

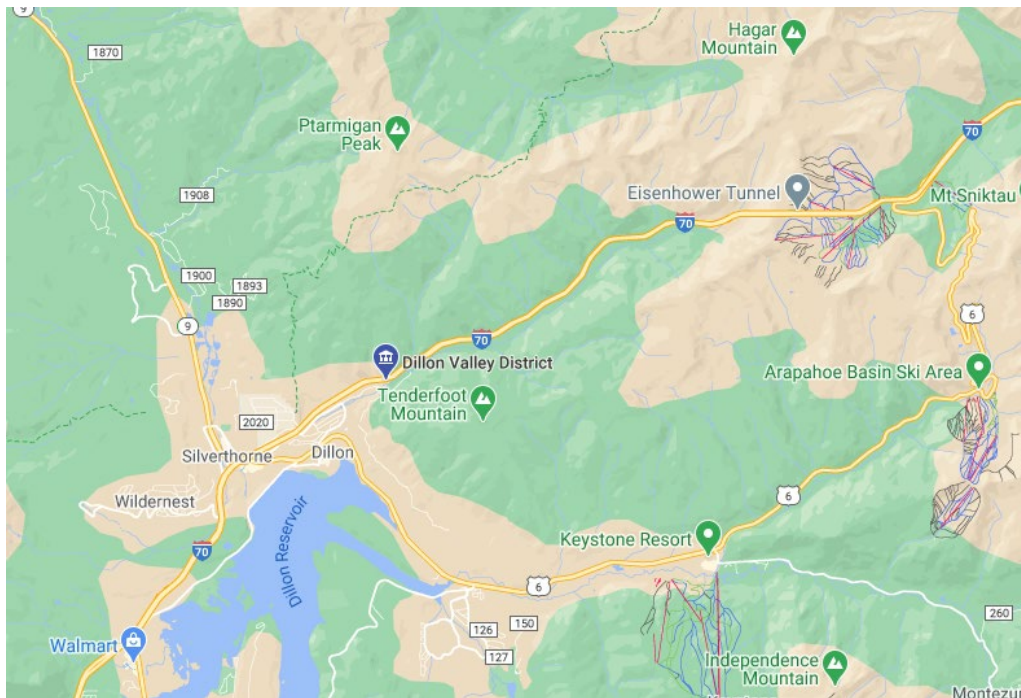
## Dillon Valley District

### Request for Proposals for District Administrator

#### About the District

Dillon Valley District (the “District”) is a quasi-municipal corporation, organized and operating pursuant to the Colorado Special District Act, Sec. 32-1-101, *et seq.*, C.R.S. The District was organized as the Dillon Valley Water and Sanitation District in 1968 by order of the Summit County District Court in Civil Action 2377, as a special district for the purpose of providing water and sanitation services to the Dillon Valley area of Summit County, Colorado. In 1971, the District was converted to a metropolitan district by court order, with the addition of fire protection powers, and was renamed as “Dillon Valley District”. The District set up an Enterprise Fund for operations and debt retirement. The District does not levy a property tax. The District encompasses 411 acres and is located in Summit County, just outside the Town of Dillon. The District currently serves approximately 3,000 customers.

The District owns water rights in and around the Straight Creek drainage, and owns and operates a water treatment plant. The District has an emergency connection to the Town of Dillon and the Town of Silverthorne. The District has an agreement with Water Solutions, Inc., which provides general operation and maintenance of the water plant for the District. The District’s wastewater is treated by the Silverthorne Dillon Joint Sewer Authority (“JSA”).



## Summary

The District is seeking proposals for a company or individual to serve as the District Administrator, as an independent contractor. The District Administrator will implement Board policy, determine and execute administrative and financial policies, coordinate with the District Board and District operator, and communicate with the District's customers and the public.

The contract is expected to be a one-year contract, renewable based on performance.

The Administrator could provide accounting services as part of the proposal, or bid on all services except accounting services, in which case the District could continue to contract with its existing accountant.

## Responsibilities

- See attached Scope of Work.

## Minimum Qualifications

- Education and/or experience in related field.
- Knowledge and understanding of water and wastewater systems.
- Understanding of general operations, functions and purposes of a metropolitan district.
- Comprehension of fiscal management and decision-making, including rate making and billing.
- Ability to communicate in an effective manner with the Board, District Operator, District attorney, customers, and all other interested groups including all governmental agencies.
- Must possess and maintain a valid Colorado driver's license.
- If a corporation submits a proposal, proof of financial solvency.
- Proof of insurance.

