

“Exhibit A”

**Board Members
Guidelines for Conduct**



Revised July 22, 2019



Board Members Guidelines for Conduct

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PREAMBLE

“Government is a trust, and the officers of government are the trustees; and both the trust and the trustees are created for the benefit of the people.” (Henry Clay, 1829)

The mission of the La Puente Valley County Water District is to provide its customers with high quality water for residential, commercial, industrial and fire protection uses that meets or exceeds all local, state and federal standards and to provide courteous and responsive service at the most reasonable cost.

I. Purpose of the Policy

The policy of La Puente Valley County Water District (“the District”) is to maintain the highest ethical standards for its Board members. The proper operation of the District requires that decisions and policy be made within the proper channels of governmental structure, that public office not be used for personal gain and that Board members remain objective and responsive to the needs of the public they serve. Accordingly, it is the policy of the District that Board members maintain the highest ethical standards. The objectives of this policy are to (1) provide guidance for dealing with ethical issues; (2) heighten awareness of ethics and values as critical elements in Board members’ conduct; and, (3) improve ethical decision making and value-based management.

II. Responsibility of a Public Office

Board members are obligated to uphold the Constitution of the United States and the Constitution of the State of California. Board members will comply with applicable laws regulating their conduct, including conflict of interest, financial disclosure and open government laws. Board members will work in cooperation with other public officials unless prohibited from doing so by law or officially recognized confidentiality of their work. *(Government Code Section 1360; Article 20, Section 3 of the California Constitution.)*

III. Fair and Equal Treatment

Board members will not, in the performance of their official duties and responsibilities, discriminate against or harass any person on the basis of race, religion, color, creed, age, marital status, national origin, ancestry, gender, gender identity, gender expression, sexual preference, medical condition, pregnancy, childbirth, disability, veteran status or other protected class under applicable state and federal law. 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.

IV. Proper use and Safeguarding District’s Property and Resources

Except as specifically authorized, a Board member will not use or permit the use of District owned vehicles, equipment, telephones, materials or property for personal benefit or

profit. A Board member will not ask or require a District employee to perform services for personal benefit or profit. . 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.

V. Use of Confidential Information

- A. Board members are not authorized and shall not, without approval of the Board of Directors, 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; or (3) is not required to be disclosed under the California Public Records Act.
- B. 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, an elected official or employee; (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, so that the Board will have an opportunity to cure an alleged violation.
- C. A Board member who willfully and knowingly discloses for monetary 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.

VI. Conflict of Interest

- A. The District has adopted a Conflict of Interest Code and each Board member shall comply with all the requirements thereof, and with other applicable laws, including, but not limited to, other provisions of the Political Reform Act and Government Code Section 1090, in his/her actions or conduct as an elected official.
- B. A Board member shall therefore 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, unless the Board member's participation was authorized under Government Code Sections 1091 or 1091.5 or other provisions of law. A Board member will 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 the following provisions relating to conflicts of interest.

Generally, a Board member 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 [FPPC] regulations) that is distinguishable from the effect on the public generally on: (a) a business entity in which the Board member has a direct or indirect investment in the amount specified in FPPC regulations; (b) real property in which the Board member has a direct or indirect investment interest, with a worth in the amount specified in FPPC regulations; (c) a source of income of the Board member in the amount specified in FPPC regulations, within twelve months before the Board decision; (d) a source of gifts to the Board member in an amount specified in FPPC regulations within twelve months before the Board decision; or (e) a business entity in which the Board member holds a position as a director, trustee, officer, partner or manager. An "indirect interest" means any investment or interest owned by a spouse or child of the Board member, by an agent on behalf of the Board member, or by a business entity or trust in which the Board member, or the Board member's spouse, child or agent, owns directly, indirectly or beneficially a ten percent interest or greater.

A Board member will not accept gifts or honoraria that exceed the limitations specified in the Fair Political Practices Act or FPPC regulations (\$500.00 for calendar years 2019 and 2020, subject to adjustment in 2021, and thereafter). 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.

