

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

Meeting with Board of Directors *

July 9, 2024

12:00 p.m.

**Tuesday, July 9, 2024
Meeting Schedule**

**08:30 a.m. FAM
10:30 a.m. EIA
11:30 a.m. Break
12:00 p.m. EOP
01:30 p.m. BOD
02:30 p.m. Sp Exec**

Agendas, live streaming, meeting schedules, and other board materials are available here:

<https://mwdh2o.legistar.com/Calendar.aspx>. Written public comments received by 5:00 p.m. (business days) before the meeting is scheduled will be posted under the Submitted Items and Responses tab available here:

<https://mwdh2o.legistar.com/Legislation.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=a1RTQWh6V3h3ckFhNmdsUWpKR1c2Zz09>

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

* 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 June 11, 2024 (Copies have been submitted to each Director, any additions, corrections, or omissions) [21-3559](#)

3. CONSENT CALENDAR ITEMS - ACTION

NONE

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

4. OTHER BOARD ITEMS - ACTION

NONE

5. BOARD INFORMATION ITEMS

NONE

6. COMMITTEE ITEMS

- a. Monthly Ethics Education [21-3560](#)
- b. Equal Employment Opportunity Statistical Report [21-3563](#)
- c. Ethics Officer's fiscal year 2023/24 Annual Report and fiscal year 2024/25 Business Plan [21-3564](#)
- d. Discussion of Department Head Performance and Goal Setting [Public employee performance evaluation – Ethics Officer; to be heard in closed session pursuant to Gov. Code Section 54957] [21-3565](#)

7. MANAGEMENT ANNOUNCEMENTS AND HIGHLIGHTS

- a. Ethics Officer's report on monthly activities [21-3561](#)
- b. Equal Employment Opportunity activities [21-3562](#)
Human Resources activities
Safety, Security, and Protection activities

Attachments: [07092024 EOP 7b Equal Employment Opportunity Report](#)
[07092024 EOP 7b Safety, Security, and Protection 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.



Equal Employment Opportunity

- **Equal Employment Opportunity June 2024 Monthly Activity**

Summary

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

Purpose

Informational

Attachments

None

Detailed Report

Activity Report

To increase awareness of Metropolitan's Equal Employment Opportunity (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 conducted two trainings in June at Weymouth Water Treatment Plant and Lake Mathews. The training included an overview of the following:

- EEO Office and its mission and guiding principles
- EEO-protected categories and prohibited conduct
- The complaint intake process
- Investigative guidelines for conducting EEO investigations



Safety, Security, and Protection

- **Safety, Security, and Protection Monthly Activities for June 2024**

Summary

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

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

Purpose

Informational

Attachments

Attachment 1: Detailed Report—Safety, Security, and Protection Monthly Activities for June 2024

Key Activities Report for June 2024

Project Highlights

Security and Emergency Management

Security and Emergency Response

Your Safety and Security: Meet Your Security Team - June Safety Month Webinar

The entire Security Team presented a live Lunch and Learn webinar for employees as a kickoff activity for Metropolitan's June Safety Month. The webinar provided employees a unique opportunity to understand what security specialists do daily to successfully protect the nation's largest drinking water supplier.

Topics included:

- Security's Mission, Guiding Principles, and Organization
- History of Metropolitan's Special Agents
- Bios and live video introductions of every current Security Staff member
- Current and upcoming enterprise-wide workforce training provided by the Security Team
- Update on current Security Capital Projects throughout Metropolitan
- Core protective functions with actual incident examples
- Contact phone numbers and information on how to report security incidents

A 10-minute Q&A session was provided at the end to give employees an opportunity to ask specific questions about issues at their particular work site and how to get to know the individual security specialist assigned to their location. The webinar was attended by over 100 individuals from across Metropolitan and excellently received.

VIRTUAL LUNCH & LEARN
Your Safety and Security: Get to Know Your Security Team

JUNE 12, 2024
11:00-11:45AM

Click [Here](#) for ZOOM or Scan QR Code

Ever wondered about the people who work tirelessly behind the scenes to ensure your safety and security? Now's your chance to find out! Join us for an exclusive webinar where you'll get to meet and learn more about our dedicated security team.

3-Mile Methodology Summary

CRIMECAST premium

Union Station Headquarters
700 North Alameda Street, Los Angeles, CA 90012
Union Station, Los Angeles, CA 90012

863

TOPICS

- Meet the Security Team
- Security Team Members Background
- Updates on Physical Upgrades Around Metropolitan

CAP Index

Security Team conducted a live webinar on how they protect the nation's largest drinking water supplier

Office of Safety, Security & Protection

Workplace Violence Prevention Plan

We are proud to announce that our team has successfully completed and implemented the comprehensive Workplace Violence Prevention Plan (WVPP) in full compliance with California Senate Bill 553 (SB 553) ahead of schedule. Achieving this has been a marathon distance at a sprint pace, demonstrating our unwavering commitment to the safety and well-being of our employees.

The new WVPP not only meets but exceeds the stringent requirements set forth by SB 553, encompassing meticulous planning, extensive training, thorough reporting, and robust hazard mitigation. Our proactive approach and dedication have positioned us as a leader in workplace safety, setting a benchmark for others to follow and ensuring a secure environment for all our staff members.

Emergency Management Program Update

Emergency Management staff continued to lead emergency exercises throughout the district.

- To date, Metropolitan has run over 40 exercises.
- In May and June, staff held exercises for our Emergency Operations Center (EOC) team to review new protocols for remotely activating the EOC during a regional emergency.
- Multiple exercises held this month trained staff on newly approved Dam Emergency Action Plans.

