

October 20, 1998

To: Board of Directors (Organization and Personnel Committee--Action)
(Legal and Claims Committee--Action)

From: General Counsel _____

Subject: Amendment of Conflict of Interest and Disclosure of Personal Finances Code

RECOMMENDATION

That Chapter 2 of Division VII of Metropolitan's Administrative Code be amended to read as set forth in Attachment B to this letter.

EXECUTIVE SUMMARY

Metropolitan's Conflict of Interest Code, adopted pursuant to the Political Reform Act of 1974, needs to be amended because of changes which have been made in Metropolitan's organization since the Conflict of Interest Code was last amended.

Changes include the designation of new positions, revisions of the titles of existing positions, deletion of positions which have been abolished and revision of disclosure categories. A more detailed explanation of the changes is shown on the attached "Statement of Reasons for Amendments to Conflict of Interest Code" attached as part of Attachment A.

The amended Conflict of Interest Code will be forwarded to the Fair Political Practices Commission for final approval.

DETAILED REPORT

Metropolitan's Conflict of Interest and Disclosure of Personal Finances Code (Conflict of Interest Code) was adopted by the Board and approved by the Fair Political Practices Commission (FPPC) as required by the Political Reform Act of 1974. It is necessary to amend Metropolitan's Conflict of Interest Code to maintain compliance with the Political Reform Act because of changes which have been made in Metropolitan's organization since the Conflict of Interest Code was last amended.

Any amendment to Metropolitan's Conflict of Interest Code must be approved by the FPPC. Title 2, California Code of Regulations Section 18750.1 requires that Metropolitan establish a 45-day public comment period regarding proposed amendments to its Conflict of Interest Code. September 25, 1998, to November 9, 1998, was designated as the public comment period. To date, comments have been received correcting titles and disclosure categories for two divisions.

These changes are reflected in Attachment B. Any additional comments received during the public comment period will be described in a supplement to this Board letter.

Changes include the designation of new positions, revisions of the titles of existing positions, deletion of positions which have been abolished and revision of disclosure categories. A more detailed explanation of the changes is shown on the attached "Statement of Reasons for Amendments to Conflict of Interest Code" attached as part of Attachment A.

If the amendments proposed are approved by your Board, the Conflict of Interest Code in Division VII of the Administrative Code will be amended in full and replaced by the Conflict of Interest Code set forth in Attachment B. The amended Conflict of Interest Code will be forwarded to the FPPC for final approval.

SBB:mg

Attachment 7-7A

Attachment 7-7B

Attachment 7-7A**Statement of Reasons for Amendments to Conflict of Interest Code**

The Metropolitan Water District of Southern California (Metropolitan) has undergone further reorganization since the Conflict of Interest Code was last revised in March, 1997. Job titles and job descriptions have changed, some positions have been added and others eliminated.

The following is a list of proposed amendments to Metropolitan's Conflict of Interest Code. Unless otherwise indicated, all section references are to sections of the revised Conflict of Interest Code.

Section 7201. Officers of the District. Minor changes are made to eliminate duplications in disclosure categories and to add food services companies to the Executive Secretary's disclosure responsibilities.

Section 7202. Finance and Business Services Division. Additional disclosure categories are added to reflect increased responsibilities of certain positions, particularly with respect to new business support services required because of Metropolitan's move from leased space to its new headquarters building.

Section 7203. Operations Division. Revisions reflect the consolidation of the Supervisory Control and Data Acquisition Branch with the Technology Branch, and renaming of the Emergency Preparedness and Security Branch. Additional disclosure categories are added because of additional services provided within some of the branches.

Section 7204. Engineering Division. Engineering Management Services Branch (formerly Office Engineering Branch) now has oversight responsibilities for contracts on a District-wide basis. Accordingly, in Section 7204(b), disclosure categories are broadened to include all the same categories as the General Manager. Other changes have been made to reflect new titles and reclassification of positions in the Engineering Division.

Section 7205. Human Resources Division. The position of Human Resources Manager has been added and the position of Manager of Personnel Services, as well as the positions of two analysts previously supporting this position, have been deleted to reflect streamlining of this division. Functions with respect to outreach, recruitment and employee development have also been consolidated with other assignments.

Section 7206. Communications Division. The Public Affairs Division has been retitled the Communications Division and expanded to include responsibility for legislative affairs. A Chief of Communications position has been created, and the Legislative Representative positions have been moved from the Office of the General Manager to the Communications Division.

Section 7207. Planning and Resources Division. The Conservation Branch has been moved from the former Public Affairs Division to the Planning and Resources Division.

Section 7209. Environmental Compliance Division. Additional disclosure categories have been added to better reflect current responsibilities of the designated employees in this division.

Section 7210. Information Technology Service Company. The Information Technology Service Company has been created as a separate division to provide information technology services throughout Metropolitan's organization. Formerly this function was within the Finance and Business Services Division.

Section 7211. Office of the General Manager. The new position of Board Executive Officer has been added. Formerly this function was within the scope of duties of an Executive Assistant. The Office of Business Development has been created within the Office of the General Manager to guide Metropolitan in the utilization of its intellectual and real property assets.

Section 7214. Budget Disbursement Agents. As a result of Metropolitan's Employee Improvement Summits and as part of the Materials Management Process Improvement Project, the General Manager permits Division managers to grant authority to approve purchase requisitions for items in the annual budget (subject to maximum amounts dictated by the budget and by the General Manager's authority). This authority may be granted to any employee on a business case basis regardless of job classification. Such employees are designated as "Budget Disbursement Agents."

