

RESOLUTION 2022-07
(Establishing a Revolving Fund for Elections)

WHEREAS, ballot postage must be paid to a Elections Department's mail fulfillment vendor when ballots are mailed, and;

WHEREAS, the amount of postage due for mailing cannot be determined until ballots have been prepared for mailing, and;

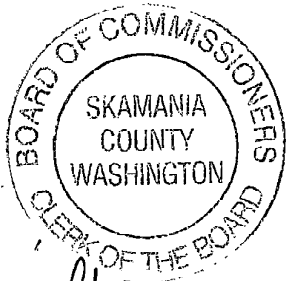
WHEREAS, the current process for issuing a voucher for payment can take up to two weeks, and;

WHEREAS, after January 31, 2022, the fulfillment vendor will no longer accept debit cards as payment, and;

WHEREAS, it has been determined that a Revolving Fund for Elections use shall maintain a minimum balance of \$1,500.00, and may be subject to monthly bank fees, depending on the average daily balance.

NOW, THEREFORE BE IT RESOLVED, that the Board of County Commissioners hereby authorizes the Skamania County Auditor to establish a Revolving Fund for Elections in the amount of \$1,500 from the Treasurer Office, for the purposes of paying for ballot postage.

PASSED IN REGULAR SESSION this 1st day of February 2022.



ATTEST:

Debbie Shaw
Clerk of the Board

APPROVED AS TO FORM

Adrian Li
Prosecuting Attorney

BOARD OF COUNTY COMMISSIONERS
SKAMANIA COUNTY, WASHINGTON

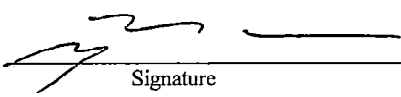
[Signature]
Chairman

[Signature]
Commissioner

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Commissioner

For 3
Against 0
Abstain 0
Absent 0

COMMISSIONER'S AGENDA ITEM COMMENTARY

<u>SUBMITTED BY</u>	Auditor _____	
<u>AGENDA DATE</u>	Department 02/01/2022	Signature _____
<u>SUBJECT</u>	Resolution To Establish a Revolving Account for Elections	
<u>ACTION REQUESTED</u>	Approval of Resolution	

SUMMARY/BACKGROUND

The Elections Department must pay a fulfillment vendor postage fees for mailing ballots at the time of ballot assembly. The actual cost is not known until after assembly has been completed, making the regular invoice and voucher process unworkable. Previously the vendor accepted the county debit card as payment, but going forward they will not be able to accept debit/credit cards. This resolution would establish a revolving account, to be set up and managed by the Auditor/Elections Department, that would allow payment to be made to the vendor via a revolving checking account. The account would then be reimbursed via the normal voucher process.

FISCAL IMPACT

The current estimate is \$1,500.

RECOMMENDATION

Approve the attached resolution

LIST ATTACHMENTS

- Resolution Draft