

- **Board of Directors**  
**Legal, Claims and Personnel Committee**

January 11, 2005 Board Meeting

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**REVISED 8-5**

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### **Subject**

Amend the Conflict of Interest Code in Chapter 2 of Division VII of the Metropolitan Water District Administrative Code for statutory compliance

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### **Description**

The regulations of the Fair Political Practices Commission (FPPC) require that multi-county local agencies like The Metropolitan Water District of Southern California (Metropolitan) review their conflict of interest codes each even-numbered year. Code amendments are required if there are changes in reporting positions or reporting categories. A review of Metropolitan's Conflict of Interest Code indicates that Metropolitan's Code needs to be amended because significant changes have been made in Metropolitan's organization since its Code was last amended in 2003. The current Conflict of Interest Code with strikeovers and proposed amending notations is shown in **Attachment 1**. The final Conflict of Interest Code with all changes if adopted is shown in **Attachment 2**. Portions revised from the original letter are shown in green and italics.

The changes to Metropolitan's Conflict of Interest Code reflect the changes that have occurred to Metropolitan's organization, job titles, and types of matters currently handled by Metropolitan. The Statement of Reasons for Amendments to Conflict of Interest Code, set forth in **Attachment 3**, provides a detailed explanation of the changes that have been made. Any amendment to Metropolitan's Conflict of Interest Code must be approved by the FPPC. The California Government Code requires a 45-day public comment period, which took place from November 10, 2004 to December 27, 2004. All comments received have been reviewed, and required corrections have been incorporated into the final proposed amendments, including deletion of positions inappropriately added in the proposed Conflict of Interest Code revisions, which were identified in the comments.

If the Board approves the proposed amendments, the amended Conflict of Interest Code will then be forwarded to the FPPC for final statutory review and approval. The FPPC may require additional changes as a condition to its approval. Therefore, it is requested that the General Counsel be authorized to include any non-substantial changes required by the FPPC.

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### **Policy**

Metropolitan Water District Administrative Code Chapter 2 Division VII, Conflict of Interest and Disclosure of Personal Finances Code Section 7100

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### **California Environmental Quality Act (CEQA)**

CEQA determination for Options #1 and #2:

The proposed action is not defined as a project under CEQA because the proposed action involves continuing administrative activities such as general policy and procedure making (Section 15378(b)(2) of the State CEQA Guidelines). In addition, where it can be seen with certainty that there is no possibility that the proposed action in question may have a significant effect on the environment, the proposed action is not subject to CEQA (Section 15061(b)(3) of the State CEQA Guidelines).

The CEQA determination is: Determine that the proposed action is not subject to the provisions of CEQA per Sections 15378(b)(2) and 15061(b)(3) of the State CEQA Guidelines.

**Board Options/Fiscal Impacts**

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**Option #1**

Adopt the CEQA determination and

- a. Approve the proposed amendments; and
- b. Authorize the General Counsel to include additional non-substantial changes requested by the FPPC.

**Fiscal Impact:** None

**Option #2**

Adopt the CEQA determination and

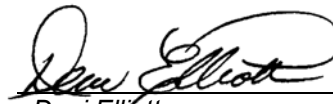
- a. Approve the proposed amendments with additional amendments proposed by the Board; and
- b. Authorize the General Counsel to include additional non-substantial changes requested by the FPPC.

**Fiscal Impact:** None

**Staff Recommendation**

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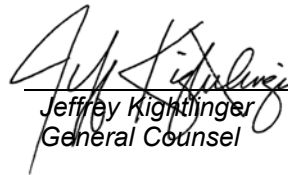
Option #1



Deni Elliott  
Ethics Officer

1/5/2005

Date



Jeffrey Kightlinger  
General Counsel

1/5/2005

Date

**Attachment 1 – Conflict of Interest Code with strikeovers and proposed amendments**

**Attachment 2 – Conflict of Interest Code with all changes**

**Attachment 3 – Statement of Reasons for Amendments to Conflict of Interest Code**

BLA #3363

**Chapter 2**

**DESIGNATED POSITIONS AND CATEGORIES  
OF DISCLOSURE INDEX**

Sec.

- 7200. General Provisions
- 7201. Officers of the District
- 7202. Office of the Chief Financial Officer
- 7203. Water System Operations Group
- 7204. Corporate Resources Group
- 7205. Water Resources Management Group
- 7206. Office of the Chief Executive Officer
- 7207. Office of ~~Ethics~~~~the Chief Operating Officer~~
- 7208. Office of the Chief Operating Officer
- ~~7209~~. Legal Department
- ~~7210~~7209. Public Officials Who Manage Public Investments
- 72110. Budget Disbursement Agents
- 72121. Consultants

**§ 7200. General Provisions.**

(a) Investments, business positions in any business entity and sources of income listed in Column II of Sections 7201 through 7211 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 7211, 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 7211 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.

(d) Employees who fill the positions of designated employees by temporary appointment for a *de minimis* period of time, not to exceed three consecutive weeks during the calendar year, shall not be deemed to be designated employees under this Conflict of Interest and Disclosure of Personal Finances Code.

**§ 7201. Officers of the District.**

(a)

Chief Executive Officer

Chief Operating Officer

General Counsel

Assistant General Counsel

General Auditor

Assistant General Auditor

Ethics Officer

*Controller*

*Assistant Controller*

1. Office equipment and supplies
2. Banks and savings and loan institutions
3. Securities dealers
4. Real property
5. Public utilities
6. Financial audit services
7. Insurance services
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 services, equipment and supplies
17. Food services and supplies
18. Communication services
19. Water quality testing equipment, services and supplies
20. Cathodic protection equipment, services and supplies
21. Engineering services
22. Employment and temporary help agencies
23. Educational equipment, services and supplies
24. Medical supplies, services and informational materials
25. Landscape services and supplies
26. Typographical services
27. General and specialty equipment rentals
28. Real estate sales and investment firms
29. 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, investment, hazardous waste disposal.
30. Title insurance and escrow services
31. Farming
32. Private water companies
33. Electrical generating equipment and supplies
34. Electrical equipment and supplies
35. Real estate development firms
36. 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 721009

Chief Financial Officer

~~—Controller~~

~~—Assistant Controller~~

Treasurer

Assistant Treasurer

~~—Deputy Treasurer~~

~~—Deputy General Counsel—Financial Matters~~

(c)

~~—Deputy General Counsel  
(Including Senior Deputy General Counsel)~~

See Section 7208

(d)

~~—Executive Secretary~~

~~1. Transportation and lodging services  
2. Food services and supplies~~

**§ 7202. Office of the Chief Financial Officer.**

(a)

~~—Chief Financial Officer~~

See Section 7209

(b)

Financial Services

(1)

~~Section Manager — Controller  
Section Manager Treasury and  
Debt Management  
Section Manager Budget and  
Financial Planning~~

~~See Section 7210091. Banks and savings and loan institutions  
2. Financial audit services  
3. Consulting services (investments, investment banking, brokers, economists, planning, water pricing, and other financial services, including financial reporting)  
4. Securities dealers  
5. Information Technology consulting services (e.g. computers, data processing, and engineering)~~

Unit Manager - Assistant Controller

~~—Treasurer~~

~~—Assistant Treasurer~~

Deputy Treasurer

~~Team Manager – Payroll/Accounts Payable~~

~~Program Manager – Rates and Charges~~

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

~~—(2)~~

~~Section Manager Treasury and Debt Management~~

~~Section Manager Budget and Financial Planning~~

~~Program Manager – Rates and~~

~~1. Banks and savings and loan institutions  
2. Financial audit services  
3. Consulting services (investments and financial, including financial reporting, planning, water pricing, economists, and investment banking)~~

