

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.

CWC Committee

T. McCoy, Chair
G. Cordero, Vice Chair
B. Dennstedt
S. Faessel
L. Fong-Sakai
G. Gray
M. Luna
J. McMillan
T. Phan
M. Ramos
K. Seckel

Community and Workplace Culture Committee

Meeting with Board of Directors *

April 8, 2025

1:30 p.m.

**Tuesday, April 8, 2025
Meeting Schedule**

**08:30 a.m. FAAME
10:15 a.m. LEGAL
11:30 a.m. Break
12:00 p.m. BOD
01:30 p.m. CWC**

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: 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 to join by computer [click here](#).

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

Teleconference Locations:

3008 W. 82nd Place • Inglewood, CA 90305

Santa Ana City Hall • 20 Civic Center Plaza • Santa Ana, CA 92701

SDCWA • Lobby Conference Room • 4677 Overland Avenue • San Diego, CA 92123

1005 South Cardiff Street • Anaheim, CA 92806

525 Via La Selva • Redondo Beach, CA 90277

* 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**

NONE

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. Ethics Education

[21-4417](#)

Attachments: [04082025 CWC 6a Presentation](#)

- b. Equal Employment Opportunity Quarterly Statistical Report

[21-4416](#)

Attachments: [04082025 CWC 6b Presentation](#)

7. **MANAGEMENT ANNOUNCEMENTS AND HIGHLIGHTS**

- a. Ethics Officer's report on monthly activities

[21-4414](#)

Attachments: [04082025 CWC 7a Report](#)

- b. Diversity, Equity, and Inclusion activities
Equal Employment Opportunity activities

[21-4415](#)

Attachments: [04082025 CWC 7b Diversity, Equity, and Inclusion activities](#)
[04082025 CWC 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. 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.



Community and Workplace Culture Committee Meeting

Ethics Education

Item 6a

April 8, 2025

Item 6a

Subject

Prohibited Director Communications
Administrative Code Section 7125

Purpose

To briefly review the ethics policy prohibiting certain director communications with staff.

Prohibited Communications with Staff

Metropolitan Directors may not communicate, directly or indirectly, with Metropolitan employees to influence:

- The selection of a specific vendor, contractor, or consultant for a specific contract or procurement;
- Any hiring or employment decisions, other than decisions involving Department Heads; or
- Real property transactions.

Examples

Prohibited Communications with Staff

- Recommending that a manager hire a certain candidate for employment, internship, or apprenticeship.
- Giving someone's resume to a staff member.
- Recommending that staff contract with a particular firm.
- Discussing whether to buy or lease a certain property.
- Suggesting that staff sponsor or donate to a specific association or event.

Hypotheticals

Hypo #1

Someone reaches out seeking a Metropolitan contract, sponsorship, or job. What should you do?

Hypo #2

You have questions about an upcoming Board item regarding pending real estate transactions. What should you do?

Permitted Communications with Staff

Metropolitan Directors may:

- Communicate with employees about Metropolitan procurement and personnel policies, procedures, or other general matters;
- Request and receive information from employees about matters to be considered at public meetings;
- Discuss the prohibited topics with staff on the record at a public meeting (so long as they do not have a conflict of interest requiring their recusal on the matter);

Purpose

The Policy is Intended to Help:

- Ensure the integrity of processes for hiring, contracting, grants, sponsorships, and real estate transactions.
- Reinforce the proper roles of staff and directors in these areas.
- Avoid actual or perceived influence of directors on these types of staff decisions.
- Prevent directors from inadvertently participating in matters in which they may have a conflict of interest.
- Avoid concerns over favoritism, undue influence, or deviation from established processes.
- Generally support fair process and opportunities in Metropolitan employment, contracts, funding decisions, and real estate transactions.



Questions?





