

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.

OP&T Committee

A. Fellow, Chair
J. Morris, Vice Chair
S. Blois
M. Camacho
G. Cordero
S. Faessel
F. Jung
R. Lefevre
T. McCoy
A. Ortega
G. Peterson
T. Smith
S. Tamaribuchi
H. Williams

Organization, Personnel and Technology Committee

Meeting with Board of Directors *

December 12, 2022

11:00 a.m.

Live streaming is available for all board and committee meetings on mwdh2o.com ([Click Here](#))

A listen only phone line is also available at 1-877-853-5257; enter meeting ID: 831 5177 2466. Members of the public may present their comments to the Committee on matters within the committee's jurisdiction as listed on the agenda via in-person or teleconference. To participate via teleconference (833) 548-0276 and enter meeting ID: 815 2066 4276.

Monday, December 12, 2022 Meeting Schedule

09:00 a.m. Sp BOD
10:00 a.m. F&I
11:00 a.m. OP&T
12:00 p.m. A&E
12:30 p.m. E&O
02:00 p.m. IW
03:00 p.m. WP&S

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 Organization, Personnel and Technology Committee Meeting held November 7, 2022 (Copies have been submitted to each Director, Any additions, corrections, or omissions)

[21-1725](#)

Attachments: [12122022 OPT 2A Minutes](#)

3. CONSENT CALENDAR ITEMS - ACTION

- 7-10** Authorize an agreement with Voyageur Security Inc. doing business as Access Technologies in an amount not to exceed \$860,000 for procurement of radio equipment for Metropolitan's Automatic Meter Reading System; the General Manager has determined that the proposed action is exempt or otherwise not subject to CEQA [21-1716](#)

Attachments: [12132022 OPT 7-10 B-L](#)
[12122022 OPT 7-10 presentation](#)

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

4. OTHER BOARD ITEMS - ACTION

NONE

5. BOARD INFORMATION ITEMS

NONE

6. COMMITTEE ITEMS

- a. Semi Annual Report on Equal Employment Office Policy and Affirmative Action Plan [21-1726](#)

Attachments: [12132022 OPT 6a Report](#)
[12122022 OPT 6a Presentation](#)

7. MANAGEMENT REPORTS

- a. Human Resources Manager's Report [21-1728](#)
b. Information Technology Manager's Report [21-1729](#)

Attachments: [12122022 OPT 7b presentation](#)

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. Agendas for the meeting of the Board of Directors may be obtained from the Board Executive Secretary. 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 <http://www.mwdh2o.com>.

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

ORGANIZATION, PERSONNEL AND TECHNOLOGY COMMITTEE

November 8, 2022

Chair Fellow called the teleconference meeting to order at 9:38 a.m.

Members present: Directors Blois, Cordero, Faessel, Fellow, Jung, Lefevre, McCoy, Morris, Peterson, Smith, Tamaribuchi and Williams.

Members absent: Directors Camacho and Ortega.

Other Board Members present: Directors Abdo, Ackerman, Atwater, De Jesus, Dennstedt, Dick, Erdman, Fong-Sakai, Goldberg, Miller, Pressman, Ramos, Record and Sutley.

Committee Staff present: H. Beatty, Chapman, Eckstrom, Hagekhalil, Kasaine, Munoz Marroquin, and H. Torres.

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

None

CONSENT CALENDAR ITEMS — ACTION

2. CONSENT CALENDAR OTHER ITEMS – ACTION

- A. Approval of the Minutes of the Organization, Personnel and Technology Committee held October 10, 2022

3. CONSENT CALENDAR ITEMS – ACTION

None

Director Jung made a motion, seconded by Director McCoy to approve the consent calendar consisting of item 2A.

The vote was:

Ayes: Directors Blois, Cordero, Faessel, Fellow, Jung, Lefevre, McCoy, Morris, Peterson, Smith, Tamaribuchi and Williams.

Noes: None

Abstentions: None

Absent: Directors Camacho and Ortega.

The motion passed by a vote of 12 ayes, 0 noes, 0 abstention, and 2 absent.

END OF CONSENT CALENDAR ITEMS

4. OTHER BOARD ITEMS - ACTION

None

5. BOARD INFORMATION ITEMS

None

6. COMMITTEE ITEMS

- a. Subject: Update on Status of Recommendation from Independent Review of Workplace Concerns

Presented by: Katano Kasaine, Assistant General Manager CFO
Jonaura Wisdom, EEO Officer
Diane Pitman, Group Manager of Human Resources
Henry Torres, Assistant General Counsel
Peter Von Haam, Assistant Ethics Officer
Dan Guillory, Section Manager- Operations Safety and Regulatory Services
Shane Chapman, Assistant General Manager

Ms. Kasaine provided an update of the State Audit recommendation items that are completed. Ms. Wisdom provided an overview of the implemented EEO changes in staffing, procedures, and policies. Ms. Pitman provided an overview of the implemented changes in HR procedures. Mr. Torres provided an overview of amendments made to administrative code, settlement procedures and policies. Mr. Von Haam provided an overview of the implemented changes to Ethics policies and procedures. Mr. Guillory provided an overview of the changes made to Safety policies. Mr. Chapman provided an update on District housing. Ms. Kasaine provided an update on DE&I initiatives.

The following Directors provided comments or asked questions

1. Smith

Staff responded to the Directors questions and comments.

- b. Subject: Labor Negotiations Update
[Conference with labor negotiators; to be heard in closed session pursuant to Gov. Code Section 54957.6. Metropolitan representatives: Diane Pitman, Human Resources Group Manager, Stephen Lem, HR Section Manager of Labor Relations. Employee organizations: The Metropolitan Water District of Southern California Supervisors Association]

Presented by: Stephen Lem, Human Resources Section Manager

No action was taken in closed session.

- c. Subject: Quarterly Cybersecurity Oral Update [Conference with Metropolitan Cybersecurity Director of Info Tech Services of Information Technology, Jacob Margolis, or designated agents on threats to public services or facilities; to be heard in closed session pursuant to Gov. Code Section 54957(a)]

Presented by: Jacob Margolis, Director of Info Tech Services

No action was taken in closed session.

7. MANAGEMENT REPORTS

- a. Human Resources Manager's Report

None
- b. Information Technology Manager's Report

None

8. FOLLOW-UP ITEMS

None

9. FUTURE AGENDA ITEMS

Director Smith requested presentation on employee performance reviews.

10. ADJOURNMENT

Next meeting will be held on December 13, 2022

Meeting adjourned at 10:46 a.m.

Anthony Fellow
Chair



● **Board of Directors**

Organization, Personnel and Technology Committee

12/13/2022 Board Meeting

7-10

Subject

Authorize an agreement with Voyageur Security Inc. doing business as Access Technologies in an amount not to exceed \$860,000 for procurement of radio equipment for Metropolitan's Automatic Meter Reading System; the General Manager has determined that the proposed action is exempt or otherwise not subject to CEQA

Executive Summary

The 900-MHz licensed serial radios and master stations provide the majority of network connections comprising the Automatic Meter Reading (AMR) system. The current radios used in this licensed band are older model GE MDS radios that are currently near their end of life with limited availability.

Timing and Urgency

Replacement parts for the existing radio equipment (radio modems and master stations) for the AMR system are not available.

Details

Background

The existing AMR system is configured as a traditional Supervisory Control and Data Acquisition system, with hardware and software commonly used for this type of application. The current AMR system was last replaced in 2008 and is comprised of several hundred endpoints, five master radio sites, various communications equipment, and redundant servers.

The system is designed to be able to tolerate intermittent communications interruptions as long as the endpoint is able to communicate with the servers eventually. This increases reliability but makes troubleshooting of sporadic issues more difficult.

The primary drivers for replacement of the AMR radio modems and master stations are to maintain reliability and address equipment obsolescence. Over the last few years, several intermittent service interruptions have occurred within the licensed radio system.

Metropolitan's Board authorized preliminary investigations and conceptual design activities for the System-wide Control System Upgrade in 2017. As a part of those activities, it was recommended that replacement of the AMR controllers and software be coordinated with the System-wide Control System Upgrade, potentially using hardware and software from the same product line to reduce the long-term needs for training on two separate platforms. However, replacement of the communications layer is possible in the interim as a parallel activity.

Planning level cost estimates, as well as advantages and disadvantages for each alternative, were developed as a part of and subsequent to the analysis.

Part of the complexity of piloting this technology is balancing the criticality of the AMR system and the monthly billing cycle, the use of a limited number of licensed frequencies, and the large number of endpoints served by the master radio sites.

During the previous phase of this project, staff tested four proposed replacement communications technologies to ascertain the impact on communications reliability and prepare procurement documentation for the selected

technology. During that phase, the entirety of one of the master radio sites (Garvey) and its associated endpoints was upgraded to the currently supported GE Orbit radio platform. Metropolitan staff conducted the installation of the radio modems. At a handful of specific sites, interference assumed to be from nearby cellular communications towers precluded the use of the replacement radios. Despite the installation difficulties, Metropolitan experienced a noticeable reduction in the overall number of radios experiencing unexplained or intermittent communications failures following this upgrade. Metropolitan staff led the installation activities and plan to do so for the next phase of the project as well.

In addition to the purchase of the radio equipment, this next phase of the project will also include the procurement of several additional items under the General Manager's authority. This includes the procurement of firewalls, switches, controllers, and an agreement to configure existing AMR functionality within new controllers.

Award of Contract (Access Technologies \$860,000)

This action will authorize the purchase of five master radios, 350 radio modems, and 350 associated software licenses for the radio modems. The scope of work will include procurement, delivery of requested equipment, and services to assist Metropolitan staff in the installation of the equipment. RFB-PR-412908 was issued on 10 August 2022. There was one qualified respondent to the request for bid (RFB). Voyageur Security Inc. doing business as Access Technologies is recommended to be awarded a contract in an amount not to exceed \$860,000.

Alternatives Considered

During the previous phase of the project, several communications alternatives were considered for eventual implementation, including licensed radios/master stations, satellite, cellular modems, and utilizing the data channel of Metropolitan's separate licensed two-way radio system. Ultimately, a hybrid endpoint radio using the licensed radio system was selected for O&M cost and reliability reasons.

Project Milestones

Release Procurement – January 2023

Complete Installations – June 2024

Policy

Metropolitan Water District Administrative Code Section 5108: Appropriations

Metropolitan Water District Administrative Code Section 8121: General Authority of the General Manager to Enter Contracts

Metropolitan Water District Administrative Code Section 11104: Delegation of Responsibilities

By Minute Item 52778, dated April 12, 2022, the Board appropriated a total of \$600 million for projects identified in the Capital Investment Plan for Fiscal Years 2022/23 and 2023/24

California Environmental Quality Act (CEQA)

CEQA determination for Option #1:

The proposed action involves operation, repair, maintenance, permitting, leasing, licensing, or minor alteration of existing public or private structures, facilities, mechanical equipment, or topographical features, involving negligible or no expansion of existing or former use and no possibility of significantly impacting the physical environment. In addition, the proposed action includes the construction and location of limited numbers of new, small facilities or structures; installation of small new equipment and facilities in small structures; and the conversion of existing small structures from one use to another where only minor modifications are made in the exterior of the structure. Accordingly, the proposed action qualifies under Class 1 and Class 3 Categorical Exemptions (Sections 15301 and 15303 of the State CEQA Guidelines).

