

3.14.5 Travel Advance

A travel advance, equal to the estimated expenditures chargeable to the District, may be made upon a written detailed estimate of the amount needed, submitted to and approved by the general manager.

3.14.6 District Expenditures for the Convenience of Others

On occasion, the District may incur an expense or a charge in connection with District business, for the convenience of persons other than District personnel. Such expenditures or charges are made with the understanding that the District shall be credited against reimbursable expenses, or reimbursed directly as a balance owing the District on the Expense Report.

3.14.7 Expense Forms

Board members shall submit an Expense Report of all expenses incurred by them while acting in the interest of the District, to which will be attached to the associated vouchers and/or receipts. Each expenditure item shall include a detailed description of the function and the nature of the District business conducted. The statement shall also indicate the travel advance, if any, credits for expenses apportioned to personal needs, services, or expenses incurred for the convenience of others, and the net amount due or to be refunded to the District. Balances owing the District shall be paid on submission of the Expense Report.

SECTION 3.15 ETHICS TRAINING POLICY

Effective January 1, 2006, Assembly Bill 1234 imposes ethics training, and compensation and reimbursement requirements on cities, counties and special districts. For officials currently serving a local agency, AB 1234 requires no less than two (2) hours of ethics training in general ethics principles and ethics laws to be completed no later than January 1, 2007. Officials who begin their term on or after January 1, 2006 will be required to fulfill two (2) hours of ethics training within one (1) year of taking office. Thereafter, officials are required to complete two (2) hours of ethics training every two (2) years. Officials whose terms end before January 1, 2007 are exempted from the ethics training requirements.

On March 9, 2006, the Board of Directors adopted the following policy which implements the Ethics Training portion of AB 1234.

3.15.1 Policy

Members of the Board of Directors, and employees who are designated by the Board of Directors, shall receive at least two (2) hours of ethics training every two (2) years, pursuant to the provisions of Government Code Section 53234, et seq.

Ethics training shall be provided by an agency, an association of local agencies, or other entity, in accordance with criteria approved by the Fair Political Practices Commission and the Attorney General.

The District Secretary shall provide members of the Board of Directors and the designated employees, information on the training available to meet these requirements.

Each director and designated employee who commences service with the District after January 1, 2006, shall receive the required training, one (1) year from the first date of service with the District. Thereafter, said directors and designated employees shall receive training, at least once every two (2) years.

Directors who serve a local agency other than the District are only required to satisfy the requirements of this Policy once every two (2) years; regardless of the number of agencies they serve.

All directors and designated employees shall provide a certificate to the District Secretary, indicating that dates upon which they attended ethics training sessions, to satisfy requirements. Said certificate shall also include the entity which provided the training. The District Secretary shall maintain the records, indicating the dates that each of the Members of the Board of Directors, and designated employees, satisfied their requirements, and the entity which provided the training. These records shall be maintained for at least five (5) years after the training, and are subject to disclosure under the Public Records Act.

The employees who are designated by the Board to receive ethics training in accordance with this Policy are the employees holding the following positions:

- Accounting Manager
- Accounting Supervisor
- Administrative Assistant, Sr. Engineering
- Administrative Services Supervisor
- AMR Systems Specialist
- Assistant General Manager
- Associate Engineer
- Budget Debt Administrator
- Chief Engineer

Chief Financial Officer/Treasurer
Conservation/Water Use Efficiency Analyst
Construction Contracts Manager
Construction Inspection Supervisor
Controller
Cross Connection Control Technician – II/Specialist
Customer Service Supervisor
Director of Operations and Maintenance
District Secretary
Electrical Services Supervisor
Engineering Manager - Design
Engineering Manager - Planning
Engineering Services Supervisor
Engineering Technician
ERP Business Analyst
Field Services Manager - Construction
Field Services Manager – Facilities
Finance Administrator
General Manager
Human Resources Analyst
Human Resources Manager
Information Technology/Customer Service Manager
Mechanic, Senior
Meter Reading Services Foreman
Operations Project Manager
Principal Engineer
Public Information Officer

Purchasing Agent

Safety/Risk Officer

Wastewater Maintenance Supervisor

Wastewater System Supervisor

Water Operations Manager

Water Quality Supervisor

Water Reclamation Manager

Water Resources Planner

Water System Supervisor