



GREGORY C. DEVEREAUX
Chief Executive Officer

COUNTY OF
SAN BERNARDINO
Clerk of the Board of Supervisors

County Government Center
385 North Arrowhead Avenue, Second Floor
San Bernardino, CA 92415-0130
www.sbcounty.gov/cob

(909) 387-3841 Fax (909) 387-4554

BOARD OF SUPERVISORS

Robert A. Lovingood *First District*
Janice Rutherford *Second District*
James Ramos *Third District*
Gary C. Ovitt *Fourth District*
Josie Gonzales *Fifth District*

LAURA H. WELCH
Clerk of the Board of Supervisors

July 2, 2014

Crestline Village Water District
P.O. Box 3347
Crestline, CA 92325-3347

SUBJECT: 2014 Biennial Notice for Conflict of Interest Codes

Dear Sir or Madam:

The Political Reform Act requires every local government agency to review its conflict of interest code biennially. No later than October 1 of each even-numbered year, each agency must submit to the County Board of Supervisors a notice indicating whether or not an amendment is necessary. To assist you in making that determination, please review the enclosed "Should You Amend Your Conflict of Interest Code?" document. The enclosed "2014 Local Agency Biennial Notice" form must be returned to the Board of Supervisors, via the Clerk of the Board, no later than **October 1, 2014**.

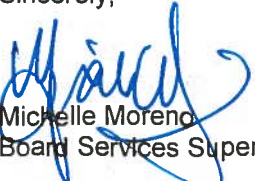
If amendments to an agency's conflict of interest code are necessary, the amended code must be forwarded to the Board for approval within **90 days** of filing the biennial notice. For example, if your agency files its notice on October 1, 2014, indicating that an amendment is necessary, the amendment is due to the Board of Supervisors by December 30, 2014. An agency's amended code is **not effective** until it has been approved by the Board of Supervisors. Our County Counsel has advised that amended code information must include either of the following:

- A copy of the resolution adopted by your governing body showing that these Conflict of Interest Code changes were approved, **or**
- A copy of the minutes from the board meeting where the Conflict of Interest changes were discussed and approved

The Fair Political Practices Commission (FPPC) offers free seminars on how to amend a conflict of interest code. To register for a seminar, call the FPPC at (866) ASK-FPPC, and press 4. Information is also available on the FPPC's website at www.fppc.ca.gov.

If you have any questions, please contact me at (909) 387-4265.

Sincerely,


Michelle Moreno
Board Services Supervisor

Enclosures (2)



Technical
Assistance
Division

Should You Amend Your Agency's Conflict of Interest Code?

A conflict of interest code tells public officials, governmental employees, and consultants what financial interests they must disclose on their Statement of Economic Interests (Form 700). It is the basis for the transparency that California's Political Reform Act requires of public officials. But how do you know if your agency's code is what it should be? And how do you go about amending it? The information below may help you with these issues.

THINGS TO THINK ABOUT ...

- Is your current code more than five years old?
- Have there been any substantial changes to your agency's organizational structure since the last code was approved?
- Have any positions been eliminated or re-named since the last code was approved?
- Have any new positions been added to your agency since the last code was approved?
- Have there been any substantial changes in duties or responsibilities for any positions since the last code was approved?

If you answered yes to any of these questions, your agency's conflict of interest code will likely need to be amended. Each agency must complete the enclosed Biennial Notice and return it to their code reviewing body no later than October 1, 2014. The code reviewing body will provide further instructions on the code amendment and approval process.

If you have any questions, or you are still not sure if you should amend your agency's conflict of interest code, please consider participating in a free webinar or a seminar at the FPPC. For more information, visit <http://www.fppc.ca.gov/index.php?id=359>.

2014 Local Agency Biennial Notice

Name of Agency: _____

Mailing Address: _____

Contact Person: _____ Phone No: _____

E-Mail: _____

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:

(Mark all that apply.)

- Include new positions (including consultants) that must be designated
- Revise disclosure categories
- Revise the titles of existing positions
- Delete 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 more than five years old, amendments may be necessary.)

Verification

This agency's conflict of interest code accurately designates all positions that make or participate in the making of governmental decisions. The disclosure categories assigned to those positions accurately require the disclosure of 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. The code includes all other provisions required by Government Code Section 87302.

