

RESOLUTION NO. 698

A RESOLUTION OF THE BOARD OF COMMISSIONERS
OF BIRCH BAY WATER AND SEWER DISTRICT,
WHATCOM COUNTY, WASHINGTON, *OFF P.A.A.*
REPEALING RESOLUTION NOS. 453 AND 454, ~~CODE SECTION 2.08.010,~~ AND
APPOINTING
MEREDITH RILEY AS DISTRICT INTERIM FINANCE DIRECTOR

WHEREAS, on December 10, 1987, the District Board ("Board") approved Resolution No. 453, entitled "A Resolution of Birch Bay Water and Sewer District appointing Glenn Golay Treasurer"; and

WHEREAS, on January 14, 1988, the Board approved Resolution No. 454 entitled "Resolution of Birch Bay Water and Sewer District Authorizing the Manager to Act as District Treasurer in Certain Circumstances" and appointed the General Manager, D.P. Sizemore, as Assistant Treasurer; and

WHEREAS, the Board has determined that the position of District Treasurer should be included within a newly created position of District Interim Finance Director; and

WHEREAS, the Board authorizes the appointment of Meredith Riley to the position of District Interim Finance Director; and

WHEREAS, the Board finds that the District's present General Manager, Roger M. Brown, shall be appointed as Assistant Treasurer; and

NOW THEREFORE, BE IT RESOLVED by the Board of Commissioners of Birch Bay Water and Sewer District, Whatcom County, Washington as follows:

Section 1: District Resolution No. 453 is hereby repealed in its entirety.

Section 2: District Resolution No. 454 is hereby modified as follows:

- A. The first recital which reads "WHEREAS, the District has appointed GLENN GOLAY as its treasurer; and" shall be stricken.
- B. The word "these" shall be stricken from the second recital.
- C. "D.P. Sizemore" shall be replaced with "Roger M. Brown."

Section 3: The position of "District Interim Finance Director" is hereby established for a term of two (2) years from the date of this Resolution, the duties and responsibilities for which include that of District Treasurer and are fully set forth in Exhibit A hereto.

Section 4: Meredith Riley is hereby appointed to the position of District Interim Finance Director.

Section 5: BE IT FURTHER RESOLVED that any resolutions or parts of resolutions in conflict herewith are hereby repealed insofar as they conflict with the provisions of this resolution.

Section 6: If any section, subsection, sentence, clause or phrase of this Resolution is for any reason held to be invalid or unconstitutional, such decision shall not affect the validity of the remaining portions of this Resolution. The Board hereby declares that it would have passed this code and each section, subsection, sentence, clause and phrase thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses or phrases has been declared invalid or unconstitutional, and if, for any reason, this Resolution should be declared invalid, or unconstitutional, then the original Resolution shall be in full force and effect.

Section 7: This Resolution shall be effective immediately.

PASSED by the Board of Commissioners of Birch Bay Water & Sewer District, Whatcom County, Washington, at a regular meeting held the 27th day of January, 2011.



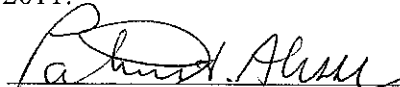
COMMISSIONER

COMMISSIONER



COMMISSIONER

THIS IS TO CERTIFY that the above is a true and correct copy of Resolution No. 698 of Birch Bay Water & Sewer District, Whatcom County, Washington, adopted at the regular meeting of the Board of Commissioners on January 27, 2011.


SECRETARY

BIRCH BAY WATER & SEWER DISTRICT

JOB TITLE: Interim Finance Director

General Function:

Under direction of the General Manager, the Interim Finance Director is responsible for review of internal controls and segregation of duties, while maintaining ongoing operations. Ongoing operations consist of effectively and efficiently managing the accounting, finance, and customer service functions of the District. He must verify the various bank and investment accounts and continuously review methods of operation for best results. He supervises the Accounts Receivable Clerks, supports the General Manager in human resources functions and serves as clerk for meetings of the Board of Commissioners. The Interim Finance Director is designated as the District's Treasurer per RCW 57.20.135.

Qualifications:

1. Ability to work in a team situation with management and other District staff to accomplish the overall goals of the District.
2. Ability to supervise, observe principles of personnel management and maintain confidentiality.
3. Must have a degree in Accounting, Business or related field.
4. Must have at least five (5) years of accounting/finance experience; three (3) years at a supervisory level.
5. Must be bondable.
6. A CPA license is desirable.
7. Must be familiar with office equipment and its operation; computer, printer, copy machine, etc.
8. Must have a valid Washington State Driver's license.

Duties and Responsibilities:

Interim Duties

1. Review existing internal controls and segregation of accounting and finance duties.
2. Make recommendations to the General Manager and assist with presentations to the Board of Commissioners on changes to accounting and finance duties.
3. Implement changes to internal controls and segregation of duties as directed by the General Manager, pursuant to District policy.
4. Review basis of accounting and make recommendations to the General Manager of any changes deemed advisable; implement changes to accounting basis as appropriate.
5. Review District policies and make recommendations to the General Manager on changes deemed necessary to conform to general accounting practices and State laws. Assist with presentations regarding recommendations to the Board of Commissioners.

Exhibit A

6. Ensure that all District financial policies and procedures are being followed.
7. Recommend job duties for a newly defined position as head of finance and accounting for the District.

Ongoing

1. Maintain effective communication between employees and management, and the District and its customers. This requires the ability to communicate orally and in writing and function as an effective team member.
2. Keep accounting books required by Washington State Law.
3. Manage investments to meet cash flow needs of the District, comply with District financial policies and optimize investment earnings.
4. Transfer funds as required to cover expenses of the District.
5. Supervise and reconcile GL accounts (monthly).
6. Maintain all cash funds and investment accounts.
7. Under direction of the General Manager, coordinate preparation of the annual budget and CIP.
8. Prepare monthly financial reports for the Commissioners, General Manager and District staff.
9. Prepare yearly financial reports.
10. Coordinate with the State Auditor's Office (SAO) to facilitate the audit; institute SAO recommendations as directed by the General Manager.
11. Monitor and ensure compliance with requirements of outstanding indebtedness.
12. Manage the preparation of payroll and maintain related employee records.
13. Maintain employee retirement records and complete monthly retirement reports.
14. Manage purchasing/invoice processing, claim and warrant preparation.
15. Maintain and update Fixed Assets records for purchases and deletions.
16. Prepare and report monthly Utility tax liability to the Department of Revenue.
17. Maintain the adjustment schedules for UBS and Assessment accounts.
18. Assist the General Manager in preparing for meetings of the Board of Commissioners; attend meetings and record minutes.
19. Supervise accounting, finance, and customer service staff.
20. Review rates and charges, with the assistance of consultants when needed, to maintain rates that are equitable and sufficient to meet District operational and future budget requirements.
21. Carry out other tasks as directed by the General Manager. These include but are not limited to supporting the General Manager in carrying out human resources functions and serving as the District's ADA Coordinator.
22. Maintain public official bond as required by RCW 57.20.135.

Term of Position

This interim position will run for two (2) years from the date of appointment, unless otherwise directed by the Board of Commissioners. The person filling this interim position will not be eligible for other District employment, unless otherwise directed by the Board of Commissioners.