

METRO WASTEWATER JPA AND METRO COMMISSION



NEW DIRECTOR'S TRAINING MANUAL 2026

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February 5, 2026

Dear Metro Wastewater JPA/Commission Director:

Thank you for serving on the Metro Wastewater JPA/Commission (Metro JPA).

This is your new Director's Training Manual. It will give you important background information and a good general overview of what the Metro JPA does.

You are welcome to direct questions to your City/Agency staff representative on the Metro TAC, to me, or to Metro Secretary Lori Anne Peoples (619.548.2934) who will assist you or get you to the right person. We are always here to help.

I look forward to your participation in the Metro JPA.

Sincerely,



Jerry Jones
Chair of the
Metro Wastewater JPA/Commission

CURRENT DIRECTORS & ALTERNATES – 2026

Chula Vista:	José Preciado (Primary)	(619) 922-2209	jpreciado@chulavistaca.gov
	Michael Inzunza (Alt)	(619) 254-0557	minzunza@chulavistaca.gov
Coronado:	Kelly Purvis (Primary)	(619) 972-4133	kelly.purvis@coronado.ca.us
	Mark Fleming (Alt1)	(619) 972-4234	mfleming@coronado.ca.us
	John Duncan (Alt2)	(619) 972-4113	jduncan@coronado.ca.us
Del Mar:	Dwight Worden (Primary)	(619) 977-4700	dwightworden@gmail.com
El Cajon:	Gary Kendrick (Primary)	(619) 994-6563	gary.p.kendrick@gmail.com
	Michelle Metschel (Alt)	(619) 548-0721	mmetschel@elcajon.gov
Imperial Beach:	Mitch McKay (Primary)	(619) 902-2238	mitch.mckay@imperialbeachca.gov
	Jack Fisher (Alternate)	(619) 517-9304	jack.fisher@imperialbeachca.gov
La Mesa:	Lauren Cazares (Primary)	(619) 827-8403	lczares@cityoflamesa.us
	VACANT (Alternate)		
Lemon Grove:	Jerry Jones (Primary)	(619) 861-9236	Councilmanjjones@gmail.com
	Jessyka Heredia (Alternate)	(619) 971-4217	Jheredia@lemongrove.ca.gov
National City:	Ditas Yamane (Primary)	(619) 679-0083	dyamane@nationalcityca.gov
	Jose Rodriguez (Alternate)	(619) 510-5589	jrodriguez@nationalcityca.gov
Otay Water:	Mark Robak (Primary)	(619) 778-3800	otaymark@cox.net
	Frank Rivera (Alternate)	(619) 726-5039	frivera@otaywater.gov
Padre Dam:	Kyle Swanson (Primary)	(619) 410-1438	kswanson@padre.org
	Lewis Clapp (Alternate)	(619) 323-9344	lclapp@padre.org
Poway:	Peter De Hoff (Primary)	(310) 801-1288	pdehoff@poway.org
	Eric Heidemann (Alternate)	(858) 668-4716	eheidemann@poway.org
County:	Joel Anderson (Primary)	(858) 289-9272	Iman.bakhit@sdcounty.ca.gov
	Andrew Hayes (Alternate)	(619) 922-7208	Andrew.hayes1@sdcounty.gov
TAC Leads:	Blake Behringer (Chair)	(619) 871-7175	bbehringer@elcajon.gov
	Joe Kuhn (Vice Chair)	(619) 386-7361	joekuhn@cityoflamesa.us

Metro JPA**Staff:**

Karyn Keze - Executive Director (619) 733-8876
Adriana Ochoa - JPA Attorney (619) 525-3861
Dexter Wilson – Engineer (760) 540-3869
Kathleen Noel – Engineer (760) 438-422
Rodney Greek – Treasurer/CPA (760) 809-0681
Lee Ann Jones-Santos – (619) 823-8129
Assistant Treasurer
Lori Anne Peoples – (619) 548-2934
Board Secretary

karyn@kezegroup.com
arochoa@swlaw.com
dexter@dwilsoneng.com
kathleen@dwilsoneng.com
rgreek@cox.net
Treasurer@metrojpa.org
lorimetrojpa@gmail.com

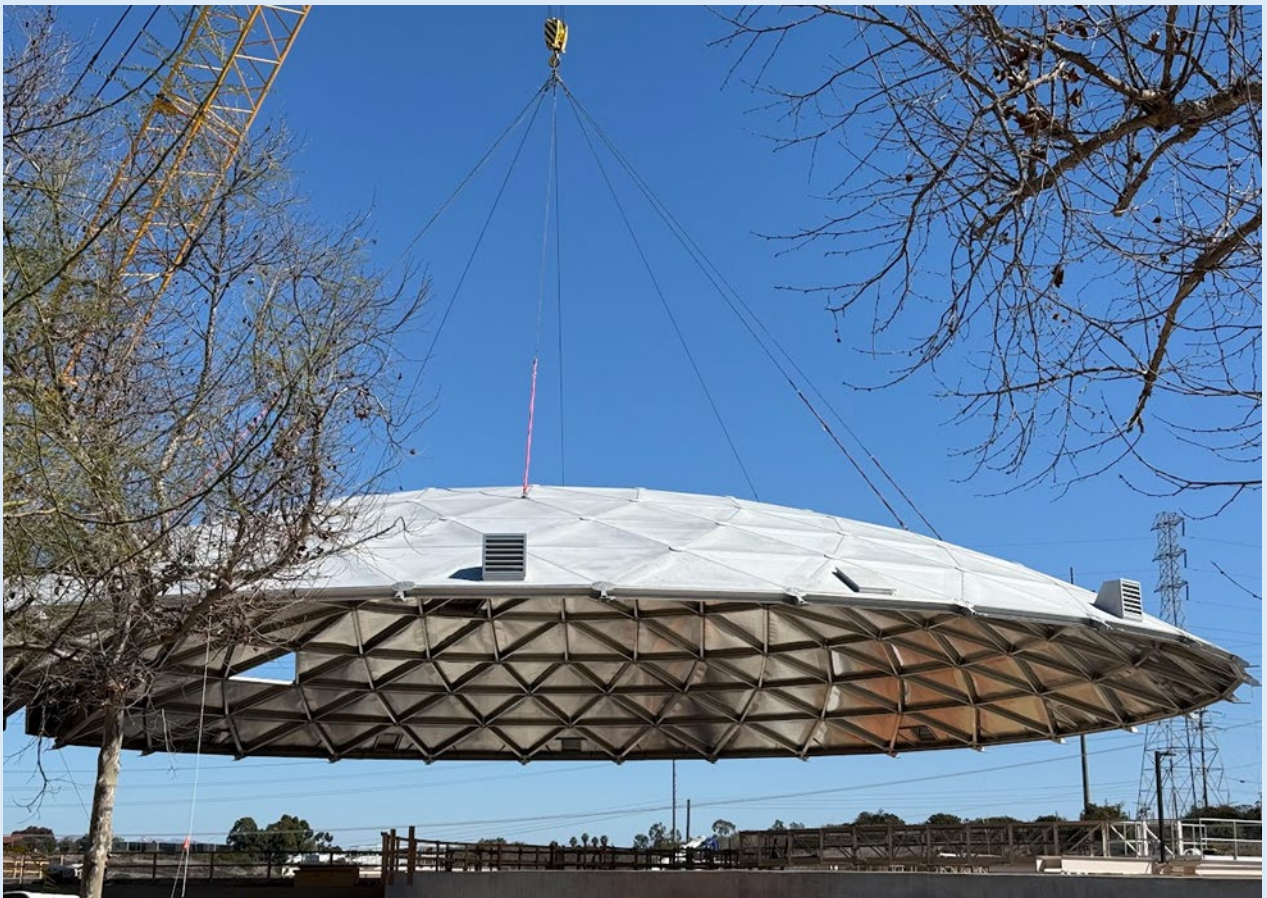
2. CURRENT CALENDAR OF MEETINGS 2026



2026 METRO JPA/COMM AND METRO TAC MEETING SCHEDULE

<u>METRO JPA/COMMISSION</u>	<u>METRO TAC</u>
January 1, 2026 CANCELLED	January 21, 2026
February 5, 2026	February 18, 2026
March 5, 2026	March 18, 2026
April 2, 2026	April 15, 2026
May 7, 2026	May 20, 2026
June 4, 2026 & SANDIST (follows JPA)	June 17, 2026
July 2, 2026	July 15, 2026
August 6, 2026	August 19, 2026
September 3, 2026	September 16, 2026
October 1, 2026	October 21, 2026
November 5, 2026	November 18, 2026
December 3, 2026	December 16, 2026

3. INFORMATION ON METRO JPA/ COMMISSION



North City Water Reclamation Plant Expansion – February 2025 Secondary Clarifier Cover Installation

METRO JPA/COMMISSION FACT SHEET 2026

- **WHAT:**

The Metro Wastewater Joint Powers Authority (Metro JPA) is a coalition of some of the municipalities and special districts that share in the use of San Diego's wastewater facilities.

- **PARTICIPATING AGENCIES:**

The Cities of Chula Vista, Coronado, Del Mar, El Cajon, Imperial Beach, La Mesa, Lemon Grove, National City, and Poway, the County of San Diego, the Otay Water District and Padre Dam Municipal Water Districts, and the San Diego County Sanitation District.

- **FORMED:**

The Metro JPA was formed in 2000 as a legal entity separate and apart from the Metro Commission which is an advisory Commission to the City of San Diego but includes the same Participating Agencies listed above.

- **PURPOSE:**

Our mission is to strengthen the voice of cities and districts outside the City of San Diego that contribute approximately 35% of the sewer system's capital and maintenance costs. We are committed to ensuring equitable sewer usage rates for all member agencies and providing expert guidance to the City of San Diego's Public Utilities Department (PUD) for the efficient and cost-effective operation of the Metro system.

