



AGENDA

REGULAR MEETING OF THE FINANCE AND ADMINISTRATION COMMITTEE

December 15, 2020
3:30 PM

Call to Order

Public Comments

Discussion Items:

1. Review Section 500 of the Administrative Code - Directors Policy
2. Human Resources and Safety Update
3. Other
4. Consider Items for Board Review
5. Adjourn

Pursuant to the Governor's Executive Order N-25-20, and in the interest of public health and safety, this meeting will be held telephonically. Remote public participation is encouraged in one of the following ways:

For Online Participation:

Go to: www.webex.com and select Join
Enter Meeting ID: 126 610 4480
Meeting Password: 92530

For Call-in Only:

Call: (213) 306-3065
Enter Meeting ID: 126 610 4480
Meeting Password: 92530



**FINANCE AND ADMINISTRATION
COMMITTEE**

DISCUSSION OUTLINE

Date: December 15, 2020

Originator: Terese Quintanar- Administration

Subject: REVIEW SECTION 500 OF THE ADMINISTRATIVE CODE - DIRECTORS POLICY

BACKGROUND AND RECOMMENDATION

It is good practice to review Sections of the Administrative Code periodically, in order to keep them up to date and current with any changes in law, processes or best practices. Staff is presenting Section 500 of the EVMWD Administrative Code for review and discussion of desired edits or verbiage which requires update. The Board was presented with Section 500 for review at the December 1, 2020 Special Study Session meeting and directed staff to review the policy with the Finance and Administration Committee. Please note that proposed changes to the Director's meeting matrix for the 2021 calendar year are pending approval at the December 10, 2020 EVMWD Board Meeting.

Also attached for review is the Board's Best Practices document, prepared by Robert Deloach and Best Best and Krieger, and adopted by the Board in December 2018.

ENVIRONMENTAL WORK STATUS

Not applicable.

FISCAL IMPACT

Not applicable.

Attachments:

AC Section 500
Best Practices

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

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.

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

- 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.
- 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 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 no greater rights in the day-to-day operation of an 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)

- E. The Board Portal (SharePoint Site) 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.
- F. The Board employs the General Manager of the District.
- G. The Board defines the responsibilities of the General Manager and delegates authority. 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 headcount 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 approves the demand payment register prior to release of any payment, with the exception of Customer Refunds and other required payments on a case by case basis, which will be processed on an interim register and approved other payment release. *MO #4846*
- O. The Board conveys easements and real property of the District.
- P. The Board approves acquisition and/or purchase of real property.

§ 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.

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).

§ 504. Closed Sessions. (M-4987)

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.

§ 505. Personal Opinions.

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.

- A. All general requests to add items to the agenda shall be made before 5:00 p.m. on the Wednesday of the week prior to the meeting.
- 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 Board 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)*

- 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. Directors shall receive compensation in accordance with provisions of Ordinance No. 129. *(M-5081)*
- C. 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.
- D. 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)*
- E. Meetings or events, which are not compensated are: retirement dinners, political fundraisers, sporting events, employee events, Chamber of Commerce mixers, dedication ceremonies and groundbreaking ceremonies. Board members are encouraged to consult with the General Manager or legal counsel if questions arise regarding whether attendance at a meeting is a compensatory meeting.

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)

- 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.

- F. 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.
- G. 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)

- 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 by each Board Member to the Administration Department.
- 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 2020:

	Activity/Description	Eligibility¹ Appointed Rep(s)²
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, McBride, Ryan) (LCOC, Ryan, Williams) (WPC, Morris, Burke)
11	Canyon Lake City Council	(Burke, Williams-Alt)
12	Canyon Lake POA / Canyon Lake Group Meeting	(Burke, Williams-Alt)
13	Eastern M.W.D. Group	(McBride, Ryan)
14	Bedford-Coldwater Groundwater Sustainability Agency (BCGSA) JPA	(Williams)
15	Inspection Tours (e.g., Colorado River Aqueduct, Diamond Valley Lake, other)	All Directors
16	Local Agency Formation Commission (LAFCO)	(Williams)
17	L.E. Chamber Student of the Month and Student of the Year	(Ryan, McBride – Alt)
18	Lake Elsinore City Council	(Williams, Ryan) attendees alternate Monthly
19	Lake Elsinore City Group	(Ryan, Williams)
20	Lakeland Village Community Advisory Council	(McBride, Williams – Alt)
21	LESJWA	(Williams, Morris-Alt)
22	LEUSD School Board	(McBride, Morris)
23	Meeks & Daley Water Co.	(Morris, Burke)
24	Meetings, Summits or Conferences with elected officials and/or agency representatives, SAWPA, Chambers of Commerce, POA's or HOA's regarding matters within the subject matter jurisdiction of the District (Attendees must be listed on or attached to the Days of Service Report Form)	All Directors
25	Murrieta Student of the Month	(Morris, Ryan- Alt)
26	Murrieta City Council	(Morris)
27	National Water Resources Association Conferences	All Directors
28	Quail Valley Environmental Coalition	(Burke, Williams – Alt)
29	Rancho California W.D. Group	(Morris, Williams)
30	Rancho – Western – SRRRA (Santa Rosa JPA)	(Morris, Williams-Alt)
31	Temescal MAC	(Williams, McBride)
32	Urban Water Institute, Inc.	(Burke)
33	Western M.W.D. Group	(Morris, Burke)
34	Wildomar City Council	(Morris, McBride) – attendees alternate monthly
35	Wildomar City Group Meeting	(McBride, 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.

