

Cathey Consulting Fees
July 1, 2022

Cathey Consulting is contracted with the District to perform administrative, bookkeeping, and compliance services. Office hours are generally Monday through Thursday, 9 a.m. until 5 p.m. or later (depending on meeting schedules). However, those hours may vary depending on meetings outside of the office or holidays, sick or vacation days. There is generally 1 person in the office, and if that person is gone, the office has to close.

There is no charge to individuals to view public records. Notice should be provided before coming to the office to make sure the records are being stored at this office and also to make sure someone is in the office. There is no fee to view public records to the individual, but the District may be billed as it generally requires time away from other duties to assist people in viewing their District's records and answering questions. Fees can be avoided by people attending District meetings and reviewing information at the regular meetings – if a person attends a regular meeting of the Board and asks to look at records that are readily available in the office, this fee will not apply. Board members should be the ones responding to questions, and if people attend meetings, they can ask the Board questions and get the answers they need without seeing their District billed additional fees.

The following fee schedule is a general guideline to fees. Special accommodations may require additional fees, and Cathey Consulting reserves the right to modify this list at any time with or without notice.

Current Hourly Rate: \$100.00 per hour

Meeting Minutes / Newsletters / Other \$5.00 per one envelope and one paper

There is no charge to e-mail monthly meeting minutes to customers or to e-mail an occasional newsletter. Minutes and newsletters can also be posted online at www.catheyconsulting.net. With these two options, mailing a paper copy is unnecessary. However, if the District wants to mail minutes to people, the fee is \$5.00 per one envelope and one page, and \$2 for each additional page. Fee includes postage.

Postcards \$2.00 per postcard
Fee includes postage.

Copies of public documents and records requests: \$3.00 per page
This fee is meant to cover costs of printing, paper, and equipment.

Requests for digital or other documents Billed at current hourly rate with a minimum of 1 hour.
It takes time to gather information and forward it to those requesting information. Meeting minutes are posted online as are by-laws, rules and regulations, etc. which provide the majority of information which most people request.

Labels \$1.00 per page

Requests for pulling information for reviewing or auditing files, etc. Billed at current hourly rate with a minimum of 1 hour.
These fees will be billed to the District. Cathey Consulting will notify the person making the request of the fees, and payment is required up front. Money collected will be deposited to the appropriate District, and the District will pay Cathey Consulting. Any e-mail or written request must be treated as a request for public records, and a response is necessary.

Grant and Loan Administration Billed at current hourly rate with a minimum of 1 hour.
Grant and loan tracking and administration can be a complex process and oftentimes leads to additional auditing requirements. For this reason, any grant and loan administration as well as auditing or CPA review requirements will be billed above the regular agreed upon monthly rate. This item generally excludes the County District Support Grant program, however, if a district is seeking a County grant that requires additional time (such as gathering bids or multiple grants at once or other complexities), the District may be billed for this time. The main purpose of this item is for state or federal or other funding sources. Project tracking generally involves working with engineers, attorneys, government employees, etc.