

**HIGHLINE WATER DISTRICT
King County, Washington**

RESOLUTION 17-3-15A

RESOLUTION AMENDING HIGHLINE WATER DISTRICT CODE (HWDC), TITLE 5 REVENUE AND FINANCE, CHAPTER 5.16 ADVANCE TRAVEL REVOLVING FUND, AND ESTABLISHING CHAPTER 5.17 CREDIT CARD USE, SECTION 5.17.010

WHEREAS, at the 3/1/17 Board meeting, the Board was in agreement for staff to revise the policy to increase the credit card purchasing limit from \$15,000 to \$20,000 to keep up with inflation; and

WHEREAS, for clarification, Section 5.16.040 Credit Card, will be deleted from HWDC Title 5 Revenue and Finance, Chapter 5.16 Advance Travel Revolving Fund and Chapter 5.17 Credit Card Use, Section 5.17.010 will be established. The revisions are as follows:

5.16.040 CREDIT CARD

1. ~~A District credit card with a line of credit not to exceed \$15,000 shall be established for the purpose of paying for travel expenses and related registration fees for conferences, seminars, training classes, and transportation. (See RCW 42.24.115).~~
2. ~~The credit card also may be used for official District purchases and acquisitions, including the purchase of meals for the General Manager, staff, members of the Board of Commissioners or the staff of other municipal corporations when the meal is incident to District business. (See RCW 43.09.2855)~~

Chapter 5.17 - Credit Card Use

5.17.010 CREDIT CARD USE

1. A District credit card with a line of credit not to exceed \$20,000 shall be established for the purpose of paying for travel expenses and related registration fees for conferences, seminars, training classes, and transportation. (See RCW 42.24.115)
2. The credit card also may be used for official District purchases and acquisitions, including the purchase of meals for the General Manager, staff, members of the Board of Commissioners or the staff of other municipal corporations when the meal is incident to District business. (See RCW 43.09.2855)

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NOW, THEREFORE, BE IT RESOLVED:

The Board of Commissioners authorizes the General Manager to amend the Highline Water District Code as referenced in this document and incorporated herein and to update the Purchasing – Credit Card Use procedure accordingly, effective 3/15/17.

ADOPTED BY THE BOARD OF COMMISSIONERS of Highline Water District, King County, Washington, at an open public meeting held this **15th** day of **March 2017**.

BOARD OF COMMISSIONERS



Todd Fultz, President



Vince Koester, Commissioner



Kathleen Quong-Vermeire, Commissioner



Daniel Johnson, Secretary



George Landon, Commissioner

Agenda Item No.: 5.1
Agenda Date: 03/15/17
Reviewed By: M.S.

Subject: Resolution amending Highline Water District Code (HWDC), Title 5 Revenue and Finance, Chapter 5.16 Advance Travel Revolving Fund, and Establishing Chapter 5.17 Credit Card Use, Section 5.17.010

CATEGORY	
<i>Executive</i>	<input type="checkbox"/>
<i>Administrative</i>	<input checked="" type="checkbox"/>
<i>Engineering/Operations</i>	<input type="checkbox"/>

FINANCIAL			
<i>Expenditures?</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>
<i>Budgeted?</i>	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
Amount: \$ _____			

ATTACHMENTS:

1. Resolution 17-3-15A

COMMENTS:

At the 3/1/17 Board meeting, the Board was in agreement for staff to revise the policy to increase the credit card purchasing limit to \$20,000 to keep up with inflation.