

## 2024 Local Agency Biennial Notice

JUL 17 2024

HUMBOLDT COUNTY  
ELECTIONSName of Agency: Humboldt Community Services DistrictMailing Address: PO Box 158, Cutten, CA 95534Contact Person: Robert Christensen, Admin Assist Phone No. (707) 443-4558Email: asm@humboldtcsd.org Alternate Email: rchristensen@humboldtcsd.org

**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*) Revised minimum dollar amounts to comply with the Fair Political Practices Act.

**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 **August 5, 2024** to:

**Humboldt County Office of Elections**  
Attn: Wojciech Czyz  
2426 6th Street, Eureka, CA 95501

**PLEASE DO NOT RETURN THIS FORM TO THE FPPC.**

# Humboldt Community Services District

*Dedicated to providing high quality, cost effective water and sewer service for our customers*

July 12, 2024

Humboldt County Office of Elections  
Attn: Wojciech Czyz  
2426 6<sup>th</sup> St.  
Eureka, CA 95501

RECEIVED

JUL 12 2024

HUMBOLDT COUNTY  
ELECTIONS

Dear Mr. Czyz

As mandated by the Fair Political Practices Act, I am writing to outline the biennial changes to the Conflict of Interest Code for the Humboldt Community Services District. These revisions are necessary to ensure compliance with the Fair Political Practices Act guidelines.

The proposed amendments to our Conflict of Interest Code are as follows:

1. Revisions:

- Updated dollar amounts for the minimum threshold for reporting and disqualification in sections nine and ten to comply with the recent revision of the Political Reform Act.
- Corrected the title of the filing officer to County of Humboldt Office of Elections.

2. Deletions:

- The District has removed the Superintendent position from the organization and has deleted it from Appendix B which lists employees required to comply with the Conflict of Interest Code.

These changes have been carefully reviewed and are intended to accurately reflect the current structure and responsibilities within the Humboldt Community Services District. They have been approved by the Board of Directors during the July 9<sup>th</sup>, 2024 board meeting.

Enclosed with this letter are the following documents for your review and records:

- Updated Conflict of Interest Code with changes marked.
- Resolution of the Humboldt Community Services District approving the biennial changes.
- An Organization chart
- Minutes of a recent meeting

Should you have any questions or require further information, please do not hesitate to contact me at (707) 443-4558 ext. 210 or [rchristensen@humboldtcsd.org](mailto:rchristensen@humboldtcsd.org).

Sincerely,



Robert Christensen  
Administrative Assistant  
Humboldt Community Services District

RECEIVED

HCSD RESOLUTION NO. 2024-08

JUL 12 2024

HUMBOLDT COUNTY  
ELECTIONS

**A RESOLUTION OF THE  
HUMBOLDT COMMUNITY SERVICES DISTRICT  
BOARD OF DIRECTORS  
AMENDING THE HUMBOLDT COMMUNITY SERVICES DISTRICT  
CONFLICT OF INTEREST CODE**

**WHEREAS**, the Political Reform Act, Government Code sections 81000 et seq. requires each state or local government agency to adopt, promulgate and keep current a local Conflict of Interest Code; and

**WHEREAS**, the Humboldt Community Services District's local Conflict of Interest Code was adopted on April 10, 1980, and last amended on July 26, 2022; and

**WHEREAS**, the Conflict of Interest Code needs to be amended to reflect changes in designated personnel;

**NOW, THEREFORE, BE IT RESOLVED**, that the Humboldt Community Services District Conflict of Interest Code be modified as follows:

1. Section 9, Manners of Reporting; Section 10, Disqualification; and Appendix B in which officials and employees are designated and disclosure categories are set forth, are hereby modified and incorporated by reference and constitute the Conflict of Interest Code of the Humboldt Community Services District as attached hereto.
2. This Resolution supersedes all previous Conflict of Interest Codes.
3. Pursuant to Government Code Section 87303, that this Resolution be forwarded to the Humboldt County Board of Supervisors for its approval and be deemed adopted and promulgated by Humboldt Community Services District on such approval.

