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December 28, 2020

Board of Directors
Triunfo Water & Sanitation District
Ventura County, California

BUDGET TRANSFER FOR TWSD CORE MANAGEMENT CONTRACTS

Summary

At the August 24, 2020, Triunfo Water & Sanitation District (TWSD) Board Meeting, the Board approved transitioning the four Core Management Consultants to District Employees. With an effective date of October 4, 2020, the consultant contracts were terminated but the funds remained encumbered to those four contracts. In order for these funds to be made available for these employees to be paid directly by the District via Paychex, staff recommends the Board approve a budget transfer of the remaining contract funds to the Salaries & Benefits budget for FY 2021.

Additionally, staff recognizes a budget adjustment will be necessary to cover the one-time transition costs associated with hiring new employees (Finance group and Clerk) to cover the costs for salary and benefits for FY 2021. These costs were identified in the approved business plan but were not included in the Adopted FY 2020-2021 Fiscal Budget. Given that the cost for training, benefits, and office operations is in flux, the exact impact will be determined and a budget adjustment request made at a future Board Meeting.

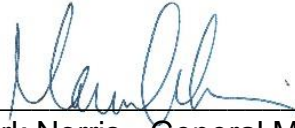
Please contact me at 805-658-4621 or email marknorris@trunfowsd.com if you have any questions or need additional information.

Fiscal Impact

Due to the pending changes in actual transitional costs for salary, benefits, training, and office operations, staff will continue to evaluate and reconcile those expenses against the approved business plan and adopted budget and present a budget adjustment request in the coming months.

Recommendation

It is recommended that the Board review and approve the budget transfer for the remaining funds of \$556,519 from the core management consultant contracts to the Salaries & Benefits budget for FY 2020-2021.

REVIEWED AND APPROVED 
Mark Norris - General Manager

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