



**NAPA-VALLEJO WASTE  
MANAGEMENT AUTHORITY**

Agenda Date: 12/8/2016

Agenda Placement: 7C

## Napa-Vallejo Waste Management Authority Board Agenda Letter

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**TO:** Board of Directors

**FROM:** Richard Luthy - Executive Director  
Napa-Vallejo Waste Management Authority

**REPORT BY:** Richard Luthy, Executive Director, Napa-Vallejo Waste Management - 707-299-1314

**SUBJECT:** Payment Authorization

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### **RECOMMENDATION**

#### **PAYMENT AUTHORIZATION:**

**REQUESTED ACTION:** Executive Director requests approval of the following related to the ACSL Seismic Tank Retrofit Program 14811:

1. Approval to submit for payment six (6) invoices totaling \$20,588.54 for work performed by CB & I in Fiscal Year 2016; and
2. Approval of Budget Adjustment NVW 002 increasing Other Professional Services appropriations by \$20,588.54 with offsetting revenues from available Fund Balance.

### **EXECUTIVE SUMMARY**

On November 3, 2016, the Authority received an inquiry from CB & I as to the payment status of six (6) invoices totaling \$20,588.54 for work performed in FY 2016 related to the Seismic Tank Retrofit Project (14811) at the American Canyon Sanitary Landfill site. Although the work was performed, it was discovered that the invoices were directed to an incorrect email address and therefore no payments were made. The Executive Director is requesting approval to pay these unpaid invoices from current fiscal year funds for work performed in FY 2016.

### **FISCAL IMPACT**

Is there a Fiscal Impact?                      No

**ENVIRONMENTAL IMPACT**

ENVIRONMENTAL DETERMINATION: The proposed action is not a project as defined by 14 California Code of Regulations 15378 (State CEQA Guidelines) and therefore CEQA is not applicable.

**BACKGROUND AND DISCUSSION**

On November 3, 2016, the Authority received an inquiry from CB & I as to the payment status of six (6) invoices totaling \$20,588.54 for work performed in FY 2016 related to the Seismic Tank Retrofit Project (14811) at the American Canyon Sanitary Landfill site. Although the work was performed, it was discovered that the invoices were directed to an incorrect email address and therefore no payments were made. The Executive Director is requesting approval to pay these unpaid invoices from current fiscal year funds for work performed in FY 2016. Since these funds were not expended in FY 2016, the available Agreement balance was carried over into FY 2017 in the Authority's cash reserve and is available for payment of these invoices.

**SUPPORTING DOCUMENTS**

None

Executive Director: Approve

Reviewed By: Martha Burdick