

DES MOINES POOL METROPOLITAN PARK DISTRICT

RESOLUTION NO. 2014-02

VOUCHER PREAPPROVAL AUTHORITY

**WHEREAS**, The monthly payment of the District's vouchers occasionally requires the issuance and approval of the vouchers prior to the Board of Commissioner's regular monthly meetings to insure timely processing by King County and;

**WHEREAS**, Under normal procedure vouchers are approved by the Board of Commissioners at its regular scheduled monthly meeting and;

**WHEREAS**, the District Board has determined that a more frequent payment schedule is in the District's best interests by taking early payment discounts, avoiding late payment penalties, adhering to vendors invoicing schedules and building relationships with vendors and;

**WHEREAS**, The schedule of the meetings of the Board of Commissioners and the time required for issuance of warrants, occasionally restricts the ability of the Board to approve qualifying vouchers at its regular meeting, and still pay the underlying invoices in a prompt and timely manner and;

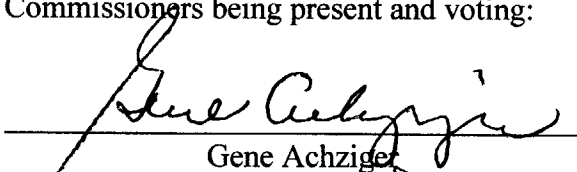
**WHEREAS**, RCW 42.24.180 authorizes a procedure where the existing problem could be resolved;

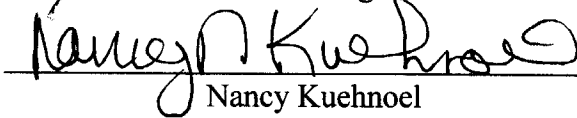
**NOW THEREFORE, BE IT RESOLVED**, to accomplish the purposes expressed above and to comply with RCW 42.24.180 it is resolved by the BOARD OF COMMISSIONERS of DES MOINES POOL METROPOLITAN PARK DISTRICT as follows:

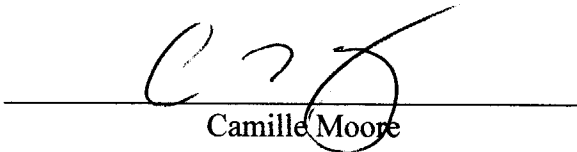
1. The procedure for payment of claims prior to approval by the Board of Commissioners shall apply to any claims against the District under \$50,000.00 that the District financial officer determines need to be approved prior to the Board's regular meeting "qualifying vouchers."
2. The District Clerk is designated as the District auditing officer and the President of the Board, the Clerk of the Board, the District Manager or any single Commissioner are designated as officers to sign the qualifying vouchers.
3. Each commissioner authorized to sign the qualifying vouchers shall obtain, at District expense, an official bond in the amount of no less than \$50,000.00 to secure the faithful discharge of their respective duties under this resolution.
4. In the preparation of the qualifying vouchers, the District shall follow the District's Administrative Directive on Purchasing Limits and its Administrative Directive on Voucher Processing.
5. The District Clerk shall audit and approve the qualifying vouchers each month and the District Manager shall sign the qualifying vouchers. In the absence of the District Manager, the President of the Board, the Board Clerk or any single commissioner may sign the qualifying vouchers. The District Clerk shall submit the preapproved qualifying vouchers to King County.
6. The District Clerk shall submit to the Board at its regular monthly meeting a full and complete report of all claims paid on vouchers approved and signed pursuant to this Resolution.

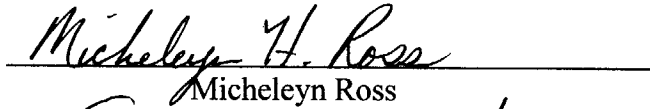
7. In the event that a warrant is issued on an erroneous voucher the District Clerk and District Manager shall cause the disapproved payment to be recognized as a receivable and shall diligently pursue collection of the erroneous payment or take such other action as may be directed by the Board of Commissioners.

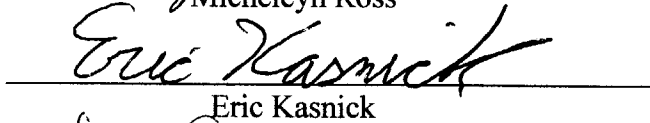
**Adoption:** ADOPTED by the Board of Commissioners of DES MOINES POOL METROPOLITAN PARK DISTRICT at an open public meeting of such Board on the 3rd day of September 2014, the following Commissioners being present and voting:

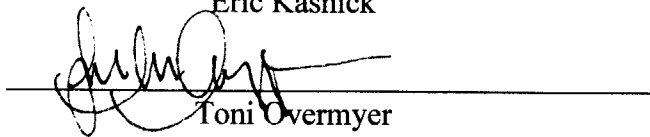
  
Gene Achziger

  
Nancy Kuehnoel

  
Camille Moore

  
Micheleyn Ross

  
Eric Kasnick

  
Toni Overmyer