

DERWA

AUTHORITY MANAGER

PARTNERS:

DUBLIN SAN RAMON SERVICES DISTRICT
EAST BAY MUNICIPAL UTILITY DISTRICT

PROJECT:

SAN RAMON VALLEY RECYCLED WATER PROGRAM



WWW.DSRSD.COM
WWW.EBMUD.COM

SRVRWP.ORG

Unique Opportunity

This is an opportunity to have an encore professional position as the Authority Manager of a Joint Power Authority (JPA) that focuses on maximizing the beneficial use of recycled water in the San Ramon Valley, located in the eastern portion of the San Francisco Bay Area. Working in collaboration with the member agencies and with a significant amount of autonomy, this individual will draw both technical knowledge and experience from an accomplished career in public or private sector as a utility manager or as an executive level generalist in city/county management to oversee a highly successful recycled water program. This Authority Manager will also have top-notch facilitation and management skills and be extremely engaged in efforts to further expand the use of recycled water in the region. Candidates for serious consideration will have a Bachelor's degree and a solid background in water, wastewater, and/or recycled water. The selected candidate will be required to reside within a 100-mile radius of the assigned location in Dublin, California in order to be involved in a variety of meetings throughout the year, all with advance notice.



DERWA Recycled Water Program

Realizing the need for a reliable water supply, particularly in dry years, DSRSD and EBMUD formed the DSRSD-EBMUD Recycled Water Authority (DERWA) in 1995 to develop and implement a program to deliver recycled water to DSRSD and EBMUD customers in the San Ramon Valley. Over the next decade, the DERWA partnership oversaw construction of a water recycling plant and distribution system of pipelines, pump stations, and storage reservoirs. The water recycling plant takes secondary effluent from the DSRSD Regional Wastewater Treatment Plant and further treats it to disinfected tertiary standards using a sand filtration and ultraviolet disinfection treatment system.

DERWA Recycled Water Program

Deliveries of recycled water began in 2006 with DSRSD responsible for operation and maintenance of the DERWA recycled water facilities. The DERWA main transmission pipeline connects to DSRSD and EBMUD pipelines that serve recycled water to golf courses, parks, school grounds and other community spaces. DSRSD currently supplies recycled water to parts of the City of Dublin and the Dougherty Valley portion of the City of San Ramon, while EBMUD serves recycled water to portions of the City of San Ramon. In future phases, EBMUD also plans to supply recycled water to areas within Blackhawk and the Town of Danville.

In 2014, Pleasanton signed agreements for DERWA to produce recycled water for Pleasanton. These agreements paved the way for a recycled water program in Pleasanton and expansion of the DERWA water recycling plant to a current capacity of 16.2 million gallons per day. Recycled water deliveries to Pleasanton began in 2015.

The DERWA Recycled Water Program has grown tremendously. In 2021, DERWA produced approximately 5,800 acre-feet of recycled water to customers, which reused nearly half of the annual flow from the DSRSD Regional Wastewater Treatment Plant. The demand for recycled now occasionally exceeds the available supply on peak summer days, resulting in zero discharge of treated secondary effluent from the DSRSD Wastewater Treatment Plan to San Francisco Bay during these peak periods. The ability of the DERWA Recycled Water Program to grow is now limited by wastewater supply availability, which has remained relatively constant since 2002 due to improvements in water efficiency.

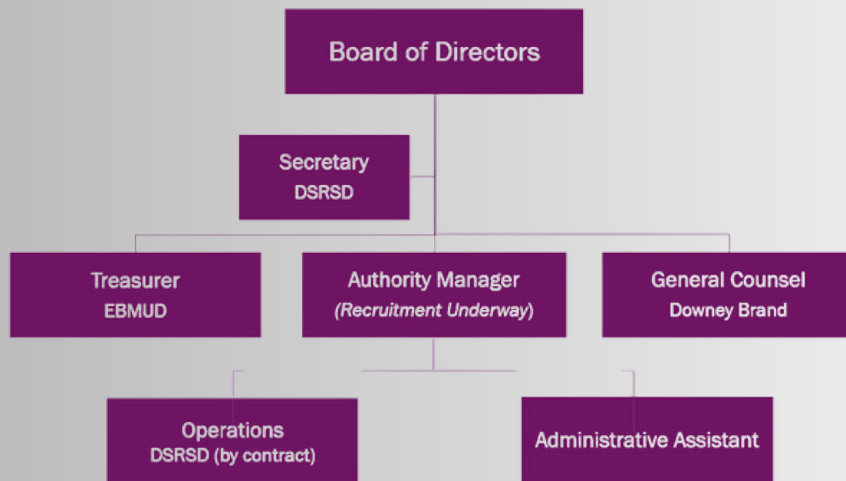
DERWA and its member agencies are studying a range of demand management strategies and potential opportunities to partner with neighboring agencies to secure additional wastewater supplies needed to address the summertime shortage and further expand recycled water deliveries in the region.



