County of Ventura

7 September 2018

Clerk of the Board

2018 Local Agency Biennial Notice

Name of Agency: Ventura Regional Sanitation District

Mailing Address: 1001 Partridge Drive, Suite 150, Ventura, CA 93003

Contact Person: Juliet Rodriguez, Clerk of the Board Phone No. (805) 658-4642

Email: JulieRodriguez@vrsd.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.

_____ September 6,2018

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 1, 2018**, or by the date specified by your agency, if earlier, to:

Board of Supervisors
800 S. Victoria Avenue
Ventura, CA 93009-1920

PLEASE DO NOT RETURN THIS FORM TO THE FPPC.

County of Ventura

7 September 2018

Clerk of the Board

VRSD RESOLUTION NO. 18-03

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE VENTURA REGIONAL SANITATION DISTRICT ADOPTING THE 2018 CONFLICT OF INTEREST CODE

WHEREAS, the Political Reform Act, Government Code Section 81000 et seq., requires 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 may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act after public notice and hearings; and

WHEREAS, the terms of the California Code of Regulations, Title 2, Section 18730, and any amendments to it duly adopted by the Fair Political Practices Commission, are hereby incorporated by reference as the Conflict of Interest Code for the Ventura Regional Sanitation District, and along with the attached Exhibit "A," which designates positions requiring disclosure and Exhibit "B," which sets forth disclosure categories for each designated position, constitute the Conflict of Interest Code of the Ventura Regional Sanitation District. Persons holding positions designated in Exhibit "A" shall file Form 700 Statement of Economic Interests with the Filing Officer specified for that position in Exhibit "A."

NOW, THEREFORE, BE IT RESOLVED, DETERMINED, AND ORDERED by the Board of Directors of the Ventura Regional Sanitation District that:

1. The terms of the California Code of Regulations, Title 2, Section 18730, and any amendments to it, duly adopted by the Fair Political Practices Commission, are hereby incorporated by reference as the Amended Conflict of Interest Code for this agency and, along with the attached Exhibit "A" and Exhibit "B" in which officials and employees are designated and disclosure categories are set forth, constitute the Conflict of Interest Code of the Ventura Regional Sanitation District; and

2. Pursuant to Section 4 of the Standard Code, designated positions shall file statements of economic interests with the agency. The Ventura Regional Sanitation District will retain statements for all designated employees; and

3. Upon receipt of the statements of the members of the Board of Directors, General Manager, Director of Finance, and General Counsel, the agency shall make and retain a copy and forward the original of these statements to the Ventura County Clerk of Board as the Filing Officer.

4. Every report and statement filed pursuant to the Conflict of Interest Code is a public record open for public inspection and reproduction subject to Government Code Section 81008.

PASSED, APPROVED, AND ADOPTED this 6th day of September, 2018 by the following vote:

Ayes: Crosswhite, Curtis, Kildee, Perello, Price, Sharkey, Weirick, Monahan

Noes: none

Abstain: none

Absent: Austin

JAMES MONAHAN, Chairman
Board of Directors

Attest:

Juliet Rodriguez
Clerk of the Board

VRSD RESOLUTION NO. 18-03

VENTURA REGIONAL SANITATION DISTRICT
2018 CONFLICT OF INTEREST CODE

EXHIBIT "A" - DESIGNATED POSITIONS AND FILING OFFICERS

# of positions	Position Title	Disclosure Categories (from Exhibit B)	Filing Officer (Ventura County Clerk of the Board [COB] or Local Agency Clerk [AC])
18	Board of Directors & Alternates	1	COB
1	Director of Finance	1	COB
1	General Manager	1	COB
1	General Counsel	1	COB
1	Consultant *	1	AC
1	Director of Operations	1	AC
1	Human Resources Manager	1	AC
1	Water/Wastewater Operations Superintendent	1	AC
1	Engineering Manager	1	AC

* The disclosure, if any, required of a Consultant (as the term is defined in the Political Report Act and applicable regulations) will be determined on a case-by-case basis by head of the agency or designee. The determination of whether a Consultant has disclosure requirements is to be made in writing on a Fair Political Practices Commission Form 805. The determination should include a description of the Consultant's duties and based upon that description, a statement of the extent, if any, of the disclosure requirements. Each Form 805 is a public record and should be retained for public inspection either in the same manner and location as the Conflict of Interest Code, or with appropriate documentation at the location where the Conflict of Interest Code is maintained, cross-referencing to the Form 805.