Community and Workplace Culture Committee

EEO Statistical Report

Item 6b
April 08, 2025



THE METROPOLITAN WATER DISTRICT
OF SOUTHERN CALIFORNIA

Item # 6b
EEO Statistical
Report

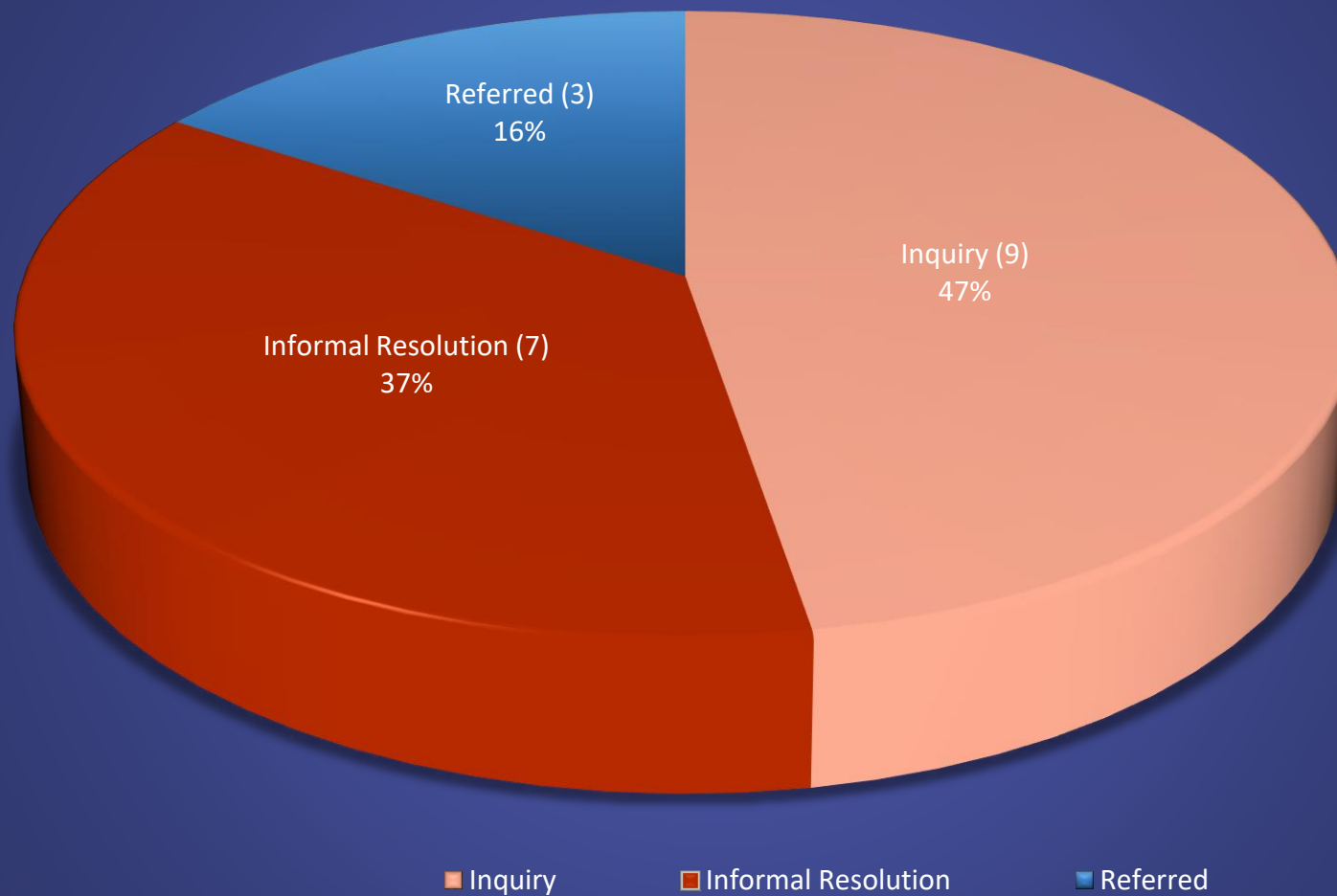
Subject

Inform Board of quarterly statistics regarding EEO complaints.

Purpose

Informational update.

