AGENDA
SPECIAL MEETING OF THE BOARD OF TRUSTEES
Conference Room
April 17, 2019
6:00 p.m.

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the administration office at (951) 849-3192. Notification 72 hours prior to the meeting will enable the library to make reasonable arrangements to ensure accessibility to this meeting.

1. **Special Meeting**—6:00 p.m.

2. **Pledge of Allegiance**

3. **Roll Call/Establishment of Quorum**

4. **Community Comment**—Limited only to on items listed on this Agenda— (Gov. Code Sec. 54954.3(a)).

PLEASE STATE YOUR NAME AND ADDRESS FOR THE RECORD—A five-minute limitation shall apply to each member of the public who wishes to address the Library Trustees ONLY ON ITEMS LISTED IN THE AGENDA under the subject jurisdiction of the Trustees. A thirty-minute limit is placed on this section. No member of the public shall be permitted to “Share” his or her five minutes with any other member of the public. (Usually, any items received under this heading are referred to staff for future study, or research, completion and or future action by the trustees.)

5. **Closed Session**

5.1 Potential Litigation (Government Code Sec. 54956.9(d)(2)) -- One Item

6. **Report from Closed Session**

7. **Discussion Items**

7.1 Authorize Contract with Platinum Consulting Group for Accounting Consulting Services.

8. **Adjournment**
MINUTES

MEETING OF THE BOARD OF TRUSTEES
Wednesday December 5, 2018
Banning Library Conference Room
21 W. Nicolet
Banning, CA 92220

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the administration office at (951) 849-3192. Notification 72 hours prior to the meeting will enable the library to make reasonable arrangements to ensure accessibility to this meeting.

1. Closed Session.
   No Closed Session.

2. Open Session 4:07 P.M. Victoria Hatch

3. Pledge of Allegiance

4. Roll Call and Establishment of Quorum

   Board Members Present: V. Hatch, K. Little, M. Rose, J. Santa-Cruz Alonso
   Absent: D. Harrington
   Staff Present: Bill Bell - Historian, Kevin Lee - Librarian, Eddie Duque - Interim Library Director
   Legal Counsel Present: Andrew Jared

5. Community Comment

   Bill Bell, local historian, handed out his November Local History Report, and briefly spoke to the Board. After six months of all his research and interviews concerning the Eastside School, he is finished and an article is to be published in the Record Gazette. He hopes that the issues of segregation within the report have been handled in the right balance. The Poston Internment Camp scrapbook was safely delivered to its’ new home in San Jose at the Japanese American National Museum. Two hours previous to the meeting, Bell received a phone call from a Riverside hazmat employee working on the old Beaumont Railroad Depot. They had found an 8 inch pipe full of “something”. They asked for photos to help pin down what the substance could possibly be and he referred to Mike Rose, a local railroad expert. Rose said it was likely diesel fuel even though the trains were steam at that time. Bell stated he is reducing his hours for December due to some other writing commitments. He has requested to meet with Duque and the new Board Members sometime in January to discuss the direction the library wants to take with local history and what Bell can
contribute. Meanwhile he is organizing his office area to be able to share the resources with the new librarian.

Board member, Little, asked the status of the future Library Board Members. Duque spoke to the Registrar of Voters and they indicated they have not affirmed all the appointees. New Board Members are to start their term on December 7, 2018. The Registrars have suggested two other appointees, neither of which have received any documentation supporting their appointment. Duque was promised by the Registrar of Voters that the Oath of Office can take place at the library. Jared, legal counsel, stated that if no appointees were in office as of December 7, 2018, the current Board would have to continue on until qualified successors took up office. One of the new Board Members, Melanie Lara, was present. She, her parents, her husband’s grandmother, and Lara’s children all grew up in Banning and are longtime residents.

6. **Board Meeting Minutes for Approval**
Motion to accept Minutes from November 7, 2018. M/S Little/Rose. Motion passed unanimously.

7. **Consent Calendar**
The way the consent calendar works, if the items contained within them are approved by a consensus of the Board, all items could be approved with one motion. Items within the consent calendar can also be pulled out and put on the regular agenda to be discussed or tabled to a future date.

7.1 **First Reading of Job Description for Librarian Position**
7.2 **First Reading of Job Description for Library Operations Manager Position**

None of the Board Members disapproved of the above two items. Motion to accept consent calendar: M/S Rose/Little. Motion passed unanimously.

8. **Board Items – Discussion / Action**
8.1 **Authorize Execution of Agreement with Management Partners, Inc. for Financial and Human Resources Management Consulting**
Last month in Closed Session, the topic of accounting compliance issues was discussed. Duque is recommending Management Partners, Inc. to work with these issues and provide recommendations. Little asked if it was in the Library policy to provide several bids. Duque answered that for professional services, no formal bidding process is required. The Board is being asked to give Duque the authority to sign an agreement with this vendor, affirm the cost, and negotiate a full legal contract. Motion to move forward with an agreement with Management Partners, Inc. M/S Little/Rose. Motion passed unanimously.

8.2 **Authorize Execution Agreement with Sage Intacct, Inc. for Core Financial System**
Duque spoke about the purchase and implementation of an internal financial system that is GAA compliant, and true fund accounting based which the library district does not currently have and QuickBooks does not cover. This system is Cloud based, providing a permanent backup, and has no need for an additional server. Internal controls could be expanded. All the core financials are covered. Grant funds can be segregated out which is critically important. The company is based in San Jose and is compatible with Management Partners. The agreement will include software license fees, maintenance, iCloud storage and security, employee training and full-implementation not to exceed $25,000. After initial implementation, the negotiable annual fee is $13,868 which is much less than a part-time bookkeeper. Duque consulted with two other vendors that were not only much more costly, but not part of their (Special Districts) market.
Sage Intacct, Inc. is the preferred vendor of the AICPA, and highly rated with other library users when references were checked. Another plus is that they will be able to integrate with the new payroll system. Little asked how much down time and debugging they could expect and Duque thought it would be minimal since there is no data to convert. just setting up the General Ledger accounts, starting out fresh. He was also pleased that this system has performance indicators, which allows a master view of results, helping to establish future goals. Motion to move ahead with Sage Intacct, Inc. M/S Little/Rose. Motion passed unanimously.

Duque wanted to go on record to say that he would work with legal counsel, Jared, with the final legal document preparations for the above two items, 8.1 and 8.2. and he would not continue forward if any red flags occurred.

8.3 **Authorize Execution Agreement James Marta & Company LLP for Audit of Financial Statements for Fiscal Year Ending June 30, 2018**
This is the proposed new Auditor Company with wide experience of special districts. Usually an Auditor looks at the prior year’s Financial Statements and makes recommendations during the summer months. This did not happen with the previous Auditor and needs to be wrapped up ASAP. The cost of the proposed new Auditor is not to exceed $16,360. Motion to move forward with James Marta & Company. M/S Rose/Cruz. Motion passed unanimously.

8.4 **Urgency: District policy Modification: Budget Preparation, No. 3020**
The Library Budget preparation policy needs modification because of a typo suggesting it be done the month of July when really it needs to be approved in June. Duque suggested that the draft budget be presented in April which gives the Board time to discuss, and follow through on first and second readings of proposed annual budget. Motion to modify both these district policies as a first reading. M/S Little/Rose. Motion passed unanimously.

8.5 **Urgency: District Policy Modification: Employee Status, No. 5010**
Currently the probation period is set at three months for a district employee. This policy needs to be updated and extended to a 9-12 month probationary period set in place by the Library Director. Probation time is based on the employee’s title, job classifications, and difficulty to fill said position. Motion to approve proposed employee probation extension. M/S Rose/Cruz. Motion passed unanimously.

8.6 **Urgency: District Policy Modification: Holiday, No. 5110**
Currently part-time employees (less than 22 hours a week) receive fulltime employees benefits for holiday pay even though they work less hours. Most employers do not provide holiday pay for part-time employees. This item is urgent because the new payroll system will be starting next month in January. Motion to approve district modification regarding holiday pay. M/S Little/Rose. Motion passed unanimously.

9. **Interim Directors’ Report & Comments**
Eddie Duque started his report by asking if we noticed how friendly and welcoming the main lobby of the library was due to two Christmas trees donated by the Friends of the Library. The annual Gingerbread House event will take place on December 18, 2018, along with gift books and Ruby’s
coupons distributed. He welcomed and introduced Kevin Lee, the new Librarian, to the Board. New
Wednesday hours at the library will return to the 9:30-6pm hours of the past.

