



Metro Finance Committee
(Finance Advisory Committee to Metro JPA)

TO: Finance Committee Members and Metro Commissioners

DATE: Wednesday May 24, 2017

TIME: 10:00 a.m.

LOCATION: MWWD, 9192 Topaz Way, (Conf. Room 2F – Second Floor) – Brunch will be provided

THIS NOTICE HAS BEEN DISTRIBUTED TO THE METRO COMMISSIONERS AND FINANCE COMMITTEE MEMBERS.

1. Roll Call
2. Public Comments
Persons speaking during Public Comment may address the Metro Finance Committee on any subject matter within the jurisdiction of the Metro Finance Committee that is not listed as an agenda item. Comments are limited to three (3) minutes. Please complete a Speaker Slip and submit it prior to the meeting.
3. Approval of Minutes from the April 26, 2017 Finance Committee Meeting (**Attachment**)
4. **ACTION:** Review and Consideration and Possible Action to Approve NV5 Social Media Monitoring Contract (Alex Heide). (**Attachment**)
5. **ACTION:** Review and Consideration and Possible Action to Recommend the Metro Commission/Metro Wastewater JPA Accept the FYE 2015 City of San Diego Public Utilities Department Schedule of Allocation for Billing to Metropolitan Wastewater Utility and Independent Auditors Report (MGO/Seth Gates/Karyn Keese) (**Attachment**)
6. **ACTION:** Review and Consideration and Possible Action to Recommend the Metro Commission/Metro Wastewater JPA Approval of the FY 2018 Metro Wastewater JPA Budget (Karen Jassoy/Karyn Keese) (**Attachment**)
7. **ACTION:** Consideration and Possible Action to Recommend Approval of Amendment to the Treasurers Contract with Padre Dam Municipal Water District for FY 2018 (Karen Jassoy/Karyn Keese) (**Attachment**)
8. **ACTION:** Consideration and Possible Action to Recommend Approval of the FY 2018 Contract with The Keze Group, LLC for Financial Management Services (Greg Humora) (**Attachment**)
9. **ACTION:** Consideration and Possible Action to Recommend Approval of the FY 2018 NV5 Contract for Engineering Services (Greg Humora/Karyn Keese) (**Attachment**)
10. **ACTION:** Consideration and Possible Action to Recommend Approval of the FY 2018 Scope of Work with Wilson Engineering for Engineering Support Services (Greg Humora/Karyn Keese) (**Attachment**)

11. **ACTION:** Consideration and Possible Action to Recommend Approval of the FY 2018 Proposed City of San Diego Metro Wastewater Utility Budget.(Seth Gates) (**Attachment**)
12. Review FY 21016-17 Budget for Legal Counsel (Best Best & Krieger LLP) in Light of Increased Work in February-May 2017 (Paula de Sousa Mills)
13. Review of Items to be Brought Forward to the Metro Commission/Metro JPA
14. Other Business of the Finance Committee
15. Adjournment

The Metro Finance Committee may take action on any item listed on the Agenda whether or not it is listed "for action".

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

<u>Finance Committee 2017 Meeting Schedule</u>		
January 25	May 24	September 27
February 22	June 28	October 25
March 29	July 26	November 22
April 26	August 23	December 27

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

The Metro Finance Committee requests individuals who require alternative agenda format or special accommodations to access, attend, and/or participate in the Metro Finance Committee meetings, contact Margaret O'Donnell at (619)525.1354, at least forty-eight hours in advance of the meetings.

**Attachment 3
Action Minutes
of April 26, 2017**

Metro Finance Committee

Meeting Minutes

DATE OF MEETING: April 26, 2017

TIME: 8:30 AM

LOCATION: MOC II, Conference Room 2C

MEETING ATTENDANCE:

Commissioners:

John Mullin, Chair, City of Poway
Jerry Jones, Lemon Grove
Jim Peasley, Padre
Bill Baber, La Mesa
Sherryl Parks, Del Mar (Alternate)
Ed Spriggs, Imperial Beach (arrived
9:05 am)

Staff:

Karyn Keese, TKG
Paula de Sousa Mills, BBK
Lori Anne Peoples, Metro JPA
Seth Gates, City of San Diego
Edgar Patino, City of San Diego
Charlotte Strong Williams, City of San Diego

Others: Mike Obermiller and Alex Heide, City of Poway, MetroTAC Social Media Working Group

1. Roll Call

Meeting attendance is noted above. There was a quorum for the meeting. As there were several new people at the meeting introductions were made.

2. Public Comments

There were no public no comments.

3. ACTION: Consideration and Possible Action to Approve the Minutes of the August 31, 2016, 2016 Regular Meeting

On a motion by Jerry Jones, seconded by Jim Peasley the minutes were approved unanimously.

4. ACTION: Consideration and Possible Action to Select and Appoint Committee Chair and Vice Chair

General Counsel de Sousa Mills provided a brief overview of how a Chair and Vice Chair is appointed.

On a motion by Jerry Jones, seconded by Bill Baber, John Mullin was re-appointed as Chair and Jim Peasley as Vice Chair. The motion was carried unanimously.

5. ACTION: Consideration and Possible Action to Establish Meeting Schedule and Determine Meeting Location

On a motion by Jerry Jones, seconded by Jim Peasley, the meeting time was changed to 10 AM. Meeting location to remain at MOC although the individual meeting conference room may vary. Meeting date moved from the last Wednesday of the month to the 4th Wednesday of the month to facilitate inclusion of action items into Metro Commission/JPA agenda. Karyn Keese will notify members of Finance Committee as early as possible regarding need for monthly meeting. Karyn stated there would definitely be a meeting in May. The motion carried unanimously.

6. ACTION: Consideration and Possible Action to Approve Social Media Policy

Mike Obermiller and Alex Heide provided a brief overview of the reason for establishment of a Social Media Policy which has been approved by the JPA who requested the Finance Committee review proposed quotes for handling of same and determine a budget to be brought back to the JPA for approval.

On motion by Bill Baber, seconded by Jerry Jones, the Committee did not approve the draft social media budget of \$12,000 as they did not see it as cost effective but did see value to monitoring. Karyn Keese was asked to explore options with the JPA's engineering consultant, NV5, the possibility of just providing monitoring services. If interested, she will bring a proposal from them for review at the next Finance Committee meeting in May. Motion carried unanimously.

7. Review and Consideration and Possible Action to Recommend the Metro Commission/Metro Wastewater JPA Approve the JPA Mid-Year Budget Review

Karyn Keese presented the mid-year JPA budget noting that it was on track and there do not appear to be any cost overruns even though costs have increased for both BBK and Karyn due to Pure Water Program pressures. BBK has been putting in extra unanticipated work due to their support of the JPA during the Regional Board and the upcoming Coastal Commission hearings. Since this had already gone to the JPA last month, it does not need to go again. Because of this, no additional action was required although Bill Baber motioned and Jim Peasley seconded approval of the mid-year budget, and it was carried unanimously.

8. Discussion: FYE 2018 JPA Budget Process and Annual Agreement Approval Process

Karyn and Paula reviewed the JPA budget process and the contracts that would be coming forward for the Finance Committee to review and potentially approve. They will include Padre Dam Municipal Water District for Karen Jassoy (Treasurer); The Keze Group, LLC for Karyn (Financial Management Services); NV5 for Scott Tulloch (Engineering Services) and perhaps Social Media Monitoring. This was information only and no action was taken.

9. Discussion: Financial Update – FYE 2015 and FYE 2016 Audits

Karyn reviewed the status of the FYE 2015 and FYE 2016 Exhibit E Audits. The FYE 2015 audit will be moving forward for potential acceptance starting with MetroTAC in May, Finance Committee in May and the Metro Commission/Metro JPA in June. Included in the FYE 2015 audit are Pure Water Program costs whose final cost allocation has not been determined. However, City of San Diego staff has assured MetroTAC Chair Humora and Karyn that they will revise these costs as needed once cost allocation has been finalized and approved by all parties. San Diego staff has also said that they will put this in writing, although it has not been received to date. Karyn stated she had completed the fieldwork on the FYE 2016 audit on April 26. This audit has similar issues with the Pure Water Program costs which will hopefully be resolved by the time this audit is closed later on this year. This was information only and no action was taken.

10. Review of Items to be Brought Forward to the Metro Commission/Metro JPA

There were none.

11. Other Business of the Finance Committee

There was none.

12. Adjournment

There being no further business, Chair Mullin adjourned the meeting at 10:30 a.m.

Attachment 4
NV5 Social
Media Monitoring
Proposal

May 1, 2017

Metro Commission/Metro Wastewater JPA
 Attn.: Mr. Greg Humora
 276 Fourth Avenue
 Chula Vista, CA 91950

Subject: Proposal for Additional Services for FY 2017-2018

Dear Mr Humora:

NV5 is pleased to be able to provide optional additional services to the Metropolitan Joint Powers Authority (Metro JPA) to monitor social media for issues that affect the Metro JPA. This will also include reporting to a designated individual the results on a monthly basis. Additional tasks can be completed at Metro JPA's direction. This work can be completed upon your direction as part of our existing contract and scope of services within the proposed Fiscal Year 2017-2018 budget.

I. Scope of Services

NV5's primary role during the first month of service will be to determine the key issues, keywords and items to track in our Meltwater system. The second month will be used to conduct a cursory media audit and develop the tracking, review and reporting plan. Upon approval, our media relations specialist will monitor social media by reviewing weekly Meltwater reports, and then consolidating for a designated representative of the Metro JPA to provide recommended action.

NV5 would be able to provide additional services if desired by the Metro JPA such as key message development, draft responses and more robust social media management which could be added at any time, along with training on traditional and social media for Metro members engaging with news organizations, community leaders and the public through multiple news and information platforms. This, however is not anticipated in this scope of work.

For full disclosure, NV5 is providing public outreach for Padre Dam's Advanced Water purification project. If this existing work is in conflict with the Metro JPA, we will not be able to perform these requested services.

Fees:

Social Media Monitoring - \$500/month
 Gabriela Dow - \$136/hour
 Rebecca Cole - \$136/hour
 Teresa Leader-Anderson - \$101/hour
 Meltwater \$50/month

NV5 is proud to be able to provide the Metro JPA with these types of services and we look forward to further efforts to support your goals and mission. My direct line is 858.385.2131 and my e-mail is carmen.kasner@nv5.com. Thank you for this opportunity.

Sincerely,



Carmen C. Kasner, PE
 Regional Managing Director



REBECA COLE

PUBLIC OUTREACH MANAGER

COMMUNITY RELATIONS | INFRASTRUCTURE
 San Diego, CA
rebecca.cole@nv5.com | 858.385.2213

Rebecca has 20 years of communications experience. She manages public affairs and community relations programs for infrastructure improvement programs, and has developed and implemented award-winning public affairs programs for local governmental agencies that span southern California. She specializes in public outreach for water and wastewater projects to impacted communities and has collaborated with elected officials, media representatives, and civic groups throughout the San Diego region about important project milestones using a range of proven communication tactics.

Rebecca specializes in construction outreach and has worked on controversial, high-profile projects in some of the most vocal and organized communities in the County. Using effective strategies and tactics that initiate open dialogue and foster credibility, Rebecca works closely with project stakeholders and works to turn ardent opponents into passionate supporters.

Rebecca has won numerous awards from the Public Relations Society of America, including the coveted Silver Anvil Award for best public communication program.

RELEVANT PROJECT EXPERIENCE



AVENIDA ENCINAS SEWER IMPROVEMENT PROJECT

CITY OF CARLSBAD | CARLSBAD, CA

Rebecca manages outreach to all businesses that line the construction area and nearby residents affected by construction traffic. Efforts include mailers to the alignment, personal visits to affected businesses, email blasts, door hangers, web site information and project information line.



ADVANCED WATER TREATMENT PROJECT

PADRE DAM MUNICIPAL WATER DISTRICT | SANTEE, CA

Rebecca managed groundbreaking and ribbon cutting events that highlighted the project's purpose and need, and garnered elected official and community supporters. She also led media training and drafted key message points to increase the team's effectiveness and comfort with media professionals.



WATER UTILITY DEPARTMENT INFRASTRUCTURE COMMUNICATIONS

CITY OF OCEANSIDE | OCEANSIDE, CA

Rebecca is managing community relations services on a variety of pipeline and infrastructure projects that support the city's infrastructure improvement projects.

EDUCATION

BA, English - San Diego State University

EXPERIENCE

Over 20 years

PROFESSIONAL AFFILIATIONS

Public Relations Society of America
 LEAD San Diego 2000

ADDITIONAL EXPERIENCE

Oceanside Harbor Desalination Testing Project - City of Oceanside, CA

Solar Installation at San Luis Rey Water Reclamation Facility - City of Oceanside, CA

Recycling Program Roll-out - City of Oceanside, CA

Water Conservation and Rate Increase Public Outreach, Carlsbad Municipal Water District - Carlsbad, CA

Mission Trails Project, San Diego County Water Authority - San Diego, CA

Floodplain Management Workshop, Department of Water Resources - San Diego, CA

Emergency Storage Project, San Diego County Water Authority - San Diego, CA

CIP for City of San Diego - San Diego, CA

Johnson Avenue Trunk Sewer - City of El Cajon, CA



COMMUNICATION AND OUTREACH SERVICES

CITY OF CARLSBAD | CARLSBAD, CA

Rebecca manages the delivery of communication and outreach services for the City of Carlsbad. Projects have included communication and outreach on water conservation and utility rate increases, wastewater service awareness, and parks and recreation program outreach.



GABRIELA DOW

PUBLIC OUTREACH/MULTIMEDIA

COMMUNITY RELATIONS | INFRASTRUCTURE

San Diego, CA
gabriella.dow@nv5.com | 858.385.0500

Gabriela is a communications specialist with 20 years of experience in public outreach, public affairs and media relations. In January 2014, she was listed as one of nine “People to Watch in 2014” by the San Diego Union Tribune Business section featuring her work with tech startups and focus on helping to modernize government agencies. In March 2015, the UT profiled Gabriela’s leadership in a feature article titled “Connecting Tech and Government.”

Gabriela is well-versed in the use of technology to maximize outreach and manage results-driven programs. Her current responsibilities with NV5 and various municipalities throughout California include the development of communications strategy and programs, public outreach and engagement, message and collateral development, events management, media relations and incorporation of digital/social media technology. Gabriela is a frequent speaker at national municipal management conferences, presenting on topics that include communications in a Gov2.0/Social Media environment and leading trends in civic innovation.

A native of Guadalajara, Mexico, Gabriela is fluent in Spanish and offers true bi-cultural engagement for Latino communities. She has provided Hispanic outreach for multiple public and private sector agencies in the U.S., Mexico and Spain.

RELEVANT PROJECT EXPERIENCE



ADVERTISING/AWARENESS/PERCEPTION CAMPAIGN

CITY OF CHULA VISTA | CHULA VISTA, CA

Gabriela is overseeing branding efforts that include research and survey reviews, as well as conducting guided focus groups with community leaders, local businesses, city management and elected officials.



ADVANCED WATER TREATMENT PROJECT

PADRE DAM MUNICIPAL WATER DISTRICT | SANTEE, CA

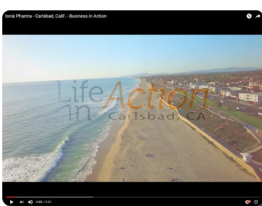
Gabriela manages elected official outreach for the Padre Dam Advanced Water Purification (AWP) project and secured more than 15 letters of support and official proclamations from elected officials and regional leaders. She also assists with media training and conducts live interviews at special events



WATER UTILITY DEPARTMENT INFRASTRUCTURE COMMUNICATIONS

CITY OF OCEANSIDE | OCEANSIDE, CA

Gabriela helped to develop a communications plan and strategy for rebranding the Utilities Department and environmental programs. She also developed the GreenOceanside mobile app and Myers Tait mobile landing page to engage the public.



COMMUNICATION AND OUTREACH SERVICES

CITY OF CARLSBAD | CARLSBAD, CA

Gabriela supports the development of outreach plans, message development, events management, material development, and public and media relations. The primary focus is on special projects such as incorporating digital tech/social media, and developing the communications plan to launch the City-supported biotech incubator.

EDUCATION

BA, English, Literature, and Communications -
 University of California Los Angeles

Journalism and International Relations -
 Universidad Complutense, Madrid, Spain

EXPERIENCE

Over 20 years

ADDITIONAL EXPERIENCE

Water Conservation Public Outreach, Vallecitos
 Water District - San Marcos, CA

Public Relations Services, Emmes Real Estate -
 San Diego, CA

Economic Development Engagement Services -
 City of Carlsbad, CA

Construction Outreach - City of El Cajon, CA

Rancho San Diego Special Assessment for Parks
 Maintenance - County of San Diego, CA

Public Outreach Plan - City of Laguna Hills and
 City of Rancho Santa Margarita, CA

Focus Group Moderator, Sweetwater Unified
 School District - Chula Vista, CA

Public Awareness Plan, El Paso Water Utilities
 (EPWU) and the New Mexico Texas Water
 Commission - El Paso, TX and Las Cruces, NM



TERESA LEADER-ANDERSON

MEDIA RELATIONS SPECIALIST

COMMUNITY RELATIONS | INFRASTRUCTURE
 San Diego, CA
teresa.leaderanderson@nv5.com | 858.385.0500

Teresa has 21 years of public relations, media relations, public outreach and special events management experience. Teresa has worked as a communications specialist for organizations, cities and government agencies including the City of San Diego, City of Oceanside and Padre Dam Municipal Water District. Also, she has worked as a public relations specialist for non-profits including I Love A Clean San Diego, San Diego Food Bank, Feeding America San Diego and Easter Seals Southern California.

Teresa is experienced in writing and editing informational materials including fact sheets, newsletters, brochures and e-newsletters. She has developed and managed successful social media campaigns and helped with web development and maintained site content. Also, her background includes extensive planning and management of speaker's bureaus, presentations to community groups and informational booths at community events.

Teresa is adept in cultivating and managing relationships with the media. She has vast experience pitching editorial and promotional ideas to the media, writing and distributing press releases and media advisories and coordinating and managing media events and press conferences. She has a very high success ratio with story placements on TV, radio and in print.

RELEVANT PROJECT EXPERIENCE



SAN LUIS REY WATER RECLAMATION FACILITY

CITY OF OCEANSIDE | OCEANSIDE, CA

Teresa worked with the media to pitch water reclamation facility story idea. Worked with facility staff for preparation and assisted reporters for successful live TV segments about the facility. She also wrote and distributed press releases and advisories.



ADVANCED WATER TREATMENT PROJECT

PADRE DAM MUNICIPAL WATER DISTRICT | SANTEE, CA

Teresa writes and distributes press releases and manages and coordinates all media at events like the ground-breaking and grand opening ceremonies which included radio, TV and print. Additionally, Teresa drafts and schedules social media posts for the District's Facebook page.



PUBLIC RELATIONS SERVICES

CITY OF OCEANSIDE | OCEANSIDE, CA

Teresa conducted outreach to local and regional media outlets to gain positive attention for the project with the goals of keeping the stakeholders informed of the progress of each project. Supported community relations services on a variety of projects that support the city's infrastructure improvement program.



