

**RESOLUTION NO. 13-03**

**RESOLUTION OF THE BOARD OF DIRECTORS  
OF THE YORBA LINDA WATER DISTRICT  
SETTING FORTH A PROCUREMENT AND PURCHASING POLICY  
AND RESCINDING RESOLUTION NO. 11-06**

- WHEREAS,** the District established a Purchasing Policy by adopting Resolution No. 88-12 on March 24, 1998; and
- WHEREAS,** the District modified the Purchasing Policy by rescinding Resolution No. 88-12 and adopting Resolution No. 91-13 on May 16, 1991; and
- WHEREAS,** the District modified the Purchasing Policy by rescinding Resolution No. 91-13 and adopting Resolution No. 02-01 on June 13, 2002; and
- WHEREAS,** the District modified the Purchasing Policy by rescinding Resolution No. 02-01 and adopting Resolution No. 07-11 on June 28, 2007; and
- WHEREAS,** the District modified the Purchasing Policy by rescinding Resolution No. 07-11 and adopting Resolution No. 11-06 on March 10, 2011; and
- WHEREAS,** from time to time it is necessary to review the Purchasing Policy and to make modifications that reflect current District procedures, public policy demands and economic conditions.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Directors of Yorba Linda Water District shall establish the following policies:

**Section 1: Property, Repairs and Modifications, Supplies and Services**

The following procedures and authority will be used for the acquisition or leasing of personal property; repair or modification of District equipment or structures; or obtaining labor, materials, supplies or services as identified in the budget:

<u>Dollar Amount</u>	<u>Procedure</u>	<u>Authority</u>
\$0-5,000	1 Written Quote	Dept. Manager
\$5,001-\$15,000	2 Written Quotes	General Manager
\$15,001-\$25,000	3 Written Quotes	General Manager
\$25,001-\$75,000	3 Written Quotes	Board of Directors
>\$75,001	Competitive Bid	Board of Directors

## Section 2: Capital Outlay, Improvement and Replacement Projects

The following procedures and authority will be used for vehicles and equipment, fire hydrants, water and sewer pipelines, booster pump stations, reservoirs, etc. as identified in the budget:

<u>Dollar Amount</u>	<u>Procedure</u>	<u>Authority</u>
\$0-\$15,000	2 Written Quotes	Dept. Manager
\$15,001-\$25,000	2 Written Quotes	General Manager
\$25,001-\$100,000	3 Written Quotes	Board of Directors
>\$100,001	Competitive Bid	Board of Directors

## Section 3: Contract Amendments and Change Orders

The following procedures and authority will be used for contract services amendments, professional service contract amendments and for capital projects where the change order does not alter project completion time:

<u>Dollar Amount</u>	<u>Procedure (*)</u>	<u>Authority</u>
5% of Project Cost, NTE \$7,500	Notify GM	Dept. Manager
10% of Project Cost, NTE \$15,000	Notify BOD	General Manager
10% of Project Cost, NTE \$25,000	Notify BOD	General Manager
>10% of Project Cost or > \$25,000	Agenda Item	Board of Directors

## Section 4: Contractual Services Policy

The following procedures and authority will be used for professional services such as engineering consultant, legal counsel, auditors, etc. as identified in the budget:

<u>Dollar Amount</u>	<u>Procedure</u>	<u>Authority</u>
\$0-\$5,000	1 Written Proposal	Dept. Mgr
\$5,001-\$15,000	2 Written Proposals	General Manager
\$15,001-\$25,000	3 Written Proposals	General Manager
>\$25,001	3 Written Proposals	Board of Directors

## Section 5: Non-scheduled Capital Asset Repair and Replacement

The following procedures and authority will be used for the acquisition of personal property; repair or modification of District equipment or structures; or obtaining labor, materials, supplies or services related to non-scheduled capital asset repair and replacement:

<u>Dollar Amount</u>	<u>Procedure (*)</u>	<u>Authority</u>
\$0-10,000	Notify GM	Dept. Manager
\$10,001-\$25,000	Notify Committee	General Manager
\$25,001-\$50,000	Notify BOD	General Manager
>\$50,001	Agenda Item	Board of Directors

**Section 6: Emergency Policy**

The following procedures and authority will be used in emergency situations for events which require immediate extraordinary action to protect the public health, safety, welfare and property, with ratification by the Board at the next meeting or the earliest special meeting that may be called.

<u>Dollar Amount</u>	<u>Procedure (*)</u>	<u>Authority</u>
\$0-\$100,000	Notify BOD	General Manager
>\$100,001	Next or Special Mtg.	Board of Directors

\*In all cases where notification is required, a written memo shall be provided stating the reasons for the approval by the designee.

**Section 7 Effective:**


The Purchasing Policy adopted herein shall take effect immediately upon adoption of this Resolution.

**Section 8 Rescinding:**

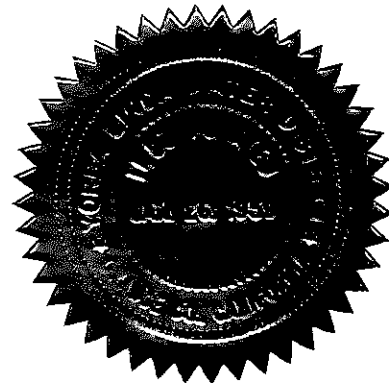
That Resolution No. 11-06 and conflicting Minute Orders are hereby rescinded upon adoption of this resolution.

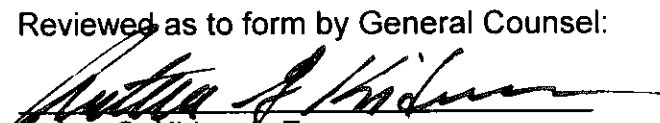
**PASSED AND ADOPTED** this 14<sup>th</sup> day of February 2013 by the following called vote:

AYES: Directors Beverage, Collett, Hawkins, Kiley and Melton  
 NOES: None  
 ABSTAIN: None  
 ABSENT: None

  
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 Gary Melton, President  
 Yorba Linda Water District

ATTEST:  
  
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 Steve Conklin, Board Secretary  
 Yorba Linda Water District



Reviewed as to form by General Counsel:  
  
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 Arthur G. Kidman, Esq.  
 Kidman Law LLP