



RANCHO MURIETA COMMUNITY SERVICES DISTRICT

15160 Jackson Road, Rancho Murieta, CA 95683

Office - 916-354-3700 Fax – 916-354-2082

COMMUNICATION & TECHNOLOGY COMMITTEE

(Directors John Merchant and Linda Butler)

Regular Meeting

September 1, 2022 at 8:30 a.m.

This meeting will be held via ZOOM video conference only. You can join the conference by (1) logging on to <https://us02web.zoom.us/j/83911009535>, entering Meeting ID no. 839 1100 9535, and using the audio on your computer, or (2) dialing into 1-669-900-9128 and entering the meeting code 839 1100 9535. Those wishing to join with audio only can simply call the telephone number above and enter the code. Participants wishing to join the call anonymously have the option of dialing *67 from their phone. Please refer to your telephone service provider for specific instructions. **PLEASE NOTE – MOBILE DEVICE USERS MAY NEED TO INSTALL AN APP PRIOR TO USE AND MAC AND PC DESKTOP AND LAPTOP USES WILL REQUIRE YOU TO RUN A ZOOM INSTALLER APPLICATION – PLEASE FOLLOW DIRECTIONS AS PROVIDED BY ZOOM. IT IS RECOMMENDED YOU ATTEMPT TO LOGIN AT LEAST 5 MINUTES BEFORE THE START OF THE MEETING.**

AGENDA

1. Call to Order
2. Consider Finding That as a Result of the COVID-19 Emergency: (i) Meeting in Person Would Present Imminent Risks to the Health or Safety of Attendees; and (ii) the Meeting is Authorized to be Held by Teleconference Pursuant to Gov. Code, § 54953, subd. (e)(1)(C).
3. Comments from the Public
4. Monthly Website and Social Media Update
5. Discuss FAQ's
6. Consider Update to District Code Chapter 3 Conflict of Interest
7. Keeping Track of Current Issues Report
8. Discuss Reservoir Information and Education Ad Hoc Committee

9. Directors & Staff Comments/Suggestions

10. Adjournment

"In accordance with California Government Code Section 54957.5, any writing or document that is a public record, relates to an open session agenda item and is distributed less than 24 hours prior to a special meeting, will be made available for public inspection in the District offices during normal business hours. If, however, the document is not distributed until the regular meeting to which it relates, then the document or writing will be made available to the public at the location of the meeting."

In compliance with the Americans with Disabilities Act if you are an individual with a disability and you need a disability-related modification or accommodation to participate in this meeting or need assistance to participate in this teleconference meeting, please contact the District Office at 916-354-3700 or awilder@rmcsd.com. Requests must be made as soon as possible.

Note: This agenda is posted pursuant to the provisions of the Government Code commencing at Section 54950. The date of this posting is August 26, 2022. Posting locations are: 1) District Office; 2) Post Office; 3) Rancho Murieta Association; 4) Murieta Village Association.

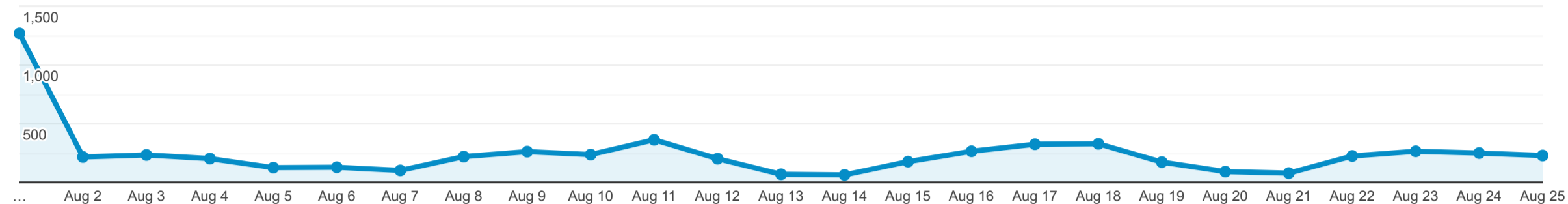
RMCS D Website Stats

Aug 1, 2022 - Aug 25, 2022

All Users
 100.00% Users

RMCS D Pages

● Pageviews



Destination Page	Pageviews	Unique Pageviews	Avg. Time on Page
	6,031 % of Total: 100.00% (6,031)	5,038 % of Total: 100.00% (5,038)	00:01:32 Avg for View: 00:01:32 (0.00%)
1. /	1,206 (20.00%)	966 (19.17%)	00:00:49
2. /how-to-pay-my-bill	290 (4.81%)	203 (4.03%)	00:01:48
3. /board-of-directors	250 (4.15%)	193 (3.83%)	00:02:05
4. /employment-opportunities	171 (2.84%)	120 (2.38%)	00:01:00
5. /cal-waste-2022-collection-schedule-calendar	134 (2.22%)	120 (2.38%)	00:01:58
6. /district-office-and-phone-numbers	124 (2.06%)	100 (1.98%)	00:01:55
7. /2022-pipeline-newsletter	100 (1.66%)	89 (1.77%)	00:01:09
8. /board-of-directors-of-meetings	100 (1.66%)	82 (1.63%)	00:01:01
9. /2022-committee-meetings	85 (1.41%)	50 (0.99%)	00:00:26
10. /resolutions	81 (1.34%)	23 (0.46%)	00:00:23

