



NOTICE OF MEETING

NOTICE IS HEREBY GIVEN that the Ukiah Valley Basin Groundwater Sustainability Agency (“Agency”) Board of Directors (“Board”) will hold its regular Board Meeting at:

1:30 P.M. - Thursday, July 13, 2017
Mendocino County Board of Supervisors Chambers,
501 Low Gap Road, Room 1070, CA 95482

AGENDA

1. CALL TO ORDER AND ROLL CALL

2. PLEDGE OF ALLEGIANCE

3. CONSENT ITEMS

a. Approval of Minutes from the June 15, 2017 Meeting

4. ACTION ITEMS

a. Discussion and Possible Action to Appoint an Agricultural Director

The Board shall review Agricultural Seat nominations submitted by the Mendocino County Farm Bureau and appointment an Agricultural Director.

b. Discussion and Possible Action Regarding the Development of a Conflict of Interest Code

The Board will review example conflict of interest code and provide direction on development.

c. Presentation, Discussion and Possible Action Regarding the Development of Bylaws

The Board will receive an update on the bylaws development and provide direction to staff.

d. Discussion and Possible Adoption of the Proposed FY 2017-2018 Budget

The Board will review and adopt the Fiscal Year 2017-2018 budget.



e. Discussion and Possible Action Regarding Informational Presentation on the Mendocino County Water Agency Proposition 1 Grant to Develop an Initial Groundwater Sustainability Plan

The Board will receive a presentation on the County's Proposition 1 Grant to develop an Initial Groundwater Sustainability Plan and information on the next round of Proposition 1 funding.

f. Informational Update on Facilitation Support Services Available for Groundwater Sustainability Plan (GSP) Development through the Department of Water Resources (DWR)

The Board will receive information on the facilitation support services offered by the Department of Water Resources focused on GSP development.

g. Discussion and Possible Action Regarding an Additional Member on the Technical Advisory Committee

The Board will consider adding the California Land Stewardship Institute as an additional member to the Technical Advisory Committee.

h. Status Update on the Groundwater Sustainability Agency (GSA) Notice Submitted to the Department of Water Resources (DWR)

The Board will receive an update regarding the GSA noticed submitted to DWR on June 21, 2017.

5. DIRECTOR REPORTS

6. PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA

The Board will receive public comments on items not appearing on the agenda and within the subject matter jurisdiction of the Agency. The Board will not enter into a detailed discussion or take any action on any items presented during public comments. Such items may only be referred to staff for administrative action or scheduled on a subsequent agenda for discussion. Persons wishing to speak on specific agenda items should do so at the time specified for those items. The presiding Chair shall limit public comments to three minutes.

7. ADJOURNMENT



UKIAH VALLEY BASIN GROUNDWATER SUSTAINABILITY AGENCY

501 Low Gap Rd., Rm. 1010 ♦ Ukiah ♦ California 95482 ♦ (707)463-4441 ♦ fax (707)463-7237

The Ukiah Valley Basin Groundwater Sustainability Agency complies with ADA requirements and upon request, will attempt to reasonably accommodate individuals with disabilities by making meeting material available in appropriate alternative formats (pursuant to Government Code Section 54953.2). Anyone requiring reasonable accommodation to participate in the meeting should contact the Mendocino County Executive Office by calling (707) 463-4441 at least five days prior to the meeting.

Please reference the Mendocino County website to obtain additional information for the Ukiah Valley Basin Groundwater Sustainability Agency: <http://www.mendocinocounty.org/uvbgsa>



Ukiah Valley Basin Groundwater Sustainability Agency

Agenda Summary

Item No.:	3.a
Date:	7/13/17
To:	Board of Directors
Subject:	Approval of Minutes from June 15, 2017 Meeting
Consent Agenda <input checked="" type="checkbox"/> Regular Agenda <input type="checkbox"/> Noticed Public Hearing <input type="checkbox"/>	

Summary:

Approval of Minutes from June 15, 2017 Regular Meeting

Recommended Action:

Approve June 15, 2017, meeting minutes.

Background:

The Agency convened on June 15, 2017.

Fiscal Summary: N/A

Action: _____

Motion: _____ **2nd:** _____



UKIAH VALLEY BASIN GROUNDWATER SUSTAINABILITY AGENCY

501 Low Gap Rd., Rm. 1010 ♦ Ukiah ♦ California 95482 ♦ (707)463-4441 ♦ fax (707)463-7237

1:30 P.M. - June 15, 2017
City of Ukiah Civic Center Chamber
300 Seminary Ave. Ukiah, CA 95482

ACTION MINUTES

1. CALL TO ORDER AND ROLL CALL (1.31 P.M)

Directors Present: Ms. Brandi Brown, Mr. Douglas Crane, Mr. Jerry Cardoza, Mr. Alfred White, and Ms. Carre Brown.

Staff Present: Ms. Sarah Dukett, Mendocino County; and Ms. Kristine Lawler, Interim Secretary.

2. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by: Mr. Frost Pauli.

3. CONSENT ITEMS

3(a) Approve Minutes from May 10, 2017, Regular Meeting

Board Action: Upon motion by Director Crane, seconded by Director Brown, and carried unanimously; IT IS ORDERED that the minutes from May 10, 2017, Regular Meeting are approved.

4. ACTION ITEMS

4(a) Noticed Public Hearing to Receive Public Comment on the Ukiah Valley Basin Groundwater Sustainability Agency's Election to Act as the Groundwater Sustainability Agency for the Ukiah Valley Basin.

Presenter: Ms. Sarah Dukett, Mendocino County.

PUBLIC HEARING WAS OPENED AT 1:35 P. M.

No public comment was received.

PUBLIC HEARING WAS CLOSED AT 1:39 P. M

Board Action: Upon motion by Director White, seconded by Director Cardoza, and carried unanimously; IT IS ORDERED that the Board adopts the Resolution electing the Agency to become the Groundwater Sustainability Agency (GSA) for the Ukiah Valley Basin; and authorizes the County of Mendocino, on behalf of the Agency; provide notice to the Department of Water Resources (DWR) of the Agency's election to be the GSA for the Ukiah Valley Basin.

4(b) Discussion and Possible Action to Adopt an Appointment Process for the Agricultural Seat.

Presenters: Ms. Sarah Dukett, Mendocino County and Ms. Devon Jones, Mendocino County Farm Bureau.



UKIAH VALLEY BASIN GROUNDWATER SUSTAINABILITY AGENCY

501 Low Gap Rd., Rm. 1010 ♦ Ukiah ♦ California 95482 ♦ (707)463-4441 ♦ fax (707)463-7237

Board Action: Upon motion by Director Crane, seconded by Director Brown, and carried unanimously; IT IS ORDERED that the Board approves the Agricultural Seat appointment process and directs the process be included in the Bylaws.

4(c) Discussion and Possible Action Including Adoption of the 2017 Board of Directors Master Meeting Calendar.

Presenter: Ms. Sarah Dukett, Mendocino County.

Board Action: Upon motion by Director Crane, seconded by Director Cardoza, and carried unanimously; IT IS ORDERED that the Board adopts the 2017 Board of Directors Master Meeting Calendar.

4(d) Discussion and Possible Action Regarding the Development of Bylaws and Conflict of Interest Code.

Presenter: Ms. Sarah Dukett, Mendocino County.

Public Comment: Ms. Devon Jones, Mendocino County Farm Bureau; and Ms. Tamara Alaniz – Russian River Flood Control and Water Conservation District.

Board Consensus:

- To form a working group made up of Ms. Devon Jones, Mendocino County Farm Bureau; Tamara Alaniz – Russian River Flood Control and Water Conservation District; Sarah Dukett, Mendocino County; and Chair Brown for the purpose of drafting simplistic Bylaws and Conflict of Interest Code documents for Board consideration at the next meeting.
- For Directors to email (uvbgsa@mendocinocounty.org) their preferred Bylaws and Conflict of Interest Code components to possibly incorporate into the draft documents.

4(e) Discussion and Possible Action Regarding a Proposed FY 2017-18 Budget.

Presenter: Ms. Sarah Dukett, Mendocino County.

Public Comment: Ms. Elizabeth Solomon.

Board Action: Upon motion by Director Crane, seconded by Director White, and carried unanimously; IT IS ORDERED that the Board:

1. Directs Initial Members to seek authorization from their respective governing boards to contribute \$5,000 towards the Agency's operational costs.
2. Directs staff to bring the proposed budget back to the Board for adoption in July.
3. Includes the Treasurer Controller financial administration policy for the Agency in the Bylaws.

5. DIRECTOR REPORTS

Presenter: Chair Brown.



UKIAH VALLEY BASIN GROUNDWATER SUSTAINABILITY AGENCY

501 Low Gap Rd., Rm. 1010 ♦ Ukiah ♦ California 95482 ♦ (707)463-4441 ♦ fax (707)463-7237

Board Direction: BY ORDER OF THE CHAIR directs staff to place on the next meeting agenda the following items:

- Consideration of appointment of Laurel Marcus, California Land Steward Institute Executive Director, to the advisory group.
- Presentation on the progress and status of the grant for the initial work for the groundwater sustainability plan.

6. PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA

No public comment was received.