- C. If a Board member 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 shall be followed:
- a. If the member becomes aware of the potential conflict of interest before the Board meeting at which the matter will be discussed or acted on, he or she Board member will notify the District's General Manager and the District's legal counsel of the potential conflict of interest, so that a determination can be made as to whether it is a disqualifying conflict of interest;
 - b. If it is not possible for the Board member to discuss the potential conflict with the General Manager and the District's legal counsel before the meeting, or if the Board member does not become aware of the potential conflict until during the meeting, the Board member will immediately disclose the potential conflict during the Board meeting so that there can be a determination as to whether it is a disqualifying conflict of interest;
 - c. Upon a determination that there is a disqualifying conflict of interest under the Political Reform Act, whether prior to or at the meeting, the Board member shall do all of the following:
 1. at the meeting, the Board member shall publicly identify the financial interest that gives rise to the conflict;
 2. the Board member shall not participate in the discussion, deliberation

or vote on the matter for which a conflict of interests exist; and,

3. the Board member shall leave the room until 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, in which event, the Board member may speak on the issue during the time that the general public speaks on the issues.

d. The identification of the conflict of interest and the Board member's recusal and absence during discussion and action shall be noted in the minutes.

e. Notwithstanding the foregoing, if the conflict of interest results from a director's interest a potential contract into which the District is considering entering, recusal is only permitted in the event the director in question has a remote interest or non-interest under applicable law (Government Code Sections 1091 and 1091.5, respectively). If no exception under those statutes applies, the director in question may not recuse himself or herself and the District is prohibited from entering into that contract.

D. 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.

E. 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.

VII. Soliciting Political Contributions.

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

(a) District employees, officers, consultants or contractors, or

(b) District vendors with a material financial interest in a contract or other matter while that contract or other matter is pending before the District.

A Board member 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.

VIII. Incompatible Offices.

Any Board member appointed or elected to a public office of another public entity, the duties of which may require action contradictory or inconsistent with the interests of the first entity (as determined under applicable law), will resign from the former office by operation of law pursuant to Government Code Section 1099. In addition, directors should be aware of Government Code Section 53227, under which an employee of a special district may not be sworn into office as an elected or appointed member of the Board of the same special district, unless he or she resigns as an employee.

IX. Board-General Manager Relationship.

- A. The Board sets the policy for the District. The Board will retain and periodically review the work of an auditor as an independent contractor of the District who will report to the Board, to conduct an annual audit of the District's books, records and financial affairs. In addition, at the Board's discretion, the District may retain a Financial Consultant, an independent contractor, who will report to the Board on the District's financial affairs.
- B. The District's General Manager: (a) has full charge and control of the maintenance, operation and construction of the water system and other facilities of the District; (b) has full power and authority to employ and discharge all employees and assistants, consistent with District policy and other provisions of the law; (c) prescribes the duties of employees and assistants, consistent with District policy; and (d) fixes and alters the compensation of employees, pursuant to the Board approved salary ranges for each position. The General Manager shall perform other such duties or functions requested by the Board and shall report to the Board in accordance with the Board's instructions.
- C. The District's General Manager serves at the pleasure of the Board. The Board will provide policy direction and instructions to the General Manager on matters within the authority of the Board by majority vote of the Board during duly-convened Board meetings. Individual Board members are not authorized to speak for the District or the Board or to bind the District to a particular course of action, unless specifically authorized to do so by proper Board action. Members of the Board will deal with matters within the authority of the General Manager through the General Manager, and not through other District employees, except consultants, including the District auditor. Members of the Board will refrain from making requests directly to District employees (rather than to the General Manager) to undertake analyses, perform other work assignments or change the priority of work assignments. Members of the Board may request non-confidential, factual information regarding District operations from District employees.

