

NOTICE OF INTENTION TO AMEND THE CONFLICT OF INTEREST CODE OF THE LAKE ARROWHEAD COMMUNITY SERVICES DISTRICT

NOTICE IS HEREBY GIVEN that the Lake Arrowhead Community Services District (the "District") intends to amend the District's Conflict of Interest Code (the "Code") pursuant to Government Code Section 87306.

The Appendix of the Code designates those employees, members, officers, and consultants who are subject to the District's Code. The District's proposed amendment includes a new position that must be designated and includes clarifying language as provided by the Fair Political Practices Commission.

The proposed amended Code will be considered by the Board of Directors on September 13, 2016, at 5:30 p.m. at the Lake Arrowhead Community Services District Blue Jay Board Room, 27307 State Hwy. 189, Suite 104, California. Any interested person may be present and comment at the public meeting or may submit written comments concerning the proposed amendment. Any comments or inquiries should be directed to the attention of Kathleen Field, Executive Assistant, Lake Arrowhead Community Services District, P.O. Box 700, Lake Arrowhead, CA 92352; (909) 336-7117. Written comments must be submitted no later than September 13, 2016, at 5:30 p.m.

The proposed amended Code may be reviewed at 27307 State Hwy. 189, Suite 101, California, or on the District's website at www.lakearrowheadcsd.com, and copies obtained from, the office of the Executive Assistant.

CONFLICT OF INTEREST CODE
OF THE
LAKE ARROWHEAD
COMMUNITY SERVICES DISTRICT

CONFLICT OF INTEREST CODE
OF THE
LAKE ARROWHEAD COMMUNITY SERVICES DISTRICT

(Adopted ~~October 14, 2014~~ September 13, 2016)

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 2 Cal. Code of Regs. Section 18730 which 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 Section 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 **Lake Arrowhead Community Services District** (the "**District**").

All officials and designated positions required to submit a statement of economic interests shall file their statements with the **Executive Assistant** as the District's Filing Officer. The **Executive Assistant** 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 San Bernardino. The **Executive Assistant** shall retain the originals of the statements filed by all other designated positions and will make all retained statements available for public inspection and reproduction during regular business hours. (Gov. Code Section 81008.)

APPENDIX

CONFLICT OF INTEREST CODE

OF THE

LAKE ARROWHEAD COMMUNITY SERVICES DISTRICT

(Amended ~~October 14, 2014~~ September 13, 2016)

PART "A"

OFFICIALS WHO MANAGE PUBLIC INVESTMENTS

District Officials who manage public investments, as defined by 2 Cal. Code of Regs. § ~~18701(b)~~ 18700.3(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 investments¹:

Members of the Board of Directors

General Manager

Finance Manager

Financial Consultants

¹ 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

<u>DESIGNATED POSITIONS'</u> <u>TITLE OR FUNCTION</u>	<u>DISCLOSURE CATEGORIES</u> <u>ASSIGNED</u>
Administrative Assistant – ALL	5
Customer Service Supervisor	2, 5
District Engineer	2, 3, 5
District Inspector	2, 3, 5, 6
Engineering/Project Manager	2, 3, 5
Equipment Mechanic	5
Executive Assistant	4
Field Operations Manager	5
Field Operations Supervisor (W)	5
Field Operations Supervisor (WW)	5
General Counsel	1, 2
Human Resources Manager	5, 7
<u>Human Resources/Administrative Analyst</u>	<u>5</u>
Mechanical Maintenance Supervisor	5
Operations Manager	5
Wastewater Operations Supervisor	5
Water Operations Supervisor	5

LAW OFFICES OF
BEST BEST & KRIEGER
LLP
DESIGNATED POSITIONS'
TITLE OR FUNCTION

DISCLOSURE CATEGORIES
ASSIGNED

Consultant and New Positions²

² Individuals providing services as a consultant as defined in Regulation ~~18701-18700.3(a)~~ or in a new position created since this Code was last amended that make or participate in making decisions shall disclose pursuant to the broadest disclosure category 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 Regs 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.)

App. A-3-

BBK – ~~September 2014~~ August 2016

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.³ ~~Such economic interests~~ "Investment" means financial interest in any business entity (including a consulting business or other independent contracting business) and 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.

Category 6: All investments and business positions in business entities, and sources of income, including gifts, loans and travel payments, subject to the regulatory, permit, or licensing authority of the designated position's department, unit or division.

Category 7: All investments and business positions in business entities, and sources of income, including gifts, loans and travel payments, if such entities or sources have filed claims against the District in the past 2 years, or have a claim pending before the District.

³ 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)