

# REGIONAL WATER AUTHORITY POLICIES AND PROCEDURES MANUAL

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Policy Type : Board of Directors  
Policy Title : Conflict of Interest Code  
Policy Number : 200.4  
Date Adopted :  
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## Regional Water Authority Conflict of Interest Code Appendix of Designated Employees and Disclosure Categories

I. Designated Positions. The positions listed below are designated employees and are deemed to make, or participate in the making of, decisions which may foreseeably have a material effect on financial interests. The designated employees and officers listed shall disclose interests and investments in accordance with the corresponding disclosure categories, which are defined below.

<u>Designated Positions</u>	<u>Disclosure Category</u>
Member of the Board of Directors	1, 2
Executive Director	1, 2
Legal Counsel	1, 2
Consultants	1, 2

II. Disclosure Categories.

1. Investments and business positions in business entities, and sources of income, which provide services, supplies, materials, machinery or equipment of the type utilized by the Authority.

2. All interests in real property in the Authority. All investments and business positions in any business entity and income from any source which is (1) a private water company; or (2) an entity or person engaged in real estate development or an owner of real property.

\*Consultants shall be included in the list of designated employees and shall disclose pursuant to the broadest disclosure category in the code subject to the following limitation:

The Executive Director may determine in writing that a particular consultant, although 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 Executive Director’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.