

# 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, Emeritus  
M. Luna  
J. McMillan  
T. Phan  
M. Ramos  
K. Seckel

## **Community and Workplace Culture Committee**

Meeting with Board of Directors \*

**May 13, 2025**

**10:30 a.m.**

**Written public comments received by 5:00 p.m. the business day before the meeting is scheduled will be posted under the Submitted Items and Responses tab available here: <https://mwdh2o.legistar.com/Legislation.aspx>.**

**The listen-only phone line is available at 1-877-853-5257; enter meeting ID: 873 4767 0235.**

**Members of the public may present their comments to the Board on matters within their jurisdiction as listed on the agenda teleconference and in-person. To provide public comment by teleconference dial 1-833-548-0276 and enter meeting ID: 876 9484 9772 or to join by computer [click here](#).**

**Tuesday, May 13, 2025  
Meeting Schedule**

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

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

**Teleconference Locations:**

**Portola Hotel • Two Portola Plaza, Executive Boardroom • Monterey, CA 93940**

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

**3008 W. 82nd Place • Inglewood, CA 90305**

**400 Cannery Row • Monterey, CA 93940**

**2 Mineral King • Irvine, CA 92602**

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\* 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 Community and Workplace Culture Committee for April 8, 2025 [21-4508](#)

**Attachments:** [05132025 CWC 2A \(04082025\) Minutes](#)

**3. CONSENT CALENDAR ITEMS - ACTION**

- 7-1 Approve amending the list of Metropolitan officials required to take AB 1234 state ethics training to include all Form 700 filers; the General Manager has determined that the proposed action is exempt or otherwise not subject to CEQA [21-4485](#)

**Attachments:** [05132025 CWC 7-1 B-L \(Revised Attachment\)](#)  
[05132025 CWC 7-1 Presentation](#)

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

**4. OTHER BOARD ITEMS - ACTION**

NONE

**5. BOARD INFORMATION ITEMS**

NONE

**6. COMMITTEE ITEMS**

- a. Ethics Education [21-4509](#)

**Attachments:** [05132025 CWC 6a Presentation](#)

**7. MANAGEMENT ANNOUNCEMENTS AND HIGHLIGHTS**

- a. Ethics Officer's report on monthly activities [21-4510](#)
- b. Diversity, Equity, and Inclusion activities [21-4511](#)  
Equal Employment Opportunity activities

**Attachments:** [05132025 CWC 7b Diversity, Equity, and Inclusion Activities](#)  
[05132025 CWC 7b Equal Employment Opportunity Activities](#)  
[05132025 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.

**THE METROPOLITAN WATER DISTRICT OF SOUTHERN CALIFORNIA**

**MINUTES**

**COMMUNITY AND WORKPLACE CULTURE COMMITTEE**

**April 8, 2025**

Chair McCoy called the meeting to order at 1:55pm

Members present: Directors Cordero, Dennstedt (entered after roll call), Fong-Sakai (teleconference posted location), Luna (entered after roll call), McCoy, McMillan, Phan, and Seckel

Members absent: Directors Faessel, Gray, and Ramos

Other Board Members present: Directors Ackerman, Armstrong, Goldberg, and Ortega,

Committee Staff present: Aguirre, Beatty, Kasaine, Rubin, Salinas, Thomas, and Upadhyay.

**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**

None

**3. CONSENT CALENDAR ITEMS – ACTION**

None

**END OF CONSENT CALENDAR ITEMS**

**4. OTHER BOARD ITEMS – ACTION**

None

**5. BOARD INFORMATION ITEMS**

None

Director Dennstedt entered the meeting.

Director Luna entered the meeting.

**6. COMMITTEE ITEMS**

a. Subject: Ethics Education

Presented By: Hiroshi Ishikawa, Pr. Admin Analyst

Mr. Ishikawa provided a brief review of the ethics policy prohibiting certain director communications with staff.

The following Directors provided comments or asked questions:

1. Seckel
2. Ortega

Director Phan entered the meeting.

b. Subject: Equal Employment Opportunity Quarterly Statistical Report

Presented By: Marisol Arzate, Deputy Chief EEO Officer

Ms. Arzate presented the committee with EEO statistical reports for January through March 2025. The reports included the number of complaints received, complaints comparison by quarter, types of protected categories each complaint fell under, and number of complaints that were closed and open.

