

BAINBRIDGE ISLAND METROPOLITAN PARK & RECREATION DISTRICT

RESOLUTION 2020-03

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE BAINBRIDGE ISLAND METROPOLITAN PARK & RECREATION DISTRICT, KITSAP COUNTY, WASHINGTON, REVISING THOSE WHO ARE AUTHORIZED TO 1) BE SIGNERS ON THE PAYROLL CHECKING ACCOUNT; AND 2) REQUEST PAYROLL FUND TRANSFERS.

WHEREAS, in accordance with Resolution 2013-07 dated November 7, 2013, the Board of Commissioners authorized the Bainbridge Island Metropolitan Park & Recreation District to change from having Kitsap County process its payroll to having this done in house by Park District staff; and

WHEREAS, in accordance with Resolution 2013-07, a checking account was set up by the Park District to use specifically and solely for payroll and payroll related expenses; and

WHEREAS, at that time, specific positions were authorized to: 1) Be signers on the payroll checking account; and 2) Request payroll fund transfers; and

WHEREAS, in accordance with Resolution 2015-27 dated December 17, 2015, the third signer on the account was changed from "Board Chair" to "Designated Board Member"; and

WHEREAS, with an upcoming change in personnel, there is need now to revise those who are authorized to: 1) Be signers on the payroll checking account; and 2) Request payroll fund transfers; and

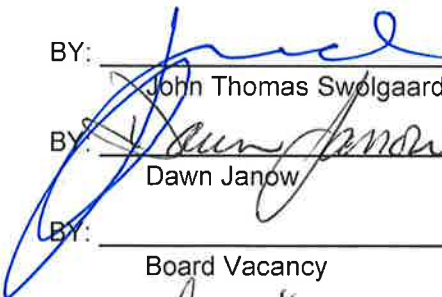
WHEREAS, staff is proposing that a Division Director replace the Designated Board Member as the third signer on the payroll checking account since more readily available than board members to sign paychecks; and

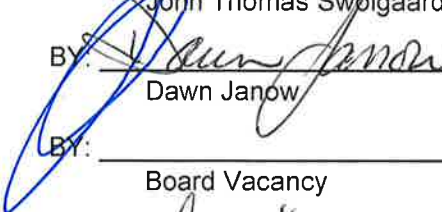
WHEREAS, with these changes, it is proposed that: 1) The designated signers on the payroll checking account be the Executive Director, Accounting Coordinator, and a Division Director, and 2) Those authorized to request payroll fund transfers be the Administrative Division Director and Accounting Coordinator,

NOW THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Bainbridge Island Metropolitan Park & Recreation District, Kitsap County, Washington, that the above changes be made, and that this Resolution 2020-03 supercede Resolution 2015-27 and those portions of Resolution 2013-07 pertaining to those authorized to sign on the payroll checking account and request payroll fund transfers.

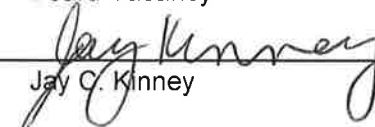
PASSED by the Board of Commissioners of the Bainbridge Island Metropolitan Park & Recreation District, Kitsap County, Washington, at a regular meeting thereof held this 6th day of February, 2020, the undersigned commissioners being present.

BAINBRIDGE ISLAND METROPOLITAN PARK & RECREATION DISTRICT

BY: 
John Thomas Swolgaard

BY: 
Dawn Janow

BY: _____
Board Vacancy

BY: 
Jay C. Kinney

ATTEST: 
Kenneth R. DeWitt