



**Meeting of the Metro Commission
and Metro Wastewater JPA**

AGENDA

**Thursday, FEBRUARY 3, 2011
12:00 p.m.**

**9192 Topaz Way (MOC II) Auditorium
San Diego, California**

"The mission of the Metro Commission is to create an equitable partnership with the San Diego City Council on wastewater issues in the San Diego region that ensures fair rates for participating agencies, concern for the environment, and regionally balanced decisions through data analysis, collaboration among all stakeholders, and open dialogue."

Note: Any member of the Public may address the Metro Commission/Metro Wastewater JPA on any Agenda Item. Please complete a Speaker Slip and submit it to the Administrative Assistant or Chairperson prior to the start of the meeting if possible, or in advance of the specific item being called. Comments are limited to three (3) minutes per individual.

Documentation
Included

1. ROLL CALL
2. PLEDGE OF ALLEGIANCE TO THE FLAG
3. PUBLIC COMMENT
Persons speaking during Public Comment may address the Metro Commission/ Metro Wastewater JPA on any subject matter within the jurisdiction of the Metro Commission and/or Metro Wastewater JPA that is not listed as an agenda item. Comments are limited to three (3) minutes. Please complete a Speaker Slip and submit it prior to the start of the meeting.
- X 4. **ACTION** – CONSIDERATION AND POSSIBLE ACTION TO APPROVE THE MINUTES OF [December 2, 2010](#) (**Attachment**)
- X 5. **ACTION** – CONSIDERATION AND POSSIBLE ACTION TO APPROVE THE JPA MID-YEAR FINANCIAL STATEMENTS (**Attachments**)
6. **PRESENTATION** ON CITY OF SAN DIEGO STAFFING CHANGES (Edgar Patino)
7. UPDATE AND STATUS OF PBS&J 2011 CONTRACT
8. APPOINTMENT BY CHAIR OF MEMBERS TO STRATEGIC PLANNING COMMITTEE
9. **ACTION** – CONSIDERATION AND POSSIBLE ACTION TO APPROVE ELECTION OF OFFICERS:
 - A. Nominations
 - B. Election

Documentation
Included

X

10. KEY RELATED ITEMS WE SHOULD BE TRACKING/GETTING UP TO SPEED ON
(Attachment)
11. METRO TAC UPDATE
12. IROC UPDATE
 - a. Report from IROC Representative Caires on Financial Planning & Rate Case Drivers
13. FINANCE COMMITTEE
 - a. Report from Finance Committee
14. REPORT OF GENERAL COUNSEL
15. PROPOSED AGENDA ITEMS FOR THE NEXT METRO COMMISSION/ METRO WASTEWATER JPA MEETING **March 3, 2011.**
16. METRO COMMISSIONERS' AND JPA BOARD MEMBERS' COMMENTS
17. ADJOURNMENT OF METRO COMMISSION AND METRO WASTEWATER JPA

The Metro Commission and/or Metro Wastewater JPA may take action on any item listed in this Agenda whether or not it is listed "For Action."

Materials provided to the Metro Commission and/or Metro Wastewater JPA related to any open-session item on this agenda are available for public review by contacting L. Peoples at (619) 476-2557 during normal business hours.

***In compliance with the
AMERICANS WITH DISABILITIES ACT***

The Metro Commission/Metro Wastewater JPA requests individuals who require alternative agenda format or special accommodations to access, attend, and/or participate in the Metro Commission/Metro Wastewater JPA meetings, contact E. Patino at (858) 292.6321, at least forty-eight hours in advance of the meetings.

