



● Ethics Officer's July 2011 Monthly Report

Summary

This report provides a general update on the progress and activities for the Ethics Office for July 2011.

Attachments

None

Detailed Report

Activities

1. The Ethics Office continues to work with Graphics, External Affairs, and the Legal Department on the development of Metropolitan-specific online AB 1234 training.
2. There were no New Employee Orientations for July 2011.
3. The Ethics Office website logged 1,053 visitors from July 1-31, 2011.

Matters Brought to the Attention of the Ethics Office

1. **June 28, 2011 – Issue: Misuse of Position**
A concern was received regarding images of directors appearing in paid newspaper public service announcements. It was found that Metropolitan did not pay or participate in the development of the advertisement. Directors may include their Metropolitan affiliation when relevant to the presentation, as it was in this case. (554)
Disposition: Closed
2. **June 30, 2011 – Issue: Misuse of MWD Resources**
A concern was received from an employee regarding alleged violations of the District Vehicle Use Policy. The manager has approved the employee's vehicle use and the use was found not to be in violation. The Ethics Officer is working with management on ways to address employees' suspicion of one another. (553)
Disposition: Closed
3. **July 7, 2011 – Issue: Gifts**
A query was received from an employee regarding whether or not he/she may accept an invitation to attend a seminar which is open to a broad set of representatives from the public and private sector. The invitees do not pay to attend, but were provided with the itemized costs. The employee may attend with supervisor's approval, however; the employee was advised that if he/she is required to file a Form 700, the estimated costs of the event are reportable gifts and the total calendar year gift limit from a single source is \$420. (555)
Disposition: Closed
4. **July 7, 2011 – Issue: Product Quality Concerns**
A concern was received from a member of the public regarding fluoridation. The matter was referred to the Water Quality Division of Metropolitan for response. (556)
Disposition: Closed
5. **July 7, 2011 – Issue: Product Quality concerns:**
A concern was received from a member of the public through the Hotline regarding fluoridation. The matter was referred to the Water Quality Division of Metropolitan for response. (557)
Disposition: Closed

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6. **July 7, 2011 – Issue: Director’s Conflict of Interest/Commitment**

A query was received regarding an applicant’s request for a Director’s assistance in applying for employment at Metropolitan. Aside from the hiring of Department Heads, Directors do not have influence, involvement, or direct knowledge of the hiring process. (558)

Disposition: Closed

7. **July 11, 2011 – Issue: Gifts**

A query was received from an employee regarding whether he/she may accept an invitation to attend a work-related conference. The vendor who is offering the invitation is not likely to do business with Metropolitan and has not done business with Metropolitan in the past year. The value of the conference is more than the total calendar year gift limit of \$420 from a single source. The employee is a Form 700 filer and was advised that to attend, with supervisor approval, the balance of the cost over \$420 should be covered by Metropolitan. (559)

Disposition: Closed

8. **July 18, 2011 – Issue: Customer Relations**

A query was received from a member of the public regarding the status of his/her Public Records Act request. It was found that the Legal Department had prepared the documents in response to the Public Records Act request and responded in a timely manner to the member of the public. (560)

Disposition: Closed

9. **July 20, 2011 – Issue: Misuse of MWD Resources**

An anonymous concern was received regarding the alleged misuse of the freight/service elevator by employees. Employees are given permission to use the freight/service elevator based on delivery or other demonstrated need. The General Manager’s Office has been notified of this concern. (561)

Disposition: Closed

10. **July 28, 2011 – Issue: Policy Issues**

A query was received from a member of the public regarding Metropolitan’s lobbying rules. Metropolitan has no registration requirements or regulations related to those lobbying our Board of Directors. (562)

Disposition: Closed

11. **July 28, 2011 – Issue: Outside Employment**

A query was received from an employee regarding general outside work activities. The employee was advised to review operating policy H-03 Outside Work Activities and the Outside Work Activities learning module on the Intranet. The employee was asked to contact the Ethics Office with any further detailed questions. (563)

Disposition: Closed