



**Metro Finance Committee  
REGULAR MEETING**  
(Finance Advisory Committee to Metro JPA)

Physical Location: 9192 Topaz Way, San Diego, PUD II Conference Room 2B

**TO:** Finance Committee Members and Metro JPA

**DATE:** Tuesday, March 24, 2026

**TIME:** 10:00 a.m.

***Note:** Any member of the public may provide comments to the Finance Committee on any agenda item or on a matter not appearing on the agenda, but within the jurisdiction of the Finance Committee. Public comments may be submitted to [lorimetrojpa@gmail.com](mailto:lorimetrojpa@gmail.com) in advance of the meeting, or in real time via in-person comment, or if appearing remotely, via virtual attendance using the “Raise Hand” function. Please indicate whether your comment is on a specific agenda item or a non-agenda item. When providing comments to the Finance Committee, it is requested that you provide your name and city of residence for the record. Commenters are requested to address their comments to the Finance Committee as a whole through the Chair. **Comments are limited to three (3) minutes.** If you have anything that you wish to be distributed to the Finance Committee, please provide it to the Secretary via [lorimetrojpa@gmail.com](mailto:lorimetrojpa@gmail.com), who will distribute the information to the members.*

The public may choose to participate in person or remotely by virtual means:

**Join on your computer, mobile app, room device or call in**

**Microsoft Teams**

**Join:**

<https://teams.microsoft.com/meet/25807787140867?p=MOn1AN3IOfW50Dm72I>

Meeting ID: 258 077 871 408 67

Passcode: fj3Ge9rh

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**THIS NOTICE HAS BEEN DISTRIBUTED TO THE METRO FINANCE COMMITTEE MEMBERS and METRO DIRECTORS (for information only)**

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1. ROLL CALL
2. PUBLIC ORAL COMMUNICATIONS
3. **ACTION: APPROVAL OF THE MINUTES FROM FEBRUARY 24, 2026, FINANCE COMMITTEE REGULAR MEETING (Attachment)**
4. **ACTION: CONSIDERATION AND POSSIBLE ACTION TO RECOMMEND TO THE METRO COMMISSION/METRO WASTEWATER JPA APPROVAL OF THE FOLLOWING BUDGET ADJUSTMENTS FOR FY 2026 AND CORRESPONDING CONTRACT AMENDMENTS:**
  - a. Budget Increase of \$25,000 for Treasurer Services; and corresponding Second Amendment to the Professional Services Agreement between Metro Wastewater Joint Powers Authority and Rodney Greek, CPA (Adriana Ochoa/Karyn Keze) (Attachment)
  - b. Budget Increase of \$26,000 for Technical, Financial, and Administrative Coordination Services; and Fourth Amendment to the Professional Services Agreement between Metro Wastewater Joint Powers Authority and The Keze Group, LLC (Adriana Ochoa) (Attachment)
5. **ACTION: CONSIDERATION AND POSSIBLE ACTION TO RECOMMEND TO THE METRO COMMISSION/METRO WASTEWATER JPA APPROVAL OF THE FOLLOWING SCOPES OF WORK FOR CONTRACT ITEMS RELATING TO FY 2027 BUDGET:**
  - a. Professional Services Agreement with The Keze Group, LLC for Financial Management Services for FY 2027 through FY 2030 (Adriana Ochoa) (Attachment)
  - b. Professional Services Agreement with Dexter Wilson Engineering for Engineering Services for FY 2027 through FY 2030 (Adriana Ochoa/Karyn Keze) (Attachment)

- c. **Professional Services Agreement between Metro Wastewater Joint Powers Authority and Rodney Greek, CPA for Treasurer Services for FY 2027 through FY 2030 (Adriana Ochoa/Karyn Keze) (Attachment)**
- d. **Agreement for Administrative Support Services with Lori Anne Peoples for FY 2027 through FY 2030 (Adriana Ochoa/Karyn Keze) (Attachment)**
- 6. **DISCUSSION: Existing Programs: CONTINUED REVIEW, DISCUSSION AND DIRECTION ON THE FY 2027 DRAFT BUDGET** (Karyn Keze/Lee Ann Jones-Santos) **(Attachment)**
- 7. **DISCUSSION: Potential New Programs: CONSIDERATION AND POSSIBLE ACTION TO INCLUDE NEW BUDGET ITEMS IN FY 2027 DRAFT BUDGET**
  - a. **Memberships in Organizations & Conference Attendance (Attachment)** (Karyn Keze/Lee Ann Jones-Santos)
    - i. CSDA
    - ii. CASA, Etc.
  - b. **Social Media** (Adriana Ochoa/Karyn Keze/Lee Ann Jones-Santos)
    - i. Liability Insurance
  - c. **Minimum/Fixed Charge for Annual JPA Billings** (Karyn Keze/Adriana Ochoa)
- 8. **Review of Items to be Brought Forward to the Metro Commission/Metro JPA**
- 9. **Other Business of the Finance Committee**
- 10. **Adjournment**

**The Next Finance Committee Meeting will be scheduled on a date to be determined if needed.**

The Metro Finance Committee may act on any item listed on the agenda whether it is listed “for action” or not.

Materials provided to the Metro Finance Committee related to any open-session item on this agenda are available for public review by contacting Executive Director Karyn Keze (619) 733-8876 during normal business hours.

***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](mailto: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 Wastewater JPA Finance Committee Meeting  
February 24, 2026  
Minutes

The meeting was called to order: 10:02 a.m. by Committee Chair De Hoff

**1. ROLL CALL**

**Committee Members' Present:**

Peter De Hoff, Poway (Chair)  
Jerry Jones, Lemon Grove Sanitation District (Vice Chair)  
Ditas Yamane, National City (remote)  
Mark Robak, Otay Water (arrived 10:05)  
Mitch McKay, City of Imperial Beach

**Committee Members Absent:**

Jose Preciado (Alternate)

**Support Staff:**

Karyn Keze, Executive Director, The Keze Group, LLC (remote)  
Adriana Ochoa, General Counsel, Snell & Wilmer Law  
Lee Ann Jones-Santos, Metro JPA Assistant Treasurer  
Lori Anne Peoples, Metro Secretary

**Others:**

Blake Behringer, Metro TAC Chair (remote)

**General Public:**

None

**2. PUBLIC COMMENT**

There were no public comments.

3. **ACTION: APPROVAL OF BOARD MEMBER REQUEST FOR REMOTE APPEARANCE**

General Counsel Ochoa noted that this item will no longer be required on future agendas due to SB 707.

4. **ACTION: CONSIDERATION AND POSSIBLE ACTION TO APPROVE MINUTES FROM THE DECEMBER 9, 2025, REGULAR FINANCE COMMITTEE MEETING**

**ACTION:** Motion by Vice Chair Jones, seconded by Director McKay, to approve the Minutes. Motion carried as follows:

**AYES:** De Hoff, McKay, Jones, Yamane  
**NAYS:** None  
**ABSTAIN:** None  
**ABSENT:** Robak, Preciado

5. **ACTION: CONSIDERATION AND POSSIBLE ACTION TO RECOMMEND APPROVAL TO THE METRO JPA/COMMISSION OF THE FY 2020 RECONCILIATION**

Executive Director Keze provided a verbal overview of the presentation included in the agenda packet.

**ACTION:** Motion by Vice Chair Jones, seconded by Director McKay, to approve the FY 2020 Reconciliation. Motion carried as follows:

**AYES:** De Hoff, McKay, Jones, Yamane, Robak  
**NAYS:** None  
**ABSTAIN:** None  
**ABSENT:** Preciado

6. **DISCUSSION: EXISTING PROGRAMS: REVIEW, DISCUSSION AND DIRECTION ON THE FY 2027 DRAFT BUDGET**

Executive Director Keze provided a verbal overview of the presentation included in the agenda package.

After discussion, Executive Director Keze was directed to bring back a draft administrative cost recovery plan in March, to include things such as lunch, per diems etc.

**7. DISCUSSION: POTENTIAL NEW PROGRAMS: CONSIDERATION AND POSSIBLE ACTION TO INCLUDE NEW BUDGET ITEMS IN FY 2027 DRAFT BUDGET**

Chair De Hoff stated that only 7a would be discussed at this time as staff are pending for additional information on 7b.

**a. Memberships in Organizations & Conference Attendance**

- i. CSDA**
- ii. CASA, Etc.**

Executive Director Keze introduced the items. She noted that the Assistant Treasurer had been trying to get information from CASA since November, but they have been non-responsive. She then reviewed the attached Memorandum.

Assistant Treasurer Jones-Santos, who researched and prepared the report, stated that CSDA has offered us a 6-month free trial until 7/1/2026. Further, there is a new requirement for the Treasurer, Assistant Treasurer and Executive Director to complete training under SB 827 that CSDA offers. The Treasurer, being a CPA, has this training included in his other required training so only the Assistant Treasurer and Executive Director would be required to take this. The training is free for members and \$250/per person for non-members.

Chair De Hoff suggested the Assistant Treasurer and Executive Director look into the trial free membership and whether they could take the training and receive certification. This would also give them an opportunity to check out the rest of the organization and its potential benefit for the JPA to join.

Executive Director Keze inquired as to whether this needed to go before the JPA for approval.

General Counsel Ochoa stated that it would be okay for the Assistant Treasurer and Executive Director to sign up for the free trial membership and report out in the Executive Director's monthly report. The Finance Committee could take recommended action without Board consent.

Director Yamane stated she did not see CSDA membership to be of benefit to the JPA or any of the other organizations as a webinar for SB 827 is offered for free and most if not all of the individual PAs are already members. She also expressed concerns about whether CSDA would provide the required SB827 certificates if we were only on trial membership. For these reasons, she will not support joining CSDA.

**ACTION:** Motion by Director Robak, seconded by Vice Chair Jones, to have staff proceed with the trial membership only if Certificates of Completion for SB 827 are included. Motion carried as follows:

**AYES:** De Hoff, McKay, Jones, Yamane, Robak  
**NAYS:** None  
**ABSTAIN:** None  
**ABSENT:** Preciado

Due to Item 7b requiring additional information, this item was continued to the meeting March meeting.

**b. Social Media**  
**i. Liability Insurance**

**8. REVIEW OF ITEMS TO BE BROUGHT FORWARD TO THE METRO JPA/METRO COMMISSION**

None.

**9. OTHER BUSINESS OF THE FINANCE COMMITTEE**

Executive Director Keze reminded the Directors that under AB707, they are now able to appear remotely for Finance Committee meetings.

Additionally, she requested they mark on their calendars that the Finance Committee will be holding another meeting in March and possibly April if needed.

**10. ADJOURNMENT:** There being no further business, Committee Chair De Hoff declared the meeting adjourned at 11:38 am

**SECOND AMENDMENT TO THE AGREEMENT FOR TREASURER SERVICES  
BETWEEN METRO WASTEWATER JOINT POWERS AUTHORITY AND RODNEY  
GREEK, CPA**

This Second Amendment ("**Second Amendment**") to the Agreement for Treasurer Services Between Metro Wastewater Joint Powers Authority and Rodney Greek, CPA dated June 6, 2024 ("**Agreement**") is made and entered into this \_\_\_\_ day of \_\_\_\_\_, 2026, by and between the parties to that Agreement, the Metro Wastewater Joint Powers Authority, a joint powers authority, existing and organized under California Government Code section 6500 et seq. ("**Metro JPA**"), on the one hand, and Rodney Greek, CPA ("**Treasurer**"), an independent contractor, on the other hand. Metro JPA and Treasurer are sometimes referred to individually as "**Party**" and collectively as "**Parties**."

**RECITALS**

A. WHEREAS, the Parties entered into the Agreement in order for Treasurer to provide professional Governmental Treasurer Accounting services as described in Attachment A to the Agreement;

B. WHEREAS, Sections 1.01 and 9.03 of the Agreement state that the Agreement may not be modified or amended other than by a writing signed by the Parties, including for any extensions to the Agreement or for any changes to the scope of services or timeframes identified in Attachment A to the Agreement;

C. WHEREAS, the Parties previously amended the Agreement on July 1, 2025 (the "**First Amendment**"), to extend the term of the Agreement by one year through June 30, 2026;

D. WHEREAS, Section 3.01 of the Agreement provides that compensation payable to Treasurer for Services performed under the Agreement shall not exceed fifty thousand dollars (\$50,000) during fiscal year 2025 (July 1, 2024 – June 30, 2025) and fifty thousand dollars (\$50,000) during optional fiscal year 2026 (July 1, 2025 – June 30, 2026), and that such amounts shall not be exceeded unless agreed upon through an amendment to the Agreement executed by both Parties; and

E. WHEREAS, the Treasurer has taken on additional responsibilities during Fiscal Year 2025-2026 that were previously not envisioned, including website management services, Board administrative duties and membership and insurance review, as set forth more fully in in the change order attached hereto and incorporated herein as "**Attachment A-1**";

F. WHEREAS, the Parties now mutually desire to amend the Agreement to increase the maximum compensation payable to Treasurer commensurate with the additional responsibilities, as described below.

