



**RIVERBEND RESOLUTION NO. 20250326-01**

**AUTHORIZING THE APPROVAL OF AMENDMENTS TO THE PERSONNEL  
POLICY MANUAL OF THE RIVERBEND WATER RESOURCES DISTRICT**

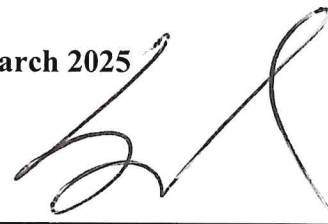
**WHEREAS**, Riverbend Water Resources District is a conservation and reclamation district created under and essential to accomplish the purposes of Section 59 Article XVI, Texas Constitution, existing pursuant to and having the powers set forth in Chapter 9601 of the Special District Local Laws Code of the State of Texas; and

**WHEREAS**, Riverbend Water Resources District first adopted a Personnel Policy Manual on March 2, 2016 and has updated policies as needed; and

**WHEREAS**, Riverbend Water Resources District desires to continue to update certain policies and procedures of its Personnel Policy Manual.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Directors of the Riverbend Water Resources District hereby adopts the amendment(s) to the Personnel Policy Manual as attached.

**PASSED and APPROVED this 26<sup>th</sup> day of March 2025**

  
for Lynn Davis, President

ATTEST:



Van Alexander, Secretary

Attached: Personnel Policy Manual Changes



### **7-1 Riverbend Water Resources District Credit Cards**

Riverbend may provide credit cards for use by District employees and are intended for Riverbend Water Resources District business only. All charges on Riverbend credit cards must be pre-authorized by a supervisor or Executive Director/CEO. When traveling a set spending limit will be pre-authorized by Executive Director/CEO. A credit card log will be kept for each card. The cardholder and the receiver of the credit card will sign the log upon receiving and returning the card. Each month the employee who is responsible for a credit card will be issued a copy of the bill for that credit card and it is the responsibility of the employee to review this bill and determine its accuracy. The employee is responsible for the receipts of items charged throughout the month. Each amount on the monthly billing must have a receipt or some type of documentation to support it, which should be attached to the bill. If any charges are determined to be inaccurate or inappropriate, they should be reported immediately to the District Executive Director/CEO.

### **7-2 Purchase Orders**

All Purchase Orders must be tied to a budget line item and should be pre-approved in the budget. The budgets have provided for certain items to be purchased and thus are pre-approved. The Executive Director/CEO's Purchase Orders that do not have a Resolution will require approval of an officer of the Board of Directors.

Recurring payables will be covered by a Blanket Purchase Order with a pre-set limit. All payables require a pre-approved Purchase Order for the amount of the purchase.

### **7-3 Non-recurring Payables**

In case of a need for repairs to an asset or system of Riverbend Water Resources District due to unforeseen and unforeseeable actions requiring immediate action to protect the property of the District and/or the health and safety of its employees, contractors, lessees, and utility customers or to prevent an interruption of utility service to said persons and/or entities, the Executive Director may expend the funds necessary to restore the property, system and/or service in an amount not to exceed \$50,000.00.

### **7-4 Monthly Payables**

All monthly payables will require one signature or a pre-approved contract.

A summary of all payables in the form of a checkbook register will be submitted to the Secretary/Treasurer at each meeting of the Board of Directors for the prior month period.

### **7-5 Cash Handling Policy**

All transactions/receipts will require verification from two (2) employees before a deposit is made. All cash and checks will be logged in the check register by the Executive Assistant. After logging these items on the check register, a copy of each check will be made and filed in a folder with the Executive Assistant. The Operations Accounting Specialist or the Executive Assistant will create a deposit slip and take the deposit to the bank. The deposit must be verified by the Chief Financial Officer by comparing the logbook to the deposit receipt.

## **7-6 Check Writing Policy**

All checks will be kept in the Chief Financial Officer's office, in a secure location. The Chief Financial Officer will distribute the exact number of checks required for each run to the Operations Accounting Specialist or their designee. All checks of \$50,000.00 or more, require two (2) signatures, one of which must be a member of the Board of Directors.