~~Charges~~  
~~(32)~~  
Unit Manager Risk Management

~~4. Securities dealers~~

- 1. Consulting services (insurance, actuarial, risk management, claims administration, health, safety and environmental services)
- 2. Insurance companies

**§ 7203. Water System Operations Group.**

(a)  
Water System Operations Group Manager  
Water System Operations Group Assistant Manager

- 1. Airplane equipment and supplies
- ~~2.~~ Boating/marina related supplied and services
- ~~32.~~ Chemicals
- ~~43.~~ Communication services
- ~~54.~~ Construction and building equipment and supplies
- ~~65.~~ Consulting services (~~ie. E~~energy and power, operations, maintenance-related services, water quality, water quality regulations, water treatment, engineering, planning, management, planning, security and guard services, emergency preparedness, communications, recreation-related services, control systems (including SCADA), environmental assessment, permitting, legislative medical, claims administration, health and safety.)
- ~~76.~~ Electrical equipment, parts and supplies
- ~~87.~~ Electronic supplies and equipment
- ~~9.~~ Energy equipment and supplies
- ~~108.~~ First-aid materials and supplies, related training and services
- ~~119.~~ Food services and supplies
- ~~1240.~~ Hardware, tools and supplies
- ~~1344.~~ Hazardous waste disposal/treatment services
- ~~1442.~~ Investigative security services and security-related equipment and supplies
- ~~1543.~~ Maintenance supplies
- ~~1644.~~ Motor vehicles and specialty vehicles, parts and supplies
- ~~1745.~~ Petroleum products
- ~~1846.~~ Pipes, valves, fittings, pumps, meters, equipment and supplies
- ~~1947.~~ Public utilities
- ~~2048.~~ Real property
- ~~2149.~~ Safety, health and medical services and supplies; safety equipment and supplies
- ~~2220.~~ Software, including control systems, SCADA, maintenance management, energy and water planning~~Energy equipment and supplies~~
- ~~2324.~~ Telecommunications equipment and supplies
- ~~2422.~~ Training materials & supplies (apprenticeship program related)
- ~~25.~~ Water quality testing, equipment, supplies and services
- ~~26.~~ Weed abatement/landscape maintenance related contracts

Program Manager I – Apprenticeship Program

(b)

Security & Emergency Management Unit  
Security & Emergency Management Unit Manager  
Security Team Manager  
Operations Planning Unit  
~~—Operations Planning Unit Manager~~

1. Training materials & supplies (apprenticeship program related)

- 1. Consulting services (security and guard services, emergency preparedness)
- 2. Investigative security services and security-related equipment and supplies  
engineering, planning, energy and power)
- ~~2. Public utilities~~
- ~~3. Real property~~

(c)

Workplace Health & Safety Unit  
Workplace Health & Safety Unit Manager  
Industrial Hygiene Team Manager  
Security Team  
~~—Security Team Manager~~

- 1. Safety, health and medical services and supplies
- 2. Consulting services (health and safety, medical training, claims administration)
- 3. Hazardous waste disposal / treatment services
- 4. Equipment and supplies (safety, security and training)~~security and guard services, emergency preparedness)~~
- ~~2. Investigative security services and security related equipment and supplies~~

(d)

Business Management Team  
Business Management Team Manager

- 1. Consulting services (management and communications)

(e)

Recreation Team  
Recreation Team Manager

- 1. Boating/marina related supplies and services
- 2. Consulting services (recreation related)
- 3. Construction and building equipment and supplies
- 4. Electrical equipment, parts and supplies
- 5. First-aid, safety equipment and supplies

(f)

Operations & Maintenance Planning Section  
Operations & Maintenance Planning Section Manager

- 1. Communication services
- 2. Consulting services (energy and power, operations, maintenance-related services, planning, communications, and control systems (including SCADA))
- 3. Electrical equipment, parts and supplies
- 4. Electronic supplies and equipment
- 5. Energy equipment and supplies
- 6. Maintenance supplies
- 7. Pipes, valves, fittings, pumps, meters, equipment and supplies
- 8. Public utilities
- 9. Software, including control systems, SCADA, maintenance management, energy and water planning
- 10. Telecommunications equipment and supplies
- 11. Real property

(g)

Operations Planning Unit  
Operations Planning Unit Manager  
Planning & Program Development Team Manager

- 1. Consulting services (engineering, planning, energy and power, and control systems (including SCADA))
- 2. Energy equipment and supplies
- 3. Software, including control systems, SCADA, energy and water planning
- 4. Public utilities
- 5. Real property

Program Manager II, Program Manager I



(h)

System Operations Unit  
System Operations Unit Manager  
Operations Control Center Team  
Manager

1. Communication services
2. Consulting services (engineering, communications, control systems (including SCADA))
3. Electronic supplies and equipment
4. Pipes, valves, fittings, pumps, meters, equipment and supplies
5. Public utilities
6. Software, including control systems, communications, SCADA, maintenance management, energy and water planning
7. Telecommunications equipment and supplies

(i)

Maintenance Planning Unit  
Maintenance Planning Unit Manager

1. Consulting services (maintenance-related services)
2. Maintenance equipment and supplies
3. Pipes, valves, fittings, pumps, meters, equipment and supplies
4. Public utilities
5. Software, including maintenance management

(j)

Conveyance and Distribution Section  
Manager  
Conveyance and Distribution Section  
Manager  
Conveyance and Distribution Unit  
Managers

- Eastern Region
- Western Region
- ~~---System Operations~~
- ~~---Operatiions Control Center~~
- Desert Region  
Team Managers
- Business ~~and~~ Support for Eastern Region  
Team Managers Eastern Region, Western Region, Desert Region
- Business Support for Western Region
- Business Support for Desert Region
- Orange County Teams 1 & 2
- Riverside
- Lake Skinner
- Diamond Valley Lake
- Los Angeles Teams 1 & 2
- La Verne
- Valley
- ~~---Operations Control Center~~
- Aqueduct Maintenance
- Trades
- Pump Maintenance
- Powerline Maintenance
- Gene/Intake
- Iron Mountain
- Eagle/Hinds
- Facilities Services

1. Airplane equipment and supplies
2. Chemicals
3. Construction and building equipment and supplies
4. Consulting services (engineering, planning, emergency preparedness)
5. Electrical equipment, parts and supplies
6. Electronics equipment and supplies
7. Food services and supplies
8. Hardware, tools and supplies
9. Petroleum products
10. Pipes, valves, fittings, pumps, meters, equipment ~~and~~ supplies
11. Public utilities
12. Real property
13. Safety equipment and supplies
14. Weed abatement/landscape maintenance related contracts

--Control Systems – Desert Region

Landscape Maintenance

Coordinators

(kf)

Water Treatment Section

Water Treatment Section Manager

Unit Managers

--Jensen

--Weymouth

--Diemer

--Mills

--Skinner

Team Managers

--Business Support for Jensen

--Business Support for Weymouth

--Business Support for Diemer

--Business Support for Mills

--Business Support for Skinner

--Jensen O & M Teams 1 & 2

--Weymouth O & M Teams 1 & 2

--Diemer O & M Teams 1 & 2

--Mills O & M Teams 1 & 2

--Skinner O & M Teams 1 & 2

--Control Systems for Jensen

--Control ~~S~~ystems for Weymouth

--Control ~~S~~ystems for Diemer

--Control Systems for Mills

--Control Systems for Skinner

Principal Engineer – Ozone and residual management, water treatment and quality studies

