

## • General Counsel's 2007/08 Business Plan – Annual Report

### Summary

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The annual report on the General Counsel's 2007/08 business plan details the Legal Department's activities from July 1, 2007 through June 30, 2008 in accomplishing the goals and objectives in the business plan that was approved by the Board in June 2007.

### Attachments

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General Counsel's Business Plan for Fiscal Year 2007/08 Annual Report

### Detailed Report

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The attached report provides specific information regarding the Legal Department's activities during the 2007/08 fiscal year toward achieving the objectives set forth in the General Counsel's business plan for this fiscal year.

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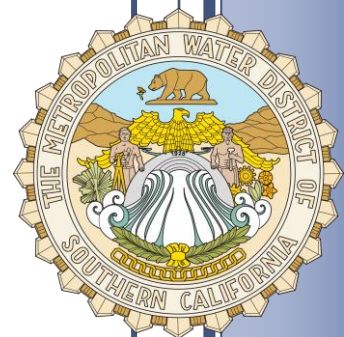
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Metropolitan Water District of Southern California

**General Counsel's Business Plan  
for  
Fiscal Year 2007/08**

**Annual Report  
July 1, 2007 to June 30, 2008**



**1**

Provide legal support in carrying out the Board of Directors' priority of ensuring the long-term sustainability of the region's water supply, including Bay-Delta resources, the Colorado River Aqueduct supply and local resources programs and strategies.

**Activities****State Water Project/Bay-Delta**

Provide legal support in carrying out the Board of Directors' policies related to the State Water Project (SWP), including defending litigation, assisting with development of the Bay-Delta Conservation Plan (BDCP) and emergency response plans, maintaining long-term source protection, water quality improvements, and protecting Metropolitan's interests in the State Water Contract.

**Endangered Species Act**

Provided legal assistance to the State Water Contractors (SWC) for the interim remedies proceedings in the delta smelt case, *NRDC v. Kempthorne* and the salmon case, *PCFFA v. Gutierrez*. Monitored proceedings in both of those federal Endangered Species Act (ESA) cases and in the California ESA case, *Watershed Enforcers v. Department of Water Resources*, now on appeal.

Participated in planning and preparation for the section 7 consultation with federal wildlife agencies regarding the impacts of the SWP and Central Valley Project on threatened and endangered fish species, including reviewing and commenting on the proposed Biological Assessment. Analyzed and evaluated possible enforcement actions against other stressors that adversely impact threatened and endangered species in the Bay-Delta. Provided legal advice regarding regulatory, legislative, and scientific/technical projects that address threatened and endangered species issues in the Bay-Delta.

**Bay-Delta Conservation Plan**

Provided legal assistance in negotiation/preparation of a planning agreement for development of a multi-species conservation plan as a basis for federal state authorization for incidental take under the state and federal ESAs for SWP operations and for implementation of South Delta Improvement Plan and the Napa Proposal. Assisted in negotiating and drafting a Joint Power Authority Agreement among state and federal water contractors, a Memorandum of Agreement with DWR regarding BDCP coordination of environmental analysis of BDCP, and related SWC agreements.

### **CALFED Bay-Delta EIR Cases**

Argued in the California Supreme Court in this appeal of the Third District Court of Appeal's ruling which invalidated the Environmental Impact Report (EIR) for the CALFED Program. In June, the Supreme Court issued a unanimous decision overturning the Court of Appeal, ruling that the EIR fully complied with the California Environmental Quality Act.

