

# **REQUEST FOR PROPOSAL**

## **Williamson-Travis Counties MUD 1**

### **General Management Services**

June 22, 2026

#### **OVERVIEW**

WTCMUD1 seeks a management company or individual to provide general management services to the District. WTCMUD1 is in Cedar Park, Texas. This position is a contract for general management services.

The District will receive proposals until July 24<sup>th</sup> at their office located at 1000 Old Mill Road in Cedar Park, Texas 78613 by 12:00 noon. (CDT)

Proposal Format must include:

1. The resume of the individual that is qualified to fill the position.
2. Company or individual references.
3. Ability to provide general liability insurance.
4. Pricing to be considered to provide the general management services.
5. Proposed contracts start date.

#### **Job Description**

### **General Manager**

**Municipal Utility District (MUD) FLSA Status:** Contract

**Reports To:** Board of Directors

#### **Position Summary**

The General Manager serves as directed by the Board as the chief executive officer of the District and is responsible for the leadership, administration, and operational performance of all district functions. This role ensures reliable utility services, financial stability, regulatory compliance, and effective communication with the Board, customers, and community partners. The General Manager implements Board policies, oversees daily operations, and assist the Board in mapping long-range planning for the district's infrastructure and services.

# Essential Duties & Responsibilities

## 1. Governance & Board Relations

- Coordination with Board to implement directives, policies, and strategic initiatives with all contractors and corresponding committees.
- Assist in the coordination of reports for Board meeting, and recommendations with legal counsel.
- Retain resources regarding expert advice on operations, rates, budgets, and capital planning.
- Promote compliance with district policies, ordinances, resolutions and rate order.

## 2. Utility Operations & Infrastructure Management

- Collaborate with engineering consultants and contractors on capital improvement projects.
- Monitor service reliability, safety, and operational efficiency.

## 3. Financial Management

- Work with the Board and financial consultant concerning the rate structures and long-range financial strategies.
- Work conjunctively with all committees to identify and monitor funding opportunities, and cost-saving initiatives.

## 4. Personnel & Organizational Leadership

- Monitor contractors, consultants, and interagency partners.
- Work with the Board to develop and enforce the Board's policies and safety standards.

## 5. Regulatory Compliance

- Monitor compliance with state and federal regulations (e.g., TCEQ, EPA).
- Monitor legislative and regulatory changes affecting district operations along with legal counsel.

## 6. Community & Stakeholder Engagement

- Serve as the district's primary representative and spokesperson to residents, agencies, and media as directed by the Board.
- Monitor incoming customer concerns regarding service quality, billing, and infrastructure as directed by the Board.
- Communicate with municipalities, counties, and regional utilities as directed by the Board.
- Communicate district initiatives, projects, and service updates as directed by the Board.

## 7. Strategic & Long-Range Planning

- Work with consultants and contractors to forecast future service needs, growth impacts, and infrastructure requirements as directed by the Board.
- Monitor and make recommendations regarding policy updates and long-term initiatives.
- Collaborate with consultants, contractors and committees for sustainability, resiliency, and system modernization.

# Qualifications

## Education & Experience

- Bachelor's degree in the following: Public Administration, Business, Marketing, or a related field; master's degree preferred.
- Minimum of a High School Diploma – TCEQ Water and Wastewater Certification is a plus.
- 5–10 years of progressively responsible experience in utility management, public administration, or related operations.
- Experience working with a governing board or elected officials.
- Experience managing budgets, staff, and capital projects.

## Knowledge, Skills & Abilities

- Strong leadership and organizational management skills.
- Knowledge of water/wastewater utility operations and regulatory requirements.
- Excellent communication and public relations abilities.
- Financial analysis and budgeting skills.
- Ability to build effective relationships with staff, board members, and regulators.
- Ability to manage multiple priorities and coordinate effectively with contractors in emergency situations.

## Working Conditions

- Office environment with frequent field visits to utility facilities and project sites.
- Occasional evening or weekend work for Board meetings, emergencies, or community events.

## Compensation

Compensation is commensurate with experience and may include salary, benefits, and performance incentives as approved by the Board of Directors. The District will send the General Manager to yearly conferences. One a year covering hotel, conference and 2 meals as the conference will cover the other meals

**June 22, 2026**

**Elizabeth Jones**

**Board President**