



Central Basin
Municipal Water District

**Code of Conduct
Part 3, Chapter 9
of the Administrative Code**

Revision March 28, 2011

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*The following has been extracted from Part 3 of the
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Chapter 9 Directors' Code of Conduct

Article 1 – Code of Conduct Policy

1.1 Policy Statement

The District is committed to upholding the highest ethical standards in all of its business and professional operations and relationships. We will carry out its mission with unquestionable ethics and integrity, the cornerstone of achieving and maintaining credibility and ensuring public trust. We owe this, and no less, to the public we serve.

The ability of the District to achieve its mission is directly dependent on the day-to-day choices we make and our actions while representing the District. We are accountable for creating and maintaining credibility and trust with our customers, dealing fairly and honestly with our suppliers, contractors and consultants, and avoiding actual or perceived conflicts of interest that may arise due to outside activities, employment and gifts.

1.2 Ethics Committee

- (a) The Ethics Committee is a committee that investigates and/or refers ethics complaints against Directors, officers and employees of the District and shall be composed of the following members:
 - (1) Two District Directors;
 - (2) District employees: General Manager, Human Resources Manager, Board Secretary; and
 - (3) District General Counsel.

The Ethics Committee shall be a standing committee and meet semi-annually and as necessary to address compliance issues related to the Code of Conduct or the Conflict of Interest provisions of the Administrative Code. Any violations of these Codes, real or perceived, are to be immediately reported to the General Manager or an Ethics Committee member. If a member of the Ethics Committee is a subject of the charge or allegation, he/she shall excuse himself/herself from discussing or participating in the matter. Any suspected or reported potential violations will be agendized at the next scheduled Ethics Committee meeting and investigated.

- (b) The District encourages good faith reporting of suspected violations of the Code of Conduct or the Conflict of Interest provisions of the Administrative Code. Until the District determines that an actual violation of these Codes

has occurred, the alleged violator is presumed to be innocent of the violation. There shall be no adverse consequences suffered by anyone making a good faith report of a suspected violation nor shall there be any adverse consequences suffered by anyone accused of violating these standards and subsequently found not to have violated these Codes.

- (c) When the Ethics Committee concludes, after investigation, determination and any appeal to the Board, and, with the advice of General Counsel that substantial evidence exists indicating that a member of the Board is in non-compliance with state law, the matter shall be referred to the Fair Political Practices Commission, Attorney General or District Attorney, as applicable, with notice of the referral provided to the Board and Board member. When the Ethics Committee concludes, after investigation, determination and any appeal to the Board, and, with the advice of General Counsel that substantial evidence exists indicating that a member of the Board is in non-compliance with this Code of Conduct or Administrative Code but not in violation of state law, the matter shall be referred to the Board with notice to the Board member with a recommendation for appropriate action, which can include, but is not limited to: (1) notification of a finding of non-compliance; and (2) issuance of a letter of reprimand.
- (d) A Director who is subject to a finding of violation or non-compliance with the Code of Conduct shall, at the time the matter is referred to the Ethics Committee, be provided a copy of the material upon which the determination was based and have the opportunity to present any relevant information, data or facts in his or her own defense prior to the Ethics Committee determination.
- (e) Any Director who is dissatisfied with a determination by the Ethics Committee that a violation or non-compliance with the Code of Conduct occurred may appeal the determination to the Board of Directors by providing written Notice to the Ethics Committee within five (5) business days of the determination.
- (f) The Ethics Committee shall submit its findings involving Directors, along with any dissent, to the Board of Directors for action. A report on action to be taken in response to the findings must be communicated to the Director.
- (g) Violations of the Administrative Code, including its Conflict of Interest provisions, by officers or employees will be handled through existing disciplinary procedures for employees.

- (h) The Ethics Committee shall review and summarize all ethics complaints in a quarterly report to the Board of Directors. The General Counsel shall receive a copy of all findings, reports and actions concerning complaints.

1.3 Ethics Training

Each Director who commences service with the District on or after January 1, 2006, except for Directors whose term of office ends before January 1, 2007, shall receive at least two (2) hours of training in general ethics principles and ethics laws relevant to his or her public service no later than one (1) year from the first day of service with the District. Each Director shall receive ethics training at least once every two (2) years.

