

POLICIES AND PROCEDURES

TITLE: ***Purpose of Board Policies***

NUMBER: **1010**

1010.10 The Board of Trustees of the Compton Creek Mosquito Abatement District (here after referred to as District) will maintain a Manual of Policies. This manual shall be a comprehensive listing of the Board's current policies and rules and regulations enacted by the Board from time to time. The Manual of Policies will serve as a resource for Trustees, staff and members of the public in determining the manner in which matters of District business are conducted. The Manual of Policies shall only be amended or updated by action of the Board of Trustees of the District.

1010.20 If any policy or portion of a policy contained within the Manual of Policies is in conflict with rules, regulations or legislation having authority over the Compton Creek Mosquito Abatement District, said rules, regulations or legislation shall prevail.

Adopted: **January 9, 2013**

POLICIES AND PROCEDURES

TITLE: **Adoption/Amendment of Policies**

NUMBER: **1020**

1020.10 Adopting a new policy or a proposal to amend an existing policy may be initiated by any Trustee, or by the General Manager. The proposed adoption or amendment may be initiated by submitting a request for new policy or revision for discussion at a future Board meeting or submitting a written draft of the proposed adoption or amendment to the General Manager for review and a report to the Board.

1020.20 Copies of the proposed policy adoption or amendment shall be included in the agenda information packet for any meeting of consideration. Trustees shall have the opportunity to review the proposed adoption or amendment at a regular scheduled Board of Trustees meeting.

1020.30 Adoption of a new policy or amendment of an existing policy shall be accomplished at a regular meeting of the Board of Trustees and shall require a majority affirmative vote of the entire Board of Trustees.

1020.40 Whenever the Policies and Procedures Manual is revised, copies of the updated policies shall be distributed to all members of the Board of Directors, staff and be available for the view of the public.

Adopted: **January 9, 2013**

POLICIES AND PROCEDURES

TITLE: **General Provisions/Authority of the Board of Trustees**

NUMBER: **1030**

1030.10 The Board of Trustees is the unit of authority within the District as authorized under the State of California Health and Safety Code section 2000 et seq and the Government Code. The Board shall act as a whole to establish all policy and delegate authority to the General Manager as deemed appropriate. Apart from their normal function as a part of this unit, Trustees have no individual authority. As individuals, Trustees may not commit the District to any policy, act or expenditure.

Adopted: **January 9, 2013**

POLICIES AND PROCEDURES

TITLE: ***Board of Trustees Meetings and Rules***

NUMBER: ***1040***

1040.10 Meeting Time and Date

1040.11 Regular Meetings of the Board of Trustees shall be held at 10:00 a.m. on the 2nd Thursday of each month. The Board may cancel a monthly meeting due to holidays or when it is determined that no regular business is needed for consideration.

1040.12 The time or date for holding regular meetings may be altered by action of the President of the Board and concurrence by the remaining members of the Board by telephone call or in writing. Future meetings may be scheduled at a different date and/or time by a simple majority vote at the preceding regular meeting, with appropriate notices given.

1040.13 Information for regular, special, and emergency Board meetings shall be provided as required in the Government Code for Board Meetings.

1040.20 Meeting Place

1040.21 Regular meetings of the Board shall be held at the District office, 1224 So. Santa Fe Ave., Compton, CA. 90221, except as set forth in Section 1040.22, below.

1040.22 Meetings of the Board may be held at other locations within the boundaries of the District as designated by the President, or in his/her absence by the Vice-President, or by a majority vote of the Board, providing due notice is given in accordance with State law.

1040.30 Meetings Rules

1040.31 Verbal verification of the date of the next regular Board meeting shall be made by the presiding officer prior to the adjournment of each regular meeting. Board members will be hand delivered or mailed notices of regular meeting date, time and place, a copy of the agenda, and the documents in the agenda packet at least 72 hours before a regular Board meeting, or emailed if requested by a Board member. The agenda shall be posted for public viewing at least 72 hours before a regular Board meeting

1040.32 Board Meeting agendas shall be posted for public view

at least 72 hours before a regular meeting at a location determined by the Board and to be easily visible to the public within the City of Compton. Any person who has submitted a written request to the District office to receive the agenda and/or agenda packet shall be mailed the requested materials at the time the agenda is posted, but shall not be provided any documents pertaining to a closed session agenda item. A request for notice and/or meeting materials is valid for one calendar year from the date of the request.

1040.321 Information on Board of Trustees meeting agendas for regular, special, and emergency meetings shall be made available to the public upon request.

1040.33 The Board of Trustee President shall preside on all regular Board of Trustees meetings. In the event of his/her absence, the Vice-President, Secretary and Assistant Secretary shall succeed the Chair, in that order.

1040.34 In all Board of Trustees meetings, a quorum shall consist of a simple majority of total appointed number of Board of Trustees members properly sworn in.

1040.35 Each member of the Board of Trustees shall have one vote. The presiding officer shall be entitled to vote on all business without regard to a resultant tie in voting.

1040.36 The order of business to be considered at the meeting shall be at the discretion of the presiding officer.

1040.37 Items of business shall be deemed enacted with a majority vote of the quorum, except where statutes prescribe otherwise.

1040.38 Any trustee may request a vote by roll call, and the Board Secretary shall record the vote of each individual Trustee

1040.39 The Board Secretary is responsible for recording the minutes at all Board meetings. The Board Secretary can instruct the Assistant Board Secretary to share administrative duties as necessary. In the absence of the Board Secretary, the Board Assistant Secretary shall record the meeting minutes. Requirements for recording Board of Trustee minutes are outlined in District Policy 5060, Minutes of Board Meetings.

1040.40 Committees

1040.41 Committee members and chairs shall be appointed by the President of the Board and approved by the board of Trustees. Specific committee information is outlined in District Policy 1051, Committees of the Board of Trustees.

1040.50 Amendment of Bylaws Governing Board Meetings

1040.51 Board of Trustees policies may be amended by majority vote at a regular Board meeting, provided that proposed amendments have been presented in writing, placed on the agenda, properly noticed, to all Board Trustees and others who have made written requests. Amendments adopted shall become effective immediately.

Adopted: January 9, 2013

POLICIES AND PROCEDURES

TITLE: *Rules of Order for Board and Committee Meetings*

NUMBER: **1050**

1050.10 General.

1050.11 *Action items shall be brought before and considered by the Board by motion in accordance with this policy. These rules of order are intended to be applied flexibly. The Board prefers a comfortable form of meeting and, therefore, conducts its regular meetings under Roberts Rules of Order and in the intent of the Brown Act.*

1050.111 *If a Trustee believes order is not being maintained or procedures are not adequate, then he/she should raise a point of order to the President. This point of order does not require a second. If the ruling of the President is not satisfactory to the Trustee, then it may be appealed to the Board. A majority of the Board will govern and determine the point of order.*

1050.20 Obtaining the Floor.

1050.21 *Any Trustee desiring to speak should address the President and, upon recognition by the President, may address the subject under discussion.*

1050.30 Motions.

1050.31 *Any Trustee, including the President, may make or second a motion. A motion shall be brought and considered as follows.*

1050.311 *A Trustee makes a motion; another Trustee seconds the motion; and the President states the motion.*

1050.32 *Once the motion has been stated by the President, it is open to discussion and debate. After the matter has been fully debated, and after the public in attendance has had an opportunity to comment, the President will call for the vote.*

1050.321 *If the public in attendance has had an opportunity to comment on the proposed action, any Trustee may move to immediately bring the question being debated to a vote, suspending any further debate. The motion must be made, seconded, and approved by a majority vote of the Board.*

1050.40 Secondary/Substitute Motions. Ordinarily, only one motion can be considered at a time and a motion must be disposed of before any other motions or business are considered. There are a few exceptions to this general rule, where a secondary motion concerning the main motion may be made and considered before voting on the main motion.

1050.41 Motion to Amend. A main motion may be amended before it is voted on, either by the consent of the Trustees who moved and seconded, or by a new motion and second.

1050.42 Motion to Table. A main motion may be indefinitely tabled before it is voted on by motion made to table, which is then seconded and approved by a majority vote of the Board.

1050.43 Motion to Postpone. A main motion may be postponed to a certain time by a motion to postpone, which is then seconded and approved by a majority vote of the Board.

1050.44 Motion to Refer to Committee. A main motion may be referred to a Board Committee for further study and recommendation by a motion to refer to committee, which is then seconded and approved by a majority vote of the Board.

1050.45 Motion to Close Debate and Vote Immediately. As part of a debate on any item, any Trustee may move to close debate, which is then seconded and immediately voted on a main motion.

1050.46 Substitute Motion. While a main motion is under discussion, a Trustee who did not make the Main Motion may make a motion to substitute for the motion on the floor and if seconded, the Substitute Motion shall be considered and voted upon before any other motion.

1050.47 Motion to Adjourn. A meeting may be adjourned by motion made, seconded, and approved by a majority vote of the Board before voting on a main motion.

1050.50 Meeting Decorum.

1050.51 The President shall take whatever actions are necessary and appropriate to preserve order and decorum during Board meetings, including public hearings. The President may eject any person or persons making personal, impertinent or slanderous remarks, refusing to abide by a request from the President, or otherwise disrupting the meeting or hearing.

1050.52 *The President may also declare a short recess during any meeting.*

1050.60 *Amendment of Rules or Order.*

1050.61 *By motion made, seconded and approved by a majority vote, the Board may, at its discretion and at any meeting: a) temporarily suspend these rules in whole or in part; b) amend these rules in whole or in part; or, c) do both.*

Adopted: January 9, 2013

POLICIES AND PROCEDURES

TITLE: Committees of the Board of Trustees

1051.10 *The Board of Trustees may form standing Board Committees from time to time. Once a standing Board committee is formed it shall continue to exist until the Board of Trustees acts to end its existence.*

1051.101 *Standing committees shall comply with all rules and regulations of the District and with State Law as to agendas, conducting meetings and taking of minutes.*

1051.20 *The President of the Board of Trustees shall appoint Board members as the chairs and members of the standing committees for the ensuing year and announce them at the January Board meeting.*

1051.30 *The Board's standing committees shall be established and maintained for the purpose of serving the needs of the District. The President of the Board of Trustees may make assignments for standing committees, or by a majority vote of the Board of Trustees, assignments may be made for standing committees or on their own initiative standing committees may approve their own assignments. Recommendations for action by committees shall be presented to the Board of Trustees for approval.*

1051.40 *The President may appoint such Ad Hoc Committees as may be deemed necessary or advisable. The duties of the Ad Hoc Committees shall be*

outlined at the time of appointment, and the committee shall be considered dissolved when its final report has been made. When an Ad Hoc Committee is appointed, the President of the Board of Trustees shall indicate an estimate of the date by which the committee should present its final report to the Board of Trustees.

Adopted: January 9, 2013

POLICIES AND PROCEDURES

TITLE: Records Retention

NUMBER: 1060

1060.10 *The purpose of this policy is: to provide guidelines to staff regarding the retention or disposal of Compton Creek Mosquito Abatement District (District) records; provide for the identification, maintenance, safeguarding and disposal of records in the normal course of business; ensure prompt and accurate retrieval of records; and ensure compliance with legal and regulatory requirements.*

1060.20 *Vital and important records, regardless of recording media, are those having legal, financial, operational, or historical value to the District.*

1060.30 *The General Manager is authorized by the Board of Trustees to interpret and implement this policy, and to cause to be destroyed or retained any or all such records, papers and documents that meet the policies governing the retention and disposal of records, specified below.*

1060.40 *Pursuant to the provisions of California Government Code §60200 through 60203, California Health and Safety Code §2043, and the guidelines prepared by the State Controller's office and the Controller's Advisory Committee for Special Districts, the following policies will govern the retention and disposal of records of the District.*

1060.41 *Duplicate records, papers and documents may be*

destroyed at any time without the necessity of Board authorization or copying to photographic or electronic media.

1060.42 *Originals of records, papers and documents more than three (3) years old that were prepared or received in any manner other than pursuant to State or Federal statute may be destroyed without the necessity of copying to photographic or electronic media.*

1060.43 *In no instances are records, papers or documents to be destroyed where there is a continuing need for such records for such matters as pending litigation, special projects, etc.*

1060.44 *Records, papers or documents that are not expressly required by law to be filed and preserved may be destroyed, if all of the following conditions are met:*

1060.441 *The record, paper or document is photographed, micro photographed, reproduced on film of a type approved for permanent photographic records by the National Bureau of Standards, or copied to an approved electronic media;*

1060.442 *The device used to reproduce such record, paper or document on film, or retrieves and prints the document from the electronic media, is one which accurately reproduces the original thereof in all details; and,*

1060.443 *The photographs, microphotographs, or other reproductions on film are placed in conveniently accessible files and provisions is made for preserving, examining, and using the same, together with documents stored via electronic media.*

1060.45 *Any accounting record, except the journals and ledgers which are more than seven years old and which were prepared or received in any manner other than pursuant to State statute, may be authorized for destruction provided that:*

1060.451 *There is no continuing need for said record, i.e., long-term transactions, special projects, pending litigations, etc., and;*

1060.452 *There exists in a permanent file, an audit report or reports covering the inclusive period of said record, and that;*

1060.453 *Audit report or reports prepared pursuant to procedures outlined in Government Code Section 26909 and other State or Federal audit requirements.*

1060.454 *Audit or audits contain the expression of an unqualified opinion.*

1060.46 *Any accounting record created for a specific event or action may be destroyed upon authorization five years after the event has in all respects terminated. Any source document detailed in a register, journal, ledger or statement may be authorized for destruction seven years from the end of the fiscal period to which it applies. The following may be destroyed at any time:*

1060.461 *Duplicated original (Subject to aforementioned requirements).*

1060.462 *Rough drafts, notes or working papers (except audit).*

1060.463 *Cards, listings, nonpermanent indices, other papers used for controlling work or transitory files.*

1060.47 *All payroll and personnel records shall be retained seven years. Originals may, upon authorization, be destroyed after seven years retention, provided records have been microfilmed and qualify for destruction. Payroll and personnel records include the following:*

Accident reports, injury claims and settlements, medical histories, injury frequency charts, applications, changes and terminations of employees, insurance records of employees, time sheets, classification specifications (job description), performance evaluation forms, earnings records and summaries, retirement records.