CEQA determination for Option #2:

None required

Board Options

Option #1

Authorize an agreement with Voyageur Security Inc. doing business as Access Technologies in an amount not to exceed \$860,000 for procurement of radio equipment for Metropolitan's AMR System

Fiscal Impact: Expenditure of \$3,340,000 in capital funds. All funds were incurred in the current biennium and have been previously authorized.

Business Analysis: Replace end-of-life equipment, increasing reliability of AMR data communications related to billing volumes

Option #2

Do nothing at this time

Fiscal Impact: Unknown

Business Analysis: Continue experiencing data communication interruptions on an intermittent basis, potentially requiring significant efforts of Metropolitan field staff to drive and collect billing data manually

Staff Recommendation

Option #1



Charles Eckstrom
Information Technology, Group Manager

11/17/2022

Date



Adel Hagekhalil
General Manager

12/6/2022

Date

Attachment 1 – Financial Statement

Ref# it12688609

Allocated Funds for AMR Upgrade Project

	Current Board Action (Dec. 2022)
Labor	
Owner Costs (Program mgmt.)	210,000
Metropolitan Force Construction	1,060,000
Materials & Supplies Radio Equipment	860,000
Materials & Supplies other	600,000
Incidental Expenses	-
Professional/Technical Services	310,000
Equipment Use	-
Contracts	-
Remaining Budget	300,000
Total	\$ 3,340,000



Organization, Personnel and Technology Committee

Radio Equipment for Automatic Meter Reading System

Item 7-10

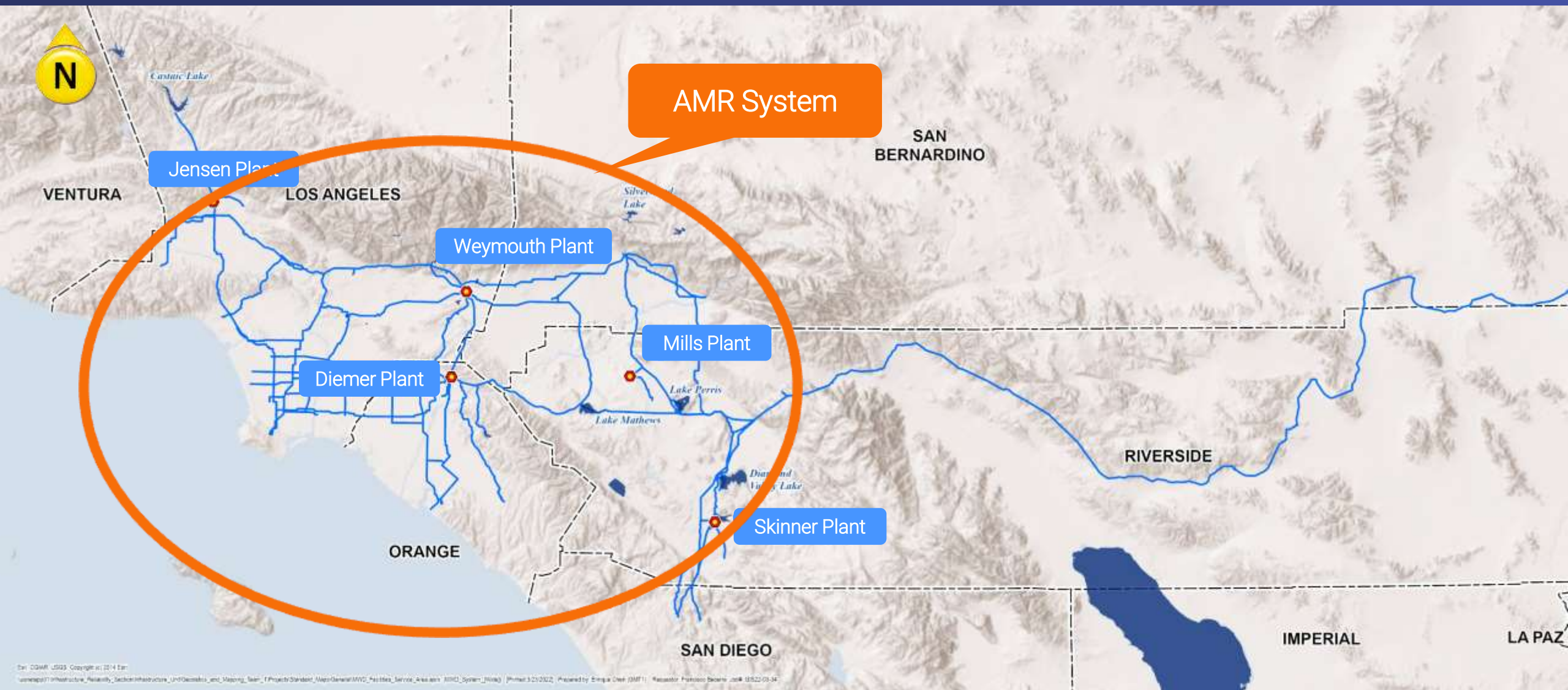
December 12, 2022

Radio Equipment for AMR System

Current Action

- Authorize an agreement with Voyager Security Inc. doing business as (dba) Access Technologies in an amount not to exceed \$860,000 for procurement of radio equipment for Metropolitan's Automatic Meter Reading System
- The General Manager has determined that the proposed action is exempt or otherwise not subject to CEQA

Distribution System



Radio Equipment for AMR System

Background

- Automatic Meter Reading Radio transmits water meter data mostly over the air to data aggregator sites via
 - Licensed 900 MHz (291 radio modems to 5 master stations)
 - Cellular modem (85 sites)
 - Unlicensed spread spectrum radio (6 sites)
 - Except direct LAN or MPLS connection (77 sites)
- Existing 900 MHz Radio equipment in service nearing end of useful service life (of 12 to 15 years)



Current AMR radio modem

Radio Equipment for AMR System

Procurement Strategy

- Advertise request for bid (RFB) for
 - 350 radio modems¹
 - 5 master radios¹
 - 350 Pulse Net Enterprise Licenses
 - 4 Radio Transceiver Modules
- Onsite Installation Services at four sites
 - Plan to purchase same model as used for pilot (dual licensed radio/cellular)
 - Direct purchase ancillary cables, antennas, attenuators (since site-specific lengths/needs)



Licensed 900
MHz + cellular

1 Includes
spares

Radio Equipment for AMR System

New Agreement with Voyageur Security Inc. dba Access Technologies

- Selected using Competitive Bidding
 - RFB-PR-412908, posted 8/10/2022, only one bidder
- Scope of Work
 - Provide new radio equipment and software licenses
 - Commissioning and installation of radio equipment

Radio Equipment for AMR System

Alternatives Considered

- Pilot four communications technologies:
 - 900 MHz Technology
 - Satellite Technology
 - Two Way Radio Technology
 - CAT M1 Cellular Technology
- Selected option
 - Pilot Test 900 MHz Technology at Garvey
 - Create procurement package for remaining portion of 900 MHz system; 350 radio modems and 4 master stations
 - Rollout 900 MHz Technology to other locations

Radio Equipment for AMR System

Project Scope of Work

- Procurement of Radio equipment
- Installation of Radio Equipment by Metropolitan forces
- Testing and Commissioning of Radio Equipment
- Additional Procurements under General Manager's Authority
 - Network Equipment
 - Antennas and cables
 - Temporary AMR Controllers till next phase with associated configuration

Allocation of Funds

Radio Equipment for AMR System

Labor

Owner's Cost (Project Management)	\$ 210,000
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Metropolitan Force Construction	\$ 1,060,000
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Materials & Supplies Radio Equipment	\$ 860,000
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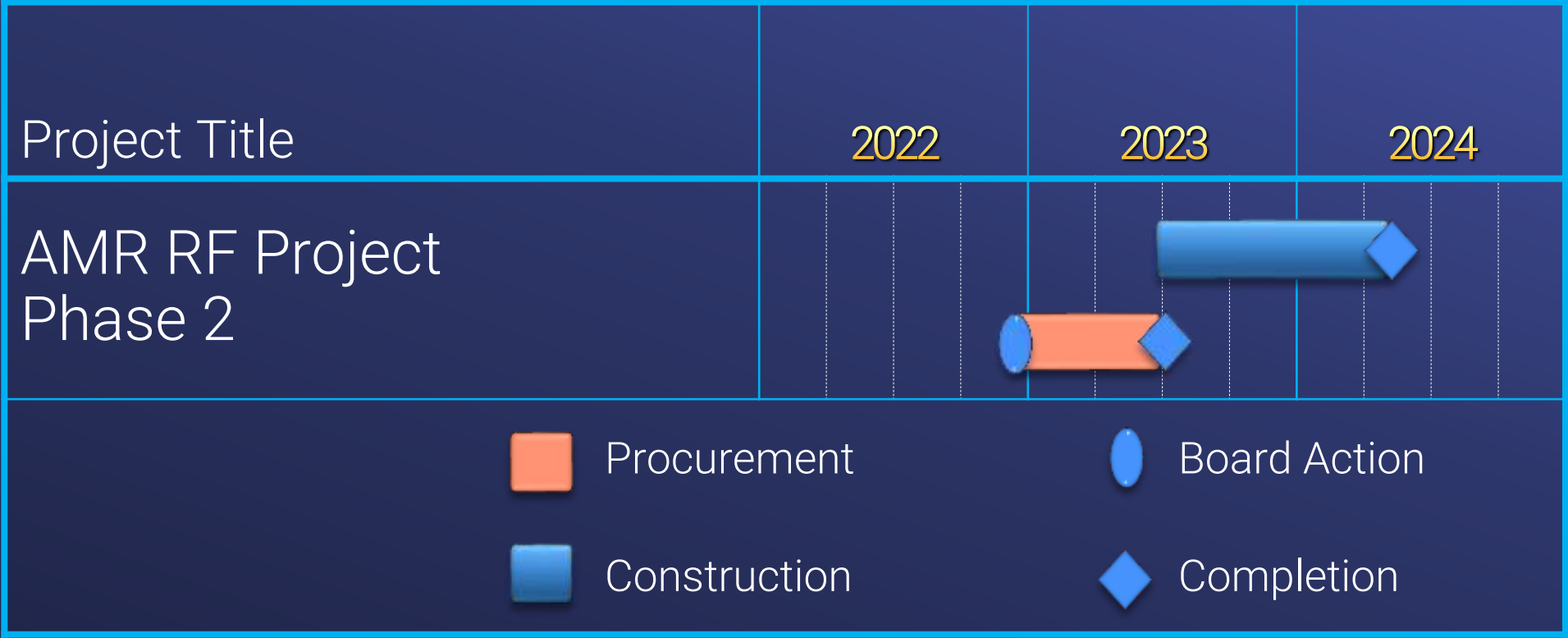
Materials & Supplies Other Network/Control Equipment	\$ 600,000
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Professional /Technical Services	\$ 310,000
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Remaining Budget	\$ 300,000
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Total	\$ 3,340,000
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Project Schedule



Board Options

- Option #1 – Authorize an agreement with Voyageur Security Inc. dba Access Technologies in an amount not-to-exceed \$860,000 for the procurement for radio equipment for Metropolitan's AMR System; the General Manager has determined that the proposed action is exempt or otherwise not subject to CEQA
- Option #2 – Do nothing at this time and forgo an opportunity to increase the reliability of the AMR System

Next Step

Staff Recommendation

- Option #1





● **Semi Annual Report on Equal Employment Opportunity Policy and Affirmative Action Plan**

Summary

This is the Annual Report on Metropolitan's Equal Employment Opportunity (EEO) and Affirmative Action Programs for fiscal year 2021/2022.

