

ORDINANCE NO. 4100

**AN ORDINANCE OF THE BOARD OF DIRECTORS OF
THE SAN JUAN WATER DISTRICT AMENDING ORDINANCE NO. 4000
OF THE DISTRICT CODE OF ORDINANCES**

The Board of Directors of the San Juan Water District ordains as follows:

Section 1. Purpose and Authority. The purpose of this ordinance is to revise the purchasing and payment provisions contained in the District's Code of Ordinances to reference the District's updated procurement policy and clarify existing provisions concerning payments of invoices and petty cash purchases. This ordinance is adopted pursuant to Government Code sections 54202, 61060, 61063, and other applicable law.

Section 2. Amendments. Ordinance No. 4000 (Purchasing and Payments) of the District Code of Ordinances is amended to read as follows:

A. Section 4000.00 (Procurement of Supplies and Equipment) is amended to read as follows:

4000.00 Procurement of Supplies, Services, and Equipment.

The District shall purchase supplies and equipment, approve contracts, including public works contracts, and authorize other expenditures pursuant to the District's procurement policy, as the same may be amended from time to time the District Board of Directors.

B. Section 4000.01 (Payments of Invoices) is amended to read as follows:

4000.01 Payment of Invoices

The District shall make payments to its suppliers, service providers, contractors, and consultants upon receipt of an invoice with the proper purchase order number indicated thereon, when applicable, and containing a detailed description of the supplies, materials, equipment, or services provided, and related amounts charged therefor, to the District. The General Manager may adopt rules and procedures to implement the prompt payment of invoices.

C. Section 4000.03 (Construction Contracts) is deleted in its entirety.

D. Section 4000.03 (Reporting) is added and will read as follows:

4000.03 Reporting

Each month, the General Manager shall provide the Board of Directors, at a regularly scheduled Board Meeting, a detailed report of all payments made in the month prior to the Board meeting.

Section 3. Effective Date. This ordinance shall take effect 30 days after its adoption.

Section 4. Publication. Within 15 days from the date of adoption of this ordinance, the District Secretary shall publish it once in a newspaper of general circulation published and circulated within the District.

INTRODUCED by the Board of Directors on the 28th day of June 2017.

PASSED AND ADOPTED by the Board of Directors of the San Juan Water District at a regular meeting on the 23rd day of August 2017 by the following vote:

AYES: Costa, Miller, Rich, Tobin

NOES:

ABSENT:

ABSTAIN:

_____/KM/_____
President, Board of Directors

Attest:

_____/TG/_____
District Secretary