



**METRO TAC AGENDA
(Technical Advisory Committee to Metro JPA)**

TO: Metro TAC Representatives and Metro Commissioners
DATE: Wednesday, April 17, 2013
TIME: 11:00 p.m. to 1:30 p.m.
LOCATION: MWWD, 9192 Topaz Way, (MOC II Auditorium) – Lunch will be provided

****PLEASE DISTRIBUTE THIS NOTICE TO METRO COMMISSIONERS AND METRO TAC REPRESENTATIVES****

1. Review and Approve MetroTAC Action Minutes for the Meetings of [March 20, 2013](#) (**Attachment**)
2. Metro Commission/JPA Board Meeting Recap (Standing Item)
3. **ACTION:** Point Loma Digesters (C2/N1/N3 Cleaning Project (**Attachment**)) (Tung Phung)
4. IRWMP Meeting Recap (Attachment) (Bob Kennedy)
5. Potential Changes to the JPA Website (Greg Humora)
6. Metro Wastewater Update (Standing Item)
7. Metro Capital Improvement Program and Funding Sources (Standing Item)
8. Financial Update (Karyn Keese)
 - a. FY12 Capital Assets versus Depreciation (Attachment)
 - b. FY2010 Exhibit E Management Letter (Attachment)
 - c. FY2014 Budget Schedule (Attachment)
 - d. Atkins North America FY2014 Scope of Work (Attachment)
9. MetroTAC Work Plan (Standing Item) (**Attachment**)
10. Padre Dam Mass Balance Correction (Standing Item)
11. Metro Strength Based Billing Evaluation Draft Report (Standing Item) (Attachments)
12. Review of Items to be Brought Forward to the next Metro Commission/Metro JPA Meeting **May 2, 2013 (This meeting will be primarily for training of Metro JPA Members/Alternates – unless urgent – items will bump forward to the June 6, 2013 Regular Meeting of the JPA)**
13. Other Business of Metro TAC
14. Adjournment ([To the next Regular Meeting, May 15, 2013](#))

Metro TAC 2013 Meeting Schedule

January 16	May 15	September 18
February 20	June 19	October 16
March 20	July 17	November 20
April 17	August 21	December 18

AGENDA ITEM 1

Attachment

Metro TAC
(Technical Advisory Committee to Metro Commission/JPA)

ACTION MINUTES

DATE OF MEETING: March 20, 2013

TIME: 11:00 AM

LOCATION: MWWD, MOC II, Conference Room 2E

MEETING ATTENDANCE:

Greg Humora, La Mesa	Peggy Merino, City of San Diego
Al Lau, Padre Dam MWD	Lee Ann Jones-Santos, City of San Diego
Dennis Davies, El Cajon	Ann Sasaki, City of San Diego
Tom Howard, Poway	Guann Hwang, City of San Diego
Bob Kennedy, Otay WD	Jaime Richards, City of San Diego
Rita Bell, Otay WD	Huy Nguyen, City of San Diego
Dan Brogadir, County of San Diego	Karyn Keese, Atkins
Roberto Yano, Chula Vista	Victor Occiano, Brown & Caldwell
Ed Walton, Coronado	Seval Sen, Brown & Caldwell
Joe Smith, National City	Kevin Starkey, Macias, Gini, & O'Connell
Eric Minicilli, Del Mar	Miyuki Freeman, Macias, Gini, & O'Connell
Edgar Patino, City of San Diego	

1. **Review and Approve MetroTAC Action Minutes for the Meetings of February 20, 2013**
On a motion by Roberto Yano and seconded by Dan Brogadir the minutes passed unanimously.
2. **Metro Commission/JPA Board Meeting Recap**
Chairman Humora reported that Mayor Cheryl Cox chaired her first meeting and several committee positions were approved; the emergency generators construction contract was approved; the Board heard presentations on the performance audit of chemical purchases and the quarterly CIP update and they were very well received; and the Board received and accepted the JPA's mid-year budget review.
3. **Public Utilities Financial Presentation**
Lee Ann Santos-Jones gave a presentation that provided an overview of the different components of financial statements which included Metro cash balances and unrestricted net assets as of June 30, 2012. She also reviewed San Diego's last rate case assumptions for CIP from FY08 to FY11 versus actual expenditures and CIP projections for FY13 to FY17. The City does not anticipate issuing debt for the next five years and will use a combination of cash and state loans and grants to fund needed projects. She was asked to follow up on two questions and bring back to the next Metro TAC meeting: the impact of GASB 51 and how much is annual depreciation versus net assets.
4. **ACTION: 2010 Exhibit E Audit Presentation**
Kevin Starkey from Macias, Gini, & O'Connell (MGO) (San Diego's external auditors) presented a summary of the 2010 audit procedures and findings. This was the year that water and wastewater was combined into the one department (PUD) and that the new accounting software, SAP was activated. Even though there were 42 findings totaling \$1.1 million (PA share \$400k) this was considered acceptable by the auditors and Exhibit E received an unqualified opinion. Two new

notes were added to the Exhibit E report. Note 10, Subsequent event discussed the formation of the San Diego County Sanitation District and Note 11 discussed the administrative protocol that was adopted during that year. The administrative protocol sets forth how the PA portion of the Metro operating reserve and debt service coverage are determined. MGO will be providing the letter to management for the 2010 Exhibit E review within the next month and this will be forwarded to the Metro TAC for their review. Upon a motion by Tom Howard, seconded by Al Lau the Metro TAC unanimously accepted the 2010 Exhibit E audit and moving it forward to the Finance Committee for their review and possible acceptance.

5. Metro Strength Billing Evaluation Report

Victor Occiano and Seval Sen from Brown & Caldwell presented the findings and recommendations from their study (presentation included as Attachment A to these minutes. The objective of this project was to evaluate the strength-based billing methodology currently being used by Metro to ensure that costs are fairly and equitably distributed among all agencies that utilize the Metro system. The conclusions and recommendations included the following:

- Potentially moving some sampling locations in Lemon Grove, San Diego, and National City
- Validation that Padre Dam's monitoring at meter PD1B included their treatment plant flows.
- Concurrent monitoring of flows and strength should be done where they are either added or deducted from another agencies flows and strengths for billing purposes.
- A new baseline should be developed through monthly or bi-monthly sampling over the next two years.
- Historic COD and TSS data should be disregarded.
- A rolling five year average should be utilized for billing strength calculations from each sampling point.
- Quarterly sampling can resume after 18-24 month data points are collected.
- Calculation of San Diego flows at SD1B does not account for recycled water produced at North City and centrate from MBC.

Chairman Humora asked all Metro TAC representatives to get comments to Karyn Keese by April 3, 2013. Comments will be compiled and sent to the City and Brown & Caldwell. He also requested that this become a standing item.

6. Metro Wastewater Update

Ann Sasaki reported that the results from the IPR demonstration project will be formally presented to the San Diego NR&C committee today. Karyn Keese requested that this same presentation be given to Metro TAC at their next meeting. Ms. Sasaki also reported that the proposed settlement with Regional Board over the sewage spills resulting from the blackout of September 2012 is \$1.2 million. One half of the money will be used to fund the back-up generators at the pump stations and one half will be paid to the Regional Board.

7. Metro Capital Improvement Program and Funding Sources (Standing Item)

There was no update this month.

8. Financial Update

Karyn Keese reported on the following items:

- The field work for the 2011 Exhibit E audit is almost complete.
- The City of San Diego Cost of Service Study is in its preliminary stages. She has been attending workshops with the IROC members to review the detail of the revenue requirement for the next five-year for Metro. The consultant and City staff are proposing to use a combination of pay-go and State low-interest loans and grants to fund capital projects for the next five years.

- The entrance conference for the 2012 Exhibit E audit is scheduled for April 2, 2013. It is the desire of the external auditors and City staff to have both the 2011 and 2012 Exhibit E audits completed by the end of calendar year 2013.

9. MetroTAC Work Plan (Standing Item)

The Work Plan was updated in multiple areas. The updated work plan is included in this agenda packet under its standing item. The updates are shown in red italics.

10. Padre Dam Mass Balance Correction (Standing Item)

The PA attorney's group has sent a letter to the City of San Diego requesting a time extension until 4/23/13 to develop a joint response to San Diego's/Padre Dam's letter of February 5, 2013. A copy of the attorney group's letter is included with these minutes as Attachment B.

11. Review of Items to be brought forward to the next Metro Commission/Metro JPA Meeting April 4, 2013.

It was the consensus of the Metro TAC members that an April Metro Commission/JPA meeting was not required. Item's 3 and 4 will be moved forward to the Metro Finance Committee for their March 27, 2013 meeting. Dennis Davies will attend the Finance Committee meeting representing Metro TAC.

12. Other Business of Metro TAC.

There was no other business of Metro TAC.

13. Adjournment (To the next Regular Meeting, April 17, 2013)

Attachment A

Table 7.1 Summary of Conclusions and Recommendations

Category	Findings/Conclusions	Recommendations
Flow Measurement Locations	<p>Unmetered flow contribution is significant for some agencies.</p> <p>The current Unit Generation Rate (UGR) value of 265 gpd/EDU applied to unmetered areas is appropriate for most areas. UGRs can differ between agencies, depending on the water conservation and general water use practices followed by neighborhoods and the tightness of the pipeline to prevent infiltration and inflow (I/I).</p> <p>The recycled water produced at the North City WRP and distributed to nearby City customers is not considered when determining City flows reaching sample location SD1B. In addition MBC centrate should be subtracted as it has been recently done since FY2010.</p>	<p>For consistency, the City can continue to use its current criteria for installing flow meters in sewers where the flow reaches or surpasses 0.2 mgd (which is 750 EDU based on UGR of 265 gpd/EDU) to determine which area should be metered. Each affected PA should collaborate with the City in determining the appropriate metering location.</p> <p>UGRs should be re-evaluated periodically to determine if currently applied values continue to be representative of the last 5 years. Confidence in flow calculations for unmetered areas can increase and it may eliminate the need to install costly metering locations.</p> <p>PA's could independently conduct studies to determine the appropriate UGRs specific to their service areas and seek an agreement with the City to use a different UGR value for unmetered flows in their area.</p>
Sampling Locations	<p>Lemon Grove. Due to recent changes in Lemon Grove sewer system, the current sampling location, LG1, represents 9% of the total agency flow; whereas, LG2, which is metered for flow but not sampled, makes up about 46% of the agency flow.</p> <p>San Diego. The City has 12 sampling locations throughout its main service area. SD11 and SD12 are among the current sampling locations and each represent only 0.6 and 0.2 % of the total City flow, respectively. Comparatively, no wastewater samples are collected from flow metering locations SD19 and SD2B where up to 13 and 3 percent, respectively, of approximately 110 mgd (FY 2011 flow) of the total City flow is passing.</p> <p>Two locations, SD11A and SD18 combined capture the flow of SD11 prior to flow diversion to South Bay Water Reclamation Plant in 2002. This is about 4 mgd or 3.5 percent of the total net City flow. Alternatively, SD11A and SD18 can be included in the monitoring program.</p> <p>National City. National City is mainly comprised of single and multiple family homes with some transport, industrial and commercial land uses. Location NC5, where wastewater samples are collected, represents approximately 19% of the net agency flow. But, the dominant land use type specific to this catchment area is transport.</p> <p>Sampling at a location where the dominant land use type is not residential is not considered a representative location for National City.</p>	<p>Collect wastewater samples at LG2 instead of LG1 to obtain data that are more representative of flows from Lemon Grove.</p> <p>Unless there is a specific reason for these locations to not be sampled, data collected at locations SD19 and SD2B would produce more representative data for San Diego. It is recommended to discontinue monitoring at SD11 and SD12 if monitoring is established at SD19 and SD2B.</p> <p>SD11A and SD18 should be considered for sampling. This change would increase the total number of City-specific sampling locations to 14, but would provide a better representation of City flows. If the City wishes to stay with 12 sampling locations due to cost issues, then we recommend discontinuing sampling at SD2A or SD8 (both contribute only about 1 percent each of the total net City flow).</p> <p>The City should consider collecting wastewater samples at NC3B. Wastewater passing through this location comprises about 16% of the total agency flow. In addition, the land use types within its catchment area better represents the majority of National City land uses.</p> <p>Sampling at both NC5 and NC3B is recommended to better represent the National City discharges.</p>

