

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 *

March 11, 2024

1:30 p.m.

Agendas, live streaming, meeting schedules, and other board materials are available here: <https://mwdh2o.legistar.com/Calendar.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: 862 4397 5848. 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>

Monday, March 11, 2024 Meeting Schedule

**09:00 a.m. EOT
11:30 a.m. Leg
01:00 p.m. Break
01:30 p.m. EOP
03:00 p.m. OWS**

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 February 13, 2024 (Copies have been submitted to each Director, any additions, corrections, or omissions) [21-3088](#)

Attachments: [03112024 EOP 2A \(02132024\) 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. Expenditures for external investigations [21-3089](#)

Attachments: [03112024 EOP 6a1 Presentation](#)
[03112024 EOP 6a2 Presentation](#)

- b. Form 700 Annual Disclosure Training [21-3090](#)

Attachments: [03112024 EOP 6b Presentation](#)

- c. Equal Employment Opportunity Educational Update [21-3091](#)

Attachments: [03112024 EOP 6c Presentation](#)

- d. Overview of the Human Resources Group and Key Initiatives [21-3143](#)

Attachments: [03112024 EOP 6d Presentation](#)

- e. Discuss the Department Head 360 Evaluation process [21-3148](#)

Attachments: [03112024 EOP 6e Presentation](#)

7. MANAGEMENT ANNOUNCEMENTS AND HIGHLIGHTS

- a. Ethics Officer's report on monthly activities [21-3093](#)

Attachments: [03122024 EOP 7a Report](#)

- b. Equal Employment Opportunity, Safety, Security, and Protection, and Human Resources activities [21-3094](#)

Attachments: [03112024 EOP 7b HR Activity Report](#)
[03112024 EOP 7b EEO Monthly Activity Report](#)
[03122024 EOP 7b OSSP Monthly Activity 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.

THE METROPOLITAN WATER DISTRICT OF SOUTHERN CALIFORNIA

MINUTES

ETHICS, ORGANIZATION AND PERSONNEL COMMITTEE

February 13, 2024

Vice Chair Phan called the meeting to order at 10:02 a.m.

Announcement was made that teleconference location 34819 Calle Del Sol • Capistrano Beach CA 92624 was not available as previously noted on agenda.

Members present: Directors Bryant, Camacho, Douglas, Faessel (teleconference posted location), Fong-Sakai, Jung (teleconference posted location), McMillan, and Phan.

Members absent: Directors Cordero, Erdman, Kassakhian, Ramos and Sutley.

Other Board Members present: Directors Armstrong, Dennstedt, Dick, Fellow, Garza, Goldberg, Gray (teleconference posted location) Kurtz, Lefevre (teleconference posted location) Luna, McCoy, Miller, Morris, Ortega, Peterson, Pressman, Seckel, and Smith.

Committee Staff present: Brower, Hagekhalil, Kasaine, Rodriguez, Salinas, H. Torres, and Wisdom.

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

Name	Affiliation	Item
1. Olivia Sanchez	Association of Confidential Employees	8-2

CONSENT CALENDAR ITEMS — ACTION

2. CONSENT CALENDAR OTHER ITEMS – ACTION

A. Approval of the Minutes of the Ethics, Organization, and Personnel Committee for January 9, 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 Fong-Sakai to approve the consent calendar item 2A.

The vote was:

Ayes: Directors Bryant, Camacho, Douglas, Faessel, Fong-Sakai, Jung, McMillan, and Phan.

Noes: None

Abstentions: None

Absent: Directors Cordero, Erdman, Kassakhian, Ramos, and Sutley.

The motion for item 2A passed by a vote of 8 ayes, 0 noes, 0 abstention, and 5 absent.

END OF CONSENT CALENDAR ITEMS

4. OTHER BOARD ITEMS – ACTION

8-2 Update on labor negotiations and approve entering into two-year extension of 2022-2024 Memorandum of Understanding between The Metropolitan Water District of Southern California and The Management and Professional Employees Association of The Metropolitan Water District of Southern California/AFSCME Local 1101; the General Manager has determined that the proposed action is exempt or otherwise not subject to CEQA [Conference with Labor Negotiators; to be heard in closed session pursuant to Gov. Code 54957.6. Metropolitan representatives: Katano Kasaine, Assistant General Manager, Chief Financial Officer and Gifty J. Beets, Human Resources Section Manager of Labor Relations. Employee organization: The Management and Professional Employees Association of The Metropolitan Water District of Southern California/AFSCME Local 1101; the Supervisors Association; and the Association of Confidential Employees.].

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

5. BOARD INFORMATION ITEMS

None

6. COMMITTEE ITEMS

None

7. MANAGEMENT ANNOUNCEMENTS AND HIGHLIGHTS

None

8. FOLLOW-UP ITEMS

None

9. FUTURE AGENDA ITEMS

None

10. ADJOURNMENT

Meeting adjourned at 11:19 am.

