

NEVADA IRRIGATION DISTRICT
ADMINISTRATIVE PRACTICES COMMITTEE

MINUTES

March 3, 2020

The Administrative Practices Committee of the Nevada Irrigation District convened in regular session at the District's main office located at 1036 W. Main Street, Grass Valley, on the 3rd day of March 2020, at 9:00 a.m.

Committee Members present were Ricki Heck, Division I, and Chris Bierwagen, Division II.

Staff members present included Remleh Scherzinger, General Manager; Greg Jones, Assistant General Manager; Marvin Davis, Finance Manager/Treasurer; Chip Close, Water Operations Manager; Jacqueline Longshore, Maintenance Manager; Shannon Wood, Business Services Technician; Tomi Riley, Public Information Officer, Kris Stepanian, Board Secretary.

PUBLIC COMMENT

None

MINUTES OF THE FEBRUARY 4, 2020, REGULAR MEETING

Approved as submitted.

Public Comment: None

HYDROELECTRIC DEPARTMENT TRAINING REQUEST

Keane Sommers, Hydroelectric Manager, presented the item.

Public Comment: None

The Committee unanimously agreed to advance a recommendation to the Board of Directors to approve the Hydroelectric Department Training request. (Consent)

CMMS PROJECT MANAGEMENT REQUEST

Keane Sommers, Hydroelectric Manager, presented the item.

Public Comment: None

The Committee unanimously agreed to approve a contract with Zanjero for the continued support of the implementation of the Computerized Maintenance Management System (CMMS) Project for \$226,220, a Budget Amendment and authorized the General Manager to execute the necessary documents.

DEER CREEK PARK 2 – PHASE 1 WATERLINE EXTENSION CONVEYANCE AGREEMENT AMENDMENT

Shannon Wood, Business Services Technician, presented the item.

Public Comment: None

The Committee unanimously agreed to advance a recommendation to the Board of Directors to approve the First Amendment to the Conveyance Agreement with Terra Alta Development Company, amending Article 3, changing terms and notification to County, and approve developer's request to reduce the service size and corresponding capacity charges per the agreement. (Consent)

IT CONSULTING AGREEMENT (FATR #2295)

Marvin Davis, Finance Manager/Treasurer, presented the item.

Public Comment: None

The Committee unanimously agreed to award a contract in the amount of \$250,000 with Robert Half International, Inc., for Information Technology consulting services, amended as follows, and authorized the General Manager to execute the appropriate documents:

- **Amend Article 8 – Confidentiality to reflect that the position is confidential and all information being touched will be confidential, and disclosure penalties may be imposed**
- **Addition of attorneys' fees clause**

FEDERAL SURPLUS PERSONAL PROPERTY DONATION PROGRAM

Jacqueline Longshore, Maintenance Manager, presented the item.

Public Comment: None

The Committee unanimously agreed to advance a recommendation to the Board of Directors to adopt a resolution for application to the U.S. General Services Administrative (GSA) Federal Surplus Personal Property Donation Program. (Consent)

SAFETY ACTIVITIES REPORT

Greg Jones, Assistant General Manager, presented the item.

Public Comment: None

Informational item – No action taken or recommended.

MEETING ADJOURNED at 10:05 a.m.