

RESOLUTION NO. 2023-02

**RICE CREEK WATERSHED DISTRICT
BOARD of MANAGERS**

**AMENDING BYLAWS and DELEGATING CERTAIN SIGNING & DISBURSEMENT AUTHORITY TO
THE DISTRICT ADMINISTRATOR**

Manager Weinandt offered the following Resolution and moved its adoption, seconded by Manager Robertson

WHEREAS the Rice Creek Watershed District ("District") Bylaws, at Section V.6, states: "All checks, drafts, or other orders for the payment of money, notes or other evidences of indebtedness issued in the name of RCWD shall be signed by two members of the RCWD Board of Managers."

WHEREAS the District maintains an Accounting, Funds Management and Investment Manual ("Manual") that specifies authority and procedures for receiving revenues, disbursing payments, maintaining accounts and managing District funds;

WHEREAS the Manual describes the procedure by which payments due are brought before the District Board of Managers ("Board") for approval before they are disbursed;

WHEREAS the Board affirms the importance of reserving to itself the authority to approve District disbursements when that action implicates a District policy choice in pursuing its water resource goals, is meaningful to ensure District accountability for expenditures, or is legally mandated;

WHEREAS disbursements in the realm of District operations, in accordance with the approved budget and authorized contractual commitments, typically do not implicate policy judgments, are accountable in their regularity, and are not by law reserved to the Board, but rather are principally to maintain facilities and equipment, administer human resources, and protect assets;

WHEREAS District resources may be used efficiently and timely District payments ensured by placing disbursements that meet the above criteria within the authority of the District administrator;

WHEREAS in accordance with the Bylaws, on January 9, 2022 notice was given to all managers of a proposed amendment to allow the Board to delegate certain limited check-signing authority to the District administrator;

THEREFORE BE IT RESOLVED that Article V, Section 6 of the Bylaws is revised to read:

Article V, Section 6. AUTHORIZED SIGNATORIES BY MANAGERS: All checks, drafts, or other orders for the payment of money, notes or other evidences of indebtedness issued in the name of RCWD shall be signed by two members of the RCWD Board of Managers, except that the Board, by resolution, may delegate to the District Administrator the authority to sign checks and authorize disbursements for certain categories of operational or administrative expenditures within the Board-approved budget. Checks may be endorsed through electronic signature.

BE IT FURTHER RESOLVED that the Board of Managers hereby authorizes the District administrator, on behalf of the District, to sign and disburse payments within the approved budget and pursuant to an authorized contract, for the following:

- a. Office lease payments
- b. Utility service payments
- c. Equipment and vehicle lease payments and repair costs
- d. Auto, property, liability, and workers compensation insurance premiums
- e. Fringe benefits and other payroll related items
- f. Staff training fees, dues and subscriptions
- g. Employee reimbursements for prior-authorized purchases
- h. License and permit fees to governmental agencies
- i. Postal and publication fees and costs associated with giving notice in proceedings and official actions
- j. Debt service payments pursuant to bond or loan schedules

BE IT FURTHER RESOLVED that the Manual is amended to incorporate this authorization, and that the District administrator shall note this resolution in the Manual accordingly;

BE IT FURTHER RESOLVED that the District administrator will report to the Board monthly as to disbursements made under this authority; and

BE IT FINALLY RESOLVED that the District administrator shall bring any payment authorized here for Board approval when, in the administrator's judgment, it raises a question of policy, accountability, or legal compliance appropriate for Board consideration.

The question was on the adoption of the Resolution and there were 4 yeas and 1 nays as follows:

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

Upon vote, the Chair declared the Resolution passed.

J. Robertson
Jessica Robertson, Secretary

Dated: March 8, 2023

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I, Jessica Robertson, 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 8th day of March 2023.

J. Robertson
Jessica Robertson, Secretary