



OLYMPIC VALLEY PUBLIC SERVICE DISTRICT BOARD REPORT



SUBJECT: Review of Purchasing Policy

EXHIBIT: F-3, 14 Pages

AUTHOR: Charley Miller, General Manager

MEETING DATE: October 28, 2025

RECOMMENDED ACTION: Staff recommends that the Board adopt the revised Procurement Policy (Policy 3080) by Resolution 2025-21 as presented.

DISCUSSION: The District's Purchasing Policy was adopted in March 2007. Staff has completed a comprehensive review and recommends adopting an updated version, now referred to as the Procurement Policy, to better reflect current practices and industry standards.

Under Government Code Section 54202, every local agency is required to adopt policies and procedures governing purchasing activities, including bidding regulations and the purchase of supplies and equipment. This update ensures the District remains compliant with state requirements while modernizing its internal processes.

The updated policy clarifies the District's County Water District exemption from the Public Contract Code's formal bidding requirements while voluntarily adopting best practices consistent with the Uniform Public Construction Cost Accounting Act (CUPCCAA) thresholds.

In addition, the policy streamlines and simplifies several sections that were unnecessarily lengthy or redundant in the previous version. Additionally, the requirement for purchase orders has been removed, as modern automated and secure approval systems now provide sufficient oversight and documentation.

FISCAL/RESOURCE IMPACTS: There is no anticipated financial impact resulting from the adoption of the revised Procurement Policy. The update refines administrative procedures and approval limits but does not alter approved budget levels or spending practices.

ATTACHMENTS:

- Policy 3080 - Procurement Policy (4 pages) NEW
- Policy 3080 – Purchasing Policy (8 pages) OLD
- Resolution 2025-21 (1 page)

DATE PREPARED: October 28, 2025

Policy 3080 Procurement and Contracting Policy

3080.1 Purpose

This policy establishes the procedures and authority for the procurement of materials, equipment, supplies, and bidding procedures, as required by California Government Code §54202. It provides guidance to ensure District purchases are conducted responsibly, efficiently, and in alignment with sound financial management practices.

The determination of District needs for operations, maintenance, capital projects, and administrative functions shall be made by authorized personnel consistent with the approved annual budget. Expenditures outside of budgeted limits undermine the District's financial stability and therefore should be kept to a minimum.

3080.1.2 Intent

The District shall procure goods and services in a manner that maximizes value, ensures fairness, and maintains transparency. Competitive practices are encouraged whenever practical. As a County Water District, OVPSD is exempt from formal state bidding requirements under the California Water Code; however, the District adheres to best practices in public procurement to ensure accountability and fiscal responsibility.

State law prohibits any Director or Officer of the District from having a financial interest, directly or indirectly, in any contract awarded or to be awarded by the Board, or in the profits derived therefrom.

3080.2 General Provisions

A. Nothing in this policy shall supersede the provisions of the California County Water District Law or applicable sections of the California Government Code.

B. If any section or provision of this policy is found invalid, the remainder shall remain in full force and effect.

C. The General Manager, or designee, is authorized to purchase materials, supplies, equipment, and services on behalf of the District and to sell District property declared surplus under Policy #3085 (Disposal of Surplus Property or Equipment).

D. Except in emergencies, all purchases must be within Board-approved budget appropriations, or have prior authorization for necessary budget adjustments.

3080.3 Purchasing Guidelines and Limitations

3080.3.1 Operating Supplies and Recurring Services

Routine operating supplies shall be purchased as needed based on price, quality, and availability. Prices should be reviewed annually. Purchases must be authorized by the appropriate department head or General Manager.

Individual employee purchases for department needs shall not exceed \$500 without prior authorization. Reimbursements will be made via accounts payable or petty cash, as appropriate. Specialized purchases requiring

technical expertise must be approved by the department head or General Manager.

Recurring services such as utilities, subscriptions, or maintenance contracts shall be considered essential and should remain within approved budgets.

Contract services exceeding \$1,000 shall be supported by written agreements. Contract services exceeding \$25,000 shall be approved by the Board of Directors, typically during the budget process. Lease-purchase or property rental agreements require Board approval.

3080.3.2 Capital Purchases

Capital purchases authorized through the approved annual budget shall follow this policy. The General Manager may approve budgeted purchases up to \$25,000 per item. Purchases exceeding this amount requires Board approval.

Significant capital expenses should be reviewed by the Finance Committee, even when budgeted, at the General Manager's discretion.

