

# WEST BASIN MUNICIPAL WATER DISTRICT

## Disposition Table

This West Basin Municipal Water District Administrative Code was adopted on January 20, 2016, by Resolution No. 1-16-1024. This Code replaces an earlier Administrative Code. This Code may be revised by Resolution. Revisions to the Administrative Code will be indicated by an endnote in the Administrative Code and listed on this Disposition Table.

<u>Adopted</u>	<u>Res. No.</u>	<u>Section</u>	<u>Description</u>
01/20/16	1-16-1024	Entire Code	Adopted Administrative Code
02/22/16	2-16-1027	§ 4-1.301	Added paragraph (f)(1) to Small and Community Banks Policy
		§ 4-1.403	Made grammar changes to Designated Funds
		§ 4-1.404	Made grammar changes to Types of Funds
		§ 4-1.406	Made grammar changes to Description off Funds and added language to Standby Charge Defeasance Fund
		§ 4-1.407	Made grammar changes to Objectives under Designated Funds with
		§ 4-1.502	Deleted paragraph three re changes in capital markets and swap transactions authorization
		§ 4-1.504	Made grammar changes to Conformance with Dodd-Frank
		§ 4-1.505	Made grammar changes to Evaluation of Proposed Transactions
		§ 4-1.506	Amended ratings under Qualified Swap Counterparties
		§ 4-1.507	Made grammar changes to Counterparty Termination Exposure
		§ 4-1.509	Made grammar changes to Term and Notional Amount of Swap Agreement
		§ 4-1.512	Made grammar changes Amendment or Assignment of Swap Transaction or Swap Agreement
		§ 4-1.601	Made grammar changes to Purpose of Debt Management Policy
		§ 4-1.605	Fixed typo
		§ 4-1.606	Fixed formatting
		§ 4-1.607	Made grammar change to Debt Structure Considerations
		§ 4-1.613	Fixed typo

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03/29/16	3-16-1029	§ 2-1.306	Code of Conduct – changes made as follows:
		§ 2-1.306(s)(1)	Added and defined “approved meetings.”
		§2-1.306(s)(4)	Added that parades, festivals, holiday events, retirement dinners, “not preapproved by the Board” are non-compensable meetings
		§2-1.306(u)	Changed “Non-District Sponsored Events” to “Community Outreach Events.”
		§2-1.306 Exhibit 1	Made additions to the “West Basin Approved Per Diem Code of Conduct Meetings”
06/27/16	6-16-1040	§ 4-1.301	Amended Small and Community Bank Investment Program Policy
07/25/16	7-16-1042	§ 1-1.101	Made grammatical corrections regarding Title
		§ 1-1.103	Amended regarding Maintenance of Code
		§ 1-2.102	Amended regarding Reference to Code, Ordinances or Resolutions
		§ 1-2.105	Amended regarding Definitions
		§ 2-1.102	Amended regarding Appointments
		§ 2-1.103	Amended regarding Oath of Office
		§ 2-1.303	Amended regarding Duties and Role of Board Officer
		§ 2-1.305	Amended regarding Compensation
		§ 2-1.401	Amended regarding Meetings and Minutes (General)
		§ 2-1.402	Amended regarding Regular and Special Meetings
		§ 2-1.403	Amended regarding Record of Proceedings
		§ 2-1.404	Amended regarding Rules of Conduct
		§ 2-1.405	Amended regarding Agenda
§ 2-1.406	Amended regarding Closed Sessions		
08/22/16	8-16-1046	§ 5-1.102	Amended regarding Definition of Terms (Procurement Policy)
		§ 5-1.103	Amended regarding Procurement Solicitation Process
		§ 5-1.104	Amended regarding Procurement Authority of Goods and Services

<b><u>Adopted</u></b>	<b><u>Res. No.</u></b>	<b><u>Section</u></b>	<b><u>Description</u></b>
		§ 5-1.105	Amended regarding Procurement Emergency Purchases and Services
		§ 5-1.107	Added regarding Single Source Procurement Over Threshold
		§ 5-1.108	Renumbered from 5-1.107 regarding Contract Time Extensions
		§ 5-1.109	Renumbered from 5-1.108 regarding Policy Compliance
		§ 5-1.110	Renumbered from 5-1.109 regarding Exceptions to This Policy
08/22/16	08-16-1048	Article 9 of Chapter 1 of Part 4	Article 9. Disclosure Procedures added to Chapter 1 of Part 4. Financial Matters
09/30/16	9-16-1049	§ 5-4.102	Amended regarding Procedure for Disposal of Surplus Property
09/30/16	9-16-1050	§ 2-1.306	Amended Code of Conduct
		§ 2-1.306 (o)(3)(iii)	Rental Vehicles
		§ 2-1.306 (u)(4)(iii)	Limitations regarding Community Outreach Events
		§ 2-1.306(q)	Reimbursement of Expenses – Procedure (first paragraph only)
11/28/16	11-16-1053	Article 1, of Ch. 1, of Part 4.	Amended Article 1. General of Chapter 1. Administrative Matters of Part 4. Financial Matters
02/27/17	2-17-1057	§ 4-1.501	Amending Swap Policy
		§ 4-1.507	Amending Counterparty Termination Exposure
		§ 4-1.514	Amending Definitions
02/27/17	2-17-1058	§ 4-1.601	Amending Purpose of Debt Management Policy
		§ 4-1.602	Amending Goals and Objectives
		§ 4-1.604	Amending Long-Range Financial Plan
		§ 4-1.605	Amending Debt Financing
		§ 4-1.606	Amending Debt Refinancing