There was a decrease in the total workforce count in FY 2021/2022 for regular employees compared to Calendar Year (CY) 2020 (1780 vs 1760). Metropolitan had a 1 percent increase in workforce representation of Black, Indigenous, People of Color (BIPOC). There was no change to the percentage of females in the workforce. BIPOC were the majority of those hired in FY 2021/2022. Females saw a 2 percent decrease in their rate of promotion from CY 2020 while BIPOC saw an increase of 6 percent. The number of employees who retired significantly increased from CY 2020 (58 vs 104). Males retired at the highest rate (75 percent) and both white and BIPOC employees retired at the identical rate (50 percent).

Metropolitan updated its Nondiscrimination Programs for plan year 2021/2022. During this plan year 8 of the 180 job groups were identified as having underutilization of females and 19 job groups were identified as having underutilization of BIPOC. In September 2021, Metropolitan submitted to the Equal Employment Opportunity Commission its 2021 EEO-4 Report, as required, which reports workforce diversity including hires. Both the Affirmative Action Programs and Nondiscrimination Programs for plan year 2022/2023 are being updated. The Veterans Federal Contractor Report was submitted in September 2022, as required which reports workforce data related to protected veterans.

Strategies, workforce development programs and activities that attract and retain females, BIPOC, protected veterans and individuals with disabilities should continue to be the primary efforts undertaken to eliminate any underutilization identified and reach hiring benchmarks.

Purpose

Pursuant to Administrative Code 6304, the General Manager shall report to the Organization, Personnel and Technology Committee on the status of the equal employment opportunity policy and affirmative action program.

Detailed Report

The following information provides an overview of the impact that Metropolitan's efforts to recruit, hire, promote and retain employees of previously excluded groups has had on workforce diversity.

Workforce and Job Action Demographics

Metropolitan's workforce consisted of 1,760 regular employees as of June 30, 2022, a decrease from CY 2020. Workforce count includes regular full-time or part-time employees and does not include consultants, district, or agency temporary employees.

Table 1.1 displays the sex/gender and race/ethnicity by count and percentage of Metropolitan's regular workforce as of 6/30/22. There was no change in the percentage of females and males in the overall workforce compared to the last report. Females continue to make up 28 percent of the overall workforce with females of color at 19 percent of the overall workforce. Reviewing by race/ethnicity, Black, Indigenous, People of Color (BIPOC) increased by 2 percent from CY 2020 to 57 percent. There was a decrease in the number of employees who identified as Black.

Board Report (Semi Annual Report on Equal Employment Opportunity Policy and Affirmative Action Plan)

Table 1.1
Metropolitan's Workforce as of 6/30/2022

Total	1760
Female	500 28%
Male	1260 72%
White	753 43%
BIPOC	1006 57%
2 or more races	28 2%
Asian	354 20%
Black or African American	109 6%
Hispanic or Latino	503 29%
Amer Indian/Alaskan Native	8 1%
Native Hawaiian or other PI	4 0%
Decline	1 0%

Table 1.2 is a comparison of management employees by gender and race/ethnicity. Of the 1,760 regular employees, 280 hold management positions (positions that manage staff) which is an increase over the last report (261). In each management level, males continue to be the majority while BIPOC are the majority in the Front-Line manager levels. In addition to the 280 regular employees who are managers, there are three temporary employees who are in management classifications but do not manage staff.

Table 1.2
Regular Manager Demographics as of 6/30/22

Manager Level (280)	Executive (19)	Mid-Level (91)	Front Line (170)
Female	47%	30%	32%
Male	53%	70%	68%
White	58%	50%	46%
BIPOC	42%	50%	54%
2 or more races	5%	0%	2%
Asian	16%	21%	23%
Black or African American	11%	8%	6%
Hispanic or Latino	11%	20%	22%
Amer Indian/Alaskan Native	0%	1%	0%
Native Hawaiian or other PI	0%	0%	1%

Board Report (Semi Annual Report on Equal Employment Opportunity Policy and Affirmative Action Plan)

Chart 1.3 is a breakdown of the 1,760 regular employees by EEO-4 job category. EEO-4 categories are federal defined groupings of comparable types of occupations found in public sector organizations. The largest number of employees continue to be in the Professionals category followed by Skilled Crafts. Professionals include positions such as Auditor, Analyst, Engineer, Environmental Specialist, Microbiologist, Land Surveyor, Software Developer and Public Affairs Representative. Skilled Crafts include positions such as Coater, Electrician, Equipment Operator, Mechanic, Treatment Plant Operator and Welder/Fabricator, and are found primarily in Water System Operations. Officials and Administrators include executive and management staff.

Chart 1.3
Regular Workforce by EEO Category

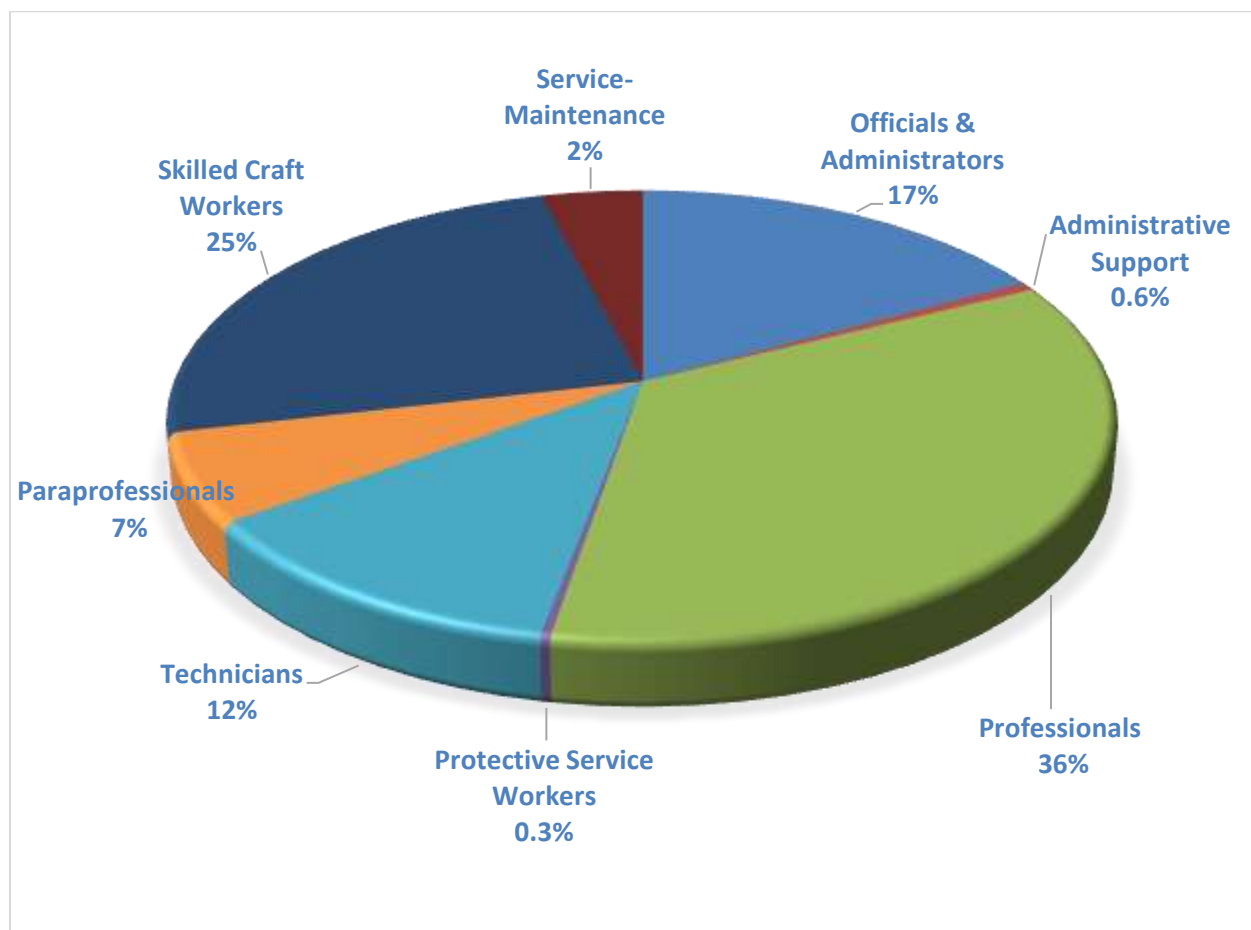


Table 1.4 displays the eight EEO categories by gender, race/ethnicity, and percentage. The EEO category where females are the majority is Paraprofessionals, which includes positions such as Administrative Assistant, Account Technician, and Storekeeper. Female representation increased compared to CY 2020 in three EEO categories, Officials & Administrators, Administrative Support and Service Maintenance. Employees who identify as BIPOC were the majority in six of the eight categories.

Board Report (Semi Annual Report on Equal Employment Opportunity
Policy and Affirmative Action Plan)

Table 1.4
Metropolitan's Regular Workforce by EEO Category as of 6/30/22

EEO Categories (1760)	Offls & Admintrs (307)	Profs (630)	Techs (216)	Prot Servs (5)	ParaProf (114)	Admin Support (10)	Skilled Craft (442)	Service Maint (36)
Female	32%	44%	9%	0%	76%	40%	1%	14%
Male	68%	56%	91%	100%	24%	60%	99%	86%
White	50%	34%	48%	40%	22%	30%	53%	44%
BIPOC	50%	66%	52%	60%	78%	70%	47%	56%
2 or more	1%	2%	1%	0%	3%	0%	1%	3%
Asian	22%	34%	16%	20%	13%	10%	4%	0%
Black/AA	7%	7%	4%	20%	11%	10%	5%	6%
HISP/Latino	20%	22%	30%	20%	51%	50%	36%	44%
AI/AN	.3%	.3%	0%	0%	0%	0%	1%	3%
NH/PI	.3%	.2%	1%	0%	0%	0%	.2%	0%

Table 1.5 displays a 5-year workforce comparison by sex/gender and race/ethnicity. During this period, the percentage of employees who identified as BIPOC has continued to increase. The highest percentage over the 5-year period was on 6/30/22. Female representation increased slightly over the 5-year period.

