

AGREEMENT FOR CONSULTING SERVICES FOR LAKE COUNTY COMMUNITY DEVELOPMENT

This Agreement is made and entered into by and between the County of Lake, hereinafter referred to as "County", and Management Partners, hereinafter referred to as "Contractor", collectively referred to as the "parties".

1. **SERVICES.** Subject to the terms and conditions set forth in this Agreement, Contractor shall provide to County the services described in the Scope of Services attached hereto and incorporated herein as Exhibit A at the time and place and in the manner specified therein. In the event of a conflict in or inconsistency between the terms of this Agreement and Exhibit B – Fiscal Provisions, Exhibit C – Compliance Provisions, and Exhibit D – Contractor's Proposal dated May 21, 2021, the Agreement shall prevail.
2. **TERM.** This Agreement shall commence on June 14, 2021, and shall terminate on November 30, 2021, unless earlier terminated as hereinafter provided. In the event County desires to temporarily continue services after the expiration of this Agreement, such continuation shall be deemed on a month-to-month basis, subject to the same terms, covenants, and conditions contained herein.
3. **COMPENSATION.** Contractor has been selected by County to provide the services described hereunder in Exhibit "A" (Scope of Services) and Exhibit "D" (Contractor's Proposal dated May 21, 2021), attached hereto. Compensation to Contractor shall not exceed one hundred thousand dollars and no cents (\$100,000.00).

The County shall compensate Contractor for services rendered, in accordance with the provisions set forth in Exhibit "B" (Fiscal Provisions), attached hereto, provided that Contractor is not in default under any provisions of this agreement. Compensation to Contractor is contingent upon appropriation of federal, state and county funds.

4. **TERMINATION.** This Agreement may be terminated by mutual consent of the parties or by County upon 30 days written notice to Contractor.

In the event of non-appropriation of funds for the services provided under this Agreement, County may terminate this Agreement, without termination charge or other liability.

Upon termination, Contractor shall be paid a prorated amount for the services provided up to the date of termination.

5. **MODIFICATION.** This Agreement may only be modified by a written amendment hereto, executed by both parties; however, matters concerning scope of services which do not affect the compensation may be modified by mutual written consent of Contractor and County executed by the Lake County Administrative Officer (CAO).

6. **NOTICES.** All notices between the parties shall be in writing addressed as follows:

County of Lake
Administrative Office
255 N. Forbes Street
Lakeport, CA. 95453
Attn: Carol J. Huchingson, CAO

Management Partners
1730 Madison Road
Cincinnati, OH. 45206
Attention: Jan Perkins, VP

AGREEMENT FOR CONSULTING SERVICES FOR LAKE COUNTY COMMUNITY DEVELOPMENT

7. **EXHIBITS.** The Agreement Exhibits, as listed below, are incorporated herein by reference:

- Exhibit A – Scope of Services
- Exhibit B – Fiscal Provisions
- Exhibit C – Compliance Provisions
- Exhibit D – Contractor’s Proposal dated May 21, 2021

8. **TERMS AND CONDITIONS.** Contractor warrants that it will comply with all terms and conditions of this Agreement and Exhibits, and all other applicable federal, state and local laws, regulations and policies.

9. **INTEGRATION.** This Agreement, including attachments, constitutes the entire agreement between the parties regarding its subject matter and supersedes all prior Agreements, related proposals, oral and written, and all negotiations, conversations or discussions heretofore and between the parties.

Executed at _____, California on _____.

COUNTY OF LAKE

CONTRACTOR

CHAIR, Board of Supervisors



Jerry Newfarmer, President and CEO
Management Partners

ATTEST:
CAROL J. HUCHINGSON
Clerk to the Board of Supervisors

APPROVED AS TO FORM:
ANITA L. GRANT
County Counsel

By: _____

By: 

anita grant (Jun 1, 2021 13:46 PDT)

EXHIBIT "A"

1. CONTRACTOR RESPONSIBILITIES.

Contractor shall perform all of the services outlined in Contractor's Proposal dated May 21, 2021.

2. RECORDS RETENTION. Contractor shall prepare, maintain and/or make available to County upon request, all records and documentation pertaining to this Agreement, including financial, statistical, property, recipient and service records and supporting documentation for a period of five (5) years from the date of final payment of this Agreement. If at the end of the retention period, there is ongoing litigation or an outstanding audit involving the records, Contractor shall retain the records until resolution of litigation or audit. After the retention period has expired, Contractor assures that confidential records shall be shredded and disposed of appropriately.