Governance and Staffing

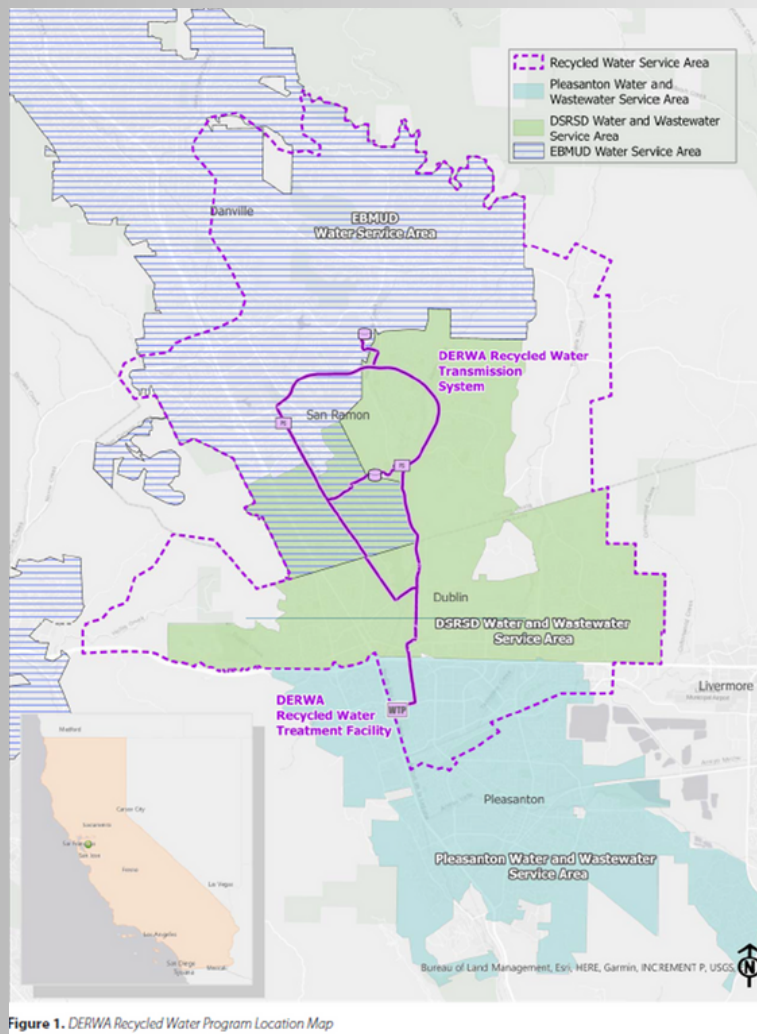
The Authority is directed by four board members, two from DSRSD and two from EBMUD. Current staffing for the Authority is provided by member agency staff and/or consultants. By agreement, DSRSD is responsible for the operation and maintenance of the DERWA facilities.

The DERWA Board has four regularly scheduled meetings per year. Board meetings are held in-person on the first Monday of February, fourth Monday of April and September, and the second Monday in December. Occasionally, adjustments to the schedule are required to accommodate for holidays and other commitments. Meetings are held at the DSRSD Administrative Offices in Dublin, California.



The Position

The DERWA Board of Directors appoints an Authority Manager to carry out the will of the DERWA Board and oversee the day-to-day management of the DERWA Recycled Water Program, which has an annual budget of approximately \$8 million. Key responsibilities include holding DERWA Board meetings, coordinating with member agency staff, managing and coordinating DERWA service to the City of Pleasanton, preparing and managing capital and operations and maintenance (O&M) budgets, overseeing DERWA operations contracted through DSRSD, and implementing near-term demand management strategies and securing supplemental supplies. The amount of time for the DERWA Authority Manager is generally about 300 to 500 hours per year. This commitment could temporarily increase to approximately 1,000 hours per year in 2025 when the parties anticipate discussing and negotiating comprehensive updates to the Joint Powers Authority (JPA) agreements with the member agencies.



