

**WEST SOUND UTILITY DISTRICT  
RESOLUTION 550-15**

**A RESOLUTION OF THE  
WEST SOUND UTILITY DISTRICT BOARD OF COMMISSIONERS  
ESTABLISHING A UNIFORM ADMINISTRATIVE CODE BOOK**

**WHEREAS**, West Sound Utility District Board of Commissioners has historically approved District policy through the adoption of resolutions; however, the District does not have a central and uniform location for identifying all of the District's current policies; and

**WHEREAS**, the District seeks to provide members of the public, as well as District staff and elected officials, with a compilation of District policy in one place organized by subject rather than in chronological order; and

**WHEREAS**, as the District's Board of Commissioners changes policies through the adoption of resolutions, a uniform Administrative Code book would be updated; NOW, THEREFORE

**THE BOARD OF COMMISSIONERS OF WEST SOUND UTILITY DISTRICT HEREBY RESOLVES:**

**Section 1. Adoption of Compilation**

The "West Sound Utility District Administrative Code ("Code") is adopted on the effective date of the resolution codified in this Title. This code may be amended by resolution of the District's Board of Commissioners ("Board").

**Section 2. Maintenance by General Manager**

The District General Manager shall, with the assistance of the District's Clerk of the Board, maintain the official compilation of the West Sound Utility District Administrative Code in at least one copy, and shall make the same available to the public upon request.

**Section 3. Title--Citation—Reference**

The "West Sound Utility District Administrative Code" may also be referred to herein as the "Code". It shall be sufficient to refer to it as the West Sound Utility District Administrative Code in any suit for violation of any provision of it, or in any other legal proceeding. It shall be sufficient to designate any resolution adding to, amending, correcting or repealing all or any part or portion hereof as an addition to, amendment of, correction or repeal of a portion of the West Sound Utility District Administrative Code. Further reference may be had to the title, chapters, sections and subsections of the West Sound Utility District Administrative Code and such references shall apply to that numbered title, chapter, section or subsection as it appears in the Code

**Section 4. Reference Applies to Amendments**

Whenever any reference is made to this Code or to any resolution of the District, the reference shall apply to all amendments of this code or of such resolution. Amendments to this Code shall not require re-adoption of the Code.

**Section 5. Resolutions Passed Prior To Adoption of Code**

The last resolution included in the initial compilation of the code is Resolution No. 542-15, approved on May 11, 2015.

**Section 6. Title, Chapter and Section Headings**

Title, chapter and section headings contained in the code shall not be deemed to govern, limit, modify or in any manner affect the scope, meaning or intent of the provisions of any title, chapter or section of the code.

**Section 7. Reference to Specific Resolutions**

The provisions of this Code shall not in any manner affect matters of record, which matters refer to or are otherwise connected with resolutions still in effect which are specifically designated by number and which have been included within this Code. Reference to such resolutions shall be construed to apply to the corresponding provisions contained within this Code.

**Section 8. Resolutions Passed Prior to Adoption of the Code**

All resolutions passed prior to the adoption of this Code shall remain in full force and effect unless modified or rescinded by a later resolution.

**Section 9. Resolutions Not Codified**

As this Code is intended to be the general administrative code of the District, not all resolutions and written policy pronouncements adopted by the Board of Commissioners are codified herein. All resolutions and written policy pronouncements not codified herein are available for public inspection and copying at the main business office of the District during regular business hours.

**Section 10. Severability**

If any provision or provisions of this code shall be held to be invalid, such decision shall not affect the validity of the remaining portions of this code.

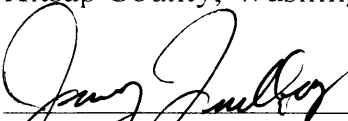
**Section 11. Resolution Conflicts**

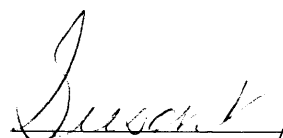
This resolution supersedes any conflicting Resolution to the extent of such conflict.

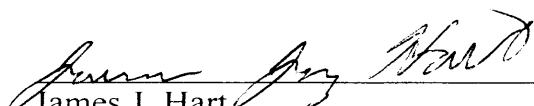
**APPROVED and ADOPTED** by the Board of Commissioners of West Sound Utility District at a Board meeting scheduled on June 22, 2015.

**WEST SOUND UTILITY DISTRICT**

Kitsap County, Washington

  
\_\_\_\_\_  
Jerry Lundberg  
Chairperson

  
\_\_\_\_\_  
Susan Way  
Vice Chairperson

  
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James J. Hart  
Secretary