3. COUNTY RESPONSIBILITIES

The CAO or her designee shall be responsible for managing all CDD matters within the scope of Lake County, including but not limited to personnel, budgeting and financial, and procuring and approving contracts and services.

EXHIBIT "B" – FISCAL PROVISIONS

1. **CONTRACTOR'S FINANCIAL RECORDS.** Contractor shall keep financial records for funds received hereunder, separate from any other funds administered by Contractor, and maintained in accordance with Generally Accepted Accounting Principles and Procedures and the Office of Management and Budget's Cost Principles.

2. **INVOICES.**

2.1 Contractor's invoices shall be submitted in arrears on a monthly basis, or such other time that is mutually agreed upon in writing, and shall be itemized and formatted to the satisfaction of the County.

2.2 County shall make payment within 20 business days of an undisputed invoice for the compensation stipulated herein for supplies delivered and accepted or services rendered and accepted, less potential deductions, if any, as herein provided. Payment on partial deliverables may be made whenever amounts due so warrant or when requested by the Contractor and approved by the Assistant Purchasing Agent.

3. **AUDIT REQUIREMENTS AND AUDIT EXCEPTIONS**

3.1 Contractor warrants that it shall comply with all audit requirements established by County and will provide a copy of Contractor's Annual Independent Audit Report, if applicable.

3.2 County may conduct periodic audits of Contractor's financial records, notifying Contractor no less than 48 hours prior to scheduled audit. Said notice shall include a detailed listing of the records required for review. Contractor shall allow County, or other appropriate entities designated by County, access to all financial records pertinent to this Agreement.

3.3 Contractor shall reimburse County for audit exceptions within 30 days of written demand or shall make other repayment arrangements subject to the approval of County.

4. **EXPENDITURE OF FUNDS.**

4.1 Funds payable through this agreement shall not be used to purchase food or promotional merchandise or to attend conferences unless specifically approved by County.

4.2 County reserves the right to refuse payment to Contractor or disallow costs for any expenditure determined to be unreasonable, out of compliance, or inappropriate to the services provided hereunder.

EXHIBIT "C" – COMPLIANCE PROVISIONS

1. **INFORMATION INTEGRITY AND SECURITY.** Contractor shall immediately notify County of any known or suspected breach of personal, sensitive and confidential information related to Contractor's work under this Agreement.

2. **NON-DISCRIMINATION.** Contractor shall not unlawfully discriminate against any qualified worker or recipient of services because of race, religious creed, color, sex, sexual orientation, national origin, ancestry, physical disability, mental disability, medical condition, marital status or age.

3. **DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS**

3.1 The Contractor certifies to the best of its knowledge and belief, that it and its subcontractors:

A. Are not presently debarred, suspended, proposed for disbarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency;

B. Have not, within a three-year period preceding this Agreement, been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public transaction; violation of federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

C. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity with commission of any of the offenses enumerated in the preceding paragraph; and

D. Have not, within a three-year period preceding this Agreement, had one or more public transactions terminated for cause or default.

3.2 Contractor shall report immediately to County, in writing, any incidents of alleged fraud and/or abuse by either Contractor or Contractor's subcontractor. Contractor shall maintain any records, documents, or other evidence of fraud and abuse until otherwise notified by County.

4. **AGREEMENTS IN EXCESS OF \$100,000.** Contractor shall comply with all applicable orders or requirements issued under the following laws:

4.1 Clean Air Act, as amended (42 USC 1857).

4.2 Clean Water Act, as amended (33 USC 1368).

4.3 Federal Water Pollution Control Act, as amended (33 USC 1251, et seq.)

4.4 Environmental Protection Agency Regulations (40 CFR, Part 15 and Executive Order 11738).

5. **INDEMNIFICATION AND HOLD HARMLESS.** [Select one of the three following options]

Contractor shall indemnify and defend County and its officers, employees, and agents against and hold them harmless from any and all claims, losses, damages, and liability for damages, including attorney's fees and other costs of defense incurred by County, whether for damage to or loss of property, or injury to or death of person, including properties of County and injury to or death of County officials, employees or agents, arising out of, or connected with Contractor's operations hereunder or the performance of the work described herein, unless such damages, loss, injury or death is caused solely by the negligence of County

Contractor's obligations under this Section shall survive the termination of the Agreement.