3080.3.3 Emergency Purchases

The General Manager is authorized to spend any amount necessary during emergencies that threaten District operations, property, personnel, or public health and safety. The General Manager shall notify the Board of Directors of the emergency, actions taken, and related expenditures at the earliest opportunity.

3080.3.4 District Credit Card Use

District-issued credit cards are for official use only and must comply with District expense and travel policies. Each cardholder is responsible for safeguarding the cards and reviewing charges monthly. Personal expenses are prohibited. Card statements must be reviewed and signed monthly, with periodic oversight by the Board or its designee.

3080.4 Bid Procedures

State legislative exemptions exist that relieve County Water Districts organized under the State Water Code from participating in formal bidding processes. However, the District voluntarily utilizes an informal bid procedure for purchases and public works projects.

In the case of a sole source provider, an explanation shall be provided as to why no other qualified vendors are available.

3080.4.1 Informal Purchases

Purchases of materials, supplies and equipment with an estimated value of up to \$10,000 may be made in the open market as authorized by the General Manager. For purchases of \$10,000 or more, staff shall make reasonable efforts to obtain a minimum of three written quotes. The General Manager may approve a purchase based on less than three (3) quotes when obtaining

additional quotes is impractical or not in the best interest of the District. Written documentation of all quotes, including reasonable efforts made to obtain them, shall be retained even if fewer than three responses are received. The purchaser shall maintain a written record of all open market purchases and quotes in accordance with the District's record retention policy.

3080.4.2 Formal Quotes

Purchases of materials, supplies, and contractual services less than \$10,000, or public works projects less than \$60,000 may be made in the open market through a written quote process.

3080.4.3 Competitive Bidding (Over \$60,000)

For public works projects exceeding \$60,000, requests for competitive bids shall be solicited by written requests mailed, faxed, or e-mailed to prospective vendors and contractors. The District may also provide public notice posted on the District's website and/or advertised in the Sierra Sun, a newspaper of general circulation serving Olympic Valley, Placer County, California.

Each notice inviting competitive quotes or bids shall also contain a clear and concise description of the desired materials, supplies, products, equipment, contractual services; applicable prevailing-wage, insurance, and licensing requirements; and a deadline for submission of responsive bids.

The District reserves the right to reject any or all bids, to waive irregularities, or to award a contract to other than the lowest bidder when determined to be in the best interest of the District.

3080.4.3.1 Bid Holders List

Records shall be maintained for each person or firm requesting a copy of the bid documents, including the firm name, contact person, address, city, state, zip code, phone and fax numbers, and e-mail address (if applicable). Included in this list shall be all of the firms and individuals initially identified and provided with bid documents.

3080.4.3.2 Bid Opening and Award

Sealed bids shall be opened publicly and tabulated for review. Awards shall normally be made to the lowest responsive and responsible bidder. Evaluation may include capacity, experience, quality, local presence, and service record. Awards to other than the lowest bidder shall include written justification.

The District reserves the right to reject any or all bids, to waive any irregularities, or to award to other than the lowest bidder. Awards or purchases made under this section will normally be to the lowest responsible vendor or contractor that complies with the specifications contained in the notice inviting competitive quotes. The determination of the lowest responsive and responsible bidder shall be at the

discretion of the Board of Directors, pursuant to the findings and recommendations presented at the time of contract award.

3080.4.4 Exclusions

The General Manager may waive competitive requirements when:

- Procuring professional consulting services (engineering, legal, audit, etc.)
- Acquiring specialized or technical equipment
- Fewer than three qualified vendors exist
- Sole-source procurement is justified in writing as necessary to meet District needs.

3080.5 Professional Services Agreements

Consulting and professional services exceeding \$50,000 (over the life of the contract) may be procured through a Request for Proposals (RFP) process unless a qualified exception applies. Awards are based on qualifications and the best overall value to the District.

3080.6 Term Contracts and Annual Bids

The District may establish annual or multi-year contracts through competitive solicitation to obtain stable pricing for commonly used materials or services. Such contracts shall not exceed three years without re-bidding.

3080.7 Open Charge Accounts

Open vendor accounts may be established only with written authorization from the General Manager, or the appropriate Department head. Vendors may be provided an updated list of authorized purchasers as personnel change.

3080.8 Petty Cash Purchases

Petty cash may be used for incidental purchases up to \$50 when immediate procurement is necessary. All receipts must include descriptions adequate for accounting classification. Expenditures must be approved in advance by an employee with appropriate authority.

