

RESOLUTION NO. 611

**AUTHORIZING THE EAST WENATCHEE WATER DISTRICT TO MAKE
PAYMENT OF CERTAIN BILLS PRIOR TO BOARD APPROVAL**

WHEREAS, in 1996, the Board of Commissioners deemed it to be in the best interest of the District to authorize District personnel to process and prepare the District warrants and checks through adoption of Resolution No. 437, which authorized the District to act as its own Auditor and perform these duties; and

WHEREAS, RCW 42.24.180 authorizes the issuance of warrants for payment of bills prior to the approval of the same by the Board, provided certain policies and procedures have been established; and

WHEREAS, the Board, consistent with the requirements of the Washington State Auditor, finds the District has in place appropriate contracting, hiring, purchasing and disbursing policies that implement effective internal control; and

WHEREAS, the Board has determined the policies and procedures set forth in this Resolution should be established due to the periodic Board meeting date changes, the possibility of absence of a quorum of the Board of Commissioners, and the needed flexibility to timely perform the District accounts payable process in order to avoid possible penalties and late fees;

NOW THEREFORE, BE IT HEREBY RESOLVED by the BOARD OF COMMISSIONERS of the EAST WENATCHEE WATER DISTRICT, the following policies and procedures are established:

1. Payroll and the customer service shared employee fee due pursuant to the Interlocal Agreement with Douglas County Sewer District No. 1 and all payroll-related bills and other recurring bills of the District are hereby authorized to be paid pursuant to the procedures set forth below in this Resolution, and prior to approval of the same by a quorum of the District Board of Commissioners.
2. Utility bills, including but not limited to bills for water service (inclusive of any billings resulting from interlocal agreements of the District), water billing outsourcing, telephone, cellular telephone, sewer, electricity, natural gas bills, and gas and diesel fuel bills of the District are hereby authorized to be paid pursuant to the procedures set forth below in this Resolution, and prior to approval of the same by a quorum of the District Board of Commissioners.
3. District credit card bills, provided that no separate item charged on a District credit card bill exceeds the amount of \$1,500, are hereby authorized to be paid pursuant to the procedures set forth below in this Resolution, and prior to approval of the same by a quorum of the District Board of Commissioners.
4. All bills and claims of the District, not otherwise authorized to be paid in advance pursuant to Sections 1, 2, and 3 above, provided that the same do not exceed the sum of \$1,500 per vendor or claimant, are hereby authorized to be paid pursuant to the procedures set forth below in this Resolution, and prior to the approval of the same by a quorum of the District Board of Commissioners.
5. Pursuant to RESOLUTION NO. 437, the Controller will continue as the certifying and warrant signing official and will prepare a warrant Voucher Register. The Voucher Register shall be approved and signed by the District Manager prior to any payments by the District pursuant to this Resolution.
6. The determination of what bills and claims are authorized to be paid prior to Board approval pursuant to Sections 1 through 4 of this Resolution shall be made at the discretion of the District Manager prior to the approval and signature on the Voucher Register by the District Manager.
7. After the Voucher Register has been approved and payments have been made pursuant to this Resolution, the Voucher Register shall be presented for approval of payment of warrants at the next regularly scheduled Public Meeting of the District Board of Commissioners.
8. In the absence of the Controller, the Assistant Controller is authorized to take the action set forth in this Resolution. In the absence of the District Manager,

the Assistant District Manager is authorized to take the action of the District Manager authorized in this Resolution.

9. The Controller, Assistant Controller, District Manager, and Assistant District Manager shall each be required to maintain an official bond for the faithful discharge of his or her duties in the amount of not less than \$50,000.00.
10. In the event the Board of Commissioners disapprove a warrant issued pursuant to this Resolution, the Controller will cause the disapproved claim to be recognized as a receivable of the District and shall pursue collection diligently until the amounts disapproved are collected or until the District Board of Commissioners is satisfied and approves the claim.
11. Bills and claims of the District not authorized to be paid in advance of Board approval pursuant to Sections 1 through 4 of this Resolution shall not be paid until after the same have been presented to and approved by a quorum of the District Board of Commissioners.
12. Notwithstanding the provisions in Sections 1 through 11 of this Resolution, if bills and claims that would not otherwise be authorized to be paid in advance of Board approval are prepared for presentation to the Board for consideration at a scheduled Regular Meeting or properly noticed Special Meeting of the Board and a quorum of the Board is not present at the scheduled time and place for such meeting, written approval by one member of the Board shall be sufficient to authorize payment of any such bills and claims prior to approval of the same by a quorum of the Board. In the event the authority to pre-pay bills and claims pursuant to this Section is exercised, then the provisions of Sections 7 and 10 of this Resolution shall be applicable to all such bills and claims.

ADOPTED, this 16th day of June, 2010, by the Board of Commissioners of the East Wenatchee Water District, Douglas County, WA at a regular meeting thereof.



Mike McCourt, President

ATTEST:



Terry Barnes, Secretary