The following Directors provided comments or asked questions:

1. Dennstedt
2. Ortega

## 7. MANAGEMENT ANNOUNCEMENTS AND HIGHLIGHTS

- a. Subject: Ethics Officer's report on monthly activities  
Presented: Abel Salinas, Ethics Officer

Mr. Salinas provided the committee with an update on the Ethics Office's recent activities. A new contract was executed with Best Best & Krieger to assist with regular amendments to the Conflict-of-Interest Code. Mr. Salinas reported one open investigation from September, involving alleged misuse of authority and is expected to close within 60 to 90 days. In March, eight new complaints were received and are at various stages of review and referral. He also reported there was a significant increase in advice requests, with 44 submitted last month.

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

Presented: Liji Thomas, Diversity, Equity, and Inclusion Officer

Ms. Thomas provided an overview of the DEI Office and its ongoing initiatives. Metropolitan's DEI Team remains dedicated to advancing equity through impactful programs and strategic community engagement. Recent highlights include the launch of a mentorship workshop to support small businesses, the expansion of workforce development efforts, and increased outreach to underserved communities. These efforts underscore Metropolitan's strong commitment to fostering access, inclusion, and economic opportunity throughout the region.

Chair McCoy stated EEO report is available online.

The following Directors provided comments or asked questions:

1. Dennstedt
2. Ortega
3. Luna
4. Seckel

Staff responded to the Directors' comments and questions.

## 8. FOLLOW-UP ITEMS

None

**9. FUTURE AGENDA ITEMS**

Director Dennstedt requested a year-over-year trend analysis, including statistical comparisons related to the claims process, specifically examining anonymous versus known complaints. Additionally, she asked for data on the proportion of investigations handled internally versus those outsourced, along with the associated costs of external investigations.

Director Luna requested quarterly reports on small business contract participation.

**10. ADJOURNMENT**

The meeting adjourned at 2:57pm

Tana McCoy  
Chair



- **Board of Directors**  
***Community and Workplace Culture Committee***

5/13/2025 Board Meeting

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7-1

## Subject

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Approve amending the list of Metropolitan officials required to take AB 1234 state ethics training to include all Form 700 filers; the General Manager has determined that the proposed action is exempt or otherwise not subject to CEQA

## Executive Summary

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Under Metropolitan's Administrative Code, the Ethics Officer has responsibility for various ethics-related education and compliance mandates. In part, the Administrative Code requires the Ethics Officer to monitor and maintain compliance records for Metropolitan officials designated by the Board of Directors to take biennial state ethics training (AB 1234), seek AB 1234 training compliance from Metropolitan officials not in compliance, and certify Directors' compliance with AB 1234 training.

Under state law, an agency's governing body designates which employees are required to take biennial AB 1234 ethics training. Metropolitan's current list of employees designated to take this training is outdated and does not include many new, high-level positions. The Ethics Officer proposes that the Board amend the list of Metropolitan officials required to take AB 1234 ethics training to include all Form 700 filers. This would align with the Board's expectation that the Ethics Office expand Metropolitan's ethics education program, create an objective standard for determining AB 1234 training requirements, and mirror the ethics training requirements of other local agencies, including several member agencies. Further, this proposal would avoid frequent board actions to update the list of designated employees each time the Ethics Office proposes that new positions be added to the list.

## Proposed Action(s)/Recommendation(s) and Options

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### Staff Recommendation: Option #1

#### Option #1

Approve amending the list of Metropolitan officials required to take AB 1234 state ethics training to include all Form 700 filers.

**Fiscal Impact:** There is minimal fiscal impact associated with this board action.

**Business Analysis:** If approved, the AB 1234 compliance program will be more streamlined, and Form 700 filers will be more aware of their public service obligations.

#### Option #2

Do not approve amending the list of Metropolitan officials required to take AB 1234 state ethics training to include all Form 700 filers.

**Fiscal Impact:** None

**Business Analysis:** If not approved, the Ethics Officer will propose to the Board amendments to the list of designated officials each time a need arises and Form 700 filers will not receive state ethics training to reinforce their public service obligations.



## Alternatives Considered

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Not applicable

## Applicable Policy

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Metropolitan Water District Administrative Code Section 11104: Delegation of Responsibilities

## Related Board Action(s)/Future Action(s)

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Not applicable

## California Environmental Quality Act (CEQA)

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### CEQA determination(s) for Option #1:

The proposed action is not defined as a project under CEQA because it involves organizational, maintenance, or administrative activities; personnel-related actions; and/or general policy and procedure making that will not result in direct or indirect physical changes in the environment. (Public Resources Code Section 21065; State CEQA Guidelines Section 15378(b)(2) and (5)).

