

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 1

Meeting with Board of Directors *

August 20, 2024

10:30 a.m.

**Tuesday, August 20, 2024
Meeting Schedule**

**08:30 a.m. FAM
10:30 a.m. EOP
11:30 a.m. Break
12:00 p.m. BOD**

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. the 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: 873 4767 0235.

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: 876 9484 9772 or to join by computer [click here](#).

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

Teleconference Locations:

525 Via La Selva • Redondo Beach, CA 90277

City Hall • 303 W. Commonwealth Avenue • Fullerton, CA 92832

3008 W. 82nd Place • Inglewood, CA 90305

2680 W. Segerstrom Avenue Unit 1 • Santa Ana, CA 92704

Long Beach Water Department • 1800 E. Wardlow Road • Long Beach, CA 90807

Lobby Conference Room • San Diego County Water Authority • 4677 Overland Avenue • San Diego, CA 92123

7 Upper Meadow Lane • Oak Bluffs, MA 02568

Conference Room • 1545 Victory Boulevard, 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 July 9, 2024 (Copies have been submitted to each Director, any additions, corrections, or omissions) [21-3657](#)

Attachments: [08202024 EOP 2A \(07092024\) Minutes](#)

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. Report on Department Head 2023/24 Salary Survey [21-3661](#)

Attachments: [08202024 EOP 6a Presentation](#)

- b. Refresher of Equal Employment Opportunity Investigative Procedures for the Board and its Direct Reports [21-3709](#)

Attachments: [08202024 EOP 6b Presentation](#)

- c. Labor Negotiations Update [Conference with labor negotiators; to be heard in closed session pursuant to Gov. Code Section 54957.6. Metropolitan representative(s): Katano Kasaine, Chief Financial Officer; Gifty Beets, Human Resources Section Manager; Mark Brower, Human Resources Group Manager; Adam Benson, Finance Group Manager; Employee Organization(s): The Employees Association of The Metropolitan Water District of Southern California/AFSCME Local 1902; the Management and Professional Employees Associations MAPA/AFSCME Chapter 1001; the Supervisors Association; and the Association of Confidential Employees.]. [ADDED ITEM 8/13/2024] [21-3776](#)

Attachments: [08202024 EOP 6c Non-Interest Disclosure Notice](#)

7. MANAGEMENT ANNOUNCEMENTS AND HIGHLIGHTS

- a. Ethics Officer's report on monthly activities [21-3659](#)

Attachments: [08202024 EOP 7a Ethics Officer's Activities Report](#)

- b. Equal Employment Opportunity activities [21-3660](#)
Human Resources activities
Safety, Security, and Protection activities

Attachments: [08202024 EOP 7b Equal Employment Opportunity Activities](#)
[08202024 EOP 7b Human Resources Activities](#)
[08202024 EOP 7b Safety, Security, and Protection Activities](#)

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

July 9, 2024

Chair Pressman called the meeting to order at 12:05 p.m.

Members present: Directors Bryant, Camacho, Cordero, Douglas (entered after roll call), Erdman, Jung (teleconference posted location), McMillan, Phan (entered after roll call), Pressman, Ramos (teleconference posted location) and Sutley (entered after roll call).

Members absent: Directors Faessel, Fong-Sakai, and Kassakhian.

Other Board Members present: Directors Abdo, Ackerman, Armstrong, De Jesus, Dennstedt, Fellow, Goldberg, Kurtz, McCoy, Miller, Morris, Ortega, and Seckel.

Committee Staff present: Aguirre, Brower, Chapman, Kasaine, Salinas, H. Torres, Wisdom, and Wheeler

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

None

CONSENT CALENDAR ITEMS — ACTION

Director Phan entered the meeting.

2. CONSENT CALENDAR OTHER ITEMS – ACTION

A. Approval of the Minutes of the Ethics, Organization, and Personnel Committee for June 11, 2024 (copies submitted to each Director, any additions, corrections, or omissions)

3. CONSENT CALENDAR ITEMS – ACTION

None

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

The vote was:

Ayes: Directors Bryant, Camacho, Cordero, Erdman, Jung, McMillan, Phan, Pressman, and Ramos.
Noes: None
Abstentions: None
Absent: Directors Douglas, Faessel, Fong-Sakai, Kassakhian, and Sutley

The motion for item 2A passed by a vote of 9 ayes, 0 noes, and 5 absent.

END OF CONSENT CALENDAR ITEMS

4. OTHER BOARD ITEMS – ACTION

None

5. BOARD INFORMATION ITEMS

None

6. COMMITTEE ITEMS

a. Subject: Monthly Ethics Education

Presented by: Peter Von Haam, Assistant Ethics Officer

Mr. Von Haam provided a presentation on public service and it's meaning, providing examples and explained that MWD employees are public officials. Mr. Von Haam provided an example and presented an employee who keeps his oath of office in his cubicle and is a prime example of the oath.

b. Subject: Equal Employment Opportunity Statistical Report

Presented by: Jonaura Wisdom, Chief EEO Officer

Ms. Wisdom gave an overview of EEO quarterly statistical report on complaints received, open/closed and closure rates.