7. ADJOURNMENT (2:16 P.M.)

Attest:

KRISTINE LAWLER
Clerk

CARRE BROWN, Chair

BRANDI BROWN
Secretary



Ukiah Valley Basin Groundwater Sustainability Agency

Agenda Summary

Item No.:	4.a
Date:	7/13/17
To:	Board of Directors
Subject:	Discussion and Possible Action to Appoint an Agricultural Director
Consent Agenda <input type="checkbox"/> Regular Agenda <input checked="" type="checkbox"/> Noticed Public Hearing <input type="checkbox"/>	

Summary:

The JPA requires the Agricultural Seat nominees be submitted to the Board by the Mendocino County Farm Bureau (MCFB) pursuant to a process in the bylaws or otherwise directed by the Board.

Recommended Action:

Review the nominees submitted by the Mendocino County Farm Bureau and appoint the Agricultural Stakeholder Director and Alternate Director to the Board.

Background:

On June 15, 2017, the Board approved application and the following appointment process for agricultural seat:

- The Mendocino County Farm Bureau will submit a letter formally nominating 3 individuals for the agricultural seat that meet the criteria established in the JPA.
 - The Mendocino County Farm Bureau will submit each nominee's application.
 - The applications will be reviewed during a regular meeting of the Board.
 - The Board will have an opportunity to interview the nominees.
 - The Board will approve one (1) Director and one (1) Alternate Director
-

Fiscal Summary: N/A



Ukiah Valley Basin Groundwater Sustainability Agency

Agenda Summary

Action: _____

Motion: _____ **2nd:** _____



Mendocino County Farm Bureau

303-C Talmage Road • Ukiah, CA. 95482 • (707) 462-6664 • Fax (707) 462-6681 • Email: admin@mendofb.org

Affiliated with the California Farm Bureau Federation and the American Farm Bureau Federation

July 7, 2017

Ukiah Valley Basin GSA
C/O Secretary Brandi Brown
501 Low Gap Road, Room 1010
Ukiah, CA 95482

Via Email: uvbgsa@mendocinocounty.org

Dear Secretary Brown,

Mendocino County Farm Bureau is officially submitting a list of three names to be considered for appointment to the agricultural director and alternate agricultural director position per the appointment process outlined in section 7.3.2 (a) of the joint powers authority forming the Ukiah Valley Basin Groundwater Sustainability Agency (GSA) as well as the process for nomination for the agricultural director and alternate that was approved at the June 15, 2017 GSA meeting.

Mendocino County Farm Bureau has found the three nominees listed below to be qualified for appointment to the agricultural director and alternate agricultural director position which is scheduled to occur at the July 13, 2017 GSA meeting.

The nominees are:

Levi Paulin
Chris Ruddick
Zac Robinson

Mendocino County Farm Bureau appreciates the opportunity to participate in this process. If there are any questions, please feel free to contact us.

Sincerely,

A handwritten signature in black ink that reads "Frost Pauli". The signature is fluid and cursive, with a long horizontal stroke at the top.

Frost Pauli
President

Agricultural Director Applicant Information Form

According to paragraph 7.1.2(a) of Article 7 of the joint powers agreement forming the Ukiah Valley Basin Groundwater Sustainability Agency (GSA), nominees for the agricultural stakeholder director and alternate are to be selected by Mendocino County Farm Bureau and are required to meet the following criteria:

The Agricultural Stakeholder Director shall meet the following criteria, determined at the sole discretion of the Board Members: (1) be a resident of Mendocino County; (2.a) own/ lease real property in active commercial agricultural production overlying the Basin or (2.b) be an employee of a commercial agricultural production operation overlying the basin involved with water use decisions and (3) extract groundwater from the Basin for the irrigation/frost protection of at least fifteen (15) acres of agricultural crops in commercial operation. The Agricultural Stakeholder may not be a party to any pending litigation against the Agency or any of its Members.

As a nominee for the position to be considered for the Ukiah Valley Basin GSA agricultural stakeholder director and alternate, please verify that you meet the following criteria¹:

1. Are you a resident of Mendocino County? (please circle one) YES NO

2. Please fill out (a) or (b) below.

(a) Please provide physical address or APN numbers of commercial agricultural property that you own or lease within the boundaries of the Ukiah Valley ground water basin.

4640 OLD RIVER RD / 1551 HOWELL CREEK RD

(b) If you are employed by a commercial agricultural production operation within the boundaries of the Ukiah Valley ground water basin, please list the name of the operation and the physical address or APN numbers for the related properties.

N/A

3. Do you use groundwater for frost protection or irrigation on the properties listed above? (Please circle one) YES NO

Please list which commercial agricultural commodities are produced on the properties listed above.

GRAPES

Do the properties listed above meet the minimum size requirement of 15 acres? (Please circle one) YES NO

¹ Applicants may be asked to show documentation to support the information provided in the answers to the questions in this Information Form.

Nominee Contact Information

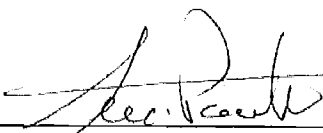
Name: LEVI PAULIN

Phone Number: 559-288-0271

Mailing Address: 1551 HOWEN CREEK RD, UKIAH, CA, 95482

Email Address: levi@paulin-ag.com

I declare under penalty of perjury that the information provided above and within supporting documentation is true and correct.



Nominee Signature

7-6-2017
Date

Section Below For Use By Mendocino County Farm Bureau

Based on the information provided, does the nominee meet the requirements of Article 7.1.2(a) of the joint powers agreement forming the Ukiah Valley Basin Groundwater Sustainability Agency (GSA)?
(Please circle one) YES NO

Devin Jones Devin Jones
Name and Signature

7/6/17
Date

Nominee submitted to GSA on 7/7/17 (Date)

Agricultural Director Applicant Information Form

According to paragraph 7.1.2(a) of Article 7 of the joint powers agreement forming the Ukiah Valley Basin Groundwater Sustainability Agency (GSA), nominees for the agricultural stakeholder director and alternate are to be selected by Mendocino County Farm Bureau and are required to meet the following criteria:

The Agricultural Stakeholder Director shall meet the following criteria, determined at the sole discretion of the Board Members: (1) be a resident of Mendocino County; (2.a) own/ lease real property in active commercial agricultural production overlying the Basin or (2.b) be an employee of a commercial agricultural production operation overlying the basin involved with water use decisions and (3) extract groundwater from the Basin for the irrigation/frost protection of at least fifteen (15) acres of agricultural crops in commercial operation. The Agricultural Stakeholder may not be a party to any pending litigation against the Agency or any of its Members.

As a nominee for the position to be considered for the Ukiah Valley Basin GSA agricultural stakeholder director and alternate, please verify that you meet the following criteria¹:

1. Are you a resident of Mendocino County? (please circle one) YES NO

2. Please fill out (a) or (b) below.

(a) Please provide physical address or APN numbers of commercial agricultural property that you own or lease within the boundaries of the Ukiah Valley ground water basin.

2400 Ruddick-Cunningham Rd.

(b) If you are employed by a commercial agricultural production operation within the boundaries of the Ukiah Valley ground water basin, please list the name of the operation and the physical address or APN numbers for the related properties.

3. Do you use groundwater for frost protection or irrigation on the properties listed above? (Please circle one) YES NO

Please list which commercial agricultural commodities are produced on the properties listed above.

Pears - Wine Grapes

Do the properties listed above meet the minimum size requirement of 15 acres? (Please circle one) YES NO

¹ Applicants may be asked to show documentation to support the information provided in the answers to the questions in this Information Form.

Nominee Contact Information

Name: Chris Ruddick

Phone Number: (707)-391-5736

Mailing Address: 2400 Ruddick-Cunningham Rd. Ukiah 95482

Email Address: chrisr@pacific.net

I declare under penalty of perjury that the information provided above and within supporting documentation is true and correct.

Chris Ruddick
Nominee Signature

07/05/2017
Date

Section Below For Use By Mendocino County Farm Bureau

Based on the information provided, does the nominee meet the requirements of Article 7.1.2(a) of the joint powers agreement forming the Ukiah Valley Basin Groundwater Sustainability Agency (GSA)?
(Please circle one) YES NO

Deven Jones, Deven Jones
Name and Signature

7/6/17
Date

Nominee submitted to GSA on 7/7/17 (Date)

Agricultural Director Applicant Information Form

According to paragraph 7.1.2(a) of Article 7 of the joint powers agreement forming the Ukiah Valley Basin Groundwater Sustainability Agency (GSA), nominees for the agricultural stakeholder director and alternate are to be selected by Mendocino County Farm Bureau and are required to meet the following criteria:

The Agricultural Stakeholder Director shall meet the following criteria, determined at the sole discretion of the Board Members: (1) be a resident of Mendocino County; (2.a) own/ lease real property in active commercial agricultural production overlying the Basin or (2.b) be an employee of a commercial agricultural production operation overlying the basin involved with water use decisions and (3) extract groundwater from the Basin for the irrigation/frost protection of at least fifteen (15) acres of agricultural crops in commercial operation. The Agricultural Stakeholder may not be a party to any pending litigation against the Agency or any of its Members.

