

MINUTES
LAS VEGAS-CLARK COUNTY LIBRARY DISTRICT
BOARD OF TRUSTEES' PURCHASING POLICY COMMITTEE MEETING
LAS VEGAS, NEVADA
June 9, 2016
(approved August 11, 2016)

The Board of Trustees' Purchasing Policy Committee of the Las Vegas-Clark County Library District met in regular session in the Centennial Hills Library, Las Vegas, Nevada, at 4:30 p.m., Thursday, June 9, 2016.

Present: Committee: F. Ortiz, Chair M. Saunders
R. Ence Y. Yturralde
S. Bilbray-Axelrod K. Crear
S. Moulton R. Wadley-Munier
M. Francis Drake J. Melendrez

Counsel: G. Welt

Absent:

Staff: Dr. Ronald R. Heezen, Executive Director
Numerous Staff

Guests:

F. Ortiz, Chair, called the meeting to order at 4:36 p.m.

Roll Call All members listed above represent a quorum.
(Item I.)

Public Comment None.
(Item II.)

Agenda Trustee Moulton moved to approve the Agenda as proposed. There was
(Item III.) no opposition and the motion carried.

Discussion and possible Committee Deputy Director/CFO Fred James reminded Trustees that the District's
action regarding a review of the current *Purchasing Policy* was adopted on November 15, 2001, revised
District's and adopted on March 10, 2016, and is attached.

Purchasing Policy At the March 10, 2016 Board Meeting, during discussion of Item VIII.B.
authorized spending (Discussion and possible Board action regarding proposed changes to
limits and the District's *Purchasing Policy*.), Trustee Wadley-Munier moved to
recommendations authorize staff to adopt the proposed revisions to the District's
for possible Purchasing Policy with the additions proposed by Chair Saunders. All
changes. Trustees except Trustee Crear voted to approve the motion.

(Item IV.A.) Trustee Crear explained that she opposed the motion due to the lack of
Committee action on reviewing the policy and review of the Board
approval amount. Crear asked that staff provide information about
what other area public entities use as the limit for Board approval and
what information is found in Nevada statutes about the limits to staff
authority that require Board approval. She asked that the Purchasing
Policy Committee meet and discuss changes to the approval amounts
that Trustees discussed at earlier meetings.

This meeting is to address these concerns expressed by the
Committee. Mr. James presented information on the current approval

levels, explanations of the different types of bidding processes and categories of expenses, NRS requirements, how the District compares to other local government entities in classifying expenses and approval levels, and presented four options for Committee members to review. His presentation is attached as Exhibit A.

Based upon Mr. James' conversations with other local government entities, he proposed that Professional Services expenditures be separated from the Services and Supplies category. His comparisons to local government entities and the four options for Trustees to review are as follows:

Governmental Entity	Professional Services	Services & Supplies	Public Works Construction
City of Henderson	\$ 50,000	\$ 50,000	\$ 50,000
City of Las Vegas	\$ 50,000	\$ 500,000	\$ 1,000,000
Clark County	\$ 50,000	\$ 500,000	\$ 1,000,000
Regional Flood	\$ 50,000	\$ 50,000	\$ 50,000
RTC	\$ 50,000	\$ 50,000	\$ 100,000
SNWA	\$ 100,000	\$ 500,000	\$ 1,000,000
LVCLD	\$ 50,000	\$ 50,000	\$ 50,000
Recommendations:			
Option 1	\$ 50,000	\$ 50,000	\$ 100,000
Option 2	\$ 50,000	\$ 100,000	\$ 200,000
Option 3	\$ 100,000	\$ 100,000	\$ 200,000
Option 4	\$ 100,000	\$ 100,000	\$ 250,000

Chair Ortiz asked all Committee members to ask their questions and then comment. All Committee members participated in the extensive discussion that followed.

Committee member questions concerned NRS requirements, further explanations of the different categories, explanation of the differences between formal and informal bidding, the number of expenditures that would be covered under the new options, and what methods Mr. James used to determine the different approval levels.