Thai Phan
Vice Chair



Ethics, Organization, & Personnel Committee

External Investigation Costs

Item 6a1

March 11, 2024

Item 6a External Investigation Costs

Subject

Inform the Board of 2022-2023 Ethics Office External Investigation Costs

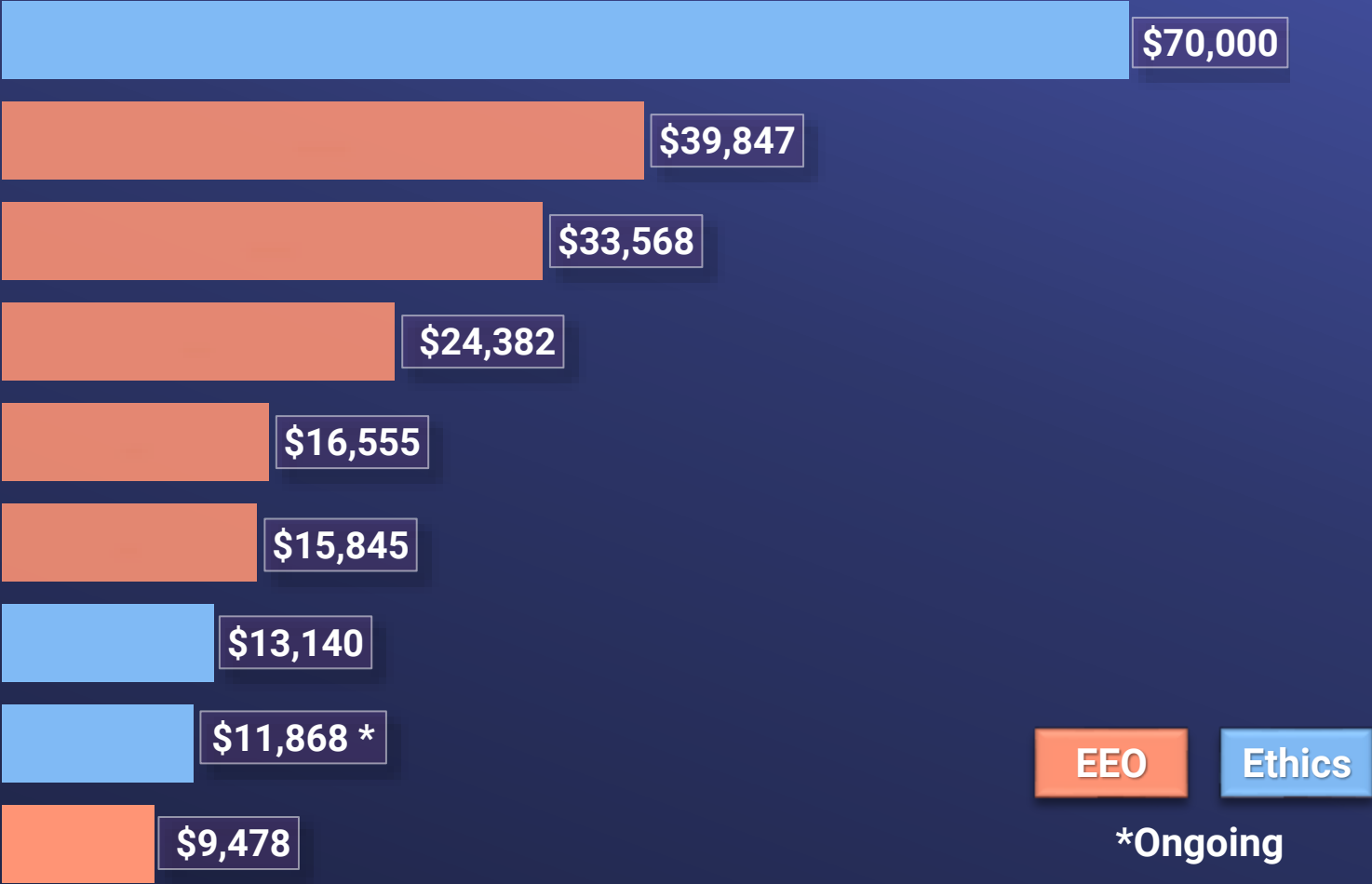
Purpose

Information Item

Ethics Office External Investigation Costs

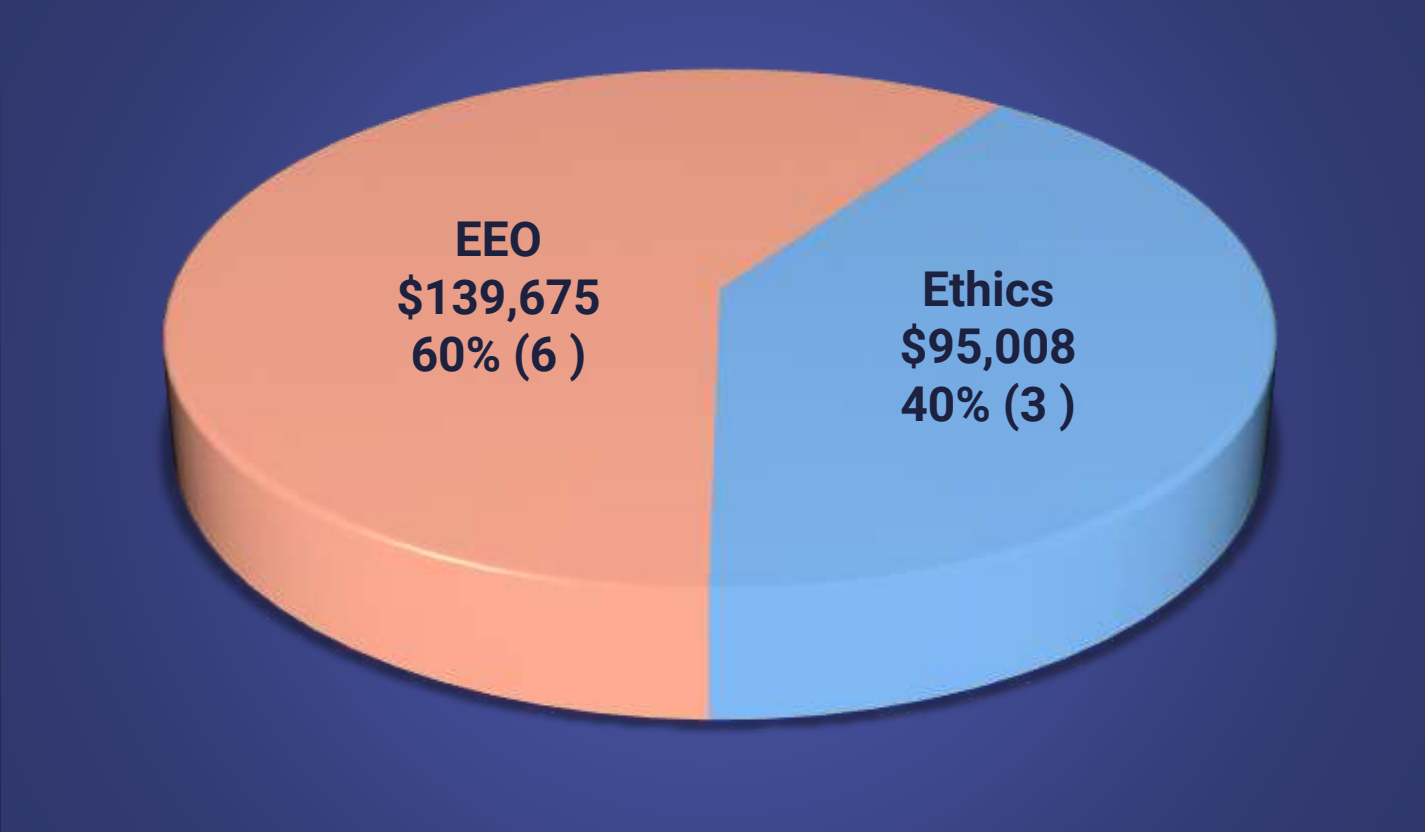
Total \$234,683

Calendar Years
2022 & 2023



Ethics Office External Investigation Costs

Total \$234,683



Calendar Years
2022 & 2023





Ethics, Organization, and Personnel Committee

Legal's External Investigation Costs

Item 6a2

March 11, 2024

Item 6a
Response to
Director Inquiry

Question

“How much have we spent in the past two years on investigations?”

Legal Department Total Payouts

2022	\$656,728.21
2023	\$217,556.66
Total:	<u>\$874,284.87</u>

Item 6a
Total
Expenditure
Breakdown



Item 6a

Open Investigations

Pending Investigations

The Legal Department has two open misconduct investigations.





Ethics, Organization, & Personnel Committee

Form 700 Annual Disclosure Training

Item 6b

March 11, 2024

Item # 6b
Form 700
Annual
Disclosure
Training

Subject

Provide training information to directors about financial disclosure requirements

Purpose

Information

Top 10 Mistakes on Form 700

Mistake #10

Asking a personal assistant to complete the form

Mistake #9

Using pen and paper

Mistake #8

Disclosing home mortgages

Mistake #7

*Revealing personal home address,
phone, or email*

Mistake #6

Listing every stock trade

Mistake #5

Leaving out spouse's employer

Mistake #4

Reporting an asset or income on the wrong Schedule

Mistake #3

Not reporting a gift

Mistake #2

Misreporting an investment or real property of a business you own

Mistake #1

Misreporting a source of income to a business you own





Ethics, Organization, & Personnel Committee

EEO Educational Update

Item 6c

March 11, 2024

Item # 6c

EEO Education Update

Subject

Refresher on mandated reporting requirement of the Board.

Purpose

Informational update.

California Regulations

Harassment and Discrimination Prevention and Correction

- Employers have an **affirmative duty** to take reasonable steps to prevent and promptly correct discriminatory and harassing conduct (Gov. Code, § 12940(k))
- Employers have an **affirmative duty** to create a workplace environment that is free from employment practices prohibited by CA Fair Employment & Housing Act (2 CCR § 11023)
