

# The Metropolitan Water District of Southern California

# Agenda

The mission of the Metropolitan Water District of Southern California is to provide its service area with adequate and reliable supplies of high-quality water to meet present and future needs in an environmentally and economically responsible way.

## **EO&P Committee**

B. Pressman, Chair  
T. Phan, Vice Chair  
G. Bryant  
M. Camacho  
G. Cordero  
C. Douglas  
D. Erdman  
S. Faessel  
L. Fong-Sakai  
F. Jung  
A. Kassakhian  
J. McMillan  
M. Ramos  
N. Sutley

## **Ethics, Organization, and Personnel Committee - Final - Revised 2**

Meeting with Board of Directors \*

**May 14, 2024**

**12:30 p.m.**

Agendas, live streaming, meeting schedules, and other board materials are available here: <https://mwdh2o.legistar.com/Calendar.aspx>. If you have technical difficulties with the live streaming page, a listen-only phone line is available at 1-877-853-5257; enter meeting ID: 891 1613 4145. Members of the public may present their comments to the Board on matters within their jurisdiction as listed on the agenda via in-person or teleconference. To participate via teleconference 1-833-548-0276 and enter meeting ID: 815 2066 4276 or click <https://us06web.zoom.us/j/81520664276pwd=a1RTQWh6V3h3ckFhNmduUWpKR1c2Zz09>

**Tuesday, May 14, 2024  
Meeting Schedule**

**08:30 a.m. FAM  
10:30 a.m. EIA  
12:00 p.m. Break  
12:30 p.m. EOP  
02:30 p.m. BOD**

---

MWD Headquarters Building • 700 N. Alameda Street • Los Angeles, CA 90012

Teleconference Locations:

525 Via La Selva • Redondo Beach, CA 90277

3008 W. 82nd Place • Inglewood, CA 90305

City Hall • 1546 Camden Place • Fullerton, CA 92832

Conference Room • 1545 Victory Blvd. 2nd Floor • Glendale, CA 91201

---

\* The Metropolitan Water District's meeting of this Committee 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 this Committee may 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 this Committee will not vote on matters before this Committee.

- 1. Opportunity for members of the public to address the committee on matters within the committee's jurisdiction (As required by Gov. Code Section 54954.3(a))**

**\*\* CONSENT CALENDAR ITEMS -- ACTION \*\***

- 2. CONSENT CALENDAR OTHER ITEMS - ACTION**

- A. Approval of the Minutes of the Ethics, Organization, and Personnel Committee for March 11, 2024 (Copies have been submitted to each Director, any additions, corrections, or omissions) [21-3328](#)

**Attachments:** [05142024 EOP 2A \(03112024\) Minutes](#)

### 3. CONSENT CALENDAR ITEMS - ACTION

- 7-3 Authorize the General Manager to enter into an agreement for administrative supplemental labor services containing the following thirty supplemental temporary labor agencies: SuperbTech Inc., AtWork Personnel Services, Project Partners, PSP Group Inc., Johnson Service Group Inc., CathyJon Enterprises Inc. Tryfacta Inc., 22nd Century Technologies Inc., Ronin Staffing LLC, Enterprise Resource Services Inc., Sierra Cybernetics Inc., Morris and Willner Partners, Staffmark Group, Balanced Diversity Solutions, Partners In Diversity Inc., AppleOne Inc., Genesis Global Recruiting, HireGround Personnel Services Inc., Jada Systems Inc., Mantek Solutions Inc, TPS Group, Good People Inc., Info Origin Inc, Harvest Technical Services Inc, TruCapital Partners, Information Management Resources Inc., Kaygen Inc., SoftHQ Inc., Akshar IT Solutions LLC, and Infojini Inc, each with up to four annual renewal options, with a maximum not-to-exceed amount of \$8 million per year for the contract; the General Manager has determined that the proposed action is exempt or otherwise not subject to CEQA [21-3343](#)

**Attachments:** [05142024 EOP 7-3 B-L](#)  
[05142024 EOP 7-3 Presentation](#)

- 7-4 Approve the Department Head 360 Evaluation process; the General Manager has determined that the proposed action is exempt or otherwise not subject to CEQA [21-3342](#)

**Attachments:** [05142024 EOP 7-4 B-L](#)  
[05142024 EOP 7-4 Presentation](#)

**\*\* END OF CONSENT CALENDAR ITEMS \*\***

### 4. OTHER BOARD ITEMS - ACTION

- 8-6** Update on labor negotiations and approve entering into two-year extension of 2022-24 Memorandum of Understanding between The Metropolitan Water District of Southern California and The Association of Confidential Employees; the General Manager has determined that the proposed action is exempt or otherwise not subject to CEQA [Conference with Labor Negotiators; to be heard in closed session pursuant to Gov. Code 54957.6. Metropolitan representatives: Katano Kasaine, Assistant General Manager, Chief Financial Officer, Mark Brower, Human Resources Group Manager, and Gifty J. Beets, Human Resources Section Manager of Labor Relations. Employee organization: Association of Confidential Employees]. [REVISED SUBJECT 5/10/2024] [21-3427](#)

**Attachments:** [05142024 EOP 8-6 B-L](#)  
[05142024 EOP 8-6 Non-Interest Disclosure Notice - REVISED](#)

## 5. BOARD INFORMATION ITEMS

NONE

## 6. COMMITTEE ITEMS

- a. Monthly Ethics Education [21-3351](#)

**Attachments:** [05142024 EOP 6a Office of Ethics Contractor Code of Conduct](#)  
[05142024 EOP 6a Presentation](#)

## 7. MANAGEMENT ANNOUNCEMENTS AND HIGHLIGHTS

- a. Ethics Officer's report on monthly activities [21-3329](#)
- b. Equal Employment Opportunity activities [21-3330](#)  
 Human Resources activities  
 Safety, Security, and Protection activities

**Attachments:** [05142024 EOP 7b EEO Monthly Activity Report](#)  
[05142024 EOP 7b HR Monthly Activities Report](#)  
[05142024 EOP 7b OSSP Monthly Activities Report](#)

## 8. FOLLOW-UP ITEMS

NONE

## 9. FUTURE AGENDA ITEMS

## 10. ADJOURNMENT

**NOTE:** This committee reviews items and makes a recommendation for final action to the full Board of Directors. Final action will be taken by the Board of Directors. Committee agendas may be obtained on Metropolitan's Web site <https://mwdh2o.legistar.com/Calendar.aspx>. This committee will not take any final action that is binding on the Board, even when a quorum of the Board is present.

Writings relating to open session agenda items distributed to Directors less than 72 hours prior to a regular meeting are available for public inspection at Metropolitan's Headquarters Building and on Metropolitan's Web site <https://mwdh2o.legistar.com/Calendar.aspx>.

Requests for a disability-related modification or accommodation, including auxiliary aids or services, in order to attend or participate in a meeting should be made to the Board Executive Secretary in advance of the meeting to ensure availability of the requested service or accommodation.

**THE METROPOLITAN WATER DISTRICT OF SOUTHERN CALIFORNIA**

**MINUTES**

**ETHICS, ORGANIZATION AND PERSONNEL COMMITTEE**

**March 11, 2024**

Chair Pressman called the meeting to order at 1:37 p.m.

Members present: Directors Bryant, Cordero, Erdman, Faessel, Fong-Sakai, Jung (teleconference posted location), McMillan, and Pressman.

Members absent: Directors Camacho, Douglas, Kassakhian, Phan, Ramos and Sutley.

Other Board Members present: Directors Abdo, Armstrong, Dennstedt (AB2449 “Just Cause”), Dick, Fellow, Garza, Goldberg, Kurtz, Lefevre, Luna, McCoy, Miller, Morris, Ortega, Peterson (teleconference posted location), Seckel, and Smith.

Committee Staff present: Kasaine, Mortada, Rodriguez, Salinas, H. Torres, Wisdom, and Wheeler

**1. OPPORTUNITY FOR MEMBERS OF THE PUBLIC TO ADDRESS THE COMMITTEE ON MATTERS WITHIN THE COMMITTEE’S JURISDICTION**

<b>Name</b>	<b>Affiliation</b>	<b>Item</b>
1. Ellen Mackey	MWD employee as a member of the public	6a

**CONSENT CALENDAR ITEMS — ACTION**

**2. CONSENT CALENDAR OTHER ITEMS – ACTION**

A. Approval of the Minutes of the Ethics, Organization, and Personnel Committee for February 13, 2024 (copies submitted to each Director, any additions, corrections, or omissions)

**3. CONSENT CALENDAR ITEMS – ACTION**

None

Director McMillan made a motion, seconded by Director Bryant to approve the consent calendar item 2A.

The vote was:

Ayes: Directors Bryant, Cordero, Erdman, Faessel, Fong-Sakai, Jung, and McMillan.

Noes: None

Abstentions: Director Pressman

Absent: Directors Camacho, Douglas, Kassakhian, Phan, Ramos, and Sutley.

The motion for item 2A passed by a vote of 7 ayes, 0 noes, 1 abstention, and 6 absent.

### **END OF CONSENT CALENDAR ITEMS**

Director Dennstedt entered the meeting.

Director Dennstedt indicated she is participating under AB 2449 “just cause” regarding illness. Director Dennstedt appeared by audio and on camera.

#### **4. OTHER BOARD ITEMS – ACTION**

None

#### **5. BOARD INFORMATION ITEMS**

None

#### **6. COMMITTEE ITEMS**

a. Subject: Expenditures for External Investigations

Presented by: Dominic A. Berbeo, Deputy Ethics Officer

Mr. Berbeo provided an overview of internal investigations, open and closed cases.

Mr. Zepeda provided an overview of legal departments external investigations and costs for 2022 and 2023. Ms. Wisdom provided data for EEO costs of external investigations from 2022 and 2023.

The following Directors provided comments or asked questions.

1. Erdman
2. Ortega
3. Smith

Staff responded to the Directors questions and comments.

- b. Subject: Form 700 Annual Disclosure Training  
Presented by: Peter Von Haam, Assistant Ethics Officer

Mr. Von Haam provided an overview of form 700 and best practices to complete the form.

The following Directors provided comments or asked questions.

1. Pressman
2. Dennstedt
3. Ortega

Staff responded to the Directors questions and comments.

- c. Subject: Equal Employment Opportunity Educational Update  
Presented by: Marisol Arzate, Deputy Chief EEO Officer

Ms. Arzate provided an overview of California regulations on harassment and discriminations prevention along with a reminder for mandated reporting.

The following Directors provided comments or asked questions.

1. Dick
2. Ortega
3. Goldberg

Staff responded to the Directors questions and comments.

- d. Subject: Overview of the Human Resources Group and Key Initiatives  
Presented by: Mark Brower, Human Resources Group Manager

Mr. Brower provided an overview of the Human Resources Group, duties for each functional area, and with pending/completed initiatives.

The following Directors provided comments or asked questions.

1. Pressman

Announcement was made that teleconference location 525 Via La Selva, Redondo Beach, CA 90277 was not available as previously noted on agenda.

- e. Subject: Discuss the Department Head 360 Evaluation Process

Presented by: Eric Bachmann, Organization Development & Training Manager

Mr. Bachmann provided an overview of the Department Head 360 Evaluation Process, the phases it will go through, and the vendor proposed to conduct the process. Mr. Kitrell a representative from Quantum presented his insights and what the process would be.

The following Directors provided comments or asked questions.

1. Ortega
2. Pressman
3. Bryant
4. Fong-Sakai
5. Smith

7. **MANAGEMENT ANNOUNCEMENTS AND HIGHLIGHTS**

- a. Ethics Officer's Report on Monthly Activities  
Presented By: Abel Salinas, Ethics Officer

Mr. Salinas provided a report on pending investigations and expectation to complete in 6 months.

- b. Equal Employment Opportunity, Safety, Security, and Protection, and Human Resources activities

No report given.



**8. FOLLOW-UP ITEMS**

None

**9. FUTURE AGENDA ITEMS**

Department Head 360 Evaluation Process

**10. ADJOURNMENT**

Meeting adjourned at 1:37 p.m.

