

**BELFAIR WATER DISTRICT
RESOLUTION NO. 12-11**

RESOLUTION AUTHORIZING EMPLOYEE PAY DRAWS

Background:

WHEREAS, Belfair Water District has statutory authority to employ employees and to establish wages and salaries for such employees (RCW 57.08.005(13)).

WHEREAS, the District process payroll for its employees on a monthly basis and believes that a monthly payroll system is the most efficient and cost effective method of processing payroll.

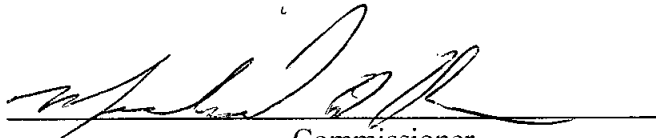
WHEREAS, District employees have traditionally received a mid month draw on earned wages in order to receive a portion of the employee's earned wages prior to the payroll date.

WHEREAS, State law prohibits the District from loaning funds to its employees and the District wishes to formalize its mid month draw procedures to insure that employees are prohibited from drawing earned wages in an amount in excess of wages earned at the time of the draw.

Resolution: NOW THEREFORE, BE IT RESOLVED, that the Board of Commissioners of Belfair Water District hereby authorizes District staff to process mid month wage draws for employees that request such draws subject to the following restriction.

1. The total draw amount per employee shall not exceed an amount equivalent to the net wages earned (as adjusted for estimated taxes and other payroll withholding) by the employee at the time the wage draw is approved by the Board.

Adoption: ADOPTED at a regular meeting of the Board of Commissioners of Belfair Water District on November 13, 2012 the following Commissioners being present and voting:


Commissioner


Commissioner


Commissioner