

**SOUTHEAST METRO STORMWATER AUTHORITY
BOARD OF DIRECTORS
AGENDA ITEM SUMMARY**

NAME OF ITEM:

Consideration of Resolution No. 43, Series of 2007 (Designation of Authorized Check Signers)

FROM:

Dave Agee

DATE:

July 25, 2007

Staff recommends approval of the Resolution.

EXECUTIVE SUMMARY:

This resolution would add Executive Director Jed Lugod to SEMSWA's list of authorized check signers. Current signers are Chariman Bart Miller as well as Board members Rod Bockenfeld and Ron Weidmann. Currently, two authorized signers must sign all checks. The benefits of adding the Executive Director as a check signer include:

- ❑ Streamlining the check writing process without any loss of internal accounting control
- ❑ Properly delegating oversight of the cash disbursement process to the Executive Director
- ❑ Eliminating the need to find Board members to sign for interim check writings while freeing up some of their time
- ❑ Allowing management to schedule regular check writings to ensure timely payments to vendors, without the need to schedule check writings around monthly Board meetings

Noteworthy items included in the resolution include:

- ❑ Requiring one signature rather than two, except for checks in excess of \$20,000 which will require two signatures
- ❑ Prohibiting check signers from signing checks payable to themselves or an organization in which they have an interest
- ❑ Retaining the requirement that all disbursements be approved by the Board

SOUTHEAST METRO STORMWATER AUTHORITY
Acting by and through
SEMSWA WATER ACTIVITY ENTERPRISE

RESOLUTION NO. 43, SERIES OF 2007
(Designation of Authorized Check Signers)

WHEREAS, Directors Miller, Weidmann, and Bockenfeld are currently authorized check signers on SEMSWA's checking account at Colorado Business Bank; and

WHEREAS, Majed Lugod is currently serving as the Executive Director of SEMSWA;
and

WHEREAS, it is the desire of the Board to add Majed Lugod, SEMSWA's Executive Director as a check signer, with certain limitations.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. Majed Lugod is authorized to sign on SEMSWA's bank account.
2. Directors Miller, Weidmann, and Bockenfeld shall continue to serve as authorized signers on said bank account.
3. Any of the authorized signers on said bank account may sign individually up to \$20,000, except as noted in paragraph 4. Checks over \$20,000 require the signature of two authorized signers.
4. None of the authorized signers may sign a check payable to himself or an organization in which he has an interest.
5. These changes shall be promptly communicated to Colorado Business Bank and Directors Miller, Weidmann and Bockenfeld are authorized to execute any and all paperwork with the Colorado Business Bank to put these changes into effect.
6. This Resolution shall not in any way change the requirement that all checks written on SEMSWA's bank account be approved by the Board of Directors.

(SEAL)

SOUTHEAST METRO STORMWATER AUTHORITY
acting by and through
SEMSWA WATER ACTIVITY ENTERPRISE

Date: _____

ATTEST:

Secretary

Chairperson