I LOVE A CLEAN SAN DIEGO CAMPAIGN

CITY OF SAN DIEGO | SAN DIEGO, CA

Teresa acted as contract manager for the City Environmental Services contract to educate the public regarding the importance of recycling. Successfully coordinated the City's Christmas tree and phone book recycling programs. Wrote press releases, newsletters, environmental brochures and pitched editorial, promotional and story ideas to media outlets

EDUCATION

BA, Journalism - San Diego State University

EXPERIENCE

Over 22 years

ADDITIONAL EXPERIENCE

Conrad Public Relations, Shasta Landscaping Inc. Green Roof Project at the University of California San Diego - San Diego, CA

Conrad Public Relations, Water Conservation Garden Spring Garden Festival - El Cajon, CA

City of San Diego Environmental Services Public Information Services - San Diego, CA

EXHIBIT “A-1”

Additional Social Media Services

I. Additional Social Media Services

NV5’s primary role during the first month of service will be to determine the key issues, keywords and items to track in our Meltwater system. The second month will be used to conduct a cursory media audit and develop the tracking, review and reporting plan. Upon approval, our media relations specialist will monitor social media by reviewing weekly Meltwater reports, and then consolidating for a designated representative of the Metro JPA to provide recommended action.

II. Optional Additional Social Media Services

In the event requested by Metro JPA, NV5 will also provide key message development, draft responses and more robust social media management services which could be added at any time along with training on traditional social media management which could also be added at any time, along with training on traditional and social media for Metro members engaging with news organizations, community leaders and the public through multiple news and information platforms. This, however is not anticipated in this scope of work.

EXHIBIT "B-1"

Schedule of Charges for Additional Social Media Services

Fees for Additional Social Media Services listed in Exhibit A-1, Section I:

Social Media Monitoring - \$500/month

Meltwater - \$50/month

Fees for Optional Social Media Services listed in Exhibit A-1, Section II:

Gabriela Dow - \$136/hour

Rebecca Cole - \$136/hour

Teresa Leader-Anderson - \$101/hour

Meltwater - \$50/month

Attachment 5

Exhibit E Audit

**CITY OF SAN DIEGO PUBLIC
UTILITIES DEPARTMENT**

Schedule of Allocation for Billing to Metropolitan
Wastewater Utility and Independent Auditor's Reports

For the Fiscal Year Ended June 30, 2015



Certified
Public
Accountants

CITY OF SAN DIEGO PUBLIC UTILITIES DEPARTMENT
Schedule of Allocation for Billing to Metropolitan Wastewater Utility
and Independent Auditor's Reports
For the Fiscal Year Ended June 30, 2015

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Independent Auditor's Report on the Schedule of Allocation for Billing to Metropolitan Wastewater Utility

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

Report on the Schedule

We have audited the accompanying Schedule of Allocation for Billing to Metropolitan Wastewater Utility (the Schedule) of the City of San Diego Public Utilities Department (PUD), an enterprise fund of the City of San Diego, California (the City) for the fiscal year ended June 30, 2015, and the related notes to the Schedule.

Management's Responsibility for the Schedule

Management is responsible for the preparation and fair presentation of the Schedule in accordance with the modified cash basis of accounting described in Note 3, this includes determining that the modified cash basis of accounting is an acceptable basis for the preparation of the Schedule in the circumstances. Management is also responsible for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of the Schedule that is free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on the Schedule based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the Schedule is free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the Schedule. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the Schedule, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the Schedule in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the Schedule.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the Schedule referred to above presents fairly, in all material respects, the modified cash basis allocation of billing to the Metropolitan Wastewater Utility of the PUD pursuant to the Regional Wastewater Disposal Agreement (Agreement) between the City and the Participating Agencies in the Metropolitan Wastewater System dated May 18, 1998 and amended on May 15, 2000 and June 3, 2010, for the fiscal year ended June 30, 2015, in accordance with the modified cash basis of accounting described in Note 3.

Basis of Accounting

We draw attention to Note 3 of the Schedule, which describes the basis of accounting. The Schedule is prepared on the modified cash basis of accounting, which is a basis of accounting other than accounting principles generally accepted in the United States of America. Our opinion is not modified with respect to this matter.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated February 27, 2017 on our consideration of the PUD's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over the Schedule and compliance and the results of that testing, and not to provide an opinion on internal control over the Schedule or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the PUD's internal control over the Schedule and compliance.



San Diego, California
February 27, 2017

CITY OF SAN DIEGO PUBLIC UTILITIES DEPARTMENT
Schedule of Allocation for Billing to Metropolitan Wastewater Utility
For the Fiscal Year Ended June 30, 2015

	Municipal System	Metropolitan System	Total
Transmission			
Main Cleaning	\$ 13,427,224	\$ -	\$ 13,427,224
Sewer Pump Stations.....	5,350,642	-	5,350,642
Other Pump Stations.....	6,276,302	956,471	7,232,773
Pump Station 1.....	-	2,417,436	2,417,436
Pump Station 2.....	-	9,268,862	9,268,862
Other Muni Agencies.....	3,409,824	-	3,409,824
Pipeline Maintenance & Repair.....	10,812,465	272,459	11,084,924
Wastewater Collection (WWC) Engineering & Planning.....	2,411,771	-	2,411,771
Total Transmission.....	41,688,228	12,915,228	54,603,456
Treatment and Disposal			
Point Loma Wastewater Treatment Plan (PTLWWTP).....	-	23,094,771	23,094,771
North City Water Reclamation Plant (NCWRP).....	-	9,282,399	9,282,399
South Bay Water Reclamation Plant (SBWRP).....	-	8,053,400	8,053,400
Metropolitan Biosolids Center (MBC).....	-	15,994,140	15,994,140
Cogeneration Facilities.....	-	314,652	314,652
Gas Utilization Facility (GUF).....	-	1,968,647	1,968,647
Wastewater Treatment and Disposal (WWTD) Plant Engineering.....	-	607,557	607,557
Total Treatment and Disposal.....	-	59,315,566	59,315,566
Quality Control			
Sewage Testing & Control.....	2,555,079	434,786	2,989,865
Marine Biology & Ocean Operations.....	936	5,301,034	5,301,970
Wastewater Chemistry Services.....	20	5,555,336	5,555,356
Industrial Permitting & Compliance.....	3,429,905	-	3,429,905
Total Quality Control.....	5,985,940	11,291,156	17,277,096
Engineering			
Program Management & Review.....	3,670,613	6,156,690	9,827,303
Environmental Support.....	1,622,536	272,640	1,895,176
Total Engineering.....	5,293,149	6,429,330	11,722,479
Operational Support			
Central Support: Clean Water Operations Management Network (Comnet).....	105,430	3,505,550	3,610,980
Operational Support.....	1,470,789	6,424,991	7,895,780
Total Operational Support.....	1,576,219	9,930,541	11,506,760
General & Administrative			
Business Support Admin.....	19,963,565	18,390,969	38,354,534
Operating Division Admin.....	6,601,682	5,765,703	12,367,385
Total General & Administrative.....	26,565,247	24,156,672	50,721,919
TOTAL OPERATING EXPENSES.....	81,108,783	124,038,493	205,147,276
CAPITAL IMPROVEMENT EXPENSE.....	75,690,945	22,262,192	97,953,137
DEBT SERVICE ALLOCATION.....	49,463,726	55,591,786	105,055,512
METROPOLITAN SYSTEM INCOME CREDITS.....			
Operating Revenue.....	-	(6,323,189)	(6,323,189)
CIP - Revenue Bond Issue.....	-	-	-
Operating - Grant Revenue.....	-	-	-
CIP - Grant/SRF Revenue.....	-	(3,696,984)	(3,696,984)
TOTAL METROPOLITAN SYSTEM INCOME CREDITS.....	-	(10,020,173)	(10,020,173)
TOTAL ALLOCATION FOR BILLING PURPOSES.....	\$ 206,263,454	\$ 191,872,298	\$ 398,135,752

See Accompanying Notes to the Schedule of Allocation for Billing to Metropolitan Wastewater Utility.

CITY OF SAN DIEGO PUBLIC UTILITIES DEPARTMENT

Notes to the Schedule of Allocation for Billing to Metropolitan Wastewater Utility
For the Fiscal Year Ended June 30, 2015

Note 1 – General

The City of San Diego Public Utilities Department (the PUD) operates and maintains the Metropolitan Wastewater System (the Metropolitan System) and the Municipal Wastewater Collection System (the Municipal System). The Participating Agencies and the City of San Diego (the City) have entered into the Regional Wastewater Disposal Agreement dated May 18, 1998 and amended on May 15, 2000 and June 3, 2010, for their respective share of usage and upkeep of the Metropolitan Wastewater Utility. The accompanying Schedule of Allocation for Billing to Metropolitan Wastewater Utility (the Schedule), represents the allocation of expenses for billing related to the Metropolitan Wastewater Utility of the Participating Agencies.

The Metropolitan System and Municipal System are accounted for as enterprise funds and reported in the Sewer Utility Fund in the City’s Comprehensive Annual Financial Report.

Note 2 – Participating Agencies

The Participating Agencies consist of the following municipalities and districts:

City of Chula Vista	City of National City
City of Coronado	City of Poway
City of Del Mar	Lemon Grove Sanitation District
City of El Cajon	Otay Water District
City of Imperial Beach	Padre Dam Municipal Water District
City of La Mesa	San Diego County Sanitation District

Note 3 – Summary of Significant Accounting Policies

Basis of Presentation

The Schedule has been prepared for the purpose of complying with the Regional Wastewater Disposal Agreement between the City and the Participating Agencies as discussed in Note 1 above, and is presented on a modified cash basis of accounting. As a result, the Schedule is not intended to be a presentation of the changes in the financial position of the City or the PUD in conformity with generally accepted accounting principles. The more significant differences are:

1. Purchases of capital assets are presented as capital improvement expenses.
2. Depreciation expense on capital assets is not reported in the Schedule.
3. Payments of principal and interest related to long-term debt are reported as debt service allocation.
4. Exclusion in the Schedule for unbudgeted expenses related to compensated absences, liability claims, capitalized interest, pollution remediation, other postemployment benefits, net pension obligation, and landfill closure and postclosure care costs.

The preparation of the Schedule requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

CITY OF SAN DIEGO PUBLIC UTILITIES DEPARTMENT

Notes to the Schedule of Allocation for Billing to Metropolitan Wastewater Utility (Continued)
For the Fiscal Year Ended June 30, 2015

Note 4 – Capital Improvement Expense

Construction costs incurred during the fiscal year to maintain and improve the Metropolitan Wastewater Utility and equipment purchases used in the maintenance of the Metropolitan Wastewater Utility are included in capital improvement expense.

Metropolitan Wastewater Utility capital improvement income credits include, if any, contributions-in-aid-of-construction received from Federal and State granting agencies and reimbursements from bond proceeds.

Note 5 – Debt Service Allocation

Debt service allocation represents a portion of the principal and interest payments relating to the Senior Sewer Revenue Bonds Series 2009A, the Senior Sewer Revenue Refunding Bonds Series 2009B and 2010A, and the outstanding State Revolving Fund (SRF) loans from the State of California.

Note 6 – Metropolitan System Income Credits

Metropolitan System income credits are revenues earned by the Metropolitan System for costs incurred during the current or previous fiscal years. The PUD has agreed to share the income credits from the South Bay Water Reclamation Facility in accordance with the 1998 Regional Wastewater Disposal Agreement. An agreement was reached in fiscal year 2015 regarding revenue generated from the South Bay Water Reclamation Facility and revenue sharing payments were issued for the fiscal years from 2006 through 2014 to Participating Agencies. Revenue sharing payments for fiscal year 2015 of approximately \$1.2 million, were transferred from the Water Fund to the Metro Fund in the fiscal year 2016 and are not included in the Schedule.

Note 7 – Total Allocation for Billing Purposes

Costs to be billed to Participating Agencies include all individual construction projects costs and operation and maintenance expenses attributable to the Metropolitan System. Costs are apportioned back to the Participating Agencies based on their percentage of each of the totals of flow, suspended solids and chemical oxygen demand (COD). Each Participating Agency and the City are sampled quarterly, with plants sampled daily. Beginning in fiscal year 2014, the percentages were determined from a new sample data set taken during the fiscal year and annual monitored flow.

For construction projects, percentages were allocated to flow, suspended solids and COD based on each of the project's design and function. The percentages are weighted by total project costs and combined to determine the final three derived percentages. Total annual costs are then allocated based on the three derived percentages and the measured flow, suspended solids and COD of each Participating Agency.

Operation and maintenance (O&M) costs as a percentage of flow, suspended solids and COD are evaluated based on four cost categories: pump stations, plant operations, technical services and cogeneration. These percentages are weighted by the annual O&M costs for each category, and combined to determine a derived percentage for administrative costs. All O&M costs are then allocated based on the measured flow, suspended solids and COD of each Participating Agency.

CITY OF SAN DIEGO PUBLIC UTILITIES DEPARTMENT

Notes to the Schedule of Allocation for Billing to Metropolitan Wastewater Utility (Continued)

For the Fiscal Year Ended June 30, 2015

Note 8 – Administrative Protocol

In May 2010, the City of San Diego and all Participating Agencies signatory to the Regional Wastewater Disposal Agreement established an Administrative Protocol (Protocol) which was effective beginning in fiscal year 2010. The Protocol established a requirement that the Participating Agencies maintain a 1.2 debt service coverage ratio on parity debt, fund a 45-day operating reserve, and earn interest on the operating and unrestricted reserve accounts. All interest earned during fiscal year 2015 was credited to the operating reserve, which ended the fiscal year with a 45-day reserve.



Independent Auditor’s Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of the Schedule of Allocation for Billing to Metropolitan Wastewater Utility Performed in Accordance with *Government Auditing Standards*

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

We have audited, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the Schedule of Allocation for Billing to Metropolitan Wastewater Utility (the Schedule) of the City of San Diego Public Utilities Department (PUD), an enterprise fund of the City of San Diego, California (the City), for the fiscal year ended June 30, 2015, and the related notes to the Schedule, and have issued our report thereon dated February 27, 2017. Our report contained an explanatory paragraph indicating that the Schedule was prepared for the purpose of complying with, and in conformity with, the accounting practices prescribed by the Regional Wastewater Disposal Agreement between the City of San Diego and the Participating Agencies in the Metropolitan Wastewater System dated May 18, 1998 and amended on May 15, 2000 and June 3, 2010.

Internal Control over Financial Reporting

In planning and performing our audit of the Schedule, we considered the PUD’s internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the Schedule, but not for the purpose of expressing an opinion on the effectiveness of the PUD’s internal control. Accordingly, we do not express an opinion on the effectiveness of the PUD’s internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity’s financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that were not identified. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. We did identify a certain deficiency in internal control, described in the accompanying schedule of finding and response as item 2015-001 that we consider to be a significant deficiency.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the PUD's Schedule is free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of schedule amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

City of San Diego Public Utility Department's Response to Finding

The PUD's response to the finding identified in our audit is described in the accompanying schedule of finding and response. The PUD's response was not subjected to the auditing procedures applied in the audit of the schedule and, accordingly, we express no opinion on it.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.



San Diego, California
February 27, 2017

CITY OF SAN DIEGO PUBLIC UTILITIES DEPARTMENT

Schedule of Finding and Response
For the Fiscal Year Ended June 30, 2015

2015-001 Preparation of Schedule of Allocation for Billing to the Metropolitan System (Schedule)

Criteria

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis.

A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Condition

To substantiate the completeness and accuracy of the Schedule, we performed a reconciliation of the total operating expenses recorded in the Sewer Fund as reported in the City's Comprehensive Annual Financial Report (CAFR) for the fiscal year ended June 30, 2015, to the expenses reported in the Schedule, and noted a reconciling item relating to the State Revolving Fund (SRF) loan payment transfer in the amount of \$7,609,804 that was erroneously included in the Schedule.

The inclusion of the SRF loan payment transfer transaction in the Schedule resulted in amounts, as originally reported, for "Total Allocation for Billing Purposes" of \$207,814,043 for the Municipal System and \$197,931,513 for the Metropolitan System.

Cause

In fiscal year 2015, the Office of the City Comptroller (Comptroller's Office) implemented new procedures related to debt service payments recorded in the Sewer Fund for financial reporting preparation. The new procedure requires the elimination of account numbers associated with the transfer of SRF loan payments in the process of preparing the Schedule.

Elimination of SRF loan payment transfer recorded in account numbers 516032 and 516033 was overlooked during the preparation of the Schedule.

Effect

Due to the inclusion of the SRF loan payment transfer transactions, amounts originally reported as "Total Allocation for Billing Purposes" in the Schedule were overstated by \$7,609,804, and as a result the Schedule reflected that the participating agencies had underpaid by \$391,628 for the fiscal year ended June 30, 2015.

However, after the adjustment to the Schedule eliminating the recording and effect of the SRF loan payment transfer, the final "Total Allocation for Billing Purposes" amounts reported were \$206,263,454 for the Municipal System and \$191,872,298 for the Metropolitan System, resulting in an overpayment by the participating agencies of \$1,169,021 for the fiscal year ended June 30, 2015.

Recommendation

We recommend that the Comptroller's Office and PUD collaborate and improve upon their established review procedures of all financial schedules generated from the SAP financial accounting system used in the preparation of the Schedule. Procedures and processes should be re-evaluated to determine whether changes are necessary which provide greater assurance that errors, which could be material to the Schedule, are prevented, or detected and corrected.

CITY OF SAN DIEGO PUBLIC UTILITIES DEPARTMENT

Schedule of Finding and Response (Continued)

For the Fiscal Year Ended June 30, 2015

Furthermore, there could be improved communication between the Comptroller's Office and PUD regarding the completeness and accuracy of the Schedule, as well as high-level analytical review by responsible management concerning the overall reasonableness of the Schedule.

Management Response

The Comptroller's Office and PUD agree with the recommendations. The audit finding by MGO occurred during the PUD and Comptroller's Office continuing review of Exhibit E billing allocation. PUD and the Comptroller's Office provided MGO with the annual schedule of applicable costs; however, PUD and Comptroller's Office management subsequently identified a potential issue as anticipated billings did not match with actual calculations. PUD and the Comptroller's Office were continuing to research the cause when MGO identified the issue regarding the SRF loan payment that had been included erroneously. Both PUD and the Comptroller's Office have identified process improvements and internal controls that help address this specific issue that occurred in the FY 2015 Exhibit E preparation in addition to other internal controls improvement; including:

- PUD and Comptroller's Office Deputy Director or appropriate level designee review and approve prior to submitting finalized information to MGO;
- Greater collaboration among Comptroller's Office and PUD staff responsible for Exhibit E preparation, to include monthly onsite staffing by the Comptroller's Office at PUD's main facility at a minimum;
- Improved timeline clarity between PUD / Comptroller's Office / MGO as to specific deliverables, timelines, review period, etc.
- Documentation of significant process workflows through a series of work instructions, with an annual review to identify any changes to the procedures.

The establishment of these additional controls will specifically address process workflow and improvement between PUD and the Comptroller's Office, in addition to aiding MGO in finalizing the audited review of fiscal year information.