- **LEGAL SUPPORT:**

Provided by Snell & Wilmer

- **EXECUTIVE ADMINISTRATION, ENGINEERING & FINANCIAL SUPPORT:**

Executive Director: Roberto Yano

Engineering Support Provided by: Wilson Engineering

Financial Support Provided by: The Keze Group

Treasury Support Provided by: Rod Greek, CPA and Lee Ann Jones- Santos

Board Secretary: Lori Anne Peoples

- **AGENCY STAFF SUPPORT:**

Provided by MetroTAC (Technical Advisory Committee)

WHAT IS THE METRO COMMISSION?
WHAT IS THE METRO WASTEWATER JPA?

The Metropolitan Wastewater Commission (“Metro Commission”) was formed in 1998 pursuant to the terms of the 1998 Regional Wastewater Disposal Agreement (“Regional Disposal Agreement”) between the Participating Agencies (“PAs”) and the City of San Diego. This Agreement was amended in September 2021 via the Amended Restated Disposal Agreement (ARA). It is anticipated that during 2025 the ARA will be further amended. Both Agreements are included in Section 9 to this manual.

The Metro Commission serves as an advisory body to the City of San Diego, providing guidance on matters related to the Metro System, which is owned and operated by the City of San Diego. The Metro Commission consists of one primary representative and one secondary (alternate) appointed by each PA.

In 2001 the Metro Wastewater Joint Powers Authority (“Metro JPA”) was formed to provide the PAs with a stronger voice in the operations of the Metro System, for which they collectively pay approximately 35% of the operation and capital costs. When the Metro JPA was created, all but three of the PAs joined the JPA. As of October 2007, with the addition of the City of Chula Vista, all PAs are members of the Metro JPA.

As a legal entity, the Metro JPA can hire consultants to carry out technical services such as engineering and financial projects in support of the Metro TAC and Metro JPA/Commission’s Mission and their relationship with the City of San Diego Public Utilities Department (PUD).

Since formation, the Metro JPA/Commission have steadily increased their partnering role with the City of San Diego and the PUD in planning and budget development and capital projects coordination and implementation including the Pure Water Program (PWP). The Metro JPA/Commission meet jointly, usually on the first Thursday of each month. Meeting locations may vary and are announced in each month’s agenda.

All Metro JPA Directors, both Primary and Secondary (Alternates), may attend monthly Board meetings as they are open to the general public. However, the JPA follows the “one Director, one vote” direction provided by the JPA’s legal counsel, meaning only one Director per agency may vote and participate in deliberations during Board meetings.

From time to time the JPA will hold “closed” meeting sessions to discuss matters of potential litigation. Alternates are not allowed into closed session if the Primary Director is present and plans to attend the closed session. Alternates can only attend closed sessions if the Primary Director does not plan to attend the closed session, and the Board Secretary is notified of the substitution.

The Metro JPA/Commission is supported by engineering and financial consultants who provide technical expertise and guidance to both the Commission and the Metro Technical Advisory Committee (Metro TAC). Metro TAC, composed of public works and engineering staff from the Participating Agencies, reviews and monitors the Public Utilities Department’s (PUD) budget, operations, projects, and the Pure Water Program through input from JPA consultants. Metro TAC meetings are typically held on the third Wednesday of each month via Zoom. For more information on Metro TAC activities, refer to Section 7 of the Manual.

WHAT IS THE SAN DISTRICT?

The San Diego Area Wastewater Management District (SanDistrict) was created by State statute passed in 1992 and effective in 1993. The District included the following member agencies: the City of San Diego, the City of Chula Vista, the City of Coronado, the City of Del Mar, the City of El Cajon, the City of Imperial Beach, the City of La Mesa, the Lemon Grove Sanitation District, the City of National City, the City of Poway, the County of San Diego, the Otay Water District, the Padre Dam Municipal Water District, and the San Diego County Water Authority (ex officio). The SanDistrict was established to assume ownership and operation of the Metro Wastewater Sewer System (Metro System) from the City of San Diego.

In 1993, a Board of Directors was appointed, officers were elected, an executive director and general counsel were hired, and meetings were held. A draft agreement was prepared, negotiated and debated. During the course of this process, policy disagreements arose which caused the Board of Directors to conclude that the SanDistrict was not a viable entity to own and operate the Metro System. It was therefore agreed that the District would continue to exist but would not be utilized as an entity to own and operate the Metro System. It was decided that the Board of Directors would meet annually to maintain the existence of the District for potential use in the future. Several member agencies and cities exercised their rights under the legislation to withdraw from the District. The withdrawing agencies were the County Sanitation Districts, the City of San Diego, the City of Chula Vista, the City of El Cajon and the City of La Mesa.

The District continued to have annual meetings when there was a quorum of the Board of Directors. On occasion annual meetings have not occurred because of the absence of a quorum.

If you represent Coronado, Del Mar, Imperial Beach, Lemon Grove, National City, Otay Water District, Padre Dam Municipal Water District, or Poway, you are a participant in these meetings.

4. DIRECTOR INVOLVEMENT AND COMMITTEE APPOINTMENTS



North City Water Reclamation Plant Expansion – December 2024.
Primary Sedimentation Basins: Basin 7 and 9 Quantitative hydrotesting
began this week.

DIRECTOR INVOLVEMENT AND COMMITTEE APPOINTMENTS - 2026

The Metro JPA encourages individual Director's involvement and participation in the Metro JPAs various committees. Through involvement on a Committee, Metro JPA members can gain a better understanding of an issue and contribute any expertise that he or she may have on a subject. Current committees include the Finance Committee, the Pure Water (SARA) AdHoc, and Succession Planning AdHoc. The Finance Committee is currently the only standing committee of Metro Wastewater JPA (Metro JPA) and is further discussed in Section 4.1.

Past AdHoc committees included Budget, Bylaws, Strategic Planning, Communications, Community Relations, Regional Water Authority Study, Relationship Liaisons, Executive Director, Technical, Legal and the Waiver process. Past AdHoc Committee Composition: Three to Five members are appointed and confirmed by Metro JPA Chair and members. They are supported by Metro JPA Executive Director, consultants, and MetroTAC staff as needed

If a Metro JPA member has any interest in any committee or issue, please let the Chair know so that they can evaluate whether there are any available Committee positions.

Current Committee's and Members are:

Finance Committee:

Peter De Hoff, Chair
City of Poway
Jerry Jones, Vice Chair
Lemon Grove, SD
Ditas Yamane
City of National City
Mark Robak
Otay Water District
Mitch McKay
City of Imperial Beach

Alternate

Jose Preciado
City of Chula Vista

Pure Water (SARA) AdHoc:

Jerry Jones, Chair
Lemon Grove, SD
Peter De Hoff, Vice Chair
City of Poway
Gary Kendrick
City of El Cajon
Jose Preciado
City of Chula Vista
Kelly Purvis
City of Coronado
Dwight Worden
City of Del Mar

Succession Planning AdHoc Committee

Peter De Hoff, Chair
City of Poway

Jerry Jones
Lemon Grove SD

Gary Kendrick
City of El Cajon

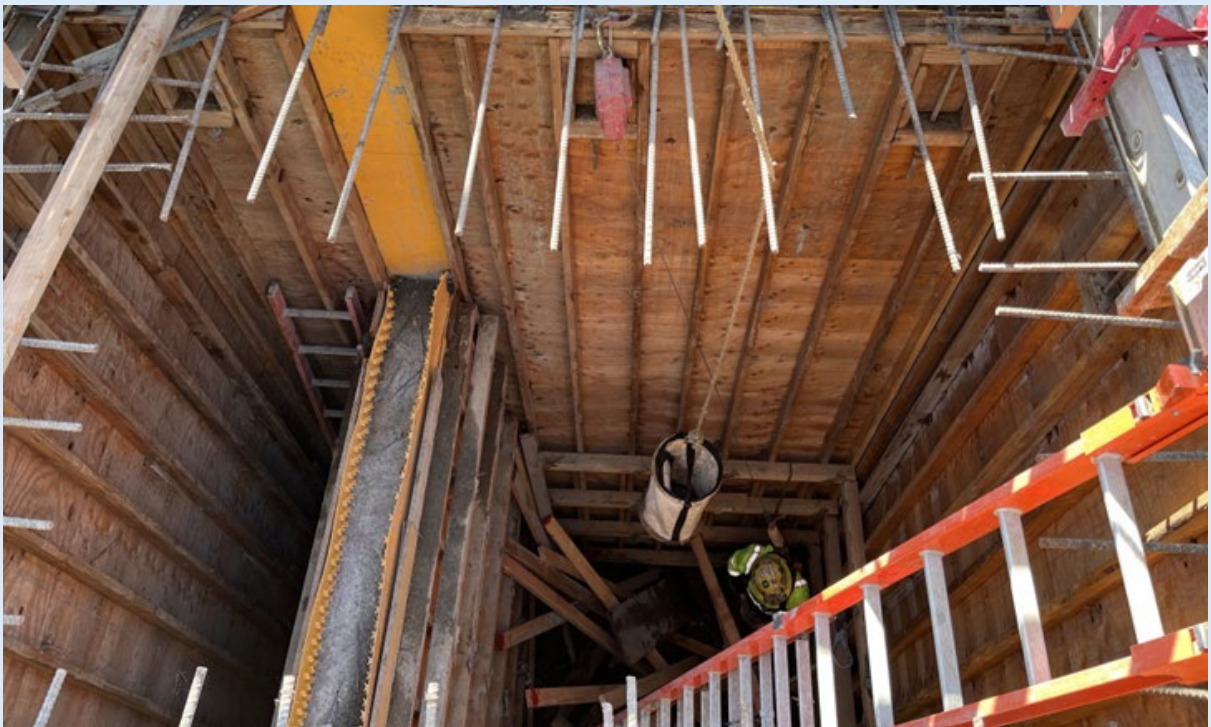
Kelly Purvis
City of Coronado

Mark Robak
Otay Water District

Alternate

Jose Preciado,
City of Chula Vista

5. METRO JPA STRATEGIC PLAN (2025)



North City Water Reclamation Plant Expansion – January 2025. Waste Diversion Structure: Walls poured and epoxy grouted. Deck rebar currently being installed.