NOW THEREFORE, in consideration of the mutual obligations of the parties herein expressed, Metro JPA and the Treasurer hereby agree to amend the Agreement as follows:

**AMENDMENT TO AGREEMENT**

1. Incorporation of Recitals. The Recitals set forth in Sections A through F above are hereby incorporated into this Second Amendment by reference.

2. Amendment to Budgeted Compensation. Section 3.01 of the Agreement is hereby amended as follows:

(a) The maximum compensation payable to Treasurer for Services performed under the Agreement during fiscal year 2026 (July 1, 2025 – June 30, 2026) is hereby increased from fifty thousand dollars (\$50,000), as set forth more fully in Attachment A-1. Accordingly, the amended total amount of compensation Metro JPA shall pay Treasurer for services rendered under this Agreement for Fiscal Year 2025-2026 shall not exceed **Seventy-Five Thousand dollars (\$75,000)**.

(b) All other terms of Section 3.01 and Section 3.02 of the Agreement shall remain unchanged and in full force and effect, including that Treasurer shall submit invoices to Metro JPA's Accounts Payable department once per month containing a brief narrative description of the work performed and detailed time expenditures on a task-by-task basis pursuant to Attachment A, and that Metro JPA shall make payment to Treasurer within forty-five (45) days of receipt of an approved invoice.

3. Incorporation and Superiority. This Second Amendment is intended to be made a part of and is hereby incorporated into the terms of the Agreement. In all other respects, except only as specifically modified above, the Agreement is reaffirmed, remains in full force and effect, and is enforceable in accordance with its respective terms. In the event of any conflict or inconsistency between the provisions of this Second Amendment and the provisions of the Agreement, the provisions of this Second Amendment shall prevail.

IN WITNESS HEREOF, BY SIGNING BELOW THE PARTIES HERETO VOLUNTARILY ENTER INTO THIS AMENDMENT AND ACKNOWLEDGE THAT THEY HAVE READ AND UNDERSTAND THE TERMS SET FORTH HEREIN AND AGREE TO BE BOUND THEREBY.

**METRO WASTEWATER  
JOINT POWERS AUTHORITY:**

**RODNEY GREEK CPA:**

By: \_\_\_\_\_  
Jerry Jones  
Board Chair

By: \_\_\_\_\_  
Rodney Greek

Date: \_\_\_\_\_

Date: \_\_\_\_\_

## **ATTACHMENT A-1**

### **SCOPE OF WORK CHANGE REQUEST FOR TREASURY SERVICES**

The Metro JPA Treasurer oversees all financial transactions and ensures strict accountability of funds in compliance with Government Code Sections 6505 and 6505.5. Until Fiscal Year (FY) 2025, the Treasurer was an employee of one of the PAs' finance departments, with the Metro JPA reimbursing the PA for the Treasurer's services. However, starting in FY 2025, the Board of Directors determined it was more efficient to engage a consultant Certified Public Accountant (CPA) to fulfill the Treasurer's duties.

The Treasurer serves as the depository and custodian of all Metro JPA accounts, funds, and money, supporting budget preparation, financial reporting, record-keeping, and cash management. Key duties include reviewing and processing consultant and vendor invoices, preparing checks for Board signatures, supporting the Executive Director/Financial Consultant in budget preparation, managing member agency invoicing, and participating in the bi-annual audit. The Treasurer works on an as-needed, hourly basis to fulfill these responsibilities.

During the course of the past year, it has become necessary for the Treasurer to take on additional responsibilities that were previously not envisioned. We have also identified differing levels of effort between task line items as we have conducted our work. At this time we would like to request a change to our scope of work and our budgeted line items by task.

The 5 main reasons for the requested revisions are as follows:

- Website Project and Website Management – Increase \$19,021
- Assist with Board Administrative duties – Increase \$6,305
- Membership/Insurance Review – Increase \$5,965
- Metro TAC Meetings – Decrease \$5,284
- Miscellaneous – Decrease \$4,342

Other line item adjustments are presented in the last table of this document.

### **REVISED AND PROPOSED EXHIBIT A FOR TREASURY SERVICES** **CONSISTENT WITH REQUESTED CHANGE ORDER**

#### **Fiscal Year (FY) 2026**

During FY2026, Rodney Greek, CPA and Assistant Treasurer Lee Ann Jones Santos will provide professional Government Treasurer Accounting services to Metro JPA as follows:

- Monitor and manage separate bank accounts to include savings and checking.
- Maintain and reconcile bank accounts,

- Prepare Member Agency annual billings.
- Collect and deposit Member Agency billings.
- Make authorized expenditures related to conducting Metro Commission and Metro JPA business.
- Provide biannual unaudited financial reporting which reflects cash balances, outstanding receivables, and payables.
- Provide biannual unaudited income statement financial reporting. Financial reporting will separately track Metro Commission and Metro JPA receipts and expenditures.
- Prepare draft Balance Sheet, Income Statement and Cash Flow Statement for dissemination to the Outside Audit team for the Biennial Audit of FY2024/FY2025.
- Accrual basis of accounting will be used to reveal outstanding receivables and payables to the extent known as of the financial statement date.
- Attend staff and Board meetings as desired by the Metro Commission and Metro JPA.
- Consult and respond to questions from member agencies concerning finances and billings.
- Review and Update Financial/Fiscal Policies as needed.
- Assist with Board Administrative duties As-Needed.
- Implement process improvements for financial accounting, processing and reporting as new technologies are developed and identified.
  - ACH Processing
- Administrator and manage the Metro Wastewater JPA/Commission website and lead the website redesign project.
- Conduct analysis of professional organizations membership options.
- Research need for appropriate insurance for the Metro Wastewater JPA.
- Other incidental services consistent with the Treasurer's position.

Services are billed quarterly based on hours worked for each line item. Professional Government Accounting Services will be provided at billable rates as follows: (No Change)  
Treasurer/CPA - \$300.00 per hour  
Assistant Treasurer - \$194.00 per hour

**FY2026 Services as originally budgeted**

Budgeted Hours are as follows:

TASK	Estimated Hours	Estimated Budget
Monthly Invoicing	15	\$3,228.00
Annual Agency Billing - issue bills, collect and deposit.	2.5	538.00
Maintain and Reconcile Bank Accounts	15	3,228.00
Mid-Year Financials	10	2,152.00

Year End Financials (Includes Biennial Audit)	62.5	13,450.00
Budget - review actuals and contracts, work with Executive Director on format.	20	4,304.00
Finance Meetings	18	4,446.00
Metro TAC Meetings	24	5,928.00
Metro Commission Meetings	24	5,928.00
ACH Process	0	0.00
Review and Update Fiscal Policies	0	0.00
Assist with Board Administration As-Needed	0	0.00
Administer & Manage Website Redesign Project	0	0.00
Membership/Insurance Review	0	0.00
Miscellaneous	0	6,798.00
<b>TOTAL ESTIMATE:</b>	<b>191 Hours</b>	<b>\$50,000.00</b>

**FY2026 Services as Billed and Estimated through End of FY2026**

Budgeted Hours are as follows:

TASK	Hours Billed thru Dec 31, 2025	Estimated Hours Jan 1, 2026 - June 30, 2026	Total Estimated Hours for FY2026	Revised Estimated Budget FY2026
Monthly Invoicing	19.00	10.50	29.50	\$5,723.00
Annual Agency Billing - issue bills, collect and deposit.	3.50	3.00	6.50	1,261.00
Maintain and Reconcile Bank Accounts	20.50	4.00	24.50	5,071.00
Mid-Year Financials	0.00	10.00	10.00	1,940.00
Year End Financials (Includes Biennial Audit)	55.00	5.00	60.00	12,859.00
Budget - review actuals and contracts, work with Executive Director on format.	0.75	23.00	23.75	4,687.00
Finance Meetings	15.50	3.50	19.00	4,587.00
Metro TAC Meetings	2.00	0.50	2.50	644.00
Metro Commission Meetings	11.50	3.00	14.50	3,290.00
ACH Process	1.50	0.00	1.50	291.00
Review and Update Fiscal Policies	3.00	0.00	3.00	900.00
Assist with Board Administration As-Needed	12.50	20.00	32.50	6,305.00
Administer & Manage Website Redesign Project	17.50	80.00	97.50	19,021.00
Membership/Insurance Review	0.75	30.00	30.75	5,965.50
Miscellaneous	0.75	10.00	10.75	2,455.50
<b>TOTAL</b>	<b>163.75</b>	<b>202.50</b>	<b>366.25</b>	<b>\$75,000.00</b>

## FY2026 PROPOSED CHANGE ORDER BY TASK

Proposed Budget Changes are as follows:

TASK	Original Budget FY2026	Proposed Change Order FY2026	Revised Estimated Budget FY2026
Monthly Invoicing	\$3,228.00	\$2,495.00	\$5,723.00
Annual Agency Billing - issue bills, collect and deposit.	538.00	\$723.00	1,261.00
Maintain and Reconcile Bank Accounts	3,228.00	\$1,843.00	5,071.00
Mid-Year Financials	2,152.00	(\$212.00)	1,940.00
Year End Financials (Includes Biennial Audit)	13,450.00	(\$591.00)	12,859.00
Budget - review actuals and contracts, work with Executive Director on format.	4,304.00	\$383.00	4,687.00
Finance Meetings	4,446.00	\$141.00	4,587.00
Metro TAC Meetings	5,928.00	(\$5,284.00)	644.00
Metro Commission Meetings	5,928.00	(\$2,638.00)	3,290.00
ACH Process	0.00	\$291.00	291.00
Review and Update Fiscal Policies	0.00	\$900.00	900.00
Assist with Board Administration As-Needed	0.00	\$6,305.00	6,305.00
Administer & Manage Website Redesign Project	0.00	\$19,021.00	19,021.00
Membership/Insurance Review	0.00	\$5,965.50	5,965.50
Miscellaneous	6,798.00	(\$4,342.50)	2,455.50
<b>TOTAL</b>	<b>\$50,000.00</b>	<b>\$25,000.00</b>	<b>\$75,000.00</b>

**FOURTH AMENDMENT TO THE AGREEMENT FOR PROFESSIONAL SERVICES  
BETWEEN METRO WASTEWATER JOINT POWERS AUTHORITY AND THE KEZE  
GROUP**

This Fourth Amendment ("**Fourth Amendment**") to the Agreement for Professional Services Between Metro Wastewater Joint Powers Authority and The Keze Group LLC dated July 1, 2022 ("**Agreement**") is made and entered into this \_\_\_\_ day of \_\_\_\_\_, 2026, by and between the parties to that Agreement, the Metro Wastewater Joint Powers Authority, a joint powers authority, existing and organized under California Government Code section 6500 et seq. ("**Metro JPA**"), on the one hand, and The Keze Group LLC ("**Consultant**"), on the other hand. Metro JPA and Consultant are sometimes referred to individually as "**Party**" and collectively as "**Parties.**"

**RECITALS**

A. WHEREAS, the Parties entered into the Agreement in order for Consultant to provide duly licensed and qualified As-needed Technical, Financial, and Administrative Support Services to Metro JPA ("**Finance Consultant**");

B. WHEREAS, Sections 3 and 21 of the Agreement state that the Agreement may be modified by an Amendment executed by both Parties;

C. WHEREAS, the Parties previously amended the Agreement on May 16, 2023 (the "**First Amendment**"), on April 4, 2024 (the "**Second Amendment**"), and on July 1, 2025 (the "**Third Amendment**");

D. WHEREAS, the Second Amendment created the position of Executive Director, appointed Consultant, specifically Karyn Keze, to serve as Executive Director, and set forth the duties, powers, and responsibilities associated with that role;

E. WHEREAS, the Third Amendment extended Consultant's tenure as Executive Director for an additional period of one year commencing on July 1, 2025, and ending on June 30, 2026;

F. WHEREAS, the volume of work required as a result of Consultant's two positions within the organization has resulted in Consultant exceeding the hours originally budgeted for the 2025-2026 Fiscal Year, as explained more fully in the change order attached hereto and incorporated herein as "**Attachment A**";

G. WHEREAS, the Parties mutually desire to amend the Agreement to increase the budgeted compensation amounts under the Agreement to accommodate the extra work described in Attachment A, thereby increasing the Metro JPA Fiscal Year 25-26 Budget as described below.

NOW THEREFORE, in consideration of the mutual obligations of the parties herein expressed, Metro JPA and the Consultant hereby agree to amend the Agreement as follows:

**AMENDMENT TO AGREEMENT**

1. Incorporation of Recitals. The Recitals set forth in Sections A through G above are hereby incorporated into this Fourth Amendment by reference.

2. Amendment to Budgeted Compensation. Section 2 of the Agreement, as most recently amended by paragraph 4 of the Second Amendment, is hereby further amended as follows:

- (a) Exhibit B is hereby amended to increase the Fiscal Year 2025-2026 budget amount by Twenty-Six Thousand Dollars (\$26,000), as set forth more fully in Attachment A to this Fourth Amendment. Accordingly, the amended total amount of compensation Metro JPA shall pay Consultant for services rendered under this Agreement for Fiscal Year 2025-2026 shall not exceed **One Hundred Ninety-Four Thousand Dollars and No Cents (\$194,000).**

3. Incorporation and Superiority. This Fourth Amendment is intended to be made a part of and is hereby incorporated into the terms of the Agreement. In all other respects, except only as specifically modified above, the Agreement is reaffirmed, remains in full force and effect, and is enforceable in accordance with its respective terms. In the event of any conflict or inconsistency between the provisions of this Fourth Amendment and the provisions of the Agreement, the provisions of this Fourth Amendment shall prevail.

