



## MEMORANDUM

Comfort Lake-Forest Lake Watershed District

**Date:** September 22, 2023  
**To:** CLFLWD Board of Managers  
**From:** Mike Kinney, District Administrator  
**Subject:** Authorized Bank Users



**District Wide**

### Background/Discussion

The purpose of this agenda item is to make clear in the official board meeting minutes the authorized users for the District's financial institutions. This statement is necessary to be part of the official record, as required by our banks and credit card companies.

Managers are requested to review the following, and President Schmaltz is asked state the following for the meeting minutes:

1. Jon Spence resigned from the CLFLWD board on June 24, 2021, Bobbie Law resigned from the CLFLWD staff on September 20, 2023, and Jessica Lindemyer resigned from the CLFLWD staff on September 22, 2023.
2. Mr. Spence, Ms. Law, and Ms. Lindemyer should be removed from all financial accounts, including the Business Credit Card Account at MidWestOne Bank.
3. The following individuals should be added as authorized users for the Business Credit Card Account at MidWestOne Bank:
  - a. Jackie Anderson
  - b. Mike Kinney
  - c. Blayne Eineichner
4. Jackie Anderson, as Board Treasurer, and Mike Kinney, as District Administrator, both as authorized representatives of the District's bank accounts and credit cards, may designate bank account and credit card viewing rights to other board members and staff members, in accordance with the CLFLWD Governance Manual, as necessary.