



OP&T Committee

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

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

1

Meeting with Board of Directors *

May 9, 2022

11:00 a.m.

Teleconference meetings will continue until further notice. Live streaming is available for all board and committee meetings on mwdh2o.com ([Click Here](#))

A listen only phone line is also available at 1-800-603-9516; 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.

**Monday, May 9, 2022
Meeting Schedule**

09:30 am - F&I
11:00 am - OP&T
12:00 pm - Break
12:30 pm - RP&AM
01:30 pm - C&L
02:30 pm - WP&S

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

* The Metropolitan Water District's meeting of this Committee is noticed as a joint committee meeting with the Board of Directors for the purpose of compliance with the Brown Act. Members of the Board who are not assigned to this Committee may participate as members of the Board, whether or not a quorum of the Board is present. In order to preserve the function of the committee as advisory to the Board, members of the Board who are not assigned to this Committee will not vote on matters before this Committee.

1. Opportunity for members of the public to address the committee on matters within the committee's jurisdiction (As required by Gov. Code Section 54954.3(a))

**** CONSENT CALENDAR ITEMS -- ACTION ****

2. CONSENT CALENDAR OTHER ITEMS - ACTION

- A. Approval of the Minutes of the Meeting of the Organization, Personnel and Technology Committee held April 11, 2022, and the Special Meeting held April 26, 2022

[21-1121](#)

Attachments: [05102022 OPT 2A-1 Minutes](#)
[05102022 OPT 2A-2 Minutes](#)

3. CONSENT CALENDAR ITEMS - ACTION

- 7-11** Approve entering into 2022-2024 Memorandum of Understanding between The Metropolitan Water District of Southern California and The American Federation of State, County and Municipal Employees, Local 1902; the General Manager has determined that the proposed action is exempt or otherwise not subject to CEQA [Conference with Labor Negotiators; to be heard in closed session pursuant to Gov. Code 54957.6. Metropolitan representatives: Diane Pitman, Human Resources Group Manager, Stephen Lem, HR Section Manager of Labor Relations. Employee organizations: The American Federation of State, County and Municipal Employees. (AFSCME), Local 1902]

[21-1122](#)

Attachments: [05102022 OPT 7-11 BL](#)
[05092022 OPT 7-11 Non-Disclosure Notice.pdf](#)

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

4. OTHER BOARD ITEMS - ACTION

NONE

5. BOARD INFORMATION ITEMS

NONE

6. COMMITTEE ITEMS

- a. Opportunities for Workforce and Organizational Development

[21-1155](#)

Attachments: [05092022 OPT 6a Presentation](#)

7. MANAGEMENT REPORTS

- a. Human Resources Manager's Report

[21-1123](#)

- b. Information Technology Manager's Report

[21-1152](#)

Attachments: [05092022 OPT 7b presentation](#)

8. FOLLOW-UP ITEMS

NONE

9. FUTURE AGENDA ITEMS

10. ADJOURNMENT

NOTE: This committee reviews items and makes a recommendation for final action to the full Board of Directors. Final action will be taken by the Board of Directors. Agendas for the meeting of the Board of Directors may be obtained from the Board Executive Secretary. This committee will not take any final action that is binding on the Board, even when a quorum of the Board is present.

Writings relating to open session agenda items distributed to Directors less than 72 hours prior to a regular meeting are available for public inspection at Metropolitan's Headquarters Building and on Metropolitan's Web site <http://www.mwdh2o.com>.

Requests for a disability related modification or accommodation, including auxiliary aids or services, in order to attend or participate in a meeting should be made to the Board Executive Secretary in advance of the meeting to ensure availability of the requested service or accommodation.

THE METROPOLITAN WATER DISTRICT OF SOUTHERN CALIFORNIA

MINUTES

ORGANIZATION, PERSONNEL AND TECHNOLOGY COMMITTEE

April 11, 2022

Vice Chair McCoy called the teleconference meeting to order at 2:09 p.m.

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

Members absent: None

Other Board Members present: Directors Abdo, Ackerman, Atwater, De Jesus, Dennstedt, Dick, Erdman, Fong-Sakai, Gray, Kurtz, Miller, Quinn, Ramos, and Record.