The District shall inform the Directors annually of ethics training opportunities. Group study or self-study ethics curricula developed by the District must be approved by the Fair Political Practices Commission and the Attorney General and may include local ethics policies. A local agency or an association of local agencies may offer one or more training courses, or sets of self-study materials with tests, which may be taken at home, in-person or online.

All providers of ethics training courses shall provide the Directors with proof of participation forms, indicating the date of the training and the entity that provided the training. The District shall maintain these records for five (5) years.

1.4 Oversight

All expense claims and meeting compensation (per diem) are subject to the District's annual audit review to verify compliance with the Code of Conduct and applicable state laws. The District auditor will include this review in its annual published audit report, which will be made available by the District for public review.

The auditor shall promptly notify the California Controller's Office of any instances of non-compliance with the requirements of this Code of Conduct.

1.5 Board/General Manager Relationship

The Board of Directors sets policy for the District and provides direction to the General Manager. It is the job of the General Manager to implement the Board's policies and priorities.

1.6 Use of District Property and Equipment

A Director can be assigned selected District equipment for use on District business. No Director shall use or permit the use of District equipment, telephones, materials or property for personal gain or profit. No Director shall request a District employee to perform services for their personal gain or profit. Each Director must protect and properly use any District asset within his or her own control, including information recorded on paper or in electronic form.

Directors of the District shall not use the District logo, stationery or other facsimile thereof, for non-District business, including any solicitation or other political activity.

1.7 Employment

Employment decisions such as hiring, promoting, evaluating, compensation and terminating employees are based on qualifications for the position, ability and performance. The District attempts to avoid favoritism, the appearance of favoritism and conflicts of interest in employment decisions and reserves the right to take action in such situations.

All contact or communications with individuals interested in employment with the District should be referred to the Human Resources Department.

1.8 Confidential Information

From time to time, Directors have access to confidential information. With regards to this information:

- (a) A Director shall not use his or her position to obtain official information about any person or entity for any purpose other than the performance of official duties.
- (b) Unless specifically authorized in writing by the Board of Directors, a Director shall not intentionally, knowingly or recklessly disclose confidential information concerning the property, operations, policies or affairs of the District including private information of any District personnel. This rule does not prohibit any disclosure that is no longer confidential by law or the confidential reporting of illegal or unethical conduct to authorities designated by law.

1.9 Conflict of Interest

- (a) A Director shall not make, participate in making or in any way attempt to use his or her official position to influence a District decision in which he/she has a financial interest.
- (b) A Director shall not make, participate in making or use his or her official position to influence any District decision directly relating to any contract where the Board member knows or has reason to know that any party to the contract is a person or entity with whom the Board member or any member of his or her family has engaged in any business transaction or transactions on terms not available to the public.
- (c) A conflict of interest may exist any time when a Director's position or decisions provide financial benefit or improper advantage. Directors will

comply with the Political Reform Act, Government Code section 1090, et seq., and all other applicable statutes and regulations. To further protect the Directors, all potential contracting parties with the District shall be required to complete a conflict of interest questionnaire prior to the award.

- (d) A Director shall not, directly or indirectly, induce or attempt to induce any District employee:
 - (1) To participate in an election campaign, contribute to a candidate or political committee or engage in any other political activity relating to a particular party, candidate or issue;
 - (2) To refrain from engaging in any lawful political activity.
- (e) For a period of one year after the termination of official duties, a former Director shall not represent any person, group or entity in a lobbying type activity before the District Board or before District employees having responsibility for making recommendations to or taking any action on behalf of the District.

1.10 Conflict of Interest – Award or Administration of Contract Supported by Federal Funds

- (a) Application of Section: This Section shall pertain to matters involving the award or administration of a contract supported by federal grant or project funding. The provisions set forth in this Section shall continue in full force until performance under each contract supported by the federal funds is completed.
- (b) No Director of the District or employee, officer or agent of the District shall participate in the selection, or in the award or administration of a contract supported by federal grant or project funding if a conflict of interest, real or apparent, would be involved. Such a conflict would arise when:
 - (1) A Director or an employee, officer or agent of the District,
 - (2) Any member of his or her immediate family,
 - (3) His or her partner, or
 - (4) An organization which employs, or is about to employ, any of the above, has a financial or other interest in the firm selected for award.
- (c) A Director or an employee, officer or agent of the District will neither solicit nor accept gratuities, favors or anything of monetary value from

contractors, potential contractors, or parties to sub agreements. A Director or an employee, officer or agent of the District, however, may accept an unsolicited gift if the item is of nominal intrinsic value.

