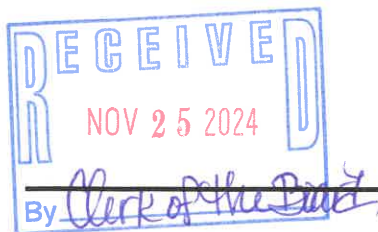


CONFLICT OF INTEREST CODE

Adopted: November 15, 2012

Last Revised: September 9, 2023 November 21, 2024



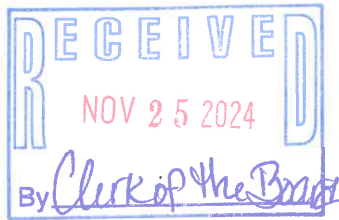
CENTRAL CONTRA COSTA SANITARY DISTRICT CONFLICT OF INTEREST CODE

A. Incorporation of FPPC Regulation by Reference

The Fair Political Practices Commission has adopted a regulation (2 Cal.Code Regs. § 18730) which contains the terms of a standard conflict of interest code which can be incorporated by reference in the 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 future amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference. Such regulation, and the attached Appendix designating officials and employees and establishing disclosure categories, shall constitute the conflict-of-interest code of the Central Contra Costa Sanitary District.

The designated officials and employees shall file statements of economic interests with the County Clerk through its electronic NetFile system. The Secretary of the District shall make copies of the statements available for public inspection and reproduction. (Gov't Code § 81008.) The original statements of the members of the Board of Directors, General Manager, Secretary, General Counsel, Deputy General Managers, Director of Engineering and Technical Services, Finance Manager and Directors shall be forwarded to the Clerk of the Board of Supervisors for Contra Costa County. Copies of the statements for all designated officials and employees will be retained by the Central Contra Costa Sanitary District.

In addition to any other requirements of 2 California Code of Regulations Section 18730 and any amendments thereto, a candidate for the Board of Directors of Central Contra Costa Sanitary District shall file, no later than the final filing date of a declaration of candidacy, a statement of economic interests, pursuant to Government Code section 87200 et seq. Title 2, Section 18730 of the California Code of Regulations and any amendments to that regulation subsequently adopted by the Fair Political Practices Commission (FPPC) are hereby incorporated in this Conflict of Interest Conflict of Interest Code by reference.



B. Code-Reviewing Body

~~The Contra Costa County Board of Supervisors is the Code-Reviewing Body for this Conflict of Interest~~Conflict of Interest Code.

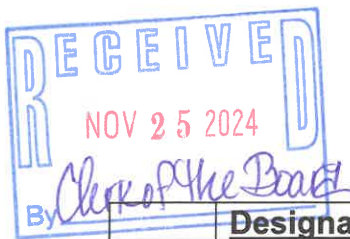
APPENDIX

C. Reason for Filing

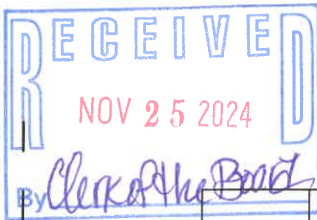
Disclosure Categories

Part I: Designated Employees

	Designated Positions Employees	Category
	<i>Management Positions</i>	1
1.	<u>General Manager</u> <u>General Counsel</u> <u>Deputy General Manager – Administration</u> <u>Deputy General Manager – Operations</u> <u>Finance Manager</u> Capital Projects Division Manager	1
2.	<u>Members of the Board of Directors</u>	<u>1</u>
2-3.	Collection System Operations Division Manager	1
3-4.	Communication Services and Government Relations Manager	1
4-5.	Environmental and Regulatory Compliance Division Manager	1
5-6.	Human Resources & Organizational Development Manager	1
6-7.	Information Technology Manager	1
7-8.	Internal Auditor/ <u>Diversity, Equity & Inclusion Officer</u>	1
8-9.	Operations Optimization Manager	1
9-10.	Planning and Development Services Division Manager	1
10-11.	Plant Maintenance Division Manager	1
11-12.	Plant Operations Division Manager	1
12-13.	Resource Recovery Program Manager	1
	<i>Consultants and Special Capacities</i>	1
13-14.	Consultant* (refer to Section I below)	
14-15.	Employees or consultants hired as financial advisor or underwriter	1
15-16.	Employees on the Deferred Compensation Advisory Committee	1
	<i>All Other Applicable Staff Positions</i>	
16.	<u>-Accounting Supervisor</u>	<u>1</u>
17.	Associate Engineer	1
18.	Construction Inspector	2, 4