X. Improper Activities and the Reporting of Such Activities; Protection of "Whistle Blowers."

- A. The General Manager has primary responsibility for: (1) ensuring compliance with the District's personnel policies and procedures, and ensuring that District employees do not engage in improper activities; (2) investigating allegations of improper activities; and, (3) taking appropriate corrective and disciplinary actions. The Board has a duty to ensure that the General Manager is properly managing District affairs and operations 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) a work-related violation of any law or regulation by a Board member or District employee; (b) a waste of District funds; (c) an abuse of authority; (d) a specific and substantial danger to public health or safety due to an act or omission of a District official or employee; (e) use of a District office or position or of District resources for personal gain; or (f) a conflict of interest of a 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 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.

XI. Compliance with the Brown Act.

- A. The members of the Board and persons elected to the Board who have not yet assumed office as members of the Board, will fully comply with the provisions of the State's open meeting law for public agencies (the Ralph M. Brown Act or "Brown Act").
- B. A copy of the Brown Act will be provided to each member of the Board and to each person elected to serve as director who has not yet assumed the duties of office.
- C. A quorum of the Members of the Board shall not meet, or use any form of direct communication, personal intermediaries, or technological devices to develop a collective concurrence as to action to be taken on an item within the subject matter jurisdiction of the District, except as a part of an open and noticed public meeting, or pursuant to an authorized closed session.

XII. Rules for Conducting a Meeting

A. Regular Meetings

The regular meetings of the Board shall be held, on the second and fourth Monday of each calendar month. Meetings shall commence at 5:30 p.m., unless otherwise specified, in the District's Conference Room.

B. Special Meetings

A special meeting of the Board may be called at any time by the Board President or by a Majority of the members, in accordance with the Brown Act.

C. Adjournment: Adjourned Meetings

The Board may adjourn any regular, adjourned regular, special or adjourned special meeting to a time and place specified in the order of adjournment. Less than a quorum may so adjourn from time to time. If all members are or will be

absent from any regular or adjourned regular meeting, the Secretary may declare the meeting adjourned to a stated time and place and shall cause a written notice of the adjournment to be given in the same manner as provided for special meetings. Within 24 hours after the time of adjournment, a copy of the order or notice of adjournment shall be conspicuously posted on or near the door of the place where the regular, adjourned regular, special or adjourned special meeting was held. When a regular or adjourned regular meeting is adjourned as provided in this Rule, the resulting adjourned regular meeting is a regular meeting for all purposes. When an order of adjournment of any meeting fails to state the hour at which the adjourned meeting is to be held, it shall be held at the hour specified for a regular meeting.

D. Closed Sessions

The Board may hold closed sessions during a regular or special meeting, or at any time otherwise authorized by law, to consider or hear any matter which it is authorized by law to hear or consider in closed session, and may exclude from any such closed session any person or persons which it is authorized by law to exclude from such closed sessions.

E. Cancellation

Any meeting of the Board may be canceled in advance by majority vote of the Board members. The President may cancel a meeting when a majority of members have confirmed in writing their unavailability to attend a meeting.

F. Board President

The President shall preside over all Board meetings. In the President's absence, the Vice President shall serve as presiding officer. In the absence of both the President and the Vice President, the Board members shall poll the then present members and by a majority vote of those Board members present select a member to preside at that meeting.

G. Agenda

The Secretary or General Manager shall prepare for each meeting of the Board an agenda specifying the time and place of the meeting and setting forth a brief general description of each item of business to be considered by the Board at that meeting. The agenda for each regular meeting shall include all items of business requested to be placed on the agenda by the Board, individual Board members, the General Manager, or District's Legal Counsel.

H. Time Certain

Certain items may be listed on the agenda for a time certain. Such listing shall mean that the item shall be heard as soon as reasonably possible after the specified time.

I. Posting

The agenda for each regular meeting shall be posted in accordance with the Brown Act. The Secretary shall maintain a record of such posting in a form approved by the General Counsel.

J. Actions

The Board shall not take action on any matter not appearing on the posted agenda unless one of the exceptions listed in the Brown Act is applicable.

K. Motions

When a motion is made and seconded, it may be debated by the Board. Members may speak in debate of a motion only when addressing the President and being recognized by the President. Whenever the subject of the motion has been discussed and considered and roll call has been started, there shall be no further discussion or debate except that members may be allowed to explain their vote or propose supplemental motions.