6. **STANDARD OF CARE.** Contractor represents that it is specially trained, licensed, experienced and competent to perform all the services, responsibilities and duties specified herein and that such services, responsibilities and duties shall be performed, whether by Contractor or designated subcontractors, in a manner according to generally accepted practices.

7. **INTEREST OF CONTRACTOR.** Contractor assures that neither it nor its employees has any interest, and that it shall not acquire any interest in the future, direct or indirect, which would conflict in any manner or degree with the performance of services hereunder.

8. **DUE PERFORMANCE – DEFAULT.** Each party agrees to fully perform all aspects of this agreement. If a default to this agreement occurs then the party in default shall be given written notice of said default by the other party. If the party in default does not fully correct (cure) the default within 15 days of the date of that notice (i.e. the time to cure) then such party shall be in default. The time period for corrective action of the party in default may be extended in writing executed by both parties, which must include the reason(s) for the extension and the date the extension expires.

Notice given under this provision shall specify the alleged default and the applicable Agreement provision and shall demand that the party in default perform the provisions of this Agreement within the applicable time period. No such notice shall be deemed a termination of this Agreement, unless the party giving notice so elects in that notice, or so elects in a subsequent written notice after the time to cure has expired.

9. **INSURANCE.**

9.1 Contractor shall procure and maintain Workers' Compensation Insurance for all of its employees.

9.2 Contractor shall procure and maintain Comprehensive Public Liability Insurance, both bodily injury and property damage, in an amount of not less than one million dollars (\$1,000,000) combined single limit coverage per occurrence, including but not limited to endorsements for the following coverage: personal injury, premises-operations, products and completed operations, blanket contractual, and independent contractor's liability.

AGREEMENT FOR CONSULTING SERVICES FOR LAKE COUNTY COMMUNITY DEVELOPMENT

9.3 Contractor shall procure and maintain Comprehensive Automobile Liability Insurance, both bodily injury and property damage, on owned, hired, leased and non-owned vehicles used in connection with Contractor's business in an amount of not less than one million dollars (\$1,000,000) combined single limit coverage per occurrence.

9.4 Contractor shall procure and maintain Professional Liability Insurance for the protection against claims arising out of the performance of services under this Agreement caused by errors, omissions or other acts for which Contractor is liable. Said insurance shall be written with limits of not less than one million dollars (\$1,000,000).

9.5 Contractor shall not commence work under this Agreement until it has obtained all the insurance required hereinabove and submitted to County certificates of insurance naming the County of Lake as additional insured. Contractor agrees to provide to County, at least 30 days prior to expiration date, a new certificate of insurance.

9.6 In case of any subcontract, Contractor shall require each subcontractor to provide all of the same coverage as detailed hereinabove. Subcontractors shall provide certificates of insurance naming the County of Lake as additional insured and shall submit new certificates of insurance at least 30 days prior to expiration date. Contractor shall not allow any subcontractor to commence work until the required insurances have been obtained.

9.7 For any claims related to the work performed under this Agreement, the Contractor's insurance coverage shall be primary insurance as to the County, its officers, officials, employees, agents and volunteers. Any insurance or self-insurance maintained by County, its officers, officials, employees, agents or volunteers shall be in excess of the Contractor's insurance and shall not contribute with it.

9.8 The Commercial General Liability and Automobile Liability Insurance must each contain, or be endorsed to contain, the following provision:

The County, its officers, officials, employees, agents, and volunteers are to be covered as additional insureds and shall be added in the form of an endorsement to Contractor's insurance on Form CG 20 10 11 85. Contractor shall not commence work under this Agreement until Contractor has had delivered to County the Additional Insured Endorsements required herein.

Coverage shall not extend to any indemnity coverage for the active negligence of the additional insured in any case where an agreement to indemnify the additional insured would be invalid under subdivision (b) of California Civil Code Section 2782.

9.9 Insurance coverage required of Contractor under this Agreement shall be placed with insurers with a current A.M. Best rating of no less than A: VII.