Procedures for identification and review of the authority of all Budget Disbursement Agents have been implemented, both for purposes of internal controls and for filing of Statements of Economic Interests. Budget Disbursement Agents are designated in writing by the divisions utilizing this function, with copies of all delegations of authority to Budget Disbursement Agents distributed to the Human Resources Division and Legal Department. Monthly reports of employees with requisition approval authorization are generated by the Finance and Business Services

Division. The authorization of all Budget Disbursement Agents will be reviewed annually in conjunction with adoption of the following year's budget.

Budget Disbursement Agents may be designated within any of Metropolitan's Divisions or branches. Under the proposed revisions to the Conflict of Interest Code, a Budget Disbursement Agent will be required to report economic interests of the types listed in the broadest disclosure category within his or her division or branch.

10/22/98

#12047

Attachment 7-7B

**The following 25 pages are attachments to
Board Letter Item 7-7**

CONFLICT OF INTEREST AND DISCLOSURE OF PERSONAL FINANCES CODE

| Chapter | | Sec. |
|---------|---|------|
| 1 | General Requirements | 7100 |
| 2 | Designated Positions and Categories of Disclosure Index | 7200 |
| 3 | Ethics Policy for Directors | 7300 |

Chapter 1

GENERAL REQUIREMENTS

| Sec. | |
|-------|--|
| 7100. | Incorporation of Title 2, California Code of Regulations |
| 7105. | Filing of Statements of Economic Interests |
| 7110. | Opinions of the General Counsel |

§ 7100. Incorporation of Title 2, California Code of Regulations.

The Political Reform Act, Government Code Section 81000, et seq., requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission has adopted a regulation (2 Cal. Code of Regs., Sec. 18730) which contains the terms of a standard conflict of interest code, which can be incorporated by reference in an agency's code. After public notice and hearing it may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act. Therefore, the terms of 2 California Code of Regulations Section 18730 and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference. This regulation and the attached Appendix designating officials and employees and establishing disclosure categories, shall constitute the conflict of interest code of The Metropolitan Water District of Southern California.

§ 7105. Filing of Statements of Economic Interests.

Designated employees shall file their statements with The Metropolitan Water District of Southern California ~~who~~, which will make the statements available for public inspection and reproduction. (Gov. Code, Sec. 81008.) Upon receipt of the statements for the Board of Directors, the agency shall make and retain a copy and forward the original to the Fair Political Practices Commission. Statements for all other designated employees will be retained by the agency.

§ 7110. Opinions of the General Counsel.

(a) Opinion Requests. -- Any designated employee who is unsure of any right or obligation arising under this Code may request an opinion from the General Counsel of Metropolitan or the Fair Political Practices Commission.

(b) Evidence of Good Faith. -- If an opinion is rendered by the Commission, stating in full the facts and the law upon which the opinion is based, compliance by a designated employee with such opinion may be evidence of good faith in any civil or criminal proceeding brought pursuant to the Political Reform Act of 1974 or this Code.

Chapter 2

**DESIGNATED POSITIONS AND CATEGORIES
OF DISCLOSURE INDEX**

Sec.

- 7200. General Provisions
- 7201. Officers of the District
- 7202. Finance and Business Services Division
- 7203. Operations Division
- 7204. Engineering Division
- 7205. Human Resources Division
- 7206. ~~Public Affairs~~Communications Division
- 7207. Planning and Resources Division
- 7208. Water Quality Division
- 7209. Environmental Compliance Division
- 7210. ~~Office of the General Manager~~
7211Manager
Information Technology Service Company
- 7211. ~~Office of the General Manager~~
- 7212. Legal Department
- 72123. Officials Who Manage Public Investments
- 72134. ~~Budget Disbursement Agents~~
- 7215. Consultants

§ 7200. General Provisions.

(a) Investments, business positions in any business entity and sources of income listed in Column II of Sections 7201 through 72135 are disclosable if:

(1) The business entity in which the investment or business position is held is of the type which has contracted with Metropolitan within the previous two years; or

(2) The business entity in which the investment or business position is held is of the type which has furnished supplies or services as a subcontractor under any contract with Metropolitan within the previous two years; or

(3) The source of income is of the type which has contracted with Metropolitan within the previous two years; or

(4) The source of income is of the type which has furnished supplies or services as a subcontractor under any contract with Metropolitan within the previous two years.

(b) Where real property is made reportable in Column II of Sections 7201 through 72135, designated employees within Section 7201(a) shall report as an interest in real property any undeveloped real property located within Metropolitan's jurisdiction. For this purpose,

"undeveloped real property" is defined as real property for which there are no current water connections available from Metropolitan to the retail supplier of water and such water connections would be necessary to provide a water supply to the property, or for which larger water delivery facilities from Metropolitan are required before increased water service can be provided for a presently contemplated change in the use to which the property is put.

Where real property is made reportable all designated employees shall disclose any interests in real property within two miles of any Metropolitan land if, within the previous two years, Metropolitan has engaged in a real property transaction or a change in use designation of that land or if Metropolitan has under active consideration, such a transaction or change in designation affecting or involving that land at the time of filing.

(c) A designated employee must disclose that the designated employee is a director, officer, partner, trustee, employee, or holds any position of management in a business entity listed in Column II of Sections 7201 through 7213~~5~~ doing business within Metropolitan's jurisdiction and which is of the type which has contracted with Metropolitan or has furnished supplies or services as a subcontractor under any contract with Metropolitan within the previous two years.

§ 7201. Officers of the District.

