

Independent Rates Oversight Committee – IROC  
January 12, 2009

**MINUTES**

**1. Roll Call**

Chairperson Billings called the meeting to order at 10:04 a.m. Monica Musaraca called the roll and a quorum was declared. Attendance is reflected below:

<b>Member</b>	<b>Present</b>	<b>Absent</b>
Donald Billings, Chair	X	
Linda Cocking	X	
Christopher Dull	X	
Jack Kubota	X	
Barry Newman <i>(left at 12:11)</i>	X	
Jim Peugh	X	
Charles Richardson	X	
Irene Stallard-Rodriguez	X	
Todd Webster	X	
Gail Welch		X
<b>ExOfficios</b>		
Scott Tulloch		X
Augie Caires, Alternate (for Scott Tulloch)	X	
Yen Tu		X

**2. Non-Agenda Public Comment**

A speaker slip was received from Chris Cate. Speaking on behalf of the San Diego County Tax Payers Association, he shared their concern that the Water Department is scheduled to conduct a review of the current water rate structure as well as perform a Cost of Service Study. They believe the City should implement a more aggressive tiered rate structure for single family residential customers that would reward users that conserve water and disincentivize wasteful users. He stated studies show that tiered pricing structure has the greatest impact on reducing customer demands, which is particularly important during drought conditions. However, the more aggressive structure would be appropriate to implement on a permanent basis. Mr. Cate also mentioned in regard to Indirect Potable Reuse (IPR), the CWA's Strategic Plan calls for educating the public regarding the safety and usefulness of potable reuse as a source of local supply. Since the ratepayers have approved the IPR Demonstration Project, they urge the City to coordinate education and outreach efforts with the CWA to maximize ratepayer funds and ensure consistent messaging, as soon as reasonably possible, as well as a clearly defined timeline for the Demonstration Project. He closed with stating the time is now to transform the water culture within San Diego.

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3. **Approval of Minutes from 12/08/08**

Chairperson Billings called for a motion to approve the minutes. Committee Member Newman moved, Committee Member Richardson seconded, with Committee Member Welch absent, the minutes were unanimously approved.

4. **Chair Updates (Chairperson Billings)**

Chairperson Billings gave a brief status report on the IROC's first Annual Report to the Mayor and City Council as called for in the ordinance that created IROC. He stated the Ad-hoc Committee is on course, they have a meeting this Friday with Water and MWWD to go over the Draft as it exists, to identify any factual inaccuracies if any. A Final Report will then be brought to the full IROC for its approval in the February 9, 2009 meeting. He said input is needed and this may or may not necessitate a special IROC meeting. If so, the meeting would be scheduled for 60-90 minutes during the week of January 26.

5. **City Staff Updates:**

Water Department, *Alex Ruiz*

- Mary Lewis, CFO, and Jay Goldstone, COO, are in New York in association with the pricing of the Water Bonds recently approved through Council. It is hopeful to execute them in a competitive market today and tomorrow, and potentially take out some of the 1998 Bonds, currently outstanding.
- The Emergency Water Regulations (EWRs) passed by Council last December take effect January 14, and we are prepared to handle the influx of calls expected as a result. A handout of the revised webpage was provided to IROC. He stated this will go live this week and is meant to serve as a one-stop shop for all customers with regard to what the EWRs are, drought ordinance information, how they will be enforced, what the current drought condition is, savings accrued to date and more. The accessible website is: [www.sandiego.gov/water-emergency](http://www.sandiego.gov/water-emergency).

Mr. Newman commented, the word "drought" is a temporary anomaly and feels it should be communicated to the public that we are in a desert environment, and it is not a curable "drought period". Chairperson Billings agreed, stating according to record this is actually "normal" due to the century of unusually wet weather, and it is important to frame it properly so people do not believe this is temporary. Mr. Ruiz stated he understands, and added the City titles the EWRs because it is specifically associated with the conditions as we move through emergency situations. He agrees the long term behavior changes are needed to decrease water demand, and this our goal. He stated the City is continuing to work with a variety of stakeholders with regard to how water is allocated in a time of shortage. A presentation was given to the Finance Subcommittee this month. In light of the anticipated schedule, having the Council approving the allocation methodology, it has been pushed out. Therefore, he requested this item on today's Agenda (Item #10) be trailed to the

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February meeting as well as the Finance Subcommittee meeting of February 2.

