

**SOUTHWEST SUBURBAN SEWER DISTRICT
KING COUNTY, WASHINGTON**

RESOLUTION NO. 2024-05-03

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF SOUTHWEST SUBURBAN SEWER DISTRICT, KING COUNTY, WASHINGTON, AUTHORIZING THE DISTRICT AUDITING OFFICER TO APPROVE AND SUBMIT VOUCHERS AND DISBURSEMENTS TO KING COUNTY PRIOR TO BOARD OF COMMISSIONERS APPROVAL.

WHEREAS, Southwest Suburban Sewer District (“District”) is required pursuant to RCW 42.24.080 to appoint an auditing officer to execute in the manner as provided by law a certification on payment vouchers processed by the District that the claim which is the subject of the voucher is a just claim; and

WHEREAS, King County serves as the District’s treasurer as provided by law; and

WHEREAS, by the adoption of Resolution No. 2024-05-03 on May 21st, 2024, the District Board of Commissioners appointed William H. Stephani, District General Manager ("Stephani"), as the District Auditing Officer; and further authorized Stephani, in his absence from the District or unavailability, to delegate his authority as the District's Auditing Officer to Mesfin Mekonnen, the District’s Accounting Supervisor, as the first alternate auditing officer, to execute voucher certifications as required by law; and

WHEREAS, there may be circumstances when the District Board of Commissioners does not meet prior to a day in which the Board of Commissioners would need to approve vouchers and other disbursements for the District’s warrants and claims; and

WHEREAS, there is a need by the District to process warrants and electronic payments in a timely and consistent manner, and it would be of financial benefit to the District to authorize the District Auditing Officer to certify and submit vouchers to the King County Finance Office without waiting for a Board meeting to authorize specific payments; and

WHEREAS, pursuant to RCW 42.24.180, in order to expedite the payment of claims, the Board of Commissioners may authorize the District Auditing Officer to issue warrants before the approval of such warrants by the Board of Commissioners, and the Board of Commissioners now desires to authorize such procedure; now, therefore,

BE IT RESOLVED, by the Board of Commissioners of Southwest Suburban Sewer District, King County, Washington, as follows:

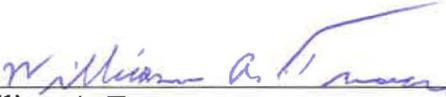
1. All routine operating claims related to the District will be pre-audited and a voucher relating to such claim(s) signed by the Auditing Officer, or in the absence of the Auditing Officer or the alternate Auditing Officer, by two commissioners, and then submitted to the King County Finance Office prior to the approval of such claim(s) and related voucher(s) by the Board of Commissioners; provided, that all such claims and related vouchers with all related back-up information shall be submitted to the Board of Commissioners for ratification and approval at the Board's next regularly scheduled public meeting.
2. The Auditing Officer shall be bonded for no less than \$50,000.00 as required by law to assure the faithful discharge of the Auditing Officer's duties.
3. If the Board of Commissioners disapproves of any claims and related vouchers approved by the Auditing Officer as provided herein, the Auditing Officer shall recognize such claims as receivables of the District and will pursue collection diligently until the amounts are either collected or the Board of Commissioners approves such claims.
4. This resolution and the policies set forth herein shall be effective the date set forth below. All District resolutions, policies and procedures are hereby amended, rescinded, and/or superseded to be in accordance with the provisions of this resolution.

ADOPTED by the Board of Commissioners of Southwest Suburban Sewer District at a regular open public meeting held on May 21st, 2024.

SOUTHWEST SUBURBAN SEWER DISTRICT
KING COUNTY, WASHINGTON

Individual Commissioners
Vote on Resolution

In Favor of:
Opposed:
Abstained:



William A. Tracy
President and Commissioner

In Favor of:
Opposed:
Abstained:



Scott Hilsen
Vice President and Commissioner

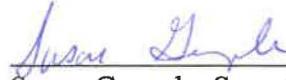
In Favor of:
Opposed:
Abstained:



Susan Genzale
Secretary and Commissioner

Certificate

I, Susan Genzale, Secretary of the Board of Commissioners of Southwest Suburban Sewer District, King County, Washington, do hereby certify that the foregoing resolution is a true and correct copy of Resolution No. 2024-05-03 of such Board, duly adopted at a regular meeting thereof held on the 21st day of May, 2024, signed by the members of such Board in attendance at such meeting and attested by myself in authentication of such adoption.



