

CONFLICT OF INTEREST CODE

Adopted: November 15, 2012

Last Revised: **November 21, 2024**



CENTRAL CONTRA COSTA SANITARY DISTRICT CONFLICT OF INTEREST CODE

Incorporation of FPPC Regulation 18730 by Reference

The Fair Political Practices Commission ("**FPPC**") 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.

Place of Filing of Statements of Economic Interests

Filing through the County Clerk: The designated officials and employees listed on the attached Appendix 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.)

Filing through the FPPC: Pursuant to SB 852 which was signed into law in October 2025, the officials and employees who manage public investments must file Form 700 disclosure statements directly with the Fair Political Practices Commission using its electronic filing system, rather than filing forms with the County Clerk. For purposes of the District's Conflict of Interest Code, the following individuals are required to submit Form 700 disclosure statements directly to the FPPC:

- Members of the Board of Directors
- General Manager

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- Secretary of the District
- Counsel for the District
- Deputy General Manager (Finance and Administration)
- Deputy General Manager (Engineering and Operations)
- Director of Engineering and Technical Services
- Finance Manager

Filing Requirements for Candidates for the District Board of Directors

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.

Financial Training Requirements

–Pursuant to SB 827 which became effective on January 1, 2026, certain District officials and employees are required to complete at least two hours of fiscal and financial training every two years. The goal of this requirement is to facilitate the strengthening of financial oversight for specific individuals involved in the budgetary process.

Timing of Initial Training: Each of the individuals listed below must complete an initial financial training as follows:

- Officials who began service to the District prior to January 1, 2026 must complete the initial training by January 1, 2028; and
- Officials who began service on or after January 1, 2026 must complete training within six months of the date they took office.

Individuals Required to Complete Financial Training: Following the initial training, each individual listed below must take the financial training at least every two years. For purposes of the District and this Conflict of Interest Code, the following individuals must complete the biennial financial training:

- Members of the Board of Directors
- General Manager
- Deputy General Manager (Finance and Administration)
- Deputy General Manager (Engineering and Operations)
- Finance Manager
- Human Resources and Organizational Development Manager
- Communications and Governmental Relations Manager
- Operations Optimization Division Manager
- Resource Recovery and Development Services Division Manager

- Capital Projects Division Manager
- Information Technology Manager
- Plant Maintenance Division Manager
- Environmental and Regulatory Compliance Division Manager
- Collection System Operations Division Manager
- Plant Operations Division Manager
- All Procurement Staff
- All Finance Department Staff



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APPENDIX

Designated Employees and Corresponding Disclosure Categories
Disclosure Categories

Part I: Designated Employees

	<u>Designated Employees</u>	<u>Category</u>
1.	Board of Directors General Manager General Counsel Deputy General Manager—Administration and Finance Deputy General Manager—Engineering and Operations Director of Engineering and Technical Services Finance Manager Secretary of the District	4
2.1.	Accounting Supervisor*	1
3.2.	Administrative Assistant	2
4.3.	Administrative Services Assistant	2
5.4.	Administrative Services Supervisor	2
6.5.	Asset Management Program Administrator	1
7.6.	Associate Engineer	1
8.7.	Capital Projects Division Manager*	1
9.8.	Chemist I, II, III	2
10.9.	Collection System Operations Division Manager*	1
11.10.	Communication Services and Government Relations Manager*	1
12.11.	Community Affairs Representative	2
13.12.	Construction Inspector	2, 4
14.13.	Consultant**	
15.14.	Contracts and Procurement Administrator*	2
16.15.	Contracts and Procurement Specialist I/II*	2
17.	Contracts Specialist*	2
18.	Deputy Secretary of the District	2
19.	Development Services Supervisor	2, 3
20.	Electrical Technician	2
21.	Electrical/Instrumentation Supervisor	2
22.	Employees on the Deferred Compensation Advisory Committee	1
23.	Employees or consultants hired as financial advisors or underwriters	1
24.	Environment, Health & Safety Program Administrator	1
25.	Environment, Health & Safety Specialist	2
26.	Environmental and Regulatory Compliance Division Manager*	1
27.	Environmental Compliance Inspector I/II	2, 4

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	<u>Designated Employees</u>	<u>Category</u>
28.	Environmental Compliance Program Administrator	2, 4
29.	Executive Assistant to the General Manager	2
30.	Graphics Specialist	2
31.	Household Hazardous Waste Program Administrator	1
32.	Human Resources & Organizational Development Manager*	1
33.	Information Technology Manager*	1
34.	Instrumentation Technician	2
35.	Internal Auditor/Diversity, Equity & Inclusion Officer	1
36.	Laboratory Program Administrator	2, 4
37.	Land Surveyor	2, 3
38.	Lead Utility Worker	2
39.	Machinist	2
40.	Maintenance Planner	2
41.	Maintenance Supervisor	2
42.	Maintenance Technician I, II, III	2
43.	Material Services Supervisor	2
44.	Materials Specialist	2
45.	Operations Optimization Manager*	1
46.	Planning and Development Services Division Manager*	1
47.	Plant Maintenance Division Manager	1
48.	Plant Operations Division Manager*	1
49.	Project Manager/Business Analyst	2
50.	Pump Stations Operators I, II, III	2
51.	Real Property Agent	2, 3
52.	Resource Recovery and Development Services Manager*	1
53.	Risk Management Program Administrator	1
54.	Senior Engineer	1
55.	Senior Environmental Compliance Inspector	2, 4
56.	Senior Household Hazardous Waste (HHW) Technician	2
57.	Senior Community Affairs Representative	2
58.	Superintendent, Operations/Maintenance	2
59.	Supervising Chemist	2
60.	Utility Systems Engineer	1
61.	Utility Worker I, II	2
62.	Vehicle Equipment Mechanic	2

* **Required to take biennial financial training.**

** **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 broaddifferent, narrower** 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 above.

The General Manager shall make a written determination when a particular Consultant meets 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.



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Part II: Disclosure Categories

Designated Employees are required to file a-statements of economic interests for the types of interests set forth in the Disclosure Categories which apply to each position, as described in Part 1 of this Appendix. The Disclosure Categories are as follows: 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.