Signature of Chief Executive Officer

Date

Complete and return this notice regardless of how recently your code was approved or amended. Please return this notice no later than **October 1, 2014**, or by the date specified by your agency, if earlier, to:

(PLACE RETURN ADDRESS OF THE CODE REVIEWING BODY HERE)
SAN BERNARDINO COUNTY CLERK OF THE BOARD
385 North Arrowhead Avenue, Second Floor
San Bernardino, CA 92415

PLEASE DO NOT RETURN THIS FORM TO THE FPPC

CHAPTER FIVE

5 CONFLICT OF INTEREST

5.1 General Requirements.

The terms of California Code of Regulations, Title 2, section 18730, and any amendments thereto duly adopted by the Fair Political Practices Commission, are incorporated by reference into the Conflict of Interest Code for Crestline Village Water District.

(Res. 88, March 19, 1974; amended by Res. 118, February 15, 1977; amended by Res. 118a, February 15, 1977; amended by Res. 191, April 19, 1981; amended by Res. 275, September 24, 1992; amended by Res. 303, November 19, 1996.)

5.2 Designated Positions for Disclosure Purposes.

5.2.1 General and Special Counsel.

The persons occupying the following positions are “Designated Employees” and must disclose the financial interests defined in Categories 1, 2 and 3 as set forth in Section 5.3:

- (1) General Counsel
- (2) Special Counsel

(Res. 88, March 19, 1974; amended by Res. 118, February 15, 1977; amended by Res. 118a, February 15, 1977; amended by Res.191, April 19, 1981; amended by Res. 275, September 24, 1992; amended by Res. 303, November 19, 1996.)

5.2.2 Other Positions.

The persons occupying the following positions are “Designated Employees” and must disclose the financial interests defined in Categories 2 and 3 as set forth in Section 5.3:

- (1) District Engineer
- (2) District Auditor
- (3) Consultants

(Res. 88, March 19, 1974; amended by Res. 118, February 15, 1977; amended by Res. 118a, February 15, 1977; amended by Res.191, April 19, 1981; amended by Res. 275, September 24, 1992; amended by Res. 303, November 19, 1996.)

5.3 Financial Interests That Must Be Reported.

5.3.1 Category 1.

Interests in real property, other than a principle residence located within the jurisdiction, if the interest in real property may foreseeably be affected materially by any decision made or participated in by the Designated Employee by virtue of his or her position.

(Res. 88, March 19, 1974; amended by Res. 118, February 15, 1977; amended by Res. 118a, February 15, 1977; amended by Res.191, April 19, 1981; amended by Res. 275, September 24, 1992; amended by Res. 303, November 19, 1996.)

5.3.2 Category 2.

Investments in or income from business entities or individuals which are of the type which within the previous two years have provided services, equipment, materials, vehicles or supplies to the District.

(Res. 88, March 19, 1974; amended by Res. 118, February 15, 1977; amended by Res. 118a, February 15, 1977; amended by Res.191, April 19, 1981; amended by Res. 275, September 24, 1992; amended by Res. 303, November 19, 1996.)

5.3.3 Category 3.

Business positions, including any position as a director, officer, partner, trustee, employee or any such management position, held in a business entity of the type identified in Category 2.

(Res. 88, March 19, 1974; amended by Res. 118, February 15, 1977; amended by Res. 118a, February 15, 1977; amended by Res.191, April 19, 1981; amended by Res. 275, September 24, 1992; amended by Res. 303, November 19, 1996.)

5.3.4 Consultants.

The General Manager of the District may determine 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 Chapter. Such determination shall include a description of the consultant's duties and, based upon that description, a statement of the extent of disclosure requirements. These written determinations shall remain on file in the same manner and location as the District's Conflict of Interest Code. Nothing herein excuses any such consultant from any other provision of the District's Conflict of Interest Code.

(Res. 88, March 19, 1974; amended by Res. 118, February 15, 1977; amended by Res. 118a, February 15, 1977; amended by Res.191, April 19, 1981; amended by Res. 275, September 24, 1992; amended by Res. 303, November 19, 1996.)

5.4 Filing of Statements of Economic Interest.

Designated Employees shall file their statements with the Secretary of the Board of Directors of the District who will retain the statements and make them available for public inspection and reproduction pursuant to Government Code section 81008.

(Res. 303, November 19, 1996.)

5.5 Opinions of the General Counsel.

Any Designated Employee who is unsure of any right or obligation arising under the District's Conflict of Interest Code may request an opinion from the District's General Counsel.

(Res. 303, November 19, 1996.)

5.6 Officials Who Manage Public Investments.

It has been determined that the persons in the positions listed below manage public investments and will file a statement of economic interests (Form 721) pursuant to Government Code section 87200.

- (1) Members of the Board of Directors
- (2) General Manager
- (3) Secretary of the Board
- (4) Office Manager

(Res. 303, November 19, 1996.)