

Board Meeting Agenda

May 19 2021, 6:30 PM

*** VIRTUAL MEETING ***

Public Notice: Pursuant to Governor Inslee’s Stay Home, Stay Healthy Proclamation 20-25 and in effort to curtail the spread of the COVID-19 virus, this Board Meeting will be conducted remotely. Members of the public are encouraged to attend and participate in the meeting remotely, as described in more detail below.

To attend the Board Meeting:

(1) Online: Click the link <https://us02web.zoom.us/j/83771351114> (or copy the URL and paste into a web browser)

(2) By Telephone: Call in to the meeting by dialing +1 253-215-8782 ID: 837 7135 1114

To provide Public Comment:

Submit your written Public Comment before 3:00PM (day of meeting), to the Clerk of the Board at barbara.glass@bothellwa.gov.

1. Call to Order – 6:30 PM
2. Public Comment – *Read Public Comments submitted. Allow up to 3 minutes/comment.*
3. Consent Agenda (5 min)
 - A. Minutes from April 21, 2021
 - B. Vouchers for invoices received from April 8, 2021 – May 10, 2021 in the amount of \$163,808.51
4. Reports (10 min)
 - A. Capital Repairs Update
 - B. Northshore Senior Center Brief, Brooke Knight NSSC
5. Discussion Items (5 min)
 - A. Consideration of Resolution # R-21-02, Appointing the Executive Director as an Auditing Officer
6. Future Meetings
7. Adjourn

PRELIMINARY AGENDA: The preceding is a preliminary agenda of the Northshore Park and Recreation Service Area Board. Other items may be added and action taken on matters which do not appear above. For additional information, please contact: Barbara Glass at barbara.glass@bothellwa.gov.

SPECIAL ACCOMMODATIONS: The Northshore Parks and Recreation Service Area strives to provide accessible meetings for people with disabilities. If special accommodations are required, please contact Barbara Glass at (412) 296-2482 at least three days prior to the meeting.

April 19, 2020 Board Meeting Minutes

*** VIRTUAL MEETING ***

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- (2) By Telephone: Call in to the meeting by dialing +1 253-215-8782 ID: 823 5357 1480

To provide Public Comment:

Submit your written Public Comment before 3:00PM (day of meeting), email: robin.schaefer@bothellwa.gov

1. Call to Order

Chair Tom Agnew called the virtual meeting to order at 6:33 PM

Meeting Attendees

Present

NPRSA Chair Tom Agnew

NPRSA Vice-Chair Rachel Best-Campbell

NPRSA Board Members Kathy Lambert, Joe Marshall, Jared Mead, and Rosemary McAuliffe (Bothell alternate filling in for James McNeal)

Kellye Mazzoli, NPRSA Executive Director, City of Bothell

Carly Joerger, Levy Coordinator, City of Bothell

Robin Schaefer, Board Clerk, City of Bothell

Barbara Glass, Records Specialist, City of Bothell

Brooke Knight, Northshore Senior Center, Executive Director

Zorna Kimball, Northshore Senior Center, Operations

Suzanne Greathouse, Northshore Senior Center Board, Vice President

Corey Lowell, Northshore Senior Center Board, Operations

Absent

NPRSA Board Members Rod Dembowksi, James McNeal (replaced with alternate Rosemary McAuliffe for this meeting)

2. Public Comment

Board Clerk Robin Schaefer reported she did not receive any public comment by the deadline for the meeting. She invited those in attendance to raise their hands if they wished to speak. There were no requests.

3. Consent Agenda

- A. Minutes from March 17, 2021
- B. Vouchers for invoices received from March 13, 2021 – April 8, 2021 in the amount of \$14,135.59
- C. Consideration of Minute Order # MO-21-05, Updating the NPRSA Authorized Signature List

Kathy Lambert moved approval of the Consent Agenda. Rachel Best-Campbell second. The motion passed 6-0 with Rod Dembowski absent.

4. Reports

- A. Capital Repairs Update

Carly Joerger presented the update and entertained Board comments and questions. No action was taken.

- B. Northshore Senior Center Brief

Brooke Knight updated the Board on the Center's continued work on a re-opening plan, expansion of services, the new security system and a request from a non-profit Food for Life. She entertained comments and questions. No action was taken.

5. Discussion Items

- A. Consideration of Minute Order # MO-21-06, 2020 NPRSA Annual Financial Report

Carly Joerger presented the item and entertained Board comments and questions.

