LONE STAR GROUNDWATER CONSERVATION DISTRICT

Resolution No. 17-001

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE LONE STAR GROUNDWATER CONSERVATION DISTRICT REVIEWING AND ADOPTING AMENDMENTS TO THE DISTRICT CODE OF ETHICS, TRAVEL, PROFESSIONAL SERVICES, AND MANAGEMENT POLICIES

WHEREAS, the Lone Star Groundwater Conservation District (the "District") was created by the Legislature of the State of Texas by the Act of May 17, 2001, 77th Leg., R.S., ch. 1321, 2001 Tex. Gen. Laws 3246, as amended (the "Enabling Act"), as a groundwater conservation district operating under Chapter 36, Texas Water Code, and the Enabling Act; and

WHEREAS, § 36.056 and § 36.057 of the Texas Water Code, proved for the employment of a general manager and persons necessary for the proper handling of the business operations of the District.

WHEREAS, § 36.061 of the Texas Water Code requires the development and adoption of policies regarding code of ethics for district directors, officers, employees, and persons who are engaged in handling investments for the district, travel expenditures, procedures for selection, monitoring, or review and evaluation of professional services and management information.

WHEREAS, Resolution No 11-002, passed and adopted by the Board of Directors of the Lone Star Groundwater Conservation District on the 11th day of January, 2011, incorporated and adopted amended code of ethics, travel, professional services, and management policies of the District;

WHEREAS, the Policy and Personnel Committee of the Board of Directors is tasked with reviewing policies of the District and drafting amendments for consideration by the Board;

WHEREAS, the Policy and Personnel Committee has met and reviewed the current Code of Ethics, Travel, Professional Services, and Management Policies of the District and determined that such policies are in need of modification and has made necessary amendments for recommendation to the Board of Directors for acceptance and approval;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE LONE STAR GROUNDWATER CONSERVATION DISTRICT THAT:

1. The above recitals are true and correct.

2. The Lone Star Groundwater Conservation District "Code of Ethics, Travel, Professional Services and Management Policies" dated January 10, 2017, attached hereto and incorporated herein in full, is hereby adopted as a policy of the District.

3. That such policy supersedes any and all policies previously adopted by the Board of Directors.

4. The General Manager of the District is further authorized to take any and all action necessary to implement this resolution.

AND IT IS SO ORDERED.

PASSED AND ADOPTED on this 10th day of January, 2017

LONE STAR GROUNDWATER CONSERVATION DISTRICT

By: _____
Richard J. Tramm, Board President

ATTEST:

_____
Rick Moffatt, Board Secretary

LONE STAR GROUNDWATER CONSERVATION DISTRICT
CODE OF ETHICS, TRAVEL, PROFESSIONAL SERVICES, AND MANAGEMENT POLICIES

These Code of Ethics, Travel, Professional Services and Management Policies (the "Code of Ethics") are adopted by the Board of Directors of Lone Star Groundwater Conservation District (the "District") pursuant to Section 36.061 of the Texas Water Code.

ARTICLE I

DEFINITIONS

Unless the context requires otherwise, the following terms and phrases used in the Code of Ethics and the Policies shall mean the following:

(a) "Benefit" means anything reasonably regarded as economic gain or advantage, including benefit to any other person in whose welfare the beneficiary is interested.

(b) "Board" means the Board of Directors of the Lone Star Groundwater Conservation District.

(c) "Business Entity" means a sole proprietorship, partnership, firm, corporation, holding company, joint-stock company, receivership, trust, or any other entity recognized by law. A political subdivision of the State of Texas is not a business entity.

(d) "Director" means a person appointed to serve on the Board of Directors of the District.

(e) "District" means the Lone Star Groundwater Conservation District, a political subdivision of the State of Texas, created under authority of Article XVI, §59 of the Texas Constitution and by Acts of the 77th Legislature (2001), H. B. 2362, and Chapter 36 of the Texas Water Code.

(f) "District Officials" means District directors, officers, employees, and persons and business entities handling investments for the District.

(g) "Employee" means any person employed by the District, but does not include independent contractors or professionals hired by the District as outside consultants.

(h) "Family Relationship" means a relationship between a person and another person within the third degree by consanguinity or the second degree by affinity.

(i) "Local Government Officer" or "LGO" means a Director and the General Manager of the District, or any employee of the District who exercises discretion in the planning, recommending, selecting, or contracting with a vendor.

