



Midpeninsula Regional
Open Space District

R-14-54
Meeting 14-08
March 12, 2014

AGENDA ITEM 6

AGENDA ITEM

Revised Claims Report Format and Changes to Payment Approval Process

GENERAL MANAGER'S RECOMMENDATIONS

1. Approve the proposed changes to the Claims Report format.
2. Adopt a resolution authorizing the General Manager or designee to approve the payment of Claims up to \$25,000.

SUMMARY

On October 18, 2013, the Board directed staff to identify operational efficiencies in the preparation of the semi-monthly Claims Report as well as the payment approval process. The General Manager recommends an automated generation of the Claims Report using the District's Integrated Accounting and Finance System rather than using the current manual entry method into Excel spreadsheets. This change would result in a significant reduction of staff time and subsequent cost savings of up to \$40,000. Additionally, to add efficiencies in the claims approval process, the General Manager recommends that the Board authorize the General Manager or designee to approve payment of claims up to \$25,000, consistent with the delegated budget authority. These claims would be presented to the Board for ratification at the Board's next regularly scheduled meeting.

DISCUSSION

At the October 18, 2013 Board Retreat, the Board directed the General Manager to prepare alternative formats for the Claims Report for the purpose of streamlining the reporting process to increase operational efficiencies. Additionally, Directors Riffle and Siemens suggested that staff research the possibility of modifying the claims approval process to authorize the General Manager to approve the payment of claims that fall below a specified threshold.

Improvements to the Claims Report Format

Currently, the Claims Report is a manually created document, with each line item individually entered by the Accounting staff. The Claims Report provides sufficient level of detail regarding each individual expense item to ensure public transparency and inform the Board about the type of work or product/deliverable associated with each expenditure, the encumbered cost, and vendor/contractor. In its current form, the Claims Report can take up to 8 hours to create and,

due to the requirement for manual input, this report has a higher probability for user input errors compared to more automated reports generated by financial software.

The General Manager is proposing revisions to the Claims Report format that would allow the Report to be generated directly from the District's Integrated Accounting and Finance System (IAFS) rather than the current method of manual entry. This change would save significant staff time, eliminate the risk of data entry errors, and provide enhanced financial controls. Attachment 1 provides an example of the proposed new Claims Report format. Specific changes include:

1. A full list of all checks issued, including Annual Claims checks, which would be noted by an asterisk. Since Annual Claims checks are approved at the beginning of the year by the Board, these would be included only for informational and tracking purposes.
2. A description of each claim, similar to but more concise than what is provided now due to IAFS space limitations in the data entry field.

Proposed Claims Approval Process Efficiencies

As part of the proposed revamping of the Claims Report process and to create additional operational efficiencies as part of the management of District finances, the General Manager also recommends that the Board authorize the General Manager or designee to approve all claims that are within his/her budget authority of \$25,000. These approved claims would be presented to the Board for ratification at the Board's next regularly scheduled meeting. This recommended approval process change is consistent with California Public Resources Code section 5549(b), which empowers the Board to authorize the General Manager to bind the District, in accordance with Board policy, for the payment for supplies, materials, labor, or other valuable consideration for any purpose, including the new construction of any building, structure, or improvement in amounts not exceeding \$25,000 provided that all such expenditures are reported to the Board of Directors at its next regular meeting.

The benefits of this process change include:

1. Significant Reduction of Urgent Checks – checks up to \$25,000 would be processed as invoices are received, reducing the need for urgent check requests and special processing for time sensitive payments.
2. Elimination of Revised Claims Report – the Claims Report will continue to be included in the Board packet sent out the Friday before the Board meeting. Any checks issued between the packet mailing and the Board meeting would appear on the next Claims Report.
3. Ensure timely payments – if invoices are not entered into IAFS approximately 6 days prior to an upcoming Board meeting, the vendor must wait until the next Board meeting for payment, which can be two or more weeks later. This is can be particularly problematic if the invoice does not make it to the appropriate staff desk within the first week of District receipt.

FISCAL IMPACT

Approval of the recommendations in this report would reduce or eliminate the need for a temporary Account Clerk, resulting in expenditure savings of up to \$40,000 annually.

BOARD COMMITTEE REVIEW

The Action Plan and Budget Committee (ABC) reviewed this item at their February 11, 2014 meeting. The recommended Claims Report format incorporates the Committee's requested changes and input.

