



**OP&T Committee**

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

**Organization, Personnel and  
Technology Committee - Final**

Meeting with Board of Directors \*

**November 9, 2021**

**10:00 a.m.**

Teleconference meetings will continue through the end of the year. Live streaming is available for all board and committee meetings on [mwdh2o.com](http://mwdh2o.com) ([Click Here](#))

A listen only phone line is also available at 1-800-603-9516; enter code: 2176868#. Members of the public may present their comments to the Board on matters within their jurisdiction as listed on the agenda via teleconference only. To participate call (404) 400-0335 and enter Code: 9601962.

**Tuesday, November 9, 2021  
Meeting Schedule**

09:00 a.m. - L&C  
10:00 a.m. - OP&T  
11:30 a.m. - Break  
12:00 p.m. - BOD

\* 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 OTHER ITEMS -- ACTION \*\***

**2. CONSENT CALENDAR OTHER ITEMS - ACTION**

- A. Approval of the Minutes of the Meeting of the Organization, Personnel and Technology Committee held October 11, 2021 [21-592](#)

**Attachments:** [11092021 OPT 2A Minutes](#)

**3. CONSENT CALENDAR ITEMS - ACTION**

- 7-14** Authorize an increase of \$985,000 to an agreement with PlanNet, LLC for a new not-to-exceed amount of \$2.885 million for professional services in support of the Datacenter Modernization Relocation project; the General Manager has determined that the proposed action is exempt or otherwise not subject to CEQA [21-602](#)

**Attachments:** [11092021 OPT 7-14 B-L](#)  
[11092021 OPT 7-14 Presentation.pdf](#)  
[email from Dir. Ortega re 7-14](#)

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

**4. OTHER BOARD ITEMS - ACTION**

None

**5. BOARD INFORMATION ITEMS**

None

**6. COMMITTEE ITEMS**

- a. Update on Status of Recommendation from Independent Review of Workplace Concerns [21-631](#)

**Attachments:** [11092021 OPT 6a Presentation.pdf](#)

- b. Diversity, Equity, and Inclusion Council Update [21-632](#)

**Attachments:** [11082021 OPT 6b Presentation.pdf](#)

- c. Business Outreach 2020-21 Annual Report [21-633](#)

**Attachments:** [11092021 OPT 6c Presentation.pdf](#)

- d. Labor Negotiations Update [21-630](#)

[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 Employees Association of The Metropolitan Water District of Southern California/AFSCME Local 1902 and the Supervisors Association]

**Attachments:** [11092021 6d Non-Interest Disclosure Notice](#)

**7. MANAGEMENT REPORTS**

- a. Human Resources Manager's Report [21-634](#)
- b. Information Technology Manager's Report [21-635](#)

**Attachments:** [11082021 OPT 7b Presentation.pdf](#)

## **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**

**October 11, 2021**

Vice Chair McCoy called the teleconference meeting to order at 3:23 p.m.

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

Members absent: Chair Murray, Directors Hogan and Williams.

Other Board Members present: Directors Abdo, Ackerman, De Jesus, Dennstedt, Dick, Erdman, Goldberg, Gray, Kurtz, Luna, Ramos and Record.

Committee Staff present: H. Beatty, N. Carter, Eckstrom, Hagekhalil, Pitman, Kasaine, Chapman and H. Torres.

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

None

<b>CONSENT CALENDAR OTHER ITEMS — ACTION</b>
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**2. CONSENT CALENDAR OTHER ITEMS – ACTION**

- A. Approval of the Minutes of the meeting of the Organization, Personnel and Technology Committee held September 13, 2021.

**3. CONSENT CALENDAR ITEMS – ACTION**

- 7-7      Subject:      Approve the Metropolitan Water District Of Southern California’s salary schedules pursuant to CalPERS regulations; the General Manager has determined that the proposed action is exempt or otherwise not subject to CEQA

Motion:      Approve the attached salary schedules.

No presentations were given, Director Camacho made a motion, seconded by Director Faessel to approve the consent calendar consisting of item 2A and 7-7.

The vote was:

Ayes: Directors Blois, Camacho, Cordero, Faessel, Fellow, Jung, Lefevre, McCoy, Morris, Ortega, G. Peterson, Smith, Tamaribuchi.

Noes: None

Abstentions: None

Absent: Chair Murray, Directors Hogan and Williams

The motion passed by a vote of 13 ayes, 0 noes, 0 abstention, and 3 absent.

<b>END OF CONSENT CALENDAR ITEMS</b>
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**4. OTHER BOARD ITEMS - ACTION**

None

**5. BOARD INFORMATION ITEMS**

None

**6. COMMITTEE ITEMS**

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

Presented by: Katano Kasaine, Assistant General Manager, CFO

Ms. Kasaine provided an overview of the update of the Independent Review of Workplace Concerns.

The following Directors provided comments and/or asked questions

1. Ortega
2. Ramos
3. Kurtz

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 Employees Association of the Metropolitan Water District of Southern California/AFSCME Local 1902; the Management and Professional Employees Association MAPA/AFSCME Chapter 1001, the Supervisors Association and the Association of Confidential Employees]

Item deferred to November.

- c. Subject: Quarterly Cybersecurity Oral Update [Conference with Metropolitan Cybersecurity Unit Manager 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, Unit Manager – IT Security

No action was taken in closed session.

