

## **STAFF REPORT**

**To:** Coastside County Water District Board of Directors

**From:** Mary Rogren, General Manager

**Agenda:** July 8, 2025

**Report Date:** July 3, 2025

**Agenda Title:** Consider Approval of Resolution No. 2025-05 Amending Conflict-of-Interest Code

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### **Recommendation/Motion:**

**Adopt Resolution No. 2025-05, A Resolution of the Board of Directors of the Coastside County Water District Amending its Conflict-of-Interest Code**

### **Background:**

Under the Political Reform Act, the District is required to review its Conflict-of-Interest Code biennially to determine if it is accurate or, alternatively, if it must be amended. The District's Legal Counsel reviewed the applicable laws and regulations in July 2024 and determined that there have been no changes to the law that require revising the District's Conflict-of-Interest Code. However, since the last biennial review, the District modified its organizational structure to remove the Superintendent of Operations position and add a Water Treatment Operations Manager and Water Distribution Operations Manager. According to the Fair Political Practices Commission (FPPC), "Positions that advise or make recommendations to the decision-maker by conducting research or investigation, preparing or presenting a report, analysis or opinion that requires the exercise of judgment on the part of the employee" must be listed on an agency's Conflict-of-Interest code as designated positions. The Water Treatment Operations Manager and Water Distribution Operations Manager advise and make recommendations to decision-makers, and therefore, the Conflict-of-Interest Code must be revised to include the Water Treatment Operations Manager and Water Distribution Operations Manager as designated positions.

The District's Conflict-of-Interest Code was last amended by Resolution 2014-07 in October 2014. Upon adoption of the attached Resolution 2025-05 by the Board, staff will submit the District's amended Conflict-of-Interest Code to the San Mateo County Clerk, as required.

**RESOLUTION NO. 2025-05**  
**A RESOLUTION OF THE BOARD OF DIRECTORS**  
**OF THE COASTSIDE COUNTY WATER DISTRICT**  
**AMENDING ITS CONFLICT OF INTEREST CODE**

**WHEREAS**, California Government Code Section 87306.5 requires that the District review its Conflict of Interest Code and revise it if necessary; and

**WHEREAS**, Coastside County Water District last updated its Conflict of Interest Code in compliance with the Political Reform Act at a regular meeting held on October 14, 2014, by and through Resolution No. 2014-07; and

**WHEREAS**, the Attorney and General Manager have reviewed the current Conflict of Interest Code and have determined that the Code should be revised to update the list of designated filers to remove the Superintendent position and include the new Water Treatment Operations Manager and Water Distribution Operations Manager positions; and

**WHEREAS**, the Attorney and General Manager recommend amending the Conflict of Interest Code.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors of the Coastside County Water District, that the amended Conflict of Interest Code is hereby adopted, in the form attached hereto and presented to the Board of Directors; and

**BE IT FURTHER RESOLVED** that the General Manager is directed to transmit the amended Conflict of Interest Code to the County of San Mateo for its review and approval.

**PASSED AND ADOPTED** this 8th day of July, 2025, by the following vote:

AYES:

NOES:

ABSENT:

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Glenn Reynolds, President  
Board of Directors

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Mary Rogren, Secretary of the Board

**CONFLICT-OF-INTEREST CODE  
COASTSIDE COUNTY WATER DISTRICT**

**Amended on the 8th day of July, 2025  
by Resolution No. 2025-05**

**CONFLICT-OF-INTEREST CODE  
COASTSIDE COUNTY WATER 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 California Fair Political Practices Commission has adopted a regulation which contains the terms of a standard Conflict-of-Interest Code. This regulation is codified at Title 2 California Code of Regulations Section 18730. This regulation may be incorporated by reference by local agencies. After public notice and hearing, the regulation may be amended by the Fair Political Practices Commission to conform to future amendments to the Political Reform Act. Therefore, the terms of 2 California Code of Regulations Section 18730, and any amendments to it duly adopted by the Fair Political Practices Commission, are hereby incorporated by reference. This regulation and the attached Appendix, designating positions and establishing disclosure categories, shall constitute the conflict-of-interest code of the Coastside County Water District (District or Coastside CWD).

Individuals holding designated positions shall file Statements of Economic Interest with the Secretary of the District, which shall make and retain a copy and forward the originals to the County Assessor-Clerk-Recorder, which shall be the filing officer.

## APPENDIX

### DESIGNATED EMPLOYEES AND DISCLOSURE CATEGORIES FOR THE COASTSIDE COUNTY WATER DISTRICT CONFLICT-OF-INTEREST CODE

<u>Designated Positions*</u>	<u>Disclosure Category</u>
Assistant General Manager	1, 2
<del>Superintendent</del>	<del>1, 2</del>
<a href="#">Water Treatment Operations Manager</a>	<a href="#">1, 2</a>
<a href="#">Water Distribution Operations Manager</a>	<a href="#">1, 2</a>
District Engineer	1, 2
Attorney	1, 2
Water Resource Analyst	1, 2
Consultants/New Positions**	1, 2

\* The following positions are not covered by the Conflict-Of-Interest Code because they must file a Statement of Economic Interest pursuant to Government Code Section 87200 and, therefore, are listed for information purposes only:

Members, Board of Directors

General Manager

An individual holding one of the above-listed positions may contact the Fair Political Practices Commission for assistance or written advice regarding their filing obligations if they believe their position has been categorized incorrectly. The Fair Political Practices Commission makes the determination whether a position is covered by Section 87200.

\*\* Consultants and new positions shall be included in the list of designated employees and shall disclose pursuant to the broadest disclosure category in the code subject to the following limitation:

The General Manager may determine in writing that a particular consultant or new position, 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 described in this section. Such written determination shall include a description of the consultant’s or new position’s duties and, based upon that description, a statement of the extent of disclosure requirements. Such determination is a public record and shall be retained for public inspection in the same manner and location as this Conflict-of-Interest Code.

## **APPENDIX B:**

### **DISCLOSURE CATEGORIES**

#### Category 1.

Designated positions assigned to this category shall report:

All interests in real property located in whole or in part within the Coastside CWD service area or within two miles of the Coastside CWD service area.

#### Category 2.

Designated positions assigned to this category shall report:

All investments, business positions and income, including gifts, loans and travel payments, from sources that provide leased facilities, goods, equipment, vehicles, machinery or services, including training or consulting services, of the type utilized by the Coastside CWD.