

HIGHLINE WATER DISTRICT King County, Washington

RESOLUTION 25-7-16B

RESOLUTION AMENDING HIGHLINE WATER DISTRICT CODEBOOK (HWDC) TO UPDATE THE SMALL AND ATTRACTIVE ASSETS POLICY

WHEREAS, from time to time the General Manager reviews and recommends to the Board of Commissioners any changes necessary to the HWDC; and,

WHEREAS, Small and Attractive Assets (SAAs) are easily movable items of particular risk or vulnerable to loss, theft or misuse; and,

WHEREAS, enhancing the SAA policy will help ensure responsible stewardship of District resources; and,

WHEREAS, District staff have prepared the proposed Small and Attractive Assets Policy, and recommend approval of this resolution.

NOW, THEREFORE, BE IT RESOLVED:

1. The Board of Commissioners authorizes the Small and Attractive Assets Policy (**Attachment #1** incorporated herein).
2. The General Manager or designee is authorized and directed to modify the applicable sections of the Highline Water District Codebook (HWDC) to incorporate these changes in policy.

ADOPTED BY THE BOARD OF COMMISSIONERS of Highline Water District, King County, Washington, at an open public meeting held this **16th** day of **July 2025**.


BOARD OF COMMISSIONERS

DocuSigned by:

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Vince Koester, President


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Polly Daigle, Commissioner


Signed by:

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Kathleen Quong-Vermeire, Commissioner

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Todd Fultz, Secretary

Signed by:

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Daniel Johnson, Commissioner

ATTACHMENT 1

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|  | <p><u>HIGHLINE WATER DISTRICT CODE BOOK</u> <u>TITLE 5 – REVENUE AND FINANCE</u></p> |
| | <p><u>Chapter 5.50.010</u> <u>SMALL AND ATTRACTIVE ASSETS</u></p> |

PURPOSE: This policy establishes a system for tracking Small and Attractive Assets. The goal of the policy is to promote accountability and ensure responsible stewardship of District resources by establishing a consistent method of asset inventory and control.

DEFINITIONS: A **Small and Attractive Asset (SAA)** is defined as an easily movable, tangible item with a purchase price between \$1,000 and \$4,999.99 (below the fixed asset threshold) and electronic devices [e.g. radios, cameras, computers, computers, computers, laptops, phones, etc.] with a purchase price between \$300 and \$999.99. SAAs have an expected useful life of more than one year. SAAs are items of particular risk or vulnerable to loss, theft or misuse and may not be immediately missed or could be potentially replaced without detection during standard voucher audits.

PROCEDURES: The General Manager or designee shall have the authority to establish, modify and delete procedures in support of this policy for the tracking, management and disposal of Small and Attractive Assets in accordance with State law and industry's best practices.

LIMITATIONS: Nothing in this policy shall prohibit department managers from establishing more stringent tracking systems for items below these thresholds for departmental use.