



# Staff Report

**TO:** Board of Directors

**FROM:** Sandra Dunlap, Finance Director

**DATE:** April 22, 2026

**SUBJECT:** Beauchaine Consulting Accounting Services Contract Amendment

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## ***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, 2026), and authorize the General Manager to execute the appropriate documents.

### **BACKGROUND:**

The District resumed implementation of the Tyler ERP financial system and successfully went live with Finance and Payroll modules on January 1, 2026. Implementation efforts are ongoing, with Utility Billing currently in progress, alongside the District's annual financial audit.

Beauchaine Consulting Services has played a critical role in the District's ERP implementation. The firm brings specialized expertise from supporting multiple agencies through Tyler ERP deployments and provides valuable guidance on best practices, system configuration, and process design. This experience helps the District avoid common implementation challenges, improve efficiency, and ensure a more effective system setup.

Beauchaine Consulting Services has supported the District since 2022, initially assisting with a comprehensive financial cleanup effort. Through this work, the firm has developed a strong understanding of the District's operations, financial structure, and organizational needs. This institutional knowledge is particularly valuable for informing key decisions about the Tyler ERP configuration and implementation.

Following the go-live of Finance and Payroll, additional districtwide process improvements and refinements are required to fully optimize system performance and align workflows with best financial practices. At the same time, the District is managing a vacancy in the Controller position, creating a temporary gap in internal capacity.

Continued use of Beauchaine Consulting Services will help bridge this gap by providing experienced financial and system implementation support. Their ongoing involvement will enable the District to maintain implementation momentum, support the Utility Billing rollout, assist with the annual audit process, and advance necessary process improvements to ensure long-term operational success.

**FINDINGS AND ANALYSIS:**

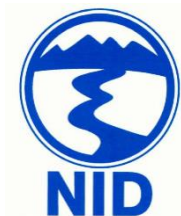
It is in the best interests of the District to continue using professional accounting services to assist with the Tyler ERP software implementation and the financial audit. Accordingly, the Board is recommended to authorize the proposed contract amendment. If the contract amendment request is not approved, 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 2026 Annual Budget. Consulting services for the Tyler ERP project are already included in the 2026 Annual Budget.

Attachments: (1)

- 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: Continued Implementation of new software for the third phase Utility Billing 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, 2026

**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, 2026.

**Approved for DISTRICT**

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

**Approved for CONSULTANT**

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