



December 31, 2016

TO: LOCSD Board of Directors

FROM: Renee Osborne, General Manager

SUBJECT: Agenda Item 11H – 1/5/2017 Board Meeting
Adopt Resolution Accepting the Proposal from Robert Stilts, CPA for Bookkeeping/Accounting Services.

President
Marshall E. Ochylski

Vice President
Jon-Erik G. Storm

Directors
Charles L. Cesena
Vicki L. Milledge
Louis G. Tornatzky

General Manager
Renee Osborne

District Accountant
Warmerdam CPA Group

Unit Chief
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DESCRIPTION

Adopt a resolution accepting the Proposal from Robert Stilts for bookkeeping/accounting services for the Los Osos Community Services District and direct staff to enter into an agreement with Mr. Stilts on a month to month basis.

STAFF RECOMMENDATION

This item will be approved along with the Consent Calendar unless it is pulled by a Director for separate consideration. If so, Staff recommends that the Board adopt the following motion:

Motion: I move that the Board adopt Resolution 2017-03 accepting the proposal from Robert Stilts, CPA to provide bookkeeping/accounting services for Los Osos Community Services District and for staff to enter into a month to month agreement starting January 15, 2016.

DISCUSSION

As part of the goal of the Board and the General Manager to decrease Admin cost allocations, payroll and bookkeeping duties will be outsourced. An RFP was sent out to all local Certified Public Accountants on December 12, 2016, with a December 30, 2016 deadline for bookkeeping/accounting services.

We have received a proposal from Robert Stilts and staff recommends that the Board accept this proposal for \$3,600 a month (flat rate) and to allow District Counsel and General Manager to enter into an agreement with Mr. Stilts. The Effective Date of the Agreement would be January 15, 2017, and the initial term of services will be on a month to month basis.

Attachment – Resolution 2017-03 w/Exhibit A

RESOLUTION NO. 2017-03

**A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE LOS OSOS COMMUNITY SERVICES DISTRICT
ACCEPTING THE PROPOSAL FROM ROBERT STILTS, CPA
FOR ACCOUNTING AND BOOKEEPING SERVICES**

WHEREAS, California Government Code Section 61060(g) allows the Board of Directors of a community services district to contract for professional services, including but not limited to accounting and bookkeeping services that fit the needs of the District; and

WHEREAS, the Los Osos Community Services District Board of Directors (Board) does hereby desire to secure the services of a qualified firm to provide bookkeeping and accounting services beginning on January 15, 2017, and

WHEREAS, the General Manager has sought proposals for said services pursuant to the policies and procedures established by the Board of Directors; and

WHEREAS, the Board has accepted the recommendation of the General Manager to retain the services of Robert Stilts, CPA.

NOW, THEREFORE, BE IT RESOLVED that the Los Osos Community Services District Board of Directors does hereby accept the proposal from Robert Stilts, CPA, attached hereto as Exhibit A; and

BE IT FURTHER RESOLVED, that the Board is directing District Counsel and the General Manager to enter into a Consulting Agreement on behalf of the District and that the contract must be consistent with the Request for Proposals and subject to approval of District Counsel.

On the motion of Director _____, seconded by Director _____, and on the following roll call vote, to wit:

Ayes: _____
Nays: _____
Absent: _____
Conflicts: _____

The foregoing resolution is hereby passed, approved, and adopted by the Board of Directors of the Los Osos Community Services District this 5th day of January 2017.

President, Board of Directors
Los Osos Community Services District

ATTEST:

APPROVED AS TO FORM:

Renee Osborne
General Manager and Secretary to the Board

Roy A. Hanley
District Legal Counsel