



**Regular Meeting of the
Metro Wastewater JPA/Metro Commission**

AGENDA

Thursday, December 5, 2024 - 12:00 p.m.

9192 Topaz Way (PUD MOC II) Auditorium, San Diego, CA

"The Metro JPA's mission is to create an equitable partnership with the San Diego City Council and Mayor on regional wastewater issues. 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."

NOTE: ANY MEMBER OF THE PUBLIC MAY ADDRESS THE METRO WASTEWATER JPA/COMMISSION ON ANY AGENDA ITEM. PLEASE COMPLETE A SPEAKER SLIP AND SUBMIT IT TO THE BOARD SECRETARY 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

1. **ROLL CALL**
2. **PLEDGE OF ALLEGIANCE**
3. **PUBLIC COMMENT:** *Persons speaking during Public Comment may address the Metro Wastewater JPA/Metro Commission on any subject matter within the jurisdiction of the Metro Wastewater JPA/Metro Commission that is not listed as an agenda item. Comments are limited to three (3) minutes.*
4. **ACTION:** Approval of Agenda

CONSENT CALENDAR

Items **5-7** will be enacted in one motion in accordance with the recommendation unless removed from the Consent Calendar by the Board of Directors, Staff or Public. If a member of the public wishes to remove an item, they should submit a "Request to Speak" form to the Board Secretary prior to the meeting. Items removed from the Consent Calendar will be considered in the original agenda order immediately following adoption of the Consent Calendar.

RECOMMENDATION: Approve the Consent Calendar

5. **ACTION:** Consideration and Possible Action to Approve the Minutes of the **November 7, 2024 Regular Meeting** of the Metro JPA (**Attachment**)

6. **ACTION:** Receive and File Check Registry for the Month of October, 2024 (**Attachment**)
7. **ACTION:** Consideration and Possible Action to Approve the Meeting Calendar for 2025 (Karyn Keze) (**Attachment**)

END OF CONSENT CALENDAR

8. **ACTION:** Consideration and Possible Action to Approve the Metro Wastewater JPA FY 2024 Year-End Treasurer's Report (Lee Ann Jones-Santos) (**Attachment**)
9. **ACTION:** Consideration and Possible Action to Approve the Metro Wastewater JPA Treasurer's Report Ending September 30, 2024 (First Quarter) (Lee Ann Jones-Santos) (**Attachment**)
10. **ACTION:** Consideration and Possible Action to Adopt the Metro JPA 2024 Strategic Plan (John Gavares)
11. **UPDATE:** Pure Water Program Update (Standing Item) (Amy Dorman/Doug Owen)
12. **UPDATE:** Metro Wastewater Financial (Standing Item) (Adam Jones)
13. **UPDATE:** Metro Wastewater (General) (Standing Item) (Lisa Celaya)
14. **REPORT:** General Counsel (Standing Item) (Adriana Ochoa)
15. **REPORT:** Executive Director (Standing Item) (Karyn Keze) (**Attachment**)
16. **UPDATE:** MetroTAC (Standing Item) (Alisa Nichols) (**Attachment**)
17. **METRO JPA DIRECTORS/COMMISSIONERS COMMENTS AND PROPOSED AGENDA ITEMS** for Next Metro JPA/Commission Meeting **January 2, 2024, meeting to be cancelled and a Special Meeting to be held January 9, 2024.**
18. **ADJOURNMENT**

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

Materials provided to the Metro JPA/Metro Commission related to any open-session item on this agenda are available for public review at our website: <https://www.metrojpa.org>

In compliance with the AMERICANS WITH DISABILITIES ACT

Persons with disabilities that require modifications or accommodations, please *contact General Counsel Adriana Ochoa at arochoa@swlaw.com* by no later than two hours prior to the meeting to request reasonable modifications or accommodations consistent with the Americans with Disabilities Act and Metro JPA/Commission shall promptly work with you to resolve the matter in favor of accessibility.

Metro JPA 2025 Meeting Schedule

January 2, 2025	February 6, 2025	March 6, 2025
April 3, 2025	May 1, 2025	June 5, 2025
July 3, 2025	August 7, 2025	September 4, 2025
October 2, 2025	November 6, 2025	December 4, 2025



**Minutes of the Regular and Special
Meetings of the Metro Wastewater
JPA and Metro Commission**

9192 Topaz Way (PUD MOC II) Auditorium, San Diego, CA

November 7, 2024

Minutes

Chair Jones called the meeting to order at 12:06 p.m. A quorum of the Metro JP/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	José Preciado	
City of Coronado	John Duncan	
City of Del Mar	Dwight Worden	
City of El Cajon	Gary Kendrick	
City of Imperial Beach	Mitch McKay	
City of La Mesa	Bill Baber (absent)	
City of Lemon Grove	Jerry Jones	
City of National City	Ditas Yamane	
City of Poway	Peter De Hoff	
County of San Diego	Joel Anderson (absent)	Greg Kazmer
Otay Water District	Mark Robak	
Padre Dam MWD	Kyle Swanson (absent)	Lewis Clapp

