



AGENDA
BOARD OPERATIONS COMMITTEE
July 26, 2017
11:30 a.m. – 12:00 p.m.
Wellness Center
SunLine Transit Agency
Thousand Palms, CA

Public Comments will be accepted on each Agenda item upon the conclusion of the staff report on that item. Public comments on non-agendized items will be accepted during the Public comments section. Comments may be limited to 3 minutes in length. Please notify the Committee Chair if you wish to comment.)

1. **Call to Order**
2. **Roll Call**
3. **Confirmation of Agenda**
4. **Presentations**
5. **Public Comments**
Anyone wishing to address the Board Operations Committee on items not on the Agenda should do so at this time. Each presentation is limited to three minutes.
6. **Committee Member Comments**

-----**DISCUSSION**-----

7. **Purchasing Policies and Procedures**
(Greg Pettis, Chair of Board Operations Committee;
Staff: Eric Taylor)
The most recent version of SunLine's Purchasing Policies and Procedures was approved on May 31, 2013. Due to changes in Federal Law and questions that have been proposed during recent committee meetings, current policy and limits are proposed for discussion.
8. **Adjourn**

SunLine Transit Agency

DATE: July 26, 2017 **Discussion**

TO: Board Operations Committee
Board of Directors

FROM: Financial Services & Support Manager

RE: Purchasing Policies and Procedures

Background

The most recent version of SunLine's Purchasing Policies and Procedures was approved on May 31, 2013. Due to changes in Federal Law and questions that have been proposed during recent committee meetings, the following topics are proposed for discussion:

- The current policy allows the CEO/General Manager to enter into contracts with a term that is not greater than one (1) year without obtaining authorization from the Finance Committee or SunLine's Board of Directors. The CEO/General Manager is also authorized to enter into contracts in an amount not to exceed \$25,000 for goods and services not itemized in an approved budget. Would the Board entertain a change to allow contracts greater than a one (1) year term if the aggregate value was not to exceed \$25,000?
- The current limit for CEO/General Manager contract authorization is up to \$100,000 for items in an approved budget. This aligned with the prior Federal limit of \$100,000 for Small Purchases. This limit has since been increased to \$150,000 and retitled the Simplified Acquisition Threshold. Would the Board entertain a change to increase the value for the CEO/General Manager contract authorization to align with this Federal limit?

The purpose of this discussion item is to provide some insight into the pending Purchasing Policies and Procedures update.

Eric Taylor