

**WEST BASIN MUNICIPAL  
WATER DISTRICT  
ADMINISTRATIVE CODE**

**Excerpt**

**Part 2. Administration  
Code of Conduct**

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## **PART 2. ADMINISTRATION**

### **CHAPTER 1. BOARD OF DIRECTORS**

#### **ARTICLE 3. POWERS AND DUTIES**

##### **2-1.306 CODE OF CONDUCT<sup>1,2</sup>**

The West Basin Municipal Water District is committed to upholding the highest ethical standards in all our business and professional operations and relationships. We will carry out our 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 their 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.

(a) Ethics Committee

- (1) The Ethics Committee of the West Basin Municipal Water District (“District”) shall be a standing committee and meet quarterly or as needed, to address compliance issues related to this policy. Any violations of this Code, real or perceived, are to be immediately reported to the General Manager or an Ethics Committee member. Any suspected potential violations will be agendaized at the next scheduled Ethics Committee meeting. On an annual basis, this Code will be reviewed by District Counsel to ensure compliance with statutory requirements.
- (2) The District encourages reporting all good faith suspected violations of this Code of Conduct. Until the Ethics Committee

determines that an actual violation of this Code 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 this Code of Conduct. The identity of any persons reporting violations of this Code of Conduct shall be kept confidential.

- (3) The Ethics Committee shall be comprised of the following four members: Two West Basin Municipal Water District Directors, and two *ex-officio* members – the District’s General Manager and District Legal Counsel.
- (b) Ethics Training. Each Director shall receive at least two (2) hours of training in general ethics principles and ethics laws relevant to his or her public service every two (2) years. [Per Government Code Section 53235(b).]

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.

- (c) Board/Staff Relationship. District staff report to the Board through the office of the General Manager. Board communications to employees shall be made through the office of the General Manager.

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.

- (d) District Property/ Equipment and Director's Mail. 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 any solicitation or other political activity including, but not limited to, political contributions.

The office of the General Manager is directed to open all mail addressed to an individual Director as a member of the West Basin Municipal Water District Board of Directors, unless marked personal or confidential. If such mail is relevant to District operations, and not just the individual director addressee, it will be distributed to all five Directors.

- (e) 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.

Hiring of new employees is the responsibility of the General Manager. All contacts or communications with individuals interested in employment with the District should be referred to the Human Resources Department.

- (f) Confidential Information. From time to time, Directors have access to confidential information. Medical information, hiring information, and information discussed in Closed Session meetings of the Board are examples of this type of information. With regard to this information:
- (1) 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.
  - (2) A Director shall not intentionally, knowingly or recklessly disclose confidential information concerning the property, operations, policies or affairs of the District. 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.
- (g) Conflict of Interest
- (1) A Director shall not make, participate in making or in any way attempt to use his/her official position to influence a District decision in which he/she has a financial interest.
  - (2) A Director shall disclose to the Board, at a public meeting, all affiliations to businesses, institutions, or organizations that participate in any District programs. A Director shall not make, participate in making, or use his/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/her immediate family, has engaged in any business transaction or transactions on terms not available to the public.
  - (3) A conflict of interest can exist anytime 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.

- (4) A Director shall not, directly or indirectly, induce or attempt to induce any District employee:
  - (i) 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 issues;
  - (ii) To refrain from engaging in any lawful political activity.
- (5) A former Director shall not represent any person, group, or entity other than himself or herself or his/her spouse or minor children for a period of one year after the termination of his or her official duties:
  - (i) Before the Board
  - (ii) Before District employees having responsibility for making recommendations to, or taking any action on behalf of the District.

(h) Ex-Parte Communications

- (1) 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 making any contact with District employees or 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.
- (2) 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 of 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.

(i) Participation in Political Activities

(1) Definitions. For purposes of this section, the following definitions shall apply:

(i) "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/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.

- (ii) "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.
  - (iii) "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.
  - (iv) "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.
- (2) 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.
- (3) 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/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.