Others present: Metro JPA General Counsel Adriana Ochoa – Snell & Wilmer; JPA/Commission Board Secretary Lori Anne Peoples; None – City of Chula Vista; None – City of Coronado; None - City of El Cajon; Eric Minicilli – City of Imperial Beach; Joe Kuhn – City of La Mesa; Izzy Murguia – Lemon Grove Sanitation District; None – City of National City; Beth Gentry – Otay Water District; Peejay Tubongbanua – Padre Dam Municipal Water District; Alisa Nichols – City of Poway, MetroTAC Chair; Daphnie Munoz, CLA – JPA Auditor; ;John Gavares – The Gavares Group – JPA Strategic Plan Consultant; Ken Schiff – SCCWRP; Lisa Celaya, Adam Jones, Edgar Patino, Abi Palaseyed, Akram Bassyouni, Reyhaneh Martin, Anh Nguyen; Orelia DeBraal - City of San Diego; Doug Owen – Stantec – City of San Diego Consultant; None – County of San Diego; Metro JPA Staff: Karyn Keze, The Keze Group, LLC; Kathleen Noel - Wilson Engineering; Lee Ann Jones-Santos/Rod Greek – JPA Treasurer

2. PLEDGE OF ALLEGIANCE TO THE FLAG

Alternate Greg Kazmer, County of San Diego, led the pledge.

3. PUBLIC COMMENT

None.

Chair Jones requested the Special Meeting Item be heard here.

1. ACTION: DISCUSSION AND POSSIBLE ACTION TO APPROVE LETTER OF SUPPORT REQUEST FOR REGIONAL LANDSCAPE EFFICIENCY AND DIRECT INSTALLATION PROJECT

Metro TAC Chair Alisa Nichols requested consideration of a request to send a letter of support to the Bureau of Reclamation Water Resources and Planning Office on behalf of the San Diego Integrated Regional Water Management Program. The letter would endorse the Landscape Efficiency and Direct Installation Project as part of the WaterSMART Grants: Water and Energy Efficiency Grant application for Fiscal Years 2024 and 2025.

ACTION: Motion by Director Preciado, seconded by Alternate Director Kazmer to approve the submittal of the draft letter included in the agenda package. Motion carried as follows:

AYES: Preciado, Duncan, Worden, Kendrick, McKay, Jones, Yamane, Robak, Clapp, De Hoff, Kazmer

NAYS: None

ABSTAIN: None

ABSENT: Baber

Chair Jones requested the return to the Regular Meeting

4. ACTION: APPROVAL OF AGENDA

ACTION: Motion by Director Preciado, seconded by Director Worden to approve the agenda. Motion carried as follows:

AYES: Preciado, Duncan, Worden, Kendrick, McKay, Jones, Yamane, Robak, Clapp, De Hoff, Kazmer

NAYS: None

ABSTAIN: None

ABSENT: Baber

APPROVAL OF CONSENT CALENDAR. ITEMS 5 & 6

5. CONSIDERATION AND POSSIBLE ACTION TO APPROVE THE MINUTES OF THE REGULAR MEETING OF OCTOBER 3, 2024

6. CONSIDERATION TO RECEIVE AND FILE THE MONTHLY EXPENSE REPORT

ACTION: Motion by Director Preciado, seconded by Director Worden to approve the agenda. Motion carried as follows:

AYES: Preciado, Duncan, Worden, Kendrick, McKay, Jones, Yamane, Robak, Clapp, De Hoff, Kazmer

NAYS: None

ABSTAIN: None

ABSENT: Baber

7. **ACTION: CONSIDERATION AND POSSIBLE ACTION TO APPROVE THE METRO WASTEWATER JPA TWO-YEAR AUDIT ENDING JUNE 30, 2023**

Rod Greek, JPA Treasurer, introduced Daphnie Munoz of the JPA Auditors firm CLA who presented a brief verbal overview of her presentation included in the agenda package including the scope of work and auditor's report.

ACTION: Motion by Alternate Director Kazner, seconded by Director to approve the audit. Motion carried as follows:

AYES: Preciado, Duncan, Worden, Kendrick, McKay, Jones, Yamane, Robak, Clapp, De Hoff, Kazmer

NAYS: None

ABSTAIN: None

ABSENT: Baber

8. **PRESENTATION: SCCWRP Presentation on San Diego River Investigative Order Study Findings**

Lisa Celaya, City of San Diego introduced Ken Schiff of the Southern California Coastal Water Research Project (SCCWRP) who provided a brief verbal overview of his presentation included in the agenda package.

9. **PRESENTATION: METRO WASTEWATER JPA/COMM DRAFT STRATEGIC PLAN AD HOC COMMITTEE REPORT**

JPA Executive Director Keze introduced the agenda item, followed by a presentation by John Gavares of the Gavares Group, strategic planning consultant for the JPA. The presentation details were included in the agenda package. Vice Chair De Hoff also contributed additional insights.

