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## Timberline Special Service District Administrative Control Board - Board Report

Subject: Purchasing Policy  
Author: Logan Jones  
Date: June 30, 2025  
Type of Item: Consideration of Approval

### Recommendation

Staff recommends the Board review and recommend the proposed Purchasing for adoption by the Summit County Council. The policy establishes clear guidelines for procurement, contracting procedures, and credit card use to ensure transparency, accountability, fiscal responsibility and compliance with state code.

### Analysis

The Timberline Special Service District does not currently have a formalized policy governing purchasing, contracting, or credit card usage. In our continued effort to establish policy and guidelines to guide TSSD into the future and ensure compliance with state code, staff has drafted a unified policy covering these areas.

Key provisions of the draft policy include:

- Tiered purchasing thresholds and associated approval processes;
- Guidance for selecting and contracting with professional service providers;
- Delegation of routine purchasing authority to the Treasurer;
- Emergency procurement procedures;
- A District credit card policy, including cardholder responsibilities, allowed uses, transaction limits, documentation requirements, and oversight protocols.

This combined policy is adapted from examples used by other special service districts in Summit County and has been tailored to reflect Timberline's scale of operations. The Summit County Attorney's Office has reviewed and approved the draft. Final approval must be made by the Summit County Council. A staff or board member will need to coordinate with County staff to prepare and schedule the item for consideration at an upcoming Council meeting. Once approved and signed by the Council, the policy will go into effect.

### Funding (if needed)

No funding is required to adopt the policy. Implementation will help streamline purchasing and improve financial management practices.

### Exhibits

- [Draft Purchasing Policy](#)