Insurance coverage in the minimum amounts set forth herein shall not be construed to relieve the Contractor for liability in excess of such coverage, nor shall it preclude County from taking other action as is available to it under any other provision of this Agreement or applicable law. Failure of County to enforce in a timely manner any of the provisions of this section shall not act as a waiver to enforcement of any of these provisions at a later date.

9.10 Any failure of Contractor to maintain the insurance required by this section, or to comply with any of the requirements of this section, shall constitute a material breach of the entire Agreement.

10. **ATTORNEY'S FEES AND COSTS.** If any action at law or in equity is necessary to enforce or interpret the terms of this Agreement, the prevailing party shall be entitled to reasonable attorney's fees, costs, and necessary disbursements in addition to any other relief to which such part may be entitled.

11. **ASSIGNMENT.** Contractor shall not assign any interest in this Agreement and shall not transfer any interest in the same without the prior written consent of County except that claims for money due or to become due Contractor from County under this Agreement may be assigned by Contractor to a bank, trust company, or other financial institution without such approval. Written notice of any such transfer shall be furnished promptly to County. Any attempt at assignment of rights under this Agreement except for those specifically consented to by both parties or as stated above shall be void.

12. **PAYROLL TAXES AND DEDUCTIONS.** Contractor shall promptly forward payroll taxes, insurances, and contributions to designated governmental agencies.

13. **INDEPENDENT CONTRACTOR.** It is specifically understood and agreed that, in the making and performance of this Agreement, Contractor is an independent contractor and is not an employee, agent or servant of County. Contractor is not entitled to any employee benefits. County agrees that Contractor shall have the right to control the manner and means of accomplishing the result contracted for herein.

Contractor is solely responsible for the payment of all federal, state and local taxes, charges, fees, or contributions required with respect to Contractor and Contractor's officers, employees, and agents who are engaged in the performance of this Agreement (including without limitation, unemployment insurance, social security and payroll tax withholding.)

14. **OWNERSHIP OF DOCUMENTS.** All non-proprietary reports, drawings, renderings, or other documents or materials prepared by Contractor hereunder are the property of County.

15. **SEVERABILITY.** If any provision of this Agreement is held to be unenforceable, the remainder of this Agreement shall be severable and not affected thereby.

16. **ADHERENCE TO APPLICABLE DISABILITY LAW.** Contractor shall be responsible for knowing and adhering to the requirements of Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, (42 U.S.C. Sections 12101, et seq.). California Government Code Sections 12920 et seq., and all related state and local laws.

17. **HIPAA COMPLIANCE.** Contractor will adhere to Titles 9 and 22 and all other applicable Federal and State statutes and regulations, including the Health Insurance Portability

and Accountability Act of 1996 (HIPAA) and will make his best efforts to preserve data integrity and the confidentiality of protected health information.

18. SAFETY RESPONSIBILITIES. Contractor will adhere to all applicable CalOSHA requirements in performing work pursuant to this Agreement. Contractor agrees that in the performance of work under this Agreement, Contractor will provide for the safety needs of its employees and will be responsible for maintaining the standards necessary to minimize health and safety hazards.

19. JURISDICTION AND VENUE. This Agreement shall be construed in accordance with the laws of the State of California and the parties hereto agree that venue of any action or proceeding regarding this Agreement or performance thereof shall be in Lake County, California. Contractor waives any right of removal it might have under California Code of Civil Procedure Section 394.

20. RESIDENCY. All independent contractors providing services to County for compensation must file a State of California Form 590, certifying California residency or, in the case of a corporation, certifying that they have a permanent place of business in California.

21. NO THIRD-PARTY BENEFICIARIES. Nothing contained in this Agreement shall be construed to create, and the parties do not intend to create, any rights in or for the benefit of third parties.

22. PUBLIC RECORDS ACT. Contractor is aware that this Agreement and any documents provided to the County may be subject to the California Public Records Act and may be disclosed to members of the public upon request. It is the responsibility of the Contractor to clearly identify information in those documents that s/he considers to be confidential under the California Public Records Act. To the extent that the County agrees with that designation, such information will be held in confidence whenever possible. All other information will be considered public.



May 21, 2021

Ms. Carol J. Huchingson
County Administrative Officer
Lake County
255 North Forbes Street
Lakeport, CA 95453

Dear Ms. Huchingson:

Thank you for the opportunity to provide a proposal for community development consulting assistance to Lake County. Management Partners has the expertise and skills necessary to provide this assistance and we would be pleased to do so. Before we describe our approach, we would like to share some brief information about our firm.

