



**TRUCKEE TAHOE AIRPORT DISTRICT
BOARD OF DIRECTOR STAFF REPORT**

**AGENDA TITLE: Revision and Amendment to PI 303 – Expenditure
Authorization – Procurement**

MEETING DATE: May 26, 2021

PREPARED BY: Kevin Smith, General Manager

RECOMMENDATION: Review and approve amendments to District Policy Instruction 303 – Expenditure Authorization – Procurement

DISCUSSION: Periodically the District has need to update and revise District policy. PI 303 was last amended and updated in in July of 2016. This Policy Instruction is designed to guide district personnel in making economical and efficient purchases of goods and services and to maximize the purchasing power of public funds. Staff proposes various housekeep as well as efficiency amendments to make this policy more productive as well as add clarity to District purchasing instructions.

Amendments and revisions are highlighted in yellow with explanation notes from the General Manager on the attached policy Instruction. These changes and modifications have been reviewed by District legal counsel.

Highlights of the amendments are as follows:

- Staff proposes to raise the Small, Minor, and Major purchase limits for goods and services. These limits have not been adjusted since July of 2016. Pg. 2
- Various updates were made to the Goods and Services Section primarily to adjust Purchase Authorizers to match current District organization Chart. We added language regarding reoccurring purchases as well as language regarding solicitation of quote/bids. Pg. 2
- Clarity was added regarding signing authorization as well as a new guideline for recurring consulting services. Pg. 4

- A Small Claim Resolution section was added to the Policy Instruction. Pg. 5.
- Increased amounts eligible under Local Business Preference. Pg. 6

SAMPLE MOTION: I move to (approve, continue, deny) the proposed Staff amendments to District Policy Instruction 303 – Expenditure Authorization – Procurement per the attached Policy Instruction.

ATTACHMENTS:

New Revised PI 303 Expenditure Authorization – Procurement