

## **Item 9 - Personnel Committee Meeting Summary & Recommendations**

**August 20, 2020**

### **Committee Members:**

Bill Harris – Chair  
Pete Brien  
Jan Roe

The Personnel Committee met August 20, 2020 to deliberate on the following items and develop recommendations for Board consideration at the Regular Board Meeting on September 10, 2020.

1. Review proof of professional liability insurance on current contractors being considered for FY 2021 services (Legal & Hydrogeological Services)
2. Review 2020 Performance of District contractors
3. Review 2021 Contractual Proposals from District contractors and formulate recommendations for presentation to the full board

Current proof of professional liability insurance is required by Board action to encompass both Legal and Engineering/Hydrogeological services. The documents establishing proof of insurance were provided to the committee members. They were deemed in order by a majority of the committee. Pete Brien noted that he felt the letter provided by Monique Norman's insurer is inadequate because there is no stated amount of liability insurance coverage.

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

GW Consultants (John Seifert) – 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 2021. 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.

The majority of the committee agreed with the General Manager's recommendation with the exception of Pete Brien. He was in agreement with four (4) of the (5) contractors but not with Monique Norman providing legal services. His belief is that Monique may be putting the District in legal jeopardy. He voiced that the District should post an RFP for Legal services and attempt to find another attorney to represent the District.

Following the review of all contracts and suggested budgetary needs listed in each of the contracts, the committee unanimously agreed to the following FY 2021 budget recommendation to be presented to the Board during the September 10, 2020 Regular Board Meeting.

|                         |             |                                |
|-------------------------|-------------|--------------------------------|
| Engineering/Hydrologist | \$70,000.00 | GW Consultants (John Seifert)  |
| Legal Services***       | \$70,000.00 | Monique Norman/Lloyd Gosselink |
| Database Hosting/ArcGIS | \$ 6,000.00 | Half Associates                |
| Auditing Services       | \$ 4,800.00 | Milberger, Nesbitt, & Ask      |
| IT Services             | \$ 4,600.00 | Jeff Skelton                   |

\*\*\*Pete Brien voted for the budgeted amounts but not specifically for legal services as listed above.

**It is the recommendation of the Personnel Committee and the General Manager to execute contracts with the above listed contractors for FY 2021 at the stated budgeted amounts.**