1060.48 *All assessing records may upon authorization be destroyed after seven years retention from lien date; however, their records may be destroyed three years after the lien date when records are microfilmed.*

1060.49 *Records of proceedings for the authorization of long-term debt, bonds, warrant, loans, etc., after issuance or execution may be destroyed if microfilmed. Terms and conditions of bonds warrants, and other long-term agreements should be retained until final payment, and thereafter may be destroyed in less than ten years if microfilmed. Paid bonds, warrant certificates and interest coupons may be destroyed after six months if detailed payment records are kept for ten years.*

1060.50 Minutes of the meetings of the Board of Trustees are usually retained indefinitely in their original form. However, they may upon authorization be destroyed if said minutes are microfilmed. Recording tapes (or other media) of Board meetings will be kept at least 30 days or until approved by Board of Trustees at a regular scheduled meeting, after which they will be destroyed.

1060.51 Construction records, such as bids, correspondence, change orders, etc., need not be kept in excess of seven years unless they pertain to a project which includes a guarantee or grant and, in that event, they shall be kept for the life of the guarantee or grant plus seven years. As-built plans for any public facility or works shall be retained as long as said facility is in existence.

1060.52 A contract should be retained for its life plus seven years. Any unaccepted bid or proposal for the construction or installation of any building, structure or other public work, which is more than two (2) years old, may be destroyed.

1060.53 Property records, such as documents of title, shall be kept until the property is transferred or otherwise no longer owned by the District.

1060.54 All documents beyond the current fiscal year are recorded in an Archive Database, filed and boxed up. The database should consist of the following information:

Box Number
Contents
Proper Date of Contents

Date of Destruction, if any

1060.55 A master listing of all archive box contents is kept up to date and located in a binder in the General Manager's office. The boxes are placed in the Archive Storage area and are kept numerically by year.

1060.56 Once a file is to be destroyed, the date of destruction is recorded in the database. The documents are then shredded and removed for disposal. The archive master listing is then reprinted with the updated information.

Adopted: January 9, 2013

POLICIES AND PROCEDURES

TITLE: *Claims Procedures*

NUMBER: **1080**

1080.10 *The purpose of this policy is to provide the public, District staff and Board of Trustees guidelines on how property damage claims are to be handled.*

1080.20 *When an individual first notifies District staff – in person, by telephone, or in writing – that damage has been done, or is being done to their property, and describing a set of circumstances or facts as to how the District is responsible, the person receiving the information will do the following:*

1080.21 *Record the time and date of telephone calls or office visits, and takes notes as to the information provided by the complainant on the phone or in the office.*

1080.22 Do not discuss guilt or innocence or make any admissions that would implicate the District – staff should respond to questions, be cordial, but refrain from commenting on liability questions.

1080.23 Ask the complainant to fill out a Vector Control Joint Powers Agency Claim Form B – that should always be available on request. The staff person should not assist in filling out the claim form. When completed and filed with the District, the claim form will be date stamped and a copy forwarded to the Litigation Manager at VCJPA.

1080.231 If an individual sends a letter or written request that appears to be a claim, a letter in response should be sent which asks for clarification and includes a claim form with a request that it be filled out if the individual wishes to file a claim. If the claim was received by mail, the envelope should be kept and forwarded to VCJPA as well, so that the date of mailing can be preserved.

1080.24 Submit the claim information to the General Manager, who will have the claim forwarded for review as soon as possible to the VCJPA.

1080.30 Investigation of a potential claim by the VCJPA's Litigation Manager should be done as soon as possible after it is filed. The District has the authority to settle small property damage claims on the spot if in the opinion of the District there is no question as to liability and a settlement is warranted. In this situation, the District will make the claimant fill out a release of liability form.

1080.31 Board members may go with staff to observe the status of the claim and the investigation thereof. However, they will not participate or become involved in any independent investigation of claims handled by the VCJPA.

1080.32 Claims for personal injury/wrongful death should not be investigated by District staff but should, instead, be immediately forwarded to the VCJPA.

1080.33 All claim forms are forwarded to the Vector Control Joint Powers Agency (VCJPA) but claims in excess of the District's insurance deductible should be expedited to the VCJPA.

1080.34 *Claim research should include photos, interviews, use of outside experts if appropriate, etc.*

1080.40 *Claims determined by the Vector Control Joint Powers Agency (VCJPA) to be justified – either because there is evidence that the District is responsible, or because allowance of the claim would be more cost effective than attempting to prove that the District was not responsible – should be resolved in the most direct and efficient manner possible.*

1080.41 *If the claim is considered justified by the VCJPA and where the repair work is minor, a work order should be prepared and the work performed as soon as possible.*

1080.411 *Photos of the repair work should be taken when completed – “before” and “after” pictures to be placed in the claim file.*

1080.412 *A signed release form should be obtained from the complainant when the work is completed.*

1080.50 *Claims where the District’s responsibility is questionable should be referred to the VCJPA. The VCJPA will provide current information on the status of the claim to the General Manager and Board of Trustees. The current “Handbook on Claims Procedures and Lawsuits Against Public Entities” prepared for the VCJPA is available for a more detailed explanation of procedures on processing claims.*

1080.51 *The Board of Trustees, in closed session, may review the information from the investigation, ask questions, and make requests for additional information.*

1080.52 *The Board will consider the claim in closed session and will vote to accept or reject the claim. The Board will not accept a claim in an amount in excess of the District’s insurance deductible without prior written approval of the VCJPA.*

1080.60 *The District’s decision on how the claim is going to be handled will be communicated with the complainant as soon as is practicable.*

Adopted: January 9, 2013

POLICIES AND PROCEDURES

TITLE: ***Code of Ethics***

NUMBER: **1090**

1090.10 ***The Board of Trustees is committed to providing excellence in leadership that result in the highest quality of services to its constituents. In order to assist in the government of the behavior between and among members of the Board of Trustees, the following rules shall be observed.***

1090.101 ***The dignity, style, values and opinions of each Trustee shall be respected.***

1090.102 *Responsiveness and attentive listening in communication is encouraged.*

1090.103 *The needs of the District constituents are the priority of the Board of Trustees.*

1090.104 *The primary responsibility of the Board of Trustees is the formulation and evaluation of policy. Routine matters concerning the operational aspects of the District are to be delegated to the General Manager who will direct the day to day operation of the District.*

1090.105 *Trustees shall commit themselves to focusing on issues and not personalities. The presentation of the opinions of others shall be encouraged.*

1090.106 *Differing viewpoints are healthy in the decision-making process. Individuals have the right to disagree with ideas and opinions. Once the Board of Trustees takes action, Trustees shall commit to supporting the actions taken by the Board.*

1090.107 *Trustees shall practice the following procedures.*

1090.1071 *In seeking clarification on informational items, Trustees must direct their requests to the General Manager for information needed to supplement, upgrade, or enhance their knowledge.*

1090.1072 *Complaints from residents and property owners of the District will be referred directly to the General Manager.*

1090.1073 *Concerns for safety or hazards are to be reported to the General Manager. Emergency situations shall be dealt with immediately by seeking appropriate assistance.*

1090.1074 *If approached by District personnel or constituents concerning specific District policy, Trustees will direct inquiries to the General Manager. The chain of command must be followed.*

1090.1075 *When responding to constituent requests and concerns, Trustees should be courteous and if necessary, route their questions through appropriate District channels.*

1090.1076 Trustees should develop a positive working relationship with the General Manager so that current issues, concerns and District projects can be discussed comfortably and openly.

1090.1077 Trustees should function as a part of the whole. Issues should be brought to the attention of the Board as a whole, rather than individual Trustees selectively.

1090.20 Trustees are responsible for monitoring the District's progress in attaining its goals and objectives.

1090.30 All trustees are required to receive two hours of ethics training, every other year, in accordance with Assembly Bill 1234 signed into State law on January 1, 2006.

1090.301 New trustees must comply within one year of their appointment.

1090.302 Comprehensive ethics curriculum will cover ethics principles and state laws related to: personal financial gain by public servants, conflict of interest, bribery and nepotism, gifts, travel, honoraria, financial interest disclosure and competitive bidding, prohibitions on the use of public resources for personal or political purposes, the Brown Act, and Public Records Act.

1090.304 Trustees will provide a certificate of completion as proof of compliance to the District Office as required.

1090.305 Designated staff members are also required to complete ethics training and meet all the requirements of the new State laws.

Adopted: January 9, 2013

POLICIES AND PROCEDURES

TITLE: Guidelines for Accepting and Providing Gifts

NUMBER: 1091

1091.10 Employee(s), trustee(s) or spouse/domestic partners are encouraged to not accept from, or provide to, individuals or companies doing or seeking to do business with the District, gifts, entertainment, and/or services or benefits. In accordance with law, an employee, Trustee or spouse/domestic partner

shall not accept any gift unless the transaction meets the following guidelines:

1091.101 *The gift is customary and gives no appearance of impropriety and does not have more than a nominal value as defined by the Conflict-of-Interest Provisions under the Political Reform Act of 1974, Government Code § 87100.*

1091.1011 *Gifts aggregating \$50 or more from any one person or source must be disclosed on a Fair Political Practices Commission Conflict of Interest Form 700.*

1091.1012 *No District Trustee or staff member may accept any gift or gifts from a single source aggregating in excess of \$360.*

1091.102 *Acceptance of the gift does not impose any sense of obligation on either the giver or the receiver.*

1091.103 *Acceptance of the gift does not result in any kind of special or favored treatment.*

1091.104 *The gift cannot be viewed as extravagant, excessive, or too frequent of occurrence considering all the circumstances including the ability of the recipient to reciprocate at District expense.*

1091.105 *The gift is given and received with no effort to conceal the full facts.*

Adopted: **January 9, 2013**

POLICIES AND PROCEDURES

TITLE: **Purchasing and Contracts**

NUMBER: **2010**

2010.10 Purchasing Agent. The General Manager shall act as the Purchasing Agent for the District unless another person is designated by the Board of Trustees.

2010.20 The Purchasing Agent shall, within the limits provided within the Budget approved by the Board provide for purchase for the District all materials, supplies, furnishings, equipment or facilities as may be required to perform the duties of the District. No purchase of

services, property or supplies by any person other than the Purchasing Agent shall be binding upon the District unless authorized by the Board.

2010.30. Bidding Regulations and Limits. The Board shall establish from time to time limits on the amounts that may be expended by the Purchasing Agent but not in excess of State or Federal law. For purchases below the amount of \$20,000, the Purchasing Agent may ask for quotes and award to the lowest responsible firm or source as long as funds are available within the approved budget. For amounts of \$20,000 or more, the Purchasing Agent shall ask for formal bids from at least two (2) sources unless the product is of a proprietary or exclusive source or as described in this policy.

2010.40. General Exceptions to Bidding Requirements.
Seeking of quotes or bids shall not be required when:
An emergency situation exists, (2) when the services of specialized professionals such as engineers, scientists, attorneys or accountants, other than the annual auditor, are required, (3) when the required item is only available from a sole source vendor, (4) when purchasing from another government agency, or (5) when the public bidding or time delay for such process would not be in the public interest as documented by the General Manager or Board.

2010.50. Authority to Enter into and Sign Contracts. The President and Secretary shall sign all contracts, except as delegated by the Board to the General Manager.

2010.60. General Manager's Authority. The General Manager shall be authorized to enter into and sign contracts on the District's behalf of up to a dollar amount of \$1,500, unless directed by the Board to submit the proposed contract to the Board for approval and signature.

Adopted: ***January 9, 2013***

POLICIES AND PROCEDURES

TITLE: ***Use of Credit Cards***

NUMBER: ***2020***

2020.10 Issuance of Credit Cards. The General Manager shall act as the responsible agent for the District to obtain and control use of credit card(s) unless another person is designated by the Board of Trustees.

2020.20 The General Manager shall establish regulations for the use of credit cards within his/her contracting limits. He/she shall authorize limited use of such cards by himself/herself or other employees/Boardmembers as he/she shall determine appropriate. Unless authorized by the Board, the General Manager shall have a credit card limit of \$10,000 per credit card account and a total outstanding indebtedness of no more than \$25,000 at any one time. All credit card balances should be paid off in full each billing period to avoid any interest expenses. No purchase of services, property or supplies by any person other than the General Manager shall be binding upon the District unless authorized by the Board.

