



Ethics Office Monthly Report

MWD

METROPOLITAN WATER DISTRICT OF SOUTHERN CALIFORNIA

October 2017

ADVISORY SERVICES

Professional Services Contracting Team

Ethics staff analyzed conflict of interest disclosure forms submitted by 4 contractors and 69 consultants in response to the Prestressed Concrete Cylinder Pipe (PCCP) rehabilitation RFP. Staff consulted with Legal and Engineering Services management, advised the professional services contracting team on 8 potential conflict of interest issues, and made recommendations for resolving conflicts.

Moreover, we collaborated with the contracting team to modify conflict of interest provisions in future RFPs. We will continue to monitor ethics compliance in the RFP process.

Metropolitan employees

Ethics staff advised Metropolitan employees in the areas of conflicts of interest, gifts, and recusals.

We also advised employees on whether their Metropolitan position requires reporting financial interests such as stock sales, spousal income, rental income, and real property on Form 700.

ETHICS COMPLIANCE

As a follow up to last month's report on completing the Conflict of Interest Code implementation project, Metropolitan has now achieved 100% compliance for the 380

new filers required to file Statements of Economic Interests (Form 700). Ethics staff collaborated with the General Manager, Legal, HR, IT, and unit managers to achieve this compliance rate.

Staff advised recently hired, promoted and retired employees required to file Form 700. We also worked with HR and IT to streamline ongoing Form 700 filing compliance for employees whose change in status requires them to file Form 700.

Staff also worked with HR to issue a Form 700 employee survey to new filers and will use feedback to improve the filing process and trainings.

INVESTIGATIONS

Staff investigated an outside employment matter that resulted in a referral to the Employee Relations Section Manager for resolution. Employee Relations will resolve the matter in accordance with personnel procedures and advise us of actions taken.

Staff received three discrimination complaints, reviewed them for ethics related allegations or patterns, then referred them to the Equal Employment Opportunity office for review. Ethics staff will follow up on resolution of these matters.