- (4) Political Contributions. No person who has a potential new contract with the District, either for professional 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.
- (j) Installation Ceremonies  
Installation ceremonies for all newly elected Board members shall take place at a time and location accessible to the public. If more than one director is to be installed, one joint ceremony shall be conducted. Staff will use their best efforts to defray costs by soliciting private contributions to fund these ceremonies.
- (k) Review of Contracts. All contracts entered into by the General Manager under his authority pursuant to the Administrative Code shall be submitted to the District Board on a quarterly basis.
- (l) Expense Reimbursement. Payment for travel and other expenses shall be allowed when reasonably necessary to represent the interest of the District. Business expenses shall normally be paid as set forth below.
- (1) At least annually, the District will continue to publish the individual Director travel expenses whether paid by the District or reimbursed to the Director.
- (2) The District will conduct a survey at least every 3 years to assess per diem, allowances, and other expenses from comparable agencies.

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 the lowest overall reasonable cost to the District. 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 is conducted at the lowest reasonably available cost to the District. When reimbursement is permitted, members will be reimbursed only up to the actual and necessary expenses incurred in performance of their official duties.

A Director may request the District to pay for conference registration, commercial transportation (airline, or car rental) and hotel accommodations (room, tax, and hotel parking only). A District Director may incur other incidental costs and may seek reimbursement from the District with appropriate documentation. Incidental costs include business meals, parking, gas charges for car rentals and other allowable business travel expenses.

- (m) Expense Limits. An annual travel budget of \$15,000.00 per director per fiscal year shall be established and shall incorporate conference registration, lodging/overnight travel, business meals, and transportation. This budgeted amount shall not include any expenses incurred for travel to Sacramento, California and Washington, D.C. to meet with District's legislative representatives.

Any amounts spent above the allowable limits for which the Director is seeking reimbursement shall be brought to the full Board for consideration.

- (n) Travel Authorization

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

- (i) Attend seminars, conferences, hearings, or other meetings directly related to the business of the District;
  - (ii) Interview persons, inspect facilities, or exchange professional information;
  - (iii) 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.
- (2) Attendance at Conferences/Business Meetings – Out of State/Out of Country. Directors shall be entitled to reasonable expenses (which can include lodging and business meals) incurred for traveling to 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, for travel outside the state and the United States.
- (3) Attendance at Conference/Business Meetings – In State. For travel in state, but outside of Los Angeles and Orange Counties, Directors shall be entitled to lodging for each night of the conference/meeting, plus one night's lodging for either one day prior or one day after the conference/meeting. Directors shall receive reimbursement for business meals incurred on the days of the conference/meeting only. Directors shall receive compensation for mileage for travel to and from the conference/meeting.
- (o) Authorized Expenses
  - Expenses in General. Authorized expenses normally include lodging/hotel accommodations, business meals, transportation (common carrier fares, rental of automobiles and parking fees) and conference registration. A Director may not submit a claim to the District for reimbursement of an expense reimbursed by another party. Any non-budgeted special event must receive prior Board approval and documentation shall be supplied to demonstrate the business purpose

- (1) Lodging/Hotel Accommodations. 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 shall not exceed the maximum group rate published by the group or activity sponsor, provided that lodging at the group rate is available.

Whenever possible, arrangements for hotel charges should be placed on the District credit card. If a Director uses his or her personal credit card, the charges will be reimbursed. It is the responsibility of the individual traveling to pay for personal incidentals (movies, snack bar fees, etc.) prior to check out of the hotel. Business center charges such as faxes, email, etc. are reimbursable if necessary to the performance of official duties and the business purpose is documented. Business calls to District facilities will be paid in full.

For events, meetings, and conferences that begin and conclude on the same day, the District will not pay or reimburse lodging/hotel accommodations that are within 50 mile radius of the District Headquarters.

- (2) Business Meals. Meal expenses include the cost of meals, non-alcoholic beverages, applicable tax and reasonable tip. The individual District Directors meal limits per day are Breakfast \$20.00, Lunch \$30.00, and Dinner \$50.00. A meal receipt must be accompanied by an itemized account of charges. If the restaurant does not provide a computerized itemized receipt, a handwritten itemized receipt may be used. The meal receipt must include a description of the business purpose of the meal.
  - (i) A business meal furnished by a District Director to another person will be reimbursed at the same dollar limits as are

applied to District Directors. The Director shall indicate the business purpose and how the expenditure is necessary to promote District policies and programs. The meal receipt must also include the name, the affiliation and position of each guest, when claiming reimbursement for the business meal. To the extent that spouses or other travel companions accompany a Director on District related travel or to a District related event, the portion related to that person's attendance shall not be compensable by the District and must be paid for by the Director or promptly reimbursed to the District.

