



**EXECUTIVE COMMITTEE MEETING AGENDA
TRABUCO CANYON WATER DISTRICT
32003 DOVE CANYON DRIVE, TRABUCO CANYON, CA
ADMINISTRATIVE FACILITY, CONFERENCE ROOM
JUNE 6, 2022 AT 5:00 PM**

COMMITTEE MEMBERS

Stephen Dopudja, Committee Chair
Don Chadd, Committee Member

DISTRICT STAFF

Fernando Paludi, General Manager
Michael Perea, District Secretary

AGENDA NOTE:

Trabuco Canyon Water District (District) will make this meeting available by telephone audio as follows:

Telephone Audio: 1 (669) 900-6833

Access Code: 979 8688 5071

Persons desiring to monitor the Committee meeting agenda items may download the Executive Committee meeting agenda and documents on the internet at www.tcwd.ca.gov. You may submit public comments by email to the Committee at mperea@tcwd.ca.gov. In order to be part of the record, emailed comments on meeting agenda items must be received by the District, at the referenced e-mail address, not later than 10:00 a.m. (PDT) on the day of the meeting.

CALL MEETING TO ORDER

VISITOR PARTICIPATION

Members of the public wishing to address the Committee regarding a particular item on the agenda are requested to complete a speaker card and submit it to staff. The Committee Chair will call on the visitor following the Committee's discussion about the matter. Committees do not constitute a quorum of the Board of Directors and Committee Members cannot make decisions on matters. The Committee makes recommendations only to the Board of Directors. Members of the public will be given the opportunity to speak to the Committee prior to making a recommendation on the matter. For persons desiring to make verbal comments and utilizing a translator to present their comments into English reasonable time accommodations, consistent with State law, shall be provided. Please limit comments to three minutes.

ORAL COMMUNICATION

Members of the public who wish to make comment on matters not appearing on the agenda are invited to identify themselves and encouraged to make comment at this time. The Committee Chair will call on the visitor following the Committee's discussion about the matter. Committees do not constitute a quorum of the Board of Directors and Committee Members cannot make decision on matters. The Committee makes recommendations only to the Board of Directors. Under the requirements of State Law, Committee Members cannot take action on items not identified on the agenda and will not make decisions on such matters. The Committee Chair may direct District Staff to follow up on issues as may be deemed appropriate. For persons desiring to make verbal comments and utilizing a translator to present their comments into English reasonable time accommodations, consistent with State law, shall be provided. Please limit comments to three minutes.

COMMITTEE MEMBER COMMENTS

REPORT FROM THE GENERAL MANAGER

**TRABUCO CANYON WATER DISTRICT
EXECUTIVE COMMITTEE MEETING AGENDA | JUNE 6, 2022**

ADMINISTRATIVE MATTERS

ITEM 1: APPROVAL OF EXECUTIVE COMMITTEE MEETING RECAP

RECOMMENDED ACTION:

Approve the following Executive Committee Meeting Recap and recommend that the Board receive and file the same (Consent Calendar):

1. May 2, 2022

ITEM 2: URBAN WATER INSTITUTE 2022 ANNUAL WATER CONFERENCE SPONSORSHIP

RECOMMENDED ACTION:

Recommend the Board of Directors approve a \$1,500 sponsorship for Urban Water Institute's 2022 Annual Water Conference (Action Calendar).

ITEM 3: 22ND ANNUAL DOVE DASH 5K WALK/RUN, WALK-A-THON, FAMILY 1K & PANCAKE BREAKFAST SPONSORSHIP

RECOMMENDED ACTION:

Recommend the Board of Directors approve a sponsorship for the 22nd Annual Dove Dash (Action Calendar).

ITEM 4: DISTRICT EXPENSE REIMBURSEMENT POLICY AND PROCEDURES UPDATE

RECOMMENDED ACTION:

Recommend the Board of Directors approve the proposed Expense Reimbursement Policy and Procedures Update, as revised, and rescind the Expense Reimbursement Guidelines approved on January 17, 1996 (Action Calendar).

DISCUSSION MATTERS

ITEM 5: BOARD AGENDA PLANNING CALENDAR

RECOMMENDED ACTION:

Committee to discuss information at the time of the Executive Committee Meeting and take action(s) as deemed appropriate.

OTHER MATTERS

ITEM 6: REPORTS OR COMMENTS FROM THE GENERAL MANAGER AND/OR STAFF

RECOMMENDED ACTION:

Hear other matters from the General Manager and/or Staff.

ADJOURNMENT



**TRABUCO CANYON WATER DISTRICT
EXECUTIVE COMMITTEE MEETING AGENDA | JUNE 6, 2022**

AVAILABILITY OF AGENDA MATERIALS

Agenda exhibits and other writings that are disclosable public records distributed to all or a majority of the members of the Trabuco Canyon Water District Board of Directors in connection with a matter subject to discussion or consideration at an open meeting of the Board of Directors are available for public inspection at the District Administrative Facility, 32003 Dove Canyon Drive, Trabuco Canyon, California (District Facility). If such writings are distributed to members of the Board less than 72 hours prior to the meeting, they will be available in the lobby area of the District Facility at the same time as they are distributed, except that, if such writings are distributed immediately prior to or during the meeting, they will be available in the Boardroom at the District Facility.

COMPLIANCE WITH THE REQUIREMENTS OF CALIFORNIA GOVERNMENT CODE SECTION 54954.2

In compliance with California law and the Americans with Disabilities Act, if you need special disability-related modifications or accommodations, including auxiliary aids or services in order to participate in the meeting, or if you need the agenda provided in an alternative format, please contact the District Secretary at (949) 858-0277 at least 48 hours in advance of the scheduled meeting. Notification 48 hours prior to the meeting will assist the District in making reasonable arrangements to accommodate your request. The District office is wheelchair accessible.

www.tcwd.ca.gov



**TRABUCO CANYON WATER DISTRICT
EXECUTIVE COMMITTEE MEETING | JUNE 6, 2022**

ADMINISTRATIVE MATTERS

ITEM 1: APPROVAL OF EXECUTIVE COMMITTEE MEETING RECAP

The Executive Committee Meeting Recap for the following meeting(s) is attached for Committee review.

RECOMMENDED ACTION:

Approve the following Executive Committee Meeting Recap and recommend that the Board receive and file the same (Consent Calendar):

1. *May 2, 2022*

CONTACTS (staff responsible): PALUDI/PEREA



TRABUCO CANYON WATER DISTRICT EXECUTIVE COMMITTEE MEETING RECAP | MAY 2, 2022

DIRECTORS PRESENT

Vice President Stephen Dopudja, Committee Chair
President Don Chadd, Committee Member

STAFF PRESENT

Fernando Paludi, General Manager
Michael Perea, Assistant General Manager

PUBLIC PRESENT

There were no members of the public present

CALL MEETING TO ORDER

Vice President Dopudja called the May 2, 2022 Executive Committee Meeting to order at 5:00 PM.

VISITOR PARTICIPATION

No visitor participation was received.

ORAL COMMUNICATION

No oral communication was received.

COMMITTEE MEMBER COMMENTS

No comments were received.

REPORT FROM THE GENERAL MANAGER

No comments were received.

DISCUSSION MATTERS

ITEM 1: APPROVAL OF EXECUTIVE COMMITTEE MEETING RECAP

Mr. Paludi presented the Executive Committee Meeting Recap for the following meeting(s) for Committee consideration.

RECOMMENDED ACTION:

Approve the following Executive Committee Meeting Recap and recommend that the Board receive and file the same (Consent Calendar):

1. April 6, 2022

ITEM 2: DISTRICT ETHICS POLICY UPDATE

Mr. Paludi introduced this matter for Committee consideration, and he mentioned that this matter was updated with the assistance of District general counsel. Mr. Perea provided a brief review of the current policy, and he reported that District staff and counsel recommended bifurcating the ethics portion of the policy from the expense reimbursement portion. Mr. Perea provided an overview of the proposed policy, and he highlighted the compliance with Fair Political Practices Commission (FPPC) rules and State laws and regulations; a proposed process for the reporting of gifts; outside consulting requirements for staff, including the General Manager, and a

**TRABUCO CANYON WATER DISTRICT
EXECUTIVE COMMITTEE MEETING RECAP | MAY 2, 2022**

proposed tickets and passes policy. Discussion occurred concerning Fair Political Practices Commission (FPPC) rule compliance related to outside consulting work. The Committee recommended forwarding the DRAFT policy to the Board for review.