- (a)
- | | |
|---------------------------|--|
| General Manager | 1. Office equipment and supplies |
| Deputy General Manager | 2. Banks and savings and loan institutions |
| Chief Engineer | 3. Securities dealers |
| Chief of Operations | 4. Real property |
| General Counsel | 5. Public utilities |
| Assistant General Counsel | 6. Financial audit services |
| Auditor | 7. Insurance services |
| Assistant Auditor | 8. Computer equipment, services and supplies |
| | 9. Printing, reproduction, or photographic equipment services and supplies |
| | 10. Periodicals, books, newspapers |
| | 11. Chemicals |
| | 12. Motor vehicles and specialty vehicles, parts and supplies |
| | 13. Construction and maintenance equipment, services and supplies |
| | 14. Petroleum products |
| | 15. Transportation and lodging services |
| | 16. Safety and security equipment and supplies |
| | 17. Security |
| | SS services |
| | 18. Food services and supplies |
| | 19. Communication services |
| | 20. Water quality testing equipment, services and supplies |
| | 21. Cathodic protection equipment, services and supplies |
| | 22. Engineering services |

- 23. Employment and temporary help agencies
- 24. Educational equipment, services and supplies
- 25. Medical supplies, services and informational materials
- 26. Landscape services and supplies
- 27. Typographical services
- 28. Four-color separations
- ~~29.~~ General and specialty equipment rentals
- ~~30~~29. Real estate sales and investment firms
- ~~3~~
- ~~34~~0. Consulting services: legal, energy and power, engineering, soil testing, water treatment, data processing, computers, doctors, labor relations, employee training, advertising, communications, design, art work, audio visual, movie products, planning, water pricing and demand, water resources, economists, desalting, financial, environmental, appraisers, investments, hazardous waste disposal
- ~~3~~
- ~~32~~1. Title insurance and escrow services
- ~~3~~
- ~~32.~~ Farming
- ~~3~~
- ~~3~~
- 4. Private water companies
- ~~3~~
- ~~35~~4. Electrical generating equipment and supplies
- ~~3~~
- ~~36~~5. Electrical equipment and supplies
- ~~3~~
- ~~37~~6. Real estate development firms
- ~~3~~
- ~~38~~7. Any business entity selling or leasing real property to, or purchasing or leasing real property from, the District

(b)

Members of the Board of Directors

See Section 721

2

2323

~~Members of the Board of Directors~~

~~See Section 7212~~

Chief Financial Officer

Assistant Chief Financial Officer

Controller

Assistant Controller

Treasurer

Assistant Treasurer

Effective as of 01/13/98 Board Meeting

~~-5522-~~

CHANGES MARKED

Deputy Treasurer

Deputy General Counsel--Financial Matters

(c)

Deputy General Counsel

See Section 721

1

1212

~~Deputy General Counsel~~

~~See Section 7214~~

(Including Senior Deputy General Counsel)

(d)

Executive Secretary

1. Transportation and lodging services

2. Food services and supplies

~~Executive Secretary~~

~~1. Transportation and lodging services~~

**§ 7202. Finance and Business Services
Division.**

(a)

Chief Financial Officer

See Section 721

2

2323

~~Chief Financial Officer~~

~~See Section 7212~~

Assistant Chief Financial Officer

/Financial/Financial

~~Assistant Chief Financial Officer/Financial
Services~~

(b)

Financial Services

(1)

Controller

See Section 721

2

2323

~~Controller~~

~~See Section 7212~~

Assistant Controller

Treasurer

Assistant Treasurer

Deputy Treasurer

1. Banks and savings and loan institutions

2. Financial audit services

3. Consulting services (investments

, and financial)

, and financial, including financial reporting)

~~(2)~~
Manager, Budget and Financial
Systems, Financial Analysis and
Administration ~~(2)~~
Financial Services Manager (Financial
Analysis and Administration)

4. Securities dealers

(3)
Administrative Analyst -
Deferred Compensation and Savings
Plans

1. Banks and savings and loan institutions
2. Financial audit services
3. Consulting services (investments
and financial)
4. Securities dealers

(4)
Risk Management
Risk Manager Financial Services
Manager (Risk Management)
Risk Manager

1. Consulting services (insurance, actuarial, risk
management, claims administration)
1. Consulting services (insurance)
2. Insurance companies
- ~~3. Safety and security equipment and supplies~~
- ~~4. Security services~~

(c)
Business Services
~~(1) Assistant Chief Financial Officer/~~

~~(1)~~
~~Business Services~~

~~(2)~~
Support Services Branch
Business Support Services Manager

1. Printing equipment, services and supplies
2. Copying equipment, services and supplies
3. Photographic equipment, services and supplies
4. Blueprint equipment, services and supplies
5. Periodicals, books and newspaper publishers
6. Microfilm equipment, services and supplies
7. Periodical, book and newspaper supplies
8. Property management services
9. Space planning
10. Cafeteria services
11. Moving services

~~(2)~~

~~(3)~~
Procurement and Materials
Management Branch

- (i)
Manager, Procurement and Materials
1. Chemicals

Management
Procurement Planning Manager
Inventory Manager
Principal Administrative Analyst
Principal Buyer

2. Process equipment
3. Motor vehicles and specialty vehicles, parts and supplies
4. Pipes, valves, fittings, pumps and meters
5. Electrical equipment, parts and supplies
6. Construction and building equipment and supplies
7. Petroleum products
8. Hardware tools and supplies
9. Printing or reproduction equipment, supplies and

Senior Buyer

Buyer
Junior Buyer

services

services

10. Transportation companies
11. Public utilities
12. Computer equipment, services and supplies
13. Safety equipment and supplies
14. Publishing services
15. Maintenance services
16. Food services and supplies
17. Hotels and motels
18. Office equipment and supplies
19. Maintenance supplies
20. Periodical, book and newspaper supplies
21. Telecommunications services and supplies

(ii)
Principal Clerk--
Transportation Services

1. Transportation companies
2. Motels and hotels

(4)

§ 7203. Operations Division.