Director Sutley entered the meeting.
Director Douglas entered the meeting.

- c. Subject: Ethics Officer's FY 2023/24 Annual Report and FY 2024/25 Business Plan.

Presented by: Abel Salinas, Ethics Officer

Mr. Salinas provided a review on fiscal year 2023/2024 and the Ethics Office plan for upcoming fiscal year 2024/2025.

The following Directors provided comments or questions.

1. Douglas
2. De Jesus

Staff responded to the Directors' questions and comments.

- d. Subject: 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]

Presented by: Abel Salinas, Ethics Officer

In closed session the committee heard the item. No action was taken in closed session.

7. MANAGEMENT ANNOUNCEMENTS AND HIGHLIGHTS

- a. Subject: Ethics Officer's report on monthly activities

Presented by: Abel Salinas, Ethics Officer

Mr. Salinas gave an update on the ethics office, currently two open investigations, Ethics office increased contract for legal services with the firm Strumwasser & Woocher from \$45,000 to \$100,000.

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

Chair Pressman stated Equal Employment Opportunity and Safety, Security, and Protection activities reports are posted online for review.

Presented By: Mark Brower, Human Resources Group Manager

Mr. Brower reported on training departments program “Career Launch” which supports over 60 participants in engineering, hoping to expand to other groups. Working with Water Quality Control Systems to introduce career pathing and shadowing program. HR created a task list inventory detailing roles and responsibilities to support daily operations and succession planning. HR reached out to employees to solicit interest for a Master’s degree in Public Administration. Based on the significant interest, HR is working with California State University - Northridge to launch the program with an anticipated date of January 2025. Interim Manager training was developed and implemented with 18 interim managers attending. In June, 468 employees completed virtual and in-person trainings. Since the last meeting, 20 positions were filled and 40 recruitments on in the final steps.

The following director had comments or questions.

1. Phan

Staff responded to the Directors’ questions and comments.

8. FOLLOW-UP ITEMS

None

9. FUTURE AGENDA ITEMS

None

10. ADJOURNMENT

Meeting adjourned at 2:00 p.m.

Barry Pressman
Chair



Ethics, Organization, and Personnel Committee

Report on Department Head 2024 Salary Survey

Ethics, Organization, and Personnel Committee

Item 6a

August 20, 2024

Overview

Department Head Salary Survey

- Review of process
- Market survey information
- Compensation options
- Board discussion and potential action

Background

Review of Process

- Determine job matches on the basis of:
 - Comparable work responsibilities and scope
 - Direct reporting relationship
 - Education and Experience requirements
 - Organization structure
- Valid comparison requires at least (3) matches

Background

Market Survey Information

- Annual Direct Report salary survey
 - General Manager
 - General Counsel
 - General Auditor
 - Ethics Officer
- Compares actual base salaries of incumbents
 - Bargaining unit comparisons measure salary range maximums
- Salaries measured against 75th percentile (+/-10%)

MWD Uses Nine Comparator Agencies

Per Administrative Code, Section 6208(h)(2):

- County of Los Angeles
- East Bay Municipal Utility District
- Los Angeles Department of Water and Power
- Los Angeles Metropolitan Transportation Authority
- Orange County Water District
- San Diego County Water Authority
- San Francisco Public Utilities Commission
- Sanitation Districts of Los Angeles County
- State Department of Water Resources

Background

Background

Additional Comparator Agencies

Additional agencies considered for the General Manager, General Counsel, and General Auditor:

- Alameda County Water District
- Central Arizona Project
- Contra Costa Water District
- Las Vegas Valley Water District & Southern Nevada Water Authority
- Municipal Water District of Orange County
- Santa Clara Valley Water District
- Zone 7 Water Agency

Background

Additional Comparator Agencies

Additional agencies considered for the Ethics Officer

- County of San Diego
- Oakland City Ethics Commission
- San Diego City Ethics Commission
- San Francisco City Ethics Commission

General Manager

Market Data

Rank	Agency	Classification Title	Agency Actual Annual Salary	Percentage Differential
1	Los Angeles Department of Water and Power	General Manager	\$750,010	-48.83%
2	County of Los Angeles	Chief Executive Officer	\$593,162	-17.70%
3	Metropolitan Water District of Southern California	General Manager	\$503,942	
4	<u>Santa Clara Valley Water District</u>	Chief Executive Officer	\$497,952	1.19%
5	Los Angeles Metropolitan Transportation Authority	Chief Executive Officer	\$457,808	9.15%
6	San Francisco Public Utilities Commission	General Manager	\$453,388	10.03%
7	<u>Central Arizona Project</u>	General Manager	\$450,000	10.70%
8	Sanitation Districts of Los Angeles County	Chief Engineer & General Manager	\$427,380	15.19%
9	East Bay Municipal Utility District	General Manager	\$408,396	18.96%
10	San Diego County Water Authority	General Manager	\$390,000	22.61%
11	<u>Zone 7 Water Agency</u>	General Manager	\$352,810	29.99%
12	<u>Contra Costa Water District</u>	General Manager	\$326,144	35.28%
13	<u>Municipal Water District of Orange County</u>	General Manager	\$325,000	35.51%
14	<u>Alameda County Water District</u>	General Manager	\$323,186	35.87%
15	Orange County Water District	General Manager	\$320,361	36.43%
16	<u>Las Vegas Valley Water District & Southern Nevada Water Authority Combined Services and Management</u>	General Manager	\$215,512	57.23%
	State Department of Water Resources	No Response		

