



**SOOS CREEK WATER AND SEWER DISTRICT**

**KING COUNTY, WASHINGTON**

**RESOLUTION NO. 3776-C**

**A RESOLUTION** of the Board of Commissioners of Soos Creek Water and Sewer District, King County, Washington, designating those persons who may execute documents on behalf of the District; retention and update of specimen signatures; and repealing prior signature Resolutions.

**WHEREAS**, Auditing Officers are necessary to the efficient operation of the District; and

**WHEREAS**, certain official documents applications, certificates, notifications, contracts, real property deeds and documents, and other instruments properly and lawfully requiring authorized signatures of the District must be presented for execution; and

**WHEREAS**, there is a need by the District to authorize, sign and process checks and warrants for payment of the District's financial obligations in a timely and consistent manner; and

**WHEREAS**, checks, and warrants also require regular authorization and/or approval by the Board of Commissioners; and

**WHEREAS**, there may be circumstances when the Board does not meet prior to a day by which they would need to approve checks and warrants for the District's operations; and

**WHEREAS**, when such documents are required to be authorized and signed before a regularly scheduled Board Meeting, the Auditing Officers are appointed to sign checks and warrants, first by the Finance Manager, then the District Manager and then the Human Resources Manager when the Finance Manager is unavailable and to present them to the at the next Board Meeting; and

**WHEREAS**, the Board as the Legislative Body of the District hereby adopts the following policies, all of which are required by RCW 42.24.180 to meet the conditions for the issuance of

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checks and warrants signed by the Auditing Officers before presentation and approval by the Board to expedite the payment of claims:

(1) Auditing officers designated to sign the checks and warrants shall each be required to furnish an official bond for the faithful discharge of its duties in an amount determined by the Board, but not less than fifty thousand dollars; and

(2) The Board shall adopt contracting, hiring, purchasing, and disbursing policies that implement effective internal control; and

3) The Board shall provide for its review of the documentation supporting claims paid and for its approval of all checks or warrants issued in payment of claims at its next regularly scheduled public meeting; and

4) The Board shall require that if, upon review, it disapproves some claims, the Auditing Officers designated to sign the checks or warrants shall jointly cause the disapproved claims to be recognized as receivables of the District and to pursue collection diligently until the amounts disapproved are collected or until the Board is satisfied and approves the claims.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Commissioners of Soos Creek Water and Sewer District as follows:

**SECTION 1:** That the Commissioners serving as President and Secretary of the Board of Commissioners should be, and hereby are authorized to sign on behalf of the District any application, certification, notification, or any other document submitted by, for, or on behalf of the District; provided, that in either of their absence, such authority is granted to the Acting President or Acting Secretary.

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**SECTION 2:** That documents requiring execution by members of the Board of Commissioners, for example, deeds and other real estate documents shall be signed only by the Commissioners.

**SECTION 3:** That the District Manager, the Finance Manager, and the Human Resources Manager are designated to be the Auditing Officers of the District, and are hereby authorized to sign on behalf of the District any application, certification, notification, correspondence, checks and warrants not specifically required to be executed by members of the Board, when acting pursuant to authority from the Board; and

**SECTION 4:** That a copy of the specimen signatures of the Auditing Officers and Commissioners shall be maintained and updated at the District by the Finance Manager, or its designee, either on a comprehensive document containing all such signatures, or on individual specimens to avoid the necessity of procuring the signatures of all such persons each time there is a change in the persons designated; the signatures shall be maintained together and available for examination by persons doing business with the District, or by members of the public in accordance with requests for Public Records; and

**SECTION 5:** That upon changes to the members of the Board Members, and/or Auditing Officers, the Finance Manager, or its designee, shall update the copy or copies of the specimen signatures at the earliest opportunity; and without the requirement for additional authorization by the Board; and

**SECTION 6:** That persons doing business with the District may rely on the specimen signatures for the authority of the District; and

**SECTION 7:** That no other persons are authorized to execute the documents on behalf of the District.

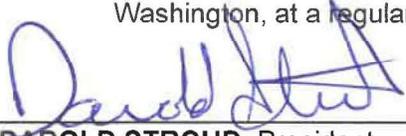
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**SECTION 8:** That signing by any of the foregoing persons before the date hereof is hereby ratified.

**SECTION 9:** That Resolutions adopted prior to the date hereof containing signature authority, including specifically Resolutions 3323-C and 3650-C, are hereby repealed in their entirety.

**ADOPTED** by the Board of Commissioners of Soos Creek Water and Sewer District, King County, Washington, at a regular open public meeting thereof on the 7<sup>th</sup> day of September, 2022.



**DAROLD STROUD**, President



**ALICE MARSHALL**, Secretary



**GARY CLINE**, Commissioner



**ALAN EADES**, Commissioner



**LOGAN WALLACE**, Commissioner

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