

# KING COUNTY RURAL LIBRARY DISTRICT BOARD OF TRUSTEES

## RESOLUTION 2006-10 (ISSUANCE OF WARRANTS BEFORE BOARD APPROVAL)

NOVEMBER 28, 2006

A resolution of the Board of Trustees of the King County Rural Library District ratifying and making a finding regarding existing District policies; authorizing the issuance of District warrants and checks before Board review and approval, and providing for such review and approval; requiring performance bonds for certain District officers; and repealing Resolution No. 1982-3 of the Board.

WHEREAS, on May 5, 1982, the Board of Trustees (the "Board") of the King County Rural Library District (the "District") adopted Resolution No. 1982-3 authorizing appropriate "auditing officers" to review and certify for payment District obligations in advance of Board approval in order "to facilitate the process for more efficient and prompt payment of the District's obligations", consistent with then current State law; and

WHEREAS, subsequent to the adoption of Resolution No. 1982-3, the Washington State Legislature enacted RCW 42.24.180, establishing new requirements for the issuance of warrants and checks by a local government prior to approval by its legislative body; and

WHEREAS, the Board deems it necessary and appropriate to update the District's procedures related to the issuance of warrants and checks prior to Board approval in order to meet the requirements of current State law;

NOW, THEREFORE, THE BOARD OF TRUSTEES OF THE KING COUNTY RURAL LIBRARY DISTRICT hereby resolves as follows:

Section 1. Ratification and Finding Regarding Existing Policies. The Board hereby ratifies and confirms the District's existing contracting, hiring, purchasing and disbursement policies that it has heretofore adopted, and finds that such policies implement effective internal controls.

Section 2. Authorization to Issue and Sign Warrants; Board Review and Approval.

(a) The Board hereby authorizes the issuance of District warrants and checks in payment claims against the District, and the execution thereof by the District officers designated to sign warrants and checks (currently, the Manager of Business and Finance and the Director), all prior to approval by the Board; provided, that the Board shall review the documentation

supporting claims paid and approve all warrants and checks issued in payment of claims at its next regularly scheduled public meeting.

(b) If, upon review, the Board disapproves one or more claims, the District's auditing officer (currently, the Manager of Business and Finance) and the District officers designated to sign warrants and checks shall jointly cause the disapproved claims to be recognized as receivables of the District and to pursue collection diligently until the amounts disapproved are collected or until the Board is satisfied and approves the claims.

Section 3. Performance Bonds. The District's auditing officer and the District officers designated to sign warrants and checks shall each be required to furnish an official bond for the faithful discharge of his or her duties in an amount of fifty thousand dollars (\$50,000), or such other minimum amount as may be required by applicable law.

Section 4. Repeal of Resolution No. 1982-3. Resolution No. 1982-3 of the Board is hereby repealed.

Section 5. Immediate Effect. This Resolution shall take effect immediately upon its adoption.

ADOPTED by the Board of Trustees of King County Rural Library District, King County, Washington, at an open, public, regular meeting thereof held this 28<sup>th</sup> day of November 2006.

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Charlotte Spitzer, President

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LeRoy McCollough, Secretary

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Richard Eadie, Trustee

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Lucy Krakowiak, Trustee

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Jessica Bonebright, Trustee