- (ii) Directors are not entitled to meal reimbursement for attendance at a meeting or conference at which a meal is provided, unless approved by the Board.
  - (iii) Expenses for a solo meal (Director only), incurred when there is no overnight travel, will not be reimbursable. (Section IRC § 119.) Reimbursement will be paid for a Business Meal furnished by a Director to another person, even where there is no overnight travel. If overnight travel is involved, all Business Meals are reimbursable, regardless of whether Director is solo or with a guest.
  - (iv) If a Director requests meal reimbursement in a manner that does not comply with the requirements set forth in Section 16 and receives reimbursement from the District, the Director must reimburse the District any amounts received within thirty days of receipt.
- (3) Transportation. Use of air, 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:

- (i) Travel by Private Automobile. The driver must possess a valid California driver's license and carry automobile insurance. Any damage to the vehicle or service repairs are of a personal nature, and will not be reimbursed by the District.

Expenses incurred for use of personal vehicles are covered by the District's car allowance policy as set forth below, in Section 18. All automobile travel within Los Angeles County and within a fifty-mile radius of the District Headquarters is covered by the Director's car allowance policy in Section 18 below. Mileage incurred for travel beyond these limitations is reimbursable at the standard IRS mileage reimbursement rate. Mileage incurred for travel within these limitations is not reimbursable and rental vehicles are prohibited from being used for such travel.

- (ii) 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. Airline baggage fees, excluding excess weight fees, are allowable travel expenditures.

- (iii) Rental Vehicles.

a. Rental vehicles must be limited to "mid-sized, intermediate, or standard" vehicles. If a District credit card is used to rent such vehicles, Directors shall not purchase additional automobile insurance offered or provided by the rental car company. Rental vehicles are prohibited from being used for travel within a fifty-mile radius of the District headquarters. Use of rental vehicles shall be strictly limited for official District business, and not for personal purposes.

- b. Rental vehicles shall only be used when such use is economical. Accordingly, reimbursement for use of a rental vehicle will not exceed the amount payable for mileage reimbursement (at the standard IRS mileage reimbursement rate) to the location of the conference, meeting, or event (“Event Location”). When travel includes air travel, rental vehicles shall not be used if the Event Location is in the same city as the destination airport. If travel to the Event Location includes travel outside of the city where the destination airport is located, use of a rental vehicle is appropriate, subject to the reimbursement limits set forth above in subsection a.
- (iv) Miscellaneous Travel. Taxi services, parking fees, and toll charges are reimbursable when reasonably necessary to accommodate travel needs.
- (4) Receipts. All requests for reimbursement must be accompanied by itemized receipts. If itemized receipts are lost or otherwise not available, a Director may request a waiver of this requirement by documenting the amount and purpose of the charge, and submitting the waiver request to the Board for consideration.
- (5) Conference Registration. Directors shall, whenever possible, register for conferences by using the District’s credit card. Directors must be registered participants at any conference for which a director seeks expense reimbursement or per diem compensation.
- (6) 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 entitled to an automobile allowance from the District or to receive mileage reimbursement from Metropolitan. Before an automobile allowance from the District is paid, the District shall deduct the amount of reimbursement for mileage received from the Metropolitan Water District.

- (7) 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.
- (8) Authorized Expenses. The General Manager may authorize the purchasing of tickets for directors to attend certain community events related to District activities. Such events can include those sponsored by local chambers of commerce, water associations, community based organizations, and environmental organizations. The use of tickets received by the District for approved non-district sponsored events shall first be offered to District Directors and then to District staff. If District Directors and District staff are not available to use event tickets, they may be distributed at the general manager's discretion.
- (p) 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, excess baggage, spouse and/or guest accommodations, office equipment or other items of a personal nature.

If unauthorized expenses have been paid by the District, Directors will reimburse the District. If a Director does not reimburse District within

30 days of notice from District, reimbursement will be through expense reimbursement deductions by District staff.

(q) Reimbursement Of Expenses – Procedure. All claims shall be submitted to the District for review within ninety (90) days after the subject event. Claims submitted after ninety (90) days, must be approved by the Board of Directors.