- It is unlawful if an “employer or other covered entity, its **agents or supervisors**” knows of unlawful harassment and “fails to take immediate and appropriate corrective action” (2 CCR § 11019)

California Fair Employment & Housing Act (FEHA)

Section 12926 (d)

“Employer” includes any person regularly employing five or more persons, or any person acting as an agent of an employer, directly or indirectly, the state or any political or civil subdivision of the state, and cities, except as follows:

“Employer” does not include a religious association or corporation not organized for private profit.

Section 12926 (t)

Supervisor is defined as any individual having the authority, in the interest of the employer, to hire, transfer, suspend, lay off, recall, promote, discharge, assign, reward, or discipline other employees, or the responsibility to direct them, or to adjust their grievances, or effectively to recommend that action, if, in connection with the foregoing, the exercise of that authority is not of a merely routine or clerical nature, but requires the use of independent judgment.

Policies & Procedures

Mandatory Reporting

Admin Code Section 2131 Prohibition of Discrimination, Harassment & Retaliation by Directors

“Directors shall cooperate in achieving the equal opportunity goals and objectives of Metropolitan.”

Investigative Procedures for the Board & Its Direct Reports

“Any report of an alleged EEO violation submitted to any Metropolitan group [...] or Board Member must be immediately forwarded in writing to the EEO Officer, unless there is an exception to the EEO Office’s jurisdiction as stated in the EEO AC policies.”

Mandatory Reporting

EEO Protected Categories

- Age (40 & Above)
- Race
- Color
- National Origin or Ancestry
- Citizenship Status
- Religion
- Mental or Physical Disability
- Genetic Information
- Marital Status
- Medical Condition
- Sex/Gender (including pregnancy and sexual harassment)
- Gender Identity/Gender Expression
- Sexual Orientation
- Military/Veteran Status

Employer Obligations

“Knew or Should’ve Known”

An employer has a legal obligation to respond to and address complaints if they are on “notice” of conduct that could be considered EEO related harassment, discrimination or retaliation.

Notice can occur in many ways:

- Formal complaint
- Informal complaint
- “Confidential” complaint
- Anonymous complaint
- Rumors

EEO Best Practices

Board Member Responsibilities:

- Immediately report any EEO-related allegations to the EEO Office for further handling
- Complete 2hrs of supervisor-level sexual harassment prevention training every 2 years





