

# HIGHLINE WATER DISTRICT King County, Washington

## RESOLUTION 23-10-18C

### AMEND THE HIGHLINE WATER DISTRICT PROCUREMENT MANUAL

**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 the Highline Water District Procurement Manual (Manual) as a general guidebook to ensure compliance with procurement regulations; and,

**WHEREAS**, by passage of Resolution 23-3-1A, the Board of Commissioners approved the Manual; and,

**WHEREAS**, during implementation of the Manual, staff discovered a past procurement practice involving Change Orders that was not included in the Manual, and,

**WHEREAS**, on October 4, 2023, the General Manager informed the Board of the need to modify the Manual to reflect the past practice.

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

1. The Board of Commissioners approves the amendment to the Highline Water District Procurement Manual (attached hereto and incorporated herein as **Exhibit A**).
2. The change is retroactive to the approval date 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 **18th** day of **October 2023**.

### BOARD OF COMMISSIONERS

DocuSigned by:

*Daniel Johnson*

**Daniel Johnson**, President

**Kathleen Quong-Vermeire**, Secretary

DocuSigned by:

*Polly Daigle*

**Polly Daigle**, Commissioner

DocuSigned by:

*Todd Fultz*

**Todd Fultz**, Commissioner

DocuSigned by:

*Vince Koester*

**Vince Koester**, Commissioner

**RESOLUTION 23-10-18B**

**EXHIBIT A**

**1.09 PURCHASING AUTHORITY AND APPROVALS**

The General Manager is authorized to approve single item purchases and work up to \$35,000, plus applicable sales tax, shipping, or fees, without prior approval of the Board of Commissioners. The General Manager shall establish the approval limits of subordinate Managers and Supervisors as deemed appropriate.

For Capital Asset or other purchases (e.g., vehicles, equipment, or materials) identified in the approved Annual Budget, the General Manager is authorized to approve any purchase if procured through an authorized Cooperative Purchasing Agreement or Interlocal Agreement (ILA) without further approval by the Board.

The General Manager is authorized to negotiate and approve change orders for purchases and work up to the approval limits as established by this Section. The Board may authorize the General Manager supplemental approval authority or contingency on individual contracts at their discretion.

All contracts or agreements for purchases, services, or work shall be executed and signed by the General Manager or their approved designee.

The Board of Commissioners shall have access to all purchase invoices at any time for review. Vouchers shall be presented for approval by the Board at a scheduled Board meeting.

**Agenda Item No.:** 5.3  
**Agenda Date:** 10/18/23  
**Reviewed By:** AD

**SUBJECT:** Amend the Highline Water District 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"/>
		<i>Amount \$</i>				
		<i>(excluding WSST):</i>		_____		

**ATTACHMENTS:**

- 1. Resolution 23-10-18C

**COMMENTS:**

During implementation of the Manual, staff discovered a past procurement practice involving Change Orders that was not included in the Manual and on October 4, 2023, the General Manager informed the Board of the need to modify the Manual to reflect the past practice.