

**RESOLUTION NO. 2020-09**

**ADOPTING PROCEDURES FOR PAYMENT OF DISBURSEMENTS**

**PURISSIMA HILLS WATER DISTRICT**

WHEREAS, Section 31302 of the California Water Code requires that the Board of Directors authorize the payment of all disbursements, claims, and warrants (“disbursements”); and

WHEREAS, Section 53910 of the Government Code authorizes the Board to adopt procedures concerning the payment of disbursements it deems convenient, efficient and in the public interest; and

WHEREAS, the Board practice is that each month, prior to the Board’s approval of the disbursements at the monthly Board meeting, one director reviews and approves each disbursement, and signs each non-payroll-related check for payees receiving at least \$1000 that month; and

WHEREAS, some of the District’s disbursements are due before the monthly Board meeting, and a delay in the payment of these disbursements will result in a late charge, penalty, and/or interest charges; and

WHEREAS, the Board desires to adopt procedures regarding the payment of disbursements to avoid late fees, penalties, and interest charges that may be imposed for delays in payments.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of Purissima Hills Water District hereby adopts the following procedures for the payment of disbursements:

A. All disbursements will be presented to the Board for authorization prior to payment except as provided in paragraph B below.

B. The General Manager, after obtaining authorization from the Director responsible for reviewing and approving the disbursements, may pay any disbursements that will come due before the monthly Board for the following: (1) retirement, health and medical benefits; (2) claims from recurring vendors; and (3) fees for utility and government services and (4) unanticipated emergency situations that must be remedied immediately in order to maintain District operations.

C. The General Manager shall submit all disbursements paid pursuant to paragraph B to the Board for ratification at the earliest regular Board meeting following payment.

D. The Director responsible for reviewing and approving disbursements may delegate the task of counter-signing checks to the **Operations Manager** for any payee receiving less than \$1000 that month, and for payroll-related checks.

PASSED AND ADOPTED this 18th day of November 2020, by the following votes:

AYES:

NOES:

ABSENT:

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President, Board of Directors  
Purissima Hills Water District

ATTEST:

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Secretary of the District