



V. J. Webb Consulting, Inc. WJe&. Jo««de,, ad 'P<:eJide,,t
ert 'P'l L--e #25792

May 25, 2026

Mr. Jay Rosenlieb
Klein DeNatale Goldner
10000 Stockdale Hwy Suite 200
Bakersfield, CA 93311

VIA EMAIL
jrosenli@kleinlaw.com

RE: Coalinga-Huron Library District investigation of employee complaint

Dear Mr. Rosenlieb:

Thank you for engaging J. Webb Consulting as a consultant in this matter for your client. The following sets forth the scope of services and billing arrangements for this engagement with Coalinga-Huron Library District (also known throughout as "Client" or "District"). This Agreement is entered into between Dr. Juanita Webb, SPHRca, PI - CA License #25792, SHRM-SCP, of J. Webb Consulting dba I~N~C, Inc., and Coalinga-Huron Library District, located at 305 N. 4th Street, Coalinga, CA 93210, effective May 25, 2026, or the first date services are performed in this matter for Client, regardless of the date executed below.

Scope of Services

J. Webb Consulting, as Investigator and/or Investigative Team, is being retained to conduct a privileged and impartial, independent investigation. J. Webb Consulting states and represents, and Client acknowledges, that Investigator and/or Investigative Team is not an attorney, is not acting as an attorney and is not providing any form of legal advice or legal opinion in this matter. We agree to review all relevant documents related to the complaints raised by Client's employee(s), to conduct interviews and/or an independent investigation into said concerns, to identify pertinent facts, synthesize and evaluate the evidence, make factual findings, and provide work product related to that case, including a background and findings report (verbal and/or written, at Client's Legal Counsel's request). We also agree to be deposed or to testify at a hearing, arbitration, or trial for Client, in this matter, if necessary. Please note: the scope of the engagement may change as the matter proceeds. Should any changes expand the scope of the responsibilities under this agreement in a significant manner, you and your legal counsel will be notified in writing of such change. During the course of the investigation, Investigator and/or Investigative Team will report to the appointed District representative.

All time related to this matter, including the actual interviews ¹ and/or investigation process, travel, administrative time, report preparation, testimony and/or preparation related thereto will be billed at the then-current hourly rate, as currently noted below. Please note: We agree to provide services within the scope and limitation of our professional skills and ability. The Client and Client's Legal Counsel (Mr. Jay

¹ It is our practice to create and provide a safe and supportive environment for interviewees. We typically allow participants to engage in the way they feel most comfortable, which might include interviews in person, via videoconference, or telephone. We do not provide and exchange written questions and responses during this process, as personal interaction with the interviewee is more effective to gain a complete understanding and gather relevant context and insights.

DrJ@JWCempowers.com

661.747-4386 Cell

661.588-3609 Fax

Client Initials **EC**



Rosenlieb, Esq., of Klein DeNatale Goldner Attorneys at Law) will be notified when any request for services is beyond the scope and limitation of those skills and abilities. We do not represent to Client or Legal Counsel to have any special license, degree or certification for the services provided, other than those specifically identified in the attached curricula vitae. Further, we shall not bind Client to any contracts or commitments without first obtaining the express written approval of Client.

Fees and Costs

Services are performed on a time and material basis at our standard professional fee of \$250.00 per hour. Time will be billed to the Client on a semi-monthly basis. A retainer in the amount of \$2,000.00 will be due and payable with this executed agreement before services commence (see attached retainer invoice). Once all retainer funds are depleted, Client shall pay all remaining amounts, in full, upon receipt of invoice. Client may, at any time, replenish their retainer fund in any amount of their choosing. Upon termination of this Agreement, once all billing for services has been completed, any remaining retainer funds will be refunded in full to the Client.

Our rates are subject to change and the applicable rates will be those in effect at the time the services are rendered. We will inform you of any rate changes that occur subsequent to the execution of this Agreement. It will be necessary to receive the fully executed engagement letter prior to the performance of services in this matter. All invoices will be due and payable in full upon presentation.

You will also be billed, in addition to the hourly fee, for all charges and out-of-pocket expenses; for example, travel time (at \$95.00/hour) and actual costs for meal and hotel expenses, search fees, computer assisted research, courier services, long distance telephone calls, automobile mileage (at the standard IRS mileage rate) and tolls, photocopying, postage and the like, should such be required in this matter.

When an hourly rate is billed, time is recorded in increments of .17 hour (10 minutes), and you will be billed for all time spent on this matter including preparation, employee or management interviews, investigation interviews, research, document review, conferences, court appearances, drafting reports and letters, administrative time including e-mails, telephone calls, text messages and other correspondence, as well as travel time and mileage. Staff of J. Webb Consulting may be utilized to be time and cost efficient or to provide you with the best service.