Total Complaints Received



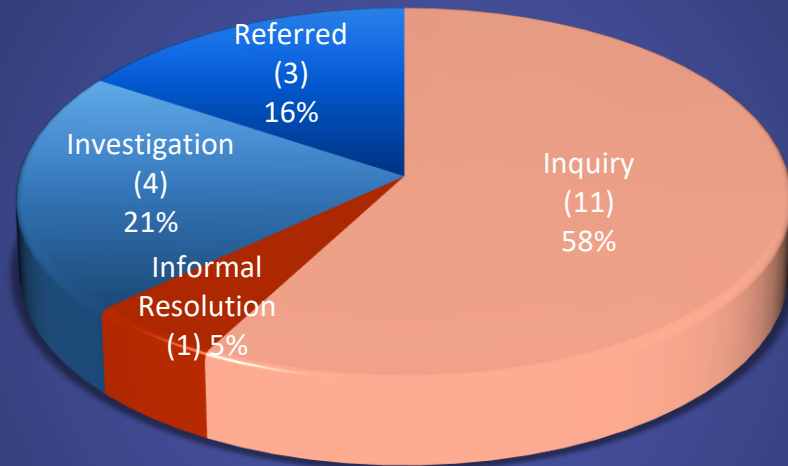
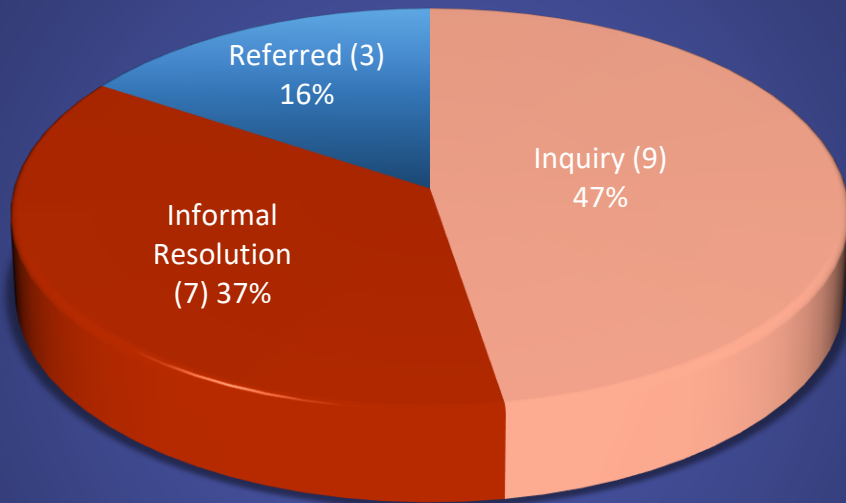
January -
March 2025

