



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

AGENDA

Thursday, January 9, 2025 - 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 **5-6** 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 **December 5, 2024 Regular Meeting** of the Metro JPA (**Attachment**)
6. **ACTION:** Receive and Monthly Expense Report for the Month of November, 2024 (**Attachment**)

END OF CONSENT CALENDAR

7. **DISCUSSION:** Pure Water Project Tour (Doug Campbell/Karyn Keese)
8. **UPDATE:** Metro Wastewater Financial (Standing Item) (Adam Jones)
9. **UPDATE:** Metro Wastewater (General) (Standing Item) (Lisa Celaya)
10. **REPORT:** General Counsel (Standing Item) (Adriana Ochoa)
11. **REPORT:** November 2024 Executive Director's Report (Standing Item) (Karyn Keze) (**Attachment**)
12. **METRO JPA DIRECTORS/COMMISSIONERS COMMENTS AND PROPOSED AGENDA ITEMS** for Next Metro JPA/Commission Meeting **February 6, 2025.**
13. **CLOSED SESSION:**

Conference with Legal Counsel - Significant Exposure to Litigation (Gov. Code 54956.9(d)(2))

One potential matter
14. **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 Regular 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 Meeting of
the Metro Wastewater JPA and
Metro Commission**

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

December 5, 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	
Otay Water District	Mark Robak	
Padre Dam MWD	Kyle Swanson (absent)	Lewis Clapp

Others present: Metro JPA Assistant General Counsel Tracie Stender – Snell & Wilmer; JPA/Commission Board Secretary Lori Anne Peoples; Michael Benozza – 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; John Gavares – The Gavares Group – JPA Strategic Plan Consultant; Lisa Celaya, Adam Jones, Edgar Patino, Doug Campbell, 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 – JPA Treasurer

2. PLEDGE OF ALLEGIANCE TO THE FLAG

Mitch McKay, City of Imperial Beach, led the pledge.

3. PUBLIC COMMENT

None.

Director Preciado thanked JPA Staff for the wonderful lunch.

Chair Jones announced that Metro TAC Chair, Alisa Nichols, was leaving the City of Poway and that this would be her last meeting as Metro TAC Chair, of which she had done an outstanding job. Alisa thanked the JPA Board and TAC Members, stating she had learned a lot and enjoyed working with everyone.

4. ACTION: APPROVAL OF AGENDA

ACTION: Motion by Chair Jones, seconded by Director Kendrick to approve the agenda. Motion carried as follows:

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

NAYS: None

ABSTAIN: None

ABSENT: Baber, Anderson

APPROVAL OF CONSENT CALENDAR. ITEMS 5, 6 & 7

5. ACTION: CONSIDERATION AND POSSIBLE ACTION TO APPROVE THE MINUTES OF THE REGULAR MEETING OF NOVEMBER 7, 2024

6. ACTION: CONSIDERATION TO RECEIVE AND FILE THE CHECK REGISTER FOR THE MONTH OF OCTOBER 2024

7. ACTION: CONSIDERATION AND POSSIBLE ACTION TO APPROVE THE MEETING CALENDAR FOR 2025

ACTION: Motion by Vice Chair De Hoff, seconded by Director Yamane to approve the Consent Calendar Items 5, 6, & 7. Motion carried as follows:

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

NAYS: None

ABSTAIN: None

ABSENT: Baber, Anderson

Executive Director Keze noted that the January 2, 2025, meeting was being cancelled and a Special Meeting was being held on January 9, 2025 and that the Board Secretary Peoples had polled and confirmed all Directors would be present. In addition, the Board should note the date of the July meeting. As it too is close to a holiday it will most likely be cancelled or held on a different date.

8. ACTION: CONSIDERATION AND POSSIBLE ACTION TO APPROVE THE METRO WASTEWATER JPA FY 2024 YEAR-END TREASURERS REPORT

Metro JPA Treasurer, Lee Ann Jones-Santos, provided a brief verbal overview of her presentation included in the agenda package.

