



# **DIRECTORS POLICY MANUAL**

**THREE VALLEYS MWD**

**2025**

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## **1. PURPOSE AND ORGANIZATION**

### **1.1 Mission**

The mission of Three Valleys Municipal Water District is to supplement and enhance local water supplies to meet our region's needs in a reliable and cost-effective manner.<sup>1</sup>

### **1.2 Vision Statement**

Our vision is to be a regional leader through advocacy, engagement and innovation to serve the generations, now and into the future<sup>1</sup>.

### **1.3 Core Values**

The Core Values of Three Valleys Municipal Water District are as follows:

- 1.3.1 Integrity – Devote work effort in a consistent and fair manner to do what is right.
- 1.3.2 Collaboration – Have an open exchange of information and share ideas broadly within and across organizational lines; engage our internal and external customers as valued partners.
- 1.3.3 Accountability – Deliver on our commitments and decisions; take ownership of the outcomes and results.
- 1.3.4 Progression – Have a growth mindset for continuous improvement at both personal and organizational levels
- 1.3.5 Innovation – Provide bold leadership that is prepared to challenge the status quo and develop projects and services that create long-term value for our member agencies.

### **1.4 Functions and Powers**

The District is a Municipal Water District, organized under and subject to the provisions of the Municipal Water District Law of 1911.<sup>2</sup> The District's primary functions are to acquire, control, distribute, store, purify, and conserve water for the beneficial use of its entire area (Water Code Sections 71610-71612). The District has the power of eminent domain (Water Code Sections 71693-71694); the right to acquire, use, and dispose of easements and other interests in real property (Water Code Sections 71690-71691); the right to use the public right-of-way for operating facilities (Water Code Sections 71695-71698); the power to fix water rates and fees (Water Code Sections 71613-71617); incur bonded indebtedness (Water Code Sections 71312.5, 72028-72028.4, 72073-72077); levy standby charges (Water Code Sections 71630-71637, 71638-71638.4, 71639; Government Code Sections 54984-54984.9);

impose water replenishment assessments (Water Code Sections 71682-71689.9), special taxes (Water Code Sections 72090-72099), and utility taxes (Water Code Sections 72072-72072.12); and the authority to issue bonds for system maintenance and development.<sup>3</sup> The District also has the power to sue or be sued (Water Code Sections 71750-71752), and to contract (Water Code Section 71592), and to enter into a variety of legally recognized relationships with other public and/or private entities (Water Code Sections 71720-71723). The District exercises its power to generate electricity for direct use and for sale to other parties and reserves the right to exercise other latent powers in the future.<sup>4</sup> As a member public agency of the Metropolitan Water District of Southern California, the District is entitled to certain rights and privileges and may be responsible for carrying out certain duties.<sup>5</sup>

### **1.5 Member Agencies as Customers**

The District wholesales water for the benefit and use of its customers (commonly referred to as "Member Agencies"). Member Agencies include: Golden State Water Company (serving the Cities of Claremont and San Dimas); Rowland Water District; Walnut Valley Water District; Valencia Heights Water Company; Boy Scouts of America (operated by the City of Industry); California State Polytechnic University, Pomona; Mount San Antonio College; Suburban Water Systems; and the cities of Covina, Glendora, La Verne, and Pomona. For the benefit of any or all of these Member Agencies, the District may also sell water to a Watermaster that administers a court judgment, and/or a Joint Powers Authority with any of these Member Agencies as a participating member. Through the Member Agencies, water is provided to the following cities or unincorporated areas: Charter Oak, Claremont, Covina, Covina Hills, Diamond Bar, Glendora, Industry, La Puente, La Verne, Pomona, Rowland Heights, San Dimas, Walnut and West Covina. Any significant initiation or change of service, change in boundaries, sphere of influence, jurisdiction, or organization, must be approved by the Local Agency Formation Commission for Los Angeles County (LAFCO).<sup>6</sup>

## **2. GOVERNANCE**

### **2.1 Board of Directors - Principal Functions**

The major functions of the Board of Three Valleys Municipal Water District are to define District goals and objectives; to act as custodian of District property and resources; to establish District policies; to review all District operations; to direct the development of management plans; to employ the General Manager of the District who shall implement the goals, plans and policies established by the Board of Directors; and to communicate with the District's Member Agencies and the general public (Water Code Sections 71270-71314). Policies that supplement obligations of the District as set forth in the law are established by ordinances, resolutions, or motions passed by the Board of Directors.<sup>7</sup>

### **2.2 Election**

A seven-member Board of Directors governs the District.<sup>8</sup> Directors are elected to four-year terms at elections in November of even-numbered years. Elections are staggered, with Directors for Divisions I, III, and V elected at one election and the Directors for Division II, IV, VI, and VII elected at another election. A candidate for the Board of Directors must be a resident of the District, as well as the Division the candidate wishes to represent.