§ 511. Fringe Benefits. *(Minutes 3/25/98)*

All Board Members are entitled to receive benefit coverage (i.e., health, dental, vision) offered to regular employees. On March 25, 1998, the Board of Directors adopted the policy giving each Board Member the option to decline benefit coverage which may be waived, as defined in the contract between the District and its insurance carrier.

§ 512. Travel. *(M-4987)*

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.

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.

- A. Board Members will not have a financial interest in a contract with the District, or be purchaser at a sale by the District, or a vendor at a purchase made by the District, unless the Board Member's participation was authorized under

Government Code Section 1091. A Board Member will not participate in the discussion, deliberation or vote on a matter before the Board of Directors, or in anyway 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 Fair Political Practices 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 Fair Political Practices Act and the FPPC Regulations.

- 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 a determination can be made 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.
- 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)

- 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 person on the basis of race, religion, color, creed, age, marital status, national origin, ancestry, sex, sexual preference, medical condition or disability. 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.
- 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.

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

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.

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.

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.

§ 550. Donation and Scholarship Administration (M-3332, M-3816, M-4106, M-5271)

- A. Goal. In accordance with EVMWD's efforts to educate the community regarding its public services and to broaden public knowledge of the services provided by EVMWD, all community sponsorship requests should involve activities that will directly disseminate or permit the dissemination of information regarding EVMWD. All sponsorships shall further the District's objective of educating the public regarding the District's role in the community. Staff and the Legislation, Conservation and Outreach Committee shall evaluate all requests for sponsorship to ensure that requested sponsorships and requests for appropriations are intended for the purpose of disseminating information to the public regarding Elsinore Valley Municipal Water District, its public services, employees and mission as a provider of water and wastewater services.
- B. Background. A stated public information goal of the District is to "develop community support of EVMWD policies through public outreach." As a highly visible public agency, EVMWD has been solicited for club sponsorships, contributions of promotional prizes, yearbook and newsletter advertising, and support of special community events. This sponsorship policy will enable the District to improve community outreach to qualifying organizations through limited sponsorship and advertising support, while remaining in full compliance against legal prohibitions restricting gifts of public funds.

- C. Review and Funding Authority. There shall be established a “Sponsorships and Donations Fund” in the Public Affairs Department budget, to fund qualifying community sponsorships. The Board shall appoint two of its Members to serve as the Legislation, Conservation and Outreach Committee (LCOC) each year, upon Committee appointment in January. The Legislation, Conservation Outreach Committee (LCOC) shall review all requests, direct staff on how to proceed with the requests. Notice of action taken by the Committee will be given verbally or by written report included in monthly Board Meeting packets. Donations and sponsorships to any organization defined as eligible per this policy shall not exceed \$300 in any combination of funds and/or water per fiscal year. As necessary, the LCOC and Board of Directors may establish certain contribution limits on the distribution of marketing items promoting EVMWD. It shall be the responsibility of the District's Public Affairs Department to budget, track and maintain records of all sponsorships and contributions accordingly. Awards of Sponsorships and/or Donations shall be limited to once per fiscal year per agency or organization. Sponsorships or donations shall be limited to those organizations within the service boundaries of EVMWD, and which have an impact on the education and betterment of the communities served by EVMWD.
- D. Eligibility. Eligible sponsorships shall include, but not be limited to, public and non-profit agencies, community organizations, events or publications that are compatible with EVMWD's mission and which otherwise provide opportunities to educate and inform EVMWD's constituents. Cash sponsorships may include activities intended to promote the economic development of communities included within the boundaries of Elsinore Valley Municipal Water District. All sponsorships and contributions shall otherwise be handled in a manner, which will not conflict with legal prohibitions restricting gifts of public funds. Applicants must complete the appropriate sponsorship application form, or provide the pertinent information by other written correspondence at least thirty (30) days before the deadline for funding of the event. Applicants must indicate which form of public information announcement or acknowledgment will be made to EVMWD. The recipient of a sponsorship or donation must exhibit notice to the public of EVMWD's support, either by signage, acknowledgment in program handouts, verbal announcement, or other means of communication.
- E. Awards. On an annual basis, a contribution of \$100 to each high school within the Lake Elsinore and Murrieta School Districts will be made. The Lake Elsinore and Murrieta Chambers of Commerce shall determine the appropriate recipients of the scholarship funds provided by EVMWD for their respective high schools. If the Committee determines that funding is inadequate to allow for scholarship donation to the schools, any unused funds may remain to be utilized pursuant to this policy.
- F. Program Support. Staff of the Elsinore Valley Municipal Water District's Public Affairs Department will contact and coordinate the annual donation through the Lake Elsinore and Murrieta Chambers of Commerce to be issued through their Student of the Year Programs.