(j) "Vendor" means a person who enters or seeks to enter into a contract with the District or is an agent of a person entering or seeking to enter into a contract in the person's business with the District. Vendor does not include the State of Texas, a political subdivision of the State, the federal government or an employee thereof.

Any references herein to the masculine gender shall also refer to the feminine in all appropriate cases.

ARTICLE II

CODE OF ETHICS

We, the members of the Lone Star Groundwater Conservation District Board of Directors, are charged with the conservation, preservation, protection, recharging, and prevention of waste of groundwater for Montgomery County, Texas. As such, we recognize that we have a serious responsibility to the residents of the District, both now and for future generations. Accordingly, we subscribe to the following ethics and values, and we will:

- Make service to District residents our top priority, and do everything we can within the scope of our responsibilities to ensure the protection of groundwater and the respect of private property.
- Value integrity (honesty, honor, and responsibility), professionalism (competence, teamwork, and loyalty) and concern for people.
- Conduct ourselves in a manner consistent with sound business and ethical practices, consider the public interest, avoid the appearance of impropriety to ensure and maintain public confidence, and manage the affairs of the District fairly, impartially, and without discrimination.
- Recognize that decisions must be made by the Board as a whole and make no personal promise or take private action that may compromise the Board.
- Focus Board action on policy-making, goal-setting, planning, and evaluation, and insist on regular and impartial evaluation of all staff.
- Support and protect District personnel in the proper performance of their duties.
- Respect the confidentiality of information that is privileged under applicable laws.
- Hold confidential all matters pertaining to the District that, if disclosed, may needlessly injure individuals.
- Attend all regularly scheduled Board meetings insofar as possible and become informed concerning the issues to be considered at those meetings.
- Endeavor to make policy decisions only after full discussion at publicly held Board meetings, render all decisions based on the available facts, and refuse to surrender that judgment to individuals or special groups.
- Encourage the free expression of opinion by all Board members and seek systematic communications between the Board, staff, and District residents

- Become informed about current groundwater conservation district issues by individual study and through participation in educational programs providing needed information.
- Refrain from using our Board positions for personal or partisan gain.
- Adhere strictly to the specific ethics policies approved by the Board.

A. PURPOSE

This Code of Ethics has been adopted by the District for the following purposes:

1. To assure compliance with Section 36.061 of the Texas Water Code, Chapters 171 and 176 of the Texas Local Government Code, and other state and federal laws affecting the operations of the District;
2. To encourage high ethical standards of official conduct by District Officials; and
3. To establish guidelines for such ethical standards of conduct.

B. CONFLICTS OF INTEREST

A District Official is prohibited from participating, directly or indirectly, in a vote or decision on any matter involving a Business Entity or real estate in which the official has a substantial interest, if an action on the matter would confer an economic or any other benefit on the Business Entity or real estate in which the official has a substantial interest.

In cases of conflicts of interest, a District Official shall disclose such conflicts and state the nature and extent of the conflict of interest. Thereafter, that District Official shall abstain from participation in the matter as provided by law and this Code of Ethics.

A District Official shall not disclose, without written legal authorization, confidential information to advance the financial or other private interests of the District Official or others regarding any contract or transaction that is or may be the subject of an official action of the District.

The District may not contract for the purchase of services or personal property directly with a District Official or with a Business Entity in which a District official has a substantial interest except as permitted by law. This provision shall not be construed to prohibit the District from accepting a gift or grant of goods or services to the District by a District Official.

Substantial Interest

A person has a substantial interest in a Business Entity if either of the following is the case:

1. The person owns at least:
    a. 10 percent of the voting stock or shares of the business entity, or
    b. Either 10 percent or $15,000 or more of the fair market value of the business entity; or

2. Funds received by the person from the Business Entity exceed 10 percent of the person's gross income for the previous year.

A person has a substantial interest in real property if the interest is an equitable or legal ownership with a fair market value of $2,500 or more.

If a person related in the first degree by either affinity or consanguinity to the Director, has a substantial interest, as defined above, the Director is considered to have a substantial interest.