Rachel Best-Campbell moved approval of # MO 21-06 as presented. Joe Marshall second. The motion passed 6-0 with Rod Dembowski absent.

- B. Consideration of Minute Order # MO-21-07, Receiving the Quarter 1 2021 Financial Report

Carly Joerger presented the item and entertained Board comments and questions.

Rachel Best-Campbell moved approval of # MO-21-07 as presented. Kathy Lambert second. The motion passed 6-0 with Rod Dembowski absent.

- C. Consideration of Minute Order # MO-21-08, Adjusting the Services provided by the Administrative Agency

Carly Joerger presented the item and entertained Board comments and questions.

Rachel Best-Campbell moved approval of # MO-21-08 as presented. Joe Marshall second. The motion passed 6-0 with Rod Dembowski absent.

- D. Consideration of Agreement # A 21-07, Appendix to the Interlocal Agreement with the Washington Cities Insurance Authority Pool

Carly Joerger presented the item and entertained Board comments and questions.

Rachel Best-Campbell moved approval of # A 21-07 as presented. Kathy Lambert second. The motion passed 6-0 with Rod Dembowski absent.

- E. Consideration of Adjusting Agreement # A 21-03-01, Interlocal Agreement with City of Everett for Cooperative Purchasing

Carly Joerger presented the item and entertained Board comments and questions.

Rachel Best-Campbell moved approval of # A 21-03-01 as presented. Rosemary McAuliffe second. The motion passed 6-0 with Rod Dembowski absent.

- F. Consideration of Agreement # A 21-05, Professional Services Agreement with Cornerstone Architectural Group

Carly Joerger presented the item and entertained Board comments and questions.

Rachel Best-Campbell moved approval of # A 21-05 as presented. Rosemary McAuliffe second. The motion passed 6-0 with Rod Dembowski absent.

6. Future Meetings

Upcoming meetings will be May 19, June 16 and July 21, 2021.

7. Adjourn

Chair Tom Agnew adjourned the meeting at 7:19 PM.

Submitted for approval on May 19, 2021

Robin Schaefer

Board Clerk



TO: Chair Agnew and Members of the NPRSA Board

FROM: Kellye Mazzoli, Executive Director
Carly Joerger, Levy Program Manager

DATE: May 19, 2021

SUBJECT: Vouchers from April 8, 2021 - May 10, 2021 in the amount of \$163,808.51

ITEM | This item asks the Board to approve vouchers for expenses invoiced between
CONSIDERATION: | April 8, 2021 - May 10, 2021 in the amount of \$163,808.51.

FISCAL | These items are budgeted in the 2021 adopted budget.
IMPACTS: |

ATTACHMENTS: | Att-1. Voucher Packet

RECOMMENDED | Move to approve vouchers for expenses invoiced between April 8, 2021 - May
ACTION: | 10, 2021 in the amount of \$163,808.51.

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Special District Voucher Approval Document

Scheduled Payment Date: 05/24/2021
Total Amount: \$163,808.51
Control Total: 3
Payment Method: WARRANT

District Name: Northshore Parks and Recreation
File Name: AP_NOSHRPRK_APSUPINV_20210510140001.csv
Fund #: 251013010

CONTACT INFORMATION

Preparer's Name: _____

Email Address: carly.joerger@bothellwa.gov

PAYMENT CERTIFICATION

RCW (42.24.080)

I, the undersigned, do hereby certify under penalty of perjury, 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(s) is(are) just, due and unpaid obligation against the above-named governmental unit, that I am authorized to authenticate and certify to said claim(s).

Authorized District Signature(s) for Payment of Claims (Auditing Officer(s) or Board Member(s)) :

_____	_____	_____	_____
Authorized District Signature	Date	Authorized District Signature	Date
_____	_____	_____	_____
Authorized District Signature	Date	Authorized District Signature	Date
_____	_____	_____	_____
Authorized District Signature	Date	Authorized District Signature	Date

SUBMIT SIGNED DOCUMENT TO:

King County Accounts Payable
 Attn: Special Districts
 401 5th Avenue, Room 323
 Seattle, WA 98104

Email: SpecialDist.AP@kingcounty.gov
 Fax: (206) 263-3767

KING COUNTY FINANCE USE ONLY:

Batch Processed By: _____

Date Processed: _____



Special District Voucher Approval Document

District Name: Northshore Parks and Recreation

File Name: AP_NOSHRPRK_APSUPINV_20210510140001.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
CITY OF BOTHELL			EXEC2021-002	05/06/2021	\$147,500.00	JAN-JUNE 2021 ADMIN SERVICES
JOHNSON CONTROLS			44376451	04/30/2021	\$12,883.85	HVAC AND BAS UPGRADES
WASHINGTON CITIES INSURANCE AUTHORITY			15087	05/03/2021	\$3,424.66	LIABILITY COVERAGE 4/26/21-12/31/21

City of Bothell

Invoice



City of Bothell™

Bill To:

Northshore Parks and Recreation Service Area
10201 E Riverside Drive
Bothell, WA 98011

Invoice #: EXEC2021-002
Invoice Date: 5/6/2021

Quantity	Description	Unit Price	Total
1	January – June 2021 Administrative Services	147,500	147,500
		Subtotal	147,500
		Shipping	0.00
		Balance Due	147,500

City of Bothell is the appointed Administrative Agency per an Interlocal Agreement between the NPRSA and City of Bothell approved 7/7/20. The invoiced amount is the first half of the 2021 total amount that was approved by the NPRSA Board at the 4/19/2021 meeting. July-December 2021 services will be billed later in the year.

Remit payment to:
City of Bothell
18415 101st Ave NE
Bothell, WA 98011

For questions contact:
Kellye Mazzoli
Kellye.Mazzoli@bothellwa.gov
Phone: 425-806-6142 Cell: 425-471-8464
Website: <http://www.bothellwa.gov>



**ORIGINAL
INVOICE**

Direct Inquires To: Johnson Controls Inc.
22745 29TH DR SE STE 100
0N59 Seattle, WA Common Branch
BOTHELL, WA 98021
Federal ID#: 39-0380010

Bill To: **NORTHSHORE PARKS & RECREATION SERVICE AREA**
CITY OF BOTHELL
ATTN NPRSA
18415 101ST AVE NE
BOTHELL, WA, 98011

Phone: 425-398-6900
Fax: 425-398-6955

Mail Check To: Johnson Controls
PO Box 730068
Dallas, TX 75373

Project Name / Project Site / Tax Loc	Purchase Order / Date / Authorized By	JCI Project / CO	JCI Project Manager
Northshore Parks&Rec-Senior Ctr-NAE WA9801100	Signed Agreement 12/01/20	1N590044 000	BARNDT, DOUGLAS A

Period Covered	Application #	Invoice Number	Invoice Date	Terms
04/01/21 - 04/30/21	3	00044376451	04/30/21	NET 30

Original Contract Amount: \$56,386.00
Approved Change Orders: \$0.00
New Contract Amount: \$56,386.00

Work Completed To Date: \$56,386.00
Less Retention: \$0.00
Total Less Retention: \$56,386.00
Less Invoiced To Date: \$44,684.05

Net Billed This Invoice: \$11,701.95
Tax at 10.10%: \$1,181.90
Total Amount Due This Invoice: \$12,883.85

The Project Manager named above submits this application with knowledge, information, and belief that the work covered by this application for payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous applications for payment were issued and for which payments were received from the Owner and that current payment shown herein is now due.

Item A	Work Description B	Scheduled Value C	Previous Application D	Work In Place E	Stored Material F	Total Complete and Stored G (D+E+F)	Percent H (G/C)	Balance To Finish I (C-G)	Retention J
	Base Contract								
1	Job Progress	\$36,259.83	\$34,446.84	\$1,812.99	\$0.00	\$36,259.83	100%	\$0.00	\$0.00
2	Add Repairs	\$3,912.17	\$3,716.56	\$195.61	\$0.00	\$3,912.17	100%	\$0.00	\$0.00
3	CO2 Sensor-Replacement	\$3,011.73	\$2,559.97	\$451.76	\$0.00	\$3,011.73	100%	\$0.00	\$0.00
4	Rpl EX Fans	\$13,202.27	\$3,960.68	\$9,241.59	\$0.00	\$13,202.27	100%	\$0.00	\$0.00
Totals		\$56,386.00	\$44,684.05	\$11,701.95	\$0.00	\$56,386.00	100%	\$0.00	\$0.00



Washington Cities Insurance Authority
 Tukwila, WA 98138

Invoice

Date	Invoice #
5/3/2021	15087

Bill To

Northshore Park & Recreation Service Area
 c/o City of Bothell
 18415 101st Ave NE
 Bothell, WA 98011

