

Marina Coast Water District
Agenda Transmittal

Agenda Item: 5-B

Meeting Date: February 22, 2011

Submitted By: Kelly Cadiente

Presented By: Kelly Cadiente

Reviewed By: Carl Niizawa

Agenda Title: Consider Adoption of Resolution No. 2011-18 to Modify the District's Check Signing Policy

Detailed Description: The Board of Directors is requested to consider adopting Resolution 2011-19 modifying the existing check signing policy to add the Director of Administrative Services as a check signer and to delete the Director of Finance as a check signer. The revised check signing policy will allow the Director of Administrative Services signing authority on accounts payable and payroll checks. By removing the Director of Finance as a check signer, the Director of Finance will serve as the District's back-up check processor and will maintain the proper checks and balances for accounts payable and payroll functions. The revised policy does not change the amount of staff check signers or Board members currently authorized to co-sign checks.

Environmental Review Compliance: None required.

Prior Committee or Board Action: On January 14, 1998, the District adopted Resolution No. 98-1, which required a member of the Board of Directors to co-sign checks over \$500. On February 26, 2003, the District adopted Resolution No. 2003-09, which required two staff members to co-sign checks up to \$5,000, and a member of the Budget & Personnel Committee to co-sign checks above \$5,000. In the absence or unavailability of the Budget & Personnel Committee members to sign checks in a timely manner, any Board of Director is authorized to co-sign checks. On November 14, 2007, the District adopted Resolution No. 2007-81 requiring two staff members to co-sign checks up to \$25,000 and a member of the Board of Directors to co-sign checks over \$25,000. On December 12, 2007, the District adopted Resolution No. 2007-88 requiring only one staff member signature for checks up to \$25,000 and a member of the Board of Directors to co-sign checks over \$25,000. On January 12, 2010, the District adopted Resolution No. 2010-05 adding the Deputy General Manager/District Engineer to the policy.

Board Goals/Objectives: *Strategic Plan, Goal No. 4 – To manage the District's finances in the most effective and fiscally responsible manner.*

Financial Impact: _____ Yes No

Funding Source/Recap: N/A.

Materials Included for Information/Consideration: Resolution No. 2011-18; Modified Check Signing Policy.

Staff Recommendation: The Board of Director consider adopting Resolution No. 2011-18 to modify the District's Check Signing Policy.

February 22, 2011

Resolution No. 2011 - 18
Resolution of the Board of Directors
The Marina Coast Water District
Modifying the District's Check Signing Policy

RESOLVED by the Board of Directors of the Marina Coast Water District (Board), at a special meeting duly called and held on February 22, 2011 at the business office of the District, 11 Reservation Road, Marina, California as follows:

WHEREAS, Resolution No. 98-1 and the Board Procedures Manual requires a Board member to co-sign checks over \$500; and,

WHEREAS, Resolution No. 2003-09 revised Resolution No. 98-1 and the Board Procedures Manual and required a member of the Board of Directors to co-sign checks over \$5,000; and,

WHEREAS, Resolution No. 2007-81 revised Resolution No. 98-1 and the Board Procedures Manual and required two staff members to co-sign checks up to \$25,000; and a member of the Board of Directors to co-sign checks over \$25,000; and,

WHEREAS, Resolution No. 2007-88 revised Resolution No. 98-1 and the Board Procedures Manual to require one staff member signature on checks up to \$25,000, and a member of the Board of Directors to co-sign checks above \$25,000; and,

WHEREAS, Resolution No. 2010-05, approved a new check signing policy that authorized the Deputy General Manager/District Engineer as a check signer and amended Resolution No. 98-1 and the Board Procedures Manual, accordingly; and,

WHEREAS, this revised check signing policy will allow the Director of Administrative Services, along with the General Manager and Deputy General Manager/District Engineer, signing authority on payroll and accounts payable checks up to \$25,000 and removes the Director of Finance as an authorized check signer.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors of the Marina Coast Water District adopt Resolution No. 2011-18, approving a new check signing policy (attached) and amending Resolution No. 98-1 and the Board Procedures Manual, accordingly.

PASSED AND ADOPTED on February 22, 2011 by the Board of Directors of the Marina Coast Water District by the following roll call vote:

Ayes: Directors _____
Noes: Directors _____
Absent: Directors _____
Abstained: Directors _____

William Y. Lee, President

ATTEST:

Jim Heitzman, Secretary

CERTIFICATE OF SECRETARY

The undersigned Secretary of the Board of the Marina Coast Water District hereby certifies that the foregoing is full, true and correct copy of Resolution No. 2011-18 adopted February 22, 2011

Jim Heitzman, Secretary

Marina Coast Water District
Check Signing Policy

It is the policy of the District to pay bills promptly to take advantage of all financial incentives. All checks up to \$25,000 shall be signed by the District General Manager, Deputy General Manager/District Engineer, or the Director of Administrative Services. All checks over \$25,000 shall be co-signed by a member of the Board of Directors.

As of February 22, 2011