Table 1.5
5-year Workforce Comparison

	12/31/17	12/31/18	12/31/19	12/31/20	6/30/22
Total	1711	1713	1756	1780	1760
Female	451 26%	462 27%	491 28%	499 28%	500 28%
Male	1260 74%	1251 73%	1265 72%	1281 72%	1260 72%
White	824 48%	790 46%	791 45%	787 44%	753 43%
BIPOC	887 52%	923 54%	965 55%	993 56%	1006 57%
2 or more races	18 1%	20 1%	22 1%	25 1%	28 2%
Asian	323 19%	331 19%	342 20%	356 20%	354 20%
Black/AA	120 7%	116 7%	115 7%	112 6%	109 6%
Hispanic/Latino	420 25%	448 26%	474 27%	489 28%	503 29%
AI/AN	6 0%	7 0%	10 1%	7 1%	8 0%
NH/PI	0 0%	1 0%	2 0%	4 0%	1 0%

Board Report (Semi Annual Report on Equal Employment Opportunity Policy and Affirmative Action Plan)

During fiscal year July 1, 2021, through June 30, 2022, Metropolitan hired a total of 121 employees. Hires do not include contingent labor such as agency temps or consultants. Hires are those selected through a competitive recruitment process of external candidates and those appointed to a position, e.g., some district temporary employees including positions filled through the carpenters union. 72 of the 121 hires filled regular full-time positions and 49 filled temporary positions.

Table 1.6 displays the breakdown of sex/gender and race/ethnicity of the 72 employees hired into regular positions during fiscal year 2021/2022. Some of the hires include Operations & Maintenance Technicians, Engineers, Treatment Plant Operators, and Administrative Assistants. Of the 72 hires, 32 percent were female and 57 percent identified as BIPOC. Management positions made up 7 percent of the 72 hires. Further, 53 percent filled positions in Water System Operations, while 12 percent in Engineering Services. The EEO category of Professionals account for 27 of the hires while 20 of the hires were in Skilled Craft. Those who self-identified as White followed by Asian made up the largest percentage of individuals hired based on race/ethnicity.

Table 1.6
Hire Activity from July 1, 2021 through June 30, 2022

Total	72	
Female	23	32%
Male	49	68%
White	30	42%
BIPOC	41	57%
2 or more races	1	1%
Asian	21	29%
Black/African American	3	4%
Hispanic or Latino	16	22%
Amer Indian/Alaskan Native	0	0%
Native Hawaiian or other PI	0	0%
Declined to State	1	1%

Table 1.7 displays a 5-year hiring activity for regular positions. Fiscal year 2021/2022 saw a decrease in the number of hires compared to all previous periods. The largest number of hires over the 5-year period remains in CY 2019. There was a 5 percent increase of females hired and 6 percent decrease of BIPOC hired compared to CY 2020. During this period Metropolitan has consistently hired more individuals identifying as BIPOC compared to White.

Board Report (Semi Annual Report on Equal Employment Opportunity
Policy and Affirmative Action Plan)

Table 1.7
5-year Hiring Activity

	Jan – Dec 2017	Jan – Dec 2018	Jan – Dec 2019	Jan – Dec 2020	Jul – Jun 21/22
Total	97	118	144	89	72
Female	24 25%	40 34%	42 29%	24 27%	23 32%
Male	73 75%	78 66%	102 71%	65 73%	49 68%
White	46 47%	45 38%	58 40%	33 37%	30 42%
BIPOC	51 53%	73 62%	86 60%	56 63%	41 57%
2 or more races	3 3%	3 3%	4 3%	3 3%	1 1%
Asian	19 20%	25 21%	23 16%	27 30%	21 29%
Black or African American	5 5%	3 3%	4 3%	2 2%	3 4%
Hispanic or Latino	24 25%	41 35%	51 35%	22 25%	16 22%
Amer Indian/Alaskan Native	0 0%	0 0%	3 2%	0 0%	0 0%
Native Hawaiian or other PI	0 0%	0 0%	1 1%	2 2%	0 0%

There were 199 promotions in FY 2021/2022. Promotions include individuals which have either through an internal job bid, job audit, or management requested promotion received a different classification with an increase in pay grade and step. Employees progressing through the apprenticeship program are also included in the promotions data. Normal career progression (42 percent) made up most of the promotions, followed by employees who were promoted through a job bid (30 percent), through advancement in the apprenticeship program (14 percent) and through an out of career progression (14 percent). Two individuals (1 percent) were promoted through an appointment.

Table 1.8 reflects the breakdown of promotions by sex/gender and race/ethnicity. Females made up 32 percent of the overall promotions which reflects a decrease of females promoted over CY 2020. Additionally, females were promoted at a higher rate than their overall percentage in the workforce (28 percent). There was an increase in the number of BIPOC promoted 60 percent compared to the previous reporting period (54 percent). Both males and BIPOC employees were promoted at the highest rates.

Board Report (Semi Annual Report on Equal Employment Opportunity
Policy and Affirmative Action Plan)

Table 1.8
Promotion Activity from July 1, 2021 through June 30, 2022

Total	199	
Female	63	32%
Male	136	68%
White	80	40%
BIPOC	119	60%
2 or more races	5	3%
Asian	38	19%
Black or African American	9	5%
Hispanic or Latino	64	32%
Amer Indian/Alaskan Native	1	0%
Native Hawaiian or other PI	2	1%

Table 1.9 displays promotional activity for a 5-year period. The percentage of females promoted in CY 2020 continues to be the highest over the 5-year period. Black/African American and White were race groups that saw a decrease in the rate of promotions compared to the previous reporting period. Those identifying as BIPOC were promoted at their highest rate in CY 2019 and FY 2021/2022 which was 60 percent. Additionally, Asian, Hispanic, Native Hawaiian/PI and 2 or more races were groups that saw an increase in their rate of promotion compared to the previous reporting period.

Table 1.9
5-year Promotions Activity

	Jan – Dec 2017		Jan - Dec 2018		Jan – Dec 2019		Jan – Dec 2020		Jul – Jun 21/22	
Total	206		255		262		213		199	
Female	51	25%	75	29%	76	29%	72	34%	63	32%
Male	155	75%	180	71%	186	71%	141	66%	136	68%
White	101	49%	117	46%	104	40%	98	46%	80	40%
BIPOC	105	51%	138	54%	158	60%	115	54%	119	60%
2 or more races	1	1%	3	1%	5	2%	4	2%	5	3%
Asian	35	17%	50	20%	60	23%	35	16%	38	19%
Black/AA	11	5%	10	4%	16	15%	12	6%	9	5%
Hispanic/Latino	57	28%	72	28%	76	29%	63	30%	64	32%
AI/AN	1	1%	3	1%	1	0%	1	0%	1	0%
NH/PI	0	0%	0	0%	0	0%	0	0%	2	1%

Board Report (Semi Annual Report on Equal Employment Opportunity Policy and Affirmative Action Plan)

For FY 2021/2022, a total of 104 employees retired from Metropolitan. Table 1.10 shows the breakdown by sex/gender and race/ethnicity. Male employees were the highest numbers of those who retired. BIPOC employees retired at the same rate as White employees (50 percent). Of those who retired, 32 percent were in the Professionals category followed by Officials and Administrators (23 percent) and Skilled Craft Workers (20 percent). Almost half of the retirements (46) came from Water System Operations.

Table 1.10
Retirement Activity from July 1, 2021 through June 30, 2022

Total	104	
Female	26	25%
Male	78	75%
White	52	50%
BIPOC	52	50%
2 or more races	2	2%
Asian	27	26%
Black or African American	9	9%
Hispanic or Latino	14	13%
Amer Indian/Alaskan Native	0	0%
Native Hawaiian or other PI	0	0%

Table 1.11 reflects the distribution of retirement activity by sex/gender and race/ethnicity for a 5-year period. Compared to CY 2020, fiscal year 2021/2022 saw an almost 50 percent increase in the number of retirements and is the highest retirement rate for the 5-year period. The retirement rate for BIPOC was the highest in FY 2021/2022 while the retirement rate for females compared to CY 2020 saw a 1 percent increase. There was an increase in retirement rates for Asian and Black/African American employees compared to CY 2020. White employees retired at their lowest rate during the 5-year period.

Board Report (Semi Annual Report on Equal Employment Opportunity
Policy and Affirmative Action Plan)

Table 1.11
5-year Retirement Activity

	Jan - Dec 2017	Jan - Dec 2018	Jan - Dec 2019	Jan - Dec 2020	Jul - Jun 21/22
Total	84	97	88	58	104
Female	23 27%	22 23%	14 16%	14 24%	26 25%
Male	61 73%	75 77%	74 84%	44 76%	78 75%
White	48 57%	68 70%	46 52%	34 59%	52 50%
BIPOC	36 43%	29 30%	42 48%	24 41%	52 50%
2 or more races	2 2%	1 1%	3 3%	0 0%	2 2%
Asian	14 17%	9 9%	12 14%	12 21%	27 26%
Black/AA	5 6%	8 8%	3 3%	3 5%	9 9%
Hispanic/Latino	14 17%	11 11%	24 27%	8 14%	14 13%
AI/AN	1 1%	0 0%	0 0%	1 2%	0 0%
NH/PI	0 0%	0 0%	0 0%	0 0%	0 0%

For the period of July 1, 2021, through June 30, 2022, a total of 57 employees separated from Metropolitan which included 38 temporary positions and 19 regular positions. Table 1.12 shows the breakdown by sex/gender and race/ethnicity of the 19 regular employees who separated. Separations exclude retirements and include employees who either resigned (15), were released during probation or otherwise discharged (2), or were deceased (2). FY 2021/2022 is the highest number of resignations over the past 10 years. Compared to CY 2020, there was an overall decrease in the number of separations however, the percentage of females and BIPOC increased. Six of the 19 separations were in the Skilled Craft category (32 percent) and five in the Professionals category (26 percent).

Table 1.12
Separation Activity from July 1, 2021, through December 31, 2022

Total	19
Female	5 26%
Male	14 74%
White	12 63%
BIPOC	7 37%
2 or more races	1 5%
Asian	3 16%
Black or African American	0 0%
Hispanic or Latino	3 16%
Amer Indian/Alaskan Native	0 0%
Native Hawaiian or other PI	0 0%

Board Report (Semi Annual Report on Equal Employment Opportunity Policy and Affirmative Action Plan)

Affirmative Action Program

Metropolitan is required as a federal contractor to take steps to develop programs, policies and procedures that proactively recruit, hire, train and promote people with disabilities and protected veterans. Annually, the affirmative action program (AAP) for protected veterans and individuals with disabilities (IWD) is updated. As part of these programs, Metropolitan determines if it's meeting the hiring benchmark for protected veterans and a 7 percent placement goal by job group for individuals with disabilities by job group. The benchmark and placement goal are set by the Department of Labor and are measuring sticks used to determine progress toward achieving equal employment opportunity for these two protected categories. The AAPs are in the process of being updated. The Veterans Federal Contractor Report required to be submitted annually to the Department of Labor related to workforce demographics and protected veterans' status was completed.

Table 1.13 displays the last seven AAP plan years and if Metropolitan met the hiring benchmark. In three of the seven years, the hiring benchmark was met. For the years where the hiring benchmark was not met, a review of efforts taken to attract protected veterans is completed which helps to determine the additional efforts to attract protected veterans.