Metro JPA 2025 Mission Statement and Strategic Goals & Objectives

Mission Statement

The Metro JPA's mission is to create an equitable partnership with the San Diego City Council and Mayor on regional wastewater issues. The JPA achieves this through these guiding principles:

- Strive to ensure fair rates for all participating agencies, to protect the environment, and to make regionally balanced decisions.
- Advocate for services to be delivered safely, reliably, and at the lowest possible cost.
- Support stakeholder collaboration, open dialogue, and making datainformed policy decisions.

Strategic Goal 1 - Oversee METRO System Management and Operations: The METRO JPA and METRO TAC must continue their oversight (i.e., monitor, review, audit, value-engineer, negotiate, etc.) of the City of San Diego's management and operation of the METRO System on behalf of the Participating Agencies' ratepayers.

Strategic Objective 1 - Oversee Service and Billing: City of San Diego Public Utilities Department to ensure that services provided to METRO member agencies are efficiently delivered.

Strategic Objective 2 - Oversee Costs and Rates: Oversee the City of San Diego's METRO wastewater programs, including Pure Water, sewer fees, and recycled water rates to protect the interests of METRO member agencies.

Strategic Objective 3 - Oversee Capital Improvements and Maintenance Operations: Oversee the City of San Diego's METRO wastewater system capital improvement program (CIP) and maintenance operations, to protect the environment and the investment of METRO member agencies.

Strategic Objective 4 – Continue Audit Process: Maintain the integrity of the annual audit of the City of San Diego to ensure that only METRO wastewater costs are billed to METRO member agencies.
Strategic Objective 5 - Monitor Billing Equity Framework - Conduct continual review of the billing system, including the progress of new procedures that determine flow and strength allocations to the Participating Agencies. Conduct a review of the flow metering monitoring system, sampling locations, and cost allocation and audit perimeters a minimum of every five years to be consistent with section 3.5.3 of the Amended Restated Agreement.
Strategic Objective 6 – Support Second Amended Restated Agreement (SARA) and Revised Billing Structure (FAB): Advocate for and support the Participating Agencies (PA’s)’s review and approval of the Second Amended Restated Agreement (SARA). Support the successful implementation of the new SARA billing structure (e.g., Functional Allocated Billing (FAB), Industrial Waste Program payments, Administrative Agreement, etc.) contained in the SARA.
Strategic Objective 7 - Monitor and Mitigate Infiltration and Inflow (I&I): Work with the City of San Diego and Participating Agencies to reduce infiltration and inflow (I&I) and Sanitary Sewer Overflows (SSOs). These are becoming more frequent due to conditions of aging infrastructure, as well as increased frequency of storm severity. Participate in a Regional I&I study that will identify ways to reduce I&I and implement recommendations from I&I study as appropriate.
Strategic Objective 8 - Monitor Industrial Waste Provisions: There is extensive language in SARA about monitoring industrial waste and pretreatment requirements. The Metro JPA staff will monitor the fees for industrial users on behalf of the City and Participating Agencies. The financial burden will be retained for the most part by industrial users, but a general benefit to all other users will be recognized in the billing structure. An example of a specific general benefit is that monitoring industrial waste and pretreatment prevents chemicals from being discharged into the sewer system that would upset biological processes in the Metro system needed for proper treatment and disposal.

Strategic Goal 2: Oversight of the City of San Diego’s Water Reuse Planning (Pure Water San Diego) - As the City of San Diego expands the scope of its wastewater operations to include the Pure Water San Diego program, the scope of oversight provided by the METRO JPA and the METRO TAC expands.
Strategic Objective 1 - Oversee and Support OPRA II Legislation: Support the City of San Diego’s efforts to obtain legislation (OPRA II) to allow for secondary equivalency for the Pt. Loma Wastewater Treatment Plant. Obtaining this change in legislation will avoid unnecessary expenses and upgrades to the Pt Loma treatment plant. The Metro JPA staff will maintain ongoing technical, financial and regulatory analyses of the permit process and provide comments to the City of San Diego, METRO Commission and METRO JPA as needed.
Strategic Objective 2 - Oversee Permit Planning for Pt. Loma Treatment Plant: Maintain ongoing technical, financial and regulatory analyses and provide comments to the City of San Diego, METRO Commission and METRO JPA as needed.
Strategic Objective 3 - Oversee Recycled Water Pricing Study: Maintain ongoing technical, financial and regulatory analyses and provide comments to the City of San Diego, METRO Commission and METRO JPA as needed.
Strategic Objective 4 - Monitor Potable Reuse Regulatory Development: Regulations have been adopted for both indirect and direct potable reuse. Metro JPA will continue to monitor, participate and advocate where appropriate for regulatory adoption that is environmentally safe and the most cost-effective.

Strategic Objective 5 - Oversee Pure Water Program, Phase 2, and any Associated Projects: Maintain ongoing technical, financial and regulatory analyses as the location and composition of each facility is determined. As Phase 2 costs are developed, ensure that an appropriate allocation methodology of costs will be established. The Metro JPA supports the City of San Diego in reaching their regulatory purification requirements through value engineering and pursuit of the most cost-effective alternatives. This could include Direct Potable Reuse (DPR) and inclusion of independent purification projects within the service area.

Strategic Objective 6 - Monitor Efforts to Regulate Newly-identified Chemicals and Pollutants - Metro JPA will monitor, participate and advocate for appropriate regulations regarding wastewater pollutants and chemicals, such as PFAS. Metro JPA will collaborate with the City of San Diego to develop the best strategies to minimize potential costs while maintaining appropriate environmental responsibility.

Strategic Objective 7 - Support the City's Consideration and Analysis of Possible New Sewage and Other Inflow Sources: Monitor and support the City of San Diego's consideration and analysis of new sources, such as sewage and stormwater, as these opportunities develop.

Strategic Goal 3: - Develop and Maintain Key Partnerships: Effectively partner with the City of San Diego and key stakeholders, working together to ensure fair rates for participating agencies, regionally balanced decisions, and the best possible management for all multi-jurisdiction-use facilities.

Strategic Objective 1 - Commit to Partnering and Professionalism: Work effectively with the City of San Diego and other stakeholders aspiring to high standards of professionalism and a commitment to collaboration.

Strategic Objective 2 - Participate in Committees and Projects: Work collaboratively on projects and committees such as the Financial Implementation Group (FIG) and the Infiltration and Inflow (I&I) study.

6. METRO WASTEWATER JPA ORGANIZATION AND OPERATIONS



North City Water Reclamation Plant Expansion – February 2025. NCPWF Influent Pump Station: Installing Wall Rebar.

METRO WASTEWATER JPA ORGANIZATION AND OPERATIONS

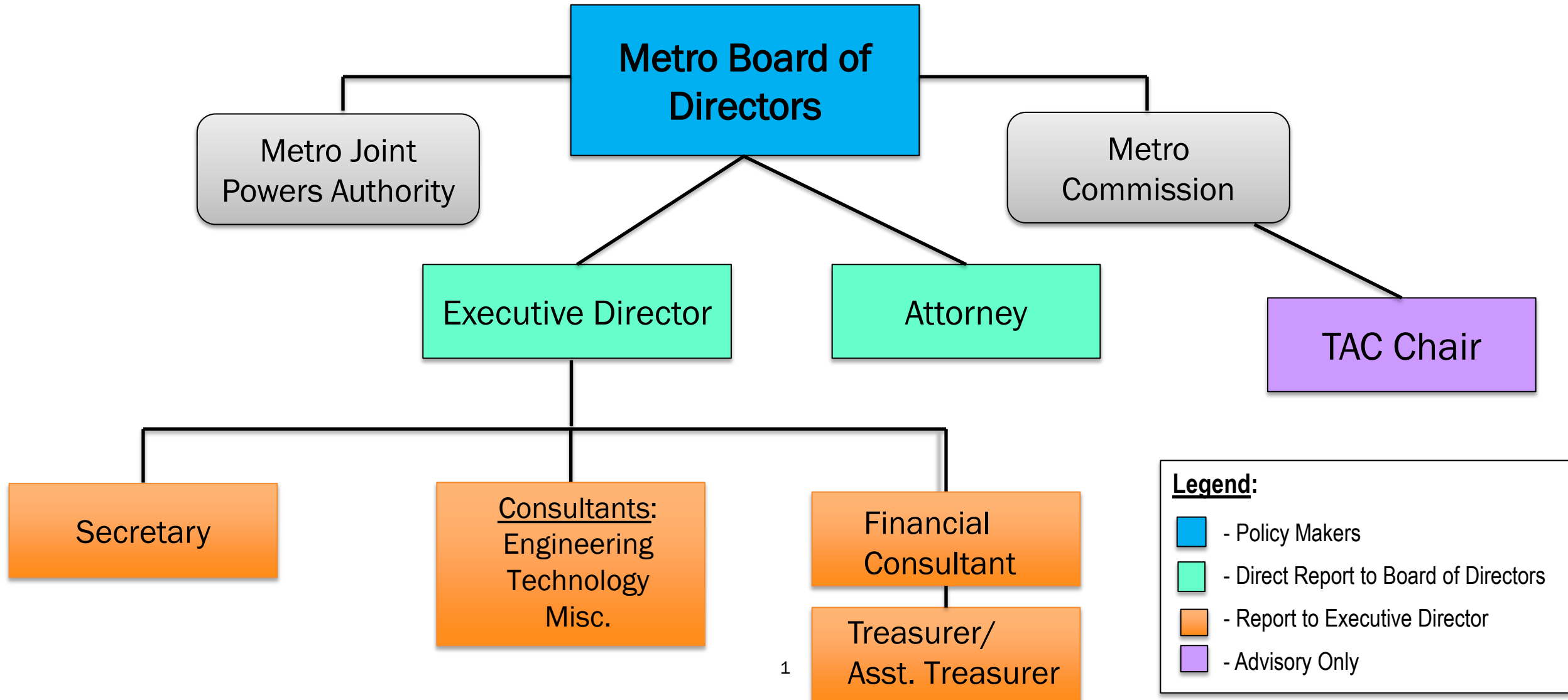
The Metro JPA, along with the Metropolitan Wastewater Commission acts as partners with the City of San Diego and the City's Public Utilities Department (PUD) in planning and budget development, and through its Participating Agencies' participation in the Metro Technical Advisory Committee (Metro TAC), monitors the implementation of the City of San Diego Metropolitan Wastewater Plan and the City's Metropolitan Wastewater Department's engineering and financial Practices and programs. The Metro JPA does not currently have any part- or full-time employees. The Metro JPA has a Chair, Vice Chair, Board Secretary, Treasurer and Assistant Treasurer, that are appointed by the Metro JPA Board of Directors, as provided for in Article III of the Metro JPA's Joint Exercise of Powers Agreement.

