

Western Regional Water Commission

STAFF REPORT

DATE: May 12, 2016

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

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

SUBJECT: **Discussion and possible approval of a Fourth 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 one year; and if approved, authorize the WRWC Chairman 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 Resources Planner, and June Davis, Administrative Secretary. The existing Agreement, as amended in 2011, dedicates these three staff 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 Agreement expires on June 30, 2015.

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 E. The Fourth Amendment includes this provision, and also extends the effective date by an additional year, through June 30, 2017. All other contract terms and conditions remain the same.

PREVIOUS ACTION

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 Chairman 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 \$512,400, of which \$130,000 is estimated for overhead, is available in the adopted FY 2016-2017 WRWC final budget.

RECOMMENDATION

It is recommended that the WRWC approve the Fourth Amendment to the Cooperative Agreement, and authorize the Chairman to execute the Amendment.

POSSIBLE MOTION

“Move to approve the Fourth 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 one year, and authorize the WRWC Chairman to execute the Amendment.”

JS:jd

Attachments: Exhibit E to Third Amendment to the Cooperative Agreement

EXHIBIT E
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 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 Third Amendment to the Agreement.

- b. Services and Supplies
 - Building Janitorial
 - Building Alarm
 - 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.)
 - Depreciation (as applicable)

2. Washoe County General Fund – Water Resources Indirect Cost Allocation Plan

- a. County Manager
- b. Community Relations
- c. Management Services
- d. Internal Audit
- e. Comptroller / Accounting
- f. Budget Division
- g. Purchasing Administration
- h. Telecommunications
- i. Information Technology Supplies and Services
- j. Enterprise Infrastructure
- k. WINnet
- l. Human Resources
- m. County Treasurer
- n. Public Works Administration
- o. General Services Administration
- p. Facility Management
- q. Prefunded Retiree Health Fund