### CEQA determination(s) for Option #2:

None required

## Details and Background

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### Background

Assembly Bill 1234 (AB 1234) requires that local agency officials take biennial state ethics training covering conflicts of interest, misuse of public resources, gifts, and other ethics-related topics. Under Metropolitan's Administrative Code, the Ethics Officer is responsible for ensuring Metropolitan's compliance with AB 1234. This includes monitoring AB 1234 compliance, maintaining compliance records, seeking training certificates from non-compliant officials, and certifying directors' compliance. The Ethics Officer also provides AB 1234 training to directors and designated employees every other year through an outside law firm or online course.

State law generally tasks local agency governing boards with designating which agency employees are required to take AB 1234 ethics training. The current list of designated officials required to take AB 1234 training was created prior to the current Ethics Officer joining Metropolitan and prior to the Board of Directors increasing the Ethics Officer's responsibilities for AB 1234 compliance and ethics education.

The list of Metropolitan officials currently designated to take AB 1234 training includes:

- Directors
- General Manager
- Chief Financial Officer
- Treasurer
- Assistant Treasurer
- Budget and Treasury Manager
- Investment Management Specialist
- Assistant General Managers
- Ethics Officer
- Ethics Office staff
- General Auditor
- Deputy General Auditor
- General Counsel
- Assistant General Counsels
- Deputy General Counsels
- Senior Deputy General Counsels
- Chief Deputy General Counsels

- Chief Administrative Officer
- Controller


The list of designated officials is outdated and does not include several new or revised Metropolitan positions, including the Chief of Staff, Chief DEI and EEO Officers, Principal Deputy General Counsel, and Chief Sustainability, Resiliency and Innovation Officer positions.

After managing additional AB 1234 and ethics education responsibilities in recent years, the Ethics Officer requests that the Board approve expanding the list of Metropolitan officials required to take AB 1234 state ethics training to include all Form 700 filers. This proposal aligns with the Board's expectation that the Ethics Officer provide more ethics training to Metropolitan officials and, specifically, more ethics training to Form 700 filers (Admin. Code section 7605).

This proposal also aligns with the Ethics Officer's view that having more Metropolitan officials receive AB 1234 training certification every two years will help increase our officials' knowledge of state ethics laws, reinforce the obligations of public service, prevent inadvertent ethics violations and related investigations, and reflect positively on Metropolitan as a whole. Further, updating the designated officials list in this manner would create a bright line standard for identifying which employees are required to take AB 1234 training and is more efficient long-term than seeking Board approval each time the Ethics Officer proposes a position be added to the list. This proposal also mirrors the approach taken by many local government agencies, including Metropolitan member agencies (e.g. City of Los Angeles, City of Beverly Hills, City of Anaheim).

Under the Administrative Code, it is the Ethics Officer's responsibility (with final approval from the FPPC) to designate which Metropolitan employees are required to file Form 700 financial disclosure forms ("Form 700 filers") pursuant to state law. The Ethics Officer's determination on whether a position requires filing a Form 700 is based on state standards. Generally, persons holding Metropolitan positions are designated as Form 700 filers if they make or participate in making district decisions which may affect financial interests (See **Attachment 1** for a list of current positions required to file Form 700).

Because Form 700 filers are involved in the type of government decision-making requiring disclosure of personal financial information, employees designated in these positions should also be designated for additional ethics training to help ensure they understand their ethical obligations in carrying out their official duties at Metropolitan. AB 1234 training reinforces the obligations of public service and also covers state ethics provisions that apply to Metropolitan employees but are not addressed by internal policies or covered in other trainings. AB 1234 training is provided by the state at no charge to local agencies.

  
Abel Salinas  
Ethics Officer

5/5/2025

Date

### **Attachment 1 – Positions Required to File Form 700 (Revised)**

Ref# e12703969

<b>Positions Required to File Form 700</b>
Accounts Payable Team Manager
Agricultural Liason
Aircraft Pilot
Assistant Controller - Accounting Unit Manager
Assistant Controller - Financial Reporting Unit Manager
Assistant Ethics Officer
Assistant General Auditor
Assistant General Counsel
Assistant General Manager/ External Affairs
Assistant General Manager/Chief Administrative Officer
Assistant General Manager/Chief Financial Officer
Assistant General Manager/Chief Operating Officer
Assistant General Manager/Strategic Water Initiatives
Assistant Group Manager
Assistant Treasurer
Assistant Unit Manager - Conveyance & Distribution
Associate Deputy General Counsel
Bay-Delta Initiatives Manager
Bay-Delta Initiatives Policy Manager
Board Administrator
Board Executive Officer
Board Executive Secretary
Capital Investment Plan Team Manager
Chief Diversity, Equity and Inclusion Officer
Chief EEO Investigator
Chief of Staff
Chief Photographer

