

**CHELAN DOUGLAS REGIONAL PORT AUTHORITY  
POLICY TO MAKE PAYMENT OF CERTAIN BILLS PRIOR TO BOARD APPROVAL**

**PURPOSE**

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

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

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

**POLICY**

- (1) Payroll and all payroll-related bills and obligations and other recurring bills and obligations of the Port Authority 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 Authority 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 Chief Executive Officer, as it now exists or is hereafter amended (e.g. construction contracts, interlocal agreements and economic development partnership agreements).
- (2) Utility bills, including but not limited to bills for water service, telephone, cellular telephone, sewer, electricity, natural gas bills, irrigation water, and gas, diesel and aviation fuel bills of the Port Authority 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 Authority's Credit Card Policy (as it now exists or is hereafter adopted), 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, and are authorized by, the delegation of authority to the Chief Executive Officer (as it now exists or is hereafter amended), 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 Port Auditor 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 Authority Chief Executive Officer prior to any payments by the Port Authority 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 Chief Executive Officer prior to the approval and signature on the Warrant Register by the Chief Executive Officer.
- (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 Chief Executive Officer, the Director of Finance and Administration is authorized to take the action of the Executive Director authorized in this Resolution, provided that the Director of Finance and Administration may not exercise the authority in Section 4, above, as Section 4 requires the use of the Chief Executive Officer delegation of authority.
- (9) The Chief Executive Officer and Director of Finance and Administration (the Port Auditor) 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.
- (10) In the event the Board disapproves a warrant issued pursuant to this Resolution, the Port Auditor will cause the disapproved claim to be recognized as a receivable of the Port and the Chief Executive Officer 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 Authority 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.

**Adopted by the Chelan Douglas Regional Port Authority Board of Directors**

on September 10<sup>th</sup>, 2019.