



MALAGA COUNTY WATER DISTRICT POLICIES AND PROCEDURES

Policy Title: Code of Ethics Policy No. 4010

4010.10 The Board of Directors of the Malaga County Water District is committed to providing excellence in legislative leadership that results in the provision of the highest quality of services to its constituents. In order to assist in the government of the behavior between and among members of the Board of Directors, the following rules shall be observed.

4010.11 The dignity, style, values and opinions of each Director shall be respected.

4010.12 Responsiveness and attentive listening in communication is encouraged.

4010.13 The needs of the District's constituents should be the priority of the Board of Directors.

4010.14 The primary responsibility of the Board of Directors is the formulation and evaluation of policy. Routine matters concerning the operational aspects of the District are to be delegated to professional staff members of the District.

4010.15 Directors should commit themselves to emphasizing the positive, avoiding double talk, hidden agendas, gossip, backbiting, and other negative forms of interaction.

4010.16 Directors should commit themselves to focusing on issues and not personalities. The presentation of the opinions of others should be encouraged. Cliques and voting blocks based on personalities rather than issues should be avoided.

4010.17 Differing viewpoints are healthy in the decision-making process. Individuals have the right to disagree with ideas and opinions, but without being disagreeable. Once the Board of Directors takes action, Directors should commit to supporting said action and not to create barriers to the implementation of said action.



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4010.18 Directors should practice the following procedures:

4010.181 In seeking clarification on informational items, Directors may directly approach professional staff members to obtain information needed to supplement, upgrade, or enhance their knowledge to improve legislative decision-making.

4010.182 In handling complaints from residents and property owners of the District, said complaints should be referred directly to the General Manager.

4010.183 In handling items related to safety, concerns for safety or hazards should be reported to the General Manager or to the District office. Emergency situations should be dealt with immediately by seeking appropriate assistance.

4010.184 In presenting items for discussion at Board meetings, see Policy #5020.

4010.185 In seeking clarification for policy-related concerns, especially those involving personnel, legal action, land acquisition and development, finances, and programming, said concerns should be referred directly to the General Manager.

4010.19 When approached by District personnel concerning specific District policy, Directors should direct inquiries to the appropriate staff supervisor. The chain of command should be followed.

4010.20 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.



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4010.21 When responding to constituent requests and concerns, Directors should be courteous, responding to individuals in a positive manner and routing their questions through appropriate channels and to responsible management personnel.

4010.22 Directors should develop a working relationship with the General Manager wherein current issues, concerns and District projects can be discussed comfortably and openly.

4010.23 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.

4010.24 Directors are responsible for monitoring the District's progress in attaining its goals and objectives, while pursuing its mission.

Date Enacted: 4-27-93

Last Revised: 6/2009

Secretary/Manager
MALAGA COUNTY WATER DISTRICT



MALAGA COUNTY WATER DISTRICT POLICIES AND PROCEDURES

Policy Title: Voluntary Candidate Expenditure Ceiling Policy No. 4015

4015.10 In accordance with Government Code 85400§ (Proposition 208), the voluntary expenditure ceiling for candidates for the Board of Directors of Malaga County Water District and controlled committees of such candidates, shall be one dollar (\$1) per resident for each election in which the candidate is seeking election to the Board of Directors.

4015.20 Proposition 208 establishes a two-tiered scheme of campaign contribution limitations applicable to candidates running for local office based on whether the recipient candidate accepts or rejects the voluntary expenditure ceiling established by the local jurisdiction. The decision by a candidate as to whether to accept the ceiling must be made before a candidate accepts any contributions.

4015.21 If a candidate for the Board of Directors elects to abide by the ceiling, he/she may accept contributions from businesses, political action committees (PAC's), or individuals in an amount up to \$250.

4015.22 If a candidate for the Board of Directors elects not to abide by the ceiling, he/she may accept contributions from businesses, political action committees (PAC's), or individuals in an amount up to \$100.

Date Enacted: 8-25-09

Last Revised: 8-25-09

Secretary/Manager
MALAGA COUNTY WATER DISTRICT



MALAGA COUNTY WATER DISTRICT POLICIES AND PROCEDURES

Policy Title: Attendance at Meetings Policy No. 4020

4020.10 Members of the Board of Directors shall attend all regular and special meetings of the Board unless there is a good cause for absence.

Date Enacted: 4-27-93

Last Revised: 6/2009

Secretary/Manager

MALAGA COUNTY WATER DISTRICT



MALAGA COUNTY WATER DISTRICT POLICIES AND PROCEDURES

Policy Title: Remuneration and Reimbursement Policy No. 4030

4030.10 Members of the Board of Directors shall receive a "Directors Fee," the amount of which shall be annually established by the Board at its regular meeting in July. "Directors Fee" will be paid monthly, payable at the last meeting of the month.