## **7. MANAGEMENT REPORT**

- a. Human Resource's Manager Report
- None.
- b. Information Technology Manager's Report
- None.

## **8. FOLLOW-UP ITEMS**

None

## **9. FUTURE AGENDA ITEMS**

Update on the four outstanding cases with the Shaw Law Group

## **10. ADJOURNMENT**

Next meeting will be held on November 9, 2021

Meeting adjourned at 4:28 p.m.

Tana McCoy  
Vice Chair



• **Board of Directors**

***Organization, Personnel and Technology Committee***

11/9/2021 Board Meeting

7-14

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**Subject**

Authorize an increase of \$985,000 to an agreement with PlanNet, LLC for a new not-to-exceed amount of \$2.885 million for professional services in support of the Datacenter Modernization Relocation project; the General Manager has determined that the proposed action is exempt or otherwise not subject to CEQA

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**Executive Summary**

The Datacenter Modernization Relocation project consists of relocating the Metropolitan datacenters to a modernized datacenter in an in-region or out-of-region location. The modernized datacenter would provide sufficient computing power to meet current and future capacity and reliability needs and increase the reliability rating level from Tier-1 to at least Tier-3.

This action authorizes an amendment to increase the not-to-exceed amount of a professional services agreement by \$985,000 to migrate the existing datacenter to the new primary off-site datacenter. This increase is due to project delays due to COVID-19, including supply chain delays, the need to divert staff to critical IT needs to support a broad and rapid shift to telework, an increase in equipment costs, and the need to add additional cybersecurity safeguards. Based on the current Capital Investment Plan (CIP) expenditure forecast, funds for the work to be performed pursuant to this action during the current biennium are available within the Capital Investment Plan Appropriation for Fiscal Years 2020/21 and 2021/22 (Appropriation No. 15517).

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**Details**

**Background**

To improve the overall resiliency of information technology infrastructure that supports all of the enterprise business systems, the Datacenter Modernization Relocation project will create new primary and backup datacenter colocation sites to support all enterprise information technology systems. A colocation site is a datacenter facility where Metropolitan will lease space for servers and other computing hardware and subscribe for infrastructure services to maintain system uptime and connectivity.

In July 2019, the Board authorized an agreement with PlanNet in an amount not to exceed \$1.9 million to modernize and relocate the datacenter. Efforts to equip the primary site in an out-of-region colocation facility have been in process the past year, while the in-region back-up site was fully deployed in August 2021. The project encountered numerous delays during the planning and execution of completed and current phases due to COVID-19 restrictions in place since March 2020, such as in-person work at Metropolitan's Headquarters was not permitted, reduced-access directives at off-site locations, and resource availability of staff and consultants. Further, technical complexities were encountered, such as additional cybersecurity safeguards to facilitate secure teleworking remote access for the project team, protracted procurement due to supply chain delays for parts sourced domestically and overseas, and staff resources that were diverted to other urgent necessity roles due to COVID-19. Lastly, equipment costs were significantly higher than originally estimated due to supply chain and limited chips availability. This action authorizes an amendment to increase the not-to-exceed amount of a professional services agreement to complete the migration of the existing datacenter to the new primary off-site datacenter location.

In accordance with the April 2020 action on the biennial budget for Fiscal Years 2020/21 and 2021/22, the General Manager will authorize staff to proceed with the actions described herein, pending board authorization to



increase the agreement described below. Based on the current Capital Investment Plan (CIP) expenditure forecast, funds for the work to be performed pursuant to this action during the current biennium are available within the Capital Investment Plan Appropriation for Fiscal Years 2020/21 and 2021/22 (Appropriation No. 15517). This project has been reviewed in accordance with Metropolitan's CIP prioritization criteria and was approved by Metropolitan's CIP Evaluation Team to be included in the System Reliability Program.

### **Datacenter Modernization Relocation**

In June 2016, an assessment of the existing enterprise data center environments and related Information Technology (IT) infrastructure was conducted to identify the outstanding needs and to develop a comprehensive data center strategy. The assessment used American National Standard's Telecommunications Infrastructure Standard for Data Centers 942 (TIA-942) requirements and data center tier standards to evaluate the quality and reliability of data centers using a four-tier system, with Tier 4 being the most reliable ranking. TIA-942 specifications included domain requirements for applications and procedures regarding network architecture, access, security, electrical design, file storage, backup and archiving, system redundancy, database management, web and application hosting, content distribution, protection against physical hazards, and power management.

The assessment identified opportunities to upgrade data centers from the current Tier-1 ranking for the primary datacenter, and Tier-2 for the back-up site, into a minimum Tier-3 environment, which is the recommended reliability rating achieved by other large water and electrical utilities in California. The relocation option surfaced because several locations and building deficiencies could not be remediated.

The assessment report showed that the 10-year total cost of ownership of operating the current data center was the same as relocating the data center to an in-region or out-of-region location. A similar cost analysis was presented for the back-up site.

As a result of RFP-1211, PlanNet, LLC ("PlanNet") was awarded \$1,900,000 for professional services to relocate Metropolitan enterprise data center systems to qualified colocation data center services providers.

