

**RESOLUTION NO. 2023-2294**

**A RESOLUTION APPROVING BOARD POLICY REVISIONS FOR B-150 MEMBERSHIPS AND O-10 CAPITAL ASSET ACCOUNTING CONTROLS**

**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 December 15, 2022, the Board reviewed and suggested changes on Board Policies B-150 Memberships and O-10 Fixed Asset Accounting Controls; and

**NOW THEREFORE**, the Board of Directors of the Las Gallinas Valley Sanitary District approves the following revised policy sections: B-150 MEMBERSHIPS AND O-10 CAPITAL ASSET ACCOUNTING CONTROLS. The previously approved Board Policies B-150 and O-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.

\* \* \* \* \*

I hereby certify that the foregoing 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 5<sup>th</sup> day of January 2023, by the following vote of the members thereof:

AYES, and in favor thereof Members: *Clerk, Ford, Murray, Yezman*

NOES, Members: *None.*

ABSENT, Members: *None.*

ABSTAIN, Members: *None.*



Teresa Lerch, Board Secretary

APPROVED:

  
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Megan Clark, Board President



**B-150 MEMBERSHIPS**

**Purpose**

This policy sets forth the rules for membership in associations and establishes who may represent the District.

**B-150-10 Appropriate Memberships.** To take advantage of in-service training opportunities, the Board may hold membership in and attend meetings of national, state, and local associations directly related to the purposes and operations of the District. Decisions to continue, discontinue or add new memberships shall occur through Board Member attendance requests.

**B-150-20 Appointment of Representatives.** The President shall appoint Board Members as representatives and alternates, as appropriate, to serve as contacts between the District and the associations. The representatives and alternates shall report to the Board in a timely manner on their activities involving these associations.

**B-150-30 General Manager Memberships.** The President may designate the General Manager as the appropriate representative or alternate in connection with memberships in any association. The General Manager may designate those associations or industry specific leadership with which his/her association is necessary or desired.

<b>Resolution No. 2023-2294</b>	Date Approved: January 5, 2023
President of the Board	Last Reviewed: December 15, 2022

## OPERATIONS

### O-10 CAPITAL ASSET ACCOUNTING CONTROLS

#### Purpose

This policy establishes procedures for accounting controls, inventory of facilities and equipment, assignment of value, depreciation, and maintenance procedures.

**O-10-10 Accurate Financial Reports.** The purpose of this policy is to ensure proper accounting control resulting in the maintaining of accurate financial reports of capital assets.

**O-10-20 Report to Board.** An accounting of all capital assets shall be conducted on an annual basis.

**O-10-30 List of Purchases.** Applicable purchases for inclusion in said accounting shall be the following:

- Equipment, tools, and vehicles that individually have an original total cost basis of more than \$5,000 and a useful life greater than one year
- All land and building acquisitions regardless of price; and,
- Additions or major improvements to the District's service infrastructure.

**O-10-40 Recordkeeping.** Permanent inventory records shall be maintained in either a paper file or electronic (computer data base) format. Said records shall be updated whenever a change in the status of a particular capital asset occurs (e.g., original purchase, sale, destruction, loss, theft, etc.).

**O-10-50 Inventory Requirements.** Information to be maintained in said inventory records shall include at least the following:

- Asset number
- Description
- Manufacturer's serial number
- Storage location
- Original cost
- Acquisition date
- Life expectancy
- Classification code (e.g., office equipment, vehicle, etc.)

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**O-10-60 Administrative Policies and Procedures.** The General Manager and Administrative Services Manager shall develop internal capital asset policies and procedures necessary for establishing and maintaining internal controls to achieve the objectives of effective and efficient operations, reliable financial reporting, and compliance with laws and regulations.

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