AGENDA ITEM 4

Attachment



**Meeting of the Metro Commission
and Metro Wastewater JPA**

**9192 Topaz Way (MOC II) Auditorium
San Diego, California**

December 2, 2010

DRAFT Minutes

Chairman Ewin called the meeting to order at 12:06 p.m. A quorum of the Metro Wastewater JPA and Metro Commission was declared, and the following representatives were present:

1. ROLL CALL

<u>Agencies</u>	<u>Representatives</u>		<u>Alternate</u>
City of Chula Vista	Cheryl Cox	X	Scott Tulloch
City of Coronado	Al Ovrom		Scott Huth
City of Del Mar	Donald Mosier	X	
City of El Cajon	Bill Wells	X	Dennis Davies
City of Imperial Beach	Patricia McCoy	X	
City of La Mesa	Ernie Ewin	X	
Lemon Grove Sanitation District	Jerry Jones	X	Patrick Lund
City of National City	Alejandra Sotelo-Solis	X	
City of Poway	Merrilee Boyack	X	
City of San Diego	Jerry Sanders		Roger Bailey
County of San Diego	Dianne Jacob		Daniel Brogadir
Otay Water District	Mark Robak	X	
Padre Dam MWD	Augie Caires		(No representative)
Metro TAC Chair	Scott Huth	X	Greg Humora
IROC	Jim Peugh	X	

Others present: Metro JPA General Counsel Paula de Sousa; Metro JPA Secretary David Scherer; City of San Diego Public Utilities Director Roger Bailey; City of San Diego Deputy City Attorney Jeremy Jung; Karyn Keese – PBS&J

2. PLEDGE OF ALLEGIANCE TO THE FLAG

Commissioner Boyack led the Pledge.

Chairman Ewin congratulated those members who were recently re-elected to their City Council or Board positions.

3. PUBLIC COMMENT

There was no public comment.

**4. ACTION - CONSIDERATION AND POSSIBLE ACTION TO APPROVE THE MINUTES OF
October 7, 2010.**

ACTION: Upon motion by Commissioner McCoy seconded by Commissioner Boyack, the October 7, 2010 Regular Meeting Minutes were approved unanimously.

5. CONSIDERATION FOR APPROVAL OF METRO FACILITIES CONTROL SYSTEM UPGRADE – PHASE II PROJECT

Ms. Dadachanji, City of San Diego, provided a brief overview of the project and noted that the estimated completion date of the project is March 2011. MetroTAC Chairman Huth stated that this item had been heard and previously approved by the MetroTAC.

Chairman Ewin requested the MetroTAC continue to monitor these types of sole-source projects.

ACTION: Upon motion by Commissioner Robak, seconded by Vice Chairman Jones, the Phase II Project was approved unanimously.

6. ACTION – REVIEW AND APPROVAL OF THIRD AMENDMENT TO METRO JPA TREASURER SERVICES AGREEMENT

General Counsel de Sousa explained that current General Manager of Padre Dam Municipal Water District and Metro JPA Treasurer Doug Wilson was successfully elected to serve on the Board of the Padre Dam Municipal Water District and therefore could no longer serve as Treasurer to the Metro JPA. The Third Amendment approves Karen Jassoy, the current Padre Dam Chief Financial Officer/Director of Finance to serve as Treasurer to the Metro JPA for the remainder of the Fiscal Year. Ms. Jassoy has been working closely with Mr. Wilson on all Metro JPA financial matters so is up to speed. This item was reviewed and approved at a Finance Committee Ad Hoc Committee meeting.

ACTION: Upon motion by Commissioner Boyack, seconded by Commissioner Sotelo-Solis, the Third Amendment to the Metro JPA Treasurer Services Agreement was approved unanimously.

7. ACTION – REVIEW AND APPROVAL OF METRO JPA 2011 MEETING CALENDAR

Chairman Ewin stated that this item was the proposed 2011 meeting schedule which reflected continuing to meet on the first Thursday of the month and if there is not enough business to meet, the scheduled meeting will be cancelled.

ACTION: Upon motion by Vice Chairman Jones, seconded by Commissioner Boyack, the Metro JPA 2011 Meeting Calendar was approved unanimously.

8. PRESENTATION ON CITY OF SAN DIEGO WATER PURIFICATION DEMONSTRATION PROJECT

Marsi Steirer, Deputy Water Department Director, City of San Diego provided a PowerPoint presentation on the City of San Diego Water Purification Demonstration Project.

Mr. Bailey agreed to provide the final briefing and draft to the MetroTAC for review prior to presentation to the Mayor of San Diego and then for Ms. Steirer to bring it back to the Metro JPA.