10. **ACTION: CONSIDERATION AND POSSIBLE ACTION APPROVE AMENDMENT #2 TO THE AGREEMENT WITH CH2M HILL ENGINEERS, INC. FOR ENGINEERING SERVICES FOR THE DESIGN OF THE NORTH CITY METROPOLITAN BIOSOLIDS CENTER (MBC) IMPROVEMENTS PROJECT**

Abi Palaseyed, City of San Diego, provided a brief overview of the presentation included in the agenda package.

ACTION: Motion by Alternate Director Kazmer seconded by Director McKay, to approve the amendment to agreement with CH2M Hill. Motion carried as follows:

AYES: Preciado, Duncan, Worden, Kendrick, McKay, Jones, Yamane, Robak, Clapp, De Hoff, Kazmer

NAYS: None

ABSTAIN: None

ABSENT: Baber

11. **ACTION: CONSIDERATION AND POSSIBLE ACTION TO APPROVE THE FIRST AMENDMENT TO AGREEMENT WITH CDM SMITH, INC. FOR PREPARATION OF THE PUBLIC UTILITIES DEPARTMENT INTEGRATED MASTER PLAN**

Anh Nguyen, City of San Diego provided a verbal overview of the presentation included in the agenda package.

ACTION: Motion by Alternate Director Kazmer seconded by Vice Chair De Hoff, to approve the amendment to agreement with CDM Smith, Inc. Motion carried as follows:

AYES: Preciado, Duncan, Worden, Kendrick, McKay, Jones, Yamane, Robak, Clapp,
De Hoff, Kazmer
NAYS: None
ABSTAIN: None
ABSENT: Baber

Chair Jones requested Items 12, 13 and 14 be continued to the next meeting due to the lateness of the meeting.

15. UPDATE: GENERAL COUNSEL

General Counsel Ochoa stated things were progressing well on SARA, and that she was working closely with the City of San Diego Counsel.

16. REPORT: EXECUTIVE DIRECTOR

Executive Director Keze **noted** that her report, along with Metro TAC Chair Alisa Nichols' report, was included in the agenda package. She emphasized the importance of reviewing these reports as they provide valuable information to keep the Directors informed and support their decision-making processes.

17. REPORT: MetroTAC

See Item 16 above.

18. METRO JPA DIRECTORS/COMMISSIONERS COMMENTS AND PROPOSE AGENDA ITEMS FOR THE NEXT METRO JPA/COMMISSION MEETING NOVEMBER 3, 2024

Director Robak congratulated Director Duncan on his win as Mayor of Coronado. Executive Director Keze congratulated Director's Duncan, Anderson, and Robak on their elections/re-elections.

19. ADJOURNMENT

Chair Jones declared the meeting adjourned at 2:17 pm.

Monthly Expense Report

MetroJPA

Invoices for October 2024 paid in November 2024

Prepared by

Treasurer@metrojpa.org

Prepared on

November 15, 2024

MetroJPA
Expenses by Vendor Summary
November 15, 2024

	<u>Total</u>
CliftonLarsonAllen, LLP	3,780.00
Dexter Wilson Engineering	11,322.50
Ditas Yamane	166.00
Donald Dwight Worden	166.00
Gary Kendrick	814.00
Gregory Steven Kazmer	166.00
Jerrold L. Jones	1,017.44
Jill Galvez	300.00
John Duncan	166.00
Jose Preciado	498.00
Jose Rodriguez	150.00
Karen Jassoy	170.46
Keze Group LLC	13,932.50
Lori Anne Peoples	7,812.15
Mark Robak	524.80
Mitchell D McKay	166.00
Peter De Hoff	519.44
Snell and Wilmer Law	9,355.50
William Baber	316.00
Credit Card Expenses	344.34
TOTAL	\$ 51,687.13

Friday, Nov 15, 2024 06:35:08 PM GMT-8 - Accrual Basis

2025 Metro JPA/Comm and Metro TAC Meeting Schedule

<u>METRO JPA/COMMISSION</u>	<u>METROTAC</u>
January 2, 2025 CANCELLED	January 15, 2025
February 6, 2025	February 19, 2025
March 6, 2025	March 19, 2025
April 3, 2025	April 16, 2025
May 1, 2025	May 21, 2025
June 5, 2025 & SANDIST (follows JPA)	June 18, 2025
July 3, 2025	July 16, 2025
August 7, 2025	August 20, 2025
September 4, 2025	September 17, 2025
October 2, 2025	October 15, 2025
November 6, 2025	November 19, 2025
December 4, 2025	December 17, 2025



