

This brief is being provided to inform the Board, staff and public of the details of an agenda item that requires action from the Board. The President of the Board will provide board members, staff, and the public the opportunity to ask questions about this topic when this agenda item is announced.

**Date:** 20 May 2022

**Originator:** General Manager

**Purpose:** Initiate a on-call Professional Service Contract with Catherine Hansford

**Supporting Documents Included:** Yes / No      Yes

**Desired Action by the Board:** Review and approve the basic Professional Service Contract with Catherine Hansford to extend her availability to support the District on rate and budget issues.

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1. **Description:**

Catherine Hansford has helped us navigate through the Rate Study process and has proven to be a valuable and professional resource. We are at the limits of our existing contract with HEC and need to cover the final rate study related costs (estimated < \$1,000), but there is still work to be done on the originally listed options including user fees, capacity fees, and related tasks. Rather than try to negotiate a specific contract for somewhat unknown tasks, Catherine offered up a simple time and material services contract with an annual cap of \$6,000.

2. **Reason for Recommended Board Action - (Consider compliance, cost savings, fixing a problem):**

Close out the cost of service rate study process and explore updates to other related user capacity (currently SDC) fees.

3. **Anticipated Impacts to the District (negative and/or positive) - (Consider financial impact, change in procedures, customer and staff communication and effect if recommendations are not adopted):**

We will have control over how much we use or do not use Catherine's services going forward so little unexpected impacts.

4. **Anticipated Impacts to the Customer – Standby, Residential, Commercial:** No impact on our customers.

5. **Recommendation (s):** Review, Discuss, Approve HEC Agreement for Professional Services.