Elsinore Valley Municipal Water District's Commitment to Board's Best Management Practices

I. Executive Summary

Comprehensive Organizational Development Plan

The Elsinore Valley Municipal Water District (District) approved the development of a Comprehensive Organizational Development Plan (Plan) in September of 2014. The Plan is intended to assist District leadership in better defining appropriate management policies and procedures while improving the overall management efficiency of the District by closely integrating three separate but uniquely linked elements. The three elements of the Plan include development of a Board Member Best Management Practices Handbook, conducting an Organizational Performance Assessment and developing a new Strategic Plan. This document deals with the first element of the Plan, The Board of Directors Best Practices.

Board Best Practices

The members of the Board of Directors understand the importance of the role each of them play in representing the District's customers and ratepayers in the most ethical and accountable manner possible. The legal framework that provides guidance for their roles as either elected or appointed public officials are established in the California Government and Water Codes. Additionally, the District has adopted the EVMWD Administrative Code, which further defines and guides the Board of Directors and staff on management of the District. Sections 400, 500 and 700 of the Administrative Code were used extensively in the development of the District's Best Practices Handbook. A copy of the relevant sections of the Administrative Code are attached. The Best Practices were created to provide additional guidance, and are intended to compliment Section 500 of the Administrative Code.

To further identify and define expectations of accountability and behavior the Board of Directors and General Manager conducted an initial workshop on October 1, 2014 followed by a second workshop on October 15, 2014, to develop a set of "Best Practices", or behavior expectations and principles. The goal of the workshop was *"To develop standards and expectations for governance that guides organizational performance to achieve superior results."* The following criteria were used in identifying the appropriate Best Practices:

- Ethical standards and accountable leadership
- Public confidence and integrity
- Compliance with the letter and spirit of existing laws and policies
- Dedication to superior service
- Personalized standards of conduct

The process of developing a Best Practices Handbook consisted of individual meetings with WESA staff, two workshops with the Board of Directors and a review of five separate elements of a proposed Handbook, starting with a review of the existing Government Code and Administrative Code as a first step. The second step included identifying a set of agreed upon performance expectations for Board Members related to their roles in governance. This included Board and staff behavior expectations in the performance of their official capacity, official representation of the agency at various functions, the working relationship with staff and support of District objectives. The third step of the process included a review of the role and expectations for the official positions of the Board President, Vice-President and for that of a Board Member. The fourth step involved a review of the appropriate manner in which the Board provides direction to staff, the evaluation of the General Manager's staff and the level of respect required for the different roles of staff and of the Board. The final step of the workshop included development of a written expression of Best Practices which was then to be reviewed and signed by each Board Member as a public acknowledgement of the District's commitment to Best Practice expectations and accountability in the form of a Letter of Commitment.

In addition to the signed Letter of Commitment, the Board of Directors and General Manager agreed that a bi-annual review of the approved Best Practices Handbook would serve as an ongoing reminder of their roles in policy governance and principles of behavior as a "Best of Class" water utility. The document would also serve as a valuable tool in the orientation of new Board Members as well as future General Managers.

II. Introduction

Strategic Vision- Culture-Values

The District's Board of Directors and its General Manager recognize the importance and value of a positive and constructive culture to the overall performance of the District. This culture in large part is a product of the District's Strategic Vision and the goal of performing as a Best of Class utility, individually and corporately. Whether in the capacity of an elected or appointed Director, or as an employee, their primary responsibility is to serve our customers.

When considering the adoption of a new Strategic Plan as a part of the overall Comprehensive Organizational Development Plan, the Board of Directors will consider a series of Strategic Vision Goals to guide the planning and application of all policies and procedures including the application of the Best Practices identified in this document. It is the responsibility of each Board and staff member to know, understand, and carry out their respective role as outlined in the Best Practices Handbook as well as the Strategic Vision goals and its objectives within their

respective capacities. The Vision Goals that will be considered will include but are not limited to the following categories:

1. Water Supply Preservation
2. Infrastructure Integrity Assurance
3. Financial Management
4. Public and Political Outreach
5. Leadership and Organizational Development

III. Authority, Role of the Board and General Guidelines

A. Authority

The District is an independent public agency, which provides water service to the lands and inhabitants within its boundaries. The District operates under the authority of Division 12 of the Municipal Water District Act of 1911. The District is governed by an elected Board of Directors who has the authority to oversee the business and affairs of the District, including the authority to fix terms and conditions of employment (including compensation) of WESA employees. The Board is authorized to delegate those powers. The Board has the power to employ and set terms and conditions for employment of the General Manager who, in turn, has management authority over WESA employees.