Adopted: January 9, 2013

POLICIES AND PROCEDURES

TITLE: Petty Cash Revolving Fund

NUMBER: 2030

2030.10 Revolving Petty Cash Fund Established. The District shall maintain a Petty Cash (Revolving Account) Fund in accordance with Government Code Section 53961 *et seq.*, with a minimum balance of \$5,000 and up to the maximum amount of \$12,000.

2030.20 Responsibility and Accounting. The General Manager shall file such bond that may be required by the liability insurance carrier with the Board of Trustees and shall thereafter account for the use and balance of the Fund on a continuing basis, including all receipts for all expenses. The General Manager shall give a regular status account report of the Fund to the Board of Trustees at each regularly scheduled Board Meeting.

2030.30 Use of the Revolving Fund. The use of the Revolving Fund is to make payments for district obligations including office expenses, training registrations, payroll deductions such as FICA, etc. Payments may be made by the use of electronic transaction processing through the banking institution being utilized by the District.

2030.40 Spending Limit for Petty Cash. There shall be a limit for purchase or reimbursement on any single item or group of purchases costing more than \$500 using a petty cash check.

Adopted: January 9, 2013

POLICIES AND PROCEDURES

TITLE: Disposal of Surplus Property

NUMBER: 2040

2040.10 Purpose.

2040.11 The purposes of this policy are to standardize the procedures for the disposal of surplus property and salvage items of the Compton Creek Mosquito Abatement

District and to set forth the duties of the General Manager, employees and Trustees in connection with implementation.

2040.20 Definitions

2040.21 Fixed assets (inventorial equipment) are tangible assets with a life span of over one year and a book value delineated in District Policy or by the District Auditor.

2040.22 Surplus property means any inventorial equipment that, upon recommendation of the General Manager, the Board of Trustees has determined to be no longer useful to the District.

2040.23 Salvage property means any District reclaimed or discarded property that the District Board of Trustees has determined has no reasonable resale value.

2040.30 Overview

2040.31 Requests for the disposal of all surplus property including salvage property (regardless of value) will be presented for review to the General Manager for consideration and approval. The General Manager will provide the completed and approved disposal form to the Board of Trustees for final approval at a Board Meeting. The reason for disposal and the estimated market value of each asset shall be included.

2040.40 Procedures

2040.41 The request for the disposal of fixed assets as surplus property will be initiated by a District Director at a Board meeting.

2040.42 Each District Director completes a disposal form for submission to the General Manager for initial review.

2040.43 The General Manager will verify all fixed asset criteria for annual auditing purposes.

2040.45 The General Manager, after review and approval, will place the validated disposal form on the agenda at the next regular scheduled Board of Trustees meeting for Board approval

2040.50 Legal Consideration

2040.51 District surplus property to be disposed of regardless of estimated value must conform with § 2041(c) of the California Health and Safety Code:

2040.52 Notice of all upcoming sales must be publicly published for two weeks prior to the sale in accordance with § 6066 of the California Government Code.

2040.53 Bids must be accepted and the property shall be sold to the highest bidder. District employees and District Trustees are not eligible to bid. If the public sale of an asset fails to generate a bid, the surplus property shall be disposed of in a manner recommended by the General Manager with approval of the Board of Trustees. All bid documents will be kept for two (2) years.

2040.60 Accounting

2040.61 Funds received from surplus property sales will be deposited in the County Treasury in the District General fund.

2040.70 Salvage

2040.71 Non-inventorial surplus property with an estimated value of \$25 or less shall be disposed of by the General Manager at the end of its useful life. The District will consider donating surplus of salvage items to bonafide nonprofit charities or other government agencies.

Adopted: January 9, 2013

POLICIES AND PROCEDURES

TITLE: Approval and Signing of District Warrants

NUMBER: 2050

2050.10 The General Manager shall be responsible to process any and all requests for payments for services or payroll in a timely manner. Once reviewed for accuracy, funds shall be withdrawn from the County treasury depository upon the warrant of the General Manager and District Board signed by the Board President, Board Vice-President, or other Board Member as authorized. Two signatures including the General Manager are required on each warrant for up to \$20,000. Warrant requests for over \$20,000 shall be presented to the Board of Trustees for approval and then signed by two of the above parties prior to payment. This policy is in accordance with Section 2077 of the California Health and Safety Code and Government Code section 53910.

2050.20 The General Manager shall be authorized to affix warrants with a signature or stamp designating that such warrants are appropriate and within budgeted amounts. Once approved, where applicable, the custodian of funds may rely upon said signature or stamp approval to make proper payment of warrants. The Board of Trustees shall thereafter be presented with a warrant register at a subsequent Board meeting showing such processed warrants.

Adopted: January 9, 2013

POLICIES AND PROCEDURES

TITLE: *Investment of District Funds*

NUMBER: 2060

2060.10 In accordance with Government Code section 53630 et seq., the District shall deposit its funds in financial institutions described in law and including the office of Los Angeles County, Office of the Treasurer, Investment Officer. State and Federal Codes regulate investment by the County Treasurer. The General Manager shall be responsible to make deposits and withdrawals and to keep the Board of Trustees informed of all transactions and balances in regularly issued reports.

2060.20 The County Treasurer Investment Officer provides monthly investment reports to the District and the Board of Trustees reviewing all pooled earnings and investments.

2060.30 Investment Policy. In accordance with Government Code section 53601, the District shall adopt and regularly review its investment policy for funds beyond regular operating needs. The policy shall specify the types of investments that will be allowed in accordance with the Government Code as amended from time to time.

2060.40 Investments shall be made with sound judgment and care – under circumstances then prevailing – and in accordance with written procedures and policies. The standard to be used by investment officials shall be the “prudent person” standard and shall be applied in the context of managing an overall portfolio.

2060.40 The objectives of all investments are to be safety, liquidity, and reasonable return on investment.

Adopted: January 9, 2013

POLICIES AND PROCEDURES

TITLE: Annual Auditor Selection and Process

NUMBER: 2070

2070.10 The District shall engage a qualified Auditor each year to review the accounts and procedures of the District. The Board of Trustees shall select and approve the auditor firm each year at a Regular Board Meeting in accordance with Government Code section 26909.

2070.20 The retention of a current or past auditor firm may be authorized by the Board of Trustees after consideration of whether proposals for an auditor should be requested or not. The Board of Trustees is not required to request proposals for an auditor but should consider whether they should do so approximately each four or five years (in accordance with general guidelines of the Government Finance Officers Association).

2070.30 The General Manager shall provide the contracted audit firm all requested records, documents and information in a timely manner. Any information required of the County Auditor/Controller shall also be obtained.

2070.40 Once the Draft Audit and Management Letter have been submitted to the General Manager, it shall be placed on the next available Regular meeting agenda of the Board of Trustees for consideration and action. The auditor shall be invited to attend the Board Meeting and make a presentation of the audit report and process.

2070.50 Once the Board of Trustees takes action to accept the Final Audit, copies of it shall be forwarded to both the County Auditor/Controller and the State Controller Office or other entity required by law. A copy of the audit should be placed on the District Webpage as a link for the public to be able to view.

Adopted: January 9, 2013

POLICIES AND PROCEDURES

TITLE: *Signing of District Warrants/Checks*

NUMBER: 2080

2080.10 *Funds shall be withdrawn from the County treasury depository upon the warrant of the District Board signed by the Board President, Board Vice-President, Board Secretary, or General Manager. Two signatures are required on each warrant. This policy is in accordance with Section 2077 of the California Health and Safety Code.*

2080.20 *Funds shall be withdrawn from the Petty Cash Account upon the signature of the General Manager and one of the members of the Board of Trustees. The limit of the authority of the General Manager to expend from the Petty Cash Account shall be \$1,500 unless approved by the Board of Trustees. Each check processed from the Petty Cash Account shall be reported to the Board of Trustees at the next Regular Board Meeting.*

Adopted: January 9, 2013

POLICIES AND PROCEDURES

TITLE: Vehicle and Equipment Use

NUMBER: 3010

3010.10 District vehicles and equipment are provided for purposes relating to the conduct of District business, programs, and travel for approved functions. All drivers of District vehicles, including members of the Board of Trustees, must maintain current insurance and meet Department of Motor Vehicles requirements as outlined by the Vector Control Joint Powers Agency or other applicable District insurance carrier.

3010.101 All persons using District vehicles shall comply with requirements of Article XIX, rules of Conduct, Section 3, Vehicle Use Policy, of the District Handbook.

3010.20 The General Manager may use the District vehicle from work to his/her residence on an as needed basis, providing that the District vehicle is used solely for District business purposes. The General Manager shall maintain a record of vehicle use under this policy for reference of appropriate use and insurance records.

3010.201 Any employee, with permission of the General Manager, may use District vehicles for occasional special responsibilities of work functions where such authorization is beneficial for expediency and efficiency.

3010.30 Unauthorized passengers are prohibited in District vehicles except in cases of extreme emergency involving imminent danger to persons or property.

3010.40 Authorized passengers shall include all District personnel, Board members, representatives from other districts, health departments, research agencies, registered volunteers, and other persons having official business with the District.

3010.401 A spouse or sibling may be transported within a District vehicle when accompanying an authorized driver on approved functions and after signing a "Hold Harmless" agreement.

3010.402 Persons visiting the District in official capacities of their employment and covered by Workers Compensation Insurance may be transported in District vehicles when appropriate. Such activities shall be reported to the General Manager for documentation purposes.

Adopted: January 9, 2013

POLICIES AND PROCEDURES

TITLE: Property Inspection Warrant

NUMBER: 3020

3020.10 *The protection of the community health and safety is paramount to the District. All District employees will observe these Inspection Warrant Requirements for entering properties and providing services.*

3020.11 *Employees or contractors acting on a service request received by the District office will contact within 24 hours, the resident or business owner by telephone or in person to receive consent on entering “private areas” of their property. All findings will be made available to the resident or occupant.*

3020.12 *Employees on a pro-active public health emergency control program going house-to-house must receive consent from a resident prior to entering “private areas” of their property. All residents will receive notification of findings from a District control program.*

3020.13 *Employees will always be in uniform and able to provide proper identification for inspection by the resident prior to requesting consent to enter “private areas” of their property for inspection and/or abatement of mosquitoes or other vectors.*

3020.14 *Employees or contracting technicians may enter “open fields” without consent for inspection and/or abatement of mosquitoes or other vectors.*

3020.15 *Employees or contracting technicians may enter the “back yard” on a control program going house-to-house if no resident is available by telephone or at the residence to provide consent. This is only when a serious public health threat (i.e. West Nile virus and/or stinging insects) are under investigation. All residents will receive notification of findings.*

3020.16 *The District may utilize local Code Enforcement to assist in gaining access to private properties if consent is not authorized.*

3020.17 *When access is denied, County Counsel will be utilized to obtain an inspection warrant through the courts.*

Adopted: January 9, 2013

POLICIES AND PROCEDURES

TITLE: *Appointment/Authority of General Manager*

NUMBER: 4010

4010.10 The Board of Trustees shall appoint and delegate authority for administration and operations of the District to the General Manager as deemed appropriate. The General Manager shall carry out the directions and policies of the Board of Trustees and report directly to the Board as a whole.

4010.20 The Board of Trustees shall approve a Job Description for the General Manager as part of the Policies of the District. The General Manager will develop and submit Goals and Objectives annually to the Board of Trustees and carry out those assigned objectives in accordance with the approved budget and actions of the Board from time to time. The Board of Trustees shall conduct an annual review and evaluation of the performance of the General Manager.

4010.30 The General Manager shall be responsible to retain employees and/or contractors as authorized by the Board of Trustees and in accordance with the Policies of the District.

Adopted: January 9, 2013

Policies and Procedures

Title: Job Description of General Manager

Number: 4020

4020.10 The Board of Trustees shall appoint a General Manger to administer and oversee the operations of the District in accordance with the Job Description attached as part of this Policy. The Job Description may be revised from time to time by action of the Board of Trustees.

See Exhibit B for the Job description.

Adopted: January 9, 2013

POLICIES AND PROCEDURES

TITLE: *Leave Provision Procedures*

NUMBER: **4030**

4030.10 *The purpose of this policy is to provide for use of and accrual of Vacation and Sick Leave benefits and how they are to be handled at the end of each fiscal year.*

4030.20 *When a Full Time employee works each biweekly pay period it shall be considered the equivalent of eighty (80) regularly scheduled paid hours. Employees shall accrue a maximum of ninety-six (96) hours of sick leave per calendar year.*

4030.21 *Sick leave shall be earned and added to the employee's sick leave accumulation account upon the completion of the pay period. Employees may accumulate up to 176 hours of sick leave (thirty calendar days). Any sick leave earned above this amount shall be compensated to the employee at a rate of 50% during the last pay period of the calendar year.*

4030.22 *Extra help or part-time employees shall not earn or accumulate sick leave unless authorized by the Board of Trustees.*

4030.30 *Each Full Time employee shall be qualified to earn and accrue vacation in accordance with the following schedule:*

<u>Years of Full-Time Consecutive Service Period</u>	<u>Vacation Hours</u>	<u>Accrual per Pay</u>
1 – 10 (1 - 120 months)	80	3.08 hours
11 – 20 (121 – 240 months)	120	4.62 hours
21 + (241 + months)	160	6.15 hours

When a Full Time employee works each biweekly pay period it shall be considered the equivalent of eighty (80) regularly scheduled paid hours. Employees shall accrue a maximum of one hundred sixty (160) hours of vacation leave per calendar year.

