

LAKE CHELAN RECLAMATION DISTRICT

MANSON, WASHINGTON

**RESOLUTION 2016-05**

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 fifty dollars as long as the adjustments conform to all established District policy, and

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

This resolution supersedes and replaces Resolution 2012-03 adopted February 14<sup>th</sup>, 2012. Resolution 2016-05 adopted this 8<sup>th</sup> day of March, 2016 at the regular meeting of the Board of Directors.

LAKE CHELAN RECLAMATION DISTRICT

By: \_\_\_\_\_  
President

ATTEST: \_\_\_\_\_  
Secretary