A total of \$8,354,900 was required for the completion of Datacenter Modernization Relocation work. In addition to the amount of the contract, other allocated funds included: \$1,350,900 for labor; \$3,320,000 for materials and supplies; \$695,000 for other professional services; and \$1,089,000 for remaining budget. This project was reviewed and recommended by Metropolitan's CIP Evaluation Team. Funds for this work to be performed pursuant to this agreement are available within Capital Investment Plan Appropriation for Fiscal Years 2019/20 and 2020/21 (Appropriation No. 15509).

### **Professional Services (PlanNet, LLC) – Amendment to Agreement**

In March 2019, PlanNet was selected among six respondents in Request for Proposals No. 1211 for the Datacenter Modernization Relocation project. The Board authorized the General Manager to enter into an agreement for \$1.9 million with PlanNet in July 2019. Since then, PlanNet has worked closely with staff to provide project management assistance, migration planning, support procurement and installation of hardware and software, coordinate server, storage, and network testing, and application system deployments. Due to schedule delays and additional complexities due to COVID-19, staff has determined that there is reasonable justification for an extended completion date and to request an increase in the agreement amount. On a parallel note, operational priorities from various IT infrastructure teams involved in COVID-19 remediation also delayed this project, necessitating an increase in the time needed for IT staff to complete their tasks in conjunction with PlanNet's consultants. This included coping with the complexities of cloud migrations, adding new fault-tolerant and secure networks, additional testing to ensure reliable automated failover of key systems, and workarounds necessary to adapt and overcome COVID-19 related delays.

### **Summary**

This action authorizes an increase of \$985,000 to an agreement with PlanNet, LLC to an amount not to exceed \$2.885 million for professional services in support of the Datacenter Modernization Relocation project.

This project has been evaluated and recommended by Metropolitan's CIP Evaluation Team, and funds are available within the fiscal year 2021/22 capital expenditure plan. See **Attachment 1** for the Financial Statement.

***Project Milestones***

Datacenter Modernization Relocation project approval – July 2019

Datacenter physical build and commission – March 2021

Network installation and testing – May 2021

Server and Storage Systems installation and testing – November 2021

Application Systems migration to Primary out-of-region facility – December 2022

**Policy**

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

Metropolitan Water District Administrative Code Section 8140: Competitive Procurement

Metropolitan Water District Administrative Code Section 11104: Delegation of Responsibilities

By Minute Item 51661, dated July 9, 2019, the Board approved agreement with PlanNet, LLC not to exceed \$1.9M.

By Minute Item 51963, dated April 14, 2020, the Board appropriated a total of \$500 million for projects identified in the Capital Investment Plan for Fiscal Years 2020/21 and 2021/22.

**California Environmental Quality Act (CEQA)**

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**CEQA determination for Option #1:**

The proposed action is categorically exempt under the provisions of CEQA and the State CEQA Guidelines as it involves a commitment to a specific project that includes minor alterations to existing facilities, and reconstruction and replacement of existing public facilities with no possibility of significantly impacting the physical environment. Accordingly, the proposed action qualifies under Class 1, Class 2, Categorical Exemptions (Sections 15301 and 15302) of the State CEQA Guidelines.

**CEQA determination for Option #2:**

None required

**Board Options**

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**Option #1**

Authorize an increase of \$985,000 to an agreement with PlanNet, LLC for a new not-to-exceed amount of \$2.885 million for professional services in support of the Datacenter Modernization Relocation project.

**Fiscal Impact:** Expenditure of \$10.369 million in capital funds. All costs will be incurred in the current biennium and \$8,354,900 have been previously authorized.

**Business Analysis:** This option will complete the installation of all necessary hardware and software to furnish the Primary Datacenter.

**Option #2**

Do not proceed with an increase to the agreement amendment at this time.

**Fiscal Impact:** None

**Business Analysis:** This option will delay the completion of the datacenter modernization and relocation project.

## Staff Recommendation


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Option #1

  
\_\_\_\_\_  
Charles Eckstrom  
Information Technology, Group Manager

10/19/2021

*Date*

  
\_\_\_\_\_  
Adel Hagekhalil  
General Manager

10/21/2021

*Date*

## Attachment 1 – Financial Statement

Ref# it12684011

**Allocated Funds for Datacenter Modernization Relocation Project**

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	<b>Current Board Action (Nov. 2021)</b>
Labor	
Studies & Investigations	\$ -
Final Design	-
Owner Costs (Program mgmt.)	-
Submittals Review & Record Drwgs	-
Construction Inspection & Support	-
Metropolitan Force Construction	-
Materials & Supplies	-
Incidental Expenses	-
Professional/Technical Services	985,000
Equipment Use	.
Contracts	-
Remaining Budget	-
<b>Total</b>	<b>\$ 985,000</b>



# Datacenter Modernization/ Relocation Project

Operations, Personnel & Technology Committee

Item 7-14

November 8, 2021

# Current Action

- Authorize an increase of \$985,000 to an existing agreement with PlanNet, LLC for a new not-to-exceed amount of \$2.885 million for professional services in support of the Datacenter Modernization Relocation project

