

Western Regional Water Commission

STAFF REPORT

DATE: February 11, 2021
TO: Chairman and Members, Western Regional Water Commission (“WRWC”)
FROM: Chris Wessel, Water Resource Program Manager
SUBJECT: Review, discussion, and possible update of WRWC Resolution #3 which provides certain administrative authority to the WRWC Program Manager.

SUMMARY

Since the inception of the WRWC, Resolution #3 has provided certain authorities to the Program Manager related to management of contracts. The intent of this proposed amendment is to enhance efficiency of contract management by staff in support of contracts sponsored by the Regional Water Management Fund. The attached amended resolution, proposed by staff, would delegate the following additional authority to the WRWC Program Manager:

1. Provide the Program Manager the authority to execute and amend agreements in the annual Routine Operating Budget upon approval by the board as long as the actions do not exceed the budget approved for the Routine Operating Budget for the fiscal period.
2. Provide the Program Manager the authority to execute and amend annual amendments for existing agreements identified in the Professional Services Detail of the budget upon approval by the board so long as the actions do not exceed the annual budget approved for the fiscal period.
3. Provide the Program Manager the authority to approve and execute clerical or minor administrative amendments to existing agreements so long as the amendments do not alter the originally proposed intent of the project or involve expenditure of funds in excess of the budget approved by the Board for the agreement

PREVIOUS ACTION

At a regular meeting held June 9, 2009, the WRWC Board of Trustees adopted Resolution No. 3, delegating the following authority to the Program Manager:

1. to approve all invoices submitted to the WRWC; and
2. to approve in-budget expenditures from the Regional Water Management Fund ("RWMF") not to exceed \$25,000 per project upon recommendation of the Northern Nevada Water Planning Commission ("NNWPC"), and to sign contracts for the same.

At a regular meeting held November 18, 2015, the WRWC Board of Trustees adopted Resolution No. 3, delegating the following authority to the Program Manager:

1. to sign contracts and amendments to contracts for the same project upon recommendation of the NNWPC, in cumulative amounts in excess of \$25,000, but not to exceed \$50,000; and
2. to approve in-budget expenditures from the RWMF not to exceed \$10,000 per item for routine operating expenses, following adoption of each annual Final Budget, without further recommendation of the NNWPC, and to sign contracts for the same.

FISCAL IMPACT

None

RECOMMENDATION

Staff recommends that the WRWC approve and adopt the proposed Amendment to Resolution No. 3.

POSSIBLE MOTION

“Move to approve and adopt the proposed Amendment to Resolution No. 3.”

CW:jp

Attachment: Resolution #3 amended.

WESTERN REGIONAL WATER COMMISSION

RESOLUTION NO. 3
AS AMENDED _____, 2021

**A RESOLUTION AMENDING RESOLUTION NO. 3 AND DELEGATING CERTAIN
AUTHORITY TO THE WESTERN REGIONAL WATER COMMISSION PROGRAM
MANAGER**

WHEREAS, pursuant to the Western Regional Water Commission Act, the Board is authorized to employ or contract for such employees, persons or other professional or specialized persons as it deems necessary.

WHEREAS, the Board has authorized the creation of the position of WRWC Water Resources Program Manager (the "Program Manager") and at a regular meeting held June 9, 2009, the Board adopted Resolution No. 3, delegating certain authority to the Program Manager; and

WHEREAS, the Board amended Resolution No. 3 on November 18, 2015;

WHEREAS, the Board desires to amend and restate in its entirety Resolution No. 3 to clarify the authority delegated to, and to delegate additional authority to, the Program Manager, as provided below.

NOW, THEREFORE, IT IS RESOLVED that Resolution No. 3 is hereby amended and restated in its entirety as set forth herein.

IT IS FURTHER RESOLVED that the Program Manager, be, and is hereby, designated as the person authorized to approve invoices submitted to the Western Regional Water Commission, and is delegated the authority to do so.

IT IS FURTHER RESOLVED that the Program Manager be, and is hereby, delegated the authority to execute contracts for expenditures not to exceed \$25,000 per contract from the Regional Water Management Fund upon approval of the Northern Nevada Water Planning Commission.

IT IS FURTHER RESOLVED that the Program Manager be, and is hereby, delegated the authority to approve and execute amendments to existing Professional Services agreements where funding for such agreements is identified and approved in the Professional Services Detail of the budget approved by the Board and so long as the amendment does not involve expenditure of funds in excess of the budget approved for the project for the fiscal period.

IT IS FURTHER RESOLVED that the Program Manager be, and is hereby, delegated the authority to approve and execute all amendments to existing agreements where funding for such agreements is identified and approved in the annual routine

operating budget approved by the Board and so long as the amendment does not involve expenditure of funds in excess of the budget approved for the project for the fiscal period.

IT IS FURTHER RESOLVED that the Program Manager be, and is hereby, delegated the authority to approve and execute clerical or minor administrative amendments to existing agreements so long as the amendments do not alter the originally proposed intent of the project or involve expenditure of funds in excess of the budget approved by the Board for the agreement

IT IS FURTHER RESOLVED, that the Program Manager shall have such further authority to execute or amend contracts as may be further authorized by the Board from time to time.

WESTERN REGIONAL WATER COMMISSION

**RESOLUTION NO. 3
AS AMENDED FEBRUARY 17, 2021**

Upon motion of _____, seconded by _____, the foregoing Amendment to Resolution No. 3 was approved and adopted February 17, 2021 by the following vote of the Board of Trustees:

Ayes: _____

Nays: _____

Abstain: _____ Absent: _____

Dated: November 18, 2015

Chairman, WRWC Board

STATE OF NEVADA

COUNTY OF WASHOE

On the ___th day of _____, 2021, personally appeared before me, a Notary Public, Vaughn Hartung, known to me to be the Chairman of the Board of Trustees of the Western Regional Water Commission, who acknowledged that he executed the foregoing Resolution.

Notary Public