VRSD RESOLUTION NO. 18-03

VENTURA REGIONAL SANITATION DISTRICT
2018 CONFLICT OF INTEREST CODE

EXHIBIT "A"

CONSULTANT

The Fair Political Practices Commission, Regulation 18700, defines "Consultant" as an individual who, pursuant to a contract with a state or local government agency:

(A) Makes a governmental decision whether to:

(i) Approve a rate, rule, or regulation;

(ii) Adopt or enforce a law;

(iii) Issue, deny, suspend, or revoke any permit, license, application, certificate, approval, order, or similar authorization or entitlement;

(iv) Authorize the agency to enter into, modify, or renew a contract provided it is the type of contract that requires agency approval;

(v) Grant agency approval to a contract that requires agency approval and to which the agency is a party, or to the specifications for such a contract;

(vi) Grant agency approval to a plan, design, report, study, or similar item;

(vii) Adopt, or grant agency approval of, policies, standards, or guidelines for the agency, or for any subdivision thereof; or

(B) Serves in a staff capacity with the agency and in that capacity participates in making a governmental decision as defined in regulation 18702.2 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 Conflict of Interest Code under Government Code section 87302.

The disclosure required of consultant shall be determined on a case-by-case basis by the General Manager, or designee of the General Manager. The General Manager, or the designee of the General Manager, may make a determination as to what disclosure, if any, is required by any particular consultant.

VRSD RESOLUTION NO. 18-03

VENTURA REGIONAL SANITATION DISTRICT
2018 CONFLICT OF INTEREST CODE

EXHIBIT "B" - DISCLOSURE CATEGORIES

The terms *italicized* below have specific meaning under the Political Reform Act. In addition, the financial interests of a spouse, domestic partner and dependent children of the public official holding the designated position may require reporting. Consult the instructions and reference pamphlet of the Form 700 for explanation.

Category 1 – BROADEST DISCLOSURE [SEE FORM 700 SCHEDULES A-1, A-2, B, C, D and E]

(1) All sources of *income*, *gifts*, *loans* and *travel payments*;
(2) All *interests in real property*; and
(3) All *investments* and *business positions* in *business entities*.

Category 2 – REAL PROPERTY [SEE FORM 700 SCHEDULE B]

All interests in real property, including interests in real property held by business entities and trusts in which the public official holds a business position or has an investment or other financial interest.

Category 3 – LAND DEVELOPMENT, CONSTRUCTION AND TRANSACTION
[SEE FORM 700 SCHEDULES A-1, A-2, C, D and E]

All investments, business positions and sources of income, gifts, loans and travel payments, from sources which engage in land development, construction, or real property acquisition or sale.

Category 4 – PROCUREMENT [SEE FORM 700 SCHEDULES A-1, A-2, C, D and E]

All investments, business positions and sources of income, gifts, loans and travel payments, from sources which provide services, supplies, materials, machinery or equipment which the designated position procures or assists in procuring on behalf of their agency or department.

Category 5 - REGULATION & PERMITTING [SEE FORM 700 SCHEDULES A-1, A-2, C, D and E]

All investments, business positions and sources of income, gifts, loans and travel payments, from sources which are subject to the regulatory, permitting or licensing authority of, or have an application or license pending before, the designated position's agency or department.

Category 6 – FUNDING [SEE FORM 700 SCHEDULES A-1, A-2, C, D and E]

All investments, business positions and sources of income, gifts, loans and travel payments, from sources which receive grants or other funding from or through the designated position's agency or department.

BOARD MINUTES
BOARD OF SUPERVISORS, COUNTY OF VENTURA, STATE OF CALIFORNIA

SUPERVISORS STEVE BENNETT, LINDA PARKS,
KELLY LONG, PETER C. FOY AND JOHN C. ZARAGOZA
December 4, 2018 at 8:30 a.m.

CONSENT – COUNTY EXECUTIVE OFFICE – Adoption of Conflict of Interest Codes for 118 Local Agencies; and Receive and File 2018 Biennial Notices.

(X) All Board members are present.

(X) Upon motion of Supervisor Long, seconded by Supervisor Zaragoza, and duly carried, the Board hereby approves the recommendations as stated in the respective Board letters for Consent Items 12 - 33.

By: Lori Gaines
Lori Gaines
Deputy Clerk of the Board

Item #13
12/4/18