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

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

None

CONSENT CALENDAR ITEMS — ACTION

2. CONSENT CALENDAR OTHER ITEMS – ACTION

- A. Approval of the Minutes of the meeting of the Organization, Personnel and Technology Committee held March 7, 2022

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

The vote was:

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

Noes: None

Abstentions: Director Ortega

Absent: None

The motion passed by a vote of 13 ayes, 0 noes, 1 abstention, and 0 absent.

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. 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 and the Supervisors Association]

Presented by: Stephen Lem, Human Resources Section Manager

No action was taken in closed session.

For roll call purposes, it was stated by the Board Support Team that Director Sutley was inadvertently included as a committee member of OP&T and listed as present. Director Sutley is not a committee member and the information was corrected.

7. MANAGEMENT REPORT

- a. Human Resources Manager's Report

None.

b. Information Technology Manager's Report

None.

8. FOLLOW-UP ITEMS

None.

9. FUTURE AGENDA ITEMS

None.

10. ADJOURNMENT

Next meeting will be held on May 10, 2022

Meeting adjourned at 2:37 p.m.

Tana McCoy
Vice Chair

THE METROPOLITAN WATER DISTRICT OF SOUTHERN CALIFORNIA

MINUTES

SPECIAL ORGANIZATION, PERSONNEL AND TECHNOLOGY COMMITTEE

April 26, 2022

Vice Chair McCoy called the teleconference meeting to order at 9:00 a.m.

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

Members absent: Director Cordero and Williams.

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

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

1. OPPORTUNITY FOR MEMBERS OF THE PUBLIC TO ADDRESS THE LIMITED TO THE ITEMS LISTED ON THE COMMITTEE'S AGENDA

Katy Wager, called in to comment on item 2a.

Alan Shanahan, President of AFSCME Local 1902, called to comment on item 2a.

Charming Evelyn, Sierra Club & Environmental and Social Justice Committee, called in to comment on item 2a.

Ellen Mackey, Chair of AFSCME Women's Caucus, called in to comment on item 2a.

2. COMMITTEE ITEMS

- a. Subject: Report on State Audit response

Presented by: Adel Hagekhalil, General Manager

Mr. Hagekhalil introduced Jonaurea Wisdom, newly appointed Equal Employment Opportunity Officer, outlined key findings of the State Audit, provided an outline on how Metropolitan will address audit recommendations and provided an update on Metropolitan reforms.

- b. Subject: Update on Equal Employment Opportunities Policies

Presented by: Katano Kasaine, Assistant General Manager, CFO

Camille Hamilton Pating, Meyers Nave

Ms. Kasaine and Ms. Hamilton Pating reviewed and provided an update on changes made to Policy H-07, Equal Employment Opportunity and Policy H-13, Sexual Harassment Prohibition.

Abel Salinas, Ethics Officer, commented on State Audit findings and recommendations regarding Ethics Office.

The following Directors provided comments or asked questions

1. Fong-Sakai
2. Ramos
3. Ortega
4. Peterson
5. Quinn
6. Goldberg
7. Smith
8. Camacho
9. Record
10. Miller
11. Gray

Staff responded to the Directors questions and comments.

3. FOLLOW-UP ITEMS

None

4. FUTURE AGENDA ITEMS

Director Camacho requested a future agenda item to discuss Shaw Law Group reports.
Director Record requested a future agenda item to discuss Ethics Office reporting structure.

Director Miller requested future agenda item and discussion of State Audit findings.

5. ADJOURNMENT

Next meeting will be held on May 10, 2022

Meeting adjourned at 10:44 a.m.

Tana McCoy
Vice Chair



● **Board of Directors**
Organization, Personnel and Technology Committee

5/10/2022 Board Meeting

**7-11 Confidential Status
Removed 5/10/22**

Subject

Approve entering into 2022-2024 Memorandum of Understanding between The Metropolitan Water District of Southern California and The American Federation of State, County and Municipal Employees, Local 1902; the General Manager has determined that the proposed action is exempt or otherwise not subject to CEQA. [Conference with Labor Negotiators; to be heard in closed session pursuant to Gov. Code 54957.6. Metropolitan representatives: Diane Pitman, Human Resources Group Manager, Stephen Lem, HR Section Manager of Labor Relations. Employee organizations: The American Federation of State, County and Municipal Employees. (AFSCME), Local 1902.]

