



**Meeting of the Metro Commission
and Metro Wastewater JPA**

AGENDA

**Thursday, March 6, 2008
12:00 p.m.**

**SANDAG Boardroom
401 B Street, 7th Floor**

“The mission of the Metro Commission is to create an equitable partnership with the San Diego City Council on wastewater issues in the San Diego region that ensures fair rates for participating agencies, concern for the environment, and regionally balanced decisions through data analysis, collaboration among all stakeholders, and open dialogue.”

Documentation
Included

1. ROLL CALL
2. PUBLIC COMMENT
- X 3. **ACTION** - APPROVE MINUTES OF FEBRUARY 7, 2008
4. METRO TAC UPDATE
- X 5. **ACTION** - REQUEST FOR ADDITIONAL FUNDS IN THE AMOUNT OF \$2,945 FOR THE CAPACITY VALUATION STUDY
6. **ACTION** – RECOMMENDATION FOR ADMINISTRATIVE ASSISTANT TO METRO WASTEWATER JPA AND METRO TAC
7. IROC UPDATE
- X 8. COMMUNICATION AD HOC COMMITTEE
9. FINANCE AD HOC COMMITTEE
10. WAIVER AD HOC COMMITTEE

Documentation
Included

11. PROPOSED AGENDA ITEMS FOR THE NEXT METRO COMMISSION/WASTEWATER JPA MEETING (April 3, 2008)
12. METRO COMMISSIONERS' AND JPA BOARD MEMBERS' COMMENTS
13. ADJOURNMENT OF METRO COMMISSION AND JPA

*Item 2 - This portion of the agenda provides an opportunity for members of the public to address the Commission and/or JPA items within the jurisdiction of the Commission and/or JPA that have not previously been before the Commission and/or JPA. Comments are limited to three (3) minutes per individual. **Note:** Any member of the Public may address the Commission and/or JPA on any Agenda Item. Please complete a Speaker's Slip in advance of the specific item being called. For alternative agenda format or disabled access to Metro Commission, please call M. Barrett at (619) 236-6585. *The Metro Commission and/or JPA may take action on any item listed in this Agenda whether or not it is listed "For Action." All items are for Metro Commission and JPA consideration unless otherwise specified.

Agenda Item 3



**Metro Commission and
Metro Wastewater JPA Meeting**

**9192 Topaz Way (MOC II) Auditorium
San Diego, California**

**February 7, 2008
Draft Minutes**

Chairman Abarbanel called the meeting to order at 12:00 p.m. A quorum of the Metro Wastewater JPA and Metro Commission was declared, and the following representatives were present:

1. ROLL CALL

<u>Agencies</u>	<u>Representatives</u>		<u>Alternate</u>
City of Chula Vista	Cheryl Cox	X	
City of Coronado	Al Ovrrom	X	
City of Del Mar	Henry Abarbanel	X	
City of El Cajon	Mark Lewis	X	
City of Imperial Beach	Mayda Winter	X	
City of La Mesa	Ernie Ewin	X	
Lemon Grove Sanitation District	Jerry Jones		No representative
City of National City	Luis Natividad	X	
City of Poway	Merrilee Boyack	X	(Arrived at 12:04)
City of San Diego	Jerry Sanders		Jim Barrett
County of San Diego	Dianne Jacob		Daniel Brogadir
Otay Water District	Mark Robak	X	
Padre Dam MWD	Augie Caires	X	
Metro TAC Chair	Scott Huth	X	

2. PUBLIC COMMENT

There was no public comment.

3. APPROVE MINUTES FROM THE MEETING OF JANUARY 10, 2008

The minutes were approved by consensus.

(Note: Commissioner Boyack arrived.)

4. METRO TAC UPDATE

Scott Huth, Metro TAC Chair, reported that the Transportation Agreement is still being reviewed by agency attorneys, and they are waiting for feedback. He also reported that they are in the process of discussing processes for filling the administrative support services currently being covered by Padre Dam Municipal Water District, as their contract expires in June 2008. A scope of service is currently being developed.

5. SBWRP FUEL CELL POWER PURCHASE AGREEMENT

Upon motion by Commissioner Robak, seconded by Commissioner Caires, with the Lemon Grove Sanitation District absent, the Board voted unanimously to approve this project.

6. SBWRP PHOTOVOLTAIC POWER PURCHASE AGREEMENT

Upon motion by Commissioner Robak, seconded by Commissioner Caires, with the Lemon Grove Sanitation District absent, the Board voted unanimously to approve this project.

At this time, Chair Abarbanel suggested that a representative from Sun Edison be invited to speak at a future JPA meeting regarding what they do and what they have done with the City of San Diego.

