

RESOLUTION NO. 2015-2051

A RESOLUTION APPROVING REVISED BOARD POLICY F-40:  
PURCHASING, INCLUDING RETAINING CONSULTANTS AND  
F-50 CREDIT CARDS

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 policies: Board Policy F-40: Purchasing, Including Retaining Consultants; and F-50 Credit Cards; copies of which is attached as Exhibit A by reference incorporated herein.

The previously approved Board Policy F-40: Purchasing, Including Retaining Consultants and F-50 Credit Cards 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 22nd of October 2015, by the following vote of the members thereof:

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

  
Teresa Lerch, District Secretary

APPROVED:



Rabi Elias, President of Board of Directors

(seal)



**F-40 PURCHASING, INCLUDING RETAINING CONSULTANTS**

**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 \$1,000 -- 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 \$1,000, 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
Administrative/Financial Specialist I/II	Up to	\$ 2,000
Assistant/Associate Engineer	Up to	\$ 5,000
Environmental Services Director	Up to	\$ 5,000
Plant Operations and Maintenance Supervisor	Up to	\$ 5,000
Buildings and Ground Maintenance Worker	Up to	\$ 1,000

<b>Resolution No. 2015-2051</b>	Date Approved: October 22, 2015
President of the Board	Supersedes: September 10, 2015



**F-50 CREDIT CARDS**

**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
Administrative/Financial Specialist I/II	Up to	\$ 2,000
Assistant/Associate Engineer	Up to	\$ 5,000
Environmental Services Director	Up to	\$ 5,000
Plant Operations and Maintenance Supervisor	Up to	\$ 5,000
Buildings and Ground Maintenance Worker	Up to	\$ 1,000

<b>Resolution No. 2015-2051</b>	Date Approved: October 22, 2015
President of the Board	Supersedes: September 25, 2014