

**LAKE ARROWHEAD COMMUNITY SERVICES DISTRICT**

**MEMORANDUM**

**DATE:** March 23, 2021

**TO:** **BOARD OF DIRECTORS**  
Lake Arrowhead Community Services District

**FROM:** **JOHN O'BRIEN, Finance Manager**  
**CATHERINE CERRI, General Manager**

**SUBJECT:** **CONSIDERATION OF RESOLUTION NO. 2021-02  
AUTHORIZING THE ENDORSEMENT OF  
CHECKS AND EXECUTION OF OTHER  
INSTRUMENTS**

**A. RECOMMENDATION**

Approve resolution to authorize the updated list of signatories on the District bank accounts consistent with the District's payment authorization policies.

**B. REASON FOR RECOMMENDATION**

With the recent retirement of the District Engineer, it has become necessary to update the list of signatories authorized on the District's bank accounts with check signing powers.

**C. BACKGROUND INFORMATION**

Consistent with the District's Purchasing Policies, check disbursements in excess of \$15,000 require two authorized signatures to be valid. Currently, the positions authorized on District bank accounts are the President of the Board, General Manager, Finance Manager and District Engineer.

With the recent retirement of the District Engineer, and the District's decision to not fill that position, it has become necessary to include the Engineering Manager to the list of authorized signatories.

**D. FISCAL IMPACT**

While the addition of the Engineering Manager to the list of approved signatories will allow for the disbursement of District funds, this resolution will have no incremental fiscal impact on the District.

**E. ENVIRONMENTAL IMPACT**

None.

**F. ATTACHMENTS**

- Resolution No. 2021-02

**RESOLUTION NO. 2021-02**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE LAKE  
ARROWHEAD COMMUNITY SERVICES DISTRICT, COUNTY OF SAN  
BERNARDINO, STATE OF CALIFORNIA, AUTHORIZING ENDORSEMENT  
OF CHECKS AND EXECUTION OF OTHER INSTRUMENTS**

**WHEREAS**, the Treasurer has the responsibility of maintaining bank accounts for the purpose of depositing and disbursing funds of the District; and

**WHEREAS**, it is necessary to properly execute instruments to establish authorized signatories when the District is establishing new bank accounts; and

**WHEREAS**, it is appropriate that the following positions be authorized signatories on District bank accounts to facilitate timely movement of funds for various District purposes, to wit: President of the Board, General Manager, Finance Manager, and Engineering Manager; and

**WHEREAS**, any Bank with which the District has established a fiduciary relationship shall honor and pay all checks or other instruments signed in accordance with this Resolution and the policies established by the Board of Directors and shall accept for deposit checks or other instruments payable to the District whether they are endorsed in writing or by stamp by any person.

**NOW THEREFORE, BE IT RESOLVED** that the Board of Directors of the Lake Arrowhead Community Services District does hereby:

- 1) Approve and authorize any of the following as signatories on the District bank accounts consistent with the District's payment authorization policies:

President of the Board  
General Manager  
Finance Manager  
Engineering Manager

- 2) The Recitals set forth above are incorporated herein as a part of this Resolution.

**RESOLUTION NO. 2021-21 APPROVED, SIGNED, AND ADOPTED** by the Board of Directors of the Lake Community Services District on the 23rd day of March 2021 by the following vote:

**AYES:**  
**NOES:**  
**ABSTENTIONS:**  
**ABSENT:**

LAKE ARROWHEAD COMMUNITY  
SERVICES DISTRICT

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President of the Board of Directors of the  
Lake Arrowhead Community Services  
District

ATTEST:

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Secretary of the Lake Arrowhead  
Community Services District and of the  
Board of Directors

(SEAL)

## **CERTIFICATION**

I, Kathleen Field, Board Secretary of the Lake Arrowhead Community Services District, hereby certify that the foregoing is a full, true, and correct copy of the Resolution No. 2021-02 adopted by the Board of Directors of said Agency at the regular meeting of said Board held on the 23rd day of March 2021, by the following vote:

**AYES**

**NOES:**

**ABSTENTIONS:**

**ABSENT:**

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Secretary of the Lake Arrowhead  
Community Services District and to  
the Board of Directors