

## **Item 10 – Protocol for Obtaining Quotes for Work to be Performed**

There was a discussion during the December 8, 2022 board meeting about prescribing a protocol/monetary level at which the General Manager will to obtain quotes for work to be performed. A director also expressed an interest in discussing how and when invoices are to be paid.

The General Manager is tasked with running the daily operations and financial matters of the District. Invoices for services performed are paid on at least a weekly basis and as they come into the office. Most of the invoices paid are services that have been approved by board members via the District Operating Budget. During the budget process, detailed listings of services to be performed are presented to the Board.

On rare occasions, services are needed that exceed the budgeted amount in the current years' budget. This is the case with the recent maintenance work done on the District Office. The backdoor deteriorated at threshold level and a new door was needed. Replacement of the door was well within budgeted amounts. As the replacement began, the cinderblock wall and door frame had degenerated to the point of complete replacement of all. At that point, there was no stopping the construction to obtain quotes.

The General Manager believes the District should continue the longstanding procedure of paying invoices in a timely manner and providing the Board with a listing of invoices paid at each board meeting. It is suggested that a vote to ratify paid invoices is not necessary. Invoiced items have already been approved through adoption of the District Operating Budget.

As the District approaches the new era of well assistance, it is prudent the Board establishes a monetary threshold at which quotes for services to be rendered will occur. The triggering level for quotes to be obtained is a discussion for the Board to have.