Candidate Statements of Qualification, which appear on sample ballot pamphlets, are limited to 200 words [California Water Code Section 71505; California Elections Code Sections 10540 and 13307(a) (1)]. The District does not pay any costs associated with the printing, mailing and/or handling of these.<sup>9</sup>

If an incumbent Board member is unchallenged in an election, the District will be notified that the Los Angeles County Board of Supervisors will appoint them to a new term.<sup>10</sup>

The events causing a vacancy before the expiration of a Director's term are set forth in California Water Code Section 71250.5 and California Government Code Section 1770. Procedures contained in the California Government Code allow a vacancy to be filled by appointment by the remaining Board, or by election, or by appointment by the Los Angeles County Board of Supervisors.<sup>11</sup>

### **2.3 Board of Directors – Organization**

By the first Board meeting in January of each-odd-numbered year, the Board shall elect one of its members President. The term of the Board President shall generally be two years, but may be extended by the Board for an additional year. By the first Board meeting in January of each year, the Board of Directors elects from among its members a President (if required that year), Vice-President, and Secretary/Treasurer.<sup>12</sup> Roles and responsibilities of

these officers are as follows:

President: The President presides over all public meetings as well as all workshops and ensures all proper parliamentary procedures are followed during public meetings and workshops. The President shall serve as the spokesperson for District policy and other board related issues. The President signs contracts binding on the District as well as all board-approved resolutions, ordinances and minutes. The President signs all District checks. The President approves all Board meeting agendas to the extent not inconsistent with Board direction prior to official public posting of the meeting notice.

Vice President: The Vice President carries out the duties and responsibilities of the President when the President is not available to perform those duties.

Secretary/Treasurer: The dual role of Secretary/Treasurer is responsible for signing all board-approved resolutions and ordinances, reviewing the District's financial institution statements on a monthly basis and reconciling the statements to the monthly reports prepared by staff.

The Board of Directors' selects or confirms District representatives to the following:

- (1) Metropolitan Water District of Southern California (MWD)
- (2) San Gabriel Valley Basin Water Quality Authority (WQA) – selected representative serves a four-year term designated by resolution.
  - a. The representative/alternate members of these two Boards serve at the pleasure of the Three Valleys Board of Directors.

Following the election of officers, the Board of Directors shall appoint District representatives to the following:

- (1) Main San Gabriel Basin Watermaster
- (2) Chino Basin Watermaster
- (3) Six Basins Watermaster.

All Board Members serve on the TVMWD Financing Corporation.

Members of the Board of Directors may also be appointed as the District's representative/alternate to observe at other organizations, which shall be listed and approved by the Board of Directors. All assignments are for the calendar year and begin on January 1. The Board President may defer action on appointing representatives / alternates for up to 60 days. Predecessors will serve in their assigned role as representative

or alternate until replaced.

## **2.4 Board of Directors - Public Meetings**

Regular Board meetings are generally held on the first and third Wednesday of each month at 8:00 a.m. at the District Headquarters, 1021 E. Miramar Avenue, Claremont, California.

The District's meetings of the Board of Directors are subject to the requirements of the Ralph M. Brown Act.<sup>13</sup> To clarify and supplement the Brown Act and to ensure that the Board's deliberations and the District's operations are open to the public to the full extent permitted by law, the Board originally adopted Ordinance No. 3-01-8, superseded by Ordinance No. 13-04-20 and most recently amended it with Ordinance No. 25-02-28 (aka Sunshine Ordinance).

Robert's Rules of Order provide guidance for the conduct of the Board's business except where otherwise provided by resolution, law, order, or motion of the District. The Board President will rule on all matters of procedure, with the advice of legal counsel.

Except as set forth in California Government Code Section 54954.2, the Board of Directors will only consider items placed on the public agenda for each Board meeting. During its meetings, the Board of Directors may go into a closed session to discuss confidential personnel matters, labor negotiations, possible litigation, or matters related to attorney-client privilege. The President or a majority of the Board of Directors may call a Special Board Meeting.

District legal counsel attends meetings as requested by the Board of Directors or the General Manager. All legal counsel directives shall go through the Board of Directors or the General Manager. The General Manager may delegate to other employees the authority to request legal counsel for certain routine matters, such as review of contracts and agreements.

## **2.5 Board of Directors - Norms of Conduct and Communication**

- 2.5.1 Personal Conduct: The work of the District is a team effort. All individuals should work together in the collaborative process, assisting each other in conducting the affairs of the District. Directors shall thoroughly prepare themselves to discuss agenda items at meetings of the Board of Directors. Directors shall, at all times, conduct themselves with courtesy to each other, to staff and to members of the audience present at Board meetings. Directors shall defer to the Board President for conduct of meetings of the Board, but shall be free to question and discuss items on the agenda. All comments should be brief and confined to the matter being discussed by the Board. Directors

may request for inclusion into minutes brief comments pertinent to an agenda item, only at the meeting that item is discussed (including, if desired, a position on abstention or dissenting vote). When responding to requests and concerns from Member Agencies and other customers, Directors should be courteous, responding to individuals in a positive manner and routing their questions through appropriate channels and to responsible management personnel. Directors should develop a working relationship with the General Manager wherein current issues, concerns and District projects can be discussed comfortably and openly. Directors should function as a part of the whole. Issues should be brought to the attention of the Board as a whole, rather than to individual members selectively. Directors are responsible for monitoring the District's progress in attaining its goals and objectives, while pursuing its mission.