4030.20 Members of the Board of Directors shall be reimbursed for all legitimate expenses incurred in attending any meetings or in making any trips on official business of the Board when so authorized in accordance with Policy #4090. Reimbursement for the cost of the use of a Director's vehicle shall be on the basis of total miles driven and at the rate specified in the Internal Revenue Service Guidelines in effect at the time of the vehicle usage.

Date Enacted: 4-27-93

Last Revised: 6/2009

Secretary/Manager
MALAGA COUNTY WATER DISTRICT



MALAGA COUNTY WATER DISTRICT POLICIES AND PROCEDURES

Policy Title: Directors Health Insurance Policy No. 4035

4035.10 Members of the Board of Directors of the Malaga County Water District may participate in the health benefits plan provided by the District through the Pacific Care on a self-pay basis. The District will pay the minimum monthly enrollment fee – currently set at \$____ - for each enrolled Director required of it by the Public Employees' Medical and Hospital Care Act. [*Specify details of district's payment on behalf of directors if different than the foregoing.*]

4035.20 In accordance with Government Code §53208.5, the benefits provided to Directors by the health benefits plan may not be greater than the most generous schedule of benefits being received by any group of District employees. Family members of the Director are also eligible for enrollment in the health benefits plan in accordance with the Act and Regulations of the PERS Board of Administration.

4035.30 The health benefits plan for Directors will be available only to active members of the Board of Directors, and shall not be available after a Director is no longer an elected or appointed official of the District,

Date Enacted: 8-25-09

Last Revised: 8-25-09

Secretary/Manager
MALAGA COUNTY WATER DISTRICT



MALAGA COUNTY WATER DISTRICT POLICIES AND PROCEDURES

Policy Title: Board President Policy No. 4040

4040.10 The President of the Board of Directors shall serve as president at all Board meetings. He/she shall have the same rights as the other members of the Board in voting, introducing motions, resolutions and ordinances, and any discussion of questions that follow said actions.

4040.20 In the absence of the President, the Vice-President of the Board of Directors shall serve as president over all the meetings of the Board. If the President and Vice-President of the Board are both absent, the remaining members present shall select one of themselves to act as president of the meeting.

Date Enacted: 4-27-93

Last Revised: 6/2009

Secretary/Manager
MALAGA COUNTY WATER DISTRICT



MALAGA COUNTY WATER DISTRICT POLICIES AND PROCEDURES

Policy Title: **Members of the Board of Directors** Policy No. **4050**

4050.10 Directors shall thoroughly prepare themselves to discuss agenda items at meetings of the Board of Directors. Information may be requested from staff or exchanged between Directors before meetings.

4050.11 Information that is exchanged before meetings shall be distributed through the General Manager, and all Directors will receive all information being distributed.

4050.20 Directors shall at all times conduct themselves with courtesy to each other, to staff and to members of the audience present at Board meetings.

4050.30 Directors shall defer to the chairperson 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.

4050.40 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).

4050.50 Directors shall abstain from participating in consideration on any item involving a personal or financial conflict of interest. Unless such a conflict of interest exists, however, Directors should not abstain from the Board's decision making responsibilities.

4050.60 Requests by individual Directors for substantive information and/or research from District staff will be channeled through the General Manager.

Date Enacted: 4-27-93

Last Revised: 6/2009

Secretary/Manager
MALAGA COUNTY WATER DISTRICT



MALAGA COUNTY WATER DISTRICT POLICIES AND PROCEDURES

Policy Title: Committees of the Board of Directors Policy No. 4060

4060.10 The Board President shall appoint such ad hoc committees as may be deemed necessary or advisable by himself/herself and/or the Board. The duties of the ad hoc committees shall be outlined at the time of appointment, and the committee shall be considered dissolved when its final report has been made.

4060.20 The following shall be standing committees of the Board:

- 4060.21** Planning Committee;
- 4060.22** Ordinance Committee;
- 4060.23** Personnel Committee;
- 4060.24** Finance Committee; and,
- 4060.25** Public Relations Committee.

4060.30 The Board President shall appoint and publicly announce the members of the standing committees for the ensuing year no later than the Board's regular meeting in January.

4060.40 The Board's standing committees may be assigned to review District functions, activities, and/or operations pertaining to their designated concerns, as specified below. Said assignment may be made by the Board President, a majority vote of the Board, or on their own initiative. Any recommendations resulting from said review should be submitted to the Board via a written or oral report.

