



County of San Bernardino

Central Payroll

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Ensen Mason, MBA, CPA, CFA
Auditor-Controller/Treasurer/Tax Collector

Douglas R. Boyd, Sr., ESQ.
Assistant Auditor-Controller/Treasurer/Tax Collector

July 22, 2021

CERTNA Board of Directors
C/O Carol Sutherland, Assistant Recorder
County of Santa Cruz Recorder's Office
701 Ocean Street, Room 230
Santa Cruz, CA 95060

RE: Notification of Contract Termination

Dear Ms. Sutherland:

This letter is to inform you that San Bernardino County intends to terminate its agreement to provide payroll and accounting services to CERTNA. It has been a pleasure providing service to CERTNA over the years; however, since there is no operational nexus between San Bernardino County and CERTNA, the County will discontinue providing said services.

Consistent with the service agreement dated January 1, 2015, the County will cooperate with CERTNA to ensure an alternate source of services is secured within the next 12 months prior to terminating the agreement. It is the County's desire, however, that an alternate service provider is secured as soon as possible, ideally with an effective date no later than January 1, 2022.

Respectfully,

Ensen Mason CPA, CFA
Auditor-Controller/Treasurer/Tax Collector
San Bernardino County

By: 
Tori Roberts, CPA
Assistant Auditor-Controller/Treasurer/Tax Collector

EM:TR:MGA:ls

cc: Michael Alexander, Chief Deputy, Disbursements
Jason Redden, Payroll Manager