IN WITNESS HEREOF, BY SIGNING BELOW THE PARTIES HERETO VOLUNTARILY ENTER INTO THIS AMENDMENT AND ACKNOWLEDGE THAT THEY HAVE READ AND UNDERSTAND THE TERMS SET FORTH HEREIN AND AGREE TO BE BOUND THEREBY.

**METRO WASTEWATER  
JOINT POWERS AUTHORITY:**

By: \_\_\_\_\_  
Jerry Jones  
Board Chair

Date: \_\_\_\_\_

**THE KEZE GROUP LLC:**

By: \_\_\_\_\_  
Karyn L. Keze

Date: \_\_\_\_\_

## ATTACHMENT A



March 12, 2026

Subject: Request for FY 2026 Contract Amendment

Dear Chair Jones and Members of the Board,

As the fiscal year has progressed, the level of effort required in two areas of my FY 2026 Executive Director/Financial Consultant contract has exceeded the hours originally budgeted. Accordingly, I am requesting a contract amendment in the amount of \$26,000 associated with Task 5 – Pure Water Program Cost Allocation/SARA Implementation and Task 8 – Executive Director Position Support.

Although both tasks anticipated ongoing monthly efforts during FY 2026, the level of work required ultimately exceeded the hours originally budgeted. The majority of the additional effort is associated with the regional coordination and agency support required during the final stages of SARA development and implementation. In addition, organizational activities related to the Executive Director position and consultant oversight required more time than anticipated during this transition period.

### **Task 5 – Pure Water Program Cost Allocation / SARA Implementation**

This task was budgeted at 24 hours per month, but actual effort has averaged approximately 32 hours per month.

Since July 2025, the effort required to finalize and implement SARA has increased as Participating Agencies began preparing for their individual Council and Board approval processes. Work has included preparation of regional communication materials such as the “Understanding SARA” one-page summary, development of general and agency-specific staff reports and PowerPoint presentations, and coordination with City of San Diego staff and Executive Team consultants to ensure consistent financial and technical messaging.

Additional time has also been spent supporting Participating Agency staff and TAC members through detailed explanations of FAB implementation, cost allocation issues, and projected Metro financial impacts, as well as scheduling and coordination of agency briefings and presentations.

### Task 8 – Executive Director Position Support

The contract budget anticipated 8 hours per month for this task; however, actual effort has averaged approximately 19 hours per month, which remains below the 30 hours per month currently budgeted for the new Executive Director position.

Additional time was required to support several organizational initiatives, including coordination of three active Ad Hoc Committees, preparation of background materials and agenda support for same, and administration of the first 360-degree consultant review process for the Treasurer, Engineering Consultant, and Board Secretary positions. Executive Team coordination and consultant support during this period also required additional time.

### Requested Contract Amendment

As shown in the table below, several routine tasks are projected to come in under budget, particularly the Exhibit E Audit task, as the FY 2024 and FY 2025 audits have only recently begun and will be completed in FY 2027. Accordingly, the requested contract amendment is \$26,000, resulting in a revised FY 2026 contract ceiling of \$194,000.

Description	Approved FYE 2026 Budget		Year-End Estimate			
	Budget Amount	Budget Hours	Projected 6/30/26	Hours	Over/ (Under)	%
1. Routine Meetings	\$ 20,910	123	\$18,180.00	101	-\$2,730.00	-13%
2. Exhibit E Audit Review	\$ 17,000	100	\$7,200.00	40	-\$9,800.00	-58%
3. Review of PUD Budget	\$ 9,180	54	\$8,100.00	45	-\$1,080.00	-12%
4. ARA FAB/SD Rate Cases	\$ 14,960	88	\$14,040.00	78	-\$920.00	-6%
5. Pure Water Program Cost Allocation/SARA	\$ 51,000	300	\$68,580.00	381	\$17,580.00	34%
6. Metro TAC & JPA Staff Support	\$ 24,480	144	\$23,220.00	129	-\$1,260.00	-5%
7. General JPA Administrative Management	\$ 12,470	74	\$13,680.00	76	\$1,210.00	10%
8. Executive Director	\$ 18,000	107	\$40,860.00	227	\$22,860.00	127%
<b>TOTAL</b>	<b>\$168,000</b>	<b>990</b>	<b>\$193,860.00</b>	<b>1077</b>	<b>\$25,860.00</b>	<b>15%</b>

These additional efforts have supported the Participating Agencies through the SARA approval process and provided necessary organizational support during a period of increased activity for the Metro JPA.

Thank you for your consideration in this matter.

Respectfully submitted,



**Karyn Keze**

Executive Director/Financial Consultant  
Metro Wastewater Joint Powers Authority / Commission



March 16, 2026

Dear Chairman and Members of the Board:

Thank you for the Board's continued confidence in my work and for offering me the opportunity to continue serving the Metro Wastewater JPA/Commission (Metro JPA) as Financial Consultant under a new four-year agreement.

It has been a privilege to support the Metro JPA and its Participating Agencies (PAs) for many years, and I remain committed to helping ensure that the organization's financial oversight and technical support remain strong as Metro moves into the next phase of its work. The coming years will include several important efforts, including continued implementation of the Second Amended and Restated Agreement (SARA), refinement of the Functional Allocation Billing (FAB) methodology, and the anticipated reconciliation of Phase 1 construction and consultant costs. I look forward to assisting the Board, Executive Director, and PAs staff in navigating these efforts.

The scope of work included with this agreement reflects my return to focusing on the Financial Consultant role, with particular emphasis on financial review, cost allocation analysis, audit support, and continued technical assistance to individual PA staff as they work through Metro-related financial issues. I will also continue to support the organization during the transition to the new Executive Director to ensure continuity and a smooth transfer of institutional knowledge where helpful.

I appreciate the opportunity to continue contributing to the work of this organization and to support the Board's ongoing commitment to fair and responsible regional wastewater governance.

Thank you again for your trust and support.

Respectfully,

A handwritten signature in black ink that reads 'Karyn Keze'.

Karyn Keze  
Financial Consultant  
Metro Wastewater Joint Powers Authority / Commission



## **Scope of Services: Financial Consultant Metro Wastewater Joint Powers Authority (Metro JPA)**

### **I. Purpose**

The Financial Consultant serves as Metro JPA's chief financial advisor and provides independent financial oversight, analysis, and strategic guidance in support of the Board of Directors, Treasurer, and Executive Director. The Consultant ensures fiscal integrity, cost allocation accuracy, and protection of Participating Agency (PA) financial interests under the Metro Agreement, including implementation of the Second Amended and Restated Agreement (SARA).

This role is advisory and financial in nature and does not duplicate the administrative or operational responsibilities of the Executive Director.

### **II. Core Responsibilities**

#### **1. Financial Oversight and Due Diligence**

- Prepare the annual Metro JPA Operating Budget.
- Provide monthly financial review and monitoring in support of the Treasurer, including:
  - Review and approval of vendor invoices
  - Review of bank reconciliations
  - Review of monthly financial statements and budget-to-actual tracking
- Provide financial analysis and forecasting as requested.
- Support development and refinement of fiscal policies and financial controls.

#### **2. City of San Diego Budget & Cost Allocation Review**

- Review and monitor the City of San Diego Public Utilities Department (PUD) annual O&M and CIP budgets and Five-Year Projections.
- Analyze and evaluate cost allocations to ensure consistency with the Metro Agreement.
- Review PUD CIP cost allocations in coordination with engineering consultants.
- Provide financial review and input on Functional Allocated Billing (FAB) implementation and related rate structures.

### **3. Metro Agreement & Rate Matters**

- Act as financial negotiator and advisor regarding interpretation and implementation of the Metro Agreement, as amended.
- Provide financial analysis related to San Diego rate cases affecting Metro and Participating Agencies.
- Support implementation and financial monitoring of Metro billing system charges.

### **4. SARA Implementation (Reduced Scope)**

- Provide financial oversight and guidance related to implementation of the Second Amended and Restated Agreement (SARA) especially the final development of repurified water revenues.
- Review cost allocation methodologies and billing impacts associated with SARA implementation and new Phase 1 facilities.
- Assist in transition and financial interpretation issues arising during early implementation.
- Coordinate with the Executive Director and legal counsel as needed on financial provisions.

### **5. Audit Support**

- Support the annual City of San Diego audit process (Exhibit E) as it relates to Metro.
- Review Exhibit E Audit materials and related documentation for financial accuracy, proper cost allocations, and contract compliance.
- Assist with Metro JPA's independent audit process as requested by Treasurer.

### **6. Participating Agency Financial Technical Support**

- Provide detailed financial analysis and consultation to Participating Agency (PA) technical and financial staff (TAC members) regarding Metro-related financial matters.
- Assist PAs in understanding and evaluating City of San Diego forecasts, annual billings, Five-Year Projections, and rate impacts.
- Provide modeling and scenario analysis to support PA planning and budgeting.
- Assist PAs in incorporating Metro-related cost projections into their own rate cases and long-term financial plans.
- Serve as a financial resource to TAC members to ensure consistent understanding and interpretation of Metro Agreement cost allocation methodologies.
- Facilitate technical financial discussions between the City, Metro consultants, and Participating Agencies when necessary.

## **7. Advisory & Executive Team Support**

- Participate in Executive Team coordination meetings as needed.
- Provide financial support to the Executive Director during transition and learning curve related to Metro financial structure and history.
- Attend Board, TAC, Finance Committee, and Ad Hoc meetings as necessary to present financial analysis and respond to questions.

The Financial Consultant does not prepare Board agendas, coordinate meeting logistics, or perform administrative website management functions.

## **III. Special Projects**

From time to time, the Financial Consultant may be requested to perform work associated with major Metro program financial reconciliations or other significant financial initiatives requiring detailed historical review and analysis. There is one known project that falls into this category during the course of this contract.

### **Phase 1 Construction and Consultant Cost Reconciliation**

During the term of this agreement, the Financial Consultant will lead the reconciliation of all Phase 1 construction and consultant costs associated with the Metro Wastewater Program. This work will include financial review and reconciliation of historical project expenditures back to FY 2014, verification of all cost allocations, coordination with City of San Diego audit staff and external auditors, and evaluation of any final financial adjustments associated with project close-out.

Based on the City of San Diego's current schedule, substantial completion of Phase 1 is anticipated in FY 2027. The subsequent audit process is expected to include the preliminary financial "true-up" of Phase 1 costs in late FY 2028. The major financial reconciliation activities associated with the audit and related follow-up analysis are anticipated to continue through FY 2029, with final cost allocations and interest reconciliation potentially extending into FY 2030.

To accommodate the anticipated workload associated with this effort, the following additional hours have been incorporated into the Financial Consultant's annual contract hours for Task 2:

- **FY 2028:** Additional 50 hours
- **FY 2029:** Increased hours by 100 to support primary reconciliation activities
- **FY 2030:** Additional 50 hours for final reconciliation and interest review

Actual workload may vary depending on the actual substantial completion of the Phase 1 project and the timing and scope of audit activities and City reconciliation processes.

#### IV. Budget Summary

The following tables summarize the proposed scope of work, hours, and contract budgets for the four-year agreement. Table 1 compares the current scope of work, hours, and contract budget with the proposed FY 2027 scope of services, which represents the first year of the agreement. Table 2 presents the anticipated hours and budgets for the remaining three years (FY 2028 through FY 2030). Each year also reflects the proposed hourly rate applicable for that fiscal year.

For most task categories, the anticipated level of effort is expected to remain generally consistent throughout the contract term. Two task categories reflect anticipated variations in workload due to program milestones:

- **Exhibit E Audit Review** includes additional hours in FY 2028 through FY 2030 to support the anticipated Phase 1 construction and consultant cost reconciliation and related audit activities.
- **Pure Water Cost Allocations/SARA** reflects higher effort in the early years of the contract as implementation activities continue, with a gradual reduction in hours as implementation stabilizes.

The Financial Consultant’s base hourly rate is proposed to increase annually by **three percent (3%)** to account for cost-of-living adjustments and inflation over the term of the agreement.