# Background

- In June 2016, an assessment of the existing enterprise data center environments was conducted to identify the outstanding needs and to develop a comprehensive data center strategy. As a result, the Datacenter Modernization Relocation project was created
- The primary goal was to greatly improve systems resiliency, allow for modern recovery tools, strategies and enhance computing power growth
- In June 2019, the Board approved the Datacenter Modernization Relocation project for enterprise datacenters, both in-region and out-of-region

# Background

- The in-region Backup Datacenter was completed in August 2021
- The out-of-region Primary datacenter is currently in progress and is delayed due to multiple reasons:
  - COVID-19 restrictions in place since March 2020 impacted the schedule such as limited in-person work, reduced access at off-site locations, and limited the resource availability of staff and consultants
  - Additional cybersecurity safeguards were implemented to facilitate secure teleworking remote access for MWD employees including coping with the complexities of cloud migrations, adding new fault tolerant and secure networks and additional testing to ensure reliable automated failover of key systems



# Background

- PlanNet took on additional project activities to allow IT staff to work on MWD immediate needs
- Procurement and delivery of equipment were impacted due to supply chain delays for parts sourced domestically and overseas
- Equipment costs were significantly higher than originally estimated due to supply chain and limited chip availability which is still affecting procurements today

# Scope of Work

- PlanNet will keep supporting IT management on the direction, reporting and monitoring of all Datacenter Relocation Activities
- Will continue fine-tuning migration plans
- Support any ad-hoc procurements
- Continue coordination of installation, configuration and testing of all infrastructure related equipment
- Coordinate the migration of all MWD applications served by the primary datacenter

# Vendor Selection

- In March 2019, PlanNet LLC, was selected in Request to Proposals No. 1211

# Agreement Scope

## PlanNet, LLC

- Project Management Support
- Migration planning
- Procurement support
- Coordination of hardware and software support
  - Servers (physical and virtual)
  - Storage
  - Network installation, configuration and testing
  - Applications system deployments



# Project Cost Breakdown

Description	2019	2021	Total
Datacenter Relocation			
PlanNet LLC	\$ 1,900,000	\$ 985,000	\$ 2,885,000
Labor	\$ 1,350,900	\$ 1,030,000	\$ 2,380,900
Materials	\$ 3,320,000		\$ 3,320,000
Technical Services	\$ 695,000		\$ 695,000
Contingency	\$ 1,089,000		\$ 1,089,000
<b>Total Project Budget</b>	<b>\$ 8,354,900</b>	<b>\$ 2,015,000</b>	<b>\$10,369,900</b>

# Primary Datacenter Timeline

\*Backup Datacenter completed Aug-2021

Project Stage	Due Date	Status
Primary Location Selection	Nov 2020	✓
Primary Equipment Procurement	Apr 2021	✓
Board Action to add funds and extend project timeline	Nov 2021	In Progress
Primary New Equipment Installation	Dec 2021	In Progress
Network Setup	Jan 2022	Not Started
Applications Migration	Oct 2022	Not Started
Primary Site Completion	Dec 2022	In Progress

# Board Options

- Option #1

- Authorize an increase of \$985,000 to an agreement with PlanNet, LLC for a new not-to-exceed amount of \$2.885 million for professional services in support of the Datacenter Modernization Relocation project

- Option #2

- Do not proceed with an increase to the agreement amendment at this time

# Staff Recommendations

- Option #1





**From:** Adan Ortega <[diradanortega@gmail.com](mailto:diradanortega@gmail.com)>

**Sent:** Tuesday, November 9, 2021 5:25:26 AM

**To:** Tana McCoy <[dirmccoy@gmail.com](mailto:dirmccoy@gmail.com)>

**Cc:** Castro, Rosa <[RCastro@mw dh2o.com](mailto:RCastro@mw dh2o.com)>; Margie Wheeler <[wheeler margie@gmail.com](mailto:wheeler margie@gmail.com)>; Gloria Gray <[mwdggray@gmail.com](mailto:mwdggray@gmail.com)>

**Subject:** Fwd: Board item 7-14 (Authorize an increase of \$985,000 to an agreement with PlanNet, LLC for the Datacenter Modernization Relocation project)

Dear OP&T Vice Chair McCoy,

Is it possible to share the correspondence below with the OP&T Committee before today's meeting? I have many questions about this item and I would like to avoid taking up too much time asking them during the meeting. If possible I will request tabling this item. Thank you for your consideration.

Adán Ortega  
San Fernando

Begin forwarded message:

**From:** Adan Ortega <[diradanortega@gmail.com](mailto:diradanortega@gmail.com)>

**Date:** November 9, 2021 at 4:52:44 AM PST

**To:** [ceckstrom@mw dh2o.com](mailto:ceckstrom@mw dh2o.com)

**Cc:** Shane Chapman <[schapman@mw dh2o.com](mailto:schapman@mw dh2o.com)>, Adel Hagekhalil <[AdelH@mw dh2o.com](mailto:AdelH@mw dh2o.com)>, Tana McCoy <[dirmccoy@gmail.com](mailto:dirmccoy@gmail.com)>, Gloria Gray <[mwdggray@gmail.com](mailto:mwdggray@gmail.com)>, Rosa Castro <[rcastro@mw dh2o.com](mailto:rcastro@mw dh2o.com)>, [mwheeler@mw dh2o.com](mailto:mwheeler@mw dh2o.com)

