

RESOLUTION NO. 2016-20

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE CALWA RECREATION AND PARK DISTRICT REGARDING PROCEDURES FOR CHECKS, WARRANTS, OR OTHER ORDERS FOR THE PAYMENT OF MONEY; AUTHORIZING PERSONS IN SPECIFIED POSITIONS TO ACT AS DISTRICT SIGNATORIES; AUTHORIZING SPECIFIED POSITIONS TO PICK UP VALIDATED CHECKS AND BLANK CHECKS STOCK; AND DIRECTING STAFF TO UPDATE ALL NECESSARY COUNTY AND BANK DOCUMENTS.

WHEREAS, the County Auditor-Controller/Treasure-Tax Collector and Banks that District does business with require documentation of authorized signatories and signatures; and

WHEREAS, former District Administrator Amardeep Gill was listed as authorized to sign checks and his last date of employment with the District was September 30, 2016; and

WHEREAS, Felicia Salcido was listed as authorized to sign checks and she resigned from the Board of Directors effective June 30, 2016; and

WHEREAS, the District needs to update its procedures by resolution; and

WHEREAS, the District determines that it is necessary for the efficient administration of the fiscal affairs of the District that this resolution be passed and adopted.

NOW, THEREFORE, the Board of Directors hereby resolve as follows:

Section 1. The foregoing recitals are incorporated herein by reference.

Section 2. Each bank doing business with the District is hereby authorized to honor checks, warrants, or other orders for the payment of money drawn in the name of the District on all its accounts when bearing the signature of at least two of the following signatures:

- (a) Board Member: Mary Rosales
- (b) Board Member: Raul Guerra
- (c) Board Member: Sandra Celedon
- (d) Board Member: Jose Luis Sanchez
- (e) Programs & Operations Manager: Veronica Luchessa

Section 3. Internally, the process that will be followed is that each check shall be signed by the Chair and Vice Chair. In the event, the one of those two Board Members

is not available each check may be signed by Board Member. In the event neither the Board Chair nor the Vice Chair is available, each check shall be signed by two Board Members. Electronic signatures on payroll checks are authorized.

Section 4. Staff is directed to cause the completion and submission of necessary documents regarding this resolution as required by the County Auditor Controller/Treasurer-Tax Collector and Banks doing business with the District.


Section 5. The following persons are authorized to pick up validated checks and blank checks stock from the County Auditor Controller/Treasurer-Tax Collector: Operations and Programs Manager Veronica Luchessa and Chair Mary Rosales.

Section 6. This resolution shall become effective immediately upon its passage and adoption. All previous resolutions and approvals authorizing the honoring of signatures of District officials other than those set forth in this resolution are hereby rescinded.

CERTIFICATION

Adoption of the foregoing Resolution No. 2016-20 was moved by Director Celedon, seconded by Director Guerra, and adopted on roll call on October 27, 2016 by the following vote:

AYES: 4
NOES: 0
ABSTAIN: 0
ABSENT: 0



Secretary