



Monthly Executive Director's Report January 2025

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.

In January, the Executive Director and the Executive Team concentrated on their annual website update, along with addressing various financial and management issues presented to the Finance Committee and the JPA/Commission Board of Directors. A significant portion of their efforts was also dedicated to facilitating 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. Metro JPA/TAC Master List (Roster of Members and Alternates)

Over the past month, all JPA member agencies' Councils and Boards have finalized their committee assignments for the Metro Wastewater JPA/Commission Board. Our Board Secretary has updated the JPA/TAC membership list accordingly. This updated list will be available on our website as Item 1.4 in the 2025 New Director's Manual. For your convenience, a copy of the list is attached to this Monthly Report.

If you notice any additional changes, please don't hesitate to let us know. Going forward, we kindly ask that you inform our Board Secretary directly about any updates to your agency's representatives. While we typically revise this list annually in January or February, we understand that mid-year changes may arise, and we are happy to accommodate these updates as needed.

Additionally, please notify both the Board Secretary and me if your agency appoints new representatives. It's essential to ensure that all new members complete the necessary paperwork to assume their roles and receive the support needed for a smooth transition.

2. Finance Committee and JPA Board/Commission Recap

The Finance Committee convened in January to kick off the FY 2026 JPA budget planning process and to address other key financial matters. With an extensive

agenda, the committee reviewed and approved the following items, which were subsequently presented to and approved by the full Board during their February meeting:

- Resolution No. 2025-01 Resolution of The Metro Wastewater Joint Powers Authority Board of Directors Establishing a Reserve Fund Policy
- Creation of Succession Planning Ad Hoc Committee
- CLA contract Renewal (Auditor Contract)
- Executive Director Contract Extension to June 30, 2026, to align with Financial Consultant Contract Dates (The Keze Group LLC)
- Treasurer Contract Renewal of One Additional Year
- Authorize Amendment to Gavares Group Contract to Incorporate Proposal for Developing the Strategic Plan Document for the Metro Wastewater JPA
- Authorize Computer Purchase Reimbursement for Treasurer
- Approval of Resolution 2025-02 A Resolution of the Metro Wastewater Joint Powers Authority Board of Directors Establishing Compensation of Directors
- Action to Approve Changes to Authorized Banking Signatories
- Metro Wastewater JPA Treasurer's Report ending December 31, 2024 - - FY 2025 Mid-Year Budget Review

Key outcomes from these meetings include the establishment of the Succession Planning AdHoc Committee and the approval of Resolution 2025-02. This resolution authorizes compensation for Board Alternates attending all JPA/Commission meetings, orientations, tours, and other functions. Compensation includes per diems and mileage and became effective with the February meeting.

The goal of this change is to encourage Board Alternates to take a more active role and regularly attend meetings, ensuring they are well-prepared to step in as primary representatives, whether on a temporary or permanent basis. This initiative aligns with the broader succession planning efforts that the Succession Planning AdHoc Committee will be collaborating on with the Executive Director over the coming year.

Attachments for these meetings can be found on the JPA's website at:
<https://www.metrojpa.org/Home/Components/Calendar/Event/1086/61?toggle=all>
past

3. Upcoming North City Pure Water Construction Tours:

Planning for tours of the Pure Water Construction at North City is underway and is scheduled for after the March and April JPA/Commission meetings. Each tour will be limited to 12 participants, as carts are used for most of the tour, including

primary Board Members and TAC representatives. To comply with the Brown Act restrictions each tour will include no more than 6 Directors. Our Board Secretary is coordinating the tour arrangements and has prepared the attached list of participants as of 2/10/25. Please review and contact her to confirm if your participation is marked “tentative” or to add yourself to one of the tours. Please also let her know if you cannot attend so that we can offer the space to others. She can be reached at lorimetrojpa@gmail.com.

Remember to wear **very** sturdy shoes as a portion of the tour will be on foot walking around the construction site which has uneven surfaces! Staff recommend steel-toed boots if you have them.

