SWEETWATER SPRINGS WATER DISTRICT

TO: Board of Directors **AGENDA NO. V-C**

FROM: Steve Mack, General Manager

Meeting Date: October 6, 2011

Subject: DISCUSSION/ACTION RE FUTURE POLICIES AND PROCEDURES REVIEW

RECOMMENDED ACTION: Discuss and provide direction for continuation of review and suggested changes to the District's Policies and Procedures.

FISCAL IMPACT: None.

DISCUSSION:
Staff and Board members have spent many months reviewing Section 2000 of the District's Policies and Procedures (P&P). Adoption of Ordinance 47 which incorporates the changes from this review is on the agenda for this meeting. The Section 2000 review was the first part of a general review of the District's P&P. It is now time to shift our focus to a different part of the P&P.

The revisions to Section 2000 include formatting changes that make it a more Internet/Website friendly electronic document. Staff would like to first reformat the entire P&P in a similar way. The next question is what and how much do we want to review for the next phase. Section 2000 took a long time – do we want a smaller portion of the P&P for our next review?

Section 3000, either in part or in its entirety, needs many changes, and is appropriate for periodic review. This Section contains the operating rules for the District and some of the policies are dated. We need to revise the purchasing policy (Section 3700, or better conform our purchasing practices to this policy) and there are several numbers that need changing or reference to other locations with the correct numbers. Some portions of this Section are quite new and are not in need of any changes.