



AGENDA

REGULAR STUDY SESSION November 3, 2021 9:00 AM

DIRECTORS PRESENT: Burke ☐ Edmondson ☐ Morris ☐ Ryan ☐ Williams ☐

PUBLIC COMMENTS

This meeting will be held at 31315 Chaney Street, Lake Elsinore, CA 92530, however, remote public participation is encouraged. Members of the public may make comments in-person, virtually, or submit a Public Comment Request Form located at <https://www.evmwd.com/evmwd-publiccomment>, prior to the close of Public Comments. Please note, individuals have a limit of three (3) minutes to make comments and will have the opportunity when called upon by the presiding officer.

DISCUSSION ITEMS

1. Introduction of New and Promoted Employees
2. Review of Reorganization of Board Committees and Representations and Board Policy
3. Project Updates/Change Orders
4. Board Committee Updates
5. Other
6. Adjournment

Participants who would like to join this meeting remotely can do so in one of the following ways:

For Online Participation:

Go to: www.zoom.us
Select Join a Meeting
Enter Meeting ID: 870 8119 0594
Meeting Password: 92530

For Call-in Only:

Call: (720) 707 2699
Enter Meeting ID: 870 8119 0594
Meeting Password: 92530

To request a disability-related modification or accommodation regarding agendas or attendance, contact Terese Quintanar, at (951)674-3146, extension 8223 at least 48 hours before the meeting.

Introduction of New and Promoted Employees (Human Resources)

New Employees:

Kelly LeFort – Customer Service Representative – start date, 10/18/2021

Adam Wilkinson - Sr. Water Protection Technician – star date, 10/25/2021

Jacoby Roundtree - Customer Service Representative – start date, 11/1/2021

Promoted Employees:

Luis Enciso – Field Maintenance Worker II-FM, start date 10/18/2021



STUDY SESSION
DISCUSSION OUTLINE

Date: November 3, 2021

Originator: Terese Quintanar- Administration

Subject: REVIEW OF REORGANIZATION OF BOARD COMMITTEES
AND REPRESENTATIONS AND BOARD POLICY

BACKGROUND AND RECOMMENDATION

Each year, the Board of Directors considers its combined and individual participation in local organizations or agencies, and appointment of members to its Standing Committees for the calendar year.

Standing Committees were created to take care of matters that arise and require Committee level study and recommendation. Each Committee shall meet at times to be agreed upon by the Committee Members and shall consider matters referred to it by the Board or matters within the scope of its duties that are presented to it by its members or the General Manager. Meetings of Committees shall be arranged through the Administration Department and will be posted in accordance with the Brown Act. Members of Standing Committees may remain the same from year to year or change as the Board determines most efficient.

The Matrix of meetings assigned to the Board is part of the Directors Policy, Section 500 of the Administrative Code. Section 500 is included in its entirety to allow for review for any needed updates since the last revision.

Earlier this year, a thorough review of board-related policies, including Administrative Code Sections 400, 500 and 600 were reviewed, along with the Board's Best Management Practices. Amendments updating the policies and the Board's Best Management Practices were approved at the May 27, 2021 Board Meeting.

Staff is requesting review of Section 500, specifically Section 510(G), the Director's Meeting Matrix at this time to determine if any amendments are desired.

ENVIRONMENTAL WORK STATUS

Not applicable.

FISCAL IMPACT

Not applicable.

Attachments:

Administrative Code Section 500
Committee Descriptions

SECTION 500. DIRECTORS POLICIES (R-06/03/11, R-07-11-01, M-4499, M-5610)

It is the policy of the Elsinore Valley Municipal Water District to maintain the highest standards of ethics from its Board Members. The proper operation of the District requires decisions and policies to be made in the proper channels of governmental structure, that public office not be used for personal gain, and that all individuals associated with the District remain impartial and responsible toward the public. Accordingly, it is the policy of the District that Board members and employees maintain the highest standard of personal integrity and fairness in carrying out their duties. This policy sets forth the minimum performance standards to be followed by the Board of Directors.

The primary role of the Board is to establish policies that guide the District to achieve its mission. The policy decisions of the Board constitute the “action” of the Board of Directors.

§ 501. Role of the Board of Directors. (M-4987, M-5610)

- A. The District’s policies, mission, goals and programs are established by the Board of Directors in consultation with the General Manager and where required from legal counsel at public meetings. The Board will not direct management in how to implement policy but will evaluate the General Manager in his/her implementation of policies established by the Board. Board members need to recognize and respect the distinctions between their policy-setting role and staff’s day-to-day implementation of policy.
- B. The General Manager shall recommend programs to implement district policy to the Board at public meetings unless instructed by the Board to report to a committee or individual Directors. The General Manager shall carry out the programs approved by the Board without modification.
- C. Individual Directors are encouraged to inquire of the General Manager as to the status of programs. The General Manager shall promptly provide information requested by Directors as necessary to assist in decision-making and policy direction. Routine requests orally or in writing for readily available written information or documents shall not require formal Board approval. Requests that involve other than routine collection of data, compilation of data from one or more sources, or preparation of written reports, studies, analyses or tabulations that in the determination of the General Manager may interrupt the natural flow of daily operations of the District shall be submitted to the Board of Directors by the individual director for formal approval. All Directors’ requests shall be treated uniformly and responded to in a fair and courteous manner.

In the event a disagreement arises over such a request the President of the Board of Directors shall be consulted. The decision of the Board President as to the best manner of responding to such request shall be final unless modified or reversed by a majority vote of the Board of Directors.

