

**Conflict of Interest Code:**

**Air Pollution Control District**

# 2022 Local Agency Biennial Notice

Name of Agency: San Diego County Air Pollution Control District  
Mailing Address: 10124 Old Grove Rd., San Diego, CA 92131  
Contact Person: Araceli Angulo Phone No. 858-586-2625  
Email: Araceli.Angulo@sdapcd.org Alternate Email: Marvice.Mazyck@sdapcd.org

Accurate disclosure is essential to monitor whether officials have conflicts of interest and to help ensure public trust in government. The biennial review examines current programs to ensure that the agency's code includes disclosure by those agency officials who make or participate in making governmental decisions.

This agency has reviewed its conflict of interest code and has determined that (check one BOX):

- An amendment is required. The following amendments are necessary:**  
(Check all that apply.)
  - Include new positions
  - Revise disclosure categories
  - Revise the titles of existing positions
  - Delete titles of positions that have been abolished and/or positions that no longer make or participate in making governmental decisions
  - Other (describe) change who will be responsible for retaining forms

- The code is currently under review by the code reviewing body.**
- No amendment is required.** (If your code is over five years old, amendments may be necessary.)

**Verification (to be completed if no amendment is required)**

*This agency's code accurately designates all positions that make or participate in the making of governmental decisions. The disclosure assigned to those positions accurately requires that all investments, business positions, interests in real property, and sources of income that may foreseeably be affected materially by the decisions made by those holding designated positions are reported. The code includes all other provisions required by Government Code Section 87302.*

**Paula Forbis**  
Digitally signed by Paula Forbis  
Date: 2022.09.28 14:59:02 -07'00'  
Signature of Chief Executive Officer

**September 28, 2022**  
Date

All agencies must complete and return this notice regardless of how recently your code was approved or amended. Please return this notice no later than **October 3, 2022**, or by the date specified by your agency, if earlier, to:

**Clerk of the Board of Supervisors  
Attention: Biennial Review  
1600 Pacific Highway, Room 402  
San Diego, CA 92101**

**PLEASE DO NOT RETURN THIS FORM TO THE FPPC.**

**San Diego County Air Pollution Control District  
 Conflict of Interest Code**

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 California Code of Regulations Section 18730) that 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, 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 Code and the attached Appendix, designating positions and establishing disclosure categories, shall constitute the Conflict-of-Interest Code of the San Diego County Air Pollution Control District (District).

This Code is effective upon approval by the San Diego County Air Pollution Control District Governing Board.

Individuals holding designated positions shall file their statements of economic interests with the District, which will make the statements available for public inspection and reproduction (Gov. Code Sec. 81008). All statements will be retained by the ~~District~~ [County of San Diego, Clerk of the Board of Supervisors](#).

**APPENDIX  
 EMPLOYEES DESIGNATED TO DISCLOSE FINANCIAL INTEREST**

LIST OF DESIGNATED POSITIONS	REPORTABLE INTERESTS					
	see FPPC Form 700					
Air Pollution Control District Governing Board Members	A-1	A-2	B	C	D*	E
Air Pollution Control District Hearing Board Members	A-1	A-2	B	C	D*	E
APCD Hearing Board Alternate Members	A-1	A-2	B	C	D*	E
Air Pollution Control Officer	A-1	A-2	B	C	D*	E
Air Pollution Control Civil Actions Investigator	A-1	A-2	B	C	D*	E
Assistant Director, Air Pollution Control District	A-1	A-2	B	C	D*	E
Chief, Departmental Operations	A-1	A-2	B	C	D*	E
<a href="#">Chief, Departmental Admin Services</a>	<a href="#">A-1</a>	<a href="#">A-2</a>	<a href="#">B</a>	<a href="#">C</a>	<a href="#">D*</a>	<a href="#">E</a>
Consultant**	A-1	A-2	B	C	D*	E
Deputy Director, Air Pollution Control	A-1	A-2	B	C	D*	E
Group Program Manager	A-1	A-2	B	C	D*	E
Program Coordinator	A-1	A-2	B	C	D*	E

**San Diego County Air Pollution Control District  
Conflict of Interest Code**

Senior Air Pollution Control Engineer	A-1	A-2	B	C	D*	E
Supervising Air Quality Inspector	A-1	A-2	B	C	D*	E
Supervising Air Resources Specialist	A-1	A-2	B	C	D*	E

\* Disclosure for designated employees pursuant to Schedule D, Gifts, shall be limited to gifts with a value of \$50 or more from persons doing business with or regulated by the District.

\*\* The Director may determine in writing that a particular consultant 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 specified here. Such determination shall include a description of the consultant's or new position's duties and based upon that description, a statement of the extent of disclosure requirements. The Executive Officer'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 Section 81008)

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**Air Pollution Control District Governing Board**

Anne Marie Birkbeck-Garcia  
Marcus Bush  
Sean Elo-Rivera  
Todd Gloria  
Georgette Gomez  
Terra Lawson-Remer  
Consuelo Martinez  
Enrique Medina  
Esther Sanchez  
Jack Shu  
Nora Vargas

**DRAFT  
STATEMENT OF PROCEEDINGS  
SAN DIEGO COUNTY AIR POLLUTION CONTROL DISTRICT GOVERNING BOARD  
THURSDAY, OCTOBER 13, 2022, AT 2:00 P.M.**

**A. Roll Call**

REGULAR MEETING was called to order at 2:06 p.m.

Present: Board Members Nora Vargas, Chair; Esther Sanchez, Vice Chair; Anne Marie Birkbeck-Garcia; Sean Elo-Rivera; Todd Gloria; Georgette Gomez; Consuelo Martinez; Enrique Medina; Jack Shu; also, Paula Forbis, Air Pollution Control Officer; Marvice Mazyck, Clerk of the Air Pollution Control District Governing Board; and Veera Tyagi, Senior Deputy County Counsel.

Absent: Members Marcus Bush and Terra Lawson-Remer

**B. Approval of the Statement of Proceedings/Minutes for the San Diego County Air Pollution Control District Governing Board August 11, 2022 meeting.**

*\*Member Bush joined the meeting\**

**PUBLIC TESTIMONY:** No public testimony was provided on this item.

**ACTION B:**

ON MOTION of Member Gloria, seconded by Member Gomez, the San Diego County Air Pollution Control District Governing Board approved the Statement of Proceedings for the meeting of August 11, 2022.

AYES: Birkbeck-Garcia, Bush, Elo-Rivera, Gloria, Gomez, Martinez, Medina, Sanchez, Shu, Vargas

ABSENT: Lawson-Remer

**C. Public Communication**

John Bottorff, on behalf of Clean Air 4 Kids, spoke to the Board concerning clean air and wood smoke.

D. **Consent Calendar**

1. **ADOPTION OF RESOLUTION RELATING TO THE CONTINUED HOLDING OF TELECONFERENCE MEETINGS**

**Item Type:** Consent

**Recommended By:** Paula Forbis, Air Pollution Control Officer

**Overview:** Effective October 1, 2021 to December 31, 2022, AB 361 amended the Brown Act to allow suspension of the general teleconferencing requirements if there is a proclaimed state of emergency and state or local officials have imposed or recommended measures to promote social distancing. Revised teleconferencing requirements must still be met, including providing notice of the meeting as otherwise required by the Brown Act, and providing an opportunity for all persons to attend and to address the legislative body directly via a call-in option or an internet based service option.

On November 4, 2021, the Governing Board adopted a Resolution entitled, "A Resolution of the Governing Board of the San Diego County Air Pollution Control District Relating to the Holding of Teleconference Meetings Pursuant to Government Code section 54953(e)." On January 19, 2022, the APCD Governing Board found that there was a continuing proclaimed State of Emergency and that state and local officials had imposed or recommended measures to promote social distancing, including but not limited to a Teleconferencing Recommendation issued by Dr. Wilma Wooten, the County's Public Health Officer, on September 23, 2021. These findings were renewed by the Governing Board at all of its subsequent meetings.

In order to continue with meetings under revised teleconferencing procedures, the Governing Board must again adopt a resolution with required findings (Attachment A), and adopt a resolution to renew those findings at least every 30 calendar days.

**Requested Action:** Adopt the Resolution entitled, "RESOLUTION AUTHORIZING CONTINUANCE OF TELECONFERENCE PUBLIC MEETINGS PURSUANT TO GOVERNMENT CODE SECTION 54953(e)."

**PUBLIC TESTIMONY:** No public testimony was provided on this item.

**ACTION D.1:**

ON MOTION of Member Sanchez, seconded by Member Shu, the San Diego County Air Pollution Control District Governing Board took action as recommended, on Consent, adopting Resolution No. 22-014 entitled: RESOLUTION AUTHORIZING CONTINUANCE OF TELECONFERENCE PUBLIC MEETINGS PURSUANT TO GOVERNMENT CODE SECTION 54953(e).

AYES: Birkbeck-Garcia, Elo-Rivera, Gloria, Gomez, Martinez, Medina, Sanchez, Shu, Vargas

ABSENT: Bush, Lawson-Remer

## 2. ADOPTION OF AMENDMENTS TO RULE 11 - EXEMPTIONS FROM RULE 10 PERMIT REQUIREMENTS

**Item Type:** Consent

**Recommended By:** Paula Forbis, Air Pollution Control Officer

**Overview:** San Diego County Air Pollution Control District (District) Rule 11 (Exemptions from Rule 10 Permit Requirements) is an administrative rule that provides certain equipment, operations, and processes that have negligible or no effects on air quality with an exemption from the requirement to have a District permit to operate under Rule 10 (Permits Required). Over the years, Rule 11 has undergone several updates and was last amended on July 8, 2020 (AP02).

Rule 11, Subsection (d)(10)(v), currently exempts tub grinders and trommel screens processing green material, from permit requirements. Tub grinders and trommel screens are equipment that break yard materials into smaller pieces and separate it by size, respectively. This type of equipment is commonly found at landfills and composting facilities. As a result of recent California organic waste landfill diversion mandates, such as SB1383, San Diego County residents and businesses are now recycling food material along with yard waste. Consequently, composting facilities are now receiving, and processing green material mixed with food material. Additionally, due to technological advancements, tub grinders are being replaced with more efficient horizontal grinders that are also much safer to operate. The emissions from this equipment are related to throughput of materials, and as such horizontal grinders do not produce emissions that are measurably different from tub grinder.

The proposed amendments would expand the existing exemption to include horizontal grinders and the processing of mixtures of green material and food material. This proposal may impact approximately 23 facilities performing composting or chipping and grinding operations, and is not expected to result in an increase of emissions.

### **Requested Action:**

1. Find that the adoption of the proposed amendments to Rule 11 is exempt from the provisions of the California Environmental Quality Act pursuant to California Code of Regulations, Title 14, Section 15061(b)(3), since it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment.
2. Adopt the Resolution entitled: RESOLUTION ADOPTING AMENDMENTS TO RULE 11 – EXEMPTIONS FROM RULE 10 PERMIT REQUIREMENTS, OF REGULATION II OF THE RULES AND REGULATIONS OF THE SAN DIEGO COUNTY AIR POLLUTION CONTROL DISTRICT.

**PUBLIC TESTIMONY:** No public testimony was provided on this item.

### **ACTION D.2:**

ON MOTION of Member Sanchez, seconded by Member Shu, the San Diego County Air Pollution Control District Governing Board took action as recommended, on Consent, adopting Resolution No. 22-015 entitled: RESOLUTION ADOPTING AMENDMENTS TO RULE 11 – EXEMPTIONS FROM RULE 10 PERMIT REQUIREMENTS, OF REGULATION II OF THE RULES AND REGULATIONS OF THE SAN DIEGO COUNTY AIR POLLUTION CONTROL DISTRICT

AYES: Birkbeck-Garcia, Elo-Rivera, Gloria, Gomez, Martinez, Medina, Sanchez, Shu, Vargas

ABSENT: Bush, Lawson-Remer

3. **AMENDMENT OF CONFLICT OF INTEREST CODE FOR THE AIR POLLUTION CONTROL DISTRICT**

**Item Type:** Consent

**Recommended By:** Paula Forbis, Air Pollution Control Officer

**Overview:** *The Political Reform Act (Government Code Section 81000, et seq.) requires state and local government agencies to adopt and promulgate conflict of interest codes. Due to the separation of the Air Pollution Control District (District) from the County of San Diego, and the establishment of a new Air Pollution Control District Governing Board in accordance with California Health and Safety Code section 40100.6 (AB 423, Gloria, 2019), the District must comply with these requirements. The District adopted its conflict of interest code on March 10, 2022.*

*The requested action is to amend the District’s Conflict of Interest Code (Attachment A), to incorporate a classification which was recently added to the District, and to clarify that the annual Fair Political Practices Commission Form 700 will be retained by the County, rather than the District. The San Diego County Board of Supervisors is the code reviewing body for the District, and as such the amended Conflict of Interest Code is not effective until the Board of Supervisors has approved it.*

**Requested Action:** *Adopt the Resolution entitled, “A RESOLUTION OF THE GOVERNING BOARD OF THE SAN DIEGO COUNTY AIR POLLUTION CONTROL DISTRICT ADOPTING A CONFLICT OF INTEREST CODE PURSUANT TO GOVERNMENT CODE SECTION 81000 et. seq.”*

**PUBLIC TESTIMONY:** No public testimony was provided on this item.

**ACTION D.3:**

ON MOTION of Member Sanchez, seconded by Member Shu, the San Diego County Air Pollution Control District Governing Board took action as recommended, on Consent, adopting Resolution No. 22-016 entitled: A RESOLUTION OF THE GOVERNING BOARD OF THE SAN DIEGO COUNTY AIR POLLUTION CONTROL DISTRICT ADOPTING A CONFLICT OF INTEREST CODE PURSUANT TO GOVERNMENT CODE SECTION 81000 et. seq

AYES: Birkbeck-Garcia, Elo-Rivera, Gloria, Gomez, Martinez, Medina, Sanchez, Shu, Vargas

ABSENT: Bush, Lawson-Remer

E. **Agenda Items**

1. **APPOINTMENTS OF MEMBERS TO THE AIR POLLUTION CONTROL DISTRICT HEARING BOARD**

**Item Type:** Action

**Recommended By:** Paula Forbis, Air Pollution Control Officer

**Overview:** *California Health and Safety Code Section 40800 provides for the appointment of members to the Air Pollution Control District Hearing Board. The duties of the Hearing Board include consideration of variance requests from permitted entities, permit appeals*

*from permittees or members of the public, and requests for abatement orders. The Hearing Board is made up of five members, which include: one member admitted to practice law in California: one registered professional engineer; one member from the medical profession with specialized skills, training or interests in the fields of environmental medicine, community medicine, or occupational/toxicologic medicine; and two public members. An alternate for each member may also be appointed.*

*This is a request for the Governing Board to appoint the Hearing Board Public Member, as well as alternates for the professional engineer and public member positions. On April 2, 2021, the new Governing Board adopted procedures for the appointment of Hearing Board members, reflected in Attachment B of the Bylaws, also attached hereto. Hearing Board members and their associated alternates are appointed to terms of office for three years. Alternate members serve concurrently with the associated Hearing Board member. In accordance with the procedures, each applicant has been requested to attend the Governing Board meeting and be prepared to make an introductory statement and answer questions from the Board. At this time, the District has received one (1) application for the public member, and one (1) application for alternate professional engineer, respectively. The Board will consider the appointment of the Hearing Board members in accordance with the adopted procedures.*

**Requested Action:** *Appoint Hearing Board Member and Alternate(s) pursuant to Attachment B to the APCD Governing Board Bylaws, entitled: "Procedures for Appointment of Hearing Board Members."*

**PUBLIC TESTIMONY:** No public testimony was provided on this item.

**ACTION E.1.1:**

ON MOTION of Member Gloria, seconded by Member Bush, the San Diego County Air Pollution Control District Governing Board appointed Stephen Engleman as the Alternate Professional Engineer Member of the San Diego County Air Pollution Control District Hearing Board effective October 13, 2022.

AYES: Birkbeck-Garcia, Bush, Elo-Rivera, Gloria, Gomez, Martinez, Medina, Sanchez, Shu, Vargas

ABSENT: Lawson-Remer

**ACTION E.1.2:**

ON MOTION of Member Sanchez, seconded by Member Medina, the San Diego County Air Pollution Control District Governing Board appointed Ruth Vilmarie Rodriguez-Figueroa as the Public Member of the San Diego County Air Pollution Control District Hearing Board effective October 13, 2022.

AYES: Birkbeck-Garcia, Bush, Elo-Rivera, Gloria, Gomez, Martinez, Medina, Sanchez, Shu, Vargas

ABSENT: Lawson-Remer

## 2. 2021 ANNUAL AIR QUALITY REPORT

**Item Type:** Informational

**Recommended By:** Melina Meza, Public Information Officer

**Overview:** California Assembly Bill 423 (Gloria, 2019) requires that the San Diego County Air Pollution Control District (SDAPCD) publish an annual air quality report. Accordingly, SDAPCD produced the 2021 Air Quality Report, which provides an overview of the SDAPCD itself and also highlights some of the main accomplishments from 2021. The report contains information regarding the state of air quality in the region, important actions from every division within SDAPCD, and program metrics with graphs. The intent of the report is to increase awareness within the community of the SDAPCD's roles and responsibilities to improve air quality. The report will be available online at the SDAPCD website in multiple languages, including English, Spanish, Tagalog, Mandarin, Arabic, and Vietnamese for community inclusivity.

**Requested Action:** This is an informational item.

**PUBLIC TESTIMONY:** Diane Takvorian, on behalf of the Environmental Health Coalition, provided testimony to the Board.

### **ACTION E.2:**

The San Diego County Air Pollution Control District Governing Board received the presentation on this item.

## 3. COMMUNITY AIR PROTECTION PROGRAM UPDATE

**Item Type:** Informational

**Recommended By:** Domingo Vigil, Deputy Director

**Overview:** California Assembly Bill 617 (Garcia, 2017) established the Community Air Protection Program (CAPP). This is a statewide program administered by the California Air Resources Board (CARB) and requires new community-focused and community-driven actions that go beyond existing State and regional programs to reduce air pollution and improve public health in communities that experience a disproportionate burden from exposure to air pollution. The CAPP requires community air monitoring, community emission reduction plans, and incentive funding to deploy clean technologies in the most impacted areas.

CARB selects communities that are nominated by local air districts and community groups throughout the State to participate in the CAPP. The San Diego County Air Pollution Control District (SDAPCD) administers the CAPP locally and for the past few years we have been working with the Portside Community, which includes Sherman Heights, Logan Heights, Barrio Logan and West National City to address air quality challenges in that community. A Community Air Monitoring Plan (CAMP) for the Portside Community was submitted to CARB in June of 2019 and 5 monitoring sites in the community are currently collecting air quality data. Additional air monitoring sites are currently under development to expand the air monitoring network and provide more comprehensive air quality data. On July 16, 2021, the SDAPCD Governing Board approved the Community Emissions Reduction Plan (CERP) for the Portside Community, which provides strategies to reduce air pollution in the community. Subsequently, CARB approved the Portside CERP on October 14th of the same year. Since then, SDAPCD has been collaborating with the Portside Community Steering Committee (CSC) to implement strategies in the CERP that will help reduce harmful air emissions in the community. The Portside CSC includes

*community residents, community-based organizations (CBOs) such as the Environmental Health Coalition, public health professionals, industry, and multiple partner agencies including CARB, the cities of San Diego and National City, SANDAG, Caltrans, SDGE, the Port of San Diego, and the Navy.*

*In late 2021, with the support of partner organizations and agencies, the SDAPCD nominated the San Diego International Border Community to CARB for inclusion in the CAPP. CARB approved the selection in February of this year. Since then, a CSC for the International Border Community has been formed with community residents, CBOs such as Casa Familiar, public health professionals, industry, and our partner agencies that are also part of the Portside CSC. SDAPCD has been working with the International Border CSC to learn about the air quality concerns and priorities for the community, and the development of a CAMP and a CERP is underway.*

*Today's item presents a summary of efforts in the Portside and International Border Communities under the Community Air Protection Program.*

**Requested Action:** *This is an informational item.*

**PUBLIC TESTIMONY:**

- Phill Gibbons, on behalf of the Port of San Diego, provided testimony to the Board.
- Nicholas Paúl, on behalf of the Environmental Health Coalition, provided testimony to the Board.

**ACTION E.3:**

The San Diego County Air Pollution Control District Governing Board received the update.

**4. [ADOPTION BY THE AIR POLLUTION CONTROL DISTRICT GOVERNING BOARD OF A NON-DISCRIMINATION POLICY](#)**

**Item Type:** *Action*

**Recommended By:** *Veera Tyagi, Senior Deputy County Counsel*

**Overview:** *Title VI of the federal Civil Rights Act of 1964, and other related statutes, prohibit discrimination on the basis of race, color, national origin, sex, age, or disability by any program or activity that receives federal financial assistance. The proposed action is intended to comply with and expand upon those federal requirements by establishing a policy of non-discrimination at the Air Pollution Control District (SDAPCD).*

*Under this policy (Attachment B), discrimination on the basis of belonging to a protected class, which is defined as race, color, genetic information, national origin, ethnic group identification, ancestry, sex, sexual orientation, gender identity, gender expression, mental or physical disability, age, income, religion, religious creed (including religious dress and grooming practices), military and veteran status, medical condition, pregnancy, childbirth, breastfeeding and pregnancy related medical conditions, protected medical leaves (requesting or approved for leave under the Family and Medical Leave Act or the California Family Rights Act), domestic violence victim status, political affiliation, request for/participation in the reasonable accommodation process, or any other attribute or belief protected by law, including under the federal Civil Rights Act of 1964 and other related statutes, is prohibited.*

*Pursuant to the policy, SDAPCD Staff will also establish an administrative procedure to investigate complaints alleging a person was excluded from participation in, denied the benefits of, or subjected to discrimination from an SDAPCD program or activity, on the basis of belonging to a protected class.*

**Requested Action:** *Adopt the resolution entitled, "A RESOLUTION OF THE GOVERNING BOARD OF THE SAN DIEGO COUNTY AIR POLLUTION CONTROL DISTRICT ADOPTING A NON-DISCRIMINATION POLICY". (Attachment A)*

**PUBLIC TESTIMONY:** No public testimony was provided on this item.

**ACTION E.4:**

ON MOTION of Member Shu, seconded by Member Gomez, the San Diego County Air Pollution Control District Governing Board took action as recommended, adopting Resolution No. 22-017 entitled: A RESOLUTION OF THE GOVERNING BOARD OF THE SAN DIEGO COUNTY AIR POLLUTION CONTROL DISTRICT ADOPTING A NON-DISCRIMINATION POLICY

AYES: Birkbeck-Garcia, Bush, Elo-Rivera, Gloria, Gomez, Martinez, Medina, Sanchez, Shu, Vargas

ABSENT: Lawson-Remer

**F. Air Pollution Control Officer Report**

A report was provided by Air Pollution Control Officer Paula Forbis.

**G. Governing Ad Hoc Committee Report**

A report was provided by Chair Nora Vargas.

**H. Board Member Updates**

Updates were provided to the Board by Chair Vargas.

**I. Adjournment**

The Air Pollution Control District Governing Board adjourned the October 13, 2022 meeting at 3:58 p.m.

*The statements contained in this draft document are subject to change until they are approved in their final form by the Air Pollution Control District Governing Board at a subsequent public meeting.*

**Conflict of Interest Code:**

**Alpine Union School District**

# 2022 Local Agency Biennial Notice

COSD CLERK OF THE BOARD  
2022 SEP 30 PM4:29

Name of Agency: Alpine Union School District  
Mailing Address: 2001 Tavern Rd Alpine, CA 91901  
Contact Person: Mary Ann Alvarez Phone No. 619-445-3236  
Email: malvarez@alpineschools.net Alternate Email: rnewman@alpineschools.net

**Accurate disclosure is essential to monitor whether officials have conflicts of interest and to help ensure public trust in government. The biennial review examines current programs to ensure that the agency's code includes disclosure by those agency officials who make or participate in making governmental decisions.**

This agency has reviewed its conflict of interest code and has determined that (*check one BOX*):

X  **An amendment is required. The following amendments are necessary:**

(*Check all that apply.*)

- X  Include new positions
- Revise disclosure categories
- Revise the titles of existing positions
- Delete titles of positions that have been abolished and/or positions that no longer make or participate in making governmental decisions
- Other (*describe*) \_\_\_\_\_

**The code is currently under review by the code reviewing body.**

**No amendment is required.** (If your code is over five years old, amendments may be necessary.)

## Verification (to be completed if no amendment is required)

*This agency's code accurately designates all positions that make or participate in the making of governmental decisions. The disclosure assigned to those positions accurately requires that all investments, business positions, interests in real property, and sources of income that may foreseeably be affected materially by the decisions made by those holding designated positions are reported. The code includes all other provisions required by Government Code Section 87302.*

  
\_\_\_\_\_  
Signature of Chief Executive Officer

9-28-22  
\_\_\_\_\_  
Date

All agencies must complete and return this notice regardless of how recently your code was approved or amended. Please return this notice no later than **October 3, 2022**, or by the date specified by your agency, if earlier, to:

**Clerk of the Board of Supervisors  
Attention: Biennial Review  
1600 Pacific Highway, Room 402  
San Diego, CA 92101**

**PLEASE DO NOT RETURN THIS FORM TO THE FPPC.**

[www.fppc.ca.gov](http://www.fppc.ca.gov)  
FPPC Advice: [advice@fppc.ca.gov](mailto:advice@fppc.ca.gov) (866.275.3772)  
Page 1 of 1

**Administration**

**BP 2300**

**CONFLICT OF INTEREST CODE: DESIGNATED PERSONNEL**

Certain positions may require an employee's participation in decisions affecting individual financial interests. These positions are designated below. Employees holding these positions shall report their financial interests as specified in the District's Conflict of Interest Code.

*(cf. 9270 – Conflict of Interest Code)*

Superintendent of Schools

Chief Business Officer

~~Assistant Superintendent of Human Resources and Student Services~~

Transportation Supervisor

Maintenance and Operations Supervisor

Food Service Director

Legal Reference:

GOVERNMENT CODE

1090-1097 Prohibitions applicable to specified officers

1125-1128 Incompatible activities

82028 Definitions "Gift"

82030 Definitions "Income"

82033 Definitions "Interest in real property"

82034 Definitions "Investments"

87100-87500 Conflict of interest

87200-87210 Disclosure

87300-87313 Conflict of interest codes

91000-91015 Enforcement

**APPROVED BY THE BOARD OF TRUSTEES  
ALPINE UNION SCHOOL DISTRICT**

March 11, 1992

Revised November 17, 2016

Revised January 10, 2018

**Administration**

BP 2300

**CONFLICT OF INTEREST CODE: DESIGNATED PERSONNEL**

Certain positions may require an employee's participation in decisions affecting individual financial interests. These positions are designated below. Employees holding these positions shall report their financial interests as specified in the District's Conflict of Interest Code.

(cf. 9270 – *Conflict of Interest Code*)

Superintendent of Schools

Executive Director of Human Resources and Student Services → Addition

Chief Business Officer

Director of Curriculum and Instruction → Addition

Maintenance and Operations Supervisor

Food Service Director

Legal Reference:

GOVERNMENT CODE

1090-1097 Prohibitions applicable to specified officers

1125-1128 Incompatible activities

82028 Definitions "Gift"

82030 Definitions "Income"

82033 Definitions "Interest in real property"

82034 Definitions "Investments"

87100-87500 Conflict of interest

87200-87210 Disclosure

87300-87313 Conflict of interest codes

91000-91015 Enforcement

APPROVED BY THE BOARD OF TRUSTEES

ALPINE UNION SCHOOL DISTRICT

March 11, 1992  
Revised: November 17, 2016  
Revised: January 10, 2018  
Revised: September 12, 2018  
Revised: September 14, 2022



**ALPINE UNION SCHOOL DISTRICT  
Minutes of the Regular Meeting  
of the Board of Trustees  
September 14, 2022**

**Joan MacQueen Middle School**

**5:30 p.m.**

**1.0 CALL TO ORDER**

President Glenn Dickie called the meeting to order at 5:31 p.m.

Members Present: Glenn Dickie, President  
Al Guerra, Vice President  
Travis Lyon, Clerk of the Board  
Eric Wray, Member  
Joseph Perricone, Member

Secretaries: Richard Newman, Ed. D., Proud Superintendent  
Mary Ann Alvarez, Executive Assistant to the  
Superintendent

**2.0 CONVENE TO CLOSED SESSION**

The Board convened to Closed Session at 5:32 p.m. for the following  
Items:

- a. Public Employment/Appointment/Release/Discipline (Gov. Code 54957). The Board will discuss certificated and classified personnel matters.
- b. Conference with Labor Negotiators (Gov. Code 54954.5)  
Agency Designated Representatives: Superintendent, Dr. Richard Newman; and Executive Director of Human Resources and Student Services, Yvette Maier; Chief Business Officer, William Pickering II;  
Employee Organizations: Alpine Teachers Association and Classified School Employees Association
- c. Conference With Legal Counsel – Anticipated Litigation

Significant Exposure to Litigation Pursuant to Government Code section 54956.9(d)(2)

- d. Pupil Personnel - Student Expulsion(s), Disciplinary Matter(s), and Other Confidential Student Matters Pursuant to Education Code 48900(c)

**3.0 RECONVENE TO OPEN SESSION**

The Board reconvened to Open Session at 6:19 p.m.

**4.0 REPORT OUT OF CLOSED SESSION**

There was nothing to report from Closed Session.

**5.0 PLEDGE OF ALLEGIANCE**

Mr. Perricone led the flag salute.

**6.0 ADOPTION OF THE AGENDA**

The motion was made by Mr. Perricone, seconded by Mr. Guerra to approve the agenda as presented.

**AYES:** Dickie, Guerra, Lyon, Wray, Perricone

**NOES:** None

**ABSENT:** None

**ABSTENTIONS:** None

**7.0 REQUESTS TO ADDRESS THE BOARD**

Diana Tompkins spoke to the Board about negative misconceptions relating to Joan MacQueen Middle School.

Steve Healy shared concerns regarding the safety of staff and students at SHES.

## 8.0 SUPERINTENDENT'S REPORT

- Dr. Newman recognized Dr. Deb Burdette and Maryhelen McLean for their years of service to the Alpine Union School District.
- Captain Rand from the Alpine Sheriff's office spoke to the Board about the coordination with the Alpine School District in planning for emergencies.

## 9.0 ADOPTION OF THE CONSENT AGENDA

The motion was made by Mr. Perricone, seconded by Mr. Dickie, approving the Consent Agenda as presented.

- A.1 Minutes of the August 10, 2022, Regular Board Meeting
- A.2 Approve: BP 2300 Conflict of Interest Code: Designated Personnel
- A.3 Ratify: Memorandum of Understanding (MOU) between the Alpine Union School District (AUSD) and the San Diego Superintendent of Schools (SDCOE) for Third Party Coordination
- C.1 Ratify: Payroll and Commerical Warrants
- C.2 Ratify: Purchase Orders
- C.3 Ratify: Proposal from Chula Vista Fence to Install and Repair Fencing and Gates at Shadow Hills Elementary School (SHES), Mountain View Learning Academy (MVLA) and Creekside Early Learning Center (CELC)
- D.1 Personnel Actions
- D.2 Conference Requests
- D.3 Approve: Committee on Assignments
- D.4 Approve: 2022-23 University of Denver Graduate School of Social Work Agency Agreement
- E Approve: Memorandum of Understanding (MOU) with Crossroads Family Center

**AYES:** Dickie, Guerra, Lyon, Wray, Perricone

**NOES:** None

**ABSENT:** None  
**ABSTENTIONS:** None

## **10.0 INFORMATION AND DISCUSSION**

**A. Superintendent**

First Read: BP 4154 Health and Welfare Benefits

**B. Leadership, Innovation, and Learning**

Curriculum and Instruction Update

Jenna Weinert stated that we are piloting two curriculums at the elementary level. She explained that Bridges is being piloted District-wide. The teachers have been given the opportunity for a lot of professional development.

Mr. Wray asked if, in the new pilot program, there is not a political spin on history.

Jenna explained that this is something that is being looked at and is part of the process.

**C. Business Report**

None

**D. Human Resources**

None

**E. Student Services Report**

None

## **11.0 PUBLIC HEARING ON DETERMINING STEPS TO ENSURE AVAILABILITY OF TEXTBOOKS AND INSTRUCTIONAL MATERIALS FOR 2022-2023**

Mr. Dickie closed the Open Session at 6:57 pm and opened the Public Hearing.

No comments or questions were received from the public.

Mr. Dickie closed the public hearing at 6:58 pm and reopened the Open Session.

## 12.0 ACTION AGENDA

### A. Superintendent

1. Adopt: Resolution No. #18-2022 Continuing Board of Trustees Authority to hold Virtual Meetings Pursuant to AB 361

The motion was made by Mr. Wray, seconded by Mr. Dickie, to adopt Resolution No. #18-2022 Continuing Board of Trustees Authority to hold Virtual Meetings Pursuant to AB 361.

**AYES:** Dickie, Guerra, Lyon, Wray, Perricone

**NOES:** None

**ABSENT:** None

**ABSTENTIONS:** None

2. Adopt: Resolution #20-2022 Board Protocols

The motion was made by Mr. Dickie, seconded by Mr. Guerra, to adopt Resolution #20-2022 Board Protocols.

**AYES:** Dickie, Guerra, Lyon, Wray, Perricone

**NOES:** None

**ABSENT:** None

**ABSTENTIONS:** None

Mr. Wray stated that Board members staying in their roles is a good thing.

Mr. Dickie stated that the Board Protocols help smooth out the meetings and help the Board function as a team, especially in times of crisis, in making decisions and leadership. Lastly, he stated that collectively they are the Board.

Mr. Perricone stated that the Board members have gone through a CSBA, California School Board Association training and it has helped Board members stay focused.

Mr. Lyon stated that the protocols help set expectations.

3. Approve: Revised Confidential Employee Health and Welfare Benefits

The motion was made by Mr. Dickie, seconded by Mr. Perricone, to approve the Revised Confidential Employee Health and Welfare Benefits

**AYES:** Dickie, Guerra, Lyon, Wray, Perricone

**NOES:** None

**ABSENT:** None

**ABSTENTIONS:** None

4. Approve: Revised Classified Management Employee Health and Welfare Benefits

The motion was made by Mr. Lyon, seconded by Mr. Dickie, to approve the Revised Classified Management Employee Health and Welfare Benefits

**AYES:** Dickie, Guerra, Lyon, Wray, Perricone

**NOES:** None

**ABSENT:** None

**ABSTENTIONS:** None

5. Approve: Revised Certificated Management Schedule Employee Health and Welfare Benefits

The motion was made by Mr. Dickie, seconded by Mr. Perricone, to approve the Revised Certificated Management Employee Health and Welfare Benefits.

**AYES:** Dickie, Guerra, Lyon, Wray, Perricone

**NOES:** None

**ABSENT:** None

**ABSTENTIONS:** None

B. Leadership, Innovation, and Learning

Adopt: Resolution #19-2022, Determining Steps to Ensure Availability of Textbooks and Instructional Materials for 2022-23

The motion was made by Mr. Perricone, seconded by Mr. Lyon, to adopt Resolution #19-2022, Determining Steps to Ensure Availability of Textbooks and Instructional Materials for 2022-23.

**AYES:** Dickie, Guerra, Lyon, Wray, Perricone

**NOES:** None

**ABSENT:** None

**ABSTENTIONS:** None

Mr. Wray asked if every student had a textbook.

Dr. Newman answered yes with the addition of digital textbooks.

C. Business Services

1. Approve: Alpine Union School District's 2021-22 Unaudited Actuals Financial Report

The motion was made by Mr. Dickie, seconded by Mr. Perricone, to approve the Alpine Union School District's 2021-22 Unaudited Actuals Financial Report.

**AYES:** Dickie, Guerra, Lyon, Wray, Perricone

**NOES:** None

**ABSENT:** None

**ABSTENTIONS:** None

Mr. Perricone asked why Special Education was down.

Mr. Dickie stated that he appreciates the due diligence.

Mr. Wray stated that he is glad the budget is adhering to the 8% reserve requirement.

2. Adopt: Resolution #21-2022 for 2021-22 and 2022-23 GANN Limitation Calculations

The motion was made by Mr. Dickie, seconded by Mr. Lyon, to adopt Resolution #21-2022 for 2021-22 and 2022-23 GANN Limitation Calculations

Mr. Wray asked if there is a concern for something 10 years from now. He also stated that some loans are coming up that are almost complete.

**AYES:** Dickie, Guerra, Lyon, Wray, Perricone

**NOES:** None

**ABSENT:** None

**ABSTENTIONS:** None

3. Approve: Proposal from Francisco Mendez Welding to Increase the Height of the Green Iron Fence at Boulder Oaks Elementary School

The motion was made by Mr. Dickie, seconded by Mr. Lyon, to approve the Proposal from Francisco Mendez Welding to Increase the Height of the Green Iron Fence at Boulder Oaks Elementary School.

**AYES:** Dickie, Guerra, Lyon, Wray, Perricone

**NOES:** None

**ABSENT:** None

**ABSTENTIONS:** None

4. Approve: Proposal from Francisco Mendez Welding to Increase the Height of the Green Iron Fence at Creekside Early Learning Center

The motion was made by Mr. Wray, seconded by Mr. Lyon, to approve the Proposal from Francisco Mendez Welding to Increase the Height of the Green Iron Fence at Creekside Early Learning Center.

**AYES:** Dickie, Guerra, Lyon, Wray, Perricone

**NOES:** None

**ABSENT:** None

**ABSTENTIONS:** None

Mr. Dickie thanked the Administration for continuing to execute the safety plan.

D. Human Resources  
None

E. Student Services  
None

### **13.0 HOUSEKEEPING**

None

### **14.0 BOARD REPORTS**

Mr. Lyon thanked the Superintendent and the Sheriff's Department for collaborating and the strong partnership that has been forged to ensure the safety of our students. He thanked Captain Rand for keeping in close contact with the Superintendent.

Mr. Wray stated that the school district is in great hands thanks to Dr. Newman and the staff. He thanked District leadership for their work and specifically related to the new updates regarding the safety and security of our campuses.

Mr. Lyon stated that he is proud of how the Board has managed the budget and focused on many upgrades to our campuses. He shared that he continues to be amazed by the use of the new field with several activities going on at the same time throughout the weekends. He mentioned that he is excited about the good energy that is on campus. feels good energy on campus and that he is excited about it.

Mr. Guerra thanked Captain Rand, Dr. Newman, and the staff for their work on safety protocols. He thanked Maryhelen McLean for her years of service at

Joan MacQueen Middle School

Boulder Oaks and said he appreciated the chats he had with her. He thanked Jenna Weinert for supporting the teachers in her new role.

Mr. Dickie thanked the Sheriff's Department and said he is proud to be a citizen in this community. Lasty, he stated that he couldn't have asked for better start to the school year and credits the staff as well as the administration for their hard work.

**15.0 ADJOURNMENT AND ANNOUNCEMENT OF NEXT MEETING**

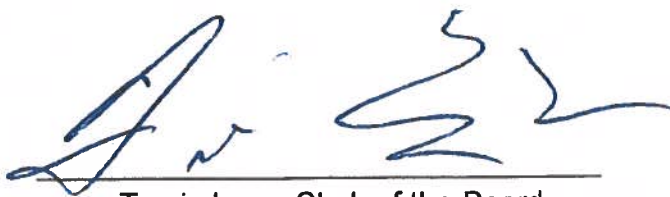
The meeting adjourned at 7:42 p.m.

October 12, 2022

Regular Board Meeting

5:30 p.m. Closed Session and 6:15 p.m. Open Session

Joan MacQueen Middle School



Travis Lyon, Clerk of the Board



**Conflict of Interest Code:**

**Bonita-Sunnyside Fire  
Protection District**

## 2022 Local Agency Biennial Notice

Name of Agency: Bonita-Sunnyside Fire Protection District  
Mailing Address: 4900 Bonita Road  
Contact Person: Annette Craven Phone No. (619) 479-2346  
Email: acraven@bonitafd.org Alternate Email: \_\_\_\_\_

Accurate disclosure is essential to monitor whether officials have conflicts of interest and to help ensure public trust in government. The biennial review examines current programs to ensure that the agency's code includes disclosure by those agency officials who make or participate in making governmental decisions.

This agency has reviewed its conflict of interest code and has determined that (check one BOX):

An amendment is required. The following amendments are necessary:

(Check all that apply.)

- Include new positions
- Revise disclosure categories
- Revise the titles of existing positions
- Delete titles of positions that have been abolished and/or positions that no longer make or participate in making governmental decisions
- Other (describe) \_\_\_\_\_

The code is currently under review by the code reviewing body.

No amendment is required. (If your code is over five years old, amendments may be necessary.)

**Verification (to be completed if no amendment is required)**

*This agency's code accurately designates all positions that make or participate in the making of governmental decisions. The disclosure assigned to those positions accurately requires that all investments, business positions, interests in real property, and sources of income that may foreseeably be affected materially by the decisions made by those holding designated positions are reported. The code includes all other provisions required by Government Code Section 87302.*

  
\_\_\_\_\_  
Signature of Chief Executive Officer

9-29-22  
\_\_\_\_\_  
Date

All agencies must complete and return this notice regardless of how recently your code was approved or amended. Please return this notice no later than October 3, 2022, or by the date specified by your agency, if earlier, to:

**Clerk of the Board of Supervisors  
Attention: Biennial Review  
1600 Pacific Highway, Room 402  
San Diego, CA 92101**

**PLEASE DO NOT RETURN THIS FORM TO THE FPPC.**

BONITA-SUNNYSIDE FIRE  
PROTECTION DISTRICT  
4900 BONITA ROAD  
BONITA, CA 91902-1725

EXHIBIT "A"

<u>Designated Positions</u>	<u>Reportable Economic Interest Category Numbers</u>
<del>Elected Board Members</del> Revised 09/29/22	1, 2, 3, 4, 5, & 6
<del>Advisory Committee Members</del> Deleted 09/29/22	1, 2, 3, 4, 5, & 6
<del>District Fire Chief</del> Revised 09/29/22	1, 2, & 3
<del>Deputy Fire Chief</del> DELETED 07/13/2010	<del>1, 2, &amp; 3</del>
<del>Administrative Assistant</del> <del>OFFICE MANAGER</del> <del>REVISED 07/13/2010</del> Revised 09/29/22	1, 2, & 3
<del>District Secretary</del> <del>OFFICE ASSISTANT</del> REVISED 07/13/2010	1, 2, & 3
<del>Candidates for Election</del> Revised 09/29/22	1, 2, & 3
<del>Consultants</del> Deleted 09/29/22	N/A

Approved and/or authorized by the  
Board of Supervisors of the County of San Diego.  
Meeting Date 12/13/2016 Minute Order No. 15  
By: [Signature] Date: 12/16/2016  
Deputy Clerk of the Board Supervisors

**RESOLUTION 22-06**

**A RESOLUTION OF THE BOARD OF DIRECTORS  
OF THE BONITA-SUNNYSIDE FIRE PROTECTION DISTRICT  
AMENDING THE CONFLICT OF INTEREST CODE FOR  
DESIGNATED POSITIONS AS REQUIRED BY THE POLITICAL  
REFORM ACT AND REGULATIONS OF THE FAIR POLITICAL  
PRACTICES COMMISSION**

**WHEREAS**, the Political Reform Act, Government Code §81000, et. Seq., requires state and local government agencies to adopt and promulgate Conflict of Interest Codes; and

**WHEREAS**, the Fair Political Practices Commission has adopted a regulation, 2 California Code of Regulations §18730, which contains the terms of a standard Conflict of Interest Code which can be incorporated by reference and may be amended by the Fair Political Practices Commission after Public Notice and Hearings to conform to amendments in the Political Reform Act; and

**WHEREAS**, the San Diego County Board of Supervisors has been designated as the "Code Reviewing Body" for BSFPD; and

**WHEREAS**, a change in the Code is necessitated by changes in job titles, classifications or duties.


**NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors of the, Bonita-Sunnyside Fire Protection District that the terms of 2 California Code of Regulations §18730 and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference and, along with the attached Appendix A in which members and employees are designated and disclosure categories are set forth, constitute the Conflict of Interest Code of the Bonita-Sunnyside Fire Protection District.


**BE IT FURTHER RESOLVED**, that designated employees shall file statements of economic interest with the agency who will make the statements available for public inspection and reproduction (Government Code §81008). Upon receipt of the statements BSFPD shall make and retain a copy and forward the original of these statements to the San Diego County Board of Supervisors.

**BE IT FURTHER RESOLVED**, the following ratification and approval, this Resolution shall be transmitted to the San Diego County Board of Supervisors for review.

**PASSED AND ADOPTED at a regular meeting of the Board of Directors of the Bonita-Sunnyside Fire Protection District, County of San Diego, State of California, on the 11<sup>th</sup> day of October, 2022 by the following vote:**

**AYES: 3**  
**NOES: 0**  
**ABSTAIN: 0**  
**ABSENT: 0**

  
\_\_\_\_\_  
Mark Scott / President

  
\_\_\_\_\_  
Tom Pocklington, Board Secretary

**Bonita-Sunnyside Fire Protection District**

I hereby certify that the above and foregoing is a full and true copy of Resolution 22-06 of the Resolutions of the Bonita-Sunnyside Fire Protection District, as adopted by the Bonita-Sunnyside Fire Protection District Board of Directors at a Regular Meeting held on October 11, 2022.

  
\_\_\_\_\_  
Annette Craven, Clerk of the Board

10/11/2022  
Date

**Conflict of Interest Code:**

**Buena Sanitation District**

## 2022 Local Agency Biennial Notice

Name of Agency: Buena Sanitation District  
Mailing Address: 200 Civic Center Drive, Vista, CA 92084  
Contact Person: Claire Lopez Phone No. 760-643-5323  
Email: clopez@cityofvista.com Alternate Email: clopez@ci.vista.ca.us

Accurate disclosure is essential to monitor whether officials have conflicts of interest and to help ensure public trust in government. The biennial review examines current programs to ensure that the agency's code includes disclosure by those agency officials who make or participate in making governmental decisions.

This agency has reviewed its conflict of interest code and has determined that (*check one BOX*):

An amendment is required. The following amendments are necessary:

(*Check all that apply.*)

- Include new positions
- Revise disclosure categories
- Revise the titles of existing positions
- Delete titles of positions that have been abolished and/or positions that no longer make or participate in making governmental decisions
- Other (*describe*) \_\_\_\_\_

The code is currently under review by the code reviewing body.

No amendment is required. (If your code is over five years old, amendments may be necessary.)

**Verification (to be completed if no amendment is required)**

*This agency's code accurately designates all positions that make or participate in the making of governmental decisions. The disclosure assigned to those positions accurately requires that all investments, business positions, interests in real property, and sources of income that may foreseeably be affected materially by the decisions made by those holding designated positions are reported. The code includes all other provisions required by Government Code Section 87302.*

  
\_\_\_\_\_  
Signature of Chief Executive Officer

9-21-22  
\_\_\_\_\_  
Date

All agencies must complete and return this notice regardless of how recently your code was approved or amended. Please return this notice no later than October 3, 2022, or by the date specified by your agency, if earlier, to:

**Clerk of the Board of Supervisors  
Attention: Biennial Review  
1600 Pacific Highway, Room 402  
San Diego, CA 92101**

**PLEASE DO NOT RETURN THIS FORM TO THE FPPC.**

**APPENDIX TO THE BUENA SANITATION DISTRICT  
 CONFLICT OF INTEREST CODE**

**DESIGNATED EMPLOYEES AND DISCLOSURE CATEGORIES**

The following officials of the Buena Sanitation District are designated by Section 87200 of the Political Reform Act as being required to file Statements of Economic Interests.

<u>OFFICIALS</u>	<u>DISCLOSURE CATEGORIES</u>
Chairperson	1,2
Members of the Board	1,2
District Manager	1,2
District Counsel	1,2
District Treasurer/Director of Finance	1,2
Clerk of the Board	1,2

The following officials and employees are hereby determined to be other public officials who manage public investments and shall file Statements of Economic Interests in accordance with the disclosure categories identified for each, pursuant to this resolution.

<u>DEPARTMENT AND POSITION</u>	<u>DISCLOSURE CATEGORIES</u>
Assistant District Manager	1,2
Assistant District Counsel	1,2
<del>Deputy District Counsel</del>	<del>1,2</del>
<del>Sewer Program Director</del>	<del>1,2</del>
<del>Sewer Engineering Division Manager</del>	<del>1,2</del>
Director of Community Development	1,2
City Engineer	1,2
<del>Principal Engineer</del>	<del>1,2</del>
Senior Engineer	2,4,5
<del>Construction Manager</del>	<del>1,2</del>
<del>Capital Projects Manager</del>	<del>1,2</del>
<del>Construction Inspector II</del>	<del>2,4,5</del>
Finance Manager	1,2
Members of the Investment Advisory Committee	1,2

**RESOLUTION NO. 2022-18**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE  
BUENA SANITATION DISTRICT AMENDING THE LIST OF  
DESIGNATED EMPLOYEES SUBJECT TO THE PROVISIONS  
OF THE CONFLICT OF INTEREST CODE**

The Buena Sanitation District Board of Directors does resolve as follows:

**1. Findings.**

A. The Political Reform Act of 1974, California Government Code Section 81000, et seq., requires the Buena Sanitation District to adopt a Conflict of Interest Code ("Code"), and periodically review and amend it, if amendments are required.

B. The Board of Directors has adopted a Code pursuant to Resolution No. 2016-11.

C. The Board of Directors has directed the Executive Director to review the current Code, including the list of those positions identified as "designated employees" in the Appendix.

D. The Board of Directors has received and considered the recommendations of the Executive Director and the Clerk of the Board with respect to the proposed changes and amendments to the Code and the Appendix of positions identified as "designated employees" subject to the provision for financial disclosure under the Code.

**2. Action.**

The list of those positions of the Buena Sanitation District identified as "designated employees" of the District for purposes of requiring the filing of financial disclosure statements pursuant to the District's Code, and the disclosure categories under which such financial disclosure shall be made, is approved as identified in the Appendix attached and incorporated by reference.


**3. Adoption. PASSED AND ADOPTED** at a meeting of the Board of Directors of the Buena Sanitation District held on September 13, 2022, by the following vote:

AYES: Chairperson Ritter, Franklin, Green, Contreras, Melendez

NOES: None

ABSTAIN: None

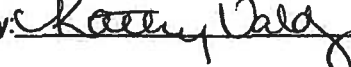
APPROVED AS TO FORM:  
WALTER CHUNG, DISTRICT COUNSEL

By:  \_\_\_\_\_

APPROVED  
Walter C. Chung  
20220908104859

  
\_\_\_\_\_  
JUDY RITTER, MAYOR

ATTEST:  
KATHY VALDEZ, CLERK OF THE BOARD

By:  \_\_\_\_\_



COSD CLERK OF THE BOARD  
2022 SEP 28 AM 9:48

September 22, 2022

Clerk of the Board of Supervisors  
Attention: Biennial Review  
1600 Pacific Highway – Room 402  
San Diego, CA 92101

**RE: 2022 Conflict of Interest Code Biennial Review Resolution**

To whom it may concern:

Attached is the 2022 Conflict of Interest Code Biennial Review Resolution for the City of Vista Buena Sanitation District for your approval.

Should you have any questions, please contact the City Clerk's Office at the number below.

Sincerely,

A handwritten signature in blue ink that reads "Claire Lopez".

Claire Lopez  
Assistant City Clerk  
(760) 643-5323  
clopez@cityofvista.com

**Conflict of Interest Code:**

**Clean Energy Alliance Joint  
Powers Agency**

### 2022 Local Agency Biennial Notice

Name of Agency: Clean Energy Alliance

Mailing Address: 1200 Carlsbad Village Drive Carlsbad, CA 92008

Contact Person: Susan Caputo Phone No. 661-313-6988

Email: Susan@Bayshorecgi.com Alternate Email: Secretary@thecleanenergyalliance.org

Accurate disclosure is essential to monitor whether officials have conflicts of interest and to help ensure public trust in government. The biennial review examines current programs to ensure that the agency's code includes disclosure by those agency officials who make or participate in making governmental decisions.

This agency has reviewed its conflict of interest code and has determined that (check one BOX):

- An amendment is required. The following amendments are necessary:  
(Check all that apply.)
  - Include new positions
  - Revise disclosure categories
  - Revise the titles of existing positions
  - Delete titles of positions that have been abolished and/or positions that no longer make or participate in making governmental decisions
  - Other (describe) \_\_\_\_\_
- The code is currently under review by the code reviewing body.
- No amendment is required. (If your code is over five years old, amendments may be necessary.)

**Verification (to be completed if no amendment is required)**

*This agency's code accurately designates all positions that make or participate in the making of governmental decisions. The disclosure assigned to those positions accurately requires that all investments, business positions, interests in real property, and sources of income that may foreseeably be affected materially by the decisions made by those holding designated positions are reported. The code includes all other provisions required by Government Code Section 87302.*

Barbara Boswell 9/26/22  
007EF006140840E Signature of Chief Executive Officer Date

All agencies must complete and return this notice regardless of how recently your code was approved or amended. Please return this notice no later than **October 3, 2022**, or by the date specified by your agency, if earlier, to:

**Clerk of the Board of Supervisors  
 Attention: Biennial Review  
 1600 Pacific Highway, Room 402  
 San Diego, CA 92101**

**PLEASE DO NOT RETURN THIS FORM TO THE FPPC.**

**EXHIBIT A**

**CONFLICT OF INTEREST CODE OF THE  
CLEAN ENERGY ALLIANCE**

**Incorporation of FPPC Regulation 18730  
(2 California Code of Regulations, Section 18730) by Reference**

The Political Reform Act (Government 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 a regulation (2 Cal. Code Regs § 18730) that contains the terms of a standard conflict of 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 Clean Energy Alliance ("CEA").

All Officials and Designated Positions required to submit a statement of economic interests shall file their statements with the Secretary, as CEA's Filing Officer. CEA's Filing Officer shall retain the originals of the statements of all Officials and Designated Positions and shall make all retained statements available for public inspection and reproduction during regular business hours. (Gov. Code § 81008.)

**APPENDIX**  
**CONFLICT OF INTEREST CODE of the**  
**Clean Energy Alliance**  
Amended on November 19, 2020  
Amended on September 22, 2022

**PART A**

**DESIGNATED POSITIONS**  
**GOVERNED BY THE CONFLICT OF INTEREST CODE**

DESIGNATED POSITIONS	DISCLOSURE CATEGORY
Board of Directors	1, 2, 3,
Board of Directors (Alternates)	1, 2, 3,
Chief Executive Officer	1, 2, 3,
Treasurer	1, 2, 3,
<u>Assistant General Counsel</u> <del>General Counsel</del>	<u>1, 2, 3</u> <del>1, 2, 3,</del>
Members of Community Advisory Committee	1, 2, 3
Consultants and New Positions <sup>1</sup>	4

<sup>1</sup> Individuals providing services as a Consultant defined in Regulation 187300.3(a)(2), or in a new position created since this Code was last approved that makes or participates in making decisions shall disclose pursuant to the broadest disclosure category in this Code subject to the following limitations:

The Chief Executive Officer or his or her designee may determine in writing that a particular consultant or new position, although a "designated position", is hired to perform a range of duties that is limited in scope and thus not required to fully comply with disclosure requirements in this section. Such written determination shall include a description of the consultant's or new position's duties and, based upon that description, a statement of the extent of disclosure requirements. The Chief Executive Officer or his or her designee'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 Section 81008.)

CLEAN ENERGY ALLIANCE  
CONFLICT OF INTEREST CODE

PART B

DISCLOSURE CATEGORIES

Officials and designated positions must report financial interests in accordance with the assigned disclosure categories.

**CATEGORY 1:**

Persons in this category shall disclose all interests in real property within the jurisdiction of CEA. Real property shall be deemed to be within the jurisdiction if the property or any part of it is located within or not more than two miles outside the boundaries of the jurisdiction or within two miles of any land owned or used by CEA.

Persons are not required to disclose a residence, such as a home or vacation cabin, used exclusively as a personal residence; however, a residence in which a person rents out a room or for which a person claims a business deduction may be reportable.

**CATEGORY 2:**

Persons in this category shall disclose all income (including gifts, loans and travel payments) from sources that contract with CEA, or that provide, plan to provide, or have provided during the previous two years, facilities, goods, commodities, technology, equipment, vehicles, machinery, or services, including training or consulting services of the type utilized by CEA.

**CATEGORY 3:**

Persons in this category shall disclose all business positions and investments in business entities that contract with CEA or that provide, plan to provide, or have provided during the previous two years, facilities, goods, commodities, technology, equipment, vehicles, machinery, or services, including training or consulting services of the type utilized by CEA.

**CATEGORY 4:**

Individuals who perform under contract the duties of any designated position shall be required to file Statements of Economic Interests disclosing reportable interests in the categories assigned to that designated position.

In addition, individuals who, under contract, participate in decisions which affect financial interests by providing information, advice, recommendation or counsel to CEA which could affect their financial interests shall be required to file Statements of Economic Interests, unless they fall within the Political Reform Act's exceptions to the definition of consultant. The level of disclosure shall be determined by the Chief Executive Officer or his or her designee. (See footnote in Part A for clarification.)

CLEAN ENERGY ALLIANCE

RESOLUTION NO. 2022-007

A RESOLUTION OF THE CLEAN ENERGY ALLIANCE BOARD OF DIRECTORS  
AMENDING THE CONFLICT OF INTEREST CODE  
TO ADD ASSISTANT GENERAL COUNSEL POSITION

WHEREAS, Government Code Section 87300 requires state and local government agencies to adopt conflict of interest codes; and

WHEREAS, the Fair Political Practices Commission has adopted a regulation (2 Cal. Code of Regs. § 18730), which contains the terms of a standard conflict of interest code, which may be incorporated by reference in an agency's code; and

WHEREAS, the Clean Energy Alliance ("CEA") is a joint powers authority subject to Government Code Section 87300 code-filing requirement; and

WHEREAS, on November 5, 2019, the Board of Directors of the CEA ("Board") adopted a Conflict of Interest Code by Resolution No. 2019-001 in accordance with the requirements of state law, and this Conflict of Interest Code was subsequently approved by the San Diego County Board of Supervisors as its code reviewing body; and

WHEREAS, on November 19, 2020, the Board adopted Resolution No. 2020-006, rescinding Resolution No. 2019-001 and amending the Conflict of Interest Code; and

WHEREAS, the Board desires to amend the Conflict of Interest Code in order to add the Assistant General Counsel position.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Directors of the Clean Energy Alliance, as follows:

Section 1. The Board hereby rescinds Resolution No. 2020-006 and adopts an amended Conflict of Interest Code, a copy of which is attached hereto as Exhibit A and shall be on file with the Secretary of CEA, and available to the public for inspection on CEA's website.

Section 2. The amended Conflict of Interest Code shall be submitted to the Board of Supervisors of San Diego County for approval and said Code shall become effective 30 days after the Board of Supervisors approves the proposed amended Conflict of Interest Code as submitted.

Section 3. Any violation of any provision of the Conflict of Interest Code is subject to the administrative, criminal, and civil sanctions provided in the Political Reform Act, Government Code Section 81000 *et seq.*

The foregoing Resolution was passed and adopted this 22nd day of September 2022, by the following vote:


AYES: Jensen, Bhat-Patel, Inscoe, Melendez, Musgrove, Druker, Becker

NOES: None

ABSENT: None

ABSTAIN: None

APPROVED:

DocuSigned by:  
  
7E04F230DAAB04F0...  
\_\_\_\_\_  
Kristi Becker, Chair

ATTEST:

DocuSigned by:  
  
235FDAD7880242B...  
\_\_\_\_\_  
Susan Caputo, Interim Board Secretary



COSD CLERK OF THE BOARD  
2022 OCT 17 AM 11:12

October 13, 2022

Mr. Andrew Potter  
Clerk of the Board of Supervisors County of San Diego  
1600 Pacific Coast Highway, Room 402  
San Diego, CA 92101

Dear Mr. Potter:

As the San Diego Board of Supervisors (BOS) is the code reviewing body for the adopted and BOS approved Conflict of Interest Code of the Clean Energy Alliance, please find attached the updated and adopted code adding the Assistant General Counsel to the code.

The amended Clean Energy Alliance Conflict of Interest Code is hereby submitted for approval. Please let me know if you have any questions and I look forward to receiving status of approval in the near future.

Should you have any questions, please email me at [Secretary@thecleanenergyalliance.org](mailto:Secretary@thecleanenergyalliance.org) or [Susan@Bayshorecgi.com](mailto:Susan@Bayshorecgi.com)

DocuSigned by:

*Susan Caputo*

235FDA07950242B...

Susan Caputo, MMC  
Interim Board Secretary  
Clean Energy Alliance  
(661) 313-6988

**Conflict of Interest Code:**

**Del Mar Union School District**

## 2022 Local Agency Biennial Notice

Name of Agency: Del Mar Union School District  
Mailing Address: 11232 El Camino Real, San Diego, CA 92130  
Contact Person: Megan Bennett Phone No. 858-755-9301  
Email: mbennett@dmusd.org Alternate Email: N/A

Accurate disclosure is essential to monitor whether officials have conflicts of interest and to help ensure public trust in government. The biennial review examines current programs to ensure that the agency's code includes disclosure by those agency officials who make or participate in making governmental decisions.