PUBLIC NOTICE

Notice has been provided as required by the Brown Act. No additional notice is required.

CEQA COMPLIANCE

The proposed action is not a project under the California Environmental Quality Act (CEQA) and no environmental review is required.

NEXT STEP

If approved by the Board, the District's Board Policy Manual would be updated to reflect the General Manager's or designee's authority to approve claims up to \$25,000.

Attachments:

1. Proposed Claims Report Format
2. Resolution Authorizing the General Manager to Approve the Payment of Claims up to \$25,000
3. Proposed revisions to District Board Policy 1.03

Prepared and reviewed by:
Kate Drayson, Administrative Services Manager

CLAIMS REPORT**MEETING 13-32****DATE 11/13/13****MIDPENINSULA REGIONAL OPEN SPACE DISTRICT**

Check Number	Vendor No. and Name	Invoice Description	Check Date	Payment Amount
65250	11199 - AMERICAN WRECKING, INC.	Mt. Um Demolition Work (SA)	11/13/2013	329,289.00
		Mt. Umunhum Demolition Work (SA)	11/13/2013	
65221	* 10215 - CALPERS-FISCAL SERVICES DIVISION	Retirement contributions	11/01/2013	103,572.39
65282	11272 - GEORGE BIANCHI CONSTRUCTION INC.	Peters Creek Bridge Footing & Pier Construction Project (LR)	11/13/2013	50,277.29
65280	10509 - GEOCON CONSULTANTS INC	Hicks Flat Mine Waste Remediation (SA)	11/13/2013	
		Mt Um Bald Mt Staging Geotechnical Consulting (SA)	11/13/2013	
65240	* 10845 - CITY OF MOUNTAIN VIEW-FINANCE	Dispatching Services 7/1/13 - 9/30/13	11/07/2013	36,219.00
65351	11139 - WINEGAR AIR SCIENCES	Air monitoring at Rancho San Antonio (RS)	11/13/2013	22,200.00
65237	10206 - FIRST NATIONAL BANK	Oct 2013 credit card statements (Note: no individual statement exceeded \$5,000)	11/05/2013	22,033.21
65297	10794 - JOHN NORTHMORE ROBERTS & ASSOC	Design and Consulting Services for Mindego Gateway (RR)	11/13/2013	21,671.50
65220	11098 - M-T METAL FABRICATION INC	Signboards & lit holders various preserves	10/31/2013	19,396.65
65291	10499 - IMHOF TRACTOR SERVICE INC	Harrington Creek Fence Project (LH)	11/13/2013	14,820.25
65243	* 10216 - VALLEY OIL COMPANY	Gas/diesel for field offices	11/12/2013	13,969.77
65317	10311 - PACIFIC COAST SEED INC	Seed for ECDM Parking Lot (CM)	11/13/2013	11,969.05
		Seed for Mt Um Erosion Control (SA)	11/13/2013	
65253	10606 - ASCENT ENVIRONMENTAL INC	CEQA Consulting for Mindego Use & Mgmt Plan (RR)	11/13/2013	8,971.86
		Mindego Use & Mgmt Plan C.E.Q.A. Consulting (RR)	11/13/2013	
65254	11148 - BALANCE HYDROLOGICS, INC.	ECDM Staging Area Retrofit Engineering Services (CM)	11/13/2013	8,943.10
65213	* 11152 - WELLINGTON PARK INVESTORS	November rent for AO2	10/25/2013	8,096.00
65214	11296 - DRISCOLL RANCHES LLC	Purchase water pump & trailer - Residence/stock water troughs (LH)	10/28/2013	8,000.00
65212	* 11230 - SANTA CLARA COUNTY-C/O UNITED ADMINISTRATIVE SERVI	Flex Spending Plan Payments	10/25/2013	7,617.60
65252	10010 - ARRANGED4COMFORT	Furniture for A.G.M. Offices	11/13/2013	6,446.21
65271	10662 - DAVID J POWERS & ASSOCIATES INC	Ridge Vineyard Exchange Environmental Review Services (MB)	11/13/2013	6,338.75
65296	11091 - JODI MCGRAW CONSULTING	Vision Plan Technical Consulting	11/13/2013	6,157.04
65287	10642 - HMS INC	Powell Demolition - Hazardous material abatement monitoring (MB)	11/13/2013	6,135.00
65231	* 10419 - THE LINCOLN NATIONAL LIFE INSURANCE COMPANY	AD&D Insurance	11/01/2013	5,888.80

