

DES MOINES POOL METROPOLITAN PARK DISTRICT

RESOLUTION NO. 2015 – 03

VOUCHER PREAPPROVAL AUTHORITY

WHEREAS, the Des Moines Pool Metropolitan Park District (District) Board of Commissioners (Board) is the District's governing body and as such is responsible for making all District Policy and delegating all persons responsible for carrying out such Policy and;

WHEREAS, The monthly payment of the District's vouchers often requires the issuance and approval of the vouchers prior to The Board of Commissioner's regular monthly meetings 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 fees, 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:

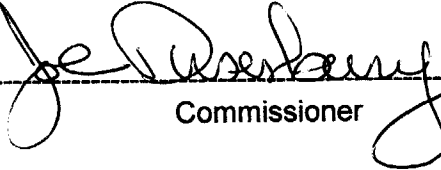
1. The procedure for payment of claims prior to approval by the Board of Commissioners shall apply to any claims against the District under \$50,000.00 that the District Financial Officer determines need to be approved prior to the Board's regular meeting "qualifying vouchers".
2. The District Manager, Commissioner Kasnick, President of the Board Overmyer and the Clerk of the Board Kuehnoel are designated as Auditing Officers and, as such, are further designated as officers to sign 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 to secure the faithful discharge of their respective duties under this resolution.
4. In 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 prepare the voucher schedule and the District Manager shall audit and sign the qualifying vouchers. In the absence of the District Manager, the President of the Board Overmyer, Clerk of the Board Kuehnoel or Commissioner Kasnick may sign the qualifying vouchers. The District Clerk shall submit the preapproved 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 any event that a warrant is issued on an erroneous voucher, the District Clerk and the 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 actions as may be directed by the Board of Commissioners.


**Adoption:** ADOPTED by the Board of Commissioners of the DES MOINES POOL METROPOLITAN PARK DISTRICT at an open meeting of such Board on the 2<sup>nd</sup> day of June, 2015, the following Commissioners being present and voting.

  
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Commissioner

  
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Commissioner

  
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Commissioner

  
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Commissioner

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Commissioner  
  
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Clerk