- (d) In the event that a Director fails to comply with the standards of conduct set forth in this Section 1.10 (a) through (c) and a conflict of interest is found, the Board reserves the right to nullify the vote of the Director with the conflict and/or revoke or rescind the contract entered into by the Board, unless otherwise prohibited by law, and the Director may be subject to discipline as provided in this Administrative Code.
- (e) If an employee, officer or agent of the District fails to comply with the standards of conduct set forth in this Section 1.10 (a) through (c), then the employee, officer or agent may be subject to discipline as provided in this Administrative Code.
- (f) If a contractor or its employee, officer or agent, or each of them, fails to comply with the standards of conduct set forth in this Section 1.10 (a) through (c), then the contractor may be rendered ineligible for any future contracting with the District.
- (g) If a subcontractor or their agents, or each of them, fails to comply with the standards of conduct set forth in this Section 1.10 (a) through (c), then the contractor or subcontractor may be rendered ineligible for any future contracting with the District.

1.11 Ex-Parte Communications

- (a) The District strives to ensure the protection of due process and fairness in its decision-making process. The District promotes transparency in its decision-making process and strives to ensure that all District decisions are made on the basis of information available to all District Board members and to the public. When Directors are making any contact with District employees or other District Directors, all parties must exercise sound judgment and caution to prevent an actual or implied impression that such contacts will result in preferential treatment of the prospective contractor.
- (b) All communications received by District Directors regarding contractual matters pending before the Board shall be reported to the General Manager. District Directors who are contacted shall make no representations regarding the pending contractual matter other than the communication will be forwarded to the General Manager.

All such communications requesting clarification or further information concerning the pending contractual matter shall be responded to by a District employee in a manner

that ensures all other bidders, proposers, vendors or contractors receive identical responses.

All communications that are not handled as described above, are ex-parte communications which are prohibited. Board action that was the subject of the ex-parte communication may be revoked.

1.12 Participation in Political Activities

A. Definitions – For purposes of this section, the following definitions shall apply:

- (a) "Contribution" means a payment, a loan, an extension of credit, a forgiveness of a loan, a payment of a loan by a third party or an enforceable promise to make a payment, except to the extent that full and adequate consideration is received, unless it is clear from the surrounding circumstances that it is not made for political purposes. An expenditure made at the behest of a candidate, committee or elected officer is a contribution to the candidate, committee or elected officer, unless full and adequate consideration is received for making the expenditure.

The term "Contribution" includes the purchase of tickets for events such as dinners, luncheons, rallies and similar fund-raising events; the granting of discounts or rebates not extended to the public generally or the granting of discounts or rebates by television and radio stations and newspapers not extended on an equal basis to all candidates for the same office; and the payment of compensation by any person for the personal services or expenses of any other person if such services are rendered or expenses incurred on behalf of a candidate or committee without the payment of full and adequate consideration.

The term "contribution" further includes any transfer of anything of value received by a committee from another committee.

The term "contribution" does not include amounts received pursuant to an enforceable promise to the extent such amounts have been previously reported as a contribution. However, the fact that such amounts have been received shall be indicated in the appropriate campaign statement.

The term "contribution" does not include volunteer personal services or payments made by any individual for his or her own travel expenses if such payments are made voluntarily without any understanding or agreement that they shall be directly or indirectly repaid to him/her.

A loan or extension of credit shall be considered a contribution from the maker and guarantor of the loan and shall be subject to the contribution limitations of this policy except that such limitations shall not apply to loans

or extensions of credit made to the candidate by a commercial lending institution in the lender's regular course of business on terms available to members of the general public for which the candidate is personally liable.