General Manager

Market Data Percentiles

	Comparator Agency Actual Salary	MWD Actual Salary	Differential as Dollar Amount	Percentage Differential
25th Percentile	\$325,572	\$503,942	\$178,370	35.39%
50th Percentile/ Median	\$408,396	\$503,942	\$95,546	18.96%
75th Percentile	\$455,598	\$503,942	\$48,344	9.59%
99th Percentile	\$750,010	\$503,942	-\$246,068	-48.83%

General Counsel

Market Data

Rank	Agency	Classification Title	Agency Actual Annual Salary	Percentage Differential
1	County of Los Angeles	County Counsel	\$461,115	-15.51%
2	Metropolitan Water District of Southern California	General Counsel	\$399,194	
3	<u>Santa Clara Valley Water District</u>	District Counsel	\$395,678	0.88%
4	<u>Central Arizona Project</u>	General Counsel	\$349,400	12.47%
5	San Diego County Water Authority	General Counsel	\$320,812	19.63%
6	<u>Zone 7 Water Agency</u>	General Counsel	\$317,562	20.45%
7	East Bay Municipal Utility District	General Counsel	\$314,676	21.17%
8	Los Angeles Department of Water and Power	General Counsel	\$302,947	24.11%
9	<u>Las Vegas Valley Water District & Southern Nevada Water Authority Combined Services and Management</u>	General Counsel	\$215,512	46.01%
	State Department of Water Resources	No Response		
	Los Angeles Metropolitan Transportation Authority	No Comparable Match		
	Orange County Water District	No Comparable Match		
	San Francisco Public Utilities Commission	No Comparable Match		
	Sanitation Districts of Los Angeles County	No Comparable Match		
	<u>Alameda County Water District</u>	No Comparable Match		
	<u>Contra Costa Water District</u>	No Comparable Match		
	<u>Municipal Water District of Orange County</u>	No Comparable Match		

General Counsel

Market Data Percentiles

	Comparator Agency Actual Salary	MWD Actual Salary	Differential as Dollar Amount	Percentage Differential
25th Percentile	\$311,744	\$399,194	\$87,450	21.91%
50th Percentile/ Median	\$319,187	\$399,194	\$80,007	20.04%
75th Percentile	\$360,970	\$399,194	\$38,224	9.58%
99th Percentile	\$461,115	\$399,194	-\$61,921	-15.51%

General Auditor

Market Data

Rank	Agency	Classification Title	Agency Actual Annual Salary	Percentage Differential
1	County of Los Angeles	Auditor-Controller	\$345,196	-19.69%
2	Metropolitan Water District of Southern California	General Auditor	\$288,413	
3	Los Angeles Department of Water and Power	Principal Utility Accountant "A"	\$283,321	1.77%
4	East Bay Municipal Utility District	Internal Auditor Supervisor	\$212,616	26.28%
5	Los Angeles Metropolitan Transportation Authority	Executive Officer, Administration	\$210,122	27.15%
6	<u>Central Arizona Project</u>	Manager Internal Audit	\$181,600	37.03%
7	Sanitation Districts of Los Angeles County	Supervising Internal Auditor	\$160,980	44.18%
8	<u>Las Vegas Valley Water District & Southern Nevada Water Authority Combined Services and Management</u>	Principal Auditor	\$150,567	47.79%
	State Department of Water Resources	No Response		
	Orange County Water District	No Comparable Match		
	San Diego County Water Authority	No Comparable Match		
	San Francisco Public Utilities Commission	No Comparable Match		
	<u>Alameda County Water District</u>	No Comparable Match		
	<u>Contra Costa Water District</u>	No Comparable Match		
	<u>Municipal Water District of Orange County</u>	No Comparable Match		
	<u>Santa Clara Valley Water District</u>	No Comparable Match		
	<u>Zone 7 Water Agency</u>	No Comparable Match		

General Auditor

Market Data Percentiles

	Comparator Agency Actual Salary	MWD Actual Salary	Differential as Dollar Amount	Percentage Differential
25th Percentile	\$210,122	\$288,413	\$78,291	27.15%
50th Percentile/ Median	\$212,616	\$288,413	\$75,797	26.28%
75th Percentile	\$283,321	\$288,413	\$5,092	1.77%
99th Percentile	\$345,196	\$288,413	-\$56,783	-19.69%