Executive Summary

The current Memorandum of Understanding (MOU) between Metropolitan and AFSCME Local 1902 expired on December 31, 2021. On March 29, 2022, the parties reached a Tentative Agreement on a successor MOU, the term of which will be January 1, 2022 through December 31, 2024. The Tentative Agreement has been ratified by AFSCME and is before the Board for approval and adoption.

Details

Background

AFSCME represents 1,251 staff in nearly every Group throughout Metropolitan, including Engineers, Operations & Maintenance Technicians, Plant Operators, Information Technology Analysts, Administrative Analysts and Administrative Support personnel. The current MOU for AFSCME expired on December 31, 2021.

On November 9, 2021, the Board's Organization, Personnel and Technology (OP&T) Committee authorized bargaining parameters for negotiations with AFSCME, and on March 29, 2022 the parties reached a Tentative Agreement on a successor MOU, consistent with the parameters authorized by the OP&T Committee. Key elements of the Tentative Agreement are as follows:

The term of the MOU shall be three years, commencing January 1, 2022, and expiring December 31, 2024. Effective June 26, 2022 (i.e., the beginning of the pay period which includes July 1, 2022), there shall be an across-the-board salary increase of 3.0% for all employees who are in the bargaining unit as of the date the MOU is approved by the Board. Each year thereafter during the term of the MOU, there shall be an across-the-board salary increase of 3.0% effective the first pay period that includes July 1st.

Effective in 2022, the parties agree that Juneteenth shall be observed as a paid District holiday each year on June 19th, or the closest workday in years in which June 19th falls on a weekend as outlined in existing Administrative Code Section 1106. The Administrative Code will likewise be updated to reflect the addition of the Juneteenth holiday.

Approximately 60 days following adoption of the 2022-24 MOU, the parties will re-open negotiations on a mutually agreed upon set list of issues. These will include Recruitment and Selection, Telework Policy, Transfer procedures, and District Housing. During such re-opener, all other previously agreed upon terms and conditions of the MOU (e.g., Term, Salaries, Benefits) shall be unchanged.

Based on the “Favored Nations” provisions in the Memoranda of Understanding with both the Association of Confidential Employees (ACE), and the Management and Professional Employees Association (MAPA), as well as Administrative Code Section 6500(d), it is anticipated that the economic terms described above will likewise be applied to employees represented by ACE and MAPA, as well as to Unrepresented staff.

Policy

Metropolitan Water District of Southern California Administrative Code Section 6101(k). As a result of negotiations, as set forth in Section 6101(k), the General Manager is authorized with Board approval to enter into a contractual agreement with AFSCME, per Section 6101(k).

Metropolitan Water District Administrative Code Section 11104: Delegation of Responsibilities

California Environmental Quality Act (CEQA)

CEQA determination(s) for Option #1:

The proposed action is not defined as a project under CEQA (Public Resources Code Section 21065, State CEQA Guidelines Section 15378) because the proposed action will not cause either a direct physical change in the environment or a reasonably foreseeable indirect physical change in the environment and involves continuing administrative activities, such as general policy and procedure making (Section 15378(b)(2) of the State CEQA Guidelines). In addition, the proposed action is not defined as a project under CEQA because it involves the creation of government funding mechanisms or other government fiscal activities which do not involve any commitment to any specific project which may result in a potentially significant physical impact on the environment (Section 15378(b)(4) of the State CEQA Guidelines). Furthermore, the proposed action is not defined as a project under CEQA because it involves organizational or administrative activities of governments that will not result in direct or indirect physical changes in the environment (Section 15378(b)(5) of the State CEQA Guidelines).

CEQA determination for Option #2:

None required.

Board Options

Option #1

Authorize the General Manager to exercise discretion under Administrative Code Section 6101(k) to enter into a successor MOU with AFSCME.