* Annual Claim

Check Number	Vendor No. and Name	Invoice Description	Check Date	Payment Amount
		Life Insurance	11/01/2013	
		Long-Term Disability Insurance	11/01/2013	
65274	11296 - DRISCOLL RANCHES LLC	Equipment for livestock grazing - panels, gates, squeeze tub (LH)	11/13/2013	5,555.00
65307	10069 - MINH LE	Leadership and Organizational Development	11/13/2013	4,946.30
65345	11033 - THE CREATIVE GROUP	Temporary Web Administrator	11/13/2013	4,700.25
65321	* 10180 - PG & E	7442834691-5 AO Oct 2013	11/13/2013	4,109.92
		7805891084-1 AO2 Oct 2013	11/13/2013	
65285	10889 - GROSSMANN DESIGN GROUP	Prof. Services, Construction Admin. Mt. Um Demolition (SA)	11/13/2013	3,125.00
		Professional Services for Mt. Um Demolition (SA)	11/13/2013	
65306	10190 - METROMOBILE COMMUNICATIONS	Install radio in A94	11/13/2013	3,100.90
		Large 6 pack radio charger	11/13/2013	
		One Portable Radio, microphone and associated equipment	11/13/2013	
65265	10352 - CMK AUTOMOTIVE INC	Service/Repair for vehicle P-76	11/13/2013	3,014.73
65338	10447 - SIMMS PLUMBING & WATER EQUIPMENT	Gas leak repair at 20000 Skyline blvd (BC)	11/13/2013	2,872.68
		Installation of new water line at Toto Ranch (TC)	11/13/2013	
		Spring box and tank repairs at 2310 Purisima Creek Rd (PC)	11/13/2013	
65281	11126 - GEOINSITE, INC.	Geotechnical Engineering and Consulting for Mt Um Demolition (SA)	11/13/2013	2,837.50
65245	10004 - ACCOUNTEMPS	Acctng Temp	11/13/2013	2,830.79
65247	11170 - ALEXANDER ATKINS DESIGN, INC.	General brochure - Chinese & Korean version	11/13/2013	2,812.00
		Vision Plan workshops ads and web banner	11/13/2013	
65257	11299 - BHI MANAGEMENT CONSULTING	Trainer for 10/18/13 Board Retreat	11/13/2013	2,717.08
65332	10099 - SAN FRANCISCO BAY BIRD OBSERVATORY	Russian Ridge preserve bird monitoring breeding chronology	11/13/2013	2,626.25

* Annual Claim

RESOLUTION NO. 14-__

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE
MIDPENINSULA REGIONAL OPEN SPACE DISTRICT AUTHORIZING
THE GENERAL MANAGER TO APPROVE THE PAYMENT OF
CLAIMS UP TO \$25,000**

WHEREAS, California Public Resources Code section 5549(b) empowers the Board to authorize the General Manager to bind the District, in accordance with Board policy, to enter into contracts under specified dollar amounts for specified purposes, provided that all such authorized expenditures are reported to the Board of Directors at its next regular meeting; and

WHEREAS, pursuant to Public Resources Code section 5549(b) the Board has expressly delegated authority to the General Manager to bind the District to contracts under the specified amounts for the specified purposes in the Board Policy entitled, "Public Contract Bidding, Vendor and Professional Consultant Selection, and Purchasing Policy," Rev. January 27, 2010; and

WHEREAS, the Board of Directors desires to authorize the General Manager or designees to approve claims against the District within the authorized expenditure authority, without the prior specific approval of the Board, as provided in said sections of the California Public Resources Code.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Midpeninsula Regional Open Space District hereby authorizes the General Manager or designee to approve all claims against the District up to \$25,000, and directs the General Manager or designees to include these claims on the Claims Report for ratification by the Board at its next regular meeting.