- The Departments are continuing the consolidation efforts with regard to bringing them together as one public utility. The City has met and conferred with the unions and have their approval, positions are being filled and selected, and potential relocations are underway to implement the recommendations brought forward to the IROC in the Nov/Dec timeframe.
- The Mayor's State of the City Address will occur on Wednesday in the Balboa Theater at 6:00 p.m.

MWWD, Chris Toth

- The Metro Wastewater Department is very happy to announce they have won the California Water Environment Association, San Diego Section, Collection System Award. MWWD will be able to move forward to the state-wide competition for large collection systems (500 miles or larger) Award of the Year.

Committee Member Peugh asked what features allows the award. Mr. Toth stated just to mention some, the overall application is looked at, which includes the scope of the organization, O&M activities involved with, budget, permit requirements which largely relate to sanitary sewer overflows. They are looking for good progress and information related to the aggressiveness in maintaining the sewer system.

Mr. Peugh asked Mr. Ruiz in regard to the January 14<sup>th</sup> date of EWRs, is there an effort to inform the public more about the changes? Mr. Ruiz stated they are coordinating with the Mayor's office to make sure that message gets out, as well as through the webpage mentioned. Practically, there will be no change to the end use customer. He said we are moving into newly amended EWRs but will not change the requirements for individuals that were under the old Drought Watch Condition Regulations. Mr. Peugh stated he feels an event should be coordinated to encourage people to save water, and this is the perfect opportunity. Mr. Ruiz concurred, and stated the Mayor's State of the City Address will be speak to the water conditions in some detail, which will emphasize that to the public. Chairperson Billings added IROC could put out some sort of statement. Mr. Ruiz noted he is waiting for the latest figures from the CWA about how the County did as a region through CY08. Once the figures are known and correlated with the City's old figures, an event will be coordinated, which the media will be interested in.

**6. FY08 IROC Performance Report:**

Rod Greek, Deputy Director, Water Department, stated the title of the Report was changed from IROC Performance Report to Public Utilities Metrics Report (Report) so it was distinguished from the report IROC will be issuing soon. Documents were handed out the Committee, containing the Report including Water and Wastewater portions. Mr. Greek mentioned this Report will provide

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answers to some questions and issues Committee Member Richardson requested, that will help facilitate the data IROC presents in the Annual Performance Report. He then described the documents provided, letting the Committee know he expects IROC will have questions to clarify some of the information.

First, he pointed out the Disclaimer which states it is unaudited data and noted the audited financial information is not expected until the end of March. He went through the Water portion of the Report page by page in detail and pointed out the Executive Summary which gives a description of purpose of the Report being presented, as well as other subjects such as the ordinance which established IROC, and the decision making process for the types of metrics to report on. He went over the contents, graphs and charts within the Report, as well as items regarding comparisons of operating expenditures with Rate Case compared to Budget compared to Actual, explaining the meaning of each section, table or chart included in the document. Members made suggestions to make things easier to read and understand. Some examples are modifications to charts and data, explanations of variances and bullet points as well as separating the Financing and Operations somehow, to get a clearer understanding, since they are different. Chairperson Billings and Committee Member Richardson elaborated on the requests. Mr. Greek concurred and noted the suggested changes to incorporate.

Mr. Greek referred to the Quality of Service Report which was distributed, and stated it included the list of measurements that were requested, it helps measure the quality of service. Also some responses were included in Attachment B, distributed. Chairperson Billings asked that the cost service be included in a metrics somehow, in regard to the “resolution” aspect of repairs. Mr. Greek concurred.

He concluded the Water portion of the Report and stated the Wastewater portion of the Report is laid out exactly the same, which he noted similar modifications can be made to this as well. He then turned to Darlene Morrow-Truver to go over the Wastewater portion which begins on Page 16. She briefly went through the provided MWWD’s Operational Efficiency graphs for non-CIP and CIP, and pointed out the comparison between the FY08 budget and the actual FY08 expense by division. She noted MWWD has been very conservative, and underspending in the Operating Budget through the consolidations and BPRs. She then went through expenses by categories, a chart on rate case projections, and revenue projections from rate case to actuals, which are on track.

She pointed out the Quality of Service metrics, and Attachment C which has the effectiveness rate, which is pretty high. She stated the Ocean Monitoring Report is rather large and asked the IROC to let us know if they would like to review it. She commented that this past year, the Collections Division’s sewer overspill was 62 which is excellent, and the lowest they have ever been at.