As a nominee for the position to be considered for the Ukiah Valley Basin GSA agricultural stakeholder director and alternate, please verify that you meet the following criteria¹:

1. Are you a resident of Mendocino County? (please circle one) YES NO

2. Please fill out (a) or (b) below.

(a) Please provide physical address or APN numbers of commercial agricultural property that you own or lease within the boundaries of the Ukiah Valley ground water basin.

2401 Old River Road

(b) If you are employed by a commercial agricultural production operation within the boundaries of the Ukiah Valley ground water basin, please list the name of the operation and the physical address or APN numbers for the related properties.

3. Do you use groundwater for frost protection or irrigation on the properties listed above? (Please circle one) YES NO

Please list which commercial agricultural commodities are produced on the properties listed above.

Wine Grapes

Do the properties listed above meet the minimum size requirement of 15 acres? (Please circle one) YES NO

¹ Applicants may be asked to show documentation to support the information provided in the answers to the questions in this Information Form.

Nominee Contact Information

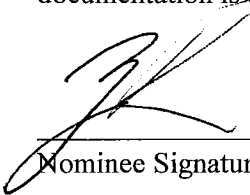
Name: Zac Robinson

Phone Number: (707) 462-5370

Mailing Address: P.O. Box 189, Talmage, CA 95481

Email Address: zac@huschvineyards.com

I declare under penalty of perjury that the information provided above and within supporting documentation is true and correct.



Nominee Signature

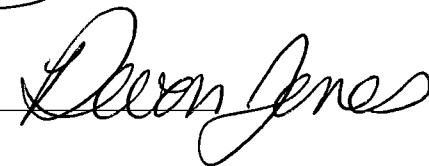
7-6-17

Date

Section Below For Use By Mendocino County Farm Bureau

Based on the information provided, does the nominee meet the requirements of Article 7.1.2(a) of the joint powers agreement forming the Ukiah Valley Basin Groundwater Sustainability Agency (GSA)?

(Please circle one) YES NO

Devon Jones 
Name and Signature

7/6/17

Date

Nominee submitted to GSA on 7/7/17 (Date)



Ukiah Valley Basin Groundwater Sustainability Agency

Agenda Summary

Item No.:	4.b
Date:	7/13 /17
To:	Board of Directors
Subject:	Discussion and Possible Action Regarding the Development of a Conflict of Interest Code
Consent Agenda <input type="checkbox"/> Regular Agenda <input checked="" type="checkbox"/> Noticed Public Hearing <input type="checkbox"/>	

Summary:

The Joint Powers Agreement (JPA) requires that the Agency to adopt a local conflict of interest code.

Recommended Action:

Provide recommendations of how to proceed with the development of a conflict of interest code.

Background:

Section 8.4 requires the Board adopt a local conflict of interest code pursuant to the provisions of the Political Reform Act of 1974 (Government Code sections 81000, et seq.).

On June 15, 2017, the Board directed that members submit their preferred conflict of interest code to the Agency and review submitted items at the next regular meeting.

Fiscal Summary: N/A

Action: _____

Motion: _____ **2nd:** _____

Title 2, Cal. Code Regs., § 18730. Provisions of Conflict of Interest Codes.

(a) Incorporation by reference of the terms of this regulation along with the designation of employees and the formulation of disclosure categories in the Appendix referred to below constitute the adoption and promulgation of a conflict of interest code within the meaning of Government Code section 87300 or the amendment of a conflict of interest code within the meaning of Government Code section 87306 if the terms of this regulation are substituted for terms of a conflict of interest code already in effect. A code so amended or adopted and promulgated requires the reporting of reportable items in a manner substantially equivalent to the requirements of article 2 of chapter 7 of the Political Reform Act, Government Code sections 81000, et seq. The requirements of a conflict of interest code are in addition to other requirements of the Political Reform Act, such as the general prohibition against conflicts of interest contained in Government Code section 87100, and to other state or local laws pertaining to conflicts of interest.

(b) The terms of a conflict of interest code amended or adopted and promulgated pursuant to this regulation are as follows:

(1) Section 1. Definitions.

The definitions contained in the Political Reform Act of 1974, regulations of the Fair Political Practices Commission (2 Cal. Code of Regs. sections 18100, et seq.), and any amendments to the Act or regulations, are incorporated by reference into this conflict of interest code.

(2) Section 2. Designated Employees.

The persons holding positions listed in the Appendix are designated employees. It has been determined that these persons make or participate in the making of decisions which may foreseeably have a material effect on economic interests.

(3) Section 3. Disclosure Categories.

This code does not establish any disclosure obligation for those designated employees who are also specified in Government Code section 87200 if they are designated in this code in that same capacity or if the geographical jurisdiction of this agency is the same as or is wholly included within the jurisdiction in which those persons must report their economic interests pursuant to article 2 of chapter 7 of the Political Reform Act, Government Code sections 87200, et seq.

In addition, this code does not establish any disclosure obligation for any designated employees who are designated in a conflict of interest code for another agency, if all of the following apply:

(A) The geographical jurisdiction of this agency is the same as or is wholly included within the jurisdiction of the other agency;

(B) The disclosure assigned in the code of the other agency is the same as that required under article 2 of chapter 7 of the Political Reform Act, Government Code section 87200; and

(C) The filing officer is the same for both agencies. ¹

Such persons are covered by this code for disqualification purposes only. With respect to all other designated employees, the disclosure categories set forth in the Appendix specify which kinds of economic interests are reportable. Such a designated employee shall disclose in his or her statement of economic interests those economic interests he or she has which are of the kind described in the disclosure categories to which he or she is assigned in the Appendix. It has been determined that the economic interests set forth in a designated employee's disclosure categories are the kinds of economic interests which he or she foreseeably can affect materially through the conduct of his or her office.

(4) Section 4. Statements of Economic Interests: Place of Filing.

The code reviewing body shall instruct all designated employees within its code to file statements of economic interests with the agency or with the code reviewing body, as provided by the code reviewing body in the agency's conflict of interest code. ²

(5) Section 5. Statements of Economic Interests: Time of Filing.

(A) Initial Statements. All designated employees employed by the agency on the effective date of this code, as originally adopted, promulgated and approved by the code reviewing body, shall file statements within 30 days after the effective date of this code. Thereafter, each person already in a position when it is designated by an amendment to this code shall file an initial statement within 30 days after the effective date of the amendment.

(B) Assuming Office Statements. All persons assuming designated positions after the effective date of this code shall file statements within 30 days after assuming the designated positions, or if subject to State Senate confirmation, 30 days after being nominated or appointed.

(C) Annual Statements. All designated employees shall file statements no later than April 1.

(D) Leaving Office Statements. All persons who leave designated positions shall file statements within 30 days after leaving office.

(5.5) Section 5.5. Statements for Persons Who Resign Prior to Assuming Office.

Any person who resigns within 12 months of initial appointment, or within 30 days of the date of notice provided by the filing officer to file an assuming office statement, is not deemed to have assumed office or left office, provided he or she did not make or participate in the making of, or use his or her position to influence any decision and did

not receive or become entitled to receive any form of payment as a result of his or her appointment. Such persons shall not file either an assuming or leaving office statement.

(A) Any person who resigns a position within 30 days of the date of a notice from the filing officer shall do both of the following:

(1) File a written resignation with the appointing power; and

(2) File a written statement with the filing officer declaring under penalty of perjury that during the period between appointment and resignation he or she did not make, participate in the making, or use the position to influence any decision of the agency or receive, or become entitled to receive, any form of payment by virtue of being appointed to the position.

(6) Section 6. Contents of and Period Covered by Statements of Economic Interests.

(A) Contents of Initial Statements.

Initial statements shall disclose any reportable investments, interests in real property and business positions held on the effective date of the code and income received during the 12 months prior to the effective date of the code.

(B) Contents of Assuming Office Statements.

Assuming office statements shall disclose any reportable investments, interests in real property and business positions held on the date of assuming office or, if subject to State Senate confirmation or appointment, on the date of nomination, and income received during the 12 months prior to the date of assuming office or the date of being appointed or nominated, respectively.

(C) Contents of Annual Statements. Annual statements shall disclose any reportable investments, interests in real property, income and business positions held or received during the previous calendar year provided, however, that the period covered by an employee's first annual statement shall begin on the effective date of the code or the date of assuming office whichever is later, or for a board or commission member subject to Government Code section 87302.6, the day after the closing date of the most recent statement filed by the member pursuant to 2 Cal. Code Regs. section 18754.

(D) Contents of Leaving Office Statements.

Leaving office statements shall disclose reportable investments, interests in real property, income and business positions held or received during the period between the closing date of the last statement filed and the date of leaving office.

(7) Section 7. Manner of Reporting.

Statements of economic interests shall be made on forms prescribed by the Fair Political Practices Commission and supplied by the agency, and shall contain the following information:

(A) Investments and Real Property Disclosure.

When an investment or an interest in real property³ is required to be reported,⁴ the statement shall contain the following:

1. A statement of the nature of the investment or interest;
2. The name of the business entity in which each investment is held, and a general description of the business activity in which the business entity is engaged;
3. The address or other precise location of the real property;
4. A statement whether the fair market value of the investment or interest in real property equals or exceeds two thousand dollars (\$2,000), exceeds ten thousand dollars (\$10,000), exceeds one hundred thousand dollars (\$100,000), or exceeds one million dollars (\$1,000,000).