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Midpeninsula Regional Open Space District

Board Policy Manual

Board Agenda	Policy 1.03 Chapter 1 – Administration & Government
Effective Date:	Revised Date: XX/XX/14
Prior Versions: 11/13/13	

Agenda

All reports, ordinances, resolutions and other matters intended to be considered by the Board at its regular meeting shall be delivered to the District Clerk no later than 5:00 p.m. on the preceding Wednesday for material requiring typing or other preparation, and not later than 5:00 p.m. on the preceding Thursday for material requiring reproduction only.

Any Board member or Board appointed staff member may place a matter on the agenda for Board consideration. The District Clerk shall prepare the agenda according to the order of business as determined by the General Manager. A copy of the agenda and all available supporting materials shall be mailed by 5:00 p.m. on the Friday preceding each regular Board meeting or delivered by 7:00 p.m. on the Saturday preceding each regular Board meeting. Supplementary materials may be received by the District Clerk after that time, provided the matter refers to an already agendized item.

Agendas will be available with no charge upon request to public officials, newspapers in the District, and members of the public at the District office by 9:00 a.m. on the Monday preceding the regular meeting. Agendas will be posted in a location that is freely accessible to members of the public at least 72 hours before a regular meeting or at least 24 hours before a special meeting.

Supporting materials (reports, memoranda, resolutions, nonconfidential written communications to the Board, and other informational materials not previously published or distributed) may be obtained upon request by public agencies, newspapers in the District and members of the public at the District office by 9:00 a.m. on the Monday preceding the regular meeting, and 24 hours before a special meeting.

Written materials distributed during a public meeting by any person in connection with a matter subject to discussion or consideration shall be made available for inspection at the meeting if prepared by District staff or by a member of the Board, or immediately after the meeting if prepared by some other person.

Absent extraordinary circumstances, communications to the Board from members of the public shall be deemed nonconfidential. A memorandum from the General Manager explaining the justification for this decision “not to distribute materials to members of the public” shall accompany the written communications when sent to the Board. There will be no charge for the materials if available; otherwise the cost of reproduction will be charged.

No action or discussion shall be undertaken on any item not appearing on the posted agenda by the Board, provided that matters deemed to be of an urgent nature by a two-thirds vote of the Board, (or, if less than two-thirds of the Board members are present a unanimous vote of those members present) with an explanation stated as to the urgency, may be acted upon. (See also Government Code § 54954.2.)

Board Member Requests to Place Matters on the Agenda for Reconsideration

If the Board has previously voted on a matter, a Board member may place a request for reconsideration of the prior Board action on the agenda if that member voted on the prevailing side. A motion to reconsider may be made at the same meeting such action was taken, the next Regular Board meeting, or any intervening Board meeting. If the motion to reconsider is made and approved at the same meeting the action was taken, the matter may be reconsidered at that meeting, at the next Regular Meeting, or any intervening Board meeting, at the discretion of the Board of Directors. After a motion to reconsider has been made and approved by a majority of the Board, unless the matter is reconsidered at the same meeting Board action was taken, the District Clerk shall place the prior Board action on the Board agenda for reconsideration at the next Regular Meeting, an intervening Board meeting, or at the earliest feasible Board meeting if it is infeasible to agendize the matter at the next Regular Meeting, unless otherwise directed by the Board. The reconsideration rules contained in this Section shall not limit the Board's inherent legislative authority to rescind, amend, repeal, or otherwise nullify a prior Board action at a subsequent Board meeting. The reconsideration rules in this Section are not applicable to Board-appointed employees or their designees who may agendize matters for reconsideration, amendment, rescission, or repeal if deemed necessary to efficiently conduct District business or accomplish the District's mission. (Report R-08-130)

Order of Business

The order of business shall be determined by the General Manager for the purpose of preparing meeting agendas, using the following format, unless in the General Manager's opinion, a different order would be more appropriate:

1. Roll Call
2. Pledge of Allegiance (see Section 1.42)
3. Oral Communications
4. Special Orders of the Day
5. Adoption of Agenda
6. Adoption of Consent Calendar
7. Approval of Minutes (Consent Item)
8. Written Communications (Consent Item)
9. Unfinished Business
10. Public Hearings
11. Board Business
12. Informational Reports—Directors and Staff
13. Revised Claims (Consent Item)
14. Closed Session

15. Adjournment

The order of business as set forth in the meeting agenda shall not be departed from except by consent of the majority of the Board.

Roll Call

Before proceeding with the business of the Board, the District Clerk or minute taker shall call the roll of the Board of Directors, and the names of those present shall be entered into the minutes.