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Chairperson Billings reminded the IROC to send all questions, suggestions and comments to Ernie Linares, who will funnel them to the Finance Subcommittee as well as the correct City staff.

7. **Sewer System Management Plan**

Chris Toth, Deputy Director, Wastewater Collection Division, plans an information update on the Sewer System Management Plan (SSMP) as a part of the public communications effort. He gave a presentation (a copy of the presentation was provided) and a brief overview of the System, which services over one million customers, and is part of the overall Metro System which includes 15 Participating Agencies. He briefed the IROC on the Wastewater Collection Division functions. Mr. Toth mentioned the Consent Decree for the Municipal Sewer System which lasts into the year 2013. He stated there were actions filed during 2001-2003 by external stakeholders, including the US EPA and the Regional Water Quality Control Board, and the Consent Decree was finalized in July 07 with strict requirements. He stated a program has been executed to meet these requirements. He mentioned the great progress in reducing the number of occurrences of sanitary overflow, as well as reducing the volume associated with those overflows. He reported there were only 62 sanitary overflows In CY2008, which is a great reduction from CY2000.

Mr. Toth stated the State of California has issued a statewide general waste discharge requirements for sanitary sewer systems which this requirement and the Regional Water Control Board Order put into place that impacts public institutions in addition to sanitary sewer agencies. He stated the City's strategy is to develop a concise document that basically references our other documentation and ongoing activities. This parallels the work that has been achieved through the Consent Decree activities and recognizes the extensive wastewater collection system plan documentation already in place through the work with the US EPA. He gave a brief description of the SSMP development, plan documents completed, remaining documents to be developed and approved by May 2009, and the communication program which includes a plan of communication with external stakeholders that are part of or are tributary to San Diego's Municipal Sewer System. He said the goal is to go to the NR&C late February 2009 and get final approval by the City Council prior to May 2009. He then concluded his presentation and thanked the IROC for their ongoing interest.

Committee Member Dull asked Mr. Toth, in regard to a slide 4, "cleaning miles do not equate to in-ground miles" and asked for an explanation of the difference. Mr. Toth explained there are approximately 3,000 in-ground miles but due to the aging condition of some pipes, some need to be cleaned multiple times per year. There are also about 8-10 miles of one-month pipe which need to be visited every month, three month, six month, twelve month, 2-year pipe, 3-year pipe, and 5-year pipe which require cleaning in the same fashion.

Committee Member Peugh asked about the development of documents mentioned. He asked how it is analyzed, what is the optimum rate of

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replacement, with a minimized overall expense, if we weren't being driven by Consent Decrees, what would be the optimum rate of replacement in refurbishments. Mr. Toth stated the City has been studying and analyzing sewer main replacement for years. A replacement program has been developed, however, has not been fully executed over the past several years due to rate case considerations and funding ability. He stated there is analysis going on, but it still in the early stages of development. Mr. Peugh added it should be incorporated into the SSMP in the future. Mr. Toth concurred, and offered to share a copy of the Draft Plan upon request.

Committee Member Kubota asked if all sewer pipes have had the initial inspection, since the program completion is 2013. Mr. Toth stated yes, the entire system has been inspected once, and currently reaching round two. Committee Member Kubota then asked, in regard to the control and response using electronic meters etc. for monitoring depths of flow to detect overflow or reaches of the line, are they maintained and upgraded if needed? Mr. Toth stated flow meters are currently in place through a vendor contract with ADS Environmental Services, and ADS has proven to be very responsive. He added large trunk sewers will be caught by meter. But, for example, if a resident has a lateral backup and spilling small flow variances, this would not be picked up. Mr. Kubota commended the Department for the hard work that goes into keeping the spills down.

**8. Subcommittee Reports**

**a. Finance – Subcommittee Chairperson Richardson**

Minutes from the December 8 meeting were included in the package, which he briefly summarized. He stated there was an update on the timing of the Departmental financial year end statements which are tentatively scheduled to be finalized by the end of March. Also discussed was the Universal Tiered Rates and “peak time pricing”, since providing rate incentives and disincentives to rate payers can have an impact on use of water and wastewater facilities. He stated the members of the Subcommittee encouraged and supported management to continue to pursue these opportunities.