4030.31 *A Full Time employee may accrue unused vacation leave up to a maximum of 320 hours. Any earned vacation leave above 320 hours shall be paid to the employee during the last pay period of an applicable calendar year as regular hourly pay.*

4030.32 Upon retirement or termination of employment by a Full Time employee, any accrued vacation time shall be paid to the employee at the regular hourly rate as applicable at the date of retirement or termination.

4030.33 The Board of Trustees may be requested to allow the accrual of vacation leave for an interim period due to special circumstances. Any such action shall be taken at a regular Board Meeting and not exceed a term of six months.

4030.40 Use of Vacation Leave. The use of vacation leave is subject to workload and appropriate scheduling. The General Manager shall inform the Board of Trustees of plans to take vacation leave at least one week in advance unless an emergency situation occurs wherein he/she shall notify the President of the Board of Trustees of the use of leave as soon as reasonably possible.

Adopted: January 9, 2013

POLICIES AND PROCEDURES

TITLE: *District Observed Holidays*

NUMBER: **4040**

4040.10 *The purpose of this policy is to provide for designating the annual holidays to be observed by the District and all employees.*

4040.20 *The Board of Trustees shall annually in each December designate the dates for holidays to be observed by the District and all employees. Unless approved by the Board of Trustees, the below holidays shall be observed each year.*

- | | |
|----------------------------------|---|
| • New Year's Day | January 1 |
| • Dr. Martin Luther King Jr. Day | 3 rd Monday of January |
| • President's Day | 3 rd Monday of February |
| • Caesar Chavez Day | March 31st |
| • Memorial Day | 4 th Monday of May |
| • Independence Day | July 4 th |
| • Labor Day | 1 st Monday of September |
| • Veteran's Day | November 11 th |
| • Thanksgiving Days | 4 th Thursday & Friday of November |
| • Christmas Day | December 25 th |

4040.30. *Unless approved differently by the Board of Trustees, when a holiday falls on a Saturday, the preceding Friday shall be observed as the holiday. When the holiday falls on a Sunday, the following Monday shall be observed as the holiday.*

4040.40. *Only full-time District employees are eligible for holiday pay. On each of the holidays designated above, each full-time employee scheduled to work but permitted to take the day off shall receive eight (8) hours pay computed at the employee's basic hourly rate.*

Adopted: January 9, 2013

POLICIES AND PROCEDURES

TITLE: Travel and Expense Reimbursement

NUMBER: 4050

4050.10 *The purpose of this policy is to provide direction and guidelines to staff and Trustees regarding travel procedures while conducting District business. In addition, this policy provides guidance to appointed trustees on the use and expenditure of District fiscal resources, as well as standards for how reimbursement for expenditures will be implemented. This policy supplements the definition of necessary and reasonable expenses for purposes of federal and state income tax laws.*

4050.20 *The District supports stewardship over the use of its limited public resources and these resources will only be used when there is a substantial benefit to the District. The following benefits include:*

4050.201 *The opportunity to discuss the community's concerns with county, state and federal officials.*

4050.202 *Participating in regional, state and national organizations whose activities affect the District.*

4050.203 *Attending educational seminars and meetings designed to improve a trustee or staff member's skill and information level.*

4050.204 *Promoting public understanding of the District's mission.*

4050.30 ***Authorized Travel Expenses.*** *District funds, equipment, supplies, and staff time shall be used only for authorized District business in accordance with this policy.*

4050.301 *All travel expenditures for Trustees require approval by the District's Board of Trustees. The General Manager will review and approve all travel for District staff.*

4050.40 Unauthorized Travel Expenses. *The District shall not reimburse for expenditures not previously authorized or for personal expenses. These include but are not limited to a personal portion of any trip; political or charitable contributions or events; or family expenses, including partner's expenses when accompanying trustee/staff on District-related business; entertainment expenses, including theater, movies, sporting events, or other cultural events; or personal losses incurred while on District business.*

4050.401 *The General Manager should resolve any questions regarding the propriety of a particular type of expense before the expense is incurred or prior to processing a request for reimbursement.*

4050.50 Cost Control. *To manage and conserve District resources to keep expenses within community standards for public officials, expenditures will adhere to the following guidelines:*

4050.501 Transportation. *The most economical mode and class of transportation reasonably consistent with scheduling needs and requirements must be used, utilizing the most direct and time-efficient route. In the event that a more expensive transportation form or route is used, the cost borne by the District will be limited to the cost of the most economical, direct, efficient and reasonable transportation form.*

4050.5011 *The District may or may not prepay transportation costs for air, train, or bus. Prior approval is required for prepayments.*

4050.5012 *Automobile mileage is reimbursable at IRS rates presently in effect (www.irs.gov).*

4050.5013 *The District will reimburse the trustee/staff member for any additional approved authorized transportation costs. Receipts are required.*

4050.5014 *Trustees purchasing transportation tickets (i.e. airline, bus, train) on their own will be reimbursed only up to the authorized transportation costs, or their actual costs whichever is less. Receipts are required.*

4050.502 Lodging. *Lodging costs will be reimbursed or paid in advance when travel on official District business reasonably requires an overnight stay. If such lodging is in connection with a conference, lodging costs should not exceed any group rate published by the conference sponsor for the meeting in question.*

4050.502 Lodging. *Lodging costs will be reimbursed or paid in advance*

when travel on official District business reasonably requires an overnight stay. If such lodging is in connection with a conference, lodging costs should not exceed any group rate published by the conference sponsor for the meeting in question.

4050.503 Meals. *Meal expenses and associated gratuities should take into account community standards and the prevailing restaurant costs of the area.*

4050.5031 *The following average reimbursement rates are to be followed:*

<i>Breakfast</i>	<i>\$15.00</i>
<i>Lunch</i>	<i>\$20.00</i>
<i>Dinner</i>	<i>\$40.00</i>

4050.5032 *Alcohol and personal bar bills are not acceptable or appropriate use of District resources.*

4050.5033 *Gratuities should not exceed 20% of any given bill.*

4050.504 Telephone/Fax. *Officials will be reimbursed for actual telephone and fax expenses incurred on District business. Telephone bills should identify which calls were made on District business. Receipts are required.*

4050.505 Airport Parking. *Long-term parking should be used for travel exceeding 24-hours.*

4050.60 Cash Advance Policy for District Trustees. *The District will arrange to prepay for the Trustees all registration, lodging, and transportation expenses. The Trustees will pay any additional expenses including meals and will be reimbursed by the District for their actual approved expenses. Receipts are required and thus no cash advance should be necessary.*

4050.70 Cash Advance Policy for District Staff Members. *From time to time, it may be necessary for a staff member to request a cash advance to cover anticipated expenses (i.e. parking and tolls) while traveling or doing business on the District's behalf. Such request for an advance must be submitted prior to the need for the advance with explanation of the use and purpose.*

4050.701 *Any unused advance amount must be returned to the District upon the staff member's return, along with an expense report and receipts documenting how the advance was used in compliance with this expense policy.*

4050.80 Credit Card Use for Travel. The District maintains credit card accounts under the control of the General Manager. They may be used for arranging travel uses and within the limits of the authority under Policy _____.

4050.90 Expense Report Content and Submission Deadline. Expense reports must document that each expense claimed has met the requirements of this policy and complies with state and federal laws.

4050.901 Trustees and Staff must submit their expense reports within 30 days of an expense being incurred, accompanied by receipts documenting each expense.

4050.902 Reports to District Board. At the next regularly scheduled District Board meeting, each conference attendee is required to provide a brief oral or written report on meetings or functions attended at District expense. If multiple District representatives attended, a joint report may be reported.

4050.110 Compliance with Laws. District Trustees and staff should keep in mind that some expenditures may be subject to reporting under the Political Reform Act and other state and federal laws. All District expenditures are public records subject to disclosure under the Public Records Act.

Adopted: January 9, 2013

EXHIBIT A

COMPTON CREEK MOSQUITO ABATEMENT DISTRICT

CLASSIFICATION DESCRIPTION

GENERAL MANAGER

SALARY RANGE - \$_____

DEFINITION

Under authority vested by the Board of Trustees, the encumbent is responsible to plan, organize, and direct the operation of a Mosquito Abatement District and to do related work as required.

POSITION CHARACTERISTICS

The responsibilities and authority of the General Manager are derived from legislation and the general policies determined by the Governing Board of Trustees.

In a Mosquito Abatement District, the General Manager, as the administrator and executive of the Board of Trustees, provides overall direction to the various operations and activities of the District.

In addition to organizing the program for the present and immediate future, the Manager provides for planning to prepare the District to adjust its operations to meet the changing mosquito problems resulting from trends which can be forecast in land utilization, water projects developments, and recreational developments. This includes planning on a long-range

basis and involves the utilization and coordination of the services of consulting engineers, community planners and other technical personnel employed by or otherwise available to the District.

EXAMPLES OF DUTIES

1. Plans, organizes, directs, regulates and reviews the operation of the District; acts for the Governing Board of Trustees; makes continuing and periodic surveys and directs the studies of mosquito occurrence and problems; confers with technical and scientific personnel and develops reports and recommendations on programs and priorities for mosquito abatement and control, including evaluation of community resources, reactions and needs as they affect mosquito abatement' presents reports to the Governing Board of Trustees and assists the Board in the determination of general policy; prepares for Board meetings the agendas and such documents as lists of warrants, financial reports, resolutions, minutes and reports required for the meeting.
2. Evaluates program operations; performs studies in problem areas; provides for performance of technical and scientific research to develop effective mosquito control, and plans and modifies programs as necessary including but not limited to performing all aspects of the operational part of the mosquito control program.
3. Prepares and administers the annual budget, including analyses and justification and presents it to the Governing Board of Trustees for consideration and approval; is responsible for the establishment and maintenance of an accounting system; maintains budgetary controls over expenditures; insures the effective use of District property and directs the keeping of records of operations, preventative maintenance of facilities and equipment, expenditures and program areas; reviews records and takes actions as necessary.
4. Confers with attorneys and secures legal assistance as indicated; prepares complaints, including evidence on public nuisances for action by the Governing Board of Trustees.
5. Coordinates the various District programs with those of other public agencies such as the Los Angeles Flood Control District, Reclamation Districts, Sanitation Districts, health departments and private organizations to effect and stimulate projects favorable to the prevention and control of mosquitoes.
6. Plans, develops and directs a program of public relations and community education; attends and addresses community meetings; assists schools in educational programs related to mosquito control.
7. Keeps informed of latest developments in mosquito control and related fields; consults with State Health Department and University Extension Services and other public and private resource organizations; reads the professional literature and participates in professional organizations.

QUALIFICATIONS

A college graduate (preferably in biological science) or a high school graduate with three or more years of mosquito control experience in some administrative capacity.

KNOWLEDGE AND ABILITIES

Ability to plan, organize and direct a mosquito control program adapted to the needs of the community ; ability to coordinate work of various disciplines involved in program operations and to utilize community and other resources in program implementation; ability to write and speak effectively.

SPECIAL PERSONAL CHARACTERISTICS

Applicant must have good personal presentation and poise. Must be drug free and be able to pass a drug screening test.

LICENSE

Possession of a valid and appropriate California Driver's License is a condition of continued employment.

CALIFORNIA STATE CERTIFICATION

Applicants must be State Certified as a mosquito control technician by the State Department of Public Health and must maintain this certification by taking continuing education classes as required to keep the State Certification valid.

Applicants must also apply and obtain State Certification in the field of Terrestrial Invertebrate Vector Control and Vertebrate Vector Control as a condition of continued employment.

**COMPTON CREEK MOSQUITO ABATEMENT DISTRICT
RELEASE AND HOLD HARMLESS AGREEMENT**

I, _____, in consideration of being given the opportunity to ride along in a Compton Creek Mosquito Abatement District vehicle for the purpose of travelling with my husband, District Manager Mitchel R. Weinbaum to a District approved, Mosquito & Vector Control Association of California (MVCAC) meeting, I do hereby agree to release and hold harmless the Compton Creek Mosquito Abatement District, its officers, officials employees and volunteers from any and all liability arising from travelling with my husband, even though liability may arise out of negligence or carelessness on the part or persons or entities mentioned above. I further agree to voluntarily release, discharge, waive and relinquish any and all actions or causes of actions for personal injury, wrongful death, or damage to property or person which may accrue as a result of my travelling with my husband to MVCAC meetings.

I understand that travelling with my husband to these MVCAC meetings involves possible risks of injury and damage or loss to person or property. I further understand said risks may arise from, but are not limited to, vehicle collisions, civil disturbances, explosions or shootings, assaults and/or batteries, and the effects of wind, rain, fire and gas; and I freely and voluntarily assume all of said risks, whether or not they are listed herein.

I ACKNOWLEDGE THAT I HAVE CAREFULLY READ THIS AGREEMENT, AM AWARE OF AND UNDERSTAND ITS CONTENTS, AND AM COMPLETELY AWARE OF THE POTENTIAL DANGERS INCIDENTAL TO TRAVELLING IN THE DISTRICT VEHICLE WITH MY HUSBAND TO HIS MVCAC MEETINGS. I AM AWARE OF THE LEGAL CONSEQUENCES OF SIGNING THIS RELEASE OF LIABILITY AND SIGN IT OF MY OWN FREE WILL.

