

SUBMITTAL TO THE BOARD OF SUPERVISORS  
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA

208A



FROM: County Counsel

SUBMITTAL DATE:  
February 2, 2015

SUBJECT: Approval of the Conflict of Interest Code of the Rancho California Water District  
District 3; [\$0]


RECOMMENDED MOTION: That the Board of Supervisors:

1. Approve the Conflict of Interest Code submitted by Rancho California Water District; and
2. Direct the Clerk of the Board to notify Rancho California Water District of the action taken.

BACKGROUND:

Summary

Government Code section 87306.5 requires that all local agencies review their Conflict of Interest Code, and the listings of designated positions for employees who must disclose along with the types of disclosure required, and make appropriate amendments to each as required.

  
GREGORY P. PRIAMOS  
County Counsel

FINANCIAL DATA	Current Fiscal Year:	Next Fiscal Year:	Total Cost:	Ongoing Cost:	POLICY/CONSENT (per Exec. Office)
COST	\$ N/A	\$ N/A	\$ N/A	\$ N/A	Consent <input checked="" type="checkbox"/> Policy <input type="checkbox"/>
NET COUNTY COST	\$ N/A	\$ N/A	\$ N/A	\$ N/A	

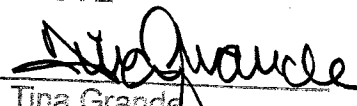
SOURCE OF FUNDS: N/A

Budget Adjustment: N/A

For Fiscal Year: N/A

C.E.O. RECOMMENDATION:

APPROVE


BY:   
Tina Grande

County Executive Office Signature

MINUTES OF THE BOARD OF SUPERVISORS

On motion of Supervisor Benoit, seconded by Supervisor Washington and duly carried, IT WAS ORDERED that the above matter is approved as recommended.

Ayes: Jeffries, Washington, Benoit and Ashley  
Nays: None  
Absent: Tavaglione  
Date: March 10, 2015  
xc: Co.Co., District, COB, BB&K

Kecia Harper-Ihem  
Clerk of the Board  
By:   
Deputy

Prev. Agn. Ref.: 12/11/12; 2.6

District: 3

Agenda Number:

2-11

Departmental Concurrence

☐ A-30 ☐ Positions Added ☐ Change Order  
☐ 4/5 Vote

**BACKGROUND:**  
**Summary (continued)**

Government Code Section 82011 identifies the Board of Supervisors for the County of Riverside as the code reviewing body for a local government agency within its county. A local government agency, as defined by Government Code Section 82041, includes Rancho California Water District.

Rancho California Water District recently revised its Conflict of Interest Code (appendix) and has submitted it to the Board of Supervisors as the code reviewing body.

This office has reviewed the revised Conflict of Interest Code (appendix) and has found that it complies with statutory requirements. A copy of Rancho California Water District's revised Conflict of Interest Code (appendix) is attached.

It is recommended that the Board of Supervisors approve Rancho California Water District's Code as revised and that the Clerk of the Board notify the Agency of the action taken.

**Impact on Citizens and Businesses**

N/A.

**CONFLICT OF INTEREST CODE FOR THE**  
**RANCHO CALIFORNIA WATER DISTRICT**  
**(Amended December 11, 2014)**

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 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 Regulation 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 incorporation page, Regulation 18730 and the attached Appendix designating positions and establishing disclosure categories, shall constitute the conflict of interest code of the **Rancho California Water District (the "District")**.

All officials and designated positions required to submit a statement of economic interests shall file their statements with the **District Secretary** as the District's Filing Officer. The **District 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 Riverside. The **District 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.)

FORM APPROVED COUNTY COUNSEL  
BY: *L. Alexandra Fong* 2/2/15  
L. ALEXANDRA FONG DATE

**APPENDIX**  
**CONFLICT OF INTEREST CODE**  
**OF THE**  
**RANCHO CALIFORNIA WATER DISTRICT**  
**(Amended December 11, 2014)**

**PART "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 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

Chief Financial Officer/Treasurer

Investment Consultant

---

<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	2, 4
Administrative Assistant, Senior-Engineering	2, 3, 5
Administrative Services Supervisor	4
AMR Systems Specialist	5
Assistant General Manager	1, 2
Associate Engineer	2, 3, 5
Budget Debt Administrator	1, 2
Chief Engineer	2, 3, 5
Conservation/Water Use Efficiency Analyst	2, 3, 5
Construction Contracts Manager	2, 3, 5
Construction Inspector Supervisor	5
Cross Connection Control Technician – II/Specialist	2, 3, 5
Customer Service Supervisor	5
Director of Operations & Maintenance	5
District Secretary	4
Electrical Services Supervisor	5
Engineering Manager - Design	2, 3, 5
Engineering Manager - Planning	2, 3, 5
Engineering Services Supervisor	5
ERP Business Analyst	5
Field Services Foreman – Fleet & Facilities	5