RECOMMENDED ACTION:

The Committee recommended the Board of Directors approve the proposed Ethics Policy Update and rescind the Expense Reimbursement Guidelines approved on January 17, 1996 (Action Calendar).

ITEM 3: BOARD AGENDA PLANNING CALENDAR

Mr. Paludi presented this matter for Committee consideration, and he provided a handout highlighting certain proposed Board agenda planning calendar updates including, but not limited to:

May 2022

Regular Board Meeting

- Presentation by Vicki Osborne, WEROC
- Ethics Policy Revisions
- Golf Club SLS pump purchase
- SOCWA JPA Discussions update
- Water Awareness Day Event Update

Special Board Meeting

- TCWD Budget Workshop
- SOCWA Membership - Action

June 2022

Regular Board Meeting

- TCWD FY 2022-23 Operating and Capital Budget
- Travel Expense Reimbursement Policy Update
- Undeveloped Land Standby Charge – set Public Hearing
- Harris Grade Reservoir Cost-Sharing Agreement

Special Board Meeting

- Rate Study Kickoff – Board input

July 2022

Regular Board Meeting

- Undeveloped Land Standby Charge Public Hearing and Adoption
- OPEB Biennial & GASB 75 Actuarial Valuation Reports

RECOMMENDED ACTION:

There was no action taken.

**TRABUCO CANYON WATER DISTRICT
EXECUTIVE COMMITTEE MEETING RECAP | MAY 2, 2022**

OTHER MATTERS

ITEM 4: REPORTS OR COMMENTS FROM THE GENERAL MANAGER AND/OR STAFF

Mr. Paludi presented and recommended the District join the Rancho Santa Margarita Chamber of Commerce for a nominal annual fee. The Committee agreed with Mr. Paludi's recommendation and recommended proceeding with participation in the Chamber.

RECOMMENDED ACTION:

None

ADJOURNMENT

Vice President Dopudja adjourned the May 2, 2022 Executive Committee Meeting at 5:46 PM.

DRAFT

**TRABUCO CANYON WATER DISTRICT
EXECUTIVE COMMITTEE MEETING | JUNE 6, 2022**

ADMINISTRATIVE MATTERS

ITEM 2: URBAN WATER INSTITUTE 2022 ANNUAL WATER CONFERENCE SPONSORSHIP

The District became a member of the Urban Water Institute (UWI) in 2020 and the District’s General Manager holds a position on the UWI Board of Directors. UWI hosts two conferences annually (February and August) and the 2022 Annual Water Conference to be held on August 24-26, 2022 will be the first in-person UWI conference since early 2020. The General Manager will also be moderating a panel on organizational resilience in the water sector post-Covid.

A conference sponsorship for \$1,500 includes recognition of the District as “Speaker Gift Sponsor” as well as promotion of District logo throughout the conference. The list of sponsorship opportunities, and the preliminary conference program, are included as Exhibits.

FUNDING SOURCE:

General Fund

FISCAL IMPACT

\$1,500

RECOMMENDED ACTION:

Recommend the Board approve a sponsorship of the Urban Water Institute’s 2021 Spring Water Conference in an amount not to exceed \$1,500.

EXHIBITS:

1. UWI 2022 Annual Water Conference Sponsorship Opportunities
2. 2022 Annual Water Conference Program

CONTACTS (staff responsible): PALUDI



29th Annual Water Conference
August 24-26, 2022 – San Diego Mission Bay Resort

PREMIUM SPONSORSHIP OPPORTUNITIES

PLATINUM SPONSOR: \$5,000

- Company logo listed in all promotional materials
- Company logo on cover of program
- Company logo projected on presentation screens
- Company logo displayed during all conference events
- Company logo displayed in registration area
- Priority position for 1 exhibit booth table
- 2 conference registrations

GOLD SPONSOR: \$4,000

- Company logo listed in promotional materials
- Company logo on cover of program
- Company logo projected on presentation screens
- Company logo displayed during all conference events
- Company logo displayed in registration area
- 2 conference registrations

SILVER SPONSOR: \$3,000

- Company logo listed in promotional materials
- Company logo on cover of program
- Company logo projected on presentation screens
- Company logo displayed during all conference events
- Company logo displayed in registration area
- 1 conference registration



ADDITIONAL SPONSORSHIP OPPORTUNITIES

- ~~Afternoon Networking Break Sponsor – August 24th \$1,500 SECURED!~~
- Welcome Reception Sponsor – August 24th \$2,500
- ~~Continental Breakfast Sponsor – August 25th \$1,500 SECURED!~~
- ~~Luncheon Sponsor – August 25th \$2,000 SECURED!~~
- ~~Afternoon Networking Break Sponsor – August 25th \$1,500 SECURED!~~
- ~~Chairman’s Reception Sponsor – August 25th \$2,500 SECURED!~~
- ~~Buffet Breakfast Sponsor – August 26th \$1,500 SECURED!~~
- ~~Poster Signs for Conference Sponsor \$1,000 SECURED~~
- Audio Visual Sponsor \$1,500 (Several Needed)
- Program Printing Sponsor \$1,500
- Marketing Sponsor \$2,000
- Social Media Sponsor \$1,000
- Wifi Sponsor \$2,500
- ~~Lanyard Sponsor \$1,000 SECURED!~~
- Folder Sponsor \$1,250
- Speaker Gift Sponsor \$1,500

ALL SPONSORSHIP OPPORTUNITIES INCLUDE THE FOLLOWING BENEFITS

- Company logo will be included in conference program agenda
- Company logo will be projected on our presentation screens
- Customized company poster will be displayed during the sponsored event
- Company logo will be displayed in the registration area
- Company logo will appear on the Urban Water Institute website

To sponsor the Urban Water Institute conference, please see the attached registration form or contact the Urban Water Institute at (949) 679-9676 or stacy@urbanwater.com

Water Policy: Getting to the Heart of the Matter

URBAN WATER INSTITUTE'S

29th Annual Water Conference

August 24-26, 2022 / San Diego Mission Bay Resort



Thank You To Our Conference Sponsors!



Securing Your Water Supply

DUDEK



JACOBS



Helix

WATER DISTRICT



HDR

carollo

Engineers...Working Wonders With Water®



Urban Water Institute's 26th Annual Conference • August 24-26, 2022 San Diego Mission Bay Resort • San Diego • California

Water Policy: Getting to the Heart of the Matter

Wednesday, August 24, 2022: Drought, Fire, Laws

12:00 p.m. - Registration & Networking (Sorrento Foyer)

1:00 p.m. - Opening Remarks & Introduction

- Andree Johnson, Woodard & Curran

1:10 p.m. - Welcome to San Diego

- Mayor Todd Gloria of San Diego

1:25 p.m. - Opening Keynote: As drought lingers, larger and more destructive wild fires pose new threats to water supply.

UCLA researchers report of a Megadrought in Southwestern North America that is the region's driest in at least 1,200 years. They have determined that increasing forest fire activity is "unhinging" western U.S. stream flow from its historical predictability. In areas where more than a fifth of the forest had burned, stream flow increased by an average of 30% for six years after the fire. On its surface, increased stream flow - the rate at which water is carried by rivers and streams - could be seen as a boon for the drought - stricken region. But too much water comes with hazards, including increased erosion, flooding and debris flows.

- Park Williams, Assoc. Professor of Geography, UCLA, Report Major Contributor, from UCLA's HyFiVes Research Group
- Co-Moderators: Andree Johnson & Lisa Ohlund

2:20 p.m. - Droughts and Fire: Unintended Consequences of Fire on Water Supply

Update on the science of fire-fighting techniques that affect water quality, and loss of storage (quantity impacts) due to watershed devastation. Beginning with an update of the most recent year of fire fighting in California. Panelists describe the water quality and water quantity impacts utilities must manage as a result.

- Dave Pedersen, General Manager, Las Virgenes Municipal Water District
- Julie (Jaime) Uyehara Ph.D., Natural Resources Planning Officer, Forest Service
- Tony Firenzi, Director of Strategic Affairs, PCWA
- Co-Moderators: Andree Johnson & Lisa Ohlund

3:30 p.m. - Networking Break - Sponsored by Western Municipal Water District

3:50 p.m. - Climate Change and California Water Laws

What's at the 'Heart of the Matter' regarding Climate Change Adaptations that may result in water law changes? The Planning and Conservation League report on Updating California Water Laws in the Face of Droughts/Climate Change may provide insights.