Invoices are generally rendered semi-monthly and are due upon receipt. Your account will be charged a 1.0% late fee per month (12% annually) for amounts past due 30 days from date of invoice. If your account becomes delinquent (more than sixty [60] days past due), we will stop all work on your behalf until your account is brought current with your understanding and agreement that J. Webb Consulting is not responsible for any adverse consequences of uncompleted work.

In the unlikely event we are required to institute collection proceedings for unpaid fees or costs, you agree to pay our attorneys' fees (as determined by the time spent by our attorneys or outside counsel) and costs incurred in that effort. We reserve the right to terminate this agreement upon failure to pay fees or costs when due, or when my professional judgment requires our withdrawal. In the event of my death, any monies then due to J. Webb Consulting for any services rendered under this agreement, as of the date of death, will be paid to my estate.

No aspect of this agreement shall preclude payment for other services or under any other agreements or payment arrangements agreed upon with the Client for consulting work performed for Coalinga-Huron Library District.

DrJuanitaWebb@JWCempowers.com

661.747-4386 Cell

661.588-3609 Fax

Client Initials FC



Client agrees to defend and indemnify Dr. Juanita Webb, J. Webb Consulting dba I-N-C, Inc., and its directors, officers, employees, agents, stockholders, affiliates, and subcontractors, from and against all allegations, claims, actions, suits, demands, damages, liabilities, obligations, losses, costs, expenses (including without limitation attorneys' fees and costs), judgments, awards or settlements should we be named as a defendant in any administrative or governmental agency charge ("charges"), claim and/or civil action ("action") which may be brought for which services were provided under this Agreement or which arise out of this Agreement. We agree to cooperate in all reasonable respects and make applicable staff available to give testimony, speak with Counsel, and provide assistance with any charges, claims and/or action relating to the Client in this matter, all of which will be billed at the then-current hourly rate. Client will reimburse J. Webb Consulting for all reasonable fees and/or related expenses, including but not limited to the reasonable attorney fees incurred and costs associated with defending any charge, claim or action.

Dispute Resolution

All disputes arising out of this Agreement shall be submitted to mediation. The parties shall work jointly in selecting a mediator. If mediation is not successful in resolving all disputes arising out of this Agreement, or if the parties cannot successfully agree upon a mediator, those unresolved disputes shall be submitted to final and binding arbitration. The arbitration will be administered by Judicial Arbitration and Mediation Services ("JAMS") and governed by the Employment Arbitration Rules promulgated by JAMS and in effect as of the date arbitration is commenced ("Arbitration Rules").

Applicable Law

California law shall apply to this Agreement and shall control the interpretation of all of its terms. Further, the language of all parts of this Agreement shall in all cases be construed as a whole according to its fair meaning and not strictly for or against either of the Parties. Any action on this Agreement shall be commenced in Kern County, California.

General Provisions

The following provisions apply to the entire Agreement:

- a. The unenforceability, invalidity, or illegality of any of the provisions of this Agreement shall not render any other provision invalid.
- b. Each party to this Agreement acknowledges that no representations, inducements, promises, or agreements, orally or otherwise, have been made by any party, or anyone acting on behalf of any party, not embodied herein. Any modification of this Agreement will be effective only if it is in writing signed by both parties.
- c. Independent Contractor agrees to comply with all laws and lawful regulations applicable to the consulting work or to any activities carried out in the name of or on behalf of Client under the provisions of this Agreement and/or any amendments to it. Independent Contractor agrees that all financial settlements, billings, and reports provided to Client will, to the best of its knowledge and belief, reflect properly the facts about all activities and transactions handled for the Client, which data may be relied upon as being complete and accurate in further reporting made by Client for any purpose. Independent Contractor agrees to notify Client promptly upon discovery of any instance where the Independent Contractor fails to comply with the provisions herein concerning compliance with the law or where Independent Contractor has reason to believe data referred to herein is no longer accurate and complete.
- d. This Agreement supersedes and replaces all prior contracts or agreements between the parties.

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If it is the desire of Client to accept the terms of this Agreement, please initial at the bottom of each page where indicated, sign and return a copy of this letter directly to me, with the retainer indicated above.

Thank you for allowing J. Webb Consulting to provide these services for Coalinga-Huron Library District.

Feel free to contact me at any time if you have questions or need clarification on any aspect of this Agreement.

