

STAFF REPORT

DATE: June 13, 2022
TO: Sacramento Regional Transit Board of Directors
FROM: Shelly Valenton, VP, Integrated Services and Strategic Initiatives/
Chief of Staff
SUBJ: APPROVING THE AMENDED AND RESTATED PERSONAL
SERVICES CONTRACT WITH ROBIN HASWELL FOR CAPITAL
& OPERATIONAL PROJECT MANAGEMENT AND
COORDINATION SERVICES

RECOMMENDATION

Adopt the Attached Resolution.

RESULT OF RECOMMENDED ACTION

Approving the Resolution will amend and restate the Personal Services Contract for Robin Haswell, extending the contract through June 30, 2025.

FISCAL IMPACT

Funding for the PSC Contract is budgeted in the IT operating budget. Total Contract consideration is increased by \$264,878 over the three-year term. The new total contract amount from the beginning of the contract in March 2013 to June 30, 2025 (over 12 years) is \$913,118.

DISCUSSION

Under the General Manager/CEO's authority, SacRT entered a Contract with Robin Haswell on March 29, 2013, for capital project support. Since 2013, Ms. Haswell's contract has been amended and extended as project funding became available.

Ms. Haswell provides project coordination, logistical support, vendor management, and budget and grant reporting. In addition, Ms. Haswell delivers general project management assistance including compiling project status reports, coordinating project schedules, managing project meetings, procurement activities, and identifying and resolving technical issues. Ms. Haswell assists with project budgets, schedules, and scope management.

During Ms. Haswell's tenure, she has developed a high degree of technical knowledge related to SacRT systems, project management methodologies, finance, procurement,

and grant processes and has been instrumental in the successful implementation of multiple projects.

The Amended and Restated Contract for Personal Services will increase Ms. Haswell's total compensation by \$264,878 over the three-year term of the agreement. Included in this agreement are 48 vacation hours and 40 sick leave hours each year, which will be banked at the initiation of the agreement and replenished annually, with her vacation bank being replenished on July 1st of each year of the contract and her sick leave bank being replenished each January 1st. Any vacation accruals remaining on June 30th of each year or sick leave accruals remaining on December 31st of each year will be rolled over to the next year and added to the accruals earned in the subsequent year. In addition, on July 1st of year 2 and year 3 respectively, Ms. Haswell will receive a 3% increase in her hourly rate of pay. If funding is unavailable, SacRT will have the option to terminate Ms. Haswell's contract by providing at least 5-days written notice.

Ms. Haswell has unique experience with the implementation of technology projects at SacRT including complicated multi system technology installations. Ms. Haswell is also adept with administrative and procurement processes and her continued support is essential to the timely delivery of critical technology projects for the agency.

Staff recommends that the Board approve the Amended and Restated Contract for Personal Services (IT Project Manager) with Ms. Haswell.

RESOLUTION NO. 2022-06-064

Adopted by the Board of Directors of the Sacramento Regional Transit District on this date:

June 13, 2022

APPROVING THE AMENDED AND RESTATED PERSONAL SERVICES CONTRACT WITH ROBIN HASWELL FOR CAPITAL & OPERATIONAL PROJECT MANAGEMENT AND COORDINATION SERVICES

NOW, THEREFORE, BE IT HEREBY RESOLVED BY THE BOARD OF DIRECTORS OF THE SACRAMENTO REGIONAL TRANSIT DISTRICT AS FOLLOWS:

THAT, the Amended and Restated Contract for Personal Services between Sacramento Regional Transit District, therein referred to as "SacRT," and Robin Haswell, therein referred to as "TEMPORARY EMPLOYEE," whereby the not-to-exceed amount of the Contract is increased by \$264,878 from \$648,240 to \$913,118, , the term of the Contract is extended to June 30, 2025, and Ms. Haswell is provided with vacation and sick leave on an annual basis, is hereby approved.

THAT, the Chair and General Manager/CEO are hereby authorized and directed to execute the Amended and Restated Contract for Personal Services (IT Project Manager).

STEVE MILLER, Chair

A T T E S T:

HENRY LI, Secretary

By: _____
Tabetha Smith, Assistant Secretary