Fiscal Impact: The total increase in annual costs for FY 2022 will be \$4.92 million. This includes \$4.9 million for salary increases; and \$20,000 in Overtime costs for approximately 15 WSO staff anticipated to work on the Juneteenth holiday.

Business Analysis: If approved, a successor MOU with AFSCME will be implemented, thereby resolving contract negotiations with the District’s largest bargaining unit.

Option #2

Do not authorize agreement; direct staff to continue negotiations with AFSCME. [CEQA Determination not required]

Fiscal Impact: Unknown

Business Analysis: If agreement not approved, there will be no agreement with AFSCME, and the parties will resume negotiations.

Staff Recommendation

Option #1



Diane Pitman
Human Resources Group Manager

5/6/2022

Date



Adel Hagekhalil
General Manager

5/6/2022

Date

Ref# hr12687677

ORGANIZATION, PERSONNEL AND TECHNOLOGY
COMMITTEE MEETING

May 9, 2022 – 11:00 a.m.

MWD Headquarters Building – Teleconference Meeting

NON-INTEREST DISCLOSURE NOTICE
COMMITTEE ITEM 7-11

COMMITTEE ITEM 7-11 – Approve entering into 2022-2024 Memorandum of Understanding between The Metropolitan Water District of Southern California and The American Federation of State, County and Municipal Employees, Local 1902; the General Manager has determined that the proposed action is exempt or otherwise not subject to CEQA [Conference with Labor Negotiators; to be heard in closed session pursuant to Gov. Code 54957.6. Metropolitan representatives: Diane Pitman, Human Resources Group Manager, Stephen Lem, HR Section Manager of Labor Relations. Employee organizations: The American Federation of State, County and Municipal Employees. (AFSCME), Local 1902].

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.



Organization, Personnel, & Technology Committee

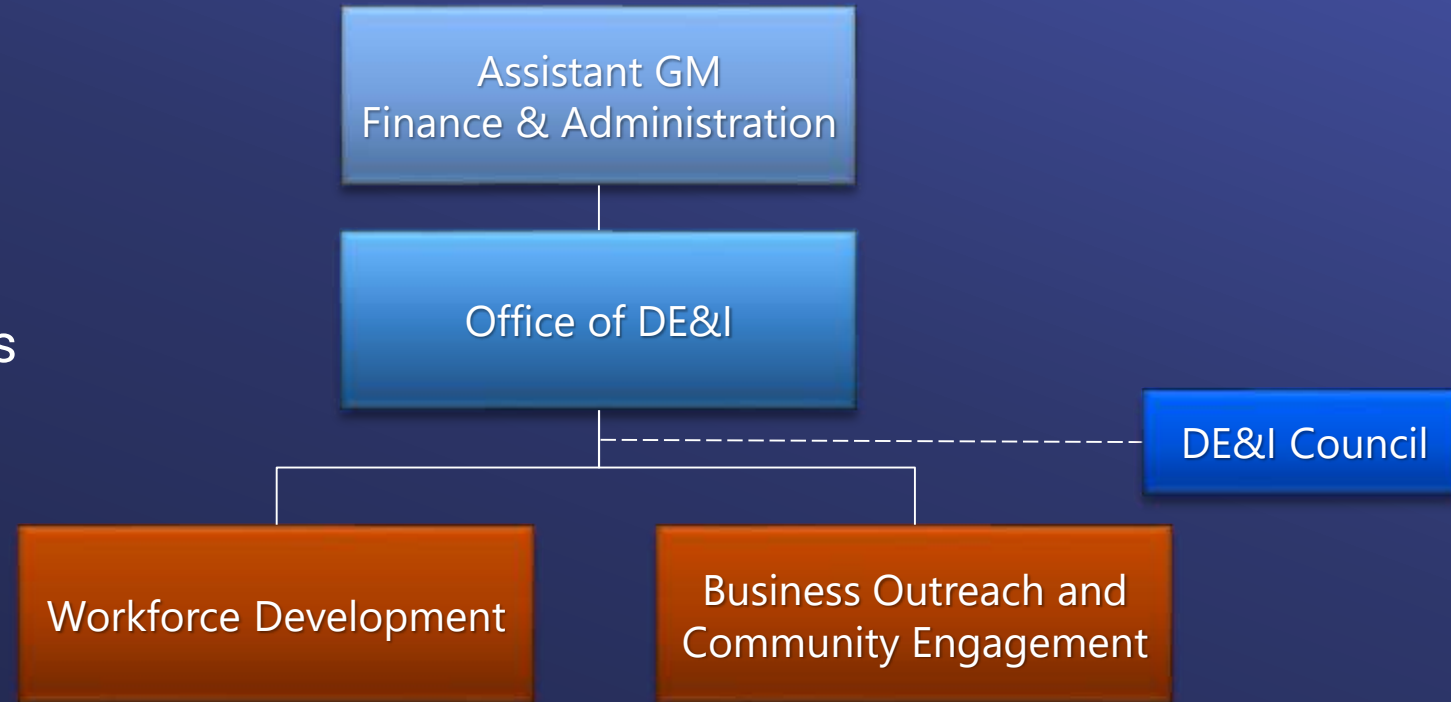
Opportunities for Workforce & Organizational Development

