

**HIGHLINE WATER DISTRICT  
King County, Washington**

**RESOLUTION 23-3-1A**

**APPROVE THE HIGHLINE WATER DISTRICT PROCUREMENT MANUAL FOR THE  
ACQUISITION OF GOODS, SERVICES, AND WORK**

**WHEREAS**, the District, as a public agency, must comply with State statutes and applicable law in the procurement of goods, services, and work; and,

**WHEREAS**, to aid staff, Management has prepared a Procurement Manual as a general guidebook to ensure compliance with procurement regulations; and,

**WHEREAS**, the Manual is divided into two parts: Division 1 describes District Procurement Policies as approved by the Board of Commissioners, and Division 2 describes Administrative Guidelines and Procedures as approved by the General Manager.

**WHEREAS**, the draft Procurement Manual was presented and discussed with the Board of Commissioners in an open public meeting on February 15, 2023.

**NOW, THEREFORE, BE IT RESOLVED:**

1. The Board of Commissioners approves and authorizes the implementation of the Highline Water District Procurement Manual (attached hereto and incorporated herein as **Exhibit A**).
2. The General Manager is authorized to make changes, updates and approve variances to the Administrative Guidelines and Procedures as described in Division 2, as necessary.
3. The General Manager is authorized to update the Highline Water District Code (HWDC) to reflect the policies as described in Division 1 of the Procurement Manual.

**ADOPTED BY THE BOARD OF COMMISSIONERS** of Highline Water District, King County, Washington, at an open public meeting held on this **1st** day of **March 2023**.

**BOARD OF COMMISSIONERS**

DocuSigned by:  
*Daniel Johnson*  
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**Daniel Johnson**, President

DocuSigned by:  
*Kathleen Quong-Vermeire*  
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**Kathleen Quong-Vermeire**, Secretary

DocuSigned by:  
*Polly Daigle*  
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**Polly Daigle**, Commissioner

DocuSigned by:  
*Todd Fultz*  
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**Todd Fultz**, Commissioner

DocuSigned by:  
*Vince Koester*  
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**Vince Koester**, Commissioner

**Agenda Item No.:** 5.1  
**Agenda Date:** 03/01/23  
**Reviewed By:** 

**Subject:** Approve Procurement Manual

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"/>
Amount: \$ <u>0.00</u>			

**ATTACHMENTS:**

1. Resolution 23-3-1A

**COMMENTS:**

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