7. SIX-MONTH FINANCIAL STATEMENT ENDING DECEMBER 31, 2007

Upon motion by Commissioner Boyack, seconded by Commissioner Ewin, with the Lemon Grove Sanitation District absent, the Board voted unanimously to approve the Six-month Financial Statement Ending December 31, 2007.

8. DISCUSS METRO WASTEWATER JPA STRATEGIC PLANNING WORKSHOP

Consensus was reached to hold the workshop on May 1st, 12:00 p.m. to 3:00 p.m., in Coronado, without a facilitator. More details will be available at a later time.

9. ACTION CONSIDER DATE CHANGE FOR THE JUNE 5 QUARTERLY MEETING WITH MAYOR JERRY SANDERS TO MAY 29

Consensus was reached to hold the meeting on May 29th.

10. CONSIDERATION OF FORMING AN AD HOC BYLAWS REVIEW COMMITTEE

Consensus was reached to form the Ad Hoc Bylaws Review Committee. Members will include Commissioners Caires, Cox, and Winter. Commissioner Abarbanel will be invited and will attend as his schedule allows. Proposed changes will be brought to the JPA Commissioners for discussion at the May 1st meeting.

11. IROC UPDATE

Scott Tulloch reported the following:

- There was a briefing by Jim Barrett on the Wastewater Department.
- IROC is currently working on their Bylaws.
- They have agreed to focus on the waiver.
- Tours of the wastewater facilities are being set up.
- Subcommittees are being formed.
- IROC received a letter from the JPA inviting them to send a representative to attend meetings as an Ex-Officio member. It will be discussed at their meeting on February 11th.

At this time, Scott suggested that an invitation be extended to the IROC Committee to have lunch with the JPA members at the Strategic Planning Workshop.

Commissioner Caires reported that he attended their finance subcommittee meeting.

12. FINANCE AD HOC COMMITTEE

Commissioner Ewin reported on the following:

- The Committee met with the City of San Diego. They have agreed to have one Commissioner participate in the interview of potential underwriters.

- Outlined requests for advance notice and sharing of information or some participation of the RFP process. Appropriate requests will be made for these items.
- The 2005 audit is closed.
- The 2006 audit is in process. Completion is hopeful for early spring.
- Requested a more detailed list of when San Diego will be going out for bonding and refunding for past items.

13. WAIVER AD HOC COMMITTEE

Chair Abarbanel reported this committee met with the Mayor's staff to prepare for a response to the EPA's decision on the waiver. The Mayor noted they were interested in the idea of asking the EPA to form an EPA Task Force to work together to decide on what to do with the decision made.

14. PROPOSED AGENDA ITEMS FOR THE NEXT METRO COMMISSION/WASTEWATER JPA MEETING (March 6, 2008)

- Ad Hoc Communication Committee

15. METRO COMMISSIONERS' AND JPA BOARD MEMBERS' COMMENTS

There were no comments.

**16. CLOSED SESSION – CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION
Initiation of litigation pursuant to subdivision (c) of section 54956.9 (1 case)**

All persons left the room with the exception of the Commissioners and District Counsel.

There were no minutes taken, and the session was not tape recorded.

At 1:50 p.m. Chairman Abarbanel declared the meeting to be in open session.

17. ADJOURNMENT OF METRO COMMISSION AND JPA

At 1:50 p.m., there being no further business, Chairman Abarbanel declared the meeting adjourned.

Recording Secretary

Agenda Item 5



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February 19, 2008

Mr. Douglas Wilson, CPA, Treasurer
Metro Wastewater Joint Powers Authority
C/O Padre Dam Municipal Water District
9300 Fanita Parkway
Santee, California 92071

**Via Electronic Mail
and Regular Mail**

Dear Mr. Wilson:

Raftelis Financial Consultants, Inc. (“RFC”) has been pleased to work with the Metro Wastewater Joint Powers Authority (“Metro JPA”) and the City of San Diego regarding its analysis to determine the ‘value’ of the City of San Diego’s Metropolitan Wastewater System (“Metro System”) assets. We trust our analysis has been useful and that an amenable solution can be developed to appropriately address capacity transaction issues. We also trust that our asset valuation database will be useful to Metro members.

The purpose of our letter is to request additional funds for this project. Although all tasks were managed as efficiently as possible, this project has stretched over a much longer time-frame than anticipated, and data gathering was a lengthy process. Most importantly, it was necessary to update the analysis based upon new data. Since our draft report was submitted on April 17, 2007, new data was provided regarding the potential joint venture between the City of Chula Vista, the Sweetwater Authority, and Otay Water District. Given the time lapse, all numbers had to be recalculated to 2007 dollars and the conclusions were adjusted in consideration of the results of this study. Given these issues, we are requesting an additional \$2,945 to cover the additional work performed.

Again, we have been delighted to have this opportunity to work with your organization.

