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	Latest Revision Date December 14, 2011	Ordinance No. 392

Article 19. ASSOCIATION MEMBERSHIP

Sec. 19.1. revised by Ordinance No. 392 / December 14, 2011

Sec. 19.1. revised by Ordinance No. 382 / August 25, 2010

Sec. 19.1. revised by Ordinance No. 371-A / June 24, 2009

Sec. 19.1. revised by Ordinance No. 370 / February 11, 2009

Sec. 19.1. revised by Ordinance No. 363 / July 23, 2008

Sec. 19.1. revised by Ordinance No. 352 / September 14, 2007

Sec. 19.1. revised by Ordinance No. 327 / February 17, 2006

Sec. 19.1. revised by Ordinance No. 320 / July 27, 2005

Sec. 19.1. revised by Ordinance No. 305 / October 22, 2003

Sec. 19.1. District Membership. The District is a member of the following associations. Attendance by the Board of Directors and staff at meetings of the associations is hereby authorized.

The Board of Directors shall receive director's fees for each day or portion of a day in attendance. Board Directors shall provide at the next regular meeting of the Board of Directors brief oral or written reports on meetings attended at District expense, pursuant to §53232 et seq. of the Government Code.

- Alliance for Water Efficiency
- American Institute of Certified Public Accountants
- American Membrane Technology Association
- American Public Works Association
- American Society for Public Administration
- American Water Works Association
- Association of California Water Agencies
- California Municipal Treasurers Association
- California Public Employees Retirement System
- California Society of Municipal Financial Officers
- California Special Districts Association
- California Special Districts Association San Diego Chapter
- California Urban Water Conservation Council
- Conservation Action Committee
- CLE International (Continuing Legal Education)
- Cooperative Interagency Resource Coalition
- Council of Water Utilities, San Diego County
- Escondido Creek Watershed Alliance
- Fire Safe Council San Diego County
- Foundation for Cross-Connection Control & Hydraulic Research
- Government Finance Officers Association
- International Desalination Association
- International Public Management Association for Human Resources
- Local Agency Investment Fund
- Metropolitan Water District of Southern California

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National Water Resources Association
National Water Research Institute
North County Water Group
North San Diego County Employment Relations Consortium
Pacific Safety Council
Risk & Insurance Management Society
San Diego Botanic Garden
San Diego County Water Authority
San Diego North Economic Development Council
San Diego Water Works Group
Southern California Water Committee
Special District Risk Management Authority
Urban Water Institute
Water Agencies Association of San Diego County
Water Conservation Garden
Water Education Foundation
Water Utilities Human Resources Committee
WaterReuse Association of California

Sec. 19.2. revised by Ordinance No. 382 / August 25, 2010

Sec. 19.2. revised by Ordinance No. 352 / September 14, 2007

Sec. 19.2. revised via Ordinance No. 325 / December 7, 2005

Sec. 19.2. Meeting Compensation. The Board of Directors shall be compensated for meeting attendance for any of the meetings, conferences, dedications of a public facility or seminars of the agencies listed in §19.1 above, any meetings, subcommittee meetings or other advisory body meetings of the Board of Directors of Olivenhain Municipal Water District and any meetings with District staff to fulfill the requirements of the duties of the Board Director’s position on the Board.

Sec. 19.3. Staff Membership. The District expects Staff Members to affiliate, at District expense, with professional associations or societies concerned with the work in which they are engaged. In general, attendance at meetings of other associations of which a Staff Member is a member is authorized. Time spent at such meetings shall be considered time spent on District work and shall not be chargeable to annual leave.

In order to encourage attendance at local meetings, the General Manager may authorize District Staff to attend at District expense if there is a benefit to the District. Local meetings requiring overnight travel expenses must be approved by the General Manager.

Sec. 19.4. revised by Ordinance No. 382 / August 25, 2010

Sec. 19.4. revised by Ordinance No. 352 / September 14, 2007

Sec. 19.4. revised via Ordinance No. 325 / December 7, 2005

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Sec. 19.4. revised via Ordinance No. 320 / July 27, 2005

Sec. 19.4. was amended via Ordinance No. 311 / September 22, 2004

Sec. 19.4. Travel Expenses. The Board of Directors or employees attending any meeting involving the interests of the District or attending a convention of an organization as authorized in the Administrative and Ethics Code or by Board action, shall be entitled to reimbursement for business related expenses incurred by such Board Director or employee in connection with attendance at such meeting or convention as follows:

A. Authorized expenses may include business telephone calls, business meals, common carrier fares, rental of automobiles, parking fees, and use of personal automobiles. The rates for reimbursement of travel, meals, lodging, mileage and other actual and necessary expenses by Board Directors shall be at the Internal Revenue Service rates as established in Publication 463. Board Directors must use government rates and group rates for transportation and lodging when available. Any Board Director expenses that do not fall within the IRS rates as established in Publication 463 have to be approved by the Board of Directors in a public meeting before the expense is incurred.

