

Cost/SOW Matrix

2022 Budget plan
having employees

Proposal:
Hire AQWC to operate the water system
with oversight by HDJ Consulting

\$201,383

Gross wages (Salaries & Health Ins
from approved budget for FY22)

\$122,100

\$88,800 (AQWC)
\$33,300 (HDJ)

Field Operations Technician (water system operator)

NOTE: Narrowed down the list of 4 potential bidders to 2 based on qualifications, experience, reputation, ability to respond within 1 hour, and cost.

A Quality Water Company

\$88,800

Shaffer Water Company

\$141,600

Field Ops Tasks:

Responds to customer requests for service, repairs, or issues with the water system.	Y	Y
Properly collects water samples, send samples to lab for analysis, and review lab results to ensure water systems operate within the regulatory requirements.	Y	Y
Collects meter readings monthly and reports data for billing.	Y	Y
Performs meter servicing, repairs, and replacements as well as basic water system utility work related to the water systems.	Y	Y
Responsible for turning the water service on or off as needed or directed by the General Operations Manager.	Y	Y
Performs and/or oversees installation, maintenance, repair work and inspection on water systems and related facilities, including water mains, pump stations, storage tanks, service connections, meters, meter boxes, valves, hydrant meters, backflow assemblies, and fire hydrants. Properly flushes and cleans valves and lines on new or repaired lines.	Y	Y
Maintains written maintenance and repair work records, daily work logs, site sketches, and flow records. Maintains an inventory of location markings for future reference. Documents and photographs utility markings/stakes and related damage to utilities.	Y	Y
Performs or coordinates routine maintenance and servicing of tools/equipment and vehicles to ensure good working condition. Reports all equipment issues to direct supervisor in a timely manner.	Y	Y
exercise cycles, annual inspections by outside services, and fueling as needed.	Y	Y
Safely and efficiently operates heavy equipment either owned or rented that may include front end loader, backhoe, skid steer loader and/or other heavy equipment.	Y	Y
Participates in safety and training programs.	Y	Y
Performs all other related duties, as assigned.	Y	Y
Ensures that all sensitive District and customer information is kept secure and confidential.	Y	Y

Gen Ops Management

Utz Consulting

\$84,000

HDJ Consulting

\$33,300

Gen Ops Mgr Tasks (from job description)

Manages staff, facilities, and outside services to efficiently provide and maintain safe, clean, and affordable drinking water to the communities it serves.	Y	Y
Directs the maintenance, repair and disposal of water district facilities, infrastructure, plant equipment, and vehicles.	Y	Y
Adheres to rules, regulations, and standard operating procedures of the improvement district.	Y	Y
US EPA, ADEQ, DWR, and other federal, state, and local regulatory agencies.	Y	Y
Reviews testing and water sampling to ensure the water system operates within regulatory requirements. Properly publish (postings on bulletin boards, website, etc) all annual testing and water quality reports to inform customers.	Y	Y
Create and maintain the Emergency Operations Manual.	Y	Y
Serve as backup to Field Operations Technician to perform duties of a system Operator maintaining compliance with ADEQ and US EPA	Y	N
Prepares and monitors annual budget.	Y	Y
Prepares and implements annual maintenance schedule.	Y	Y
Negotiates outside services agreements to achieve operational efficiency and economy while complying with Arizona purchasing regulations.	Y	Y
Plans and coordinates maintenance/construction projects.	Y	Y
Creates current and long-range goals, objectives, plans and policies for approval by the Board of Directors. Provide continuous improvement opportunities to the Board.	Y	Y
Create reports and operating data with performance metrics for the improvement district; ensures that appropriate measures are taken to correct unsatisfactory results.	Y	Y
Communicate clearly and concisely, both orally and in writing. Attends and participates in District Board Meetings and community meetings; prepares and presents reports.	Y	Y
Establishes relationships with the customers and communities the water system serves. Maintains an effective system of communications throughout the organization and community.	Y	Y