Staff is preparing for the upcoming fire season by reaching out to various local fire departments and working on Fire Management Plans.

Finally, staff has prepared multiple mobile Incident Command Posts (ICPs) that can be deployed to first-responder command posts during wildfires or other incidents that may threaten Metropolitan employees and operations.

Office of Safety, Security & Protection

Project Highlights

Safety, Regulatory, and Training

SRT Health and Safety Programs

National Safety Month Events

This year's National Safety Month theme was "See Something, Say Something" to heighten safety and security awareness at both office and field environments. Celebration events included employee participation to identify workplace security hazards by using a workplace violence hazard identification checklist. Safety hosted three lunch and learn webinars: (1) an overview of Metropolitan's Training database, (2) a review of mitigations used to protect Metropolitan infrastructure, assets, and employees' physical safety, and (3) preventing crime through environmental design. Each of the webinars was open to all employees.

VIRTUAL LUNCH & LEARN
Overview of MyLearning and Employee Required Training
Scan Me for ZOOM
JUNE 5, 2024
11:00-11:45AM

Need help navigating and understanding how to use MyLearning? Join us for an engaging webinar that includes step-by-step tutorials with a Q&A session. This webinar will help you maximize the capability of the system to enhance your learning potential and elevate your MyLearning experience.

Your learning journey starts here

Metropolitan Learning Management System (LMS) interface showing various course categories and a progress indicator.

VIRTUAL LUNCH & LEARN
Your Safety and Security: Get to Know Your Security Team
Click here for ZOOM
JUNE 12, 2024
11:00-11:45AM

Ever wondered about the people who work tirelessly behind the scenes to ensure your safety and security? Now's your chance to find out! Join us for an exclusive webinar where you'll get to meet and learn more about our dedicated security team.

3-Mile Methodology: Summary
CRIMECAST

863
Station Station Headquarters
700 North Alameda Street, Los Angeles, CA 90012

Map showing the 3-mile radius around the Station Station Headquarters.

VIRTUAL LUNCH & LEARN
Crime Prevention through Environmental Design (C.P.T.E.D.)
Scan Me for ZOOM
JUNE 26, 2024
11:00-11:45AM

We all have to deal with the possibility of crimes taking place within our work environment and community. Please join us to learn more about C.P.T.E.D., how Metropolitan employs these principles to protect our critical infrastructure and employees, and how you can apply the same principles to enhance security within your home environment.

Illustration of a house with a red roof and green lawn, representing environmental design.

Lunch and Learn webinars presented for June Safety Month.

Safety Communications

Safety hosted the Safety Committee Forum Meeting where facility safety committee chairs and co-chairs collaborated and shared safety related suggestions and successes. Additionally, Safety staff reviewed performance metrics, relevant Safety Talks for recent incidents, procedural changes, and lessons learned.

Safety investigated a potential asbestos exposure while employees were performing routine duties in support of the California Speedway project by a non-Metropolitan contractor. The contractor removed unidentified underground pipe composed of asbestos-containing material. Safety reviewed the abatement documents submitted by the contractors to the South Coast Air Quality Management District (SCAQMD) and obtained the clearance letter prepared by the Certified Asbestos Consultant. There were no deficiencies with the procedures used by the contractor, and Safety gave approval for Metropolitan staff to return to their normal duties related to the project.

Office of Safety, Security & Protection

SRT Environmental Programs

Abandoned Waste

Environmental responded to an illegal dumping found on a Metropolitan access road near Lake Mathews. The waste consisted of motor oil cartons, contaminated dirt from spilled oil, and other miscellaneous trash/debris.



Abandoned waste found at access road

Mills Sulfuric Acid Tank Cleanout

Environmental cleaned out the Mills Water Treatment Plant Sulfuric Acid tank. This project consisted of a job walk, multiple planning meetings, proper locking and tagging out of the tank, review of vendor safety plans and documentation, tank cleanout, and disposal of sulfuric acid, sludge, and rinse water.



Sulfuric Acid tank and inside tank clean-out

Office of Safety, Security & Protection

Zero Emission Vehicles - Field Demonstration

At the Lake Mathews Safety Day celebration, a variety of all electric vehicles were exhibited, including a Class 8 Volvo Tractor, a Class 5 Rizon stake bed, a cargo van, a Ford Lightning truck, and a Volvo mobile power unit for mobile battery charging. Having the different zero emission vehicle (ZEVs) classes all together at the event provided staff with the opportunity to learn firsthand about the new technology and help promote Metropolitan's fleet transition to ZEV.



Electric Volvo class 8 tractor parked to the left of Metropolitan fleet vehicles

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 electrical apprentices completed written and practical final exams. The written exam assessed the ability to perform direct current circuit analysis and apply rules for calculating resistances. The exam also covered factors affecting conductor amperage and voltage ratings, wiring systems, and calculating line voltage drops and power losses. The practical portion tested apprentices' understanding of series and parallel circuit theory of operation, troubleshooting skills, the ability to correctly wire a circuit, and safely taking voltage and current measurements.



Electrical Apprentice completing the practical portion of the final exam

SRT Safety and Technical Training Programs

Safety and Technical Training began a series of training plan review meetings. Maintaining training plans ensures that employees have the appropriate procedures and knowledge to perform their work safely. In addition, these training plans are used to anticipate training demands so that it can be provided in a timely manner.

The meeting included a review of each employee's job duties to identify required regulatory training. Staff also answered questions regarding the MyLearning training database and clarified training requirements to help managers develop an accurate training plan for the work their employees are expected to perform. This effort is being conducted with all managers enterprise-wide and is estimated to conclude at this time next year.