

**The Metropolitan Water District of Southern California
Facilities Naming Policy Principle**

Facilities Naming Criteria and Procedures

A. PURPOSE OF THE POLICY

Metropolitan is responsible for its facilities, which includes responsibility for construction of new facilities. It is the policy of Metropolitan Water District of Southern California (“Metropolitan”) to name or rename facilities based on approved criteria. These criteria and procedures provide consistency in naming or renaming Metropolitan facilities and shall be used for evaluating that a Metropolitan facility be named or renamed after an individual, group of individuals or organization.

B. FACILITIES NAMING COMMITTEE

Pursuant to Metropolitan Administrative Code section 2310, the Facilities Naming Committee (“committee”) was established by the Metropolitan Board of Directors (“Board”) on February 13, 2018, to serve as an ad hoc committee to undertake the special assignment of advising the Board on establishing criteria for naming and renaming Metropolitan facilities. Committee members shall be appointed by the Chair of the Board and shall serve at the Chair’s pleasure. Meetings shall be held as needed.

C. DEFINITIONS

The term “facility” refers to existing and new buildings, structures, additions, water infrastructure facilities and systems, roads and significant open spaces.

D. CRITERIA FOR NAMING OR RENAMING

1. The primary criteria for naming or renaming a facility after an individual, group of individuals or organization shall include but not be limited to:
 - a. Substantial, important and positive impact upon Metropolitan as a member of its Board or staff
 - b. Personal achievements of highest distinction in a public service role, while maintaining close ties with and providing significant support to Metropolitan
 - c. Names that have historical or regional significance to the facility or location, ordinarily not for living persons
2. Metropolitan has sole discretion in whether to name a facility and name chosen.

3. Any request to rename (or add a name to) a facility should include supporting documentation pertaining to the original naming, if available, and the subsequent name change proposal.
4. If a facility has been renovated, repurposed or replaced with a new facility, the new facility may retain the existing name or may be renamed in accordance with these criteria and procedures.
5. Exceptions to this policy principle must be approved by the Board.

E. PROCEDURE FOR REQUESTING A NAMED FACILITY

1. Facility naming and renaming requests should be directed by the requestor to the Board using the Metropolitan Facilities Naming Request Form (Attachment A).
2. The naming or renaming request should include the following supporting documentation:
 - a. A memorandum giving the particulars of the naming request that includes the rationale for the naming, referring to relevant criteria;
 - b. Background and information about the individual, group of individuals or organization for which the facility is to be named or renamed;
 - c. Letters of support for this request;
 - d. Other information that may be relevant to the potential implementation of the request such as historical photographs and articles;
 - e. A list of all other facilities ever named, or being proposed to be named or renamed after the same individual, group of individuals or organization, including location and date.
3. Requests to name or rename a facility should be directed to the Board when a new facility is funded for design or when an existing facility is recommended for naming or renaming.
4. Upon receiving a naming or renaming request, the Board or the committee shall convene to evaluate the request, as follows:
 - a. In evaluating the request to name or rename a facility, the Board or committee shall consider those individuals, groups of individuals or organization that have

attained achievement of extraordinary and lasting distinction and exceptional service to Metropolitan activities or its history consistent with the criteria set forth in Section D herein.

- b. When the Board or committee supports a name for a facility, the committee's recommendation to the Board, or the Board's decision, shall be made in writing and include the following:
 - 1) Proposed full name
 - 2) Explanation in support of the naming recommendation or naming decision
 - 3) Administrative record including the materials submitted by the requestor and any other material considered by the committee or Board including letters of support or resolutions, background information on the individual and their contributions to the community, news stories or articles or other supporting information.
 - 4) The committee's naming recommendation shall be forwarded to the Board, or the Board shall make the decision to name or rename a Metropolitan facility.
5. The Board's decision on a permanent name for a facility shall be forwarded to the General Manager to implement the change. The naming decision of the Board shall be final. The assigned name of the facility will appear on the facility face and external sign as dictated by Metropolitan signage standards.
6. If the Board decides not to name or not to accept a recommendation to name or rename a facility the requestor shall be informed.