

RESOLUTION 01-18
RESOLUTION OF THE CHINO BASIN WATERMASTER,
AUTHORIZING AND DESIGNATING SIGNATORIES OF
DEPOSITORY AGREEMENTS, DEPOSITORY CARDS AND
DEPOSITS, TRANSFERS AND WITHDRAWALS OF FUNDS

WHEREAS, certain Depository Agreements and Depository Signatories were authorized which now need to be revised; and

WHEREAS, Watermaster proposes to hire an outside firm to provide payroll services, using a separate bank checking account established for this purpose; and

WHEREAS, two separate checking accounts and one savings account will be required in order to maintain the proper controls over all liquid assets.

NOW, THEREFORE, BE IT RESOLVED, by the Watermaster as follows:

Section 1. Depository Agreements - Checking Accounts. The Watermaster Office Manager/Accountant is hereby authorized to enter into and execute agreements for deposit of Watermaster funds in two (2) bank accounts. In so doing Watermaster Office Manager/Accountant will act in accordance with Section 53630 et seq. of the Government Code as applicable.

- A. Regular Checking Account - all receipts of Watermaster funds will be deposited in this Checking Account; and all checks, other than payroll or payroll-related checks, will be drawn against this account.
- B. Payroll Account - funds sufficient to cover bi-weekly payroll costs including net wages, related payroll taxes and employee authorized deductions, will be deposited bi-weekly in this account in accordance with the agreement entered into between Watermaster and the contractor.

Section 2. Depository Cards - All Accounts. That the persons authorized and directed to execute depository cards for all bank accounts of the Chino Basin Watermaster (including LAIF) are designated as follows:

- A. Watermaster Board Officers:

Chairman
Vice-Chairman
Secretary/Treasurer

- B. Watermaster Services Representatives:

Chief Executive Officer
Chief of Watermaster Services
Controller
Office Manager/Accountant

Section 3. Signing of Checks. That checks of the Chino Basin Watermaster may be signed by certain persons as follows. Facsimile signatures are not acceptable.

- A. Any check up to \$1,000 may be signed by any one person authorized under Section 2 above.

- B. Any check over \$1,000, but less than \$10,000 must be signed by any two persons authorized above.
- C. Any check over \$10,000 must be signed by two persons authorized under Section 2 above; however one signature must be that of a Watermaster Board Officer as indicated in Section 2A above. Watermaster Board Officers scheduled for rotation will continue to sign checks until their successors have been formally seated.

- Section 4. Credit Card Use. The issuance of up to two (2) credit cards for incidental Watermaster expenses may be approved by a person authorized under Section 2 above. Each credit card shall have a credit limit of \$5,000 or the minimum credit limit of the issuing entity, whichever is higher. Credit cards may be used up to a limit of \$5,000 by any one person listed under Section 2 above. Local vendor account cards may be issued for other staff members who shall only use such cards with prior authorization by the Chief Executive Officer, the Chief of Watermaster Services, the Controller, or the Office Manager/Accountant.
- Section 5. Intra-bank Transfers. That written authorization to transfer funds between the Chino Basin Watermaster existing checking accounts and savings accounts including LAIF may be signed by any person listed under Section 2 above.
- Section 6. Newly issued Time Certificates of Deposit. That any signatory listed under Section 2, may sign receipts for "Notices to Depository - Penalty for Early Withdrawal of Time Deposit" covering new Time Certificates of Deposit issued to the Chino Basin Watermaster.
- Section 7. Maturing Time Certificates of Deposit. That any signatory listed under Section 2 may endorse a maturing Certificate of Deposit when such an endorsement is required by the issuing financial institution at redemption.
- Section 8. Rescission of Resolution. Upon adoption of Resolution 01-18, Resolution No. 01-08 and any preceding resolution authorizing and designating signatories of depository agreements, depository cards and deposits, transfers and withdrawals of funds are hereby rescinded in their entirety.

APPROVED by the Watermaster Advisory Committee this 13th day of December 2001.

ADOPTED by the Watermaster Board this 13th day of December 2001.

Chairman, Watermaster Board

APPROVED:

Chairman, Advisory Committee

ATTEST:

Secretary

Chino Basin Watermaster

STATE OF CALIFORNIA)
) ss
COUNTY OF SAN BERNARDINO)

I, Josephine M. Johnson, Secretary of the Chino Basin Watermaster, DO
HEREBY CERTIFY that the foregoing Resolution being No. 01-18, was adopted at a regular
meeting of the Chino Basin Watermaster Board by the following vote:

AYES: Members
NOES: None
ABSENT: Members
ABSTAIN: None

CHINO BASIN WATERMASTER

Secretary