4. **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>.

In January, we completed the annual update of the New Director’s Manual, ensuring it reflects the most current information. It is currently being uploaded by the Board Secretary. Additionally, several Directors have reached out with suggestions for updates to other parts of the website. Addressing these updates will be our focus for February. If there’s anything you would like to see added or revised on the website, please don’t hesitate to contact us at karyn@kezegroup.com.

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

SARA Review and Revisions: During January 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. While the majority of the City’s revisions have been accepted by the JPA’s Attorney the final revisions are still being discussed.

The Pure Water (SARA) Ad Hoc Committee is scheduled to meet on February 12, 2025, to review the Final Draft of the SARA document. The primary objective of this meeting is for them to review the document as it stands and to prepare a draft implementation schedule to be presented to the Full Board at their March meeting. The goal is to release the finalized Draft SARA document to the Board and Metro TAC by that time, allowing for their review and the initiation of the implementation process.

Purpose: This process is essential to ensure that 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 Public Utilities Department (PUD) staff (FAB working group) and their consultant to refine and finalize the FAB cost allocations and billing model. The new Exhibit B capacity figures provided by Metro TAC members were incorporated into the model in December and a final draft model is being reviewed by the FAB working group. The FAB working group continues to meet bi-weekly.

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

7. **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 during December and January. The ninth draft of the manual was reviewed by the Finance Committee at their January meeting. Edits from this meeting will be incorporated and brought back to the Finance Committee at their March meeting.

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.

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

The I&I committee met on January 23rd and discussed progress on action items from the previous meeting including an evaluation of the existing rain gauge locations and meter basins. For the next meeting on February 20th the committee plans to discuss any progress on gathering the necessary data for the particularly the GIS mapping of the sewer meter basins.

9. **Pure Water Phase 2 Workshop**

Metro Engineering Executive Team members and the Metro TAC Chair will be participating in a workshop hosted by the City of San Diego on Pure Water Phase 2. The meeting will include City staff and consultants and members of the environmental community along with the Metro participants.

Upcoming Meetings:

- **Metro JPA/Commission Meeting:**
 - **Date:** March 6, 2025
 - **Format:** In-Person, MOC Auditorium
 - **Main Topics:** Draft SARA Presentation
- **Metro TAC Meeting:**
 - **Date:** February 19, 2025
 - **Format:** Zoom
 - **Main Topics:** Draft SARA Presentation
- **Metro JPA Finance Committee Meeting**
 - **Date:** March 24, 2025
 - **Format:** Hybrid, MOC Conference Room
 - **Main Topics:** Draft Policies & Procedures Manual; FY 2026 JPA Budget

Attachment A:

2025 Metro JPA/TAC Master List (Roster of Members & Alternates)

2025 Metro JPA/Comm - MetroTAC Master List (Roster of Members and Alternates)(JPA & SD Staff & Consultants)						
Agency	Representative	Meeting(s) Attending			Contact Information	
Agency	Representative	MetroTAC	JPA/Comm	SANDIST	Cell Phone	E-mail Address