Ethics Officer

Market Data

Rank	Agency	Classification Title	Agency Actual Annual Salary	Percentage Differential
1	Metropolitan Water District of Southern California	Ethics Officer	\$313,643	
2	<u>County of San Diego</u>	Director, Office of Ethics, Compliance & Labor Standards	\$288,850	7.90%
3	Los Angeles Metropolitan Transportation Authority	Chief Ethics Officer	\$278,221	11.29%
4	<u>San Francisco City Ethics Commission</u>	Executive Director, Ethics Commission (Department Head II classification)	\$250,744	20.05%
5	<u>San Diego City Ethics Commission</u>	Executive Director, Ethics Commission	\$241,520	23.00%
6	<u>Oakland City Ethics Commission</u>	Executive Director, Public Ethics Commission	\$234,322	25.29%
7	County of Los Angeles	Executive Director, Countywide Equity Oversight Panel	\$225,083	28.24%
	East Bay Municipal Utility District	No Comparable Match		
	Los Angeles Department of Water and Power	No Comparable Match		
	Orange County Water District	No Comparable Match		
	San Diego County Water Authority	No Comparable Match		
	San Francisco Public Utilities Commission	No Comparable Match		
	Sanitation Districts of Los Angeles County	No Comparable Match		
	State Department of Water Resources	No Comparable Match		

Ethics Officer

Market Data Percentiles

	Comparator Agency Actual Salary	MWD Actual Salary	Differential as Dollar Amount	Percentage Differential
25th Percentile	\$236,122	\$313,643	\$77,522	24.72%
50th Percentile/ Median	\$246,132	\$313,643	\$67,511	21.52%
75th Percentile	\$271,352	\$313,643	\$42,291	13.48%
99th Percentile	\$288,850	\$313,643	\$24,793	7.90%

What to
Expect:

Next Steps

- Salary Surveys & Salary History Presented at Today's Full Board Meeting
- Board Discussion and Decision on Changes



Ethics, Organization, and Personnel Committee
Workshop



Refresher of the EEO Investigative Procedures for the Board & its Direct Reports

Item 6b
August 20, 2024



Item# 6b

EEO Investigative Procedures for the Board

Subject

To provide the Board with a high-level overview of the investigative procedures for the Board and its direct reports.

Purpose

Information Update

Purpose & Authority

- Ensure Metropolitan is in compliance with all federal and state EEO laws, Metropolitan policies, and Administrative Codes sections 2131 and 6305
- Ensure the complaint and investigative process is fair, impartial, prompt and thorough
- Provide a mechanism for identifying, responding to, preventing, and eliminating discrimination, harassment and/or retaliation in the workplace



EEO Ad Hoc Subcommittee is comprised of 3 Board Members and 2 alternate Board Members

Subcommittee receives substantiated findings against any Board Member, or the General Manager, General Auditor, General Counsel, and/or Ethics Officer and recommend responsive action to the applicable Committee.

EEO Protected Categories

- Age (40 & Above)
- Race
- Color
- Religion or Religious Creed
- National Origin
- Ancestry
- Citizenship Status
- Sex/Gender
- Gender Identity/Gender Expression
- Sexual Orientation
- Marital Status
- Medical Condition
- Genetic Information/Characteristics
- Disability (Physical or Mental)
- Military/Veteran Status
- Other Protected Characteristics

Complaint Intake Procedures

Complainants

- Employees
- Job Applicants
- Interns
- Volunteers
- Contractors
- Anonymous

Modes of Complaint

- **Verbal** (phone, in-person)
- **Writing** (Email, letter, complaint form, online)
- **Referral** from any Metropolitan group, department or Board Member

Intake Process

- Conduct intake assessment to determine:
- Basis of complaint
 - When the alleged misconduct occurred
 - Who the subject is
 - If there are witnesses, evidence, and documentation relevant to the allegation(s)

EEO Jurisdiction

Is the Complainant a member of an EEO protected category?



Is the Complainant alleging that the conduct/prohibited act is due to their membership in a protected category?



Did the complainant provide information to support a **connection** between the protected category and the prohibited act?

