

RESOLUTION NO. 2015-2050

A RESOLUTION APPROVING REVISED BOARD POLICY F-40:
PURCHASING, INCLUDING RETAINING CONSULTANTS

THE LAS GALLINAS VALLEY SANITARY DISTRICT

WHEREAS, the Board of Directors has determined that a comprehensive list of Policies and Procedures for the Board of Directors is in the best interest of the District.

WHEREAS, the Board of Directors has compiled a comprehensive list of Policies and Procedures to serve as the rules and regulations of the Board of Directors.

WHEREAS, the Board of Directors did adopt such comprehensive list of Policies and Procedures on July 9, 2009,

WHEREAS, such policies may need to be updated,

NOW THEREFORE, the Board of Directors of the Las Gallinas Valley Sanitary District approves the following revised policy: Board Policy F-40: Purchasing, Including Retaining Consultants, a copy of which is attached as Exhibit A by reference incorporated herein.

The previously approved Board Policy F-40: Purchasing, Including Retaining Consultants is hereby revoked and declared null and void.

If any policy or portion of a policy contained within the Policies and Procedures is in conflict with rules, regulations, or legislation having authority over the Las Gallinas Valley Sanitary District, said rules, regulations or legislation shall prevail.

The Policies and Procedures shall remain in effect until amended by at least a majority vote of the Board of Directors.

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I hereby certify that the forgoing is a full, true, and correct copy of a resolution duly and regularly passed and adopted by the Sanitary Board of the Las Gallinas Valley Sanitary District, Marin County, California, at a meeting thereof held on the 10th of September 2015, by the following vote of the members thereof:

AYES, and in favor thereof Members: Clark, Elias, Greenfield, Murray and Schrieblman.
NOES, Members: None.
ABSENT, Members: None.
ABSTAIN, Members: None.


Teresa Lerch, District Secretary

APPROVED:



Rabi Elias, President of Board of Directors

(seal)



F-40 PURCHASING, INCLUDING RETAINING CONSULTANTS

Purpose

This policy establishes procedures for preparing and approving purchase orders; and preparing, reviewing, and approving contracts. It also covers legal requirements, petty cash, limits on General Manager purchases, the required “paper trail,” conformance with received orders, and consultant arrangements.

F-40-10 Vendors for Small Items. To purchase small items -- such as office supplies, auto parts, and other miscellaneous items costing less than \$1,000 – the General Manager will set policies for selecting vendors. District accounts are awarded to firms at management discretion that provide the best combination of prices, discounts, service, convenience, local business, green/recycled products etc.

F-40-20 Quotations. To purchase items costing more than \$1,000, written quotations will be solicited from vendors and received by fax, or mail prior to processing a purchase order. District Staff may approve purchase orders up to the amount of their purchasing authority per F-40-40. For all purchases between \$5,000 and \$15,000 three written quotes will be obtained. However, in cases where the General Manager determines that certain products may provide a better service life, durability, meet a specific need or provide greater efficiency than other products he/she has the authority to order that product or engage the service without multiple quotes. The General Manager also has the authority to utilize specific maintenance and repair vendors as he/she deems appropriate or necessary.

F-40-30 Large Items. Purchases over \$15,000 shall be reviewed and approved by the Board.

F-40-40 Purchasing Authority:

General Manager	Up to	\$15,000
Plant Manager	Up to	\$ 7,500
District Engineer	Up to	\$ 7,500
Collection and Safety Manager	Up to	\$ 7,500
Administrative Services Manager	Up to	\$ 7,500
District Administrative Assistant	Up to	\$ 5,000
Administrative/Financial Specialist I/II	Up to	\$ 2,000
Environmental Services Director	Up to	\$ 2,000
Plant Operations and Maintenance Supervisor	Up to	\$ 5,000
Buildings and Ground Maintenance Worker	Up to	\$ 1,000

F-40-45 Purchase Orders. Purchases over \$1,000 require a purchase order to be issued prior to ordering.

F-40-50 Disbursements. The District requires that all disbursements be properly approved and authorized. To ensure that internal control is maintained over cash disbursements the following procedures will be performed:

- Disbursements, whether by check or electronic transfer, shall be included on a Warrant List for Board approval.
- Disbursements made by check shall require two signatures.
 - Generally checks drawn from the Operating bank account will be signed by the General Manager and a Board Member.
 - In rare situations where either a Board Member or the General Manager is not available:
 - The Administrative Services Manager may sign in place of the General Manager; or
 - Two Board Members may sign in place of the General Manager; or
 - The General Manager and the Administrative Services Manager may sign in lieu of a Board Member signing.
 - If such a situation occurs, at the next Board meeting, the paid invoice and related support documents will be submitted with the Warrant list for approval by the Board.
 - Checks drawn from the Petty Cash Checking account may be signed by two of the following: the General Manager, the Administrative Services Manager, or the Administrative/Financial Specialist.

F-40-60 Consultants. Consultants will be retained whenever in the judgment of the General Manager that there are not sufficient resources to accomplish a task.

Prospective consultants shall be selected from experienced, competent and reliable firms or individuals to provide the necessary resource

For consulting expenditures below \$15,000, consultants may be selected sole-source on the basis of their qualifications and ability

For consulting procurements exceeding \$15,000, a competitive process will be followed with emphasis on professional capability, availability to complete the task as well as cost. Professional Services Contracts over \$15,000 shall be submitted to the Board for approval.

Regular reports of consultant's progress shall be reviewed by the General Manager and reported to the Board.

F-40-70 Internal Audit. The General Manager is responsible to ensure that purchases and trade agreements adhere to District policy and sound business practice. The General Manager will ensure that files and records of purchase orders and other financial documentation are maintained to provide adequate control and administration, which is subject to audit and Board review.

Resolution No. 2015-2050	Date Approved: September 10, 2015
President of the Board	Supersedes: February 26, 2015