(B) Personal Income Disclosure. When personal income is required to be reported,⁵ the statement shall contain:

1. The name and address of each source of income aggregating five hundred dollars (\$500) or more in value, or fifty dollars (\$50) or more in value if the income was a gift, and a general description of the business activity, if any, of each source;
2. A statement whether the aggregate value of income from each source, or in the case of a loan, the highest amount owed to each source, was one thousand dollars (\$1,000) or less, greater than one thousand dollars (\$1,000), greater than ten thousand dollars (\$10,000), or greater than one hundred thousand dollars (\$100,000);
3. A description of the consideration, if any, for which the income was received;
4. In the case of a gift, the name, address and business activity of the donor and any intermediary through which the gift was made; a description of the gift; the amount or value of the gift; and the date on which the gift was received;
5. In the case of a loan, the annual interest rate and the security, if any, given for the loan and the term of the loan.

(C) Business Entity Income Disclosure. When income of a business entity, including income of a sole proprietorship, is required to be reported,⁶ the statement shall contain:

1. The name, address, and a general description of the business activity of the business

entity;

2. The name of every person from whom the business entity received payments if the filer's pro rata share of gross receipts from such person was equal to or greater than ten thousand dollars (\$10,000).

(D) Business Position Disclosure. When business positions are required to be reported, a designated employee shall list the name and address of each business entity in which he or she is a director, officer, partner, trustee, employee, or in which he or she holds any position of management, a description of the business activity in which the business entity is engaged, and the designated employee's position with the business entity.

(E) Acquisition or Disposal During Reporting Period. In the case of an annual or leaving office statement, if an investment or an interest in real property was partially or wholly acquired or disposed of during the period covered by the statement, the statement shall contain the date of acquisition or disposal.

(8) Section 8. Prohibition on Receipt of Honoraria.

(A) No member of a state board or commission, and no designated employee of a state or local government agency, shall accept any honorarium from any source, if the member or employee would be required to report the receipt of income or gifts from that source on his or her statement of economic interests. This section shall not apply to any part time member of the governing board of any public institution of higher education, unless the member is also an elected official.

Subdivisions (a), (b), and (c) of Government Code section 89501 shall apply to the prohibitions in this section.

This section shall not limit or prohibit payments, advances, or reimbursements for travel and related lodging and subsistence authorized by Government Code section 89506.

(8.1) Section 8.1 Prohibition on Receipt of Gifts in Excess of \$360.

(A) No member of a state board or commission, and no designated employee of a state or local government agency, shall accept gifts with a total value of more than \$360 in a calendar year from any single source, if the member or employee would be required to report the receipt of income or gifts from that source on his or her statement of economic interests. This section shall not apply to any part time member of the governing board of any public institution of higher education, unless the member is also an elected official.

Subdivisions (e), (f), and (g) of Government Code section 89503 shall apply to the prohibitions in this section.

(8.2) Section 8.2. Loans to Public Officials.

(A) No elected officer of a state or local government agency shall, from the date of his or

her election to office through the date that he or she vacates office, receive a personal loan from any officer, employee, member, or consultant of the state or local government agency in which the elected officer holds office or over which the elected officer's agency has direction and control.

(B) No public official who is exempt from the state civil service system pursuant to subdivisions (c), (d), (e), (f), and (g) of Section 4 of Article VII of the Constitution shall, while he or she holds office, receive a personal loan from any officer, employee, member, or consultant of the state or local government agency in which the public official holds office or over which the public official's agency has direction and control. This subdivision shall not apply to loans made to a public official whose duties are solely secretarial, clerical, or manual.

(C) No elected officer of a state or local government agency shall, from the date of his or her election to office through the date that he or she vacates office, receive a personal loan from any person who has a contract with the state or local government agency to which that elected officer has been elected or over which that elected officer's agency has direction and control. This subdivision shall not apply to loans made by banks or other financial institutions or to any indebtedness created as part of a retail installment or credit card transaction, if the loan is made or the indebtedness created in the lender's regular course of business on terms available to members of the public without regard to the elected officer's official status.

(D) No public official who is exempt from the state civil service system pursuant to subdivisions (c), (d), (e), (f), and (g) of Section 4 of Article VII of the Constitution shall, while he or she holds office, receive a personal loan from any person who has a contract with the state or local government agency to which that elected officer has been elected or over which that elected officer's agency has direction and control. This subdivision shall not apply to loans made by banks or other financial institutions or to any indebtedness created as part of a retail installment or credit card transaction, if the loan is made or the indebtedness created in the lender's regular course of business on terms available to members of the public without regard to the elected officer's official status. This subdivision shall not apply to loans made to a public official whose duties are solely secretarial, clerical, or manual.

(E) This section shall not apply to the following:

1. Loans made to the campaign committee of an elected officer or candidate for elective office.
2. Loans made by a public official's spouse, child, parent, grandparent, grandchild, brother, sister, parent-in-law, brother-in-law, sister-in-law, nephew, niece, aunt, uncle, or first cousin, or the spouse of any such persons, provided that the person making the loan is not acting as an agent or intermediary for any person not otherwise exempted under this section.

3. Loans from a person which, in the aggregate, do not exceed five hundred dollars (\$500) at any given time.

4. Loans made, or offered in writing, before January 1, 1998.

(8.3) Section 8.3. Loan Terms.

(A) Except as set forth in subdivision (B), no elected officer of a state or local government agency shall, from the date of his or her election to office through the date he or she vacates office, receive a personal loan of five hundred dollars (\$500) or more, except when the loan is in writing and clearly states the terms of the loan, including the parties to the loan agreement, date of the loan, amount of the loan, term of the loan, date or dates when payments shall be due on the loan and the amount of the payments, and the rate of interest paid on the loan.

(B) This section shall not apply to the following types of loans:

1. Loans made to the campaign committee of the elected officer.

2. Loans made to the elected officer by his or her spouse, child, parent, grandparent, grandchild, brother, sister, parent-in-law, brother-in-law, sister-in-law, nephew, niece, aunt, uncle, or first cousin, or the spouse of any such person, provided that the person making the loan is not acting as an agent or intermediary for any person not otherwise exempted under this section.

3. Loans made, or offered in writing, before January 1, 1998.

(C) Nothing in this section shall exempt any person from any other provision of Title 9 of the Government Code.

(8.4) Section 8.4. Personal Loans.

(A) Except as set forth in subdivision (B), a personal loan received by any designated employee shall become a gift to the designated employee for the purposes of this section in the following circumstances:

1. If the loan has a defined date or dates for repayment, when the statute of limitations for filing an action for default has expired

2. If the loan has no defined date or dates for repayment, when one year has elapsed from the later of the following:

a. The date the loan was made.

b. The date the last payment of one hundred dollars (\$100) or more was made on the loan.

c. The date upon which the debtor has made payments on the loan aggregating to less than two hundred fifty dollars (\$250) during the previous 12 months.

(B) This section shall not apply to the following types of loans:

1. A loan made to the campaign committee of an elected officer or a candidate for elective office.
2. A loan that would otherwise not be a gift as defined in this title.
3. A loan that would otherwise be a gift as set forth under subdivision (A), but on which the creditor has taken reasonable action to collect the balance due.
4. A loan that would otherwise be a gift as set forth under subdivision (A), but on which the creditor, based on reasonable business considerations, has not undertaken collection action. Except in a criminal action, a creditor who claims that a loan is not a gift on the basis of this paragraph has the burden of proving that the decision for not taking collection action was based on reasonable business considerations.
5. A loan made to a debtor who has filed for bankruptcy and the loan is ultimately discharged in bankruptcy.

(C) Nothing in this section shall exempt any person from any other provisions of Title 9 of the Government Code.

(9) Section 9. Disqualification.

No designated employee shall make, participate in making, or in any way attempt to use his or her official position to influence the making of any governmental decision which he or she knows or has reason to know will have a reasonably foreseeable material financial effect, distinguishable from its effect on the public generally, on the official or a member of his or her immediate family or on:

(A) Any business entity in which the designated employee has a direct or indirect investment worth two thousand dollars (\$2,000) or more;

(B) Any real property in which the designated employee has a direct or indirect interest worth two thousand dollars (\$2,000) or more;

(C) Any source of income, other than gifts and other than loans by a commercial lending institution in the regular course of business on terms available to the public without regard to official status, aggregating five hundred dollars (\$500) or more in value provided to, received by or promised to the designated employee within 12 months prior to the time when the decision is made;

(D) Any business entity in which the designated employee is a director, officer, partner, trustee, employee, or holds any position of management; or

(E) Any donor of, or any intermediary or agent for a donor of, a gift or gifts aggregating \$360 or more provided to, received by, or promised to the designated employee within 12 months prior to the time when the decision is made.

(9.3) Section 9.3. Legally Required Participation.

No designated employee shall be prevented from making or participating in the making of any decision to the extent his or her participation is legally required for the decision to be made. The fact that the vote of a designated employee who is on a voting body is needed to break a tie does not make his or her participation legally required for purposes of this section.

(9.5) Section 9.5. Disqualification of State Officers and Employees.

