

AGENDA STAFF REPORT

MEETING NAME: BOARD MEETINGS

MEETING DATE(S): JANUARY 15 & 20, 2026

FROM: MARION CHAMPION, ASSISTANT GENERAL
MANAGER

FOR: ACTION X DIRECTION _____ INFORMATION _____



CONTRACT RENEWAL WITH MDN WATER MANAGEMENT SERVICES INC. FOR ADMINISTRATIVE AND WATER MANAGEMENT SERVICES

STAFF RECOMMENDATION

It is recommended to authorize the General Manager to renew a contract agreement with MDN Water Management Services, Inc. for Administrative and Water Management Services for one year, starting February 1, 2026, and ending January 31, 2027, with a not-to-exceed cost of \$140,000.

SUMMARY

MDN Water Management Services provides administrative and water management services, along with as needed grant management and compliance monitoring services for funding awarded from state and federal agencies. This includes ensuring that all financial and timekeeping records are accurately aligned with the project requirements and that the district is providing timely and complete documentation for each disbursement request. Among other administrative duties, MDN works with staff to format content for its Annual Budget Document, ensuring it is aligned with the standards set by the Government Finance Officers Association while supporting the District's goal of achieving financial transparency and excel budget presentation.

ANALYSIS

In November 2024, staff advertised a request for qualifications for Administrative and Water Management Services through PlanetBids. The District received two proposals, and MDN Water Management Services Inc. was rated as the best firm to provide these services. The current contract expires January 31, 2026.

FISCAL IMPACT & STRATEGIC PLAN IMPLEMENTATION

This professional services contract will be covered by FY2026 and FY2027 operating budgets with a not to exceed cost of \$140,000. This agreement supports Strategic Plan Goal 3.3 enhancing financial transparency, adopting financial best practices, and ensuring timely, accurate disclosures.

ATTACHMENTS

FY2026-27 Agreement MDN Water Management Services Inc.

FINANCIAL DATA		
Cost Associated with this action:	\$140,000	
Current FY cost:	\$60,000	
Future FY cost:	\$80,000	
Is it covered in current year budget:	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>
Budget adjustment needed:	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>
If yes, year needed:	NA	
All previous contracts including dates, amounts and board approvals are attached or have been made available. N/A		
FUNDING SOURCES		
Source of funds:	Operating	
BID/Job#	691	
Current BID/Job balance	\$79,510.50	
Balance remaining if approved:	\$19,510.50	