TABLE A

CITY OF SAN DIEGO - METROPOLITAN WASTEWATER DEPARTMENT
 FISCAL YEAR 2015 ESTIMATED UNIT COSTS
 FUNCTIONAL-DESIGN COST ALLOCATION METHOD

TREATMENT PARAMETER	FY 2015 BUDGET		UNITS	COST PER UNIT
	AMOUNT	%		
WASTEWATER FLOW	\$95,241,100	49.6%	57,899 (a)	\$1,644.94 /per Million Gallons
SUSPENDED SOLIDS	\$51,107,255	26.6%	177,279 (b)	\$288.29 /per Thousand Pounds
CHEMICAL OXYGEN DEMAND	\$45,523,944	23.7%	318,146 (c)	\$143.09 /per Thousand Pounds
TOTAL	\$191,872,299	100%		

(a) Units of Flow - Million Gallons Per Year

(b) Units of SS - Thousands of Pounds per Year

(c) Units of COD - Thousands of Pounds per Year

TABLE B

CITY OF SAN DIEGO - METROPOLITAN WASTEWATER DEPARTMENT
 PROJECTED DISTRIBUTION OF SYSTEM WASTEWATER COSTS - FISCAL YEAR 2015
 FUNCTIONAL-DESIGN BASED ALLOCATION METHOD

AGENCY	ALLOCATION OF COSTS BY FLOW, SUSPENDED SOLIDS AND CHEMICAL OXYGEN DEMAND				TOTAL PAID FOR FY 2015	DIFFERENCE
	FLOW (a)	SS (a)	COD (a)	TOTAL FLOW, SS & COD		
CHULA VISTA	\$9,906,794	\$5,285,831	\$4,858,571	\$20,051,196	\$19,587,912	\$463,284
CORONADO	975,973	572,488	412,382	1,960,843	\$2,449,228	(\$488,385)
DEL MAR	348,426	228,808	121,003	698,237	\$290,304	\$407,933
EAST OTAY MESA	35,919	19,396	15,766	71,081	\$24,208	\$46,873
EL CAJON	4,556,461	2,794,551	2,125,926	9,476,938	\$8,308,856	\$1,168,082
IMPERIAL BEACH	1,356,868	551,293	495,118	2,403,279	\$2,462,124	(\$58,845)
LA MESA	2,751,677	1,087,227	976,419	4,815,323	\$4,631,956	\$183,367
LAKESIDE/ALPINE	1,726,457	997,234	843,750	3,567,441	\$3,340,924	\$226,517
LEMON GROVE	1,305,142	585,253	538,933	2,429,328	\$2,310,508	\$118,820
NATIONAL CITY	2,481,525	1,118,826	1,173,889	4,774,240	\$5,165,548	(\$391,308)
OTAY	130,583	285,559	162,731	578,873	\$1,020,276	(\$441,403)
PADRE DAM	1,307,268	1,493,987	983,949	3,785,204	\$3,392,941	\$392,264
POWAY	1,614,251	860,712	646,270	3,121,233	\$3,826,336	(\$705,103)
SPRING VALLEY	2,429,601	1,275,166	1,029,948	4,734,715	\$7,513,608	(\$2,778,893)
WINTERGARDENS	544,649	347,887	261,022	1,153,558	\$915,780	\$237,778
SUBTOTAL PARTICIPATING AGENCIES	\$31,471,594	\$17,504,218	\$14,645,677	\$63,621,489	\$65,240,509	(\$1,619,020)
SAN DIEGO	\$63,769,504	\$33,603,036	\$30,878,272	\$128,250,812		
TOTAL	\$95,241,098	\$51,107,254	\$45,523,949	\$191,872,301		

(a) Allocations based on estimated annual flows and strength loadings - See Table C

TABLE C

CITY OF SAN DIEGO - METROPOLITAN WASTEWATER DEPARTMENT
SYSTEM WASTEWATER CHARACTERISTICS - FISCAL YEAR 2015
SYSTEM STRENGTH LOADINGS INCLUDED

AGENCY	WASTEWATER CHARACTERISTICS			UNADJUSTED ANNUAL USE			ADJUSTED ANNUAL USE				
	AVERAGE FLOW - mgd (a)	SS mg/l (b)	COD mg/l (b)	2015 FLOWS million gallons	SS thousand pounds	COD thousand pounds	2015 FLOWS million gallons	Flow Difference (c)	FY 2015 Billing Flows	SS thousand pounds	COD thousand pounds
CHULA VISTA	15.534	268	742	5,669.930	12,696	35,115	6,088.794	(66.220)	6,022.574	18,335	33,954
CORONADO	1.530	295	639	558.576	1,375	2,980	599.841	(6.524)	593.317	1,986	2,882
DEL MAR	0.546	330	526	199.414	550	875	214.145	(2.329)	211.816	794	846
EAST OTAY MESA	0.056	272	664	20.558	47	114	22.076	(0.240)	21.836	67	110
EL CAJON	7.145	308	706	2,607.788	6,712	15,365	2,800.437	(30.457)	2,769.980	9,694	14,857
IMPERIAL BEACH	2.128	204	552	776.573	1,324	3,578	833.942	(9.070)	824.872	1,912	3,460
LA MESA	4.315	199	537	1,574.861	2,611	7,057	1,691.203	(18.393)	1,672.810	3,771	6,824
LAKESIDE/ALPINE	2.707	291	740	988.099	2,395	6,098	1,061.094	(11.540)	1,049.554	3,459	5,897
LEMON GROVE	2.046	226	625	746.969	1,406	3,895	802.151	(8.724)	793.427	2,030	3,766
NATIONAL CITY	3.891	227	716	1,420.245	2,687	8,484	1,525.165	(16.587)	1,508.578	3,881	8,204
OTAY	0.205	1,100	1,886	74.736	686	1,176	80.257	(0.873)	79.384	991	1,137
PADRE DAM	2.050	575	1,139	748.185	3,588	7,111	803.457	(8.738)	794.719	5,182	6,876
POWAY	2.531	268	606	923.880	2,067	4,671	992.132	(10.790)	981.342	2,986	4,516
SPRING VALLEY	3.810	264	642	1,390.528	3,063	7,444	1,493.252	(16.240)	1,477.012	4,423	7,198
WINTERGARDENS	0.854	321	725	311.718	836	1,887	334.746	(3.641)	331.105	1,207	1,824
SUBTOTAL PARTICIPATING AGENCIES	49.348	280	704	18,012.059	42,044	105,851	19,342.691	(210.365)	19,132.326	60,718	102,352
SAN DIEGO	99.992	265	733	36,497.039	80,712	223,172	39,193.241	(426.253)	38,766.988	116,561	215,794
REGIONAL SLUDGE RETURNS	11.032	264	166	4,026.834	8,875	5,591					
FLOW DIFFERENCE	(1.744)			(636.618)	45,648	(16,468)					
TOTAL	158.628	367	658	57,899.314	177,279	318,146	58,535.932	(636.618)	57,899.314	177,279	318,146

(a) Flows based on metered, housecounts and inter-agency flow, adjustment to City of San Diego flow for centrate, chemical additions reduction, plus an addition for recycled water. Otay flow is bypass flow plus returned solids flow.

(b) SS and COD characteristics based on samples taken by PUD's Environmental Monitoring and Technical Services Division through June 30, 2015 - proportionate share of return flow loadings calculated in the "ADJUSTED ANNUAL USE" BOX.

(c) Flow difference between metered/housecount and facility totals.

TABLE D

CITY OF SAN DIEGO - METROPOLITAN WASTEWATER DEPARTMENT
ALLOCATION OF FISCAL YEAR 2015 ESTIMATED BUDGET
FUNCTIONAL-DESIGN BASED ALLOCATION METHOD

DESCRIPTION	FY 2015 ACTUAL COSTS	ALLOCATION OF COSTS						
		FLOW %	FLOW COSTS	SS %	SS COSTS	COD %	COD COSTS	TOTAL COSTS
<u>OPERATION AND MAINTENANCE :</u>								
TRANSMISSION AND SYSTEM MAINTENANCE	\$12,915,228	100.0%	\$12,915,228	0.0%	\$0	0.0%	\$0	\$12,915,228
OPERATIONS & MAINTENANCE	56,424,710	37.4%	21,085,019	33.6%	18,968,558	29.0%	16,371,133	56,424,710
TECHNICAL SERVICES	10,856,370	30.0%	3,256,911	40.0%	4,342,548	30.0%	3,256,911	10,856,370
COGENERATION	782,146	0.0%	0	60.0%	469,287	40.0%	312,858	782,146
METRO ADMIN & GENERAL EXPENSES - 41508	23,167,917	46.0%	10,659,264	29.4%	6,803,565	24.6%	5,705,087	23,167,917
METRO ADMIN & GENERAL EXPENSES - 41509	16,610,623	46.0%	7,642,337	29.4%	4,877,929	24.6%	4,090,357	16,610,623
TOTAL OPERATIONS AND MAINTENANCE	\$120,756,993	46.01%	\$55,558,759	29.37%	\$35,461,888	24.62%	\$29,736,346	\$120,756,993
<u>CAPITAL IMPROVEMENT PROGRAM :</u>								
PAY-AS-YOU-GO METRO 41508	6,451,607	55.8%	3,599,997	22.0%	1,419,353	22.2%	1,432,257	6,451,607
PAY-AS-YOU-GO METRO 41509	9,071,913	55.8%	5,062,127	22.0%	1,995,821	22.2%	2,013,965	9,071,913
DEBT SERVICE	55,591,786	55.8%	31,020,217	22.0%	12,230,193	22.2%	12,341,376	55,591,786
TOTAL CAPITAL IMPROVEMENT PROGRAM	\$71,115,305	55.8%	\$39,682,341	22.0%	\$15,645,367	22.2%	\$15,787,598	\$71,115,306
TOTAL O&M & CAPITAL IMPROVEMENT PROGRAM	\$191,872,298	49.6%	\$95,241,100	26.6%	\$51,107,255	23.7%	\$45,523,944	\$191,872,299

Attachment 6
FY 2018 Metro
JPA Budget

**METRO WASTEWATER JPA
PROPOSED BUDGET - FY '18**

	FY 17					FY '18		
	Actual 3/31/17	Through 6/30/17	Forecast Through 6/30/17	Annual Budget	Forecast Over (Under) Budget	% of Budget	Proposed Budget	Difference from FY '17 Forecast
Income								
Membership Dues	\$ 85,250	\$ 113,667	\$ 113,675	\$ (8)	100%	\$ 328,040	\$ 214,373	\$ 113,667
Interest Income	44	59	50	(9)	117%	60	1	(1)
Total Income	\$ 85,294	\$ 113,725	\$ 113,725	\$ (17)	100%	\$ 328,100	\$ 214,375	\$ 113,665
Expense								
Administrative Assistant-LP	-	7,000	8,000	(1,000)	88%	8,000	1,000	-
Bank Charges	-	-	200	(200)	0%	200	200	-
Dues & Subscriptions	-	600	600	-	100%	600	-	-
Financial Services				-				
Audit Fees	6,000	10,000	12,000	(2,000)	83%	-	(10,000)	(12,000)
Treasury Services-Padre	13,214	19,000	19,000	-	100%	19,000	-	-
JPA/TAC meeting expenses	3,859	5,146	5,000	146	103%	5,000	(146)	-
Miscellaneous	-	-	250	(250)	0%	250	250	-
Per Diem - Board	10,350	15,000	18,000	(3,000)	83%	18,000	3,000	-
Printing, Postage, Supplies	106	250	500	(250)	50%	500	250	-
Professional Services								
Atkins (Engineering)	6,000	10,000	50,000	(40,000)	20%	-	(10,000)	(50,000)
BB&K (Legal)	33,238	45,000	45,000	-	100%	45,000	-	-
Dexter Wilson Engineering	-	-	-	-		77,550	77,550	77,550
Keze Group (Finance)	45,080	65,000	65,000	-	100%	75,200	10,200	10,200
NV5 (Engineering)						75,000	75,000	75,000
Telephone		1,200	1,400	(200)	86%	1,400	200	-
Website Maintenance & Hosting	1,895	2,400	2,400	-	100%	2,400	-	-
Total Expense	\$ 119,743	\$ 180,596	\$ 227,350	\$ (46,754)	79%	\$ 328,100	\$ 147,504	\$ 100,750
Net Income (Loss)	\$ (34,449)	\$ (66,870)	\$ (113,625)	\$ 46,737	59%	\$ -	\$ 66,870	\$ 12,915

JPA RESERVE REQUIREMENT

<i>Fund Balance at 3/31/17</i>	\$ 350,042
<i>Projected Net Loss FY '17</i>	<u>(66,870)</u>
<i>Projected Fund Balance @ 6/30/17</i>	283,172
<i>FY '17 Required Operating Reserve (4 Months Operating Expenses)</i>	<u>75,783</u>
<i>Projected Fund Balance @ 6/30/17 Over/(Under) Required Reserves</i>	<u>\$ 207,388</u>

PROPOSED AGENCY BILLING
FY '18

	FY '17		Proposed - FY '18	
	JPA Cost Distribution %	Total Agency Billings	JPA Cost Distribution %	Total Agency Billings
Chula Vista	31.48%	\$ 35,777	30.73%	\$ 100,812
Coronado	3.10%	3,524	4.58%	15,019
County of SD *	15.05%	17,106	15.71%	51,519
Del Mar	1.11%	1,258	0.06%	191
El Cajon	14.48%	16,454	14.26%	46,762
Imperial Beach	4.31%	4,899	3.82%	12,515
La Mesa	8.74%	9,936	7.59%	24,895
Lemon Grove	4.15%	4,713	3.97%	13,037
National City	7.89%	8,961	7.03%	23,064
Otay Water District	0.42%	472	0.84%	2,764
Padre Dam MWD	4.15%	4,721	6.74%	22,126
Poway	5.13%	5,829	4.67%	15,336
Total	100.00%	\$ 113,650	100.00%	\$ 328,040
<i>Total Required from Budget</i>		<i>\$ 113,650</i>		<i>\$ 328,040</i>

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

Attachment 7
Amendment
to Treasurer
Contract with
Padre Dam

**~~THIRD~~FOURTH AMENDMENT TO THE AGREEMENT
FOR TREASURER SERVICES BETWEEN METRO
WASTEWATER JOINT POWERS AUTHORITY AND
PADRE DAM MUNICIPAL WATER DISTRICT**

THIS ~~THIRD~~FOURTH AMENDMENT is made and entered into this ~~___~~1 day of ~~_____~~July, 2016~~2017~~, by and between the Metro Wastewater Joint Powers Authority (hereinafter referred to as “Metro JPA”), a joint powers authority organized and operating pursuant to California Government Code section 6500 *et seq.*, and the Padre Dam Municipal Water District (hereinafter referred to as the “District”).

RECITALS

A. WHEREAS, Metro JPA and the District did enter into an agreement for treasurer services (hereinafter referred to as the “Agreement”) on July 1, 2013 for the District to provide treasurer services to Metro JPA until June 30, 2014; and

B. WHEREAS, Section 4 of the Agreement provides that the treasurer services may be extended by the mutual agreement of both Parties; and

C. WHEREAS, On May 1, 2014, Metro JPA and the District entered into a first amendment to the Agreement (“First Amendment”) to mutually amend the Agreement to extend the end date of Padre Dam’s treasurer services until June 30, 2015; and

D. WHEREAS, On June 4, 2015, Metro JPA and the District entered into a second amendment to the Agreement (“Second Amendment”) to mutually amend the Agreement to extend the end date of Padre Dam’s treasurer services until June 30, 2016, and to increase the total amount that may be charged by the District for services to a not-to-exceed amount of \$19,000; and

E. WHEREAS, On July 1, 2016, Metro JPA and the District entered into a third amendment to the Agreement (“Third Amendment) to mutually extend the Agreement to extend the date of Padre Dam’s treasurer services until July 1, 2017; and

~~EF.~~ WHEREAS, Both Metro JPA and the District mutually desire to further amend the Agreement, as amended by the First Amendment~~—and~~, Second Amendment and Third Amendment, to extend the time of performance for services provided by the District.

NOW THEREFORE, in consideration of the mutual obligations of the parties herein expressed, Metro JPA and the District agree as follows:

1. Section 4 of the Agreement, as amended by the First Amendment~~—and~~, Second Amendment and Third Amendment, is further amended as necessary to extend the end date of Padre Dam’s treasurer services until June 30, ~~2017~~2018.

2. Section 5 of the Agreement, as amended by the First Amendment~~—and~~, Second Amendment and Third Amendment, is further amended as necessary to maintain the not-to-

exceed amount of \$19,000 as the total amount that may be charged by the District for services provided during the term of the extension provided for in this ~~Third~~Fourth Amendment.

3. All other terms and conditions of the Agreement, as amended, shall remain in full force and effect.

IN WITNESS WHEREOF, this ~~Third~~Fourth Amendment to the Agreement for Treasurer Services is executed by Metro JPA and by the District on the day and year first written above.

METRO WASTEWATER JPA:

PADRE DAM MUNICIPAL WATER DISTRICT:

By: _____
~~Jim Peasley~~Jerry Jones
~~Chairperson~~Chair

By: _____
Allen Carlisle
General Manager

APPROVED AS TO FORM:

Paula C. P. de Sousa Mills
General Counsel
METRO WASTEWATER JPA

Summary report:	
Litéra® Change-Pro 7.5.0.135 Document comparison done on 5/11/2017 1:08:19 PM	
Style name: my style	
Intelligent Table Comparison: Active	
Original filename: METRO_ Third Amendment to Agr for Treasurer Services FY 2016_17.DOC	
Modified DMS: iw://iManage/iManage/29780996/1	
Changes:	
Add	19
Delete	15
Move From	0
Move To	0
Table Insert	0
Table Delete	0
Table moves to	0
Table moves from	0
Embedded Graphics (Visio, ChemDraw, Images etc.)	0
Embedded Excel	0
Format changes	0
Total Changes:	34

**AGREEMENT FOR TREASURER SERVICES BETWEEN
METRO WASTEWATER JOINT POWERS AUTHORITY
AND PADRE DAM MUNICIPAL WATER DISTRICT**

This Agreement (“Agreement”) is made and entered into as of the 1st day of July, 2013 by and between the METRO WASTEWATER JOINT POWERS AUTHORITY (“Metro JPA”), a joint powers authority organized and operating pursuant to California Government Code section 6500 *et seq.*, and the PADRE DAM MUNICIPAL WATER DISTRICT (the “District”). Metro JPA and the District are sometimes individually referred to herein as the “Party” and collectively as the “Parties.”

RECITALS

WHEREAS, certain participating agencies are members of Metro JPA (“Member Agencies”);
and

WHEREAS, the activities of Metro JPA require the services of a treasurer to keep accounts, allocate costs and process accounts payable; and

WHEREAS, Metro JPA requires the services of a treasurer from one of its members; and

WHEREAS, the District has provided services as treasurer since September 1, 2002; and

WHEREAS, the Parties seek to continue the treasurer contract pursuant to the terms of, and by entering into, this Agreement.

AGREEMENT

IN CONSIDERATION of the mutual promises set forth herein, the Parties agree as follows:

1. The District agrees to provide treasurer services to Metro JPA to include:
 - Open separate bank accounts to include savings and checking.
 - Maintain and reconcile bank accounts.
 - Prepare Member Agency annual billings.
 - Collect and deposit Member Agency billings.
 - Make authorized expenditures related to conducting Metro Commission and Metro JPA business.
 - Provide periodic unaudited financial reporting which reflects cash balances, outstanding receivables, and payables.
 - Provide periodic unaudited income statement financial reporting.
 - Financial reporting will separately track Metro Commission and Metro JPA receipts and expenditures.
 - Accrual basis of accounting will be used to reveal outstanding receivables

- and payables to the extent known as of the financial statement date.
 - Attend staff and Board meetings as desired by the Metro Commission and Metro JPA.
 - Consult and respond to questions from member agencies concerning finances and billings.
 - Other incidental services consistent with the Treasurer's position.
2. The District shall assign Karen Jassoy, Padre Dam Chief Financial Officer/Director of Finance as the treasurer to provide the above referenced services.
 3. Metro JPA agrees to reimburse the District for labor services on an hourly basis. The hourly rate for said services is \$257 per hour. It is estimated by the Parties that services will be performed for an estimated 3 to 5 hours per month with extra time spent in the beginning and end of the fiscal year for set up and year-end statements. Some of the more routine monthly tasks will be assigned to other personnel and billed at their lower rate.
 4. Said treasurer services shall continue until June 30, 2014 but may be extended by mutual agreement of both Parties. Either Party may terminate this Agreement upon ninety (90) days notice.
 5. Total charges against this Agreement shall not exceed \$19,000, unless said amount is increased by an amendment to the Agreement.
 6. Metro JPA agrees to protect and hold harmless the District, Ms. Jassoy and the District's elective, appointive Board, officers, agents and employees from any and all claims, liabilities, expenses or damages arising out of or in any way connected with the performance of this Agreement by the District or Ms. Jassoy. The only exception to Metro JPA's responsibility to protect and hold harmless is any claim, liability, expense or damage arising from or related to the gross negligence or willful misconduct of the District or Ms. Jassoy.