In addition to the general disqualification provisions of section 9, no state administrative official shall make, participate in making, or use his or her official position to influence any governmental decision directly relating to any contract where the state administrative official knows or has reason to know that any party to the contract is a person with whom the state administrative official, or any member of his or her immediate family has, within 12 months prior to the time when the official action is to be taken:

(A) Engaged in a business transaction or transactions on terms not available to members of the public, regarding any investment or interest in real property; or

(B) Engaged in a business transaction or transactions on terms not available to members of the public regarding the rendering of goods or services totaling in value one thousand dollars (\$1,000) or more.

(10) Section 10. Disclosure of Disqualifying Interest.

When a designated employee determines that he or she should not make a governmental decision because he or she has a disqualifying interest in it, the determination not to act may be accompanied by disclosure of the disqualifying interest.

(11) Section 11. Assistance of the Commission and Counsel.

Any designated employee who is unsure of his or her duties under this code may request assistance from the Fair Political Practices Commission pursuant to Government Code section 83114 and 2 Cal. Code Regs. sections 18329 and 18329.5 or from the attorney for his or her agency, provided that nothing in this section requires the attorney for the agency to issue any formal or informal opinion.

(12) Section 12. Violations.

This code has the force and effect of law. Designated employees violating any provision of this code are subject to the administrative, criminal and civil sanctions provided in the Political Reform Act, Government Code sections 81000 - 91014. In addition, a decision in relation to which a violation of the disqualification provisions of this code or of Government Code section 87100 or 87450 has occurred may be set aside as void pursuant to Government Code section 91003.

NOTE: Authority cited: Section 83112, Government Code. Reference: Sections 87103(e), 87300 87302, 89501, 89502 and 89503, Government Code.

¹ Designated employees who are required to file statements of economic interests under any other agency's conflict of interest code, or under article 2 for a different jurisdiction, may expand their statement of economic interests to cover reportable interests in both jurisdictions, and file copies of this expanded statement with both entities in lieu of filing separate and distinct statements, provided that each copy of such expanded statement filed in place of an original is signed and verified by the designated employee as if it were an original. See Government Code section 81004.

²See Government Code section 81010 and 2 Cal. Code of Regs. section 18115 for the duties of filing officers and persons in agencies who make and retain copies of statements and forward the originals to the filing officer.

³For the purpose of disclosure only (not disqualification), an interest in real property does not include the principal residence of the filer.

⁴Investments and interests in real property which have a fair market value of less than \$2,000 are not investments and interests in real property within the meaning of the Political Reform Act. However, investments or interests in real property of an individual include those held by the individual's spouse and dependent children as well as a pro rata share of any investment or interest in real property of any business entity or trust in which the individual, spouse and dependent children own, in the aggregate, a direct, indirect or beneficial interest of 10 percent or greater.

⁵A designated employee's income includes his or her community property interest in the income of his or her spouse but does not include salary or reimbursement for expenses received from a state, local or federal government agency.

⁶Income of a business entity is reportable if the direct, indirect or beneficial interest of the filer and the filer's spouse in the business entity aggregates a 10 percent or greater interest. In addition, the disclosure of persons who are clients or customers of a business entity is required only if the clients or customers are within one of the disclosure categories of the filer.

Note from HB: the footnotes are part of the adopted regulation.

**APPENDIX TO CONFLICT OF INTEREST CODE
DISCLOSURE CATEGORIES FOR CONFLICT OF INTEREST CODE
EXHIBIT A**

RANGE OF DUTIES	POSITION	REPORTABLE BUSINESS
Employees whose duties are broad and indefinable	Mayor*, Councilmembers*, City Manager*, City Attorney*, City Treasurer*, Finance Director, Police Chief, Fire Chief, Planning Commissioners*, Building Board of Appeals, Planning & Community Development Director, Police Captain, Public Works Director/City Engineer, Risk Manager/HR Director, Electric Utility Director, Water/Sewer Director	All sources of income, interests in real property and investments and business positions in business entities
Employees whose duties involve contracting or purchasing for supplies for the entire City	City Clerk, Deputy City Clerk, Deputy Public Works Director, Purchasing Supervisor, Buyer, Information Technology (IT) Coordinator, Finance Controller, Project and Grant Administrator, Senior Management Analyst	Investments and business positions in business entities, which provide services, supplies and materials, machinery or equipment of the type utilized by the entire City (Excluding Schedules B & C1)
Employees whose duties involve contracting or purchasing for supplies in a specific department	Airport Manager, Recreation Supervisor, Community Services Administrator, Museum Director, Electric Supervisor, Senior Civil Engineer, Electrical Distribution Engineer, Water Treatment Plant Supervisor, Wastewater Treatment Plant Supervisor, Water/Sewer/Streets Supervisor, Facilities Administrator, Police Lieutenant	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 designated-employee's department (all schedules excluding Schedules B & C1)

Updated 1/20/16

* Included solely for disqualification purposes. Disclosure requirements imposed by Government Code Section 87200. Solely required to complete Form 700 or any successor form. (See 2 C.C. R. §18730, Section 3.)

Note: If the City hires "consultants" as defined in 2 C.C.R. §12700, whether or not the consultant has a disclosure obligation and the extent of that obligation will be determined in accordance with the City Manager Consultant Disclosure Policy as adopted on June 7, 2007. Pursuant to that policy, the City Clerk shall forward a copy of this determination to the Fair Political Practices Commission (FPPC).

**CONFLICT OF INTEREST CODE
COUNTY OF MENDOCINO**

The Political Reform Act, Government Code §§81000-91015, requires each state and local government agency to adopt and promulgate a Conflict of Interest Code. The Fair Political Practices Commission has adopted a regulation, found in Title 2, California Code of Regulations, §18730, which contains the terms of a standard Conflict of Interest Code. This code can be incorporated by reference and may be amended by the Fair Political Practices Commission after public notice and hearings to conform to amendments of the Political Reform Act. The terms of the standard Conflict of Interest Code in Title 2, California Code of Regulations, §18730 and any amendments to it duly adopted by the Fair Political Practices Commission have been incorporated by reference by Resolution of the Board of Supervisors of Mendocino County, along with attached Appendixes A through D, in which members and employees are designated and disclosure categories are set forth, and the place of filing is specified. Such terms and amendments and Appendixes shall constitute the Conflict of Interest Code of the County of Mendocino.

Designated employees shall file statements of economic interest with the agency. Upon receipt of the statements of the various designated members and employees, the designated agency shall make and retain a copy and forward the original of these statements to the place of filing as indicated on Appendix C attached.

APPENDIX A

**CONFLICT OF INTEREST CODE
COUNTY OF MENDOCINO**

PART I - DESIGNATED EMPLOYEES

Under provisions of this Code, designated employees shall file statements of economic interests. The following are designated employees because their positions involve the making or participating in the making of decisions, which could affect private financial interests materially. The financial effect of a government decision is material if the decision will have a significant effect on a person's or business entity's real property or source of income in question. Any investments, interests in real property and sources of income held by the designated employee's spouse or dependent children must be reported as though held by the designated employee personally.

Consultants to the County of Mendocino hold designated positions under this Conflict of Interest Code and are required to comply with the disclosure requirements described below. The Chief Executive Officer may determine in writing that a particular consultant is hired to perform a range of duties that are limited in scope and thus not required to comply with the disclosure requirements described in these categories. 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 Chief Executive Officer shall forward a copy of this determination to the Board of Supervisors. However, nothing herein will excuse any such consultant from any other provision of this Conflict of Interest Code.

<u>DESIGNATED POSITIONS</u>	<u>DISCLOSURE CATEGORY</u>	
<u>(BU 1010) CLERK OF THE BOARD</u>		
Clerk of the Board of Supervisors	3	
<u>(BU 1020) EXECUTIVE OFFICE</u>		
Assistant Chief Executive Officer	1	
Deputy Chief Executive Officer	1	
Administrative Analyst I/II	1	
Economic Development Coordinator	1	
Senior Administrative Analyst	1	
<u>(BU 1110) AUDITOR-CONTROLLER</u>		
Auditor-Controller	3	
Assistant Auditor-Controller	3	
<u>(BU 1120) ASSESSOR</u>		
Assessor Clerk -Recorder	1	
Assistant Assessor	1	
Chief Property Appraiser	1	
Real Property Appraiser I/II/III	1	
Senior Auditor-Appraiser	1	
Auditor-Appraiser	1	