	Designated Positions Employees	Category
18-19	Contracts and Procurement Administrator	2
19-20	Contracts and Procurement Specialist I/II	2
20-21	Contracts Specialist	2
21-22	Development Services Supervisor	2, 3
22-23	Environmental Compliance Inspector I/II	2, 4
23-24	Environmental Compliance Program Administrator	2, 4
24-25	Laboratory Program Administrator	2, 4
25-26	Land Surveyor	2, 3
26-27	Maintenance Planner	2
27-28	Maintenance Supervisor	2
28-29	Material Services Supervisor	2
29-30	Materials Specialist	2
30-31	Real Property Agent	2, 3
31-32	Risk Management Program Administrator	1
32-33	Senior Engineer	1
33-34	Senior Environmental Compliance Inspector	2, 4
34-35	Superintendent, Operations/Maintenance	2
35-36	Utility Systems Engineer	1
<u>37.</u>	<u>EHS Program Administrator</u>	<u>1</u>
<u>38.</u>	<u>Household Hazardous Waste Program Administrator</u>	<u>1</u>
<u>39.</u>	<u>Asset Management Program Administrator</u>	<u>1</u>
<u>40.</u>	<u>Employees or consultants hired as financial or advisory underwriter</u>	<u>1</u>
<u>41.</u>	<u>Employees on the Deferred Compensation Advisory Committee</u>	<u>1</u>
<u>42.</u>	<u>Utility Worker</u>	<u>2</u>
<u>43.</u>	<u>Graphics Designer Specialist</u>	<u>2</u>
<u>44.</u>	<u>Vehicle Equipment</u>	<u>2</u>
<u>45.</u>	<u>Senior HHW Tech</u>	<u>2</u>
<u>46.</u>	<u>Electrical Technician</u>	<u>2</u>
<u>47.</u>	<u>Instrumentation Tech</u>	<u>2</u>
<u>48.</u>	<u>Executive Assistant to the GM</u>	<u>2</u>
<u>49.</u>	<u>Admin Services Supervisor</u>	<u>2</u>
<u>50.</u>	<u>Admin Services Assistant</u>	<u>2</u>
<u>51.</u>	<u>Maintenance Technician</u>	<u>2</u>
<u>52.</u>	<u>Lead Maintenance Technician</u>	<u>2</u>
<u>53.</u>	<u>Deputy Secretary of the District</u>	<u>2</u>
<u>54.</u>	<u>Admin Assistant</u>	<u>2</u>
<u>55.</u>	<u>EHS Specialist</u>	<u>2</u>
<u>56.</u>	<u>Sr. Community Affairs Rep</u>	<u>2</u>
<u>57.</u>	<u>Chemist I, II, III</u>	<u>2</u>
<u>58.</u>	<u>Supervising Chemist</u>	<u>2</u>
<u>59.</u>	<u>Community Affairs Rep</u>	<u>2</u>



	Designated Positions	Employees	Category
60.	Project Manager/Business Analyst		<u>2</u>
61.	Electrical/Instrumentation Supervisor		<u>2</u>
62.	Machinist		<u>2</u>
63.	Pump Stations Operators I, II, III		<u>2</u>

***Consultants**

Only those Consultants who fall within the criteria described below shall disclose pursuant to the broadest disclosure category in the District’s Conflict of Interest Code, unless the General Manager determines, in writing, that a less broad category is appropriate.

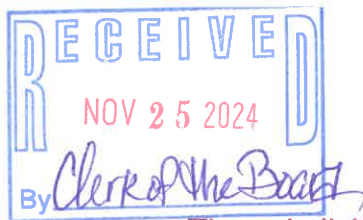
For purposes of the District’s Conflict of Interest Code, "Consultant" means an individual who, pursuant to a contract with the District:

1. Makes a governmental decision whether to:
 - a. Approve a rate, rule, or regulation;
 - b. Adopt or enforce a law;
 - c. Issue, deny, suspend, or revoke any permit, license, application, certificate, approval, order, or similar authorization or entitlement;
 - d. Authorize the agency to enter into, modify, or renew a contract provided it is the type of contract that requires agency approval;
 - e. Grant agency approval to a contract that requires agency approval and to which the agency is a party, or to the specifications for such a contract;
 - f. Grant agency approval to a plan, design, report, study, or similar item;
 - g. Adopt, or grant agency approval of, policies, standards, or guidelines for the agency, or for any subdivision thereof; or

2. Serves in a staff capacity with the agency and in that capacity participates in making governmental decisions as defined in FPPC Regulation 2 CCR 18700, et seq. or performs the same or substantially all the same duties for the agency that would otherwise be performed by an individual holding a designated position specified ~~in the Sections G and H~~ above.