Directors requesting information shall not instruct staff as to the manner of responding to such request or the performance of their duties generally. Nothing

herein shall be construed as limiting any Director from making a request pursuant to the California Public Records Act. (*Minutes 6/26/96, MO #4499*)

- D. An individual Board member has the privilege of inspecting all public records but has no greater rights in the day-to-day operation of the agency than the public. In respect to the Public Records Act, all information requests or document requests must be submitted to the District Secretary. All requests for documents made by members of the public are to be delegated or deferred to the District Secretary for response. (*M-4499, M-4987, M-5610*)
- E. The Board Portal is to be utilized only by the Board of Directors as a resource for commonly referenced public and attorney privileged documents. The District Secretary updates the site and maintains the materials therein. For further information, please reference Administrative Code Section 1450 on IT/Network Policy related to sharing information and well as safeguarding District information. (*M-5610*)
- F. The Board employs the General Manager of the District.
- G. The Board defines the responsibilities of the General Manager. The Board monitors progress and redirects, if necessary. The Board provides the General Manager with a formal performance evaluation annually.
- H. The Board provides the General Manager the resources needed to carry out the policies and programs of the Board.
- I. The Board adopts the District's Budget.
- J. The Board approves the District's Table of Organization or Position Listing in consultation with the General Manager.
- K. The Board establishes employee benefit programs and approves pay ranges in consultation with the General Manager.
- L. The Board establishes all rules & regulations governing employees on the job in consultation with the General Manager.
- M. The Board hires the District's Legal Counsel and Auditor.
- N. The Board ratifies the demand payment register Purchasing Card (P-Card) and other required payments on a case by case basis, which will be processed on an interim register and approved other payment release. The Board may pull certain items from the demand payment register on a case by case basis for clarification or questions. (*M-5610*)
- O. The Board conveys easements and real property of the District.
- P. The Board approves acquisition and/or purchase or lease of real property.

- Q. Within six (6) months of being elected to the Board, Board Members will complete Governance Training through the District, California Special Districts Association (CSDA), ACWA JPIA, or combination of above, or through another qualified source providing similar training. *(M-5610)*
- R. The Board shall work with staff and legal counsel to gain an understanding of general management practices of the District, finance and planning, operations and engineering, District facilities, and rules of public meeting decorum. *(M-5610)*
- S. The Board will attend a refresher course on public agency governance and best management practices at least every four (4) years. *(M-5610)*

§ 502. Instructions to Staff. *(M-5081)*

All general business of the District, including requests for information and instructions to personnel are to be conducted through the General Manager or his designee, or in the absence of the General Manager, the Assistant General Manager or his designee.

§ 503. Compliance with the Ralph M. Brown Act. *(M-5610)*

The members of the Board of Directors will fully comply with the provisions of the State's open meeting law for public agencies (the Brown Act). This includes compliance of communications by electronic, written and verbal means and methods among Board Members.

§ 504. Closed Sessions. *(M-4987, M-5610)*

A Director is not authorized, without approval of the Board of Directors, and in consultation with the District's legal counsel and General Manager to disclose information that qualifies as confidential information under applicable provisions of law to a person not authorized to receive it, that (1) has been received for, or during, a closed session meeting of the Board, (2) is protected from disclosure under the attorney/client or other evidentiary privilege, (3) is not required to be disclosed under the California Public Records Act or, (4) has not been established and agreed upon by the Board as a whole as appropriate and uniform response to public inquiry.

This section does not prohibit any of the following: (1) making a confidential inquiry or complaint to a District Attorney or Grand Jury concerning a perceived violation of law, including disclosing facts to a District Attorney or Grand Jury that are necessary to establish the alleged illegality of an action taken by the District, (2) expressing an opinion concerning the propriety or legality of actions taken by the District in closed session, including disclosure of the nature and extent of the allegedly illegal action, or (3) disclosing information acquired by being present in a closed session that is not confidential information. Prior to disclosing confidential information pursuant to (1) or (2), above, however, a Board Member will first bring the matter to the attention of either the President of the Board or the full Board, in a lawful and appropriate manner, to provide the Board an opportunity to cure an alleged violation.

A Director who willfully and knowingly discloses for pecuniary gain confidential information received by him or her in the course of his or her official duties may be guilty of a misdemeanor under Government Code section 1098.

To ensure security and integrity of Closed Session discussions Board Members should follow best management practices. Attendance at closed sessions will be limited to the Board and only the employees and consultants whose participation in the closed session is necessary, in consultation with legal counsel. Employees and consultants joining virtually will be encouraged to make themselves visible to the Board.

Video or audio recording of Closed Sessions is strictly forbidden. Additionally, the use of cell phones, iPads, computers or other electronic devices during closed session is strictly prohibited. This prohibition does not prevent the use of electronic or telephonic devices to attend meetings virtually or by teleconference, but in such situations the device shall not be used to record, broadcast, or otherwise breach the confidentiality of the meeting. Subject to the limitations described in this Section, use of electronic devices during closed sessions is permissible only when virtual meetings are required by law, are specifically required for a particular course of business, or as established by state law.

