



**NAPA-VALLEJO WASTE
MANAGEMENT AUTHORITY**

Agenda Date: 5/5/2016

Agenda Placement: 6B

Napa-Vallejo Waste Management Authority Board Agenda Letter

TO: Board of Directors

FROM: Richard Luthy - Executive Director
Napa-Vallejo Waste Management Authority

REPORT BY: Richard Luthy, Executive Director, Napa-Vallejo Waste Management - 707-299-1314

SUBJECT: Agreement with Brown Armstrong Accountancy

RECOMMENDATION

OUTSIDE AUDIT AGREEMENT

REQUESTED ACTION: Approval of and authorization for the Chair to sign Agreement No. 2016-11 with Brown Armstrong Accountancy Corporation, to complete the Authority's annual audit in the amount of \$9,500 per year, effective May 5, 2016 through December 31, 2018, a three year term, with a provision to extend the Agreement for one two-year term.

EXECUTIVE SUMMARY

The Joint Powers Agreement requires that an annual independent audit be performed on the Authority. The proposed agreement with Brown Armstrong Accountancy Corporation is to audit the Napa Vallejo Waste Management Authority for the fiscal years ending June 30, 2016, 2017 and 2018, with an optional two year extension. The fee for each annual audit is \$9,500

FISCAL IMPACT

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	Yes
Where is it budgeted?	Napa-Vallejo Waste Management Authority
Is it Mandatory or Discretionary?	Mandatory

Is the general fund affected? No

Future fiscal impact: The contract is for three fiscal years, with an optional extension for two additional years. The cost of each annual audit for the entire agreement is \$9,500.

Consequences if not approved: The Authority will not be abiding by the requirements of the formation agreement.

Additional Information:

ENVIRONMENTAL IMPACT

ENVIRONMENTAL DETERMINATION: The proposed action is not a project as defined by 14 California Code of Regulations 15378 (State CEQA Guidelines) and therefore CEQA is not applicable.

BACKGROUND AND DISCUSSION

The Auditor-Controller issued a Request for Proposal (RFP) for audit services on January 15, 2016. The purpose of the RFP was to select an independent certified public accounting firm to audit the County and various agencies for which the Auditor-Controller is responsible. The RFP was posted on the County's website and email alerts were sent to all firms participating in the State Association of County Auditors. The due date for proposal responses was March 4, 2016 and responses were received from five firms. The Audit Committee, consisting of the Auditor-Controller, the Assistant Auditor-Controller, Principal Management Analyst-CEO and a member of the Grand Jury, reviewed each proposal and determined Brown Armstrong shall be recommended to the Authority for auditing services based on both qualifications and cost.

The Agreement with Brown Armstrong is a three year contract with an optional two year extension. The proposed cost for each of the five years is \$9,500.

SUPPORTING DOCUMENTS

None

Executive Director: Approve
Reviewed By: Martha Burdick