



SANTA YNEZ COMMUNITY SERVICES DISTRICT
MEMORANDUM

TO: Board of Directors

FROM: Alexandra Griffith, General Manager

DATE: September 16, 2026

SUBJECT: Receive Information on the 2026 Biennial Review of the District's Conflict of Interest Code and authorize correction of a clerical error in Resolution No. 22-22

Recommendation/Proposed Motion:

Receive information on the 2026 Biennial review of the District's Conflict of Interest Code and authorize staff to correct a clerical error in Resolution No. 22-22, to correct the District's name from "Santa Ynez Community District" to "Santa Ynez Community Services District".

Policy Implications:

The Political Reform Act of 1974 requires every local government agency to:

1. Adopt a Conflict of Interest Code identifying reporting requirements of covered employees,
2. Review the need for any changes to its code biennially, and
3. Submit an amended code to the code reviewing body if necessitated by changed circumstances

Fiscal Implications:

None.

Alternatives Considered:

None.

Background:

The Political Reform Act (Act) of 1974 prohibits a public official from using his or her official position to influence a governmental decision in which he or she has a financial interest. Every state and local agency must adopt a conflict of interest code that identifies all officials and employees within the agency who make governmental decisions based on the positions they hold. The

individuals in the designated positions must disclose their financial interests as specified in the agency's conflict of interest code.

To help identify potential conflicts of interest, the law requires public officials and employees in designated positions in a conflict of interest code to report their financial interests on a form called Statement of Economic Interests (otherwise known as Form 700). A code tells public officials, governmental employees, and consultants what financial interests they must disclose on their Form 700s.

It is essential and legally required that an agency's conflict of interest code reflects the current structure of the agency and properly identifies all officials and employees who should be filing a Form 700. To ensure the code remains current and accurate, each agency is required to review its conflict of interest code at least every other year (even numbered years for local agencies).

A Conflict of Interest Code must:

- Provide reasonable assurance that all foreseeable potential conflict of interest situations will be disclosed or prevented;
- Provide to each affected person a clear and specific statement of his or her duties under the conflict of interest code; and
- Adequately differentiate between designated employees with different powers and responsibilities

The Santa Barbara County Board of Supervisors is the code reviewing body for the District and sends out a Biennial Notice reminding agencies to review their code. The 2026 Biennial Notice must be returned to the Clerk of the Board of Supervisors by October 1, 2026.

Discussion:

The District's current Conflict of Interest Code was adopted on August 21, 2022, under Resolution No. 22-22, replacing Resolution No. 01-17.

Legal review of the District's existing Conflict of Interest Code stated that the District's code still conforms to the requirements of the Act and there have been no updates to the District's structure or designated positions that would warrant an amendment. With this confirmation, the General Manager will provide a response to the County of Santa Barbara Board of Supervisors 2026 Biennial Notice that "no amendment is required".

However, in performing the review of the District's Conflict of Interest Code, it was noted that the District's name was inadvertently listed as "Santa Ynez Community District" in both the Resolution and the Code. Staff are requesting authorization to correct the clerical error in Resolution No. 22-22 to correct all references to "Santa Ynez Community District" to "Santa Ynez Community Services District".

Attachment(s):

1. Resolution No. 22-22
2. 2026 Local Agency Biennial Notice

RESOLUTION NO. 22-22

**RESOLUTION OF THE BOARD OF DIRECTORS OF
THE SANTA YNEZ COMMUNITY DISTRICT ADOPTING
REVISED CONFLICT OF INTEREST CODE**

WHEREAS, pursuant to the Political Reform Act (California Government Code Sections 81000 et seq.) and the regulations thereunder, the Santa Ynez Community District (the "District") adopted a Conflict of Interest Code on August 15, 2001, by passing Resolution No. 01-17 (the "Existing Code"); and

WHEREAS, the Board of Directors of the District deems it to be in the District's best interests to adopt a new Conflict of Interest Code to update and supersede the District's Existing Code.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Santa Ynez Community District as follows:

- 1.** The Board hereby adopts the attached Conflict of Interest Code as the Conflict of Interest Code for the District. The attached Conflict of Interest Code shall supercede and replace the Existing Code.
- 2.** The General Manager of the District is hereby authorized and directed to submit a certified copy of this resolution with the attached Conflict of Interest Code to the Santa Barbara County Board of Supervisors for approval.
- 3.** The Conflict of Interest Code shall take effect immediately following approval by the Santa Barbara County Board of Supervisors.

