

RESOLUTION NO. 2013-1988

A RESOLUTION AMENDING BOARD POLICIES F-40 PURCHASING, INCLUDING RETAINING CONSULTANTS, F-50 CREDIT CARDS AND O-30 EMERGENCIES

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 Board Policies: Policy F-40: Purchasing, Including Retaining Consultants; Policy F-50: Credit Cards; and Policy O-30: Emergencies, copies of which are attached as Exhibits A, B and C by reference incorporated herein.

The previously approved policies for Policy F-40: Purchasing, Including Retaining Consultants; Policy F-50: Credit Cards; and Policy O-30: Emergencies 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 26<sup>th</sup> day of September, 2013, by the following vote of the members thereof:

AYES, and in favor thereof Members: Clark, Elias, Greenfield, Murray, Schiebrman  
NOES, Members: none  
ABSENT, Members: none  
ABSTAIN, Members: none

*Carolyn A. Memmott*  
Carolyn A. Memmott, District Secretary

APPROVED:

*Megan Clark*  
Megan Clark, President of Board of Directors



(seal)

## Purchasing, Including Retaining Consultants

### F-40

**PURPOSE.** This policy establishes procedures for preparing and approving purchase orders; and preparing, reviewing, and approving contracts. It also covers legal requirements, petty cash, limits on General Manager purchases, the required “paper trail,” conformance with received orders, and consultant arrangements.

**F-40-10 Vendors for Small Items.** To purchase small items -- such as office supplies, auto parts, and other miscellaneous items costing less than \$700 -- the General Manager will set policies for selecting vendors. District accounts are awarded to firms at management discretion that provide the best combination of prices, discounts, service, convenience, local business, green/recycled products etc.

**F-40-20 Quotations.** To purchase items costing more than \$700, written quotations will be solicited from vendors and received by fax, or mail prior to processing a purchase order. District Staff may approve purchase orders up to the amount of their purchasing authority per F 40-40. For all purchases between \$5,000 and \$15,000 three written quotes will be obtained. However, in cases where the General Manager determines that certain products may provide a better service life, durability, meet a specific need or provide greater efficiency than other products he/she has the authority to order that product or engage the service without multiple quotes. The General Manager also has the authority to utilize specific maintenance and repair vendors as he/she deems appropriate or necessary.

**F-40-30 Large Items.** Purchases over \$15,000 shall be reviewed and approved by the Board.

#### **F-40-40 Purchasing Authority:**

General Manager	Up to	\$15,000
Plant Manager	Up to	\$ 7,500
District Engineer	Up to	\$ 7,500
Collection and Safety Manager	Up to	\$ 7,500
Administrative Services Manager	Up to	\$ 7,500
District Administrative Assistant	Up to	\$ 5,000
Personnel and Accounting Technician (Confidential)	Up to	\$ 2,000
Environmental Services Director	Up to	\$ 2,000
Plant Operations and Maintenance Supervisor	Up to	\$ 5,000
Buildings and Ground Maintenance Worker	Up to	\$ 1,000

**F-40-45 Purchase Orders.** Purchases over \$700 require a purchase order to be issued prior to ordering.

**F-40-50 Consultants.** Consultants will be retained whenever in the judgment of the General Manager that there are not sufficient resources to accomplish a task.

- Prospective consultants shall be selected from experienced, competent and reliable firms or individuals to provide the necessary resource
- For consulting expenditures below \$15,000, consultants may be selected sole-source on the basis of their qualifications and ability

- For consulting procurements exceeding \$15,000, a competitive process will be followed with emphasis on professional capability, availability to complete the task as well as cost. Professional Services Contracts over \$15,000 shall be submitted to the Board for approval.
- Regular reports of consultant's progress shall be reviewed by the General Manager and reported to the Board.

**F-40-60 Internal Audit.** The General Manager is responsible to ensure that purchases and trade agreements adhere to District policy and sound business practice. The General Manager will ensure that files and records of purchase orders and other financial documentation are maintained to provide adequate control and administration, which is subject to audit and Board review.

Resolution No. 2013-1988

Date Approved: September 26, 2013

President of the Board

Supersedes: September 13, 2012
--------------------------------

## Credit Cards

### F-50

PURPOSE: This policy establishes who gets credit cards, the controls over their use, repayment, and required documentation.