<u>(BU 1130) TREASURER-TAX COLLECTOR</u>		
Assistant Treasurer-Tax Collector	1	
<u>DESIGNATED POSITIONS</u>	<u>DISCLOSURE</u>	
	<u>RE</u>	
	<u>CATEGORY</u>	
	<u>Y</u>	
<u>(BU 1160) GENERAL SERVICES AGENCY</u>		
General Services Agency Director	1	
Buyer	3	
<u>(BU-1210) COUNTY COUNSEL</u>		
Chief Deputy County Counsel	1	
Deputy County Counsel I/II/III/IV	1	
<u>(BU 1320) HUMAN RESOURCES</u>		
Director of Human Resources	3	
Human Resources Manager	3	
<u>(BU 1410) ELECTIONS</u>		
Assistant Registrar of Voters	3	
<u>(BU 1610) BUILDING AND GROUNDS</u>		
Facility and Fleet Division Manager	3	
<u>(BU 1620) GARAGE</u>		
Supervising Auto Mechanic	3	
<u>(BU 1910) DOT: LAND IMPROVEMENTS</u>		
Deputy Director of Transportation: Land Improvements	1	
County Surveyor	1	
Civil Engineer	1	
<u>(BU 1941) COUNTY CLERK</u>		
Assistant Clerk Recorder	3	
<u>(BU 1960) INFORMATION SERVICES</u>		
Information Services Division Manager	3	
Information Systems Operations Manager	3	
Information Systems Network Manager	3	
<u>(BU 2070) DISTRICT ATTORNEY</u>		
Administrative Services Manager	3	
Assistant District Attorney	1	
Chief Deputy District Attorney	1	
<u>(BU 2080) PUBLIC DEFENDER</u>		
Public Defender	3	
Assistant Public Defender	3	
<u>(BU 2085) ALTERNATE PUBLIC DEFENDER</u>		
Alternate Defender	3	

<u>(BU 2090) CHILD SUPPORT SERVICES</u>		
Child Support Services Director	3	
Chief Child Support Attorney	1	
<u>DESIGNATED POSITIONS</u>		
	<u>DISCLOSURE</u>	
	<u>RE</u>	
	<u>CATEGORY</u>	
<u>(BU 2310) SHERIFF/CORONER</u>		
Sheriff-Coroner	1	
Undersheriff	1	
Sheriff's Captain	1	
Sheriff's Lieutenant	1	
Administrative Services Manager I/II	3	
<u>(BU 2510) JAIL</u>		
Correction's Lieutenant	3	
Sheriff's Captain	3	
<u>(BU 2550) JUVENILE HALL</u>		
Probation Division Manager	3	
<u>(BU 2560) PROBATION</u>		
Administrative Services Manager	3	
Chief Probation Officer	3	
Probation Division Manager	3	
<u>(BU 2710) AGRICULTURE</u>		
Agricultural Commissioner/Sealer of Weights and Measures	2	
Assistant Agricultural Commissioner/Sealer of Weights Measures	2	
<u>(BU 2851) PLANNING AND BUILDING SERVICES</u>		
Planning and Building Services Director	1	
Planner I/II/III	1	
Chief Planner	1	
Senior Planner	1	
Code Enforcement Officer I/II	2	
Chief Building Inspector	2	
Senior Building Inspector	2	
Building Inspector I/II/III	2	
<u>(BU 2860) ANIMAL CARE & CONTROL</u>		
Program Administrator	1	
<u>(BU 3010) TRANSPORTATION (DOT)</u>		
Transportation Director	1	
Assistant Transportation Director	1	
Deputy Director of Transportation: Admin/Business Services	1	

Deputy Director of Transportation: Engineering	1	
Deputy Director of Transportation: Maintenance Services	1	
Maintenance Operations Coordinator	3	
Civil Engineer	1	
Engineer I/II	1	
Senior Civil Engineer	1	
Right of Way/Environmental Agent	1	
Equipment Superintendent	3	
<u>DESIGNATED POSITIONS</u>	<u>DISCLOSURE</u>	
	<u>RE</u>	
	<u>CATEGORY</u>	
	<u>Y</u>	
<u>(BU 4010) PUBLIC HEALTH BRANCH (PH)</u>		
Director of Public Health Branch	1	
Public Health Officer	1	
<u>(BU 4011) PH: ENVIRONMENTAL HEALTH</u>		
Director Environmental Health	1	
Environmental Health Specialist I/II	2	
Senior Environmental Health Specialist	3	
Environmental Health Manager	3	
<u>(BU 4012) PH: ALCOHOL/OTHER DRUG</u>		
Alcohol/Drug Program Deputy Director	3	
<u>(BU 4013) PH: NURSING</u>		
Public Health Nursing Deputy Director	3	
<u>(BU 4050) MENTAL HEALTH BRANCH</u>		
Mental Health Branch Director	3	
Chief Psychiatrist	3	
Administrative Services Manager II	3	
<u>(BU 4510) DOT: SOLID WASTE</u>		
Deputy Director of Transportation: Solid Waste	1	
<u>(BU 5010) SOCIAL SERVICES BRANCH</u>		
Social Services Branch Director	3	
Deputy Director Social Services	3	
Staff Services Administrator	3	
Program Manager	3	
Veterans' Service Officer	3	
Deputy Public Guardian/Administrator	3	
Senior Program Manager	3	
Program Administrator	3	
<u>(BU 5020) HEALTH AND HUMAN SERVICES AGENCY</u>		
Health and Human Services Agency Director	3	
Health and Human Services Agency Assistant Director	3	

<u>(BU 6110) LIBRARY</u>		
County Librarian/Director	3	
Assistant County Librarian	3	
<u>(BU 7110) MUSEUM</u>		
Museum Director	3	

PART II - DESIGNATED BOARDS, COMMISSIONS AND EMPLOYEES

Under the provisions of the standard code, the following Boards and Commissions and their designated members and employees make or participate in the making of decisions which may foreseeably have a material effect on any financial interest:

	<u>CATEGORY</u>
<u>Airport Land Use Commission</u> (all Commissioners)	2
<u>Air Quality Management District</u> (all Board members)	2
Air Pollution Control Officer	2
Senior Air Quality Specialist	2
Air Quality Management District Hearing Board	2
Air Quality Program Coordinator	2
<u>Archaeological Commission of Mendocino County</u> (all Commissioners)	2
<u>Building Appeals Board</u> (all Board members)	2
<u>Gualala Municipal Advisory Council</u> (all members)	1
<u>Laytonville Municipal Advisory Council</u> (all members)	1
<u>Mendocino Historical Review Board</u> (all Board members)	2
<u>Mendocino County Indian Gaming Local Community Benefit Committee</u> (all Committee members)	1, 2, 3
<u>Solid Waste Hearing Board</u> (all Board members)	2
<u>Water Agency</u> (all Board members)	1
General Manager	1
Hydrologist	1

PART III: CONSULTANTS

(As of September 23, 2008 - this area is not applicable and is to be left blank)

APPENDIX B

CONFLICT OF INTEREST CODE
COUNTY OF MENDOCINO

**DISCLOSURE CATEGORIES FOR DESIGNATED POSITIONS
(EMPLOYEES, COMMISSION AND BOARD MEMBERS)
AND CONSULTANTS**

CATEGORY 1: All sources of income, relative to investments in businesses and real estate (except principal place of residence). *Consultants¹

CATEGORY 2: All investments, sources of income and interest in real property subject to the regulatory, permit or licensing authority of the employee's department.

CATEGORY 3: All investments and sources of income derived from sources, which are:

- A. Contractors or subcontractors engaged in the performance of work or services of the type utilized by the County of Mendocino or the employees' department, or
- B. Manufacturers, sellers or lessors of supplies, machinery or equipment of the type utilized by the County of Mendocino or the employee's department.

¹ *Consultants.

Consultants shall disclose pursuant to Category subject to the following limitation:

The Chief Executive Officer of the County 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. Such determination shall be a public record and shall be retained for public inspection in the same manner and location as this conflict of interest code.

APPENDIX C

**CONFLICT OF INTEREST CODE
COUNTY OF MENDOCINO**

PLACE OF FILING

PART I - DESIGNATED EMPLOYEES

Where: County Clerk-Recorder
County of Mendocino
Administration Center
501 Low Gap Rd., Rm. 1020
Ukiah, CA 95482

The County Clerk shall furnish to each designated employee upon his or her appointment and termination, and annually during such designated employee's tenure, a Form 700 - Statement of Economic Interests. The designated employees will submit the completed Form 700 - Statement of Economic Interests to the County Clerk for filing.

PART II - BOARDS, COMMISSIONS AND COMMITTEES (and designated employees of same)

Where: County Clerk-Recorder
County of Mendocino
Administration Center
501 Low Gap Rd., Rm. 1020
Ukiah, CA 95482

The County Clerk shall furnish to each designated member upon his or her appointment and termination, and annually during such designated member's tenure, a Form 700 - Statement of Economic Interests. The members will submit the completed Form 700 - Statement of Economic Interests to the County Clerk for filing.

PART III - CONSULTANTS

Where: County Clerk-Recorder
County of Mendocino
Administration Center
501 Low Gap Rd., Rm. 1020
Ukiah, CA 95482

The Assessor-County Clerk-Recorder shall furnish each designated Consultant upon his or her contract commencement and termination, and annually during such designated Consultants tenure, a Form 700 - Statement of Economic Interests. The Consultant will submit the completed Form 700 - Statement of Economic Interests to the County Clerk for filing.

APPENDIX D

County Officers, Boards and Commissions required to file Conflict of Interest Disclosure Statements pursuant to Government Code §87200 et seq. are not subject to County Conflict of Interest Code:

Board of Supervisors (all Supervisors)
County Treasurer- Tax Collector
District Attorney
Chief Executive Officer
County Counsel
County Planning Commissioners
Retirement Board Members

APPENDIX A

CONFLICT OF INTEREST CODE

DESIGNATED POSITIONS

Under provisions of this Code, designated employees shall file statements of economic interests. The following are designated employees because their positions involve the making or participating in the making of decisions which could affect private financial interests materially. The financial effect of a government decision is material if the decision will have a significant effect on a person's or business entity's real property or source of income in question. Any investments, interests in real property and sources of income held by the designated employee's spouse or dependent children must be reported as through held by the designated employee personally.

