

**Delta Protection Commission Meeting  
November 17, 2022**

AGENDA ITEM 8: Consider one-time authorization for Executive Director to execute HR services and IT contracts

Prepared by: Natasha Nelson

Requested Action: **One-time authorization to Executive Director to sign two (2) Administrative Contracts for support of vital administrative functions**

Type of Action: Action Item (Consent)

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**Background:** The Commission uses an Interagency Agreement (IAA) for Human Resources (HR) services that cost up to \$50,000 annually; the Commission is billed for defined tasks in four equal payments. The current IAA has been extended for an additional year, but the Commission staff recommends we pre-pay for 3 years of services with fiscal year 2022-2023 state funding.

The Commission uses an IAA for comprehensive Information Technology (IT) services that cost approximately \$45,000 annually; the Commission is billed by invoice based on agreed-upon costs for shared services and any actual expenses. The current IAA expired on June 30, 2022 and requires a new contract and commitment of Commission funding. The Commission has negotiated a 3-year contract, not to exceed \$150,000. Other small agencies like Delta Conservancy and Native American Heritage Commission have a similar IAA because of the complexity of compliance with State law. The Commission staff recommends we pre-pay for 3 years of services with fiscal year 2022-2023 state funding

**Recommended Actions:** Commission staff recommends the Commission approve a one-time authorization for the Executive Director to approve an amended IAA in an amount up to \$150,000 for Human Resources services. This action will allow the Commission to utilize available fiscal year 2022-2023 funding.

Commission staff recommends the Commission approve a one-time authorization for the Executive Director to approve a new IAA in an amount up to \$130,000 for IT-services. This action will allow the Commission to utilize available fiscal year 2022-2023 funding.