- 2.5.2 Conflicts of Interest: The Board of Directors has adopted a Conflict of Interest Code, as required by the California Political Reform Act of 1974, as amended.<sup>14</sup> This Code sets guidelines for the Directors' disclosure of their economic interests to meet requirements of State law. Additionally, Directors shall abstain from participating in consideration of any item involving a prohibited conflict of interest. Unless such a conflict of interest exists, however, Directors should not abstain from the Board's decision-making responsibilities.

- 2.5.3 Campaign Disclosures: Board members and employees shall not accept, solicit, or direct a political contribution from (a) existing District vendors, consultants, or contractors, or (b) vendors, consultants, or contractors who have a financial interest in a contract or other matter while that contract or other matter is pending before the District.

The District shall not enter into a contract with a proposed vendor, consultant, or contractor who has made a political contribution to or at the behest of a Board member or employee.

To ensure full transparency in these matters, the District will request disclosure requirements in its bid processes that will obligate a potential vendor, consultant, or contractor to disclose any material financial relationship they may have or may have had with a Board member or employee that includes, but is not limited to, payment of a salary or commission and/or donation to his or her political campaign.

- 2.5.4 Communication of Views and Positions: The Board of Directors is committed to providing excellence in leadership and the highest quality of service to its member agencies and customers.

- 2.5.5 The Board of Directors shall observe the following:



- a. The dignity, style, values and opinions of each Director shall be respected. Responsiveness and attentive listening in communication is encouraged.
  - b. The needs of the public and the District's Member Agencies and other customers should be the priority of the Board of Directors.
  - c. Directors should commit themselves to emphasizing the positive, avoiding double talk, hidden agendas, gossip, backbiting and other negative forms of interaction.
  - d. Directors commit themselves to focusing on issues and not personalities. The presentation of the opinions of others should be encouraged. Cliques and voting blocs based on personalities rather than issues will be avoided.
  - e. Differing viewpoints are healthy in the decision-making process. Individuals have the right to disagree with ideas and opinions, in a constructive and forthright manner. Once the Board of Directors takes action, Directors should commit to support said action and not create barriers to the implementation of said action.
- 2.5.6 Future Agenda Items: Directors who wish to have an item placed on a future Board meeting agenda shall only request the item during open session of a regular Board meeting under the "Future Agenda Items" section of the agenda for that meeting.
- 2.5.7 Involvement in Elections: The District does not contribute funds directly or indirectly to candidates for elected public office [Government Code Section 3205(a)]. Furthermore, the District prohibits any political activity of officers or employees of the District during working hours or on the premises of the District [Government Code Section 3207].
- 2.5.8 Board Discipline: In the exercise of its discretion, the District's Board of Directors, by affirmative vote of five (5) of its members, may censure any of its members for a period of time deemed appropriate by said super majority of the Board of Directors. Unless otherwise prohibited by law, the maximum penalty that may be imposed upon the censured Director by said supermajority of the Board of Directors during the period of such censure shall be the following:
- a. The suspension of all spending of District funds by the censured Director and of all reimbursement from District funds of any costs incurred by the censured Director, unless otherwise allowed by the Board of Directors.
  - b. The removal of the censured Director from service on all committees and other assignments on behalf of the District and/or the Board of Directors, unless subsequently authorized by the Board of Directors and/or the President of the Board of Directors.

- c. The withholding of all compensation by the District to the censured Director except as otherwise allowed for attending meetings of the District's Board of Directors and other meetings subsequently authorized by the Board of Directors and/or President of the Board of Directors.
- d. The withholding of all or some of the benefits provided by the District to the censured director as determined by the Board of Directors.

#### 2.5.9 Miscellaneous

- a. The District shall not purchase alcoholic beverages at meetings and events Board members attend, or functions sponsored by the District.
- b. Directors will be expected to maintain proper decorum and comportment while representing the District.
- c. Subject to California Government Code Section 89001 and Section 18901 of Title 2 of the California Code of Regulations, Directors may use District letterhead for routine correspondence as a normal part of their duties, but are restricted from representing the Board of Directors or from using staff time excessively on all other matters without prior approval by the Board of Directors in an open session. The following guidelines shall apply:
  - 1. Letterhead may not be used for partisan activities or positions or in connection with a director's outside employment.
  - 2. All correspondence will be prepared for a Director by District staff, and a copy will be placed in the next regular Board packet.
- d. If Directors or staff have any questions whether the correspondence is routine, it should be submitted to the full Board of Directors for prior approval. The following examples are guidelines for this policy:
  - 1. Board Approval Required: If District letterhead is used to express opinions or positions on which the Board of Directors has not taken an official position, or has an opposing position to that of the Board member, the letter/memo must state that the position expressed is their individual position and does not reflect the official position of the Board of Directors, and a copy must be provided to the Board of Directors for their information prior to mailing the letter/memo out. In addition, if letter/memo subject matter requires excessive use of staff time prior approval is required.
  - 2. Board Approval Not Required: If the letter/memo expresses or requests support/opposition to actions in accordance with a Board adopted policy position; merely makes an inquiry or requests information on a

District related matter; may respond to an inquiry or invitation to participate in a District related activity. In addition, approval is not required for thank you letters.