10. **Board Member Comments**
As this could be the last Board Meeting with the current Board Members each was asked to give
their last thoughts. Mike Rose said he was interested in the city of Banning to continue looking at the
local history, and to maintain and strengthen historical functions at this library. He stressed that to
strengthen the future, the Pass history needs to be kept alive. He stated that no one else out there is
pursuing local history except for the Banning Library District, and that it is his hope that Bill Bell or
someone similar would continue to be on staff. Hatch mentioned that the library was the perfect
place to save historical information and that it was important to this community.

Jessica Santa-Cruz Alonso expressed that being on the Board has been a great experience, taught her
a lot, and wishes that the Banning Library succeed, grow and strengthen, and become better and
better.

Kathy Little thanked Rose and Cruz for serving on the Board of Trustees. Little really hopes for the
day a flagpole is installed outside the library. The Rotary Club has offered to pay for it, and
it will need to go before the Planning Commission before put in place.

Victoria Hatch, Board President, promised to write a letter to the Registrar of Voters to help resolve
the future board appointments.

11. **Last Minute Action Items**
Victoria Hatch proposed that the Library employ Eddie Duque, Interim Library Director, for a
minimum of two more months. Motion to continue employment of Interim Library Director, Eddie
Duque. M/S Rose/Little. Motion passed unanimously.

12. **Next Three Month Regular Board Meeting Dates Scheduled**
1) January 2, 2019  2) February 6, 2019  3) March 6, 2019

13. **Adjournment**  5:07 P.M.
BANNING LIBRARY DISTRICT
STAFF REPORT

April 17, 2019

SUBJECT: Authorize Contract with Platinum Consulting Group for Accounting Consulting Services

RECOMMENDATION:

That the Board of Trustees:

1. Authorize the Interim Library Director to enter into an agreement with Platinum Consulting Group for Accounting Services.

DISCUSSION:

On behalf of the Banning library District, Eddie Duque entered into an agreement with Sage Intaacct (Sage) on January 30, 2019. At the December 5, 2018 meeting, the Board of Trustees directed Mr. Duque to have such agreement reviewed by the General Counsel, however, such agreement was not approved by legal counsel prior to execution. The District needed to hire a firm that plays the “Finance Consultant” role, which typically would be performed by a CPA firm. Sage is unable to perform the desired services under the current contract. The Sage agreement is for a comprehensive accounting software suite.

Coordination with the Sage team and their third party vendor Armanino has been challenging and is becoming more work than the savings value of utilizing such services.

Upon further review of the Sage product by the current Interim Director, the Sage product is not appropriate for the Banning Library District. Small special districts libraries prefer to use QuickBooks: Altadena Library District, Beaumont Library District, Buena Park Library District, Palo Verde Valley Library District, and Placentia Library District confirmed. Other small special districts also use QuickBooks or similar products. James Marta & Co., the District’s auditor, stated QuickBooks would suffice for a small library like BLD.

Three (3) CPA firms were contacted for proposals—all three CPA firms stated QuickBooks is suitable for small special districts. The proposal from Platinum Consulting was determined by the Interim Director to be the preferred vendor.

It is recommended that the Board of Trustees Authorize the Interim Library Director to enter into an agreement with Platinum Consulting Group for Accounting Services in an amount not to exceed $43,000.

Prepared by: Kevin Lee, Interim Director
Proposal for Financial Services to the Banning Library District

April 15, 2019

Hong N. Nguyen
3880 Lemon St, Ste. 300
Riverside, CA 92501
951.241.7804
909.809.9061 Cell
hnguyen@eadiepaynellp.com
April 15, 2019

Banning Library District
ATTN: Kevin Lee
21 West Nicolet Street
Banning, CA 92220

Dear Kevin,

We are pleased to submit our proposal to provide outsourced financial services to the Banning Library District (District).

Eadie + Payne is best qualified for your engagement because:

- We have a proven track record in serving local government agencies, including cities, special districts, water districts, and joint powers authorities. We have the technical expertise to assist you in implementing current and proposed accounting standards and advise you on other financial issues throughout the year as your Finance Director.
- Our accounting services team is highly qualified in providing a monthly and annual accounting oversight consistent with the services you requested, having provided these services for decades. Many of our clients have been with the Firm for decades because of outstanding service and quality.

The District will benefit from Eadie + Payne's vast experience:

- All members of your engagement team have extensive experience in providing accounting and pre-audit services to governmental, non-profit and privately owned business clients. With Eadie + Payne, you will have access to an engagement team that brings a combination of technical expertise, government experience, and dedication to excellent service. Also saving significant costs for payroll and payroll related benefits.

Thank you for your consideration of our Firm. We look forward to the opportunity to be of service to the Banning Library District.

Very truly yours,

EADIE AND PAYNE, LLP

Hong N. Nguyen, CPA
Director - Attest
Telephone: (951) 241-7804

Roma Scott, CPA
Partner, Entrepreneurial Services
Telephone: (951) 241-7810
Eadie + Payne, LLP is a leading public accounting and business advisory firms serving clients in California since 1919. We have an extensive list of governmental clients and have used our depth of experience, knowledge, and resources to provide high quality auditing services. Our professional services team includes approximately 30 professionals and 13 client service executive.

We have assisted some of the most financially challenged cities in the State of California and have a proven track record in serving local government agencies including: cities, special districts, water districts, and joint powers authorities.

The quality of E+P’s audits was recently affirmed by the State Controller’s Office (SCO). The SCO Quality Control Review examined whether E+P performed the scope of work in compliance with applicable auditing standards. E+P received a clean opinion from the State Controller’s Office affirming our motto “Expect Quality.”

As government sector experts, we successfully partner with our clients while maintaining our independence to communicate with the governing boards helping to restore trust and credibility in the eyes of the public.
Services we have provided to governmental entities include:

- Financial Statement Audits
- Preparation of CAFR & basic financial statements
- Single Audits
- Agreed Upon Procedures in relation to special sales tax measures, property taxes, water utilities, bond requirements, purchasing card process study
- IT vulnerability assessments
- Special procedures in relation to former Redevelopment Agencies and Successor Agencies
- Risk assessment studies
- GASB 68 and 75 accounting and disclosure

A SAMPLING OF OUR CURRENT GOVERNMENT CLIENTS

CITIES
City of Barstow | City of Compton | City of Compton Successor Agency | City of Riverside Public Utilities | City of Moreno Valley | City of Oxnard | City of Oxnard Successor Agency | City of Stockton

SPECIAL DISTRICTS & JOINT POWERS OF AUTHORITIES
Avi Kwa’ Ame Farms | Hesperia Recreation and Park District | Inland Empire Resource Conservation District | Inland Valley Development Agency | Law Library for San Bernardino County Riverside County Law Library | San Bernardino Regional Emergency Training Center | San Gorgonio Pass Water Agency | Twentynine Palms Water District | Wrightwood Community Services District

COUNTIES
County of San Bernardino Auditor-Controller/Treasurer/Tax Collector | County of San Bernardino Special Districts

MUTUAL WATER COMPANIES
Riverside Highland Water Company | Fontana Union Water Company
We are committed to staying on top of government audit regulations and providing the highest quality audit services for our clients.
October 6, 2016

Eadie + Payne, LLP
Deborah Crowley, CPA, Partner
1839 West Redlands Boulevard
Redlands, CA 92373

Dear Ms. Crowley:

The State Controller’s Office (SCO) completed a quality control review of Eadie + Payne, LLP. We reviewed the audit working papers for the firm’s audit of the City of Oxnard for the fiscal year ended June 30, 2015.

The Eadie + Payne, LLP audit was performed in accordance with the standards and requirements set forth in Government Auditing Standards, issued by the Comptroller General of the United States, often referred to as generally accepted government auditing standards; auditing standards generally accepted in the United States of America; Office of Management and Budget Circular A-133, Audits of States, Local Governments and Non-Profit Organizations; and the California Business and Professions Code.

If you have any questions, please contact Jim L. Spano, CPA, Chief, Financial Audits Bureau, at (916) 323-5849.

Sincerely,

JEFFREY V. BROWNFIELD, CPA
Chief, Division of Audits
Eadie and Payne, LLP is licensed to practice as a certified public accounting firm in the State of California, license number 411. All Eadie + Payne’s partners and key engagement team members are certified public accountants (CPAs) licensed to practice in the State of California.
SUMMARY

Ms. Nguyen joined Eadie + Payne in 2008 and was promoted to partner in 2018. Ms. Nguyen possesses a comprehensive understanding of governmental auditing standards and an ability to apply technical accounting and auditing knowledge to real-life situations of the clients she serves. She demonstrates professional judgment, makes sound decisions, and possesses strong project management and interpersonal skills.

