



Meeting Date: February 26, 2026

Submitted By: Cecilia Davis
Title: Deputy Superintendent

Agenda Item: Consider and take action regarding approving expenditures equal to or greater than \$50,000.

CONSENT ITEM

RECOMMENDATION:

It is recommended that the Board of Trustees approve the expenditures listed in the attachment that are equal to or greater than \$50,000 and delegate the authority to the Superintendent or his designee to execute all contracts and related documents necessary to complete this project.

IMPACT/RATIONALE:

Board Policy CH (Local) states that any single, budgeted purchase of goods or services that cost \$50,000 or more shall require Board approval before a transaction may take place, unless the purchase falls into a categorical exemption or exception as reflected in the policy.

A categorical exemption shall be defined as:

- Expenditures for utilities including electricity, natural gas, telecommunications, water and wastewater;
- Expenditures for impact and permitting fees imposed by municipalities and county governments;
- Payments to the County Appraisal District.
- Expenditures for vehicle fuels procured through board-approved purchasing cooperatives;
- Expenditures for food service products procured through board-approved purchasing cooperatives.

An exception shall be defined as:

- Emergency expenditures in the event of catastrophe, emergency, or natural disaster affecting the District

The expenditures indicated on the attached document are not covered under the categorical exceptions as contained in Board policy.

BOARD ACTION REQUESTED:

Approval/Disapproval



MEMORANDUM

February 13, 2026

To: Cecilia Davis, Deputy Superintendent

From: Lynne Trevino, Director of Purchasing

RE: Purchases Equal to or Exceeding \$50,000

Board Policy CH (Local) states that any single, budgeted purchase of goods or services at a cost of \$50,000 or more shall require Board approval before a transaction may take place, unless the purchase falls into a categorical exemption or exception as reflected in the policy.

A categorical exemption shall be defined as:

- Expenditures for utilities including electricity, natural gas, telecommunications, water and wastewater;
- Expenditures for impact and permitting fees imposed by municipalities and county governments;
- Payments to the County Appraisal District.
- Expenditures for vehicle fuels procured through board-approved purchasing cooperatives;
- Expenditures for food service products procured through board-approved purchasing cooperatives.

An exception shall be defined as:

- Emergency expenditures in the event of catastrophe, emergency, or natural disaster affecting the District.

The expenditures indicated on the attached document are not covered under the categorical exceptions as contained in Board policy.

Once a recommendation to make the purchase was established, the prospective vendor was requested to complete a Texas Ethics Commission Form 1295. This requirement became effective on January 1, 2016 and is related to the passage of House Bill 1295 which is now incorporated into the Texas Government Code 2252.908. The form is attached and identifies all interested parties associated with the vendor as it relates to this procurement. Upon approval by the Board of Trustees and issuance of a district purchase order, the form will be posted on the Texas Ethics Commission's website as required by statute.

All board members, employees and agents involved in the planning, recommending, selecting or contracting of a vendor should be reminded of the conflict-of-interest reporting requirements as mandated in Chapter 176 of the Local Government Code. A copy of Form CIS has been included as an additional attachment. In the event that a conflict exists, the form should be completed and submitted to the Purchasing Department not later than the 7th day after the conflict is identified.



Vendor	Requesting Department	Procurement Method	Funding Source	Amount
Whitley Penn LLP	Business & Finance	RFQ 24-35	Local	\$91,600

Whitley Penn LLP is the recommended firm to conduct the District’s annual financial audit for Fiscal Year 2025-2026. The base fee for this second-year engagement is \$86,600, with a total maximum expenditure not to exceed \$91,600. Should an additional federal grant require review under 2 CFR 200 Subpart F, a supplemental fee of \$5,000 will apply.