- Scott Slater, Shareholder, Brownstein Hyatt Farber Schreck
- Felicia Marcus, Fellow, Stanford University
- Richard Frank, Professor of Environmental Practice, UC Davis School of Law
- Moderator: Shivaji Deshmukh, General Manager, Inland Empire Utilities Agency

5:30 p.m. - 7:00 pm - Welcome Reception/ Awards Recognition

Thursday, August 25, 2022: Regulations and Resources

7:45 a.m. Registration, Networking & Continental Breakfast—Sponsored By Santa Clarita Valley Water Agency

8:45 a.m. - Intro and Summary from Day 1 Dave Pedersen, General Manager, Las Virgenes Municipal Water District

9:00 a.m. - Colorado River Update: The Changing Colorado River

The flow of the Colorado River has dropped 20 percent since the 1900s. Roughly half of that decline is due to climate change, which has fueled a 20-year megadrought across Colorado and the West. Lake Mead is the largest reservoir in the United States and part of a system that supplies water to at least 40 million people across seven states and northern Mexico. It stands today at its lowest level since Franklin Delano Roosevelt was president. This means less water will be portioned out to seven states and Mexico in the 2022 and 2023 water years. Our panel of experts on the Colorado river will discuss its current condition and changes that have occurred since our last conference in February 2022.

- Bill Hasencamp, Manager, Metropolitan Water District of Southern California
- Michael Bernardo, Deputy Chief, US Bureau of Reclamation
- Ted Cooke, General Manager, Central Arizona Project
- Moderator: John Thornton, Partner, Hunt Thornton Resource Strategies, LLC



10:15 a.m. - Organizational Resiliency After Covid: Employees Are Always at the Heart of the Matter

During the COVID shutdowns, the phases of in-person, remote, and hybrid working formats has had an impact on hiring, managing, and retaining employees. This panel will discuss some of the ways agencies and consultants have adjusted their most basic human resource practices, especially to attract, retain and manage employees

- Ashley Kite, Director of Human Resources, San Diego County Water Authority
- Ron Williams, Sr. VP, Jacobs Representative, Liebert Cassidy Whitmore
- Moderator: Fernando Paludi, General Manager, Trabuco Canyon Water District

11:20 a.m. - A Balancing Act to Develop New Drinking Water Standards

A February 2022 white paper from the Southern California Water Coalition's Water Quality Task Force aims to help identify new and better ways for the state to use data and science in the development of state drinking water standards. This is important in light of California's Human Right to Water Act (HRTWA), which challenges public water systems to deliver water that is safe, clean and affordable for all customers, regardless of prevailing conditions and system limitations.

- Sean Maguire, Board Member, State Water Resources Control Board
- Dan Ferons, General Manager, Santa Margarita Water District
- Moderator: David Pedersen, General Manager, Las Virgenes Municipal Water District

12:15 p.m. Lunch - Sponsored by Upper San Gabriel Valley Municipal Water District

12:45 p.m. - What is at the Heart of the Matter for Utilities in Considering whether to Provide Conservation Subsidies to their Customers

A Point / Counter Point discussion of who benefits and who pays.

- Newsha Ajami, Chief Development Officer for Research for Lawrence Berkeley, National Lab Earth and Environmental Sciences Area and Commissioner, SFPUC
- Ed Ring, Vice President, California Policy Center
- Moderator: Larry Dick, Director, Metropolitan Water District of Southern California

1:20 p.m. - PFAS - Conflicts, Regulations and Compliance

In late January this year EPA announced the addition of four PFAS compounds to the list of chemicals covered by the Toxics Release Inventory (TRI), bringing the number of PFAS compounds subject to TRI reporting to 179. Federal, state and local perspectives are presented by the panel.

- Darrin Polhemus, Deputy Director, Division of Drinking Water
- Valerie Pryor, General Manager, Zone 7 Water Agency
- Eric Sapirstein, President, ENS Resources
- Moderator: Lisa Ohlund, Principal, Ohlund Management & Technical Services

2:25 p.m. - Emerging Conservation Regulations and Ways to Cope

This panel focuses on the Science of advanced conservation technologies and Human Behavioral Modifications, featuring new regulations and coping strategies.

- Eric Oppenheimer, Chief Deputy Director, California State Water Resources Control Board (*invited*)
- Heather Cooley, Director of Research, Pacific Institute (*invited*)
- Amy Talbot, Water Efficiency Program Manager, Regional Water Authority, Sacramento
- Fiona Sanchez, Director of Water Resources, Irvine Ranch Water District
- Moderator: Andree Johnson, Woodard & Curran

3:35 p.m. - Networking Break—Sponsored by HDR

3:55 p.m. - Bridging the Trust Gap: Personal Approaches to Conflict Resolution

This panel will focus on personal experiences and lessons learned in building collaboration among skeptical communities, competitive water agencies, and beleaguered regulators. As the water industry faces greater uncertainty, and threats to both water supply and infrastructure, are there ways to create room for collaborative partnerships among distrustful interests and individuals? Can combative advocacy be channeled into creative teamwork, transforming our swords into plowshares?

- Jill Duerig, State and Federal Contractors Agency GM; Delta Conveyance Design & Construction Authority GM; Zone 7 GM (Retired)
- Marsi Steirer, Deputy Director, City of San Diego Public Utilities Department (Retired)
- Felicia Marcus, Fellow, Stanford University
- Moderator: Paul Brown, President, Paul Redvers Brown Inc.



**Urban Water Institute's 26th Annual Conference • August 24-26, 2022
Hilton San Diego Resort & Spa • San Diego • California**

5:30 p.m. - 7:00 p.m. Chairman's Reception
Sponsored by DUDEK

Friday, August 26, 2022: Leadership Dialogues

7:45 a.m. - Registration, Networking & Buffet Breakfast

Chairman's Drawing: Don't miss out on your opportunity to win an Apple Watch. Please pick up your ticket at the registration desk.

8:45 a.m. - Welcome and Conference Review
Jason Phillips, CEO, Friant Water Authority

9:00 a.m. - Board of Directors Roundtable
Board of directors of water agencies engage in a dynamic interaction of the things they are 'juggling' today. What is at the heart of the matter for them?

- Darcy Burke, Board Member, Elsinore Valley Municipal Water District
- Kathleen Coates Hedberg, President, Helix
- Rob Katherman, Director, Water Replenishment District
- Gary Martin, Board Member, Santa Clarita Valley Water Agency
- Larry Dick, Director, Metropolitan Water District of Southern California
- Randy Duncan, Director, Mission Springs Water District *(invited)*
- Marco Tule, Director, Inland Empire Utilities Agency
- Moderator: Ane Deister, Urban Water Institute

10:20 a.m. - Regional Collaboration in CA North, Central, South

For several decades UWI has facilitated interactive dialogs with water representatives located in Northern California and in Southern California. This panel adds the Central Valley as a third voice in the regional cooperation and collaboration dialog.

- Adel Hagekhalil, General Manager, Metropolitan Water District
- Justin Caporusso, Executive Director, Mountain Counties Water Resources Association *(invited)*
- Jason Phillips, CEO, Friant Water Authority
- Moderator: Jim Atkinson, Vice Chairman, Mesa Water District

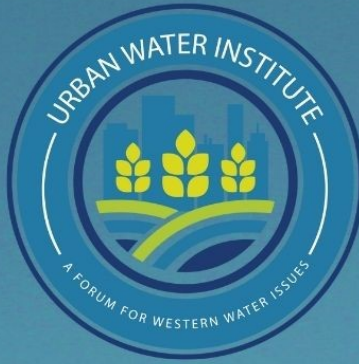
11:40 a.m. - Chairman's Raffle, First Vice President Dave Pedersen, General Manager, Las Virgenes Municipal Water District

**Conference Adjourns
Thank You For Joining Us!**

A SPECIAL THANK YOU TO OUR PATRON & SUSTAINING MEMBERS

Patron: Lola 24 • Mesa Water District • Metropolitan Water District of Southern California • Santa Clara Valley Water District

Sustaining: BAWSCA • Brown & Caldwell • Carollo Engineers • Eastern Municipal Water District • GEOSCIENCE Support Services, Inc. • Hazen & Sawyer • Helix Water District • Imperial Irrigation District • Inland Empire Utilities Agency • Lewis Operating • Los Angeles County Department of Public Works • Los Angeles Department of Water & Power • Meyers Nave • Riverside County • Santa Clarita Valley Water Agency • Southern Nevada Water Authority • Sweetwater Authority • Trabuco Canyon Water District • Wells Fargo Public Finance



Save the Date!

