

**HIGHLINE WATER DISTRICT
King County, Washington**

RESOLUTION 21-2-3A

RESOLUTION AUTHORIZING MODIFYING THE PURCHASING AUTHORITY OF THE DISTRICT

WHEREAS, at the 1/26/21 Board Meeting, the Commissioners and Staff discussed the contracting and purchasing authority of the General Manager and staff without prior approval of the Board of Commissioners; and,

WHEREAS, the General Manager's current contracting and purchasing approval authority of \$15,000 has not increased in several decades; and


WHEREAS, increasing the contracting and purchasing limits of the General Manager without prior approval of the Board will reduce administrative burden, streamline project procurement and help reduce delays in fulfilling District operations.

NOW, THEREFORE, BE IT RESOLVED:

- The Board of Commissioners authorizes the General Manager or designee to execute a contract, agreement, purchase, or contract revision up to \$25,000 plus sales tax without prior approval of the Board.
- Contracts, agreements, purchases and contract revisions in excess of \$25,000 plus sales tax require prior approval of the Board of Commissioners unless the purchase was identified and approved in the annual budget and acquired through an interlocal procurement, State bid process, US General Services Administration (GSA), or other authorized cooperative purchasing agreement.
- Department managers have authority for purchases up to \$5,000 plus sales tax without General Manager approval.
- Supervisors have authority for purchases up to \$1,000 plus sales tax without Department Manager approval.
- The General Manager or designee shall sign and execute all contracts or agreements.
- This resolution supersedes Resolution 11-8-23A and Resolution 17-6-21A.
- District staff may amend the applicable sections of District Code to reflect the approved changes.
- The revisions will become effective immediately.

ADOPTED BY THE BOARD OF COMMISSIONERS of Highline Water District, King County, Washington at an open public meeting held this **3rd** day of **February 2021**.

BOARD OF COMMISSIONERS




Todd Fultz, President



Daniel Johnson, Commissioner



Kathleen Quong-Vermeire, Commissioner



Polly Daigle, Secretary



Vince Koester, Commissioner

Agenda Item No.: 5.1
Agenda Date: 02/03/2021
Reviewed By: M. E.

Subject: Resolution authorizing modifying the purchasing authority of the District

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 checked="" type="checkbox"/>
<i>Budgeted?</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>
<i>Estimated Amount:</i> \$ _____			Excludes sales tax

ATTACHMENTS:

1. Resolution 21-2-3A

COMMENTS:

At the 1/26/21 Board Meeting, the Commissioners and Staff discussed the contracting and purchasing authority of the General Manager and staff without prior approval of the Board of Commissioners

The General Manager's current contracting and purchasing approval authority of \$15,000 has not increased in several decades

Increasing the contracting and purchasing limits of the General Manager without prior approval of the Board will reduce administrative burden, streamline project procurement, and help reduce delays in fulfilling District operations

Staff recommends approval of this resolution.