The General Manager shall make a determination in writing when a particular Consultant falls within the above-described criteria requiring the Consultant to be treated as a “designated position.” The General Manager’s determination is a public record and shall be retained for public inspection in the same manner and location as the ~~Conflict of Interest~~Conflict of Interest Code.

Part II: Disclosure Categories



Those individuals listed in Sections G, H, and I Designated Employees are required to file a statement of economic interests Form 700 as their job duties fall under one, or more, of the following categories:

- Category 1 – Officials and employees Board Members and any Designated Employees whose duties are broad and indefinable:

All investments and business positions in business entities, and income (including loans, gifts and travel payments) from sources located in or doing business in the District’s jurisdiction. A business entity is “located or doing business in the jurisdiction of District” if the business entity is doing business or plans to do business within the boundaries of the District, or if the business entity owned or leased any facilities within the boundaries of the District, or has done business within the boundaries of the District, at any time during the two years prior to the time that the disclosure statement of the designated office/employee is filed.

Interests in real property located in the jurisdiction, including property located in part or in whole within the boundaries of the District, within two miles thereof, or within two miles of land owned or used by the District.
~~Interests in real property located in the jurisdiction, including property within two miles of the boundaries of the District’s jurisdiction.~~

- Category 2 – Officials and employees Designated Employees whose duties involve contracting or purchasing equal to or exceeding \$1,500 per month or \$18,000 per year for the District:

All investments and business positions in business entities, and income (including 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 this District.

- Category 3 – Officials and employees Designated Employees whose decisions may affect real property interests:

Interests in real property located in the jurisdiction, including property located in part or in whole within the boundaries of the District, within two miles thereof, or within two miles of land owned or used by the District. ~~of the boundaries of the District.~~

- Category 4 – Officials and employees Designated Employees with regulatory powers:

All investments and business positions and income, including gifts, loans and travel payments, from sources that are subject to the regulatory,

permit or licensing authority of, or have an application for a license or permit pending before, the District.

D. Place of Filing

~~1. Those individuals who are required to file a Statement of Economic Interests (Form 700) shall do so as follows:~~

~~a. File Directly with the County~~

~~The Board Members, employees and officers listed in Section G below shall file a Form 700 electronically with Contra Costa County using NetFile's paperless system and shall also provide a courtesy copy of the Form 700 to the Secretary of the District. The Secretary of the District is considered the "filing official" for those holding these positions.~~

~~b. File with the Secretary of the District~~

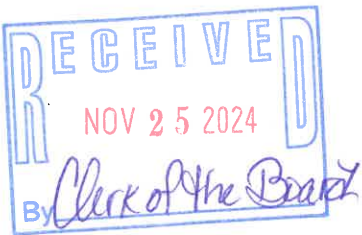
~~Employees listed in Section H below shall file an original Form 700 with the Secretary of the District. The Secretary of the District is considered the "filing officer" and shall retain the original statements.~~

E. Public Records

~~Form 700s are public records subject to Government Code Section 81008 and are available for public inspection not later than the second business day following the day on which the statement was received.~~

F. Disqualification

~~Board Members, employees, and officials in positions designated in Sections G and H below shall disqualify themselves from making or participating in the making of any governmental decision when it is reasonably foreseeable that a financial interest of the individual may be materially affected by the decision. The individual shall not be required to disqualify himself or herself with respect to any matter which could not be legally acted upon or decided without the individual's participation.~~



G. Officials Who Manage Public Investments

~~In accordance with Government Code Sections 87200 and 87314, certain positions are required to file a Form 700; specifically, those who direct the investment of public monies, formulate or approve investment policies, approve or establish guidelines for asset allocations, or approve investment transactions. It has been determined that the positions listed below shall file, upon assuming and leaving office and annually while in office, a Form 700 disclosing that official's interest in investments, real property, and income designated as reportable under the disclosure category to which the official's position is assigned. Officials who manage public investments shall be disqualified from participation as described above:~~

	<u>Designated Positions</u>	<u>Disclosure Category</u>
1.	Member, Board of Directors	4
2.	General Manager	4
3.	Secretary of the District	4
4.	Counsel for the District	4
5.	Deputy General Manager—Administration	4
6.	Deputy General Manager—Operations	4
7.	Director of Engineering and Technical Services	4
8.	Finance Manager	4

H. Disclosure Statement and Designated Positions

~~Each employee in the positions designated below shall file a Form 700 upon assuming and leaving office and annually while in office disclosing that employee's interest in investments, real property, and income designated as reportable under the disclosure category to which the employee's position is assigned. Employees in these "designated positions" are those who the District has determined will make or participate in making governmental decisions and who could foreseeably be affected materially by those decisions.~~

I.