**Urban Water Institute's
Spring Water Conference**

February 22-24, 2023

Palm Springs Hilton

400 E Tahquitz Canyon Way

Palm Springs, CA 92262

For more information please contact Urban
Water Institute at (949) 679-9676 or
stacy@urbanwater.com



Board of Directors

Board Chair: Andree Johnson, Woodard & Curran

Board 1st Vice Chair: Dave Pedersen, Las Virgenes Municipal Water District

Board 2nd Vice Chair: Rich Nagel, Jacobs

Secretary: Jason Phillips, Friant Water Authority

Treasurer: John Thornton, Hunt Thornton Resource Strategies LLC

Executive Director: Ane Deister, Urban Water Institute

Founder: Wayne Clark, Urban Water Institute (1928-2018)

Jim Atkinson – Mesa Water District

Richard Bell– East Orange County Water District

Alan Boyce – Materra Farming Company

Steve Bucknam – Bucknam & Associates

Darcy Burke– Watermark Associates

Justin Caporusso– Mountain Counties Water Resources Association

Rob Carlson – Discovery Science Foundation

Gil Crozes – Carollo Engineers, Inc.

Shivaji Deshmukh – Inland Empire Utilities Agency

Larry Dick – Metropolitan Water District of Southern California

Randy Duncan – Mission Springs Water District

Michael Engelbrecht – Wells Fargo

Sean Fitzgerald – Vox Civic Communications

Kathleen Hedberg – Helix Water District

Kevin Hunt – Urban Water Institute

Rob Katherman – Water Replenishment District

Art Levine – Long Beach Board of Water Commissioners

Gary Martin – Santa Clarita Valley Water Agency

Mary Aileen Matheis – Urban Water Institute

Malissa McKeith – Citizens United for Resources & the Environment

Craig Miller – Western Municipal Water District

Greg Newmark – Meyers Nave

Jim Noyes – Urban Water Institute

Lisa Ohlund – Ohlund Management & Technical Services

Fernando Paludi – Trabuco Canyon Water District

Mark Pestrella – Los Angeles Department of Public Works

David Pettijohn – Los Angeles Department of Water & Power

Greg Quist– Rincon del Diablo Municipal Water District

Alex Rojas – Central Basin Municipal Water District

John Rossi – Rancho California Water Agency

Tina Shields – Imperial Irrigation District

Bob Siemak – RCS Management Group

Shelley Sorsabal – AVEK

Matt Stone – Santa Clarita Valley Water Agency

Ray Tremblay – Sanitation Districts of Los Angeles County

Charles Trevino – Upper San Gabriel Valley Municipal Water District

Julie Wilcox – Southern Nevada Water Authority

Adam Zacheis – Brown & Caldwell

The Urban Water Institute is governed by a volunteer board of directors drawn from hands-on policy makers, elected officials & industry leaders who are active in the water resources industry.

Ane Deister

Joyce Gwidt

Stacy Davis

Executive Director

Conference Arrangements Director

Director of Administration

ane.deister@yahoo.com

gwidt@cox.net

stacy@urbanwater.com

**TRABUCO CANYON WATER DISTRICT
EXECUTIVE COMMITTEE MEETING | JUNE 6, 2022**

ADMINISTRATIVE MATTERS

ITEM 3: 22ND ANNUAL DOVE DASH 5K WALK/RUN, WALK-A-THON, FAMILY 1K & PANCAKE BREAKFAST

The Dove Dash is an annual fundraising event held in an around the Dove Canyon community. The event supports High Hopes and Ryan’s Reach, both 501c(3) charitable non-profit organizations raising funds to support Traumatic Brain Injury, stroke, and Multiple sclerosis patients. The event, which includes a 5K Walk/Run, a Walk-a-Thon, a Family 1K, and a pancake breakfast, will be held on Saturday, September 24, 2022.

An event organizer contacted the District in May requesting assistance in the form of permission to use the covered area at the entrance to the Administrative Facility for race registration and packet pick-up on the day of the event. Staff has agreed to the use of the property and is now contemplating financial support of the event considering it is traditionally well-attended and held entirely within the District’s service area (with the races held entirely within Dove Canyon proper). Staff is not recommending a specific sponsorship level. The event flyer and sponsorship information are included as Exhibits.

FUNDING SOURCE:

General Fund

FISCAL IMPACT

TBD

RECOMMENDED ACTION:

Recommend the Board approve a sponsorship of the 22nd Annual Dove Dash.

EXHIBITS:

1. 22nd Annual Dove Dash 5k Walk/Run, Walk-A-Thon Event Flyer

CONTACTS (staff responsible): PALUDI



ANNUAL RUN/WALK DOVE DASH



RYAN'S
REACH

To Whom It May Concern,

The 22nd Annual Dove Dash 5K Walk/Run, Walk-A-Thon, Family 1K & Pancake Breakfast will take place on **Saturday, September 24, 2022** rain or shine! Over the last twenty-two years this event has become one of the most anticipated fundraisers in Rancho Santa Margarita, where families, businesses, and patrons return year after year to take part in this community event.

The 2022 Dove Dash will be an in-person 5K Walk/Run and Family 1K Walk-A-Thon with a virtual 5K option supporting High Hopes and Ryan's Reach. **High Hopes and Ryan's Reach are 501 c-3 charitable non-profit organizations raising funds to support Traumatic Brain Injury (TBI), stroke, and Multiple sclerosis (MS) patients.** One-hundred percent of the proceeds go directly to provide scholarship assistance to help economically disadvantaged individuals receive much needed rehabilitation services at High Hopes to regain their lives. In order to make this event a success we need your help!

With your sponsorship we can continue to serve this deserving population and community. We would appreciate your commitment to provide a donation to the event for any of the needed services below. No monetary donation is too small, everything helps! **Donations in kind worth \$400 or more will receive recognition on our website and T-shirt (subject to printing deadlines). Donations in kind worth \$1000 or more will receive additional recognition on our event signage.** This beloved annual event brings hundreds of the Rancho Santa Margarita community together to create awareness of this important cause and help to those in dire need. Based on the success of past years, this event provides a large exposure opportunity to promote your business. We expect about a 500–700-person crowd based on our previous races.

We would be very grateful if you would consider being a sponsor, with your help we are sure to achieve our goals!

SPONSORSHIP OPPORTUNITIES

| | | | |
|---------------------------|-----------------|----------------------|--------------|
| Dove Title Sponsor | \$10,000 | Start Line | \$500 |
| Event Sponsor | \$5,000 | Finish Line | \$500 |
| T-Shirts | \$4,000 | Event Signage | \$350 |
| Race Timing | \$3,000 | Awards | \$300 |
| Registration | \$1,000 | Registration | \$300 |
| Banners | \$600 | Public Health | \$300 |
| Coffee | \$500 | Water Station | \$250 |
| DJ | \$500 | Dove Release | \$300 |
| Balloons | \$500 | Goodie Bags | \$200 |
| Logo on Shirt | \$400 | Advertising | \$200 |



ANNUAL RUN/WALK DOVE DASH



RYAN'S
REACH

The Table Sponsor opportunity costs \$300 and includes a covered table at the event where you can provide giveaways and promotional materials to the event participants.
(\$100 more will get your company logo on the event T-Shirt)

Please complete the attached Table Sponsor application and send it along with payment to Autumn Domine at autumndomine@highhopes.ws. If you are paying by credit card, you can use the attached sponsorship form to send your credit card information.

Item donations to be placed in the "goodie bags" are welcome at the event committee's discretion.

If you would like to be a sponsor or discuss the opportunity, please contact Autumn Domine at High Hopes at autumn@highhopes.ws or call 949-733-0044.

To learn more about High Hopes or Ryan's Reach, please visit our websites:

www.highhopes.ws

www.RyansReach.com

Thank you for your time and consideration.

Warmest regards,

Mark J. Desmond, M.A.