[Signatures on following page]

IN WITNESS WHEREOF, this Agreement is executed by Metro JPA and by the District on the day and year first written above.

METRO WASTEWATER JPA:

PADRE DAM MUNICIPAL WATER DISTRICT:

By: _____
Cheryl Cox
Chairperson

By: _____
Allen Carlisle
General Manager

APPROVED AS TO FORM:

Paula C. P. de Sousa
General Counsel
METRO WASTEWATER JPA

Attachment 8
FY 2018
Contract with
The Keze Group
LLC

**AGREEMENT FOR PROFESSIONAL SERVICES
BETWEEN METRO WASTEWATER JOINT POWERS AUTHORITY
AND ~~THE KEZE GROUP, LLC.~~**

This agreement (“Agreement”) is made and entered into as of _____, ~~2016~~July 1, 2017, by and between the METRO WASTEWATER JOINT POWERS AUTHORITY (hereinafter referred to as the “Metro JPA”), a joint powers authority organized and operating pursuant to California Government Code section 6500 *et seq.*, and ~~THE KEZE GROUP,~~The Keze Group LLC (hereinafter referred to as “Consultant”). Metro JPA and Consultant are sometimes referred to individually as “Party” and collectively as “Parties.”

RECITALS

A. ~~The Metro JPA would like to retain the services of Consultant to provide as needed technical, financial, and administrative support services~~ is a public agency of the State of California and is in need of professional services for the following project: As-needed Technical, Financial, and Administrative Support services for the fiscal year of 2017-2018 as set forth in more detail herein ~~for the fiscal year of 2016-2017.~~

B. Consultant is duly licensed and has the necessary qualifications to provide such services.

C. The Parties desire by this Agreement to establish the terms for Metro JPA to retain Consultant to provide the services described herein.

AGREEMENT

NOW THEREFORE, IT IS AGREED AS FOLLOWS:

1. Services.

Consultant shall provide ~~the~~ Metro JPA with the services described in the Scope of Services attached hereto as Exhibit “A” and incorporated herein (“Services”).

2. Compensation.

a. Subject to paragraph 2(b) below, ~~the~~ Metro JPA shall pay for ~~the Services~~such services in accordance with the ~~Budget~~Schedule of Charges set forth in Exhibit ~~“A.”~~B,” and incorporated herein.

b. In no event shall the total amount paid for services rendered by Consultant pursuant to ~~Exhibits “A” exceed the budget of \$65,120 as set forth in Exhibit “A.”~~ In no event shall the billing rate for services rendered by Consultant pursuant to Exhibits “A” exceed \$160 per hour, as set forth in Exhibit “A.”72,500.00 without the written approval of Metro JPA. Periodic payments shall be made within thirty (30) days of receipt of a statement

for services rendered. Payments to Consultant for work performed will be made on a monthly billing basis.

3. Additional Work.

If changes in the work seem merited by Consultant or the Metro JPA, and informal consultations with the other Party indicate that a change is warranted, it shall be processed by the Metro JPA in the following manner: a letter outlining the changes shall be forwarded to the Metro JPA by Consultant with a statement of estimated changes in fee or time schedule. An amendment to this Agreement shall be prepared by the Metro JPA and executed by both Parties before performance of such services, or the Metro JPA will not be required to pay for the changes in the scope of work. Such amendment shall not render ineffective or invalidate unaffected portions of this Agreement.

4. Substitution of Key Personnel.

Consultant has represented to Metro JPA that certain key personnel will perform and coordinate the Services under this Agreement. Should one or more of such personnel become unavailable, Consultant may substitute other personnel of at least equal competence and experience upon written approval of Metro JPA. In the event that Metro JPA and Consultant cannot agree as to the substitution of key personnel, Metro JPA shall be entitled to terminate this Agreement for cause, pursuant to provisions of Section 15 of this Agreement. The key personnel for performance of this Agreement are as follows: **Karyn Keese**.

5. Maintenance of Records.

Books, documents, papers, accounting records, and other evidence pertaining to costs incurred shall be maintained by Consultant and made available at all reasonable times during the Agreement period and for four (4) years from the date of final payment under the Agreement for inspection by Metro JPA. Consultant shall obtain the written consent of Metro JPA prior to destroying any such records or any work product prepared by Consultant as a result of the Services provided under this Agreement.

6. Time of Performance; Term.

Consultant shall commence and perform the Services in a prompt and timely manner and shall commence performance beginning July 1, ~~2016~~2017. This Agreement shall terminate on June 30, ~~2017~~2018, unless otherwise extended by a written amendment signed by both Parties or otherwise earlier terminated pursuant to Article 15 of this Agreement.

7. Delays in Performance.

Neither Metro JPA nor Consultant shall be considered in default of this Agreement for delays in performance caused by circumstances beyond the reasonable control of the non-performing Party. For purposes of this Agreement, such circumstances include but are not limited to, abnormal weather conditions; floods; earthquakes; fire; epidemics; war; riots and other civil disturbances; strikes, lockouts, work slowdowns, and other labor disturbances; and sabotage or judicial restraint.

Should such circumstances occur, the non-performing Party shall, within a reasonable time of being prevented from performing, give written notice to the other Party describing the circumstances preventing continued performance and the efforts being made to resume performance of this Agreement.

8. Compliance with Law.

Consultant shall comply with all applicable laws, ordinances, codes and regulations of the federal, state and local government.

9. Standard of Care.

Consultant's services will be performed in accordance with generally accepted professional practices and principles and in a manner consistent with the level of care and skill ordinarily exercised by members of the profession currently practicing under similar conditions.

10. Assignment and Subconsultant.

Consultant shall not assign, sublet, or transfer this Agreement or any rights under or interest in this Agreement without the written consent of the Metro JPA, which may be withheld for any reason. Nothing contained herein shall prevent Consultant from employing independent associates, and subconsultants as Consultant may deem appropriate to assist in the performance of services hereunder.

11. Independent Consultant.

Consultant is retained as an independent contractor and is not an employee of Metro JPA. No employee or agent of Consultant shall become an employee of Metro JPA. The work to be performed shall be in accordance with the work described in Exhibit "A," subject to such directions and amendments from Metro JPA as herein provided.

12. Insurance.

a. Commercial General Liability.

(i) The Consultant shall take out and maintain, during the performance of all work under this Agreement, in amounts not less than specified herein, Commercial General Liability Insurance, in a form and with insurance companies acceptable to ~~the~~ Metro JPA.

(ii) Coverage for Commercial General Liability insurance shall be at least as broad as the following:

(1) Insurance Services Office Commercial General Liability coverage (Occurrence Form CG ~~000100 01~~) or exact equivalent.

~~(2) The policy shall contain no endorsements or provisions (A) limiting coverage for contractual liability; (B) excluding cross liability for claims or suits by one insured against another; or (C) containing any other exclusion(s) contrary to the terms or purposes of this Agreement.~~

(iii) Commercial General Liability Insurance must include coverage for the following:

- (1) Bodily Injury and Property Damage
- (2) Personal Injury/Advertising Injury
- (3) Premises/Operations Liability
- (4) Products/Completed Operations Liability
- (5) Aggregate Limits that Apply per Project
- (6) Explosion, Collapse and Underground (UCX) exclusion deleted
- ~~(7)~~ Contractual Liability with respect to this Agreement
- ~~(8)~~ Broad Form Property Damage
- ~~(9)~~ Independent Consultants Coverage

(iv) The policy shall ~~not contain any exclusion contrary to the Agreement, including but not limited to no~~ endorsements or provisions limiting coverage for ~~(1A) contractual liability; (including but not limited to ISO CG 24 26 or 21 29); or (2B) cross liability exclusion for claims or suits by one insured against another; or (C) products/completed operations liability; or (D) contain any other exclusion(s) contrary to the terms or purposes of this Agreement.~~

(v) ~~All such policies~~The policy shall ~~be endorsed to name the give~~ Metro JPA, the Board and each member of the Board, its officers, employees, agents and Metro JPA designated volunteers ~~as Additional Insureds under the policy~~additional insured status using ISO endorsement forms CG 20 10 10 01 and 20 37 10 01, or endorsements providing the exact same coverage.

(vi) The general liability program may utilize either deductibles or provide coverage excess of a self-insured retention, subject to written approval by the Metro JPA. ~~Consultant shall guarantee that the insurer shall eliminate, and provided that such deductibles or self-insured retentions as respects~~shall not apply to Metro JPA, ~~its members, directors, officials, officers, employees, agents, and volunteers~~ as an additional insured.

b. Automobile Liability.

(i) At all times during the performance of the work under this Agreement, the Consultant shall maintain Automobile Liability Insurance for bodily injury and property damage including coverage for owned, non-owned and hired vehicles, in a form and with insurance companies acceptable to the Metro JPA.

(ii) Coverage for Automobile Liability Insurance shall be at least as broad as Insurance Services Office Form Number CA ~~0001~~ (ed. 12/93) 00 01 covering automobile liability, ~~Code (Coverage Symbol 1-(, any auto).~~

(iii) ~~The~~ Subject to written approval by Metro JPA, the automobile liability program may utilize deductibles, but not a self-insured retention, ~~subject to written approval by the Metro JPA, and~~ provided that such deductibles shall not apply to Metro JPA as an additional insured.

(iv) ~~All such policies~~ The policy shall ~~name the~~ give Metro JPA, the Board and each member of the Board, its officers, employees, agents and Metro JPA designated volunteers ~~as Additional Insureds under the policies~~ additional insureds status.

c. Workers' Compensation/Employer's Liability.

(i) Consultant certifies that it is aware of the provisions of Section 3700 of the California Labor Code which require every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that code, and he/she will comply with such provisions before commencing work under this Agreement.

(ii) To the extent ~~applicable~~ Consultant has employees at any time during the term of this Agreement, at all times during the performance of ~~Services~~ the work under this Agreement, the Consultant shall maintain ~~Workers' Compensation Insurance in compliance with applicable statutory requirements and Employer's Liability Coverage in amounts indicated herein.~~

(iii) ~~Such insurance shall include an insurer's Waiver of Subrogation in favor of the Metro JPA and will be in a form and with insurance companies acceptable to the Metro JPA.~~

(iii) ~~— If insurance is maintained, the Workers' Compensation and Employer's Liability program may utilize either deductibles or provide coverage excess of a self-insured retention, subject to written approval by the Metro JPA.~~

(iv) ~~Before beginning work, the Consultant shall furnish to the Metro JPA satisfactory proof that the Consultant has taken out for the period covered by the work under this Agreement,~~ full compensation insurance for all persons employed directly by ~~the Consultant or through subconsultants in carrying~~ him/her to carry out the work contemplated under this Agreement, all in accordance with the "Workers' Compensation and Insurance Act," Division IV ~~or of~~ of the Labor Code of the State of California and any acts amendatory thereof, and Employer's Liability Coverage in amounts indicated herein. Consultant shall require all subconsultants to obtain and maintain, for the period required by this Agreement, workers' compensation coverage of the same type and limits as specified in this section.

d. ~~Public Liability, Property Damage, Automobile Liability, and Employer's Liability~~ Minimum Policy Limits Required

(i) The following insurance limits are required for the Agreement:

Combined Single Limit

Commercial General Liability	\$1,000,000 per occurrence/ \$2,000,000 aggregate for bodily injury, personal injury, and property damage
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Automobile Liability	\$500,000 per occurrence for bodily injury and property damage
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<u>Workers' Compensation</u>	<u>Statutory</u>
------------------------------	------------------

Employer's Liability (if applicable)	\$1,000,000 per occurrence
--------------------------------------	----------------------------

(ii) Defense costs shall be payable in addition to the limits.

(iii) Requirement of specific coverage or minimum limits contained in this ~~Agreement~~ section are not intended as a limitation on coverage, limits or any other requirement, or a waiver of any coverage normally provided by any insurance.

~~Any~~ Notwithstanding the minimum limits set forth in this Section 12(e), any available ~~insurance proceeds in excess of the specified minimum limits of~~ coverage shall be available provided to the parties required to be named as ~~additional insureds~~ Additional Insured pursuant to this Agreement.

f. Evidence Required.

Prior to execution of the Agreement, the Consultant shall file with the Metro JPA evidence of insurance from an insurer or insurers certifying to the coverage of all insurance required herein. Such evidence shall include original copies of the ISO CG ~~201000 01~~ (or insurer's equivalent) signed by the insurer's representative and Certificate of Insurance (Acord Form 25-S or equivalent), together with all required endorsements ~~to the policies described therein~~. All evidence of insurance shall be certified signed by a properly authorized officer, agent, or qualified representative of the insurer and shall certify the names of the insured, any additional ~~primary~~ insureds, where appropriate, the type and amount of the insurance, the location and operations to which the insurance applies, and the expiration date of such insurance.

g. Policy Provisions Required.

~~(i) All policies shall contain a provision for thirty (30) days advance written notice by the insurer(s) to the Metro JPA of any cancellation. Statements that the carrier "will endeavor" and "that failure to mail such notice shall impose no obligation and liability upon the company, its agents or representatives," will not be acceptable on certificates.~~

~~In the event any insurer providing coverage required under this Agreement shall fail to provide the notice required in this section, Consultant shall be responsible to provide such notice to the Metro JPA. Consultant is responsible to replace any and all policies required under this Agreement which are cancelled during the term of this Agreement no later than the effective date of cancellation.~~

(i) Consultant shall provide Metro JPA at least thirty (30) days prior written notice of cancellation of any policy required by this Agreement, except that the Consultant shall provide at least ten (10) days prior written notice of cancellation of any such policy due to non-payment of premium. If any of the required coverage is cancelled or expires during the term of this Agreement, the Consultant shall deliver renewal certificate(s), including the General Liability Additional Insured Endorsement, to Metro JPA at least ten (10) days prior to the effective date of cancellation or expiration.

~~(ii) All policies of The Commercial General Liability Policy and Automobile Liability insurance Policy shall contain a provision stating that the Consultant's policies are primary insurance and that any insurance of the, self-insurance or other coverage maintained by Metro JPA, its members or any named or additional insureds shall not be called upon to contribute to any loss.~~

(iii) The retroactive date (if any) of each policy is to be no later than the effective date of this Agreement. Consultant shall maintain such coverage continuously for a period of at least three years after the completion of the work under this Agreement. Consultant shall purchase a one (1) year extended reporting period A) if the retroactive date is advanced past the effective date of this Agreement; B) if the policy is cancelled or not renewed; or C) if the policy is replaced by another claims-made policy with a retroactive date subsequent to the effective date of this Agreement.

~~(iiiiv) All policies of Commercial General Liability and Automobile Liability required insurance coverages, except for the professional liability coverage, shall contain or shall be endorsed to contain a waiver of subrogation against the in favor of Metro JPA, the Board and each member of the Board, its officers, employees, agents and Metro JPA designated volunteers; or shall specifically allow Consultant or others providing insurance evidence in compliance with these specifications to waive their right of recovery prior to a loss, and. Consultant hereby waives its own right of recovery against Metro JPA, the Board and each member of the Board, its officers, employees, agents and Metro JPA designated volunteers, or any other additional insureds, and shall require similar written express waivers and insurance clauses from each of its subconsultants.~~

(v) The limits set forth herein shall apply separately to each insured against whom claims are made or suits are brought, except with respect to the limits of liability. Further the limits set forth herein shall not be construed to relieve the Consultant from liability in excess of such coverage, nor shall it limit the Consultant's indemnification obligations to Metro JPA and shall not preclude Metro JPA from taking such other actions available to Metro JPA under other provisions of the Agreement or law.

h. Qualifying Insurers.

(i) All policies required shall be issued by acceptable insurance companies, as determined by the Metro JPA, which satisfy the following minimum requirements:

(ii) ~~Insurance carriers shall be~~ Each such policy shall be from a company or companies with a current A.M. Best's rating of no less than A:VII and admitted to do transact in the business in of insurance in the State of California and maintain an agent for process within the state or be, or otherwise allowed to place insurance through surplus line brokers under applicable provisions of the California Insurance Code or any federal law. ~~Such insurance carrier shall have not less than an "A" policyholder's rating and a financial rating of not less than "Class VII" according to the latest Best Key Rating Guide.~~

i. Additional Insurance Provisions.

(i) The foregoing requirements as to the types and limits of insurance coverage to be maintained by Consultant, and any approval of said insurance by ~~the~~ Metro JPA, is not intended to and shall not in any manner limit or qualify the liabilities and obligations otherwise assumed by the Consultant pursuant to this Agreement, including but not limited to, the provisions concerning indemnification. ~~Neither the Metro JPA nor the Board, nor any member of the Board, nor any of the directors, officers, employees, agents or volunteers shall be personally responsible for any liability arising under or by virtue of the Agreement.~~

(ii) If at any time during the life of the Agreement, ~~the Consultant fails to maintain in full force any~~ any policy of insurance required ~~by the~~ under this Agreement ~~documents, the~~ does not comply with these specifications or is canceled and not replaced, Metro JPA has the right but not the duty to ~~acquire the necessary insurance for the Consultant and deduct the cost thereof from the appropriate progress payments due the Consultant, or backcharge the Consultant for such costs in the event they exceed the amount of unpaid progress payments due the Consultant~~ obtain the insurance it deems necessary and any premium paid by Metro JPA will be promptly reimbursed by Consultant or Metro JPA will withhold amounts sufficient to pay premium from Consultant payments. In the alternative, Metro JPA may cancel this Agreement.

(iii) Metro JPA may require the Consultant to provide complete copies of all insurance policies in effect for the duration of the Project.

(iv) Neither Metro JPA nor any of its officials, officers, employees, agents or volunteers shall be personally responsible for any liability arising under or by virtue of this Agreement.

(iii)j. Subconsultant Insurance Requirements. Consultant shall not allow any subcontractors or subconsultants to commence work on any subcontract ~~relating to the work under the Agreement~~ until they have provided evidence satisfactory to ~~the~~ Metro JPA that they have secured all insurance required under this ~~Section~~ section. Policies of commercial general

liability insurance provided by such subcontractors or subconsultants shall be endorsed to name Metro JPA as an additional insured using ISO form CG 20 38 04 13 or an endorsement providing the exact same coverage. If requested by Consultant, Metro JPA may approve different scopes or minimum limits of insurance for particular subcontractors or subconsultants. ~~The Consultant and Metro JPA shall be named as additional insureds on all subconsultants' policies of Commercial General Liability using endorsement form ISO CG 20 38 04 13 or an endorsement providing equivalent coverage.~~

(iv) ~~The Metro JPA may require the Consultant to provide complete copies of all insurance policies in effect for the duration of the Agreement.~~

13. Indemnification.

To the fullest extent permitted by law, Consultant ~~agrees to protect, save, defend~~ shall defend (with counsel of Metro JPA's choosing), indemnify and hold ~~harmless~~ Metro JPA ~~and, its Board and each member, members~~ of the Board, ~~officers, agents and employees, and authorized volunteers~~ free and harmless from any and all claims, ~~liabilities, expenses or damages of any nature, including attorneys' fees, for injury or death of any person, or damaged~~ demands, causes of action, suits, actions, proceedings, costs, expenses, liability, judgments, awards, decrees, settlements, loss, damage or injury of any kind, in law or equity, to property, or interference with use of property persons, including ~~loss of use, wrongful death, in any manner~~ arising out of ~~or in any way connected with the negligent performance,~~ pertaining to, or incident to any alleged acts, errors or omissions, or willful misconduct ~~under this Agreement by~~ of Consultant, ~~Consultant's agents~~ its officials, officers, employees, subconsultants, or independent consultants hired by subcontractors, consultants or agents in connection with the performance of the Consultant's services, the Project or this Agreement, including without limitation the payment of all consequential damages, expert witness fees and attorneys' fees and other related costs and expenses. Notwithstanding the foregoing, to the extent Consultant's services are subject to Civil Code Section 2782.8, the above indemnity shall be limited, to the extent required by Civil Code Section 2782.8, to Claims that arise out of, pertain to, or relate to the negligence, recklessness, or willful misconduct of the Consultant. ~~The only exception to Consultant's responsibility to protect, save, defend and hold harmless Metro JPA, is due to the sole negligence, willful misconduct or active negligence of Metro JPA. This hold harmless provision shall apply to all liability regardless of whether any insurance policies are applicable. The policy limits do not act as a limitation upon the amount of indemnification to be provided by Consultant.~~ obligation to indemnify shall not be restricted to insurance proceeds, if any, received by Metro JPA, its Board, members of the Board, employees, or authorized volunteers.