## Submission Requirements

- Description of qualifications and proposed services
- Description of person proposed to serve as primary District Administrator
- Rates and fees for services for 2024
- References for related work (3)
- Corporate structure and ownership and proof of financial solvency.
- Indicate whether regular accounting services (other than independent auditor services) are included in the proposal.

## Deadline

- Proposals must be submitted no later than **5:00 PM on December 13, 2023** to the attention of Dillon Valley District Administrator at the following email address: **admin@dillonvalleymetro.com**, labeled "Proposal for Dillon Valley District Administrator."

## **Selection Procedure**

- Applicants will be reviewed by a committee of the Board of Directors, the current District Administrator, and the District Operator, which will make recommendations to the Board. The Board may then choose to interview candidates, and it may publish the names of top finalist candidates.
- The new District Administrator may start as soon as January 1, 2024.
- The District will select the Contractor that it determines best meets the needs of the District, considering factors including cost, experience and qualifications, location, resources provided, and proposed approach to District operations.
- The District reserves the right to reject all applicants and to waive any informalities or inconsistencies.

## **Questions:**

Questions may be addressed to: **admin@dillonvalleymetro.com through December 7, 2023.**

## **SCOPE OF SERVICES**

### **Administration Scope of Services**

The Administrator would provide complete administrative services for the operation of the Dillon Valley District. Administrative services include, but are not necessarily limited to, the following elements:

- Provide for public access and response during normal business hours. Provide phone answering for message and emergency referrals at all times.
- Coordinate the operations of the District with the applicable manager, operator, engineer, and others contracted as directed by the Board, with best efforts to meet the special district statutory requirements of the state and regulatory/permit requirements of the Colorado Department of Health.
- Take care of administrative and clerical functions necessary for daily operation of the District, coordinate with and respond as necessary to governmental agencies having jurisdiction in the District, and receive and respond to contacts and concerns of customers and residents in the District.
- Prepare annual budgets required by Summit County and the Division of Local Government of the State of Colorado. The budget must conform to the specialized government budgeting requirements of these agencies. The timing of the budget submittals, publishing of the notice and other requirements must be as dictated by the Colorado Revised Statutes.
- Provide coordination with the auditor selected by the Board for the preparation of the required annual audit.
- Coordinate with the legal counsel of the District for all required notices, publications, and elections as required by the State of Colorado as directed by the Board.
- Maintain bank accounts, investments, and loan accounts as designated by the Board.
- Assist the Board in the analysis, selection and maintenance of all insurance coverage for the District.
- Prepare quarterly billing statements for collection of all fees charged and collected by the District and send the statements out to customers via mail or email based on customers designated preferences and contact information. Maintain a perpetual accounting of all fees and payments on each property account.
- Take necessary collection action as directed by the Board on delinquent accounts.
- Monitor electronic water readings provided by the Dillon Valley District system. Take appropriate action for unusual readings observed including notification to customers.
- Receive, verify and pay all invoices for service for the District. Payment of all invoices and signature on the checks must be in accordance with District policies and Board direction. Contractor shall maintain total expenses within budgeted amounts unless additional expenditures are approved by the Board.
- Attend all Board meetings of the District. Complete all necessary agenda, posting, advertisements, notifications, conflict of interest statements and other information necessary to

facilitate such meetings. Prepare monthly reports to the Board and minutes of such meetings.

- Attend Joint Sewer Authority meetings representing the District.
- Maintain account data for each customer including (as available) property address, mailing address, phone number(s) and email contact.
- Prepare and mail customer information.
- Report requested information to real estate companies, title companies and mortgage lenders for property transfers.
- Assist in the collection of information and production of newsletters and information packets for owners.
- Coordinate the update and maintenance of the District's website with current information such as water rates, press releases, District announcements, contact information, newsletter, and other public notices.
- Monitor service demands and available resources, and make recommendations regarding facility needs and schedules.

Accounting Tasks (please indicate if included in proposal):

- Maintain a complete set of financial reports including sub-ledgers that conform to generally accepted accounting principles and specialized governmental accounting standards particular to special districts.
- Prepare monthly and annual financial reports that summarize and compile the financial information into an understandable format for owners and the Board. Monthly reports shall include a spreadsheet form summarizing approved budget, expenses/revenue incurred month to date, year to date, and expected for the remainder of the current year.

**Supplies and materials.** The direct cost of supplies and materials required for District operations advanced by the Administrator for the District would be reimbursed at cost, provided that they do not exceed the amount set forth in the annual budget approved by the Board of the District. Included in this would be postage, licensing fees, copies and mailing supplies.

**Additional services.** The Administrator would provide additional services as directed by the Board of Directors subject to additional compensation approved in advance, which may include:

- Direct responsibility for the design and overseeing of major projects.
- Conversion of District records to electronic versions for storage and distribution