(a)
Assistant Chiefs of Operations

Branch Managers/Operations and
Maintenance Managers
Desert Branch

La Verne Branch

Los Angeles Branch

Orange County Branch

1. Public utilities
2. Construction and building equipment and supplies
3. Real property
4. Chemicals
5. Pipes, valves, fittings, pumps, meters, equipment and supplies
6. Motor vehicles and specialty vehicles, and supplies
7. Petroleum products
8. Communication services
9. Water quality testing equipment services and supplies
10. Guard and maintenance service
11. Food service and supplies
12. Safety equipment and supplies

Riverside Branch

Skinner Branch

Valley Branch

13. Electrical equipment, parts and supplies
14. Hardware, tools and supplies
15. Solar energy equipment
16. Airplane equipment and supplies
17. Consulting services (energy and power, water treatment)
18. Maintenance supplies
19. Telecommunications supplies

(b)

Construction Services Branch

Operations and Maintenance Manager

Principal Engineer

Senior Engineer

1. Public utilities
2. Construction and building equipment and supplies
3. Real property
4. Pipes, valves, fittings, pumps, meters, equipment and supplies
5. Food service and supplies
6. Safety equipment and supplies
7. Electrical equipment, parts and supplies
8. Hardware, tools and supplies
9. Motor vehicles and specialty vehicles, and supplies
10. Petroleum products
11. Maintenance supplies

(c)

Special Services Branch

Operations and Maintenance Manager

Principal Engineer

Senior Engineer

1. Motor vehicles and specialty vehicles, and supplies
2. Communication services
3. Guard and maintenance service
4. Food service and supplies
5. Safety equipment and supplies
6. Construction and building equipment and supplies
7. Pipes, valves, fittings, pumps, meters, equipment and supplies
8. Motor vehicles and specialty vehicles, and supplies
9. Petroleum products
10. Electrical equipment, parts and supplies
11. Hardware, tools and supplies
12. Solar energy equipment
13. Airplane equipment and supplies
14. Maintenance supplies
15. Telecommunications supplies

(d)

Technical Services Branch

Technical Services Manager

Principal Engineer

Senior Engineer

1. Public utilities
2. Real property
3. Chemicals
4. Pipes, valves, fittings, pumps, meters, equipment and supplies
5. Communication services
6. Water quality testing equipment, services and supplies
7. Electrical equipment, parts and supplies
8. Solar energy equipment
9. Consulting services (energy and power, water treatment)
10. Telecommunications supplies

- 11. Motor vehicles and specialty vehicles, and supplies
- 12. Petroleum products
- 13. Guard and maintenance service
- 14. Safety equipment and supplies
- 15. Hardware, tools and supplies
- 16. Maintenance supplies

(e)

Systems Operations Branch
Systems Operation Manager

- 1. Public utilities
- 2. Food service and supplies

Principal Engineer

Senior Engineer
Systems Operation Manager

- 1. Public utilities

Principal Engineer

Senior Engineer

(f)

Operations Services Branch
Operations Services Manager

- 1. Public utilities
- 2. Construction and building equipment and supplies
- 3. Real property
- 4. Pipes, valves, fittings, pumps, meters, equipment and supplies
- 5. Communication services
- 6. Consultants (engineering, management, security and communications)

Principal Engineer

Senior Engineer

(g)

Technology Branch
Supervisory Control and Data Acquisition (SCADA) Branch
Control Systems Manager

- 1. Electronics supplies and equipment
- 1. Electronics supplies and equipment
- 2. Computer equipment, software and materials
- 2. Computer software and materials
- 3. Communications equipment and supplies
- 4. Digital and analog measurement, transmission, and recording instrument, equipment and supplies
- 5. Consultants (data processing, electronics, engineering)

Technology Branch Manager

Principal Engineer

Senior Engineer
Special Project Supervisor

(h)

Security and Emergency Response Branch
Technology Branch
Special Project Supervisor

- 1. Computer Equipment

(i)

~~Emergency Preparedness and Security Security Branch~~
~~Special Project Supervisor~~

- ~~1. Consulting services (security, emergency preparedness)~~
- ~~2. Investigative security services~~
- ~~3. Security equipment~~
- ~~4. Guard services~~
- ~~5. Maintenance services~~
- ~~1. Consulting services (security, emergency preparedness)~~
- ~~2. Investigative security services~~
- ~~3. Security equipment~~

~~Special Project Supervisor~~

§ 7204. Engineering Division.

