

ENTITY
RESOLUTION NO. .

APPOINTMENT OF AGENT TO RECEIVE CLAIMS FOR DAMAGES
(RCW 4.96.020)

WHEREAS, pursuant to the provisions of RCW 4.96.020 the governing body of each local governmental entity shall appoint an agent to receive any claim for damages made under Chapter 4.96 RCW; and

WHEREAS, the identity of the agent and the address where he or she may be reached during the normal business hours of the local governmental entity are public records and shall be recorded with the auditor of the county in which the entity is located; and

WHEREAS, all claims for damages against a local governmental entity, or against any local governmental entity's officers, employees, or volunteers, acting in such capacity, shall be presented to the agent within the applicable period of limitations within which an action must be commenced; and

WHEREAS, the failure of a local governmental entity to comply with the requirements of this section precludes that local governmental entity from raising a defense under Chapter 4.96 RCW.

NOW THEREFORE, BE IT RESOLVED, that the Board of the *ENTITY* appoints the below listed agent to receive any claims for damages made under Chapter 4.96 RCW.

Agent Appointed: *NAME*
Office Address:
Business Hours:

BE IT FURTHER RESOLVED, by the Board of *ENTITY* the clerk of the *ENTITY* record this document with the *XXX* County Auditor.

PASSED AND ADOPTED by the Board of Directors of *ENTITY* at a regular meeting this ____ day of *MONTH*, 20*XX*.
