

SILVER LAKE WATER AND SEWER DISTRICT
SNOHOMISH COUNTY, WASHINGTON
RESOLUTION NO. 675

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE SILVER LAKE WATER AND SEWER DISTRICT, SNOHOMISH COUNTY, WASHINGTON, ESTABLISHING POLICIES FOR PROVIDING FOOD AND BEVERAGES AT DISTRICT FUNCTIONS AND MEETINGS NOT INVOLVING TRAVEL.

WHEREAS, the Washington State Auditor has recommended that the Silver Lake Water and Sewer District ("District") adopt a Policy for providing for food and beverages at certain District functions and meetings not involving travel; and

WHEREAS, the Board of Commissioners feels that it is in the best interest of the District to provide meals or light snacks and beverages for District staff, commissioners and guests of the District at certain functions and activities; and

WHEREAS, The Board of Commissioners recognizes that at times it is in the best interest of the District to sponsor meetings at the District office or at other sites for groups in which the District participates or has membership; and

WHEREAS, The Board of Commissioners also recognizes that there are times when official District meetings are held during meal times for the convenience of the District; and

WHEREAS, at such official meetings, the District may provide food and beverages for those in attendance at the cost of the District. Attendance at such official meetings may include outside consultants, fellow members of professional groups and others recognized as participants of the meeting; and

WHEREAS, the Board of Commissioners has determined the District may provide food at events to recognize employees, either individually or as a class, for accomplishments including outstanding achievements, safety performance, longevity, outstanding public service and the like; and

WHEREAS, the Board of Commissioners have determined that appropriate refreshments may also be provided at special events, such as neighborhood meetings, as deemed appropriate by the District General Manager; and

WHEREAS, the Board of Commissioners finds that it is not appropriate to expend public funds for alcoholic beverages at District functions and activities which are the subject of the District's food and beverage policy; and

WHEREAS, the Board of Commissioners reviews all invoices, including expenditures for food and beverages authorized under the District's food and beverage policy; and

WHEREAS, the Board of Commissioners finds that neither the primary purpose nor the primary effect of this policy is to make a gift or to confer an unearned benefit on individuals that attend these meetings or functions; now, therefore,

BE IT RESOLVED, by the Board of Commissioners of Silver Lake Water & Sewer District, Snohomish County, Washington, as follows:

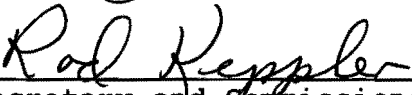
1. FINDINGS: The findings set forth in the preceding recitals to this Resolution are hereby adopted by this reference.

2. ADOPTION: The Policy on Providing Food and Beverages at District Functions and Meetings not Involving Travel attached hereto and incorporated herein by this reference is hereby approved and adopted as the District's policy on providing food and beverages at functions and meetings not involving travel effective the date set forth below.

ADOPTED by the Board of Commissioners at a regular open public meeting of the Silver Lake Water & Sewer District, Snohomish County, Washington this 8th day of December 2011.



President and Commissioner



Secretary and Commissioner



Commissioner

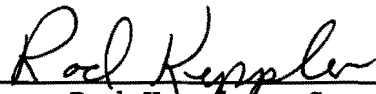
CERTIFICATION

I, the undersigned, Secretary of the Board of Water Commissioners of Silver Lake Water & Sewer District, Snohomish County, Washington (the "District"), hereby certify as follows:

1. The attached copy of Resolution No. 675 (the "Resolution") is a full, true and correct copy of the Resolution duly adopted at a regular meeting of the Board of Commissioners of the District held at the regular meeting place thereof on December 8, 2011, as that Resolution appears on the minute book of the District; and the Resolution will be in full force and effect immediately following its adoption; and
2. A quorum of the members of the Board of Commissioners was present throughout the meeting and a majority of those members present voted in the proper manner for the adoption of the Resolution.

IN WITNESS WHEREOF, I have hereunto set my hand this 8th day of December, 2011.

SILVER LAKE WATER-SEWER DISTRICT,
SNOHOMISH COUNTY, WASHINGTON



Rod Keppler, Secretary

SILVER LAKE WATER & SEWER DISTRICT POLICY ON PROVIDING FOOD AND BEVERAGES AT DISTRICT FUNCTIONS AND MEETINGS NOT INVOLVING TRAVEL

December 8, 2011

As provided by Resolution 675, set forth below is the Silver Lake Water & Sewer District Policy on providing food and beverages at District functions and meetings not involving travel:

1. This policy is intended to be neither all inclusive nor to address every situation which may arise. Questions about specific situations not addressed in this policy and/or policy clarifications should be addressed to the District General Manager.
2. The Board of Commissioners feels that it is in the best interest of the District to, at times, provide meals or light snacks and beverages (food and beverages) for staff, District Commissioners and guests of the District.
3. Examples of appropriate food and beverage expenditures by the District include but are not limited to:
 - a. District sponsored meetings for groups in which the District participates or has membership;
 - b. When official meetings are held during meal times for the convenience of the District;
 - c. At events to recognize employees, either individually or as a class, for accomplishments including outstanding achievements, safety performance, longevity, outstanding public service and the like;
 - d. At special events, such as neighborhood meetings, as deemed appropriate by the District General Manager.
 - e. At business meetings or training sessions held at or continued during a meal period, where the purpose of the meeting or session is to discuss District business or provide staff education and the meeting or session is attended by District commissioners or District staff as well as District consultants and/or vendors.

4. Neither the primary purpose nor the primary effect of this policy is to make a gift or to confer an unearned benefit on individuals that attend these meetings or functions.

5. The District shall not expend public funds for alcoholic beverages at District functions and activities which are the subject of the District's food and beverage policy.

6. At such events, meetings and other functions, the District may provide food and beverages for those in attendance at the cost of the District. Attendance is not limited to staff and Board members and may include outside consultants, fellow members of professional groups and others recognized as participants of the meeting.