Consultants to this District hold designated positions under this Conflict of Interest Code and are required to comply with the disclosure requirements described below. The Board of Directors may determine in writing that a particular consultant is hired to perform a range of duties that are limited in scope and thus not required to comply with the disclosure requirements described in these categories. 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 Chairperson shall forward a copy of this determination to the Board of Directors. However, nothing herein will excuse any such consultant from any other provision of this Conflict of Interest Code.

DESIGNATED POSITIONS

DISCLOSURE CATEGORY

Directors	1,2,3
Attorney for District	1,2,3
General Manager	1,2,3
Engineer for District	1,2,3
Consultants	1,2,3

Disclosure Categories

1. Investments in any business entity which, within the last two years, has contracted, or in the future foreseeable may contract with the District to provide services, supplies, materials, machinery or equipment. See Government Code Sections 82034, 87103, 87206.

2. Income from any source which, within the last 12 months, has contracted, or in the future foreseeably may contract with the District to provide services, supplies, materials, machinery or equipment to the District. See Government Code Sections 82030, 87103, 87207.

3. Interest in Real Property located in whole or in part either within the boundaries of the District, including any leasehold, beneficial or ownership interest or option to acquire such interest in real property. See Government Code Sections 82033, 87103, 87206.



Ukiah Valley Basin Groundwater Sustainability Agency

Agenda Summary

Item No.:	4.c
Date:	7/13/17
To:	Board of Directors
Subject:	Presentation, Discussion and Possible Action Regarding the Development of Bylaws
Consent Agenda <input type="checkbox"/> Regular Agenda <input checked="" type="checkbox"/> Noticed Public Hearing <input type="checkbox"/>	

Summary:

The Joint Powers Agreement (JPA) requires that the Agency adopt Bylaws as soon as practicable after the first Board meeting.

Recommended Action:

Receive presentation from staff regarding the development of bylaws and provide direction.

Background:

Section 18.3 requires at or as soon as practicable after the first Board of Directors meeting the Board draft and approve Bylaws of the Agency to govern day-to-day operations of the Agency.

On June 15, 2017, the Board directed the creation of a working group to development the bylaws. The working groups consist of:

- Devon Jones, Mendocino County Farm Bureau
- Tamara Alaniz, Russian River Flood Control
- Sarah Dukett, Mendocino County
- Carre Brown, Chair

The working group met on July 6, 2017, and will provide an update to the Board of Directors regarding the progress on bylaws development.

Fiscal Summary: N/A



Ukiah Valley Basin Groundwater Sustainability Agency

Agenda Summary

Action: _____

Motion: _____ **2nd:** _____



Ukiah Valley Basin Groundwater Sustainability Agency

Agenda Summary

Item No.:	4.d
Date:	7/13/17
To:	Board of Directors
Subject:	Discussion and Possible Adoption of the Proposed Fiscal Year 2017-18 Budget
Consent Agenda <input type="checkbox"/> Regular Agenda <input checked="" type="checkbox"/> Noticed Public Hearing <input type="checkbox"/>	

Summary:

The Joint Powers Agreement (JPA) requires that the Agency adopt a budget pursuant to the schedule and provisions described below. The Board should consider adoption of the proposed FY 2017-2018 budget. Board members should report back on the authorization of \$5,000 from each initial member towards the Agency's operational costs and solidify the cost in the bylaws.

Recommended Action:

1. Approve the contribution of \$5,000 towards the Agency's operational costs by initial members, including: Mendocino County, City of Ukiah, Upper Russian River Water Agency and Russian River Flood Control.
 2. Direct staff to include the initial contribution in the Agency Bylaws.
 3. Authorize the County to invoice initial members upon adoption of the Bylaws.
 4. Adopt the proposed FY 2017-2018 budget.
-

Background:

Section 15.1 requires within (90) days after the first meeting of the Governing Board of the Agency (August 7, 2017), and thereafter prior to the commencement of each fiscal year, the Board of Directors adopt a budget for the Agency for the ensuing fiscal year.

Section 15.2 of the JPA sets forth the following option for agency funding: In order to provide the needed capital to initially fund the Agency, the Agency shall be initially funded by a contribution from initial Members in the amount established in the bylaws, which contribution



Ukiah Valley Basin Groundwater Sustainability Agency

Agenda Summary

shall be set at an equal dollar amount for initial Members. In subsequent years, the Agency may be funded through additional voluntary contributions by all Members, and as otherwise provided in Chapter 8 of SGMA (commencing with Section 10730 of the Water Code).

During the Formation Committee process the group identified \$5,000 from each initial agency as a potential funding amount. The proposed budget was developed assuming a \$5,000 contribution from the 4 initial member agencies. The proposed budget totals \$13,000.

Fiscal Summary: \$20,000

Action: _____

Motion: _____ **2nd:** _____

UVBGSA Proposed FY 2017-2018 Budget

Accounts	Dollar Amount	Comments
Revenues		
Other Govt Aid	0	
Other	0	
Grant Revenue	0	
Fees	0	
<u>Membership Dues</u>	20,000	\$5,000 contribution per initial member
Total Revenues	20000	
Administrative Services		
Annual Audit	0	Coordinated by Mendocino County Auditor
Video Technician	1,000	provided by Mendocino County - live stream/video recording
DCOB	2,000	provided by Mendocino County - records management/publicans/agendas
<u>Analyst</u>	4,000	provided by Mendocino County - agendas/administrative support
Total Administrative Services	7,000	
Services & Supplies		
Communications	150	public noticing
Insurance - General	0	
Maint - Equip	0	
Memberships	0	
Office Expense	850	supplies/mail
Education & Training	0	
Prof/Spec Svcs - Other	4,000	clerking/minutes and legal services
Rent/Lease Equip	0	
Small Tool/Instrument	0	
Spec Dept Expense	1,000	reserved for unexpected expenses
<u>Travel</u>	0	
Total Services & Supplies	6000	
Fixed Assets		
<u>Equipment</u>	0	
Total Fixed Assets	0	
Other Charges		
<u>Pmt Other Gov Agency</u>	0	
Total Other Charges	0	
Total Net Appropriations	13,000	
Carry Over	7,000	



Ukiah Valley Basin Groundwater Sustainability Agency

Agenda Summary

Item No.:	4.e
Date:	7/13/17
To:	Board of Directors
Subject:	Discussion and Possible Action Regarding Informational Presentation on the Mendocino County Water Agency Proposition 1 Grant to Develop an Initial Groundwater Sustainability Plan
Consent Agenda <input type="checkbox"/> Regular Agenda <input checked="" type="checkbox"/> Noticed Public Hearing <input type="checkbox"/>	

Summary:

The Mendocino County Water Agency was awarded a Proposition 1 Sustainable Groundwater Planning Grant from the Department of Water Resources. The project started in September 2016. The Mendocino County Water Agency's consultant LACO Associates will provide an updated on the progress of the grant and the next round of grant funding for Groundwater Sustainability Plan development.

Recommended Action:

Receive the presentation on the County's Proposition 1 Grant to develop an Initial Groundwater Sustainability Plan and information on the net round of Proposition 1 funding. Provide direction on seeking future Proposition 1 funding.

Background:

On June 15, 2017, the Board requested a presentation from the Mendocino County Water Agency regarding the progress of the Proposition 1 Grant to Develop an Initial Groundwater Sustainability Plan.

Fiscal Summary: N/A

Action: _____



Ukiah Valley Basin Groundwater Sustainability Agency

Agenda Summary

Motion: _____ **2nd:** _____



Ukiah Valley Basin Groundwater Sustainability Agency

Agenda Summary

Item No.:	4.f
Date:	7/13/17
To:	Board of Directors
Subject:	Informational Update on Facilitation Support Services Available for Groundwater Sustainability Plan (GSP) Development through the Department of Water Resources (DWR)
Consent Agenda <input type="checkbox"/> Regular Agenda <input checked="" type="checkbox"/> Noticed Public Hearing <input type="checkbox"/>	

Summary:

The Department of Water Resources provides facilitation support services to local agency regarding the formation of Groundwater Sustainability Agencies and Groundwater Sustainability Plans.

Recommended Action:

Receive informational update on facilitation support services available for GSP Development through DWR.

Background:

DWR provided facilitation services to the County of Mendocino for the formation of the Ukiah Valley Basin Groundwater Sustainability Agency.

Fiscal Summary:N/A

Action: _____

Motion: _____ **2nd:** _____



Facilitation Support Services *for* Groundwater Sustainability Plan Development

Department of Water Resources' (DWR) Facilitation Support Services (FSS) aim to help local agencies work through challenging water management situations. Professional facilitators are sometimes needed to help foster discussions among diverse water management interests and local agencies as they strive to implement the Sustainable Groundwater Management Act (SGMA). From April 2015 to June 2017, DWR's FSS resources were primarily allocated to assist with Groundwater Sustainability Agency (GSA) formation. Beginning July 1, 2017, DWR will be focusing its available FSS resources on supporting the development of Groundwater Sustainability Plans (GSPs). Under the requirements of SGMA, all beneficial uses and users of groundwater must be considered in the development of GSPs, and GSAs must encourage the active involvement of diverse social, cultural, and economic element of the population.