**Table 1 – Current Contract Versus Proposed FY 2027 (Year One) Scope of Work**

Description	Current Contract		Proposed FY 2027	
	Budget Hours	Budget Amount	Budget Hours	Budget Amount
1. Routine Meetings	123	\$ 20,910	120	\$22,200
2. Exhibit E Audit Review	100	\$ 17,000	100	\$18,500
3. Review of PUD Budget & Forecasts	54	\$ 9,180	50	\$9,250
4. SD Rate Cases/FAB Implementation	88	\$ 14,960	80	\$14,800
5. Pure Water Cost Allocations/SARA	300	\$ 51,000	100	\$18,500
6. Metro TAC & JPA Financial Support	144	\$ 24,480	145	\$26,825
7. General JPA Financial Management	74	\$ 12,470	75	\$13,875
8. Executive Director	107	\$ 18,000		
<b>TOTAL</b>	<b>990</b>	<b>\$168,000</b>	<b>670</b>	<b>\$123,950</b>
Hourly Rate:		\$180.00		\$185.00

**Table 2 – Proposed Scope of Work FY 2028 – FY 2030**

Description	Proposed FY 2028		Proposed FY 2029		Proposed FY 2030	
	Budget Hours	Budget Amount	Budget Hours	Budget Amount	Budget Hours	Budget Amount
1. Routine Meetings	120	\$ 22,920	120	\$ 23,640	120	\$ 24,360
2. Exhibit E Audit Review	150	\$ 28,650	200	\$ 39,400	150	\$ 30,450
3. Review of PUD Budget & Forecasts	50	\$ 9,550	50	\$ 9,850	50	\$ 10,150
4. SD Rate Cases/FAB Implementation	80	\$ 15,280	80	\$ 15,760	80	\$ 16,240
5. Pure Water Cost Allocations/SARA	100	\$ 19,100	100	\$ 19,700	50	\$ 10,150
6. Metro TAC & JPA Financial Support	145	\$ 27,695	145	\$ 28,565	145	\$ 29,435
7. General JPA Financial Management	75	\$ 14,325	75	\$ 14,775	75	\$ 15,225
8. Executive Director						
<b>TOTAL</b>	<b>720</b>	<b>\$ 137,520</b>	<b>770</b>	<b>\$ 151,690</b>	<b>670</b>	<b>\$ 136,010</b>
Hourly Rate:		\$191.00		\$197.00		\$203.00

Actual hours may vary depending on the timing of City of San Diego budget and audit cycles, audit activities, and Metro program implementation needs.

# DEXTER WILSON ENGINEERING, INC.

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DEXTER S. WILSON, P.E.  
NATALIE J. FRASCHETTI, P.E.  
STEVEN J. HENDERSON, P.E.  
FERNANDO FREGOSO, P.E.  
KATHLEEN H. NOEL, P.E.  
WILLIAM W. TODD, P.E.

## MEMORANDUM

154-001

**TO:** Karyn Keze, Metro Wastewater Joint Powers Authority

**FROM:** Dexter S. Wilson, P.E., Dexter Wilson Engineering, Inc.  
Kathleen H. Noel, P.E., Dexter Wilson Engineering, Inc. *KM*

**DATE:** March 11, 2026

**SUBJECT:** Metro Wastewater Joint Powers Authority Engineering  
Consultant Scope FY 2027-2030

Dexter Wilson Engineering, Inc. (DWEI) serves as the Engineering Consultant to the Metro Wastewater Joint Powers Authority (Metro JPA). As part of an ongoing Consultant Contract Renewal Assessment, DWEI has been asked to submit a proposed scope of work and associated fees for a four-year extension of our existing contract. This memo describes our assumptions and the proposed scope and fees included in Attachment A. We appreciate the opportunity to provide this scope and fee to the Metro JPA and should you have any follow-up questions feel free to contact us at your convenience.

**Key Assumptions**

- Pure Water Phase 1
  - Substantial Completion in 2027
  - Work for audit begins in FY 2028 with 50 additional hours needed
  - Bulk of work occurs in FY 2029 with 50 more hours needed in comparison to FY 2028
  - FY 2030 will return to FY 2028 level of effort
  
- SARA and FAB implementation
  - Assume majority of work is in FY 2027 and FY 2028 with 50 hours of work estimated for initial implementation.
  - Decrease number of hours by 10 hours per year, so FY 2029 is 40 hours total, and FY 2030 is 30 hours total. Assumes after implementation in FY27/28 a process is established decreasing the level of effort needed to assist the City in subsequent years.
  
- All other tasks remain unchanged.

DSW:KHN:ah

**ATTACHMENT A**

**PROPOSED SCOPE AND FEES**

## **EXHIBIT A**

### **Scope of Services**

The purpose of this As-Needed Engineering Consulting Contract for the Metro Wastewater JPA is to provide technical and financial support to the Participating Agencies (“PAs”) in meeting their objectives of fair rates, equitable cost sharing, and program validation. To meet this intent Dexter Wilson Engineering, Inc. will review engineering information, reports, drawings, and costs prepared by the City of San Diego or their consultants.

1. Attendance at and assistance in preparation of agendas for Metro TAC meetings.
2. Attendance at and assistance in preparation of agendas for the Metro JPA meetings.
3. Attend and prepare for Committee/AdHoc meetings as directed by JPA Executive Director.
4. Attend and prepare for other meetings as directed by JPA Executive Director..
5. Prepare cost estimates, cost sharing material, scope of works, or other material as directed by JPA Executive Director.
6. Review Pure Water reports, plans, and specifications and provide comments as directed by the JPA Executive Director. Attendance at Pure Water Phase 2 Workshops.
7. Assist Financial Consultant with Metro Audits and Pure Water cost splits.
8. Attendance at and assistance in preparation of agendas for FIG Meetings.
9. Lead Metro TAC I&I Committee for a regional I&I Study.
10. Assist the City of San Diego with the implementation of SARA and FAB.

## EXHIBIT B

### Schedule of Charges – FY 2027-2030

Work completed under this contract will be billed on a monthly basis. Fees will be calculated on an hourly rate basis by multiplying the actual hours worked on the job in each classification by the rates in the schedule below. These rates are subject to change in January of each year. All direct costs will be billed outside the proposed cost ceiling at cost plus 10 percent. Consultant invoices will be billed inside the cost ceiling at cost plus 5 percent.

#### FY 26-27 Summary of Hours by Task:

Task 1— Estimated 5 hours per month.

Task 7 — Estimated 100 hours total.

Task 2— Estimated 5 hours per month.

Task 8— Estimated 3 hours per month.

Task 3 — Estimated 3 hours per month.

Task 9 — Estimated 5 hours per month

Task 4 — Estimated 3 hours per month.

Task 10— Estimated 50 hours total.

Task 5 — Estimated 5 hours per month.

Task 6 — Estimated 200 hours total.

FY 26-27 Proposed Budget					
Task	Professional	Technical	Clerical	Total	Task Cost
1	60	0	0	60	\$13,425
2	60	0	0	60	\$13,425
3	36	0	0	36	\$7,860
4	36	0	0	36	\$7,860
5	60	0	20	80	\$14,275
6	200	0	20	220	\$43,000
7	100	0	0	100	\$22,375
8	36	0	0	36	\$7,860
9	60	0	0	60	\$13,425
10	50	0	0	50	\$10,375
<b>TOTAL</b>	<b>698</b>	<b>0</b>	<b>40</b>	<b>738</b>	<b>\$153,880</b>

**FY 27-28 Summary of Hours by Task:**

Task 1— Estimated 5 hours per month.

Task 7 — Estimated 150 hours total.

Task 2— Estimated 5 hours per month.

Task 8— Estimated 3 hours per month.

Task 3 — Estimated 3 hours per month.

Task 9 — Estimated 5 hours per month

Task 4 — Estimated 3 hours per month.

Task 10— Estimated 50 hours total.

Task 5 — Estimated 5 hours per month.

Task 6 — Estimated 200 hours total.

<b>FY 27-28 Proposed Budget</b>					
<b>Task</b>	<b>Professional</b>	<b>Technical</b>	<b>Clerical</b>	<b>Total</b>	<b>Task Cost</b>
1	60	0	0	60	\$13,425
2	60	0	0	60	\$13,425
3	36	0	0	36	\$7,860
4	36	0	0	36	\$7,860
5	60	0	20	80	\$14,275
6	200	0	20	220	\$43,000
7	150	0	0	150	\$33,400
8	36	0	0	36	\$7,860
9	60	0	0	60	\$13,425
10	50	0	0	50	\$10,375
<b>TOTAL</b>	<b>748</b>	<b>0</b>	<b>40</b>	<b>788</b>	<b>\$164,905</b>

**FY 28-29 Summary of Hours by Task:**

Task 1— Estimated 5 hours per month.  
 Task 2— Estimated 5 hours per month.  
 Task 3 — Estimated 3 hours per month.  
 Task 4 — Estimated 3 hours per month.  
 Task 5 — Estimated 5 hours per month.  
 Task 6 — Estimated 200 hours total.

Task 7 — Estimated 200 hours total.  
 Task 8— Estimated 3 hours per month.  
 Task 9 — Estimated 5 hours per month  
 Task 10— Estimated 40 hours total.

<b>FY 28-29 Proposed Budget</b>					
<b>Task</b>	<b>Professional</b>	<b>Technical</b>	<b>Clerical</b>	<b>Total</b>	<b>Task Cost</b>
1	60	0	0	60	\$13,425
2	60	0	0	60	\$13,425
3	36	0	0	36	\$7,860
4	36	0	0	36	\$7,860
5	60	0	20	80	\$14,275
6	200	0	20	220	\$43,000
7	200	0	0	200	\$44,750
8	36	0	0	36	\$7,860
9	60	0	0	60	\$13,425
10	40	0	0	40	\$8,300
<b>TOTAL</b>	<b>788</b>	<b>0</b>	<b>40</b>	<b>828</b>	<b>\$174,180</b>

**FY 29-30 Summary of Hours by Task:**

Task 1— Estimated 5 hours per month.  
 Task 2— Estimated 5 hours per month.  
 Task 3 — Estimated 3 hours per month.  
 Task 4 — Estimated 3 hours per month.  
 Task 5 — Estimated 5 hours per month.  
 Task 6 — Estimated 200 hours total.

Task 7 — Estimated 150 hours total.  
 Task 8— Estimated 3 hours per month.  
 Task 9 — Estimated 5 hours per month  
 Task 10— Estimated 30 hours total.

<b>FY 29-30 Proposed Budget</b>					
<b>Task</b>	<b>Professional</b>	<b>Technical</b>	<b>Clerical</b>	<b>Total</b>	<b>Task Cost</b>
1	60	0	0	60	\$13,425
2	60	0	0	60	\$13,425
3	36	0	0	36	\$7,860
4	36	0	0	36	\$7,860
5	60	0	20	80	\$14,275
6	200	0	20	220	\$43,000
7	150	0	0	150	\$33,400
8	36	0	0	36	\$7,860
9	60	0	0	60	\$13,425
10	30	0	0	30	\$6,225
<b>TOTAL</b>	<b>728</b>	<b>0</b>	<b>40</b>	<b>768</b>	<b>\$160,755</b>

**EXHIBIT "B" (cont.)**

**Schedule of Charges**

**Rate Schedule  
Effective January 1, 2026**

**CLASSIFICATION**

**HOURLY RATE**

**Office Personnel:**

**Planning/Design**

<b>Principal Engineer</b>	<b>\$240.00</b>
<b>Managing Engineer</b>	<b>\$230.00</b>
<b>Project Engineer</b>	<b>\$210.00</b>
<b>Senior Engineer</b>	<b>\$195.00</b>
<b>Design Engineer III</b>	<b>\$185.00</b>
<b>Design Engineer II</b>	<b>\$175.00</b>
<b>Design Engineer I</b>	<b>\$165.00</b>
<b>Associate Engineer III</b>	<b>\$155.00</b>
<b>Associate Engineer II</b>	<b>\$135.00</b>
<b>Associate Engineer I</b>	<b>\$120.00</b>
<b>Engineering Aide II</b>	<b>\$110.00</b>
<b>Engineering Aide I</b>	<b>\$105.00</b>

**Drafting/Design**

<b>Senior Designer</b>	<b>\$160.00</b>
<b>Senior Drafter</b>	<b>\$125.00</b>
<b>Drafter II</b>	<b>\$115.00</b>
<b>Drafter I</b>	<b>\$110.00</b>

**Clerical**

**\$ 75.00**

**TRANSMITTAL FOR THE PROPOSED SCOPE OF WORK  
FOR TREASURER/ASSISTANT TREASURER  
FOR THE FOUR-YEAR PERIOD OF FY2027 THROUGH FY2030**

The Metro JPA Treasurer oversees all financial transactions and ensures strict accountability of funds in compliance with Government Code Sections 6505 and 6505.5. Until Fiscal Year (FY) 2025, the Treasurer was an employee of one of the PAs' finance departments, with the Metro JPA reimbursing the PA for the Treasurer's services. However, starting in FY 2025, the Board of Directors determined it was more efficient to engage a consultant Certified Public Accountant (CPA) to fulfill the Treasurer's duties.

The Treasurer serves as the depository and custodian of all Metro JPA accounts, funds, and money, supporting budget preparation, financial reporting, record-keeping, and cash management. Key duties include reviewing and processing consultant and vendor invoices, preparing checks for Board signatures, supporting the Executive Director/Financial Consultant in budget preparation, managing member agency invoicing, and participating in the bi-annual audit. The Treasurer works on an as-needed, hourly basis to fulfill these responsibilities.

