



**WEST VALLEY WATER DISTRICT  
855 W. BASE LINE ROAD, RIALTO, CA 92376  
PH: (909) 875-1804  
WWW.WVWD.ORG**

**NOTICE OF CALL  
AND AGENDA FOR SPECIAL MEETING  
BOARD POLICY WORKSHOP  
(Government Code § 54956(a))**

PLEASE TAKE NOTICE that the President of the Board of Directors of the West Valley Water District has called a Special Meeting of the Board of Directors for

**Thursday, April 9, 2026, 6:00 PM**

**BOARD OF DIRECTORS**

**Kelvin Moore, President  
Angela Garcia, Vice President  
Estevan Bennett, Director  
Daniel Jenkins, Director  
Gregory Young, Director**

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**"In order to comply with legal requirements for posting of agendas, only those items listed in this NOTICE OF CALL AND SPECIAL AGENDA MEETING will be considered by the Board of Directors."**

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**Members of the public may attend the meeting in person at 855 W. Base Line Road, Rialto, CA 92376, or you may join the meeting using Zoom by clicking this link: <https://us02web.zoom.us/j/8402937790>. Public comment may be submitted via Zoom, by telephone by calling the following number and access code: Dial: (888) 475-4499, Access Code: 840-293-7790, or via email to [administration@wvwd.org](mailto:administration@wvwd.org).**

**If you require additional assistance, please contact [administration@wvwd.org](mailto:administration@wvwd.org).**

## **OPENING CEREMONIES**

1. Call to Order
2. Roll Call of Board Members
3. Approval of Any Board Member Requests for Remote Participation
4. Pledge of Allegiance

## **ADOPT AGENDA**

### **PUBLIC PARTICIPATION**

Any person wishing to speak to the Board of Directors on matters listed or not listed on the agenda, within its jurisdiction, is asked to complete a Speaker Card and submit it to the Board Secretary, if you are attending in person. For anyone joining on Zoom, please wait for the Board President's instruction to indicate that you would like to speak. Each speaker is limited to three (3) minutes. Under the State of California Brown Act, the Board of Directors is prohibited from discussing or taking action on any item not listed on the posted agenda. Comments related to noticed Public Hearing(s) and Business Matters will be heard during the occurrence of the item.

Public communication is the time for anyone to address the Board on any agenda item or anything under the jurisdiction of the District. Also, please remember that no disruptions from the crowd will be tolerated. If someone disrupts the meeting, they will be removed.

### **BUSINESS MATTERS**

Consideration Of:

1. Board Policies and Procedures Manual - 2026 Updates

## **ADJOURN**

**Please Note:**

**Material related to an item on this Agenda submitted to the Board after distribution of the agenda packet are available for public inspection in the District's office located at 855 W. Baseline, Rialto, during normal business hours. Also, such documents are available on the District's website at [www.wvwd.org](http://www.wvwd.org) subject to staff's ability to post the documents before the meeting.**

**Pursuant to Government Code Section 54954.2(a), any request for a disability-related modification or accommodation, including auxiliary aids or services, in order to attend or participate in the above-agendized public meeting should be directed to the Acting Board Secretary, Kara Johnson, at least 72 hours in advance of the meeting to ensure availability of the requested service or accommodation. Ms. Johnson may be contacted by telephone at (909) 875-1804 ext. 703, or in writing at the West Valley Water District, P.O. Box 920, Rialto, CA 92377-0920.**

**DECLARATION OF POSTING:**

**I declare under penalty of perjury, that I am employed by the West Valley Water District and posted the foregoing Agenda at the District Offices on April 2, 2026.**

*Kara Johnson*

**Kara Johnson, Acting Board Secretary**

*Date Posted: April 2, 2026*



## STAFF REPORT

**DATE:** April 9, 2026  
**TO:** Board of Directors  
**FROM:** Paola Lara, Executive Assistant II  
**SUBJECT:** Board Policies and Procedures Manual - 2026 Updates

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### **STRATEGIC GOAL:**

Strategic Goal 5 – Apply Sound Planning, Innovation, and Best Practices; Objective 5E - Define, Develop, and Implement Best Practices.

