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## **POLICIES AND PROCEDURES**

**TITLE:** Conflict of Interest

**NUMBER:** 1030

**1030.10** The Political Reform Act, Government Code §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. §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 amendments in the Political Reform Act. Therefore, the terms of 2 Cal. Code of Regs. §18730 and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference, and along with the attached Appendix A in which members of the Board of Trustees and certain employees are designated, and in which disclosure categories are set forth, constitute the conflict of interest code of the San Mateo County Mosquito and Vector Control District.

**1030.20** Pursuant to the Political Reform Act and its regulations, all designated employees and the Board of Trustees shall file statements of economic interests with the San Mateo County Mosquito and Vector Control District Board Secretary, who shall be the filing officer. The San Mateo County Board of Supervisors shall be the code reviewing body. The San Mateo County Mosquito and Vector Control District shall retain such statements of economic interest and make them available for public inspection and reproduction pursuant to Gov. Code Section 81008.

**1030.30** Subsequent amendments to Title 2 California Code of Regulations Section 18730 duly adopted by the Fair Political Practices Commission, after public notice and hearings, are also incorporated by reference unless the San Mateo County Mosquito and Vector Control District, within 90 days after the date on which an amendment to Section 18730 becomes effective, adopts a resolution providing that the amendment is not to be incorporated into this Code.

**Issued:** August 25, 1987  
**Revised:** May 29, 2012  
**Legal Review:** January 29, 2014  
**Board Reviewed:** February 12, 2014

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## APPENDIX - A

### Conflict of Interest Code Designated Positions and Disclosure Statements

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**Designated Position.** The positions listed below include those persons who are deemed to make, or participate in the making of decisions that may foreseeably have a material effect on any financial interest. The persons holding the designated positions listed shall disclose interests and investments in accordance with the corresponding disclosure categories, which are defined below.

#### **Designated Positions**

#### **Disclosure Category**

|                                  |             |
|----------------------------------|-------------|
| Members of the Board of Trustees | 1, 2, 3 & 4 |
| Manager                          | 1, 2, 3 & 4 |
| Assistant Manager                | 1, 2, 3 & 4 |
| Finance Director                 | 1, 2, 3 & 4 |
| Accountant                       | 1, 2, 3 & 4 |
| Operations Supervisor            | 1, 2, 3 & 4 |
| Laboratory Director              | 1, 2, 3 & 4 |
| Vector Ecologist                 | 1, 2, 3 & 4 |
| Consultants *                    |             |

#### **Disclosure Categories**

1. A designated official or employee assigned to Category 1 is required to disclose direct or indirect investments in any business entity that may be affected materially by any decision made or participated in by the designated official or employee by virtue of his or her position.
2. A designated official or employee assigned to Category 2 is required to disclose interests in real property, which is located in whole or in part either within the boundaries of the District, or within two miles of the boundaries of the District that may be affected materially by any decision made or participated in by the designated official or employee by virtue of his or her position.
3. A designated official or employee assigned to Category 3 is required to disclose any source of income that may be affected materially by any decision made or participated in by the designated official or employee by virtue of his or her position.

4. A designated official or employee assigned to Category 4 is required to disclose any business entity in which the designated official or employee is a director, officer, partner, trustee, employee or holds any position of management that may be affected materially by any decision made or participated in by the designated official or employee by virtue of his or her position.
  
- \* Consultants shall be included in the list of designated positions and shall disclose pursuant to the broadest disclosure category in the Code subject to the following limitation.

The District Manager may determine in writing that a particular consultant, although within 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 duties and, based upon that description, a statement of the extent of disclosure requirements. The District Manager’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.