Table 7.1 Summary of Conclusions and Recommendations

Category	Findings/Conclusions	Recommendations
<p>Monitoring of Wastewater from Padre Dam MWD</p>	<p>The results of the short-term sampling and monitoring event conducted in October 2012 suggest that concurrent sampling and monitoring at LS2 and PD1B adequately captures waste streams from the Ray Stoyer WRF and bypass flows at the IPS.</p> <p>It was noted that average COD and TSS concentrations (889 and 433 mg/L, respectively) measured at PD1B during this sampling event were much higher than the historical average COD and TSS concentrations (590 and 236 mg/L, respectively) the City has been using for billing purposes. The difference is considered significant.</p> <p>Wastewater strength determined at PD2 and at a manhole receiving discharges from Simeon Drive (as part of the 2010 Wastewater Characterization Study conducted by Padre Dam MWD) are about 20 and 30% lower than the COD and TSS concentrations used to represent Padre Dam MWD's wastewater strength in FY 2011 using data based on PD1B. Applying the calculated representative TSS and COD values for wastewater generated downstream of PD1B will result in over estimating loads from these areas.</p>	<p>Concurrent monitoring of LS2 and PD1B should be performed (without the need to monitor at MSS) since the short-term sampling and monitoring performed under this project proved that LS2 and PD1B, when sampled and monitored concurrently, adequately represents discharges from the Padre Dam MWD.</p> <p>The best approach to capture the PD1B loads accurately would be to disregard the historical COD and TSS measurements at PD1B and start fresh. In order to form a baseline quickly, a more frequent (monthly or bi-monthly) sampling program can be instituted in the initial 2 years. After collecting about 24 data points, quarterly sampling can be reinstated to reduce cost.</p>
<p>Monitoring of Wastewater from Otay WD</p>	<p>Since 1993, Otay WD estimates the WAS TSS load in the RWCWRF based on plant influent flow according to a guideline found in a textbook. This method was preferred because the waste activated sludge discharge did not have to be analyzed for TSS. Today, Otay WD collects a daily grab of the WAS and analyzes for process control purposes.</p> <p>The current method of assuming BOD load in WAS is half of the TSS load may be conservative; actual BOD load may be less. In addition, the BOD of the screenings is assumed to be equal to its TSS content, which may also be an over estimation.</p> <p>Equations used in the current mass balance calculation spreadsheet are set assuming the RWCWRF is on-line all year-long. This setup causes erroneous calculation of the annual TSS and COD concentrations used for loading estimates when the plant is off-line.</p>	<p>Otay WD should report the TSS and BOD loadings associated with the WAS based on measured flow and TSS concentration</p> <p>Otay WD indicated that future reports to the City will utilize measured values in determining loads.</p> <p>Otay WD should revise the current textbook-based equations being employed to estimate loadings using actual measured values. They could either continuously take samples of the sludge or perform a short-term sampling program (5 to 10 samples) and analyze it for BOD and TSS to arrive at a TSS to BOD ratio that can be confidently applied for estimating loads.</p> <p>BC recommends the City use the average RWCWRF influent concentrations for the days the plant is on-line as reported by the Otay WD, or revise the mass balance calculations to be based on yearly total flows and loads instead of yearly average values. This will eliminate any calculation errors due to plant off-line periods.</p>

Table 7.1 Summary of Conclusions and Recommendations

Category	Findings/Conclusions	Recommendations
<p>Monitoring of Wastewater from County of San Diego</p>	<p>Wastewater contribution from East Otay Mesa to the Metro System was minimal and had not been monitored until 2009. Wastewater TSS and COD concentrations are monitored at a sampling and metering location at the Otay Mesa Energy Center. Average COD and TSS concentrations reported here are used to represent the residential wastewater discharges from Easy Otay Mesa. These concentrations are significantly lower than the typical concentrations observed at other locations in the County with residential flows.</p>	<p>The plan is to re-initiate the sampling program at a more representative sampling location when the flows increase from East Otay Mesa. Meantime, it is suggested to use more representative COD and TSS concentrations for the residential discharges such as the average concentrations reported for Winter Gardens or Lakeside/Alpine.</p>
<p>Calculation of the Agency Representative Wastewater Strength Data</p>	<p>Spring Valley SD is neighbored by several agencies, including the cities of El Cajon, La Mesa, Lemon Grove, National City, Chula Vista, and San Diego, and the Otay WD. All the neighboring agencies, except City of El Cajon, discharge wastewater within the district boundaries which is eventually conveyed to the Metro System. Otay WD discharges both sludge and sewer flows bypassed at the RWCWRF and therefore considerably different than typical domestic wastewater. COD and TSS loads contributed by the Otay WD are subtracted from the Spring Valley SD loads. Other significant inter-agency flow contributors include the cities of Chula Vista and San Diego.</p>	<p>Land use types among Spring Valley, Chula Vista, and San Diego communities are not considered significantly different that additional sampling locations are necessary, but load calculations for Spring Valley SD could be refined with additional sampling. B01 could be sampled to better define the characteristics of wastewater from San Diego while CV7 and another location such as CV10, CV12 or CV 9 could be sampled to characterize Chula Vista discharges.</p>
<p>Sampling and Analysis Procedures</p>	<p>For agencies where the inter-agency loadings are expected to be significantly different in strength, loadings from the inter-agency flows are subtracted from the agency loadings. The representative COD and TSS concentrations are then calculated based on the net agency flow. Representative COD and TSS concentrations for Coronado, El Cajon, Padre Dam and Spring Valley are calculated based on this concept. Navy Base flows and loads are subtracted from Coronado flows and loads while Lakeside/Alpine and Winter Gardens (County of San Diego) flows and loads are subtracted from El Cajon and Padre Dam flows and loads, respectively. Similarly, Otay WD loads, including the waste solids from the RWCWRF, are subtracted from the Spring Valley loads.</p>	<p>Concurrent sampling and monitoring at the sampling locations for Navy Base and Coronado (C1M and C3); Lakeside/Alpine and Padre Dam (LS2 and PD1B); and Winter Gardens and El Cajon (WG1M and EC1) are strongly recommended to maintain direct correlation between data used for estimating the agency's contributions. Concurrent sampling for discharges to the Spring Valley trunk sewer can be challenging since there are many inter-agency discharges. However, the two major contributors are cities of San Diego and Chula Vista. As suggested earlier, wastewater characterization sampling at the San Diego metering location B01, and at two Chula Vista metering locations (CV7 and one of either CV10, CV12, or CV 9) can be implemented to better define the characteristics of wastewater from there agencies. When this happens, concurrent sampling at SV8, B01, and the two Chula Vista sampling locations is recommended.</p>
<p>Sampling and Analysis Procedures</p>	<p>Analysis method SM 5220 for COD analysis state that blending (homogenization) is needed for samples containing suspended solids prior to conducting the test. Homogenization is an important sample preparation step to reduce variability in the analysis results. Currently the IWL does not follow the homogenization procedure, which might be contributing the variable analysis results.</p>	<p>It is recommended that IWL perform homogenization step prior to analysis for COD analysis.</p>

Table 7.1 Summary of Conclusions and Recommendations

Category	Findings/Conclusions	Recommendations
Statistical Data Evaluation	<p>Statistical analysis is performed on the concentrations, which is highly dependent on wastewater flow. Since loading is directly tied to billing, it should be used basis for the statistical analysis.</p> <p>Although the criterion for acceptance is defined as 95% of the data, less data (as low as 85%) have been accepted for most data sets with the current method. The iterative process of reestablishing the upper and lower limits after rejection of outliers results in ever tighter bounds and large quantities of data are thrown out.</p> <p>The historical wastewater flow trend varies for each agency, but it is generally in a stable or decreasing pattern after 2006 potentially due to conservation. Decreasing flow and increasing COD and TSS concentration trends are noted for most agencies while no obvious changes have been noted for few of them. The decreasing flow and increasing concentration trends are likely a consequence of water conservation.</p>	<p>Since loading is directly tied to billing, it should be used as the basis for the statistical analysis.</p> <p>It is suggested not to follow the iterative process and base the statistical evaluation on the whole data set.</p> <p>It is found more reasonable to set the lower and upper boundaries for data rejection to 5% of the top and bottom of the whole data set. This would capture 90% of the data and throw 10% (5% from the top and 5% from the bottom).</p>
Evaluation of a Representative Time Period for Load Calculations	<p>The historical wastewater flow trend varies for each agency, but it is generally in a stable or decreasing pattern after 2006 potentially due to conservation. Decreasing flow and increasing COD and TSS concentration trends are noted for most agencies while no obvious changes have been noted for few of them. The decreasing flow and increasing concentration trends are likely a consequence of water conservation.</p>	<p>It is recommended to use the latest 5-year running average instead of averaging the historical data. Using a 5-year running average will ensure that the data used for billing represents current conditions. The currently practice of quarterly sampling produces 20 data points over a five year period. This is considered adequate. Similar to what is practiced by the City of Los Angeles, the City may consider sampling new dischargers for the first two years and rely on quarterly sampling during subsequent years. Increased sampling frequency could also be temporarily instituted if the wastewater characteristics (flow or strength) have drastically changed at an existing location due to flow diversion or the addition or deletion of a significant tributary discharge.</p>
Review of Practices in Similar Agencies	<p>Billing practices of Orange County Sanitation District and City of Los Angeles, the two agencies of similar size and complexities were reviewed. The objective was to report the billing methods practiced in other, similar agencies. Information gathered could lead to recommending and possibly applying practices that have proven successful at these agencies.</p>	<p>Consider increasing the frequency of sampling to monthly or bi-monthly for the first 1 to 2 years for new dischargers or when existing dischargers make significant operational changes that ultimately impact the quality of their discharge. The frequency could be reduced to quarterly sampling during subsequent years. This could also be performed for agencies, such as Padre Dam MWD and Otay MWD, who discharge treatment waste that are much different from the majority of discharges from other Metro System dischargers.</p> <p>Consider a similar increased sampling frequency when the wastewater characteristic at an existing monitoring location is expected to change because of the addition or deletion of a significant tributary discharge or if flow diversion occurs.</p> <p>Consider reducing the averaging times to 3 to 5 years rather than using the entire historical data.</p>

