

**NORTH BEACH WATER DISTRICT  
PACIFIC COUNTY**

**RESOLUTION 03-2013**

**A RESOLUTION OF THE NORTH BEACH WATER DISTRICT OF PACIFIC COUNTY,  
WASHINGTON, AMENDING SECTION 6(A) OF THE EMPLOYEE POLICY AND  
PROCEDURE MANUAL RELATING TO EMPLOYEE COMPENSATION AND PAY PERIODS.**

**WHEREAS**, the District Board of Commissioners desires to amend Section 6(A) of the Employee Policy and Procedure Manual to modify the employee pay period and payroll voucher and certification rules to be consistent with RCW 42.24.080 and Chapter 3 Section D of the Cash Basis part of the State Auditor BARS Manual; now therefore

**Be It Resolved**, by the Board of Commissioners of North Beach Water District, Pacific County, Washington, as follows:

**Section 1.** Section 6(A) of the Employee Policy and Procedure Manual, entitled "Employee Compensation," is amended to read as follows:

A. Employee Compensation

1. The Board of Commissioners shall set the salary and wage rates for all classified positions. Each classified position shall have ten (10) tier pay rates. The General Manager will determine the starting tier pay rate of each employee hired for a classified position. The General Manager may move an employee to a higher tier during based on an evaluation after a probationary period or an annual evaluation, as applicable. The General Manager may raise an employee to a higher tier not more than once in a twelve-month period, and may raise an employee a maximum of two tiers at one time. The Board of Commissioners may authorize the General Manager to raise an employee to a higher tier more than once in a twelve-month period or more than two tiers at one time.

**Section 2.**

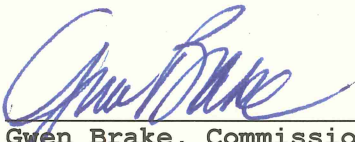
Copies of warrants issued by the auditing officer pursuant to Section 1 of this Resolution, together with the warrant certification and all supporting documents, shall be presented to the Board of Commissioners for review at its next regular meeting. After review, the Board shall either approve or disapprove the claims.


If the Board of Commissioners disapproves a claim, the claim shall become a receivable of the District and the auditing officer shall diligently pursue collection of the disapproved amount until it is collected or until the Board approves the claim.

**Section 3.** The District shall obtain for the District's general manager and the District's office manager fidelity bonds for the faithful discharge of their auditing officer duties under this Resolution in the amount of \$50,000.00 each, at the cost and expense of the District.

**ADOPTED** by the Board of Commissioners of North Beach Water District, Pacific County, Washington, at its adjourned regular meeting held on January 23, 2013.

\_\_\_\_\_  
Brian Sheldon, Commissioner  
Position #1

  
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Gwen Brake, Commissioner  
Position #2

  
\_\_\_\_\_  
RD Williams, Commissioner  
Position #3