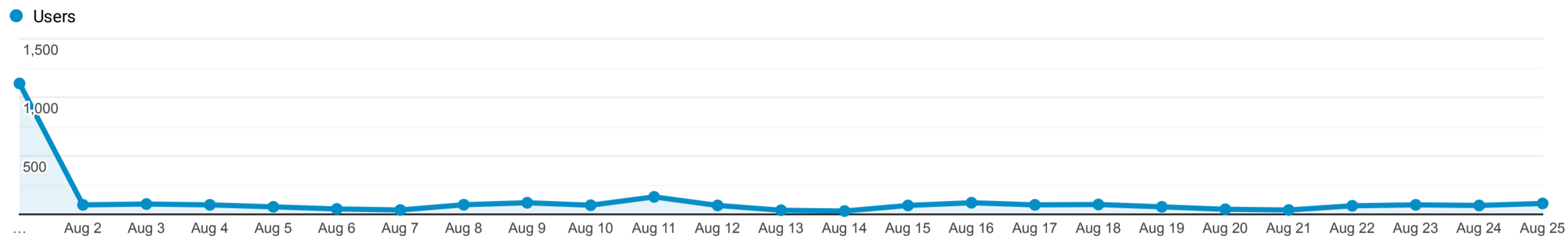
Rows 1 - 10 of 1360

RMCS D Website Stats

Aug 1, 2022 - Aug 25, 2022

All Users
 100.00% Users

RMCS D Website Visitors



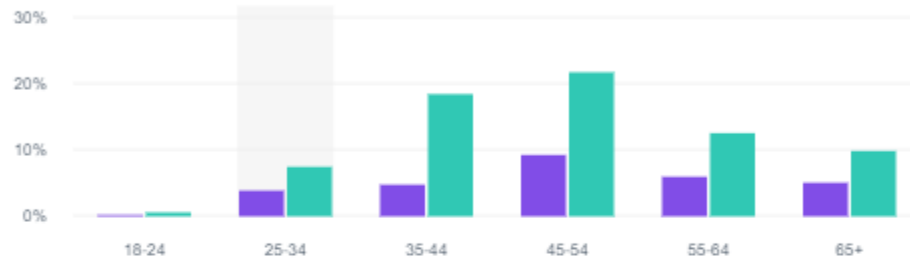
Region	Users	New Users	Hits	Sessions	Number of Sessions per User	Pageviews	Pages / Session	Avg. Session Duration
	2,424 % of Total: 100.00% (2,424)	2,249 % of Total: 100.00% (2,249)	6,107 % of Total: 100.00% (6,107)	3,129 % of Total: 100.00% (3,129)	1.29 % of Total: 100.00% (1.29)	6,031 % of Total: 100.00% (6,031)	1.93 Avg for View: 1.93 (0.00%)	00:01:25 Avg for View: 00:01:25 (0.00%)
1. Oregon	1,110 (44.58%)	1,092 (48.55%)	1,191 (19.50%)	1,118 (35.73%)	1.01 (80.15%)	1,181 (19.58%)	1.06	00:00:05
2. California	909 (36.51%)	740 (32.90%)	4,088 (66.94%)	1,512 (48.32%)	1.66 (132.37%)	4,026 (66.76%)	2.66	00:02:38
3. (not set)	94 (3.78%)	89 (3.96%)	133 (2.18%)	103 (3.29%)	1.10 (87.20%)	132 (2.19%)	1.28	00:00:08
4. Washington	86 (3.45%)	66 (2.93%)	192 (3.14%)	99 (3.16%)	1.15 (91.61%)	191 (3.17%)	1.93	00:01:51
5. Virginia	42 (1.69%)	41 (1.82%)	57 (0.93%)	44 (1.41%)	1.05 (83.37%)	56 (0.93%)	1.27	00:00:08
6. Texas	31 (1.24%)	29 (1.29%)	89 (1.46%)	34 (1.09%)	1.10 (87.28%)	88 (1.46%)	2.59	00:01:15
7. Wyoming	26 (1.04%)	26 (1.16%)	34 (0.56%)	26 (0.83%)	1.00 (79.58%)	34 (0.56%)	1.31	<00:00:01
8. Nevada	22 (0.88%)	13 (0.58%)	42 (0.69%)	22 (0.70%)	1.00 (79.58%)	42 (0.70%)	1.91	00:01:22
9. Iowa	16 (0.64%)	16 (0.71%)	26 (0.43%)	16 (0.51%)	1.00 (79.58%)	26 (0.43%)	1.62	<00:00:01
10. County Dublin	14 (0.56%)	14 (0.62%)	34 (0.56%)	14 (0.45%)	1.00 (79.58%)	34 (0.56%)	2.43	00:00:07

Rows 1 - 10 of 59

Audience

Age and Gender

Men 29.00%
Women 71.00%



Location

Cities

Countries

Rancho Murieta, CA	242
Sacramento, CA	11
Elk Grove, CA	8
Wilton, CA	8
Sloughouse, CA	6
Folsom, CA	3
Roseville, CA	3
Cameron Park, CA	2
Citrus Heights, CA	2
Oakdale, CA	2

MEMORANDUM

Date: August 25, 2022
To: Board of Directors
From: Tom Hennig, General Manager
Subject: Consider Updated to District Code Chapter 3 Conflict of Interest

RECOMMENDED ACTION

Adopt Changes to District Code Chapter 3 Conflict of Interest.

BACKGROUND

District Staff received notification from the Clerk of the Board for Sacramento County informing them that the Biennial Notice for Conflict of Interest Codes was due by October 1, 2022. The Government Code Section 87300 requires each local public agency to adopt and promulgate a conflict of interest code pursuant to the Political Reform Act for the purpose of ensuring that designated officials disclose economic interest that might be foreseeably affected by the making or participation in the making of agency decision.

One of the necessary disclosure items is "Revised titles of existing positions".

The job specifications were updated in 2021, and the following position was updated in March:

- Security Chief changed to *Security Supervisor*

The following position was updated in October:

- Director of Field Operations changed to *Director of Operations*
- Controller changed to *Accounting Manager*

These changes necessitate an update of the Conflict of Interest Code so that the proper notification can be sent to Sacramento County.

SUMMARY

If approved, this change in the Code will be moved to the Board Agenda for the September 21, 2022, meeting.