Attachment B



Office of the City Attorney

March 15, 2013

Roger S. Bailey, Director
City of San Diego Public Utilities Dept.
9192 Topaz Way
San Diego, CA 92123

Re: Metro Sewer Billing Issue/Padre Dam Municipal Water District

Dear Mr. Bailey:

This letter responds to your letters dated February 5, 2013 regarding the above-referenced matter, and is written on behalf of the following Metro Wastewater System participating agencies (collectively, the "Participating Agencies"):

- City of Chula Vista
- City of Coronado
- City of Del Mar
- City of El Cajon
- City of Imperial Beach
- City of La Mesa
- Lakeside/Alpine Sanitation Districts
- City of Lemon Grove
- City of National City
- Otay Water District
- City of Poway
- Spring Valley Sanitation District
- Winter Gardens Sewer Maintenance District

Attorneys and staff for the various Participating Agencies have been working together to analyze all the issues involved with this matter, and to develop a joint response to your proposal that includes appropriate input from our respective client councils and boards. We expect to have that response to you by no later than April 23, 2013.

In the interim please don't hesitate to contact me, or to have your legal counsel contact me, with any questions.

Sincerely,


Glen R. Googins, City Attorney
City of Chula Vista

AGENDA ITEM 3

Attachment

**METRO JPA/TAC
Staff Report**

Subject Title: Point Loma Digesters C2/N1/N2 Cleaning Project

Requested Action: This request is to approve the awarding of a Service Contract to the American Process Group for the cleaning, hauling, and disposing of approximately 3.5 million gallons of residuals from Digesters C2/N1/N2 at the Point Loma Wastewater Treatment Plant (PLWTP).

Recommendations:

Metro TAC:	
IROC:	
Prior Actions: (Committee/Commission, Date, Result)	

Fiscal Impact:

Is this projected budgeted?	Yes <u>X</u> No ___
Cost breakdown between Metro & Muni:	The contract amount is not to exceed \$2,362,354.45 and is available in Sewer Operating Fund (100% Metro)
Financial impact of this issue on the Metro JPA:	Approx. 35% \$826,824.06

Capital Improvement Program:

New Project?	Yes ___ No <u>X</u> (Maintenance)
Existing Project?	Yes ___ No <u>X</u> upgrade/addition ___ change ___

Comments/Analysis: The solids/sludge within Digesters C2, N1 and N2 have been accumulating for years from the treatment process. This service contract will remove the solids and improve the mixing of the sludge, increase the working volume and reduce energy costs.

Previous TAC/JPA Action: N/A

Additional/Future Action: Digesters at Point Loma Wastewater Treatment Facility will require to be cleaned every 5 to 8 years. There will be more actions for digester cleaning in the future.

City Council Action: Present to the City Council on June 11, 2013

AGENDA ITEM 4

Attachment

San Diego Integrated Regional Water Management
Joint Public Workshop & Regional Advisory Committee Meeting #42
April 3, 2013

Background

The Regional Water Management Group for IRWM Program was established in 2005. This group is made up of Marsi Steirer for the City of San Diego, Troy Bankston for the County of San Diego, and Ken Weinberg of the Water Authority. This was Marsi Steirer's first meeting as Chair, Ken Weinberg is Co-Chair.

A year later, they established the Regional Advisory Committee (RAC) to assist the Regional Management Group with the original IRWM Plan and to assist on prioritization of Prop 50 funding application. The RAC is made up of 4 groups; Water Supply, Water Quality, Natural Resources and Watersheds, with the recent reorganization, they added the Metro JPA representative to the Water Quality Group. The RAC meet quarterly but the groups meet individually more often.

San Diego Integrated Regional Water Management (IRWM) UPDATE

At the Regional Advisory Committee meeting of April 3, 2013, the proposed revisions to project scoring and weighting for the IRWM Plan Update was discussed. Suggested modifications to the project selection process were proposed. More discussion to follow.

The RAC also considered narrowing the planning study recommendations prepared by the Regulatory Workgroup, Land Use Planning Workgroup, and Climate Change Workgroup. Members interested in being an advocate of a recommendation will notify the RAC via email.

Two new resources pertaining to climate and climate change were noted for future reference. These resources are described below:

1. The Community Collaborative Rain, Hail and Snow Network (CoCoRAHS): A community-based network of volunteers that are working to measure and map precipitation across the United States.
 - See how you can get involved and learn more about this resource by downloading the informational brochure, which is available here:
http://www.cocorahs.org/Media/docs/CoCoRaHSBrochure2010_FINAL.pdf
2. Climate Change Handbook for Regional Water Planning: a handbook produced by the California Department of Water Resources, the U.S. Environmental Protection Agency, the U.S. Army Corps of Engineers, and the Resources Legacy Fund for integrating climate change analyses into regional water management planning.
 - Information and handbook available here:
<http://www.water.ca.gov/climatechange/CCHandbook.cfm>

Next meeting scheduled for June 5, 2013.

AGENDA ITEM 8

Attachment

ATTACHMENT A

From: Jones-Santos, Lee Ann [LASantos@san Diego.gov]
Sent: Thursday, March 28, 2013 8:59 AM
To: Keese, Karyn
Cc: Cole, Jeanne; Patino, Edgar
Subject: FW: Question at the MetroTAC Committee meeting

Hello-

During my presentation on March 20, 2013, Al Lau (Padre Dam) asked about our capital asset value, depreciation expense and GASB 51. I want to provide a response to his questions.

FY12 Capital Assets (net) = \$2,961,892, this includes Non-Depreciable Assets of \$167,323 (includes Land, Easements, and Construction in Process) plus Depreciable Capital Assets of \$3,829,531 minus accumulated depreciation of \$1,034,962.

Depreciation expense in FY12 = \$65M.

GASB 51 relates to the reporting of intangible assets, the impact to Public Utilities is the recognition of easements and software. These assets are included in the Depreciable and Non-Depreciable figures.

Please let me know how I should provide to Al and/or the Committee.

Thank you,

Lee Ann

Lee Ann Jones-Santos
Deputy Director
Public Utilities/FIT Division
858-614-4042

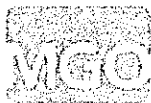
The IS team in Atkins has scanned this email and any attachments for viruses and other threats; however no technology can be guaranteed to detect all threats. Always exercise caution before acting on the content of an email and before opening attachments or following links contained within the email.

ATTACHMENT B

**CITY OF SAN DIEGO PUBLIC
UTILITIES DEPARTMENT**

Report to Management

For the Fiscal Year Ended June 30, 2010



Certified Public Accountants.



Certified Public Accountants.

San Diego
225 Broadway, Suite 1750
San Diego, CA 92101
619.573.1112

Sacramento

Walnut Creek

Oakland

LA/Century City

Newport Beach

Seattle

To the Honorable Mayor and City Council
of the City of San Diego
San Diego, California

In planning and performing our audit of the Schedule of Allocation for Billing to Metropolitan Wastewater Utility (the Schedule) of the City of San Diego (the City) Public Utilities Department (the PUD) for the fiscal year ended June 30, 2010, in accordance with auditing standards generally accepted in the United States of America we considered the PUD's internal control over financial reporting as a basis for designing our auditing procedures for the purpose of expressing our opinion on the Schedule, but not for the purposes of expressing an opinion on the effectiveness of the PUD's internal control over financial reporting. Accordingly, we do not express an opinion on the effectiveness of the PUD's internal control over financial reporting.

However, during our audit we noted a certain matter involving internal controls and their operation, and are submitting for your consideration related recommendation designed to assist the PUD make improvements. Our comment reflects our desire to be of continuing assistance to the City and the PUD. This letter does not affect our report dated February 21, 2013 on the Schedule.

We will review the status of this comment during our next audit engagement. We have already discussed this comment and recommendation with various City personnel and we will be pleased to discuss it in further detail at your convenience, to perform any additional study of this matter, or to assist you in implementing the recommendation.

This letter is intended solely for the information and use of the City Council, the Mayor, the City and the PUD's management and is not intended to be and should not be used by anyone other than these specified parties.

Macias Jini & O'Connell LLP

San Diego, California
February 21, 2013

CURRENT YEAR COMMENT

Recording of Metropolitan System and Municipal System Utility Related Expenses

Observation

During our testing of expenses for reasonableness and compliance with the contractual agreements between the City and the Participating Agencies charged to the Metropolitan Wastewater Utility, which is summarized as follows – four hundred (400) Metropolitan (Metro) expenses, sixty (60) Municipal (Muni) expenses, fifty (50) payroll expenses, ten (10) Construction in Progress (CIP) expenses, and fifteen (15) Income Credit revenue transactions – we noted the following:

- Thirty-one (31) disbursement transactions were overcharged Metro expenses and were not properly allocated between Muni and Metro funds;
- Eight (8) disbursement transactions were undercharged Metro expenses and were not properly allocated between Muni and Metro funds; and
- Two (2) revenue transactions were overcredited to Metro and were not properly allocated between the Muni and Metro funds.

Recommendation

In response to the findings noted above, we recommend the following:

- Since the Metro-Muni allocation percentages vary depending on the agreements between the City and the Participating Agencies, allocation basis, and circumstances, the PUD needs to establish stronger internal controls related to the processing, recording and monitoring to ensure the accuracy of expense allocations.
- There should be continuous improvement related to the initial cost center coding within the SAP financial reporting system with accurate allocation percentages among Muni and Metro.