**PASSED, APPROVED, AND ADOPTED** at a regular meeting of the Board of Directors of the Humboldt Community Services District held this 9<sup>th</sup> day of July 2024, by the following roll call vote:

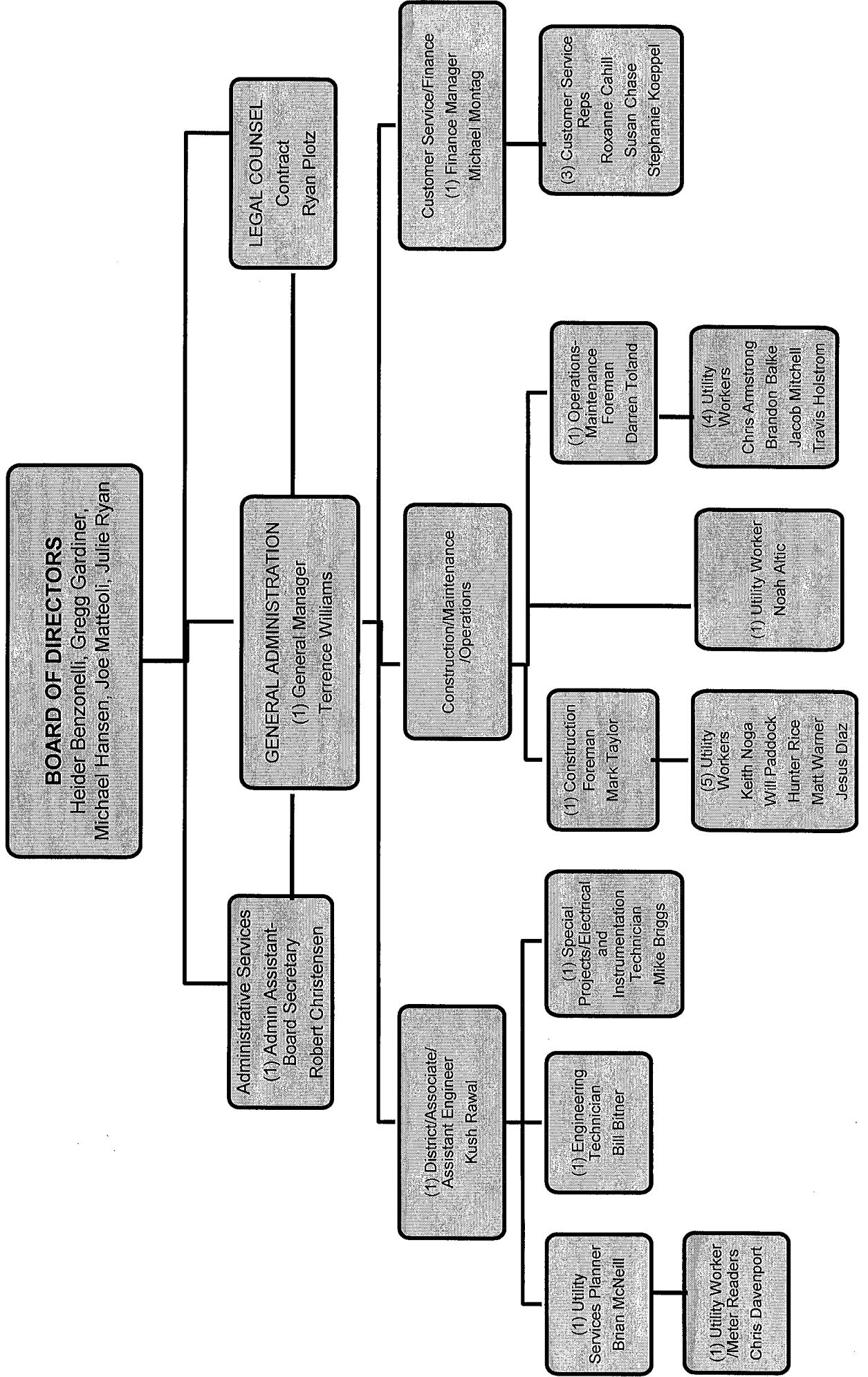
AYES:	Benzonelli, Hansen, Ryan
NOES:	None
ABSENT:	Gardiner, Matteoli

