

CONFLICT OF INTEREST CODE

Adopted: November 15, 2012
Last Revised: November 21, 2024

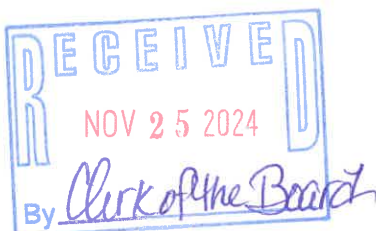


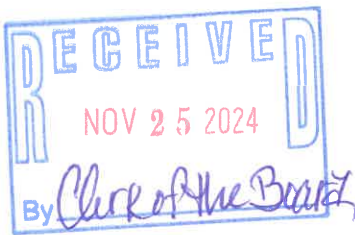
CENTRAL CONTRA COSTA SANITARY DISTRICT CONFLICT OF INTEREST CODE

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.)

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.

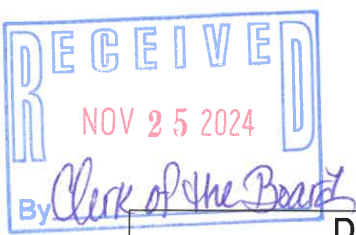




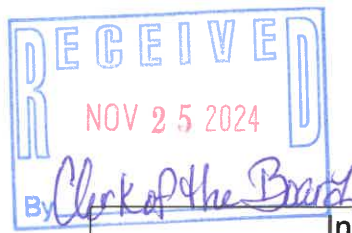
APPENDIX

Part I: Designated Employees

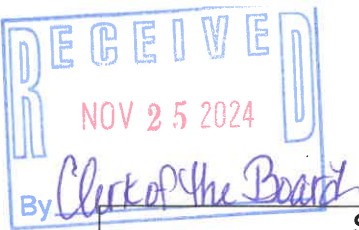
Designated Employee	Disclosure Category
Accounting Supervisor	1
Administrative Assistant	2
Administrative Services Assistant	2
Administrative Services Supervisor	2
Asset Management Program Administrator	1
Associate Engineer	1
Board of Directors Members	1
Capital Projects Division Manager	1
Chemist I, II, III	2
Collection System Operations Division Manager	1
Communication Services and Government Relations Manager	1
Community Affairs Representative	2
Construction Inspector	2, 4
Consultants*	1
Contracts and Procurement Administrator	2
Contracts and Procurement Specialist I/II	2
Contracts Specialist	2
Deputy General Manager – Administration	1
Deputy General Manager – Operations	1



Deputy Secretary of the District	1
Development Services Supervisor	2, 3
EHS Program Administrator	1
EHS Specialist	2
Electrical Technician	2
Electrical/Instrumentation Supervisor	2
Employees on the Deferred Compensation Advisory Committee	1
Employees or consultants hired as financial advisory or underwriter	1
Environmental and Regulatory Compliance Division Manager	1
Environmental Compliance Inspector I/II	2, 4
Environmental Compliance Program Administrator	2, 4
Executive Assistant to the GM	2
Finance Manager	1
General Counsel	1
General Manager	1
Graphics Specialist	2
Household Hazardous Waste Program Administrator	1
Human Resources & Organizational Development Manager	1
Information Technology Manager	1



Instrumentation Technician	2
Internal Auditor/Diversity, Equity & Inclusion Officer	1
Laboratory Program Administrator	2, 4
Land Surveyor	2, 3
Lead Maintenance Technician	2
Machinist	2
Maintenance Planner	2
Maintenance Supervisor	2
Maintenance Technician	2
Material Services Supervisor	2
Materials Specialist	2
Operations Optimization Manager	1
Planning and Development Services Division Manager	1
Plant Maintenance Division Manager	1
Plant Operations Division Manager	1
Project Manager/Business Analyst	2
Pump Stations Operators, I, II, III	2
Real Property Agent	2, 3
Resource Recovery Program Manager	1
Risk Management Program Administrator	1
Secretary of the District	1
Senior Engineer	1
Senior Environmental Compliance Inspector	2, 4



Senior HHW Technician	2
Senior Community Affairs Representative	2
Superintendent, Operations/Maintenance	2
Supervising Chemist	2
Utility Systems Engineer	1
Utility Worker	2
Vehicle Equipment	2

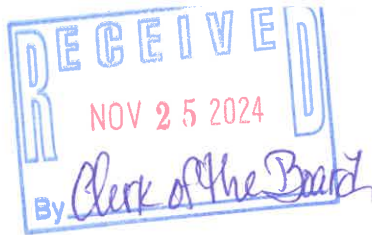
***Consultants**

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 FPCC 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 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 Code.

Part II: Disclosure Categories

Designated Employees are required to file a statement of economic interests as their job duties fall under one, or more, of the following categories:

- **Category 1** – 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.

- **Category 2** – 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** – 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.

- **Category 4** – 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.