Affidavit & Abstention

If a Director or a person related to a Director in the first degree by either affinity or consanguinity has a substantial interest in a Business Entity or in real property, the Director, before a vote or decision on any matter involving the Business Entity or the real property, shall file an affidavit, attached hereto as Exhibit A, with the Secretary of the Board, stating the nature and extent of the interest and shall abstain from further participation in the matter if:

1. In the case of a substantial interest in a Business Entity the action on the matter will have a special economic effect on the Business Entity that is distinguishable from the effect on the public; or

2. In the case of a substantial interest in real property, it is reasonably foreseeable that an action on the matter will have a special economic effect on the value of the property, distinguishable from its effect on the public.

Contracts Permitted

The Board may contract with a Business Entity in which a Director has a substantial interest if the Director follows the disclosure and abstention procedure set out above.

Separate Vote

The Board shall take a separate vote on any budget item specifically dedicated to a contract with a Business Entity in which a Director has a substantial interest. The affected Director shall not participate in that separate vote, but may vote on a final budget if he filed the Affidavit and the matter in which he is concerned has been resolved.

Majority Conflict

If a Director is required to file and does file an affidavit, that Director shall not be required to abstain from further participation in the matter if a majority of the Board is required to also file affidavits of similar interests.

Prohibited Acts

Except as provided above, a Director shall not knowingly:

1. Participate in a vote or decision on a matter involving a Business Entity or real property in which he has a substantial interest if it is reasonably foreseeable that an action on the matter would have a special economic effect on the Business Entity that is distinguishable from the effect on the public or will have a special economic effect on the value of the property, distinguishable from its effect on the public.

2. Act as surety for a Business Entity that has a contract, work, or business with the District.

3. Act as surety on any official bond required of a Director.

C. DISCLOSURE OF CERTAIN RELATIONSHIPS

A Local Governmental Officer is required to file a Statement, attached to this policy as Exhibit B, with respect to a Vendor that enters into a contract with the District if the Vendor falls within one of the following two scenarios:

1. The Vendor has an employment or other business relationship with the LGO or a family member of the LGO that results in the officer or family member receiving taxable income, other than investment income, that exceeds $2,500 during the 12-month period preceding the date that the officer becomes aware that:

    a. a contract exists between the Vendor and the District; or
    b. the District is considering entering into a contract with the Vendor.

2. The Vendor has given to the LGO or a family member of the LGO one or more gifts that have an aggregate value of more than $100 in the 12-month period preceding the date the officer becomes aware that:

    a. a contract exists between the Vendor and the District; or
    b. the District is considering entering into a contract with the Vendor.

LGOs are not required to file a Statement in relation to a gift accepted by the LGO or a family member of the LGO if the gift is given by a family member of the person accepting the gift, a political contribution as defined by Title 15, Election Code, or food accepted as a guest.

LGOs must file the Statement with the records administrator of the District not later than 5 p.m. on the 7th business day after the date on which the officer becomes aware of the facts that require the filing of the Statement.

The District shall require any Vendors to file a Questionnaire, attached hereto as **Exhibit C**, with the District when the Vendor has a business relationship with the District and:

1. The Vendor has an employment or other business relationship with an LGO of the District, or a family member of the LGO; or

2. The Vendor has given the LGO, or a family member of the LGO, one or more gifts with an aggregate value of $100 or more (excluding gifts given by a family member of the person accepting the gift, a political contribution as defined by Title 15, Election Code, or food accepted as a guest); or

3. Has a family relationship with the LGO.

Vendors who are required to file a Questionnaire must file a completed Questionnaire with the District's records administrator not later than 7 business days after whichever event occurs later:

1. The date the Vendor:
   a. begins discussions or negotiations to enter into a contract with the District; or
   b. submits to the District an application, response to a request for proposals or bids, correspondence, or another writing related to a potential contract with the District, or

2. The date the Vendor becomes aware:
   a. of an employment or other business relationship with the LGO or a family member of an LGO; or
   b. that the Vendor has given gifts to an LGO which would require the filing of a Questionnaire.
   c. of a family relationship with the LGO.

D. ACCEPTANCE OF GIFTS

1. A District Official may not solicit, accept, or agree to accept any gift from a person or business entity the District Official knows is interested in or likely to become interested in any contract, purchase, payment, claim, or transaction involving the exercise of the District Official's discretion, or any matter before the Board or likely to come before the Board for any decision, opinion, recommendation, vote, or other exercise of discretion in carrying out his official acts for the District as prohibited by law. This does not prohibit a Director from receiving a salary or other compensation from a political subdivision for which he or she serves or is employed.