ORDINANCE NO. O2022-04

**AN ORDINANCE OF THE BOARD OF DIRECTORS
OF THE RANCHO MURIETA COMMUNITY SERVICES DISTRICT
AMENDING DISTRICT CODE CHAPTER 3 (CONFLICT OF INTEREST)**

The Board of Directors of the Rancho Murieta Community Services District hereby ordains as follows:

SECTION 1. PURPOSE AND AUTHORITY. The purpose of this ordinance is to update the provisions of the District Code relating to Conflict of Interest to account for changes in the titles of designated positions. This ordinance is adopted pursuant to Government Code section 87300 and the California Code of Regulations, Title 2, section 87300 and other applicable law.

SECTION 2. CODE AMENDMENTS

B. District Code chapter 3 (Conflict of Interest Code), Designated Positions and Disclosure Categories, subparagraph “Designated Positions” deleted and replaced as follows:

Designated Positions: The officer and employees listed below are designated as a person who is deemed to make or participate in the making of decisions that may have a material effect on financial interest. Persons holding designated positions listed below will disclose interests and investments in accordance with the corresponding disclosure categories as defined below:

<u>Designated Position</u>	<u>Disclosure Category</u>
Director of Administration	1
Accounting Manager	1
Director of Operations	1
Security Supervisor	1
District Engineer	1
District Legal Counsel	1
Consultants	1

Officials who manage public investments are deemed to be “statutory filers” within the meaning of Government Code Section 87200 and California Code of Regulations, Title 2, Section 18720 because they must file Statement of Economic Interest (FPPC Form 700) pursuant to the State Political Reform Act instead of the District’s Conflict of Interest Code. The District’s statutory filers are members of the Board of Directors, the District (General) Manager, and the District Treasurer. As a result, such persons are not designated in this Code and are listed here for information only.

SECTION 3. EFFECTIVE DATE. This ordinance shall take effect November 1, 2022.

SECTION 4. SEVERABILITY. If any section or provision of this ordinance or the application of it to any person, transaction or circumstance is held invalid or unenforceable, such invalidity or unenforceability

shall not affect the other provisions of this ordinance that can be given effect without the invalid or unenforceable provision, and to this end the provisions of this ordinance are declared to be severable.

SECTION 5. PUBLICATION. The District Secretary is directed to publish this ordinance once in a newspaper of general circulation published in the District within 15 days after the adoption of the ordinance.

INTRODUCED by the Board of Directors on the 21st day of September, 2022.

PASSED AND ADOPTED by the Board of Directors of the Rancho Murieta Community Services District at a regular meeting on the 19th day of October, 2022 by the following roll call vote:

- AYES:
- NOES:
- ABSENT:
- ABSTAIN:

Tim Maybee
President, Board of Directors

Attest:

Amelia Wilder, District Secretary

RANCHO MURIETA COMMUNITY SERVICES DISTRICT

DISTRICT CODE
CHAPTER 3

CONFLICT OF INTEREST



Amended ~~January 16, 2019~~October 19, 2022
By Resolution ~~2019-01~~2022-04

DISTRICT CODE

CHAPTER 3

CONFLICT OF INTEREST CODE

The Government Code Section 87300 requires each local public agency to adopt and promulgate a conflict of interest code pursuant to the Political Reform Act for the purpose of ensuring that designated officials disclose economic interest that might be foreseeably affected by the making or participation in the making of agency decision.

DESIGNATED POSITIONS AND DISCLOSURE CATEGORIES

Designated Positions: The officer and employees listed below are designated as a person who is deemed to make or participate in the making of decisions that may have a material effect on financial interest. Persons holding designated positions listed below will disclose interests and investments in accordance with the corresponding disclosure categories as defined below:

<u>Designated Position</u>	<u>Disclosure Category</u>
Director of Administration	1
Controller <u>Accounting Manager</u>	1
Director of Field Operations	1
Security Chief <u>Supervisor</u>	1
Accounting Supervisor	1
District Engineer	1
District Legal Counsel	1
Consultants	1

Officials who manage public investments are deemed to be “statutory filers” within the meaning of Government Code Section 87200 and California Code of Regulations, Title 2, Section 18720 because they must file Statement of Economic Interest (FPPC Form 700) pursuant to the State Political Reform Act instead of the District’s Conflict of Interest Code. The District’s statutory filers are members of the Board of Directors, the District (General) Manager, and the District Treasurer. As a result, such persons are not designated in this Code and are listed here for information only.

Disclosure Categories: The District disclosure categories are defined as follows:

Category 1 - Full Disclosure: All persons in this disclosure category will disclose all interest in real property within two (2) miles of the District’s boundaries, as well as investments, business positions, and sources of income, including gifts, loans and travel payments, from all sources.

Category 2 - Disclosure of all Interests Except Interests in Real Property: All persons in this disclosure category will disclose all investments, business positions and sources of income, including gifts, loans and travel payments from all sources.

Category 3 - Employees with Contracting Authority or Who Participate in Making Contracts: All investments, business positions and income, including gifts, loans and travel payments, in or from sources that provide goods, equipment, or services, including training or consulting services, of the type utilized by the District.

Consultant

Consultant means an individual who, pursuant to a contract with the District, either: (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 any permit, license, application, certificate, approval, order, or similar authorization or entitlement; (4) authorize the District to enter into, modify, or renew a contract provided it is the type of contract that requires District approval; (5) grant District approval to a contract that requires District approval and to which the District is a party, or to specifications of such a contract; (6) grant District approval to a plan, design report, study, or similar item; or (7) adopt or grant District approval of policies, standards or guidelines for the District for any subdivision thereof; or (B) serves in a staff capacity with the District in that capacity participates in making a governmental decision as defined in California Code of Regulations, Title 2, Section 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 under Government Code Section 87302. (California Code of Regulations, Title 2, Section 18701(a) (2).)