### **MEETING HISTORY:**

10/27/25 Special Board Meeting Workshop  
12/11/25 Policy Review and Oversight Committee  
01/14/26 Special Policy Review and Oversight Committee  
01/21/26 Continued Special Policy Review and Oversight Committee  
02/03/26 Continued Special Policy Review and Oversight Committee  
02/12/26 Continued Special Policy Review and Oversight Committee  
03/18/26 Policy Review and Oversight Committee

### **BACKGROUND:**

The Board of Directors Policies and Procedures Manual (manual) is the guiding document that outlines the policies and procedures to be followed by the Board of Directors as they conduct District business. It provides Board Members certain rights and privileges, identifies processes, exhibits transparency, and guides Board members in the performance of their duties.

The manual was last updated on September 5, 2024. Since then, there have been required legal updates, and both Board members and staff have identified areas that could be expanded, clarified, or modified to improve the manual.

### **DISCUSSION:**

The Board of Directors held a Special Board Meeting Workshop on October 27, 2025 to review the manual and provided direction to staff on what kinds of updates they would like to see made, or considered, and for staff to develop alternatives accordingly. Some of those topics include the following:

- Identification and duties of Executive Committee and Officers of the Board
- Organizational Meeting and Terms of the President
- Process for calling a Special Board Meeting

- Events approved for compensation
- Meeting and travel expense and approval processes

Based on Board direction at the Workshop, staff began developing alternatives for potential changes to the manual. Staff worked with the Policy Review and Oversight Committee (the Committee) to create, expand, and refine the various alternatives. Legal Counsel joined the committee on two occasions in support of the process. At the February 12, 2026 meeting, the Committee finalized recommendations for all of the potential revisions and approved moving the item to the full Board for review and discussion. A PowerPoint was developed to facilitate upcoming Board discussion and a draft copy was provided to all Board Members on 3/05/26.

After the February 12, 2026 meeting, staff identified additional items to be addressed by the Committee for future Board discussion. These related to potential manual updates regarding conferences, travel, and training budget and expenses. Details on these items were brought to the Committee on 3/18/26. Staff was directed to develop some additional alternatives for potential edits on these new items and to bring them back to the Committee on 4/14/26 for additional review and discussion. Therefore, the Policy Committee is still working with staff on some additional alternatives for a future Board action.

The purpose of this workshop tonight, therefore, is to review and discuss the alternatives developed so far, as detailed on the aforementioned PowerPoint, make selections, and direct staff accordingly.

**FISCAL IMPACT:**

None.

**REQUESTED ACTION:**

1. Review, discuss, select desired revisions, and direct staff on the development of alternatives and proposed edits to the Board Policies and Procedures Manual.

**Attachments**

[Draft Board policies and Procedures PPT 4.2.26.pdf](#)

# **BOARD POLICIES AND PROCEDURES**

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Proposed Updates

# Section 3. Authority

Current Text	Potential Edit Options
<p>The Board shall also appoint the General Manager, <del>Chief Financial Officer</del>, Board Secretary and General Counsel.</p>	<ul style="list-style-type: none"><li>A. Approve removal of “Chief Financial Officer” since they no longer report to the Board.</li><li>B. No change.</li></ul>

# Section 4.2.e The Board's Relationship with the General Manager

Current Text	Potential Edit Options	
<p>The General Manager shall <b>advise</b> <b>notify</b> the <b>Board of Directors</b> when he/she is out of the office for <b>an</b> <b>extended period of time</b>.</p>	<ul style="list-style-type: none"><li>A. No change</li><li>B. President</li><li>C. President and Vice President</li></ul> <p>Committee Recommends: A</p>	<ul style="list-style-type: none"><li>A. No change</li><li>B. One or more work days.</li><li>C. One or more consecutive business day or more</li><li>D. Two or more consecutive business days</li><li>E. Three or more consecutive business days.</li></ul> <p>Committee Recommends: E</p>

# Section 8.2 Board Direction

Potential New Section 8.2.e.	Potential Text Options
<p>To outline a procedure for canceling a Regular Board Meeting</p>	<p>A. No change.</p> <p>B. A Board meeting may be cancelled with the approval of the majority of the Board based on a poll taken by the General Manager, Board Secretary, or their designee.</p> <p>Committee Recommends: A Keep this as an internal Standard Operating Procedure</p>