(lg)

Water Quality Section

Water Quality Section Manager

Senior Environmental Specialist – Water Quality Regulations

Unit Managers

--Microbiology

--Water Purification

--Chemistry

~~Program Manager – Advanced Water Treatment Issues Program~~

Team Managers

--Quality Assurance

--Business Support

--Microbiology Compliance

--Microbiology Development

--Reservoir Management

--Operations Compliance

--Engineering Compliance

--Process Development

--Organic Chemistry Compliance

--Chemistry Development

1. Weed abatement/landscape maintenance related contracts

1. Chemicals

2. Construction and building equipment and supplies

3. Consulting services (engineering, planning, operations, emergency preparedness, water treatment and quality)

4. Electrical equipment, parts and supplies

5. Electronic equipment and supplies

6. Hardware, tools and supplies

7. Motor vehicles and specialty vehicles, parts and supplies

~~87.~~ Pipes, valves, fittings, pumps, meters, equipment and supplies

~~98.~~ Public Utilities

~~109.~~ Safety equipment and supplies

11. Software, including control systems (SCADA), energy monitoring

12. Telecommunications equipment and supplies

*13. Janitorial services*

1. Boating related supplies and services

~~24.~~ Chemicals

~~32.~~ Consulting services (water quality, water quality regulations, water treatment)

~~43.~~ Safety equipment and supplies

~~54.~~ Water quality testing, equipment, supplies and services

--Inorganic Chemistry Compliance  
 --Plant Laboratory  
 Principal Environmental Specialist –  
~~Advanced~~Advanced  
 Disinfectant/Disinfection By-Product Studies  
 Senior Research Chemist – Advanced  
 Organic Precursors/Organic Compound  
 Studies

~~—Program Manager—Advanced Water  
 Treatment Issues~~

(mh)

Operations Support Services Section  
 Operations Support Services Section  
 Manager  
 Unit Managers  
 --Construction Services  
 --Maintenance Support  
 --Power Support  
 --Environmental Support Services  
 --Fleet Maintenance

~~—Team Managers~~  
 --Business Support – Construction  
 Services

--Business Support – Maintenance  
support

--Business Support – Fleet  
 Maintenance  
 --Construction Teams 1, 2 and 3  
 --Construction Projects  
 --Production Planning  
 --Fabrication Shop  
 --Valve / Dive  
 --Machine Shop  
 --Coatings  
 --HVAC

~~—Electrical Engineering Maintenance~~

--Hydro Electric  
 --Hazardous Materials Management  
 --Environmental Technical Services  
 --East  
 --West  
 --Central  
 --Desert

**§ 7204. Corporate Resources Group**

(a)

Corporate Resources Group Manager

Same as Chief Executive Officer (See Section 7201(a))

~~—Corporate Resources Group Assistant  
 Manager~~

(b)

Project Coordination Program Manager

1. Consulting services, e.g. engineering

1. Airplane equipment and supplies
2. Communication services
3. Construction and building equipment and supplies
4. Consulting services (engineering, environmental assessment, permitting, legislative, medical, health and safety)
5. Electronics supplies and equipment
6. Electrical equipment, parts and supplies
7. First-aid materials and supplies, training and services
8. Food services and supplies
9. Hardware, tools and supplies
10. Hazardous waste disposal/treatment services
11. Maintenance supplies
12. Motor vehicles and specialty, vehicles, parts and supplies
13. Petroleum products
14. Pipes, valves, fittings, pumps, meters, equipment and supplies
15. Public utilities
16. Real property
17. Safety equipment and supplies
18. Janitorial services

<p><u>Program Manager – Corporate Resources</u></p>	<p>2. Equipment and supplies, e.g. those related to construction, rehabilitation and safety</p>
<p>(c) Engineering Services Section Manager (1) Engineering Services Assistant Section Manager</p>	<p>3. Construction firms 4. Public utilities 5. Motor vehicles and specialty vehicles, parts and supplies 6. Real property 7. Printing and reproduction services</p>
<p><u>Inland Feeder Program Manager</u> Inland Feeder Program Management Team Manager Technical Control Team Manager Business Management Team Manager</p>	<p>1. Consulting services, e.g. benchmarking, training 2. Equipment and supplies 3. Printing and reproduction services</p>
<p>(2) Design Unit Manager Treatment Plant/<u>Equipment</u> Design Team Manager Pipeline and Facility Design Team Manager</p>	<p>1. Consulting services, e.g. engineering, design, geotechnical 2. Equipment and supplies, e.g. those related to construction, rehabilitation, instrumentation, electrical and safety 3. Construction firms 4. Real property 5. Public utilities</p>
<p><u>Power/Instrumentation Design Team Manager</u> General Design Team Manager Design Support Team 1 Manager <u>Design Support Team 2 Manager</u></p>	<p>3. Construction firms 4. Real property 5. Public utilities</p>
<p>(3) Infrastructure Unit Manager Materials &amp; Metallurgy Team Manager Corrosion Control Team Manager <del>Hydraulics Team Manager</del> Survey <u>Mapping</u> Team Manager Safety of Dams Team Manager <u>Right-of-Way Engineering Team Manager</u> <u>Field Survey Team Manager</u></p>	<p>1. Consulting services, e.g. engineering, <u>geotechnical soil testing</u> and cathodic protection, <u>title insurance, and escrow services</u> 2. Equipment services and supplies for surveying, cathodic protection, coatings, concrete testing, and safety and related activities 3. Public utilities 4. Real property 5. Printing and reproduction services 6. Vendors, e.g. dam surveillance and groundwater monitoring and telemetry equipment</p>
<p>(4) Inspection Unit Manager --Inspection Team Manager #1 --Inspection Team Manager #2 --Inspection Team Manager #3 --Soils &amp; Concrete Team Manager --Fabrication and Inspection Team Manager</p>	<p>1. Consulting services, e.g. engineering 2. Construction firms 3. Equipment and supplies, e.g. those related to inspection, construction, rehabilitation and safety 4. Public utilities 5. Printing and reproduction services</p>
<p>(5) Program Management Unit Manager --Construction Contract Administration Team Manager --Construction Contract Development Team Manager --Project Support Team Manager --Distribution System Program</p>	<p>1. Consulting services, e.g. engineering 2. Construction firms 3. Equipment and supplies, e.g. those related to construction, rehabilitation and safety 4. Public utilities 5. Real property 6. Printing and reproduction services</p>

Management Team Manager  
 --Treatment Plant Program  
 Management Team Manager  
 --Conveyance/Storage Program  
Management Team Manager

(6)

Asset Management and Facility  
 Planning Unit Manager  
 --Facility Planning Team Manager  
 --~~Title Engineering Team Manager~~  
 --Substructures Team Manager  
 --Environmental Planning Team  
 Manager  
 --Property Management Team  
 Manager  
 --Acquisition and Appraisal Team  
 Manager  
 --Hydraulics Team Manager

1. Real property
2. Public utilities
3. Engineering services
4. Real estate development firms
5. Consulting services, e.g. engineering, environmental, financial, energy and power, water resources, water pricing and demand, real estate appraisers, hydraulics
6. Printing and reproduction services
7. Real estate sales and investment firms
8. Any business entity selling or leasing real property from Metropolitan
9. ~~Title insurance and E~~escrow services
10. Data Services
11. Related Equipment and supplies

(d)