Management Response

The PUD will continue to strengthen internal controls and ensure the accuracy of Exhibit E expense allocation by continuing to dedicate one full-time accountant who specifically monitors and oversees Metro/Muni accounting, including appropriate use of cost centers and funds. Currently, this accountant reviews all payment documents and verifies appropriate support is provided to determine whether the payment is a Metro versus Muni expense. The many conversion errors, caused by switching to a new computer system (SAP) in FY 2010, have now been resolved. The accountant is also working closely with both the Budget Section, to make sure annual Citywide transfers are allocated correctly, and the Wastewater Treatment and Disposal Division, to make sure correct allocations (which could change annually) are being used for energy charges, which are paid by another City department. Additionally, starting in FY 2012, the 2610 process of purchasing products through a Citywide open purchase order (via Central Stores) stopped being used, which will significantly cut down the number of accounting errors.

PRIOR YEAR COMMENT

Recording of Metropolitan System and Municipal System Utility Related Expenses

Observation – During our testing of a total of four hundred and fifty-seven (457) samples – two hundred and twenty-five (225) Metropolitan (Metro) expenses selected by Macias Gini & O’Connell (MGO), one hundred and two (102) Metropolitan expenses selected by Metro Commission/Metro Technical Advisory Committee (TAC), forty (40) Municipal (Muni) expenses selected by MGO, twenty-five (25) payroll expenses selected by MGO, ten (10) CIP expenses selected by Metro Commission/Metro TAC, forty (40) San Diego Data Processing Center (SDDPC) billing items selected by MGO, and fifteen (15) Income Credit revenue items selected by Metro Commission/Metro TAC – charged to the Metropolitan System for reasonableness as well as for compliance with the contractual agreements between the City and the participating agencies, we noted the following:

- Twenty-three (23) cash disbursements samples selected overcharged Metro expenditures and were not allocated accurately between Muni and Metro funds.
- One (1) cash disbursement sample selected undercharged Metro expenditures and was not allocated accurately between Muni and Metro funds.

Management Response – PUD will continue to have one full-time accountant on staff to specifically work on Exhibit E accounting issues. Currently, the accountant reviews all payment documents and verifies that appropriate support is provided, determining whether the payment is a Metro versus Muni expense. If an allocation is used, the accountant will verify the documentation and appropriateness of the allocation method. A binder has been created to house any unique allocation methods. This will ensure consistency in how expenses are applied to the Metro and Muni funds. PUD will continue to meet with the PA's at the monthly TAC meetings, at which time issues such as the dispute are addressed. Additional meetings, outside of TAC, will continue to be arranged with the PA's as the need arises.

Status – Refer to current year comment.

ATTACHMENT C

**CITY OF SAN DIEGO
METROPOLITAN WASTEWATER UTILITY
JUNE 30, 2012**

SOURCE> Exhibit E Work Plan

PURPOSE> To document the procedures performed.

1. Determine and document any changes in the Regional Wastewater Disposal Agreement filed on May 18, 1998, at the Office of the Clerk, San Diego, California.
2. Determine and document any changes in the Exhibit E billing process.
3. Determine and document reasons for variances in Exhibit E line items greater than 10% over the prior year.
4. Determine and document any changes in sewer flow monitoring and reporting.
5. Obtain individual sewer flow schedules for each Participating Agency (PA) and the City of San Diego (City) and verify mathematical accuracy.
6. Obtain strength based billing (SBB) schedule of percentages for each PA and the City and verify the mathematical accuracy.
7. Agree the individual sewer flow schedules for each PA and the City and strength based billing schedule of percentages for each PA and the City, to summary schedule prepared to aggregate all PA's and City sewer flows. Verify the mathematical accuracy of the summary schedule and agree 100% of PA's and City flow totals to the respective individual flow schedules.
8. Verify the mathematical accuracy of the amount billed to each PA. Agree each PA's final adjustment to supporting documentation.
9. Verify that the schedule of allocation for billing to Metropolitan System (Exhibit E schedule) generated from the City's SAP system utilized to compile and prepare the City's FY 2011/12 Comprehensive Annual Financial Report (CAFR), reconciles to the Exhibit E schedule and substantiate the completeness of the population of expenses, by verifying the total Exhibit E expense sample, is included in the total expenses reported in the City's FY 2011/12 CAFR.
10. The City will generate a transaction report extracting a listing of all transactions in excess of \$2,500 recorded in Fund 700001 for the period July 1, 2011 through June 30, 2012. MGO will judgmentally select a sample of 250 transactions, with no more than 50 of the transactions being payroll related. Invoices from the San Diego Data Processing Corporation (SDDPC) will be excluded from the expense sample. The expense sample will be tested for allowability, and agreed to original source documentation and inclusion in the Exhibit E schedule. In addition, the expense

- sample will be reviewed for compliance with the City and PA's contractual agreements that may affect the financial statements.
11. The City will generate a transaction report of Muni-only expenses, listing all transactions in excess of \$2,500 recorded in Fund 700000 for the period July 1, 2011 through June 30, 2012. MGO will judgmentally select a sample of 60 nonpayroll related transactions. The sample selected will be tested for exclusion from the Exhibit E schedule.
 12. Obtain the Metro Commission/MetroTAC representative sample of 200 transactions. The sample will be tested for allowability and agreed to original source documentation and inclusion in the Exhibit E schedule. In addition, the samples will be reviewed for compliance with the City and PA's contractual agreements that may effect the financial statements
 13. Verify that direct charges are reversed from the general government services cost allocation and that the total allocations for all services are uniformly applied to all City departments.
 14. The City will provide Metro Commission / MetroTAC representatives with the detailed capital projects report that rolls up to Metropolitan Wastewater Department (MWWD) schedule for capital project and debt allocation. Agree final detailed capital project summaries to MWWD schedule included in the "Retro Adjustment."
 15. Obtain the Metro Commission/MetroTAC representatives sample of 25 transactions, (10 related to capital projects and 15 related to income credits and other fund contributions) and agree the transactions from the Revenue Ledger to the Exhibit E schedule.
 16. Agree the debt service allocation to the Issued Financing Source level Detailed Debt Service Allocation Worksheet and actual transaction records in SAP GL system. Ascertain that benefits and credits, if any, associated with bond financing have been equitably allocated and that the methodology used in billing the PA's for debt services payments are appropriate.
 17. Review the City's schedule calculating the Actuarial Required Contribution (ARC), Net Pension Obligation (NPO) and Annual Pension Cost for the year ended June 30, 2012. Determine that this schedule is prepared in accordance with Generally Accepted Accounting Principles (GAAP) and confirm that the schedule utilizes the full actuary rates as presented in the actuarial valuation report (study) as of June 30, 2010, and that the allocation of the NPO to the Sewer Fund is reasonably allocated. The City allocates the NPO among all City's funds based on the year-end pensionable salary amount.
 18. Obtain the listing of legal costs provided by the City's Risk Management department and detailed allocation listing provided by the City Comptroller's Office, and review to determine whether any expenses charged to the member agencies for the period July 1, 2011 through June 30, 2012, were related to the pension fund and disclosure reviews and investigations.

19. Include a footnote regarding the City's/MWWD's plan in relation to GASB Statement No. 45, *Accounting and Financial Reporting by Employers for Postemployment Benefits Other Than Pensions*.

Procedures for the administrative protocol related to the allocation of operating reserves and debt service coverage of participating agencies:

20. Validate the undesignated fund balance, operating reserve balance, interest rates utilized, and the accuracy of the interest calculations; and include a footnote explaining the protocol.

ATTACHMENT D

Keese, Karyn

Subject: FW: Upcoming Contract Renewals

From: Paula de Sousa [mailto:Paula.deSousa@bbklaw.com]
Sent: Tuesday, March 26, 2013 9:43 AM
To: Lori Peoples; 'Karen Jassoy'; Keese, Karyn; Greg Humora
Subject: Upcoming Contract Renewals

All:

This is a list of the upcoming contract renewals we have--please let me know if I am missing anything:

1. Atkins: New Agreement for services for FY 2013/14
2. Padre Dam/ Treasurer Services: New Agreement for services for FY 2013/14 or such other term as acceptable to the parties (last year the Finance Committee noted a desire to enter into a new agreement as opposed to doing an amendment to the current agreement (the last amendment was the 5th amendment)
3. Webmaster Contract: Amendment to current agreement for FY 2013/14
4. Agreement with City of San Diego for reimbursement for Metro Commission expenses: Amendment to current agreement for FY 2013/14 (City proposes a one year extension due to timing concerns. Starting in FY 2014/15, the City proposes entering into a new agreement (a new agreement requires longer lead time for approval (council approval apparently will be required).
5. Agreement with Lori Ann Peoples: Amendment for a one year term (to mirror the process we are following with the City (see item 4 above).

The agreement for legal services with BBK is an ongoing agreement--no amendment is required.

Paula de Sousa

Paula C. P. de Sousa | Partner | Best Best & Krieger LLP
655 West Broadway, 15th Floor | San Diego, CA 92101 | Direct: 619-525-1328 | Fax: 619-233-6118

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ATTACHMENT E

SCOPE OF SERVICES

METRO TAC/JPA/COMMISSION

AS-NEEDED ENGINEERING AND FINANCIAL SERVICES

April 10, 2013

The purpose of the As-Needed Consulting Contract for the Metro Wastewater JPA/Commission is to provide technical and financial support to the PAs in meeting their objectives of fair rates, equitable cost sharing, and program validation. The intention of the As-Needed Contract is to provide review and oversight of the San Diego Metropolitan Sewer System (Metro System) Program with a minimum of duplication by the PAs. By combining the efforts of the PAs into a central focal point, our goal is to assist in increasing the responsiveness of the group to key issues of concern, ensure coverage at key meetings, centralize the data collection, minimize duplication of efforts by the PAs, and reduce the costs of both Metro TAC/ JPA/Commission efforts, as well as the overall costs of the Metro Program.

I. Scope of Services

The effort by ATKINS will be divided into five major categories, one for routine services, two for specific financial tasks, one for anticipated technical tasks, and one for general Metro TAC support.

A. Routine Meetings

The routine meetings will include the following tasks:

1. Attendance at the Metro TAC meetings, preparation of minutes and agendas.
2. Attendance and preparation of agendas for the Metro Commission/JPA meetings.
3. Prepare agendas, minutes, and technical support to the Metro Finance Committee.