Complaint Outcome



**REFER TO OTHER
RELEVANT DEPARTMENT**



INFORMAL RESOLUTION



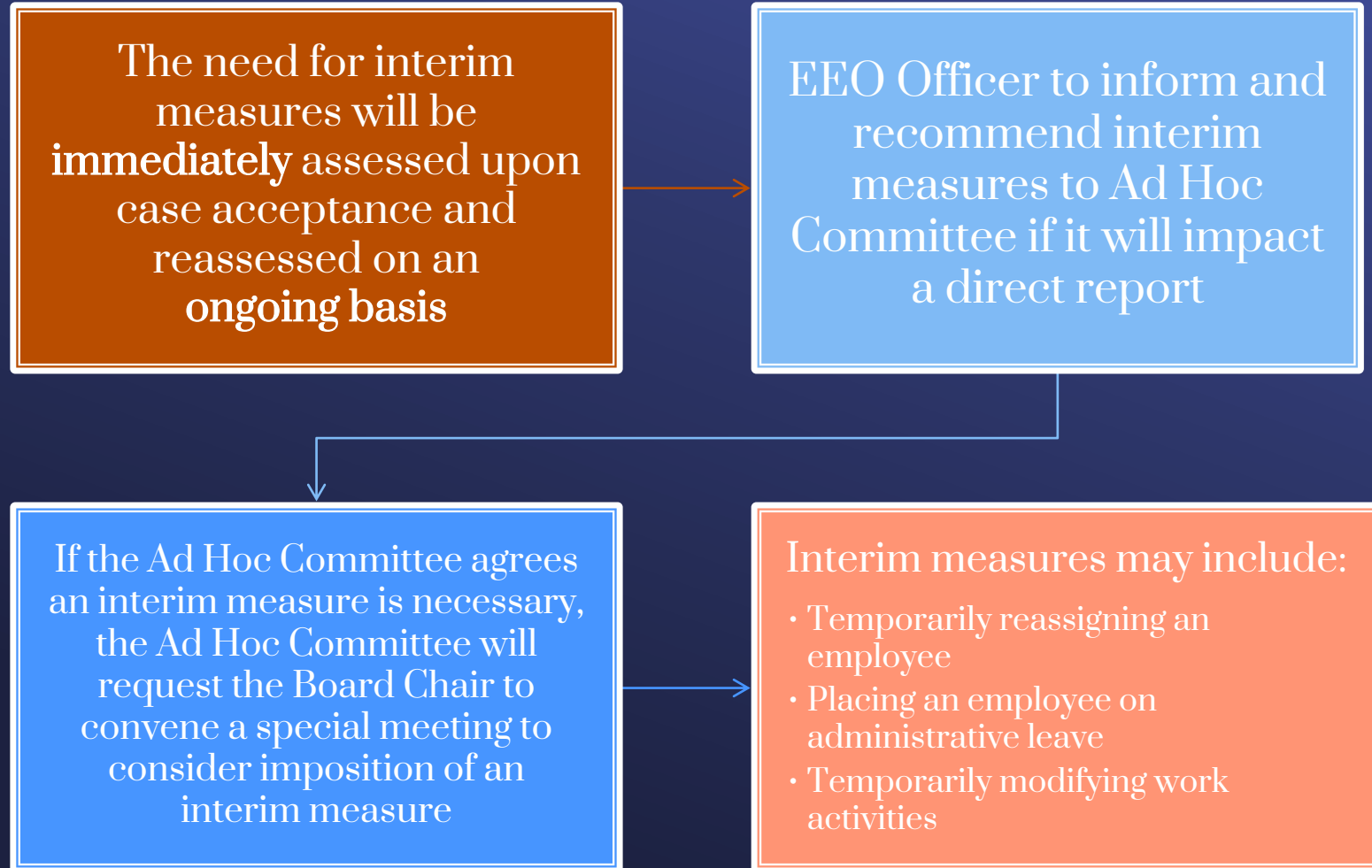
FORMAL INVESTIGATION

Interim Measures

Examples of interim measures may include, but are not limited to:

- When there is a direct reporting relationship between the complainant and the respondent, and the complaint includes egregious allegations of discrimination, harassment and/or retaliation
- To prevent the disruption or alteration of possible evidence
- To prevent repetition of alleged conduct complained of
- When there is a reasonable belief that an employee's continued presence in the workplace raises concerns about safety in the workplace

Interim Measure Process



Investigative Steps



Notification of investigation



Interviews



Evidence gathering



Report writing



Analysis



Report review



Notification of determination

Final Investigative Report

The final report should summarize the following:

- The allegations and incidents investigated, including dates.
- Parties involved (Complainant, Respondent, Witnesses).
- Key factual and credibility findings, including exhibits of evidence obtained, where applicable.
- Metropolitan policies or guidelines and their applicability to the investigation.
- Analysis and conclusion (findings)

EEO's Standard of Proof

Preponderance of Evidence

- Almost always the standard in a good faith investigation
- “More likely than not”
- Evidence on one side outweighs the other
- Greater than 50/50 chance proposition



Findings

- **Substantiated** – Where the investigation shows that it is more likely than not that a factual allegation occurred
- **Unsubstantiated** – Where the investigation fails to show that it is more likely than not that a factual allegation occurred

Unsubstantiated

- Notify Complainant/Respondent of Determination
- No further action
- Save in confidential case database system

Substantiated

- Notify Complainant/Respondent of Determination
- EEO Officer to refer substantiated findings to Ad Hoc Committee through EEO's legal advisor
- Save in confidential case database system
- Corrective Action to be determined by Ad Hoc Committee

Exception



A deviation of this investigation protocol by the EEO Officer may occur, in certain circumstances, with written justification and approval of the Ad Hoc Subcommittee responsible for addressing substantiated EEO AC violations against the Board and its Direct Reports

Questions?



ETHICS, ORGANIZATION, AND PERSONNEL
COMMITTEE MEETING
August 20, 2024 – 10:30 p.m.
MWD Headquarters Building/Teleconference Meeting

NON-INTEREST DISCLOSURE NOTICE
BOARD ITEM 6.c.

BOARD ITEM Item 6.c. – Labor Negotiations Update [Conference with labor negotiators; to be heard in closed session pursuant to Gov. Code Section 54957.6. Metropolitan representative(s): Katano Kasaine, Chief Financial Officer; Gifty Beets, Human Resources Section Manager; Mark Brower, Human Resources Group Manager; Adam Benson, Finance Group Manager; Employee Organization(s): The Employees Association of The Metropolitan Water District of Southern California/AFSCME Local 1902; the Management and Professional Employees Associations MAPA/AFSCME Chapter 1001; the Supervisors Association; and the 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: Marcia Scully, Katano Kasaine, Shane Chapman, Deven Upadhyay, Gifty Beets, Mark Brower, Henry Torres, Tony Zepeda, Adam Benson, and Diana Vidal.

