

RESOLUTION NO. 2022-2285

A RESOLUTION APPROVING BOARD POLICY REVISIONS FOR B-110 ELECTION OF OFFICERS, B-120 DUTIES OF BOARD AND BOARD MEMBERS AND F-120 CUSTOMER PAYMENT

THE LAS GALLINAS VALLEY SANITARY DISTRICT

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

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

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

WHEREAS, such policies may need to be updated from time to time; and

WHEREAS, on October 20, 2022, the Board reviewed and suggested changes on Board policies B-110 Election of Officers, B-120 Duties of Board and Board Members and F-120 Customer Payment;

NOW THEREFORE, the Board of Directors of the Las Gallinas Valley Sanitary District approves the following revised policy sections: B-110 ELECTION OF OFFICERS, B-120 DUTIES OF BOARD AND BOARD MEMBERS AND F-120 CUSTOMER PAYMENT . The previously approved Board Policies B-110, B-120 and F-120 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.

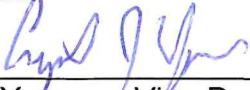
\* \* \* \* \*

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 3<sup>rd</sup> day of November 2022, by the following vote of the members thereof:

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

  
Teresa Lerch, District Secretary

APPROVED:



---

Crystal J. Yezman, Vice-President



**B-110 ELECTION OF OFFICERS****Purpose**

This policy establishes the rules for election of Board officers and sets forth the duties of the officers.

**B-110-10 Annual Organizational Meeting.** The Board shall hold an annual organizational meeting at its first regular meeting in January each year during which the officers of the Board shall be established or reconfirmed

**B-110-20 Selection of President and Vice-President.** A rotation has been established by years of service. The longest serving Board Member became President. The next longest serving became Vice-President and then President the following year, and continued down the line of service serving next and so-forth. The established rotation is subject to change at the discretion of the Board through Board action at a public meeting.

**B-110-30 Term of office.** The term of office for President shall be one year. The term of office for Vice-President shall be one year.

**B-110-40 Board Secretary, District Treasurer, and District Engineer.** The Board shall designate a Secretary to the Board, District Treasurer, and a District Engineer.

**B-110-50 Office of President.** The President shall serve as chairperson at all Board meetings and shall have the same rights as the other Board Members in voting; introducing motions, resolutions and ordinances; and participating in discussions.

**B-110-60 Chairperson.** In the absence of the President, the Vice President shall serve as chairperson. If both the President and Vice President are absent, the remaining Board Members shall select one of themselves to act as chairperson.

**B-110-70 Executing Documents.** The President shall execute Board documents on behalf of the Board and any other member of the Board unless such authority has been delegated to the General Manager under specific circumstances.

**B-110-80 Assuring Integrity.** As presiding officer at Board meetings, the President shall assure the integrity of the Board process, including the effectiveness of meetings and the Board's adherence to Board policy. The President shall recognize speakers and makers of motions, call for public participation, rule on the passage or failure of motions, ensure that all Board Members have an equal opportunity to speak during discussions, appoint ad hoc committee members and chairpersons, and set the time and place for any special meetings.

**B-110-90 Public Ceremonies.** The President or other designee shall represent the District in public ceremonies.

<b>Resolution No. 2022-2285</b>	Date Approved: November 3, 2022
President of the Board	Last Reviewed: November 3, 2022



## B-120 DUTIES OF BOARD AND BOARD MEMBERS

### Purpose

This policy establishes the responsibilities, duties and limitations of the Board and individual Board members.

**B-120-10 Policy Role.** The primary responsibility of the Board shall be the formulation and evaluation of policy. Routine operation of the District shall be delegated to the General Manager (B-80-10/20) and to other members of the District staff, as appropriate. The Board and individual Board Members shall have no authority over day-to-day operations of the District.

**B-120-20 Limits on Commitments.** Individual Board Members or a group of Board Members representing less than a quorum of the Board at a legal meeting of the Board shall not imply or express any commitment of the Board or the District.

**B-120-30 Obtaining Information.** Board Members may obtain information from other Board Members in accordance with the Ralph M. Brown Act (California Government Code §54950 through §54926), General Manager, District staff (see Policy B-20), or agents of the District. In seeking clarification for policy-related concerns, especially those involving personnel, legal action, land acquisition and development, finances, and programming, said concerns should be referred directly to the General Manager or legal counsel.

**B-120-40 Personal Conduct.** Board Members shall conduct themselves with dignity, respect the opinions of other Board Members, listen attentively and respond appropriately in a professional manner, give first priority to the needs and best interests of the District, and emphasize the positive. Differing viewpoints are healthy in the decision-making process. Individuals have the right to disagree with ideas and opinions, but without being disagreeable. Directors do not represent any fractional segment of the community, but are, rather, a part of the body that represents and acts for the community as a whole. Once the Board of Directors takes action, Directors should commit to supporting the collective Board action and not to create barriers to the implementation of said action. Board members should use the Strategic Plan as a general basis for focus planning and future. When a Director believes he/she may have a conflict of interest, the legal counsel shall be requested to make a determination if one exists. (see Policy #B-130)

**B-120-50 Focus on Issues.** Board Members shall focus on issues and not personalities, respect differing points of view, disagree without being disagreeable, and once the Board has acted, support the action of the Board.

<b>Resolution No. 2022-2285</b>	Date Approved: November 3, 2022
President of the Board	Last Reviewed: November 3, 2022

**B-120-60 Complaints.** The needs of the District's constituents should be the priority of the Board of Directors. Board Members shall refer customer complaints directly to the General Manager, report safety concerns immediately to the General Manager, and seek clarification

and information from the General Manager on such issues as policy, personnel, legal action, land acquisition and development, finances, and other matters related to the operation of the District.

**B-120-70 Interactions with District Personnel.** If approached by District personnel concerning specific District policy, Directors should direct inquiries to the General Manager. The chain of command should be followed.

**B-120-80 Meeting Attendance.** Members of the Board of Directors shall attend all regular and special meetings of the Board unless there is good cause for absence.

**B-120-90 Sexual Harassment Prevention Policy and Complaint Procedure.** Members of the Board of Directors acknowledge and understand that the District's Harassment Prevention Policy and Complaint Procedure (Policy B-180) prohibits individual Board members from harassing applicants, officers, officials, employees, volunteers, unpaid interns, or contractors. Individual Board members found to have engaged in sexual harassment will receive appropriate sanction. Harassment Prevention Policy and Complaint Procedure B-180 is incorporated by reference herein.

<b>Resolution No. 2022-2285</b>	Date Approved: November 3, 2022
President of the Board	Last Reviewed: November 3, 2022

## F-120 CUSTOMER PAYMENT

### Purpose

This policy covers method of billing, customer notification, collections, delinquent payments, and penalties.

**F-120-10 Special Arrangements.** Upon request, the Board (greater than \$5,000) or General Manager (\$5,000 or less) may grant approval of special arrangements to be made for payment of the following fees when an extreme hardship exists:

Regular annual sewer service charge

Wastewater Capital Facilities Charge (Connection fee)

**F-120-20 Payments.** Monthly payments shall not exceed 12 payments. When payments are to be made at the close of escrow and real property is not sold, arrangements must be made for payments to continue on a regular basis.

<b>Resolution No. 2022-2285</b>	Date Approved: November 3, 2022
President of the Board	Last Reviewed: November 3, 2022