



OJAI VALLEY SANITARY DISTRICT

A Public Agency

1072 Tico Road, Ojai, California 93023

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MINUTES OF FINANCE COMMITTEE

The Finance Committee held a meeting at the District Office, 1072 Tico Road on March 14, 2011 beginning at 3:02 p.m.

COMMITTEE MEMBERS PRESENT: Peter M. Kaiser
William D. O'Brien
Stan Greene, Chairman

COMMITTEE MEMBERS ABSENT: None

STAFF PRESENT: John K. Correa, General Manager
Brenda Krout, Administrative Officer
Ron Sheets, Operations Superintendent

OTHERS PRESENT: Mark Zirbel, District Legal Counsel

1. **Public Comment - (Items not on the agenda - 3 minute limit)**

None

2. **Review of Draft District Purchasing Policy**

The draft purchasing policy developed by District Legal Counsel and given to the Committee at their March 3, 2011 meeting was reviewed and discussed.

The General Manager's spending limit was discussed. It was noted that there are three different types of expenditures addressed in the draft policy: construction, professional services and equipment & supplies. It was discussed that each type of expenditure could allow a different spending limit for the General Manager. The level of these limits was discussed.

Two Committee members, Greene and O'Brien, supported presenting a recommendation to the Board to set these limits at:

- Construction \$15,000
- Professional Services \$15,000
- Equipment & Supplies \$12,000

Committee member Kaiser supported setting the limits at:

- Construction \$15,000
- Professional Services \$12,000
- Equipment & Supplies \$7,000

It was discussed that there are some on-going expenditures (utilities, repair work, etc.) that should be excluded from this policy. It was agreed that Mr. Zirbel will revise the draft policy adding an exemption section that will include distinguishing between routine repair/maintenance versus replacement because of failure and different types of equipment and supplies.

A revised draft policy will be provided to the Committee for their next meeting. The next meeting will be scheduled after the revisions to the policy have been completed.

3. **Discussion**

a. Audience

None

b. Committee Members

None

c. General Manager

None

The Finance Committee meeting adjourned at 4:30 p.m.

Minutes submitted by Brenda Krout, Clerk of the Board