



**NAPA-VALLEJO WASTE
MANAGEMENT AUTHORITY**

Agenda Date: 2/4/2010

Agenda Placement: 5B

Napa-Vallejo Waste Management Authority Board Agenda Letter

TO: Board of Directors
FROM: Trent Cave - Manager
Napa-Vallejo Waste Management Authority
REPORT BY: Trent Cave, Manager - 7072534274
SUBJECT: SAS 70 Audit Agreement

RECOMMENDATION

SAS 70 AUDIT AGREEMENT

REQUESTED ACTION: Approval of and authorization for the Chair to sign the following:

1. Agreement No. 10-10 with Burr Pilger Mayer Inc., in an amount not to exceed \$25,000 for the term February 4, 2010 through June 30, 2010 to conduct a Type II SAS 70 Audit.
2. Budget Transfer No. 3 in the amount of \$25,000 increasing Appropriations in the Operating Budget to fund Agreement No. 10-10.

EXECUTIVE SUMMARY

Based on recommendations from both the Authority internal and external auditors, a request for information and qualifications solicitation was sent to firms familiar with the SAS 70 Audit review. Three firms responded and Burr Pilger Mayer Inc., was selected as the successful respondent based on qualifications and cost. Approval of this Agreement will allow the Audit to proceed. Approval of the Budget Transfer will provide the additional appropriations to pay for the service.

FISCAL IMPACT

Is there a Fiscal Impact? Yes
Is it currently budgeted? No

What is the revenue source? Trust Revenue

Is it Mandatory or Discretionary? Discretionary

Discretionary Justification: Approval of the Agreement will provide the Authority with an independent control audit of scalehouse operations at the Devllin Rod Transfer Station and the Budget Transfer will provide the funding.l

Is the general fund affected? No

Future fiscal impact: None

Consequences if not approved: The audit cannot proceed.

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

Based on recommendations from both the Napa County Auditor Controller's Internal Audit division, who provide quarterly audits for the Authority, and the Authority's outside audit firm, a request for information and qualifications solicitation was sent to firms familiar with the SAS 70 Audit review. Three firms responded, and after review and discussion, Burr Pilger Mayer Inc., was selected as the successful respondent based on qualifications and cost. Approval of this Agreement will allow the Audit to proceed with data being collected through the end of March and a final report to follow in April.

The Budget Transfer will provide funding for the Agreement.

SUPPORTING DOCUMENTS

A . Scope of Services

Manager: Approve
Reviewed By: Martha Burdick