- (b) "Candidate." For the purposes of this section, a person shall be considered a "candidate" when the filing of a statement of intention to be a candidate is filed with the Los Angeles County Registrar Recorder. All limitations on contributions shall apply from that date.
 - (c) "Person." For the purposes of this section, "person" shall mean an individual, proprietorship, firm, partnership, joint venture, syndicate, business trust, company, corporation, association, committee or any other organization or group of persons acting in concert.
 - (d) "Pending." means the time period between the District issuing a Request for Proposal or other formalized solicitation for the provision of contracting, management or professional services or for the furnishing of any material supplies, equipment or real estate and the approval date by the Board.
- B. Contributions Made on Behalf of Another – No person shall make a contribution on behalf of another, or while acting as the intermediary or agent of another, without disclosing to the recipient of the contribution both the person's, intermediary's or agent's own full name and street address, occupation and the name of the person's, intermediary's or agent's employer, if any, or the person's, intermediary's or agent's principal place of business if the person, intermediary or agent is self-employed; the recipient of the contribution shall also be made aware of the full name and street address and occupation and the name of the employer, if any, or principal place of business, if self-employed, of the actual contributor.
- C. Assumed Name Contributions – No contribution shall be made, directly or indirectly, by any person or combination of persons acting jointly in a name other than the name by which they are identified for legal purposes, nor in the name of another person or combination of persons. No person shall make a contribution in his or her or its name of anything belonging to another person or received from another person on the condition that it is used as a contribution.
- D. Political Contributions – No person or entity who has a potential new contract with the District, either for professional and other services or for the furnishing of any material, supplies, equipment or real estate to the District shall contribute directly or indirectly to a Director while that matter is pending before the District.

1.13 Review of Contracts

All contracts entered into by the General Manager under his authority pursuant to the Administrative Code shall be submitted to the Finance Committee on a quarterly basis.

1.14 Expense Reimbursement

Payment for travel and other expenses shall be allowed when reasonably necessary to represent the interests and objectives of the District. Business expenses shall normally be paid per the schedule described in this section.

1.15 Expense Limits

Expenditures for lodging, meals, transportation and other activities should provide for a reasonable level of comfort and convenience, but sound judgment shall be exercised to ensure reasonable cost to the District. Reasonable cost will vary depending on locality. All travel arrangements, including airfare, lodging and car rental, should be made through a District employee, with pre-payment, whenever possible, especially for conference fees. District employees will work to ensure that travel arrangements are conducted using government or conference rates, whenever possible.

When reimbursement is permitted, Directors will be reimbursed only up to the actual and necessary expenses incurred in performance of their official duties. Expenses in excess of \$20.00 require receipts for reimbursement. For reimbursable expenses of \$20.00 or less, a written explanation is required if receipts are not available.

1.16 Travel Authorization

Actual and necessary travel expenses may be incurred in connection with official representation of the District in order to:

- (a) Attend seminars, conferences, hearings or other meetings directly related to the business of the District;
- (b) Interview persons, inspect facilities or exchange professional information;
- (c) Participate in other activities, as approved by the Board requiring expenditures for travel, meals and lodging that are necessary and in the best interests of the District.

1.17 Authorized Expenses

A. Expenses in General

Authorized expenses normally include meals, common carrier fares, rental of automobiles and parking fees. A Director may not submit a claim to the District for reimbursement of an expense reimbursed by another party.

B. Lodging/Overnight Travel

Lodging should only be obtained when outside of the local area (Los Angeles and Orange Counties) or in extenuating circumstances with prior approval by the Board in a public meeting. Lodging shall be obtained at the most economical rate reasonably available. Government rates should be utilized, if available. Use of conference headquarters hotels is encouraged. Lodging in connection with a conference or organized educational activity conducted in compliance with Government Code Section 54952.2(b) shall not exceed the maximum group rate published by the group or activity sponsor, provided that lodging at the group rate is available.

Whenever practical, hotel expenses for room, parking and taxes will be charged on the District credit card. If a Director uses his or her personal credit card, the charges will be reimbursed. Personal and other incidentals (movies, snack bar fees, personal phone calls, etc.) should not be charged to the District. It is the responsibility of the individual traveling to pay for personal and other incidentals and to obtain the hotel folio for reimbursement submittal purposes at the time of check out from the hotel. Business center charges such as faxes, email, etc. are reimbursable if necessary to the performance of official District duties and the business purpose is documented. Business calls to District facilities will be reimbursed in full.