Information Technology Section Manager  
 --Program Manager of Conveyance Treatment and Distribution Automation in the IT Section  
 --Quality Assurance Team Manager  
 --Information Security Team Manager  
 --Business Management Team Manager  
 --Client Services Unit Manager  
 --Client Support Team Manager  
 --Desktop Services Team Manager  
 --Project Management Unit Manager  
 --Project Management Unit Program Manager  
 --Information Technology Infrastructure Unit Manager  
 --Program Manager – IT Infrastructure  
 --~~Voice and Microwave Team Manager~~  
 --~~Data Network Team Manager~~  
 --Telecommunications Services Team Manager  
 --Database and Information Technology  
 --Operations Manager  
 --Server Maintenance Team Manager  
 --Application Support Unit Manager  
 --Enterprise Application Team Manager  
 --Business Application Team Manager  
 --Control System Application Team  
 Manager  
 --GIS Application Team Manager

1. Consulting services, e.g. computers, ~~data processing, engineering and legal~~Information Technology, control systems, telecommunications, Geographic Information Systems (GIS), and Computer-Aided Design (CAD)
2. Equipment supplies and services, e.g. ~~those related to computers, software, communication, safety~~computers, software, data, communications, and control systems
3. Public utilities, e.g., telephone and data services
4. ~~Printing and reproduction services~~
5. ~~Books and subscriptions~~

(e)

~~Human Resources Section Manager~~  
~~(1)~~

1. ~~Consulting services, e.g. employee training, labor and employee relations, medical benefits~~

~~—Employee Relations Team Manager~~  
~~—Equal Employment Opportunity Team Manager~~  
~~—Human Resources Service and Compliance Unit Manger~~  
~~—Classification/Compensation & Benefits Team Manager~~  
~~—Staffing, Assessment & Performance Management Team Manager~~  
~~—Training and Organizational Effectiveness Unit Manager~~  
~~—(2)~~  
~~—Workplace Health and Safety Unit Manager~~  
~~—Industrial Hygiene Team Manager~~

(ef)  
Business Services Section Manager

(1)  
 Business Management Team Manager

(2)  
 Contracting Services Unit Manager  
 Procurement team Manager  
 --Inventory Management Team Manager  
 --Professional Service Contracting Contract Development Team Manager

(3)

~~2. Equipment, supplies and services e.g., those related to training, safety, advertising, insurance~~  
~~3. Printing and reproduction services~~  
~~4. Employment agencies~~  
~~5. Newspapers, books and periodicals~~

~~1. Safety, health and medical services and supplies~~  
~~2. Consulting services, e.g. health and safety, medical training, claims administration~~  
~~3. Hazardous waste disposal/treatment services~~  
~~4. Equipment and suppliers, e.g. safety, security, training~~

1. Consulting services, e.g. printing, reproduction, publishing, technical writing, transportation, maintenance, safety, food service  
2. Equipment and supplies, e.g. chemicals, motor vehicles, computer hardware, software, tools, parts, petroleum products, safety, furniture, office equipment and supplies, maintenance supplies, telecommunications  
3. Services, e.g. transportation & lodging services, publishing, maintenance, food service, air conditioning repair, landscape, movers, record storage, microfilming, travel agency  
4. Public utilities  
Periodicals, books, subscriptions and newspapers

1. Consulting services, e.g. printing, reproduction, publishing, technical writing, ~~transportation,~~ maintenance, safety, food service, travel agency  
 2. Equipment, supplies and services, e.g., those related to printing, reproduction, publishing, technical writing, transportation, maintenance safety, food service, contracting, safety  
 3. Newspapers, books and periodicals  
4. Transportation & lodging services

1. Consulting services  
 2. Equipment and supplies, e.g. chemicals, motor vehicles, computer hardware, software, tools, parts, petroleum products, safety, office equipment and supplies, maintenance supplies, telecommunications  
 3. Services, e.g. transportation & lodging services, publishing, maintenance, food service, telecommunications, travel agency  
 4. Public utilities  
 5. Hotels and motels  
~~6. Periodicals, books, subscriptions and newspapers~~

Facilities Services Unit Manager  
~~Fleet Management Transportation & Mail~~ Team Manager  
Facilities Management Team Manager

1. Consulting services
2. Equipment and supplies, e.g. motor vehicles, tools, parts, furniture, office equipment and supplies, maintenance supplies
3. Services, e.g. transportation, maintenance, food service, landscape, movers, air conditioner repair
- ~~4. Hotels and motels~~

(4)

Document Services Unit Manager  
Graphic Design Team Manager  
Reprographics Team Manager  
Technical Writing Team Manager  
Records Management Team Manager

1. Consulting services, e.g. graphics, technical writing photography
2. Equipment and supplies, e.g. printing, copying photographic, video
3. Services, e.g. publishing, record storage, microfilming
24. Periodicals, books, newspapers

**§ 7205. Water Resources Management Group.**

(a)

Group Manager – Water Resource Management  
Assistant Group Manager – Water Resource Management  
Resource Planning & Development Section Manager  
--Resource Analysis Unit Manager  
--System Analysis Unit Manager  
--Program Manager – Transfers and Exchange Issues  
--Program Manager – Groundwater Storage Issues  
Program Manager – Bay Delta Issues  
Resource Implementation Section Manager  
--Imported Supply Unit Manager  
--Regional Supply Unit Manager  
--Program Manager – State Water Project Issues  
--~~Program Manager – Bay Delta Issues~~  
--Program Manager – Colorado River Resources Issues  
--Program Manager – Water Use Efficiency

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, water conservation, ~~education development~~
9. Landscape services and supplier
10. Energy and Power

§ 7206. Office of the Chief Executive Officer

(a)

Chief Operating Officer  
Executive Vice President  
Vice President – External Affairs  
Vice President – Colorado River  
Vice President – State Water Project

(b)

Executive Secretary

1. Transportation and lodging services

(c)

Human Resources Section Manager

(1)

Employee Relations Team Manager  
Equal Employment Opportunity Team  
Manager

Human Resources Service and  
Compliance Unit Manger

--Classification/Compensation &  
Benefits Team Manager

--Staffing, Assessment & Performance  
Management Team Manager

Training and Organizational  
Effectiveness Unit Manager

(d)

External Affairs Group

Vice-President External Affairs

Group Manager / External Affairs

Assistant Group Manager / External  
Affairs

Executive Legislative Representative –  
Washington, DC

Executive Legislative Representative -  
Sacramento

Section Manager / Customer and  
Community Relations

Unit Manager – Community Partnering

Unit Manager – Customer Service

Unit Manager – Education and Facilities  
Inspection

Section Manager / Media Services

Program Manager – Press Office

Program Manager - Web

Section Manager / Legislative Services

Government Relations Representative

Business Outreach Manager

2. Food services and supplies

1. Consulting services, e.g. employee training, labor and  
employee relations, medical benefits

2. Equipment, supplies and services e.g., those related to  
training, safety, advertising, insurance

3. Printing and reproduction services

4. Employment agencies

5. Newspapers, books and periodicals

Same as Chief Executive Officer (See § 7201(a))

1. Newspapers, books and periodicals

2. Hotel and motel accommodations, restaurants, bus and  
airline charter

1. Newspapers, books and periodicals

2. Educational equipment, services and supplies

3. Consulting services (communications, design, art work,  
audio-visual

1. Advertising and mail services

2. Audio or visual aids

3. Newspapers, books and periodicals

4. Consulting services (advertising, communications,  
design, art work, audio-visual, education, movie  
productions)

5. Art supplies

6. Typographical services

7. Paper supplies

Same as chief Executive Office (See § 7201(a))

