



METRO TAC AGENDA
(Technical Advisory Committee to Metro JPA)

TO: Metro TAC Representatives and Metro Commissioners

DATE: Wednesday, February 15, 2012

TIME: 11:00 p.m. to 1:30 p.m.

LOCATION: MWWD, 9192 Topaz Way, (MOC II Auditorium) – Lunch will be provided

****PLEASE DISTRIBUTE THIS NOTICE TO METRO COMMISSIONERS AND METRO TAC REPRESENTATIVES****

1. Review and Approve MetroTAC Action Minutes for the Meetings of [January 18, 2012](#) (**Attachment**)
2. Metro Commission/JPA Board Meeting Recap (Standing Item)
3. Financial Update (Karyn Keese)
4. Discussion of Metro JPA Strategic Plan (**Attachment**)
5. Padre Dam Mass Balance Correction (Standing Item)
6. Sampling Protocol Contract (Update) (**Attachment**)
7. PUD CIP Audit Presentation (**Attachment forthcoming**)
8. Request for Participation by Representative of MetroTAC FY 2013 City of San Diego Strategic Initiative Development Process (Tom Crane)
9. Metro Wastewater Update
10. MetroTAC Work Plan (Standing Item) (**Attachment**)
11. Municipal Transportation Agreements (Standing Item) (Edgar Patino)
12. Review of Items to be Brought Forward to the Metro Commission/Metro JPA Meeting of [March 1, 2012](#)
13. Other Business of Metro TAC
14. Adjournment ([To the next Regular Meeting, March 21, 2012](#))

Metro TAC 2012 Meeting Schedule

January 18	May 16	September 19
February 15	June 20	October 17
March 21	July 18	November 21
April 18	August 15	December 19

AGENDA ITEM 1

Attachment

Metro TAC
(Technical Advisory Committee to Metro JPA)

ACTION MINUTES

DATE OF MEETING: January 18, 2012
TIME: 11:00 AM
LOCATION: MWWD, MOC II, Auditorium

MEETING ATTENDANCE:

Scott Huth, Coronado
Roberto Yano, Chula Vista
Iraesema Quilantan, Chula Vista
Dan Brogadir, County of San Diego
Dennis Davies, El Cajon
Augie Scalzitti, Padre Dam MWD
Kristin Crane, Poway
Tom Howard, Poway
Greg Humora, La Mesa
Erin Bullers, La Mesa
Mike James, Lemon Grove
Bob Kennedy, Otay WD
Rita Bell, Otay WD
Manny Magana, Otay WD

Eric Minicilli, Del Mar
Chris Helmer, Imperial Beach
Al Lau, Padre Dam MWD
Karen Jassoy, Padre Dam MWD
Tom Alspaugh, City of San Diego
Richard Snow, City of San Diego
Edgar Patino, City of San Diego
Peggy Merino, City of San Diego
Jamie Richards, City of San Diego
Ann Sasaki, City of San Diego
Guann Hwang, City of San Diego
Lee Ann Santos-Jones, City of San Diego
Tom Zeleny, City of San Diego

- 1. Review and Approve MetroTAC Action Minutes for the Meeting of November 16, 2011**
 - The minutes were approved unanimously.
- 2. Approval of Metro TAC Meeting Schedule**
 - The schedule was reviewed and approved.
 - Meetings will only be held if needed.
- 3. Metro Commission/JPA Board Meeting Recap**
 - The Metro Commission discussed the Metro JPA Strategic Plan and referred it to Metro TAC for more in-depth review. This is item 12 on the Metro TAC agenda.
- 4. Financial Update**
 - Karyn Keese handed out an organizational chart for PUD management dated December 1, 2011 (Attachment A to these minutes)
 - Kristin Crane discussed that she is sitting on the selection committee for the City of San Diego Water and Wastewater Rate Case consultant. Three proposals were received: Raftelis, Black & Veatch, and Red Oak. Interviews will be held in early February.
 - Ms. Keese discussed the CIP handout provided by PUD staff in November 2011. In 2012 the Pay-Go portion of the CIP is \$5.4 million. San Diego normally assumes that 20% of the annual CIP budget is Pay-Go and the other 80% is financed by debt, loans, etc. The CIP schedule stays within the average \$5.4 million included in the 2012 rate

case until 2014 where it increases to \$8.8 million. Ms. Keese expressed concern that this could lead to a higher yearly cost allocation to the PAs. Several of the PAs are preparing multi-year rate cases and 2014 falls within their five-year planning horizon. Ms. Keese requested that PUD staff provide the Metro TAC with a financing plan for each CIP project showing funding sources.

ACTION: PUD staff will provide a funding plan for each CIP project at the next Metro TAC meeting.

5. Records Retention

- Karyn Keese discussed that Atkins has the only full set of financial records for the JPA. Atkins attorneys feel uncomfortable with this situation. Metro TAC discussed options for having these records copied and either have multiple digital copies prepared and/or storing the records on a cloud server.

ACTION: Manny Magana and Rita Bell will provide information on Otay's record retention process and contractor. Karyn Keese will contact BBK & Lori Peoples to see what other records might need to be copied. Costs estimates will be brought back to Metro TAC as part of Metro JPA/Commission 2013 budget process.

6. Selection of New Metro TAC Chairman

- Tom Howard nominated Vice Chairman Greg Humora to fill the vacancy left with Scott Huth becoming City Manager in Del Mar. The nomination was approved unanimously.
- With the current Vice Chair moving to Chair the position of Vice Chair was left vacant. Manny Magana nominated Al Lau and Greg Humora nominated Dennis Davies as Vice Chair. Dennis Davies stated that although he was willing to serve that Al Lau has a much more in-depth knowledge of the Recycled Water Study which will be a big issue facing the Metro TAC over the next few years. Al Lau was elected Vice Chair unanimously. The group felt that with all the issues facing Metro TAC that having an additional leader was justified. Dennis Davies was unanimously elected Vice Vice Chair/Sergeant at Arms.

7. North City Cogeneration Facility Expansion Design Build Award

- Tom Alspaugh, PUD staff, gave a presentation (Attachment B to these minutes) on the history of this project and the savings associated with the current cogeneration facility at North City. The Metro TAC and Metro Commission have previously approved the expansion project and the purchase of the required engines. This contract is for the installation of the engines. Metro TAC requested that this should be clarified in the staff report when this project goes to the Metro JPA/Commission. On a motion by Greg Humora, and seconded by Dennis Davies Metro TAC unanimously approved moving this project forward for review and possible approval by the Metro JPA/Commission.

8. PUD/WWTD Back-up General Project

- Richard Snow gave a presentation (Attachment C to these minutes) on the background of this project. On September 8, 2011 San Diego County was subjected to a regional power outage and sewage was released from two of the City of San Diego major pump stations. This project would provide for immediate temporary and ultimately permanent installation of portable generator units at four major pump stations, North City Water

Reclamation Plant, and the Environmental Monitoring and Technical Services Laboratory. The plan is to lease seven generators until the permanent units are delivered and installed at the site. PUD staff noted that even when these generators are permanently installed they will still be portable to other locations as they are housed in a trailer. PUD staff has prepared the specifications and is bidding this project through the GSA program and anticipates a 33% savings. Metro TAC members suggested that the City also look into another cooperative buying program, National Joint Powers Alliance, to see if additional savings can be achieved. On a motion by Tom Howard, seconded by Scott Huth, Metro TAC unanimously approved moving this project forward for review and possible approval by the Metro JPA/Commission.

9. Review of Method for Calculating Flow and Load

- Guann Hwang, PUD staff, reviewed the history of the current sampling program that is the basis for Metro's strength based billings to the PAs. The City has multiple concerns with the program as do the PAs, including the fact that the basis for the program has not been looked at since 1995. San Diego is in the process of negotiating a scope with Brown & Caldwell of approximately \$126,000 to review the current sampling protocol and make recommendations as to potential changes. Discussion centered on PA input into the final scope of work and continued participation by Metro TAC during the review and potential update to the sampling protocol. A subcommittee of Metro TAC members was formed to assist San Diego in the development of the final scope of work and to work with Brown & Caldwell during the study process. The subcommittee consists of Al Lau, Bob Cunningham, and Dan Brogadir.

10. Metro Wastewater Update

- Edgar Patino, PUD staff, reported that the City would like Metro TAC involvement in San Diego's Strategic Initiative Process for FYE 2012-16. San Diego is requesting two Metro TAC members. He noted that the next two PAs on the rotation list are National City and Coronado. Since neither of the two cities had representatives at Metro TAC Edgar will contact them to see if they can participate.

11. Padre Dam Mass Balance Correction

- Karyn Keese and Rita Bell reported that they had met with PUD staff and are in the process of receiving the information they require to do a full audit of San Diego's numbers. They plan on completing their audit by the next Metro TAC meeting. Tom Zeleny, PUD attorney, reviewed theories around the statute of limitations for billing issues. The basic statute is four years from when San Diego was notified of the billing error which was November 2010. Metro TAC discussion centered on establishing a protocol for billing issues based upon best business practices. Metro TAC members asked if Paula de Sousa, the Metro JPA/Commission's attorney had provided an opinion on this. Karyn Keese reported that she had contacted her but that Paula has a conflict of interest as she is Padre Dam's attorney. Paula had suggested that each PA should refer this to their individual attorneys'. Scott Huth said that he has a call into Paula to discuss how the PAs should proceed.

ACTION: Karyn Keese and Rita Bell to report the results of their audit at the next Metro TAC meeting. Scott Huth to talk with Paula and bring her suggestions regarding PA legal representation back to the next Metro TAC meeting.