She has been the Executive on numerous initial audit engagements and excels in gaining a thorough understanding of the entity’s operations and procedures. She values integrity and continued improvement.

Ms. Nguyen’s governmental clients served include:

- Big Bear Municipal Water District
- City of Compton
- City of Industry
- City of Montebello
- City of Pomona Redevelopment Agency
- City of Oxnard
- City of Stockton
- City of San Fernando Redevelopment Agency
- County of San Bernardino
- Hesperia Recreation and Park District
- Inland Valley Development Agency
- Law Library for San Bernardino County
- San Bernardino County Special Districts
- San Bernardino Valley Water Conservation District

She served as the in-charge executive in providing agreed-upon procedures to multiple former redevelopment agencies in Los Angeles County, Riverside County, and San Bernardino County. She gained a thorough understanding of the unique and complex compliance and financial reporting requirements related to the dissolution and consequent presentation of redevelopment agencies in California and continues to remain updated with current developments and regulations.

RECENT RELEVANT CPE:

- CSMFO Annual Conference 2019: CalPERS Leadership Update
- CSMFO Annual Conference 2019: ROPS Final or Not?
- CSMFO Annual Conference 2019: Coleman Report
- CSMFO Panel, Case in Point: Restoring Fiscal Credibility to Your City: 2018
- Quarterly Yellow Book Update - Q3: 2017
- AICPA Single Audit Fundamentals: 2017
- E+P Risk Assessment and Internal Control: 2017
SUMMARY

Ms. Scott joined Eadie + Payne in 2002, and was admitted as Partner in 2018. Prior to joining the Firm, Ms. Scott worked in the private sector and was responsible for a wide variety of accounting duties in her various roles as Controller and Director of Finance for Redlands Country Club, San Gorgonio Girl Scout Council, and United Way.

Ms. Scott specializes in client accounting, compilation of financial statements, and small business reporting which includes payroll, sales tax, business property tax statements, and other business filing requirements. In addition to handling the accounting and reporting needs of clients in various industries, Ms. Scott assists clients with tax preparation (teaming with our tax experts) and software program training. Ms. Scott has been a guest speaker on payroll matters.

She is proficient in a variety of accounting software including: Quickbooks, Peachtree, Lacerte, Proseries and Prosystem.

Ms. Scott’s clients include the following sectors:

- Government
- Not-for-profit
- Construction
- Medical
- Retail

Government clients include:
- San Bernardino Valley Water Conservation District
- Hesperia Recreation and Park District
- Big Bear Municipal Water District

Not-for profit clients include:
- Riverside Highland Water Company
- ARC School of Hope
- Building a Generation
- San Gorgonio Girl Scout Council
SUMMARY

Ms. Maxion joined Eadie + Payne as a staff accountant in April 2017 and was promoted to manager in January 2019. Ms. Maxion demonstrates a strong understanding of generally accepted accounting principles, as well as governmental auditing standards. She has proven herself to be a valuable key team player by undertaking challenging assignments and overcoming them through efficient planning, sound decision making, and effective communicating, both internally and externally.

Ms. Maxion's clients served include:

• City of Compton
• City of Moreno Valley
• City of Oxnard
• San Bernardino Special Districts
• Inland Counties Regional Center, Inc.
• Southern California Professional Golfers’ Association Foundation, Inc.
• TuffStuff Fitness International Inc.
• Ultimate Internet Access, Inc.
• Partners Advantage Insurance LLC
• Central Valley Almond Association
• Calcat, Ltd.
• Cal Bean and Grain Cooperative Inc.
• Ventura Pacific Company
• Fisher Family Properties, LLC

Ms. Maxion has been a key person in the firm’s largest government audit client for which she serves as the first point of contact to the client. She is in charge of working with the City Controller’s office to resolve the major discrepancies from prior fiscal years to bring them current. She holds regular status update presentations for City Management and she was the key player in assessing weaknesses in internal control by conducting interviews with department heads, documenting procedures, observations, and control testing. Ms. Maxion has led the team in processing and documenting over 200 findings, including interpreting State Controller’s internal control findings. Ms. Maxion also assigns and supervises staff to complete work on multi-year engagements concurrently. She works with various City departments to manage the project workflow and communications of requested items in relation to the engagement.

RECENT RELEVANT CPE:

CSMFO Annual Conference, 2019: Fiscal Year-End Planning
CSMFO Annual Conference, 2019: GFOA Best Practices
CSMFO Annual Conference, 2019: Coleman Report
AICPA – GAQC Update 2017, 2018
AICPA – Single Audit Fundamentals, Parts 1-4, 2017
CSMFO – The Coleman Report, 2018
CSMFO – Avoiding the Pitfalls: Common Financial Reporting Deficiencies and Latest GASB Implementation Guidance, 2018
CSMFO – The Future of IT and Smart Cities, 2018
CSMFO – District 9! Risk and Compliance in Special Districts, 2018
CSMFO – GASB Revisits the Financial Reporting Model, 2018
CSMFO – Debt Disclosure Policies, 2018
SUMMARY

Ms. Pangan is a senior accountant with Eadie + Payne. Ms. Pangan demonstrates a strong understanding of generally accepted accounting principles and governmental auditing standards through performing tests of internal controls and compliance of numerous local governments, including single audits. Ms. Pangan is confident in her work drive and ethic.

Ms. Pangan’s clients served include:

- City of Compton
- City of Oxnard
- City of La Mesa
- City of El Cajon
- City of Thousand Oaks
- City of Aliso Viejo
- City of Sierra Madre
- City of West Covina
- City of Claremont
- City of La Verne
- City of Menifee
- City of Moorpark
- National Orange Show
- Riverside Highland Water Company
- Twentynine Palms Water District
- United Water Conservation District
- Ventura Regional Sanitation District
- Vallecitos Water District
- Pine Cove County Water District

RELEVANT RECENT CPE:

- CSMFO Annual Conference 2019: 21 Ways to Provide Customer Service
- CSMFO Annual Conference 2019: Balancing the Balance Sheet
- CSMFO Annual Conference 2019: Fiscal Sustainability and Tech
- AICPA – 2017 Auditing Update
- GASB 34: Basic Financial Statements for State and Local Governments
- Audits of State and Local Governments
- California Rules and Regulations
SCOPE OF WORK

Our proposal includes the following services on a monthly basis - an additional 10% discount will be applied upon signing a contract of 12 months or longer:

**Area 1**: Evaluation of Banning Library District Monthly and Annual Accounting procedures: observation and potential revisions to the District's current system of accounting controls and procedures in order to minimize risk and strengthen District operations, including training of District personnel as needed.

**Area 2**: Oversight of District Monthly Accounting: the District employs an experienced admin serving as the District's accounts payable processor that is capable of performing A/P reporting duties related to QuickBooks and distribution of checks. The oversight portion is key for providing monthly review and corrections as needed to accounting tasks performed by the District's admin and also includes oversight of at least the following:

<table>
<thead>
<tr>
<th>Activity</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Processing and transmitting payroll</td>
<td></td>
</tr>
<tr>
<td>Reviewing accounts payable information and District checks to vendors</td>
<td></td>
</tr>
<tr>
<td>Posting cash receipts and receivables information</td>
<td></td>
</tr>
<tr>
<td>Performing journal entries on previously recorded items</td>
<td></td>
</tr>
<tr>
<td>Implementing the application of government accounting principles - this would also include review of chart of accounts and income statement preparation to ensure management and Board of Trustees have full visibility to financial picture</td>
<td></td>
</tr>
<tr>
<td>Reconciliation of monthly balances for accounts payable and accounts receivable/revenue, and for each separate District bank account</td>
<td></td>
</tr>
<tr>
<td>Monthly financial reporting, for inclusion into the District board packet for the Board of Trustees' meeting</td>
<td></td>
</tr>
<tr>
<td>Maintenance of District Restricted Cash (Grants) schedule, tracking funding received/expended.</td>
<td></td>
</tr>
<tr>
<td>Performance of reporting for District agreements with partner federal agencies, special districts, and non-profits (if applicable)</td>
<td></td>
</tr>
</tbody>
</table>

**Total Monthly fee**: $4,000

Our proposal includes the following services on a periodic basis:

<table>
<thead>
<tr>
<th>Area 3: Provision of Services Including:</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Preparation of annual SCO Special Districts Financial Transactions Reports</td>
<td>$1,000</td>
</tr>
<tr>
<td>Review of quarterly payroll tax returns</td>
<td>$350/quarter</td>
</tr>
<tr>
<td>Preparation of annual 1099 forms</td>
<td>$600</td>
</tr>
<tr>
<td>Review of annual W-2 filings</td>
<td>$600</td>
</tr>
</tbody>
</table>

**Area 4**: Preparation for District's Annual Audit

<table>
<thead>
<tr>
<th>Activity</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ensuring that all schedules and reconciliations are prepared ahead of third-party audit and assisting, if needed, in successful audit engagement</td>
<td>$5,000</td>
</tr>
</tbody>
</table>

**Area 5**: Provision of other accounting services, as needed

<table>
<thead>
<tr>
<th>Activity</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>As needed</td>
<td></td>
</tr>
</tbody>
</table>
**HOURLY RATES**

The following rates will be used for work outside the scope of services:

<table>
<thead>
<tr>
<th>Position</th>
<th>Hourly Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Partner</td>
<td>$200</td>
</tr>
<tr>
<td>Manager/Supervisor</td>
<td>$140</td>
</tr>
<tr>
<td>Senior Accountant</td>
<td>$110</td>
</tr>
<tr>
<td>Clerical</td>
<td>$75</td>
</tr>
</tbody>
</table>

**Additional services will be agreed to in writing as requested.**
System Review Report

To the Partners of Eadie & Payne, LLP
& the California Society of CPAs Peer Review Committee

We have reviewed the system of quality control for the accounting and auditing practice of Eadie & Payne, LLP (the Firm) in effect for the year ended April 30, 2016. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants. As a part of our peer review, we considered reviews by regulatory entities, if applicable, in determining the nature and extent of our procedures. The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Our responsibility is to express an opinion on the design of the system of quality control and the firm’s compliance therewith based on our review. The nature, objectives, scope, limitations of, and the procedures performed in a System Review are described in the standards at www.aicpa.org/prsummary.

As required by the standards, engagements selected for review included an engagement performed under Government Auditing Standards and an audit of employee benefit plans.

In our opinion, the system of quality control for the accounting and auditing practice of Eadie & Payne, LLP in effect for the year ended April 30, 2016, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of pass, pass with deficiency(ies) or fail. Eadie & Payne, LLP has received a peer review rating of pass.

Postlethwaite & Netterville

Donaldsonville, Louisiana
December 16, 2016
Proposal for Accounting Consulting Services

Banning Library District

Cindy Byerrum, CPA
909-204-8858
cindy@pcgclient.com

Submitted 4.11.19
Company Background

Platinum Consulting Group (PCG) was founded by Cindy Byerrum as an alternative to large corporate type CPA firms that try to “specialize” in everything. After working at Ernst & Young and another regional CPA firm, Cindy wanted to start a boutique accounting and consulting firm with a more personalized and specialized focus in the government and non-profit sector that provides exceptional customer service at a reasonable price.

Unlike most CPA firms, PCG does not perform audits or reviews, prepare individual or corporate taxes, provide investment/insurance advice, or any other services commonly provided by CPA firms; instead we focus exclusively on providing contract accounting and External and Interim CFO/Finance Director services to our clients. Our specialty is serving as the Part-Time Finance Director or Project Consultant for smaller governmental organizations (primarily special districts) who do not need full-time high-level finance services but need periodic management support that a CPA and a firm with our experience can provide. We have also assisted multiple special districts and utilities with system conversions and rate studies.

To offer our services at a competitive rate, we keep our overhead low and our client list limited. We are very selective in whom we accept for clients, recognizing that as contract CPAs and consultants we need to be available and accessible to our clients on their timetable.

PCG staff serves multiple clients as part-time External CPA/CFO/Treasurer to special districts throughout Southern California. Special districts served include water districts, sewer districts, resource conservation districts, fire protection districts, library districts, and LAFCOs.

Cindy Byerrum, MPA, CPA, Managing Principal

The firm is led by Cindy Byerrum, who has a Bachelor’s Degree in Accounting, a Master’s Degree in Public Administration (MPA), and is a Certified Public Accountant (CPA). Cindy is an expert in non-profit and governmental finance and accounting and has been a leader in the finance profession for over 20 years.

Cindy’s past experience in the accounting and finance profession also includes:

- Financial Consultant to the Cities of San Bernardino, Avalon, Desert Hot Springs, and Glendora
- Extensive assistance to the City of Avalon’s Successor Agency and RDA dissolution.
- Interim Financial Director for the San Diego County Water District, Yorba Linda Water District, La Habra Heights Water District, Lake Arrowhead Community Services District, and Rosamond Community Services District
- Finance department assessments for many utilities and governments, including most recently La Puente Valley County Water District, Elsinore Valley Municipal Water District, Scotts Valley Water District, Running Springs Water District, and the City of Avalon
- Chief Financial Officer for Three Valleys Municipal Water District and Six Basins Watermaster
- Project consultant to various governments such as the Jurupa Community Services District, Coachella Valley Water District, San Bernardino Valley Resource Conservation District, Walnut Valley Water District, Rancho California Water District, Chino Basin Watermaster, Goleta Sanitary District, American Water Works Association, and California Domestic Water Company
- Senior auditor for Ernst & Young (client focus was governmental and non-profit organizations); Supervisor at Vicenti, Lloyd & Stutzman (clients included various non-profit and governmental agencies)

Cindy has audited over 50 governmental and non-profit entities including cities, counties, schools, special districts and various non-profit organizations, where she has performed financial audits, single audits, and special compliance audits.

Cindy has also been a full-time tenured faculty member and department chair at Chaffey College, a Becker CPA Review instructor, and a professor of governmental and non-profit accounting professor at Cal State Fullerton, Cal Poly Pomona, and Cal State San Bernardino.

Certifications, Accreditations and Memberships
- Certified Public Accountant (CPA), #77918
- Certified QuickBooks ProAdvisor since 2007
- Co-Founder of the Utility Finance Officer’s Group of Orange County
- Frequent presenter at the semi-annual AWWA and ACWA conference
- Speaker for various organizations such as the AGA, IAAP, IMA
- Member of the California State Municipal Finance Officers Association (CSMFO)

OTHER PLATINUM CONSULTING GROUP STAFF

**Ian Berg, BS**
Ian Berg has been with Platinum Consulting since 2015. Ian supervises the accounting and reconciliation schedules on all the main governmental clients, prepares financial statements, audit preparation and coordination, financial statement and board package completion, monthly banking and account reconciliations, and budget preparation. Ian has also performed all accounting functions including accounts payable, accounts receivable, grant compliance and billing, fixed asset maintenance, and vendor management.

**Cheryl Jubrey, BS**
Cheryl has been with Platinum Consulting Group since 2010. Cheryl has a Bachelor’s degree in Business with extensive coursework in accounting and finance. Cheryl has over 30 years of experience in the profession, serving a wide variety of non-profit and governmental clients. Her expertise is in management and training of accounting staff, systems conversions and implementation (New World, PeopleSoft, Great Plains, Caselle, Tyler Incode), accounting clean up and catch up, reconciliations, audit preparation, and other complex accounting issues.

**Scott Nelsen, BS**
Scott has been with Platinum Consulting Group since early 2018 and comes to PCG with years of experience in auditing and accounting. Scott prepares the accounting and reconciliation schedules on all the main governmental clients, prepares financial statements, audit preparation and
coordination, financial statement and board package completion, monthly banking and account reconciliations, and budget preparation. Scott has also performed all accounting functions including accounts payable, accounts receivable, payroll, grant compliance and billing, fixed asset maintenance, and vendor management.

SAMPLE OF SERVICES PROVIDED

Transitional Services
We have helped several clients transition from fiscal conservatorship to fiscal self service, which involves setting up banking relationships, cash management, internal controls, accounting policies, accounting records, and payroll services. We have also helped several agencies clean up their accounting records and then prepare for successful audits. We are often hired by organizations that are small and do not have professional staff to manage their finances and accounting. They often have no internal controls in place, and no financial policies or guidelines. PCG sets up the accounting, financial processes, and internal control system, and then develops monthly and quarterly accounting and reporting that is tailored to management and governing board needs.

Fully Outsourced Accounting
At some of our clients there is no other administrative staff - we complete all of the accounting functions, including accounts payable, receivable, cash management and long-range financial planning, payroll, human resources, audit and budget preparation, and governing board reporting. To ensure proper internal controls for these clients, Platinum Consulting Group staff prepare bank reconciliations and Cindy reviews and approves all bank and investment account reconciliations.