§ 505. Representing the District in Public Settings and Personal Opinions. *(M-5610)*

- A. When representing the District in public settings, each Director is to (1) fairly represent the official positions of the Board and actions of the Board even if there is personal disagreement with such positions, and (2) carry out duties in a manner consistent with majority action or direction. Board Members may give their personal opinions in such settings but should not do so in a way that appears to attribute their personal opinions to the District/Board. At meetings in public settings, Directors shall be prohibited from revealing confidential District information except upon approval of the Board
- B. On occasion, a Director may wish, as a private citizen, to express a personal opinion about District business during a meeting open to the public. In such instances, the Director must make it clear that he or she is expressing his or her personal opinion only and that the statement does not necessarily reflect the Board's position or District's policy.

§ 506. Agendas. *(M-5081, M-5610)*

- A. All general requests to add items to the Regular Board Meeting agenda shall be made to the Board Secretary and General Manager before 5:00 p.m. on the Wednesday of the week prior to the meeting. *(M-5610)*
- B. If possible, when Directors have a question regarding the check register or Consent Calendar, they should contact the General Manager or the District Secretary before the Board Meeting. *(M-5081)*

§ 507. Attendance at Meetings. *(O-129, Minutes 07-14-99, R-03-02-05, R-06-03-11, R-07-11-01, M-4893, M-4987, M-5108, M-5610)*

- A. Pursuant to Sections 20200 through 20207 and 71255 of the California Water Code, (commencing July 14, 1999) Directors shall receive compensation daily, up to a maximum of ten (10) days of services monthly for attending the following meetings as shown on the approved Director's Meeting Matrix:
 - 1. Each day's attendance at regular, special and adjourned meetings of the Board of Directors; and
 - 2. Each day's attendance at regular, standing or ad hoc committee meetings; or study sessions.
 - 3. Attendance at meetings listed in the Directors Matrix List (§ 510 G), which are deemed as official District functions and are attended in an official capacity as a member of the Board of Directors.
- B. Attire at Board or Committee meetings, and when representing the District at public events, shall be business attire appropriate for the event. Board Members are ambassadors and representatives of the District and agree to behave in a manner that always places the District in a positive light. *(M-5610)*
- C. Directors shall receive compensation in accordance with provisions of Ordinance No. 129, including any amendments thereto. *(M-5081, M-5610)*
- D. Changes in the compensation will require the approval of the Board during an open meeting of the Board held at least 60 days prior to the effective date of the change.
- E. In addition to requirements of Section 512 of this Policy, Board approval of travel authorization expenses for attendance or participation by any Board Member at any seminar, conference or meeting shall be considered as Distinct approval of qualification for compensation for each day of attendance of said event, as long as the maximum compensation does not exceed ten (10) days per calendar month. *(M-5081)*

- F. Meetings or events, which are not compensated are: retirement dinners, political fundraisers, sporting events, employee events, and Chamber of Commerce mixers. Board members are encouraged to consult with the General Manager or legal counsel if questions arise regarding whether attendance at a meeting is compensatory. (M-5610)
- G. To ensure the public can readily ascertain the identity and positions taken by each Director, Board members who are attending meetings virtually are to make themselves visible to the public, other board members, and staff as if physically present for the meeting. (M-5610)
- H. During the course of open meetings, Directors should refrain from the use of personal electronic devices (cellphones, iPads, etc) and any emails, texting, or other communications, unless it is an emergency or specifically required for a specific course of business at hand. (M-5610)

Exception: Attendance at any of the meetings and/or listed in this section, which will likely result in an expense to the District in excess of Five Hundred Dollars (\$500) per Board Member will require the approval of the Board of Directors prior to the expense whenever possible. (M-5081, M-5108)

§ 508. Maximum Permissible Service. (Minutes 04-05-06)

No payments shall be made under these regulations for attendance or services exceeding a total of ten days in any calendar month or for attendance at meetings or hearings for which a Director is not present at least 50% of the meeting.

§ 509. Payments for Attendance or Services. (R-1609 12/22/99 & 06/03/11, M-4355, M-4429, M-4460, M-4771, M-4905, M-5108, M-5610)

- A. Payments for attendance or services pursuant to these regulations shall be made each month.
- B. Certain meetings listed in the Directors' Matrix (See § 510 G) will be assigned to each Director. If more than the assigned Director attends, the alternate Director will not receive day of service compensation. If the assigned Director is not in attendance and the alternate Director attends, the attending alternate or other available Director attending will receive compensation for a day of service.
- C. If a meeting is not included in the Matrix, there must be approval from the Board for compensation for attendance at that meeting.
- D. Claims for reimbursement of office supply expenses incurred by Directors, directly in connection with the performance of their official duties require approval by two reviewing Directors.

- E. After attendance at a meeting, each Director will supply the Board with a report on the meeting(s) attended at the next regular meeting of the Board. The report must be oral or written, and must include the date, the name of the meeting attended, basic highlights of the meeting, and all other pertinent information, which could be useful to the Board.

Members of Standing Committees shall alternate as Chairperson. Verbal reports on committee meetings shall be given.

- I. Compensation for travel on the day before and/or the day after each meeting or conference is permitted if the travel distance to the meeting location is equal to or greater than 200 miles from EVMWD's service boundary, while driving or requires over 4 hours of air travel, including any driving necessary to and from the applicable airports. *(M-5610)*
- F. Directors Matrix - Items included on the matrix are considered to be official District business and are compensable.