12. Metro JPA Strategic Plan

- Scott Huth discussed the concerns of the Metro JPA/Commission representatives regarding the level of effort and therefore dollars associated with some of the JPA strategic plan initiatives. These concerns include spending a lot of time and money to effect change that cannot be effected with the City of San Diego.
- Greg Humora suggested that clearer guidance is needed from the Commission members as to what they would like to see Metro TAC accomplish in relation to the strategic plan. He will add this item to the next Metro JPA/Commission agenda.
- A strategic plan task force was established to work on this project. Task force members include Kristen Crane, Roberto Yano, Al Lau, and Dennis Davies.

13. MetroTAC Work Plan

- Chairman Humora suggested that the work plan should be revised to include the creation of the strategic plan task force. In addition the PUD CIP audit item was removed from the work plan as an ongoing item. Metro TAC requested PUD staff to prepare a presentation on the PUD CIP audit for the next TAC meeting. This presentation would be refined and then presented to the Finance Committee and the Metro JPA/Commission.
ACTION: Revise work plan. PUD staff to prepare a presentation for the next Metro TAC meeting.

14. Municipal Transportation Agreements

- Edgar Patino reported that the City was continuing to meet with Poway every two weeks; a final agreement with Imperial Beach was approved by their City Council and will now go to the San Diego City Council for approval.

15. Selection of New Metro TAC Chairman

- This item was mistakenly on the agenda twice.

16. Review of Items to be Brought Forward to the Metro Commission/Metro JPA Meeting of March 21, 2012

- It was decided that due to the time sensitive nature of the two San Diego CIP items that Metro TAC would request that the Commission hold a meeting in February. The following items would be on the agenda.
 - o North City Cogeneration Facility Expansion Design and Build Contract (action)
 - o PUD/WWTD Back Up Generation Project (action)
 - o Metro JPA Strategic Plan (request for clarification)
 - o Public Utilities Department Management Organization Chart (information only)

17. Other Business of Metro TAC

- Scott Huth thanked Metro TAC and consultants for their support during his term as Chair. Although he will be reducing his involvement with Metro TAC he will still stay on the subcommittees regarding the Recycled Water Study and Recycled Water Revenue Sharing.
- Tom Howard reported that Poway has received a 221 item pre-audit questionnaire regarding their SSMP from the State which is due February 1, 2012. A webcast of the new SSMP regulations will be held on the 24th. Tom will provide a copy of the questionnaire to Karyn Keese and she will distribute it to all Metro TAC members.

- Scott Huth advised Metro TAC that Henry Abarbenal, former Del Mar City Council Member and Metro JPA/Commission Chairman, has been appointed to the Regional Water Quality Control Board. This is very positive for the region due to his in-depth knowledge of water and wastewater issues. He should also still be on the Board in 2015 when San Diego's next waiver will be processed.
- Scott Huth also reported that he and Scott Tulloch had meet with Roger Bailey and PUD staff regarding the changes in the Recycled Water Study and the potential increased regional costs. The draft study had assumed the capacity at Pt. Loma to be 200 MDG. Scott Tulloch, at the last stakeholder meeting had brought the fact that Pt. Loma is rated at 240 MGD up to the consultants. They have since had to revise their estimates and report. Scott Huth will provide these numbers to Karyn Keese who will distribute them to Metro TAC members.

18. Adjournment (To the Next Regular Meeting, February 15, 2012)

PUBLIC UTILITIES
DEPARTMENT
Management
December 1, 2011

DIRECTOR
ROGER BAILEY
Dept 777
PCN 30004213
Org 60000011
Dept 760
(PCN 30005039)
Cost Center 2000000001

Executive Secretary
JANET BRUCE
PCN 30004149
Org. 60000033
Cost Center 2000000001

Assistant Director
Wastewater Operations Branch
ANN SASAKI
30005041
Org. 60001131
Cost Center 2000000001

Assistant Director
Business Support Branch
ALEX RUIZ
30004212
Org. 60001130
Cost Center 2013000001

Assistant Director
Water Operations Branch
JIM FISHER
30004215
Org 60000790
Cost Center 2000000001

Program Manager
External Affairs
JONATHAN BRENT EIDSON
30004433
Org 60000011
Cost Center 2000000001

Assistant Director
Strategic Programs
TOM CRANE
30004214
Org 60004125
Cost Center 2000000001

Deputy Director
Engineering & Program
Management
GUANN HWANG
30004881
Org. 60000956
Cost Center 2000150001

Deputy Director
Environmental Monitoring &
Technical Services
STEVE MEYER
30004502
Org. 60000879
Cost Center 2012120001

Deputy Director
Customer Support
MIKE VOGL
30004217
Org. 60000750
Cost Center 2000130001

Deputy Director (Interim)
Employee Services & Quality
Assurance
SUSAN LANIER
30005038
Org. 60002038
Cost Center 2000120001

Deputy Director
Water Systems Operations
JESUS MEDA
30004221
Org. 60000778
Cost Center 2013131201

Program Manager
VACANT (Eidson)
30004030
Org 60000033
Cost Center 2000000001

Asset Management
Coordinator
SUSAN BOWMAN
30004289
Org 60000955
Cost Center 2000000001

Deputy Director
Wastewater Collection
STAN GRIFFITH
30004682
Org. 60000941
Cost Center 201130001

Deputy Director
Wastewater Treatment &
Disposal
VACANT (McKinney)
30004432
Org. 60000832
Cost Center 2012110001

Deputy Director
Finances & IT
LEE ANN JONES-SANTOS
30004222
Org. 60000742
Cost Center 2000110001

Deputy Director
Long Range Planning & Water
Resources
MARSI STEIRER
30004216
Org. 60000773
Cost Center 2000140001

Deputy Director
Water Construction &
Maintenance
STAN MEDINA
30004223
Org. 60002020
Cost Center 2013131101

Deputy Director
(Provisional)
**DARLENE MORROW-
TRUVER**
PCN 31002276
Org 60001131
Cost Center 2000000001

Program Manager
AGNES GENEROSO
30004683
Org. 60001131
Cost Center 2011131101

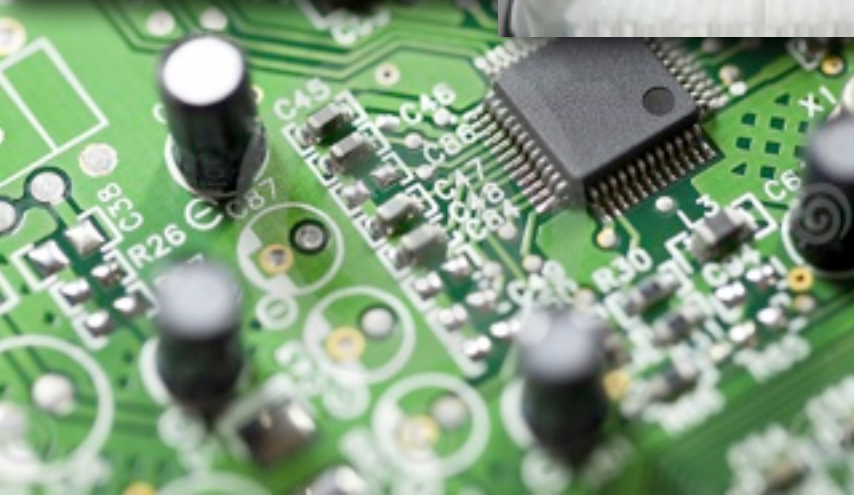
Program Manager
Lakes & Administrative
Support
CRAIG BOYD
30004218
Org. 60003175
Cost Center 2013130001

AGENDA ITEM 4

Attachment



METRO Wastewater Joint Powers Authority
2011-2013 Strategic Plan



METRO WASTEWATER JOINT POWERS AUTHORITY

Ernest Ewin, Chair
City of La Mesa
ernestewin@hotmail.com

Jerry Jones, Vice Chair
Lemon Grove Sanitation District
jjones-LG@pacbell.net

Al Ovrom
City of Coronado
aovrom@coronado.ca.us

Cheryl Cox
City of Chula Vista
ccox@chulavistaca.gov

Donald Mosier
City of Del Mar
donaldmosier@rocketmail.com

Bill Wells
City of El Cajon
thorner@ci.el-cajon.ca.us

Ed Spriggs
City of Imperial Beach
ejspriggs@yahoo.com

Luis “Louie” Natividad
City of National City
lnatividad@nationalcityca.gov

~~Mark Robak~~ Jose Lopez
Otay Water District
otaywater@cox.net

Augie Caires
Padre Dam Municipal Water District
augie.leslie@cox.net

Merrilee Boyack
City of Poway
mboyack@poway.org

Dianne Jacob
County of San Diego
dianne.jacob@sdcounty.ca.gov

Roger Bailey
City of San Diego
METRO Wastewater Dept. Director
Rbailey@sanidiego.gov

Scott Huth, Chair
Technical Advisory Committee
shuth@coronado.ca.us

Lori Peoples
Board Secretary
info@metrojpa.org

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On average,
urban wastewater is 99.4% water.

WHERE SAN DIEGO'S WASTEWATER GOES

In 1960, the population of San Diego County topped 1,000,000, five times the population [of](#) 30 years earlier, due primarily to World War II and military build-up. The resulting sanitation issues were severe. In the mid-1950s, the San Diego County Department of Public Health ordered a moratorium on homebuilding in inland communities until septic tanks were replaced by sewer systems. By 1960, the discharge of untreated sewage by cities, industry and the military caused the continuous quarantine of San Diego Bay and heavy pollution in Mission Bay.

In 1963, following three years of construction, the City of San Diego's [Metropolitan Wastewater System](#) (~~METRO wastewater s~~System) was put into operation. The system collected wastewater from eight South County and East County communities, and the U.S. Navy, treated it at the Point Loma Wastewater Treatment Plant, and discharged it into the ocean three miles offshore.

Today, 27 wastewater agencies collect and dispose of the wastewater generated by San Diego County's 3.5 million residents. The METRO ~~wastewater s~~System ~~is comprised of 11~~ [collects wastewater generated by 13](#) of those agencies and serves 2.2 million of those residents over a 450 square mile area, treating an average of 180 million gallons of wastewater per day.