- e. Directors may be provided computer tablet or like devices to conduct District business. Use of these devices shall be limited to District business and any use thereof may be subject to disclosure under the Brown Act and/or Public Records Act.

## **2.6 Board of Directors - Orientation Meeting**

Following the certification of the general election, staff will schedule an orientation with any newly elected Director, or any Director who is re-elected with a lapse of four years or greater. The purpose of the orientation will be to review, but not limited to, the following: The Ralph M. Brown Act, Robert's Rules of Orders, Conflicts of Interest, Directors' Compensation, Directors Travel and Reimbursement, a general review of Board Policies, Ethical behavior and conduct. Additionally, a facility tour will be scheduled to share information regarding TVMWD's operations and projects that are underway.

### **2.6.1 District of Distinction**

TVMWD was originally awarded the District of Distinction designation by California Special Districts Leadership Foundation during 2014; this designation is recertified every three years. In order to maintain this designation all newly elected Directors are required to complete six hours of Governance training. Staff will work with newly elected Directors during the first quarter following their installation to coordinate this required training.

## **2.7 Board of Directors - Compensation**

Pursuant to California Water Code, Section 20200 et seq., Three Valleys Municipal Water District has limited its compensation each Director shall receive as permitted by State law in an amount not to exceed \$275 per day for each day's attendance at meetings of the Board of Directors and Board authorized agency or committee meetings, and water related meetings, seminars and workshops which the Board of Directors determines are of benefit to the District, or for each day's service rendered as a Director that has a substantial relationship to the District's purpose (Ordinance No. 25-02-27 adopted on February 5, 2025), not exceeding a total of ten (10) days in any calendar month (Ordinance No 2-01-7 adopted on February 7, 2001).<sup>15</sup>

- 2.7.1 For purposes of determining eligibility for compensation, the term "meeting" as used herein is defined as a meeting reasonably necessary to further the interests of the District and its projects that afford an opportunity for Directors

to discuss many issues informally with other agencies and leaders in the community and achieving a goal of maintaining consistent, effective and open channels of communication with other entities, including the following:

- a. Any occurrence that is listed in Government Code Section 53232.1(a):
  - 1. A regular, special, or emergency meeting of the Board;
  - 2. A meeting of a standing, ad hoc, or advisory committee of the Board;
  - 3. A professional conference, seminar, or organized educational activity involving matters related to functions and operations of the District.
- b. Other occurrences:
  - 1. Any meeting of an agency where the District has appointed a specific representative.
  - 2. Conference calls or virtual meetings to discuss matters related to the functions and operations of the District.
  - 3. Any other meetings determined by the Board to be reasonably necessary in furthering the interests of the District.

2.7.2 Compensation for a day of service will be permitted on the day before and/or the day after a meeting or conference if circumstances required the Director to travel on the day before and/or after.

2.7.3 Meetings must be relevant to the District and constituents the Director is elected to serve.

- a. Fundraising and other campaign type events for state-level and federal-level campaigns for elected officials are not compensable.

2.7.4 To receive compensation for attendance or participation at approved meetings, a Board member shall:

- a. Submit their expense reports for the preceding calendar month to the District's General Manager or designee by the fourth calendar day following the end of the month.
- b. Directors may list compensated and non-compensated meetings, but will only receive compensation on meetings as listed above in Section 2.7.
- c. Provide a brief written report justifying how the meeting was reasonably necessary to further the interests of the District. Include the meeting topic(s), descriptive information such as other TVMWD directors in attendance, name of person(s) the meeting was with and agency or organization affiliation.

d. Directors are expected to be on time for each meeting and participate for the entire duration of each meeting, unless an emergency or unexpected situation requires the Director to arrive late or leave the meeting early.

e. Request compensation for each meeting at \$275.

The Board will consider approval of compensation at the monthly Board meeting the following month.

2.7.5 If a Director is unable to attend a meeting for which they have been appointed to represent the District, they are to notify the designated alternate representative in a timely manner to attend. The WQA, Chino Basin Watermaster and Six Basins Watermaster alternate representatives are expected to attend meetings of those agencies regularly.

2.7.6 The TVMWD Director serving as an MWD Director, may receive compensation for each day's attendance at meetings of the MWD Board and committees, in the same amount and upon the same terms as is provided with respect to service on the Board of Directors of the District.<sup>16</sup>

2.7.7 Compensation is not to exceed a total of ten (10) days in any calendar month. Where two (2) or more meetings, including meetings of MWD and the District, occur on the same day, it shall count as one day's service for purposes of compensation. Miscellaneous expense reimbursement requests for the MWD Director should be submitted to MWD.