Technical services, as required by the Board of Directors, are provided through professional services agreements with outside consultants based on the skill sets required by the Board at any given time. These outside consultants are part of the Metro JPA's Executive Team supporting the Board of Directors in their decision-making process.

In 2024 the JPA established the position of Executive Director which superseded and replaced the management role of the Administrative Coordinator position in light of various redundant responsibilities, returning the Administrative Coordinator to its former, separate and ongoing Financial Manager role. Like the former Administrative Coordinator role, the Executive Director duties may also be combined with consultant duties (such as those of the Financial Consultant or an Engineer), or the Executive Director can be a separate position. For Fiscal Year 2025 it was decided to combine the Executive Director position with the Financial Consultant position.

The Metro TAC serves as a technical and advisory body of the Participating Agencies to the JPA. The Metro TAC Chair and Vice Chair are appointed by the TAC members every two years and are volunteer positions provided by the Metro TAC Participating Agencies. The Metro TAC is not a committee formed by the Metro JPA nor does the JPA have any ability to direct or control the Metro TAC.

Metro Adopted Organizational Chart FY 2027



METRO WASTEWATER JPA/COMMISSION JOB DESCRIPTIONS - (2026)

The Metropolitan Wastewater Commission was formed in 1998 pursuant to the terms of the 1998 Regional Wastewater Disposal Agreement (the “Metro Agreement”) between the City of San Diego and the following municipalities collectively referred to as the Participating Agencies (PAs): Cities of Chula Vista, Coronado, Del Mar, El Cajon, Imperial Beach, La Mesa, National City, Poway, the Lemon Grove Sanitation District, Otay Water District, Padre Dam Municipal Water District, and the San Diego County Sanitation District which is composed of East Otay Mesa, Lakeside/Alpine, Spring Valley, and Winter Gardens Sanitation Districts. The Metropolitan Wastewater Commission is an advisory body to the City of San Diego, advising the city on matters affecting the Metro System, owned by the City of San Diego.

In 2001, the PAs determined that it was in the best interests of the communities which they served that a Joint Exercise of Powers Agency be formed with the authority and responsibility to take actions and make decisions pertaining to the Metro Agreement in their mutual interests. Thereafter, the Metro Wastewater Joint Powers Authority (the Metro JPA) was formed to provide the PAs with the authority to take action pertaining to the PAs responsibilities and obligations and to provide for financing of public capital improvements for the Metro sewerage system which are constructed pursuant to the Metro Agreement, for which they collectively pay approximately 35% of the operation and capital costs, and to take such other actions as are necessary for the PAs’ to fulfill the obligations and responsibilities and obtain rights and benefits as set forth in the Metro Agreement. As of October 2007, all PAs of the Metropolitan Wastewater Commission are members of the Metro JPA.

The Metro JPA, along with the Metropolitan Wastewater Commission acts as partners with the City of San Diego and the City’s Public Utilities Department (PUD) in planning and budget development, and through its PAs participation in the Metro Technical Advisory Committee (Metro TAC), monitors the implementation of the City of San Diego Metropolitan Wastewater Plan and the City’s Metropolitan Wastewater Department’s engineering and financial Practices and programs. The Metro JPA does not currently have any part- or full-time employees. The Metro JPA has a Chair, Vice Chair, Secretary and a Treasurer, that are appointed by the Metro JPA Board of Directors, as provided for in Article III of the Metro JPA’s Joint Exercise of Powers Agreement.

Technical services, as required by the Board of Directors, are provided through professional services agreements with outside consultants based on the skill sets required by the Board at any given time. These outside consultants are

part of the Metro JPAs Executive Team supporting the Board of Directors in their decision-making process.

The proposed Executive Director position would supersede and replace the management role of the Administrative Coordinator position in light of various redundant responsibilities, returning the Administrative Coordinator to its former, separate and ongoing Financial Manager role. Like the former Administrative Coordinator role, the proposed Executive Director duties may also be combined with consultant duties (such as those of the Financial Manager or an Engineer), or the Executive Director be a separate position.

The Metro TAC serves as a technical and advisory body of the PAs to the JPA. The Metro TAC Chair and Vice Chair are appointed by the TAC members every two years and are volunteer positions provided by the Metro TAC PAs. The Metro TAC is not a committee formed by the Metro JPA nor does the JPA have any ability to direct or control the Metro TAC.

The Metro Wastewater JPAs mission is to proactively address regional wastewater issues for the public benefit in partnership with the City of San Diego Public Utilities Department (PUD) staff. The Metro JPAs Executive Team shall consist of the Executive Director, Finance Consultant, and its Engineering Consultant(s).

Job Descriptions

Executive Director: The Executive Director is responsible for the oversight, management and monitoring of Metro's strategic goals, policies and budgets. The Executive Director leads the Executive Team and supervises all consultants to ensure contractual obligations, including those under the Metro Agreement, are diligently met and on budget. The Executive Director is responsible for shaping the work environment, setting strategy, allocating resources, developing and building the organization, overseeing City of San Diego operations of the Metro system, and direct communications with the Board of Directors of the Metro JPA. Additional responsibilities include planning events, handling expenses, overseeing the Metro JPAs budget process, and providing strategic direction of the organization. The Executive Director coordinates Metro JPA, TAC, and Ad Hoc meetings, in conjunction with the Board Secretary, s/he prepares agendas for meetings, updates the Metro JPA website as needed, and attends meetings as required. The Executive Director is authorized to exercise his or her discretion prudently in making management and contractual decisions on behalf of the Metro JPA in amounts that impact Metro JPAs budget by ten thousand dollars (\$10,000) or less, subject to consultation with the JPA Board Chair. The Executive Director position is contemplated to be a part-time position with a maximum obligation of

30 hours per month dedicated to Metro JPA Executive Director responsibilities, and is paid pursuant to written agreement on an hourly basis.

Finance Consultant: Metro JPAs Finance Consultant is the organization's chief financial consultant, and is responsible for acting as financial negotiator and contributor to the Metro Agreement, as may be amended from time to time; reviewing and monitoring of the annual San Diego PUD O&M & CIP Budgets and Five-Year projections; providing annual audit services for the City of San Diego Audit process; and supporting the engineering consultants by reviewing PUD CIP cost allocations and the creation/implementation of the Metro Billing System set of charges. The Finance Consultant prepares the annual Metro JPA budget and provides monthly financial due diligence and monitoring in support of the Metro JPAs Treasurer by reviewing and approving vendor invoices, bank reconciliations, and financial statements, and supports the Metro JPA audit process, and provides any as-needed financial consulting services in support of the JPAs current mission. The Finance Consultant is part of the JPAs Executive Team and is expected to work as-needed for the Metro JPA and is paid pursuant to written agreement on an hourly basis.

Engineering Consultant: The Engineering Consultant(s) provide technical engineering and financial support to the PAs. This includes but is not limited to: attendance at Metro TAC, Metro JPA, and other related meetings; review of Pure Water reports, plans, and specifications; assistance with the preparation and implementation of the Metro Agreement, as may be amended from time to time; and review and preparations of other technical materials as directed by the Metro JPA. One or more Engineering Consultant(s) may serve as lead negotiator for both the Metro Agreement and any other agreement with City of San Diego, such as Joint Defense Agreements when spills occur. They are the engineering and technical lead of the Executive Team. The Engineering Consultant(s) also assists the City of San Diego with the preparation and review of technical information on the Metro System as needed for joint projects between the PAs and the City of San Diego. This includes Metro system mapping and Metro system average and peak flow evaluation and projections. Engineering Consultants are part of the JPAs Executive Team and are expected to work as-needed for the Metro JPA and are paid pursuant to written agreement on an hourly basis.