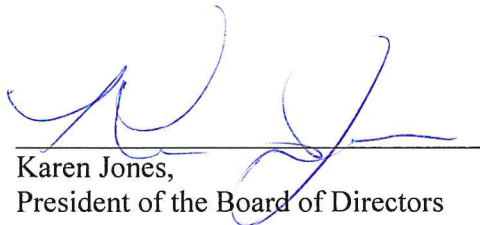
PASSED AND ADOPTED this 21st day of September, 2022, by the following vote of the Board of Directors of the Santa Ynez Community District:

AYES: Redfern, Jones, Padelford, Van Pelt, Beard

NOES:

ABSENT:

ABSTAIN:


Karen Jones,
President of the Board of Directors

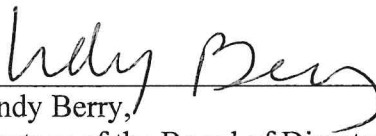
ATTEST:


Wendy Berry,
Secretary of the Board of Directors

CERTIFICATION MADE UNDER PENALTY OF PERJURY (C.C.P. 2015.5)
COUNTY OF SANTA BARBARA

I certify (or declare) under penalty of perjury that the foregoing is a full, true and correct copy of the Resolution duly adopted by the Board of Directors of the Santa Ynez Community District on September 21, 2022.

Dated: September 21, 2022



Wendy Berry,
Secretary of the Board of Directors

SANTA YNEZ COMMUNITY DISTRICT
CONFLICT OF INTEREST CODE
Adopted September 21, 2022

The Political Reform Act (Government Code Sections 81000 et seq.) requires state and local governmental agencies to promulgate and adopt conflict of interest codes. The Fair Political Practices Commission has adopted a regulation, 2 California Code of Regulations Section 18730, which contains the terms of a standard conflict of interest code. Section 18730 can be adopted by governmental agencies through incorporation by reference and may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act after public notice and hearings.

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. The Conflict of Interest Code of the Santa Ynez Community District (the "District") is hereby adopted and is hereafter comprised of (i) the terms of 2 California Code of Regulations Section 18730, together with any amendments to it duly adopted by the Fair Political Practices Commission, (ii) the attached Appendix A (Designated Employees), and (iii) the attached Appendix B (Disclosure Categories).

Designated employees may file their Statements of Economic Interests (Form 700) online using eDisclosure, which provides for the submission of the Statements to the County Clerk, Recorder and Assessor. Pursuant to Government Code Section 81008, Statements of Economic Interests will be made available for public inspection and reproduction. The District's Secretary shall give designated employees access to online filing.

Designated employees who use a paper Statement of Economic Interests shall file with the District's Secretary. Upon receipt of the Statement filed by the designated employee, a copy shall be retained with the District and the original shall be forwarded to the County Clerk, Recorder and Assessor.

Appendix A
SANTA YNEZ COMMUNITY DISTRICT
DESIGNATED EMPLOYEES

It has been determined that the persons occupying the designated positions (“Designated Employees”) listed below make or participate in the making of decisions which may foreseeably have a material effect on financial interests. Designated Employees must disclose financial interests in those categories described in *Appendix B*, which are listed opposite the respective Designated Employees.

<u>Designated Employees</u>	<u>Disclosure Categories</u>
Directors	1-4
General Manager	1-4
Board Secretary	1-4
Attorney	1-4

Appendix B
SANTA YNEZ COMMUNITY DISTRICT
DISCLOSURE CATEGORIES

CATEGORY 1

Any real property in which the Designated Employee has a direct or indirect interest, but only if the real property is located in whole or in part within the jurisdiction of the Santa Ynez Community District. Real property interests include any leasehold, beneficial or ownership interest or option to acquire such interest in real property, if the fair market value of the interest is \$2,000.00 or more.

CATEGORY 2

Business positions or direct or indirect investments in or income from persons or business entities engaged in the appraisal, acquisition, or disposal of real property within the jurisdiction of the Santa Ynez Community District.

CATEGORY 3

Business positions or direct or indirect investments in business entities and income from any source or sources of income, if:

- (a) The business entities or the source or sources of income are of the type which, within the previous two years, have provided or contracted to provide, or in the future with reasonable foreseeability might provide or contract to provide services, supplies, materials, machinery or equipment to or for the use of the Santa Ynez Community District; and
- (b) Within the previous two years, the Designated Employee has made, participated in making, or in any way has attempted to use his or her official position to

influence the governmental decision to obtain or procure services, supplies, materials, machinery or equipment of the same or a similar type as those so provided or contracted to be provided to the Santa Ynez Community District or if the duties of the Designated Employee's position make it reasonably foreseeable that he or she might engage in such activity.

CATEGORY 4

Business positions or direct or indirect investments in business entities and income from any source or sources of income, if:

- (a) The business entities or the source or sources of income are of the type which, within the previous two years, have furnished or contracted to furnish, or in the future with reasonable foreseeability might furnish or contract to furnish services, supplies, materials, machinery or equipment as a subcontractor in any contract with the Santa Ynez Community District; and
- (b) Within the previous two years, the Designated Employee has made, participated in making, or in any way has attempted to use his or her official position to influence the governmental decision to obtain or procure services, supplies, material, machinery or equipment of the same or a similar type as those so provided or contracted to be provided to the Santa Ynez Community District or if the duties of the Designated Employee's position make it reasonably foreseeable that he or she might engage in such activity.

