

RESOLUTION NO. 2025-15

A RESOLUTION TO THE BOARD OF DIRECTORS OF MISSION SPRINGS WATER DISTRICT UPDATING AND AMENDING DISTRICT POLICIES FOR PROCUREMENT AND DISBURSEMENT

WHEREAS, on or around December 4, 2009, the District approved Policy No. 2009-1 “Consultant/Vendor Invoice Processing;” and

WHEREAS, on or around April 19, 2010, the District approved Policy No. 2010-3 “Petty Cash Disbursement/Replenishment;” and

WHEREAS, on or around November 17, 2011, the District approved Policy No. 2011-1 “District Credit Cards;” and

WHEREAS, on January 22, 2013, the District adopted Resolution No. 2013-01, “Board of Directors of Mission Springs Water District Establishing Bidding and Contact Procedures;” and

WHEREAS, on August 20, 2018, the District adopted Resolution No. 2018-15 “A Resolution of the Board of Directors of the Mission Springs Water District Establishing a Policy for Procurement and Disbursement of District Funds;” and

WHEREAS, in July 2024, the District established and adopted its Administrative Code, as may be amended from time to time, which, as relevant, codified its policies for Procurement and Disbursement at Chapter 4.05 thereof; and

WHEREAS, the Board now wishes to update its various procurement and disbursement policies and to amend certain portions of the Administrative Code related thereto.

NOW THEREFORE, BE IT RESOLVED, DETERMINED AND ORDERED by the Board of Directors of Mission Springs Water District as follows:

SECTION 1. The Board of Directors hereby approves and adopts Policy No. 2025-02 “Policy for Procurement, Purchasing, and Disbursement of District Funds,” attached here as Exhibit “1”.

SECTION 2. Policy No. 2009-1 “Consultant/Vendor Invoice Processing,” Policy No. 2010-3 “Petty Cash Disbursement/Replenishment,” and Policy No. 2011-1 “District Credit Cards” are hereby revoked. Resolution Nos. 2013-01 and 2018-15 are hereby rescinded.

SECTION 3. Administrative Code Chapter 4.05 “PROCUREMENT AND DISBURSEMENT” is hereby repealed and replaced to read in its entirety as follows:

Chapter 4.05 – PROCUREMENT AND DISBURSEMENT

The District prepared and adopted the “Policy for Procurement, Purchasing, and Disbursement of District Funds,” as may be amended from time to time, a copy of which is on file at the office of the District and the District’s website, and is available for inspection by the public.

ADOPTED this ____ day of June, 2025, by the following vote:

Ayes:

Noes:

Abstain:

Ivan Sewell
President of Mission Springs Water District
and its Board of Directors

ATTEST:

Brian Macy
Secretary of Mission Springs Water District
and its Board of Directors