- (1) Claims shall be submitted on forms supplied by the District. Such forms must include a description of the expense, name(s) of each guest, the affiliation and position of each guest, date incurred, and a description of the business purpose of the expense.
- (2) 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.
- (3) Fully documented and approved expenses will require at least 10 business days for processing, to allow time to verify compliance with expense procedures and to prevent errors.

(r) Director Allowances

- (1) District Directors may receive a monthly car allowance in the performance of their official duties in an amount established by the Board.
- (2) Board members and the West Basin Municipal Water District's Metropolitan representatives may receive a communications allowance in the performance of their official duties in an amount established by the Board. That monthly amount may cover the following equipment and services:
  - (i) Cellular Phone
  - (ii) Cellular Service

- (iii) Fax Machine
- (iv) Computer and Monitor
- (v) Software
- (vi) All-in-one printer, copier and scanner
- (vii) Internet service
- (viii) Dedicated phone line
- (ix) Printer and fax machine

Board Members 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. Board Members 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 set forth above.

- (s) Compensation to Directors for Attendance at Meetings. It is the policy of the West Basin Municipal Water 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 up to 10 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. Directors who attend a conference are expected to attend a reasonable and substantial portion of the lectures, seminars and presentations offered at the conference.
- (1) Approved Meetings. The District will pay each Director a "per diem" amount established by Ordinance No. 93-26 for each day's attendance at approved meetings as set forth in attached Exhibit "1." Meetings which are supported or sponsored by the District are determined to be "approved meetings."

The Ethics Committee will annually review and update, if necessary, Exhibit 1 “West Basin Approved Meetings” and bring a recommendation to the full Board for their consideration.

- (2) Reports. For all conferences and meetings (except meetings of the West Basin Municipal Water District, West Basin Financing Corporation, and West Basin Committees), Directors who attend such conferences and meetings at the expense of the District at the next regular meeting of the Board of Directors shall provide brief oral or written reports.
- (3) Metropolitan Water District Representatives Approved Meetings. The West Basin District 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:
  - (i) Board and Committee Meetings of the Metropolitan Water District
  - (ii) Board Meetings of the West Basin Municipal Water District
  - (iii) Board Meetings of the West Basin Financing Corporation
  - (iv) Metropolitan Water District inspection trips
  - (v) Conferences, meetings, and presentations as approved by Metropolitan Water District (with Metropolitan paying cost of travel, hotel and conference registration)
  - (vi) Association of California Water Agencies – Semi-Annual Conference
  - (vii) Colorado River Water Users Association – Annual Conference
  - (viii) Southern California Water Committee Meetings
  - (ix) West Basin Municipal Water District Annual Water Harvest

- (4) 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:
- (i) Service club meetings where a Director is not making a presentation on behalf of the District;
  - (ii) Meetings a Director has with other elected officials or their representatives, which are not reasonably necessary to represent District interests;
  - (iii) Informal or non-scheduled meetings with District staff. A meeting will be considered to be “scheduled” when it is scheduled by District staff at least one day prior to the meeting.
  - (iv) Meetings with other West Basin Directors;
  - (v) Meetings with vendors/contractors;
  - (vi) Informal or non-scheduled meetings with staff of the Metropolitan Water District of Southern California;
  - (vii) Purely social or ceremonial events not pre-approved by the Board;
  - (viii) Parades, festivals, holiday events, retirement dinners, not preapproved by the Board; and
  - (ix) Meetings of a partisan political organization.
- (5) Number of Meetings
- (i) Each Director shall be compensated (a per diem) in the amount established by Ordinance 93-26 for each day’s attendance at approved meetings of the West Basin Municipal Water District and conferences as described above, 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.

- (ii) Each Representative of the Metropolitan Water District of Southern California ("Metropolitan") appointed by the West Basin Municipal Water District, and who is not a West Basin Director shall be compensated (a per diem) in the amount established by Ordinance 93-26 for no more than 10 Metropolitan meetings or conferences in each calendar month, as described above.
  - (iii) Each West Basin Director who is also appointed by its respective Board as a Metropolitan Representative shall be compensated (a per diem) in the amount established by Ordinance 93-26 for each day's attendance at approved meetings of the West Basin 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 West Basin on the Metropolitan Board shall attend Metropolitan committee and Board meetings, and such other meetings as are reasonably necessary to adequately represent the interests of West Basin or the Metropolitan Board.
  - (iv) Each West Basin Director who is also appointed as a Metropolitan Representative shall not receive more than the amount established by Ordinance 93-26 per day for attendance at meetings, even when such Director attends a Metropolitan committee or Board meeting on the same day.
- (6) 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 West Basin Board or West Basin Finance Committee is not practical, the Director must

seek review and recommendation from the Finance Committee, or followed by Board approval at the next scheduled Board meeting.

