



**CONFLICT-OF-INTEREST CODE FOR THE
KNOLLS PROERTY OWNERS 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 Cal. Code of Regs. Section §18730, which contains the terms of a standard conflict of interest code. It can be incorporated by reference into a local conflict of interest code, and may be amended by the Fair Political Practices Commission after public notice and hearings to conform to amendments to the Political Reform Act. **Therefore, the terms of 2 Cal. Code of Regs. Section §18730 and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated herein by reference and, along with the Appendix of Designated Positions and Disclosure Categories set forth below, constitute the conflict of interest code of the Knolls Community Property Owners. This conflict of interest code supersedes all prior codes, which are hereby rescinded.**

Designated employees shall file their original signed statement of economic interests with the El Dorado County Elections Department. Statements are public records and will be made available for public inspection and reproduction.

Appendix of Designated Positions and Disclosure Categories

The designated employees, who have been determined to make or participate in making decisions that may foresee ably have a material effect on an economic interest, are:

Member of the Board of Directors
 General Manager
 Consultants*

The disclosure category for the designated positions is: all interests in real property in the district, and all investments, business positions and income (including gifts, loans and travel payments) from sources that provide goods, equipment, vehicles, machinery or services of the type utilized by the Knolls Property Owners Community Services District.

*Consultants are those persons defined in Title 2, California Code of Regulations, §18701(a)(2) who contract with the district to provide services. The general manager may determine in writing that a particular consultant, although occupying 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 requirement described in this code. Such determination shall include a description of the consultant's duties and, based upon that description, a statement of the extent of disclosure requirements. The general 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. The definition of consultant in 2 CCR §18701(a)(2) is:

"Consultant" means an individual who, pursuant to a contract with a state or local government agency:

(A) Makes a government decision whether to:

- (i) Approve a rate, rule, or regulation;*
- (ii) Adopt or enforce a law;*
- (iii) Issue, deny, suspend, or revoke any permit, license, application, certificate, approval, order, or similar authorization or entitlement;*
- (iv) Authorize the agency to enter into, modify, or renew a contract provided it is the type of contract that requires agency approval;*
- (v) Grant agency approval to a contract that requires agency approval and to which the agency is a party, or to the specifications for such a contract;*
- (vi) Grant agency approval to a plan, design, report, study, or similar item;*
- (vii) Adopt, or grant agency approval of, policies, standards, or guidelines for the agency, or for any subdivision thereof; or*

(B) Serves in a staff capacity with the agency and in that capacity participates in making a governmental decision as defined in regulation 18702.2 or performs the same or substantially all the same duties for the agency that would otherwise be performed by an individual holding a position specified in the agency's Conflict of Interest Code under Government Code section §87302.

The above local conflict of interest code was endorsed by the board of directors of the Knolls Property Owners Community Services District at a regular meeting of the board held on the 22 day of October, 2012.

Aye votes: 3
No Votes: 0
Absent: 2

Kate Campbell-Craven

Manager of the Knolls Property Owners CSD