ACTION: Motion by Director Yamane, seconded by Director Kendrick to approve the report. Motion carried as follows:

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

NAYS: None
ABSTAIN: None
ABSENT: Baber

9. **ACTION: CONSIDERATION AND POSSIBLE ACTION TO APPROVE THE METRO WASTEWATER JPA TREASURER'S REPORT ENDING SEPTEMBER 30, 2024 (FIRST QUARTER)**

Metro JPA Treasurer Lee Ann Jones-Santos provided a brief verbal overview of her presentation included in the agenda package.

ACTION: Motion by Director Robak, seconded by Director Kendrick to approve the report. Motion carried as follows:

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

10. **ACTION: CONSIDERATION AND POSSIBLE ACTION TO ADOPT THE METRO WASTEWATER JPA 2025 STRATEGIC PLAN**

Consultant John Gavares, the Gavares Group provided an overview of his presentation included in the agenda package.

Executive Director Keze reminded everyone that this was a "concept level document" with a Mission Statement change and updated Goals and Objectives.

Director Worden suggested JPA staff provide an annual update.

Director Preciado suggested a monthly staff report be provided on new items that affect the budget or goals and objectives.

Executive Director Keze suggested that presenting agenda items aligned with the Strategic Plan's Goals and Objectives, along with the unaudited Year-End Financials, would be appropriate at this time.

ACTION: Motion by Chair Jones, seconded by Director Anderson to approve the 2025 Strategic Plan Goals and Objectives. Motion carried as follows:

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

11. **UPDATE: PURE WATER PROGRAM UPDATE**

Doug Owen, Program Manager from Stantec, noted that a comprehensive discussion took place during the update at the previous meeting. For this meeting, he will be presenting a photo update on the progress of the Pure Water Project Construction.

Dwight Worden requested a tour of the facility as so much had changed since the last one.

Executive Director Keze will work with Doug and San Diego staff to schedule one for next year.

12. UPDATE: METRO WASTEWATER FINANCIALS

Adam Jones, City of San Diego, stated that the City had kicked off their Budget Projections, 5-Year and Mid-Year Updates and would be presenting these to Metro TAC in January. The Auditors are scheduled to complete the 2020 Audit next week and they will bring it to the Board. The PAs will either receive invoices or refunds.

Executive Director Keze noted that most will be getting refunds, which she suggested they put into their reserves due to the untimely SRF payments for the Pure Water construction projects during the FY 2021-2023 audit which is in progress.

Chair Jones inquired as to the status of IROC as they have not been holding meetings. Lisa Celaya, City of San Diego stated that committee was not under her control, and she had heard they were having issues of how a member is defined.

13. UPDATE: METRO WASTEWATER (GENERAL)

Lisa Celaya from the City of San Diego reported that Pump Station 2, the city's largest pump station located on Harbor Drive near the airport, has significantly improved its pumping capacity. This station handles all wastewater from the Metro System and conveys it to Point Loma. Currently, seven out of the eight pumps are operational, with Pump 4 remaining offline due to a power reliability issue. Lastly, she had been notified that the Regional Board would be doing collection system inspections on January 13th and 14th.

14. REPORT: GENERAL COUNSEL

Assistant General Counsel Tracie Stender stated that Adriana was attending the AQWA conference and would provide a report back at the next meeting.

15. REPORT: EXECUTIVE DIRECTOR

Executive Director Keze stated that her report was included in the agenda package.

16. UPDATE: METRO TAC

Metro TAC Chair Nichols stated that her report, included in the agenda package covered the prior TAC meeting and is intended to let the JPA know what will potentially be forthcoming to them.

She then noted that as this was her last meeting, Vice TAC Chair Behringer of the City of El Cajon, had agreed to fill it until the election of officers in 2025.

17. METRO JPA DIRECTORS/COMMISSIONERS COMMENTS AND PROPOSED AGENDA ITEMS

Director McKay noted a couple instances where the year still reflected 2024 and should be 2025 in the agenda items.

Director Robak stated that when he tried to use our www.metrojpa.org link it did not work. The Board Secretary Peoples stated she would have that fixed.

Board Secretary Peoples wished everyone a Happy Holiday.

18. ADJOURNMENT

Executive Director Keze again reminded everyone that the next meeting would be a Special Meeting on January 9, 2025, same time, same place.

