



DATE: May 14, 2018

TO: Transportation Authority of Marin Board of Commissioners

FROM: Dianne Steinhauser, Executive Director
Li Zhang, Chief Financial Officer

SUBJECT: Review and Approval of TAM's Financial Audit Team Selection, (Action), Agenda Item No. 7a

RECOMMENDATION:

The TAM Board approves the selection of Vavrinek, Trine, Day & Co., LLP as the audit team and authorizes the Executive Director to negotiate and enter into contract with Vavrinek, Trine, Day & Co., LLP, for TAM's financial auditing service needs for FY2017-18, FY2018-19, FY2019-20 with the option to extend the contract for two more audit cycles.

BACKGROUND:

TAM is required by its Measure A ½ Cent Transportation Sales Tax Expenditure Plan and PUC Code 180105(c) to conduct an annual financial audit. The Financial Audit services contract between TAM and Vavrinek, Trine, Day & Co., LLP expired upon the completion of TAM's FY2016-17 Financial Audit. Staff issued a Request for Proposals for the TAM Financial Audit Services on March 26, 2018.

DISCUSSION/ANALYSIS:

Staff received a total of three proposals as of the April 20, 2018 deadline, all of which are high qualified audit teams well respected and known in the governmental audit sector. The two teams with more extensive transportation planning and sales tax agency experiences were invited to participate in the interviews that were conducted on Thursday, May 3, 2018. The interview panel included four members: V-Anne Chernock, Chairperson of TAM's Citizen's Oversight Committee; Van Bach, Accounting Supervisor with City of San Rafael; Helen Yu-Scott, Finance & Administrative Services Director with Town of San Anselmo; and Li Zhang, TAM's Chief Financial Officer. With the depth of transportation planning and sales tax industry experience, excellent qualifications of the team members, and great services TAM received over the last contract period, Vavrinek, Trine, Day & Co., LLP, ranked No. 1 by the panel.

FISCAL CONSIDERATION:

The proposed cost is \$18-20K annually for the three-year contract. The budget needed for the financial audit is included in the draft TAM FY2018-19 Annual Budget and the agency will have a 10% cost saving with the new contract.

NEXT STEPS:

Staff will start the negotiation with Vavrinek, Trine, Day & Co., LLP, finalize the contract, and plan for the field work related to the FY2017-18 audit right away.

THIS PAGE LEFT BLANK INTENTIONALLY