



RESOLUTION NO. 22-03

**RESOLUTION APPOINTING AUDITING OFFICERS AND AUTHORIZING BANK
ACCOUNT AND SECURING CREDIT CARDS**

A **RESOLUTION** of the Board of Directors of the PSERN Operator appointing the Executive Director and Finance Manager as Auditing Officers of the PSERN Operator and authorizing the Executive Director to open a bank account for PSERN Operator payroll and secure business credit cards for PSERN Operator purposes.

WHEREAS, pursuant to the provisions of the Puget Sound Emergency Radio Network Operator Interlocal Cooperation Agreement (the "Interlocal Agreement") and chapters 39.34 and 24.06 RCW, as amended, the Puget Sound Emergency Radio Network Operator ("PSERN Operator") has been created and possesses all the powers under the Interlocal Agreement; and

WHEREAS, the PSERN Operator makes periodic payments to its employees, contractors, vendors, service providers, and others consistent with the Board of Directors ("Board") approved annual budget; and

WHEREAS, there may be circumstances when the Board does not meet prior to a day in which it would need to approve vouchers for payment of the PSERN Operator's warrants and claims; and

WHEREAS, there is a need by the PSERN Operator to process warrants, make electronic payments, pay its employees, and make purchases that facilitate the normal operations of the PSERN Operator offices, all in a timely and consistent manner; and

WHEREAS, pursuant to the provisions of the Puget Sound Emergency Radio Network Operator Interlocal Cooperation Agreement (the "Interlocal Agreement") the Executive Director

shall, consistent with applicable budget and procurement policies adopted by the Board, approve expenditures and sign contracts in amounts as established by the Board of Directors without additional approval of the Board of Directors; and

WHEREAS, it would be of financial benefit and in the best interests of the PSERN Operator to: i) appoint the Executive Director and Finance Manager as Auditing Officers to certify voucher approval documents for the correct and certified submission of vouchers to the King County Finance Office without awaiting a Board meeting to authorize specific payments; ii) authorize the Executive Director to open a bank account for the purpose of processing payroll for PSERN Operator employees; iii) secure business credit cards in order to efficiently carry out the business of the PSERN Operator; and

WHEREAS, RCW 42.24.180 authorizes the issuance of warrants before approval of the vouchers by the Board in order to expedite the payment of claims.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE PSERN Operator AS FOLLOWS:

Section 1. The Executive Director and Finance Manager are hereby appointed as the Auditing Officers of the PSERN Operator, including for the purpose of authorizing the issuance of warrants and electronic transactions prior to Board approval.

Section 2. The Executive Director and Finance Manager are hereby authorized to submit vouchers for payment and disbursement in accordance with Board resolutions prior to the Board taking action to approve said claim.

Section 3. The Executive Director is hereby authorized to open two bank accounts: (1) for the purpose of processing payroll for PSERN Operator employees and (2) for the purpose of establishing a petty cash fund in the amount of \$200.

Section 4. The Executive Director is hereby authorized to secure business credit cards with a credit limit of \$50,000 in the name of the PSERN Operator and use said credit cards to make purchases necessary for the execution of PSERN Operator duties. The Executive Director


may not exceed \$50,000 of expenditures in a 30-day period unless specifically authorized in writing by the Board Chair.

Section 5. The Executive Director is hereby authorized to take such administrative or other actions as necessary to implement the provisions of this resolution and the terms approved herein.

ADOPTED at the regular meeting of the PSERN Operator Board of Directors, this 28th day of July 2022.

**PSERN OPERATOR
KING COUNTY, WASHINGTON**

DocuSigned by:


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Lora Ueland, Chair