Chief Safety, Security and Protection Officer
Chief Sustainability, Resilience and Innovation Officer
Chief Sustainability, Resiliency and Innovation Officer
Chief Videographer
Classification & Compensation Manager
Climate Action Plan Program Manager
Compliance and Reporting Manager
Construction Inspector III
Construction Inspector IV
Construction Inspector V
Consultants Who Manage Public Investments
Controller
Debt Management Specialist
Deferred Compensation Investment Committee Member
DEI - Outreach & Engagement Specialist
DEI Workforce Development Manager
Deputy Auditor III
Deputy Chief Diversity, Equity and Inclusion Officer
Deputy Chief EEO Officer
Deputy Ethics Officer
Deputy General Auditor
Deputy General Counsel
Director of Information Technology Services
Education Team Manager
Engineer
Environmental Planning Unit Manager
Environmental Specialist
Equal Employment Opportunity Manager

Equal Employment Opportunity Officer
Ethics Officer
Executive Advisor - Water Res and Capital Improvements
Executive Legislative Representative
Executive Officer and Assistant General Manager/ Water and Technical Resources
Executive Strategist
Finance Services Unit Manager
Fleet Coordinator
General Auditor
General Counsel
General Manager
Government and Regional Affairs Representative
Graphic Arts Designer
Graphic Technician III
Group Manager - Conveyance & Distribution
Group Manager - Engineering Services
Group Manager - External Affairs
Group Manager - Finance
Group Manager - Human Resources
Group Manager - Information Technology
Group Manager - Real Property
Group Manager - Water Resource Management
Group Manager - Water System Operations
Human Resources Info Systems Manager
Human Resources Manager I
Human Resources Manager II
Human Resources Manager III
Human Resources Strategic Partner

Human Resources Strategic Program Manager
Hydroelectric Specialist II
Info Gov & Enterprise Content Mgt Specialist
Information Technology Architect
Information Technology Architect - Enterprise Software
Information Technology Communication Technician III
Information Technology Service Manager
Information Technology Specialist - Disaster Recovery
Inspection Trip Manager
Inspection Trip Specialist
Inspections Trip Team Manager
Instrumentation & Control Technician Specialist
Inventory Coordinator
Investment Management Specialist
Land Surveyor
Landscape Maintenance Coordinator
Law Office Administrator
Legislative Services Team Manager
Management Principal Administrative Analyst
Manager of Administrative Services
Manager of Bay - Delta Science and Regulatory Strategy
Manager of Bay-Delta Programs
Manager of Colorado River Resources
Manager of Treasury and Debt Management
Microcomputer Technology Supervisor
Occupational Health & Safety Specialist III
Occupational Safety & Health Specialist
Operations & Maintenance Supervisor

Organizational Development & Training Manager
Outreach Program Manager, Project Labor Agreements
Plant Laboratory Supervisor
Power Planning Specialist
Principal Administrative Analyst
Principal Architect
Principal Auditor
Principal Benefits Analyst
Principal Buyer
Principal Deputy General Counsel
Principal EEO Analyst
Principal Employee Relations Specialist
Principal Engineer
Principal Engineering Technician
Principal Environmental Specialist
Principal Equal Employment Opportunity Analyst
Principal Government and Regional Affairs Representative
Principal Human Resources Info Systems Analyst
Principal Human Resources Training Specialist
Principal Information Technology Analyst
Principal Information Technology Network Engineer
Principal Land Surveyor
Principal Legislative Representative
Principal Project Controls Specialist
Principal Public Affairs Representative
Principal Real Estate Representative
Principal Resource Specialist
Principal Systems Analyst

Principal Training Administrator
Principal Water Quality Specialist
Production Planner
Program Manager - Audit
Program Manager - Bay-Delta Initiatives
Program Manager - Business Continuity
Program Manager - Business Outreach
Program Manager - Community Relations
Program Manager - Corporate Resources
Program Manager - Creative Design
Program Manager - Dam Safety Initiatives
Program Manager - Emergency Management
Program Manager - Engineering
Program Manager - Fleet
Program Manager - Information Technology
Program Manager - Innovation
Program Manager - Operations
Program Manager - Power Scheduling & Trading
Program Manager - Press Office
Program Manager - Real Property
Program Manager - Regional Recycled Water
Program Manager - Safety, Regulatory & Training
Program Manager - Water Resource
Program Manager - Web
Program Manager I
Program Manager II
Program Manager III
Quality Assurance Officer