Table 1 / Today's METRO Wastewater Agencies

Cities	Special Districts
Chula Vista	Otay Water District
Coronado	Padre Dam Water District
Del Mar	San Diego County Sanitation District
El Cajon	
Imperial Beach	
La Mesa	
Lemon Grove	
National City	
Poway	
San Diego	

Graphic 1 / Map Showing METRO System Member Agencies (Purple Area)



HOW THE METRO WASTEWATER SYSTEM IS GOVERNED AND MANAGED

The METRO ~~wastewater s~~System is governed and managed by a coalition of participating cities and special districts ~~according pursuant~~ to the *Regional Wastewater Disposal Agreement* signed ~~in 1998~~ by the City of San Diego and ~~12 other jurisdictions called~~ the “~~p~~Participating ~~a~~Agencies” (See Appendix A). Pursuant to the agreement, the Participating Agencies pay their share of the METRO System’s operations and maintenance costs -- approximately 35 percent -- based on the wastewater flow from each agency’s jurisdiction.

The agreement established the METRO Commission as an advisory body for the City of San Diego. ~~T and charged~~ the commission ~~can advise the city on any issues relevant to the~~ with advising the San Diego City Council on matters affecting the METRO system;. To that end, the position of the majority of the METRO Commission members must be presented to the City Council. Other than these duties, the commission and its input must be delivered to the city council in writing by city staff, but it has no legal powers.

The METRO Wastewater Joint Powers Authority (METRO JPA) was formed later, by the adoption in 2000 of the *METRO Wastewater Joint Power Authority Agreement* (See Appendix B), to give the ~~p~~Participating ~~a~~Agencies, ~~which pay their share of the system’s operations and maintenance costs (approximately 35 percent), a voice in the authority to make decisions regarding operations, maintenance, capital improvements and rates. how the system is operated, how sewer rates are set, and the financing of maintenance and capital improvements. Currently, all Participating Agencies are members of the METRO JPA.~~

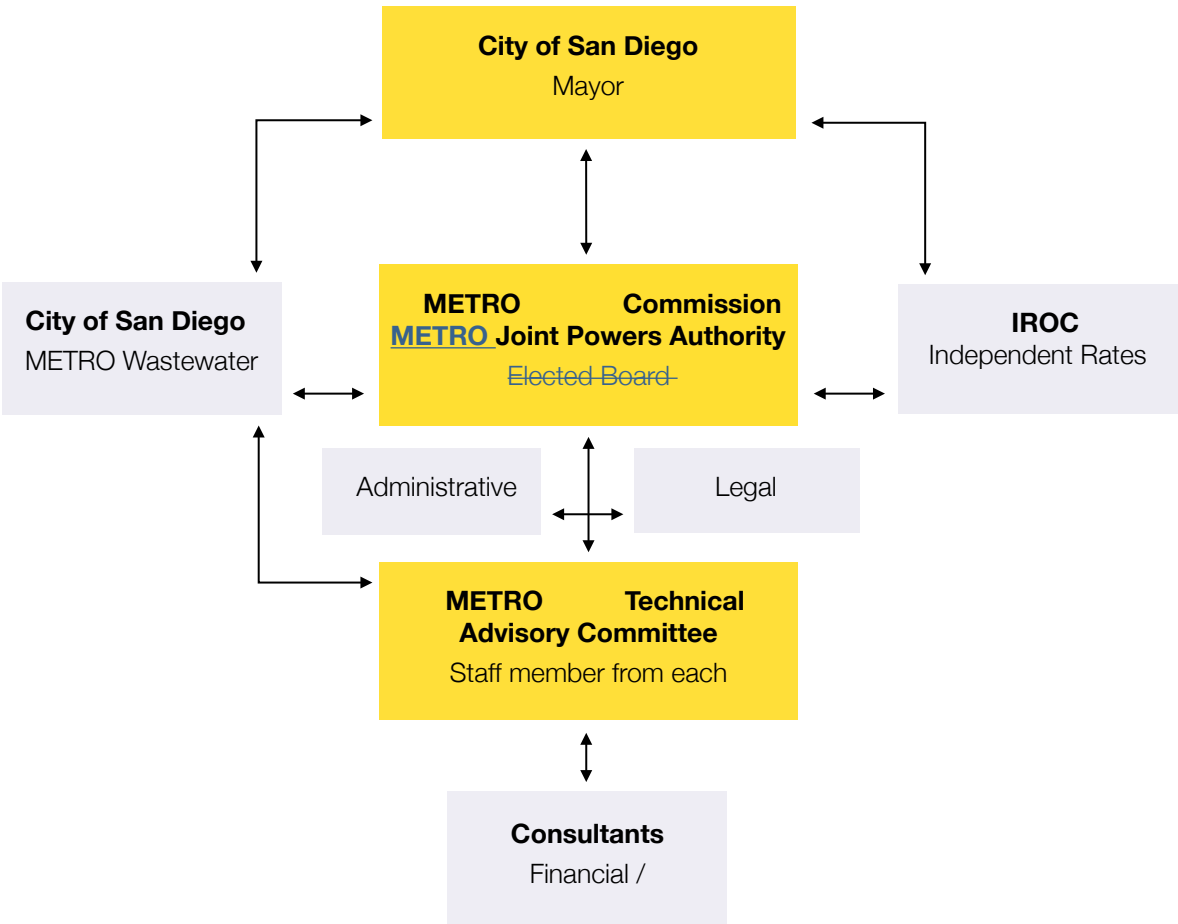
Although the commission and the joint powers authority have separate and distinct responsibilities, they are, in fact, represented by the same people. The ~~152 p~~Participating ~~wastewater a~~Agencies each appoint a member of their elected board or council as their representative. Each Commissioner/Director is responsible for informing their agency of METRO System matters and seeking the approval of their board or council as needed regarding METRO System policies and issues.

The METRO Commission ~~/Joint Powers Authority and METRO JPA~~ holds monthly public meetings ~~hosted by member agencies~~. Visit www.metrojpa.org for the date, time and location of upcoming meetings.

Mission Statement / METRO JPA

The Metro JPA's mission is to create an equitable partnership with the San Diego City Council and Mayor on regional 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 amo ~~The ng all stakeholders, and open dialogue. Through stakeholder colaboration, open dialogue, and data analysis, the partnership seeks to ensure fair rates for Participating Agencies, concern for the environment, and regionally balanced decisions.~~

Graphic 2 / METRO Organization Chart



GAP ANALYSIS: 2009-2011 METRO JPA STRATEGIC PLAN

In 2009, the METRO [Joint Powers Authority JPA](#) adopted five strategic goals and -12 strategic initiatives to accomplish over the [next following](#) 24 months. In May of 2011, [METRO JPA](#) and [METRO Technical Advisory Committee \(METRO TAC\)](#) members completed a survey and workshop to answer two key questions: “where are we?” and “where do we want to be?” The results of the survey are summarized below. The complete results of the survey, including all comments received, are included with this document as Appendix [D.C.](#)

Mission Statement

The Metro JPA's mission is to create an equitable partnership with the San Diego City Council [and Mayor](#) on [regional](#) wastewater issues, ~~in the San Diego region that ensures Through stakeholder collaboration, open dialogue, and data analysis, the partnership seeks to ensure~~ fair rates for participating agencies, concern for the environment, and regionally balanced decisions, ~~through data analysis, collaboration among all stakeholders, and open dialogue.~~

METRO JPA Elected Representatives	METRO TAC Staff
83% Think we are on goal 80% Think we can improve	75% Think we are on goal 80% Think we can improve
Key Points City of San Diego is slow to bring issues to METRO Commission and METRO JPA City of San Diego decisions are not regionally equitable	Key Points Need to work closely with San Diego City Council METRO staff disregard METRO TAC input

Strategic Goals

1. Reduce costs and ensure fair rates
2. Create alignment among ~~the~~ [METRO](#) Commission and [METRO](#) JPA members
3. Enhance positive and effective relations with the City of San Diego
4. Create and sustain a positive image in the region
5. Identify ways to increase usage of recycled water

METRO JPA

Elected Representatives

67% Think we are on goal
83% Think we can improve
0% Support additional goals

Key Points

Need to focus on public relations

METRO TAC

Staff

75% Think we are on goal
82% Think we can improve
44% Support additional goals

Key Points

Expand regional water reuse

Financial Oversight

Ensure that costs assessed to [METRO JPA](#) member agencies are for appropriate high quality services efficiently delivered by the San Diego Public Utilities Department.

METRO JPA

Elected Representatives

100% Think we are on goal
66% Think we can improve

Key Points

Additional budget details needed

METRO TAC

Staff

91% Think we are on goal
36% Think we can improve

Key Points

Audit process efficient and effective

Audit Process

Maintain the integrity of the annual audit process to ensure only Metro [Wastewater System](#) costs are charged to ~~the JPA member a~~ [Participating Agencies](#).

METRO JPA

Elected Representatives

100% Think we are on goal
60% Think we can improve

Key Points

Good work
 Inform the public

METRO TAC

Staff

100% Think we are on goal
36% Think we can improve

Key Points

Audit process is successful

Modified Permit

Diligently support a modified permit- [from the USEPA](#) for the ~~Metro Wastewater system~~ [Point Loma Wastewater Treatment Plant](#), which requires renewal every five years. The next permit application process will commence in 2015. The modified permit avoids expensive and unnecessary upgrades to secondary treatment which could cost the ~~JPA member a~~ [Participating Agencies](#) \$200-500 million.

