



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

AGENDA TITLE: Approval of revised Policy Instruction 303 – Expenditure Authorization Procurement

MEETING DATE: November 13, 2024

PREPARED BY: Kelly Woo, Director of Finance and Administration

RECOMMENDED ACTION: Approve by consent updated Policy Instruction 303 – Expenditure Authorization Procurement

DISCUSSION: The Finance Policy Instructions were reviewed over the last month, and staff have found one that needed slight updates.

PI 303 Expenditure Authorization Procurement

- Updated small purchases category threshold to \$15,000 and Minor to start at \$15,001 to align with public works projects that require registration with the California Department of Industrial Relations as stated below:
 - Maintenance public works projects \$15,000 or more
 - Construction, alteration, installation, demolition, or repair public works projects \$25,000 or more
- Updated Small Claim Resolution to \$35,000
- Major projects with a value exceeding \$75,000 remain the same requiring a competitive sealed bid or request for proposal process. These projects are formally approved by the Board of Directors either through specific Board action or as an element of the district’s annual budget. Standard Procedure Instructions (SPI) 303, Expenditure Authorization/Procurement outlines the process for RFP/Sealed Bid projects and will be updated accordingly.

SAMPLE MOTION(S): I move to (approve, deny) updated Policy Instruction 303 Expenditure Authorization Procurement.

ATTACHMENTS:

- PI 303 Expenditure Authorization Procurement - Redlined