  
 \_\_\_\_\_  
 Heidi Benzonelli, Board President

ATTEST:

  
 \_\_\_\_\_  
 Robert Christensen, Board Secretary

# HUMBOLDT COMMUNITY SERVICES DISTRICT ORGANIZATIONAL CHART July 2024



DRAFT – MINUTES OF THE REGULAR MEETING  
OF THE BOARD OF DIRECTORS OF THE  
HUMBOLDT COMMUNITY SERVICES DISTRICT

The Board of Directors of the Humboldt Community Services District met in Regular Session at 5:00 p.m. on Tuesday, June 25, 2024, at 5055 Walnut Drive, Eureka, California with public participation available via Zoom tele/video conference.

**A. CALL TO ORDER AND ROLL CALL**

Present upon roll call were Directors Benzonelli, Gardiner, Hansen, Matteoli, and Ryan. Staff in attendance: General Manager Williams (GM), Finance Manager Montag (FM), Assistant Engineer Rawal (AE), and Utility Services Planner McNeill (USP).

**B. PLEDGE OF ALLEGIANCE**

President Benzonelli invited those present to join in the Pledge of Allegiance.

**C. CONSENT CALENDAR**

1. Approval of June 25, 2024 Agenda
1. Approval of Minutes of the Regular Meeting of June 11, 2024

DIRECTOR MATTEOLI MOVED, DIRECTOR RYAN SECONDED, TO ACCEPT AND APPROVE THE JUNE 25, 2024 CONSENT CALENDAR. MOTION CARRIED UPON THE FOLLOWING ROLL CALL VOTE:

AYES: BENZONELLI, GARDINER, HANSEN, MATTEOLI, RYAN  
NOES: NONE  
ABSENT: NONE

**D. CORRESPONDENCE**

1. Local Agency Formation Commission (LAFCo) re: Independent Special District Election – Voting Period Extension

GM stated that the District received a letter from LAFCo that an insufficient number of votes were received from special districts to elect a special district board member to the commission. LAFCo has extended the voting deadline.

**E. REPORTS**

1. General Manager
  - a) District Update

GM reported on the progress of the small-scale solar backup intended to keep the SCADA system running during a blackout. District staff have identified five

locations where PG&E services will no longer be necessary due to very little power draw. The cost to install the solar backup at the five locations is \$4,000. The combined annual cost of PG&E at the five locations is approximately \$3,000 per year. Over the ten-year expected life of the solar power system, these solar installations will save the District approximately \$25,000.

2. Finance Department

a) May 2024 Budget Statement

FM summarized the report highlighting a fairly standard month.

3. Engineering

a) Update

AE reported that the Donna Drive Hydro Pneumatic Tank Replacement Project is complete. The existing tank's Department of Industrial Relations (DIR) certification will expire this year. After removal, the tank was hauled to Eel River Disposal for recycling. The new tank was disinfected and samples tested for bacteriological activity returned negative for contaminants. The District performed an assessment in Fiscal Year (FY) 17/18 and determined that the District would need to initiate a systematic rehabilitation program for all water storage assets. The Walnut Drive 1MG tank rehabilitation project was completed in 20/21; The Ridgewood tank rehabilitation project was completed in 21/22; and the Brier Lane Tank rehabilitation project was completed in 22/23. The AE is currently working with Operations and Maintenance to design a temporary water storage system to support water demand while construction of the Donna Drive Rehabilitation Project is under way.

4. Planning

a) Update

The planning Department has continued responding to building and planning referrals for proposed projects within the District. USP has been answering questions submitted by project proponents on issues including fire flow, easements, demolition of buildings, availability of services and costs associated with proposed projects. Staff has been performing inspections on sewer lateral installations and working with a contractor to identify a location for the installation of a construction water meter for dust abatement of a non-District project in the Humboldt Hill area. All required monthly reporting for water and sewer compliance has been submitted to the State Water Resources Control Board.

