

## 2012 Local Agency Biennial Notice

Name of Agency: MISSION HILLS COMMUNITY SERVICES DISTRICT  
Mailing Address: 1550 BURTON MESA, LOMPOC CA 93436  
Contact Person: CASEY FOWLER Office Phone No: (805) 733-4346 x200  
E-mail: CF@MHCSO.ORG Fax No: (805) 733-4188

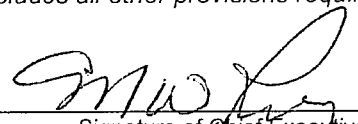
Accurate disclosure is essential to monitor whether officials have conflicts of interest and to help ensure public trust in government. The biennial review examines current programs to ensure that the agency's code requires disclosure by agency officials who make or participate in making governmental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

This agency has reviewed its conflict-of-interest code and has determined that (Check one box):

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

### Verification

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

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

9/20/12  
\_\_\_\_\_  
Date

Complete this notice regardless of how recently your code was approved or amended.  
Please return this notice no later than **October 1, 2012**, or the date specified by your agency, if earlier, to:

(PLACE RETURN ADDRESS OF CODE REVIEWING BODY HERE)

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

**POLICY TITLE:** ~~\_\_\_\_\_~~ **Conflict of Interest**  
**POLICY NUMBER:** ~~\_\_\_\_\_~~ **1020**

1002 Conflict of Interest

Effective Date:  
Resolution Reference:  
Revision Date:  
Resolution Reference:

The Political Reform Act, Government Code Sub-Section 81000, et seq., requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission has adopted a regulation, 2 Cal. Code of Regs. Sub-Section 18730, which contains the terms of a standard conflict of interest code. It can be incorporated by references and may be amended by the Fair Political Practices Commission after public notices and hearings to conform to amendments in the Political Reform Act. Therefore, the terms of 2 Cal. Code of Regs. Sub-Section 18730 and any amendments to its duly adopted by the Fair Political Practices Commission are hereby incorporated by reference and, along with the attached Appendix A in which members of the Board of Directors and employees are designated, and in which disclosure categories are set forth, constitute the Conflict of Interest Code of the MHCS District.

~~Designated employees~~ All persons required to file Statements of Economic Interest, shall file the  
Sstatements of Economic Interest with the Secretary to the Board of Directors. Upon receipt of  
the Statement of Economic Interest, the District will make and retain a copy and forward the  
original Statements of Economic Interest to the Clerk of the Board of Supervisors. The  
Statements of Economic Interest are public records subject to Government Code Section 81008.  
The public may review and obtain copies of the Statements of Economic Interest pursuant to  
Section 81008.

## APPENDIX A

~~It has been determined that~~ The positions listed below manage public investments and are subject to the disclosure requirements of Article 2, Chapter 7 of the Political Reform Act, and should must file a Statement of Economic Interest pursuant to State Law:

- ~~Director~~ Members of the Board of Directors
- ~~District Manager~~ District General Manager
- ~~District Counsel~~

### Designated Employees:

~~All other~~ It has been determined that the designated employees listed below make or participate in the making of decisions that may foreseeably have a material effect on economic interests. These designated employees are subject to the disclosure requirements of Article 3, Chapter 7 of the Political Reform Act, and should file a Statement of Economic Interest shall disclose pursuant to the disclosure categories designated below:

- Secretary to the Board of Directors
- ~~Field Supervisor~~ Operations Superintendent
- ~~Lead System Operator~~ District Accountant
- ~~Attorney for the District~~
- Consultants \*

Consultants shall disclose pursuant to the broadest disclosure categories subject to the following imitation:

The District General Manager may determine in writing that a particular consultant, although a “~~designated position employee~~”, is hired to perform a range of duties that are limited in scope and thus is not required to fully comply with the disclosure requirement’s described in this section. Such written determination shall include a description of the consultant’s duties and, based upon that description, a statement of the extent of disclosure requirements. The District Manager’s determination is a public record and shall be retained for public inspection in the same manner and locations as this Conflict of Interest Code.

Disclosure Categories: All designated employees shall disclose financial interests in the following categories:

1. Investments: California Fair Political Practises Commission (“FPPC”) Form 700 Schedules A-1 and A-2. All interests in real property
2. Interests in Real Property: FPPC Form 700, Schedule B. Investments in any business entity of the type which, within the last two years, has contracted with this District to provide services, supplies, materials, machinery or equipment.

3. Income and Business Positions: FPPC Form 700, Schedule C. ~~Income from sources of the type which, within the last two years, has contracted with the District to provide services, supplies, machinery or equipment to the District.~~

## RESOLUTION NO. 12-205

### A RESOLUTION OF THE BOARD OF DIRECTORS OF THE MISSION HILLS COMMUNITY SERVICES DISTRICT AMENDING THE DISTRICT'S CONFLICT OF INTEREST CODE

**WHEREAS**, the Mission Hills Community Services District (the "District") is a community services District duly formed under California Government Code Section 61000 *et. seq.*, to provide community services within the District's service area, including water and sewer services; and

**WHEREAS**, the District has the authority to establish policies for the operation of the District, pursuant to Government Code Section 61045(g); and

