

**NORTH BEACH WATER DISTRICT
PACIFIC COUNTY, WASHINGTON
RESOLUTION NO. ____-2017**

A **RESOLUTION** of the North Beach Water District of Pacific County, Washington, establishing a policy for District issuance of its own warrants or checks for payment of payroll, claims, or other obligations.

WHEREAS, RCW 57.20.028(2) authorizes the board of commissioners of a water-sewer district that had revenues greater than \$250,000 and less than \$5,000,000 in each of the preceding three years, and that has been audited in accordance with RCW 43.09.260, to adopt by resolution a policy of issuing its own warrants for payments of claims or other obligations of the district, upon agreement between the county treasurer and the board of commissioners; and

WHEREAS, the District had revenues greater than \$250,000 and less than \$5,000,000 in each of the preceding three years; and

WHEREAS, the District Board of Commissioners has reached an agreement with the Pacific County Treasurer to authorize the District to issue its own warrants or checks for payment of payroll, claims or other obligations of the District; and

WHEREAS, RCW 57.20.028(2) further authorizes the board of commissioners of a water-sewer district, after audit of all payrolls and bills, to issue one general certificate to the county treasurer, signed by the president of the board, authorizing the county treasurer to pay all the warrants specified by date, number, name, and amount; and

WHEREAS, RCW 57.20.028(2) authorizes the district to issue the warrants specified in the general certificate; and

WHEREAS, the District's issuance of its own warrants is in the best interests of the District, its customers, and providers of services, equipment, materials and supplies; now, therefore

BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF NORTH BEACH WATER DISTRICT, PACIFIC COUNTY, WASHINGTON, as follows:

Section 1. Adoption of Policy. The Board of Commissioners adopts this Resolution as a policy for the District's issuance of its own warrants for payment of District payroll, claims, or other obligations.

Section 2. Approval of Agreement with County Treasurer. The Board of Commissioners approves an agreement between the Pacific County Treasurer and the District for the District's issuance of its own warrants for payment of District payroll, claims, or other obligations, which agreement is the terms and conditions of this Resolution.

Section 3. Review and Audit of Payroll, Claims and Obligations. The District Manager or designee shall prepare a general certificate/blanket voucher certification (“certificate”) for District payroll, claims, or other obligations at least once a month prior to the monthly regular meeting of the Board of Commissioners, or more frequently if required by Board motion. The certificate shall comply with all applicable laws and regulations, such as RCW 57.20.028, Chapter 42.24 RCW, Pacific County Treasurer regulations, and Washington State Auditor regulations, and shall include but not be limited to the following:

- a. The date of the certificate;
- b. The name, amount, date, and number of each voucher/warrant (“warrant”) to be paid by the District;
- c. The fund or account from which each warrant shall be drawn by the County Treasurer;
- d. Any certifications required by the Washington State Auditor;
- e. Signature lines (with dates) for the President, who shall be considered the “Auditing Officer”; and
- f. A request to the County Treasurer to pay the warrants listed on the certificate.

Section 4. Audit and Approval of Warrants. At a meeting of the Board of Commissioners, the Board shall audit the payroll, claims, or other obligations by reviewing the certificate, together with supporting documentation. After conducting the audit and reviewing the certificate, the Board of Commissioners may approve the certificate, as presented or amended. After approval the Board President or designee shall sign the certificate, and the District Manager or designee shall submit the signed certificate to the County Treasurer.

Section 5. County Treasurer Authorization. The County Treasurer is authorized, upon written notice to the President and the District General Manager, to establish any fund or account that the County Treasurer determines is necessary to carry out the warrant issuance policy of this Resolution.

Section 6. Issuance of Warrants. After the County Treasurer has transferred the necessary funds to the District’s bank account, a combination of two (2) District Commissioners and/or District employees, who are authorized to sign checks on or transfer funds from the District’s bank account, shall issue checks or transfer funds consistent with the approved certificate.

Section 7. Auditing Officer. Resolution No. 02-2013 designates the District General Manager as the District’s auditing officer under RCW 42.24.180, or in the District General Manager’s absence, designates the District Office Manager as the District’s auditing officer under RCW 42.24.180. Pursuant to Resolution No. 02-2013, the District’s auditing officer is authorized to issue warrants or checks for the payment of claims before the next regular meeting of the Board of Commissioners. Resolution No. 02-2013 shall continue to apply to the payment of claims, but shall be modified as necessary to implement the warrant issuance policy of this Resolution.

Section 8. Effective Date. This Resolution shall be effective on January 1, 2018.

ADOPTED by the Board of Commissioners of North Beach Water District, Pacific County, Washington, at its regular meeting held on November 29, 2017.

Brian Sheldon, Commissioner
Position #1

Gwen Brake, Commissioner
Position #2

Glenn Ripley, Commissioner
Position #3