

STAFF REPORT

To: Coastside County Water District Board of Directors

From: Mary Rogren, General Manager

Agenda: August 12, 2025

Date: August 8, 2025

Agenda Title: Consider Approval of Resolution 2025-07 Amending the District's Policies and Procedures for Award of Contracts and Approval of Updates to the District's Purchasing Policy

Recommendation/Motion:

- 1) **Adopt Resolution 2025-07 Amending the District's Policies and Procedures for Award of Contracts.**
- 2) **Approve updates to the District's Purchasing Policy.**

Background:

Policies and Procedures for Award of Contracts

Resolution 2016-09 provides that the General Manager or designee may approve contractual agreements, including professional service contracts, construction contracts, and purchases up to a limit of \$30,000. Contracts that are \$30,000 or more requires Board approval at a Board of Directors meeting.

Staff is proposing that the resolution be amended to allow for the President, Vice-President, or a Standing Committee to approve contractual agreements \$30,000 or more and less than \$50,000. Such contracts will be reported to the Board at the next Regular Board of Directors meeting.

Resolution 2012-01 established the \$30,000 limit. Given significant cost increases over the years, allowing the President, Vice-President or a Standing Committee to approve up to \$50,000 provides staff more flexibility in working with contractors and vendors during the month in the District's day-to-day activities.

Please see Exhibit A-1 for a "clean" version of the proposed Resolution 2025-07 and Exhibit A-2 for a redline version.

STAFF REPORT

Agenda: August 12, 2025

Subject: Resolution 2025-07 Award of Contracts and Purchasing Policy Update

Purchasing Policy

District staff recently reviewed the Purchasing Policy and have made some “housekeeping” changes including removing references to the Superintendent position and replacing with the Water Treatment Plant Operations Manager and Water Distribution Operations Manager positions. The Operations Manager positions will have similar authority to the former Superintendent position.

Please see Exhibit B-1 for a “clean” version of the proposed Purchasing Policy update and Exhibit B-2 for a redline version.

Fiscal Impact: none

RESOLUTION NO. 2025-07

**A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE COASTSIDE COUNTY WATER DISTRICT
AMENDING POLICIES AND PROCEDURES FOR AWARD OF CONTRACTS**

WHEREAS, section 54202 of the California Government Code requires all local agencies to adopt policies and procedures, including bidding requirements, for purchase of equipment and supplies; and

WHEREAS, Section 30579.5 of the California Water Code authorizes the Board of Directors of a county water district to delegate to its General Manager and other District officers authority to enter into contracts on behalf of the District; and

WHEREAS, the Board of Directors adopted Resolution No. 2012-01 in March of 2012 in accordance with the aforementioned statutes to establish "Policies and Procedures for Award of Contracts"; and

WHEREAS, the Board of Directors adopted Resolution No. 2016-09 amending said policies and procedures; and

WHEREAS, the Board of Directors desires to amend the policies and procedures as set forth herein.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Coastsides County Water District hereby adopts the following Policies and Procedures for Award of Contracts, and repeals Resolution No. 2016-09, effective immediately upon adoption of this Resolution:

Policies And Procedures For Award Of Contracts

For purposes of these Policies and Procedures for Award of Contract, all references to the General Manager mean the General Manager or designee. The General Manager shall name all designees in writing, and the General Manager may change the designees at any time in the sole discretion of the General Manager.

A. Professional Services Contracts

1. Advertising and competitive bidding is not required.
2. The General Manager is authorized to contract with professional consultants when the estimated cost of the services does not exceed \$30,000.
3. Contracts for services when the estimated cost is in excess of \$30,000 or more but less than \$50,000 may be approved by the President or Vice-President or a Standing Board Committee. Such contracts will be reported to the Board of Directors at the next Regular Board of Directors meeting.