(a)

Assistant Chief Engineer

Engineering Program Manager

1. Motor vehicles and specialty vehicles, parts and supplies
2. Construction and building equipment and supplies
3. Consultants (e.g., legal, engineering, soil testing, geology, project management, computers and appraisers)
4. Pipes, valves, fittings, pumps, meters, equipment and supplies
5. Safety equipment and supplies
6. Construction firms
7. Soil testing equipment, services and supplies
8. Surveying equipment, services and supplies
9. Real property
10. Cathodic protection equipment, services and supplies
11. Concrete testing equipment, services and supplies
12. Public utilities
13. Equipment services
14. Soil tests, compaction and other agreements on grading requirements
15. Real estate and investment firms
16. Any business entity selling or leasing real property to, or purchasing or leasing real property from Metropolitan
17. Title insurance and escrow services
18. Real estate development firms

(b)

~~Office Engineering Management Services Branch~~

~~Office Engineering Branch~~

~~Principal Engineer Resources Specialist~~

~~Senior Engineer Principal Administrative Analyst~~

~~Principal Engineer~~

~~Senior Engineer~~

~~Same as the General Manager (See Section 7201(a))~~

- ~~1. Construction and building equipment and supplies~~
- ~~2. Pipes, valves, fittings, pumps, meters, equipment and supplies~~
- ~~1. Construction and building equipment and supplies~~
- ~~2. Pipes, valves, fittings, pumps, meters, equipment and supplies~~

- ~~3. Printing and reproduction services~~
- ~~4. Newspapers, books and periodicals~~
- ~~5. Engineering labor services/agencies~~
- ~~6. Computer equipment, services and supplies~~
- ~~7. Consulting services (engineering)~~

(c)

Civil Engineering Branch

Principal Engineer

Senior Engineer

1. Construction and building equipment and supplies
2. Pipes, valves, fittings, pumps, meters, equipment and supplies
3. Real property
4. Public utilities
5. Consulting services (e.g., engineering, geotechnical and soil testing)
6. Engineering labor services/agencies
7. Computer equipment, services and supplies

(d)

Electrical Engineering Branch

Principal Engineer

Senior Engineer

1. Construction and electrical equipment and services
2. Public utilities
3. Consulting services (engineering)
4. Engineering labor services/agencies

(e)

Structural Engineering Branch

Principal Engineer

Senior Engineer

1. Construction and building equipment and supplies
2. Consulting services (engineering, geotechnical and soil testing)
3. Engineering labor services/agencies

(f)

Safety and Dams and Hydraulics Branch

Principal Engineer

Senior Engineer

1. Consulting services (geotechnical and soil testing)
2. Real property
3. Vendors (dam surveillance and groundwater monitoring and telemetry equipment)

(g)

Mechanical Engineering Branch

Principal Engineer

Senior Engineer

1. Construction and building equipment and supplies
2. Pipes, valves, fittings, pumps, meters, equipment and supplies
3. Safety equipment and supplies
4. Engineering labor services
5. Consulting services (engineering)
6. Printing and reproduction services
7. Electrical and electronic equipment, instrumentation and supplies
8. Real property

(h)

Project Management Branch

Principal Engineer

Senior Engineer

1. Construction and building equipment and supplies
2. Pipes, valves, fittings, pumps, meters, equipment and supplies
3. Safety equipment and supplies
4. Engineering labor services
5. Consulting services (engineering and geotechnical)
6. Printing and reproduction services
7. Real property
8. Soil testing equipment services and supplies
9. Public utilities

(i)

Inland Feeder Branch

Principal Engineer

Senior Engineer

1. Construction and building equipment and supplies
2. Pipes, valves, fittings, pumps, meters, equipment and supplies
3. Engineering labor services
4. Consulting services (engineering and geotechnical)
5. Real property
6. Soil testing equipment services and supplies
7. Public utilities
8. Safety equipment and supplies
9. Printing and reproduction services

(j)

Treatment P

lantprojects Branch

Principal Engineer

Senior Engineer

1. Construction and building equipment and supplies
2. Pipes, valves, fittings, pumps, meters, equipment and supplies
3. Safety equipment and supplies
4. Engineering labor services
5. Consulting services (engineering and geotechnical)
6. Printing and reproduction services
7. Real property
8. Soil testing equipment services and supplies
9. Public utilities

(k)

Eastside Reservoir Project Technical
Review and Support Facility Design

Principal Engineer

1. Motor vehicles and specialty vehicles, parts and supplies
2. Construction and building equipment and supplies
3. Consultants (e.g., legal, engineering, soil testing, geology, project management, computers and appraisers)
4. Pipes, valves, fittings, pumps, meters, equipment and supplies
5. Safety equipment and supplies
6. Soil testing equipment, services and supplies
7. Surveying equipment, services and supplies
8. Cathodic protection equipment, services and supplies
9. Concrete testing equipment, services and supplies
10. Soil tests, compaction and other agreements on grading requirements
11. Engineering labor, services and supplies

(l)

Eastside Reservoir Project Dams and Hydraulic Structures

Principal Engineer

Senior Engineer

1. Construction and building equipment, electronic equipment, and supplies
2. Pipes, valves, fittings, pumps, meters, equipment and supplies
3. Consulting services (e.g., engineering, geotechnical and soil testing)
4. Engineering labor services/agencies

~~Eastside Reservoir Project Dams and Hydraulic Structures~~

~~Principal Engineer~~

- ~~1. Construction and building equipment, electronic equipment, and supplies~~
- ~~2. Pipes, valves, fittings, pumps, meters, equipment and supplies~~
- ~~3. Consulting services (e.g., engineering, geotechnical and soil testing)~~
- ~~4. Engineering labor services/agencies~~

(m)

Eastside Reservoir Project Construction Management

Principal Construction Manager

1. Motor vehicles and specialty vehicles, parts and supplies
2. Construction and building equipment and supplies
3. Consultants (e.g., legal, engineering, soil testing, geology, project management, computers and appraisers)
4. Pipes, valves, fittings, pumps, meters, equipment and supplies
5. Safety equipment and supplies
6. Soil testing equipment, services and supplies
7. Surveying equipment, services and supplies
8. Cathodic protection equipment, services and supplies
9. Concrete testing equipment, services and supplies
10. Soil tests, compaction and other agreements on grading requirements
11. Engineering labor, services and supplies