(Adopted 03-27-2007, Reviewed 10-03-2012, Updated 10-28-2025)

Policy 3080 Purchasing Policies, Procedures, and Contracting Regulations

3080.1 Purpose

This policy is designed to formalize procedures regarding purchase of materials, equipment or supplies, and bidding procedures, as required by California Government Code §54202, and to provide District employees with guidance and direction in following these policies and procedures.

The determination of District needs for operating materials, office supplies, asset purchases and services shall be made by appropriate personnel and according to proper budgeting practices. Revenue requirements for the fiscal year are determined by structured budget procedures with predetermined expenditures. Expenditures outside of budget constraints seriously jeopardize the stability of the entire budget system.

3080.1.2 Intent

Purchases shall be made as needed in order to provide the District with maximum benefit for minimum expenditures. It is also essential that purchases of goods, supplies, or services be transacted by the District in a fair and open manner consistent with the District's values of fairness and equal opportunity for all competing vendors offering their products or services to the District. State law forbids any Director or other Officer of the District from being interested, directly or indirectly, in any contract awarded, or to be awarded by the Board, or in the profits to be derived from it.

3080.2 General Provisions

- A. Nothing contained herein is intended to nor shall, in any way, alter or affect the terms and provisions of the California County Water District Law or the California Government Code dealing generally with purchases and sales, as described herein.
- B. If any section, subsection, subdivision, sentence, clause or phrase of these rules and regulations is held unconstitutional for any reason, or otherwise deemed invalid, such decision shall not affect the validity of the remaining portions thereof.
- C. The District's General Manager, or his designee(s), is hereby authorized and directed to purchase services, supplies, equipment and materials on behalf of the District and to sell District property as declared surplus by the District's Board of Directors in accordance with Policy #3085, Disposal of Surplus Property or Equipment.
- D. Except in the event of an emergency condition, the General Manager shall make authorized purchases only when a Board approved budget line item against which the purchase is charged exists, or necessary budget adjustments have first been duly authorized by the Board of Directors.

3080.3 Purchasing Guidelines and Limitations for Operations

3080.3.1 Operating Supplies/Inventory and Recurring Services

- A. Administration Office & Break Room operating supplies are monitored by staff on an ongoing basis and ordered as-needed. Prices should be researched and compared annually and a decision made using best judgment of quality, source, cost and availability. Supplies shall be ordered using a District purchase order, petty cash fund, petty cash check, or credit card and approved by the Office Manager, Operations Manager, or General Manager. Employee purchases of miscellaneous supplies for the Department shall not exceed \$500 and be on a completed and authorized purchase order. These expenses shall be reimbursed by regular accounts payable checks (written on the next run of checks), petty cash fund, or a petty cash check, depending upon the amount and fund availability. Purchases of certain specialized goods requiring technical expertise may be prepared by that individual and approved by the General Manager.
- B. Operations & Maintenance supplies are inventoried by a designated/trained staff member on a monthly basis and ordered as-needed. Prices should be researched and compared annually and a decision made using best judgment of quality, source, cost and availability. Supplies shall be ordered using a District purchase order, petty cash fund, petty cash check, or credit card and approved by the Operations Manager or General Manager.

Employee purchases of miscellaneous supplies for the Department shall not exceed \$500 and be on a completed and authorized purchase order. These expenses shall be reimbursed by regular accounts payable checks (written on the next run of checks), petty cash fund, or a petty cash check, depending upon the amount and fund availability. Purchases of certain specialized goods requiring technical expertise may be prepared by that individual and approved by the Operations Manager or the General Manager.

- C. Fire Department supplies are inventoried and ordered by a designated/trained staff member on a *regular basis* (usually weekly). Prices should be researched and compared and a decision made using best judgment of quality, source, cost and availability. Supplies shall be ordered using a District purchase order, credit card, or other approved method of payment and shall be approved by the Fire Chief or General Manager. Employee purchases of miscellaneous supplies for the Department shall not exceed \$500, shall be approved in advance by the Fire Chief or General Manager and may be reimbursed by a regular accounts payable check (written on the next run of checks), petty cash fund, or a petty cash check, depending upon the amount and fund availability. Purchases of capital project items may be made using District purchase orders if the vendor is not one with which the District has an open account.

