

COVER MEMO

Briefing Date/Time: March 23, 2026

Staff Contact/Title: Trisha Miller, Controller, 360.528.8021,
trisham@portolympia.com

Subject: Teresa D. Johnson, CPA, Inc. – Contract Amendment

Purpose: Information Only Decision Needed

Overview

- This item is on the Consent agenda
- Action requested

Background

This Consent Agenda item pertains to a proposed amendment to the competitively solicited contract with Teresa D. Johnson, CPA (Contract No. 2024-1041 \$50,000 awarded 12-11-2024).

Contract No. 2024-1041 has been amended 3 times:

Amendment No 1: Increase of \$15,000 for a new total of Not to Exceed amount of \$65,000 (08-01-2025).

Amendment No 2: End date extended to 12-31-2026 to accommodate additional scope for FY2025 year-end annual report and audit (12-15-2025).

Amendment No 3: Increase of \$6,500 for a new total Not to Exceed amount of \$71,500 (03-03-2026).

Documents Attached

Teresa D Johnson CPA, Inc. Scope Reassessment as of 03-07-2026.

Summary and Financial Impact

The contract (No. 2024-1041) currently has \$2,439.16 remaining of the amended total \$71,500. The increase of \$15,000 from Amendment No. 1 on 08-01-2025 was expected to cover the 2025 annual report assistance with Port personnel taking on

additional tasks. The plan was not realized due to personnel attrition and the 2024 audit requiring increased technical resources.

The Port is requesting authorization to amend the contract to increase spending authority by \$25,000, for a revised not-to-exceed contract amount of \$96,500 with contract end date remaining at 12-31-2026.

Affected Parties

Port of Olympia

Options with Pros and Cons

This amendment will ensure continued availability of technical accounting assistance for the Port of Olympia. The services provided under this contract support critical financial functions including the preparation and analysis of financial statements, audit readiness and compliance with governmental accounting standards.

Without an increase in the contract's spending authority, the Port will be unable to request additional services from its competitively solicited certified public accountant. This would limit the Port's ability to address ongoing and emerging accounting needs, potentially impacting the accuracy, timeliness, and integrity of its financial operations.

Environmental Considerations

n/a

Staff Recommendation

Staff recommends the authorization of Amendment No. 4 with Teresa D. Johnson, CPA (Contract No. 2024-1041) to increase the contract spending authority by \$25,000, for a Not to Exceed amount of \$96,500, to be approved through Consent Agenda.

Next Steps/Timeframe

If approved, the operational personal services contract No. 2024-1041 will be amended immediately with Teresa D. Johnson, CPA.

Trisha Miller

From: Teresa D. Johnson, CPA <teresa@tdj.cpa>
Sent: Saturday, March 7, 2026 4:31 PM
To: Trisha Miller
Cc: Joanna Pisan
Subject: RE: TDJ Contract - \$2,439.16 left, after \$12k invoice - reassess?

Trisha:

Joanna and I had worked thru this in December. I found this comment in our files from correspondence with Hannah in December:

"We still have the \$15,000 and a small remaining balance from the original engagement letter. However, if the scope of work remains the same for the upcoming year, we estimate an additional \$26,000 will be needed beyond what remains on the current engagement and the first amendment."

I have added the 20 additional hours in and think that we need approximately \$25,000 to wrap up the financial statement support. This includes 10 hours for audit assistance, cash flow preparation, compensated absences, providing the lease and OPEB entries, and doing a final read of the financial statements for you. If you request \$25,000, this will leave the \$2,439 that is left on the existing amendments.

Let me know if you need anything further.

Teresa D. Johnson, CPA

From: Trisha Miller <trisham@portolympia.com>
Sent: Thursday, March 5, 2026 2:01 PM
To: Teresa D. Johnson, CPA <teresa@tdj.cpa>
Cc: Joanna Pisan <Joanna@tdj.cpa>
Subject: RE: TDJ Contract - \$2,439.16 left, after \$12k invoice - reassess?

Hi Teresa, Can you build in 20 hours for general/misc annual report help? I'm hoping that is way high, but I'm stretched really thin, not feeling very comfortable at all (finding lots of errors in 2025 that need research prior to corrections).

The next one is on 03-09-26. After that, 03-23-26. I need to go ask if I could get us on the agenda for 03-09-26, unless you need more time to estimate the hours?

