

RESOLUTION NO. 09-07

RESOLUTION OF THE UKIAH VALLEY SANITATION DISTRICT (DISTRICT) GRANTING  
PAYMENT APPROVAL AUTHORITY TO THE DISTRICT MANAGER FOR INVOICES OF  
BUDGETED EXPENSES AND REQUIRING A MONTHLY REPORT OF EXPENSES  
APPROVED FOR PAYMENT

WHEREAS, all invoices and claims for goods and services provided to the District, excluding utilities and supplies not exceeding an aggregate sum of \$500 per month, are submitted to the District Board of Directors (District Board) for payment approval as a matter of policy and for the purpose of providing financial oversight; and

WHEREAS, the grace period for the payment of many of the invoices is less than the time period needed in the approval and payment process resulting in the need to either schedule Special Board meetings to approve payment or necessitating the District Manager to make payment using personal checks to avoid late payment fees and then submitting requests for reimbursement; and

WHEREAS, in most cases, the invoices are for expenses which have been included in District Board Approved Budgets for Funds 641 or 3870.

NOW, THEREFORE, BE IT RESOLVED, that the District Board in the interest of streamlining the payment approval process for budget expenses within Funds 641 and 3870, grants to the District Manager Payment Approval Authority for invoices of budgeted expenses including progress payments to vendors and consultants that are to be expensed to either Fund 641 or 3870. The District Manager is hereby directed to submit on a monthly basis at regularly scheduled meetings of the District Board a Report of Approved Invoices. The District Manager shall also submit a timely report to the Board of expenses that are exceeding the anticipated or expected rate of payment for those expenses which are incurred on a periodic basis and which may exceed the budgeted amount.

The foregoing Resolution was introduced by Chair Ronco followed by a motion from Director Porter to adopt the Resolution and seconded by Director Paulin; motion carried this 17th day of December, 2009, by the following roll call vote:

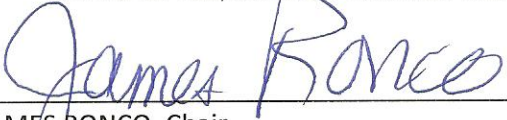
AYES: Directors Porter, Pallesen, Paulin, and Ronco

NOES: None

ABSTAIN: None


ABSENT: Director McNerlin

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

  
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JAMES RONCO, Chair  
Ukiah Valley Sanitation District

ATTEST:

RICK KENNEDY  
Clerk of the Board

  
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RICK KENNEDY  
Clerk of the Board

APPROVED AS TO FORM  
ROSS WALKER  
District Legal Counsel

  
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ROSS WALKER  
District Legal Counsel