

# STAFF REPORT



|                       |                                                                                                                                                      |
|-----------------------|------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>MEETING DATE:</b>  | <b>December 19, 2024</b>                                                                                                                             |
| <b>SUBJECT:</b>       | <b>Authorize Newly Elected Chair and Executive Director as Signatories for Agency Bank Accounts and Accounts held by the Shasta County Treasurer</b> |
| <b>AGENDA ITEM:</b>   | <b>8-7</b>                                                                                                                                           |
| <b>STAFF CONTACT:</b> | <b>Jessica Carlson, Chief Fiscal Officer</b>                                                                                                         |

## **STAFF RECOMMENDATION:**

It is recommended that the board of directors:

1. Authorize the newly elected chair and executive director to administer agency bank accounts and those held with the Shasta County Treasurer; and
2. Sign the Shasta County Special District Signature Authorizations form.

## **DISCUSSION:**

**Bank Accounts** – SRTA has funds in accounts with Umpqua and Five Star Banks. Each account is designated for the type of funds it holds (e.g., Operating, Non-Motorized, Regional Surface Transportation Program (RSTP), State of Good Repair (SGR)). Historically, the executive director and the SRTA chair are signers on these accounts. Each time a change of the SRTA Chair is made new signature forms are required.

**Local Transportation Fund and State Transit Assistance Fund** - 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 For funds to be withdrawn from these accounts, a current Special District Signature Authorizations form must be on file and remain updated with SRTA's current board membership. This form was last updated in February 2024, and needs new signatures when there are changes in board members. Consistent with past actions, staff recommends that the board of directors approve the executive director and newly elected SRTA Chair to sign documents for SRTA accounts held with the Shasta County Treasurer. Additionally, this form will be presented annually at each February board of directors meeting for updates.

## **ALTERNATIVES:**

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

## **FISCAL IMPACT:**

SRTA's funds held in the banks and with the Shasta County Treasurer cannot be moved in and out of accounts without updated signature forms on file. This prohibits prompt payment of reimbursable expenditures and interrupts the normal course of business.

A handwritten signature in blue ink, appearing to read "Sean Tiedgen", is written over a horizontal line.

**Sean Tiedgen, AICP, Executive Director**

**Attachment:** Special District Signature Authorizations Form 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: \_\_\_\_\_

892 - RTPA AGENCY DIRECTOR  
\_\_\_\_\_  
**DISTRICT NAME**

00919  
\_\_\_\_\_  
**DISTRICT COST CENTER NUMBER**

*Please print name:*

\_\_\_\_\_  
BOARD MEMBER (Chair)

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
BOARD MEMBER (Vice Chair)

\_\_\_\_\_  
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<sup>st</sup> Alternate Name (Chair)

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
2<sup>nd</sup> Alternate Name (SRTA Executive Director)

\_\_\_\_\_  
SIGNATURE

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

N/A  
\_\_\_\_\_  
1<sup>st</sup> Alternate Name

N/A  
\_\_\_\_\_  
SIGNATURE

N/A  
\_\_\_\_\_  
2<sup>nd</sup> Alternate Name

N/A  
\_\_\_\_\_  
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.

COUNTY OF SHASTA  
SPECIAL DISTRICT SIGNATURE AUTHORIZATIONS  
PAGE 2

DATE: \_\_\_\_\_

\_\_\_\_\_  
BOARD MEMBER

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
BOARD MEMBER

\_\_\_\_\_  
SIGNATURE