

**CONFLICT OF INTEREST CODE
OF THE
HELIX WATER DISTRICT**

Approved and/or authorized by the Board of Supervisors of the County of San Diego.	
Meeting Date: <u>10/22/24</u>	Minute Order No. <u>18</u>
By: <u>[Signature]</u>	Date: <u>10/24/24</u>
Deputy Clerk of the Board Supervisors	

LAW OFFICES OF
BEST BEST & KRIEGER
LLP

CONFLICT OF INTEREST CODE OF THE HELIX WATER DISTRICT

(Amended August 7, 2024)

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 2 California Code of Regulations 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 Helix Water District (the "District").

All officials and designated positions required to submit a statement of economic interests shall file their statements with the **Assistant Board Secretary** as the district's Filing Officer. The **Assistant Board Secretary** shall make and retain a copy of all statements filed by Members of the Board of Directors, Treasurer/Director of Administrative Services and the General Manager, and forward the originals of such statements to the Clerk of the Board of Supervisors of San Diego County. The **Assistant Board Secretary** shall retain the originals of the statements of all other officials and designated positions. The **Assistant Board Secretary** will make all retained statements available for public inspection and reproduction during regular business hours. (Gov. Code § 81008.)

APPENDIX
CONFLICT OF INTEREST CODE
OF THE
HELIX WATER DISTRICT
(Amended August 7, 2024)

PART "A"

OFFICIALS WHO MANAGE PUBLIC INVESTMENTS

District officials who manage public investments, as defined by 2 Cal. Code of Regs. § 18700.3(b), are NOT subject to the district's code, but must file disclosure statements under Government Code §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
Finance Manager
General Manager
Treasurer/Director of Administrative Services
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 Services Manager	5
Assistant Board Secretary	5
Associate Engineer	2, 3, 5
Board Secretary	5
Cathodic Protection Technician	5
Civil Engineer	2, 3, 5
Construction Services Coordinator	3, 5
Construction Supervisor	2, 5
Corrosion Specialist	5
Director of Engineering/Chief Engineer	2, 3, 5
Director of Operations	2, 3, 5
Director of Water Quality/System Operations	2, 5
Engineering Manager	2, 3, 4
Enterprise Applications Manager	5
Enterprise Architecture Manager	5

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<u>DESIGNATED POSITIONS'</u> <u>TITLE OR FUNCTION</u>	<u>DISCLOSURE CATEGORIES</u> <u>ASSIGNED</u>
Equipment Maintenance Coordinator	5
Equipment Repair Technician	5
Facilities Manager	5
Facilities Supervisor	5
Field Engineering Coordinator	2, 3, 5
Field Operations Manager	5
Field Services Coordinator	5, 7
Field Supervisor (ALL)	5
General Counsel	1, 2
GIS Analyst	5
Human Resources Manager	5
Information and Process Systems Supervisor	5
Information Systems Analyst (ALL)	5
Inspection Supervisor	2, 3, 4
Inspector (ALL)	3, 5
Laboratory Compliance Administrator	5
Management Analyst	4, 7
Mechanical System Technician III	5
Network Administrator	5
Network Support Specialist	5

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<u>DESIGNATED POSITIONS'</u> <u>TITLE OR FUNCTION</u>	<u>DISCLOSURE CATEGORIES</u> <u>ASSIGNED</u>
Operations and Construction Manager	2, 3, 5
Plant Operations Supervisor	5
Public Affairs Supervisor	5
Recreation Coordinator	5
Reservoir Recreation Ranger	5
Right of Way Agent (ALL)	2, 3, 5
Safety Technician (ALL)	5
Safety/Risk Administrator	5, 7
SCADA Information and Process Systems Administrator	5
SCADA Programming and Wireless Network Administrator	5
SCADA/Instrumentation/Electrical Technician (ALL)	3, 5
Senior Accountant	5
Senior Biologist	5
Senior Human Resources Analyst	5
Senior Public Affairs Representative	5
Senior Right-of-Way Agent/Environmental Analyst	2, 3, 5
Senior Survey Technician	5
Senior Systems Administrator	5
Supervising Land Surveyor	5
System Operations Manager	2, 5

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<u>DESIGNATED POSITIONS'</u> <u>TITLE OR FUNCTION</u>	<u>DISCLOSURE CATEGORIES</u> <u>ASSIGNED</u>
System Operations Supervisor	5
Utility Crew Supervisor	2, 5
Warehouse Coordinator (ALL)	4
Water Conservation Specialist	5, 6
Water Conservation Technician	3
Water Treatment Plant Manager	5

Consultant and New Positions²

² Individuals serving as a consultant as defined in FPPC Reg 18700.3(a) or in a new position created since the code was last approved that makes or participates in the making of decisions must file under the broadest disclosure category set forth 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 §82019; 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 §81008).

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 the Designated is assigned.³ "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, that 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 miles outside, the jurisdiction of the district, including any leasehold, beneficial or ownership interest or option to acquire property.

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, or income from a nonprofit organization, if the source is of the type to receive grants or other monies from or through the district or its subdivisions.

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)

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Category 7: All investments and business positions in business entities, and source 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.