



## Metro Wastewater Joint Powers Authority

Proactively Addressing Regional Wastewater Issues for the Public Benefit

# FINANCIAL POLICIES MANUAL



Metro Wastewater JPA  
Metro TAC Meeting  
August 20, 2025



1



## Metro Wastewater Joint Powers Authority

Proactively Addressing Regional Wastewater Issues for the Public Benefit

- Financial Policies Manual first presented to this the Finance Committee in January 2025
  - Committee requested a redline copy for easier review
  - Redline captures:
    - Edits made prior to the January meeting as well as from requests made during the January meeting
  - Updated Resolutions 2025-01 Establishing a Reserve Fund & 2025-02 Establishing Compensation for Directors
    - (both approved Feb 6, 2025)
  - Added Procedure 3 – Banking Authorization Procedure
  - Policy 5 – Investment Policy was approved by the full Commission on May 1, 2025.
  - Title of the Manual changed to Policies and Procedures Manual.

2



## Metro Wastewater Joint Powers Authority

Proactively Addressing Regional Wastewater Issues for the Public Benefit

- One stop shop for all financial policies & procedures
  - Replaces existing policies & procedures (14.1 through 14.8)
    - With minor edits to some
  - Eliminates draft section of 14.1 Protocol 1 (Debt Service & Operating Reserve Calculation)
  - 2 new Policies, 2 new Procedures, 2 revised Resolutions
    - Investment Policy & Purchasing Policy
    - Year-end Closing Procedures & Banking Authorization Procedure
    - 2025-01 (Reserve Fund) & 2025-02 (Director Compensation)
  - Major revisions to Policy 3 to allow for electronic payment processing

3



## Metro Wastewater Joint Powers Authority

Proactively Addressing Regional Wastewater Issues for the Public Benefit

### TABLE OF CONTENTS:

- I. POLICY 1 – Records Retention
- II. POLICY 2 – Social Media
- III. POLICY 3 – Manual and Electronic Payment/Transfer Policy
- IV. POLICY 4 – Meetings Meal Policy
- V. POLICY 5 – 2025 Investment Policy
- VI. POLICY 6 – Purchasing Policy
- VII. PROCEDURE 1 – Guidelines for Staff in Closed Sessions
- VIII. PROCEDURE 2 – Fiscal Year End Closing Procedures
- IX. PROCEDURE 3 – Banking Authorization Procedure
- X. RESOLUTION 2025-01 Establishing a Reserve Fund
- XI. RESOLUTION 2025-02 Establishing Compensation for Directors
- XII. PROTOCOL 1 – Debt Service and Operating Reserve Calculation (City of San Diego)

4



## Metro Wastewater Joint Powers Authority

Proactively Addressing Regional Wastewater Issues for the Public Benefit

- **Policy 1 – Records Retention (14.2)**
  - Removed items unrelated to JPA operations
    - Reduced schedule from 33 pages to now only 14 pages
    - Employee items, Utility operational items, election items
- **Policy 2 – Social Media (14.3)**
  - References to employees updated
- **Policy 3 – Manual & Electronic Payment/Transfer Policy (14.4)**
  - Major additions to incorporate electronic payments/transfers as an option.
  - Section 5 includes previous policy guidelines with modifications to incorporate what is actually happening.

5



## Metro Wastewater Joint Powers Authority

Proactively Addressing Regional Wastewater Issues for the Public Benefit

- **Policy 4 – Meetings Meal Policy (14.8)**
  - Added Purpose and Objective
  - Eliminated Fiscal Year specific information & incorporated more generic guidelines for how to budget for these expenses.
- **Policy 5 – 2025 Investment Policy – Approved May 1, 2025**
  - Safety; Liquidity; Yield
  - LAIF; County of San Diego Treasury; Money Market Funds
- **Policy 6 – Purchasing Policy**
  - Transparent; Fair; Cost Effective; Accountable
  - Section 4 – Authority & Responsibility
  - Section 5 – Delineates various contracting level requirements

6



## Metro Wastewater Joint Powers Authority

Proactively Addressing Regional Wastewater Issues for the Public Benefit

- Procedure 1 – Guidelines for Staff in closed sessions (14.5)
- Procedure 2 – Fiscal Year End Closing Procedures
  - New Procedures to ensure smooth close-out of each fiscal year.
- Resolution 2023-2 Establishing Compensation for Directors (14.7)
- Resolution 2025-01 Establishing a Reserve Fund (14.6)
- Resolution 2025-02 Establishing Compensation for Directors (14.7)
- Protocol 1 – Debt Service & Operating Reserve Calculation  
(City of San Diego)
  - Removed Draft document sections

7



## Metro Wastewater Joint Powers Authority

Proactively Addressing Regional Wastewater Issues for the Public Benefit

- Requested Action:
  - Approve
    - Forward to the Metro JPA Commission for Adoption.

8