Chairman Ewin and Commissioner Robak encouraged all members to request a presentation to their Councils and even perhaps to roll it out at community meetings.

9. PRESENTATION ON CITY OF SAN DIEGO STAFFING CHANGES

City of San Diego, Interim Deputy Director, Finance & Information Technology Lee Ann Jones-Santos stated this item would be brought back at a later date.

10. KEY RELATED ITEMS WE SHOULD BE TRACKING/GETTING UP TO SPEED ON

Chairman Ewin asked the members to submit any items they would like to see added or elevated.

11. METRO TAC UPDATE

MetroTAC Chairman Huth stated that at the last MetroTAC meeting they had discussed and formulated comments back to the City of San Diego on the Recycled Water Study related to TM

#6 - Core Screening; heard a presentation from the City of San Diego on reclaimed water operational issues due to concerns from the City of Poway regarding quality and reliability of the recycled water with the City of San Diego providing quite a bit of data on the history of the water that came from north cities; spent time talking about the concept of the Salt Creek Diversion Structure in the So. Bay where they are looking at rerouting some of the wastewater from the Pt. Loma Treatment Plant to the So. Bay Treatment Plant for use in the So. Bay, mainly through the Otay Water District. Lastly, he and Dean Gipson of PBS&J attended the Stakeholders Meeting for the Recycled Water Study and noted that a number of the things they had commented on and a lot of the TMs are looking like they are starting to be addressed and the Study is starting to evolve. Particularly the biggest option that they are looking at is the proposal previously presented by Ms. Steirer to divert flow from Pt. Loma to San Vicente. TAC will continue to provide comments on the TM's and when the draft study is completed TAC will review and bring it to the JPA board for a policy decision on the study.

12. IROC UPDATE

a. Report from IROC Alternate Representative Robak on Financial Planning & Rate Case Drivers

IROC Alternate Representative Robak stated he had been asked by Commissioner Caires to provide an update, but he did not receive any notes, however IROC Chairman Mr. Peugh was present and could possibly comment on the attachments.

IROC Chairman Peugh stated that it was a very detailed and complex presentation full of factors that affect the rates; however he would not want to try to summarize them himself.

13. FINANCE COMMITTEE

a. Report from Finance Committee

Not having had a meeting in November, no report was provided.

Chairman Ewin deviated from the agenda to present Commissioner McCoy who after 12 years in Elected Office had not run for reelection and would therefore not be returning as the City of Imperial Beach Representative on the Metro JPA, with a small token of appreciation from the entire Board, Staff and other assigned City Staff thanking her for her service to the Metro JPA, for the questions that she had asked and for her general service to the entire region noting that her perspective had meant a lot to him personally as well as to the other members.

14. REPORT OF GENERAL COUNSEL

General Counsel de Sousa briefed the Board that following the election they had been busy reviewing Proposition 26 and its impact on local agencies. It defines what taxes are by defining what taxes are not. Sewer charges and fees are exempt under the Proposition because you have to follow the provisions of Proposition 218 in order to increase those rates. Now it would be the local public agencies obligation to rebut a presumption of a challenge – to prove that the charge was not a tax. Ms. de Sousa recommended that all members have their City Attorneys and General Counsels make sure that their record for adopting any fees explains why the fee is exempt under one of the 7 Proposition 26 exemptions. Additionally, Ms. de Sousa noted the San Ysidro Sewer Treatment Plant will be operational and meeting Clean Water Act Standards by January 5, 2011.

15. PROPOSED AGENDA ITEMS FOR THE NEXT METRO COMMISSION METRO WASTEWATER JPA MEETING (January 6, 2011)

There were none.

16. METRO COMMISSIONERS' and JPA BOARD MEMBERS' COMMENTS

There were none.

17. ADJOURNMENT OF METRO COMMISSION AND METRO WASTEWATER JPA

At 1:15 p.m., there being no further business, Chairman Ewin declared the meeting adjourned.