Committee members expressed their interest in transparency, even though they may not be approving actions falling under higher limits, and discussed possible new reporting requirements to ensure Trustees could still point to District actions and explain what the District was doing. Committee members were also concerned that the *Policy* approval levels had not been reviewed and updated on a regular basis.

Committee members wanted staff to be efficient and move the decision-making process along but also wanted to retain their review ability. Members also wanted to ensure staff continued to provide access for emerging or disadvantaged businesses and wanted to guarantee the new levels would not prohibit that.

Committee members then discussed the four options presented by Mr. James. They wanted staff members to be efficient, but still desired a

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level of review by Trustees. After Counsel Welt said that Committee members could amend the presented options, discussion turned to specific amounts, with many Trustees stating they wanted to go forward conservatively.

Chair Ortiz thanked staff for their hard work and thanked Committee members for their questions and comments as he felt their participation is important to show the District's transparency and commitment to public appearance.

Trustee Wadley-Munier moved to recommend to the Board of Trustees changes to the District's *Purchasing Policy's* authorized spending limits as detailed below:

- No changes to the Professional Services spending limit of \$50,000
- Increase spending limit for Services and Supplies to \$75,000 from \$50,000
- Increase spending limit for Public Works/Construction to \$175,000

Chair Ortiz and Trustees Yturralde, Crear, Francis Drake, Melendrez, Moulton, and Wadley-Munier voted for the motion, Trustees Ence and Bilbray-Axelrod voted against the motion. Motion carried (8-2).

Counsel Welt reminded Trustees that adjustments to the recommendation of the Committee could be discussed and voted on at the Regular Board meeting as several Trustees asked about reporting requirements and revisiting the Policy at a future date.

**Public Comment
(Item V.)**

None.

**Adjournment
(Item VI.)**

Chair Ortiz adjourned the meeting at 5:43 p.m.

Respectfully submitted,

Felipe Ortiz, Chair

PURCHASING POLICY REVIEW

Authorization Limits Review

Fred James

Deputy Director/CFO

Las Vegas-Clark County
LIBRARY
DISTRICT

www.lvccld.org

Purchasing Policy Outline

- Authorization Limits of Expenditures without Board Approvable
 - ▣ Services and Supplies expenditures
 - ▣ Public Works expenditures
- Items and Services Requiring Bids
- Local Governments Comparison

Authorization Limits of Expenditures Without Board Approvable

- Services and Supplies (NRS 332) include:
 - Office and Operating Supplies:
 - Paper, paper clips, staples, small equipment, & book materials
 - Work-related travel – Mileage, hotel accommodations, airline tickets
 - Equipment Maintenance & Repairs:
 - Copier, scanners, printers, & faxes
 - Software Licenses and Maintenance
 - Kronos, MIP, III
 - **Professional and Legal services**
- Public Works (NRS 338) means any project for new construction, repair or renovation financed in whole or in part from public money

Items and Services Requiring Bids

▣ For:

▣ Services & Supplies

- Under \$25K requires **no** formal or informal bid
- Between \$25K and under \$50K requires an informal bid
- \$50K and over requires a formal bid
 - with Board approval over \$50K

▣ Public Works

- Under \$25K requires **no** formal or informal bid
- Between \$25K and under \$100K requires an informal bid
- \$100K and over requires a formal bid
 - with Board approval over \$50K

Items and Services Requiring Bids

Continued

- Requirements for:
 - Informal bids
 - **Services & Supplies** requires soliciting at least 2 or more bid requests, if possible (one from a disadvantaged and/or emerging small business)
 - **Public Works** requires soliciting at least 3 or more bid requests (one from a disadvantaged and/or emerging small business)
 - Formal bids must advertised in the major local paper for both Services & Supplies and Public Works expenditures

Items and Services Exempt from Bids

- Sole source
- Personal and professional services contracts
- Purchases of library materials
- Computer software and equipment
- Insurance
- Emergency contracts

Local Governments Comparison

Governmental Entity	Professional Services	Services & Supplies	Public Works Construction	
City of Henderson	\$ 50,000	\$ 50,000	\$ 50,000	
City of Las Vegas	\$ 50,000	\$ 500,000	\$ 1,000,000	
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