Barry Pressman  
Chair



● **Board of Directors**  
***Ethics, Organization, and Personnel Committee***

5/14/2024 Board Meeting

7-3

**Subject**

Authorize the General Manager to enter into an agreement for administrative supplemental labor services containing the following thirty supplemental temporary labor agencies: SuperbTech Inc., AtWork Personnel Services, Project Partners, PSP Group Inc., Johnson Service Group Inc., CathyJon Enterprises Inc. Tryfacta Inc., 22nd Century Technologies Inc., Ronin Staffing LLC, Enterprise Resource Services Inc., Sierra Cybernetics Inc., Morris and Willner Partners, Staffmark Group, Balanced Diversity Solutions, Partners In Diversity Inc., AppleOne Inc., Genesis Global Recruiting, HireGround Personnel Services Inc., Jada Systems Inc., Mantek Solutions Inc, TPS Group, Good People Inc., Info Origin Inc, Harvest Technical Services Inc, TruCapital Partners, Information Management Resources Inc., Kaygen Inc., SoftHQ Inc., Akshar IT Solutions LLC, and Infojini Inc, each with up to four annual renewal options, with a maximum not-to-exceed amount of \$8 million per year for the contract; the General Manager has determined that the proposed action is exempt or otherwise not subject to CEQA

**Executive Summary**

**Administrative Labor Supplemental Labor Contract**

Metropolitan issued RFP No. 427216 for administrative agency temporary services on July 3, 2023. A total of fifty-one (51) proposals were received and considered as part of the RFP process. Based on the results of the process, the following list of thirty (30) respondents were selected:

<b>Respondent</b>	<b>S/DVBE</b>	<b>Achieved S/DVBE Participation</b>	<b>RBE</b>
SuperbTech Inc.	Yes	Yes	Yes
AtWork Personnel Services	Yes	Yes	Yes
Project Partners	Yes	Yes	Yes
PSP Group Inc.	Yes	Yes	Yes
Johnson Service Group Inc.	No	Yes	Yes
CathyJon Enterprises Inc.	No	No	Yes
Tryfacta Inc.	No	Yes	No
22nd Century Technologies Inc.	No	Yes	No
Ronin Staffing LLC	Yes	Yes	Yes
Enterprise Resource Services Inc.	Yes	Yes	Yes
Sierra Cybernetics Inc.	Yes	Yes	Yes
Morris and Willner Partners	Yes	Yes	Yes
Staffmark Group	No	No	No
Balanced Diversity Solutions	Yes	Yes	Yes
Partners In Diversity Inc.	Yes	Yes	Yes
AppleOne Inc.	No	No	Yes

<b>Respondent</b>	<b>S/DVBE</b>	<b>Achieved S/DVBE Participation</b>	<b>RBE</b>
Genesis Global Recruiting	No	Yes	Yes
HireGround Personnel Services Inc.	No	No	Yes
Jada Systems Inc.	Yes	Yes	Yes
Mantek Solutions Inc.	Yes	Yes	Yes
TPS Group	Yes	Yes	Yes
Good People Inc.	Yes	Yes	Yes
Info Origin Inc.	No	Yes	No
Harvest Technical Services Inc.	Yes	Yes	No
TruCapital Partners	Yes	Yes	Yes
Information Management Resources Inc.	Yes	Yes	Yes
Kaygen Inc.	Yes	Yes	Yes
SoftHQ Inc.	No	Yes	Yes
Akshar IT Solutions LLC	No	Yes	No
Infojini Inc.	No	Yes	No

The proposals were reviewed to determine compliance with the instructions set forth in the RFP and evaluated by the evaluation committee according to the requirements set out in the RFP based on the following criteria:

- Firm Qualifications
- Cost Proposal
- Record of Past Performance
- Business Outreach Program (SBE/DVBE)
- Business Outreach Program (RBE)
- Staff Qualifications
- Industry Knowledge of Temporary Services

The full cost of this contract is covered within existing Group budgets. Expenditures are currently budgeted and approved under the individual projects or will be paid using existing Operations & Maintenance (O&M) funds.

No additional appropriations are requested.

Metropolitan is not obligated to spend the full contract authority. The requested authority will only be used if needed, and the full cost of the supplemental labor will be covered within the existing authorized budget.

Supplemental labor agreements allow Metropolitan to address core operational staffing needs that occur due to vacancies and help address peak workloads. Examples include support of ongoing projects, core operational needs such as addressing desert housing, and to provide operational support due to position vacancies.

Metropolitan is seeking authority to establish a contract from RFP No. 427216 that provides flexibility to secure supplemental labor from thirty (30) different vendors to address the complex and varied staffing needs of the District. The Contract Authority for RFP No. 427216 will not exceed \$8 million per year.

Staff recommends authorizing the General Manager to establish an agreement to include the thirty (30) supplement labor agencies listed with a total not to exceed contract authority of \$8 million per year with four (4) annual renewal options.

## **Proposed Action(s)/Recommendation(s) and Options**

---

### **Staff Recommendation: Option #1**

#### **Option #1**

Authorize the General Manager to enter into an agreement for administrative supplemental labor services containing the following thirty supplemental temporary labor agencies: SuperbTech Inc., AtWork Personnel Services, Project Partners, PSP Group Inc., Johnson Service Group Inc., CathyJon Enterprises Inc. Tryfacta Inc., 22nd Century Technologies Inc., Ronin Staffing LLC, Enterprise Resource Services Inc., Sierra Cybernetics Inc., Morris and Willner Partners, Staffmark Group, Balanced Diversity Solutions, Partners In Diversity Inc., AppleOne Inc., Genesis Global Recruiting, HireGround Personnel Services Inc., Jada Systems Inc., Mantek Solutions Inc., TPS Group, Good People Inc., Info Origin Inc, Harvest Technical Services Inc., TruCapital Partners, Information Management Resources Inc., Kaygen Inc., SoftHQ Inc., Akshar IT Solutions LLC, and Infojini Inc, each with up to four annual renewal options, with a maximum not-to-exceed amount of \$8 million per year for the contract.

**Fiscal Impact:** None; expenditures are budgeted and approved under the individual projects or paid using existing O&M funds.

**Business Analysis:** The supplemental labor agreement allows Metropolitan to meet staff needs during peak workloads and to maintain operational continuity due to position vacancies.

#### **Option #2**

Do not authorize the General Manager to enter into the supplemental labor agreement.

**Fiscal Impact:** None

**Business Analysis:** Metropolitan would need to end the use of existing supplemental labor individuals and determine how to maintain core operational service levels without this staffing support.

### **Alternatives Considered**

---

There are limited viable alternatives due to the nature of Metropolitan's work. The recommended vendors all participated in a competitive RFP process No. 427216. All expenditures are budgeted and approved or would be paid using existing O&M funds.

### **Applicable Policy**

---

Metropolitan Water District Administrative Code Section 11104: Delegation of Responsibilities

### **Related Board Action(s)/Future Action(s)**

---

Not applicable

**California Environmental Quality Act (CEQA)**

---

**CEQA determination for Option #1:**

The proposed action is not defined as a project under CEQA because it involves organizational, maintenance, or administrative activities; personnel-related actions; and/or general policy and procedure making that will not result in direct or indirect physical changes in the environment. (Public Resources Code Section 21065; State CEQA Guidelines Section 15378(b)(2) and (5)).

**CEQA determination for Option #2:**

None required

  
\_\_\_\_\_  
Mark Brower  
Human Resources Group Manager

5/2/2024  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Adel Hagekhalil  
General Manager

5/7/2024  
\_\_\_\_\_  
Date

Ref# hr12693447



Ethics, Organization, and Personnel Committee

# Authorize Contract for Administrative Supplement Labor Services

Item 7-3

May 14, 2024

## Item # 7-3

Authorize  
General  
Manager to  
enter into  
contract with  
Administrative  
Supplemental  
Labor Agencies

### Subject

Authorize the General Manager to enter a one-year agreement for administrative supplemental labor services containing thirty supplemental labor agencies, each with up to four annual renewal options, with contract authority not-to-exceed amount of \$8 million per the contract year.

### Purpose

Supplemental labor contracts allow Metropolitan to address core operational staffing needs that occur due to vacancies, project support, and help address peak workloads.

### Recommendation and Fiscal Impact

Authorize the General Manager to enter into an agreement for administrative supplemental labor services containing thirty agencies, each with up to four annual renewal options, with a maximum not-to-exceed amount of \$8 million per year for the budgeted contract.

Budgeted

## Background

### Supplemental Labor Contract

- Metropolitan issued RFP No. 427216 for administrative agency temporary services on July 3, 2023.
- Fifty-one (51) proposals were received and considered as part of the RFP process.
- Based on the results of the process, thirty (30) respondents were selected.



## Background

# Supplemental Labor Contract

- Proposals were reviewed and evaluated by the committee based on the following criteria:
  - Firm Qualifications
  - Cost Proposal
  - Record of Past Performance
  - Business Outreach Program (SBE/DVBE)
  - Business Outreach Program (RBE)
  - Staff Qualifications
  - Industry Knowledge of Temporary Services

## Contract Details

# Supplemental Labor Contract

- Contract authority of not to exceed \$8 million per contract year.
- Provides the flexibility to secure supplemental labor from thirty (30) different vendors.
- Renews each year on July 1<sup>st</sup>.
- Expires June 30<sup>th</sup> of each year with optional renewal up to 2029.
- Full cost of contract is covered with existing Group budgets.

# Supplemental Labor Contract

## Contract Details

Respondent	Amount	Respondent	Amount
Superb Tech, Inc.	\$150,000	AppleOne, Inc	\$200,000
AtWork Personnel Services	\$150,000	Genesis Global Recruiting	\$150,000
Project Partners	\$150,000	HireGround Personnel Services, Inc.	\$150,000
PSP Group Inc.	\$200,000	Jada Systems, Inc.	\$150,000
Johnson Service Group, Inc.	\$500,000	Mantek Solutions, Inc.	\$400,000
CathyJon Enterprises, Inc.	\$150,000	TPS Group	\$150,000
TryFacta, Inc.	\$200,000	Good People, Inc.	\$150,000
22 <sup>nd</sup> Century Technologies, Inc.	\$200,000	Info Origin, Inc.	\$150,000
Ronin Staffing, LLC	\$150,000	Harvest Technical Services, Inc.	\$300,000
Enterprise Resources Services, Inc	\$150,000	TruCapital Partners	\$300,000
Sierra Cybernetics, Inc.	\$200,000	Information Management Resources, Inc.	\$300,000
Morris and Willner Partners	\$200,000	Kaygen, Inc.	\$150,000
Staffmark Group	\$200,000	SoftHQ, Inc.	\$300,000
Balanced Diversity, Inc.	\$150,000	Akshar IT Solutions, LLC	\$150,000
Partners in Diversity, Inc.	\$300,000	Infojini, Inc.	\$400,000

# Options

**Option #1:** Authorize the General Manager to enter into an agreement for administrative supplemental labor services containing the following thirty supplemental temporary labor agencies: SuperbTech, Inc., AtWork Personnel Services, Project Partners, PSP Group Inc., Johnson Service Group, Inc., CathyJon Enterprises, Inc. Tryfacta, Inc., 22nd Century Technologies, Inc., Ronin Staffing, LLC, Enterprise Resource Services, Inc., Sierra Cybernetics, Inc., Morris and Willner Partners, Staffmark Group, Balanced Diversity Solutions, Partners In Diversity, Inc., AppleOne, Inc., Genesis Global Recruiting, HireGround Personnel Services, Inc., Jada Systems, Inc., Mantek Solutions, Inc, TPS Group, Good People Inc., Info Origin Inc, Harvest Technical Services Inc, TruCapital Partners, Information Management Resources, Inc., Kaygen Inc., SoftHQ, Inc., Akshar IT Solutions LLC, and Infojini Inc, each with up to four annual renewal options, with a maximum not-to-exceed amount of \$8 million per year for the contract

# Options

- Option #2: Do not authorize the General Manager to enter into the supplemental labor agreement.

# Staff Recommendation

## Option #1







● **Board of Directors**  
***Ethics, Organization, and Personnel Committee***

5/14/2024 Board Meeting

7-4

**Subject**

Approve the Department Head 360° Evaluation Process; the General Manager has determined that the proposed action is exempt or otherwise not subject to CEQA

**Executive Summary**

On March 12, 2024, the Board established the Ad Hoc Committee for the Department Heads Evaluation Process (Ad Hoc Committee) to provide recommendations for Metropolitan’s annual Department Head evaluation process. There was consensus during the 2023/24 process to address issues including implementation of a 360°-degree evaluation component, hiring a consultant to facilitate the process for the Board, and changing the practice of the board providing anonymous feedback to Department Heads.

The Ad Hoc Committee met on April 5 to discuss proposed updates to the process based on Board discussions during the 2022/23 Department Head evaluation process. The proposed 360°-degree evaluation process includes integrating input from:

- Department Heads: General Manager, General Counsel, General Auditor, and Ethics Officer
- Direct Reports and Peers: Employees reporting to Department Heads, Department Heads reviewing each other, and Peers selected by the Department Heads
- Board of Directors

The process will be coordinated by an external consultant. A contract has been established with Catapult For Change to facilitate the process. Eleanor Allen, of Catapult For Change, will collect written feedback from reviewers and Department Heads, conduct interviews of reviewers and Department Heads, prepare individual reports for each Department Head and a summary report for the Board’s review, which will include themes of the feedback received and organizational goals for 2024/25 based on the feedback. The consultant will not disclose the origin of the feedback provided to a Department Head concerning input from other Department Heads, Direct Reports, and Peers. The confidential input obtained from the 360° evaluation process will empower Department Heads to enhance collaboration amongst themselves and with their direct reports, as well as to shape their goals for the 2024/25 review period.