### **Hyatt-Thermalito**

Represented Metropolitan's interests in *Alameda County Flood Control and Water Conservation District, Zone 7, et al. v. California Department of Water Resources*, involving energy cost allocation issues. Developed defense strategy and prepared for trial, scheduled to commence in November 2008. Engaged in and provided legal assistance with a wide range of discovery-related activities, including: (1) preparing and responding to hundreds of form and special interrogatories, requests for admissions, and requests for production of documents; (2) preparing for and attending numerous depositions of percipient witnesses and "persons most knowledgeable," nearly fifty of which have been completed to date; (3) preparing and responding to several motions to compel. Assisted in preparing a comprehensive Motion for Summary Judgment/Summary Adjudication, opposition and reply papers, and the voluminous number of documents supporting each of these briefs. Assisted in researching and preparing various other motions, including a Motion to Strike Plaintiffs' new complaint, which was filed against Metropolitan and three other defendants in October 2007.

### **Oroville Reservoir**

Provided legal support in connection with the ongoing relicensing process for the hydroelectric facilities at Oroville Dam. Most of the activities were focused on maintaining and building support for the proposed settlement agreement. A side agreement was negotiated with several local irrigation districts which resolved their concerns regarding the project's potential impacts on rice production. As a result, three districts rescinded their opposition to the proposed settlement. Legal staff participated in the negotiations that led to this successful conclusion. Continued to monitor the environmental reviews being conducted as part of the relicensing process. Assisted in the preparation of comments on the Draft EIR issued by DWR and assisted in reviewing and responding to adverse comments on the Draft EIR submitted by other stakeholders, such as Butte County.

### **Sacramento Regional County Sanitation District Plant Expansion**

In conjunction with counsel for other water agency plaintiffs, completed briefing and argued this case, which involves potential SWP water quality impacts, in Sacramento Superior Court. The court issued its ruling in December, which was in Metropolitan's favor on nearly all claims raised. Following appeal of the ruling, Metropolitan and the other water agency plaintiffs filed a cross-appeal to ensure appellate review of all major issues litigated in the trial court.

### **Amendment of Arvin-Edison Water Storage District Agreement**

Participated in negotiating and drafting a significant amendment (concluded October 2007) to the Arvin-Edison Water Storage District Agreement. The amendment funds improvements to Arvin-Edison's delivery system with Proposition 13 money available to

Metropolitan. In return, Metropolitan gains the ability to exercise water quality exchanges increasing SWP water quality, its programs costs are reduced, its right to receive return water in dry years is increased, and the program's total yield is increased.

### **2008 Water Transfer Program**

Participated in negotiating and drafted an agreement with the SWP Authority and other SWP contractors under which the contractors will jointly obtain water transfers in 2008. Participated in negotiating and drafted a water transfer agreement with sellers resulting in approximately 30,000 AF of water for Metropolitan in 2008. Also represented Metropolitan's interest in *Butte Environmental Council v. Richvale Irrigation District*, challenging one of the water transfers.

### **Yuba Accord Water Transfer Agreements**

Participated in negotiating and drafting agreements to implement water transfers agreed to in principle in 2004 by SWP contractors, DWR, U.S. Bureau of Reclamation (USBR), Central Valley Project contractors and Yuba County Water Agency, which were approved by SWRCB in March 2008. Metropolitan will receive between 13,750 AF in dry years and 35,000 AF or more in other years at a cost between \$50 and \$125. The agreements last until 2025, with a potential re-opener in 2015.

### **Northern SWP Contractors Claim for Area of Origin Priority under SWP Contracts**

Prepared a legal brief in opposition to a claim by state water contractors located north of the Delta that they have a right to 100% of their SWP contract water because they are located in the area of origin. Worked with contractors south of the Delta to convince DWR to deny a formal claim filed by the northern contractors.

### **Monterey Amendment Litigation**

Reviewed and provided comment on a public review draft EIR for both Metropolitan and the SWC. Attended meetings with DWR, the plaintiffs, and the assigned settlement agreement mediator concerning the scope and progress of the environmental documentation effort.

## Colorado River

Provide legal support for the Board's policy of ensuring a long-term reliable aqueduct supply.

### **Quantification Settlement Agreement (QSA)**

Filed or responded to numerous pretrial motions including demurrers in certain cases, motions for intervention, motions for discovery, motions to augment certain administrative records, motions for preliminary injunctions, a motion to disqualify counsel, and numerous schedule conference statements. The QSA cases continued to be handled entirely by Metropolitan's in-house legal staff.

