



June 20, 2019

Board of Directors  
Ventura Regional Sanitation District  
Ventura, California

**APPROVAL OF PROPOSED VRSD RESOLUTION 19-04 SUPERSEDING AND REPLACING VRSD RESOLUTION 19-01 AND AUTHORIZING STAFF TO AMEND APPROPRIATIONS AND APPROVE ALL PURCHASE ORDERS AND CONTRACTS RELATED TO REIMBURSABLE SERVICES PROVIDED BY THE DISTRICT**

**RECOMMENDATION**

Approve Proposed VRSD Resolution 19-04.

**FISCAL IMPACT**

None.

**BACKGROUND/ANALYSIS**

During the March 21, 2019 Board meeting, the Board approved VRSD Resolution 19-01, granting staff authority to amend appropriations and approve purchase orders related to reimbursable services provided by the District. In the past couple of months, staff realized that the intent of the resolution required an expansion in wording to include staff approval authority for contracts, not just purchase orders. The omission of “contracts” was an oversight in the original resolution, as the District utilizes both purchase orders and contracts to procure reimbursable services and supplies.

Resolution 19-04 was derived by taking Resolution 19-01 and updating it to clarify that the General Manager has authority to approve all contracts related to reimbursable services. Additionally, language was added to reflect the reporting to the Board of appropriation amendments within 60-days of the appropriation amendment taking place. If approved, VRSD Resolution 19-04 would replace Resolution 19-01 in its entirety.

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 [tinarivera@vrzd.com](mailto:tinarivera@vrzd.com).

ALVERTINA RIVERA, DIRECTOR OF FINANCE

APPROVED FOR BUDGET IMPACT:   
Alvertina Rivera, Director of Finance

APPROVED FOR AGENDA:   
Chris Theisen, General Manager

Attachments: Resolution 19-04

**VRSD RESOLUTION NO. 19-04**

**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 AND CONTRACTS RELATED TO REIMBURSABLE SERVICES PROVIDED BY THE DISTRICT**

**WHEREAS**, the Board of Directors reviews, approves and authorizes the District's operating and Capital Improvement Project budget annually; and

**WHEREAS**, the District is an enterprise fund governmental entity; and

**WHEREAS**, the District's annually adopted budget includes appropriations and revenue projections related to reimbursable services provided by the District to its many solid and wastewater 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 and cost-effective manner that may not coincide with regularly scheduled Board of Directors meetings; and

**WHEREAS**, the Board of Directors recognizes that by granting District staff authority (mainly the General Manager and Director of Finance) to amend District budget appropriation and revenue projections, as well as approve purchase orders and contracts 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 DETERMINE, RESOLVE, AND ORDER** that the Director of Finance, in consultation and cooperation with the General Manager and Director of Operations, is authorized to amend annual budget appropriations and revenue projections related to reimbursable services by the District and the General Manager is authorized to approve all purchase orders and contracts related to such reimbursable services.

**BE IT FURTHER RESOLVED** that any and all budget amendments made under the authority of this resolution shall be reported to the Board within 60-days of such amendment.

**BE IT FURTHER RESOLVED** that this Resolution supersedes and replaces in full VRSD Resolution No. 19-01.

VRSD Resolution No. 19-04  
June 20, 2019

**PASSED, APPROVED AND ADOPTED** this 20<sup>th</sup> day of June, 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