Pledge of Allegiance

The Pledge of Allegiance shall be recited at the first meeting of July, and a special presentation shall be made at that time.

Oral Communications—Public

Members of the public may address the Board under the category Oral Communications during meetings on any matter not on the agenda concerning the affairs of the District. The presiding member of the Board may limit presentations of speakers under this section to three minutes. If the Oral Communications category exceeds fifteen minutes, the President, with the approval of the Board, may delay additional oral communications to a designated time later in the meeting. Members of the public may address the Board on any agenda item when that item is considered by the Board.

Absent extraordinary circumstances, the Board will not discuss oral communication items unless the communication relates to an item appearing on the agenda for that meeting. The Board may briefly respond, as questions for clarification, provide information resource references, request staff to report back at a future meeting, or place the item on the agenda of a future meeting.

A member of the public may request under oral communications that an item be removed from the consent calendar.

At beginning of each meeting, the President shall make a statement outlining the procedures for public comment.

A member of the public may address the Board on an item not on the agenda under Oral Communications. Each speaker will ordinarily be limited to 3 minutes. There shall be no action or discussion on items not appearing on the agenda. However, Board members may briefly respond to public questions, ask a question for clarification, refer the matter to staff, request staff to report back at a future meeting as an informational report or place the matter on a future agenda.

Special Orders of the Day

Any Board member or Board appointed staff member may schedule special presentations, introductions or other activities deemed appropriate to this category, which shall be placed on the agenda by the District Clerk.

Adoption of Agenda

The Board shall determine the order of business to be considered at regular meetings, including placement of items removed from the consent calendar, and shall adopt the agenda, with additions or deletions. Only items of an urgent nature may be added to the agenda at this time, provided that any action be taken pursuant to Section 1.30.

Adoption of Consent Calendar

The following items shall normally be included on the consent calendar: 1) approval of minutes; 2) written communications; 3) agenda items that the General Manager deems do not require Board discussion; and 4) revised claims. All items on the consent calendar shall be approved by one motion unless a request is made by a Board member to remove an item from the consent calendar for separate discussion. A member of the public may request under oral communications that the Board remove an item from the consent calendar for separate discussion.

Board members, the General Manager, and members of the public may request that an item be removed from the Consent Calendar during consideration of the Consent Calendar.

Board members may ask brief questions for clarification or make brief statements on an item without removing it from the Consent Calendar.

Board members may vote "no" on Consent Calendar items without pulling them from the Consent Calendar by asking that the minutes reflect a "no" vote on a specified agenda item.

Approval of Minutes (Consent Item)

Unless removed from the consent calendar by a member of the Board or the public, the minutes of the previous Board meeting(s) shall be approved without reading during the adoption of the consent calendar, provided that the District Clerk has previously furnished each member of the Board with a copy.

Written Communications (Consent Item)

The District Clerk is authorized to receive and open all mail addressed to the Board of Directors from members of the public. Any such written communication addressed to the Board shall be reproduced and distributed in the next regular mailing to the Board members and to members of the press who have requested supporting materials (see Section 1.30).

All written communications, unless they relate to an item on the agenda, must be received no later than 5:00 p.m. on the Tuesday the week preceding a Board meeting in order to be distributed with the agenda and supporting materials and considered by the Board at the forthcoming meeting. If, in the opinion of the General Manager, a written communication should not be distributed with the agenda and supporting materials without a draft response, which has yet to be prepared, the written communication may be distributed later, but no later than at the forthcoming Board meeting. Written communications not directly related to an item on the agenda received after the 5:00 p.m. Tuesday deadline may be distributed with the agenda and supporting materials and considered by the Board at the forthcoming meeting if, in

the opinion of the General Manager, time is of the essence for consideration of the written communication by the Board. Written communications directly related to an item on the agenda will be accepted for distribution up to 3:00 p.m. on the day of the meeting. Written communications directly related to an item on the agenda but received after 3:00 p.m. on the day of a meeting must be accompanied by thirty copies for distribution in order to be considered by the Board as written communication at the meeting.

Draft replies to written communications which have not been considered by the Board may be submitted with the written communication, provided such draft replies are labeled as follows: "Draft Response prepared by Staff." Any member of the Board may request that such written communication be placed on the agenda as an emergency item in accordance with Section 1.30 for consideration by the Board.