1. Hotel and motel accommodations, restaurants, bus and  
airline charter

2. General and specialty equipment rentals

3. Employment agencies

4. Consultants (public relations)

Same as Chief Executive Officer (See § 7201(a))

**§ 72076. Office of ~~the Chief Executive~~**  
**Officer Ethics**

(a)



~~— Ethics Educator—Board Executive Officer~~ Same as Chief Executive Officer (See § 7201(a))  
~~— Same as the Chief Executive Officer (See § 7201(a))~~

(b)

~~— Executive Secretary~~

- ~~1. Transportation and leading services~~
- ~~2. Food services and supplies~~

(c)

~~— External Affairs Group~~

Same as Chief Executive Officer (See § 7201(a))

~~— Vice President External Affairs~~

~~— Group Manager / External Affairs~~

~~— Assistant Group Manager / External Affairs~~

~~— Executive Legislative Representative— Washington, DC~~

~~— Executive Legislative Representative— Sacramento~~

~~— Section Manager / Customer and Community Relations~~

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

~~— Unit Manager— Community Partnering~~

~~— Unit Manager— Customer Service~~

~~— Unit Manager— Education and Facilities Inspection~~

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

~~— Section Manager / Media Services~~

- ~~1. Advertising and mail services~~

~~— Program Manager— Press Office~~

- ~~2. Audio or visual aids~~
- ~~3. Newspapers, books and periodicals~~
- ~~4. Consulting services (advertising, communications, design, art work, audio-visual, education, movie productions)~~
- ~~5. Art supplies~~
- ~~6. Typographical services~~
- ~~7. Paper supplies~~

~~— Section Manager / Legislative Services~~

Same as chief Executive Office (See § 7201(a))

~~— 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)~~

**§ 72087. Office of the Chief Operating Officer**

(a)

~~Business Outreach Manager~~  
~~Water System Operations Group Manager~~  
~~Corporate Resources Group Manager~~  
~~Water Resource Management Group Manager~~

Same as Chief Executive Officer (See § 7201(a))

**§ 720~~98~~** Legal Department.

(a)

Chief Deputy General Counsel  
Senior Deputy General Counsel  
Deputy General Counsel  
Associate Deputy General Counsel

Same as Chief Executive Officer (See § 7201(a))

~~Same as Chief Executive Officer (See § 7201(a))~~

**§ 72109. Public Officials Who Manage Public Investments.**

~~It has been determined that t~~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

~~Controller~~

~~Assistant Controller~~

Treasurer

Assistant Treasurer

~~Deputy Treasurer~~

~~Deputy General Counsel (including Senior Deputy General Counsel)–Financial Matters~~

**§72110. 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.

**§ 72121. Consultants.**

Consultants providing the services of designated employees 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 Chief Executive Officer 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 Chief Executive Officer'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.

## Chapter 2

### DESIGNATED POSITIONS AND CATEGORIES OF DISCLOSURE INDEX

Sec.

- 7200. General Provisions
- 7201. Officers of the District
- 7202. Office of the Chief Financial Officer
- 7203. Water System Operations Group
- 7204. Corporate Resources Group
- 7205. Water Resources Management Group
- 7206. Office of the Chief Executive Officer
- 7207. Office of Ethics
- 7208. Office of the Chief Operating Officer
- 7209. Legal Department
- 7210. Public Officials Who Manage Public Investments
- 7211. Budget Disbursement Agents
- 7212. Consultants

#### **§ 7200. General Provisions.**

(a) Investments, business positions in any business entity and sources of income listed in Column II of Sections 7201 through 7211 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 7211, 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 7211 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.

(d) Employees who fill the positions of designated employees by temporary appointment for a *de minimis* period of time, not to exceed three consecutive weeks during the calendar year, shall not be deemed to be designated employees under this Conflict of Interest and Disclosure of Personal Finances Code.

**§ 7201. Officers of the District.**

(a)

- |                           |  |
|---------------------------|--|
| Chief Executive Officer   | 1. Office equipment and supplies   |
| Chief Operating Officer   | 2. Banks and savings and loan institutions   |
| General Counsel           | 3. Securities dealers  |
| Assistant General Counsel | 4. Real property   |
| General Auditor           | 5. Public utilities  |
| Assistant General Auditor | 6. Financial audit services  |
| Ethics Officer            | 7. Insurance services  |
| Controller                | 8. Computer equipment, services and supplies   |
| Assistant Controller      | 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 services, equipment and supplies   |
|                           | 17. Food services and supplies   |
|                           | 18. Communication services   |
|                           | 19. Water quality testing equipment, services and supplies   |
|                           | 20. Cathodic protection equipment, services and supplies   |
|                           | 21. Engineering services   |
|                           | 22. Employment and temporary help agencies   |
|                           | 23. Educational equipment, services and supplies   |
|                           | 24. Medical supplies, services and informational materials   |
|                           | 25. Landscape services and supplies  |
|                           | 26. Typographical services   |
|                           | 27. General and specialty equipment rentals  |
|                           | 28. Real estate sales and investment firms   |
|                           | 29. 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, investment, hazardous waste disposal. |
|                           | 30. Title insurance and escrow services  |
|                           | 31. Farming  |
|                           | 32. Private water companies  |
|                           | 33. Electrical generating equipment and supplies   |
|                           | 34. Electrical equipment and supplies  |
|                           | 35. Real estate development firms  |
|                           | 36. 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 7210 |
| Chief Financial Officer           |                  |
| Treasurer                         |                  |
| Assistant Treasurer               |                  |

**§ 7202. Office of the Chief Financial Officer.**

Financial Services

(1)

- Section Manager – Controller
- Section Manager Treasury and Debt Management
- Section Manager Budget and Financial Planning
- Unit Manager - Assistant Controller
- Deputy Treasurer
- Team Manager – Payroll/Accounts Payable
- Program Manager – Rates and Charges

- 1. Banks and savings and loan institutions
- 2. Financial audit services
- 3. Consulting services (investments, investment banking, brokers, economists, planning, water pricing, and other financial services, including financial reporting)
- 4. Securities dealers
- 5. Information Technology consulting services (e.g. computers, data processing, and engineering)

(2)

- Unit Manager Risk Management

- 1. Consulting services (insurance, actuarial, risk management, claims administration, health, safety and environmental services)
- 2. Insurance companies

**§ 7203. Water System Operations Group.**

(a)

- Water System Operations Group Manager
- Water System Operations Group Assistant Manager

- 1. Airplane equipment and supplies
- 2. Boating/marina related supplied and services
- 3. Chemicals
- 4. Communication services
- 5. Construction and building equipment and supplies
- 6. Consulting services (energy and power, operations, maintenance-related services, water quality, water quality regulations, water treatment, engineering, planning, security and guard services, emergency preparedness, communications, recreation-related services, control systems (including SCADA), environmental assessment, permitting, legislative medical, claims administration, health and safety.)
- 7. Electrical equipment, parts and supplies
- 8. Electronic supplies and equipment
- 9. Energy equipment and supplies
- 10. First-aid materials and supplies, related training and services
- 11. Food services and supplies
- 12. Hardware, tools and supplies
- 13. Hazardous waste disposal/treatment services
- 14. Investigative security services and security-related equipment and supplies
- 15. Maintenance supplies
- 16. Motor vehicles and specialty vehicles, parts and supplies
- 17. Petroleum products
- 18. Pipes, valves, fittings, pumps, meters, equipment and supplies
- 19. Public utilities
- 20. Real property
- 21. Safety, health and medical services and supplies; safety equipment and supplies
- 22. Software, including control systems, SCADA, maintenance management, energy and water planning

