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3 **PORT OF SEATTLE**
4 **RESOLUTION NO. 3857**
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6 **A RESOLUTION** of the Port of Seattle Commission Appointing Eloise Olivar,
7 Assistant Director - Disbursement Administration,
8 Accounting and Financial Reporting, as Port Auditor
9 pursuant to RCW 53.36.010 and RCW 42.24.080 for the
10 Port of Seattle.
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12 **WHEREAS,** RCW 53.36.010 requires that all port district funds shall be paid to the
13 treasurer and be disbursed by him or her upon warrants signed by a Port Auditor appointed by
14 the Port Commission, upon vouchers approved by the Commission; and
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16 **WHEREAS,** RCW 42.24.080 requires that all claims presented against any political
17 subdivision by officers and employees of that subdivision or by persons furnishing materials,
18 rendering services or performing labor, or for any other contractual purpose, shall be audited,
19 before payment, by an auditing officer and the audit form shall provide for authentication and
20 certification by such auditing officer that the materials have been furnished, the services rendered,
21 the labor performed as described, or that any advance payment is due and payable pursuant to a
22 contract or is available as an option for full or partial fulfillment of a contractual obligation, and
23 that the claim is a just, due and unpaid obligation for the political subdivision; and
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25 **WHEREAS,** RCW 42.24.180 allows that in order to expedite the payment of claims, the
26 Port Commission may authorize the issuance of checks in payment of claims after the designated
27 Port Auditor has signed the checks but before the Port Commission has acted to approve the
28 claims. This is being accomplished through the authority established in Resolution No. 3810
29 along with Executive policy EX-2, which cover administrative, monetary and contractual
30 redelegation of authority. The Port Commission may also stipulate that certain kinds or amounts
31 of claims shall not be paid before the Commission has reviewed the supporting documentation
32 and approved the issue of checks in payment of those claims; and
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34 **WHEREAS,** the following conditions must be met before such payments are made
35 pursuant to RCW 42.24.180: (1) The designated Port Auditor shall be required to furnish an
36 official bond for the faithful discharge of their duties in an amount determined by the legislative
37 body but not less than fifty thousand dollars (the Port has in effect such a bond for fifty thousand
38 dollars); (2) The Port shall adopt and have in place contracting, purchasing, disbursing, and hiring
39 policies that implement effective internal controls (the Port's CPO policy series fulfill the
40 requirements for contracting and purchasing, the Port's AC policy series fulfill the requirements
41 for disbursing, and the Port's HR policy series fulfill the requirements for hiring); (3) The Port
42 Commission shall provide for its review of the documentation supporting claims paid and for its
43 approval of all checks issued in payment of claims at its next regularly scheduled public meeting
44 (such action is being taken monthly in a Commission meeting); (4) The Port Commission shall
45 require that if, upon review, it disapproves some claims, the Port Auditor shall cause the
46 disapproved claims to be recognized as receivables of the Port and to pursue collection diligently

47 until the amounts disapproved are collected or until the Commission is satisfied and approves the
48 claims; and

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

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

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

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60 SECTION 1. The Port of Seattle Commission designates Eloise Olivar, Assistant
61 Director-Disbursements Administration, Accounting and Financial Reporting Department for the
62 Port of Seattle, to serve as the Port Auditor for the Port of Seattle effective November 15, 2026.

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64 **ADOPTED** by the Port of Seattle Commission at a duly noticed public meeting thereof,
65 held this 27 day of October 2026, and duly authenticated in open session by the signatures of the
66 commissioners voting in favor thereof and the seal of the commission.

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78 Port of Seattle Commission