There being no further discussion, Chair Jones adjourned the meeting at 1:45 p.m.

Monthly Expense Report

MetroJPA

Invoices for November 2024 paid in December 2024

Prepared by

Treasurer@metrojpa.org

Prepared on

December 16, 2024

MetroJPA
Expenses by Vendor Summary
December 16, 2024

	<u>Total</u>
CliftonLarsonAllen, LLP	2,100.00
Dexter Wilson Engineering	5,377.50
Ditas Yamane	166.00
Donald Dwight Worden	166.00
Gary Kendrick	332.00
Gavares Group	15,250.00
Jerrold L. Jones	1,017.44
Joel Anderson	166.00
John Duncan	166.00
Jose Preciado	332.00
Keze Group LLC	13,756.00
Mark Robak	358.80
Mitchell D McKay	166.00
Peter De Hoff	352.10
Credita Card Expenses	1,269.91
TOTAL	\$ 40,975.75

Monday, Dec 16, 2024 05:44:28 PM GMT-8 - Accrual Basis



Monthly Executive Director's Report November 2024 - Revised

The purpose of this report is to provide an update on the activities, progress, and outcomes related to the JPA's initiatives, including the development of the 2024 Draft Strategic Plan. It aims to ensure transparency, document key discussions and decisions, and keep all stakeholders informed of ongoing efforts and upcoming milestones.

During November, the Executive Director and the Executive Team focused primarily on supporting and advancing the Metro Wastewater JPA's Strategic Planning Ad Hoc efforts. A significant portion of the team's efforts also centered on fostering collaboration between the City of San Diego's legal team and the JPA's legal counsel to finalize the draft language for the Second Amended and Restated Agreement (SARA).

Key Tasks and Updates:

1. Holiday Meeting Schedule:

- **December 2024 Metro TAC:** The Meeting has been cancelled as no items are moving forward until after the first of the year from the City of San Diego that require Metro TAC/JPA input.
- **January 2025 JPA/Commission Meeting:** The January 2 meeting is canceled due to the holidays. A special meeting will be held on January 9 at noon at MOC, with a closed session as the main agenda item. Only Board members may attend the closed session, per Brown Act restrictions. The rest of the agenda will include only routine reports.

2. Upcoming North City Pure Water Construction Tours:

Tours of the Pure Water Construction at North City are planning to be scheduled after the February and March JPA meetings per request of several Board members at their December Meeting. These are being coordinated by Doug Campbell, City of San Diego, and the JPA's Executive Director. Each tour will be limited to 12 participants, as carts are used for most of the tour, including primary Board Members and TAC representatives. Further coordination discussions will occur at the January JPA/Commission and TAC meetings.

3. Informational Reports and 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>.
- Each month two reports are prepared and provided to the JPA/Commission's Directors and other interested parties:
 - **Executive Director Report:** This report provides a comprehensive review of the Executive Team's activities and other relevant actions from the previous month. It aligns with the time frame covered by the Check Registry included in the agenda packet. The report is distributed individually via email at the start of the month and subsequently included in the agenda packet for the following month.
 - **Metro TAC Chair's Report:** This report offers technical context for the agenda items presented in the agenda packet. It includes detailed information about the actions taken by Metro TAC during their review of each item to ensure informed decision-making.

4. 2025 Draft Strategic Plan:

- The JPA's 2025 Draft Strategic Plan was presented to both the Board and Metro TAC during their November meetings.
- Feedback from Directors was collected at that meeting and subsequently reviewed during the fifth Strategic Planning Ad Hoc meeting. This input was carefully incorporated into the revised Draft Strategic Plan, which will be presented to the Board at their December meeting. The Ad Hoc reached unanimous agreement on all items, including the revisions stemming from the Board's feedback.
- In addition, Metro TAC members were provided an opportunity to provide feedback and comments and there were no concerns expressed.

Purpose of the Strategic Plan:

The purpose of the Strategic Plan is to establish a clear vision, set priorities, and guide the Metro Wastewater JPA's efforts in achieving its goals. It serves as a roadmap for decision-making, resource allocation, and collaboration among stakeholders, ensuring that the JPA continues to operate efficiently, address emerging challenges, and meet the needs of its member agencies effectively.