Metro Wastewater Joint Powers Authority
Treasurer's Report
ending June 30, 2024

****UNAUDITED****

Metro Wastewater JPA

Treasurer's Report

ending June 30, 2024

Unaudited

Beginning Cash Balance at July 1, 2023	\$ 302,774
Operating Results	
Membership Dues & Interest Income	758,783
Expenses	<u>(708,153)</u>
Change in Net Position	50,630
Net change in Receivables & Payables	<u>(35,392)</u>
Cash used in Operations	<u>15,239</u>
Ending Cash Balance at June 30, 2024	<u><u>\$ 318,013</u></u>

Metro Wastewater JPA
Statement of Net Position

As of July 1, 2023 and June 30, 2024

Unaudited

	July 1, 2023	June 30, 2024	\$ Change
<u>ASSETS</u>			
Checking/Savings	\$ 302,774	\$ 318,013	\$ 15,239
Accounts Receivable	15,427	22,824	7,397
Total Assets	<u>\$ 318,201</u>	<u>\$ 340,837</u>	<u>\$ 22,636</u>
<u>LIABILITIES</u>			
Accounts Payable	\$ 70,606	\$ 42,611	\$ (27,995)
Unearned Membership Billings	-	-	-
Total Liabilities	\$ 70,606	\$ 42,611	\$ (27,995)
<u>NET POSITION</u>			
Net Position at Beginning of Period	\$ 569,642	\$ 247,595	\$ (322,047)
Change in Net Position	(322,047)	50,630	372,677
Net Position at End of Period	\$ 247,595	\$ 298,225	\$ 50,630
TOTAL LIABILITIES & NET POSITION	<u>\$ 318,201</u>	<u>\$ 340,837</u>	<u>\$ 22,636</u>

<i>Net Position at 06/30/2024</i>	\$ 298,225
<i>FY '24 Required Reserve (4 months of Op Exp)</i>	<u>257,252</u>
<i>Over (under) required reserve</i>	\$ 40,973

Metro Wastewater JPA
Statement of Operations
Budget vs. Actual
ending June 30, 2024
Unaudited

	<u>Actual</u>	<u>Budget</u>	<u>Over (Under) Budget</u>	<u>Annual Budget</u>
Income				Month 12
Membership Dues	\$ 727,544	727,545	\$ (1)	\$ 727,545
City of San Diego	30,406	44,210	(13,804)	\$ 44,210
Interest Income	833	-	833	-
Total Income	\$ 758,783	\$ 771,755	\$ (12,972)	\$ 771,755
Expense				
Administrative Assistant-LP	\$ 42,892	37,100	\$ 5,792	\$ 37,100
Bank Charges	112	200	(88)	200
Contingency	-	-	-	-
Dues & Subscriptions	-	-	-	-
Financial Services		-		
Audit Fees	38,440	12,000	26,440	12,000
Financial Consulting Support (Auditor)	-	-	-	-
Financial - The Keze Group	155,654	150,000	5,654	150,000
Treasurer - Padre Dam/El Cajon	13,333	30,000	(16,667)	30,000
JPA/TAC meeting expenses	2,727	6,000	(3,273)	6,000
Miscellaneous	96	250	(154)	250
Per Diem - Board	24,583	25,000	(417)	25,000
Printing, Postage, Supplies	429	860	(431)	860
Professional Services		-		
Engineering - Dexter Wilson	178,573	200,000	(21,428)	200,000
Engineering - NV5	17,258	40,000	(22,743)	40,000
Legal - Procopio (Pure Water/2nd ARA	121,113	150,000	(28,887)	150,000
Legal - Procopio (General)	85,036	60,000	25,036	60,000
Legal - Procopio (SD Spill 2020 & 2023)	16,123	30,000	(13,878)	30,000
Paul Redvers Brown, Inc.	5,728	24,900	(19,173)	24,900
Strategic Planning	-	-	-	-
Telephone, Software & Internet	2,755	2,140	615	2,140
Website Architecture Update	-	-	-	-
Website Maintenance & Hosting	3,303	3,305	(2)	3,305
Total Expense	\$ 708,153	\$ 771,755	\$ (63,602)	\$ 771,755
Net Income (Loss)	\$ 50,630	\$ -	\$ 50,630	\$ -

Metro Wastewater JPA
Statement of Cash Flows

ending June 30, 2024
Unaudited

CASH FLOWS FROM OPERATING ACTIVITIES

Cash Receipts from Member Agencies	\$ 750,553
Cash Paid to Vendors and Suppliers	(736,147)
Net Cash Provided by Operating Activities	<u>14,406</u>

CASH FLOWS FROM INVESTING ACTIVITIES

Interest Earnings	833
Net Cash Provided by Investing Activities	<u>833</u>
NET CHANGE IN CASH AND CASH EQUIVALENTS	15,239
Cash and Cash Equivalents - Beginning of Period	302,774
CASH AND CASH EQUIVALENTS - END OF PERIOD	<u><u>\$ 318,013</u></u>