Board Secretary: The Board Secretary performs the duties normal to this office, including countersigning all contracts signed by the Chair or Vice Chair on behalf of the JPA, and perform such other duties as may be imposed by the Board either contractually or otherwise, and as set forth more fully in the Metro JPA Joint Powers Agreement or Bylaws, as they may be revised from time to time. The Board Secretary provides clerical support and related services to facilitate monthly Metro JPA, Metro JPA Committee, Metro JPA, the Metro Commission, and Metro

TAC meetings, and any special meetings that may be called, including: preparation of agendas and attachments; posting of agendas and notices in compliance with State laws; distribution via email and mailing of agenda packages; attending meetings and taking action and summary minutes; distribution via email of minutes; preparation of and emailing and mailing of all necessary correspondence; interfacing with the Chair and Directors by phone, email and fax; facilitating and submitting monthly per diem forms (or summary) for Metro JPA Directors; maintaining Metro JPA rosters; maintaining Metro JPA files; preparation and tracking of all contracts and agreements entered into by the Metro JPA; providing informational updates and acting as liaison to the Webmaster; serving as a contact person for the Metro JPA and the Metro Commission, Metro JPA Committees, and Metro TAC. The Board Secretary position is contemplated to be a part-time position, and is paid pursuant to written agreement on an hourly basis.

Treasurer: The Metro JPA Treasurer oversees all financial transactions and ensures strict accountability of funds in compliance with Government Code Sections 6505 and 6505.5. Until Fiscal Year (FY) 2025, the Treasurer was an employee of one of the PAs finance departments, with the Metro JPA reimbursing the PA for the Treasurer's services. However, starting in FY 2025, the Board of Directors determined it was more efficient to engage a consulting Certified Public Accountant (CPA) to fulfill the Treasurer's duties. The Treasurer serves as the depository and custodian of all Metro JPA accounts, funds, and money, supporting budget preparation, financial reporting, record-keeping, and cash management. Key duties include reviewing and processing consultant and vendor invoices, preparing checks for Board signatures, supporting the Executive Director/Financial Consultant in budget preparation, managing member agency invoicing, and participating in the bi-annual audit. The Treasurer works on an as-needed, hourly basis to fulfill these responsibilities.

Related Positions (for Information Purposes Only)

Metro TAC Chair and Vice Chair: The Metro TAC Chair and Vice Chair support the technical functions of the Metro JPA/Metro Commission and the Executive Team. They assist in the preparation of agendas for the Metro TAC and Metro JPA/Commission. They coordinate and lead the monthly TAC meetings. They support the engineering and financial consultants in reviewing their presentations and reports. They may attend ARA negotiations and Ad Hoc meetings in support of the engineering and financial consultants and the Executive Director, if requested. They are paid and directed by their respective PAs and appointed by the TAC members for two-year periods and are not consultants to the JPA, but serve in an advisory capacity only.

METRO TECHNICAL ADVISORY COMMITTEE

(Metro TAC)

The Metro TAC is made up of management, financial and engineering professionals with a background in Wastewater systems. Originally, a group of city engineers from some of the Participating Agencies (PA's) met informally on a regular basis to share inter-city information about wastewater issues, mainly related to the early 1960's contract with the City of San Diego's Point Loma Wastewater Treatment Plant. Currently, it's membership is generally the Public Works Directors, General Managers, and/or Operational Managers and Engineers from the PA's as well as San Diego staff overseeing wastewater activities and Metro TAC/JPA technical support consultants: The Keze Group and Wilson Engineering.

The purpose of Metro TAC is to provide professional review of all matters that are associated with operation of City of San Diego's Metropolitan Wastewater System (Metro), as well as any other issues related to wastewater that would affect the PA's and their ratepayers. The type of items that Metro TAC reviews include modifications to the capital facilities comprising the Metro System i.e. Metro Capital Improvement Projects, Metro operational standards and costs, and Metro operational and financial practices. Metro TAC also works on regulatory items such as the implementation of the State's Waste Discharge Requirements. Metro TAC meetings provide opportunities for participants to work together on common issues and needs affecting their agencies. Additionally, Metro TAC works on projects that the Metro Wastewater JPA/Commission assigns to technical staff and consultants.

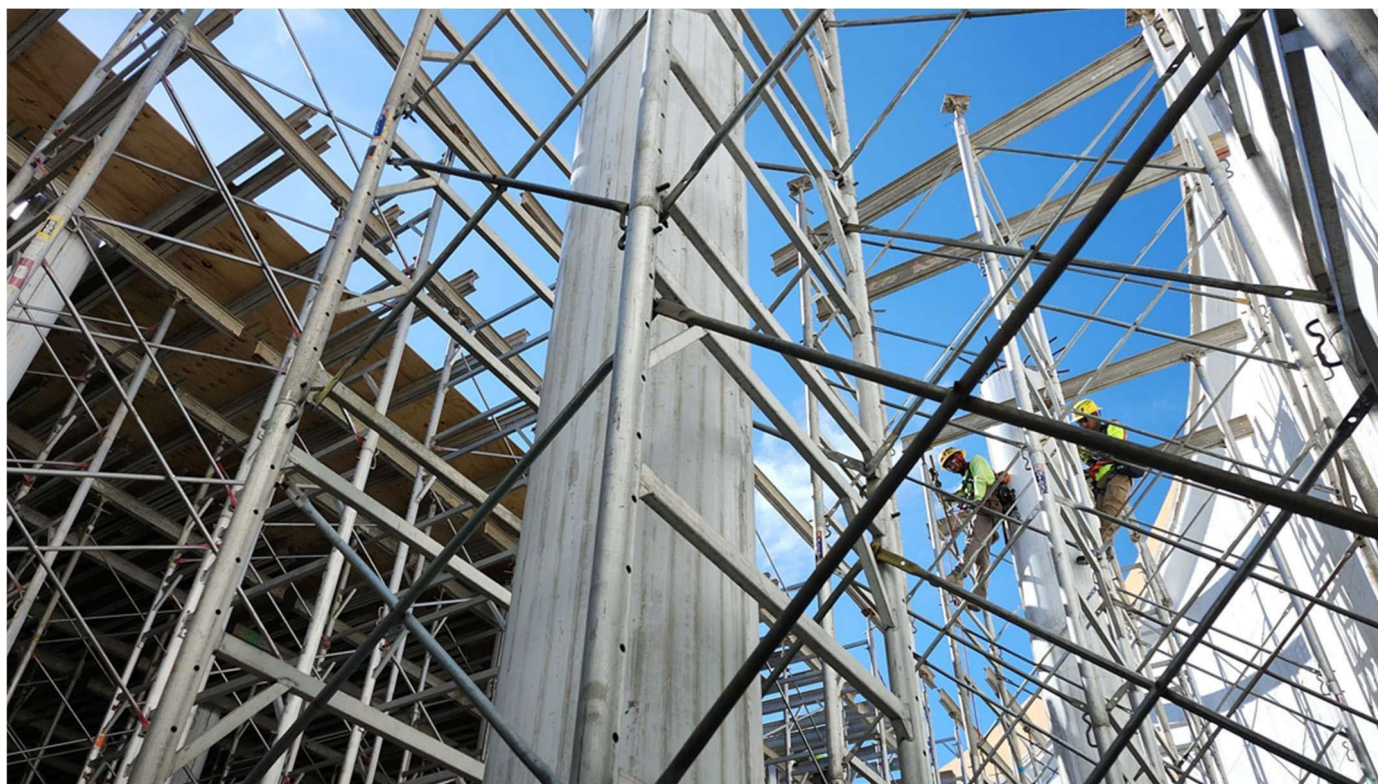
Metro TAC members and Metro JPA/Commission members work closely on many items. Metro TAC provides staff and consultant recommendations to the Metro JPA/Commission on wastewater issues. MetroTAC members elect their own chairperson, who represents their group at the Metro JPA/Commission meetings. Metro TAC meetings are considered "staff meetings" and are attended just by the primary and/or alternate for each member agency, the JPA technical consultants, and PUD staff as required. Meetings are held on the third Wednesday of each month at 11 AM Pacific Time via a Zoom Electronic Meeting. Quarterly or Semi- Annual Meetings are sometimes held in person.

7. METRO JPA BOARD-SPECIFIC POLICIES AND PROCEDURES





Metro Wastewater JPA



POLICIES and PROCEDURES MANUAL



The Joint Powers Authority Proactively Addressing Regional Wastewater Issues

Chula Vista • Coronado • Del Mar • El Cajon • Imperial Beach • La Mesa • Lemon Grove Sanitation District
National City • Otay Water District • Poway • Padre Dam Municipal Water District
County of San Diego, representing East Otay, Lakeside/Alpine, Spring Valley & Winter Gardens Sanitation Districts

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NOTE:

1. Policies and Procedures that are highlighted in **RED** are Board-Specific.
2. The Full JPA Policies and Procedures Manual can be found in this manual under Item 14.1 and on our website at:

<https://www.metrojpa.org/Home/ShowDocument?id=4962>



Metro Wastewater JPA Policy No. 2

Social Media Policy

THE JOINT POWERS AUTHORITY PROACTIVELY ADDRESSING REGIONAL WASTEWATER ISSUES.

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

PURPOSE

This Social Media Policy ("Policy") establishes guidelines for the establishment and use by the Metro Wastewater Joint Powers Authority ("JPA") through its authorized employees and/or contractors of social media sites. The purpose of using Metro JPA social media sites is to disseminate information from the JPA, about the JPA, to members of the public.

The goal of the JPA's use of social media sites is to serve as an online information source focused on JPA issues, projects, news, and events. The JPA's social media activities will act as one-way communication, and will not serve as a public forum.

The JPA has an overriding interest and expectation in deciding what is "spoken" on behalf of the JPA on JPA social media sites. Therefore, all postings should be in accordance with the guidelines set below.