Item 6a
May 9, 2022

Office of Diversity, Equity, and Inclusion

Office to be developed by DE&I Officer

- Transfer existing Business Outreach program (6 positions)
- Create Workforce Development program and expand current programs
- Create DE&I Strategic Initiatives and robust educational training and Compliance program for the District
- Provide leadership to DEI Council and proposed Council Initiatives



Metropolitan's Workforce Development Functions



Top Three Workforce Development Challenges



Water Infrastructure Investments



Workplace Equity



Modern Work Landscape

Top Three Workforce Development Challenges



Water Infrastructure Investments



Workplace Equity



Modern Work Landscape

Workforce Development Outreach

Education Outreach

K-12,
Teacher Workshops,
Fieldtrips,
Teacher Externships

Internships, Co Ops, Pre-Apprentice

Local High Schools,
Community Colleges,
Trade Schools,
Community
Organizations

Apprentice Program

Labor Unions,
Community
Organizations,
Workforce
Development
Partners



Increase
Community
Participation in
Regional
Recycled Water
Workforce

Top Three Workforce Development Challenges



Water Infrastructure Investments



Workplace Equity



Modern Work Landscape

Metropolitan's **Pledge** to Diversity, Equity and Inclusion

Statement of Commitment, board approved Oct. 12, 2021

“equity and inclusion can only be realized for a diverse workforce through ensuring greater access, opportunity, empowerment, and advancement for all employees by ensuring there are no institutional barriers and providing the needed resources and support to enable the full participation of all individuals and groups of people, including members of marginalized groups.”