In order for a Board of Directors to function in an effective manner, it is important that Directors understand their respective roles and the relationship to other members of the Board and to the General Manager. This also requires an understanding of the performance expectations necessary to carry out the duties of a Board Member.

The officers of the Board of Directors consist of the President, a Vice-President, Treasurer and Secretary. Officers of the District are selected every year corresponding with the end of the calendar year or as otherwise determined by the Board of Directors.

B. Role of the Board

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. As such, each Board Member is strongly encouraged to support the actions of the collective Board even when there may be individual opinions.

The Board has three (3) major responsibilities:

1. Promote the best interests of the District's customers by establishing policies that support the vision and mission of the District and by ensuring the implementation of those policies. Policies include the governing principles, plans, and approved actions of the organization. Policy-making is the process of visionary planning and should reflect the broadest possible principles and provide parameters within which staff can operate. Policy-making sets the overall direction for the District.
2. Assure the fiscal health of the District. The Board establishes policies that ensure fiscal stability and the effective use of funds. In order to achieve this, the Board adopts a two-year budget covering the anticipated revenues and expenditures of the District. Additionally, the Board annually adopts and monitors cash reserve and investment policies.
3. Hire a General Manager to manage the day-to-day operations of the District. The Board holds the General Manager accountable for the effective operational management of the District. It also has a responsibility to properly evaluate the General Manager on an annual basis.

C. Best Practice General Guidelines

1. The Board of Directors provides policy direction and leadership for the District.
2. The Board is responsible for ensuring (from a policy perspective) that the District is a progressive, innovative, and well-managed agency.
3. The Board exercises authority only as a Board.
4. The Board understands and provides leadership in regional, state and national issues affecting the operation and management of the District. This action may be supported by the General Manager as required.
5. The Board respects the role of constituents in the governance of the District, encourages their participation and consults with key stakeholders when and where appropriate.
6. Board Members recognize and respect the distinctions between the policy-setting role and the day-to-day implementation of policy by staff.
7. Board Members represent the District in various community and water industry events.
8. Board Members maintain a high level of communication with the General Manager and notify the General Manager of their unavailability in a timely manner.
9. Board Members have equal access to information including staff reports, committee agendas, customer inquiries, background information, etc.
10. Board Members inform the General Manager of any specific information they want to receive from outside agencies or organizations and are provided such information in a timely manner.

11. Board Members may request information from the General Manager, or the District Secretary while notifying the General manager of such request, provided such request does not cause significant disruption in staff workload. The General Manager shall advise if the requested information should be placed on the Board of Directors meeting agenda or the appropriate committee agenda to affect a policy change or approve an expenditure of public funds.

IV. Principles and Performance Expectations of the Board of Directors

1. The Board and the General Manager function as a participatory team.
2. The Board values a visionary, constructive, high-energy work environment.
3. The Board values open and honest communication, with open agendas.
4. The Board works for the common good of its customers and stakeholders and not for any private or personal interest.
5. Board Members are prepared for meetings.
6. Board Members practice continued professional development in their role as Board Members.
7. Board Members are respectful and considerate of each other and staff.

V. Board of Directors Interaction and Communication

1. Board Members maintain informal and professional relationships among one another.
2. Board Members refrain from personal attacks against other fellow Board and staff.
3. Attire at Board meetings, and when representing the District at public events, shall be business attire when appropriate for the event.
4. Board Members are representatives of the District's culture and values at all times and lead by example in their interactions.
5. Board Members are knowledgeable of the District's travel and expense reporting policies.
6. When attending meetings or conferences, Board Members are ambassadors and representatives of the District and conform with behavior that always places the District in a positive light.
7. Board Members are aware of the rules governing communication among Board Members in compliance with the Ralph M. Brown Act and the Public Records Act. This includes communications by electronic, written and verbal means and methods.
8. Board Members function as a team and are not exclusive in their communication and interaction.
9. Board Members will not include false or misleading information in a candidate's statement for a general District election.

10. Outside of scheduled meeting locations for Board Meetings, Committee Meetings and Study Sessions, tours or site visits to District facilities shall be pre-scheduled through the District Secretary and must be accompanied by staff with appropriate knowledge and access to those facilities.
11. Board Members shall have equal access to enter the District Headquarters during business hours.
12. When the Board of Directors participates in social media, communications shall be in compliance with the General Social Media Use policy, Section 1470 of the Administrative Code.

