

# Agenda Item 2.2

## Revisions to Policies

Joint Sites Reservoir Committee &  
Authority Board Meeting

December 16, 2022



# Currently Adopted Policies

1. Accounting Policy
2. Accounts Payable Approval Policy
3. Budget Policy
4. Debt Management Policy
5. Funding Credit and Reimbursement Policy
6. Procurement and Contract Policy
7. Real Property and Land Management Policy
8. Records Management Policy
9. Storage Policy
10. WIFIA Reserve Policy

# Review of Policies

- Policies reviewed ensure conformance to related actions taken since initial policy development
- 3 found to need revisions
  - Budget
  - Procurement and Contract
  - Records Management
- Redlined/markup versions provided as attachment to the staff report

# Proposed Changes

## Budget Policy

- Replace the term “Unrestricted Reserves” with “Unrestricted Contingency”

## Procurement and Contract Policy

- Clarification language directing user to Board approved Delegation of Authority

## Records Management Policy

- Updated retention schedule to include additional project-specific details

# Procedures

- 22 Procedures
- Developed to standardize and establish controls for Policy implementation
- Provides additional detail and direction to staff in implementing policies