

Jefferson County 911 Administrative Board

RESOLUTION 2023-0014

**AUTHORIZING THE ISSUANCE OF WARRANTS, CHECKS AND ELECTRONIC PAYMENTS
BEFORE THE JEFFCOM ADMINISTRATIVE BOARD APPROVES CLAIMS**

WHEREAS, Jefferson County 911 DBA Jeffcom 911 Communications (hereinafter “Jeffcom”) is an independent agency formed by an interlocal agreement among Jefferson County and other agencies and delegated by the parties to the interlocal agreement municipal powers related to the operations of a 911 communications facility; and

WHEREAS, pursuant to RCW 42.24.180, the legislative body of any taxing district may authorize the issuance of warrants or checks in payment of claims after the provisions of that chapter have been met and after the designated officer has signed the checks or warrants, but before the legislative body has acted to approve the claims; and

WHEREAS, pursuant to RCW 42.24.180, the legislative body may stipulate that certain kinds or amounts of claims shall not be paid before the board has reviewed the supporting documentation and approved the issue of checks or warrants in payment of those claims; and

WHEREAS, Pursuant to RCW 42.24.180, certain conditions shall be met before the payment;

NOW, THEREFORE, BE IT RESOLVED BY THE ADMINISTRATIVE BOARD OF JEFFERSON COUNTY 911 THAT Jeffcom does hereby authorize the issuance of warrants or checks or electronic fund transfers in payment of legitimate claims after the designated officer has signed the checks or warrants but before the Administrative Board has acted to approve the claims; and

BE IT FURTHER RESOLVED that the Jeffcom Director and Jeffcom Finance Manager 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 and that Jeffcom shall procure such a bond for each named individual unless Jeffcom maintains through its Risk Pool or insurance provider coverage against Employee Theft including Funds Transfer Fraud and coverage for Faithful Performance of Duty by the Jeffcom Director and Jeffcom Finance Manager and a limit of no less than fifty-thousand dollars; and


BE IT FURTHER RESOLVED that Jeffcom shall maintain and update its policies regarding contracting, hiring, purchasing and disbursement to implement effective internal control and shall maintain and update effective internal control over computer systems and access; and

BE IT FURTHER RESOLVED that the Administrative Board shall review the documentation supporting claims paid and for approve of all checks or warrants issued in payment of claims at its next regularly scheduled public meeting; and

BE IT FURTHER RESOLVED that if, upon review, the Administrative Board disapproves some claims, Jeffcom Director and Jeffcom Finance Manager shall jointly cause the disapproved claims to be recognized as receivables of Jeffcom and to pursue collection diligently until the amounts disapproved are collected or until the Administrative Board is satisfied and approves the claims.

PASSED AND APPROVED THIS 24th DAY OF August, 2023.

By: Andy Pensteiner
Chair of the Board


Member

Thomas A Olson
Member

Art Frank
Member

Tim McKern
Member

Attest: Linda Johnson
Clerk of the Jeffcom Administrative Board