Table 1.13
Veteran Hiring Ratio

	July 2015 thru June 2016	July 2016 thru June 2017	July 2017 thru June 2018	July 2018 thru June 2019	July 2019 thru June 2020	July 2020 thru June 2021	July 2021 thru June 2022
Hiring Benchmark	6.9%	6.7%	6.4%	5.9%	5.7%	5.6%	5.5%
Total Hires (reg + temp)	165	160	203	235	193	131	121
Total Protected Veteran Hires	8	15	13	12	7	12	6
% of Protected Veteran Hires	5%	9%	6.4%	5.1%	3.6%	9.2%	5%

Nondiscrimination Program

As a state contractor, Metropolitan is required to annually prepare a Nondiscrimination Program (NDP) for the purpose of ensuring equal employment opportunity (EEO) for all employees and applicants and identifying any underutilization based on race/ethnicity and/or sex/gender. Metropolitan most recently updated its NDPs for plan year 2021/2022 and is currently working on updating the NDPs for 2022/2023. The NDPs are meant to evaluate the initiatives and strategies to achieve equal employment opportunity by business functions or Groups and includes a statistical evaluation of the representation of females and BIPOC in the workforce, as compared with the representation of individuals with similar skills in the relevant labor market. It provides information related to which jobs require more vigorous outreach efforts.

In plan year 2021/2022 there were 11 separate NDPs with a total of 180 job groups which were analyzed. Table 1.14 lists each of the NDPs, the total number of job groups in each plan and the number of job groups in each plan that were identified as having underutilization by either female or BIPOC categories. Hispanic was the most often race/ethnicity category where underutilization was found.

Board Report (Semi Annual Report on Equal Employment Opportunity Policy and Affirmative Action Plan)

Table 1.14
Identified Underutilization
Nondiscrimination Plans 2021/2022

Nondiscrimination Plan (# of job groups)	# of Job groups with underutilization Female	# of Job groups with underutilization BIPOC
Audit, Legal, Ethics (5)	0	1 (BIPOC)
Chief Administrative Officer (14)	1	1 (Hispanic)
Chief Financial Officer (8)	0	1 (Hispanic)
Engineering Services (38)	0	5 (Asian, Hispanic)
External Affairs (7)	0	0
Human Resources (6)	1	0
Information Technology (15)	0	1 (Hispanic)
General Manager/Bay Delta (5)	0	0
Real Property (8)	1	0
Water Resource Management (9)	0	0
Water System Operations (65)	5	10 (Hispanic)
Total	8	19

Guaranteeing equal results is not the goal of these programs. Females and other protected groups that have faced past discrimination should be fairly represented in Metropolitan's work force over time if equal opportunity to employment, development and promotional opportunities are provided. Metropolitan must continue to undertake efforts that increase qualified diverse applicants and remove any barriers to employment or to the development of internal staff. Creating a work environment that provides all employees equal access to promotional and development opportunities and expanding outreach efforts for hiring opportunities are the best methods to impact workforce demographics and assist in reaching hiring benchmarks and reducing underutilization.

Board Report (Semi Annual Report on Equal Employment Opportunity Policy and Affirmative Action Plan)

With labor challenges, including a rise in retirements, a skills shortage, and an increased desire for telework, Metropolitan's ability to attract and retain a high-quality, diverse workforce and create an inclusive and equitable work environment is critical when competing for talent.



Organization, Personnel & Technology Committee

Semi Annual Report on Equal Employment Opportunity Policy and Affirmative Action

Item 6a

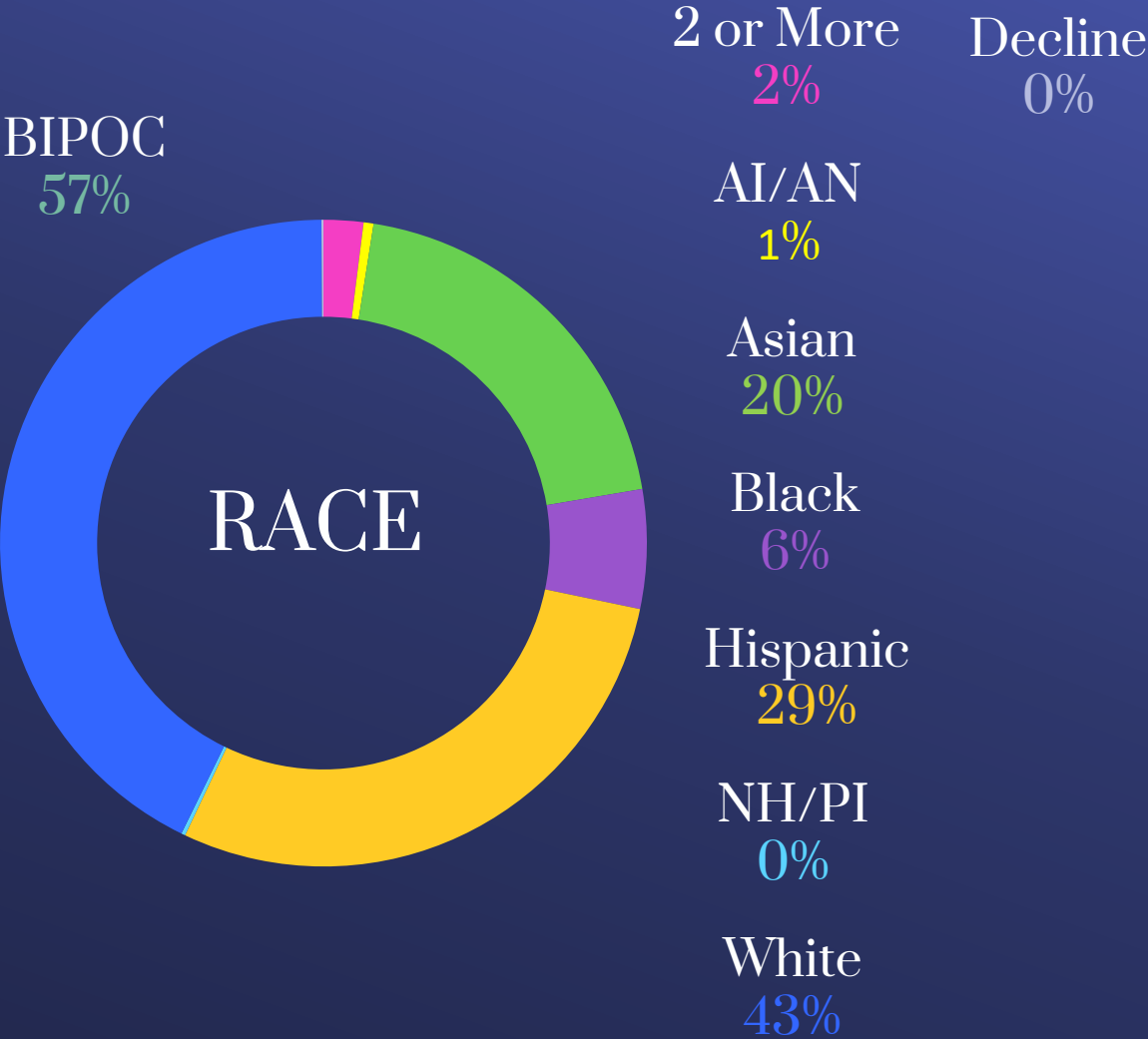
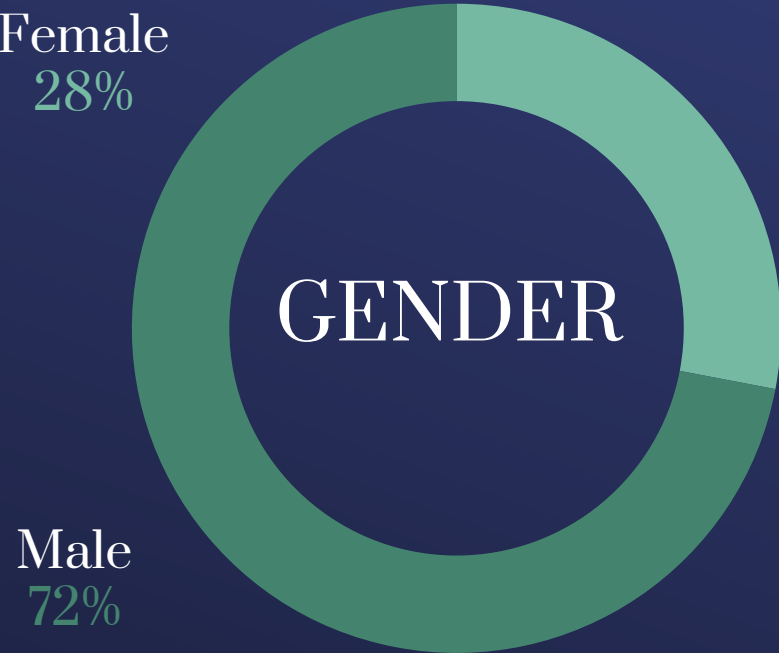
December 12, 2022

Overview

- Workforce and Personnel Action Demographics
- Update on Affirmative Action and Nondiscrimination Programs