- D. General Services, such as utilities, subscriptions, custodial services, office equipment maintenance contracts, or other services provided on a recurring basis by the same vendor, shall be classified as "necessary and essential services", changeable by authorized persons, and provided continuously without need for a contract or a purchase order.
- E. Contract Services over \$1,000, such as residential garbage services, are provided pursuant to written contract, reviewed annually, and approved by the Board of Directors by resolution during the budget approval process. Lease purchase agreements, vehicle and equipment leases shall be authorized by the Board of Directors.

3080.3.2 Capital Purchases

Capital purchases exceeding the amount specified from time to time by the Board of Directors are approved through the budget process for Capital Improvement Projects and Fixed Asset Purchases. The approved budget dictates the limitation on the amount of funds to be used for capital purchasing. Even though the budget is approved for the fiscal year, significant expenses should be reviewed and individually approved by the Finance Committee, at the discretion of the General Manager.

The General Manager has authority to spend up to \$10,000 per item on budgeted non-emergency items, not specifically enumerated, without prior Board approval. The Finance Committee may authorize the General Manager to spend up to \$15,000 for budgeted items not specifically enumerated. The Board of Directors shall review and approve all District expenditures.

3080.3.3 Unbudgeted Purchases Due to Emergency Needs or Repairs

The General Manager has authority to expend whatever funds are deemed necessary when an emergency exists that adversely affects the ability of the District to perform its services, puts District property or personnel in jeopardy, or which may jeopardize the health and safety of the community and its residents. At the earliest opportunity, the General Manager shall inform the Board of Directors of the emergency, remedial steps and incurred expenses.

3080.3.4 District Credit Card Purchases

District credit card holders (General Manager, Operations Manager and Fire Chief) are personally responsible for card safety and its use. It is to be used only for District expenses (such as prepaid supplies, travel and fuel expenses, seminar registration, and/or lodging reservations).

The District credit card may not be used for personal expenses other than those charges incidental to District activities. Any personal expenses incurred shall be reimbursed to the District. District officials with a District credit card may only use the card for official agency business consistent with District expense policies. Credit card expenses will be periodically reviewed by the Board of Directors, or its designee. Each credit card holder will document compliance

with this expense policy by reviewing each charge and signing each monthly credit card statement for payment.

3080.4 Purchase Orders

Purchase Orders are required for all purchases that are charged to a vendor account (see also sections 3080.3.1 and 3080.3.2).

A master purchase order log is maintained by the Administrative Assistant/Designee which is reviewed by the District's Controller. The purchase order log is located on the District's computer network at Company/Purchase Order Log. Three-part numbered purchase orders are available from the Administrative Assistant/Designee and all purchase orders must be accounted for. Blocks of purchase orders may be issued to a department which are accounted for by the authorized assignee. Purchase order numbers must be logged with the date and department that has taken the purchase orders.

A purchase order shall be completed with at least the following: vendor's name, address, date ordered, description of items ordered, unit cost and extended cost. The amount of sales tax, if applicable, and cost of freight, if known, shall also be entered on the purchase order.

The accounting period used for tracking purchase order usage shall be on the District's fiscal year basis.

3080.4.1 Purchase Order Processing

Purchase orders are the equivalent of money; thus, controls are justified. Once the purchase order is used, the employee using the purchase order shall be required to complete the log with the vendor and general purchase description. Distribution of purchase orders shall be as follows: The white original goes to the vendor; if requested; if not needed by the vendor, the white original is retained by the purchaser. The yellow copy is retained by the purchaser. The pink copy is delivered to Accounts Payable to alert staff of an incoming invoice.

- A. Upon receipt of the items ordered, the packing slip shall be checked against the purchase order for accuracy. The person receiving delivery shall mark the packing slip received, date and sign it, making any references to backordered items or items not received, and forward same to Accounts Payable for payment processing. Receipts or packing slips shall be forwarded to Accounts Payable as they are received.
- B. If no packing slip is included with the order, a photocopy of the purchase order shall be made, and a notation made on the photocopy that no packing slip was included with the order. This photocopy will then serve as the packing slip and be processed according to the procedures stated in the preceding section, paragraph A.
- C. Accounts Payable will match the packing slips against the purchase orders and verify amounts billed against corresponding

purchase orders. The invoices will then be processed for payment.

