

RECEIVED JUL 16 2018



MEMORANDUM

CLERK OF THE BOARD OF SUPERVISORS
A DIVISION OF THE ADMINISTRATIVE OFFICE
LAWRENCE G. LEES, CEO/CLERK OF THE BOARD
Mary Williams, Chief Deputy Clerk of the Board

1450 COURT STREET, SUITE 308B
REDDING, CALIFORNIA 96001-1673
VOICE (530) 225-5550
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To: Burney Water District
From: Clerk of the Board's Office
Date: July 16, 2018
Subject: 2018 Biennial Notice for Conflict of interest Codes

The State of California's Political Reform Act requires special districts, school districts, and charter schools to review its Conflict of Interest Code biennially. No later than October 1 of each even-numbered year, each agency must submit a notice to their county's board of supervisors, indicating whether or not an amendment is necessary.

Our office has not received the Biennial Notice that was mailed to you. The due date is October 1, 2018.

The enclosed 2018 Local Biennial Notice form must be returned to the Board of Supervisors no later than October 1, 2018.

The current Conflict of Interest Code was approved by the Board of Supervisors and adopted by Resolution No. 2015-057 on 05/02/2015.

Please let our office know if you are unable to locate your COI Code and we will be happy to forward the one for you in our files.

Thank you for your anticipated cooperation.

Enclosure

CONFLICT OF INTEREST CODE

BURNEY WATER DISTRICT

APPENDIX

GOVERNED BY THE CONFLICT OF INTEREST CODE

EXHIBIT A - DESIGNATED POSITIONS

DISCLOSURE CATEGORIES

Board of Directors	1,2,3,4
General Manager	1,2,3,4
Secretary/Treasurer	1,2

EXHIBIT B – DISCLOSURE CATEGORIES

1. Designated employees in this category shall report income (including gifts) from any source, investments in any business entity, or business positions in any entity which has “transacted business” with the District during the previous two years or which the employee has reason to know is planning to transact business with the District.
2. Designated employees in this category shall report income (including gifts) from any source, investments in any business entity, or business positions in any entity which has contracted with the District to provide services, supplies, materials, equipment, and machinery or which the employee has reason to know is planning to provide services, supplies, materials, equipment, and machinery.
3. Designated employees in this category shall report income (including gifts) from any source, investments in any business entity, or business positions in any entity which has been the “subject of any legislation or rulemaking activity” during the previous two years or which the employee has reason to know is planning to be subject to any legislation or rulemaking activity.
4. Designated employees in this category shall report any real property which during the preceding two years was rented, leased, or sold to a business entity, or leased or purchased from a business entity, which has transacted business with the District or been the subject of any legislation or rulemaking activity during the preceding two years or which the designated employee knows or has reason to know is planning to transact business with the District or be the subject of any legislation or rulemaking activity.
5. For purposes of categories 1,4 and 5, “transacting business with the District” includes, but is not limited to, any activity or contact with the District in connection with a permit, order, registration, license, certificate, opinion, complaint know to or directly involving the employee, or enforcement action to or directly involving the employee. A business entity has been or will be the “subject of any legislation or rulemaking activity” if the business entity is, was, will be, or would have been directly affected by any legislation or rule in connection with the laws over which District Manager has jurisdiction, whether or not such legislation or rule was enacted, adopted, amended, or repealed.

2018 Local Agency Biennial Notice

Name of Agency: _____

Mailing Address: _____

Contact Person: _____ Phone No. _____

Email: _____ Alternate Email: _____

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

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

An amendment is required. The following amendments are necessary:

(*Check all that apply.*)

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

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

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

Verification (to be completed if no amendment is required)

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

Signature of Chief Executive Officer

Date

All agencies must complete and return this notice regardless of how recently your code was approved or amended. Please return this notice no later than **October 1, 2018**, or by the date specified by your agency, if earlier, to:

Shasta County Clerk of the Board
1450 Court Street, Suite 308B
Redding, CA 96001-1673

PLEASE DO NOT RETURN THIS FORM TO THE FPPC.