

**Mike Pettit**  
Assistant County Executive Officer

**Catherine Rodriguez**  
County Chief Financial Officer

**Shawn Atin**  
Assistant County Executive Officer/  
Human Resources Director  
Labor Relations

December 4, 2018

Board of Supervisors  
County of Ventura  
800 S. Victoria Avenue  
Ventura, CA 93009

**Subject: Adoption of Conflict of Interest Codes for 118 Local Agencies; and  
Receive and File 2018 Biennial Notices.**

**Recommendations:**

That your Board adopt the Conflict of Interest Codes attached to this letter, and receive and file the 2018 Biennial Notices for the following County departments, agencies, boards, commissions, and other local agencies:

- 1 Agricultural Commissioner
- 2 Air Pollution Control Board
- 3 Air Pollution Control District
- 4 Air Pollution Control District Advisory Committee
- 5 Air Pollution Control District Hearing Board
- 6 Area Agency on Aging
- 7 Area Housing Authority of the County of Ventura
- 8 Arroyo Santa Rosa Basin Groundwater Sustainability Agency
- 9 Assessment Appeals Board No. 1
- 10 Assessment Appeals Board No. 2
- 11 Assessment Appeals Hearing Officer
- 12 Assessor
- 13 Auditor-Controller
- 14 Aviation Advisory Commission
- 15 Bardsdale Cemetery District
- 16 Bell Canyon Community Services District
- 17 Blanchard/Santa Paula Library District
- 18 Bridges Charter School

- 19 Briggs Elementary School District
- 20 Calleguas Municipal Water District
- 21 Camarillo Airport Authority
- 22 Camarillo Health Care District
- 23 Campaign Finance Ethics Commission
- 24 Camrosa Water District
- 25 Casitas Municipal Water District
- 26 Channel Islands Beach Community Services District
- 27 Children & Families First Commission of Ventura County
- 28 Civil Service Commission, Ventura County
- 29 Coastal Schools Employee Benefits Organization
- 30 Conejo Open Space Conservation Agency
- 31 Conejo Recreation and Park District
- 32 County Clerk and Recorder, Registrar of Voters
- 33 County Counsel
- 34 County Executive Office
- 35 County of Ventura Board of Supervisors - District Office Staff
- 36 Department of Airports
- 37 Department of Child Support Services
- 38 District Attorney
- 39 El Rancho Simi Cemetery District
- 40 Fillmore and Piru Basins Groundwater Sustainability Agency
- 41 Fillmore Unified School District
- 42 Fire Protection District
- 43 Fox Canyon Groundwater Management Agency
- 44 General Services Agency
- 45 Gold Coast Transit District
- 46 Golden Valley Charter School
- 47 Grand Jury
- 48 Harbor Department
- 49 Health Care Agency
- 50 Hidden Valley Municipal Water District
- 51 Hueneme Elementary School District
- 52 Human Services Agency
- 53 Information Technology Services
- 54 Meadows Arts and Technology Elementary School
- 55 Meiners Oaks Water District
- 56 Mesa Union School District
- 57 Montalvo Community Services District
- 58 Moorpark Unified School District
- 59 Mound Basin Groundwater Sustainability Agency
- 60 Mupu Elementary School District

- 61 Oak Park Municipal Advisory Council
- 62 Oak Park Unified School District
- 63 Ocean View School District
- 64 Ojai Unified School District
- 65 Ojai Valley Sanitary District
- 66 Ojai Water Conservation District
- 67 Oxnard Airport Authority
- 68 Oxnard Drainage District No. 1
- 69 Oxnard Drainage District No. 2
- 70 Oxnard Harbor District
- 71 Oxnard School District
- 72 Pleasant Valley County Water District
- 73 Pleasant Valley Recreation and Park District
- 74 Pleasant Valley School District
- 75 Port Hueneme Water Agency
- 76 Probation Agency
- 77 Public Defender
- 78 Public Works Agency
- 79 Rancho Simi Recreation and Park District
- 80 Resource Conservation District
- 81 Resource Management Agency
- 82 Rio School District
- 83 River Oaks Academy Charter School
- 84 Santa Clara Elementary School District
- 85 Santa Paula Designated Local Authority
- 86 Santa Paula Unified School District
- 87 Saticoy Sanitary District
- 88 Sheriff's Office
- 89 Simi Valley School Financing Authority
- 90 Simi Valley Unified School District
- 91 Somis Union School District
- 92 Treasurer-Tax Collector
- 93 Treasury Oversight Committee, Ventura County
- 94 Triunfo Sanitation District
- 95 United Water Conservation District
- 96 University Preparation School at CSUCI
- 97 Upper Ventura River Groundwater Agency
- 98 Ventura Council of Governments
- 99 Ventura County Area Agency on Aging Advisory Council
- 100 Ventura County Community College District
- 101 Ventura County Consolidated Oversight Board
- 102 Ventura County Employees' Retirement Association

