

ORDINANCE NO. O2022-03

**AN ORDINANCE OF THE BOARD OF DIRECTORS
OF THE RANCHO MURIETA COMMUNITY SERVICES DISTRICT
AMENDING DISTRICT CODE CHAPTER 4 (PURCHASING AND BIDDING)
REGARDING ADMINISTRATION OF PURCHASING AND BIDDING, RULE SUSPENSION,
AND DELEGATION OF AUTHORITY**

The Board of Directors of the Rancho Murieta Community Services District ordains as follows:

SECTION 1. PURPOSE AND AUTHORITY. District Code chapter 4 establishes local rules and procedures governing District purchasing, bidding, and contracting. The purpose of this ordinance is to revise chapter 4 to authorize appointment of the District purchasing agent, allow the Board on a case-by-case basis to suspend the purchasing and bidding rules, and allow for delegation of purchasing authority. This ordinance is adopted pursuant to Government Code sections 54202, 61060 and 61063 and other applicable law.

SECTION 2. CODE AMENDMENT

Section 1.02 is amended in District Code to allow delegation authority in the event of an Acting or Interim General Manager through Board designation to read as follows:

Administration of Chapter: The General Manager shall be the Purchasing Agent for the District and shall have the duties and power described by the applicable laws of the state, District Ordinance, District Code, Procurement Policies and applicable resolutions of the Board relating to the administration of chapter and shall take steps as are reasonable and proper to ensure compliance with this Chapter. In the event of a vacancy in the General Manager position, the Acting or Interim General Manager designated by the Board shall be the Purchasing Agent. In the event of a long-term vacancy of the General Manager position, not filled by an Acting or Interim General Manager, the board President may designate any District staff to be the Purchasing Agent.

Section 1.06 is added to District Code chapter 4 to read as follows:

1.06 Rule Suspension. By motion, the Board in its discretion may at any meeting temporarily suspend a rule, procedure, or requirement in this chapter, so long as the suspension does not violate any state law.

Section 3.02 is amended in District Code to delegate purchasing agent authority and describes the relevant actions to read as follows:

Delegation of Authority: The General Manager may delegate in writing the authority assigned by this Chapter for the purchase of goods and supplies, the execution of contracts, work orders and change orders, the procurement of professional services, the verification of sole

source procurement authorization and the declaration of disposition of surplus property to his or her designee, as the General Manager deems proper.

SECTION 3. EFFECTIVE DATE. This ordinance shall take effect 30 days after its final passage.

SECTION 4. SEVERABILITY. If any section or provision of this ordinance or the application of it to any person, transaction or circumstance is held invalid or unenforceable, such invalidity or unenforceability shall not affect the other provisions of this ordinance that can be given effect without the invalid or unenforceable provision, and to this end the provisions of this ordinance are declared to be severable.

SECTION 5. PUBLICATION. The District Secretary is directed to publish this ordinance once in a newspaper of general circulation published in the District within 15 days after the adoption of the ordinance.

INTRODUCED by the Board of Directors on the 20th day of July 2022.

PASSED AND ADOPTED by the Board of Directors of the Rancho Murieta Community Services District at a regular meeting on the 17th day of August 2022 by the following roll call vote:

AYES: Maybee, Jenco, Pohll, Butler
NOES: None
ABSENT: Merchant
ABSTAIN: None



Tim Maybee
President, Board of Directors

Attest:

Amelia Wilder, District Secretary

Board of Directors Attendance Record

Name: Linda Butler	Employee No. BUT712
Month: September 2022	

	Date			Total Mtgs.
Board Meetings				
<i>Special Board Meeting</i>				
<i>Special Board Meeting</i>				
<i>Special Board Meeting</i>				
<i>Regular Board Meeting</i>	9/21/2022			

Committee Meetings				
<i>Communications</i>	9/01/2022			
<i>Finance</i>	N/A			
<i>Improvements</i>	N/A			
<i>Personnel</i>	N/A			
<i>Security</i>	N/A			
<i>Parks</i>	N/A			
<i>Joint Security</i>	N/A			
<i>Regional Water Authority</i>	N/A			
<i>LAFCo</i>				

Totals

- ___ I request payment for all ___ meetings listed @ \$100.00 per day.
(to a maximum of 3 days a month)
- ___ I request payment for only ___ Board meeting(s) @ \$100.00 per day.
- ___ I request payment for only ___ Committee meeting(s) @ \$100.00 per day.
- ___ I request payment for only ___ Special meeting(s) @ \$100.00 per day.
- ___ I decline payment for all meetings.

Signature

Date