# RESOLUTION NO. 2016-12

**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 Luis Mendoza was listed as authorized to sign checks and his last date of employment with the District was September 17, 2016; and

**WHEREAS**, Paul Garcia was listed as authorized to sign checks and he resigned from the Board of Directors effective December 14, 2016; and

**WHEREAS**, Amardeep Gill has been hired as new District Administrator; 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:

1. Board Member: Mary Rosales
2. Board Member: Raul Garcia
3. Board Member: Sandra Celedon
4. Board Member: Felicia Salcido
5. District Administrator: Amardeep Gill

Section 3. Internally, the process that will be followed is that each check shall be signed by the District Administrator and the Chair. In the event, the District Administrator is not available each check shall be signed by the Chair and another Board Member. In the event neither the District Administrator nor the Board 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: District Administrator Amardeep Gill and Operations and Programs Manager Veronica Luchessa.

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. 2016-12 was moved by Director Celedon, seconded by Director Salcido, and adopted on roll call on Tuesday April 26, 2016 by the following vote:

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| AYES: |  | 4 |
| NOES: |  | 0 |
| ABSTENTIONS: |  | 0 |
| ABSENCES: |  | 0 |

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 Secretary of the Board of Directors