This agency has reviewed its conflict of interest code and has determined that (*check one BOX*):

**An amendment is required. The following amendments are necessary:**

(*Check all that apply.*)

- Include new positions
- Revise disclosure categories
- Revise the titles of existing positions
- Delete titles of positions that have been abolished and/or positions that no longer make or participate in making governmental decisions
- Other (*describe*) \_\_\_\_\_

**The code is currently under review by the code reviewing body.**

**No amendment is required.** (If your code is over five years old, amendments may be necessary.)

### Verification (to be completed if no amendment is required)

*This agency's code accurately designates all positions that make or participate in the making of governmental decisions. The disclosure assigned to those positions accurately requires that all investments, business positions, interests in real property, and sources of income that may foreseeably be affected materially by the decisions made by those holding designated positions are reported. The code includes all other provisions required by Government Code Section 87302.*

  
Signature of Chief Executive Officer

8/12/22  
Date

All agencies must complete and return this notice regardless of how recently your code was approved or amended. Please return this notice no later than **October 3, 2022**, or by the date specified by your agency, if earlier, to:

(PLACE RETURN ADDRESS OF CODE REVIEWING BODY HERE)

**PLEASE DO NOT RETURN THIS FORM TO THE FPPC.**

**CONFLICT OF INTEREST CODE FOR THE**  
**DEL MAR UNION SCHOOL DISTRICT**  
**(Amended ~~June 26, 2019~~ July 27, 2022)**

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 a regulation (2 Cal. Code of Regs. § 18730) that 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 **Del Mar Union School District (the "District")**.

All officials and designated positions required to submit a statement of economic interests shall file their statements with the **Executive Assistant to the Superintendent** 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 Trustees and the District Superintendent, and forward the originals of such statements to the Clerk of the Board of Supervisors of the County of San Diego. The **Executive Assistant** shall retain the originals of the statements filed by all other officials and designated positions and make all statements available for public inspection and reproduction during regular business hours. (Gov. Code § 81008.)

# APPENDIX

CONFLICT OF INTEREST CODE  
OF THE  
DEL MAR UNION SCHOOL DISTRICT  
(Amended ~~June 26, 2019~~ July 27, 2022)

## 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 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 investments<sup>1</sup>:

Members of the Board of Trustees

District Superintendent

Financial Consultants

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<sup>1</sup> 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**

<b><u>DESIGNATED POSITIONS'</u> <u>TITLE OR FUNCTION</u></b>	<b><u>DISCLOSURE CATEGORIES</u> <u>ASSIGNED</u></b>
Assistant Superintendent, Business Services	1, 2
Assistant Superintendent, Human Resources	5
Assistant Superintendent, Instructional Services	5
<del>Business Services &amp; Purchasing Supervisor</del> <u>Director, Business Support Services</u>	4
<u>Construction Project Manager</u>	<u>5</u>
Coordinator, Assessment, Data & Integrated Technology	5
<u>Coordinator, Curriculum and Instruction</u>	<u>2, 3, 4</u>
Director, Curriculum & Instruction	5
<u>Director, Fiscal Services</u>	<u>5</u>
Director, Maintenance, Operations & Facilities	5
Director I, Special Education	5
<del>Director II, Student Services</del> <u>Executive Director, Student Services</u>	5
<del>Director, Early Childhood Development Center</del> <u>Director, After School Program &amp; Early Childhood Development Center</u>	5
District Program Specialist	5
<del>Executive Director of Capital Programs &amp; Technology</del> <u>Chief Technology Officer</u>	5
General Counsel	1, 2

**DESIGNATED POSITIONS'**  
**TITLE OR FUNCTION**

**DISCLOSURE CATEGORIES**  
**ASSIGNED**

~~Manager, After School Program~~

~~5~~

Principal (ALL)

5

Consultants and New Positions<sup>2</sup>

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<sup>2</sup> Individuals serving as a Consultant as defined in Regulation 18700.3(a), or in a new position created since this Code was last approved that makes or participates in making decisions must file under the broadest disclosure set forth in this Code subject to the following limitation:

The District Superintendent 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 Regulations 18219 and 18734.). The District Superintendent'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.)

## 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~~ the designated is assigned.<sup>3</sup> “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, including any leasehold, beneficial or ownership interest or option to acquire such interest in real 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.

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<sup>3</sup> 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)

**RESOLUTION NO. 2022-21**

**RESOLUTION OF THE BOARD OF TRUSTEES OF THE  
DEL MAR UNION SCHOOL DISTRICT AMENDING THE  
CONFLICT OF INTEREST CODE PURSUANT TO THE  
POLITICAL REFORM ACT OF 1974**

**WHEREAS**, the State of California enacted the Political Reform Act of 1974, Government Code section 81000 et seq. (the "Act"), which contains provisions relating to conflicts of interest which potentially affect all officers, employees and consultants of the Del Mar Union School District (the "District") and requires all public agencies to adopt and promulgate a Conflict of Interest Code; and

**WHEREAS**, the Board of Trustees adopted a Conflict of Interest Code (the "Code") which was amended on June 26, 2019, in compliance with the Act; and

**WHEREAS**, subsequent changed circumstances within the District have made it advisable and necessary pursuant to Sections 87306 and 87307 of the Act to amend and update the District's Code; and

**WHEREAS**, the potential penalties for violation of the provisions of the Act are substantial and may include criminal and civil liability, as well as equitable relief which could result in the District being restrained or prevented from acting in cases where the provisions of the Act may have been violated; and

**WHEREAS**, notice of the time and place of a public meeting on, and of consideration by the Board of Trustees of, the proposed amended Code was provided to each affected designated position and publicly posted for review at the offices of the District; and

**WHEREAS**, a public meeting was held upon the proposed amended Code at a regular meeting of the Board of Trustees on July 27, 2022, at which all present were given an opportunity to be heard on the proposed amended Code.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Trustees of the Del Mar Union School District that the Board of Trustees does hereby adopt the proposed amended Conflict of Interest Code, a copy of which is attached hereto and shall be on file with the Executive Assistant to the Superintendent and available to the public for inspection and copying during regular business hours;

**BE IT FURTHER RESOLVED** that the said amended Code shall be submitted to the Board of Supervisors of the County of San Diego for approval and said Code shall become effective immediately after the Board of Supervisors approves the proposed amended Code as submitted.

**APPROVED AND ADOPTED** this 27th day of July, 2022.



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**President, Board of Trustees  
Del Mar Union School District**

**ATTEST:**



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**Secretary, Board of Trustees  
Del Mar Union School District**

**Conflict of Interest Code:**

**Encina Wastewater Authority**

## 2022 Local Agency Biennial Notice

Name of Agency: Encina Wastewater Authority  
Mailing Address: 6200 Avenida Encinas, Carlsbad, CA 92011  
Contact Person: Jennifer Basco Phone No. (760) 438-3941  
Email: jbasco@encinajpa.com Alternate Email: lwarchol@encinajpa.com

**Accurate disclosure is essential to monitor whether officials have conflicts of interest and to help ensure public trust in government. The biennial review examines current programs to ensure that the agency's code includes disclosure by those agency officials who make or participate in making governmental decisions.**

This agency has reviewed its conflict of interest code and has determined that (*check one BOX*):

**An amendment is required. The following amendments are necessary:**

(*Check all that apply.*)

- Include new positions
- Revise disclosure categories
- Revise the titles of existing positions
- Delete titles of positions that have been abolished and/or positions that no longer make or participate in making governmental decisions
- Other (*describe*) \_\_\_\_\_

**The code is currently under review by the code reviewing body.**

**No amendment is required.** (If your code is over five years old, amendments may be necessary.)

---

### Verification (to be completed if no amendment is required)

*This agency's code accurately designates all positions that make or participate in the making of governmental decisions. The disclosure assigned to those positions accurately requires that all investments, business positions, interests in real property, and sources of income that may foreseeably be affected materially by the decisions made by those holding designated positions are reported. The code includes all other provisions required by Government Code Section 87302.*

  
Signature of Chief Executive Officer  
Scott McClelland, General Manager

8/20/2022  
Date

All agencies must complete and return this notice regardless of how recently your code was approved or amended. Please return this notice no later than **October 3, 2022**, or by the date specified by your agency, if earlier, to:

**Clerk of the Board of Supervisors  
Attention: Biennial Review  
1600 Pacific Highway, Room 402  
San Diego, CA 92101**

**PLEASE DO NOT RETURN THIS FORM TO THE FPPC.**

[www.fppc.ca.gov](http://www.fppc.ca.gov)  
FPPC Advice: [advice@fppc.ca.gov](mailto:advice@fppc.ca.gov) (866.275.3772)

**CONFLICT OF INTEREST CODE OF THE ENCINA WASTEWATER AUTHORITY**

**Preamble**

Any person designated in Section I or II of this Appendix who is unsure of any right or obligation arising under this Code may request a formal opinion or letter of advice from the FPPC or an opinion from the Authority's General Counsel. [Gov. Code 83114, 2 Cal. Code of Regs. 18730(b)(11).] A person who acts in good faith in reliance on an opinion issued to him or her by the FPPC shall not be subject to criminal or civil penalties for so acting, provided that all material facts are stated in the opinion request. [Gov. Code 83114(a).]

If General Counsel renders an opinion stating in full the facts and the law upon which the opinion is based, compliance by the requesting party with such an opinion shall be evidence of good faith in any civil or criminal proceeding. Compliance with the opinion of General Counsel shall also act as a complete defense to any disciplinary action that the Authority may bring under Government Code section 91003.5.

**Designated Employees**

1. Designated employees listed in Column I must disclose sources of income, gifts, interests in real property, and all investments and business positions in business entities which manufacture, distribute, sell or supply the goods or services listed in Column II.

2. Reportable investments and business positions in any business entity, sources of income and interests in real property, are disclosable if held, regardless of any contractual relationship with the Authority at any time.

<b>COLUMN I</b>	<b>COLUMN II</b>
<b>PUBLIC OFFICIAL'S FUNCTION OR TITLE</b>	<b>TYPE OF BUSINESS ENTITY, BUSINESS POSITION, INVESTMENT, SOURCE OF INCOME, OR REAL PROPERTY DISCLOSABLE</b>
Members of the Board of Directors	1. Real property, including brokers.
General Manager	2. Real estate development.
Treasurer	3. Construction and building materials.
Assistant General Manager	4. Engineering, surveying, architectural, and appraising.
General Counsel	5. Soils testing, analysis, and compaction.

Department Directors	6. Pipes, valves, pumps, motors, meters or other wastewater treatment plant and sewer system materials, parts or equipment.
<u>Assistant to the General Manager</u>	7. Wastewater treatment plant and sewer system chemicals and supplies.
Capital Improvements Manager	8. Office equipment and supplies.
<u>Contract Administrator</u>	9. Computer hardware, software, and computer services.
Engineering Services Manager	10. Wastewater treatment plant and sewer testing equipment, supplies and service.
<u>Field Services Superintendent</u>	11. Motor vehicles, construction equipment, parts and service.
Human Resources Specialist	12. Equipment rental.
Industrial Waste Control Inspector	Petroleum products.
Laboratory Manager	13. Safety equipment and supplies.
Maintenance Manager	14. Newspapers, media, printing and reproduction services.
<u>Operations Trainer and Quality Control Specialist</u>	15. Banks and savings and loans.
<u>Procurement Specialist</u>	16. Title insurance and escrow.
Resource Recovery Manager	17. Financial audit services.
Safety and Training Manager	18. Insurance, including brokers and agencies.
<u>Senior Construction Manager</u>	19. Employment and manpower agencies.
Source Control Manager	20. Business positions of director, officer, partner, trustee, employee or position of management which is held in business entity.
Systems Manager	
Member Agency Managers	

3. The officials listed below are also "designated employees" who are subject to the provisions of this Code. Each such designated employee is required to disclose interests only in those categories set forth above which are identified by the numbers listed opposite his or her title.

COLUMN I	COLUMN II
PUBLIC OFFICIAL'S FUNCTION OR TITLE	TYPE OF BUSINESS ENTITY, BUSINESS POSITION, INVESTMENT, SOURCE OF INCOME, OR REAL PROPERTY DISCLOSABLE
<u>EWA Staff:</u>	
Auditor	9, 16, 18, 21
Secretary	8, 15, 20, 21
<u>Consultants:</u>	
Appraisers	1, 2, 17, 21
Independent Financial Auditor	9, 16, 18, 21
Engineering Consultants	1, 2, 3, 4, 5, 6, 7, 9, 10, 21
Public Information Consultants	15, 21
Insurance Consultants	19, 21
Data Processing Consultants	8, 9, 21
Financial Management Extension of Staff	16, 18, 21
Other Consultants, including Special Counsel <sup>1</sup>	

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<sup>1</sup> With respect to Other Consultants, including but not limited to Special Counsel, the General Manager may determine in writing that a particular consultant or special counsel is hired to perform a range of duties that are limited in scope and thus is not required to comply with all the disclosure requirements described in these categories. Such 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 shall forward a copy of this determination to the San Diego County Board of Supervisors. Nothing herein excuses any such consultant from any other provision of this Conflict of Interest Code.

**MINUTES**  
**ENCINA WASTEWATER AUTHORITY BOARD OF DIRECTORS MEETING**  
**WEDNESDAY, AUGUST 24, 2022**  
**ENCINA WATER POLLUTION CONTROL FACILITY VIA TELECONFERENCE**

Ref: Admin.22-15212

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**JUDY RITTER, CHAIR**

**JOE MOSCA, VICE CHAIR**

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**PRESENT**

City of Carlsbad	Keith Blackburn
City of Vista/Buena Sanitation District	Judy Ritter
City of Carlsbad	Teresa Acosta
City of Vista/Buena Sanitation District	John Franklin
Vallecitos Water District	Jim Hernandez
Leucadia Wastewater District	Paul Bushee, Alternate
Leucadia Wastewater District	Donald Omsted ( <i>arrived at 9:05 a.m.</i> )
City of Encinitas	Joe Mosca
City of Encinitas	Joy Lyndes
General Manager	Scott McClelland
Assistant General Manager	Jennifer Sabine
Auditor/Treasurer	LeeAnn Warchol
General Counsel	Adriana Ochoa

**ABSENT**

Leucadia Wastewater District	Judy Hanson
Vallecitos Water District	Mike Sannella

**ALSO PRESENT**

City of Carlsbad	Keri Martinez, Dave Padilla, Vicki Quiram
City of Encinitas	Isam Hireish
City of Vista/Buena Sanitation District	Kenneth Knatz
Reward Strategy Group, Inc.	Allan Crecelius
EWA Staff	Alicia Appel, Jennifer Basco, Vaughn DeGolyer, James Kearns, Melissa Martinez, Octavio Navarette, Joe Spence

**1. CALL TO ORDER**

Chair Ritter called the meeting to order at 9:01 a.m.

**2. PLEDGE OF ALLEGIANCE**

Vice Chair Mosca led the Pledge of Allegiance.

**3. GENERAL PUBLIC COMMENT PERIOD**

None.

**4. APPROVAL OF AGENDA**

**Upon a motion by Vice Chair Mosca, seconded by Director Hanson, and carried by the following vote, the Board of Directors:**

Approved the August 24, 2022, agenda.

Representative	Agency	Vote
Chair Ritter	City of Vista	Aye
Chair Ritter	Buena Sanitation District	Aye
Vice Chair Mosca	City of Encinitas	Aye
Director Franklin	City of Vista	Aye
Director Franklin	Buena Sanitation District	Aye
Director Lyndes	City of Encinitas	Aye
Alternate Bushee	Leucadia Wastewater District	Aye
Director Omsted	Leucadia Wastewater District	Aye
Director Blackburn	City of Carlsbad	Aye
Director Acosta	City of Carlsbad	Aye
Director Hernandez	Vallecitos Water District	Aye
Director Sannella	Vallecitos Water District	Absent

**5. PRESENTATIONS AND AWARDS**

None.

~~~CONSENT CALENDAR~~~

6. MINUTES OF JULY 27, 2022
7. OPERATIONS REPORT FOR JULY 2022
8. EWA MONTHLY FLOW AND CAPACITY MANAGEMENT REPORT FOR JULY 2022
9. APPROVAL OF DEMANDS FOR JULY 2022
10. TREASURER'S CASH AND INVESTMENT REPORT FOR JULY 2022
11. FISCAL YEAR-TO-DATE OPERATING BUDGET PERFORMANCE REPORT FOR JUNE 2022
12. BIENNIAL REVIEW – EWA CONFLICT OF INTEREST CODE
13. CHLORINE SYSTEM REPAIR PROJECT FINAL ACCEPTANCE
14. JANITORIAL CONTRACT AWARD

- 15. UNIFORM RENTAL AND CLEANING CONTRACT AWARD
- 16. SODIUM HYPOCHLORITE AWARD

**Upon a motion by Director Sannella, seconded by Vice Chair Mosca, and carried by the following vote, the Board of Directors:**

Approved the Consent Calendar.

| Representative     | Agency                       | Vote     |
|--------------------|------------------------------|----------|
| Chair Ritter       | City of Vista                | Aye      |
| Chair Ritter       | Buena Sanitation District    | Aye      |
| Vice Chair Mosca   | City of Encinitas            | Aye      |
| Director Franklin  | City of Vista                | Aye      |
| Director Franklin  | Buena Sanitation District    | Aye      |
| Director Lyndes    | City of Encinitas            | Aye      |
| Alternate Bushee   | Leucadia Wastewater District | Abstain* |
| Director Omsted    | Leucadia Wastewater District | Aye      |
| Director Blackburn | City of Carlsbad             | Aye      |
| Director Acosta    | City of Carlsbad             | Aye      |
| Director Hernandez | Vallecitos Water District    | Aye      |
| Director Sannella  | Vallecitos Water District    | Absent   |

*\*Abstained from voting on Item 6 only.*

~~~~~END OF CONSENT CALENDAR~~~~~

~~~~~BOARD OF DIRECTORS ACTION ITEMS~~~~~

**17. AB 361 FINDINGS TO CONTINUE VIRTUAL OR TELEPHONIC BOARD MEETINGS**

General Manager, Scott McClelland, provided a brief update on the Covid-19 pandemic. California continues to remain in a proclaimed state of emergency relating to the pandemic. This item is being presented to the Board to once again make the requisite AB 361 findings, in order to determine how the August Board and Committee meetings should be held. If the Board of Directors approves staff's recommendation below, then staff will prepare the September Board and Committee meetings as virtual zoom meetings and will continue to place a similar item on the agenda each month to determine if the Board and Committee meetings in the following month will be held virtually or in person.

Director Hernandez stated that Covid is not going away and asked if there is a magic number for the EWA Board to come back to on-site meetings. General Manager McClelland stated that it is up to the Board and their level of comfort on when they would like to return to on-site meetings. The EWA dais is a tight fit, and the current online format is convenient. Director Hernandez stated that while committee meetings are convenient when held on-line, he would like to go back to on-site Board meetings. Vice Chair Mosca asked when the State Order is set to expire. General Counsel, Adriana Ochoa, stated that an expiration date has not yet been set by the Governor, and

does not anticipate the state of emergency to end soon. Vice Chair Mosca stated that most agencies are back to in person meetings, and it is important for the EWA Board to think about returning to in-person meetings. General Manager McClelland stated that EWA continues to have sporadic Covid infections among staff.

**Upon a motion by Vice Chair Mosca, seconded by Director Acosta, and carried by the following vote, the Board of Directors made the following findings and authorizations:**

1. In light of the information set forth in this staff report and the discussion that took place during the Board meeting, the EWA Board of Directors hereby **FINDS AND DECLARES** that:
  - a. The Board has considered the circumstances of the state of emergency;
  - b. The state of emergency continues to directly impact the ability of the members to meet safely in person
2. The Board hereby approves for the upcoming 30-day period, August 24, 2022 to September 23, 2022, regular and special meetings of the EWA Board and its standing committees will continue to be virtual meetings held in accordance with AB 361'S Public Notice and Public Participation requirements.
3. The Board hereby directs staff to notice the September 28, 2022 Board meeting as a virtual meeting if the proclaimed state of emergency remains, and to place AB 361 findings on the agenda for consideration at that meeting so that the Board can at that point in time make a determination regarding whether as a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees.
4. Discuss and take other action as appropriate.

| Representative     | Agency                       | Vote   |
|--------------------|------------------------------|--------|
| Chair Ritter       | City of Vista                | Aye    |
| Chair Ritter       | Buena Sanitation District    | Aye    |
| Vice Chair Mosca   | City of Encinitas            | Aye    |
| Director Franklin  | City of Vista                | No     |
| Director Franklin  | Buena Sanitation District    | No     |
| Director Lyndes    | City of Encinitas            | Aye    |
| Alternate Bushee   | Leucadia Wastewater District | Aye    |
| Director Omsted    | Leucadia Wastewater District | Aye    |
| Director Blackburn | City of Carlsbad             | Aye    |
| Director Acosta    | City of Carlsbad             | Aye    |
| Director Hernandez | Vallecitos Water District    | No     |
| Director Sannella  | Vallecitos Water District    | Absent |

**18. SCOPE EXPANSION CHANGE ORDER FOR THE CLIMATE CONTROL UPGRADES FOR THE COGENERATION BUILDING PROJECT**

Senior Construction Manager, James Kearns, briefed the Board Members on the climate control upgrades for the Cogeneration Building Project. Encina Wastewater Authority's (EWA) Climate Control, Heating, Ventilation and Air Conditioning (HVAC) systems for the buildings at the Encina Wastewater Control Facility (EWPCF) are critical to maintaining appropriate interior climate conditions necessary for the operation of the wastewater treatment processes. In March 2021 the Board of Directors authorized the General Manager to execute a contract with West Coast Air Conditioning Co., Inc. (WCA) for Phase 2 Construction Services for the Climate Control Upgrades at the Cogeneration Building Progressive Design-Build Project (Project). Staff recommends that the scope of services with WCA be expanded via change order to include the replacement of additional HVAC ducting in the Engine Room and aeration blower suction side ducting in the Blower Room. This authorization exceeds the General Manager's authority and therefore requires Board approval.

Director Lyndes thanked staff for the report and stated that progressive design-build is a great approach when dealing with renovations and restorations to an old facility, as you never know what you are going to find. The two-phase approach can help identify as many issues as possible before contract; however, in this case, staff had no way of knowing conditions until demolition. Director Lyndes inquired about the limitations on the contingency fee percentage. Mr. Kearns stated that DBIA standard contingency fee is 10%. Upon completion of the project, if there were any funds remaining below the GMP, it would be shared (75%/25%) between the owner and contractor.

Vice Chair Mosca stated that one of the benefits of the design-build approach is the ability to budget a certain amount and know that it is going to come in at that amount, so that a change order would not be needed. In theory, if the builder is involved in the process from the beginning, projects should not have high contingencies or change orders. General Manager McClelland stated that that premise is correct. The attempt is to capture as much of the costs as possible. In this particular case, these change orders were for items that were intentionally left out of the scope of work because staff did not have any way to determine the viability of the infrastructure that was remaining in place. These are owner-induced change orders that were addressed while the opportunity was there, as well because of the urgency due to the condition of the ductwork. Staff is satisfied with West Coast Air's performance and the value they are adding.

**Upon a motion by Director Lyndes, seconded by Director Vice Chair Mosca, and carried by the following vote, the Board of Directors:**

1. Authorize the General Manager to execute a scope expansion change order to the Design-Build agreement with West Coast Air Conditioning Co., Inc. in the amount of \$354,277.
2. Authorize additional project contingency in the amount of \$50,000 subject to General Manager's authorization for unforeseen conditions and equipment and material cost escalations during construction.

3. Authorize the General Manager to approve the transfer of unexpended appropriations from the Capital Improvement Program budget in the amount of \$354,277 to the Project account.
4. Discuss and take other action as appropriate.

| Representative     | Agency                       | Vote   |
|--------------------|------------------------------|--------|
| Chair Ritter       | City of Vista                | Aye    |
| Chair Ritter       | Buena Sanitation District    | Aye    |
| Vice Chair Mosca   | City of Encinitas            | Aye    |
| Director Franklin  | City of Vista                | Aye    |
| Director Franklin  | Buena Sanitation District    | Aye    |
| Director Lyndes    | City of Encinitas            | Aye    |
| Alternate Bushee   | Leucadia Wastewater District | Aye    |
| Director Omsted    | Leucadia Wastewater District | Aye    |
| Director Blackburn | City of Carlsbad             | Aye    |
| Director Acosta    | City of Carlsbad             | Aye    |
| Director Hernandez | Vallecitos Water District    | Aye    |
| Director Sannella  | Vallecitos Water District    | Absent |

**19. COMPENSATION STUDY CONTRACT AWARD**

General Manager, Scott McClelland, stated that this item is in preparation for upcoming labor relations efforts and is time sensitive. In order to keep the process moving, a special Board of Directors meeting may need to be scheduled in September to obtain some policy direction from the Board. Assistant General Manager, Jennifer Sabine, provided a brief background on EWA's last salary survey and stated that today's economy and workplace environment has changed significantly. EWA performs salary surveys on a periodic basis to analyze its job descriptions and recommend any adjustments necessary so that EWA can remain competitive in the job marketplace. This process also ensures classifications are legally compliant, internally aligned, reflective of contemporary standards, and accurately describe roles, responsibilities, duties, and qualifications. Additionally, a comprehensive compensation study ensures that EWA's compensation structure is clearly designed, internally equitable, and helpful to successfully recruit, motivate, and remain Employer of Choice.

In an effort to select a qualified consultant to conduct the compensation study, a Request for Proposals (RFP) was prepared and advertised on June 30, 2022. In addition, select firms were contacted directly to make them aware of the project and the request for proposals. One sealed bid was received before the August 2, 2022 deadline, from Reward Strategy Group. Assistant General Manager Sabine introduced Allan Crecilius, President of Reward Strategy Group. Staff reviewed the proposal from Reward Strategy Group (RSG) and contacted the references to verify the work products prepared for other entities. RSG's core practice areas are in classification and compensation assessments, and they have demonstrated that they have extensive experience in these areas. RSG has been conducting such studies since the firm was founded in 1987. RSG can

begin the project in August and complete it based on the desired schedule. Lastly, their firm is in San Diego, California and this provides for a clearer understanding of the regional market.

The fiscal impact of the proposed Compensation Study is \$51,900. The approved FY2023 Operating Budget currently has \$25,000 in the budget to fund this contract.

Vice Chair Mosca thanked staff for the presentation and stated that a special meeting in September is important to have a conversation about the methodology and philosophy on how the information will be gathered. Director Acosta appreciated the presentation and thanked staff for the speed and efficiency of bringing this to the Board today.

**Upon a motion by Vice Chair Mosca, seconded by Director Acosta, and carried by the following vote, the Board of Directors:**

1. Authorize the General Manager to execute a Professional Service Agreement with Reward Strategy Group Inc., to perform a Compensation Study for an amount not to exceed \$51,900.
2. Discuss and take other appropriate action.

| Representative     | Agency                       | Vote   |
|--------------------|------------------------------|--------|
| Chair Ritter       | City of Vista                | Aye    |
| Chair Ritter       | Buena Sanitation District    | Aye    |
| Vice Chair Mosca   | City of Encinitas            | Aye    |
| Director Franklin  | City of Vista                | Aye    |
| Director Franklin  | Buena Sanitation District    | Aye    |
| Director Lyndes    | City of Encinitas            | Aye    |
| Alternate Bushee   | Leucadia Wastewater District | Aye    |
| Director Omsted    | Leucadia Wastewater District | Aye    |
| Director Blackburn | City of Carlsbad             | Aye    |
| Director Acosta    | City of Carlsbad             | Aye    |
| Director Hernandez | Vallecitos Water District    | Aye    |
| Director Sannella  | Vallecitos Water District    | Absent |

~~~END OF BOARD OF DIRECTORS ACTION ITEMS~~~

~~~EXECUTIVE SESSION~~~

The Board of Directors adjourned to Executive Session at 9:45 a.m.

**20. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION (GOV. CODE 54956.9(d)(2))**

2 potential cases.