VI. Role of the General Manager and Board Interaction with Staff

A. Role of the General Manager

The most vital relationship in the District is between the Board and the General Manager. The General Manager is the primary agent of the Board, the individual to whom the Board delegates its authority to manage and administer the District's daily operations in accordance with policies approved by the Board. This position is important because to be successful, the District requires leadership and vision from its General Manager. In this capacity, the General Manager has two roles: Chief Executive Officer and top advisor to the Board. As the most visible employee, the General Manager truly represents the District to its many constituencies.

The success of the strong relationship between the Board and the General Manager depends on a shared sense of purpose, open communication, honest and mutual support. Both parties must also understand that the relationship itself is paradoxical with inherent tensions. The General Manager is hired to carry out Board policy directives, and at the same time, is looking to the Board for guidance and leadership.

One of the most important decisions a Board makes is the selection of a General Manager in whom the Board has confidence. The Board must be able to support the decisions of the General Manager and grant him or her the authority to manage and lead the District.

It is the General Manager's responsibility to ensure that the Board Members have the information needed to make Board level decisions. The General Manager provides the same information to all Board Members and will promptly alert them about problems and issues to prevent surprises. Board Members expect the General Manager to make a recommendation on issues before the Board, except those that are strictly a matter of the Board of Directors.

B. Board Interaction with the General Manager

1. The General Manager establishes and presents annual goals, which are approved by the Board of Directors as a part of the formal performance review process.
2. The Board of Directors will provide the General Manager with constructive feedback on his or her performance annually in a written evaluation.
3. Board Members are encouraged to contact the General Manger about any subject related to the operations of the District. Similarly, the General Manger may discuss District related issues with any Board Member.
4. The Board's concerns regarding overall District operations, specific division issues or problems with staff are addressed with the General Manager.
5. The General Manager handles internal District matters. The Board of Directors does not interfere with the day to day operations of the District.

C. Board Interaction with Staff

1. Board Members shall not direct staff to take a particular action. Requests are made through the General Manager.
2. Board Members may contact the District Secretary and General Manager with questions related to District operations. The General Manager is advised - of these communications. The General Manager is responsible for ensuring that the requests are handled promptly and accurately.
3. Critical information about District operations is provided to all Board Members in verbal, written or electronic format by an appropriate staff member, with the knowledge of the General Manager.
4. Board Members make every effort to contact the General Manager and District Secretary prior to a Board meeting regarding questions related to agenda items so the most accurate and prepared response can be provided. Information provided in response to questions related to the agenda shall be shared with the entire Board of Directors. The Board and staff operate by the "No Surprise Rule" regarding information sharing.

D. Role of District's Legal Counsel

1. The District's Legal Counsel operates as an extension of and in collaboration with the Board, the General Manager and staff.
2. The Legal Counsel's primary point of contact is the General Manger.
3. The Legal counsel regularly consults with the Board and the General Manager on items of concern related to any facet of District operations.
4. When more specialized legal expertise is needed for the District, the Legal Counsel will oversee their work to the extent possible, or advise the General Manager on matters of their performance when necessary.
5. The Legal counsel is pro-active in informing and protecting the District and Board of Directors in the performance of their duties from any potential violations and conflicts that may arise.

6. The Legal Counsel meets with General Manager and the Board of Directors annually to review the performance of the Legal Counsel, establish goals and review their contract.

VII. Selection, Role and Responsibility of the President and Vice-President

A. President of the Board

1. The President of the Board of Directors is selected by a majority vote of the Board corresponding with the end of the calendar year, unless otherwise modified by the Board.
2. The President remains as one member of the Board, and has no rights or authority different from any other member of the Board.
3. The president votes with the Board Members and votes last on a roll call vote, when done verbally.
4. Each President's individual style is unique. Diversity is encouraged.
5. The President chairs the meeting of the Board of Directors, calls the meeting to order, presides over the meeting, including the conduct of the Board of Directors and those in attendance, entertains and repeats motions properly before the Board of Directors, puts motions to a vote, and announces the result.
6. The President, or his designee, acts as the ceremonial head or representative of the District at various civic functions.
7. The President is the designated spokesperson for the Board of Directors to the general public. The President may elect to appoint one of the other Board Members to serve in this capacity.
8. The President acts as the signatory on all documents requiring the Board's execution.
9. The President makes appointments to Ad Hoc Board Committees as necessary.
10. To the extent possible, the President advises the Board of any informal communication or correspondence sent or received regarding District business.
11. The President regularly communicates with the General Manager and keeps other Board Members fully informed on matters of District business.
12. The President provides guidance to the Board fairly and impartially.
13. The President personally addresses the issues between members of the Board. The Directors or the General Manager inform the President on any issue or concern brought to their attention.
14. The President reviews all Standing Committee, Study Session and Board Meeting agendas prior to distribution and posting.