L. Voting

All members of the Board, who are present at a meeting when a question comes up for a vote, shall vote for or against the measure or abstain. The

Board secretary will ensure that the minutes reflect each Board member's vote on all actions taken. After the vote is taken, the President or other director chairing the meeting if the President is not present, shall announce the result of the vote and the votes cast, if not unanimous.

M. Rules of Order

Except as otherwise provided herein, the presiding officer at any Board meeting shall be responsible for the orderly conduct of the Board meeting. The presiding officer shall be guided in that process by Robert's Rules of Order, which are for guidance only, and shall not be binding on the District the Board or the presiding officer.

N. Disorderly Conduct

The President shall have the authority to preserve order at all Board meetings, to remove or cause the removal of any person from any meeting of the Board for disorderly conduct, to enforce the rules of the Board and to determine the order of business under the rules of the Board and in compliance with the Brown Act. For the above purposes, the President may command the assistance of any peace officers who shall enforce all lawful orders of the President.

Disorderly conduct shall be deemed to include, but not be limited to, each of the following:

1. Willfully disturbing or breaking up, without authority of law, any of the following: Board member doing any act or engaging in any conduct, at any Board meeting, without authority of law, with intent to disturb or break up such meeting; urging or promoting the disturbance or breaking up of such meeting, or urging others to commit acts or engage in conduct which will disturb or break up such meeting. Acts or conduct which shall be deemed disturbing to the meeting shall be deemed to include, but not be limited to, unreasonably loud and prolonged yelling, screaming, clapping or other noise-creating acts which render it impossible or difficult

- for the Board to conduct or continue with its proceedings;
2. Doing any act or engaging in any conduct in the immediate view or hearing and presence of Board members with intent to disturb the proceedings of the Board or to impair the respect due the authority of the President or Board:
 3. Doing any act or engaging in any conduct with intent to cause a riot, urging a riot, or urging others to commit acts of force or violence, or the burning or destroying of property, under circumstances which produce a clear, present and immediate danger of acts of force or violence directed at persons or property or the burning or destroying of property. As used herein, "riot" means any use of force or violence, disturbing the public peace, or any threat to use such force or violence, if accompanied by the immediate power of execution, by two or more persons acting together and without authority of law;
 4. Threatening to commit or cause bodily injury to or upon any member of the Board, or upon any officer or employee of the Board or the District, or upon any other person, or to burn or destroy or cause the burning or destruction of any property if the Board fails or refuses to act, or to refrain from acting, in accordance with the wishes of the threatening person;
 5. Willfully refusing or failing to comply with any rule of the Board or with any reasonable order of the President or the Board.

XIII. Board members' Compensation and Expense Reimbursement.

Board members will comply with the provisions of the Board's "Policy on Board members' Compensation and Expense Reimbursement" as set forth in this section.

A. Board members' Expenses

Each Board member is encouraged to participate in those outside activities and organizations which in the judgment of the Board further the interests of the District. Expenses incurred by Board members in connection with such official duties are reimbursable. The following general rules apply:

1. All expenses shall be actual and necessary and Board members are encouraged to exercise restraint and prudence in all expenditures.
2. The most economical mode and class of transportation consistent with scheduling requirements shall be used.
3. Expenditures for food and lodging shall be moderate and reasonable.
4. When available, government and group rates offered by a provider of transportation or lodging services for travel and lodging shall be used.
5. Expenses incurred by a family member or guest of a Board member in connection with the Board member's service will not be reimbursed. Any increased costs in the Board member's accommodations resulting from the

Board member's desire to accommodate a guest will be at the Board member's expense, unless otherwise approved by the Board.

6. Expenses that exceed the amounts established in this policy that are not approved at a Board meeting before such expenses are incurred are not reimbursable by the District.