# Section 9.1 Type of Board Meetings

Current Text	Potential Edit Options
<p><b>Regular Board Meetings.</b> The regular meeting of the Board of Directors of West Valley Water District (“Board of Directors”) shall be held at 6:00 p.m. on the first and third Thursday of each month. Business shall be conducted in accordance with Division 12 of the Water Code of the State of California and Section 54954 of the Government Code of the State of California and all other codes pertaining thereto, as well as any proceedings adopted by the Board of Directors not inconsistent therewith.</p>	<p>The time and date of monthly regular meetings of the Board of Directors of West Valley Water District (“Board of Directors”) shall be set by ordinance. Business shall be conducted in accordance with Division 12 of the Water Code of the State of California and Section 54954 of the Government Code of the State of California and all other codes pertaining thereto, as well as any proceedings adopted by the Board of Directors not inconsistent therewith.</p> <p>Committee Recommends: Incorporate edits.</p>

# Section 9.4 Standing Committee Meetings

## Current Text

**Standing Committee Meetings.** To assist the Board of Directors in its deliberations for establishing policies of West Valley Water District (“District”), it is deemed beneficial to have standing committees of the Board of Directors made up of not more than two (2) members of the Board of Directors, who shall develop recommendations to be considered by the Board of Directors for establishing policy by working independently or with staff. **The committee chairperson shall be appointed by the President of the Board with the consent of the full Board of Directors.**

## Potential Edit Options

**Standing Committee Meetings.** To assist the Board of Directors in its deliberations for establishing policies of West Valley Water District (“District”), it is deemed beneficial to have standing committees of the Board of Directors made up of not more than two (2) members of the Board of Directors, **and an alternate,** Said committees shall develop recommendations to be considered by the Board of Directors for establishing policy by working independently or with staff. **The committee shall appoint a chairperson at their first committee meeting following new committee appointments. If the committee cannot reach a decision on the appointment of a chairperson, the President of the Board will make the appointment.**

Committee Recommends: Incorporate edits.

# Section 9.5 Organizational Meeting

Current Text	Potential Edit Options	
<p><b>Organizational Meeting.</b> The Board of Directors shall hold a <b>bi-annual</b> organizational meeting after certification of the election. At this meeting, the Board will elect a President and Vice President from among its members to serve during the coming calendar year. Additionally, Standing Committee and Subcommittee assignments will be reviewed for possible changes.</p>	<p>Options:</p> <ul style="list-style-type: none"><li>A. No change: bi-annual organizational meeting.</li><li>B. Annual organizational meeting every December.</li></ul> <p>Recommendation: A</p>	<p><b>Organizational Meeting.</b> The Board of Directors shall hold a bi-annual organizational meeting <b>at the first regular meeting in December, or the next available meeting</b> after certification of the election results, or as desired at any time by the <b>majority of the Board</b>. At this meeting, the Board will elect a President and Vice President from among its members to serve for a term of two-years. Additionally, Standing Committee and Subcommittee assignments will be reviewed for possible changes.</p> <p>Committee Recommends: Incorporate edits.</p>

# Section 15. Selection of the President and Vice-President

Current Text	Potential Edit Options
<p>The members of the Board shall elect its President and Vice President from among the members of the Board for <b>a term of two years</b>. A Bi-Annual Organizational Meeting shall be held to elect the President and Vice-President.</p>	<p>A. The members of the Board shall elect its President and Vice President from among the members of the Board for <b>a term of two years</b>. A Bi-Annual Organizational Meeting shall be held <b>per section 9.5</b>.</p> <p><b>The Board may have an election of Officers at any time they so choose</b></p> <p>B. The members of the Board shall elect its President and Vice President from among the members of the Board for <b>a term of one year</b>. A Bi-Annual Organizational Meeting shall be held <b>per section 9.5</b>.</p> <p><b>The Board may have an election of Officers at any time they so choose</b></p> <p>C. No change.</p> <p>Committee Recommendation: A</p>

# Section 15. Selection of the President and Vice-President, Continued

Potential New Text	Potential Edit Options
<p>Proposal to add a two consecutive year term limit for the President.</p>	<p>A. The members of the Board shall elect its President and Vice President from among the members of the Board for a term of two years. <b>Such terms shall be limited to two consecutive years.</b></p> <p>B. No change.</p> <p>Committee Recommendation: B</p>

