

LAKE CHELAN RECLAMATION DISTRICT

MANSON, WASHINGTON

RESOLUTION 2012-03

A Resolution to Authorize Adjustments by Billing Clerk

WHEREAS, the Lake Chelan Reclamation District is a quasi-municipal corporation organized under Title 87 RCW for the benefit of its users; and

WHEREAS, the Secretary-Manager is in charge of assigning personnel to their day-to-day duties; and

WHEREAS, the Billing Clerk is primarily the person responsible for the keeping of customer accounts; and

WHEREAS, in some instances adjustments to accounts are warranted due to unforeseen circumstances;

NOW, THEREFORE, BE IT RESOLVED, in order to expedite the adjustment of accounts, the District Billing Clerk shall be authorized to make adjustments up to twenty-five dollars as long as the adjustments conform to all established District policy, and

BE IT FURTHER RESOLVED, that adjustments exceeding the amount of twenty-five dollars shall be approved in writing by the Secretary-Manager.

Adopted this 14th day of February 2012 at the regular meeting of the Board of Directors.

LAKE CHELAN RECLAMATION DISTRICT

By: _____
President

ATTEST: _____
Secretary