Ethics, Organization and Personnel Committee

Human Resources Overview

Item 6d

March 11, 2024

Item #6d

Overview of the
Human Resources
Group and Key
Initiatives

Subject

Human Resources Overview

Purpose

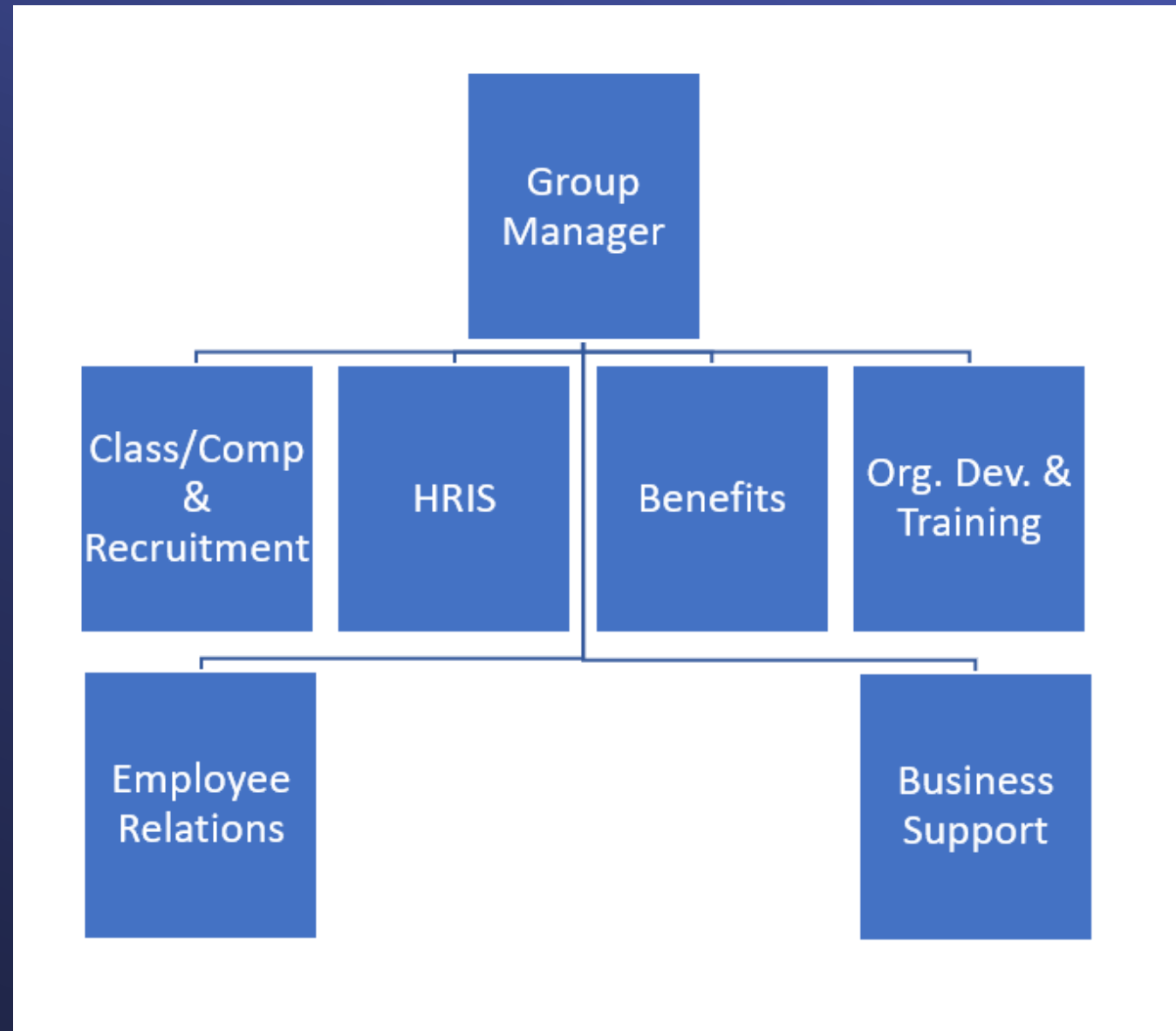
Overview of Services Provided

Accomplishments

What's Next?

The Why Behind the What

Human Resources



Challenges

Key HR Group Challenges

- Period of Transition:
 - Temporary HR staff: 20%
 - Current role less than 1 year: 35%
- Recruitment volume and timelines
- Succession planning
 - 20% over 20 years of service
 - 30% eligible to retire

HR Progress

Key Initiatives Completed

- Data Collection
 - Recruiting Status Report
 - Exit Interviews
 - Labor Relations Case Tracker
 - Performance Evaluations
 - Demographic Statistics
- Employee Promotional Support

HR Progress

Key Initiatives Completed

- Processes:
 - Interactive Accommodations
 - Recruitment (As-is)
- Communication Channels
 - Group Manager Meetings
 - Labor Management Meetings
 - Open Door Policy
 - Internal Communications

HR Progress

Key Initiatives Completed

- MOU's
 - Eligibility Lists
 - Transfer Process
 - Support for Desert Employees
- Systems & Software
- Digital Personnel Files
- Civility Training

	February 2024	January 2024
Number of Recruitments in Progress (Includes Temps and Intern positions)	202	207
Number of New Staffing Requisitions	19	19
	February 2024	January 2024
Number of Job Audit Requests in Progress	14	16
Number of Completed/Closed Job Audits	4	1
Number of New Job Audit Requests	2	0

Transactions Current Month and Fiscal YTD (includes current month)

<u>External Hires</u>	<u>FY 22/23 Totals</u>	<u>February 2023</u>	<u>FISCAL YTD</u>
Regular Employees	116	4	73
Temporary Employees	36	3	43
Interns	0	0	1
Internal Promotions	72	7	53
Management Requested Promotions	149	11	96
Retirements/Separations (regular employees)	98	21	59
Employee-Requested Transfers	19	1	11

HR Progress

Key Initiatives Pending

- Legislative Changes
- Telework Policy
- MOU Implementation
 - As much, if not more work on the back-end of MOU ratifications.
- Performance Evaluations
- Civility Guidelines & Training
- Partnership to Expand Internship program

HR Process

How Are We Moving Forward?

- Challenging Process
- Positive Behavior
- Data Collection
- Focused on Outcomes
 - Collaborate on Path
- Continual Learning
- Care for Each Other





Ethics, Organization, and Personnel Committee

360 Department Head Feedback & Board Evaluation

Item 6e

March 11, 2024

Item #6e

360 Department Head Feedback & Board Evaluation

Subject

360 Department Head Feedback & Board
Evaluation

Purpose

Discuss the Department Head 360 Evaluation
process

360 Department Head Feedback Process (Phase I)

360 Feedback Contributors

- Assistant General Managers
- Group Managers
- All Direct Reports
- 2 – 3 Peers Provided by Department Heads
- Other Department Heads

360 Feedback Collection Strategy

- Online portal-based questionnaire (all)
- 1-on-1 interviews (up to 6 randomly-selected participants from the contributor group)

360 Department Head Feedback Timeline (Phase I)

Apr.

