



● **Board of Directors**  
***Ethics, Organization, and Personnel Committee***

11/14/2023 Board Meeting

---

**7-9**

**Subject**

---

Authorize an extension to June 30, 2024, on 13 supplemental labor contracts for professional services; and authorize an increase of \$200,000 in funding for four of the contracts not to exceed \$449,000 each; the General Manager has determined that the proposed action is exempt or otherwise not subject to CEQA

**Details**

---

**Background**

Metropolitan has 13 contracts for professional services with various supplemental labor firms expiring December 31, 2023.

<b>Agency Name</b>	<b>Contract #</b>
HARVEST TECHNICAL SERVICES INC.	184188-04
ICON INFORMATION CONSULTANTS LP	184220-04
HB STAFFING	184596-04
JOHNSON SERVICE GROUP INC.	184454-04
PARTNERS IN DIVERSITY INC.	184470-04
APPLE ONE EMPLOYMENT SERVICES	184538-04
ZEBRA-NET INC.	184359-04
TRUCAPITAL PARTNERS	184893-04
MANTEK SOLUTIONS INC.	184754-04
SOFTHQ INC.	184852-04
RESOURCEEXPERTS	184810-04
STAFFMARK INVESTMENT LLC	184836-04
APOLLO PROFESSIONAL SOLUTIONS INC.	184751-04

Each contract was established with an amount not to exceed \$249,000. The services from these contracts provide coverage for critical vacancies during long-term absences of regular employees and support for various projects or business needs. Requests to use these services are requested by staff in the various groups through Human Resources staff who administer the contracts to ensure Metropolitan complies with common law employee rules

and California Public Employee Retirement System (CalPERS) requirements. Specifically, Human Resources ensures individuals brought on as temporary workers through outside supplemental labor contracts do not qualify for CalPERS benefits. Individuals utilized under supplemental labor contracts have not qualified for additional benefits based on established Human Resources processes and procedures.

Metropolitan is finalizing a Request for Proposals to establish a new contract for supplemental labor of professional services. However, the current contracts expire on December 31, 2023, and there are four that have already exceeded the current contract amount of \$249,000 each.

The four contracts are:

- Apollo contract 1845751-04
- Johnson Services Group contract 184454-04
- Partners in Diversity contract 184470-04
- Zebra-Net contract 184359-04

Services provided through these four contracts have exceeded the \$249,000 due to operational and overtime needs. The supplemental labor services from these four agencies and the other agencies are currently supporting the areas of Finance, Human Resources, Information Technology, Diversity, Equity, and Inclusion, Board Support, and Operations. These areas have funds budgeted to provide for the temporary services needed to cover vacancies. Staff recommends authorizing an extension of the 13 contracts to June 30, 2024, and an increase of \$200,000 to each of the four contracts (1845751-04, 184454-04, 184470-04, and 184359-04) to cover billable amounts for each that exceed the \$249,000 and future costs within these contracts. This would establish an amount not to exceed \$449,000 for these four contracts.

## Policy

---

Metropolitan Water District Administration Code Section 8121: General Authority of the General Manager to Enter Contracts

Metropolitan Water District Administrative Code Section 11104: Delegation of Responsibilities

## California Environmental Quality Act (CEQA)

---

### CEQA determination for Option #1:

The proposed action is not defined as a project under CEQA because it involves continuing administrative activities (Section 15378(b)(2) of the State CEQA Guidelines). In addition, the proposed action is not subject to CEQA because it involves other government fiscal activities, which do not involve any commitment to any specific project, which may result in a potentially significant physical impact on the environment (Section 15378(b)(4) of the State CEQA Guidelines).

### CEQA determination for Option #2:

None required

## Board Options

---

### Option #1

Authorize the General Manager to authorize an extension of the 13 contracts to June 30, 2024. Authorize the General Manager to increase the contract amounts to \$449,000 for contracts 184359-04, 184454-02, 184470-04, and 184751-04.

**Fiscal Impact:** None; expenditures are budgeted and approved under the individual projects or from existing O&M funds

**Business Analysis:** These supplemental labor agreements allow Metropolitan to increase staff during peak workloads and to cover vacancies. These increases will allow Metropolitan to pay for professional services provided by Johnson Service Group through contract 184454-02, Partners in Diversity through contract 184470-04, and Zebra-Net through contract 184359-04. In addition, the extension of the contracts will ensure we are able to meet our need for supplemental labor without interruption in the contracts.

**Option #2**

Do not authorize the General Manager to increase the amount payable.

**Fiscal Impact:** Unknown fiscal impact

**Business Analysis:** Metropolitan would need to address and determine how to resolve unpaid invoices and services provided through the supplemental labor agreements.

**Staff Recommendation**

---

Option #1

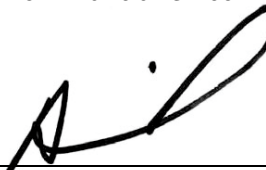


---

*Katano Kasaine*  
Assistant General Manager/  
Chief Financial Officer

10/24/2023

*Date*



---

*Adel Hagekhalil*  
General Manager

10/25/2023

*Date*

Ref# hr12690313