

## **2023 CONFLICT OF INTEREST CODE FOR THE ORANGE COUNTY SANITATION DISTRICT**

The Political Reform Act, Government Code Sections 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, which may be incorporated by reference in an agency's code. After public notice and hearing, it may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act. Therefore, the terms of 2 California Code of Regulations Section 18730, any amendments to it duly adopted by the Fair Political Practices Commission, and all additional guidance by the Fair Political Practices Commission, are hereby incorporated by reference. This regulation and the attached Appendix designating officials and employees and establishing disclosure categories, shall constitute the Conflict of Interest Code of the Orange County Sanitation District (OC San).

The following designated employees shall file statements of economic interests electronically with the Clerk of the Orange County Board of Supervisors: Orange County Sanitation District Board of Directors, Orange County Sanitation District Financing Corporation, General Manager, General Counsel, Assistant General Manager, Director of Finance, Director of Engineering, Director of Operations & Maintenance, Director of Environmental Services, Director of Human Resources, and the Clerk of the Board. The Orange County Sanitation District's Filing Officer (Clerk of the OC San's Board of Directors) will thereafter verify the completion of the filing statements. If OC San's Filing Officer receives any statements of economic interests by other means, the Filing Officer shall make and retain a copy and forward the original of these statements to the Clerk of the Orange County Board of Supervisors. Statements for all other designated employees will be retained by OC San's Filing Officer.

## EXHIBIT A

### ORANGE COUNTY SANITATION DISTRICT

#### LIST OF DESIGNATED POSITIONS CONFLICT OF INTEREST CODE

| Designated Positions                                 | Disclosure Categories |
|--|-----------------------|
| Accounting Supervisor                                | OC-05                 |
| Administration Manager                               | OC-05                 |
| <b>Administration Supervisor (DELETION)</b>          | <b>OC-05</b>          |
| Assistant Clerk of the Board                         | OC-05                 |
| Assistant General Manager                            | OC-01                 |
| Buyer  | OC-05                 |
| Chief Plant Operator                                 | OC-05                 |
| CIP Project Manager                                  | OC-41                 |
| Clerk of the Board                                   | OC-05                 |
| Construction Inspection Supervisor                   | OC-05                 |
| Construction Inspector                               | OC-10                 |
| Consultant   | OC-30                 |
| Contracts Administrator                              | OC-05                 |
| Contracts Supervisor                                 | OC-05                 |
| <b>Controller (DELETION)</b>                         | <b>OC-05</b>          |
| Cost Estimator                                       | OC-41                 |
| Director of Engineering                              | OC-41                 |
| Director of Environmental Services                   | OC-41                 |
| Director of Finance                                  | OC-41; OC-12          |
| Director of Human Resources                          | OC-41, OC-11          |
| Director of Operations & Maintenance                 | OC-41                 |
| Engineer   | OC-29, OC-41          |
| Engineering Manager                                  | OC-41                 |
| Engineering Supervisor                               | OC-41                 |
| Environmental Protection Manager                     | OC-29                 |
| Environmental Supervisor                             | OC-29                 |
| <b>Finance &amp; Procurement Manager (ADDITION)</b>  | <b>OC-05</b>          |
| General Counsel                                      | OC-01                 |
| General Manager                                      | OC-01                 |
| <b>Human Resources &amp; Risk Manager (DELETION)</b> | <b>OC-11; OC-12</b>   |
| <b>Human Resources Manager (ADDITION)</b>            | <b>OC-11; OC-12</b>   |
| Human Resources Supervisor                           | OC-11                 |
| Information Technology Manager                       | OC-08                 |
| Information Technology Supervisor                    | OC-08                 |
| Lead Source Control Inspector                        | OC-05; OC-29          |
| Maintenance Manager                                  | OC-05                 |