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.



Ethics Office Monthly Report

JULY 2024

EDUCATION

Provided an ethics education webinar to 263 employees.

At the Ethics, Organization, and Personnel Committee, staff provided a focused presentation to directors about ethics in public service.

Staff presented an Ethics Office overview for new hires at new employee orientations hosted by Human Resources.

COMPLIANCE

Assisted directors and employees with their Annual, Assuming Office, and Leaving Office Form 700 filings. Assistance included filing for multiple positions, troubleshooting the electronic filing system, and notifications of deadlines.

ADVICE

Addressed 34 advice matters related to the following: conflicts of interest, financial disclosure, political activities, and other ethics-related topics.

INVESTIGATIONS

Received 21 complaints involving the following allegations:

- Favoritism by a manager in a recruitment process. (2 complaints)

- Favoritism by a manager in a contracting process.
- Favoritism in a contracting process and improper receipt of gifts by a manager.
- Misuse of authority for personal gain by an official.
- Misuse of authority for personal gain by a manager.
- Misuse of authority for personal gain and improper receipt of gifts by a manager.
- Unprofessional behavior by a manager. (3 complaints)
- Metropolitan official holding incompatible offices.
- Conflict of interest by an official.
- Sexual harassment by a manager. (2 complaints)
- Retaliation by a manager. (2 complaints)
- Non-compliance with safety regulations by a manager.
- Discriminatory language by a manager.
- Discriminatory language by an employee.
- Discriminatory language and behavior by a manager.
- Discriminatory behavior by

COMPLAINTS MAY BE FILED AT:

ANONYMOUS ETHICS HOTLINE
(800) 461-9330
<http://www.mwdethicshotline.net/>

ETHICS OFFICE
(213) 217-5832
ethicsoffice@mdwh2o.com

managers.

Referred six EEO-related matters to the EEO Office.

ADVICE AND INVESTIGATIVE DATA

Advice Matters	34
Compliance Assistance	51
Complaints Received	21
Investigations Opened	0
Pending Investigations	3



Equal Employment Opportunity

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

Summary

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

Purpose

Informational

Attachments

None

Detailed Report

Activity Report

On July 25, EEO piloted its new two-hour live interactive training for managers, titled Recognizing Discrimination, Harassment and Retaliation. EEO will begin rolling out this training for all Metropolitan managers in September, with more dates to follow, as an alternative to the video webinar that is available on Metropolitan's training portal. The training satisfies California's sexual harassment prevention training requirements pursuant to SB1343.

On July 17, EEO conducted a concurrence process training to Metropolitan's recruitment team. In this training, EEO provided recruitment staff with an overview of requirements Metropolitan is required to abide by as it pertains to recruitments. This includes CFR 60-1.4(a), 41 CFR 60-300.5(a), and 41 CFR 60-741.5(a). These regulations prohibit discrimination against individuals based on their protected status. EEO will begin rolling out the concurrence process effective August for positions that have been identified as underutilized and will revisit the concurrence process with recruitment staff in September to address feedback/concerns that come up during implementation. EEO will schedule concurrence process training to hiring managers after addressing feedback or potential concerns discussed at the September meeting.



Human Resources

• Human Resources July 2024 Activity Report

Summary

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

Purpose

Informational

Detailed Report

HR Priorities

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

In July, 421 employees completed in-person and virtual trainings covering topics like Resume Writing, Advanced Outlook, Recruitment Procedure Training, Interpersonal Skills, Organizational Skills, and Organizational Development & Training Unit's revamped Stress Management & Positivity in the Workplace class. LinkedIn Learning's online training platform was accessed for trainings on Becoming More Decisive, Managing Up, How to Rock an Interview, Sharepoint Quick Tips, Engineering with ChatGPT, and Foundations of Geographic Information Systems.

OD&T facilitated session 3 of its 14th cohort of Metropolitan Management University for 14 new managers. The topics of the day were Active Listening and Effective Delegation.

Recruitment filled 22 positions in July. There are 32 recruitments in the final stages, which includes hiring recommendations, reference checks, offers and conditional offers, and background checks. Fifteen new staffing requisitions were received, resulting in 137 open positions, including some reconciliation of the total number of open recruitments. Some of these included closing open recruitments without a hire. Staff has been working with All-Star Talent in an outreach campaign targeted towards hard-to-fill positions in the Desert, Environmental Planning, and Information Technology. This effort is aimed at making qualified candidates aware of the exciting opportunities available at Metropolitan. In addition, staff continues to make site visits, which have included Jensen, Diamond Valley Lake, and Carson Reuse Facility.

The Business Support Team planned, organized, and coordinated a company-wide Employee Appreciation Event. The event was held on Saturday, July 20, 2024, at Whittier Narrows for employees and their families. The day was filled with delicious food, fun activities for all ages, and plenty of opportunities to connect with co-workers and their families. The event was an opportunity to come together as a community in a relaxed and festive atmosphere to express a heartfelt thanks for the hard work and dedication of employees.