§ 510. Days of Service Approval *(M-4987, M-4994, M-5081, M-5108, R-17-01-04, M-5195, M-5389, M-5477, M-5499, M-5585, M-5610, M-5635)*

- A. At the end of each month, all Directors will complete a Days of Service Report Form. All Report Forms shall include meetings attended within a calendar month and shall have the corresponding Matrix or Section Code number indicated in order to qualify for compensation for a Day of Service. Any non-compensated meetings attended by Directors may also be listed on the bottom portion of the designated form.
- B. Completed Days of Service Forms shall be submitted in a timely manner by each Board Member to the Administration Department within 10 days of each month's end. Days of Service Forms submitted 30 days or more after each month's end will be presented for Board consideration for approval at a subsequent Board of Director's Meeting. *(M-5610)*
- C. All Directors' monthly reports for compensation for attendance at meetings will be reviewed before submittal for payment by two Directors. Appointed Directors for review of Monthly Days of Service Reports are the Board President and Vice President with the Treasurer and other Board Members as the alternate in that order.
- D. If it is the recommendation of the two reviewing Directors that a day of service that has been claimed is not a valid service day, then the reviewing Directors will ask that Director to remove the questioned day(s). The Director can either remove those days from his/her report or the matter will be placed on the next regular agenda for action at the Board's discretion.
- E. The two Reviewing Directors have the authority to approve Days of Service Report Forms for payment for all five Directors; a third Director's signature is required for the Reviewing Member's Days of Service Report approval.

- F. Completed Days of Service Reports, which have been reviewed and approved by the appointed reviewing Directors, shall be submitted to the Administration Department for submittal for payment.

G Directors' Matrix for 2021:

1	Regular Board meeting	All Directors
2	Special Board meeting or Study Session	All Directors
3	Adjourned Board meeting	All Directors
4	Board Study Session	All Directors
5	Ad Hoc Committees	Appointed by Board President
6	ACWA Conference	All Directors
7	CASA Conference	All Directors
8	ACWA Region 9 / Region 9 activities	Ryan, Williams -Alt / All Directors
9	ACWA/JPIA	(Williams, Ryan-Alt)
10	Board committees Finance & Administration (FAC) Engineering & Operations (E&OC) Legislation, Conservation & Outreach (LCOC) Water Planning (WPC)	(FAC, Williams, Ryan) (E&OC, Edmondson, Ryan) (LCOC, Ryan, Williams) (WPC, Morris, Burke)
11	California Municipal Utilities Association (CMUA) Meetings	All Directors
12	CA-NV American Water Works Association (CA-NV AWWA) Meetings	All Directors
13	California Special Districts Association (CSDA) Meetings	All Directors
14	Canyon Lake City Council	(Burke, Williams-Alt)
15	Canyon Lake POA / Canyon Lake Group Meeting	(Burke, Williams-Alt)
16	Eastern M.W.D. Group	(Burke, Ryan)
17	Bedford-Coldwater Groundwater Sustainability Agency (BCGSA) JPA	(Williams)
18	Inspection Tours (e.g., Colorado River Aqueduct, Diamond Valley Lake, other)	All Directors
19	Local Agency Formation Commission (LAFCO)	(Williams)
20	L.E. Chamber Student of the Month and Student of the Year	(Ryan, Edmondson – Alt)
21	Lake Elsinore City Council	(Williams, Ryan) attendees alternate Monthly
22	Lake Elsinore City Group	(Ryan, Williams)
23	Lakeland Village Community Advisory Council	(Edmondson, Williams – Alt)
24	LESJWA	(Williams, Morris-Alt)
25	LEUSD School Board	(Edmondson, Morris)
26	Meeks & Daley Water Co.	(Morris, Edmondson)
27	Meetings, Summits or Conferences with elected officials and/or agency representatives, SAWPA, Chambers of Commerce, dedication or groundbreaking ceremonies, POA's or HOA's regarding matters within the subject matter jurisdiction of the District (Attendees must be listed on the Days of Service Report Form)	All Directors
28	Murrieta Student of the Month	(Morris, Ryan- Alt)
29	Metropolitan Water District of So. Cal. (MWD) Meetings	All Directors
30	Murrieta City Council	(Morris)
31	National Water Resources Association Conferences	All Directors
32	Quail Valley Environmental Coalition	(Burke, Williams – Alt)

33	Rancho California W.D. Group	(Morris, Williams)
34	Rancho – Western – SRRRA (Santa Rosa JPA)	(Morris, Williams-Alt)
35	Temescal MAC	(Williams, Edmondson)
36	Urban Water Institute, Inc.	(Burke)
37	Western M.W.D. Group	(Morris, Burke)
38	Wildomar City Council	(Morris, Edmondson) – attendees alternate monthly
39	Wildomar City Group Meeting	(Edmondson, Morris)

1. Advance approval by the Board is not required except when the activity or meeting will cost in excess of \$500 per participant.
2. Representatives in (parenthesis) have been appointed by the Board of Directors.

§ 512. Travel. (M-4987, M-5610)

The purpose of this business expense policy is to establish policies and a basis for subsequent procedures regarding local and overnight travel for authorized activities. It includes, but is not limited to, travel, business meals, lodging, conference expenses, and other related expenditures incurred while conducting District business. Board members must ensure that their proposed expenses receive approval prior to incurring the expense.

- A. Definitions. For the purpose of this policy, the following definitions will be used:
 1. Directors – members of Elsinore Valley Municipal Water District’s elected Board of Directors.
 2. Reimbursable expense – authorized expenses incurred and paid for by a Director. Directors are expected to exercise good judgment and show proper regard for economy when incurring expenses in connection with official District business. No Director shall sustain personal monetary gain or loss as a result of duties performed in the service of EVMWD.
 3. IRS – Internal Revenue Services.
 4. Travel Reimbursement Authorization Requests (TRARs) - forms that must be completed and fully approved prior to travel. TRARs totaling less than \$500 may be approved by the General Manager or designee. All TRARs totaling \$500 or more must be approved by the General Manager or designee and by the Board of Directors. TRARs are to be completed as early as possible to take advantage of all discounts available. In the event that travel needs arise in excess of \$500 prior to Board approval, the General Manager or designee may approve the travel until ratification at the next Board of Directors meeting.