Chula Vista	Jose Preciado		X		(619) 922-2209	jpreciado@chulavistaca.gov
	Michael Inzunza		Alt		(619) 395-0585	minzunza@chulavistaca.gov
	Michael Benozza	X			(619) 691-5258	mbenozza@chulavistaca.gov
	Patrick Moneda	Alt			(619) 407-3512	pmoneda@chulavistaca.gov
Coronado	Kelly Purvis		X	X	(619) 936-8337	kelly.purvis@coronado.ca.us
	Mark Fleming		Alt1	Alt1	(619) 909-4639	mfleming@coronado.ca.us
	John Duncan		Alt2	Alt2	(619) 972-4133	jduncan@coronado.ca.us
	Leon Firsht (Eng. Director)	X			(619) 359-9858	lfirsht@coronado.ca.us
	Jim Newton	Alt			(619) 522-7313	jnewton@coronado.ca.us
Del Mar	Dwight Worden		X	X	(619) 977-4700	dwightworden@gmail.com
	No Alternate per CM					
	Joe Bride	X			(619) 981-1630	jbride@delmar.ca.us
El Cajon	Gary Kendrick		X		(619) 994-6563	gary.p.kendrick@gmail.com
	Michele Metschel		Alt		(619) 548-0721	mmetschel@elcajon.gov
	Yazmin Arellano	Alt			(760) 427-3512	yarellano@elcajon.gov
METRO TAC CHAIR	Blake Behringer	X			(619) 441-1666	bbehinger@elcajon.gov
Imperial Beach	Mitch McKay		X	X	(619) 902-2238	mitch.mckay@imperialbeachca.gov
	Jack Fisher		Alt	Alt	(619) 517-9304	Jack.fisher@imperialbeachca.gov
	Eric Minicilli	X			(619) 628-1369	eminicilli@imperialbeachca.gov
	Juan Larios	Alt			(619) 424-2214	jlarios@imperialbeachca.gov

2025 Metro JPA/Comm - MetroTAC Master List (Roster of Members and Alternates)(JPA & SD Staff & Consultants)						
Agency	Representative	Meeting(s) Attending			Contact Information	
Agency	Representative	MetroTAC	JPA/Comm	SANDIST	Cell Phone	E-mail Address
La Mesa	Bill Baber		X	X	(619) 316-0592	wrblaw@flash.net billbaber@cox.net billbaber@icloud.com
	Lauren Cazares		Alt	Alt	(619) 827-8401	lcazares@cityoflamesa.us
METRO TAC VICE CHAIR	Joe Kuhn	X			(619) 667-1340	jkuhn@cityoflamesa.us
	Carley Cubberley	Alt			(619) 667-1153	ccubberley@cityoflamesa.us
Lemon Grove Sanitation Dist	Jerry Jones		X	X	(619) 861-9236	councilmanjjones@gmail.com
	Jessyka Heredia		Alt	Alt	(619) 971-4247	jheredia@lemongrove.ca.gov
	Izzy Murguia	X			(760) 445-7863	imurguia@lemongrove.ca.gov
National City	Ditas Yamane		X	X	(619) 679-0083	dyamane@nationalcityca.gov
	Jose Rodriguez		Alt	Alt	(619) 510-5589	jrodriguez@nationalcityca.gov
	Martha Juarez	X			(619) 385-0273	mjuarez@nationalcityca.gov
	Carmen Kasner (Contract)	Alt			(760) 525-9995	ckasner@adurra.com
Otay Water District	Mark Robak		X	X	(619) 778-3800	otaymark@cox.net
	Frank Rivera		Alt	Alt	(619) 726-5039	frivera@otaywater.gov
	Beth Gentry	X			(619) 670-2273	beth.gentry@otaywater.gov
	Leo Santos	Alt			(619) 670-2293	lsantos@otaywater.gov
Padre Dam Muni Water Dist	Kyle Swanson		X	X	(619) 410-1438	kswanson@padre.org
	Lewis Clapp		Alt	Alt	(619) 323-9344	lclapp@padre.org
	Peejay Tubongbanua	X			(619) 258-4642	ptubongbanua@padre.org
	Paul Clarke	Alt			(619) 666-1188	pclarke@padre.org
	Amy Pederson				(619) 258-4614	apederson@padre.org
Admin Asst	Amanda Long				(619) 258-4611	along@padre.org