(7) Travel To and From Approved Meetings

(i) Travel to Conferences/Business Meetings – Out of State/Out of Country. Directors are entitled to compensation for traveling to approved meetings, beginning one day prior to the start of the meeting and no later than one day following the conclusion of the meeting, for travel outside the state of California and the United States.

(ii) Travel to Conference/Business Meetings – In State. Directors are not entitled to receive compensation for time spent traveling to approved meetings within the State of California.

(8) Compensation Submittal Requirements. All requests for compensation shall be submitted to the District for review within ninety (90) days of meeting attendance. Requests submitted after ninety (90) days must be approved by the Board of Directors.

(t) Submittal and Review of Per Diem and Expense Claims

(1) Per Diem Compensation Forms. At the end of each month, claims for per diem compensation are to be listed on the form provided by the District. The entries on this form shall be completed by the director and must 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.

(2) Expense Reimbursement Forms. All claims for expense reimbursement, including travel expenses, must be included on the form provided by the District and must be completed by the director.

- (3) Administration. 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 Finance Committee for review prior to payment. The Finance Committee will review all Directors' expenses monthly, during its regularly scheduled Committee meeting.
- (i) Director's per diem and other expenses (2 separate checks) should be submitted to the District on the Fridays indicated on the monthly calendars by 12:00 noon and will be processed for reimbursement.
  - (ii) Fully documented and approved expenses will require at least 10 business days for processing to allow time to verify compliance with expense procedures and to prevent errors.
  - (iii) Payment may be mailed, direct deposited or will be available for pick up at the District offices.
- (u) Public Awareness Guidelines
- (1) Introduction and Purpose. An important goal of the District's public outreach strategy is the promotion of water conservation, water education, and District awareness. To achieve this public outreach goal, the District supports certain organizations and events on an annual basis through its budgetary process. In addition, the District also organizes and produces various events ("District Events") designed to promote water conservation, water education, and District programs. The District recognizes there are other organizations that organize, produce, or host events which offer opportunities for the District to promote water conservation, water education, and District programs. Such public events are considered "Community Outreach Events."

- (2) Budgeted, Pre-Approved Events, Conferences, and Programs. The District approves on an annual basis, through its budgetary process, participation and sponsorship in certain water related events, conferences, and programs, which bear a direct relationship to the District's operations and activities.
- (3) District Events
- (i) The District may organize or produce District Events to promote water conservation, water education, and District awareness, provided that such events are non-political or non-partisan.
  - (ii) Any District Event conducted within six months before any election of the District's board may not specially feature or call attention to any individual director. In the event that any board member is featured in any promotional material involving a District Event, all board members must be featured equally.
  - (iii) All Directors may attend any District Event.
- (4) Community Outreach Events
- (i) Requirements for Sponsorship. Upon request, the Board may decide to authorize participation in Community Outreach Events provided that such events: (1) provide the opportunity to promote water conservation, water education, or District awareness; and (2) are non-political or non-partisan.

The requesting party must complete the District's Public Outreach Expenditure Application ("Application") and provide clearly defined reasons for District participation in the Community Outreach Event, including details about how the Community Outreach Event promotes water conservation, water education and District awareness.

The General Manager shall present the completed Application to the Board. Any request for expenditures for a Community Outreach Event must be approved by a majority of the Board at least 10 business days prior to the date of the event.

In the event a majority of the Board approves the requested expenditures, the District shall issue payment through credit cards and checks paid directly to the host organization. No cash disbursements shall be made to the Director or to the host(s) or organizer(s) of the Community Outreach Event.

The Community Outreach Event must include at least one of the following:

- a. A speaking opportunity for a District representative,
- b. A District booth or table at the event to distribute District information, or
- c. Advertisement to promote District awareness. Advertisements shall not promote or include photographs of individual Directors, or in the alternative, shall include photographs of all Directors. Mere use of the District's logo shall not constitute an "advertisement" for these purposes; at a minimum, any advertisement must include water conservation or education messaging.

