

**FILED**

**AUG - 6 2008**

**SUPERIOR COURT OF CALIFORNIA  
COUNTY OF TRINITY  
BY: DONNA HANOVER, DEPUTY CLERK**

*DH*

**TRINITY COUNTY GRAND JURY  
2007-2008**

**FINANCE AND ADMINISTRATION COMMITTEE  
FINAL REPORT**

**TRINITY COUNTY PURCHASING PROCEDURES**

**This Report was Approved  
On June 10, 2008**

**2007-2008 TRINITY COUNTY GRAND JURY  
FINANCE AND ADMINISTRATION  
FINAL REPORT**

**COUNTY PURCHASING PROCEDURES**

**PURPOSE:**

The Trinity County Grand Jury is charged each year with reviewing county government operations to assure that residents are being well served. This year the Finance and Administration committee decided to review the final report from the 2006-2007 Trinity County Grand Jury Finance and Administration Committee's final report and respective responses.

**BACKGROUND:**

Page 51 finding #3, response #1 states the county has implemented a policy regarding written change orders for future county projects.

Page 51 finding #3 recommendation #1 response states the county has implemented a policy requiring 3 bids when available, although in Trinity County it is not always possible to find three contractors willing to bid on local projects.

**METHOD OF INVESTIGATION:**

The Finance and Administration Committee requested that the CAO review page 42 through 56 of the 2006-2007 Trinity County Grand Jury's final report. Our second request to the CAO was to attend an interview on 3/25/2008 to review and discuss information and documentation described above under "background". An interview with the CAO was conducted on 3/25/08 at 12:00pm.

**FINDING:**

In the interview our committee found that the CAO had reviewed our report and concurred with the findings of the 2006 / 2007 Grand Jury and to the best of his knowledge no policies regarding purchasing had been amended. Due to his brief but current tenure as CAO he had not had a chance to take further action. The CAO seemed committed to seeing that future purchase by the County of Trinity would be done responsibly and in the best interest of the taxpaying community.

**RECOMMENDATION #1:**

The 2007 / 2008 F&A Committee recommends the CAO adopt the policies stated in the 2006 / 2007 Grand Jury report as soon as possible.

**RECOMMENDATION #2:**

Regarding the statement noted on Page 51 finding #3 recommendation #1 states “although in Trinity County it is not always possible to find three contractors willing to bid on local projects”. Our committee agrees that this could be true in some instances but it is likely that 3 bidders can more often than not be obtained. Trinity County should implement a public access registry for vendors and bidders at Trinitycounty.com, Trinity Journal, Trinity County Courthouse and the Chamber of Commerce office.

**RECOMMENDATION #3:**

All future projects should be advertised in local newspapers and other counties newspapers until three bids can be obtained.

**CONCLUSION:**

The Finance and Administration Committee has concluded that proper purchasing procedures are not being adhered to. Because of this Trinity County is vulnerable to mismanaged purchases resulting in severe overspending.

**RESPONSES REQUIRED:**

<b><u>Entity</u></b>	<b><u>Finding</u></b>	<b><u>Recommendation</u></b>	<b><u>Respond in</u></b>
Board of Supervisors	1	1,2,3	90 days
CAO	1	1,2,3	60 days



DEC 29 2008

TRINITY COUNTY  
SUPERIOR COURT

# TRINITY COUNTY

Board of Supervisors

P.O. BOX 1613, WEAVERVILLE, CALIFORNIA 96093  
PHONE (530) 623-1217 FAX (530) 623-8365

TO: The Honorable James P. Woodward,  
Presiding Judge of the Superior Court

FROM: Trinity County Board of Supervisors

SUBJECT: Response to Recommendations of 2007-2008  
Grand Jury Finance and Administration Committee  
Final Report

DATE: November 18, 2008

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The Grand Jury Finance and Administration Committee has requested a written response to their final report on the Trinity County Purchasing Procedures. The response of the Board is as follows:

**Finding #1:**

The 2007 / 2008 F&A Committee recommends the CAO adopt the policies stated in the 2006 / 2007 Grand Jury report as soon as possible.

**Response:** We agree that the policies state in the 2006/2007 Grand Jury Report are currently being followed, for the most part. However, the Board of Supervisors continues to have concerns regarding the occasional lack of follow through with change orders on large projects.

**Recommendation #1:**

The 2007 / 2008 F&A Committee recommends the CAO adopt the policies stated in the 2006 / 2007 Grand Jury report as soon as possible.

**Response:** The recommendations of the 2006/2007 Grand Jury have been implemented.

**Finding #1:**

Regarding the statement noted on Page 51 finding #3 recommendation #1 states "although in Trinity County it is not always possible to find three contractors willing to bid on local projects". Our committee agrees that this could be true in some instances but it is likely that 3 bidders can more often than not be obtained. Trinity County should implement a public access registry for vendors and bidders at Trinitycounty.com, Trinity Journal, Trinity County Courthouse and the Chamber of Commerce office.

**Response:** We agree, in part, and believe that the public access registry is a good idea.

**Recommendation #1:**

All future projects should be advertised in local newspapers and other counties newspapers until three bids can be obtained.

**Response:** We agree, in part. However on smaller projects, if there are not enough local vendors, getting three bids can be a challenge, regardless of how much advertising is done.

**Conclusion:** County will continue to follow purchasing procedures. An annual review of purchasing procedures may be warranted by the CAO with a recommendation to the Board of Supervisors ensure the following:

1. Compliance with current policy by all departments
2. Analyzing cost centers and options available
3. Continue to focus on making options available to local vendors
4. Making changes to the policy as needed to reinforce all of the above

  
ANTON R. JAEGEL, Chairman



**TRINITY COUNTY**  
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DERO B. FORSLUND  
County Administrative Officer  
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**RECEIVED**

**OCT 10 2008**

**TRINITY COUNTY  
SUPERIOR COURT**

Date: October 3, 2008

To: Anthony Edwards  
Presiding Judge of the Trinity County Superior Court

From Dero Forslund   
Trinity County Administrative Officer

Re: Response Trinity County Grand Jury, Finance and Administration Committee  
Trinity County Purchasing Procedures

Recommendation #1: The 2007/2008 F&A Committee recommends the CAO adopt the policies.....

Response: The recommendations of the 2007/08 Grand Jury have been followed.

Recommendation #2: Regarding the statement noted on Page 51 finding #3.....

Response: The recommendation to provide a public access registry for vendors and bidders at various locations is possible for larger contracts. Adding such a listing to the County web site could provide a useful tool. We do require departments to call additional vendors when they have not received 3 bids on any size contract.

Recommendation #3: All future projects should be advertised in local newspapers and other counties newspapers until three bids can be obtained.

Response: The time and cost involved in the recommendation would limit the recommendation to larger projects. In most cases the 3 bids requirement is not a problem on projects over \$25,000 except for some on our consulting contracts.

Conclusion: The County Code is being followed for matters involving purchasing procedures