~~~END OF EXECUTIVE SESSION~~~

**21. EXECUTIVE SESSION REPORT (IF ANY)**

The Board of Directors came out of Executive Session at 10:03 a.m. with no reportable action.

~~~INFORMATION ITEMS~~~

**22. OFFICER'S REPORT**

None.

**23. GENERAL MANAGER'S REPORT**

General Manager, Scott McClelland, informed the Board Members that he attended the CASA conference on August 10, 2022. A lot of good and relevant information was presented at the conference, including current economic conditions, cybersecurity, and workforce development.

**24. GENERAL COUNSEL'S REPORT**

General Counsel, Adriana Ochoa, stated that she also attended the CASA conference. The CASA Attorney's Committee discussed legislative updates, reports on significant 2022 legislation, and general committee items. One case presented at the conference was a federal case, Garnier v. O'Connor-Ratcliff, which involved the Poway Unified School District and social media accounts for Board Members. The Ninth Circuit Court of Appeals ruled in Garnier v. O'Connor-Ratcliffe that public officials violated their constituents' First Amendment rights by blocking them from the public officials' social media accounts that were used for official duties. Ms. Ochoa stated that if you don't create clear and consistent guidelines that are indiscriminately applied and viewpoint neutral, you run the risk of violating the First Amendment. The case included good content about the use of social media, creation of a public forum, and obligations of Board Members as government officials to allow for public feedback.

**25. COMMITTEE REPORTS**

- a. **Policy and Finance Committee:** General Manager McClelland stated the PFC met on August 9, 2022, and discussed the following items: July 2022 Tactical Plan Status Report and Biennial Review – EWA Conflict of Interest Code. The next PFC meeting is scheduled for September 13, 2022, at 10:00 a.m.
- b. **Capital Improvement Committee:** Director Lyndes stated that the CIC met on August 17, 2022, and discussed the following items: Capital Improvement Projects Status Report, Scope Expansion Change Order for the Climate Control Upgrades for the Cogeneration Building Project. The next CIC meeting is scheduled for September 21, 2022, at 7:30 a.m.

**26. BOARD OF DIRECTORS COMMENTS**

Director Hernandez stated that he also attended the CASA conference where he learned about PFAS and its effects on biosolids.

27. **OTHER BUSINESS**

None.

28. **ADJOURNMENT**

The meeting was adjourned at 10:12 a.m.

ATTEST:

  
Judy Ritter (Sep 28, 2022 11:14 PDT)

Judy Ritter, Board Chair  
Encina Wastewater Authority

ATTEST:



Scott McClelland, General Manager  
Encina Wastewater Authority

**Conflict of Interest Code:**

**Encinitas Union School District**

## 2022 Local Agency Biennial Notice

Name of Agency: Encinitas Union School District  
Mailing Address: 101 S. Rancho Santa Fe Road, Encinitas, CA. 92024  
Contact Person: Andree Grey Phone No. (760)944-4300, ext. 1111  
Email: Andree.Grey@eusd.net Alternate Email: Kristine.Beverly@eusd.net

**Accurate disclosure is essential to monitor whether officials have conflicts of interest and to help ensure public trust in government. The biennial review examines current programs to ensure that the agency's code includes disclosure by those agency officials who make or participate in making governmental decisions.**

This agency has reviewed its conflict of interest code and has determined that (check one BOX):

**An amendment is required. The following amendments are necessary:**

(Check all that apply.)

- Include new positions
- Revise disclosure categories
- Revise the titles of existing positions
- Delete titles of positions that have been abolished and/or positions that no longer make or participate in making governmental decisions
- Other (describe) Minor edits, as highlighted.

**The code is currently under review by the code reviewing body.**

**No amendment is required.** (If your code is over five years old, amendments may be necessary.)

---

### Verification (to be completed if no amendment is required)

*This agency's code accurately designates all positions that make or participate in the making of governmental decisions. The disclosure assigned to those positions accurately requires that all investments, business positions, interests in real property, and sources of income that may foreseeably be affected materially by the decisions made by those holding designated positions are reported. The code includes all other provisions required by Government Code Section 87302.*

  
Signature of Chief Executive Officer

9/14/22  
Date

All agencies must complete and return this notice regardless of how recently your code was approved or amended. Please return this notice no later than **October 3, 2022**, or by the date specified by your agency, if earlier, to:

(PLACE RETURN ADDRESS OF CODE REVIEWING BODY HERE)

**PLEASE DO NOT RETURN THIS FORM TO THE FPPC.**

## Encinitas Union SD | BB 9270 Board Bylaws

### Conflict Of Interest

#### Conflict of Interest Code

The Governing Board desires to maintain the highest ethical standards and help ensure that decisions are made in the best interest of the district and the public. Accordingly, no Board member, district employee, or other person in a designated position shall participate in the making of any decision for the district when the decision will or may be affected by **their his/her** financial, family, or other personal interest or consideration.

(cf. 9005 - Governance Standards)

Even if a prohibited conflict of interest does not exist, a Board member shall abstain from voting on personnel matters that uniquely affect **their his/her** relatives. However, a Board member may vote on collective bargaining agreements and personnel matters that affect a class of employees to which **their his/her** relative belongs. Relative means an adult who is related to the Board member by blood or affinity within the third degree, as determined by the common law, or an individual in an adoptive relationship within the third degree. (Education Code 35107)

A relationship within the third degree includes an individual's parents, grandparents, great-grandparents, children, grandchildren, great-grandchildren, brothers, sisters, aunts, uncles, nieces, nephews, and the similar family of the individual's spouse/registered domestic partner unless the individual is widowed or divorced.

The Board shall adopt for the district a conflict of interest code that incorporates the provisions of 2 CCR 18730 by reference, specifies the district's designated positions, and provides the disclosure categories required for each position. The conflict of interest code shall be submitted to the district's code reviewing body for approval, in accordance with Government Code 87303 and within the deadline for submission established by the code reviewing body. (Government Code 87303)

Upon direction by the code reviewing body, the Board shall review the district's conflict of interest code and submit any changes to the code reviewing body or, if no change is required, the Board shall submit a written statement to that effect. (Government Code 87306.5)

When a change in the district's conflict of interest code is necessitated due to changed circumstances, such as the creation of new designated positions, changes to the duties assigned to existing positions, amendments, or revisions, the amended code shall be submitted to the code reviewing body within 90 days after the changed circumstances necessitating the amendments have become apparent. (Government Code 87306)

When reviewing and preparing the district's conflict of interest code, the Superintendent or designee shall provide officers, employees, consultants, and members of the community adequate notice and a fair opportunity to present their views. (Government Code 87311)

(cf. 9320 - Meetings and Notices)

Board members and designated employees shall annually file a Statement of Economic Interest/Form 700 in accordance with the disclosure categories specified in the district's conflict of interest code. A Board member who leaves office or a designated employee who leaves district employment shall, within 30 days, file a revised statement covering the period of time between the closing date of the last required statement and the date of leaving office or district employment. (Government Code 87302, 87302.6)

(cf. 4117.2/4217.2/4317.2 - Resignation)

(cf. 9222 - Resignation)

#### Conflict of Interest under the Political Reform Act

A Board member, designated employee, or other person in a designated position shall not make, participate in making, or in any way use or attempt to use **their his/her** official position to influence a governmental decision in which **they he/she** know or have reason to know that **they he/she** have a disqualifying conflict of interest. A disqualifying conflict of interest exists if the decision will have a "reasonably foreseeable material financial effect," which is distinguishable from the effect on the public generally, on the Board member, designated employee, or other person in a designated position, **their his/her** immediate family, or any financial interest described in 2 CCR 18700. (Government Code 87100, 87101, 87103; 2 CCR 18700-18707)

A Board member, designated employee, or other person in a designated position makes a governmental decision when **they he/she**, acting within the authority of **their his/her** office or position, authorizes or directs any action on a matter, votes or provides information or opinion on it, contacts or appears before a district official for the purpose of affecting the decision, or takes any other action specified in 2 CCR 18704.

However, a Board member shall participate in the making of a contract in which **they he/she** have a financial interest if **their his/her** participation is required by the rule of necessity or legally required participation pursuant to Government Code 87101 and 2 CCR 18705.

#### Additional Requirements for Boards that Manage Public Investments

Any Board member who manages public investments pursuant to Government Code 87200 and who has a financial interest in a decision shall, upon identifying a conflict or potential conflict of interest and immediately prior to the consideration of the matter, do all of the following: (Government Code 87105; 2 CCR 18707)

1. Publicly identify each financial interest that gives rise to the conflict or potential conflict of interest in detail sufficient to be understood by the public, except that disclosure of the exact street address of a residence is not required.

2. Recuse **themselves/himself/herself** from discussing and voting on the matter, or otherwise acting in violation of Government Code 87100. The Board member shall not be counted toward achieving a quorum while the item is discussed.

However, the Board member may speak on the issue during the time that the general public speaks on it and may leave the dais to speak from the same area as members of the public. **They/he/she** may listen to the public discussion and deliberations of the matter with members of the public.

3. Leave the room until after the discussion, vote, and any other disposition of the matter is concluded, unless the matter has been placed on the portion of the agenda reserved for uncontested matters.

If the item is on the consent calendar, the Board member must recuse **themselves/himself/herself** from discussing or voting on that matter, but the Board member is not required to leave the room during consideration of the consent calendar.

4. If the Board's decision is made during closed session, disclose **their/his/her** interest orally during the open session preceding the closed session. This disclosure shall be limited to a declaration that **their/his/her** recusal is because of a conflict of interest pursuant to Government Code 87100. **They/he/she** shall not be present when the item is considered in closed session and shall not knowingly obtain or review a recording or any other nonpublic information regarding the Board's decision.

(cf. 3430 - Investing)

(cf. 9321 - Closed Session Purposes and Agendas)

(cf. 9321.1 - Closed Session Actions and Reports)

#### Conflict of Interest under Government Code 1090 - Financial Interest in a Contract

Board members, employees, or district consultants shall not be financially interested in any contract made by the Board on behalf of the district, including in the development, preliminary discussions, negotiations, compromises, planning, reasoning, and specifications and solicitations for bids. If a Board member has such a financial interest in a contract made by the Board, the contract is void. (Government Code 1090)

A Board member shall not be considered to be financially interested in a contract in which **their/his/her** has only a "remote interest," as specified in Government Code 1091, if the interest is disclosed during a Board meeting and noted in the official Board minutes. The affected Board member shall not vote or debate on the matter or attempt to influence any other Board member or district official to enter into the contract. (Government Code 1091)

In addition, a Board member shall not be considered to be financially interested in a contract in which **their/his/her** interest is a "noninterest" as defined in Government Code 1091.5. Noninterest includes a Board member's interest in being reimbursed for **their/his/her** actual and necessary expenses incurred in the performance of **their/his/her** official duties, in the

employment of **their his/her** spouse/registered domestic partner who has been a district employee for at least one year prior to the Board member's election or appointment, or in any other applicable circumstance specified in Government Code 1091.5.

#### Common Law Doctrine Against Conflict of Interest

A Board member shall abstain from any official action in which **their his/her** private or personal interest may conflict with **their his/her** official duties.

#### Incompatible Offices and Activities

Board members shall not engage in any employment or activity or hold any office which is inconsistent with, incompatible with, in conflict with, or inimical to the Board member's duties as an officer of the district. (Government Code 1099, 1126)

(cf. 4136/4236/4336 - Nonschool Employment)

#### Gifts

Board members and designated employees may accept gifts only under the conditions and limitations specified in Government Code 89503 and 2 CCR 18730.

The limitation on gifts does not apply to wedding gifts and gifts exchanged between individuals on birthdays, holidays, and other similar occasions, provided that the gifts exchanged are not substantially disproportionate in value. (Government Code 89503)

In addition, the limitation on gifts does not apply to informational materials such as books, reports, pamphlets, calendars, and periodicals. (Government Code 82028)

Gifts of travel and related lodging and subsistence shall be subject to the current gift limitation, except when: (Government Code 89506)

1. The travel is in connection with a speech given by a Board member or designated employee, provided the lodging and subsistence expenses are limited to the day immediately preceding, the day of, and the day immediately following the speech and the travel is within the United States.
2. The travel is provided by a person or agency specified in Government Code 89506, including a government, governmental agency or authority, bona fide public or private educational institution, as defined in Revenue and Taxation Code 203, or nonprofit organization exempt from taxation under section 501(c)(3) of the Internal Revenue Code.

Gifts of travel exempted from the gift limitation, as described in items #1 and 2 above, shall nevertheless be reportable on the recipient's Statement of Economic Interest/Form 700 as required by law.

A gift of travel does not include travel provided by the district for Board members and designated employees. (Government Code 89506)

#### Honoraria

Board members and designated employees shall not accept any honorarium, which is defined as any payment made in consideration for any speech given, article published, or attendance at any public or private conference, convention, meeting, social event, meal, or like gathering. (Government Code 89501, 89502)

The term honorarium does not include: (Government Code 89501)

1. Earned income for personal services customarily provided in connection with a bona fide business, trade, or profession, unless the sole or predominant activity of the business, trade, or profession is making speeches
2. Any honorarium which is not used and, within 30 days after receipt, is either returned to the donor or delivered to the district for donation into the general fund without being claimed as a deduction from income for tax purposes

#### APPENDIX

##### Designated Positions/Disclosure Categories

1. Persons occupying the following positions are designated employees in Category 1:

Board of Trustees Members

Superintendent of Schools

Assistant/Associate Superintendent

Purchasing Agent

Designated persons in this category must report:

a. Interests in real property located entirely or partly within district boundaries, or within two miles of district boundaries or of any land owned or used by the district.

b. Investments or business positions in or income from sources which:

(1) Are engaged in the acquisition or disposal of real property within the district

(2) Are contractors or subcontractors which are or have been within the past two years engaged in work or services of the type used by the district or

(3) Manufacture or sell supplies, books, machinery or equipment of the type used by the district

2. Persons occupying the following positions are designated employees in Category 2:

Director

Principal

Assistant Principal

Maintenance and Operations Director

Designated persons in this category must report investments or business positions in or income from sources which:

a. Are contractors or subcontractors engaged in work or services of the type used by the department which the designated person manages or directs, or

b. Manufacture or sell supplies, books, machinery or equipment of the type used by the department which the designated person manages or directs. For the purposes of this category, a principal's department is **their his/her** entire school.

3. Consultants are designated employees who must disclose financial interests as determined on a case-by-case basis by the Superintendent or designee. The Superintendent or designee's written determination shall include a description of the consultant's duties and a statement of the extent of disclosure requirements based upon that description. All such determinations are public records and shall be retained for public inspection along with this conflict of interest code.

A consultant is an individual who, pursuant to a contract with the district, makes a governmental decision whether to: (2 CCR 18701)

a. Approve a rate, rule or regulation

b. Adopt or enforce a law

c. Issue, deny, suspend or revoke a permit, license, application, certificate, approval, order or similar authorization or entitlement

d. Authorize the district to enter into, modify or renew a contract that requires district approval

e. Grant district approval to a contract or contract specifications which require district approval and in which the district is a party

f. Grant district approval to a plan, design, report, study or similar item

g. Adopt or grant district approval of district policies, standards or guidelines

A consultant is also an individual who, pursuant to a contract with the district, serves in a staff capacity with the district and in that capacity participates in making a governmental decision as defined in 2 CCR 18702.2 or performs the same or substantially all the same duties for the district that would otherwise be performed by an individual holding a position specified in the district's Conflict of Interest Code. (2 CCR 18701)

**Legal Reference:**

**EDUCATION CODE**

1006 Qualifications for holding office  
35107 School district employees  
35230-35240 Corrupt practices, especially:  
35233 Prohibitions applicable to members of governing boards  
41000-41003 Moneys received by school districts  
41015 Investments

**FAMILY CODE**

297.5 Rights, protections, and benefits of registered domestic partners

**GOVERNMENT CODE**

1090-1099 Prohibitions applicable to specified officers  
1125-1129 Incompatible activities  
81000-91014 Political Reform Act of 1974, especially:  
82011 Code reviewing body  
82019 Definition, designated employee  
82028 Definition, gift  
82030 Definition, income  
82033 Definition, interest in real property  
82034 Definition, investment  
87100-87103.6 General prohibitions  
87200-87210 Disclosure  
87300-87313 Conflict of interest code  
87500 Statements of economic interests  
89501-89503 Honoraria and gifts  
89506 Ethics; travel  
91000-91014 Enforcement

**PENAL CODE**

85-88 Bribes

**REVENUE AND TAXATION CODE**

203 Taxable and exempt property - colleges

**CODE OF REGULATIONS, TITLE 2**

18110-18997 Regulations of the Fair Political Practices Commission, especially:  
18700-18707 General prohibitions  
18722-18740 Disclosure of interests  
18753-18756 Conflict of interest codes

**COURT DECISIONS**

McGee v. Balfour Beatty Construction, LLC, et al. (4/12/16, No. B262850)  
Davis v. Fresno Unified School District (2015) 237 Cal.App.4th 261

Klistoff v. Superior Court, (2007) 157 Cal.App.4th 469  
Thorpe v. Long Beach Community College District, (2000) 83 Cal.App.4th 655  
Kunec v. Brea Redevelopment Agency, (1997) 55 Cal.App.4th 511

**ATTORNEY GENERAL OPINIONS**

92 Ops.Cal.Atty.Gen. 26 (2009)  
92 Ops.Cal.Atty.Gen. 19 (2009)  
89 Ops.Cal.Atty.Gen. 217 (2006)  
86 Ops.Cal.Atty.Gen. 138(2003)  
85 Ops.Cal.Atty.Gen. 60 (2002)  
82 Ops.Cal.Atty.Gen. 83 (1999)  
81 Ops.Cal.Atty.Gen. 327 (1998)  
80 Ops.Cal.Atty.Gen. 320 (1997)  
69 Ops.Cal.Atty.Gen. 255 (1986)  
68 Ops.Cal.Atty.Gen. 171 (1985)  
65 Ops.Cal.Atty.Gen. 606 (1982)  
63 Ops.Cal.Atty.Gen. 868 (1980)

**Management Resources:**

**CSBA PUBLICATIONS**

Conflict of Interest: Overview of Key Issues for Governing Board Members, Fact Sheet, July 2010

**FAIR POLITICAL PRACTICES COMMISSION PUBLICATIONS**

Can I Vote? A Basic Overview of Public Officials' Obligations Under the Conflict-of-Interest Rules, 2005

**INSTITUTE FOR LOCAL GOVERNMENT PUBLICATIONS**

Understanding the Basics of Public Service Ethics: Personal Financial Gain Laws, 2009

Understanding the Basics of Public Service Ethics: Transparency Laws, 2009

**WEB SITES**

CSBA: <http://www.csba.org>

Fair Political Practices Commission: <http://www.fppc.ca.gov>

Institute of Local Government: <http://www.ca-ilg.org>

Adopted: September 21, 2010 Encinitas, California

Revised: June 2012

Revised: September 2014

Revised: September 27, 2016

Revised: October 16, 2018

Revised: October 13, 2020

Revised:



### Agenda Item Details

|                    |                                                                                                                                                   |
|--------------------|---------------------------------------------------------------------------------------------------------------------------------------------------|
| Meeting            | Sep 13, 2022 - Regular Meeting                                                                                                                    |
| Category           | 8. Action Items                                                                                                                                   |
| Subject            | H. Biennial Review of BB 9270 - Conflict of Interest Code and Approval of Minor Edits                                                             |
| Access             | Public                                                                                                                                            |
| Type               | Action                                                                                                                                            |
| Recommended Action | It is recommended that the Board of Trustees complete the biennial review of and approve Board Bylaw 9270 - Conflict of Interest Code as updated. |

### Public Content

**Background:** Government Code Section 87306.5 requires every County department and local government agency to review its Conflict of Interest Code every even-numbered year to determine if it is accurate or if the code must be amended. 2022 is a mandatory review year for the Encinitas Union School District to review its Conflict of Interest Codes, file a Biennial Notice with the code-reviewing body (The San Diego County Board of Supervisors), and update its Conflict of Interest Code if necessary. A review of the EUSD Conflict of Interest Code was conducted and it was determined that there are no major amendments necessary, only minor edits as highlighted in the attached document.

In keeping with the California School Boards Association (CSBA) bylaw, policy and administrative regulation updates including revisions, deletions, and new policies reflecting changes in Education Code, it is recommended that the Board of Trustees approve the minor revisions to the attached bylaw.

 [Conflict of Interest \(Fall 2022\) - with minor edits.pdf \(92 KB\)](#)

### Administrative Content

### Executive Content

### Motion & Voting

It is recommended that the Board of Trustees complete the biennial review of and approve Board Bylaw 9270 - Conflict of Interest Code as updated.

Motion by Marlon Taylor, second by Emily Andrade.

Final Resolution: Motion Carried

Aye: Emily Andrade, Raquel Pfeifer, Marla Strich, Marlon Taylor

**Conflict of Interest Code:**

**Escondido Union School District**

## 2022 Local Agency Biennial Notice

COSD CLERK OF THE BOARD  
2022 SEP 26 AM 11:34

Name of Agency: Escondido Union School District  
Mailing Address: 2310 Aldergrove Avenue, Escondido, CA 92029  
Contact Person: Patti Bostwick Phone No. 760-432-2128  
Email: pbostrwick@eusd.org Alternate Email: \_\_\_\_\_

**Accurate disclosure is essential to monitor whether officials have conflicts of interest and to help ensure public trust in government. The biennial review examines current programs to ensure that the agency's code includes disclosure by those agency officials who make or participate in making governmental decisions.**

This agency has reviewed its conflict of interest code and has determined that (*check one BOX*):

**An amendment is required. The following amendments are necessary:**

(*Check all that apply.*)

- Include new positions
- Revise disclosure categories
- Revise the titles of existing positions
- Delete titles of positions that have been abolished and/or positions that no longer make or participate in making governmental decisions
- Other (*describe*) \_\_\_\_\_

**The code is currently under review by the code reviewing body.**

**No amendment is required.** (If your code is over five years old, amendments may be necessary.)

### Verification (to be completed if no amendment is required)

*This agency's code accurately designates all positions that make or participate in the making of governmental decisions. The disclosure assigned to those positions accurately requires that all investments, business positions, interests in real property, and sources of income that may foreseeably be affected materially by the decisions made by those holding designated positions are reported. The code includes all other provisions required by Government Code Section 87302.*



\_\_\_\_\_  
Signature of Chief Executive Officer

9-23-2022

\_\_\_\_\_  
Date

All agencies must complete and return this notice regardless of how recently your code was approved or amended. Please return this notice no later than **October 3, 2022**, or by the date specified by your agency, if earlier, to:

**Clerk of the Board of Supervisors  
Attention: Biennial Review  
1600 Pacific Highway, Room 402  
San Diego, CA 92101**

**PLEASE DO NOT RETURN THIS FORM TO THE FPPC.**

[www.fppc.ca.gov](http://www.fppc.ca.gov)  
FPPC Advice: [advice@fppc.ca.gov](mailto:advice@fppc.ca.gov) (866.275.3772)  
Page 1 of 1

**Exhibit  
Conflict Of Interest**

**Descriptor Code: 9270**

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**CONFLICT OF INTEREST CODE OF THE  
ESCONDIDO UNION SCHOOL DISTRICT**

The provisions of 2 CCR 18730 and any amendments to it adopted by the Fair Political Practices Commission, together with the attached Appendix specifying designed positions and disclosure categories, are incorporated by reference and shall constitute the district's conflict of interest code.

Board of Education members and designated employees shall file a Statement of Economic Interest/Form 700 in accordance with the disclosure categories listed in the attached Appendix. The Statement of Economic Interest shall be filed with the district's filing officer and/or, if so required, with the district's code reviewing body. The district's filing officer shall make the statements available for public review and inspection.

**APPENDIX**

**Disclosure Categories**

1. **Category 1:** A person designated Category 1 shall disclose:
  - a. Interests in real property located entirely or partly within district boundaries, or within two miles of district boundaries, or of any land owned or used by the district.
  - b. Investments or business positions in or income from sources which are engaged in the acquisition or disposal of real property within the district, are contractors or subcontractors which are or have been within the past two years engaged in work or services of the type used by the district, or manufacture or sell supplies, books, machinery, or equipment of the type used by the district.
  
2. **Category 2:** A person designated Category 2 shall disclose:
  - a. Investments or business positions in or income from sources which are contractors or subcontractors engaged in work or services of the type used by the department which the designated person manages or directs.
  - b. Investments or business positions in income from sources which manufacture or sell supplies, books, machinery, or equipment of the type used by the department which the designated person manages or directs. For the purpose of this category, a principal's department is his/her entire school.

**Designated Positions**

Designated Position  
Board of Education Members

Disclosure Category  
1

|                                 |          |
|---------------------------------|----------|
| Personnel Commission Members    | 1        |
| Superintendent of Schools       | 1        |
| Assistant/Deputy Superintendent | 1        |
| <i>Chief Technology Officer</i> | <i>1</i> |
| Purchasing Director             | 1        |
| Consultants                     | 1        |
| Directors                       | 2        |
| Coordinators                    | 2        |

### **Disclosure for Consultants**

Consultants are designated employees who must disclose financial interests as determined on a case-by case basis by the superintendent or designee. The superintendent or designee's written determination shall include a description of the consultant's duties and a statement of the extent of disclosure requirements based upon that description. All such determinations are public records and shall be retained for public inspection along with this conflict of interest code.

A consultant is an individual who, pursuant to a contract with the district, makes a governmental decision whether to: (2 CCR 18700.3)

1. Approve a rate, rule or regulation
2. Adopt or enforce a law
3. Issue, deny, suspend, or revoke any permit, license, application, certificate, approval, order, or similar authorization or entitlement
4. Authorize the district to enter into, modify, or renew a contract that requires district approval
5. Grant district approval to a contract that requires district approval and in which the district is a party, or to the specifications for such a contract
6. Grant district approval to a plan, design, report, study, or similar item
7. Adopt or grant district approval of district policies, standards, or guidelines

A consultant is also an individual who, pursuant to a contract with the district, serves in a staff capacity with the district in that capacity participates in making a governmental decision as defined in 2 CCR 18704, subsections (a) and (b), or performs the same or substantially all the same duties for the district that would otherwise be performed by an individual holding a position specified in the district's conflict of interest code. (2 CCR 18700.3)



**Agenda Item Details**

Meeting Aug 18, 2022 - REGULAR MEETING OF THE BOARD OF EDUCATION  
 Category O. BOARD POLICIES AND/OR REGULATIONS - 8:55 PM  
 Subject 1. Business Services - Board Policies, First Reading  
 Access Public  
 Type Action  
 Recommended Action Conduct a first reading and approval of the board policy as shown in the attached supplement.

**Public Content**

**Background/Summary:**

The district has contracted with the California School Boards Association (CSBA) for its policy manual updates and related services. Updated policy guides from CSBA are issued five times per year and contain sample language to reflect legislative or related changes. In addition, new and/or revised policies may be brought to the board based on district goals and needs.

Following board discussion and input, these board policies will be brought back for a second reading and final approval at the next regular meeting; however, consistent with Board Bylaw 9310, by a majority vote, the board may waive a second reading and take action at the first reading, or the board may ask for an additional reading before taking action.

The revised administrative regulations have been included for information purposes only.

| Board Policy | Policy Name                          | Revised | New | Delete |
|--------------|--------------------------------------|---------|-----|--------|
| BP 3110      | Transfer of Funds                    | X       |     |        |
| BP 3550      | Food Service/Child Nutrition Program | X       |     |        |
| AR 3550      | Food Service/Child Nutrition Program | X       |     |        |
| BB/E 9270    | Conflict of Interest Code            | X       |     |        |

**Board Policy 3110** - Transfer of Funds Policy updated to delete an authorization for the temporary transfer of funds which only pertained to the 2020-21 and 2021-22 fiscal years.

**Board Policy 3550** - Food Service/Child Nutrition Program Policy updated to reflect NEW LAW (AB 130, 2021), which requires districts to provide a nutritionally adequate breakfast and lunch to any student who requests a meal, regardless of the student's free and/or reduced-price meal eligibility, and NEW LAW (AB 486, 2021) which authorizes the coordination of food service programs with classroom instruction and other related district programs.

**Administrative Regulation 3550** - Food Service/Child Nutrition Program Regulation updated to reflect changes necessary to implement NEW LAW (AB 130, 2021), which requires the provision of a nutritionally adequate breakfast and lunch to any student who requests a meal, regardless of the student's free and/or reduced-price meal eligibility, and make other clarifying changes in the "Food Safety" section.

**Board Bylaw/Exhibit 9270** - Accurate disclosure is essential to monitor whether officials have conflicts of interest and to help ensure public trust in government. The biennial review examines current programs to ensure that the agency's code includes disclosure by those agency officials who make or participate in making governmental decisions. After our 2020 biennial review, a new position of Chief Technology Officer was added, and as such, proof of the board's approval of the amendment is required.

**Fiscal Impact/Funding:**

None

**Staffing Implications:**

None

[Policy 3110 Transfer Of Funds.pdf \(44 KB\)](#)

[Policy 3550 Food ServiceChild Nutrition Program.pdf \(43 KB\)](#)

[Regulation 3550 Food ServiceChild Nutrition Program.pdf \(52 KB\)](#)

[Bylaw 9270 Conflict Of Interest.pdf \(90 KB\)](#)

[Exhibit \(PDF\) 9270-E PDF\(1\) Conflict Of Interest.pdf \(265 KB\)](#)

**Executive Content****Motion & Voting**

Conduct a first reading and approval of the board policy as shown in the attached supplement.

Motion by Doug Paulson, second by Frank Huston.

Final Resolution: Motion Carries

Yea: Joan Gardner, Georgine Tomasi, Doug Paulson, Frank Huston, Mark Olson

## **REGULAR MEETING OF THE BOARD OF EDUCATION (Thursday, August 18, 2022)**

### **Members present**

Joan Gardner, Georgine Tomasi, Doug Paulson, Frank Huston, Mark Olson

### **A. PRELIMINARY FUNCTIONS**

#### **1. Call to Order**

The meeting was called to order by President Tomasi at 5:59 p.m.

#### **2. Public Comments Regarding Closed Session Items**

No comments.

#### **3. Adjournment to Closed Session**

Adjourned to closed session at 6:00 p.m.

### **B. CLOSED SESSION**

#### **1. Conference with Labor Negotiator (GC § 54957.6)**

2. Conference with Labor Negotiator (GC 54957.6) Agency Designated Representative: Luis Ibarra, Superintendent; Unrepresented Employees-Deputy Superintendent, Assistant Superintendents, Management, Supervisory, Confidential Staff

#### **3. Public Employee Performance Evaluation: Superintendent's Annual Evaluation (GC 54957(b)(1))**

### **C. REGULAR MEETING/OPEN SESSION**

#### **1. Reconvene Regular Meeting/Call to Order**

President Tomasi reconvened the meeting at 7:03 p.m.

#### **2. Pledge of Allegiance**

The Pledge of Allegiance was led by EEEA President Brandl Krepps.

#### **3. Roll Call**

All members were present.

#### **4. Report out of Closed Session**

No report.

#### **5. Approval of Agenda**

Approve the agenda for the regular board meeting of the Board of Education.

Motion by Frank Huston, second by Joan Gardner.

Final Resolution: Motion Carries

Yea: Joan Gardner, Georgine Tomasi, Doug Paulson, Frank Huston, Mark Olson

#### **6. Approval of Minutes, July 21, 2022**

Approval of the minutes of the regular board meeting of July 21, 2022.

Motion by Doug Paulson, second by Mark Olson.

Final Resolution: Motion Carries

Yea: Joan Gardner, Georgine Tomasi, Doug Paulson, Frank Huston, Mark Olson

#### **7. Approval of Minutes, July 28, 2022**

Approval of the minutes of the special board meeting of July 28, 2022.

Motion by Joan Gardner, second by Frank Huston.

Final Resolution: Motion Carries

Yea: Joan Gardner, Georgine Tomasi, Doug Paulson, Frank Huston, Mark Olson

### **D. RECOGNITIONS - NONE**

### **E. COMMUNICATIONS**

#### **1. Public Comments**

No public comments.

#### **2. Public Hearings - None**

#### **3. Report - California School Employees Association Chapter 150**

CSEA President Rick Beebe thanked the board, cabinet, and negotiation team for the tentative deal. Mr. Beebe shared the CSEA motto from their recent conference, "Tied together as one."

#### **4. Report - Escondido Elementary Educators Association**

EEEA President Brandl Krepps thanked the board for their generous support. Mrs. Krepps indicated that EEEA had added approximately 60 new members. In addition, she had the opportunity to visit the Transitional Kindergarten program and was

impressed. Mrs. Krepps read a letter from Bargaining Chair Gordon Walker, who thanked the board and cabinet for listening, mutual respect, and improved culture and friendship. Finally, Mrs. Krepps thanked CSEA for their partnership.

5. Written Communications  
All been distributed.

#### **F. CONSENT ITEMS**

1. Items Pulled from Consent for Separate Consideration  
No Items pulled.

2. Approval of Consent Items

Resolution: Move to approve consent items as presented.

Move to approve consent items as presented.

Motion by Doug Paulson, second by Joan Gardner.

Final Resolution: Motion Carries

Yea: Joan Gardner, Georgine Tomasi, Doug Paulson, Frank Huston, Mark Olson

#### **G. CONSENT ITEMS - SUPERINTENDENT'S OFFICE - NONE**

#### **H. CONSENT ITEMS - HUMAN RESOURCES**

1. Certificated Personnel Order, 2022-23-2

Resolution: Ratify the Certificated Personnel Order 2022-23-2.

Motion by Doug Paulson, second by Joan Gardner.

Final Resolution: Motion Carries

Yea: Joan Gardner, Georgine Tomasi, Doug Paulson, Frank Huston, Mark Olson

2. Classified Personnel Order, 2022-23-2

Resolution: Ratify the Classified Personnel Order, 2022-23-2.

Motion by Doug Paulson, second by Joan Gardner.

Final Resolution: Motion Carries

Yea: Joan Gardner, Georgine Tomasi, Doug Paulson, Frank Huston, Mark Olson

3. University Agreement, California State University Fullerton

Resolution: Ratify and approve the University Agreement with California State University Fullerton, effective July 1, 2022. Authorize the superintendent or designee to sign the necessary paperwork.

Motion by Doug Paulson, second by Joan Gardner.

Final Resolution: Motion Carries

Yea: Joan Gardner, Georgine Tomasi, Doug Paulson, Frank Huston, Mark Olson

4. Job Descriptions

Resolution: Ratify the job description for the following position: • Coordinator of EUSD Teacher Induction Program, reclassification and re-title

Motion by Doug Paulson, second by Joan Gardner.

Final Resolution: Motion Carries

Yea: Joan Gardner, Georgine Tomasi, Doug Paulson, Frank Huston, Mark Olson

#### **I. CONSENT ITEMS - EDUCATIONAL SERVICES**

1. Agreement, Franklin Covey - Reidy Creek

Resolution: Approve the agreement with Franklin Covey for delivery of services and sponsorship for "The Leader in Me" educational program for Reidy Creek teachers and students during the 2022-23 school year. Further, authorize the superintendent or designee to sign necessary paperwork.

Motion by Doug Paulson, second by Joan Gardner.

Final Resolution: Motion Carries

Yea: Joan Gardner, Georgine Tomasi, Doug Paulson, Frank Huston, Mark Olson

2. Agreement, ProCare Therapy

Resolution: Ratify an agreement with ProCare Therapy for Special Education staffing support during the 2022-23 school year, not to exceed \$200,000. Further, authorize the superintendent or designee to sign the necessary paperwork.

Motion by Doug Paulson, second by Joan Gardner.

Final Resolution: Motion Carries

Yea: Joan Gardner, Georgine Tomasi, Doug Paulson, Frank Huston, Mark Olson

3. Agreement, Psychology 360

Resolution: Approve an agreement with Psychology 360, Inc. to provide independent educational evaluation (IEE) services for special education students during the 2022-23 school year, at an amount not to exceed \$20,000, to be paid with special education funds. Further, authorize the superintendent or designee to sign the necessary paperwork.

Motion by Doug Paulson, second by Joan Gardner.

Final Resolution: Motion Carries

Yea: Joan Gardner, Georgine Tomasi, Doug Paulson, Frank Huston, Mark Olson

4. Agreement, SDCOE for CitySpan Lite

**Resolution:** Approve the agreement with the San Diego County Office of Education for access to a new CitySpan attendance management system for all non-ASES schools operating before/after school programs in 2022-23. Authorize the superintendent or his designee to sign documents.

**Motion by Doug Paulson, second by Joan Gardner.**

**Final Resolution: Motion Carries**

**Yea:** Joan Gardner, Georgine Tomasi, Doug Paulson, Frank Huston, Mark Olson

#### **5. Agreement, SPG Therapy & Education**

**Resolution:** Ratify an agreement with SPG Therapy & Education for Special Education staffing support during the 2022-23 school year, not to exceed \$200,000. Further, authorize the superintendent or designee to sign the necessary paperwork.

**Motion by Doug Paulson, second by Joan Gardner.**

**Final Resolution: Motion Carries**

**Yea:** Joan Gardner, Georgine Tomasi, Doug Paulson, Frank Huston, Mark Olson

#### **6. Memorandum of Understanding, The Devereux Foundation**

**Resolution:** Ratify the memorandum of understanding with The Devereux Foundation for out-of-state return travel for a special education student returning after a period of non-public residential treatment, as required per the student's IEP, to be paid with Special Education funds. Further, authorize the superintendent or designee to sign the necessary paperwork.

**Motion by Doug Paulson, second by Joan Gardner.**

**Final Resolution: Motion Carries**

**Yea:** Joan Gardner, Georgine Tomasi, Doug Paulson, Frank Huston, Mark Olson

#### **7. 2022-23 EUSD Instructional Minutes**

**Resolution:** Ratify the daily instructional minutes for the 2022-23 school year, including the modified days, for all schools and grade levels in the Escondido Union School District.

**Motion by Doug Paulson, second by Joan Gardner.**

**Final Resolution: Motion Carries**

**Yea:** Joan Gardner, Georgine Tomasi, Doug Paulson, Frank Huston, Mark Olson

### **J. CONSENT ITEMS - BUSINESS SERVICES**

#### **1. Agreement, Food For Thought, LLC**

**Resolution:** Approve an agreement with Food 4 Thought, LLC to provide a unique learning experience to Elementary students.

**Agreement not to exceed \$40,000, for the period of September 1, 2022, through June 09, 2023; further, authorize the superintendent or designee to sign the necessary documents.**

**Motion by Doug Paulson, second by Joan Gardner.**

**Final Resolution: Motion Carries**

**Yea:** Joan Gardner, Georgine Tomasi, Doug Paulson, Frank Huston, Mark Olson

#### **2. Agreement, Ground Lease with DISH Wireless, LLC**

**Resolution:** Approve a ground lease agreement with DISH Wireless, LLC for the purpose of leasing a portion of property located at the Carolyn Gilbert Education Center; further, authorize the superintendent or his designee to sign necessary documents.

**Motion by Doug Paulson, second by Joan Gardner.**

**Final Resolution: Motion Carries**

**Yea:** Joan Gardner, Georgine Tomasi, Doug Paulson, Frank Huston, Mark Olson

#### **3. Agreement, Johnna C. Jenkins Professional Standards Training**

**Resolution:** Ratify an agreement with Johnna C. Jenkins to provide a Professional Standards training presentation "From Forecasting to Ordering" to the kitchen managers and NSAIIs on August 2, 2022, in the amount of \$550 to be paid from KIT funds; further, authorize the superintendent or designee to sign the necessary documents.

**Motion by Doug Paulson, second by Joan Gardner.**

**Final Resolution: Motion Carries**

**Yea:** Joan Gardner, Georgine Tomasi, Doug Paulson, Frank Huston, Mark Olson

#### **4. McGrath Rent Corp dba Mobile Modular Lease Agreement**

**Resolution:** Approve the addendum to extend the lease agreement with McGrath Rent Corp dba Mobile Modular Management Corporation for one modular restroom building at Miller School in the estimated amount of \$1,425 per month using general funds; authorize the superintendent or his designee to execute/sign and enter into an agreement on behalf of the district.

**Motion by Doug Paulson, second by Joan Gardner.**

**Final Resolution: Motion Carries**

**Yea:** Joan Gardner, Georgine Tomasi, Doug Paulson, Frank Huston, Mark Olson

#### **5. Amendment, All City Management Services**

**Resolution:** Ratify an amendment for All City Management Services to provide crossing guard services for the 2022-23 school year; further authorize the superintendent or his designee to sign the necessary documents.

**Motion by Doug Paulson, second by Joan Gardner.**

**Final Resolution: Motion Carries**

**Yea:** Joan Gardner, Georgine Tomasi, Doug Paulson, Frank Huston, Mark Olson

#### **6. Authorization to Utilize Piggybackable Bid for Furniture Purchases**

**Resolution:** Ratify authorization to utilize San Bernardino bid number 19/20-1973 2021-2022 for the purchase of equipment and material needed for the Universal Transitional Kindergarten (UTK) program start-up purchases.

**Motion by Doug Paulson, second by Joan Gardner.**

**Final Resolution: Motion Carries**

**Yea:** Joan Gardner, Georgine Tomasi, Doug Paulson, Frank Huston, Mark Olson

#### **7. Nutrition Services Financial Report**

Resolution: Ratify Nutrition Services Financial Report for the months of March and April 2022.

Motion by Doug Paulson, second by Joan Gardner.

Final Resolution: Motion Carries

Yea: Joan Gardner, Georgine Tomasi, Doug Paulson, Frank Huston, Mark Olson

#### **8. Nutrition Services Purchase Orders**

Resolution: Ratify Nutrition Services Purchase Orders in the amount of \$70,543.19 and no purchase order changes for the period of April 1, 2022, through June 30, 2022.

Motion by Doug Paulson, second by Joan Gardner.

Final Resolution: Motion Carries

Yea: Joan Gardner, Georgine Tomasi, Doug Paulson, Frank Huston, Mark Olson

#### **9. Purchase Orders**

Resolution: Ratify purchase orders in the amount of \$11,140,418.83 and purchase order changes in the amount of \$619,496.58 for the period of July 6, 2022, through August 3, 2022.

Motion by Doug Paulson, second by Joan Gardner.

Final Resolution: Motion Carries

Yea: Joan Gardner, Georgine Tomasi, Doug Paulson, Frank Huston, Mark Olson

#### **10. Commercial Warrants, July 2022**

Resolution: Ratify commercial warrant register for July 2022 in the amount of \$8,205,834.76

Motion by Doug Paulson, second by Joan Gardner.

Final Resolution: Motion Carries

Yea: Joan Gardner, Georgine Tomasi, Doug Paulson, Frank Huston, Mark Olson

### **K. CONSENT ITEMS - INFORMATION SYSTEMS & TECHNOLOGY**

#### **1. Membership, California School Public Relations Association (CALSPRA)**

Resolution: Approve the membership with California School Public Relations Association (CALSPRA) for Communications Specialist Michelle Breier during the 2022-23 school year, at a cost of \$150.00. Further, authorize the superintendent or designee to sign the necessary documents.

Motion by Doug Paulson, second by Joan Gardner.

Final Resolution: Motion Carries

Yea: Joan Gardner, Georgine Tomasi, Doug Paulson, Frank Huston, Mark Olson

### **L. PRESENTATIONS/REPORTS**

#### **1. Business Services - 2022 Summer Projects**

Assistant Superintendent Andy McGuire presented on the 2022 summer projects, including custodial deep cleaning, Transitional Kindergarten room improvements, HVAC upgrades, asphalt resurfacing, play surface re-striping, and playground improvements. Additionally, our Warehouse Team, led by Director Kara Allegro, facilitated start-up orders and Transitional Kindergarten furniture and supply distribution. Mr. McGuire was proud to introduce six custodial crew leaders in attendance, who, with their crews, were instrumental in preparing schools for students' return.

President Tomasi spoke on behalf of the board and expressed their gratitude for the hard work and was honored by the crew leaders' attendance.

#### **2. Educational Services - 2022 Summer Programs**

Director of Extended Learning, Intervention, and Enrichment Rick Oser presented on the 2022 summer programs, themed 'Learn, Explore, Innovate.' Mr. Oser explained the program focused on academics each morning and provided enrichment in coordination with our partners each afternoon. EUSD had approximately 1,552 students and 200 staff members participate in intervention, STEM curriculum and Math curriculum, GATE and Dual Language Program classes, Extended School Year, and virtual offerings. Additionally, Mr. Oser stated that 98 percent of parents surveyed shared they would enroll their child in another Expanded Learning program in the future. Finally, Mr. Oser thanked our partners and Coordinator of Expanded Learning, Shannon Fralish.

### **M. DISCUSSION/INFORMATION ONLY**

#### **1. Business Services - 2022-23 45-Day Budget Revision (BR1)**

Assistant Superintendent Andy McGuire presented the 45-day revision to the Escondido Union School District's 2022-23 adopted budget, including all revisions since first presented in June 2022. Also included was the impact of recent negotiations on the budget pending the tentative agreements with our labor unions. EUSD remains fiscally solvent and will continue working towards our vision of actualizing the unlimited potential of every learner.

### **N. DISCUSSION AND/OR ACTION**

#### **1. Business Services - Approval to Purchase Modular Buildings**

Approve the purchase of two (2) modular buildings from Silver Creek Industries, LLC. Further, authorize the Purchasing department to issue a purchase order in the amount of \$13,047,780.39.

Motion by Joan Gardner, second by Frank Huston.

Final Resolution: Motion Carries

Yea: Joan Gardner, Georgine Tomasi, Doug Paulson, Frank Huston, Mark Olson

**O. BOARD POLICIES AND/OR REGULATIONS**

**1. Business Services - Board Policies, First Reading**

Conduct a first reading and approval of the board policy as shown in the attached supplement.

Motion by Doug Paulson, second by Frank Huston.

Final Resolution: Motion Carries

Yea: Joan Gardner, Georgine Tomasi, Doug Paulson, Frank Huston, Mark Olson

**2. Educational Services - Board Policies, First Reading**

Conduct a first reading and approval of the board policies as shown in the attached supplement.

Motion by Mark Olson, second by Joan Gardner.

Final Resolution: Motion Carries

Yea: Joan Gardner, Georgine Tomasi, Doug Paulson, Frank Huston, Mark Olson

**P. BOARD & STAFF REPORTS**

**1. Board Members and Board President Reports**

- Doug Paulson thanked classified staff who keep schools running and indicated there are no adequate words to express his gratitude. Mr. Paulson thanked teachers, administrators, and paraeducators for a smooth start to the school year. Additionally, Mr. Paulson attended the Escondido Compact meeting and thanked them for supporting the community.
- Joan Gardner is looking forward to visiting school sites. Mrs. Gardner shared a news article suggesting unstructured play time is the key to early learning and expressed her desire to see more unstructured playtime for our youngest students.
- Frank Huston thanked staff for their work with summer projects and programs. Mr. Huston is looking forward to visiting school sites.
- Mark Olson thanked everyone for their positive energy and their successful start to the school year.
- Georgine Tomasi attended a Restorative Practices workshop and gained a lot. Ms. Tomasi attended the staff picnic and enjoyed serving staff lunch. Additionally, Ms. Tomasi joined Dr. Ibarra on the first day of school and visited Hidden Valley Middle School, Oak Hill Elementary, and Central Elementary. Ms. Tomasi thanked all staff for what they do.

**2. Superintendent Report**

Superintendent Ibarra thanked all staff for their hard work with our summer projects and programs. Dr. Ibarra thanked EEEA President Brandi Krepps and CSEA President Rick Beebe for their partnership. Dr. Ibarra has enjoyed visiting classrooms and indicated there is a great feeling on campuses. Finally, Dr. Ibarra shared his visit to Hidden Valley Middle School's Moderate/Severe Special Education Program, where he spent time in class and enjoyed lunch with students. He looks forward to his return!

**3. Cabinet Announcements**

No announcements.

**Q. CLOSING ITEMS**

**1. Announcement of Next Meeting**

The next regularly scheduled board meeting will be held on Thursday, September 8, 2022, at 7:00 p.m. at the Escondido Union School District, Carilyn Gilbert Education Center, 2310 Aldergrove Ave., Escondido, CA 92029.

**2. Closed Session (If Required)**

Not applicable.

**3. Report out of Closed Session (If Necessary)**

No report.

**4. Adjournment of Meeting**

Motion to adjourn the meeting at 8:25 p.m.


Motion by Mark Olson, second by Doug Paulson.

Final Resolution: Motion Carries

Yea: Joan Gardner, Georgine Tomasi, Doug Paulson, Frank Huston, Mark Olson

I hereby certify the preceding to be a true and correct copy of the Board of Education's actions at a regular meeting, as recorded in these minutes.

  
\_\_\_\_\_  
Luis Ibarra, Superintendent/Secretary

  
\_\_\_\_\_  
Frank Huston, Clerk



### **Agenda Item Details**

|                    |                                                                                           |
|--------------------|-------------------------------------------------------------------------------------------|
| Meeting            | Sep 08, 2022 - REGULAR MEETING OF THE BOARD OF EDUCATION                                  |
| Category           | C. REGULAR MEETING/OPEN SESSION - 7:00 PM                                                 |
| Subject            | 6. Approval of Minutes                                                                    |
| Access             | Public                                                                                    |
| Type               | Action, Minutes                                                                           |
| Recommended Action | Approval of the minutes of the regular board meeting of August 18, 2022.                  |
| Minutes            | <a href="#">View Minutes for Aug 18, 2022 - REGULAR MEETING OF THE BOARD OF EDUCATION</a> |

### **Public Content**

Minutes brought before the board for review and approval.

### **Executive Content**

### **Motion & Voting**

Approval of the minutes of the regular board meeting of August 18, 2022.

Motion by Frank Huston, second by Joan Gardner.

Final Resolution: Motion Carries

Yea: Joan Gardner, Georgine Tomasi, Doug Paulson, Frank Huston, Mark Olson

**Conflict of Interest Code:**

**Fallbrook Public Utility District**

## 2022 Local Agency Biennial Notice

Name of Agency: FALLBROOK PUBLIC UTILITY DISTRICT  
Mailing Address: 990 EAST MISSION ROAD, FALLBROOK, CA 92028  
Contact Person: LAUREN ECKERT Phone No. 760.999.2704  
Email: LECKERT@FPUD.COM Alternate Email: \_\_\_\_\_

Accurate disclosure is essential to monitor whether officials have conflicts of interest and to help ensure public trust in government. The biennial review examines current programs to ensure that the agency's code includes disclosure by those agency officials who make or participate in making governmental decisions.

This agency has reviewed its conflict of interest code and has determined that (check one BOX):

An amendment is required. The following amendments are necessary:

(Check all that apply.)

- Include new positions
- Revise disclosure categories
- Revise the titles of existing positions
- Delete titles of positions that have been abolished and/or positions that no longer make or participate in making governmental decisions
- Other (describe) \_\_\_\_\_

The code is currently under review by the code reviewing body.

No amendment is required. (If your code is over five years old, amendments may be necessary.)

**Verification (to be completed if no amendment is required)**

*This agency's code accurately designates all positions that make or participate in the making of governmental decisions. The disclosure assigned to those positions accurately requires that all investments, business positions, interests in real property, and sources of income that may foreseeably be affected materially by the decisions made by those holding designated positions are reported. The code includes all other provisions required by Government Code Section 87302.*

  
\_\_\_\_\_  
Signature of Chief Executive Officer

9/19/2022

\_\_\_\_\_  
Date

All agencies must complete and return this notice regardless of how recently your code was approved or amended. Please return this notice no later than **October 3, 2022**, or by the date specified by your agency, if earlier, to:

**Clerk of the Board of Supervisors  
Attention: Biennial Review  
1600 Pacific Highway, Room 402  
San Diego, CA 92101**

**PLEASE DO NOT RETURN THIS FORM TO THE FPPC.**

## **CONFLICT OF INTEREST CODE OF FALLBROOK PUBLIC UTILITY DISTRICT**

1. Standard Code of FPPC

The Political Reform Act of 1974 (Government Code section 81000, et seq.) requires state and local government agencies to adopt and promulgate a conflict of interest code. The Fair Political Practices Commission has adopted 2 Cal. Code of Regulations, Section 18730 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.

2. Adoption of Standard Code of FPPC

Therefore, the terms of Title 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 Fallbrook Public Utility District (the District). This Code shall take effect when approved by the San Diego County Board of Supervisors and shall thereupon supersede all prior codes adopted by the Fallbrook Public Utility District.

3. Filing of Statements of Economic Interests

All officials and designated positions required to submit a statement of economic interests shall file their statements with the Secretary of the Board of Directors as the District's Filing Officer. The Secretary of the Board of Directors 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 these statements to the Clerk of the San Diego County Board of Supervisors. The Secretary of the Board of Directors shall retain the originals of the statements of all other designated positions.

**APPENDIX**  
**CONFLICT OF INTEREST CODE**  
**OF THE**  
**FALLBROOK PUBLIC UTILITY DISTRICT**  
**PART “A”**

**(Amended ~~July 22, 2019~~ August 22, 2022)**

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 section 87200 et seq. [Regs. § 18730(b)(3)]

**OFFICIALS WHO MANAGE PUBLIC INVESTMENTS**

It has been determined that the positions listed below are District Officials who manage public investments<sup>1</sup>. These positions are listed here for informational purposes only.

Board of Directors

General Manager

Assistant General Manager/Chief Financial Officer

Investment Consultant

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<sup>1</sup> 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><br><u>TITLE OR FUNCTION</u>                                                     | <u>DISCLOSURE CATEGORIES</u><br><u>ASSIGNED</u> |
|--------------------------------------------------------------------------------------------------------------|-------------------------------------------------|
| <u>Chief Plant Operator</u>                                                                                  | <u>5</u>                                        |
| <del>Construction/Maintenance Supervisor</del> <u>Meter Services Construction Supervisor</u>                 | <u>5</u>                                        |
| Engineering <del>Supervisor</del> <u>Manager</u>                                                             | 2, 3, 5                                         |
| Field Services Manager                                                                                       | 5                                               |
| General Counsel                                                                                              | 1, 2                                            |
| Human Resources Manager                                                                                      | 5                                               |
| Instrumentation, Electrical & Control Technician II                                                          | 5                                               |
| Laboratory Technician II                                                                                     | 5                                               |
| Management Analyst                                                                                           | 4                                               |
| Operations Manager                                                                                           | 2, 3, 5                                         |
| Purchasing/Warehouse <u>Fleet</u> Supervisor                                                                 | 4                                               |
| Safety & Risk Officer                                                                                        | 6                                               |
| <del>Senior Engineer</del>                                                                                   | <del>2, 3, 5</del>                              |
| <del>Senior Instrument &amp; Controls Specialist</del> <u>SCADA, Electrical &amp; Maintenance Supervisor</u> | <u>5</u>                                        |
| System Operations Supervisor                                                                                 | 5                                               |
| <del>System Service/Shop Supervisor</del>                                                                    | <del>5</del>                                    |
| Warehouse/Purchasing Specialist                                                                              | 4                                               |

## Consultants and New Positions<sup>2</sup>

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<sup>2</sup> Individuals serving as a consultant as defined in FPPC Regs 18700.3 or in a new position created since this Code was last approved that makes or participates in making decisions must file under the broadest disclosure 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; 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 § 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 ~~he or she~~ the designated is assigned.<sup>3</sup> "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 do business 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 boundaries 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.

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<sup>3</sup> 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. (Regs 18730.1)

**Category 6:** 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

**RESOLUTION NO. 5034**

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE  
FALLBROOK PUBLIC UTILITY DISTRICT TO AMEND  
THE CONFLICT OF INTEREST CODE PURSUANT TO  
THE POLITICAL REFORM ACT OF 1974**

\* \* \* \* \*

**WHEREAS**, the State of California enacted the Political Reform Act of 1974, Government Code section 81000 et seq. (the "Act"), which contains provisions relating to conflicts of interest which potentially affect all officers, employees and consultants of the Fallbrook Public Utility District (the "District") and requires all public agencies to adopt and promulgate a conflict of interest code; and

**WHEREAS**, the Board of Directors adopted a Conflict of Interest Code (the "Code") which was amended July 22, 2019; and

**WHEREAS**, subsequent changed circumstances within the District have made it advisable and necessary pursuant to Sections 87306 and 87307 of the Act to amend and update the District's Code; and

**WHEREAS**, the potential penalties for violation of the provisions of the Act are substantial and may include criminal and civil liability, as well as equitable relief which could result in the District being restrained or prevented from acting in cases where the provisions of the Act may have been violated; and

**WHEREAS**, notice of the time and place of a public meeting on, and of consideration by the Board of Directors of, the proposed amended Code was provided each newly affected designated employee and publicly posted for review; and

**WHEREAS**, a public meeting was held upon the proposed amended Code at a regular meeting of the Board of Directors on August 22, 2022, at which all present were given an opportunity to be heard on the proposed amended Code.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors of the Fallbrook Public Utility District that the Board of Directors does hereby adopt the proposed amended Conflict of Interest Code, a copy of which is attached hereto and shall be on file with the Secretary of the Board and available to the public for inspection and copying during regular business hours;

**BE IT FURTHER RESOLVED** that the said amended Code shall be submitted to the County of San Diego Board of Supervisors for approval and said Code shall become effective immediately upon approval of the proposed amended Code.

**PASSED AND ADOPTED** by the Board of Directors of the Fallbrook Public Utility District at a regular meeting of the Board held on the 22<sup>nd</sup> day of August, 2022, by the following roll call vote:

AYES: Directors Baxter, DeMeo, Endter, McDougal, and Wolk  
NOES: None  
ABSTAIN: None  
ABSENT: None

  
\_\_\_\_\_  
President, Board of Directors

ATTEST:

  
\_\_\_\_\_  
Secretary, Board of Directors

**Conflict of Interest Code:**

**First 5 Commission of San Diego**

## 2022 Local Agency Biennial Notice

Name of Agency: First 5 Commission of San Diego  
Mailing Address: 9655 Granite Ridge Drive, #120, San Diego, CA 92123  
Contact Person: Martin Cherry Phone No. 951-805-8194  
Email: martin.cherry@sdcountry.ca.gov Alternate Email: martincherry@frontier.com

**Accurate disclosure is essential to monitor whether officials have conflicts of interest and to help ensure public trust in government. The biennial review examines current programs to ensure that the agency's code includes disclosure by those agency officials who make or participate in making governmental decisions.**

This agency has reviewed its conflict of interest code and has determined that (*check one BOX*):

**An amendment is required. The following amendments are necessary:**

(*Check all that apply.*)

- Include new positions
- Revise disclosure categories
- Revise the titles of existing positions
- Delete titles of positions that have been abolished and/or positions that no longer make or participate in making governmental decisions
- Other (*describe*) New policy has been approved by the First 5 Commission in April 2022

**The code is currently under review by the code reviewing body.**

**No amendment is required.** (If your code is over five years old, amendments may be necessary.)

---

### Verification (to be completed if no amendment is required)

*This agency's code accurately designates all positions that make or participate in the making of governmental decisions. The disclosure assigned to those positions accurately requires that all investments, business positions, interests in real property, and sources of income that may foreseeably be affected materially by the decisions made by those holding designated positions are reported. The code includes all other provisions required by Government Code Section 87302.*

Arguilez, Alethea Digitally signed by Arguilez, Alethea  
Date: 2022.08.26 11:39:08 -07'00'

*Signature of Chief Executive Officer*

8/26/22

*Date*

All agencies must complete and return this notice regardless of how recently your code was approved or amended. Please return this notice no later than **October 3, 2022**, or by the date specified by your agency, if earlier, to:

**Clerk of the Board of Supervisors  
Attention: Biennial Review  
1600 Pacific Highway, Room 402  
San Diego, CA 92101**

**PLEASE DO NOT RETURN THIS FORM TO THE FPPC.**

## First 5 Commission of San Diego

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**Subject: Conflict of Interest and Incompatible Activities/Outside Employment Policy**

Policy Number: F5C-015

Effective Date: April ~~2018~~, ~~2022+9~~

Page 1 of 5

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### Purpose

To comply with Health and Safety Code section 130140(d) (4) (A) requiring each county children and families commission to adopt, in a public hearing, a policy consistent with state and local law regarding conflict of interest of commission members.

### Background

Health and Safety Code section 130140(d) (4) (A) requires each county children and families commission to adopt a conflict of interest policy that is consistent with state and local law regarding conflict of interest in order to receive funding under the California Children and Families Program.

#### PART I. CONFLICT OF INTEREST CODE - GOVERNMENT CODE 87100

- A. The First 5 Commission of San Diego County adopted a Conflict of Interest Code on April 3, 2000 (as amended), consisting of the following documents:
- 1) The standard conflict of interest code of the Fair Political Practices Commission (FPPC), found at Title 2, California Code of Regulations, Section 18730, as may be amended from time to time.
  - 2) The Appendix of Designated Positions. The Appendix includes Commissioners, Executive Director First 5 Commission, Agency Program and Operations Manager, Administrative Analyst III, Administrative Analyst II, and Consultants (as appropriate).
- B. Form 700 filing. All individuals listed as designated officials and employees on the Appendix to the Conflict of Interest Code shall file the Form 700, of the FPPC, when assuming office, annually thereafter, and when leaving office as required by regulation.
- C. The Commission shall continue to have a conflict of interest code in effect at all times.

**Subject: Conflict of Interest**

Policy Number: F5C-015

Page 2 of 5

**PART II. CONTRACTS AND GRANTS - GOVERNMENT CODE SECTION 1091.3**

- A. The First 5 Commission of San Diego County shall continue to conduct its business at all regular and special meetings of the Commission in accordance with the provisions of Government Code section 1091.3, attached hereto, as may be amended from time to time.

Cal Gov Code § 1091.3 (2005)

§ 1091.3. Section 1090 shall not apply to any contract or grant made by a county children and families commission created pursuant to the California Children and Families Act of 1998, Division 108 (commencing with Section 130100 of the Health and Safety Code), except where both of the following conditions are met:

- 1) The contract or grant directly relates to services to be provided by any member of a county children and families commission or the entity the member represents or financially benefits the member or the entity he or she represents.
- 2) The member fails to recuse himself or herself from making, participating in making, or in any way attempting to use his or her official position to influence a decision on the grant or contract.

**PART III. CONFLICTS OF INTEREST GENERALLY**

- A. It shall be the policy of the First 5 Commission of San Diego to comply with all requirements of State law pertaining to conflicts of interest.

**PART IV. INCOMPATIBLE ACTIVITIES AND OUTSIDE EMPLOYMENT POLICY  
APPLICABLE TO COMMISSION EMPLOYEES**

A. Purpose of Part IV

To set forth the rules for the First 5 Commission of San Diego which specify duties that are inconsistent and incompatible with duties as First 5 Commission employees. The provisions of this Part IV shall not be applicable to boards, commissions, committees or other groups whose duties are purely advisory to the Commission; it shall not be applicable to the Commission's Finance Committee, or any Ad Hoc committees created for any purpose.

B. Procedure

- 1) Incompatible Activities. Pursuant to Government Code sections 1125-1127 the Commission, as an appointing power, may formulate rules specifying

**Subject: Conflict of Interest**

Policy Number: F5C-015

Page 3 of 5

those activities for compensation, outside of Commission duties, of the employees under the appointing authority's jurisdiction that are inconsistent and incompatible with their duties as Commission employees. The Commission has determined that the outside activities set forth in these rules are inimical to the functions and responsibilities of employees of the Commission and are therefore prohibited:

- a. **Use of Commission Time or Facilities.** Any outside activity which involves the use for private gain or advantage of Commission time or facilities, including but not limited to the following:
  - i. Any outside employment which results in receipt of telephone calls or visitors by the employee while he/she is on duty at his/her Commission employment.
  - ii. Any outside activity which would interfere with the devotion of the full time and attention of the employee during business hours to the duties of the Commission office.
  - iii. The sale of publications or written materials that were prepared on Commission time or utilizing Commission facilities, equipment or materials.
- 2) **Use of Prestige or Influence.** Any outside activity which involves the use for private gain or advantage of the prestige or influence of the individual's position as a Commission staff member, including but not limited to the following:
  - a. Directly or indirectly soliciting, seeking, or accepting personal loans, gifts, gratuities, business, compensation, or favors from business firms or their agents who deal with the Commission.
  - b. Using information not readily available to the general public, gained in the course of Commission employment, for private gain or advantage or the gain or advantage of another.
- 3) **Receipt of Money or Other Consideration.** Any outside activity which involves the receipt by the employee of money or other consideration from private parties for the performance of acts which the employee is expected to render in the regular course of the employee's duties as a Commission employee, including but not limited to the following:
  - a. Any consultation work for a fee concerning work of the Commission.
- 4) **Conflict with Duties of Office.** Any outside activity which is in conflict with the duties and responsibilities of the Commission, including but not limited to the following:

**Subject: Conflict of Interest**

Policy Number: F5C-015

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- a. Any outside employment which will impair the employee's independence of judgment as to his/her Commission duties.
- b. Any outside activity which will require or induce the employee to disclose confidential information acquired by the employee in the course of his/her Commission duties.

- 5) Outside Activities Subject to Review by Other Employees or Officers. Any work, service or counsel for compensation where any part of the employee's efforts may be subject to approval, review, control, or audit by another employee, officer, board or committee of the Commission, unless such activity is disclosed to and approved by the Executive Director.
- 6) Time Demands. Any outside activity which involves time demands which render the performance of the employee's Commission duties less efficient.

C. Disclosure of Outside Activities

Employees of the Commission shall disclose or report to the Executive Director in writing any outside employment or activity where any part of the employee's efforts will be subject to approval by any other officer, employee, board, or committee of the Commission.

If any person employed by the Commission receives an assignment of work that relates to any organization, property, or activity in which the employee or a member of the employee's immediate family has an interest, this interest shall be disclosed and reported in writing to the Executive Director.

If any person employed by the Commission makes a presentation before any officer, board, or committee directly associated or overseen by the Commission that relates to any organization, property, or activity in which the employee or a member of the employee's immediate family has an interest, this interest shall be disclosed and reported in writing to the Commission.

The Executive Director's Administrative Secretary shall be responsible, at least every six months, for providing a written notice to all employees of the office reminding them of these rules and the requirement to file disclosure statements, including any modification of previously filed disclosure statements.

D. Violation of Rules Is Grounds For Discipline

- 1) Participation in any prohibited activity by any classified officer or employee or failure to properly disclose outside activities as required by these Rules, after proper notification of such prohibition or failure to

**Subject: Conflict of Interest**

Policy Number: F5C-015

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disclose, may be cause for suspension, demotion, reprimand, transfer, or removal within the rules and procedures applicable to the employee including provisions of the Charter of the County of San Diego and the Civil Service Rules. The provisions of Civil Service Rule VII as to notice and hearing shall be applicable to discipline imposed based on a determination that a classified officer or employee has engaged in any prohibited outside activity or has failed to properly disclose outside activities as required by these Rules.

- 2) Any unclassified officer or employee may, upon determination of the Commission that he/she has engaged in a prohibited activity or failed to properly disclose any outside activity, request a hearing before the Executive Director or the Executive Director's designee, and such hearing shall be afforded to the unclassified employee within a reasonable time. Participation in any prohibited activity or failure to disclose outside activities as required by these Rules by any unclassified officer or employee may be cause for discipline or removal.

Sunset Review: April 202~~5~~<sup>2</sup>

Originally Approved: June 19, 2006 (5)

Revised: April 27, 2009 (1); June 4, 2012 (2); June 29, 2015 (2); April 4, 2016 (4);  
April 18, 2019 (7)

Approved:

April ~~2018~~, 202~~2~~<sup>19</sup>  
Date

4 ~~4~~ 7  
Commission Item

we are born learning  
let's begin

COSD CLERK OF THE BOARD  
2022 OCT 27 AM 11:01



**FIRST 5 COMMISSION OF SAN DIEGO**  
9655 Granite Ridge Drive, Suite 120, MS A-211  
San Diego, CA 92123  
(858) 285-7710

**Members Present:**

Supervisor Nathan Fletcher, Chair  
Sandra McBrayer, Vice-Chair  
Rick Richardson, Secretary  
Nick Macchione, Commissioner  
Dr. Wilma Wooten, Commissioner

**Staff Present:**

Alethea Arguilez, Executive Director  
Martin Cherry, Operations Manager  