- B. Qualifying Activities for Reimbursement of Expenses. The principle of “reasonable and necessary” shall be used when deciding to expend public money. Expenses incurred in connection with the following types of activities generally constitute authorized expenses as long as the other requirements of this policy are met:
 1. Conferences and training, including visiting other agencies to discuss and observe best practices.
 2. Meetings with government and business leaders.
 3. Lobbying trips.

4. Business-related trips where a benefit to the District can be defined.

- C. Pre-Payment by EVMWD. Whenever possible, costs such as transportation, accommodations, and registration fees, should be paid in advance directly by EVMWD either by check or EVMWD credit card.
- D. Advance Allowance. Directors shall be entitled to receive up to \$100 per day of anticipated travel in advance travel allowance for expenses expected to be incurred in connection with services rendered pursuant to these regulations. Mileage Reimbursement. Mileage will be reimbursed at the current IRS rate (www.gsa.gov/mileage) based upon the most direct route from point of departure to point of destination as determined by websites such as www.Mapquest.com, www.maps.google.com, or www.bing.com/maps.

If two or more Directors travel together, only one Director may claim for mileage reimbursement.

To the extent required by Labor Code Sec. 2802, EVMWD shall indemnify Directors for personal losses, including insurance deductibles, incurred as a result of the director's use of a personal vehicle in the course and scope of District approved travel, if the damage was not caused by negligence.

- E. Meal Allowance. Shall be paid utilizing the current IRS Meals and Incidental Expenses (M & IE) rate for the location of the training or conference (see www.gsa.gov/perdiem) as a guideline for travel approval and actual expenses reimbursed. No meal allowance will be approved or reimbursed if a meal is included in the training or conference registration. Itemized receipts must be submitted for reimbursement.

Incidental expenses include tips for porters, baggage carriers and hotel staff. On the first and last day of travel, meal allowances shall be adjusted as allowed on the IRS First and Last Day of Travel guideline (see www.gsa.gov/perdiem) unless the travel times are demonstrated to be in excess of partial days.

- F. Transportation. If a Director has a physical limitation or disability, allowances will be made, which may affect total travel costs, to accommodate those needs without further Board approval. This would also be done in accordance with the Americans with Disabilities Act.
- G. Airfare. When airfare is the most economical mode of transportation, travel shall be by commercial air at the lowest published airfare available for economy class. Airfare should be booked as early as possible to receive the lowest possible rate. Class upgrades, early check-in, or boarding fees of any kind will not be reimbursed. Directors should work with staff to purchase airfare as far in advance as possible in order to avoid price increases or may be subject to reimbursing the District for the price difference. (M-5610)

If a Director chooses to drive rather than fly, reimbursement will be the lesser cost of driving or flying unless approved by the Board of Directors.

If two or more Directors choose to drive together rather than fly, the total of both Directors' calculations will be given to the Director receiving the mileage reimbursement, provided it does not exceed the reimbursement for actual mileage driven.

H. Ground Transportation. EVMWD will reimburse the Director for the cost of a taxi or shuttle service between the airport, hotel, and training or conference location. In circumstances where lodging or restaurants are at a location different from the training or meeting facility, EVMWD will reimburse the Directors for transportation costs from their place of lodging to these other locations.

I. Vehicle Rental. When vehicle rental is chosen over taxi or shuttle service, there shall be a business reason or economic benefit to support the decision. The vehicle class will be the most economic and reasonable that meets the needs of the traveler(s).

Optional auto insurance coverage for the rental vehicle is non-reimbursable and will be at the sole expense of the Director. If a Director is found liable for damage to a rental vehicle, and if the damage was not caused by negligence, EVMWD will reimburse the Director for damage expenses incurred.

IRS mileage rates will not be paid for rental vehicles; receipted fuel expenses will be reimbursed.

J. Parking Expenses. Prudence shall be used when choosing the most economical mode of parking.

1. Airport Parking - Long-term parking is preferred for travel exceeding 24 hours.
2. Conference, Training, or Hotel Parking - Valet parking will not be reimbursed beyond that incurred for a normal parking fee unless the Director can demonstrate that no other reasonable parking alternative was available.

K. Accommodations/Lodging. Reservations shall be made in advance to receive the best rate possible. If such lodging is in connection with a conference, lodging should be at the group rate published by the conference sponsor. EVMWD credit card is the preferred method of payment. Upon hotel check-out, the Director shall obtain an itemized hotel receipt. An Administration Department staff person will contact the lodging accommodation in advance to ensure payment arrangements are in place.

If a Director chooses to stay at a hotel other than those included in the block rate associated with the conference or training, reimbursement will be only up to the sponsored block rate.

If the conference block rate is not available, care should be taken to locate appropriate lodging at a cost as close as possible to the block rate.

