



## Legislation Text

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**File #:** 17-5017, **Version:** 1

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### **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.