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By the Board of Directors of
The Metropolitan Water District
of Southern California
at its meeting held 9-9



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METROPOLITAN WATER DISTRICT OF SOUTHERN CALIFORNIA

SEP 12 1995

Baron E. Delf
EXECUTIVE SECRETARY

August 8, 1995

To: Board of Directors (Engineering and Operations Committee -- Information)
(Finance and Insurance Committee -- Information)

From: General Manager

Subject: Status Report on the Development of the Business Resumption Plan

RECOMMENDATION:

Information Only.

John R. Wodraska
General Manager

Submitted by:

Mike G.

Edward G. Means
Chief of Operations

Concur:

John R. Wodraska

John R. Wodraska
General Manager

LAG/jcj
(R:OPS\SHARE\STATUS.BDL)

EXECUTIVE SUMMARY:

A December 1993 letter to the Special Audit Committee from the consulting firm KPMG Peat Marwick and a November 1990 Ernst and Young report recommended the development of a comprehensive business resumption plan. In May 1994, the General Manager approved the development of such a plan. As a result of this recommendation, a comprehensive Business Resumption Plan that addresses response and recovery of critical office functions after a disaster (i.e. major earthquake, fire, floods, civil unrest) is under development with a scheduled completion date of September 1995.

DETAILED REPORT:

A District-wide effort has been in process to develop a Department/Division-specific Business Resumption Plan. The Plan outlines standard guidelines to ensure that each Department and Division has established non-conflicting business resumption procedures. Metropolitan entered into a contract with IBM Consulting Services to assist with the development of this Plan in January 1995. District-wide management and staff were integral to developing the Plan and were represented on the Business Resumption Task Force and Business Resumption Steering Committee. Facilitated interview sessions with Department and Division management and staff were conducted as a part of the effort to identify critical functions and supporting resources.

An Executive Briefing for the General Manager was conducted on April 27, 1995, to identify the selected business resumption strategy; a combination of pre-disaster purchases, resource subscription (i.e., furniture, computer equipment), and implementation of a telecommuter infrastructure. The General Manager gave his approval to proceed with the preparation of a request to the Board of Directors for an appropriation to implement and maintain the Business Resumption Program.

As the development of the Plan approaches completion, each Department/Division has several programs, policies and procedures to be developed in order to finalize and implement the Plan. The establishment of a Business Resumption Command Center (BRCC), a Program Manager, participation in a validation exercise, and implementation of a telecommuter infrastructure are just a few aspects of ensuring executability of the plans. Additional details on the funding for the implementation of this program will be outlined in a pending October Board Letter, with approval requested in November.