



AGENDA

ETHICS COMMITTEE and SPECIAL MEETING OF THE BOARD OF DIRECTORS

**WEST BASIN MUNICIPAL WATER DISTRICT
December 3, 2018 – 12:00 PM**

**West Basin Municipal Water District
17140 S. Avalon Blvd.
Carson, CA 90746**

Donald Dear, Chair | Gloria Gray, Member | Scott Houston, Alternate

* The Ethics Committee meeting is noticed as a joint committee meeting with the Board of Directors for the purpose of compliance with the Brown Act. Members of the Board, who are not assigned to the Ethics Committee, may attend and participate as members of the Board, whether or not a quorum of the Board is present. In order to preserve the function of the Committee as advisory to the Board, members of the Board who are not assigned to the Ethics Committee will not vote on matters before the Committee.

1. **CALL TO ORDER**
2. **DETERMINATION OF QUORUM**
3. **PUBLIC COMMENT**
4. **PRESENTATIONS**
5. **ACTION CALENDAR**
6. **INFORMATION CALENDAR**
 - A. Pursuit of District Transparency Certificate of Excellence
7. **CLOSED SESSION**
8. **DIRECTORS COMMENTS/FUTURE AGENDA ITEMS**
9. **ADJOURNMENT**
10. **NEXT SCHEDULED MEETING** The next Regular meeting is scheduled to be held on March 4, 2019.

NOTE: At the discretion of the Board, all items appearing on this agenda, whether or not expressly listed for action, may be deliberated and may be subject to action by the Board.

Notice of this agenda and materials may be found at the District's Office located at 17140 S Avalon Boulevard, Carson, California and on the District's website at www.westbasin.org. For further information or questions, please contact the Board Secretary at (310) 660-6229. Disability-related aids, language translation or other services are available to enable persons with a disability to participate in this meeting, consistent with the federal Americans with Disabilities Act of 1990 and can be provided by the Board Secretary upon request. Should you require special

accommodations to participate in the meeting due to a disability, please contact the Board Secretary at least 72 hours in advance of the meeting at (310) 660-6229.



AGENDA NO. 6.A

**ETHICS COMMITTEE
December 3, 2018**

INFORMATION

Pursuit of District Transparency Certificate of Excellence

Summary:

The Special District Leadership Foundation (SDLF) is an independent, non-profit organization formed to promote good governance and best practices among California's special districts through certification, accreditation and other recognition programs. The SDLF and its activities are supported by the California Special Districts Association and the Special District Risk Management Authority.

One of SDLF's recognition programs is the District's Transparency Certificate of Excellence. This program was created in an effort to promote transparency in the operations and governance of special districts to the public and to provide special districts with an opportunity to showcase their efforts in transparency. The recognition program began in 2013. West Basin Municipal Water District (West Basin) has not previously applied for this acknowledgement.

Staff has begun to review the requirements in the three main subject areas of

- Basic Transparency Requirements

This section identifies criteria a number of mandatory submission covering ethics training, specific district policies, and disclosure of financial information including audits, submission of Form 700, and annual disclosure of reimbursements.

- Website Requirements

This section includes criteria for West Basin to have certain information online including Board and key staff information, election procedures, Board meeting schedule, and other financial information including the District's budgets and financial statements. The criteria also require West Basin link to certain outside websites that also provide information about the District's financial information and compensation.

- Outreach/Best Practice Requirements

This section requires that West Basin demonstrates its practice to communicate with the public or complete appropriate salary benchmarking.

A complete listing of the requirements is shown in the attached application.

Staff has identified the West Basin has already completed a number of criteria under basic transparency, website requirements, and outreach and best practices in the daily work that we

do; however, staff anticipates submitting in early 2019 after a number of current reports are anticipated to be completed.

Benefit to West Basin:

This program was created in an effort to promote transparency in the operations and governance of special districts to the public and to provide special districts with an opportunity to showcase their efforts in transparency.

