

NORTH BEACH WATER DISTRICT  
PACIFIC COUNTY, WASHINGTON

RESOLUTION NO. 02-2009

**A RESOLUTION OF THE BOARD OF COMMISSIONERS OF NORTH BEACH WATER DISTRICT, PACIFIC COUNTY, WASHINGTON, ESTABLISHING THAT THE GENERAL MANAGER OF NORTH BEACH WATER, OR THEIR DESIGNEE WILL ACT AS SECRETARY TO THE BOARD OF COMMISSOINERS**

**WHEREAS**, it is required that minutes, various documents, and other information from all meetings be recorded into the formal record,


**WHEREAS**, the North Beach Water District (NBWD) Board of Commissioners desires to develop record keeping skills within North Beach Water that are aligned with all applicable law,


**BE IT RESOLVED** by the Board of Commissioners of the North Beach Water District, Pacific County, Washington, as follows:

The General Manager of North Beach Water, or their designee will act as Secretary to the Board of Commissioners of North Beach Water District. The General Manager will act to determine what staff will serve in this capacity, and align this assigned responsibility with that position's permanent job description. The General Manager will explore opportunities for the employee serving in this position to receive appropriate training in record keeping at a level necessary to assure complete, and legal records are documented and maintained. The person in this position will be responsible to attend all District meetings and record the minutes of those meetings. This person will transcribe such minutes and provide a draft of those minutes to the Board Secretary for their review. Upon approval of the Board Secretary the person will be responsible to deliver the minutes to the Board for review and adoption at the next regular meeting of the Board.

**ADOPTED** by the Board of Commissioners of North Beach Water District, Pacific County, Washington, at a special meeting held on January 5, 2009.

NORTH BEACH WATER DISTRICT

By   
Commissioner

By   
Commissioner

By   
Commissioner