Total = 19

Complaints Comparison by Quarter

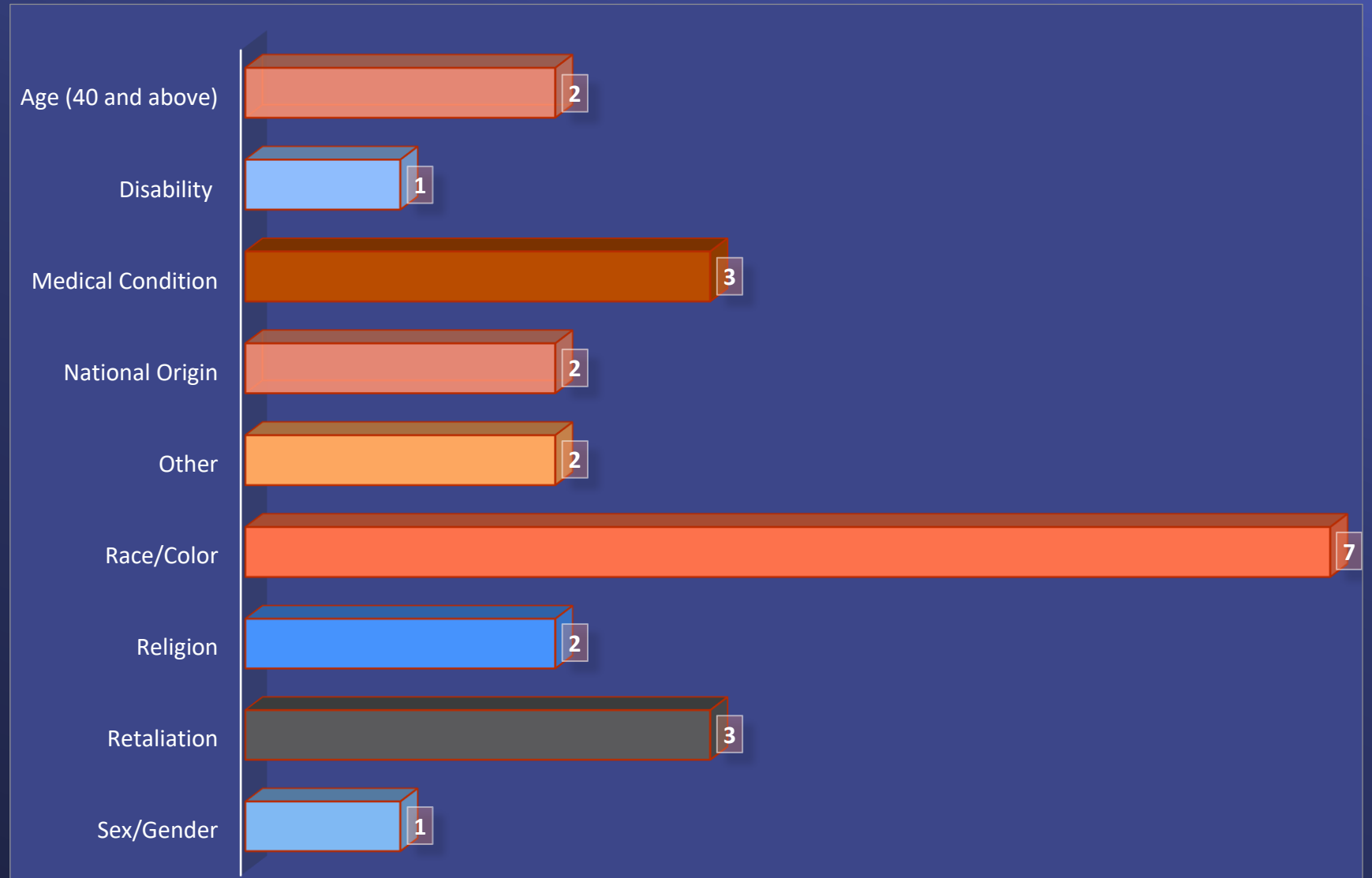
Jan. – Mar. 2025 Total= 19

Oct. – Dec. 2024 Total= 19



January –
March 2025

Quarterly Basis of Complaints

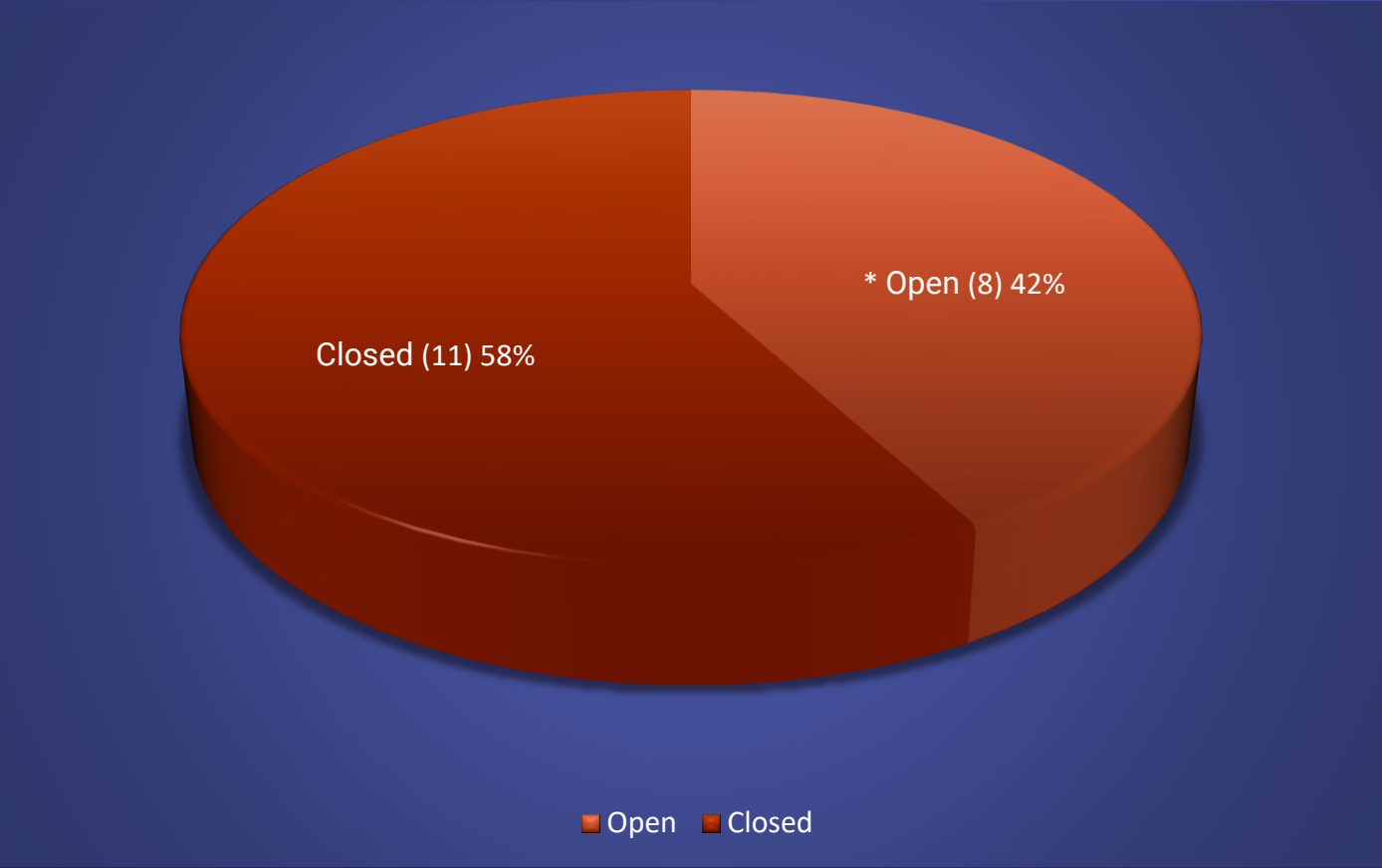


Total = 23

January –
March 2025

Complaints Open and Closed

January –
March 2025

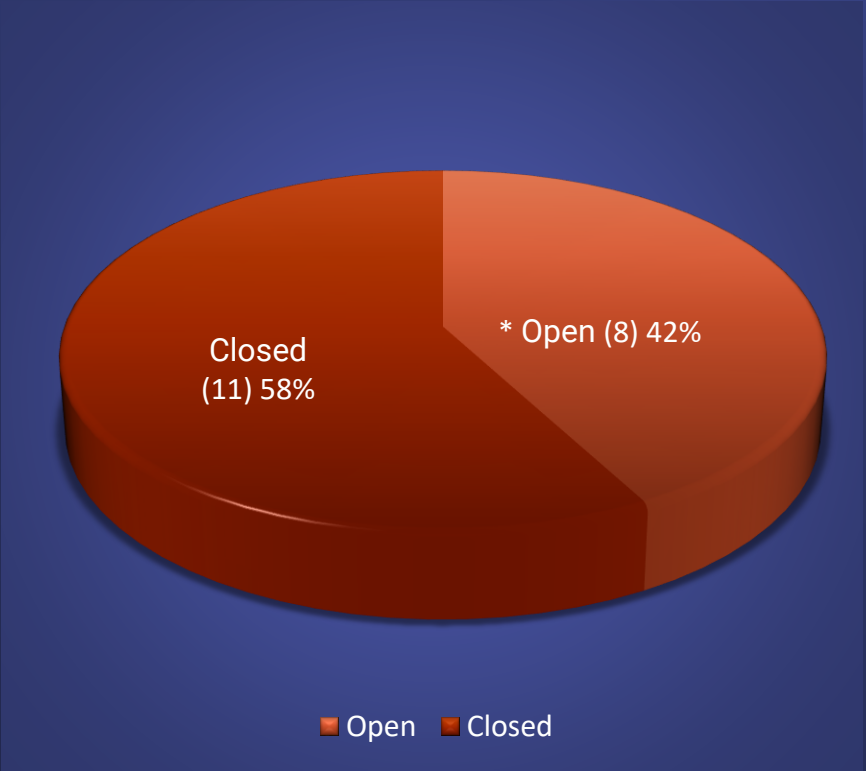