FLOWS USED BY OPERATING ACTIVITIES

Operating Income	\$ 50,630
Change in Net Position	
Adjustments to Reconcile Operating Income to	
Increase in Accounts Receivable	(7,397)
Decrease in Accounts Payable	(27,995)
Interest Earnings	(833)
Total Adjustments	<u>(36,224)</u>
Net Cash Provided by Operating Activities	<u><u>\$ 14,406</u></u>



Metro Wastewater Joint Powers Authority
Treasurer's Report
ending September 30, 2024

****UNAUDITED****

Metro Wastewater JPA
Treasurer's Report
ending September 30, 2024
Unaudited

Beginning Cash Balance at July 1, 2024	\$ 317,985
Operating Results	
Membership Dues & Interest Income	988,723
Expenses	<u>(110,395)</u>
Change in Net Position	878,328
Net change in Receivables & Payables	<u>(442,507)</u>
Cash used in Operations	<u>435,821</u>
Ending Cash Balance at September 30, 2024	<u><u>\$ 753,806</u></u>

Metro Wastewater JPA
Statement of Net Position

As of July 1, 2024 and September 30, 2024

Unaudited

	July 1, 2024	September 30, 2024	\$ Change
<u>ASSETS</u>			
Checking/Savings	\$ 317,985	\$ 753,806	\$ 435,821
Accounts Receivable	22,824	470,759	447,935
Total Assets	<u>\$ 340,809</u>	<u>\$ 1,224,565</u>	<u>\$ 883,756</u>
<u>LIABILITIES</u>			
Accounts Payable	\$ 42,611	\$ 48,039	\$ 5,428
Unearned Membership Billings	-	-	-
Total Liabilities	\$ 42,611	\$ 48,039	\$ 5,428
<u>NET POSITION</u>			
Net Position at Beginning of Period	\$ 247,595	\$ 298,197	\$ 50,602
Change in Net Position	50,602	878,328	827,726
Net Position at End of Period	\$ 298,197	\$ 1,176,525	\$ 878,328
<u>TOTAL LIABILITIES & NET POSITION</u>	<u>\$ 340,809</u>	<u>\$ 1,224,565</u>	<u>\$ 883,756</u>

Metro Wastewater JPA
Statement of Operations
Budget vs. Actual

ending September 30, 2024
Unaudited

	Actual	Budget	Over (Under) Budget
Income			
Membership Dues	\$ 988,568	790,855	\$ 197,713
City of San Diego	-	8,839	(8,839)
Interest Income	155	175	(20)
Total Income	\$ 988,723	\$ 799,869	\$ 188,854
Expense			
Administrative Assistant-LP	\$ 7,258	12,300	\$ (5,042)
Bank Charges	9	50	(41)
Contingency	-	-	-
Dues & Subscriptions	-	-	-
Financial Services		-	
Audit Fees	-	-	-
Financial Consulting Support (Auditor)	-	-	-
Financial - The Keze Group	39,796	42,000	(2,205)
Treasurer - CPA	7,064	12,500	(5,436)
JPA/TAC meeting expenses	928	1,500	(572)
Miscellaneous	109	63	46
Per Diem - Board	7,082	7,125	(43)
Printing, Postage, Supplies	87	125	(38)
Professional Services		-	
Engineering - Dexter Wilson	41,763	50,000	(8,238)
Engineering - NV5	1,615	7,500	(5,885)
Legal - Procopio (Pure Water/2nd ARA)	-	37,500	(37,500)
Legal - Procopio (General)	3,672	15,000	(11,328)
Legal - Procopio (SD Spill 2020 & 2023)	405	7,500	(7,095)
Paul Redvers Brown, Inc.	-	3,113	(3,113)
Strategic Planning	-	3,819	(3,819)
IT & Communications	-	5,000	(5,000)
Telephone, Software & Internet	609	750	(141)
Website Architecture Update	-	-	-
Website Maintenance & Hosting	-	884	(884)
Total Expense	\$ 110,395	\$ 206,728	\$ (96,333)
Net Income (Loss)	\$ 878,328	\$ 593,141	\$ 285,187

Metro Wastewater JPA
Statement of Cash Flows
ending September 30, 2024
Unaudited

CASH FLOWS FROM OPERATING ACTIVITIES

Cash Receipts from Member Agencies	\$ 540,633
Cash Paid to Vendors and Suppliers	(104,967)
Net Cash Provided by Operating Activities	<u>435,666</u>

CASH FLOWS FROM INVESTING ACTIVITIES

Interest Earnings	<u>155</u>
Net Cash Provided by Investing Activities	<u>155</u>

NET CHANGE IN CASH AND CASH EQUIVALENTS 435,821

Cash and Cash Equivalents - Beginning of Period 317,985

CASH AND CASH EQUIVALENTS - END OF PERIOD \$ 753,806

**RECONCILIATION OF OPERATING LOSS TO NET CASH
FLOWS USED BY OPERATING ACTIVITIES**

Operating Income	\$ 878,328
Change in Net Position	
Adjustments to Reconcile Operating Income to	
Increase in Accounts Receivable	(447,935)
Decrease in Accounts Payable	5,428
Interest Earnings	<u>(155)</u>
Total Adjustments	<u>(442,662)</u>
Net Cash Provided by Operating Activities	<u><u>\$ 435,666</u></u>