A consultant serves in a staff capacity only if he or she has an on-going relationship with the District. A consultant who works on one project or a limited range of projects for the District is not deemed a consultant subject to the reporting requirements of this Code unless the project or projects extend over a substantial period of time, generally more than one (1) year. (See *Smith* Advice Letter, FPPC No. I-99-316; *Travis* Advice Letter, FPPC, No. A-96-053; *Randolph* Advice Letter, FPPC No. A-95-045.)

Consultants are included in the list of designated positions and must disclose interests and investments in accordance with the broadest disclosure category in the District's conflict of interest code, subject to the following limitation: The District Manager may determine in writing that a particular consultant, although a "consultant" and designated position" nevertheless is hired or retained to perform a range of duties that is limited in scope and therefore is not required to comply with any or some of the disclosure requirements described in this section. The District Manager's written determination will include description of the consultant's duties, and based on that description, a statement of the extent of disclosure requirements. The written determination is public record and will be retained for public inspection in the same manner and location as the District's conflict of interest code as required by Government Code Section 81008.

New Position Added Without Code Revision

If the District creates a new position that requires disclosure under this Code without simultaneously amending the Code, the employee appointed to fill such a position will file a Form 700 assuming office statement and thereafter file annual Form 700 disclosure of economic interest statements each year using the broadest disclosure category until the District amends the Code to designate the position and, if warranted, to authorize more narrow disclosure for the position.

**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:

Section 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.

Section 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.

Section 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.¹

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.

Section 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.^{2 2}

Section 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.

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 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.

Section 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.

Section 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.

Section 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 property³ is required to be reported,⁴ 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,⁵ the statement shall contain:

1. The name and address of each source of income aggregating \$500 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,⁶ 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.

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 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.

(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.

Section 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. 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. Subdivisions (a), (b), and (c) of Section 89501 shall apply to the prohibitions in this section. This section shall not limit or prohibit payments, advances, or reimbursements for travel and related lodging and subsistence authorized by Section 89506.

Section 8.1. Prohibition on Receipt of Gifts in Excess of \$460

(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 \$460 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. 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. Subdivisions (e), (f), and (g) of Section 89503 shall apply to the prohibitions in this section.

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

elector 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 at any given time.
4. Loans made, or offered in writing, before January 1, 1998.

Section 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 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.

Section 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.

Section 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 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 \$460 or more provided to, received by, or promised to the designated employee within 12 months prior to the time when the decision is made.

Section 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.

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.

Section 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.

Section 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.

Section 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.

Note: Authority cited: Section 83112, Government Code. Reference: Sections 87103(e), 87300-87302, 89501, 89502 and 89503, Government Code.

DRAFT

RANCHO MURIETA COMMUNITY SERVICES DISTRICT

DISTRICT CODE
CHAPTER 3

CONFLICT OF INTEREST



Amended September 21, 2022
By Resolution 2022-XX

DISTRICT CODE

CHAPTER 3

CONFLICT OF INTEREST CODE

The Government Code Section 87300 requires each local public agency to adopt and promulgate a conflict of interest code pursuant to the Political Reform Act for the purpose of ensuring that designated officials disclose economic interest that might be foreseeably affected by the making or participation in the making of agency decision.

DESIGNATED POSITIONS AND DISCLOSURE CATEGORIES

Designated Positions: The officer and employees listed below are designated as a person who is deemed to make or participate in the making of decisions that may have a material effect on financial interest. Persons holding designated positions listed below will disclose interests and investments in accordance with the corresponding disclosure categories as defined below:

<u>Designated Position</u>	<u>Disclosure Category</u>
Director of Administration	1
Accounting Manager	1
Director of Operations	1
Security Supervisor	1
District Engineer	1
District Legal Counsel	1
Consultants	1

Officials who manage public investments are deemed to be “statutory filers” within the meaning of Government Code Section 87200 and California Code of Regulations, Title 2, Section 18720 because they must file Statement of Economic Interest (FPPC Form 700) pursuant to the State Political Reform Act instead of the District’s Conflict of Interest Code. The District’s statutory filers are members of the Board of Directors, the District (General) Manager, and the District Treasurer. As a result, such persons are not designated in this Code and are listed here for information only.

Disclosure Categories: The District disclosure categories are defined as follows:

Category 1 - Full Disclosure: All persons in this disclosure category will disclose all interest in real property within two (2) miles of the District’s boundaries, as well as investments, business positions, and sources of income, including gifts, loans and travel payments, from all sources.

Category 2 - Disclosure of all Interests Except Interests in Real Property: All persons in this disclosure category will disclose all investments, business positions and sources of income, including gifts, loans and travel payments from all sources.

Category 3 - Employees with Contracting Authority or Who Participate in Making Contracts: All investments, business positions and income, including gifts, loans and travel payments, in or from sources that provide goods, equipment, or services, including training or consulting services, of the type utilized by the District.

Consultant

Consultant means an individual who, pursuant to a contract with the District, either: (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 any permit, license, application, certificate, approval, order, or similar authorization or entitlement; (4) authorize the District to enter into, modify, or renew a contract provided it is the type of contract that requires District approval; (5) grant District approval to a contract that requires District approval and to which the District is a party, or to specifications of such a contract; (6) grant District approval to a plan, design report, study, or similar item; or (7) adopt or grant District approval of policies, standards or guidelines for the District for any subdivision thereof; or (B) serves in a staff capacity with the District in that capacity participates in making a governmental decision as defined in California Code of Regulations, Title 2, Section 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 under Government Code Section 87302. (California Code of Regulations, Title 2, Section 18701(a) (2).)

A consultant serves in a staff capacity only if he or she has an on-going relationship with the District. A consultant who works on one project or a limited range of projects for the District is not deemed a consultant subject to the reporting requirements of this Code unless the project or projects extend over a substantial period of time, generally more than one (1) year. (See *Smith* Advice Letter, FPPC No. I-99-316; *Travis* Advice Letter, FPPC, No. A-96-053; *Randolph* Advice Letter, FPPC No. A-95-045.)

