

September 18, 2024

**2024 Local Agency Biennial Notice**

Clerk of the Board

Name of Agency: Port Hueneme Water Agency (PHWA)  
 Mailing Address: 250 North Ventura Road, Port Hueneme, CA 93041  
 Contact Person: Georgianna Alvarez Phone No. 805-986-6503  
 Email: clerk@cityofporthueneme.org Alternate Email: \_\_\_\_\_

**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.*)

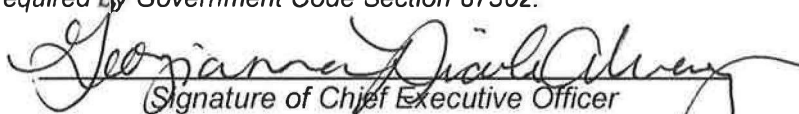
- ☐ Include new positions
- ☐ Revise disclosure categories
- ☐ Revise the titles of existing positions
- ☐ Delete titles of positions that have been abolished and/or positions that no longer make or participate in making governmental decisions
- ☐ Other (*describe*) \_\_\_\_\_

☐ **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)

9/16/24  
 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 **October 1, 2024**, or by the date specified by your agency, if earlier, to: **E-Mail to: [form700clerk@ventura.org](mailto:form700clerk@ventura.org)**

or  
**Mail to: Clerk of the Board of Supervisors**  
**800 S. Victoria Avenue, L# 1920**  
**Ventura, CA 93009-1920**

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



# City of Port Hueneme

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*I, Georgianna Nicole Alvarez, Agency/City Clerk of the City of Port Hueneme, California, do hereby certify that the following is a true and correct excerpt of the regular meeting of the Port Hueneme Water Agency held on November 21, 2022.*

## MINUTES EXCERPT

### **CONSENT AGENDA**

A motion was made by Member Bouchard, seconded by Member Perez, to pull Consent Calendar Item No. 4 and approve Consent Calendar items 1 – 3 as presented.

*Motion carried 5-0 by Roll Call Vote as follows:*

AYES: Bouchard, Perez, Rollins, Hernandez, Debley

NOES: None; ABSENT: None; ABSTAIN: None

The Agency:

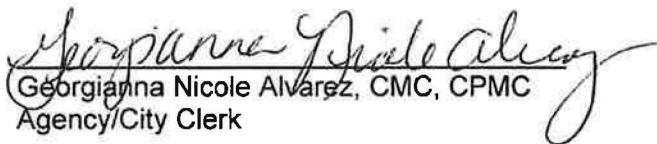
#### **3. 2022 Conflict of Interest Code Biennial Review & Adoption**

Received and refiled the 2022 Local Agency Biennial Notice and adopted Resolution No. 2022-02, entitled, "A Resolution of the Water Agency of the City of Port Hueneme, California, Amending and Adopting a Conflict of Interest Code".

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Dated this 22<sup>nd</sup> day of November, 2022.

ATTEST:

  
Georgianna Nicole Alvarez, CMC, CPMC  
Agency/City Clerk

**PHWA RESOLUTION NO. 2022-02**

**A RESOLUTION OF THE WATER AGENCY OF THE CITY OF PORT HUENEME, CALIFORNIA, AMENDING AND ADOPTING A CONFLICT OF INTEREST CODE**

**WHEREAS**, the Port Hueneme Water Agency previously adopted Resolution No. 2022-01, adopting a Conflict of Interest Code; and

**WHEREAS**, the Port Hueneme Water Agency adopted by reference the model Conflict of Interest Code set forth in Section 18730 of the California Code of Regulations.

**WHEREAS**, the Port Hueneme Water Agency desires to amend the Conflict of Interest Code to incorporate changes required by the Ventura County Board of Supervisors.

**NOW, THEREFORE, THE WATER AGENCY OF THE CITY OF PORT HUENEME, CALIFORNIA, DOES HEREBY RESOLVE AS FOLLOWS:**

**SECTION 1.** Any resolutions in conflict with this resolution including attachments are hereby rescinded and repealed.

**SECTION 2.** The Political Reform Act require (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 Regulations Section 18730) that contains the terms of a standard Conflict of Interest Code which can be incorporated by reference in an agency's code. After public notice and hearing, the standard code may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act. Therefore, the terms of 2 California Code of Regulations Section 18730, and any amendments to it duly adopted by the Fair Political Practices Commission, are hereby incorporated by reference. This regulation and the attached exhibits "A" and "B", designating and establishing disclosure categories, attached hereto, constitute the Conflict of Interest Code of the City of Port Hueneme Water Agency. The Port Hueneme Water Agency is considered the "Agency" within the purview of this Code.

