

Klickitat County Port District No. 1
RESOLUTION NO. 7-2013

A Resolution of the Port of Klickitat Commission
Reauthorizing the Use of Port Credit Cards

WHEREAS, the Port commissioners and staff have cause, from time to time, to acquire products and services in furtherance of Port business that require payment at the time of purchase or performance; and

WHEREAS, the Port discourages the use of cash payments in support of its oversight and auditing obligations; and

WHEREAS, for some purchases where the amount owed is material, payment by, and subsequent reimbursement to, the commissioner or employee would constitute an unreasonable hardship; and

WHEREAS, for some purchases where the total amount is not known in advance, use of a check is difficult or impossible; and

WHEREAS, for some purchases where the parties to the transaction are geographically distant, such as those conducted via telephone, telefacsimile, or computer network (e.g. the Internet), use of a check, cash, or other physical method of payment is difficult or impossible; and

WHEREAS, the Port Commission previously adopted Resolution 3-2008 authorizing the use of Port credit cards issued by Columbia River Bank of The Dalles, Oregon; and

WHEREAS, Columbia River Bank has been closed by the Oregon Division of Finance and Corporate Securities and its operations assumed by Columbia State Bank of Tacoma, Washington;

NOW, THEREFORE, BE IT RESOLVED that the Port Commission does hereby authorize its Executive Director or his/her designee to enter into agreements for the establishment of credit card accounts in the name of the Port, subject to the provisions set forth below:

1. Any such agreements shall be entered into only with the bank, credit union, or other financial institution serving as the Port's banking services provider, as approved by the Commission, or any subsequent entity as may acquire the assets and operations of same through merger, acquisition, or receivership.
2. The maximum credit limits established herein shall be indexed to the Consumer Price Index for All Urban Consumers (CPI-U), U.S. City Average, All Items, Not Seasonally Adjusted as periodically published by the U.S. Department of Labor, Bureau of Labor Statistics (www.bls.gov/cpi), or any subsequent government agency to which such responsibility is assigned.
3. Any card issued to an individual holding the title of Executive Director, Deputy Director, Facilities Manager, or Maintenance Supervisor shall have a maximum credit limit of \$3,000 on the date of this Resolution and this limitation shall increase each year by the same percentage increase as that of the CPI-U described herein.
4. Any card issued to a commissioner or an individual holding the title of Office Manager, Executive Assistant, Administrative Assistant, Auditor, or Maintenance Technician shall have a maximum credit limit of \$1,500 on the date of this Resolution and this limitation shall increase each year by the same percentage increase as that of the CPI-U described herein.

5. Use of any Port credit card shall be strictly limited to the conduct of Port business and no personal use of any kind shall be permitted.
6. All personnel shall sign a Port Credit Card Agreement, or any similar agreement subsequently utilized by the Port, prior to receiving a Port credit card and said Agreement shall describe the terms and conditions under which the employee may use a Port credit card and the employee's responsibilities and obligations upon receipt of same.
7. This Resolution supersedes Resolution 3-2008 in its entirety.


ADOPTED IN OPEN SESSION this 6th day of August, 2013.

ATTEST:



Margie Ziegler, Port Auditor


PORT OF KLICKITAT COMMISSION



Wayne Vinyard, President



Bill Schmitt, Vice-President



Jim Herman, Secretary

PORT SEAL