About Management Partners

As you may know, Management Partners was founded in 1994 with a specific mission to help local government leaders improve their service to the public. Since then we have worked with cities, counties, towns, and special districts of all sizes across the United States to help them work more effectively and run more efficiently.

We offer a balance of perspectives with a practitioner's bias and a proven track record of successful consulting engagements. This experience gives us a sensitivity that produces positive outcomes. We are proud to say that as a result of our quality work, many of our clients ask us to complete subsequent assignments.

- *We Know Local Government.* Our associates have served in local governments, so we have a deep understanding of the operating and political environments in which you work.
- *We Take a Collaborative Approach.* We consider ourselves part of your team and strive to ensure our work supports your overall corporate strategy and goals.
- *We Have Extensive Experience.* Each of our more than 100 associates is an expert in one or more service areas, and our firm has assisted hundreds of jurisdictions in 44 states.
- *We Have Developed Proven Methodologies.* We understand the importance of a holistic approach to improving organizations, using field-tested techniques for each aspect of the work.
- *Our Work Plan is Tailored to Your Needs.* Each of our projects is individually tailored to our client's unique needs, starting with a careful learning process.
- *We Take Pride in the Quality of Our Work.* Our internal processes ensure first-rate, complete staff work and adherence to the highest of ethical standards in public service.
- *We Are Focused on Implementation.* As practitioners, our recommendations make practical sense and are able to be implemented.

- ***We Provide a Full Suite of Services.*** Management Partners' services include everything required to support local government leaders, including organization assessments, performance management, process improvement, strategic planning, and financial planning, budgeting and analysis.

Understanding of the Engagement

Lake County is in north central California and has a population of approximately 65,000. Clear Lake, located within the County, is the largest natural lake wholly in California. The County has experienced major wildland fires over the past several years that have devastated major areas. The cannabis industry is significant in Lake County, with approximately 400 permits in process and a workload that is challenging to keep pace with. Other issues include Vision 2028 and a Road Map Task Force, multi-family housing, and hazardous vegetation abatement and code enforcement.

The Community Development Department has undergone management changes in the last few years with more on the way. Recruitment and retention of planning positions has been a continuing challenge, one that the County is hoping will be addressed through recent compensation adjustments.

County leaders have a need for expert management consulting to assist with special projects in the following areas. We will scope individual projects in collaboration with you.

- Provide project management and expert advice about options for processing permits for cannabis.
- Provide project management and expert advice on special planning projects.
- Provide expert advice pertaining to specific development projects.
- Provide executive coaching and mentoring for Community Development Department staff to support professional development interests.
- Provide analytical assistance and stakeholder outreach for special projects.
- Provide expert advice to County management and elected officials.

If desired, Management Partners can provide a scope and cost for completing an organizational assessment in conjunction with this assignment. Management Partners will provide periodic reports to Lake County summarizing the consulting assistance our firm has provided.

Consultants

We have a team of experts available for this engagement. We will assign David Boesch, Special Advisor, as our lead consultant. Other Management Partners consultants will be assigned on an as needed basis, within the budget specified by the contract. Our commitment is to provide high quality consulting expertise to Lake County.

Our consultants are employed by Management Partners and work for and at the direction of Management Partners. David Boesch and all consultants report to Andrew Belknap, Senior Vice President of Management Partners. Additionally, our consultants are part of our overall team and are available for assignments on other engagements, consistent with our responsibility to Lake County, at the discretion of Management Partners.



Management Partners will determine when other experts from the firm are needed to assist in order to meet project requirements. We use an internal peer review process and others in the firm will review deliverables prepared by our lead consultant.

Management Partners and our consultants will determine the method and manner of carrying out the work and achieving the desired result. We will also determine the schedule of our consultants, including onsite or offsite hours.

Matters pertaining to personnel, such as discipline, hiring, or evaluations, are not part of the scope of work, nor are execution of contracts or other written documents obligating Lake County. All such matters will be the responsibility of Lake County. Management Partners provides all insurance (including workers' compensation, liability and professional errors and omissions), training and administrative support (including equipment such as phones and computers) as necessary during the assignment.

