

Ethics, Organization, and Personnel Committee



Monthly Ethics Education: Conflicts Bulletins

Item 6b

January 9, 2024

Item # 6b Ethics Education

Subject

Overview of conflicts bulletin tool developed to help Metropolitan directors and other 87200 filers screen for, and avoid, conflicts of interest

Purpose

Information item

What is a Conflicts Bulletin?

Conflicts Bulletins are intended to help
Directors/ 87200 filers:

- Identify potential conflicts of interest in Committee/Board items
- Know when to ask for advice about whether recusal/disclosure is required
- Consider new financial interests not yet reported on Annual Form 700, or not required to be reported on Form 700

Bulletin Snapshot



THE METROPOLITAN WATER DISTRICT
OF SOUTHERN CALIFORNIA

Please review the list of outside parties involved in the upcoming Committee and Board meetings. Contact the Ethics Office at officeoftheethicsofficer@mwdh2o.com or General Counsel at officeofthegeneralcounsel@mwdh2o.com for advice if you:

- 1) Have a financial interest (such as consulting or other income, spousal income, or investments) in any of the parties below;
- 2) Have received or solicited campaign contributions or gifts from any of the parties below;
- 3) Are discussing future employment or consulting work with any of the parties below; or
- 4) Have any other interest you feel may create a potential conflict.

OUTSIDE PARTIES BY ITEM

Item 7-1 (EOT)

Authorize agreements with AECOM Technical Services Inc. and CDM Smith Inc., each in an amount not to exceed \$800,000, for water desalination studies in Metropolitan's service area; the General Manager has determined that the proposed action is exempt or otherwise not subject to CEQA

AECOM Technical Services Inc.
CDM Smith Inc.
Awad Engineering Inc.
Geoscience Support Services Inc.
John Robinson Consulting Inc.
Kimley-Horn & Associates Inc.

Limits of Conflicts Bulletin

Conflicts Bulletins do not:

- Make determinations on whether a conflict of interest exists
- Screen for potential conflicts in activities outside of Committee/Board meetings (additional self-screening required)

How Staff Prepares Bulletin

- Ethics and GC staff collaboration
- Review of meeting materials to identify involved/impacted parties
- Additional info from staff requested as needed
- Consideration of conflict of interest laws and policies that may require recusal and/or disclosure

How to Use Conflicts Bulletin

- Review Conflicts bulletin upon receipt
- Consider all personal interests (and your spouse's) in the listed individuals/entities
- Seek advice from the Ethics Office re: personal interests in a listed individual/entity
- All individuals/entities listed should be considered by all directors/87200 filers

*(*Example: if City of LA or MWDOC is listed, all need to consider whether they have any interests – such as employment, consulting income, per diem, etc. – in the agency. The listing applies equally, and is not limited to LA/MWDOC directors)*

Additional Services by Ethics Staff

Supplemental COI screening:

- Review of declared interests on Director/87200 filer Form 700s before Cmte/Board meetings
- Screen for any declared interests listed in Conflicts Bulletin

Give Advice/Draft Scripts (as needed):

- Determine whether recusal and/or disclosure is required, advise official
- Create recusal/disclosure scripts meeting state COI law requirements

Recap

Conflicts Bulletins: Key Takeaways

- 1) Review Conflicts Bulletins upon receipt
- 2) Consider personal interests in individuals/entities in bulletin (include spouse/registered domestic partner's)
- 3) Seek advice from the Ethics Office on whether recusal/disclosure is required
- 4) Ensure complete/accurate Form 700 disclosures
- 5) Option: share new interests not yet reported on Form 700 with Ethics Office to help screen for conflicts
- 6) Avoiding conflicts helps maintain and build upon public's trust and confidence in Metropolitan's decision-making and projects

