



### 2012 Local Agency Biennial Notice

Name of Agency: Knolls Property Owners CSD

Mailing Address: 4421 Hillock Drive Placerville, CA 95667

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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 requires disclosure by 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:  
(Mark 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) \_\_\_\_\_
- No amendment is required.
- The code is currently under review by the code reviewing body.

#### Verification

*The agency's code accurately designates all positions that make or participate in the making of governmental decisions; the disclosure categories assigned to those positions accurately require the disclosure of 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 the designated positions; and the code includes all other provisions required by Government Code Section 87302.*

Kate Campbell-Craven  
Signature of Chief Executive Office

8/31/12  
Date

Complete this notice regardless of how recently your code was approved or amended. Please return this notice no later than August 31, 2012 to:

El Dorado County Registrar of Voters – P.O. Box 678001, Placerville, CA 95667

PLEASE DO NOT RETURN THIS FORM TO THE FPPC

626-5514

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

KNOLLS PROPERTY OWNERS COMMUNITY SERVICES DISTRICT

NOTICE OF INTENTION TO ADOPT OR AMEND A

CONFLICT-OF-INTEREST CODE

NOTICE IS HEREBY GIVEN that the Knolls Property Owners Community Services District intends to adopt or amend a conflict-of-interest code pursuant to Government Code Section 87300 and 87306. Pursuant to Government Code Section 87302, the code will designate employees who must disclose certain investments, income, interests in real property and business positions, and who must disqualify themselves from making or participating in the making of governmental decisions affecting those interests.

A written comment period has been established commencing on December 3, 2012 and terminating on January 15, 2013. Any interested person may present written comments concerning the proposed code no later than January 15, 2013 to the Knolls Property Owners Community Services District at 4421 Hillock Drive, Placerville, CA 95667. No public hearing on this matter will be held unless any interested person or his or her representative requests no later than 15 days prior to the close of the written comment period, a public hearing.

The Knolls Property Owners Community Services District has prepared a written explanation of the reasons for the designations and the disclosure responsibilities and has available all of the information upon which its proposal is based.

The Knolls Property Owners Community Services district adopted a Conflict of Interest Code in 1988 which defined designated employees as the members of the Board of Directors. The new code includes the general manager and any consultant used by the district as designated employees. Designated employees shall report investments in the following kinds of business entities, and sources of income from the following kinds of activities: construction; paving or road contractors; weed abatement; any company involved in the maintenance or upkeep of roads.

Copies of the proposed code and all of the information upon which it is based may be obtained from the Knolls Property Owners Community Services District, 4421 Hillock Drive, Placerville, CA 95667. Any inquiries concerning the proposed code should be directed to Kate Campbell-Craven, Knolls Property Owners CSD, (530) 642-0908.

NOTE: This notice should be filed with the Fair Political Practices Commission and served individually on agency employees and officers affected by this code 45 days prior to agency action.