3080.4.2 Purchase Order Exemptions

- Travel & Fuel Requisitions
- Employment Ads
- Employment Related Processing Items
- Contracts
- Meeting Refreshments
- Delivery Services (Fed Ex, UPS, etc.)
 - Reimbursable Miscellaneous Employee Expenses of \$50 or less from the Petty Cash Fund

3080.4.3 Voided Purchase Orders

Any time a purchase order is cancelled or voided, the white and pink copies are returned to the Administrative Assistant/Designee for logging and filing. The Administrative Assistant/Designee shall forward the pink copy to Accounts Payable. This notification alerts Accounts Payable that an invoice will not be forthcoming. It shall be departmental responsibility to retain the yellow copy of a voided purchase order.

3080.5 Bid Procedures

There exist state legislative exemptions relieving County Water Districts organized under the State Water Code from participating in formal bid processes. However, the District utilizes an informal bid procedure on purchases, and public works projects.

In the case of a sole source provider, an explanation shall be provided as to why no other qualified vendors are available.

3080.5.1 Open Market Purchases

- A. Informal Quotes (Up to \$5,000). Purchases of supplies and equipment of an estimated value up to \$5,000 or less may be made in the open market as authorized by the General Manager.
- B. Three Quote Minimum. For purchases of \$1,000 or more, a minimum of three (3) quotes is normally required. However, the General Manager may approve purchases based on less than three (3) quotes if reasonable efforts to obtain three (3) or more quotes have failed to produce responses, or the General Manager deems it to be in the District's best interest. The purchaser shall maintain a written record of open market purchases and quotes in accordance with the District's Record Retention Program. The three (3) quotes and supporting documentation shall be attached to the yellow copy of the purchase order and retained by the purchaser.

3080.5.2 Formal Quotes

Purchases of materials, supplies, equipment, and contractual services having a total estimated cost of less than \$5,000, or water facility construction projects less than

\$15,000 may be made in the open market. The Finance Committee may authorize the General Manager to spend up to \$15,000 for budgeted items. However, the Finance Committee of the Board of Directors shall review and approve all District expenditures.

3080.5.3 Notice Inviting Competitive Quotes and Bids Exceeding \$15,000

Requests for competitive quotes and bids shall be solicited by written requests mailed, faxed, or e-mailed to prospective vendors, and/or by public notice posted and advertised in the *Sierra Sun*, a newspaper of general circulation serving Olympic Valley, Placer County, California. The notice inviting competitive quotes or bids shall also contain a clear and concise description of the desired materials, supplies, products, equipment, contractual services, prevailing wage, insurance and licensing requirements. The notice inviting competitive bids shall also include a deadline for the submission of responsive bids. The notice also must state that the District reserves the right to reject any or all bids, to waive any irregularities, or to award to other than the lowest bidder. The Board Secretary shall be copied with all such requests for competitive quotes and bids.

3080.5.3.1 Bid Holders List

Records shall be maintained for each person or firm requesting a copy of the bid documents, including the firm name, contact person, address, city, state, zip code, phone and fax numbers, and e-mail address (if applicable). Included in this list shall be all of the firms and individuals initially identified and provided with bid documents.

3080.5.3.2 Bid Opening Procedures

Sealed bids shall be submitted to the Board Secretary and shall be identified on the outside of the sealed envelope as a bid for the given project. Bids shall be opened and read aloud in public at the time and place stated in the bid advertisement. A tabulation of all bids received shall be made available for public inspection and shall be distributed to all responsive bidders.

3080.5.4 Award of Competitive Bid and Contract

The District reserves the right to reject any or all bids, to waive any irregularities, or to award to other than the lowest bidder. Awards or purchases made under this section will normally be to the lowest responsible vendor or contractor that complies with the specifications contained in the notice inviting competitive quotes. The determination of the lowest responsible bidder shall be at the discretion of the Board of Directors, pursuant to the findings and recommendations presented at the time of contract award.

The award may consider, but is not limited to, the following in determining the lowest responsible bidder:

- The ability, capacity and skill of the bidder to perform the contract.
- The integrity, reputation, judgment, experience, efficiency and record of performance of the bidder.
- The sufficiency of the financial resources of the bidder to perform the

contract.

- The quality, availability and adaptability of the materials, supplies, equipment, or services to the particular use required.
- The ability of the bidder to provide future maintenance and service on the product or equipment.
- The number and scope of any conditions attached to the bid.
- The price quoted, taking into account all relevant factors in evaluating that quote.
- Potential vendors, suppliers, contractors and service providers that are located in the local area may be given additional favorable consideration in the award of bids or contracts.

Awards made to vendors or contractors that did not provide the lowest cost shall be accompanied by written documentation explaining the reasons for the award.