Consultants are included in the list of designated positions and must disclose interests and investments in accordance with the broadest disclosure category in the District's conflict of interest code, subject to the following limitation: The District Manager may determine in writing that a particular consultant, although a "consultant" and designated position" nevertheless is hired or retained to perform a range of duties that is limited in scope and therefore is not required to comply with any or some of the disclosure requirements described in this section. The District Manager's written determination will include description of the consultant's duties, and based on that description, a statement of the extent of disclosure requirements. The written determination is public record and will be retained for public inspection in the same manner and location as the District's conflict of interest code as required by Government Code Section 81008.

New Position Added Without Code Revision

If the District creates a new position that requires disclosure under this Code without simultaneously amending the Code, the employee appointed to fill such a position will file a Form 700 assuming office statement and thereafter file annual Form 700 disclosure of economic interest statements each year using the broadest disclosure category until the District amends the Code to designate the position and, if warranted, to authorize more narrow disclosure for the position.

**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:

Section 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.

Section 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.

Section 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.¹

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.

Section 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.^{2 2}

Section 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.

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 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.

Section 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.

Section 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.

Section 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 ³ is required to be reported, ⁴ 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, ⁵ the statement shall contain:

1. The name and address of each source of income aggregating \$500 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, ⁶ 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.

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 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.

(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.

Section 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. 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. Subdivisions (a), (b), and (c) of Section 89501 shall apply to the prohibitions in this section. This section shall not limit or prohibit payments, advances, or reimbursements for travel and related lodging and subsistence authorized by Section 89506.

Section 8.1. Prohibition on Receipt of Gifts in Excess of \$460

(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 \$460 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. 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. Subdivisions (e), (f), and (g) of Section 89503 shall apply to the prohibitions in this section.

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 at any given time.
4. Loans made, or offered in writing, before January 1, 1998.

Section 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 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.

Section 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.

Section 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 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 \$460 or more provided to, received by, or promised to the designated employee within 12 months prior to the time when the decision is made.

Section 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.

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.

Section 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.

Section 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.

Section 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.

Note: Authority cited: Section 83112, Government Code. Reference: Sections 87103(e), 87300-87302, 89501, 89502 and 89503, Government Code.

DRAFT

Clerk of the Board

Florence H. Evans



Board of Supervisors

- Phil Serna, District 1
- Patrick Kennedy, District 2
- Rich Desmond, District 3
- Sue Frost, District 4
- Don Nottoli, District 5

County of Sacramento

July 1, 2022

Amelia Wilder, Filing Official
 Rancho Murieta Community Services District
 PO Box 1050
 Rancho Murieta, CA 95683

Subject: 2022 Biennial Notice for Conflict of Interest Codes

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. Please review your conflict of interest code and complete this form by checking the applicable boxes below.

If amendment is required check all that apply below:

An amendment is required. The following amendments are necessary and reflected on this form as indicated below **and** reflected in the attached approved proposed code and red-line copy of the amendments:

- Includes new positions
- Revised disclosure categories
- Revised the titles of existing positions
- Deleted titles of positions that have been abolished and/or positions that no longer make or participate in making governmental decisions
- Other (*describe*) _____
- Attached is the agency approved proposed Conflict of Interest Code
- Attached is the red-line copy of the amendments (required to attach)

If code is under review by the code reviewing body check box below:

- The code is currently under review by the Sacramento County Board of Supervisors (code reviewing body). Date code was submitted for review _____.

If no amendment is required check box below:

- No amendment is required. (Attach a copy of the code if five or more years old - amendments may be necessary).

Clerk of the Board

Florence H. Evans



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County of Sacramento

Verification (MUST BE COMPLETED WITH OR WITHOUT AN AMENDMENT)

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 recent the code was approved or amended. **Please return this notice no later than October 1, 2022, attention Manuel Gonzalez, Clerk of the Board Department, 700 H Street, Suite 2450, Sacramento, California 95814.**

See the Quick Reference Work Flow Sheet for an overview of the biennial process. If you have any questions, please contact Manuel Gonzalez at (916) 876-9702 or Form700@sacounty.net.

Sincerely,

Manuel Gonzalez
Form 700 Coordinator
County of Sacramento

Attachment: Quick Reference Work Flow Sheet (following below)

Clerk of the Board

Florence H. Evans



Board of Supervisors

Phil Serna, District 1
Patrick Kennedy, District 2
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Sue Frost, District 4
Don Nottoli, District 5

County of Sacramento

**QUICK REFERENCE WORK FLOW SHEET
2022 BIENNIAL NOTICE – CONFLICT OF INTEREST CODE REVIEW**

Amended code is submitted (see Steps 1 – 6)

Step 1:

Complete the 2022 Biennial Notice form and check the applicable box(es) under the section "An amendment is required". Obtain the signature of the agency chief executive officer/administrator and return the form and appropriate attachments to the Form 700 Coordinator. ***A copy of the proposed code and a copy of the red-line version must be attached.**

Step 2:

When the proposed amended code is received by the Form 700 Coordinator it is placed on the Board agenda as a communication received & referred item to the Clerk for processing.

Code is currently under review by Board of Supervisors (see Steps 3 – 6)

Step 3:

The proposed amended code is reviewed:

- (a) if the amendments are clear and meets FPPC standards the code moves to Step 4 and is placed on the Board agenda as a consent item for approval.
– OR –
- (b) if the amendments need further clarification or revisions it is returned to the agency for completion.

The code moves to Step 4 once the County completes the review and it meets FPPC standards.

Step 4:

The proposed amended code is placed on the Board agenda as a consent item for the Code Reviewing Body's review and approval (*Board of Supervisors is the code reviewing body*).

Clerk of the Board

Florence H. Evans



Board of Supervisors

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County of Sacramento

Step 5:

After the Board approves the proposed code, the resolution is processed by the Clerk's office. The Form 700 Coordinator will enter the changes in the eDisclosure system reflecting the amendments to the agency's code. Once the updates are completed in the system, the agency will be notified by email.