B. Routine Audit Review – Public Utilities Department (PUD), Wastewater Operations Branch Exhibit E Audit Review – FYEs 2011 and 2012

1. Review and negotiate the auditors Scope of Work
2. Attend Entrance and Exit Conferences with the Auditors
3. Select audit sample
4. Attend Interim Bi-Weekly work meetings with the Auditors (maximum of 5 per audit)
5. Review the Draft and Final Audit numbers and test results

6. Review all audit samples for contract compliance and accounting accuracy
 7. Review the annual general services cost allocation
 8. Review output for any special projects (In the past this has included the reconciliation of the Shames and other municipal lawsuits, and the Clean Water Program management contract to insure that only Metro costs have/had been charged to the PAs)
 9. Present the results to the Metro Finance Committee, Metro TAC, and Metro Wastewater JPA / Commission
 10. Monitor closeout process to insure timely payment of refunds (if any) and the accuracy of any additional billings' (if any) to PAs
- C. Routine Review of MWWD Budget – FYE 2014
1. Line item review of the proposed CIP projects to verify that they are a part of the Wastewater Agreement. Provide a preliminary review of the O&M costs to identify areas of concern for the PAs
 2. Identify budget items that show major deviation from previous years, and discuss these deviations with the City
 3. Attend meetings with the City of San Diego Public Utilities staff to identify the nature and magnitude of the budget items
 4. Provide updates on budget issues to the Metro TAC, the Finance Committee, and the Metro Wastewater JPA/Commission meetings
- D. 2012 Wastewater Rate Case – During FYE 2012 and 2013 outside consultants have been preparing the PUD's wastewater rate case. Preliminary results on the first of three steps in the rate case process (revenue requirement) were released in March 2013. Atkins is working with the IROC Finance Committee to provide in-depth review of the Rate Case during fiscal year ending 2014 to insure that Metro Commission/JPA interests are considered and included.
- E. FYE 2014 Recycled Water Financial Projects
1. Review of Recycled Water Pricing Study – In December 2009 the City asked its consultant to address the difference between wholesale and retail customers and their recycled water rates. The City's original proposed unitary rate structure is of major concern to the PAs. A second draft of the pricing study was due out for review in July 2011 but to date has not been received. It is our understanding that while recycled water is not in the scope of the PUD's 2012 rate case that it will be a companion report to it for possible adoption during the 2012 rate case 218 process in FYE 2014.

The PAs goal for this study is to insure that the rates are fair and equitable to all parties, and set at appropriate levels that balance the facilitation of

increased use of recycled water per the City's agreement with the environmental community, while providing additional monies to operate the system. Atkins will review the upcoming draft in-depth to insure that the PAs goals are reached. (Note: This is a carry-over from FYE 2013)

2. Continued Support and Resolution of Recycled Water Contractual Issues – During FYE 2011 the City's Public Utilities Director recognized the PAs right to the revenues from the sales of recycled water at the South Bay plant. The sales of recycled water will be included starting with the 2009 audit as an income credit. However several housekeeping issues remain to be resolved such as the completion of the repayment schedule for the North City Optimized System Debt and continued discussions over allocation of the capacity reservation leases paid by Otay Water District and Olivenhain Municipal Water District. Atkins will support the effort in resolving these issues in FYE 2014. (Note: This is ongoing from FYE 2013).
 3. Recycled Water Cost Allocations – With the completion of the Recycled Water Master Plan, the next phase will be the possible implementation of selected capital projects. Atkins will provide a white paper to the Metro TAC and the Metro JPA/Commission on cost allocations used by other regional agencies such as West Basin Municipal Water District, the City of Los Angeles, and Los Angeles Water & Power for funding recycled water projects (i.e. what is a wastewater versus water expense for a capital projects). In addition, Atkins will work with the PUD and Metro TAC subcommittee to provide financial guidance regarding appropriate cost sharing allocations. (Note: This is ongoing from FYE 2013).
- F. Metro TAC Staff Support – This task includes 6 hours per month for unforeseen financial analysis and consulting. Atkins will support, as-needed, the items contained in the Metro TAC FYE 2014 Work plan. One key issue that will continue during FYE 2014 is the reallocation of Metro costs due to the overbilling of Padre Dam Municipal Water District for their sewage strengths. In addition, Brown and Caldwell have recently prepared a draft Metro Strength Billing Evaluation Report. This report contains recommendations for changes to the current strength based billing process as well as a potential billing issue regarding the recycled water flow at North City. Also, PUD staff will be updating the transportation rate. Atkins will review all calculations to insure that the billing issues, strength base billing changes, and changes to the transportation rate are appropriate.
- G. General Engineering Support – This task includes engineering technical support as requested by Metro TAC and the Metro JPA/Commission. This will include engineering support for such items as the next Waiver of Secondary Treatment at Point Loma and the "Secondary Equivalency Alternative" as outlined in the Metro TAC white paper that was included as an Appendix to the City of San Diego Recycled Water Final Report. This will also include review of the PUD proposed CIP and attendance at Metro TAC and other meetings as necessary.

II. ADDITIONAL SERVICES AS REQUESTED

- A. Participate in the MWWD Strategic Business Plan.
- B. Independent cost review of CIP.
- C. Review of ongoing background material not envisioned.
- D. Prepare for and attend additional meetings beyond what is included in Section I.
- E. Attendance at IROC in support of the Metro JPA/Commission representatives.
- F. Provide additional follow-up on the additional items identified.
- G. Provide additional technical support on specific projects as directed by the Metro TAC, Finance Committee, and Metro JPA/Commission Chairmen.
- H. Provide technical support, as requested, to fulfill other Metro JPA/Commission objectives.

Project Name: **As-Neede Financial & Engineering Services
FYE2013**

Client/Owner: **Metro Wastewater JPA**

Project Manager: **Karyn Keese**

Prepared By: **Karyn Keese**

Proj/Prop No.:

Date: **April 11, 2013**

ATKINS

FEE SUMMARY

<u>ITEM</u>	<u>TOTAL</u>
Labor	\$128,480
Outside Services	\$0
Direct Costs	\$712
TOTAL	\$129,192

BILLING RATES

ENGINEERING SERVICES

Engineering Aide - EA	\$70
Engineer I - EI	\$105
Engineer II - EII	\$115
Engineer III - EIII	\$120
Senior Engineer I - SEI	\$130
Senior Engineer II - SEII	\$140
Senior Engineer III - SEIII	\$145
Supervising Engineer I - SPEI	\$155
Supervising Engineer II - SPEII	\$170
Principal Engineer I - PEI	\$180
Principal Engineer II - PEII	\$196
Principal Engineer III - PEIII	\$175
Principal Engineer IV - PEIV	\$219

ADMINISTRATIVE SERVICES

Admin Assistant I/Clerk - AI	\$60
Admin Assistant II (N6) - AII	\$65
Admin Assistant III (N7) - AIII	\$75
Sr. Admin Assistant I (N8) - SAI	\$80
Sr. Admin Assistant II (N9) - SAII	\$85
Sr. Admin Assistant III - SAIII	\$100
Senior Administrator - SA	\$110

OTHER PROFESSIONAL SERVICES

Professional I/GIS Analyst - PI	\$88
Professional II/GIS Analyst II - PII	\$101
Sr. Prof. I/Sr. GIS Analyst I - SPI	\$122
Sr. Prof II/Sr. GIS Analyst II - SPII	\$135
Sr. Prof III/Sr. GIS Analyst III - SPIII	\$150
Supervising Professional - SP	\$170
Principal Professional - PP	\$190

PUBLIC AFFAIRS SERVICES

Project Manager - PM	\$170
Comm Relations Specialist - CRS	\$140
Assistant Project Manager - APM	\$125
Account Coordinator - AC	\$80

ENVIRONMENTAL SCIENCE

Research Assistant - RA	\$60
Assistant Scientist - AS	\$85
Scientist I - SI	\$100
Scientist II - SII	\$120
Scientist III - SIII	\$130
Senior Scientist I - SSI	\$140
Senior Scientist II - SSII	\$165
Senior Scientist III - SSIII	\$185
Senior Scientist IV - SSIV	\$220

CONSTRUCTION RELATED SERVICES

Contract Administrator - CA	\$85
Sr. Contract Administrator - CAS	\$110
Construction Mgmt Rep. I* - CMI	\$90
Construction Mgmt Rep. II* - CMII	\$100
Senior Field Representative* - SFR	\$115
Prevailing Wage Field Rep. - PWFR	\$125
Senior Project Engineer - SPEC	\$135
Construction Manager - CM	\$130
Senior Construction Manager - SCM	\$143
<i>(* non-prevailing wage)</i>	

DESIGN & GRAPHIC SERVICES

CADD Technician I (N7) - CTI	\$70
CADD Technician II (N8) - CTII	\$85
CADD Technician III (N9) - CTIII	\$95
Graphics Designer I (N10) - GDI	\$95
Graphics Designer II (N11) - GDII	\$100
Designer I - DI	\$100
Designer II - DII	\$110
Senior Designer I - SDI	\$120
Senior Designer II - SDII	\$135
Senior Designer III - SDIII	\$140

TASK DESCRIPTION		LABOR CODE/STAFF HOURS												TOTALS	
Pt	Task/Task/Sub	PP	AI											HOURS	FEE
		kk	0												
1000	Routine Support Services														
	Support Metro TAC	52												52	\$9,880
	Attend Metro Commission	30												30	\$5,700
	Support Metro Finance	72	12											84	\$14,460
	Subtotal													166	\$30,040
2000	2010 & 11 Exhibit E Audit														
	Review Audit Scope	8												8	\$1,520
	Entrance/Exit Conference	8												8	\$1,520
	Interim Work Meetings	40												40	\$7,600
	Review Draft & Final Numbers	48												48	\$9,120
	Special Audit Projects	16												16	\$3,040
	Prepare Report/Presentation	12												12	\$2,280
	Present Metro TAC/Metro Com.	8												8	\$1,520
	Subtotal													140	\$26,600
3000	Budget Review														
	Line item Review	20												20	\$3,800
	Variance Analysis	20												20	\$3,800
	Presentation	8												8	\$1,520
	Subtotal													48	\$9,120
4000	Special Projects														
4001	General Metro TAC Support	70	12											82	\$14,080
4002	Rate Case	40												40	\$7,600
4003	Resolve Reclaimed Issues	46												46	\$8,740
4004	Reclaimed Water Pricing Study	40												40	\$7,600
4005	Reclaimed Cost Allocations	50												50	\$9,500
	Subtotal													258	\$47,520
TOTAL - THIS PAGE		PP	AI												
TOTAL - ALL PAGES		588	24											612	\$113,280
		668	24											692	\$128,480

AGENDA ITEM 9

Attachment

MetroTAC
2012/13 Work Plan
March 2013 (Revised Per Metro TAC)

