

EL DORADO LAFCO

LOCAL AGENCY FORMATION COMMISSION

AGENDA OF MARCH 27, 2024

REGULAR MEETING

TO: Brian Veerkamp, Chair, and
Members of the El Dorado County Local Agency Formation
Commission

FROM: Shiva Frentzen, Executive Officer

AGENDA ITEM #3: Appointment of the Authorized Bank Signatory for 2024

Recommendation and Discussion

Staff recommends the Commission appoint the LAFCO authorized bank signatory for 2024. The signatory is added to LAFCO's bank accounts and may be asked to be available to co-sign checks above the Executive Officer's signature authority, in the event the Chair and Vice Chair are unavailable.

Appointment of the Bank Signatory was continued from the January 2024 meeting with direction to staff to research LAFCO's policies on which members can serve as the Bank Signature Authority.

Policy 1.5.5 clarifies the duties of the Vice Chair, "In the absence of the Chair or if for any reason the Chair is unable to act as Chair, the Vice Chair shall act as Chair and exercise all the powers and duties of the Chair."

Policy 2.7.1(e) states, "Three commissioners, including the Chairman, Vice-Chairman and one additional designated individual, shall have signature authority for bank accounts and financial transactions."

Current LAFCO Officers

- Chair – Veerkamp (2024)
- Vice Chair – Wallace (2024)
- Authorized Bank Signatory – Turnboo (2023)

The Commission could choose to keep the current Bank Signatory, Commissioner Turnboo, or make a new appointment for 2024. The Commission typically selects a local Commissioner for ease of signing.

Attachments

Attachment A: Policy 2.7.1 Accounts and Signatures

Attachment B: Policy 1.5 Officers

LOCAL AGENCY FORMATION COMMISSION
POLICIES AND GUIDELINES

2.7 FINANCIAL POLICIES *(Approved June 23, 2004)*

2.7.1 Accounts and Signatures

- (a) Bank accounts shall be authorized upon approval of the Commission and established by the Executive Officer consistent with LAFCO's Investment Policy, Section 2.6 (Adopted April 28, 2004). Such accounts shall be used to manage LAFCO's financial affairs.
- (b) One or more accounts may be retained with the County Treasury to facilitate the purchase of County services until those services are no longer needed and for the County Auditor's convenience in implementing the provisions of Government Code §56381.
- (c) The Executive Officer is designated as the Financial Officer of LAFCO and shall have principal signature authority for all accounts, subject to procedures and safeguards adopted by the Commission.
- (d) Signature authority for any accounts retained with the County Treasury shall continue as defined in County policies and regulations. The Executive Officer will continue signature authority equivalent to the County Chief Administrative Officer and County Department Heads. The Office Manager/Commission Clerk, or other designee, will continue with signature authority previously authorized by the Executive Officer and allowed under County regulations.
- (e) Three commissioners, including the Chairman, Vice-Chairman and one additional designated individual, shall have signature authority for bank accounts and financial transactions.
- (f) The use of auto-pens, signature stamps, auto-signatures or similar devices to authorize checks and other financial transactions conducted by and for LAFCO are not allowed.
- (g) A budget update and financial statement will be reviewed by the Commission no less frequently than quarterly (Policy 2.6.7).
- (h) For ease of purchasing, LAFCO may have one credit card, which may be used for approved purchases up to five thousand dollars (\$5,000.00). The credit card may not in any circumstance be used by any LAFCO employee to pay for any non-LAFCO related items. Any LAFCO employee who uses the LAFCO credit card shall make their best effort to obtain a receipt for each credit card purchase. LAFCO should pay its credit card bill in a timely manner every month.

LOCAL AGENCY FORMATION COMMISSION
POLICIES AND GUIDELINES

1.5 OFFICERS

- 1.5.1 **Elections:** The Chair (§56334) and Vice Chair shall be elected by a majority vote of the Commission. Elections shall be held annually at the first regular Commission meeting of the calendar year.
- 1.5.2 **Terms of Office:** The offices of Chair and Vice Chair are one-year terms. No Commission member shall serve more than two consecutive one-year terms in the same office.
- 1.5.3 **Duties of Chair:** The Chair, when present, shall preside at all meetings of the Commission and shall conduct the business of the Commission in the manner prescribed by these rules. The Chair shall preserve order and decorum, set time limits for speakers, and shall decide all questions of order subject to the action of a majority of the Commission.
- 1.5.4 The Chair may also, from time to time, appoint Commission members to subcommittees and may call special meetings as necessary and as provided by law (§54956). All documents involving official acts of the Commission shall be signed in accordance with appropriate statutes relating to such acts. In the absence of specific regulations, the signature of the presiding officer shall be deemed sufficient.
- 1.5.5 **Duties of Vice-Chair:** In the absence of the Chair or if for any reason the Chair is unable to act as Chair, the Vice Chair shall act as Chair and exercise all the powers and duties of the Chair.
- 1.5.6 **Chair Pro Tem:** In the absence of the Chair or Vice Chair or if the Chair or Vice Chair is unable to participate in the proceedings, the members of the Commission present shall, by an order entered in the minutes, select one of their members to act as Chair Pro Tem with all the powers and duties of the Chair (Robert's Rules of Order).
- 1.5.7 **Spokesperson:** The Commission may, from time to time, designate a spokesperson to represent the Commission for a particular matter.