Partial Service Accounting/Contract CPA
Many of our clients have their own accounts payable and cash receipting staff, and we provide the other accounting and finance services required to prepare the regular accounting. We serve as the primary liaison to the auditors for our all of our clients, and we prepare monthly financial statements, budget updates, and reconciliations and financial statements/board packages for all of our External CFO clients.

We are well versed in the governing board package process and provide timely and accurate reports for management and the governing board. Platinum Consulting Group also prepares and files the federal and state tax returns, 1099s, State Controller’s Reports, and other regulatory filings for all clients as needed. We regularly attend finance and board meetings as needed.

QuickBooks
Cindy Byerrum has been a QuickBooks Pro Advisor and has designed curriculum and taught QuickBooks at the university level. All of Platinum Consulting Group’s associates use QuickBooks at various clients and are well versed in the optimal use of QuickBooks. We are also experienced in many other financial software, however, QuickBooks is the most commonly used program by our smaller clients.

Payroll Set Up
We have set up and maintained payroll systems for several clients. Most clients utilize a contract payroll provider and we work with them to ensure payroll is processed properly and is correct. Cindy has also successfully navigated through two IRS employment taxation audits and conducts regularly training for clients on the various rules in federal and state employment taxation.
SCOPE OF SERVICES REQUIRED

Initially, Cindy Byerrum will prepare an overall review of financial reports, policies, practices and then make recommendations to the scope of work the District needs.

SERVICES NOT PROVIDED

Please note that Platinum Consulting Group staff will not be auditing the District’s accounting records or any documents. We will do our best to ensure the information is accurate, however, we are not auditors. We cannot be relied upon to detect fraud or errors; however, if we become aware of any we will immediately notify management.

FEES FOR OUR SERVICES

Our billing is based on a time and materials basis and is billed on a monthly basis. We charge for travel expenses at the IRS mileage rate. We charge for travel time in excess of one hour each way.

Our hourly rates for anticipated team members on this engagement are as follows:

- Cindy Byerrum, CPA: $175 per hour
- Cheryl Jubrey: $115 per hour
- Ian Berg: $110 per hour
- Scott Nelsen: $100 per hour

Note, in most cases with new clients the first year of expenses are higher than usual as we get to know the agency and set up the most efficient processes. In nearly every case, we are able to significantly reduce costs in the second year and late years. We strive to provide the most effective service at the least amount of cost to the agency.
References

**Chino Basin Water Conservation District : April 2013 - present**

Platinum Consulting Group provides a wide range of services to the District, such as:
1. Quarterly accounting review and adjustments as needed
2. Quarterly preparation of the Board/Treasurer Investment report
3. Preparation of annual budget and a rolling 20 years of financial projections
4. Preparation of audit work papers
5. Prepared and coordinated the transition from Wells Fargo payroll to Paychex payroll
6. Defended the District with detailed financial analysis to fend off a hostile takeover from a larger special district
7. On call for accounting questions and payroll assistance

**Vivian Castro**
Executive Director
Chino Basin Water Conservation District
4594 San Bernardino Street
Montclair, CA 91763
213.713.6361 (cell)
vcastro@cbwcd.org

**Trabuco Canyon Water District : July 2010 - present**

Platinum Consulting Group has provided project services to Trabuco Canyon Water District including services such as:
1. Serving as District Treasurer
2. Monthly financial package preparation and reconciliations
3. Preparation of annual budget and financial projections
4. Preparation of audit work papers
5. Preparation of water and sewer rate study’s and 218 process
6. Financial and Utility Billing system implementation to Tyler Incode from Great Plains and UBS
7. Manage the Single audit process
8. On call for accounting questions and payroll assistance

**Michael Perea**
Acting General Manager
Trabuco Canyon Water District
32003 Dove Canyon Drive
Trabuco Canyon, CA 92679
949.858.0277, ext 121
MPerea@tcwd.ca.gov
29 Palms Water District: January 2012 - present

Platinum Consulting Group has provided extern Finance Director such as:
1. Attendance at Board meetings
2. Monthly financial package preparation and reconciliations
3. Preparation of annual budget and financial projections
4. Preparation of audit work papers
5. Preparation of water and rate study’s and 218 process
6. Financial and Utility Billing system implementation from Datastream to Springbrook/Accela
7. Assistance with grant applications and SRF applications
8. On call for accounting questions and payroll assistance

Ray Kolisz
General Manager
Twentynine Palms Water District
72401 Hatch Road
Twentynine Palms, CA 92277
760.367.7546
rkolisz@29palmswater.org

LA LOCAL AGENCY FORMATION COMMITTEE (LAFCO): April 2014 - present

Platinum Consulting Group has providing contract accounting services, such as:
1. Process all AP, Journal Entries every two weeks.
2. Assist with the preparation of annual budget and financial projections
3. Work with County on implementing GASB 75 between the County and LAFCO
4. Prepare all audit workpapers
5. On call for accounting questions and payroll assistance

Paul Novak
Executive Director
LA LAFCO
80 South Lake Ave #870
Pasadena, CA 91101
626.204.6500
pnovak@lalafco.org
Insurance

INSURANCE
Platinum Consulting Group (PCG) provides and maintains at all times during the performance of this Agreement the following insurance: (1) Commercial General Liability ("CGL") insurance; (2) Automobile Liability insurance; (3) Workers’ Compensation and Employer’s Liability insurance; and (4) Errors and Omissions ("E&O") liability insurance.

Commercial General Liability
Our policy identifies Covered Parties as additional insured, or are endorsed to identify Covered Parties as additional insured. Coverage for additional insured is not limited to vicarious liability. Each policy has liability coverage limits of at least $2,000,000 per occurrence for bodily injury, personal injury and property damage, and either at least (a) $4,000,000 aggregate total bodily injury, personal injury and property damage applied separately to the Project/Client; or at least (b) $5,000,000 general aggregate limit for all operations. PCG insurance and endorsements are kept in force at all times during the performance of this Agreement and all coverage required herein is maintained after the term of this Agreement so long as such coverage is reasonably available.

Automobile Liability
PCG maintains Automobile Liability coverage for “any auto” and with limits of at least $1,000,000 for bodily injury and property damage, each accident, including owned, non-owned and hired autos, or the exact equivalent. Automobile Liability insurance and endorsements are kept in force at all times during the performance of this Agreement and all coverage is maintained after the term of this Agreement so long as such coverage is reasonably available.

Workers’ Compensation/Employer’s Liability
PCG covers or insures the existence of coverage under the applicable laws relating to Workers’ Compensation insurance, all employees employed directly by us or through subconsultants at all times in carrying out the Work contemplated under this Agreement, in accordance with the “Workers’ Compensation and Insurance Act” of the California Labor Code and any amendatory Acts. PCG provides Employer’s Liability insurance with limits of at least $1,000,000 each accident, $1,000,000 disease policy limit, and $1,000,000 disease each employee.

Errors and Omissions
PCG’s E&O policy has limits of at least $1,000,000 per claim and $2,000,000 aggregate. E&O insurance and endorsements shall be kept in force at all times during the performance of this Agreement and all coverage required herein shall be maintained after the term of this Agreement so long as such coverage is reasonably available.
BANNING LIBRARY DISTRICT

Proposal for Accounting Consulting Services

Submitted by:

ROGERS, ANDERSON, MALODY & SCOTT, LLP
Certified Public Accountants
License #2596
FEIN 95-2662063

735 E. Carnegie Drive, Suite 100
San Bernardino, California 92408
(909) 889-0871

April 15, 2019

CONTACT: BRAD WELEBIR, PARTNER
bwelebir@ramscpa.net

ALTERNATE CONTACT: SCOTT MANNO, PARTNER
smanno@ramscpa.net
Table of Contents

Transmittal Letter .................................................................................................................................. i

Technical Proposal

Affirmative statements.......................................................................................................................... 1
  License to practice in California
  Certifications

Firm qualifications and experience........................................................................................................ 1
  About our firm
  Governmental Audit Quality Center
  Range of services
  External quality control review
  Disciplinary action
  Equal Opportunity Employer

Partner, supervisory and staff qualifications ..................................................................................... 4
  Partner and supervisory staff involvement
  Continuing professional education
  Assigned personnel
  Engagement team resumes

Scope of work and our approach .......................................................................................................... 9
  Services to be provided
  Engagement approach

Similar engagements with other government entities and references .............................................. 10

Attachment A: Government Clients Served in the Last 3 Years

Attachment B: Cost Proposal
April 15, 2019

Banning Library District
Attn: Kevin Lee, MMLIS
21 West Nicolet Street
Banning, CA 92220

Dear Evaluation Committee:

I am pleased to respond, on behalf of Rogers, Anderson, Malody & Scott, LLP, (RAMS) to your request for qualifications regarding professional accounting services. As a recognized industry leader, our goal for the past 71 years has been to provide honest, accurate, objective results to all of our clients, including governmental organizations such as yours. Our success in this effort is witnessed by both the growth of our firm and the list of long-term clients who trust us.