**b. Environmental & Technical – Subcommittee Chairperson Peugh**

The Orange County Sanitation District tour was discussed, noting the recognizable amount of energy put into educating the public about IPR and the value of it, as well as the modularity of the system built. The Annual Report was discussed, as well as noting subjects to cover which included use of reclaimed water, IPR, water conservation, water distribution system breaks, system vulnerability, asset management and others. He also mentioned Ms. Steirer briefed the Subcommittee on the next steps for moving forward with the IPR Demonstration Project.

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c. **Public Outreach, Education & Customer Service – Committee**  
*Member Kubota*

In Subcommittee Chairperson Welch's absence, Committee Member Kubota reported they were presented with the Water Allocation Plan by the Water Department staff. He noted this item is moved to February's full IROC meeting; therefore he kept his comments brief. He pointed out an interesting statistic that if the water rate is increased by 100%, there would be as much as a 20% reduction in actual consumption.

9. **Metro/JPA Report Out**

Chairperson Billings reported he did not attend the last meeting. Mr. Cairns was present and offered to brief the IROC. He stated the Waiver decision was briefly discussed; they are looking to the future particularly with the negotiations with Surf Rider and other environmental groups. He gave a presentation of the Orange County Sanitation District tour, which he believes they may be interested doing as well in the future. Mr. Cairns noted there are 4 new members this year, and they will be conducting a briefing soon, to get them up to speed.

10. **Water Allocation Plan**

This item was moved to follow item 13. Alex Ruiz stated the Water Department is determining the best way for customers to achieve a reduction in overall water usage in the event the County Water Authority (CWA) and the Metropolitan Water District (MWD) reduce the overall supply going forward. He pointed out ways to do this, for example looking at a number of data points within the billing system. The two options would be 1) pricing structure that would drive individuals to make decisions to use less water based upon increased pricing. Mr. Ruiz noted that methodology suggests that in order to get a potential 20% reduction in usage, water incremental costs would need to be increased 100%; and 2) define for customers a bucket of water to use at their property, which is called Water Allocation. Through study of how much each property ought to be using, and then above that allocation threshold, customers will be priced at 2x the going rate for water if up to 115% over the allocation, and beyond that, will be charged 4x the going rate. This penalty structure mirrors the kind of penalties the City of San Diego would receive if gone over the allocations from the CWA. He explained the interior vs. exterior use of water during certain time periods, in order to figure out how much water is being used per customer, to decide the allocations. He also mentioned it needs to be determined how much will be reduced from both the interior and exterior consumption. During the presentation given to the Public Outreach, Education and Customer Service subcommittee, a table was shared which showed how much water the City can expect to decrease in overall demand if applied different percentage reductions to the amount of water that the City knows the customer uses for interior vs. exterior. All customer classes are treated equally. The key is, once the assumptions are made as to how much water is used by the customer interior vs. exterior, the percentage reductions can be applied, and see where that gets us in terms of overall demand reductions

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based upon historically what the City used 2006-2007. There are many nuances to this allocation structure, the City has been meeting with stakeholders as well as institutional customers and single family residents to get input and feedback in regard to fairness, ease of understanding and how quickly this methodology can be deployed. He stated in February, there will be more information to share with the IROC, and will then take IROC's suggestions, come back in March, present to NR&C in the later part of March, then to Council in April and implemented July 1, 2009. He stated he is confident the Allocation Structure will work, but in the event it does not, the pricing structure can work, which is the method the predominant number of agencies are using as the main mechanism at which to decrease demand. In his opinion, he would rather see the water in storage than the money from the penalties.

**11. Urban Water Management Plan/Consultant Agreement**

Marsi Steirer introduced George Adrian, Associate Civil Engineer, and Project Manager, who gave a presentation, which was provided in the packet. He spoke about the importance of saving water and how valuable it is. He then went over the breakdown pie chart of actual water usage showing 80% imported water. The future water supply reliability depends on the planning process. The City has done an Urban Water Management Plan (UWMP) since 1985, and is required to update every 5 years. In 1997, a Strategic Plan for Water Supply was done, which planned out the water infrastructure, and the Long Range Water Resources Plan done in 2002 was very critical and laid out several portfolios of water supply options, and are available on the City's website. He described the complex water planning by looking at the past, present and future water demands as well as local, regional and large scale impacts.

