

CAPISTRANO BAY DISTRICT  
AGENDA REPORT  
*February 26, 2019*

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*Conflict of Interest Filing*

## ITEM 7

### Annual Conflict of Interest/Form 700 Filing

To remain in compliance with the Fair Political Practices Commission (FPPC), all public officials must annually file a disclosure notice with the County of Orange before April 2nd of each year.

The attached notice from the Clerk of the Board provides the information necessary to log into the website and complete your filing.

Manager Russell has been overseeing this filing process for Board members and can walk you through the steps – it really only takes a few minutes. All Directors will be contacted to follow up with your filing.

### ETHICS TRAINING

In addition to this annual Conflict of Interest filing, there is a required ethics training that new elected officials must take. The program is online but unlike the Form 700 filing, this training takes the better part of two hours but can be done in small increments of time over several days. Again, Manager Russell can assist you with access to the website for completing this training. New Directors will be contacted and an appointment will be made to get you started.

**CONFLICT OF INTEREST FORM 700 FILERS -  
ANNUAL FORMS ARE DUE APRIL 2, 2019**

**To: Donal Russell, District Manager, Capistrano Bay Community Services District**

*If you have already electronically submitted your Form 700 (or completed your Form 700 manually and sent it to the Clerk of the Board's office), you can disregard this message.*

If you have not yet started filing your Form 700 - Now is the time to do so.

The deadline to file your form is April 2, 2019 and fines for late filing are being assessed at \$10 per day.

You are eligible to use the e-Disclosure System (hyperlink below) to complete and file your Form 700 electronically.

**e-Disclosure System** (copy and paste link into your browser): <https://www.southtechhosting.com/OrangeCounty/eDisclosure/>

**What is my Login ID?** Your Login ID is: [drussell@capobay.org](mailto:drussell@capobay.org)

**What is my Password?**

**Existing Filers** (have previously logged into the system) - If you have previously logged into the system, you have created your own password. If you have forgotten your password, please use the "Forgot Password" feature on the eDisclosure home page. This process will ask you to answer your security question then the system will regenerate a temporary password and email it to your email address. If you do not remember your security question, please contact your Filing Official listed below and ask them to reset your password which you will receive by email.

If you need assistance in logging into the system and/or need your password reset, please contact your Department/Authority/District Contact Person(s) shown below:

Donal Russell  
Capistrano Bay Community Services District  
35000 Beach Road,  
Capistrano Beach, CA 92624  
(949)496-6576

**Video Tutorial:** Once logged in, a 6 minute video tutorial has been provided under the Help Menu on the left side of the screen. Please review it prior to filing your form. You can also print the 'eFiler Quick Reference Card' that is also available under the Help Menu.