

RESOLUTION NO. 09-02

RESOLUTION OF THE UKIAH VALLEY SANITATION DISTRICT BOARD OF DIRECTORS DESIGNATING APPROVAL AUTHORITY NOT TO EXCEED A MONTHLY AGGREGATE SUM OF \$500.00 TO THE DISTRICT MANAGER FOR THE PAYMENT OF MONTHLY INVOICES FOR TELEPHONE AND DIGITAL SUBSCRIBER LINE SERVICES, COPYING EXPENSES, OFFICE SPACE RENT, AND GENERAL OFFICE SUPPLIES

WHEREAS, all invoices or claims for goods and services provided to the District are submitted to the District Board for payment approval as a matter of policy and for the purpose of providing financial oversight; and

WHEREAS, with the transformation of the District to an Independent Special District and the subsequent separation of the District Manager's office from the County of Mendocino facilities and support, the District now incurs expenses from non-governmental service providers for telephone and digital subscriber line services, copying expenses, office space rent and general office supplies; and

WHEREAS, the grace period for the payment of telephone and DSL services is approximately 24 calendar days from the billing date and as a result of the meeting schedule of the District Board and the payment approval processes adhered to by the County Auditor and City of Ukiah Finance Department it can take up to 45 calendar days for payment approval and the issuance of the check; and

WHEREAS, the District Manager has been paying certain invoices with personal checks to facilitate payment of the invoices within the grace period thereby preventing the assessment of late payment fees and then submitting requests for reimbursement to the District Board; and

WHEREAS, office space rent and copying expenses related to the production of agenda packages are monthly expenses of fixed monetary amounts or within low monetary ranges; and

WHEREAS, general office supplies have been purchased by the District Manager with personal funds requiring the District Manager to submit reimbursement requests to the District Board.

NOW, THEREFORE, BE IT RESOLVED, that the District Board, in the interest of streamlining the payment approval process for designated and re-occurring expenses, designates Approval Authority not to exceed a monthly aggregates sum of \$500.00 to the District Manager for the payment of monthly invoices for telephone and DSL services, copying expenses, monthly rent, and general office supplies. The District Manager is hereby authorized to submit applications for business accounts with Mendo-Lake Office Products and Staples for the acquisition of general office supplies. The District Manager is hereby directed to submit a monthly report to the Board reporting the type of expenses and amounts the Manager approved for payment.

The foregoing Resolution introduced by Director Paulin, seconded by Director Pallesen, and carried this 19th day of February, 2009, by the following vote:

AYES: Directors Hooper, Pallesen, Paulin, and Ronco
NOES: None
ABSENT: Director McNerlin

WHEREUPON, the Chair declared said Resolution adopted and SO ORDERED.

ATTEST: KRISTI FURMAN
Clerk of the Board

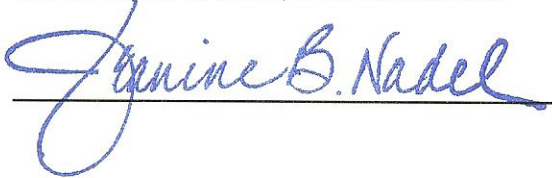


JAMES RONCO, Chair
Ukiah Valley Sanitation District



Adrienne Moore, DEPUTY
Secretary, Ukiah Valley Sanitation District

APPROVED AS TO FORM:
JEANINE B. NADEL, District Counsel



Jeanine B. Nadel