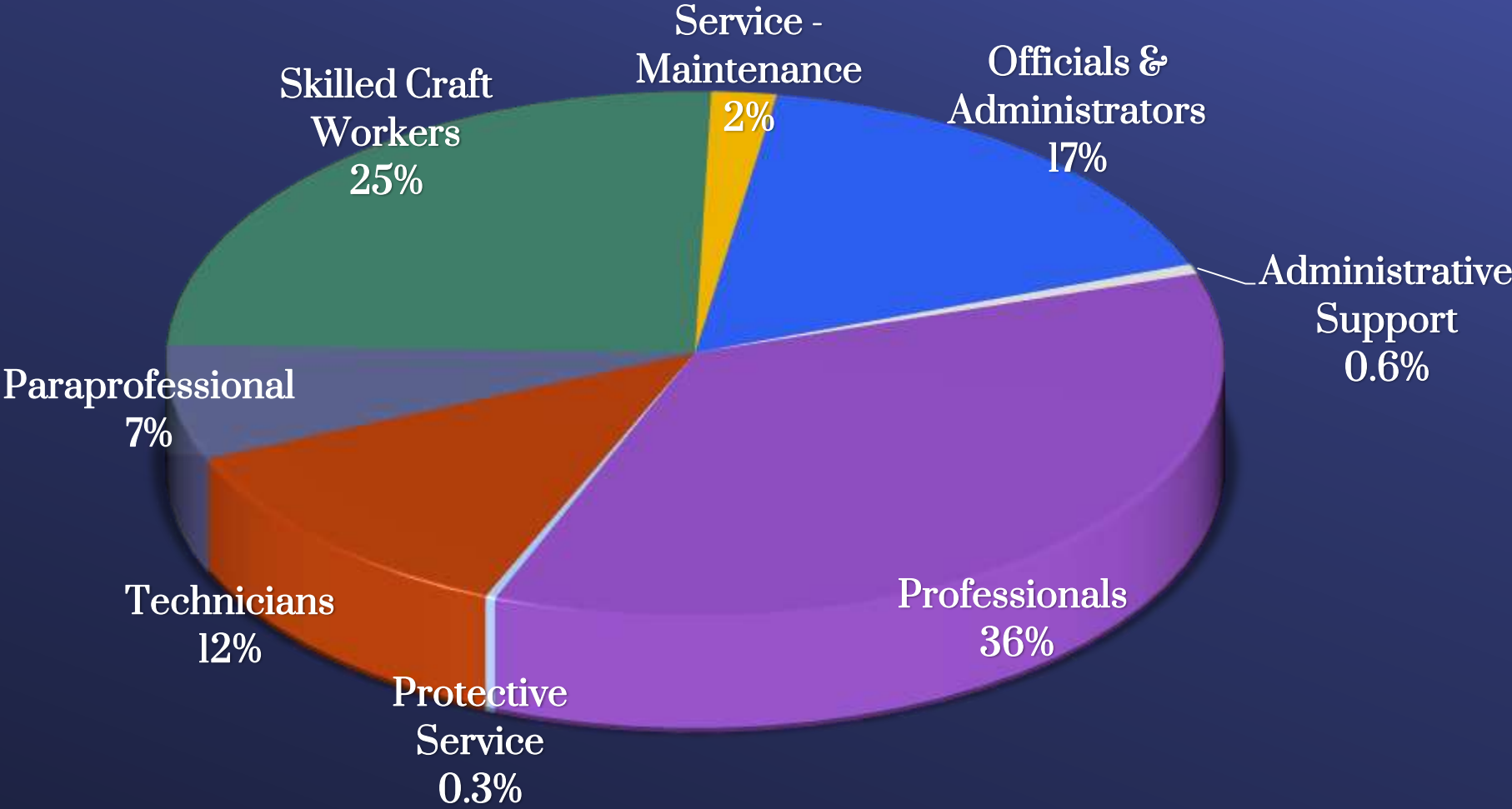
Metropolitan's Workforce as of June 30, 2022

1760 regular employees



Metropolitan's Workforce as of June 30, 2022

1760 regular employees



Metropolitan's Workforce as of June 30, 2022

regular employees

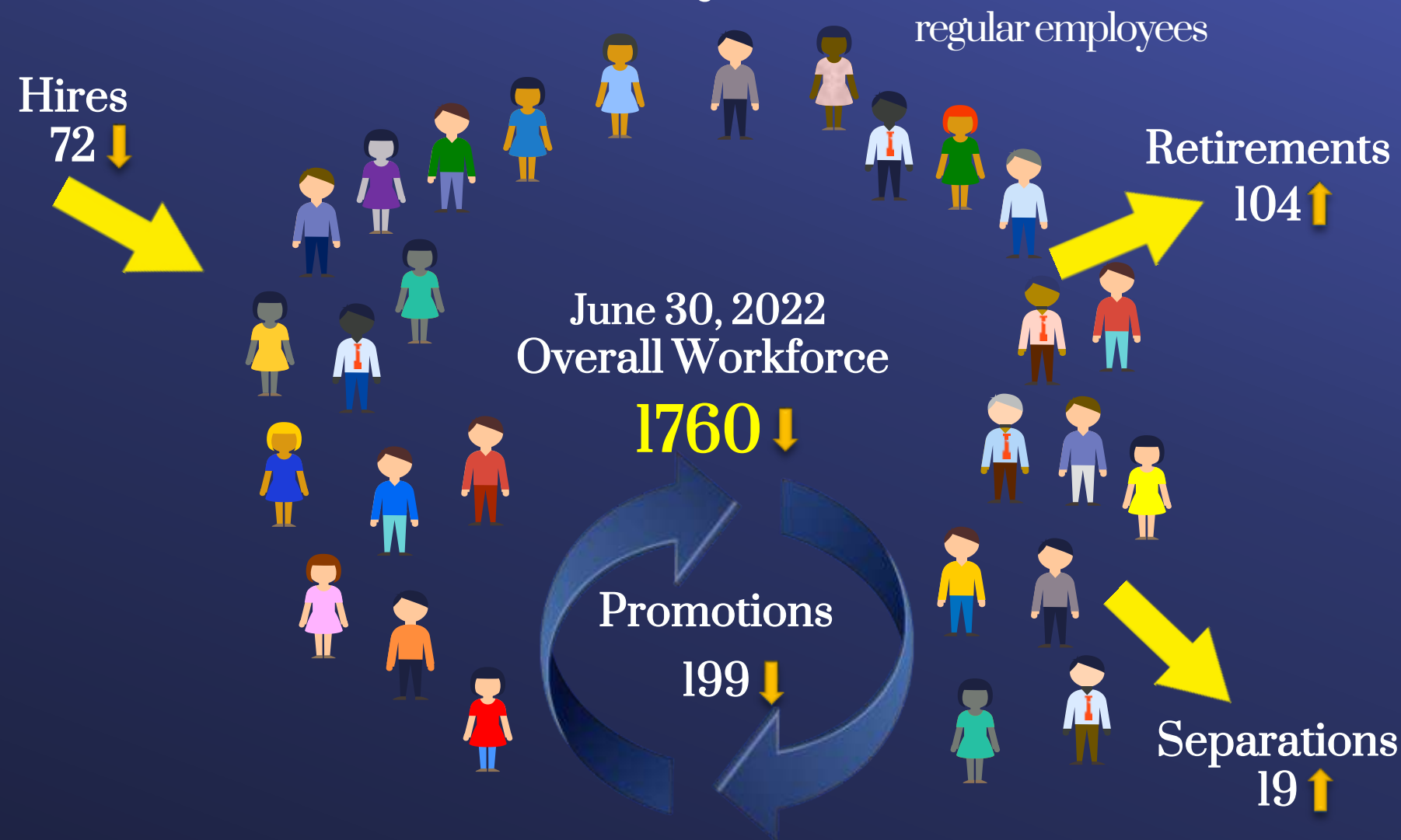
	Gender		Race						
EE04 Category (1760)	Female	Male	2 or More	AI/AN	Asian	Black	Hispanic	NH/PI	White
Officials & Administrators (307)	32%	68%	1%	.3%	22%	7%	20%	.3%	50%
Professionals (630)	44%	56%	2%	.3%	34%	7%	22%	.2%	34%
Technicians (216)	9%	91%	1%	0%	16%	4%	30%	1%	48%
Protective Service Workers (5)	0%	100%	0%	0%	20%	20%	20%	0%	40%
Paraprofessionals (114)	76%	24%	3%	0%	13%	11%	51%	0%	22%
Administrative Support (10)	40%	60%	0%	0%	10%	10%	50%	0%	30%
Skilled Craft Workers (442)	1%	99%	1%	1%	4%	5%	36%	.2%	53%
Service Maintenance (36)	14%	86%	3%	3%	0%	6%	44%	0%	44%

Managers as of June 30, 2022

regular employees

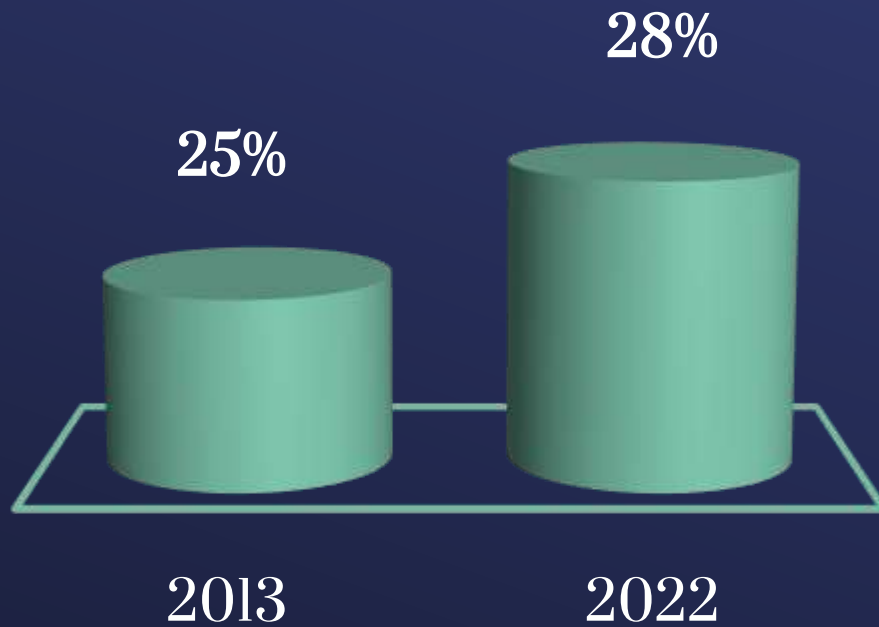
Manager Level (280)	Executive (19)	Mid-Level (91)	Front Line (170)
Female	47%	30%	32%
Male	53%	70%	68%
2 or more races	5%	0%	2%
Asian	16%	21%	23%
Amer Indian/Alaskan Native	0%	1%	0%
Black or African American	11%	8%	6%
Hispanic or Latino	11%	20%	22%
Native Hawaiian or other PI	0%	0%	1%
White	58%	50%	46%