14. Laws, Venue, and Attorneys' Fees.

This Agreement shall be interpreted in accordance with the laws of the State of California. If any action is brought to interpret or enforce any term of this agreement, the action shall be brought in a state or federal court situated in the County of San Diego, State of California. In the event of any such litigation between the Parties, the prevailing party shall be

entitled to recover all reasonable costs incurred, including reasonable attorney's fees, as determined by the court.

15. Termination or Abandonment.

a. Metro JPA has the right to terminate or abandon any portion or all of the work under this Agreement by giving ten (10) calendar days' written notice to Consultant. In such event, Metro JPA shall be immediately given title and possession to all original field notes, drawings and specifications, written reports and other documents produced or developed for that portion of the work completed and/or being abandoned. Metro JPA shall pay Consultant the reasonable value of services rendered for any portion of the work completed prior to termination. If said termination occurs prior to completion of any task for which a payment request has not been received, the charge for services performed during such task shall be the reasonable value of such services, based on an amount mutually agreed to by Metro JPA and Consultant of the portion of such task completed but not paid prior to said termination. Metro JPA shall not be liable for any costs other than the charges or portions thereof which are specified herein. Consultant shall not be entitled to payment for unperformed services, and shall not be entitled to damages or compensation for termination of work.

b. Consultant may terminate its obligation to provide further services under this Agreement upon thirty (30) calendar days' written notice to Metro JPA only in the event of substantial failure by Metro JPA to perform in accordance with the terms of this Agreement through no fault of Consultant.

16. Notice Documents.

Except as otherwise provided in Section 15, above, all original field notes, written reports, Drawings and Specifications and other documents, produced or developed for the Project shall, upon payment in full for the services described in this Agreement, be furnished to and become the property of Metro JPA.

17. Organization.

Consultant shall designate an individual from The Keze Group as Project Manager. The Project Manager shall not be removed from the Project or reassigned without the prior written consent of Metro JPA.

18. Notice.

Any notice or instrument required to be given or delivered by this Agreement may be given or delivered by depositing the same in any United States Post Office, certified mail, return receipt requested, postage prepaid, addressed to:

METRO JPA:	CONSULTANT:
Metro Wastewater JPA	The Keze Group, LLC

c/o La Mesa City Hall	4653 Carmel Mountain Road <u>1801 E 51st Street, Suite 365, Unit 522</u>
8130 Allison Ave., La Mesa, CA 91942	San Diego, CA 92130 <u>Austin, TX 78723</u>
Attn: c/o Greg Humora, City of La Mesa	Attn: Karyn Keese

and shall be effective upon receipt thereof.

~~17. Data.~~

~~Consultant shall be entitled to rely upon the accuracy of data and information provided by the Metro JPA without independent review or evaluation unless such review or evaluation is specified in the Services.~~

~~18~~ 19. Third Party Rights.

Nothing in this Agreement shall be construed to give any rights or benefits to anyone other than the Metro JPA and the Consultant.

20. Severability.

The unenforceability, invalidity or illegality of any provision(s) of this Agreement shall not render the other provisions unenforceable, invalid or illegal.

~~19~~ 21. Integration.

This Agreement represents the entire understanding of Metro JPA and Consultant as to those matters contained herein, and supersedes and cancels any prior oral or written understanding, promises or representations with respect to those matters covered hereunder. This Agreement may not be modified or altered except in writing signed by both Parties hereto. This is an integrated Agreement.

IN WITNESS WHEREOF, the Parties have executed this Agreement as of the date first written above.

METRO WASTEWATER JPA: ~~**THE KEZE GROUP**~~ **The Keze Group,**
LLC:

By: _____
~~Jim Peasley~~ Jerry Jones
~~Chairperson~~ Chair

By: _____
Karyn Keese

APPROVED AS TO FORM:

Paula C. P. de Sousa Mills
General Counsel

METRO WASTEWATER JPA

EXHIBIT “A”

Scope of Services ~~and Budget~~

~~SCOPE OF SERVICES~~
~~METRO TAC/COMMISSION/JPA~~
~~AS-NEEDED FINANCIAL SERVICES~~

The purpose of the As-Needed Consulting Contract for the Metro Wastewater JPA/~~Commission~~ is to provide technical and financial support to the [Participating Agencies](#) (“PAs”) in meeting their objectives of fair rates, equitable cost sharing, and program validation. 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/~~Commission~~/JPA efforts, as well as the overall costs of the Metro [System](#) Program.

I. SCOPE OF SERVICES

The effort by The Keze Group, LLC (“TKG”) will be divided into five major categories, one for routine services, two for specific financial tasks, one for Pure Water Program support, and one for Metro TAC staff support.

I. SCOPE OF SERVICES

A. Routine Services

The routine services will include the following tasks:

1. Attendance and preparation of agendas for Metro TAC meetings.
2. Attendance and preparation of agendas for the Metro ~~Commission~~/JPA meetings.
3. [Attendance and preparation of agendas and minutes for the Metro JPA Finance Committee](#)
4. ~~3.~~ Attendance at planning/work meetings with Public Utilities Department (PUD) staff.
5. ~~4.~~ Meetings with Metro TAC Chairman and other JPA officials.

B. Routine Audit Review – Public Utilities Department (PUD), Wastewater Operations Branch Exhibit E Audit Review – FYEs ~~2015 and~~ [2016 and 2017](#)

1. Review and negotiate the auditors Scope of Work.
2. Attend Entrance and Exit Conferences with the Auditors.
3. Select operating, CIP, and non-operating revenue audit samples.
4. Attend Interim Bi-Weekly work meetings with the Auditors (maximum of 5 per audit).

5. Review all audit samples for contract compliance and accounting accuracy.
 6. Review the annual general services cost allocation.
 7. Review output for any special projects (In the past year this has included the reconciliation of ~~the Shames and other municipal lawsuits, and the 17~~ Pure Water Program ~~management contract~~task orders to revise their original cost allocation. This required review of 250 invoices) to insure that only appropriate Metro costs have/had been charged to the PAs).
 8. Review South Bay recycled water sales and incentives to insure that appropriate revenues are credited to the PAs. Review other income credits to insure that non-operating revenues are credited to the PAs.
 9. Review the draft and final audit numbers and sample test results. Prepare list of questions and work on resolution of issues regarding samples.
 10. Present the results to the Metro Finance Committee, Metro TAC, and Metro Wastewater JPA ~~/Commission~~.
 11. 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 ~~2017 and~~ 2018 and 2019
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. FYE 2018 PUD Water and Wastewater Rate Case – PUD staff will be hiring a rate consultant to update their water and wastewater rate cases starting July 1, 2018. Included in the water rate case will be the review of recycled water rates. As these are PA revenues coordination with PUD staff and their consultant is anticipated.
- ~~D~~E. Pure Water Program Support – This task includes 10 hours per month to assist in facilitation of the Pure Water Program. Envisioned subtasks include revisions to the Pure Water Program financial forecast model to update project costs, financing, and timing based on 30% design costs, revenue sharing, and potential water purchases; assistance with the update to the Regional Wastewater Disposal Agreement; and continued cost allocation monitoring and updates of all Pure Water purchase/task orders for both O&M and capital projects.

EF. Metro TAC Staff Support – This task includes ~~40~~12 hours per month for financial analysis

and consulting in support of varied Metro TAC Work Plan projects. TKG will support, as-needed, the items contained in the Metro TAC FYE 2017 Work Plan. One key issue that will continue during FYE ~~2017~~2018 is the North City optimized system debt service reconciliation and recycled water sales projections and the forecast for the eventual debt service pay-off to the Water Utility. Also, a billing formula needs to be prepared and implemented which will bill any PA that diverts their flow from the Metro System for the remaining debt service for existing Metro facilities and for ongoing capital projects required

to maintain them. In addition, the billing Protocol will need to be revised to reflect the cash flow needed for Pure Water Program costs.

II. ADDITIONAL SERVICES AS REQUESTED

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

EXHIBIT "B"

Schedule of Charges

III. ~~PROPOSED BUDGET~~

The proposed budget for the ~~described~~ scope of services is ~~a not-to-exceed~~not to exceed amount of \$~~65,120~~72,500 for Fiscal Year Ending ~~2017~~2018. The hours and fees per task is summarized ~~in Attachment A to this scope of services~~below. The hourly billing rate is \$160.

Attachment A

Summary of Costs by Tasks

The Keze Group Metro JPA Contract FYE 2017

		Approved FYE 2017 Budget (for comparison purposes only)					Proposed FYE 2018 Budget for Services under this Agreement			
Task	Description	FYE2016	Budge	Cumula tive as	Balan	%	Proposed	Propos	Reducti	FYE
1.A	Routine Meetings	\$19,580	75.00	\$9,520	\$2,480	21	\$ 12,000	75	\$0	75
2.B	Exhibit E Audit Review	\$16,000	9, 60.00	\$12,48	-\$2,880	-	\$	85	\$0	60
3.C	Review of PUD Budget	\$5,120	2,5 16.00	\$3,920	-\$1,360	-	\$	30	\$0	16
4.D	FYE 2017 2018 PUD Water and Wastewater Rate	\$6,400	2,5 16.00	\$0	\$2,560	100	\$ 2,560	16	\$0	16
5	FYE 2017 Recycled Water Financial Projects									
	a. Continued Support and Resolution of				\$6,400		\$ -		\$ (6,4	-
	b. Review of Recycled Water Pricing				\$6,400		\$ -		\$ (6,4	-
1.E	Pure Water Program Cost Allocation	\$19,200	120.0	\$9,360	\$9,840	51	\$ 19,200	120	\$0	120
6.F	Metro TAC Staff Support	\$19,200	120.0	\$17,68	\$1,520	8%	\$	144	\$0 -3,840	120
	Direct Expense									

TOTAL	\$ 98,300 5,120	\$407. 00	\$52,96 0.00	\$12,160 .00	19 %	\$ 65,120.75	\$ (33,180.	407
Reduction in Scope/Fee from FYE 2016								
								-34%

EXHIBIT “C”

Insurance Certificates

Insurance documentation is included on the following pages.

Summary report:	
Litéra® Change-Pro 7.5.0.135 Document comparison done on 5/11/2017 2:40:08 PM	
Style name: my style	
Intelligent Table Comparison: Active	
Original filename: METRO JPA_ Agr for Financial Services with Keese FY 2016_2017.DOC	
Modified DMS: iw://iManage/iManage/29781041/1	
Changes:	
Add	186
Delete	201
Move From	9
Move To	9
Table Insert	52
Table Delete	14
Table moves to	0
Table moves from	0
Embedded Graphics (Visio, ChemDraw, Images etc.)	0
Embedded Excel	0
Format changes	0
Total Changes:	471

EXHIBIT “B”

Schedule of Charges

The proposed budget for the scope of services is not to exceed amount of \$72,500 for Fiscal Year Ending 2018. The hours and fees per task is summarized below. The hourly billing rate is \$160.

		Approved FYE 2017 Budget (for comparison purposes only)					Proposed FYE 2018 Budget for Services under this Agreement		
Task	Description	Budget Amount	Budget Hours	Cumulative as of 4/30/17	Balance	% Rema	Proposed FYE 2018	Proposed Hours	Difference
I.A	Routine Meetings	\$12,000	75.00	\$9,520	\$2,480	21%	\$ 12,000	75.00	\$ -
I.B	Exhibit E Audit Review	\$9,600	60.00	\$12,480	-\$2,880	-30%	\$ 13,600	85.00	\$ 4,000
I.C	Review of PUD Budget	\$2,560	16.00	\$3,920	-\$1,360	-53%	\$ 4,800	30.00	\$ 2,240
I.D	FYE 2018 PUD Water and Wastewater Rate	\$2,560	16.00	\$0	\$2,560	100%	\$ 2,560	16.00	\$ -
I.E	Pure Water Program Cost Allocation	\$19,200	120.00	\$9,360	\$9,840	51%	\$ 19,200	120.00	\$ -
I.F	Metro TAC Staff Support	\$19,200	120.00	\$17,680	\$1,520	8%	\$ 23,040	144.00	\$ 3,840
	Direct Expense								
	TOTAL	\$65,120	\$407.00	\$52,960.00	\$12,160.00	19%	\$ 75,200		\$ 10,080

EXHIBIT “C”

Insurance Certificates

Insurance documentation is included on the following pages.

SCOPE OF SERVICES
METRO TAC/COMMISSION/JPA
AS-NEEDED FINANCIAL SERVICES

May 2, 2017

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/Commission/JPA efforts, as well as the overall costs of the Metro Program.

I. SCOPE OF SERVICES

The effort by The Keze Group, LLC (TKG) will be divided into five major categories, one for routine services, two for specific financial tasks, one for Pure Water Program support, and one for Metro TAC staff support.

A. Routine Services

The routine services will include the following tasks:

1. Attendance and preparation of agendas for Metro TAC meetings.
2. Attendance and preparation of agendas for the Metro Commission/JPA meetings.
3. Attendance and preparation of agendas and minutes for the Metro JPA Finance
4. Attendance at planning/work meetings with Public Utilities Department (PUD) staff.
5. Meetings with Metro TAC Chairman and other JPA officials.

B. Routine Audit Review – Public Utilities Department (PUD), Wastewater Operations Branch Exhibit E Audit Review – FYEs 2016 and 2017

1. Review and negotiate the auditors Scope of Work.
2. Attend Entrance and Exit Conferences with the Auditors.
3. Select operating, CIP, and non-operating revenue audit samples.
4. Attend Interim Bi-Weekly work meetings with the Auditors (maximum of 5 per

audit).

5. Review all audit samples for contract compliance and accounting accuracy.
 6. Review the annual general services cost allocation.
 7. Review output for any special projects (In the past year this has included the reconciliation of 17 Pure Water Program task orders to revise their original cost allocation. This required review of 250 invoices) to insure that only appropriate Metro costs have/had been charged to the PAs).
 8. Review South Bay recycled water sales and incentives to insure that appropriate revenues are credited to the PAs. Review other income credits to insure that non-operating revenues are credited to the PAs.
 9. Review the draft and final audit numbers and sample test results. Prepare list of questions and work on resolution of issues regarding samples.
 10. Present the results to the Metro Finance Committee, Metro TAC, and Metro Wastewater JPA / Commission.
 11. 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 2018 and 2019
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. FYE 2018 PUD Water and Wastewater Rate Case – PUD staff will be hiring a rate consultant to update their water and wastewater rate cases starting July 1, 2018. Included in the water rate case will be the review of recycled water rates. As these are PA revenues coordination with PUD staff and their consultant is anticipated.
- E. Pure Water Program Support – This task includes 10 hours per month to assist in facilitation of the Pure Water Program. Envisioned subtasks include revisions to the Pure Water Program financial forecast model to update project costs, financing, and timing based on 30% design costs, revenue sharing, and potential water purchases; assistance with the update to the Regional Wastewater Disposal Agreement; and continued cost allocation monitoring and updates of all Pure Water purchase/task orders for both O&M and capital projects.

F. Metro TAC Staff Support – This task includes 12 hours per month for financial analysis and consulting in support of varied Metro TAC Work Plan projects. TKG will support, as-needed, the items contained in the Metro TAC FYE 2017 Work Plan. One key issue that will continue during FYE 2018 is the North City optimized system debt service reconciliation and recycled water sales projections and the forecast for the eventual debt service pay-off to the Water Utility. Also, a billing formula needs to be prepared and implemented which will bill any PA that diverts their flow from the Metro System for the remaining debt service for existing Metro facilities and for ongoing capital projects required to maintain them. In addition, the billing Protocol will need to be revised to reflect the cash flow needed for Pure Water Program costs.

II. ADDITIONAL SERVICES AS REQUESTED

- A. Review of ongoing background material not envisioned.
- B. Prepare for and attend additional meetings beyond what is included in Section I.
- C. Provide additional follow-up on the additional items identified.
- D. Provide additional technical support on specific projects as directed by the Metro TAC, Finance Committee, and Metro JPA/Commission Chairmen.
- E. Provide technical support, as requested, to fulfill other Metro JPA/Commission objectives.

III. PROPOSED BUDGET

The proposed budget for the described scope of services is a not-to-exceed amount of \$ \$72,640 for Fiscal Year Ending 2018. The hours and fees per task is summarized in Attachment A to this scope of services. The hourly billing rate remained unchanged at \$160.

Summary of Costs by Tasks
Metro JPA Contract FYE 2017
From March 1 to 31, 2017

Task	Description	Approved FYE 2017 Budget					Proposed FYE 2018		
		Budget Amount	Budget Hours	Cumulative as of 4/30/17	Balance	% Remaning	Proposed FYE 2018	Proposed Hours	Difference
1	Routine Meetings	\$12,000	75.00	\$9,520	\$2,480	21%	\$ 12,000	75.00	\$ -
2	Exhibit E Audit Review	\$9,600	60.00	\$12,480	-\$2,880	-30%	\$ 13,600	85.00	\$ 4,000
3	Review of PUD Budget	\$2,560	16.00	\$3,920	-\$1,360	-53%	\$ 4,800	30.00	\$ 2,240
4	FYE 2018 PUD Water and Wastewater Rate Case	\$2,560	16.00	\$0	\$2,560	100%	\$ 2,560	16.00	\$ -
5	Pure Water Program Cost Allocation	\$19,200	120.00	\$9,360	\$9,840	51%	\$ 19,200	120.00	\$ -
6	Metro TAC Staff Support	\$19,200	120.00	\$17,680	\$1,520	8%	\$ 23,040	144.00	\$ 3,840
	Direct Expense								
	TOTAL	\$65,120	\$407.00	\$52,960.00	\$12,160.00	19%	\$ 75,200		\$ 10,080

Attachment 9
NV5 Contract
(Eng. Svs.
Tulloch)

**AGREEMENT FOR PROFESSIONAL SERVICES
BETWEEN METRO WASTEWATER JOINT POWERS AUTHORITY
AND NV5, Inc.**

This agreement (“Agreement”) is made and entered into as of July 1, 2017, by and between the METRO WASTEWATER JOINT POWERS AUTHORITY (hereinafter referred to as the “Metro JPA”), a joint powers authority organized and operating pursuant to California Government Code section 6500 *et seq.*, and NV5, Inc., a professional services firm (hereinafter referred to as “Consultant”). Metro JPA and Consultant are sometimes referred to individually as “Party” and collectively as “Parties.”

RECITALS

A. Metro JPA is a public agency of the State of California and is in need of professional services for the following project: Technical As-Needed Engineering Advisory Services (hereinafter referred to as “the Project”).

B. Consultant is duly licensed and has the necessary qualifications to provide such services.

C. The Parties desire by this Agreement to establish the terms for Metro JPA to retain Consultant to provide the services described herein.