## **2.8 Board of Directors – Reimbursement**

The District shall reimburse Board members for costs incurred related to attendance or participation at meetings as defined in section 2.7.4, as provided herein.

2.8.1 Budget Limits: The maximum amount of District-paid expenses that each Board member may annually incur without separate prior Board approval is \$7,500 each fiscal year (Resolution No. 18-04-823, adopted April 18, 2018).

2.8.2 Eligible Expenses: Expenses eligible for reimbursement shall be limited to the following. Any other expenses shall be approved by the Board of Directors:

a. Registration fees and related expenses for attending meetings, conferences, seminars, events, and organized educational activities that have a direct nexus to the water industry or are relevant to the District and the constituents the Director was elected to serve.

b. Transportation to and from the meeting, including airfare, car rental, other miscellaneous transportation costs (shuttle, taxi, train, Uber, Lyft, parking, etc.) and parking. Mileage for use of a Board Member's own automobile for

approved compensated and non-compensated meetings.

- c. Lodging at the single-room rate.
- d. Reasonable costs of meals (see section 2.8.3 d).
- e. TSA PreCheck

#### 2.8.3 Reimbursement Rate:

##### a. Registration and Meeting Charges

The District reimbursement rate for registration or other charges for participation at a meeting shall be the actual amount incurred, not to exceed the maximum rate published by the conference or activity sponsor or timely registration after applying all applicable deductions for any available discounts. Registration and meeting charges incurred by the District shall be reflected on a monthly status report issued to each Board member. In the event that a Board member must withdraw from a conference or activity after registration and payment has been made, and a refund or credit may not be obtained from the organizing group or agency, the expense will be charged against the Board members annual budget limit of \$7,500. However, if a credit may be obtained and applied by the District for a future conference or activity of the same type or by the same organization, the expense account of the Board member will not be debited until such time that the credit is applied or expires, if applicable.

Directors shall work with assigned staff to coordinate registration at all meetings to ensure consistency, as well as to ensure that all applicable discounts are applied. It is important to register within the prescribed deadlines as a courtesy to those outside entities planning the events. Directors may not direct outside entities to bill the District for events they have attended without working through the District first. Directors shall solely utilize payment administered by staff when registering for conferences and events.

##### b. Transportation

1. Members of the Board must use government and group rates offered by a provider of transportation services for travel when available. If such rates are not available, the reimbursement rate for Board member transportation shall be the actual amount incurred, not to exceed the cost of round-trip coach air fare.
2. Reasonable private vehicle expenses are reimbursable up to the cost of coach airfare and the attendant cost of ground transportation. Vehicle

versus airfare costs are expected to be documented to verify reimbursement is the most economical. A Board member may not appropriate a District vehicle solely for their own individual use as a means of transportation to conferences or seminars. Mileage reimbursement shall be given for approved compensated and non-compensated meetings when personal vehicles are used for District business. The District reimbursement rate for mileage by use of a Board member's own vehicle shall be calculated on the basis of total miles driven for District purposes at the rate specified in the Internal Revenue Code in effect at the time of the vehicle usage.

3. The District reimbursement rate for vehicle parking by a Board member shall be the actual amount incurred.
4. If an alternative private aircraft is used in lieu of commercial air travel, written documentation of actual cost incurred by the director must be provided along with comparison of the lowest commercial air charges. If additional supplemental ground transportation such as taxi or shuttle would normally be required to reach the destination, these charges may be included at the lowest rate for comparison purposes. All efforts should be exercised to obtain comparison rates at least 21 days prior to scheduled travel date to obtain the lowest rates. The latest comparison date permitted will coincide with the latest published RSVP date for any scheduled event and/or conference. Note: if there is no direct cost to the Director for the alternate private aircraft, the expense is not subject to reimbursement, and, may be subject to gift limitations and filing on the annual Form 700-Statement of Economic Interest form.

c. Lodging

Members of the Board must use government and group rates offered by a provider of lodging services when available. If the lodging is in connection with an accepted conference or organized educational activity, lodging costs must not exceed the maximum group rate published by the conference or activity sponsor, provided that lodging at the group rate is available to the member of the Board at the time of booking. If a government or group rate is not available, the District reimbursement rate for Board member lodging shall be the actual amount incurred, not to exceed the rate for comparable lodging. No reimbursement requests will be approved for lodging expenses incurred within the District's service area. However, lodging costs will be paid by the District under the following circumstances:

1. The Board member is attending a conference or other qualifying function held more than 30 miles from their home; OR
  - a. Lodging for the night before will be reimbursed if the Board member would have needed to leave their home before 6am;
  - b. Lodging for the night of will be reimbursed if the Board Member would have arrived home that night after 7pm.