- 23. Telecommunications equipment and supplies
  - 24. Training materials & supplies (apprenticeship program related)
  - 25. Water quality testing, equipment, supplies and services
  - 26. Weed abatement/landscape maintenance related contracts
- Program Manager I – Apprenticeship Program
- (b)
- Security & Emergency Management Unit
  - Security & Emergency Management Unit Manager
  - Security Team Manager
- 1. Training materials & supplies (apprenticeship program related)
  - 1. Consulting services (security and guard services, emergency preparedness)
  - 2. Investigative security services and security-related equipment and supplies
- (c)
- Workplace Health & Safety Unit
  - Workplace Health & Safety Unit Manager
  - Industrial Hygiene Team Manager
- 1. Safety, health and medical services and supplies
  - 2. Consulting services (health and safety, medical training, claims administration)
  - 3. Hazardous waste disposal / treatment services
  - 4. Equipment and supplies (safety, security and training)
- (d)
- Business Management Team
  - Business Management Team Manager
- 1. Consulting services (management and communications)
- (e)
- Recreation Team
  - Recreation Team Manager
- 1. Boating/marina related supplies and services
  - 2. Consulting services (recreation related)
  - 3. Construction and building equipment and supplies
  - 4. Electrical equipment, parts and supplies
  - 5. First-aid, safety equipment and supplies



- (f)  
Operations & Maintenance Planning  
Section  
Operations & Maintenance Planning  
Section Manager
1. Communication services
  2. Consulting services (energy and power, operations, maintenance-related services, planning, communications, and control systems (including SCADA))
  3. Electrical equipment, parts and supplies
  4. Electronic supplies and equipment
  5. Energy equipment and supplies
  6. Maintenance supplies
  7. Pipes, valves, fittings, pumps, meters, equipment and supplies
  8. Public utilities
  9. Software, including control systems, SCADA, maintenance management, energy and water planning
  10. Telecommunications equipment and supplies
  11. Real property
- (g)  
Operations Planning Unit  
Operations Planning Unit Manager  
Planning & Program Development Team  
Manager  
  
Program Manager II, Program Manager I
1. Consulting services (engineering, planning, energy and power, and control systems (including SCADA))
  2. Energy equipment and supplies
  3. Software, including control systems, SCADA, energy and water planning
  4. Public utilities
  5. Real property
- (h)  
System Operations Unit  
System Operations Unit Manager  
Operations Control Center Team  
Manager
1. Communication services
  2. Consulting services (engineering, communications, control systems (including SCADA))
  3. Electronic supplies and equipment
  4. Pipes, valves, fittings, pumps, meters, equipment and supplies
  5. Public utilities
  6. Software, including control systems, communications, SCADA, maintenance management, energy and water planning
  7. Telecommunications equipment and supplies
- (i)  
Maintenance Planning Unit  
Maintenance Planning Unit Manager
1. Consulting services (maintenance-related services)
  2. Maintenance equipment and supplies
  3. Pipes, valves, fittings, pumps, meters, equipment and supplies
  4. Public utilities
  5. Software, including maintenance management
- (j)  
Conveyance and Distribution Section  
Conveyance and Distribution Section  
Manager  
Conveyance and Distribution Unit  
Managers  
--Eastern Region  
--Western Region  
--Desert Region  
Team Managers  
--Business Support for Eastern Region  
--Business Support for Western Region  
--Business Support for Desert Region  
--Orange County Teams 1 & 2  
--Riverside
1. Airplane equipment and supplies
  2. Chemicals
  3. Construction and building equipment and supplies
  4. Consulting services (engineering, planning, emergency preparedness)
  5. Electrical equipment, parts and supplies
  6. Electronics equipment and supplies
  7. Food services and supplies
  8. Hardware, tools and supplies
  9. Petroleum products
  10. Pipes, valves, fittings, pumps, meters, equipment supplies
  11. Public utilities
  12. Real property

- Lake Skinner
- Diamond Valley Lake
- Los Angeles Teams 1 & 2
- La Verne
- Valley
- Aqueduct Maintenance
- Trades
- Pump Maintenance
- Powerline Maintenance
- Gene/Intake
- Iron Mountain
- Eagle/Hinds
- Facilities Services
- Control Systems – Desert Region  
Landscape Maintenance

Coordinators

(k)

Water Treatment Section

Water Treatment Section Manager

Unit Managers

- Jensen
- Weymouth
- Diemer
- Mills
- Skinner

Team Managers

- Business Support for Jensen
- Business Support for Weymouth
- Business Support for Diemer
- Business Support for Mills
- Business Support for Skinner
- Jensen O & M Teams 1 & 2
- Weymouth O & M Teams 1 & 2
- Diemer O & M Teams 1 & 2
- Mills O & M Teams 1 & 2
- Skinner O & M Teams 1 & 2
- Control Systems for Jensen
- Control Systems for Weymouth
- Control Systems for Diemer
- Control Systems for Mills
- Control Systems for Skinner

Principal Engineer – Ozone and residual management, water treatment and quality studies

- 13. Safety equipment and supplies
- 14. Weed abatement/landscape maintenance related contracts

- 1. Weed abatement/landscape maintenance related contracts

- 1. Chemicals
- 2. Construction and building equipment and supplies
- 3. Consulting services (engineering, planning, operations, emergency preparedness, water treatment and quality)
- 4. Electrical equipment, parts and supplies
- 5. Electronic equipment and supplies
- 6. Hardware, tools and supplies
- 7. Motor vehicles and specialty vehicles, parts and supplies
- 8. Pipes, valves, fittings, pumps, meters, equipment and supplies
- 9. Public Utilities
- 10. Safety equipment and supplies
- 11. Software, including control systems (SCADA), energy monitoring
- 12. Telecommunications equipment and supplies
- 13. Janitorial services

(l)

Water Quality Section  
 Water Quality Section Manager  
 Senior Environmental Specialist – Water Quality Regulations  
 Unit Managers  
 --Microbiology  
 --Water Purification  
 --Chemistry  
 Team Managers  
 --Quality Assurance  
 --Business Support  
 --Microbiology Compliance  
 --Microbiology Development  
 --Reservoir Management  
 --Operations Compliance  
 --Engineering Compliance  
 --Process Development  
 --Organic Chemistry Compliance  
 --Chemistry Development  
 --Inorganic Chemistry Compliance  
 --Plant Laboratory  
 Principal Environmental Specialist – Advanced Disinfectant/Disinfection By-Product Studies  
 Senior Research Chemist – Advanced Organic Precursors/Organic Compound Studies

1. Boating related supplies and services
2. Chemicals
3. Consulting services (water quality, water quality regulations, water treatment)
4. Safety equipment and supplies
5. Water quality testing, equipment, supplies and services

(m)

Operations Support Services Section  
 Operations Support Services Section Manager  
 Unit Managers  
 --Construction Services  
 --Maintenance Support  
 --Power Support  
 --Environmental Support Services  
 --Fleet Maintenance  
 Team Managers  
 --Business Support – Construction Services  
 --Business Support – Maintenance support  
 --Business Support – Fleet Maintenance  
 Construction Teams 1, 2 and 3  
 --Construction Projects  
 --Production Planning  
 --Fabrication Shop  
 --Valve / Dive  
 --Machine Shop  
 --Coatings  
 --HVAC  
 --Hydro Electric  
 --Hazardous Materials Management  
 --Environmental Technical Services  
 --East

