

RESOLUTION NO. 2022-2246

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: B-20 BOARD MEMBERS INTERACTION WITH STAFF and F-20 FINANCIAL REPORTING.

The previously approved Board Policies B-20 and F-20 are hereby revoked and declared null and void.

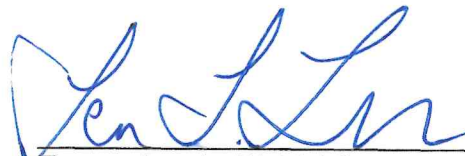
If any policy or portion of a policy contained within the Policies and Procedures is in conflict with rules, regulations, or legislation having authority over the Las Gallinas Valley Sanitary District, said rules, regulations or legislation shall prevail.

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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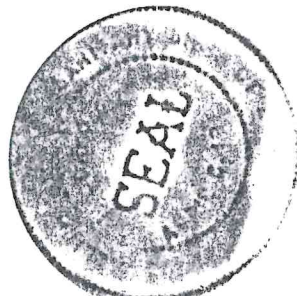
I hereby certify that the forgoing is a full, true, and correct copy of a resolution duly and regularly passed and adopted by the Sanitary Board of the Las Gallinas Valley Sanitary District, Marin County, California, at a meeting thereof held on the 7th of April 2022, by the following vote of the members thereof:

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


Teresa Lerch, District Secretary

APPROVED:

Judy Schriebman, President of Board of Directors



B-20 BOARD MEMBER INTERACTION WITH STAFF**Purpose**

This policy establishes procedures for Board Member communication with the General Manager and District Staff.

B-20-10 Communication Path. The general path of communication shall be Board to General Manager then General Manager to staff. The General Manager may delegate the communication directly to a Board member or staff member for particular issues only.

B-20-20 Non-Interference With Staff. Individual Board Members shall not interfere with or direct District staff nor use District facilities in such a way that the action is unreasonable or interferes with the operation of the District. Board members should contact District Counsel on legal questions, e.g. complaints of discrimination/harassment.

B-20-30 Simple Information Requests. Individual Board members may make simple information requests of staff, through the General Manager. A Simple Information Request is one that would take the General Manager, District Staff or Counsel less than two hours to complete in the view of the General Manager.

B-20-40 Substantial Information Requests. Individual Board members may place an item on any future agenda to request a Substantial Information Request. The request shall be made as a motion under the Board Request section of the agenda. A majority affirmative vote is necessary to approve the action. A Substantial Information Request is one that would take the General Manager, District Staff or Counsel more than two hours to complete in the view of the General Manager.

Resolution No. 2022-2046	Date Approved: April 7, 2022
President of the Board	Last Reviewed: April 7, 2022

F-20 FINANCIAL REPORTING**Purpose**

This policy establishes procedures for preparing interim financial statements for Board review.

F-20-10 Quarterly Financial Reporting to Board of Directors. District staff shall prepare and provide to the Board of Directors a quarterly summary report that compares actual revenues and expenditures to budgeted amounts, including relevant information on debt proceeds and debt service payments. The report shall explain significant variances and provide analysis and interpretation of financial information. The report shall be presented with the quarterly investment report.

F-20-20 Monthly Financial Reporting to Management. District staff shall prepare a monthly report for review and use by District management that compares actual revenues and expenditures to budgeted amounts, as well as additional reports as requested to assist in managing the day-to-day operations of the District.

Resolution No. 2022-2046	Date Approved: April 7, 2022
President of the Board	Last Reviewed: April 7, 2022