Process:

The attached chart (**Attachment 1**) provides details on the process. Key milestones include:

- 5/14: Ethics, Organization, and Personnel Committee and Board approve process
- 5/15-6/21: Department Heads and Direct Reports/Peers complete surveys and interviews
- 6/24: Consultant meets with each Department Head to provide feedback for individual plans
- 7/8-9: Department Heads present 2023/24 accomplishments 2024/25 goals to home committees
- 7/9: Consultant provides 360°- Evaluation Summary Report to Board Members



- 7/9: Evaluation Survey links are sent to Board Members to complete
- 7/29: Deadline for Board members to submit completed evaluations
- 8/20: Provide confidential summary reports to Board members
- 8/27: Board Meeting to discuss Department Head Performance Evaluations and Compensation Recommendations

The proposed process meets the requirements as stated in the Administrative Code Section 6210 of Metropolitan's Administrative Code: Department Heads (General Manager, General Counsel, Auditor, and Ethics Officer). Each Department Head shall provide a narrative summary and presentation to the home committees at the July meetings concerning accomplishments in performance areas deemed relevant by the Board, including but not limited to strategic leadership, operational leadership, Board relationships, and results. In July, each member of the Board shall submit an evaluation form for each Department Head. At its August meeting, the Board shall discuss the evaluation results and determine an overall performance rating for each Department Head. Each member of the Board shall properly execute their right and duty to actively participate in the annual evaluation of each Department Head.

### **Proposed Action(s)/Recommendation(s) and Options**

---

#### **Ad Hoc Committee Recommendation: Option #1**

##### **Option #1**

Approve the Department Head 360° Evaluation Process

**Fiscal Impact:** None

**Business Analysis:** None

##### **Option #2**

Do not approve the Department Head 360° Evaluation process

**Fiscal Impact:** None

**Business Analysis:** None

### **Applicable Policy**

---

Metropolitan Water District Administrative Code Section 11104: Delegation of Responsibilities

Metropolitan Water District Administrative Code Section 2416 Duties and Functions (Executive Committee)

Metropolitan Water District Administrative Code Section 2451 Duties and Functions. (Legal and Claims Committee)

Metropolitan Water District Administrative Code Section 2471 Duties and Functions (Ethics, Organization, and Personnel Committee)

Metropolitan Water District Administrative Code Section 6210 Employee Evaluation

Metropolitan Water District Administrative Code Section 6208 Pay Rate Administration

### **Related Board Action(s)/Future Action(s)**

---

Not applicable

### **California Environmental Quality Act (CEQA)**

---

#### **CEQA determination for Option #1:**

The proposed action is not defined as a project under CEQA because it involves organizational, maintenance, or administrative activities; personnel-related actions; and/or general policy and procedure making that will not result in direct or indirect physical changes in the environment. (Public Resources Code Section 21065; State CEQA Guidelines Section 15378(b)(2) and (5).)

**CEQA determination for Option #2:**

None required

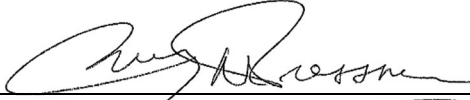
**Details and Background**

---

**Background**

At the Ethics, Organization, and Personnel Committee in April 2023, the committee discussed updating the Department Head evaluation process including integration of best practices (**Attachment 2**), implementation of a 360°-degree evaluation component, and hiring a professional to facilitate the process for the Board. Additionally, the committee deliberated on the past practice of anonymously conveying Directors' comments to Department Heads. The consensus was to revise the process, eliminating anonymity for Directors' comments. Department Heads will now receive individualized reports detailing comments from each Director, along with a thematic summary highlighting key priorities to focus on for the upcoming year for presentation to the Board.

The Ad Hoc Committee reviewed updated 360°-degree evaluation questions, which are based on performance areas (strategic leadership, operational leadership, Board relationships, and results) as stated in Section 6210 of the Administrative Code, best practices, and mapped the evaluation questions to the previous questions to ensure that all areas are included.

  
\_\_\_\_\_  
Barry D. Pressman, M.D. 4/30/2024  
Chair, Ethics, Organization, and Personnel Date  
Committee

**Attachment 1 – Department Head Evaluation Process****Attachment 2 – Best Practices**

Ref# hr12698299

**2024 360-degree Review and Evaluation Process - Metropolitan**

	6-May	13-May	20-May	27-May	3-Jun	10-Jun	17-Jun	24-Jun	1-Jul	8-Jul	15-Jul	22-Jul	29-Jul	5-Aug	12-Aug	19-Aug	26-Aug	2-Sep
<b>Internal Reviews of Department Heads</b>																		
<i>Send assessment to Department Heads and Direct Reports</i>		15-May																
<i>Interviews of Department Heads, Direct Reports, and other observers</i>																		
<i>Develop draft summary report of Peer and Direct Report feedback for Department Heads</i>																		
<i>Develop confidential personalized report for each Department Head</i>																		
<i>Meet with each Department Head to provide feedback and create individual development plans</i>																		
<b>Board Member Evaluations of Department Heads</b>																		
<i>Metropolitan Board and Committee Meetings</i>		May 13 & 14		28-May		June 10 & 11		25-Jun		July 8 & 9 Special Exec		23-Jul				Aug 19-20	8/27/2024 Special Board	
<i>Process update to the EOP Committee &amp; Board approval of the process</i>		14-May																
<i>Dept Heads present 2023/24 accomplishments and 2024/25 goals to the Home Committees</i>										July 8 & 9								
<i>Consultant provides 360° Evaluation Summary Report to Board Members</i>										9-Jul								
<i>Evaluation Survey links are sent to Board Members to complete</i>										9-Jul								
<i>Board Members complete evaluation surveys for each Department Head</i>										9-Jul			29-Jul					
<i>Review summary report with Ad Hoc Committee Chair and Board Chair</i>													9-Aug					
<i>Provide confidential summary report to Board members</i>																20-Aug		
<i>Board Meeting to discuss Department Head Performance Evaluations and Compensation Recommendations</i>																	27-Aug	



## Attachment 2

**Catapult For Change**  
**Eleanor Allen, P.E., NAE**  
**Executive Performance Evaluation - Best Practices**

The Board evaluation of executive performance is a critical task that can positively impact the organization's trajectory. Ensuring objectivity, strategic alignment, and comprehensive feedback is essential for effective evaluations. Our process follows best practices for executive performance evaluations. Key points are summarized below and links to relevant articles are provided if you wish to read further.

The proposed process includes the following best practices:

**1. Board Involvement and Insight:**

- Involve relevant stakeholders, such as **board members**, in the evaluation process.
- Recognize that board members may lack proximity or insight into day-to-day operations. Their feedback should focus on **strategic alignment and overall impact**.
- Conduct **annual** formal reviews of executive performance. Regular evaluations ensure ongoing alignment with organizational goals and expectations.

**2. 360-Degree Feedback:**

- Use a **360-degree confidential evaluation** process that involves input from various stakeholders, including board members, peers, and direct reports.
  - Go beyond day-to-day tasks and evaluate executives' contributions to the entire company ecosystem.
  - Consider their role in fostering innovation, managing stakeholders, and shaping organizational culture.
  - Evaluate how well executives align their leadership strategies with the broader organizational strategy.
  - Consider their impact on Metropolitan's future, industry positioning, and long-term goals.
- Include a self-assessment for the Department Head to complete using the same assessment criteria as the other reviewers.
- Have the person tasked with leading the evaluation process meet with reviewers after they provide written feedback to ensure clarity and understanding of the feedback.
- Provide Department Heads with a feedback meeting and a written report summarizing a holistic view of their performance from all stakeholders. This shall include a comparison of their self-assessment vs. how their performance is perceived by others.
  - Share feedback with Department Heads anonymously and not attributed to specific evaluators.



### 3. Clear Expectations and Goal-Setting:

- Set **clear performance expectations** for executives. Define specific goals, objectives, and key performance indicators (KPIs) aligned with the organization's strategic direction.
  - Develop **organizational goals** for 2024-2025 will be developed by the Department Heads using input from the 2023-2024 assessments.
  - Create **individual development plans** for each Department Head for their own professional development goals in 2024-2025 using the input from the 2023-2024 assessments.

### 4. Benchmarking for Salary Setting:

- Use **external salary benchmarks** to assess executive compensation.
- Regularly review compensation packages to ensure competitiveness and alignment with industry standards.
- **Note:** *This task will be completed following the performance evaluation.*

### Articles for further information:

1. [Executive Evaluation and Compensation](#) – BoardSource
2. [How to Conduct Great Performance Reviews](#) – Society for Human Resources Management (SHRM)
3. [How to Conduct an Executive Performance Review: Templates and Best Practices](#) - Zavvy



Ethics, Organization, and Personnel Committee

# Approve the Department Head 360° Evaluation Process

Item 7-4

May 14, 2024

Item #7-4  
Department  
Head  
Evaluation  
Process

## Subject

Approve the Department Head 360° Evaluation Process

## Purpose

Update Department Head 360° Evaluation Process

# Department Head Evaluation Process

## Consensus during the 2023/24 process

- Immediate (completed)
  - Eliminating anonymity of Directors' comments
  - Individualized reports detailing comments from each Director
- Future
  - Integration of best practices
  - Implementation of a 360°-degree evaluation
  - Professional to facilitate the process for the Board



Department  
Head  
Evaluation  
Process

## Ad Hoc Committee

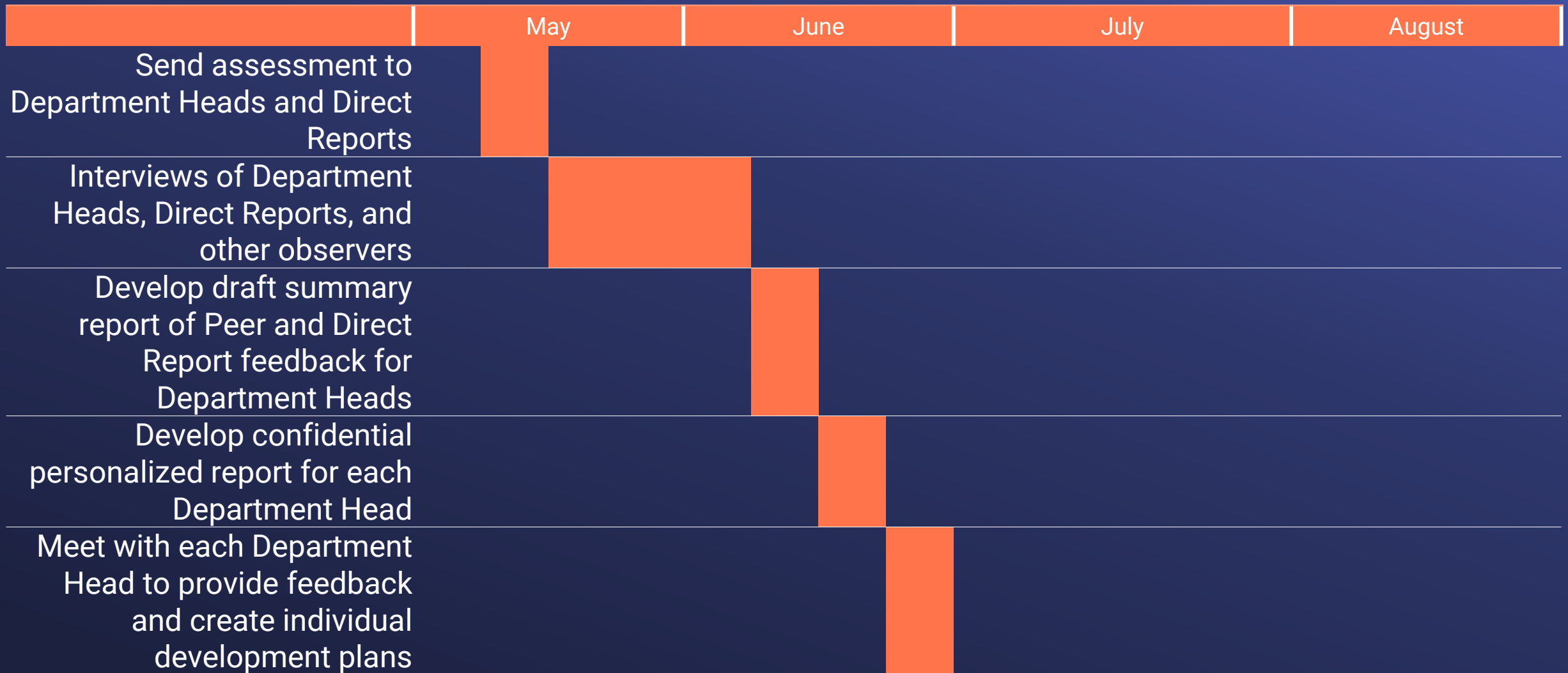
- Established March 2024 by the Board
- Provide recommendations for Metropolitan's annual Department Head evaluation process