Recording Secretary

AGENDA ITEM 5

Attachment

Metro Wastewater JPA

Treasurer's Report
Six months ending December 31, 2010
(Revised Draft 1/25/11)

Treasurer's Report
Six months ending December 31, 2010
Unaudited

<u>Beginning Cash Balance at July 1, 2010</u>	\$ 92,839
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Operating Results

Membership dues & Interest income	105,091
Expenses	<u>(95,911)</u>
Net Income (Loss)	9,180
Net change in receivables & payables (see cash flow statement)	<u>117,159</u>

Cash provided (used) from operating activities	126,339
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<u>Ending Cash Balance at December 31, 2010</u>	<u><u>\$ 219,178</u></u>
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Submitted by:

Karen Jassoy, Treasurer
1/25/2011

Metro Wastewater JPA - C/O Padre Dam MWD

Balance Sheet

As of December 31, 2010

	<u>Dec 31, 10</u>	<u>Jun 30, 10</u>	<u>\$ Change</u>
ASSETS			
Current Assets			
Checking/Savings			
California Bank & Trust	\$ 215,829	\$ 89,428	\$ 126,401
California Bank - checking	<u>3,349</u>	<u>3,411</u>	<u>(62)</u>
Total Checking/Savings	219,178	92,839	126,339
Accounts Receivable			
Accounts Receivable	<u>2,297</u>	<u>2,111</u>	<u>186</u>
Total Accounts Receivable	<u>2,297</u>	<u>2,111</u>	<u>186</u>
Total Current Assets	<u>221,475</u>	<u>94,950</u>	<u>126,525</u>
TOTAL ASSETS	<u><u>\$ 221,475</u></u>	<u><u>\$ 94,950</u></u>	<u><u>\$ 126,525</u></u>
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
Accounts Payable	\$ 32,579	\$ 20,234	\$ 12,345
Total Accounts Payable	<u>32,579</u>	<u>20,234</u>	<u>12,345</u>
Other Current Liabilities			
Unearned Membership Billings	<u>105,000</u>	<u>-</u>	<u>105,000</u>
Total Other Current Liabilities	<u>105,000</u>	<u>-</u>	<u>105,000</u>
Total Current Liabilities	<u>137,579</u>	<u>20,234</u>	<u>117,345</u>
Total Liabilities	137,579	20,234	117,345
Equity			
Retained Equity	74,716	61,141	13,575
Net Income	<u>9,180</u>	<u>13,575</u>	<u>(4,395)</u>
Total Equity	<u>83,896</u>	<u>74,716</u>	<u>9,180</u>
TOTAL LIABILITIES & EQUITY	<u><u>\$ 221,475</u></u>	<u><u>\$ 94,950</u></u>	<u><u>\$ 126,525</u></u>

Metro Wastewater JPA - C/O Padre Dam MWD
Profit & Loss Budget vs. Actual
July through December 2010

	<u>Actual</u>	<u>Budget</u>	<u>\$ Over (Under) Budget</u>
Ordinary Income/Expense			
Income			
Membership Dues	\$ 105,000	\$ 105,000	\$ -
Interest Income	91	750	(659)
Total Income	<u>\$ 105,091</u>	<u>\$ 105,750</u>	<u>\$ (659)</u>
Expense			
PBS&J	\$ 63,328	\$ 53,002	\$ 10,326
Legal	11,192	19,252	(8,060)
Administrative Support - Padre	7,644	6,998	646
Per Diem - Agency	8,700	12,378	(3,678)
Metro/JPA/TAC meeting expenses	2,230	2,752	(522)
Telephone	893	378	515
Automobile Expense	759	1,500	(741)
Administrative Assistant	550	1,800	(1,250)
Public Information	319	1,062	(743)
Office Supplies	188	450	(262)
Bank charges	108	-	108
Supplies	-	378	(378)
Dues & Subscriptions	-	600	(600)
Contingencies	-	5,002	(5,002)
Total Expense	<u>\$ 95,911</u>	<u>\$ 105,552</u>	<u>\$ (9,641)</u>
Net Ordinary Income	<u>9,180</u>	<u>198</u>	<u>8,982</u>
Net Income	<u><u>\$ 9,180</u></u>	<u><u>\$ 198</u></u>	<u><u>\$ 8,982</u></u>