AGREEMENT

NOW THEREFORE, IT IS AGREED AS FOLLOWS:

1. Services.

Consultant shall provide Metro JPA with the services described in the Scope of Services attached hereto as Exhibit “A” and incorporated herein (“Services”). Additionally, at the option and request of Metro JPA, Consultant may be asked to perform additional social media monitoring services as described in the attached Exhibit “A-1” (“Additional Social Media Services”), which is incorporated herein.

2. Compensation.

a. Subject to paragraph 2(b) below, Metro JPA shall pay for ~~such services~~ the Services set forth in Exhibit “A” in accordance with the “Schedule of Charges for Services” set forth in Exhibit “B.” Additionally, Metro JPA shall pay Consultant for the Additional Social Media Services set forth in Exhibit “A-1,” only if requested by Metro JPA at its option, in accordance with the “Schedule of Charges for Additional Social Media Services” set forth in Exhibit “B-1.”

b. In no event shall the total amount paid for ~~services~~Services rendered by Consultant pursuant to Exhibit "~~A~~A-1" exceed ~~\$30,000~~\$75,000.00 without the written approval of Metro JPA. In no event shall the total amount paid for Additional Social Media Services rendered by Consultant pursuant to Exhibit "A-1" exceed \$6,600.00. Periodic payments shall be made within thirty (30) days of receipt of a statement for services rendered. Payments to Consultant for work performed will be made on a monthly billing basis.

3. Additional Work.

If changes in the work seem merited by Consultant or the Metro JPA, and informal consultations with the other Party indicate that a change is warranted, it shall be processed by the Metro JPA in the following manner: a letter outlining the changes shall be forwarded to the Metro JPA by Consultant with a statement of estimated changes in fee or time schedule. An amendment to this Agreement shall be prepared by the Metro JPA and executed by both Parties before performance of such services, or the Metro JPA will not be required to pay for the changes in the scope of work. Such amendment shall not render ineffective or invalidate unaffected portions of this Agreement.

4. Substitution of Key Personnel.

Consultant has represented to Metro JPA that certain key personnel will perform and coordinate the Services under this Agreement. Should one or more of such personnel become unavailable, Consultant may substitute other personnel of at least equal competence and experience upon written approval of Metro JPA. In the event that Metro JPA and Consultant cannot agree as to the substitution of key personnel, Metro JPA shall be entitled to terminate this Agreement for cause, pursuant to provisions of Section 16 of this Agreement. The key personnel for performance of this [Services under this](#) Agreement are as follows: **Scott Tulloch, and Carmen Kasner.**

5. Maintenance of Records.

Books, documents, papers, accounting records, and other evidence pertaining to costs incurred shall be maintained by Consultant and made available at all reasonable times during the Agreement period and for four (4) years from the date of final payment under the Agreement for inspection by Metro JPA. Consultant shall obtain the written consent of Metro JPA prior to destroying any such records or any work product prepared by Consultant as a result of the Services provided under this Agreement.

6. Time of Performance; Term.

Consultant shall perform its services hereunder in a prompt and timely manner and shall commence performance upon receipt of a written Notice to Proceed from Metro JPA. Consultant shall complete the services required hereunder by June 30, ~~2017~~[2018](#). The Notice to Proceed shall set forth the date of commencement of the work.

7. Delays in Performance.

Neither Metro JPA nor Consultant shall be considered in default of this Agreement for delays in performance caused by circumstances beyond the reasonable control of the non-performing Party. For purposes of this Agreement, such circumstances include but are not limited to, abnormal weather conditions; floods; earthquakes; fire; epidemics; war; riots and other civil disturbances; strikes, lockouts, work slowdowns, and other labor disturbances; and sabotage or judicial restraint.

Should such circumstances occur, the non-performing Party shall, within a reasonable time of being prevented from performing, give written notice to the other Party describing the circumstances preventing continued performance and the efforts being made to resume performance of this Agreement.

8. Compliance with Law.

a. Consultant shall comply with all applicable laws, ordinances, codes and regulations of the federal, state and local government.

b. Consultant shall assist Metro JPA, as requested, in obtaining and maintaining all permits required of Consultant by Federal, State and local regulatory agencies.

c. Consultant is responsible for all costs of clean up and/or removal of hazardous and toxic substances spilled as a result of Consultant's services or operations performed under this Agreement.

9. Standard of Care.

Consultant's services will be performed in accordance with generally accepted professional practices and principles and in a manner consistent with the level of care and skill ordinarily exercised by members of the profession currently practicing under similar conditions.

10. Assignment and Subconsultant.

Consultant shall not assign, sublet, or transfer this Agreement or any rights under or interest in this Agreement without the written consent of the Metro JPA, which may be withheld for any reason. Nothing contained herein shall prevent Consultant from employing independent associates, and subconsultants as Consultant may deem appropriate to assist in the performance of services hereunder.

11. Independent Consultant.

Consultant is retained as an independent contractor and is not an employee of Metro JPA. No employee or agent of Consultant shall become an employee of Metro JPA. The work to be performed shall be in accordance with the work described in Exhibit "A," subject to such directions and amendments from Metro JPA as herein provided.

12. Insurance.

a. Commercial General Liability.

(i) The Consultant shall take out and maintain, during the performance of all work under this Agreement, in amounts not less than specified herein, Commercial General Liability Insurance, in a form and with insurance companies acceptable to Metro JPA.

(ii) Coverage for Commercial General Liability insurance shall be at least as broad as the following:

(1) Insurance Services Office Commercial General Liability coverage (Occurrence Form CG 00 01) or exact equivalent.

(iii) Commercial General Liability Insurance must include coverage for the following:

- (1) Bodily Injury and Property Damage
- (2) Personal Injury/Advertising Injury
- (3) Premises/Operations Liability
- (4) Products/Completed Operations Liability
- (5) Aggregate Limits that Apply per Project
- (6) Contractual Liability with respect to this Agreement
- (7) Broad Form Property Damage
- (8) Independent Consultants Coverage

(iv) The policy shall contain no endorsements or provisions limiting coverage for (A) contractual liability; (B) cross liability exclusion for claims or suits by one insured against another; or (C) products/completed operations liability; or (D) contain any other exclusion(s) contrary to the terms or purposes of this Agreement.

(v) The policy shall give Metro JPA, the Board and each member of the Board, its officers, employees, agents and Metro JPA designated volunteers additional insured status using ISO endorsement forms CG 20 10 10 01 and 20 37 10 01, or endorsements providing the exact same coverage.

(vi) The general liability program may utilize either deductibles or provide coverage excess of a self-insured retention, subject to written approval by the Metro JPA, and provided that such deductibles shall not apply to Metro JPA as an additional insured.

b. Automobile Liability.

(i) At all times during the performance of the work under this Agreement, the Consultant shall maintain Automobile Liability Insurance for bodily injury and property damage including coverage for owned, non-owned and hired vehicles, in a form and with insurance companies acceptable to the Metro JPA.

(ii) Coverage for Automobile Liability Insurance shall be at least as broad as Insurance Services Office Form Number CA 00 01 covering automobile liability (Coverage Symbol 1, any auto).

(iii) Subject to written approval by Metro JPA, the automobile liability program may utilize deductibles, but not a self-insured retention, provided that such deductibles shall not apply to Metro JPA as an additional insured.

(iv) The policy shall give Metro JPA, the Board and each member of the Board, its officers, employees, agents and Metro JPA designated volunteers additional insureds status.

c. Workers' Compensation/Employer's Liability.

(i) Consultant certifies that it is aware of the provisions of Section 3700 of the California Labor Code which require every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that code, and he/she will comply with such provisions before commencing work under this Agreement.

(ii) To the extent Consultant has employees at any time during the term of this Agreement, at all times during the performance of the work under this Agreement, the Consultant shall maintain full compensation insurance for all persons employed directly by him/her to carry out the work contemplated under this Agreement, all in accordance with the "Workers' Compensation and Insurance Act," Division IV of the Labor Code of the State of California and any acts amendatory thereof, and Employer's Liability Coverage in amounts indicated herein. Consultant shall require all subconsultants to obtain and maintain, for the period required by this Agreement, workers' compensation coverage of the same type and limits as specified in this section.

d. Professional Liability (Errors and Omissions).

At all times during the performance of the work under this Agreement the Consultant shall maintain Professional Liability Insurance or Errors and Omissions Insurance appropriate to its profession, in a form and with insurance companies acceptable to Metro JPA and in an amount indicated herein. This insurance shall be endorsed to include contractual liability applicable to this Agreement and shall be written on a policy form coverage specifically designed to protect against acts, errors or omissions of the Consultant. "Covered Professional Services" as designated in the policy must specifically include work performed under this Agreement.

e. Minimum Policy Limits Required

(i) The following insurance limits are required for the Agreement:

Combined Single Limit

Commercial General Liability	\$1,000,000 per occurrence/ \$2,000,000 aggregate for bodily injury, personal injury, and property damage
Automobile Liability	\$1,000,000 per occurrence for bodily injury and property damage
Workers' Compensation	Statutory

Employer's Liability	\$1,000,000 per occurrence
Professional Liability	\$1,000,000 per claim and aggregate (errors and omissions)

(ii) Defense costs shall be payable in addition to the limits, with the exception of the professional liability policy.

(iii) Requirement of specific coverage or minimum limits contained in this section are not intended as a limitation on coverage, limits or any other requirement, or a waiver of any coverage normally provided by any insurance. Any available coverage shall be provided to the parties required to be named as Additional Insured pursuant to this Agreement.

f. Evidence Required.

Prior to execution of the Agreement, the Consultant shall file with the Metro JPA evidence of insurance from an insurer or insurers certifying to the coverage of all insurance required herein. Such evidence shall include original copies of the ISO CG 00 01 (or insurer's equivalent) signed by the insurer's representative and Certificate of Insurance (Acord Form 25-S or equivalent), together with all required endorsements. All evidence of insurance shall be signed by a properly authorized officer, agent, or qualified representative of the insurer and shall certify the names of the insured, any additional insureds, where appropriate, the type and amount of the insurance, the location and operations to which the insurance applies, and the expiration date of such insurance.

g. Policy Provisions Required.

(i) Consultant shall provide Metro JPA at least thirty (30) days prior written notice of cancellation of any policy required by this Agreement, except that the Consultant shall provide at least ten (10) days prior written notice of cancellation of any such policy due to non-payment of premium. If any of the required coverage is cancelled or expires during the term of this Agreement, the Consultant shall deliver renewal certificate(s), including the General Liability Additional Insured Endorsement, to Metro JPA at least ten (10) days prior to the effective date of cancellation or expiration.

(ii) The Commercial General Liability Policy and Automobile Liability Policy shall contain a provision stating that the Consultant's policies are primary insurance and that any insurance, self-insurance or other coverage maintained by Metro JPA or any named insureds shall not be called upon to contribute to any loss.

(iii) The retroactive date (if any) of each policy is to be no later than the effective date of this Agreement. Consultant shall maintain such coverage continuously for a period of at least three years after the completion of the work under this Agreement. Consultant shall purchase a one (1) year extended reporting period A) if the retroactive date is advanced past the effective date of this Agreement; B) if the policy is

cancelled or not renewed; or C) if the policy is replaced by another claims-made policy with a retroactive date subsequent to the effective date of this Agreement.

(iv) All required insurance coverages, except for the professional liability coverage, shall contain or be endorsed to waiver of subrogation in favor of Metro JPA, the Board and each member of the Board, its officers, employees, agents and Metro JPA designated volunteers or shall specifically allow Consultant or others providing insurance evidence in compliance with these specifications to waive their right of recovery prior to a loss. Consultant hereby waives its own right of recovery against Metro JPA, and shall require similar written express waivers and insurance clauses from each of its subconsultants.

(v) The limits set forth herein shall apply separately to each insured against whom claims are made or suits are brought, except with respect to the limits of liability. Further the limits set forth herein shall not be construed to relieve the Consultant from liability in excess of such coverage, nor shall it limit the Consultant's indemnification obligations to Metro JPA and shall not preclude Metro JPA from taking such other actions available to Metro JPA under other provisions of the Agreement or law.

h. Qualifying Insurers.

(i) All policies required shall be issued by acceptable insurance companies, as determined by the Metro JPA, which satisfy the following minimum requirements:

(ii) Each such policy shall be from a company or companies with a current A.M. Best's rating of no less than A:VII and admitted to transact in the business of insurance in the State of California, or otherwise allowed to place insurance through surplus line brokers under applicable provisions of the California Insurance Code or any federal law.

i. Additional Insurance Provisions.

(i) The foregoing requirements as to the types and limits of insurance coverage to be maintained by Consultant, and any approval of said insurance by Metro JPA, is not intended to and shall not in any manner limit or qualify the liabilities and obligations otherwise assumed by the Consultant pursuant to this Agreement, including but not limited to, the provisions concerning indemnification.

(ii) If at any time during the life of the Agreement, any policy of insurance required under this Agreement does not comply with these specifications or is canceled and not replaced, Metro JPA has the right but not the duty to obtain the insurance it deems necessary, and Metro JPA may cancel this Agreement if Consultant fails to comply with these specifications or cancels required insurance policies and fails to replace them.

(iii) Metro JPA may require the Consultant to provide complete copies of all relevant certificates of insurance and endorsements for the insurance policies in effect for the duration of the Project.

(iv) Neither Metro JPA nor any of its officials, officers, employees, agents or volunteers shall be personally responsible for any liability arising under or by virtue of this Agreement.

j. Subconsultant Insurance Requirements. Consultant shall not allow any subcontractors or subconsultants to commence work on any subcontract until they have provided evidence satisfactory to Metro JPA that they have secured all insurance required under this section. Policies of commercial general liability insurance provided by such subcontractors or subconsultants shall be endorsed to name Metro JPA as an additional insured using ISO form CG 20 38 04 13 or an endorsement providing the exact same coverage. If requested by Consultant, Metro JPA may approve different scopes or minimum limits of insurance for particular subcontractors or subconsultants.

13. Indemnification.

To the fullest extent permitted by law, Consultant shall defend (with counsel of Metro JPA's choosing), indemnify and hold Metro JPA, its Board, members of the Board, employees, and authorized volunteers free and harmless from any and all claims, demands, causes of action, suits, actions, proceedings, costs, expenses, liability, judgments, awards, decrees, settlements, loss, damage or injury of any kind, in law or equity, to property or persons, including wrongful death, in any manner arising out of the negligent acts, errors or omissions, or willful misconduct of Consultant, its officials, officers, employees, subcontractors, consultants or agents in connection with the performance of the Consultant's services, the Project or this Agreement, including reasonable expert witness fees, reasonable attorneys' fees and other reasonable related costs and expenses. Notwithstanding the foregoing, to the extent Consultant's services are subject to Civil Code Section 2782.8, the above indemnity shall be limited, to the extent required by Civil Code Section 2782.8, to Claims that arise out of, pertain to, or relate to the negligence, recklessness, or willful misconduct of the Consultant. Consultant's obligation to indemnify shall not be restricted to insurance proceeds, if any, received by Metro JPA, its Board, members of the Board, employees, or authorized volunteers.

14. California Labor Code Requirements.

Consultant is aware of the requirements of California Labor Code Sections 1720 et seq. and 1770 et seq., which require the payment of prevailing wage rates and the performance of other requirements on certain "public works" and "maintenance" projects. If the services are being performed as part of an applicable "public works" or "maintenance" project, as defined by the Prevailing Wage Laws, and if the total compensation is \$1,000 or more, Consultant agrees to fully comply with such Prevailing Wage Laws, if applicable. Consultant shall defend, indemnify and hold Metro JPA, its member agencies, elected officials, officers, employees and agents free and harmless from any claims, liabilities, costs, penalties or interest arising out of any failure or alleged failure to comply with the Prevailing Wage Laws. It shall be mandatory upon the Consultant and all subconsultants to comply with all California Labor Code provisions, which include but are not limited to prevailing wages, employment of apprentices, hours of labor and debarment of contractors and subcontractors.

If the services are being performed as part of an applicable “public works” or “maintenance” project, in addition to the foregoing, then pursuant to Labor Code sections 1725.5 and 1771.1, the Consultant and all subconsultants must be registered with the Department of Industrial Relations (“DIR”). Consultant shall maintain registration for the duration of the project and require the same of any subconsultants. This Project may also be subject to compliance monitoring and enforcement by the DIR. It shall be Consultant’s sole responsibility to comply with all applicable registration and labor compliance requirements, including the submission of payroll records directly to the DIR.

15. Laws, Venue, and Attorneys’ Fees.

This Agreement shall be interpreted in accordance with the laws of the State of California. If any action is brought to interpret or enforce any term of this agreement, the action shall be brought in a state or federal court situated in the County of San Diego, State of California. In the event of any such litigation between the Parties, the prevailing party shall be entitled to recover all reasonable costs incurred, including reasonable attorney’s fees, as determined by the court.

16. Termination or Abandonment.

a. Metro JPA has the right to terminate or abandon any portion or all of the work under this Agreement by giving ten (10) calendar days’ written notice to Consultant. In such event, Metro JPA shall be immediately given title and possession to all original field notes, drawings and specifications, written reports and other documents produced or developed for that portion of the work completed and/or being abandoned. Metro JPA shall pay Consultant the reasonable value of services rendered for any portion of the work completed prior to termination. If said termination occurs prior to completion of any task for which a payment request has not been received, the charge for services performed during such task shall be the reasonable value of such services, based on an amount mutually agreed to by Metro JPA and Consultant of the portion of such task completed but not paid prior to said termination. Metro JPA shall not be liable for any costs other than the charges or portions thereof which are specified herein. Consultant shall not be entitled to payment for unperformed services, and shall not be entitled to damages or compensation for termination of work.

b. Consultant may terminate its obligation to provide further services under this Agreement upon thirty (30) calendar days’ written notice to Metro JPA only in the event of substantial failure by Metro JPA to perform in accordance with the terms of this Agreement through no fault of Consultant.

17. Documents.

Except as otherwise provided in Section 16, above, all original field notes, written reports, Drawings and Specifications and other documents, produced or developed for the Project shall, upon payment in full for the services described in this Agreement, be furnished to and become the property of Metro JPA.

18. Organization.

Consultant shall assign Carmen Kasner as Project Manager. The Project Manager shall not be removed from the Project or reassigned without the prior written consent of Metro JPA.

19. Notice.

Any notice or instrument required to be given or delivered by this Agreement may be given or delivered by depositing the same in any United States Post Office, certified mail, return receipt requested, postage prepaid, addressed to:

METRO JPA:	CONSULTANT:
Metro Wastewater JPA c/o La Mesa City Hall 8130 Allison Ave., La Mesa, CA 91942 Attn: c/o Greg Humora, City of La Mesa	NV5, Inc. 15092 Avenue of Science, Suite 200 San Diego, CA 92126 Attn: c/o Carmen Kasner, NV5, Inc.

and shall be effective upon receipt thereof.

20. Third Party Rights.

Nothing in this Agreement shall be construed to give any rights or benefits to anyone other than the Metro JPA and the Consultant.

21. Severability.

The unenforceability, invalidity or illegality of any provision(s) of this Agreement shall not render the other provisions unenforceable, invalid or illegal.

22. Integration.

This Agreement represents the entire understanding of Metro JPA and Consultant as to those matters contained herein, and supersedes and cancels any prior oral or written understanding, promises or representations with respect to those matters covered hereunder. This Agreement may not be modified or altered except in writing signed by both Parties hereto. This is an integrated Agreement.

[SIGNATURES ON FOLLOWING PAGE]

IN WITNESS WHEREOF, the Parties have executed this Agreement as of the date first written above.