# Department Head Evaluation Process Ad Hoc Committee

- Reached consensus on proposed updates based on Board discussions during the 2022/23 Department Head evaluation process
  - Proposed 360°-degree evaluation process input from:
    - Department Heads
      - General Manager
      - General Counsel
      - General Auditor
      - Ethics Officer
    - Direct Reports and Peers
      - Employees reporting to Department Heads
      - Department Heads reviewing each other
      - Peers selected by the Department Heads
  - Board of Directors

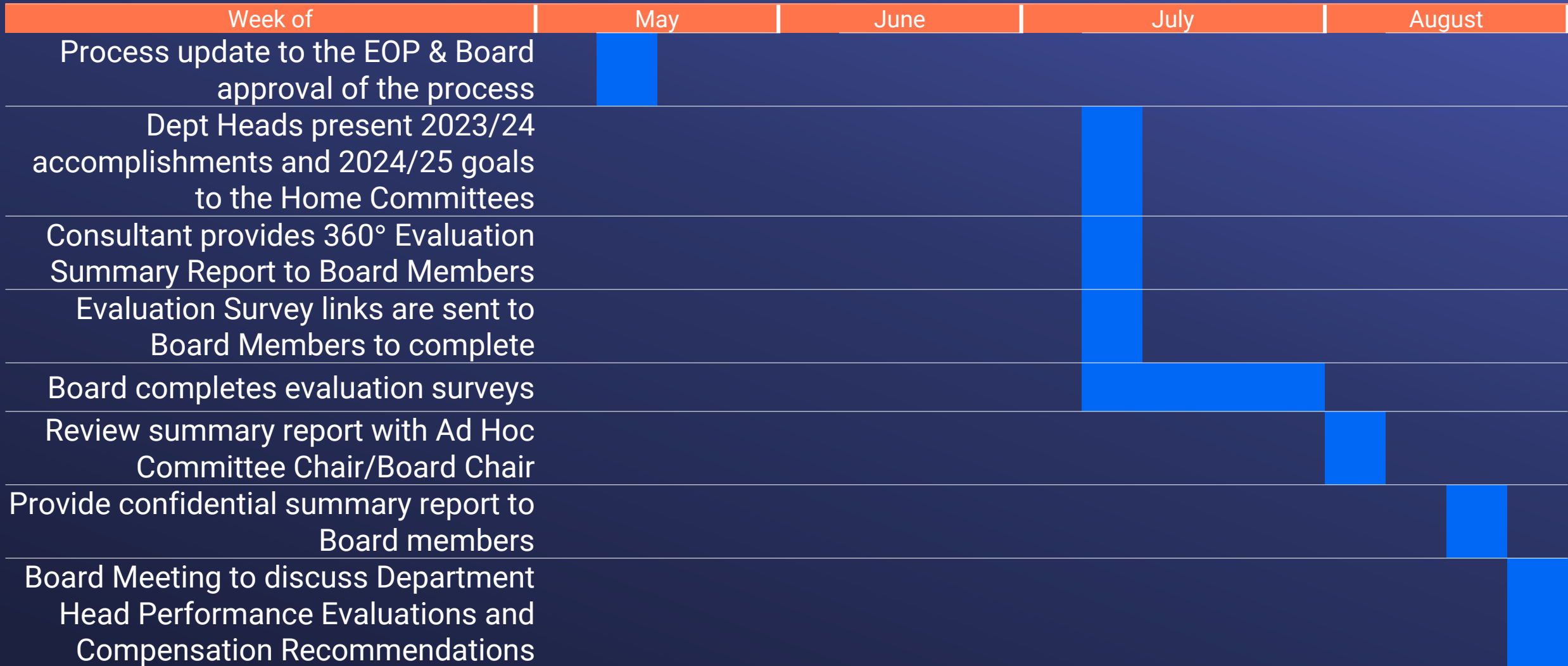
# 360° Review and Evaluation Process

## Internal Reviews of Department Heads Facilitated by Consultant



# 360° Review and Evaluation Process

## Board Member Evaluations of Department Heads



## Next Steps

- Initiate 360° process
- June
  - Discuss salary survey
  - Comparator agencies and process
- July
  - Department Heads report to Home Committees
  - Summary reports and survey sent to Board
- August
  - Discussion of Department Head Performance Evaluations
  - Report on Department Head Salary Survey
  - Discuss and Approve Compensation Recommendations for General Manager, General Counsel, General Auditor and Ethics Officer

# Department Head 360° Evaluation Process

## Board Options

- Option #1  
Approve the Department Head 360°  
Evaluation Process
- Option #2  
Do not approve the Department Head 360°  
Evaluation process

# Department Head 360° Evaluation Process

## Ad Hoc Committee Recommendation

- Option #1  
Approve the Department Head 360° Evaluation Process









- **Board of Directors**  
***Ethics, Organization, and Personnel Committee***

5/14/2024 Board Meeting

---

8-6

## Subject

---

Update on labor negotiations and approve entering into two-year extension of 2022-24 Memorandum of Understanding between The Metropolitan Water District of Southern California and The Association of Confidential Employees; the General Manager has determined that the proposed action is exempt or otherwise not subject to CEQA [Conference with Labor Negotiators; to be heard in closed session pursuant to Gov. Code 54957.6. Metropolitan representatives: Katano Kasaine, Assistant General Manager, Chief Financial Officer, Mark Brower, Human Resources Group Manager, and Gifty J. Beets, Human Resources Section Manager of Labor Relations. Employee organization: Association of Confidential Employees]

## Executive Summary

---

The current Memorandum of Understanding (MOU) between Metropolitan and The Association of Confidential Employees (ACE) is set to expire on December 31, 2024. The parties have negotiated changes to a defined list of issues and have reached a tentative agreement, extending the term of the parties' agreement by two years, to December 31, 2026. The tentative agreement is attached (Attachment 1) and before the Board for approval and adoption and is contingent upon ratification by the ACE membership.

## Proposed Action(s)/Recommendation(s) and Options

---

### Staff Recommendation: Option #1

#### Option #1

Authorize the General Manager to exercise discretion under Administrative Code Section 610(k) to enter into a new Memorandum of Understanding with ACE.

**Fiscal Impact:** The cost of the new MOU for the 134 budgeted ACE positions is approximately \$2.4 million in FY 2023/24, \$4.1 million in FY 2024/25, \$7.9 million in FY 2025/26.

**Business Analysis:** If approved, the MOU with ACE will be implemented.

#### Option #2

Do not authorize agreement; direct staff to continue negotiations with ACE.

**Fiscal Impact:** Unknown

**Business Analysis:** If the agreement is not approved, there will be no agreement with ACE, and the parties will resume negotiations.

## Alternatives Considered

---

Note applicable

## Applicable Policy

---

Metropolitan Water District Administrative Code Section 11104: Delegation of Responsibilities

Metropolitan Water District Administrative Code Section 6101(k): As a result of negotiations, as set forth in Section 6101 (k), the General Manager is authorized with Board approval to enter into a contractual agreement with ACE.

## Related Board Action(s)/Future Action(s)

---

Not applicable

## California Environmental Quality Act (CEQA)

---

### CEQA determination for Option #1:

The proposed action is not defined as a project under CEQA (Public Resources Code Section 21065, State CEQA Guidelines Section 15378) because it involves continuing administrative or maintenance activities which will not cause either a direct physical change in the environment or a reasonably foreseeable indirect physical change in the environment (Section 15378(b)(2) of the State CEQA Guidelines). In addition, the proposed action is not defined as a project under CEQA because it involves the creation of government funding mechanisms or other government fiscal activities which do not involve any commitment to any specific project which may result in a potentially significant physical impact on the environment (Section 15378(b)(4) of the State CEQA Guidelines).

### Option #2:

None required

## Details and Background

---

### Background

ACE represents 134 budgeted positions, including Security Specialists, Health & Safety personnel, Legislative Representatives, Legal support staff and Legal Counselors, Equal Employment Opportunity Analysts and Managers, and most positions performing work in the Ethics and Human Resources Departments. Most classifications in ACE are FLSA exempt and not eligible for overtime.

Key economic elements of the tentative agreement are consistent with provisions recently approved by the Board for other bargaining units as follows:

- This action extends the MOU by two years, with a new end date of December 31, 2026.
- Each of the two additional years provide an across-the-board salary increase. In the first full pay period of July 2025 and July 2026, an across-the-board increase will be provided of 4 percent.
- One-time merit wage adjustment of 5.5 percent effective July 1, 2023 in addition to the 3 percent COLA already received for 2023.
- One-time lump sum payment of three thousand five hundred dollars (\$3,500) to current employees who were unable to utilize teleworking options on a regular or recurrent basis during the pandemic.
- An additional 40 hours of Management Exempt Time Off effective January 1, 2025 for exempt employees who do not earn overtime; and an allotment to cover the period of FY 2022/23.
- Modify Fatigue Time language consistent with the AFSCME agreement.
- 5 percent incentive pay to employees assigned at Gene Camp and Intake. 15 percent incentive pay to employees assigned to Eagle Mountain, Hinds, and Iron Mountain. This will replace the remote location pay employees assigned in the desert currently receive.
- Update to medical language, consistent with Metropolitan philosophy of paying for coverage of one HMO Plan. Also provides additional enhancements to Desert staff who face limited medical options.

Other important language and policy issues in the tentative agreement include:

- Updated recruitment and selection language to provide efficiencies to accelerate the hiring process and in compliance with the state audit.
- An agreement to conduct a classification study.

The tentative agreement also includes language to reopen subjects such as teleworking, Temporary Upgrade Assignment, and Limited Term Employees during the course of the extended MOU.

  
\_\_\_\_\_  
*Mark A. Brower,*  
Human Resources Group Manager

5/10/2024  
*Date*

  
\_\_\_\_\_  
*Adel Hagekhalil*  
General Manager

5/10/2024  
*Date*

**Attachment 1 – Tentative Agreement Between Metropolitan Water District of Southern California and the Association of Confidential Employees**

**TENTATIVE AGREEMENT  
 BETWEEN  
 METROPOLITAN WATER DISTRICT OF SOUTHERN CALIFORNIA  
 AND  
 THE ASSOCIATION OF CONFIDENTIAL EMPLOYEES**

Pursuant to the 2023-24 Reopener negotiations, which incorporated ACE’s request under Favored Nations, the District and ACE have reached agreement on a package that will extend the 2023-24 MOU by two (2) years through December 31, 2026. In addition, the parties have reached tentative agreement on the following:

1. Article II, Section 1 – Salaries and one-time COVID Essential Worker Pay
2. Article II, Section 5 – Fatigue Time
3. Article III, Section 17 - Management Exempt Time Off
4. Article III, Section 2 – Medical Benefits
5. Article IV, Section 3 – Recruitment & Selection
6. NEW – Desert Branch Location Pay
7. NEW – Classification Study

The parties agree to continue negotiations on the following topics:

1. Article IV, Section 1 - Limited-Term Employees (no earlier than July 1, 2025)
2. Article IV, Section 7 - Temporary Upgrade
3. Article V, Section 5 - Grievance Procedures
4. Teleworking
5. Release Time

The parties have reached tentative agreement on a Reopener MOU, the terms of which are attached. Such agreement is tentative until agreement by the Board of Directors. However, the General Manager agrees to recommend its approval to the Board. The Union likewise agrees to recommend positive ratification to its membership.

**For the District:**

**For ACE:**



OSan chez

**Gifty J. Beets**  
Employee Relations Officer

**Olivia Sanchez**  
President

Date: 5/9/24

Date: 5-9-24

## Article II, Section 1 – Salaries and one-time COVID Essential Worker Pay

1.6 Equity Wage Adjustment: All individuals currently in job classifications within the ACE bargaining unit shall receive an equity wage adjustment effective the pay period including July 1, 2023, of 5.5%.

1.7 COLA: Effective the first day of the pay period including July 1, 2025, there shall be an increase of 4% (four percent) for each employee who is represented by the bargaining unit as of that date. Should additional COLAs be granted to any of the other bargaining units for the fiscal year, the District agrees that it will provide those same increases to ACE.

1.8 COLA: Effective the first day of the pay period including July 1, 2026, there shall be an increase of 4% (four percent) for each employee who is represented by the bargaining unit as of that date. Should additional COLAs be granted to any of the other bargaining units for the fiscal year, the District agrees that it will provide those same increases to ACE.

1.9 The District shall provide a one-time lump-sum non-PERSable COVID Essential Worker payment to current eligible employees in the amount of Three Thousand Five Hundred Dollars (\$3,500) within 90 days following approval of this MOU by the Board of Directors. To be eligible for this payment, employees must have met the following criterion during the time-period of April 2020 to April 2022:

- 1) the employee must have been required by the District to report to work on a daily basis; and
- 2) the employee must not have been able to utilize teleworking options on a regular/recurring basis.

ACE and the District agree to develop a list of ACE employees who continued to work without the ability to telework on a regular/recurring basis during April 2020 to April 2022. Employees who have left District employment as of the date of the adoption of this Agreement by the Board of Directors shall not be eligible for this lump sum payment.

