



Board of Directors

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August 24, 2020

Board of Directors
Triunfo Water & Sanitation District
Ventura County, California

BIENNIAL REVIEW OF TRIUNFO WATER & SANITATION DISTRICT CONFLICT OF INTEREST CODE

SUMMARY

Triunfo Water & Sanitation District (TWSD) is required to review its Conflict of Interest Code biennially in even-numbered years and submit any changes to its code reviewing body, the Ventura County Board of Supervisors. The current District Conflict of Interest Code was adopted on September 24, 2018. The TWSD Board of Directors adopted the terms of California Code of Regulations, Title 2, Section 18730, as its Conflict of Interest Code.

The current TWSD Conflict of Interest Code (Resolution No. 2018-004) is attached for the Board's reference. There are no amendments being recommended at this time, as no staff positions/titles have changed. The same positions that were listed in 2018 continue to be the only ones managing public investments, as defined in 2 California Code of Regulations section 18701 and Government Code section 87200.

FISCAL IMPACT

There is no fiscal impact.

Recommendation


It is recommended the Board approve the 2020 Local Agency Biennial Notice, which states that no amendments are needed to the Triunfo Water & Sanitation District Conflict of Interest Code, authorize the Chair to sign the notice, and direct staff to submit the notice to the Ventura County Board of Supervisors for approval.

If you have any questions or need additional information, please contact me by phone at (805) 658-4642 or via email at JulietRodriguez@vrsd.com.

A handwritten signature in blue ink that reads "Juliet J. B." with a stylized flourish at the end.

JULIET RODRIGUEZ – CLERK OF THE BOARD

REVIEWED AND APPROVED


Mark Norris, General Manager

Attachments: 1. 2018 Conflict of Interest Code (TSD Resolution No. 2018-004);
2. Notice of Biennial Review Email from County Clerk of the Board, dated 6/24/20;
3. 2020 Local Agency Biennial Notice.

TRIUNFO SANITATION DISTRICT

RESOLUTION NO. TSD 2018-004

**A RESOLUTION OF THE BOARD OF DIRECTORS OF
THE TRIUNFO SANITATION DISTRICT
2018 CONFLICT OF INTEREST CODE**

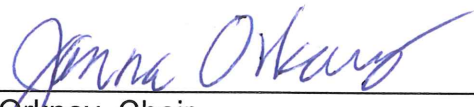
WHEREAS, the Political Reform Act, Government Code Section 81000 et seq., requires local government agencies to adopt and promulgate Conflict of Interest Codes. The Fair Political Practices Commission has adopted a regulation (2 Cal. Code Regs., §18730) which contains the terms of a standard Conflict of Interest Code, which may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act after public notice and hearings.

WHEREAS, the terms of the California Code of Regulations, Title 2, Section 18730, and any amendments to it, duly adopted by the Fair Political Practices Commission, are hereby incorporated by reference as the Conflict of Interest Code for the Triunfo Sanitation District, and along with the attached Exhibit A, which designates positions requiring disclosure and Exhibit B, sets forth disclosure categories for each designated position, constitute the Conflict of Interest Code of the Triunfo Sanitation District. Persons holding positions designated in Exhibit A shall file Form 700 Statement of Economic Interests with the Filing Officer specified for that position in Exhibit A.

NOW, THEREFORE, BE IT RESOLVED, DETERMINED, AND ORDERED, by the Board of Directors of the Triunfo Sanitation District that:

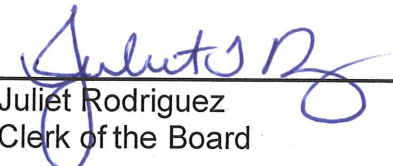
1. The terms of the California Code of Regulations, Title 2, Section 18730, and any amendments to it, duly adopted by the Fair Political Practices Commission, are hereby incorporated by reference as the Amended Conflict of Interest Code for this agency and, along with the attached Exhibit A and Exhibit B in which officials and employees are designated and disclosure categories are set forth, constitute the Conflict of Interest Code of the Triunfo Sanitation District; and
2. Pursuant to Section 4 of the Standard Code, designated employees shall file statements of economic interests with the agency; and
3. Upon receipt of the statements of the members of the Board of Directors, District Manager, Director of Finance & Administration, and General Counsel, the agency shall make and retain a copy and forward the original of these statements to the County Clerk of Ventura County.
4. Every report and statement filed pursuant to the Conflict of Interest Code is a public record open for public inspection and reproduction subject to Government Code Section 81008.

APPROVED AND ADOPTED this 24th day of September 2018.



Janna Orkney, Chair
Triunfo Sanitation District Board of Directors

ATTEST:



Juliet Rodriguez
Clerk of the Board

**TRIUNFO SANITATION DISTRICT
2018 CONFLICT OF INTEREST CODE
RESOLUTION NO. TSD2018-004**

EXHIBIT A

No. of positions	Position Title	Disclosure Categories (From Exhibit B)	Filing Officer
5	Board of Directors	1	County Clerk of the Board
1	General Manager	1	County Clerk of the Board
1	Director of Finance	1	County Clerk of the Board
1	General Counsel	1	County Clerk of the Board

**TRIUNFO SANITATION DISTRICT
2018 CONFLICT OF INTEREST CODE
RESOLUTION NO. TSD 2018-004**

EXHIBIT B

DISCLOSURE CATEGORIES

Subject to the definition set forth in the Political Reform Act and application regulations.

Category 1- BROADEST DISCLOSURE

- (1) All sources of income, gifts, loans and travel payments;
- (2) All interests in real property; and
- (3) All investments and business positions in business entities.

