

**RESOLUTION NO. 2010-15**

**AUTHORIZING THE PORT OF CHELAN COUNTY TO MAKE PAYMENT OF CERTAIN BILLS PRIOR TO BOARD APPROVAL**

WHEREAS, RCW 42.24.180 authorizes the issuance of payment of bills prior to the approval of the same by the Board of Commissioners (the "Board"), provided certain policies and procedures have been established; and

WHEREAS, the Board, consistent with the requirements of the Washington State Auditor, finds the Port of Chelan County (the "Port") has in place appropriate contracting, hiring, purchasing and disbursing policies that implement effective internal control; and

WHEREAS, the Board has determined the policies and procedures set forth in this Resolution should be updated due to the periodic Board meeting date changes, the possibility of absence of a quorum of the Board, and the needed flexibility to timely perform the Port accounts payable process in order to avoid possible penalties and late fees;

NOW THEREFORE, BE IT HEREBY RESOLVED by the BOARD OF COMMISSIONERS of the PORT OF CHELAN COUNTY, that the following policies and procedures are established:

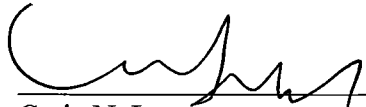
1. Payroll and all payroll-related bills and obligations and other recurring bills and obligations of the Port are hereby authorized to be paid pursuant to the procedures set forth below in this Resolution, and prior to approval of the same by a quorum of the Board. Recurring bills and obligations of the Port would include payments consistent with contracts or agreements previously approved by the Board or pursuant to a contract or agreement entered under the delegation of authority to the Executive Director (e.g. construction contracts, interlocal agreements and economic development partnership agreements).
2. Utility bills, including but not limited to bills for water service, water billing outsourcing, telephone, cellular telephone, sewer, electricity, natural gas bills, irrigation water, and gas and diesel fuel bills of the Port are hereby authorized to be paid pursuant to the procedures set forth below in this Resolution, and prior to approval of the same by a quorum of the Board.
3. Credit card bills complying with the Port's Credit Card Policy adopted June 15, 2005, are hereby authorized to be paid pursuant to the procedures set forth below in this Resolution, and prior to approval of the same by a quorum of the Board.
4. All bills and claims of the Port, not otherwise authorized to be paid in advance pursuant to Sections 1, 2, and 3 above, provided that the same do not exceed the delegation of authority to the Executive Director (Resolution No. 2009-08), are hereby authorized to be paid pursuant to the procedures set forth below in this Resolution, and prior to the approval of the same by a quorum of the Board.


5. The Internal Auditor (Cordell Neher & Company acting by and through Monica Lough or, in her absence, Tamara Dezellum) will continue as the certifying and warrant signing official and will prepare a Warrant Register (Voucher approval). The Warrant Register shall be approved and signed by the Port Executive Director prior to any payments by the Port pursuant to this Resolution.
6. The determination of what bills and claims are authorized to be paid prior to Board approval pursuant to Sections 1 through 4 of this Resolution shall be made at the discretion of the Port Executive Director prior to the approval and signature on the Warrant Register by the Port Executive Director.
7. After the Warrant Register has been approved and payments have been made pursuant to this Resolution, the Warrant Register shall be presented for approval of payment of warrants at the next regularly scheduled Public Meeting of the Board.
8. In the absence of the Executive Director, the Director – Business Operations is authorized to take the action of the Executive Director authorized in this Resolution, provided that the Director – Business Operations may not exercise the authority in Section 4, above, as this Section 4 requires the use of the Executive Director delegation of authority.
9. The Internal Auditor, Executive Director, and Director – Business Operations shall each be required to maintain an official bond for the faithful discharge of his or her duties in the amount of not less than \$50,000.00.
10. In the event the Board disapproves a warrant issued pursuant to this Resolution, the Internal Auditor will cause the disapproved claim to be recognized as a receivable of the Port and the Executive Director shall pursue collection diligently until the amounts disapproved are collected or until the Board is satisfied and approves the claim.
11. Bills and claims of the Port not authorized to be paid in advance of Board approval pursuant to Sections 1 through 4 of this Resolution shall not be paid until after the same have been presented to and approved by a quorum of the Board.
12. Notwithstanding the provisions in Sections 1 through 11 of this Resolution, if bills and claims that would not otherwise be authorized to be paid in advance of Board approval are prepared for presentation to the Board for consideration at a scheduled Regular Meeting or properly noticed Special Meeting of the Board and a quorum of the Board is not present at the scheduled time and place for such meeting, written approval by one member of the Board shall be sufficient to authorize payment of any such bills and claims prior to approval of the same by a quorum of the Board. In the event the authority to pre-pay bills and claims pursuant to this Section is exercised, then the provisions of Section 7 and Section 10 of this Resolution shall be applicable to all such bills and claims.

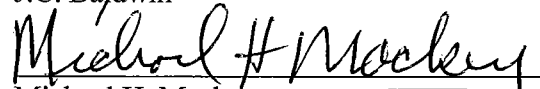
13. This Resolution supersedes and replaces all prior policies and resolutions concerning the advance approval of bills and obligations of the Port; provided that nothing herein is intended to modify the delegation of authority to the Executive Director.

ADOPTED by the Commission of the Port of Chelan County at a regular meeting thereof held this 14<sup>th</sup> day of September, 2010.

**PORT OF CHELAN COUNTY BOARD OF COMMISSIONERS**

  
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Craig N. Larson

  
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J.C. Baldwin

  
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Michael H. Mackey