



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

**AGENDA NO. 13**

**MARCH 11, 2009 – Administration**

Little (Chair), Dear

**MARCH 23, 2009 – Board Meeting**

Prepared by: Margaret Moggia

Submitted by: Margaret Moggia

Approved by: Rich Nagel

## ACTION CALENDAR

### PROCUREMENT POLICY REVISION FOR CRITICAL REPAIRS AND CRITICAL ACQUISITIONS

#### SUMMARY:

In January 2009, the Board approved an action to repair the reverse osmosis feed pumps at the Edward C. Little Water Recycling Facility that serve the Chevron location. United Water Services identified pump-bearing material in the water indicating a potential for equipment failure. While maintaining efficient operations is important, repairs of this nature do not constitute an emergency as defined by state law and West Basin Municipal Water District's (West Basin) Procurement Policy.

At present, West Basin's Procurement Policy requires staff to follow the formal solicitation process for procurements over \$25,000. The process includes advertising the need, evaluating bid responses, and following the process of Committee recommendation and Board approval. To ensure that staff is able to address repairs that are critical to West Basin's operations, District Counsel has prepared draft language to the Procurement Policy for the Board's consideration.

As identified in Exhibit "A", the proposed language includes a definition of critical repairs and critical acquisitions along with a new section to address the process to handle these expenditures and ratification by the Board.

#### STRATEGIC BUSINESS PLAN IMPLEMENTATION:

Goal 8, Finance – Manage finances to optimize the public's investment return and minimize risk.

#### COMMITMENT STATEMENT:

Sound Financial and 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 Finance Committee on March 11, 2009 and recommended for approval at the March 23, 2009 Board meeting.

RECOMMENDED MOTION:

That the Board approves amending West Basin's Procurement Policy for the addition of definitions for critical repairs and critical acquisitions and the addition of the solicitation process as identified in Exhibit "A".

LIST OF EXHIBITS:

Exhibit "A" – West Basin's Procurement Policy

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