Lodging requests not covered by this section will not be reimbursed, except upon authorization of the Board given at a public meeting. Actual and reasonable lodging expenses will be reimbursed only for Directors and as such will not be reimbursed for guests or family members of the Director. Where reasonably possible, lodging will be obtained in proximity to the conference or function site. Lodging shall be arranged and paid for through the District. With adequate notice, staff is able to arrange for prepayment of authorized charges via the District credit card. Staff may be unable to acquire lodging for events that are requested after the prescribed RSVP deadline has passed.

2. At some conference venues, a Director may have access to alternate lodging due to the availability of time shares, a secondary residence, etc. Reimbursement for any alternate lodging is limited to the cost of scheduled actual conference lodging costs or the lesser of the two venues. Documentation in the form of a receipt paid for alternate lodging must be provided to receive reimbursement.

d. Meals

The District reimbursement rate for Board member meals shall be the actual amount incurred, not to exceed \$125.00 per day's service. The District does not pay for or reimburse for alcoholic beverages. When the District pays for meals, which are included in a conference/seminar registration packet, outside meals will not be reimbursed.

1. Gift Acceptance

On occasion at different events and/or conferences, a Director may be extended an invitation to a meal function. These meal functions, when not part of the paid conference or event, may be subject to gift disclosure requirements on an individual Form 700 Statement of Economic Interest form if the amount of the dinner exceeds \$50. The meal host (district vendor, consultant) should be asked to provide written documentation that includes an itemization of items consumed. In the case of hosted alcoholic beverages shared by many (e.g. bottle



of wine), the cost of the beverage may be prorated by the total number of guests at the meal function. Alternately, TVMWD will accept this invitation under the guidance of FPPC Form 801 – Payment to agency and complete the required documentation in accordance with the supplemental TVMWD Gift Acceptance policy. If TVMWD completes and files a Form 801, individuals are not required to include the information on their annual Form 700.

## 2. Distribution of Tickets and Passes

In compliance with the Fair Political Practices Commission Regulation Section 18944.1, when complimentary tickets or passes are conveyed to a Director to attend an event that normally would have been paid for, TVMWD will complete and file FPPC Form 802 – Ceremonial Role Events and Ticket / Pass Distribution. If TVMWD completes and files a Form 802, individuals are not required to include the information on their annual Form 700, in accordance with the supplemental TVMWD Distribution of Tickets and Passes policy.

### e. Other

District reimbursement of all other actual and necessary expenses incurred by a Board member shall be computed using the applicable Internal Revenue Service rates for reimbursement as established in Publication 463, or any successor publication. All expenses that do not fall within this reimbursement policy or the Internal Revenue Service reimbursable rates, as provided above, shall be approved by the Board in a public meeting before the expense is incurred. If the Board member chooses to incur additional costs that are above the rates established herein, and those costs have not been approved by the Board in a public meeting before the expense is incurred, then the Board member may do so at his or her own expense.

2.8.4 Ineligible Expenses: The District will not advance cash to a director. Directors will not be issued District credit cards or car allowances. Board members shall not be eligible for District reimbursement of any expenses incurred by any person traveling or attending a meeting as a guest of the Board member. Any expenses related to meetings not approved by the Board will be deducted from the Director's compensation and reimbursement payment. Gratuity exceeding 20% of the subtotal will be ineligible for reimbursement.

2.8.5 Expense Forms: The District shall provide expense report forms to be filed by the members of the Board for reimbursement of actual and necessary expenses incurred on behalf of the District in the performance of official duties. The

expense reports shall document that expenses meet the policy reflected in this document for the expenditure of public resources. Board members shall submit their expense reports to the District's General Manager or designee for the preceding calendar month by the fourth calendar day following the end of the month. All reports shall be accompanied by the original, itemized receipts for ancillary expenses such as meals, parking, etc. Costs that normally would not have a receipt (i.e. tips) should be documented on the expense report. Otherwise, missing receipts will not be reimbursed. Approval of Director expenses for the preceding month will be included on the agenda of the Board meeting held on the third Wednesday of each month. All documents related to reimbursable District expenditures are public records subject to disclosure under the California Public Records Act.

## **2.9 Board of Directors - Ethics Training**

### **2.9.1 Requirement:**

AB1234 was chaptered in 2005, effective January 1, 2006, and requires all local agency officials to receive training on ethics laws within one year of taking office and every two years thereafter. TVMWD holds biennial training during the first quarter of odd years to meet this requirement for its elected officials.

### **2.9.2 Application:**

**Local Agency Official:** As used in Section 2.9.1, the term "local agency official" means all of the following:

- a. All Board members; and
- b. All executive staff of the District.