Links to feedback
portal sent to
contributors

One-on-one
interviews with
contributors
begin

May

Feedback and interviews completed

Jun.

Quantum debriefs Department Heads on summary of
contributor feedback

Board Evaluation Process (Phase 2)

1. Board receives summary of 360 feedback themes
2. Department Heads present goals and development plans to Board
3. Board conducts final evaluations of Department Heads and finalizes compensation

Board Evaluation Timeline (Phase 2)

Jun.	Quantum presents contributor feedback summary to Board	Dept. Heads present goal and development plan to Board	Board receives link to final online evaluation
Jul.	Final evaluations completed by Board		
Aug.	Quantum assists Board with final evaluation debriefs with the Department Heads (closed session)	Board determines Department Head compensation (open session)	

Next Steps

Next steps

- Approval of Proposed Phases & Timeline
- Approval of Sub-Committee to Determine Final Questions based on Competencies

Board:
Phase I
Proposed
Competencies

Strategic Leadership

- Prepares the organization for future challenges and issues
- Projects positive image of MWD in the public and stakeholder communities

Team Collaboration

- Works effectively with others
- Takes action to improve MWD operations

Effectiveness in Reaching Goals

- Ensures stakeholders are informed and manages priorities
- Demonstrates strategic ability to identify and complete goals on time and within budget

Board:
Phase 2
Proposed
Competencies

Board Relationships

- Fosters an effective working relationship with the Board
- Remains open to constructive feedback
- Communicates effectively at Board meetings

Stakeholder Engagement

- Keeps stakeholders informed of conditions affecting the organization
- Makes themselves readily available to stakeholders

Next Steps

Next steps

- Approval of Proposed Phases & Timeline
- Approval of Sub-Committee to Determine Final Questions based on Competencies


360 Feedback Portal


PREVIEW


Provide Feedback for
{Employee Name} Opt Out

Please submit your responses by MM/DD/YYYY VIEWING TEMPLATE AS
Peers

Who Can See This? Privacy Policy

 Visibility: This is where we'll tell feedback providers who will be able to see their feedback.

 Confidentiality: This is where we'll tell feedback providers whether their feedback will be attributed or confidential.

About This Cycle
 Put your information here


STRATEGIC LEADERSHIP


Survey assesses strategic leadership effectiveness through vision clarity, decision-making, feedback integration, communication, and adaptability to drive organizational success and growth.

For the following, to what extent does {^Employee_Name^}:

Set priorities aligned with MWD mission and Board directives? *

Unsatisfactory Performance Exemplary Performance





Who is Quantum?

Quantum Workplace

- An HR technology provider that equips companies with cutting edge talent solutions
- Has pioneered employee engagement and performance management software for nearly 20 years
- Worked with thousands of organizations to drive employee, team, and business success







Ethics Office Monthly Report

FEBRUARY 2024

EDUCATION

Assistant Ethics Officer Peter Von Haam provided in-person ethics training to employees at the Pure Water Southern California Demonstration Plant in Carson, CA.

Staff also presented an Ethics Office overview for new hires.

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.

Monitored the status of past due Assuming Office and Leaving Office Form 700 filings. Sent notices to two current employees and nine former employees; obtained compliance from two current employees and five former employees. Referred one former employee to the FPPC for non-filing of the Leaving Office Form 700.

ADVICE

Addressed 37 advice matters related to the following: conflicts of interest, financial disclosure, gifts, post-employment lobbying, and other ethics-related topics.

INVESTIGATIONS

Received five complaints involving the following allegations:

- A manager misused their authority for personal gain
- A Metropolitan official used inappropriate language based on a protected class in the workplace
- An employee released confidential information without authorization and misused their position for personal gain
- A manager discriminated against an employee based on a protected class
- An employee sexually harassed a coworker

Referred three complaints to the EEO Office.

ETHICS OFFICER FINDINGS

The Ethics Officer determined that a manager and an employee improperly disclosed confidential information without authorization. The findings were forwarded to Human Resources for consideration of appropriate action.

ADVICE AND INVESTIGATIVE DATA

Advice Matters	37
Compliance Assistance	62
Complaints Received	5
Investigations Opened	1
Pending Investigations	5

COMPLAINTS MAY BE FILED AT:

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

ETHICS OFFICE
(213) 217-5832
ethicsoffice@mwdh2o.com



Human Resources Group

- **Human Resources Activities January-February 2024**

Summary

This report provides a summary of the Human Resources activities for January and February 2024.

Purpose

HR Priorities

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

The training calendar was posted for the January and February offerings. A total of 392 employees completed in-person and virtual trainings covering topics like Franklin Covey's 7 Habits, Communicating Authentically & Effectively, Excel Calculations, Interviewing Skills, and Resume Writing. LinkedIn Learning's online training platform was accessed for trainings on Generative AI, Tinkercad, Mindfulness in the Workplace, PowerPoint Data Analytics, Inclusive Language at Work, and Interviewing Techniques. The OD&T Unit also facilitated a DiSC session for the Water Quality Assurance Team at Weymouth to develop more effective communication, conflict resolution, and collaboration.

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 "Managing Your Weight" wellness webinar. The live webcast was held on February 21, 2024, and was hosted by Kaiser Permanente. The webinar invited employees to discover how setting realistic goals, coming up with an action plan, and practicing new skills over time will help them gain confidence to manage their weight successfully.

HR Core Business: Comply with Employment Laws and Regulations

Effectively administer all Human Resources policies, programs, and practices in compliance with applicable federal and state laws and Metropolitan's Administrative Code, Operating Policies, and Memorandum of Understanding.