4. Contracts in excess of \$50,000 must be submitted to and approved by the Board of Directors.

B. Construction Contracts

1. When the estimated cost of the work is below \$30,000, the General Manager may award the contract.
2. Contracts for work when the estimated cost is \$30,000 or more but less than \$50,000 may be approved by the President or Vice-President or a Standing Board Committee. Such contracts will be reported to the Board of Directors at the next Regular Board of Directors meeting.
3. Contracts in excess of \$50,000 must be submitted to and approved by the Board of Directors.
4. When the estimated cost of the work is between \$15,000 and \$50,000, the General Manager shall obtain informal bids but need not formally solicit sealed competitive bids.
5. When the estimated cost of the work exceeds \$50,000, the General Manager shall obtain sealed competitive bids through posting on the District's website and/or soliciting from a list of contractors known to provide the services, and by implementing other means appropriate for the particular construction project to maximize the number of responsive and responsible bidders.
6. The foregoing policies are not intended to preclude the General Manager from utilizing District employees to carry out work on a force account basis.

C. Purchase of Equipment and Supplies, Including Vehicles

1. When the estimated cost of materials or supplies is below \$30,000, the General Manager may award the contract.
2. Contracts for materials or supplies when the estimated cost is \$30,000 or more but less than \$50,000 may be approved by the President or Vice-President or a Standing Board Committee. Such contracts will be reported to the Board of Directors at the next Regular Board of Directors meeting.
3. Contracts in excess of \$50,000 must be submitted to and approved by the Board of Directors.
4. When the estimated cost of materials or supplies is between \$15,000 and \$50,000, the General Manager shall obtain informal bids but need not formally solicit sealed competitive bids.

5. When the estimated cost of materials or supplies exceeds \$50,000, the General Manager shall obtain sealed competitive bids through posting on the District's website and/or soliciting from a list of contractors, vendors, or manufacturers known to provide the services, equipment or supplies, and by implementing other means appropriate for the particular procurement to maximize the number of responsive and responsible bidders.

D. Change Orders/Contract Amendments

1. Where the original contract amount is \$30,000 or less, the General Manager is authorized to approve change orders or contract amendments up to an amount that, when combined with the original contract amount, does not exceed \$30,000.
2. Where the original contract amount exceeds \$30,000, the General Manager is authorized to approve change orders or contract amendments when (i) total change orders or contract amendments for the project cumulatively do not exceed the greater of 10% of the original contract amount or \$30,000, and (ii) the change order or contract amendment does not exceed \$30,000.

In the event that the cumulative total of such change orders or contract amendments is greater than ten percent (10%) of the original contract amount, the General Manager shall also notify the Board of Directors at the next Board meeting.

3. All other change orders and contract amendments must be submitted to and approved by the Board of Directors.

E. Sole Source Procurements

1. Regardless of the estimated cost of the procurement, the General Manager is not required to obtain bids, either formal or informal, when procuring materials, supplies, equipment or services for which there exists only one source of supply. For sole source procurements, the General Manager need only solicit a quote, bid or proposal from one source.
2. The General Manager may proceed with a sole source procurement when the requirements for the items or services to be procured are so unusual or distinct as to narrow the possible sources down to one, for example, with the procurement of replacement parts for brand name equipment or machinery, or with a contract amendment or change order that is not within the scope of the original contract. The General Manager may also proceed with a sole source of procurement if, after solicitation from a number of sources, competition is determined to be inadequate.

3. When the estimated cost of the sole source procurement is \$30,000 or more but less than \$50,000, the President, Vice-President, or a Standing Board Committee may approve the procurement. When the estimated cost of any sole source procurement exceeds \$50,000, the procurement must be submitted to and approved by the Board of Directors.
4. For all sole source procurements, the General Manager shall document the basis for proceeding with the sole source procurement.

F. Waivers

1. **Board Waiver:** The Board of Directors may waive any or all of the above requirements when the Board determines it is in the best interest of the District.
2. **General Manager Waivers - Emergencies**
 - a. For contracts that require Board approval, the General Manager may waive any or all of the procedural requirements set forth in this policy without prior Board approval in an "emergency." An "emergency" includes, but is not limited to, (1) a breakdown of essential District services, and (2) field conditions that indicate an immediate threat to the public or employee safety or other significant impact to District facilities.
 - b. The General Manager shall advise the President of the Board or other Director, as soon as practicable, of any emergency. The General Manager must provide a full report of the action taken due to an emergency to the Board of Directors at the next Board meeting following the emergency condition.