- L. Registration Fees. Conference, seminar, training, and meeting registration fees should be prepaid by EVMWD whenever possible to take advantage of early registration discounts.
- M. Communications. Telephone, internet, mail, and fax expenses away from home will be reimbursed only when directly related to EVMWD business. If the Director is traveling with a portable computer, portable WiFi devices may be checked out from the IT Department to save hotel service fees.
- N. Miscellaneous. Miscellaneous expenses authorized for reimbursement include, but are not limited to:
1. Laundry, cleaning and pressing of clothing if travel includes a minimum of four consecutive nights lodging.
 2. Bridge and toll road fees.
 3. Baggage handling and storage
 4. Duplicating, scanning or photocopying expenses directly related to EVMWD business.
- O. No Shows and Late Cancellation. The Director shall submit a written explanation addressing the reason(s) they were unable to attend. Staff will make every effort to ensure that any pre-paid expenses (e.g. registration fee, airline ticket, hotel) attributable to the event are refunded or credited to EVMWD. Any expenses that are not refunded due to late cancellation may be the Director's personal responsibility, dependent on specific circumstances.
An expense form must be completed as soon as possible with all non-refundable costs related to the travel.
- P. Separation from Office. Attendance at any seminar or conference paid for by the District will not be allowed for Directors who will not begin a new term of office and whose terms expire within three months of the date of the seminar or conference. Travel Authorizations approved by the Board of Directors prior to the last three months of a term being known will be invalidated when a Director's term ending is made known to be within three months of the conference or seminar date.
- Q. Non-Authorized Expenses. Expenditures not authorized for reimbursement include, but are not limited to:
1. Any personal portion of the trip.
 2. Additional expenses incurred by or on behalf of a companion.
 3. Entertainment expenses, including in-room movies and airline headsets.
 4. Personal vehicle expenses or any other additional expenses for damage and/or personal losses caused by negligence on behalf of the Director.
 5. Traffic/driving citation and fines.
 6. Alcoholic Beverages.
 7. Incidental personal expenses including, but not limited to, medications, and non-business related reading materials.
- R. Procedures for Reimbursement of Expenses (M-5108). Directors shall submit original or images of itemized receipts immediately upon return to the appropriate Administration Department staff person for compilation and processing.

Itemized receipts should indicate a date, a detailed nature of the expense, and generally identify the participants. In situations where no receipt can be obtained, an explanation of the charges and the reason for the lack of receipt must be included. Failure to submit the required form and documentation within 30 working days may result in the expense being borne by the Director. IRS requires that expenses submitted after 60 days will be reported as taxable income and will appear in Box 1 of Form W-2.

Reimbursement of expenses to Directors require approval by two reviewing Directors, with the same guidelines as the Days of Service Report review and approval, so long as a Director is not one of the approvers of his or her own expense report.

- S. Reward Points. Any points related to hotel or airline reward programs accumulated from EVMWD credit card use should be redeemed by the District whenever possible.

§ 513. Conflict of Interest. (M-5610)

- A. Unless there is an applicable exception to Government Code Section 1090, Board Members will not have a financial interest in a contract with the District or be a purchaser at a sale by the District, or a vendor at a purchase made by the District. A Board Member shall not participate in the discussion, deliberation or vote on a matter before the Board of Directors, or in any way attempt to use his or her official position to influence a decision of the Board, if he or she has a prohibited interest with respect to the matter, as defined in the Political Reform Act, Government Code sections 81000, and following, relating to financial conflicts of interest. Generally, a Director has a financial interest in a matter if it is reasonably foreseeable that the Board decision would have a material financial effect (as defined by the Fair Political Practices Commission's regulations) that is distinguishable from the effect on the public generally on (a) a business entity in which the Director has a direct or indirect investment in the amount specified in FPPC regulations; (b) real property in which the Director has a direct or indirect investment interest, with a worth in the amount specified in FPPC regulations; (c) a source of income of the Director in the amount specified in FPPC regulations, within twelve months before the Board decision; (d) a source of gifts to the Director in an amount specified in FPPC regulations within twelve months before the Board decision; or (e) a business entity in which the Director holds a position as a director, trustee, officer, partner, manager or employee. An "indirect interest" means any investment or interest owned by the spouse or dependent child of the Director, by an agent on behalf of the Director, or by a business entity or trust in which the Director, or the Director's spouse, dependent child or agent, owns directly, indirectly or beneficially a ten percent interest or greater. A Director will not accept gifts or honoraria that exceed the limitations specified in the Political Reform Act or FPPC regulations. Board Members will report all gifts, honoraria, campaign contributions, income and financial information as required under the District's Conflict of Interest Code and the provisions of the Political Reform Act and the FPPC Regulations. (M-5610)

- B. If a member of the Board believes that he or she may be disqualified from participation in the discussion, deliberations or vote on a particular matter due to a conflict of interest, the following procedure will be followed: (a) if the Director becomes aware of the potential conflict of interest before the Board meeting at which the matter will be discussed or acted on, the Director will notify the District's General Manager of the potential conflict of interest, so that assistance can be provided to the Board Member, as appropriate, to help the Board Member make a determination whether it is a disqualifying conflict of interest; (b) if it is not possible for the Director to discuss the potential conflict with the General Manager before the meeting, or if the Director does not become aware of the potential conflict until during the meeting, the Director will immediately disclose the potential conflict during the Board meeting, so that there can be a determination whether it is a disqualifying conflict of interest; and (c) upon a determination that there is a disqualifying conflict of interest, the Director (1) will not participate in the discussion, deliberation or vote on the matter for which a conflict of interests exist, which will be so noted in the Board minutes, and (2) leave the room until after the discussion, vote and any other disposition of the matter is concluded, unless the matter has been placed on the portion of the agenda reserved for uncontested matters, except that the Director may speak on the issue during the time that the general public speaks on the issue. *(M-5610)*
- C. A Board Member will not recommend the employment of a relative by the District. In addition, a Board Member will not recommend the employment of a relative to any person known by the Board Member to be bidding for or negotiating a contract with the District.
- D. No Director shall willingly or knowingly accept a gift that may create the impression of conflict of interest, or otherwise violate the disqualification provisions of the Political Reform Act of 1974. A Board Member who knowingly asks for, accepts or agrees to receive any gift, reward or promise thereof for doing an official act, except as may be authorized by law, may be guilty of a misdemeanor under Penal Code section 70.