Step 6:

The Form 700 Coordinator will send a copy of the executed resolution and the adopted code to the agency by email confirming the updates that were made in the system and the effective date of the approved code.

As it relates to the County's 2022 Biennial Notice process no further action is required from the agency.

If no amendment is required to the code

Step 1:

Complete the 2022 Biennial Notice form and check the box "No amendment is required". Obtain the signature of the agency chief executive officer/administrator and return the form and appropriate attachments to the Form 700 Coordinator.

See Step 2 if the code is more than five years old.

Step 2:

If the code is more than five years old, attach a copy of the existing approved code. **FPPC suggests codes that are five or more years old generally have amendments.*

As it relates to the County's 2022 Biennial Notice process no further action is required from the agency.

**NON-RESPONDING AGENCIES WILL BE REPORTED TO THE
CODE REVIEWING BODY &
CALIFORNIA FAIR POLITICAL PRACTICES COMMISSION (FPPC)**

MEMORANDUM

Date: August 26, 2022
To: Communications & Technology Committee
From: Tom Hennig, General Manager
Subject: Outreach and Technology Items Accomplished/In-Progress Quarterly Update

At the August 2019 Communications & Technology meeting, Director Butler asked for staff to separately track the status of outreach and technology initiatives accomplished and in the works. In October 2019, we expanded to include information explaining the purpose and benefits of each initiative for presentation

In December 2019, we added the Field Operations Technological Initiatives spreadsheet. We are now providing quarterly updates to the Board. Attached are the spreadsheets reflecting the updated information for the September 2022 meeting.

RMCS D TECHNOLOGY INITIATIVES

August 26, 2022

	Initiative	Status	Short Description	Start Date	Completion Date
1.	High Speed Internet	Completed	In Fall of 2017, the District's internet service was around 5-6 Mbps for the entire organization. This was akin to operating an organization using a slow home-based internet connection. Acting immediately we moved to implement a 100 Mbps fiber connection. This has greatly increased the productivity of staff and laid the foundation to establish cloud-based computer systems. We intend to upgrade to faster speed internet as needed.	Fall 2017	Fall 2017
2.	Timesheets from Paper to Electronic	Completed	All timesheets were processed in paper format. Starting in Fall 2017, admin office staff began using an Excel based timesheet which made automatic calculations and cut down on transcription errors. The plan is to go to a web-based timesheet system in the near future which will introduce further efficiencies	Fall 2017	Fall 2017
3.	One-Drive Cloud working folders	Completed	One-Drive is part of the Microsoft Office 365 cloud based capability. The one-cloud is a file storage system. This capability allowed staff to manage electronic work files in the cloud instead of on a server stored onsite. This capability allows for more seamless access to work files from smart and mobile devices when offsite, in addition to more robust duplicative backup of files.	Fall 2017	Fall 2018
4.	Ring Central - Unified Communications (Phones/Communication)	Completed	Starting in Fall 2017 the District worked to move a majority of its telephony from a traditional corporate (POTS) system to Ring Central (VOIP). Ring Central provides unified communications. The concept is the ability to communicate via voice, texting, and video conferencing via the same communications system. Staff's can make calls from their desktop phone, smart phone, or computer using their own phone extension. Using the same system, staff can communicate by text via computer and smart phones. A major added benefit is the user-friendly web-based management of the phone system which can be handled more easily by staff saving considerable staff time.	Fall 2017	Spring 2018

RMCS D TECHNOLOGY INITIATIVES

August 26, 2022

	Initiative	Status	Short Description	Start Date	Completion Date
5.	Desktop Scanners - More paperless efficiencies	Completed	This initiative recognizes the importance of moving to digital files and the efficiencies gained by locating a scanner on each staff's desktop. A scanner today is as critical to a modern workplace as a computer. Having this capability immediately available at each workstation is more efficient and conditions staff to more readily convert paper files to electronic form.	Summer 2018	Summer 2018
6.	Security Cameras - Public Buildings and Treatment Plants	Completed	The District has maintained security cameras around its treatment plants for some time. In 2018, we expanded security cameras to include administrative and operational offices, including gate houses and the District's administration building. This capability helps to provide extra security at key facilities. We plan to add cameras to key areas as budget becomes available.	Summer 2018	Summer 2018
7.	Upgraded Software Licenses - Microsoft Office 365 Cloud Based Software	Completed	This action was critical to ensure staff systems were upgraded to the latest operating system and Microsoft Office cloud capabilities. Keeping operating and office productivity software up to date is key to maintaining network security and improving staff effectiveness in the use of business systems.	Early 2019	Early 2019

	Initiative	Status	Short Description	Start Date	Completion Date
8.	User enabled reset of software passwords	Completed	In the past, staff who managed the IT function had access to all District employee passwords for all systems including communications. This type of arrangement could readily lead to abusive access to confidential Board and management information and compromise the security of District applications and the network. The argument was that staff could receive help when they lost their password. We have implemented a best practice of a more automated user password reset when staff loses their enterprise passwords. This ensures that only each individual knows their passwords ensuring confidentiality of communications. With this approach, the General Manager is made aware in the event an individual needs access to an account that is not their own such as when an employee separates from the District.	Fall 2019	Fall 2019
9.	North Gate FastPass System	Completed	This system was implemented to handle high-volume traffic events through the North Gate via an electronic FastPass that allows faster check-in at the gate window and via an iPad in additional traffic lanes if warranted. This capability was well received after being implemented for the July 4 holiday in 2019.	5/1/2019	7/1/2019
10.	Portable Computers/Surface Books for Management Staff	Completed	Staff efficiency via strategic investments in key computer systems and technology used daily provides some of the greatest return on investment. Portable computers have become the norm. We have moved away from replacing desktop towers with mobile laptops/docking stations. This mobility allows for greater productivity when at home or away at conferences and training, not to mention collaboration when in staff meetings as staff is now able to pull up information and conduct research during meetings.	Fall 2017	Fall 2019