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

- **O&M Audit Questions Response from City:** The Executive Director and the City Audit staff continue to work through questions regarding the O&M portions of the Audit. All questions regarding the CIP have been resolved.

- **Contract Extension:** The Executive Director met with the City Audit team to prepare a request for contract extension for MGO, the City of San Diego's current auditors, past December 31, 2024, to the City's Auditor Controller's Office. It is important that this contract extension for MGO, to complete the multi-year audit, is accepted by the Auditor Controller Office as the City has recently changed audit firms after it's normal RFP process. Having new auditors step in at this point would require much of the work that has already been done to be redone.

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

6. **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 SARA. During November the JPA's Attorney continued to meet with the City's attorneys to address language and philosophical differences, laying the groundwork for further staff discussions and alignment. These discussions have been completed and a revised SARA document is being prepared by the JPA's Attorney which will be distributed in December to the Metro Technical Advisory Committee (Metro TAC) members 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.

7. **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. Any revisions received will be incorporated into Exhibit B included with the Draft SARA Documents and used to create draft Metro rates.

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

8. JPA Policies and Procedures Manual

The Executive Director, the Treasurer, and Staff Accountant have created a draft Policies and Procedures Manual and met several times to review and revise. The third draft of the manual has been sent to the JPA's legal counsel for review and their input. The manual will eventually replace the entirety of Section 14 of the New Directors Manual and will be a stand-alone document including the following policies and procedures:

- I. POLICY 1 – Records Retention
- II. POLICY 2 – Social Media
- III. POLICY 3 – Electronic Direct Deposit Policy
- IV. POLICY 4 – Manual and Electronic Payment/Transfer Policy
- V. POLICY 5 – Meetings Meal Policy
- VI. POLICY 6 – 2025 Investment Policy
- VII. POLICY 7 – Purchasing Policy
- VIII. PROCEDURE 1 – AG Opinion (Staff in Closed Sessions)
- IX. PROCEDURE 2 – Fiscal Year End Closing Procedures
- X. RESOLUTION 2023-1 Establishing a Reserve Fund
- XI. RESOLUTION 2023-2 Establishing Compensation for Directors
- XII. PROTOCOL 1 – Debt Service and Operating Reserve Calculation (City of San Diego)

The policies and procedures highlighted in yellow are new. Policies 1, 2, and 5 have been edited for clarity and conciseness. This manual will be the main topic of discussion at the January 2025 Finance Committee Meeting. Once the Finance Committee has reviewed and edited the manual will move forward to the JPA/Commission Board for their review and adoption.

Purpose of a Policies and Procedures Manual: The purpose of a Policies and Procedures Manual is to provide a clear and comprehensive framework for organizational operations. It establishes standardized guidelines and processes to ensure consistency, compliance with regulations, and effective communication. The manual serves as a reference for management and stakeholders, promoting accountability, efficiency, and alignment with the organization's mission and goals.

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

The I&I committee met on November 14th and the main topic was the meeting previously held between ADS (company who provides the billing meters and their support for the Metro System), City staff, and JPA staff. For the next meeting on December 12th the committee plans to discuss any progress on gathering the

necessary data for the study including rain gauge location and data and defining sewer meter sheds.

Upcoming Meetings:

- **Metro JPA/Commission Meeting:**
 - **Date:** December 5, 2024
 - **Format:** In-Person, MOC Auditorium
 - **Main Topics:** Metro Wastewater JPA FY 2024 Year-End and First Quarter 2025 Treasurer's Reports; Metro JPA 2025 Strategic Plan
- **Metro TAC Meeting:**
 - **Date:** December 18, 2024 - Cancelled
 - **Format:** Zoom
- **Special Metro JPA/Commission Meeting:**
 - **Date:** January 9, 2025
 - **Format:** In-Person, MOC Auditorium
 - **Main Topics:** Pump Station 2 and Closed Session
- **Metro JPA Finance Committee Meeting**
 - **Date:** January 28, 2025
 - **Format:** Hybrid, MOC Conference Room
 - **Main Topics:** Draft Policies & Procedures Manual; FY 2026 JPA Budget Planning