5. Director Reports

Director Gardiner reported he will be absent from meetings in July.

Director Benzonelli reported that the Humboldt Bay Municipal Water District has a vacancy on their Board of Directors for District 1. Director Benzonelli attended a board meeting of the Redwood Region Economic Development Commission (RREDC). RREDC has formed a Diversity, Equity, and Inclusion subcommittee to ensure that loans are given out fairly and equitably.

**F. PUBLIC PARTICIPATION**

None

**G. NEW BUSINESS**

1. Consideration of Adopting Resolution 2024-05 Honoring Brenda K. Franklin Upon Her Retirement After 18 Years of Service

GM reported that the resolution expresses gratitude to Ms. Franklin for 18 years of service to the district. Her last day of employment will be June 28 2024.

PUBLIC COMMENT: None

IT WAS THEN MOVED BY DIRECTOR GARDINER, SECONDED BY DIRECTOR MATTEOLI, TO ADOPT RESOLUTION 2024-05 HONORING BRENDA K. FRANKLIN UPON HER RETIREMENT AFTER 18 YEARS OF SERVICE

AYES: BENZONELLI, GARDINER, HANSEN, MATTEOLI, RYAN  
NOES: NONE  
ABSENT: NONE

2. Consideration of Fiscal Year 24/25 Salary Adjustment for HCSD's Non-represented (Management) Employees

GM reported that the Board approved a 7% increase for represented employees at its June 11<sup>th</sup> meeting. Three non-represented management positions: the General Manager, the Assistant Engineer, and the Finance Manager are not represented by the association. Management is requesting a 7% cost of living adjustment (COLA) commensurate to what was provided to represented employees.

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June 25, 2024

Director Hansen stated that providing a 7% adjustment to management would increase the pay gap between employees and suggested that management receive a 4.3% increase based off of the Western Consumer Price Index (WCPI) measurement of inflation. Benzonelli stated that she compared District wages for management with comparable positions in the area and a 7% increase would provide parity.

IT WAS THEN MOVED BY DIRECTOR MATTEOLI, SECONDED BY DIRECTOR BENZONELLI, TO APPROVE A SALARY ADJUSTMENT FOR FISCAL YEAR 2024/2025 PROVIDING A 7% COLA, TO NON-REPRESENTED (MANAGEMENT) EMPLOYEES. MOTION FAILS UPON THE FOLLOWING ROLL CALL VOTE:

AYES: BENZONELLI, MATTEOLI  
NOES: GARDINER, HANSEN, RYAN  
ABSENT: NONE

GM noted that there has been an overall reduction of \$165,000 in management salaries through attrition and an increase of \$93,000 to represented employees and asked the Board to consider a motion to approve a 7% increase for only the Finance Manager and Assistant Engineer positions.

Director Gardiner remarked that both the AE and FM may request step increases from the GM and the GM may request a wage increase from the Board during their annual evaluation. Director Gardiner stated the Board should consider a 4.3% increase for management staff commensurate with the WCPI.

Benzonelli stated that management has sought grant funding for projects, something that previously the District hadn't done, and asked the board to consider the management team's value due to savings delivered to the district.

GM noted management staff at other small-sized governments have resigned from their position for other higher-paying opportunities in other local agencies and non-profits.

Benzonelli requested a friendly amendment to amend the amount to 6%. Discussion came to a conclusion and the Board proceeded to vote.

IT WAS THEN MOVED BY DIRECTOR GARDINER, SECONDED BY DIRECTOR HANSEN, TO APPROVE A SALARY ADJUSTMENT FOR FISCAL YEAR 2024/2025 PROVIDING A 4.3% COLA, TO NON-REPRESENTED (MANAGEMENT) EMPLOYEES. AFTER CONTINUED DISCUSSION THE MOTION PASSES UPON THE FOLLOWING ROLL CALL VOTE:



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AYES: GARDINER, HANSEN, MATTEOLI  
NOES: BENZONELLI, RYAN  
ABSENT: NONE

3. Consideration of Adopting the 2024 Annual Water Supply Demand Report for the Department of Water Resources (DWR)

GM reported that in 2018 the state of California required that urban suppliers prepare an annual water demand assessment. The District expects to see a water supply surplus of 200%. The CIP outlines future efforts to further develop access to the aquifer to increase resilience that could draw upon 20,000 acre-feet of recharge that exceeds average annual withdrawals from the aquifer.