PASSED AND ADOPTED this twelfth day of August 2025 by the following votes of the Board of Directors:

AYES:

NOES:

ABSENT:

Glenn Reynolds, President
Board of Directors

Mary Rogren, General Manager
Secretary of the Board

RESOLUTION NO. ~~2016-09~~2025-07

**A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE COASTSIDE COUNTY WATER DISTRICT
AMENDING POLICIES AND PROCEDURES FOR AWARD OF CONTRACTS**

WHEREAS, section 54202 of the California Government Code requires all local agencies to adopt policies and procedures, including bidding requirements, for purchase of equipment and supplies; and

WHEREAS, Section 30579.5 of the California Water Code authorizes the Board of Directors of a county water district to delegate to its General Manager and other District officers authority to enter into contracts on behalf of the District; and

WHEREAS, the Board of Directors adopted Resolution No. 2012-01 in March of 2012 in accordance with the aforementioned statutes to establish "Policies and Procedures for Award of Contracts"; and

WHEREAS, the Board of Directors ~~desires to amend adopted Resolution No. 2016-09 amending~~ said policies and procedures; ~~and as set forth herein.~~

WHEREAS, the Board of Directors desires to amend the policies and procedures as set forth herein.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Coastsides County Water District hereby adopts the following Policies and Procedures for Award of Contracts, and repeals Resolution No. ~~2012-01~~2016-09, effective immediately upon adoption of this Resolution:

Policies And Procedures For Award Of Contracts

For purposes of these Policies and Procedures for Award of Contract, all references to the General Manager mean the General Manager or designee. The General Manager shall name all designees in writing, and the General Manager may change the designees at any time in the sole discretion of the General Manager.

A. Professional Services Contracts

1. Advertising and competitive bidding is not required.
2. The General Manager is authorized to ~~employ contract with~~ professional consultants ~~where when~~ the estimated cost of ~~work the services~~ does not exceed \$30,000.
3. Contracts for services when the estimated cost is in excess of \$30,000 or more but less than \$50,000 may be approved by the President or Vice-President or a Standing Board Committee. Such contracts will be reported to the Board of Directors at the next Regular Board of Directors meeting.

4. ~~—~~Contracts in excess of \$~~5~~30,000 must be submitted to and approved by the Board of Directors.

B. Construction Contracts

1. When the estimated cost of the work is below \$30,000, the General Manager may award the contract~~—~~.
2. Contracts for work when the estimated cost is \$30,000 or more but less than \$50,000 may be approved by the President or Vice-President or a Standing Board Committee. Such contracts will be reported to the Board of Directors at the next Regular Board of Directors meeting.
- ~~1.3.~~ Contracts in excess of \$50,000 must be submitted to and approved by the Board of Directors.
- ~~2.4.~~ When the estimated cost of the work is between \$15,000 and \$~~30~~50,000, the General Manager shall obtain informal bids but need not formally solicit sealed competitive bids.
5. When the estimated cost of the work exceeds \$~~30~~50,000, the General Manager shall obtain sealed competitive bids through posting on the District's website and/or soliciting from a list of contractors known to provide the services, and by implementing other means appropriate for the particular construction project to maximize the number of responsive and responsible bidders.
- ~~3.~~
- ~~4.6.~~ The foregoing policies are not intended to preclude the General Manager from utilizing District employees to carry out work on a force account basis.

C. Purchase of Equipment and Supplies, Including Vehicles

1. When the estimated cost of materials or supplies is below \$30,000, the General Manager may award the contract.
2. ~~—~~Contracts for materials or supplies when the estimated cost is in excess of \$30,000 or more but less than \$50,000 may be approved by the President or Vice-President or a Standing Board Committee. Such contracts will be reported to the Board of Directors at the next Regular Board of Directors meeting.
- ~~1.3.~~ Contracts in excess of \$50,000 must be submitted to and approved by the Board of Directors.

~~2.4.~~ When the estimated cost of materials or supplies is between \$15,000 and ~~\$30,000~~\$50,000, the General Manager shall obtain informal bids but need not formally solicit sealed competitive bids.

5. When the estimated cost of materials or supplies exceeds ~~\$30~~50,000, the General Manager shall obtain sealed competitive bids through posting on the District's website and/or soliciting from a list of contractors, vendors, or manufacturers known to provide the services, equipment or supplies, and by implementing other means appropriate for the particular procurement to maximize the number of responsive and responsible bidders.:-

~~3.~~

D. Change Orders/Contract Amendments

1. Where the original contract amount is \$30,000 or less, the General Manager is authorized to approve change orders or contract amendments up to an amount that, when combined with the original contract amount, does not exceed \$30,000.

