

BAINBRIDGE ISLAND METROPOLITAN PARK & RECREATION DISTRICT

RESOLUTION 2025-13

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE BAINBRIDGE ISLAND METROPOLITAN PARK & RECREATION DISTRICT, KITSAP COUNTY, WASHINGTON, OPENING AN ELECTRONIC PAYMENT ACCOUNT AND CLOSING THE GENERAL OPERATING ACCOUNT IMPREST FUND.

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

WHEREAS, one of the two funds, the General Operating Account, has a \$50,000 limit and is used only for the general uses defined in Resolution 2025-11 adopted by the Board of Commissioners on August 7, 2025; and

WHEREAS, it has been determined by staff that it is more efficient to open a checking account for making the electronic payments that have been processed through the General Operating Account imprest fund because the District is not allowed to process them through the account with Kitsap County; and

WHEREAS, staff will open an electronic payment checking account that will be set up similarly to the District's payroll account that was defined in Resolution 2013-07 adopted by the Board of Commissioners on November 7, 2013; and

WHEREAS, the \$50,000 in the General Operating Account imprest fund will be transferred to the District's General Fund 001 upon closure of the imprest account which will be no later than December 31, 2025 and after the electronic payment account has been opened; and

WHEREAS, Kitsap County will transfer District funds into the electronic payment account to cover approved electronic payments when requested by authorized staff and transfers will not exceed an average of one per week; and

WHEREAS, the staff positions authorized to make transfers into the electronic payment account will be Procurement Administrator and Accounting Manager; and

WHEREAS, the staff positions authorized as signers on the electronic payment account will be the Executive Director, Assistant Executive Director, and a Division Director,

NOW THEREFORE BE IT RESOLVED by the Board of Commissioners of the Bainbridge Island Metropolitan Park & Recreation District, Kitsap County, Washington, that an electronic payment account be opened and the District's General Operating Account imprest fund be closed.

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 November, 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