

RESOLUTION NO. 2020-2

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; APPROVING THE CLOSING OF BANK ACCOUNT AND OPENING OF NEW BANK ACCOUNT; 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, the District needs to update its procedures by resolution due to (i) the resignation of District Administrator who was authorized to sign checks and to pick up validated checks and blank checks stock from the County Auditor Controller/Treasurer-Tax Collector and (ii) the fact that the District's Bank of the West bank account has been recently compromised with fraudulent attempts; and

WHEREAS, the Board 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 resolves 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 Garcia
- (c) Board Member: Gabriela Mares
- (d) Board Member: Jose Luis Sanchez
- (e) Board Member: Esmeralda Zamora

Section 3. Until the position of District Administrator is filled, 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: Board Members Gabriela Mares and Mary Rosales and Office Assistant Erica Linares.

Section 6. Based on attempted fraud on the Bank of the West account, the Board approves the closing of the current account with Bank of the West and authorizes opening of a new account with that bank.

Section 7. 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. 2020-2 was moved by Director Guerra, seconded by Director Sanchez, and adopted on roll call at a Special Meeting held on May __, 2020 by the following vote:

AYES:

NOES:

ABSTENTIONS:

ABSENCES:

Secretary of the Board of Directors