During the term of this proposed 4-year contract the Treasurer is proposing to add these additional responsibilities:

Phase 1 reconciliation and Exhibit E work:

- Phase 1 substantial completion is expected in FY2027. (No scope added in FY2027)
- FY2028: Exhibit E reconciliation task.
- FY2029: Exhibit E reconciliation task. This is expected to be the primary year for completion of the Phase 1 reconciliation.
- FY2030: Exhibit E reconciliation task.

The total Proposed Budgeted Hours and Cost for the Four-Year period FY2027 through FY2030 is as follows:

<u>FISCAL YEAR</u>	<u>BUDGETED HOURS</u>	<u>BUDGETED COST</u>
FY2027	334.0	\$ 78,150.00
FY2028	337.0	\$ 82,081.00
FY2029	363.0	\$ 90,429.00
FY2030	337.0	\$ 85,193.00
<b>4-YEAR TOTAL</b>	<b>1,371.0</b>	<b>\$ 335,853.00</b>

## **Fiscal Year (FY) 2027**

During FY2027, Rodney Greek, CPA and Assistant Treasurer Lee Ann Jones Santos will provide professional Government Treasurer Accounting services to Metro JPA as follows:

- Monitor and manage separate bank accounts to include savings and checking.
- Maintain and reconcile bank accounts,
- Prepare Member Agency annual billings.
- Collect and deposit Member Agency billings.
- Make authorized expenditures related to conducting Metro Metro JPA business.
- Provide biannual unaudited financial reporting which reflects cash balances, outstanding receivables, and payables.
- Provide biannual unaudited income statement financial reporting. Financial reporting will separately track Metro JPA receipts and expenditures.
- Accrual basis of accounting will be used to reveal outstanding receivables and payables to the extent known as of the financial statement date.
- Attend staff and Board meetings as desired by the Metro Commission.
- Consult and respond to questions from member agencies concerning finances and billings.
- Review and Update Financial/Fiscal Policies as needed.
  - Draft Equipment replacement Policy.
  - Add Review of Stale dated checks to year end procedures policy.
  - Review records to ensure adherence to the Records Retention Policy.
- Assist with Board Administrative duties As-Needed.
- Implement process improvements for financial accounting, processing and reporting as new technologies are developed and identified.
- Administrator and manage the Metro Wastewater JPA/Commission website and lead the website redesign project.
- Other incidental services consistent with the Treasurer's position.

Services will be billed quarterly based on hours worked for each line item.  
 Professional Government Accounting Services will be provided at billable rates  
 as follows:

Treasurer/CPA - \$315.00 per hour

Assistant Treasurer - \$205.00 per hour

**FY 2027 Services**

Budgeted Hours are as follows:

TASK	Estimated Hours	Estimated Budget
Monthly Invoicing	36	\$7,380.00
Annual Agency Billing - issue bills, collect and deposit.	3	615.00
Maintain and Reconcile Bank Accounts	32	6,670.00
Mid-Year Financials	30	6,700.00
Year End Financials	30	7,140.00
Budget - review actuals and contracts, work with Executive Director on format.	9	2,395.00
Finance/Finance Committee Meetings	30	7,470.00
Metro TAC Meetings	14	3,310.00
Metro Commission Meetings	40	11,500.00
Review and Update Fiscal Policies	15	4,725.00
Assist with Board Administration As-Needed	25	5,125.00
Administer & Manage Website Redesign Project	60	12,740.00
Miscellaneous	10	2,380.00
<b>TOTAL ESTIMATE:</b>	<b>334 Hours</b>	<b>\$78,150.00</b>

Additional Meetings will be billed at a minimum 2 hours times billable rate.

**Consultant Contact Information:**

Rodney Greek, CPA

California CPA License # 75279

1325 N. Vulcan Ave.

Encinitas, CA 92024

CPA's Office Phone: 760-809-0681

CPA's Office Email: [rjgreek@cox.net](mailto:rjgreek@cox.net)

Assistant Treasurer – Lee Ann Jones-Santos

Assistant Treasurer's Phone: 619-823-8129

Assistant Treasurer's Email: [lasantos8928@gmail.com](mailto:lasantos8928@gmail.com)

### **Fiscal Year (FY) 2028**

During FY2028, Rodney Greek, CPA and Assistant Treasurer Lee Ann Jones Santos will provide professional Government Treasurer Accounting services to Metro JPA as follows:

- Monitor and manage separate bank accounts to include savings and checking.
- Maintain and reconcile bank accounts,
- Prepare Member Agency annual billings.
- Collect and deposit Member Agency billings.
- Make authorized expenditures related to conducting Metro Metro JPA business.
- Provide biannual unaudited financial reporting which reflects cash balances, outstanding receivables, and payables.
- Provide biannual unaudited income statement for financial reporting. Financial reporting will separately track Metro JPA receipts and expenditures.
- Prepare biennial unaudited balance sheet, income statement and cash flow statement. Work with outside audit firm to complete the biennial audit.
- Accrual basis of accounting will be used to reveal outstanding receivables and payables to the extent known as of the financial statement date.
- Attend staff and Board meetings as desired by the Metro Commission.
- Consult and respond to questions from member agencies concerning finances and billings.
- Review and Update Financial/Fiscal Policies as needed.
  - Review records to ensure adherence to the Records Retention Policy.
- Assist with Board Administrative duties As-Needed.
- Implement process improvements for financial accounting, processing and reporting as new technologies are developed and identified.
- Administrator and manage the Metro Wastewater JPA/Commission website.
- Exhibit E Reconciliation.
- Other incidental services consistent with the Treasurer's position.

Services will be billed quarterly based on hours worked for each line item. Professional Government Accounting Services will be provided at billable rates as follows:

(Billable Rates below were increased 2% over prior fiscal year rounded down to the nearest whole dollar)

Treasurer/CPA - \$321.00 per hour

Assistant Treasurer - \$209.00 per hour

**FY 2028 Services**

Budgeted Hours are as follows:

TASK	Estimated Hours	Estimated Budget
Monthly Invoicing	36	\$7,524.00
Annual Agency Billing - issue bills, collect and deposit.	3	627.00
Maintain and Reconcile Bank Accounts	32	6,800.00
Mid-Year Financials	30	6,830.00
Year End Financials (includes Biennial Audit)	42	10,234.00
Budget - review actuals and contracts, work with Executive Director on format.	9	2,441.00
Finance/Finance Committee Meetings	30	7,614.00
Metro TAC Meetings	14	3,374.00
Metro Commission Meetings	40	11,720.00
Review and Update Fiscal Policies	15	4,815.00
Assist with Board Administration As-Needed	25	5,225.00
Administer & Manage JPA's Website	11	2,411.00
Exhibit E Reconciliation	40	10,040.00
Miscellaneous	10	2,426.00
<b>TOTAL ESTIMATE:</b>	<b>337 Hours</b>	<b>\$82,081.00</b>

Additional Meetings will be billed at a minimum 2 hours times billable rate.

**Consultant Contact Information:**

Rodney Greek, CPA

California CPA License # 75279

1325 N. Vulcan Ave.

Encinitas, CA 92024

CPA's Office Phone: 760-809-0681

CPA's Office Email: [rjgreek@cox.net](mailto:rjgreek@cox.net)

Assistant Treasurer – Lee Ann Jones-Santos

Assistant Treasurer's Phone: 619-823-8129

Assistant Treasurer's Email: [lasantos8928@gmail.com](mailto:lasantos8928@gmail.com)

### **Fiscal Year (FY) 2029**

During FY2029, Rodney Greek, CPA and Assistant Treasurer Lee Ann Jones Santos will provide professional Government Treasurer Accounting services to Metro JPA as follows:

- Monitor and manage separate bank accounts to include savings and checking.
- Maintain and reconcile bank accounts,
- Prepare Member Agency annual billings.
- Collect and deposit Member Agency billings.
- Make authorized expenditures related to conducting Metro Metro JPA business.
- Provide biannual unaudited financial reporting which reflects cash balances, outstanding receivables, and payables.
- Provide biannual unaudited income statement for financial reporting. Financial reporting will separately track Metro JPA receipts and expenditures.
- Accrual basis of accounting will be used to reveal outstanding receivables and payables to the extent known as of the financial statement date.
- Attend staff and Board meetings as desired by the Metro Commission.
- Consult and respond to questions from member agencies concerning finances and billings.
- Review and Update Financial/Fiscal Policies as needed.
  - Review records to ensure adherence to the Records Retention Policy.
- Assist with Board Administrative duties As-Needed.
- Implement process improvements for financial accounting, processing and reporting as new technologies are developed and identified.
- Administrator and manage the Metro Wastewater JPA/Commission website.
- Exhibit E Reconciliation. This is the primary year to complete Phase 1.
- Other incidental services consistent with the Treasurer's position.

Services will be billed quarterly based on hours worked for each line item. Professional Government Accounting Services will be provided at billable rates as follows:

(Billable Rates below were increased 2% over prior fiscal year rounded down to the nearest whole dollar)

Treasurer/CPA - \$327.00 per hour

Assistant Treasurer - \$213.00 per hour

### **FY 2029 Services**

Budgeted Hours are as follows:

<b>TASK</b>	<b>Estimated Hours</b>	<b>Estimated Budget</b>
Monthly Invoicing	36	\$7,668.00
Annual Agency Billing - issue bills, collect and deposit.	3	639.00
Maintain and Reconcile Bank Accounts	32	6,930.00
Mid-Year Financials	30	6,960.00
Year End Financials	28	6,990.00
Budget - review actuals and contracts, work with Executive Director on format.	9	2,487.00
Finance/Finance Committee Meetings	30	7,758.00
Metro TAC Meetings	14	3,438.00
Metro Commission Meetings	40	11,940.00
Review and Update Fiscal Policies	15	4,905.00
Assist with Board Administration As-Needed	25	5,325.00
Administer & Manage JPA's Website	11	2,457.00
Exhibit E Reconciliation (Complete Phase 1)	80	20,460.00
Miscellaneous	10	2,472.00
<b>TOTAL ESTIMATE:</b>	<b>363 Hours</b>	<b>\$90,429.00</b>

Additional Meetings will be billed at a minimum 2 hours times billable rate.

### **Consultant Contact Information:**

Rodney Greek, CPA

California CPA License # 75279

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Encinitas, CA 92024

CPA's Office Phone: 760-809-0681

CPA's Office Email: [rjgreek@cox.net](mailto:rjgreek@cox.net)

Assistant Treasurer – Lee Ann Jones-Santos

Assistant Treasurer's Phone: 619-823-8129

Assistant Treasurer's Email: [lasantos8928@gmail.com](mailto:lasantos8928@gmail.com)

### **Fiscal Year (FY) 2030**

During FY2030, Rodney Greek, CPA and Assistant Treasurer Lee Ann Jones Santos will provide professional Government Treasurer Accounting services to Metro JPA as follows:

- Monitor and manage separate bank accounts to include savings and checking.
- Maintain and reconcile bank accounts,
- Prepare Member Agency annual billings.
- Collect and deposit Member Agency billings.
- Make authorized expenditures related to conducting Metro Metro JPA business.
- Provide biannual unaudited financial reporting which reflects cash balances, outstanding receivables, and payables.
- Provide biannual unaudited income statement for financial reporting. Financial reporting will separately track Metro JPA receipts and expenditures.
- Prepare biennial unaudited balance sheet, income statement and cash flow statement. Work with outside audit firm to complete the biennial audit.
- Accrual basis of accounting will be used to reveal outstanding receivables and payables to the extent known as of the financial statement date.
- Attend staff and Board meetings as desired by the Metro Commission.
- Consult and respond to questions from member agencies concerning finances and billings.
- Review and Update Financial/Fiscal Policies as needed.
  - Review records to ensure adherence to the Records Retention Policy.
- Assist with Board Administrative duties As-Needed.
- Implement process improvements for financial accounting, processing and reporting as new technologies are developed and identified.
- Administrator and manage the Metro Wastewater JPA/Commission website.
- Exhibit E Reconciliation.
- Other incidental services consistent with the Treasurer's position.

Services will be billed quarterly based on hours worked for each line item. Professional Government Accounting Services will be provided at billable rates as follows:

(Billable Rates below were increased 2% over prior fiscal year rounded down to the nearest whole dollar)

Treasurer/CPA - \$333.00 per hour

Assistant Treasurer - \$217.00 per hour

**FY 2030 Services**

Budgeted Hours are as follows:

TASK	Estimated Hours	Estimated Budget
Monthly Invoicing	36	\$7,812.00
Annual Agency Billing - issue bills, collect and deposit.	3	651.00
Maintain and Reconcile Bank Accounts	32	7,060.00
Mid-Year Financials	30	7,090.00
Year End Financials (includes Biennial Audit)	42	10,622.00
Budget - review actuals and contracts, work with Executive Director on format.	9	2,533.00
Finance/Finance Committee Meetings	30	7,902.00
Metro TAC Meetings	14	3,502.00
Metro Commission Meetings	40	12,160.00
Review and Update Fiscal Policies	15	4,995.00
Assist with Board Administration As-Needed	25	5,425.00
Administer & Manage JPA's Website	11	2,503.00
Exhibit E Reconciliation	40	10,420.00
Miscellaneous	10	2,518.00
<b>TOTAL ESTIMATE:</b>	<b>337 Hours</b>	<b>\$85,193.00</b>

Additional Meetings will be billed at a minimum 2 hours times billable rate.