1.10 The terms described above shall become effective once Metropolitan's Board of Directors and ACE formally approve this tentative agreement, and will apply to the current ACE membership.

## Article II, Section 5: Fatigue Time

The intent of fatigue time is to provide a sufficient time for rest between a significant period of work and the start of the next regularly scheduled workday by replacing regularly scheduled straight time hours with paid rest time.

**OS**

5.1 An employee shall be eligible for fatigue time if any of the following apply:

- A. They have worked an extension of their workday and their extension has been completed with less than eight (8) hours between the completion of the extension and the start of the employee's next regularly scheduled shift.
- B. They have worked scheduled overtime on a day off which overtime has been completed with less than eight (8) hours between the completion of the overtime and the start of the employee's next regularly scheduled shift.
- C. They were called back to work pursuant to Section 3.1 - Call Back and the work has been completed with less than eight hours, plus commute time, before the start of their next regularly scheduled shift.
- D. They have worked a portion of his regular work shift and is excused to rest prior to working their next regularly scheduled shift.
- E. They are excused for the remainder of a night, overtime, and shutdown assignment that ends early, in order to return to their next regularly scheduled shift.

5.2 When an employee is eligible for fatigue time, they shall not be required to report to work for up to eight (8) hours plus commute time after the completion of the overtime or the extension of their workday and shall receive full pay for any regularly scheduled hours not worked.

5.3 Each year ACE shall elect to adjust this Fatigue Time provision, to reflect any changes to compensation as negotiated by AFSCME, Local I902 (Bargaining Unit 02). Such adjustment shall be made in the same manner as outlined in Article III, Section 1.2, meaning that ACE shall elect adjustments to Fatigue Time, whether such adjustments represent increases or decreases to compensation.

### **Article III, Section 17.9- Management Exempt Time Off**

- a) Each calendar year, all exempt classifications that do not earn overtime shall receive an annual allotment of 40 hours of Management Exempt Time Off to be used within the calendar year it is allotted. The annual allotment of Management Exempt Time Off becomes available for use the first District business day of the calendar year and shall not roll over into the following calendar year. Only employees that are active at the time of distribution on the first business day of the calendar year will be eligible for the hours. Any unused portion of Management Exempt Time Off will be automatically cashed out by the District to the employee on the pay period that includes November 15 of each calendar year.
- b) Effective January 1, 2025 and each calendar year thereafter, exempt employees that do not earn overtime with a current overall annual evaluation rating of

OS



Meets Standards and above for the prior evaluation year, shall receive an additional annual allotment of 40 hours of Exempt Time Off to be used within the calendar year it is allotted. The annual allotment of Management Exempt Time Off becomes available for use the first District business day of the calendar year and shall not roll over into the following calendar year. Only employees that are active at the time of distribution on the first business day of the calendar year will be eligible for the hours. Any unused portion of Management Exempt Time Off will be automatically cashed out by the District to the employee on the pay period that includes November 15 of each calendar year.

- 1) The District will provide an additional allotment as described in 17.9b to ACE exempt employees that were a part of the ACE bargaining unit and the evaluation period from July 1, 2022 - June 30, 2023. This shall be implemented as soon as administratively possible.
- c) For both a and b, a member shall make a request for Exempt Time Off to their direct supervisor. The District shall determine whether or not a request for Exempt Time off shall be granted. However, an employee's timely request for Exempt Time Off under this provision shall only be denied for good and sufficient business reasons.

### **Article III, Section 2 – Medical Benefits**

2.1 The District shall continue to provide medical plans maintained by the California Public Employees' Retirement System ("CalPERS").

2.2 The District's monthly contribution shall be equal to 100% of the total premium of the highest cost Health Maintenance Organization ("HMO") basic medical plan for either CalPERS Region 2 or CalPERS Region 3, whichever is higher, but shall not exceed the monthly premium for the medical plan selected by the employee.

2.3 Desert employees enrolled in PERS Gold (formerly Pers Choice) or PERS Platinum (formerly PERSCare) will continue to receive the dollar amounts specified below and shall continue receiving such amounts through the term of the MOU.

Employee Only:	\$172/month
Employee + 1 Dependent:	\$343/month
Employee + 2 or More Dependents:	\$445/month

Effective January 1, 2024 through December 31, 2026, Desert Region employees enrolled in PERS Gold or Platinum PPO through Metropolitan will continue to receive the amounts listed above as a taxable cash incentive. In addition, Desert Region employees enrolled in PERS Gold or Platinum PPO with an employee cost shall receive an additional credit equivalent to the employee cost. This credit shall be applied within the employee's paycheck at the same time as the deduction.



2.4 An employee who opts out of District provided medical insurance will receive \$125 per month (\$1,500 per year), provided the employee provides proof of alternative medical insurance coverage.

2.5 If subsequent to December 31, 2026, the insurance premium increases and the parties have not agreed to an increased District contribution, then the District's contribution shall continue at the same amount reflected above in Sections 26.1 through 26.4 until the parties agree in writing to change the District's contributions.

2.6 The parties agree to establish a Health Benefits Advisory Committee, at the request of either party. The Committee will examine such issues as benefit levels, plan design, administration, and cost containment. Committee recommendations will be presented to the parties for their use in negotiations for a successor Agreement. Additionally, the Benefits home page on the MWD Intranet provides various resources about medical and other benefits available to employees and their families.

#### **Article IV, Section 3 – Recruitment & Selection**

1 The following definitions shall apply to this Article.

3.1.1. *Employee* — Category A, Category B and Category E employees as referenced in ARTICLEIV/SECTION 1 — CATEGORIES OF EMPLOYMENT, are eligible to participate in the Internal Recruitment Process.

3.1.2. *Recruitment* — Process of locating individuals to fill the District's personnel (staffing) requirements.

3.1.3. *Selection* — The goal of the selection process is to identify qualified candidates in an equitable, fair, objective and transparent manner and rank them according to their assessed scores. The hiring manager has the obligation to select the best-qualified candidate for a vacant position from amongst the qualified candidates.

3.1.4. *Screening of Material* – HR Recruiters shall screen resumes to determine who meets the minimum qualifications. Specifics of minimum qualifications related to degree and experience will be clearly defined and documented in advance of any job announcement.

3.1.5. *Employment Testing* — A test is an instrument administered by the Human Resources Group, used as a basis for any selection decision including, but not limited to, hiring and competitive-bid promotion. Such tests may measure aptitude, achievement, and other proficiencies. Examples include, but are not limited to, a review of records, interview, typing, computer skills, basic skills, job knowledge, work sample or other cognitive, physical ability or demonstration tests deemed reliable and job-related as approved by the Human Resources Group Manager.





3.1.6. Panel Member – A panel member is an individual participating in the formal/structured interview, and may be an internal employee or an external subject matter expert. A conflict of interest form is required to be completed by panel members.

3.1.7 Panel Interview -- The purpose of the panel interview is to give each candidate an equal opportunity to reveal the knowledge, skills and abilities which would enable them to perform the job. The interview consists of an evaluation of work-related experience, knowledge and training.

3.1.8. Final Hiring Interview Recommendation (FHIR) – An FHIR list may be developed through a recruitment process as outlined below. The posting announcement will specifically state that recruitment process will be used to develop an FHIR or eligibility list. The FHIR list may be used for up to twelve (12) months, and may be extended for a specific period of time with mutual agreement of the Human Resources Group Manager and ACE. The FHIR list may be closed by the HR Group Manager once there are three (3) or fewer candidates remaining.

3.1.9 Feedback for Internal Candidates – Upon request by any internal candidate, the District shall provide the candidate with feedback through a debriefing where they can receive their score, ranking and rater feedback. Any request for feedback shall be made no later than 90 days after receipt of recruitment results, to provide the most relevant and meaningful feedback.

## 3.2 Recruitment and Selection Process

### 3.2.1 Transfers:

- (1) Before an Internal or Open Recruitment is conducted, the District will first consider employees on a Transfer List prior to a job announcement for a vacant position and follow the process described in Article III/Section 8 Employee-Initiated Transfers.
  - a) The District will post the requisition utilizing the Internal Recruitment process if:
    - i. no person is on the transfer list for the relevant position;
    - ii. a transfer list candidate is not hired;
    - iii. or a FHIR list does not exist.

The Internal and Open recruitment processes below shall follow the same guiding principles.

### 3.2.2 Internal Recruitment:

- (1) No external candidates will be invited to apply during the Filing Period.
- (2) The District may run an Open Recruitment prior to the completion of an Internal only Recruitment or instead of an Internal only Recruitment if any of the following exceptions exist:



OS

- (a) Three (3) or fewer internal candidates applied;
  - (b) The vacancy requires specialized skills not known to exist in the current workforce (ex: Security Specialist)
  - (c) Documented evidence showing the last recruitment for that specific classification had three (3) or fewer applicants. In this instance, a specific classification cannot move directly to Open Recruitment more than 3 consecutive times;
  - (d) There is a need for external outreach for a job classification where underutilization is identified or where significant underrepresentation exists to ensure a diverse candidate pool as determined by the Equal Employment Opportunity Office and/or Office of Diversity, Equity and Inclusion;
  - (e) If an employee is on leave during the entire filling period and returns from leave before the next phase of the recruitment process, the employee will be allowed to submit their application within five (5) working days of returning from leave or file prior to the date of test whichever comes first.
- (3) After a hire is selected by the Hiring Manager, unhired qualified candidates will be added to the FHIR List and are eligible to be considered for hire for subsequent vacancies in the same classification for up to twelve (12) months.

### 3.3.3 Open Recruitment:

- (1) A job announcement will be posted as an Open Recruitment if the vacancy was not filled using the Transfer (Section 3.2.1) or Internal Recruitment (Section 3.2.3) processes and is subject to the Filing Period.
- (2) After a hire is selected by the Hiring Manager, unhired qualified internal and external candidates will be added to the FHIR List and are eligible to be considered for hire for subsequent vacancies in the same classification for up to twelve (12) months.

### 3.3.4 FHIR Lists:

- (1) The FHIR list shall be developed utilizing a specific posting that states it is building an FHIR or eligibility list.
  - a) The FHIR list will be valid for twelve (12) months from the date a candidate accepts the position for the original requisition, or it is mutually agreed upon by the Human Resource Group Manager and ACE to extend for a specific period of time. The FHIR list may be closed once there are three (3) or fewer candidates remaining.
  - b) HR will provide the Hiring Manager with the top five ranked candidates. In the case of tie ranks, more than five candidates may be provided to the Hiring Manager.
  - c) All provided candidates must be interviewed by the Hiring Manager. A candidate must be selected by the Hiring Manager from the FHIR. Candidates not selected will return

OS



to the FHIR for future consideration. If all eligible candidates on the FHIR list elect to not be considered for a specific vacancy, Human Resources will open a new recruitment specific to the need.

Example, if there is a FHIR and all listed candidates elect not to accept the position based on specific location. In this instance, HR can open a new recruitment for that specific classification and location, beginning with Transfers, then Internal per the process above, and then Open Recruitment, which would result in a new FHIR for that specific location.

- d) Upon completion of all phases of the assessment process, the applicants will be ranked from highest to lowest cumulative score. Based on the testing process, a FHIR list may be established by classification and location. The FHIR list will be maintained by Human Resources and shall follow the guidance above regarding use and retention of FHIR lists.

### 3.3.5 Internal Only Job Bid Promotion Process:

(1) Upon staffing requisition approval by Budget and HR, a recruitment may be conducted within a specific Group, Section, Unit or Team to fill a position in which there is no vacant position number. These recruitments shall follow the same process used for Internal Recruitments.

(2) This is not intended to circumvent the in-family promotion process (management requested promotion process). This process will not be utilized when employees on a team or unit could reasonably promote to the position through in-family promotion.

(3) Applications will be reviewed for minimum qualifications by Human Resources. Upon completion of the recruitment process, the Hiring Manager will complete the Final Hiring Interview Recommendation Form to notify Human Resources of their decision of which candidate to hire and HR shall notify all candidates whether they were (un)successful in the recruitment at approximately the same period.

(4) At no time are positions/requisitions which are posted utilizing this process permitted to utilize the Open or FHIR processes.

## 3.6. Job Announcement and Application Filing Process

### 3.6.1. Job Announcement

Job announcements will be advertised through the District's available communication mediums, including but not limited to website and email.

The District shall also include, at minimum, the following in all job announcements: Number of openings, open/closed dates, work schedule (days/hours), Group/Section/Unit/Team, work location, bargaining unit, minimum and maximum hourly rate, teleworking options (if applicable), overview and/or summary which is reflective of job description, job duties, minimum requirements (education, experience, certifications, licenses).

### 3.6.2. Filing Period

(1) The filing period for submitting applications will be a minimum of 10 working days and shall be indicated on the job announcement.

(2) Employees on disability or workers' compensation leave are permitted to apply for vacant positions following the same timelines and testing procedures as other applicants, provided their participation is within their medical restrictions.

### 3.6.3. Application

Each employee applying for a position shall complete an application.