**Cadiz, Inc. v. Metropolitan**

Defended Metropolitan in this action relating to Metropolitan's decision not to go forward with the Cadiz groundwater storage program. Obtained a final ruling from the court dismissing all charges except the allegation that Metropolitan breached its fiduciary duty to Cadiz. Filed a motion for summary adjudication on the single remaining cause of action. The second motion for summary adjudication was denied solely on procedural grounds. There was no ruling on the merits. Several pre-trial motions were heard in March in anticipation of an April 7 trial date. Prior to commencement of the trial, the parties were ordered to a mandatory settlement conference in another court. The parties exchanged settlement offers, and a full-day mediation under the supervision of the court is scheduled for July 25. In the event a settlement is not reached prior to the next status conference on September 3, 2008, it is likely the court will set a new date for trial.

**New Federal Guidelines**

Provided legal counsel and assisted in negotiation of new federal guidelines for coordinated operations of Lake Mead and Lake Powell, shortage sharing, and Lake Mead banking. The agreements and record of decision to implement these programs were executed in December 2007.

**Intentionally-Created Surplus (ICS) Program**

Provided legal review and worked with federal Solicitor's office on terms of MWD-USBR delivery agreement and other delivery agreements for ICS (Lake Mead Banking). The delivery agreement, which was executed in December 2007, includes provisions for recovering ICS Metropolitan had previously stored under a demonstration program.

**Lower Colorado River Multi-Species Conservation Program**

Provided legal advice and oversight for implementation of the program. Prepared written testimony for the Executive Director of the Colorado River Board in connection with federal authorizing legislation for the program. Participated in discussions on amendments to the draft legislation. Hearings on the legislation were completed in both houses of Congress in August 2007, and the House passed the legislation in March 2008. The Senate version of the bill was approved in committee in May 2008, and final approval by Congress is anticipated shortly.

**San Luis Rey Negotiations**

Provided legal support in negotiations with the San Luis Rey Tribe regarding the interpretation of the agreement for Metropolitan's purchase of Colorado River water.

**Groundwater Contamination**

Provided legal assistance on Topock cleanup project, including issues related to administrative obstacles to installing a slant-well from the Arizona side of the river and tribal issues.

## Integrated Resources Plan

Provide legal support for regional resource development and updating the Integrated Resources Plan.

### **Allocation Plan**

Participated in the working group that formulated the draft water allocation plan. Addressed legal issues, including those regarding agricultural water deliveries and preferential rights. Commenced representation of Metropolitan in *Central Basin MWD v. Metropolitan*, litigation filed in April 2008 challenging the plan.

### **Integrated Area Study**

Reviewed and commented on the study. Provided legal support on acquisition of property for a future treatment plant in Riverside County identified by the study.

## Local/Regional Water Resources

Provide legal support in the continuing development and operation of Local/Regional Resources Programs pursuant to board-adopted policies, including evaluation of proposed changes to programs, proposed projects for inclusion in programs, and the execution of related agreements.

### ***San Gabriel Basin Water Quality Authority, et al. v. Aerojet-General et al.; Aerojet v. Metropolitan***

Represented Metropolitan's interests in this third-party action seeking contribution from Metropolitan and other public agencies under the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA) for contamination of the San Gabriel Valley groundwater basin alleged to have resulted from the importation and spreading of Colorado River water. Filed motions seeking dismissal of the action, asserting that Metropolitan is not a responsible party under CERCLA and that other claims were not raised on a timely basis. The hearing on that motion has been delayed pending settlement attempts by the court.

