

**SILVER LAKE WATER AND SEWER DISTRICT  
SNOHOMISH COUNTY, WASHINGTON  
RESOLUTION NO. 829**

**A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE SILVER LAKE WATER AND SEWER DISTRICT, SNOHOMISH COUNTY, WASHINGTON, AMENDING CHAPTER 4.05.030, ENTITLED "CREDIT CARDS", OF THE DISTRICT CODE**

**WHEREAS**, RCW 57.08.005 provides certain powers to the Silver Lake Water and Sewer District's ("District") Board of Commissioners including the authority to construct, acquire, operate, and maintain systems of water supply, wastewater collection, transmission and treatment, drainage systems and street lighting systems, and the authority to fix and collect rates and charges to provide for such systems; the authority to contract with individuals, associations and corporations, the State of Washington, and the United States; to employ such persons as are needed to carry out the District's purposes and fix salaries and any bond requirements for those employees; to contract for the provision of engineering, legal, and other professional services as in the Board of Commissioner's discretion is necessary in carrying out their duties; to loan and borrow funds and to issue bonds and instruments evidencing indebtedness under Chapter 57.20 RCW and other applicable laws; to transfer funds, real or personal property, property interests, or services subject to RCW 57.08.015; and

**WHEREAS**, the District's Board of Commissioners find that credit/purchasing card purchases and on-line banking services are more efficient and provide better tracking of transactions than petty cash or a travel advance fund; and

**WHEREAS**, the Washington State Auditor has recommended the District adopt a credit card use agreement as a condition of issuing a credit card to a specific employee; and


**WHEREAS**, the District's Board of Commissioners finds that the adoption of certain Financial Management Policies that govern the use of credit/purchasing cards, on-line banking services, and impressed (working) funds to authorize their use and limitation to business of the District, will provide clear guidelines to staff and better protect District resources; now, therefore,

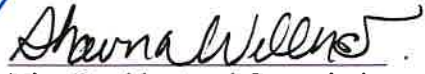
**BE IT RESOLVED** by the Board of Commissioners of the Silver Lake Water and Sewer District, Snohomish County, Washington as follows:

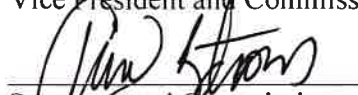
**Section 1:** Chapter 4.05.020, Subsection (1) and (2), of the District's Code, entitled "Credit cards", are amended as set forth in Exhibit 1, attached hereto and incorporated by reference.

**Section 2:** This resolution shall be effective on May 13, 2022.

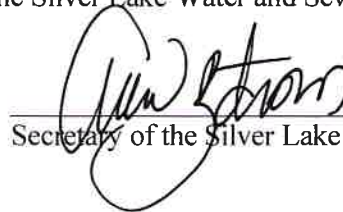
**ADOPTED** by the Board of Commissioners at a public meeting of the Silver Lake Water and Sewer District, Snohomish County, Washington this 12<sup>th</sup> day of May 2022.

  
\_\_\_\_\_  
President and Commissioner

  
\_\_\_\_\_  
Vice President and Commissioner

  
\_\_\_\_\_  
Secretary and Commissioner

**I CERTIFY** the above to be a true and correct copy of Resolution No. 829 adopted by the Board of Commissioners of the Silver Lake Water and Sewer District this 12<sup>th</sup> day of May 2022, as said Resolution appears in the records of the Silver Lake Water and Sewer District.

  
\_\_\_\_\_  
Secretary of the Silver Lake Water and Sewer District

## **EXHIBIT 1 TO RESOLUTION NO. 829**

### **Chapter 4.05.030 Credit cards**

Amended Chapter 4.05.030 Subsection (1) and Subsection (2)

#### **4.05.030 Credit cards.**

(1) The general manager is authorized to issue a credit/purchasing card in the name of a specific district employee. Employees that have a credit card issued in their name shall be required to sign a Credit Card Use Agreement. The Credit Card Use Agreement will outline the employee's responsibilities and authorized uses of the credit card. The Board of Commissioners may amend the Credit Card Use agreement by action of the Board. The finance manager shall not be issued a credit/purchasing card under their name.

(2) The general manager is authorized to issue four general purpose credit/purchasing cards: travel card "A," travel card "B," travel card "C," and standby duty. The standby duty credit/purchasing card may be issued to the district employee serving on standby duty. Travel cards "A," "B" and "C" shall be retained in the district's safe and issued as needed to employees or commissioners. Employees and commissions are responsible to use the District's credit card as outlined in these financial management policies. The finance manager may be issued a travel card for specific business purposes by the general manager or designee.