PUBLIC COMMENT: None

IT WAS THEN MOVED BY DIRECTOR MATTEOLI, SECONDED BY DIRECTOR RYAN, TO ADOPT THE 2024 ANNUAL WATER SUPPLY DEMAND REPORT. MOTION CARRIED UPON THE FOLLOWING ROLL CALL VOTE:

AYES: BENZONELLI, GARDINER, HANSEN, MATTEOLI, RYAN  
NOES: NONE  
ABSENT: NONE

#### H. OLD BUSINESS

1. Consideration of Adopting Resolution 2024-06 Establishing Appropriation Limits for Fiscal Year 2024/25

FM informed the Board this item was previously approved at the last meeting and has now met the required number of days for public notification.

PUBLIC COMMENT: None

IT WAS THEN MOVED BY DIRECTOR GARDINER, SECONDED BY DIRECTOR MATTEOLI, TO ADOPT RESOLUTION 2024-06 ESTABLISHING APPROPRIATION LIMITS FOR FISCAL YEAR 2024/25. MOTION CARRIED UPON THE FOLLOWING ROLL CALL VOTE:

AYES: BENZONELLI, GARDINER, HANSEN, MATTEOLI, RYAN  
NOES: NONE  
ABSENT: NONE

2. Consideration of Approving Fiscal Year 2024/25 Capital Improvement Plan (CIP)

The GM reported that the District uses a Five-year CIP to budget and prioritize capital investments. During the May 28<sup>th</sup> meeting the board approved draft tables and spending that is included in the 2024/25 Draft CIP. The tables are identical to those approved on May 28<sup>th</sup> with the exception that the original draft table showed Water SCADA projects proceeding through FY 25/26 and Sewer SCADA projects beginning in FY 25/26. The revised version shows Water and Sewer SCADA projects deployed at the same time beginning in FY 24/25. The amount of budgeted SCADA spending remains the same and is now split annually between water and sewer.

The Board discussed ways to provide information about Capital Improvement Projects through increased outreach and marketing efforts. GM reported that the District will be investing in an updated website during the coming Fiscal Year.

PUBLIC COMMENT: None

IT WAS THEN MOVED BY DIRECTOR MATTEOLI, SECONDED BY DIRECTOR HANSEN, TO APPROVE THE FISCAL YEAR 2024/25 CAPITAL IMPROVEMENT PLAN. MOTION CARRIED UPON THE FOLLOWING ROLL CALL VOTE:

AYES: BENZONELLI, GARDINER, HANSEN, MATTEOLI, RYAN  
NOES: NONE  
ABSENT: NONE

3. Consideration of Adopting Resolution 2024-07 Establishing a Budget and Updated Master Rate and Charge Schedule for Fiscal Year 2024/25

FM reported that the Draft Budget for FY 24/25 has remained the same since the June 11, 2024 meeting.

The Board discussed ways to notify ratepayers regarding the rate increase. The notice will communicate to ratepayers the reduction of the rate increase from the approved increases from the 2023 rate study.

PUBLIC COMMENT: None

IT WAS THEN MOVED BY DIRECTOR HANSEN, SECONDED BY DIRECTOR RYAN, TO ADOPT RESOLUTION 2024-07 ESTABLISHING A BUDGET AND UPDATED MASTER RATE AND CHARGE SCHEDULE FOR FISCAL YEAR 2024/25. MOTION CARRIED UPON THE FOLLOWING ROLL CALL VOTE:

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June 25, 2024


AYES: BENZONELLI, GARDINER, HANSEN, MATTEOLI, RYAN  
NOES: NONE  
ABSENT: NONE

**I. ADJOURNMENT**

There being no further business, IT WAS MOVED BY DIRECTOR MATTEOLI,  
SECONDED BY DIRECTOR HANSEN, TO ADJOURN. MOTION CARRIED UPON  
THE FOLLOWING ROLL CALL VOTE:

AYES: BENZONELLI, GARDINER, HANSEN, MATTEOLI, RYAN  
NOES: NONE  
ABSENT: NONE

THE BOARD ADJOURNED ITS REGULAR MEETING OF JUNE 25, 2024 AT 6:09 P.M.