B. In addition to those expenses described in Section 19.4 (A), authorized expenses while traveling overnight on District business also may include reasonable telephone calls to the Board Director's or employee's family, meals, lodging, baggage handling, tips, and any other reasonable incidental expenses of the trip which are business related, rather than personal in nature. Non-reasonable expenses include expenses for alcohol and recreation, which shall not be reimbursed by the District.

C. Travel must be by the most direct route, considering the mode of transportation used. Additional expense resulting from travel by an indirect route for the personal interest of the Board Director or employee is not chargeable to the District, but is to be reported on claims for reimbursement and identified as chargeable to the Board Director or employee. The type of transportation employed shall be selected on the basis of the lowest overall cost to the District after all costs are considered, including the travel time and the salary of the employee; provided, however, that travel by common carrier bus shall not be required. Trips, which require travel in excess of 200 miles one way, shall be made by commercial airline, unless circumstances dictate otherwise. Reimbursements for transportation costs for trips over 200 miles one way by any form of transportation other than commercial airline shall generally not exceed the standard round-trip airline coach airfare in effect at the time, plus the lesser of any auto mileage, or shuttle costs, and/or airport parking that would have been incurred and reimbursable if airline transportation had been used.

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D. The expenses of a Board Director's or employee's spouse or registered domestic partner as defined in California Family Code Section 297, who accompanies the Board Director or employee on District business shall not be borne by the District or reimbursable to the Board Director or employee.

Sec. 19.5. revised by Ordinance No. 352 / September 14, 2007

Sec. 19.5. revised via Ordinance No. 325 / December 7, 2005

Sec 19.5. Hotels. Whenever required to spend the night away from San Diego County, Board Directors and personnel shall engage rooms at a good commercial hotel or motel. If the lodging is in connection with a conference or organized educational activity, the lodging costs shall not exceed the maximum group rate published by the conference or activity sponsor provided that the lodging at the group rate is available at the time of booking. If the group rate is not available at the time of booking, the Board Director is to use comparable lodging consistent with the IRS rates for travel set forth in Publication 463. If accompanied on the trip by another person not a Board Director or Staff Member and the room is shared, the District shall be charged only for that portion of the room charge which would be made by the hotel for single occupancy. A receipted bill stating occupants and length of stay shall be submitted with the claim for expense reimbursement. If the room is occupied by more than one person, the rate for single occupancy shall be noted on the receipted statement.

Sec. 19.6. revised by Ordinance No. 352 / September 14, 2007

Sec. 19.6. revised via Ordinance No. 325 / December 7, 2005

Sec. 19.6. Meals and Incidental Expenses. Expense allowance while attending authorized meetings shall include, in addition to transportation and hotel, all meals, tips, telephone expense, stenographic expense, auto parking, taxi, and disbursements on behalf of the District such as filing fees in connection with legal documents. No reimbursement shall be made of expenditures for personal services or needs. The rates for reimbursement of travel, meals, lodging and other actual and necessary expenses by Board Directors shall be at the Internal Revenue Service rates as established in Publication 463. Board Directors must use government rates and group rates for transportation and lodging when available.

Sec. 19.7. revised by Ordinance No. 352 / September 14, 2007

Sec. 19.7. revised via Ordinance No. 325 / December 7, 2005

Sec. 19.7. Travel Advance. Travel advance for expenses for Board Directors or employees that fall within the guidelines for meeting compensation in the Administrative and Ethics Code equal to the estimated expenditures chargeable to the District on the trip may be made, if requested by any Board

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Director or Staff Member making the trip. A detailed estimate of the amount needed shall be submitted and approved by the General Manager prior to such advances being made.

Sec. 19.8. revised via Ordinance No. 331 / June 9, 2006

Sec. 19.8. revised via Ordinance No. 325 / December 7, 2005

Sec. 19.8.(A) revised by Ordinance No. 311 / September 22, 2004

Sec. 19.8. revised by Ordinance No. 305 / October 22, 2003

Sec. 19.8. Report of Expense Expenditure. On completion of a trip, Board Directors or employees shall submit a detailed statement of all expenditures on the approved Expense Form chargeable to the District, to which shall be attached the required vouchers. The Expense Reports must document that the expenses are in accordance with the District’s Administrative and Ethics Code, must be filed within a reasonable time after incurring the expense and within the same calendar year that the costs were incurred and must be accompanied by receipts that document each expense. Board Directors must provide brief reports on meetings that they have attended at the District’s expense at the next regular Board meeting. All of the documents related to reimbursements are public records and are subject to the California Public Records Act. The Expense Reports shall indicate the travel advance, if any, and the net amount due or the amount to be refunded to the District. This statement shall be approved by the General Manager or his/her designee prior to settlement.

Sec. 19.9. revised by Ordinance No. 352 / September 14, 2007

Sec. 19.9. revised via Ordinance No. 325 / December 7, 2005

Sec. 19.9. revised via Ordinance No. 320 / July 27, 2005

Sec. 19.9. was Added to Admin and Ethics Code per Ordinance No. 307 / Nov. 19, 2003

Sec. 19.9. Credit Card Policy. Issued credit cards will remain the sole property of the District and will be issued in the names of both the authorized employee and the District. District issued credit cards may be used only for approved or budgeted District business expenditures. Except where expressly authorized by the District’s travel and compensation policy, Article 19 of the Administrative and Ethics Code, personal charges must not be made to any District issued credit card.

