

Item 5 - Personnel Committee Meeting Summary & Recommendations

October 12, 2023

Committee Members:

Gary Mechler – Chair
John Elliott
Stephen Cast

The Personnel Committee met September 5, 2023 to deliberate on the following items and develop recommendations for Board consideration at the Regular Board Meeting on October 12, 2023.

1. Review FY2023 Performance of District contractors
2. Review FY2023 Contractual Proposals from District contractors and formulate recommendations for presentation to the full board
3. Performance appraisal for General Manager
4. Determine General Manager FY2024 salary treatment for submission to the Budget/Finance Committee
5. Review District Personnel Policy and suggested revisions
6. Develop recommendations relating to possible revisions to the District Personnel Policy
7. Determine if Requests for Qualifications for any contracted positions are needed for FY2024
8. Formulate FY2024 contractor recommendations for presentation to the Board & Budget/Finance Committee

Current proof of professional liability insurance is required by Board action to encompass both Legal and Engineering/Hydrogeological services. The document establishing proof of insurance for legal services has been provided to District staff. They have been deemed to be in order.

The General Manager provided the committee an assessment of performance by each of the five (5) contracted entities. These include:

Advanced Groundwater Solutions (James Beach) – Hydrogeological Services
Monique Norman – Legal Services
Half Associates – Database Hosting/ArcGIS
Milberger, Nesbitt, & Ask – Audit Services
Jeff Skelton – IT Services

It was the opinion of the General Manager that each of the contractors had performed in an outstanding manner over the past 12-month period and should be retained for FY 2024. The General Manager went on to recommend that no Requests for Proposals (RFPs) be posted for any of the five (5) contracted services area of expertise.

Proposed FY 2024 contractors were emailed to all committee members for their review. Following the review of all contracts and suggested budgetary needs listed in each of the contracts, the General Manager proposes the following FY2024 budget recommendation for board approval.

Engineering/Hydrologist	\$120,000.00	James Beach (AGS)
Legal Services***	\$78,500.00	Monique Norman/Lloyd Gosselink
Database Hosting/ArcGIS	\$10,000.00	Half Associates
Auditing Services	\$4,800.00	Milberger, Nesbitt, & Ask
IT Services	\$7,000.00	Jeff Skelton

It is the recommendation of the Personnel Committee and the General Manager to execute contracts with the above listed contractors for FY2024 using the estimated and/or actual budgeted amounts.