1. The certificate covers all general, website, and outreach best practices and requirements regarding transparency for special districts.
2. Earning the certificate is a tangible acknowledgement of your transparency efforts.
3. Demonstrate to your constituents and other stakeholders your district's commitment to being open and accessible to them.
4. Earning the certificate demonstrates a commitment to engaging the public and creating greater awareness of your district's activities.

Strategic Business Plan Implementation:

Goal 3: Customer Service – West Basin is committed to providing value by understanding and meeting the needs of our customers and the communities we serve.

Goal 4: Sound Financial & Resources Management – West Basin is committed to efficient business operations, financial planning and asset management.

Fiscal Impact:

There are no fees for this certificate and districts will be recognized for two full years.

Environmental Compliance:

Not applicable.

Committee History:

This item will be reviewed by the Ethics Committee on December 3, 2018.

Recommendation:

This item is for information only.

List of Attachments

2018_SDLF_PROGRAM_APP_TRANS_WEB

Prepared by: Margaret Moggia, Executive Manager of Finance
Submitted by: Margaret Moggia, Executive Manager of Finance
Reviewed by: Patrick Sheilds, General Manager



SHOWCASE YOUR DISTRICT'S COMMITMENT TO TRANSPARENCY

District Transparency Certificate of Excellence

Purpose

To promote transparency in the operations and governance of special districts to the public/constituents and provide special districts with an opportunity to showcase their efforts in transparency.

Duration

2 Years

Application Cost

FREE

District Receives

- Certificate for display (covering 2 years)
- Press release template
- Recognition on the SDLF website
- Letter to legislators within the district's boundaries announcing the achievement
- Recognition in social media, letter to the editor of local media outlet, and the CSDA eNews
- Window cling

Basic Requirements

Current Ethics Training for All Board Members *(Government Code Section 53235)*

- Provide names of board members and copies of training certificates along with date completed

Compliance with the Ralph M. Brown Act *(Government Code Section 54950 et. al)*

- Provide copy of current policy related to Brown Act compliance
- Provide copy of a current meeting agenda (including opportunity for public comment)

Adoption of Policy Related to Handling Public Records Act Requests

- Provide copy of current policy

Adoption of Reimbursement Policy, If District Provides Any Reimbursement of Actual and Necessary Expenses

(Government Code Section 53232.2 (b))

- Provide copy of current policy

Annual disclosure of board member or employee reimbursements for individual charges over \$100 for services or products. This information is to be made available for public inspection. "Individual charge" includes, but is not limited to: one meal, lodging for one day, or transportation. *(Government Code Section 53065.5)*

- Provide copy of the most recent document and how it is accessible.

Timely Filing of State Controller's Special Districts Financial Transactions Report -

Includes Compensation Disclosure. *(Government Code Section 53891)*

- Provide copy of most recent filing.

SDLF staff will verify that district is not listed on the State Controller's 'non-compliance list'

Conduct Audits As Required By Law *(Government Code Section 26909 and 12410.6)*

- Provide copy of most recent audit, management letter, and a description of how/where documents were made available to the public

Other Policies – Have Current Policies Addressing the Following Areas

Provide copies of each:

- Conflict of Interest
- Provide copies of Form 700 cover sheet for board members and general manager
- Code of Ethics/Values/Norms or Board Conduct
- Financial Reserves Policy

DISTRICT OF TRANSPARENCY CERTIFICATE OF EXCELLENCE APPLICATION

Website Requirements

Maintain a district website with the following items Required. (provide direct website links for each item) - Required items available to the public:

- Names of board members and their full terms of office to include start and end date
- Name of general manager and key staff along with contact information
- Election/appointment procedure and deadlines
- Board meeting schedule
(Regular meeting agendas must be posted 72 hours in advance pursuant to *Government Code Section 54954.2 (a)(1)* and *Government Code Section 54956 (a)*)
- District's mission statement
- Description of district's services/functions and service area
- Authorizing statute/Enabling Act (Principle Act or Special Act)
- Current District budget
- Most recent financial audit
- Archive of Board meeting minutes for at least the last 6 months
- Link to State Controller's webpages for district's reported board member and staff compensation (*Government Code Section 53908*)
- Link to State Controller's webpages for district's reported Financial Transaction Report (*Government Code Section 53891 (a)*)
- Reimbursement and Compensation Policy
- Home page link to agendas/board packets (*Government Code Section 54957.5*)
- SB 272 compliance-enterprise catalogs (*Government Code Section 6270.5*)

Additional items – website also must include at least 4 of the following items:

- Post board member ethics training certificates
- Picture, biography and e-mail address of board members
- Last (3) years of audits
- Financial Reserves Policy
- Online/downloadable public records act request form
- Audio or video recordings of board meetings
- Map of district boundaries/service area
- Link to California Special Districts Association mapping program
- Most recent Municipal Service Review (MSR) and Sphere of Influence (SOI) studies (full document or link to document on another site)
- Link to www.districtsmakethedifference.org site or a general description of what a special district is
- Link most recently filed to FPPC forms
- Machine readable/searchable agendas (*required in 2019*)

Outreach/Best Practices Requirements - (Must complete at least 2 of the following items)

Regular district newsletter or communication (printed and/or electronic) that keeps the public, constituents and elected officials up-to-date on district activities (at least twice annually)

- Provide copy of most recent communication and short description on the frequency of the communication, how it's distributed and to whom.

Community notification through press release to local media outlet announcing upcoming filing deadline for election or Appointment and process for seeking a position on the district board, prior to that election (or prior to the most recent deadline For consideration of new appointments for those districts with board members appointed to fixed-terms).

- Provide copy of the press release (and the printed article if available)

Complete salary comparison/benchmarking for district staff positions using a reputable salary survey (at least every 5 years)

- Provide brief description of the survey and process used as well as the general results

Special Community Engagement Project

Designed and completed a special project promoting community engagement with the district (potential projects may be broad in nature or focus on specific issues such as rate-setting, recycled water, identifying community needs, etc.)

- Submit an overview of the community engagement project reviewing the process undertaken and results achieved

Hold annual informational public budget hearings that engage the public (outreach, workshops, etc.) Prior to adopting the budget

- Provide copy of most recent public budget hearing notice and agenda.

Community Transparency Review

The district would be required to obtain a completed overview checklist from at least 2 of the following individuals (the district may choose to conduct the overview with these individuals simultaneously or separately):

- Chair of the County Civil Grand Jury
- Editor of a reputable local print newspaper (only one may count toward requirement)
- LAFCO Executive Officer
- County Auditor-Controller
- Local Legislator (only one may count toward requirement)
- Executive Director or President of local Chamber of Commerce
- General Manager of a peer agency (special district, city, county, neighborhood association, community organization or county administrative officer)

- Provide proof of completion signed by individuals completing Community Transparency Review


DISTRICT OF TRANSPARENCY CERTIFICATE OF EXCELLENCE APPLICATION


SHOWCASE YOUR DISTRICT'S COMMITMENT TO TRANSPARENCY

District Transparency Certificate of Excellence

Submit Application

Submit this application along with all required documentation to:

Special District Leadership Foundation
 1112 I Street, Suite 200
 Sacramento, CA 95814
 Phone: 916-231-2909 • Fax: 916-442-7889

Electronic filing is preferable.

Contact SDLF for instructions.

District:		
Mailing Address:		
City:	State:	Zip:
Contact Name:		
Contact Title:		
Phone:	Fax:	
Email:	Website:	
Assembly Member(s)*:		
Senator*:		
Local Newspaper(s):		
I certify that the information submitted is accurate and complete to the best of my knowledge.	Signature:	

**include all state legislators representing the district's area of operation*

Attachment: 2018_SDLF_Program_App_Trans_WEB (SDLF Transparency Award)