

**JEFFERSON COUNTY
BOARD OF COUNTY COMMISSIONERS**

CONSENT AGENDA REQUEST

TO: Board of County Commissioners
Mark McCauley, County Administrator

FROM: Judy Shepherd, Finance Director

DATE: January 6, 2025

SUBJECT: Close Hotel/Motel Bank Account

STATEMENT OF ISSUE:

Originally there was a contract requirement with the Tourism Coordinating Council (TCC) to maintain a Hotel/Motel bank account to be able to pay invoices outside the county's accounts payable schedule.

ANALYSIS:

This bank account has not had activity for at least three years. Tourism Coordinating Council does not have a contract with the County for 2025.

FISCAL IMPACT:

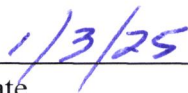
None. This is simply moving cash from a dormant back account back into Fund 125.

RECOMMENDATION:

Authorize the deposit the remaining balance in the TCC Hotel/Motel bank account in the amount of \$4,500 to Fund 125 Hotel/Motel and give permission to the Jefferson County Treasurer to close the TCC Hotel/Motel account.

REVIEWED BY:


Mark McCauley, County Administrator


Date

STATE OF WASHINGTON
County of Jefferson

**In the Matter of Closing the Hotel/Motel
Bank Account**

RESOLUTION NO. _____

WHEREAS, a prior contract requirement with Tourism Coordinating Council that Jefferson County establish and maintain a bank account specifically for Hotel/Motel; and

WHEREAS, the bank account has not had any activity for at least three years; and

WHEREAS, the county does not have a 2025 contract with Tourism Coordinating Council and no longer has a contractual obligation to maintain the bank account; and

WHEREAS, the county Finance Director recommends transferring the remaining funds to Fund 125 Hotel/Motel and closing the abovementioned account to maintain best financial practices;

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF JEFFERSON COUNTY, STATE OF WASHINGTON:

Section 1. Whereas Clauses Adopted as Findings of Fact. The Jefferson County Board of Commissioners hereby adopts the above “Whereas” clauses as Findings of Fact.

Section 2. Transfer of Remaining Funds and Closing of Bank Account Authorized. The purpose of this resolution is to authorize the deposit of the remaining account balance, which is \$4,500, to Fund 125 Hotel/Motel and proceed to close the account effective immediately.

Section 3. Severability. If any section, subsection, sentence, clause, or phrase of this resolution or its application to any person or circumstance is held invalid, the remainder of this resolution or its application to other persons or circumstances shall be fully valid and shall not be affected.

Section 4. Effective Date. This resolution is effective upon adoption by the Board of County Commissioners.

Section 5. SEPA Categorical Exemption. This resolution is categorically exempt from the State Environmental Policy Act under WAC [197-11-800\(19\)](#).

(SIGNATURES FOLLOW ON THE NEXT PAGE)

APPROVED and ADOPTED this _____ day of January, 2025.

SEAL:

JEFFERSON COUNTY BOARD OF
COUNTY COMMISSIONERS

Heidi Eisenhour, Chair

Greg Brotherton, Member

Heather Dudley-Nollette, Member

ATTEST:

APPROVED AS TO FORM:

Carolyn Gallaway, CMC Date
Clerk of the Board

Philip C. Hunsucker, Date
Chief Civil Deputy Prosecuting Attorney