



**NAPA-VALLEJO WASTE
MANAGEMENT AUTHORITY**

Agenda Date: 5/6/2021

Agenda Placement: 7A

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. 2021-10 with Brown Armstrong Accountancy Corporation, to complete the Authority's annual audit in the amount of \$5,700 per year, effective May 6, 2021 through December 31, 2023, a three year term, with a provision to extend the Agreement for one additional 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, 2021, 2022 and 2023, with an optional two year extension. The fee for each annual audit is \$5,700

FISCAL & STRATEGIC PLAN 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 \$5,700 per audit year.
Consequences if not approved:	The Authority will not be abiding by the requirements of the formation agreement.
County Strategic Plan pillar addressed:	
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 an RFP for professional auditing services on January 15, 2021. The RFP requested bids from firms for the term covering fiscal years ending June 30, 2021 through June 30, 2023, plus a provision for two one-year extensions at the discretion of the Auditor-Controller. As in the past, audit services for NVWMA were included in the proposal to get the best pricing and efficiencies. The RFP submittal deadline was March 5, 2021 at which time four proposals had been received. The Proposals were evaluated by the Audit Committee consisting of the Auditor-Controller and County Executive Office staff and were rated on technical expertise and cost criteria. Based on the evaluations, the Audit Committee recommended awarding the contract to Brown Armstron Accountancy Corporation. The proposed cost for the Authority for each of the five years is \$5,700.

SUPPORTING DOCUMENTS

None

Executive Director: Approve
Reviewed By: Martha Burdick