

Western Regional Water Commission

STAFF REPORT

DATE: May 17, 2019

TO: Chair and Members, Western Regional Water Commission ("WRWC")

FROM: Ben Hutchins, CPA, Director, Finance & Customer Service Division, Washoe County Community Services Department
Jim Smitherman, WRWC Water Resources Program Manager

SUBJECT: Discussion and possible approval of a Sixth Amendment to the Cooperative Agreement with Washoe County to provide staff services for the WRWC and the Northern Nevada Water Planning Commission ("NNWPC"), extending the Agreement for a term of two years; and if approved, authorize the WRWC Chair to execute the Amendment.

SUMMARY

Since July 1, 2008, following enactment of the Western Regional Water Commission Act (the "Act"), Chapter 531, Statutes of Nevada 2007, Washoe County has, through an Interlocal Cooperative Agreement with the WRWC, had the responsibility for providing staff support for all activities of the WRWC and the NNWPC established under the Act. Three Washoe County employees have been responsible for this work: Jim Smitherman, Water Resources Program Manager, Chris Wessel, Water Management Planner, and Jen Purgitt, Administrative Secretary. The existing Agreement, as amended, dedicates these three staff members to support the WRWC and the NNWPC through a "contract service provider" model. This model was chosen based on it being the simplest, most cost effective method for providing the required services. The existing Fifth Amendment to the Agreement expires on June 30, 2019.

The existing Agreement provides for Washoe County to be reimbursed for actual direct and indirect costs for services provided. Categories for allocated overhead, which is among the reimbursable costs, are reflected in attached Exhibit G. The Sixth Amendment, including this provision, extends the termination date for two years, through June 30, 2021. All other provisions, terms and conditions of the Agreement will remain the same.

PREVIOUS ACTION

At its June 21, 2017 meeting the WRWC approved the fifth amendment to the Cooperative Agreement extending the effective date through June 30, 2019.

At its May 17, 2016 meeting the WRWC approved the fourth amendment to the Cooperative Agreement extending the effective date through June 30, 2017.

At its June 17, 2015 meeting the WRWC approved the third amendment to the Cooperative Agreement extending the effective date through June 30, 2016.

At its December 11, 2013 meeting the WRWC approved the second amendment to the Cooperative Agreement extending the effective date through June 30, 2015.

At its May 19, 2011 meeting the WRWC approved the first amendment to the Cooperative Agreement extending the effective date through June 30, 2014.

At its September 12, 2008 meeting, the WRWC approved the initial Interlocal Cooperative Agreement, and authorized the Chair to execute the same.

FISCAL IMPACT

Funding to reimburse Washoe County for the cost of salaries, benefits and indirect costs of the three staff in the amount of \$425,541 is available in the WRWC's FY 2019-2020 Tentative Budget.

RECOMMENDATION

Approve the proposed Sixth Amendment to the Cooperative Agreement, and authorize the Chair to execute the Amendment.

POSSIBLE MOTION

"Move to approve the Sixth Amendment to the Cooperative Agreement with Washoe County to provide staff services for the WRWC and the NNWPC, extending the Agreement for a term of two years, and authorize the WRWC Chair to execute the Amendment."

JS:jp

Attachment: Exhibit G OVERHEAD CATAGORIES

EXHIBIT G

OVERHEAD CATEGORIES

1. Washoe County Community Services Department (“CSD”)

Categories identified as benefiting the Western Regional Water Commission (“WRWC”) may include the following; however, additional categories may also be applicable. The basis of allocation and final categories will be evaluated and finalized by the WRWC Water Resources Program Manager, or his successor, or any person in a functionally equivalent successor position, and County Management.

- a. Finance and Administrative Staff who provide service to the WRWC, including all employee-related costs outlined in Section 4 of the Sixth Amendment to the Agreement.

- b. Services and Supplies
 - Building Janitorial
 - Repairs and Maintenance
 - Copy Machine Expense
 - Office Supplies
 - Telephone / Land Lines
 - Office Space
 - Electric and Gas
 - Water and Sewer
 - Software (not provided by Information Technology Dept.)

2. Washoe County General Fund – Utilities Indirect Cost Allocation Plan

- a. Building Charge
- b. County Manager – Admin
- c. County Manager – Communications & Media
- d. County Manager – Management & Budget
- e. Comptroller
- f. Facilities Management
- g. Tech Services – Admin
- h. Tech Services – Other
- i. Tech Services – Enterprise Infrastructure
- j. Tech Services – Customer & Enterprise Solutions
- k. Human Resources
- l. Purchasing
- m. Treasurer