MetroTAC Items	Description	Subcommittee Member(s)
Strength Based Billing Evaluation	<i>3/20/13: Brown and Caldwell presented their draft results to Metro TAC. This has been added as a standing item to the Metro TAC agenda for discussions on the recommendations.</i>	
IRWMP	<i>Bob Kennedy attended the Regional Advisory Committee (RAC) meeting of April 3, 2013. Minutes from this meeting are attached.</i>	Bob Kennedy Greg Humora
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.10/26/11: 2010 will be the first year where the PAs will be credited with interest on the debt service reserve and operational fund balances. Interest will be applied as an income credit to Exhibit E when that audit is complete.	Greg Humora Karen Jassoy Karyn Keese
Recycled Water Revenue Issue	Per our Regional wastewater Agreement revenues from SBWTP are to be shared with PA's. 4/11: City has agreed to pay out revenue to Wastewater Section and PA's credit will be on the Exhibit E adjustments at year end Open issues: Capacity reservation lease payments and North City Optimized System Debt service status. 12/11: Letter sent to San Diego regarding outstanding recycled water revenue issues. 2/13: Karyn Keese continues to meet with City staff to determine the basis of the water department's administrative charges.	Scott Huth Scott Tulloch 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. 2/2011:wastewater revenues are declining due to conservation and flow reductions and agencies are re-prioritizing projects to be able to cover annual operations costs	Eric Minicilli Bob Kennedy 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. 8/2010: County Sheriff and Chula Vista have set up locations for people to drop off unwanted medications and drugs.4/11: Local law enforcement has taken a proactive role and is sponsoring drug take back events. 3/11: TAC to prepare a position for the board to adopt; look for a regional solution; watch requirements to test/control drugs in wastewater. 10/26/11: A prescription drug take back day is scheduled for 10/29/11. Go to www.dea.gov to find your nearest location.4/12: East County to host a prescription drug take back 4/28/12. <i>3/27/13 is scheduled to be a county wide take back day. Locations can be found on the DEA website.</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. <i>3/13: A discussion on this issue is planned for the spring ____ conference.</i>	Eric Minicilli

MetroTAC Items	Description	Subcommittee Member(s)
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. 3/11: get update on local progress and status of grease rendering plant near Coronado bridge	Eric Minicilli
Padre Dam Mass Balance Correction	11/11: Padre Dam has been overcharged for their sewage strengths since 1998. Staff from City of San Diego presented a draft spreadsheet entitled Master Summary Reconciliations Padre Dam Mass Balance Corrections Calculation. Rita Bell and Karyn Keese were elected to review the documentation and report back to Metro TAC. 2/12: Audit complete. Item added as Standing to Metro TAC agenda.4/12: This issue is scheduled as a standing item and discussed at each Metro TAC meeting until it is resolved. Currently Metro TAC is focusing on the statue of limitations. 2/13: The PAs have received a joint letter from Padre Dam/City of San Diego. The PA's attorneys group continues to meet on this issue. <i>3/13: The attorney's group has requested an extension to 4/23/13 to respond to San Diego's letter.</i>	Rita Bell Karyn Keese
Waiver and Recycled Water Study Implementation	11/12: Metro TAC requested a timeline from City staff including milestones for the waiver process. The waiver is due no later than 7/30/15. However, the application needs to be submitted six months prior to the July date (2/1/15). Preparation of the waiver will begin in the early part of FYE 2014. 2/13: City staff has met to start coordination of the waiver process. Staff in attendance included Roger Bailey, Marsi Steirer, Guann Hwang, Steve Meyers, and Allan Langworthy.	Al Lau Scott Tulloch Karyn Keese
City of San Diego 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. Metro TAC, in addition to individual PAs, has been engaged in this process and has 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. 10/26/11: draft study still not issued	Karyn Keese Rita Bell
City of San Diego Revised Procurement Process	8/12: San Diego City Engineer James Nagelvoort reported on recent changes to San Diego's procurement process to move projects through more quickly. Technically any CIP projects under \$30 million may no longer need to be reviewed by the Metro TAC or JPA prior to City Council approval. Chairman Humora requested San Diego prepare a summary of the recent changes and the decision points for consideration of the TAC at the September meeting. 10/4: Metro Commission requests further review by TAC to recommend an appropriate level for CIP's to be brought forth to the Commission. 11/12: MetroTAC recommended leaving the thresholds as they are today and therefore everything will go through TAC and then to the JPA for formal action. The policy will be placed on the JPA website. The Metro Commission approved the policy at their November 2012 meeting. San Diego's CIP will become a standing item on the Metro TAC agenda.	Metro TAC
Salt Creek Diversion	9/2010: OWD, Chula Vista and San Diego met to discuss options and who will pay for project; Chula Vista and OWD are reviewing options. 2/2011: OWD and PBS&J reviewed calculations with PUD staff; San Diego to provide backup data for TAC to review. This option is also covered in the Recycle Water Study.10/26/11: Back-up information has still not been received from staff. 8/12: San Diego to conduct business case evaluation and add to Capital Improvement Program as recommend by Metro Commission to San Diego City Council on July 17, 2012 in support of the Recycled Water Study.	Roberto Yano Bob Kennedy Karyn Keese Rita Bell

MetroTAC Items	Description	Subcommittee Member(s)
Recycled Water Study Cost Allocation	A small working group was formed to discuss options to allocate PLWTP offset project costs among the water and wastewater rate payers; Concepts will be discussed at TAC and JPA Board in near future.7/12: Subcommittee to meet with PUD staff & consultants to review TM 8 and economic model.8/12: Subcommittee has meet with City staff and consultants. Economic model has been received. City will not pursue cost allocations until Demonstration Project is complete due to staffing constraints.	Roberto Yano Al Lau Karyn Keese Rita Bell
Board Members' Items		
Rate Case Items	1/12: San Diego is in the process of hiring a consultant to update their rate case. As part of that process, Metro TAC and the Finance Committee will be monitoring the City's proposals as they move forward. 6/12: San Diego hired Black & Veatch as their rate consultant. 2/13: Preliminary results were reported at the IROC Meeting of 2/19/13. Karyn Keese will be working with the IROC Finance Committee to review details. <i>3/13: Karyn Keese attended a joint workshop with IROC to review the draft revenue requirement for the Rate Case.</i>	Karyn Keese
Exhibit E	Metro TAC 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. 2/13: 2010 and 2011 audits are ongoing. <i>3/13: The 2010 audit is complete and has been presented to Metro TAC & the Finance Committee. Will move forward to Commission at 6/13 meeting. 2011 field work is complete. 2012 sample selected.</i>	Karen Jassoy Karyn Keese
Future bonding	Metro TAC 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. 10/26/11: San Diego is issuing an RFP for a cost of service study to support a future bond issue potentially in mid-2013. Kristin Crane to sit on the selection panel. 2/13: San Diego's preliminary rate case does not show the issuance of additional debt until FY 2018.	Karen Jassoy Karyn Keese Kristen Crane
Changes in water legislation	Metro TAC 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	Paula de Sousa
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 2/12: Scott Huth removed as member due to new position. JPA/Metro TAC needs to appoint a new representative.	Karyn Keese
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. 2/12: This Item does not have a champion. Should we remove?	
SDG&E Rate Case	8/19: Karyn to check with Paula regarding latest SDG&E issues.11/12: Sophie Akins from BBK will present updated information to Metro TAC.	Paula de Sousa
Metro JPA Strategic Plan	6/12: Chairman Ewin to establish a subcommittee to monitor the progress of strategic plan initiatives.	<i>Who should take over?</i>

Completed Items	Description	Subcommittee Member(s)
Debt Reserve and Operating Reserve Discussion	In March 2010, the JPA approved recommendations developed by Metro JPA Finance Committee, MetroTAC, and the City of San Diego regarding how the PA's will fund the operating reserve and debt financing. MetroTAC has prepared a policy document to memorialize this agreement. Project complete: 4/10	Scott Huth Karyn Keese Doug Wilson
State WDRs & WDR Communications Plan	The Waste Discharge Requirements (WDRs), a statewide requirement that became effective on May 2, 2006, requires all owners of a sewer collection system to prepare a Sewer System Management Plan (SSMP). Agencies' plans have been created. We will continue to work to meet state requirements, taking the opportunity to work together to create efficiencies in producing public outreach literature and implementing public programs. Project complete: 5/10. 2/12: State has proposed new WDR regulations. Metro TAC will not reopen but Dennis Davies will stay on top of the issue.	Dennis Davies
Ocean Maps from Scripps	Schedule a presentation on the Sea Level Rise research by either Dr. Emily Young, San Diego Foundation, or Karen Goodrich, Tijuana River National Estuarine Research Reserve Project complete: 5/10	Board Member Item
Secondary Waiver	The City of San Diego received approval from the Coastal Commission and now the Waiver is being processed by the EPA. The new 5 year waiver to operate the Point Loma Wastewater Treatment Plant at advanced primary went into effect August 1, 2010. Project complete 7/10	Scott Huth
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. 4/11: There has been no change to the issue. We will continue to track this item through SCAP and report back when the issue is active again. Efforts closed 3/11	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. 2/8/11: <i>Equipment arrived 3/2011; tours will be held when operational (June/July 2011 timeframe).</i> 2/12: Tours are available. San Diego whitepaper on IPR distributed to Metro TAC members. Closed 4/18/12	Al Lau
SDG&E Rate Case	SDG&E has filed Phase 2 of its General Rate Case, which proposes a new "Network Use Charge" which would charge net-energy metered customers for feeding renewable energy into the grid as well as using energy from the grid. The proposal will have a significant impact on entities with existing solar facilities, in some cases, increases their electricity costs by over 400%. Ultimately, the Network Use Charge will mean that renewable energy projects will no longer be as cost effective. SDG&E's proposal will damage the growth of renewable energy in San Diego County. A coalition of public agencies has formed to protest this rate proposal.2/12: PUC has not accepted SDG&E's filing. Metro TAC move to close this item. Will continue to monitor this.8/19: Karyn to check with Paula regarding latest SDG&E issues.	Paula de Sousa
Metro JPA Strategic Plan	2/2011: committee to meet 2/28/11 to plan for retreat to be held on 5/5/11 Retreat held and wrap up presented to the Commission at their June Meeting. JPA strategic planning committee to meet to update JPA Strategic Plan and prepare action items. 1/12: Draft strategic plan reviewed by Board and referred to Metro TAC for input. MetroTAC has created a subcommittee to work on this project. 2/12: Metro TAC has completed their final review. Forwarded to Commission. 4/12: Adopted at April 2012 Metro JPA Meeting. Project complete.	Augie Caires Ernie Ewin