CATEGORY 5

Business positions or direct or indirect investments in business entities and income from any source or sources of income, if:

- (a) The business entities or the source or sources of income are of the type which are subject to the regulation or supervision of the Santa Ynez Community District; and
- (b) The Designated Employee's duties involve the supervision or regulation (including, but not limited to, the issuance of permits) of that type of business entity or source of income.

* * * * *

For purposes of the foregoing Disclosure Categories 1 through 5:

- (a) "Indirect investment" or "indirect interest" includes any investment or interest with a fair market value of \$2,000.00 or more that is owned by the spouse or dependent child of a Designated Employee, by an agent on behalf of a Designated Employee, or by a business entity or trust in which the Designated Employee, the Designated Employee's agents, spouse, and dependent children own directly, indirectly, or beneficially a ten percent (10%) interest or greater.
- (b) "Sources of income" shall include gifts, but shall exclude loans from commercial lending institutions made in the regular course of business on terms which are available to the public without regard to official status.

2022 Local Agency Biennial Notice

Name of Agency: Santa Ynez CSD

Mailing Address: PO Box 667, Santa Ynez, CA 93460

Department Head or Director

Name: Loch A Dreizler, General Manager

Phone No: 805.688.3008

Email: loch@sycsd.com

Contact Person

Name: Wendy Berry, Administrative, Secretary

Phone No: 805.688.3008

Email: wendy@sycsd.com

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):

☐ No amendment is required.

☐ The following amendments are required:

(Check all that apply.)

☐ Add new positions (including consultants) that must be designated.

☐ Delete titles of positions that have been abolished and/or positions that no longer make or participate in making governmental decisions.

☒ Revise based on updates to disclosure categories

☐ Revise the titles of existing positions.

☒ Other (describe) Incorporation Section

By signing below, you are attesting to the following:

To the best of my knowledge, the agency's code accurately designates all positions that make or participate in the making of the 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 the designated positions are reported. The code includes all other provisions required by Government Code Section 87302.

I have reviewed the Conflict of Interest Code requirements against the positions within my department and as indicated above, I have either determined the revised Conflict of Interest Code attached meets the filing requirements and I authorize the changes or that no amendment is required.

Loch A Dreizler

Digitally signed by Loch A Dreizler
Date: 2022.08.23 08:46:09 -07'00'

Signature of Department Head or Director

9/21/2022

Date

☐ The code is currently under review by the code reviewing body.

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 3, 2022 to the following address:

Santa Barbara County
Clerk of the Board of Supervisors
Attn: Chelsea Lenzi
105 E. Anapamu St., Room 407
Santa Barbara, CA 93101

PLEASE DO NOT RETURN THIS FORM TO THE FPPC.

2026 Local Agency Biennial Notice

Name of Agency: Santa Ynez Community Services District

Mailing Address: PO BOX 667, Santa Ynez, CA 93460-0667

Department Head or Director

Name: Alexandra Griffith

Phone No: 805-688-3008

Email: alexandra@sycsd.com

Contact Person

Name: Alicia Marin

Phone No: 805-688-3008

Email: admin@sycsd.com

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*):

☒ **No amendment is required.**

☐ **The following amendments are required:**
(*Check all that apply.*)

- ☐ Add new positions (including consultants) that must be designated.
- ☐ Delete titles of positions that have been abolished and/or positions that no longer make or participate in making governmental decisions.
- ☐ Revise based on updates to disclosure categories
- ☐ Revise the titles of existing positions.
- ☐ Other (*describe*) _____

By signing below, you are attesting to the following:

To the best of my knowledge, the agency's code accurately designates all positions that make or participate in the making of the 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 the designated positions are reported. The code includes all other provisions required by Government Code Section 87302.

I have reviewed the Conflict of Interest Code requirements against the positions within my department and as indicated above, I have either determined the revised Conflict of Interest Code attached meets the filing requirements and I authorize the changes or that no amendment is required.

Signature of Department Head or Director

Date

☐ **The code is currently under review by the code reviewing body.**

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, 2026** to Santa Barbara County Clerk of the Board Attn: Chelsea Lenzi at clenzi@countyofsb.org.

If a change is necessitated, the agency must also submit the following:

- (1) An amended Conflict of Interest Code in accordance with subdivision (a) of Section 87302 and Section 87303;
- (2) Agency minutes or Resolution authorizing the amendment to the Code; and
- (3) A strikethrough/underscore version of the Code outlining all changes.

PLEASE DO NOT RETURN THIS FORM TO THE FPPC.