Board Credit Card: The District has one credit card for use by the Board of Directors. This card is loaned to the Board Directors as needed. The card can only be used for the Board of Directors expenses and is maintained by the General Manager’s department. Receipts for travel by Board Directors, which are incurred using the Board credit card, shall be attached to the Expense Report of the Board Director pursuant to §19.8 of the Administrative and Ethics Code. Receipts are required for all business

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travel and meals paid with a District credit card, with the following information written on the back of the receipt if it is not already on the front of the receipt.

- a. The amount of the expenditure.
- b. The time, date and place of travel or entertainment.
- c. The business purpose of the expenditure.
- d. The names of individuals who received meals.

General Staff Credit Cards: Two credit cards are maintained for general staff use. Use of these cards requires that a Request to Use District Credit Card form is filled out and signed by the approving Manager or Supervisor and the General Manager or Finance Manager. The card shall be returned after each use to the Finance department, with receipts, within 2 business days of final use.

After each purchase the receipt and a brief written description of the item purchased must be submitted to the Finance department.

Credit cards are not to be used to circumvent other established purchasing procedures. They are not to be used to purchase materials, supplies and services that can be purchased through other established purchasing processes.

Staff should submit a request for a credit card to the Finance Manager with Department Manager and General Manager approval.

Specific Staff Credit Cards: Credit cards may also be issued for specific Staff Members. The maximum credit limit for any single card shall not exceed \$25,000 for the Board of Directors, \$10,000 for the General Manager, and \$5,000 for the Department Managers / Supervisors and general staff cards.

Upon leaving the District's employ, card holders must return their card to the HR department during their exit interview.

Credit Card Procedures. If Staff Members have been issued a credit card other than the two cards for general staff use, at the close of each billing period the Finance Department will provide the Staff Member with a copy of the Statement of Account for their card. The statement will itemize each transaction charged to their credit card account for the previous billing period. Upon receiving the statement from the Finance Department each of the following steps must be completed by the Staff Member:

- Review the statement for accuracy.

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- Indicate the appropriate District account number and program code for each charge.
- Check to see if the item is taxable.
- If sales tax has not been charged on a taxable item, bring this to the attention of Accounts Payable so that sales/use tax can be recorded and paid also.
- Write any other comments regarding the item purchased.
- Attach all receipts from purchases.
- Sign the statement and return to the Finance Department for payment processing within five working days of receipt.

All purchases must be substantiated. Purchases made with a District credit card without receipts may result in loss of credit card privileges. Misuse of the District's credit card for any personal expenses is prohibited and grounds for disciplinary action, including termination of employment, as well as loss of all credit card privileges. In addition, the person placing personal expenses on any District credit card will be required to immediately reimburse the District for all personal expenses. If a purchase is made to a Staff Member's credit card that staff member must be able to substantiate that the purchase was necessary and for District use.

Credit card statements and supporting receipts would be reviewed by the District's Treasurer or his/her designee. Any late charges incurred by the District, due to the late return of credit card statements by card holders, will be paid by the cardholders.

Business Travel, Meals and Entertainment

Cardholders may use their credit cards to pay for business travel and meals. Receipts are required for all business travel and meals paid with a District credit card, with the following information written on the back of the receipt if it is not already on the front of the receipt:

- a) The amount of the expenditure.
- b) The time, date and place of travel or entertainment.
- c) The business purpose of the expenditure.
- d) The names of individuals who received meals.

Lost or Stolen Credit Cards

If a Staff Member's credit card is lost or stolen, they must immediately notify the Finance Department and the credit card issuer.

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Sec. 19.10. Penalties. Penalties for misuse of public resources or falsifying expense reports in violation of the policies contained in the Administrative and Ethics Code may include, but are not limited to:

- a. The loss of reimbursement privileges;
- b. Restitution to the District;
- c. Civil penalties for misuse of public resources pursuant to §8314 of the Civil Code;
- d. Prosecution for misuse of public resources pursuant to §424 of the Penal Code.

Sec. 19.11. revised by Ordinance No. 352 / September 14, 2007

Sec. 19.11. was Added to Admin and Ethics Code per Ordinance No. 325 / December 7, 2005

Sec. 19.11. Ethics Training. All Board Directors must receive at least two hours of general training in ethics principles and ethics laws relevant to his or her public service every two years pursuant to §53234 et seq. of the Government Code. The General Manager shall provide information on training available to meet the requirements of this article at least once annually in the Board package. The District shall maintain records that indicate the dates that the Board Director satisfied the requirements of this article and the entity that provided the training. These records shall be maintained by the District for at least 5 years after the receipt of the training by the Board Director. The first deadline for completion of ethics training is January 1, 2007.