HR Benefits worked with HRIS, IT, and Payroll to implement and launch the new after-tax 401(k) and 457(b) ROTH accounts, along with deferred compensation self-service, on July 12, 2024. HR Benefits worked with Empower and Financial Finesse on the Communication and Education campaigns to reach out to all active employees and non-active plan participants of Metropolitan's deferred compensation savings plans through

Date of Report: 8/20/24

Board Report Human Resources July 2024 Activity Report

various formats, emails, webinars, postcards, website updates, and providing one-on-one consultations. Thus far, 192 employees have attended webinars and 75 have enrolled in one or both of the after-tax ROTH accounts with webinars scheduled for August; we anticipate additional participants will enroll.

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 “Sun Safety” wellness webinar. The live webcast was held on June 26, 2024, and hosted by Kaiser Permanente. The webinar invited employees to learn about ultraviolet rays and what they can do to prevent sun damage. The webinar identified the signs of heat-related illnesses and ways to cool down. Employees were invited to create a realistic action plan to help them take positive steps towards avoiding heat-related illnesses.

HR Metrics	June 2024	July 2024	Prior Month June 2024
Headcount			
Regular Employees	1,810	1,822	1,810
Temporary Employees	52	45	52
Interns	2	5	2
Recurrents	17	16	17
Annuitants	23	23	23

	July 2024	June 2024
Number of Recruitments in Progress (Includes Temps and Intern positions)	137	193
Number of New Staffing Requisitions	15	1
	July 2024	June 2024
Number of Job Audit Requests in Progress	10	8
Number of Completed/Closed Job Audits	2	3
Number of New Job Audit Requests	4	0

Board Report Human Resources July 2024 Activity Report

Transactions Current Month and Fiscal YTD (includes current month)			
External Hires	FY 23/24 Totals	July 2024	FISCAL YTD
Regular Employees	105	14	14
Temporary Employees	61	2	2
Interns	3	3	3
Internal Promotions	80	5	5
Management Requested Promotions	172	8	8
Retirements/Separations (regular employees)	71	3	3
Employee-Requested Transfers	14	2	2

Departures

Last	First Name	Classification	Eff Date	Reason	Group
Clark	Joyce	Pr Environmental Spec	5/16/2024	Retirement	OFF OF SAFETY, SECURITY & PROTECT
McCormick	Matthew	O&M Tech IV	12/19/2023	Retirement	CONVEYANCE & DISTRIBUTION GROUP
Nguyen	Ha	Pr Resource Specialist	6/22/2024	Retirement	ENGINEERING SERVICES GROUP



Office of Safety, Security, and Protection (OSSP)

• OSSP Monthly Activities for July 2024

Summary

This monthly report provides a summary of OSSP activities for July 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 – OSSP Monthly Activities for July 2024

Key Activities Report for July 2024

Project Highlights

Security and Emergency Management

Security and Emergency Response

Wildfire Response

Over the July 20 weekend, Metropolitan Security and Emergency Management staff and contract security officers responded to multiple wildfires, including the Tin Fire, which threatened Lake Mathews buildings and assets and Eagle Rock, approaching Metropolitan's Operations Control Center (OCC) and Security Watch Center (SWC). Staff assessed damages and coordinated with local fire departments and other Metropolitan staff.

With CalFire and local mutual agency firefighters simultaneously engaged with several other fires in the vicinity, contract security, Metropolitan Eastern Conveyance and Distribution (C&D) staff, and Fish and Wildlife rangers successfully fought off small breakout fires near multiple Lake Mathew buildings with water trucks, fire hoses, and fire extinguishers. The fire came within feet of several buildings and caused minor property damage.

Staff did an excellent job of coordinating, communicating, and organizing emergency response efforts on short notice. Air quality and safety notifications were also distributed to affected Metropolitan personnel. The Metropolitan Emergency Operations Center (EOC) did not activate for this incident but was ready to if needed.



Contract security, Metropolitan staff, and responders fight back wildfire flames within feet of Lake Mathews

Office of Safety, Security & Protection

Emergency Management Program Update

Towards the end of June, Emergency Management staff participated in multiple safety fairs to promote emergency preparedness and the role of Metropolitan's Emergency Management Program.



Emergency preparedness and the role of Metropolitan's Emergency Management Program were promoted at multiple safety fairs

Office of Safety, Security & Protection

On June 28, Emergency Management staff responded to the Weymouth Plant to assist staff with setting up an Incident Command Post (ICP) in response to a domestic water line leak that led to a temporary communication outage. Weymouth staff did a great job repairing the leak and returning to normal operations in a timely manner.

On July 16, staff held its quarterly Member Agency Emergency Management meeting. These regular meetings allow staff to share current emergency management topics such as upcoming training and exercises and emergency response communications with member agencies.

On July 20, staff supported Security by setting up a mobile command post for the employee appreciation event in Whittier. This command post provided links to multiple resources and acted as a coordination point for Security personnel during the event. This also provided a solid field exercise for personnel to check equipment before actual deployment.