Director, High Hopes Head Injury Program





ANNUAL RUN/WALK DOVE DASH



RYAN'S
REACH

SPONSORSHIP FORM

Name: _____

Company name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone number: _____

E-mail address: _____

Please check next to the amount you would like to sponsor.

| | | | | | |
|--------------------|----------|--|---------------|-------|--|
| Dove Title Sponsor | \$10,000 | | Start Line | \$500 | |
| Event Sponsor | \$5,000 | | Finish Line | \$500 | |
| T-Shirts | \$4,000 | | Event Signage | \$350 | |
| Race Timing | \$3,000 | | Awards | \$300 | |
| Registration | \$1,000 | | Registration | \$300 | |
| Banners | \$600 | | Public Health | \$300 | |
| Coffee | \$500 | | Water Station | \$250 | |
| DJ | \$500 | | Dove Release | \$300 | |
| Balloons | \$500 | | Goodie Bags | \$200 | |
| Logo on Shirt | \$400 | | Table Sponsor | \$300 | |

I would like to support High Hopes by donating \$ _____.



Card #: _____ CVV #: _____

Exp. Date: _____ Zip code: _____

Name on card (please print): _____

Please make checks payable to:
High Hopes 2953 Edinger Ave., Tustin CA 92780

All donations are tax deductible
Federal Tax ID number: 51-0177972



High Hopes Head Injury Program
2953 Edinger Avenue
Tustin, CA 92780

LIVE and VIRTUAL WALK-A-THON EVENT

DOVE DASH

5K Walk/Run

SATURDAY

SEPTEMBER 24, 2022

5K STARTS AT 8 AM
(LIVE AND VIRTUAL)

FAMILY 1K STARTS AT 8:45 AM
(LIVE ONLY)



Ryan's Reach and High Hopes are committed to improving the lives of traumatic brain injury (TBI), stroke, and multiple sclerosis (MS) survivors and their families.





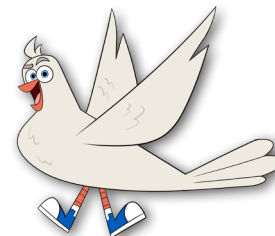
Great Savings!
 Register before
 September 10 and save 10%
10% OFF
 using discount code
 DD2022HH

Register Online at DoveDash.com

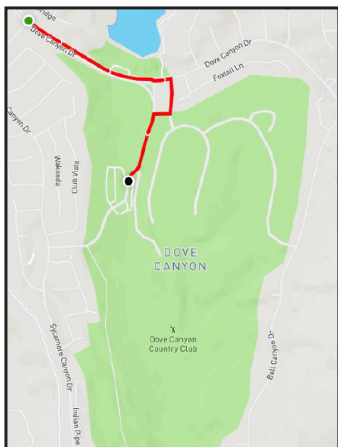
REGISTRATION INCLUDES

T-SHIRT • DJ • VENDOR BOOTHS

PANCAKE BREAKFAST BY ALBERTSON'S / VONS / PAVILIONS



1K COURSE



5K COURSE



New 1K and 5K courses as well as a Walk-A-Thon fundraising opportunity! Scan the QR code to see more details and to register or go to <https://runsignup.com/dovedash>.



RYAN'S
REACH



Questions?
 Call High Hopes
 (949) 733-0044

LATE REGISTRATION
 AND
 PACKET PICK UP

LOCATION:
 TBA

Friday, September 23
 3 – 6 pm

Saturday, September 24
 6:30 – 8:45 am

**TRABUCO CANYON WATER DISTRICT
EXECUTIVE COMMITTEE MEETING | JUNE 6, 2022**

ADMINISTRATIVE MATTERS

ITEM 4: DISTRICT EXPENSE REIMBURSEMENT POLICY AND PROCEDURES UPDATE

Trabuco Canyon Water District (District) has a Code of Conduct & Expense Reimbursement Policy that was adopted by the Board of Directors on January 17, 1996. District staff has worked with General Counsel to review the existing policy for outdated practices and to ensure that the policy is consistent with current State law and Fair Political Practices Commission rules. After careful review of the policy, District staff and General Counsel determined that bifurcating the existing policy would better serve the District. Included for Committee consideration and review is a proposed Expense Reimbursement Policy and Procedures that has been prepared and reviewed by District staff and General Counsel.

Additionally, District staff is working with General Counsel to prepare an updated Ethics Policy that will address the need to update the Code of Conduct portion of the 1996 Policy. Additional information may be presented at the time of the meeting.

June 2022 Update

District staff has incorporated language in response to Board of Directors' input during the April 2022 Regular Board meeting discussion of the item. The added language addresses the scenario involving personal loss experienced by District personnel while conducting District business by providing reimbursement under certain conditions. District staff is requesting that the Committee consider the proposed revision and recommend approval by the Board.

RECOMMENDED ACTION:

Recommend the Board of Directors approve the proposed Expense Reimbursement Policy and Procedures Update, as revised, and rescind the Expense Reimbursement Guidelines approved on January 17, 1996 (Action Calendar).

EXHIBITS:

1. DRAFT Expense Reimbursement Policy and Procedures (Revised June 2022)
2. Code of Conduct & Expense Reimbursement Policy (1996)

CONTACTS (staff responsible): PALUDI/PEREA

**TRABUCO CANYON WATER DISTRICT
EXPENSE REIMBURSEMENT POLICY
BOARD APPROVED _____**

The Trabuco Canyon Water District (**District**) is obligated to ensure that expenditures made by the District are solely for public purposes. The District also is responsible to taxpayers and the public to be prudent and wise in making those expenditures. The purpose of this **Policy** is to govern and provide for a process by which a member of the District's Board of Directors or a District employee may seek reimbursement for expenses that they have incurred in the conduct of agency business.

This Policy is adopted pursuant to Government Code Section 53232.2, which provides that if a local agency reimburses members of its legislative body for actual and necessary expenses incurred in the performance of official duties, then the agency's governing board must adopt a written policy, in a public meeting, specifying the types of activities that qualify for reimbursement of expenses such as those related to travel, meals and lodging. District Board members and employees should ensure that their proposed expenses are reimbursable before incurring the expenses. Additional procedures are set forth in Attachment A, which may be amended from time to time by the General Manager in accordance with applicable laws and in furtherance of the purposes of this Policy.

SECTION 1. AUTHORIZED EXPENSES. Expenses incurred in connection with the following types of activities generally constitute authorized and reimbursable expenses, and do not need pre-expense approval of the Board, as long as the other requirements of this Policy and implementing procedures are met:

- (a) Communicating with representatives of regional, state and national governments on Board-adopted policy positions;
- (b) Attending conferences or educational seminars designed to improve the skills and knowledge of Board members or District employees, so long as the skills and knowledge relate to their position with the District;
- (c) Participating in regional, state and national organizations whose activities affect the District's interests;
- (d) Performing tasks related to District business;
- (e) All other expenses must be approved by the Board, in a public meeting, before the expense is incurred.

SECTION 2. EXPENSES NOT ELIGIBLE FOR REIMBURSEMENT. Expenses that are not eligible for reimbursement include:

- (a) The personal portion of any trip;
- (b) Political or charitable contributions;
- (c) Family expenses, including a partner's expenses when accompanying a Board member or an employee on District-related business, as well as child- or pet-related expenses;
- (d) Entertainment expenses, including theater, movies (either in-room or at the theater), sporting events (including gym, massage and/or golf-related expenses), or other cultural events;
- (e) Alcohol/personal hotel honor bar expenses;
- (f) Tips greater than 20 percent (unless automatically included in the bill);
- (g) Regular commuting costs and personal automobile expenses, including for vehicle maintenance and repairs, traffic and parking citations, insurance and gasoline;
- (h) Personal losses incurred while on District business; and
- (i) Visitor gym fees where the lodging includes free gym services.

Exception(s): Personal losses that occur during the course of District business will be reimbursed up to \$1,000, one time per year, subject to the approval of the General Manager and the Board of Directors at a Regular Board Meeting in accordance with the District's General Policy and Rules and Regulations.

Any questions regarding the propriety of a particular type of expense should be resolved by the approving authority before the expense is incurred.

