

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 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.