Signature

Date

EXHIBIT C - 1

**GOVERNMENT CODE
SECTION 6060-6066**

6066. Publication of notice pursuant to this section shall be once a week for two successive weeks. Two publications in a newspaper published once a week or oftener, with at least five days intervening between the respective publication dates not counting such publication dates, are sufficient. The period of notice commences upon the first day of publication and terminates at the end of the fourteenth day, including therein the first day

EXHIBIT C - 2

GOVERNMENT CODE SECTION 26900-26915

26909. (a) (1) The county auditor shall either make or contract with a certified public accountant or public accountant to make an annual audit of the accounts and records of every special district within the county for which an audit by a certified public accountant or public accountant is not otherwise provided. In each case, the minimum requirements of the audit shall be prescribed by the Controller and shall conform to generally accepted auditing standards.

(2) Where an audit of a special district's accounts and records is made by a certified public accountant or public accountant, the minimum requirements of the audit shall be prescribed by the Controller and shall conform to generally accepted auditing standards, and a report thereof shall be filed with the Controller and with the county auditor of the county in which the special district is located. The report shall be filed within 12 months of the end of the fiscal year or years under examination.

(3) Any costs incurred by the county auditor, including contracts with, or employment of, certified public accountants or public accountants, in making an audit of every special district pursuant to

this section shall be borne by the special district and shall be a charge against any unencumbered funds of the district available for the purpose.

(4) For a special district that is located in two or more counties, the provisions of this subdivision shall apply to the auditor of the county in which the treasury is located.

(5) The county controller, or ex officio county controller, shall effect this section in those counties having a county controller, or ex officio county controller.

(b) A special district may, by unanimous request of the governing board of the special district, with unanimous approval of the board of supervisors, replace the annual audit required by this section with one of the following, performed in accordance with professional standards, as determined by the county auditor:

(1) A biennial audit covering a two-year period.

(2) An audit covering a five-year period, if the special district's annual revenues do not exceed an amount specified by the board of supervisors.

(3) An audit conducted at specific intervals, as recommended by the county auditor, that shall be completed at least once every five years.

(c) (1) A special district may, by unanimous request of the governing board of the special district, with unanimous approval of the board of supervisors, replace the annual audit required by this section with a financial review, in accordance with the appropriate professional standards, as determined by the county auditor, if the following conditions are met:

(A) All of the special district's revenues and expenditures are transacted through the county's financial system.

(B) The special district's annual revenues do not exceed one hundred fifty thousand dollars (\$150,000).

(2) If the board of supervisors is the governing board of the special district, it may, upon unanimous approval, replace the annual audit of the special district required by this section with a financial review in accordance with the appropriate professional standards, as determined by the county auditor, if the special district satisfies the requirements of subparagraphs (A) and (B) of paragraph (1).

(d) Notwithstanding the provisions of this section, a special district shall be exempt from the requirement of an annual audit if the financial statements are audited by the Controller to satisfy federal audit requirements.

GOVERNMENT CODE

SECTION 53630-53686

53630. As used in this article:

(a) "Local agency" means county, city, city and county, including a chartered city or county, a community college district, or other public agency or corporation in this state.

(b) "Treasurer" means treasurer of the local agency.

(c) "Depository" means a state or national bank, savings association or federal association, a state or federal credit union, or a federally insured industrial loan company, in this state in which the moneys of a local agency are deposited.

(d) "Agent of depository" means a trust company or trust department of a state or national bank located in this state, including the trust department of a depository where authorized, and the Federal Home Loan Bank of San Francisco, which is authorized to act as an agent of depository for the purposes of this article pursuant to Section 53657.

(e) "Security" means any of the eligible securities or obligations listed in Section 53651.

(f) "Pooled securities" means eligible securities held by an agent of depository for a depository and securing deposits of one or more local agencies.

(g) "Administrator" means the Administrator of Local Agency Security of the State of California.

(h) "Savings association or federal association" means a savings association, savings and loan association, or savings bank as defined

by Section 5102 of the Financial Code.

(i) "Federally insured industrial loan company" means an industrial loan company licensed under Division 7 (commencing with Section 18000) of the Financial Code, the investment certificates of which are insured by the Federal Deposit Insurance Corporation.

(j) "Corporation" includes a limited liability company

EXHIBIT C - 4

GOVERNMENT CODE SECTION 53910-53914

53910. In addition to any other provision of law for the issuance and payment of warrants of any county, city and county, city, district, or other political subdivision of the state, the governing body thereof, or, in the case of school districts not issuing their own warrants, the governing body of the appropriate issuing officer, may by resolution authorize practices with respect to form, issuance, delivery, endorsement and payment of warrants it deems convenient, efficient and in the public interest, conforming substantially to those practices specified in Sections 53911, 53912, 53913, or 5391

EXHIBIT C - 5

CALIFORNIA GOVERNMENT CODE SECTIONS 60200-60203

60200. The legislative body of any special district may authorize at any time the destruction or disposition of any duplicate record, paper, or document, the original or a permanent photographic record of which is in the files of any officer or department of the district.

60201. (a) For purposes of this section, "record" means any record consisting of a "writing," as defined by subdivision (f) of Section 6252.

(b) The legislative body of a district may destroy or dispose of any record that is not expressly required by law to be filed and preserved through either of the following procedures:

(1) The legislative body may authorize the destruction or disposition of any category of records if it does both of the following:

(A) Adopts a resolution finding that destruction or disposition of this category of records will not adversely affect any interest of the district or of the public.

(B) Maintains a list, by category, of the types of records destroyed or disposed of that reasonably identifies the information contained in the records in each category.

(2) The legislative body may, by resolution, adopt and comply with a record retention schedule that complies with guidelines provided by the Secretary of State pursuant to Section 12236, that classifies all of the district's records by category, and that establishes a standard protocol for destruction or disposition of records.

(c) A district is not required to photograph, reproduce, microfilm, or make a copy of any record that is destroyed or disposed

of pursuant to this section.

(d) Notwithstanding any other provision of this section or other provision of law, a district may not destroy or dispose of any record that is any of the following:

(1) Relates to formation, change of organization, or reorganization of the district.

(2) An ordinance adopted by the district. However, an ordinance that has been repealed or is otherwise invalid or unenforceable may be destroyed or disposed of pursuant to this section five years after it was repealed or became invalid or unenforceable.

(3) Minutes of any meeting of the legislative body of the district.

(4) Relates to any pending claim or litigation or any settlement or other disposition of litigation within the past two years.

(5) Is the subject of any pending request made pursuant to the California Public Records Act (Chapter 3.5 (commencing with Section 6250) of Division 7 of Title 1), whether or not the district maintains that the record is exempt from disclosure, until the request has been granted or two years have elapsed since the district provided written notice to the requester that the request has been denied.

(6) Relates to any pending construction that the district has not accepted or as to which a stop notice claim legally may be presented.

(7) Relates to any nondischarged debt of the district.

(8) Relates to the title to real property in which the district has an interest.

(9) Relates to any nondischarged contract to which the district is a party.

(10) Has not fulfilled the administrative, fiscal, or legal purpose for which it was created or received.

(11) Is an unaccepted bid or proposal, which is less than two years old, for the construction or installation of any building, structure, or other public work.

(12) Specifies the amount of compensation paid to district employees or officers or to independent contractors providing personal or professional services to the district, or relates to expense reimbursement to district officers or employees or to the use of district paid credit cards or any travel compensation mechanism. However, a record described in this paragraph may be destroyed or disposed of pursuant to this section seven years after the date of payment.

60203. (a) Notwithstanding Section 60201, the legislative body of a district may authorize the destruction of any record, paper, or document that is not expressly required by law to be filed and preserved if all of the following conditions are complied with:

(1) The record, paper, or document is photographed, microphotographed, reproduced by electronically recorded video images on magnetic surfaces, recorded in the electronic data processing system, recorded on optical disk, reproduced on film or any other medium that is a trusted system and that does not permit additions, deletions, or changes to the original document in compliance with Section 12168.7 for recording of permanent records or nonpermanent records.

(2) The device used to reproduce the record, paper, or document on film, optical disk, or any other medium is one that accurately reproduces the original thereof in all details and that does not permit additions, deletions, or changes to the original document

images.

(3) The photographs, microphotographs, or other reproductions on film, optical disk, or any other medium are placed in conveniently accessible files and provision is made for preserving, examining, and using the files.

(b) For the purposes of this section, every reproduction shall be deemed to be an original record and a transcript, exemplification, or certified copy of any reproduction shall be deemed to be a transcript, exemplification, or certified copy, as the case may be, of the original.

EXHIBIT C - 6

GOVERNMENT CODE SECTION 87100-87105

87100. No public official at any level of state or local government shall make, participate in making or in any way attempt to use his official position to influence a governmental decision in which he knows or has reason to know he has a financial interest.

CALIFORNIA HEALTH AND SAFETY CODE

SECTION 2041

2041. A district shall have and may exercise all rights and powers, expressed or implied, necessary to carry out the purposes and intent of this chapter, including, but not limited to, all of the following powers:

- (a) To sue and be sued.
- (b) To acquire by purchase, eminent domain, or other lawful means, any real property within the district or any personal property that may be necessary or proper to carry out the purposes and intent of this chapter.
- (c) To sell, lease, or otherwise dispose of any real or personal property. Every sale of property shall be to the highest bidder. The board shall publish notice of the sale pursuant to Section 6066 of the Government Code. A board of trustees may exchange equivalent properties if the board determines that the exchange is in the best interests of the district.
- (d) To donate any surplus real or personal property to any public agency or nonprofit organization.
- (e) To purchase the supplies and materials, employ the personnel, and contract for the services that may be necessary or proper to carry out the purposes and intent of this chapter.
- (f) To build, repair, and maintain on any land the dikes, levees, cuts, canals, or ditches that may be necessary or proper to carry out the purposes and intent of this chapter.
- (g) To contract to indemnify or compensate any property owner for any injury or damage necessarily caused by the use or taking of real or personal property for dikes, levees, cuts, canals, or ditches.
- (h) To engage necessary personnel, to define their qualifications and duties, and to provide a schedule of compensation for the performance of their duties.
- (i) To engage counsel and other professional services.
- (j) To adopt a seal and alter it at pleasure.

(k) To provide insurance pursuant to Part 6 (commencing with Section 989) of Division 3.6 of Title 1 of the Government Code.

(l) To participate in, review, comment, and make recommendations regarding local, state, or federal land use planning and environmental quality processes, documents, permits, licenses, and entitlements for projects and their potential effects on the purposes and intent of this chapter.

(m) To take any and all actions necessary for, or incidental to, the powers expressed or implied by this chapter

EXHIBIT C-8

CALIFORNIA HEALTH AND SAFETY CODE SECTION 2043

2043. (a) A district shall have perpetual succession.

(b) A board of trustees may, by a two-thirds vote of its total membership, adopt a resolution to change the name of the district. The name shall contain the words "mosquito abatement district," "vector control district," "mosquito and vector control district," "mosquito control district," or "vector management district." The resolution shall comply with the requirements of Chapter 23 (commencing with Section 7530) of Division 7 of Title 1 of the Government Code. Within 10 days of its adoption, the board of trustees shall file a copy of its resolution with the Secretary of State, the county clerk, the board of supervisors, and the local agency formation commission of each county in which the district is located.

(c) A district may destroy a record pursuant to Chapter 7 (commencing with Section 60200) of Division 1 of Title 6 of the Government Code.

EXHIBIT C-9

HEALTH AND SAFETY CODE SECTION 2070-2079

2077. (a) Notwithstanding Section 2076, a district that has total annual revenues greater than two hundred fifty thousand dollars (\$250,000) may withdraw its funds from the control of the county treasurer pursuant to this section.

(b) The board of trustees shall adopt a resolution that does each of the following:

(1) States its intent to withdraw its funds from the county treasury.

(2) Adopt a procedure for the appointment of a district treasurer. The board of trustees may appoint the district treasurer, or the board of trustees may delegate the appointment of the district treasurer to the district's general manager. The district treasurer may be a member of the board of trustees, the secretary of the board of trustees, the general manager, or a district employee.

(3) Fix the amount of the bond for the district treasurer and other district employees who will be responsible for handling the district's finances.

(4) Adopt a system of accounting and auditing that shall completely and at all times show the district's financial condition. The system of accounting and auditing shall adhere to generally accepted accounting principles.

(5) Adopt a procedure for drawing and signing warrants, provided that the procedure adheres to generally accepted accounting principles. The procedure shall provide that bond principal and

salaries shall be paid when due. The procedure may provide that warrants to pay claims and demands need not be approved by the board of trustees before payment if the district treasurer determines that the claims and demands conform to the district's approved budget.

(6) Designate a bank or a savings and loan association as the depository of the district's funds. A bank or savings and loan association may act as a depository, paying agent, or fiscal agency for the holding or handling of the district's funds, notwithstanding the fact that a member of the board of trustees whose funds are on deposit in that bank or savings and loan association is an officer, employee, or stockholder of that bank or savings and loan association, or of a holding company that owns any of the stock of that bank or savings and loan association.

(c) The board of trustees and the board of supervisors of the principal county shall determine a mutually acceptable date for the withdrawal of the district's funds from the county treasury, not to exceed 15 months from the date on which the board of trustees adopts its resolution.