2. Where the original contract amount exceeds \$30,000, the General Manager is authorized to approve change orders or contract amendments when (i) total change orders or contract amendments for the project cumulatively do not exceed the greater of 10% of the original contract amount or \$30,000, and (ii) the change order or contract amendment does not exceed \$30,000.

~~a.~~——— In the event that the cumulative total of such change orders ——— or contract amendments is greater than ten percent (10%) of ~~the~~ original contract amount, the General Manager shall also ~~———~~ notify the Board of Directors at the next Board meeting.

3. All other change orders and contract amendments must be submitted to and approved by the Board of Directors.

E. Sole Source Procurements

1. Regardless of the estimated cost of the procurement, the General Manager is not required to obtain bids, either formal or informal, when procuring materials, supplies, equipment or services for which there exists only one source of supply.:-
. For sole source procurements, the General Manager need only solicit a quote, bid or proposal from one source.

2. The General Manager may proceed with a sole source procurement when the requirements for the items or services to be procured are so unusual or distinct as to narrow the possible sources down to one, for example, with the procurement of replacement parts for brand name equipment or machinery, or with a contract amendment or change order that is not within the scope of the original contract.

The General Manager may also proceed with a sole source of procurement if, after solicitation from a number of sources, competition is determined to be inadequate.

3. When the estimated cost of the sole source procurement is \$30,000 or more but less than \$50,000, the President, Vice-President, or a Standing Board Committee may approve the procurement. When the estimated cost of any sole source procurement exceeds \$~~30~~50,000, the procurement must be submitted to and approved by the Board of Directors.
4. For all sole source procurements, the General Manager shall document the basis for proceeding with the sole source procurement.

F. Waivers

1. **Board Waiver:** The Board of Directors may waive any or all of the above requirements when the Board determines it is in the best interest of the District.
2. **General Manager Waivers - Emergencies**
 - a. For contracts that require Board approval, the General Manager may waive any or all of the procedural requirements set forth in this policy without prior Board approval in an "emergency." An "emergency" includes, but is not limited to, (1) a breakdown of essential District services, and (2) field conditions that indicate an immediate threat to the public or employee safety or other significant impact to District facilities.
 - b. The General Manager shall advise the President of the Board or other Director, as soon as practicable, of any emergency. The General Manager must provide a full report of the action taken due to an emergency to the Board of Directors at the next Board meeting following the emergency condition.

PASSED AND ADOPTED this twelfth day of ~~July 2016~~August 2025 by the following votes of the Board of Directors:

AYES: ~~Directors Coverdell, Feldman, and Mickelsen, Vice President Reynolds and President~~
~~—Glassberg~~

NOES:

ABSENT:

~~Arnie Glassberg~~Glenn Reynolds, President

Board of Directors

~~David R. Dickson~~Mary Rogren, General Manager
Secretary of the Board

DRAFT 8.12.2025

Coastside County Water District

Purchasing Policy

The following are general guidelines for purchasing items other than on District Capital Improvement Projects.

Petty Cash

Any purchases made by District employees or Directors for supplies or services with a value of \$100 or less may be reimbursed through petty cash. A “Reimbursement for Expenses” form shall be completed and approved before petty cash is disbursed. Any non-routine purchase made with petty cash should be pre-approved by Assistant General Manager of Finance and Administration, Water Treatment Plant Operations Manager, Water Distribution Operations Manager, or Administrative Services Manager.

Business Expenses and Employee Purchases over \$100

Any purchases made for supplies or services with a value over \$100 will be reimbursed by check during the regular monthly accounts payable processing. Meeting and related travel expenses over \$100 will not be reimbursed through petty cash.

Meeting and related travel expenses must be pre-approved in advance by the Water Treatment Plant Operations Manager, Water Distribution Operations Manager, Administrative Services Manager, Assistant General Manager of Finance and Administration, or General Manager. A “Reimbursement for Expenses” form shall be completed and approved by the employee’s manager before payment. Expenses incurred over \$5,000 require the approval of the Assistant General Manager of Finance and Administration, or General Manager prior to reimbursement.