**Consultant Contact Information:**

Rodney Greek, CPA

California CPA License # 75279

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Encinitas, CA 92024

CPA's Office Phone: 760-809-0681

CPA's Office Email:

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Assistant Treasurer – Lee Ann Jones-Santos

Assistant Treasurer's Phone: 619-823-8129

Assistant Treasurer's Email: [lasantos8928@gmail.com](mailto:lasantos8928@gmail.com)

## **Scope of Work: Board Secretary**

The Board Secretary performs the administrative, statutory, and confidential duties normal to this office, including but not limited to countersigning all contracts and resolutions signed by the Chair or Vice Chair on behalf of the JPA, and performs such other duties as may be imposed by the Board contractually and as set forth more fully in the Metro JPA Joint Powers Agreement or Bylaws, as they may be revised from time to time. The Board Secretary provides clerical support and related services to facilitate monthly Metro JPA/Metro Commission, Metro JPA Committees, Metro TAC meetings, and any special meetings that may be called, including: preparation of agendas and attachments; posting of agendas and notices in compliance with State laws on the JPA's website and other appropriate locations; distribution via email and mailing of agenda packages; ordering meals, polling of board availability, securing meeting rooms, set-up, tear down, managing and attending on average 30 annual board and committee meetings, taking action and summary minutes and occasional meeting verbatim transcripts; preparation of and emailing and mailing of all necessary correspondence; interfacing with the Chair and Directors by phone, email and fax. The Board Secretary shall be responsible for the administration of Record Retention policy and shall oversee compliance with the provisions of this policy and acts as Records Manager by processing and tracking all agendas and attachments, resolutions, contracts, reports and correspondence of the board and ensuring they are available for public viewing with updates to the JPA's website; and as the central point of contact for the Metro JPA , Metro Commission, Metro JPA Committees, and Metro TAC. Ensures statutory compliance as required by Government Code and Joint Powers Authority by the Joint Exercise of Powers Act including preparation of Oaths of Office for new board members and as the Agency Official for the submittal of Conflict of Interest 700 forms for the Executive Team to the JPA. Board Secretary services are provided pursuant to a written consulting agreement on an hourly basis not to exceed 50 hours per month. All services described herein are provided pursuant to a written consulting agreement and are performed in the capacity of an independent contractor to the Metro Wastewater Joint Powers Authority.

Existing and Proposed Contract Cap: \$49,200

Current Hourly Rate: \$72

Annual COLA adjustments based on Consumer Price Index, San Diego Area



## **MEMORANDUM**

**TO: Metro JPA Finance Committee**  
**FROM: Karyn Keze, Executive Director/Financial Consultant**  
**SUBJECT: Overview of Budget Updates Since February Finance Committee Meeting**

Since the February Finance Committee meeting, minor updates have been made to the FY 2026 projected year-end budget amounts, along with the inclusion of additional FY 2027 projected operating expenses based on revised and new information.

These updates are summarized in the three tables below and are highlighted in yellow in the full budget schedules attached to this memorandum.

### **FY 2026 Projected Budget vs. Actuals**

Projected FY 2026 expenses have increased by approximately 2% (\$16,032), primarily due to revisions to the Treasurer's contract to incorporate costs associated with the website update project.

In addition, the Treasurer's required bond was not included in the original FY 2026 budget and has now been accounted for following payment. These updates are summarized in Table 1.

**TABLE 1  
FY 2026 PROJECTED BUDGET VERSUS ACTUALS**

	February	March	Difference	%
Treasurer	\$ 60,218	\$ 75,000	\$ 14,782	25%
Miscellaneous	\$ -	\$ 1,250	\$ 1,250	
	\$ 60,218	\$ 76,250	\$ 16,032	27%

Revised Forecast based on Website Project  
Public Officials Bond Payment

	Forecast Through 6/30/2026	Approved Annual FY 2026 Budget	Forecast over / (under) FY 2026 Budget	
February	\$ 735,279	\$ 834,512	\$ (99,233)	-12%
March	\$ 751,311	\$ 834,512	\$ (83,201)	-10%
Difference	\$ 16,032			2%

## FY 2027 Proposed Operating Budget Updates

Table 2 summarizes the changes to FY 2027 proposed budgeted expenditures since the February Finance Committee meeting. A total increase of \$77,020 has been incorporated into the original draft budget.

The majority of this increase reflects an update to the projected cost for the new Executive Director position, based on the hourly rates submitted in the actual applications. In addition, a preliminary insurance estimate has been received and incorporated, along with the associated membership requirement with CSDA.

The Treasurer's and Financial Consultant's contract amounts have also been updated to align with the proposed four-year contract terms, and the Treasurer's bond cost has been included in the FY 2027 budget.

**TABLE 2  
FY 2027 PROPOSED OPERATING BUDGET CHANGES**

	February	March	Difference	
Executive Director	\$ 64,800	\$ 126,000	\$ 61,200	49%
Financial Consultant	\$ 115,940	\$ 124,000	\$ 8,060	7%
Treasurer	\$ 80,640	\$ 78,150	\$ (2,490)	-3%
Memberships		\$ 2,000	\$ 2,000	100%
Insurance		\$ 7,000	\$ 7,000	100%
Miscellaneous	\$ 250	\$ 1,500	\$ 1,250	83%
	\$ 261,630	\$ 338,650	\$ 77,020	23%

Budget increased from \$180 to \$350/hour  
SARA Implementation Hours Added  
Hourly Rate Adjustments  
CSDA membership required for SDRMA Insurance  
Preliminary estimate from SDRMA w/o Cyber  
Increased by Treasurer's Bond

## Current Status of FY 2027 Operating Budget

Table 3 summarizes the current FY 2027 projected budget, reflecting the increase of \$77,020 from the February draft, as detailed in Table 2. This results in the FY 2027 budget being approximately 4% higher than the FY 2026 Adopted Budget.

**TABLE 3  
TOTAL FY 2027 OPERATING BUDGET SUMMARY**

	<b>Draft FY 2027 Budget</b>	<b>Difference from FY 2026 Budget</b>	
February	\$ 790,874	\$ (43,638)	-6%
March	\$ 867,894	\$ 33,382	4%

The projected offsetting non-operating revenues of \$50,509, as shown in Attachment 2 to this memo reduce the amount to be billed to the Participating Agencies (PAs) from the total projected FY 2027 budgeted expenses of \$867,894 to \$817,385, which is \$26,530 higher than the amount billed to the PAs base on the FY 2026 Adopted Budget.

However, as shown in Table 4 below, derived from the budget model, the JPA maintains sufficient cash reserves to support holding the Participating Agency (PA) billing level at last year's amount of \$790,855, if the Board so chooses.

**Table 4  
Summary of Projected Fund Balance and Reserves**

<b>Fund Balance at 6/30/25</b>	<b>\$</b>	<b>740,157</b>
<b>Projected Net Income FY 26</b>	<b>\$</b>	<b>142,422</b>
<b>Projected 6/30/26 Fund Balance</b>	<b>\$</b>	<b>882,579</b>
<b>4 Months Operating Expenses FY'27</b>	<b>\$</b>	<b>289,298</b>
<b>3 Months Contingency Reserve FY'27</b>	<b>\$</b>	<b>216,974</b>
<b>Amount over Required Reserves</b>		<b>376,307</b>

It should be noted that several elements of the budget may change prior to presentation of the final draft to the Finance Committee at its April meeting, as Memberships, Insurance, and Executive Director compensation remain under review.

This agenda item is intended to support conceptual approval of the Draft FY 2027 Operating Budget, subject to final adjustments, and to facilitate discussion regarding the

potential use of available reserves in excess of policy reserve requirements to stabilize Participating Agency (PA) billing at last year's level.

**ATTACHMENT 1  
FY 2026 PROJECTED BUDGET VERSUS ACTUALS**

	Actual Through 12/31/2025	Estimate Remaining Months	Forecast Through 6/30/2026	Approved Annual FY 2026 Budget	Forecast over / (under) Budget	
					\$	%
<b>Income</b>						
Membership Dues	\$ 790,857	\$ -	\$ 790,857	\$ 790,855	\$ 2	0%
Use of Reserves	\$ -	-	-	-	-	
City of San Diego	\$ 12,567	\$ 72,299	84,866	27,000	57,866	214%
Interest Income	10,485	7,524	18,009	16,657	1,352	8%
<b>Total Income</b>	<b>\$ 813,910</b>	<b>\$ 79,823</b>	<b>\$ 893,733</b>	<b>\$ 834,512</b>	<b>\$ 59,221</b>	<b>7%</b>
<b>Expense</b>						
Admin - Board Secretary	\$ 17,611	\$ 24,600	\$ 42,211	\$ 49,200	\$ (6,989)	-14%
Executive Director						
Bank Charges	138	138	276	200	76	38%
Financial Services				-		
Audit Fees	6,405	17,225	23,630	23,630	-	0%
Executive Director - The Keze Group	98,019	96,000	194,019	168,000	26,019	15%
Treasurer	35,218	39,782	75,000	50,000	25,000	50%
JPA/TAC meeting expenses	2,552	3,300	5,852	6,600	(748)	-11%
Memberships						
Insurance						
Miscellaneous	-	-	1,250	250	1,000	400%
Per Diem - Board	21,658	27,800	49,458	55,600	(6,142)	-11%
Printing, Postage, Supplies	95	100	195	800	(605)	-76%
Professional Services						
Engineering - Dexter Wilson	68,040	100,000	168,040	200,000	(31,960)	-16%
Legal - 2nd ARA/PW	44,992	24,000	68,992	150,000	(81,008)	-54%
Legal - General	27,373	72,000	99,373	60,000	39,373	66%
Legal - Spill	3,281	3,000	6,281	30,000	(23,720)	-79%
Consensus Support	-	-	-	12,450	(12,450)	
Strategic Planning	-	-	-	-	-	
IT & Communications	-	9,414	9,414	20,000	(10,586)	-53%
Telephone, Internet, Software	538	3,000	3,538	4,000	(462)	-12%
Website Maintenance & Hosting	3,782	-	3,782	3,782	(0)	0%
<b>Total Expense</b>	<b>\$ 329,701</b>	<b>\$ 420,359</b>	<b>\$ 751,311</b>	<b>\$ 834,512</b>	<b>\$ (83,201)</b>	<b>-10%</b>
<b>Net Income (Loss)</b>	<b>\$ 484,208</b>	<b>\$ (340,536)</b>	<b>\$ 142,422</b>	<b>\$ -</b>	<b>\$ 142,422</b>	<b>17%</b>

**ATTACHMENT 2  
FY 2027 PROPOSED OPERATING BUDGET**

	FY 2027 Proposed Annual Budget	Difference from FY '26 Forecast	Difference from FY '26 Budget		Variations in Line Items Compared to the FY 2026 Adopted Budget
			\$	%	
<b>Income</b>					
Membership Dues	\$ 817,385	\$ 26,528	\$ 26,530	3%	Recommend billing same amount as FY 2026
Use of Reserves		-	-		
City of San Diego	27,000	(57,866)	-	0%	Base contract rebudgeted
Interest Income	23,509	5,500	6,852	29%	Increase due to reserve funds in LAIF
<b>Total Income</b>	<b>\$ 867,894</b>	<b>\$ (25,839)</b>	<b>\$ 33,382</b>	<b>4%</b>	
<b>Expense</b>					
Admin - Board Secretary	\$ 49,200	6,989	\$ -	0%	Rebudgeted
Executive Director	\$ 126,000	126,000	\$ 126,000	100%	Budget increased from \$180 to \$350/hour
Bank Charges	600	324	400	67%	Updated for LAIF Wire Transfers & ACH
<b>Financial Services</b>					
Audit Fees	-	(23,630)	(23,630)	0%	Biannual Audit - Next in FY2028
Financial Consultant- The Keze Group	124,000	(70,019)	(44,000)	-35%	Decrease - SARA & ED tasks
Treasurer	78,150	3,150	28,150	36%	Inclusion of webmaster scope + financial requirements
JPA/TAC meeting expenses	6,600	748	-	0%	Rebudgeted
Memberships	2,000	2,000	2,000	100%	CSDA membership required for SDRMA Insurance
Insurance	7,000	7,000	7,000	100%	Preliminary estimate from SDRMA w/o Cyber
Miscellaneous	1,500	250	1,250	83%	Increased by Treasurer's Bond
Per Diem - Board	55,600	6,142	-	0%	Rebudgeted; covers COLA increase
Printing, Postage, Supplies	1,000	805	200	20%	Increase based on actual expense forecast
<b>Professional Services</b>					
Engineering - Dexter Wilson	153,880	(14,160)	(46,120)	-30%	Decrease following SARA draft completion
Legal - S&W (2nd ARA/PW)	110,000	41,008	(40,000)	-36%	Decrease following SARA draft completion
Legal - S&W (General)	100,000	627	40,000	40%	Increase for New ED support
Legal - S&W (Spill)	30,000	23,720	-	0%	Rebudgeted
Consensus Support	12,450	12,450	-	0%	Rebudgeted
Strategic Planning	-	-	-		Contract completed in FY 2025
IT & Communications	1,500	(7,914)	(18,500)	-1233%	Decrease due to Website Update
Telephone, Internet, Software	4,000	462	-	0%	Rebudgeted
Website Maintenance & Hosting	4,414	632	632	14%	Year 2 of IonBlade Contract - Managed Support
<b>Total Expense</b>	<b>\$ 867,894</b>	<b>\$ 116,583</b>	<b>\$ 33,382</b>	<b>4%</b>	