Susan Genzale, Secretary
Board of Commissioners
Southwest Suburban Sewer District
King County, Washington

**SOUTHWEST SUBURBAN SEWER DISTRICT
KING COUNTY, WASHINGTON**

RESOLUTION NO. 2020-12-05

**A RESOLUTION OF THE BOARD OF COMMISSIONERS OF
SOUTHWEST SUBURBAN SEWER DISTRICT, KING COUNTY,
WASHINGTON, AUTHORIZING THE DISTRICT AUDITING OFFICER
TO APPROVE AND SUBMIT VOUCHERS AND DISBURSEMENTS TO
KING COUNTY PRIOR TO BOARD OF COMMISSIONERS APPROVAL.**

WHEREAS, Southwest Suburban Sewer District ("District") is required pursuant to RCW 42.24.080 to appoint an auditing officer to execute in the manner as provided by law a certification on payment vouchers processed by the District that the claim which is the subject of the voucher is a just claim; and

WHEREAS, King County serves as the District's treasurer as provided by law; and

WHEREAS, by the adoption of Resolution No. 2020-12-04 on December 15th, 2020, the District Board of Commissioners appointed Ronald Hall, District General Manager ("Hall"), as the District Auditing Officer; and further authorized Hall, in his absence from the District or unavailability, to delegate his authority as the District's Auditing Officer to Mesfin Mekonnen, the District's Accounting Supervisor, as the first alternate auditing officer, to execute voucher certifications as required by law; and

WHEREAS, there may be circumstances when the District Board of Commissioners does not meet prior to a day in which the Board of Commissioners would need to approve vouchers and other disbursements for the District's warrants and claims; and

WHEREAS, there is a need by the District to process warrants and electronic payments in a timely and consistent manner, and it would be of financial benefit to the District to authorize the District Auditing Officer to certify and submit vouchers to the King County Finance Office without waiting for a Board meeting to authorize specific payments; and

WHEREAS, pursuant to RCW 42.24.180, in order to expedite the payment of claims, the Board of Commissioners may authorize the District Auditing Officer to issue warrants before the approval of such warrants by the Board of Commissioners, and the Board of Commissioners now desires to authorize such procedure; now, therefore,

BE IT RESOLVED, by the Board of Commissioners of Southwest Suburban Sewer District, King County, Washington, as follows:

1. All routine operating claims related to the District will be pre-audited and a voucher relating to such claim(s) signed by the Auditing Officer, or in the absence of the Auditing Officer or the alternate Auditing Officer, by two commissioners, and then submitted to the King County Finance Office prior to the approval of such claim(s) and related voucher(s) by the Board of Commissioners; provided, that all such claims and related vouchers with all related back-up information shall be submitted to the Board of Commissioners for ratification and approval at the Board's next regularly scheduled public meeting.
2. The Auditing Officer shall be bonded for no less than \$50,000.00 as required by law to assure the faithful discharge of the Auditing Officer's duties.
3. If the Board of Commissioners disapproves of any claims and related vouchers approved by the Auditing Officer as provided herein, the Auditing Officer shall recognize such claims as receivables of the District and will pursue collection diligently until the amounts are either collected or the Board of Commissioners approves such claims.
4. This resolution and the policies set forth herein shall be effective the date set forth below. All District resolutions, policies and procedures are hereby amended, rescinded, and/or superseded to be in accordance with the provisions of this resolution.

ADOPTED by the Board of Commissioners of Southwest Suburban Sewer District at a regular open public meeting held on December 15th, 2020.

SOUTHWEST SUBURBAN SEWER DISTRICT
KING COUNTY, WASHINGTON

Individual Commissioners
Vote on Resolution

In Favor of: _____
Opposed: _____
Abstained: _____

Scott Hilsen
President and Commissioner

In Favor of: _____
Opposed: _____
Abstained: _____

Suzy Genzale
Vice President and Commissioner

In Favor of: _____
Opposed: _____
Abstained: _____

William A. Tracy
Secretary and Commissioner

Certificate

I, William A. Tracy, Secretary of the Board of Commissioners of Southwest Suburban Sewer District, King County, Washington, do hereby certify that the foregoing resolution is a true and correct copy of Resolution No. 2020-12-05 of such Board, duly adopted at a regular meeting thereof held on the 15th day of December, 2020, signed by the members of such Board in attendance at such meeting and attested by myself in authentication of such adoption.

William A. Tracy, Secretary
Board of Commissioners
Southwest Suburban Sewer District
King County, Washington