### ***Orange County Water District v. Northrop Grumman Corp., et al.; Northrop Grumman v. Metropolitan, et al.***

Defended Metropolitan in this third-party action brought by Northrop Grumman seeking contribution from Metropolitan and several industrial cross-defendants under the Hazardous Substances Account Act (the State equivalent of CERCLA). The action alleges that Metropolitan contributed to contamination of Orange County groundwater basins through its importation and spreading of Colorado River water. Filed motions attacking the initial pleadings and commenced preparation for the first phase trial currently scheduled to begin in February 2009.

### **Desalination Program**

Provided legal counsel in developing contract terms for an incentive program for a proposed ocean water desalination plant in Carlsbad.



### **Other Programs**

Provided legal assistance relating to a new public sector program to promote water efficiency. Provided legal assistance on groundwater storage agreements for the Raymond Basin, Chino Basin, and with the City of Long Beach. Provided legal assistance regarding Metropolitan's Local Projects Program.

Goal  
**2**

## **Energy**

Provide legal support to protect and maximize Metropolitan's existing energy assets and planning for future needs as the California Independent System Operator Corporation proceeds with implementation of its market redesign and to ensure compliance with new electric reliability standards.

### **Activities**

#### **Energy Contracts**

Provided legal assistance in negotiating terms of a power sale agreement for Metropolitan's small hydroelectric generating capacity. Reviewed lengthy ISO market redesign tariff compliance filing and submitted comments regarding its proposed treatment of Metropolitan's transmission. Provided legal assistance in negotiating an expanded facilities agreement with Southern California Edison (SCE).

#### **State Water Project Power Issues**

Represented the interests of the SWP in California energy refund litigation. Represented the interests of Metropolitan and SWC in settlement discussions initiated by the Federal Energy Regulatory Commission concerning disbursement of funds accumulated from energy crisis settlement agreements. Actively participated in SWC Energy Committee meetings and provided strategic advice on potential and pending disputes between DWR and Nevada Power Company based on the Reid Gardner Participation Agreement.

#### **Climate Change/Renewable Energy**

Prepared comments on California Air Resources Board draft regulations concerning mandatory reporting of greenhouse gas emissions. Provided legal assistance in the review of potential renewable energy projects and the development of the solar energy facility under design for the Skinner filtration plant. Provided legal assistance in the sale of renewable energy certificates originating from Metropolitan's small conduit hydroelectric generation.

#### **California Public Utilities Commission (CPUC) Proceedings**

Monitored and participated in stakeholder discussions on the CPUC proceeding regarding the pilot energy conservation plan based upon water conservation efforts. The pilot program received CPUC approval in late December and will commence implementation in July 2008. SCE will partner with Metropolitan to install high efficiency toilets, advanced pH controllers, and weather-based irrigation controllers to its commercial customers.

#### **Electric Reliability Standards**

Provided legal support regarding reporting and compliance with new electric reliability standards.

**Long-Term Strategic Energy Plan**

Led the development of suggested revisions to energy policy principles.

**Administrative Proceedings**

Provided legal support and review of the rulemaking for AB 32, California's landmark Global Warming Solutions Act, including review and response to proposed mandatory reporting regulations.

Goal  
**3**

**Communications**

Provide legal advice on utilization and implementation of new communications technology in accordance with applicable laws and court rules.

**Activities****E-Discovery**

Led a multi-departmental E-Discovery Task Force to develop a program for the preservation, retention, and retrieval of electronic documents as required by court rules. Developed internal litigation hold procedures and a model litigation hold notice.

**Brown Act Requirements**

Provided legal advice regarding compliance with newly enacted Brown Act requirements involving access to documents submitted for Board and committee meetings.

**Telecommunications Issues**

Provided assistance with legal issues associated with the potential acquisition of licensed frequencies from a public utility. Provided legal assistance for the acquisition of new telecommunication sites and the renewal of telecommunications on Metropolitan property.

Goal  
**4**

**Capital Projects**

Provide legal support in the planning, environmental compliance and construction of the board approved Capital Investment Plan.