In February, no new workers' compensation claims were received. One employee is currently off work because of an industrial injury or illness. This reflects Metropolitan's effort to accommodate injured workers while enabling them to be productive and on the job. Staff continues to address accommodations, coordinate treatment, and work closely with our Workers' Compensation Third-Party Administrator, Tristar Risk Management.

Board Report Human Resources Activities January-February 2024

HR Metrics	June 2023	February 2024	Prior Month January 2024
Headcount			
Regular Employees	1,779	1,791	1,787
Temporary Employees	25	48	46
Interns	0	1	1
Recurrents	18	17	17
Annuitants	24	23	23

	February 2024	January 2024
Number of Recruitments in Progress (Includes Temps and Intern positions)	202	207
Number of New Staffing Requisitions	19	19
	February 2024	January 2024
Number of Job Audit Requests in Progress	14	16
Number of Completed/Closed Job Audits	4	1
Number of New Job Audit Requests	2	0

Transactions Current Month and Fiscal YTD (includes current month)			
<u>External Hires</u>	<u>FY 22/23 Totals</u>	<u>February 2023</u>	<u>FISCAL YTD</u>
Regular Employees	116	4	73
Temporary Employees	36	3	43
Interns	0	0	1
Internal Promotions	72	7	53
Management Requested Promotions	149	11	96
Retirements/Separations (regular employees)	98	21	59
Employee-Requested Transfers	19	1	11

Board Report Human Resources Activities January-February 2024

Departures

Last	First Name	Classification	Eff Date	Reason	Group
McCoy Snider	Tina	Admin Assistant II	11/10/2023	Retirement - Service	TREATMENT & WATER QUALITY GROUP
Webb	Nancy	Pr Admin Analyst	11/2/2023	Retirement - Service	SUSTAINABILTY, RESILIENCE & INNOV
Yip	Anthony	Sr Engineer	11/11/2023	Retirement - Service	ENGINEERING SERVICES GROUP
McDonnell	Monica	Team Manager I	11/18/2023	Retirement - Service	CONVEYANCE & DISTRIBUTION GROUP
Watson	Nery	Buyer II	11/14/2023	Retirement - Service	ADMINISTRATION GROUP
McDonnell	William	Team Mgr-Water Efficiency	12/2/2023	Retirement - Service	WATER RESOURCE MANAGEMENT GRP
Williams	Gregory	Sr Crane Certification Tech	12/8/2023	Retirement - Service	INTEGRATED OPS PLAN & SUPPT SRVC
Nguyen	Thanh	Team Mgr-Server Administration	12/27/2023	Retirement - Service	INFORMATION TECHNOLOGY GROUP
Domingo	Marjorie	Sr Resource Specialist	12/30/2023	Retirement - Service	BAY DELTA INITIATIVES
Fan	Katherine	Sr IT System Administrator	12/30/2023	Retirement - Service	INFORMATION TECHNOLOGY GROUP
Guillory	Daniel	Section Mgr-Ops Safety&Reg Srv	12/27/2023	Retirement - Service	OFF OF SAFETY, SECURITY & PROTECT
Hernandez	Raymond	Pr Admin Analyst	12/30/2023	Retirement - Service	ADMINISTRATION GROUP
Hubbard	Paula	Accounting Tech II	12/30/2023	Retirement - Service	FINANCE GROUP
Koehler	David	Team Mgr-Safety & Reg TechTraining	12/30/2023	Retirement - Service	OFF OF SAFETY,SECURITY & PROTECT
Lee	David	Prgm Mgr-Info Technology	12/30/2023	Retirement - Service	INFORMATION TECHNOLOGY GROUP
Miyashiro	Jody	Executive Assistant to the GC	12/30/2023	Retirement - Service	GENERAL COUNSEL
Morioka	Dennis	Pr Admin Analyst	12/30/2023	Retirement - Service	ADMINISTRATION GROUP
Palmer	Douglas	O&M Tech IV	12/29/2023	Retirement - Service	INTEGRATED OPS PLAN & SUPPT SRVC
Patricio	Gene	Section Mgr-Conveyance &	12/30/2023	Retirement - Service	CONVEYANCE & DISTRIBUTION GROUP

Board Report Human Resources Activities January-February 2024

		Distrbn			
Rardin	Terry	O&M Tech IV	12/29/2023	Retirement - Service	TREATMENT & WATER QUALITY GROUP
Rieckhoff	Elvira	Team Manager II	12/30/2023	Retirement - Service	INTEGRATED OPS PLAN&SUPPT SRVC
Sandoval	Juan	O&M Tech IV	12/29/2023	Retirement - Service	CONVEYANCE & DISTRIBUTION GROUP
Tafarella	Anthony	Team Mgr-Project Support	12/30/2023	Retirement - Service	ENGINEERING SERVICES GROUP
Thilo	Wayne	Sr Engineer	12/30/2023	Retirement - Service	ENGINEERING SERVICES GROUP
Tucker	Octavia	Section Mgr-Real Property	12/30/2023	Retirement - Service	INTEGRATED OPS PLAN & SUPPT SRVC
Villarreal	Manuel	O&M Tech IV	12/28/2023	Retirement - Service	CONVEYANCE & DISTRIBUTION GROUP
Yoon	Hyung	Assoc Engineer	1/6/2024	Resign-Accepted Other Employ	ENGINEERING SERVICES GROUP
Guevarra	Maricel	O&M Tech IV	12/31/2023	Resign - Personal Reasons	CONVEYANCE & DISTRIBUTION GROUP



Equal Employment Opportunity Group

- **Equal Employment Opportunity Monthly Activity Report - March 2024**

Summary

Equal Employment Opportunity March 2024 Monthly Activities

Purpose

To report on Equal Employment Opportunity Office March 2024 Monthly Activities

Attachments

None

Detailed Report

Equal Employment Opportunity Activities

The Equal Employment Opportunity Office has launched an updated mandatory EEO training for both supervisors and non-supervisors, in accordance with California regulations, including Government Code Section 12950.1, as amended by Senate Bill 1343. Workplace discrimination, harassment, including sexual harassment, and retaliation is prohibited by Metropolitan policy and is illegal under federal, state, and local laws. Through scenarios and exercises, this interactive training will explore the different forms of workplace harassment, provide an overview of EEO-protected characteristics, and discuss abusive conduct prevention. The training is located in the MyLearning platform under the title *Recognizing Discrimination, Harassment and Retaliation (Supervisor/Manager)* for supervisors and *Recognizing Discrimination, Harassment and Retaliation (Non-Supervisor/Non-Manager)* for non-supervisors.