RMCS D TECHNOLOGY INITIATIVES

August 26, 2022

	Initiative	Status	Short Description	Start Date	Completion Date
11.	Network Mirror/Backup - Cloud Based	Completed	The District has back-up the Network over the internet for some time. However, the process was slow and more difficult to deploy. We now have a more robust cloud-based backup system that provides for greater security and duplication of backups.	Summer 2019	Fall 2019
12.	AUTOCRACY Network Domain Name Change	Completed	When the District's network was established, it was named "AUTOCRACY". This is a very negative term related to despotism and absolute power by a single individual. We have changed the network name to a more professional designation as a key step in establishing a more positive and professional culture. This was a much more complex task than one would imagine, given the naming convention existed for years and was tied to nearly every networked software system used by the District.	Summer 2019	Fall 2019
13.	RMCS D Server Upgrade	Completed	As technology continues to evolve, we expect to move to a mostly cloud-based operating environment. However, for now, some legacy systems require maintenance of a local network server. We have upgraded the local server to improve network speed and reliability.	Summer 2019	Fall 2019
14.	Public Wi-Fi at Admin Building	Completed	This is a basic capability that most public agencies provide at their administrative offices. This allows the public to access internet during meetings for research, consultants to use their devices during meetings, and a host of other productive purposes.	Fall 2017	Fall 2017
15.	Large Format Plotter/Scanner	Completed	We have purchased and installed a networked Large Format Plotter/Scanner. This allows us to scan all large plans in the office to electronic format and to print plans for mark-up and copying of the mark-ups when useful for office or field use. Having this tool will free up office space for plans storage and provide electronic access to all District large-format plans.	July 2019	September 2019

RMCS D TECHNOLOGY INITIATIVES

August 26, 2022

	Initiative	Status	Short Description	Start Date	Completion Date
16.	Established Proxy for back-up P.O. Approver	Completed	Purchase Order approvals within the District's web-based purchase order system were correctly limited to key staff. The problem was that only one individual had approval rights leading to complications when that individual was not in the office. This would require sharing of the P.O. approval password with other authorized staff and the need to reset the password when that individual returns. This new capability allows a second approver to login under their own password as a proxy and authorize P.O.'s, eliminating the need for the password reset, and further ensures the integrity of approvals.	Fall 2019	Fall 2019
17.	Document Imaging System/Escrow Files	System in-place Scanning in progress	This initiative implemented a business hub for scanning and an electronic file management system. The most important component is the incredibly resource intensive scanning and categorization of files once converted to electronic format.	2017	Ongoing
18.	Patrol Management Software - Cloud Based	Completed	This is a key new capability we are adding to the Security Function. This new system is a cloud-based mobile patrol incident reporting system that will provide for better analytics of Security operations and incidents. Right now, nearly all Security reporting is in paper form. Paper forms have been found to lead to lost documents and transcription errors. The computerized system will improve efficiencies in compiling incident data and better maintain the integrity of the input data.	Summer 2019	Winter 2022

RMCS D TECHNOLOGY INITIATIVES

August 26, 2022

	Initiative	Status	Short Description	Start Date	Completion Date
19.	SharePoint Cloud File and Collaboration Site	Completed	SharePoint is One-Drive on steroids. Whereas One-Drive is a storage space for individuals' working files, Sharepoint is a cloud-based collaboration capabilities that allows for enterprise file management, calendars, intranet and communications. The plan is to ultimately move all District files on the local network drives to SharePoint. This will ensure better protection of District electronic files and a central location for staff to access these files. Setting the permissions properly for Sharepoint and training staff is more complicated than traditional network drives, so the roll-out of this has been limited to start. We will continue this roll-out as staff has capacity.	Spring 2019	Winter 2022
20.	Accounts Payable/General Ledger (Great Plains) Integration	In-Process	This project is on hold pending the implementation of the Tyler Incode ERP	May 2019	TBD
21.	Accounting System/General Ledger other Integration	Researching	This project is on hold pending the implementation of the Tyler Incode ERP	April 2019	June 2020
22.	Maintenance Management and Work Order System	Researching	A maintenance management and work order system lets an agency manage work orders and maintenance activities by tracking staff, materials and equipment related to activities. The District maintains an outdated rudimentary software system that could be improved.	July 2019	TBA
23.	Land Management/Permit System	Researching	The District manages services for every parcel within the District. What is missing is a computerized land management system that allows staff to track all activities related to a parcel or address. Such as system would improve historical records related to each parcel/address improving operations and customer service. Our escrow files now being made electronic is just one resource that could be tied to a computerized land management system. Additionally, we could tie all permits to such a system to ensure that all actions related to an address or parcel are properly recorded. Such a system is composed of tabular and map-based information.	Fall 2019	TBA

RMCS D TECHNOLOGY INITIATIVES

August 26, 2022

	Initiative	Status	Short Description	Start Date	Completion Date
24.	Asset Management System (GIS/Data)	Researching	The District has purchased the CalCAD GIS system to manage a wide variety of District assets and operational equipment via this Geographical Information System. We are adapting our operations into the GIS system as resources and plans are available. CalCAD is working with District staff to integrate the following assets. Water system, Sewer system, Drainage System, Camera network, Easements, Utility billing, Document imaging, Prop 218 protests, and Drainage outfalls.	Spring 2019	Ongoing
25.	Online Billing System review options	Researching	This project is on hold pending the implementation of the Tyler Incode ERP	Fall 2019	TBA
26.	Customer Management System	Researching	This project is on hold pending the implementation of the Tyler Incode ERP	Fall 2019	TBA
27.	District Intranet	Researching	There is a heavy reliance on visits to Administrative staff for human resources and other related administrative documents and information. An intranet will allow all District staff to login to an internal website with self-serve access to key human resources and administrative documents. This will help free time for administrative staff for other critical activities.	Fall 2019	TBA

