

To: General Manager, Alternate District Engineer  
From: District Engineer

**Re: Declaration of Conflict of Interest, Recusal and Referral to Alternate District Engineer: [Description of Property/Project/Clients]**

Please be advised that I have been retained to do private engineering work for the property at 2191 Mesa Drive, Newport Beach, which is owned / developed by John and Marilyn Raymont. I have reason to believe that this project or those persons involved in that project may have the need for District engineering approvals in the future. I have been retained by John and Marilyn Raymont and will be reporting this relationship as a source of income on my FPPC Statement of Economic Interests Form 700 next year.

Pursuant to state law, District Operations Code Section 3.01.045, and my contract with the District:

1. I hereby notify you of this source of income or other relationship that causes me a conflict in approving any matters in my official capacity pertaining to this property and these persons.
2. I request that the General Manager alert the Alternate District Engineer that he is to provide all engineering approvals on behalf of the District with respect to these persons or that property.
3. That the Alternate District Engineer shall report directly to the General Manager and submit his bills for services directly to the General Manager.
4. That if any plans are required to be approved, that those shall show my seal and signature as private engineer of record, and the Alternate District Engineer shall provide his approval by signing as Alternate District Engineer. That these separate approvals shall be given on the same page and in a manner that clearly shows the separate capacities of each engineer in providing their respective approvals.
5. I request that the District Clerk maintain a copy of this Declaration of Conflict of Interest, Recusal and Referral to Alternate District Engineer as a permanent record of the District or for as long as required under the District's record retention schedule.

I understand that this procedure does not allow me to enter into or influence the awarding of contracts in my official capacity in which I have a financial interest, which is a separate prohibition. (Gov. Code § 1090.)

If I can provide further information about the identity of my source of income or about the scope of my assignment, please advise, and I will elaborate as necessary.



Robin Hamers  
District Engineer