

RESOLUTION NO. 2022-2245

A RESOLUTION APPROVING BOARD POLICIES

THE LAS GALLINAS VALLEY SANITARY DISTRICT

WHEREAS, the Board of Directors has determined that a comprehensive list of Policies and Procedures for the Board of Directors is in the best interest of the District.

WHEREAS, the Board of Directors has compiled a comprehensive list of Policies and Procedures to serve as the rules and regulations of the Board of Directors.

WHEREAS, the Board of Directors did adopt such comprehensive list of Policies and Procedures on July 9, 2009,

WHEREAS, such policies may need to be updated,

NOW THEREFORE, the Board of Directors of the Las Gallinas Valley Sanitary District approves the following revised policy section: BOARD OF DIRECTORS B-10 Minutes of Board Meetings and FINANCE F-10 General.

The previously approved Board Policies B-10 and F-10 are hereby revoked and declared null and void.


If any policy or portion of a policy contained within the Policies and Procedures is in conflict with rules, regulations, or legislation having authority over the Las Gallinas Valley Sanitary District, said rules, regulations or legislation shall prevail.

The Policies and Procedures shall remain in effect until amended by at least a majority vote of the Board of Directors.

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I hereby certify that the forgoing is a full, true, and correct copy of a resolution duly and regularly passed and adopted by the Sanitary Board of the Las Gallinas Valley Sanitary District, Marin County, California, at a meeting thereof held on the 17 of March 2022, by the following vote of the members thereof:

AYES, and in favor thereof Members: Clark, Ford, Murray, Schrieblman, Yezman.
NOES, Members: None.
ABSENT, Members: None.
ABSTAIN, Members: None.


Teresa Lerch, District Secretary

APPROVED:


Judy Schrieblman, President of Board of Directors



BOARD OF DIRECTORS

B-10 MINUTES OF BOARD MEETINGS

Purpose

This policy establishes the rules for preparation of minutes, what items may be included and procedures to approve or amend the minutes.

B-10-10 Preparation of Minutes. With the assistance of the General Manager, the Secretary of the Board of Directors shall provide "action" written minutes of all meetings of the Board from meeting notes and the meeting audio recording, if needed. The audio recording if needed, will be kept for a period of one year from the date of the recorded meeting, after which they will be destroyed. The written minutes shall be considered the formal minutes of the District.

B-10-20 Contents. The written minutes shall contain all actions taken by the Board and all reports considered, the names of who voted and how, the names, if available, of members of the public who spoke, and any recommendations from staff, legal counsel, or consultants.

B-10-30 Required Details. The written minutes shall also include date, time, place, and type of meeting; roll call; notation of late-arriving or early-departing Board Members and any absences when votes are taken; notices of special meetings; and time of adjournment.

B-10-40 Individual Items. The types of agenda items that shall be included in the written minutes are written minutes of prior meetings; resolutions; ordinances; contracts; bid proceedings; warrants; budgets; reports by staff, legal counsel, Board Members and consultants; important correspondence; appearances by delegations and special guests; and policy and procedure issues. Other items may be included in the written minutes at the discretion of the General Manager.

B-10-50 Approval Procedure. Written minutes shall be considered by the Board in a timely manner. Minutes will be presented for approval on the consent calendar. A majority vote of the Board is required to approve any corrections. If corrections are approved by a majority of the Board, the written minutes will be automatically approved as part of the consent calendar as corrected by the Board – without a further vote of the Board.

Resolution No. 2022-2245	Date Approved: March 17, 2022
President of the Board	Last Reviewed: March 3, 2022

FINANCE**F-10 GENERAL****Purpose**

This policy establishes the overall purpose for the District adopted financial policies.

F-10-10 Review Annually. Las Gallinas Valley Sanitary District's financial policies shall be reviewed annually by the Board and shall be published in the adopted budget.

F-10-20 Comply with Applicable Laws. The District shall comply with all applicable state and federal laws and regulations concerning financial management and reporting, budgeting, investing and debt administration.

F-10-30 Administrative Procedures. The District shall comply with all applicable state and federal laws and regulations concerning financial management and reporting, budgeting, investing and debt administration.

Resolution No. 2022-2245	Date Approved: March 17, 2022
President of the Board	Last Reviewed: March 3, 2022