### 3.6.4. Exemptions

An employee shall be excluded from the recruitment and selection process if that individual:

- (1) Has a current overall performance evaluation rating of less than "meets standards;" or
- (2) Has received an appealable disciplinary action in the last six (6) months.
- (3) Has not completed their current probationary period.

## 3.7 Selection Process

### 3.7.1 Invitation to Test

Qualified employees shall be notified of the time and location of a test at least three (3) days in advance. For purposes of this Section, Recurrent employees (defined as Category E employees under Article IV, Section 1.1 of the Agreement) shall be permitted to apply for positions as "internal" candidates.

### 3.7.2 Release/Leave Time

- (1) If requested, an employee shall be entitled to release time to participate in and commute to, a test.
- (2) Alternatively, an employee may use accumulated annual leave or personal leave to participate in and commute to, a test.
- (3) The employee shall give reasonable, prior notice of his/her need for release or leave time.

### **NEW – Desert Branch Location Pay**

The intention of this Article X is to improve recruitment and retention at Metropolitan’s desert facilities. The sunsetting of the previous program, Desert Remote Location Pay and the terms of the newly negotiated Incentive Pay shall be as follows:

X. The Incentive Pay program will be setup to provide a Desert Branch Assignment Premium to qualifying employees as follows:

X.1. Effective January 21, 2024, employees assigned to work in desert facilities will be eligible to receive one of the premium pay options below:

- 1) 5% for all employees assigned to Gene Camp or Intake.
- 2) 15% for all employees assigned to Hinds Pumping Plant, Eagle Mountain, or Iron Mountain.
- 3) This incentive pay will be applicable to the base pay for the normal work schedule. This incentive pay will not apply to overtime/additional hours.

X.2. Following approval by Metropolitan’s Board of Directors and the ACE membership, employees shall begin entering the incentive pay premium as part of their bi-weekly payroll, (including authorized medical leaves) for pay period beginning 2/28/24 on or around the first week of March. A retroactive payment for the period of 1/21/24 through 2/17/24 will be processed as soon as administratively possible.

X.3. This incentive payment program for Desert Branch Locations applies specifically to regular full-time employees at these locations, and does not apply to any other category of employment.

X.4. Qualifying service at a Desert Branch Location shall include:

- A. Assignment to a Desert Branch Location as the regular reporting location.
  1. Employees temporarily assigned to a desert facility for assignments of 30 days or more will be eligible for the premium associated with the facility they are assigned to for the entirety of the time at the location.
- B. All scheduled and assigned hours in a paid status, not including overtime/additional hours and including authorized medical leaves.

X.5. Employees assigned to a Desert Branch Location after the date the Incentive Pay program is implemented as agreed above, shall begin qualifying on the first day of the pay period of assignment to the Desert Branch Location.

### **NEW – Classification Study**

a. This study will analyze compensation and job specifications and develop a policy relating to compression, compaction, and market percentile comparison (e.g., 75th or 90th percentile).

b. The study will include a review for redundancy and unused job descriptions within ACE; any job description that is determined to be redundant or no longer necessary shall be subject to meet and confer between the parties. In no event shall this study result in the elimination of any occupied position.

c. This study will review driver's license requirements within class descriptions.

d. The District agrees to begin this study no later than October 2024 and will complete this study by the end of the contract extension, December 31, 2026.

e. In no event shall this classification study result in a reduction of the base pay for any ACE employee.

f. The parties have discussed ACE's concerns of different base pay assigned to classifications in ACE versus other bargaining units. The desire of the parties is to not have such pay differentials exist. The parties have agreed to reconvene if this is discovered.

OS

OS

**ETHICS, ORGANIZATION, AND PERSONNEL**  
**COMMITTEE MEETING**  
**May 14, 2024 – 12:30 p.m.**  
**MWD Headquarters Building/Teleconference Meeting**

**NON-INTEREST DISCLOSURE NOTICE**  
**BOARD ITEM 8-6.**

BOARD ITEM Item 8-6. – Update on labor negotiations and approve entering into two-year extension of 2022-2024 Memorandum of Understanding between The Metropolitan Water District of Southern California and the Association of Confidential Employees; the General Manager has determined that the proposed action is exempt or otherwise not subject to CEQA [Conference with Labor Negotiators; to be heard in closed session pursuant to Gov. Code 54957.6. Metropolitan representatives: Katano Kasaine, Assistant General Manager, Chief Financial Officer, Mark Brower, Human Resources Group Manager, Gifty J. Beets, Human Resources Section Manager of Labor Relations and Adam Benson, Finance Group Manager. Employee organizations: Association of Confidential Employees.]

This Non-Interest Disclosure Notice is being provided under the California Government Code: Pursuant to Government Code Section 1091.5(a)(9), a District officer or employee does not have a financial interest in a District contract if these conditions are satisfied: (i) his or her interest is that of a person receiving a salary, per diem or reimbursement for expenses from a government entity; (ii) the contract does not directly involve the department of the government entity that employs him or her; and (iii) the interest is disclosed to his or her body or board at the time the contract is considered and is noted in its official record. In accordance with this statute, the following District officers or employees have been, or may be, involved in the bargaining unit negotiations on behalf of management: Adel Hagekhalil, Marcia Scully, Katano Kasaine, Shane Chapman, Deven Upadhyay, Gifty Beets, Mark Brower, Adam Benson, Henry Torres, Tony Zepeda, Gonzalo Barriga Jr., Mohsen Mortada, Isamar Munoz Marroquin, and Diana Vidal.

Isamar Munoz Marroquin and Diana Vidal are members of the Association of Confidential Employees (“ACE”), which have a salary provision in its Memorandum of Understanding that allows ACE to select an annual salary adjustment from any one of the Memoranda of Understanding for the other bargaining units. Each of the remaining individuals is unrepresented. Under Administrative Code Section 6500(d), unless the Board directs otherwise, the pay rate range for each unrepresented individual except Adel Hagekhalil and Marcia Scully, will be adjusted annually to correspond with the annual across-the-board salary adjustment provided to the District’s management employees under the Memoranda of Understanding; although actual pay rates for these unrepresented individuals will be determined by their management. The other compensation and benefits for which the unrepresented individuals are eligible are set forth in the Administrative Code.



# Metropolitan Water District of Southern California Office of Ethics Contractor Code of Conduct

---

This document constitutes the Contractor Code of Conduct (“Contractor Code”) for Metropolitan Water District of Southern California (“Metropolitan”). It sets forth the minimum standards of conduct that Metropolitan’s contractors, consultants, vendors, and other suppliers of goods or services shall observe.

## **I. Background and Authority**

By legislation enacted in 1999, state law requires Metropolitan to operate an independent Office of Ethics. Among other things, the legislation requires that Metropolitan adopt ethics rules that seek to avoid potential ethical abuses relating to business relationships between contractors, vendors, and Metropolitan officials. It requires the Ethics Office to investigate complaints of violations and to make the results of its investigations available to the public.<sup>1</sup>

On November 9, 2021, Metropolitan’s Board of Directors adopted two amendments to Metropolitan’s Administrative Code (MWD Admin. Code) that require inclusion of a Contractor Code of Conduct in Metropolitan contracts:

### ***Section 7210. Contractor Code of Conduct***

- (a) All Metropolitan contractors shall be subject to a Contractor Code of Conduct.*
- (b) This Contractor Code of Conduct shall be included in all written contracts with Metropolitan and shall be posted on Metropolitan’s public website.*

### ***Section 7211. Contractor Code of Conduct Provisions***

*The General Manager, Ethics Officer, and General Counsel shall jointly approve the terms of the Contractor Code of Conduct. This Contractor Code of Conduct shall include, but not be limited to, the following provisions:*

- (a) Contractors shall abide by all Metropolitan ethics rules and policies applicable to contractors.*

---

<sup>1</sup> Metropolitan Water District Act, section 126.7 (SB 60).

*(b) Contractors shall timely cooperate with any investigation by the Ethics Officer, which includes permitting access to their books, records, and accounts, and responding to inquiries as may be necessary to complete any investigation at no additional charge to Metropolitan.*

*(c) Failure to comply with the Contractor Code of Conduct shall be a basis for termination of existing contracts and debarment from future contracts as provided in section 8170.*

*(d) Contractors shall not provide political contributions to Metropolitan board members in violation of Government Code section 84308 nor cause any Metropolitan official to violate section 7123.*

*(e) Notice and a requirement that a contractor providing consulting services, including an employee of the contractor, comply with the conflict of interest and disclosure requirements of the Political Reform Act and Government Code section 1090 if the contractor qualifies as a public official.*

By accepting the terms of this Contractor Code, Contractor agrees to act in accordance with the terms of Section 7211 of Metropolitan's Administrative Code, as quoted above, and to comply with other specific ethics rules set forth in this document.

## **II. Terms and Incorporation by Reference**

This document uses the term "**Agreement**" to refer to the contract, agreement, purchase order, or other contractual instrument that incorporates this Contractor Code by reference.

This document uses the term "**Contractor**" to refer to the entity or person that enters into the Agreement with Metropolitan.

To have effect, this Contractor Code shall be incorporated by reference into the Agreement.

### **III. Ethics Rules Applicable to Contractor**

#### **A. Gifts**

With the exceptions described below, Contractor shall not offer, provide, or arrange for another person to provide any gift or other items of value to any Metropolitan employee.<sup>2</sup> The exceptions are as follows:

1. Modest food or beverages provided during a work-related meeting or event.
2. Items of nominal intrinsic value such as greeting cards, coffee mugs, or pens bearing a corporate trademark.
3. The aggregate value to an individual Metropolitan employee shall not exceed \$50 per calendar year.<sup>3</sup>

#### **B. Honoraria**

Contractor shall not offer or provide honoraria (i.e., payment for appearing, giving a speech, or writing an article) to any Metropolitan official.<sup>4</sup>

#### **C. Loans**

Contractor shall not offer or provide a private loan to any Metropolitan official.<sup>5</sup>

#### **D. Political Campaign Contributions**

In any official proceeding involving a license, permit, or other entitlement for use, Contractor shall not make, solicit, or arrange for a political campaign contribution of more than \$250 to any Metropolitan Director.<sup>6</sup>

---

<sup>2</sup> “Gift” shall have the same meaning as that term is defined in California state ethics laws (e.g., Government Code, section 82028; Fair Political Practices Commission Regulations).

<sup>3</sup> MWD Admin. Code Section 7122 [Additional Gift Limits and Compensation Restrictions], or successor provision.

<sup>4</sup> MWD Admin. Code Section 7117 [Honoraria]. See California Government Code, Section 89502.

<sup>5</sup> MWD Admin. Code Section 7117 [Loans to Public Officials]; see California Government Code, Section 87460(b).

<sup>6</sup> MWD Admin. Code Sections 7113 [Campaign Contributions] and 7123 [Political Contributions and Activities]; see California Government Code section 84308.

## **E. Lobbyists**

Contractor shall direct any of its representatives who meet the definition of “lobbyist” within Metropolitan’s Administrative Code to comply with Metropolitan’s lobbyist registration and reporting requirements.<sup>7</sup>

## **F. Confidential Information**

Contractor shall not willfully or knowingly accept, possess, disseminate, or disclose any confidential information unless authorized to do so or required by law or Metropolitan policy.<sup>8</sup> As defined in Metropolitan’s Administrative Code, “confidential or privileged information” means:

*...[I]nformation, whether contained in a document, recorded, or communicated in another manner, which is maintained confidentially at or by Metropolitan and if contained in a writing, would not be subject to disclosure under the California Public Records Act.*

## **G. Former Metropolitan Directors**

1. Contractor shall not enter into any professional services contract with any member of Metropolitan’s Board of Directors during the Director’s term of office and for a period of one year thereafter.
2. If Contractor is a for-profit business entity, then Contractor shall not enter into any contract with Metropolitan if a former Metropolitan Director is an officer, partner, or shareholder who holds more than ten percent of the stock in the business entity. This restriction is in effect for one year after a Metropolitan Director leaves office.<sup>9</sup>
3. For a period of one year after leaving office, Contractor shall not compensate (whether directly or indirectly) any former Metropolitan Director for the purpose of influencing an official Metropolitan decision.