Credit Cards

Credit Cards will be issued to the General Manager, Assistant General Manager of Finance and Administration, Water Treatment Operations Manager, Water Distribution Operations Manager and the Administrative Services Manager. A purchase order may need to be completed and approved prior to using the credit card as per the “Purchase Order Requirements” section below. All credit card invoices are reviewed and approved on a monthly basis by the Administrative Services Manager and Assistant General Manager of Finance and Administration or General Manager.

Purchase Order Requirements

Once a vendor has been selected to supply specific items or services, a Purchase Order must be completed for any purchase exceeding \$500. The Purchase Order must have a complete listing and description of the items/services including a reason for the purchase and have the proper authorization prior to making a commitment to purchase.

1. Expenditures under \$500
 - A Purchase Order is not required.
 - Needs verbal approval by one of the following:

- Administrative Services Manager
- Treatment Supervisor or Distribution Supervisor
- Water Treatment Plant Operations Manager
- Water Distribution Operations Manager
- Assistant General Manager of Finance and Administration; or
- General Manager

2. Expenditures \$500 - \$5,000

- Requires a Purchase Order
- Needs written approval on the Purchase Order by one of the following:
 - Administrative Services Manager
 - Water Treatment Plant Operations Manager
 - Water Distribution Operations Manager
 - Assistant General Manager of Finance and Administration; or
 - General Manager

3. Expenditures \$5,000 - \$15,000

- Requires a Purchase Order
- Needs written approval on the Purchase Order by the General Manager or Assistant General Manager of Finance and Administration
- Requires two (2) informal quotes (in writing, by phone, fax, or email.)

4. Expenditures Greater Than \$15,000

- (See Policies and Procedures for Award of Contracts)

5. New Vendors

- New vendors must be pre-approved by the Assistant General Manager of Finance and Administration or Administrative Services Manager.
- New vendors are generally required to complete a W9 or other tax form depending on the type of entity prior to payment by the District.

Vendors Not Requiring Purchase Orders

1. Agencies that bill monthly such as other utility companies (phone, water, electrical, gas,) fuel, garbage, or yard stock (rock, gravel).
2. Companies that have an open account with the District such as Hassett Hardware (ACE) and rentals.

Blanket Purchase Orders

A blanket purchase order may be used for frequently needed supplies or services from the same supplier. Blanket purchase orders are established per fiscal year and allow the department to order directly from the supplier. The blanket purchase order contains ordering and billing instructions, a price agreement, and a description of the goods or services that can be ordered.

ACCOUNTING PROCEDURES

1. All purchases must be approved either verbally or in writing (see purchase order section)
2. If a purchase order is required:
 - a. Requestor completes the purchase order, including the expense or project account number, signature, and vendor information. The requestor forwards it (with quotes, if needed) first to his or her supervisor for approval and then to a Manager as outlined in "Purchase Order Requirements" section above.
 - b. For Operations purchases, the Water Treatment Operations Manager or Water Distribution Operations Manager gives approval by initialing the purchase order, then forwards it to the General Manager or Assistant General Manager of Finance and Administration for approval if over \$5,000. Approved purchase order white and yellow copies go to Accounts Payable
 - c. Upon receipt of the product or service, the requestor notes that the purchase order is complete on the pink copy and forwards it to Accounts Payable with all invoices and packing slips.
 - d. Invoices are then matched up with the purchase order or packing slips and then coded by the Accounts Payable department with the vendor number, account number(s) and amount(s).
3. The invoices are then routed to the Administrative Services Manager and/or Water Treatment Operations Manager or Water Distribution Operations Manager for approval. Final approval is then obtained by the General Manager or Assistant General Manager of Finance and Administration.
 - a. Invoices are then processed in the District's ERP System by Accounts Payable, and a final proof list is reviewed by the Assistant General Manager of Finance and Administration or Administrative Services Manager and General Manager before checks are printed and mailed/distributed.
4. Invoices that are received on or before the 25th of the month will generally be paid by the end of the same month.
5. All claims are placed on the monthly agenda of the Regular Meeting of the Board of Directors for approval.

Check Signing/Authorization

The purpose of this policy is to establish check signing guidelines for the Coastside County Water District Operating and Payroll accounts.

1. The General Manager, Assistant General Manager of Finance and Administration, Administrative Services Manager, President and Vice President of the Board of Directors may sign checks on behalf of the Coastside County Water District bank accounts.

