HIGHLINE WATER DISTRICT  
King County, Washington

RESOLUTION 11-12-21A  

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, HWDC, Title 2 – Officers and Administration, Chapter 2.16 Purchasing,  
establishes the necessary purchasing and disbursing procedures that implements  
effective internal control for issuance of warrants and claims as required by RCW  
42.24.180.

NOW, THEREFORE, BE IT RESOLVED:

The Board Commissioners of Highline Water District does hereby authorize the  
Auditing Officer(s) Matt Everett and Debbie Prior, 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.
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King County, Washington

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ADOPTED BY THE BOARD OF COMMISSIONERS of Highline Water District, King County, Washington, at a Regular Open Public Meeting held this 21st day of December 2011.

BOARD OF COMMISSIONERS

Gerald R. Guite, President

Vince Koester, Secretary

Daniel Johnson, Commissioner

George Landon, Commissioner

Kathleen Quong-Vermeire, Commissioner

ATTEST:

By: Vince Koester, Board Secretary
   Highline Water District