Case Closure
Rate: 49
business days

* 5 Complaints under assessment; 3 Complaints under Informal Resolution

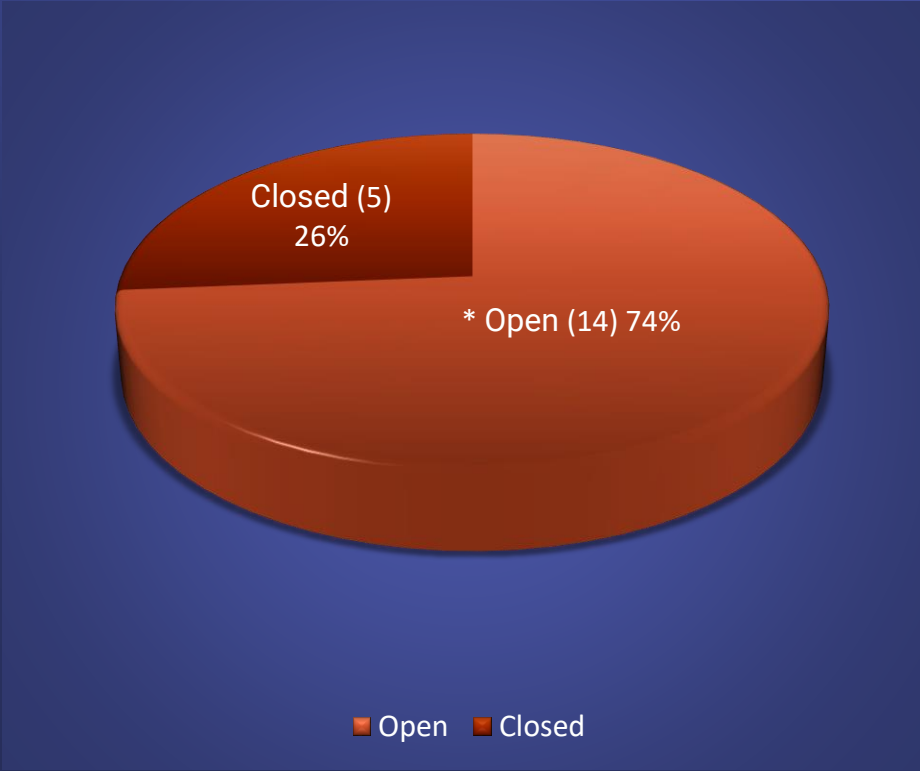
Complaints Comparison & Closure Rate by Quarter

January –
March 2025



Case Closure Rate:
49 business days

Jan. – Mar. 2025



Case Closure Rate:
217 business days

Oct. – Dec. 2024

January –
March 2025

Questions?





Monthly Report March 2025

EDUCATION Program

Ethics Education staff presented an Ethics Office overview at new employee orientations hosted by Human Resources, held an ethics policy overview session at the General Manager's Group Manager meeting, and attended: "Getting the Message: Measuring Impact of Your Training," hosted by the Council on Governmental Ethics Laws.