**Ethics Laws:** As used in Section 2.9.1, the phrase "ethics laws" includes, but is not limited to, the following:

- a. Laws relating to personal financial gain by public servants, including, but not limited to, laws prohibiting bribery and conflict-of-interest laws;
- b. Laws relating to claiming perquisites of office, including, but not limited to, gift and travel restrictions, prohibitions against the use of public resources for personal or political purposes, prohibitions against gifts of public funds, mass mailing restrictions, and prohibitions against acceptance of free or discounted transportation by transportation companies;
- c. Government transparency laws, including, but not limited to, financial interest disclosure requirements and open government laws; and

- d. Laws relating to fair processes, including, but not limited to, common law bias prohibitions, due process requirements, incompatible offices, competitive bidding requirements for public contracts, and disqualification from participating in decisions affecting family members.

#### 2.9.3 District Responsibilities

Records: The District shall maintain records indicating (a) the dates that local agency officials satisfied the requirements of Section 2.9 and (b) the entity that provided the training. The District shall maintain these records for at least five years after local agency officials receive the training. These records are public records subject to disclosure under the California Public Records Act.

Notice: The District is required to provide information on training available to meet the requirements of Section 2.9 to its local agency officials at least once annually.

### 2.10 Board of Directors – Workplace Harassment Training

#### 2.10.1 Requirement

- a. Elected Officials - Effective January 1, 2017, new legislation (AB1661) clarifies an elected officials' responsibility to complete this training. Within six months of taking office an elected official must complete this training. Thereafter, each Board member must participate in such training at least once every two years.
- b. Biennial Training - During the first quarter of odd years, following the General Election, TVMWD will provide training to elected officials.

#### 2.10.2 District Responsibilities

The training and education required by Section 2.10 shall include information and practical guidance regarding the federal and state statutory provisions concerning the prohibition against and the prevention and correction of workplace harassment and the remedies available to victims of workplace harassment in employment. The training and education shall also include practical examples aimed at instructing District supervisors in the prevention of harassment, discrimination, and retaliation, and shall be presented by trainers and educators with knowledge and expertise in the prevention of harassment, discrimination, and retaliation.

### 2.11 Board of Directors – Governance/Management Connection

With the exception of the Board's relationship with General Counsel, the Board's sole official connection to the operational organization, its achievements and conduct will be through a chief executive officer, titled General Manager. The Water Code states that the General

Manager has “full charge and control” of the District’s system, subject to Board approval (Section 71362). The District’s definition of “full charge and control” includes technical aspects such as construction, operations, repair and maintenance, and engineering; as well as day-to-day administrative functions such as accounting, billing, and financial services; and management functions over employees, suppliers and consultants. The definition also includes the General Manager’s ability to accomplish these functions, and their accountability for them.

The primary, binding authority with respect to the General Manager’s role and responsibilities is stated in California Water Code Sections 71362 and 71363. Consistent with that foundational policy, several important policy concepts are highlighted in this and subsequent sections.

Only officially passed ordinances, resolutions, and motions of the Board are binding on the General Manager except in rare instances when the Board has specifically authorized such exercise of authority. In initiating communication with District staff, Directors should generally contact the General Manager. In the absence of the General Manager, Directors may contact the appropriate management staff member to obtain the requested assistance. Any Board member requests that require substantial work must come to the Board for direction.

The General Manager is the Board’s only link to operational achievement and conduct, so that all authority and accountability of staff, as far as the Board is concerned, is considered the authority and accountability of the General Manager. The Board, as a whole, will not give direction to a person who reports directly or indirectly to the General Manager. The Board as a whole will not evaluate, either formally or informally, any staff other than the General Manager. The Board will evaluate the General Manager performance qualitatively, using as guidelines the General Manager’s stated annual objectives. Adjustments in the General Manager’s remuneration or contract will be consistent with the Board’s evaluation of performance and achievement of stated objectives.

## APPENDIX A Resolutions and Motions Superseded by Adoption of this Policy

### 1 PURPOSE AND ORGANIZATION

- 1.1 **Mission** — *Motion Numbers: 9-94-3164, 2-97-3472 and 4-00-3807*
- 1.3 **Core Values** <sup>17</sup>— *Strategic Plan Adopted April 17, 2024*
- 1.4 **Functions and Powers** — *Motion Numbers: 7-50-8, 9-56-450, 1-68-101, 1-68-104, 8-71-142, 5-74-93, 1-79-576, 1-79-577, 4-79-612, 5-79-621, 8-81-982, 9-81-1012, 4-82-1153, 7-82-1202, 5-86-1844, 2-90-2428, 6-92-2839, 7-92-2871 and 1-95-3194*