Lenette Javier, Program & Evaluations Administrator  
Katherine Hart, Sr. Deputy County Counsel  
Karen Hays, Executive Secretary

**Members Absent:**

None

**COMMISSION MEETING MINUTES**

April 20, 2022

**Call to Order**

Chair Fletcher called the meeting of the First 5 Commission of San Diego to order at 2:00pm

**Approval of Commission Meeting Minutes from February 1, 2022**

ON MOTION OF Chair Fletcher, seconded by Commissioner Macchione, the Commission approved the minutes for the February 1, 2022 meeting.

**AYES:** Fletcher, McBrayer, Richardson, Macchione, Wooten  
**ABSENT:** None  
**ABSTAIN:** None  
**NOES:** None

**Opportunity for Public Comments**

None

**Commissioner Recusal Reminder**

Chair Fletcher reminded all Commissioners to recuse themselves from voting on any agenda item(s) that have a real or perceived conflict of interest

**Consent Calendar**

ON MOTION OF Vice-Chair McBrayer, seconded by Commissioner Richardson, the Commission approved the formation of the consent calendar with Items 1, 5, 6 and 7 approved on consent.

**Item 1:** Ratification and Continuance of Teleconferencing Meeting Option Pursuant to Government Code Section 54953(e)

**Item 5:** Review of Commission Policies

**FIRST 5 SAN DIEGO COMMISSION MEETING MINUTES**

April 20, 2022

Page 2 of 6

**Item 6:** Finance Committee Chair Appointment

**Item 7:** Contract Amendment for the Parent and Public Education Contract with MIG, Inc.

**Items 1, 5, 6 and 7**

**AYES:** Fletcher, McBrayer, Richardson, Macchione, Wooten

**ABSENT:** None

**ABSTAIN:** None

**NOES:** None

*\* Item 4 was taken out of order and heard next \**

*\*\* Vice-Chair McBrayer left the meeting at 2:05pm \*\**

**4. FY 2022-23 Operating Budget, Sustainability Fund Budget, and Financial Spending Plan**

The Commission was asked to approve the FY 2022-23 Operating Budget, Sustainability Fund Budget, Financial Spending Plan.

**ON MOTION OF Chair Fletcher, seconded by Commissioner Richardson, the Commission approved the FY 2022-23 Operating Budget, Sustainability Fund Budget, and Financial Spending Plan. The Commission:**

- 1) Found that the proposed First 5 San Diego Funding allocations are consistent with the Commission's Strategic plan, furthers the support and improvement of early care and education throughout the County and provides a public benefit.
- 2) Approved the FY 2022-23 Operating Budget (Item 4-2), Sustainability Fund Budget (Item 4-3), and Financial Spending Plan (Item 4-4).
- 3) Approved funding for the contracts listed in Item 4-1 for up to the amounts and fiscal years identified.
- 4) Authorized the Executive Director, or designee, to negotiate a project length budget and execute an amendment with each contractor approved in recommendation number 3 above

**AYES:** Fletcher, Richardson, Macchione, Wooten

**ABSENT:** None

**ABSTAIN:** McBrayer

**NOES:** None

*\*\* Vice-Chair McBrayer rejoined the meeting at 2:07pm \*\**

**1. Ratification and Continuance of Teleconferencing Meeting Option Pursuant to Government Code Section 54953(e)**

The Commission was asked to ratify and reconsider the authorization of Teleconferencing Meeting Option Pursuant to Government Code Section 54953(e)

**ON MOTION OF Vice-Chair McBrayer, seconded by Commissioner Richardson, the Commission approved the formation of the consent calendar with Item 1 approved on consent. The Commission:**

Ratified and authorized the Teleconferencing Meeting Option Pursuant to Government Code Section 54953(e)

- 1) Found that the Commission has reconsidered the circumstances of the State of Emergency.
- 2) Found that state or local officials continue to recommend measures to promote social distancing.
- 3) Ratified previous determinations made by the Executive Director included as items 1-1 and 1-2.

**FIRST 5 SAN DIEGO COMMISSION MEETING MINUTES**

April 20, 2022

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4) If the Commission does not hold a meeting within the next 30 days, the Executive Director is directed to review the status of the state of emergency and whether state or local officials continue to impose or recommend measures to promote social distancing. If both conditions exist, the Executive Director is directed to memorialize such determination in writing and such writing will be presented for ratification at the next meeting of the Commission.

**AYES:** Fletcher, McBrayer, Richardson, Macchione, Wooten  
**ABSENT:** None  
**ABSTAIN:** None  
**NOES:** None

**2. Public Hearing: Acceptance of the FY 2020-21 First 5 California Annual Report**

The Commission was presented with the Annual Report of First 5 California for Fiscal Year 2020-21 (Item 2-1).

**ON MOTION OF, Chair Fletcher, seconded by Commissioner Richardson, the Commission approved the FY 2020-21 First 5 California Annual Report**

- 1) Opened Public Hearing.
- 2) No public comments were received.
- 3) Accepted the Annual Report of First 5 California for Fiscal Year 2020-21.
- 4) Closed Public Hearing.
- 5) Authorized the Executive Director to submit public comment, if any, to the State Commission.

**AYES:** Fletcher, McBrayer, Richardson, Macchione, Wooten  
**ABSENT:** None  
**ABSTAIN:** None  
**NOES:** None

**\*\* Chair Fletcher left the meeting at 2:35pm \*\***

**3. Public Hearing: First 5 San Diego Strategic Plan 2020-2025 Annual Review**

The Commission received a presentation on the Roadmap for Systems Change and updates related to the 2020-2025 Strategic Plan in a public hearing as required annually by Sections 130140 (C)(iii) and (E) of the California Health and Safety Code.

**ON MOTION OF Commissioner Macchione, seconded by Commission Wooten, the Commission approved the First 5 San Diego Strategic Plan 2020-2025 Annual Review. The Commission:**

- 1) Opened Public Hearing
- 2) Received public comments:
  - a. Sarina Lynn of Educational Enrichment Systems spoke of the impact of early care and education and thanked the Commission for including teachers in the systems change roadmap.
  - b. Aimee Zeitz from YMCA Child Resource Services acknowledged her support of the First 5 Strategic Plan and inclusive approach that was used in creating it.
- 3) Reviewed and accepted the First 5 San Diego Strategic Plan 2020-2025 Annual Review with no changes.
- 4) Closed Public Hearing.

FIRST 5 SAN DIEGO COMMISSION MEETING MINUTES

April 20, 2022

Page 4 of 6

**AYES:** McBrayer, Richardson, Macchione, Wooten  
**ABSENT:** Fletcher  
**ABSTAIN:** None  
**NOES:** None

**\*\* Item 4 was heard first – see Page 2 of these minutes \*\***

**5. Review of Commission Policies**

**ON MOTION OF Vice-Chair McBrayer, seconded by Commissioner Richardson, the Commission approved the formation of the consent calendar with Item 5 approved on consent. The Commission:**

Adopted the revised Commission Policies on:

- Letters of Support or Acknowledgement / Memorandums of Understanding to Local Programs F5C-001
- Legislative Advocacy F5C-002
- Conflict of Interest and Incompatible Activities/Outside Employment Policy F5C-015
- Finance Committee Membership Policy F5C-017
- Communication of Financial Condition Policy F5C-018
- Reimbursement of Expenses F5C-023

**AYES:** Fletcher, McBrayer, Richardson, Macchione, Wooten  
**ABSENT:** None  
**ABSTAIN:** None  
**NOES:** None

**6. Finance Committee Chair Appointment**

**ON MOTION OF Vice-Chair McBrayer, seconded by Commissioner Richardson the Commission approved the formation of the consent calendar with Item 6 approved on consent. The Commission:**

Approved and appointed the nomination for the following member as the Finance Committee Chair:

| Name           | Title                                               | Affiliation     | Expertise                       | Position                                                                       |
|----------------|-----------------------------------------------------|-----------------|---------------------------------|--------------------------------------------------------------------------------|
| Ricardo Macedo | Senior Vice President & Senior Relationship Manager | Bank of America | Business and Banking Management | Member familiar with Private, Nonprofit and Government finances and accounting |

**AYES:** Fletcher, McBrayer, Richardson, Macchione, Wooten  
**ABSENT:** None  
**ABSTAIN:** None  
**NOES:** None

**FIRST 5 SAN DIEGO COMMISSION MEETING MINUTES**

April 20, 2022

Page 5 of 6

**7. Contract Amendment for the Parent and Public Education contract with MIG, Inc.**

**ON MOTION OF Vice-Chair McBrayer, seconded by Commissioner Richardson, the Commission approved the formation of the consent calendar with Item 7 approved on consent. The Commission:**

- 1) Found that the proposed First 5 San Diego funding allocations are consistent with the Commission's Strategic Plan, furthers the support and improvement of early childhood development within the County, and provides a public benefit.
- 2) Authorized the Executive Director, or her designee, to execute a project length contract amendment with MIG, Inc., contract #557977 for up to \$500,000.
- 3) Increased the FY 2021-22 Operating Budget up to \$500,000 for the current fiscal year.

**AYES: Fletcher, McBrayer, Richardson, Macchione, Wooten**  
**ABSENT: None**  
**ABSTAIN: None**  
**NOES: None**

**8. San Diego County Working Families Initiative**

Commissioner Richardson introduced an initiative creating awareness and incentives for San Diego County businesses to increase support of working families in the following recommended 6 critical support areas:

- Company Support for working parents
- Flexible & Predictable Work Schedules
- Dependent Care Flexible Spending Accounts (FSA)
- Lactation Supports
- Paid Parental Leave
- Child Care assistance: On-site or Financial Assistance

**ON MOTION OF Commissioner Macchione, seconded by Commission Richardson the Commission approved the San Diego County Working Families Initiative. The Commission:**

- 1) Found the proposal is aligned with First 5's Strategic Plan direction of Integrated Leadership, to engage cross-sector partners and build community capacity.
- 2) Authorized the Executive Director, to prioritize in strategic planning efforts and develop the new SD County Families Initiative that will include engagement of business, development of a First 5 SD recognition for those that are adopters of the initiative.

**AYES: McBrayer, Richardson, Macchione, Wooten**  
**ABSENT: Fletcher**  
**ABSTAIN: None**  
**NOES: None**

**9. Finance Committee Report**

Fred Baranowski, Finance Committee Chair, gave an overview of the Balance Sheet as of February 28, 2022.

**10. Executive Director Report**

Executive Director Arguilez gave an update on the activities of the First 5 Commission:

- Partnering with PHS Maternal/Child Health on a new Doula program. RFI due on 4/26, 1 year pilot program.

**FIRST 5 SAN DIEGO COMMISSION MEETING MINUTES**

April 20, 2022

Page 6 of 6

- Applying for First 5 Association Refugee Grant (up to \$750k) in partnership with Homeless Solutions and Equitable Communities (HSEC) and its subdivision, Office of Immigrant and Refugee Affairs (OIRA)
- Much discussion on the ARPA funding \$10M workforce development fund and \$2M infrastructure / childcare provider grant \$10M. Scheduled to present to the Board of Supervisors on 5/24.
- Working with Children First Collective, Housing and Community Development and CA Assemblymember Ward on upcoming legislation for co-locating childcare facilities to affordable housing.
- March of Dimes' March for Babies will be held on Saturday, May 21<sup>st</sup>.
- ED Arguilez and the Commissioners honored Finance Chair, Fred Baranowski, for his years of service to the Commission, children and families. Mr. Baranowski is stepping down as Chair but will continue to serve as a valued Finance Committee member. Mr. Baranowski will receive a proclamation at the Board of Supervisors meeting on April 26, 2022.

**11. Future Agenda Items**

- 1) Approval of the First 5 San Diego Annual Report for FY 2021-22
- 2) Approval of the Annual CPA Audit for FY 2021-22
- 3) ED Arguilez and Commissioner Richardson update on SD Working Families Initiative
- 4) Strategic Framework briefing

Vice-Chair McBrayer adjourned the meeting at 3:04pm to reconvene on October 13, 2022

Respectfully submitted for your review and approval

A handwritten signature in blue ink, appearing to read "Rick Richardson", written over a horizontal line.

Rick Richardson

October 13, 2022

Date

Notes by Karen Hays

**Conflict of Interest Code:**

**Grossmont Healthcare District**

## 2022 Local Agency Biennial Notice

COSD CLERK OF THE BOARD  
2022 SEP 23 PM 12:06

Name of Agency: Grossmont Healthcare District  
Mailing Address: 9001 Wakarusa Street, La Mesa, CA 91942  
Contact Person: Randi Baker or Christian Wallis Phone No. 619-825-5050  
Email: rbaker@grossmonthealthcare.org Alternate Email: cwallis@grossmonthealthcare.org

**Accurate disclosure is essential to monitor whether officials have conflicts of interest and to help ensure public trust in government. The biennial review examines current programs to ensure that the agency's code includes disclosure by those agency officials who make or participate in making governmental decisions.**

This agency has reviewed its conflict of interest code and has determined that (*check one BOX*):

**An amendment is required. The following amendments are necessary:**

(*Check all that apply.*)

- Include new positions
- Revise disclosure categories
- Revise the titles of existing positions
- Delete titles of positions that have been abolished and/or positions that no longer make or participate in making governmental decisions
- Other (*describe*) The gift ceiling amount has increased from \$500 to \$520.

**The code is currently under review by the code reviewing body.**

**No amendment is required.** (If your code is over five years old, amendments may be necessary.)

### Verification (to be completed if no amendment is required)

*This agency's code accurately designates all positions that make or participate in the making of governmental decisions. The disclosure assigned to those positions accurately requires that all investments, business positions, interests in real property, and sources of income that may foreseeably be affected materially by the decisions made by those holding designated positions are reported. The code includes all other provisions required by Government Code Section 87302.*

Christian Wallis  
Signature of Chief Executive Officer

9/8/22  
Date

All agencies must complete and return this notice regardless of how recently your code was approved or amended. Please return this notice no later than **October 3, 2022**, or by the date specified by your agency, if earlier, to:

**Clerk of the Board of Supervisors  
Attention: Biennial Review  
1600 Pacific Highway, Room 402  
San Diego, CA 92101**

**PLEASE DO NOT RETURN THIS FORM TO THE FPPC.**

FPPC Advice: [www.fppc.ca.gov](http://www.fppc.ca.gov)  
[advice@fppc.ca.gov](mailto:advice@fppc.ca.gov) (866.275.3772)  
Page 1 of 1

## CONFLICT OF INTEREST CODE OF GROSSMONT HEALTHCARE DISTRICT

### A. Standard Code of FPPC

The Political Reform Act of 1974 (Gov. Code, §§ 81000, et seq.) requires each state and local government agency to adopt and promulgate a conflict of interest code. The Grossmont Healthcare District has adopted heretofore such a code which should be revised and updated. The Fair Political Practices Commission ("FPPC") has adopted a regulation (2 Cal. Code of Regs., § 18730) that contains the terms of a standard conflict of interest code, which can be incorporated by reference as a district's code. After public notice and hearing, the standard code may be amended by the FPPC 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 FPPC are hereby incorporated by reference. The regulation and the attached Appendix, designating positions and establishing disclosure categories, shall constitute the conflict of interest code of Grossmont Healthcare District.

### B. Adoption of Standard Code of FPPC

The terms of 2 California Code of Regulations Section 18730 and any future amendments to it duly adopted by the FPPC are hereby incorporated by reference. A copy of Section 18730 as currently enacted is appended hereto for reference purposes. This regulation and the Appendix "A" attached hereto designating officials and employees and Appendix "B" establishing disclosure categories shall constitute the Conflict of Interest Code of the Grossmont Healthcare District. This Code shall take effect when approved by the Grossmont Healthcare District Board of Directors and San Diego County Board of Supervisors and shall thereupon supersede all prior codes adopted by the Grossmont Healthcare District.

### C. Filing of Statements of Economic Interests

Pursuant to Section (4) of the standard code, the members of the Board of Directors, CEO, CFO and the designated employees set forth in the appendix shall file statements of economic interests with the Executive Assistant / Office Manager Secretary of the Grossmont Healthcare District, who shall make the statements available for public inspection and reproduction (Gov. Code, § 81008). All original statements will be retained at the District office.

**APPENDIX "A"**

**CONFLICT OF INTEREST CODE  
OF GROSSMONT HEALTHCARE DISTRICT**

General Provisions

D. Designated employees listed in Column I must disclose investments in business entities and sources of income which manufacture, distribute, sell, or supply the goods or services listed in Column II. Current Directors, the CEO, CFO, and ~~Chief Administrative Officer~~~~Director of Administrator Services~~ are not listed below as these officials manage public investments and, as such, are already subject to Conflicts of Interest and mandatory reporting (Gov. Code, § 87200).

E. Investments in any business entity or sources of income which are entities or persons engaged in the following health care facilities, services, equipment, instruments, materials, supplies, or business listed in the categories.

| <u>I</u><br><u>Designated Employees</u>                    | <u>II</u><br><u>Categories Disclosed</u> |
|------------------------------------------------------------|------------------------------------------|
| Candidates Running for the<br>Office of Board of Directors | All                                      |
| <del>Assistant Secretary</del>                             | All                                      |
| General Counsel                                            | All                                      |

## **APPENDIX "B"** **DISCLOSURE CATEGORIES**

The disclosure categories listed below identify the types of investments, business entities, sources of income, or real property which the Designated Employee must disclose for each disclosure category to which he or she is assigned.

Category 1: All investments and business positions in, and sources of income from, business entities that do business or own real property within the jurisdiction of the District, plan to do business or own real property within the jurisdiction of the District within the next year, or have done business or owned real property within the jurisdiction of the District within the past two (2) years.

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, and sources of income from, business entities that are engaged in land development, construction, or the acquisition or sale of real property within the jurisdiction of the District, plan to engage in such activities within the jurisdiction of the District within the next year, or have engaged in such activities within the jurisdiction of the District within the past two years.

Category 4: All investments and business positions in, and sources of income from, business entities that are banking, savings and loan, or other financial institutions.

Category 5: All investments and business positions in, and sources of income from, business entities that provide services, supplies, materials, machinery, vehicles, or equipment of a type purchased or leased by the District.

Category 6: All investments and business positions in, and sources of income from, business entities that provide services, supplies, materials, machinery, vehicles, or equipment of a type purchased or leased by the Designated Employee's Department.

**Regulations of the Fair Political Practices Commission,  
Title 2, Division 6, California Code of Regulations**

**§ 18730 Provisions of Conflict of Interest Codes**

(a) Incorporation by reference of the terms of this regulation along with the designation of employees and the formulation of disclosure categories in the Appendix referred to below constitute the adoption and promulgation of a conflict of interest code within the meaning of Section 87300 or the amendment of a conflict of interest code within the meaning of Section 87306 if the terms of this regulation are substituted for terms of a conflict of interest code already in effect. A code so amended or adopted and promulgated requires the reporting of reportable items in a manner substantially equivalent to the requirements of Article 2 of Chapter 7 of the Political Reform Act, Sections 81000, et seq. The requirements of a conflict of interest code are in addition to other requirements of the Political Reform Act, such as the general prohibition against conflicts of interest contained in Section 87100, and to other state or local laws pertaining to conflicts of interest.

(b) The terms of a conflict of interest code amended or adopted and promulgated pursuant to this regulation are as follows:

(1) Definitions.

The definitions contained in the Political Reform Act of 1974, regulations of the Fair Political Practices Commission (Regulations, §§ 18110, et seq.), and any amendments to the Act or regulations, are incorporated by reference into this conflict of interest code.

(2) Designated Employees.

The persons holding positions listed in the Appendix are designated employees. It has been determined that these persons make or participate in the making of decisions which may foreseeably have a material effect on economic interests.

(3) Disclosure Categories.

This code does not establish any disclosure obligation for those designated employees who are also specified in Section 87200 if they are designated in this code in that same capacity or if the geographical jurisdiction of this agency is the same as or is wholly included within the jurisdiction in which those persons must report their economic interests pursuant to article 2 of chapter 7 of the Political Reform Act, Sections 87200, et seq.

In addition, this code does not establish any disclosure obligation for any designated employees who are designated in a conflict of interest code for another agency, if all of the following apply:

(A) The geographical jurisdiction of this agency is the same as or is wholly included within the jurisdiction of the other agency;

(B) The disclosure assigned in the code of the other agency is the same as that required under article 2 of chapter 7 of the Political Reform Act, Section 87200; and

(C) The filing officer is the same for both agencies.<sup>(1)</sup>

Such persons are covered by this code for disqualification purposes only. With respect to all other designated employees, the disclosure categories set forth in the Appendix specify which kinds of economic interests are reportable. Such a designated employee shall disclose in his or her statement of economic interests those economic interests he or she has which are of the kind described in the disclosure categories to which he or she is assigned in the Appendix. It has been determined that the economic interests set forth in a designated employee's disclosure categories are the kinds of economic interests which he or she foreseeably can affect materially through the conduct of his or her office.

(4) Statements of Economic Interests: Place of Filing.

The code reviewing body shall instruct all designated employees within its code to file statements of economic interests with the agency or with the code reviewing body, as provided by the code reviewing body in the agency's conflict of interest code.<sup>(2)</sup>

(5) Statements of Economic Interests: Time of Filing.

(A) Initial Statements. All designated employees employed by the agency on the effective date of this code, as originally adopted, promulgated and approved by the code reviewing body, shall file statements within 30 days after the effective date of this code. Thereafter, each person already in a position when it is designated by an amendment to this code shall file an initial statement within 30 days after the effective date of the amendment.

(B) Assuming Office Statements. All persons assuming designated positions after the effective date of this code shall file statements within 30 days after assuming the designated positions, or if subject to State Senate confirmation, 30 days after being nominated or appointed.

(C) Annual Statements. All designated employees shall file statements no later than April 1. If a person reports for military service as defined in the Servicemember's Civil Relief Act, the deadline for the annual statement of economic interests is 30 days following his or her return to office, provided the person, or someone authorized to represent the person's interests, notifies the filing officer in writing prior to the applicable filing deadline that he or she is subject to that federal statute and is unable to meet the applicable deadline, and provides the filing officer verification of his or her military status.

(D) Leaving Office Statements. All persons who leave designated positions shall file statements within 30 days after leaving office.

**(5.5) Statements for Persons Who Resign Prior to Assuming Office.**

Any person who resigns within 12 months of initial appointment, or within 30 days of the date of notice provided by the filing officer to file an assuming office statement, is not deemed to have assumed office or left office, provided he or she did not make or participate in the making of, or use his or her position to influence any decision and did not receive or become entitled to receive any form of payment as a result of his or her appointment. Such persons shall not file either an assuming or leaving office statement.

(A) Any person who resigns a position within 30 days of the date of a notice from the filing officer shall do both of the following:

- (1) File a written resignation with the appointing power; and
- (2) File a written statement with the filing officer declaring under penalty of perjury that during the period between appointment and resignation he or she did not make, participate in the making, or use the position to influence any decision of the agency or receive, or become entitled to receive, any form of payment by virtue of being appointed to the position.

**(6) Contents of and Period Covered by Statements of Economic Interests.**

(A) **Contents of Initial Statements.** Initial statements shall disclose any reportable investments, interests in real property and business positions held on the effective date of the code and income received during the 12 months prior to the effective date of the code.

(B) **Contents of Assuming Office Statements.** Assuming office statements shall disclose any reportable investments, interests in real property and business positions held on the date of assuming office or, if subject to State Senate confirmation or appointment, on the date of nomination, and income received during the 12 months prior to the date of assuming office or the date of being appointed or nominated, respectively.

(C) **Contents of Annual Statements.** Annual statements shall disclose any reportable investments, interests in real property, income and business positions held or received during the previous calendar year provided, however, that the period covered by an employee's first annual statement shall begin on the effective date of the code or the date of assuming office whichever is later, or for a board or commission member subject to Section 87302.6, the day after the closing date of the most recent statement filed by the member pursuant to Regulation 18754.

(D) **Contents of Leaving Office Statements.** Leaving office statements shall disclose reportable investments, interests in real property, income and business positions held or received during the period between the closing date of the last statement filed and the date of leaving office.

(7) Manner of Reporting.

Statements of economic interests shall be made on forms prescribed by the Fair Political Practices Commission and supplied by the agency, and shall contain the following information:

(A) Investment and Real Property Disclosure. When an investment or an interest in real property<sup>(3)</sup> is required to be reported,<sup>(4)</sup> the statement shall contain the following:

1. A statement of the nature of the investment or interest;
2. The name of the business entity in which each investment is held, and a general description of the business activity in which the business entity is engaged;
3. The address or other precise location of the real property;
4. A statement whether the fair market value of the investment or interest in real property equals or exceeds \$2,000, exceeds \$10,000, exceeds \$100,000, or exceeds \$1,000,000.

(B) Personal Income Disclosure. When personal income is required to be reported,<sup>(5)</sup> the statement shall contain:

1. The name and address of each source of income aggregating ~~\$500~~\$20 or more in value, or \$50 or more in value if the income was a gift, and a general description of the business activity, if any, of each source;
2. A statement whether the aggregate value of income from each source, or in the case of a loan, the highest amount owed to each source, was \$1,000 or less, greater than \$1,000, greater than \$10,000, or greater than \$100,000;
3. A description of the consideration, if any, for which the income was received;
4. In the case of a gift, the name, address and business activity of the donor and any intermediary through which the gift was made; a description of the gift; the amount or value of the gift; and the date on which the gift was received;
5. In the case of a loan, the annual interest rate and the security, if any, given for the loan and the term of the loan.

(C) Business Entity Income Disclosure. When income of a business entity, including income of a sole proprietorship, is required to be reported,<sup>(6)</sup> the statement shall contain:

1. The name, address, and a general description of the business activity of the business entity;
2. The name of every person from whom the business entity received payments if the filer's pro rata share of gross receipts from such person was equal to or greater than \$10,000.

(D) Business Position Disclosure. When business positions are required to be reported, a designated employee shall list the name and

address of each business entity in which he or she is a director, officer, partner, trustee, employee, or in which he or she holds any position of management, a description of the business activity in which the business entity is engaged, and the designated employee's position with the business entity.

(E) Acquisition or Disposal During Reporting Period. In the case of an annual or leaving office statement, if an investment or an interest in real property was partially or wholly acquired or disposed of during the period covered by the statement, the statement shall contain the date of acquisition or disposal.

(8) Prohibition on Receipt of Honoraria.

(A) No member of a state board or commission, and no designated employee of a state or local government agency, shall accept any honorarium from any source, if the member or employee would be required to report the receipt of income or gifts from that source on his or her statement of economic interests.

(B) This section shall not apply to any part-time member of the governing board of any public institution of higher education, unless the member is also an elected official.

(C) Subdivisions (a), (b), and (c) of Section 89501 shall apply to the prohibitions in this section.

(D) This section shall not limit or prohibit payments, advances, or reimbursements for travel and related lodging and subsistence authorized by Section 89506.

(8.1) Prohibition on Receipt of Gifts in Excess of ~~\$500~~520.

(A) No member of a state board or commission, and no designated employee of a state or local government agency, shall accept gifts with a total value of more than ~~\$500~~520 in a calendar year from any single source, if the member or employee would be required to report the receipt of income or gifts from that source on his or her statement of economic interests.

(B) This section shall not apply to any part-time member of the governing board of any public institution of higher education, unless the member is also an elected official.

(C) Subdivisions (e), (f), and (g) of Section 89503 shall apply to the prohibitions in this section.

(8.2) Section 8.2. Loans to Public Officials.

(A) No elected officer of a state or local government agency shall, from the date of his or her election to office through the date that he or she vacates office, receive a personal loan from any officer, employee, member, or

consultant of the state or local government agency in which the elected officer holds office or over which the elected officer's agency has direction and control.

(B) No public official who is exempt from the state civil service system pursuant to subdivisions (c), (d), (e), (f), and (g) of Section 4 of Article VII of the Constitution shall, while he or she holds office, receive a personal loan from any officer, employee, member, or consultant of the state or local government agency in which the public official holds office or over which the public official's agency has direction and control. This subdivision shall not apply to loans made to a public official whose duties are solely secretarial, clerical, or manual.

(C) No elected officer of a state or local government agency shall, from the date of his or her election to office through the date that he or she vacates office, receive a personal loan from any person who has a contract with the state or local government agency to which that elected officer has been elected or over which that elected officer's agency has direction and control. This subdivision shall not apply to loans made by banks or other financial institutions or to any indebtedness created as part of a retail installment or credit card transaction, if the loan is made or the indebtedness created in the lender's regular course of business on terms available to members of the public without regard to the elected officer's official status.

(D) No public official who is exempt from the state civil service system pursuant to subdivisions (c), (d), (e), (f), and (g) of Section 4 of Article VII of the Constitution shall, while he or she holds office, receive a personal loan from any person who has a contract with the state or local government agency to which that elected officer has been elected or over which that elected officer's agency has direction and control. This subdivision shall not apply to loans made by banks or other financial institutions or to any indebtedness created as part of a retail installment or credit card transaction, if the loan is made or the indebtedness created in the lender's regular course of business on terms available to members of the public without regard to the elected officer's official status. This subdivision shall not apply to loans made to a public official whose duties are solely secretarial, clerical, or manual.

(E) This section shall not apply to the following:

1. Loans made to the campaign committee of an elected officer or candidate for elective office.

2. Loans made by a public official's spouse, child, parent, grandparent, grandchild, brother, sister, parent-in-law, brother-in-law, sister-in-law, nephew, niece, aunt, uncle, or first cousin, or the spouse of any such persons, provided that the person making the loan is not acting as an agent or intermediary for any person not otherwise exempted under this section.

3. Loans from a person which, in the aggregate, do not exceed ~~\$500~~520 at any given time.

4. Loans made, or offered in writing, before January 1, 1998.

(8.3) Loan Terms.

(A) Except as set forth in subdivision (B), no elected officer of a state or local government agency shall, from the date of his or her election to office through the date he or she vacates office, receive a personal loan of ~~\$500~~520 or more, except when the loan is in writing and clearly states the terms of the loan, including the parties to the loan agreement, date of the loan, amount of the loan, term of the loan, date or dates when payments shall be due on the loan and the amount of the payments, and the rate of interest paid on the loan.

(B) This section shall not apply to the following types of loans:

1. Loans made to the campaign committee of the elected officer.
2. Loans made to the elected officer by his or her spouse, child, parent, grandparent, grandchild, brother, sister, parent-in-law, brother-in-law, sister-in-law, nephew, niece, aunt, uncle, or first cousin, or the spouse of any such person, provided that the person making the loan is not acting as an agent or intermediary for any person not otherwise exempted under this section.
3. Loans made, or offered in writing, before January 1, 1998.

(C) Nothing in this section shall exempt any person from any other provision of Title 9 of the Government Code.

#### (8.4) Personal Loans.

(A) Except as set forth in subdivision (B), a personal loan received by any designated employee shall become a gift to the designated employee for the purposes of this section in the following circumstances:

1. If the loan has a defined date or dates for repayment, when the statute of limitations for filing an action for default has expired.
2. If the loan has no defined date or dates for repayment, when one year has elapsed from the later of the following:
  - a. The date the loan was made.
  - b. The date the last payment of \$100 or more was made on the loan.
  - c. The date upon which the debtor has made payments on the loan aggregating to less than \$250 during the previous 12 months.

(B) This section shall not apply to the following types of loans:

1. A loan made to the campaign committee of an elected officer or a candidate for elective office.
2. A loan that would otherwise not be a gift as defined in this title.
3. A loan that would otherwise be a gift as set forth under subdivision (A), but on which the creditor has taken reasonable action to collect the balance due.
4. A loan that would otherwise be a gift as set forth under subdivision (A), but on which the creditor, based on reasonable business considerations, has not undertaken collection action. Except in a criminal action, a creditor who claims that a loan is not a gift on the basis of this

paragraph has the burden of proving that the decision for not taking collection action was based on reasonable business considerations.

5. A loan made to a debtor who has filed for bankruptcy and the loan is ultimately discharged in bankruptcy.

(C) Nothing in this section shall exempt any person from any other provisions of Title 9 of the Government Code.

(9) Disqualification.

No designated employee shall make, participate in making, or in any way attempt to use his or her official position to influence the making of any governmental decision which he or she knows or has reason to know will have a reasonably foreseeable material financial effect, distinguishable from its effect on the public generally, on the official or a member of his or her immediate family or on:

(A) Any business entity in which the designated employee has a direct or indirect investment worth \$2,000 or more;

(B) Any real property in which the designated employee has a direct or indirect interest worth \$2,000 or more;

(C) Any source of income, other than gifts and other than loans by a commercial lending institution in the regular course of business on terms available to the public without regard to official status, aggregating ~~\$500~~\$520 or more in value provided to, received by or promised to the designated employee within 12 months prior to the time when the decision is made;

(D) Any business entity in which the designated employee is a director, officer, partner, trustee, employee, or holds any position of management; or

(E) Any donor of, or any intermediary or agent for a donor of, a gift or gifts aggregating ~~\$500~~\$520 or more provided to, received by, or promised to the designated employee within 12 months prior to the time when the decision is made.

(9.3) Legally Required Participation.

No designated employee shall be prevented from making or participating in the making of any decision to the extent his or her participation is legally required for the decision to be made. The fact that the vote of a designated employee who is on a voting body is needed to break a tie does not make his or her participation legally required for purposes of this section.

(9.5) Disqualification of State Officers and Employees.

In addition to the general disqualification provisions of section 9, no state administrative official shall make, participate in making, or use his or her official position to influence any governmental decision directly relating to any contract where the state administrative official knows or has reason to know that any party to the contract is a

person with whom the state administrative official, or any member of his or her immediate family has, within 12 months prior to the time when the official action is to be taken:

(A) Engaged in a business transaction or transactions on terms not available to members of the public, regarding any investment or interest in real property; or,

(B) Engaged in a business transaction or transactions on terms not available to members of the public regarding the rendering of goods or services totaling in value \$1,000 or more.

(10) Disclosure of Disqualifying Interest.

When a designated employee determines that he or she should not make a governmental decision because he or she has a disqualifying interest in it, the determination not to act may be accompanied by disclosure of the disqualifying interest.

(11) Assistance of the Commission and Counsel.

Any designated employee who is unsure of his or her duties under this code may request assistance from the Fair Political Practices Commission pursuant to Section 83114 and Regulations 18329 and 18329.5 or from the attorney for his or her agency, provided that nothing in this section requires the attorney for the agency to issue any formal or informal opinion.

(12) Violations.

This code has the force and effect of law. Designated employees violating any provision of this code are subject to the administrative, criminal and civil sanctions provided in the Political Reform Act, Sections 81000-91014. In addition, a decision in relation to which a violation of the disqualification provisions of this code or of Section 87100 or 87450 has occurred may be set aside as void pursuant to Section 91003.

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(1) Designated employees who are required to file statements of economic interests under any other agency's conflict of interest code, or under article 2 for a different jurisdiction, may expand their statement of economic interests to cover reportable interests in both jurisdictions, and file copies of this expanded statement with both entities in lieu of filing separate and distinct statements, provided that each copy of such expanded statement filed in place of an original is signed and verified by the designated employee as if it were an original. See Government Code Section 81004.

(2) See Section 81010 and Regulation 18115 for the duties of filing officers and persons in agencies who make and retain copies of statements and forward the originals to the filing officer.

(3) For the purpose of disclosure only (not disqualification), an interest in real property does not include the principal residence of the filer.

(4) Investments and interests in real property which have a fair market value of less than \$2,000 are not investments and interests in real property within the meaning of the Political Reform Act. However, investments or interests in real property of an individual include those held by the individual's spouse and dependent children as well

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as a pro rata share of any investment or interest in real property of any business entity or trust in which the individual, spouse and dependent children own, in the aggregate, a direct, indirect or beneficial interest of 10 percent or greater.

(5) A designated employee's income includes his or her community property interest in the income of his or her spouse but does not include salary or reimbursement for expenses received from a state, local or federal government agency.

(6) Income of a business entity is reportable if the direct, indirect or beneficial interest of the filer and the filer's spouse in the business entity aggregates a 10 percent or greater interest. In addition, the disclosure of persons who are clients or customers of a business entity is required only if the clients or customers are within one of the disclosure categories of the filer.



**BOARD OF DIRECTORS  
Meeting Minutes  
August 19, 2022**

*Recordings of this meeting can be found linked [here](#). These meeting minutes show the times of specific agenda items. Fast forward the recording to the item of interest to hear detailed discussion. In the event no time is listed, it is because there was a Zoom disconnect, due to an internet outage with the District's service provider.*

The Board of Directors of Grossmont Healthcare District held a regular meeting on Friday, August 19, 2022, at 7:30 a.m. via teleconference and in person. Members of the public were able to participate by telephone, Zoom, or at the Grossmont Healthcare District Conference Center, located at 9001 Wakarusa St., La Mesa, California. For purposes of these minutes, the listed items are reflected in the order set forth on the posted Agenda. In some cases, discussion of items may have taken place out of sequence during the meeting. Mis-labeled items on the agenda have been corrected in these minutes.

**Directors Present:** Virginia Hall, President  
Gloria Chadwick  
Robert Ayres  
Michael Emerson  
Randy Lenac

**Staff Present:** Christian Wallis, Chief Executive Officer  
Tom Scaglione, Chief Administrative Officer  
Amy Abrams, Chief Community Health Officer  
Holland Kessinger, Head Librarian  
Harman Sarky, Compliance Coordinator  
Randi Baker, Executive Assistant/Office Manager  
Jeffrey Scott, General Counsel

**Guests:** Scott Evans, Sharp Grossmont Hospital (via Zoom)  
Corinne Hanson, La Maestra (via Zoom)  
Maureen Legg, EP Save a Life Foundation (via Zoom)  
Jenna Novotny, Mama's Kitchen  
Jessie Stein & Christina Piranio, Voices for Children  
Verna Griffin-Tabor, Center for Community Solutions

**A. Call to Order**

The meeting was called to order at 7:30 a.m. by President Hall.

B. Pledge of Allegiance

Director Michael Emerson led the pledge.

C. Approval of Agenda (00:01:03)

**Motion was made by Director Chadwick, seconded by Director Ayres, and unanimously carried (5-0), to approve the agenda.**

D. Public Comment (00:01:25)

There was none.

E. Consent Action Items (00:03:00)

1. Minutes of Regular Meeting of July 15, 2022
2. Biennial Review and Amendment of the District's Conflict of Interest Code
3. Consideration of Resolution No. 11-22 Re-Ratifying the State of Emergency and Re-Authorizing Teleconference Meetings
4. Consideration of Serving Seniors' Sunshine Gala as a Ticketed Event on September 24, 2022

**Motion was made by Director Emerson, seconded by Director Chadwick, and unanimously carried (5-0), to approve the meeting minutes of July 15, 2022, the Biennial Review and Amendment of the District's Conflict of Interest Code, Resolution No. 11-22 Re-Ratifying the State of Emergency and Re-Authorizing Teleconference Meetings, and the Serving Seniors' Sunshine Gala as a Ticketed Event on September 24, 2022.**

F. Reports/Presentations/Discussion/Possible Action Items

1. Reports (00:04:19)

a) CEO Report – Christian Wallis

District CEO Wallis gave a report, which included the following:

- Communications Coordinator, Kara Jacobsen, recently joined the District
- District attended the County of San Diego's "Opioid Settlement Spending #1: Healthcare Integration" on August 10, 2022 and plans to attend the remaining two that will be held in September
- The District had a chance to review the draft Community Health Needs Assessment and looks forward to receiving the final version once it is released

- The CSDA Annual Conference is the week of August 22, 2022 and the ACHD Annual Conference is September 14-16, 2022.

b) Sharp Grossmont Hospital Presentation: Quarterly Report (Scott Evans, PharmD, MHA, Senior Vice President & Chief Executive Officer) (00:05:35)

Mr. Evans presented the Board with Sharp Grossmont Hospital's quarterly report including updates on quality and safety, the Neuroscience Center Groundbreaking event, San Diego's GEDA Certification (and SGH's Gold-Level Accreditation), "Hospital Week" celebration and family night events, SGH's participation in La Mesa's Flag Day Parade, and the celebration of Juneteenth.

Mr. Evans also presented the Hospital's performance review regarding their seven pillars, which included quarterly numbers and strategies for the following metrics: in-hospital mortality (quality), readmission rate (quality), hospital acquired infections (safety), employee injury (safety), patient satisfaction (service), physician satisfaction (service), employee engagement (people), cost/unit of service (finance), income of operations (finance), and targeted revenue (growth). Quarterly SGH community events were also shared with the Board and Mr. Evans answered any questions the Board had. The Board gave their thanks and congratulations to Mr. Evans and the SGH team for all of their recent accomplishments.

2. Community Grants and Sponsorships Committee – Director Emerson (8/4/22) (00:37:45)

Director Emerson reported that the Community Grants & Sponsorships Committee met on August 4, 2022. Attendees and discussion are listed in the Committee minutes (which are linked from the Board agenda to the District website).

a) Consideration of Grant Requests

Recommended for funding:

- i. Voices for Children: East County Court Appointed Special Advocate (CASA) Program - \$25,000 (Recommendation: \$25,000)
- ii. Eric Paredes Save a Life Foundation: Screen Your Teen - \$10,000 (Recommendation: \$10,000)
- iii. Grossmont Union High School District: GHD Health Career Pathway Initiative - \$227,500 (Recommendation: \$227,500)

Director Lenac expressed his concern as to MEUSD's stance with this grant and the District's Health Career Pathway Initiative, as a whole. Due to MEUSD removing themselves at the end of FY21-22, GUHSD filed their own FY22-23 grant application. If MEUSD (or any other

school district) wishes to file their own FY22-23 grant application, it will be taken before the Grants Committee for review and a recommendation. Director Ayres added that he and a few others attended the GUHSD CNA Graduation, which was a program started due to the realignment of funds request, on August 5, 2022. Out of 25 graduating students, 24 took the exam and passed.

- iv. Center for Community Solutions: TRIUMPH Trauma Recovery Integration Using Multiple Pathways to Healing - \$25,000 (Recommendation: \$25,000)
- v. La Maestra Family Clinic, Inc.: Continuing Diabetes Treatment & Prevention Services in East County - \$35,000 (Recommendation: \$35,000)
- vi. Mama's Kitchen: Home-Delivered Meal Service – East County - \$25,000 (Recommendation: \$25,000)
- vii. Oncology and Kids, Inc.: Camp Reach for the Sky - \$20,000 (Recommendation: \$20,000)
- viii. SD Freedom Ranch, Inc.: SDFR Service Delivery Improvement - \$139,460.26 (Recommendation: \$18,988.17)

**Motion was made by Director Emerson, seconded by Director Chadwick, and unanimously carried (5-0) to grant:**

- **\$25,000 to Voices for Children: East County Court Appointed Special Advocate (CASA) Program**
- **\$10,000 to Eric Paredes Save a Life Foundation: Screen Your Teen**
- **\$227,500 to Grossmont Union High School District: GHD Health Career Pathway Initiative**
- **\$25,000 to Center for Community Solutions: TRIUMPH Trauma Recovery Integration Using Multiple Pathways to Healing**
- **\$35,000 to La Maestra Family Clinic, Inc.: Continuing Diabetes Treatment & Prevention Services in East County - \$35,000**
- **\$25,000 to Mama's Kitchen: Home-Delivered Meal Service – East County**
- **\$20,000 to Oncology and Kids, Inc.: Camp Reach for the Sky, and**
- **\$18,988.17 to SD Freedom Ranch, Inc.: SDFR Service Delivery Improvement.**

Not recommended for funding:

- ix. A New Path: ANP Harm Reduction & Overdose Prevention - \$20,000
- x. Survivors of Torture, International: Medical Expansion for Survivors of Torture - \$25,000

Deferred - the Committee deferred consideration of the following request to a subsequent meeting:

- xi. Family Health Centers of San Diego: Enhancing Communication & Care for Fragile PACE Participants (ECC) - \$72,000

b) Consideration of Sponsorship Requests

Not Recommended for funding:

- i. East County Chamber of Commerce 2022 Politics in Paradise

c) Recommendation: Consideration to Approve Redline Changes to Scholarship Section of the FY22-23 Grants Policy (00:57:00)

Directors Chadwick and Emerson explained the recent revisions made to the scholarship section (that arose from the June 17, 2022 Board meeting) of the FY22-23 Grants Policy and answered any questions the Board had. President Hall expressed concern regarding the scholarship amounts not being raised for the Behavioral Health and Advanced Practice Clinician scholarships. Director Emerson researched and stated it costs around \$100k to get a PA degree, but Committee had budget concerns. After roundtable discussion regarding current nurse shortage and burnout, it was decided that if there is more need for the scholarships, then the District will consider raising the amount. The District will also plan to better promote the scholarship programs. Director Emerson thanked the District staff for their work on the FY22-23 Grants Policy. **Motion was made by Director Emerson, seconded by Director Chadwick, and carried (4-1), to approve the redline changes to the scholarship section of the FY22-23 Grants Policy. Director Lenac was the nay vote.**

Representatives of the various organizations in attendance thanked the Board for the support of their programs.

3. Finance/Audit Committee – Director Ayres (8/2/22) (01:18:32) (Recording stopped at 01:30:00)

Director Ayres reported that the Finance/Audit Committee met on August 2, 2022. Attendees and discussion are listed in the Committee minutes (which are linked from the Board agenda to the District website).

- a) Recommendation: Consideration of Resolution No. 12-22 to Approve FY22-23 Proposition G Tax Rate

CAO Scaglione presented the staff and Committee recommendation to the Board regarding the District's Proposition G tax rate to remain the same at \$24.59 per \$100,000 of assessed value for FY22-23. Impacts on reserves and timing of the bond maturities were discussed. **Motion was made by Director Ayres, seconded by Director Lenac, and unanimously carried (5-0), to adopt Resolution No. 12-22 to approve FY22-23 Proposition G Tax Rate.**

- b) Recommendation: Consideration to Approve Quarterly and Year-End General Fund Financial Statements

CAO Scaglione presented to the full Board the District's Quarterly and Year-End Financial Report, which included a summary of revenues and expenses, restricted and unrestricted cash and investments, and the balance sheet for the year ended June 30, 2022. CAO Scaglione noted that the amounts presented are before year-end and audit adjustments. **Motion was made by Director Ayres, seconded by Director Lenac, and unanimously carried (5-0), to approve the Quarterly and Year-End General Fund Financial Report.**

#### 4. Policies & Procedures Committee – Director Lenac (8/2/22)

Director Lenac reported that the Policies & Procedures Committee met on August 2, 2022. Attendees and discussion are listed in the Committee minutes (which are linked from the Board agenda to the District website).

- a) Recommendation: Consideration of Pre-Approved List of Non-Profit Organizations for Attendance at Events in Accordance with the District's Ticket Distribution Policy

Policy revised to bring clarity surrounding ticketed events. Discussion regarding potentially reviewing this document quarterly, placing it on the website, and process for adding organizations. A New Path will be removed from the approved list. **Motion was made by Director Lenac, seconded by Director Ayres, and unanimously carried (5-0), to adopt the pre-approved list of non-profit organizations for attendance at events in accordance with the District's Ticket Distribution Policy.**

#### 5. Library Operations Committee – Director Hall (7/19/22)

Director Hall reported that the Library Committee met on July 19, 2022. Attendees and discussion are listed in the Committee minutes (which are linked from the Board agenda to the District website).

a) Presentation: Quarterly Library Report (April – June 2022)

Ms. Kessinger gave the quarterly library report for April through June 2022, which included attendance numbers, library program updates, and library impacts (from general public, blood pressure monitors, research requests, etc.). President Hall congratulated Ms. Kessinger and her team for the increased attendance numbers.

6. Risk Management Committee – Director Emerson (8/12/22)

Director Emerson reported that the Risk Management Committee met on August 12, 2022. Attendees and discussion are listed in the Committee minutes (which are linked from the Board agenda to the District website).

a) Risk Management Policy and Procedure (For Informational Purposes Only)

Director Emerson informed the Board that if they have any comments or suggested revisions to the Risk Management Policy, to forward them to CEO Wallis. No redline document is needed, due to this being a brand-new policy. Director Emerson introduced Mr. Sarky to the full Board as the Compliance Coordinator.

***The following items include written documentation. Committee reports may stand as written, unless a verbal report is requested by the Board.***

7. Government, Legal & Legislative Relations Committee – Director Lenac (7/13/22 & 8/11/22)

8. Facilities Committee – Director Chadwick (7/19/22)

9. Public Relations & Outreach Committee – Director Chadwick (7/20/22 & 8/15/22)

10. Strategic Plan Committee – Director Ayres (7/27/22)

G. Board Member Comments/Reports

1. Monthly Stipend Report Meetings Attended – The report includes meetings from the prior month. Board Members are invited to provide brief reports on any community meetings, conferences, or trainings attended for which a stipend was paid, or for any other meetings of significance.

2. Board and CEO Comments

Director Lenac spoke of the Neurosciences event, its success, and its upcoming expected accomplishments. The remainder of the Board also shared their comments regarding the Neurosciences Center.

President Hall shared that she attended the St. Madeleine Sophie's Fashion Show last Saturday and enjoyed the event. President Hall also shared that Padre Dam's, Jim Peasley, recently passed away. He was involved with the Santee Chamber of Commerce. Doug Wilson's wife, Pam Wilson, who assisted with local beauty pageants, also recently passed away. President Hall closed the meeting in their memory.

H. Information Items

1. Committee Assignments
2. Approved and Unpaid Grants and Sponsorships as of July 2022

I. Next Regularly Scheduled Meeting(s):

1. Tuesday, September 6, 2022, 7:30 a.m.
2. Friday, September 16, 2022, 7:30 a.m.

J. Adjournment

**There being no further business, on motion duly made, seconded, and unanimously carried, the Board adjourned at 9:36 a.m.**

Respectfully submitted,



Robert ("Bob") Ayres, Secretary

ATTEST:

  
Virginia Hall, RN, President

**BOARD OF DIRECTORS**

**President** Virginia Hall, RN  
**Vice President** Gloria A. Chadwick, RN  
**Secretary** Robert "Bob" Ayres  
**Treasurer** Michael Emerson, RDO  
**Member** Randy Lenac  
*board@grossmonthealthcare.org*



**CHIEF EXECUTIVE OFFICER**

Christian Wallis  
DHA, MBA, FACHE  
(619) 825-5050  
*cwallis@grossmonthealthcare.org*

COSD CLERK OF THE BOARD  
2022 SEP 26 PM2:18

September 16, 2022

Clerk of the Board of Supervisors  
Attn: Biennial Review  
1600 Pacific Highway, Room 402  
San Diego, CA 92101

**Re: 2022 Conflict of Interest Code Biennial Review**

To Whom It May Concern:

Enclosed please find the completed 2022 Biennial Review Reply Form and updated 2022 Conflict of Interest Code for the Grossmont Healthcare District, as approved August 19, 2022.

Please accept these documents as a request to the San Diego County Board of Supervisors for approval of the updated Code revisions.

Please let me know if you have any questions. Thank you.

Sincerely,



Christian Wallis  
Chief Executive Officer

**Conflict of Interest Code:**

King-Chavez Academy of  
Excellence, Inc.

# 2022 Local Agency Biennial Notice

COSD CLERK OF THE BOARD  
2022 OCT 3 AM 11:53

Name of Agency: King Chavez Academy of Excellence, Inc.

Mailing Address: 2260 Island Ave, San Diego, CA 92102

Contact Person: Laura May Phone No. 858-205-2467

Email: lmay@kingchavez.org Alternate Email: \_\_\_\_\_

**Accurate disclosure is essential to monitor whether officials have conflicts of interest and to help ensure public trust in government. The biennial review examines current programs to ensure that the agency's code includes disclosure by those agency officials who make or participate in making governmental decisions.**

This agency has reviewed its conflict of interest code and has determined that (*check one BOX*):

**An amendment is required. The following amendments are necessary:**

(*Check all that apply.*)

- Include new positions
- Revise disclosure categories
- Revise the titles of existing positions
- Delete titles of positions that have been abolished and/or positions that no longer make or participate in making governmental decisions
- Other (*describe*) \_\_\_\_\_

**The code is currently under review by the code reviewing body.**

**No amendment is required.** (If your code is over five years old, amendments may be necessary.)

### Verification (to be completed if no amendment is required)

*This agency's code accurately designates all positions that make or participate in the making of governmental decisions. The disclosure assigned to those positions accurately requires that all investments, business positions, interests in real property, and sources of income that may foreseeably be affected materially by the decisions made by those holding designated positions are reported. The code includes all other provisions required by Government Code Section 87302.*

*Cynthia Kelley*

9/28/2022

Signature of Chief Executive Officer

Date

All agencies must complete and return this notice regardless of how recently your code was approved or amended. Please return this notice no later than **October 3, 2022**, or by the date specified by your agency, if earlier, to:

**Clerk of the Board of Supervisors  
Attention: Biennial Review  
1600 Pacific Highway, Room 402  
San Diego, CA 92101**

**PLEASE DO NOT RETURN THIS FORM TO THE FPPC.**

## CONFLICT OF INTEREST CODE OF KING/CHAVEZ ACADEMY OF EXCELLENCE

### Standard Code of FPPC – Appendix A : Conflict of Interest Code

The Political Reform Act ~~of 1974~~ (Government Code § 81000 et seq.) requires ~~each~~ state and local government agency to adopt and promulgate a conflict of interest code. ~~As a local government agency, King/Chavez Academy of Excellence, a California nonprofit public corporation operating public charter schools, is therefore required to adopt such a code.~~ The Fair Political Practices Commission ("FPPC") has adopted a regulation (2 Cal. Code of Regs. § 18730) ~~which that~~ contains the terms of a ~~standard model~~ conflict of interest code, which can be incorporated by reference as an agency's code. After public notice and hearing, ~~the standard code may the regulation may~~ be amended by the Fair Political Practices Commission ~~FPPC~~ 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 Appendix B, designating positions and establishing disclosure categories, shall constitute the conflict of interest code of King / Chavez Academy of Excellence hereinafter "Corporation,"

Individuals holding designated positions shall file their statements of economic interests with the Corporation, which will make the statements available for public inspection and reproduction (Gov. Code Sec. 81008). Upon receipt of the statements for the designated positions, the Corporation shall make and retain copies and forward the originals to the County. All other statements will be retained by the Corporation.

### Adoption of Standard Code of FPPC

~~The terms of 2 California Code of Regulations Section 18730 and any future amendments to it duly adopted by the FPPC are hereby adopted and incorporated herein by reference. This regulation and the Appendix attached hereto designating officials and employees and establishing disclosure categories shall constitute the Conflict of Interest Code of King/Chavez Academy of Excellence. This code shall take effect when approved by the Board of Supervisors for the County of San Diego.~~

### Filing of Statements of Economic Interests

~~Pursuant to Section 4 of the model code set forth in 2 California Code of Regulations section 18370(b), designated employees set forth in the Appendix, shall file statements of economic interests (Form 700) with the Secretary of King/Chavez Academy of Excellence. Upon receipt of the statements of the members of the Board of Directors of the King/Chavez Academy of Excellence and the Chief Executive Officer, the Secretary shall make and retain copies and forward the originals of these statements to the Clerk of the Board of Supervisors for the County of San Diego.~~

APPROVED AND ADOPTED by the Board of Directors of King/Chavez Academy of Excellence Charter School on [December 1, 2004 \_\_\_\_\_, 2019

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Chairman of the Board of Trustees

ATTEST:

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Secretary to the Board of Trustees

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**APPENDIX TO  
CONFLICT OF INTEREST CODE  
OF  
KING/CHAVEZ ACADEMY OF EXCELLENCE Preamble**

~~Any person designated in Section I of this Appendix who is unsure of any right or obligation arising under this Code may request a formal opinion or letter of advice from the FPPC or an opinion from the Authority's General Counsel. (Gov. Code § 83114, 2 Cal. Code of Regs. 18730(b)(ii) A person who acts in good faith in reliance on an opinion issued to him or her by the FPPC shall not be subject to criminal or civil penalties for so acting, provided that all material facts are stated in the opinion request. (Gov. Code § 83114(a).)~~

~~Opinions rendered by General Counsel/legal counsel to King/Chavez Academy of Excellence do not provide any statutory defense to an alleged violation of conflict of interest statutes or regulations. The prosecuting agency may, but is not required to consider a requesting party's reliance on General Counsel's legal counsel's opinion as evidence of good faith. In addition, King/Chavez Academy of Excellence may consider whether such reliance should constitute a mitigating factor to any disciplinary action that King/Chavez Academy of Excellence may bring against the requesting party under Government Code section 91003.5.~~

**I.**

**Designated Employees**

**Appendix B :Designated Employees and Disclosure Categories**

| <u>Designated Employees</u>       | <u>Categories Disclosed</u> |
|-----------------------------------|-----------------------------|
| Members of the Board of Directors | All                         |
| Chief Executive Officer           | All                         |

|                                                                     |                |
|---------------------------------------------------------------------|----------------|
| <del>Chief Financial Officer</del> Chief Administrative Officer     | All            |
| <del>Director of Human Resources</del>                              | <del>(2)</del> |
| Director of Operations                                              | (2)            |
| <del>Director of Informational Systems</del> Director of Technology | (2)            |
| Consultants <sup>1</sup>                                            | (2)            |

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<sup>1</sup> With respect to Consultants, the Chief Executive Officer may determine in writing that a particular consultant is hired to perform a range of duties that are limited in scope and thus is not required to comply with the disclosure requirements described in these categories. Such determination shall include a description of the consultant's duties and, based upon that description, a statement of the extent of disclosure requirements. The Chief Executive Officer shall forward a copy of this determination to the San Diego County Board of Supervisors. Nothing herein excuses any such consultant from any other provision of this Conflict of Interest Code.

## H.

### Disclosure Categories

#### Category 1.

A designated employee in this category shall report all interests in real property, and investments in, and income from, business entities of the type to operate or provide any of the following:

- Accounting or auditing services
- Banks and savings and loans
- Computer hardware or software, or computer services or consultants
- Communications equipment or services
- Educational services, supplies and materials
- Entities or persons who have filed claims against ~~or pending against King/Chavez Academy of Excellence~~ the Corporation or its charter schools
- Insurance brokers and agencies
- Insurance adjusting, claims / auditing / ~~or~~ administration, / ~~or~~ underwriting services
- Office equipment or supplies
- Personnel and employment companies and services
- Printing or reproduction services, publications, and distribution
- Securities, investment or financial services companies
- Title insurance and escrow

#### Category 2.

A designated employee in this category shall disclose all business positions in, investments in, and income from any business of the type to provide personnel, services, supplies, material, machinery, or equipment to King/Chavez Academy of Excellence and is associated with the job assignment or position of the designated employee.



We Seek Excellence in Academics, Arts, and Athletics from the Foundation of Love

**A RESOLUTION OF THE BOARD OF TRUSTEES OF  
KING/CHAVEZ ACADEMY OF EXCELLENCE**

**ADOPTING AMENDED CONFLICT OF INTEREST CODE**

**WHEREAS**, King/Chavez Academy of Excellence, hereinafter "Corporation," is required to adopt a Conflict of Interest Code, pursuant to Government Code Section 87300; and

**WHEREAS**, the Fair Political Practices Commission has adopted a regulation (2 Cal. Code Regs. 18730) which is a model conflict of interest code and requires certain local agency officials and employees to file FPPC Form 700, statement of economic interests; and

**WHEREAS**, the Corporation previously adopted a Conflict of Interest Code and desires to adopt an amended Conflict of Interest Code, incorporating the FPPC Model Code by reference; and

**WHEREAS**, the Corporation has updated a list of such designated employees in the Appendix to the Conflict of Interest Code;

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Trustees of the King/Chavez Academy of Excellence:

**Section 1.** An amended Conflict of Interest Code, in the form attached as Exhibit A, is hereby tentatively adopted and Promulgated.

**Section 2.** The Chief Executive Officer or designee is directed to submit the Conflict of Interest Code to the San Diego County Board of Supervisors ("County Board") code review panel and is authorized to make amendments to the Code as requested by the code review panel.



We Seek Excellence in Academics, Arts, and Athletics from the Foundation of Love

**Section 3.** The Conflict of Interest Code shall become effective upon the County Board's approval

**Section 4.** This resolution shall take effect immediately upon its adoption.

**APPROVED AND ADOPTED** September 7, 2022

AYES: 4

NOES: 0

ABSENT: 0

ABSTAIN: 0

\_\_\_\_\_  
Board President of King/Chavez Academy of Excellence

**ATTEST:**

\_\_\_\_\_  
Board Secretary of King/Chavez Academy of Excellence



We Seek Excellence in Academics, Arts, and Athletics from the Foundation of Love

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## Governing Board Action Meeting Minutes

Date: September 7, 2022

Time: 4:30 p.m.

Location: King Chavez Arts and Athletics Academy, King Chavez Primary Academy, 415 31st, San Diego, CA 92102

Public input- on specific agenda items and those items not on the agenda – Any person of the public desiring to speak shall be allowed to speak during public comment time and has the option of speaking once on any agenda item when it is being discussed. Speaking time shall generally be limited to three minutes, unless a longer period is permitted by the Board President. Agenda speakers will be limited to five minutes.

Special needs - If you have special needs because of a disability that makes it difficult for you to participate in the meeting or if you require assistance or auxiliary aids to participate in the meeting, please contact Cindy Kelley at 619-955-8555. King-Chavez will attempt to accommodate your disability.

### Agenda

Open Session:

1. Call to Order: **4:38 pm - Note in attendance: Dave Massey, Jackie Ho, Tim Wolf: Note any absences: Joe Arnold**
2. Adopt Agenda: **Motion by Dr. Wolf, 2nd by Dave Massey; Motion passed 3 (yes) Massey, Wolf, Ho - 0 (no) - 0 (abstain) - 1 (absent, Joe Arnold)**
3. Oral/Written communications from the public. Opportunity for members of the public to address the board regarding items not on this agenda. **No members of the public present**
4. Approval of board action minutes for meeting dated June 8, 2022: **Motion by Dave Massey, 2nd by Jackie Ho; Motion passed 3 (yes) Massey, Wolf, Ho - 0 (no) - 0 (abstain) - 1 (absent, Joe Arnold)**

5. Information / Action - CEO update verbal report including operations, facilities, charter renewals and academics. Presented by Cindy Kelley.

\*Joe Arnold arrived to the meeting

05.a - Action - Election of Board Officers: President, Secretary / Treasurer: **Motion by Jackie Ho, 2nd by Dr. Wolf ; Motion passed 4 (yes) Massey, Wolf, Ho, Arnold - 0 (no) - 0 (abstain) - 0 (absent) Dr. Wolf was voted as President and Joe Arnold was voted as Secretary/Treasurer**

05.b - Action - Resolution to update Conflict of Interest Policy: **Motion by Dave Massey, 2nd by Jackie Ho ; Motion passed 4 (yes) Massey, Wolf, Ho, Arnold - 0 (no) - 0 (abstain) - 0 (absent)**

05.c - Action - Resolution Authorizing Teacher Assignments: **Motion by Jackie Ho, 2nd by Joe Arnold ; Motion passed 4 (yes) Massey, Wolf, Ho, Arnold - 0 (no) - 0 (abstain) - 0 (absent)**

6 - Information / Action – CFO update verbal report including financials, budget to actuals, budgets and forecast. Presented by Laura May

06.a - Action - Approval of Unaudited Financial Statements for each individual Charter School **Motion by Dr. Wolf, 2nd by Dave Massey ; Motion passed 4 (yes) Massey, Wolf, Ho, Arnold - 0 (no) - 0 (abstain) - 0 (absent)**

7. Consent Agenda

07.a - Action - Approval of updated Independent Study Policy 2022-2023

07.b- Action - Approval of KCNS Employee Handbook

07.c - Action - Approval of Parent Student Handbooks for 2022-2023

**Motion by Dave Massey, 2nd by Dr. Wolf ; Motion passed 4 (yes) Massey, Wolf, Ho, Arnold - 0 (no) - 0 (abstain) - 0 (absent)**

8. Information - Board Report, Individual Academy Reports, Technology Report, Math Placement Report

Closed Session - 5:35pm

9 - Pursuant to Government Code § 54956 Information / Action – Personnel Matter - CEO Evaluation.

Return to Open Session: **5:55pm**

10 - Report out Actions taken in closed session: Nothing to report out due to Personnel Matter

11. Adjournment: **5:56pm**

**Conflict of Interest Code:**

**La Mesa-Spring Valley School  
District**

## 2022 Local Agency Biennial Notice

Name of Agency: La Mesa-Spring Valley School District

Mailing Address: 4750 Date Ave., La Mesa, CA 91942

Contact Person: David Feliciano Phone No. 619-668-5700 x 6383

Email: david.feliciano@lmsvschools.org Alternate Email: kathy.urich@lmsvschools.org

**Accurate disclosure is essential to monitor whether officials have conflicts of interest and to help ensure public trust in government. The biennial review examines current programs to ensure that the agency's code includes disclosure by those agency officials who make or participate in making governmental decisions.**

This agency has reviewed its conflict of interest code and has determined that (*check one BOX*):

**An amendment is required. The following amendments are necessary:**

(*Check all that apply.*)

- Include new positions
- Revise disclosure categories
- Revise the titles of existing positions
- Delete titles of positions that have been abolished and/or positions that no longer make or participate in making governmental decisions
- Other (*describe*) \_\_\_\_\_

**The code is currently under review by the code reviewing body.**

**No amendment is required.** (If your code is over five years old, amendments may be necessary.)

**Verification (to be completed if no amendment is required)**

*This agency's code accurately designates all positions that make or participate in the making of governmental decisions. The disclosure assigned to those positions accurately requires that all investments, business positions, interests in real property, and sources of income that may foreseeably be affected materially by the decisions made by those holding designated positions are reported. The code includes all other provisions required by Government Code Section 87302.*

  
\_\_\_\_\_  
Signature of Chief Executive Officer

9.14.2022  
\_\_\_\_\_  
Date

All agencies must complete and return this notice regardless of how recently your code was approved or amended. Please return this notice no later than **October 3, 2022**, or by the date specified by your agency, if earlier, to:

**Clerk of the Board of Supervisors  
Attention: Biennial Review  
1600 Pacific Highway, Room 402  
San Diego, CA 92101**

**PLEASE DO NOT RETURN THIS FORM TO THE FPPC.**

**Conflict of Interest Code**

**La Mesa-Spring Valley School District**

Incorporation by Reference of FPPC Regulation 18730 (Cal. Code of Regs, tit. 2, 18730)

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 a regulation (Cal. Code of Regs., tit. 2, 18730) ("Section 18730), which contains the terms of a standard conflict of interest 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 Section 18730, and any amendments to it duly adopted by the Fair Political Practices Commission, are hereby incorporated into the conflict of interest code of this agency by reference. This regulation and the attached Exhibits designating officials and employees and establishing economic disclosure categories shall constitute the Conflict of Interest Code of this agency.

**Place of Filing of Statements of Economic Interests**

All District officials and employees required to submit a statement of economic interests (also known as a "Form 700") shall file their statements with the agency head or his or her designee in accordance with the disclosure categories listed in the attached Exhibit A. The agency shall make and retain a copy of all statements filed and statements filed by its Board Members, and Superintendent shall be forwarded to the Executive Office of the Board of Supervisors of San Diego County if so required.

The District shall retain the originals of statements for all other Designated Positions named in the Agency's conflict of interest code. All retained statements, original or copied, shall be available for public inspection and reproduction. (Gov. Code, 81008).

Exhibit "A"

Designated Positions

Category 1

Persons in this category shall disclose the following:

- All interest in real property within the jurisdiction of the District. Real property shall be deemed to be within the jurisdiction if the property or any part of it is located within or not more than two miles outside the boundaries of the jurisdiction or within two miles of any land owned or used by the agency. Persons are not required to disclose property used primarily as their residence or for personal recreational purposes; and
- All investments and business positions and all income (including gifts, loans and travel payments)

Category 2

Persons in this category shall disclose all business positions, investments in, or income (including gifts, loans and travel payments) received from business entities that manufacture, provide or sell service and/or supplies of a type utilized by the department of designated position assigned to this disclosure category.

