

**KING CONSERVATION DISTRICT  
KING COUNTY, WASHINGTON**

**RESOLUTION NO. 12-004**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE KING  
CONSERVATION DISTRICT, KING COUNTY, WASHINGTON, POLICY  
FOR ASSET MANAGEMENT OF SMALL AND ATTRACTIVE ASSETS.**

WHEREAS, the Board of Supervisors of the King Conservation District resolve that the policy for managing small and attractive assets owned by the district are inventoried, tracked and audited be as follows:

WHEREAS, the Board of Supervisors recognizes the importance of protecting its property and assets from theft and negligence. Small and attractive assets will be defined as, but not limited to: Assets that do not meet the state's capitalization policy but that the District considers particularly vulnerable to loss, thus subject to special property control. In the pursuit of their assignments, District employees use cellular phones , laptops, projectors, field data collection equipment, software, PCs, PC components and other material items purchased by the District with a value exceeding \$500.

BE IT RESOLVED by the Board of Supervisors of the King Conservation District, King County, Washington, as follows: the policy for management of small and attractive assets shall include an inventory of all small and attractive assets, maintenance of the inventory will include signing out and signing in items and annual audit to protect from theft and ensure proper maintenance of assets.

ADOPTED by the Board of Supervisors at a regular open public meeting held on May 14, 2012.

  
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Bill Knutsen, Chair

**CERTIFICATE**

I, MAX P. PRINSEN, Auditor of the Board of Supervisors, King County, Washington, do hereby certify that the foregoing resolution is a true and correct copy of Resolution No. 12-004 of such Board, duly adopted at a regular meeting thereof held on May 14, 2012.

  
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Max Prinsen, Auditor