Due Date
5/3/2021

Liability and/or Program Assessment(s) for 2021

Coverage/Program	Assessment
Liability Coverage 04/26/2021 - 12/31/2021	3,424.66

Total	\$3,424.66
Payments/Credits	\$0.00
Balance Due	\$3,424.66

Phone #	Fax #
206-575-6046	206-575-7426

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TO: Chair Agnew and Members of the NPRSA Board

FROM: Kellye Mazzoli, Executive Director
 Carly Joerger, Levy Program Manager (Presenter)

DATE: May 19, 2021

SUBJECT: Consideration of Resolution # R-21-02, Appointing the Executive Director as an Auditing Officer

POLICY CONSIDERATION: This item asks the Board to consider appointing an Auditing Officer to sign vouchers on behalf of the NPRSA. If approved, this may allow the NPRSA to pay its bills in a more timely and consistent manner. If denied, staff will continue to bring invoices and vouchers to the Board for approval.

HISTORY:	DATE	ACTION
	AUGUST 19, 2020	NPRSA Board appoints Kellye Mazzoli as its Executive Director
	APRIL 21, 2021	NPRSA Board directs staff to obtain Crime Insurance Coverage through WCIA

At the August 19, 2020 meeting, the Board of the NPRSA appointed Kellye Mazzoli as its Executive Director. The Executive Director may act on behalf of the Board in a limited capacity. At the April 21, 2021 meeting, the Board directed staff to obtain additional Crime Insurance Coverage through a new insurance provider, the Washington Cities Insurance Authority (WCIA). With this additional coverage, the NPRSA meets the bonding requirement listed in RCW 42.24.180 for the delegation of Auditing Officers.

DISCUSSION: The benefit of appointing an Auditing Officer is that the NPRSA may pay its bills more quickly than waiting for the next public meeting to receive Board authorization for specific payments. RCW 42.24.180 authorizes governing bodies to appoint an Auditing Officer, so long as several conditions are met by the Agency. Now that the Board has obtained Crime Insurance Coverage, the NPRSA meets all requirements to appoint the Executive Director as its Auditing Officer. These requirements are summarized in Resolution # R-21-02 (Att-1).

For this to be a successful arrangement, clear communication and adherence to strong internal controls is important. Staff has developed a Standard Operating Procedure (SOP) for how the NPRSA pays bills (Att-2). Additional internal controls in place include the adopted 2021 budget, NPRSA Purchasing Policy, staff agenda bill review, other documented administrative procedures in the NPRSA Policies and Procedures Manual, and submission of the Authorized Signature Form to King County (Att-3). Specifically, the Executive Director will be signing vouchers for invoices related to items authorized in the adopted budget, projects the Board has already authorized, or for agreements the NPRSA has already entered into. When the Executive Director signs a voucher, note that the voucher and invoice will be included in the following Board meeting's agenda packet for review under the consent agenda.

**FISCAL
IMPACTS:**

This item has no direct fiscal impact to the NPRSA.

ATTACHMENTS:

- Att-1 Resolution # R-21-02, Appointing an Auditing Officer
- Att-2 NPRSA Standard Operating Procedure: Paying Bills
- Att-3 King County Authorized Signature Form

**RECOMMENDED
ACTION:**

Move to approve Resolution # R-21-02, Appointing the Executive Director as an Auditing Officer.

RESOLUTION # R-21-02
A RESOLUTION APPOINTING AN AUDITING OFFICER FOR THE
PURPOSE OF AUTHORIZING THE ISSUANCE OF WARRANTS AND
ELECTRONIC TRANSACTIONS PRIOR TO BOARD APPROVAL

WHEREAS, there may be circumstances when the Board of the Northshore Parks and Recreation Service Area does not meet prior to a day in which they would need to approve vouchers for the Service Area's warrants and claims; and

WHEREAS, there is a need by the Service Area to process warrants and electronic payments in a timely and consistent manner;

WHEREAS, it would be of financial benefit to appoint Auditing Officer(s) to certify the voucher approval document for the correct and certified submission of vouchers to the King County Finance Office without awaiting a Board meeting to authorize specific payments; and

WHEREAS, RCW 42.24.180 authorizes the issuance of warrants before approval of the vouchers by the Board in order to expedite the payment of claims;

WHEREAS, the NPRSA shall enact the following policies and procedures pursuant to RCW 42.24.180:

1. Routine operating claims against the NPRSA may be pre-audited and signed by the Auditing Officer
2. The Auditing Officer shall be bonded for no less than \$50,000 to assure the faithful discharge of their duties
3. The NPRSA Policies and Procedures Manual, including the NPRSA Purchasing Policy, establishes the necessary purchasing and disbursing procedures that implements effective internal control for issuance of warrants and claims
4. The Board shall review and approve the claims paid at its next regularly scheduled public meeting; and
5. If the Board disapproves some claims, the Auditing Officer will recognize these claims as receivables of the Service Area and will pursue collection diligently until the amounts are either collected or the Board approves the claims

THEREFORE BE IT RESOLVED, that the Board of the Northshore Parks and Recreation Service Area does hereby authorize the Auditing Officer, Kellye Mazzoli, Executive Director to submit vouchers for payment and disbursement in accordance with the NPRSA's Standard Operating Procedure for Paying Bills prior to the Board taking action to approve said claims.

ADOPTED AT A MEETING OF THE NPRSA BOARD THIS 19th DAY OF MAY 2021.

NPRSA Standard Operating Procedure: Paying Bills

This SOP is part of the NPRSA Policies and Procedures Manual.

Updated 5/3/2021

1. Save invoices as they arrive in the "Outstanding Invoices" folder.
2. Use King County's AP "Smart" Spreadsheet excel workbook to create the voucher. The workbook templates are saved in the "Vouchers for Approval" folder or on King County's Special Districts webpage. Detailed instructions for King County's voucher system are on the webpage and summarized as follows:
 - a. Input the accounts payable data into the smartsheet.
 - b. Export the .csv file.
 - c. Upload the .csv file to the Oracle EBS system via Axway and receive an email notification the file was successfully uploaded.
 - d. Save the .pdf voucher to the "Vouchers for Approval" folder.
3. Fill out the Accounts Payable Tracker spreadsheet in OneDrive.
4. Prepare the voucher packet for either Board approval and signature at the next Board meeting or approval and signature by the Executive Director as the Board's Auditing Officer. Vouchers require two authorized signatures from Board Members for approval, or one signature by the Executive Director as the Board's Auditing Officer. The voucher Packet includes the voucher and any invoices being paid. Executive Director must review and approve the agenda bill and attached voucher packet before it is sent to the Board.
 - a. The Executive Director may approve vouchers for invoices associated with items already approved in the budget, agreements the NPRSA has already entered into, or projects the Board has already authorized.
 - b. If a voucher is approved by the Executive Director, the Board will review the payment made at its next public meeting as part of the consent agenda.
5. Signed vouchers are uploaded to the "Signed Vouchers" folder.
6. Upload the signed voucher to the Oracle EBs system via Axway.
7. Receive the checks from King County in the mail.
 - a. Update the Accounts Payable Tracker spreadsheet with additional information.
 - b. Scan and save copies of the checks to the "Paid Invoices and Checks" folder. Move the corresponding invoices from "Outstanding Invoices" to "Paid Invoices and Checks".
 - c. Mail the checks to the address listed on the corresponding invoice.
8. Review Reports 174 and 181 to confirm the check was cleared.
9. Update the Accounts Payable Tracker spreadsheet with the date cleared.

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SECTION 1 – GENERAL INFORMATION

Please complete each field below. For the "Number" field, enter the first 5 digits of your Fund Numbers. Typed/ electronic entries are preferred for readability.

District/Organization Name: Northshore Parks and Recreation Service Area Number: 25101

Street Address: 10201 E. Riverside Dr.

City/ State/ Zip: Bothell, WA 98011

General Telephone #: 425-471-8949 Fax #: _____

Primary Contacts

Name: Carly Joerger Title: Program Manager

Telephone #: 425-471-8949 Email: carly.joerger@bothellwa.gov

Name: Kellye Mazzoli Title: Executive Director

Telephone #: 425-471-8464 Email: kellye.mazzoli@bothellwa.gov

SECTION 2 –AUDITING OFFICER(S) DELEGATED WITH PAYMENT APPROVAL AUTHORITY (If Applicable)

Complete the fields below for each Auditing Officer that has been delegated signatory authority in accordance with RCW 42.24.180. This RCW is intended to expedite the issuance of warrants by authorizing one or more persons signatory authority to approve warrant issuance before the board has acted to approve the claims. A copy of the resolution delegating this authority is required to accompany this form. When submitting Voucher Approval documentation, it is understood that any restrictions attached to an Auditing Officer's signatory authority will have been honored by the Auditing Officer. Due to the electronic voucher data submission process, King County does not monitor these restrictions.