C. Attendance at Conferences/Business Meetings

Directors shall be entitled to reasonable expenses incurred and per diem for traveling to attend approved conferences, beginning one day prior to the start of the conference/business meetings and no later than one day following the conclusion of the conference. Travel to and from conference/business meetings in Los Angeles and Orange Counties is not normally reimbursed except under extenuating circumstances.

D. Business Meals

Meal expenses include the cost of meals and non-alcoholic beverages. A meal receipt must be accompanied by an itemized account of charges, and include a

description of the business purpose of the meal and the names of the guests when claiming reimbursement for meals that include guests.

- (a) A meal furnished by a District Director to a person who is not a District representative will be reimbursed if the business conducted is reasonably necessary to further the interests of the District.
- (b) Meals charged to the hotel where the Director is staying must include a receipt accompanied by an itemized account of the charges, a description of the business purpose of the meal and the names of the people present.

E. Transportation

Use of air travel, train, rental car or private car shall be selected on the basis of the most reasonable and appropriate method, taking into consideration distance, time and total costs to the District.

The following types of travel expenditures while on District business are allowable:

- (a) Travel by private automobile –The driver must possess a valid California driver's license and carry automobile insurance. Each Director shall provide proof of insurance to the Human Resources Department which shall be reviewed and updated annually. It is the responsibility of the driver to practice safe and defensive driving. Any damages to the vehicle or service repairs are of a personal nature and shall not be reimbursed by the District. Mileage reimbursement will be based on the vehicle (i.e., the owner of the vehicle will be reimbursed and not the passengers). Mileage reimbursement shall be at the prevailing IRS established rate. Mileage will not be reimbursed to Directors who receive auto allowances for local travel in Los Angeles and Orange Counties. Parking will be reimbursed upon presentation of the original receipt.
- (b) Air travel – Travel shall be in coach class or equivalent service, unless the Board determines some physical problem or exceptional circumstance warrants travel in a higher class. If a Director wishes to drive rather than fly to a destination, he/she may do so.
- (c) Rental vehicles – When rental vehicles are used, the least expensive, appropriate vehicle is to be used.

F. Authorized Expenses for Metropolitan Representatives

All transportation costs incurred by the District's Metropolitan Water District of Southern California ("Metropolitan") representatives, for travel done on behalf of Metropolitan, shall be reimbursed by Metropolitan.

The District's Metropolitan representatives, who are not District Directors, are not entitled to an automobile allowance from the District.

G. Incoming Directors

Directors who have been elected but have not been sworn in shall be reimbursed for reasonable and prudent travel and conference expenses incurred while on District business, under the same requirements as sworn Directors, with the approval of the current Board.

1.18 Unauthorized Expenses

Items of a personal nature are not reimbursable including: movies, entertainment, premium television services, alcoholic beverages, dry-cleaning, spas, gyms, barber, magazines, shoeshine, travel insurance, purchase of clothing or toiletries, loss of tickets, fines or traffic violations or other items of a personal nature.

If unauthorized expenses have been paid by the District, the Director will be responsible for immediate reimbursement to the District either by personal check or a payroll deduction.

1.19 Reimbursement of Expenses

All claims shall be submitted to the District for review within three (3) months after the expense is incurred. Claims submitted after three (3) months, must be approved by the Board of Directors.

- (a) Claims shall be submitted on forms supplied by the District. Such forms must include a description of the expense, names (if appropriate), date incurred and a description of the business purpose of the expense.
- (b) Expenses incurred by a District Director but prepaid by the District or charged on a District credit card must be listed on the expense claim form and noted as paid by the District.

1.20 Cash Advances, Credit Card Usage, Director Allowances

- (a) District Directors shall not be issued District credit cards.
- (b) The District will not make cash advances.
- (c) District Directors may receive a monthly car allowance. The car allowance amount may be increased each January by the Consumer Price Index (CPI)-Fuel percentage for the previous 12-month period or the increase in the Internal Revenue Service (IRS) mileage rate, whichever is higher. District Directors who do not receive the monthly car allowance may receive reimbursement for mileage at the current IRS rate for business mileage by completing the District reimbursement form identifying the

destination, purpose and date of meeting. Documentation to support the mileage is also required.

