

CRESCENTA VALLEY WATER DISTRICT CODE OF CONDUCT FOR BOARD OF DIRECTORS

1. Introduction

It is the responsibility of the Board of Directors (Board) of the Crescenta Valley Water District (District) to ensure that the District is well managed and responds to the needs and interests of its constituents, to comply with the law, and use its powers and privileges honorably and fairly in accordance with the law, to safeguard those assets of the District, to employ and appoint such officers and employees as may be required to carry out the public service of the District, and to establish the policies and objectives of the District. The members of the Board are committed to carrying out their duties with unquestionable integrity and respect, emphasizing the highest values and ethical behavior in public service, leadership, and decision-making.

This Code of Conduct serves to provide guidance to District officials in order to prevent conflicts of interest in public office, improve standards of public service, and promote and strengthen the faith and confidence of the residents of the District in their governing body.

2. Purpose

This Code of Conduct serves as a guide for Board members in the performance of their duties and its purpose is to:

- a. Describe the standards of behavior expected of a District elected official
- b. Promote and maintain an environment that fosters the public's trust and confidence in the District
- c. Provide an ongoing source of guidance to District elected officials in their day-to-day service as members of the Board; and
- d. Establish complaint handling procedures for any alleged violations

3. Vision

The vision of the District is to secure sustainable water supplies and ensure infrastructure reliability, while furthering the District's commitment to accountability, transparency, and cost effectiveness. The mission of the District is to provide quality water and wastewater services to the Crescenta Valley community in a dependable and economically responsible manner. The Board follows the guiding principles of commitment, partnership, and transparency to achieve the District's vision and mission.

4. Board Member Responsibilities

Board members recognize that their professional and personal conduct while exercising their office must be above reproach and that they should avoid even the appearance of impropriety. The following commitments serve as a guide for Board members as to how they should conduct themselves while representing the District.

a. Ethical Responsibility

- i. Board members shall abide by and defend all applicable laws and policies, especially the political campaign, lobbying, and conflict of interest laws enforced by the Fair Political Practice Commission (FPPC), and state laws.
- ii. In order to ensure their independence and impartiality on behalf of the common good and compliance with conflict of interest laws, Board members should use their best efforts to refrain from creating an appearance of impropriety in their actions and decisions.
- iii. Board members should not use their official positions to influence government decisions in which they have (a) a material financial interest, (b) an organizational responsibility or personal relationship which may give the appearance of a conflict of interest, or (c) a strong personal bias. Board members who have a potential conflict of interest regarding a particular decision should disclose the matter to the General Counsel and reasonably cooperate with the General Counsel to analyze the potential conflict. If advised by the General Counsel to seek advice from the FPPC or other appropriate state agency, a Board member should not participate in a decision unless and until he or she has requested and received advice allowing them to participate. Board members should diligently pursue obtaining such advice and shall provide the General Manager and General Counsel with a copy of any written request or advice, and conform his or her participation to the advice given.
- iv. Board members should not use District resources that are not available to the public in general (e.g., staff time, equipment, supplies, or facilities) for private gain or for personal purposes not otherwise authorized by law.
- v. Board members will attend all state-mandated trainings and timely provide proof of participation in such trainings to the District.

b. Ethics Training

- i. Board members are required to complete two (2) hours of state-mandated ethics training for local agency officials within one (1) year of taking office. Thereafter, training is required every two (2) years to meet the specific requirements of Assembly Bill 1234.
- ii. The District shall inform the Directors annually of ethics training opportunities. Group study or self-study ethics curricula developed by the

District must be approved by the Fair Political Practices Commission and the Attorney General and may include local ethics policies.

- iii. All providers of ethics training courses shall provide the Directors with proof of participation forms, indicating the date of the training and the entity that provided the training. The District shall maintain these records for five (5) years.

5. Meeting Decorum

- a. All meetings of the Board and its standing committees shall be held in conformance with the provisions of the Ralph M. Brown Act, Government Code Section 54950 et seq.
- b. Board members should perform their duties in accordance with the processes and rules of order established by the District and cooperate with the Board President in the orderly conducting of public meetings.
- c. Board members should diligently prepare for meetings by understanding the background, purpose, and arguments for and against items of business before a meeting.
- d. Board members should endeavor to state their views concisely and clearly during meetings of the Board and refrain from discussing items not on the agenda.
- e. Board members should reflect professional standards in attire and conduct in public meetings, conferences, and events when representing the District.
- f. Board members should always be respectful of each other and District staff and refrain from comments and actions that are unprofessional, hostile, offensive, or disruptive.