Education staff also met with External Affairs and Human Resources staff for feedback and subject matter expertise related to education and outreach resources and opportunities at Metropolitan.

COMPLIANCE Program

Form 700/Filing Officer Duties – Pursuant to state law and the Administrative Code, Compliance staff assisted directors and employees with their Annual, Assuming Office, and Leaving Office Form 700 filings. Assistance included troubleshooting the electronic filing system and issuing notices of deadlines. Staff also navigated the recent Annual Form 700 filing deadline extension for certain filers adopted by the Fair Political Practices Commission. In total, staff addressed 78 compliance-related matters for Metropolitan Directors and staff related to Form 700.

Conflict of Interest Code – Staff evaluated which new Metropolitan positions must file Form 700 and determined the appropriate level of disclosure for each position. Staff also initiated the state-mandated biennial COI Code review process and began working with a consultant to assist with the Code amendment process.

AB 1234 compliance – Staff managed AB 1234 state ethics training compliance for Metropolitan. 84% of Metropolitan officials required to take ethics training have complied with the state requirement. Nine have not completed the training. Staff will continue efforts to seek 100% compliance.

ADVICE Program

Advice staff addressed 44 time-sensitive advice requests for directors and employees related to the following ethics laws and policies: conflicts of interest, financial disclosure, gifts, outside employment, revolving door restrictions, and other ethics-related topics. Examples of advice requested includes:

- Whether officials must disclose a personal residence on Form 700 where the residence is also used for business purposes and a portion of the property is claimed as a tax deduction.
- Whether the revolving door and conflict of interest provisions prevent a recently retired Metropolitan employee from working for a consultant on a Metropolitan project the employee worked on while employed by Metropolitan.
- Whether a Metropolitan department may hire a former employee for a sole source contract.
- Whether an employee may accept an event ticket from a current Metropolitan contractor.
- Whether an official may accept a consulting opportunity with a Metropolitan partner organization.

Staff also helped identify and advise on potential conflicts of interest in Committee and Board agenda items.

INVESTIGATION Program

Complaints – The Ethics Office received eight new complaints involving the following allegations:

- Retaliation by a manager against an employee for reporting potential workplace violations.
- Unprofessional behavior by an employee.
- Improper outside employment activity by an employee.
- Improper influence over a recruitment by a Metropolitan official.
- Improper acceptance of a gift from a Metropolitan vendor by a manager.
- Improper receipt of gifts, outside employment activity, misuse of authority, and conflict of interest by a Metropolitan manager.
- Two instances of misuse of authority and conflict of interest by two Metropolitan officials.

Open Complaints and Investigations – As of March 31, 2025, the Investigations Program is managing a total of 19 open complaints and one open ethics investigation.

SNAPSHOT for March 2025

Advice Matters 44	Pending Complaints 19
Compliance Assistance 78	Investigations Opened 0
New Complaints Received 8	Pending Investigations 1

Mission

The Ethics Office promotes the highest standards of government integrity to support Metropolitan’s mission through an independent and comprehensive program that enhances trust, transparency, and accountability for the benefit of the workforce and the public it serves.

Vision

Our vision is to be a leader in governmental ethics with an unparalleled commitment to supporting an ethical organizational culture.



THE METROPOLITAN WATER DISTRICT
OF SOUTHERN CALIFORNIA

Board Report

Office of Diversity, Equity, and Inclusion

- **Diversity, Equity, and Inclusion Activities for March 2025**

Summary

This report provides a summary of the Office of Diversity, Equity, and Inclusion group activities for March 2025.

Purpose

Informational

Attachments

Attachment 1 – Office of Diversity, Equity, and Inclusion group activities for March 2025.

Office of Diversity, Equity, and Inclusion

Business Outreach & Community Engagement

Metropolitan staff attended the National Association Women in Construction Week event in Los Angeles, CA. The “Together We Rise” panel discussion included speakers discussing the power of mentorship and how to effectively engage mentors, mentees, and sponsors to elevate your career.