SECTION 3. TRANSPORTATION. Board members and employees are encouraged to use public transit and carpool to the maximum extent possible when travelling on District business. If transportation is needed for Directors or employees to travel for District business other than in District vehicles, costs are eligible for reimbursement as follows:

- (a) Airfare: Airfares that are reasonable and economical (coach fare) are eligible for reimbursement. Ticket purchases should be made well in advance to take advantage of low fares when possible.
- (b) Automobile:
 - (1) Personal automobile mileage is reimbursed at Internal Revenue Service (IRS) rates in effect at the time of travel. Tolls are eligible for reimbursement, unless the charges are incurred as part of the Director or employee's normal commute to or from the District.
 - (2) An employee of the District, authorized to travel on District business by use of a privately-owned motor vehicle, shall be reimbursed for the actual miles traveled portal to portal; mileage incurred for personal use during travel will not be reimbursed and must be segregated from actual District business mileage submitted for reimbursement. Reimbursement for auto mileage shall not exceed the cost of coach airfare for the same trip when it would be less expensive to fly than drive.
- (c) Car Rental: Rental car costs and fees are authorized for reimbursement only when necessary and when other transportation is not feasible or car rental is more economical. Cars are to be reserved at a rate that does not exceed the standard-size car rate.
- (d) Taxis/Rideshare: Taxi/Rideshare fares and gratuity (of no more than 20%) will be reimbursed only when shuttle or public transportation is not practical.
- (e) Parking and Shuttles: Reasonable parking costs will be reimbursed. Long-term parking or shuttle service to and from the airport may be claimed as a miscellaneous expense for reimbursement.
- (f) Public Transit: Actual fares for public transit will be reimbursed.

SECTION 4. LODGING. Lodging costs are only reimbursable when Directors or personnel travel for purposes set forth in Section 1, above. Lodging expenses at the single-room rate will be reimbursed or paid for when travel on District business reasonably requires an overnight stay. If such lodging is in connection with a conference, training or other educational activity, lodging expenses must not exceed the group rate published by the conference sponsor or training provider for the event in question, if such rates are available at the time of booking. If the group rate or lodging is not available, reimbursement will be limited to within a reasonable percentage of the U.S. General Services Administration (GSA) rate at the time of travel.

SECTION 5. MEALS & INCIDENTAL EXPENSES. Meals and incidental expenses are reimbursable whenever Directors or personnel travel for purposes set forth in Section 1, above, and as otherwise set forth below.

- (a) Business Meetings: Actual and reasonable costs of business meals and gratuities are allowed when representing the District, regardless of geographic location.
- (b) Conference, Seminar or Training: When Directors attend conferences, seminars and trainings for the District, reimbursements will be provided for the actual cost of meals, capped by the maximum established GSA for all meals, based on the locations of the events. Employees are entitled to reimbursement at the GSA rates for all meals not provided under conference, seminar and training registration fees.

- (c) Alcohol: The District will not pay for alcohol or hotel-room personal bar/honor bar expenses.
- (d) Other: Employees may be reimbursed for other meal costs under the following conditions:
 - (i) When the employee is performing emergency work and cannot leave the job during the normal meal period.
 - (ii) When an exempt employee is required to work outside of their normal work hours.
 - (iii) When a meal is purchased for non-District personnel performing a complimentary service for the District, e.g., serving on a District oral interview panel.
 - (iv) When provided during staff meetings, open houses and other District-sponsored obligatory meetings.

SECTION 6. REGISTRATION FEES

Registration fees for conferences or meetings will be reimbursed at actual cost.

SECTION 7. FAX/INTERNET

Board members and employees will be reimbursed for actual fax or internet connection expenses incurred for District business.

SECTION 8. LAUNDRY OR VALET SERVICE

The reasonable actual costs of laundry or valet services are allowable when the travel exceeds five business days. On shorter trips, laundry or valet service will be allowed only in unusual circumstances.

SECTION 9. REPORTS TO THE BOARD

When a Board member attends a conference, training, seminar or other event for which they seek reimbursement from the District, the Board member must submit a brief oral or written report at the next regular Board meeting. If multiple members attended, a joint report may be made.

SECTION 10. COMPLIANCE WITH LAWS

District Board members and employees should keep in mind that some expenditures may be subject to reporting under the Political Reform Act and other laws. All District expense reports, Travel Authorization Forms and accompanying documentation are public records subject to disclosure under the Public Records Act and other applicable laws.

SECTION 11. IMPLEMENTING PROCEDURES

The District and its Board members and employees must follow the procedures adopted to implement this Policy. The procedures may be revised by the General Manager in compliance with all laws and in furtherance of this Policy.

SECTION 12. DISCIPLINARY ACTIONS FOR NON-COMPLIANCE

Misuse of public resources or falsifying expense reports in violation of District Policy or procedures may result in any or all of the following:

- (a) Loss of reimbursement privileges;
- (b) Required restitution to the District;
- (c) The District reporting the expenses as income to State and Federal tax authorities;
- (d) Civil Penalties of up to \$1,000 per day and three-times the value of the resources used (Gov't Code §§53232.4 and 8314);
- (e) Prosecution for misuse of public resources;
- (f) For employees, discipline up to and including employee termination; and
- (g) For Board members, censure by the Board or such other measure as may be determined by the Board.

**ATTACHMENT A:
PROCEDURES IMPLEMENTING
TRABUCO CANYON WATER DISTRICT
EXPENSE REIMBURSEMENT POLICY**

1. PURPOSE

These procedures implement the Trabuco Canyon Water District (**District**) Expense Reimbursement Policy (**Policy**). The procedures provide guidance for how the District will reimburse Board members and employees for authorized expenses incurred in the normal conduct of District Business. These procedures may be amended from time to time by the General Manager in accordance with applicable laws and in furtherance of the Policy.

2. AUTHORIZING AUTHORITIES

- a. Only the following individuals can authorize travel and approve expense report forms:
 - i. The Board for the Board of Directors and the General Manager;
 - ii. The General Manager for the Assistant General Manager; and
 - iii. The General Manager or Assistant General Manager for all other District employees. The General Manager has the discretion to approve employee expenses that occur under unusual circumstances when there is clearly a benefit to the District.
- b. Additionally, check signatories are not authorized to sign reimbursement checks to themselves. In the event that a finance audit committee member is being reimbursed, the alternative committee member must sign reimbursement checks.

3. TRAVEL AUTHORIZATION REQUEST

- a. Directors must obtain approval from the Board of Directors and employees must submit travel authorization forms to the General Manager and Assistant General Manager before District travel:
 - i. To attend any meeting, conference, training or other event involving overnight accommodations;
 - ii. Outside of the counties of Orange, Los Angeles, San Diego, San Bernardino or Riverside.
- b. The District Secretary or Assistant District Secretary will coordinate all travel arrangements, including air transportation, hotel and rental car reservations, through District-approved providers.

4. TRAVEL ADVANCES – EMPLOYEES ONLY

- a. From time to time, it may be necessary for an employee to request a cash advance to cover anticipated expenses while traveling or doing business on the District's behalf.
- b. Such requests must be submitted to the General Manager on an Expense Report Form. Completed Expense Report Forms must document that the expense in question met the requirements of the Policy.
- c. Overpayment on advances shall be repaid no later than seven calendar days after the subject purchase is made or the employee returns from the subject travel, unless an extension of time is provided by the General Manager.
- d. No employee will be permitted an advance if that employee has an outstanding expense report.

5. EXPENSE REPORTS

- a. Expense report forms must be submitted within 30 calendar days of an expense being incurred, and must include the following attachments:
 - i. Approved travel authorization forms, when relevant for reimbursement of travel costs;
 - ii. Original receipts showing the claimed expenses (e.g., restaurant receipts as opposed to credit card receipts or statements), except for employee meals being reimbursed at per diem rates in accordance with the Policy;

- iii. Names and positions of participating individuals, as well as a description of the purpose of the meeting, for reimbursement of meals for individuals in addition to the Director or employee submitting the request.
 - iv. A copy of the Program or Agenda of the event(s) attended, when relevant;
 - v. If a Director or employee does not attend a planned trip and nonrefundable expenses have been incurred for registration, lodging and/or travel, a written explanation of the reasons for non-attendance; and
 - vi. When original receipts are required under these procedures, but have been lost, a duplicate receipt if available;
 - vii. If neither an original nor duplicate receipt is available, or if a receipt is not available for a small expenditure (e.g., parking meters), a detailed explanation of the expenditure and explanation of which receipts are not available; and
 - viii. Telephone bills identifying calls made on District business, when relevant.
 - ix. It is the employee's and Director's personal responsibility to submit an expense report and make payments in a timely manner. The District will not be responsible for interest payments or late charges that occur on credit cards. The District will in turn make every effort to reimburse properly documented and approved expenses in a timely manner, typically within seven business days.
- b. It is not intended that an employee or Director incur any financial loss while on District business nor is it intended that they realize a financial gain. If an employee or Director incurs expenses which do not appear to be covered under the Policy but which are believed to be charges to the District, the employee or Director should submit these charges on an expense report with a full explanation and supporting receipts. The approving authority shall determine if the expenses were reasonable, given all the circumstances, and if so may approve the reimbursement of those expenses.