METRO WASTEWATER JPA:

NV5 Inc.:

By: _____
~~Jim Peasley~~ Jerry Jones
~~Chairperson~~ Chair
Director

By: _____
Carmen Kasner
Regional Managing

APPROVED AS TO FORM:

Paula C. P. de Sousa Mills
General Counsel
METRO WASTEWATER JPA

Approval of Agreement for Professional Services with NV5 as to form.

EXHIBIT “A”

Scope of Services

The purpose of the As-Needed Engineering Consulting Contract for the Metro Wastewater JPA/~~Commission~~ is to provide technical support to the [Participating Agencies \(“PAs”\)](#) in meeting their objectives of Pure Water 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/~~Commission~~/JPA efforts, as well as the overall costs of the Metro [System](#) Program.

I. Scope of Services

The effort by NV5 will be divided into two major categories, one for routine services and one for Metro TAC engineering support by Scott Tulloch in support of attaining either an administrative fix by EPA or permanent legislation to attain secondary equivalency, and continued efforts working with the City of San Diego Pure Water Program staff on cost allocation, facilities planning, and collaboration with environmental stakeholders.

A. Routine Services

The routine services could include the following tasks:

1. Attendance at the Metro TAC meetings
2. Attendance at Metro ~~Commission~~/JPA meetings
3. Independent cost review of Pure Water Program CIP
4. Provide additional technical support on specific projects as directed by the Metro TAC, Finance Committee, and/or Metro JPA/~~Commission~~ Chairman

- B. Metro TAC Engineering Support – This task includes engineering technical support as requested by Metro TAC and the Metro ~~Commission~~/JPA. This will include engineering support for such items as the current Waiver of Secondary Treatment at Point Loma and the “Secondary Equivalency Alternative” as outlined in the Metro TAC white paper.

This will also include representing the JPA on the Water Reliability Coalition through the Friends of Infrastructure, Equinox Policy Committee Meetings, Pure Water Program Technical Advisory Committee Meetings, and any meetings as directed by the Metro TAC and/or the ~~Commission~~/[Metro](#) JPA to facilitate the secondary equivalency alternative, Pure Water Program, etc.

EXHIBIT “A” (cont.)

Scope of Services

II. Additional Services As Requested

- A. Review of ongoing background material not envisioned.
- B. Prepare for and attend additional meetings beyond what is included in Section I.
- C. Attendance at IROC in support of the Metro JPA/~~Commission~~ representatives.
- D. Provide additional follow-up on the additional items identified.
- E. Provide technical support, as requested, to fulfill other Metro JPA/~~Commission~~ objectives.

EXHIBIT “A-1”

Additional Social Media Services

I. Additional Social Media Services

NV5’s primary role during the first month of service will be to determine the key issues, keywords and items to track in our Meltwater system. The second month will be used to conduct a cursory media audit and develop the tracking, review and reporting plan. Upon approval, our media relations specialist will monitor social media by reviewing weekly Meltwater reports, and then consolidating for a designated representative of the Metro JPA to provide recommended action.

II. Optional Additional Social Media Services

In the event requested by Metro JPA, NV5 will also provide key message development, draft responses and more robust social media management services which could be added at any time along with training on traditional social media management which could also be added at any time, along with training on traditional and social media for Metro members engaging with news organizations, community leaders and the public through multiple news and information platforms. This, however is not anticipated in this scope of work.

EXHIBIT “B”

Schedule of Charges for Services

Services shall be provided on a time and materials basis at the direction and request of the Metro JPA/ Metro TAC appointed representative. The hourly rate for Scott Tulloch will be \$150.00. Consultant shall notify the Metro JPA when it has reached 80% of the total compensation under the Agreement to allow adequate time to obtain further approvals if needed.

The following rate sheet sets out Consultants standard rates should the need arise for other engineering or technical support, which shall only be provided if requested and approved by

Office:

Technical Services

Special Technical Advisor.....	\$150.00/hour
Engineering Aide/Planning Aide.....	\$60.00/hour
Project Assistant.....	\$80.00/hour
Project Administrator.....	\$95.00/hour
CADD Technician I.....	\$95.00/hour
CADD Technician II.....	\$115.00/hour
CADD Technician III.....	\$125.00/hour
Senior CADD Technician/Designer.....	\$130.00/hour
Design Supervisor.....	\$140.00/hour

Professional

Junior Engineer/Planner/Surveyor.....	\$90.00/hour
Assistant Engineer/Planner/Surveyor.....	\$125.00/hour
Associate Engineer/Planner/Surveyor.....	\$145.00/hour
Senior Engineer/Planner/Surveyor.....	\$165.00/hour
Manager.....	\$175.00/hour
Structural Engineer.....	\$165.00/hour
Associate.....	\$190.00/hour
Principal.....	\$200.00/hour

Expenses:

Plotting and In-house Reproduction.....	1.10 x Cost
Subsistence.....	1.10 x Cost
Other Expenses - Including Subconsultants & Purchased Services through Subcontracts.....	1.10 x Cost
Mileage - Outside local area.....	Per accepted IRS rate

Rates are effective through December 31, 2017. If contract assignment extends beyond that date, a new rate schedule will be added to the contract. Litigation support will be billed at \$300.00 per hour.

Metro JPA.

EXHIBIT “B-1”

Schedule of Charges for Additional Social Media Services

Fees for Additional Social Media Services listed in Exhibit A-1, Section I:

Social Media Monitoring - \$500/month

Meltwater - \$50/month

Fees for Optional Social Media Services listed in Exhibit A-1, Section II:

Gabriela Dow - \$136/hour

Rebecca Cole - \$136/hour

Teresa Leader-Anderson - \$101/hour

Meltwater - \$50/month

EXHIBIT “C”

Insurance Certificates

Insurance documentation is included on the following pages.

Summary report:	
Litéra® Change-Pro 7.5.0.135 Document comparison done on 5/11/2017 12:44:54 PM	
Style name: my style	
Intelligent Table Comparison: Active	
Original filename: 29537892_1.doc	
Modified DMS: iw://iManage/iManage/29781068/1	
Changes:	
Add	47
Delete	19
Move From	0
Move To	0
Table Insert	0
Table Delete	0
Table moves to	0
Table moves from	0
Embedded Graphics (Visio, ChemDraw, Images etc.)	0
Embedded Excel	0
Format changes	0
Total Changes:	66

Attachment 10
FY 2018
Scope of
Services
(Wilson
Engineering)

May 4, 2017

648-028

Metro Wastewater JPA/TAC
276 Fourth Avenue
Chula Vista, CA 91950

Attention: Greg Humora, TAC Chair

Subject: Proposal for Engineering Services for the Metro Wastewater JPA/TAC

We are pleased to provide Metro Wastewater JPA/TAC with the following proposal for engineering services. The work, as further described in the Scope of Services below, consists of providing engineering services to the Metro Participating Agencies.

Work will be done on an hourly rate basis as directed by the TAC or JPA Chair Person. Below please find a scope of work. Appendix A provides a summary of hours by Tasks and Appendix B provides an estimate of cost by task. The estimated cost for FY 2017/18 is \$77,550.

SCOPE OF SERVICES

Dexter Wilson Engineering, Inc. will perform the following tasks:

- Task 1 - Attend and prepare for subcommittee meetings as directed by TAC or JPA Chairperson.
- Task 2 - Attend and prepare for other meetings as directed by TAC or JPA Chairperson.
- Task 3 - Prepare cost estimates, cost sharing material, scope of works or other

- Task 3 - Prepare cost estimates, cost sharing material, scope of works or other material as directed by TAC Chairperson.
- Task 4 - Review pure water reports, plans and specifications and provide comments as directed by TAC Chairperson.

COMPENSATION

Work completed under this contract will be billed on a monthly basis. Fees will be calculated on an hourly rate basis by multiplying the actual hours worked on the job in each classification by the rates in the schedule attached as Exhibit "C." These rates are subject to change in January of each year.

All direct costs will be billed outside the proposed cost ceiling at cost plus 10 percent. Subconsultant invoices will be billed inside the cost ceiling at cost plus 5 percent.

TIME OF PERFORMANCE

This proposal is intended to provide services for FY 2017/18.

COST ESTIMATES

Since the Design Professional has no control over the cost of labor, materials, or equipment, or over the Contractor's method of determining prices, or over competitive bidding or market conditions, his opinions of probable construction cost provided for herein are to be made on the basis of his experience and qualifications. These opinions represent his best judgment as a Design Professional familiar with the construction industry. However, the Design Professional cannot and does not guarantee that proposals, bids, or the construction costs will not vary from opinions of probable cost prepared by him. If the Owner wishes greater assurance as to the construction cost, he shall employ an independent cost estimator.

Greg Humora
May 4, 2017
Page 3

OWNERSHIP OF ORIGINALS

The Owner acknowledges the Design Professional's plans and specifications as instruments of professional service. Nevertheless, the plans and specifications prepared under this agreement shall become the property of the Owner upon completion of the work. The Owner agrees to hold harmless and indemnify the Design Professional against all damages, claims, and losses, including defense costs, arising out of any reuse of the plans and specifications without the written authorization of the Design Professional.

QUALIFICATIONS

Dexter S. Wilson will supervise the services described above. Mr. Wilson is a Registered Civil Engineer in California and graduated from Stanford University with a Bachelor of Science in Chemistry, and from the University of Arizona with a Master of Science in Civil Engineering.

Thank you for the opportunity to provide a proposal on this project. If this proposal meets your approval, please prepare a contract in your format for our signature.

Respectfully submitted,

Dexter Wilson Engineering, Inc.



Dexter S. Wilson, P.E.

DSW:pjs

Attachments

Exhibit "A"

Summary of Hours by Task

Task 1 – Estimated 10 hours per month.

Task 2 – Estimated 5 hours per month.

Task 3 – Estimated 5 hour per month.

Task 4 – Estimated 10 hours per month.

Task	Professional	Technical	Clerical	Total
1	120	0	0	120
2	60	0	0	60
3	60	0	30	90
4	120	0	0	120
TOTAL	360	0	30	390

Exhibit "B"

Summary of Costs by Task

Task	Cost, \$
1	25,200
2	12,600
3	14,550
4	25,200
TOTAL	\$77,550

Exhibit "C"

DEXTER WILSON ENGINEERING, INC.

**Rate Schedule
Effective January 1, 2017**

CLASSIFICATION	HOURLY RATE
Office Personnel:	
 Planning/Design	
Principal Engineer (RCE)	\$210.00
Managing Engineer (RCE)	\$200.00
Project Engineer (RCE)	\$180.00
Senior Engineer (RCE)	\$140.00
Design Engineer (RCE)	\$130.00
Associate Engineer II	\$120.00
Associate Engineer I	\$110.00
Engineering Aide II	\$110.00
Engineering Aide I	\$ 95.00
 Drafting/Design	
Senior Designer	\$115.00
Senior Drafter	\$105.00
Drafter II	\$ 90.00
Drafter I	\$ 80.00
 Clerical	\$ 65.00

Attachment 11
FY 2018 City of
SD Metro
Wastewater
Utility Budget

Public Utilities
FY 2018 Proposed Budget – Metro
Metro Tac Presentation

May 17, 2017



Fiscal Year 2018 Proposed Budget

Metro Sewer Fund Summary

Non-General Fund	FTE	FY 2017 Adopted Budget	FTE	FY 2018 Proposed Budget	FTE	Change from FY 2017 Adopted
Metro Sewer Fund	462.20	\$220,304,391	458.86	\$224,055,110	(3.34)	\$3,750,719
Revenue		\$89,148,822		\$93,803,626		\$4,654,804



Fiscal Year 2018 Proposed Budget - Expense

Commitment Item Group	FY 2017 Adopted Budget	FY 2018 Proposed Budget	Change from FY 2017 Adopted Budget
Personnel Cost	29,655,612	29,474,819	(180,793)
Fringe Benefits	19,221,033	21,808,943	2,587,910
Supplies	21,312,782	21,662,766	349,984
Contracts	52,664,085	45,984,234	(6,679,851)
Information Technology	5,068,982	6,710,133	1,641,151
Capital Expenses	3,379,078	3,585,417	206,339
Debt Expenses	15,255	15,255	1
Energy and Utilities	17,392,348	16,259,611	(1,132,737)
Transfers Out	67,696,383	74,743,616	7,047,233
Contingencies	3,500,000	3,500,000	-
Other Expenses	398,834	310,316	(88,518)
Total	220,304,391	224,055,110	3,750,719



Fiscal Year 2018 Proposed Budget - Revenue

Commitment Item Group	FY 2017 Adopted Budget	FY 2018 Proposed Budget	Change from FY 2017 Adopted Budget
Charges for Current Services	69,195,422	80,163,726	10,968,304
Transfers In	-	10,889,900	10,889,900
Other Revenue	100,000	100,000	-
Revenue from Other Agencies	19,719,000	-	(19,719,000)
Revenue from Federal Agencies	-	1,350,000	1,350,000
Revenue from Use of Money and Property	134,400	1,300,000	1,165,600
Total	89,148,822	93,803,626	4,654,804



Summary of Major Revenue Changes

Revenue

- Addition of \$312k for the Infrastructure Asset Management Project
- Addition of \$1.1M for Interest on Pooled Investments
- Addition of \$1.4M for Pure Water Grants
- Addition of \$3.5M for Recycled Water Sales from Water to Metro
- Addition of \$5.0M for Participating Agency Contributions
- Reduction of \$8.8M in State Revolving Fund Proceeds



Summary of Major Expense Changes

Expense

- Addition of \$6.2M for Non-Discretionary adjustments
- Addition of \$2.4M for Salary and Benefit adjustments
- Addition of \$1.6M for Information Technology support
- Addition of \$1.4M for Laboratory Supplies, Equipment, and Facility Improvements
- Addition of \$1.0M for Condition Assessments associated with programmatic wastewater pipelines and CIP project planning
- Reduction of \$5.6M to reflect the removal of one-time expenditures, and the annualization expenditures implemented in Fiscal Year 2017



Pure Water FY 18 Proposed Budget Wastewater Detail

Task Order	Title	Consultant	Budget Allocation	FY18 Amount
Task Order #12	Regulatory Support	Montgomery Watson Harza	50% Water / 50% Wastewater	\$ 237,839
Task Order #13	Ken Weinberg (Environmental Support)	Montgomery Watson Harza	50% Water / 50% Wastewater	\$ 12,440
Task Order #19	Public Outreach and Education Services	Montgomery Watson Harza	50% Water / 50% Wastewater	\$ 360,000
Task Order #23	Program Management Office	Montgomery Watson Harza	50% Water / 50% Wastewater	\$ 2,308,500
Task Order #9	Kleinfelder/NCWRP Tertiary Filter & Pathogen Study	Kleindlfer	95% Water / 5% Wastewater	\$ 9,000
	Preliminary Environmental Impact Report /			
	Environmental Impact Report		50% Water / 50% Wastewater	\$ 600,000
	Miscellaneous Contracts		50% Water / 50% Wastewater	\$ 500,000
				\$ 4,027,779

Totals differ slightly from the IROC presentation due to non-discretionary accounts



Fiscal Year 2018 CIP Budget Metro Fund

Project	FY 2018 Proposed Budget
PURE Water Program / ALA00001	\$27,145,387
PS2 Power Reliability & Surge Protection / S00312	\$14,024,768
Metropolitan Waste Water Department Trunk Sewers / AJB00001	\$6,104,584
Metro Treatment Plants / ABO00001	\$4,250,000
I AM San Diego Project / S14000	\$522,867
City Facilities Improvements / ABT00001	\$100,000
Total	\$52,147,606



Questions/Comments

Public Utilities

	FY2016 Actual	FY2017 Budget	FY2018 Proposed	FY2017-2018 Change
Fringe Benefits				
Employee Offset Savings	\$ 146,640	\$ 140,448	\$ 139,845	\$ (603)
Flexible Benefits	3,378,375	4,356,819	4,978,365	621,546
Long-Term Disability	83,513	84,958	-	(84,958)
Medicare	395,348	365,496	364,801	(695)
Other Post-Employment Benefits	2,530,145	2,583,434	2,562,958	(20,476)
Retiree Medical Trust	14,139	17,589	18,900	1,311
Retirement 401 Plan	20,433	20,049	19,472	(577)
Retirement ADC	8,546,062	8,698,892	10,747,936	2,049,044
Retirement DROP	136,007	127,543	150,403	22,860
Risk Management Administration	429,854	445,999	432,275	(13,724)
Supplemental Pension Savings Plan	1,642,846	1,655,861	1,664,503	8,642
Unemployment Insurance	47,540	48,716	47,553	(1,163)
Workers' Compensation	653,168	675,229	681,932	6,703
Fringe Benefits Subtotal	\$ 18,024,071	\$ 19,221,033	\$ 21,808,943	\$ 2,587,910
Total Personnel Expenditures			\$ 51,283,762	

Municipal Sewer Revenue Fund

Department Expenditures

	FY2016 Actual	FY2017 Budget	FY2018 Proposed	FY2017-2018 Change
Metropolitan Wastewater - Muni	\$ 45,983,700	\$ -	\$ -	\$ -
Public Utilities	76,774,684	133,936,893	128,102,050	(5,834,843)
Total	\$ 122,758,385	\$ 133,936,893	\$ 128,102,050	\$ (5,834,843)

Department Personnel

	FY2016 Budget	FY2017 Budget	FY2018 Proposed	FY2017-2018 Change
Metropolitan Wastewater - Muni	234.00	0.00	0.00	0.00
Public Utilities	175.32	400.71	401.04	0.33
Total	409.32	400.71	401.04	0.33

Significant Budget Adjustments

	FTE	Expenditures	Revenue
Pipeline Condition Assessments Addition of non-personnel expenditures for condition assessments associated with programmatic wastewater pipelines and CIP project planning.	0.00	\$ 1,750,000	\$ -
Salary and Benefit Adjustments Adjustments to reflect savings resulting from vacant positions for any period of the fiscal year, retirement contributions, retiree health contributions, and labor negotiations.	(0.01)	1,250,152	-
Support for Information Technology Adjustment to expenditure allocations according to a zero-based annual review of information technology funding requirements.	0.00	871,467	-

Public Utilities

Significant Budget Adjustments (Cont'd)

	FTE	Expenditures	Revenue
Sewer Main and Manhole Projects Addition of non-personnel expenditures to support sewer main and manhole inspections.	0.00	540,000	-
Pump Station 64 Addition of non-personnel expenditures for Pump Station 64 screen replacement per existing condition assessment reports.	0.00	500,000	-
Overtime Adjustment Addition of overtime personnel expenditures related to emergency operations, vacancies and long-term absences.	0.00	369,000	-
Wastewater Planning Addition of non-personnel expenditures to assess operational efficiencies at wastewater facilities.	0.00	250,000	-
IAM Project Addition of non-personnel expenditures and associated revenue for the Infrastructure Asset Management (IAM) project.	0.00	209,000	539,262
Bond Administrative Fees Addition of non-personnel expenditures for miscellaneous bond administration fees and contractual services.	0.00	108,722	-
Laboratory Supplies and Equipment Addition of non-personnel expenditures for laboratory supplies, equipment, and facility improvements.	0.00	90,604	-
Security Equipment Addition of non-personnel expenditures to support the planning, repair and maintenance of critical security equipment.	0.00	63,000	-
Addition of Program Manager-Hourly Addition of 0.35 Program Manager-Hourly to support Environmental Monitoring and Technical Services.	0.35	40,826	-
Wastewater Transportation Addition of non-personnel expenditures for wastewater transportation agreements.	0.00	21,725	-
Certifications and Memberships Addition of non-personnel expenditures to maintain industry required certifications to continue performing scientific and technical analysis.	0.00	19,600	-
State Revolving Fund (SRF) Adjustment Addition of non-personnel expenditures for SRF loan repayments to reflect amortization schedules for Fiscal Year 2018.	0.00	15,549	-
Hourly Sick Leave Adjustment to reflect prior year expenditure trends, related to paid sick leave benefits for eligible hourly employees consistent with the requirements of Assembly Bill 1522.	0.00	4,065	-
Non-Standard Hour Personnel Funding Funding allocated according to a zero-based annual review of hourly funding requirements.	0.00	3,903	-