B. Vice-President of the Board

1. The Vice-President of the Board of Directors is selected by a majority vote of the Board corresponding with the end of the calendar year, unless otherwise modified by the Board.
2. The Vice-President remains as one member of the Board and has no rights or authority different from any other member of the Board.
3. In the event the position of the President is vacated prior to the expiration of the term, the Vice-President becomes the President for the remaining term, unless otherwise directed by the Board.
4. In the event of an early vacancy in the position of Vice-President, the Board determines, by vote, a replacement for the remaining term.
5. The Vice-President serves in the capacity of the President of the Board of Directors in their absence.

VIII. Public & Media Interaction

A. Customer Inquires

1. All customer concerns and inquiries are referred to the General Manager or an appropriate staff member in their absence.
2. Staff provides the Board with a written or verbal report of a customer concern or inquiry that cannot be handled as a routine manner along with a response to the concern or inquiry.
3. The Board is informed of significant, politically sensitive, urgent and/or repetitive communication inquiries. Staff will research the matter as soon as possible, and provide the General Manager with the appropriate follow-up and response. The General Manager will review the communication prior to dissemination to the Board.
4. Board Members refer responses and inquiries to customer or media concerns either to the General Manager or the President.
5. Inquiries from customers outside of the division of the receiving Board Member shall be forwarded to the Board Member of that customer's division with a courtesy copy to the District Secretary.

B. Board of Directors Meetings

1. All noticed meetings are conducted using Robert's Rules of Order. Robert's Rules provides for constructive and democratic meetings.
2. Special meetings are called by the President. Noticing for special meetings will be in compliance with the Ralph M. Brown Act.
3. All meetings are open meetings in compliance with the Ralph M. Brown Act.
4. The General Manager is responsible for setting the agenda. Any Director may request that an item be placed on the agenda through notification to the General Manager and President. Any member of the public may request that

- an item be placed on the agenda. The General Manager and the President will determine if the item should be placed on the agenda or referred to the appropriate Committee.
5. The General Manager or his designee informs the Board of items of significance that will be placed on future agendas.
 6. Oral communications are allowed for items of significance not on the agenda pursuant to the Ralph M. Brown Act.
 7. Directors may ask clarifying questions to ensure that staff provides an appropriate response. During meetings, Directors may respond briefly to public comments and the President may refer matters to the General Manager for follow-up. Occasionally, a prompt response may be offered when an obvious answer or resolution is available. Directors should refrain from debating or making decisions in response to public comments. If direction is made for a staff member to assist the customer with the public comment, Board Members may contact that customer independently.
 8. The President presides at all meetings. The President decides all points of order and procedure during meetings. The President cannot make a motion but may second a motion on the floor. The President is responsible for maintaining an orderly progression of the business before the Board, and to the extent possible regulates the amount and type of input from the public and from Directors and staff.
 9. Each Director may speak on an item prior to the making of a motion and prior to vote.
 10. Roll Call votes are required on all Resolutions and Ordinances considered for adoption. A Roll Call vote can be requested by a Director, but at the discretion of the President.
 11. The Board works diligently to achieve unanimity on all actions items. At the request of a Director, and the discretion of the President, and prior to a vote where unanimity may not be achieved, the item may be referred back to a Standing Committee to consider a resolution to the issue.
 12. Once an agenda item has been voted on, the disposition is considered as the "action" of the Board and subsequently supported by the individual Directors.
 13. Directors on the minority side where less than unanimous vote is cast cannot bring back an item for consideration for one year. The majority can bring it back at will.

C. Consent Calendar Agenda

1. The District utilizes a Consent Calendar on the Agenda to approve routine business matters, such as minutes, production reports, cash reports and previously approved budgetary items.
2. If a Board Member has a question on a Consent Calendar Agenda item, they are encouraged to contact the General Manager and/or District Secretary for clarification prior to the official meeting, rather than having it pulled for separate discussion during the meeting.

3. Staff is prepared to provide a verbal report on any Consent Calendar Agenda items, when necessary.

D. Closed Session

1. All Closed Session discussions and materials are considered legal and confidential information, and as such, are not shared outside the Closed Session Conference unless specific action is taken, and then must be reported out of Closed Session. Closed Session staff reports should be returned to the General Manager immediately following the meeting. Electronic copies of the reports will not be provided to the Board.
2. Closed Session meetings may be held at times other than the regular meetings of the Board of Directors so long as the meeting is posted pursuant to the Brown Act rules.
3. Withholding confidential information that is discussed in Closed Session shall also extend to elected officials from other agencies and the media.
4. A Board Member should refer a request for information regarding a Closed Session item to the General Manager who, in concert with Legal Counsel, will prepare an appropriate response.