He stated with San Diego growing quickly, climate changes, and diminishing snow pack, by 2030 San Diego may need 11% more water. San Diego public water systems impact nearly every sector of the economy. He noted, with this Consultant Agreement, the primary task will be to research, develop and prepare the 2010 UWMP for the City. The Guidebook developed by the Department of Water Resources (DWR) will be used in the preparation and filing of the 2010 UWMP. The Consultant will be responsible for satisfying the requirements of the Guidebook to the complete satisfaction of DWR, and in providing to the City the 2010 UWMP which satisfies the City's obligation under the Act. He went over the 2010 UWMP Schedule from beginning work March 2009 through Acceptance of documents by DWR December 2012.

Recommendations to this Action are to support the Mayor, or his designee, to execute an Agreement with Brown and Caldwell, for the preparation of the 2010 UWMP and related services for the Water Department, as well as support the expenditure in an amount not-to-exceed \$400,000 from the Water Department for consulting services.

Committee Member Richardson asked if the Plan in 2005 was prepared by the same firm. Mr. Adrian stated no, it was prepared in-house by the Water

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Department. This is the first time going outside the Department. Ms. Steirer added the Legislation that requires the submittal every 5 years is part of the California Water Code and continues to be updated and changed in terms of the amount of requirements. This was discussed and it was decided to put into the budget to hire a consultant due to the large undertaking. He asked what percentage of the amount requested is going toward the Plan, and what is going to the other services? Mr. Adrian answered his estimate would be \$350K goes to the two tasks, so approximately 50/50, allowing the \$50K for additional services.

Committee Member Kubota inquired about the use of the 5-years, and asked if it was as-needed or not. Ms. Steirer stated no, the bulk of the work takes place within 18 months. The reason it lasts 5 years is basically associated with the acceptance to make sure if DWR comes back, we still have the Consultant on board to be responsible for responding to those inquiries associated with the document prepared.

Mr. Peugh asked, in regard to planning for the future with the projected 11% more water needed in 30 years, is there an element of conservation that needs to be discussed in terms of what the spectrum is of conservation and the economics that go along with it. He also asked how this fits into the scope of work. Ms. Steirer stated conservation assumptions will be considered along with future water demand projections. The City has a model that forecasts demands, and this information feeds into Urban Water Management Plan (UWMP) being prepared by Water Authority as they have a similar model. This analysis and coordination is a part of the schedule in the handout, and will be an iterative process with CWA. The larger issue is the water supply assumptions that CWA and MWD will be using as they prepare their respective UWMP's.

Mr. Newman asked if each jurisdiction makes its own assumptions and then subject to challenge by the State reviewers. Mr. Adrian stated each entity that creates an UWMP creates their own set of assumptions, and added the City will be working with CWA and MWD to stay on the same page. Committee Member Webster asked if Brown and Caldwell were competitively bid, and what type of experience they had developing plans with cities of similar size. Ms. Steirer stated they have a lot of experience doing water resource plans and urban water management plans. The Project Manager has prepared over 100 such documents. They do have extensive experience with the DWR template which needs to be followed.

Committee Member Newman moved to support the request to approve both the plan process and the hiring of the consultant with the fund determination as presented in the report, Committee Member Dull seconded with Committee Member Welch absent, it was unanimously approved.

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12. **Indirect Potable Reuse Demonstration Project – Limnology and Reservoir Detention Study**

Ms. Steirer stated this is the first of the key elements being brought forward in terms of a request to fund an item that is associated with the Demonstration Project. She introduced Jeff Pasek, Biologist, Project Manager to the Limnology and Reservoir Study. He stated the Demonstrations Project (Project) is the second phase of a 3-phase effort for the IPR Program. First phase was the Water Reuse Study and the third phase would be the implementation of the full scale project. He gave a brief description of the purpose and goals of the study, which includes securing regulatory approval from CDPH and RWQCB for the IPR/RA program, as well as establishing residence time of Advanced Water Treatment (AWT) water in the reservoir, minimize short-circuiting from AWT inlet to reservoir outlet, and assess water quality affects of AWT water on reservoir. He then listed the conduct of the study which would include creating a 3-D computer model of the reservoir; it would model circulation, stratification, mixing and residence time and will identify the best location for AWT inlet. Also included in the conduct would be to model water quality affects which will lead to a reservoir operating plan to meet regulatory requirements and water quality targets. He showed a sketch of the future reservoir after enlargement and mentioned the construction will take approximately 3 years, and refilling will take 2-5 years depending on the availability of water. He pointed out that the efforts to achieve regulatory compliance have to rely almost entirely on modeling.