Sincerely,

Dr. Juanita Webb

Dr. Juanita Webb, SPHRca, PI, SHRM-SCP
J. Webb Consulting dba I~N~C, Inc.
CA PI License #25792

On behalf of Coalinga-Huron Library District:

Francisco J Chavez
Name (Printed)

Francisco J Chavez
Signature/Title

07-29-2026
Date

Please email/send Coalinga-Huron Library District invoices and statements (sent from mailer@timesolv.com - please whitelist this email address to assure receipt of invoices and statements) to:

Name: Coalinga-Huron Library District

Physical address: 305 N, Fourth St. Coalinga, CA. 93210

Telephone number: 559-2844128

Email address: jrosenli@kleinlaw.com (Primary Billing Contact)

Email address: fchavez@chld.org (Secondary Billing Contact)

It is your responsibility to inform us of any changes to your designated email and/or mailing address.

FOR OFFICE USE ONLY

Client Number: _____

TS Setup: _____

Email: _____

Client File: _____

Folder: _____

DrJuanitaWebb@JWCempowers.com

661.747-4386 Cell

661.588-3609 Fax

Client Initials FC



Investigation Retainer Invoice

J. Webb Consulting, a division of 1-N-C, Inc.
11511 Finsbury Court
Bakersfield, CA 93312

Date: May 25, 2026
Retainer Number: 2026 - 0525

Invoice To:
Coalinga-Huron Library District

Deposit retainer for investigation services.

Total Retainer Amount: USD \$ 2,000.00

845-00-00
\$ 2000 . ⁹



J. Webb Consulting, a division of I~N~C, Inc.
11511 Finsbury Court
Bakersfield, CA 93312
661-747-4386
www.jwcempowers.com

August 16, 2026

Mr. Francisco Chavez
Coalinga-Huron Library District
305 N. Fourth Street
Coalinga, CA 93210

Invoice Number: 20260477
Invoice Period: 08-01-2026 - 08-15-2026

Payment Terms: Due Upon Receipt

Any payments received after date of invoice will be reflected on your next invoice.

Thank you for engaging J Webb Consulting to provide these services!

Time Details

Date	Consultant	Description	Hours	Rate	Amount
08-01-2026	Dr.JW	Begin document review	1.00	250.00	250.00
08-04-2026	Dr.JW	Review and respond to email; Telephone call with Francisco Chavez regarding timeline and complaint details	0.25	250.00	62.50
08-06-2026	Dr.JW	Review and respond to emails	0.25	250.00	62.50
08-06-2026	Dr.JW	Telephone calls to Complainants regarding interview schedule	0.17	250.00	42.50
08-06-2026	Dr.JW	Telephone call from employee to schedule investigation interview	0.17	250.00	42.50
08-07-2026	Dr.JW	Telephone call from employee to schedule interview	1.17	250.00	292.50
08-08-2026	Dr.JW	Send virtual meeting invites for investigation interviews	0.17	250.00	42.50
08-10-2026	Dr.JW	Prepare for investigation interview	1.58	250.00	395.00
08-10-2026	Dr.JW	Conduct virtual investigation interview	2.33	250.00	582.50
08-11-2026	Dr.JW	Prepare for and conduct virtual investigation interview	1.92	250.00	480.00
08-11-2026	Dr.JW	Prepare for investigation interview	0.25	250.00	62.50
08-12-2026	Dr.JW	Prepare for and conduct investigation interview	3.25	250.00	812.50
Total			12.51		3,127.50

Total for this Invoice 3,127.50
Payment - 19183 on 08-04-2026 (2,000.00)
Total Amount to Pay 1,127.50

Mr. Francisco Chavez
Coalinga-Huron Library District
305 N. Fourth Street
Coalinga, CA 93210

August 16, 2026

J. Webb Consulting, a division of I~N~C, Inc.
11511 Finsbury Court
Bakersfield, CA 93312

Invoice Number: 20260477
Invoice Period: 08-01-2026 - 08-15-2026

REMITTANCE COPY

RE: Professional Services (686-101)

Fees	3,127.50
Total for this Invoice	3,127.50
Payment - 19183 on 08-04-2026	(2,000.00)
Total Amount to Pay	1,127.50

Outstanding Balance as of 08-16-2026

Current	30 Days	60 Days	90 Days	120 Days	180+ Days	Total
3,127.50	0.00	0.00	0.00	0.00	0.00	3,127.50

Open Invoices and Credits

Date	Transaction	Project	Amount	Applied	Balance
08-04-2026	Payment	Professional Services	(2,000.00)		(2,000.00)
08-16-2026	Invoice 20260477	Professional Services	3,127.50		3,127.50
			Total Amount to Pay		1,127.50

Please make checks payable to I~N~C, Inc.