The goal of the FSS related to GSP development is to assist GSAs in reaching consensus on potentially contentious water management topics arising from the diverse beneficial uses and users of groundwater. Priorities of this funding are given to the critically overdrafted basins.

Services Offered through DWR funded Professional Facilitators

- Stakeholder identification and engagement
- Meeting facilitation
- Interest-based negotiation/consensus building
- Public outreach facilitation

Who is Eligible?

GSAs developing GSPs, or other groups coordinating with the GSAs in developing GSPs, are eligible to apply for FSS if they meet all of the following obligations:

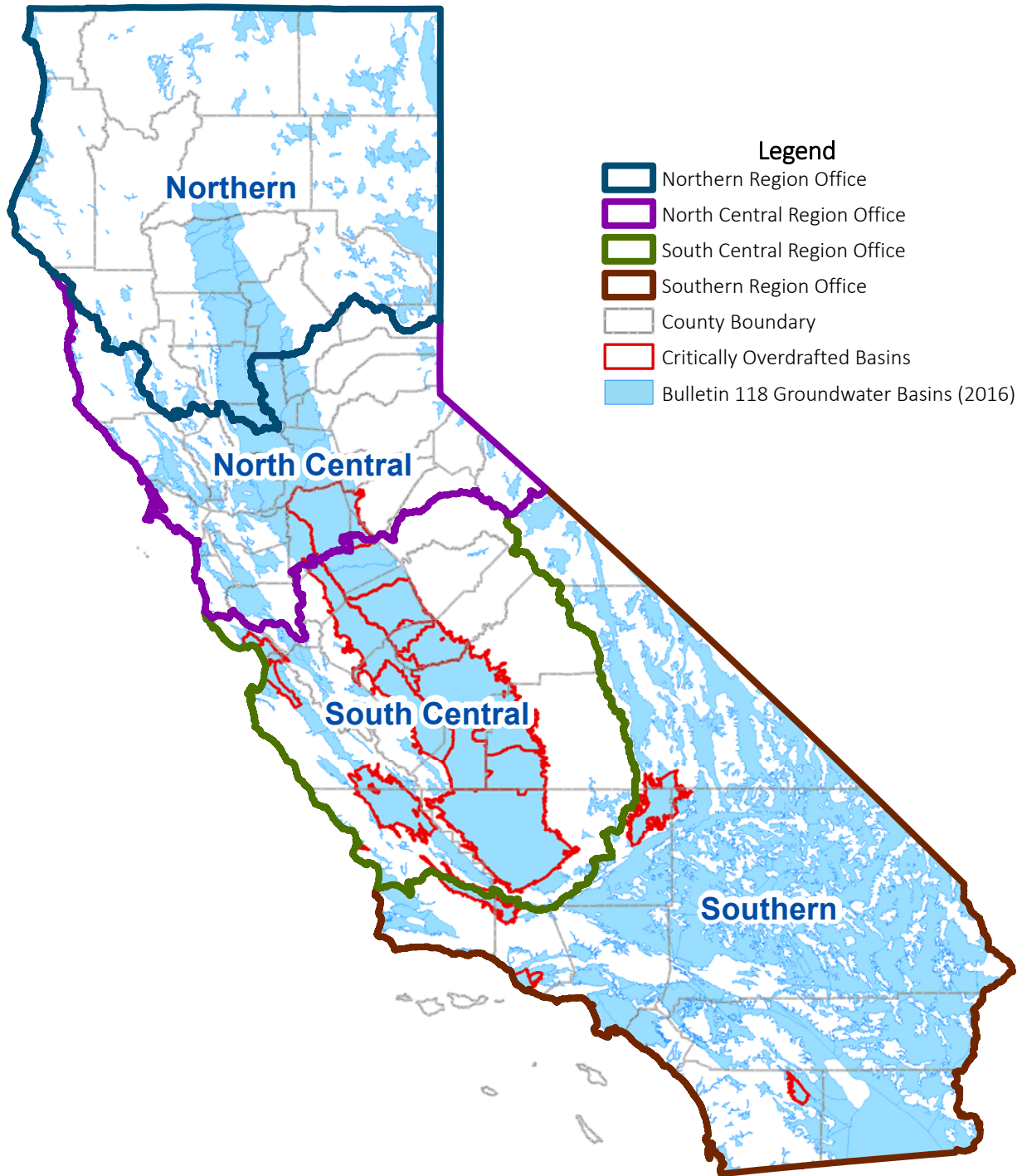
- Agree to work in an open, inclusive, and collaborative manner toward the development of a GSP.
- Support an inclusive process that seeks, promotes, encourages, and welcomes the involvement of all stakeholders and interested parties.
- Commit to meet regularly and work diligently toward a clear and defined goal.
- Commit to providing a meeting space that is suitably located and sized.

Applications for FSS will be evaluated on a continuous basis as funding allows. Applicant must be submitted through the DWR Facilitation Support Service online application.

[Facilitation Support Service Online Application](#)

For more information, or to start a FSS application, contact DWR's regional coordinators (see attached map and contact) or SGMP_RC@water.ca.gov.

DWR Facilitation Support Services Region Office Contacts



Regional Coordinators

Northern Region Office: Mary Randall; Mary.Randall@water.ca.gov
North Central Region Office: Paul Wells; Paul.Wells@water.ca.gov
South Central Region Office: Amanda Peisch-Derby; Amanda.Peisch@water.ca.gov
Southern Region Office: Brian Moniz; Brian.Moniz@water.ca.gov



Ukiah Valley Basin Groundwater Sustainability Agency

Agenda Summary

Item No.:	4.g
Date:	7/15/17
To:	Board of Directors
Subject:	Discussion and Possible Action Regarding an Additional Member on the Technical Advisory Committee
Consent Agenda <input type="checkbox"/> Regular Agenda <input checked="" type="checkbox"/> Noticed Public Hearing <input type="checkbox"/>	

Summary:

The JPA created a Technical Advisory Committee (TAC) consisting of representatives from each member agency, each stakeholder director, Sonoma County Water Agency and the Mendocino County Resource Conservation District. With the roles and responsibilities of the TAC established in a Memorandum of Understanding (MOU) between the organizations.

Recommended Action:

Add one (1) representative from the California Land Stewardship Institute (CLSI) to the TAC and include the CLSI in the MOU.

Background:

CISI contacted the Agency requesting to participate on the TAC. On June 15, 2017, during the Director Reports, the Board requested an item be brought forward regarding CLSI on the TAC.

Fiscal Summary: N/A

Action: _____

Motion: _____ **2nd:** _____



Ukiah Valley Basin Groundwater Sustainability Agency

Agenda Summary

Item No.:	4.h
Date:	7/13/17
To:	Board of Directors
Subject:	Status Update on the Groundwater Sustainability Agency (GSA) Notice Submitted to the Department of Water Resources (DWR)
Consent Agenda <input type="checkbox"/> Regular Agenda <input checked="" type="checkbox"/> Noticed Public Hearing <input type="checkbox"/>	

Summary:

On June 21, 2017, the County of Mendocino, on behalf of the Agency submitted a GSA notice to DWR.

Recommended Action:

Receive status update on the GSA notice submitted to DWR.

Background:

On June 15, 2017, the Board conducted a public hearing electing to act as the Groundwater Sustainability Agency for the Ukiah Valley Basin. The Board adopted a resolution and authorized the County of Mendocino to provide notice to DWR on the Agency's election.

Fiscal Summary: N/A

Action: _____

Motion: _____ **2nd:** _____

From: SGMA Portal <no-reply@water.ca.gov>
To: <uvbgsa@mendocinocounty.org>
CC: <uvbgsa@mendocinocounty.org>, <Christina.Boggs@water.ca.gov>, <Bill.Brewster@water.ca.gov>, <Mark.Nordberg@water.ca.gov>
Date: 6/23/2017 12:40 PM
Subject: SGMA GSA Posted

Your GSA formation notice has been posted.

GSA Name: Ukiah Valley Basin Groundwater Sustainability Agency

Basin(s)/Subbasin(s): 1-052 UKIAH VALLEY

URL: <http://sgma.water.ca.gov/portal/gsa/print/342>

In accordance with Water Code §10723.8(c), your decision to become a GSA "will take effect" 90 days after DWR posts this notice. However, if another notification is filed within the 90-day period that covers all or a portion of the same area, the decision "will not take effect" unless the conflicting GSA notices are either withdrawn or modified, or the overlapping notices are coordinated through a legal agreement to form a single GSA. The single GSA can be coordinated using a joint powers agreement (a single-agency GSA), a memorandum of agreement (a multiple-agency GSA), or other legal agreement per Water Code §10723.6.

If your GSA notice is overlapped within 90 days please sign-in to the system to determine the extent of overlap, resolve the overlap with the appropriate local agencies, and seek to reach agreement to identify a GSA, or GSAs, for your basin.

For additional information regarding GSAs and DWR's role in their formation, please contact Mark Nordberg at Mark.Nordberg@water.ca.gov or 916-651-9673 or one of the other DWR staff included on this email.