**SECTION 3.** Designated employees and officials shall file Statements of Economic Interests with the Clerk of the Ventura County Board of Supervisors (VCBOS); which shall be on file with the Clerk of the VCBOS. The Clerk of the VCBOS shall be and perform the duties of Filing Officer for the Port Hueneme Water Agency. Statements will be available for inspection and reproduction pursuant to Government Code Section 81008.

**SECTION 4.** Any change provided for in this Conflict of Interest Code shall not affect or excuse any offense or act committed or done or omission or any penalty or forfeiture incurred or accruing under any other Conflict of Interest Code, nor shall affect any prosecution, suit or proceeding pending or any judgment rendered in connection with any other Conflict of Interest Code.

**SECTION 5.** That the Agency Clerk and Agency Attorney are hereby authorized to make any typographical, clerical, non-substantive corrections to this resolution as may be deemed necessary.

**SECTION 6.** The Agency Clerk shall certify to the adoption of the Resolution.

**PASSED, APPROVED AND ADOPTED** this 21<sup>st</sup> day of November, 2022.

  
Sean Debley  
Chair

**Attest:**

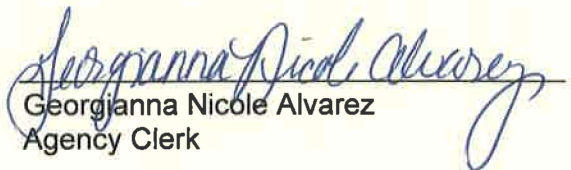
  
Georgianna Nicole Alvarez  
Agency Clerk

**CERTIFICATION**

STATE OF CALIFORNIA    )  
  ) ss  
COUNTY OF VENTURA    )

I, Georgianna Nicole Alvarez, Agency Clerk of the Water Agency of the City of Port Hueneme, California, do hereby certify that the foregoing PHWA Resolution No. 2022-02 was duly adopted at the regular meeting of the Water Agency on the 21<sup>st</sup> day of November, 2022, by the following vote:

AYES:	Bouchard, Perez, Rollins, Hernandez, Debley
NOES:	None
ABSENT:	None
ABSTAIN:	None

  
Georgianna Nicole Alvarez  
Agency Clerk

## EXHIBIT "A"

### Designated Port Hueneme Water Agency Positions and Disclosure Categories

The following positions entail the making or participation in the making of decisions that may foreseeably have a material effect on financial interests:

<u>DESIGNATED POSITION <sup>11</sup></u>	<u>CATEGORY</u>
Governing Board of Directors (5)	1,2
Governing Board of Directors (Alternate) (2)	1,2
Governing Board of Directors – Ex-Officio Member (1)	1,2
Executive Director (1)	1,2
Assistant Executive Director (1)	1,2
Treasurer (1)	1,2
Agency Counsel (1)	1,2
Deputy Agency Counsel (1)	1,2
Public Works Director (1)	1,2
Deputy Public Works Director (1)	1,2

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#### Consultant\*

\* The disclosure, if any, required of a consultant will be determined on a case-by-case basis by the County Executive Officer or her designee. The determination of whether a particular consultant has or will have disclosure requirements is to be made in writing. The determination should include a description of the consultant's duties and based upon that description, a statement of the extent, if any, of the disclosure requirements. Each writing, or the combined writing, is a public record and is to be retained for public inspection either in the same manner and locations as the Conflict of Interest Code, or with appropriate documentation at the location where the Conflict of Interest Code is maintained, cross-referencing to the Consultant determination(s).



## **EXHIBIT "B"**

### **Categories of Reportable Economic Interests**

#### **Designated Persons in Category "1" Must Report:**

All investments, interests in real property, income and a business entity in which the person is a director, officer, partner, trustee, employee, or holds any position of management. These financial interests are reportable only if located within or subject to the jurisdiction of the Port Hueneme Water Agency, or if the business entity is doing business or planning to do business in an area subject to the jurisdiction of the Port Hueneme Water Agency, or has done business within an area subject to the jurisdiction of the Port Hueneme Water Agency at any time during the two years prior to the filing of the statement.

#### **Designated Persons in Category "2" Must Report:**

- A. All investments in real property located within or subject to the jurisdiction of the Port Hueneme Water Agency.
- B. Investments in any business entity that within the last two years has a contracted or in the future foreseeably may contract with the Port Hueneme Water Agency.
- C. Income (including gifts, loans, and travel payments) from any source that within the last two years has contracted or in the future foreseeably may contract with the Port Hueneme Water Agency.
- D. His or her status as a director, officer, partner, trustee, employee or holder of a position of management in any business entity which within the last two years has contracted or in the future foreseeably may contract with the Port Hueneme Water Agency.