Verification of a speaking event, booth or advertisement at the Community Outreach Event, including supporting documentation, must be obtained from the host(s) or organizer(s) of the Community Outreach Event and submitted to the General Manager at the time of the

Application, but not later than 10 days after the Community Outreach Event.

- (ii) Proposed Expenditures. A pre-determined amount approved in every fiscal year budget is available to pay sponsorship or participation fees for designated Community Outreach Events. Any expenditure made for Community Outreach Events must be related to the promotion of water conservation, water education, and District awareness.
- (iii) Limitations. Directors are prohibited from requesting District participation in or sponsorship of Community Outreach Events which: are scheduled to occur within a District division that is subject to an election; and which are scheduled to occur during the period beginning on the last date by which the subject director must file election papers with Los Angeles County, until the date of certification of the results of any such election. This restriction does not apply to District divisions in which a Director is unopposed in the election.

Directors who are defeated in any District election are prohibited from requesting participation in or sponsorship of a Community Outreach Event after the date the results of the subject director's election is certified.

Directors shall not receive any gifts, free memberships, or any other fringe benefit from a recipient of District sponsorship, or support of a Community Outreach Event.

“EXHIBIT “1”

West Basin Approved Per Diem Meetings

- (a) West Basin Municipal Water District Board Meetings
- (b) West Basin Financing Corporation
- (c) West Basin Committee Meetings
- (d) City Council and other community meetings within the District where the Director is requested to attend, or is making a presentation on District projects
- (e) Meetings with local, state or federal elected officials
- (f) District sponsored education or conservation events
- (g) West Basin Water Association Meetings
- (h) Water Replenishment District of Southern California – Board Meetings and Committee Meetings
- (i) Water Research Foundation
- (j) American Water Works Association conferences and subcommittee meetings
- (k) Association of California Water Agencies – semi-annual conferences
- (l) Association of California Water Agencies Region 8 Board Meetings
- (m) California Association of Sanitation Agencies
- (n) California Contract Cities Association – Conferences
- (o) California Special Districts Association
- (p) Chambers of Commerce (includes meetings of the chambers and meetings with board members and chamber staff):
 

Carson	Lomita
Carson Black	Los Angeles Area
Commerce	Malibu
Culver City	Manhattan Beach
El Segundo	Palos Verdes Peninsula
Gardena	Redondo Beach
Greater Los Angeles African American	South Bay Chinese American

Harbor City/Harbor Gateway	South Bay Latino
Hawthorne/Lawndale	Topanga
Hermosa Beach	Torrance
Inglewood/Airport Area	West Hollywood
LAX Coastal	

- (q) Colorado River Water Users Association
- (r) Heal the Bay
- (s) Independent Cities Association Conferences
- (t) League of California Cities – Conferences
- (u) County of Los Angeles Local Agency Formation Commission (LAFCO) and California Association of Local Agency Formation Commission (CALAFCO) – when on District business
- (v) Metropolitan Water District of Southern California – Board Meetings, Committee Meetings, and Inspection Trips
- (w) National League of Cities
- (x) National Water Research Institute
- (y) Public Officials for Water & Environmental Reform
- (z) LA Water River Water Keeper
- (aa) South Bay Cities Council of Governments (includes meetings of the Council and General Assembly)
- (bb) Southern California Water Committee Meetings
- (cc) Surfrider Foundation
- (dd) Urban Water Institute, Inc.
- (ee) Water Education Foundation
- (ff) WaterReuse Association
- (gg) WaterReuse Foundation
- (hh) Congressional Black Caucus Foundation
- (ii) Water Environment Federation Technical Exhibition & Conference
- (jj) Bay Delta Stewardship Council
- (kk) Cal Desal

- (ll) Santa Monica Bay Restoration Commission
- (mm) National Council of Private/Public Partnerships
- (nn) Scheduled meetings with West Basin or Metropolitan Water District staff
- (oo) American Public Works Association

## **LIST OF CHANGES TO PART 2, CHAPTER 1. BOARD OF DIRECTOR**

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<sup>1</sup> Section 2-1.306 (Code of Conduct) amended by Resolution 3-16-1029 on March 29, 2016.

<sup>2</sup> Section 2-1.306 (Code of Conduct) amended by Resolution 9-16-1050 on September 30, 2016.