(d) District Directors may receive a communications allowance in such amount and upon such conditions as may from time-to-time be determined by the Board. The District's Metropolitan representatives who are not District Directors shall not receive this allowance. This monthly amount reflects the necessary cost to cover the following equipment and services:

- All-in-one printer, copier and scanner,
- cellular phone,
- computer and monitor,
- dedicated phone line,
- fax machine,
- printer,
- software, and
- wireless communication and Internet.

District Directors may elect to receive a flat monthly communications allowance. The monthly payment shall be in-lieu of the payment or reimbursement for any telephone calls, Internet fees, equipment or media. District Directors who do not receive this monthly allowance are entitled to reimbursement of any communications related expenses in connection with District business in accordance with the reimbursement procedures as set forth in the Administrative Code.

1.21 Compensation to Directors for Attendance at Meetings

It is the policy of the District to compensate its Directors for the time they dedicate to advancing the projects and activities of the District. Each Director is authorized to be compensated for a limited number of meetings per month.

"Meetings" are defined as meetings of the Board, committee meetings and such other meetings and events as reasonably necessary to further the interests of the District, subject to Board approval. The District will pay each Director per diem for each day's attendance at approved meetings as set forth below and reimburse expenses.

The amount of compensation to Directors may be increased each March pursuant to Ordinance No. 01-24 by the Consumer Price Index (CPI) percentage for the previous 12-month period or five percent (5 percent), whichever is less.

1.22 Number of Meetings

- a) Each Director shall be compensated (a per diem) in the amount established by Ordinance 01-24 for each day's attendance at approved meetings of the District and conferences as described below, not exceeding a total of 10 meetings in each calendar month. Directors are prohibited from receiving compensation for more than one meeting in the same day.
- b) Each Representative of the Metropolitan Water District of Southern California ("Metropolitan") appointed by the District, and who is not a District Director shall be compensated (a per diem) in the amount established by Ordinance 01-24 for no more than 10 Metropolitan meetings or conferences in each calendar month, as described below.
- c) Each District Director who is also appointed by the Board as a Metropolitan Representative shall be compensated (a per diem) in the amount established by resolution for each day's attendance at approved meetings of the Board and the Metropolitan Board and conferences as described above, not exceeding a total of 20 days in each calendar month. However, no more than 10 meetings per month for any one District are allowed. Each person who represents the District on the Metropolitan Board shall attend Metropolitan committee and Board meetings and their Board's committee and Board meetings and such other meetings as are reasonably necessary to adequately represent the interests of the District to which they have been appointed.
- d) Each Director who is also appointed by the Board as a Metropolitan Representative shall not receive more than the amount established by Ordinance 01-24 for each day's attendance at approved meetings. Directors are prohibited from receiving compensation for more than one meeting in the same day, even when such Director attends a Metropolitan and any of their approved Board meetings.

1.23 Approved Meetings

Each Director of the District is authorized to receive compensation for attendance at meetings of organizations of which the District is a member, pays dues or is determined by the Board to be important to further the interests of the District. These organizations are listed in Exhibit "C" attached hereto and incorporated herein.

For all conferences and meetings except meetings of the District and Committees, Directors who attend must make brief oral or written reports to the other Board members at the next scheduled District Board meeting.

The following meetings shall be assigned by the Board President to individual Directors who will receive compensation for attendance at such meetings:

- (a) ACWA Joint Powers Insurance Authority/Region 8.
- (b) District ad hoc committee meetings.