Real Estate Representative III
Resource Specialist
Section Manager - Business Outreach
Section Manager - Conveyance & Distribution
Section Manager - Customer & Community Services
Section Manager - Engineering Services
Section Manager - Environmental Planning
Section Manager - Human Resources
Section Manager - Legislative Services
Section Manager - Media Services
Section Manager - Member Services & Public Outreach
Section Manager - Operations Support Services
Section Manager - Ops Safety & Regulatory Services
Section Manager - Power Operations & Planning
Section Manager - Real Property
Section Manager - Revenue & Budget
Section Manager - Sustainability and Resilience
Section Manager - Water Operations & Planning
Section Manager - Water Quality
Section Manager - Water Resource Management
Section Manager - Water Treatment
Section Mgr-Equal Employ Opp
Senior Administrative Analyst
Senior Architect
Senior Buyer
Senior Crane Certification Technician
Senior Cross Connection Technician
Senior Deputy Auditor

Senior Deputy General Counsel
Senior Deputy General Counsel - Labor Relations
Senior Employee Relations Specialist
Senior Engineer
Senior Engineering Technician
Senior Environmental Health & Safety Field Specialist
Senior Environmental Specialist
Senior Government and Regional Affairs Representative
Senior Information Systems Auditor
Senior Information Technology Communications Technician
Senior Information Technology Project Controls Specialist
Senior Lab Information Systems Specialist
Senior Legal Technology Specialist
Senior Occupational Safety & Health Specialist
Senior Project Controls Specialist
Senior Real Estate Representative
Senior Resource Specialist
Senior System Operations Technician
Senior System Operator
Senior Technical Writer
Senior Training Administrator
Senior Water Quality Specialist
Senior Water Quality Technician
Special Assistant to the General Manager
Special Projects Manager
Staff Assistant to the General Manager
Strategic Communication and Policy Advisor
Survey & Mapping Technician IV

Team Manager - Admin Services Business Mgt
Team Manager - Budget
Team Manager - Business Applications
Team Manager - Business Intelligence Systems
Team Manager - Chemistry
Team Manager - Community Relations
Team Manager - Construction Contracts
Team Manager - Construction Management I
Team Manager - Construction Management II
Team Manager - Control System Applications
Team Manager - Corrosion Control
Team Manager - Creative Design
Team Manager - Database
Team Manager - Design
Team Manager - Design Support
Team Manager - Design Technology
Team Manager - Engineering Administration
Team Manager - Engineering Compliance
Team Manager - Enterprise Applications
Team Manager - Enterprise GIS & CAD
Team Manager - Enterprise Water Systems Programs
Team Manager - Environmental Planning
Team Manager - Environmental Program Support
Team Manager - External Affairs Business Management
Team Manager - Facilities Planning
Team Manager - Facility Operations
Team Manager - Field Survey
Team Manager - Financial Reporting & Plant Asset

Team Manager - Geodetics & Mapping
Team Manager - Graphic Design
Team Manager - Health & Safety Program Support
Team Manager - Human Resources Business Support
Team Manager - Hydraulics & System Modeling
Team Manager - Hydroelectric Engineering & Maintenance
Team Manager - Information Security
Team Manager - Internal Controls & Water Inventory
Team Manager - Inventory Control
Team Manager - IT Administration
Team Manager - IT Business Analysis
Team Manager - IT Client Systems Support
Team Manager - IT Network Systems
Team Manager - IT Program Project Support
Team Manager - IT Quality Assurance
Team Manager - IT Service Desk
Team Manager - Laboratory Support
Team Manager - Land Planning & Management
Team Manager - Limnology & Reservoir
Team Manager - Maintenance Engineering
Team Manager - Materials & Metallurgy
Team Manager - Microbiology Compliance
Team Manager - Operations Applications Services
Team Manager - Operations Compliance
Team Manager - Operations Control Center
Team Manager - Operations Planning
Team Manager - Power Operations & Scheduling
Team Manager - Procurement

Team Manager - Professional Contracting Services
Team Manager - Program Management
Team Manager - Project Support
Team Manager - Property Management
Team Manager - Pump Plant
Team Manager - Quality Assurance & Compliance
Team Manager - Real Property Business Management
Team Manager - Records Management & Imaging Services
Team Manager - Reservoir Management
Team Manager - Resource Development
Team Manager - Resource Planning
Team Manager - Right of Way Acquisition
Team Manager - Safety & Regulatory Services Site Support
Team Manager - Safety of Dams
Team Manager - SafetyRegTechTraining
Team Manager - Security
Team Manager - Server Administration
Team Manager - Substructures
Team Manager - Supply Acquisition
Team Manager - Technical Control
Team Manager - Technical Writing
Team Manager - Telecommunications
Team Manager - Treasury Operations
Team Manager - Warehouse
Team Manager - Water Efficiency
Team Manager - WaterReuse&ProcessDev
Team Manager - WRM Business Mgmt
Team Manager - WSO Business Mgmt

