

RESOLUTION NO. 710

A RESOLUTION OF THE BOARD OF COMMISSIONERS  
OF BIRCH BAY WATER AND SEWER DISTRICT,  
WHATCOM COUNTY, WASHINGTON, AUTHORIZING AND GOVERNING PAYMENTS AND TRANSFERS OF  
DISTRICT FUNDS

**WHEREAS**, the Board of Commissioners ("Board") is the governing body of the Birch Bay Water & Sewer District ("District"); and

**WHEREAS**, the powers of the Board are enumerated in R.C.W. 57.08.005 and reside with the Board unless lawfully delegated, and

**WHEREAS**, the Board has delegated to the District's General Manager the responsibility to manage the District on its behalf; and

**WHEREAS**, the Board has in addition delegated certain financial responsibilities to the General Manager through its adoption of the Budget and CIP documents and its approval of contracts for indebtedness and employment contracts; and

**WHEREAS**, the General Manager reports to the Board of Commissioners and all other District employees are subordinate to the General Manager; and

**WHEREAS**, on December 10, 1987, the Board of Commissioners adopted Resolution 453 establishing the District Treasurer position effective January 1, 1988, pursuant to R.C.W 57.20.135; and

**WHEREAS**, R.C.W. 57.20.135 provides that District Treasurer shall possess all of the powers, responsibilities and duties of, and shall be subject to the same restrictions as provided by law for, the county treasurer with regard to a district, and county auditor with regard to district financial matters; and

**WHEREAS**, at the time the treasurer function was established at the District, the Board of Commissioners determined that, in order to provide for adequate internal control of District finances, it was necessary to duplicate certain financial functions associated with the county auditor and assign said functions to the General Manager; and

**WHEREAS**, the Board deems it appropriate to set forth said assignments of duties in the form of a resolution;

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

Section 1: Treasurer Payment Duties. The Treasurer shall sign account payable warrants after the Board approves vouchers for those warrants. The Treasurer shall execute payments for bonded indebtedness by wire transfer and present them for Board approval after payment is made. The Treasurer shall sign warrants for payroll pursuant to Board-approved employment contracts and the Budget document and present them for Board approval in the form of a payroll register after payment is made. The Treasurer shall execute payments by wire transfer for federal and state taxes pursuant to the Budget document and state and federal laws and present such payments for Board approval after payment is made. The

Treasurer shall propose transfers within the Maintenance Fund and present them for General Manager approval before the transfer has been made.

Section 2: General Manager and Treasurer Audit, Attestation and Payment Duties. The General Manager and Treasurer shall both audit all claims against the District and shall attest to all warrants and wire transfers prior to the Treasurer's presentation of such claims, warrants and wire transfers for Board approval. Both the Treasurer and General Manager shall attest to all wire transfers for payment of bonded indebtedness prior to payment being made. Both the Treasurer and General Manager shall attest to all transfers within the Maintenance Fund prior to the transfers. The General Manager may sign warrants in the Treasurer's absence. The General Manager may delegate his authority to audit claims, sign warrants and attest to warrants and wire transfers to the Assistant General Manager as the General Manager deems appropriate for effective and efficient management of the District.

Section 3: 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 4: 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 5: 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 13 day of October, 2011.

  
COMMISSIONER

  
COMMISSIONER

  
COMMISSIONER

THIS IS TO CERTIFY that the above is a true and correct copy of Resolution No. 710 of Birch Bay Water & Sewer District, Whatcom County, Washington, adopted at the regular meeting of the Board of Commissioners on October 13, 2011.

  
SECRETARY