

Law Office of C.W. Hine  
13061 Rosedale Hwy, Suite G252  
Bakersfield, CA 93314  
cwhinvestigations@outlook.com  
661-619-8638

Jay Rosenlieb  
Klein, DeNatale, Goldner

April 3, 2026

Dear Jay,

I am pleased to have to opportunity to perform this investigation for the Coalinga-Huron Library District (CLIENT). This letter establishes the terms of my engagement.

1. Legal Investigative Services.

I will render legal services to CLIENT in the form of an impartial workplace investigation as Follows: Investigation of a complaint made by Jacqueline Collings on March 2, 2026, to the Board of Trustees. I will use my legal skills, knowledge, and experience to conduct a fair and impartial investigation of this claim based on witness interviews a review of potentially relevant documentary evidence. I will make findings of fact based on my professional and impartial evaluation of the evidence and the relevant policies. I will present my factual findings in a written report to CLIENT. It is intended that my investigation will be covered by the attorney-client privilege, unless the privilege is waived by CLIENT, or it is determined by a court that all or part of the investigation is not subject to the privilege.

2. Limited of Scope of Engagement The scope of my legal services in this engagement is limited to the impartial and independent fact investigation described in section 1, and does not extend to the following matters, on which we agree that CLIENT shall seek other legal representation or advice as needed: (a) providing legal advice on the implications of the findings of my report or what actions CLIENT should take based on the result of the investigation; (b) making a legal determination of whether there was a violation of any law or policy; (c) the determination of the appropriate scope of the investigation; (d) the admonitions to be given to employees interviewed in the course of the investigation and the consequences of an employee's failure to cooperate; (e) advice regarding the attorney-client privilege with respect to the investigation, including the scope of privilege, waiver, and the disposition of the work product of my services; (f) advice regarding accessing electronic or other data, employee privacy, document retention, litigation holds; (g) appropriate interim employment measures pending investigation; nor (h) acting as an advocate for CLIENT in any proceeding. CLIENT gives its informed consent to the limited scope of this engagement and understands that it may seek independent legal advice regarding the proposed limited scope engagement.

3. Client Cooperation CLIENT agrees to make available to me those witnesses and documents in its control that I request and to otherwise cooperate as necessary to permit me to perform this independent investigation. CLIENT will arrange access to documents, witnesses, and a suitable location for interviews.

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4. No Guarantee of Outcome CLIENT understands that I make no guarantee or assurance of any particular outcome of this impartial investigation.

5. Termination CLIENT has the right to terminate my services at any time. I have the right to terminate my services to CLIENT if, among other things, CLIENT fails to honor the terms of this agreement, fails to pay bills in a timely manner, fails to cooperate with the investigation, or if any fact or circumstance occurs that would, in my view, render continuing service unlawful or unethical, provided that withdrawal is permitted by law and the State Bar of California's Rules of Professional Conduct. Notwithstanding termination by either party, CLIENT remains responsible to pay for all services and costs paid or incurred prior to termination, as provided in this agreement. Unless earlier terminated by either party, this engagement shall terminate upon my presentation of a report of the investigation.

6. Related Post-Investigation Services If, as a result of my services performed under this agreement, I am required to testify in a deposition, arbitration, trial, or any other proceeding, or to respond to subpoenas or discovery, or to otherwise respond or perform services with respect to any matter relating to or arising out of the services performed for CLIENT, CLIENT agrees to pay me for all time expended, including preparation time, at my then-current regular hourly rate, and to reimburse me for costs incurred, whether or not the investigation has been concluded. This includes the reasonable costs of legal representation. Payment is due upon presentation of a bill for services and costs. If costs, including the costs of legal representation, should reasonably be expected to exceed \$3,000, CLIENT shall advance the funds to me or my designee.

7. Billing and Payment I will bill CLIENT monthly for services rendered plus costs. CLIENT shall pay bills upon receipt, and in no event later than 30 days from presentation of the bill. Bills will be sent to your attention at the address above. My hourly rate for this engagement is \$300. Bills for services will contain a description of the services performed, the date they were performed, and the time spent on each service in 1/10th hour increments. My hourly rate applies to all time spent on the investigation of this matter, including interviews; personal and telephone conferences; travel; preparing, analyzing, and reviewing correspondence; reviewing and analyzing documents; and preparing reports and memoranda. Costs may include such items as document reproduction charges, postage, messenger service fees, and out-of-town travel costs. Costs will be charged to CLIENT at my actual cost. Cost for mileage will be calculated using the IRS Standard Mileage Rate. I will not incur major costs on behalf of CLIENT without approval, nor shall I be required to advance payment for major costs, which CLIENT shall pay directly.

8. No Advance Retainer I do not require an advance retainer from CLIENT.

9. Indemnification CLIENT agrees to indemnify me and hold me harmless, to the full extent permitted by law, from and against all claims, actions, proceedings, liabilities or damages, related to or arising out of my services in this engagement except for any acts or omissions that are outside the scope of investigation/engagement, intentional or willful misconduct or failure by the Law Office of C. W. Hine to follow applicable standards of professional care.

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Indemnification includes indemnification for all costs incurred in investigating, preparing to defend, defending, and resolving such claims or actions, including attorneys' fees, experts' fees, disbursements, settlement costs, and my time compensated at my then-current hourly rate. This agreement to indemnify includes the obligation to advance funds to the extent legally permissible. Nothing in this agreement shall operate to limit my liability for professional malpractice.

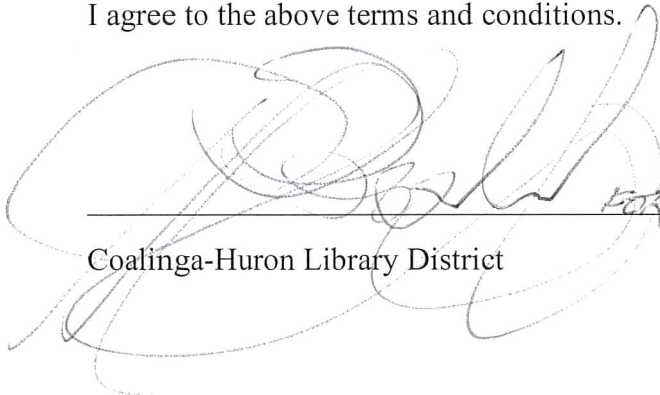
10. Consent to Use of Email and Cloud Services In order to efficiently conduct this investigation, I will frequently communicate and transmit documents using email. CLIENT consents to such email communication with CLIENT's representatives and agents. In addition, I use a secure cloud computing service with servers located in a facility other than my office. Most of my electronic data, including emails and documents, are stored in this manner. CLIENT consents to having communications, documents, and information pertinent to this matter stored though such a cloud based service. I look forward to being of service in this matter.

Very truly yours,



Christopher W. Hine

I agree to the above terms and conditions.



FOR \_\_\_\_\_

Coalina-Huron Library District

Date

4/6/26