Monthly Executive Director's Report October 2024

The primary emphasis of the Executive Director during the month of October was to support and facilitate the Metro Wastewater JPA's Strategic Planning AdHoc. The following is a summary of key tasks currently being addressed by the Executive Team members:

Key Tasks and Updates:

1. Website Reminder:

- The JPA maintains a website where valuable information about the Metro System, the Pure Water Program and the JPA can be easily accessed at <https://www.metrojpa.org/home>.
- Please note that you can efficiently add Metro TAC and Metro Wastewater JPA/Commission (JPA/Com) meetings to your calendar by selecting the meeting listed on the homepage once the agenda has been posted and downloading the calendar event available on the left side of the subsequent page. We will start sending links to this in the meeting notices.

2. New Report: Monthly Metro TAC Chair Report

A new report has been added as Item 17 to the November JPA/Com agenda. The purpose of this report is to keep all JPA/Com Directors informed of the Metro Technical Advisory Committee's (TAC) review and analysis of each agenda item on the current month's JPA/Committee agenda. This report provides Directors with TAC's technical evaluations and insights on each Action or Information Item, enhancing informed decision-making.

For this month, the agenda includes two Reports from the September and October TAC Meetings to ensure all Directors are up to date. Moving forward, only the current month's TAC report will be provided.

Purpose: The purpose of this item is to ensure that all JPA/Com Directors have access to the Metro TAC's technical assessments and recommendations on each agenda item, supporting informed and effective decision-making. By reviewing TAC's evaluations, Directors can gain a deeper understanding of the technical considerations and implications associated with each Action or Information Item, fostering a more comprehensive and collaborative approach to Board discussions and decisions.

3. Strategic Planning:

The Strategic Planning Ad Hoc Committee has made significant progress in defining and refining our strategic direction over the past month. This ongoing effort reflects our commitment to a comprehensive and carefully considered Strategic Plan that aligns with the priorities of our organization and stakeholders.

Below is an overview of key developments:

- **Committee Meetings:** The Strategic Planning Ad Hoc Committee convened twice in October, on the 17th and the 31st. In addition, multiple preliminary meetings were held between myself, the Metro JPA Chair, and the Strategic Planning Facilitator to address the Committee's questions on the definitions and implications of certain draft Strategic Goals and Objectives.
- **Meeting 3 (October 17th):** During this meeting, the Committee focused on reviewing and revising the Draft Strategic Goals and Objectives. Consensus was reached on all but two Strategic Objectives, which were subsequently set as action items for the next meeting.
- **Meeting 4 (October 31st):** At this meeting, final wording was approved for Strategic Goal 1, Strategic Objective 8 ("Monitor Industrial Waste Provisions") and Strategic Goal 2, Strategic Objective 1 ("Oversee USEPA Modified Permit for Pt. Loma"). The Committee meticulously reviewed each element of the Draft Strategic Plan, reaching unanimous concurrence on all items. Attached to this report are the notes documenting discussions and decisions from Meeting 3 and 4.

Upcoming Meetings and Deliverables: Future meetings and deliverable deadlines have been scheduled to ensure continued progress and alignment with our strategic initiatives.

Nov. 7	Present proposed SGs and SOs to the Metro JPA as an information item
Nov. 20	Present proposed SP to Metro TAC as an information item
Dec. 5	Present SP to Metro JPA as an action item.

4. FY 2021 – FY 2023 Metro Contract Compliance Audit and Reconciliation

- **O&M Audit Questions Response from City:** The City completed responses to our Operations and Maintenance (O&M) audit questions in October. In November meetings will be held between the Executive Director and the City Audit Staff to address and resolve any remaining audit inquiries to ensure clarity and accuracy in audit sections. This is the largest section of the annual audit with over 300 audit samples reviewed by JPA Executive Team members.

- **CIP Audit Complete:** JPA Engineering Staff completed their review and resolved audit questions during October. This part of the audit is now complete
- **Audit Scope:** The Annual Metro Exhibit E Audit purpose is to review Metro O&M and CIP costs to ensure that Participating Agencies (PAs) are not allocated costs from other City of San Diego departments such as water or municipal sewer and only pay their fair share of allowable Metro costs. Once the total allowable costs are determined, the allocation to each PA is reviewed to ensure correct cost allocations based on each agency's actual sewage flows and strengths for the audited year. These costs and allocations are then reconciled with that year's budgeted amounts that had been billed to each PA.

Purpose: This collaboration will strengthen the foundation of our financial oversight and enhance the alignment of our operational processes with strategic goals.