Our consultants use their Management Partners business cards and email address and will identify themselves as consultants with our firm. Our consultants will only use Lake County systems and equipment if required to access data and information essential for our consulting engagement. Such instances will be authorized by Andrew Belknap or his designee from Management Partners.

Lake County may provide conference room or office space if needed when our consultants are working onsite. It is important to Lake County, our consultants, and our firm to be clear that we are doing this work for Lake County as a firm and that our consultants work for Management Partners.

David Boesch, Special Advisor

- Accomplished local government professional who has developed an encore career in executive management, housing and community development, and fiscal management consulting.
- Had a distinguished career of nearly 40 years, including the chief executive officer in the California counties of Placer and San Mateo and the City of Menlo Park; community development director of Sunnyvale, California and Nashua, New Hampshire; and planner for the Cities of Orem and Park City, Utah.
- Areas of expertise are growth management, community and economic development, housing, homelessness, performance management, strategic planning, organizational leadership excellence, facilitation, process improvement, long-range financial planning, and disaster planning and recovery.



Christine Butterfield, Senior Manager

- More than 20 years of experience managing all municipal operations; served in executive team leadership positions including assistant city manager and community development director.
- Provides assistance in strategic planning, facilitation, organization reviews and process improvement projects.
- Possesses considerable experience with process improvement and reengineering and has used the LEAN Six Sigma method to make improvements to land use/development entitlement functions.



- Brings significant experience in intergovernmental relations including coordinating programs and funding across federal, state, and local governments to meet community needs and complex project management and implementation.
- Headed the City of Cedar Rapids, Iowa’s response to the 2008 flooding disaster, the worst disaster in the history of Iowa and one of the most expensive disasters in the history of the United States.
- Areas of expertise include community development and economic development, housing, rent control, code enforcement, disaster planning and recovery, intergovernmental relations, communications, human resources/labor relations, management and budgeting, strategic planning, facilitation, public engagement, and process improvement.

Michelle New, Senior Management Analyst

- Joined Management Partners in 2021 after 15 years with the City of Santa Maria where she worked first as a management analyst in the City Manager’s Office and then as the human resources manager, responsible for oversight of all aspects of the human resources function.
- During her tenure, Michelle developed an award-winning succession planning program, streamlined multiple paper processes, actively participated in employee negotiations, coordinated the city’s performance, disciplinary and investigative issues and was involved in the citywide budget.
- She also participated in the coordination of the city’s COVID-19 response as one of two contact tracers.
- She served as a Central Coast regional co-chair of the Municipal Management Association of Southern California (MMASC) and is the founding member of the region’s annual Women in Leadership event.



Fee Proposal and Term of Engagement

We propose a not-to-exceed contract in the amount of \$100,000. We are anticipating that the special projects may require 25 to 30 hours a week of consulting time for approximately four months.

During this engagement, the actual consultant hours will be paid by Lake County at a rate of \$160 per hour plus travel expenses for our lead consultant, David Boesch. This is a discounted rate in recognition of the anticipated length of the engagement. Other consultants will be provided at their regular hourly rates plus travel expenses, ranging from \$90 to \$240 per hour depending on the individual assigned to the project.

Associate	Hourly Rate
Vice President	\$240
Partner	\$220
Special Advisor	\$210*
Senior Manager	\$190
Senior Management Analyst	\$130
Management Analyst	\$90

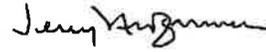
*\$160/hour for David Boesch for this engagement



Conclusion

We appreciate the opportunity to be of assistance to Lake County. Please feel free to contact Jan Perkins (949-202-8870) if you have any questions about this proposal.

Sincerely,



Jerry Newfarmer
President and CEO

Accepted for Lake County by:

Name: _____

Title: _____

Date: _____



Management Partners consulting services agreement for Lake County CDD 060821.docx

Final Audit Report

2021-06-01

Created:	2021-06-01
By:	Carol Huchingson (carol.huchingson@lakecountyca.gov)
Status:	Signed
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-  Document created by Carol Huchingson (carol.huchingson@lakecountyca.gov)
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-  Document emailed to anita grant (anita.grant@lakecountyca.gov) for signature
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-  Document e-signed by anita grant (anita.grant@lakecountyca.gov)
Signature Date: 2021-06-01 - 8:46:52 PM GMT - Time Source: server- IP address: 208.91.28.66
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