This proposal begins by providing some general information about our firm and its commitment to quality and value. Following the general firm information is a brief introduction to the team that will be providing the services, and then our understanding of the scope of work proposed and our planned approach. The attachments include a list of our recently served government clients and our cost proposal. We believe that our fee estimate and arrangement provides a fair and reasonable cost, commensurate with the experience of the team members.

We would like to emphasize that our accounting consulting services are highly customizable to meet the specific needs of the District, and may evolve over time. One of our measures of success is seeing District staff grow their accounting skills and confidence through our training and coaching. Some of our clients have projects that are on-going and renew annually, and others have specific projects with a defined term, such as covering for and employee on temporary leave. Whatever the District's short and long-term needs may be, we believe that we can add value and help you achieve your objectives.

Thank you for the opportunity to present our proposal and qualifications and to serve as professional consultants to the District. We are committed to exceeding your expectations and believe this proposal provides you with information about our firm, the service team members and our customized approach. We look forward to having a long and mutually beneficial relationship with the District. Please contact us if you have any questions regarding this proposal.

We can be reached at: 735 E. Carnegie Drive, Suite 100, San Bernardino, CA 92408, (909) 889-0871, bwelebir@ramscpa.net or smanno@ramscpa.net.

Respectfully yours,

ROGERS, ANDERSON, MALODY & SCOTT, LLP

Brad A. Welebir, CPA, CGMA, MBA
Partner
Affirmative statements

License to practice in California

Rogers, Anderson, Malody & Scott, LLP is licensed to practice in the State of California. The key professional staff, which includes the partners, managers, and supervisors, are all certified public accountants licensed to practice in the State of California and are in compliance with all applicable Board of Accountancy standards.

Certifications

Rogers, Anderson, Malody & Scott, LLP and its partners are not debarred, suspended, proposed for debarment, declare ineligible, or voluntarily excluded from covered transactions by any federal or state department or agency.

Firm qualifications and experience

About our firm

RAMS was founded in 1948 and is located at 735 E. Carnegie Drive, Suite 100, San Bernardino, California and offers the full range of services expected of a full service accounting firm. We are one of the oldest and most trusted and respected CPA firms in Southern California, with over 71 years of public practice experience, specializing in governmental agency and not-for-profit organization auditing, accounting and management advisory services. Over nineteen thousand hours per year are devoted to this area of our practice, which includes cities, redevelopment successor agencies, water districts, other special districts, not-for-profit corporations and joint power authorities. We do not use our government accounting and auditing practice as “fill work” for the firm, it is a primary focus of it.

We understand that organizations desire that its CPAs have a thorough understanding of the complex accounting and compliance issues confronting District’s such as yours. Our firm has a long history of governmental accounting and auditing. Over the years, we have gained valuable experience, acquired in-depth knowledge, and obtained the technical expertise needed for governmental accounting and auditing. This expertise has enabled us to provide exceptional, high quality service and to provide solutions at fees we feel represent our value to our clients. In addition, we use our participation in various industry associations to continuously update our knowledge with respect to issues relating to governmental accounting, auditing and operations. Any insight we gain is immediately passed on to our clients if we feel they will benefit from it.

Our firm has a total staff of thirty-four people, which includes fifteen certified public accountants. The staff consists of five partners, one director, four managers, eight supervisors/senior accountants, eleven staff accountants and five support staff. The proposed team assigned to the District’s engagement will consist of the following full-time staff: one partner, one supervisor/senior and one staff associate. All personnel are located in our San Bernardino office.
Firm qualifications and experience (continued)

Governmental Audit Quality Center

As a member of the American Institute of CPAs Governmental Audit Quality Center (Center), we are committed to adhering to the highest quality standards by voluntarily agreeing to the Center membership requirements, which include designating a partner responsible for the quality of our governmental and not-for-profit audit practice, establishing quality control programs, performing annual internal inspection procedures, and making our peer review report findings publicly available. At RAMS, our goal is to continue to enhance our quality initiatives within our governmental and not-for-profit audit practice to deliver the highest quality audit services possible.

In addition, the Governmental Audit Quality Center provides access to comprehensive resources that will assist us in further enhancing the quality of your audit. The Center membership provides us with timely information on a variety of technical, legislative and regulatory subjects that we can in turn apply to your audit to help ensure compliance with the appropriate standards and changes in regulations which we pass on to our clients.

Range of services

Our firm provides a wide range of diverse accounting and related services in addition to auditing and attest services to governmental and not-for-profit entities, including but not limited to:

- Finance director and accounting support services
- Accounting system setup and related software implementation
- Study and evaluation of financial condition and fiscal policies
- Transient Occupancy Tax Agreed Upon Procedures
- Franchise (refuse, cable) Agreed Upon Procedures
- Accounting policies and procedures
- Capital improvement program procedures and policies
- Cash management studies
- Financing and public bond offering assistance
- Franchise agreement assistance (ambulance, cable, television, refuse, etc.)

In addition, the firm provides accounting, auditing, attest and consulting services to for profit and not-for-profit entities. We also provide tax preparation and tax consulting services to individuals, corporations and partnerships.
Firm qualifications and experience (continued)

External quality control review

As a member of the AICPA Private Companies Practice Section, our firm has participated in "Peer Review" since 1993 and has been examined every three years since that date. Participation in this program ensures that all of our engagements meet the standards of the AICPA, the Yellow Book and the California State Board of Accountancy. Throughout our participation in this program, the firm has received pass ratings from the peer reviewers. The latest review below included reviews of specific governmental entities.

During the current review, an independent firm reviewed our policies and procedures and then inspected a representative sample of engagement workpapers and reports, including governmental entities and engagements subject to OMB A-133. For the year ended November 30, 2017, our firm received a rating of pass which indicates our auditing practice is suitably designed and complied with to provide reasonable assurance of performing and reporting in conformity with applicable standards. The results provide confirmation that the custom audit approach and procedures we use are technically sound and in compliance with applicable standards.

The firm is not aware of any federal or state desk reviews or field reviews of its audits during the last three years.

Disciplinary action

The firm has never had any disciplinary action taken or pending against it with state regulatory bodies or professional organizations, nor has it ever had any pending or settled litigation, civil or criminal investigations.

Our firm does not have a record of substandard work.

In addition to the external quality control review, our firm performs in-house peer reviews over our audit and attest engagements annually.

Equal Opportunity Employer

Our firm is an equal opportunity employer and is committed to providing employment opportunities to all qualified persons regardless of race, color, sex, religion, national origin or handicap. Our staff represents a wide range of cultures and ethnic backgrounds. We provide opportunities for advancement for all staff based on ability, skill and desire to advance.


**Partner, supervisory and staff qualifications**

The quality of service you receive is dependent on the capabilities of the individuals assigned to the engagement, and the manner in which those personnel resources are organized to efficiently focus their abilities on providing you with the requested services. These professionals are highly trained and knowledgeable and have a thorough understanding of the environment in which governmental and not-for-profit entities operate. This experience is a critical component in providing the District with effective and efficient consulting services that add value to the District and its constituents.

**Partner and supervisory staff involvement**

All partners and supervisory staff are working professionals and are actively and continually involved in all aspects of their engagements. We believe that partner and supervisory staff involvement in all areas of the engagement is key to gaining an understanding of the entire District's accounting processes and procedures. This understanding will enable them to evaluate and develop opportunities for efficiency as well as offer practical and functional advice for improving your accounting processes and procedures.

**Continuing professional education**

Our team of specialists stays current in this highly technical practice area by adhering to the continuing professional education requirements of *Government Auditing Standards* as well as the State Board of Accountancy guidelines. All professionals at our firm participate in continuing professional education (CPE) programs, which are sponsored by various organizations including the Government Finance Officers Association, the American Institute of Certified Public Accountants, the California State Society of Certified Public Accountants, the California Society of Municipal Finance Officers and the Association of Government Accountants. Participation in these programs helps us to ensure that our clients are serviced with the best trained and most proficient government and not-for-profit professionals and accountants available. In addition, we provide in-house training taught by our partners and senior level staff using published resources. All staff are required to attend fraud and ethics training. It is our goal to provide our professional staff continuing education which exceeds the minimum standard of 80 hours over two years.