Category 2 - REAL PROPERTY

All interests in real property, including interests in real property held by business entities and trusts in which the public official holds a business position or has an investment or other financial interest.

Category 3 - LAND DEVELOPMENT, CONSTRUCTION AND TRANSACTION

All investments, business positions and sources of income, gifts, loans and travel payments, from sources which engage in land development, construction, or real property acquisition or sale.

Category 4 - PROCUREMENT

All investments, business positions and sources of income, gifts, loans and travel payments, from sources which provide services, supplies, materials, machinery or equipment which the designated position procures or assists in procuring on behalf of their agency or department.

Category 5- REGULATION AND PERMITTING

All investments, business positions, and sources of income, gifts, loans and travel payments, from sources which are subject to regulatory, permitting or licensing authority of, or have an application or license pending before, the designated position's agency or department.

Category 6 - FUNDING

All investments, business positions and sources of income, gifts, loans and travel payments, from sources which receive grants or other funding from or through the designated position's agency or department.

From: form700clerk@ventura.org
To: [Juliet Rodriguez](#)
Subject: 2020 Conflict of Interest Code Biennial Review
Date: Wednesday, June 24, 2020 9:59:38 AM
Attachments: [2020 Local Agency Biennial Notice.pdf](#)
[Template COIC \(COB and AC\).pdf](#)
[Template COIC \(COB Only\).pdf](#)
[How to Amend COIC.pdf](#)

June 24, 2020

Dear Juliet Rodriguez,

Pursuant to Government Code § 87306.5, every local government agency is required to review its conflict of interest code biennially and submit the Local Agency Biennial Notice to its code reviewing body. 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.

IMPORTANT: By **October 1, 2020**, the attached *2020 Local Agency Biennial Notice* and amended code, if necessary, must be filed with the Clerk of the Board's Office as directed by the Board of Supervisors (i.e., your agency's code reviewing body).

The following questions will assist you in the review process and help you determine if an amendment to your agency's conflict of interest code is necessary.

- Is the current code more than five years old?
- Have there been any substantial changes to the agency's organizational structure since the last code was approved?
- Have any positions been eliminated or re-named since the last code was approved?
- Have any new positions been added since the last code was approved?
- Have there been any substantial changes in duties or responsibilities for any positions since the last code was approved?

If you answered "No" to all the questions, then check the box next to "No amendment is required" on the *2020 Local Agency Biennial Notice*. Ensure the notice has been signed and dated by the Chief Executive Officer, or qualified personnel.

If you answered "Yes" to any of the questions, then the agency's code needs to be amended. Please review the section "Amending a Conflict of Interest Code" below.

A copy of the **Triunfo Water & Sanitation District's** current conflict of interest code, as approved by the Board of Supervisors, is available for viewing and download at <http://www.ventura.org/cob/coic>.

Amending a Conflict of Interest Code

When filing an amended conflict of interest code with the Clerk of the Board's Office, please submit the following three documents:

1. The *2020 Local Agency Biennial Notice* identifying the necessary amendments.
2. A red line version indicating each specific change in the conflict of interest code, Exhibit A (Designated Positions), and/or Exhibit B (Disclosure Categories).

3. A signed clean version of the amended conflict of interest code.

If your agency has not done so already, please consider using the attached *Template Conflict of Interest Code*, which contains essential language, and has been reviewed and approved by County Counsel to meet legal requirements. However, your agency's code will be accepted as long as the standards meet the State of California Fair Political Practices Commission, Title 2, Division 6, California Code of Regulations Section 18730.

Template instructions:

- On the Conflict of Interest Code, please insert the name of your agency/department where indicated, and have an authorized official sign and date to indicate formal approval of the code;
- On Exhibit A, designate the specific disclosure category or categories for each position (see Exhibit B) and the location where each position will file their Form 700 by selecting either the County Clerk of the Board (COB) or your Local Agency's Clerk (AC) as the Filing Officer;
 - Note: The positions of "Board Member" and "Executive Director" must file with the COB.
- Finally, Gov. Code § 87200 et seq. requires all "officials who manage public investments" to disclose, in a Form 700, all of their economic interests pursuant to the Political Reform Act. Included with the Template Conflict of Interest Code is an "Appendix - Designating Officials Who Manage Public Investments" to assist your agency/department in identifying any such officials within your agency/department and designating the Filing Officer/Location for each. Please complete this Appendix or otherwise identify and designate the Filing Officer/Location for any such officials in your agency's Conflict of Interest Code.

The Clerk of the Board's Office will submit all amended codes to the Board of Supervisors for adoption in the fall of 2020. A confirmation of approval will be sent to Filing Officials, and the approved code will be replaced on the website (<http://www.ventura.org/cob/coic>).

Required Submittals

Please submit a signed *2020 Local Agency Biennial Notice* to the Clerk of the Board's Office no later than **Thursday, October 1, 2020**. If amendments are required, please submit the red line and clean version as noted above.

Attachments and documents referenced in this email can be accessed online at <http://www.ventura.org/cob/coic>.

Please feel free to contact me at (805) 654-2251 if you have any questions or concerns.

Sincerely,

Anna Hall
Form 700 Clerk
Clerk of the Board

Attachments:

1. 2020 Local Agency Biennial Notice
2. Template Conflict of Interest Code
3. How to Amend a Conflict of Interest Code

2020 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, 2020**, or by the date specified by your agency, if earlier, to: **E-Mail to: form700clerk@ventura.org**

or

**Mail to: Clerk of the Board of Supervisors
800 S. Victoria Avenue, L# 1920
Ventura, CA 93009-1920**

PLEASE DO NOT RETURN THIS FORM TO THE FPPC.