Mobile command post for the employee appreciation event in Whittier

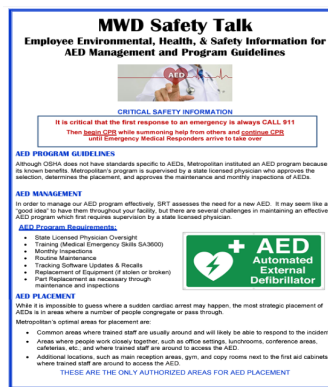
Project Highlights

Safety, Regulatory, and Training

SRT Health & Safety Programs

Safety Talks

A new Safety Talk on Automatic External Defibrillator (AED) Management and Program Guidelines was posted. This safety talk provides information on the AED Program requirements, including AED placement, maintenance, and check-out provisions for field staff.



Safety Talk for AED

Heat Illness Prevention Program

Heat Wave and High Heat Alert messages are sent to all employees during a heat wave or high heat events of temperatures $\geq 95^{\circ}\text{F}$. The alert message provides reminders to employees to use preventive measures, such as water, shade, and cool-down rests, and to review the emergency plan for summoning medical help in case of a heat-related illness. Additionally, written procedures, training, and safety talks are being revised to incorporate the new indoor heat illness prevention regulation changes. The Indoor Heat Illness Prevention regulation is anticipated to be effective October 2024.

SRT Environmental Programs

Emergency Dewatering

Special approval was obtained from the California Department of Fish and Wildlife to conduct emergency dewatering of San Diego Pipeline 5 pursuant to a previously approved Raw Water Discharge Plan (RWDP). The dewatering was required to allow for member agency leak emergency repairs. Staff then submitted an updated RWDP after the shutdown was completed.

Polychlorinated Biphenyls (PCB) Management

SRT met with both the new and retiring EPA Region 9 managers to discuss challenges with polychlorinated biphenyls (PCBs) encountered at Metropolitan infrastructures and to review the strategies used by Metropolitan to address the hazard. This meeting builds a working relationship which helps and maintains continuity during EPA's transition to a manager.

Office of Safety, Security & Protection

Abandoned Waste

SRT responded for a clean-up of abandoned waste found on Metropolitan property near the Skinner/San Diego Canal. The waste consisted of hazardous waste mixed with trash.



Before clean-up



After clean-up

SRT Apprenticeship Programs

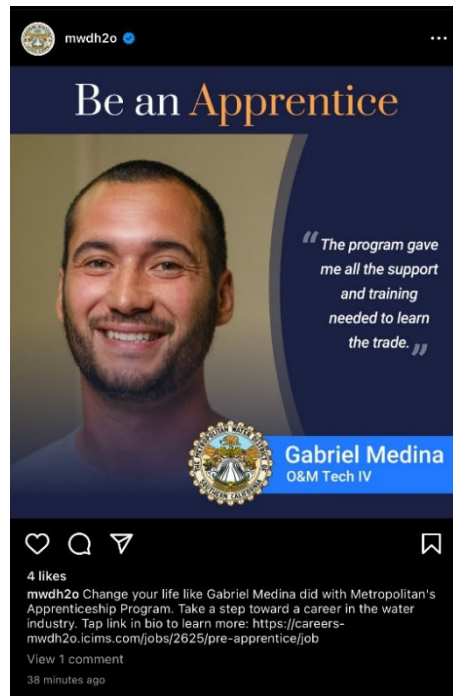
SRT Apprenticeship Programs prepare apprentices to become qualified mechanics and electricians responsible for maintaining Metropolitan's water treatment and distribution systems. This month, the Class of 2026 electrical apprentices visited the Robert A. Skinner Water Treatment Plant during a high-voltage distribution switchgear outage. Apprentices worked with experienced journeys to gain a first-hand understanding of high voltage equipment and testing procedures. The visit concluded with a facility tour conducted by the electrical team manager and former apprentice who emphasized the role electrical equipment serves in plant operations.



Electrical apprentices witnessing high voltage testing at Skinner

Office of Safety, Security & Protection

Apprenticeship staff also coordinated with External Affairs to create social media posts designed to promote apprentice recruitment for hire in early 2025. Using social media platforms for outreach allowed Metropolitan to connect and engage with a broader audience. The job announcement and recruitment schedule were posted in June. The application filing period opens August 2.



Social media post promoting apprenticeship

Finally, Apprenticeship staff met with the Department of Water Resources (DWR) to share overviews of their respective apprenticeship programs. Throughout the collaboration, both groups exchanged ideas, resources, skills, and information aimed at continuous improvement.

SRT Safety and Technical Training Programs

This month, Safety and Technical Training staff coordinated with a vendor to provide the 5-year National Commission for the Certification of Crane Operators (NCCCO) training. This training is required to keep staff certified for operating Metropolitan's large mobile cranes, including the lattice boom cranes and the swing and fixed-cab telescopic boom cranes. To obtain NCCCO certification, employees must pass a written exam and a practical assessment for each style of crane they will operate.

Between January and June 2024, SRT has delivered 339 instructor-led classes to 2191 employees covering 53 unique topics, including practical assessments. In addition to the instructor-led offerings, Safety & Technical Training administered a total of 6230 online courses covering 51 safety topics.