

TRUCKEE TAHOE AIRPORT DISTRICT
BOARD OF DIRECTORS AGENDA ITEM SUMMARY

Topic:	Policy Instruction 210.0 Expenditure Authorization – Procurement		
Purpose	Information:	Guidance:	Decision: X
Recommendation	Approve Policy Instruction 210.0 as revised		
Last Action	The revisions to PI 210.0 were discussed at the July 28, 2011 Board of Directors meeting. Changes were suggested, and staff was asked to bring the revised PI to the Board for approval.		
Discussion	Staff has made changes as requested by the Board. There was some clarifying language added to the “Major Purchases” bullet point under the “Contract Item” heading and the local preference section has been expanded to include a definition of a Certified Local Vendor and a chart demonstrating the bid evaluation process has been added.		
Fiscal Impact	Although the fiscal impact is unknown, the policy will be able to ensure that the District’s procurements are more fiscally sound. In some cases, the requirement to document three quotes may result in a better price for the District; however, there will undoubtedly be additional staff time incurred as employees adjust to the new requirements.		
Communication Strategy	The correlating Standard Procedure Instruction has already been written and reviewed by staff. Once the policy is approved, the revised procedures will be distributed to staff, and they will be briefed on changes to current procedures.		
Attachments	Policy Instruction 210.0 Expenditure Authorization – Procurement (as revised).		