**Activities****Perris Valley Pipeline**

Provided legal assistance in obtaining entry permits and easements to allow timely construction of the North Reach. Resolved one claim for damages arising from loss of

access to Alessandro Boulevard due to North Reach construction, and provided legal advice related to two additional claims. Managed the hearings before the Board for adoption of resolutions of necessity to acquire easements of five privately owned parcels for the South Reach. Three eminent domain actions were filed pursuant to adopted resolutions, of which two have been brought to conclusion by settlements approved by the Board. The remaining action is being litigated by staff counsel, but no trial date has been set. Provided legal assistance with the acquisition of additional easements and entry permits to ensure the availability of rights-of-way prior to construction on the South Reach.

### **Inland Feeder Project**

Represented Metropolitan in discussions with the San Manuel Band of Mission Indians regarding their request for compensation relating to the Arrowhead Tunnels. The San Manuel have requested approximately \$6 million for consultant costs in monitoring the impacts of the Arrowhead Tunnels construction on their reservation. Continued to work with outside counsel to prepare for settlement discussions and potential re-trial of the *Campus Crusade for Christ* eminent domain action. The California Supreme Court reversed the judgment in Metropolitan's favor in July 2007 and returned the case to San Bernardino County Superior Court for a new trial on the amount of just compensation to be awarded for the acquisition of property for tunnel and pipeline construction.

### **San Diego Pipeline 6**

Participated in discussions with the Pechanga Tribe regarding potential acquisition of right-of-way by Metropolitan on tribal lands and the tribe's desire to obtain Metropolitan water. Provided legal assistance for the acquisition of monitoring sites for the study of the South Reach alignment. Provided legal support with environmental requirements for completion of the North Reach and study of the South Reach.

### **Contractor Claims**

Provided legal assistance in the successful negotiation of contractor claims arising out of the Skinner expansion.

### **Diemer North Access Road Project**

Completed negotiations with California Department of Parks and Recreation and provided legal assistance with preparation of the Final EIR for the relocation and improvement of a secondary access road on the south side of the Diemer Plant, a portion of which runs through the Chino Hills State Park. Commenced Metropolitan's defense against CEQA challenge to the Final EIR in *Hills for Everyone v. Metropolitan*.

### **Central Pool Augmentation Project**

Provided legal assistance regarding potential impacts of the Mid-County Parkway Project, a proposed freeway near Lake Mathews and the proposed treatment site, and the Eagle Valley East Development Project, a proposed 4,600 unit residential development adjacent to the proposed treatment site. Prepared comments on both projects and participated in stakeholder negotiations. Provided legal assistance required to obtain a U.S. Forest Service permit for geotechnical studies.

**Washington, DC Office**

Provided legal support needed to complete build out of new office space and obtain gold level Leadership in Energy and Environment Design (LEED) certification from the U.S. Green Building Council by meeting strict standards for environmentally efficient design.

**Alameda Corridor East Transportation Authority (ACE)**

Negotiated a settlement and reimbursement agreement with ACE regarding relocation of a section of the Orange County Feeder located in the City of Industry.

Goal  
**5**

**Operations**

Provide legal advice on statutory and regulatory requirements and compliance for operations programs.

**Activities****Water Quality Issues**

Provided legal support regarding the recently implemented fluoridation program. Responded to legal inquiries from member agencies and assisted in responding to numerous public information requests. Provided legal assistance in the preparation of a quagga mussel control plan to meet new statutory requirements and in revising proposed legislation that will further address problems created for water supply systems by this invasive species

**Security**

Provided legal assistance with the negotiation and completion of agreements with Johnson Controls, Inc. for maintenance of existing perimeter security equipment and future security system improvements. Provided legal support for a number of security-related incidents.

**Workplace Health and Safety Issues**

Negotiated resolution of a civil action brought against Metropolitan by the Riverside County District Attorney's office for a 2005 discharge of caustic soda at the Mills Filtration Plant. Provided legal assistance in responding to citations issued to Metropolitan by Cal/OSHA alleging violations of various health and safety regulations.