**WHEREAS**, the Political Reform Act, Government Code Section 81000 *et. seq.*, requires State and local government agencies to adopt a conflict of interest code; and

**WHEREAS**, the Fair Political Practices Commission has adopted a regulation, 2 Cal. Code of Regs. Section 18730, which contains the terms of a standard conflict of interest code; and

**WHEREAS**, the Fair Political Practices Commission recommends that public agencies incorporate Section 18730 by reference, along with an Appendix A, in which employees are designated and disclosure categories are set forth; and

**WHEREAS**, the District previously adopted a Conflict of Interest Code; and

**WHEREAS**, Government Code Section 87306.5 requires public agencies to review their conflict of interest codes each even-numbered year and if a change to its code is necessary due to changed circumstances, the agency must submit an amended conflict of interest code to the code reviewing body; and

**WHEREAS**, the District desires to amend its Conflict of Interest Code in order to more accurately reflect the employee positions at the District for which disclosure is required and to ensure compliance with all of the requirements of the Political Reform Act; and

**WHEREAS**, the Board of Directors has determined that the attached Appendix, marked Exhibit "A," accurately sets forth those employees that should be designated and the categories of financial interests that should be disclosed; and

**WHEREAS**, the attached Conflict of Interest Code will not be effective until it has been approved by the County Board of Supervisors, pursuant to Government Code Section 87303.

**NOW THEREFORE**, be it resolved by the Board of Directors of the Mission Hills Community Services District as follows:

1. The District's Conflict of Interest Code is hereby amended and replaced in its entirety with Exhibit "A," attached hereto and incorporated herein by this reference.

On motion of Director Schlottmann, seconded by Director Jones, and on the following roll call vote, to-wit:

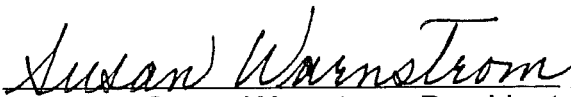
AYES: Jones, Nix, Schlottmann, Warnstrom

NOES:

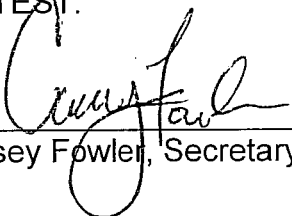
ABSENT: Mac Kenzie

ABSTAIN:

The foregoing Resolution is hereby passed and adopted this 19<sup>th</sup> day of September, 2012.

  
Susan Warnstrom, President  
Board of Directors

ATTEST:

  
Casey Fowler, Secretary to the Board

APPROVED AS TO FORM:

  
Ziyad I. Naccasha, District Counsel

Attachment: Exhibit "A"

## **Exhibit "A"**

### **1002 Conflict of Interest**

Effective Date:

Resolution Reference:

Revision Date:

Resolution Reference:

The Political Reform Act, Government Code Section 81000, et seq., requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission has adopted a regulation, 2 Cal. Code of Regs. Section 18730, which contains the terms of a standard conflict of interest code. It can be incorporated by reference and may be amended by the Fair Political Practices Commission after public notice and hearings to conform to amendments in the Political Reform Act. Therefore, the terms of 2 Cal. Code of Regs. Section 18730 and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference and, along with the attached Appendix A in which employees are designated and in which disclosure categories are set forth, shall constitute the Conflict of Interest Code of the Mission Hills Community Services District.

All persons required to file Statements of Economic Interest, shall file the Statement of Economic Interest with the Secretary to the Board of Directors. Upon receipt of the Statements of Economic Interest, the District will make and retain a copy and forward the original Statements of Economic Interest to the Clerk of the Board of Supervisors. The Statements of Economic Interest are public records subject to Government Code Section 81008. The public may review and obtain copies of the Statements of Economic Interest pursuant to Section 81008.

## APPENDIX A

The positions listed below manage public investments and are subject to the disclosure requirements of Article 2, Chapter 7 of the Political Reform Act and must file a Statement of Economic Interest pursuant to State law:

- Members of the Board of Directors
- District General Manager
- District Counsel

### Designated Employees:

It has been determined that the designated employees listed below make or participate in the making of decisions that may foreseeably have a material effect on economic interests. These designated employees are subject to the disclosure requirements of Article 3, Chapter 7 of the Political Reform Act and shall disclose pursuant to the disclosure categories designated below:

- Secretary to the Board of Directors
- District Accountant
- Operations Superintendent
- Consultants\*

\*Consultants shall disclose pursuant to the broadest disclosure categories subject to the following limitation:

The District General Manager may determine in writing that a particular consultant, although a "designated employee," is hired to perform a range of duties that are limited in scope and thus is not required to fully comply with the disclosure requirements described in this section. Such written determination shall include a description of the consultant's duties and, based upon that description, a statement of the extent of disclosure requirements. The District General Manager's determination is a public record and shall be retained for public inspection in the same manner and location as this Conflict of Interest Code.

### Disclosure Categories:

All designated employees shall disclose financial interests in the following categories:

1. Investments: California Fair Political Practices Commission ("FPPC") Form 700, Schedules A-1 and A-2.
2. Interests in Real Property: FPPC Form 700, Schedule B.
3. Income & Business Positions: FPPC Form 700, Schedule C