6. Conflicts of Interest

- a. A Director shall not make, participate in making or in any way attempt to use his/her official position to influence a District decision in which he/she has a financial interest.
- b. A Director shall disclose to the Board, at a public meeting, all affiliations to businesses, institutions, or organizations that participate in any District programs. A Director shall not make, participate in making, or use his/her official position to influence any District decision directly relating to any contract where the Board member knows or has reason to know that any party to the contract is a person or entity with whom the Board member, or any member of his/her immediate family, has engaged in any business transaction or transactions on terms not available to the public.

- c. A conflict of interest can exist anytime a Director's position or decisions provide a financial benefit or improper advantage. Directors will comply with the Political Reform Act, Government Code section 1090, et seq., and all other applicable statutes and regulations.
- d. A Director shall not, directly or indirectly, induce or attempt to induce any District employee to do any of the following:
 - i. To participate in an election campaign, contribute to a candidate or political committee, or engage in any other political activity relating to a particular party, candidate or issues; or
 - ii. To refrain from engaging in any lawful political activity.
- e. A former Director shall not represent any person, group, or entity other than himself or herself or his/her spouse or minor children for a period of one year after the termination of his or her official duties as follows:
 - i. Before the Board; or
 - ii. Before the District employees having responsibility for making recommendations to, or taking any action on behalf of the District.

7. Enforcement

- a. This Code of Conduct Policy establishes guiding principles for appropriate conduct and behavior and sets forth the expectations of Board members. The purpose of this section is to establish a process and procedure that: (1) allows the public, members of the Board, and employees to report Code of Conduct policy violations or other misconduct; and (2) provides guidelines to evaluate Code of Conduct policy violations or other misconduct and implement appropriate disciplinary action when necessary. The following sections outline the process for reporting violations of this Code of Conduct Policy or other misconduct by members of the Board.
- b. Reporting Complaints: Any complaints made by members of the public to the General Manager or District staff should be reported to the Board President and General Counsel. Any complaints made by one Board member against another should be reported to the General Manager and General Counsel. Any complaints by employees should be made to the General Manager, who will in turn direct them to the Board President and General Counsel. In the event a complaint involves the Board President, the Vice President shall be informed instead of the Board President.

- c. Evaluation of Complaints Alleging Violations: Upon receipt of a complaint, General Counsel shall conduct an initial review and determine the merits of the complaint and shall present the results of the review to the Board President (or Vice President if involving the Board President) for consideration.
- d. Minor Violations: If the reported violation is found to be without substance, no further action will be taken. If the reported violation is deemed valid but minor in nature, the Board President or General Counsel shall advise the Board member privately in addressing the matter.
- e. Serious Violations: If the reported violation is considered to be serious in nature, the matter shall be referred to Board for consideration of disciplinary action.

8. Disciplinary Action

- a. Disciplinary action may be taken by the Board against any Board member who violates this Policy. In taking such disciplinary action, the Board may consider the following factors:
 - i. nature of the violation;
 - ii. prior violations by the same individual; and
 - iii. other factors which bear upon the seriousness of the violation.
- b. The Board may, at its discretion, impose one or more of the following sanctions upon a Board member for violating the Code of Conduct:
 - i. Public Admonishment: A warning directed to the Board member for behavior that violates this Policy.
 - ii. Revocation of Special Privileges: A revocation of a Board member's committee assignments, including standing and ad hoc committees, regional boards and commissions, and community boards or committee appointments. Other revocations may include temporary suspension of official travel, conference participation, and ceremonial titles.
 - iii. Censure: A formal resolution by the Board officially reprimanding a Board member for the behavior that violates this Policy.

Crescenta Valley Water District is committed to upholding the highest ethical standards in all our business and professional operations and relationships. While the personal values of each Board member may vary, it is necessary that all Directors align and support the District's approved Mission Statement, Vision, and Values that have been implemented, as the basis for organizational decisions.

As a member of the Crescenta Valley Water District Board, I have read the District's Code of Conduct and understand the expectations placed on me as a representative of the District. By signing this Code, I pledge my commitment to uphold a standard set forth herein.

Date

Print Name

Signature