Metropolitan's Job Actions: July 2021 – June 2022

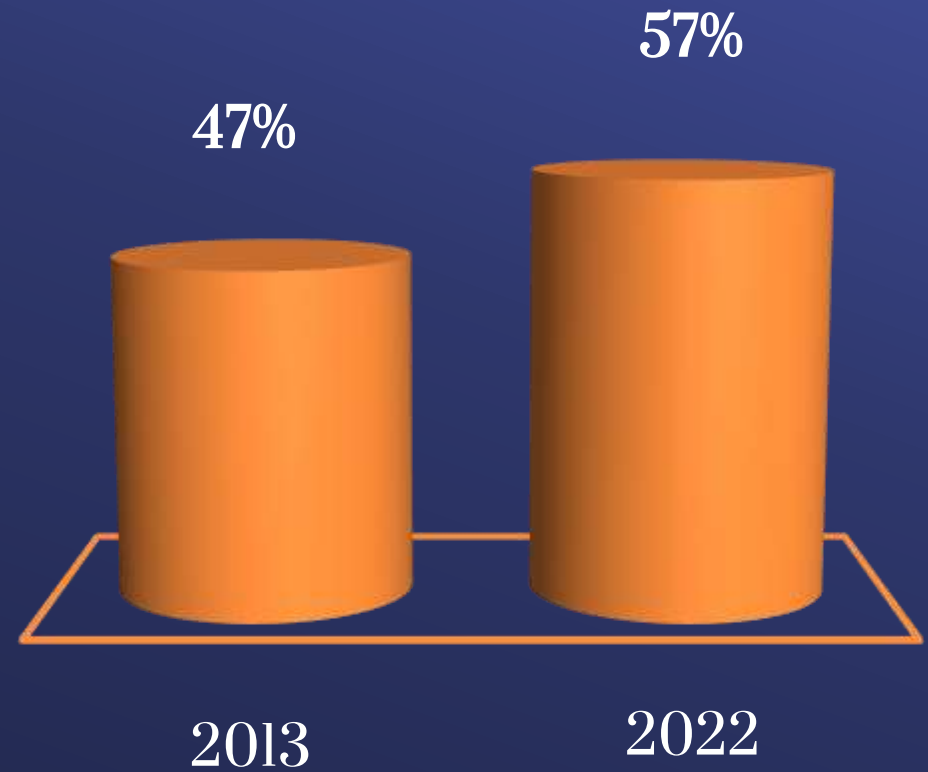


10 Year Workforce Comparison

Females



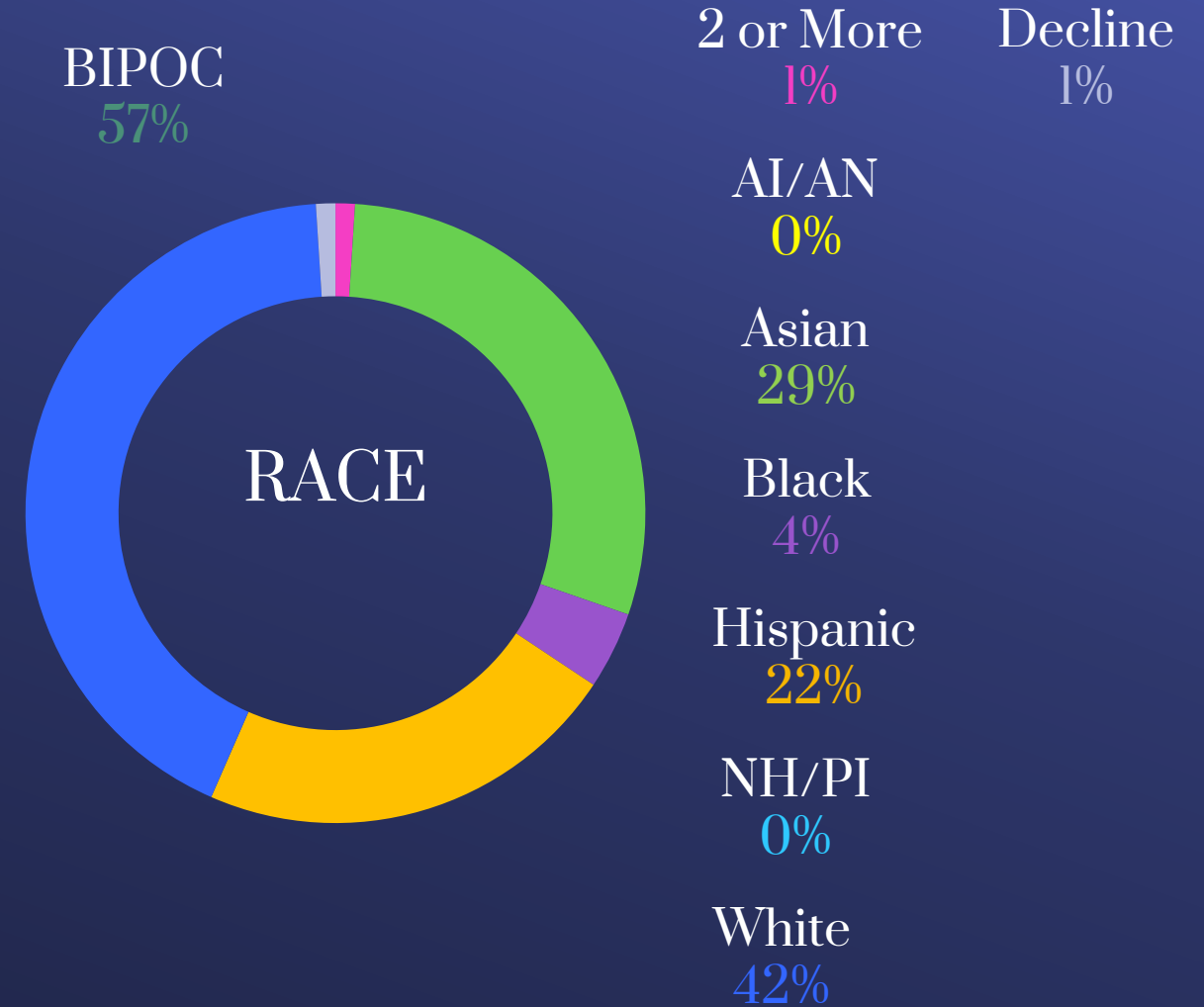
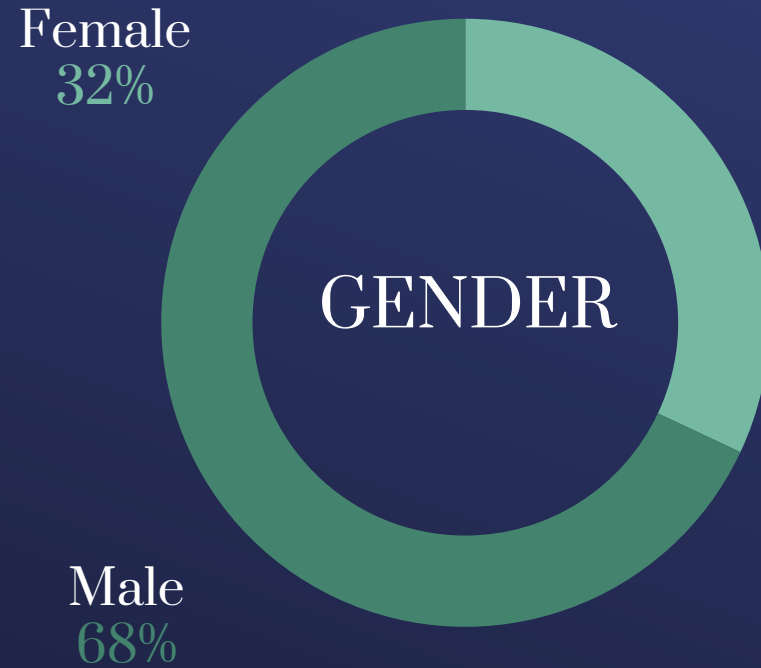
BIPOC



Hire Activity

72 regular employees

July 1, 2021 - June 30, 2022



Source for Hires

7/1/21 thru 6/30/22
regular employees



Appointments - 4%

Employee Referral - 14%

Job Board - 21%

Non-Employee Referral - 6%

MWD Website/Email - 30%

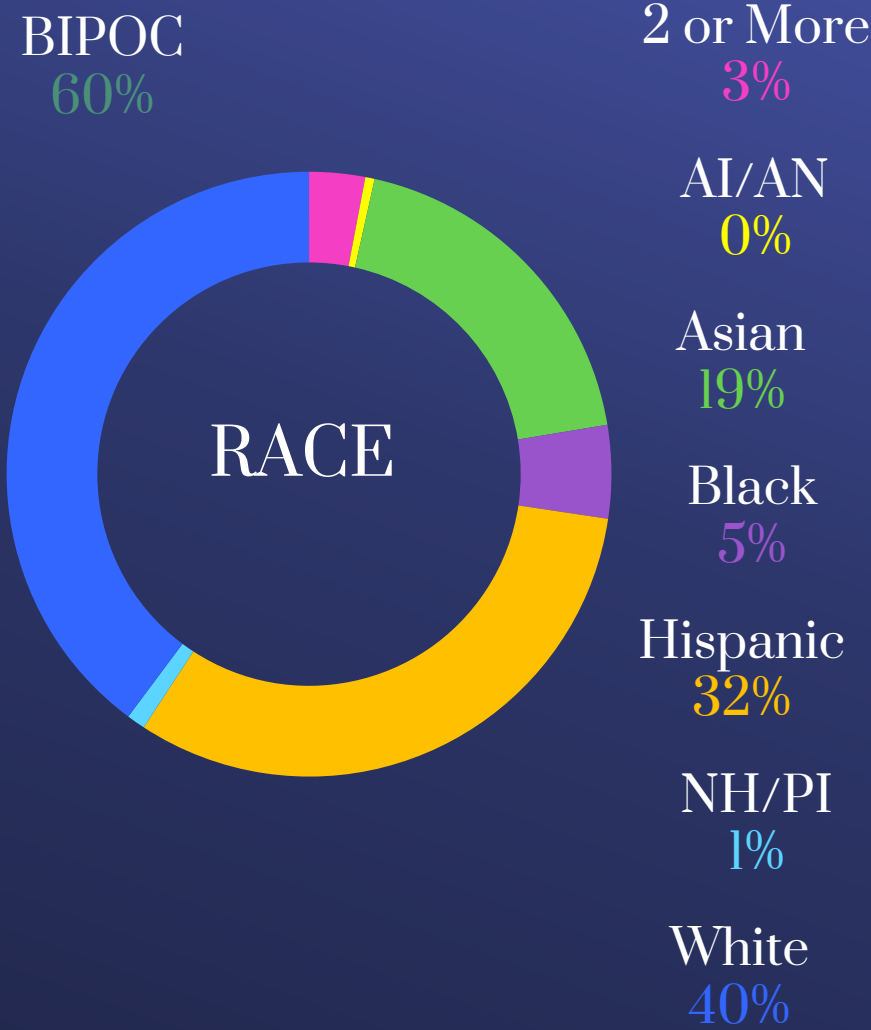
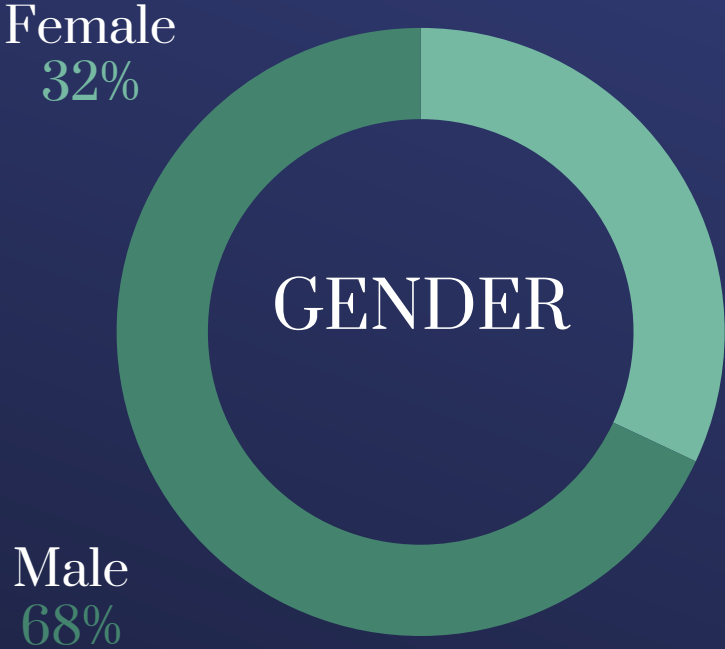
Sourcing - 1%

