

# Tab 3

Metropolitan Water District of Salt Lake & Sandy  
Board Meeting Information  
Last Update: September 5, 2024

**Agenda Item:** Consider approval of sole source procurement

**Background:** Section 6-802 of the District's Policies and Procedures states the following:

**6-802 AWARD OF CONTRACT WITHOUT ENGAGING IN STANDARD PROCUREMENT PROCESS—NOTICE—DUTY TO NEGOTIATE CONTRACT TERMS IN BEST INTEREST OF PROCUREMENT UNIT**

- 1) The procurement officer may award a contract for a procurement item without engaging in a standard procurement process, as provided in Section 802 of the Procurement Code if the Board makes the determination required by Section 802 of the Procurement Code.
- 2) The procurement officer shall give public notice of a procurement under this section as described in Section 6-112 of the Procurement Code, if the cost of the procurement exceeds \$50,000, except where publication is not required as provided in Section 802 of the Procurement Code.

The Utah Procurement Code provides that an award of contract may be made without engaging in a standard procurement process when there is only one source for the procurement item or transitional costs are a significant consideration in selecting a procurement item (63G-6a-802).

The P&P allows the District to award a contract where the estimated expense would exceed \$50,000, without competition, with Board approval.

The District identified WM Synergy as a sole source vendor for HxGN EAM (Enterprise Asset Management) software. HxGN EAM is a tool used to create and track work orders and manage assets. The proposed sole source procurement notice was posted on the District's website on August 1, 2024. Any party that did not agree with the proposed sole source procurement had until August 8, 2024, at 5:00 PM to contact the District. No vendor or individual contacted the District.

**Committee Activity:** The Executive Committee met on September 5, 2024 and recommended approval of the sole source vendor by the full board.

**Recommendation:** Recommend board approval for WM Synergy sole source procurement.

## ***Metropolitan Water District of Salt Lake & Sandy***

3430 East Danish Road, Cottonwood Heights, UT 84093

Phone: 801-942-1391 Fax: 801-942-3674

[www.mwdsls.gov](http://www.mwdsls.gov)

September 9, 2024

Dan Hartman  
Hartman Management Group, Inc.  
PO Box 901505  
Sandy, UT 84090

Dear Dan:

This letter is intended to amend the existing relationship between your firm and the Metropolitan Water District of Salt Lake & Sandy (“District”) as described in the June 28, 2024 letter (see attached). As described in that letter, the Hartman Management Group, Inc. will continue to assist the District in a variety of legislative and public affairs activities. The scope of service is amended to allow for your firm to retain, compensate and manage a team of pre-approved professional, highly experienced, and very successful Utah-based legislative consultants with the objective to work towards securing revenue to assist in paying for the planning, design and construction of the District’s vital infrastructure projects over the next decade.

Consistent with the direction of the District's General Manager (GM), your firm will continue to perform tasks outlined in the June 28, 2024 letter. The Board of Trustees, GM, and General Counsel will play an active role in providing the communication, analysis, and feedback necessary to your efforts.

The District will pay \$30,667 per month and reimburse out of pocket costs reasonably incurred by your firm specific to efforts on the District's behalf. These terms will be in effect until June 30, 2025, non-cancellable. Additional one-year terms beginning July 1, 2025 may be renewed with the Board of Trustees approval.

If these terms are acceptable, please sign in the space provided and return an executed copy to me for my records. Thank you again for your willingness to represent the District.

Sincerely,

Terms reviewed and accepted:

Annalee Munsey  
General Manager

Dan Hartman  
Hartman Management Group, Inc.

**Metropolitan Water District of Salt Lake & Sandy**

3430 East Danish Road, Cottonwood Heights, UT 84093  
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www.mwdsls.org



June 28, 2024

Dan Hartman  
Hartman Management Group, Inc.  
PO Box 901505  
Sandy, Utah 84090

Dear Dan:

This letter is intended to extend the relationship between your firm and the Metropolitan Water District of Salt Lake & Sandy ("District"). Effective July 1, 2024, the Hartman Management Group, Inc. will assist the District in a variety of legislative and public affairs activities. Consistent with the direction of the District's General Manager (GM), your firm will perform tasks outlined in the attachment to this letter. The Board of Trustees, GM, Assistant General Manager/CAO, and General Counsel will play an active role in providing the communication, analysis, and feedback necessary to your efforts.

The District will pay \$4,000 per month and reimburse out of pocket costs reasonably incurred by your firm specific to efforts on the District's behalf. These terms will be in effect until June 30, 2025. Either party may terminate the relationship without cause upon 30 days written notice.

If these terms are acceptable, please sign in the space provided and return an executed copy to me for my records. Thank you again for your willingness to represent the District.

Sincerely,

A handwritten signature in blue ink that reads "Annalee Munsey".

Annalee Munsey  
General Manager

Terms reviewed and accepted:

A handwritten signature in blue ink that reads "R. Daniel Hartman".

Dan Hartman  
Hartman Management Group, Inc.

Attachment: List of Legislative and Public Affairs Activities

Legislative and Public Affairs Activities  
Metropolitan Water District of Salt Lake & Sandy (MWDSLS)  
July 1, 2024

- 1) Monitor proposed state legislation that potentially impacts MWDSLS and its member cities.
- 2) Assist MWDSLS in understanding legislative schedules, processes, and procedures.
- 3) Assist MWDSLS in crafting effective communications regarding legislative objectives and issues of interest.
- 4) Communicate MWDSLS positions to legislators and other public officials.
- 5) Schedule meetings with public officials and others to aid MWDSLS communications.
- 6) Assist MWDSLS in building and maintaining favorable relationships with state and local elected officials and associated staff.
- 7) Assist MWDSLS in communicating issues that require the understanding, support, or approval of local jurisdictions.
- 8) Report periodically to the MWDSLS Board of Trustees.