



# Staff Report

**TO:** Board of Directors

**FROM:** Sandra Dunlap, Finance Director

**DATE:** October 25, 2023

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

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## *ADMINISTRATION*

### **RECOMMENDATION:**

Amend the consultant services contract with Beauchaine Consulting Group, LLC in the amount of \$35,000 for a total contract authorization of \$235,000, 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:

- 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 need 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 the business process improvements and to support new leadership in the department with complex accounting tasks and process improvement projects. Once the comprehensive financial clean-up is completed, 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:**

No impact to the approved 2023 Annual Budget. The salary savings from the budget analyst vacancy will be utilized to offset costs associated with the proposed contract amendment.

Attachments: (1)

- Contract Task Order 2, Change Order 2.



NEVADA IRRIGATION DISTRICT  
(Est. 1921)

CONSULTING ACCOUNTING SERVICES

**Beauchaine Consulting Group, LLC**

**TASK ORDER NO. 1 - CHANGE ORDER NO. 2**

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:

- 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.
- 2024 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 \$35,000 (total contract authorization \$235,000).

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 December 31, 2023.

**Approved for DISTRICT**

**Approved for CONSULTANT**

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

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