The Board shall consider the recommendation of the General Manager and determine whether a written communication shall be placed on the agenda in accordance with the procedures of Section 1.30, considered in connection with an item already on the agenda, and/or referred to a committee, a Director or staff for simple acknowledgement, response or draft response or shall determine that an adequate response has been made.

A written communication addressed to an individual Director may, at the discretion of the individual Director, be considered a personal letter, a written communication or may be relayed to the members of the Board as an informational item.

Members of the public may read written communications into the District's record during oral communications at a regular meeting and offer explanations of any such document. The presiding member of the Board may limit presentations of the speakers, including the reading of a written communication, to three minutes. Written communications received at a regular Board meeting shall be reproduced and distributed to absent Board members and to members of the press who have requested supporting materials no later than the next regular mailing to the Board. Written communications which are distributed to the Board at a time other than a regular mailing shall be distributed to members of the press who have requested supporting materials within two working days of when they are sent to the Board. Written communications accompanied by an extraordinary quantity of attachments may, at the discretion of the General Manager, be duplicated and distributed with some or all the attachments excluded. The General Manager shall note on the written communication or in an accompanying memorandum that the entire written communication, including attachments is available at the District office for public review. The General Manager shall determine the most appropriate method for presenting the attachments to the Board of Directors. Copies of the excluded attachments will be made available on the same basis as any other public record.

If a Board member represents the District before another agency or organization, the Board member shall represent the majority position of the Board.

When contacting another agency or organization in a personal capacity, Board members should indicate that his/her comments are given as an individual and not as an official representative of the District Board of Directors.

Unfinished Business

When a regular meeting is adjourned before the completion of the agenda, all unfinished items shall be listed under Unfinished Business on the next regular Board meeting agenda, at the discretion of the General Manager or unless otherwise designated by a majority of the Board.

Public Hearings

Any matter which, in the opinion of the Board of Directors, President, or General Manager requires notice to and response by members of the public may be placed on the agenda under this category.

During consideration of agenda items the following sequence is to be adhered to, unless specific exceptions are agreed to by the Board:

1. Presentation on agenda item;
2. Board and staff members may ask questions for clarification, followed by preliminary Board comments and discussion if any;
3. Public Comment period;
4. Board discussion and deliberations; additional comment from public only when requested by Board members and directed through the presiding officer;
5. Board action on agenda item.

Persons addressing the Board should be requested to state their name and address for the record.

Persons who are recognized should address the Board from the podium microphone prior to speaking, not speak from their seats.

The person recognized by the President should address the Board, not staff members or other audience members. There should not be a dialogue between audience members and staff, or between audience members. Public comments and questions should be directed through the President.

Only one person at a time should address the Board; other audience members should wait to be recognized before speaking. The President should discourage out-of-turn speaking by the public.

At the close of public comment, the President should indicate that the matter is now returned to the Board for deliberation and decision.

Board Business

These are business items being presented to the Board for consideration that do not fall under the category of Unfinished Business (see Section 1.49). Action in the form of an ordinance, resolution, motion or direction to staff may be required for items in this category.

Informational Reports—Directors and Staff

Informational, short reports by Directors and staff members on items of interest to the District may be given under this category. No action is expected but could occur at a regular meeting with a vote as required by Section 1.30.

Informational reports should be restricted to brief announcements or reports related to District business and shall generally be no more than three minutes per person. There shall be no action or discussion concerning Informational Reports.

Board members may refer a matter to staff, request staff to report back to the Board at a future meeting as an informational report or place the matter on a future agenda.

Informational reports of a personal nature that are unrelated to District business should not be shared during a public meeting.

Revised Claims (Consent Calendar)

Public Resources Code § ~~5552, 5547, 5544.225549~~ and 5540 as amended.

No claims against the District over \$25,000 shall be paid unless the same shall be first approved by a majority of the Board at a meeting thereof. Claims up to \$25,000 may be approved by the General Manager or designee subject to ratification by the Board at its next regular meeting.

Payment of employees' salaries and fringe benefits and other recurring claims may be authorized by the Board on an annual basis.

Fees Charged for Special Mailings

Reasonable fees may be charged by the General Manager for reproducing and mailing materials on special projects.