| Designated Position                                        | Disclosure Category |
|------------------------------------------------------------|---------------------|
| Member, Board of Education                                 | 1                   |
| Superintendent of Schools                                  | 1                   |
| <u>Deputy/Assistant Superintendents</u>                    | <u>1</u>            |
| Executive Director, Educational Services                   | 1                   |
| <u>Executive Director, Technology</u>                      | <u>1</u>            |
| <u>Director, Business Services, Chief Safety Officer</u> + | <u>1</u>            |
| Other Directors                                            | 2                   |

\*Consultants and those in new, undesignated positions shall disclose pursuant to the broadest disclosure category in the code, subject to the following limitations:

The Superintendent or his or her designee may determine in writing that a particular consultant or new position, although potentially a "designated position," is hired to perform a range of duties that is limited in scope or discretionary decision making and thus is not required to fully comply with disclosure requirements in this section. Such written determination shall include a description, a statement of the extent of disclosure requirements. The Superintendent or his or her designee'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.)

**RESOLUTION 22-23-11 ADOPTING A CONFLICT OF INTEREST CODE**

WHEREAS, the Political Reform Act, Government Code 87300-87313, requires each public agency in California to adopt a conflict of interest code; and

WHEREAS, the Governing Board of the La Mesa-Spring Valley School District has previously adopted a local conflict of interest code; and

WHEREAS, past and future amendments to the Political Reform Act and implementing regulations may require conforming amendments to be made to the district's conflict of interest code; and

WHEREAS, a regulation adopted by the Fair Political Practices Commission, 2CCR 18730, provides that incorporation by reference of the terms of that regulation, along with an agency-specific appendix designating positions and disclosure categories shall constitute the adoption and amendment of a conflict of interest code in conformance with Government Code 87300 and 87306; and

WHEREAS, the La Mesa-Spring Valley School District has recently reviewed its positions, and duties of each position, and has determined that changes to the current conflict of interest code are necessary; and

WHEREAS, any earlier resolutions, bylaws, and/or appendices containing the district's conflict of interest code shall be rescinded and superseded by this resolution and Appendix; and

NOW THEREFORE BE IT RESOLVED that the La Mesa-Spring Valley School District Governing Board adopts the following Conflict of Interest Code including its Appendix of Designated Employees and Disclosure Categories.

PASSED AND ADOPTED THIS 6th day of Sept., 2022 at a meeting, by the following vote:

AYES: 03  
NOES: 00  
ABSENT: 02

Attest:

Secretary to the Board



**Conflict of Interest Code:**

**Lemon Grove School District**

## 2022 Local Agency Biennial Notice

Name of Agency: Lemon Grove School District  
Mailing Address: 8025 Lincoln Street  
Contact Person: Michelle Flores Phone No. (619)825-5609  
Email: mflores@lemongrovesd.net Alternate Email: communications@lemongrovesd.net

**Accurate disclosure is essential to monitor whether officials have conflicts of interest and to help ensure public trust in government. The biennial review examines current programs to ensure that the agency's code includes disclosure by those agency officials who make or participate in making governmental decisions.**

This agency has reviewed its conflict of interest code and has determined that *(check one BOX)*:

**An amendment is required. The following amendments are necessary:**

*(Check all that apply.)*

- Include new positions
- Revise disclosure categories
- Revise the titles of existing positions
- Delete titles of positions that have been abolished and/or positions that no longer make or participate in making governmental decisions
- Other *(describe)* \_\_\_\_\_

**The code is currently under review by the code reviewing body.**

**No amendment is required.** (If your code is over five years old, amendments may be necessary.)

---

### Verification (to be completed if no amendment is required)

*This agency's code accurately designates all positions that make or participate in the making of governmental decisions. The disclosure assigned to those positions accurately requires that all investments, business positions, interests in real property, and sources of income that may foreseeably be affected materially by the decisions made by those holding designated positions are reported. The code includes all other provisions required by Government Code Section 87302.*

\_\_\_\_\_  
*Signature of Chief Executive Officer*

\_\_\_\_\_  
*Date*

All agencies must complete and return this notice regardless of how recently your code was approved or amended. Please return this notice no later than **October 3, 2022**, or by the date specified by your agency, if earlier, to:

**Clerk of the Board of Supervisors  
Attention: Biennial Review  
1600 Pacific Highway, Room 402  
San Diego, CA 92101**

**PLEASE DO NOT RETURN THIS FORM TO THE FPPC.**

## APPENDIX

### Disclosure Categories

1. Category 1: A person designated Category 1 shall disclose:

a. Interests in real property located entirely or partly within district boundaries, or within two miles of district boundaries, or of any land owned or used by the district.

b. Investments or business positions in or income from sources which are engaged in the acquisition or disposal of real property within the district, are contractors or subcontractors which are or have been within the past two years engaged in work or services of the type used by the district, or manufacture or sell supplies, books, machinery, or equipment of the type used by the district.

2. Category 2: A person designated Category 2 shall disclose:

a. Investments or business positions in or income from sources which are contractors or subcontractors engaged in work or services of the type used by the department which the designated person manages or directs.

b. Investments or business positions in or income from sources which manufacture or sell supplies, books, machinery, or equipment of the type used by the department which the designated person manages or directs. For the purposes of this category, a principal's department is his/her entire school.

### Designated Positions

~~Designated Position Disclosure Category~~

Governing Board Members 1

District Superintendent 1

~~Executive Director of Educational Services 1~~

~~Assistant Superintendent—Educational Services 1~~

~~Assistant Superintendent Human Resources and Professional Development 1~~

Chief Business Official 1

Executive Director of Human Resources 1

Executive Director of Special Education and Student Services 1

Director of Nutrition Services 1 2

~~Director—Special Education 1~~

Director of Early Childhood Education 2

Director of Technology and Network Services 1-2

Director of Expanded Learning Program 2

~~Executive Director, General Services 2~~

Manager of Maintenance and Operations Services 2

~~Purchasing Specialist 2~~

Disclosures for Consultants

Consultants are designated employees who must disclose financial interests as determined on a case-by-case basis by the Superintendent or designee. The Superintendent or designee's written determination shall include a description of the consultant's duties and a statement of the extent of disclosure requirements based upon that description. All such determinations are public records and shall be retained for public inspection along with this conflict of interest code.

A consultant is an individual who, pursuant to a contract with the district, makes a governmental decision whether to: (2 CCR 18700.3)

1. Approve a rate, rule, or regulation
2. Adopt or enforce a law
3. Issue, deny, suspend, or revoke any permit, license, application, certificate, approval, order, or similar authorization or entitlement
4. Authorize the district to enter into, modify, or renew a contract that requires district approval
5. Grant district approval to a contract that requires district approval and in which the district is a party, or to the specifications for such a contract
6. Grant district approval to a plan, design, report, study, or similar item
7. Adopt or grant district approval of district policies, standards, or guidelines

A consultant is also an individual who, pursuant to a contract with the district, serves in a staff capacity with the district and in that capacity participates in making a governmental decision as defined in 2 CCR 18704, subsections (a) and (b), or performs the same or substantially all the same duties for the district that would otherwise be performed by an individual holding a position specified in the district's conflict of interest code. (2 CCR 18700.3)

**RESOLUTION 2021-22-35 ADOPTING A CONFLICT OF INTEREST CODE**

WHEREAS, the Political Reform Act, Government Code 87300-87313, requires each public agency in California to adopt a conflict of interest code; and

WHEREAS, the Governing Board of the Lemon Grove School District has previously adopted a local conflict of interest code; and

WHEREAS, past and future amendments to the Political Reform Act and implementing regulations may require conforming amendments to be made to the district's conflict of interest code; and

WHEREAS, a regulation adopted by the Fair Political Practices Commission, 2 CCR 18730, provides that incorporation by reference of the terms of that regulation, along with an agency-specific appendix designating positions and disclosure categories shall constitute the adoption and amendment of a conflict of interest code in conformance with Government Code 87300 and 87306; and

WHEREAS, the Lemon Grove School District has recently reviewed its positions, and the duties of each position, and has determined that (changes/no changes) to the current conflict of interest code are necessary; and

WHEREAS, any earlier resolutions, bylaws, and/or appendices containing the district's conflict of interest code shall be rescinded and superseded by this resolution and Appendix; and

NOW THEREFORE BE IT RESOLVED that the Lemon Grove School District Governing Board adopts the following Conflict of Interest Code including its Appendix of Designated Employees and Disclosure Categories.

PASSED AND ADOPTED THIS 5<sup>th</sup> day of April, 2022 at a meeting, by the following vote:

AYES: 5 NOES: 0 ABSENT: 0

Attest:



Secretary/President

Conflict of Interest Code of the

Lemon Grove School District

The provisions of 2 CCR 18730 and any amendments to it adopted by the Fair Political Practices Commission, together with the attached Appendix specifying designated positions and disclosure categories, are incorporated by reference and shall constitute the district's conflict of interest code.

Governing Board members and designated employees shall file a Statement of Economic Interest/Form 700 in accordance with the disclosure categories listed in the attached Appendix. The Statement of Economic Interest shall be filed with the district's filing officer and/or, if so required, with the district's code reviewing body. The district's filing officer shall make the statements available for public review and inspection.

**Conflict of Interest Code:**

**Mira Costa Community College  
District**

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## 2022 Local Agency Biennial Notice

Name of Agency: MiraCosta Community College District  
Mailing Address: 1 Barnard Drive, Oceanside, CA 92056  
Contact Person: Julie Bollerud Phone No. 760-795-6610  
Email: jbollerud@miracosta.edu Alternate Email: n/a

**Accurate disclosure is essential to monitor whether officials have conflicts of interest and to help ensure public trust in government. The biennial review examines current programs to ensure that the agency's code includes disclosure by those agency officials who make or participate in making governmental decisions.**

This agency has reviewed its conflict of interest code and has determined that (check one BOX):

**Amendment is required. The following amendments are necessary:**

(Check all that apply.)

- Include new positions
- Revise disclosure categories
- Revise the titles of existing positions
- Delete titles of positions that have been abolished and/or positions that no longer make or participate in making governmental decisions
- Other (describe) \_\_\_\_\_

The code is currently under review by the code reviewing body.

No amendment is required. (If your code is over five years old, amendments may be necessary.)

---

### Verification (to be completed if no amendment is required)

*This agency's code accurately designates all positions that make or participate in the making of governmental decisions. The disclosure assigned to those positions accurately requires that all investments, business positions, interests in real property, and sources of income that may foreseeably be affected materially by the decisions made by those holding designated positions are reported. The code includes all other provisions required by Government Code Section 87302.*



\_\_\_\_\_  
Signature of Chief Executive Officer

10/13/22

\_\_\_\_\_  
Date

All agencies must complete and return this notice regardless of how recently your code was approved or amended. Please return this notice no later than **October 3, 2022**, or by the date specified by your agency, if earlier, to:

**Clerk of the Board of Supervisors  
Attention: Biennial Review  
1600 Pacific Highway, Room 402  
San Diego, CA 92101**

**PLEASE DO NOT RETURN THIS FORM TO THE FPPC.**

AP 2712: CONFLICT OF INTEREST CODE

APPENDIX 1

| Designated Positions                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Reportable Economic Interests from Categories of Reportable Economic Interests |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------|
| A. Board Members                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Categories 1, 2, 3                                                             |
| B. Superintendent/President                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Categories 1, 2, 3                                                             |
| C. <a href="#">Assistant Superintendent</a> /Vice President, Administrative Services                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Categories 1, 2, 3                                                             |
| D. <a href="#">Assistant Superintendent</a> /Vice President, Human Resources                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Categories 1, 2, 3                                                             |
| E. <a href="#">Assistant Superintendent</a> /Vice President, Instructional Services                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Categories 1, 2, 3                                                             |
| F. <a href="#">Assistant Superintendent</a> /Vice President, Student Services                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Categories 1, 2, 3                                                             |
| G. <a href="#">Vice President, Institutional Advancement</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | <a href="#">Categories 1, 2, 3</a>                                             |
| <p><a href="#">HG</a>. Other Budget Managers</p> <p>Dean, Admissions and Student Support<br/>         Dean, Arts and International Languages<br/>         Dean, Career Education<br/>         Dean, Continuing and Community Education<br/>         Dean, Counseling and Student Development<br/>         Dean, Instructional Services<br/>         Dean, Letters, Humanities, and Communication Studies<br/> <del>Dean, Library and Academic Information Services</del><br/>         Dean, Mathematics and Sciences<br/>         Dean, Office of Research, Planning, and Institutional Effectiveness<br/>         Dean, Student Affairs<br/> <del>Director, Cashiering Services</del><br/>         Director, Facilities<br/>         Director, Fiscal Services<br/>         Director, Labor Relations and Title IX Coordinator<br/>         Director, Purchasing and Material Management<br/> <del>Director/Manager</del>, Risk Management and <a href="#">Safety/ADA Compliance</a></p> | Categories 4, 6                                                                |

~~Associate Vice President, Information Technology~~  
~~Associate Vice President, Institutional Advancement~~  
~~Chief Inclusion, Diversity, Equity, Accessibility Officer~~  
~~Manager, Human Resources Operations~~

|                                                                                                                                                                                                                                                         |  |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <del>Associate Vice President, Information Technology</del><br><del>Associate Vice President, Institutional Advancement</del><br><del>Chief Inclusion, Diversity, Equity, Accessibility Officer</del><br><del>Manager, Human Resources Operations</del> |  |
|                                                                                                                                                                                                                                                         |  |

October 20, 2022

This is a request for the Board of Supervisors to approve the proposed amendment to update the list of designated positions and titles in Appendix 1 of the Conflict of Interest Code. The following is an excerpt from the minutes of the meeting of the College Council of the MiraCosta Community College District, held on October 20, 2022.

| <b>COLLEGE COUNCIL (CC) MEETING SUMMARY</b><br><b>Thursday, October 20, 2022 – 11 a.m.</b><br><b>Zoom Conference</b>                  |                                                                                                                        |
|---------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------|
|                                                                                                                                       | <b>Comments / Action / Responsibility</b>                                                                              |
| <b>A. 2712 AP – Conflict of Interest Code</b><br>Update to add the district's dean positions to the Designated Positions of the Code. | College Council approved by consensus the update of Designated Positions on the Conflict of Interest Code, Appendix I. |

I hereby certify the above to be a true and correct copy of the minutes as indicated.



---

Sunita V. Cooke, Ph.D.  
Superintendent/President

**Conflict of Interest Code:**

**Oceanside Small Craft Harbor  
District**

## 2022 Local Agency Biennial Notice

Name of Agency: Oceanside Small Craft Harbor District Board of Directors  
Mailing Address: 300 North Coast Highway, Oceanside, California 92054  
Contact Person: Zeb Navarro, City Clerk Phone No. (760) 435-3001  
Email: ZNavarro@oceansideca.org Alternate Email: cityclerk@oceansideca.org

**Accurate disclosure is essential to monitor whether officials have conflicts of interest and to help ensure public trust in government. The biennial review examines current programs to ensure that the agency's code includes disclosure by those agency officials who make or participate in making governmental decisions.**

This agency has reviewed its conflict of interest code and has determined that (*check one BOX*):

**An amendment is required. The following amendments are necessary:**

(*Check all that apply.*)

- Include new positions
- Revise disclosure categories
- Revise the titles of existing positions
- Delete titles of positions that have been abolished and/or positions that no longer make or participate in making governmental decisions
- Other (*describe*) \_\_\_\_\_

**The code is currently under review by the code reviewing body.**

**No amendment is required.** (If your code is over five years old, amendments may be necessary.)

---

### Verification (to be completed if no amendment is required)

*This agency's code accurately designates all positions that make or participate in the making of governmental decisions. The disclosure assigned to those positions accurately requires that all investments, business positions, interests in real property, and sources of income that may foreseeably be affected materially by the decisions made by those holding designated positions are reported. The code includes all other provisions required by Government Code Section 87302.*

  
\_\_\_\_\_  
Signature of Chief Executive Officer

9/29/2022

\_\_\_\_\_  
Date

All agencies must complete and return this notice regardless of how recently your code was approved or amended. Please return this notice no later than **October 3, 2022**, or by the date specified by your agency, if earlier, to:

(PLACE RETURN ADDRESS OF CODE REVIEWING BODY HERE)

**PLEASE DO NOT RETURN THIS FORM TO THE FPPC.**

**CITY OF OCEANSIDE  
LOCAL CONFLICT OF INTEREST CODE  
APPENDIX**

**List of Designated Positions/Employees  
Disclosure Requirements  
(2022 Update)**

**SECTION I: AUTHORITY**

The Political Reform Act of 1974 [Government Code sections 81000 -91015] requires local government agencies to adopt local conflict of interest codes. The local conflict of interest code for the City of Oceanside is contained in Sections 2.61 - 2.69 of the Oceanside City Code which adopts by reference the latest provisions of Section 18730 of Title 2 of the California Code of Regulations and in this list of designated positions/employees and disclosure requirements. The most recent version of 2 Cal. Code of Regs. section 18730 is on file with the City Clerk.

The local conflict of interest code for the City of Oceanside contains both reporting requirements for the disclosure of financial interests and disqualification requirements. Violations of the local conflict of interest code are subject to the administrative, criminal and civil sanctions of the Political Reform Act.

This list is adopted pursuant to the provisions of Section 2.62 of Chapter 2 of the Oceanside City Code and constitutes the "Appendix" referred to in subsection (b)(3) [Disclosure Categories] of 2 Cal. Code of Regs. section 18730.

The mayor, members of the City Council, members of the planning commission, the city manager, the city attorney, the city treasurer, the financial services director (for finance director functions), the FSD revenue and treasury manager and the person serving as finance director for the Harbor District<sup>1</sup> are required to disclose financial interests pursuant to Government Code sections 87200 - 87210 and are therefore not included in the list set forth below.

---

<sup>1</sup> Pursuant to Government Code section 87200 and 2 Cal. Code of Regs. section 18720 it has been determined that the following positions manage public investments and will file the form 700 statement of economic interest: Administrative Services Director (as Finance Director), ASD Revenue/Treasury Manager and the City employee designated as the Finance Director for the Small Craft Harbor District.

**SECTION II: EFFECTIVE DATE**

This 2022 update shall be effective the day following its approval by the code reviewing body, the City Council of the City of Oceanside, California, and shall remain in effect until repealed or superseded.

**SECTION III: LIST OF DESIGNATED POSITIONS/EMPLOYEES AND DISCLOSURE CATEGORIES<sup>2</sup>**

The positions within the City listed in this appendix are "designated positions." Any person whose employment position (whether full time, part time or temporary) with the City is a designated position, is a "designated employee" for the purposes of the local conflict of interest code. Designated employees shall disclose in the manner provided in the local conflict of interest code of the City of Oceanside, those financial interests, which are within the schedules and categories represented by the letter(s) following the listing position. The disclosure category requirements represented by categories 1-4 and are set forth in subsection (b)(7) [Manner of Reporting] of 2 Cal. Code of Regs. section 18730. Generally the disclosure categories are as follows:

| <u>Category</u> | <u>Financial Interest to be disclosed</u>                                                                                                                                                                                                                                                                           |
|-----------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1               | All investments, business positions in, and income from sources located in or doing business in the jurisdiction. Interests in real property located in the jurisdiction, including property located within a two-mile radius of the jurisdiction or of any property owned or used by the City, Agency or District. |
| 2               | All investments, business positions in and income sources of the type which provide services, supplies, materials machinery or equipment of the type utilized by the City, Agency or District.                                                                                                                      |
| 3               | All investments, business positions in, and sources of income which are subject to the regulatory, permit or licensing authority of the City, Agency or District.                                                                                                                                                   |
| 4               | All interests in real property and sources of income which are subject to the regulatory, permit or licensing authority of the City, Agency, or District.                                                                                                                                                           |

---

<sup>2</sup> The Community Development Commission has no designated positions or employees other than the Commission, the Redevelopment Advisory Committee, the Executive Director and the General Counsel. All other board, commissions and designated positions/employees which may perform Community Development Commission related services are of the City. The Small Craft Harbor District has entered into an agreement whereby the City provides management and other services to the District. Whenever a Harbor District position is designated, it shall mean the City employee providing those services for the District.

**Designated Positions**

**Disclosure Categories**

**Legislative Bodies other than the City Council:**

|                                                 |   |
|-------------------------------------------------|---|
| Community Development Commission                | 1 |
| *Small Craft Harbor District Board of Directors | 1 |

**Board, Commissions & Committees:**

|                                               |          |
|-----------------------------------------------|----------|
| Downtown Advisory Commission                  | 4        |
| Economic Development Commission               | 1        |
| Historical Preservation Advisory Commission   | 4        |
| Housing Commission                            | 4        |
| Rehabilitation Loan Committee                 | 4        |
| Library Board of Directors                    | 3        |
| Manufactured Home Fair Practices Commission   | 4        |
| Oversight Board of the Successor Agency       | 4        |
| Utilities Commission                          | 4        |
| <u>Measure X Citizens Oversight Committee</u> | <u>1</u> |

**City Staff:**

|                                       |          |
|---------------------------------------|----------|
| Assistant Fire Marshal                | 2        |
| Accounting Manager                    | 2        |
| Administrative Analyst II             | 2        |
| Assistant Building Official           | 3        |
| Assistant City Attorney               | 1        |
| Assistant City Clerk                  | 1        |
| Assistant City Manager                | 1        |
| Assistant Fire Chief                  | 1        |
| <u>Aquatics Program Administrator</u> | <u>2</u> |
| Plans Examiner I                      | 3        |
| Plans Examiner II                     | 3        |
| Plans Examiner III                    | 3        |
| Budget Manager                        | 2        |
| Business License Inspector            | 3        |
| Chief Building Official               | 1        |
| Chief Information Officer             | 2        |
| CIP Manager I                         | 2        |
| CIP Manager II                        | 2        |
| CIP Manager III                       | 2        |
| City Clerk                            | 1        |
| City Engineer                         | 1        |
| City Planner                          | 1        |
| City Traffic Engineer                 | 3        |

|                                                               |                         |
|---------------------------------------------------------------|-------------------------|
| <u>Coastal Zone Administrator</u>                             | <u>1</u>                |
| Code Enforcement Division Manager                             | 3                       |
| Compliance Inspector                                          | 3                       |
| Compliance Officer                                            | 3                       |
| Council Aide                                                  | 1                       |
| Consulting Assistant                                          | 2                       |
| **Consultants                                                 | (See explanation below) |
| Development Coordinator                                       | 4                       |
| Deputy City Attorney I                                        | 1                       |
| Deputy City Attorney II                                       | 1                       |
| Deputy City Manager                                           | 1                       |
| Development Services Deputy Director                          | 1                       |
| Development Services Director                                 | 1                       |
| Economic Development Manager                                  | 1                       |
| <u>Economic Development Specialist</u>                        | <u>2</u>                |
| Environmental Officer                                         | 1                       |
| Financial Analyst                                             | 2                       |
| Financial Services Division Manager                           | 2                       |
| Financial Services Director                                   | 1                       |
| Fire Chief                                                    | 1                       |
| Fire Safety Specialist                                        | 2                       |
| Fleet Supervisor                                              | 2                       |
| Harbor Attorney                                               | 1                       |
| Harbor Division Manager                                       | 1                       |
| Housing Administrator                                         | 1                       |
| Housing & Neighborhood Services Director                      | 1                       |
| Housing Program Manager                                       | 4                       |
| Housing Program Analyst II                                    | 2                       |
| Human Resources Director                                      | 1                       |
| Human Resources Division Manager                              | 2                       |
| Industrial Waste Inspector                                    | 3                       |
| Information Technology Division Manager                       | 2                       |
| Information Technology Purchasing and Contract<br>Coordinator | 2                       |
| Information Technology Security Officer                       | 2                       |
| <u>Lead Water Utilities Inspector</u>                         | <u>3</u>                |
| Library Director                                              | 1                       |
| Library Division Manager                                      | 2                       |
| <u>License Land Surveyor</u>                                  | <u>4</u>                |
| Literacy Coordinator                                          | 2                       |
| Management Analyst                                            | 2                       |
| <u>Parks and Beaches Maintenance Supervisor</u>               | <u>4</u>                |
| Police Captain                                                | 1                       |

|                                          |          |
|------------------------------------------|----------|
| Police Chief                             | 1        |
| Police Lieutenant                        | 3        |
| Police Records Manager                   | 2        |
| Principal Engineer                       | 3        |
| Principal Engineering Staff Assistant    | 2        |
| <u>Principal Human Resources Analyst</u> | <u>2</u> |
| Principal Librarian                      | 2        |
| <u>Principal Management Analyst</u>      | <u>2</u> |
| Principal Planner                        | 4        |
| Principal Water Engineer                 | 2        |
| Property Agent                           | 4        |
| Public Safety Communications Manager     | 2        |
| Public Works Director                    | 1        |
| Public Works Division Manager            | 2        |
| Purchasing Technician                    | 2        |
| Real Estate Manager                      | 1        |
| Records Manager                          | 2        |
| Revenue Compliance Inspector             | 2        |
| Risk Manager                             | 2        |
| Senior Civil Engineer                    | 3        |
| Senior Human Resource Analyst            | 2        |
| Senior Information Technologies Analyst  | 2        |
| <u>Senior Maintenance Supervisor</u>     | <u>4</u> |
| Senior Management Analyst                | 2        |
| <u>Senior Payroll Technician</u>         | <u>2</u> |
| Senior Planner                           | 1        |
| Senior Property Agent                    | 4        |
| Supervising Deputy City Attorney         | 1        |
| Supervising Accountant                   | 2        |
| Supervising Housing Specialist           | 4        |
| Supervising Property Agent               | 4        |
| Transportation Planner                   | 3        |
| Treasury Manager                         | 2        |
| Water Utilities Director                 | 1        |
| Water Utilities Division Manager         | 2        |
| <u>Water Utilities Inspector</u>         | <u>2</u> |
| Water/Wastewater Project Manager         | 2        |

**FILING OFFICER**

- \* **The Clerk of the Board of Supervisors is filing officer for the Oceanside Small Craft Harbor District.**

**The City Clerk is the filing officer for the City of Oceanside and all city agencies, boards, commissions, committees and designated positions/employees.**

**\*\*CONSULTANTS**

**Definition:**

**Fair Political Practices Commission regulation [2 Cal. Code of Regs. section 18700] defines "consultant" as an individual who, pursuant to a contract with a state or local governmental agency:**

**(a) Makes a governmental decision whether to:**

- (1) Approve a rate, rule or regulation;**
- (2) Adopt or enforce a law;**
- (3) Issue, deny, suspend, or revoke a permit, license, application, certificate, approval, order, or similar authorization or entitlement;**
- (4) Authorize the agency to enter into, modify, or renew a contract provided it is the type of contract which requires agency approval;**
- (5) Grant agency approval to a contract which requires agency approval and in which the agency is a party or to the specifications for such a contract;**
- (6) Grant agency approval to a plan, design, report, study, or similar item;**
- (7) Adopt, or grant agency approval of, policies, standards, or guidelines for the agency, or for any subdivision of the agency; or**

**(b) Serves in an ongoing staff capacity with the agency and in that capacity performs the same or substantially all the same duties for the agency that would otherwise be performed by an individual holding a position specified in the agency's local conflict of interest code.**

**"Consultant" does not include persons who:**

- (1) Conduct research and arrive at conclusions with respect to his or her rendition of information, advice, recommendation or counsel independent of the control and direction of the agency or of any agency official, other than normal contract monitoring; and**

- (2) Possess no authority with respect to any agency decision beyond the rendition of information, advice, recommendation or counsel and only provide services on a sporadic basis.

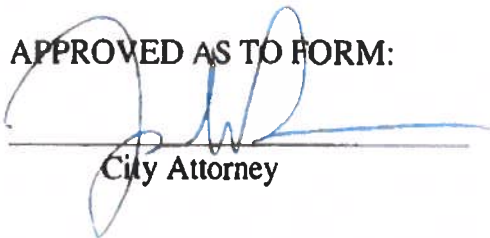
Disclosure required:

- (1) Consultants that meet the definition of paragraph (a), above, shall disclose according to disclosure categories 1-4 subject to the following limitation: The department head of the department for which the consultant provides primary services, with the approval of the City Attorney, may determine in writing that a particular consultant, although a "designated position," 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 described in this paragraph. The 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 written determination is a public record and shall be retained for public inspection in the office of the City Clerk.
- (2) Consultants that meet the definition of paragraph (b), above, shall disclose financial interests in the same manner as is required for the designated position the duties of which are performed, in whole or in part, by the consultant.

DECLARATION

The proposed conflict of interest code specifically enumerates each of the positions within the City, Agency or District, which involve the making of decisions, which may foreseeably have a material financial effect on any financial interest. The City, Agency and District have satisfied all of the requirements of TITLE 2, Division 6 of the California Code of Regulations 18750.1(b) preliminary to approval of the proposed code.

APPROVED AS TO FORM:

  
\_\_\_\_\_  
City Attorney

  
\_\_\_\_\_  
City Manager







**CITY OF OCEANSIDE**  
DEPARTMENT OF THE CITY CLERK  
**ZEB NAVARRO**

September 29, 2022

Clerk of the Board of Supervisors  
Attn: Biennial Review  
1600 Pacific Highway, Room 402  
San Diego, CA 92101

Re: 2022 Local Agency Biennial Notice

To Whom it May Concern:

We would like to request your approval of the enclosed Oceanside Small Craft Harbor District Board of Directors Conflict of Interest Resolution and Appendix.

Please let me know if I can be of any further assistance.

Best Regards,

Thomas Schmiderer, CMC  
Assistant City Clerk  
(760) 435-3004  
(760) 576-8860 – Cell  
[TSchmiderer@oceansideca.org](mailto:TSchmiderer@oceansideca.org)

Enclosed: 2022 Local Agency Biennial Notice  
Resolution 22-R0677-2  
Local Conflict of Interest Code Appendix 2022

**Conflict of Interest Code:**

**Palomar Community College  
District**

## 2022 Local Agency Biennial Notice

Name of Agency: Palomar Community College District  
Mailing Address: 1140 W Mission Road  
Contact Person: Star Rivera-Lacey Phone No. (760) 744-1150 x2104  
Email: sriveralacey@palomar.edu Alternate Email: kmiller4@palomar.edu

Accurate disclosure is essential to monitor whether officials have conflicts of interest and to help ensure public trust in government. The biennial review examines current programs to ensure that the agency's code includes disclosure by those agency officials who make or participate in making governmental decisions.

This agency has reviewed its conflict of interest code and has determined that (check one BOX):

- An amendment is required. The following amendments are necessary:  
(Check all that apply.)
- Include new positions
  - Revise disclosure categories
  - Revise the titles of existing positions
  - Delete titles of positions that have been abolished and/or positions that no longer make or participate in making governmental decisions
  - Other (describe) Revised language in AP for gender neutral language.
- The code is currently under review by the code reviewing body.
- No amendment is required. (If your code is over five years old, amendments may be necessary.)

### Verification (to be completed if no amendment is required)

*This agency's code accurately designates all positions that make or participate in the making of governmental decisions. The disclosure assigned to those positions accurately requires that all investments, business positions, interests in real property, and sources of income that may foreseeably be affected materially by the decisions made by those holding designated positions are reported. The code includes all other provisions required by Government Code Section 87302.*

  
Star Rivera-Lacey (Sep 28, 2022 14:53 PDT)

Signature of Chief Executive Officer

Sep 28, 2022

Date

All agencies must complete and return this notice regardless of how recently your code was approved or amended. Please return this notice no later than **October 3, 2022**, or by the date specified by your agency, if earlier, to:

**Clerk of the Board of Supervisors  
Attention: Biennial Review  
1600 Pacific Highway, Room 402  
San Diego, CA 92101**

**PLEASE DO NOT RETURN THIS FORM TO THE FPPC.**

**Palomar Community College District Procedure**

**AP 2712**

**GOVERNING BOARD  
REV 3/11/22**

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**AP 2712 CONFLICT OF INTEREST CODE**

**References:**

Government Code Section 87100 – 87500;  
Title 2 Section 18730

The Political Reform Act (Government Code Sections 87100 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 (Title 2 California Code of Regulations Section 18730) which contains the terms of a standard conflict of interest code, and which can be incorporated by reference as the local agency's conflict of interest code. Whenever the Fair Political Practices Commission adopts any changes or amendments to Section 18730, they are automatically adopted without further action by any local agency which has incorporated Section 18730 as the agency's conflict of interest code. Therefore, the Palomar Community College District ("District") hereby adopts Section 18730 and incorporates it by reference as its conflict of interest code. This replaces and supersedes any prior conflict of interest code after approval by the San Diego County Board of Supervisors.

Designated employees who are required to file statements of economic interest are set forth in Appendix "A." Those designated employees are classified as either "Government Code Section 87200 Filers" or "Code Filers." Government Code Section 87200 Filers shall file their statements of economic interest with the San Diego County Board of Supervisors with the District retaining a copy. Code Filers will file their statements of economic interest with the District which will retain the originals.

APPENDIX "A"

**Government Code Section 87200 Filers**

The following designated employees manage public investments and shall file a full statement of economic interest for all disclosure categories listed below.

- Governing Board Members
- Superintendent/President
- Assistant Superintendent/Vice President for Finance and Administrative Services

**Code Filers**

The following designated employees shall file statements of economic interest for the disclosure categories shown after their titles.

- |                                                                       |                             |
|-----------------------------------------------------------------------|-----------------------------|
| • Assistant Superintendent/Vice President for Human Resource Services | Category 6                  |
| • Assistant Superintendent/Vice President for Instruction             | Categories 5, 6             |
| • Assistant Superintendent/Vice President for Student Services        | Categories 5, 6             |
| • Director, Fiscal Services                                           | Categories 4, 5             |
| • Deans                                                               | Category 6                  |
| • Director, Business Services                                         | Categories 1, 4, 5          |
| • Director, Facilities                                                | Categories 1, 2, 3, 4       |
| • Police Chief                                                        | Categories 5, 6             |
| • Consultant*                                                         | Categories 1, 2, 3, 4, 5, 6 |

\*Consultants must be included in the list of designated employees and must disclose pursuant to the broadest disclosure category in this Code subject to the following limitation: The Superintendent/President or designee may determine in writing that a particular consultant, although a "designated position" is hired to perform a range of duties that were limited in scope and thus not required to comply fully with the disclosure requirements described in this section. Such written determination shall include a description of the consultant's duties and, based on that description, a statement of the extent of disclosure requirements. The Superintendent/President'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.

The disclosure categories listed below identify the types of investments, business entities, sources of income, or real property which the designated employees must disclose for each disclosure category to which ~~he/she is~~ they are assigned.

**Category 1:** All investments and business positions and sources of income from business entities that do business with the District or own real property within the boundaries of the District, plan to do business or own real property within the boundaries of the District within the next year, or have done business with or owned real property within the boundaries of the District within the past two years.

75

76 **Category 2:** All interests in real property which is located in whole or in part within, or  
77 not more than two miles outside, the boundaries of the District.

78

79 **Category 3:** All investments and business positions in, and sources of income from,  
80 business entities that are engaged in land development, construction or the acquisition  
81 or sale of real property within the jurisdiction of the District, plan to engage in such  
82 activities within the jurisdiction of the District within the next year, or have engaged in  
83 such activities within the jurisdiction of the District within the past two years.

84

85 **Category 4:** All investments and business positions in, and sources of income from,  
86 business entities that are banking, savings and loan, or other financial institutions.

87

88 **Category 5:** All investments and business positions in, and sources of income from,  
89 business entities that provide services, supplies, materials, machinery, vehicles, or  
90 equipment of a type purchased or leased by the District.

91

92 **Category 6:** All investments and business positions in, and sources of income from,  
93 business entities that provide services, materials, machinery, vehicles, or equipment of  
94 a type purchased or leased by the designated employee's Department.

95

96

97

Office of Primary Responsibility: Superintendent/President

**Regular Meeting Governing Board Meeting Minutes (Tuesday, April 5, 2022)****A. Opening Items**1. Call Meeting to Order 4:00 p.m.

Board President Miyamoto called the meeting to order at 4:02 p.m.

2. Roll Call - Establishment of Quorum

Norma Miyamoto - President  
 Roberto Rodriguez - Vice President  
 Kartik Raju - Secretary  
 Christian Garcia - Trustee  
 Mark Evilsizer - Trustee  
 Rachel Alazar - Student Trustee (arrived at 5:00 p.m.)

3. Public Comment on Closed Session items in accordance with Board Policy 2350 - three-minute time limit per person.

There were no public comments.

**B. Recess to Closed Session**

The Governing Board recessed to Closed Session at 4:07 p.m.

**C. Reconvene to Open Session**1. Roll Call - Establishment of Quorum

Norma Miyamoto - President  
 Roberto Rodriguez - Vice President  
 Kartik Raju - Secretary  
 Christian Garcia - Trustee  
 Mark Evilsizer - Trustee  
 Rachel Alazar - Student Trustee (arrived at 5:00 p.m.)

2. Actions Taken in Closed Session. The Governing Board President shall report out of closed session any reportable actions taken; the overall action and if unanimous; otherwise, the individual votes of each trustee.

The Governing Board reconvened to Open Session at 5:21 p.m. The Board President reported the Governing Board will recess to Closed Session after Open Session.

3. Meeting Reminders - Board President

Board President Miyamoto read the etiquette reminders.

4. Reading of Palomar's Official Land Acknowledgement.

Board Vice President Rodriguez read Palomar's Official Land Acknowledgement.

5. Pledge of Allegiance

Board Secretary Raju led attendees in the Pledge of Allegiance.

6. Public Comment in accordance with Board Policy 2350 - three-minute time limit per person

- Patti Serafin reported she attended the CFT Leadership Conference in Sacramento, California, and expressed gratitude for Palomar College's continued efforts towards DEI and antiracism work.
- Stephen Koch provided a comment through Zoom regarding awarding bids for testing and inspections.
- Board President Miyamoto recognized Dr. Kahn on behalf of the Governing Board. She provided him with a floral arrangement and recognized his years of service at Palomar College.

7. Adoption of Agenda: Call for Removal of items - or changes to - the agenda.

There was a unanimous consent to adopt the agenda. The ACCJC Annual Report, item P4., was moved and placed under informational items.

**D. Approval of Governing Board Meeting Minutes**1. Approve Governing Board meeting minutes February 15, 2022, March 1, 2022, March 8, 2022 and March 15, 2022.

Motion: Raju, second by Garcia, for approval of meeting minutes February 15, 2022.  
 Student Trustee vote: aye  
 Vote: Aye: Evilsizer, Miyamoto, Rodriguez, Raju and Garcia  
 Final Resolution: Motion Carries

Motion: Rodriguez, second by Evilsizer, for approval of meeting minutes March 1, 2022.

Student Trustee vote: aye

Vote: Aye: Evilsizer, Miyamoto, Rodriguez, Raju and Garcia

Final Resolution: Motion Carries

Motion: Raju, second by Garcia, for approval of meeting minutes March 8, 2022.

Student Trustee vote: aye

Vote: Aye: Evilsizer, Miyamoto, Rodriguez, Raju and Garcia

Final Resolution: Motion Carries

Motion: Evilsizer, second by Raju, for approval of meeting minutes March 15, 2022.

Student Trustee vote: aye

Vote: Aye: Evilsizer, Rodriguez, Raju and Garcia

Abstain: Miyamoto

Final Resolution: Motion Carries

## **E. Presentations**

### 1. Presentation on an External Audit report from Brandon L. Harrison, Partner, Eide Bailly LLP as shown in the exhibit.

Brandon Harrison, Partner of Edie Bailly LLP, provided a brief presentation on Palomar College's external audit report. He reviewed the management discussion and analysis reports. He noted there were no significant deficiencies to the report and none of the material was non-compliant.

### 2. Presentation on Palomar College's Educational Centers and strategies to improve enrollment.

Jack Kahn, Vice President of Instruction, provided a brief overview of Palomar College's strategical goals to promote and increase enrollment at the Educational Centers. He highlighted the district's Educational Master Plan, instructional programming and marketing efforts.

### 3. Presentation of the instructional programs and services available to students in the Social and Behavioral Sciences Division.

Diane Studinka, Interim Dean of Social and Behavioral Sciences, provided an overview of the programs and services within the division. She highlighted there are 212 faculty who work within the division and there are 27 different associate degree offerings with 15 certification options. She reported the Indian Health Council is working with the American Indian Studies to participate in the NARCH XI-Student Development Program for the Native American Research Centers. The program will focus on helping to increase transfer rates for Native American students majoring in science and health-related fields.

### 4. Presentation on Part-Time Faculty Parity.

William Dalrymple and Shelbi Hathaway provided the board with a presentation on faculty parity. The presentation highlighted the differences among full-time and part-time faculty related to office hours, compensation, step increases, and hiring qualifications.

## **F. Reports from College Groups**

### 1. Report of the Faculty Senate, Rocco Versaci

Rocco Versaci expressed concern regarding faculty members who are receiving anonymous threats related to DEI and antiracism work. He reported the Faculty Senate developed actionable steps for the Governing Board to follow in order to create a supporting and safe environment for all employees completing DEI and antiracism work.

### 2. Reports of the Palomar Faculty Federation Teresa Laughlin/Barbara Baer

Barbara Baer reported 10 Palomar College faculty members will be attending a conference in Sacramento related to adjunct faculty issues. She shared PFF will be hosting a table at Palomar College's Pride event in May. She reported PFF will be coordinating a meet and greet event in April and concluded her report by acknowledging Dr. Kahn's year of service at Palomar College.

### 3. Report of the Administrative Association, Jim Odom

Jim Odom acknowledged Dr. Kahn for his years of service and wished him the best in his next endeavors.

### 4. Report of the Confidential and Supervisory Team, Marti Snyder

Marti Snyder expressed gratitude to Dr. Kahn and thanked him for being a great mentor.

### 5. Report of the Council of Classified Employees, Anel Gonzalez

Anel Gonzalez thanked Dr. Kahn for his leadership at the college and his continued work on DEI efforts. She reported she attended the CFT Leadership Conference and highlighted the various topics discussed, including racial and social justice, contract organizing, critical race theory and understanding implicit bias. She reported the union membership is at 86%. She concluded her report by expressing concerns on staffing shortages and the need to hire vacant classified positions.

### 6. Report of the Associated Student Government, Marie-Therese Mouawad

Marie-Therese reported ASG will be opening their applications for students interested in running for the ASG. She shared ASG is collaborating on an event for World Health Day and the ASG attended the California Community Colleges General Assembly Conference in Sacramento, California.

### **G. Consent Calendar**

1. Approval of Consent Calendar items: Consent Calendar items are considered routine. Consent items may be moved for discussion under item L. Items remaining will be voted on in a single motion and there will be no discussion.

Motion: Raju, second by Garcia, for approval of Consent Items H-K.

Student Trustee vote: aye

Vote: Aye: Evilsizer, Miyamoto, Rodriguez, Raju and Garcia

Final Resolution: Motion Carries

### **H. Human Resource Services (Consent)**

1. Ratify two Memoranda of Understandings between the District and the Council of Classified Employees CCE/AFT Local 4522.

2. Ratify three tentative agreements between the District and the Palomar Faculty Federation/AFT Local 6161.

3. Ratify Personnel Action Report which may include hiring/rehiring (all employee groups except Executive Administrators), leaves, retirements/separations, etc. as detailed in the exhibit.

### **I. Instruction (Consent)**

1. Approve Curriculum Action items for inclusion in the Palomar College curriculum inventory as detailed in the exhibit.

### **J. Finance and Administrative Services (Consent)**

1. Review and approve purchases made by purchase order 2/17/22 – 3/21/22 and purchases made by Cal-Card 1/23/22 – 2/22/22 totaling \$5,689,597.34

2. Ratify all contracts and agreements made February 18, 2022, through March 23, 2022, on behalf of the District as detailed in the exhibit.

### **K. Superintendent/President (Consent)**

1. Acknowledge and excuse a trustee's absence in accordance with Section 72425(d) of the CA Education Code as detailed in the Public Content section.

### **L. Action on Items Removed from Consent**

1. The Board will take action on any items removed from the Consent Calendar.

There were no items removed from the Consent Calendar.

### **M. Informational Items - No Action Required**

1. Review of Trustee's updated training report.

2. Monthly Budget Update

3. Newly approved Administrative Procedures as shown in the exhibit.

4. First Reading: Review Board Policies that have been approved by College Council as shown in the exhibit.

Trustee Evilsizer requested a revision on BP 2432 to change the word President for Human Resources to Vice President for Human Resources. Additionally, he noted BP 2725 needed to be revised to \$420 as the monthly stipend for each trustee.

5. Review the proposed Palomar Community College's Faculty Hiring Procedures.

6. Review the Palomar Community College's Guided Pathway Scale of Adoption Assessment Plan - Year 5.

7. Review the Palomar Community College's AB 705 Equitable Placement and Completion Report.

8. Palomar College's extension of the Distance Education Addendum/State of Emergency for instruction.

9. Review the ACCJC Annual Fiscal Report to the Commission as shown in the exhibit.

At 7:29 p.m. the board recessed for a 7-minute break.

### **N. Reports from Trustees**

1. Governing Board President

Board President Miyamoto expressed gratitude for all of the work being done related to DEI and antiracism efforts; however, she expressed concern related to the threats being made against employees engaged in DEI and antiracism work. She concluded her report by thanking Dr. Kahn for his years of leadership at the college and serving as the previous Interim Superintendent/President at Palomar College.

## 2. Governing Board Trustees

Vice President Rodriguez reported he attended the Little Shop of Horrors performance by the Performing Arts Department at Palomar College.

Trustee Raju thanked Dr. Kahn for his leadership at the college. He reported he toured the Early Childhood Education Lab School and expressed his gratitude for the staff's great work. He also attended the Haben Girm event hosted by the Disability Resource Center. He concluded his report by expressing concern related to the threats of employee's working on DEI and antiracism work.

Trustee Evilsizer thanked Dr. Kahn for his years of service at Palomar College. He reported he attended an Academic Senate meeting and expressed his concerns regarding the threats to employees who are working on DEI and antiracism work. He requested the District develop a streamlined process of how to report hate crimes, sexual harassment, and any related incident of concern. He concluded his report by sharing an Assembly Bill 2738 that the California Association of Community College Latino Trustees and Administrators are sponsoring.

Trustee Garcia echoed Trustee Evilsizer's request of the District to develop a protocol for filing incident concerns. He thanked everyone involved in the successful accreditation visit and concluded his report by thanking Dr. Kahn for his leadership at the District.

## 3. Student Trustee

Student Trustee Alazar reported she attended the California Community Colleges General Assembly Conference in Sacramento, California. She shared Christopher Garcia Mendez, the Vice President of Finance for ASG, ran for the Vice President position of the Student Senate; however, he was not selected. She concluded her report by thanking Dr. Kahn for his years of service and shared ASG elections will be held April 25, 2022, through April 29, 2022.

## **O. Reports from Administration**

### 1. Superintendent/President and Vice Presidents

Superintendent/President Dr. Rivera-Lacey thanked several individuals: Dr. Sabrina Menchaca and Cheryl Kears for inviting her to present during Women's History Month; all the faculty from PUENTE for inviting her to their movie night; trustees for touring the various educational centers; Steven Salter, Director of EOPS, for inviting her to be the EOPS keynote speaker at their student conference; ESL Department for inviting her to their meeting; and Stacy Rungaitis, Executive Director of Foundation, for awarded grants received for the District. She shared the Community Showcase will be held Wednesday, May 4, 2022, at the Escondido Arts Center. Additionally, she reported the District will be hosting an employee luncheon to celebrate Palomar College's 75th Anniversary on Wednesday, May 4, 2022. She concluded her report by thanking and recognizing all of the hard work Dr. Kahn has done for Palomar College.

Vice President Lakhani thanked Dr. Kahn on behalf of the Student Services Division. He expressed his gratitude for Dr. Kahn's leadership and mentorship. Vice President Lakhani announced Flecicia Heise, Palomar College's Athletic Trainer, was selected as the Athletic Trainer of the year. He reported the division is preparing for Commencement 2022 and the event will be held in-person on Friday, May 27, 2022. He shared the EOPS Cal Works Team will be hosting their third annual Women in Leadership panel discussion on Friday, April 15, 2022. He concluded his report by sharing how the division is developing an internal program review of enrollment procedures to analyze how the District can improve their processes.

Vice President Kahn reported the Instruction Division is in the process of planning for Spring 2023. He shared he has been assisting with various second-level faculty interviews with Dr. Rivera-Lacey. He reported the division met with Pima Medical Institution to explore options of partnering. The Cyber Security partnership with National University is moving forward at the Rancho Bernardo campus. He shared he met with the City of Escondido to discuss opportunities to promote Palomar College and increase enrollment within the Escondido community. He concluded his report by thanking the Governing Board for their recognition and years of service spent at Palomar College.

Acting Vice President Lane shared the finance area is working on a spend-down plan for the remaining HEERF funds. Additionally, she reported the division is working on developing the tentative budget plan for next academic year. She concluded her report by thanking Dr. Kahn for his years of service at Palomar College.

Acting Vice President Day reported the new emergency notification system was implemented and he confirmed the system works efficiently. The Information Services Department will work with the Police Department to expand the emergency system with cell phone notifications, panic buttons, and desktop features. He reported Facilities is working on installing security fencing and cameras at the Escondido Center. He shared the design plan for the Fallbrook 40 has been finalized and the old library is in the process of being refurbished. He reported the Student Union at the San Marcos campus is being restored with TV services for students to utilize. He shared Payroll is working on revising the employment self-service feature within PeopleSoft to obtain personnel paperwork; for example, W-2's, absence reports, paystubs, etc. He concluded his report by sharing Information Services will be working with Student Services to implement HighPoint.

Vice President Montoya thanked Dr. Kahn for his years of service. He reported the division is working on the reorganization process and will have further updates within the upcoming months. He shared the division is working on 90 recruitments. He shared the division is working on increasing accessibility to forms and information on their website. He shared he is working on finalizing the job description of the Diversity Chief Officer position. He expressed his gratitude to the Police Department for recent urgent cases and

their promptness to assist within those situations. He concluded his report by emphasizing if anyone is experiencing hate crime, threats, sexual harassment or are in need of any sort of Human Resources assistance, to contact their office directly.

#### **P. Finance and Administrative Services (New Business)**

##### 1. Award RFQ #202-22 for the Division of State Architect inspection and IOR services including Prop M projects and approve execution of agreements as shown in the exhibit.

Motion: Evilsizer, second by Raju, to award RFQ #202-22 for the Division of State Architect inspection and IOR services including Prop M projects and approve execution of agreements as shown in the exhibit.

Student Trustee vote: aye

Vote: Aye: Evilsizer, Miyamoto, Rodriguez, Raju and Garcia

Final Resolution: Motion Carries

##### 2. Award RFQ #203-22 for the Division of State Architect approved construction material testing laboratory services including Prop M projects and approve execution of agreements as shown in the exhibit.

Motion: Garcia, second by Raju, to award RFQ #203-22 for the Division of State Architect approved construction material testing laboratory services including Prop M projects and approve execution of agreements as shown in the exhibit.

Student Trustee vote: aye

Vote: Aye: Evilsizer, Miyamoto, Rodriguez, Raju and Garcia

Final Resolution: Motion Carries

##### 3. Review and approve Resolution No. 21-21626 for the agreement with HighPoint Technologies Inc. as shown in the exhibit.

Motion: Evilsizer, second by Miyamoto, to review and approve Resolution No. 21-21626 for the agreement with HighPoint Technologies Inc. as shown in the exhibit.

Discussion: Trustee Garcia and Trustee Raju expressed concerns regarding the breakdown of cost. Vice President Lakhani shared the annual subscription increased and provided an overview of each itemized cost, including the one-time implementation cost and installation fees. Student Trustee Alazar expressed her support in approving this resolution to improve the student enrollment process at Palomar College.

Student Trustee vote: aye

Vote: Aye: Evilsizer, Miyamoto, Rodriguez, Raju and Garcia

Final Resolution: Motion Carries

##### 4. Review and approve the ACCJC Annual Fiscal Report to the Commission as shown in the exhibit.

#### **Q. Superintendent/President (New Business)**

##### 1. Review and approve Resolution No. 21-21625 proclaiming support of faculty, staff and administrators working towards diversity, equity, and inclusion at Palomar College.

Motion: Rodriguez, second by Raju, to Review and approve Resolution No. 21-21625 proclaiming support of faculty, staff and administrators working towards diversity, equity, and inclusion at Palomar College.

Student Trustee vote: aye

Vote: Aye: Evilsizer, Miyamoto, Rodriguez, Raju and Garcia

Final Resolution: Motion Carries

##### 2. Adopt Resolution No. 21-21624 authorizing continued teleconference meeting usage through May 6, 2022.

Motion: Evilsizer, second by Garcia, to adopt Resolution No. 21-21624 authorizing continued teleconference meeting usage through May 6, 2022.

Student Trustee vote: aye

Vote: Aye: Evilsizer, Miyamoto, Rodriguez, Raju and Garcia

Final Resolution: Motion Carries

##### 3. Call for a Special Meeting of the Governing Board on April 19, 2022, to review the Board's Self-Evaluation Instrument.

Motion: Evilsizer, second by Garcia, to call for a Special Meeting of the Governing Board on April 19, 2022, to review the Board's Self-Evaluation Instrument.

Student Trustee vote: aye

Vote: Aye: Evilsizer, Miyamoto, Rodriguez, Raju and Garcia

Final Resolution: Motion Carries

##### 4. Second Reading: Review and Approve Board Policies that have been approved by College Council.

Motion: Evilsizer, second by Garcia, to review and approve Board Policies that have been approved by College Council.

Student Trustee vote: aye

Vote: Aye: Evilsizer, Miyamoto, Rodriguez, Raju and Garcia

Final Resolution: Motion Carries

##### 5. Approve travel for four trustees to attend the 2022 Annual Trustees Conference in Dana Point, California.

Motion: Evilsizer, second by Raju, to approve travel for four trustees to attend the 2022 Annual Trustees Conference in Dana Point, California.

Student Trustee vote: aye  
Vote: Aye: Evilsizer, Miyamoto, Rodriguez, Raju and Garcia  
Final Resolution: Motion Carries

**R. Board Requests for Reports**

Trustee Rodriguez requested a report on the process and procedure for class cancellations. Trustee Raju requested a report on the hiring status for vacant classified positions.

**S. Adjournment**

The meeting adjourned at 9:53 p.m.

**T. Continuation of Closed Session, if needed, for additional discussion/deliberation of item(s) as listed in section B.**

The board reconvened to Open Session at 9:53 p.m. and reported the Board has no reportable action.

**U. Items distributed during the meeting will be available after the meeting and posted to BoardDocs.**



*Norma Miyamoto*  
x Norma Miyamoto (May 6, 2022 18:36 CDT)  
Norma Miyamoto, Board President

*Kartik Raju*  
x Kartik Raju (May 17, 2022 01:07 PDT)  
Kartik Raju, Board Secretary

**Conflict of Interest Code:**

**Pauma Valley Community  
Services District**

---

## 2022 Local Agency Biennial Notice

Name of Agency: Pauma Valley Community Services District  
Mailing Address: 33129 Cole Grade Road, Pauma Valley, CA 92061  
Contact Person: Robert Graziano Phone No. 760-742-1909  
Email: bobby.graziano@paumavalleycsd.ca.gov Alternate Email: amber.watkins@paumavalleycsd.ca.gov

**Accurate disclosure is essential to monitor whether officials have conflicts of interest and to help ensure public trust in government. The biennial review examines current programs to ensure that the agency's code includes disclosure by those agency officials who make or participate in making governmental decisions.**

This agency has reviewed its conflict of interest code and has determined that (*check one BOX*):

**An amendment is required. The following amendments are necessary:**

(*Check all that apply.*)

- Include new positions
- Revise disclosure categories
- Revise the titles of existing positions
- Delete titles of positions that have been abolished and/or positions that no longer make or participate in making governmental decisions
- Other (*describe*) \_\_\_\_\_

**The code is currently under review by the code reviewing body.**

**No amendment is required.** (If your code is over five years old, amendments may be necessary.)

---

### Verification (to be completed if no amendment is required)

*This agency's code accurately designates all positions that make or participate in the making of governmental decisions. The disclosure assigned to those positions accurately requires that all investments, business positions, interests in real property, and sources of income that may foreseeably be affected materially by the decisions made by those holding designated positions are reported. The code includes all other provisions required by Government Code Section 87302.*

\_\_\_\_\_  
*Signature of Chief Executive Officer*

\_\_\_\_\_  
*Date*

All agencies must complete and return this notice regardless of how recently your code was approved or amended. Please return this notice no later than **October 3, 2022**, or by the date specified by your agency, if earlier, to:

**Clerk of the Board of Supervisors  
Attention: Biennial Review  
1600 Pacific Highway, Room 402  
San Diego, CA 92101**

**PLEASE DO NOT RETURN THIS FORM TO THE FPPC.**

LAW OFFICES OF  
BEST BEST & KRIEGER LLP

# CONFLICT OF INTEREST CODE OF THE PAUMA VALLEY COMMUNITY SERVICES DISTRICT

**(Adopted September 24, 2018 Amended September 26, 2022)**

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 a regulation (2 Cal. Code of Regs. § 18730) that 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 **Pauma Valley Community Services District (the "District")**.

All officials and designated positions required to submit a statement of economic interests shall file their statements with the ~~General~~ Office Manager as the District's Filing Officer. The Filing Officer shall make and retain a copy of all statements filed by the General Manager and Members of the Board of Directors, and forward the originals of such statements to the Clerk of the Board of Supervisors. The Filing Officer shall retain the original statements of all other officials and designated positions and will make this Code and all retained statements available for public inspection and reproduction during regular business hours (Gov. Code § 81008).

**APPENDIX**  
**CONFLICT OF INTEREST CODE**  
**OF THE**  
**PAUMA VALLEY**  
**COMMUNITY SERVICES DISTRICT**

**(Adopted September 24, 2018 Amended September 26, 2022)**

**PART “A”<sup>1</sup>**

**OFFICIALS WHO MANAGE PUBLIC INVESTMENTS**

Officials who manage public investments, as defined by 2 California Code of Regulations section 18700.3 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 investments<sup>2</sup> :

Members of the Board of Directors

General Manager

Investment Consultant

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<sup>1</sup> Titles were deleted in July 2020 August 2022.

<sup>2</sup> 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

#### DESIGNATED EMPLOYEES' TITLE OR FUNCTION

#### DISCLOSURE CATEGORIES ASSIGNED

|                                        |              |
|----------------------------------------|--------------|
| General Counsel                        | 1, 2         |
| Office Manager                         | 4            |
| <del>Security Department Captain</del> | <del>5</del> |
| <u>Security Supervisor</u>             | <u>5</u>     |
| <u>Utility Department Supervisor</u>   | <u>5</u>     |

#### Consultants and New Positions<sup>3</sup>

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<sup>3</sup> Individuals serving as a consultant as defined in FPPC Reg 18700.3 or in a new position created since this Code was last approved that makes or participates in making decisions must file under the broadest disclosure 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 Sec. 82019; FPPC Regulations 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.)

## **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~~ the designated is assigned.<sup>4</sup> “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, doing business in, planning to do business in, 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 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 (2) 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, and sources of income from, business entities 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, and sources of income from, business entities that provide services, supplies, materials, machinery, vehicles or equipment of a type purchased or leased by the District.

**Category 5:** All investments and business positions in, and sources of income from, business entities that provide services, supplies, materials, machinery, vehicles or equipment of a type purchased or leased by the Designated Employee’s department, unit or division.

---

<sup>4</sup> 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)

**RESOLUTION NO. 111**

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE  
PAUMA VALLEY COMMUNITY SERVICES DISTRICT  
AMENDING THE CONFLICT OF INTEREST CODE  
PURSUANT TO THE POLITICAL REFORM ACT OF 1974**

**WHEREAS**, the Legislature of the State of California enacted the Political Reform Act of 1974, Government Code Section 81000 et seq. (the "Act"), which contains provisions relating to conflicts of interest which potentially affect all officers, employees and consultants of the Pauma Valley Community Services District (the "District") and requires all public agencies to adopt and promulgate a Conflict of Interest Code; and

**WHEREAS**, the Board of Directors adopted a Conflict of Interest Code (the "Code") which was amended on September 24, 2018; and

**WHEREAS**, subsequent changed circumstances within the District have made it advisable and necessary pursuant to Sections 87306 and 87307 of the Act to amend and update the District's Code; and

**WHEREAS**, the potential penalties for violation of the provisions of the Act are substantial and may include criminal and civil liability, as well as equitable relief which could result in the District being restrained or prevented from acting in cases where the provisions of the Act may have been violated; and

**WHEREAS**, notice of the time and place of a public meeting on, and of consideration by the Board of Directors of, the proposed amended Code was provided each affected designated position and publicly posted for review at the offices of the District; and

**WHEREAS**, a public meeting was held upon the proposed amended Code at a regular meeting of the Board of Directors on September 26, 2022, at which all present were given an opportunity to be heard on the proposed amended Code.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors of the Pauma Valley Community Services District that the Board of Directors does hereby adopt the proposed amended Conflict of Interest Code, a copy of which is attached hereto and shall be on file with the Office Manager and available to the public for inspection and copying during regular business hours;

**BE IT FURTHER RESOLVED** that the said amended Code shall be submitted to the Board of Supervisors of the County of San Diego for approval and said Code shall become effective immediately upon approval of the Board of Supervisors.

**BE IT FURTHER RESOLVED** that all previously adopted conflict of interest codes and amendments are rescinded upon approval of the amended and updated conflict of interest code by the Board of Supervisors.

**APPROVED AND ADOPTED** this 26th day of September, 2022, by the following vote:

**AYES: Martello, Esparza, Lawston, Potalivo, Skumawitz**

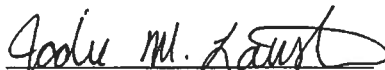
**NOES:**

**ABSENT:**

**ABSTAIN:**

  
\_\_\_\_\_  
President, Board of Directors  
Pauma Valley Community Services District

**ATTEST:**

  
\_\_\_\_\_  
Secretary, Board of Directors  
Pauma Valley Community Services District

**Conflict of Interest Code:**

**San Diego Community Power**

## 2022 Local Agency Biennial Notice

Name of Agency: San Diego Community Power  
Mailing Address: PO BOX 12716, San Diego, CA 12716  
Contact Person: Kimberly Isley Phone No. 619-550-8373  
Email: kisley@sdcommunitypower.org Alternate Email: kburns@sdcommunitypower.org

Accurate disclosure is essential to monitor whether officials have conflicts of interest and to help ensure public trust in government. The biennial review examines current programs to ensure that the agency's code includes disclosure by those agency officials who make or participate in making governmental decisions.

This agency has reviewed its conflict of interest code and has determined that (*check one BOX*):

**An amendment is required. The following amendments are necessary:**

(*Check all that apply.*)

- Include new positions
- Revise disclosure categories
- Revise the titles of existing positions
- Delete titles of positions that have been abolished and/or positions that no longer make or participate in making governmental decisions
- Other (*describe*) \_\_\_\_\_

**The code is currently under review by the code reviewing body.**

**No amendment is required.** (If your code is over five years old, amendments may be necessary.)

### Verification (to be completed if no amendment is required)

*This agency's code accurately designates all positions that make or participate in the making of governmental decisions. The disclosure assigned to those positions accurately requires that all investments, business positions, interests in real property, and sources of income that may foreseeably be affected materially by the decisions made by those holding designated positions are reported. The code includes all other provisions required by Government Code Section 87302.*



\_\_\_\_\_  
Signature of Chief Executive Officer

09 / 28 / 2022

\_\_\_\_\_  
Date

All agencies must complete and return this notice regardless of how recently your code was approved or amended. Please return this notice no later than **October 3, 2022**, or by the date specified by your agency, if earlier, to:

**Clerk of the Board of Supervisors  
Attention: Biennial Review  
1600 Pacific Highway, Room 402  
San Diego, CA 92101**

**PLEASE DO NOT RETURN THIS FORM TO THE FPPC.**

[www.fppc.ca.gov](http://www.fppc.ca.gov)  
FPPC Advice: [advice@fppc.ca.gov](mailto:advice@fppc.ca.gov) (866.275.3772)  
Page 1 of 1