  
\_\_\_\_\_  
Submitted, Board Secretary

# **CONFLICT OF INTEREST CODE FOR THE HUMBOLDT COMMUNITY SERVICES DISTRICT**

## Section 1. Introduction.

In compliance with the Political Reform Act of 1974, California Government Code Section 81000, et seq., and specifically with Section 87300 et seq., the Humboldt Community Services District hereby adopts this Conflict of Interest Code, which shall be applicable to all designated employees of the agency. The requirements of this code are in addition to other requirements of the Act such as the general prohibition against conflicts of interest contained in Government Code Section 87100, and to any other state or local laws pertaining to conflicts of interest.

## Section 2. Incorporation of California Fair Political Practices Regulation 18730

This Conflict-of-Interest Code incorporates by reference those portions of California Fair Political Practices Commission Regulation No. 18730 that apply to local entities, officials and employees and any future amendments to those regulations. To the extent that other provisions of this Conflict of Interest Code are inconsistent with California statutes or CA FPPC Regulation 18730, the provisions of the State statute or regulation will control.

## Section 3. Definition of Terms.

The definitions contained in the Political Reform Act of 1974, the regulations of the Fair Political Practices Commission (2 Cal. Adm. Code Sections 18100 et seq.), and any amendments to the Actor regulations, are incorporated by reference into this Conflict of Interest Code.

## Section 4. Designated Employees.

The persons holding positions listed in Appendix A are designated employees. It has been determined that these officers and employees make or participate in the making of decisions which may have a foreseeable material effect on financial interests.

## Section 5. Disclosure Statements.

A designated employee shall be assigned one or more of the disclosure categories set forth in Appendix B. It has been determined that the financial interests set forth in a designated employee's disclosure category are the types of financial interests which he or she foreseeably can affect materially through the conduct of his or her office. Each designated employee shall file statements of economic interests disclosing his or her financial interests as required by the applicable disclosure category.

## Section 6. Place of Filing.

All designated employees required to submit a statement of economic interests shall file the original with the Board President who shall be the filing officer for all designated employees other than the Board of Directors.

Upon receipt of the statement of economic interests of the Board of Directors, the agency shall make and retain a copy and forward the originals of these statements to the [County of Humboldt Office of Elections](#) ~~Humboldt County Board of Supervisors~~ who shall be the filing officer within five days of the filing deadline or five days of receipt in the case of statements filed late.<sup>1</sup>

#### Section 7. Time of Filing.

(a) Initial Statements. All designated persons holding office and employees employed by the agency on the effective date of this Code shall file statements within thirty days after the effective date of this Code.

(b) Candidate Statements. All candidates for election to office shall file statements within 5 days after the final date for filing nomination petitions. This subsection shall not apply to candidates who have filed disclosure statement with the agency within the previous 12 months.

(c) Annual Statements. All designated employees shall file statements no later than March 31.

(d) Leaving Office Statements. All persons who leave designated positions shall file statements within thirty days after leaving office.

#### Section 8. Contents of Statements.

(a) Contents of Initial Statements. Initial statements shall disclose any reportable investments and interests in real property and management positions held on the effective date of the Code.

(b) Candidate Statements. Candidate statements shall disclose any reportable investments and interests in real property held on the date of filing the nomination petitions.

(c) Assuming Office Statements. Assuming office statements shall disclose any reportable investments and interests in real property and management positions held on the date of assuming office.

(d) Contents of Annual Statements. Annual statements shall disclose any reportable investments, interests in real property, and income and management positions held or received during the previous calendar year provided, however, that the period covered by an employee's first annual statement shall begin on the effective date of the Code or the date of assuming office whichever is later.