<b><u>Adopted</u></b>	<b><u>Res. No.</u></b>	<b><u>Section</u></b>	<b><u>Description</u></b>
		§ 4-1.607	Amending Debt Structure Considerations
		§ 4-1.609	Amending Investment of Proceeds
		§ 4-1.614	Amending Reporting Requirements
		§ 4-1.615	Amending Definitions
		§ 4-1.616	Adding SB 1029 Compliance
02/27/17	2-17-1059	§ 4-1.802	Amending Background (Standby Charge Policy)
		§ 4-1.805	Amending Definitions
		§ 4-1.806	Amending Annual Review of the Standby Charge
		§ 4-1.807	Amending Consideration of Standby Charge Continuation
		§ 4-1.808	Amending Annual Reporting Requirement
02/27/17	2-17-1060	§ 5-1.103(e)	Amending Prequalification of Bidders
		§ 5-1.103(f)	Adding Exceptions to Competitive Solicitation Requirements
03/20/17	3-17-1063	Part 7	Amended Records Management
03/30/17	3-17-1065	§ 4-1.209	Amended Authorized and Suitable Investments
		§ 4-1.222	Amended Definitions
03/30/17	3-17-1066	§ 2-1.404	Amended Rules of Conduct
10/23/17	10-17-1075	§ 4-1.301	Amending Small & Community Bank Invest. Program Policy
10/23/17	10-17-1076	§ 5-5.101	Addition of Chapter 5. Acquisition of Real Property Interests
11/27/17	11-27-1077	§ 2-1.306(n)	Amend Code of Conduct -Travel Authorization
11/27/17	11-17-1078	§ 4-1.301	Amend Small & Community Bank Invest. Program Policy
02/26/18	2-18-1079	§ 4-3.101	Amend Conflict of Interest: Disclosure Code
02/26/18	02-18-1080	§ 4-1.206	Amend Investment Procedures
		§ 4-1.209	Amend Authorized and Suitable Investments

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		§ 4-1.212	Amend Safekeeping and Custody
		§ 4-1.213	Amend Diversification
		§ 4-1.214	Amend Maximum Maturities
		§ 4-1.215	Amend Investment Transactions
		§ 4-1.216	Amend Exchange of Securities
		§ 4-1.217	Amend Internal Control
		§ 4-1.218	Amend Performance Standards
		§ 4-1.219	Amend Reporting
		§ 4-1.220	Amend Investment Policy Adoption
		§ 4-1.221	Amend Definitions
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02/26/18	02-18-1081	§4-1.601	Amend Purpose
		§4-1.602	Amend Goals and Objectives
		§4-1.604	Amend Long-Range Financial Plan
		§4-1.605	Amend Debt Financing
		§4-1.606	Amend Debt Refinancing
		§4-1.607	Amend Debt Structure Considerations
		§4-1.609	Amend Investment of Proceeds
		§4-1.614	Amend Reporting Requirements
		§4-1.615	Amend Definitions
		§4-1.616	Amend SB 1029 Compliance
		§4-1.617	Add Compliance with CDIAC Regulations
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02/26/18	01-18-1082	§5-2.101	Amend Policy
		§5-2.102	Amend Definition of Terms
		§5-2.103	Add Vendor Registration and Certification
		§5-2.104	Amend and Renumbered "Goods" section.
		§5-2.105	Amend and Renumbered "Professional Services" section
		§5-2.106	Amend and Renumbered "Non-Professional Services" section
		§5-2.107	Amend and Renumbered "Public Works Construction" section

<b><u>Adopted</u></b>	<b><u>Res. No.</u></b>	<b><u>Section</u></b>	<b><u>Description</u></b>
		§5-2.108	Add "Sheltered Bidding" section
		§5-2.109	Add "SBE and LBE Participation Requirements" section
		§5-2.110	Add "Utilization of Small Business Enterprises and Local Business Enterprise" section
		§5-2.111	Add "Contract Amendments" section
		§5-2.112	Add "Contract Compliance" section
		§5-2.113	Add "Periodic Review" section
03/29/18	03-18-1083	§5-6.101- §5-6.112	Add Chapter 6 – Facilities Use Policy to Part 5 - Property
04/23/18	4-18-1088	§4-1.805	Amend Definitions
		§4-1.806	Amend Annual Review of Standby Charge
		§4-1.807	Amend Consideration of Standby Charge Continuation
06/25/18	6-18-1090	§5-1.103(g)	Subsection "Rejection of all Bids and Proposals" added
06/25/18	6-18-1091	§6-1.101	Amend General
		§6-2.101	Amend and rename section
		§6-2.102	Amend and rename section
		§6-2.103	Amend and rename section
		§6-2.104 – §6-2.110	Sections added to Chapter 2. CEQA
05/29/19	5-19-1100	§2-1.306(a)	Amend Ethics Committee meeting schedule
01/27/20	01-20-1107	§4-1.502 and 4-1.511	Amend Swap Policy
01/27/20	01-20-1108	§4-1.209 and 4-1.221	Amend Investment Policy
04/27/20	04-20-1110	§2-1.306 and 2-1.306(u)	Amend Per Diem Meetings and Outreach Programs
07/27/20	07-20-1115	§5-1.101- §5-1.110	Amend Procurement Policy

