

**FRUITLAND SPECIAL SERVICE DISTRICT**

**RESOLUTION NO. 2025-01 Title Change**

**A RESOLUTION FORMALLY ESTABLISHING THE TITLE “DISTRICT CLERK / ADMINISTRATIVE DIRECTOR” AND CONFIRMING THE DELEGATION OF ADMINISTRATIVE DUTIES**

WHEREAS, the Fruitland Special Service District (“District”) has historically operated with limited administrative staff, requiring the District Clerk to perform both traditional clerk functions and extensive administrative, financial, compliance, and operational duties; and

WHEREAS, Section 3.2.1 of the District Bylaws requires that the Chair of the Board serve as the District Manager, and Section 3.5.1 requires that the Clerk and District Manager remain separate titled officers; and

WHEREAS, Section 3.3 of the Bylaws authorizes the District Manager to delegate administrative or operational duties as necessary for the functioning of the District; and

WHEREAS, the Board adopted Resolution 2025-A5 on November 13, 2025, clarifying that the District Clerk may perform administrative and managerial duties under the delegation of the District Manager; and

WHEREAS, the current Clerk position includes substantial administrative, financial, operational, compliance, state reporting, project coordination, and customer-facing responsibilities that exceed the scope of a traditional clerk position; and

WHEREAS, the Board finds it necessary and appropriate to update the formal title of the position to ensure accurate public reporting, transparency, and alignment with actual duties performed;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE FRUITLAND SPECIAL SERVICE DISTRICT AS FOLLOWS:

**1. Establishment of Title**

The Board hereby designates the position held by Judy Wilkerson as **District Clerk / Administrative Director**.

**2. Retention of Officer Status**

For purposes of the Bylaws and statutory compliance, the officer title of “District Clerk” shall remain in effect.

**3. Delegation of Duties**

Consistent with Section 3.3 of the Bylaws and Resolution 2025-A-5, the Board affirms that the District Manager (Board Chair) may delegate administrative, operational, and managerial duties to the District Clerk / Administrative Director as necessary.

**4. Purpose**

This updated title is adopted solely to accurately reflect the full scope of duties assigned and to promote transparency in public records, audits, and financial reporting.

**5. Effective Date**

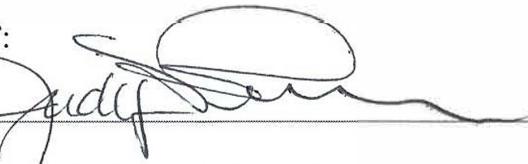
This Resolution shall take effect immediately upon passage.

PASSED AND APPROVED this 11 day of Dec, 2025.



**Vicki Savage, Chair / District Manager**

ATTEST:



(New Title) District Clerk / Administrative Director