Statement of Cash Flows

July through December 2010

OPERATING ACTIVITIES

Net Income	\$ 6,891
Adjustments to reconcile Net Income to net cash provided by operations:	
Accounts Receivable	(186)
Accounts Payable	14,634
Unearned Membership Billings	<u>105,000</u>
Net cash provided by Operating Activities	<u>126,339</u>
Net cash increase for period	126,339
Cash at beginning of period	<u>92,839</u>
Cash at end of period	<u><u>\$ 219,178</u></u>

Metro Wastewater JPA - C/O Padre Dam MWD
A/R Aging Summary
As of December 31, 2010

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>> 90</u>	<u>TOTAL</u>
City of San Diego - Metro Wastewater Dept	<u>\$ 2,297.22</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>\$ 2,297.22</u>
TOTAL	<u>\$ 2,297.22</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>\$ 2,297.22</u>

Metro Wastewater JPA - C/O Padre Dam MWD

Vendor Balance Summary

As of December 31, 2010

Alejandra R Sotelo-Solis	\$	150.00
Augie Caires		728.00
Best Best & Krieger		4,363.34
Cheryl S. Cox		150.00
Donald Edward Mosier		150.00
Ernest Erwin		150.00
Jerrold L. Jones		150.00
Lori Anne Peoples		3,840.01
Mark Robak		481.00
Merrillee Boyack		150.00
Padre Dam		220.80
Patricia W. McCoy		150.00
PBS&J		21,285.00
Philadelphia Sandwich Co.		460.98
William D Wells		150.00
TOTAL	\$	<u>32,579.1</u>

AGENDA ITEM 10

Attachment

**MetroTAC
2010/2011 Work Plan**

MetroTAC Items	Description	Subcommittee Member(s)
Lateral Issues	Sewer laterals are owned by the property owners they serve, yet laterals often allow infiltration and roots to the main lines causing maintenance issues. As this is a common problem among PAs, the MetroTAC will gather statistics from national studies and develop solutions.	Tom Howard Joe Smith
Advanced Water Purification Demonstration Project	San Diego engaged CDM to design/build/operate the project for the water repurification pilot program. The MetroTAC will monitor and participate in the process as it moves forward. <i>9/2010: NTP issued on 9/2/2010; operation is scheduled for April 2011 followed by one year of testing and monitoring.</i>	
Fiscal Items	The Finance committee will continue to monitor and report on the financial issues affecting the Metro System and the charges to the PAs. The debt finance and reserve coverage issues have been resolved. Refunds totaling \$12.3 million were sent to most of the PA's.	Greg Humora Scott Huth Doug Wilson Karyn Keese
Recycled Water Fiscal Issues	The recycled water credits issue will be taken up starting in September 2010.	Scott Huth Doug Wilson Karyn Keese
Water Reduction - Impacts on Sewer Rates	The MetroTAC wants to evaluate the possible impact to sewer rates and options as water use goes down, and consequently the sewer flows go down, reducing sewer revenues. Sewer strengths are also increasing because of less water to dilute the waste. We are currently monitoring the effects of this.	David Scherer Manny Magaña Karyn Keese
"No Drugs Down the Drain"	The state has initiated a program to reduce pharmaceuticals entering the wastewater flows. There have been a number of collection events within the region. The MetroTAC, working in association with the Southern California Alliance of Publicly-owned Treatment Works (SCAP), will continue to monitor proposed legislation and develop educational tools to be used to further reduce the amount of drugs disposed of into the sanitary sewer system. County Sheriff and Chula Vista have set up locations for people to drop off unwanted medications and drugs. <i>9/2010: A national prescription drug take back event has been planned for 9/25/10 at locations throughout the county. The event is being coordinated by local law enforcement agencies. The county sheriff also has permanent drop off locations for prescription drugs.</i>	Greg Humora
Flushable Items that do not Degrade	Several PAs have problems with flushable products, such as personal wipes, that do not degrade and cause blockages. MetroTAC is investigating solutions by other agencies, and a public affairs campaign to raise awareness of the problems caused by flushable products. We are also working with SCAP in their efforts to help formulate state legislation to require manufacturers of products to meet certain criteria prior to labeling them as "flushable." Follow AB2256 and offer support.	David Scherer Dean Gipson
Grease Recycling	To reduce fats, oils, and grease (FOG) in the sewer systems, more and more restaurants are being required to collect and dispose of cooking grease. Companies exist that will collect the grease and turn it into energy. MetroTAC is exploring if a regional facility offers cost savings for the PAs. The PAs are also sharing information amongst each other for use in our individual programs. <i>9/2010: Liquid Environmental Solutions is actively working on agreements with various cities; David Scherer will share the draft franchise agreement when it is ready</i>	David Scherer Dean Gipson

