

RESOLUTION NO. 2015-12

A RESOLUTION BY THE MASON TRANSIT AUTHORITY BOARD, DESIGNATING THE FINANCE MANAGER AND THE OPERATIONS MANAGER AS ONE-TIME ALTERNATE SIGNATORY OFFICERS

WHEREAS, the Board of Directors recognizes the need to designate Officers authorized to sign checks and warrants; and

WHEREAS, the Board of Directors has determined that the General Manager and designee, Human Resources Manager, are the most appropriate individuals to serve as Officers and have been approved as Designated Signatory Officers under Resolution Nos. 2011-16 and 2012-13.

WHEREAS, both approved Designated Signatory Officers will not be available in August, 2015, to sign required payroll checks,

NOW THEREFORE BE IT RESOLVED BY THE MASON TRANSIT AUTHORITY BOARD OF DIRECTORS, that:

- 1) the Operations Manager, Jane Seymore, be authorized to serve as an Officer to sign the payroll check pertaining to the pay date of August 14, 2015.
- 2) the Finance Manager, Danette Brannin, be authorized to serve as an Officer to sign the payroll check pertaining to the pay date of August 28, 2015.
- 3) the bond requirement for Audit Officer and Officers is satisfied through the \$1,000,000 blanket bond coverage secured through the Washington State Transit Insurance Pool (WSTIP).
- 4) the disbursing and other pertinent policies shall be observed.
- 5) claims paid will be approved at its next regularly scheduled public meeting.
- 6) if any claims are disapproved, the auditing officer and the officer(s) designated to sign the checks or warrants recognize these claims as receivables of the Authority and will pursue collection diligently until the amounts are either collected or the Board of Directors is satisfied and approves the claims.

Dated this 21st day of August, 2015.

Mike Olsen, Chair

Virginia Beech

Ginny Beech, Authority Member

Terri Jefferys

Terri Jefferys, Authority Member

Randy Neatherlin

Randy Neatherlin, Authority Member

Cheryl Williams

Cheryl Williams, Authority Member

Deborah Petersen, Vice-Chair

John Campbell

John Campbell, Authority Member

Rick Johnson, Authority Member

Tim Sheldon, Authority Member

APPROVED AS TO CONTENT:

Brad Patterson

Brad Patterson, General Manager

APPROVED AS TO FORM:

Robert W. Johnson

Robert W. Johnson, Legal Counsel

ATTEST:

Jeri A. Wood

Jeri A. Wood, Clerk of the Board

DATE:

7/21/15