2025 Metro JPA/Comm - MetroTAC Master List (Roster of Members and Alternates)(JPA & SD Staff & Consultants)						
Agency	Representative	Meeting(s) Attending			Contact Information	
Agency	Representative	MetroTAC	JPA/Comm	SANDIST	Cell Phone	E-mail Address
Poway	Peter De Hoff		X	X	(310) 801-1288	pdehoff@poway.org
	Eric Heidemann		Alt	Alt	(858) 668-4716	eheidemann@poway.org
	Troy DePriest	Alt			(858) 668-4750	tdepriest@poway.org
San Diego (County)	Joel Anderson		X	X	(619) 531-5522	joel.anderson@sdcounty.ca.gov
	Andrew Hayes		Alt	Alt	(619) 922-7208	andrew.hayes1@sdcounty.ca.gov
	Sumedh Bahl	X			(619) 876-9277	sumedh.bahl@sdcounty.ca.gov
	Anthony Hooper	Alt			(619) 346-5740	Anthony.hooper@sdcounty.ca.gov
Sr. Ex. Asst. to Supv. ALL ITEMS GO THRU HER	Heather Koszka				(619) 531-5932	Heather.koszka@sdcounty.ca.gov

2025 Metro Commission/JPA - MetroTAC Master List (Roster of Members and Alternates)(JPA & SD Staff & Consultants)						
Agency	Representative	Meeting(s) Attending			Contact Information	
Agency	Representative	MetroTAC	JPA/Comm	SANDIST	Cell Phone	E-mail Address

San Diego (City)	Juan Guerreiro		X			jguerreiro@sandiego.gov
	Lisa Celaya	X	X			lcelaya@sandiego.gov
	Adam Jones	X	X		(858) 614-4030	jonosal@sandiego.gov
	Doug Campbell	X	X		(619) 203-0966	dacampbell@sandiego.gov
	Edgar Patino	X	X		(858) 292-6321	EPatino@sandiego.gov
METRO JPA Consultants/Staff						
Metro JPA Executive Director The Keze Group	Karyn Keze (Contract)	X	X		(619) 733-8876	karyn@kezegroup.com
NV5	Scott Tulloch (Contract)	X	X		(619) 504-9580	wtulloh@gmail.com
Snell & Wilmer Law (General Counsel)	Adriana Ochoa (JPA)	Legal	Legal	Legal	(619) 861-3500	arochoa@swlaw.com
Admin support person	Unknown	Legal	Legal	Legal		
Treasurer Rodney Greek, CPA	Rod Greek	Treas.	Treas.	Treas.	760) 809-0681	rgreek@cox.net
	Lee Ann Jones-Santos	Asst. Treas.	Asst. Treas.	Asst. Treas.	(619) 823-8129	Treasurer@metrojpa.org
Metro Administrative Support Board Secretary	Lori Anne Peoples (JPA)	Admin	Admin	Admin	(619) 548-2934	peoples@chulavistaca.gov
Wilson Engineering	Dexter Wilson (Contract)	X	X		(619) 540-3869	dexter@dwilsoneng.com
	Kathleen Noel				(760) 438-4422	kathleen@dwilsoneng.com

Attachment B:

NORTH CITY

PURE WATER TOUR PARTICIPANTS

As of 2/10/2025

NORTH CITY PURE WATER TOUR PARTICIPANTS

As of 2/10/2025

March 6 Tour

Del Mar - Dwight Worden Primary

La Mesa TENTATIVE pending confirmation from Managers Office (New Alt. Cazares & Joe Kuhn TAC Rep)

Lemon Grove – Jessyka Heredia Alternate & Izzy Murguia TAC rep

National City – Ditas Yamane Primary & Martha Juarez TAC Primary

Otay – Mark Robak Primary & Beth Gentry TAC Primary Rep

Poway – Peter De Hoff Primary & Troy De Priest TAC Primary Rep

April 3 Tour

Chula Vista TENTATIVE Alternate not heard back (Alt Rep Inzunza & Michael Benoza TAC Rep)

Coronado- TENTATIVE New Primary not heard back (Primary Purvis & Leon Firsh TAC Rep)

El Cajon – Gary Kendrick Primary & Blake Behringer TAC Rep

Imperial Beach – TENTATIVE Alternate not heard back (Alt Fisher & Eric Minicilli TAC Rep)

Padre Dam – Alternate Lewis Clapp & PJ TAC Rep

SD County – TENTATIVE not heard back Contacting New Alternate – Just got info