The Ideal Candidate

The ideal candidate for this position will be a collaborative leader with the ability to guide the public utility and the policymakers as the recycled program further matures. Additionally, this top candidate will be frequently and actively involved with key staff and leadership at both member agencies, DSRSD and EBMUD, and with other potential regional partner agencies. The ideal candidate will have a professional history that demonstrates the following key attributes and qualities:

- Ability to establish and maintain effective working relationships with all Board members
- Technical expertise in public utilities (water, wastewater, and/or recycled water)
- Solid business-minded management skills, embracing best business practices for a public utility
- Knowledge of the laws, rules, and regulations controlling DERWA's functions, programs, and operations
- Ability to provide strong leadership to the policy-making board
- Desire to represent the Authority's interests and collaborate with the member agencies and regional partners
- Outstanding writing skills with the ability to draft, amend, and propose policy changes to the recycled water program documents
- Excellent public speaking skills with the ability to present a wide variety of audiences, including the general public, stakeholders, and partner agencies in a clear and concise communication style

Qualifications

Experience: This position requires progressively responsible senior or executive-level management and administrative experience dealing with water, wastewater, and/or recycled water in either a public agency or a private utility. Experience working directly with a public utility or JPA is strongly preferred. Experience in California is also strongly preferred.

Education: Bachelor's degree from an accredited college or university with major course work in civil engineering, sanitary engineering, business or public administration, or a related field is required.

Certification/License: Professional Engineer (Civil) in the State of California is an added plus.



Details of Contractual Arrangement

DERWA seeks consulting and executive staff services to fulfill the duties and responsibilities of an Authority Manager through a contractual arrangement with either a third-party contractor such as a designated consulting or staffing firm or an independent contractor. DERWA is not designated to have any direct employees or provide benefits and is not a CalPERS agency. This contractual arrangement for Authority Manager services will include the following key factors:

- **Compensation:** An agreed upon hourly compensation rate will be paid to a third-party contractor or Independent Contractor to provide executive staffing services that fulfill the duties and responsibilities of the DERWA Authority Manager. This hourly compensation rate will be established upon final selection of the third-party contractor or independent contractor and will be dependent on qualifications (DOQ), career history, education, and other factors.
- **Benefits:** DERWA is a non-CalPERS agency for retirement and healthcare purposes and will not offer any benefits for the Authority Manager. Benefits may be offered through the third-party contractor but may be limited due to the less than full-time hours expected for the DERWA Authority Manager.
- **Annual Estimated Hours:** Estimated hours for the DERWA Authority Manager duties and responsibilities are anticipated to be approximately 300 to 500 hours per year. The estimated hours in 2025 are expected to be higher as a key activity that year will be updating the DERWA joint exercise of powers agreement and related agreements with the member agencies.
- **Contractor Relationship:** DERWA intends to engage the Authority Manager through a third-party contractor as an independent contractor, which will in turn provide executive staffing services that meet DERWA's Authority Manager needs. The third-party contractor will employ and assign the Authority Manager to perform executive staffing services for DERWA per the established scope of work and other terms of the consulting agreement. The third-party contractor will be responsible for providing the Authority Manager with appropriate payroll and tax documents. DERWA may engage the Authority Manager directly as an independent contractor, provided that certain conditions are met to ensure that the Authority Manager is not considered an employee of DERWA.
- **Contract Term:** A contract term of three (3) to five (5) years will be designated in the consulting agreement between DERWA and the third-party contractor, after which, the consulting agreement will be subject to annual renewal by mutual agreement of the parties. The terms of employment between the third-party contractor and Authority Manager will be established by separate agreement.

To Be Considered

Interested candidates should apply by **May 7, 2024**. Electronic submittals should be sent to Michelle Gallardo, Special Assistant to the General Manager, DSRSD at: gallardo@dsrsd.com, and should include cover letter and comprehensive resume. An initial evaluation of submitted materials will be reviewed to determine the best overall match with the established criteria as outlined in this recruitment brochure. Interviews with key leadership from partner agencies (DSRSD and EBMUD) will be scheduled in mid-May. Ideally, the selected candidate will commence work in May/June 2024, or at a mutually agreeable date. Employment will be through the Third-Party or Independent Contractor agreement as outlined in "Details of Employment Arrangement".

Both partner agencies are committed to an orderly transition of leadership for the newly selected Authority Manager. The recent interim DERWA Authority Manager was appointed in December 2023 for a limited term, after the previous Authority Manager, Jan Lee, was selected as General Manager for DSRSD. Extensive backgrounds, verifications and reference checks will be conducted for the top candidate once a contingent offer has been presented. Confidential inquiries welcomed to Ms. Michelle Gallardo at (925) 875-2289.