2. All checks under \$25,000 will only require one signature and may be signed by the General Manager, Assistant General Manager of Finance and Administration, or Administrative Services Manager.
3. All checks \$25,000 and over shall bear two signatures, one of which will be the General Manager, Assistant General Manager of Finance and Administration, or Administrative Services Manager.
4. The Second signature may be that of either the President or Vice President of the Board of Directors.
5. Signature cards for the District's bank are to be updated annually after any change of District personnel or election of officers.

- *Original Purchase Order Policy approved by the Finance Advisory Committee on April 30, 2007 and by Board Approval on May 8, 2007*
- *Amended and Approved January 13, 2009, August 9, 2016, August 12, 2025.*

Coastside County Water District

Purchasing Policy

The following are general guidelines for purchasing items other than on District Capital Improvement Projects.

Petty Cash

Any purchases made by District employees or Directors for supplies or services with a value ~~to~~ of \$100 or less ~~that has been pre-expended by District employees and Directors~~ may be reimbursed through petty cash. ~~—~~ A “Reimbursement for Expenses” form shall be completed and approved before petty cash is ~~rendered~~ disbursed. ~~—~~ Any non-routine purchase made with petty cash should be pre-approved by Assistant General Manager of Finance and Administration, Superintendent of Operations, Water Treatment Plant Operations Manager, Water Distribution Operations Manager, or Office Administrative Services Manager.

Business Expenses and Employee Purchases over \$100

Any purchases made for supplies or services with a value over \$100 will be reimbursed by check during the regular monthly accounts payable processings. ~~—~~ Meeting and related travel expenses over \$100 will not be reimbursed though petty cash.

Meeting and related travel expenses must be pre-approved in advance by the Water Treatment Plant Operations Manager, Water Distribution Operations Manager, Administrative Services Manager, Assistant General Manager of Finance and Administration, or General Manager. .A “Reimbursement for Expenses” form shall be completed and approved by the employee’s manager before payment. — Approval is required by the Superintendent, Office Expenses incurred over \$5,000 require the approval of the Manager, Assistant General Manager of Finance and Administration, or General Manager prior to expenditures for business expenses reimbursement.

Credit Cards

Credit Cards ~~will holders be issued to~~ are the General Manager, Assistant General Manager of Finance and Administration, Superintendent Water Treatment Operations Manager, Water Distribution Operations Manager and the Office Administrative Services Manager. ~~—~~ A purchase order may need to be completed and approved prior to using the credit card as per the “Purchase Order Requirements” section below. ~~—~~ All credit card invoices are reviewed and approved on a monthly basis by the Office Administrative Services Manager and, Assistant General Manager of Finance and Administration, or General Manager.

Purchase Orders Requirements

Once a vendor has been selected to supply specific items or services, a Purchase Order must be completed for any purchase exceeding \$500. ~~—~~ The Purchase Order must have a complete listing and description of the items/services including a reason for the purchase and have the proper authorization prior to making a commitment to purchase. ~~—~~

1. Expenditures under \$500

- A Purchase Order is not ~~required~~required.
- Needs verbal approval by one of the following:
 - ~~Office~~ Administrative Services Manager
 - ~~Treatment Supervisor or Distribution Supervisor~~Supervisor,
 - ~~Superintendent~~Water Treatment Plant Operations Manager
 - Water Distribution Operations Manager;
 - Assistant General Manager of Finance and Administration; or
 - General Manager

2. Expenditures \$500 - \$5,000

- Requires a Purchase Order
- Needs written approval on the Purchase Order by one of the following:
 - Administrative Services Manager
 - Water Treatment Plant Operations Manager
 - Water Distribution Operations Manager
 - Assistant General Manager of Finance and Administration; or
 - General Manager ~~General Manager, Assistant General Manager, Superintendent or Office Manager~~

3. Expenditures \$5,000 - \$15,000

- Requires a Purchase Order
- Needs written ~~or verbal~~ approval on the Purchase Order by the General Manager or Assistant General Manager of Finance and Administration
- Requires two (2) informal quotes (in writing, by phone, ~~fax~~fax, or email.)

