



# Wenatchee Reclamation District

## BYLAWS

### **ARTICLE I - AUTHORIZING LEGISLATION**

Wenatchee Reclamation District ("District") is organized, formed and governed by Chapter 87.03 of the Revised Code of Washington (RCW), and applicable State Law. As authorized by RCW 87.03.115, the following bylaws are adopted for Wenatchee Reclamation District.

### **ARTICLE II - MISSION STATEMENT**

**The District exists to deliver irrigation water, and to promote related irrigation water activities as authorized by Washington State law safely, efficiently, reliably and economically, for the maximum benefit of the water users.**

### **ARTICLE III - PLACE OF BUSINESS**

The principal place of business is the District's office at 514 Easy Street, Wenatchee WA 98801. The mailing address is the same.

### **ARTICLE IV - MEETINGS**

The Directors of the District meet on the second Thursday of each month to conduct the business of the District. If a regularly-scheduled meeting falls on a legal holiday, it will be held the following regular business day. A Board meeting will be held on the third Monday in December to meet the statutory requirement to canvass the annual District election on the Monday following an election. Meetings will commence at 8:00 a.m. at the District's office.

Special meetings may take place as authorized by RCW 87.03.115 and RCW 42.30. Absent an emergency, notice of any special meeting will be posted at the entrance of the District Office -no less than 24 hours prior to the start of the special meeting setting forth the date and purpose of the special meeting in compliance with the Open Public Meetings Act, RCW 42.30. Emergency meetings may be called by the Board President or by a majority of the Board.

The Board will assemble and perform its duties in accordance with RCW 87 and RCW 42.30.

Board meetings shall be conducted in a respectful and orderly manner, under direction of the Board President.

## **ARTICLE V - TERMS AND DUTIES**

The Board is comprised of three Director positions with each Director having a three-year term. A current list of Directors and their terms is kept by the Secretary of the District at the District's office.

Elections shall be in accordance with RCW Chapter 87.03. Replacement of a Director shall be performed in compliance with RCW Chapter 87.03.

The Directors shall meet annually to elect a President from their number.

The Board shall confirm the appointment of the Secretary, claims agent, and any other functionaries or officers necessary to fulfill the duties of the District. Any person appointed as a District officer shall serve in that capacity until he/she leaves WRD employment or the Board determines to appoint a different person to the office.

The Board shall have the power and duty to adopt a Seal of the District, authorize the District Manager to execute all necessary contracts, establish and maintain equitable bylaws and policies for governing and managing the District, and for equitable distribution of available water supply to irrigable lands within the District.

A majority of the Directors (at least two) shall constitute a quorum for the transaction of business and concurrence shall be by majority vote of the quorum present.

To assure no assembly of a quorum of Directors at non-WRD meetings, annually the President may appoint up to two directors to attend relevant meetings of the following organization.

- WSWRA (Washington State Water Resource Association)

Those who are to attend Board meetings include, in addition to the Board members, the District Manager, the District Secretary, and the District's attorney (when requested to be present). No one but Board members shall be entitled to a vote.

## **ARTICLE VI - PRESIDENT**

The President of the Board of Directors shall preside at all meetings. The President shall sign Board meeting minutes which have been approved by the Board of Directors by motion duly adopted. The President may sign any document which has been approved by the Board of Directors by motion duly adopted and recorded in the official minutes of the District, unless delegated to the District Manager, District Secretary, or a designee. Adopted Resolutions shall be signed by all Directors in attendance.

**ARTICLE IX - DISTRICT MANAGER AND DISTRICT SECRETARY** The District Manager shall serve until he/she leaves WRD employment or the Board elects to appoint a different person to that office.

The District Manager shall manage the administrative and operational functions of the District and oversee the engineering and field operation functions. The District Manager shall also be responsible for acquiring and supervising a staff, developing and managing the annual budget, developing relations with the rate payers and governmental agencies, coordinating legal activities, maintaining a quality assurance and safety program, ensuring compliance with environmental regulations, developing long-range strategic plans and implementing policies as directed by the Board.

The District Secretary shall keep the minutes of all meetings of the Board of Directors, shall issue all calls for meetings, prepare the agenda for the meetings, issue call for elections and supervise the same. The District Secretary shall prepare the assessment roll, deliver it to the Board, give notice of the meeting of the Board of Equalization, complete the Assessment Roll and deliver it to the Board of Directors in accordance with Chapter 87.03 RCW.

The District Secretary shall see to the collection of tolls, fees, charges, assessments and other monies assessed by the District. The District Secretary shall keep the books and records of the District, process payments owed by the District and keep the Board of Directors informed of the financial condition of all accounts. The District Secretary shall perform such other duties as may be required by law or requested by the Board of Directors.

#### **ARTICLE VII - ASSISTANT SECRETARY**

The Assistant Secretary shall, in the absence of the District Secretary, carry on the duties and powers of that office.

#### **ARTICLE VIII - POLICIES**

The Board shall, from time to time, make, alter or amend Board Policies for the distribution and use of water to lands that the District serves as may be necessary to ensure the just and equitable distribution of water within the District and concerning such other functions as may be properly exercised by the Board.

The District Manager will establish administrative procedures consistent with Board policies providing standards for the business conducted. These procedures will be in the "District Rules and Regulations," which are available for public review during all regular working hours.

#### **ARTICLE IX - PURCHASING RESTRICTIONS**

As per RCW 87.06.080(3), no officers or employees of the District may purchase property being sold for the nonpayment of assessments.

Personal or real property owned by the District having been declared surplus property not required for the operation and maintenance of the District may be purchased by District employees.

The Board shall approve bid proposals for construction work or purchase of major equipment and supplies beyond the signature authority of District management. RCW 87.03 shall govern bidding procedures.

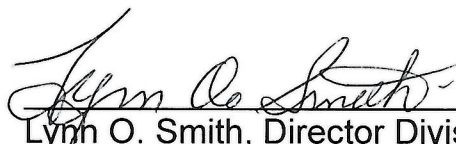
**AMENDING THE BYLAWS**

The Bylaws may be revised at any time deemed necessary as presented to and approved by the Board of Directors.

Confirmed by the Wenatchee Reclamation District Board of Directors this 9 day of June 2020.



Beau VanWinkle, Director Division 1



Lynn O. Smith, Director Division 2

\_\_\_\_\_  
, Director Division 3

Attest:   
Alice M. Meyer, District Secretary