

## **HIGHLINE WATER DISTRICT King County, Washington**

### **RESOLUTION 25-4-2C**

#### **APPOINTING OF AUDITING OFFICER(S) FOR THE PURPOSE OF AUTHORIZING THE ISSUANCE OF WARRANTS AND ELECTRONIC TRANSACTIONS PRIOR TO BOARD OF COMMISSIONERS APPROVAL**

**WHEREAS**, there may be circumstances when the Board Commissioners does not meet prior to a day in which they would need to approve vouchers 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

**WHEREAS**, it would be of financial benefit to appoint Auditing Officers to certify the voucher approval document for the correct and certified submission of vouchers to the King County Finance Office without awaiting a Commissioners meeting to authorize specific payments; and

**WHEREAS**, RCW 42.24.180 authorizes the issuance of warrants before approval of the vouchers by the Board Commissioners in order to expedite the payment of claims; and

**WHEREAS**, this Agency shall enact the following policies and procedures pursuant to RCW 42.24.180:

1. All routine operating claims against Highline Water District will be pre-audited and signed by the Auditing Officer; and
2. The Auditing Officer shall be bonded for no less than \$50,000 to assure the faithful discharge of their duties; and
3. The Highline Water District Codes, Title 2 – Officers and Administration, Chapter 2.16 Purchasing and Title 5 - Accounts to Conform to Class A Utilities, Chapter 5.04 Accounts, establishes the necessary purchasing and disbursing procedures that implements effective internal control for issuance of warrants and claims; and
4. The Board of Commissioners shall review and approve the claims paid at its next regularly scheduled public meeting; and

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5. If the Board of Commissioners disapproves some claims, the Auditing Officer will recognize these claims as receivables of the District and will pursue collection diligently until the amounts are either collected or the Board of Commissioners approves the claims.

#### NOW, THEREFORE, BE IT RESOLVED:

1. The Board Commissioners of Highline Water District does hereby authorize the Auditing Officer(s) Jeremy DelMar, Anne Paige, Phil Hite, to submit warrants and claims for payment and disbursement in accordance with *HWDC, Title 2 – Officers and Administration, Chapter 2.16 Purchasing*, prior to the Board taking action to approve said claims.
2. This resolution supersedes Resolution 22-7-6A.

**ADOPTED BY THE BOARD OF COMMISSIONERS** of Highline Water District, King County, Washington, at an open public meeting held this **2nd** day of **April 2025**.

#### BOARD OF COMMISSIONERS

DocuSigned by:  
Vince Koester  
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**Vince Koester**, President

DocuSigned by:  
Polly Daigle  
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**Polly Daigle**, Commissioner

Signed by:  
Kathleen Quong-Vermeire  
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**Kathleen Quong-Vermeire**, Commissioner

Signed by:  
Todd Fultz  
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**Todd Fultz**, Secretary

Signed by:  
Daniel Johnson  
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**Daniel Johnson**, Commissioner

ATTEST: Signed by:

Todd Fultz  
8728D329F2E446D...  
By: **Todd Fultz**, Board Secretary  
Highline Water District