METRO JPA Elected Representatives	METRO TAC Staff
100% Think we are on goal 25% Think we can improve	75% Think we are on goal 73% Think we can improve
Key Points Need technical briefing from METRO TAC Build bridges with stakeholders Develop plan B	Key Points Member a Participating Agencies need to be represented Play active role in negotiations

Recycled Water

The production and beneficial reuse of water recycling as a viable and sustainable water resource is encouraged for the ~~Metro Wastewater~~ [METRO](#) System. Two exciting avenues toward this initiative are now being pursued; the Indirect Potable Reuse (IPR) Reservoir Augmentation Pilot Study, and the Regional Recycled Water Optimization Study. The latter is now under way and is funded jointly by the City and the ~~PAs~~ [Participating Agencies](#).

METRO JPA Elected Representatives	METRO TAC Staff
83% Think we are on goal 100% Think we can improve	91% Think we are on goal 82% Think we can improve
Key Points Take leadership role Build political support for IPR Support city's City of San Diego IPR study	Key Points Approach should be regional METRO JPA should have formal approval role

Partnerships

Our Mission Statement calls for a partnership with the City of San Diego in managing the ~~Metro Wastewater~~ [METRO](#) System. Other partnerships that serve our interests, such as partnering with the [San Diego](#) County Water Authority, should also be explored.

METRO JPA Elected Representatives	METRO TAC Staff
57% Think we are on goal 66% Think we can improve	64% Think we are on goal 80% Think we can improve
Key Points Partner with San Diego County Water Authority	Key Points Partner with San Diego County Water Authority

Project Oversight

Oversight of the ~~Metro Wastewater~~ [METRO System](#) Capital Improvement Program is essential to protecting our investment in these facilities. Oversight starts with our involvement in the Capital Improvement Program planning process.

METRO JPA Elected Representatives	METRO TAC Staff
100% Think we are on goal 60% Think we can improve	100% Think we are on goal 50% Think we can improve
Key Points Need better lead time from city City of San Diego	Key Points Start CIP subcommittee Need input on CIP projects before they are approved

Program Oversight

Oversight of the many unique ~~Metro Wastewater~~ METRO System programs such as the wastewater rate case, and recycled water rate case, ~~and the Bid to Goal program insure~~ ensure our interests are protected.

<u>METRO</u> JPA Elected Representatives	<u>METRO</u> TAC Staff
88% Think we are on goal 50% Think we can improve	82% Think we are on goal 55% Think we can improve
Key Points None	Key Points <u>METRO</u> TAC needs to be included in planning <u>METRO</u> TAC needs to be included in rate case development

Environmental Stewardship

Taking on a stewardship role in protecting the environment in all METRO Commission and METRO/JPA activities is our responsibility.

<u>METRO</u> JPA Elected Representatives	<u>METRO</u> TAC Staff
100% Think we are on goal 0% Think we can improve	100% Think we are on goal 10% Think we can improve
Key Points Not aware of any issues	Key Points <u>METRO</u> JPA and <u>METRO</u> TAC can be forum for member a Participating Agency environmental initiatives

Leadership

We cannot underestimate our ability, as practitioners in wastewater and recycling, to sway public opinion on important issues. Therefore, we have the opportunity to make a significant impact by taking a leadership role on these issues in our region. Example: Support IPR/Reservoir Augmentation.

METRO JPA Elected Representatives	METRO TAC Staff
33% Think we are on goal 83% Think we can improve	73% Think we are on goal 73% Think we can improve
Key Points Promote reuse More public outreach	Key Points Need METRO JPA to develop policies Bi-annual METRO TAC update to public agencies Be community leaders for IPR

Public Image

Although not well known, the [METRO Commission](#) and [METRO JPA](#) should be cognizant of its image within the region and to wastewater customers, and take a more focused approach to creating a positive public image.

METRO JPA Elected Representatives	METRO TAC Staff
50% Think we are on goal 100% Think we can improve	66% Think we are on goal 56% Think we can improve
Key Points Low public awareness of METRO JPA Maintain website Press releases	Key Points Regional governance only route to higher public awareness Public image not crucial to METRO JPA mission

Legislative

Review and monitor legislation that may have impacts on the [Metro Wastewater s. METRO](#) System and the PAs and take action to support or oppose.

METRO JPA Elected Representatives	METRO TAC Staff
50% Think we are on goal 75% Think we can improve	100% Think we are on goal 50% Think we can improve
Key Points No organized effort	Key Points Tracking sheet attached to METRO TAC agenda Adopt a legislative policy

Regional Governance

The concept of a regional, independent wastewater agency has intriguing possibilities. Initially proposed by the City of San Diego in 1989, the “Special Act District” was approved by the State Legislature in 1992. However, a general lack of commitment on the part of the City of San Diego and the [PAs Participating Agencies](#) resulted in the agency becoming nonfunctional in its first year. The Special Act District now exists in name only and meets once per year. ~~to retain grant-eligibility status.~~ Its members include: The Cities of Coronado, Del Mar, Imperial Beach, [Lemon Grove](#), National City and Poway, as well as the ~~Lemon Grove Sanitation District and the~~ Otay Water District and Padre Dam Municipal Water District. The [PA's Participating Agencies](#) have since proposed a joint study of the issue, but the City of San Diego's Mayor and City Council have been unwilling to consider it. Therefore, this initiative has been shelved.

METRO JPA Elected Representatives	METRO TAC Staff
50% Think we are on goal 50% Think we can improve	29% Think we are on goal 71% Think we can improve
Key Points East County agencies should form JPA	Key Points Water reuse could be argument for regional governance



The Groundwater Replenishment System in Orange County uses a three step advanced treatment process consisting of microfiltration, reverse osmosis and ultraviolet light with hydrogen peroxide to turn wastewater into drinking water for 600,000 Orange County residents everyday. The treated water is used to replenish the groundwater basin -- providing a local, drought-proof water supply. The system is a state-of-the-art model for San Diego County.

2011-2013 METRO JPA STRATEGIC PLAN

The Last Two Years

In the last two years, San Diego County residents faced mandatory water use restrictions and water rate increases exceeding 60% in the midst of severe economic recession. A 2011 public opinion survey conducted by Rae and Parker Research¹ quantified the impact of these concurrent challenges on the public's view of water reuse.

Graphic 3 / Public Opinion in San Diego County

80%	Of respondents support the San Diego County Water Authority's water supply diversification plan.
66%	Of respondents believe it is possible to further treat recycled water used for irrigation to make the water pure and safe for drinking -- an increase of 13% from 2009.
67%	Of respondents strongly or somewhat favor adding advanced treated recycled water to the drinking water supply -- an increase of 39% from 2005.
56%	Of respondents who opposed adding recycled water to the drinking water supply changed their minds when they learned that California drinking water standards are very strict and recycled water would exceed those standards -- an increase of 12% from 2009.
50%	Of respondents who opposed adding recycled water to the drinking water supply changed their minds when they learned that recycled drinking water is used in other U.S. communities -- an increase of 14% over 2009.
51%	Of respondents who opposed adding recycled water to the drinking water supply changed their minds when they learned that recycled drinking water could supply up to 10% of the local water supply -- an increase of 12% over 2009.

¹ San Diego County Water Authority: 2011 Public Opinion Poll, Rae and Parker Research, April 2011.

Similarly, key members of San Diego County’s business and environmental communities formed the Indirect Potable Reuse Coalition [in 2009](#) to promote indirect potable reuse for the region.

Indirect Potable Reuse Coalition

San Diego County Taxpayers Association	Surfrider Foundation
San Diego Regional Chamber of Commerce	San Diego Coastkeeper
Citizens Coordinate for Century Three	San Diego Audubon Society
Industrial Environmental Association	Friends of Infrastructure
San Diego & Imperial Counties Labor Council	BIOCOM
Building Office Managers Association	Coastal Environmental
National Association of Industrial and Office Properties	Rights Foundation

In a 2010 correspondence to San Diego City Councilman Ben Hueso, the coalition stated that:

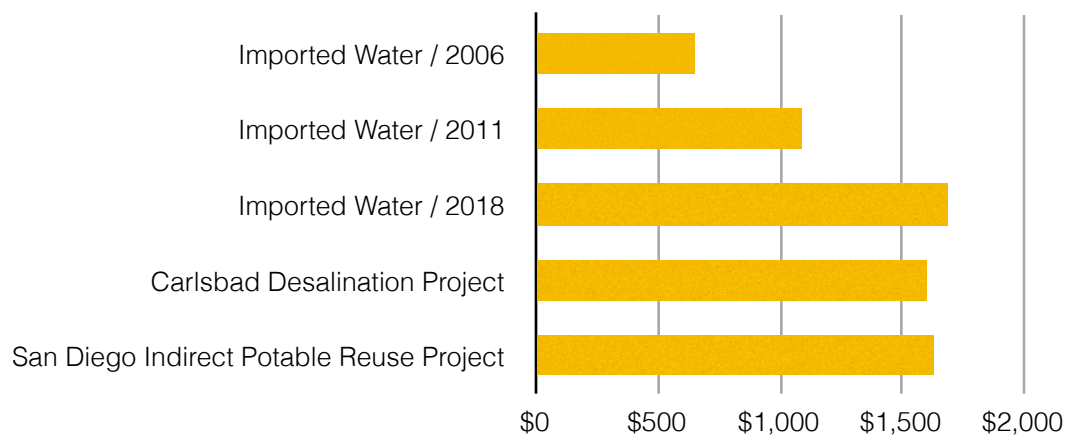
“ Recycled water is an important part of water supply portfolio diversification. An adequate supply of water is an essential resource for multi-million dollar research and manufacturing facilities. If San Diego wants to continue to attract and retain these companies, we must aggressively pursue all reliable sources of water to ensure dependable supply at pricing which does not dramatically shift from year to year. ² ”

While rising water rates, driven by environmental mandates in the Delta, are increasing public awareness of San Diego County’s water supply issues, they are at the same time increasing the cost competitiveness of water reuse and other alternative water resources. A San Diego County Water Authority cost analysis released in 2010³ projects rate parity between imported water and regional water resources by 2018.

