

KING COUNTY WATER DISTRICT NO. 90

KING COUNTY, WASHINGTON

RESOLUTION NO. 979

A RESOLUTION of the Board of Commissioners of King County Water District No. 90, King County, Washington, appointing auditing officers for the purposes of authorizing the issuance of warrants and electronic transactions prior to Board of Commissioners Approval.

WHEREAS, there may be circumstances when the Board of 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;

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

WHEREAS, the District shall enact the following policies and procedures pursuant to RCW 42.24.180:

1. All routine operating claims against King County Water District No. 90 will be pre-audited and signed by the Auditing Officer;
2. The Auditing Officer shall be bonded for no less than \$50,000 to assure the faithful discharge of their duties;
3. King County Water District No. 90 establishes the necessary purchasing and disbursing procedures that implements effective internal control for issuance of warrants and claims;


4. The Board of Commissioners shall review and approve the claims paid at its next regularly scheduled public meeting; and
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 BY THE BOARD OF COMMISSIONERS OF KING COUNTY WATER DISTRICT NO. 90 AS FOLLOWS:

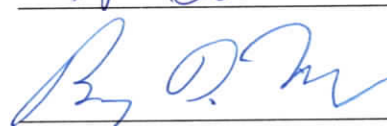
Section One: That the Board of Commissioners of King County Water District No. 90 does hereby authorize the following Auditing Officers, to wit: Darcey Peterson, and Joshua Deraitus, to submit vouchers for payment and disbursement in accordance with the policies and procedures of King County Water District No. 90 prior to the Board taking action to approve said claims.

Section Two: This resolution shall become effective immediately upon its passage.

ADOPTED by the Board of Commissioners of King County Water District No. 90, King County, Washington, at an open public meeting thereof held on 16th day of September, 2014.







4. The Board of Commissioners shall review and approve the claims paid at its next regularly scheduled public meeting; and
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 BY THE BOARD OF COMMISSIONERS OF KING COUNTY WATER DISTRICT NO. 90 AS FOLLOWS:

Section One: That the Board of Commissioners of King County Water District No. 90 does hereby authorize the following Auditing Officers, to wit: Darcey Peterson, and Joshua Deraitus, to submit vouchers for payment and disbursement in accordance with the policies and procedures of King County Water District No. 90 prior to the Board taking action to approve said claims.

Section Two: This resolution shall become effective immediately upon its passage.

ADOPTED by the Board of Commissioners of King County Water District No. 90, King County, Washington, at an open public meeting thereof held on 16th day of September, 2014.

GR. V. Bidner 9-16-14
Ann Cimin 9/16/14
B. D. M. 9/16/14

Accounts Payable Authorized Signature Form
(For Districts for which King County, as Treasurer, Issues Payments)

SECTION 3 – BOARD MEMBERS – APPROVALS AND PAYMENT CERTIFICATION AUTHORIZATION


If an Auditing Officer with signing authority, per RCW 42.24.180, has not been delegated or, if such an Auditing Officer is delegated and any designated restriction is exceeded, board action is required for warrant issuance. As members of the board, the following persons are also authorized to sign for Approval and Payment Certification as per RCW 42.24.080 and other respective agency RCWs.

Number of Required Board Member Signatures for Payment of Claims: 1

Board Member Signatures

	Name	Telephone	Email
Sign:			
Print:	Byron Murgatroyd	425-227-9716	kcwd90.byronm@comcast.net
Sign:			
Print:	Sam Amira	206-920-7142	kcwd90.sama@comcast.net
Sign:			
Print:	Richard (Dick) Gidner	425-941-5167	rvgidner@comcast.net
Sign:			
Print:	Darcey Peterson	425-444-7731	darceyp@kcwd90.com
Sign:			
Print:	Joshua Deraitus	425-766-7918	joshd@kcwd90.com
Sign:			
Print:			