### 2 GOVERNANCE

- 2.1 **Board of Directors - Principal Functions** — *Ordinance Number: 2-01-7 (2001); Motion Numbers: 197, 208, 1-70-1072-79-589, 2-79-594, 7-79-647, 7-82-262, 3-85-1645, 4-89-2324, 11-89-2391, 5-92-2530, 8-92-2897 and 12-95-3288. Ordinance Number 17-01-21 (2017) was adopted to clarify process for approval of TVMWD Manuals.*
- 2.2 **Election** — *Motion Numbers: 7, 6-84-1534, 7-84-1541 and 7-94-3151*
- 2.3 **Board of Directors – Organization** — *Resolution Numbers: 12-88-301, 01-02-408; Motion Numbers: 561, 11-78-555, 1-79-571, 1-79-574, 11-81-1061, 9-86-1912, 12-86-1962, 7-92-2869, 1-93-2951, 1-93-2952, 1-93-2953, 1-93-2954, 1-93-2985, 1-93-2983, 1-93-3954, 4-93-2992, 4-93-2993, 4-93-2994, 6-93-3012, 1-94-3096, 1-95-3196 and 10-95-3265*
- 2.4 **Board of Directors - Public Meetings** — *Ordinance Numbers: 3-01-8, 5-01-9, 02-02-11, 6-03-12, 05-04-13 and 12-01-19, ~~13-04-20 (2013)~~; Resolution Numbers: 8, 48, 450, 1021; Motion Numbers: 1-84-1464, 4-89-1670, 4-91-2624, 4-91-2626, 2-93-2959, 2-93-2962, 7-91-2674, 3-93-2973, 10-93-3068, 1-94-3095, 1-95-3196, 1-95-3197, 4-95-3217, 10-95-3265, 2-98-3571 and 8-98-3625*
- 2.5 **Board of Directors - Norms of Conduct and Communication** — *Resolution Numbers: 4-74-170, 1-77-203, 8-81-256, 08-02-424, 06-06-550 and 09-07-639; Motion Numbers: 9-82-1228, 5-83-1361, 5-87-2053, 10-87-2112, 4-89-2334, 3-90-2447, 4-91-2625, 6-91-2653, 7-91-2672, 6-92-2844, 7-93-3040, 12-93-3083, 2-94-3103, 3-94-3109, 12-95-3288, 5-97-3501, 8-97-3526, 6-98-3607 and 9-98-3630*
- 2.7 **Board of Directors - Compensation** — *Ordinance Numbers: 3-98-6, 7-90-4, 2-01-07, 2-07-15, and 25-02-27; Resolution Numbers: 5-81-254 and 8-81-256; Motion Numbers: 80, 560, 690, 694, 1-84-1460, 5-85-1673, 9-86-1912, 9-89-2379, 9-89-2380, 8-90-2512, 1-91-2580, 6-92-2845, 6-92-2880, 2-93-2968, 2-93-2969, 7-93-3032, 8-93-3055, 12-93-3083, 7-94-3151, 6-95-3234, 9-95-3250, 5-97-3501, 3-98-3583, 3-98-3596, 2-01-3882, 09-01-4670, 25-02-5510*
- 2.8 **Board of Directors – Reimbursement** — *Ordinance Number: 2-01-7 (2001)*
- 2.11 **Board of Directors – Governance/Management Connection** — *Ordinance Number: 2-01-7 (2001); Resolution Number: 7-82-263*

## **APPENDIX B End Notes**

- <sup>1</sup> The Mission Statement of TVMWD was updated and unanimously approved by the Board of Directors at its September 19, 2012 meeting by *Motion Number. 12-09-4889*. The Vision Statement of TVMWD was updated as a part of the 24-29 Strategic Plan that was unanimously approved by the Board of Directors at its April 17, 2024 meeting by *Motion Number. 24-04-5476*. TVMWD Action Plan 2001-2002 adopted on September 19, 2001 and ratified again on February 22, 2003 and set forth the Objectives of the District, incorporated as Section 1.3 of this Policy Manual. The 2015 update of the Policy Manual changed the title of Section 1.3 from Objectives to Core Values.
- <sup>2</sup> California Water Code, Section 71000 et seq.
- <sup>3</sup> California Water Code, Section 71000 et seq.
- <sup>4</sup> These powers, whether currently exercised or latent, are generally authorized by the Municipal Water District Act (*Ibid.*)
- <sup>5</sup> Administrative Code, Metropolitan Water District of Southern California
- <sup>6</sup> Government Code Section 56000 et seq.
- <sup>7</sup> California Water Code Section 71276. Effective January 1, 2015 all resolutions and ordinances are adopted by roll call vote of the legislative body.
- <sup>8</sup> California Water Code Section 71260 and Water Code Section 71262
- <sup>9</sup> California Government Code Section 85300 and Government Code Section 3205(a); Water Code Section 71505; Election Code Section 10540 and Election Code Section 13307(c) and (e)
- <sup>10</sup> California Water Code Section 71505; California Election Code Section 10515
- <sup>11</sup> California Government Code Section 1780
- <sup>12</sup> California Water Code Section 71273 and Water Code Section 71340
- <sup>13</sup> California Government Code Section 54950 et seq.
- <sup>14</sup> California Government Code Section 81000 et seq.; Title 2, California Code of Regulations, Section 18109 et seq.
- <sup>15</sup> California Water Code Section 71255, Government Code Section 53232.2, Government Code Section 53232.3, Water Code Sections 20200, 20201, 20202, 20203, 20204, 20205, 20206 and 20207
- <sup>16</sup> California Water Code Section 71256; California Water Code – Appendix Section 109-51