



City of Longview

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Agenda Summary Sheet

File Number: 17-5017

Agenda Date: 8/9/2017

Version: 1

Status: Miscellaneous

In Control: Cowlitz Transit Authority

File Type: Agenda Item

RESOLUTION NO. 2017-03: AUTHORIZE INDIVIDUALS TO APPROVE AND SUBMIT CLAIMS FOR PAYMENT

SUMMARY STATEMENT:

The Cowlitz Transit Authority (CTA) is scheduled to meet monthly, but from time to time the meetings are cancelled or a lack of a quorum of board members prevents the meetings from being held. These cancelled meetings delay payments to contractors, vendors, agencies, and individuals who have provided goods and services to the CTA. To avoid delaying payments of claims, staff recommends the CTA board designate certain individuals as authorized to approve and submit claims for payment to the Cowlitz County Auditor and Treasurer.

Resolution No. 2017-03 authorizes individuals in the following identified positions to approve and submit claims for payment:

RiverCities Transit/City of Longview Transit Manager
City of Longview Public Works Director
Cowlitz Transit Authority Board Chair
Cowlitz Transit Authority Board Vice Chair

Additionally, claims must be signed by any two of the individuals occupying the positions identified above, and claims must be ratified and approved by the CTA board at its next regularly scheduled meeting.

RECOMMENDED ACTION:

Motion to approve Resolution Number 2017-03.