Graphic 4 / Cost per Acre Foot of Water in San Diego County

² January 25, 2010 correspondence to Ben Hueso, Council President, San Diego City Council, from the Indirect Potable Reuse Coalition.

³ San Diego County Water Authority, August 2010



Developing Regional Water Resources

While public opinion and cost trends favor the development of water reuse in San Diego County, the extent to which it will be included in [regional](#) water supply diversification efforts is unclear. The San Diego County Water Authority, which committed to diversifying the region's water resources following the severe drought that impacted California in the early 1990s and has funded over \$3.5 billion in water transfer agreements, regional storage and desalination, considers water reuse to be outside of its mission and mandate. And, while the Authority's

Table 2 / Regional Water Resources and Responsible Parties

	Water	Reuse	
San Diego County Water Authority Retail water agencies	Imported water Water transfers Storage Groundwater Desalination Conservation	Title 22 recycled water Distributed treatment In-pipe treatment Groundwater recharge Reservoir recharge Direct potable reuse	Wastewater agencies Recycled water agencies
Cities & county	Landscaping	Stormwater	Cities & county
Residents Business	Conservation Rainwater harvesting	Graywater Packaged treatment	Residents Business

Board of Directors, comprised of elected representatives from each of the region's 24 retail water agencies, provides inter-agency collaboration regional leadership, and its wholesale water rate provides a vehicle for inter-agency regional funding and cost sharing, the equivalent regional governance structure does not exist for water reuse. for integrated water reuse planning does not exist. The City of San Diego's The METRO wastewater-s System only includes 15-12 of the region's 22 wastewater agencies, and those 15- Participating Agencies are not equal partners with the City of San Diego in the planning governance and management of the system. —

—
Despite these challenges, the City of San Diego is leading the region towards indirect potable reuse with its Water Purification Demonstration Project and Reservoir Augmentation Plan. For San Diego, indirect potable reuse is both an urgent mandate to avoid a USEPA order in 2015 to upgrade the Point Loma Wastewater Treatment Plant, and an opportunity to create a new water supply for the region. —

The Next Four Years

Over the next four years, San Diego County's elected representatives, and the residents they represent, will be asked to approve studies, environmental reviews, projects and funding mechanisms that will determine the region's approach to water supply diversification and the future of water reuse.

Table 3 / Statewide and Regional Projects in the Planning Stage

Project	Agency	Projected Cost
Water Bond	State of California	\$12 Billion
Delta Conveyance Project	State of California	\$12 Billion
Rosarita Beach Desalination Project	San Diego County Water Authority	\$500 Million
Camp Pendleton Desalination Project	San Diego County Water Authority	\$1.9 Billion
Point Loma Wastewater Treatment Plant Upgrade	City of San Diego METRO <u>member agencies JPA</u>	\$3 Billion

Reservoir Augmentation Project	City of San Diego	N / A
North County Water Recycling Project	North County water & wastewater agencies	\$175 Million
20 Year Stormwater Management Plan	City of San Diego	\$60 Million

—

The costs shown in Table 2-3 will be shared among the agencies participating in each project. The San Diego County Water Authority's share of the projected \$12 billion cost to construct water conveyance facilities in the Delta, for example, will is estimated to be \$828 million. Most of the projects listed in Table 23 will be paid by San Diego County residents and businesses through their water rates and sewer fees. It is not clear what effect a lagging economic recovery will have on the approval of the projects listed in Table 23. It is clear, however, that political support among local elected representatives for additional projects and additional increases in the region's water rates and sewer fees will be limited.

Given these conditions -- increased public support for water reuse, its increasing cost competitiveness, ~~and~~ competition for funding with water supply projects already in the planning stage, and the City of San Diego's leadership role -- the METRO JPA is faced with both an opportunity and a deadline to determine the role it wants to play in water reuse. The roles available include financial oversight, technical oversight, public education, ratepayer advocate and innovator, and the time to act is now. it is imperative that the METRO Joint Powers Authority determine its policy positions and the role it would like to play in managing the region's wastewater, expanding water reuse and diversifying the region's water supply. It is also imperative that the METRO Joint Powers Authority act with urgency, as the projects listed in Table 2 are progressing through the review and approval process.

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—
—
—
—
—

Table 4 / Key Dates

Jul 1 2012 Nov 6, 2012	State Water Bond Advertising starts Election day
Jun 1, 2012 Dec 1, 2012	Bay Delta Conservation Plan Start of 90 day public review of EIR / EIS Release of final version of plan
Dec 1, 2012	Camp Pendleton Desalination Project Decision to proceed with EIR / EIS, permitting and preliminary design
at 2013	IPR Water Purification Demonstration Project Conclusion of project
at Feb 1, 2015	Point Loma Wastewater Treatment Plant Modified Permit City of San Diego's deadline to apply for waiver

2011-2013 STRATEGIC GOALS

—
—

Strategic Goal 1 >>>

Oversight of METRO System Management and Operations

The METRO JPA and METRO TAC must continue their oversight of the City of San Diego's management and operation of the METRO System on behalf of the Participating Agencies' ratepayers. As the City of San Diego Public Utilities Department expands its scope to include the IPR Demonstration Project and the Reservoir Augmentation Project, the scope of the oversight provided by the METRO Joint Powers Authority and Technical Advisory Committee expands, as well.

Strategic Initiatives__

Assess 2011 Recycled Water Pricing Study— Analyze and assess the city's results and conclusions from technical, regulatory, financial and political perspectives, and prepare a report for public review and discussion.	New
Oversight of Service and Billing Oversee City of San Diego Public Utilities Department to ensure that services provided to METRO member agencies is high quality, efficiently delivered and accurately billed. Assigned To: Finance Committee	Continuing
Oversight of Costs and Rates Oversee the City of San Diego's METRO wastewater programs, including sewer fees, recycled water rates and the Bid to Goal program to protect the interests of METRO member agencies. Assigned To: Finance Committee	Continuing
Oversight of Capital Improvements Oversee the City of San Diego's METRO wastewater system capital improvement program (CIP), from planning through construction, to protect the investment of METRO member agencies. Assigned To: METRO TAC	Continuing
Audit Process Maintain the integrity of the annual audit of the City of San Diego to ensure that only METRO wastewater costs are billed to METRO member agencies. Assigned To: Finance Committee	Continuing

▲

▲

Strategic Goal 2 >>>

Oversight of the City of San Diego's Water Reuse Planning

~~The City of San Diego estimates that upgrading Point Loma to secondary treatment, and incorporating indirect potable reuse, will cost \$3 billion. Is it technically possible to offload volume from the Point Loma Wastewater Treatment Plant, treat it elsewhere, and avoid an upgrade of the plant?—~~
As the City of San Diego expands the scope of its wastewater operations to include the Water Purification Demonstration Project and Reservoir Augmentation Plan, the scope of the oversight provided by the METRO JPA and the METRO TAC expands, as well.—

Strategic Initiatives

Oversight of Renewal of USEPA Waiver for Pt. Loma

Maintain ongoing technical, financial and regulatory SWOT analyses and provide comments to the City and updates to the METRO Commission and METRO JPA as needed. Focus on key questions below. Request METRO JPA involvement in the City's negotiations with environmental groups.

Assigned To: METRO TAC

New

Oversight of Post-2015 Waiver Planning

Maintain ongoing technical, financial and regulatory SWOT analyses and provide comments to the City and updates to the METRO Commission and METRO JPA as needed. Focus on key questions below.

Assigned To: METRO TAC

New

Assess 2011 Oversight of Recycled Water Pricing Study

Analyze and assess the city's results and conclusions from technical, regulatory, financial and political perspectives, and prepare a report for public review and discussion.

Maintain ongoing technical, financial and regulatory SWOT analyses and provide comments to the City and updates to the METRO Commission and METRO JPA as needed. Focus on key questions below.

Assigned To: METRO TAC

New

Oversight of Recycled Water Optimization Study

Maintain ongoing technical, financial and regulatory SWOT analyses and provide comments to the City and updates to the METRO Commission and METRO JPA as needed. Focus on key questions below.

Assigned To: METRO TAC

New

Participate in San Diego Integrated Regional Water Management Planning Group

Cooperate with this group of agencies, which is already developing integrated regional water management strategies and projects, has administrative support from the San Diego County Water Authority, and has access to Proposition 84 grant funds.

Assigned To: METRO JPA and METRO TAC

New

Assess Oversight of Water Purification Demonstration Project

Analyze and assess the city's results and conclusions from technical, regulatory, financial and political perspectives, and prepare a report for City of San Diego, public review and discussion.

Maintain ongoing technical, financial and regulatory SWOT analyses and provide comments to the City and updates to the METRO Commission and METRO JPA as needed. Focus on key questions below.

Assigned To: METRO TAC

New

Assess Oversight of Reservoir Augmentation Project

Analyze and assess the city's results and conclusions from technical, regulatory, financial and political perspectives, and prepare a report for City of San Diego, public review and discussion.

Maintain ongoing technical, financial and regulatory SWOT analyses and provide comments to the City and updates to the METRO Commission and METRO JPA as needed. Focus on key questions below.

Assigned To: METRO TAC

New

Assess Renewal of Modified Permit for Pt. Loma—

Assess city's management of 2015 renewal of modified permit for Pt. Loma from technical, regulatory, financial and political perspective, and prepare a report for City of San Diego, public review and discussion.

New

Calculate volume to offload from Pt. Loma—

Calculate the amount of wastewater that must be offloaded from Pt. Loma and treated elsewhere to earn EPA approval? Prepare report for City of San Diego, public review and discussion.

New

Distributed Treatment Plan—

Determine feasibility of distributing offloaded volume to other treatment facilities. Can this be accomplished with existing treatment facilities? If not, what is most cost effective combination of new methods and facilities? Should METRO focus on improving the City of San Diego's plans or developing an alternative plan? How would costs and revenues be allocated among agencies? Prepare report for City of San Diego, public review and discussion that addresses technical, regulatory, financial and political challenges and opportunities.

