



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

**AGENDA**

**Thursday, AUGUST 7, 2008  
12:00 p.m.**

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

*"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."*

**Note:** Any member of the Public may address the Metro Commission/Metro Wastewater JPA on any Agenda Item. Please complete a Speaker Slip and submit it to the Administrative Assistant or Chairperson prior to the start of the meeting if possible, or in advance of the specific item being called. Comments are limited to three (3) minutes per individual.

Documentation  
Included

1. ROLL CALL
2. PUBLIC COMMENT  
*Persons speaking during Public Comment may address the Metro Commission/ Metro Wastewater JPA on any subject matter within the jurisdiction of the Metro Commission and/or Metro Wastewater JPA that is not listed as an agenda item. Comments are limited to three (3) minutes. Please complete a Speaker Slip and submit it prior to the start of the meeting.*
- X 3. **ACTION** - APPROVE MINUTES OF JUNE 26, 2008
4. METRO TAC UPDATE (Scott Huth)
5. UPDATE ON THE CALIFORNIA STATE OCEAN PLAN (Alan Langworthy)
6. IBWC – UPDATE ON STATUS OF PROJECT (Steve Smullen, Project Manager, San Diego)
7. RECYCLED WATER, CONSERVATION GOALS AND IMPACT ON RATES (CWA) (Ken Weinberg)

Documentation  
Included

X

8. **ACTION** - FORMALLY ACCEPT RESCISSION OF RESIGNATION LETTER FROM WALKE & CONLEE (Paula de Sousa)
9. IROC UPDATE
10. COMMUNICATION AD HOC COMMITTEE
11. FINANCE AD HOC COMMITTEE
12. STRATEGIC PLAN AD HOC COMMITTEE  
Discussion and possible action regarding Strategic Plan Development; discussion of date for Strategic Planning Workshop; discussion regarding selection of Strategic Plan Facilitator
13. WAIVER AD HOC COMMITTEE
14. PROPOSED AGENDA ITEMS FOR THE NEXT METRO COMMISSION/ METRO WASTEWATER JPA MEETING (September 11, 2008 w/Mayor Sanders at MOC II)
15. METRO COMMISSIONERS' AND JPA BOARD MEMBERS' COMMENTS
16. ADJOURNMENT OF METRO COMMISSION AND METRO WASTEWATER JPA

The Metro Commission and/or Metro Wastewater JPA may take action on any item listed in this Agenda whether or not it is listed "For Action."

*Materials provided to the Commission and/or Metro Wastewater JPA related to any open-session item on this agenda are available for public review by contacting L. Peoples at (619) 476-2557 during normal business hours.*

***In compliance with the  
AMERICANS WITH DISABILITIES ACT***

*The Metro Commission/Metro Wastewater JPA requests individuals who require alternative agenda format or special accommodations to access, attend, and/or participate in the Metro Commission/Metro Wastewater JPA meetings, contact M. Barrett at (619) 236-6585, at least forty-eight hours in advance of the meetings.*

AUGUST 7, 2008

Metro Commission/Metro  
Wastewater JPA Agenda

# Agenda Item 3



**Metro Commission and  
Metro Wastewater JPA Meeting**

**City of Poway, Council Chambers  
13325 Civic Center Drive  
Poway, CA**

**June 26, 2008  
Minutes**

Chair Abarbanel called the meeting to order at 12:18 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		Scott Tulloch
City of Coronado	Al Ovrom	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	X	
City of National City	Luis Natividad	X	
City of Poway	Merrilee Boyack	X	
	(Arrived 12:20 p.m.)		
City of San Diego	Jerry Sanders		Bob Ferrier
County of San Diego	Dianne Jacob		Daniel Brogardir
Otay Water District	Mark Robak	X	(Arrived 12:46)
Padre Dam MWD	Augie Caires	X	Augie Scalzitti
Metro TAC Chair	Scott Huth	X	
IROC	Don Billings	X	

**2. PUBLIC COMMENT**

There was no public comment.

**3. APPROVE MINUTES FROM THE MEETING OF MAY 29, 2008**

Upon motion by Vice Chair Winter, seconded by Commissioner Caires, with the City of Poway and Otay Water District absent, and Commissioners Brogardir, Jones, Lewis and Natividad abstaining, the Board approved the minutes.

**4. METRO TAC UPDATE**

Scott Huth, Metro TAC Chair, reported on the following:

- Grit Improvement Project at Pt. Loma presentation. Approval recommended. Concern geared towards the footprint if in fact secondary is ever required.
- Two projects were reviewed for MBC (Centrate Collection Upgrades and Biosolids Storage Silos) which will be brought back to TAC for more information prior to forwarding to the JPA for consideration
- Smartcover Sewer Alarm System presentation. Scott will arrange for a presentation to the JPA at a future meeting.

