



March 21, 2019

Board of Directors  
Ventura Regional Sanitation District  
Ventura, California

## **RESOLUTION 19-01 AUTHORIZING STAFF TO ADJUST THE ADOPTED BUDGET AND APPROVE ALL PURCHASE ORDERS FOR BILLABLE RELATED SERVICES**

### **RECOMMENDATION**

Approve Resolution 19-01 Authorizing staff to amend the adopted budget to cover unforeseen costs and approve all purchase orders related to billable services.

### **FISCAL IMPACT**

This will have a positive impact to the District because all reimbursable costs are offset by an equal amount of revenue in addition to a 15% administrative fee.

### **BACKGROUND/ANALYSIS**

The Board adopts an annual budget each year based on staff's best estimate of activities that are to take place in the upcoming year. However, when it comes to water/wastewater activities, which are services provided by the District at the request of its customers, the level of activity is challenging at best to predict.

The District finds it challenging to be both timely and responsive to its customers' requests for services when those requests exceed the budget appropriations within the adopted budget. Staff is therefore recommending the Board authorize the Director of Finance to amend the adopted budget to cover additional costs that are directly tied to reimbursable services for the District. The adjustments would include increased costs which are directly attributable to increased revenues.

Additionally, this resolution would allow the General Manager to approve all purchase orders related to reimbursable work requested by the customers. The purchase order authorization, like the budget amendment authorization, is essential to being able to meet our customers' needs in a timely manner and has no negative impact on District operations or finances.

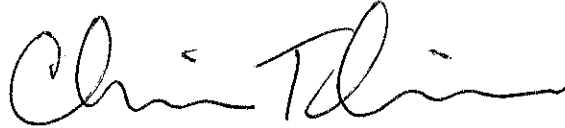
This letter and the associated contract have been reviewed by Legal Counsel as to form.

If you should have any questions or need additional information, please contact me by phone at (805) 658-4646 or via email at [tinrivera@vrsd.com](mailto:tinrivera@vrsd.com).



ALVERTINA RIVERA, DIRECTOR OF FINANCE

APPROVED FOR AGENDA:



Chris Theisen, General Manager

Attachments: Resolution 19-01

**VRSD RESOLUTION NO. 19-01**

**RESOLUTION OF THE VENTURA REGIONAL SANITATION DISTRICT BOARD OF DIRECTORS TO AUTHORIZE THE DIRECTOR OF FINANCE TO AMEND APPROPRIATIONS AND THE GENERAL MANAGER TO APPROVE ALL PURCHASE ORDERS RELATED TO REIMBURSABLE SERVICES PROVIDED BY THE DISTRICT**

**WHEREAS**, the Board of Directors approves the District's operating and CIP budget annually; and

**WHEREAS**, the District's annually adopted budget includes appropriations and revenue projections related to reimbursable services provided by the District to its many customers; and

**WHEREAS**, the Board of Directors acknowledges the need for the District to be able to comply with service requests made of the District in a timely manner; and

**WHEREAS**, the Board of Directors recognizes that by granting staff authority to amend budget appropriation and revenue projections, as well as approve purchase orders related to reimbursable services, benefits the District financially and improves the quality of service it can provide.

**NOW, THEREFORE, THE BOARD OF DIRECTORS OF THE VENTURA REGIONAL SANITATION DISTRICT DOES HEREBY RESOLVE, ORDER AND DETERMINE** that the Director of Finance, in consultation with the General Manager and Director of Operations, is authorized to amend appropriations and revenue projections related to reimbursable services by the District and the General Manager is authorized to approve all purchase orders related to reimbursable services.

**PASSED, APPROVED AND ADOPTED** this 21<sup>st</sup> day of March, 2019 by the following vote:

Ayes:

Noes:

Abstain:

Absent:

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Kevin Kildee, Chairman  
Board of Directors

Attest:

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Juliet Rodriguez, Clerk of the Board

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