**Subject:** Board item 7-14 (Authorize an increase of \$985,000 to an agreement with PlanNet, LLC for the Datacenter Modernization Relocation project)

Mr. Eckstrom,

I appreciate the time you took to brief me about Board item 7-14 (*Authorize an increase of \$985,000 to an agreement with PlanNet, LLC for the Datacenter Modernization Relocation project*) and have the following comments that I am asking be shared with the OP&T Committee as I will be requesting that the item be tabled until some questions are answered as outlined below:

- As written, the board letter does not provide sufficient information to justify increasing the consulting budget to PlanNet, LLC by approximately 50%. The board letter lacks critical information, such as budget expended to date, project schedule status, and details on the rationale for the increase other than COVID and supply chain delays. The project was four years in progress when COVID and the supply delays began.
- The board letter identifies a number of budget increases owing mainly to the impact of Covid, such as: increasing equipment costs, supply chain issues, and additional cybersecurity needs. While these costs may have increased they have nothing to do with the cost for PlantNet's services, unless they also provide hardware which the letter does not specify. If they are installers and programmers, one would presume that they were idle with hourly charges deferred.
- The total project budget is listed as \$8,354,900, yet there is no information in the board letter about project progress to date and expenditures to date. This information is critical in understanding how the project is progressing with respect to budget and schedule. Given the cost increases identified in the second bullet above, is it reasonable to assume there will be

additional board letters in the future for additional funds related to labor and equipment? Does this mean that the total budget will increase by 50%?

- What happened to the \$1.089M in contingency funds (remaining budget)? You indicated to me that it had been used. Why was that not discussed in the board letter? Will future board letters ask for additional remaining budget and if so, how much? Attachment 1 is inadequate--where are the other expenditures--they should be disclosed.
- Option 2 states that the impact of not approving the increase for PlanNet "*will delay the completion of the datacenter modernization and relocation project.*" Is this a real impact? How much will the delay be and for what reason? If it is 6 months to a year, what does it matter if we save nearly \$1M in funds, since the project is already 5 years old (2016)? At the rate that technology advances, has there been a reevaluation of needs?
- The letter indicates that there are funds in the CIP budget for this increase. Why are there available funds? What project will not be done in its place?
- The letter also indicates costs for cybersecurity for "teleworking for remote access for the project team." Isn't everyone at MWD already doing this? Why is this an additional cost just for this team?
- What is the \$695,000 in "other professional services for?"
- The board letter implies that the reason for the cost increase is primarily Covid related. Are there efforts to secure fiscal recovery funds due to coronavirus?

In summary, as currently written, I feel that there is insufficient information provided to warrant an additional 50% increase in the consulting budget for PlanNet, LLC. Moreover, there does not appear to be any impact to the project other than time delay in relocating the datacenter. Given that this project started 6 years ago, does saving some additional time warrant a \$1M Increase--especially when there does not appear to be a sense of urgency in completion?

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# Update on Status of Recommendations from Independent Review of Workplace Concerns

Organization, Personnel and Technology Committee

Item 6a

November 9, 2021



# Organization, Personnel and Technology Committee

## Previously Presented

### General Manager

- 19 Best Practice recommendations referred to GM for further consideration
- 5 Items to be referred to EEO Officer
- 2 DE&I Officer recommendations are referred to the GM/DE&I Council for consideration and implementation

### Legal and Ethics or Legal and General Manager Departments

- 5 Items requiring analysis and policy changes referred to the Legal and Ethics Departments OR Legal and General Manager Departments

### Joint Labor-Management Advisory Committee

- 9 Items requiring in-depth analysis and adaption of policies or procedures referred to Joint Labor-Management Advisory Committee for analysis and recommendation to the GM

### Board of Directors

- 7 Items that pertain to Board specific actions referred to the Board Chair for further action

# Key Milestones

- Joint Labor-Management Advisory Committee
  - Members confirmed
  - Initial meeting scheduled on November 16
- EEO Officer Recruitment
  - Recruitment announcement scheduled to be posted November 15
- DE&I Officer Recruitment
  - Recruitment announcement scheduled to be posted later this month

# Recommendations Referred to the General Manager

#	Recommendation	Action	Status
4	Hold managers accountable for modeling professional and respectful behavior and demanding the same of their teams.	In Progress	Addressed through ongoing training and performance evaluations. Various operating policies are being updated. As updated policies are distributed, a statement of the General Manager's expectation to follow and enforce District policies will be included.
7	Require managers to follow and enforce District policies and procedures.	In Progress	Various operating policies are being updated. As updated policies are distributed, a statement of the General Manager's expectation to follow and enforce District policies will be included.
9	Evaluate the performance of managers and compensate them based on their ability to drive positive interactions on their team, hold employees accountable, demonstrate an appropriate "tone at the top," and further the District's DE&I initiatives.	In Progress	Executive Management is discussing the best approach to address this recommendation. Specific goals may be added to all management employees and implementing a 360-degree evaluation for Unrepresented employees will reinforce the "tone at the top".  The DE&I Officer may also provide input.