Top Three Workforce Development Challenges



Water Infrastructure Investments



Workplace Equity



Modern Work Landscape

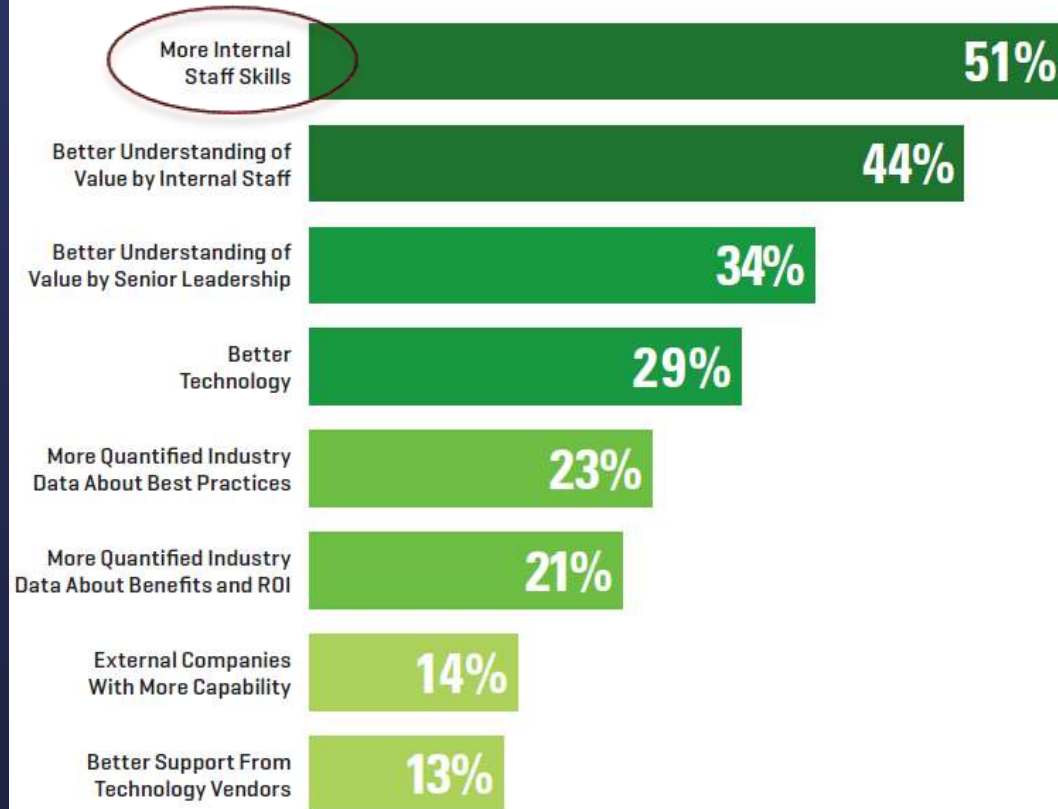
Modern Workforce Landscape

- Mental and Physical Wellness (Covid)
- Mobile/Hybrid/Remote Work Schedules
- Silver Tsunami
- The Great Resignation/Renegotiation
- Higher Staff Turnover
- New Technologies to Improve Workflow
- Tighter Budgets
- Demographic Shifts
- Sustainable & Environmental Priorities
- Less Emphasis on Higher Education
- Updating Workplace Benefits
- Diversity to Improve Hiring and Retention
- Expectations of Transparency
- Data Driven “SMART” Decision Making

Modern Workforce Landscape Challenges

Top Means of Advancing Digital Capabilities

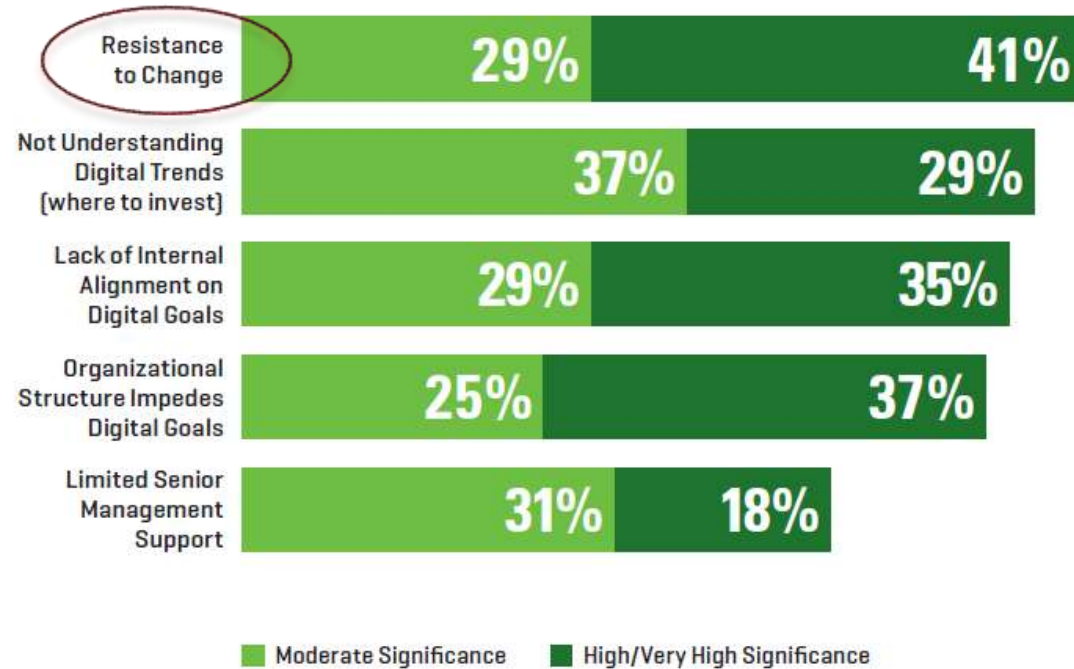
Average Percentage Who Selected it Among Top Three for the Seven Types of Digital Capabilities Measured