In addition to the required CPE, we also use the following to increase our technical knowledge: view the Governmental Audit Quality Center Annual Webcast Update and other relevant seminars and review monthly publications from the AICPA, the GFOA, and various other resources. We also attend conferences and seminars sponsored by the GFOA, California Society of Municipal Finance Officers and the California Special District Association.
Partner, supervisory and staff qualifications (continued)

Assigned personnel

It is our goal to provide you with capable, competent, and personable individuals who offer an extensive background, not only in governmental and not-for-profit accounting and auditing, but also in general business practices. We offer practical solutions, as well as provide technical support. This enables you to stay at the forefront of governmental and not-for-profit accounting and provides you with the support you need in dealing with the complex issues confronting entities such as yours.

The individuals proposed to be assigned to the engagement are as follows:

*Brad A. Welebir, CPA, CGMA, MBA – Partner*

Brad is a partner with the firm and will serve as the engagement partner. He is licensed to practice as a certified public accountant in the State of California. Brad has 15 years of public accounting experience and has provided accounting, auditing, consulting, and tax services for not-for-profit organizations, government entities, and various for profit companies. As the engagement partner, he will be responsible for overall engagement quality, as well as ensuring that the engagement is performed in the most effective and efficient manner. Brad will directly oversee all engagement staff while assisting in planning and performing the engagement as well as reviewing all work-papers prepared during the engagement, in addition to all required reports.

*Sunny Kim – Senior Accounting Consulting*

Sunny is a senior accounting consultant with the firm. Sunny has over 10 years of public accounting experience and many more years’ experience both working for and consulting with local governments. Her primary responsibilities include providing accounting and consulting services for municipalities, special districts, water agencies, not-for-profit organizations, and various other entities. Sunny will work directly with the District and will supervise any other staff assigned to the engagement.

*Kayla Lozano – Staff Associate*

Kayla is a staff associate with the firm. She has over 5 years of experience in providing accounting services for various business entities, local governments and not-for-profit organizations. She currently provides onsite accounting support services for two cities and one special district, as well as other non-governmental entities. In addition, she has experience in processing payroll and CalPERS reporting. Kayla will be responsible for providing on-site and off-site assistance.

In summary, we want to emphasize the credentials of the above professionals who will be directly responsible for the quality of service that you will receive.

Full engagement team resumes are provided as follows.
Partner, supervisory and staff qualifications (continued)

Brad A. Welebir, CPA, CGMA, MBA
Engagement Partner

Professional experience

Mr. Welebir joined Rogers, Anderson, Malody & Scott, LLP in January 2004. He works primarily on audits of governmental agencies, small to mid-sized businesses, and not-for-profit organizations. Mr. Welebir serves as a technical reviewer for the GFOA CAFR Award program.

Education/licenses

Masters of Business Administration - Accounting Emphasis from California State University, Fullerton
Bachelor of Arts in Business Administration from La Sierra University
Certified Public Accountant - State of California
Chartered Global Management Accountant - American Institute of Certified Public Accountants

Related professional experience

Partial listing of relevant governmental agencies served (*includes enterprise fund accounting):

| Inland Empire Resource Conservation District | Helendale Community Services District |
| Resource Conservation District of the Santa Monica Mountains | Crestline-Lake Arrowhead Water Agency |
| Riverside County Habitat Conservation District | San Bernardino Valley Municipal Water District |
| Western Municipal Water District | Valley Water Company |
| United Water Conservation District | Running Springs Water District |
| Crestline Village Water District | Crestline Sanitation District |
| Helix Water District | City of La Verne |
| Big Bear Area Regional Wastewater Agency | City of Redondo Beach* |
| Vista Irrigation District | City of Claremont* |

Professional affiliations

Mr. Welebir is a member of the following professional organizations:

- American Institute of Certified Public Accountants (AICPA)
- California Society of Certified Public Accountants (CalCPA)
- Government Finance Officers Association (GFOA)
- California Society of Municipal Finance Officers (CSMFO)
- California Special Districts Association (CSDA)
Partner, supervisory and staff qualifications (continued)

Sunny Kim
Senior Accounting Consultant

Professional Experience

Ms. Kim began her career with Rogers, Anderson, Malody & Scott, LLP in July 2008, and has over 25 years’ experience with other public and private employers in the accounting industry. During her time with the firm, she has worked primarily on consulting engagements for special districts, not-for-profit organizations, and other private entities.

Education

Bachelor of Arts – Mathematics and Statistics degree from University of California, Berkeley

Related professional experience

Partial listing of relevant governmental agencies served:

Helendale Community Services District
Running Springs Water District
Crestline Sanitation District

Phelan Pinon Hills Community Services District
Mojave Water Agency
Inland Empire Resource Conservation District

Professional affiliations

Ms. Kim is a member of the following professional organizations:

♦ California Society of Certified Public Accountants (CalCPA)
Kayla Lozano  
**Staff Associate**

**Professional experience**

Ms. Lozano joined Rogers, Anderson, Malody & Scott, LLP in January 2014. She works primarily on providing accounting support for governmental agencies and nonprofit organizations. Prior to joining our firm, her career was in the retail industry.

**Education**

Bachelor of Arts in Biological Psychology from California State University, San Bernardino

**Related professional experience**

Partial listing of relevant governmental agencies served:

- City of Canyon Lake  
- Inland Empire Resource Conservation District  
- City of Rolling Hills

**Professional affiliations**

Ms. Lozano is a member of the following professional organizations:

- California Society of Certified Public Accountants (CalCPA)
Scope of work and our approach

Services to be provided

The District desires professional services from a local CPA firm with expertise in setting up accounting systems and providing on-going accounting and other related financial services to local governments. Our understanding is that the District is currently using QuickBooks, purchased Sage but did not implement it, and desires to start a new QuickBooks file on or about July 1, 2019. The District is seeking expert advice on the setup of the new QuickBooks file, including the transfer of relevant historical data from the current QuickBooks file, as well as monthly accounting services. The District desires the accounting consultant to provide initial training and on-going coaching of District staff related to accounting and financial reporting matters.

Engagement approach

Our engagement approach is entirely tailored to the District’s needs, and the scope of services may evolve over time. As the District’s needs and staffing change, our services can be modified to fit those needs. We would begin our engagement with a meeting with management, staff, and any others necessary to assess the current condition and processes in place. During our meeting, we will assist the District in determining the primary reporting and operating objectives in order to design the most efficient accounting structure that will meet the needs of management, the board, and the District’s constituents.

Our approach involves frequent communication between the partner, the engagement team, and the District to ensure that all objectives are achieved in accordance with the established goals and that any issues which may arise are communicated and dealt with on a timely basis. One of our objectives is to provide services that add value to the District by reducing District staff’s time dealing with managing the back office accounting operations and allowing them to focus more of their limited resources on serving the District’s constituents. Our overall knowledge and expertise in governmental accounting allows us to provide a custom fitted solution for both the present and future needs, in an efficient and cost-effective manner. We would provide a combination of on-site and remote services in a balanced mix that is agreeable to the District.
Similar engagements with other government entities and references

<table>
<thead>
<tr>
<th>Entity:</th>
<th>Inland Empire Resource Conservation District</th>
</tr>
</thead>
<tbody>
<tr>
<td>Scope of work:</td>
<td>Consulting services</td>
</tr>
<tr>
<td>Contact person:</td>
<td>Ms. Mandy Parkes, General Manager, (909) 799-7407, <a href="mailto:mparkes@iercd.org">mparkes@iercd.org</a></td>
</tr>
<tr>
<td>Address:</td>
<td>25864 Business Center Dr, #K, Redlands, CA 92374</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Entity:</th>
<th>Helendale Community Services District</th>
</tr>
</thead>
<tbody>
<tr>
<td>Scope of work:</td>
<td>Consulting services</td>
</tr>
<tr>
<td>Contact person:</td>
<td>Ms. Kimberly Cox, General Manager, (760) 951-0006, <a href="mailto:kcox@helendalecsd.org">kcox@helendalecsd.org</a></td>
</tr>
<tr>
<td>Address:</td>
<td>26540 Vista Rd, Suite B, PO Box 359, Helendale, CA 92342</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Entity:</th>
<th>Crestline Sanitation District</th>
</tr>
</thead>
<tbody>
<tr>
<td>Scope of work:</td>
<td>Consulting services</td>
</tr>
<tr>
<td>Contact person:</td>
<td>Mr. Rick Dever, General Manager, (909) 338-1751, <a href="mailto:rdever@crestlinesanitation.com">rdever@crestlinesanitation.com</a></td>
</tr>
<tr>
<td>Address:</td>
<td>24516 Lake Dr, PO Box 3395, Crestline, CA 92325</td>
</tr>
</tbody>
</table>