(Note: Commissioner Boyack arrived)

**5. CONSIDER APPROVAL OF THE CITY OF SAN DIEGO'S GRIT IMPROVEMENT PROJECT AT PT. LOMA**

Stuart Seymour, City of San Diego, provided information on the proposed GRIT Improvement Project.

Upon motion by Commissioner Caires, seconded by Vice Chair Winter, with the Otay Water District absent, the Board voted to approve the design expenditure.

**6. REVIEW, CONSIDERATION AND POSSIBLE ACTION ON PROPOSED AGREEMENT BETWEEN THE CITY OF CHULA VISTA AND THE METRO WASTEWATER JPA FOR ADMINISTRATIVE ASSISTANT**

Metro Wastewater JPA Counsel de Sousa provided a brief overview of the proposed agreement.

Upon motion by Vice Chair Winter, seconded by Commissioner Brogadir, with the Otay Water District absent, the Board approved the Agreement between the City of Chula Vista and the Metro Wastewater JPA for Administrative Assistant support.

**7. CONSIDER APPROVAL OF FISCAL YEAR 2008/2009 BUDGET**

Treasurer Wilson provided a handout of the Fiscal Year 2008/2009 Budget and provided a brief overview.

Commissioner Caires noted that mileage was an eligible expense for reimbursement, and that the IRS rate was to be used. The current IRS rate is .585.

(Note: Commissioner Robak arrived)

Upon motion by Commissioner Boyack, seconded by Commissioner Natividad, the Board unanimously approved the Fiscal Year 2008/2009 Budget.

**8. JPA DIRECTION REGARDING COMMUNICATIONS CONSULTANT AFTER SEPTEMBER 1, 2008**

Commissioner Caires provided an update.

Ms. Walke stated they would reconsider staying with the existing contract and rescinding their resignation provided they be allowed to go back to working with the Chair and Vice Chair as in the past and not in an Ad Hoc Committee structure.

Motion by Commissioner Boyack, seconded by Vice Chair Winter, to request Walke & Conlee withdraw their resignation and remain through December 31, 2008. The Board unanimously approved the motion.

**9. FOLLOW-UP TO STRATEGIC PLANNING MEETING OF MAY 1, 2008**

Commissioner Caires requested conceptual approval to submit a request to the City of San Diego to utilize John Gavares on a cost sharing basis to assist with preparing the strategic plan and if they approved it, would bring an agreement back to the JPA for consideration. Further that he anticipated it would take approximately 3 months from start to finish and proposed that with the Communications contract situation, the timeframe would be from September through December. Alternate Representative Tulloch spoke in support of the concept, however expressed concern with the placing of a City of San Diego employee in an awkward position. Metro Wastewater JPA Counsel de Sousa stated the concept did not provide a technical conflict, but could give the appearance of a conflict, and would have to be a contract between the JPA and the City of San Diego. Chair Abarbanel requested a Strategic Plan Ad Hoc Committee be formed comprised of Commissioners Caires, Ewin, and himself to work on the details, and bring a report back in August.

**10. REVIEW OF JPA AD HOC COMMITTEES AND MEMBERS**

Metro Wastewater JPA Counsel de Sousa provided a list of the current Ad Hoc committees and their members.

**11. MWWD STRATEGIC BUSINESS PLAN**

Scott Huth introduced John Gavares, lead staff to the MWWD's strategic planning process. Mr. Gavares provided an update on the process.

(NOTE: Alternate Representative Tulloch left)

**12. IROC UPDATE**

Commissioner Caires and IROC Chair Billings reported on the following:

- Performance audit process updated – Greg Humora is the TAC Representative and Scott Tulloch is Alternate - using a report card process with a focus on operational and financial
- Strategic Planning update
- Educational and Outreach Committee had a presentation about water supplies and conservation by Ken Weinberg of the San Diego County Water Authority which the JPA may be interested in hearing as well
- Waiver update provided by Alan Langworthy
- Finance Committee update – interesting discussion on the City's investment process/practices as well as the debt issuance policy
- Prop C created a new selection process for the City's Independent Auditor – expect relationship between IROC and Audit Committee will become stronger
- Carl DeMaio is now a Councilmember Elect and is all about managed competition and transparency so expect they more focus from the Council on IROC activities
- UCAN settlement agreement allows submission of 3 inserts in the water bills and UCAN wishes to work with IROC and offered resources to assist in assessing efficiency of both water and wastewater

**13. COMMUNICATION AD HOC COMMITTEE**

There was no report other than what was discussed under Item 8.

**14. FINANCE AD HOC COMMITTEE**

Commissioner Boyack reported on the following:

- JPA budget
- Audit adjustments received for Fiscal Year 2006/2007 which will result in a credit back to the PA's of \$271,000 – they found adjustments of close to \$773,000 , thanks to PBS&J – expect completion within next 3 months and then funds will be distributed to the various member agencies
- Commissioner Ewin sent an e-mail to Jim Barrett regarding questions on some of the financial affairs which the Committee had requested information on, specifically the City was in the process of hiring an underwriter with respect to their financing and the Committee wanted to participate in that process.

