



# Staff Report

**TO:** Board of Directors

**FROM:** Sandra Dunlap, Director of Finance

**DATE:** May 24, 2023

**SUBJECT: Beauchaine Consulting Accounting Services Contract Amendment (Consent)**

---

## ***FINANCE***

### **RECOMMENDATION:**

Amend the consultant services contract with Beauchaine Consulting Group, LLC in the amount of \$100,000 for a total contract authorization of \$200,000, for the initial one-year term (ending December 31, 2023) and authorize the General Manager to execute the appropriate documents.

### **BACKGROUND:**

The District has initiated a business process improvement initiative to improve the District's accounting functions. The items that are underway or that are still required to be completed are summarized below:

- Policy and Procedure Enhancement: Ensure the District has sound financial policies, and procedures in place to increase the accuracy of the District's finances, increase transparency for the public and the Board, and to better manage the District's daily financial activities
- 2022 Annual Financial Audit: Complete activities related to the annual financial audit
- Budget Preparation and Improvement: Implement new budget software, and support the annual budgeting process
- Pooled Cash: The District does not utilize pooled cash for fund accounting management. Implementing a pooled cash system will increase efficiency and reduce the potential for errors
- Other tasks as needed to support the Finance Department and new staff

**FINDINGS AND ANALYSIS:**

It is in the best interest of the District to continue to utilize professional accounting services to assist with business process improvements and to support new leadership in the department with complex accounting tasks and process improvement projects. This is especially important because the Controller position has not yet been filled. One round of recruitment was completed and was unsuccessful. The District will now be utilizing the services of a professional recruiter for the position. Once the comprehensive financial clean-up is completed, and a Controller is hired, the need for additional consultant resources will be reduced. As such, it is recommended that the Board authorize the proposed contract amendment. If the contract amendment request is not approved, the District will no longer be able to utilize the current consultant services.

**BUDGETARY IMPACT:**

It is anticipated that there will not be an impact to the 2023 Annual Budget. Currently, there are two vacancies in the Finance Department related to the Controller and an Accountant I position. The salary savings from these two positions will be utilized to offset costs associated with the proposed contract amendment.

Attachments: (1)

- Contract Task Order 1 - Change Order 1



NEVADA IRRIGATION DISTRICT  
(Est. 1921)

CONSULTING ACCOUNTING SERVICES

**Beauchaine Consulting Group, LLC**

**TASK ORDER NO. 1 - CHANGE ORDER NO. 1**

The DISTRICT hereby requests and authorizes the CONSULTANT to perform the following services:

**SCOPE OF SERVICES:**

The District has initiated a business process improvement initiative to improve the District's accounting functions. The items that are underway or that are still required to be completed are summarized below:

- Policy and Procedure Enhancement: Ensure the District has sound financial policies, and procedures in place to increase the accuracy of the District's finances, increase transparency for the public and the Board, and to better manage the District's daily financial activities.
- 2022 Annual Financial Audit: Complete activities related to the annual financial audit.
- Budget Preparation and Improvement: Many changes were made to the District Annual Budget in 2022; however, there are still more modifications that are required to improve the accuracy and projections of the budget and to better present the budget to the public and the Board.
- 2023 Budget: Implementation of new software and support new department leadership through the annual budgeting process.
- Pooled Cash: The District does not utilize pooled cash for fund accounting management. Implementing a pooled cash system will increase efficiency and reduce the potential for errors.
- General accounting tasks as assigned.

**TIME FOR COMPLETION:**

December 31, 2023

**SPECIAL CONDITIONS:**

Time and materials basis at identified billing rate.

**DELIVERABLES:**

Deliverables are to be determined based on task assignment.

**FEE FOR SERVICE AND METHOD FOR DETERMINING FEE: Time and materials.**

Time and materials per attached Schedule of Billing Rates (Exhibit B) are not to exceed amounts set forth in the CONSULTANT's proposal described under the scope of services, in the amount of \$100,000 (total contract authorization \$200,000).

Services covered by this task order shall be performed, and payment for such services shall be made, all in accordance with the AGREEMENT between DISTRICT and CONSULTANT dated January 5, 2023.

**Approved for DISTRICT**

**Approved for CONSULTANT**

By \_\_\_\_\_  
Jennifer Hanson, General Manager  
NEVADA IRRIGATION DISTRICT

By \_\_\_\_\_  
Stephanie Beauchaine  
Beauchaine Consulting Group, LLC