Completed Items	Description	Subcommittee Member(s)
Recycled Water Study	<p>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. TM #8 Costs estimates are out and PAs provided comments on TM#8 and have asked for a technical briefing. 10/16/11: Final draft of report is due out in November 2011.1/12: Final draft of report is due in March 2012.3/12: Final draft available for comments until 3/19/12 4/12: PUD staff to give presentation to Metro JPA at their May meeting. 5/12 PUD staff presented the Recycled Water Study to the Metro JPA at their May meeting. Metro JPA approved the Study as a planning document. Study to move forward to SD City Council in July 2012 with letter of support from JPA. 7/12: City of San Diego approved the Recycled Water Study; Study submitted on time to Coastal Commission. Final report uploaded to JPA website.11/12: San Diego received a letter from the Coastal Commission. Metro Commission consensus was that based on the tone of the Coastal Commission letter the region may be seeing some time line changes relative to San Diego's projections on the implementation of IPR and that the MetroTAC needs to manage all aspects including the Coastal Commission and multiple issues such as desalination water, Coastal Commissions attitude at this point and pending IPR programs we have heard about.</p>	<p>Scott Huth Al Lau Scott Tulloch Karyn Keese</p>
IRWMP	<p>4:12: Metro TAC received a presentation from Cathy Pieroni (City of San Diego) on the Integrated Regional Water Management Program (IRWMP). Group is still relatively informal but plans to become more structured during its upcoming 2 year plan update. There is a governance & finance work group that starts in the 3rd quarter of 2012 and at that point the JPA role will be examined. Padre Dam and Chula Vista are regular participants. 9/19: Cathy Pieroni gave an update. Recommendation by IRWM to the RAC to include a seat for the Metro JPA. Bob Kennedy will attend the October 3, 2012 meeting representing the JPA. 11/12: At their November 2012 meeting the Metro Commission unanimously appointed Bob Kennedy of Otay Water District as primary and Metro TAC Chairman Greg Humora as alternate to the IRWMP RAC. 2/13: On February 6, 2013 Bob Kennedy attended the IRWMP meeting. Metro JPA has been added as a permanent member of the Water Quality subcommittee of the RAC. The City of San Diego presented an overview of the Recycled Water Study. Next meeting scheduled for April 3, 2013. <i>Closed 4/12 as the Metro JPA has become a member.</i></p>	<p>Bob Kennedy Greg Humora</p>

San Diego Integrated Regional Water Management
Joint Public Workshop & Regional Advisory Committee Meeting #42
April 3, 2013

Background

The Regional Water Management Group for IRWM Program was established in 2005. This group is made up of Marsi Steirer for the City of San Diego, Troy Bankston for the County of San Diego, and Ken Weinberg of the Water Authority. This was Marsi Steirer's first meeting as Chair, Ken Weinberg is Co-Chair.

A year later, they established the Regional Advisory Committee (RAC) to assist the Regional Management Group with the original IRWM Plan and to assist on prioritization of Prop 50 funding application. The RAC is made up of 4 groups; Water Supply, Water Quality, Natural Resources and Watersheds, with the recent reorganization, they added the Metro JPA representative to the Water Quality Group. The RAC meet quarterly but the groups meet individually more often.

San Diego Integrated Regional Water Management (IRWM) UPDATE

At the Regional Advisory Committee meeting of April 3, 2013, the proposed revisions to project scoring and weighting for the IRWM Plan Update was discussed. Suggested modifications to the project selection process were proposed. More discussion to follow.

The RAC also considered narrowing the planning study recommendations prepared by the Regulatory Workgroup, Land Use Planning Workgroup, and Climate Change Workgroup. Members interested in being an advocate of a recommendation will notify the RAC via email.

Two new resources pertaining to climate and climate change were noted for future reference. These resources are described below:

1. The Community Collaborative Rain, Hail and Snow Network (CoCoRAHS): A community-based network of volunteers that are working to measure and map precipitation across the United States.
 - See how you can get involved and learn more about this resource by downloading the informational brochure, which is available here:
http://www.cocorahs.org/Media/docs/CoCoRaHSBrochure2010_FINAL.pdf
2. Climate Change Handbook for Regional Water Planning: a handbook produced by the California Department of Water Resources, the U.S. Environmental Protection Agency, the U.S. Army Corps of Engineers, and the Resources Legacy Fund for integrating climate change analyses into regional water management planning.
 - Information and handbook available here:
<http://www.water.ca.gov/climatechange/CCHandbook.cfm>

Next meeting scheduled for June 5, 2013.

Metro TAC Participating Agencies Selection Panel Rotation

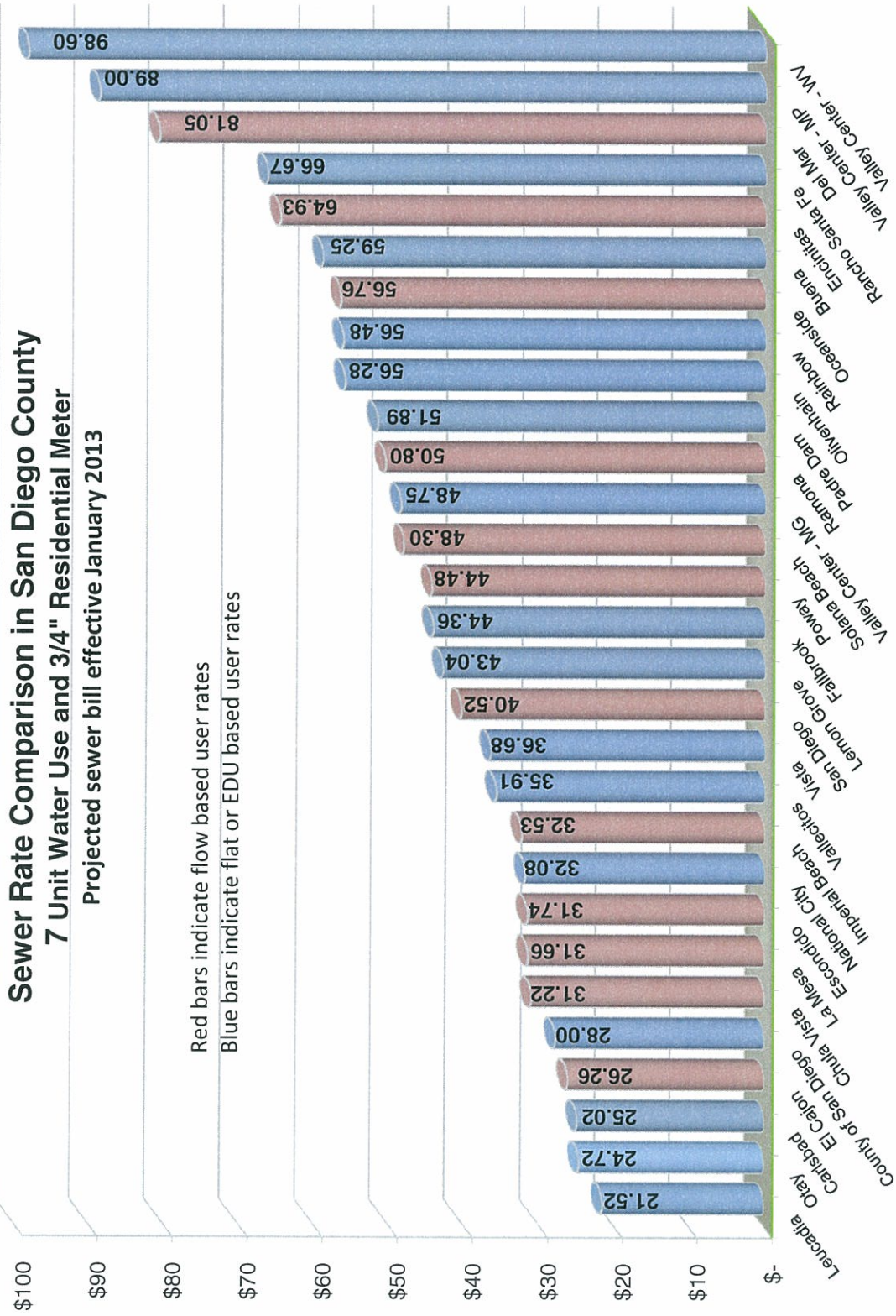
Agency	Representative	Selection Panel	Date Assigned
Padre Dam	Neal Brown	IRWMP – Props 50 & 84 Funds	2006
El Cajon	Dennis Davies	Old Rose Canyon Trunk Sewer Relocation	9/12/2007
La Mesa	Greg Humora	As-Needed Piping and Mechanical	11/2007
National City	Joe Smith	MBC Additional Storage Silos	02/2008
Otay Water District	Rod Posada	As-Needed Biological Services 2009-2011	02/2008
Poway	Tom Howard	Feasibility Study for Bond Offerings	02/2008
County of San Diego	Dan Brogadir	Strategic Business Plan Updates	02/2008
Coronado	Scott Huth	Strategic Business Plan Updates	09/2008
Coronado	Scott Huth	As-needed Financial, HR, Training	09/2008
PBS&J	Karyn Keese	As-needed Financial, Alternate HR, Training	09/2008
Otay Water District	Rod Posada	Interviews for Bulkhead Project at the PLWTP	01/2009
Del Mar	David Scherer	Biosolids Project	2009
Padre Dam	Neal Brown	Regional Advisory Committee	09/2009
County of San Diego	Dan Brogadir	Large Dia. Pipeline Inspection/Assessment	10/2009
Chula Vista	Roberto Yano	Sewer Flow Monitoring Renewal Contract	12/2009
La Mesa	Greg Humora	Sewer Flow Monitoring Renewal Contract	12/2009
Poway	Tom Howard	Fire Alarm Panels Contract	12/2009
El Cajon	Dennis Davies	MBC Water System Improvements D/B	01/2010
Lemon Grove	Patrick Lund	RFP for Inventory Training	07/2010
National City	Joe Smith	Design/Build water replacement project	11/2010
Coronado	Scott Huth	Wastewater Plan update	01/2010
Otay Water District	Bob Kennedy	RFP Design of MBC Odor Control Upgrade/Wastewater Plan Update	02/2011
Del Mar	Eric Minicilli	Declined PS 2 Project	05/2011
Padre Dam	Al Lau	PS 2 Project	05/2011
County of San Diego	Dan Brogadir	RFP for As-Needed Biological Services Co.	05/2011
Chula Vista	Roberto Yano	North City Cogeneration Facility Expansion	07/2011
La Mesa	Greg Humora	confined space RFP selection panel	10/2011
Poway	Tom Howard	COSS's for both Water and WW	10/2011
El Cajon	Dennis Davies	Independent Accountant Financial Review & Analysis – All Funds	01/2012