**CONFLICT OF INTEREST CODE**  
**OF**  
**SAN DIEGO COMMUNITY POWER**

# CONFLICT OF INTEREST CODE OF SAN DIEGO COMMUNITY POWER

(Adopted August 25, 2022~~April 23, 2020~~)

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 a regulation (2 Cal. Code of Regs. § 18730) that 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 regulation (attached) and the attached Appendix designating officials and employees and establishing disclosure categories, shall constitute the conflict of interest code of **San Diego Community Power (SDCP)**.

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

**APPENDIX**  
**CONFLICT OF INTEREST CODE**  
**OF**  
**SAN DIEGO COMMUNITY POWER**

(Adopted ~~April 23, 2020~~ **August 25, 2022**)

**PART "A"**

**OFFICIALS WHO MANAGE PUBLIC INVESTMENTS**

Officials who manage public investments, as defined by 2 Cal. Code of Regs. §18700.3(b), are NOT subject to SDCP's Code but must file disclosure statements under Government Code Section 87200 et seq. [Regs. § 18730(b)(3)]

It has been determined that the positions listed below are Officials who manage public investments<sup>1</sup>. These positions are listed here for informational purposes only.

**Board of Directors**

**Chief Executive Officer / Interim Executive Officer**

**Treasurer/Chief Financial Officer**

**Investment Consultant**

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<sup>1</sup> 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

### DESIGNATED POSITIONS' TITLE OR FUNCTION

### DISCLOSURE CATEGORIES ASSIGNED

|                                                         |          |
|---------------------------------------------------------|----------|
| <u>Account Services Analyst</u>                         | <u>5</u> |
| Chief Operating Officer                                 | 4        |
| <u>Clerk of the Board</u>                               | <u>5</u> |
| <u>Data and Systems Analyst</u>                         | <u>5</u> |
| Director/Manager of Procurement/Power Services          | 4        |
| Director/Manager of Marketing & Communications          | 5        |
| <u>Director/Manager of External Affairs</u>             | <u>5</u> |
| <u>Director of Data Analytics and Account Services</u>  | <u>4</u> |
| <u>Director of Programs</u>                             | <u>4</u> |
| <u>Finance Manager</u>                                  | <u>4</u> |
| <u>Director of Regulatory &amp; Legislative Affairs</u> | <u>4</u> |
| <u>Executive Assistant to CEO/Assistant Board Clerk</u> | <u>5</u> |
| General Counsel                                         | 1, 2     |
| <u>Portfolio Manager</u>                                | <u>4</u> |
| <u>Power Contracts Manager</u>                          | <u>5</u> |
| <u>Power Settlements Manager</u>                        | <u>5</u> |
| <u>Program Manager</u>                                  | <u>5</u> |
| <u>Senior Portfolio Manager</u>                         | <u>4</u> |

Consultants and New Positions<sup>2</sup>

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<sup>2</sup> Individuals serving as a consultant as defined in FPPC Reg. 18700.3(a) or in a new position created since this Code was last approved that makes or participates in making decisions must file under the broadest disclosure set forth in this Code subject to the following limitation:

The Chief Executive Officer / Interim Executive Officer 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 Regulations 18219 and 18734.). The Chief Executive Officer / Interim Executive Officer'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.)

## 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. <sup>3</sup> "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, doing business in, planning to do business in, or have done business during the previous two years in the jurisdiction of **SDCP**.

Category 1: All investments and business positions in business entities, and sources of income, including gifts, loans and travel payments.

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 boundaries of **SDCP**.

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 **SDCP**.

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 **SDCP**.

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.

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<sup>3</sup> 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)

RESOLUTION NO. 2022-12

**A RESOLUTION OF THE BOARD OF DIRECTORS OF SAN DIEGO  
COMMUNITY POWER ADOPTING A REVISED CONFLICT OF  
INTEREST CODE PURSUANT TO THE POLITICAL REFORM ACT OF  
1974**

**WHEREAS**, the State of California enacted the Political Reform Act of 1974, Government Code Section 81000 et seq. (the "Act"), which contains provisions relating to conflicts of interest that potentially affect all officers, employees, and consultants of the San Diego Community Power ("SDCP") Governing Board (the "Governing Board"), and requires all public agencies to adopt and promulgate a conflict of interest code; and

**WHEREAS**, the potential penalties for violation of the provisions of the Act are substantial and may include criminal and civil liability, as well as equitable relief which could result in SDCP being restrained or prevented from acting in cases where the provisions of the Act may have been violated; and

**WHEREAS**, the Board of Directors has previously adopted a Conflict of Interest Code on April 23, 2020 and now desires to amend said Code; and

**WHEREAS**, notice of the time and place of a public meeting on, and of consideration by the Board of Directors, the proposed Conflict of Interest Code was provided each designated position and publicly posted for review at the offices of SDCP; and

**WHEREAS**, a public meeting was held upon the proposed Conflict of Interest Code at a regular meeting of the Board of Directors on August 25, 2022, at which all present were given an opportunity to be heard on the proposed Conflict of Interest Code.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors of San Diego Community Power that the Board of Directors does hereby adopt the proposed Conflict of Interest Code, a copy of which is attached hereto and shall be on file with the Chief Executive Officer, and available to the public for inspection and copying during regular business hours;

**BE IT FURTHER RESOLVED** that the said Conflict of Interest Code shall be submitted to the Board of Supervisors of the County of San Diego for approval and said Code shall become effective 30 days after the Board of Supervisors approves the proposed Conflict of Interest Code as submitted.

**APPROVED AND ADOPTED** this 25th day of August, 2022.



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Chair, Board of Directors  
San Diego Community Power

ATTEST:



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Assistant Clerk of the Board of Directors  
San Diego Community Power

APPROVE AS TO FORM:



---

General Counsel  
San Diego Community Power

I, Kimberly Isley, Assistant Board Clerk, San Diego Community Power, San Diego, California, do hereby certify under penalty of perjury that the foregoing resolution was duly adopted at a regular meeting of the Board of Directors of San Diego Community Power on the 25th day of August, 2022, by the following roll call vote:

AYES: 6  
NOES: 0  
ABSENT: 1  
ABSTAIN: 0

**Conflict of Interest Code:**

**San Diego County Citrus Pest  
Control District**

# 2022 Local Agency Biennial Notice

COSD CLERK OF THE BOARD  
2022 SEP 23 PM12:08

Name of Agency: SAN DIEGO COUNTY CITRUS PEST CONTROL DISTRICT  
Mailing Address: P.O. BOX 1099 PAUMA VALLEY, CA. 92061  
Contact Person: GREG KAMIN Phone No. 714-749-5621  
Email: SDCPCD@GMAIL.COM Alternate Email: ATRANCHLLC@GMAIL.COM

Accurate disclosure is essential to monitor whether officials have conflicts of interest and to help ensure public trust in government. The biennial review examines current programs to ensure that the agency's code includes disclosure by those agency officials who make or participate in making governmental decisions.

This agency has reviewed its conflict of interest code and has determined that (check one BOX):

An amendment is required. The following amendments are necessary:

(Check all that apply.)

- Include new positions
- Revise disclosure categories
- Revise the titles of existing positions
- Delete titles of positions that have been abolished and/or positions that no longer make or participate in making governmental decisions
- Other (describe) REVISE VERBAGE IN CODE TO BETTER MATCH CURRENT EXAMPLE ON COB WEBSITE

The code is currently under review by the code reviewing body.

No amendment is required. (If your code is over five years old, amendments may be necessary.)

**Verification (to be completed if no amendment is required)**

*This agency's code accurately designates all positions that make or participate in the making of governmental decisions. The disclosure assigned to those positions accurately requires that all investments, business positions, interests in real property, and sources of income that may foreseeably be affected materially by the decisions made by those holding designated positions are reported. The code includes all other provisions required by Government Code Section 87302.*

Warren C. Lyall

Signature of Chief Executive Officer

9/15/2022

Date

All agencies must complete and return this notice regardless of how recently your code was approved or amended. Please return this notice no later than **October 3, 2022**, or by the date specified by your agency, if earlier, to:

**Clerk of the Board of Supervisors  
Attention: Biennial Review  
1600 Pacific Highway, Room 402  
San Diego, CA 92101**

**PLEASE DO NOT RETURN THIS FORM TO THE FPPC.**

SAN DIEGO COUNTY CITRUS PEST CONTROL DISTRICT  
CONFLICT OF INTEREST CODE

ADOPTED \_\_\_\_\_

EDITED VIEW

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 ("FPPC") has adopted a regulation (2 California Code of Regulations, ~~Title 2, division 6~~, Section 18730 (hereinafter "CCR 18730"), which that contains the terms of a standard conflict of interest code, ~~it~~ which can be incorporated by reference in the agency's code. ~~and may be amended by the FPPC~~ After public notice and hearing, the standard code may be amended by the FPPC to conform to amendments in the Political Reform Act. Therefore, the terms of CCR 18730 and any amendments to it duly adopted by the FPPC are hereby incorporated by reference. This regulation and the attached Appendices A, B, and C, designating positions and establishing disclosure categories, ~~and along with the attached Appendix in which members and employees are designated and disclosure categories are set forth shall~~ constitute the conflict of interest code of the San Diego County Citrus Pest Control District (District).

Individuals holding designated employees positions shall file statements of economic interests with the agency District, which will make the statements available for public inspection and reproduction (Gov. Code Sec. 81008). Upon receipt of the statements of the Directors, the District agency shall make and retain a copy and forward the original of these statements to the Clerk of the Board of Supervisors. All other original statements will be retained by the District. ~~The original statements for all other designated employees will be retained by the District agency.~~

---

Warren Lyall, President

# ~~APPENDIX~~ APPENDIX A

## CONFLICT OF INTEREST CODE OF THE SAN DIEGO COUNTY CITRUS PEST CONTROL DISTRICT

### EXHIBIT "A"

#### OFFICIALS WHO MANAGE INVESTMENTS

**District Agency** Officials who manage public investments as defined by 2 CCR 18701(b) are NOT subject to the Agencies Code but are subject to the disclosure requirements of the Political Reform Act (Government Code Section 87200 et seq). These positions are listed here for informational purposes only.

It has been determined that the positions listed below are officials who manage public investments:

Members of the Board of Directors

Treasurer

## APPENDIX B

### DESIGNATED POSITIONS

#### GOVERNED BY THE CONFLICT OF INTEREST CODE

##### DESIGNATED EMPLOYEES' DISCLOSURE SCHEDULES TITLE OR FUNCTION

|                                   |          |
|-----------------------------------|----------|
| Members of the Board of Directors | All      |
| General Manager                   | All      |
| General Counsel                   | 1, 2 All |
| Consultants                       | *        |

\*Consultants shall be included in the list of Designated Employees and shall disclose pursuant to the broadest disclosure category in this Code subject to the following limitation:

The Board President may determine in writing that a particular consultant, although a "designated position," is hired to perform a range of duties that are limited in scope and thus is not required to fully comply with the disclosure requirements described in this section. Such written determination shall include a description of the consultant's duties and, based on that description, a statement of the extent of disclosure requirements. The Board President'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.

Disclosure for designated employees pursuant to Schedule E (Gifts) on the Form 700, shall be limited to gifts with a value of \$50 or more received from persons doing business with the San Diego County Citrus Pest Control District.

## APPENDIX C

### SAN DIEGO COUNTY CITRUS PEST CONTROL DISTRICT

#### EXHIBIT "B"

#### DISCLOSURE CATEGORIES

The disclosure categories listed below identify the types on investments, business entities, sources of income, or real property which the Designated Employee must disclose for each disclosure category to which he or she is assigned.

Category 1: All investments and business positions in, and sources of income from, business entities that do business or own real property within the jurisdiction of the District, plan to do business or own real property within the jurisdiction of the District within the next year, or have done business or owned real property within the jurisdiction of the District within the past two (2) years.

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, and sources of income from, business entities that are engaged in land development, construction or the acquisition or sale of real property within the jurisdiction of the District, plan to engage in such activities within the jurisdiction of the District within the next year, or have engaged in such activities within the jurisdiction of the District within the past two (2) years.

Category 4: All investments and business positions in, and sources of income from, business entities that are banking, savings and loan, or other financial institutions.

Category 5: All investments and business positions in, and sources of income from, business entities that provide services, supplies, materials, machinery, vehicles or equipment of a type purchased or leased by the District.

Category 6: All investments and business positions in, and sources of income from, business entities that provide services, supplies, materials, machinery, vehicles or equipment of a type purchased or leased by the Designated Employee's Department.

**RESOLUTION NO: 2022-4**

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE  
SAN DIEGO COUNTY CITRUS PEST CONTROL DISTRICT  
AMENDING THE CONFLICT OF INTEREST CODE AND  
APPENDICES A,B, AND C AND  
RESCINDING RESOLUTION 2018-4**

WHEREAS, the Political Reform Act, Government Code Section 81000 et seq, requires state and local government agencies to adopt and promulgate conflict of interest codes; and

WHEREAS, pursuant to the aforementioned Code, the Fair Political Practices Commission ("FPPC") has adopted a regulation entitled Title 2, Division 6, Section 18730 (hereinafter CCR 18730), which regulation contains the terms of a standard conflict of interest code which may be incorporated by reference by public agencies in such agencies' conflict of interest codes as mandated by the Act; and

WHEREAS, the San Diego County Citrus Pest Control District wishes to amend its Conflict of Interest Code and Appendices A, B, and C in order to comply more fully with the letter and spirit of the Act; and

WHEREAS, by prior resolution no. 2018-4, the San Diego County Citrus Pest Control District adopted the FPPC California Code of Regulation, Title 2 division 6, Section 18730 and any future amendments to it duly adopted by the FPPC by reference; and

NOW THEREFORE BE IT RESOLVED, that the terms of CCR 18730 and any amendments to duly adopted thereto by the FPPC are hereby incorporated by reference into the Conflict of Interest Code of the San Diego County Citrus Pest Control District; and

BE IT FURTHER RESOLVED that Appendix B of the District's code, which Appendix names the positions of designated employees who shall file a statement of economic interest, to include as subject to the Act those District Officials who manage public investments, as defined by 2 Cal. Code of Regs. §18701 (b), are NOT subject to the District's Code, but are subject to the disclosure requirements of the Act; and

BE IT FURTHER RESOLVED that the Disclosure Categories that identify the types of investments, business entities, sources of income, or real property which the Designated Employee must disclose for each category to which he or she is assigned is hereby incorporated by reference in the Appendix to the Code as Appendix C.

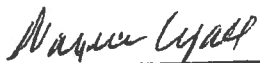
PASSED AND ADOPTED at a regular meeting of the Board of Directors of San Diego County Citrus Pest Control District held Thursday, October 6, 2022, by the following vote:

AYES: W. Lyall, Greg Kamin, T. Lyall, Laurie Kariya (4)

NOES:

ABSENT:

ABSTAIN:

  
\_\_\_\_\_  
Warren Lyall, President

ATTEST:

  
\_\_\_\_\_  
Greg Kamin, Secretary

**Conflict of Interest Code:**

**San Diego County Employees  
Retirement Association  
(SDCERA)**

## 2022 Local Agency Biennial Notice

COSD CLERK OF THE BOARD  
2022 JUN 30 AM8:59

Name of Agency: San Diego County Employees Retirement Association (SDCERA)

Mailing Address: 2275 Rio Bonita Way, Suite 100, San Diego, CA 92108

Contact Person: Teresa Clanton Phone No. 619.515.6877

Email: tclanton@sdcera.org Alternate Email: \_\_\_\_\_

**Accurate disclosure is essential to monitor whether officials have conflicts of interest and to help ensure public trust in government. The biennial review examines current programs to ensure that the agency's code includes disclosure by those agency officials who make or participate in making governmental decisions.**

This agency has reviewed its conflict of interest code and has determined that (*check one BOX*):

**An amendment is required. The following amendments are necessary:**

(*Check all that apply.*)

- Include new positions
- Revise disclosure categories
- Revise the titles of existing positions
- Delete titles of positions that have been abolished and/or positions that no longer make or participate in making governmental decisions
- Other (*describe*) Revise attachment to Appendix B.

**The code is currently under review by the code reviewing body.**

**No amendment is required.** (If your code is over five years old, amendments may be necessary.)

---

### Verification (to be completed if no amendment is required)

*This agency's code accurately designates all positions that make or participate in the making of governmental decisions. The disclosure assigned to those positions accurately requires that all investments, business positions, interests in real property, and sources of income that may foreseeably be affected materially by the decisions made by those holding designated positions are reported. The code includes all other provisions required by Government Code Section 87302.*

\_\_\_\_\_  
*Signature of Chief Executive Officer*

\_\_\_\_\_  
*Date*

All agencies must complete and return this notice regardless of how recently your code was approved or amended. Please return this notice no later than **October 3, 2022**, or by the date specified by your agency, if earlier, to:

**Clerk of the Board of Supervisors  
Attention: Biennial Review  
1600 Pacific Highway, Room 402  
San Diego, CA 92101**

**PLEASE DO NOT RETURN THIS FORM TO THE FPPC.**

[www.fppc.ca.gov](http://www.fppc.ca.gov)  
FPPC Advice: [advice@fppc.ca.gov](mailto:advice@fppc.ca.gov) (866.275.3772)  
Page 1 of 1

**APPENDIX A**

San Diego County Employees Retirement Association  
Designated Positions and Disclosure Categories

The positions listed below manage public investments and will file a statement of economic interest pursuant to Government Code Section 87200:

| <b>Designated Positions</b>                 | <b>Disclosure Category</b> |
|---------------------------------------------|----------------------------|
| Trustee - Member of the Board of Retirement | 1                          |
| Retirement Chief Executive Officer          | 1                          |
| Retirement Chief Investment Officer         | 1                          |
| Retirement Deputy Chief Investment Officer  | 1                          |
| Retirement Investment Officer               | 1                          |
| Public Member of the Audit Committee        | 1                          |

The positions listed below will file a statement of economic interest pursuant to Government Code Section 81000 et seq.:

| <b>Designated Positions</b>                                  | <b>Disclosure Category</b> |
|--------------------------------------------------------------|----------------------------|
| Retirement Assistant Administrator                           | 2                          |
| Retirement Assistant Director Member Services                | 2                          |
| Retirement Assistant General Counsel                         | 2                          |
| Retirement General Counsel                                   | 2                          |
| Retirement Internal Audit <del>Manager</del> <u>Director</u> | 2                          |
| <u>Retirement Information Technology Director</u>            | <u>2</u>                   |
| <u>Retirement Business Systems Director</u>                  | <u>2</u>                   |
| Retirement Member Services Manager                           | 2                          |
| Retirement Services Manager                                  | 2                          |
| Consultant – Outside Fiduciary Counsel                       | 2                          |
| Consultant – Outside Investment Counsel                      | 2                          |
| Consultant – Outside Tax Counsel                             | 2                          |

**APPENDIX B**

**San Diego County Employees Retirement Association  
Designated Employees Disclosure Categories**

- Category 1: All-Inclusive Reportable Investments including all disclosures required by California Government Code section 87200.
- Category 2: Investments and business positions in any business entity that supplies goods or services to SDCERA, and in any security which was or is held by any fund administered by the Board of Retirement wherein the reporting party's interest in said security amounts to 1% or more of the issue of that security.

Income and gifts from any person or business entity that supplies goods or services to SDCERA.

Interests in real property.

For the purpose of this Appendix, "goods and services" means goods or services supplied by any actuarial, accounting, banking, financial, legal, investments, or consulting firm.

For the purpose of this Appendix, an "interest in real property" is any real property located in or within two miles of the County of San Diego, or within two miles of any land owned by SDCERA as set forth in the Attachment to this Appendix, which list the real properties owned by SDCERA in its Direct and Co-Investment Real Estate Portfolio. A copy of this Attachment is also on file in SDCERA's office.

**ATTACHMENT TO APPENDIX B**

San Diego County Employees Retirement Association  
Real Estate Properties

Clifton Commons, Clifton, New Jersey  
The Ryan Building, Phoenix, Arizona  
Commerce Park, Costa Mesa, California  
Rio San Diego Plaza II, San Diego, California  
Highlands Ranch, Flower Mound, Texas  
105 & 140 Terry Drive, Newtown, Pennsylvania  
Hills of Corona, Corona, California  
Gateway Commerce I & II, Irving, Texas  
Bothell 405 Business Park, Bothell, Washington  
Stratford Station, Centennial, Colorado  
Shops of Heatherfield, Glenview, Illinois  
101 Post Street, San Francisco, California  
La Grange Crossing, La Grange, Illinois  
45 Milk Street, Boston, Massachusetts  
Tustin Executive Center, Tustin, California  
~~5200 Patrick Henry, Santa Clara, California~~  
2121 Belmont, Portland, Oregon  
SFS Logistics Center, Santa Fe Springs, California  
SALT Tempe, Arizona  
Derby South Lake Union, Seattle, Washington  
~~Optima Kierland Phase III, Phoenix, Arizona~~  
Derby Slabtown, Portland, Oregon  
~~Paloma, Austin, Texas~~  
~~Paloma Building C, Austin, Texas~~  
5990 Sepulveda, Van Nuys, California  
~~Fountain Square, Boca Raton, Florida~~  
Apex, Charlotte, North Carolina  
Derby Capitol Hill, Seattle, Washington  
~~Lakeside Logistics Phase I, Plant City, Florida~~  
Westside Plaza, Doral, Florida

**STATEMENT OF PROCEEDINGS/MINUTES  
REGULAR MEETING OF THE  
BOARD OF RETIREMENT**

**SAN DIEGO COUNTY EMPLOYEES RETIREMENT ASSOCIATION**

**July 21, 2022**

**9:00 a.m.**

---

Chair Murphy called the meeting to order at 9:01 a.m.

**A. Roll Call.**

**TRUSTEES  
PRESENT:** Skip Murphy, Chair  
Mark Hovey, Vice-Chair  
David Gilmore, Secretary  
Paul Dostart  
Bob Goodchild  
Thomas Hebrank  
Dan McAllister  
Lisa Rhone  
Susan Mallett

**TRUSTEES  
ABSENT:** Natasha Wong

**STAFF  
PRESENT:** Tracy Sandoval, Chief Executive Officer  
Stephen Sexauer, Chief Investment Officer  
Brant Will, Chief Legal Officer  
Mary Ball, Chief of Operations  
Jim Lery, Chief Benefits Officer  
Michael Pattison, Director of Finance  
Michael Proctor, Information Technology Director  
Laura Flores, Internal Audit Director  
Tom Williams, Deputy Chief Investment Officer  
Mario Correa, Assistant Chief Legal Officer  
Rachel Witt, Assistant Chief Legal Officer

**B. Trustee Hovey led the Board in the Pledge of Allegiance.**

**C. Non-Agenda Public Comment.**

Iris Trammel, SEIU Local 221 Treasurer and President of the African American Action Committee, stated that she supports Trustee Goodchild's third term on the Board of

Retirement and thanked Trustee Goodchild for the work he has accomplished and for the work he'll continue to do.

1. Approval of the Statement of Proceedings/Minutes for the meeting of June 16, 2022.

**ACTION:** The Statement of Proceedings/Minutes for the Meeting of June 16, 2022, was approved by unanimous consent.

2. Election of Board Officers.

A. Chair.

**ACTION:** Motion by Trustee Gilmore, seconded by Trustee McAllister, to nominate Trustee Murphy as Board Chair.

The motion was approved by unanimous vote:

Ayes: Murphy, Hovey, Gilmore, Dostart, Goodchild, Hebrank, McAllister and Rhone

Absent: Wong

B. Vice-Chair.

**ACTION:** Motion by Trustee McAllister, seconded by Trustee Rhone, to nominate Trustee Gilmore as Vice-Chair.

The motion was approved by majority vote:

Ayes: Murphy, Gilmore, Dostart, Goodchild, Hebrank, McAllister and Rhone

Noes: Hovey

Absent: Wong

C. Secretary.

**ACTION:** Motion by Trustee Hebrank, seconded by Trustee Hovey, to nominate Trustee Dostart as Secretary.

The motion failed by majority vote:

Ayes: Dostart, Hebrank, Hovey

**Noes:** Gilmore, Goodchild, McAllister and Rhone

**Abstain:** Murphy

**Absent:** Wong

Chair Murphy announced there was a substitute motion.

**ACTION:** Motion by Trustee McAllister, seconded by Trustee Gilmore, to nominate Trustee Goodchild as Secretary.

The motion was approved by majority vote:

**Ayes:** Gilmore, Goodchild, Hovey, McAllister and Rhone

**Noes:** Dostart

**Abstain:** Murphy and Hebrank

**Absent:** Wong

3. CEO Update. Tracy Sandoval, Chief Executive Officer

4. Consent Calendar.

A. Disability Application Approvals.

- 1) Member application of Aaron J. Anderson for a Disability Retirement. Adopt Administrative Recommendation to grant a Service-Connected Disability Retirement.
- 2) Member application of Dennis N. Carvalho for a Disability Retirement. Adopt Administrative Recommendation to grant a Service-Connected Disability Retirement.
- 3) Member application of Jerry M. Hartman for a Disability Retirement. Adopt Administrative Recommendation to grant a Service-Connected Disability Retirement.
- 4) Member application of Tamicha Husband for a Disability Retirement. Adopt Administrative Recommendation to grant a Service-Connected Disability Retirement.

B. Service-Connected Death Application Approval.

Application of Rodrigo Delgado for a Service-Connected Death Benefit. Adopt Administrative Recommendation to grant a Service-Connected Death Benefit.

C. Service Retirement Applications for June 2022.

**ACTION:** Motion by Trustee Gilmore, seconded by Trustee McAllister, to approve items 4.A, 4.B and 4.C on the Consent Calendar.

The motion was approved by unanimous vote:

**Ayes:** Murphy, Gilmore, Goodchild, Dostart, Hebrank, Hovey, McAllister and Rhone

**Absent:** Wong

5. Disability Retirement Application Hearing.

A. Member application of Harry Boghossian for a Service-Connected Disability Retirement. Adopt Hearing Officer's recommendation to grant a Service-Connected Disability Retirement.

**ACTION:** Motion by Trustee Gilmore, seconded by Trustee Goodchild, to adopt the Hearing Officer's recommendation to grant a Service-Connected Disability Retirement to Harry Boghossian.

The motion was approved by unanimous vote:

**Ayes:** Murphy, Gilmore, Goodchild, Dostart, Hebrank, Hovey, McAllister and Rhone

**Absent:** Wong

B. Member application of Steven P. Shirley for a Service-Connected Disability Retirement. Adopt Hearing Officer's recommendation to deny a Service-Connected Disability Retirement and grant a Nonservice-Connected Disability Retirement.

Mr. Will briefed the Board on the procedural status of Mr. Shirley's application and the Board's options for handling the application.

Beth Williams, counsel for the applicant, presented objections to the hearing officer's recommendation to deny the application.

Jennifer Creighton, counsel for SDCERA, presented SDCERA's position in support of the Hearing Officer's recommendation.

Trustee McAllister made a motion to have the Board review the transcript of the hearing before the Hearing Officer. The motion died due to the lack of a second.

Chair Murphy stated there was another motion.

**ACTION:** Motion by Trustee Hebrank, seconded by Trustee Hovey, to adopt the Hearing Officer's recommendation to deny a Service-Connected Disability Retirement and grant a Nonservice-Connected Disability Retirement to Steven P. Shirley.

The motion was approved by majority vote:

**Ayes:** Murphy, Gilmore, Goodchild, Dostart, Hebrank, Hovey and Rhone

**Noes:** McAllister

**Absent:** Wong

**6. Strategy for SDCERA-Sponsored Retiree Health Insurance and Allowance Reimbursement Programs. Mary Ball, Chief of Operations**

Chair Murphy stated that there were Requests to Speak from Chris Heiserman, President of the Retired Employees of San Diego County (RESDC), and John McTighe, Benefits Committee Chair of the RESDC, for Agenda Items 6 and 7.

Mr. Heiserman stated that he understands the decision to cap enrollment in SDCERA health plans and appreciates the consideration for Members in planning a phased implementation. Mr. Heiserman also discussed the SDCERA educational materials to retirees on available market options as being key in the communication strategy.

Mr. McTighe discussed the process of navigating through the health insurance marketplace and stated that retirees appreciated the simplicity of purchasing insurance through SDCERA. Mr. McTighe stated that approval of the staff recommendation by the Board of Retirement would remove the convenience of having a few health insurance plans to choose from for the retirees, and advancing the timing of when new retirees will have to evaluate what is available to them in the marketplace. Mr. McTighe asked if resources could be provided on the SDCERA website to help retirees.

**7. Approval of Plan Year 2023 Retiree Health Insurance Plan Rates and Recommendation to Close Enrollment. Mary Ball, Chief of Operations; Michael Schionning and Jim Summers, Cheiron, Inc.**

Chair Murphy announced that Michael Schionning from Cheiron, Inc. will present the overview of the 2023 Retiree Health Insurance Program Renewals.

Mr. Schionning discussed the medical plan renewals, declining enrollment and the cost comparison for comparable coverage.

**ACTION:** Motion by Trustee McAllister, seconded by Trustee Dostart, to adopt the 2023 retiree health insurance plan rates and the recommendation to close the SDCERA-sponsored health insurance plans to new enrollees.

The motion was approved by unanimous vote:

**Ayes:** Murphy, Gilmore, Goodchild, Dostart, Hebrank, Hovey, McAllister and Rhone

**Absent:** Wong

8. Adoption of the Calendar Year 2023 Health Insurance Administrative Fee. Michael Pattison, Director of Finance

**ACTION:** Motion by Trustee Hebrank, seconded by Trustee Rhone, to adopt the calendar year 2023 health insurance administrative fee.

The motion was approved by unanimous vote:

**Ayes:** Murphy, Gilmore, Goodchild, Dostart, Hebrank, Hovey, McAllister and Rhone

**Absent:** Wong

9. Recommendation to Approve Contract with ASiFlex for the Administration of the Health Insurance Allowance and Medicare Part B Reimbursement Programs. Mary Ball, Chief of Operations.

**ACTION:** Motion by Trustee McAllister, seconded by Trustee Goodchild, to approve the contract with ASiFlex for the administration of the Health Insurance Allowance and Medicare Part B Reimbursement Programs.

The motion was approved by unanimous vote:

**Ayes:** Murphy, Gilmore, Goodchild, Dostart, Hebrank, Hovey, McAllister and Rhone

**Absent:** Wong

The meeting went into recess from 10:49 a.m. to 11:05 a.m.

10. Vendor Performance Review and Recommendation to Extend Custody Banking Agreement with BNY Mellon. Tracy Sandoval, Chief Executive Officer, and Stephen Sexauer, Chief Investment Officer

**ACTION:** Motion by Trustee Rhone, seconded by Trustee Hebrank, to not engage in a competitive selection process for the custody bank and to authorize the CEO to negotiate the reappointment of BNY Mellon for a term of three years, with two additional one-year options.

The motion was approved by unanimous vote:

**Ayes:** Murphy, Gilmore, Goodchild, Dostart, Hebrank, Hovey, McAllister and Rhone

**Absent:** Wong

11. Resolution to Approve Extending the Retirement Application Acceptance Rule From 60 Days to 120 Days Before Effective Retirement Date. Jim Lery, Chief Benefits Officer

Chair Murphy announced that Agenda Item 11 was withdrawn by staff.

12. Review and Adoption of Amendments to Conflict of Interest Code. Brant Will, Chief Legal Officer

**ACTION:** Motion by Trustee McAllister, seconded by Trustee Gilmore, to adopt the amendments in Appendix A and B in the Conflict of Interest Code.

The motion was approved by unanimous vote:

**Ayes:** Murphy, Gilmore, Goodchild, Dostart, Hebrank, Hovey, McAllister and Rhone

**Absent:** Wong

13. Authorize Contract for Website Redesign. Mary Ball, Chief of Operations.

**ACTION:** Motion by Trustee Hebrank, seconded by Trustee Goodchild, to authorize the CEO to negotiate and award a contract with the selected vendor for an amount not to exceed \$350,000, as included in the FY 23 Annual Budget.

The motion was approved by unanimous vote:

**Ayes:** Murphy, Gilmore, Goodchild, Dostart, Hebrank, Hovey, McAllister and Rhone

Absent: Wong

14. Results of Board Self-Evaluation. Laura Flores, Internal Audit Director
  15. Investment Division Reports. Stephen Sexauer, Chief Investment Officer and Tom Williams, Deputy Chief Investment Officer
    - A. Investments Update.
      - 1) CIO Report.
      - 2) CIO Essay – Leverage and Public Pension Funds.
    - B. CIO Markets Report.
    - C. Risk-Return Report.
  16. Board Continuing Education: Securities Lending. Tom Williams, Deputy Chief Investment Officer, and Michael McInnes, BNY Mellon
    - A. Securities Lending – What, Who and Why
    - B. BNYM Securities Lending Overview
  17. Seminars and Conferences.
  18. Information Items.
    - A. SDCERA Participants Report.
    - B. Legislative Report.
    - C. Quarterly Board Out-of-County Travel Report.
- Chair Murphy announced that today is Trustee Hovey’s last meeting. Ms. Sandoval, Mr. Sexauer and Trustees expressed their appreciation for Trustee Hovey.
19. Future Agenda Items/Matters to be Referred to Staff.

The Board convened in Closed Session at 12:55 p.m.
  20. Closed Session.
    - A. PUBLIC EMPLOYEE PERFORMANCE EVALUATION. Government Code Section 54957(b). Title: Chief Executive Officer.

B. PUBLIC EMPLOYEE PERFORMANCE EVALUATION. Government Code Section 54957(b).  
Title: Chief Investment Officer.

C. PUBLIC EMPLOYEE PERFORMANCE EVALUATION. Government Code Section 54957(b).  
Title: Chief Legal Officer.

Closed session adjourned at 3:09 p.m.

21. Report Out of Closed Session

Chair Murphy stated that no reportable actions were taken in closed session.

22. Adjournment.

Chair Murphy adjourned the meeting at 3:10 p.m.

  
Skip Murphy, Chair

  
Bob Goodchild, Secretary



July 14, 2022

To: Board of Retirement  
From: Brant Will, Chief Legal Officer  
Re: **REVIEW AND ADOPTION OF AMENDMENTS TO CONFLICT OF INTEREST CODE**

SDCERA reviews its Conflict of Interest Code during the County's local government biennial review process. In 2006, the Board of Supervisors enacted Ordinance 9803 for all County Departments, including SDCERA, to set forth agency-specific appendices designating employment positions and disclosure categories of economic interests.

Government Code section 87306.5 requires local government agencies to review its Conflict of Interest Code every even-numbered year to allow for amendments due to circumstantial changes.

Appendix A identifies SDCERA's designated positions that are subject to disclosure requirements under Government Code sections 81000 et seq. and Government Code section 87200. Each designated position identified in the Conflict of Interest Code Appendix A must file a disclosure statement (Form 700 Statement of Economic Interests) on the onset of assuming office, on an annual basis thereafter while assuming office, and upon leaving office.

Appendix B identifies designated filers disclosure categories and SDCERA's real estate holdings so that designated positions filers may determine whether they have a disclosable financial interest.

SDCERA staff has reviewed its Conflict of Interest Code appendices and recommends the following amendments:

**Appendix A**

- Amend to add the Retirement Information Technology Director and Retirement Business Systems Director positions.
- Non-substantive change to amend Retirement Internal Audit Manager title to Retirement Internal Audit Director.

Review and Adoption of Amendments to Conflict of Interest Code  
July 14, 2022  
Page 2

**Appendix B**

Amend Appendix B attachment to reflect SDCERA's current real estate properties.

Attached to this memo is a strike-out version and a clean copy of SDCERA's Conflict of Interest Code appendices for your review and approval.

**Conflict of Interest Code:**

**San Diego County Regional  
Airport Authority (SDCRAA)**

## 2022 Local Agency Biennial Notice

Name of Agency: San Diego County Regional Airport Authority  
Mailing Address: PO Box 82776  
Contact Person: Tony R Russell Phone No. 619-400-2551  
Email: trussell@san.org Alternate Email: clerk@san.org

**Accurate disclosure is essential to monitor whether officials have conflicts of interest and to help ensure public trust in government. The biennial review examines current programs to ensure that the agency's code includes disclosure by those agency officials who make or participate in making governmental decisions.**

This agency has reviewed its conflict of interest code and has determined that (*check one BOX*):

**An amendment is required. The following amendments are necessary:**

(*Check all that apply.*)

- Include new positions
- Revise disclosure categories
- Revise the titles of existing positions
- Delete titles of positions that have been abolished and/or positions that no longer make or participate in making governmental decisions
- Other (*describe*) \_\_\_\_\_

**The code is currently under review by the code reviewing body.**

**No amendment is required.** (If your code is over five years old, amendments may be necessary.)

---

**Verification (to be completed if no amendment is required)**

*This agency's code accurately designates all positions that make or participate in the making of governmental decisions. The disclosure assigned to those positions accurately requires that all investments, business positions, interests in real property, and sources of income that may foreseeably be affected materially by the decisions made by those holding designated positions are reported. The code includes all other provisions required by Government Code Section 87302.*

  
Signature of Chief Executive Officer

9.22.22  
Date

All agencies must complete and return this notice regardless of how recently your code was approved or amended. Please return this notice no later than **October 3, 2022**, or by the date specified by your agency, if earlier, to:

**Clerk of the Board of Supervisors  
Attention: Biennial Review  
1600 Pacific Highway, Room 402  
San Diego, CA 92101**

**PLEASE DO NOT RETURN THIS FORM TO THE FPPC.**

**ATTACHMENT A**

**SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY**

**CODESs**

- ARTICLE 2 - ETHICS**
- PART 2.3 - CONFLICTS OF INTEREST**
- SECTION 2.30 - CONFLICTS OF INTEREST**

(a) The California Political Reform Act, Government Code Sections 81000, *et seq.*, requires state and local government agencies to adopt and promulgate Conflict of Interest Codes. The California Fair Political Practices Commission (“FPPC”) has adopted a regulation, 2 Cal. Code of Regs. Section 18730, which contains the terms of a standard model Conflict of Interest Code, which can be incorporated by reference, and which may be amended by the FPPC to conform to amendments in the California Political Reform Act after public notice and hearings. Therefore, the terms of 2 Cal. Code of Regs. Section 18730 and any amendments to it duly adopted by the FPPC, along with the attached Appendix, in which officials and employees are designated and disclosure categories are set forth, are hereby incorporated by reference and constitute the Conflict of Interest Code of the Authority.

(b) Designated employees shall file Statements of Economic Interests with the Authority Clerk which will make the statements available for public inspection and reproduction (Cal. Gov. Code Section 81008). Upon receipt of the completed Statements of Economic Interest, the Authority Clerk shall date stamp and retain the original statements for all designated employees (Cal. Gov. Code Section 87500 (p)). The original Statements of Economic Interest for heads of agencies, and members of boards or commissions (i.e. President/CEO, General Counsel, Chief Auditor, Vice Presidents, Board Member, and Public Committee Members) will be forwarded to the Clerk of the San Diego County Board of Supervisors (Cal. Gov. Code Section 87500 (k) and the Authority will maintain a copy.

(c) Appendices

(1) Appendix A - Designated Employee Positions

| <b>LIST OF DESIGNATED POSITIONS</b>              | <b>*ASSIGNED DISCLOSURE CATEGORY</b> |
|--------------------------------------------------|--------------------------------------|
| Accounting Manager                               | 4                                    |
| Administrative Services Manager                  | 4                                    |
| Airport Art Program Manager                      | 4                                    |
| <u>Airport Art Program Coordinator II</u>        | <u>4</u>                             |
| <u>Airport Properties Operations Coordinator</u> | <u>4</u>                             |
| <u>Air Service Program Manager</u>               | <u>4</u>                             |
| Airside Operations Duty Manager II               | 2, 4                                 |
| Airside & Terminal Resource Systems Manager      | 4                                    |

CODE SECTION No. 2.30

|                                                                       |             |
|-----------------------------------------------------------------------|-------------|
| <u>Application Development Analyst</u>                                | 4           |
| Asset Manager                                                         | 2, 4        |
| Associate Airport Planner                                             | 2, 4        |
| Assistant Authority Clerk II                                          | 4           |
| Associate Asset Manager                                               | 4           |
| Associate Engineer                                                    | 2, 4        |
| Attorney                                                              | 1           |
| Auditor                                                               | 1***        |
| Board Member                                                          | 1           |
| Chief Auditor                                                         | 1***        |
| Construction Manager                                                  | 2, 4        |
| Consultant*                                                           | 1**         |
| <u>Cost Analyst</u>                                                   | <u>2, 4</u> |
| Customer Relations Manager                                            | 4           |
| <u>Database Administrator</u>                                         | <u>4</u>    |
| <u>Director, Accounting</u>                                           | <u>1</u>    |
| Director, Airport Design & Construction                               | 1           |
| Director, Airport Planning & Environmental Affairs                    | 1           |
| Director, Aviation Security & Public Safety                           | 1           |
| Director, Board Services/Authority Clerk                              | 1           |
| <u>Director, Capital Financial Planning &amp; Airline Relations</u>   | <u>1</u>    |
| Director, Communications                                              | 1           |
| Director, Counsel Services                                            | 1           |
| Director, Customer Experience & Innovation                            | 1           |
| Director, Facilities Management                                       | 1           |
| Director, Financial Planning and Budget                               | 1           |
| Director, Government Relations                                        | 1           |
| Director, Ground Transportation                                       | 1           |
| Director, Information & Technology Services                           | 1           |
| <u>Director, Marketing &amp; Air Service Development</u>              | <u>1</u>    |
| Director, Procurement                                                 | 1           |
| <u>Director, Revenue Management</u>                                   | <u>1</u>    |
| Director, Talent, Culture & Capability                                | 1           |
| Director, <del>Terminal &amp; Airside &amp; Terminal</del> Operations | 1           |
| <u>Document Control Manager</u>                                       | <u>4</u>    |
| Financial Analyst I/II                                                | 4           |
| General Counsel                                                       | 1           |
| Geographic Information System & Computer Aided Design System Manager  | 4           |

CODE SECTION NO. 2.30

|                                                        |             |
|--------------------------------------------------------|-------------|
| <u>Human Resources Analyst I/II</u>                    | <u>4</u>    |
| <u>Human Resources Information Systems Analyst II</u>  | <u>4</u>    |
| <u>IT Project Manager</u>                              | <u>4</u>    |
| Innovation Program Manager                             | 4           |
| Labor Compliance <del>Program</del> Supervisor         | 3, 4        |
| Maintenance Project Inspector                          | 3, 4        |
| Management Analyst                                     | 4           |
| Manager, Airport Finance                               | 4           |
| Manager, Airport Planning                              | 2, 4        |
| Manager, Airside Operations                            | 4           |
| Manager, Audit Services                                | 1***        |
| Manager, Aviation Security & Law Enforcement           | 3, 4        |
| Manager, Business Analytic                             | 4           |
| Manager, Business & Systems Applications               | 4           |
| Manager, Customer Experience Design                    | 4           |
| Manager, Contracts                                     | 4           |
| Manager, Emergency Preparedness & Public Safety        | 3, 4        |
| Manager, Energy & Water Management                     | 4           |
| Manager, Environmental Affairs                         | 2, 4        |
| Manager, Facilities Management                         | 2, 4        |
| <u>Manager, Government &amp; Community Relations</u>   | <u>4</u>    |
| Manager, Ground Transportation                         | 4           |
| <u>Manager, HR Business Partnerships</u>               | <u>4</u>    |
| <u>Manager, Infrastructure Operations</u>              | <u>4</u>    |
| Manager, Insurance & Construction, Risk                | 2, 4        |
| <del>Manager, Landside Operations</del>                | 4           |
| Manager, Learning & Capability                         | 4           |
| Manager, Procurement & Contract Services               | 4           |
| Manager, Safety & Labor Compliance                     | 2, 4        |
| <del>Manager, Safety &amp; Wellness</del>              | 4           |
| Manager, Service Desk & IT Terminal Operations         | 4           |
| Manager, Small Business Development                    | 4           |
| <del>Manager, Terminal Concessions</del>               | 4           |
| Manager, Terminal Operations                           | 4           |
| President/CEO                                          | 1           |
| Procurement Analyst I/II                               | 4           |
| Program Manager, <u>Engineering &amp; Construction</u> | <u>2, 4</u> |
| <u>Program Manager, Concessions</u>                    | <u>2, 4</u> |
| <u>Project Analyst</u>                                 | <u>4</u>    |
| <u>Project Controls Analyst</u>                        | <u>4</u>    |

CODE SECTION No. 2.30

|                                                      |      |
|------------------------------------------------------|------|
| Project Manager                                      | 4    |
| Public Audit, and Art Advisory Committee Members)    | 1    |
| Purchasing Card Program Analyst                      | 4    |
| Quality Control Manager                              | 3, 4 |
| Quieter Home Program Coordinator                     | 2, 4 |
| Records & Information Manager                        | 4    |
| Risk Management Analyst I/II                         | 4    |
| Safety & Loss Prevention Analyst I/II                | 4    |
| Security & Public Safety Analyst I/II                | 4    |
| Senior Accountant                                    | 4    |
| Senior Airport Planner                               | 2, 4 |
| Senior Airport Traffic Supervisor                    | 3    |
| Senior Airside Operations Duty Manager               | 2, 4 |
| Senior Applications Development Analyst              | 4    |
| Senior Attorney                                      | 1    |
| Senior Auditor                                       | 1*** |
| Senior Construction Inspector                        | 2,3  |
| Senior Cost Analyst                                  | 2,4  |
| Senior Director, External Relations                  | 1    |
| Senior Director, Finance & Asset Management          | 1    |
| Senior Director, Marketing & Air Service Development | 1    |
| Senior Engineering Technician I/II                   | 2,4  |
| Senior Financial Analyst                             | 4    |
| Senior Human Resource Analyst                        | 4    |
| Senior Maintenance Project Inspector                 | 2,3  |
| Senior Management Analyst                            | 3    |
| Senior Manager, Accounting                           | 4    |
| Senior Manager, Airport Finance                      | 4    |
| Senior Manager, Arts Program                         | 4    |
| Senior Manager, Construction Services                | 2,4  |
| Senior Manager, Information & Technology Services    | 4    |
| Senior Manager, Marketing                            | 4    |
| Senior Manager, Talent & OD                          | 4    |
| Senior Marketing Specialist                          | 4    |

|                                                               |     |
|---------------------------------------------------------------|-----|
| Senior Program Manager                                        | 4   |
| Senior Project Management Systems Analyst                     | 4   |
| Senior Procurement Analyst                                    | 4   |
| Senior Project Controls Analyst                               | 2,4 |
| Senior Risk Management Analyst                                | 4   |
| Senior Systems Support Analyst                                | 4   |
| Senior Terminal Operations Coordinator                        | 4   |
| Small Business Development Program Coordinator                | 4   |
| Small Business Development Program Manager                    | 2,4 |
| Systems Support Analyst I/II                                  | 4   |
| Terminal Operations Coordinator                               | 4   |
| Vice President & Chief Development Officer                    | 1   |
| Vice President, Treasurer & Chief Financial Officer           | 1   |
| Vice President & Chief Operations Officer                     | 1   |
| Vice President, Marketing, Innovation & Chief Revenue Officer | 1   |

- \* Consultants are persons who meet the definition found in 2 Cal. Code of Regs. Section 18700.3.
- \*\* Consultants shall disclose pursuant to Category 1, the broadest disclosure category in this Conflict of Interest Code, unless the President/CEO determines in writing that a particular consultant, although a designated employee, is hired to perform a range of duties that are limited in scope and thus is not required to comply with the disclosure requirements described in this Appendix. Such determination shall include a description of the consultant's duties and, based upon that description, a statement of the extent of disclosure requirements. The determination of the President/CEO is a public record and shall be retained for public inspection in the same manner and location as this Conflict of Interest Code. Nothing herein excuses any such consultant from any other provision of this Conflict of Interest Code.
- \*\*\* Pursuant to 2 Cal. Code of Regs. Section 18733, an employee in this category may file a Form 700A.

(2) Appendix B - Disclosure Categories

**General Provisions.** The Authority has jurisdiction throughout the County of San Diego (hereinafter "County"). Accordingly, when a designated employee or individual is required to disclose investments, business positions, and sources of income, ~~they he or she~~ need only disclose investments in business entities and sources of income that do business in the County, plan to do business in the County, or have done business in the County within the past two (2) years. In addition to other activities, a business entity is doing business within the County if it owns real property within the County. When a designated employee or individual is required to disclose real property, ~~they he or she~~ need only disclose that which is located in whole or in part within or not more than two (2) miles outside the boundaries of the County or within two (2) miles of any land owned or used by the Authority.

Definition of Disclosure Categories

Category 1 - Designated employees assigned to Category 1 shall report as follows:  
~~Officials and employees whose duties are broad and indefinable:~~

Business positions, investments and sources of income that are either located in or doing business in the County, are planning to do business in the County, or have done business in the County in the past two (2) years.

Interests in real property in the County, including real property within two (2) miles of the boundaries of the County.

Category 2 - Designated employees assigned to Category 2 shall report as follows  
~~Officials and employees whose decisions may affect real property interests:~~

Investments and business positions in business entities, and income from sources that engage in land development, construction, or the acquisition or sale of real property.

Interests in real property in the County, including real property within two (2) miles of the boundaries of the County, or property located within a two (2) mile radius of any property owned or used by the Authority.

Category 3 - Designated employees assigned to Category 3 shall report as follows  
~~Officials and employees with regulatory powers:~~

All investments, business positions, interests in real property and sources of income subject to the regulatory, permit or licensing authority of the Authority.

Category 4 - Designated employees assigned to Category 4 shall report as follows  
~~Officials and employees whose duties involve contracting or purchasing:~~

Investments and business positions in business entities and sources of income including those that provide services, supplies, materials, machinery or equipment of the type utilized by the Authority or any individual department of the Authority.

**CODE SECTION NO. 2.30**

[Amended by Resolution No. 2020-0081 dated September 3, 2020.]  
[Amended by Resolution No. 2018-0090 dated September 13, 2018.]  
[Amended by Resolution No. 2016-0072 dated September 15, 2016]  
[Amended by Resolution No. 2014-0083 dated September 4, 2014]  
[Amended by Resolution No. 2012-0089 dated September 6, 2012]  
[Amended by Resolution No. 2010-0090 dated September 2, 2010]  
[Amended by Resolution No. 2008-0107 dated September 4, 2008]  
[Amended by Resolution No. 2006-0133 dated November 13, 2006]  
[Amended by Resolution No. 2004-0097 dated October 4, 2004]  
[Adopted by Resolution No. 2002-02 dated September 20, 2002]

RESOLUTION NO. 2022-0087

A RESOLUTION OF THE BOARD OF THE SAN DIEGO  
COUNTY REGIONAL AIRPORT AUTHORITY, AMENDING  
AUTHORITY CODE SECTION 2.30 - CONFLICT OF  
INTEREST CODE

**WHEREAS**, San Diego County Regional Airport Authority Code 2.30 established the Authority's Conflict of Interest Code; and

**WHEREAS**, Government Code Section 87306.5 requires every local government agency to review its Conflict of Interest Code no later than October 1 of each even-numbered year to determine if a change in its Conflict of Interest Code is necessitated by changed circumstances; and

**WHEREAS**, Government Code Section 87302(a) requires that each agency's Conflict of Interest Code enumerate the employee positions within the agency "which involve the making or participation in the making of decisions which may foreseeably have a material effect on any financial interest" of the employee; and

**WHEREAS**, the Authority has reviewed its Conflict of Interest Code as required and due to changed circumstances, the Board wishes to amend the Code to update and designate certain employee positions which are subject to disclosure of certain economic interests.

**NOW, THEREFORE, BE IT RESOLVED**, that the Board hereby approves the amendments to Authority Code Section 2.30, Conflict of Interest Code (Attachment A), updating the list of designated employees.

**BE IT FURTHER RESOLVED** that the Board finds that this action is not a "project" as defined by the California Environmental Quality Act ("CEQA") (California Public Resources Code §21065); and

**BE IT FURTHER RESOLVED** that the Board finds that this action is not a "development" as defined by the California Coastal Act (California Public Resources Code §30106); and

**BE IT FURTHER RESOLVED** that the Board finds that this action is not a project that involves additional approvals or actions by the Federal Aviation Administration ("FAA") and, therefore, no formal review under the National Environmental Policy Act ("NEPA") is required.


**PASSED, ADOPTED, AND APPROVED** by the Board of the San Diego County Regional Airport Authority at a regular meeting this 6<sup>th</sup> day of October 2022, by the following vote:

**AYES:** Board Members: Blakespear, Cabrera, McNamara, Robinson, Schiavoni, Sly, Vargas

**NOES:** Board Members: None

**ABSENT:** Board Members: Casillas Salas, von Wilpert

ATTEST:

  
\_\_\_\_\_  
TONY R. RUSSELL  
DIRECTOR, BOARD SERVICES /  
AUTHORITY CLERK

APPROVED AS TO FORM:

  
\_\_\_\_\_  
AMY GONZALEZ  
GENERAL COUNSEL

**Board Members**

Gil Cabrera (Chair)  
Mary Casillas Salas (Vice Chair)  
Catherine Blakespear  
Paul McNamara  
Paul Robinson  
Johanna Schiavoni  
James Sly  
Nora E. Vargas  
Marni von Wilpert

**DRAFT ACTION MINUTES**  
**Board Meeting Agenda**

**Thursday, October 6, 2022**

**9:00 A.M.**

San Diego International Airport  
SDCRAA Administration Building  
Third Floor – Board Room  
3225 N. Harbor Drive  
San Diego, California 92101

**Ex-Officio Board Members**

Col. Thomas M. Bedell  
Gustavo Dallarda  
Gayle Miller

**President/CEO**

Kimberly J. Becker

COSI CLERK OF THE BOARD  
2022 OCT 10 AM 9:09

***Live webcasts of Authority Board meetings can be accessed at***  
**<http://www.san.org/Airport-Authority/Meetings-Agendas/Authority-Board>**

**CALL TO ORDER:** Chair Cabrera called the meeting to order at 9:02 a.m.

**PLEDGE OF ALLEGIANCE:** Kimberly Becker, President/CEO led the Pledge of Allegiance.

**ROLL CALL:** Board Members Casillas Salas, Bedell (Ex-Officio), Miller (Ex Officio), and von Wilpert were ABSENT.

**PRESENTATIONS:**

**A. 2021-2022 Sustainability Report:**

Presented by Michelle Brega, Senior Director, External Relations, and Brendan Reed, Director, Planning and Environmental Affairs

**REPORTS FROM BOARD COMMITTEES, AD HOC COMMITTEES, AND CITIZEN COMMITTEES AND LIAISONS:**

- **AUDIT COMMITTEE:**  
Committee Members: Blakespear, Casillas Salas, Schiavoni, Sly, Vann (Chair), Newsom, Wong Nickerson
- **CAPITAL IMPROVEMENT PROGRAM OVERSIGHT COMMITTEE:**  
Committee Members: McNamara, Schiavoni, von Wilpert (Chair)
- **EXECUTIVE PERSONNEL AND COMPENSATION COMMITTEE:**  
Committee Members: Cabrera, McNamara, Robinson (Chair), Vargas

\*For reference only. This document is not the official actions of the meeting and should not be maintained once the final minutes are adopted.

Thursday, October 6, 2022

- **FINANCE COMMITTEE:**  
Committee Members: McNamara, Schiavoni (Chair), Sly, von Wilpert

## ADVISORY COMMITTEES

- **AUTHORITY ADVISORY COMMITTEE:**  
Liaison: Casillas Salas (Primary), Robinson
- **ARTS ADVISORY COMMITTEE:**  
Liaison: Schiavoni

## LIAISONS

- **CALTRANS:**  
Liaison: Dallarda
- **INTER-GOVERNMENTAL AFFAIRS:**  
Liaison: Cabrera
- **MILITARY AFFAIRS:**  
Liaison: Bedell
- **PORT:**  
Liaisons: Cabrera (Primary), Robinson, Vargas
- **WORLD TRADE CENTER:**  
Representatives: Robert H. Gleason

## BOARD REPRESENTATIVES (EXTERNAL)

- **SANDAG BOARD OF DIRECTORS:**  
Representative: Cabrera (Primary), Robinson
- **SANDAG TRANSPORTATION COMMITTEE:**  
Representatives: Schiavoni (Primary), Sly

## CHAIR REPORT:

## PRESIDENT/CEO REPORT:

**NON-AGENDA PUBLIC COMMENT:** There were 2 speakers

\*For reference only. This document is not the official actions of the meeting and should not be maintained once the final minutes are adopted.

Thursday, October 6, 2022

## CONSENT AGENDA (ITEMS 1-9):

Tony R. Russell, Director, Board Services/Authority Clerk, announced a revision to the minutes to reflect that Amy Gonzalez, General Counsel was present at the meeting, not Lee Kaminetz, Director, Counsel Services.

**[ACTION: 7-0-2 to approve the Consent Agenda, as amended, noting Board Members Casillas Salas and von Wilpert as ABSENT]**

**1. APPROVAL OF MINUTES:**

RECOMMENDATION: Approve the minutes of the September 1, 2022, Board meeting.

**2. ACCEPTANCE OF BOARD AND COMMITTEE MEMBERS WRITTEN REPORTS ON THEIR ATTENDANCE AT APPROVED MEETINGS AND PRE-APPROVAL OF ATTENDANCE AT OTHER MEETINGS NOT COVERED BY THE CURRENT RESOLUTION:**

RECOMMENDATION: Accept the reports and pre-approve Board Member attendance at other meetings, trainings and events not covered by the current resolution.

**(Board Services: Tony R. Russell, Director/Authority Clerk)**

**3. AWARDED CONTRACTS AND APPROVED CHANGE ORDERS FROM AUGUST 8, 2022, THROUGH SEPTEMBER 11, 2022, AND REAL PROPERTY AGREEMENTS GRANTED AND ACCEPTED FROM AUGUST 8, 2022, THROUGH SEPTEMBER 11, 2022:**

RECOMMENDATION: Receive the Report.

**(Procurement: Jana Vargas, Procurement Director)**

**4. OCTOBER 2022 LEGISLATIVE REPORT:**

RECOMMENDATION: Adopt Resolution No. 2022-0086, approving the October 2022 Legislative Report.

**(Government Relations: Matt Harris, Director)**

**5. BIENNIAL REVIEW AND AMENDMENT OF AUTHORITY CODE SECTION 2.30 - CONFLICT OF INTEREST CODE:**

RECOMMENDATION: Adopt Resolution No. 2022-0087, amending Authority Code Section 2.30 - Conflict of Interest Code.

**(Board Services: Tony R. Russell, Director/Authority Clerk)**

Thursday, October 6, 2022

## CLAIMS

6. **REJECT CLAIM OF KAILASH BOLINA:**  
RECOMMENDATION: Adopt Resolution No. 2022-0088, rejecting the claim of Kailash Bolina.  
**(Legal: Amy Gonzalez, General Counsel)**
7. **REJECT CLAIM OF CINTHYA NORIEGA GARCIA:**  
RECOMMENDATION: Adopt Resolution No. 2022-0089, rejecting the claim of Cinthya Noriega Garcia.  
**(Legal: Amy Gonzalez, General Counsel)**

## COMMITTEE RECOMMENDATIONS

8. **FISCAL YEAR 2022 ANNUAL REPORT FROM THE AUDIT COMMITTEE:**  
RECOMMENDATION: The Audit Committee recommends that the Board accept the report.  
**(Audit: Lee Parravano, Chief Auditor)**

## CONTRACTS AND AGREEMENTS

### CONTRACTS AND AGREEMENTS AND/OR AMENDMENTS TO CONTRACTS AND AGREEMENTS EXCEEDING \$1 MILLION

9. **WAIVE AUTHORITY POLICY 5.02(4)(b)(iii) AND AUTHORIZE THE PRESIDENT/CEO TO NEGOTIATE AND EXECUTE CHANGE ORDERS WITH GRIFFITH COMPANY FOR THE SHUTTLE LOT RELOCATION PROJECT AT SAN DIEGO INTERNATIONAL AIRPORT:**  
RECOMMENDATION: Adopt Resolution No. 2022-0090, waiving Authority Policy 5.02(4)(b)(iii) and authorizing the President/CEO to negotiate and execute Change Orders with Griffith Company, for Project No. 413002 Shuttle Lot Relocation, for a total change order amount not to exceed \$1,079,535.  
**(Airport Design and Construction: Bob Bolton, Director)**

## PUBLIC HEARINGS:

## OLD BUSINESS:

Thursday, October 6, 2022

## NEW BUSINESS:

- 10. RENEWAL OF THE HEALTH & WELFARE BENEFITS PROGRAM FOR 2023:**  
RECOMMENDATION: The Executive Personnel and Compensation Committee (EPCC) recommends that the Board adopt Resolution No. 2022-0091, approving the renewal of the Health and Welfare Benefits Program for 2023.  
**(Talent, Culture, and Capability: Monty Bell, Director)**

**[ACTION: 6-0-3 to approve staff's recommendation, noting Board Members Casillas Salas, Vargas, and von Wilpert as ABSENT]**

The Board recessed at 10:25 a.m. and reconvened into Open Session at 10:26 a.m.

**CLOSED SESSION:** The Board recessed into Closed Session at 10:26 a.m. to hear items 11 - 13

- 11. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION:**  
(Paragraph (1) of subdivision (d) of Cal. Gov. Code §54956.9)  
Name of Case: San Diego County Regional Airport Authority v. Aquatherm L.P., et al., San Diego Superior Court Case No. 37-2022-00037121-CU-BC-CTL
- 12. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION:**  
(Paragraph (1) of subdivision (d) of Cal. Gov. Code §54956.9)  
Name of Case: Future DB, International, Inc. v. San Diego County Regional Airport Authority, San Diego Superior Court Case No. 37-2018-00001531-CU-CR-CTL
- 13. CONFERENCE WITH LABOR NEGOTIATORS:**  
Cal. Gov. Code §54957.6  
Agency designated representatives: Monty Bell, Scott Brickner, Angela Shafer-Payne, Rod Betts, Jeff Rasor, Lola Barnes, Lee Kaminetz  
Employee organization: California Teamsters Local 911

**REPORT ON CLOSED SESSION:** The Board reconvened into Open Session at 10:58 a.m. Amy Gonzalez, General Counsel, reported that the Board voted to ratify the tentative agreement for Item 13; and that the vote was unanimous, noting Board Members Casillas Salas, Vargas, and von Wilpert as ABSENT.

## GENERAL COUNSEL REPORT:

**BUSINESS AND TRAVEL EXPENSE REIMBURSEMENT REPORTS FOR BOARD MEMBERS, PRESIDENT/CEO, CHIEF AUDITOR AND GENERAL COUNSEL WHEN ATTENDING CONFERENCES, MEETINGS, AND TRAINING AT THE EXPENSE OF THE AUTHORITY:**

## BOARD COMMENT:

**ADJOURNMENT:** The meeting was adjourned at 11:00 a.m.

\*For reference only. This document is not the official actions of the meeting and should not be maintained once the final minutes are adopted.



October 7, 2022

Alejandro Chavira, Board Assistant  
County of San Diego  
Clerk of the Board of Supervisors  
1600 Pacific Highway, Room 402  
San Diego, CA 92101

Dear Alejandro Chavira:

Attached, please find the 2022 Biennial amended Conflict of Interest Code, Draft Action Minutes, and Resolution No. 2022-0087, adopted by the Authority Board at its October 6, 2022 meeting. Please let us know when the amended code has been approved by the Board of Supervisors, or if it needs to be amended further.

If you have any questions or require additional information, please telephone me at (619) 400-2550.

Sincerely,

*Tony R Russell*

Tony R. Russell, CRM, MMC  
Director, Board Services/Authority Clerk

**Conflict of Interest Code:**

**San Diego County Water  
Authority**

## 2022 Local Agency Biennial Notice

Name of Agency: San Diego County Water Authority  
Mailing Address: 4677 Overland Avenue, San Diego, CA 92123  
Contact Person: Melinda Nelson, Clerk of the Board Phone No. 858-522-6614  
Email: mnelson@sdcwa.org Alternate Email: ---

**Accurate disclosure is essential to monitor whether officials have conflicts of interest and to help ensure public trust in government. The biennial review examines current programs to ensure that the agency's code includes disclosure by those agency officials who make or participate in making governmental decisions.**

This agency has reviewed its conflict of interest code and has determined that (*check one BOX*):

**An amendment is required. The following amendments are necessary:**

(*Check all that apply.*)

- Include new positions
- Revise disclosure categories
- Revise the titles of existing positions
- Delete titles of positions that have been abolished and/or positions that no longer make or participate in making governmental decisions
- Other (*describe*) \_\_\_\_\_

**The code is currently under review by the code reviewing body.**

**No amendment is required.** (If your code is over five years old, amendments may be necessary.)

---

**Verification (to be completed if no amendment is required)**

*This agency's code accurately designates all positions that make or participate in the making of governmental decisions. The disclosure assigned to those positions accurately requires that all investments, business positions, interests in real property, and sources of income that may foreseeably be affected materially by the decisions made by those holding designated positions are reported. The code includes all other provisions required by Government Code Section 87302.*

  
\_\_\_\_\_  
Signature of Chief Executive Officer

September 27, 2022  
\_\_\_\_\_  
Date

All agencies must complete and return this notice regardless of how recently your code was approved or amended. Please return this notice no later than **October 3, 2022**, or by the date specified by your agency, if earlier, to:

**Clerk of the Board of Supervisors  
Attention: Biennial Review  
1600 Pacific Highway, Room 402  
San Diego, CA 92101**

**PLEASE DO NOT RETURN THIS FORM TO THE FPPC.**

## APPENDIX

### SAN DIEGO COUNTY WATER AUTHORITY LOCAL CONFLICT OF INTEREST CODE

#### List of Designated Positions and Disclosure Requirements (2022~~0~~ Update)

#### SECTION 1: AUTHORITY AND SCOPE

This Appendix is adopted pursuant to and as a part of the San Diego County Water Authority Local Conflict of Interest Code, which adopts by reference the latest provisions of Section 18730 of Title 2 of the California Code of Regulations.

The San Diego County Water Authority Local Conflict of Interest Code contains both requirements for the disclosure of financial interests and disqualification requirements. Violations of the local conflict of interest code are subject to the administrative, criminal and civil sanctions of the Political Reform Act.

This Appendix contains a list of designated positions and disclosure requirements for employees holding designated positions. This Appendix is the "Appendix" referred to in subsection (b)(3) [Disclosure Categories] of 2 Cal. Code of Regs. Section 18730. The General Manager, in consultation with the General Counsel, may add designated positions and establish disclosure requirements for such positions whenever a new job classification is created. Such designation shall be effective pending amendment of the Code or this Appendix by the Board of Directors.

The Members of the Board of Directors, the General Manager, the Director of Finance and the Treasurer are designated as "other public officials who manage public investments" under Government Code Section 87200 and 2 Cal. Code of Regs. Section 18700.3. Persons in these positions are required to disclose financial interests pursuant to Government Code sections 87200 - 87210 and are, therefore, not included in the list set forth below. However, such persons are subject to the disqualification requirements of the San Diego County Water Authority Local Conflict of Interest Code.

#### SECTION 2: EFFECTIVE DATE

This 2022~~0~~ update of the Appendix shall be effective the day following its approval by the code reviewing body. The San Diego County Board of Supervisors is designated by statute as the code reviewing body for the San Diego County Water Authority. Following approval by the code reviewing body, this Appendix remains in effect until repealed or superseded.

#### SECTION 3: LIST OF DESIGNATED POSITIONS AND DISCLOSURE CATEGORIES

The positions within the Water Authority listed in this section are "designated positions." Any person whose employment position (whether full time, part time or temporary) with the Water Authority is a designated position, is a "designated employee" for the purposes of the local conflict of interest code. Designated employees shall disclose in the manner provided in the local conflict of interest code, those reportable financial interests which are within each of the categories represented by the numerals following each listed position. Each disclosure category is identified

Local Conflict of Interest Code Appendix

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by a number and is described below. Disclosure requirements for interests in each disclosure category are set forth in subsection (b)(7) [Manner of Reporting] of 2 Cal. Code of Regs. Section 18730.

| <b>Category Number</b> | <b>Reportable Financial Interests</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1                      | All investments                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| 2                      | All sources of income                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| 3                      | All interests in real property                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| 4                      | All business positions                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| 5                      | Investments and business positions in business entities, and sources of income, engaged directly or indirectly, in land development, construction, civil engineering, environmental consulting, land planning, real estate (including without limitation brokerage, sales, marketing, leasing, appraisal, and lending), commercial lending, banking or farming.                                                                                                                                                                                               |
| 6                      | Investments and business positions in business entities, and sources of income, engaged, directly or indirectly, in development, distribution, transfer, conservation, storage, treatment, reclamation or marketing of water.                                                                                                                                                                                                                                                                                                                                 |
| 7                      | Investments and business positions in business entities, and sources of income, engaged in architecture, engineering, accounting, auditing, law, public relations, provision of temporary employees, office products, telecommunications, computer hardware and software, personnel services, management services, or in the manufacture, production, vending or servicing of goods, materials, machinery or equipment of the type routinely used or purchased by public water agencies; including those entities and sources within the scope of category 8. |
| 8                      | Investments and business positions in business entities, and sources of income who have contracted with the Authority within the past two years or who in the future may foreseeably contract with the Authority to provide services, supplies, materials, machinery or equipment. Reporting under this category shall apply to those contracts for services, supplies, materials, machinery or equipment acquisition, the solicitation, negotiation, or administration of which are within the scope of regular and customary job duties of the employee.    |



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**Designated Positions**

**Disclosure Categories**

*General Manager's Office*

|                                         |                    |
|-----------------------------------------|--------------------|
| Assistant General Manager               | 1, 2, 3, 4         |
| Deputy General Manager                  | 1, 2, 3, 4         |
| Executive Administrative Assistant      | 8                  |
| Director of Government Relations        | 1, 2, 3, 4         |
| <del>Government Relations Manager</del> | <del>5, 6, 7</del> |
| Management Analyst                      | 5, 6, 7            |
| Senior Management Analyst               | 5, 6, 7            |

*General Counsel's Office*

|                                |            |
|--------------------------------|------------|
| General Counsel                | 1, 2, 3, 4 |
| Assistant General Counsel      | 1, 2, 3, 4 |
| Deputy General Counsel         | 1, 2, 3, 4 |
| Legal Administrative Assistant | 8          |

*Administrative Services Department*

|                                               |                       |
|-----------------------------------------------|-----------------------|
| Director of Administrative Services           | 1, 2, 3, 4            |
| Administrative Services Manager               | 1, 2, 3, 4            |
| Facilities Services Technician                | 7                     |
| Information Security Officer                  | 1, 2, 3, 4            |
| Information Systems Manager                   | 1, 2, 3, 4            |
| Information Systems Supervisor                | 7                     |
| <del>Senior Information Systems Analyst</del> | <del>7</del>          |
| Management Analyst                            | 7                     |
| Assistant Management Analyst                  | 7                     |
| <del>Purchasing Technician I</del>            | <del>8</del>          |
| <del>Safety and Risk Manager</del>            | <del>1, 2, 3, 4</del> |
| Safety Officer                                | 8                     |
| Senior Management Analyst                     | 1, 2, 3, 4            |
| Supervising Management Analyst                | 1, 2, 3, 4            |

*Clerk of the Board*

|                           |   |
|---------------------------|---|
| Clerk of the Board        | 7 |
| Deputy Clerk of the Board | 7 |

*Colorado River Program*

|                                        |                    |
|----------------------------------------|--------------------|
| Director of the Colorado River Program | 1, 2, 3, 4         |
| Assistant Water Resource Specialist    | 8                  |
| Engineer (P.E.)                        | 5, 6, 7            |
| <del>Senior Engineer</del>             | <del>5, 6, 7</del> |
| QSA Outreach Coordinator               | 5, 6, 7            |
