

# BRDWID General Operations Management

Company	HDJ Consulting	Utz Consulting
Principal	Harry Jones	Dan Utz
Company Location	Payson, AZ	Payson, AZ
ACC Status	Good, established 2007	Good, established 2019
SOW sent:	9/17/2021	9/18/2021
Proposal Date:	9/24/2021	9/30/2021 resubmitted 10/01/2021
Cost (based on 740 connections):	740	740
Annual:	\$33,300.00	\$84,000
Monthly:	\$2,775.00	\$7,000
Per connection/month:	\$3.75	\$9.46
Hourly cost	\$75.00	\$60.00
<b>Proposed Hours/Month</b>		
Month 1	54	116.7
Month 2	54	116.7
Month 3	54	116.7
Month 4	40	116.7
Month 5	40	116.7
Month 6	40	116.7
Month 7	27	116.7
Month 8	27	116.7
Month 9	27	116.7
Month 10	27	116.7
Month 11	27	116.7
Month 12	27	116.7

## Proposal Tasks/Functions

Gain full control of the day-to-day ownership and operations of the installed water system by direct purchase of the operating assets of Starlight Water Co.

If necessary, acquire financial resources to carry out plans and responsibilities of the Board.

Engage part-time firms, independent contractors, or vendors (with approval of the Board) and directly supervise services of (i) all water system operator(s), (ii) administrative assistants or administrative firms for processing of billings, accounts receivable, accounts payable, budgeting, spreadsheets, records retention, customer interface, etc., (iii) an independent Certified Public Accountant, (iv) a District legal counsel, and (v) other professional service entities or individuals.

Approve vendor invoices and sign most District checks.

Assist the District Treasurer with preparations of the District's annual budgets, with interim financial reports, and with relations with creditors. Assist the Board Secretary with review of proposed meeting minutes. Prepare special reports and monitor preparation of communications tools (website management, status reports, etc.).

Work with the Board Chairman/Vice-Chairman to prepare final meeting agendas. Make required postings at locations within the District. Attend Board meetings and other special meetings requested by individual Board members and property owners.

Assist with questions and communications from property owners.

Represent the District's interest in various outside activities including relations with homeowners associations, Arizona Department of Environmental Quality, Arizona Department of Water Resources, Coconino County, other water districts, public utilities that serve the general area, local well owners, and the local fire department.

Provide other periodic services as requested by the Board of Directors.

Make periodic inspections of District facilities and property, and of work done by various vendors.

From Dan Utz 10/01/2021 Proposal: "My proposal is; Salary of \$7000. per month for all duties and responsibilities of the General Manager. Dan Utz "