Public Utilities

Significant Budget Adjustments (Cont'd)

	FTE	Expenditures	Revenue
Supplemental Cost of Living Adjustment (COLA) Adjustment to reflect the allocation of the pay-go costs for the continued funding of the Supplemental COLA Benefit.	0.00	612	-
Human Resources Functions Consolidation Transfer of 0.54 FTE positions to the Human Resources Department from the Public Utilities Department for centralized human resources support.	(0.54)	(67,726)	-
Employee Training Reduction of non-personnel expenditures associated with employee training.	0.00	(105,250)	-
Public Utilities Restructure Reallocation among funds as a result of departmental efficiency efforts.	0.53	(162,216)	-
Environmental Compliance Projects Reduction of non-personnel expenditures associated with environmental compliance services.	0.00	(325,000)	-
One-Time Reductions and Annualizations Adjustment to reflect the removal of one-time revenues and expenditures, and the annualization of revenues and expenditures, implemented in Fiscal Year 2017.	0.00	(789,680)	-
Environmental Projects Reduction of non-personnel expenditures associated with environmental restoration projects.	0.00	(2,450,000)	-
Non-Discretionary Adjustment Adjustment to expenditure allocations that are determined outside of the department's direct control. These allocations are generally based on prior year expenditure trends and examples of these include utilities, insurance, and rent.	0.00	(8,043,196)	-
Revised Revenue Adjustment to reflect revised revenue projections.	0.00	-	(8,300,900)
Total	0.33	\$ (5,834,843)	\$ (7,761,638)

Expenditures by Category

	FY2016 Actual	FY2017 Budget	FY2018 Proposed	FY2017-2018 Change
PERSONNEL				
Personnel Cost	\$ 23,168,663	\$ 22,579,254	\$ 22,182,888	\$ (396,366)
Fringe Benefits	15,543,010	16,302,773	18,114,143	1,811,370
PERSONNEL SUBTOTAL	38,711,673	38,882,027	40,297,031	1,415,004
NON-PERSONNEL				
Supplies	\$ 3,742,813	\$ 5,220,637	\$ 5,426,572	\$ 205,935
Contracts	30,028,624	37,125,308	37,175,902	50,594
Information Technology	3,159,314	3,656,544	4,528,011	871,467
Energy and Utilities	5,202,957	6,670,796	5,731,605	(939,191)
Other	187,938	173,863	120,475	(53,388)
Transfers Out	41,549,743	41,288,916	33,990,470	(7,298,446)
Capital Expenditures	362,760	712,744	625,927	(86,817)
Debt	(187,439)	206,058	206,057	(1)
NON-PERSONNEL SUBTOTAL	84,046,711	95,054,866	87,805,019	(7,249,847)

Public Utilities

Expenditures by Category (Cont'd)

	FY2016 Actual	FY2017 Budget	FY2018 Proposed	FY2017-2018 Change
Total	\$ 122,758,385	\$ 133,936,893	\$ 128,102,050	\$ (5,834,843)

Revenues by Category

	FY2016 Actual	FY2017 Budget	FY2018 Proposed	FY2017-2018 Change
Charges for Services	\$ 282,315,468	\$ 288,747,000	\$ 279,785,362	\$ (8,961,638)
Other Revenue	414,494	-	-	-
Rev from Money and Prop	2,215,334	910,400	2,110,400	1,200,000
Rev from Other Agencies	29,975	-	-	-
Transfers In	6,978,525	-	-	-
Total	\$ 291,953,796	\$ 289,657,400	\$ 281,895,762	\$ (7,761,638)

Personnel Expenditures

Job Number	Job Title / Wages	FY2016 Budget	FY2017 Budget	FY2018 Proposed	Salary Range	Total
FTE, Salaries, and Wages						
20000011	Account Clerk	2.82	2.82	2.64	\$31,491 - \$37,918	\$ 98,843
20000007	Accountant 3	0.18	0.18	0.18	59,363 - 71,760	12,918
20000102	Accountant 4	0.18	0.18	0.18	66,768 - 88,982	16,020
90000102	Accountant 4 - Hourly	0.00	0.06	0.06	66,768 - 88,982	5,339
20000012	Administrative Aide 1	1.54	0.68	0.86	36,962 - 44,533	33,742
20000024	Administrative Aide 2	4.02	5.38	5.74	42,578 - 51,334	277,742
20000057	Assistant Chemist	10.00	10.00	10.00	53,789 - 65,333	620,557
20000058	Assistant Customer Services Supervisor	0.50	0.50	0.50	50,170 - 60,466	30,239
20001140	Assistant Department Director	0.36	0.36	0.36	31,741 - 173,971	50,399
20000070	Assistant Engineer-Civil	9.97	9.97	10.58	57,866 - 69,722	695,947
20000087	Assistant Engineer-Mechanical	0.16	0.16	0.16	57,866 - 69,722	9,264
20000041	Assistant Management Analyst	0.18	0.18	0.18	44,470 - 54,059	9,732
20001228	Assistant Metropolitan Wastewater Director	0.18	0.18	0.18	31,741 - 173,971	25,199
20000140	Associate Chemist	4.50	4.50	4.50	62,005 - 75,067	298,615
20000311	Associate Department Human Resources Analyst	0.90	0.90	0.36	54,059 - 65,333	23,522
20000143	Associate Engineer-Civil	9.06	8.31	8.31	66,622 - 80,454	660,940
20000145	Associate Engineer-Civil	0.44	0.62	0.70	66,622 - 80,454	53,220
20000150	Associate Engineer-Electrical	0.16	0.32	0.32	66,622 - 80,454	25,750
20000154	Associate Engineer-Mechanical	0.16	0.16	0.16	66,622 - 80,454	12,393
20000134	Associate Management Analyst	0.18	0.18	0.18	54,059 - 65,333	11,761
20000119	Associate Management Analyst	7.65	7.55	7.58	54,059 - 65,333	460,310
20000132	Associate Management Analyst	0.18	0.18	0.18	54,059 - 65,333	9,732
90000119	Associate Management Analyst - Hourly	0.05	0.05	0.05	54,059 - 65,333	2,968
20000162	Associate Planner	0.67	0.67	1.34	56,722 - 68,536	76,019
20000648	Biologist 3	0.00	1.25	1.25	62,005 - 75,067	91,870
20000649	Biologist 3	1.34	1.34	1.34	62,005 - 75,067	98,584

Public Utilities

Personnel Expenditures (Cont'd)

Job Number	Job Title / Wages	FY2016 Budget	FY2017 Budget	FY2018 Proposed	Salary Range	Total
20000201	Building Maintenance Supervisor	0.00	0.00	0.18	61,859 - 74,797	13,261
20000205	Building Service Supervisor	0.33	0.33	0.33	45,718 - 55,286	18,252
20000224	Building Service Technician	0.33	0.33	0.33	33,322 - 39,666	12,868
20000266	Cashier	2.50	2.50	2.50	31,491 - 37,918	90,824
20000236	Cement Finisher	1.00	1.00	1.00	43,451 - 52,083	51,041
20000539	Clerical Assistant 2	2.72	2.54	3.54	29,931 - 36,067	120,865
20000306	Code Compliance Officer	0.50	1.00	1.00	37,232 - 44,803	44,802
20000829	Compliance and Metering Manager	1.00	1.00	1.00	73,445 - 88,837	88,788
20000545	Contracts Processing Clerk	0.00	0.18	0.18	32,968 - 39,811	7,163
20000801	Customer Information and Billing Manager	1.00	1.00	1.00	73,445 - 88,837	81,142
20000369	Customer Services Representative	21.50	22.00	22.00	32,968 - 39,811	825,624
90000369	Customer Services Representative - Hourly	1.50	2.00	2.00	32,968 - 39,811	72,135
20000366	Customer Services Supervisor	2.00	2.00	2.00	57,782 - 69,784	137,354
20001168	Deputy Director	2.37	2.37	2.37	46,966 - 172,744	284,484
90001168	Deputy Director - Hourly	0.17	0.00	0.00	46,966 - 172,744	-
20000434	Electronics Technician	0.18	0.18	0.18	47,091 - 56,534	10,029
20000429	Equipment Operator 1	31.00	31.00	31.00	37,690 - 45,115	1,360,520
20000430	Equipment Operator 2	12.00	12.00	12.00	41,350 - 49,462	580,708
20000436	Equipment Operator 3	2.00	2.00	2.00	43,160 - 51,667	103,334
20000418	Equipment Technician 1	11.00	11.00	8.00	36,005 - 43,139	336,252
20000423	Equipment Technician 2	10.00	10.00	8.00	39,499 - 47,091	359,896
20000431	Equipment Technician 3	1.00	1.00	1.00	43,368 - 51,813	51,757
20000924	Executive Secretary	0.18	0.18	0.18	43,555 - 52,666	9,336
90000924	Executive Secretary - Hourly	0.06	0.00	0.00	43,555 - 52,666	-
20000461	Field Representative	14.00	14.00	14.00	32,323 - 38,917	530,919
90000461	Field Representative - Hourly	3.25	1.63	1.63	32,323 - 38,917	58,111
20000483	General Water Utility Supervisor	4.00	4.00	4.00	59,342 - 71,760	287,040
20000502	Heavy Truck Driver 1	1.00	1.00	1.00	36,234 - 43,160	43,160
20000501	Heavy Truck Driver 2	1.00	1.00	1.00	37,565 - 45,302	45,302
20000178	Information Systems Administrator	0.19	0.19	0.19	73,466 - 88,982	16,908
20000290	Information Systems Analyst 2	2.21	1.64	1.64	54,059 - 65,333	101,613
20000293	Information Systems Analyst 3	1.83	1.83	1.83	59,363 - 71,760	122,759
20000998	Information Systems Analyst 4	0.76	0.76	0.76	66,768 - 80,891	60,841
20000377	Information Systems Technician	0.50	0.50	0.50	42,578 - 51,334	23,686
20000590	Laboratory Technician	9.00	8.00	8.00	40,622 - 49,067	382,010
90000589	Laborer - Hourly	3.00	2.00	2.00	29,182 - 34,757	58,364
90001073	Management Intern - Hourly	1.80	2.70	2.70	24,274 - 29,203	72,055
20000634	Organization Effectiveness Specialist 2	0.54	0.54	0.74	54,059 - 65,333	48,352

Public Utilities

Personnel Expenditures (Cont'd)

Job Number	Job Title / Wages	FY2016 Budget	FY2017 Budget	FY2018 Proposed	Salary Range	Total
20000627	Organization Effectiveness Specialist 3	0.56	0.56	0.36	59,363 - 71,760	25,848
20000639	Organization Effectiveness Supervisor	0.36	0.36	0.18	66,768 - 80,891	14,367
20000680	Payroll Specialist 2	1.80	1.80	1.80	34,611 - 41,787	68,843
20000173	Payroll Supervisor	0.36	0.36	0.36	39,686 - 48,069	17,136
20000701	Plant Process Control Electrician	8.00	8.00	8.00	51,896 - 62,296	457,652
20000703	Plant Process Control Supervisor	1.00	1.00	1.00	56,410 - 68,224	67,991
20000705	Plant Process Control Supervisor	5.18	5.18	6.18	56,410 - 68,224	416,703
20000740	Principal Drafting Aide	0.74	0.74	0.74	50,003 - 60,549	44,579
20000743	Principal Engineering Aide	9.66	9.66	8.20	50,003 - 60,549	491,051
20000750	Principal Water Utility Supervisor	2.00	2.00	2.00	52,000 - 62,837	125,674
20001222	Program Manager	2.57	2.57	2.67	46,966 - 172,744	291,178
90001222	Program Manager - Hourly	0.17	0.00	0.35	46,966 - 172,744	38,449
20000760	Project Assistant	0.67	0.67	0.67	57,866 - 69,722	46,153
20000761	Project Officer 1	1.34	1.34	1.34	66,622 - 80,454	97,727
20000766	Project Officer 2	0.18	0.18	0.00	76,794 - 92,851	-
20000763	Project Officer 2	0.83	0.83	0.83	76,794 - 92,851	73,534
20000783	Public Information Clerk	0.36	0.36	0.36	31,491 - 37,918	13,424
20001150	Public Utilities Director	0.18	0.18	0.18	59,155 - 224,099	35,640
20000319	Pump Station Operator	5.00	5.00	5.00	43,493 - 51,917	259,283
20000320	Pump Station Operator Supervisor	1.00	1.00	1.00	47,674 - 56,888	56,888
20000560	Recycling Program Manager	0.38	0.38	0.00	76,731 - 92,893	-
20000847	Safety Officer	0.36	0.36	0.36	57,907 - 69,930	25,178
20000854	Safety Representative 2	1.95	1.95	1.95	50,461 - 61,027	118,579
20001042	Safety and Training Manager	0.54	0.54	0.54	66,768 - 80,891	43,668
20000869	Senior Account Clerk	0.44	0.44	0.44	36,067 - 43,514	18,638
20000883	Senior Chemist	1.30	1.30	1.30	71,739 - 86,466	97,684
20000890	Senior Civil Engineer	0.18	0.18	0.18	76,794 - 92,851	16,463
20000885	Senior Civil Engineer	2.44	2.44	2.44	76,794 - 92,851	225,671
20000898	Senior Customer Services Representative	3.00	3.00	3.00	37,835 - 45,781	135,333
20000312	Senior Department Human Resources Analyst	0.18	0.18	0.00	59,363 - 71,760	-
20000400	Senior Drafting Aide	1.44	1.44	1.26	44,429 - 53,706	67,456
20000900	Senior Engineering Aide	11.00	11.00	11.00	44,429 - 53,706	550,557
20000015	Senior Management Analyst	4.15	3.69	3.56	59,363 - 71,760	252,896
90000015	Senior Management Analyst - Hourly	0.00	0.05	0.05	59,363 - 71,760	3,588
20000920	Senior Planner	0.00	0.18	0.18	65,354 - 79,019	13,873
20000918	Senior Planner	0.67	0.67	0.67	65,354 - 79,019	52,943
20000708	Senior Plant Technician Supervisor	0.18	0.18	0.18	60,070 - 72,467	12,781
20000914	Senior Water Utility Supervisor	14.00	14.00	13.00	47,216 - 57,138	730,015

Public Utilities

Personnel Expenditures (Cont'd)

Job Number	Job Title / Wages	FY2016 Budget	FY2017 Budget	FY2018 Proposed	Salary Range	Total		
20000950	Stock Clerk	0.33	0.33	0.33	30,056 - 36,275	11,976		
20000955	Storekeeper 1	0.33	0.33	0.33	34,611 - 41,517	13,703		
90000964	Student Engineer - Hourly	0.17	0.00	0.00	26,707 - 32,011	-		
20000313	Supervising Department Human Resources Analyst	0.18	0.36	0.36	66,768 - 80,891	26,580		
20000995	Supervising Economist	0.23	0.23	0.23	66,768 - 80,891	18,600		
20000990	Supervising Field Representative	0.50	0.50	0.50	35,651 - 42,890	21,445		
20000970	Supervising Management Analyst	3.41	3.91	3.91	66,768 - 80,891	300,333		
20000997	Supervising Meter Reader	1.00	1.00	1.00	37,253 - 44,720	43,198		
20000333	Supervising Wastewater Pretreatment Inspector	3.00	3.00	3.00	66,685 - 80,870	240,184		
21000177	Trainer	1.58	1.58	1.58	54,059 - 65,333	90,928		
20001041	Training Supervisor	0.38	0.38	0.56	59,363 - 71,760	38,970		
20001051	Utility Worker 1	46.00	38.00	43.00	30,534 - 36,296	1,485,272		
20000323	Wastewater Pretreatment Inspector 2	8.00	8.00	8.00	55,078 - 66,768	445,316		
20000325	Wastewater Pretreatment Inspector 3	4.00	4.00	4.00	60,674 - 73,507	291,455		
20000326	Wastewater Pretreatment Inspector 3	1.00	1.00	1.00	60,674 - 73,507	73,507		
20000523	Wastewater Pretreatment Program Manager	1.00	1.00	1.00	72,966 - 88,546	88,546		
20001063	Water Utility Supervisor	14.00	14.00	14.00	43,472 - 51,979	706,673		
20001065	Water Utility Worker	31.00	31.00	31.00	33,322 - 39,666	1,207,940		
20000756	Word Processing Operator Bilingual - Regular	6.24	6.24	6.24	31,491 - 37,918	233,088		
	Budgeted Vacancy Savings					22,616		
	Exceptional Performance Pay-Classified					(1,583,690)		
	Exceptional Performance Pay-Unclassified					7,275		
	Geographic Info Cert Pay					570		
	Night Shift Pay					2,250		
	Overtime Budgeted					33,685		
	Plant/Tank Vol Cert Pay					2,924,387		
	Reg Pay For Engineers					41,456		
	Sick Leave - Hourly					87,051		
	Split Shift Pay					6,431		
	Termination Pay Annual Leave					18,374		
	Vacation Pay In Lieu					28,616		
						25,530		
FTE, Salaries, and Wages Subtotal		409.32	400.71	401.04		\$ 22,182,888		
		FY2016 Actual	FY2017 Budget	FY2018 Proposed		FY2017-2018 Change		
Fringe Benefits								
Employee Offset Savings	\$	115,346	\$	118,603	\$	107,840	\$	(10,763)
Flexible Benefits		3,054,773		3,734,856		4,199,674		464,818
Long-Term Disability		63,281		63,129		-		(63,129)

Public Utilities

	FY2016 Actual	FY2017 Budget	FY2018 Proposed	FY2017-2018 Change
Medicare	318,433	271,256	262,256	(9,000)
Other Post-Employment Benefits	2,279,343	2,211,140	2,156,205	(54,935)
Retiree Medical Trust	8,986	8,100	10,490	2,390
Retirement 401 Plan	8,574	8,734	8,373	(361)
Retirement ADC	7,002,608	7,443,816	9,033,026	1,589,210
Retirement DROP	91,957	91,348	81,145	(10,203)
Risk Management Administration	387,197	381,969	363,198	(18,771)
Supplemental Pension Savings Plan	1,357,046	1,184,805	1,179,755	(5,050)
Unemployment Insurance	35,994	36,096	34,373	(1,723)
Workers' Compensation	819,471	748,921	677,808	(71,113)
Fringe Benefits Subtotal	\$ 15,543,010	\$ 16,302,773	\$ 18,114,143	\$ 1,811,370
Total Personnel Expenditures			\$ 40,297,031	

Sewer Utility - AB 1600 Fund

Significant Budget Adjustments

	FTE	Expenditures	Revenue
Revised Revenue	0.00	\$ -	\$ 80,000
Adjustment to reflect revised revenue projections.			
Total	0.00	\$ -	\$ 80,000

Revenues by Category

	FY2016 Actual	FY2017 Budget	FY2018 Proposed	FY2017-2018 Change
Charges for Services	\$ 18,423,162	\$ 16,000,000	\$ 16,080,000	\$ 80,000
Rev from Money and Prop	67,914	-	-	-
Total	\$ 18,491,076	\$ 16,000,000	\$ 16,080,000	\$ 80,000

Water Utility - AB 1600 Fund

Revenues by Category

	FY2016 Actual	FY2017 Budget	FY2018 Proposed	FY2017-2018 Change
Charges for Services	\$ 14,452,683	\$ 12,000,000	\$ 12,000,000	\$ -
Rev from Money and Prop	85,719	-	-	-
Total	\$ 14,538,402	\$ 12,000,000	\$ 12,000,000	\$ -