§ 514. Employee Relations and Discipline. *(M-5081, M-5610)*

- A. All personnel matters, including employee discipline, have been specifically designated the responsibility of the General Manager by the Board of Directors.
- B. Board Members shall not in the performance of their official functions, discriminate against or harass any applicant or employee because of race, religious creed, color, age, sex (including breast feeding and related medical conditions), gender identity and expression, pregnancy, national origin, citizenship status, uniform service member and veteran status, physical disability, mental disability, protected medical condition, marital status, sexual orientation, ancestry, genetic information, any other protected status in accordance with all applicable federal, state and local laws. A Board Member will not grant any

special consideration, treatment or advantage to any person or group beyond that which is available to every other person or group in similar circumstances. (M-5610)

- C. Individual members of the Board of Directors shall not supervise, discipline or attempt to direct personnel other than through the General Manager or his designee, with majority approval of the Board of Directors.
- D. Interference with employee relations or efforts to discipline public employees of the Water Employee Services Authority by individual members of the Board of Directors, without majority approval of the Board of Directors, shall be grounds for public censure and such other administrative and legal penalties as the Board of Directors may deem appropriate.
- E. Pursuant to Government Code section 815.3, Board Members may be personally liable to plaintiffs in cases involving intentional torts, including but not limited to harassment, sexual battery and intentional infliction of emotional distress. Per section 815.3, any acts of a Board Member constituting sexual harassment are outside the scope of employment and shall be the personal liability of the Board Member. The District has no obligation to indemnify Board Members for any punitive damages imposed on them, even if in the course of performing Board duties. (M-5610)

§ 515. Use and Safeguarding of District Property and Resources. (M-5081, M-5610)

Except as specifically authorized by a majority of the Board, a Board Member will not use or permit the use of District-owned vehicles, equipment, telephones, materials or property for personal convenience or profit. A Board Member will not ask or require an employee to perform services for the personal convenience or profit of a Board Member, or employee. Each Board Member must protect and properly use any District asset within his or her control, including information recorded on paper or in electronic form. Board Members will safeguard District property, equipment, moneys and assets against unauthorized use or removal, as well as from loss due to criminal act or breach of trust and may be responsible for any equipment costs or replacements due to negligence or failure to safeguard District property. Board Members will comply with Administrative Code Section 1450.

Board Members shall be responsible for all computer transactions made with his/her User ID and password and shall not disclose passwords to others or allow access by any unauthorized person to District e-mail, data or resources. Passwords must be changed immediately, if it is suspected that they have become known to others.

§ 516. News Releases. (M-1567)

All news releases relating to, or regarding, an action of the Board of Directors, shall indicate or state the actual “vote” of the Board of Directors.

§ 517. Solicitation of Political Contributions. (M-5081)

Board Members are prohibited from soliciting political funds or contributions at District facilities or from District employees. A Board Member will not accept, solicit or direct a political contribution from District vendors or consultants who have a material financial interest in a contract or other matter while that contract or other matter is pending before the District. A Director will not use the District's seal, trademark, stationery or other indicia of the District's identity, or facsimile thereof, in any solicitation for political contributions contrary to state or federal law.

§ 518. Candidate's Statement.

Board Members will not include false or misleading information in a candidate's statement for a general District election filed pursuant to section 13307 of the Elections Code.

Payment of the cost of candidate's Statement shall be borne by the candidate. The Board shall confirm this by minute order along with the adoption of the Notice of General District Election, pursuant to request by the Riverside Registrar of Voters on an annual basis.

§ 519. Incompatible Offices.

Any Board Member appointed or elected to a public office or another public entity, the duties of which may require action contradictory or inconsistent with the Board action, will resign from the former Board.

§ 520. Reporting of Improper Activities; Protection of "Whistle Blowers."

- A. The Board has a duty to ensure that the General Manager is operating the District according to law and the policies approved by the Board. Board Members are encouraged to fulfill their obligation to the public and the District by disclosing to the General Manager to the extent not expressly prohibited by law, improper activities within their knowledge. Board Members will not interfere with the General Manager's responsibilities in identifying, investigating and correcting improper activities, unless the Board determines that the General Manager is not properly carrying out these responsibilities. Nothing in this section affects the responsibility of the Board to oversee the performance of the General Manager.
- B. A Board Member will not directly or indirectly use or attempt to use the authority or influence of his or her position for the purpose of intimidating, threatening, coercing, commanding or influencing any other person for the purpose of preventing such person from acting in good faith to report or otherwise bring to the attention of the General Manager or the Board any information that, if true, would constitute: a work-related violation by a Board Member or District employee of any law or regulation, gross waste of District funds, gross abuse of authority, a specified and substantial danger to public health or safety due to an act or omission of a District official or employee, use of a District office or

position or of District resources for personal gain, or a conflict of interest of a District Board Member or District employee.

