

**RESOLUTION 23-10-04  
COMFORT LAKE-FOREST LAKE WATERSHED DISTRICT  
BOARD of MANAGERS**

**Revising Internal Controls Manual and Credit Card Policy**

Manager \_\_\_\_\_ offered the following resolution and moved its adoption, seconded by Manager \_\_\_\_\_:

**WHEREAS** on August 27, 2015, the Comfort Lake-Forest Lake Watershed District (“District”) Board of Managers (“Board”) adopted an Investment and Depository Policy and Procedures and Internal Controls Manual (Policy No. 1000-3) and a Credit Card Policy (Policy No. 1000-5);

**WHEREAS** in the interest of the efficient conduct of District business and the sound management of District funds, the Board is revising these two policies;

**THEREFORE BE IT RESOLVED** that:

- The District Administrator is the account administrator for the District’s credit card account;
- The Board Treasurer, during his or her term of office, is an authorized credit card user;
- The District Administrator, in his or her judgment, may designate one or more District staff as an authorized credit card user;
- The District Administrator, in his or her judgment, may authorize one or more District staff to have viewing authority as to any District financial account.

**BE IT FURTHER RESOLVED** that the District Administrator is to amend the two cited policies to reflect these revisions.

The question was on the adoption of the resolution and there were \_\_\_ ayes and \_\_\_ nays as follows:

	<u>AYE</u>	<u>NAY</u>
Jackie Anderson		
David Bakke		
Christopher Loth		

Stephen Schmaltz		
Douglas Toavs		

The Chair declared the resolution adopted.

Dated: October 12, 2023

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David Bakke, Secretary

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I, David Bakke, Secretary of the Comfort Lake - Forest Lake Watershed District Board of Managers, do hereby certify that I have compared the above resolution with the original thereof as the same appears on record and on file in the District's offices and find the same to be a true and correct copy thereof.

**IN TESTIMONY WHEREOF**, I have hereunto set my hand this \_\_\_\_ day of October, 2023.

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David Bakke, Secretary