Number of Required Auditing Officer Signatures for Payment of Claims: 1

Auditing Officer Signatures

	Name	Telephone	Email
Sign:	_____	_____	_____
Print:	<u>Kellye Mazzoli</u>	<u>425-471-8464</u>	<u>kellye.mazzoli@bothellwa.gov</u>
Sign:	_____	_____	_____
Print:	_____	_____	_____
Sign:	_____	_____	_____
Print:	_____	_____	_____
Sign:	_____	_____	_____
Print:	_____	_____	_____

SECTION 3 – BOARD MEMBERS – APPROVALS AND PAYMENT CERTIFICATION AUTHORIZATION

If an Auditing Officer with signing authority, per RCW 42.24.180, has not been delegated or, if such an Auditing Officer is delegated and any designated restriction is exceeded, board action is required for warrant issuance. As members of the board, the following persons are also authorized to sign for Approval and Payment Certification as per RCW 42.24.080 and other respective agency RCWs.

Number of Required Board Member Signatures for Payment of Claims: _____

Board Member Signatures

	Name	Telephone	Email
Sign:	_____		
Print:	_____	_____	_____
Sign:	_____		
Print:	_____	_____	_____
Sign:	_____		
Print:	_____	_____	_____
Sign:	_____		
Print:	_____	_____	_____
Sign:	_____		
Print:	_____	_____	_____
Sign:	_____		
Print:	_____	_____	_____

I attest the above information is true and accurate and the signatures herein are authorized as described. Our district will execute a new form with King County Accounts Payable as information or signatories change:

Signature: _____ **Date:** _____
Print Name: Tom Agnew **Title:** NPRSA Chair
Chairperson/ President

District/Organization Name: Northshore Parks and Recreation Service Area

Please send King County Accounts Payable this original completed form and, if applicable, a copy of a resolution delegating signatory authority (*sample attached*). Incomplete forms will be returned. Please send documents to:

King County Accounts Payable
 Attn: Special Districts
 401 5th Avenue, Room 323
 Seattle, WA 98104

If you require assistance completing this form, please contact (206) 263-9284 or SpecialDist.AP@kingcounty.gov.

(Resolution is required if delegating an Auditing Officer to expedite payment of claims)

(District Name and Number)

Resolution Number _____

APPOINTING OF AUDITING OFFICER(S) FOR THE PURPOSE OF AUTHORIZING THE ISSUANCE OF WARRANTS AND ELECTRONIC TRANSACTIONS PRIOR TO BOARD OF COMMISSIONERS APPROVAL

WHEREAS there may be circumstances when the Board of Commissioners does not meet prior to a day in which they would need to approve vouchers for the District’s warrants and claims;

WHEREAS there is a need by the District to process warrants and electronic payments in a timely and consistent manner;

WHEREAS it would be of financial benefit to appoint Auditing Officer(s) to certify the voucher approval document for the correct and certified submission of vouchers to the King County Finance Office without awaiting a Commissioners meeting to authorize specific payments;

WHEREAS RCW 42.24.180 authorizes the issuance of warrants before approval of the vouchers by the Board of Commissioners in order to expedite the payment of claims;

WHEREAS this Agency shall enact the following policies and procedures pursuant to RCW 42.24.180:

1. All routine operating claims against *(district name)* will be pre-audited and signed by the Auditing Officer
2. The Auditing Officer shall be bonded for no less than \$50,000 to assure the faithful discharge of their duties
3. *(Your policy name/number)* establishes the necessary purchasing and disbursing procedures that implements effective internal control for issuance of warrants and claims
4. The Board of Commissioners shall review and approve the claims paid at its next regularly scheduled public meeting; and
5. If the Board of Commissioners disapproves some claims, the Auditing Officer will recognize these claims as receivables of the District and will pursue collection diligently until the amounts are either collected or the Board of Commissioners approves the claims

THEREFORE BE IT RESOLVED, that the Board of Commissioners of *(district name and number)* does hereby authorize the Auditing Officer(s), *(includes name(s))*, to submit vouchers for payment and disbursement in accordance with *(policy name/number from above)* prior to the Board taking action to approve said claims;

ADOPTED by the Board of Commissioners of *(district name and number)* at a regular meeting held on this _____ day of _____, *(year)*.

ATTEST:

By: Board Secretary

By: Commissioner

By: Chairperson/ President

By: Commissioner

By: Commissioner

By: Commissioner