# Recommendations Referred to the General Manager

#	Recommendation	Action	Status
12	Create additional positions in the Training Unit and Employee Relations to ensure both areas are properly staffed and resourced.	In Progress	As previously reported, positions are being evaluated during biennial budget.
13	Provide training to relevant HR personnel (Laws/Regs/Best Practices)	In Progress	Current practice. Training relevant to HR personnel laws is already a part of the Management University. However, training will be evaluated to ensure it is up to date and meets current requirements. In addition, HR employees receive training on HR specific areas on a regular basis.
17	Implement a hotline program to allow for anonymous reporting of EEO Issues.	In Progress	Under review.
34	Include the DE&I Council in the implementation of the recommendations in this Report as appropriate.	In Progress	DE&I Council will review Joint Labor-Management Committee recommendations as completed.



# Recommendations Referred to the General Manager

#	Recommendation	Action	Status
29	Create a DE&I Manager position to be filled by an individual with prior DE&I experience to create a DE&I Office, lead the DE&I Council, and guide Council members and District Leadership to identify and implement best practices.	In Progress	DE&I Officer position in recruitment.
30	Take steps to further develop the DE&I Council.	In Progress	Holding ongoing expert speaker series (began in October). Once DE&I Officer is hired, program development will be presented to Board as part of budget process.
31	Only permit Executive Management to attend DE&I Council meetings when invited by the Council.	In Progress	DE&I Officer will serve as liaison and other Executives/Managers attend as needed.

# Recommendations Referred to the Legal and Ethics Departments

## General Manager and Legal Departments

#	Recommendation	Action	Status
28	Consider eliminating confidentiality/non-disclosure provisions in settlement agreements with employees who will remain employed with the District after the investigation is completed.	In Progress	Under review.

## Legal and Ethics Departments

#	Recommendation	Action	Status
2	Implement a policy to address abusive conduct, even if not EEO-related.	In Progress	Legal continues to review current policies that apply to abusive conduct as well as new state law covering abusive conduct.
19	Create a process for investigating and resolving complaints against department heads and Directors.	In Progress	Board letter 7-1 will be considered by the Board for approval on November 9, 2021.

# Summary

	Referred	Addressed/ Completed	In Progress	Pending	Notes
General Manager	26	9	10	7	7 recommendations pending review after appointment of EEO Officer
General Manager and Legal Departments	1	-	1	-	
Legal and Ethics Departments	4	-	2	2	(1) scheduled for consideration by Board on November 9
Joint Labor-Management Advisory Committee	9	-	-	9	Meeting scheduled November 16
Board	7	7	-	-	
Total	47	16	13	18	







# Diversity, Equity and Inclusion (DE&I) Council Update

Organization, Personnel and Technology Committee  
Item 6b  
November 9, 2021

# Updated DE&I Organization Chart



# DE&I Subcommittees

- Employee Facilitated/Driven committees
  - Subject matter experts included to assist discussion
  - DE&I consultants also provided as additional resource
  - Key Task – Recommend three areas to be improved while noting what is working and should be maintained
- Communications and Outreach
  - Recommends education and information to increase employee awareness of DE&I efforts and initiatives
    - Recently created and launched a quarterly newsletter

# DE&I Subcommittees

- Recruitment
  - Review practices and recommend improvements focused on inclusivity, promoting equity and fairness in recruitment and transfer process
- Recruitment Outreach
  - Reviews efforts and recommends outreach strategies to increase the diversity of qualified applicants
  - Hosting overview of Metropolitan's Apprenticeship Program including Outreach efforts in November



# DE&I Subcommittees

- Training and Development

- Review practices and recommend endeavors that help employees grow and develop skills and competencies to increase performance and productivity
- Also recommend practices that fairly and equitably prepare employees for future responsibilities and leadership opportunities

- Promotions

- Review practices and make recommendations to improve inclusivity and promote equity and fairness with the promotions process

# Council Activities and Efforts

- New Expert Training Series

- Kicked Off Series: Why DE&I? - training presented by BeNeca Griffin on October 20

- Future Topics

- Emotional Intelligence
- Unintentional Bias
- Microaggressions in the Workplace
- Managing Diverse Teams
- Gender Neutral/Pronoun Language
- Welcome outside Organization to share their DE&I Journey
- Business Case for Diversity
- Microinequities in the Workplace
- Managing Conflict
- Communication
- Inclusive Leadership

# DE&I Future Steps and Considerations

- DE&I Council Retreat
- Continued Expert Training Series







# Business Outreach Annual Report for 2020-2021

Organization, Personnel & Technology Committee

Item 6c

November 9, 2021

# Business Outreach & Innovation Program

## Core Objectives & Benefits

### Outreach

- Increased Competition
- Strategic Alliances

### Contract Awards

- Regional Re-Investments
- Compliance & Utilization

### Innovation

- Accelerate Connections in Innovation
- Provide External Feedback and Resources

# History and Milestones

- 2002 - Board adopted Business Outreach program
  - 18% Small Business Goal
- 2006 - Board adopted Disabled Veteran Business Enterprise program
- 2015 - Board approved increase in SBE goal
  - 25% Small Business Goal



# Outreach Activity

- Veterans in Business virtual conference
- Small Business Procurement Technical Assistance Center
- National Utilities Diversity Council webinar series
- American Indian Chamber Tribal Summit
- United Contractors Association liaison series
- Women Business Enterprise Council - Supplier Diversity Procurement Conference

