

RESOLUTION NO. 2022-2258

A RESOLUTION APPROVING BOARD POLICY REVISIONS FOR B-60 BOARD MEMBER COMPENSATION AND F-60 REVENUE

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 May 19, 2022, the Board reviewed and suggested changes on Board policies B-60 Board Member Compensation and F-60 Revenue;

NOW THEREFORE, the Board of Directors of the Las Gallinas Valley Sanitary District approves the following revised policy sections: B-60 BOARD MEMBER COMPENSATION and F-60 REVENUE. The previously approved Board Policies B-60 and F-60 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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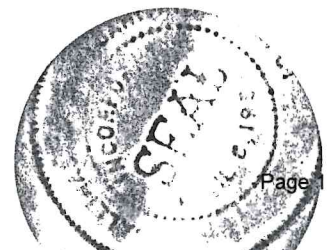
I hereby certify that the forgoing is a full, true, and correct copy of a resolution duly and regularly passed and adopted by the Sanitary Board of the Las Gallinas Valley Sanitary District, Marin County, California, at a meeting thereof held on the 2nd day of June 2022, by the following vote of the 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



B-60 BOARD MEMBER COMPENSATION

Purpose

This policy establishes compensation for Board Members to attend meetings.

B-60-10 Limit on Meetings. Board Members shall be compensated for up to the legal limit of six meetings per month and one meeting per day. Compensation shall apply to both Regular and Special Board meetings, Board committee meetings, meetings for organizations related to District business. The meetings must be a direct benefit to the District. Please refer to the list of meetings below that are considered to be additional compensable meetings. To qualify for compensation for meetings of organizations related to District business, Board approval is required. Board members requesting attendance at meetings, including meetings of organizations related to District business, training, conference and/or seminars, shall submit their request to the entire Board at least five business days prior to the meeting. If an unexpected opportunity occurs for a meeting that will benefit the District, the Board Member may request an RQPA (Request for Prior Authorization) from the Board at the next Board meeting by written request.

B-60-11 Compensable Meeting Activities. Meetings that are considered compensable include the following:

- Webinars, online trainings, and tours of facilities that are at least 1 ½ hours in length and pertain to District Business.
- Multiple party conference calls convened by LGVSD subcommittees that are at
- Ad Hoc meetings that are over an hour in length.
- One-on-one meetings between LGVSD committee members with any other outside agency or committee via face-to-face interaction virtual or telephone, which are at least 1 hour long, pertain to District Business and are not for logistical purposes only
- Tours of District facilities with public officials external to the District that are at least an hour long.
- Other meetings falling outside of the above listed meeting descriptions shall be brought to the Board for determination of compensability prior to any Board member's attendance at such meetings.

B-60-20 Compensation Rate. Board Member's meeting stipend shall be set at the maximum allowable under Senate Bill 1559 effective January 1, 2001. Furthermore, the aforementioned new meeting stipend should be considered for increased annually the maximum allowable under Senate Bill 1559 on the first day of January in each succeeding year thereafter.

B-60-30 Compensation for Training, Seminars, Conference, etc. See B-50-10/20.

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President of the Board	Last Reviewed: June 2, 2022

B-60-40 Tally Sheets. To receive compensation, Directors should provide a monthly meeting tally sheet (available from the District Secretary) within five days after the end of the month.

B-60-50 Reimbursement for Expenses. Board Members shall be compensated for all reasonable and legitimate expenses incurred in attending meetings or taking trips on behalf of the District that have been authorized by the Board. Expense reports shall be submitted within 30 days of attendance at the meeting. Any disputes shall be settled by majority vote of the Board.

B-60-51 Reimbursement for Miscellaneous Expenses. Board Members may submit receipts for up to \$1600 per calendar year for miscellaneous actual and necessary expenses to conduct District Business unrelated to meeting, conference or training attendance. This allowance is anticipated to include information technology related items, office related equipment and furniture, consumable office supplies, and other expenses necessary for Board Members to conduct District Business. An additional allowance specified by the Board for mobile computer devices specifically for the purpose of accessing electronic Board Agenda Packets and other District business may be authorized every four years. This allowance does not include food or travel related costs, which are addressed in section B-60-50. Per Section B-50-20 and Government Code Section 53232.2, all costs shall be usual and reasonable.

B-60-60 Prevailing District Mileage Rate. Reimbursement for travel by private car shall be at the prevailing IRS mileage rate.

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F-60 REVENUE

Purpose

This policy establishes how the District will set fees and ensure their collection to fund operations.

F-60-10 Setting of Fee and Charge Amounts. Fees and charges shall be set to recover the current operational needs of the District, including the financing of capital improvements in accordance with the Capital Improvement Program.

F-60-20 Collection of Fees and Charges. The District shall strive to collect all fees and charges imposed, and shall actively pursue and settle delinquent accounts.

F-60-30 Review of Fees. The District shall review fees and charges annually to ensure they are set at appropriate amounts.

F-60-40 Revenue Forecasting. The District shall estimate revenues conservatively, through an objective, analytical process. The District shall regularly report on forecasted vs. actual revenues, and provide explanation for significant variances.

F-60-50 Use of one-time and unpredictable revenues. One-time revenues shall be used to support one-time expenditures or increase fund balance. Unpredictable revenues shall not be used to support ongoing operational expenses for a period longer than the revenue can reasonably be expected to support them.

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