



WEST BASIN MUNICIPAL WATER DISTRICT
17140 S. Avalon Blvd., Suite 210
Carson, CA 90746

AGENDA NO. 26

DECEMBER 7, 2009 – Administration
Kwan (Chair), Smith
DECEMBER 28, 2009 – Board Meeting
Prepared by: Charlene Jensen
Submitted by: Steve O'Neill
Approved by: Rich Nagel

ACTION CALENDAR

ADMINISTRATIVE CODE REVISIONS

SUMMARY:

Over the last year, there have been several changes to the Procurement Policy as adopted in the Administrative Code (Code) in June of 2007. Specifically, the changes are as follows:

- Under Definitions, language was included for Critical Repairs and Critical Acquisition;
- Purchase of Supplies, Goods and Equipment – purchase order limit was increased to \$500, single items up to \$1,000 was increased to \$5,000 with quote and department manager approval, and single items over \$1,000 was increase to \$5,000 with three quotes and approval of department manager and general manager;
- Professional Services – language was added for recognizing local business enterprises;
- Non-Professional Services - language was added for recognizing local business enterprises;
- A new section was added to address Critical Repairs and Acquisitions; and
- A new section was added to address Contract Time Extensions.

The Code needs to be amended by Resolution to include the changes above and is attached as Exhibit "A" for consideration.

STRATEGIC BUSINESS PLAN IMPLEMENTATION:

Goal 4: Sound Financial & Resources Management – West Basin is committed to efficient business operations, financial planning and asset management.

FISCAL IMPACTS:

Not applicable.

ENVIRONMENTAL COMPLIANCE:

Not applicable.

COMMITTEE STATUS:

This item was reviewed by the Administration Committee on December 7, 2009 and recommended for approval at the December 28, 2009 Board meeting for approval.

RECOMMENDED MOTION:

That the Board approve, adopted and authorize the President to sign Resolution No. 12-09-912, "A RESOLUTION OF THE BOARD OF DIRECTORS OF WEST BASIN MUNICIPAL WATER DISTRICT AMENDING RESOLUTION NO. 6-07-859 (THE ADMINISTRATION CODE) AS IT RELATES TO THE PROCUREMENT POLICY."

LIST OF EXHIBITS:

Exhibit "A" – Resolution No. 12-09-912