Updated 11/2012

EXP

Lemon Grove	Mike James	MBC Dewatering Centrifuges Replacement (Passed)	01/2012
National City	Joe Smith	MBC Dewatering Centrifuges Replacement (Passed)	01/2012
Coronado	Godby, Kim	MBC Dewatering Centrifuges Replacement (Passed)	01/2012
Otay Water District	Bob Kennedy	MBC Dewatering Centrifuges Replacement (Accepted)/Strategic Planning Rep	01/2012
Del Mar	Eric Minicilli	New As Need Engineering Contract	02/2012
Padre Dam	Al Lau	PA Rep. for RFQ for As Needed Design Build Services (Passed)	05/2012
County of San Diego	Dan Brogadir	PA Rep. for RFQ for As Needed Design Build Services (Cancelled project)	05/2012
Chula Vista	Roberto Yano	As-Needed Condition Assessment Contract (Accepted)	06/2012
La Mesa	Greg Humora	New programmatic wastewater facilities condition (Awaiting Response)	11/2012
Poway	Tom Howard	Optimization Review Study	01/2013
El Cajon	Dennis Davies		
Lemon Grove	Mike James		
National City	Joe Smith		
Coronado	Godby, Kim		
Otay Water District	Bob Kennedy	Strategic Planning (Volunteered, participated last year)	01/2013
Del Mar	Eric Minicilli		
Padre Dam	Al Lau		
El Cajon	Dennis Davies		
Lemon Grove	Patrick Lund		
National City	Joe Smith		
Coronado	Scott Huth		
Otay Water District	Bob Kennedy		
Del Mar	Eric Minicilli		
Padre Dam	Al Lau		
County of San Diego	Dan Brogadir		
Chula Vista	Roberto Yano		
La Mesa	Greg Humora		

Sewer Rate Comparison in San Diego County 7 Unit Water Use and 3/4" Residential Meter Projected sewer bill effective January 2013



AGENDA ITEM 11

Attachment



April 5, 2013

To: Karyn Keese
From: Hamed Hashemian, Engineering Project Manager
CC: Gregory Humora, Public Works Director\City Engineer
Subject: City of La Mesa Comments on Brown and Caldwell's Strength Based Study
Dated February 15, 2013

The City of La Mesa has reviewed the above mentioned report and would like the following comment to be considered and addressed in the report. The City understands that the report is based on 2010 and earlier data and some of the recent changes may not have been incorporated.

1. The report (Section 2.1.1) suggests that the City of La Mesa should consider metering flows to SVSD. BC does not seem to have been provided LM2 and LM5 meter data to evaluate and incorporate into their report. The City of La Mesa requests the study to evaluate, incorporate and provide information regarding this issue.

In 1990s, the City through Metro did in fact have two flow meters (LM2 and LM5) installed on Bancroft Drive and Campo Road. The City of La Mesa requests LM2 and LM5 meters to be included in the current study. These meters measure the flows from the City to the SVSD and cover substantial number of EDUs from La Mesa to Spring Valley. The City has started to negotiate with SVSD to finalize an interagency formula. The City also proposes to include testing of the sewer at LM2 and the results to be used as typical sewer characteristic from La Mesa to SVSD.

2. Section 3.3 "County of San Diego, Spring Valley Sanitation District" would need correction as per comment No. 1 above.
3. Referring to Section 2.1.1 and Table 2-2, the report should delete LM flows to LG from the table. The noted flow in the table is total flow amount from nine different interagency connections and each individual connection does not meet with the proposed metering criterion in the report.

E:\0840 Wastewater\75 Metro-TAC\Brown & Caldwell Report\LM Comments.doc

Draft Technical Memorandum
Metro Strength Based-Billing Evaluation
 Prepared for the City of San Diego, Public Utilities Department
 Prepared by Brown and Caldwell, February 15, 2013
 Padre Dam MWD Comments, March 2013

NO.	REFERENCE	COMMENT	ACTION
1	Pg 2, Table ES.1, Flow Measurement Locations	TM uses 265 mgd/EDU for unmetered areas. Padre Dam measured the flow during its Wastewater Characterization Study in 2010 at Simeon Drive to be 0.076 mgd average daily flow. There are 413 EDU's in the Simeon Drive basin which results in 184 gpd/EDU.	Suggest that a new meter should be installed (PD 3) for Simeon Drive. Otherwise, the unmetered flow for Simeon Drive should be adjusted downward to reflect actual measurements conducted by Padre Dam (185 gpd/EDU).
2	Pg 3, Table ES.1, Monitoring of Wastewater from Padre Dam MWD	<p>TM recommends "The best approach to capture the PD1B loads accurately would be to disregard the historical COD and TSS measurements a PD1B and start fresh. In order to form a baseline quickly, a more frequent (monthly or bi-monthly) sampling program can be instituted in the initial 2 years). After collecting about 24 data points, quarterly sampling can be reinstated to reduce cost."</p> <p>The inequity in this approach is amplified given two factors:</p> <ol style="list-style-type: none"> 1. Flowrates continue to decline system-wide with an increase in concentrations of COD and SS (other billing points in the system that utilize data over the past 5 years would not be affected as much as data collected over the last 2 years. 2. The proposed change in testing of COD by emulsifying or homogenization the samples prior to testing will increase the concentrate of COD results. If Padre Dam has more tests using this method than other points in the system, our concentrations will have an unfair higher average. 	The approach of performing more tests (monthly or bi-monthly would be acceptable if ALL locations in the Metro system followed the same approach (same time interval & frequency, same test method & procedures).
3	Pg 4, Table ES.1,	Recommendation is to perform homogenization	This approach is acceptable if the number of

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NO.	REFERENCE	COMMENT	ACTION
	Sampling and Analysis Procedures	(emulsification) prior to analysis for COD.	data points utilizing this method were the same for ALL locations in the METRO System.
4	Pg 5, Table ES.1, Evaluation of a Representative Time Period for Load Calculations	Recommendation is to use the latest 5-year running average instead of averaging the historical data. This would be acceptable as long as all monitoring points are tested in the same year and with the same testing methods. (See comment number 4)	This approach is acceptable if the number of data points utilizing this method were the same for ALL locations in the METRO System.
5	Pg 17, first paragraph, last two sentences	Text states; "Cowles Mountain and Simeon Drive flows are not monitored; instead, they are calculated based on house counts and an assumed unit wastewater generation rate of 280 gpd/EDU. The City indicated that future bills will use a lower UGR of 265 gpd/EDU to be consistent with the UGR applied to other agencies." The 265 gpd/EDU is acceptable for Cowels Mountain, but for Simeon Drive a value of 184 gpd/EDU is more appropriate (See comment No. 1).	The 265 gpd/EDU is acceptable for Monitoring Point PD2Cowels Mountain. PDMWD prefers to see a meter installed (PD3) for Simeon Drive; if not, a value of 185 gpd/EDU is more appropriate (See comment No. 1).
6	Pg 20, third paragraph	Text states; "It was noted that average COD and TSS concentrations (889 and 433 mg/L, respectively) measured at PD1B during this sampling event were much higher than the historical average COD and TSS concentrations (590 and 236 mg/L, respectively) the City has been using for the billing purposes. The difference is considered significant." Note that prior COD testing do not appear to include emulsification as part of the standard procedures.	It appears that the most recent COD samples were emulsified prior to testing, whereas historical COD testing do not include emulsification. Emulsification would provide a higher value of COD; therefore, it would not provide an appropriate comparison to draw the reported conclusion. Additionally, the report does not indicate increase in concentration of COD and TSS on a system-wide basis due to reduced sewer returns resulting from water conservation.

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NO.	REFERENCE	COMMENT	ACTION
		<p>If so results will not compare well with historical data where COD samples were not emulsified (emulsification would give higher values).</p>	
7	Pg 20, last paragraph	<p>Text states; "The best approach to capture the PD1B loads accurately would be to disregard the historical COD and TSS measurements at PD1B and start fresh. In order to form a baseline quickly, a more frequent sampling period can be considered at the initial 2 years, such as monthly or bi-monthly sampling. LS2 has to be sampled concurrently during this period. After collecting about 24 data points, quarterly sampling can be reinstated to reduce cost." Because of increasing concentrations, Padre Dam would have higher concentrations if all data were for the last two years compared to other sampling locations using data over the past 5 years. Also the methods of testing for COD samples need to be consistent with regard to emulsification. Reference comments 2 and 3.</p>	<p>This approach is acceptable if the number of data points utilizing this method were the same for all ALL locations in the METRO System.</p>
8	Pg 22, second paragraph, second and third to last sentences	<p>Text states; "It is recommended to collect samples at PD2 for wastewater characterization in addition to flow measurement. Limited number of sampling (e.g., 5 to 7 days) would be sufficient to characterize the wastewater since it is mainly from residential community. The concentrations found there could represent Cowles Mountain and the Padre Dam residential flows that go to</p>	<p>Incorporate same methodology at Simeon Drive in addition to the installation of a new flow meter.</p>

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NO.	REFERENCE	COMMENT	ACTION
		PD2." This methodology should also be used for the concentrations at Simeon Drive.	
9	Pg 44, second to last sentence	Text states; "San Diego's loadings increased more than other PA's because not only the San Diego's wastewater strength increased based on latest 5-year data evaluation with the new method, but also its net flow contribution increased by about 5 mgd to better estimate the wastewater generation in the North City basin." Missing 5 mgd is a considerable error and should be looked at how this could affect the amount paid in the past.	Consider affect change has on past billings.
10	Table 7.1 Summary of Conclusions and Recommendations	This Table is the same as the Table ES.1 and the same comments apply.	See comment 1 & 2.

From: Bob Kennedy [Bob.Kennedy@otaywater.gov]
Sent: Tuesday, April 09, 2013 7:53 AM
To: Keese, Karyn
Subject: RE: IRWMP Meeting notes 4-3-13

Karyn,
Comments:

The impact of the under reporting of flow from the NCWRP is of interest. Can B&C quantify this over the period they have been asked to review?

Table 2-2 identified highest ten unmetered flow locations however Table 7-1 doesn't recommend additional flow meters. We suggest additional permanent meters should be installed and maintained by the City or agency at these ten locations.

The District will try to comply with their Otay recommendations to be as transparent as possible. B&C has indicated the District may have overstated their solids slightly however the County still have some concerns they expressed at the last meeting. We suggest the County and B&C get together to go over the proposed changes to see if additional information is needed.

Bob Kennedy, P.E.
Engineering Manager
Phone: (619) 670-2273
Fax.: (619) 670-8920
[*bob.kennedy@otaywater.gov*](mailto:bob.kennedy@otaywater.gov)

Otay Water District
2554 Sweetwater Springs Boulevard
Spring Valley, CA 91978

From: Joe Smith [JSmith@nationalcityca.gov]
Sent: Tuesday, April 09, 2013 12:09 PM
To: Keese, Karyn
Subject: RE: B&C's Strength Based Billing Evaluation

Yes, I forgot.

My suggestion would be to leave NC5 as is and add a meter to NC3, so there would be a meter in, both NC3A & NC3B.

Thanks!