



Monthly Executive Director's Report September 2025 & October 2 Board Meeting

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

September was a very busy month in the implementation process for the draft Second Amended and Restated Agreement (SARA) and Administrative Agreement No 1 (AA1) with multiple meetings with the City of San Diego staff, Padre Dam's attorney, and the Pure Water (SARA) AdHoc. This resulted in clean versions with all redlines accepted from the City of San Diego for both documents sent out to all TAC and JPA members on September 25th in the October Metro Wastewater JPA/Commission agenda.

For reference purposes, the final draft versions of SARA, AA1, and the SARA Exhibits as well as past reference materials including staff reports and presentations have been posted in the "News" section of the JPA website:

<https://www.metrojpa.org/home/showdocument?id=5002>

In addition, a copy of the current Amended and Restated Agreement (ARA) can be found in the Director's Manual at:

<https://www.metrojpa.org/Home/ShowDocument?id=4720>

Key Tasks and Updates:

1. SARA and Administrative Agreement No. 1 (AA1) Update

As noted above, the final draft of the Second Amended and Restated Agreement (SARA) and Administrative Agreement No. 1 (AA1) was distributed to all members in the October JPA/Commission agenda packet.

At their October 2nd meeting, the Metro JPA/Commission Board of Directors held an advisory vote on the draft SARA, resulting in an 11–1 outcome approving the following motion:

“That the Metro Commission recommend that the Participating Agencies approve the draft SARA, subject to non-substantive revisions and corrections, with such determinations to be made jointly by the Participating Agencies’ Attorney and the City/General Manager.”

Padre Dam Municipal Water District was the sole dissenting vote and submitted a letter outlining its concerns, which was included in the October agenda materials. Padre Dam’s primary objection pertains to the proposed change from the unanimous vote requirement under the 1998 Regional Agreement and the ARA to a two-third vote on financial matters under the new SARA.

The next step in the process is for each Participating Agency to present SARA and AA1 to its governing body for formal approval. Concurrently, discussions will continue with Padre Dam to determine whether a compromise can be reached regarding the voting provision.

During October, the Executive Team will provide an updated PowerPoint presentation, staff report, and final clean copies of both SARA and AA1 for Directors to use in presenting the agreements to their respective Councils or Boards. Executive Team members will be available to attend governing body meetings as requested and will continue to support the Participating Agencies by addressing any questions that may arise during the approval and **implementation process**.

2. JPA Policies and Procedures Manual

The draft Policies and Procedures Manual was approved at the September JPA/Commission Meeting. The final manual can be found at:

<https://www.metrojpa.org/Home/ShowDocument?id=4962>

3. I&I Committee

The City of San Diego provided the draft scope of work for Phase 1 of the I&I Study to the I&I Committee for review and comment, with feedback due by September 19. All Participating Agencies that have not yet submitted their meter basin data are requested to do so as soon as possible to facilitate ADS’s project kickoff. The next I&I Committee meeting will be scheduled once all necessary information has been received.

4. Treasury Activities and ACH Pilot Program

During September, the JPA Treasury staff was very active, preparing and providing the required financial documentation for Fiscal Years 2024 and 2025 to the JPA’s auditors in preparation for the biennial audit kickoff.

In addition, Treasury staff launched a pilot Automated Clearing House (ACH) payment project to refine and test the new electronic payment process. Over the next several months, monthly invoice and per diem payments will be issued via ACH to two Board Members and two vendors as part of this trial phase.

A report on the pilot results will be presented to the Finance Committee in January 2026 and the Board in February 2026 for review and approval to proceed with full implementation of ACH payments for all Board Member per diems and vendor disbursements. Initial indications show that the ACH process is more cost-effective than the existing manual check system, with measurable savings in staff time and expenses such as postage and envelopes. It is anticipated that the transition from manual checks to ACH payments will be fully completed this fiscal year.

UPCOMING MEETINGS:

Metro TAC:

Regular Meeting:
October 15, 2025
11-1 Via Zoom

Metro JPA/Commission:

Regular Meeting:
November 6, 2025
Noon-2 PM MOC Auditorium