

- Ethics Officer's May 2006 Monthly Report

## Summary

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This report provides a general update on the progress and activities for the Ethics Office for May 2006.

## Attachments

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None

## Detailed Report

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### Activities

1. The business plan and budget for 2006/07 for the Ethics Office were approved.
2. The Ethics Office is working with Graphics to produce an Ethics Fast Facts brochure.
3. The Employee Ethics Manual is in process.
4. Questions from AFSCME regarding the revision of HR-03 were answered.
3. The Ethics Educator met with HR to plan and design district-wide employee ethics training.
6. The Ethics Educator and Senior Administrative Analyst conducted Day 1 employee orientations to 18 new hires and Day 2 employee orientation for 6 employees.
9. The Ethics Office Web site logged 885 visitors from April 16 – May 15, 2006.
10. The Ethics Officer attended a daylong seminar, *Moral Courage*, on May 22, 2006.

### Logged Questions and Matters of Concern

1. **March 14, 2006 – Issue: Misuse of MWD Resources**  
A concern was communicated to the Chair of the Ethics Committee that employees have been taking unfair advantage of the Ride Share program. The Ethics Officer reviewed this matter and found that some employees seemed to be misusing the incentive program. A memo was sent to the General Manager for his action. (149)  
Disposition: Pending
2. **April 3, 2006 – Issue: Kickbacks**  
The Ethics Officer met with the Interim General Counsel, General Auditor and Controller regarding an anonymous letter the Controller received regarding possible kickbacks from a vendor. The matter was referred to the COO office for investigation. An investigation is being conducted through the Legal Department. (153)  
Disposition: Pending
3. **April 27, 2006 – Issue: Conflicts of Interest/Commitment**  
A manager from Corporate Resources contacted the Ethics Office regarding a potential situation in which an MWD employee would work on quality control for a contract in which that person's family member plays a role. It was determined that having the employee participate would violate Operating Policy H-03 and Administrative Code § 7105. The employee will not participate in the contract. (160)  
Disposition: Closed

## Board Report (Ethics Officer's May 2006 Monthly Report)

4. **May 1, 2006 – Issue: Customer Relations**

A member of the public called with a concern that a Metropolitan employee had not been accommodating to him/her during a MWD/WaterWise Program. Discussion with the Metropolitan employee, member agency representative and subagency representatives revealed that there was confusion regarding the propriety of involving a business concern with the public agency-sponsored give-away. A member agency representative clarified to the member of the public that the agencies involved had decided not to involve private business representatives during that or future give-aways. (158)

Disposition: Closed

5. **May 4, 2006 – Issue: Contractor Relations**

An employee approached the General Manager, Ethics Officer, and Interim General Counsel with a proposal from a corporation that would involve MWD sending students from our Solar Cup competition to Australia to compete in an International Solar Boat competition. The proposal, which would involve sponsorship by the corporation of our Solar Cup event, was denied. Allowing this corporate sponsorship of Solar Cup, when MWD disallows other corporate sponsors, is unfair. In addition, local student participation in the Australia event would not serve MWD or advance its mission regarding the service area. (159)

Disposition: Closed

6. **May 9, 2006 – Issue: Outside Employment**

An employee, who had approached the Ethics Office previously regarding outside employment, requested an opinion regarding whether consulting with a California governmental entity would be a conflict of interest. It was determined that a conflict would exist and the entity is working through MWD to secure the employee's services. (161)

Disposition: Closed

7. **May 10, 2006 – Issue: Gifts**

An employee requested review of an invitation he/she had received to attend a dinner and seminar free of charge that was sponsored by a contractor. The employee's supervisor determined that attendance was appropriately geared to the employee's MWD responsibilities. The employee's attendance was approved. (162)

Disposition: Closed