Thank you,



Trisha Miller | Controller

Port of Olympia 606 Columbia St NW STE 300 Olympia, WA 98501

Phone 360-528-8021 **Email** trishaM@PortOlympia.com **Web** www.PortOlympia.com

From: Teresa D. Johnson, CPA <teresa@tdj.cpa>
Sent: Thursday, March 5, 2026 1:46 PM
To: Trisha Miller <trisham@portolympia.com>

Cc: Joanna Pisan <Joanna@tdj.cpa>

Subject: RE: TDJ Contract - \$2,439.16 left, after \$12k invoice - reassess?

Trisha:

See correction below:

Teresa D. Johnson, CPA

CEO

(360) 904-0972

teresa@tdj.cpa

A Higher Standard for Governmental Accounting



From: Teresa D. Johnson, CPA

Sent: Thursday, March 5, 2026 1:38 PM

To: Trisha Miller <trisham@portolympia.com>

Cc: Joanna Pisan <Joanna@tdj.cpa>

Subject: RE: TDJ Contract - \$2,439.16 left, after \$12k invoice - reassess?

Trisha:

1. OPEB is mostly complete, Paulina should be sending a JE to you soon. She is going to ask you about the need for an error correction.
2. SBITA – ~~nothing new to add. Need to provide JE and note disclosure for you.~~ **[Teresa D. Johnson CPA]-The contract sent did not qualify as a SBITA. This is complete.**
3. Leases are in review; we just need to create a Journal Entry for them.
4. Compensated absences not started
5. Cash flow – Not Started
6. Read – Not started.

Let me estimate the number of hours remaining and get back to you. When is the next commissioner meeting?

From: Trisha Miller <trisham@portolympia.com>

Sent: Thursday, March 5, 2026 1:11 PM

To: Teresa D. Johnson, CPA <teresa@tdj.cpa>

Cc: Joanna Pisan <Joanna@tdj.cpa>

Subject: TDJ Contract - \$2,439.16 left, after \$12k invoice - reassess?

Good afternoon Teresa, Can you provide an assessment of in-process work and a revised estimate /scope for remaining work? I need to get Commission approval for more money.

After Amendment No. 3, signed 03.03.26, our contract with you has \$2,439.16 remaining.

An assessment/revised scope will help me explain where we are in the annual report process and why we need the Commission's approval.

I don't see any scenario where the Port would end service. However, we have three new Commissioners (five total).

Thank you,



Trisha Miller | Controller

Port of Olympia 606 Columbia St NW STE 300 Olympia, WA 98501

Phone 360-528-8021 **Email** trisham@PortOlympia.com **Web** www.PortOlympia.com

From: Hannah Ellis <hannahe@portolympia.com>
Sent: Thursday, March 5, 2026 8:16 AM
To: Trisha Miller <trisham@portolympia.com>
Cc: James Sommer <james@portolympia.com>
Subject: FW: Policy 1000

Hi Trisha,

The contract has been amended in order to cover what is currently owed for contract 2024-1041. We now have a remaining balance of \$2,439.16 after deducting the currently owed balance of \$12,200.51.

Let me know if you have any questions.



Hannah Ellis, Contracts Administrator

Port of Olympia

Office 360-528-8040

Mobile 564-669-0657

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Email HannahE@portolympia.com

606 Columbia St NW STE 300

Olympia, WA 98501

From: Hannah Ellis
Sent: Tuesday, March 3, 2026 10:04 AM
To: Trisha Miller <trisham@portolympia.com>
Subject: Policy 1000

Hi Trisha,

Attached is the previously approved increase in the not to exceed amount for 2024-1041. See the snip below stating that we are allowed a 10% increase. We are allowed an increase of \$6,500.00 which would bring the available on contract amount to \$14,639.67.

Contract Amendments:

- Commission authorization required if the value of an amendment or amendments, whether singly or cumulatively, exceeds 10% of the last Commission approved total. The Executive Director has delegated his/her signing authority up to the 10% to the Environmental, Public Works and Planning Director and Finance Manager. A monthly report will be prepared and forwarded to the Executive Director listing all Amendments the Environmental, Public Works, and Planning Director or Finance Manager signed during the previous month.

If you give me the go ahead, I will get the amendment out today.



Hannah Ellis, Contracts Administrator

Port of Olympia

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