

SEWER AUTHORITY MID-COASTSIDE
RESOLUTION NO. 3-2004

RESOLUTION CONCERNING SIGNING OF CHECKS

WHEREAS, the Board of Directors of the Sewer Authority Mid-Coastside finds and determines that it is in the public interest to adopt a procedure for signing checks.

NOW THEREFORE, BE IT RESOLVED by the Board of Directors the of Sewer Authority Mid-Coastside, as follows:

(1) No Sewer Authority Mid-Coastside check shall be signed until the Board of Directors has approved the expenditure for which the check is issued, pursuant to an agenda item at a meeting of the Board, except as outlined in Section (2) below.

(2) Sewer Authority Mid-Coastside checks which the Manager constitutes as requiring immediate, rapid distribution for setup, such as an emergency project (i.e., retainer or materials fees), or setup fees for employee benefits/training programs (i.e. dental, vision or medical program) and these obligations are out of the monthly Board meeting timeframe, requiring processing prior to the next regular Board of Directors meeting. In these instances checks may be signed without prior approval pursuant to Section (1) above. A notation to the Board apprising them of checks that are signed and distributed prior to the monthly public Board meeting will be reported in the monthly Disbursement Report.

(3) Each Sewer Authority Mid-Coastside check shall be signed by the authorized signatories, one whom shall be a Director and one of whom shall be the Manager.

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I hereby certify that the foregoing is a full, true and correct copy of the Resolution duly and regularly passed and adopted by the Board of Directors of the Sewer Authority Mid-Coastside, at a meeting thereof held on 24th day of MAY, 2004, by the following vote:

AYES : and in the favor thereof:	Directors: Ptacek, Woren, Boyd, Ferreira, McGraw, McCausland.
NOES:	Directors NONE.
ABSTAIN:	Directors: NONE.
ABSENT:	Directors NONE.



Chairman

COUNTERSIGNED:



SAM Board Secretary