

**MEMORANDUM**  
**Comfort Lake-Forest Lake Watershed District**

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**To:** Board of Managers **Date:** October 4, 2021  
**From:** Mike Kinney, Administrator  
**Subject:** Updating Bank Account Access Authorizations

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**Background / Discussion**

Given the recent change to the makeup of the District's Board of Managers, staff recommends adding the latest manager as individual eligible to sign bank documents for the District. The Board must provide Lake Area Bank and First State Bank of Wyoming an updated list of the individuals that are currently eligible to be on the signature cards as well as additional details so that bank authorizations can be conformed to authorities of the Administrator. Board action by resolution will allow us to complete this update process.

**Proposed Motion:**

Manager \_\_\_\_\_ moves to adopt resolution 21-10-02. Seconded by Manager \_\_\_\_\_. [Roll call vote]

**Attached:**

Resolution 21-10-02

**RESOLUTION 21-10-02**

**COMFORT LAKE-FOREST LAKE WATERSHED DISTRICT  
BOARD of MANAGERS**

**DESIGNATING AUTHORITY to MANAGE FUNDS  
HELD BY DISTRICT DEPOSITARIES**

Manager \_\_\_\_\_ offered the following resolution and moved its adoption, seconded by Manager \_\_\_\_\_:

**WHEREAS** on June 10, 2021, the Comfort Lake - Forest Lake Watershed District ("District") Board of Managers designated the First State Bank of Wyoming and Lake Area Bank as the District's official financial depositaries (the "Depositaries");

**WHEREAS** it is necessary from time to time to renew and revise the designation of District representatives authorized to manage District funds held by the Depositaries;

**THEREFORE BE IT RESOLVED** that the following District representatives are authorized as follows, and may execute all Depositary forms to give effect to the indicated authority:

- Managers Stephen Schmaltz, Jackie Anderson, Douglas Toavs, David Bakke, and Christopher Loth may sign checks on behalf of the District;
- Managers Stephen Schmaltz, in addition, may transfer funds between District accounts held by a Depositary, and may make deposits into accounts;
- Administrator Michael Kinney may transfer funds between District accounts held by a Depositary, may make deposits into accounts, may transfer funds from Depositaries for the purpose of investment and management of surplus funds in accordance with District investment and depositary policies, and may perform all other actions with respect to Depositary accounts and funds except those that initiate issuance of funds to third parties;
- Operations and Outreach Specialist Jessica Lindemyer and Office Manager Bobbie Law may view accounts.

**BE IT FURTHER RESOLVED** that Resolution 21-08-02 is superseded and no longer of effect.

The question was on the adoption of the resolution and there were \_\_ ayes and \_\_ nays as follows:

	<u>AYE</u>	<u>NAY</u>	<u>ABSENT</u>
Jackie A. Anderson			
David Bakke			
Stephen Schmaltz			
Douglas Toavs			
Christopher Loth			

The Chair declared the resolution adopted.

Dated: October 14, 2021

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David Bakke, Secretary Pro-Tem.

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I, David Bakke, Secretary Pro-Tempore of the Comfort Lake-Forest Lake Watershed District Board of Managers, do hereby certify that the above resolution is a true and correct transcription of an action of the Board taken on the date above indicated.

IN TESTIMONY WHEREOF, I have hereunto set my hand this 15th day of October 2021.

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David Bakke, Secretary Pro-Tem.