



Legal and Claims Committee

Amend the Administrative Code

Item 7-2

January 13, 2026

Presented by: Marianne Greene

Item # 7-2

Amend the Administrative Code

Subject

Amend the Metropolitan Administrative Code to conform to current policy, law, and practice, and make other minor, non-substantive changes; the General Manager has determined that the proposed action is exempt or otherwise not subject to CEQA

Purpose

Annual cleanup of the Administrative Code

Item # 7-2

Conform to
Current Policy,
Law, and
Practice

Recommendation

Approve amendments to the Administrative Code to conform to current policy, law, and practice, and to make other minor, non-substantive changes

Fiscal Impact: None

Budgeted: N/A

Presentation Length: 10 minutes

Sections 2120 and 2122

Consent Calendar

- Amends Section 2120 to clarify that the purpose of the Consent Calendar is to expedite consideration of certain matters
- Amends Section 2122(b) to clarify that a director may remove Consent Calendar items it does not recommend, but recommending approval contingent on changes does not remove items from the calendar
- In accord with current practice, any director may pull any item off consent for any reason

Section 2601

Proxy Votes

Adds Section 2601 to implement the new MWD Act Section 52 requirement for filing a written, signed proxy vote authorization with the Board Executive Secretary

Section 2700

General Manager's Annual Reports

- Amends Section 2700(c) to update reporting by the GM from FAAME to CWC on the status of the EEO policy and affirmative action program
- As a federal contractor, Metropolitan has certain affirmative action program obligations under federal law

Section 3107

Water Use Efficiency Guidelines

Amends Annexation Section 3107(b) to change “raw water” references to “untreated water” to align with this change throughout the Code

Water Service Policies

Water Service Definitions

Section 4100

- Repeals Sections 4114, 4120 and 4124 to remove references no longer applicable
- Amends Section 4121 to update the definition of “Supply Rates”
- Adds Section 4126 (b) to define “Treatment Fixed Charges”

Water Service Policies (cont'd)

Water Transaction Revenues

Section 4304

- Amends Section 4304(a)(2) to delete obsolete Water Stewardship Rate
- Amends Section 4304(b) to add “Treatment Fixed Charges” to the annual set of recommendations the GM makes to FAAME

Sections 4404 and 4405

Water Service Policies (cont'd)

Classification and Rates

- Repeals Section 4404 to remove obsolete references to Purchase Orders
- Adds Section 4405 to add “Treatment Fixed Charges” to District rates

Sections 5200 and 5202

Financial Matters

Financial Policies

- Deletes Section 5200(i) and Section 5202(c), (d), and (e) to remove obsolete Water Treatment Surcharge Stabilization Fund references
- Adds Section 5200(r) and amends Section 5200(a) and (e) to add financial policies adopted by the Board July 8, 2025

Section 6500

Hourly Salary Grade Schedule

- Increases the hourly salary grade schedule for the Board Executive Secretary
- Based on GM review of job duties and responsibilities
- Grade increased from 72 to 74

Section 8123

Change Order Authority

- Clarifies practice allowing total payable Purchase Contract change orders to exceed \$250,000 without Board approval
- Clarifies that total payable Professional and Technical Services change orders may not exceed \$250,000 annually

Other Non-Substantive Changes

Sections 2146, 2416,
2431, 2441, 2701,
2710, 2750

Other Minor Amendments

- Corrects citations to records preservation and contract appeals of protest denials
- Corrects various references to FAAME
- Generalizes a section title to clarify the content refers to “Directors”
- Capitalizes “Memorandum of Understanding”

Board Options

Option #1

Approve amendments to the Metropolitan Water District Administrative Code to conform to current policy, law, and practice, and to make other minor, non-substantive changes

Option #2

Do not approve amendments to the Metropolitan Water District Administrative Code to conform to current policy, law, and practice, and to make other minor non-substantive changes

Staff Recommendation

Option #1

Approve amendments to the Metropolitan Water District Administrative Code to conform to current policy, law, and practice, and to make other minor, non-substantive changes