DEFINITIONS

1. "Social media sites" means content created by individuals, using accessible, expandable, and upgradable publishing technologies, through and on the Internet. Examples of social media include, but are not limited to, Facebook, Twitter, Biogs, RSS, YouTube, LinkedIn, and Flickr.
2. "Board" means the appointed members of the Board of the Metro JPA.
3. "Employees" means authorized employees of the JPA member agencies, as the JPA has no employees of its own, and activities and services of the JPA are performed by the Board, authorized employees of the JPA member agencies and/or JPA contractors.
4. "JPA social media sites" means social media sites which the JPA establishes and maintains, and over which it has control over all postings, except for advertisements or hyperlinks by the social media site's owners, vendors, or partners. JPA social media sites shall supplement, and not replace, the JPA's required notices and standard methods of communication.
5. "Posts" or "posting" means information, articles, pictures, videos, or any other form of communication posted on a JPA social media site.
6. "Comments" include information, articles, pictures, videos, or any other form of communicative content posted on a JPA social media site.

POLICY

1. The JPA's official website at <https://www.metrojpa.org> (or any other domain owned operated or maintained by the JPA) will remain the JPA's primary means of internet communication.

2. JPA social media sites should make clear that they are maintained by the JPA and that they follow the JPA's Social Media Policy.
3. Each JPA social media site shall include an introductory statement which clearly specifies the purpose and topical scope of the social network site. Where possible, social media sites should link back to the official JPA website for forms, documents and other information.
4. The JPA shall use social media sites as regularly as possible and in conjunction with other established JPA communication tools.
5. JPA social media sites shall comply with usage rules and regulations required by the site provider, including privacy policies.
6. JPA social media sites shall be managed consistent with the Brown Act, the Political Reform Act, and the California Elections Code. Board Members shall not respond to any published postings, or use any JPA sponsored social media site to respond to, blog or engage in serial meetings, or otherwise discuss, deliberate, or express opinions on any issue within the subject matter jurisdiction of the JPA, or for any political purpose. Board members must keep their social media presence separate from the JPA and other Board members' sites. Posts from JPA social media sites not pertaining to the subject matter jurisdiction of the body may be shared on their personal social media sites but no comments from Board officials are permitted on JPA owned, maintained, or operated social media sites.
7. All JPA social media sites shall adhere to applicable local, state, and federal laws regulations and policies. This includes adherence to established laws and policies regarding copyright, records retention, First Amendment, privacy laws, nondiscrimination and harassment laws, acceptable use of JPA owned or controlled digital equipment, internet access, and information security policies established by the JPA.
8. JPA social media sites are subject to the California Public Records Act. Any content maintained in a social media format that is related to JPA business, including a list of subscribers, posted communication, and communication submitted for posting, may be a public record subject to public disclosure.
9. Board Members and/or contractors representing the JPA via JPA social media sites must conduct themselves at all times as a representative of the JPA and in accordance with all JPA policies.
10. All JPA social media sites shall utilize authorized JPA contact information for account set-up, monitoring, and access. The use of personal email accounts or phone numbers by any employee and/or contractors are not allowed for the purpose of setting-up, monitoring, or accessing a JPA social media site. Board Members should use the official email and contact information of their employing member agency.

11. JPA social media sites may contain content, including but not limited to, advertisements or hyperlinks over which the JPA has no control. The JPA does not endorse any hyperlink or advertisement placed on JPA social media sites by the social media site's owners, vendors, or partners.
12. If a social media site allows the administrator to limit the type of advertising that will appear on the JPA's page, this feature should be enabled.
13. The Board reserves the right to change, modify, or amend all or part of this policy at any time.
14. The JPA reserves the right to terminate any JPA social media site at any time without notice.

PROCEDURE

1. The establishment and use of social media sites are subject to approval by the Board. Upon approval, JPA social media sites shall bear the name and/or official logo of the JPA. The Board has the authority to establish and/or terminate social media accounts and pages.
2. The Board Secretary shall maintain a list of all JPA social media sites, including login and password information, to allow for the immediate alteration or removal of content that is inappropriate or inconsistent with JPA policy.
3. The Executive Director or Board Secretary, as designated by the Board, will monitor content on JPA social media sites to ensure adherence to both the JPA's Social Media Policy and the interest and goals of the JPA.
4. JPA social media sites shall be established using only an authorized e-mail address of a JPA member agency.
5. Board Members and/or contractors representing the JPA on social media sites shall conduct themselves at all times as a professional representative of the JPA and shall comply with all JPA policies.
6. Board Members and/or contractors authorized to post to the JPA's social media sites shall not share personal information about himself or herself, or any other employee or contractor.
7. JPA social media sites shall clearly state that such sites are maintained by the JPA and that the sites comply with the JPA's Social Media Policy. Where possible, this Policy shall be displayed to users on each social media site or made available by hyperlink.
8. JPA social media passwords shall not be shared with anyone not authorized to moderate the site.

9. Any Board Member and/or contractor who violates this Policy shall be denied access to all JPA social media sites and may be subject to additional punitive action.

GENERAL CONDITIONS AND RESTRICTIONS

1. All messages posted on social media website accounts on behalf of the JPA must:
 - Present the JPA in a positive light
 - Contain information that is freely available to the public and not confidential as defined by any JPA policy or local, state or federal law
 - Refrain from including personal information, with the exception of employees and/or contractors whose job duties include being a public contact
 - Comply with local, state and federal laws
2. When posting on behalf of the JPA to social media sites, Board Members and/or contractors shall only "endorse, like, follow or pin" (depending on the method of endorsement utilized by the social media application) the following: civic affiliated or other government related organizations, events sponsored/approved by the JPA and non-profit organizations that are partners with the JPA.
3. When posting on behalf of the JPA to social media sites, Board Members and/or contractors shall NOT "endorse, like, follow or pin": any political groups or figures, political campaign pages, businesses or any pages unrelated to the business of the JPA.
4. JPA social networking content and comments containing any of the following forms of content shall be deleted or hidden:
 - Comments not topically related to JPA business
 - Profane language or content
 - Content that promotes, fosters or perpetuates discrimination on the basis of sex (including pregnancy, childbirth, breastfeeding or related medical conditions), race, religion (including religious dress and grooming practices), color, gender (including gender identity and gender expression), national origin (including language use restrictions and possession of a driver's license issued under Vehicle Code section 12801.9), ancestry, physical or mental disability, medical condition, genetic information, marital status, registered domestic partner status, age, sexual orientation, military and veteran status or any other basis protected by federal, state or local law or ordinance or regulation.
 - Sexual content or links to sexual content, including nudity
 - Solicitations of commerce
 - Conduct or encouragement of illegal activity

- Information that may tend to compromise the safety or security of the public or public systems
- Content that violates a legal ownership interest of any other party
- Potentially libelous comments
- Private or personal information published without consent
- Personal attacks, insults or threatening language (Users may use the site to express their dissatisfaction with a JPA program, event or customer service experience. This type of post is acceptable as long as it is not considered offensive material as previously provided)
- Commercial promotions or spam
- Hyperlinks to material that is not directly related to the discussion
- Repetitive posts copied and pasted by multiple users
- Information affiliated with or promoting political campaigns
- Images which may result in copyright infringement

End of Policy



Metro Wastewater JPA Policy No. 3

Manual and Electronic Payment/Transfers Policy

The Joint Powers Authority Proactively Addressing Regional Wastewater Issues

Chula Vista • Coronado • Del Mar • El Cajon • Imperial Beach • La Mesa • Lemon Grove Sanitation District
National City • Otay Water District • Poway • Padre Dam Municipal Water District
County of San Diego, representing East Otay, Lakeside/Alpine, Spring Valley & Winter Gardens Sanitation Districts

POLICY 3: METRO WASTEWATER JPA MANUAL AND ELECTRONIC PAYMENT/FUNDS TRANSFER POLICY & PROCEDURES

Adopted March XX, 2025

1. PURPOSE: The METRO WASTEWATER JPA makes payments to vendors and Board members either by manual processing or by electronic funds transfer and also receives funds from various parties as a routine business practice. All such payments must be properly authorized and executed to reduce the risk of erroneous or fraudulent transactions.

2. REFERENCES: Cal. Code Regs. Tit. 18, § 1707 and Regulation E of the Board of Governors of the Federal Reserve System pursuant to the Electronic Fund Transfer Act – authorizes local government use of EFT and prescribed accounting procedures for EFT transaction processing.

3. DEFINITIONS:

Agents of Metro Wastewater JPA:

Executive Director

Financial Consultant

Engineering Consultant

Board Secretary

Assistant Treasurer

Treasurer – Required Certification Designation - CPA

Electronic Funds Transfer (EFT): Refers to the disbursement from a bank account by means of wire, direct deposit, ACH, or other electronic means, either within a single financial institution or across multiple institutions, through computer-based systems. Wire transfers and ACH payments are examples of EFTs. This form of disbursement is authorized by RCW 39.58.750.

Automated Clearing House (ACH): A nationwide payment and collection system that provides for electronic distribution and settlement of funds. Although the term Electronic Fund Transfer (EFT) is technically more inclusive than the term ACH, the term EFT is often used synonymously with ACH and Wire Transfer. Wire transfers execute directly between two accounts, as opposed to a clearinghouse, so they process more quickly, but they are more expensive.

Wire Transfer: This is an electronic transfer of funds from one bank account to another initiated directly with the payee's bank. This type of transfer utilizes a system operated by the Federal Reserve Banks and is more costly compared to transactions involving checks or ACH.

National Automated Clearing House Association: NACHA is the steward of the electronic system that connects all U.S. bank accounts and facilitates the movement of money among them.

Banking Information: Information from the payee or their bank regarding their account. This information includes bank name, account name, account number, routing number, bank contact information and any other information necessary to transmit funds.

4. GENERAL GUIDELINES: The METRO WASTEWATER JPA currently utilizes an entirely manual process for receipts and payments. The JPA also may utilize EFTs for receipt of intergovernmental payments, grant payments, and other revenues where practical, and the transmittal of vendor payments, credit card processing fees, banking fees, and other disbursements where practical or required.

All EFTs are subject to applicable Purchasing Policies and all other policies and procedures in relation to the purchase of goods and/or services.