(e) Contents of Leaving Office Statements. Leaving office statements shall disclose reportable investments, interests in real property, and income and management positions held or received during the period between the closing date of the last statement filed and the date of leaving office.

## Section 9. Manner of Reporting.

Disclosure statements shall be made on forms supplied by Humboldt Community Services District, and shall contain the following information:

(a) Contents of Investment and Real Property Reports. When an investment or interest in real property is required to be reported, the statement shall contain the following:

(1) A statement of the nature of the investment or interest:

(2) The name of the business entity in which each investment is held, and a general description of the business activity in which the business entity is engaged;

(3) The address or other precise location of the real property;

(4) A statement whether the fair market value of the investment or interest in real property exceeds ~~one~~ two thousand dollars (~~\$1,000~~ \$2,000), exceeds ten thousand dollars (\$10,000), exceeds one hundred thousand dollars (\$100,000), or exceeds one million dollars (\$1,000,000).<sup>2</sup>

(b) Contents of Personal Income Reports. When personal income is required to be reported, the statement shall contain:

(1) The name and address of each source of income aggregating five hundred dollars (\$500) or more in value, or fifty dollars (\$50) or more in value if the income was a gift, and a general description of the business activity, if any, of each source.

(2) A statement whether the aggregate value of income from each source was ~~at least five hundred~~ one thousand dollars ~~or less~~ (~~\$500~~ 1,000), ~~greater than but did not exceed~~ one thousand dollars (\$1,000), greater than ~~one~~ ten thousand dollars (~~\$1,000~~ 10,000), ~~greater than ten thousand dollars~~ (~~\$10,000~~), or greater than one hundred thousand dollars (\$100,000).<sup>3</sup>

(3) A description of the consideration, if any, for which the income was received;

(4) In the case of a gift, the name and address of the donor, a description of the gift, the amount or value of the gift, and the date on which the gift was received.

(c) Contents of Business Entity Income Reports. When income of a business entity, including income of a sole proprietorship, is required to be reported, the statement shall contain:

(1) The name, address, and a general description of the business activity of the business entity;

(2) ~~In the case of a business entity which provides legal or brokerage services, the name of every person who paid fees to the business entity if the filer's pro rata share of fees from such person was equal to or greater than one thousand dollars (\$1,000);~~ The name of every person from whom the business entity received

payments if the filer's pro rata share of gross receipts from such person was equal to or greater than ten thousand (\$10,000).

~~(3) In the case of a business entity not covered by paragraph (2), the name of every person from whom the business entity received payments if the filer's pro rata share of gross receipts from such person was equal to or greater than ten thousand dollars (\$10,000).<sup>4</sup>~~

(d) Contents of Management Position Reports. When management positions are required to be reported, a designated employee shall list the name and address of each business entity in which he or she is a director, officer, partner, trustee, employee, or in which he or she holds any position of management, a description of the business activity in which the business entity is engaged, and the designated employee's position with the business entity.

(e) Acquisition of Disposal During Reporting Period. In the case of an annual or leaving office statement, if an investment or interest in real property was partially or wholly acquired or disposed of during the period covered by the statement, the statement shall contain the date of acquisition or disposal.

#### Section 10. Disqualification.

Designated employees must disqualify themselves from making, participating in the making or using their official positions to influence the making of any governmental decision which will foreseeably have a material financial effect, distinguishable from its effect on the public generally, on:

(a) Any business entity in which the designated employee has a direct or indirect investment worth more than two thousand dollars (\$2,000);

(b) Any real property in which the designated employee has a direct or indirect fair market value interest worth more than two thousand dollars (\$2,000);

(c) Any source of income, other than loans by a commercial lending institution in the regular course of business, aggregating ~~two hundred fifty~~ five hundred dollars (~~\$250~~ 500) or more in value received by or promised to the designated employee within twelve months prior to the time when the decision is made; or<sup>5</sup>

(d) Any business entity in which the designated employee is a director, officer, partner, trustee, employee, or holds any position of management.

No designated employee shall be prevented from making or participating in the making of any decision to the extent his or her participation is legally required for the decision to be made.

