



## Board of Directors

Approve Amendments to the MWD  
Administrative Code to Modify the Processes  
for Department Head Evaluation,  
Performance Expectations, and Annual  
Business Planning

Item 7-6

April 14, 2026

Presented by: Jon Rubin

Rickita Hudson

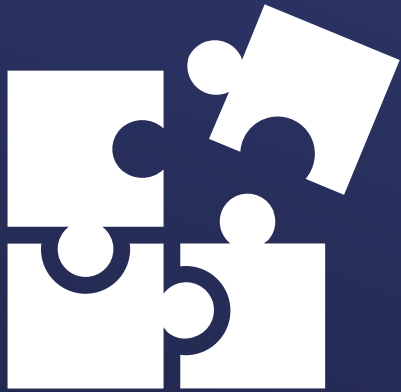
## Item 7-6 Department Head Processes

### Recommendation

Approve amendments to the Metropolitan Water District of Southern California Administrative Code to modify the processes for Department Head evaluation, performance expectations, and annual business planning; the General Manager has determined that the proposed action is exempt or otherwise not subject to CEQA

**Fiscal and Budgetary Impacts:** None

**Presentation Length:** 5 minutes



## Purpose

To improve the coordination and add clarity to the processes governing Department Head evaluation, performance expectations, and annual business planning.

## Background

The proposed changes carry forward the ideas consistent with the presentation and input provided at the March 24 meeting of the Executive Committee.

## Focus is on Five Areas

### Summary of Proposed Changes

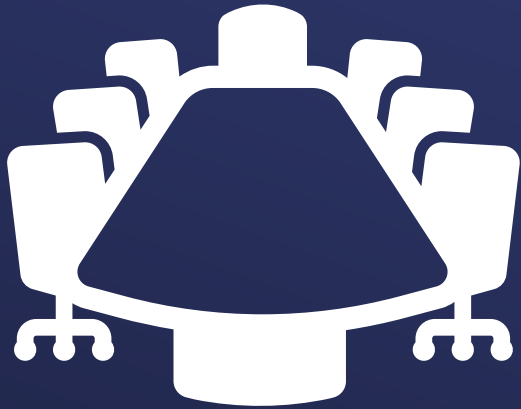
- New Annual Department Heads Operations Plan
- Transfer GM-Related Duties from Executive to OPE
- Expand Roles of the Home Committees
- Allow Flexible Timing for Annual Evaluations
- Home Committees to Review Business Plans

# "Department Heads Operations Plan" (DHOP)

Will require Department Heads to:

- Jointly prepare a new annual plan that will:
  - Identify organization-wide goals; and
  - Actions that foster interdepartmental collaboration.
- Submit the new plan annually to the Executive Committee by no later than June.
- Amendments are to Sections 2416 (d) and 6402 (a).





## Transfer GM-Related Duties from Executive to OPE

- Will shift the following duties from the Executive to OPE Committee:
  - Review and approval of GM's Annual Business Plan, and
  - Discussing periodic performance expectations, including progress checks with the GM.
- Amendment moves Section 2416 (d) and (e) to Section 2417 (k) and (l). No substantive changes to the underlying duties.



## Expand Role of the Home Committees

- Will require the home committees to make recommendations to the Board on Department Head salary and compensation.
- Amendment is to Section 6208.

## Allow Flexible Timing for Annual Evaluations

- Will advance both flexibility and predictability to the Department Head evaluation workflow.
- Amendment is to Section 6210 (b)(4).



## Home Committees to Review Business Plans

- Will require Department Heads to submit annual business plans to their home committee—review to occur after Executive Committee approves the DHOP.
- Amendment is to Section 6402 (b) and (c).

# 2026 Timeline



May

## Step 1

- Home Committees to hear Department Head accomplishments and discuss performance and goals

June

## Step 2

- Board completes and submits individual Department Head evaluations

June

## Step 3

- Home Committees discuss evaluation results and consider performance ratings and provide salary and compensation adjustment recommendations to the Board

## 2026 Timeline



June

### Step 4

- Board to discuss evaluation results and consider performance ratings and salary and compensation adjustments

July

### Step 5

- If not considered in June, Board to discuss evaluation results and consider performance ratings and salary and compensation adjustments

# Board Options

## Option #1

Approve amendments to the Metropolitan Water District of Southern California Administrative Code to modify the processes for Department Head evaluation, performance expectations, and annual business planning.

## Option #2

Do not approve amendments to the Metropolitan Water District of Southern California Administrative Code to modify the processes for Department Head evaluation, performance expectations, and annual business planning.

## Staff Recommendation

### Option #1

Approve amendments to the Metropolitan Water District of Southern California Administrative Code to modify the processes for Department Head evaluation, performance expectations, and annual business planning.



# Questions?