(d) In implementing this section, the district shall comply with Article 1 (commencing with Section 53600) and Article 2 (commencing with Section 53630) of Chapter 4 of Part 1 of Division 2 of Title 5 of the Government Code. Nothing in this section shall preclude the district treasurer from depositing the district's funds in the county treasury of the principal county or the State Treasury pursuant to Article 11 (commencing with Section 16429.1) of Chapter 2 of Part 2 of Division 4 of Title 2 of the Government Code.

(e) The district treasurer shall make annual or more frequent written reports to the board of trustees, as the board of trustees shall determine, regarding the receipts and disbursements and balances in the accounts controlled by the district treasurer. The district treasurer shall sign the reports and file them with the secretary.

EXHIBIT D

BILL NUMBER: AB 1234 CHAPTERED
BILL TEXT

CHAPTER 700
FILED WITH SECRETARY OF STATE OCTOBER 7, 2005
APPROVED BY GOVERNOR OCTOBER 7, 2005
PASSED THE ASSEMBLY AUGUST 30, 2005
PASSED THE SENATE AUGUST 29, 2005
AMENDED IN SENATE AUGUST 22, 2005
AMENDED IN SENATE AUGUST 15, 2005
AMENDED IN SENATE JULY 13, 2005
AMENDED IN SENATE JUNE 29, 2005
AMENDED IN SENATE JUNE 21, 2005
AMENDED IN SENATE JUNE 1, 2005
AMENDED IN ASSEMBLY APRIL 5, 2005

INTRODUCED BY Assembly Member Salinas

FEBRUARY 22, 2005

An act to amend Sections 25008 and 36514.5 of, and to add Article 2.3 (commencing with Section 53232) and Article 2.4 (commencing with Section 53234) to Chapter 2 of Part 1 of Division 2 of Title 5 of, the Government Code, to amend Sections 6060 and 7047 of the Harbors and Navigation Code, to amend Sections 2030, 2851, 4733, 4733.5, 6489, 9031, 13857, 13866, and 32103 of the Health and Safety Code, to amend Section 1197 of the Military and Veterans Code, to amend Sections 5536, 5536.5, 5784.15, and 9303 of the Public Resources Code, to amend Sections 11908, 11908.1, 11908.2, 16002, and 22407 of the Public Utilities Code, and to amend Sections 20201, 21166, 30507, 30507.1, 34741, 40355, 50605, 55305, 56031, 60143, 70078, 71255, and 74208 of, and to add Section 20201.5 to, the Water Code, relating to

local agencies.

LEGISLATIVE COUNSEL'S DIGEST

AB 1234, Salinas Local agencies: compensation and ethics.

Existing law provides for the establishment and operations of cities, counties, cities and counties, districts, and other local government agencies, the composition of their governing bodies, and the payment of governing body members for attending meetings and performing other duties, and prescribes conflicts of interest.

This bill would require a local agency that provides reimbursement for expenses to members of its legislative body to adopt a written policy on the duties for which legislative body members may receive compensation, other than meetings of the legislative body or an advisory body or attendance at a conference or organized educational activity. The bill would require such a governing body to adopt a

written policy concerning what occurrences qualify a member to receive reimbursement of expenses for travel, meals, and lodging and would impose related requirements, including the filing of expense reports, which would be public records.

This bill would also require that if a local agency provides any type of compensation, salary, or stipend to, or reimburses the expenses of, a member of the legislative body, all local agency officials, except a member whose term of office ends before January 1, 2007, in local agency service as of January 1, 2006, or thereafter receive training in ethics, as specified. This bill would provide that if any entity develops criteria for the ethics training, then the Fair Political Practices Commission and the Attorney General shall be consulted regarding any proposed course content. This bill would specify, with respect to certain special districts, how a director's activities on a specific day are determined to be compensable and would make related changes.

THE PEOPLE OF THE STATE OF CALIFORNIA DO ENACT AS FOLLOWS:

SECTION 1. Section 25008 of the Government Code is amended to read:

25008. Members shall be allowed their actual expenses in going to, attendance upon, and returning from state association meetings and their actual and necessary traveling expenses when traveling outside their counties on official business. Reimbursement for these expenses is subject to Sections 53232.2 and 53232.3.

SEC. 2. Section 36514.5 of the Government Code is amended to read:

36514.5. City council members may be reimbursed for actual and necessary expenses incurred in the performance of official duties. Reimbursement for these expenses is subject to Sections 53232.2 and 53232.3.

SEC. 3. Article 2.3 (commencing with Section 53232) is added to Chapter 2 of Part 1 of Division 2 of Title 5 of the Government Code, to read:

Article 2.3. Compensation

53232. For the purposes of this article, the following terms have the following meanings:

(a) "Governing body" means the board of supervisors in the case of a county or a city and county, the city council or board of trustees in the case of a city, and the board of directors or other governing body in the case of a special district.

(b) "Legislative body" has the same meaning as specified in Section 54952.

(c) "Local agency" means a city, county, city and county, charter city, charter county, charter city and county, or special district.

(d) "Meeting" has the same meaning as specified in subdivision (a) of Section 54952.2.

53232.1. (a) When compensation is otherwise authorized by statute, a local agency may pay compensation to members of a legislative body for attendance at the following occurrences:

- (1) A meeting of the legislative body.
- (2) A meeting of an advisory body.

(3) A conference or organized educational activity conducted in compliance with subdivision (c) of Section 54952.2, including, but not limited to, ethics training required by Article 2.4 (commencing with Section 53234).

(b) A local agency may pay compensation for attendance at occurrences not specified in subdivision (a) only if the governing body has adopted, in a public meeting, a written policy specifying other types of occasions that constitute the performance of official duties for which a member of the legislative body may receive payment.

(c) This section shall not apply to any local agency that pays compensation in the form of a salary to members of a legislative body, including, but not limited to, those local agencies whose legislative bodies' compensation is subject to Section 36516 or 36516.1, subparagraph (B) or (C) of paragraph (2) of subdivision (a) of Section 21166 or Section 22840 of the Water Code, Section 11908.1 of the Public Utilities Code, Section 6060 of the Harbors and Navigation Code, or subdivision (b) of Section 1 or Section 5 of Article XI of the California Constitution.

53232.2. (a) When reimbursement is otherwise authorized by statute, a local agency may reimburse members of a legislative body for actual and necessary expenses incurred in the performance of official duties, including, but not limited to, activities described in Article 2.4 (commencing with Section 53234).

(b) If a local agency reimburses members of a legislative body for actual and necessary expenses incurred in the performance of official duties, then the governing body shall adopt a written policy, in a public meeting, specifying the types of occurrences that qualify a member of the legislative body to receive reimbursement of expenses relating to travel, meals, lodging, and other actual and necessary expenses.

(c) The policy described in subdivision (b) may also specify the reasonable reimbursement rates for travel, meals, and lodging, and other actual and necessary expenses. If it does not, the local agency shall use the Internal Revenue Service rates for reimbursement of travel, meals, lodging, and other actual and necessary expenses as established in Publication 463, or any successor publication.

(d) If the lodging is in connection with a conference or organized educational activity conducted in compliance with subdivision (c) of Section 54952.2, including, but not limited to, ethics training required by Article 2.4 (commencing with Section 53234), lodging costs shall not exceed the maximum group rate published by the conference or activity sponsor, provided that lodging at the group rate is available to the member of a legislative body at the time of booking. If the group rate is not available, the member of a legislative body shall use comparable lodging that is consistent with the requirements of subdivisions (c) and (e).

(e) Members of the legislative body shall use government and group rates offered by a provider of transportation or lodging services for travel and lodging when available.

(f) All expenses that do not fall within the adopted travel reimbursement policy or the Internal Revenue Service reimbursable rates as provided in subdivision (c), shall be approved by the governing body, in a public meeting before the expense is incurred, except as provided in subdivision (d).

(g) This section shall not supersede any other laws establishing reimbursement rates for local agencies.

53232.3. (a) If a local agency reimburses members of a legislative body for actual and necessary expenses incurred in the performance of official duties, then a local agency shall provide expense report forms to be filed by the members of the legislative body for reimbursement for actual and necessary expenses incurred on behalf of the local agency in the performance of official duties. Reimbursable expenses shall include, but not be limited to, meals, lodging, and travel.

(b) Expense reports shall document that expenses meet the existing policy, adopted pursuant to Section 53232.2, for expenditure of public resources.

(c) Members of a legislative body shall submit expense reports within a reasonable time after incurring the expense, as determined by the legislative body, and the reports shall be accompanied by the receipts documenting each expense.

(d) Members of a legislative body shall provide brief reports on meetings attended at the expense of the local agency at the next regular meeting of the legislative body.

(e) All documents related to reimbursable agency expenditures are public records subject to disclosure under the California Public Records Act (Chapter 3.5 (commencing with Section 6250) of Division 7 of Title 1).

53232.4. Penalties for misuse of public resources or falsifying expense reports in violation of expense reporting policies may include, but are not limited to, the following:

(a) The loss of reimbursement privileges.

(b) Restitution to the local agency.

(c) Civil penalties for misuse of public resources pursuant to Section 8314.

(d) Prosecution for misuse of public resources, pursuant to Section 424 of the Penal Code.

SEC. 4. Article 2.4 (commencing with Section 53234) is added to Chapter 2 of Part 1 of Division 2 of Title 5 of the Government Code, to read:

Article 2.4. Ethics Training

53234. For the purposes of this article, the following terms have the following meanings:

(a) "Legislative body" has the same meaning as specified in Section 54952.

(b) "Local agency" means a city, county, city and county, charter city, charter county, charter city and county, or special district.

(c) "Local agency official" means the following:

(1) Any member of a local agency legislative body or any elected local agency official who receives any type of compensation, salary, or stipend or reimbursement for actual and necessary expenses incurred in the performance of official duties.

(2) Any employee designated by a local agency legislative body to receive the training specified under this article.

(d) "Ethics laws" include, but are not limited to, the following:

(1) Laws relating to personal financial gain by public servants, including, but not limited to, laws prohibiting bribery and conflict-of-interest laws.

(2) Laws relating to claiming prerequisites of office, including, but not limited to, gift and travel restrictions, prohibitions against the use of public resources for personal or political purposes, prohibitions against gifts of public funds, mass mailing restrictions, and prohibitions against acceptance of free or discounted transportation by transportation companies.

(3) Government transparency laws, including, but not limited to, financial interest disclosure requirements and open government laws.

(4) Laws relating to fair processes, including, but not limited to, common law bias prohibitions, due process requirements, incompatible offices, competitive bidding requirements for public contracts, and disqualification from participating in decisions affecting family members.

53235. (a) If a local agency provides any type of compensation, salary, or stipend to a member of a legislative body, or provides reimbursement for actual and necessary expenses incurred by a member of a legislative body in the performance of official duties, then all local agency officials shall receive training in ethics pursuant to this article.

(b) Each local agency official shall receive at least two hours of training in general ethics principles and ethics laws relevant to his or her public service every two years.

(c) If any entity develops curricula to satisfy the requirements of this section, then the Fair Political Practices Commission and the Attorney General shall be consulted regarding the sufficiency and accuracy of any proposed course content. When reviewing any proposed course content the Fair Political Practices Commission and the Attorney General shall not preclude an entity from also including local ethics policies in the curricula.

(d) A local agency or an association of local agencies may offer one or more training courses, or sets of self-study materials with tests, to meet the requirements of this section. These courses may be taken at home, in-person, or online.

(e) All providers of training courses to meet the requirements of this article shall provide participants with proof of participation to meet the requirements of Section 53235.2.

(f) A local agency shall provide information on training available to meet the requirements of this article to its local officials at

least once annually.

53235.1. (a) Each local agency official in local agency service as of January 1, 2006, except for officials whose term of office ends before January 1, 2007, shall receive the training required by subdivision (a) of Section 53235 before January 1, 2007. Thereafter, each local agency official shall receive the training required by subdivision (a) of Section 53235 at least once every two years.

(b) Each local agency official who commences service with a local agency on or after January 1, 2006, shall receive the training required by subdivision (a) of Section 53235 no later than one year from the first day of service with the local agency. Thereafter, each local agency official shall receive the training required by subdivision (a) of Section 53235 at least once every two years.

(c) A local agency official who serves more than one local agency shall satisfy the requirements of this article once every two years without regard to the number of local agencies with which he or she serves.

53235.2. (a) A local agency that requires its local agency officials to complete the ethical training prescribed by this article shall maintain records indicating both of the following:

(1) The dates that local officials satisfied the requirements of this article.

(2) The entity that provided the training.

(b) Notwithstanding any other provision of law, a local agency shall maintain these records for at least five years after local officials receive the training. These records are public records subject to disclosure under the California Public Records Act (Chapter 3.5 (commencing with Section 6250) of Division 7 of Title 1).

SEC. 6. Section 6060 of the Harbors and Navigation Code is amended to read:

6060. The commissioners shall serve without salary until the yearly gross income of the district, exclusive of taxes levied by the district, exceeds twenty thousand dollars (\$20,000) per year, when the board may, by ordinance, fix their salaries, which shall not exceed the sum of six hundred dollars (\$600) per month each.

In addition to any salary received pursuant to this section, the commissioners shall be allowed any actual and necessary expenses incurred in the performance of their duties. Reimbursement for these expenses is subject to Sections 53232.2 and 53232.3 of the Government Code.