Ref: <https://www.construction.com/toolkit/reports/Digital-Capabilities-of-US-Water-Utilities>

Modern Workforce Landscape Challenges

Significant Organizational Challenges That Prevent Water Utilities From Meeting Digital Priorities



Ref: <https://www.construction.com/toolkit/reports/Digital-Capabilities-of-US-Water-Utilities>

Modern Workforce Landscape Challenges



WHITE-COLLAR JOBS

Typically involve performing job duties in an office setting

Generally require formal education, most often a bachelor's degree

Have a starting wage that is considered generally high, often paid on a salary basis



BLUE-COLLAR JOBS

Typically perform labor jobs and/or work with their hands

Formal education not typically required, although vocational/certification courses may be required for some higher-skilled blue-collar jobs

Starting wage is considered generally low, particularly in low- or no-skill jobs, often paid on an hourly basis

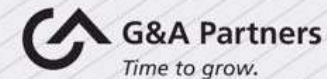


NEW-COLLAR JOBS

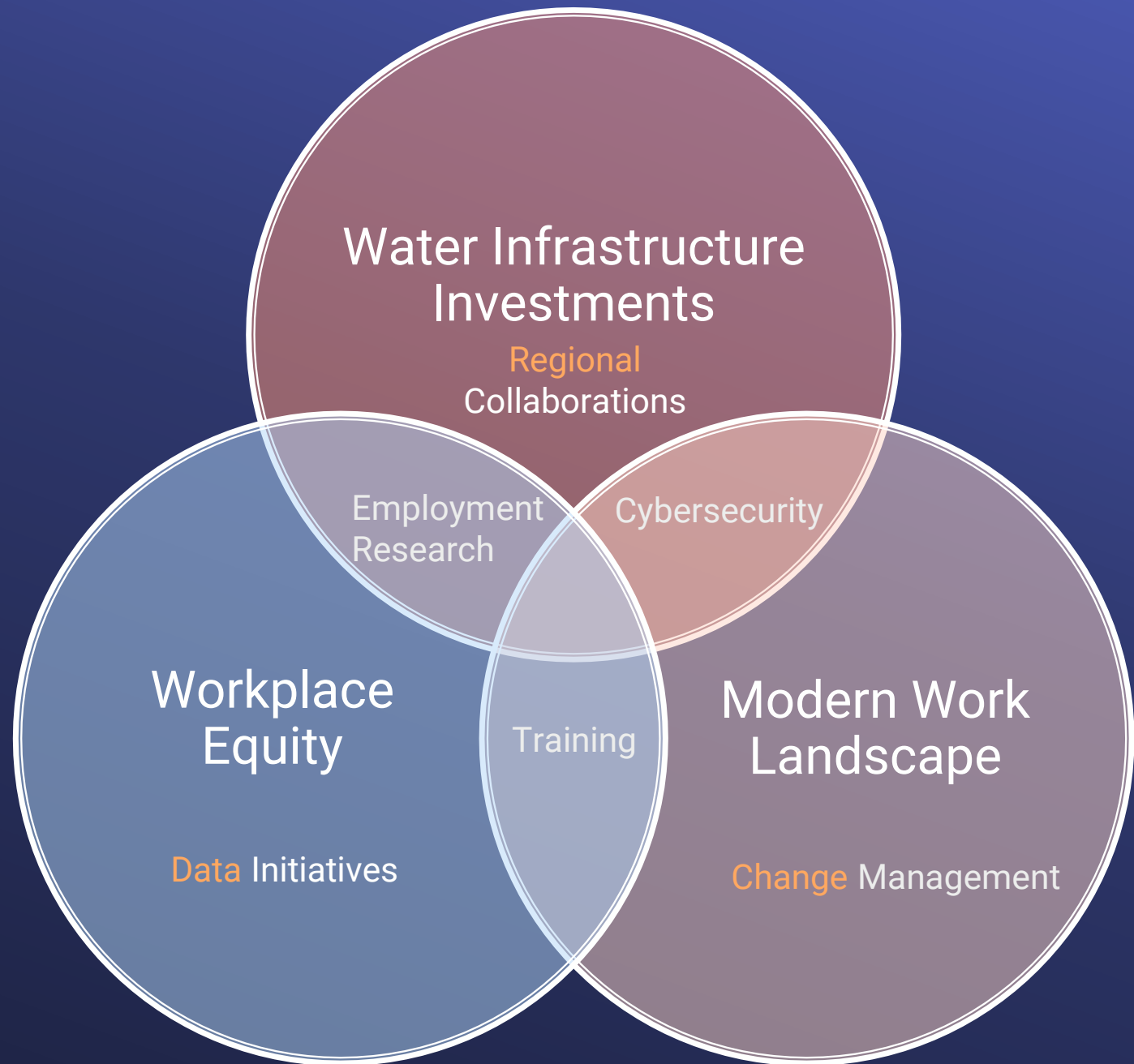
Typically involve more technical or hands-on work, but are not limited to a particular setting