Mr. Pasek closed by stating the intent is to hire Flow Science Incorporated to do the reservoir study, who is a genuinely proven leader in modeling and limnology studies, performed 3-D modeling of Lake Mead, Diamond Valley Lake and Lake Perris. They already have most of the data and information to set up and calibrate the model. The study budget is \$420,000 for the consultant contract and contingency for additional services. The plan is to begin the study this spring which will take approximately 18 months, where the consultant will remain on contract through the end of the Demonstration Project to be available for questions, meetings and presentations to the State.

He asked the IROC for their support for the contract and consultant for this project.

Committee Member Richardson asked if the Department of Health will accept the demonstration project, considering it's a computer model, and will they accept this without a requirement of years of testing beyond that. Ms. Steirer stated this will be part of the discussions with them, as well as the independent advisory panel. Chairperson Billings asked if this model's effectiveness can be validated. Mr. Pasek gave an example of Flow Science's work at Lake Mead, and the development of a 3-D model. In relation to the discharge of wastewater into Lake Mead, and the location of the outlets where Las Vegas removes it's drinking water from. This model has been continually managed as more data comes in to

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validate its effectiveness, and is updated each year. They are a very reputable company.

Committee Member Peugh moved to recommend the study be implemented and be funded. Committee Member Dull seconded with Committee Member Welch absent, it was unanimously approved.

**13. Integrated Regional Water Management Planning Grant Opportunities**

Ms. Steirer introduced Ms. Cathy Pieroni, Senior Water Resource Specialist and Project Manager. Ms. Steirer mentioned Ms. Pieroni has been involved with this activity along with staff from the Water Authority and the County of San Diego for approximately 5 years. She also said this item is associated with \$6M that will be designated from the State, once their budget is situated, for City projects. Ms. Pieroni gave a brief introduction of what the Integrated Regional Water Management (IRWM) Program is. She mentioned the Water Plan (Bulletin 160) by DWR must put out every 5 years. She then went over the 2005 Water Plan's Framework for Action. The vision is to have a vital economy, healthy environment, and a high standard of living by implementing IRWM and improving statewide water management systems. 3 foundational actions to ensure sustainable water uses will be to use water efficiently, protect water quality, and support environmental stewardship. She did mention Prop. 50 was passed in 2002, and Prop. 84 passed in 2006. She gave some history of RWMG stating it was informally created in 2002 with the City of San Diego, County of San Diego and San Diego County Water Authority, and formalized in an MOU in 2005. She pointed out a diagram map defining the region.

Ms. Pieroni stated a Regional Advisory Committee (RAC) was formed in 2006, with their input in 2007, along with public meetings, the first IRWM Plan was published for the San Diego region. She then listed the vision and goals, which are in line with what the Water Department, and have a strong emphasis on natural resources and water sheds. She pointed out several projects that were awarded for Prop. 50, and awarded \$25M for the region, which help fund the projects. \$4.5M of this will benefit the Water Department directly, where approximately \$250K will benefit the Storm Water Department; all projects will indirectly benefit the City as a whole. Ms. Pieroni stated the future focus, with Prop. 84 that designate \$94M for the San Diego region will be to develop new guidelines for the application, update the 2007 Plan, meet with the Advisory Committee and stakeholder groups, and apply for acceptance of a Regional Definition.

Ms. Peironi requested IROC's support to authorize the Mayor or his designee to execute an MOU with the San Diego Water Authority and the County of San Diego for implementation of IRWM Plan activities; and support City Council authorization of related expenditures not-to-exceed \$300,000.

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Mr. Caires added this effort is way ahead of other regions and well regarded and also very successful. Committee Member Kubota moved, Committee Member Richardson seconded, with Committee Member Peugh abstaining and Committee Member Welch absent, the request was approved.

14. **Proposed Agenda Items for Next IROC Meeting of February 9, 2009**

Chairperson Billings stated to please send proposed items to himself or Ernie Linares.

15. **IROC Members' Comments**

Chairperson Billings reminded the IROC to get back to him or Ernie Linares, their availability for a Special Meeting the week of January 26, to discuss the Annual Report.

**Adjournment of IROC**

At 12:45 Chairperson Billings called for a motion to adjourn, Mr. Kubota moved, Mr. Peugh seconded, with Committee Member Welch absent, unanimously the meeting was adjourned.

Recording Secretary: \_\_\_\_\_  
Monica Musaraca