**F-50-10 Cancelled Cards.** On May 8, 2003 Board Members cancelled their credit cards, and there is no current authorization for cards.

**F-50-20 Distribution.** Credit cards shall be provided to District Staff members such as the General Manager, Plant Manager, District Engineer, Collection Systems and Safety Manager, Administrative Services Manager, District Administrative Assistant, Confidential Admin. Secretary, Environmental Services Director and Plant Operations and Maintenance Supervisor upon approval of the Board.

In order to maintain security over District issued credit cards, staff shall maintain possession of their District issued credit cards and not loan them to other staff for use.

**F-50-30 Limits on Purchases and Credit Card Limits.** Credit card purchases shall be limited to:

- Budgeted District expenses.
- District business related seminar and conference expenses to include lodging, travel, meals, conference registration, and other appropriate expenses.
- Meal expenses, as well as the meal expense of a guest if the breakfast/lunch/dinner meeting includes necessary discussion of District business with the guest.
- Spouse or guest expense under very limited circumstances and only when paying for the spouse or guest in another manner is difficult or cumbersome. Reimbursement to the District, accompanied by an expense receipt, shall be made in a timely manner.
- Other instances deemed appropriate by the General Manager.

#### **Credit Card Limits:**

General Manager	Up to	\$20,000
Plant Manager	Up to	\$ 7,500
District Engineer	Up to	\$ 7,500
Collection and Safety Manager	Up to	\$ 7,500
Administrative Services Manager	Up to	\$ 7,500
District Administrative Assistant	Up to	\$ 5,000
Personnel and Accounting Technician (Confidential)	Up to	\$ 2,000
Environmental Services Director	Up to	\$ 2,000
Plant Operations and Maintenance Supervisor	Up to	\$ 5,000
Buildings and Ground Maintenance Worker	Up to	\$ 1,000

**F-50-40 Review.** The General Manager shall review District employee credit card purchases and determine the adequacy of receipts.

**F-50-50 Revocation.** A majority vote of the Board is required to revoke the use of a card by the General Manager. The General Manager may revoke the use of a credit card by an employee for violation of the credit card and/or purchasing policy.

**F-50-60 Prohibitions.** Unauthorized use of a credit card or use of a credit card for personal purchases is strictly prohibited.

**F-50-70 Use of Personal Credit Cards for District Business.** Employees who are issued District credit cards are required to use them for District business unless administratively unfeasible.

Employees who do not have District issued credit cards may use personal cards to pay for travel expenses, emergency purchases and incidental items related to District business up to \$2,500.

Use of personal credit cards for District purchases other than outlined above requires prior approval by the General Manager.

Resolution No. 2013-1988

Date Approved: September 26, 2013

President of the Board

Supersedes: September 13, 2012

**Emergencies**

**O-30**

PURPOSE. This policy covers procedures in the event of emergency situations, responsibilities of Board and District staff, and public information.

**O-30-10 Informing General Manager.** Responding to emergency situations is a critical district responsibility. The General Manager shall be immediately informed of the existence of any operation, activity, or occurrence which can affect the public health and safety, or which can significantly impair the District's operations.

**O-30-20 Emergency Determination.** The General Manager, or his designee, shall make the decision as to whether an emergency exists. The President, in the General Manager's or designee's absence, will make this determination.

**O-30-30 All Reasonable Actions.** The General Manager is empowered to take all reasonable actions necessary to address the emergency. He/she may make commitments of expenditures or District funds as necessary beyond what is outlined in F-40. In times of emergency, the General Manager shall make all of the proper and necessary notifications for the District at the appropriate local, State and Federal level.

**O-30-40 Informing President and Board Members.** When the emergency situation is under reasonable control, the General Manager, at the earliest possible time, will inform the president and then the other Board Members of the emergency situation and the actions taken to address it.

**O-30-50 Spokesperson.** The General Manager will be in the first position for communications responding to inquiries about an emergency in responding to inquiries, press interviews, and other forms of customers' contact or outreach. The President of the Board of Directors will be in the second position for spokesperson for the District. In every case regarding an emergency the General Manager shall make immediate contact with the Board President to assure that any and all communications are factual and up-to-date. All Board members shall be notified as soon thereafter as possible by District staff.

Resolution No. 2013-1988

Date Approved: September 26, 2013

President of the Board

Supersedes: Resolution No. 2009-1872 July 9, 2009
--