

AGENDA STAFF REPORT

MEETING NAME: REGULAR BOARD MEETING(S)

MEETING DATE(S): JUNE 12 & 16, 2025

FROM: MARION CHAMPION – ASSISTANT GENERAL
MANAGER

FOR: ACTION X DIRECTION _____ INFORMATION _____



RESOLUTION 2025-15: ADOPTION OF UPDATED PROCUREMENT, PURCHASING, AND DISBURSEMENT POLICY

STAFF RECOMMENDATION

It is recommended that the Board adopt Resolution No. 2025-15, updating and amending the District's policies governing procurement, purchasing, and disbursement of funds, and rescinding all previously adopted policies that conflict with the revised provisions.

SUMMARY

California law requires all local agencies to formally adopt policies and procedures governing the acquisition of supplies, materials, equipment and services, including construction and capital improvements. With the adoption of this document, the Board is empowering the General Manager and his designated staff with the duties and responsibilities that are essential for the day-to-day operation of the District.

ANALYSIS

Our procurement practices have evolved due to operational needs, often driven by daily demands. Although effective, they lacked consistent documentation and alignment with best practices. This clean-up was needed to improve clarity and consistency across departments, reduce risk and ensure compliance with regulations, enhance transparency and accountability, support onboarding, training, and audits, and prepare for future growth and system integrations. By organizing and documenting our processes and standardizing where necessary, we're building a strong foundation for efficient, compliant, and scalable procurement operations.

FISCAL IMPACT & STRATEGIC PLAN

IMPLEMENTATION

There is no financial impact to the District by adopting Resolution 2025-15. This action is consistent with Strategic Plan Smart Goal #3.3.7: Foster a culture of financial responsibility and accountability across the organization and Strategic Plan Smart Goal #6.1.14 Look for additional ways to leverage technology and increase staff efficiency and operational savings.

ATTACHMENTS

DRAFT Policy for Procurement, Purchasing, and Disbursement of District Funds

Resolution 2025-15

Recinded Resolutions No. 2013-01, 2018-15 and Policies 2010-3, 2011-1 and 2009-01

FINANCIAL DATA		
Cost Associated with this action:	None	
Current FY cost:	\$0	
Future FY cost:	\$0	
Is it covered in current year budget:	YES ☐	NO ☐
Budget adjustment needed:	YES ☐	NO ☐
If yes, year needed:	N/A	
All previous contracts including dates, amounts and board approvals are attached or have been made available.		
FUNDING SOURCES		
Source of funds:	N/A	
BID/Job#	N/A	
Current BID/Job balance	N/A	
Balance remaining if approved:	N/A	