New

Water Reuse Plan—

Develop scenarios that maximizes regional water reuse at different cost levels and integrates wastewater, recycled water, potable reuse, stormwater and graywater strategies. Determine customer segments, and each segment's issues and opportunities. Determine issues and opportunities of involved agencies. Determine if it is better to improve the City of San Diego's reservoir augmentation plan or develop an alternative plan. Determine how costs and revenues would be allocated among agencies. Prepare a report for the City of San Diego, public review and discussion that addresses technical, regulatory, financial and political challenges and opportunities.

New**Analyze Model Projects—**

Identify and analyze model projects, and utilize the groundwater recharge, water reuse and integrated regional water management expertise developed by staff involved in Factory 21, the Groundwater Replenishment Project, and the Santa Ana River Watershed in Orange County.

New**Meet with Stormwater Managers—**

Meet with city and county stormwater managers, learn about their mandates, the strengths and weaknesses of their individual programs, and the challenges and opportunities associated with an integrated regional approach. Determine cumulative annual spending on stormwater projects, outreach and administration.

New**Participate in San Diego Integrated
Regional Water Management Planning Group—**

Cooperate with this group of agencies, which is already developing integrated regional water management strategies and projects, has administrative support from the San Diego County Water Authority, and has access to Proposition 84 grant funds.

New

Key Questions

Do San Diego's plans

Ensure fair rates for Participating Agencies?

Show concern for the environment?

Reflect regionally balanced decisions?

Will water reuse strategies include

Distributed treatment?

On-site, packaged treatment?

In-pipe treatment?

Natural treatment?

Title 22 recycled water?

Groundwater recharge?

Reservoir recharge?

Direct potable reuse?

Stormwater reuse?

Graywater reuse?

Can costs be reduced by

Integrated planning?

Integrated development?

Integrated administration?

Using existing facilities?

Using non-METRO facilities?

Minimizing conveyance distances?

Minimizing pumping?

Not installing new purple pipe?__

New technology?

Process improvement?

Design improvement?

Is San Diego seeking input from

Residents?

Business community?

San Diego County Water Authority?

SANDAG?

Non-METRO wastewater agencies?

Orange County GWRP?

West Basin Water District?

Irvine Ranch Water District?

CA Dept. of Public Health?

State Water Resources Control Board?

Congressional representatives?

Legislative representatives?

Is the goal of the region to

Spend as little as possible to make the
Pt. Loma Wastewater Treatment Plant
EPA compliant?

Decrease reliance on imported water?

Save money through an integrated
approach to sewer, stormwater and flood
control?

Achieve environmental goals?

Strategic Goal 3 >>> Develop Key Partnerships

The leaders of San Diego County's business community and environmental community are concerned about the reliability of the region's imported water supplies and are advocating the development of indirect potable reuse. They want to see water, wastewater and stormwater agencies integrate their efforts. The METRO ~~Joint Powers Authority~~ JPA and ~~Technical Advisory Committee~~ METRO TAC should ~~focus on earning their trust and support.~~ should consider participating in these regional efforts.

Key Questions

▲ Strategic Initiatives

Market-Based Approach

High-tech companies purify water for manufacturing. Can these companies treat their own wastewater? Could it be advantageous for them to do so? What other industries could treat their own wastewater? What volume could this strategy offload from Pt. Loma?__

Assigned To: METRO TAC

New

Orange County Tours

Take key partners on guided tours of the Orange County Groundwater Replenishment Project ~~and the Santa Ana River Watershed in Orange County~~ to show them successful, working models of groundwater recharge, and indirect potable reuse ~~and integrated regional water management.~~ Consider public affairs staff from Participating Agencies as guides.

Assigned To: METRO TAC

New

Speakers Bureau

~~Present METRO's regional wastewater management~~ Endorse and explain the City of San Diego's indirect potable reuse planning at meetings of Indirect Potable Reuse Coalition members, other local and regional business groups, the San Diego County Board of Supervisors, and the region's city councils, water boards, legislators and congressional representatives. ~~Until plan is completed, provide progress reports.~~ Solicit advocates. Consider public affairs staff from Participating Agencies to prepare presentations.

Assigned To: METRO JPA and METRO TAC

New

Meet With Regional Media Leaders

~~Present METRO's regional wastewater management plan. Endorse and explain the City of San Diego's indirect potable reuse planning to owners, publishers and editors of San Diego County's print, television, radio and online media. Until plan is completed, provide progress reports. Request support. Consider public affairs staff from Participating Agencies to prepare presentations and talking points.~~
Assigned To: METRO JPA and METRO TAC

New**Regulatory Partnerships**

~~Present METRO's regional wastewater management plan. Present and explain the City of San Diego's indirect potable reuse planning to the Regional Water Quality Control Board and San Diego County Department of Environmental Health. Utilize data from, and invite officials to tour Orange County projects GWRP. Invite Board members to tour Orange County projects. Until plan is completed, provide progress reports.~~
Assigned To: METRO JPA and METRO TAC

New**Regional Governance (On Hold)**

Assess feasibility and appropriateness of implementing, governing and managing a distributed treatment plan and regional wastewater management plan in partnership with the City of San Diego. Assess the issues and opportunities associated with activating the Special Act District formed by the legislature in 1992.

Continuing

Strategic Goal 4 >>> Develop Customer Relationships

Water and wastewater agencies often consider developing customer relationships optional, and unimportant to their mission of providing water quality, water reliability and sanitation. This malaise, however, leads to customer cynicism and opposition to rate setting and investment in infrastructure. The METRO Joint Powers Authority and Technical Advisory Committee should avoid this mistake.

Strategic Initiatives

Visual Information

Create technical illustrations to show the safety of advanced water treatment, ~~how offloaded volume from Pt. Loma will be treated, why METRO's indirect potable reuse plan will cost less than the City of San Diego's plan, how stormwater can be captured and reused, packaged treatment, and a residential graywater system.~~ Visual information can be used in print, presentations, and on the web. Focus on key questions below.

Assigned To: METRO TAC

New

Financial Transparency

Regional wastewater agencies have difficulty explaining sewer collection and treatment costs to their customers. Developing a simplified, visual explanation of costs is necessary in order to explain cost savings. Focus on key questions below.

Assigned To: Finance Committee

New

Website & Social Media

Develop new website and Facebook page to effectively communicate advantages of ~~METRO's regional wastewater management~~ City of San Diego's plans for offloading Pt. Loma and indirect potable reuse plan. Use Google Translation to allow viewer to convert pages into their preferred language. Use Twitter to push residents, supporters and media to website for news and new content. Focus on key questions below.

Assigned To: METRO TAC

New

Orange County Tours

Promote guided tours of the Groundwater Replenishment Project and the Santa Ana River Watershed in Orange County. Consider public affairs staff from Participating Agencies as guides.

Assigned To: METRO TAC

New

"What Not To Flush" Public Outreach

Combine information about fats, oils and grease, information about other products that should not be flushed, and information about water reuse to create a single public outreach campaign that raises awareness of ~~regional wastewater management plan.~~ water reuse. ~~Utilize~~ Consider public affairs staff ~~and funding from METRO member~~ from Participating Agencies.

Assigned To: METRO TAC

Continuing

Key Questions

How do residents

~~What customer segments will be included in METRO's regional plan?—~~

~~What are they willing to pay for?~~

~~How do they know when a large infrastructure project is a good value?~~

~~How do they know that a regional approach is better than local control?~~

~~What needs to be in a regional wastewater management plan to earn their support?—~~

~~Will their support for indirect potable reuse continue if 2012 precipitation levels are high?~~

CONCLUSION

“

Mark Cowin, Director of the California Department of Water Resources, states in the introduction to the 2009 California Water Plan that:

”

With new urgency, regions must develop and implement truly integrated regional water management plans as roadmaps to meeting future water demands in sustainable ways.⁴

The idea that ratepayers and taxpayers can write one check for water supply reliability, sanitation, environmental stewardship and recreational facilities has not yet trickled down to most of the wastewater departments and employees in California. While the idea is in development in Sacramento and talked about by regional water resources managers, it is not yet a management or operational initiative at most agencies.

Where the idea has been implemented -- like the [Orange County Groundwater Replenishment System](#) ~~and the Santa Ana River Watershed in Orange County~~ -- it has been a tremendous success. Now, San Diego County, residents and community, business and environmental leaders support implementation here. They don't want piecemeal approaches. They want sustainability. Where there is demand, there is opportunity.

⁴ Director's Letter, *2009 Update to the California Water Plan*

AGENDA ITEM 6

Attachment

9665 Chesapeake Drive, Suite 201
San Diego, California 92123

Tel: 858-514-8822
Fax: 858-514-8833

www.browncaldwell.com

February 8, 2012



City of San Diego
Metropolitan Wastewater Department
9192 Topaz Way
San Diego, California 92123

Attn: Ms. Monika Smoczynski

Subject: **As-Needed Engineering Services for 2008-2013: Scope of Work and Fee Estimate for the Metro Strength Based Billing Study**

Dear Ms. Smoczynski:

In accordance with your request, Brown and Caldwell is pleased to submit this Scope of Work and Fee Estimate for Engineering Services related to the Metro Strength Based Billing Study for the City of San Diego.

Brown and Caldwell proposes to complete the project as described in the attached Scope of Work on a time and materials basis for an amount not to exceed \$150,038.

If you have any questions, please contact me at (858) 514-8822. Thank you for your time and attention.

Very truly yours,

BROWN AND CALDWELL

A handwritten signature in blue ink, appearing to read "Victor Y. Occiano, Jr.".

