



## *Memo*

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To: Board of Directors  
From: Larrie Ann Davis  
Date: February 17, 2017  
Subject: Authorize New Signature Cards for California Bank and Trust

Following is information about the District's accounts at California Bank and Trust:

- Two Checking Accounts: General Checking and Payroll Account.
- There are seven authorized signers for the accounts: All five Board Members, Secretary/General Manager Karl B. Drew, and Office Manager Larrie Ann Davis.
- Two authorized signatures are required for withdrawal of funds from the checking accounts, except as follows:
  - One authorized signature is required to make transfers between any District accounts at California Bank and Trust.
  - One authorized signature is required to make wire transfers to the District's account with the Local Agency Investment Fund (LAIF) in Sacramento.

With the appointment of Director Kinzel, the Board needs to authorize new signature cards that include all of the currently authorized signers.

Assistant Manager Alan Clanin has been an authorized signer on both accounts in the capacity of Director. He may be left on the accounts in his new capacity as Assistant General Manager if the Board desires.