

**RESOLUTION NO. 3782**

**A RESOLUTION** of the Port Commission of the Port of Seattle appointing Lisa Lam, Assistant Director, Accounting & Financial Reporting, as Port Auditor pursuant to RCW 53.36.010 and RCW 42.24.080 for the Port of Seattle.

**WHEREAS**, RCW 53.36.010 requires that all port district funds shall be paid to the treasurer and be disbursed by him or her upon warrants signed by a Port Auditor appointed by the Port Commission, upon vouchers approved by the Commission; and

**WHEREAS**, RCW 42.24.080 requires that all claims presented against any political subdivision by officers and employees of that subdivision or by persons furnishing materials, rendering services or performing labor, or for any other contractual purpose, shall be audited, before payment, by an auditing officer and the audit form shall provide for authentication and certification by such auditing officer that the materials have been furnished, the services rendered, the labor performed as described, or that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment of a contractual obligation, and that the claim is a just, due and unpaid obligation for the political subdivision; and

**WHEREAS**, RCW 42.24.180 allows that in order to expedite the payment of claims, the Port Commission may authorize the issuance of checks in payment of claims after the designated Port Auditor has signed the checks but before the Port Commission has acted to approve the claims. This is being accomplished through the authority established in Resolutions 3181 and 3605, along with Executive policy EX-2, which cover administrative, monetary & contractual redelegation of authority. The Port Commission may also stipulate that certain kinds or amounts of claims shall not be paid before the Commission has reviewed the supporting documentation and approved the issue of checks in payment of those claims.

The following conditions must be met before such payments are made pursuant to RCW 42.24.180: (1) The designated Port Auditor shall be required to furnish an official bond for the faithful discharge of their duties in an amount determined by the legislative body but not less than fifty thousand dollars (the Port has in effect such a bond for fifty thousand dollars); (2) The Port shall adopt and have in place contracting, purchasing, disbursing, and hiring policies that implement effective internal controls (the Port's CPO policy series fulfill the requirements for contracting and purchasing, the Port's AC policy series fulfill the requirements for disbursing, and the Port's HR policy series fulfill the requirements for hiring); (3) The Port Commission shall provide for its review of the documentation supporting claims paid and for its approval of all checks issued in payment of claims at its next regularly scheduled public meeting

45 (such action is being taken monthly in a Commission meeting); (4) The Port Commission shall  
46 require that if, upon review, it disapproves some claims, the Port Auditor shall cause the  
47 disapproved claims to be recognized as receivables of the Port and to pursue collection  
48 diligently until the amounts disapproved are collected or until the Commission is satisfied and  
49 approves the claims.

50  
51 **WHEREAS**, no claim shall be paid without such authentication and certification as  
52 described above; and

53  
54 **WHEREAS**, the Port of Seattle requires a Port Auditor to be formally designated to carry  
55 out the responsibilities set forth in RCW 53.36.010, Chapter 42.24 RCW, and other applicable  
56 authorities.

57  
58 **NOW, THEREFORE, BE IT RESOLVED** by the Port Commission of the Port of Seattle as  
59 follows:

60  
61 Section 1. The Port of Seattle Commission designates Lisa Lam, Assistant Director,  
62 Accounting & Financial Reporting Department for the Port of Seattle, to serve as the Port  
63 Auditor for the Port of Seattle.

64  
65 **ADOPTED** by the Port Commission of the Port of Seattle at a duly noticed meeting  
66 thereof, held this \_\_\_\_\_ day of \_\_\_\_\_, 2020, and duly authenticated in open  
67 session by the signatures of the Commissioners voting in favor thereof and the seal of the  
68 Commission.

69  
70 \_\_\_\_\_  
71 \_\_\_\_\_  
72 \_\_\_\_\_  
73 \_\_\_\_\_  
74 \_\_\_\_\_  
75 \_\_\_\_\_  
76 \_\_\_\_\_  
77 \_\_\_\_\_  
78 \_\_\_\_\_  
79 \_\_\_\_\_  
80 \_\_\_\_\_  
Port Commissioners