

**RESOLUTION 03-01**  
**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:

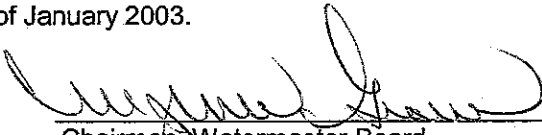
- Section 1.      Depository Agreements - Checking Accounts. The Watermaster Office Manager/Accountant is hereby authorized to enter into and execute agreements for deposit of Watermaster funds in two (2) bank accounts. In so doing Watermaster Office Manager/Accountant will act in accordance with Section 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 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 Officer as indicated in Section 2A above.

- 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 \$1,000 or the minimum credit limit of the issuing entity, whichever is higher. Credit cards may be used up to a limit of \$1,000 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 checking accounts and savings accounts 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 this resolution, 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 30<sup>th</sup> day of January 2003.

**ADOPTED** by the Watermaster Board this 30<sup>th</sup> day of January 2003.

  
Chairman, Watermaster Board

**APPROVED:**

  
Chairman, Advisory Committee

**ATTEST:**

\_\_\_\_\_  
Secretary  
Chino Basin Watermaster

STATE OF CALIFORNIA                    )  
  ) ss  
COUNTY OF SAN BERNARDINO        )

I, Dennis Yates, Secretary of the Chino Basin Watermaster, DO HEREBY CERTIFY that the foregoing Resolution being No. 03-01, was adopted at a regular meeting of the Chino Basin Watermaster Board on January 30, 2003 by the following vote:

AYES:           Members Barrion, Catlin, Hofer, Kuhn, Rodriguez, Schroeder, Whitehead, Vanden Heuvel, Yates

NOES:           None

ABSENT:         None

ABSTAIN:        None

CHINO BASIN WATERMASTER

  
\_\_\_\_\_  
Secretary