2. The prohibition against benefits above shall not apply to:

   a. an occasional non-pecuniary gift, valued at less than $50.00;

b. benefits in the form of food, lodging, transportation, or entertainment in any amount if the District Official accepts as a "guest" and such benefits are reported, if required. In order to be accepted as a "guest," the donor must be present;

c. a benefit from a person such as a friend, relative, or business associate with whom the District Official has a relationship independent of his official status, provided the benefit is given on account of that relationship rather than the official status; or

d. payment for which the District Official gives "legitimate consideration" in a capacity other than a public servant. "Legitimate consideration" means that the payment received reflects the actual value of the services or goods provided in exchange for payment.

In the event a District Official receives an unsolicited gift that may not be accepted, the District Official may donate the gift to a governmental entity that has the authority to accept the gift or may donate the gift to a recognized tax-exempt charitable organization formed for educational, religious, or scientific purposes.

Although a District Official may be authorized to accept a particular gift under this section, that acceptance may nonetheless be subject to the disclosure requirements under Section C of this Code of Ethics.

E. BRIBERY

District Official shall not intentionally or knowingly offer, confer, or agree to confer on another, or solicit, accept, or agree to accept from another, any benefit:

1. As consideration for a decision, opinion, recommendation, vote, or other exercise of discretion as a District Official;

2. As consideration for a violation of a duty imposed on the member by law; or

3. That is a political contribution as defined by Title 15 of the Election Code or an expenditure made and reported as a lobbying expense in accordance with Govt. Code, Ch. 305, if the benefit was offered for agreement to take or withhold a specific exercise of official discretion.

F. HONORARIUM

A District Official shall not solicit, accept or agree to accept an honorarium as prohibited by law. As of the date of the adoption of this Code of Ethics, Section 36.07, Texas Penal Code, a copy of which is attached as **Exhibit D**, provides the circumstances in which a District Official may not accept an honorarium.

G. ABUSE OF OFFICE

A Director shall not, with intent to obtain a benefit or with intent to harm or defraud another, intentionally or knowingly violate a law relating to the office or misuse District property, services, personnel, or any other thing of value, belonging to the District that has come into his custody by virtue of his office.

H. NEPOTISM

The Board shall not appoint, confirm the appointment of, or vote for the appointment or confirmation of the appointment of an individual to a position, nor award a contract, to an individual related to a Director within the second degree by affinity (marriage) or within the third degree by consanguinity (ancestry) when the salary or other compensation of such appointee is paid, directly or indirectly, from District funds, except as provided by law.

I. BANK RELATIONS

A Director who is a stockholder, officer, director, or employee of a bank that has bid to become a depository for the District shall not vote on the awarding of a depository contract to said bank. If a Director has a substantial interest in a bank with which the District is considering entering into a loan or other transaction besides a depository contract, then the Director must comply with the affidavit and abstention requirements as set out in Section B above.

J. USE OF DISTRICT PROPERTY

No Director, officer, or employee shall permit any personal or unauthorized use of District-owned or District-controlled, equipment, materials, supplies, or property.

K. USE OF DISTRICT LETTERHEAD

No employee or Director may use District letterhead for personal reasons. District letterhead shall be reserved for use in the transaction of official District business. Directors may utilize District letterhead in their official capacities as members of the Board of Directors. Any correspondence on District letterhead which purports to represent the opinions or recommendations of the Board is authorized only if a quorum of the Board approves such use at a regular or special meeting conducted in compliance with the Texas Open Meetings Act.

L. DISCLOSURE OF INTEREST IN PROPERTY

If a Director or candidate for Director has a legal or equitable interest in any property that is to be acquired with District funds, the Director or candidate shall file an affidavit within 10 days before the date on which the property is to be acquired by purchase or condemnation.

The affidavit must:

1. State the name of the Director or candidate;
2. State the public office held and title;
3. Fully describe the property.
4. Fully describe the nature, type, and amount of interest in the property, including the percentage of ownership interest and the date the interest was acquired.
5. Include a verification as follows: "I swear that the information in this affidavit is personally known by me to be correct and contains the information required by Section 553.002, Government Code."
6. Include an acknowledgment of the same type required for recording a deed in the deed records of a county.

The affidavit must be filed with:

1. the county clerk of the county in which the Director resides; and
2. the county clerk of the county in which the property is located.