Except as noted above, wire transfers should only be used in payment of an obligation of the JPA when the situation requires immediate funds to settle a transaction or no other method is available. If a more inexpensive mechanism can be used to effect payment of the obligation (i.e., ACH or paper check), the Assistant Treasurer/Treasurer shall reserve the right to effect payment with the more inexpensive mechanism. Exceptions to this must be preapproved by the Executive Director.

This policy will be reviewed on a biennial basis for accuracy and process verification as part of the budget process. The JPA Executive Director is authorized to recommend administrative changes to this policy intermittently with Board approval, provided such changes are consistent with state and federal requirements.

5. MANUAL INVOICE AND PAYMENT PROCESSING PROCEDURES:

a. The Financial Consultant shall email JPA member's per diems, and vendors must email invoices, to the Assistant Treasurer/Treasurer by 10th of the month.

b. Assistant Treasurer/Treasurer's Review:

- i. Review (unique invoice, current amount due)
- ii. Prepare summary (Vendor, Amount), attach supporting documentation, send to Finance Consultant for review and approval.

c. Finance Consultant/Executive Director Review and Approval:

- i. Financial Consultant/Executive Director reviews summary invoices, compares against budget, and delivers approved signed summary via e-mail to Assistant Treasurer/Treasurer who will process checks for payment, including first wet signature by Assistant Treasurer/Treasurer.

- d. Assistant Treasurer/Treasurer prepares check summary and e-mails all secondary signatories regarding check summary and availability to sign.
- e. Assistant Treasurer/Treasurer takes or sends approved check summary, addressed and stamped envelopes, and checks to secondary signatory for wet signatures. Second signatory may be either the Metro JPA Chair, Finance Committee Chair, or Metro JPA Vice-Chair, based on availability. Secondary signer mails checks to vendors and delivers signed check summary back to Assistant Treasurer/Treasurer by month end, or Assistant Treasurer/Treasurer mails checks to vendors after secondary signatory signs and retains signed check summary.
- f. Assistant Treasurer/Treasurer maintains signed check summary for audit records.

NOTE: Concept is that check summary should have three layers of signed approvals on it: Assistant Treasurer/Treasurer's, Financial Consultant/Executive Director, and second signatories, and be maintained for auditor records if needed.

6. INTERNAL CONTROL REQUIREMENTS FOR ELECTRONIC PAYMENTS: To protect EFT transactions from internal and external threats, the following controls will be adhered to:

- a. Implementation of bank offered security measures to prevent unauthorized individuals from initiating or modifying a transfer, i.e., ACH Filters.
- b. Each user initiating or approving bank transactions must have a separate bank User IDs.
- c. Each user must either initiate or authorize electronic transactions, but not both for the same transaction.
- d. Use of pre-established templates for specific transaction types and specific accounts may be authorized in advance by the Assistant Treasurer/Treasurer, however, new templates must be initiated by one user and authorized by the Executive Director.
- e. The process of creating, securing, sending, and authenticating direct deposit transmittal files to prevent unauthorized modification or submission is documented below.
- f. Changes to board member or vendor banking information for direct deposit must be processed in writing using the Direct Deposit Authorization Form, under no circumstances will account changes be authorized by telephone or email.

g. Changes to vendor ACH accounts must be processed in writing, under no circumstances will account changes be authorized by telephone or email. Upon receipt, staff will independently verify changes with the vendor by phone.

7. TYPES OF PAYMENTS WHICH MAY BE MADE BY EFT:

Vendor Payments: In its normal course of business, the METRO WASTEWATER JPA may remit the following types of payments via ACH: vendor payments, Credit Card Merchant Service Fees, and bank card payments.

Wire Transfers: Transfer for investment purchases, bond proceeds, interest payments, and maturities may be processed by wire between the JPA and custodial account and between the JPA and the Local Government Investment Pool (LAIF – Local Agency Investment Fund). The Assistant Treasurer/Treasurer is the only position authorized to initiate wire transfers. Wire transfers may be used for vendor payments on an emergency basis or when no other payment method is available – these transactions must be approved by both the Executive Director and Board Chair/Auditor.

8. TRAINING: To ensure consistent compliance with procedures, Board members and agents of the JPA tasked with processing, reconciling and recordkeeping will train in proper procedures and internal controls prior to conducting these functions.

9. RECORD-KEEPING:

a. Transaction records will include:

- i. Unique Identifying number of the EFT payment (i.e., invoice number, date of payment, or bank transaction number).
- ii. Time and date of disbursement.
- iii. Payee name and address.
- iv. Amount of disbursement.
- v. Purpose of disbursement.
- vi. Accounting system expenditure/expense account number.
- vii. Disbursing bank's unique transaction identification number, if available.
- viii. Receiving bank or financial institution's identification number.

b. Documentation must be maintained of authorizations by payees who have thereby agreed to moneys added to their accounts electronically.

10. PROCEDURES FOR ELECTRONIC PAYMENT PROCESSING:

a. Origination of ACH File:

i. ACH File Database: The METRO WASTEWATER JPA creates ACH files from Quickbooks, which are downloaded in proper ACH format.

ii. Transmission: Several options are available to transmit the file to the ACH originating bank, either through a gateway provider, or directly to the bank. The METRO WASTEWATER JPA generates and transmits board member payments, reimbursements, vendor and supplier payment files via California Bank & Trust.

iii. Retention: ACH and EFT date files are recommended to be maintained until audited plus four years. (The Local Government Records Program (LoCal) is tasked by Government Code section 12236; 26 CFR 31.6001-1(e)(2); Sec. of State Guidelines recommendation).

b. Authorizations:

i. All board members and vendors must complete and sign a Direct Deposit Authorization Form. This form is provided by and submitted to the JPA Assistant Treasurer/Treasurer along with the banking institution's contact information including phone number and address. The board member or vendor must provide either a deposit slip for a Savings Account or a voided check for a Checking Account. In lieu of a deposit slip or voided check, the board member or vendor may provide documentation from the board member or vendor's financial institution indicating the transit-routing number and the account number.

ii. The authorization form shall provide the individual or company with the ability to change bank account information. Board members and vendors should notify the Assistant Treasurer/Treasurer immediately but no later than seven working days prior to the effective date. Exceptions may be granted up to 4 working days prior to the payment date for closed or compromised accounts.

iii. All requests to revoke direct deposit authorization must be in writing.

iv. Retention of authorization forms and any requests for revocation of authorization will be maintained until superseded and released from all audits.

v. The METRO WASTEWATER JPA does not allow telephone or email-initiated entries or changes to authorizations.

vi. Direct deposit requestors are responsible for ensuring the accuracy of the bank details provided. The JPA is not liable for any errors resulting from incorrect information.

vii. The Assistant Treasurer/Treasurer will keep private banking information confidential and will take appropriate measures to ensure compliance with data privacy regulations.

viii. Direct deposit recipients will be directed to carefully review their remittance advices and any related documentation (e.g., direct deposit notifications) subsequent to each payment and promptly report any errors. The Assistant Treasurer/Treasurer will review any such notifications and work with the recipient to identify and resolve any errors in a timely manner.

ix. CHANGES TO DIRECT DEPOSIT INFORMATION

1. Notification Requirement: Direct deposit recipients must notify the Treasurer of any changes to their banking information, or their request to terminate direct deposit, at least two weeks prior to the desired change to ensure it is processed for the next payment cycle.
2. Temporary Suspension: If there is an issue with the direct deposit (e.g., incorrect bank details), Direct deposit recipients will receive their payment by alternative means (paper check) until the issue is resolved.
3. Cessation of Direct Deposit: Upon suspension or revocation of direct deposit, recipients will receive their payment via paper check until a subsequent request to reinstate direct deposit is processed.

c. Transaction Advice:

- i. AP vendors being paid by ACH or Wire will be advised of the payment via email.

d. Cancellation of Transactions:

- i. If it is learned that a board member, supplier or vendor does not have a right to a payment, or the payment amount is in excess of the amount due to the board member, supplier or vendor, then the payment is to be cancelled. Actions to take will depend upon where the payment is in the timeline of the transaction.

- If the ACH file has not been transmitted to California Bank & Trust but the payment process has been finalized, staff will void the batch to remove the incorrect payment.
- If the ACH file has not been transmitted to California Bank & Trust and the ACH process has begun, staff will remove the incorrect payment prior to finalizing the batch.

- If the ACH file has already been transmitted to California Bank & Trust, staff would complete a California Bank & Trust ACH Service Request for Item Delete/Reversal and fax to California Bank & Trust.

e. Cut-off Times:

- i. The following cut-off times are established for ACH file transmissions: The ACH file auto-generated at the conclusion of the AP process should be scheduled to transmit two (2) banking days prior to issue/check date.

f. Funding Outbound ACH Transactions

- i. Funding of ACH files is deemed to be a critical function that must be performed accurately and in a timely manner, in order to avoid the overdrawing of bank accounts.
- ii. The settlement bank account which accommodates the funding of outbound ACH transactions for AP transactions is the JPA's General Bank Account held at California Bank & Trust.
- iv. Funding of ACH/EFT transactions must occur the day before the ACH funding is sent.

g. Reporting of Inbound EFT Transactions:

- i. The settlement bank accounts which accommodate the receipt of inbound ACH transactions are the JPA's General Checking Account held at California Bank & Trust.

h. Returns

- i. In the case of outbound transactions for board member and vendor payments, an ACH Returns account is not utilized. Instead, the returns will be credited to the settlement bank account at California Bank & Trust from which the funds were originally disbursed.
- ii. Returned items are monitored as part of the daily process. Any returned items are forwarded to the Assistant Treasurer/Treasurer, to be researched and either voided or reissued as appropriate. A second qualified reviewer will review all such returns and their related disposition.

