



STAFF REPORT/RESOLUTION

TO: Southwest Washington Regional Transportation Council Board of Directors
FROM: Matt Ransom, Executive Director
DATE: March 31, 2020 
SUBJECT: **Voucher (Claims) Approval Process, Resolution 04-20-09**

AT A GLANCE - ACTION

The purpose of this resolution is to adopt a Voucher (Claims) Approval Process which is consistent with state statute, and provides for timely approval of RTC Claims.

BACKGROUND

In May, 1999 the RTC Board of Directors approved Resolution 05-99-10 which provided guidance to the RTC Transportation Director for the periodic approval of claims in-between RTC Board meetings. The Resolution was meant to apply to routine monthly claims which were described in the Resolution as: payroll, utilities, communications, and other monthly services. The Resolution further provided a procedure for estimating amounts to be paid and a reconciliation process. The purpose of the 1999 Resolution was to establish a claims approval process for the timely processing of RTC liabilities and to avoid incurring late fees or charges.

PRESENT SITUATION

Current state statute provides rules for the Payment of Claims for Expenses, Material, Purchases, and Advancements in Chapter 42.24 RCW. Specifically, Chapter 42.24.180 RCW provides rules for the Issuance of warrants or checks before approval of the legislative body.

The proposed Resolution will replace Resolution 05-99-10 and set in place the specific procedures of Chapter 42.24.180 RCW for the purpose of administering monthly claims with the RTC Board. As proposed, the RTC Board Chair will be designated the Auditing Officer, and the RTC Board Vice-Chair the Auditing Officer in the absence of the RTC Board Chair. The RTC Auditing Officer will be authorized to approve Claims submitted by the Executive Director prior to the Board of Directors monthly meeting. The RTC Board will be provided the Claims for final approval (or rejection) at the next Board meeting.

IMPLEMENTATION PROCEDURES

Upon approval of Resolution 04-20-09, the RTC Board Chair and Vice-Chair will be bonded pursuant to the terms described in statute. The Executive Director will implement an electronic signature procedure utilizing an electronic signature service deemed acceptable for legal and contractual purposes. The same service will be implemented for all RTC Board matters where signatures are involved. Lastly, the Executive Director will implement a recurring interval for approval of Claims, and will present a fully compiled Claims list for approval at the next monthly Board meeting.

POLICY IMPLICATION

None. This is a regulatory compliance and business efficiency matter.

BUDGET IMPLICATION

None. The RTC Executive Director is responsible to preparing Claims consistent with the RTC Work Program and Budget and procurement authority.

ACTION REQUESTED

Adoption of Resolution 04-20-09.

Attachment: Resolution 04-20-09

RESOLUTION 04-20-09

A RESOLUTION

A RESOLUTION authorizing the payment of claims prior to approval by the Board of Directors.

WHEREAS, pursuant to RCW 42.24.180, the Southwest Washington Regional Transportation Council (Council) Board of Directors (Board) may authorize the Council auditing officer to approve vouchers for, and may authorize the Council Treasurer to issue warrants for the payments of claims for goods and services provided to the Council (“claims”) prior to approval of the claims by the Board; and

WHEREAS, the Board desires to appoint the chair of the executive committee as auditing officer, and to authorize the chair to approve vouchers for payment of claims, and to authorize the Council Treasurer to issues warrants for payment of claims prior to a meeting of the Board;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRETORS OF THE SOUTHWEST WASHINGTON REGIONAL TRANSPORTATION COUNCIL:

SECTION 1. Pursuant to RCW 42.24.180, the chair of the executive committee shall serve as auditing officer of the Council for the purposes of approving vouchers for the payment of claims for goods and services provided to the Council (“claims”). In the chair’s absence, the vice-chair of the executive committee may serve as auditing officer for such voucher approval. The auditing officer is authorized to approve vouchers, either individually or collectively, for the payment of claims. The Council Treasurer is authorized to issue warrants for payment of claims pursuant to such voucher approval.

SECTION 2. The chair of the executive committee shall post an official bond for the faithful discharge of duties under Resolution the amount of \$50,000.00

SECTION 3. The voucher approvals issued by the auditing officer or pro-tem auditing officer pursuant to Section 1 of this Resolution shall be presented to the Board for review at the next regular meeting of the Board. After review, the Board shall either approve or disapprove such claims. If the Board disapproves the claims, they shall become receivables of the Council and the auditing officer shall diligently pursue their collection.

ADOPTED this 7th day of April 2020, by the Southwest Washington Regional Transportation Council.

SOUTHWEST WASHINGTON
REGIONAL TRANSPORTATION COUNCIL

ATTEST:

Scott Hughes
Chair of the Board

Matt Ransom
Executive Director