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# Northwest Power and Conservation Council

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Oregon

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Oregon

October 7, 2025

## DECISION MEMORANDUM

**TO:** Council members

**FROM:** Sandra Hirotsu  
Administrative Division Director

**SUBJECT:** Authorization to contract with Primetrics for accounting support.

**PROPOSED ACTION:** Seek authorization to contract with Primetrics for accounting support for the period October 1, 2025 to September 30, 2026 in an amount not to exceed \$40,000.

## BACKGROUND

In early 2025, the Council contracted with Primetrics, a firm of accountants and former auditors that provides consulting accounting services, to review the Council's financial and accounting processes. The purpose was to identify internal accounting processes that could be made more efficient and streamlined or should be updated to maintain consistency with accounting best practices and audit standards.

Primetrics reviewed the Council's current financial practices and procedures and made suggestions for process improvements including internal processes related to accounts payable, payroll processing, general ledger accounting, financial reporting, financial statement preparation, and audit documentation.

We are asking the Council to authorize contracting with Primetrics for assistance with prioritizing and implementing some of the recommendations for improvements coming out of the review of our existing accounting and financial practices. We also will use Primetrics for general accounting support under this contract. The overarching goal of the project is to ensure Bonneville, RTF funders and ISAB/ISRP funders that the Council's handling of financial and accounting matters is

consistent with best practices and is one way the Council demonstrates it is a good steward of the funds it has been entrusted with.

## **ALTERNATIVES**

The Council could proceed without this added contract support. However, staff believe Primetrics' can assist the organization achieve financial best practices and modernize some of its financial processes in a more efficient and timely manner than if we were to try and undertake this work ourselves. Primetrics can also assist the Council by leveraging existing technology to provide financial information in a more timely manner and format which can assist the organization in making sound financial decisions.