Team Manager I
Team Manager II
Team Manager III
Team Manager IV
Team Manager V
Team Manager VI
Team Manager VII
Training Administrator
Treasurer
Unit Manager - Application Services
Unit Manager - Apprentice & Technical Training
Unit Manager - Audit
Unit Manager - Benefits Services
Unit Manager - Budget
Unit Manager - Chemistry
Unit Manager - Classification, Compensation & Recruitment
Unit Manager - Construction Services
Unit Manager - Contracting Services
Unit Manager - Conveyance & Distribution
Unit Manager - Document Services
Unit Manager - Education
Unit Manager - Engineering Services
Unit Manager - Environmental Planning
Unit Manager - Facility Management
Unit Manager - Fleet Services
Unit Manager - Grants & Research
Unit Manager - Implementation Projects & Studies
Unit Manager - Imported Supply

Unit Manager - Information Security Services
Unit Manager - IT Infrastructure
Unit Manager - IT Program Mgmt Office
Unit Manager - IT Project Planning
Unit Manager - IT Security
Unit Manager - Laboratory Services
Unit Manager - Land Management
Unit Manager - Manufacturing Services
Unit Manager - Microbiology
Unit Manager - Operations Planning & Programs
Unit Manager - Operations Projects & Asset Mgt
Unit Manager - Planning & Acquisition
Unit Manager - Power & Equipment Reliability
Unit Manager - Power Compliance and Programs
Unit Manager - Rates Charges & Finance Plan
Unit Manager - Reporting
Unit Manager - Risk Management
Unit Manager - Safety and Environmental Services
Unit Manager - Security
Unit Manager - System Analysis
Unit Manager - System Operations
Unit Manager - Water Purification
Unit Manager - Water Treatment Plant
Workers Compensation Manager

Community and Workplace Culture Committee



# Proposal to Amend list of Employees Designated to take AB 1234 State Ethics Training

Item 7-1  
May 13, 2025



## Item 7 - 1

### Subject/Background

Proposal to require all Form 700 filers to take AB 1234 state ethics training.

### Purpose

To align with the Board's mandate of increased ethics education for Form 700 filers, to increase employee awareness of state ethics obligations, and to create an efficient and objective standard for determining AB 1234 training requirements.

# AB 1234 Ethics Training Topics

## Item 7 - 1

- Conflicts of Interest
- Misuse of Public Resources
- Gifts
- Honoraria
- Public Records Act
- Due Process
- Public Contracting Laws
- Brown Act
- Other

# Positions Currently Designated to Take AB 1234 Training

- General Manager
- General Counsel
- General Auditor
- Ethics Officer
- Chief Financial Officer
- Treasurer
- Assistant Treasurer
- Budget and Treasury Mgr.
- Investment Mgt. Specialist
- Assistant General Managers
- Ethics Office staff
- Deputy General Auditor
- Assistant General Counsels
- Deputy General Counsels
- Sr. Deputy General Counsel
- Chief Deputy Gen Counsel
- Chief Administrative Officer
- Controller

# Positions Not Currently Designated to take AB 1234 Training

## Examples:

- Board Executive Officer
- Chief of Staff
- Chief Safety Security & Protection Officer
- Chief Sustainability Resiliency Officer
- Chief Equal Employment Officer
- Chief Diversity, Equity & Inclusion Officer
- Principal Deputy General Counsel
- Section Manager Revenue & Budget
- Special Assistant to the General Manager

## Item 7 - 1

# Purpose of Proposal

- Addresses Board mandate that the Ethics Office provide supplemental ethics training to Form 700 filers.
- Aligns with Ethics Education Program objectives and other agencies, including member agencies, adopting this standard.
- Potentially helps avoid ethics violations and investigations through increased awareness and guidance.
- Reinforces the obligations of public service and educates on certain state ethics laws not addressed by internal policies or other trainings.
- Establishes an objective, bright line standard for determining which positions are designated for AB 1234 training.

## Board Options

### Option #1

Approve amending the list of Metropolitan officials required to take AB 1234 state ethics training to include all Form 700 filers.

### Option #2

Do not approve amending the list of Metropolitan officials required to take AB 1234 state ethics training to include all Form 700 filers.





Community and Workplace Culture Committee Meeting

# Ethics Education: Gifts

Item 6a

May 13, 2025



## Item 6a

### Subject

Overview of the primary Ethics policies and laws on gifts.