SEC. 7. Section 7047 of the Harbors and Navigation Code is amended to read:

7047. Each director shall receive a sum as may be fixed by the board, not exceeding fifty dollars (\$50) for each meeting of the board attended by him or her, for not exceeding four meetings in any calendar month. A director may also receive traveling and other expenses incurred by him or her when performing duties for the district other than attending board meetings. For purposes of this section, the determination of whether a director's activities on any specific day are compensable shall be made pursuant to Article 2.3 (commencing with Section 53232) of Chapter 2 of Part 1 of Division 2 of Title 5 of the Government Code. Reimbursement for these expenses is subject to Sections 53232.2 and 53232.3 of the Government Code.

SEC. 8. Section 2030 of the Health and Safety Code is amended to read:

2030. (a) The members of the board of trustees shall serve without compensation.

(b) The members of the board of trustees may receive their actual and necessary traveling and incidental expenses incurred while on official business. In lieu of paying for actual expenses, the board of trustees may by resolution provide for the allowance and payment to each trustee a sum not to exceed one hundred dollars (\$100) per month for expenses incurred while on official business. A trustee may waive the payments permitted by this subdivision.

(c) Notwithstanding subdivision (a), the secretary of the board of trustees may receive compensation in an amount determined by the board of trustees.

(d) Reimbursement for these expenses is subject to Sections 53232.2 and 53232.3 of the Government Code.

SEC. 9. Section 2851 of the Health and Safety Code is amended to read:

2851. The members of the district board shall hold office at the pleasure of the board of supervisors. They shall serve without compensation, but shall be allowed their necessary traveling and other expenses incurred in performance of their official duties. In lieu of expenses, the district board may, by resolution, provide for the allowance and payment to each member of the board of a sum not exceeding one hundred dollars (\$100) as expenses incurred in attending each business meeting of the board. Reimbursement for these expenses is subject to Sections 53232.2 and 53232.3 of the Government Code.

SEC. 10. Section 4733 of the Health and Safety Code is amended to read:

4733. (a) The district board may fix the amount of compensation per meeting to be paid each member of the board for services for each meeting attended by the member. Subject to subdivision (b), the compensation shall not exceed one hundred dollars (\$100) for each meeting of the district board attended by the member or for each day's service rendered as a member by request of the board, not exceeding a total of six days in any calendar month, together with any expenses incident thereto.

(b) The district board, by ordinance adopted pursuant to Chapter 2 (commencing with Section 20200) of Division 10 of the Water Code, may increase the compensation received by the district board members above the amount of one hundred dollars (\$100) per day.

(c) For purposes of this section, the determination of whether a director's activities on any specific day are compensable shall be made pursuant to Article 2.3 (commencing with Section 53232) of Chapter 2 of Part 1 of Division 2 of Title 5 of the Government Code.

(d) Reimbursement for these expenses is subject to Sections 53232.2 and 53232.3 of the Government Code.

SEC. 11. Section 4733.5 of the Health and Safety Code is amended to read:

4733.5. Where two or more county sanitation districts have joined in the purchase, ownership, use, construction, maintenance, or operation of a sewerage system, or sewage disposal or treatment plant, or refuse transfer or disposal system, or both, either within or without the districts, or have so joined for any combination of these purposes, as provided in Section 4742, and the districts hold their meetings jointly, and one or more of the directors serve as a director on more than one of these districts meeting jointly, the

districts may, by joint resolution approved by each district, limit the compensation of a director to compensation equal to not more than fifty dollars (\$50) for each jointly held meeting attended by him or her, not to exceed one hundred dollars (\$100) in any one month for attendance at jointly held meetings. For purposes of this section, the determination of whether a director's activities on any specific day are compensable shall be made pursuant to Article 2.3 (commencing with Section 53232) of Chapter 2 of Part 1 of Division 2 of Title 5 of the Government Code.

SEC. 12. Section 6489 of the Health and Safety Code is amended to read:

6489. (a) Subject to subdivision (b), each of the members of the board shall receive compensation in an amount not to exceed one hundred dollars (\$100) per day for each day's attendance at meetings of the board or for each day's service rendered as a director by request of the board, not exceeding a total of six days in any calendar month, together with any expenses incident thereto.

(b) The district board, by ordinance adopted pursuant to Chapter 2 (commencing with Section 20200) of Division 10 of the Water Code, may increase the compensation received by board members above the amount of one hundred dollars (\$100) per day.

(c) The secretary of the sanitary board shall receive compensation to be set by the sanitary district board, which compensation shall be in lieu of any other compensation to which he or she may be entitled by reason of attendance at the meeting or meetings of the sanitary board.

(d) For purposes of this section, the determination of whether a director's activities on any specific day are compensable shall be made pursuant to Article 2.3 (commencing with Section 53232) of Chapter 2 of Part 1 of Division 2 of Title 5 of the Government Code.

(e) Reimbursement for these expenses is subject to Sections 53232.2 and 53232.3 of the Government Code.

SEC. 13. Section 9031 of the Health and Safety Code is amended to read:

9031. (a) The board of trustees may provide, by ordinance or resolution, that each of its members may receive compensation in an amount not to exceed one hundred dollars (\$100) for attending each meeting of the board. A member of the board of trustees shall not receive compensation for more than four meetings of the board in a month.

(b) The board of trustees, by ordinance adopted pursuant to Chapter 2 (commencing with Section 20200) of Division 10 of the Water Code, may increase the amount of compensation received for attending meetings of the board.

(c) In addition, members of the board of trustees may receive their actual and necessary traveling and incidental expenses incurred while on official business other than a meeting of the board.

(d) A member of the board of trustees may waive any or all of the payments permitted by this section.

(e) For the purposes of this section, a meeting of the board of trustees includes, but is not limited to, regular meetings, special meetings, closed sessions, emergency meetings, board field trips, district public hearings, or meetings of a committee of the board.

(f) For purposes of this section, the determination of whether a trustee's activities on any specific day are compensable shall be made pursuant to Article 2.3 (commencing with Section 53232) of

Chapter 2 of Part 1 of Division 2 of Title 5 of the Government Code. Reimbursement for these expenses is subject to Sections 53232.2 and 53232.3 of the Government Code.

SEC. 14. Section 13857 of the Health and Safety Code is amended to read:

13857. (a) Subject to subdivision (b), each member of the district board may receive compensation in an amount set by the district board not to exceed one hundred dollars (\$100) for attending each meeting of the district board. The number of meetings for which a member of the board of directors may receive compensation shall not exceed four meetings in any calendar month.

(b) The district board, by ordinance adopted pursuant to Chapter 2 (commencing with Section 20200) of Division 10 of the Water Code, may increase the compensation received by the district board members above the amount prescribed by subdivision (a).

(c) For purposes of this section, the determination of whether a director's activities on any specific day are compensable shall be made pursuant to Article 2.3 (commencing with Section 53232) of Chapter 2 of Part 1 of Division 2 of Title 5 of the Government Code.

SEC. 15. Section 13866 of the Health and Safety Code is amended to read:

13866. A district may authorize its directors and employees to attend professional or vocational meetings and pay their actual and necessary traveling and incidental expenses while on official business. Reimbursement for these expenses is subject to Sections 53232.2 and 53232.3 of the Government Code.

SEC. 16. Section 32103 of the Health and Safety Code is amended to read:

32103. The board of directors shall serve without compensation except that the board of directors, by a resolution adopted by a majority vote of the members of the board, may authorize the payment of not to exceed one hundred dollars (\$100) per meeting not to exceed five meetings a month as compensation to each member of the board of directors.

Each member of the board of directors shall be allowed his or her actual necessary traveling and incidental expenses incurred in the performance of official business of the district as approved by the board. For purposes of this section, the determination of whether a director's activities on any specific day are compensable shall be made pursuant to Article 2.3 (commencing with Section 53232) of Chapter 2 of Part 1 of Division 2 of Title 5 of the Government Code. Reimbursement for these expenses is subject to Sections 53232.2 and 53232.3 of the Government Code.

SEC. 17. Section 1197 of the Military and Veterans Code is amended to read:

1197. The board shall consist of five members who shall be registered electors residing within the district or proposed district at the time of their election and shall be elected by the qualified electors of the district. A majority of the seats on the board shall be designated for veterans, as defined in Section 940. Any board seat that is so designated, but is not currently filled by a qualifying individual, shall be filled by a qualified individual at the next election at which that seat is to be filled. Members shall serve without compensation, but shall be entitled to actual and necessary expenses incurred in the performance of duties. Reimbursement for these expenses is subject to Sections 53232.2 and 53232.3 of the Government Code.

SEC. 18. Section 5536 of the Public Resources Code is amended to read:

5536. (a) The board shall establish rules for its proceedings.

(b) The board may provide, by ordinance or resolution, that each of its members may receive an amount not to exceed one hundred dollars (\$100) per day for each attendance at a meeting of the board. For purposes of this section, a meeting of the board includes, but is not limited to, closed sessions of the board, board field trips, district public hearings, or meetings of a committee of the board. The maximum compensation allowable to a board member on any given day shall be one hundred dollars (\$100). Board members shall not receive any other compensation for meetings, and no board member shall receive more than five hundred dollars (\$500) compensation under this section in any one calendar month, except that board members of the East Bay Regional Park District may receive compensation for not more than 10 days in any one calendar month. A board member may elect to waive the per diem. In addition, the board may provide, by ordinance or resolution, that each of its members not otherwise eligible for an employer-paid or partially employer-paid group medical or group dental plan, or both, may participate in any of those plans available to permanent employees of the district on the same terms available to those district employees or on terms and conditions as the board may determine. A board member who elects to participate in any plan may also elect to have the premium for the plan charged against his or her per diem and may further elect to waive the balance of the per diem.

(c) All vacancies on the board shall be filled in accordance with the requirements of Section 1780 of the Government Code, except that, in the case of vacancies caused by the creation of new wards or subdistricts, the directors shall, prior to the vacancies being filled, determine by lot, for the purpose of fixing the terms of the first directors to be elected to the wards or subdistricts, which ward or subdistrict shall have a four-year term and which ward or subdistrict shall have a two-year term. The persons who fill the vacancies caused by the establishment of new wards or subdistricts shall hold office until the next general election and until their successors are elected and qualified for the terms previously determined by lot.

(d) For purposes of this section, the determination of whether a director's activities on any specific day are compensable shall be made pursuant to Article 2.3 (commencing with Section 53232) of Chapter 2 of Part 1 of Division 2 of Title 5 of the Government Code.

SEC. 19. Section 5536.5 of the Public Resources Code is amended to read:

5536.5. Members of the board of directors may be allowed actual necessary traveling and incidental expenses incurred in the performance of official business of the district as approved by the district board. Reimbursement for these expenses is subject to Sections 53232.2 and 53232.3 of the Government Code.

SEC. 20. Section

5784.15 of the Public Resources Code is amended to read:

5784.15. (a) The board of directors may provide, by ordinance or resolution, that each of its members may receive compensation in an amount not to exceed one hundred dollars (\$100) for attending each meeting of the board. The board of directors, by ordinance adopted

pursuant to Chapter 2 (commencing with Section 20200) of Division 10 of the Water Code, may increase the amount of compensation received for attending meetings of the board.

(b) The maximum compensation in any calendar month shall be five hundred dollars (\$500).

(c) In addition, members of the board of directors may receive their actual and necessary traveling and incidental expenses incurred while on official business.

(d) A member of the board of directors may waive the compensation.

(e) For the purposes of this section, a meeting of the board of directors includes, but is not limited to, regular meetings, special meetings, closed sessions, emergency meetings, board field trips, district public hearings, or meetings of a committee of the board.

(f) For purposes of this section, the determination of whether a director's activities on any specific day are compensable shall be made pursuant to Article 2.3 (commencing with Section 53232) of Chapter 2 of Part 1 of Division 2 of Title 5 of the Government Code.

(g) Reimbursement for these expenses is subject to Sections 53232.2 and 53232.3 of the Government Code.

SEC. 21. Section 9303 of the Public Resources Code is amended to read:

9303. The directors shall receive no compensation for their services as such, but each shall be allowed reasonable and necessary expenses incurred in attendance at meetings of the directors or when otherwise engaged in the work of the district at the direction of the board of directors. The directors shall fix the amount allowed for necessary expenses, but no director shall be appointed to any position for which he or she would receive compensation as a salaried officer or employee of the district. Reimbursement for these expenses is subject to Sections 53232.2 and 53232.3 of the Government Code.

SEC. 22. Section 11908 of the Public Utilities Code is amended to read:

11908. The board shall establish rules for its proceedings and may provide, by ordinance or resolution, that each member shall receive for each attendance at the meetings of the board, or for each day's service rendered as a director by request of the board, the sum of one hundred dollars (\$100). No director shall receive any other compensation, nor receive pay for more than six days in any one calendar month. For purposes of this section, the determination of whether a director's activities on any specific day are compensable shall be made pursuant to Article 2.3 (commencing with Section 53232) of Chapter 2 of Part 1 of Division 2 of Title 5 of the Government Code.

SEC. 23. Section 11908.1 of the Public Utilities Code is amended to read:

11908.1. (a) Notwithstanding Section 11908, a district with a board having seven directors may provide, by resolution or ordinance, that each director shall receive compensation in an amount not to exceed one hundred dollars (\$100) per day for each day's attendance at public meetings of the board or for each day's service rendered as a director by request of the board, not exceeding a total of six days in any calendar month, or, in lieu of that compensation, a salary of not to exceed six hundred dollars (\$600) per month subject to annual adjustments pursuant to subdivision (b), together with any

expenses incurred in the performance of his or her duties required or authorized by the board. No resolution or ordinance establishing compensation pursuant to this subdivision shall provide for any automatic increase in that compensation.