# Section 16.4 Executive Committee

## Options

- A. No change: Keep Executive Committee as is.
- B. Eliminate Executive Committee and all references thereto
- C. Redefine Executive Committee to "Officers Meeting with General Manager"

Committee Recommendation: C

# Section 16.4 Executive Committee

Potential New Text	Options
<p>16.4 Officers Meeting with General Manager</p> <p>a. The officers (President and Vice President) shall meet with the General Manager at least twice a month to receive operational updates and review upcoming agendas.</p> <p>b. The officers shall provide feedback to the General Manager during these meetings, as requested.</p> <p>c. The officers have no authority to issue binding directions to the General Manager.</p> <p>d. The time, place, and method of these meetings shall be determined at the officers' discretion.</p>	<p>A. No Change. Shall meet with the General Manager at least twice a month</p> <p>B. Shall meet with the General Manager at least once a month</p> <p>C. Shall meet with the General Manager at least once every two months</p> <p>D. May meet with the General Manager up to twice a month</p> <p>Committee Recommendation: A</p>

Note: As per section 16.4(d) such meetings can be in person, virtual, or by phone for any duration.

# Section 12.2 Board Censorship Policy Procedure

Current Text	Potential Edit Options
<p>A request for censure of a member of the Board may be submitted to the Secretary to the Board by any member of the Board. The request shall contain the specific charges on which the proposed censure is based. The request for censure shall be considered by the <b>Executive Committee</b> of the Board established by the President of the Board. The Executive Committee shall not include the member making the request or the member who is the subject of the request.</p>	<ul style="list-style-type: none"><li>A. No change.</li><li>B. President would appoint an Ad-Hoc committee.</li><li>C. Officers of the Board</li></ul> <p>Note: this section requires further refinements based on the selection.</p> <p>Committee Recommendation: B</p>

Note: Section 12, Board Censure Policy, will require additional revisions that will be brought back for consideration.

# Section 16.3 Duties of the Board President and Vice President, Responsibilities

Current Text	Potential Edit Options
<p><b>Responsibilities</b></p> <p>Responsibilities of the <b>President</b> include, but are not limited to, the following:</p> <ul style="list-style-type: none"><li>a. Sign all instruments, act, and carry out stated requirements and the will of the Board;</li><li>b. Call such meetings of the Board as he/she may deem necessary, giving notice as prescribed by law;</li><li>c. Coordinate the preparation of meeting agendas with the General Manager;</li><li>d. Confer with the General Manager and Vice President on crucial matters which may occur between Board of Directors meetings;</li><li>e. Be responsible for the orderly conduct of all Board meetings;</li><li>f. Be the spokesperson for the Board; and</li><li>g. Perform other duties as authorized by the Board.</li></ul>	<p>Options:</p> <ul style="list-style-type: none"><li>A. No change</li><li>B. President and Vice President</li><li>C. President, and Vice President in the absence of the President</li></ul> <p>Committee Recommendation: C</p>

# Section 16.3 Duties of the Board President and Vice President, Responsibilities

Current Text	Potential Edit Options
<p><b>Responsibilities</b></p> <p>Responsibilities of the President include, but are not limited to, the following:</p> <ul style="list-style-type: none"><li>a. Sign all instruments, act, and carry out stated requirements and the will of the Board;</li><li>b. Call such meetings of the Board as he/she may deem necessary, giving notice as prescribed by law;</li><li>c. Coordinate the preparation of meeting agendas with the General Manager;</li><li>d. Confer with the General Manager and Vice President on crucial matters which may occur between Board of Directors meetings;</li><li>e. Be responsible for the orderly conduct of all Board meetings;</li><li>f. <b>Be the spokesperson for the Board; and</b></li><li>g. Perform other duties as authorized by the Board.</li></ul>	<p>Options:</p> <ul style="list-style-type: none"><li>A. No change</li><li>B. Be the <b>lead</b> spokesperson for the Board <b>or appoint a designee</b>; and</li></ul> <p>Committee Recommendation: B</p>

