



STAFF REPORT

MEETING DATE:	September 22, 2022
SUBJECT:	Update Special District Signature Authorization Form with Shasta County Treasurer
AGENDA ITEM:	5
STAFF CONTACT:	Jessica Carlson, Chief Fiscal Officer

STAFF RECOMMENDATION:

It is recommended that the board of directors:

1. Sign the county's Special District Signature Authorization form; and
2. Authorize the chair and executive director to administer the accounts held with the Shasta County Treasurer.

DISCUSSION:

The executive director is responsible for reviewing claims and transmitting allocation instructions for Local Transportation Funds (LTF) and State Transit Assistance (STA) funds, which are held with the Shasta County Treasurer. For funds to be withdrawn from these accounts, a current Special District Signature Authorization form must be on file and remain updated with SRTA's current board members. This form was last updated in August 2018 and needs updating due to hiring of a new executive director and changes in board members. Consistent with past actions, staff recommends that the board of directors approve the executive director and SRTA Chair to sign documents on behalf of the agency for accounts held with the Shasta County Treasurer. Additionally, staff will add this item to be updated annually at every February board of directors meeting.

STA Reserve – SRTA has incurred expenses from the Beach Bus program that were approved to be covered with STA Reserve funds through the annual Transportation Development Act (TDA) budget. This is the first time that funds will be withdrawn from the reserve. SRTA intends to request withdrawal of the applicable funds to cover the expenditures after the new signatures are on file.

ALTERNATIVES:

The board may choose which members will be included on the form (a majority of the board is required), and/or authorize alternates that are not the SRTA Chair to act on behalf of the board when administering the accounts.

FISCAL COMMITTEE REVIEW:

/// The Fiscal and Policy Committee concurs with the staff recommendation. ///

FISCAL IMPACT:

Funds held by the Shasta County Treasurer cannot be moved in and out of accounts without an updated signature form on file. This prohibits prompt payment of reimbursable expenditures.

Sean Tiedgen, AICP, Executive Director

Attachment: Special District Signature Authorizations for County Accounts

COUNTY OF SHASTA
SPECIAL DISTRICT SIGNATURE AUTHORIZATIONS

This form will provide Board signature verification for the Auditor-Controller. This form will be kept on file and used to ensure the legitimacy of submitted documents. Except for specific Board Resolutions on file, submission of this form will supersede any previous authorities on file for the Special District and must be updated per changes as they occur within the Board or staff.

Date: _____

DISTRICT NAME	DISTRICT COST CENTER NUMBER
 <i>Please print name:</i>	
BOARD MEMBER	SIGNATURE
BOARD MEMBER	SIGNATURE
BOARD MEMBER	SIGNATURE
BOARD MEMBER	SIGNATURE
BOARD MEMBER	SIGNATURE
SECRETARY/CLERK	SIGNATURE

The following people are authorized by Board to approve (sign) documents. Attach board minutes or resolution with specific details regarding signing authority. (Requires Majority vote of Board)

1 st Alternate Name	SIGNATURE
2 nd Alternate Name	SIGNATURE

Authorized by Board to pick-up payroll checks and other bulk issued checks. (See Note Below)

1 st Alternate Name	SIGNATURE
2 nd Alternate Name	SIGNATURE

This authorization supersedes all prior notices.

NOTE: **It is the policy of the Auditor-Controller that checks are to be issued directly to the payee.**
 Exceptions to this policy are only upon approval of the Auditor-Controller.