



**PADRE DAM**  
Municipal Water District

# **CONFLICT OF INTEREST CODE**

COUNTY OF SAN DIEGO  
2020 NOV 10 AM 10:09  
CLERK OF THE BOARD  
OF SUPERVISORS

## PADRE DAM MUNICIPAL WATER DISTRICT CONFLICT OF INTEREST CODE

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) that 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 Section 18730 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 regulation and the attached Appendix designating positions and establishing disclosure categories, shall constitute the Conflict of Interest Code of the Padre Dam Municipal Water District (the "District").

All officials and designated positions shall file their statements of economic interests with the Board Secretary as the District's Filing Officer/Official. The Board Secretary 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 Board Secretary shall retain the originals of the statements filed by all other officials and designated positions and make all statements available for public inspection and reproduction during regular business hours. (Gov. Code § 81008.)

Approved and/or authorized by the Board of Supervisors of the County of San Diego.	
Meeting Date: 12/8/20	Minute Order No. 09
By: <i>Shawn Cam</i>	Date: 12/14/20
Deputy Clerk of the Board Supervisors	

Amended November 4, 2020

# APPENDIX

## CONFLICT OF INTEREST CODE

### OF THE

## PADRE DAM MUNICIPAL WATER DISTRICT

(Amended November 4, 2020)

### EXHIBIT "A"

#### OFFICIALS WHO MANAGE PUBLIC INVESTMENTS

District Officials who manage public investments, as defined by 2 Cal. Code of Regs. § 18700.3, are NOT subject to the District's Code, but must file disclosure statements under Government 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 investments<sup>1</sup>:

Members of the Board of Directors

General Manager

Director of Finance

Financial Consultants

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<sup>1</sup> 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**

<b><u>DESIGNATED POSITIONS'</u></b> <b><u>TITLE OR FUNCTION</u></b>	<b><u>DISCLOSURE CATEGORIES</u></b> <b><u>ASSIGNED</u></b>
Accounting Manager	4
Administrative Assistant	5
Assistant Operations Manager	5
Board Secretary	5
Cathodic Protection Program Coordinator	5
Communications Coordinator	5
Communications Manager	5
Communications Officer	5
Construction Inspector	3, 6
Customer Service Manager	5
Director of Engineering and Planning	2, 3, 5
Director of Human Resources & Administrative Services	5
Director of Operations and Water Quality	5
Director of Park & Recreation	5
Distribution Maintenance Manager	5
Distribution Maintenance Supervisor	5
Distribution Supervisor	5
Electrician/Instrumentation and Controls Supervisor	5
Engineer	2, 3, 5
Engineering Manager	2, 3, 5
Engineering Staff Assistant	5
Engineering Supervisor	2, 3, 5
Engineering Technician	2, 3, 5
Equipment Mechanic (purchasing processor)	5
Facilities Maintenance Specialist (purchasing processor)	5
General Counsel	1, 2
Human Resources Specialist	5
Compliance Administrator	6
Information Systems Analyst	5
Information Systems Manager	5
Information Systems Technical Specialist	5
Laboratory Analyst, Senior	5

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Field Services Supervisor	5
Field Services Technician (purchasing processor)	5
Operations Supervisor	5
Operations Manager	5
Park and Recreation Coordinator (Lead)	5
Park Recreation Manager	5
Park Operations Manager	5
Park and Recreation Supervisor	5
Plant Manager	5
Recycled Water Operator (Lead) (purchasing processor)	5
Recycled Water Operations Supervisor	5
Recycled Water Operator/Instrumentation Technician	5
Right-of-Way Agent	2, 5
Safety and Risk Manager	5, 7
SCADA Technician	5
SCADA Administrator	5
Warehouse Specialist	4
Warehouse Worker	4
Compliance Specialist	6

Consultants and New Positions<sup>2</sup>

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<sup>2</sup> Individuals serving as a consultant as defined in FPPC Reg. 18700.3 or in a new position as defined in Regulation 18734 that makes or participates in making decisions shall disclose pursuant to the broadest disclosure category 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 assign 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. (Gov. Code § 82019; FPPC Regs. 18219 and 18734.) 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. (Gov. Code § 81008.)

# **EXHIBIT “B”**

## **DISCLOSURE CATEGORIES**

The disclosure categories listed below identify the types of economic investments that the designated position must disclose for each disclosure category to which he or she is assigned.<sup>3</sup> “Investment” means financial interest in any business entity (including a consulting business or other independent contracting business) and are reportable if they are either located in or doing business in the jurisdiction, are planning to do business in the jurisdiction, or have done business during the previous two years in the jurisdiction of the District.

**Category 1:** All investments and business positions in business entities, and sources of income, including gifts, loans and travel payments, that are located in, 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, including any leaseholds, beneficial or ownership interest or an option to acquire interest in real property.

**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.

**Category 6:** All investments and business positions in business entities, and sources of income, including gifts, loans and travel payments, subject to the regulatory, permit, or licensing authority of the designated position’s department, unit or division.

**Category 7:** All investments and business position in business entities, and sources of income, including gifts, loans and travel payments, if such entities or sources have filed claims against the District in the past 2 years, or have a claim pending before the District.

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<sup>3</sup> This Conflict of Interest Code does not require the reporting of gifts from outside this agency’s jurisdiction if the source does not have some connection with or bearing upon the functions or duties of the position. (Reg. 18730.1)