



## Monthly Executive Director's Report January 2025

The purpose of this report is to provide an update on the activities, progress, and outcomes related to the JPA's initiatives, including the development of the 2024 Draft Strategic Plan. It aims to ensure transparency, document key discussions and decisions, and keep all stakeholders informed of ongoing efforts and upcoming milestones.

In January, the Executive Director and the Executive Team concentrated on their annual website update, along with addressing various financial and management issues presented to the Finance Committee and the JPA/Commission Board of Directors. A significant portion of their efforts was also dedicated to facilitating collaboration between the City of San Diego's legal team and the JPA's legal counsel to finalize the draft language for the Second Amended and Restated Agreement (SARA).

### **Key Tasks and Updates:**

#### **1. Metro JPA/TAC Master List (Roster of Members and Alternates)**

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

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

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

#### **2. Finance Committee and JPA Board/Commission Recap**

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

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

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

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

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

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

### **3. Upcoming North City Pure Water Construction Tours:**

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

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

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

#### 4. **Informational Reports and Website Reminder:**

The JPA maintains a website where valuable information about the Metro System, the Pure Water Program and the JPA can be easily accessed at <https://www.metrojpa.org/home>.

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

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

**SARA Review and Revisions:** During January the JPA’s Attorney continued to meet with the City’s attorneys to address language and philosophical differences, laying the groundwork for further staff discussions and alignment. While the majority of the City’s revisions have been accepted by the JPA’s Attorney the final revisions are still being discussed.

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

**Purpose:** This process is essential to ensure that SARA reflects a unified approach and meets the strategic and operational needs of all stakeholders.

## 6. FAB Implementation:

**Exhibit B Capacity Refinement for FAB Cost Allocations:** The JPA Executive Team continues to work closely with Public Utilities Department (PUD) staff (FAB working group) and their consultant to refine and finalize the FAB cost allocations and billing model. The new Exhibit B capacity figures provided by Metro TAC members were incorporated into the model in December and a final draft model is being reviewed by the FAB working group. The FAB working group continues to meet bi-weekly.

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

## 7. JPA Policies and Procedures Manual

The Executive Director, the Treasurer, and Staff Accountant have created a draft Policies and Procedures Manual and met several times to review and revise during December and January. The ninth draft of the manual was reviewed by the Finance Committee at their January meeting. Edits from this meeting will be incorporated and brought back to the Finance Committee at their March meeting.

**Purpose of a Policies and Procedures Manual:** The purpose of a Policies and Procedures Manual is to provide a clear and comprehensive framework for organizational operations. It establishes standardized guidelines and processes to ensure consistency, compliance with regulations, and effective communication. The manual serves as a reference for management and stakeholders, promoting accountability, efficiency, and alignment with the organization's mission and goals.

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

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

## 9. Pure Water Phase 2 Workshop

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

## Upcoming Meetings:

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

# **Attachment A:**

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

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

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

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

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

**2025 Metro Commission/JPA - MetroTAC Master List (Roster of Members and Alternates)(JPA & SD Staff & Consultants)**

<b>Agency</b>	<b>Representative</b>	<b>Meeting(s) Attending</b>			<b>Contact Information</b>	
<b>Agency</b>	<b>Representative</b>	<b>MetroTAC</b>	<b>JPA/Comm</b>	<b>SANDIST</b>	<b>Cell Phone</b>	<b>E-mail Address</b>

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

**Attachment B:**

**NORTH CITY**

**PURE WATER TOUR PARTICIPANTS**

**As of 2/10/2025**

## **NORTH CITY PURE WATER TOUR PARTICIPANTS**

**As of 2/10/2025**

### **March 6 Tour**

Del Mar - Dwight Worden Primary

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

Lemon Grove – Jessyka Heredia Alternate & Izzy Murguia TAC rep

National City – Ditas Yamane Primary & Martha Juarez TAC Primary

Otay – Mark Robak Primary & Beth Gentry TAC Primary Rep

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

### **April 3 Tour**

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

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

El Cajon – Gary Kendrick Primary & Blake Behringer TAC Rep

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

Padre Dam – Alternate Lewis Clapp & PJ TAC Rep

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