

**PORT OF LONGVIEW COMMISSION
RESOLUTION 2016-9**

**A RESOLUTION OF THE PORT OF LONGVIEW COMMISSION
CONCERNING THE PROCESSING OF INVOICES, CLAIMS, AND
ELECTRONIC PAYMENTS IN ACCORDANCE WITH RCW 42.24.180.**

WHEREAS, the Port of Longview has historically processed its invoices, claims and electronic payments in accordance with RCW 42.24.080, which was first enacted in 1965; and

WHEREAS, the Washington State Auditor once required the following language on blanket voucher certifications presented to the Port's Board of Commissioners ("Board") for approval: "WE, the undersigned Board of Commissioners of the Port of Longview, Cowlitz County, Washington do hereby certify that the merchandise or services hereinafter specified have been received and are approved for payment from the funds in the Maintenance fund on this date;" and

WHEREAS, RCW 42.24.080 in its express language, and as currently interpreted by the Washington State Auditor, requires the Port's Auditor or delegate to pre-audit and certify claims prior to their approval for payment by the Port's Board; and

WHEREAS, at times, the process for approval of claims under RCW 42.24.080 resulted in the Port being unable to pay its vendors in a timely fashion; and

WHEREAS, regardless of the Port Auditor's authentication and certification process, prior to the Board approving payment, the Port Board remained responsible and liable for each voucher approved under RCW 42.24.080;

WHEREAS, since 1984 an alternative method of payment processing and approval has been allowed under RCW 42.24.180, which shifts liability for payment of claims from the Port's Board to its Auditor and delegates, and in addition allows the Port to pay vendors in a timely fashion; and

WHEREAS, the Board desires to avail itself of this alternate payment processing method.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Port of Longview that:


(1) policies and procedures are in place, as they may be updated from time to time, that meet the requirements of RCW 42.24.180 namely: (a) the Port meets the bonding requirements specified in RCW 42.24.180(1); (b) the Port has adopted hiring, contracting, purchasing, and disbursing policies to implement effective internal controls; (c) the Port reviews the documentation supporting claims and approves all payments of claims at its next regularly scheduled meeting or within one month of

payment; and (d) if the Board disapproves of any claims paid, such amounts shall be recognized as receivables; and

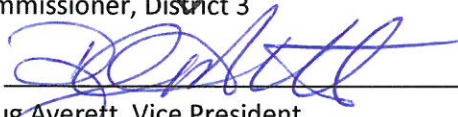
(2) The Port Auditor, in addition to his/her delegates which shall be the Deputy Auditor and Director of Administration, are hereby authorized to process and present invoices, claims, and electronic payments in accordance with RCW 42.24.180.

ADOPTED by the Port Commission of the Port of Longview this 23rd day of February, 2016.

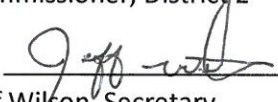
PORT OF LONGVIEW COMMISSION

By: 

Bob Bagaason, President
Commissioner, District 3

By: 

Doug Averett, Vice President
Commissioner, District 2

By: 

Jeff Wilson, Secretary
Commissioner, District 1