|  |              |
|--|--------------|
| Maintenance Superintendent   | OC-05        |
| Maintenance Supervisor   | OC-05        |
| <b>Materials Control Supervisor (DELETION)</b>                             | <b>OC-05</b> |
| <b>Materials Management Supervisor (ADDITION)</b>                          | <b>OC-05</b> |
| Operations Manager   | OC-05        |
| Operations Supervisor  | OC-05        |
| Orange County Sanitation District Financing Corporation Board of Directors | OC-01        |
| Principal Accountant   | OC-41        |
| Principal Buyer  | OC-05        |
| Principal Contracts Administrator  | OC-05        |
| Principal Environmental Specialist   | OC-29        |
| Principal Human Resources Analyst  | OC-11        |
| Principal Information Technology Analyst                                   | OC-08        |
| Principal Public Affairs Specialist  | OC-05        |
| Principal Safety and Health Specialist                                     | OC-05        |
| Principal Staff Analyst  | OC-05; OC-12 |
| <b>Purchasing and Contracts Manager (DELETION)</b>                         | <b>OC-05</b> |
| <b>Public Affairs Supervisor (DELETION)</b>                                | <b>OC-05</b> |
| Purchasing Supervisor  | OC-05        |
| <b>Safety &amp; Health Manager (ADDITION)</b>                              | <b>OC-05</b> |
| Safety & Health Supervisor   | OC-05        |
| Secretary of the Orange County Financing Corporation                       | OC-05        |
| Senior Buyer   | OC-05        |
| Senior Construction Inspector  | OC-10        |
| Senior Contracts Administrator   | OC-05        |
| Senior Cost Estimator  | OC-41        |
| Senior Engineer  | OC-05        |
| Senior Scientist   | OC-21        |
| <b>Source Control Supervisor (DELETION)</b>                                | <b>OC-29</b> |
| Source Control Inspector I and II  | OC-29        |
| Treasurer of the Orange County Financing Corporation                       | OC-41        |

**The following amendments are made:**

**ADDITIONS:**

Finance & Procurement Manager  
Human Resources Manager  
Materials Management Supervisor  
Safety & Health Manager

**DELETIONS:**

Administration Supervisor  
Controller  
Human Resources & Risk Manager  
Purchasing and Contracts Manager  
Materials Control Supervisor  
Public Affairs Supervisor  
Source Control Supervisor

## EXHIBIT B

### ORANGE COUNTY SANITATION DISTRICT

#### DISCLOSURE CATEGORIES CONFLICT OF INTEREST CODE

| Disclosure Category | Disclosure Description   |
|---------------------|--|
| OC-01               | All interests in real property in Orange County or located entirely or partly within OC San's boundaries, as well as investments, business positions, and sources of income (including gifts, loans, and travel payments).   |
| OC-05               | All investments in, business positions with, and income (including gifts, loans, and travel payments) from sources that provide services, supplies, materials, machinery, and equipment (including training and consulting services) used by OC San.   |
| OC-08               | All investments in, business positions with, and income (including gifts, loans, and travel payments) from sources that develop or provide computer hardware/software, voice data communications, or data processing goods, supplies, equipment, or services (including training and consulting services) used by OC San.  |
| OC-10               | All investments in, business positions with, and income (including gifts, loans, and travel payments) from sources that are engaged in any real estate activity including, but not limited to, real estate appraisal, development, construction, planning/architectural design, engineering, sales, brokerage, leasing, lending, insurance, rights of way, and/or studies; and/or property or facilities management/maintenance/custodial and utility services used by OC San or provides capital for the purchase of property used or sold by OC San.   |
| OC-11               | All interests in real property in Orange County or located entirely or partly within the OC San's boundaries, as well as investments in, business positions with, and income (including gifts, loans, and travel payments) from sources that are engaged in the supply of equipment related to (i) recruitment, employment search & marketing, classification, training, or negotiation with personnel; (ii) employee benefits; and (iii) health and welfare benefits.   |
| OC-12               | All interests in real property in Orange County or located entirely or partly within OC San's boundaries, as well as investments in, business positions with, and income (including gifts, loans, and travel payments) from sources that invest funds or engage in the business of insurance including, but not limited to, insurance companies, carriers, holding companies, underwriters, brokers, solicitors, agents, adjusters, claims managers, and actuaries; from financial institutions including, but not limited to, banks, savings & loan associations, and credit unions; or sources that have filed a claim, or have a claim pending, against OC San. |

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#### DISCLOSURE CATEGORIES CONFLICT OF INTEREST CODE

| Disclosure Category | Disclosure Description   |
|---------------------|--|
| OC-21               | All investments in, business positions with, and income (including gifts, loans, and travel payments) from sources that provide laboratory or chemical – related goods, supplies, equipment, or services (including training and consulting services).   |
| OC-29               | All investments in, business positions with, and income (including gifts, loans, and travel payments) from sources that are subject to inspection or regulation by OC San.   |
| OC-30               | Consultants shall be included in the list of designated employees and shall disclose pursuant to the broadest category in the code subject to the following limitation: The Department Head/Director/General Manager may determine that a particular consultant, although a “designated position”, is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with the disclosure requirements 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 required. The determination of disclosure is a public record and shall be filed with the Form 700 and retained by the Filing Officer for public inspection. |
| OC-41               | All interests in real property in Orange County, as well as investments in, business positions with, and income (including gifts, loans, and travel payments) from sources that provide services, supplies, materials, machinery, vehicles, or equipment (including training and consulting services) used by OC San.  |