Victor Y. Occiano, Jr., P.E.
Program Manager

VO:rf

Enclosures:

Scope of Work
Compensation and Fee Schedule

Scope of Work

Metro Strength Based Billing

February 8, 2012

INTRODUCTION

The City of San Diego Public Utilities Department (PUD) operates the Metropolitan Wastewater System. The system serves the City and 15 participating agencies outside of the City's jurisdiction. The participating agencies pay for the services of the system based on a calculation which takes into consideration both the flow of wastewater and the strength measured by total suspended solids (TSS) and chemical oxidation demand (COD). Flow is measured through an extensive system of flow meters modified by adding or removing equivalent dwelling units (EDU) values for unmetered subareas. Strength is measured at approximately 30 locations throughout the service area to identify the values contributed by each participating agency. Each site is sampled quarterly for a 24-hour period.

The PUD wishes to review the sampling validity as to the "fairness" of the strength based billing for the participating agencies. Concerns include:

1. The number of older samples included in the database and strength calculation that may no longer be valid because of changing conditions including water conservation.
2. The locations and application of the sampling data and if the data appropriately represents the strength of flow from each agency.
3. There are at least two special conditions in the system where agencies treat wastewater and discharge the residual solids into the Metro System. PUD wants the complexities of these systems evaluated to be sure the billing is equitable.

The scope of work describes the tasks proposed by Brown and Caldwell (BC) for evaluating the strength based billing and making recommendations to ensure the billing of the participating agencies is equitable in relation to the value received from the Metro System.

SCOPE OF WORK

We propose the following tasks to achieve the objectives of this work:

TASK 1 – Obtain and Review Wastewater Flow and Strength Data

BC will obtain and review the historical flow and strength monitoring data from the existing meters and monitoring locations. We are assuming that the data is available in electronic spreadsheet or database format and can be evaluated without the need for additional data. We will review the data to evaluate the significance of trends due to water conservation and other changes that increase or decrease strength over the time period. The objective is to determine a time period that is appropriate to consider when averaging samples for strength based billing. Anticipated areas to review for each agency are:

- Concentration trend of each of the two strength based parameters over time.
- Trend for wastewater flow over the time period.
- Relative value calculated for strength if various time periods are utilized. For example only utilizing data from seven or five or three year historical periods.

TASK 2 – Review Practices in Similar Agencies

BC will discuss billing practices with up to two agencies that have similar practices in allocating operating costs to participating agencies or cities. The intent is to understand if there is a protocol for equitable allocation of costs as strength changes over a time interval. The issues to be considered include:

- What is their billing method and what is it based on?
- How often and what methodology they use to sample waste strength?
- How long are sample data points maintained in the billing data pool?
- How are outlying sample points determined and evaluated?
- How are upstream wastewater scalping facilities solids equitably allocated?

TASK 3 – Examine Each Participating Agency’s Flow Measurement and Sampling Locations

The sampling locations and meter locations for each Participating Agency will be analyzed to confirm that the flows and strengths assigned are equitable and represent the contribution from each agency. The results will be summarized and included in the draft technical memorandum. Recommendations will be made in the technical memorandum prepared under Task 5.

TASK 4 – Examine Otay Water District and Padre Dam Municipal Water District’s Flow Measurement and Sampling Locations

These two agencies have special process considerations since they operate wastewater treatment scalping facilities that treat wastewater for reclamation and discharge the solids back to the Metro System. The sampling and metering required are unique to these agencies and require additional evaluation as to the location and potential mass balance calculations. A meeting will be held with each agency to present and discuss preliminary findings and gain early input. Findings, recommendations, and agency feedback will be summarized in the technical memorandum prepared under Task 5.

TASK 5 – Prepare Technical Memorandum

BC will prepare a draft technical memorandum summarizing flow and strength data, evaluation of trends for the increase or decrease in waste strength, and impact of selected time periods to maintain samples in the data pool. We will indicate the results of our discussions with other agencies and describe how they manage their billing system for participating agencies. If we note any potentially non-equitable sampling or metering in our

examination of participating agencies we will note the issue and make recommendations. This will include the two agencies that maintain wastewater treatment facilities. Finally, we will make recommendations for maintaining the pool of data points for the Metro System including how to manage outlying data points and the time interval for maintaining samples in the pool. The draft technical memorandum will be provided to the PUD electronically. A meeting, attended by the City and representatives from the Participating Agencies, will be held to present and discuss the draft technical memorandum and its findings. BC will prepare an agenda, a brief presentation in Power Point format, and meeting minutes for that meeting.

BC will schedule a review meeting to discuss the City's and Participating Agencies' comments on the draft technical memorandum. A final version which addresses the comments received will be prepared. Five hard copies of the final technical memorandum will be submitted along with an electronic copy in PDF format.

TASK 6 – Project Management

This task includes QA/QC of the products developed, meetings, telephone conversations, preparing a cost tracking system, invoicing, and general management. This task also includes labor for conducting a kick-off meeting prior to commencing work.

TASK 7 – Presentations

BC will develop a Power Point presentation which we will deliver to a client-selected group of stakeholders. BC will provide the City with a draft presentation and refine the final presentation based on the comments received. It is anticipated that the project manager and one other person will attend the meeting.

TASK 8 – Additional Services

In the course of executing the project, there may be occasions when tasks must be performed which are not covered under Tasks 1 to 7 above. This additional services task is intended to cover these unforeseen events. Funds allocated under this task will not be accessed without prior written approval from the City.

Assumptions

- The PUD will provide electronic version of the historic flow and strength data and a CAD map(s) locating the meters, sampling points and pertinent features of the Metro System.
- It is anticipated that one kick-off meeting, one interim meeting, and one review meeting will occur with the City, and additionally, one preliminary findings meeting each with representatives of the Otay Water District and the Padre Dam Municipal Water District will be required for conducting the work. We will also meet once or contact the other agencies with similar billing practices.

SCHEDULE

The draft technical memorandum will be developed within three months of the notice to proceed and our receipt of the historic electronic data. The final technical memorandum will be submitted two weeks after receipt of all comments on the draft technical memorandum.

FEE

See attached fee proposal.

END OF SCOPE

Limitations:

The information contained in this proposal is proprietary and contains confidential information that is of significant economic value to Brown and Caldwell. It is intended to be used only for evaluation of our qualifications to provide services. It should not be duplicated, used, or disclosed, in whole or in part, for any purpose other than to evaluate this proposal.

City of San Diego
Metro Strength Based Billing Study - REVISED Fee Proposal
February 8, 2012

Phase	Phase Description	Vice President (Project Manager)	Vice President (QA/QC - Tech Support)	Principal Engineer	Senior Engineer	Supervisor, Word Processing	Project Coordinator II	Total Labor Hours	Total Labor Effort	Total ODCs	Total Effort
		\$236.00	\$236.00	\$189.00	\$167.00	\$126.00	\$107.00				
100	Review flow and Strength data	16	2	64	24	2	0	108	20,604	0	20,604
101	Prepare data trending analysis for agencies	2	0	40	0	0	0	42	8,032	0	8,032
102	Analyze impact of sample retention intervals	4	0	0	16	0	0	20	3,616	0	3,616
103	Analyze anomalies	4	0	16	0	0	0	20	3,968	0	3,968
104	Summarize trends and analysis	6	2	8	8	2	0	26	4,988	0	4,988
200	Review practices in Similar Agencies	18	8	0	38	2	0	66	12,734	100	12,834
201	Meet with LACSD	8	0	0	8	0	0	16	3,224	50	3,274
202	Meet with Los Angeles City	8	0	0	8	0	0	16	3,224	50	3,274
203	Other agencies	0	8	0	16	0	0	24	4,560	0	4,560
204	Summarize practices and protocols	2	0	0	6	2	0	10	1,726	0	1,726
300	Examine Agencies Flow and Sampling Locations	16	0	20	140	4	0	180	31,440	0	31,440
301	Analyze flow locations	4	0	8	48	0	0	60	10,472	0	10,472
302	Analyze sampling locations	4	0	8	68	0	0	80	13,812	0	13,812
303	Summarize findings	8	0	4	24	4	0	40	7,156	0	7,156
400	Examine Agencies with Treatment	28	8	0	88	4	0	128	23,696	0	23,696
401	Otay Water District	8	0	0	16	0	0	24	4,560	0	4,560
402	Padre Dam MWD	8	0	0	16	0	0	24	4,560	0	4,560
403	Agency Preliminary Review Meetings (2-of)	8	8	0	8	0	0	24	5,112	0	5,112
404	Summarize findings	4	0	0	48	4	0	56	9,464	0	9,464
500	Prepare Recommendations	40	20	12	76	16	0	164	31,136	0	31,136
501	Draft report	16	0	8	40	8	0	72	12,976	0	12,976
502	Draft Report Presentation with City and Pas	8	8	0	8	4	0	28	5,616	0	5,616
503	Review meeting	4	4	0	4	0	0	12	2,556	0	2,556
504	Final report	12	8	4	24	4	0	52	9,988	0	9,988
600	Project Management	36	20	0	8	0	8	72	15,408	250	15,658
601	Meetings, Kick off and interim	16	4	0	8	0	0	28	6,056	250	6,306
602	Quality	4	16	0	0	0	0	20	4,720	0	4,720
603	Management	16	0	0	0	0	8	24	4,632	0	4,632
700	Presentations	8	4	0	8	2	0	22	4,420	250	4,670
701	Presentations	8	4	0	8	2	0	22	4,420	250	4,670
800	Additional Services										10,000
TOTAL		162	62	96	382	30	8	740	139,438	600	150,038

