

CODE OF CONDUCT

SECTION 17

CURRENT POLICY

District is paid, the District shall deduct the amount of reimbursement for mileage received from the Metropolitan Water District.

- G. Incoming Directors - Directors who have been elected but have not been sworn in shall be reimbursed for reasonable and prudent travel and conference expenses incurred while on District business, under the same requirements as sworn directors.

Section 15. UNAUTHORIZED EXPENSES

Items of a personal nature are not reimbursable including: movies, entertainment, premium television services, alcoholic beverages, dry-cleaning, spas, gyms, barber, magazines, shoeshine, travel insurance, purchase of clothing or toiletries, loss of tickets, fines or traffic violations, excess baggage, spouse and/or guest accommodations, office equipment or other items of a personal nature.

If unauthorized expenses have been paid by the District, Directors will reimburse the District. If a Director does not reimburse District within fourteen days of notice from District, reimbursement will be through expense reimbursement deductions by District staff.

Section 16. REIMBURSEMENT OF EXPENSES – PROCEDURE

All claims shall be submitted to the District for review within ninety (90) days after the expense is incurred. Claims submitted after ninety days, must be approved by the Board of Directors.

1. Claims shall be submitted on forms supplied by the District. Such forms must include a description of the expense, names (if appropriate), date incurred, and a description of the business purpose of the expense.
2. Expenses incurred by a District Director but prepaid by the District or charged on a District credit card must be listed on the expense claim form and noted as paid by the District.

Section 17. CASH ADVANCES, CREDIT CARD USAGE, DIRECTOR ALLOWANCES

1. District Directors may be issued District credit cards and travel advances. Travel advances will be limited to an amount, estimated by District staff, for the cost of lodging, transportation (including taxis and parking), and meals by the District, and will be subject to the restrictions set forth above in Section 15. All receipts for District credit card expenditures must be submitted to District staff within seven days of incurring the expense. All receipts for travel advance expenditures must be submitted to District staff within thirty days of incurring the expense.
2. District Directors may receive a monthly car allowance in an amount established by the Board.

3. Board members and the West Basin Municipal Water District's Metropolitan representatives may receive a communications allowance in the performance of their official duties in such amount and upon such conditions as may from time-to-time be determined by the Board. That monthly amount may cover the following equipment and services:

1. Cellular Phone
2. Cellular service
3. Fax Machine
4. Computer and Monitor
5. Software
6. All-in-one printer, copier and scanner
7. Internet service
8. Dedicated phone line
9. Printer and fax machine

Board Members may elect to receive a flat monthly communications allowance. The monthly payment shall be in-lieu of the payment or reimbursement for any telephone calls, internet fees, equipment or media. Board Members who do not receive this monthly allowance are entitled to reimbursement of any communications related expenses in connection with District business in accordance with the reimbursement procedures set forth above.

Section 18. COMPENSATION TO DIRECTORS FOR ATTENDANCE AT MEETINGS

It is the policy of the West Basin Municipal Water District to compensate its Directors for the time they dedicate to advancing the projects and activities of the District. Each Director is authorized to be compensated for a limited number of meetings per month.

"Meetings" are defined as meetings of the Board, committee meetings, and such other meetings and events as reasonably necessary to further the interests of the District, subject to Board approval. Directors who attend a conference are expected to attend a reasonable and substantial portion of the lectures, seminars and presentations offered at the conference.

A. Approved Meetings

The District will pay each Director a "per diem" amount for each day's attendance at approved meetings as set forth in attached Exhibit "1".

The following meetings shall be assigned by the Board President to individual Directors who will receive compensation for attendance at such meetings:

1. ACWA Joint Powers Insurance Authority
2. District *ad hoc* committee meetings

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PROPOSED POLICY

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B. Reports

For all conferences and meetings (except meetings of the West Basin Municipal Water District, West Basin Financing Corporation, and West Basin Committees), Directors who attend such conferences and meetings must make brief written or oral reports concerning the conference or meeting to the other Board members at the next scheduled District Board meeting.