**Table 4  
Summary of Projected Fund Balance and Reserves**

Fund Balance at 6/30/25	\$ 740,157
Projected Net Income FY 26	\$ 142,422
Projected 6/30/26 Fund Balance	\$ 882,579
4 Months Operating Expenses FY'27	\$ 289,298
3 Months Contingency Reserve FY'27	\$ 216,974
Amount over Required Reserves	376,307

**ATTACHMENT 3  
FY 2027 BUDGET FUNDING**

Agency	ACTUAL FY 2024 BILLING		ACTUAL FY 2025 BILLING				ACTUAL FY 2026 BILLING		PROPOSED FY 2027 BILLING			
	Per Cent	Amount	Per Cent	Base Amount	Reserve	Amount	Per Cent	Amount	Per Cent	Amount		
	Agency Billing %	Total Agency Billing	Agency Billing %	Total Base Budget Billing	Contribution Per Agency	Total FY 2025 + Reserve	Agency Billing %	Total Agency Billing	Agency Billing %	Total Agency Billing	Difference FY2026	
<i>Chula Vista</i>	31.84%	\$ 231,650	33.03%	\$ 261,255	\$ 65,314	\$ 326,569	30.57%	\$ 241,795	33.13%	\$ 270,812	\$ 29,017	12.0%
<i>Coronado</i>	2.70%	\$ 19,644	2.64%	\$ 20,870	\$ 5,218	\$ 26,088	2.31%	\$ 18,232	2.50%	\$ 20,473	\$ 2,241	12.3%
<i>County of SD*</i>	15.99%	\$ 116,334	17.02%	\$ 134,572	\$ 33,643	\$ 168,215	17.40%	\$ 137,631	17.84%	\$ 145,834	\$ 8,202	6.0%
<i>Del Mar</i>	0.02%	\$ 146	0.03%	\$ 212	\$ 53	\$ 264	0.02%	\$ 170	0.03%	\$ 230	\$ 60	35.3%
<i>El Cajon</i>	14.46%	\$ 105,203	14.43%	\$ 114,097	\$ 28,524	\$ 142,621	16.25%	\$ 128,518	10.87%	\$ 88,860	\$ (39,658)	-30.9%
<i>Imperial Beach</i>	3.67%	\$ 26,701	3.89%	\$ 30,765	\$ 7,691	\$ 38,456	3.92%	\$ 31,010	4.18%	\$ 34,146	\$ 3,136	10.1%
<i>La Mesa</i>	7.89%	\$ 57,403	7.15%	\$ 56,520	\$ 14,130	\$ 70,649	6.75%	\$ 53,410	7.39%	\$ 60,370	\$ 6,961	13.0%
<i>Lemon Grove</i>	3.32%	\$ 24,154	3.21%	\$ 25,350	\$ 6,338	\$ 31,688	2.31%	\$ 18,268	2.81%	\$ 22,936	\$ 4,668	25.6%
<i>National City</i>	8.39%	\$ 61,041	7.64%	\$ 60,414	\$ 15,104	\$ 75,518	7.50%	\$ 59,289	8.04%	\$ 65,748	\$ 6,460	10.9%
<i>Otay Water District</i>	0.55%	\$ 4,001	0.65%	\$ 5,101	\$ 1,275	\$ 6,376	0.55%	\$ 4,380	0.83%	\$ 6,782	\$ 2,403	54.9%
<i>Padre Dam MWD</i>	7.01%	\$ 51,001	6.27%	\$ 49,625	\$ 12,406	\$ 62,032	8.40%	\$ 66,432	8.34%	\$ 68,155	\$ 1,723	2.6%
<i>Poway</i>	4.16%	\$ 30,266	4.06%	\$ 32,073	\$ 8,018	\$ 40,092	4.01%	\$ 31,722	4.04%	\$ 33,038	\$ 1,317	4.2%
<b>Total</b>	<b>100%</b>	<b>\$ 727,545</b>	<b>100%</b>	<b>790,855</b>	<b>\$ 197,714</b>	<b>\$ 988,569</b>	<b>100.0%</b>	<b>\$ 790,855</b>	<b>100.00%</b>	<b>\$ 817,385</b>	<b>\$ 26,530</b>	<b>3.4%</b>

\* County of SD includes East Otay Mesa, Lakeside/Alpine, Spring Valley and Wintergardens

\*\*Based on 2/26 flow adjustments to FY 2027 January Budget Estimate

**ATTACHMENT 4**

**FY 2027 BUDGET FUNDING INCLUDING FY2020 BUDGET TRUE-UP**

Agency	FY 2027 BILLING		FY 2020 TRUE-UP	
	Per Cent	Amount	FY 2020 True-Up	Total FY 2027 Billing
	Agency Billing %	Total Agency Billing		
<i>Chula Vista</i>	33.13%	\$ 270,812	\$ 5,171	\$ 275,983
<i>Coronado</i>	2.50%	\$ 20,473	\$ (3,975)	\$ 16,497
<i>County of SD*</i>	17.84%	\$ 145,834	\$ (3,052)	\$ 142,782
<i>Del Mar</i>	0.03%	\$ 230	\$ (282)	\$ (52)
<i>El Cajon</i>	10.87%	\$ 88,860	\$ (3,826)	\$ 85,034
<i>Imperial Beach</i>	4.18%	\$ 34,146	\$ 826	\$ 34,972
<i>La Mesa</i>	7.39%	\$ 60,370	\$ 7,033	\$ 67,404
<i>Lemon Grove</i>	2.81%	\$ 22,936	\$ 658	\$ 23,594
<i>National City</i>	8.04%	\$ 65,748	\$ 5,010	\$ 70,759
<i>Otay Water District</i>	0.83%	\$ 6,782	\$ (1,490)	\$ 5,293
<i>Padre Dam MWD</i>	8.34%	\$ 68,155	\$ (7,381)	\$ 60,774
<i>Poway</i>	4.04%	\$ 33,038	\$ 1,307	\$ 34,345
<b>Total</b>	<b>100.00%</b>	<b>\$ 817,385</b>	<b>\$ 0.00</b>	<b>\$ 817,385</b>

\* County of SD includes East Otay Mesa, Lakeside/Alpine, Spring Valley



# Membership Consideration

Summarized By: **Lee Ann Jones-Santos**

Date: **3/18/2026**

Project: **Membership Review Update**

## Introduction:

As part of the FY 2027 budget development process, and at the request of members of the Board, staff has conducted a review of potential professional associations that may provide value to the Metro Wastewater Joint Powers Authority (JPA). This review is intended to assist the Board in evaluating whether membership in one or more associations would enhance the JPA's effectiveness, provide cost-efficient access to professional resources, and support the organization's evolving operational and governance needs. Since the previous meeting and presentation, additional information has been provided by California Association of Sanitation Agencies (CASA). The California Special Districts Association (CSDA) and the WaterReuse Association is included for comparison.

## Membership Findings:

### Vendor 1: **CASA**

To become a member of the California Association of Sanitation Agencies (CASA), you can potentially join as a public agency or organization authorized to engage in wastewater management. CASA offers various membership benefits, including access to networking opportunities, mentorship programs, and advocacy for clean water interests. CASA focuses on these priority issues: PFAS, Biosolids, Energy, Water Recycling, Climate Change and Funding Opportunities. As this is new information this month we are including CASA's information as an attachment to this memo.

**Types of Membership:** Agency (we do not treat sewage)

**Price Competitiveness:** \$1975 (Based Annual Budget). Calendar year 2026 free trial.

**Education/Training:** CASA offers multiple conferences, workshops, and webinars throughout the year. 2026 Annual Conference in August in Napa California (no cost information at this time). Washington DC Policy Forum February 23-24, 2026, member

cost \$775 and non-member cost \$1200. Conferences/events are generally \$850-\$900 (in person).

**Customer Service:** Responsive (now)

## **Vendor 2: CSDA**

The California Special Districts Association (CSDA) serves as the voice for special districts in California, providing resources and support to help them effectively serve their communities. CSDA offers professional development opportunities, cost-saving programs, and an interactive map of independent special districts in California to enhance visibility and collaboration among districts. Additionally, CSDA hosts an annual conference to bring together members and stakeholders.

**Types of Membership:** Associate (references JPAs)

**Price Competitiveness:** \$1872 based on operating revenue (eligible Executive Director, Treasurer, Asst. Treasurer and Board Secretary). Fiscal year 2026 free trial until June 30<sup>th</sup>. The first year of membership has a 20% discount.

**Education/Training:** Provides various training and conferences. For example, SB827 training is offered to members at no cost. The non-member cost is \$125. If sold out there is an on-demand webinar at a later date. Annual Conference (early registration) shows a cost of \$890 for a member and \$1780 for a non-member.

**Customer Service:** Excellent

## **Vendor 3: Water Reuse**

The WaterReuse Association is the only national trade association dedicated to advancing laws, policies, and public acceptance of recycled water, representing over 200 communities and 60 million people across the United States.

**Types of Membership:** Reuse Related Businesses – Individual Consulting Firms would need to join. The JPA cannot join with no employees.

**Price Competitiveness:** Not Applicable

**Education/Training:** Technical for water reuse and no financial training

**Customer Service:** Responsive

## **Conclusion:**

Staff's review has continued. As noted previously, the Water Reuse Association requires membership at individual consultant firm or government agency level and is primarily focused on legislative advocacy rather than governance or fiscal training support. CASA (calendar year) and CSDA (fiscal year) have extended a free trial membership. CASA allows all the JPA members to participate and CSDA only allows the consultants with **just** the JPA as a client to join. CSDA potentially offers a pooled liability program which CASA does not. CASA focuses on wastewater and water recycling issues specifically where CSDA focuses more on general special district management and organizational issues dealing with employees, assets, etc. In addition, CASA works in conjunction with CSDA, California League of Cities. and other

organizations in advocacy efforts that overlap with their mission. For comparison purposes of advocacy efforts, CASA's State Advocacy listings/positions can be found at <https://casaweb.org/legislation/state-legislation/> and Federal <https://casaweb.org/legislation/federal-legislation/>. CSDA's can be found starting on Page 36 of last month's Finance Committee packet at <https://www.metrojpa.org/Home/ShowDocument?id=5258>.

As noted previously, the Board may wish to weigh responsiveness, eligibility structure, governance support, priority issues they focus on, SB 827 training availability, and overall cost in determining whether association membership would provide meaningful value to the JPA and, if so, which organization best aligns with the Authority's operational and compliance needs.



# MEMBER WELCOME GUIDE



## WELCOME

It is a pleasure to welcome you to CASA! For over 60 years, CASA has been the leading voice for public wastewater agencies on regulatory, legislative and legal issues.

This guide is designed to help you get to know CASA better, and to assist you in understanding more about your CASA membership.

## ABOUT CASA

✔ **Mission:** The mission of the California Association of Sanitation Agencies is to provide trusted information and advocacy on behalf of California clean water agencies, and to be a leader in sustainability and utilization of renewable resources.

✔ **Vision:** CASA's vision is to advance public policy and programs that promote the clean water community's efforts in achieving environmental sustainability and the protection of public health.

**CASA's Strategic Plan and Bylaws** are located on our website under [About CASA](#).

# MEMBER WELCOME GUIDE



## THE TEAM

Led by the Executive Director, CASA has a team of staff and consultants who direct and manage the association's broad range of programs and activities.

Adam D. Link, Executive Director  
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To learn more about their roles and experience, please [visit the website](#).



## OUR PROGRAMS

### ✔ Legislative Advocacy:

One of CASA's key objectives is to identify and tackle issues that may affect our member agencies. We advocate at both the state and federal levels on a variety of topics. Our team of advocates is among the best in their field. These influencers engage CASA members to write letters, attend meetings, and take other actions to ensure a powerful and influential voice at the state Capitol and in Washington D.C. We also work closely with other water and local government associations to present a unified voice on issues of common interest.

### ✔ Renewable Resources:

Creating and managing renewable resources for a sustainable California is important to CASA and our members. That's why we lead efforts in biosolids, climate mitigation and resiliency, renewable energy, and water recycling. Through our Air, Climate, and Energy (ACE) workgroup we discuss new regulations and rulemakings, policy development, and opportunities for public comment at both the state and federal level.

### ✔ Regulatory Analysis and Advocacy:

CASA frequently analyzes regulatory developments that have the potential to impact water quality and biosolids permitting and compliance. Through our regulatory and collection system workgroup we discuss new regulations and rulemakings, policy development, and opportunities for public comment at both the state and federal level.