4060.41 All meetings of standing committees shall conform to all open meeting laws (e.g., "Brown Act") that pertain to regular meetings of the Board of Directors.



MALAGA COUNTY WATER DISTRICT POLICIES AND PROCEDURES

Policy Title: Committees of the Board of Directors Policy No. 4060

4060.50 The Board's standing Planning Committee shall be concerned with the formulation of plans for arranging, realizing, and/or achieving District goals.

4060.60 The Board's standing Ordinance Committee shall be concerned with proposed ordinances, resolutions and/or District policies, except those pertaining specifically to personnel.

4060.70 The Board's standing Personnel Committee shall be concerned with the functions, activities, operations, compensation and welfare of District staff.

4060.80 The Board's standing Finance Committee shall be concerned with the financial management of the District, including the preparation of an annual budget and major expenditures.

4060.90 The Board's standing Public Information Committee shall be concerned with assuring that information regarding the affairs of the District are adequately and appropriately communicated to its constituents and the public at large.

Date Enacted: 8-25-09

Last Revised: 8-25-09

Secretary/Manager
MALAGA COUNTY WATER DISTRICT



MALAGA COUNTY WATER DISTRICT POLICIES AND PROCEDURES

Policy Title: Basis of Authority Policy No. 4070

4070.10 The Board of Directors is the unit of authority within the District. Apart from his/her normal function as a part of this unit, Directors have no individual authority. As individuals, Directors may not commit the District to any policy, act or expenditure.

4070.20 Directors do not represent any fractional segment of the community, but are, rather, a part of the body which represents and acts for the community as a whole.

Date Enacted: 4-27-93

Last Revised: 8-25-09

Secretary/Manager
MALAGA COUNTY WATER DISTRICT



MALAGA COUNTY WATER DISTRICT POLICIES AND PROCEDURES

Policy Title: Membership in Associations Policy No. 4080

4080.10 The Board of Directors shall ordinarily hold membership in and attend meetings of such national, state, and local associations as may exist which have applicability to the functions of the District, and shall look upon such memberships as an opportunity for in-service training.

Date Enacted: 4-27-93

Last Revised: 8-25-09

Secretary/Manager
MALAGA COUNTY WATER DISTRICT



MALAGA COUNTY WATER DISTRICT POLICIES AND PROCEDURES

Policy Title: Training, Education and Conferences Policy No. 4090

4090.10 It is the policy of Malaga County Water District to encourage Board development and excellence of performance by reimbursing expenses incurred for tuition, travel, lodging and meals as a result of training, educational courses, participation with professional organizations, and attendance at local, state and national conferences associated with the interests of the District. However, it is the intent of the Board of Directors to not provide compensation for attendance at local, non-essential meetings. Therefore, no compensation to Board members will not be made without prior Board approval. (see 4080.30)

4090.20 District administrative staff shall be responsible for making arrangements for per diem, travel, lodging and registration for Directors attending state and national seminars, workshops and conferences. All expenses shall be reported to the District by Directors, together with validated receipts. Directors and staff may be accompanied by spouses, at their own cost. Spouses expenses will not be reimbursed by the District.

4090.30 Attendance by Directors of seminars, workshops and conferences shall be approved by the Board of Directors prior to incurring any reimbursable costs.

4090.40 Upon returning from seminars, workshops, or conferences where expenses are reimbursed by the District, Directors will either prepare a written report for distribution to the Board, or make a verbal report during the next regular meeting of the Board. Said report shall detail what was learned at the session(s) that will be of benefit to the District. Materials from the session(s) may be delivered to the District office to be included in the District library for the future use of other Directors and staff.

Date Enacted: 4-27-93

Last Revised: 8-29-09

Secretary/Manager
MALAGA COUNTY WATER DISTRICT



MALAGA COUNTY WATER DISTRICT POLICIES AND PROCEDURES

Policy Title: Travel Expense Policy Policy No. 4095

4095.10 The Board of Directors of the Malaga County Water District shall set policy as to the expenses of "Perdeim Meals" as a result of training, educational courses, participation with professional organizations, and attendance at local, state and national conferences associated with the interests of the District. The following proposed policy to be adopted by the Board.

A)	Breakfast	-	\$ 8.00/day
B)	Lunch	-	\$ 12.00/day
C)	Dinner	-	<u>\$ 20.00/day</u>
	GRAND TOTAL	-	\$ 40.00/day

Date Enacted: 12-21-06

Last Revised: 8-25-09

Secretary-Manager
MALAGA COUNTY WATER DISTRICT