5. **Final Draft Second Amended and Restated Agreement (SARA) Language Review:**

SARA Review and Revisions: The City of San Diego's Attorney's Office has completed an initial review of the draft Second Amended and Restated Agreement (SARA). Throughout September and October, City Attorneys collaborated with Public Utilities Department (PUD) staff to discuss their findings and initiate revisions. At the end of October, the JPA's Attorney met twice with the City's attorneys to address language and philosophical differences, laying the groundwork for further staff discussions and alignment. These discussions will continue in November, expanding to include the JPA's Executive Team. The goal is to finalize these revisions by the end of November, after which the draft SARA will be distributed to the Metro Technical Advisory Committee (Metro TAC) and Metro JPA Directors for review.

Purpose: This process is essential to ensure that the SARA reflects a unified approach and meets the strategic and operational needs of all stakeholders.

6. **FAB Implementation:**

Exhibit B Capacity Refinement for FAB Cost Allocations: The JPA Executive Team continues to work closely with JPA members and Public Utilities Department (PUD) staff to refine and finalize the capacity figures outlined in the draft of Exhibit B, which will serve as the foundation for the Financial Advisory Board (FAB) cost allocations. All Participating Agencies (PAs) are reminded that the goal was to finalize Exhibit B by the end of October, ensuring its timely release alongside the SARA and draft FAB cost allocations. If you have not Technical Advisory Committee (TAC) members are encouraged to schedule meetings with the Executive Team if further discussions are needed to finalize their individual capacities in Exhibit B.

Purpose: This collaborative effort is critical to achieving accurate and equitable cost allocations across all participating agencies.

7. Pump Station 1 Upgrade and Rehabilitation Contract Review

- The design build contract for PS1 went to the San Diego City Council on October 8th and was unanimously approved.

8. Inflow and Infiltration (I&I) Study:

- The City of San Diego and Metro Engineering Consultants are meeting with ADS on November 5th to discuss the information available from the current metering system and potential tools ADS can use to help with the I&I Study.
- The next meeting of the I&I meeting is on November 14th and the main topic will be the results of the ADS meeting.

Upcoming Meetings:

- **Metro JPA/Commission Meeting:**
 - **Date:** November 7, 2024
 - **Format:** In-Person, MOC Auditorium
 - **Main Topics:** SCCWRP Presentation on San Diego River Investigative Order Study Findings (Ken Schiff); Amendment No. 2 to the Agreement with CH2M Hill Engineers, Inc. for Engineering Services for the Design of the North City Metropolitan Biosolids Center (MBC) Improvements Project; Metro Wastewater JPA FY21-23 Audit
- **Metro TAC Meeting:**
 - **Date:** November 20, 2024
 - **Format:** Zoom
 - **Main Topics:** Information: JPA 2024 Draft Strategic Plan; JPA FY21-23 Audit
- **Metro JPA/Commission Meeting:**
 - **Date:** December 5, 2024
 - **Format:** In-Person, MOC Auditorium
 - **Main Topics:** Action: JPA 2024 Final Strategic Plan; FY 2024 Fourth Quarter Metro CIP Update

<p style="text-align: center;">Metro JPA Ad Hoc Strategic Planning Committee <i>Summary of 3rd and 4th Workshops</i></p>
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The Strategic Planning Ad Hoc Committee held its 3rd and 4th workshops on Oct. 17th and 31st. The focus has been on the review and approval of Strategic Goals and Objectives to be included in the 2025 Strategic Plan. In addition, the Committee is recommending a revision to the Mission Statement. This will be presented to the Metro JPA at the Nov. 7th Board meeting.

Here is a sample of some of the new strategic Objectives that being proposed:

1. **Monitor Billing Equity Framework** – The Ad Hoc Committee reviewed the existing strategic objective and modified the title and description to make it more accurate and understandable. It previously was called “Strength-based Billing System and Process Audit (5-Year Audits).”
2. **Support Second Amended Restated Agreement (SARA) and Revised Billing Structure (FAB):** The Committee has developed this Objective to support the Participating Agencies (PA’s)’s review and approval of the Second Amended Restated Agreement (SARA).
3. **Monitor and Mitigate Infiltration and Inflow (I&I):** This Strategic Objective defines the Metro JPA’s focus to work with the City of San Diego and Participating Agencies to reduce infiltration and inflow (I&I) and Sanitary Sewer Overflows (SSOs).
4. **Monitor Industrial Waste Provisions:** The committee has developed this strategic Objective which highlights a key focus area to monitor the fees for industrial users on behalf of the City and Participating Agencies. Monitoring industrial waste and pretreatment will save the PAs money. It will prevent chemicals from being discharged into the sewer system that would upset biological processes in the Metro system needed for proper treatment and disposal.
5. **Oversee and Support OPRA 2 Legislation:** The committee reviewed the language from the 2020 strategic plan. They revised the title to more accurately describe this objective and added language that describes the importance of this legislation.
6. **Monitor Efforts to Regulate Newly-identified Chemicals and Pollutants:** The Committee has developed a new Strategic Objective for the Metro JPA to monitor and advocate appropriate regulations regarding wastewater pollutants and chemicals, such as PFAS.
7. **Support the City’s Consideration and Analysis of Possible New Sewage and Other Inflow Sources:** The committee has developed this strategic Objective to monitor and support the City of San Diego’s consideration and analysis of new sources, such as sewage and stormwater, as these opportunities develop.