LAW OFFICES OF  
BEST BEST & KRIEGER LLP

DESIGNATED POSITIONS'  
TITLE OR FUNCTION

DISCLOSURE CATEGORIES  
ASSIGNED

Field Services Manager - Construction	5
Field Services Manager - Facilities	5
Finance Manager	1, 2
General Counsel	1, 2
GIS Coordinator	5
Human Resources Analyst	5
Human Resources Manager	5
Information Technology/Customer Service Manager	5
Mechanic, Senior	5
Operations Project Manager	1, 2
Principal Engineer	2, 3, 5
Public Information Officer	4
Purchasing Agent	4
Safety/Risk Officer	5
Utility Analyst	5
Wastewater Maintenance Supervisor	5
Wastewater System Supervisor	5
Water Operations Manager	5
Water Quality Supervisor	5
Water Reclamation Manager	5
Water Resources Planner	1, 2
Water System Supervisor	5

DESIGNATED POSITIONS'  
TITLE OR FUNCTION

DISCLOSURE CATEGORIES  
ASSIGNED

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

<sup>2</sup>

Individuals serving as a consultant as defined in FPPC Reg 18701 or in a new position created since this Code was last approved that makes or participates in making decisions 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 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 Sec. 82019; FPPC Regulations 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 Sec. 81008.)

## **PART "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.<sup>3</sup> Such economic interests 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.

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.

<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)



**RESOLUTION NO. 2014-12-1**

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE  
RANCHO CALIFORNIA WATER DISTRICT, RIVERSIDE  
COUNTY, CALIFORNIA AMENDING THE CONFLICT OF  
INTEREST CODE PURSUANT TO THE POLITICAL  
REFORM ACT OF 1974 (AMENDING RESOLUTION NO.  
2012-11-3)**

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 Rancho California Water 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 November 8, 2012, 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 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 to 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 December 11, 2014, 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 Rancho California Water District that the Board of Directors does hereby adopt the proposed amended Conflict of Interest Code, a copy of which is attached hereto and shall be on file with the District Secretary and available to the public for inspection and copying during regular business hours; and

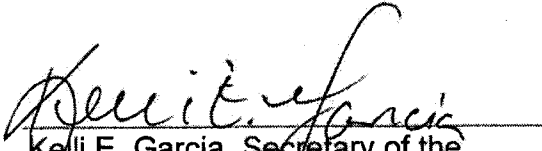
BE IT FURTHER RESOLVED that the said amended Code shall be submitted to the Board of Supervisors of the County of Riverside for approval and said Code shall become effective immediately after the Board of Supervisors approves the proposed amended Code as submitted.

ADOPTED, SIGNED, AND APPROVED this 11<sup>th</sup> day of December 2014.



Stephen J. Corona, President of the  
Board of Directors of the  
Rancho California Water District

ATTEST:

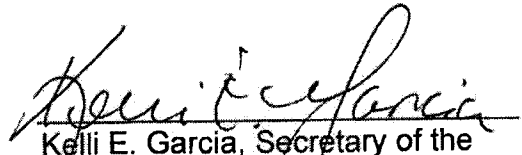


Kelli E. Garcia, Secretary of the  
Board of Directors of the  
Rancho California Water District

STATE OF CALIFORNIA )  
 )ss.  
COUNTY OF RIVERSIDE )

I, KELLI E GARCIA, Secretary of the Board of Directors of the Rancho California Water District, do hereby certify that the foregoing Resolution No. 2014-12-1 was duly adopted by the Board of Directors of said District at a regular meeting thereof held on the 11<sup>th</sup> day of December 2014, and that it was so adopted by the following vote:

AYES:	DIRECTORS:	Corona, Drake, Herman, Hoagland, Plummer, Stewart, and Ziemer
NOES:	DIRECTORS:	None
ABSENT:	DIRECTORS:	None
ABSTAIN:	DIRECTORS:	None

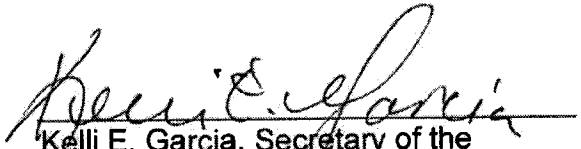
  
Kelli E. Garcia, Secretary of the  
Board of Directors of the  
Rancho California Water District

(SEAL)

STATE OF CALIFORNIA )  
 ) ss.  
COUNTY OF RIVERSIDE )

I, KELLI E. GARCIA, Secretary of the Board of Directors of the Rancho California Water District, do hereby certify that the above and foregoing is a full, true, and correct copy of Resolution No. 2014-12-1 of said Board, and that the same has not been amended or repealed.

DATED: December 11, 2014

  
Kelli E. Garcia, Secretary of the  
Board of Directors of the  
Rancho California Water District

(SEAL)