## **H. Former Metropolitan Employees**

1. Contractor shall not discuss, negotiate, or offer employment or other business opportunities to any current Metropolitan employee whose position has any degree of authority or substantive involvement in the Agreement or any other

---

<sup>7</sup> MWD Admin. Code 7220 [Lobbyist and Lobbying Firm Registration and Reporting Requirements]

<sup>8</sup> MWD Admin. Code Section 7126 [Use of Confidential Information]

<sup>9</sup> MWD Admin. Code Section 7124 [Limits on Contracts and Grants with Former Directors].

current contract, agreement, purchase order, or other contractual instrument between Contractor and Metropolitan.<sup>10</sup>

2. Contractor shall not compensate any former Metropolitan employee to influence any official Metropolitan decision. This restriction applies:
  - a. For one year after separation from Metropolitan employment; and
  - b. Regarding any issues over which the former employee had decision-making authority during the three years prior to separating from Metropolitan employment.<sup>11</sup>

## **I. Official Decisions**

When performing its work under the Agreement, Contractor shall not make or participate in making any Metropolitan decision if such decision would have a material and foreseeable effect on any private financial interest of Contractor.<sup>12</sup>

## **J. Public Contracts**

If as part of its work under the Agreement, Contractor assists in developing criteria or specifications for any future Metropolitan contract, then Contractor shall not be a party to or otherwise benefit from the future contract.<sup>13</sup>

## **K. Disclosure of Economic Interests**

If Metropolitan's Ethics Office or the California Fair Political Practices Commission (FPPC) determines that a Contractor is a consultant that meets the criteria set forth in

---

<sup>10</sup> MWD Admin. Code Section 7114 [Influencing Prospective Employment]; Section 7130 [Employment with Persons Doing Business with Metropolitan], 7221 [Revolving Door Restrictions on Former Metropolitan Officials]. See California Government Code section 87407.

<sup>11</sup> MWD Admin. Code Section 7221 [Revolving Door Restrictions on Former Metropolitan Officials].

<sup>12</sup> MWD Admin. Code Section 7111 [Conflicts of Interest Regarding Governmental Decisions]; see California Government Code, section 87100.<sup>13</sup> MWD Admin. Code Section 7111 [Conflicts of Interest Regarding Contracts]; see California Government Code, section 1090.<sup>14</sup> MWD Admin. Code Section 7502 [Filing Statements of Economic Interests]. See FPPC Regulations, section 18700 [conditions when consultants are deemed to be public officials].

<sup>13</sup> MWD Admin. Code Section 7111 [Conflicts of Interest Regarding Contracts]; see California Government Code, section 1090.<sup>14</sup> MWD Admin. Code Section 7502 [Filing Statements of Economic Interests]. See FPPC Regulations, section 18700 [conditions when consultants are deemed to be public officials].

applicable FPPC regulations, then Contractor shall comply with disclosure requirements mandated by state law.<sup>14</sup>

### **L. Design-Build Contracts**

For design-build and progressive design-build contracts, Contractor further agrees to the terms detailed in the *Metropolitan Water District of Southern California Organizational Conflict-of-Interest Policy for Alternative Project Delivery*, adopted by the Board on March 14, 2023.

## **IV. Other Requirements**

### **A. Seeking Advice from Ethics Office**

If questions arise regarding how any of these provisions would apply in specific situations, Contractor shall seek the advice or input of Metropolitan's Ethics Office.

### **B. Updates to Conflict of Interest Disclosures**

If Contractor submitted a standardized conflict of interest disclosure form prior to or as part of entering into the Agreement, Contractor shall provide timely updated responses when requested by the Agreement Administrator or Metropolitan's Ethics Office.

### **C. Reporting of Apparent Violations**

If Contractor becomes aware of facts indicating that it or any of its employees or agents may have violated any terms of the Contractor Code of Conduct, whether intentional or inadvertent, Contractor shall immediately notify Metropolitan's Ethics Office.

If Contractor becomes aware of facts indicating that a Metropolitan official may have violated any ethics policy or law applicable to their official duties, Contractor shall immediately notify Metropolitan's Ethics Office.

### **D. Cooperation in Ethics Office investigations**

In the event of an official Ethics Office investigation concerning an alleged ethics violation related to the Agreement, Contractor shall cooperate at no additional cost to Metropolitan by responding to inquiries, providing testimony, or providing relevant documents or other information to an authorized investigator from Metropolitan's Ethics Office.

---

<sup>14</sup> MWD Admin. Code Section 7502 [Filing Statements of Economic Interests]. See FPPC Regulations, section 18700 [conditions when consultants are deemed to be public officials].

*[Final Version approved May 1, 2024]*

### **E. Terms of Related Agreement**

The terms of this Contractor Code apply in addition to, and not in place of, the terms and conditions of the Agreement that incorporates this document.

### **F. Remedies**

In the event of a breach by Contractor of any of the obligations contained within this Contractor Code of Conduct, Metropolitan shall have the right to seek enforcement or remedies available under law.

[INSERT SIGNATURES]



Ethics, Organization, & Personnel Committee

# Monthly Ethics Education

Item 6a

May 14, 2024



Item 6a  
Monthly  
Ethics  
Education

Subject

Contractor Code of Conduct

Purpose

Refresher on purpose and elements of  
Contractor Code of Conduct

Contractor  
Code of  
Conduct

# Requirements

- Senate Bill 60
- MWD Administrative Code

Contractor  
Code of  
Conduct

# Compliance with MWD Ethics Rules

- Gifts
- Political contributions
- Lobbyists
- Confidential information
- Former MWD officials
- Conflicts of interest
- Financial disclosures

## Contractor Code of Conduct

# Process

- Ethics Office advice
- Reporting violations
- Cooperation in ethics investigations





## Equal Employment Opportunity Group

- **Equal Employment Opportunity April 2024 Monthly Activity Report**

### Summary

---

This report provides a summary of Equal Employment Opportunity April 2024 Monthly Activities.

### Purpose

---

Informational

### Attachments

---

None

### Detailed Report

---

#### Desert Facilities

To increase awareness of Metropolitan’s EEO policies and programs across Metropolitan facilities, and to help safeguard the right to a discrimination-free, harassment-free and retaliation-free workplace for all employees, EEO staff held office hours at four desert facilities, including Gene, Iron Mountain, Eagle Mountain and Hinds. The office hours took place from April 8, 2024 to April 10, 2024. During this time, EEO staff were available to meet with Metropolitan employees in the desert region to share more information about the EEO Office’s policies and procedures, and to assess any EEO work-related concerns.

#### EEO Investigation 101

On April 16, 2024, the EEO Office conducted its EEO Investigations 101 training. This interactive and informative training was open to all MWD employees and included an overview of the EEO Office and its mission and guiding principles; the complaint intake process, and investigative guidelines for conducting EEO investigations. The goal of EEO Investigations training series is to ensure that Metropolitan employees know how to file an EEO complaint, have a better understanding of the complaint process and their rights and responsibilities in the workplace, and to help build a positive rapport with the EEO Office.

#### Weymouth Tour

On April 17, 2024, the EEO Office participated in a tour of the Weymouth Water Treatment Plant, as part of a raffle the EEO team won in 2023 to tour the La Verne Facility. The tour included an overview of the Manufacturing Services Unit Shops, the Ozone Facility, the Engineering Services Building, the Fleet Shop, 3D Survey and the Water Quality Laboratory. After the tour, the EEO Office had the opportunity to conduct a presentation for La Verne management on the EEO Office’s core guiding principles, EEO protected categories and prohibited conduct, and the EEO complaint and investigative process. A big thank you to Ric Johnston, Alicia Escovedo and the rest of his team for their generous welcome and the time and knowledge they shared with us about their important work.















## Human Resources Group

- **Human Resources April Activity Report**

### Summary

---

This report provides a summary of the Human Resources activities for April 2024.

### Purpose

---

Informational

### Detailed Report

---

## HR Priorities

### **Partner with Metropolitan leadership to support learning, development, and adaptive workforce planning initiatives.**

In April, 595 employees completed in-person and virtual trainings covering topics like Microsoft Project, E-Mail Etiquette, Grammar Essentials, Recruitment Procedures, Interpersonal Communication, P-Card Protocol, and Critical Thinking. LinkedIn Learning’s online training platform was accessed for trainings on Inclusion During Difficult Times, Managing for Maximum Impact, Occupational Safety & Health, Hybrid Project Management, and Photoshop.

The Organizational Development & Training Unit also facilitated a Communications Styles class for 14 Operators at the Mills filtration plant and hosted the Ethics Office’s first Symposium featuring panels from L.A. Metro, City of L.A, and keynote speaker, Ambassador Norman Eisen (Chief Ethics Officer under President Obama). In partnership with the Diversity, Equity & Inclusion Office, OD&T piloted a new training program, conducting a preview and feedback session with 40 Metropolitan employees. OD&T also launched its first “MWD Spotlight Series Lunch & Learn” showcasing jobs that many of us may not be aware of but are crucial to Metropolitan’s overall operation. Jacob Bast from the Diving Team was featured, and 40 employees tuned in for the event.

## HR Core Business: Provide Excellent Human Resources Services

### **Objective #1: Administer all HR services with efficiency and a focus on customer service excellence, consistency, and flexibility.**

The Business Support Team planned, organized, and coordinated a “Why Sleep Matters” wellness webinar. The live webcast was held on April 17, 2024, and was hosted by Kaiser Permanente. The webinar invited employees to learn simple and effective tools to improve their ability to rest, relax, and sleep. Employees were invited to create a realistic action plan, using their strengths to improve overall sleep.

HR Benefits Unit coordinated with Financial Finesse to host three financial education webinars on April 2 for all employees and retirees enrolled in the Metropolitan 401(k) or 457(b) plans. There were 30 participants in the

Date of Report: 5/14/2024

## Board Report Human Resources April Activity Report

Savings for College Rules and Tools, 40 participants in the Tax Planning for Investors, and 33 participants in the Introduction to Investing class. These classes are designed to provide valuable information to help participants improve their knowledge and achieve their financial goals. Each participant also receives an optional phone call with one of Financial Finesse’s Certified Financial Planners, free of charge, to discuss any financial matter for each course attended.

### HR Core Business: Comply with Employment Laws and Regulations

**Effectively administer all Human Resources policies, programs, and practices in compliance with applicable federal and state laws and Metropolitan’s Administrative Code, Operating Policies, and Memorandum of Understanding.**

In April, three new workers’ compensation claims were received. Two employees are currently off work because of an industrial injury or illness. This reflects Metropolitan’s effort to accommodate injured workers while enabling them to be productive and on the job. Staff continues to address accommodations, coordinate treatment, and work closely with our Workers’ Compensation Third-Party Administrator, Tristar Risk Management.

HR Benefits Unit coordinated with HRIS finalized the IRS mandatory 1095B report after providing the required 1095C employee statements to all eligible employees based on ACA guidelines for calendar 2023 within the required deadline dates of March and April 2024.

HR Metrics	June 2023	April 2024	Prior Month March 2024
<b>Headcount</b>			
Regular Employees	1,779	1,806	1,795
Temporary Employees	25	52	50
Interns	0	3	4
Recurrents	18	17	17
Annuitants	24	23	24

	April 2024	March 2024
<b>Number of Recruitments in Progress</b> (Includes Temps and Intern positions)	212	228
<b>Number of New Staffing Requisitions</b>	9	44
	April 2024	March 2024
<b>Number of Job Audit Requests in Progress</b>	11	14
<b>Number of Completed/Closed Job Audits</b>	3	0
<b>Number of New Job Audit Requests</b>	0	0

Board Report Human Resources April Activity Report

Transactions Current Month and Fiscal YTD (includes current month)			
<u>External Hires</u>	<u>FY 22/23 Totals</u>	<u>April 2024</u>	<u>FISCAL YTD</u>
Regular Employees	116	10	90
Temporary Employees	36	5	52
Interns	0	0	3
Internal Promotions	72	5	65
Management Requested Promotions	149	24	133
Retirements/Separations (regular employees)	98	1	61
Employee-Requested Transfers	19	0	11

**Departures**

Last	First Name	Classification	Eff Date	Reason	Group
Cataldi	Ramona	Deputy Chief DE&I Officer	2/6/2024	Resignation	DIVERSITY,EQUITY&INCLUSION

HR Metrics	June 2023	March 2024	Prior Month February 2024
<b>Headcount</b>			
Regular Employees	1,779	1,795	1,791
Temporary Employees	25	50	48
Interns	0	3	1
Recurrents	18	17	17
Annuitants	24	24	23

Board Report Human Resources April Activity Report

	March 2024	February 2024
<b>Number of Recruitments in Progress</b> (Includes Temps and Intern positions)	<b>228</b>	<b>202</b>
<b>Number of New Staffing Requisitions</b>	<b>44</b>	<b>19</b>
	March 2024	February 2024
<b>Number of Job Audit Requests in Progress</b>	<b>14</b>	<b>14</b>
<b>Number of Completed/Closed Job Audits</b>	<b>0</b>	<b>4</b>
<b>Number of New Job Audit Requests</b>	<b>0</b>	<b>2</b>

<b>Transactions Current Month and Fiscal YTD (includes current month)</b>			
<u>External Hires</u>	<u>FY 22/23 Totals</u>	<u>March 2024</u>	<u>FISCAL YTD</u>
Regular Employees	116	7	80
Temporary Employees	36	4	47
Interns	0	2	3
<b>Internal Promotions</b>	<b>72</b>	<b>7</b>	<b>60</b>
<b>Management Requested Promotions</b>	<b>149</b>	<b>13</b>	<b>109</b>
<b>Retirements/Separations (regular employees)</b>	<b>98</b>	<b>1</b>	<b>60</b>
<b>Employee-Requested Transfers</b>	<b>19</b>	<b>0</b>	<b>11</b>

**Departures**

Last	First Name	Classification	Eff Date	Reason	Group
McCormick	Paul	Team Mgr- Limnology & Reservoir	1/13/2024	Retirement - Service	TREATMENT&WATER QUALITY GROUP





## Office of Safety, Security & Protection

### • **Safety, Security, and Protection Monthly Activities for April 2024**

#### **Summary**

---

This monthly report for the Safety, Security, and Protection Group provides a summary of activities for April 2024 in the following key areas:

- Security and Emergency Management
  - Security and Emergency Response
  - Emergency Management Program Update
- Safety, Regulatory, and Training (SRT)
  - Health & Safety Programs
  - Environmental Programs
  - Apprenticeship Programs
  - Safety and Technical Training Programs
  - Site Support

#### **Purpose**

---

Informational by the Safety, Security, and Protection Group on a summary of key activities for the month of April 2024.

