Staff Report

TO: Board of Directors

FROM: Sandra Dunlap, Finance Director

DATE: July 23, 2025

SUBJECT: Beauchaine Consulting Accounting Services Contract Amendment

ADMINISTRATION

RECOMMENDATION:
Amend the consultant services contract with Beauchaine Consulting Group, LLC in the amount of $150,000 for a total contract authorization of $250,000, for the initial one-year term ending December 31,2025, and authorize the General Manager to execute the appropriate documents.

BACKGROUND:

The District restarted the implementation of the new finance software, Tyler ERP. We are on a tight timeline and expected to "Go Live" for finance and payroll on January 1, 2026. Beauchaine Consulting's expertise has been crucial to this implementation thus far, as they are concurrently helping other clients through this implementation and can help advise on best practices and implementation set-up to avoid common setup errors and save time. Beauchaine Consulting Services began helping the District back in 2022 on a financial cleanup initiative, and they understand how the District operates, , which is crucial in making decisions to set up Tyler ERP.

FINDINGS AND ANALYSIS:
It is in the best interest of the District to continue to utilize professional accounting services to assist with the Tyler ERP software implementation. 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 and may delay the go live for this implementation.

BUDGETARY IMPACT:

No impact on the approved 2025 Annual Budget. Consulting services for the Tyler ERP project are already included in the 2025 Annual Budget.

Attachments:

Contract Task Order 2, Change Order 1.

NEVADA IRRIGATION DISTRICT
(Est. 1921)

CONSULTING ACCOUNTING SERVICES

Beauchaine Consulting Group, LLC

TASK ORDER NO. 2 - CHANGE ORDER NO. 1

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:

- Tyler ERP: Implementation of new finance and payroll software and support department leadership through the process.
- Budget Preparation and Improvement: Many changes needed to be made to align with new finance software Tyler ERP.
- General accounting tasks as assigned.

TIME FOR COMPLETION:
December 31, 2025

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 $150,000 (total contract authorization $250,000).

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, 2025.

Approved for DISTRICT

By _____
Jennifer Hanson, General Manager
NEVADA IRRIGATION DISTRICT

Approved for CONSULTANT

By _____
Stephanie Beauchaine
Beauchaine Consulting Group, LLC