AGENDA ITEM 10

Attachment

**MetroTAC
2011/12 Work Plan**

MetroTAC Items	Description	Subcommittee Member(s)
Advanced Water Purification Demonstration Project	San Diego engaged CDM to design/build/operate the project for the water repurification pilot program. <i>2/8/11: Equipment arrived 3/2011; tours will be held when operational (June/July 2011 timeframe). 2/12: Tours are available</i>	Al Lau
Fiscal Items	The Finance committee will continue to monitor and report on the financial issues affecting the Metro System and the charges to the PAs. The debt finance and reserve coverage issues have been resolved. Refunds totaling \$12.3 million were sent to most of the PA's. 10/26/11: 2010 will be the first year where the PAs will be credited with interest on the debt service reserve and operational fund balances. Interest will be applied as an income credit to Exhibit E when that audit is complete.	Greg Humora Scott Huth Karen Jassoy Karyn Keese
Recycled Water Revenue Issue	Per our Regional wastewater Agreement revenues from SBWTP are to be shared with PA's. 4/11: City has agreed to pay out revenue to Wastewater Section and PA's credit will be on the Exhibit E adjustments at year end Open issues: Capacity reservation lease payments and North City Optimized System Debt service status. 12/11: Letter sent to San Diego regarding outstanding recycled water revenue issues.	Scott Huth Scott Tulloch Karyn Keese
Water Reduction - Impacts on Sewer Rates	The MetroTAC wants to evaluate the possible impact to sewer rates and options as water use goes down, and consequently the sewer flows go down, reducing sewer revenues. Sewer strengths are also increasing because of less water to dilute the waste. We are currently monitoring the effects of this. 2/2011: wastewater revenues are declining due to conservation and flow reductions and agencies are re-prioritizing projects to be able to cover annual operations costs	Eric Minicilli Manny Magaña Karyn Keese
"No Drugs Down the Drain"	The state has initiated a program to reduce pharmaceuticals entering the wastewater flows. There have been a number of collection events within the region. The MetroTAC, working in association with the Southern California Alliance of Publicly-owned Treatment Works (SCAP), will continue to monitor proposed legislation and develop educational tools to be used to further reduce the amount of drugs disposed of into the sanitary sewer system. 8/2010: County Sheriff and Chula Vista have set up locations for people to drop off unwanted medications and drugs. 4/11: <i>Local law enforcement has taken a proactive role and is sponsoring drug take back events. 3/11: TAC to prepare a position for the board to adopt; look for a regional solution; watch requirements to test/control drugs in wastewater. 10/26/11: A prescription drug take back day is scheduled for 10/29/11. Goto www.dea.gov to find your nearest location.</i>	Greg Humora
Flushable Items that do not Degrade	Several PAs have problems with flushable products, such as personal wipes, that do not degrade and cause blockages. MetroTAC is investigating solutions by other agencies, and a public affairs campaign to raise awareness of the problems caused by flushable products. We are also working with SCAP in their efforts to help formulate state legislation to require manufacturers of products to meet certain criteria prior to labeling them as "flushable." Follow AB2256 and offer support.	Eric Minicilli

MetroTAC Items	Description	Subcommittee Member(s)
Grease Recycling	To reduce fats, oils, and grease (FOG) in the sewer systems, more and more restaurants are being required to collect and dispose of cooking grease. Companies exist that will collect the grease and turn it into energy. MetroTAC is exploring if a regional facility offers cost savings for the PAs. The PAs are also sharing information amongst each other for use in our individual programs. 3/11: <i>get update on local progress and status of grease rendering plant near Coronado bridge</i>	Eric Minicilli
Padre Dam Mass Balance Correction	11/11: Padre Dam has been overcharged for their sewage strengths since 1998. Staff from City of San Diego presented a draft spreadsheet entitled Master Summary Reconciliations Padre Dam Mass Balance Corrections Calculation. Rita Bell and Karyn Keese were elected to review the documentation and report back to Metro TAC.	Rita Bell Karyn Keese
Recycled Water Study	As part of the secondary waiver process, San Diego agreed to perform a recycled water study within the Metro service area. That study is currently underway, and MetroTAC has representatives participating in the working groups. TM #8 Costs estimates are out and PAs provided comments on TM#8 and have asked for a technical briefing. 10/16/11: Final draft of report is due out in November 2011.1/12: Final draft of report is due in March 2012.	Scott Huth Al Lau Karyn Keese Jennifer Duffy
Recycled Water Rate Study	San Diego is working on a rate study for pricing recycled water from the South Bay plant and the North City plant. MetroTAC, in addition to individual PAs, have been engaged in this process and have provided comments on drafts San Diego has produced. We are currently waiting for San Diego to promulgate a new draft which addresses the changes we have requested. 10/26/11: draft study still not issued	Karyn Keese Scott Huth Rita Bell
Metro JPA Strategic Initiatives	MetroTAC to develop success measures for the JPA strategic initiatives and suggest a schedule to complete certain items. 1/12: Paula de Sousa requested the Board Secretary to provide all past policy decisions.	Scott Huth Dan Brogadir Karyn Keese Paula de Sousa
Salt Creek Diversion	9/2010: OWD, Chula Vista and San Diego met to discuss options and who will pay for project; Chula Vista and OWD are reviewing options. 2/2011: OWD and PBS&J reviewed calculations with PUD staff; San Diego to provide backup data for TAC to review. This option is also covered in the Recycle Water Study.10/26/11: Back-up information has still not been received from staff.	Roberto Yano Manny Magaña Karyn Keese Rita Bell
Recycled Water Study Cost Allocation	A small working group was formed to discuss options to allocate PLWTP offset project costs among the water and wastewater rate payers; Concepts will be discussed at TAC and JPA Board in near future.	Scott Huth Roberto Yano Al Lau Karyn Keese
Board Members' Items		
Metro JPA Strategic Plan	2/2011: committee to meet 2/28/11 to plan for retreat to be held on 5/5/11 Retreat held and wrap up presented to the Commission at their June Meeting. JPA strategic planning committee to meet to update JPA Strategic Plan and prepare action items. 1/12: Draft strategic plan reviewed by Board and referred to Metro TAC for input. MetroTAC has created a subcommittee to work on this project.	Augie Caires Ernie Ewin
Rate Case Items	1/12: San Diego is in the process of hiring a consultant to update their rate case. As part of that process, MetroTAC and the Finance Committee will be monitoring the City's proposals as they move forward.	Karyn Keese
Schedule E	MetroTAC and the Finance Committee are active and will monitor this process. Individual items related to Schedule E will come directly to the Board as they develop.	Karen Jassoy Karyn Keese

MetroTAC Items	Description	Subcommittee Member(s)
Future bonding	MetroTAC and the Finance Committee are active and will monitor this process. Individual items related to bonding efforts will come directly to the Board as they develop. 10/26/11: San Diego is issuing an RFP for a cost of service study to support a future bond issue potentially in mid-2013. Kristin Crane to sit on the selection panel.	Karen Jassoy Karyn Keese Kristen Crane
Changes in water legislation	MetroTAC and the Board should monitor and report on proposed and new legislation or changes in existing legislation that impact wastewater conveyance, treatment, and disposal, including recycled water issues	Paula de Sousa
Role of Metro JPA regarding Recycled Water	As plans for water reuse unfold and projects are identified, Metro JPA's role must be defined with respect to water reuse and impacts to the various regional sewer treatment and conveyance facilities	Scott Huth Karyn Keese
Border Region	Impacts of sewer treatment and disposal along the international border should be monitored and reported to the Board. These issues would directly affect the South Bay plants on both sides of the border.	
IROC Performance Audits	Work with IROC to identify areas to be audited; participate in audit process. 8/20/10: provide the top 5 areas to audit by September IROC meeting.	Augie Caires
SDG&E Rate Case	SDG&E has filed Phase 2 of its General Rate Case, which proposes a new "Network Use Charge" which would charge net-energy metered customers for feeding renewable energy into the grid as well as using energy from the grid. The proposal will have a significant impact on entities with existing solar facilities, in some cases, increases their electricity costs by over 400%. Ultimately, the Network Use Charge will mean that renewable energy projects will no longer be as cost effective. SDG&E's proposal will damage the growth of renewable energy in San Diego County. A coalition of public agencies has formed to protest this rate proposal.	Paula de Sousa

Completed Items	Description	Subcommittee Member(s)
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State WDRs & WDR Communications Plan	The Waste Discharge Requirements (WDRs), a statewide requirement that became effective on May 2, 2006, requires all owners of a sewer collection system to prepare a Sewer System Management Plan (SSMP). Agencies' plans have been created. We will continue to work to meet state requirements, taking the opportunity to work together to create efficiencies in producing public outreach literature and implementing public programs. Project complete: 5/10	Dennis Davies Patrick Lund
Ocean Maps from Scripps	Schedule a presentation on the Sea Level Rise research by either Dr. Emily Young, San Diego Foundation, or Karen Goodrich, Tijuana River National Estuarine Research Reserve Project complete: 5/10	Board Member Item
Secondary Waiver	The City of San Diego received approval from the Coastal Commission and now the Waiver is being processed by the EPA. The new 5 year waiver to operate the Point Loma Wastewater Treatment Plant at advanced primary went into effect August 1, 2010. Project complete 7/10	Scott Huth
Lateral Issues	Sewer laterals are owned by the property owners they serve, yet laterals often allow infiltration and roots to the main lines causing maintenance issues. As this is a common problem among PAs, the MetroTAC will gather statistics from national studies and develop solutions. 4/11: There has been no change to the issue. We will continue to track this item through SCAP and report back when the issue is active again. Efforts closed 3/11	Tom Howard Joe Smith
"Power Tariff"	Power companies are moving to a peak demand pricing scheme which negatively impacts PAs with pump stations and other high energy uses. MetroTAC wants to evaluate the new legislation and regulations, and to identify and implement cost savings efforts for the PAs. (8/2010): John Helminski at the City of San Diego is working on a sustainability project for CoSD 3/11: Prepare a position paper for the JPA board to consider 4/11: John Helminski no longer works for the City. Request update from Paula.5/31/11: Roberto Yano met with SCAP representatives. Each agency should meet with their SDG&E representative to determine if there are special programs or incentives they can qualify for .Per SCAP there is no new legislation.10/26/11: We will continue to track this item through SCAP and report back when the issue is active again.	Tom Howard Paula de Sousa Roberto Yano

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