- C. A Board Member will not use or threaten to use any official authority or influence to effect any action as a reprisal against a District Board Member or District employee who reports or otherwise brings to the attention of the General Manager any information regarding the subjects described in this section.

§ 521. Violation of Policy. *(M-5610)*

- A. A perceived violation of this policy by a Board Member should be referred to the President of the Board or the full Board of Directors for investigation, and consideration of any appropriate action warranted. A violation of this policy may be addressed by the use of such remedies as are available by law to the District, including but not limited to: (a) adoption of a resolution expressing disapproval of the conduct of the Board member who has violated this policy, (b) injunctive relief, or (c) referral of the violation to the District Attorney and/or the Grand Jury.

- B. **Disciplinary Action** *(M-5610)*

In the event that Board Members breach this policy or any applicable state, local or federal law, they may be subject to informal or formal sanction by the Board of Directors.

1. **Informal Sanction**

Admonishment: This is the least severe form of action. An admonishment may typically be directed to all members of the Board of Directors, reminding them that a particular type of behavior is in violation of law or District Policy, and that, if it occurs or is found to have occurred, could make a member subject to sanction or censure.

An admonishment may be issued in response to a particular alleged action or actions, although it would not necessarily have to be triggered by such allegations. An admonishment may be issued by the Board prior to any findings of fact regarding allegations, and because it is a warning or reminder, would not necessarily require an investigation or separate hearings to determine whether the allegation is true.

Sanction: Sanction should be directed to a particular member of the Board based on particular action (or set of actions) that is determined to be in violation of law or District policy but is considered by the Board to not be sufficiently serious to require censure. A sanction is distinguished from censure in that it is not a punishment.

A sanction may be issued based upon the Board's review and consideration of a written allegation or a policy violation. The member accused of such violation shall be entitled to notice of the allegation and will have an opportunity to provide a written response to the allegation prior to any Board action. A sanction may be issued by the Board of

Directors and because it is not punishment or discipline, would not necessarily require an investigation or separate hearings.

2. Formal Sanction

Before the imposition of any formal sanction, the accused shall be entitled to notice of the allegation and opportunity to respond.

Investigative Process: All complaints from Board Members shall be filed with the District's General Counsel. Each allegation shall be considered in a manner that is fair to all parties involved in the allegation, including ensuring that due process is respected. This will include ensuring that Board Members names in an allegation are given an opportunity to consider and respond to that allegation.

When the Board of Directors decides, based upon findings and the accused person's defense, that a violation has occurred, it may decide by resolution to do the following:

Censure: This is the most severe form of action contemplated in this policy. Censure is a formal statement of the Board of Directors officially reprimanding one of its members. It is a punitive action, which serves as a penalty imposed for wrongdoing, but it carries no fine or suspension of the rights of the member as an elected official. Censure should be used for cases in which the Board determines that the violation of policy is a serious offense.

Any Director who fails to follow the adopted Best Practices policy, any Administrative Code Policy, or law is subject to censure by a vote of the Board of Directors. Any member of any Standing Committee who fails to follow these Best Practices may have their appointment to the Standing Committee or outside organization revoked by a vote of the Board of Directors. The District reserves the right to establish an ad hoc committee of District directors to (1) review allegations of ethical misconduct; and (2) make recommendations to the full District Board of Directors for censure or discipline as appropriate.

The Board shall only censure one of its Members if the Board finds that the Member has violated the law or District policy or has otherwise engaged in actions that are improper or inappropriate for a Board Member. A censure is not an appropriate action for Members' disagreements on opinions, policies or votes.

This section is intended to be cumulative to any other actions the Board may take, and nothing herein is intended to limit or restrain the Board's ability to impose remedial actions, address grievances, settle claims, or any other actions related to complaints about Board conduct.

2021 Committees and Descriptions

1.	The Finance and Administrative Committee (FAC) is responsible for overseeing administrative and financial matters including: rates, charges and other sources of revenue; review of staffing and administration budgets; audit; investments; human resources; employer-employee relations; insurance, risk management; other matters of general business operation.	The FAC meets on the 3rd Tuesday of each month, @ 3:30 p.m.
2.	An Engineering and Operations Committee (EOC) is responsible for matters of design, construction, replacement, maintenance and operation of the District's facilities, property and equipment, including: development and administration of the Capital Improvement Program; information technology; right of way acquisition and management; system and facility security; water quality; review of Engineering and Operations budgets; other matters relating to facility operations.	The E&OC meets on the 1st Monday of each month @ 3:30 p.m. Took the place of the Building Committee
3.	A Legislation, Conservation and Outreach Committee (LCOC) is responsible for community and governmental matters including: legislation, lobbying and intergovernmental relations; review of the Legislative and Community Relations budgets; community relations; media relations; water conservation programs; organizational donations; and other matters of public interest.	The LCOC meets on the 4th Wednesday of each month @ 3:30 p.m. Took the place of the Community Relations Committee
4.	A Water Planning Committee (WPC) is responsible for water planning and local supply development including: water demand and supply planning; shortage allocation planning; administration of the shortage allocation programs and policies; water supply forecasting and reporting; water reclamation; groundwater and conjunctive use; local surface water; water quality; environmental management; development of a water planning budget; Urban Water Management Plans; The Farm; and other planning matters.	The WPC meets on the 3rd Monday of each month @ 3:30 p.m. Took the place of the Well Committee
Special Study Sessions will be held including the full Board to discuss the Budget		As needed

F:\ADMIN\Board Files\Directors' Information\Committee and Descriptions\1-21 Committee and Descriptions.docx