



# WASHOE COUNTY

"Dedicated To Excellence in Public Service"

www.washoecounty.us

CM/ACM KS  
Finance DN  
DA ✓  
Risk Mgt DE  
HR N/A  
Comptroller CH

## STAFF REPORT

BOARD MEETING DATE: June 28, 2016

**DATE:** June 1, 2016  
**TO:** Board of County Commissioners  
**FROM:** Ben Hutchins, CPA, Division Director, Finance and Administration  
Community Services Department, 954-4646, [bhutchins@washoecounty.us](mailto:bhutchins@washoecounty.us)  
**THROUGH:** Dave Solaro, Arch., P.E., Director,  
Community Services Department, 328-2040, [dsolaro@washoecounty.us](mailto:dsolaro@washoecounty.us)  
**SUBJECT:** Approve the Fourth Amendment to the Cooperative Agreement for Contractual Professional and Administrative Staff Services between the Western Regional Water Commission and Washoe County to reimburse the Community Services Department for staff services provided to the Western Regional Water Commission and the Northern Nevada Water Planning Commission. (All Commission Districts.)

### 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 Western Regional Water Commission (WRWC), had the responsibility for providing staff support for all activities of the WRWC and the Northern Nevada Water Planning Commission (NNWPC) established under the Act. The existing Agreement dedicates 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 3rd Amendment to the original agreement will expire on June 30, 2016.

Strategic Objective supported by this item: Stewardship of our Community.

### PREVIOUS ACTION

On July 14, 2015, the Board of County Commissioners (Board) approved the Third Amendment to the Cooperative Agreement for Contractual Professional and Administrative staff services.

On January 28, 2014, the Board approved the Second Amendment to the Cooperative Agreement for Contractual Professional and Administrative staff services.

On June 14, 2011, the Board approved the First Amendment to Cooperative Agreement for Contractual Professional and Administrative Staff Services.

AGENDA ITEM # 5.J.4.

On October 14, 2008, the Board approved the Cooperative Agreement for Contractual Professional and Administrative Staff Services, and authorized the Chairman to execute the same.

### **BACKGROUND**

The original staffing strategy for the WRWC and the NNWPC had been built around the concept that the WRWC member agencies would provide “in kind” services to support the operational overhead of the WRWC and the NNWPC. The member agencies are no longer providing “in kind” services, as the WRWC has demonstrated the ability to stand on its own financially.

The proposed Fourth Amended Cooperative Agreement will: 1) extend the term of the existing Agreement for one additional year to June 30, 2017; 2) reimburse the County for all WRWC and NNWPC employee-related expenditures, including overhead; and, 3) continue to allow the County to use assigned employees, on a part-time basis, for County business that does not conflict or interfere with their duties to the WRWC and NNWPC, provided that a request for such allocation is made by the County's Community Services Director and approved by the WRWC Water Resources Program Manager, in his sole discretion, as to availability of time. In such event, the WRWC will not reimburse the County for the costs of the time so allocated.

### **FISCAL IMPACT**

The estimated cost of wages, benefits and overhead budgeted in fiscal year 2016/17, and subject to reimbursement to the County as a result of this agreement, is \$512,400.

Reimbursements will be in the form of a Journal Entry transferring funds from the Regional Water Management Fund to an applicable fund designated by the County; such fund transfers shall occur at the end of each County two-week pay period and be recorded in the fund where employee expenditures are paid. Reimbursements will initially be recorded in Fund 566, Fund Center 669201, Account 460162, but could be redirected in the future.

### **RECOMMENDATION**

It is recommended that the Board of County Commissioners approve the Fourth Amendment to the Cooperative Agreement for Contractual Professional and Administrative Staff Services between the Western Regional Water Commission and Washoe County to reimburse the Community Services Department for staff services provided to the Western Regional Water Commission and the Northern Nevada Water Planning Commission.

### **POSSIBLE MOTION**

Should the Board agree with staff's recommendation, a possible motion would be: “Move to approve the Fourth Amendment to the Cooperative Agreement for Contractual Professional and Administrative Staff Services between the Western Regional Water Commission and Washoe County to reimburse the Community Services Department for staff services provided to the Western Regional Water Commission and the Northern Nevada Water Planning Commission.”

**FOURTH AMENDMENT  
TO  
COOPERATIVE AGREEMENT FOR CONTRACTUAL  
PROFESSIONAL AND ADMINISTRATIVE STAFF SERVICES**

The following Section of the COOPERATIVE AGREEMENT (the "Agreement"), dated November 7, 2008, entered into between Washoe County (the "County"), a political subdivision of the State of Nevada, and the Western Regional Water Commission (the "WRWC"), a Joint Powers Authority created pursuant Chapter 531, Statutes of Nevada 2007, the "Western Regional Water Commission Act" and cooperative agreement under Chapter 277, Nevada Revised Statutes, is hereby amended to provide as follows:

**2. TERM.**

The term of this Agreement, unless otherwise terminated or extended as provided herein, shall be from the "Effective Date" of this Agreement, as further defined in Section 7, until June 30, 2017.

The Agreement as amended to include the revisions set forth above is incorporated herein by reference, and all other terms and conditions of the Agreement shall remain in full force and effect.

This Fourth Amendment is effective July 1, 2016, regardless of the dates of execution by the Parties ("Effective Date").

IN WITNESS WHEREOF, the Parties hereto have executed this Amendment.

WESTERN REGIONAL WATER COMMISSION

WASHOE COUNTY

Dated this \_\_\_ day of \_\_\_\_\_, 2016

Dated this \_\_\_ day of \_\_\_\_\_, 2016

By \_\_\_\_\_  
Vaughn Hartung  
Chairman

By \_\_\_\_\_  
Kitty K. Jung  
Chair, Washoe County Commission

APPROVED AS TO FORM:  
Rhodes Law Offices, Ltd.

APPROVED AS TO FORM:  
Washoe County District Attorney

By \_\_\_\_\_  
John B. Rhodes, Legal Counsel

By \_\_\_\_\_  
Paul A. Lipparelli  
Assistant District Attorney

**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