**Center for Water Education (CWE)**

Worked cooperatively with the CWE to resolve debt claims of over fifty creditors. Assisted the CWE in obtaining remaining \$500,000 of grant funds from the state Office of Grants and Local Services and applying the funds to discharge the remaining CWE debt.

Assisted in the selection of a consultant to prepare a feasibility study to identify potential uses for the facility.

### **Litigation**

Prosecuted *Metropolitan v. XO Communications* and *Metropolitan v. IEUA*, two cases in which Metropolitan seeks to recover for damage to underground pipelines. Obtained a voluntary dismissal of *Guerra v. Los Angeles DWP*, a dangerous condition of public property case. Filed a successful motion to dismiss in the federal court case of *Chen v. Speegle*. Continued to defend *Plaks v. Metropolitan*, an inverse condemnation matter.

### **Real Estate Issues**

Provided legal counsel to the Property Review Council in their consideration of numerous property rights, such as leases, licenses, entry permits, and road easements granted to third parties each month. Provided legal counsel regarding the acquisition of property interests necessary for Metropolitan operations, including access and telecommunication leases. Negotiated the potential purchase of buffer property for operational facilities. Provided legal assistance with responses to and removal of encroachments on district property. Provided legal support with annexations.

### **Service Connections**

Provided legal assistance for new member agency service connections.

Goal  
**6**

## **Workforce**

Provide legal support on various human resources issues.

### **Activities**

#### **Memoranda of Understanding**

Provided legal assistance in interpreting and implementing the existing bargaining unit MOUs with a focus on ensuring proper, uniform and equitable application.

#### **Cargill v. Metropolitan**

Provided oversight on this litigation involving three consolidated class action lawsuits challenging Metropolitan's past use of District temporary employees, independent consultants, and temporary agency workers. Directed implementation of the settlement agreement, with a current focus on assisting Human Resources in submitting enrollment applications for individual class members eligible for retroactive CalPERS benefits.

### **Civil Actions**

Negotiated a settlement in the case of *Victor Gordon v. Metropolitan*. Assisted in obtaining a settlement in *Lance Charles v. Metropolitan* as co-counsel of record. Successfully brought a civil action to recover damages for Workers' Compensation fraud against a former employee, resulting in a settlement in which Metropolitan will receive the majority of its recoverable expenses.

### **PERB Unfair Labor Practice Charges**

Defended Metropolitan's interests in several matters before the Public Employment Relations Board (PERB) alleging unfair labor practices pursuant to the Meyers-Milias-Brown Act. Of the seventeen PERB matters that have been active during the past six months, three were dismissed based on objections raised by the Legal Department, one matter was withdrawn by AFSCME Local 1902 after the Legal Department lodged its position statement, three matters were settled with no admission or finding of wrongdoing on Metropolitan's part. One matter has proceeded to trial, and the parties are waiting for a result. The Legal Department continues to defend Metropolitan's interests in the remaining charges.

### **AFSCME Local 1902 Grievances and Appeals**

Defended Metropolitan's interests in hearing officer appeal requests lodged by AFSCME Local 1902. Due to Legal Department's action in addressing the backlog of hearing officer appeal requests, the number of active hearing officer matters has been reduced from approximately 115 to 90 grievance matters. Successfully defended a job audit report issued by Human Resources in a matter that proceeded to hearing.

### **Human Resources Issues**

Expanded the Legal Department's ability to provide legal advice to Human Resources and to represent Metropolitan in personnel litigation, employee relations, and administrative matters. Handled most matters in-house during the past six months. A working committee consisting of the General Counsel, Assistant General Counsel, and the two staff attorneys responsible for human resources issues meet regularly to coordinate representation of Metropolitan in employment/labor issues.

### **EEO Claims**

Provided investigation oversight for EEO claims, including providing recommendations for remedial actions.

Goal  
**7**

## **Finance**

Provide legal assistance with rates and charges, the issuance of debt obligations, investment of surplus monies, and other financial activities undertaken by Metropolitan.