| Principal Water Resources Specialist   | 5, 6, 7            |
| Senior Water Resources Specialist      | 5, 6, 7            |
| Water Resources Specialist             | 5, 6, 7            |



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Engineering Department

|                                |            |
|--------------------------------|------------|
| Director of Engineering        | 1, 2, 3, 4 |
| Deputy Director of Engineering | 1, 2, 3, 4 |
| Assistant Management Analyst   | 5, 7       |
| Engineer (P.E.)                | 5, 7       |
| Engineer I                     | 5, 7       |
| Engineer II                    | 5, 7       |
| Engineering Manager            | 1, 2, 3, 4 |
| Engineering Technician I       | 5          |
| Engineering Technician II      | 5          |
| Land Surveyor (P.L.S.)         | 5, 7       |
| Management Analyst             | 5, 7       |
| Principal Construction Manager | 1, 2, 3, 4 |

Construction Manager 5, 7

|                                    |            |
|------------------------------------|------------|
| Principal Engineer                 | 1, 2, 3, 4 |
| Project Scheduler I                | 8          |
| Project Scheduler II               | 8          |
| Right of Way Agent                 | 5, 7       |
| Right of Way Manager               | 1, 2, 3, 4 |
| Right of Way Supervisor            | 5, 7       |
| Right of Way Technician I          | 5, 7       |
| Right of Way Technician II         | 5, 7       |
| Right of Way Technician III        | 5, 7       |
| Right of Way Technician IV         | 5, 7       |
| Senior Construction Manager        | 5, 7       |
| Senior Engineer                    | 5, 7       |
| Senior Engineering Technician      | 5, 7       |
| Senior Management Analyst          | 1, 2, 3, 4 |
| Senior Project Scheduler           | 5, 7       |
| Senior Right of Way Agent          | 5, 7       |
| Senior Survey Technician           | 5, 8       |
| Supervising Engineering Technician | 5, 7       |
| Supervising Land Surveyor          | 5, 7       |
| Supervising Management Analyst     | 1, 2, 3, 4 |
| Survey Technician                  | 5, 8       |

Finance Department

|                                             |                       |
|---------------------------------------------|-----------------------|
| Accounting Supervisor                       | 5, 7                  |
| Budget and <u>Treasury Analysis</u> Manager | 1, 2, 3, 4            |
| Controller                                  | 1, 2, 3, 4            |
| <del>Financial Planning Manager</del>       | <del>1, 2, 3, 4</del> |
| <del>Investment Analyst</del>               | <del>5, 7</del>       |
| Management Analyst                          | 5, 7                  |
| Rate and Debt Manager                       | 1, 2, 3, 4            |
| Senior Management Analyst                   | 5, 7                  |
| <u>Senior Accountant</u>                    | <u>5, 7</u>           |
| <u>Supervising Management Analyst</u>       | <u>5, 7</u>           |



Financial Resources Analyst 5, 7

Human Resources Program

|                             |            |
|-----------------------------|------------|
| Director of Human Resources | 1, 2, 3, 4 |
| Human Resources Analyst     | 7          |
| Human Resources Assistant   | 7          |
| Human Resources Manager     | 1, 2, 3, 4 |

MWD Program

|                                                        |                      |
|--------------------------------------------------------|----------------------|
| <del>Director of</del> MWD Program <del>Director</del> | 1, 2, 3, 4           |
| Assistant Management Analyst                           | <del>8</del> 5, 6, 7 |
| Management Analyst                                     | 5, 6, 7              |
| <del>Senior-Principal</del> Water Resources Specialist | 5, 6, 7              |

Operations and Maintenance Department

|                                                 |                    |
|-------------------------------------------------|--------------------|
| Director of Operations and Maintenance          | 1, 2, 3, 4         |
| Corrosion Control Supervisor                    | 7                  |
| Electrical/Instrumentation Supervisor           | 7                  |
| Facilities Services Technician                  | 7                  |
| Management Analyst                              | 5, 6, 7            |
| Operations and Maintenance Manager              | 5, 7               |
| Principal Asset Management Specialist           | 5, 6, 7            |
| <del>Principal Water Resources Specialist</del> | <del>5, 6, 7</del> |
| Rotating Equipment Supervisor                   | 7                  |
| SCADA Supervisor                                | 7                  |
| <u>SCADA Specialist</u>                         | 7                  |
| Senior Corrosion Control Technician             | 5, 6, 7            |
| Senior Electrical/Instrumentation Technician    | 7                  |
| Senior Fleet Mechanic                           | 7                  |
| Senior Maintenance Technician                   | 7                  |
| <u>Senior Management Analyst</u>                | 1, 2, 3, 4         |
| Senior Rotating Equipment Technician            | 7                  |
| Senior SCADA Specialist                         | 7                  |
| Senior System Operator                          | 8                  |
| Supervising Management Analyst                  | 1, 2, 3, 4         |
| System Maintenance Supervisor                   | 7                  |
| Systems Operations Supervisor                   | 7                  |
| <del>Water Resources Specialist</del>           | <del>5, 6, 7</del> |

Public Affairs Department

|                                         |            |
|-----------------------------------------|------------|
| Director of Public Affairs              | 1, 2, 3, 4 |
| Management Analyst                      | 5, 7       |
| Principal Public Affairs Representative | 5, 7       |
| Public Affairs Manager                  | 1, 2, 3, 4 |
| Public Affairs Representative I         | 8          |
| Public Affairs Representative II        | 8          |
| Public Affairs Supervisor               | 5, 7       |

Senior Public Affairs Representative 7

Water Resources Department

|                                      |            |
|--------------------------------------|------------|
| Director of Water Resources          | 1, 2, 3, 4 |
| Engineer (P.E.)                      | 5, 6, 7    |
| Management Analyst                   | 5, 6, 7    |
| Principal Engineer (P.E.)            | 1, 2, 3, 4 |
| Principal Water Resources Specialist | 5, 6, 7    |
| Senior Management Analyst            | 5, 6, 7    |
| Senior Water Resources Specialist    | 5, 6, 7    |
| Water Resources Manager              | 1, 2, 3, 4 |
| Water Resources Specialist           | 5, 6, 7    |

Consultants

Fair Political Practices Commission regulation [2 Cal. Code of Regs. Section 18700.3] defines “consultant” as an individual whom, pursuant to a contract with a state or local governmental agency:

(a) Makes a governmental decision whether to:

- (1) Approve a rate, rule or regulation;
- (2) Adopt or enforce a law;
- (3) Issue, deny, suspend, or revoke a permit, license, application, certificate, approval, order, or similar authorization or entitlement;
- (4) Authorize the agency to enter into, modify, or renew a contract provided it is the type of contract that requires agency approval;
- (5) Grant agency approval to a contract which requires agency approval and in which the agency is a party or to the specifications for such a contract;
- (6) Grant agency approval to a plan, design, report, study, or similar item;
- (7) Adopt, or grant agency approval of, policies, standards, or guidelines for the agency, or for any subdivision of the agency; or

(b) Serves in a staff capacity with the agency and in that capacity participates in making a governmental decision or performs the same or substantially all the same duties for the agency that would otherwise be performed by an individual holding a position specified in the agency’s local conflict of interest code.

Disclosure required

Disclosure required by consultants shall be determined on a case-by-case basis by the General Manager, or in the case of legal service contracts, by the General Counsel. The General Manager, in consultation with the General Counsel, or General Counsel may determine whether a person is a consultant and what disclosure, if any, is required by the consultant. The determination shall be in writing and shall include a description of the consultant’s duties and, based upon that description, a statement of the extent of disclosure requirements. The written determination is a public record and shall be retained for public inspection in the office of the Clerk of the Board. The

Local Conflict of Interest Code Appendix

Rev. 8/2022~~0~~

Page 7 of 7

written determination may be made as a part of the contract pursuant to which the consultant provides services to the Authority. Subject to the foregoing, consultants that meet the definition of paragraph (b), above, generally will disclose financial interests in the same manner as is required for the designated position the duties of which are performed, in whole or in part, by the consultant.

COSD CLERK OF THE BOARD  
2022 SEP 29 AM 10:35

RESOLUTION NO. 2022-18

RESOLUTION OF THE BOARD OF DIRECTORS OF THE SAN DIEGO  
COUNTY WATER AUTHORITY APPROVING AMENDMENTS TO THE  
SAN DIEGO COUNTY WATER AUTHORITY LOCAL CONFLICT OF  
INTEREST CODE

WHEREAS, on July 28, 2022, the Board of Directors set the August regular meeting, as the date for the Administrative and Finance Committee to hold a public hearing to consider amendments to the San Diego County Water Authority Local Conflict of Interest Code; and

WHEREAS, on August 25, 2022, the Administrative and Finance Committee held a public hearing to consider amendments to the San Diego County Water Authority Local Conflict of Interest Code; and

WHEREAS following the public hearing, the Administrative and Finance Committee recommended adoption of amendments to the San Diego County Water Authority Local Conflict of Interest Code;

NOW, THEREFORE, the Board of Directors of the San Diego County Water Authority resolves the following:

1. The San Diego County Water Authority Local Conflict of Interest Code Appendix (2022 Update), attached hereto, is approved.
2. The General Counsel is directed to provide a certified copy of this resolution to the Clerk of the Board of Supervisors.

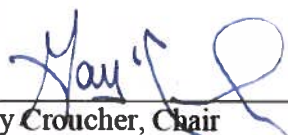
PASSED, APPROVED, AND ADOPTED this 25th day of August 2022 by the following vote:

AYES: Unless noted below all Directors voted aye.

NOES: None.

ABSTAIN: None.

ABSENT: Hall, McMillan, Murtland, Preciado and Simpson.

  
\_\_\_\_\_  
Gary Croucher, Chair

ATTEST:

  
\_\_\_\_\_  
Jerzy Butkiewicz, Secretary



Resolution No. 2022-18

Page 2 of 2

I, Melinda Nelson, Clerk of the Board of Directors of the San Diego County Water Authority, certify that the vote shown above is correct and that this Resolution No. 2022-18 was duly adopted at the meeting of the Board of Directors on the date stated above.

*Melinda Nelson*

\_\_\_\_\_  
Melinda Nelson, Clerk of the Board



**Conflict of Interest Code:**

**San Diego Unified School**

**District**

## 2022 Local Agency Biennial Notice

COSD CLERK OF THE BOARD  
2022 OCT 3 AM 11:49

Name of Agency: San Diego Unified School District  
Mailing Address: 4100 Normal Street, Room 2148, San Diego, CA 92103  
Contact Person: Andra M. Greene Phone No. 619-725-5630  
Email: amgreene@sandi.net Alternate Email: smiranda@sandi.net

Accurate disclosure is essential to monitor whether officials have conflicts of interest and to help ensure public trust in government. The biennial review examines current programs to ensure that the agency's code includes disclosure by those agency officials who make or participate in making governmental decisions.

This agency has reviewed its conflict of interest code and has determined that (check one BOX):

An amendment is required. The following amendments are necessary:

(Check all that apply.)

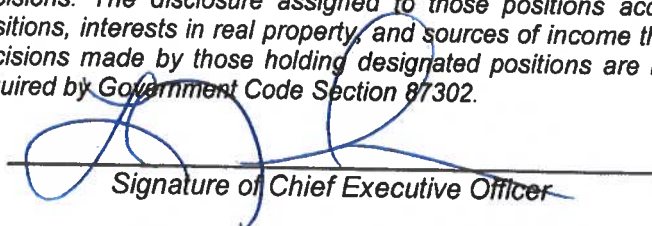
- Include new positions
- Revise disclosure categories
- Revise the titles of existing positions
- Delete titles of positions that have been abolished and/or positions that no longer make or participate in making governmental decisions
- Other (describe) \_\_\_\_\_

The code is currently under review by the code reviewing body.

No amendment is required. (If your code is over five years old, amendments may be necessary.)

### Verification (to be completed if no amendment is required)

*This agency's code accurately designates all positions that make or participate in the making of governmental decisions. The disclosure assigned to those positions accurately requires that all investments, business positions, interests in real property, and sources of income that may foreseeably be affected materially by the decisions made by those holding designated positions are reported. The code includes all other provisions required by Government Code Section 87302.*

  
\_\_\_\_\_  
Signature of Chief Executive Officer

9.22.2022  
\_\_\_\_\_  
Date

All agencies must complete and return this notice regardless of how recently your code was approved or amended. Please return this notice no later than **October 3, 2022**, or by the date specified by your agency, if earlier, to:

**Clerk of the Board of Supervisors  
Attention: Biennial Review  
1600 Pacific Highway, Room 402  
San Diego, CA 92101**

**PLEASE DO NOT RETURN THIS FORM TO THE FPPC.**

FPPC Advice: [advice@fppc.ca.gov](mailto:advice@fppc.ca.gov) (866.275.3772)

[www.fppc.ca.gov](http://www.fppc.ca.gov)

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San Diego Unified School District

DESIGNATED POSITIONS  
 (as of August 31, 2022~~0~~)

| Position Title                                              | Reportable Economic Interests Category Numbers (See Exhibit B) |
|-------------------------------------------------------------|----------------------------------------------------------------|
| Administrator, Balboa Park Program                          | 1, 2, 3                                                        |
| Administrator, Business Operations                          | 1, 2, 3                                                        |
| Administrator on Special Assignment                         | 4a, 4b, 4i, 4m, 5a, 5b, 5i, 5m                                 |
| Administrator, Palomar Program                              | 1, 2, 3                                                        |
| Application Development Coordinator                         | 1, 2, 3                                                        |
| Area Superintendent (K-12)                                  | 1, 2, 3                                                        |
| Assistant Area Superintendent (K-12)                        | 1, 2, 3                                                        |
| Assistant General Counsel I and II                          | 1, 2, 3                                                        |
| Audit Manager, Information Systems                          | 1, 2, 3                                                        |
| <u>Audit Manager, Operations</u>                            | <u>1, 2, 3</u>                                                 |
| Board of Education Member                                   | 1, 2, 3                                                        |
| Business Manager, Food Services Dept                        | 4a, 4b, 4i, 4m, 5a, 5b, 5i, 5m                                 |
| Buyer                                                       | 1, 2, 3                                                        |
| Candidates                                                  | 1, 2, 3                                                        |
| Chief Business Officer                                      | 1, 2, 3                                                        |
| Chief Facilities Planning and Construction                  | 1, 2, 3                                                        |
| Chief Human Resources Officer                               | 1, 2, 3                                                        |
| Chief, Leadership & Learning                                | 1, 2, 3                                                        |
| Chief of Staff                                              | 1, 2, 3                                                        |
| Chief Operations Officer                                    | 1, 2, 3                                                        |
| Chief Police Services                                       | 1, 2, 3                                                        |
| Chief Public Information Officer                            | 1, 2, 3                                                        |
| Chief Research and Evaluation Officer                       | 1, 2, 3                                                        |
| Chief Special Projects Officer                              | 1, 2, 3                                                        |
| Contract Specialist                                         | 1, 2, 3                                                        |
| Contracts Administration Supervisor                         | 1, 2, 3                                                        |
| Controller                                                  | 1, 2, 3                                                        |
| <u>COVID-19 Response Coordinator</u>                        | <u>1, 2, 3</u>                                                 |
| Deputy General Counsel and Chief Labor Relations Counsel    | 1, 2, 3                                                        |
| Deputy Superintendent, <del>Business Support Services</del> | 1, 2, 3                                                        |
| Director, Advanced Placement Incentive Grant Program        | 1, 2, 3                                                        |
| Director, Advanced Studies & School Innovation              | 1, 2, 3                                                        |
| Director, Applications                                      | 1, 2, 3                                                        |
| Director, Assessment Services                               | 1, 2, 3                                                        |
| Director, Board Services                                    | 1, 2, 3                                                        |
| Director, Budget Development                                | 1, 2, 3                                                        |
| Director, Charter Schools Office                            | 1, 2, 3                                                        |
| Director, Child Development Program                         | 4a, 4b, 4i, 4m, 5a, 5b, 5i, 5m                                 |
| Director, College, Career and Technical Education           | 1, 2, 3                                                        |
| Director, Communications                                    | 1, 2, 3                                                        |
| Director, Construction Management Department                | 1, 2, 3                                                        |

| Position Title                                                                                         | Reportable Economic Interests Category Numbers (See Exhibit B) |
|--------------------------------------------------------------------------------------------------------|----------------------------------------------------------------|
| Director, Due Process Hearings and Mediation                                                           | 1, 2, 3                                                        |
| Director, Early Childhood Education                                                                    | 1, 2, 3                                                        |
| Director, Educational Complex                                                                          | 1, 2, 3                                                        |
| Director, Educational Technology                                                                       | 1, 2, 3                                                        |
| Director, Facilities Planning and Construction Special Projects                                        | 1, 2, 3                                                        |
| Director, Financial Planning, Monitoring and Accountability                                            | 1, 2, 3                                                        |
| Director, Fiscal Controls and Information Systems                                                      | 1, 2, 3                                                        |
| Director, Food Services Department                                                                     | 1, 2, 3                                                        |
| Director, Government Relations                                                                         | 1, 2, 3                                                        |
| Director, Human Resources                                                                              | 1, 2, 3                                                        |
| Director, <del>Information Technology and Support Services</del> <a href="#">Integrated Technology</a> | 1, 2, 3                                                        |
| <a href="#">Director, Instructional Technology</a>                                                     | 1, 2, 3                                                        |
| Director, Instructional Data Support                                                                   | 1, 2, 3                                                        |
| Director, Labor Relations                                                                              | 1, 2, 3                                                        |
| <a href="#">Director, Leadership Development</a>                                                       | 1, 2, 3                                                        |
| Director, Neighborhood Schools & Enrollment Options                                                    | 1, 2, 3                                                        |
| Director, Office of Language Acquisition                                                               | 1, 2, 3                                                        |
| Director on Special Assignment                                                                         | 1, 2, 3                                                        |
| Director, Payroll/Benefits                                                                             | 1, 2, 3                                                        |
| Director, Physical Education, Health Education, Interscholastic Athletics, and Nursing and Wellness    | 4h, 4i, 4m, 5h, 5i, 5m                                         |
| Director, Physical Plant Operations                                                                    | 1, 2, 3                                                        |
| Director, Planning and Accountability                                                                  | 1, 2, 3                                                        |
| Director, Professional Development for Admin. Support and Integrated Teams                             | 1, 2, 3                                                        |
| Director, Professional Development for Instr. Support                                                  | 1, 2, 3                                                        |
| Director, Project Management Department                                                                | 1, 2, 3                                                        |
| <a href="#">Director, Purchasing and Contracts</a>                                                     | 1, 2, 3                                                        |
| Director, Real Estate                                                                                  | 1, 2, 3                                                        |
| Director, Research and Development                                                                     | 1, 2, 3                                                        |
| Director, School Choice                                                                                | 1, 2, 3                                                        |
| Director, School Innovation                                                                            | 1, 2, 3                                                        |
| Director, Special Education                                                                            | 1, 2, 3                                                        |
| <a href="#">Director, Strategic Planning and Innovation, Office of the Superintendent</a>              | 1, 2, 3                                                        |
| Director, Student Programs and Professional Learning                                                   | 1, 2, 3                                                        |
| Director, Teaching and Learning Support                                                                | 1, 2, 3                                                        |
| Director, Transportation and Distribution Services Department                                          | 1, 2, 3                                                        |
| Director, Visual and Performing Arts                                                                   | 4a, 4b, 4i, 4m, 5a, 5b, 5i, 5m                                 |
| District Architect                                                                                     | 1, 2, 3                                                        |
| Executive Coordinator, Office of Superintendent                                                        | 4h, 4i, 4m, 5h, 5i, 5m                                         |
| Executive Director, Advanced Studies                                                                   | 1, 2, 3                                                        |
| Executive Director, Collaborative                                                                      | 1, 2, 3                                                        |
| <a href="#">Executive Director, Equity and Belonging</a>                                               | 1, 2, 3                                                        |
| Executive Director, Financial Planning and Development                                                 | 1, 2, 3                                                        |
| Executive Director, Information Technology                                                             | 1, 2, 3                                                        |
| Executive Director, Labor Relations and Assistant General Counsel                                      | 1, 2, 3                                                        |
| Executive Director, Leadership and Learning                                                            | 1, 2, 3                                                        |
| <a href="#">Executive Director, Nursing and Wellness</a>                                               | 1, 2, 3                                                        |
| Executive Director, Quality Assurance Office                                                           | 1, 2, 3                                                        |
| Executive Director, Risk Management and Captive Insurance                                              | 1, 2, 3                                                        |
| Executive Director, School Innovation and Integrated Youth Services                                    | 1, 2, 3                                                        |
| Executive Director, Special Education                                                                  | 1, 2, 3                                                        |

| Position Title                                                | Reportable Economic Interests Category Numbers (See Exhibit B) |
|---------------------------------------------------------------|----------------------------------------------------------------|
| Executive Director, Standards, Assessment, and Accountability | 1, 2, 3                                                        |
| Executive Director, Youth Advocacy                            | 1, 2, 3                                                        |
| Executive Principal                                           | 1, 2, 3                                                        |
| Food Services Planning Supervisor                             | 1, 2, 3                                                        |
| General Counsel                                               | 1, 2, 3                                                        |
| Human Resources Officer                                       | 1, 2, 3                                                        |
| ISB Operations Coordinator                                    | 1, 2, 3                                                        |
| Legal Specialist                                              | 4h, 4i, 4m, 5h, 5l, 5m                                         |
| Manager, Accounts Payable                                     | 1, 2, 3                                                        |
| Manager, Budget Development                                   | 1, 2, 3                                                        |
| Manager, Certificated Human Resources                         | 4a, 4b, 4i, 4m, 5a, 5b, 5i, 5m                                 |
| Manager, Charter Schools                                      | 1, 2, 3                                                        |
| Manager, Classified Personnel                                 | 1, 2, 3                                                        |
| Manager, Community Relations                                  | 1, 2, 3                                                        |
| Manager, Contracts Compliance                                 | 1, 2, 3                                                        |
| Manager, Custodial Services                                   | 4c, 4h, 4l, 5c, 5h, 5l                                         |
| Manager, Elementary and Secondary Education Act               | 4a, 4b, 4i, 4m, 5a, 5b, 5i, 5m                                 |
| Manager, Employee Benefits                                    | 4a, 4b, 4i, 4m, 5a, 5b, 5i, 5m                                 |
| <a href="#">Manager, Enrollment Options</a>                   | 4b, 4h, 4m, 5b, 5h, 5m                                         |
| Manager, Environmental Health and Safety                      | 4a, 4b, 4i, 4m, 5a, 5b, 5i, 5m                                 |
| <a href="#">Manager, Extended Learning Opportunity</a>        | 4a, 4b, 4i, 4m, 5a, 5b, 5i, 5m                                 |
| Manager, Facilities Planning                                  | 4a, 4c, 4i, 4l, 4m, 5a, 5c, 5i, 5l, 5m                         |
| Manager, Financial Accounting                                 | 1, 2, 3                                                        |
| Manager, Fiscal Control                                       | 1, 2, 3                                                        |
| Manager, Fleet Maintenance                                    | 4d, 5d                                                         |
| Manager, Food Services Acquisition and Production             | 1, 2, 3                                                        |
| Manager, Human Resources                                      | 1, 2, 3                                                        |
| Manager, Information Technology                               | 1, 2, 3                                                        |
| Manager, Instructional Facilities Planning                    | 4a, 4c, 4i, 4l, 4m, 5a, 5c, 5i, 5l, 5m                         |
| Manager, Instructional Materials                              | 1, 2, 3                                                        |
| Manager, Interagency Coordinated Services                     | 4a, 4b, 4i, 4m, 5a, 5b, 5i, 5m                                 |
| Manager, Landscape Services                                   | 4h, 4l, 5h, 5l                                                 |
| Manager, Legislative Affairs - Sacramento                     | 1, 2, 3                                                        |
| Manager, Magnet and Innovation Programs                       | 4a, 4b, 4i, 4m, 4n, 5a, 5b, 5i, 5m, 5n                         |
| Manager, Outreach Program                                     | 4a, 4b, 4i, 4m, 4n, 5a, 5b, 5i, 5m, 5n                         |
| Manager, Physical Plant Operations Program Management         | 4c, 4h, 4l, 5c, 5h, 5l                                         |
| Manager, Position Control and Financial Reporting             | 1, 2, 3                                                        |
| Manager, Translation and Community Services                   | 4b, 4c, 4h, 4m, 4n, 5b, 5c, 5h, 5m, 5n                         |
| Manager, Transportation Operations                            | 4d, 5d                                                         |
| Officer, Diversity and Inclusion                              | 1, 2, 3                                                        |
| Officer, Instructional Support                                | 1, 2, 3                                                        |
| Officer, Operations Support                                   | 1, 2, 3                                                        |
| Officer, Special Education Compliance                         | 1, 2, 3                                                        |
| <a href="#">Officer, Strategic Sourcing and Contracts</a>     | 1, 2, 3                                                        |
| Operations Specialist                                         | 4a, 4b, 4i, 4m, 5a, 5b, 5i, 5m                                 |

Reportable Economic  
Interests Category  
Numbers (See Exhibit B)

| Position Title                                                   | Reportable Economic Interests Category Numbers (See Exhibit B) |
|------------------------------------------------------------------|----------------------------------------------------------------|
| Policy Analyst I                                                 | 1, 2, 3                                                        |
| Principal on Special Assignment                                  | 1, 2, 3                                                        |
| Program Manager, Accountability and Research                     | 4b, 4h, 4i, 4m, 5b, 5h, 5i, 5m                                 |
| Program Manager, Adult Education                                 | 4a, 4b, 4i, 4m, 5a, 5b, 5i, 5m                                 |
| Program Manager, Biliteracy and English Learner Support          | 4g, 4h, 5g, 5h                                                 |
| Program Manager, Children and Youth in Transition                | 4a, 4b, 4i, 4m, 5a, 5b, 5i, 5m                                 |
| Program Manager, City Heights Collaborative, School in the Park  | 4a, 4b, 4i, 4m, 5a, 5b, 5i, 5m                                 |
| Program Manager, Counseling and Guidance                         | 4b, 4i, 4k, 4m, 5b, 5i, 5k, 5m                                 |
| Program Manager, Early Link School Readiness Program             | 4h, 4i, 4m, 4n, 5h, 5i, 5m, 5n                                 |
| Program Manager, Education Technology                            | 4a, 4b, 4f, 4g, 4i, 4m, 5a, 5b, 5f, 5g, 5i, 5m                 |
| Program Manager, Family Engagement                               | 4a, 4b, 4h, 4i, 4m, 5a, 5b, 5h, 5i, 5m                         |
| Program Manager, Gifted and Talented Education                   | 4a, 4b, 4i, 4m, 5a, 5b, 5i, 5m                                 |
| Program Manager, Health and Wellness                             | 4g, 4h, 5g, 5h                                                 |
| Program Manager, Instructional Media Services                    | 4a, 4b, 4i, 4m, 5a, 5b, 5i, 5m                                 |
| Program Manager, Integrated Advanced Studies & School Innovation | 4a, 4b, 4i, 4m, 5a, 5b, 5i, 5m                                 |
| Program Manager, JROTC                                           | 1, 2, 3                                                        |
| Program Manager, K-12 Music                                      | 4a, 4b, 4i, 4m, 5a, 5b, 5i, 5m                                 |
| Program Manager, LGBTQ and Advocacy and Education                | 4a, 4b, 4i, 4m, 5a, 5b, 5i, 5m                                 |
| Program Manager, Literacy                                        | 4i, 4b, 4i, 4m, 5a, 5b, 5i, 5m                                 |
| Program Manager, Math                                            | 4a, 4b, 4i, 4m, 5a, 5b, 5i, 5m                                 |
| Program Manager, Mental Health Resource Center                   | 4a, 4b, 4i, 4k, 4m, 4n, 5a, 5b, 5i, 5k, 5m, 5n                 |
| Program Manager, Office of Language Acquisition                  | 4a, 4b, 4h, 4i, 4m, 5a, 5b, 5h, 5i, 5m                         |
| Program Manager, Online Learning                                 | 4a, 4b, 4f, 4g, 4h, 4m, 5a, 5b, 5g, 5h, 5m                     |
| Program Manager, Parent Outreach                                 | 4a, 4b, 4f, 4i, 4j, 4m, 5a, 5b, 5i, 5j, 5m                     |
| <a href="#">Program Manager, Placement &amp; Appeal</a>          | <a href="#">4b, 4h, 4i, 4m, 5b, 5h, 5i, 5m</a>                 |
| Program Manager, Pre K Family Literacy                           | 4a, 4b, 4i, 4m, 5a, 5b, 5i, 5m                                 |
| Program Manager, Program Monitoring                              | 4h, 4i, 4m, 4n, 5h, 5i, 5m, 5n                                 |
| Program Manager, Restorative Practices                           | 4a, 4b, 4f, 4i, 4j, 4m, 5a, 5b, 5i, 5j, 5m                     |
| Program Manager, SANDAPP                                         | 1, 2, 3                                                        |
| Program Manager, School to Career                                | 4h, 4i, 4m, 5h, 5i, 5m                                         |
| Program Manager, Science                                         | 4a, 4b, 4i, 4m, 5a, 5b, 5i, 5m                                 |
| Program Manager, Secondary Teaching and Learning                 | 4h, 4i, 4m, 4n, 5h, 5i, 5m, 5n                                 |
| Program Manager, Section 504/ADA                                 | 1, 2, 3                                                        |
| Program Manager, Social Studies                                  | 4a, 4b, 4i, 4m, 5a, 5b, 5i, 5m                                 |
| Program Manager, Special Education                               | 4h, 4i, 4m, 4n, 5h, 5i, 5m, 5n                                 |
| Program Manager, STEM Innovation                                 | 1, 2, 3                                                        |
| Program Manager, Teacher Preparation and Induction               | 4h, 4i, 4m, 4n, 5h, 5i, 5m, 5n                                 |
| Program Manager, Teaching and Learning                           | 4a, 4b, 4i, 4m, 5a, 5b, 5i, 5m                                 |
| Project Manager, DWA                                             | 1, 2, 3                                                        |
| Real Estate Specialist                                           | 1, 2, 3                                                        |
| Senior Buyer                                                     | 1, 2, 3                                                        |
| Senior Contract Specialist                                       | 1, 2, 3                                                        |
| Senior Zone Manager                                              | 4c, 4h, 4i, 5c, 5h, 5i                                         |
| Software Systems Coordinator                                     | 1, 2, 3                                                        |
| Special Schools Building Services Supervisor                     | 4c, 4h, 4i, 5c, 5h, 5i                                         |
| Specialist, Community Relations                                  | 4a, 4b, 4i, 4m, 5a, 5b, 5i, 5m                                 |
| Specialist, Instrumental Music                                   | 4h, 4i, 4m, 5h, 5i, 5m                                         |
| Systems Development Coordinator                                  | 1, 2, 3                                                        |
| Superintendent of Public Education                               | 1, 2, 3                                                        |



**San Diego Unified**  
SCHOOL DISTRICT

**LEGAL SERVICES**

619.725.5630

September 29, 2022

Clerk of the Board of Supervisors  
Attn: Biennial Review  
(Conflict of Interest Filings)  
1600 Pacific Highway, Room 402  
San Diego, CA 92101-2471

COSD CLERK OF THE BOARD  
2022 OCT 3 AM 11:49

Re: Conflict of Interest – Biennial Review

Gentlemen:

Enclosed is the 2022 Local Agency Biennial Notice executed by the Superintendent Lamont Jackson. Also enclosed is the "Designated Positions as of August 31, 2022" which is Exhibit 1 to the District's Conflict of Interest Code. This document was approved by the Board of Education at its meeting on September 13, 2022 as indicated by the approval stamp on the last page signed by the Board Action Officer. A red-line copy is also enclosed for your information. There were no changes to the Code itself, only the designated positions which is attached to the Code.

Please submit this document for approval to the Board of Supervisors and provide us with a conformed copy after approval. I enclosed an extra copy and a self-addressed, stamped envelope for your convenience.

If you have any questions, please contact our office. Thank you.

Sincerely,

A handwritten signature in blue ink that reads "Susan Miranda".

Susan Miranda  
Legal Administrative Assistant

Enclosure

**Conflict of Interest Code:**

**San Miguel Consolidated Fire  
Protection District**

# 2022 Local Agency Biennial Notice

COSD CLERK OF THE BOARD  
2022 SEP 26 AM 11:29

Name of Agency: San Miguel Consolidated Fire Protection District  
Mailing Address: 2850 Via Orange Way, Spring Valley, CA 91978  
Contact Person: Leah Harris Phone No. (619) 670-0500  
Email: lharris@sanmiguelfire.org Alternate Email: info@sanmiguelfire.org

Accurate disclosure is essential to monitor whether officials have conflicts of interest and to help ensure public trust in government. The biennial review examines current programs to ensure that the agency's code includes disclosure by those agency officials who make or participate in making governmental decisions.

This agency has reviewed its conflict of interest code and has determined that (check one BOX):

An amendment is required. The following amendments are necessary:

(Check all that apply.)

- Include new positions
- Revise disclosure categories
- Revise the titles of existing positions
- Delete titles of positions that have been abolished and/or positions that no longer make or participate in making governmental decisions
- Other (describe) \_\_\_\_\_

The code is currently under review by the code reviewing body.

No amendment is required. (If your code is over five years old, amendments may be necessary.)

## Verification (to be completed if no amendment is required)

This agency's code accurately designates all positions that make or participate in the making of governmental decisions. The disclosure assigned to those positions accurately requires that all investments, business positions, interests in real property, and sources of income that may foreseeably be affected materially by the decisions made by those holding designated positions are reported. The code includes all other provisions required by Government Code Section 87302.

Leah C. Harris

Signature of Chief Executive Officer

09/22/2022

Date

All agencies must complete and return this notice regardless of how recently your code was approved or amended. Please return this notice no later than **October 3, 2022**, or by the date specified by your agency, if earlier, to:

**Clerk of the Board of Supervisors  
Attention: Biennial Review  
1600 Pacific Highway, Room 402  
San Diego, CA 92101**

**PLEASE DO NOT RETURN THIS FORM TO THE FPPC.**

**CONFLICT OF INTEREST CODE**

**OF THE**

**SAN MIGUEL CONSOLIDATED  
FIRE PROTECTION DISTRICT**

# CONFLICT OF INTEREST CODE OF THE SAN MIGUEL CONSOLIDATED FIRE PROTECTION DISTRICT

**(Adopted November 13, 2019)**

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 a regulation (2 Cal. Code Regs. § 18730) that 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 Regulation 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 **SAN MIGUEL CONSOLIDATED FIRE PROTECTION DISTRICT** (the "District").

All officials and designated positions required to submit a statement of economic interests shall file their statements with the **Administrative Assistant** as the District's Filing Officer. The **Administrative Assistant** shall make and retain a copy of all statements filed by the Board of Directors and Fire Chief and forward the originals of such statements to the Clerk of the Board of Supervisors of the County of San Diego. The **Administrative Assistant** shall retain the original statements filed by all other officials and designated positions and 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**

**SAN MIGUEL CONSOLIDATED**  
**FIRE PROTECTION DISTRICT**

(Adopted November 13, 2019)

**PART "A"**

District Officials who manage public investments, as defined by 2 Cal. Code of Regs. §18700.3, are NOT subject to the District's Code but must file disclosure statements under Government Code section 87200 et seq. [Regs. § 18730(b)(3)]

**OFFICIALS WHO MANAGE PUBLIC INVESTMENTS**

It has been determined that the positions listed below are District Officials who manage public investments<sup>1</sup>. These positions are listed here for informational purposes only.

Board of Directors  
Fire Chief  
Administrative Officer/ Finance Officer  
Financial Consultant

---

<sup>1</sup> 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.

*BBK- October 2019*

## DESIGNATED POSITIONS

### GOVERNED BY THE CONFLICT OF INTEREST CODE

| <u>DESIGNATED POSITIONS'</u><br><u>TITLE OR FUNCTION</u>  | <u>DISCLOSURE CATEGORIES</u><br><u>ASSIGNED</u> |
|-----------------------------------------------------------|-------------------------------------------------|
| Battalion Chief                                           | 5                                               |
| Deputy Fire Marshal                                       | 5, 6                                            |
| <del>Deputy Chief</del>                                   | 4                                               |
| Division Chief                                            | 4                                               |
| General Counsel                                           | 1, 2                                            |
| <del>Logistics Officer</del> <u>Fire Services Officer</u> | 5                                               |

### Consultants and New Positions<sup>2</sup>

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<sup>2</sup> Individuals serving as a consultant as defined in FPPC Regs 18700.3 or in a new position created since this Code was last approved that makes or participates in making decisions must file under the broadest disclosure set forth in this Code subject to the following limitation:

The Fire Chief 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; FPPC Regs 18219 and 18734.) The Fire Chief'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 he or she is assigned.<sup>3</sup> "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 do business 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 boundaries 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 employee'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, or income from a nonprofit or other organization, if the source is of the type to receive grants or other monies from or through the District or its subdivisions.

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<sup>3</sup> 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. (Regs 18730.1)

## ***Resolution 22-21***

### **A Resolution of the Board of Directors of The San Miguel Consolidated Fire Protection District Adopting a Nonsubstantive Conflict of Interest Code Amendment Pursuant to the Political Reform Act of 1974 and Rescinding All Previous Codes of the District**

**WHEREAS**, the State of California enacted the Political Reform Act of 1974, Government Code section 81000 et seq. ("Act"), which contains provisions relating to conflicts of interest which potentially affect all officers, employees, and consultants of the San Miguel Consolidated Fire Protection District ("District") and requires all public agencies to adopt and promulgate a Conflict of Interest Code; and

**WHEREAS**, the Board of Directors adopted a nonsubstantive Conflict of Interest Code amendment ("Code") which was amended November 13, 2019; and

**WHEREAS**, nonsubstantive revisions changed circumstances within the District have made it advisable and necessary pursuant to Sections 87306 and 87307 of the Act to amend and update the District's Code; and

**WHEREAS**, the potential penalties for violation of the provisions of the Act are substantial and may include criminal and civil liability, as well as equitable relief which could result in the District being restrained or prevented from acting in cases where the provisions of the Act may have been violated; and

**WHEREAS**, notice of the time and place of a public meeting on, and of consideration by the Board of Directors of, the proposed nonsubstantive Conflict of Interest Code amendment was provided to each designated employee and publicly posted for review at the offices of the District; and

**WHEREAS**, a public meeting was held upon the proposed nonsubstantive Conflict of Interest Code amendment at a regular meeting of the Board of Directors on October 12, 2022, at which all present were given an opportunity to be heard on the proposed nonsubstantive Conflict of Interest Code amendment.

**NOW, THEREFORE, BE IT RESOLVED**, by the Board of Directors of the San Miguel Consolidated Fire Protection District that the Board of Directors does hereby adopt the proposed nonsubstantive Conflict of Interest Code amendment, a copy of which is attached hereto and shall be on file with the Administrative Assistant, and available to the public for inspection and copying during regular business hours;

**BE IT FURTHER RESOLVED** that the said nonsubstantive Conflict of Interest Code amendment shall be submitted to the Board of Supervisors of the County of San Diego for approval and said Code shall become effective immediately upon said approval of the proposed nonsubstantive Conflict of Interest Code amendment as submitted.

**BE IT FURTHER RESOLVED** that any and all previous Conflict of Interest Code of the San Miguel Consolidated Fire Protection District shall be rescinded upon the effective date of the adopted Code as approved by the Board of Supervisors of the County of San Diego.

**PASSED AND ADOPTED** by the Board of Directors of the San Miguel Consolidated Fire Protection District this 12<sup>th</sup> day of October 2022, by the following vote:

**AYES: Directors McKenna, Nelson, Pierce, Raddatz and Robles**

**NOES: None**

**ABSTAIN: None**

**ABSENT: Directors Ek and Muns**

**ATTEST:**

  
\_\_\_\_\_  
Recording Secretary

  
\_\_\_\_\_  
Theresa McKenna, Board President

**Conflict of Interest Code:**

**San Ysidro School District**

## 2022 Local Agency Biennial Notice

Name of Agency: San Ysidro School District  
Mailing Address: 4350 Otay Mesa Rd., San Ysidro, CA 92173  
Contact Person: Monica Yrineo, Senior Executive Secretary to the Superintendent Phone No. (619) 428-4476  
Email: monica.yrineo@sysdschools.org Alternate Email: miguel.ortega@sysdschools.org

**Accurate disclosure is essential to monitor whether officials have conflicts of interest and to help ensure public trust in government. The biennial review examines current programs to ensure that the agency's code includes disclosure by those agency officials who make or participate in making governmental decisions.**

This agency has reviewed its conflict of interest code and has determined that (check one BOX):

**An amendment is required. The following amendments are necessary:**

(Check all that apply.)

- Include new positions
- Revise disclosure categories
- Revise the titles of existing positions
- Delete titles of positions that have been abolished and/or positions that no longer make or participate in making governmental decisions
- Other (describe) \_\_\_\_\_

**The code is currently under review by the code reviewing body.**

**No amendment is required.** (If your code is over five years old, amendments may be necessary.)

---

### Verification (to be completed if no amendment is required)

*This agency's code accurately designates all positions that make or participate in the making of governmental decisions. The disclosure assigned to those positions accurately requires that all investments, business positions, interests in real property, and sources of income that may foreseeably be affected materially by the decisions made by those holding designated positions are reported. The code includes all other provisions required by Government Code Section 87302.*

\_\_\_\_\_  
Signature of Chief Executive Officer

\_\_\_\_\_  
Date

All agencies must complete and return this notice regardless of how recently your code was approved or amended. Please return this notice no later than **October 3, 2022**, or by the date specified by your agency, if earlier, to:

**Clerk of the Board of Supervisors  
Attention: Biennial Review  
1600 Pacific Highway, Room 402  
San Diego, CA 92101**

**PLEASE DO NOT RETURN THIS FORM TO THE FPPC.**

LAW OFFICES OF  
BEST BEST & KRIEGER LLP

**LEGISLATIVE VERSION**  
**(SHOWS CHANGES MADE)**

**CONFLICT OF INTEREST CODE**  
**OF THE**  
**SAN YSIDRO SCHOOL DISTRICT**

# CONFLICT OF INTEREST CODE OF THE SAN YSIDRO SCHOOL DISTRICT

(Amended ~~January 21, 2021~~ October 20, 2022)

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 a regulation (2 Cal. Code of Regs. § 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 **San Ysidro School District (the "District")**.

All officials and designated positions required to submit a statement of economic interests shall file their statements with the **Executive Secretary** as the District's filing officer. The **Executive Secretary** shall make and retain a copy of all statements filed by Members of the Governing Board and the Superintendent, and forward the originals of such statements to the Clerk of the Board of Supervisors. The **Executive Secretary** shall retain the originals of all other designated positions and make all retained statements available for public inspection and reproduction during regular business hours. (Gov. Code § 81008.)

**APPENDIX**  
**CONFLICT OF INTEREST CODE**  
**OF THE**  
**SAN YSIDRO SCHOOL DISTRICT**

**(Amended ~~January 21, 2021~~ October 20, 2022)**

**PART “A”**

**OFFICIALS WHO MANAGE PUBLIC INVESTMENTS**

District Officials who manage public investments, as defined by 2 Cal. Code of Regs. § 18700.3, 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 investments<sup>1</sup>:

Members of the Governing Board

Chief Business Official

Investment Consultants

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<sup>1</sup> 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**

| <b><u>DESIGNATED POSITIONS'</u></b><br><b><u>TITLE OR FUNCTION</u></b>                          | <b><u>DISCLOSURE CATEGORIES</u></b><br><b><u>ASSIGNED</u></b> |
|-------------------------------------------------------------------------------------------------|---------------------------------------------------------------|
| Assistant Principals (ALL)                                                                      | 5                                                             |
| Assistant Superintendent, Education Leadership Pupil Services <del>&amp; Safety</del>           | 4                                                             |
| <u>Assistant Superintendent of Administrative Leadership,<br/>School Support and Safety</u>     | <u>3, 4, 6</u>                                                |
| Coordinator, Community Schools & After School Programs                                          | 5                                                             |
| <u>Coordinator of Pupil Services</u>                                                            | <u>5, 6</u>                                                   |
| <u>Coordinator of Student Services</u>                                                          | <u>5, 6</u>                                                   |
| Coordinator, Federal & State Programs: Pupil Services                                           | 5                                                             |
| Coordinator, Human Resources & Credentialing                                                    | 5                                                             |
| Director of Child Development                                                                   | 5                                                             |
| Director of Child Nutrition Services                                                            | 5                                                             |
| <u>Director of Educational Services</u>                                                         | <u>5</u>                                                      |
| Director of Education Technology                                                                | 5                                                             |
| <del>Director of</del> Maintenance, Operations, Transportation<br>and Facilities <u>Manager</u> | 2, 3, 5                                                       |
| Director of Special Education                                                                   | 5                                                             |
| Executive Director of Curriculum, Instruction and Innovation                                    | 5                                                             |
| Executive Director of Educational Services                                                      | 5                                                             |
| Executive Director of Human Resources                                                           | 5                                                             |
| General Counsel                                                                                 | 1, 2                                                          |
| Principals (ALL)                                                                                | 5                                                             |
| Program Specialist                                                                              | 5                                                             |
| Superintendent of Schools                                                                       | 1, 2                                                          |

## Consultant and New Positions<sup>2</sup>

---

<sup>2</sup> Individuals serving as a consultant as defined in FPPC Reg 18700.3 or in a new position created since this Code was last approved that make or participate in making decisions must file under the broadest disclosure requirements set forth in this Code subject to the following limitation:

The Superintendent 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; FPPC Regs 18219 and 18734.) The Superintendent'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 he or she the designated is assigned.<sup>3</sup> "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, 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 source of income (including receipt of gifts, loans and travel payments) if the business entity or source is of the type to receive grants or other funding from or through the District.

---

<sup>3</sup> 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)

**CONFLICT OF INTEREST CODE  
OF THE  
SAN YSIDRO SCHOOL DISTRICT**

**RESOLUTION NO. 22/23-0022**

**RESOLUTION OF THE GOVERNING BOARD OF THE  
SAN YSIDRO SCHOOL DISTRICT AMENDING THE  
CONFLICT OF INTEREST CODE PURSUANT TO THE  
POLITICAL REFORM ACT OF 1974**

**WHEREAS**, the State of California enacted the Political Reform Act of 1974, Government Code section 81000 et seq. (the "Act"), which contains provisions relating to conflicts of interest which potentially affect all officers, employees and consultants of the San Ysidro School District (the "District") and requires all public agencies to adopt and promulgate a conflict of interest code; and

**WHEREAS**, the Governing Board adopted a Conflict of Interest Code (the "Code") which was amended on January 21, 2021, in compliance with the Act; and

**WHEREAS**, subsequent changed circumstances within the District have made it advisable and necessary pursuant to Sections 87306 and 87307 of the Act to amend and update the District's Code; and

**WHEREAS**, the potential penalties for violation of the provisions of the Act are substantial and may include criminal and civil liability, as well as equitable relief which could result in the District being restrained or prevented from acting in cases where the provisions of the Act may have been violated; and

**WHEREAS**, notice of the time and place of a public meeting on, and of consideration by the Governing Board of, the proposed amended Code was provided each affected designated employee and publicly posted for review at the offices of the District; and


**WHEREAS**, a public meeting was held upon the proposed amended Code at a regular meeting of the Governing Board on October 20, 2022, at which all present were given an opportunity to be heard on the proposed amended Code.

**NOW, THEREFORE, BE IT RESOLVED** by the Governing Board of the San Ysidro School District that the Governing Board does hereby adopt the proposed amended Conflict of Interest Code, a copy of which is attached hereto and shall be on file with the Executive Secretary to the Superintendent and available to the public for inspection and copying during regular business hours;

**BE IT FURTHER RESOLVED** that the said amended Code shall be submitted to the Board of Supervisors of the County of San Diego for approval and said Code shall become effective immediately upon approval by the Board of Supervisors.

**APPROVED, SIGNED AND ADOPTED** this 20<sup>th</sup> day of October, 2022.

  
\_\_\_\_\_  
President, Governing Board  
San Ysidro School District

ATTEST:  
  
\_\_\_\_\_  
Secretary, Governing Board  
San Ysidro School District

**Conflict of Interest Code:**

**Solana Beach School District**

## 2022 Local Agency Biennial Notice

Name of Agency: Solana Beach School District

Mailing Address: 309 N. Rios Avenue, Solana Beach CA 92075

Contact Person: Kristie Towne Weigel Phone No. 858-794-7104

Email: ktowne@sbsd.net Alternate Email: kristietowne@sbsd.net

**Accurate disclosure is essential to monitor whether officials have conflicts of interest and to help ensure public trust in government. The biennial review examines current programs to ensure that the agency's code includes disclosure by those agency officials who make or participate in making governmental decisions.**

This agency has reviewed its conflict of interest code and has determined that (check one BOX):

**An amendment is required. The following amendments are necessary:**

(Check all that apply.)


- Include new positions
- Revise disclosure categories
- Revise the titles of existing positions
- Delete titles of positions that have been abolished and/or positions that no longer make or participate in making governmental decisions
- Other (describe) \_\_\_\_\_

**The code is currently under review by the code reviewing body.**

**No amendment is required. (If your code is over five years old, amendments may be necessary.)**

### Verification (to be completed if no amendment is required)

*This agency's code accurately designates all positions that make or participate in the making of governmental decisions. The disclosure assigned to those positions accurately requires that all investments, business positions, interests in real property, and sources of income that may foreseeably be affected materially by the decisions made by those holding designated positions are reported. The code includes all other provisions required by Government Code Section 87302.*

  
\_\_\_\_\_  
Signature of Chief Executive Officer

9-9-22  
\_\_\_\_\_  
Date

All agencies must complete and return this notice regardless of how recently your code was approved or amended. Please return this notice no later than **October 3, 2022**, or by the date specified by your agency, if earlier, to:

**Clerk of the Board of Supervisors  
Attention: Biennial Review  
1600 Pacific Highway, Room 402  
San Diego, CA 92101**

**PLEASE DO NOT RETURN THIS FORM TO THE FPPC.**

## Board Bylaw 9270

### Conflict of Interest Code of the Solana Beach School District

The provisions of 2 CCR 18730 and any amendments to it adopted by the Fair Political Practices Commission, together with the attached Appendix specifying designated positions and disclosure categories, are incorporated by reference and shall constitute the district's conflict of interest code.

Governing Board members and designated employees shall file a Statement of Economic Interest/Form 700 in accordance with the disclosure categories listed in the attached Appendix. The Statement of Economic Interest shall be filed with the district's filing officer and/or, if so required, with the district's code reviewing body. The district's filing officer shall make the statements available for public review and inspection.

## APPENDIX

### Disclosure Categories

1. Category 1: A person designated Category 1 shall disclose:

a. Interests in real property located entirely or partly within district boundaries, or within two miles of district boundaries, or of any land owned or used by the district.

b. Investments or business positions in or income from sources which are engaged in the acquisition or disposal of real property within the district, are contractors or subcontractors which are or have been within the past two years engaged in work or services of the type used by the district, or manufacture or sell supplies, books, machinery, or equipment of the type used by the district.

2. Category 2: A person designated Category 2 shall disclose:

a. Investments or business positions in or income from sources which are contractors or subcontractors engaged in work or services of the type used by the department which the designated person manages or directs.

b. Investments or business positions in or income from sources which manufacture or sell supplies, books, machinery, or equipment of the type used by the department which the designated person manages or directs. For the purposes of this category, a principal's department is his/her entire school.

### Designated Positions and Designated Position Disclosure Category

Governing Board Members 1

Superintendent of Schools 1

Assistant/Associate Superintendent 1

**Board Members**

**Superintendent**

**Assistant Superintendent of Business Services**

**Assistant Superintendent of Instructional Services**

**Executive Director 2**

**Chief Technology Officer 2**

**Director 2**

**Principal 2**

**Assistant Principal 2**

**Program Coordinator 2**

**Project Specialist 2**

**Supervisor 2**

**Director of Human Resources**

**Director of Maintenance, Operations, and Transportation**

**Director of Child Nutrition Services**

**Director of Technology/New Facilities**

**Director of Pupil Services**

**Director of Instruction and Technology Education**

**Manager of Information Systems**

**Consultants**

**Disclosures for Consultants**

Consultants are designated employees who must disclose financial interests as determined on a case-by-case basis by the Superintendent or designee. The Superintendent or designee's written determination shall include a description of the consultant's duties and a statement of the extent of disclosure requirements based upon that description. All such determinations are public records and shall be retained for public inspection along with this conflict of interest code.

A consultant is an individual who, pursuant to a contract with the district, makes a governmental decision whether to: (2 CCR 18700.3)

1. Approve a rate, rule, or regulation
2. Adopt or enforce a law
3. Issue, deny, suspend, or revoke any permit, license, application, certificate, approval, order, or similar authorization or entitlement

4. Authorize the district to enter into, modify, or renew a contract that requires district approval
5. Grant district approval to a contract that requires district approval and in which the district is a party, or to the specifications for such a contract
6. Grant district approval to a plan, design, report, study, or similar item
7. Adopt or grant district approval of district policies, standards, or guidelines

A consultant is also an individual who, pursuant to a contract with the district, serves in a staff capacity with the district and in that capacity participates in making a governmental decision as defined in 2 CCR 18704, subsections (a) and (b), or performs the same or substantially all the same duties for the district that would otherwise be performed by an individual holding a position specified in the district's conflict of interest code. (2 CCR 18700.3)

**RESOLUTION 090622 ADOPTING A  
CONFLICT OF INTEREST CODE**

WHEREAS, the Political Reform Act, Government Code 87300-87313, requires each public agency in California to adopt a conflict of interest code; and

WHEREAS, the Governing Board of the Solana Beach School District has previously adopted a local conflict of interest code; and

WHEREAS, past and future amendments to the Political Reform Act and implementing regulations may require conforming amendments to be made to the district's conflict of interest code; and

WHEREAS, a regulation adopted by the Fair Political Practices Commission, 2 CCR 18730, provides that incorporation by reference of the terms of that regulation, along with an agency-specific appendix designating positions and disclosure categories shall constitute the adoption and amendment of a conflict of interest code in conformance with Government Code 87300 and 87306; and

WHEREAS, the Solana Beach School District has recently reviewed its positions, and the duties of each position, and has determined that changes to the current conflict of interest code are necessary; and

WHEREAS, any earlier resolutions, bylaws, and/or appendices containing the district's conflict of interest code shall be rescinded and superseded by this resolution and Appendix; and

NOW THEREFORE BE IT RESOLVED that the Solana Beach School District Governing Board adopts the following Conflict of Interest Code including its Appendix of Designated Employees and Disclosure Categories.

PASSED AND ADOPTED THIS 8<sup>th</sup> day of September, 2022 at a meeting, by the following vote:

AYES: 5 NOES: 0 ABSENT: 0  
*By roll call vote.*

Attest:

Secretary/President

*Jodie Smith*  
9-9-22

**Conflict of Interest Code:**

**Sweetwater Authority**

## 2022 Local Agency Biennial Notice

Name of Agency: Sweetwater Authority  
Mailing Address: 505 Garrett Avenue, Chula Vista, CA 91910  
Contact Person: Ligia Hoffman Phone No. 619-409-6703  
Email: lhoffman@sweetwater.org Alternate Email: boardsecretary@sweetwater.org

**Accurate disclosure is essential to monitor whether officials have conflicts of interest and to help ensure public trust in government. The biennial review examines current programs to ensure that the agency's code includes disclosure by those agency officials who make or participate in making governmental decisions.**

This agency has reviewed its conflict of interest code and has determined that (*check one BOX*):

**An amendment is required. The following amendments are necessary:**

(*Check all that apply.*)

- Include new positions
- Revise disclosure categories
- Revise the titles of existing positions
- Delete titles of positions that have been abolished and/or positions that no longer make or participate in making governmental decisions
- Other (*describe*) \_\_\_\_\_

**The code is currently under review by the code reviewing body.**

**No amendment is required.** (If your code is over five years old, amendments may be necessary.)

### Verification (to be completed if no amendment is required)

*This agency's code accurately designates all positions that make or participate in the making of governmental decisions. The disclosure assigned to those positions accurately requires that all investments, business positions, interests in real property, and sources of income that may foreseeably be affected materially by the decisions made by those holding designated positions are reported. The code includes all other provisions required by Government Code Section 87302.*

\_\_\_\_\_  
*Signature of Chief Executive Officer*

9/29/22  
\_\_\_\_\_  
*Date*

All agencies must complete and return this notice regardless of how recently your code was approved or amended. Please return this notice no later than **October 3, 2022**, or by the date specified by your agency, if earlier, to:

(PLACE RETURN ADDRESS OF CODE REVIEWING BODY HERE)

**PLEASE DO NOT RETURN THIS FORM TO THE FPPC.**

**LEGISLATIVE VERSION**  
**(SHOWS CHANGES MADE)**

**CONFLICT OF INTEREST CODE**  
**FOR THE**  
**SWEETWATER AUTHORITY**

**CONFLICT OF INTEREST CODE FOR THE**  
**SWEETWATER AUTHORITY**  
**(Amended ~~April 24, 2019~~ September 24, 2022)**

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 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 an agency's code. After public notice and hearing Regulation 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 and the attached Appendix designating positions and establishing disclosure categories, shall constitute the conflict of interest code of the **Sweetwater Authority** (the "Authority").

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

# APPENDIX

## CONFLICT OF INTEREST CODE OF THE SWEETWATER AUTHORITY

(Amended ~~April 24, 2019~~ September 28, 2022)

### PART "A"

#### OFFICIALS WHO MANAGE PUBLIC INVESTMENTS

Authority Officials who manage public investments, as defined by 2 Cal. Code of Regs. § 18700.3(b), are NOT subject to the Authority'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 investments<sup>1</sup>:

Members of the Governing Board

General Manager

Treasurer

Director of Finance

Financial Consultants

---

<sup>1</sup> 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><br><u>TITLE OR FUNCTION</u>                                        | <u>DISCLOSURE CATEGORIES</u><br><u>ASSIGNED</u> |
|-------------------------------------------------------------------------------------------------|-------------------------------------------------|
| Accounting Manager                                                                              | 5                                               |
| <u>Assistant Board Secretary</u> /Administrative Assistant                                      | 4                                               |
| Administrative Services Specialist                                                              | 4                                               |
| Assistant General Manager                                                                       | 2, 3, 4                                         |
| Biologist                                                                                       | 2, 5                                            |
| Board Secretary/Administrative Assistant                                                        | 4                                               |
| Business Systems Programmer                                                                     | 5                                               |
| Chemist                                                                                         | 5                                               |
| Chief Systems Operator                                                                          | 5                                               |
| <u>Cross Connection Control Supervisor</u>                                                      | <u>5</u>                                        |
| Customer Service Manager                                                                        | 5                                               |
| Customer Service Supervisor (Field <u>and Office</u> )                                          | 5                                               |
| Director of Administrative Services                                                             | 4                                               |
| <del>Director of Distribution</del> [Duties assigned to Director of Engineering and Operations] | 5                                               |
| Director of Engineering <u>and Operations</u>                                                   | 3, 5                                            |

| <u>DESIGNATED POSITIONS'</u><br><u>TITLE OR FUNCTION</u>                         | <u>DISCLOSURE CATEGORIES</u><br><u>ASSIGNED</u> |
|----------------------------------------------------------------------------------|-------------------------------------------------|
| Director of Water Quality                                                        | 3, 5                                            |
| Distribution Manager (ALL)                                                       | 5                                               |
| Engineer                                                                         | 3, 5                                            |
| Engineering Manager (ALL)                                                        | 3, 5                                            |
| Engineering Technician Supervisor                                                | 2, 3, 5                                         |
| Environmental Project Manager                                                    | 2, 5                                            |
| Equipment Mechanic Supervisor                                                    | 5                                               |
| General Counsel                                                                  | 1, 2                                            |
| Human Resources Analyst <u>(ALL)</u>                                             | 5                                               |
| Human Resources Manager                                                          | 5                                               |
| Information Systems Manager                                                      | 5                                               |
| Laboratory Supervisor/Regulatory Analyst                                         | 5                                               |
| Plant Maintenance Supervisor                                                     | 5                                               |
| Principal Engineer                                                               | 2, 3, 5                                         |
| Principal Engineering/Design Technician                                          | 2, 3, 5                                         |
| Principal Engineering Technician                                                 | 2, 3, 5                                         |
| Procurement Specialist                                                           | 4                                               |
| <del>Program Analyst</del> [Duties transferred to Program Specialist (Training)] | 5                                               |
| Program Manager                                                                  | 5                                               |

| <u>DESIGNATED POSITIONS'</u><br><u>TITLE OR FUNCTION</u>                      | <u>DISCLOSURE CATEGORIES</u><br><u>ASSIGNED</u> |
|-------------------------------------------------------------------------------|-------------------------------------------------|
| Program Specialist                                                            | 5                                               |
| Public Affairs Manager                                                        | 5                                               |
| Public Affairs Representative (ALL)                                           | 5                                               |
