

**WEST KLINKITAT RFA INITIAL MEETING ACTION ITEMS**

**(9-26-24)**

<b>NATURE OF ACTION</b>	<b>reference</b>	<b>RESPONSIBILITY</b>
<b>Motions</b>		
Adopt Governance Policy	100.01	
Appoint Board Chair		
Appoint Board Vice Chair		
Appoint Board Secretary/Administrative Manager		
<b>Resolutions</b>		
Resolution Establishing Regular Meeting Dates	01	
Resolution Appointing Agent to Receive Claims (2 copies)	02	
Resolution Appointing Auditing Officer	03	
Resolution Establishing Record Retention Officer	04	
Resolution Establishing Medical Records/Privacy Officer	05	
Resolution Establishing Funds with County	06	
Resolution Establishing Voucher Pre-Approval Process	07	
Resolution Authorizing and Approving Participation in the Washington Public Employees' Retirement System (PERS)	08	
Resolution Accepting Assets and Liabilities (including authorization to sign leases, deeds, Bills of sale etc.)	09	
Small Public Works and Consultant Rosters Resolution.	10	
WKRFA Plan Amendment Resolution	11	
BVFF Retirement Pension Payments	12	

<b>Policies</b>		
Governance Policy	100.01	See above
Litigation Defense Policy	100.02	
Budget Policy	200.01	
Financial management	200.02	
Procurement	200.03	
Governing Board Compensation Policy	100.03	
Levels of Service		TBD

<b>Agreements</b>	
Authorize Insurance Contract	
Skamania EMS	
Klickitat County Public Works reimbursable agreement	
Building Lease	

<b>Other Action Items</b>	
Appoint Board Member for auditing and payroll review	
Adopt Mission Statement	
Adopt Vision Statement	
Approve Small Business Utilization Plan	
Authorizing signers with County	