

DES MOINES POOL METROPOLITAN PARK DISTRICT

RESOLUTION NO. 2016-__

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 General 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 General 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 General 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 1st day of March, 2016, the following Commissioners being present and voting.

Commissioner

Commissioner

Commissioner

Commissioner

Commissioner

Clerk

Accounts Payable Authorized Signature Form
(For Districts for which King County, as Treasurer, Issues Payments)

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: Des Moines Pool Metropolitan Park District Number: 17095
Street Address: Post Office Box 98711
City/ State/ Zip: Des Moines, WA 98198
General Telephone #: 206-429-3852 Fax #: 206-429-3852

Primary Contacts

Name: <u>Scott Deschenes</u>	Title: <u>District General Manager</u>
Telephone #: <u>206-429-3852</u>	Email: <u>scott.deschenes@desmoinespool.org</u>
Name: <u>Camille Moore</u>	Title: <u>District Clerk</u>
Telephone #: <u>206-429-3852</u>	Email: <u>camille.moore@desmoinespool.org</u>

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>Toni Overmyer</u>	<u>206-429-3852</u>	<u>toni.overmyer@desmoinespool.o</u>	
Sign: _____			
Print: <u>Eric Kasnick</u>	<u>206-429-3852</u>	<u>eric.kasnick@desmoinespool.org</u>	
Sign: _____			
Print: <u>Scott Deschenes</u>	<u>206-429-3852</u>	<u>scott.deschenes@desmoinespo</u>	
Sign: _____			
Print: <u>Nancy Kuehnoel</u>	<u>206-429-3852</u>	<u>nancy.kuehnoel@desmoinespoo</u>	

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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: 2

Board Member Signatures

	Name	Telephone	Email
Sign:	_____	_____	_____
Print:	Martin Martinson	206-429-3852	marty.martiinson@desmoinespo
Sign:	_____	_____	_____
Print:	Nancy.Kuehnoel	206-429-3852	nancy.kuehnoel@desmoinespool
Sign:	_____	_____	_____
Print:	Toni Overmyer	206-429-3852	toni.overmyer@desmoinespool.o
Sign:	_____	_____	_____
Print:	Eric Kasnick	206-429-3852	eric.kasnick@desmoinespool.org
Sign:	_____	_____	_____
Print:	Joe Dusenbury	206-429-3852	joe.dusenbury@desmoinespool.
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:** March 1, 2016
Print Name: Toni Overmyer **Title:** Board President
Chairperson/ President

District/Organization Name: Des Moines Pool Metropolitan Park District

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.