* * * End of Policy * * *



Metro Wastewater JPA Policy No. 4

Meetings Meal Policy

The Joint Powers Authority Proactively Addressing Regional Wastewater Issues

Chula Vista • Coronado • Del Mar • El Cajon • Imperial Beach • La Mesa • Lemon Grove Sanitation District
National City • Otay Water District • Poway • Padre Dam Municipal Water District
County of San Diego, representing East Otay, Lakeside/Alpine, Spring Valley & Winter Gardens Sanitation Districts

POLICY 4: MEETINGS MEAL POLICY

Adopted January 28, 2025

1. PURPOSE

This Policy is intended to provide guidelines for the prudent provision of meals for authorized meetings of the Metro Wastewater JPA.

2. OBJECTIVE

To authorize the provision of meals to required attendees of Metro Wastewater JPA meetings.

3. POLICY

Light Breakfasts and Lunches will be provided for all in-person meetings of the Metro Wastewater JPA/Commission (JPA), Finance Committee, and Metro TAC meetings. Meetings are as follows:

- Light lunches for JPA Board of Directors meetings inclusive of the Directors, MetroTAC representatives, JPA Executive Team staff, presenting San Diego staff and consultants.
- Light lunches for all in-person meetings of the MetroTAC representatives inclusive of TAC representatives, JPA Executive Team staff and presenting San Diego staff and consultants.
- Continental breakfasts for all in-person Finance Committee meetings for Committee Members and attending JPA Executive Team and San Diego Support staff.

For each fiscal year, the number of lunches (e.g., sandwiches, light dessert, and drinks) will be budgeted based on the number of projected meetings to be held during that fiscal year for each JPA or TAC meeting. The meals will be distributed on a first come first serve basis.

*** * * End of Policy * * ***



Metro Wastewater JPA Procedure No. 1

Guidelines for Staff in Closed Session

The Joint Powers Authority Proactively Addressing Regional Wastewater Issues

Chula Vista • Coronado • Del Mar • El Cajon • Imperial Beach • La Mesa • Lemon Grove Sanitation District
National City • Otay Water District • Poway • Padre Dam Municipal Water District
County of San Diego, representing East Otay, Lakeside/Alpine, Spring Valley & Winter Gardens Sanitation Districts

Metro Wastewater Joint Powers Authority

Guidelines for Staff in Closed Sessions

The chart below is meant to be helpful guidance regarding who is and is not permitted in a closed session under the guidance of California Attorney General (“AG”) Opinion No. 21-1102, published May 26, 2022, regarding staff attendance at closed sessions held under the Ralph M. Brown Act. These guidelines are subject to revision as the law changes. In the event of a change in law; the most current law will control.

Who May Attend Closed Session

- Members of the legislative body.
- Individuals authorized by statute to attend (i.e., legal counsel, real estate negotiator).
- Individuals who are “essential” to the agency’s ability to conduct the closed session business (such as the Executive Director, Executive Staff, or a percipient factual witness; must be “more than a mere potential benefit”).
- Designated clerk, officer, or employee to take notes and record closed session (must be the same single person designated by the Metro JPA Board for each closed session).

Who May Not Attend Closed Session

- Members of the public; non-essential staff or consultants
- Members of Metro TAC (unless deemed “essential” for the purposes of that closed session).
- Individual staff members of the legislative body members, or the participating agency (unless deemed “essential”), even for purposes of taking notes, administering the meeting, or providing the members with relevant information.
- An Alternate Board Member of the legislative body who is not serving in place of an absent member.
- Anyone else not expressly designated as essential to the closed session.



Metro Wastewater JPA Resolution 2025-02

Establishing Compensation to Directors

The Joint Powers Authority Proactively Addressing Regional Wastewater Issues

Chula Vista • Coronado • Del Mar • El Cajon • Imperial Beach • La Mesa • Lemon Grove Sanitation District
National City • Otay Water District • Poway • Padre Dam Municipal Water District
County of San Diego, representing East Otay, Lakeside/Alpine, Spring Valley & Winter Gardens Sanitation Districts

RESOLUTION 2025-02

A RESOLUTION OF THE METRO WASTEWATER JOINT POWERS AUTHORITY BOARD OF DIRECTORS ESTABLISHING COMPENSATION OF DIRECTORS

WHEREAS, the Metro Wastewater Joint Powers Authority ("**Metro**") is a public agency formed pursuant to joint powers agreements pursuant to Government Code sections 6500 *et seq.*, and governed by the Metro Board of Directors; and

WHEREAS, the Metro Board of Directors desires to establish reasonable compensation for all Metro Board Directors, excluding Advisory Directors, from time to time by resolution of the Board of Directors; and

WHEREAS, compensation for Directors' attendance at Metro Board meetings was last revised in June 2023 via Resolution 2023-02;

WHEREAS, the Metro Board of Directors desires to modify Resolution 2023-02 in order to establish reasonable compensation for duly appointed Metro Alternate Directors;

NOW, THEREFORE, BE IT RESOLVED THAT:

1. General Provisions. The Metro Board of Directors shall establish compensation every five years for all Metro Directors, excluding Advisory Directors, beginning with Fiscal Year 2023-2024 through the end of Fiscal Year 2027-2028 (the "**Period**"). If the Metro Board of Directors does not adopt a new resolution establishing future compensation before the end of the Period, compensation shall remain at the same amount established in the 2027-2028 Fiscal Year until a new resolution establishing compensation is subsequently adopted.

2. Per Diem Established. Beginning Fiscal Year 2023-2024, Metro Directors (or duly-appointed Alternates that attend meetings in a primary Director's absence) shall be paid compensation in the amount of \$158.00 ("**Per Diem**") for attendance at Metro meetings, including attendance at meetings of an advisory body of Metro, such as standing or ad hoc subcommittees, orientations, trainings, tours, or for each day's service rendered as a Metro Director by request of the Chair or Board. For each subsequent Fiscal Year thereafter during the remainder of the Period, the Per Diem amount shall increase at an annual rate of 5.00%, as established below.

Fiscal Year	2023	2024	2025	2026	2027	2028
Stipend (\$)	\$150.00	\$158.00	\$166.00	\$175.00	\$184.00	\$194.00
Increase (%)	0.00%	5.00%	5.00%	5.00%	5.00%	5.00%

3. Attendance at Multiple Meetings. Where a Director attends multiple but distinct Metro meetings (including advisory body meetings) in the same day, the Director shall be compensated Per Diem for each meeting attended, so long as each meeting's

duration lasts at least fifteen (15) minutes or longer.

4. Compensation for Duly Appointed Alternates. Duly appointed Alternate Directors shall receive Per Diem and mileage reimbursement for attendance at orientations, trainings, preparation meetings or briefings, tours, and meetings of the Metro Board of Directors (even if the primary Director is present). It is a benefit to the Metro Board of Directors that Alternate Directors observe and monitor the discussions of the Metro Board so that s/he can step in as an informed member of the Board if or when s/he is required to attend in a voting capacity, and in order to ensure responsible succession planning for the organization.

5. Finance Committee Alternate. If the Metro Board's duly appointed alternate member of the Finance Committee attends a Finance Committee meeting in a non-voting capacity (meaning all primary Finance Committee members are present), the alternate may nonetheless receive a Per Diem for his or her attendance at that meeting, in order to encourage the alternate's attendance at Finance Committee meetings. It is a benefit to both the Finance Committee and the Metro Board of Directors that the Finance Committee alternate observe and track the discussions held at Finance Committee meetings so that s/he can step in as an informed member of the Finance Committee if or when s/he is required to attend in a voting capacity.

6. Limit on Number of Meetings. No Board Director or Alternate Director shall be paid more than six (6) Per Diems per month, except for the Board Chair, who may be paid for no more than ten (10) Per Diems per month. All Per Diem requests must be submitted to the Metro Treasurer within sixty (60) days of the day for which a Per Diem is requested.

7. No Overlapping Compensation. Directors to whom Metro would pay a Per Diem pursuant to this resolution shall not receive a Per Diem if they are otherwise eligible to receive compensation, including Per Diem, from their respective agencies for attendance at Metro meetings or for service rendered as a Metro Director by request of the Chair or Board.

8. Supersession. This Resolution 2025-02 hereby supersedes Resolution 2023-02 in its entirety and Resolution 2023-02 is now set aside and declared void.

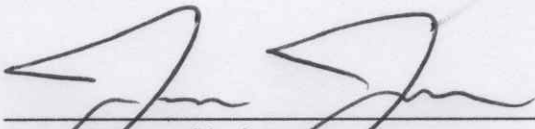
PASSED AND ADOPTED at a meeting of the Board of Directors of the Metro Wastewater Authority, held this 6th day of February, 2025.

AYES: Inzunza, Purvis, Worden, Kendrick, McKay, Baber, Jones, Yamane, Robak, Swanson, De Hoff, Anderson

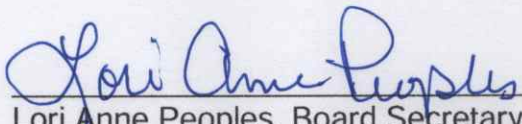
NOES: None

ABSTAIN: None

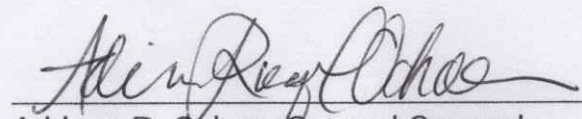
ABSENT: None


Jerry Jones, Chairman
Metro Wastewater Joint Powers Authority

ATTEST:


Lori Anne Peoples, Board Secretary
Metro Wastewater Joint Powers Authority

APPROVED AS TO FORM:


Adriana R. Ochoa, General Counsel
Metro Wastewater Joint Powers Authority