| <del>Reservoir Operations Specialist</del> <u>Watershed Caretaker Manager</u> | 5                                               |
| Safety <del>Coordinator</del> / <u>Risk Officer</u>                           | 5                                               |
| Senior Accountant                                                             | 5                                               |
| Senior GIS Specialist                                                         | 5                                               |
| Senior Human Resources Analyst                                                | 5                                               |
| Systems Analyst                                                               | 5                                               |
| Water Treatment Plant Operator Supervisor                                     | 5                                               |
| Water Treatment Superintendent                                                | 5                                               |

Consultant and New Positions<sup>2</sup>

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<sup>2</sup> Individuals providing services as a Consultant defined in Regulation 18700.3(a), or in a new position created since this Code was last approved that makes or participates 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 Regulations 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.)

## 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~~ the designated is assigned.<sup>3</sup> “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 Authority.

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 Authority.

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 Authority, 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 Authority.

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 Authority.

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.

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<sup>3</sup> 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)

**RESOLUTION 22-11**

**RESOLUTION OF THE GOVERNING BOARD OF THE  
SWEETWATER AUTHORITY ADOPTING AN AMENDED  
CONFLICT OF INTEREST CODE PURSUANT TO THE  
POLITICAL REFORM ACT OF 1974**

**WHEREAS**, the State of California enacted the Political Reform Act of 1974, Government Code Section 81000 et seq. (the "Act"), which contains provisions relating to conflicts of interest which potentially affect all officers, employees and consultants of the Sweetwater Authority (the "Authority") and requires all public agencies to adopt and promulgate a conflict of interest code; and

**WHEREAS**, the Governing Board adopted a Conflict of Interest Code (the "Code") which was amended April 24, 2019, in compliance with the Act; and

**WHEREAS**, subsequent changed circumstances within the Authority and the Act have made it advisable and necessary to amend and update the Authority's Code; and

**WHEREAS**, the potential penalties for violation of the provisions of the Act are substantial and may include criminal and civil liability, as well as equitable relief which could result in the Authority being restrained or prevented from acting in cases where the provisions of the Act may have been violated; and

**WHEREAS**, notice of the time and place of a public meeting on, and of consideration by the Governing Board of the Sweetwater Authority of, the proposed amended Code was provided each affected designated position and publicly posted for review at the offices of the Authority; and

**WHEREAS**, a public meeting was held upon the proposed amended Code at a regular meeting of the Governing Board on September 28, 2022, at which all present were given an opportunity to be heard on the proposed amended Code.

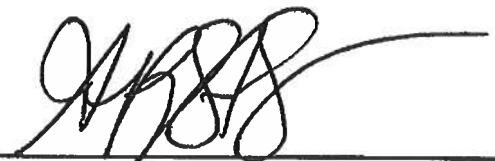
**NOW, THEREFORE, BE IT RESOLVED** by the Governing Board of the Sweetwater Authority that the Governing Board does hereby adopt the proposed amended Conflict of Interest Code, a copy of which is attached hereto and shall be on file with the Board Secretary and available to the public for inspection and copying during regular business hours;

**BE IT FURTHER RESOLVED** that the said amended Conflict of Interest Code shall be submitted to the Board of Supervisors of the County of San Diego for approval and said Code shall become effective immediately upon approval by the Board of Supervisors of the County of San Diego of the proposed amended Code as submitted.


**RESOLUTION 22-11**

**APPROVED AND ADOPTED** by the Governing Board of Sweetwater Authority  
this 28th day of September 2022 by the following vote:

**AYES:** Directors Calderon-Scott, Castaneda, Martinez, Preciado,  
Rios, and Sotelo-Solis  
**NOES:** None  
**ABSENT:** Director Martinez-Perez  
**ABSTAIN:** None

  
\_\_\_\_\_  
Alejandra Sotelo-Solis, Chair,

**ATTEST:**

  
\_\_\_\_\_  
Ligia Hoffman, Secretary,

**Conflict of Interest Code:**

**Tri-City Healthcare District**

## 2022 Local Agency Biennial Notice

Name of Agency: Tri-City Healthcare District  
Mailing Address: 4002 Vista Way, Oceanside, CA 92056  
Contact Person: Teri Donnellan Phone No. 760-940-3348  
Email: donnellanti@tcmc.com Alternate Email: \_\_\_\_\_

**Accurate disclosure is essential to monitor whether officials have conflicts of interest and to help ensure public trust in government. The biennial review examines current programs to ensure that the agency's code includes disclosure by those agency officials who make or participate in making governmental decisions.**

This agency has reviewed its conflict of interest code and has determined that (*check one BOX*):

**An amendment is required. The following amendments are necessary:**

(*Check all that apply.*)

- Include new positions
- Revise disclosure categories
- Revise the titles of existing positions
- Delete titles of positions that have been abolished and/or positions that no longer make or participate in making governmental decisions
- Other (*describe*) \_\_\_\_\_

**The code is currently under review by the code reviewing body.**

**No amendment is required.** (If your code is over five years old, amendments may be necessary.)

---

### Verification (to be completed if no amendment is required)

*This agency's code accurately designates all positions that make or participate in the making of governmental decisions. The disclosure assigned to those positions accurately requires that all investments, business positions, interests in real property, and sources of income that may foreseeably be affected materially by the decisions made by those holding designated positions are reported. The code includes all other provisions required by Government Code Section 87302.*

\_\_\_\_\_  
*Signature of Chief Executive Officer*

\_\_\_\_\_  
*Date*

All agencies must complete and return this notice regardless of how recently your code was approved or amended. Please return this notice no later than **October 3, 2022**, or by the date specified by your agency, if earlier, to:

**Clerk of the Board of Supervisors  
Attention: Biennial Review  
1600 Pacific Highway, Room 402  
San Diego, CA 92101**

**PLEASE DO NOT RETURN THIS FORM TO THE FPPC.**

**APPENDIX**  
**CONFLICT OF INTEREST CODE**  
**OF THE**  
**TRI-CITY HEALTHCARE DISTRICT**

**(September 2022)**

**EXHIBIT "A"**

**OFFICIALS WHO MANAGE PUBLIC INVESTMENTS**

District Officials who manage public investments, as defined by California Code of Regulations, title 2, section 18700.3, subdivision (b), are not subject to the District's Code, but are subject to the disclosure requirements of the Act. (Gov. Code § 87200 *et seq.*) These positions are listed here for informational purposes only, and are required to file a statement of economic interest with the Executive Secretary to the Board of the District. Upon receipt of Statements of Economic Interests from Members of the Board of Directors and the President/Chief Executive Officer, the Executive Secretary shall make and retain a copy and forward the original to the County of San Diego Clerk of the Board of Supervisors.

It has been determined that the positions listed below are officials who manage public investments<sup>1</sup>:

Members of the Board of Directors  
President/Chief Executive Officer

**DESIGNATED POSITIONS**  
**GOVERNED BY THE CONFLICT OF INTEREST CODE**

Designated employees listed below, and the Chief Financial Officer<sup>1</sup> shall file Statements of Economic Interests with the Executive Secretary who will retain the originals and make the statements available for public inspection and copying.

| <b><u>DESIGNATED EMPLOYEES'</u></b><br><b><u>TITLE OR FUNCTION</u></b>                      | <b><u>DISCLOSURE</u></b><br><b><u>CATEGORIES ASSIGNED</u></b> |
|---------------------------------------------------------------------------------------------|---------------------------------------------------------------|
| Chief Compliance Officer                                                                    | All                                                           |
| Chief Government & External Affairs Officer/ <del>Senior Vice</del><br><del>President</del> | All                                                           |
| <del>Chief Development Officer</del>                                                        | All                                                           |

---

<sup>1</sup> Individuals holding one of the above-listed positions may contact the FPPC for assistance or written advice regarding their filing obligations if they believe that their position has been categorized incorrectly. The FPPC makes the final determination whether a position is covered by Government Code section 87200.

|                                                                        |       |
|------------------------------------------------------------------------|-------|
| Director of Facilities                                                 | 5     |
| <del>Director of Finance</del>                                         | 1,2   |
| <del>Senior</del> -Vice President of Information Technology            | 1,5   |
| Director of Materials Management                                       | 5     |
| Executive Vice President and Chief Operating Officer                   | All   |
| Facilities Manager                                                     | 6     |
| General Counsel                                                        | All   |
| Board Counsel                                                          | All   |
| Purchasing Manager                                                     | 5     |
| Purchasing Clerk                                                       | 5     |
| Senior Director of Business Development                                | 1,2,5 |
| Vice President of Human Resources                                      | 6     |
| Chief Nurse Executive/ <del>Senior Vice President</del>                | 5     |
| Chief Medical Officer                                                  | 5     |
| Chief of Patient Care Services                                         | 5     |
| Director of Total Rewards and HRIS                                     | 5     |
| Senior Director of Nursing                                             | 5,6   |
| Directors and Senior Directors (ALL others not specified)              | 6     |
| <del>Employee Fiduciary Retirement Plan Subcommittee<br/>Members</del> | 7     |
| President of Foundation<br>Consultant <sup>2</sup>                     | All   |

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<sup>2</sup> Consultants shall be included in the list of Designated Employees and shall disclose pursuant to the broadest disclosure category in this Code subject to the following limitation: The Chief Executive Officer may determine in writing that a particular consultant, although a "designated position," is hired to perform a range of duties that are limited in scope and thus is not required to fully comply with the disclosure requirements described in this Section. 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 Chief Executive Officer'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.

## **EXHIBIT "B"**

### **DISCLOSURE CATEGORIES**

The disclosure categories listed below identify the types of investments, business entities, sources of income, including gifts, loans and travel payments, or real property which the Designated Employee must disclose for each disclosure category to which he or she is assigned.

**Category 1:** All investments and business positions in business entities, and sources of income 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, and sources of income from, business entities 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, and sources of income from, business entities that are banking, savings and loan, or other financial institutions.

**Category 5:** All investments and business positions in, and sources of income from, business entities that provide services, supplies, materials, machinery, vehicles or equipment of a type purchased or leased by the District.

**Category 6:** All investments and business positions in, and sources of income from, business entities that provide services, supplies, materials, machinery, vehicles or equipment of a type purchased or leased by the Designated Employee's Department.

**Category 7:** All financial interests in investment advisors and managers; financial services providers, actuaries, and those providing fiduciary services (including record-keeping) to retirement plans.

**RESOLUTION NO. 819**

**RESOLUTION OF THE BOARD OF DIRECTORS OF  
THE TRI-CITY HEALTHCARE DISTRICT AMENDING  
THE CONFLICT OF INTEREST CODE PURSUANT TO  
THE POLITICAL REFORM ACT OF 1974**

WHEREAS, the State of California enacted the Political Reform Act of 1974, Government Code Section 81000 et seq. (the "Act"), which contains provisions relating to conflicts of interest that potentially affect all officers, employees, and consultants of the Tri-City Healthcare District ("District") and requires all public agencies to adopt and promulgate a conflict of interest code; and

WHEREAS, the Board of Directors of the District adopted a Conflict of Interest Code (the "Code") which was amended on March 30, 2018, in compliance with the Act; and

WHEREAS, subsequent changed circumstances within the District have made it advisable and necessary pursuant to Sections 87306 and 87307 of the Act to amend and update the District's Code; and

WHEREAS, notice of the time and place of a public meeting on, and of consideration by the Board of Directors of, the proposed amended Code was provided each affected designated employee and publicly posted for review at the offices of the District; and

WHEREAS, a public meeting was held upon the proposed amended Code at a regular meeting of the Board of Directors on September 29, 2022, at which all present were given an opportunity to be heard on the proposed amended Code.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Tri-City Healthcare District that the Board of Directors does hereby adopt the proposed amended Conflict of Interest Code, a copy of which is attached hereto and shall be on file with the Board Relations Officer and available to the public for inspection and copying during regular business hours;

BE IT FURTHER RESOLVED that the said amended Code shall be submitted to the Board of Supervisors of the County of San Diego for approval and said Code shall become effective immediately after the Board of Supervisors approves the proposed amended Code as submitted.

PASSED, ADOPTED, AND APPROVED by the Board of Directors of the TRI-CITY HEALTHCARE DISTRICT at a regular meeting held on September 29, 2022, by the following vote:

AYES: Directors: CHAVEZ, CHAYA, COULTER, GLEASON  
MIZELL, SANCHEZ & YOUNGER  
NOES: Directors: NONE  
ABSTAIN: Directors: NONE  
ABSENT: Directors: NONE

  
\_\_\_\_\_  
ROCKY CHAVEZ, Chairperson,  
Board of Directors

ATTEST:

  
\_\_\_\_\_  
GIGI GLEASON, Secretary  
Board of Directors

STATE OF CALIFORNIA       )  
                                          )ss.  
COUNTY OF SAN DIEGO     )

I, GIGI GLEASON, Secretary of the TRI-CITY HEALTHCARE DISTRICT, DO HEREBY CERTIFY that the foregoing is a true copy of Resolution No. 819, adopted by the Board of Directors of the TRI-CITY HEALTHCARE DISTRICT at a special meeting of the Board of Directors held on September 29, 2022, which Resolution is a part of the official records of the TRI-CITY HEALTHCARE DISTRICT.

Dated: 10-5-22

  
\_\_\_\_\_  
GIGI GLEASON, Secretary



## Tri-City Medical Center

October 7, 2022

Clerk of the Board of Supervisors  
Attention: Conflict of Interest Code Filing  
1600 Pacific Highway, Room 402  
San Diego, CA 92101

Re: Tri-City Healthcare District – Amendment of Conflict of Interest Code

Dear Clerk of the Board:

Enclosed for review and approval by the San Diego County Board of Supervisors is the amended Conflict of Interest Code of Tri-City Healthcare District (both redlined and clean copy). The Conflict of Interest Code was amended on September 29, 2022 by Resolution No. 819, a copy of which is also enclosed.

I would appreciate it if you would please notify me when this matter will be submitted to the Board of Supervisors for approval and send me a copy of the resolution or minute order approving the amended Conflict of Interest Code.

Respectfully,

  
Teri L. Donnellan  
Executive Assistant

Attach.

cc: Jeffrey Scott, Board Counsel

**Conflict of Interest Code:**

**Upper San Luis Rey Resource  
Conservation District**

# 2022 Local Agency Biennial Notice

COSD CLERK OF THE BOARD  
2022 SEP 28 PM 12:11

Name of Agency: Upper San Luis Rey Resource Conservation District  
Mailing Address: P.O. Box 921 Pauma Valley, CA 92061  
Contact Person: Carmen Rodriguez Phone No. (760) 742-3704  
Email: carmen@yuimamwd.com Alternate Email: \_\_\_\_\_

**Accurate disclosure is essential to monitor whether officials have conflicts of interest and to help ensure public trust in government. The biennial review examines current programs to ensure that the agency's code includes disclosure by those agency officials who make or participate in making governmental decisions.**

This agency has reviewed its conflict of interest code and has determined that (*check one BOX*):

**An amendment is required. The following amendments are necessary:**

(*Check all that apply.*)

- Include new positions
- Revise disclosure categories
- Revise the titles of existing positions
- Delete titles of positions that have been abolished and/or positions that no longer make or participate in making governmental decisions
- Other (*describe*) \_\_\_\_\_

**The code is currently under review by the code reviewing body.**

**No amendment is required.** (If your code is over five years old, amendments may be necessary.)

---

### Verification (to be completed if no amendment is required)

*This agency's code accurately designates all positions that make or participate in the making of governmental decisions. The disclosure assigned to those positions accurately requires that all investments, business positions, interests in real property, and sources of income that may foreseeably be affected materially by the decisions made by those holding designated positions are reported. The code includes all other provisions required by Government Code Section 87302.*

  
\_\_\_\_\_  
Signature of Chief Executive Officer

  
\_\_\_\_\_  
Date

All agencies must complete and return this notice regardless of how recently your code was approved or amended. Please return this notice no later than **October 3, 2022**, or by the date specified by your agency, if earlier, to:

(PLACE RETURN ADDRESS OF CODE REVIEWING BODY HERE)

**PLEASE DO NOT RETURN THIS FORM TO THE FPPC.**

**UPPER SAN LUIS REY RESOURCE CONSERVATION DISTRICT**

**CONFLICT-OF-INTEREST CODE**

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 entitled Title 2, Division 6, Section 18730 (hereinafter CCR18730) that 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, 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 the CCR 18730 and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference. This regulation and the attached or Appendices, designating positions and establishing disclosure categories, shall constitute the conflict-of-interest code of the **Upper San Luis Rey Resource Conservation District (District)**.

Individuals holding designated positions shall file their statements of economic interests with the **District**, which will make the statements available for public inspection and reproduction. (Gov. Code Sec. 81008.) All statements will be retained by the **District**.

## APPENDIX

### CONFLICT-OF-INTEREST CODE OF THE

### UPPER SAN LUIS REY RESOURCE CONSERVATION DISTRICT

(Amended September 8, 2022)

### EXHIBIT “A”

#### OFFICIALS WHO MANAGE PUBLIC INVESTMENTS

District officials who manage public investments, as defined by 2 Cal. Code of Reg. § 18701(b), are NOT subject to the District’s Code but are subject to the disclosure requirement of the Acct. (Government Code Section 87200 et seq.) [Regs. §18739(b)(3)]. These positions are listed here for information purposes only.

It has been determined that the positions listed below are officials who manage public investments. <sup>1</sup>

Members of the Board of Directors

~~Financial Administrator (Consultant)~~

General Manager

---

<sup>1</sup> Individual holding one of the above-listed positions may contact the FPPC for assistance or written advice regarding their filing obligations if they believe that their position has been categorized incorrectly. The FPPC makes the final determination whether a position is covered by §87200.

## UPPER SAN LUIS REY RESOURCE CONSERVATION DISTRICT

### DESIGNATED POSITIONS

#### GOVERNED BY THE CONFLICT OF INTEREST CODE

| <u>DESIGNATED EMPLOYEES'</u><br><u>TITLE OF FUNCTION</u> | <u>DISCLOSURE CATEGORIES</u><br><u>ASSIGNED</u> |
|----------------------------------------------------------|-------------------------------------------------|
| Members of the Board of Directors                        | 1, 2, 3, 4, <u>All</u>                          |
| <del>Associate Members of the Board of Directors</del>   | <del>1, 2, 3, 4</del>                           |
| <u>General Manager</u>                                   | <u>All</u>                                      |
| <u>General Counsel</u>                                   | <u>1, 2</u>                                     |
| <u>Consultants</u>                                       | <u>*</u>                                        |

\*Consultants shall be included in the list of Designated Employee and shall disclose pursuant to be broadest disclosure category in the Code subject to the following limitation:

The Board President may determine in writing that a particular consultant, although a "designated position," is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with the disclosure requirement described in this section. Such written determination shall include a description of the consultant's duties and, based upon that description, a statement of the extent of disclosure requirement. Such determination shall be public record and shall be retained for public inspection in the same manner and location as this Conflict of Interest Code.

UPPER SAN LUIS REY RESOURCE CONSERVATION DISTRICT

EXHIBIT “B”

**Disclosure Categories**

Category 1:

Designated positions must report all interests in real property.

Category 2:

Designated positions must report all investments, business positions and income, including, receipt of gifts, loans and travel payments, from sources of the type:

- Engaged in real estate development and transactions
- To contract with the District to provide facilities, goods, equipment, vehicles, machinery or services
- That provide products or services related to water quality and irrigation and nutrient management and habitat

Business entities which are of the type to provide services, supplies or machinery, including but not limited to: motor vehicles, construction and building materials, office equipment and supplies, petroleum products; (pipes, valves, fittings, pumps, meters) etc; safety equipment and facilities; engineering services, water quality testing, preparation of actions leading to taking in eminent domain, soil test, compaction and other agreements on grading requirements, insurance companies.

Category 3:

Designated positions must report all investments, business positions and income, including, receipt of gifts, loans and travel payments, from sources that are private water companies, or entities or persons engaged in farming or real estate development.

Category 4:

Designated positions must report investments and business positions in business entities of the type to receive grants from or through the District.

RESOLUTION NO. 47-22

**RESOLUTION OF THE BOARD OF DIRECTORS OF  
THE UPPER SAN LUIS REY RESOURCE CONSERVATION DISTRICT  
AMENDING THE APPENDIX TO ITS  
CONFLICT OF INTEREST CODE – EXHIBIT “A” AND EXHIBIT “B”  
AND RESCINDING RESOLUTION 27-2018**

WHEREAS, the Political Reform Act, Government Code Section 81000 et seq, requires state and local government agencies to adopt and promulgate conflict of interest codes; and

WHEREAS, pursuant to the aforementioned Code, the Fair Political Practices Commission (“FPPC”) has adopted a regulation entitled Title 2, Division 6, Section 1873 (hereinafter CCR 18730), which regulation contains the terms of a standard conflict of interest code which may be incorporated by reference by public agencies in such agencies’ conflict of interest codes as mandated by the Act; and

WHEREAS, the Upper San Luis Rey Resource Conservation District wishes to amend Appendix Exhibits A and B of its Conflict of Interest Code in order to comply more fully with the letter and spirit of the Act; and

WHEREAS, by prior resolution no. 17, the Upper San Luis Rey Resource Conservation District adopted the FPPC California Code of Regulation, Title 2 division 6, Section 18730 and any future amendments to it duly adopted by the FPPC by reference; and

NOW THEREFORE BE IT RESOLVED, that the terms of CCR 18730 and any amendments to duly adopted thereto by the FPPC are hereby incorporated by reference into the Conflict of Interest Code of the Upper San Luis Rey Resource Conservation District; and

BE IT FURTHER RESOLVED that Appendix Exhibit A of the District’s code, which Appendix names the positions of designated employees who shall file a statement of economic interest, to include as subject to the Act those District Officials who manage public investments, as defined by 2 Cal. Code of Regs. §18701 (b), are NOT subject to the District’s Code, but are subject to the disclosure requirements of the Act; and

BE IT FURTHER RESOLVED that the Disclosure Categories that identify the types of investments, business entities, sources of income, or real property which the Designated Employee must disclose for each category to which he or she is assigned is hereby incorporated by reference in the Appendix to the Code as Exhibit “B”.

PASSED AND ADOPTED at a regular meeting of the Board of Directors of UPPER SAN LUIS REY RESOURCE CONSERVATION DISTRICT held Thursday, September 8, 2022, by the following vote:

AYES: Lyall, Watson, Kamin, Reeh, Perricone

NOES:

ABSENT:

ABSTAIN:

  
\_\_\_\_\_  
Andy Lyall, President

ATTEST:

  
\_\_\_\_\_  
Ogden Watson, Secretary/Treasurer

## **UPPER SAN LUIS REY RESOURCE CONSERVATION DISTRICT**

### **CONFLICT-OF-INTEREST CODE**

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 entitled Title 2, Division 6, Section 18730 (hereinafter CCR18730) that 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, 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 the CCR 18730 and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference. This regulation and the attached or Appendices, designating positions and establishing disclosure categories, shall constitute the conflict-of-interest code of the **Upper San Luis Rey Resource Conservation District (District)**.

Individuals holding designated positions shall file their statements of economic interests with the **District**, which will make the statements available for public inspection and reproduction. (Gov. Code Sec. 81008.) All statements will be retained by the **District**.

**Conflict of Interest Code:**

**Urban Discovery Schools**

## 2022 Local Agency Biennial Notice

COSD CLERK OF THE BOARD  
2022 SEP 26 AM 11:25

Name of Agency: Urban Discovery Schools  
Mailing Address: 840 14th Street  
Contact Person: Jenni Owen Phone No. 619-788-4668  
Email: jowen@urbansd.com Alternate Email: ceo@urbansd.com

Accurate disclosure is essential to monitor whether officials have conflicts of interest and to help ensure public trust in government. The biennial review examines current programs to ensure that the agency's code includes disclosure by those agency officials who make or participate in making governmental decisions.

This agency has reviewed its conflict of interest code and has determined that (check one BOX):

An amendment is required. The following amendments are necessary:

(Check all that apply.)

- Include new positions
- Revise disclosure categories
- Revise the titles of existing positions
- Delete titles of positions that have been abolished and/or positions that no longer make or participate in making governmental decisions
- Other (describe) \_\_\_\_\_

The code is currently under review by the code reviewing body.

No amendment is required. (If your code is over five years old, amendments may be necessary.)

### Verification (to be completed if no amendment is required)

*This agency's code accurately designates all positions that make or participate in the making of governmental decisions. The disclosure assigned to those positions accurately requires that all investments, business positions, interests in real property, and sources of income that may foreseeably be affected materially by the decisions made by those holding designated positions are reported. The code includes all other provisions required by Government Code Section 87302.*

  
\_\_\_\_\_  
Signature of Chief Executive Officer

8/20/2022  
\_\_\_\_\_  
Date

All agencies must complete and return this notice regardless of how recently your code was approved or amended. Please return this notice no later than **October 3, 2022**, or by the date specified by your agency, if earlier, to:

**Clerk of the Board of Supervisors  
Attention: Biennial Review  
1600 Pacific Highway, Room 402  
San Diego, CA 92101**

**PLEASE DO NOT RETURN THIS FORM TO THE FPPC.**

**APPENDIX TO  
CONFLICT OF INTEREST CODE OF  
URBAN DISCOVERY SCHOOLS**

**Preamble**

Any person designated in Section I. of this Appendix who is unsure of any right or obligation arising under this code may request a formal opinion or letter of advice from the FPPC or an opinion from Urban Discovery Schools' legal counsel. (Gov. Code 83114; 2 Cal. Code of Regs. 18730(b)(11).) A person who acts in good faith in reliance on an opinion issued to him or her by the FPPC shall not be subject to criminal or civil penalties for so acting, provided that all material facts are stated in the opinion request. (Gov. Code 83114(a).)

Opinions rendered by legal counsel to Urban Discovery Schools do not provide any statutory defense to an alleged violation of conflict of interest statutes or regulations. The prosecuting agency may, but is not required to, consider a requesting party's reliance on such legal counsel's opinion as evidence of good faith. In addition, Urban Discovery Schools may consider whether such reliance should constitute a mitigating factor to any disciplinary action that Urban Discovery Schools may bring against the requesting party under Gov. Code 91003.5.

**I.  
Designated Positions**

| <u>Designated Employees</u>                             | <u>Categories Disclosed</u> |
|---------------------------------------------------------|-----------------------------|
| Members of the Board of Trustees                        | 1, 2                        |
| <u>Chief Operations Officer/Chief Executive Officer</u> | 1, 2                        |
| <u>Chief Academic Officer</u>                           | <u>1, 2</u>                 |
| Principals                                              | 3                           |
| President                                               | 1, 2                        |
| Secretary                                               | 1, 2                        |
| Treasurer                                               | 1, 2                        |
| Consultants <sup>1</sup>                                | --                          |

---

<sup>1</sup>With respect to consultants, the President 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 comply with the written disclosure requirements described in these categories. Such written determination shall include a description of the consultant's duties and, based upon that description, a statement of the extent of the disclosure requirements. The President's determination is a public record and shall be retained for public inspection by Urban Discovery Schools in the same manner as this Conflict of Interest Code. Nothing herein excuses any such consultant from any other provision of this Conflict of Interest Code.

**II.**  
**Disclosure Categories**

**Category 1**

Designated positions assigned to this category must report:

All interests in real property which are located in whole or in part within two (2) miles of any facility utilized by an Urban Discovery Schools charter school, including any leasehold, beneficial, or ownership interest or option to acquire such interest in real property. Persons are not required to disclose property used primarily as their residence.

**Category 2**

Designated positions assigned to this category must report:

All investments and business positions in business entities or sources of income (including gifts, loans, and travel payments) that are from business entities engaged in the performance of work or services, or sources that manufacture, sell, repair, rent, or distribute school supplies, books, materials, school furnishings, or equipment, of the type utilized by Urban Discovery Schools.

**Category 3**

Designated positions assigned to this category must report:

All investments and business positions in business entities or sources of income (including gifts, loans, and travel payments) that are from business entities engaged in the performance of work or services, or sources that manufacture, sell, repair, rent, or distribute school supplies, books, materials, school furnishings, or equipment, of the type utilized by the designated position's department. For the purpose of this category, the department of a Principal is his or her entire school.



## **CONFLICT OF INTEREST CODE**

### **1. Standard Code of FFPC**

The Political Reform Act of 1974 (Government Code 81000 et seq.) requires each state and local government agency to adopt and promulgate a conflict of interest code. As a local government agency, Urban Discovery Schools is therefore required to adopt such a code. The Fair Political Practices Commission ("FFPC") has adopted a regulation (2 Cal. Code of Regs. 18730) which contains the terms of a model conflict of interest code, which can be incorporated by reference as an agency's code. After public notice and hearing, the regulation may be amended by the FFPC to confirm to amendments in the Political Reform Act.

### **2. Adoption of Standard Code of FFPC**

The terms of 2 Cal. Code of Regs. 18730 and any future amendments to it duly adopted by the FFPC are hereby adopted and incorporated herein by reference. This regulation and the Appendix attached hereto designating officials and employees and establishing disclosure categories shall constitute the Conflict of Interest Code of Urban Discovery Schools. This code shall take effect when approved by the Board of Supervisors for the County of San Diego, and shall thereupon supersede any and all prior codes adopted by Urban Discovery Schools.

### **3. Filing of Statements of Economic Interest**

Pursuant to Section 4 of the model code set forth in 2 Cal. Code of Regs. 18730(b), designated employees set forth in the Appendix shall file statements of economic interests (Form 700) with the Secretary of Urban Discovery Schools. Upon receipt of the statements of the members of the Board of Trustees, the Secretary shall make and retain copies and forward the originals of these statements to the Clerk of the Board of Supervisors for the County of San Diego. Statements for all other designated employees shall be retained by the Secretary.

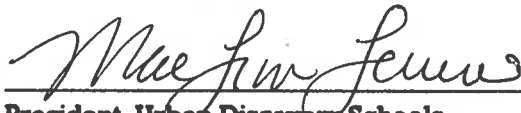
**APPROVED AND ADOPTED** by the Board of Trustees of Urban Discovery Schools on the 26<sup>th</sup> day of March, 2009.

**AMENDED** by the Board of Trustees of Urban Discovery Schools on the 17<sup>th</sup> day of August, 2016.

**AMENDED** by the Board of Trustees of Urban Discovery Schools on the 19<sup>th</sup> day of September, 2018.

**AMENDED** by the Board of Trustees of Urban Discovery Schools on the 21<sup>st</sup> day of October, 2020.

AMENDED by the Board of Trustees of Urban Discovery Schools on the 20<sup>th</sup> day  
of July, 2022.

  
\_\_\_\_\_  
President, Urban Discovery Schools

ATTEST:   
\_\_\_\_\_  
Secretary, Urban Discovery Schools

**Conflict of Interest Code:**

**Valley Center Municipal Water  
District**

## 2022 Local Agency Biennial Notice

Name of Agency: Valley Center Municipal Water District  
Mailing Address: PO Box 67; Valley Center, CA 92082  
Contact Person: Kirsten Peraino Phone No. 760-735-4517  
Email: kperaino@vcuwd.org Alternate Email: \_\_\_\_\_

**Accurate disclosure is essential to monitor whether officials have conflicts of interest and to help ensure public trust in government. The biennial review examines current programs to ensure that the agency's code includes disclosure by those agency officials who make or participate in making governmental decisions.**

This agency has reviewed its conflict of interest code and has determined that *(check one BOX)*:

**An amendment is required. The following amendments are necessary:**

*(Check all that apply.)*

- Include new positions
- Revise disclosure categories
- Revise the titles of existing positions
- Delete titles of positions that have been abolished and/or positions that no longer make or participate in making governmental decisions
- Other *(describe)* \_\_\_\_\_

**The code is currently under review by the code reviewing body.**

**No amendment is required.** (If your code is over five years old, amendments may be necessary.)

---

### Verification (to be completed if no amendment is required)

*This agency's code accurately designates all positions that make or participate in the making of governmental decisions. The disclosure assigned to those positions accurately requires that all investments, business positions, interests in real property, and sources of income that may foreseeably be affected materially by the decisions made by those holding designated positions are reported. The code includes all other provisions required by Government Code Section 87302.*

Kirsten Nicole Peraino

Digitally signed by Kirsten Nicole Peraino  
DN: cn=Kirsten Nicole Peraino, o=ou,  
email=kperaino@vcuwd.org, c=US  
Date: 2022.07.26 12:16:32 -0700

*Signature of Chief Executive Officer*

July 26, 2022

*Date*

All agencies must complete and return this notice regardless of how recently your code was approved or amended. Please return this notice no later than **October 3, 2022**, or by the date specified by your agency, if earlier, to:

**Clerk of the Board of Supervisors  
Attention: Biennial Review  
1600 Pacific Highway, Room 402  
San Diego, CA 92101**

**PLEASE DO NOT RETURN THIS FORM TO THE FPPC.**

## VALLEY CENTER MUNICIPAL WATER DISTRICT

### CONFLICT OF INTEREST CODE

(Amended ~~October 19, 2020~~ October 3, 2022)

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 a regulation (2 Cal. Code of Regs. § 18730) that 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 and the attached Appendix designating positions and establishing disclosure categories, shall constitute the conflict of interest code of the Valley Center Municipal Water District (the "District").

All officials and designated positions shall file their statements of economic interests with the Executive Assistant/Board Secretary as the District's Filing Officer/Official. The Executive Assistant/Board Secretary 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 Diego. The Executive Assistant/Board Secretary shall retain the originals of the statements filed by all other officials and designated positions and make all statements available for public inspection and reproduction during regular business hours. (Gov. Code § 81008.)

# APPENDIX

## CONFLICT OF INTEREST CODE

### OF THE

## VALLEY CENTER MUNICIPAL WATER DISTRICT

(Amended ~~October 19, 2020~~ October 3, 2022)

### EXHIBIT “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 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 investments: <sup>1</sup>

Members of the Board of Directors

General Manager

Director of Finance and Administration

Financial Consultant

---

<sup>1</sup> 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**

| <b><u>DESIGNATED POSITIONS'</u><br/><u>TITLE OR FUNCTION</u></b>    | <b><u>DISCLOSURE CATEGORIES</u><br/><u>ASSIGNED</u></b> |
|---------------------------------------------------------------------|---------------------------------------------------------|
| <u>Administrative Supervisor</u>                                    | <u>4</u>                                                |
| Construction Inspector Supervisor                                   | 2, 3, 5                                                 |
| Construction/Maintenance Supervisor                                 | 5                                                       |
| Director of Information Technology                                  | 5                                                       |
| Director of Operations/Facilities                                   | 2, 3, 4                                                 |
| District Engineer/Deputy General Manager                            | 2, 3, 4                                                 |
| <u>Engineering Services Supervisor</u>                              | <u>2, 3, 4</u>                                          |
| Executive Assistant/ <u>Board</u> Secretary <del>to the Board</del> | 4                                                       |
| General Counsel                                                     | 1, 2                                                    |
| Human Resources Analyst                                             | 5                                                       |
| Information Technology Specialist                                   | 5                                                       |
| Manager of Accounting                                               | 5                                                       |
| Meter Services Supervisor                                           | 5                                                       |
| <del>Project Coordinator</del>                                      | <del>5</del>                                            |
| Project Manager                                                     | 3, 5                                                    |
| Pump & Motors Supervisor                                            | 5                                                       |
| Safety & Regulatory Compliance <del>Supervisor</del> <u>Officer</u> | <u>5</u>                                                |
| SCADA/IT <del>Systems</del> -Administrator                          | 5                                                       |

LAW OFFICES OF  
BEST BEST & KRIEGER

| <u>DESIGNATED POSITIONS'</u><br><u>TITLE OR FUNCTION</u> | <u>DISCLOSURE CATEGORIES</u><br><u>ASSIGNED</u> |
|----------------------------------------------------------|-------------------------------------------------|
| <del>Senior Construction Inspector</del>                 | <del>2, 3, 5</del>                              |
| Senior Engineering Technician                            | <u>2, 3, 5</u>                                  |
| Senior GIS Analyst                                       | 5                                               |
| <u>Senior Information Technology Specialist</u>          | <u>5</u>                                        |
| <u>Special Projects and Compliance Manager</u>           | <u>5</u>                                        |
| Wastewater Systems Supervisor                            | 5                                               |
| Water Systems Supervisor                                 | 5                                               |
| <br>Consultants and New Position <sup>2</sup>            |                                                 |

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<sup>2</sup> 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, which makes or participates in the making of decisions as described in Regulation 18734, must file under 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 designate 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. 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.

APP. A-3-

*BBK – September ~~2020~~ 2022*

## **EXHIBIT “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~~ the designated is assigned.<sup>3</sup> “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 Agency.

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 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, 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.

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<sup>3</sup> 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)

**RESOLUTION NO. 2022-32**

**RESOLUTION OF THE BOARD OF DIRECTORS  
OF VALLEY CENTER MUNICIPAL WATER DISTRICT  
AMENDING THE CONFLICT OF INTEREST CODE  
PURSUANT TO THE POLITICAL REFORM ACT OF 1974**

**WHEREAS**, the State of California enacted the Political Reform Act of 1974, Government Code Section 81000 et seq. (the "Act"), which contains provisions relating to conflicts of interest which potentially affect all officers, employees and consultants of the Valley Center Municipal Water District (the "District") and requires all public agencies to adopt and promulgate a conflict of interest code; and

**WHEREAS**, the Board of Directors adopted a Conflict of Interest Code (the "Code") which was amended on October 6, 2020, in compliance with the Act; and

**WHEREAS**, subsequent changed circumstances within the District have made it advisable and necessary pursuant to Sections 87306 and 87307 of the Act to amend and update the District's Code; and

**WHEREAS**, the potential penalties for violation of the provisions of the Act are substantial and may include criminal and civil liability, as well as equitable relief which could result in the District being restrained or prevented from acting in cases where the provisions of the Act may have been violated; and

**WHEREAS**, notice of the time and place of a public meeting on, and of consideration by the Board of Directors of, the proposed amended Code was provided to each affected designated employee and publicly posted for review at the offices of the District; and

**WHEREAS**, a public meeting was held upon the proposed amended Code at a regular meeting of the Board of Directors on October 3, 2022, at which all present were given an opportunity to be heard on the proposed amended Code.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors of the Valley Center Municipal Water District that the Board of Directors does hereby adopt the proposed amended Conflict of Interest Code, a copy of which is attached hereto and shall be on file with the Executive Assistant, and available to the public for inspection and copying during regular business hours;

**BE IT FURTHER RESOLVED** that the said amended Conflict of Interest Code shall be submitted to the Board of Supervisors of San Diego County for approval, and said Code shall become effective upon approval by the Board of Supervisors, as submitted.

**PASSED AND ADOPTED** at a regular meeting of the Board of Directors of Valley Center Municipal Water District held on the 3<sup>rd</sup> day of October, 2022, by the following vote, to wit:

**AYES:** *Directors Polito, Ferro, Holtz, Smith, and Ness*  
**NOES:** None  
**ABSENT:** None

**ATTEST:**

  
\_\_\_\_\_  
**Kirsten N. Peraino, Secretary**

  
\_\_\_\_\_  
**Robert A. Polito, President**

**Conflict of Interest Code:**

**Vista Irrigation District**

## 2022 Local Agency Biennial Notice

Name of Agency: Vista Irrigation District  
Mailing Address: 1391 Engineer Street, Vista, CA 92081  
Contact Person: Lisa Soto Phone No. 760.597.3158  
Email: Lsoto@vidwater.org Alternate Email: Rogilvie@vidwater.org

**Accurate disclosure is essential to monitor whether officials have conflicts of interest and to help ensure public trust in government. The biennial review examines current programs to ensure that the agency's code includes disclosure by those agency officials who make or participate in making governmental decisions.**

This agency has reviewed its conflict of interest code and has determined that (*check one BOX*):

**An amendment is required. The following amendments are necessary:**

(*Check all that apply.*)

- Include new positions
- Revise disclosure categories
- Revise the titles of existing positions
- Delete titles of positions that have been abolished and/or positions that no longer make or participate in making governmental decisions
- Other (*describe*) \_\_\_\_\_

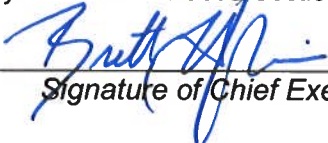
**The code is currently under review by the code reviewing body.**

**No amendment is required.** (If your code is over five years old, amendments may be necessary.)

---

### Verification (to be completed if no amendment is required)

*This agency's code accurately designates all positions that make or participate in the making of governmental decisions. The disclosure assigned to those positions accurately requires that all investments, business positions, interests in real property, and sources of income that may foreseeably be affected materially by the decisions made by those holding designated positions are reported. The code includes all other provisions required by Government Code Section 87302.*

  
\_\_\_\_\_  
Signature of Chief Executive Officer

8/18/2022

\_\_\_\_\_  
Date

All agencies must complete and return this notice regardless of how recently your code was approved or amended. Please return this notice no later than **October 3, 2022**, or by the date specified by your agency, if earlier, to:

**Clerk of the Board of Supervisors  
Attention: Biennial Review  
1600 Pacific Highway, Room 402  
San Diego, CA 92101**

**PLEASE DO NOT RETURN THIS FORM TO THE FPPC.**



**CONFLICT OF INTEREST CODE**  
*(Amended **January 9, 2019** September 21, 2022)*

Vista Irrigation District  
1391 Engineer Street  
Vista, California 92081  
(760) 597-3100

COSD CLERK OF THE BOARD  
2022 SEP 30 PM4:21

**CONFLICT OF INTEREST CODE  
OF THE  
VISTA IRRIGATION DISTRICT**  
*(Amended ~~January 9, 2019~~ September 21, 2022)*

The Political Reform Act of 1974 (Government Code Section 81000, et seq.) requires state and local government agencies to adopt and promulgate a conflict of interest code. The Fair Political Practices Commission (FPPC) has adopted a regulation (2 Cal. Code of Regs. Sec. 18730), which contains the terms of a standard conflict of interest code. After public notice and hearing, the regulation may be amended by the FPPC 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 FPPC are hereby incorporated by reference. This regulation and the attached Appendix designating officials and employees and establishing disclosure categories, shall constitute the Conflict of Interest Code of the Vista Irrigation District.

All officials required to submit a statement of economic interests shall file their statements with the Secretary of the Vista Irrigation District as the District's Filing Officer. The Filing Officer shall make and retain a copy of all statements filed by members of the Board of Directors, Treasurer, Assistant Treasurer and the General Manager and forward the originals of these statements to the Clerk of the San Diego County Board of Supervisors. The Vista Irrigation District shall retain statements for all other designated employees. The Filing Officer will make all retained statements available for public inspection and reproduction (Gov. Code Section 81008).

Adopted by the Board of Directors of the Vista Irrigation District on the ~~9<sup>th</sup>~~-21<sup>st</sup> day of ~~January 2019~~ September 2022.

---

Lisa R. Soto, Secretary  
Board of Directors  
VISTA IRRIGATION DISTRICT

**CONFLICT OF INTEREST CODE  
OF  
VISTA IRRIGATION DISTRICT**  
*(Amended ~~January 9, 2019~~ September 21, 2022)*

***APPENDIX***

**OFFICIALS WHO MANAGE PUBLIC INVESTMENTS**

District officials who manage public investments, as defined by 2 Cal. Code of Regs. §18701(b), are NOT subject to the District's Code, but are subject to disclosure requirements of the Act (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 other District officials who manage public investments:

- Member of Board of Directors
- General Manager
- Director of Administration
- Treasurer
- Assistant Treasurer
- Financial Consultants

**DESIGNATED POSITIONS**  
*GOVERNED BY THE CONFLICT OF INTEREST CODE*

The Treasurer, Assistant Treasurer, and all District officials who manage the investment of public funds are included in and governed by this Conflict of Interest Code only with respect to its disqualification provisions. For purposes of disclosure, the Treasurer, Assistant Treasurer, and all District officials who manage the investment of public funds are governed by the statutory conflict of interest provisions of Article 2 of Chapter 7 of the Political Reform Act of 1974 (Government Code Section 87200, et seq.)

The persons holding positions listed below are "designated employees" who are subject to the provisions of this Code. Each such designated employee is required to disclose interests only in those categories set forth, which are identified by the numbers following his or her title.

Disclosure Categories

The disclosure categories listed below identify the types of investments, business entities, sources of income, or real property that the designated employee must disclose for each disclosure category to which he or she is assigned.

Category 1: All investments and business positions in, and sources of income from, all business entities that do business or own real property within the jurisdiction of the District, plan to do business or own real property within the jurisdiction of the District within the next year or have done business or owned real property within the jurisdiction of the District within the past two years.

Category 2: All interest 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, and sources of income from, business entities subject to the regulatory, permit or licensing authority of the Designated Employee's Department, will be subject to such authority within the next year or have been subject to such authority within the past two years.

Category 4: All investments in, and sources of income from, business entities that are engaged in land development, construction or the acquisition or sale of real property within the jurisdiction of the District, plan to engage in such activities within the jurisdiction of the District within the next year or have engaged in such activities within the jurisdiction of the District within the past two years.

Category 5: All investments and business positions in, and sources of income from, business entities that are banking, savings and loan or other financial institutions.

Category 6: All investments and business positions in, and sources of income from, business entities that provide services, supplies, materials, machinery or equipment of a type purchased, leased, used, or administered by the Designated Employee's Department or by the District.

| <u>Designated Positions (Staff)</u>                 | <u>Disclosure Categories</u> |
|-----------------------------------------------------|------------------------------|
| Administrative Assistant                            | 6                            |
| Construction Supervisor                             | 6                            |
| Customer Service Supervisor                         | 6                            |
| Director of Engineering                             | 1, 2, 3, 4, 5, 6             |
| Director of Water Resources                         | 1, 2, 4, 6                   |
| Engineering Inspector                               | 2, 3, 4, 6                   |
| Engineering Services Manager                        | 2, 3, 4, 6                   |
| Engineering Project Manager                         | 1, 2, 4, 6                   |
| Executive Assistant                                 | 6                            |
| Facilities Supervisor                               | 6                            |
| Finance Supervisor                                  | 1, 2, 5, 6                   |
| Director of Operations and Field Services           | 1, 2, 4, 6                   |
| General Counsel, Special Counsel, Attorney          | 1, 2, 3, 4, 5, 6             |
| Human Resources Manager                             | 1, 2, 5, 6                   |
| Information Technology Supervisor                   | 1, 2, 5, 6                   |
| Inventory Control Clerk                             | 6                            |
| Management Analyst                                  | 1, 2, 6                      |
| Purchasing Agent                                    | 6                            |
| Safety/Risk <del>Manager</del> <u>Administrator</u> | 6                            |
| Senior Equipment Mechanic                           | 6                            |
| System Controls Supervisor                          | 6                            |
| Water Distribution Supervisor                       | 6                            |
| Water Resources Specialist                          | 1, 2, 6                      |
| Water Resources Supervisor                          | 6                            |

| <u>Designated Positions (Consultants)*</u> | <u>Disclosure Categories</u> |
|--------------------------------------------|------------------------------|
| Appraisers                                 | 1, 2, 4, 6                   |
| Real Estate Brokers                        | 1, 2, 4, 6                   |

\*Consultants shall be included in the list of Designated Positions and shall disclose pursuant to the disclosure categories listed. If not listed, consultants shall disclose pursuant to the broadest disclosure category in this code, subject to the following limitation:

The General Manager may determine in writing that a particular consultant, although a “designated position,” is hired to perform a range of duties that are limited in scope and thus is not required to fully comply with the disclosure requirements described in this Section. 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.



RESOLUTION NO. 22-33

RESOLUTION OF THE BOARD OF DIRECTORS OF  
VISTA IRRIGATION DISTRICT  
ADOPTING AN AMENDED CONFLICT OF INTEREST CODE

WHEREAS, the Legislature of the State of California enacted the Political Reform Act of 1974, Government Code Section 81000 et seq. (the "Act"), which contains provisions relating to conflicts of interest which potentially affect all officers, employees and consultants of the Vista Irrigation District and requires all public agencies to adopt and promulgate a Conflict of Interest Code; and

WHEREAS, the Board of Directors of the Vista Irrigation District adopted a Conflict of Interest Code (the "Code") which was amended on January 9, 2019, in compliance with Government Code Section 81000, et seq.; and

WHEREAS, subsequent changed circumstances with the Vista Irrigation District have made it advisable and necessary, pursuant to Sections 87306 and 87307 of the Act, to amend and update the District's Code; and

WHEREAS, the potential penalties for violation of the provisions of the Act are substantial and may include criminal and civil liability, as well as equitable relief which would result in the Vista Irrigation District being restrained or prevented from acting in cases where provisions of the act may have been violated; and

WHEREAS, a public meeting was held on the proposed amended Conflict of Interest Code at the regular meeting of the Board of Directors on September 21, 2022, at which all present were given an opportunity to be heard on the proposed amended Code.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of Vista Irrigation District that the Board of Directors does hereby adopt the proposed amended Conflict of Interest Code, attached hereto. A copy of the revised code is attached hereto and shall be filed with the District Secretary and available for inspection to the public.

BE IT FURTHER RESOLVED that the said amended Conflict of Interest Code shall be submitted to the Board of Supervisors of the County of San Diego for approval and said amended Code shall become effective 30 days after the Board of Supervisors approves the amended Code as submitted.

BE IT FINALLY RESOLVED that Resolution No. 19-03 adopting the Amended Conflict of Interest Code on January 9, 2019 is rescinded effective upon the date that adoption of said amended Code becomes effective.

PASSED AND ADOPTED this 21<sup>st</sup> day of September 2022, by the following roll call vote:

|          |                                                              |
|----------|--------------------------------------------------------------|
| AYES:    | Directors Vásquez, Kuchinsky, Sanchez, MacKenzie, and Miller |
| NOES:    | None                                                         |
| ABSTAIN: | None                                                         |
| ABSENT:  | None                                                         |

  
\_\_\_\_\_  
Marty Miller, President

ATTEST:

  
\_\_\_\_\_  
Ranae Ogilvie, Assistant Secretary  
Board of Directors  
VISTA IRRIGATION DISTRICT



1391 Engineer Street • Vista • California 92081-8840

Phone: (760) 597-3100 • Fax: (760) 598-8757

www.vidwater.org

**Board of Directors**

Marty Miller, *President*

Peter Kuchinsky II

Jo MacKenzie

Patrick H. Sanchez

Richard L. Vásquez

**Administrative Staff**

Brett L. Hodgkiss

*General Manager*

Lisa R. Soto

*Board Secretary*

Elizabeth A. Mitchell

*General Counsel*

September 28, 2022

Clerk of the Board of Supervisors  
(Conflict of Interest Code)  
1600 Pacific Highway, Room 402  
San Diego, CA 92101

Re: 2022 Conflict of Interest Code Amendment

Via: Certified Mail 7016 2070 0001 0860 1843

Dear Mr. Potter:

At its Board meeting on September 21, 2022, the Vista Irrigation District Board of Directors approved Resolution No. 22-33, adopting an amended Conflict of Interest Code (Code). A certified copy of Resolution No. 22-33 is enclosed.

A strike-out version showing the changes that have been made is enclosed, as is a final version of the newly adopted Code. We request that the amended Code be placed on the agenda for approval. If you have any questions, please feel free to contact me at (760) 597-3158.

Best regards,

Lisa R. Soto  
Secretary of the Board

Enclosures: Resolution 22-33  
Final version of the revised Code  
Redline/Strike-out version of revised Code

COSD CLERK OF THE BOARD  
2022 OCT 5 AM 10:27

**Conflict of Interest Code:**

**Vista Unified School District**

# 2022 Local Agency Biennial Notice

COSD CLERK OF THE BOARD  
2022 OCT 3 AM 11:56

Name of Agency: Vista Unified School District  
Mailing Address: 1234 Arcadia Ave Vista, CA 92084  
Contact Person: Christina Lupola Phone No. 760-726-2170 x. 92002  
Email: ChristinaLupola@vistausd.org Alternate Email: SuperintendentsOffice@vistausd.org

Accurate disclosure is essential to monitor whether officials have conflicts of interest and to help ensure public trust in government. The biennial review examines current programs to ensure that the agency's code includes disclosure by those agency officials who make or participate in making governmental decisions.

This agency has reviewed its conflict of interest code and has determined that (check one BOX):

An amendment is required. The following amendments are necessary:

(Check all that apply.)

- Include new positions
- Revise disclosure categories
- Revise the titles of existing positions
- Delete titles of positions that have been abolished and/or positions that no longer make or participate in making governmental decisions
- Other (describe) \_\_\_\_\_

The code is currently under review by the code reviewing body.

No amendment is required. (If your code is over five years old, amendments may be necessary.)

## Verification (to be completed if no amendment is required)

*This agency's code accurately designates all positions that make or participate in the making of governmental decisions. The disclosure assigned to those positions accurately requires that all investments, business positions, interests in real property, and sources of income that may foreseeably be affected materially by the decisions made by those holding designated positions are reported. The code includes all other provisions required by Government Code Section 87302.*

\_\_\_\_\_  
Signature of Chief Executive Officer

\_\_\_\_\_  
Date

All agencies must complete and return this notice regardless of how recently your code was approved or amended. Please return this notice no later than **October 3, 2022**, or by the date specified by your agency, if earlier, to:

**Clerk of the Board of Supervisors  
Attention: Biennial Review  
1600 Pacific Highway, Room 402  
San Diego, CA 92101**

**PLEASE DO NOT RETURN THIS FORM TO THE FPPC.**

**CONFLICT OF INTEREST CODE  
OF THE  
VISTA UNIFIED SCHOOL DISTRICT**

**CONFLICT OF INTEREST CODE**  
**OF THE**  
**VISTA UNIFIED SCHOOL DISTRICT**

**(Amended October 13, 2022)**

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 a regulation (2 Cal. Code of Regs. § 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 **Vista Unified School 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 Trustees and the Superintendent, and forward the originals of such statements to the Clerk of the Board of Supervisors. The **Executive Assistant** shall retain the originals of the statements of all other designated positions and make all retained statements available for public inspection and reproduction during regular business hours. (Gov. Code § 81008).

# **APPENDIX**

## **CONFLICT OF INTEREST CODE** **OF THE** **VISTA UNIFIED SCHOOL DISTRICT**

**(Amended October 13, 2022)**

### **PART “A”**

#### **OFFICIALS WHO MANAGE PUBLIC INVESTMENTS**

District Officials who manage public investments, as defined by 2 Cal. Code of Regs. § 18700.3, 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 investments<sup>1</sup>:

Members of the Board of Trustees

Superintendent

Investment Consultants

---

<sup>1</sup> 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><br><u>TITLE OR FUNCTION</u> | <u>DISCLOSURE CATEGORIES</u><br><u>ASSIGNED</u> |
|----------------------------------------------------------|-------------------------------------------------|
| Assistant Superintendent, Business Services              | 1, 2                                            |
| Assistant Superintendent, Human Resources                | 5                                               |
| Budget Analyst                                           | 5                                               |
| Central Kitchen & Catering Supervisor                    | 5                                               |
| Chief Operations Officer                                 | 2, 3, 5                                         |
| Coordinator, Career Technical Education                  | 5                                               |
| Coordinator, Community Schools                           | 5                                               |
| Coordinator, Compliance & Accountability                 | 5                                               |
| <del>Coordinator, English Language Development</del>     | <del>5</del>                                    |
| Coordinator, Elementary                                  | 5                                               |
| Coordinator, Expanded Learning & Intervention Programs   | 5                                               |
| Coordinator, Measurement & Monitoring                    | 5                                               |
| Coordinator, Special Education                           | 5                                               |
| Coordinator, Student Support Services                    | 5                                               |
| Director, Care, Connection & Wellbeing                   | 5                                               |
| Director, Child Nutrition Services                       | 5                                               |
| Director, Classified Human Resources                     | 5                                               |
| Director, Human Relations & Certificated Personnel       | 5                                               |

**DESIGNATED POSITIONS'**  
**TITLE OR FUNCTION**

**DISCLOSURE CATEGORIES**  
**ASSIGNED**

|                                                                                    |                    |
|------------------------------------------------------------------------------------|--------------------|
| Director, Information Systems                                                      | 5                  |
| <del>Director, Construction</del>                                                  | <del>2, 3, 5</del> |
| Director, Multilingual Programs & ELD                                              | 5                  |
| <del>Executive</del> Director, Special Education                                   | 5                  |
| <del>Executive</del> Director, Student Support Services <del>&amp; Athletics</del> | 5                  |
| Director, Transportation                                                           | 5                  |
| Executive Director, Educational Excellence & Innovation<br>Elementary              | 5                  |
| Executive Director, Educational Excellence & Innovation<br>Secondary               | 5                  |
| <del>Executive Director, Facilities, Maintenance &amp; Operation</del>             | <del>5</del>       |
| Executive Director, Fiscal Services                                                | 4                  |
| Facilities Project Coordinator                                                     | 2, 3, 5            |
| Fiscal Services Manager                                                            | 5                  |
| General Counsel                                                                    | 1, 2               |
| Manager, Child Nutrition Services                                                  | 5                  |
| Manager, Grounds                                                                   | 5                  |
| Manager, Maintenance                                                               | 5                  |
| Manager, Operations                                                                | 5                  |
| Manager, Purchasing                                                                | 4                  |
| Network Analyst                                                                    | 5                  |
| <del>Operations Supervisor</del>                                                   | <del>5</del>       |

**DESIGNATED POSITIONS'**  
**TITLE OR FUNCTION**

**DISCLOSURE CATEGORIES**  
**ASSIGNED**

|                                          |      |
|------------------------------------------|------|
| Principals                               | 5    |
| School Age Child Card Program Manager    | 5    |
| School Age Child Card Program Supervisor | 5    |
| Senior Buyer                             | 2, 4 |
| Special Education Supervisor             | 5    |

## **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.<sup>3</sup> "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.

---

<sup>3</sup> 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)

**BOARD OF TRUSTEES OF THE  
VISTA UNIFIED SCHOOL DISTRICT**

**RESOLUTION NO. 23-17**

**RESOLUTION ADOPTING AN AMENDED  
CONFLICT OF INTEREST CODE PURSUANT TO THE  
POLITICAL REFORM ACT OF 1974**

**WHEREAS**, the State of California enacted the Political Reform Act of 1974, Government Code Section 81000 et seq. (the "Act"), which contains provisions relating to conflicts of interest which potentially affect all officers, employees and consultants of the Vista Unified School District (the "District") and requires all public agencies to adopt and promulgate a conflict of interest code; and

**WHEREAS**, the Board of Trustees adopted a Conflict of Interest Code (the "Code") which was amended on November 12, 2020, in compliance with the Act; and

**WHEREAS**, subsequent changed circumstances within the District have made it advisable and necessary pursuant to Sections 87306 and 87307 of the Act to amend and update the District's Code; and

**WHEREAS**, the potential penalties for violation of the provisions of the Act are substantial and may include criminal and civil liability, as well as equitable relief which could result in the District being restrained or prevented from acting in cases where the provisions of the Act may have been violated; and

**WHEREAS**, notice of the time and place of a public meeting on, and of consideration by the Board of Trustees of, the proposed amended Code was provided each affected designated employee and publicly posted for review at the offices of the District; and

**WHEREAS**, a public meeting was held upon the proposed amended Code at a regular meeting of the Board of Trustees on October 13, 2022, at which all present were given an opportunity to be heard on the proposed amended Code.

**NOW, THEREFORE, THE BOARD OF TRUSTEES OF THE VISTA UNIFIED SCHOOL DISTRICT DOES HEREBY RESOLVE AND ORDER AS FOLLOWS:**

**Section 1. Adoption.** The Board of Trustees does hereby adopt the proposed amended Conflict of Interest Code, a copy of which is attached hereto and shall be on file with the Executive Assistant to the Superintendent and available to the public for inspection and copying;

**Section 2. Effective Date.** The said amended Code shall be submitted to the Board of Supervisors of the County of San Diego for approval and said Code shall become effective immediately after the Board of Supervisors approves the proposed amended Code as submitted.

**PASSED AND ADOPTED** by the Board of Trustees of the Vista Unified School District this 13th day of October, 2022.



---

President, Board of Trustees  
VISTA UNIFIED SCHOOL DISTRICT

ATTEST:



---

Clerk, Board of Trustees  
VISTA UNIFIED SCHOOL DISTRICT

STATE OF CALIFORNIA )  
 )  
COUNTY OF SAN DIEGO ) ss.

I, Dr. Matt Doyle, Secretary of the Board of Trustees of the Vista Unified School District, County of San Diego, California, do hereby certify that the foregoing Resolution was duly adopted by the Board of Trustees of said District at a regular meeting of said Board held on the 13th day of October, 2022, and that it was adopted by the following vote:

AYES: 5

NOES:

ABSTAIN:

ABSENT:



\_\_\_\_\_  
Secretary of the Board of Trustees of the  
Vista Unified School District



EXCELLENCE ★ INNOVATION

Superintendent: Matt Doyle, Ed.D.

Board Members: Martha Alvarado, Julie Kelly, Debbie Morton, Rosemary Smithfield, and Cipriano Vargas

October 17, 2022

COSD CLERK OF THE BOARD  
2022 OCT 18 AM 11:51

Attention: Office of the Board of Supervisors

Re: 2022 Biennial Review – Vista Unified School District – Conflict of Interest Code

Good morning –

Our district is requesting approval of the recent changes to our conflict-of-interest code. Please find attached the supporting documents.

Please contact me if you have any questions or concerns.

Respectfully,

Christina Lupola  
Executive Assistant to  
Dr. Matt Doyle, Superintendent

The purpose of Vista Unified School District is to inspire every student to persevere as a critical thinker who collaborates to solve real world problems.

**Conflict of Interest Code:**

**Warner Springs Community  
Sponsor Group**

**COUNTY OF SAN DIEGO  
BOARD OF SUPERVISORS - LAND USE  
WEDNESDAY, SEPTEMBER 01, 2021**

**MINUTE ORDER NO. 3**

**SUBJECT: ESTABLISH THE WARNER SPRINGS COMMUNITY SPONSOR GROUP  
(DISTRICT: 5)**

**OVERVIEW**

County planning is more responsive to local needs if there is a high level of citizen participation in the planning process. There are currently 27 local advisory planning and sponsor groups representing the communities of the unincorporated area for the purpose of advising the Director of Planning & Development Services, the Zoning Administrator, the Planning Commission, and the Board of Supervisors (Board) in the preparation, amendment and implementation of community and subregional plans, as well as the review of discretionary regulatory projects. These local advisory groups are governed by Board Policy I-1.

Warner Springs residents have requested that a Community Sponsor Group be formed to better represent the community, which currently lies in unrepresented North Mountain Subregional Planning Area. Today's request directs the Chief Administrative Officer to establish the Warner Springs Community Sponsor Group.

**RECOMMENDATION(S)**

**SUPERVISOR JIM DESMOND**

Direct the Chief Administrative Officer to:

1. Find that the proposed Board of Supervisors action is not subject to CEQA because it is an organizational or administrative activity of a local government that will not result in direct or indirect physical changes in the environment and is therefore not a "project" as defined in Public Resources Code section 21065 and CEQA Guidelines Sections 15378(b)(5) and 15060(c)(3).
2. Establish the Warner Springs Community Sponsor Group and determine that the authorized membership of the Warner Springs Sponsor Group shall be a total of nine (9) authorized members.
3. Initially seats 1, 3, 5, 7, 9 shall hold terms expiring the first Monday after January 1, 2025 and seats 2, 4, 6, 8 shall hold terms expiring the first Monday after January 1, 2023. Thereafter the term for all seats shall be four years.
4. Recognize the Warner Springs Sponsor Group Area as the existing Greater Warner Springs area as depicted in the Greater Warner Springs Community Plan.

**EQUITY IMPACT STATEMENT**

The establishment of a local sponsor group promotes community inclusion and provides a well needed voice for a specific community's needs.

**FISCAL IMPACT**

Funds to establish the Warner Springs Community Sponsor Group are included in the FY 2021-22 Operational Plan and include \$10,000 of staff time and services and supplies. The funding sources are General Purpose Revenue and discretionary project review fees. On-going costs will be included in

future operational plans for the Department of Planning & Development Services. There will be no change in net General Fund cost and no additional staff years.

**BUSINESS IMPACT STATEMENT**

N/A

**ACTION:**

ON MOTION of Supervisor Fletcher, seconded by Supervisor Vargas, the Board of Supervisors took action as recommended.

AYES: Vargas, Anderson, Lawson-Remer, Fletcher, Desmond

State of California)  
County of San Diego) §

I hereby certify that the foregoing is a full, true and correct copy of the Original entered in the Minutes of the Board of Supervisors.

ANDREW POTTER  
Clerk of the Board of Supervisors



A handwritten signature in black ink, appearing to read "Andrew Potter", is written over a horizontal line.

Signed  
by Andrew Potter

COSD CLERK OF THE BOARD  
2022 SEP 29 AM 11:31



## County of San Diego

PLANNING & DEVELOPMENT SERVICES  
5510 OVERLAND AVENUE, SUITE 310, SAN DIEGO, CA 92123  
(858) 505-6445 General • (858) 694-2705 Codes  
(858) 565-5920 Building Services  
[www.SDCPDS.org](http://www.SDCPDS.org)

**DAHVIA LYNCH**  
DIRECTOR

September 28, 2022

To Whom It May Concern:

I would like to request your approval of the attached Conflict of Interest Code for the Warner Springs Community Sponsor Group. The group was established on September 1, 2021. Please find the proof of approval in the attached Minute Order.

The department contact regarding the Conflict-of-Interest Code is Jessica Turner. Please find her contact information below.

Phone: 858-495-5336  
Email: [jessica.turner@sdcountry.ca.gov](mailto:jessica.turner@sdcountry.ca.gov)  
Mailing: Planning & Development Services  
5510 Overland Ave, Suite 310  
San Diego, CA 92123

Thank you for your consideration.

Sincerely,

A handwritten signature in blue ink, appearing to read "Dahvia Lynch", written over a large, stylized blue oval.

DAHVIA LYNCH, Director  
Planning & Development Services

Attachment: Minute Order No. 3 – Establish the Warner Springs Community Sponsor Group