

RESOLUTION NO. 836-25

A Resolution of the Commission of the Port of Port Townsend

AUTHORIZING THE ISSUANCE OF CHECKS AND WARRANTS PRIOR TO APPROVAL OF THE COMMISSION (SUPERSEDING RESOLUTION 737-20)

WHEREAS, in order for the Port to expedite the payment of claims, it is necessary to issue checks, warrants and electronic payments prior to Commission approval for payroll and related disbursements; and

WHEREAS, in order for the Port to pay claims timely and efficiently, it is necessary to issue checks, warrants and electronic payments between Commission meetings for expenditures other than payroll including those months when the Commission meets only once or when there is a large gap between Commission meetings; and


WHEREAS, RCW 42.24.180 allows the Port to issue checks and warrants before approval of the Commission if the following conditions are met:

- a. The auditing officer and any officer designated to sign the check or warrant is covered by a minimum of a \$50,000 bond or a policy of insurance covering faithful performance of duty or fidelity bond and insuring against the same perils as a bond may be utilized in lieu of individual bonds.
- b. Policies are in place to implement effective internal control.
- c. The Commission shall review and approve all checks, warrants and electronic payments issued under this procedure at its next regularly scheduled public meeting.
- d. If a claim is disapproved, the auditing officer shall recognize the disapproved claim as a receivable of the Port and shall pursue collection until the full amount has been collected or the Commission approves the claim.

NOW, THEREFORE, BE IT RESOLVED by the Commission of the Port of Port Townsend that upon approval of the Executive Director, the Auditor may issue checks and warrants prior to Commission approval in accordance with RCW 42.24.180.

ADOPTED this 22nd day of January 2025 by the Commission of the Port of Port Townsend and duly authenticated in open session by the signatures of the Commissioners voting in favor thereof and the Seal of the Commission duly affixed.

ATTEST:



Peter W. Hanke, Secretary




Carol Hasse, President



Pamela A. Petranek, Vice President

APPROVED AS TO FORM:



Port Attorney