6. AUDITS OF EXPENSE REPORTS

All evidence of expenses and related documentation are subject to verification that they comply with the Policy and these Procedures.

**TRABUCO CANYON WATER DISTRICT
CODE OF CONDUCT AND
EXPENSE REIMBURSEMENT GUIDELINES
BOARD APPROVED JANUARY 17, 1996**

The Board of Directors of the Trabuco Canyon Water District (“TCWD” or “District”) hereby establishes the following policy:

SECTION 1.0 GIFTS BY VENDORS, CONTRACTORS AND CONSULTANTS

- (a) The existing laws governing the acceptance and reporting of gifts are contained in the Fair Political Practices Act (Government Code, 82028 et. seq.).
- (b) The acceptance of plaques and commemorative mementos, of nominal value or of value only to the recipient, to the extent permitted by state law, is acceptable for all Directors and district employees, e.g., recognition pins, service awards, retirement mementos.

SECTION 1.1 ENTERTAINMENT FROM VENDORS, CONTRACTORS, AND CONSULTANTS

- (a) The acceptance of meals, travel, lodging and entertainment by vendors, contractors and consultants shall be reported on Form 730 filed annually by Directors and employees who are required to do so.

SECTION 1.2 VENDOR, CONTRACTOR, CONSULTANT REPORT OF GIFTS

- (a) By January 31st of each calendar year, all vendors, contractors and consultants of TCWD shall submit a summary of all gifts (including meals) made to, or on behalf of, employees or Directors of the District that have occurred in the normal course of business during the previous calendar year. Failure to provide this information to the District may result in the termination of services of the vendor, contractor or consultant.

SECTION 1.3 OUTSIDE CONSULTING/BUSINESS ACTIVITY BY DISTRICT EMPLOYEES AND DIRECTORS

- (a) District employees and Directors are prohibited from entering into consulting agreements or conducting work for consideration with any vendor, landowner, or consulting firm currently under contract with the District. Any outside consulting to be performed by the General Manager must receive pre-approval by the Board of Directors. District employees shall follow the guidelines as established in the current Board approved Personnel and Salary Policy.
- (b) All other business associations with vendors, contractors, consultants and District landowners shall be subject to disclosure on the annual “Statement of Economic Interest” Form 730 filed annually by each Director and District employees who are required to do so.

SECTION 1.4 VENDOR, CONTRACTOR AND CONSULTANT EMPLOYMENT OF DEPENDENTS OF DISTRICT EMPLOYEES

- (a) It is expressly forbidden for vendors, contractors and consultants of TCWD to employ dependents, as defined within the current Board approved Personnel and Salary Policy, of TCWD employees.
- (b) It is expressly forbidden for employees of TCWD to solicit jobs for immediate family or immediate relatives with vendors, contractors and consultants of TCWD.

SECTION 2.0 TRAVEL, EXPENSES WHILE TRAVELING

The following limits and guidelines shall apply to identified expense categories and items. Exceptions to these limits and items may be authorized by the District's Board of Directors only. This policy, its categories, limits and items shall be reviewed and approved annually by the Board of Directors. Amendments and/or adjustments in dollar values specified shall be included in the review and supported by the appropriate findings. All District travel shall be for the express purpose of performing tasks related to District business.

SECTION 2.1 TRAVEL AUTHORIZATION

All business travel shall be specified and justified by the appropriate supervisory personnel. The District Treasurer shall countersign all travel authorizations. All travel arrangements, including air transportation, hotel and rental car reservations, must be made through District-approved providers. The Administrative Assistant is designated as the person responsible for coordinating all travel arrangements. The Administrative Assistant will advise which carriers, travel agents, car rental company, etc. are to be used. Each provider has been instructed to secure air transportation and hotel accommodations at the lowest reasonable fares and rates. All reasonable attempts shall be made to take advantage of promotional air, hotel and ground transportation rates.

SECTION 2.3 AIR TRANSPORTATION

- (a) Cost saving opportunities are enhanced by providing general departure and arrival times, rather than specifying certain carriers and flight numbers. Significant savings are realized by planning in advance. TCWD employees *and* Directors are expected to exercise good business judgment and planning to avoid last minute ticket purchases which are most costly. Providers are instructed to provide the least expensive airline alternative.
- (b) All domestic air travel must be coach (upgrades will be paid personally). Changes to previously approved travel arrangements, while en-route, should not be taken for personal convenience purposes if it increases the cost of the flight.

- (c) Personal travel included within the itinerary of a business trip, which include additional costs, will be paid by the employee or Director.

SECTION 2.4 TICKETING PROCEDURES

- (a) Directors and employees will hold off on receiving tickets until as late as practical due to the possibility of changes or cancellations in travel plans or scheduled meetings. Changes enroute, if necessary, should be made with the travel agency office during their normal operation hours.
- (b) Unused Tickets: In the event a trip is canceled or changed and the traveler is in the possession of unused tickets, he/she is responsible for returning them to the Administrative Assistant for return to the travel agent. A photocopy of returned tickets must be kept for the traveler's records. Unused airline tickets should never be attached to the expense report.
- (c) Canceled prepaid arrangements should be reported to the District immediately so they can obtain authority to process a refund.
- (d) Lost Tickets: Lost tickets must be reported immediately so that the District can process the appropriate lost ticket application.

SECTION 2.5 LODGING

- (a) The District has requested that its designated travel agent select moderately priced facilities in reasonable proximity to the office or location where the traveler's business is being performed. Receipts for lodging must accompany the report of expenses.
- (b) When corporate rates have been negotiated locally with specific hotel properties, these hotels must be used.
- (c) All hotel rooms will be guaranteed for late arrival. In this case, if the traveler does not show up, the District will be charged for the room. Therefore, it is mandatory for the traveler to notify the travel agent or the hotel, if their itinerary changes, and a room needs to be canceled. No lodging expenses in Orange County shall be reimbursed unless specifically approved by the Board of Directors.

SECTION 2.6 AUTOMOBILE RENTAL

- (a) Rental cars should be used only when less expensive transportation is not available. Approved District travel providers shall use their best efforts to secure the most cost effective rental rates on compact and mid-size vehicles. The cost of the rental will not be reimbursed for weekend or holiday travel unless the car is required and used for District business during this time.
- (b) Do not obtain additional insurance when renting cars. Employees are covered for car rentals by existing District insurance policies, as long as the rental is being made for business purposes.

- (c) Traveling personnel must use their best efforts to fill up with fuel before returning the rental as gasoline charges from rental companies are excessive. Non compliance must be explained on the expense report.
- (d) Fines for parking or speeding violations are not reimbursable.
- (e) In the event of any accident, a police report must be obtained. The employee or Director must notify the District by telephone immediately. If the accident occurs after normal business hours, the employee or Director shall notify the District at the beginning of the next work day. Follow the accident instructions listed in the rental car company's rental agreement/receipt.
- (f) Employees driving rental vehicles on District business are bound by the same rules prohibiting alcohol consumption during working hours. Driving a rental vehicle while under the influence of alcohol or drugs will result in immediate disciplinary action, up to and including termination.

SECTION 2.7 MEALS

- (a) Actual costs of meals, plus associated tips are reimbursable. Receipts of all meals expenses must be submitted with the business purpose clearly stated. The reimbursable limit for all meals will not exceed \$50.00 per day, per Director or employee.
- (b) It is expressly stated that the District will not reimburse for alcoholic beverages consumed.
- (c) The daily meal limit is the amount that can be reimbursed. Any amount above prescribed limits will be the responsibility of the employee.

SECTION 2.8 PERSONAL EXPENSES

- (a) Personal expenses are not authorized and are not reimbursable by the District. Personal expenses are defined as those expenses not essential to the conducting of District business. Examples of such items are personal entertainment (theaters, nightclubs, sporting events, golf games, haircuts, shoe shines, newspapers, magazines, tobacco, etc.).

