

RESOLUTION NO. 2022-17

**A RESOLUTION OF THE OKANOGAN COUNTY TRANSIT
AUTHORITY BOARD OF DIRECTORS ESTABLISHING A
POLICY FOR OUTSTANDING ACCOUNTS RECEIVABLES AND
DELEGATING AUTHORITY TO THE GENERAL MANAGER OR
FINANCE/HR DIRECTOR TO WRITE-OFF CERTAIN
OUTSTANDING ACCOUNTS RECEIVABLES AND TO RETAIN A
COLLECTION AGENCY AS PROVIDED IN RCW 19.16.500.**

WHEREAS, in the course of normal business activity, Okanogan County Transit Authority ("OCTA") incurs accounts receivables; and

WHEREAS, as a matter of usual business practice, some accounts receivables will become uncollectible; and

WHEREAS, it is in the best interest of OCTA to establish a policy for the collection of outstanding accounts receivables, and in some instances, to write-off said uncollectible accounts receivables.

NOW, THEREFORE, be it resolved by the OCTA Board of Directors as follows:

Section 1 – Policy. There is hereby established a policy as contained in this resolution for the collection of outstanding accounts receivables and to write-off certain uncollectible accounts receivables.

Section 2 – Checks Dishonored; Late Fee For Accounts Receivables. As provided in RCW 62A.3-515, handling fee in the amount of \$40.00 may be imposed upon any drawer or their designee who, in full or partial payment of an invoiced amount, tenders a check which is not honored by their financial institution for any reason. OCTA reserves the right to require payment by cash, credit card or certified funds from a drawer or their designee who has tendered a check that was not honored by their financial institution.

OCTA reserves the right to assess a late fee in the amount of one percent (1%) per month for accounts receivables if payment is not received by the due date stated on the invoice.

Section 3 – Payment Plans. The Finance/HR Director, or designee, is authorized to enter into payment plans with individuals who cannot meet their financial obligation to OCTA in one (1) payment. Such arrangements are at the discretion of the Finance/HR Director, or designee, and will factor in interest at the current market rate.

Section 4 – Adjustment of Bills. The Finance/HR Director, or designee, is empowered to resolve any disputes upon receipt of a request to do so from a customer. Upon receipt of such notice from a customer, the Finance/HR Director or designee shall review the bill with the customer to see if the amount is justly owed. The customer shall have the right to a meeting to bring forth reasons and evidence why such bill or a portion of such bill shall be due and owing. The Finance/HR Director, or designee, has discretion to waive charges as deemed appropriate.

Section 5 – Collection-Write-off. OCTA shall make reasonable attempts to collect all money owing to OCTA. If such attempts fail and at least 30-days have passed since the original due date, the receivable may be sent to a collection agency as provided in Section 6 herein. If 24-months after the original due date the account receivable remains uncollected, OCTA may write-off the debt. The General Manager and/or Finance/HR Director may approve account receivable write-offs of less than \$500.00. Account receivable write-offs of \$500.00 and over shall be authorized by the Board of Directors by resolution.

Extensive collection for small accounts is not cost effective. Balances between one cent and \$9.99 are to be written off after the final bill is processed at the discretion of the Finance/HR Director, or designee. Delinquent accounts/accounts receivables less than \$25.00 are not sent to collections and will be recommended for write-off.

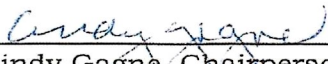
Any decisions regarding write-off are discretionary with OCTA and may consider any variety of factors, including, but not limited to, resources of OCTA for purposes of attempting collection and aggregate impact of receivables at the time.


Section 6 – Retaining Collection Agency. The General Manager or Finance/HR Director shall be delegated the authority to retain, by written contract, a collection agency licensed under the laws of the State of Washington for the purpose of collecting public debts to collect a delinquent account receivable or debt. Pursuant to RCW 19.16.500, if OCTA retains a collection agency, a reasonable fee, payable by the debtor, may be added to the outstanding debt for the collection agency fee incurred or to be incurred. The amount to be paid for collection services shall be pursuant to the agreement of OCTA and its collection agency. Prior to assigning said debt to a collection agency, OCTA must complete the following:

- a. advise or attempt to advise the debtor (i) of the existence of the debt and (ii) the debt may be assigned to a collection agency for collection if the debt is not paid, and
- b. at least 30-days have elapsed from the time that notice was given or attempted.

ADOPTED by the OCTA Board of Directors at its regular meeting on the 20th day of July, 2022.

APPROVED:


Cindy Gagne, Chairperson

By: 
Paula Brantner-Thomas, Clerk of the Board

APPROVED AS TO FORM:


W. Scott DeTro; OCTA Attorney