#### **Attachments**

---

Attachment 1: Detailed Report – Safety, Security, and Protection Monthly Activities for April 2024

## Key Activities Report for April 2024

### Project Highlights

#### Security and Emergency Management

##### Security and Emergency Response

Metropolitan's facilities hold critical infrastructure designation by the Department of Homeland Security (DHS), affirming the vital role they play in national security. Our Security and Emergency Management Unit maintains a robust partnership with the Cyber and Infrastructure Security Agency (CISA) within DHS, facilitated by Protective Security Advisors (PSAs) assigned to Region 9, covering the Western US and Hawaii. These PSAs collaborate closely with our security staff to conduct comprehensive assessments of our facilities' security posture, address emerging threats, and foster relationships with local, state, and federal agencies, including first responders, partner utilities, policymakers, and intelligence analysts. This partnership serves as a cornerstone for evaluating and enhancing our security standards, providing valuable recommendations derived from cross-sector comparisons.

In April, we were honored to host Dr. Michael Stone, Director of the Private Sector Office within the Department of Homeland Security HQ, during his visit to Metropolitan. Dr. Stone's office plays a crucial role in fostering strategic communications with the private sector, identifying shared challenges, and developing sustainable partnerships within critical infrastructure sectors. During his visit, Dr. Stone commended the longstanding and fruitful collaboration between DHS and Metropolitan, highlighting the dedication of our security staff in fostering partnerships across various critical infrastructure sectors. He pledged to further strengthen the relationship with his office, underscoring the importance of ongoing collaboration and coordination to address evolving security challenges effectively.

Moving forward, we remain committed to nurturing and enhancing our partnerships with DHS and other key stakeholders to safeguard Metropolitan's critical infrastructure and ensure the resilience of our operations.



**Dr. Michael Stone, DHS's Director to the Private Sector, in his first visit to Metropolitan promising to bolster the partnership with the federal agency**



## Security and Emergency Response

Water Information Sharing and Analysis Center (WaterISAC) is an organization that focuses on improving the cybersecurity and resilience of water and wastewater systems in the United States. It provides its members (which include water utilities) with threat intelligence, cybersecurity best practices, training, and resources to help them protect their critical infrastructure from both cyber and physical security threats.

Metropolitan's Security Management Unit (SMU) received the great honor of being asked to join WaterISAC's new Physical Security Advisory Committee as a standing committee member. The new committee meets each month to discuss physical security issues and opportunities for the water sector, with members actively providing input to inform the development of reports, presentations, exercises, and more. In addition, the Physical Security Advisory Committee will provide a forum for members to engage with one another, to include shared lessons learned and security best practices.



**Metropolitan SMU—proud committee member of  
WaterISAC's new Physical Security Advisory Committee**

## Emergency Management Program Update

Work on updating Metropolitan's Dam Emergency Action Plans (EAPs) continued this month. Staff ran a required call-down drill and updated the Diemer Dam EAP, which was then shared with stakeholders and the California Office of Emergency Services. This month's staff training on these EAPs included an exercise of the Diamond Valley Lake EAP with response staff.

Outreach to local Fire Departments also continued with exercises at the Jensen Plant with representatives from the Los Angeles City and County Fire Department, and one at the Weymouth Plant with representatives from the Los Angeles County Fire Department.

Finally, the Metropolitan Emergency Operations Center (EOC) and Western Conveyance and Distribution Incident Command Post (ICP) were activated briefly this month in response to a possible leak on the Santa Monica Feeder. After further assessment from field crews, it was determined there was no leak on the feeder, and the EOC and ICP were de-activated and returned to normal operations.

# Office of Safety, Security & Protection

## Project Highlights

### Safety, Regulatory, and Training

#### SRT Health & Safety Programs

##### National Safety Council (NSC) Initiative

NSC met with the executive managers to provide highlights and feedback received from all the focused group discussions. A proposed charter for the Executive Safety Committee and safety culture improvement opportunities were discussed during the meeting. This committee will demonstrate the executive leadership support of safety and will reinforce the importance of chain of command when finding safety solutions. NSC will continue working with SRT to launch the newly formed Executive Safety Committee.


##### Pipeline Safety

Staff provided training on the use of the new Blackline G7c air monitors used to test the atmosphere inside confined spaces, such as tanks, substructures, and pipelines before entry. The Safety Talk for Guidelines When Entering Pipelines or Tunnels was updated and posted on the IntraMet for employees to review before entering pipelines.

Technical guidance was provided to Engineering for Freda Siphon leak repairs during CRA shutdown. Suspect asbestos-containing materials were discovered on the interior of the siphon, which halted the completion of all planned Weko seal installations. Metropolitan's asbestos consultant conducted a comprehensive survey to identify each repair location containing asbestos for the future 2025 CRA shutdown. Staff will continue to partner with Engineering to establish procedures for installation of Weko seals without disturbing existing asbestos material.

### MWD Safety Talk

**Guidelines for Engineering Services Group (ESG)  
and non-WSO Staff Entering Pipelines or Tunnels**



Shutdowns require involvement from many staff outside WSO. ESG and other non-WSO staff is responsible for inspections and evaluations (e.g., corrosion, survey, seismic). This Safety Talk provides requirements, guidelines, and steps to follow when entering pipelines or tunnels.

**PRIOR TO SHUTDOWN**

All entries into the pipeline or other clearance zones must be planned and approved in advance. Whenever possible, the entry request must be included in the shutdown plan and each entry must list the personnel involved, the purpose of the entry, access points, expected duration, and specific tasks.

Designate a lead person on your team to coordinate, participate, and attend the Shutdown Planning meetings to discuss the scope of your support work. The lead person works closely with the Shutdown Project Manager (SPM) to clarify roles and responsibilities and requirements for your work, including:

- **Staffing support.** Determine who, on the topside-support crew, maintains and relocates blowers; sets traffic controls; tests and documents atmospheric readings inside confined spaces and tunnels; provides transportation; and maintains entry and exit logs into the pipeline. Designate a topside person responsible for checking on the support team's status inside the pipeline regularly.
- **Qualified escort.** Designate a "qualified escort" to be in charge of each team entering the pipeline. A qualified escort shall have sufficient practical experience (as determined by their manager) to be in responsible charge of the team inside the pipeline. The team members follow directions from the qualified escort and maintain contact with him/her while inside the pipeline.
- **Work schedule and work location.** Establish a staffing schedule for the team. Use station numbers and markers to identify critical locations for staging/meeting areas, blower set-ups, pipeline access points (i.e., entry, exit and checkpoints).
- **Tunnel or pipeline procedures.** Review protocols for lockout/blockout, atmospheric testing, and pipeline entry and exit. Review emergency procedures, roles and responsibilities for the crew inside the pipeline and topside of the pipeline. Communications between team inside the pipeline and topside crew must be clearly defined in the shutdown plan.



**Metropolitan Safety Talk for  
Entering Pipelines and Tunnels**

**Freda Siphon Weko Seal Installation**

# Office of Safety, Security & Protection

## SRT Environmental Programs

### Advanced Clean Fleets Regulatory Compliance

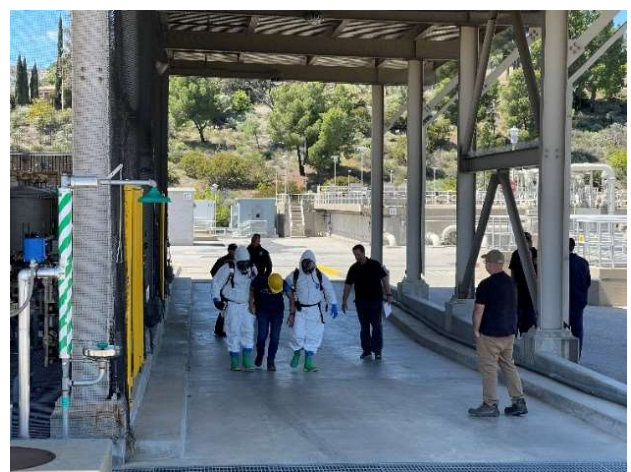
The initial compliance report was submitted for Metropolitan’s 571 medium- and heavy-duty (MD/HD) on-road vehicles subject to the California Air Resources Board Advanced Clean Fleets (ACF) Regulation. The current compliance pathway selected for Metropolitan’s fleet is the Zero Emission Vehicle (ZEV) Purchase Schedule, which requires new purchases of MD/HD vehicles to be 50 percent ZEV during 2024–2026, and 100 percent beginning in 2027. The nine ZEVs acquired last year can be used to offset future purchases of critical gasoline/diesel vehicles needed to maintain operational reliability. Staff will continue to actively participate in CARB’s implementation of the various ACF provisions, including the purchase requirements, ZEV availability, and possible exemptions.



The purchase of Electric Ford Lightning (left) could be used to offset the purchase of diesel truck (right)

### Emergency Trainings and Drills

SRT Environmental coordinated chemical responder/Incident Command (IC) annual refresher trainings, drills, tours at Weymouth and Jensen with the Los Angeles County Fire Department (LACFD) and the City of Los Angeles Fire Department (LAFD), respectively. The tabletop trainings involved simulated chlorine and aqua ammonia leaks and injuries. Both fire agencies were appreciative of the invitations and look forward to future drills and plant tours.



Jensen exercise drill to simulate chlorine leak and injury



# Office of Safety, Security & Protection

## SRT Apprenticeship Programs

The SRT Apprenticeship Programs prepare apprentices to become qualified mechanics and electricians responsible for maintaining Metropolitan’s water treatment and distribution systems. This month, the Class of 2027 mechanical apprentices visited Diamond Valley Lake inlet/outlet tower where a subject matter expert taught apprentices on the use of blueprints and schematics to identify and match Metropolitan specifications to facility components.

The Class of 2027 electrical apprentices visited Metropolitan hydroelectric plant and pressure control structure to study battery maintenance, inspection, and equipment operation. They learned how to conduct visual inspections, test equipment, take readings, interpret the readings, troubleshoot, and correct potential problems.

Lastly, staff facilitated the Civil Treatment Workplace Pilot Training in collaboration with Diversity, Equity, and Inclusion and Human Resources. The General Manager and Chief Diversity, Equity, and Inclusion Officer kicked off the meeting with opening remarks. Staff also partnered with External Affairs to facilitate the Colorado River Board meeting at the Apprenticeship Training Center.



**Mechanics at the Diamond Valley Lake**



**General Manager at Civil Treatment Workplace Training**

# Office of Safety, Security & Protection

## SRT Safety and Technical Training Programs

SRT Safety and Technical Training staff proctored electrical switching and valving practical exams to certify trainees in the System Operating Orders Manual (SOOM) Advanced Electrical Switching and Advanced Mechanical Valving programs. The practical assessments require trainees to write an outage request, a set of switching and/or valving instructions, and perform high voltage switching and/or valving in accordance with Metropolitan policy and the SOOM.



**Staff performing High voltage switching practical operations (left) and reporting the completion of switching (right) at Coyote Creek HEP.**

## SRT Site Support

The CRA Shutdown for tunnel cleaning is a recurrent preventive maintenance shutdown that helps preserve vital Metropolitan tunnels to deliver water from Colorado River to member agencies. Before the start of the shutdown, a CalOSHA inspector was onsite to review Metropolitan's safety, ventilation, and evacuation plans; inspect the blowers and atmospheric gas monitors; verify crane and operator certifications; and check emergency supplies. There were no findings or correction from the CalOSHA inspector. In addition, SRT staff conducted employee training on the use of emergency equipment including, self-rescuers for immediate evacuation in case of fire and stokes basket for extractions of injured employee, if needed.

Throughout the duration of the shutdown, our staff served as the California Certified Tunnel Safety Representatives and Gas Testers, as required by CalOSHA. They monitored the work onsite and ensured that acceptable conditions inside the tunnels were met throughout the duration of the cleaning. Staff continuously and reliably provided safety support, resulting in the successful completion of the shutdown with zero injuries or incidents.



**CRA ventilation blowers (left), CalOSHA pre-job meeting (center), and training on the use of Stoke's basket (right)**