES

The disclosure categories listed below identify the types of economic interests that the designated position must disclose for each disclosure category to which he or she is assigned.

Category 1: All investments and business positions in business entities, and sources of income, including gifts, loans and travel payments, that are located in, that do business in or own real property within the jurisdiction of the District.

Category 2: All interests in real property which is located in whole or in part within, or not more than two (2) miles outside, the jurisdiction of the District.

Category 3: All investments and business positions in business entities, and sources of income, including gifts, loans and travel payments, that are engaged in land development, construction or the acquisition or sale of real property within the jurisdiction of the District.

Category 4: All investments and business positions in business entities, and sources of income, including gifts, loans and travel payments, that provide services, products, materials, machinery, vehicles or equipment of a type purchased or leased by the District.

Category 5: All investments and business positions in business entities, and sources of income, including gifts, loans and travel payments, that provide services, products, materials, machinery, vehicles or equipment of a type purchased or leased by the designated position's department, unit or division.

2012 SEP 25 ~~THU 8 30~~

LEGISLATIVE VERSION

(showing changes made)

THOMAS J. PAOLLOZKA

CONFLICT OF INTEREST CODE FOR THE **OF SUPERVISORS** **SANTA FE IRRIGATION DISTRICT**

(Amended September 16, 2010 September 20, 2012)

The Political Reform Act (Gov. 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 Cal. Code of Regs. § 18730) which contains the terms of a standard conflict of interest code, which can be incorporated by reference in an agency's 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 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 incorporation page, Regulation 18730 and the attached Appendix designating ~~officials and employees~~ positions and establishing disclosure categories, shall constitute the conflict of interest code of the **Santa Fe Irrigation District** (the "**District**").

All officials and designated ~~employees~~ positions required to submit a statement of economic interests shall file their statements with the **Executive Assistant** as the District's Filing Officer. The ~~Filing Officer~~ Executive Assistant shall make and retain a copy of all statements filed by Members of the Board of Directors and the General Manager, and forward the originals of such statements to the Clerk of the Board of Supervisors of the County of San Diego. The ~~Filing Officer~~ Executive Assistant shall retain the originals of the statements filed by all other officials and designated employees and make all statements available for public inspection and reproduction during regular business hours. (Gov. Code § 81008.)

*BBK – September 2010*2012

APPENDIX

CONFLICT OF INTEREST CODE

OF THE

SANTA FE IRRIGATION DISTRICT

(Amended ~~September 16, 2010~~ September 20, 2012)

EXHIBIT "A"

OFFICIALS WHO MANAGE PUBLIC INVESTMENTS

District Officials who manage public investments, as defined by 2 Cal. Code of Regs. § 18701(b), are NOT subject to the District's Code but must file disclosure statements under ~~are subject to the disclosure requirements of the Act. (Government Gov. Code Section 87200 et seq.)~~. [Regs. § 18730(b)(3)] These positions are listed here for informational purposes only.

It has been determined that the positions listed below are officials who manage public investments¹:

Members of the Board of Directors

General Manager

Financial Consultants

¹ Individuals holding one of the above-listed positions may contact the FPPC-Fair Political Practices Commission for assistance or written advice regarding their filing obligations if they believe that their position has been categorized incorrectly. The FPPC-Fair Political Practices Commission makes the final determination whether a position is covered by § 87200.

DESIGNATED POSITIONS

GOVERNED BY THE CONFLICT OF INTEREST CODE

<u>DESIGNATED EMPLOYEES'</u> <u>TITLE OR FUNCTION</u>	<u>DISCLOSURE CATEGORIES</u> <u>ASSIGNED</u>
Administrative <u>Services</u> Manager	1, 2
Chief <u>Water Treatment</u> Operator	5
<u>Distribution</u> Construction Supervisor	5
Electrical/Instrumentation Technician	5
Engineering Manager	2, 3, 5
Executive Assistant	4
General Counsel	1, 2
Human Resources Administrator	5
Maintenance Coordinator <u>Facilities Maintenance Technician</u>	5
<u>System</u> Maintenance Supervisor	5
Management Analyst	4
Meter Services Supervisor	5
Operations Manager	2, 4
<u>Distribution</u> Operations Supervisor	5
Project Manager <u>Associate Civil Engineer</u>	2, 3, 5
<u>Preventative Maintenance Technician</u>	<u>5</u>
Safety Officer <u>Coordinator</u>	5

DESIGNATED EMPLOYEES'
TITLE OR FUNCTION

DISCLOSURE CATEGORIES
ASSIGNED

Senior Accountant	4
Systems Administrator/ <u>Information Technology Administrator</u>	5
Water Conservation Specialist	5
Water Quality Analyst	5
Consultant ²	

² 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: Individuals serving as a consultant as defined in FPPC Reg 18701 or in a new position must file under the broadest disclosure set forth in this 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 are 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. The General Manager may determine that, due to the range of duties or contractual obligations, it is more appropriate to designate a limited disclosure requirement. A clear explanation of the duties and a statement of the extent of the disclosure requirements must be in a written document. 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.

EXHIBIT "B"

DISCLOSURE CATEGORIES

The disclosure categories listed below identify the types of ~~investments, business entities, sources of income, including gifts, loans and travel payments, or real property which the Designated Employee~~economic interests that the designated position must disclose for each disclosure category to which he or she is assigned.

Category 1: All investments and business positions in business entites, and sources of income, including gifts, loans and travel payments, that are located in, that do business in or own real property within the jurisdiction of the District.

Category 2: All interests in real property which is located in whole or in part within, or not more than two (2) miles outside, the jurisdiction of the District.

Category 3: All investments and business positions in business entities, and sources of income, including gifts, loans and travel payments, that are engaged in land development, construction or the acquisition or sale of real property within the jurisdiction of the District.

Category 4: All investments and business positions in business entities, and sources of income, including gifts, loans and travel payments, that provide services, supplies products, materials, machinery, vehicles or equipment of a type purchased or leased by the District.

Category 5: All investments and business positions in business entities, and sources of income, including gifts, loans and travel payments, that provide services, supplies products, materials, machinery, vehicles or equipment of a type purchased or leased by the ~~D~~designated Employee's position's department, unit or division.