B. Conference and Meeting Expenses

1. Compensable Events

Board members shall receive compensation in accordance with Section C, below, and reimbursement of actual and necessary expenses in accordance with Section 3, et seq., below, for the following Compensable Events:

- a. Regular and special meetings of the District's Board of Directors;
- b. Meetings of standing committees established by the District's Board of Directors; or duly created ad hoc committees.
- c. Any conferences or organized educational activities, including, but not limited to, conferences sponsored by any special district or water-related association of which the District is a member, water educational workshops, water classes, water seminars, water symposiums, water facility tours and other special water-related functions, approved in advance by the Board, or be ratified after the event upon approval of at least a four-fifths vote of the Board (provided that expenses as set forth in Subdivisions D, E, F and G of this Section XIII are not reimbursable for any events ratified or approved after the event has occurred); and
- d. Any other event that may be approved in advance by the Board, or be ratified after the event upon approval of at least a four-fifths vote of the Board (provided that expenses as set forth in Subdivisions D, E, F and G of this Section XIII are not reimbursable for any events ratified or approved after the event has occurred), as a Compensable Event under this policy.

C. Compensation for Attendance at Compensable Events

Board members shall be compensated for attendance at Compensable Events at the current rate per day (in accordance with District Ordinance 2007-01), provided, however, that such daily compensation shall not be paid for more than a total of ten (10) days in any one calendar month; provided, however, that a Board member shall not be entitled to receive more than a total of sixty (60) days of compensation in a calendar year for all compensable events described in Section B.1(C) & (D) in that calendar year. Such compensation shall be provided in addition to any reimbursement for conference registration fees, meals, lodging and travel expenses incurred in attending the event as set forth below, provided an expense report has been submitted as described in Section I below.

D. Travel Time and Expenses

Reasonable and necessary travel time shall include one (1) day prior to and one (1) day after a Compensable Event, as defined in Section B.1 above, unless the Compensable Event takes place within 50 miles of the District's principal offices, in which case no compensation shall be paid for travel time.

Board members shall be reimbursed for actual expenses incurred in traveling to and from Compensable Events which are attended on behalf of the District. The most economical mode and class of transportation reasonably consistent with scheduling needs and space requirements and the most time-efficient route should be utilized. Travel expenses shall include round-trip airfare where necessary, actual reasonable expenses for ground transportation to and from airports and hotels, car rental, parking fees and mileage reimbursement (at the maximum allowable per mile rate established by the Internal Revenue Service) for use by Board members of privately-owned vehicles in the conduct of District business. When available, government and group rates must be used. Incidental gratuities, including, but not limited to, gratuities paid to valet parking or taxi service, are permissible, up to a total of \$10.00 per day. Such incidental expenses shall be listed in the expense form submitted pursuant to Subdivision I, below, and where possible, the Board member shall obtain documentation evidencing those expenses.

E. Conference Lodging

1. For lodging in connection with a conference or organized educational activity, the lodging costs shall not exceed the maximum group rate published by the conference or activity, provided the lodging is available to the Board member at the time of booking. If the group rate is not available, the Board member shall use applicable government or group rates offered by the provider of lodging or, alternatively, reasonable and necessary lodging that is comparable to, but not to exceed twenty-five percent (25%) of, the group rates associated with the conference. Incidental gratuities, including, but not limited to, gratuities paid to housekeeping or bellman are permissible, up to a total of \$10.00 per day. Such incidental expenses shall be listed in the expense form submitted pursuant to Subdivision I, below, and where possible, the Board member shall obtain documentation evidencing those expenses.
2. No reimbursement claim or request for overnight accommodations will be approved for expenses incurred within the District's service area, or within 50 miles outside the District's service area, except upon advance approval by the Board.

F. Meal Expenses

Board members who attend Compensable Events as representatives of the District shall be reimbursed for actual out-of-the-local-area meal expenses, including gratuities. Board members shall have the option to take meals offered in connection with such events, in which case the District may prepay the expense as part of the conference registration or, in the alternative, be reimbursed for meal expenses and meal gratuities, not to exceed \$125 per day. Requests for reimbursements shall be submitted in accordance with Section I below.