### Purpose

To briefly review the primary gift limits, reporting requirements, and gift-related considerations applicable to directors.

# What is a “Gift”?

Under state law and Metropolitan policy, a gift:

- Is any payment or other benefit that provides a personal benefit for which the public official does not provide payment or services of equal or greater value.
- Is generally considered “accepted” even if the official does not use the gift, discards it, or gives it to another person.

# Examples of Gifts

- Meals and beverages
- Third party payments for travel expenses
- Concert, sports, and other entertainment tickets
- Holiday gift baskets
- Rebates and discounts based on official status
- Tickets to invite-only events
- Trophies/plaques valued \$250 or more
- Art
- Certain unpaid loans
- Some gifts to the official's family members may be attributable to the official

# Primary Gift Rules

- **Gift Limit: \$630**
  - \$630 limit from a single source in a calendar year. Multiple gifts from the same source in the calendar year must be considered in this total.
- **Gift Reporting: \$50 or more**
  - Gifts of \$50 or more in a calendar year must be reported on Form 700. Multiple gifts from the same source in the calendar year must be considered in this total.
- **Conflicts of Interest:**
  - Large gifts can create a conflict of interest for directors in Metropolitan matters involving the source of the gift.

# Exceptions

- Full exceptions
- Limited exceptions
- Key Points
  - Assume gifts are limited to \$630, need to be reported, and that large gifts create a conflict of interest.
  - Seek advice within 30 days if you believe a gift exception may apply.
  - Gifts may be “cured” within 30 days if procedures are followed.

# Gift Scenarios

## Hypotheticals

### Hypo No. 1

While attending a water association conference, an engineering firm invites you to a dinner after the last session.

### Hypo No. 2

A prospective MWD vendor offers to cover your travel expenses to visit their production facility.

### Hypo No. 3

You accept an invitation to a celebratory event hosted by a government agency that includes dinner.

## Purpose

# Gift laws and policies are intended to help:

- Government officials identify their financial interests and prevent conflicts of interest in their official duties.
- Give government agencies the opportunity to cure potential conflicts of interest identified by their officials before any action is taken.
- Demonstrate the government's commitment to ethical decision-making.
- Provide transparency to the public about financial interests of public officials and potential conflicts of interest.
- Avoid actual or perceived influence by outside parties and concerns over favoritism.
- Prevent inadvertently tainting a government decision with an outside conflict of interest (e.g., gift).
- Reinforce to outside entities and the public that government officials must not be influenced by gifts.



# Questions?







THE METROPOLITAN WATER DISTRICT  
OF SOUTHERN CALIFORNIA

# Board Report

## Office of Diversity, Equity, and Inclusion

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

### Summary

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

### Purpose

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Informational

### Attachments

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

# Office of Diversity, Equity, and Inclusion

## Business Outreach & Community Engagement

The Business Outreach Team connected with the small business community through key events that continue to foster partnerships and promote Metropolitan’s mission. At the Secrets to Success: Thriving in 2025 conference, hosted by the Filipino American Chamber of Commerce of Orange County, staff connected with business professionals and shared insights and resources to support business growth.

Staff also served as panelists during the Business Development Series organized by the Regional Hispanic Chamber of Commerce in Long Beach. This collaborative effort, which included participation from LA Metro and the State of California, emphasized capacity building for small and diverse firms. Metropolitan also sponsored the Greater Los Angeles African American Chamber of Commerce’s 31st Annual Awards Gala.



## Workforce Development & Desert Outreach

Workforce Development staff actively participated in events designed to connect communities with career pathways and educational opportunities throughout the service area and beyond. At Palo Verde College’s 9th Annual Job Fair in Blythe, the team engaged with students and local residents near Metropolitan’s desert locations, providing information on careers in the water industry. Additional outreach continued at the Goodwill Industries Job Fair, co-hosted with the Los Angeles Workforce Investment Board, where staff offered career resources and guidance to job seekers from diverse backgrounds.



Staff served as a panelist in the Unite LA Step into Tech Spring 2025, offering insights into career opportunities in water and technology. Simultaneously, the team participated in the CRIT Education Advisory Committee, collaborating with regional partners on co-creating effective workforce development strategies. Workforce Development engaged at the CRIT Language Bootcamp, a culturally significant event celebrating the Mojave, Chemehuevi, Hopi, and Navajo nations.

Metropolitan and the Member Agency Workforce Development Working Group completed final planning for the upcoming May 1 Summit. These efforts reflect Metropolitan’s continued commitment to building a strong, inclusive and regional workforce development strategy.