## Activities

### Rates and Charges

Assisted with development of rates and charges to be effective January 1, 2009. Provided legal advice regarding budget process. Advised working group on Long Range Finance Plan update.

### Bonds

Provided legal assistance for the issuance of the 2007 Series B Water Revenue Refunding Bonds. Assisted with the issuance of the 2008 Series A-1 and A-2 Water Revenue Refunding Bonds within a thirty-day period from start to closing, to retire all of Metropolitan's outstanding Auction Rate Securities after rates on these bonds spiked due to market turmoil. Assisted with issuance of Water Revenue Refunding Bonds, 2008 Series B. Prepared and e-filed year-end financial information required by continuing disclosure undertakings for water revenue and general obligation bonds. Prepared and e-filed notices of rating actions affecting insured bonds. Assisted with the replacement of two standby bond purchase agreements.

### Investments

Provided legal advice on revisions to investment policy to expand investments in California local agency securities, including Metropolitan's bonds.

Goal  
**8**

## Administration

Provide legal support regarding: proposed state and federal legislation that may affect Metropolitan's interests and compliance with statutory and institutional requirements, such as the Metropolitan Water District Act and Administrative Code, the Brown Act, the Political Reform Act, and the Public Records Act. Continue to explore and implement ways in which to expand the effectiveness and efficiency of Legal Department operations.

## Activities

### Public Records Act

Responded directly to the public and provided legal support in responding to numerous Public Records Act requests.

### Statements of Economic Interest (Form 700)

Administered the annual filing for directors and designated employees in accordance with Fair Political Practices Commission filing requirements. Ensured that statements for individuals assuming and leaving office were filed timely.

### **Legislation**

Provided analysis of proposed legislation relevant to Metropolitan's strategic initiatives. Provided legal support for and participated in a work group on AB 1420 (Laird), legislation regarding water conservation best management practices. Provided drafting, review, and comment on several versions of bond bills to fund Delta restoration and implement a Delta conveyance facility, including SB 1 (Perata) and SB 3 (Cogdill) and SB 27 (Simitian).

### **Utilization of Outside Counsel**

Revised Outside Counsel Guidelines and obtained acknowledgement of active outside counsel to utilize the revised guidelines

### **Budget**

Carried out the Legal Department's functions well within its authorized O&M budget.

### **Department Management**

Filled two vacant positions by hiring an attorney to handle employment and litigation matters and an administrative assistant to help with Legal Department financial operations. Commenced recruitment of a paralegal to fill a vacant position and to provide increased litigation support and research capability needed as a result of the department's expanded use of in-house counsel for litigation. Provided timely evaluations to Legal Department employees.

### **Retreat**

Conducted a successful retreat for all Legal Department staff to increase team effectiveness. Topics included a presentation on the Legal Department's history, discussion of the department's current structure and potential changes, discussion of ways to enhance communication within and outside the department, succession planning, and tours of the Weymouth facility and Water Quality lab.

### **Contracting**

Provided legal assistance on procurement and professional contracting issues, including development of checklists and training for Metropolitan staff.

### **Sustainability**

Reduced the number of copies of departmental reports by creating areas on the network where reports are now shared.

### **Educational Programs**

Provided the following training programs: (1) E-Discovery Seminar by Akerman Senterfitt provided to selected Legal and Corporate Resources staff, (2) Agreement Administrator refresher training provided to Legal Department staff, (3) training for Continuing Legal



Education credit on the Los Angeles County Civil Register conducted by the Los Angeles County Bar Association, (4) online training on E-Filing provided to attorneys admitted to practice in the Central District of the U.S. District Court and their assistants.

**External Functions**

Held a Legal Counsel Member Agency Dinner on January 8, 2008 to provide a program by Life Theatre Services on Bias and the Challenge of Inclusion. This program was well received and qualified for Continuing Legal Education credit.