Additional references can be provided upon request, if necessary.
<table>
<thead>
<tr>
<th>Government Client</th>
<th>Years Served</th>
<th>CSMFO/GFOA Awards</th>
<th>Successor Housing Authority</th>
</tr>
</thead>
<tbody>
<tr>
<td>City of El Cajon</td>
<td>06/30/07 to 06/30/18</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>City of Fillmore</td>
<td>06/30/08 to 06/30/18</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>City of Exeter</td>
<td>06/30/17 to 06/30/18</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>City of Woodlake</td>
<td>06/30/17 to 06/30/18</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Town of Yucca Valley</td>
<td>06/30/08 to 06/30/18</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>City of San Juan Capistrano</td>
<td>06/30/11 to 06/30/18</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>City of La Verne</td>
<td>06/30/11 to 06/30/18</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>City of San Jacinto</td>
<td>06/30/11 to 06/30/18</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>City of Twentynine Palms</td>
<td>06/30/11 to 06/30/18</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>City of Chino</td>
<td>06/30/11 to 06/30/16</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>City of La Mesa</td>
<td>06/30/11 to 06/30/18</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>City of Rosemead</td>
<td>06/30/11 to 06/30/17</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>City of Moorpark</td>
<td>06/30/12 to 06/30/17</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>City of Mission Viejo</td>
<td>06/30/12 to 06/30/15</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>City of Menifee</td>
<td>06/30/14 to 06/30/18</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>City of San Marcos</td>
<td>06/30/14 to 06/30/18</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>City of Capitola</td>
<td>06/30/12 to 06/30/17</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>City of Redondo Beach</td>
<td>06/30/12 to 06/30/16</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>City of Loma Linda</td>
<td>06/30/13 to 06/30/18</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>City of Poway</td>
<td>06/30/14 to 06/30/18</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>City of Sierra Madre</td>
<td>06/30/12 to 06/30/18</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Successor Agency to the County of SB</td>
<td>06/30/14 to 06/30/18</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>City of Hawthorne</td>
<td>06/30/16 to 06/30/18</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>City of West Covina</td>
<td>06/30/16 to 06/30/18</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>City of Aliso Viejo</td>
<td>06/30/16 to 06/30/18</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>City of Claremont</td>
<td>06/30/16 to 06/30/18</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>City of Thousand Oaks</td>
<td>06/30/18</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>City of South Pasadena</td>
<td>06/30/18</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Crestline Village Water District</td>
<td>04/30/96 to 04/30/18</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Crestline-Lake Arrowhead Water</td>
<td>06/30/98 to 06/30/18</td>
<td></td>
<td></td>
</tr>
<tr>
<td>San Bernardino Valley Muni Water District</td>
<td>06/30/04 to 06/30/18</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Elsinore Valley Municipal Water District</td>
<td>06/30/15 to 06/30/18</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Ventura Regional Sanitation District</td>
<td>06/30/07 to 06/30/18</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Saticoy Sanitary District</td>
<td>06/30/07 to 06/30/18</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Helendale Community Services District</td>
<td>06/30/10 to 06/30/18</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pine Cove Water District</td>
<td>06/30/10 to 06/30/18</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Western Municipal Water District</td>
<td>06/30/11 to 06/30/16</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>WRCRWA</td>
<td>06/30/11 to 06/30/16</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Vista Irrigation District</td>
<td>06/30/11 to 06/30/16</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Idyllwild Water District</td>
<td>06/30/11 to 06/30/18</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Vallecitos Water District</td>
<td>06/30/15 to 06/30/18</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>29 Palms Water District</td>
<td>06/30/12 to 06/30/15</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Big Bear Area Regional Wastewater</td>
<td>06/30/12 to 06/30/18</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Beaumont Basin Watermaster</td>
<td>06/30/13 to 06/30/18</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mojave Water Agency</td>
<td>6/30/2018</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Government Client</td>
<td>Years Served</td>
<td>CSMFO/GFOA</td>
<td>Successor Agency</td>
</tr>
<tr>
<td>-------------------------------------------</td>
<td>------------------</td>
<td>------------</td>
<td>------------------</td>
</tr>
<tr>
<td>Costa Mesa Sanitary District</td>
<td>06/30/15 to 06/30/17</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Beaumont Cherry Valley Water District</td>
<td>12/31/17</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>United Water Conservation Agency</td>
<td>06/30/15 to 06/30/18</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Inland Empire Resource Cons. District</td>
<td>06/30/04 to 06/30/16</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Rosamond Community Services District</td>
<td>06/30/15 to 06/30/18</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Rossmoor Community Services District</td>
<td>06/30/05 to 06/30/18</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Rim of the World Park &amp; Rec. District</td>
<td>06/30/06 to 06/30/18</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Ventura County Regional Energy</td>
<td>06/30/07 to 06/30/18</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Heartlands Communications Fac Auth</td>
<td>06/30/07 to 06/30/18</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Heartlands Fire Training Authority</td>
<td>06/30/07 to 06/30/18</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Consolidated Fire Agencies</td>
<td>06/30/14 to 06/30/18</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Riverside County Habitat Con. Agency</td>
<td>06/30/15 to 06/30/18</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Santa Ana Watershed Association</td>
<td>12/31/09 to 12/31/18</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>SB Fire Training Authority</td>
<td>06/30/10 to 06/30/18</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Capistrano Bay Community Services District</td>
<td>06/30/13 to 06/30/18</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Ventura County Public Fin Authority</td>
<td>06/30/12 to 06/30/18</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Nipomo Community Services District</td>
<td>06/30/16 to 06/30/18</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>SBIAA</td>
<td>06/30/17 to 06/30/18</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>West Valley San Bernardino Water District</td>
<td>06/30/17 to 06/30/18</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>WRCOG</td>
<td>06/30/17 to 06/30/18</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>San Diego Workforce Partnership</td>
<td>06/30/16 to 06/30/18</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Rubidoux Community Services District</td>
<td>06/30/16 to 06/30/18</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>CSUSB - Student Union</td>
<td>06/30/05 to 06/30/18</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>CSUSB - Associated Students Inc.</td>
<td>06/30/10 to 06/30/18</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>CSUSB - Philanthropic Foundation</td>
<td>06/30/11 to 06/30/18</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>CSUSB - University Enterprise Corp.</td>
<td>06/30/11 to 06/30/18</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Running Springs Water District</td>
<td>Accounting support</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Phelan Pinon Hills Community Services District</td>
<td>Accounting support</td>
<td>Yes</td>
<td></td>
</tr>
</tbody>
</table>
Banning Library District
PROPOSAL FOR ACCOUNTING CONSULTING SERVICES

Cost Proposal

Rogers, Anderson, Malody & Scott, LLP
Certified Public Accountants

Certification: Brad A. Welebir is entitled to represent the firm, empowered to submit the bid, and authorized to sign a contract with the District.

The estimated cost for services for the scope of work is as follows:

<table>
<thead>
<tr>
<th>Services</th>
<th>Estimated Hours</th>
<th>Estimated Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Initial assessment and setup</td>
<td>60 - 80</td>
<td>$8,000 - $10,000</td>
</tr>
<tr>
<td>Monthly accounting support services</td>
<td>20 - 30</td>
<td>$2,500 - $3,500</td>
</tr>
</tbody>
</table>

We have provided an estimated range of cost based on experience with other similar entities, as well as our initial understanding of the scope of services requested, as noted in our proposal. Our consulting services are highly customizable, and can be tailored to fit the District's specific needs, at an agreeable price. Our services are billed based on the personnel performing the services, in accordance with the schedule of professional fees below. Once consistent service levels are established, we may discuss a fixed fee arrangement if requested by the District.

<table>
<thead>
<tr>
<th>Schedule of Professional Fees</th>
<th>Rates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Partner</td>
<td>$305</td>
</tr>
<tr>
<td>Senior Accounting Consultant</td>
<td>$150</td>
</tr>
<tr>
<td>Staff Associate</td>
<td>$90</td>
</tr>
</tbody>
</table>

Brad A. Welebir, CPA, CGMA, MBA
Name