### ✔ Legal:

CASA engages in legal advocacy primarily through its attorneys committee where counsel for CASA member agencies discuss recent legal developments affecting local government and the wastewater community. CASA regularly serves as amicus curiae on issues of importance to our members, and monitors cases that have the potential to impact the establishment of water quality standards, biosolids management, local government practices, and policy development.

# MEMBER WELCOME GUIDE



## CASA AWARDS OF EXCELLENCE PROGRAM

Recognition from California's leading clean water association honors our members' hard work and accomplishments. Our Awards of Excellence program offers opportunities to earn our prestigious symbol of respect, credibility, and innovation. Organizations may apply for awards in a variety of categories every spring. Applicants and winners are recognized at our annual conference every August. More information about our awards program, including recent recipients, is available on [our website](#).



## CASA EDUCATION FOUNDATION

Organized and managed by its own Board of Directors, the CASA Education Foundation was formed to enhance the future of California's clean water community by attracting new professionals into the industry through scholarships. Students pursuing higher education in engineering, environmental science, public administration, or other related fields, who show an interest in serving the clean water community may apply for the annual scholarships. The Foundation is supported largely through the generosity of our member agencies and associates through fundraising events and annual pledges.

More information is available on [our website](#).



## CASA MENTORING PROGRAM

The 11-month CASA Mentoring program serves to connect clean water professionals from across the state of California. Beginning in October each year and concluding in August, CASA matches mentor/mentee pairs based on their professional goals, preferences, and experience. Resources, check-ins and structure are provided by CASA and Core Consulting to set the mentoring relationships up for success! The program is open to both associates and agency members, in all stages of their career. Want to learn more? Visit the CASA Leadership, Education, Advancement, and Development (LEAD) webpage, [CASA LEAD](#).



## CONFERENCES AND OTHER EVENTS

Our members often tell us about the great value they receive from attending our in-person events. These events offer opportunities to stay current on the latest trends affecting the sector, and to network and share ideas with peers. Many of our CASA members have forged relationships through these events that have lasted for years. Our recurring annual events are as follows:

- ✔ **Winter Conference in January**
- ✔ **Policy Forum in Washington, D.C. in February**
- ✔ **Annual Conference in August**

We also host a wide variety of workshops (both virtual and in-person) on biosolids, technology, communications and other topics throughout the year.



# MEMBER WELCOME GUIDE



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## COMMITTEES

Each standing committee provides a forum for discussion of issues and development of subject matter expertise and knowledge. These Committees can provide recommendations for action and are empowered to take certain actions on behalf of CASA. More information about our committees is available on [our website](#).

**Associates:** This committee provides a forum for private sector associate members to discuss issues of interest and assist with special projects.

**Attorneys:** This committee provides a forum for discussion of legal issues and an opportunity for continuing education for members of the clean water community bar. The committee also makes recommendations to the Board of Directors regarding CASA participation in litigation.

**Communications:** This committee assists CASA in its mission to provide excellent service to its members in the areas of education, outreach and public information.

**Federal Legislative:** This committee establishes the association's position on proposed federal legislation and assists in planning the program for the annual D.C. Policy Forum.

**Nominating:** This committee provides a recommended slate of qualified nominees for the available elected director seats to the Board for approval.

**Program:** This committee assists in planning the program themes, focus and content for the conferences. CASA staff have the responsibility to prepare the final program, schedule, contact speakers, etc.

**State Legislative:** This committee establishes the association's position on proposed state legislation and ballot measures.

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## WORKGROUPS

CASA has a number of workgroups that focus on specific subject matter areas. The workgroups are open to all CASA members with an interest in participating. More information about the workgroups is available on [our website](#).

**Regulatory Workgroup:** This workgroup establishes CASA's position on state and federal regulatory proposals that affect wastewater agencies and provides a forum for members to learn about the latest regulatory developments on biosolids, water quality, and recycled water.

**Collection Systems Workgroup:** This workgroup reviews and comments on regulatory proposals and permits relating to sewer collection systems, serves as a clearinghouse for collection system performance metrics and other data and coordinates with other associations working on collection system issues.

### **Air Quality, Climate Change and Energy**

**Workgroup (ACE):** This workgroup reviews and comments on regulatory, legislative and policy proposals related to energy and climate change. The workgroup serves as a forum to discuss regulatory and policy initiatives, new technologies, funding opportunities and capital projects.

### **HR and Workforce Development Group:**

This workgroup is an opportunity for human resources professionals within CASA's member agencies to engage on workforce development issues and get questions answered related to issues of common interest among public clean water agencies.

# MEMBER WELCOME GUIDE



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## COMMUNICATIONS

We keep our members informed and engaged through a variety of communication efforts. Our website contains a wealth of information, both for those new to the industry and for those with advanced knowledge. Regular news and announcements will help keep you current. New members are automatically signed up to receive our emails and our twice-monthly newsletter, *CASA Connects*. Reading your *CASA Connects* and the Member Alerts we send out is a great way to stay current on the latest news regarding CASA programs and initiatives. We also encourage you to engage directly through our social media channels, including our [Facebook](#) and [Twitter](#) pages, and our [LISTSERVs](#).

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## PARTNER ASSOCIATIONS

One of CASA's strategic goals is to enhance partnerships to advance our advocacy and education efforts. Our key partners include:

### **Clean Water Summit Partners:**

This informal alliance consists of the presidents and executive directors of the state and regional wastewater associations. The group meets periodically to collaborate on joint initiatives. In addition to CASA, members of the summit partners include the Bay Area Clean Water Agencies (BACWA), the California Water Environment Association (CWEA), the Central Valley Clean Water Association (CVCWA) and Clean Water SoCal.

### **WaterReuse California:**

Since its founding in 1990, WaterReuse has advocated for policies, laws and funding at the state and federal level to increase the practice of recycling water. CASA and WaterReuse CA coordinate closely on water recycling and financing issues.

### **Association of California Water Agencies:**

The largest statewide coalition of public water agencies in the country, ACWA's public agency members collectively are responsible for 90% of the water delivered to cities, farms and businesses in California. In addition to working together on legislation and regulatory matters, CASA and ACWA jointly sponsor an annual reception for the California congressional delegation in Washington, D.C.

### **California Special Districts Association:**

CSDA promotes good governance and improved core local services through professional development, advocacy, and other services for all types of independent special districts. CASA works with CSDA on state legislation affecting our special district members.

### **The League of California Cities:**

The league is an association of California city officials who work together to enhance their knowledge and skills, exchange information, and combine resources so that they may influence policy decisions that affect cities. CASA works with the league on state legislation, regulations and litigation affecting local government.

### **National Association of Clean**

### **Water Agencies:**

NACWA is the leading national organization representing wastewater and stormwater utilities. CASA and NACWA work together on federal legislation, regulations, and litigation affecting clean water agencies. CASA also partners with NACWA, WEF and WE&RF in advancing the utility of the future model.

### **Water Environment Federation:**

WEF's mission is to connect water professionals, enrich expertise, increase the awareness of the impact and value of water and provide a platform for water sector innovation.



# MEMBER WELCOME GUIDE



## COMMON ACRONYMS

<b>ACE</b>	Air, Climate Change, and Energy	<b>FLC</b>	Federal Legislative Committee	<b>RWG</b>	Regulatory Workgroup
<b>ACWA</b>	Assoc of California Water Agencies	<b>FOG</b>	Fats, Oils and Grease	<b>RWQCB</b>	Regional Water Quality Control Board
<b>APWA</b>	American Public Works Association	<b>HAB</b>	Harmful Algal Bloom	<b>SCCWRP</b>	Southern California Coastal Water Research Project
<b>AQMD</b>	Air Quality Management District	<b>HAP</b>	Hazardous Air Pollutant	<b>SEP</b>	Supplementary Environmental Projects
<b>AWWA</b>	American Water Works Association	<b>IWC</b>	Instream Waste Concentration	<b>SFEI</b>	San Francisco Estuary Institute
<b>BABA</b>	Build America, Buy America	<b>IWSFG</b>	Int'l Water Services Flushability Group	<b>SIP</b>	State Implementation Policy (CTR/NTR criteria)
<b>BAC</b>	Bioenergy Association of California	<b>JPA</b>	Joint Powers Authority	<b>SLC</b>	State Legislative Committee
<b>BACWA</b>	Bay Area Clean Water Agencies	<b>LA</b>	Load Allocation (non-point sources)	<b>SOX</b>	Oxides of Sulfur
<b>BART</b>	Best Available Retrofit Technology	<b>LAFCO</b>	Local Agency Formation Commission	<b>SRF</b>	State Revolving Fund
<b>BOD</b>	Biochemical Oxygen Demand	<b>LHC</b>	Little Hoover Commission	<b>SSMP</b>	Sewer System Management Plan
<b>CalEPA</b>	California Environmental Protection Agency	<b>LOCC</b>	League of California Cities	<b>SSO</b>	Sanitary Sewer Overflow
<b>CAPCOA</b>	California Air Pollution Control Officers Association	<b>MACT</b>	Maximum Achievable Control Technology	<b>SSS WDR</b>	Sanitary Sewer System WDR
<b>CAPIO</b>	California Public Information Officials	<b>MCL</b>	Maximum Contaminant Level	<b>SWRCB</b>	State Water Resources Control Board
<b>CARB</b>	California Air Resources Board	<b>MGD</b>	Million Gallons per Day	<b>TAC</b>	Toxic Air Contaminant
<b>CDFA</b>	Calif Dept of Food & Agriculture	<b>MMP</b>	Mandatory Minimum Penalty	<b>TDS</b>	Total Dissolved Solids
<b>CDO</b>	Cease and Desist Order	<b>MOU</b>	Memorandum of Understanding	<b>TMDL</b>	Total Maximum Daily Load
<b>CEC</b>	California Energy Commission	<b>MUN</b>	Municipal Drinking Water (Beneficial Use)	<b>TSO</b>	Time Schedule Order
<b>CECs</b>	Constituents/Contaminants of Emerging Concern	<b>NACWA</b>	National Association of Clean Water Agencies	<b>TSS</b>	Total Suspended Solids
<b>CEQA</b>	California Environmental Quality Act	<b>NGOs</b>	Non-Governmental Organizations	<b>US EPA</b>	U.S. Environmental Protection Agency
<b>CFR</b>	Code of Federal Regulations	<b>NOX</b>	Nitrogen Oxides	<b>US EPA Region 9</b>	Pacific Islands and 148 Tribal Nations
<b>Clean Water SoCal</b>	Coalition of Southern California POTWs	<b>NPDES</b>	Nat'l Pollutant Discharge Elimination System	<b>UV</b>	Ultraviolet Treatment
<b>CPUC</b>	California Public Utilities Commission	<b>OAH</b>	Ocean Acidification and Hypoxia	<b>VOCs</b>	Volatile Organic Compounds
<b>CSDA</b>	California Special Districts Association	<b>OMB</b>	Office of Management and Budget	<b>WDR</b>	Waste Discharge Requirements
<b>CSO</b>	Combined Sewer Overflow	<b>OPC</b>	Ocean Protection Council	<b>WEF</b>	Water Environment Federation
<b>CTR</b>	California Toxics Rule	<b>PCBs</b>	PolyChlorinated Biphenyls	<b>WET</b>	Whole Effluent Toxicity
<b>CVCWA</b>	Central Valley Clean Water Association	<b>PFAS</b>	Per and Polyfluoroalkyl Substances	<b>WIFIA</b>	Water Infrastructure Finance and Innovation Act
<b>CWA</b>	Clean Water Act	<b>POTWs</b>	Publicly Owned Treatment Works	<b>WLA</b>	Waste Load Allocation
<b>CWEA</b>	California Water Environment Association	<b>PPIC</b>	Public Policy Institute of California	<b>WQBEL</b>	Water Quality Based Effluent Limitation
<b>CWG</b>	Collections Workgroup	<b>PSL</b>	Private Sewer Lateral	<b>WQS</b>	Water Quality Standards
<b>CWSP</b>	Clean Water Summit Partners	<b>QA/QC</b>	Quality Assurance / Quality Control	<b>WRCA</b>	Water Reuse California
<b>CWSRF</b>	Clean Water State Revolving Fund	<b>Region IX</b>	Western Region of USEPA (CA, AZ, NV & HI)	<b>WRDA</b>	Water Resource Development Act
<b>DO</b>	Dissolved Oxygen	<b>RFP</b>	Request for Proposals	<b>WRF</b>	Water Research Foundation
<b>DTSC</b>	Dept of Toxic Substances Control	<b>RFQ</b>	Request for Qualifications	<b>WRRF</b>	Wastewater Resource Recovery Facilities
<b>DWR</b>	Department of Water Resources	<b>RIN</b>	Renewable Identification Number	<b>WWTP</b>	Wastewater Treatment Plant
<b>DWSRF</b>	Drinking Water State Revolving Fund	<b>RMP</b>	Regional Monitoring Program		
<b>EIS/EIR</b>	Environmental Impact Statement/ Report	<b>RO</b>	Reverse Osmosis		
<b>ELAP</b>	Environmental Lab Accreditation Program	<b>RP</b>	Reasonable Potential		