Unknown - 4%

Promotion Activity

199 Actions

July 1, 2021 - June 30, 2022



Retirement Activity

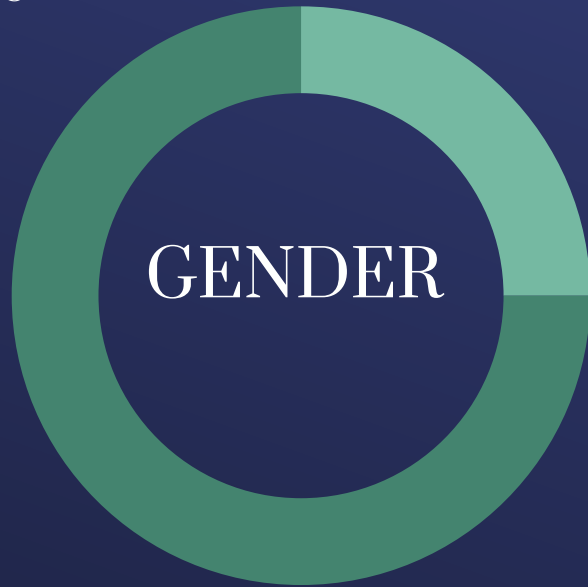
104 employees

July 1, 2021 - June 30, 2022

Female
25%

Male
75%

GENDER



BIPOC
50%

2 or More
2%

AI/AN
0%

Asian
26%

Black
9%

Hispanic
13%

NH/PI
0%

White
50%

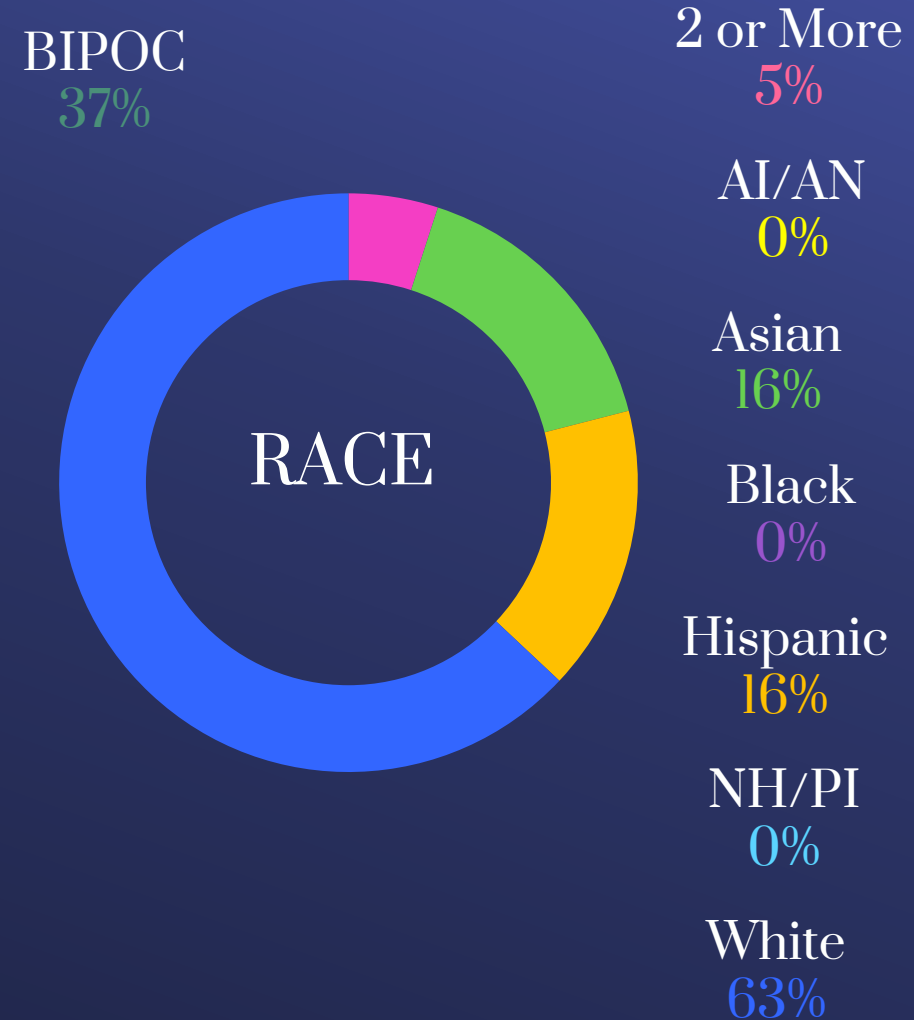
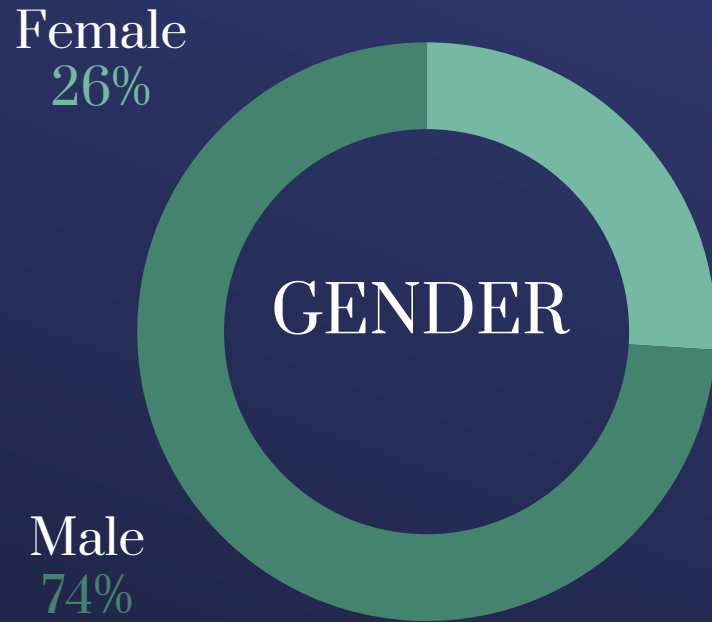
RACE



Separation Activity

19 regular employees

July 1, 2021 - June 30, 2022



Veteran Hiring Ratio

	July 2014 thru June 2015	July 2015 thru June 2016	July 2016 thru June 2017	July 2017 thru June 2018	July 2018 thru June 2019	July 2019 thru June 2020	July 2020 thru June 2021	July 2021 thru June 2022
Hiring Benchmark	7%	6.9%	6.7%	6.4%	5.9%	5.7%	5.6%	5.5%
Total Hires (reg + temp)	183	165	160	203	235	193	131	121
Total Protected Veteran Hires	12	8	15	13	12	7	12	6
% of Protected Veteran Hires	7%	5%	9%	6.4%	5.1%	3.6%	9.2%	5%

Identified Underutilization

2021/2022 Nondiscrimination Plans

Nondiscrimination Plan Name (# of job groups)	Job groups with underutilization Female	Category	Job groups with underutilization BIPOC	Category
Audit, Legal, Ethics (5)	0		1 (BIPOC)	Professionals
Chief Administrative Officer (14)	1	Admin Support	1 (Hispanic)	Professionals
Chief Financial Officer (8)	0		1 (Hispanic)	Managers
Engineering Services (38)	0		5 (Asian, Hispanic)	Managers, Techs, ParaProf
External Affairs (7)	0		0	
Human Resources (6)	1	Managers	0	
Information Technology (15)	0		1 (Hispanic)	Technicians
General Manager/Bay Delta (5)	0		0	
Real Property (8)	1	Managers	0	
Water Resources Management (9)	0		0	
Water System Operations (65)	5	Profs, Techs, ParaProf	10 (BIPOC, Hispanic)	Managers, Profs, Skilled Craft, Service Workers

Summary

BIPOC employees continue to increase and outreach efforts should continue

- Steady increase of BIPOC employees over the last 15 years; 2016 was first year that BIPOC employees were majority; Asian and Hispanic employees increased over last 15 years while Black employees have decreased
- Majority of those hired were BIPOC; last 15 years BIPOC were hired at higher rates compared to Whites
- FY 21/22 had the lowest number of promotions over the last 8 years ; Black and White employees saw a decrease in rate of promotions compared to CY 2020 while all other race categories saw an increase
- Over last 15 years, 2016 had the highest number of retirements followed by FY 21/22; males retired at higher rates than females and White employees retired at their lowest rate in FY 21/22

Summary

Strategies to increase female representation should continue

- The % of females in the workforce has remained the same over the past 3 years
- Females were hired in FY 21/22 at a higher rate than their % in the workforce; females were hired in all EEO categories except Skilled Craft or Service Maintenance categories
- The rate of promotions for females decreased 2% compared to CY 2020 but was higher than their % in the workforce; CY 2020 had the highest % of females promoted in the past 15 years
- There was no real change in the rate of females retiring over the past 3 years; the % of females that retired in FY 21/22 was slightly lower than their % in the workforce





Organization, Personnel and Technology Committee

IT Manager's Report

Item 7b

December 12, 2022

Government Technology (GovTech) Innovation Award Winner

- Operations Category – recognizes districts that have utilized tech to improve internal operations
- Top 10 Winner across the US
- Three MWD IT efforts were recognized

GovTech Innovation Award

Machine Learning in Solar Power



Automated analysis of thermal imaging helps us rapidly spot problems in our solar farms.

GovTech Innovation Award

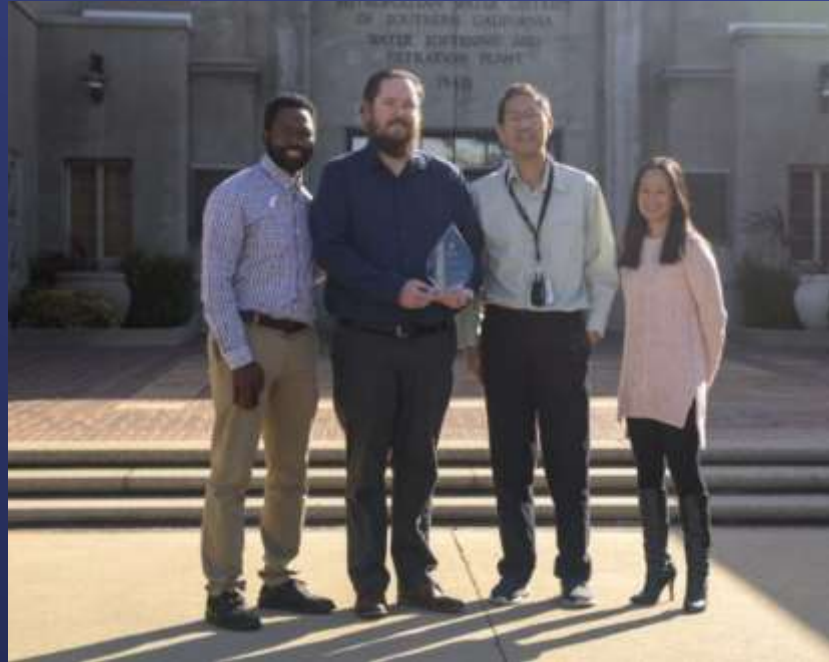
Simplified Strategic Reporting



Custom developed a system that reduces manual labor and increases visibility of strategic information for all staff.

GovTech Innovation Award

Agile Project Management Techniques



Used innovative agile project management techniques to comply with new regulatory requirements in our Water Quality Laboratory.