1. Airplane equipment and supplies
2. Communication services
3. Construction and building equipment and supplies
4. Consulting services (engineering, environmental assessment, permitting, legislative, medical, health and safety)
5. Electronics supplies and equipment
6. Electrical equipment, parts and supplies
7. First-aid materials and supplies, training and services
8. Food services and supplies
9. Hardware, tools and supplies
10. Hazardous waste disposal/treatment services
11. Maintenance supplies
12. Motor vehicles and specialty, vehicles, parts and supplies
13. Petroleum products
14. Pipes, valves, fittings, pumps, meters, equipment and supplies
15. Public utilities
16. Real property
17. Safety equipment and supplies
18. Janitorial services

- West
- Central
- Desert

**§ 7204. Corporate Resources Group**

- (a)  
 Corporate Resources Group Manager Same as Chief Executive Officer (See Section 7201(a))
- (b)  
 Project Coordination Program Manager 1. Consulting services, e.g. engineering  
 Program Manager – Corporate Resources 2. Equipment and supplies, e.g. those related to  
 construction, rehabilitation and safety
- (c)  
 Engineering Services Section Manager 3. Construction firms  
 (1) 4. Public utilities  
 Engineering Services Assistant Section 5. Motor vehicles and specialty vehicles, parts and  
 Manager supplies  
 Inland Feeder Program Manager 6. Real property  
 Inland Feeder Program Management 7. Printing and reproduction services  
 Team Manager  
 Technical Control Team Manager  
 Business Management Team Manager 1. Consulting services, e.g. benchmarking, training  
 2. Equipment and supplies  
 3. Printing and reproduction services
- (2)  
 Design Unit Manager 1. Consulting services, e.g. engineering, design,  
 Treatment Plant/Equipment Design geotechnical  
 Team Manager 2. Equipment and supplies, e.g. those related to  
 Pipeline and Facility Design Team construction, rehabilitation, instrumentation, electrical  
 Manager and safety  
 Power/Instrumentation Design Team 3. Construction firms  
 Manager 4. Real property  
 General Design Team Manager 5. Public utilities  
 Design Support Team 1 Manager  
 Design Support Team 2 Manager
- (3)  
 Infrastructure Unit Manager 1. Consulting services, e.g. engineering, and cathodic  
 Materials & Metallurgy Team Manager protection, title insurance, and escrow services  
 Corrosion Control Team Manager 2. Equipment services and supplies for surveying, cathodic  
 protection, coatings, concrete testing, and safety and  
 related activities  
 Survey Mapping Team Manager 3. Public utilities  
 Safety of Dams Team Manager 4. Real property  
 Right-of-Way Engineering Team 5. Printing and reproduction services  
 Manager 6. Vendors, e.g. dam surveillance and groundwater  
 Field Survey Team Manager monitoring and telemetry equipment
- (4)  
 Inspection Unit Manager 1. Consulting services, e.g. engineering  
 --Inspection Team Manager #1 2. Construction firms  
 --Inspection Team Manager #2 3. Equipment and supplies, e.g. those related to  
 --Inspection Team Manager #3 inspection, construction, rehabilitation and safety  
 --Soils & Concrete Team Manager 4. Public utilities  
 --Fabrication and Inspection Team 5. Printing and reproduction services  
 Manager
- (5)  
 Program Management Unit Manager 1. Consulting services, e.g. engineering  
 --Construction Contract Administration 2. Construction firms

- |   |  |
|---|--|
| Team Manager  |  |
| --Construction Contract Development   | 3. Equipment and supplies, e.g. those related to construction, rehabilitation and safety   |
| Team Manager  | 4. Public utilities  |
| --Project Support Team Manager  | 5. Real property   |
| --Distribution System Program   | 6. Printing and reproduction services  |
| Management Team Manager   |  |
| --Treatment Plant Program   |  |
| Management Team Manager   |  |
| --Conveyance/Storage Program  |  |
| Management Team Manager   |  |
| (6)   |  |
| Asset Management and Facility   | 1. Real property   |
| Planning Unit Manager   | 2. Public utilities  |
| --Facility Planning Team Manager  | 3. Engineering services  |
| --Substructures Team Manager  | 4. Real estate development firms   |
| --Environmental Planning Team   | 5. Consulting services, e.g. engineering, environmental, financial, energy and power, water resources, water pricing and demand, real estate appraisers, hydraulics        |
| Manager   | 6. Printing and reproduction services  |
| --Property Management Team  | 7. Real estate sales and investment firms  |
| Manager   | 8. Any business entity selling or leasing real property from Metropolitan  |
| --Acquisition and Appraisal Team  | 9. Escrow services   |
| Manager   | 10. Data Services  |
| --Hydraulics Team Manager   | 11. Related Equipment and supplies   |
| (d)   |  |
| Information Technology Section Manager  | 1. Consulting services, e.g. computers, Information Technology, control systems, telecommunications, Geographic Information Systems (GIS), and Computer-Aided Design (CAD) |
| --Program Manager of Conveyance Treatment and Distribution Automation in the IT Section | 2. Equipment supplies and services, e.g. computers, software, data, communications, and control systems  |
| --Quality Assurance Team Manager  | 3. Public utilities, e.g., telephone and data services   |
| --Information Security Team Manager   |  |
| --Business Management Team Manager  |  |
| --Client Services Unit Manager  |  |
| --Client Support Team Manager   |  |
| --Desktop Services Team Manager   |  |
| --Project Management Unit Manager   |  |
| --Project Management Unit Program   |  |
| Manager   |  |
| --Information Technology Infrastructure   |  |
| Unit Manager  |  |
| --Program Manager – IT Infrastructure   |  |
| --Telecommunications Services Team  |  |
| Manager   |  |
| --Database and Information Technology   |  |
| --Operations Manager  |  |
| --Server Maintenance Team Manager   |  |
| --Application Support Unit Manager  |  |
| --Enterprise Application Team Manager   |  |
| --Business Application Team Manager   |  |
| --Control System Application Team   |  |
| Manager   |  |
| --GIS Application Team Manager  |  |

- (e) Business Services Section Manager
  - 1. Consulting services, e.g. printing, reproduction, publishing, technical writing, transportation, maintenance, safety, food service
  - 2. Equipment and supplies, e.g. chemicals, motor vehicles, computer hardware, software, tools, parts, petroleum products, safety, furniture, office equipment and supplies, maintenance supplies, telecommunications
  - 3. Services, e.g. transportation & lodging services, publishing, maintenance, food service, air conditioning repair, landscape, movers, record storage, microfilming, travel agency
  - 4. Public utilities  
Periodicals, books, subscriptions and newspapers
- (1) Business Management Team Manager
  - 1. Consulting services, e.g. printing, reproduction, publishing, technical writing, maintenance, safety, food service, travel agency
  - 2. Equipment, supplies and services, e.g., those related to printing, reproduction, publishing, technical writing, transportation, maintenance safety, food service, contracting, safety
  - 3. Newspapers, books and periodicals
  - 4. Transportation & lodging services
- (2) Contracting Services Unit Manager  
Procurement team Manager  
--Inventory Management Team Manager  
--Professional Service Contract Development Team Manager
  - 1. Consulting services
  - 2. Equipment and supplies, e.g. chemicals, motor vehicles, computer hardware, software, tools, parts, petroleum products, safety, office equipment and supplies, maintenance supplies, telecommunications
  - 3. Services, e.g. transportation & lodging services, publishing, maintenance, food service, telecommunications, travel agency
  - 4. Public utilities
  - 5. Periodicals, books, subscriptions and newspapers
- (3) Facilities Services Unit Manager  
Transportation & Mail Team Manager  
Facilities Management Team Manager
  - 1. Consulting services
  - 2. Equipment and supplies, e.g. motor vehicles, tools, parts, furniture, office equipment and supplies, maintenance supplies
  - 3. Services, e.g. transportation, maintenance, food service, landscape, movers, air conditioner repair
- (4) Document Services Unit Manager  
Graphic Design Team Manager  
Reprographics Team Manager  
Technical Writing Team Manager  
Records Management Team Manager
  - 1. Consulting services, e.g. graphics, technical writing photography
  - 2. Equipment and supplies, e.g. printing, copying photographic, video
  - 3. Services, e.g. publishing, record storage, microfilming
  - 24. Periodicals, books, newspapers