## Equal Employment Opportunity

- **EEO Monthly Activity Report for the Month of April**

### Summary

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This report provides a summary of the Equal Employment Opportunity Monthly Activities for the month of April.

### Purpose

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Informational

### Attachments

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None

### Detailed Report

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#### Desert Visits

To increase awareness of Metropolitan’s EEO policies and programs across all Metropolitan facilities, and to help safeguard the right to a discrimination-free, harassment-free and retaliation-free workplace for all employees, EEO staff held office hours at four desert facilities, including Gene, Iron Mountain, Eagle Mountain and Hinds. The office hours took place on April 23, 2025, and April 30, 2025. During this time, EEO staff were available to meet with Metropolitan employees in the desert region to share more information about the EEO Office’s policies and procedures and to assess any EEO work-related concerns.

#### Concurrence Process

On April 29th, EEO conducted a concurrence process training for Finance and Administration managers. The purpose of this training was to provide an understanding of EEO’s role in the recruitment process. EEO explained that an EEO representative would attend the Hiring Strategy meetings for underutilized positions and other positions deemed by the EEO Office to require further monitoring, to assist management with identifying relevant targeted outreach and to discuss other steps in the process that EEO would be involved in. For example, EEO may observe interviews, review testing material, interview questions, selection justifications and other related processes that are used for making employment-related decisions.



Community and Workplace Culture Committee

# Diversity, Equity, and Inclusion Activities

Item 7b  
May 5, 2025

# Item 7b

## Diversity, Equity, and Inclusion activities

### Subject

Diversity, Equity, and Inclusion activities

### Purpose

Update on key activities of Diversity, Equity, and Inclusion



Greater Los Angeles African American Chamber of Commerce's  
31st Annual Awards Gala

May 13, 2025

Community and Workplace Culture Committee



# Understanding The Intricacies Of Water

An online introduction to water resources, quality and affordability



Panel Moderator, Liji Thomas  
Metropolitan chief diversity, equity and inclusion officer

**May 14, 5 -7 pm**

In partnership with the Southwest Area of the NAACP, the Metropolitan Water District of Southern California invites you to learn together in a special education series about our shared water resources, challenges and opportunities to adapt to a changing environmental and financial climate.

**What to Expect**

- Straight talk on where your water comes from and how it's protected, monitored and tested
- Engaging conversations with water experts and community leaders
- Space to ask questions, share concerns, and connect with each other

*Access to clean, safe and affordable water is a human right and our mission.*

This workshop will be the first in a series committed to creating new partnerships and awareness of shared goals with the communities we serve.

### Understanding Your Water

Noosha Razavian  
Resource Specialist, Resource Planning & Development Section

### Safeguarding Water Quality and Public Health

Paul Rochelle  
Manager, Water Quality Section

### Understanding Water Affordability

Sam Smalls  
Manager, Treasury and Debt Section





Join the event [here!](#) no registration is required.

Metropolitan & NAACP Education Series  
"Understanding the Intricacies of Water"

Item 7b Slide 3



Millikan High School Mock Interview



Blythe Annual Career Fair

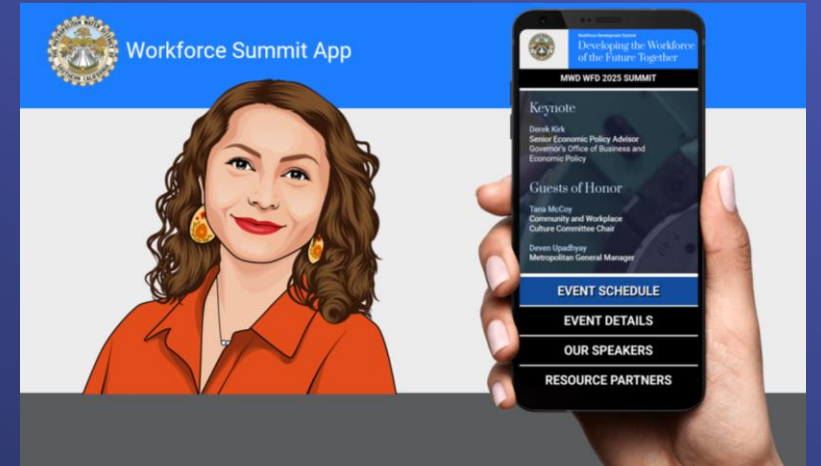


Los Angeles Cleantech Incubator (LACI)



CSUN Veterans Job Fair





## Metropolitan's Inaugural Workforce Development Summit "Developing The Workforce Of The Future Together"



