

**HIGHLINE WATER DISTRICT
King County, Washington**

RESOLUTION 17-6-21A

RESOLUTION AMENDING THE PURCHASING PROCEDURE P2.16.080 APPROVAL LIMITS REFERENCED IN THE HIGHLINE WATER DISTRICT CODE CHAPTER 2.16, PURCHASING, SECTION 2.16.080 PURCHASING

WHEREAS, at the June 7, 2017 Board Meeting, the General Manager proposed to the Board that due to inflation there is a need to increase the purchasing approval limits for the Engineering/Operations Manager; Administrative Manager and the supervisors; and

WHEREAS, the proposed revisions to the Purchasing Procedure P2.16.080 - Approval Limits are as follows:

APPROVAL LIMIT(S):

(Per Resolution 17-6-21A, effective 6/21/17)

Supervisors:

- Purchase requisitions up to ~~Five Hundred Dollars \$500.00~~ One Thousand Dollars \$1,000.00.

Engineering/Operations and Administrative Managers:

- Purchase requisitions up to ~~Two Thousand Dollars \$2,000.00~~ Five Thousand Dollars \$5,000.00.

General Manager or Designee:

- Purchase requisitions up to a maximum of Fifteen Thousand Dollars **\$15,000.00.**
- The General Manager or designee has the authority to negotiate construction project revisions as referenced in HWDC 2.08.015(B).
- Purchases in excess of \$15,000 require the prior approval of the Board of Commissioners, unless the purchase was pre-approved in the budget and acquired through the State bid process, or the U.S. General Services Administration (GSA) (see Code Book Chapter 2.08.015).
- The General Manager or designee shall sign all contracts or agreements.

NOW THEREFORE BE IT RESOLVED:

The Board of Commissioners authorizes the General Manager or designee to amend the Purchasing Approval Limits as referenced herein.

ADOPTED BY THE BOARD OF COMMISSIONERS of Highline Water District, King County, Washington at an open public meeting held this **21st** day of **June 2017**.

BOARD OF COMMISSIONERS



Todd Fultz, President



Vince Koester, Commissioner



Kathleen Quong-Vermeire, Commissioner



Daniel Johnson, Secretary



George London, Commissioner

Agenda Item No.: 5.1
Agenda Date: 06/21/17
Reviewed By: DR / m.e.

SUBJECT: Resolution amending the Purchasing Procedure P2.16.080 Approval Limits referenced in the HWDC Chapter 2.16, Purchasing, Section 2.16.080 Purchasing

CATEGORY	
<i>Executive</i>	<input type="checkbox"/>
<i>Administrative</i>	<input checked="" type="checkbox"/>
<i>Engineering/Operations</i>	<input type="checkbox"/>

FINANCIAL						
<i>Expenditures?</i>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input type="checkbox"/>
<i>Budgeted?</i>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input type="checkbox"/>
<i>Amount:</i>					\$	_____
<i>Plus WSST</i>						

ATTACHMENTS:

1. Resolution 17-6-21A

COMMENTS:

At the June 7, 2017 Board Meeting, the General Manager proposed to the Board that due to inflation there is a need to increase the purchasing approval limits for the Engineering/Operations Manager; Administrative Manager and the supervisors.