Metropolitan staff attended the Society of American Military Engineers (SAME-LA) Inaugural Industry Day in Montebello, CA. The Small Business Industry Day event brought various federal, state, and local government agencies for a breakout, exhibiting, and networking business opportunity. This Industry Day will positively impact businesses for generations to come.

AGM John Bednarski was a featured speaker on two panels at the 64th Annual Western Winter Workshop; staff provided tabling support and shared resources for small business contracting. The industry event brought together capital program organizers, executives, consultants, contractors, innovators, and technology solutions professionals, sharing the latest program management project controls and construction management tools and techniques.

Metropolitan launched the inaugural Consultant Bench Workshop held at Headquarters in Union Station. The Bench is an innovative program that connects small and large construction firms in a mentor-protégé program in partnership with Jacobs Engineering. Ten small business enterprises were vetted through a rigorous prescreening for a one-to-one with Jacobs to learn more about evaluating small businesses for teaming opportunities.



Business Outreach Section Manager John Arena served as a panelist to discuss Metropolitan’s approach to supporting small and regional business enterprises at the Construction Management Association of America SoCal Chapter’s Diversity, Equity, Inclusion & Belonging Committee panel discussion.

Metropolitan staff attended the Black Business Association – Los Angeles (BBA-LA) 22nd Annual Salute to Black Women Business Conference, Vendor Fair, & Awards Luncheon.

Workforce Development & Desert Outreach

Metropolitan staff continue to successfully facilitate industry awareness, job opportunities, and professional engagement and connect with community members, veterans, students, and industry professionals to further efforts to strengthen the workforce pipeline in the water industry.



Staff participated in community outreach events across the service area and with the desert communities, ranging from events at Mohave Community College to discuss career opportunities in the water industry with students as well as the Colorado River Indian Tribes (CRIT) Establishment Days. Staff also attended the Hemet Unified School District Technical Career Fair, as well as a Job and Resource Fair in Needles, CA, hosted by San Bernardino County and the Employment Development Department. Metropolitan sponsored and staff attended the CRIT Mega Throw cultural event to share workforce opportunities, as well as continued engagement with community members at the Chemehuevi language class to discuss industry awareness and job opportunities. Staff participated in a PATH Information Session, engaging with regional managers from Los Angeles, Santa Barbara, Santa Clara, Orange, and San Diego Counties to discuss veteran assistance, resources, and job placement. Metropolitan also participated in the Los Angeles Regional Consortium Careers in Water Webinar in partnership with the City of Glendale Water & Power, Central Basin MWD, Las Virgenes Water District, WRD, and Beverly Hills. The Employment Development Department also hosted a Careers in Water Virtual Resource Fair for veterans in partnership with Long Beach Utilities and Los Angeles Department of Water and Power (LADWP).

Metropolitan staff partnered with Unite LA to present a Step into Tech webinar on IT and cybersecurity careers for young adults, and an Alumni Panel for USC Viterbi School of Engineering. Metropolitan continues a focus on veterans in collaboration with the Employment Development Department, engaging in the Careers in Water Webinar for Veterans with member agencies Long Beach and LADWP, and the Veteran Job Fair in Woodland Hills to support veteran employment initiatives.



Community and Workplace Culture Committee

Diversity, Equity, and Inclusion Activities

Item 7b
April 8, 2025

Item 7b

Diversity, Equity, and Inclusion activities

Subject

Diversity, Equity, and Inclusion activities

Purpose

Update on some key activities of Diversity, Equity, and Inclusion team for the month of March.

The BENCH



Metropolitan launched the inaugural Consultant Bench Workshop held at Headquarters in Union Station. The Bench is an innovative program connecting small and large construction firms in a mentor-protégé program, in partnership with Jacobs Engineering. Ten small business enterprises were vetted through a rigorous prescreening for a one-to-one with Jacobs, to learn more about evaluating small businesses for greater procurement opportunities.



**Technical Career Fair
Hemet USD**



CRIT Mega Throw Cultural Event