# Section 17.1 Director Education and Conferences, Overview

Current Text	Potential Edit Options
<p>Members of the Board of Directors are encouraged to attend educational conferences, seminars, trainings, and professional meetings when the purpose of any such activity is to improve District operation. There is no limit as to the number of Directors attending a particular activity when it is apparent that attendance is beneficial to the District, as long as a majority of the Board members do not discuss issues related to the District's business, which is a violation of the Ralph Brown Act. <del>Directors shall not attend conference or training event when it is apparent that there is no significant benefit to the District.</del></p>	<p>Members of the Board of Directors are encouraged to attend educational conferences, seminars, trainings, and professional meetings <b>which benefit the District</b>. There is no limit as to the number of Directors attending a particular activity when it is apparent that attendance is beneficial to the District, as long as a majority of the Board members do not discuss issues related to the District's business, which is a violation of the Brown Act. <b>Any educational conferences, seminars, trainings, and professional meetings outside of those listed on Schedule "A" will require Board approval.</b></p> <p>Committee Recommends: Incorporate edits.</p>

# Section 17.1 Director Education and Conferences, Overview Continued

Purpose	Potential New Text
<p>Consider adding this section to provide some additional oversight on Board expenditures.</p>	<ul style="list-style-type: none"><li>A. No change.</li><li>B. The Finance Committee will review Board expenditures on conferences and educational expenses quarterly, and recommend additional funding and/or limitations, as necessary.</li><li>C. Consider adding individual budget limit for conferences and educational expenses listed under Schedule "A".</li></ul> <p>Committee Recommendation: B</p>

Note: Policy Committee will be revisiting this this topic at the 4/14/26 meeting.

# Section 18.1 Board Member Rights and Privileges

Current Text	Potential Edit Options
<p>18.1.g. For District press releases the following process will be followed: The Government &amp; Legislative Affairs Manager (Manager) will prepare press release with approval of the General Manager. Draft will be sent to the <b>Executive Committee</b> for review and approval within twenty-four (24) hours prior to issuance. If Board member is quoted or mentioned, draft will be sent for their review &amp; approval of quote or mention prior to posting &amp; release. Once approvals are received, Manager posts on website and sends press release to media contacts. Press release notification will be sent to all Directors the same day. All press releases are to be included in monthly Directors report.</p>	<p>Options:</p> <ul style="list-style-type: none"><li>A. No change</li><li>B. President and Vice President</li><li>C. President or Vice President in the absence of the President</li></ul> <p>Committee Recommendation: B</p>

# Section 18.1 Board Member Rights and Privileges

Potential New Section 18.1.p	Potential Text Options
<p>Purpose is to allow a Board Member to request a poll for a special meeting.</p>	<ul style="list-style-type: none"><li>A. No change.</li><li>B. Every director has a right to request the Board Secretary, General Manager, or Legal Counsel conduct a poll of the Board of Directors to determine if there is a majority of the Board of Directors who wish to call for a special meeting. If there is a majority, said special meeting will be scheduled taking into consideration Board members schedules to be as inclusive as possible for Board member participation.</li></ul> <p>Committee Recommendation: A</p>

# Section 18.2.a Compensation For Meetings

Current Text	Potential Edit Options
<p>Each Director is compensated <del>as of October 15, 2023, Two Hundred and Six Dollars and Thirty Eight Cents (\$206.38)</del> for attending a regular board meeting of the Board of Directors, a special board meeting of the Board of Directors, an organizational meeting, an emergency meeting of the Board of Directors or an adjourned, regular, emergency, or special meetings of the Board of Directors. <del>Compensation shall be increased 5% every year on October 15th.</del></p>	<p>Each Director is compensated for attending <del>an adjourned, regular, special, or emergency meeting of the Board of Directors, a standing or ad-hoc committee meeting, or an organizational meeting, Compensation shall be in accordance with Ordinance No. 86.</del></p> <p>Committee Recommends: Incorporate edits.</p>

# Section 18.2.a Compensation For Meetings

<b>Proposed New Text</b>	<b>Potential Edit Options</b>
<p>Purpose is to include meetings with General Manager or designee that qualify for compensation</p>	<ul style="list-style-type: none"><li>A. Meetings with the General Manager or designee to discuss matters related to the functions and operations of the District. Directors are encouraged to use discretion when requesting compensation for such meetings.</li><li>B. Meetings with the General Manager or designee to discuss matters related to the functions and operations of the District, up to three a month for Directors, and four for Officers.</li><li>C. No compensation for meetings with General Manager or designee.</li></ul> <p>Committee Recommendation: B</p>