Monthly Metro TAC Chair Report November 2024

A summary of action items, presentations, discussions and updates heard at the regularly scheduled Metro Technical Advisory Committee held on November 20 2024.

No Action Items Moved Forward to JPA.

No Discussion Items Moved Forward to JPA.

Presentations:

1. Metro Wastewater JPA Two-Year Audit Ending June 30, 2023 (Daphne Munoz/Rod Greek)

- A presentation was provided by CLA on the Metro Wastewater JPA Two-Year Audit ending June 30, 2023.

2. Public Utilities Department Integrated Master Plan (Anh Nguyn)

- The City of San Diego provided a comprehensive update on the Integrated Master Plan (IMP) for water and wastewater infrastructure. The IMP is a long-term planning document to manage water and wastewater systems, ensuring they meet current and future demands, comply with regulations, and support sustainable growth. Historically, the City had separate plans for major water and wastewater assets and is now taking a more holistic and integrated planning approach to ensure a unified strategy for addressing water and wastewater infrastructure challenges efficiently. The IMP will include an analysis of future needs for new or resized infrastructure, address data gaps, standardization of condition assessments to prioritize maintenance, rehabilitation and replacement of existing assets, and an analysis of system impacts related to regulations and climate change. An updated CIP list is expected Fall 2026, and the final IMP is expected June 2027. A discussion was held on financial impacts of CIP programs and how the IMP would be incorporated into the City's 5-Year Financial Outlook. This item will be brought to the January 2025 JPA meeting.

3. 2024 Metro Wastewater JPA Draft Strategic Plan (John Gavares /Karyn Keze)

- A presentation was provided by John Gavares on the 2024 Metro Wastewater JPA Strategic Planning process and proposed draft Plan. An overview of the proposed strategic goals and objectives was provided, including suggestions by JPA Commissioners from the November 7th JPA meeting. TAC members were provided an opportunity to provide feedback and comments and there were no concerns expressed. Once the updated Strategic Plan is approved, the Executive Director and Metro TAC Chair reports will align Metro activities with strategic goals to demonstrate progress and enhance transparency.

4. Phase 2 Pure Water Program Metro JPA Survey (Doug Owen)

- A presentation was provided by Doug Owens on the City of San Diego's planning stages for Phase 2 of the Pure Water Program. In response to Metro JPA's letter to the City regarding Phase 2 planning alternatives and to better understand the long term planning of Participating Agencies (PAs) impacting future wastewater flow, the City will be sending out a survey to TAC representatives. The survey is expected to be sent in December and responses will be due by January 17, 2025. The survey aims to determine ongoing planning or development efforts for wastewater reuse projects within the PAs systems. The survey will request project descriptions and specifics (i.e., anticipated flow, seasonal demands, volumes, residual management, etc.), as well as any foreseen conditions that may impact future wastewater flows, such as regulations, conservation, local reuse initiatives, or stormwater capture. The City is also looking to determine if any PAs or industrial/commercial entities within PAs service areas have interest in purchasing recycled potable and/or non-potable water. The City noted they are looking for long-range planning, including any speculative projects and/or projections. The survey is for planning purposes and the City will not be holding PAs to any potential planning information provided. It was suggested the survey also be sent to water agencies in the PAs service areas.

5. Other Business of Metro TAC

- Alisa Nichols announced that she will be stepping down as Metro TAC Chair as her last day with the City of Poway is December 13, 2024. The Metro TAC Vice Chair, Blake Beringer of the City of El Cajon, will act as Chair until the new Chair and Vice Chair are selected.

Standing Items to be Brought to JPA:

Items 5, 6, 7, 8, 9 and 10 are expected to be brought to the November JPA meeting.

Metro Meetings:

Recent Meetings

- **Metro JPA Strategic Planning (5 of 5)**
 - **Date:** November 12, 2024
 - **Format:** Zoom only.

- **I&I Metro TAC Subcommittee:**
 - **Date:** November 14, 2024
 - **Format:** Zoom only.

Upcoming Meetings

- **Metro JPA:**
 - **Date:** December 5, 2024
 - **Format:** In-Person only.
 - **Main Topic:** Metro JPA FY 24 Year-End; Approval of Strategic Plan.

- **Metro TAC:** (Most likely to be cancelled)
 - **Date:** December 18 2024
 - **Format:** Zoom only.

- **I&I Metro TAC Subcommittee:**
 - **Date:** December 12, 2024
 - **Format:** Zoom only.