

RESOLUTION NO. 2019-2179

A RESOLUTION APPROVING BOARD FINANCE 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: F – 100 Credit Cards, a copy of which is attached as Exhibit A.

The previously approved Board Policy F- 100 is 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.

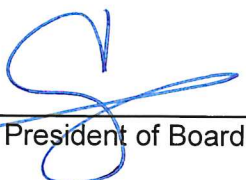
The Policies and Procedures shall remain in effect until amended by at least a majority vote of the Board of Directors.

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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 5th of December 2019, by the following vote of the members thereof:

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


Teresa Lerch, District Secretary

APPROVED:

Craig K. Murray, President of Board of Directors



F-100 CREDIT CARDS This policy establishes who gets credit cards, the controls over their use, repayment, and required documentation.

F-100-10 Cancelled Cards. On May 8, 2003 Board Members cancelled their credit cards. there is one Board member that is authorized as the main account holder, who shall receive notices regarding credit card transactions. This Board member is not to use the credit card for purchasing.

F-100-20 Distribution. Credit cards shall be provided to District Staff members as determined necessary for the position by the General Manager. The Board is to be notified of the issue of new credit cards in a timely manner.

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-100-30 Limits on Purchases and Credit Card Limits. Credit card purchases shall be limited to:

- Budgeted District expenses and to certain vendor accounts.
- District business related seminar and conference expenses to include lodging, travel, meals, conference registration, and other appropriate expenses. The Administrative Services Manager is to be notified if the credit card is to be used outside the District. This is done in order to notify the bank for security.
- 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.

A.

Credit Card Limits

General Manager	Up to	\$20,000
Plant Manager	Up to	\$10,000
District Engineer	Up to	\$10,000
Collection and Safety Manager	Up to	\$10,000
Administrative Services Manager	Up to	\$10,000
District Administrative Assistant	Up to	\$ 5,000
Administrative/Financial Specialist I/II	Up to	\$ 5,000
Assistant/Associate Engineer	Up to	\$ 5,000
Environmental Services Director	Up to	\$ 5,000
Plant Operations and Maintenance Supervisor	Up to	\$ 5,000
Selected Plant, Collections and Maintenance Workers	Up to	\$ 1,200

F-100-40 Review. The Administrative Services Manager is to collect receipts from District Employees and reconcile them to credit card transactions on a timely basis. General Manager shall review District employee credit card purchases and determine the adequacy of receipts.

F-100-50 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 of an employee.

F-100-60 Prohibitions. Unauthorized use of a credit card or use of a credit card for personal purchases is strictly prohibited. The unauthorized use shall be reimbursed to the District by the employee before continuation of the use of the credit card will be allowed.

F-100-70 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 District expenses, which can include 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 approval by the General Manager or will not be paid by the District.

Resolution No. 2019-2179	Date Approved: December 5, 2019
President of the Board	Supersedes: February 8, 2018