

DATE: June 25, 2015

TO: Watershed Conservation Authorization Governing Board

FROM: Jennifer Thompson, Fiscal Manager

THROUGH: Mark Stanley, Executive Officer

SUBJECT: Item 15: Consideration of a resolution authorizing an update to the designated signatory approval policy.

RECOMMENDATION: The WCA Governing Board authorize an update to the designated signatory approval limits for the Deputy Executive Office and Fiscal Manager, to act as a designated signatory for approval of payroll related expenditures for amounts not to exceed \$25,000.

BACKGROUND: The Los Angeles County Auditor-Controller requires the WCA have proper approvals in place including designations of signatory approval to the Deputy Executive Officer and Fiscal Manager for purposes of maintaining appropriate fiscal controls.

As budgeted staffing positions are filled to meet the needs of the Authority's project portfolio the value of the bi-weekly payroll will increase accordingly and will exceed current authorized signatory limit of \$15,000. This action is necessary to ensure efficient and timely processing of payroll related expenditures by increasing the signatory approval limit to a new not to exceed amount of \$25,000. The \$15,000 signatory limit will remain unchanged for all other non-payroll related expenditures and contracts.

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RESOLUTION 2015-25

RESOLUTION OF THE WATERSHED CONSERVATION AUTHORITY TO INCREASE THE DESIGNATED SIGNATORY LEVELS FOR THE FISCAL MANAGER AND DEPUTY EXECUTIVE OFFICER.

WHEREAS, the Watershed Conservation Authority (WCA) has been established as a joint powers agency between the Rivers and Mountains Conservancy (RMC) and the Los Angeles County Flood Control District (District); and

WHEREAS, the Watershed Conservation Authority (WCA) has further been established to focus on projects which will provide open space, habitat restoration, and watershed improvement projects in both the San Gabriel and Lower Los Angeles Rivers watershed; and

WHEREAS, this action will increase the designated signatory levels for the Fiscal Manager and Deputy Executive Officer; and

WHEREAS, the proposed action is exempt from the provisions of the California Environmental Quality Act; NOW

Therefore be it resolved that the WCA hereby:

1. **FINDS** that this action is consistent with the purposes and objectives of the WCA.
2. **FINDS** that the actions contemplated by this resolution are exempt from the environmental impact report requirements of the California Environmental Quality Act (CEQA).
3. **ADOPTS** the staff report dated June 25, 2015.
4. **APPROVES** the Watershed Conservation Authority to increase the designated signatory levels for the Fiscal Manager and Deputy Executive Officer for payroll related expenditures up to a not to exceed amount of \$25,000.

~ End of Resolution ~

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Motion: _____ Second: _____

Ayes: _____ Nays: _____ Abstentions: _____

Resolution 2015-25

Passed and Adopted by the Board of the
WATERSHED CONSERVATION AUTHORITY
On June 25, 2015

Brian Mejia, Governing Board Chair

ATTEST: _____
Terry Fujimoto
Deputy Attorney General