

**STEVENS PASS SEWER DISTRICT**  
**P.O. Box 98**  
**Leavenworth, WA 98826**  
**360 973 2804**

---

---

**RESOLUTION NO. 140**

**A Resolution of the Board of Commissioners of The Stevens Pass Sewer District  
Updating Resolution 97 and Authorizing Prepayment of Certain Claims**

WHEREAS, Resolution 97 Authorizes prepayment of claims; and

WHEREAS, RCW 42.24.180 authorizes special purpose districts to pay claims between district commission meetings, and before they have been reviewed and approved by the district's board of commissioners; and

WHEREAS, Stevens Pass Sewer District ("District"), has determined it will enhance the efficient and timely operation of the District to pay certain claims prior to District Commission approval of such claims; and

WHEREAS, this statute further provides that the special purpose district authorizing prepayments of claims must adopt a resolution conforming to the requirements contained in the statute.

NOW THEREFORE, BE IT RESOLVED, that the Board of Commissioners of Stevens Pass Sewer District hereby revises its current claims payment procedures as follows:

1. As identified in RCW 42.24.180, the District's Auditing Manager is authorized to approve pre-payment of claims by authorizing the appropriate vouchers and warrants. The Auditing Manager is hereby authorized to sign warrants for prepayment of claims, and in his/her absence, the President or Secretary of the District's Board of Commissioners shall be deemed to be the acting District Auditing Manager and shall be authorized to sign such warrants for prepayment of District claims until the return of the Auditing Manager. In the event that the warrant for prepayment of a claim is payable to the Auditing Manager, either for the payment of services or for reimbursables, the President or the Secretary shall also pre-approve such warrants ;
2. All prepaid claims must be approved by the District's Board of Commissioners at its next regularly scheduled public meeting. If the Board rejects a prepaid claim, the District shall cause the disapproved claims to be recognized as receivables of the District and diligently pursue collection of the prepaid funds until they are recovered, or until the Board otherwise approves the claim;
3. Pursuant to the Statute's terms, the District shall adopt contracting, hiring, purchasing, and disbursing policies, from time to time, that implement effective internal controls regarding the prepayment of District claims, and shall review and revise as necessary, these internal controls;
4. At no time shall the aggregate of prepaid claims not yet approved by the Board exceed \$300,000.00;
5. RCW 42.24.180 also requires that those individuals empowered to approve prepayment of claims post a bond of not less than \$50,000.00 to ensure the faithful performance of their duties. This said bond shall be maintained continuously in effect during all times that the provisions of this resolution are in effect; and
6. Resolution 140 updates Resolution 97.

**STEVENS PASS SEWER DISTRICT**  
**P.O. Box 98**  
**Leavenworth, WA 98826**  
**360 973 2804**

---

---

ADOPTED at a regular meeting of the Commissioners on this 20<sup>th</sup> day of June, 2024.

\_\_\_\_\_  
Casey Cass, Commissioner

\_\_\_\_\_  
Ed Burns, Commissioner

\_\_\_\_\_  
Stephanie Ogden, Commissioner

Dated June 20, 2024

(Seal)