

RESOLUTION NO. 2023-01

**RICE CREEK WATERSHED DISTRICT
BOARD of MANAGERS**

**REVISING ACCOUNTING, FUNDS MANAGEMENT and INVESTMENT MANUAL and
AMENDING BYLAWS to PERMIT CHECKS to be SIGNED BEFORE BOARD APPROVES
DISBURSEMENT**

Manager Hagamen offered the following resolution and moved its adoption, seconded by Manager Haller :

WHEREAS the Rice Creek Watershed District maintains a Financial and Accounting Manual ("Manual") that specifies authorities and procedures to receive revenues, disburse payments, maintain accounts and manage District funds;

WHEREAS the District Board of Managers reviews the Manual from time to time, to ensure that actual and mandated procedures remain aligned and continue to conform to best practices;

WHEREAS the District administrator, in consultation with the District accountant and counsel, has prepared revisions to the Manual to achieve these goals, and to incorporate, as well, policies for District investment of funds to ensure that authorities to manage investments are clearly designated and that investments conform to legal requirements set forth at Minnesota Statutes chapter 118A;

WHEREAS at its December 12, 2022 workshop meeting, the Board reviewed the proposed Manual revisions and, with further limited changes, finds that the authorities and procedures as established in the revised Manual are sound and appropriate;

WHEREAS in the course of review, the District administrator noted that the present protocol for electronic processing of disbursements provides for the Board Treasurer to electronically sign checks and for those checks to be held for disbursement until Board approval, but that the District Bylaws, at Article V, Section 4, states that the Treasurer is to execute checks at the request of the Board;

WHEREAS in accordance with the Bylaws, on December 12, 2022 notice was given to all managers of a proposed amendment to allow for the Treasurer to sign checks electronically before Board approval of disbursement; and

WHEREAS on advice of the District accountant, the Board finds that it accords with the general practice of public agencies to electronically sign checks before disbursal approval, and that with procedures to prevent premature disbursement, such a practice is sound;

THEREFORE BE IT RESOLVED that the Board of Managers hereby adopts the revised Manual, renamed the "Accounting, Funds Management and Investment Manual," as presented in the January 9, 2023 meeting packet and appended hereto;

BE IT FURTHER RESOLVED that the Board hereby amends the District Bylaws, Article V, Subsection 4(e), to read as follows:

Treasurer: The Treasurer shall have the care and custody of the funds and securities and shall disburse the funds of RCWD as may be ordered from time to time by the Board. The Treasurer shall keep or cause to be kept full and accurate accounts of receipts and disbursements in books belonging to RCWD, and shall deposit all monies, securities and other valuable effects of the RCWD in the name and to the credit of the RCWD in such depositories as may be designated from time to time by the Board. Except to the extent that some other person or persons may be specifically authorized by the Board to do so, the Treasurer shall make, execute, and endorse all checks and other commercial paper on behalf of RCWD when requested by the Board and shall perform such other duties as may be prescribed by the Board. Checks may be executed before Board approval but the Treasurer shall oversee procedures to prevent premature disbursement.

The question was on the adoption of the Resolution and there were 21 yeas and 0 nays as follows:

	<u>Yea</u>	<u>Nay</u>	<u>Absent</u>
BRADLEY	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
WAGAMON	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
WALLER	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
WEINANDT	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Upon vote, the Chair declared the Resolution passed.



Marcia A. Weinandt, Secretary

Dated: January 11, 2023

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I, Marcia A. Weinandt, Secretary of the Rice Creek Watershed District, do hereby certify that I have compared the above resolutions with the original thereof as the same appears of record and on file with the District and find the same to be a true and correct transcript thereof.

IN TESTIMONY WHEREOF, I hereunto set my hand this 11th day of January 2023.



Marcia A. Weinandt, Secretary