

Item 8 - Personnel Committee Meeting Summary & Recommendations

Committee Members:

John Elliott – Chair
Stephen Cast
Chris Zeig

The Personnel Committee met August 29, 2024, to deliberate on the following items and develop recommendations for Board consideration at the Regular Board Meeting on September 12, 2024.

1. Review FY2024 Performance of District contractors
2. Determine if Requests for Qualifications for any contracted positions are needed for FY2025
3. Formulate FY2025 contractor recommendations for presentation to the Board & Budget/Finance Committee
4. Performance appraisal for General Manager
5. Determine General Manager FY2024 salary treatment for submission to the 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
Lloyd Gosselink – Legal Services
Half Associates – Database Hosting/ArcGIS
Milberger, Nesbitt, & Ask – Audit Services
Jeff Skelton – IT Services

Russell Armagost, Milberger Nesbitt & Ask auditor, informed the District that this will be the last audit performed for the District by his firm. The firm does not plan to fill the auditing position when Russell retires at the end of 2024. As a result, the General Manager has issued a Request for Qualifications for Financial Auditing Services.

It was the opinion of the General Manager the remaining five (5) contractors had performed in an outstanding manner over the past 12-month period and should be retained for FY 2025. The General Manager went on to recommend that no Requests for Qualifications (RFQs) be posted for any of the four (4) contracted services area of expertise. Proposed FY 2025 contracts 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 FY2025 budget recommendation for board approval.

Engineering/Hydrologist	\$130,000.00	James Beach (AGS)
Legal Services	\$68,500.00	Monique Norman
Legal Services	\$75,000.00	Lloyd Gosselink
Database Hosting/ArcGIS	\$10,000.00	Half Associates
Auditing Services		TBD
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 FY2025 using the estimated and/or actual budgeted amounts.