RMCS D FIELD OPERATIONS TECHNOLOGY PROJ

9/1/2022

	Initiative	Status	Short Description	Start Date	Completion Date	Comments
Existing						
1.	Maintenance Management and Work Order System	Researching	A maintenance management and work order system lets an agency manage work orders and maintenance activities by tracking staff, materials and equipment related to activities. The District maintains an outdated rudimentary software system that could be improved.	July 2019	TBA	<p>We have brought in a vendor says they are capable of providing a system that would meet the goals of these items. Due to costs we need to solicit other vendors in and that process. I have yet to meet with the vendor mentioned. My comments thus far would be that I have had good experience with Asset Management based systems that are tied directly with GIS mapping/data base layers as a one-stop shop. I would like to make the suggestion that we integrate our work order/asset management system into our fledgling GIS system. Perhaps the current GIS vendor has that capability or we can find a vendor that can interface to our GIS system. When I left my District we had a combination GIS/asset management system where field ops had tablets to interface with GIS and record repairs/maintenance in the field. I will request that that my previous vendor pay us a visit and discuss what it would take to provide the MMS system and how that could integrate with our GIS. We are in the process of interviewing CMMS providers and will be budgeting for CMMS system that is GIS compatible in the FY 22-23 Budget. Due to the relative backlog of infrastructure repair and replacement projects due in FY 22-23, the CMMS program implementation will be considered for FY 23-24.</p>

2.	Customer Management System	Researching	Although a work order system tracks customer maintenance requests, the District is in need of a way to better track customer issues/complaints that may not be related to maintenance activities. We are researching tools for this. It is possible a Land Management System could function in this manner as complaints issues would be tied to a parcel or address and have reporting capabilities to remind staff of outstanding complaints/matters.	Fall 2019	TBA	We have brought in a vendor who is capable of providing a system that would meet the goals of these items. Due to costs we need to solicit other vendors in a bidding process. I would like to take a look at being able to track not only complaints/issues but also repairs (costs) via GIS, I believe we could tie those in to the GIS system and make that information query-able by address or tax lot. We have addressed this with our GIS vendor and will receive a quote to integrate Tyler database.
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Proposed:

1.	Network District facilities	Proposing	The goal of this would be to connect all of the district's sewer lift stations, Rio Oso tank & potable water pump station, MainLift South & FAA stormwater pump stations, and Granlees raw water pumping stations to the main network.	TBD	TBA	Having a hard-lined system would add to internal network security for facilities. I will have to get a better understanding of what we have now for facility comms. I do agree that we will absolutely need reliable and redundant communications between our infrastructure. I am inviting Cascade Integration (SCADA integrator) to meet with us regarding our SCADA system reliability. We have met with a SCADA integrator and there are several existing issues that we will need to resolve prior to centralizing the SCADA system. We will identify those issues and budget work to correct the current SCADA issues and then take a look at increasing centralization. SCADA replacement at the WTP was not approved for the FY 22-23 budget. Centralization cannot occur until there is proper funding. Staff will budget for SCADA replacement at the WTP for FY 22-23
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2.	Wastewater plant and warehouse	Research in process	I'm having staff research the viability of a conduit that would run from the wastewater plant gate back to the wastewater control building that could be utilized for installation of a fiber optic line. Additional network and cable would have to be treched and installed back to the warehouse.	On Hold		As long as wireless continues as a stable form of communication, the conduit and wire pull may not be needed. No update. No Update
3.	Sewer Lift Station PLCs	Research in process	Would start with getting connectivity - possibly through Greenfield fiberoptic system or ATT phone lines.	Winter 2019-2020		Considering wireless systems for connectivity of liftstation. Also followed up with Greenfield Communications and waiting on reply. No update, other than Main Lift North will be getting a new comm line in march of 22. No Update
4.	Pump Stations	Research in process	Would start with getting connectivity - possibly through Greenfield fiberoptic system or ATT phone	Winter 2019-2020		Same as above
5.	Centralized SCADA system	Proposing	The goal of this project would be to utilize the wastewater plant SCADA system as a centralized for the remaining district facilities. Due to security concerns the water plant would remain on its own system.	TBD	TBA	In process: West DAF electrical panel project is complete and integrated. Additional Reclamation plant chemical feed systems being tied-in as part of chlorine gas to bleach conversion project. Bleach conversion project on hold, no other update. Same conversations will be discussed with SCADA consultant. SCADA centralization is on hold due to other prioritized infrastructure projects
6.	WWRP Automation	Proposing	This would require the installation of automated valve systems that could be controlled through SCADA, as well as flow metering systems with feedback loops to regulate and control flows.	TBD	TBA	This would create efficiencies for staff to be able to respond and control systems remotely. I will need to get a good justification from staff on the size and scope of the desired changes. Also will fold in recommendations from Cascade Integration, if any. This is on hold, will discuss need with staff. This project has been cancelled as it is not necessary.
7.	Lake Level Monitoring system	Approved but on Hold	This project was proposed an approved by the board as it was assumed it was a legal requirement by the department of water resources. We found out we did not meet the threshold to have to comply with	TBD	TBA	if not needed by legal requirement, we should be able to track by hand read staff gauge as reservoirs do not gain or drop in level fast enough to warrant? To discuss with staff. On Hold. Cancelled as not needed.

8.	And sewer lift station upgrades		Control systems at several of the sewer line stations are coming due for replacement. We need to upgrade two systems that allow networking and control of the facilities remotely.	TBD	TBA	6B sewer lift station panel updated. Others like 3B, 6A would be updated with development. Have met with staff and toured lift stations. Creating a memorandum of deficiencies, costs to correct deficiencies and schedule of when to correct. Will present this to the Board. Several Lift stations are set to be rehabilitated with this year CIP.
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