# Section 18.2.a Compensation For Meetings - continued

Current Text	Potential Edit Options
<p>Section 20202 of Division 10 of the California Water Code states: ...</p> <p>“No ordinance adopted pursuant to this chapter shall authorize compensation for more than a total of ten (10) days in any calendar month.”</p> <p><del>There shall be no compensation for attending meetings or performing other duties for the district on the same day as Board of Directors meetings.</del></p>	<p>Options:</p> <ul style="list-style-type: none"><li>A. No change</li><li>B. Change to:</li></ul> <p>As per Section 20202 of Division 10 of the California Water Code, meeting compensation is set per day. Therefore, regardless of the number of meetings attended on a given day, total daily compensation is limited to the amount specified in Ordinance No. 86.</p> <p>Committee Recommendation: B</p>

# Section 18.2.b(i) Outside Meetings and Events

Current Text	Potential Edit Options
<p>Attached hereto as Schedule "A" is a list of Outside Meetings and Events any Director may attend.</p>	<p>Options:</p> <p>A. Attached hereto as Schedule "A" is a list of pre-approved outside meetings and events hosted by the organization listed that any Director may attend including all meetings, events, functions, seminars, trainings, and conferences.</p> <p>Committee Recommends: Incorporate edits.</p>

# Schedule A

## Proposed Additions

### SCHEDULE "A" OUTSIDE MEETINGS AND EVENTS

#### ORGANIZATION

#### DESIGNATED REPRESENTATIVE

Association of California Water Agencies	Any Board Member
Association of San Bernardino County Special Districts	Any Board Member
American Water Works Association	Any Board Member
Building Industry Association	Any Board Member
California Municipal Utilities Agency	Any Board Member
California Special Districts Association	Any Board Member
Inland Empire Utilities Agency / Metropolitan Water District	Any Board Member
Southern California Water Coalition	Any Board Member
San Bernardino Valley Municipal Water District	Any Board Member
Urban Water Institute	Any Board Member
Water Education Foundation	Any Board Member
Water Education for Latino Leaders	Any Board Member

Committee Recommends: Incorporate edits.

# Section 18.2.b(ii) Outside Meetings

Current Text	Potential Edit Options
<p>Attached hereto as Schedule "B" is a list of Standing Committee Meetings of the Board of Directors</p>	<p>Options:</p> <ul style="list-style-type: none"><li>A. No change</li><li>B. Approve removal of this Schedule "B" and section. Standing committees are not "Outside Meetings"</li></ul> <p>Committee Recommendation: B</p>

Note: If the edit is approved there will be additional edits to this section due to adjusting the references.

# Section 18.2.b(iv) Outside Meetings, continued

Current Text	Potential Edit Options
<p>Attached hereto as Schedule "C" is a list of Community Events in which any Director may attend. <del>with prior approval of the President.</del></p>	<p>Options:</p> <ul style="list-style-type: none"><li>A. No change</li><li>B. Approve removal of "with prior approval of the President" to follow current practice.</li></ul> <p>Committee Recommendation: B</p>

# Section 18.5 Mileage

Current Text	Potential Edit Options
<p><b>Mileage.</b> Whenever a Director uses his/her personal vehicle for transportation on District business or to/from District related functions, the District shall reimburse the Director the same rate per mile as approved by the Internal Revenue Service at the time the mileage is incurred. No mileage reimbursement shall be made for attending Board of Directors meetings held at the District headquarters. <del>For Committee Meetings mileage is computed to and from the Director's main residence or place of employment, whichever is applicable for attendance at any District function.</del></p>	<p>Options:</p> <ul style="list-style-type: none"><li>A. No mileage reimbursement for attending Board or committee meetings.</li><li>B. Include all meetings for mileage reimbursement.</li></ul> <p>Committee Recommendation: A</p>

Note: Board members are not currently being reimbursed for mileage for attending committee meetings.