(b) Any district which adopts salaries for directors pursuant to subdivision (a) may increase those salaries by not more than 5 percent for each calendar year following the operative date of the last adjustment, commencing with the calendar year following adoption of the salary or increase.

(c) Reimbursement for these expenses is subject to Sections 53232.2 and 53232.3 of the Government Code.

SEC. 24. Section 11908.2 of the Public Utilities Code is amended to read:

11908.2. Notwithstanding Section 11908, the board of a district which has owned and operated an electric distribution system for at least eight years and has a population of 250,000 or more may provide, by ordinance or resolution, that each director shall receive compensation in an amount not to exceed one hundred dollars (\$100) per day for each day's attendance at public meetings of the board or for each day's service rendered as a director by request of the board, not exceeding a total of 10 days in any calendar month, together with any expenses incurred in the performance of his or her duties required or authorized by the board. The board may, by resolution or ordinance, increase the compensation per day by not more than 5 percent for each calendar year following the operative date of the last adjustment, commencing with the 1988 calendar year. No resolution or ordinance establishing compensation pursuant to this subdivision shall provide for any automatic increase in that compensation. For purposes of this section, the determination of whether a director's activities on any specific day are compensable shall be made pursuant to Article 2.3 (commencing with Section 53232) of Chapter 2 of Part 1 of Division 2 of Title 5 of the Government Code. Reimbursement for these expenses is subject to Sections 53232.2 and 53232.3 of the Government Code.

SEC. 25. Section 16002 of the Public Utilities Code is amended to read:

16002. Each member of the board shall receive the compensation that the board by ordinance provides, not exceeding four thousand eight hundred dollars (\$4,800) a year. For purposes of this section, the determination of whether a director's activities on any specific day are compensable shall be made pursuant to Article 2.3 (commencing with Section 53232) of Chapter 2 of Part 1 of Division 2 of Title 5 of the Government Code.

SEC. 26. Section 22407 of the Public Utilities Code is amended to read:

22407. Each member of the board of directors shall receive compensation in an amount not to exceed one hundred dollars (\$100) for each attendance at the meeting of the board held within the district, which amount shall be fixed from time to time by the board. No director, however, shall receive pay for more than four meetings in any calendar month.

Each director shall be allowed, with the approval of the board, all traveling and other expenses necessarily incurred by the member in the performance of the member's duties. For purposes of this section, the determination of whether a director's activities on any specific day are compensable shall be made pursuant to Article 2.3

(commencing with Section 53232) of Chapter 2 of Part 1 of Division 2 of Title 5 of the Government Code. Reimbursement for these expenses is subject to Sections 53232.2 and 53232.3 of the Government Code.

SEC. 27. Section 20201 of the Water Code is amended to read:

20201. Notwithstanding any other provision of law, the governing board of any water district may, by ordinance adopted pursuant to this chapter, provide compensation to members of the governing board, unless any compensation is prohibited by its principal act, in an amount not to exceed one hundred dollars (\$100) per day for each day's attendance at meetings of the board, or for each day's service rendered as a member of the board by request of the board, and may, by ordinance adopted pursuant to this chapter, in accordance with Section 20202, increase the compensation received by members of the governing board above the amount of one hundred dollars (\$100) per day.

It is the intent of the Legislature that any future increase in compensation received by members of the governing board of a water district be authorized by an ordinance adopted pursuant to this chapter and not by an act of the Legislature.

For purposes of this section, the determination of whether a director's activities on any specific day are compensable shall be made pursuant to Article 2.3 (commencing with Section 53232) of Chapter 2 of Part 1 of Division 2 of Title 5 of the Government Code.

SEC. 28. Section 20201.5 is added to the Water Code, to read:

20201.5. Reimbursement for expenses of members of a governing board of a water district is subject to Sections 53232.2 and 53232.3 of the Government Code.

SEC. 29. Section 21166 of the Water Code is amended to read:

21166. Notwithstanding any other provision of law, a director, for sitting on the board or acting under its orders, shall receive both of the following:

(a) (1) Except as specified in paragraphs (2) and (3), compensation not to exceed one hundred dollars (\$100) per day, not exceeding six days in any calendar month.

(2) In districts that produce or distribute electric power, one of the following methods of compensation:

(A) Compensation not to exceed one hundred dollars (\$100) per day.

(B) A monthly salary of not to exceed six hundred dollars (\$600) per month.

(C) Annual compensation not to exceed fifteen thousand dollars (\$15,000). Any annual compensation pursuant to this subparagraph shall be fixed by the adoption of an ordinance pursuant to Sections 20203 to 20207, inclusive.

(3) Districts containing 500,000 acres or more are governed by Section 22840.

(b) Actual and necessary expenses when acting under the orders of the board.

For purposes of this section, the determination of whether a director's activities on any specific day are compensable shall be made pursuant to Article 2.3 (commencing with Section 53232) of Chapter 2 of Part 1 of Division 2 of Title 5 of the Government Code. Reimbursement for these expenses is subject to Sections 53232.2 and 53232.3 of the Government Code.

SEC. 30. Section 30507 of the Water Code is amended to read:

30507. Each director shall receive compensation in an amount not

to exceed one hundred dollars (\$100) per day for each day's attendance at meetings of the board or for each day's service rendered as a director by request of the board, not exceeding a total of six days in any calendar month, together with any expenses incurred in the performance of his or her duties required or authorized by the board. For purposes of this section, the determination of whether a director's activities on any specific day are compensable shall be made pursuant to Article 2.3 (commencing with Section 53232) of Chapter 2 of Part 1 of Division 2 of Title 5 of the Government Code. Reimbursement for these expenses is subject to Sections 53232.2 and 53232.3 of the Government Code.

SEC. 31. Section 30507.1 of the Water Code is amended to read:

30507.1. Each director of the Contra Costa Water District shall receive compensation in an amount not to exceed one hundred dollars (\$100) per day for each day's attendance at meetings of the board and for each day's service rendered as a director by request of the board, not exceeding a total of 10 days in any calendar month, together with any expenses incurred in the performance of duties required or authorized by the board. For purposes of this section, the determination of whether a director's activities on any specific day are compensable shall be made pursuant to Article 2.3 (commencing with Section 53232) of Chapter 2 of Part 1 of Division 2 of Title 5 of the Government Code. Reimbursement for these expenses is subject to Sections 53232.2 and 53232.3 of the Government Code.

SEC. 32. Section 34741 of the Water Code is amended to read:

34741. Until their compensation is fixed by the adoption of bylaws, the officers shall receive the following compensation for their services:

(a) The secretary, tax collector, treasurer, and assessor, such sums as shall be fixed by the board.

(b) Each director shall receive compensation in an amount not to exceed one hundred dollars (\$100) per day for each day's attendance at meetings of the board or for each day's service rendered as a director by request of the board, not exceeding a total of six days in any calendar month, together with any expenses incurred in the performance of his or her duties required or authorized by the board. For purposes of this section, the determination of whether a director's activities on any specific day are compensable shall be made pursuant to Article 2.3 (commencing with Section 53232) of Chapter 2 of Part 1 of Division 2 of Title 5 of the Government Code. Reimbursement for these expenses is subject to Sections 53232.2 and 53232.3 of the Government Code.

SEC. 33. Section 40355 of the Water Code is amended to read:

40355. (a) A director, when sitting on the board or acting under its orders, shall receive not exceeding:

(1) One hundred dollars (\$100) per day, not exceeding six days in any calendar month.

(2) Ten cents (\$0.10) per mile for each mile traveled from his place of residence to the office of the board.

(3) Actual and necessary expenses while engaged in official business under the order of the board.

(b) For purposes of this section, the determination of whether a director's activities on any specific day are compensable shall be made pursuant to Article 2.3 (commencing with Section 53232) of Chapter 2 of Part 1 of Division 2 of Title 5 of the Government Code.

(c) Reimbursement for these expenses is subject to Sections 53232.2 and 53232.3 of the Government Code.

SEC. 34. Section 50605 of the Water Code is amended to read:

50605. (a) Each member of the board shall receive such compensation for services actually and necessarily performed as the board determines to be just and reasonable, and shall be reimbursed for expenses necessarily incurred in the performance of his duties as trustee.

(b) For purposes of this section, the determination of whether a director's activities on any specific day are compensable shall be made pursuant to Article 2.3 (commencing with Section 53232) of Chapter 2 of Part 1 of Division 2 of Title 5 of the Government Code. Reimbursement for these expenses is subject to Sections 53232.2 and 53232.3 of the Government Code.

SEC. 35. Section 55305 of the Water Code is amended to read:

55305. (a) The board of directors may fix the compensation of its members for their services as directors not to exceed ten dollars (\$10) for each meeting attended, not exceeding two meetings in any calendar month. If allowed by the board, a director shall also receive for performing duties for the district other than attending board meetings the following:

(1) An amount not to exceed one hundred dollars (\$100) for each day performing such duties.

(2) Traveling and other expenses incurred by him or her in performing his duties.

(b) For purposes of this section, the determination of whether a director's activities on any specific day are compensable shall be made pursuant to Article 2.3 (commencing with Section 53232) of Chapter 2 of Part 1 of Division 2 of Title 5 of the Government Code. Reimbursement for these expenses is subject to Sections 53232.2 and 53232.3 of the Government Code.

SEC. 36. Section 56031 of the Water Code is amended to read:

56031. The district board shall have power to fix the amount of compensation per meeting to be paid each member of the board for his or her services for each meeting attended by him or her; provided, that the compensation shall not exceed ten dollars (\$10) for each meeting of the district board attended by him or her, together with expenses necessarily incurred by him or her in traveling between his or her place of residence and the place of meeting. However, no member shall receive compensation for attending more than three meetings of the board during any calendar month. This compensation shall be in addition to any other fees or compensation allowed by law for the other official positions specified in Section 56030 that are occupied by members of the district board. For purposes of this section, the determination of whether a director's activities on any specific day are compensable shall be made pursuant to Article 2.3 (commencing with Section 53232) of Chapter 2 of Part 1 of Division 2 of Title 5 of the Government Code. Reimbursement for these expenses is subject to Sections 53232.2 and 53232.3 of the Government Code.

SEC. 37. Section 60143 of the Water Code is amended to read:

60143. Each director shall receive compensation in an amount not exceeding one hundred dollars (\$100) for each day's attendance at meetings of the board or for each day's service rendered as a director by request of the board, not exceeding a total of six days in any calendar month, together with any expenses incurred in the performance of his or her duties required or authorized by the board. For purposes of this section, the determination of whether a director's activities on any specific day are compensable shall be made pursuant to Article 2.3 (commencing with Section 53232) of

Chapter 2 of Part 1 of Division 2 of Title 5 of the Government Code. Reimbursement for these expenses is subject to Sections 53232.2 and 53232.3 of the Government Code.

SEC. 38. Section 70078 of the Water Code is amended to read:

70078. Each member of the board shall receive compensation for services actually and necessarily performed, as the board determines to be just and reasonable, and shall be reimbursed for expenses necessarily incurred in the performance of his or her duties as director. The salaries of all officers and employees of the district shall be fixed and determined by the directors. The board of directors shall fix the compensation that the election officers shall receive for district elections. For purposes of this section, the determination of whether a director's activities on any specific day are compensable shall be made pursuant to Article 2.3 (commencing with Section 53232) of Chapter 2 of Part 1 of Division 2 of Title 5 of the Government Code. Reimbursement for these expenses is subject to Sections 53232.2 and 53232.3 of the Government Code.

SEC. 39. Section 71255 of the Water Code is amended to read:

71255. Each director shall receive compensation in an amount not to exceed one hundred dollars (\$100) per day for each day's attendance at meetings of the board or for each day's service rendered as a director by request of the board, not exceeding a total of six days in any calendar month, together with any expenses incurred in the performance of his or her duties required or authorized by the board. For purposes of this section, the determination of whether a director's activities on any specific day are compensable shall be made pursuant to Article 2.3 (commencing with Section 53232) of Chapter 2 of Part 1 of Division 2 of Title 5 of the Government Code. Reimbursement for these expenses is subject to Sections 53232.2 and 53232.3 of the Government Code.

SEC. 40. Section 74208 of the Water Code is amended to read:

74208. Each director shall receive compensation in an amount not to exceed one hundred dollars (\$100) per day for each day's attendance at meetings of the board or for each day's service rendered as a director by request of the board, not exceeding a total of six days in any calendar month, together with any expenses incurred in the performance of his or her duties required or authorized by the board. For purposes of this section, the determination of whether a director's activities on any specific day are compensable shall be made pursuant to Article 2.3 (commencing with Section 53232) of Chapter 2 of Part 1 of Division 2 of Title 5 of the Government Code. Reimbursement for these expenses is subject to Sections 53232.2 and 53232.3 of the Government Code.

SEC. 41. The Legislature finds and declares that transparency in the activities of local governments is a matter of statewide concern and not merely a municipal affair, as that term is used in Section 5 of Article XI of the California Constitution. Therefore, this act shall apply to charter cities, charter counties, and charter cities and counties