



MEMORANDUM REPORT

MEETING DATE: March 19, 2019

TO: Board of Commissioners of the Los Altos Hills County Fire District

FROM: Jen Beyers, Esq.

SUBJECT: Authorize Execution of Professional Services Agreement between the Los Altos Hills County Fire District and Vavrinek, Trine, Day & Company for Financial Audit Services.

RECOMMENDATIONS:

Adopt Resolution No. 19-8-Resolution of the Los Altos Hills County Fire District Authorizing Execution of Professional Services Agreement between the Los Altos Hills County Fire District and Vavrinek, Trine, Day & Company for Financial Audit Services.

BACKGROUND

At the February 19, 2019, meeting of the Los Altos Hills County Fire District (“District”), the District’s General Manager presented the District Board of Commissioners (“District Board”) with the Letter of Engagement for Financial Audit Services from Vavrinek, Trine, Day & Company (“VTD”) and related Agenda Summary Report. The District Board directed the General Manager to coordinate preparation an agreement for District Board review at the March 19, 2019.

DISCUSSION

At the direction of the District Board, District Counsel and District General Manager worked with VTD to prepare the Professional Services Agreement between the Los Altos Hills County Fire District and Vavrinek, Trine, Day & Company for Financial Audit Services (“Agreement”). The Agreement requires VTD to provide the District with technical and professional services in the performance of financial audits as more fully described in Section 1 of the Agreement (“Services”). The Services are to be provided for Fiscal Year 2018/2019, Fiscal Year 2019/2020, and Fiscal Year 2020/2021 or the District may terminate earlier, at its convenience after providing ten days’ notice. The fee for Services will be charged at VTD’s standard hourly rate as set forth in Exhibit 1 to the Agreement, plus out-of-pocket costs, total compensation not to exceed \$20,081.

Adoption of Resolution No. 19-8 approves the Agreement and authorizes the District President to execute the Agreement on behalf of the District.

ATTACHMENTS

none