

**SACRAMENTO AREA SEWER DISTRICT  
CONFLICT-OF-INTEREST CODE**

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. Sec. 18730) that contains the terms of a standard conflict-of-interest code, which can be incorporated by reference in an agency's code. After public notice and hearing, the standard code 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 and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference. This regulation and the attached Appendices, designating positions and establishing disclosure categories, shall constitute the conflict-of-interest code of the Sacramento Area Sewer District (SASD).

Individuals holding designated positions shall file statements of economic interests with SASD, which will make the statements available for public inspection and reproduction (Government Code § 81008). Statements for all other designated positions will be retained by SASD.

## APPENDIX A- DESIGNATED POSITIONS

<b>Designated Position</b>	<b>Assigned Disclosure Categories</b>
Board of Directors and alternates	1,3,4,5,6,7,8,9
District Engineer	1,3,4,5,6,7,8,9
<b>OFFICE OF FINANCE</b>	
Chief Financial Administrative Officer	1, 6, 7, 9
Senior Administrative Analyst Range B	6
Senior Accounting Manager	6
<b>COMMUNICATIONS AND MEDIA OFFICE</b>	
Sanitation District Public Affairs Manager	2
<b>INTERNAL SERVICES DEPARTMENT</b>	
Director of Internal Services	1,4,5,7
Administrative Services Officer 2	2
Administrative Services Officer 2 (assigned to Real Estate Management)	5
Administrative Services Officer 3	2
Business Citizen Assistance Representative LV 2	7
Chief Store Keeper Range B	2
Contract Services Officer Level 2	2
Contract Services Specialist Level 2	2
Information Technology Analyst Level 2 (assigned to hardware and software support)	4
Information Technology Manager	4
Principal Information Technology Analyst	4
Sanitation District Purchasing Manager	2
Senior Administrative Analyst Range B	2
Senior Contract Services Officer	2
Senior Information Technology Analyst	4
Senior Training and Development Specialist	2
<b>POLICY AND PLANNING DEPARTMENT</b>	
Director of Policy and Planning	1,3,5,7,8,9
Associate Civil Engineer	3
Business Citizen Assistance Officer	2, 9
Chief Scientist	3
Environmental Program Manager 1	2, 3
Environmental Program Manager 1 (assigned to Wastewater Source Control Section)	2, 8

Environmental Program Manager 2	2,8
Environmental Specialist 4 (assigned to permitting and inspections)	8
Principal Engineer/Architect	2,3,5,7
Principal Engineering Technician	5
Scientist Level 2	3
Senior Civil Engineer	3
<b>OPERATIONS DEPARTMENT</b>	
Director of Sacramento Area Sewer District Operations	1,3,4,5,6,7,8
Administrative Services Officer II	2
Associate Civil Engineer	3
Associate Electrical Engineer	3
Business Citizen Assistance Representative Level II (assigned to customer service)	7
Fleet Services Manager	2
Mechanical Maintenance Manager	2
Mechanical Maintenance Supervisor	2
Principal Civil Engineer	3
Sanitation District Planner Scheduler Manager	2
Sanitation District Senior Business Analyst	2
Sanitation District Maintenance and Operations Assistant Superintendent	2
Sanitation District Maintenance and Operations Manager	2
Sanitation District Maintenance and Operations Superintendent	2
Senior Administrative Analyst Range B	2
Senior Civil Engineer	3
Senior Equipment Mechanic	2
Senior Safety Specialist	2
Stationary Engineer II	2
Supervising Engineering Technician	2
Underground Construction and Maintenance supervisor	2
<b>OTHER DEPARTMENTS PROVIDING SERVICES TO SASD</b>	
Supervising Deputy County Counsel	1,3,4,5,6,7,8
Risk and Loss Control Division Manager	2,6,7
Chief, Construction Management and Inspection Division	2,3,8
Real Estate Program Manager	2,5,8

CONSULTANTS AND NEW POSITIONS

Consultants/New Positions

\*

\*Consultants/New Positions are included in the list of designated positions and must disclose pursuant to the broadest disclosure category in the code, subject to the following limitations:

The District Engineer 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 comply fully with the disclosure requirements described in this section. Such 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. The District Engineer'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. (Gov. Code Sec. 81008.)

**APPENDIX B- DISCLOSURE CATEGORIES**

- Category 1:** Investments and business positions in business entities, and sources of income, including receipt of gifts, loans, and travel payments, from entities that provide services, including consulting services and, supplies, materials, machinery or equipment of the type utilized by SASD.
- Category 2:** Investments and business positions in business entities, and sources of income, including receipt of gifts, loans, and travel payments, from sources that provide services, including financial services, legal services, information technology services, consulting services, labor, supplies, materials, machinery or equipment of the type utilized by the designated position's department, office, division, or area.
- Category 3:** Investments and business positions in business entities, and sources of income, including receipt of gifts, loans, and travel payments, from sources that provide consulting services, legal services, testing services, labor, supplies, materials, or equipment for improvement projects, studies, regulatory permitting, or wastewater collection and conveyance.
- Category 4:** Investments and business positions in business entities, and sources of income, including receipt of gifts, loans, and travel payments, from sources that provide information technology services, software, hardware, project management, or associated consulting services.
- Category 5:** All interests in real property located within the jurisdiction or within the boundaries of two miles of SASD's service area, sources of income, including receipt of gifts, loans, and travel payments, derived from, or investments and business positions in, business entities which engage in land development, real estate transactions, title insurance, land surveys, escrow services, or appraisal services.
- Category 6:** Investments and business positions in business entities and sources of income, including receipt of gifts, loans, and travel payments, from entities or individuals providing financial services such as financial institutions, underwriters, financial advisors, auditing service providers, and accounting service providers; and from entities of the type that are engaged in the business of insurance and/or claims management, such as insurance companies, carriers, holding companies, underwriters, brokers, solicitors, agents, adjusters, claims managers and actuaries.
- Category 7:** Investments and business positions in business entities, and sources of income, including receipt of gifts, loans, and travel payments, from entities or persons that have requested rate and/or fee relief from SASD, filed a claim, or have a claim pending against SASD, or provide services used for management and resolution of such claims.

**Category 8:** Investments and business positions in business entities, and sources of income, including receipt of gifts, loans, and travel payments, from sources that are subject to the regulatory, permit or licensing authority of Regional San.

**Category 9:** Investments and business positions in business entities, and sources of income, including receipt of gifts, loans, and travel payments, from businesses and individuals engaged in lobbying services.