(n)

Field Inspection Branch

Principal Engineer

Senior Engineer

1. Construction and building equipment and supplies
2. Consulting services
3. Pipes, valves, fittings, pumps and meters
4. Safety equipment
5. Concrete testing equipment, services and supplies
6. Construction firms

(o)

Construction Contracts Branch

Principal Engineer

Senior Engineer

1. Construction and building equipment and services
2. Consulting services
3. Pipes, valves, fittings, pumps and meters

4. Construction firms

(p)

Survey Engineering Branch
Principal Engineer

Principal Engineering Technician

~~Principal Engineer~~

~~Principal Engineering Technician~~

~~Chief of Surveys~~

1. Surveying equipment, services and supplies
2. Real property
3. Real estate and investment firms
4. Title insurance and escrow services
5. Real estate development firms
1. ~~Surveying equipment, services and supplies~~
2. ~~Real property~~
3. ~~Real estate and investment firms~~
4. ~~Title insurance and escrow services~~
5. ~~Real estate development firms~~

(q)

Corrosion Engineering Branch
Principal Engineer
~~ing Technician~~

1. Corrosion Engineering equipment, services and supplies
2. Cathodic protection equipment, services and supplies
3. Coating equipment, services and supplies

(r)

Real Estate Services Branch

~~(4)~~Business Support Services Manager

Principal Engineer

Principal Real Estate Representative

Senior Real Estate Representative

~~Principal Real Estate Representative~~

Real Estate Representative

Assistant Right-of-Way and Land Program Manager

1. Real property
2. Consulting services (appraisers), engineering and survey)
2. ~~Consulting services (appraisers)~~
3. Real estate sales and investment firms
4. Any business entity selling or leasing real property to, or purchasing of leasing real property from Metropolitan
3. ~~Real estate sales and investment firms~~
4. ~~Any business entity selling or leasing real property to, or purchasing of leasing real property from Metropolitan~~
5. Real estate development firms
6. Title insurance and escrow services
7. Data services (real property, construction and demographics)
8. Real estate appraisal

~~(2)~~

~~Senior Real Estate Representative
(Contract Procurement)~~

- ~~1. Real property~~
- ~~2. Consulting services (appraisers)~~
- ~~3. Data services~~
- ~~4. Real estate appraisal~~

~~Real Estate Representative
(Contract Procurement)~~

~~(3)
Right-of-Way Engineering Branch
Manager~~

- ~~1. Title insurance and escrow services~~
- ~~2. Consulting services (engineering and survey)~~

~~Principal Engineering Technician~~

~~Engineer~~

~~(4)
Senior Real Estate Representative
(Title and escrow matters)~~

- ~~1. Title insurance and escrow services~~

~~Real Estate Representative
(Title and escrow matters)~~

§ 7205. Human Resources Division

~~(a)~~

~~Director of Human Resources~~
~~Assistant Director of Human Resources~~
~~Human Resources Manager~~
~~Principal Human Resources Analyst~~

- ~~1. Employment agencies~~
- ~~2. Advertising services~~
- ~~3. Newspapers, books and periodicals~~
- ~~4. Medical services and supplies~~
- ~~5. Consulting services (doctors, employee training, labor and employee relations, all other consulting services listed in this Section 7205)~~
- ~~5. Consulting services (doctors, employee training, labor and employee relations, all other consulting services listed in this Section 7205)~~
- ~~6. Employee training equipment and supplies (electronic, visual, radio)~~
- ~~7. Investigative and security services~~
- ~~8. Insurance services~~
- ~~8. Insurance services~~

§ 7206. Communications Division.

~~(a)~~

~~Chief of Communications~~

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(b)

~~Manager of Personnel Services~~

All consulting services listed in this Section 7205(b)

~~(1)~~

~~Principal Personnel Analyst-
Compensation and Benefits~~

~~1. Consulting services (employment classification and compensation, job audits, benefits, insurance services, employee assistance, wellness)~~

~~(2)~~

~~Principal Programmer Analyst-Human
Resources Systems~~

~~1. Consulting services (information systems)~~

(c)

~~Outreach, Recruitment and Employee
Development Branch Manager~~

~~(1)~~

~~Organization Development~~

~~1. Consulting services (employee training, organization development)
2. Training materials~~

~~(2)~~

~~Recruitment and Selection~~

~~1. Employment agencies
2. Advertising services
3. Consulting services (recruitment and selection)~~

~~§ 7206. Public Affairs Division.~~

(a)

Director of Public Affairs

Same as the General Manager
(See Section 7201(a))

~~Senior Assistant Director of Public
Affairs Executive Legislative
Representative~~

~~Principal Legislative Representative~~

~~Assistant Legislative Representative~~

~~Government Relations Manager~~

~~Executive Assistant to General Manager
(Community Affairs)~~

(b)
Principal Public Affairs Representative
(Education Programs)

1. Newspapers, books, periodicals
2. Educational equipment, services and supplies
3. Consulting services (communications, design, art work, audio visual)

(c)
Principal Public Affairs Representative
(Community Relations)

1. Newspapers, books and periodicals
2. Hotel and motel accommodations, restaurants, bus and airline charter

(d)
Principal Public Affairs Representative
(Publications)