Safety, Security, and Protection

• Safety, Security, and Protection Monthly Activities for February 2024

Summary

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

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

Purpose

Informational by the Safety, Security, and Protection Group's on a summary of key activities for the month of February 2024.

Attachments

Attachment 1: Detailed Report – Safety, Security, and Protection Monthly Activities for February 2024

Safety, Security and Protection

Project Highlights

Security and Emergency Management

Security and Emergency Response

Southern California is experiencing a record amount of metal theft. Streetlights, traffic signal lights, and other critical safety devices are being disabled, placing the public at risk. Metropolitan Security, Western Region Conveyance and Distribution, and Control Systems staff are diligently working together to mitigate ongoing metal, battery, and power thefts from Automated Meter Reader (AMR) meter cabinets, which are in high-risk areas along drinking water distribution lines.

The current action plan includes:

- Ordering seven stainless-steel, high-security cabinets from Security's metal fabricating vendor.
- Informing the Metropolitan Change Control Board of any new specification changes to AMR cabinet physical security standards and master specifications.
- Working with Real Property Management to engage right-of-way stakeholders, leases, landowners, and local government entities to permanently evict and remove encampments encroaching on Metropolitan fee property.
- Encouraging Crime Prevention Through Environmental Design (CPTED) in the area by limbing trees to 6 feet and reducing ground cover to 12 inches, as well as incorporating cacti and other defensive, water-efficient, native plants.
- Installing native rock boulders to discourage illegal camping and trespass.
- Installing high-security fencing and PC 602 No Trespass signage.



Reinforced AMR meter cabinets eliminate monitoring outages due to metal, power, and UPS battery thefts

Emergency Management Program Update

The Emergency Management Program staff was busy this month with activities ranging from real-world responses to joint agency trainings. Staff continued to run exercises for Metropolitan’s Incident Command Posts (ICPs) so that they remain ready to respond various emergencies across the district. They also trained with local fire departments during the Upper Feeder Shutdown and at a regular hazardous material response training at the Skinner Plant. Staff conducted annual call-down drills for Dam Emergency Action Plans that are coming up on their one-year anniversaries.

Finally, staff also responded to a multiple “atmospheric river” storms that crashed into Southern California. Metropolitan’s Duty Officer participated in numerous weather update meetings and closely monitored the storm progress.



Staff trained with local fire departments during the Upper Feeder Shutdown

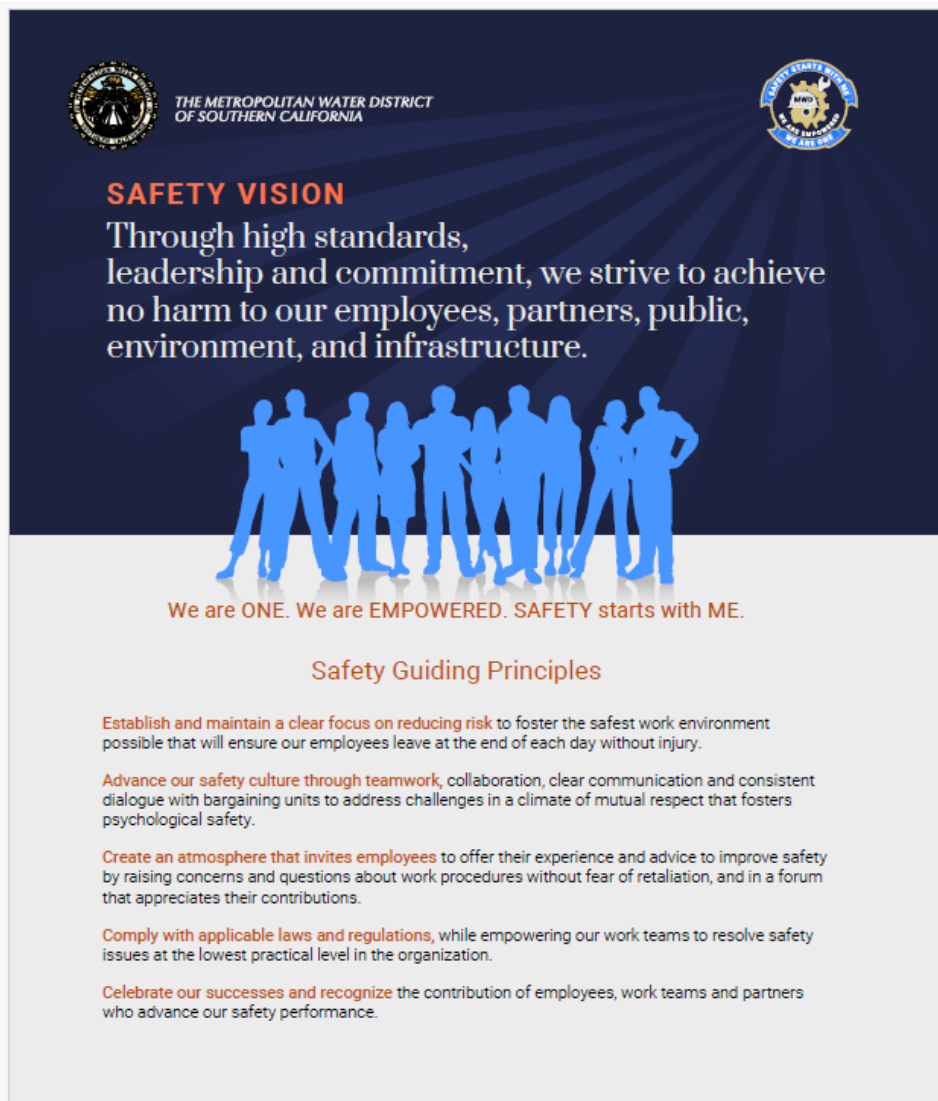
Project Highlights

Safety, Regulatory, and Training

SRT Health & Safety Programs

National Safety Council (NSC) Initiative

A memorandum from the General Manager was issued to all employees to introduce Metropolitan's new Safety Vision and Guiding Principles. The setting of safety vision and guiding principles is one of the top priorities identified by NSC to improve safety culture. Staff scheduled focus group sessions with various Metropolitan employees, management, and bargaining units to discuss the vision and principles and how they contribute to the overall improvement of safety.