Very truly yours,

Leta K. Hals

Director of Valuation Services

Metro Wastewater Joint Powers Authority accepts the terms of this letter:

_____ Signature	_____ Name of authorized agent
_____ Date	_____ Title

Agenda Item 8



MEMORANDUM

DATE: March 6, 2008

TO: Metro Commission/Metro Wastewater JPA

FROM: Ad Hoc Communications Committee
Commissioners Caires and Robak

RE: Interim Report and Recommendations regarding the Communications Program

INTRODUCTION

The Ad Hoc Communications Committee was appointed by Chair Abarbanel in December 2007. Since that time, the Committee has met on two occasions to formulate recommendations regarding the Communications Program. During these meetings, we focused on two major shortcomings that handicap the Metro JPA efforts to become a regional player in wastewater issues: The Communications Program and its need for expansion, and the lack of administrative staff leadership.

In addition to the committee meetings, the Ad Hoc Committee conducted a briefing with our Communications Consultants (Walke & Conlee), and briefed the Metro JPA Chair and Vice Chair. As a result of these discussions it is recommended that the Metro JPA consider expanding the Communications Program and consider the issue of administrative leadership at our Annual Planning Workshop in May 2008.

COMMUNICATIONS PROGRAM

Since the hiring of Walke & Conlee (approximately 2001), the Communications Program has remained relatively constant, and is best described as a maintenance of effort program with a modest scope of services. The Metro JPA, not wanting to expend a great deal of money on a communications and outreach program, hired Walke & Conlee under the attached Scope of Work to provide minimal communications services.

The Ad Hoc Committee recommends the Metro JPA consider expanding the Communications Program to a new level, as yet undefined. Generally, it should include the following:

- > New and expanded level of outreach, public relations, and education;
- > Broader Scope of Work to include greater advocacy, regional presence, and impacts on wastewater issues;
- > Creative approach to spreading the word on complex issues to enable the JPA to be seen as a regional expert, a resource, and a political force on wastewater issues;
- > Proactive program, rather than reactive, and strategic instead of ad hoc.



An expanded Communications Program would, understandably, increase the cost of these services to the Participating Agencies, at least doubling or tripling the current \$30,000 per year program. However, if the JPA truly desires to increase its impact on regional wastewater issues, such an expansion is essential. On the other hand, if the JPA is satisfied with its current role, then maintaining the current Communications Program and its limited level of effort would serve that purpose.

If the JPA agrees to expand the level of services of the Communications Program, it is recommended that a Request for Qualification/Request for Proposals (RFQ/RFP) process be developed to solicit creative and innovative approaches from local communications firms to achieve our desired results. Walke & Conlee, who have served the JPA well, would also be asked to submit a proposal.

PROCESS OF COMMUNICATION CONSULTANT SELECTION (DRAFT)

- > Selection Team: Metro JPA Chair and Vice Chair, Ad Hoc Communications Committee, TAC representative, and a resource person (with communications experience).
- > RFQ/RFP will be developed (with the assistance of Walke & Conlee).
- > A short list (no more than 6) qualified firms would be invited to submit proposals.
- > The top 2 or 3 firms would be invited to an interview with the selection team (or the full Commission) and asked to present their Communications Program to meet the general guidelines and goals established by the Metro JPA.
- > The top firm would be reference checked and the selection team would negotiate a scope of services and contract cost for approval by the Metro JPA.
- > Legal Counsel will draft a professional services contract.

ADMINISTRATIVE SERVICES

The Metro JPA has operated on an ad hoc basis without staff for the past 10 years. The clerical activities are now being shifted from a Member Agency to another form of service, which may involve hiring an independent contractor. The Metro JPA and Metro TAC members have jobs and responsibilities at their respective agencies and are limited in the amount of time they can devote to the Metro Wastewater activities. Therefore, it may be time for the Metro JPA to consider hiring an administrative staff person to serve in whatever capacity the Metro JPA believes appropriate. At the very least, the administrative responsibilities should include:

- > Managing the work of the current consultants;
- > Serving the Metro JPA and Metro TAC;
- > Supervising the clerical person;
- > Interfacing with the Participating Agencies and the City of San Diego;
- > Implementing the policies and directive of the Metro JPA.

Without this level of administrative guidance, interface with the communications consultant is limited and results in lost opportunities to communicate on issues of timely importance.



CONCLUSION

The Ad Hoc Communications Committee recommends both of these issues be addressed at the Annual Planning Workshop in May. If the Metro JPA concurs that the Communications Program should be expanded, the RFQ/RFP process should begin. Walke & Conlee will be invited to submit a proposal along with other qualified firms in the region. The JPA should also consider the issue of administrative staff support, including a timeline to hire administrative leadership.

Enc: Agreement for Professional Services between Metro Wastewater JPA and Walke & Conlee Communications