I attest the above information is true and accurate and the signatures herein are authorized as described. Our district will execute a new form with King County Accounts Payable as information or signatories change:

Signature:  Date: September 16, 2014
Print Name: Richard Gidner Title: Secretary of the Board
Chairperson/ President

District/Organization Name: King County Water District No. 90

Please send King County Accounts Payable this original completed form and, if applicable, a copy of a resolution delegating signatory authority (sample attached). **Incomplete forms will be returned.** Please send documents to:

King County Accounts Payable
Attn: Special Districts
401 5th Avenue, Room 323
Seattle, WA 98104

If you require assistance completing this form, please contact (206) 263-9284 or SpecialDist.AP@kingcounty.gov.

Accounts Payable Authorized Signature Form
(For Districts for which King County, as Treasurer, Issues Payments)

SECTION 1 – GENERAL INFORMATION

Please complete each field below. For the "Number" field, enter the first 5 digits of your Fund Numbers. Typed/
electronic entries are preferred for readability.

District/Organization Name: King County Water District No. 90 Number: _____

Street Address: 15606 SE 128th Street

City/ State/ Zip: Renton, WA 98059

General Telephone #: 425-255-9600 Fax #: 425-277-4128

Primary Contacts

Name: Darcey Peterson Title: General Manager

Telephone #: 425-255-9600 Email: darceyp@kcwd90.com

Name: Anne Paige Title: Finance Manager



Telephone #: 425-255-9600 Email: annep@kcwd90.com

SECTION 2 –AUDITING OFFICER(S) DELEGATED WITH PAYMENT APPROVAL AUTHORITY (If Applicable)

Complete the fields below for each Auditing Officer that has been delegated signatory authority in accordance with RCW 42.24.180. This RCW is intended to expedite the issuance of warrants by authorizing one or more persons signatory authority to approve warrant issuance before the board has acted to approve the claims. A copy of the resolution delegating this authority is required to accompany this form. When submitting Voucher Approval documentation, it is understood that any restrictions attached to an Auditing Officer's signatory authority will have been honored by the Auditing Officer. Due to the electronic voucher data submission process, King County does not monitor these restrictions.

Number of Required Auditing Officer Signatures for Payment of Claims: 1

Auditing Officer Signatures

	Name	Telephone	Email
Sign:	<u></u>		
Print:	<u>Jenny Garnica</u>	<u>425-255-9600</u>	<u>jennyg@kcwd90.com</u>
Sign:	<u></u>		
Print:	<u>Anne Paige</u>	<u>425-255-9600</u>	<u>annep@kcwd90.com</u>
Sign:	_____		
Print:	_____	_____	_____
Sign:	_____		
Print:	_____	_____	_____

King County Water District 90
Bank Information as of October 2014

Accnt. #	Account Name	Description	Bank	Bank Accnt. #	Phone #
1000.00	US Bank - Deposit Account	Deposit Account	US Bank	1-535-0351-5543	1-800-346-2249
1003.00	US Bank - Online Deposits	Deposit Account - Online/Pay by Phone	US Bank	1-535-9541-5115	1-800-346-2249
1005.00	US Bank - Draft Cust. Deposits	Deposit Account - Draft Customers	US Bank	1-539-1068-5848	1-800-346-2249
1010.00	US Bank - Imprest Account	Petty Cash Account (\$10,000.00)	US Bank	1-535-9025-4154	1-800-346-2249
1015.00	US Bank - PR Direct Deposits	ACH Payroll Account	US Bank	1-539-1068-3611	1-800-346-2249
1020.00	Working Funds	Change Bank (\$150) & Cash Box (\$75)	Office		

	US Bank - Credit Card	Credit Card Account	US Bank	4833499555045270	1-866-485-4545
--	-----------------------	---------------------	---------	------------------	----------------

\\KCWD90.LOCAL\Data\CompanyData\Policies Procedures Forms & Procedures\Information Sheets\Bank Account Info.xls|Bank Accounts