MetroTAC Items	Description	Subcommittee Member(s)
"Power Tariff"	Power companies are moving to a peak demand pricing scheme which negatively impacts PAs with pump stations and other high energy uses. MetroTAC wants to evaluate the new legislation and regulations, and to identify and implement cost savings efforts for the PAs. John Helminski at the City of San Diego is working on a sustainability project for CoSD	Tom Howard Paula de Sousa
Recycled Water Study	As part of the secondary waiver process, San Diego agreed to perform a recycled water study within the Metro service area. That study is currently underway, and MetroTAC has representatives participating in the working groups. Al Lau and Dean Gipson attended the Coarse Screening Workshop in August 2010. The next Status Update Meeting is 9/7/10.	Scott Huth Al Lau Dean Gipson
Recycled Water Rate Study	San Diego is working on a rate study for pricing recycled water from the South Bay plant and the North City plant. MetroTAC, in addition to individual PAs, have been engaged in this process and have provided comments on drafts San Diego has produced. We are currently waiting for San Diego to promulgate a new draft which addresses the changes we have requested. Draft study is expected in September 2010.	Karyn Keese
Metro JPA Strategic Initiatives	MetroTAC to develop success measures for the JPA strategic initiatives and suggest a schedule to complete certain items	Scott Huth Dan Brogadir Dean Gipson
California Ocean Plan	<i>9/2010: The Ocean Plan may become more restrictive due to changes in brine discharges, thereby reducing the ability to install desalination plans</i>	
Board Members' Items		
Rate Case Items	San Diego is starting the process for their next five-year rate case. As part of that process, MetroTAC and the Finance Committee will be monitoring the City's proposals as we move forward.	
Schedule E	MetroTAC and the Finance Committee are active and will monitor this process. Individual items related to Schedule E will come directly to the Board as they develop.	
Future bonding	MetroTAC and the Finance Committee are active and will monitor this process. Individual items related to bonding efforts will come directly to the Board as they develop.	
Changes in water legislation	MetroTAC and the Board should monitor and report on proposed and new legislation or changes in existing legislation that impact wastewater conveyance, treatment, and disposal, including recycled water issues	
Role of Metro JPA regarding Recycled Water	As plans for water reuse unfold and projects are identified, Metro JPA's role must be defined with respect to water reuse and impacts to the various regional sewer treatment and conveyance facilities	
Border Region	Impacts of sewer treatment and disposal along the international border should be monitored and reported to the Board. These issues would directly affect the South Bay plants on both sides of the border.	
IROC Performance Audits	Work with IROC to identify areas to be audited; participate in audit process. Provide the top 5 areas to audit by September IROC meeting. <i>9/2010: JPA has completed the list of 5 items for IROC to evaluate for its performance audit</i>	Augie Caries

MetroTAC Items	Description	Subcommittee Member(s)
"Power Tariff"	Power companies are moving to a peak demand pricing scheme which negatively impacts PAs with pump stations and other high energy uses. MetroTAC wants to evaluate the new legislation and regulations, and to identify and implement cost savings efforts for the PAs. John Helminski at the City of San Diego is working on a sustainability project for CoSD	Tom Howard Paula de Sousa
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