

**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