

CONFLICT-OF-INTEREST CODE FOR
Biola Community Services District

The Political Reform Act (Government Code Section 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. Section 18730) that contains the terms of a standard conflict-of-interest code and may be incorporated by reference in an agency's code. After public notice and hearing, the standard code 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 Appendices designating positions and establishing disclosure requirements shall constitute the conflict-of-interest code of the **Biola Community Services District (District)**.

Individuals holding designated positions shall file their statements with the **District**, which will retain the statements and make the statements available for public inspection and reproduction. (Gov. Code Section 81008.) Upon receipt of the statements for the Board of Directors and General Manager, the **District** shall make and retain a copy and forward the original of these statements to the Clerk to the County Board of Supervisors.

The provisions of all Conflict of Interest Codes and amendments thereto previously adopted by the Agency are hereby superseded.

BIOLA COMMUNITY SERVICES DISTRICT CONFLICT OF INTEREST CODE

APPENDIX A

Designated Positions

Persons occupying the following positions are designated employees and must disclose financial interests in the categories indicated as set forth in Appendix B.

	Disclosure Categories
Members of the Board of Directors	1-3, 5 and 6
General Manager	1-3, 5 and 6
Secretary	1-3, 5 and 6
Water/ Wastewater Operator	1-3, 5 and 6
Legal Counsel	1-3, 5 and 6
Consultants	1-3, 5 and 6

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1. Note: this Conflict of Interest Code designates only those officers, commissioners, and employees who are not required to file a statement of economic interests pursuant to Government Code Section 87200 and related regulations. The District's Treasurer has been determined to be "a public official who manages public investments" who shall file a statement of economic interest pursuant to Government Code Section 87200.
 2. Note: The District's General Manager may determine in writing that a particular consultant, although a "designated employee", is hired to perform a range of duties that is limited in scope and, thus, is not required to fully comply with the disclosure requirements of this code. Such written determination shall include a description of the consultant's duties and, based upon that description, a statement of the extent of disclosure requirements. 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.

APPENDIX B DISCLOSURE CATEGORIES

Individuals holding designated positions must report their interests according to their assigned disclosure category(ies).

Disclosure Category 1

Interests in real property located within the jurisdiction or within two miles of the boundaries of the jurisdiction or within two miles of any land owned or used by the agency; and investments and business positions in business entities, and income, including loans, gifts, and travel payments, from all sources.

Disclosure Category 2

Interests in real property located within the jurisdiction or within two miles of the boundaries of the jurisdiction or within two miles of any land owned or used by the agency.

Disclosure Category 3

Investments and business positions in business entities, and income, including loans, gifts, and travel payments, from sources, that provide services, supplies, materials, machinery, or equipment of the type utilized by the agency.

Disclosure Category 4

Investments and business positions in business entities, and income, including loans, gifts, and travel payments, from sources, that provide services, supplies, materials, machinery, or equipment of the type utilized by the designated position's division or department.

Disclosure Category 5

Investments and business positions in business entities, and income, including loans, gifts, and travel payments, from sources, that filed a claim against the agency during the previous two years, or have a claim pending.

Disclosure Category 6

Investments and business positions in business entities, and income, including loans, gifts, and travel payments, from sources of the type to request an entitlement to use agency property or facilities, including, but not limited to:

- a license
- utility permit
- station vendor permit.