The flyer features a dark blue background with a light blue silhouette of a diverse group of people standing together. At the top left is the logo of The Metropolitan Water District of Southern California, and at the top right is the logo of the National Safety Council. The text is centered and reads: "SAFETY VISION Through high standards, leadership and commitment, we strive to achieve no harm to our employees, partners, public, environment, and infrastructure." Below the silhouette, it says "We are ONE. We are EMPOWERED. SAFETY starts with ME." Underneath is the heading "Safety Guiding Principles" followed by five bullet points: "Establish and maintain a clear focus on reducing risk to foster the safest work environment possible that will ensure our employees leave at the end of each day without injury.", "Advance our safety culture through teamwork, collaboration, clear communication and consistent dialogue with bargaining units to address challenges in a climate of mutual respect that fosters psychological safety.", "Create an atmosphere that invites employees to offer their experience and advice to improve safety by raising concerns and questions about work procedures without fear of retaliation, and in a forum that appreciates their contributions.", "Comply with applicable laws and regulations, while empowering our work teams to resolve safety issues at the lowest practical level in the organization.", and "Celebrate our successes and recognize the contribution of employees, work teams and partners who advance our safety performance."

Safety Vision and Guiding Principles Flyer

Water Resources, Engineering and Safety

(continued)

Safety Communication

Staff developed four new Safety Talks to address topics recently identified relevant to applicable work teams.

1. **Arc Flash Safety** provides information on arc flash hazards, protection against arc flash and assessing risks by understanding arc flash labels.
2. **Emergency Bleed Control** provides information on how to recognize life-threatening bleeding, react, take appropriate steps, and initiate bleed control techniques.
3. **Lithium-ion Rechargeable Battery Safety** provides information to properly handle, use, charge, store, and dispose of lithium-ion rechargeable batteries.
4. **Small Incident Release Clean Ups of Oil, Gasoline, and Diesel** describes how to respond to small incident releases involving oils, gasoline, and diesel.

New MWD Safety Talks

SRT Environmental Programs

Staff facilitated a HAZWOPER/Incident Command Refresher Training with the Riverside County Fire Department, CalFire, and Riverside County of Department of Environmental Health Responders at the R.A. Skinner Water Treatment Plant. This is an enhancement to the annual Chemical Responder training, which included integrated incident command field post training and emergency response exercises.



Skinner HAZWOPER/Incident Command Training Drill

Water Resources, Engineering and Safety

(continued)

Repairs to the emergency generator fuel and vent lines at Rio Hondo Hydroelectric Plant were completed. The Underground Storage Tank (UST) contractor excavated concrete and installed two new transition sumps to resolve secondary containment failures that were previously discovered during testing. The contractor performed the repairs ahead of schedule and the site passed testing.



Rio Hondo Fuel and Vent Lines during repair (left) and after repair (right)

A new air quality permit was issued by the South Coast Air Quality Management District (SCAQMD) for the installation of the MSU Shop Plasma/Oxy-Fuel Cutting system with a water table. This permit required extensive work with SCAQMD for over the last two years to obtain practical permit conditions to allow operational flexibility.



Installation site for the new MSU Shop Plasma/Oxy-Fuel Cutting System

Over the past month, the Environmental Program Support team submitted the Biennial Reports to the Department of Toxic Substances Control for all of Metropolitan's 2023 federally regulated (RCRA) hazardous waste large quantity generator (LQG) sites and 21 air quality compliance reports for permitted engines, equipment, coatings activities, refrigerant systems, and gasoline dispensing stations. All air quality reports confirmed compliant operations in 2023.

Water Resources, Engineering and Safety

(continued)

SRT Apprenticeship

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 continued their second academic period. The electrical apprentices were introduced to the National Fire Protection Agency 70E publication, which sets standards for electrical safety in the workplace. This publication governs employees who work on or near exposed energized electrical conductors or circuit parts. Meanwhile, the mechanical apprentices learned about project layout, torch cutting, and welding. Augmented welders are used during the welding introduction to provide immediate assessment and remedial measures, ensuring that safety is not compromised. Finally, the Class of 2026 and desert electrical cross-training participants continued studying motor controls and transformers.



Mechanical apprentice using augmented welder (top) and Electrical apprentice using AC/DC trainer (bottom)

SRT Safety and Technical Training

Safety & Technical Training recently introduced site visits as part of the Advanced SOOM Certification course curriculum. These facility visits incorporate hands-on training into the certification process. This month, Advanced Mechanical Valving and Advanced Electrical Switching classes visited Lake Mathews Reservoir and Etiwanda Hydroelectric Powerplant. Trainees used operating diagrams to identify valves and switches and answered questions on how to use the valve or switch for lockout purposes, identify all power sources, and determine the current status of the equipment. Additional field site locations include Live Oak Reservoir and San Dimas Hydroelectric Powerplant.



Hands-on training at Etiwanda Hydroelectric Powerplant

Over the past month, the Safety and Technical Training team conducted a total of 45 instructor-led classes, covering an extensive range of 30 different topics in safety and environmental training. The training provided benefitted a total of 287 individuals. Additionally, the SRT Site Support staff conducted 101 respirator fit tests and respirator safety training classes.