The Director shall also comply with the provisions of Section B of this Code of Ethics relating to conflicts of interest.

M. ABSTENTION FROM PARTICIPATION IN CLOSED MEETING:

A Director or employee shall not attend a closed meeting or portion of a closed meeting of the Board under Chapter 551, Government Code, where the Board is discussing a matter on which the Director or employee has a conflict of interest under Chapters 171 or 176, Government Code.

N. INTERACTION BETWEEN BOARD MEMBERS AND DISTRICT STAFF

The Board desires to adopt a policy regarding the interaction between Board members and District employees that will facilitate the highest level of efficiency and effectiveness; reduce confusion regarding the nature, scope, and priority of District projects; foster the confidence and trust of the District's employees in management and the Board; and promote the integrity of the Board as an institution. Accordingly, Board members and District employees will adhere at all times to the following standards:

1. Board members and employees will conduct themselves with decorum and will treat each other with the proper courtesy and respect.

2. No individual Board member may direct a District employee in the performance of his or her duties unless specifically authorized by the Board or a committee and in coordination with the General Manager.

3. No individual Board member may countermand an action or directive of the full Board, a committee, or the General Manager.

4. An individual Board member who desires District staff to address or attend to a particular matter should refer the matter to the General Manager, who will be responsible for determining in his or her reasonable discretion if the matter is routine or non-routine. If the matter is of a routine nature, the General Manager will prioritize the referral based on the nature of the issue (e.g., emergency), the status of current and pending projects, and staffing assignments. If the General Manager determines that the matter is of a non-routine nature, then the General Manager will refer the matter to the Executive Committee for consideration.

5. All requests by individual Board members for documents, files, or other records of the District, whether in electronic or hard copies, shall be directed to the General Manager. The General Manager shall refer any such request that implicates potentially confidential information, is non-routine, or will take a substantial amount of time to fulfill, in the sole discretion of the General Manager, to the Executive Committee. The Executive Committee shall advise the General Manager as to whether to fulfill the request, in whole or in part, and whether to advise the requesting Board member of the need to submit a formal Public Information Act request to obtain the information. The General Manager shall advise the requesting Board member accordingly and act in accordance with the direction of the Executive Committee.

6. Except when otherwise appropriate in the context of a committee or District project or event, District employees should not contact individual Board members regarding District business or personnel matters. An individual Board member who is contacted by District staff in violation of this standard should (a) immediately refer the staff member to the General Manager; (b) not engage in further discussions with the staff member regarding the matter in question; and (c) promptly notify the General Manager about the contact.

7. Board members should attempt to confine their communications with the General Manager to the normal business operating hours of the District, except in emergency situations that would result in irreparable harm to the District, its officers, or employees, or situations of imminent threats to the public health and safety. Such communications include interpersonal visits, telephone calls, and electronic communications. Email communications with the General Manager may be made after hours; however, the General Manager is not expected to review or respond to such email communications until the following business day.

Paragraphs 4, 5, and 6 of this section only apply to a Board member acting in his capacity as a Board member, and shall not apply to a Board member acting only in his personal or professional capacity as a person subject to the District's rules, or as a representative of such a person, interacting with the District on a permit application or other matter unrelated to the policy or personnel matters of the District.

O. PENALTIES FOR VIOLATIONS OF CODE OF ETHICS

Any board member who violates the provisions of this Code of Ethics will be subject to reprimand, censure, and/or other penalty as appropriate, including any applicable civil or criminal penalties pursuant to state law. Any employee who violates this Code of Ethics will be subject to discipline under the District's Personnel Policy.

ARTICLE III

TRAVEL EXPENDITURES POLICY

PURPOSE

The District wishes to establish an equitable and reasonable policy for travel expenditures and for the reimbursement of expenses to District Officials for expenses incurred while conducting business or performing official duties or assignments of the District.

CONFERENCE REGISTRATION EXPENSES

Registration expenses for all Board-authorized conferences, seminars and other educational gatherings ("Conferences") shall be reimbursed in full to District Officials. The determination of which Conferences are eligible for attendance shall be made in accordance with the District Bylaws.

