

**BAINBRIDGE ISLAND METROPOLITAN PARK & RECREATION DISTRICT**

**RESOLUTION 2025-11**

**A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE BAINBRIDGE ISLAND METROPOLITAN PARK & RECREATION DISTRICT, KITSAP COUNTY, WASHINGTON, RAISING THE LIMIT OF THE GENERAL OPERATING ACCOUNT IMPREST FUND.**

**WHEREAS**, the Bainbridge Island Metropolitan Park & Recreation District has two imprest fund checking accounts that are used to pay expenses that require a check sooner than what can be provided through the District's accounts payable system; and

**WHEREAS**, one of these two funds, the Aquatic Operating Account, has a \$15,000 limit and is used only for the aquatic program uses defined in Resolution 2021-03 adopted by the Board of Commissioners on July 15, 2021; and

**WHEREAS**, the second of these two funds, the General Operating Account, has a \$30,000 limit and is used only for the general uses defined in Resolution 2019-04 adopted by the Board of Commissioners on May 16, 2019; and

**WHEREAS**, the current \$30,000 limit for the General Operating Account is no longer sufficient due to increases in the amount of sales tax, unclaimed property, and other checks as needed, making an increase in the General Operating Account imprest fund necessary; and

**WHEREAS**, a new limit of \$50,000 for the General Operating Account will allow the District to avoid the possibility of overdraft fees in the event of delays of reimbursement to the General Operating Account, which can happen due to weather related events, system outages, and paid time off for staff; and

**WHEREAS**, the General Operating Account imprest fund will be authorized for the following expenses that require a check sooner than what can be provided through the District's accounts payable system: special events, postage, building, planning, and property acquisition costs, as well as for electronic payments the District is not allowed to make through the account with Kitsap County; and

**WHEREAS**, the custodian of the General Operating Account imprest fund will continue to be the District's Finance Officer; and

**WHEREAS**, this Resolution 2025-11 supersedes Resolution 2019-04 of the District,

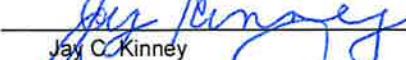
**NOW THEREFORE BE IT RESOLVED** by the Board of Commissioners of the Bainbridge Island Metropolitan Park & Recreation District, Kitsap County, Washington, that the District's General Operating Account imprest fund limit be raised to \$50,000.

**PASSED** by the Board of Commissioners of the Bainbridge Island Metropolitan Park & Recreation District, Kitsap County, Washington, at a regular meeting thereof held this 7th day of August, 2025, the undersigned commissioners being present.

**BAINBRIDGE ISLAND METROPOLITAN PARK & RECREATION DISTRICT**

BY:   
Tom Goodlin

BY:   
Dawn Janow

BY:   
Jay C. Kinney

BY:   
John Thomas Swolgaard

ATTEST:   
Kenneth R. DeWitt