VIII. Role and Responsibility of Standing Committees and Special Committees

1. Board Committees are given the authority to obtain more information, investigate, and provide a report or recommendation to the full Board of Directors. The committee format allows the Board to conduct its business more efficiently.
2. Any Standing Committee may be formed, renamed, or have functions changed or terminated with approval of the Board.
3. A Standing Committee consists of two Board Members. Standing Committees are open to the public and subject to provisions of the Ralph M. Brown Act.
4. Other Board Members may attend the meetings of the Standing Committees; however, the Brown Act prohibits their participation in the meeting because this constitutes a quorum of the Board.
5. Staff assists members of Standing Committees by preparing agendas, staff reports, distributing materials, and performing other support functions as required. Committee members may request staff assistance through the General Manager.
6. Individuals appointed to Ad Hoc committees serve at the pleasure of the President of the Board, and their participation on the Committee ends upon completion of the project or issue for which the Ad Hoc committee was formed.
7. The Committee Chair is responsible for providing a report of items discussed and/or recommendations to the entire Board at the next available Board of Directors meeting.

8. Copies of committee agendas are made available to the entire Board.
9. Upon request of the General Manager or President, a committee meeting may be scheduled to address an issue requiring attention.
10. If members of committee are in disagreement on a recommendation, the issue is brought to the full Board for consideration.

IX. Complaint Handling Procedures and Sanctions

A. Disciplinary Action

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.

i. 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 admonition 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.

ii. Formal Sanction

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

Investigative Process: All complaints shall be filed with the General Manager. Once the complaint is filed, the General Manager shall convene a meeting with the complainant, accused, and the District's legal 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 named in an allegation are given an opportunity to consider and respond to that allegation.

If warranted, the complaint will be referred to the appropriate authority or authorities for a thorough investigation. If there is merit, a report of the findings along with the accused person's defense is presented to the Board of Directors for majority action. If there is no merit, the matter is disposed of. Unfounded complaints are not open to public scrutiny.

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.

In order to protect the overriding principle of freedom of speech, the Board of Directors shall not impose censure on any of its members for the exercise of his or her First Amendment rights, no matter how distasteful the expression was to the Board and the District. However, nothing herein shall be construed to prohibit the Board of Directors from collectively condemning and expressing their strong dislike of such remarks.



LETTER of COMMITMENT TO BEST MANAGEMENT PRACTICES

As a member of the Elsinore Valley Municipal Water District Board of Directors and as the General Manager I have read the District's Best Practices and understand the expectations placed on me as a representative of the District. I am committed to upholding the public trust and representing the best interest of our customers. I understand that the Board Best Practices applies exclusively to performance expectations and ethical standards of conduct rather than legal issues. By signing this Letter of Commitment to Best Practices, I am pledging my commitment to uphold a standard of integrity and competence beyond what is required by law. I agree to uphold the following principles, which demonstrate my commitment to the District:

1. I will recognize the value of individual members and appreciate their talents, perspectives and contributions.
2. I will help create an atmosphere of respect and civility where individual members, staff and the public are free to express their ideas and work together to their full potential.
3. I will conduct my personal business and public affairs with honesty, integrity, fairness and respect for others.
4. I will keep the common good as my highest purpose and focus on achieving constructive solutions for the public's benefit.
5. I will avoid and discourage conduct which is divisive or harmful to the best interests of the Elsinore Valley Municipal Water District.
6. I will treat all people with whom I come into contact with in a manner in which I wish to be treated.

Name _____

Date _____

Title or Official Position

Human Resources Department Quarterly Update

Recruitment & Personnel Highlights

Recruitment	Nov. 2019	2019 YTD	Nov. 2020	2020 YTD
Employee Separations	1	18	1	18
Recruitments Opened	1	28	1	22
Total Recruitment Cost	\$200	\$24,475	\$200	\$17,175
Applications Processed	34	1945	172	2493
Total Positions Filled	6	37	3	18
Internal Promotions	3	8	2	6
% of Positions Filled Internally	50%	22%	66%	33%
Temporary Employees	8	9	8	12
Avg. Recruitment Time (days)	44	90	53	42
Turnover Ratio	2%	8%	6%	7%
Employee Wellness Events	1	8	1	6
Employee Wellness Event Participation	40%	29%	27%	16%

Completed Training

HAZWOPER 24hr - Field Staff (9/1 - 9/3)
 AED/BBP/CPR - Field Staff (9/16)
 Fuel Island Safety (9/23)
 Trench Rescue - CM Staff (10/6 - 10/7)
 Forklift Training - Select Field Staff (11/3)
 AED/BBP/CPR - Field Staff (11/18)
 GHR Timecard Training - All Staff (Nov.)

Future Training

Forklift Training - Select Field Staff (12/16)
 ARC Flash Label training - Field Staff (01/12 - 01/13)
 NCCCO Crane Training - MM Staff (1/19 - 1/20)
 Reasonable Suspicion - All Staff (1/28 & 2/3)
 AED/BBP/CPR - Field Staff (2/17)
 GHR Timecard Training - All Staff (Dec.)