1.24 Metropolitan Water District Representatives Approved Meetings

The District's Metropolitan representatives, who are not District Directors, are authorized to attend the meetings and events listed below on behalf of the District and for which compensation (a per diem) will be paid by the District unless otherwise compensated by Metropolitan:

- (a) Board and committee meetings of the Metropolitan Water District
- (b) Board meetings of the Central Basin Municipal Water District
- (c) District sponsored inspection trips of Metropolitan Water District facilities
- (d) Presentations made to outside agencies on behalf of Metropolitan Water District
- (e) Association of California Water Agencies – Semi-Annual Conference
- (f) Colorado River Water Users Association – Annual Conference
- (g) Southern California Water committee meetings
- (h) Scheduled meetings with the Metropolitan Water District of Southern California staff
- (i) Approved meetings with District employees

1.25 Non-Compensable Meetings

The following are examples of non-compensable meetings that are not necessary to represent the interests of the District. Such non-compensable meetings include, but are not limited to the following:

- (a) Service club meetings where a Director is not making a presentation on behalf of the District;
- (b) Meetings a Director has with other elected officials or their representatives, which are not reasonably necessary to represent District interests;
- (c) Informal or non-scheduled meetings with District employees;

- (d) Meetings with other Directors;
- (e) Meetings with vendors/contractors;
- (f) Informal or non-scheduled meetings with the Metropolitan Water District of Southern California staff;
- (g) Purely social or ceremonial events not pre-approved by the Board;
- (h) Parades, festivals, holiday events, retirement dinners; and
- (i) Meetings with a partisan and/or non-partisan political organization, candidate or staff.

1.26 Extraordinary or Emergency Meetings

If a need arises for a Director to attend or participate in a meeting not covered by this policy, and for which timely approval by the District Board or District Administration Committee is not practical, the Director must seek review and recommendation from the Administration Committee at the earliest possible date, followed by Board approval at the next scheduled Board meeting.

1.27 Submittal and Review of Per Diem and Expense Claims

For all meetings, Directors can submit claims for per diem compensation on forms provided by the District within three (3) months of the attendance date of meeting. Claims received after three (3) months require Board approval prior to payment. The entries on this form shall clearly document each Director's attendance of the meeting, the purpose of each meeting, the location and the names and affiliations of other parties who were in attendance.

Each form is to be submitted to the District for processing. Upon receipt of the form, it will be reviewed to ensure that the claims adhere to the policies outlined above. Any claims submitted that do not fall under this policy's guidelines will be forwarded to the District Administration Committee for review prior to payment. The Administration Committee will review all Directors' expenses monthly, during their regularly scheduled Administration Committee meeting.

Director's per diem and other expenses should be submitted to the District on the Fridays indicated on the monthly calendars by 12:00 noon and will be processed for payment for the following Wednesday. Directors may choose payment via direct deposit or check.

1.28 Public Awareness Guidelines

The District recognizes the importance of promoting water awareness, conservation and education. Accordingly, the District authorizes each Director to initiate or participate in non-political public awareness activities subject to the guidelines set forth below. Such activities shall include events of a non-political nature, including educational events, community issues forums, community festivals, environmental events, senior citizen forums and others which do not entail partisan and/or political participation, but which serve as outlets of information related to water issues and which may bring about institutional recognition for the District.

1.29 Budget Guidelines

Under the following guidelines, each District Director may exercise discretion for the District to pay participation fees and/or sponsorships of up to \$3,000 per year for the above described event categories in their respective Divisions:

- (a) District sponsored events may not be political and/or partisan.
- (b) Proceeds from a District sponsored event may not be used to sustain campaign type activities.
- (c) The District will only issue payment through checks paid directly to host organizations which meet these guidelines. No cash disbursements will be made for events covered by these guidelines.
- (d) Directors may not “loan” or “transfer” allocated money to each other or carry over funds from year-to-year.
- (e) Directors may allocate their respective funds to sponsor a common event, if it is appropriate in terms of relevance to their respective Divisions and the District at large.
- (f) Directors may partner on regional events.
- (g) Invoices for such payments must be submitted at least one month prior to the requested event.
- (h) Employees shall give each Director a quarterly summary of their discretionary event fund balance.
- (i) Directors that are in an election year would be prevented from participating in such Public Awareness activities from the date of filing for office until the January following the election.
- (j) Events sponsored by religious/church organizations are not eligible for District-sponsored funds unless the event is open to the general public and is for a non-sectarian purpose.

1.30 Political Reform Act Policy

Directors are covered by the same Political Reform Act Conflict of Interest Policy which covers employees, as set forth in Part 3, Chapter 5, Article 6, Section 6.4 of this Administrative Code.

