

KITSAP COUNTY SEWER DISTRICT NO. 7

KITSAP COUNTY, WASHINGTON

RESOLUTION NO. 1

A RESOLUTION of the Board of Commissioners of Kitsap County Sewer District No. 7, Kitsap County, Washington, to establish rules and procedures for the operation of the Board of Commissioners and the District.

Section I. Meetings.

- a. A regular meeting of the Board of Commissioners shall be held on the second and fourth Mondays of each month.
- b. A special meeting of the Boards of Commissioners to transact urgent business may be called at the discretion of the President of the Board.

Section II. Compensation. Each commissioner may be compensated to the amount of Twenty Dollars (\$20.00) for each day or major part thereof devoted to the business of the district in accordance with RCW 56.12.010.

Section III. Supplies and Equipment. An official seal, file cabinet, cash box, stamps, RCQ 56, receipt book, account cards, property cards, statements, vouchers and other office supplies necessary for the efficient operation of district office will be obtained.

Section IV. Records, files and bookkeeping. The secretary shall maintain the necessary records, files and bookkeeping for the operation of the district as approved by the Auditor of the State of Washington.

Section V. Statements. Statements shall be furnished the owners of the property using the sewer ten days prior to the date the service charge is due.

Section VI. Deposits. A change fund not to exceed Ten Dollars (\$10.00) may be maintained by the secretary for change purposes. Funds in excess of this amount shall be deposited

to the Sewer District account at the Bainbridge Island Bank. All funds in this account shall be remitted to the Treasurer, Kitsap County, Port Orchard, Washington, on the twentieth day of each month, provided that this date is not a Sunday or holiday, if so, the funds must be remitted on the following day.

Section VII. Vouchers. Vouchers presented for approval for payment shall be processed at each regular meeting of the Board and forwarded to the Auditor, Kitsap County, Port Orchard, Washington, if approved. If disallowed, they shall be returned to the claimant.

ADOPTED by the Board of Commissioners of Kitsap County Sewer District No. 7, Kitsap County, Washington, at a special meeting thereof, this 2<sup>nd</sup> day of December, 1964.

*Jack Hoodmuggle*  
President and Commissioner

*Elmer Stinson*  
Secretary and Commissioner

*Harley W. Walker*  
Commissioner