# Community Business Partners

- Construction & Engineering Organizations
  - Associated General Contractors
  - American Subcontractors Association
  - National Association of Minority Contractors
  - Asian American Architect & Engineers Association
  - United Contractors Association
  - Society of American Military Engineers
  - American Society of Civil Engineers

# Community Business Partners

## State and Regional Minority Business Chambers

- African American, American Indian, Pan Asian American, Hispanic

## Disabled Veteran Business Organizations

- Service Disabled Veteran Elite Association - Federal
- Disabled Veteran Business Alliance Association - State

## Women Business Organizations

- National Association of Women Business Owners
- National Latina Business Women Association
- National Association Women in Construction
- Women Business Enterprise Council - West

# Contract Awards

*In Support of Small & Disabled Veteran-Owned Businesses*

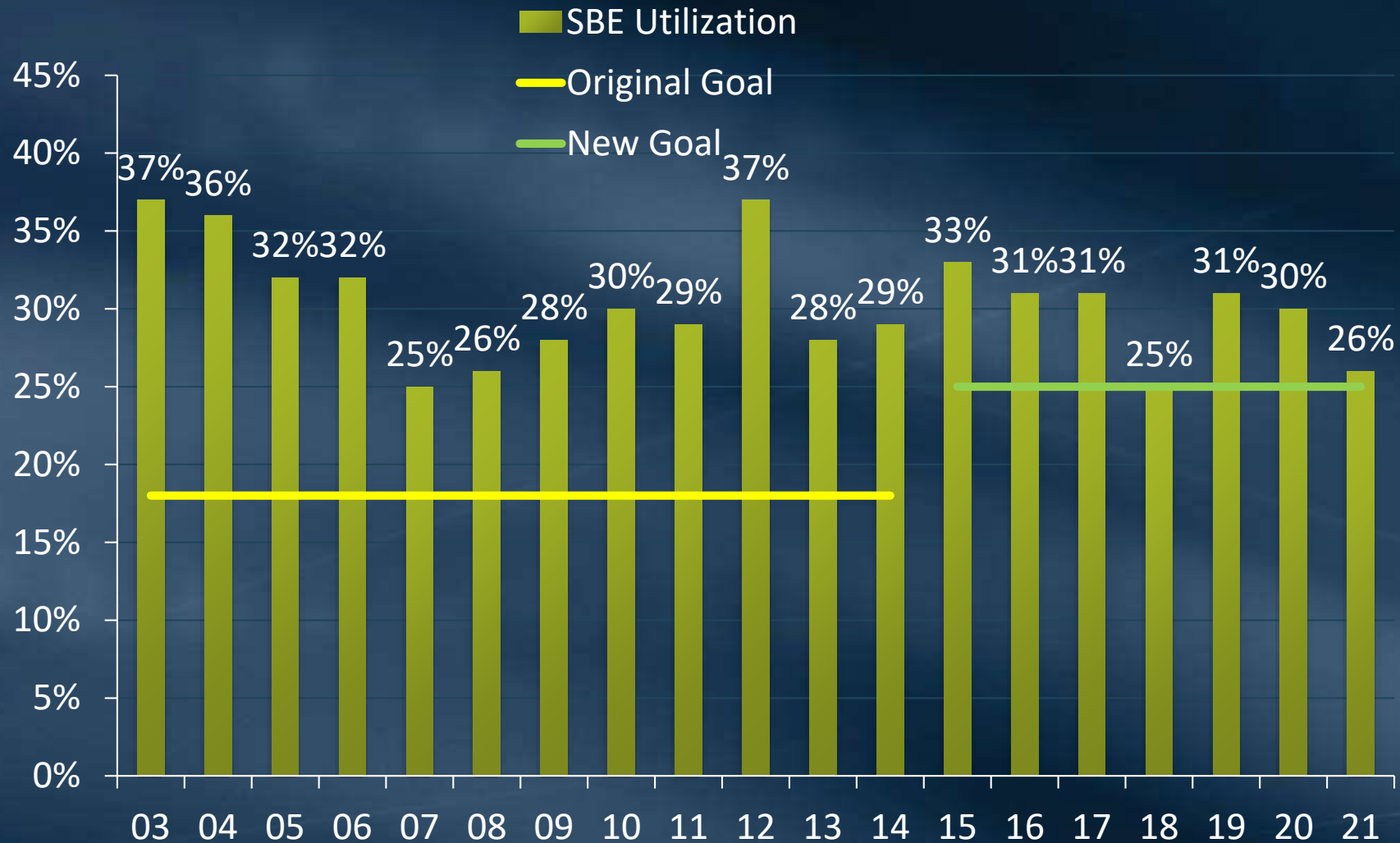
- 2020-21 Total contract dollars awarded SBEs
  - Achieved 26 percent or \$74M
    - \$19M to subcontractors and sub-consultants in construction and professional services
- \$2.6M awarded to DVBEs



# What is CCAP?

- Contract Compliance and Accountability Program
- Creates transparency and accountability by all parties
- Tracks monthly payments to S/DVBE subcontractors and suppliers under contract provisions
- Tracks economic development efforts

# Total SBE Utilization





# Innovation Program Objectives



- Engage member agencies and other utilities
- Provide feedback to innovation companies
- Peer to Peer Networking



