

LAKEHAVEN UTILITY DISTRICT
King County, Washington

Resolution No. 98-872

A RESOLUTION of the Board of Commissioners of the Lakehaven Utility District, King County, Washington, establishing a policy relating to the utilization of District funds in the purchase of food, beverages and related supplies for meetings and special events and cancelling and superceding Resolution No. 88-223,

WHEREAS, the District regularly conducts meetings of the Board of Commissioners and other events which are open to the public and at which public attendance and participation are encouraged, and

WHEREAS, District staff are required to attend meetings of significant duration in furtherance of District business, and

WHEREAS, the Board of Commissioners believes that it would be appropriate for the District to provide beverages and food at certain meetings and events, and

WHEREAS, the board of Commissioners having previously adopted a policy governing the purchases of refreshments and presently wishing to modify the same,

NOW, THEREFORE, BE IT RESOLVED as follows:

1. The Board of Commissioners hereby adopts the rules and guidelines as set forth in General Policy No. 100-05, which is attached as Exhibit "A" and incorporated herein, as the District's policy governing the utilization of District funds in the purchase of food, beverages and supplies.
2. The Board of Commissioners may from time to time amend such policies as same may be deemed appropriate.
3. Resolution No. 88-223 is hereby superceded and cancelled.
4. This resolution shall be effective the date of adoption as set forth below.

ADOPTED by the Board of Commissioners of Lakehaven Utility District, King County, Washington, at an open public meeting this 5th day of November, 1998.

ATTEST:

D. Mays
President and Commissioner

Yea Nay Abstain

Beverly J. Tweedle
Vice President and Commissioner

Yea Nay Abstain

Donald L. P. Miller
Secretary and Commissioner

Yea Nay Abstain

Mark Miller
Commissioner

Yea Nay Abstain

Thomas M. Jovanovich
Commissioner

Yea Nay Abstain

Approved as to form:

Al H. Putschko
General Counsel

LAKEHAVEN UTILITY DISTRICT

DOCUMENT: GENERAL POLICY		NUMBER: 100-05
SECTION: ADMINISTRATION		ISSUE DATE: 04/05/88
SUBSECTION: DISTRICT FUNDS FOR PUBLIC PURPOSES		REV. DATE: 11/05/98
APPROVAL:	RESOLUTION NO. 98-872	PAGE NO. 1 OF 2

1. POLICY

District funds may be used to purchase refreshments (food, beverages, and related supplies) for District sponsored meetings or events, providing the following criteria are met:

- A. The meeting/event is open to the general public, or, at the discretion of the General Manager, for employee training and/or task force meetings.
- B. Alcoholic beverages are not authorized at any time.
- C. Purchases for food, beverages and supplies shall be made frugally and demonstrate austerity.
- D. Receipts for all purchases related to the meeting/event are to be maintained under the auspices of the Administrative Services Manager.

2. PURPOSE

To facilitate effective meetings while maintaining public accountability.

3. DEFINITIONS

Refreshments:

Includes beverages such as coffee, tea, hot chocolate, milk, punches, soft drinks, etc.

Includes food items such as cookies, cakes, pies, sandwiches, meat and cheese trays, vegetable trays, etc. This does not include sit down dinners or a combination of food servings that would be considered a full course meal (e.g., breakfast, lunch or dinner).

Supplies:

Includes items such as utensils, cups, plates, serving containers and other items necessary for the consumption of the refreshments.

LAKEHAVEN UTILITY DISTRICT

DOCUMENT: GENERAL POLICY		NUMBER: 100-05
SECTION: ADMINISTRATION		ISSUE DATE: 04/05/88
SUBSECTION: DISTRICT FUNDS FOR PUBLIC PURPOSES		REV. DATE: 11/05/98
APPROVAL:	RESOLUTION NO. 98-872	PAGE NO. 2 OF 2

4. GUIDELINES

- A. At the District's discretion, coffee and tea may be provided at any or all Commissioner Board meetings.
- B. Employees and Commissioners attending District sponsored meetings or events may partake of the refreshments without reservation.