All awards made under this section shall be by the Board of Directors.

3080.5.5 Exclusions

The General Manager shall have the authority to waive the requirements of this policy in the following circumstances, provided that the reasons for such a waiver are documented as part of the purchasing process:

- A. The acquisition of professional consulting services such as engineering, audit or legal services which are normally qualification-based selections.
- B. The acquisition of highly technical and specialized products or outside services.
- C. The acquisition of materials, supplies and equipment in which the District did not receive at least three (3) informal bids.
- D. The acquisition of materials, supplies and equipment when it is in the best interest of the District to purchase name brand or sole-source materials, supplies or equipment as determined by the General Manager. Materials, supplies and equipment shall be considered obtainable from only one vendor when only one vendor offers it for sale, lease, rental, or when only one vendor is able to provide the materials, supplies or equipment within the time frame and/or under the terms and conditions that reasonably meet the needs of the District. Sole source purchases are appropriate when the General Manager deems there is no suitable substitute for the desired products, materials, supplies or equipment.

3080.6 Professional Services Agreements

The acquisition of professional services for engineering, audit, legal, consulting and other professional services in excess of \$15,000 over the anticipated contract life may be obtained through a solicitation by Request for Proposals. Awards made for professional services shall be based on qualifications.

3080.7 Bidding for Common Materials or Services

The District may choose to receive periodic bids to establish reasonable prices for regularly ordered materials or services. These bids would be considered valid for at least one year to meet the quote requirements of this policy, but may not exceed three (3) years without re-bidding.

3080.8 Open Charge Accounts

The District has arranged for Open Charge Accounts with its vendors. However, purchases must be authorized and documented according to the applicable departmental policy. Those particular vendors specifically requesting a list of persons authorized to charge on the account they have set up for the District will be given a letter stating such, upon receipt of that request. These letters will be approved by the General Manager, the Operations Manager, or Fire Chief, as appropriate. These authorization letters may be updated periodically to account for the District's changes in personnel.

3080.8 Petty Cash

All purchases made through the petty cash fund must be approved in advance by an employee with the appropriate spending authority. This fund is to be used for small purchases normally not exceeding \$50 that are necessary to complete a job that is in progress or due to an unforeseen operational or maintenance need that has arisen and where time is of significant concern. See Section 3080.4.3 for exemptions.

All receipts shall contain an adequate description of the purchase enabling the accounting staff to apply the correct General Ledger account code for tracking and auditing purposes.

**Purchasing Policies, Procedures and Contracting Regulations
March 2007**

I have received a copy of the Purchasing Policies, Procedures and Contracting Regulations, adopted by the Board of Directors.

Employee	Date
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(Adopted 03-27-2007, Reviewed 10-03-2012)

RESOLUTION 2025-21

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
OLYMPIC VALLEY PUBLIC SERVICE DISTRICT
ADOPTING REVISIONS TO THE PROCUREMENT POLICY (POLICY 3080)**

WHEREAS, the Olympic Valley Public Service District is an independent special district, organized under Water Code section 30000, et seq. in 1964; and

WHEREAS, the Board of Directors authorized the development of a District Policy Manual on July 25, 2006 to set forth operating policies applicable to all District employees, and appointed and elected officials; and

WHEREAS, the District adopted a Procurement Policy, policy number 3080, previously titled "*Purchasing Policies, Procedures and Contracting Regulations*" in March, 2007, which was most recently reviewed in October 2012; and

WHEREAS, the purpose of the Procurement Policy is to formalize procedures regarding purchase of materials, equipment or supplies, and bidding procedures, as required by California Government Code §54202, and to provide District employees with guidance and direction in following these policies and procedures; and

WHEREAS, revisions to the Procurement Policy are necessary to clarify the District's County Water District exemption from the Public Contract Code's formal bidding requirements while voluntarily adopting best practices consistent with the Uniform Public Construction Cost Accounting Act (CUPCCAA) thresholds, to simplify sections that were unnecessarily lengthy or redundant, and to remove the requirement for purchase orders as modern automated and secure approval systems now provide sufficient oversight and documentation.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Olympic Valley Public Service District hereby adopts revisions to the Procurement Policy, Policy Number 3080, a copy of which is attached hereto.

PASSED AND ADOPTED this 28th day of October, 2025 at a regular meeting of the Board of Directors of the Olympic Valley Public Service District, by the following vote on roll call:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

Dale Cox, Board President

ATTEST:

Jessica Asher, Board Secretary