# Technology & Innovation Highlights

- Launched Employee Innovation Council (EIC)
  - 50 employees across the District
  - Developed mission and vision statements
  - Launched innovation communication campaign
  - Began development of Ideation-submittal process



# Innovation Network – Strategic Partners

- Waterstart
- UCI Water Solutions 6
- Regional Agency Innovation Council
  - Pilots and Trials
- Peer to Peer Meetings
- Technology Approval Group
  - 30 Tech Pitches, 40 Utilities, 6 Trials

# Next Steps

- Further strengthen our partnership with Engineering group with the launch of MetWork contractor outreach series
- Support the growth of Small and Disabled Veteran Businesses through outreach, training and coaching
- Support and provide resources to the Office of Sustainability, Resiliency and Innovation





**ORGANIZATION, PERSONNEL AND TECHNOLOGY**  
**COMMITTEE MEETING**

**November 9, 2021 – 10:00 a.m.**

**MWD Headquarters Building – Teleconference Meeting**

**NON-INTEREST DISCLOSURE NOTICE**  
**COMMITTEE ITEM 6.d**

COMMITTEE ITEM 6.d – 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 Employees Association of The Metropolitan Water District of Southern California/AFSCME Local 1902 and the Supervisors Association]

This Non-Interest Disclosure Notice is being provided under the California Government Code: Pursuant to Government Code Section 1091.5(a)(9), a District officer or employee does not have a financial interest in a District contract if these conditions are satisfied: (i) his or her interest is that of a person receiving a salary, per diem or reimbursement for expenses from a government entity; (ii) the contract does not directly involve the department of the government entity that employs him or her; and (iii) the interest is disclosed to his or her body or board at the time the contract is considered and is noted in its official record. In accordance with this statute, the following District officers or employees have been, or may be, involved in the bargaining unit negotiations on behalf of management: Adel Hagekhalil, Marcia Scully, Abel Salinas, Katano Kasaine, Heather Beatty, Shane Chapman, Deven Upadhyay, Stephen Lem, Diane Pitman, Henry Torres, Tony Zepeda, Michelle Haight, Brent Yamasaki, Charlie Eckstrom, Dee Zinke, and Isamar Munoz.

Heather Beatty and Isamar Munoz are members of the Association of Confidential Employees (“ACE”), which has a salary provision in its

Memorandum of Understanding that allows ACE to select an annual salary adjustment from any one of the Memoranda of Understanding for the other bargaining units. Each of the remaining individuals is unrepresented. Under Administrative Code Section 6500(d), unless the Board directs otherwise, the pay rate range for each unrepresented individual except Adel Hagekhalil, Marcia Scully and Abel Salinas will be adjusted annually to correspond with the annual across-the-board salary adjustment provided to the District's management employees under the Memoranda of Understanding; although actual pay rates for these unrepresented individuals will be determined by their management. The other compensation and benefits for which the unrepresented individuals are eligible are set forth in the Administrative Code.



# Information Technology Manager's Report

Organization, Personnel, and Technology Committee

Item 7b

November 8, 2021



# Innovation – Digital Workplace and Mobility

- Meter Assessment Project
  - Condition assessment of 360 service connection billing flow meters
  - Evaluate the condition of each flow meter to determine which ones are in need of replacement/refurbishment
  - Teams: WSO, Corrosion, Engineering Design, Facility Planning



# Goals for New Application

- **Consistency** - Streamline and standardize condition assessments
- **Portability/Mobility** - Visit multiple sites in a single day
- **Geographic Location** - Accurate way to gauge the location of the meter
- **Application Design/Development** – IT (Anna Phi) and Engineering (Sophia Bird) Partnership

# Issues with Existing Process

- Paper forms
- Time consuming
- Forms get lost
- Data can be inconsistent
- Tracking can be cumbersome

# Survey 123 Mobile Application

- Geographic Information System (GIS) Enterprise Portal
  - GIS database
  - Client-side mobile application: Survey 123
    - Electronic forms
    - Captures spatial data & information
    - Upload data directly to network after inspection
    - Upload unlimited pictures
    - Data storage backed up
    - Off-line mode

# Survey 123 Mobile GIS Application

9:27 PM Tue Aug 31

Venturi Flow Meter

**Venturi Flow Meter Inspection**

Service Connection ID  Inspection Performed by


Location (Relative Address or Cross Streets)

Location (Station Number or Latitude/Longitude)

Member Agency/Sub-Agency  Reference Drawings

Meter GeoLocation

33°47'N 117°58'W ± 5 m



Venturi Inlet Diameter  Venturi Throat Diameter

Venturi Body Material  Venturi Pressure Lines Material

Venturi Throat Material  Flow Range (DP @ min flow and DP @ max flow)

Manufacture Date

**Meter Layout**

Upstream Straight Run Material and Length (in, or ft.)

Downstream Straight Run Material and Length (in, or ft.)

Obstruction Type/Location

**High Differential Pressure Transmitter**

Manufacturer/Model  Serial Number

Venturi Flow Meter

**Venturi Flow Meter Inspection**

Service Connection ID  Inspection Performed by

Location (Relative Address or Cross Streets)

Location (Station Number or Latitude/Longitude)

Member Agency/Sub-Agency  Reference Drawings

Meter GeoLocation

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