(The fact that a designated employee's vote is needed to break a tie does not make his or her participation legally required for purposes of this section.)

## Section 11. Manner of Disqualification.

A designated employee required to disqualify himself or herself shall notify his or her supervisor in writing. This notice shall be forwarded to the Board President, who shall record the employee's disqualification. Upon receipt of such statement, the supervisor shall reassign the matter to another employee.

In the case of a designated employee who is a board member or commissioner, notice of disqualification shall be given at the meeting during which consideration of the decision takes place and shall be made part of the official record of the board or commission.

### Comments:

<sup>1</sup> Corrected the name of the filling officer to the County of Humboldt Office of Elections

<sup>2</sup> Regulations of the Fair Political Practices Commission, Title 2, Division 6, California Code of Regulations Section 18730 was updated and and increased the real property interest amount.

<sup>3</sup> Regulations of the Fair Political Practices Commission, Title 2, Division 6, California Code of Regulations Section 18730 was updated and changed income amounts

<sup>4</sup> Regulations of the Fair Political Practices Commission, Title 2, Division 6, California Code of Regulations Section 18730 was updated and modified the business entity income reporting standards.

<sup>5</sup> Regulations of the Fair Political Practices Commission, Title 2, Division 6, California Code of Regulations Section 18730 was updated and changed the source of income amounts.



## APPENDIX A

### CONFLICT OF INTEREST CODE FO THE HUMBOLDT COMMUNITY SERVICES DISTRICT

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 California Code of Regulations, Section 18730, which contains the terms of a standard conflict of interest code. It can be incorporated by reference and may be amended by the Fair Political Practices Commission after public notice and hearings to conform to the amendments to the Political Reform Act. Therefore, the terms of 2 California Code of Regulations, Section 18730 and any amendments to it duly adopted y the Fair Political Practices Commission are hereby incorporated by reference and, along with the attached Appendix in which Board members and employees are designated and disclosure categories are set forth, constitute the conflict of interest code of the Humboldt Community Services District.

Designated employees shall file statements of economic interests with the agency who will make the statements available for public inspection and reproduction (Government Code Section 81008). Upon receipt of statements of the designated employees, the agency shall make and retain a copy and forward the original of these statements to the Humboldt County Elections Division, County Clerk's Office. Statements of all other designated employees will be retained by the agency.

APPENDIX B

Designated Positions	Disclosure Categories
Members of the Board of Directors	All
General Manager	All
Finance Manager/ Treasurer	All
<del>Superintendent</del>	<del>All</del>
Engineer (District, Associate, Assistant)	All
Legal Counsel	All
Consultants*	All

\*With respect to consultants, the Board of Directors may determine in writing that a particular consultant is hired to perform a range of duties that is limited in scope and thus is not required to comply with the disclosure requirements describe in these categories. Such determination shall include a description of the consultant’s duties, and based on that description, a statement of the extent of disclosure requirements, if any. Such determination shall be forwarded to the Humboldt County Board of Supervisors. Nothing herein excuses any such consultant from any other provision of the Conflict of Interest Code.

~~Comments: Delete Superintendent position. The Superintendent position is no longer a job title in the organization.~~

## APPENDIX C

### General Provisions

When a designated employee is required to disclose investments, sources of income and business positions, he need only disclose investments and positions in business entities and sources of income (other than gifts) which do business in the jurisdiction, plan to do business in the jurisdiction or have done business in the jurisdiction within the past two years. In addition to other activities, a business entity is doing business within the jurisdiction if it own real property within the jurisdiction. Gifts must be disclosed without regard to the location of the donor. When a designated employee is required to disclose interests in real property, he need only disclose real property which is located in whole or in part within or not more than two miles outside the boundaries of the jurisdiction or within two miles of any land owned or used by the Humboldt Community Services District.

Designated employees shall disclose their financial interests pursuant to the appropriate disclosure categories indicated in Appendix A.

### Disclosure Categories

Category 1: All investments and sources of income (including loans and gifts).

Category 2: All interest in real property.

Category 3: All business positions.