May not require a traditional college degree, but do require considerable skills/talent, either learned or self taught

Starting wage is often much higher than many jobs available to workers with only a high school diploma



Metropolitan's Workforce Development Functions







Organization, Personnel and Technology Committee

IT Manager's Report

Item 7b

May 9, 2022

Innovation – Water Ordering System

The Existing Process

- Agencies phone in requests for flow change at Eagle Rock
- Operators manually input changes into system logs
- No communication back to agency that flow has been changed

Issues with Existing Process

- Time consuming
- Lack of accountability, cannot verify the caller's identity
- Lack of integration with system log

Goals for New Application

Modernization

- Modernize the current process by turning it into a web application

Ensure Accountability

- Log agency operators' requests

Integration

- Integrates with system logs

Application Design/Development

- IT – Johnny Vo/Jonathan Houck
- WSO – Mike Thompson

Water Ordering System

- Web-based application
- Allows electronic submissions of flow change requests
- Enhance security and accountability
 - Uses Multi-Factor Authentication (MFA)
 - Logs requests from operators
 - Member Agency approves their own operators, who are allowed to use the system
- User-friendly interface
 - Operators can see min and max of flow on their meter
 - Validation of requests, check if within meter's operating range
- Visual and email confirmations for acceptances of requests for agency operators

Agencies Currently Enrolled


- Long Beach
- Foothill Municipal
- Burbank
- Glendale

Upcoming Enrollments


- Santa Monica
- Beverly Hills

Water Ordering System

Operator Interface

Water Ordering

[Home](#) [Logout](#)

| Agency | Requestor | Meter | Old Flow + Change = New Flow (CFS) | Date | Time | Comments | Response (Optional) | Acknowledged | Approval | Complete |
|-------------|-------------------------|-------|------------------------------------|------------|-------|----------------------|----------------------|-------------------------------------|-----------------------------------|---|
| Los Angeles | Johnny Vo 2132170001 | LA-01 | 12+6=18 | 2022-04-21 | 09:00 | <input type="text"/> | <input type="text"/> | <input checked="" type="checkbox"/> | <div>Accept</div> <div>Deny</div> |  |

Update Response

Version: 1.0.4

Agency Interface

Water Ordering

Home

Logout

Schedule Flow Change

Meter: LA-01

Current Flow (CFS): 0.0

Last Requested Flow: 13.0

Date:
mm/dd/yyyy

Time:
--:--:--

Min Flow(CFS): 5.0, Max Flow(CFS): 50.0

| Old Flow - CFS | Change(+/-) - CFS | New Flow - CFS |
|----------------|-------------------|----------------|
| 18 | Enter CFS | 18 |

| Old Flow - MGD | Change(+/-) - MGD | New Flow - MGD |
|----------------|-------------------|----------------|
| 11.6 | Enter MGD | 11.6 |

Comments (Optional)

Submit

Reset

LA-01

2022-04-21 at 09:00

CFS: 18

Comments:

MWD Response:

Update

Delete

Version: 1.0.4