1. Newspapers, books and periodicals
2. Art supplies
3. Typographical services
4. Paper supplies
5. Four-color separations service
6. Consulting services (advertising, communications, design, art work, audio-visual, movie production)

(e)
Principal Public Affairs Representative
(Media)

1. Advertising services
2. Audio or visual aids
3. Newspapers, books and periodicals
4. Consulting services (advertising, communications, audio visual, movie productions)

(f)
Principal Resource Specialist (Community Affairs)
Principal Public Affairs Representative
~~Principal Public Affairs Representative (Conservation)~~

Same as the General Manager
(See Section 7201(a))

- ~~1. Construction and maintenance equipment, services and supplies~~
- ~~2. Consultant services (energy, and power, environmental, water resources and water pricing and demand)~~

(g)
Principal Government Relations Representative

1. Hotel and motel accommodations, restaurants, bus and airline charter
2. General and specialty equipment rentals
3. Employment agencies
4. Consultants (public relations)
5. Newspapers, books and periodicals

Senior Government Relations Representative

Government Relations Representative

Government and Regional Affairs Representative

~~Principal Government Relations Representative~~

- ~~1. Hotel and motel accommodations, restaurants, bus and airline charter~~
- ~~2. General and specialty equipment rentals~~
- ~~3. Employment agencies~~

~~Senior Government Relations Representative~~

~~—Representative~~

~~—Government Relations Representative~~

~~4. Consultants (public relations)~~

~~5. Newspapers, books and periodicals~~

**§ 7207. Planning and Resources
Division.**

(a)

Chief of Planning and Resources

Assistant Chief of Planning and Resources

--Integrated Resources and Financial
Planning

--State Water Project Resources

--Colorado River Resources and
Power

--Resources Management and System
Planning

1. Public utilities
2. Engineering services
3. Real property
4. Farming
5. Private water companies
6. Real estate development
7. Construction and maintenance equipment, services and supplies
8. Consulting services (energy and power, economists, engineering, environmental, financial, planning, desalting, water pricing and demand, water resources)

(b)

Colorado River Resources Branch

Principal Engineer

Senior Engineer

1. Public utilities
2. Engineering services
3. Farming
4. Construction and maintenance equipment, services and supplies
5. Consulting services (energy and power)

(c)

Power Resources Branch

Principal Engineer

Senior Engineer

1. Real property
2. Consulting services (engineering, planning, environmental, financial)
3. Public utilities
4. Engineering services
5. Construction and maintenance equipment, services and supplies

(d)

State Water Project Branch

Principal Engineer

Senior Engineer

1. Real property
2. Public utilities
3. Construction and maintenance equipment, services and supplies
4. Engineering services
5. Real estate development firms
6. Farming

7. Consulting services (engineering, environmental, financial, energy and power, water resources, water pricing and demand)

(e)

Bay-Delta Branch

Principal Engineer

Senior Engineer

1. Consulting services (engineering and environmental)

(f)

Bay-Delta Geographic Information System
Modeling Development Branch

Principal Engineer

Senior Engineer

1. Consulting services (engineering and environmental)

(g)

Reclaimed Water and Resources
Management Branch

Principal Engineer

Senior Engineer

1. Real property
2. Public utilities
3. Construction and maintenance equipment, services and supplies
4. Engineering services
5. Real estate development firms
6. Farming
7. Consulting services (engineering, environmental, energy and power, water resources, water reclamation, water pricing and demand)

(h)

Facilities Planning and Water Transfers and
Groundwater Branch

Principal Engineer

Senior Engineer

1. Real property
2. Farming
3. Consulting services (engineering, planning, environmental, financial)
4. Public utilities
5. Private water companies
6. Engineering services
7. Construction and maintenance equipment, services and supplies

(i)

Local Resources Program Branch

Principal Engineer

1. Real property
2. Farming
3. Consulting services (engineering, planning,

| | |
|--------------------------------------|--|
| Senior Engineer | <ul style="list-style-type: none"> environmental, financial) 4. Public utilities 5. Private water companies 6. Engineering services |
| (j) | |
| Integrated Resources Planning Branch | <ul style="list-style-type: none"> 1. Real property |
| Principal Engineer | <ul style="list-style-type: none"> 2. Public utilities 3. Engineering services 4. Real estate development firms |
| Senior Engineer | <ul style="list-style-type: none"> 5. Farming 6. Consulting services (engineering, environmental, financial, energy and power, water resources, water pricing and demand) |
| (k) | |
| Environmental Planning Branch | <ul style="list-style-type: none"> 1. Real property 2. Public utilities 3. Engineering services 4. Real estate development firms |
| Principal Environmental Specialist | <ul style="list-style-type: none"> 5. Consulting services (engineering, environmental, financial, energy and power, water resources, water pricing and demand) |
| (l) | |
| Financial Planning Branch | <ul style="list-style-type: none"> 1. Real property 2. Public utilities 3. Consulting services (engineering, environmental, financial, energy and power, water resources, water pricing and demand) |
| Principal Engineer | |
| Senior Engineer | |
| (m) | |
| Legislative and Policy Development | <ul style="list-style-type: none"> 1. Real property 2. Public utilities 3. Real estate development firms 4. Farming 5. Consulting services (engineering, environmental, financial, energy and power, water resources, water pricing and demand) |
| Principal Resource Specialist | |
| (n) | |
| <u>Conservation Branch</u> | <ul style="list-style-type: none"> 1. <u>Construction and maintenance equipment, services and supplies</u> 2. <u>Consultant services (energy, and power, environmental, water resources and water pricing and demand)</u> |
| <u>Principal Resource Specialist</u> | |

§ 7208 Water Quality Division.

| | |
|----------------------------------|--|
| (a) Director of Water Quality | <ul style="list-style-type: none"> 1. Chemicals |
|----------------------------------|--|

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Associate Director of Water Quality
Manager, Water Purification Branch

2. Pipes, valves, fittings, pumps, meters, equipment and supplies
3. Safety equipment and supplies
4. Water quality testing, equipment, supplies and services
5. Consultants (water quality)

(b)
Manager, Chemistry Branch
Manager, Microbiology Branch

1. Chemicals
2. Safety equipment and supplies
3. Water quality testing, equipment, supplies and services
4. Consultants (water quality)

(c)
Principal Engineer
Senior Engineer

1. Consultants (water quality, water quality regulations)

§ 7209. Environmental Compliance Division.