**§ 7205. Water Resources Management Group.**

- (a) Group Manager – Water Resource Management
  - 1. Public utilities
  - 2. Engineering services
  - 3. Real property
  - 4. Farming
- Assistant Group Manager – Water Resource Management

Resource Planning & Development  
Section Manager  
--Resource Analysis Unit Manager  
--System Analysis Unit Manager  
--Program Manager – Transfers and  
Exchange Issues  
--Program Manager – Groundwater  
Storage Issues  
Program Manager – Bay Delta Issues  
Resource Implementation Section  
Manager  
--Imported Supply Unit Manager  
--Regional Supply Unit Manager  
--Program Manager – State Water  
Project Issues  
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--Program Manager – Colorado River  
Resources Issues  
--Program Manager – Water Use  
Efficiency

§ 7206. Office of the Chief Executive  
Officer

(a)  
Chief Operating Officer  
Executive Vice President  
Vice President – External Affairs  
Vice President – Colorado River  
Vice President – State Water Project

(b)  
Executive Secretary

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, water conservation.
9. Landscape servicer and supplier
10. Energy and Power

1. Transportation and lodging services
2. Food services and supplies

- (c) Human Resources Section Manager
- (1) Employee Relations Team Manager  
 Equal Employment Opportunity Team Manager  
 Human Resources Service and Compliance Unit Manger  
 --Classification/Compensation & Benefits Team Manager  
 --Staffing, Assessment & Performance Management Team Manager  
 Training and Organizational Effectiveness Unit Manager
- (d) External Affairs Group  
 Vice-President External Affairs  
 Group Manager / External Affairs  
 Assistant Group Manager / External Affairs
- Executive Legislative Representative – Washington, DC  
 Executive Legislative Representative - Sacramento
- Section Manager / Customer and Community Relations  
 Unit Manager – Community Partnering  
 Unit Manager – Customer Service  
 Unit Manager – Education and Facilities Inspection
- Section Manager / Media Services  
 Program Manager – Press Office  
 Program Manager - Web
- Section Manager / Legislative Services  
 Government Relations Representative
- Business Outreach Manager
1. Consulting services, e.g. employee training, labor and employee relations, medical benefits
  2. Equipment, supplies and services e.g., those related to training, safety, advertising, insurance
  3. Printing and reproduction services
  4. Employment agencies
  5. Newspapers, books and periodicals
- Same as Chief Executive Officer (See § 7201(a))
1. Newspapers, books and periodicals
  2. Hotel and motel accommodations, restaurants, bus and airline charter
1. Newspapers, books and periodicals
  2. Educational equipment, services and supplies
  3. Consulting services (communications, design, art work, audio-visual
  1. Advertising and mail services
  2. Audio or visual aids
  3. Newspapers, books and periodicals
  4. Consulting services (advertising, communications, design, art work, audio-visual, education, movie productions)
  5. Art supplies
  6. Typographical services
  7. Paper supplies
- Same as chief Executive Office (See § 7201(a))
1. Hotel and motel accommodations, restaurants, bus and airline charter
  2. General and specialty equipment rentals
  3. Employment agencies
  4. Consultants (public relations)
- Same as Chief Executive Officer (See § 7201(a))



**§ 7207. Office of Ethics**

Ethics Educator Same as Chief Executive Officer (See § 7201(a))

**§ 7208. Office of the Chief Operating Officer**

(a)  
Water System Operations Group Manager Same as Chief Executive Officer (See § 7201(a))  
Corporate Resources Group Manager  
Water Resource Management Group Manager

**§ 7209 Legal Department.**

(a)  
Chief Deputy General Counsel Same as Chief Executive Officer (See § 7201(a))  
Senior Deputy General Counsel  
Deputy General Counsel  
Associate Deputy General Counsel

**§ 7210. Public Officials Who Manage Public Investments.**

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
- Treasurer
- Assistant Treasurer

**§7211. 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.

**§ 7212. Consultants.**

Consultants providing the services of designated employees 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 Chief Executive Officer 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 Chief Executive Officer'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.

### **Statement of Reasons for Amendments to Conflict of Interest Code**

The Metropolitan Water District of Southern California (Metropolitan) is amending its Conflict of Interest Code to update it to reflect changes in its organization.

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 7200. General Provisions.** Subsection (d) was added to clarify that employees filling the positions of designated employees for less than three consecutive weeks are not deemed to be designated employees under this Code.

**Section 7201. Officers of the District.** A section reference was updated to reflect changes to the numbering of the Code. The Deputy General Counsel positions were moved to the Legal Department section, Section 7209, where the job titles were changed to reflect a new labor agreement. The Executive Secretary position was moved to the Office of the Chief Executive Officer section, Section 7206 (b), to reflect that position's location in the organization.

**Section 7202. Office of the Chief Financial Officer.** The positions have been revised to reflect this office's current organization, and the disclosure categories have been updated to reflect the types of matters currently handled by the listed positions.

**Section 7203. Water System Operations Group.** The positions have been revised to reflect this office's current organization, and the disclosure categories have been updated to reflect the types of matters currently handled by the listed positions. Added positions include Metropolitan's Apprenticeship Program, its Security and Emergency Management Unit, its Workplace Health and Safety Unit, and Landscape Maintenance Coordinators.

**Section 7204. Corporate Resources Group.** The positions have been revised to reflect this office's current organization, and the disclosure categories have been updated to reflect the types of matters currently handled by the listed positions. The Human Resources Section Manager has been moved to the Office of the Chief Executive Officer, Section 7206, to reflect that position's current location in the organization.

**Section 7205. Water Resources Management Group.** The disclosure categories were amended to reflect current issues handled by the group, and the Program Manager for Water Use Efficiency was added.

**Section 7206. Office of the Chief Executive Officer.** The positions have been revised to reflect this office's current organization, and the disclosure categories have been updated to reflect the types of matters currently handled by the listed positions. The positions of Executive Secretary, Human Resources Section Manager, and Business Outreach Manager were moved to this section.

**Section 7207. Office of Ethics.** This section was added to the Code, with the same reporting requirements as for the Chief Executive Officer.

**Section 7208. Office of the Chief Operating Officer.** The Business Outreach Manager was moved to the Office of the Chief Executive Officer, Section 7206. The Group Managers for Water Systems Operations, Corporate Resources and Water Resource Management Group were placed in this section. The reporting categories remain the same, which is the same as the Chief Executive Officer.

**Section 7209. Legal Department.** The positions were renamed to reflect job title changes based on a new labor agreement.

**Section 7210. Officials Who Manage Public Investments.** Officers not exercising direct responsibility for the management of public investments were moved to a more appropriate disclosure category.

**Section 7211. Budget Disbursement Agents.** A minor editorial correction was made.

**Section 7212. Consultants.** The section was amended to clarify that it applies to those consultants providing the services of designated employees.