



Contract and Employee Review Committee Report

April 2026

Committee: Latifia Rodriguez, Craig Ferdig

Administration Contract: Lakeside Administrative Services (Michelle Wade)

Contract Status: Contract dated March 15, 2025, has an initial term of two years, commencing May 1, 2025, through April 30th, 2027. After the initial term, the contract will automatically be renewed for one year beginning May 1, 2027, unless terminated with ninety (90) days notice by either party with proper notification.

Contractor continues to provide consistent, acceptable services.

There was built into the March 15, 2025, contract a 10% (\$410 per month) increase for fiscal year 2026-2027, plus expenses outside of contracted expenses.

Recommendation: Continue under the current contract with quarterly review for the next year.

Bookkeeping: Lakeside Administrative Services (Michelle Wade)

Full bookkeeping including accounts receivable, accounts payable, general ledger, maintain QuickBooks, financial reports each month and work closely with the accountant of BCHA's choice.

Reconciliation of all bank accounts. Payroll processing and work with payroll company.

Contractor continues to provide consistent, acceptable services with accountant Gents Warner. Accountant does quarterly reviews/audits of processes and yearly tax filings.

Recommendation: Continue under the current arrangement with quarterly review for the next year.

Employee Review: Randy Rasmussen, Director, Public Lands & Recreation

Positive Aspects:

- Well-known and well versed in congressional issues and processes.
- Contributions to trails community's annual appropriation request to Congress.
- Continued familiar visibility for advocacy and its value to trail users.

Challenges:

- Communications/identification at the state and chapter levels.
- Timely reporting of requested information.
- Seemingly in conflict with other partners, thereby reducing positive and effective BCHA representation.
- Difficult to communicate pertinent information in a timely manner.
- Lack of assistance in conjunction with Public Lands Committee on the chapter/membership level.
- Underrepresentation of BCHA specific achievements to public and partners.

Goals:

- Engage with other national trail user groups aligned with BCHA's mission to shape and develop cooperative, educational and beneficial opportunities directly benefiting horsemen.
- Data collection needed and necessary prior to Hike The Hill for proper positive BCHA representation, highlighting BCHA's accomplishments (i.e., volunteer hours, NS&HT miles worked, states represented, RTP funding, other grants awarded to states/chapters, etc.).
- Develop BCHA's own "gold sheet" of hours and dollars contributions, as well as funding received nationwide, to agencies and the public for yearly distribution by BCHA.
- Assist in grant funding for BCHA programs.

Recommendation: Continue under the current arrangement with quarterly review for the next year.

Contract Status: Job duties and Standard Operating Procedures are in place and approved February 2025; review quarterly for compliance and needed adjustments.

There is no contract term, employment can be terminated upon 30 days' notice by either party.