(a)
Director of Environmental Division
Division Compliance

1. Consulting services (environmental assessment, permitting, legislative, medical, health and safety)
 2. Hazardous waste disposal/treatment services
 3. Safety and security equipment and suppliers
 4. Related training, services and supplies
- ~~1. Consulting services (environmental assessment, legislative, medical, health and safety)~~
~~2. Hazardous waste disposal/treatment services~~
~~3. Safety and security equipment and suppliers~~
~~4. Related training, services and supplies~~

~~—Director, Environmental Division~~

(b)
Principal Environmental Specialist/
Manager, Workplace Health and Safety

1. Safety, health and medical services and supplies
2. Consulting services (health and safety, medical, training)
3. Hazardous waste disposal/treatment services
34. Related training, services and supplies

(c)
Principal Environmental Specialist/
Manager, Regulatory Affairs

1. Consulting services (environmental assessment, permitting, legislative, health and safety)

§ 7210. Information Technology Service Company

| | |
|--|---|
| <u>Director of Information Technology</u> | <u>1. Computer equipment, services and supplies</u> |
| <u>Information Systems Manager</u> | |
| <u>Information Services Manager</u> | |
| <u>--Telecommunications Branch</u> | <u>2. Communication equipment, software, services and supplies</u> |
| <u>--Planning Branch</u> | <u>3. Consulting services (computers, data processing, engineering and legal)</u> |
| <u>--Business Applications Services Branch</u> | |
| <u>--IT Operations Branch</u> | |
| <u>--Customer Support Branch</u> | |
| (d) | |
| <u>Principal Environmental Specialist/</u> | |
| <u>Manager, Environmental Branch</u> | <u>1. Consulting services (environmental, hazardous waste disposal)</u> |
| | <u>2. Hazardous waste disposal/treatment services</u> |

§ 721

01. Office of the General Manager.

| | |
|---|------------------------------------|
| (a) | |
| <u>Executive Legislative Representative</u> | <u>Same as the General Manager</u> |
| <u>Principal Legislative Representative</u> | <u>(See Section 7201(a))</u> |
| <u>Assistant Legislative Representative</u> | |
| (b) | |
| <u>Executive Assistants</u> | <u>Same as the General Manager</u> |
| <u>Board Executive Officer</u> | <u>(See Section 7201(a))</u> |
| <u>Executive Assistants</u> | <u>Same as the General Manager</u> |
| | <u>(See Section 7201(a))</u> |
| (| |
| <u>eb)</u> | |
| Office of Diversity | Same as the General Manager |
| | (See Section 7201(a)) |
| Minority Business Enterprise/Women's Business Enterprise Outreach Program Administrator | |
| Equal Employment Opportunity Officer | |
| (c) | |
| <u>Office of Business Development</u> | <u>Same as the General Manager</u> |
| <u>Director of Business Development</u> | <u>(See Section 7201(a))</u> |
| <u>Principal Resource Specialist</u> | |

§ 721

§ 721112. Legal Department.

Senior Deputy General Counsel

Same as the General Manager
(See Section 7201(a))

Deputy General Counsel

§ 72123. Officials Who Manage Public Investments.

It has been determined that the persons in the positions listed below manage or approve public investments and will file a statement of economic interests pursuant to Government Code Section 87200:

Members of the Board of Directors
Chief Financial Officer
Assistant Chief Financial Officer/Financial Services
Controller
Assistant Controller
Treasurer
Assistant Treasurer
Deputy Treasurer
Deputy General Counsel (including Senior Deputy General Counsel)--Financial Matters

§ 7214. Budget Disbursement Agents.

Division managers may grant authority to approve purchase requisitions of up to \$250,000 to any employee within his or her division on a business case basis regardless of job classification, provided that such purchase has been expressly authorized in the Board-approved annual budget for the applicable fiscal year. Such authorization must be in writing and will be reviewed annually in conjunction with Board approval of Metropolitan's annual budget.

Each division is responsible for reporting any such delegation of authority to an employee (a "Budget Disbursement Agent") to the Human Resources Division and the Legal Department. All Budget Disbursement Agents will be listed on a report distributed to division management and updated monthly. Each Budget Disbursement Agent will be responsible for disclosure pursuant to the broadest disclosure category in the employee's branch or division.

§ 72135. Consultants.

Consultants shall be included in the list of designated employees and shall disclose pursuant to the broadest disclosure category in the code subject to the following limitation:

The General Manager may determine in writing that a particular consultant, although a "designated position," is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with the disclosure requirements described in this section. Such written determination shall include a description of the consultant's duties and, based upon that description, a statement of the extent of disclosure requirements. The General Manager's determination is a public record and shall be retained for public inspection in the same manner and location as this Conflict of Interest Code.