



### ***Executive Committee***

3/24/2026 Executive Committee Meeting

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#### **Subject**

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Discuss and consider potential updates to the Department Head evaluation process, performance expectations, and business plans, including possible amendments to Metropolitan's Administrative Code

#### **Executive Summary**

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Discuss and consider potential updates to the Department Head evaluation process, performance expectations, and business plans, including possible amendments to Metropolitan's Administrative Code, for the General Auditor, General Counsel, Ethics Officer and General Manager, to improve the processes for conducting annual evaluations, determining performance ratings, and adjusting salary and compensation. Potential updates to discuss and consider include but are not limited to the following:

- Consider requiring the Department Heads to jointly prepare an annual "Department Heads Operations Plan" (DHOP).
- Consider shifting the "home" committee responsibilities for the General Manager from the Executive Committee to the Organization, Personnel, and Effectiveness Committee (OPE).
- Consider requiring each Department Head's "home" committee to consider and make a recommendation to the Board on salary and compensation for the Department Head.
- Consider allowing for flexibility in the timing for the annual Department Head evaluation workflow, as follows:
  - (1) Presentation by each Department Head of their accomplishments by *no later than* June,
  - (2) Evaluation of each Department Head by each member of the Board by *no later than* July,
  - (3) Discussions of the evaluation results and determination of the overall performance rating for each Department Head by *no later than* August, and
  - (4) Board consideration of adjustments to compensation by *no later than* August.

#### **Fiscal Impact**

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Not applicable

#### **Applicable Policy**

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Metropolitan Water District Administrative Code Section 2416: Duties and Functions [Executive Committee]

Metropolitan Water District Administrative Code Section 2471: Duties and Functions [Organization, Personnel and Effectiveness Committee]

Metropolitan Water District Administrative Code Section 6200: Personnel Regulations

Metropolitan Water District Administrative Code Section 6210: Employee Evaluation

Metropolitan Water District Administrative Code Section 6400: Officers

## Related Board Action/Future Action

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Not applicable

## Details and Background

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### Background


This letter presents for the Executive Committee's discussion and consideration potential updates to the Department Head evaluation process, performance expectations, and business plans, including possible amendments to Metropolitan's Administrative Code. The potential updates are intended to improve the processes for: (a) the development by the General Auditor, General Counsel, Ethics Officer, and General Manager of their annual business plans, and (b) the Board of Directors in (i) conducting the Department Heads' annual evaluations, and (ii) considering adjustments to the Department Heads' salary and compensation. Potential updates presented for discussion and consideration are:

- Requiring Department Heads to jointly prepare, and the Executive Committee to review and approve, an annual DHOP, which would, at a minimum: (i) identify organization-wide goals and (ii) identify actions that foster interdepartmental collaboration.
- Shifting the following responsibilities from the Executive Committee to the OPE:
  - Review and approval of the General Manager's annual business plan containing key priorities.
  - Conduct periodic performance expectations discussions of Department Heads' annual evaluations, including periodic progress checks with the General Manager.
- Requiring each "home" committee, the committee that has responsibility to engage in periodic performance expectations discussions of a Department Head to consider and make a recommendation to the Board on salary and compensation for that Department Head.
- Allowing flexibility in the timing for the annual Department Head evaluation workflow, as follows:
  - Presentation by each Department Head of their accomplishments by *no later than* June,
  - Evaluation of each Department Head by each member of the Board by no later than July,
  - Home Committee and Board discussions of the evaluation results and overall performance rating for each Department Head by *no later than* August, and
  - Board consideration of adjustments to salary and compensation by *no later than* August.

These potential updates are intended to improve coordination and clarity in existing processes and would not modify or limit the Board's ultimate authority and discretion with respect to the evaluation, compensation, and oversight of Department Heads.


**Timing and Urgency**

To advance any amendments that would apply to this year's annual performance evaluations, it is recommended that the Board consider updates at its April 14, 2026 meeting.

  
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Jon Rubin  
Board Executive Officer

3/18/2026

Date

  
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Shivaji Deshmukh  
General Manager

3/18/2026

Date

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