



AGENDA ITEM: 05

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

**AGENDA TITLE: PI 303 Expenditure Authorization – Procurement Policy Update.**

**Meeting Date: January 22, 2024**

**Prepared By: Vince Wawrzynski, Director of Operations and Maintenance**

**Presented By: Robb Etnyre, General Manager**

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**RECOMMENDED ACTION:** Board approve changes to PI 303 (Policy Instruction) on Procurement, last updated 11/13/2024.

**DISCUSSION:** Legal Counsel has recognized that our current policy creates restrictions not required by law. The rewrite streamlines and expedites our processes specifically in the ‘Minor Purchase’ magnitude now defined as between \$25,000 and \$100,000.

**CHANGES:**

1. Expenditure Classifications (pg 1): Section defining ‘types’ of expenditure deleted. Types of expenditures not serving any useful purpose.
2. Magnitude of Expenditure (pg 1): Sets thresholds for Small to <= \$25,000, Minor to >\$25,000 and <\$100,000, Major remains the same at >=\$100,000
3. Contract Items (pg 3): Added language from BBK setting the threshold for requiring formal bidding to \$100,000. While competitive bids will still be pursued in most cases, setting the threshold at \$100,000 allows the Staff the freedom to operate well within the confines of State law. The actual threshold under California law is \$200,000.

**FISCAL IMPACT:** None.

**PUBLIC COMMUNICATIONS:** Active and on-going, vendors will be made aware of the changes at

the time of requesting bids or proposals.

**SAMPLE MOTION(S)**: Via Consent