EXHIBITS

Exhibit “A” Conflict of Interest Code

Category 1

Persons in this category shall disclose all interests in real property within the jurisdiction. Real property shall be deemed to be within the jurisdiction if the property or any part of it is located within or not more than two miles outside the boundaries of the jurisdiction or within two miles of any land owned or used by the agency.

Persons are not required to disclose property used primarily as their residence or for personal recreational purposes.

Category 2

Persons in this category shall disclose all investments and business positions.

Category 3

Persons in this category shall disclose all income and business positions.

Category 4

Persons in this category shall disclose all business positions, investments in, or income (including gifts and loans) received from business entities that manufacture, provide or sell service and/or supplies of a type utilized by the agency and associated with the job assignment of designated positions assigned this disclosure category.

Category 5

Individuals who perform under contract the duties of any designated position shall be required to file Statements of Economic Interests disclosing reportable interests in the categories assigned to that designated position.

In addition, individuals who, under contract, participate in decisions which affect financial interests by providing information, advice, recommendations or counsel to the agency which could affect financial interests shall be required to file Statements of Economic Interests, unless they fall within the Political Reform Act’s exceptions to the definition of consultant. The level of disclosure shall be as determined by the General Manager of the agency.

Exhibit “B” Designated Positions/Disclosure Categories

Position	Category (refer to Exhibit “A”)
Directors	1, 2, 3
General Manager	1, 2, 3
Business Development Manager	1, 2, 3
Administrative Services Manager	4
Chief Financial Officer	2, 3
Education Manager	4
Engineering and Operations Manager	1, 4
Human Resources Manager	2, 3
IT/Building Manager	4
Public Affairs Manager	4
Public Affairs Officer	4
Water Resources and Planning Manager	4
General Counsel	1, 2, 3
Consultants	5

Effective 2/19/2011

Exhibit “C” District Approved Meetings

1. Central Basin Municipal Water District Board meetings
2. District committee meetings
3. City Council and other community meetings within the District where the Director is requested to attend, or is making a presentation on District projects
4. Meetings with local, state or federal elected officials when accompanied by staff and/or District lobbyist or on approved District business
5. Central Basin Water Association
6. District sponsored education or conservation events
7. Water Replenishment District of Southern California – Board meetings and committee meetings
8. American Water Works Association
9. American Water Works Association – Research Foundation
10. Association of California Water Agencies – Region 8 Board meetings
11. Association of California Water Agencies – Semi-annual conferences
12. Association of Metropolitan Water Agencies
13. California Association of Sanitation Agencies
14. California Contract Cities Association – Annual conference and business meetings
15. California Special Districts Association
16. California Urban Water Conservation Council
17. California Water Awareness Campaign

18. Chambers of Commerce –
 - Bell
 - Bellflower
 - Cerritos
 - Downey
 - Greater East Los Angeles
 - Huntington Park
 - Industrial Council (Commerce)
 - La Habra Area
 - La Mirada
 - Lakewood
 - Lynwood
 - Maywood
 - Montebello
 - Paramount
 - Pico Rivera
 - Santa Fe Springs
 - South Gate
 - Vernon
 - Whittier Area
19. Colorado River Water Users Association
20. Gateway Cities Council of Governments
21. Independent Cities Association
22. League of California Cities – Mayors and Council Members Executive Forum
23. Local Agency Formation Commission
24. Long Beach Water Commission
25. Los Angeles & San Gabriel River Watershed Council
26. Metropolitan Water District (MWD) of Southern California – Board meetings, committee meetings, and inspection trips of MWD facilities
27. Mono Lake Committee
28. National Association of Latino Elected and Appointed Officials
29. National League of Cities
30. National Water Research Institute

31. National Water Resources Association
32. Public Officials for Water & Environmental Reform
33. San Gabriel River Watermaster Board meetings
34. San Gabriel Valley Protective Association
35. Southern California Salinity Coalition
36. Southern California Water committee meetings
37. Think Earth
38. Upper San Gabriel Valley Municipal Water District – Board meetings and Discovery Center Project meetings
39. Water Education Foundation
40. WaterReuse Association – Conferences, meetings, and Board meetings
41. WaterReuse Foundation