Claim Status

JPIA Open Claims - 1

Claim Number	Background	Current Status
20-0772	Anthracite has entered the water lines of several Canyon Lake homes from a compromised filter in 2018 at Back Basin Treatment Plant .	21 Claims Filed YTD Damages: \$20,146.09 Water Credit: \$632.59

Small Claims - 1

Date of Claim	Background/Status
6/10/2020	Claimant's underground electrical facility was damaged when District employees were replacing a water service line. Total cost of claim \$4,949.19. This claim was approved and paid.

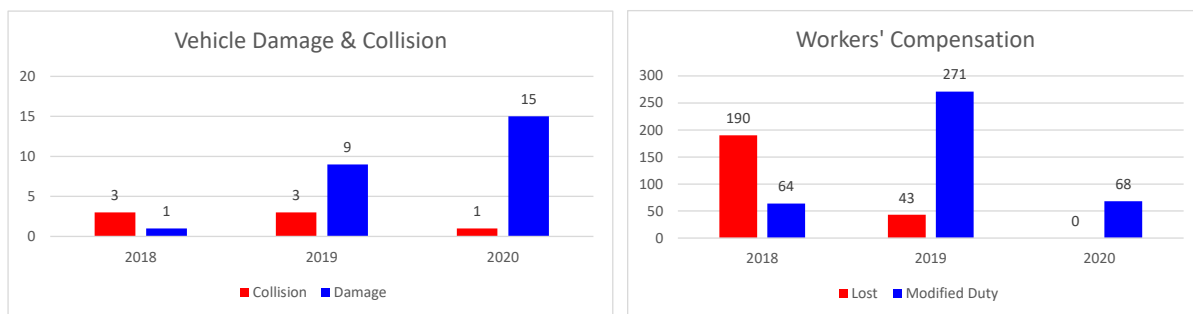
Vehicle Claims - 1

Date of Claim	Background/Status
7/14/2020	Temporary Employee was driving a District vehicle and hit a gate while exiting one of the facilities. Cost of repair \$1,174.39.

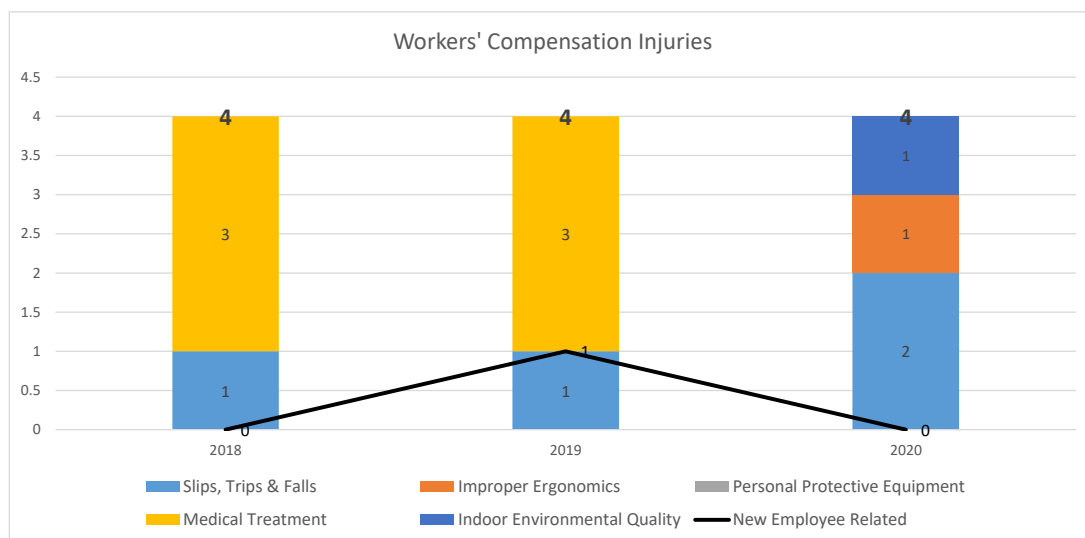
Liability Experience Modification Rate (E-Mod) - WESA - 1.35

Liability Experience Modification Rate (E-Mod) - EVMWD - 1.0

Safety & Workers' Compensation Highlights



Days without injury: As of November 30, 2020 we are now at 17 days without injury.



Workers' Compensation Experience Modification Rate (E-Mod) - 0.93

Safety Programs	November				
	November	2019	2019 YTD	2020	2020 YTD
Prescription Safety Glasses Issued	4		14	1	12
Safety Policies and Standard Operating Procedures Revised	1		3	2	3
Ergonomics Assessments and Product Recommendations	1		9	0	3
Inspections Completed					
Site & Vehicle	16		19	0	1
Ladders	69		69	15	15
Fall Protection	0		67	0	96
Safety Training Sessions Completed	15		48	11	29
Total Hours of Training Provided	9		201	50	151
Average Hours of Training Provided	1		4	5	5