- 103 Ventura County Law Library
- 104 Ventura County Library Services
- 105 Ventura County Medi-Cal Managed Care Commission
- 106 Ventura County Mobile Home Park Rent Review Board
- 107 Ventura County Office of Education
- 108 Ventura County Public Financing Authority
- 109 Ventura County Regional Energy Alliance
- 110 Ventura County Schools Business Services Authority
- 111 Ventura County Schools Self-Funding Authority
- 112 Ventura County Transportation Commission
- 113 Ventura Local Agency Formation Commission
- 114 Ventura Regional Sanitation District
- 115 Ventura River Water District
- 116 Ventura Unified School District
- 117 Vista Real Public Charter School, Inc.
- 118 Workforce Development Board of Ventura County

**Fiscal/Mandates Impact:**

None

**Discussion:**

Pursuant to Government Code section 82011, which is part of the Political Reform Act of 1974, the Board of Supervisors is designated as the code reviewing body for the Conflict of Interest Codes that must be adopted by various local public agencies within Ventura County.

Pursuant to Government Code section 87306.5, **118** local public agencies including County departments, boards and commissions, school districts, special districts and other public entities have submitted their 2018 Biennial Notices and amended Conflict of Interest Codes for review and adoption by your Board. The Political Reform Act requires this Conflict of Interest Code review and approval process to occur every two years during even-numbered years.

In general, the Conflict of Interest Codes: (1) incorporate by reference the provisions of the Political Reform Act, and its implementing regulations, which constitute the substantive requirements of each agency's code; (2) designate each position title and number of people holding that position which must file a Statement of Economic Interest (Form 700); (3) designate categories of financial interests which each designated position must disclose; and (4) specify the Filing Officer with whom each designated position holder files his/her Form 700. In turn, the purpose of the Form 700 is to implement the Political Reform Act's requirement for certain government officials to disclose their

personal financial interests which might be affected while they are performing their official duties (i.e., making governmental decisions). This financial disclosure requirement helps alert government officials to and inform the public about potential conflicts of interest that are prohibited under the Political Reform Act and other state and local laws.

The determination of which agency positions to identify as designated positions in the Conflict of Interest Code, and which categories of financial interests that each designated position must report, is a de-centralized process, the primary responsibility for which resides with the respective County departments, agencies, boards, commissions, and other local agencies. Pursuant to Government Code section 87301, the Conflict of Interest Codes are subject to review and approval for general sufficiency by your Board as the code reviewing body.

The positions for which the Clerk of the Board is the designated Filing Officer will be eligible to use the electronic filing system (eDisclosure) offered by the Clerk of the Board's Office. The Clerk of the Board's Office is unique in that it utilizes a paperless eDisclosure system that can easily accommodate additional filers.

Each of the following entities submitted its 2018 Biennial Notice and a proposed amended Conflict of Interest Code; however, these entities have been informed that their proposed Conflict of Interest Codes must be revised to a form that can be approved by your Board.

- 1 Conejo Valley Unified School District
- 2 Oxnard Union High School District
- 3 Ventura Charter School of Arts & Global Education
- 4 Ventura Port District

Two local agencies – the Fillmore-Piru Veterans Memorial District and the Piru Cemetery District – have not submitted a 2018 Biennial Notice and/or amended Conflict of Interest Code, if needed. The Clerk of the Board's Office sent four separate notices, made a phone call and left a voice message with each local agency stating that its 2018 Biennial Notice and amended Conflict of Interest Code, if needed, were due by October 1, 2018. The Clerk of the Board's Office will continue to follow up with each agency to attempt to obtain compliance.

County Counsel has reviewed the attached Conflict of Interest Codes as to general legal form and sufficiency.

This letter has been reviewed by the County Executive Office and County Counsel. If you have any questions, please contact me at (805) 654-2251.



Rosa Gonzalez  
Chief Deputy Clerk of the Board

Exhibits:

- Exhibit 1 - Agricultural Commissioner
- Exhibit 2 - Air Pollution Control Board
- Exhibit 3 - Air Pollution Control District
- Exhibit 4 - Air Pollution Control District Advisory Committee
- Exhibit 5 - Air Pollution Control District Hearing Board
- Exhibit 6 - Area Agency on Aging
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- Exhibit 21 - Camarillo Airport Authority
- Exhibit 22 - Camarillo Health Care District
- Exhibit 23 - Campaign Finance Ethics Commission
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- Exhibit 52 - Human Services Agency
- Exhibit 53 - Information Technology Services
- Exhibit 54 - Meadows Arts and Technology Elementary School
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