

R-08-65  
Meeting 08-11  
April 23, 2008

**AGENDA ITEM 4**

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Authorize Change in District's Designation of Authorized Signatories for District Checking Accounts and for Access to the District's Safe Deposit Boxes by Adding New General Manager Steve Abbors and Deleting Former General Manager Craig Britton

**ADMINISTRATION/HUMAN RESOURCES MANAGER'S RECOMMENDATIONS**

Adopt the attached Resolution of the Board of Directors of the Midpeninsula Regional Open Space District authorizing the following:

1. Establishing Signatories for the General, Payroll and Certificate of Deposit Accounts (Wells Fargo Bank – formerly Mid-Peninsula Bank).
2. Establishing Financial Instrument Signatories of the District for the County of Santa Clara Account.
3. Updating the Authorized Signatories for Entering District Safe Deposit Boxes (Wells Fargo Bank – formerly Mid-Peninsula Bank).

**DISCUSSION**

Section 2.40, "Financial Instrument Signatories," of the MROSD's Rules of Procedure states that, "The authorized signatories ... for payroll or for amounts less than \$5,000 shall be any one of the following six employees: (i) General Manager, (ii) the Administrative/Human Resources Manager, (iii) the Operations Manager, (iv) the Public Affairs Manager, (v) the Planning Manager, or (vi) the Real Property Manager" and that, "The authorized signatories for ... amounts of \$5,000 or greater shall be any two of the following employees: (i) the General Manager, (ii) the Administrative/Human Resources Manager, (iii) the Operations Manager, (iv) the Public Affairs Manager, (v) the Planning Manager or (vi) Real Property Manager."

While the Rules of Procedure are specific regarding positions designated as signatories, the District's bank requires that a new resolution be adopted by the Board each time an individual occupying a signatory position changes. With the appointment and start of new General Manager, Steve Abbors, and the retirement of former General Manager, Craig Britton, the identification of a new signatory is needed. Staff is requesting that the Board authorize the addition of new General Manager, Steve Abbors, and the deletion of former General Manager, Craig Britton, as authorized signatories.