SECTION 2.9 TELEPHONE EXPENSES

- (a) TCWD business-related telephone calls will be reimbursed.

SECTION 2.10 LAUNDRY OR VALET SERVICE

- (a) The reasonable actual costs of such services are allowable when the travel exceeds five business days. On shorter trips, laundry or valet service will be allowed only in unusual circumstances.

SECTION 2.11 TIPS

- (a) Non-meal tips will be allowed if they are reasonable and directly related with the travel. Normal non-business standards are a good guide to reasonability; 12-15% is typical in most instances.

SECTION 2.12 ADDITIONAL NIGHTS STAY

- (a) When the overall net cost savings to the District is the result of an employee or Director extending a business trip to utilize lower excursion rates for airfare, the employee or Director shall be reimbursed for additional expenses incurred due to the extension of the trip. The additional expenses eligible will be limited to the cost of an additional night's lodging and a reasonable allowance for one additional day(s) meal(s) as prescribed in Section 2.7.

SECTION 2.13 TRAVEL REPORTING PROCEDURES

- (a) Travel Advances. Travel expense advances, not to exceed \$200.00, will be allowed upon pre-approval by the General Manager and the Treasurer.
- (b) Travel Authorization Request. Prior to any travel estimated to exceed \$50.00, travel expenses must be itemized on a Authorization Request, a photocopy of which is attached hereto. The Authorization Request will then be forwarded to the Accounting Department with appropriate approvals. Appropriate approvals are the signatures of the Director, employee, employee's supervisor and the Treasurer.
- (c) Travel Expense Reports. All travel expenses exceeding \$50.00 must be itemized on the standard Expense Report, a photocopy of which is attached hereto, and forwarded to the Accounting Department with appropriate approvals and receipts. Appropriate approvals are the signatures of the employee's supervisor and the Treasurer. All original receipts must be included with the exception of non-meal gratuity which may not exceed \$5.00 per day.
- (d) It is not intended that an employee or Director incur any financial loss while on District business nor is it intended that he/she realize a financial gain. If an employee or Director incurs expenses which do not appear to be covered under this policy but which are believed to be charges to the District, the employee or Director should submit these charges on an expense report with a full explanation and supporting receipts. The District will not be responsible for interest payments or late charges that occur on credit cards. It is the employee's and Director's personal responsibility to submit an expense report and make the payments in a timely manner, within 30 days. The District will in turn make every effort to reimburse properly documented and approved expenses in a timely manner.
- (e) The Accounting Department will reimburse approved Expense Reports within seven business days. Check signatories are not authorized to sign reimbursement checks to themselves.

SECTION 3.0 PERSONAL AUTOMOBILE USE CRITERIA

- (a) An employee or Director who uses a personal vehicle for District business will be reimbursed for mileage at the rate allowable under the District's current Board approved Personnel and Salary Policy and consistent with the most current limit permitted by the Internal Revenue Service. Parking and toll charges will be reimbursed upon submission of receipts.
- (b) No additional allowance will be paid for passengers who travel with the employee or Director, even if they are on District business.
- (c) Damage to the employee's or Director's vehicle which occurs on District business is the responsibility of the employee or Director.
- (d) All employees who are to use their personal automobile for District use are responsible for carrying the required level of general liability coverage, as required by state law. No reimbursements shall be made unless this insurance criteria is in place. Proof of insurance is required and must be kept on file with the District.

SECTION 4.0 FUELING OF VEHICLES

- (a) All District vehicles shall be fueled at a service station(s) on a monthly account established by TCWD. Purchases charged at the service station(s) shall be limited to fuel and oil.
- (b) The District shall designate, in writing, those vehicles which may be fueled or for which oil may be purchased on the District account.
- (c) At the time of the purchase the employee shall provide the license plate number of the vehicle, the vehicle mileage at the time of purchase, show identification as a designated purchaser, and provide a signature.

SECTION 5.0 USE OF DISTRICT VEHICLES

- (a) The General Manager, Sanitation Superintendent and Water Superintendent shall be provided with a district vehicle, for business purposes only, to include driving to and from the workplace. The vehicles shall be maintained in proper operating order by the District.
- (b) Standby duty personnel shall have use of a District vehicle during standby duty. The use of the vehicle shall be strictly limited to business use. Any abuse of the limitation will result in the elimination of standby duty.

SECTION 6.0 DISTRICT-ISSUED CREDIT CARDS

- (a) District credit cards shall not be issued.

SECTION 7.0 DISCIPLINARY ACTIONS FOR NON-COMPLIANCE

- (a) Intentional non-compliance with the District's Code of Conduct and Expense Reimbursement Guidelines by District employees shall subject the employee to disciplinary actions commensurate with the code violation, up to and including termination. Inadvertent non-compliance will be taken under consideration by a review committee comprised of the Budget/Personnel Review Committee and the General Manager.
- (b) The Code of Conduct and Expense Reimbursement Guidelines shall be reviewed annually by the District's Board of Directors and amended when appropriate. Amendments shall require majority consent of the Board.

attachments(2)

**TRABUCO CANYON WATER DISTRICT
CODE OF CONDUCT AND
EXPENSE REIMBURSEMENT GUIDELINES
BOARD APPROVED JANUARY 17, 1996**

**REVISION TO SECTION 5.0
BOARD APPROVED JANUARY 21, 2004**

SECTION 5.0 VEHICLE ACCOUNTABILITY POLICY

- (a) The General Manager shall be provided with a District vehicle, for business purposes only, to include driving to and from the workplace. Pursuant to the Internal Revenue Code, applicable taxes will be withheld on an annual basis, as required. The vehicles shall be maintained in proper operating order by the District.
- (b) The Assistant General Manager shall be provided with a District-owned or leased vehicle, for business purposes only, to include driving to and from the workplace. Pursuant to the Internal Revenue Code, applicable taxes will be withheld on an annual basis, as required. The vehicle shall be maintained in proper operating order by the District.
- (c) At the discretion of the General Manager, the Wastewater System Chief Operator, Water System Chief Operator and Chief Mechanical Technologist may be provided with a District-owned or leased vehicle, for business purposes only, to include driving to and from the workplace. Pursuant to the Internal Revenue Code, applicable taxes will be withheld on an annual basis, as required. The vehicles shall be maintained in proper operating order by the District.
- (d) Standby duty personnel shall have use of a District vehicle during standby duty. The use of the vehicle shall be strictly limited to business use. Any abuse of the limitation will result in the elimination of standby duty. Pursuant to the Internal Revenue Code, no taxes will be withheld for standby duty personnel

**TRABUCO CANYON WATER DISTRICT
CODE OF CONDUCT AND
EXPENSE REIMBURSEMENT GUIDELINES
REVISION TO SECTION 5.0
BOARD APPROVED JANUARY 21, 2004**

I HAVE READ, UNDERSTAND AND AGREE TO COMPLY WITH THE REVISION TO THE TRABUCO CANYON WATER DISTRICT CODE OF CONDUCT AND EXPENSE REIMBURSEMENT GUIDELINES AS STATED HEREIN:

(Print Name)

(TCWD Position/Title)

(Signature)

(Date)

cc: Employee Personnel File

Less Amount Advanced:

Room Deposit (_____)

Cash Advance (_____)

Balance Due To:

Individual(_____)

TCWD(_____)

Amount Paid _____

Date Paid _____

Received by _____

**TRABUCO CANYON WATER DISTRICT
EXECUTIVE COMMITTEE MEETING | JUNE 6, 2022**

DISCUSSION MATTERS

ITEM 5: BOARD AGENDA PLANNING CALENDAR

Information will be presented at the time of the meeting.

RECOMMENDED ACTION:

Committee to discuss information at the time of the Executive Committee Meeting and take action(s) as deemed appropriate.

CONTACTS (staff responsible): PALUDI/PEREA

**TRABUCO CANYON WATER DISTRICT
EXECUTIVE COMMITTEE MEETING | JUNE 6, 2022**

OTHER MATTERS

ITEM 6: REPORTS OR COMMENTS FROM THE GENERAL MANAGER AND/OR STAFF

Other matters may have arisen after the posting of the agenda and will be brought forward for discussion and/or information at the time of the Executive Committee.

RECOMMENDED ACTION:

Hear other matters from the General Manager and/or Staff.

CONTACTS (staff responsible): PALUDI/PEREA