G. Travel, Lodging and Meals Paid Directly by District

The District, in most cases arranges for travel and lodging for Board members attending the conferences or events, will be paid directly by the District. Meals while attending the event will be purchased directly by the District. To the extent that a Board member has discretion over the cost of such travel, lodging and meal expenses, the same standards of prudence, reasonableness and limits shall apply as where the Board member incurs the expense and requests reimbursement (i.e. travel will be by the most economical means consistent with scheduling constraints and meals and lodging will be moderate and reasonable and in accordance with District policy).

H. Cancellation of Conference or Travel Reservations

In the event the registration fee for a Board member to attend a meeting or conference has been paid by the District and the Board member fails to attend such meeting or conference without canceling his or her attendance in sufficient time to allow the District to obtain a full refund of the paid registration fee, then the non-refunded amounts of such registration fee shall be reimbursed to the District by the Board member; provided, however, that this policy shall not apply if the reason for the Board member's failure to attend results from a personal or family emergency, including, but not limited to, serious illness, a work or business scheduling conflict or other circumstance out of the Board member's control.

I. Reimbursement and Expense Report Forms

All requests for reimbursement of actual and necessary expenses shall be submitted within two weeks after the expenses were incurred unless circumstances warrant otherwise, but in no event later than thirty (30) days after incurring the expense. Requests for reimbursement shall be submitted through expense report forms in the form attached as "**Exhibit A**" hereto or as otherwise prescribed by the District, and shall be accompanied with an explanation of the District related purpose for the expenditure and receipts evidencing each expense. Expenditures which are not consistent with this Policy or otherwise not properly accounted for or consistent with the prohibition against gifts of public funds set forth in the California Constitution will not be reimbursed or accepted by the District. Where such expenses have been paid by the

District, they will be deducted from monies otherwise due a Board member. Alcoholic beverages and other non-essential expenses (including, but not limited to, in-room movies, Service Bar, etc.) will not be reimbursed.

J. Report on Events Attended

Each Board member who attends a Compensable Event, other than a Board meeting or Board committee meeting, at the expense of the District shall give at the next regular Board meeting a brief report (oral or written, at the Board member's discretion) on the event attended. If multiple Board members attend the same event, a joint report may be made.

K. Reporting of Expenditures

To implement the reporting requirements of Government Code Section 53065.5, the District will prepare a list of the amount and purpose of each expense reimbursement made to each Board member for the preceding quarter, which will be available to the public.

XIX. Changes in Compensation

Increases in the per diem compensation payable to Board members under this policy shall be made by ordinance adopted after a noticed public hearing. Changes on compensation are made in accordance to District's Ordinance 2007-01.

XX. Candidate's Statement

A Board member 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.

XXI. Ethics and Sexual Harassment Prevention Training

Each Board member and the General Manager, the Accounting Supervisor and Distribution and Treatment Supervisors shall receive at least two hours training in ethics for any two years of service or employment pursuant to Government Code Section 53235. Each Board member, the General Manager and other District employees, as required by law, shall receive sexual harassment prevention training, as required by law. The General Manager shall provide information to the Board of Directors and Staff on training available to meet the requirements for ethics training at least once annually, and shall schedule the training for the Board members and designated staff members. All costs and expenses associated with compliance with the ethics training requirements shall be paid by the District. Records of the ethics training completed by Board members and designated staff members, including the date of attendance and the entity providing the training shall be kept by the District for a minimum of five years after the completion of the training.

XXII. Violation of Ethics 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 that may be 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 or censure 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.

XVIII. Consulting District Counsel

Any Board member who has a question about the application of this policy with respect to his own circumstances or conduct or the conduct of the Board or any of its members may make a confidential inquiry of District Legal Counsel for guidance. The intent of this section is to assist the Board members to avoid or correct violations of this ethics policy, (for instance to receive advice on returning a gift which exceeds the gift limitation.) The purpose of this provision is not to enable concealing any of violations of legal requirements. Legal Counsel shall not be prohibited from reporting actual violations of legal requirements to the Board of Directors.