



Upper Valley Waste Management Agency Board Agenda Letter

TO: Board of Directors

FROM: Steven Lederer - Manager
Upper Valley Waste Management Agency

REPORT BY: Alice Ramirez, Senior Office Assistant - 259-6716

SUBJECT: Contract Approval for Annual Auditing Services by Brown Armstrong Accountancy Corporation

RECOMMENDATION

AUDIT AGREEMENT

REQUESTED ACTION: Approval and authorization for the Agency Manager to sign the Professional Services Agreement (PSA) with Brown Armstrong Accountancy Corporation to prepare the Authority's Annual Audits for fiscal years 2015-16, 2016-17 and 2017-18, which includes two one year extensions.

EXECUTIVE SUMMARY

Pursuant to the Joint Powers Agency formation agreement an annual audit is required to be completed. The Agency has chosen Brown Armstrong Accountancy Corporation to prepare the Agency's annual audits. The proposed agreement with Brown Armstrong Accountancy Corporation is to audit the Agency's financial records for the fiscal years ending June 30, 2016, 2017, and 2018, which include two one year extensions. The fee for each annual audit is \$3,500.

FISCAL IMPACT

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	Yes
Where is it budgeted?	Upper Valley Waste Management Agency
Is it Mandatory or Discretionary?	Mandatory
Is the general fund affected?	No
Future fiscal impact:	The amount of the audit is within the authority's budget for each year.
Consequences if not approved:	Audit will not be completed. Agency will not be meeting the requirements of

their 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 county agencies for which the Auditor-Controller is responsible. The RFP was posted on the County's website and email notifications were sent to all firms active in the State Association of County Auditors. The due date for the proposal was March 4, 2016 and we received responses from six 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 Accountancy Corporation be recommended to the Authority for auditing services based on both qualifications and cost.

The agreement with Brown Armstrong Accountancy Corporation is for a three year contract with one additional term of two (2) years up to and including December 31, 2020. The proposed cost for each of the years is \$3,500.

SUPPORTING DOCUMENTS

None

Recommendation: Approve
Reviewed By: Steven Lederer