4. Expenditures Greater Than \$15,000

- (See Policies and Procedures for Award of Contracts)

5. New Vendors

- New vendors must be pre-approved by the Assistant General Manager of Finance and Administration or Administrative Services Manager.
- New vendors are generally required to complete a W9 or other tax form depending on the type of entity prior to payment by the District.
-

Vendors Not Requiring Purchase Orders

1. Agencies that bill ~~on a monthly basis~~monthly such as other utility companies (phone, water, electrical, gas,) fuel, garbage, or yard stock (rock, gravel), ~~etc...~~
2. Companies that have an open account with the District such as, Hassett Hardware (ACE) and ~~&~~rentals.

Blanket Purchase Orders

A blanket purchase order may be used for frequently needed supplies or services from ~~a the~~ same supplier. Blanket purchase orders are established per fiscal ~~year, and year and~~ allow the department to order directly from the supplier. The blanket purchase order contains ordering and billing instructions, a price agreement, and a description of the goods or services that can be ordered.

ACCOUNTING PROCEDURES

1. All purchases must be approved either verbally or in writing (see purchase order section)
2. If a purchase order is required:
 - a. Requestor completes ~~the PO~~purchase order, including ~~the expense or~~ project account number, ~~signature~~signature, and vendor information.—. The requestor forwards it (with quotes, if needed) ~~first to his or her supervisor for approval and then to a Manager as outlined in “Purchase Order Requirements” section above to the Assistant General Manager, Superintendent or Office Manager. Also, receives supervisor initial if appropriate.~~
 - b. ~~For Operations purchases, Upon approval, Superintendent the Water Treatment Operations Manager or Water Distribution Operations Manager~~ gives approval by initialing ~~the PO~~purchase order, then ~~forwardsforwards it to the~~ General Manager or Assistant General Manager ~~of Finance and Administration~~ for approval if over \$5,000. Approved ~~P.O.~~purchase order white and yellow copies go to Accounts Payable
 - c. Upon receipt of the product or service, ~~the~~ requestor notes ~~PO that the purchase order~~ is complete on ~~the~~ pink copy and forwards ~~it~~ to Accounts Payable with all invoices and packing slips.
 - d. Invoices are then matched up with ~~PO the purchase order~~ or ~~Packing~~packing slips and then coded by the Accounts Payable department with the vendor number, account number(s) and amount(s).
3. The invoices are then ~~given routed to either the Office Administrative Services Manager and/or Superintendent Water Treatment Operations Manager or Water Distribution Operations Manager for approval.—. After review by the OM and Superintendent, final~~Final approval is ~~then made-obtained~~ by the General Manager or Assistant General Manager ~~of Finance and -Administration.~~
 - e.a. Invoices are then ~~processed in the District’s ERP System by entered into the Accounts Payable, by the Office Specialist. A and a~~ final proof list is reviewed by the Assistant General Manager ~~of Finance and Administration~~ or ~~Office Administrative Services Manager and General Manager~~ before checks are printed and mailed/distributed.
4. Invoices that are received on or before the 25th of the month will generally be paid by the end of the same month.

5. All claims are placed on the monthly agenda ~~for of the Regular Meeting of the~~ Board of Directors for approval.

Check Signing/Authorization

The purpose of this policy is to establish check signing guidelines for the Coastside County Water District Operating and Payroll accounts.

1. The General Manager, Assistant General Manager of Finance and Administration, ~~Superintendent of Operations, Office~~Administrative Services Manager, President and Vice President of the Board of Directors may sign checks on behalf of the Coastside County Water District bank accounts.
2. All checks under \$25,000 will only require one signature and may be signed by the General Manager, Assistant General Manager of Finance and Administration, ~~Superintendent of Operations~~ or ~~Office~~Administrative Services Manager.
3. All checks \$25,000 and over shall bear two signatures, one of which will be the General Manager, Assistant General Manager of Finance and Administration, ~~Superintendent,~~ or ~~Office~~Administrative Services Manager.
4. The Second signature may be that of either the President or Vice President of the Board of Directors.
- 4.5. Signature cards for the District's bank are to be updated annually after any change of District personnel or election of officers.

- *Original Purchase Order Policy approved by the Finance Advisory Committee on April 30, 2007 and by Board Approval on May 8, 2007*
- *Amended and Approved January 13, 2009, August 9, 2016, August 12, 2025.*