# Section 18.7 Monthly Submittal of Expense Reports – Payment Requests

## Current Text

For receiving compensation for attendance at or participating at appropriate meetings, a Board member shall submit to the District Board Secretary a payment request in the form of an expense report for the calendar month, at which time the Board will consider approval, including the President. A report of all expenses, including but not limited to, compensation requested pursuant to Article 300, to the Board Secretary no later than the last business day of the following month. Each submittal shall be signed by the Director.

# Section 18.7 Monthly Submittal of Expense Reports – Payment Requests Continued

## Proposed New Text

**18.7 Monthly Submittal Of Expense Reports - Payment Requests.** For receiving compensation for attendance at or participating at appropriate meetings or events, a Board member shall submit a payment request, with the assistance of the Board Secretary or designee, in the form of an expense report for the calendar month.

The expense reports shall document that expenses meet the policy reflected in this document for the expenditures of public resources. Board members shall submit their expense reports to the District's Board Secretary for the calendar month by the last day of the month. All reports shall be accompanied by adequate documentation of actual costs and shall include an identification of the official duty, 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. In cases where no detailed receipt has been provided a signed written explanation is required of what was purchased, including date, time, and location. Inability to provide the required documentation in a timely fashion may result in the expense being borne by the board member.

All expense reports will be approved by the Director and then forwarded to the General Manager and Finance for review and processing to ensure that the report is accurate, complete, justified with proper documentation, and coded to the correct general ledger account. The President will review and approve all Board Members compensation and mileage reports, with exception of their report; the Vice President will review the President's report.

Approval of Director expenses for the preceding month will be included on the next available Board meeting. All documents related to reimbursable District expenditures are public records subject to disclosure under the California Public Records Act.

Committee Recommends: Incorporate edits.

# Section 19.7 Benefits, Deferred Compensation

Proposed New Text	Potential Edit Options
<p>A Deferred Compensation Plan is available to Directors that elect to participate. The District offers <b>two service providers to select from</b>. Director contributions are strictly voluntary with no District match.</p>	<p>A Deferred Compensation Plan is available to Directors that elect to participate . The District offers <b>one service provider</b>. Director contributions are strictly voluntary with no District match.</p> <p>Committee Recommends: Incorporate edits.</p>

# Section 20 Code of Ethics - Training

Potential New Section 20.3	Potential New Text
Including new required training for Board Members per SB 827	<p><b>Fiscal and Financial Training.</b> Pursuant to Government Code Section 53238 et seq., each Director who is in office as of January 1, 2026 shall receive at least two (2) hours of fiscal and financial training before January 1, 2028. Each Director who joins the Board on or after January 1, 2026 shall receive the fiscal and financial training no later than 6 months from the first day of service. Thereafter, each Director shall receive the training at least once every two (2) years. These courses shall be developed in consultation with experts in local government finance. Written proof of such training must be filed by each Director with the District and the District shall retain records of such ethics training for at least five (5) years after the Director receives such training.</p> <p>Committee Recommends: Incorporate edits.</p>

# Section 20 Code of Ethics – Training Continued

Potential Edits to Sections 20.3, 20.4, 20.5	Potential Options
<p>Removing Section 20.3 regarding Sexual Harassment Training because it is covered in 20.5</p> <p><del>20.3 Other Training. Each January following an election year, Directors are required to attend Sexual Harassment Training approved and/or administered by the Human Resources Department. Any newly elected Director shall receive their initial training required by AB 1661, Chapter 816 within the first six month of taking office.</del></p>	<p>A. Approve deletion B. No change</p> <p>Committee Recommendation: A</p>

# Section 20 Code of Ethics – Training Continued

Potential Edits to Section 20.4 and 20.5	Potential Options
<p><del>20.4 To meet the requirements established by AB 1825, 2053 &amp; 1661, each local official (Board Member) shall receive at least two hours of prevention of sexual harassment training and education within the first six months of taking office and every two years thereafter. Potential edit. To combine this sentence with 20.5 below.</del></p> <p>20.5 To meet the requirements established by AB 1825, 2053 and AB 1661, requires elected or appointed officials who are compensated for their service or reimbursed for their expenses are required to receive at least two hours of sexual harassment prevention training and education within the first six months of taking office or commencing employment, and every two years thereafter.</p>	<p>A. Approve edits B. No change</p> <p>Committee Recommendation: A</p>