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07/27/20	07-20-1116	§2-1.306 Exhibit 1	Amend Per Diem Meetings
09/28/20	09-20-1118	§5-2.101- 4-2.113	Amend Small and Local Business Enterprise Program
10/26/20	10-20-1119	§2-1.306	Amend Code of Conduct
11/23/20	11-20-1120	§3-1.102- 3-8.107	Amend Human Resources
01/25/21	01-21-1121	§4-1.209	Amend Authorized and Suitable Investments adding subsection (e)
		§4-1.209	Amend Authorized and Suitable Investments subsection (e)
		§4-1.209	Amend Authorized and Suitable Investments adding subsection (n)
		§4-1.210	Amend Prohibited Investments
		§4-1.301	Amend Policy
		§4-1.901- 4-1.907	Amend Disclosure Procedures
03/22/21	03-21-1122	§4-1.701- 4-1.712	Replace Part 4 Chapter 1 Article 7 Capitalization Policy
03/22/21	03-21-1123	§3-4.216	Amend Tuition Reimbursement and Professional Reimbursements Policy
12/22/21	12-21-1145	§4-1.201- 4-1.221	Replace Part 4, Chapter 1 Article 2 Investment Policy
12/22/21	12-21-1146	§4-1.301	Replace Part 4, Chapter 1, Article 3 Small and Community Bank Investment Program
12/22/21	12-21-1147	§4-1.501- 4-1.515	Replace Part 4, Chapter 1, Article 5 Swap Policy
12/22/21	12-21-1148	§4-1.601 4-1.618	Replace Part 4, Chapter 1, Article 6 Debt Management Policy

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01/23/23	01-23-1183	§4-1.301	Replace Part 4 Chapter 1, Article 3 Small and Community Bank Investment Program
01/23/23	01-23-1185	§4-1.201-4-1.221	Replace Part 4, Chapter 1, Article 2 Investment Policy
01/23/23	01-23-1186	§4-1.901-4-1.907	Replace Part 4, Chapter 1, Article 9, Section 4-1 Disclosure Procedures Policy
02/27/23	02-23-1190	§4-1.501-4-1.515	Rescind and delete Part 4, Chapter 1, Article 5 Swap Policy
11/27/23	10-23-1198	§2-1.306(n)	Amend Travel Authorization
		§2-1.306(o)	Amend Authorized Expenses
		§2-1.306 Exhibit 1	Amend Per Diem Meetings
12/20/23	10-23-1199	§3-8.102(g)	Amend Travel Time
		§3-8.102(h)	Amend Income Tax Implications
		§3-8.102(i)	Amend Policy Compliance
		§3-8.105(c)	Amend Business Meals
01/22/24	01-24-1200	§4-1.201-4-1.222	Replace Part 4, Chapter 1, Article 2 Investment Policy
01/22/24	01-24-1201	§4-1.601-4-1.618	Replace Part 4, Chapter 1, Article 6 Debt Management Policy
01/22/24	01-24-1202	§3-4.401	Amend Vacation Leave
		§3-4.403	Amend District Holidays
		§3-4.404	Amend Sick Leave
		§3-4.405	Amend Paid Sick Leave Law – Regular/Part-time Employees
		§3-4.406	Add “Paid Sick Leave Law – Season/Temporary Employees” section
		§3-4.412	Add “Reproductive Loss Event” section
05/29/24	05-24-1204	§3-4.105(a)	Amend Standby Pay/On Call
		§3-4.105(b)	Amend Call Back Pay

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07/22/24	05-24-1208	§5-1.101	Amend and rename Article 1 General Procurement Policy
		§5-1.201- 5-1.202	Add "Article 2. Conflict of Interest Policy Covering Design-Build Projects" section
10/28/24	10-24-1215	§2-1.306(a)(1)	Amend Ethics Committee meeting schedule
10/28/24	10-24-1216	§2-1.306 Exhibit 1	Amend list of approved per diem meetings
11/25/24	11-24-1217	§5-1.101- 5-1.202	Amend Procurement Policy
12/18/24	12-24-1219	§3-4.405	Amend Paid Sick Leave Law – Regular/Part-Time Employees
08/25/25	08-25-1226	§7-1.101- 7-1.303	Amended Records Management Policy