Bob Ferrier stated that with respect to the first issue pertaining to the City's process with respect to audits, tasks and milestones, a report is expected to be presented to the JPA by the end of July. Second, regarding the hiring of the underwriter, the request was discussed with the Chief Financial Officer and Director of Financing Services, and they declined the offer of the PA's to participate, but committed to provide on going updates on all of the process and are prepared to come to the JPA Finance Ad Hoc Committee meeting and present that process and respond to questions. Further, regarding the hiring of the underwriter, the RFP had gone out and 25 responses were received and have been turned over to a technical committee for evaluation and a review of the respondents is expected by the end of July. City staff was working on the other questions posed and a response was expected to be provided by mid-July.

Commissioner Boyack voiced concerns about still being left out of the loop.

Chair Abarbanel requested a copy of the e-mail be distributed to all of the Commissioners, and stated he would be addressing these and other concerns with Mayor Sanders.

**15. WAIVER AD HOC COMMITTEE**

Chair Abarbanel stated that the application for the Waiver had been purchased and was available for review on the website at [www.metrojpa.org](http://www.metrojpa.org).

**16. PROPOSED AGENDA ITEMS FOR THE NEXT METRO COMMISSION/WASTEWATER JPA MEETING (August 7, 2008)**

Chair Abarbanel requested the following items be added to the Agenda for August:

- Update on the California State Ocean Plan by Alan Langworthy
- IBWC – Update on Status of Project
- Discussion with CWA regarding recycled water and present goals on water conservation and impact on rates

**17. METRO COMMISSIONERS' AND JPA BOARD MEMBERS' COMMENTS**

Vice Chair Winter announced that the City of Imperial Beach was hosting an IBWC forum at 6:00 p.m. this evening in their Community Room and invited all interested to attend. Presentations were also being made on the bacterial source identification process in the Tijuana River Valley and by Scripps Institute of Oceanography on the South Bay Outfall.

Vice Chair Winter then shared information regarding a presentation at the League of California Cities by the City of Healdsburg on a satellite system for monitoring city irrigation. She will attempt to obtain an electronic copy of the presentation for the Commission. Commissioner Robak advised that the Water Conservation Garden had just installed this technology should anyone wish to see it in action.

Commissioner Jones requested enough time be provided for review of the Strategic Plan once completed by the Commissioners and their respective agencies.

**18. ADJOURNMENT OF METRO COMMISSION AND JPA**

At 1:45 p.m., there being no further business, Chair Abarbanel declared the meeting adjourned.

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Recording Secretary

# Agenda Item 8

## WALKE & CONLEE COMMUNICATIONS

7777 Ivanhoe Avenue, La Jolla, CA 92037

June 27, 2008

Dr. Henry Abarbanel  
Chairman  
Metro Wastewater Joint Powers Authority

Dear Henry,

Due to the positive Commission response during the June 26 Metro JPA Meeting, Roger Conlee and I agree to rescind our resignation that was to have taken effect on August 31, 2008, but will continue to support Metro JPA with communication services as set forth in Walke Conlee's agreement with Metro JPA, which includes writing the News Brief, providing website management and oversight and offer public relations direction, until December 31, 2008.

We look forward to working directly with the Chair and/or the Vice-chair and reporting our activities to the entire Commission at the monthly Metro JPA meetings.

It has been our pleasure to provide professional communications support to the Metro Commission and JPA for the past nine years.

Sincerely,

Julie Walke

Roger L. Conlee

cc: Mayda Winter, Paula de Sousa

## EXHIBIT A

### Scope of Services

#### **2007-2009 SCOPE OF WORK**

The monthly fee provides for 25 hours per month of the following public relations services:

- Develop publicity plan around a regional wastewater authority plan.
- Study other agencies' community outreach programs.
- Generate feature stories as appropriate such as Chula Vista joining the JPA.
- Continue to maintain and update Metro JPA web site.
- Meet and work with Chair and Vice Chair.
- Keep media information handouts current (press kit, backgrounder, fact sheet, glossary).
- Issue news releases and conduct media briefings, include Commissioners' local publications.
- Media Relations including media calls, providing agendas and news releases as appropriate.
- Invite media to JPA meetings as appropriate.
- Write, edit and produce Metro JPA News Brief.
- News Brief distribution list refinement and maintenance.
- Write talking points for public speeches as needed.
- Respond to questions generated by News Briefs and news releases, track responses, report to JPA Commissioners.
- Attend meetings including Metro TAC and Metro JPA meetings.
- Client telephone and email contacts.
- Attend and participate in Strategic Planning Retreat.
- Issues Management: Implement a publicity direction either from the retreat or for regional issues where Commissioners utilize our expertise to enhance the JPA image.
- Coordinate with JPA staff on keeping letterhead, Commissioner orientation packet and other collateral materials current.
- Follow up on goals and objectives outlined at May 2007 Strategic Planning Retreat.