LODGING AND MEAL REIMBURSEMENTS

Lodging and meal expenses may be reimbursed by the District only to the extent that they are determined to be reasonable and necessary under guidelines issued by the Texas Ethics Commission. Until these guidelines are published, the costs of a hotel room at Conferences, not exceeding the official Conference rate, shall be reimbursed, including cost of the room the night before the commencement of the Conference and the night of the final meeting day of the Conference. The cost of meals and other reasonable and necessary expenses will be allowed, subject to approval as set forth in the District Bylaws and the Ethics Commission Guidelines.

FEES OF OFFICE

Fees of office are governed by the provisions of the District Bylaws.

TRANSPORTATION

Transportation costs to and from Board-approved District business and/or Conferences shall be reimbursed at the per mile rate allowed for vehicles by the Internal Revenue Service, or for the lowest available airfare for the District Official only. Reasonable costs of transportation to and from the airport shall be reimbursed for the District Official only, or the cost of car rental shall be reimbursed, provided that mileage costs charged to the District shall include only mileage related to travel for District and Conference functions. Costs of parking at the hotel or Conference shall be reimbursed, including the day before and the morning after same. Reasonable costs of parking at the airport for the days of the Conference also may be reimbursed. Reimbursement for transportation costs shall be obtained in the manner for reimbursement of other expenses as set forth in the District Bylaws.

ARTICLE IV

PROFESSIONAL SERVICES POLICY

PURPOSE

This Professional Services policy has been adopted to provide for the selection, monitoring, review and evaluation of the District's professional services contracts. Consultants retained by the District to provide professional services include, but are not limited to, legal, engineering, management, bookkeeping, auditing, and collection of water use fees. Selection of such consultants shall be based upon their qualifications and experience.

PERIODIC REVIEW

The performance of the consultants providing professional services to the District shall be regularly monitored and reviewed by the Board, and the Board may appoint a professional services committee to provide such monitoring and review to the Board.

ARTICLE V

MANAGEMENT POLICY

PURPOSE

The Board desires to adopt a policy to ensure a better use of management information, including the use of budgets in planning and controlling costs, the establishment of a Budget and Finance Committee, which shall among its other duties serve as a functioning audit committee, and the use of uniform reporting requirements. The District provides for the management of the District in accordance with Chapter 36, Texas Water Code.

ACCOUNTING RECORDS

District accounting records shall be prepared on a timely basis and maintained in an orderly basis, in conformity with generally accepted accounting principles and the requirements of the State Auditor. Such records shall be available for public inspection during regular business hours at the District's office in accordance with the Texas Public Information Act.

AUDIT REQUIREMENTS

A. The Board, at the end of each fiscal year, shall have prepared an audit of its affairs by an independent certified public accountant or a firm of independent certified public accountants, which audit shall be open to public inspection. Such auditors shall have no personal interest directly or indirectly in the fiscal affairs of the District and shall be experienced and qualified in the accounting and auditing of public bodies. The audit shall be performed in accordance with generally accepted auditing standards and shall satisfy all requirements imposed by Chapter 36, Texas Water Code.

B. Courtesy copies of the District's annual audit report may be filed with the Texas Commission on Environmental Quality together with an annual filing affidavit and the Texas Water Development Board.

C. If the District does not have sufficient revenues or activity so that it meets the requirements of the Audit Laws for financially dormant or inactive districts, it may prepare and submit an annual financial dormancy affidavit or annual financial report described in the Audit Laws.

BUDGET

Prior to the commencement of the fiscal year, the Board shall adopt a budget for use in planning and controlling District costs. Such budget shall take into consideration all District revenues and all projected District obligations and expenditures. The budget may be amended at any time.

The Board officially finds, determines and declares that these Code of Ethics and Policies were reviewed, carefully considered, and adopted at a regular meeting of the Board, and that a sufficient written notice of the date, hour, place and subject of this meeting was provided as required by the Texas Open Meetings Act, Texas Government Code, Chapter 551, as amended, and that this public meeting at which these Code of Ethics and Policies were discussed, considered and acted upon was conducted in accordance with the law. The Board further ratifies, approves and confirms such written notice and the contents and posting thereof.

Revised and Adopted on January 10, 2017.

Richard J. Tramm, President
Board of Directors

Rick Moffat, Secretary
Board of Directors

(SEAL)

APPENDIX "A"

CODE OF ETHICS REVISION/AMENDMENTS

Adopted	February 18,2002
Amended – 09.07.04	
Amended – 01.11.11	Amended Section 3.04 to reflect statute changes.
Amended – 01.10.17	Amended all sections to reflect updates and changes in statutes.