

**RESOLUTION NO. 01-01-05**

**ANNUAL RESOLUTION OF THE KEY LARGO  
WASTEWATER TREATMENT DISTRICT DESIGNATING  
SPECIFIC COMMISSIONERS AS AUTHORIZED  
SIGNATORIES OF THE KEY LARGO WASTEWATER  
TREATMENT BOARD'S BANK ACCOUNT: AND  
PROVIDING FOR AN EFFECTIVE DATE.**

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WHEREAS, the Board of Commissioners of the Key Largo Wastewater Treatment District desires to designate and authorize certain Officials to sign bank checks, bank drafts, and other obligations and instruments on behalf of the Key Largo Wastewater Treatment District; and

WHEREAS, the Board of Commissioners of the Key Largo Wastewater Treatment District desires to increase the authority of the General Manager to approve the encumbrance or expenditure of District Funds;

NOW, THEREFORE, BE IT RESOLVED BY THE KEY LARGO WASTEWATER TREATMENT DISTRICT BOARD OF KEY LARGO, FLORIDA, THAT:

Section 1. The following officials of the Key Largo Wastewater Treatment District, are hereby designated as authorized signatories at TIB BANK OF THE KEYS, for the account of the Key Largo Wastewater Treatment District, account number 20154139006, and such other accounts as the Board may authorize to open in the future. The signatories are comprised of two groups, as follows:

- a. District Officers: Charles Brooks, Chairman, Gary Bauman; Vice Chairman, and Andrew Tobin, Secretary/Treasurer.
- b. District Staff: Charles Fishburn, General Manager and Carol Simpkins, Clerk.

Section 2. It is the official policy of the Board of Commissioners and this District to require that:

- a. all bank checks or bank drafts in excess of \$10,000.00 (Ten Thousand Dollars) shall require the signatures of two signatories, at least one of which must be a District Officer.

- b. All bank checks or bank drafts of \$10,000 (Ten Thousand Dollars), or less, but in excess of \$1,000 (One Thousand Dollars) shall require the signatures of two signatories.
- c. All bank checks or bank drafts of \$1,000, (One Thousand Dollars), or less, should be signed by two signatories, but, in exigent circumstances, may be signed by one signatory.

Section 3. The following officials are authorized to approve encumbrances and expenditures without prior Board approval:

- a. The General Manager is authorized to approve the encumbrance or expenditure of amounts not to exceed Ten Thousand Dollars (\$10,000.00) per transaction without prior approval of the Board of Commissioners. This approval is contingent on the General Manager ensuring that the total amount encumbered or expended does not exceed the amount budgeted for that purpose.
- b. The Clerk is authorized to approve the encumbrance or expenditure of amounts not to exceed Two Thousand Five Hundred Dollars (\$2,500.00) per transaction without prior approval of the Board of Commissioners. This approval is contingent on the Clerk ensuring that the total amount encumbered or expended does not exceed the amount appropriated for that purpose.
- c. The General Manager shall provide on a monthly basis to the Board of Directors for ratification, a listing of all encumbrances and payments approved by the General Manager or the Clerk.
- d. Neither the General Manager nor the Clerk is authorized to divide a single transaction into smaller amounts in order to reduce the amount of the transaction to a level within the General Manager's authority or the Clerk's authority.

Section 4. This Resolution and authority shall supersede and replaces all prior authorizations by this Board relating to the authority of individuals to sign checks or bank drafts and relating to the authority of the General Manager and of the Clerk.

Section 5. EFFECTIVE DATE. This resolution shall take effect immediately upon its adoption.

**RESOLVED AND ADOPTED this 5<sup>th</sup> day of January 2005.**

The foregoing RESOLUTION NO. 01-01-05 was offered by Commissioner

BAUMAN, who moved its approval. The motion was seconded by

Commissioner TOBIN, and being put to a vote the result was as follows:

	AYE	NAY
Commissioner Gary Bauman	<u>X</u>	___
Commissioner Claude Bullock	<u>X</u>	___
Commissioner Glenn Patton	<u>X</u>	___
Commissioner Andrew Tobin	<u>X</u>	___
Chairman Charles Brooks	<u>X</u>	___

The Chairman thereupon declared Resolution No. 01-01-05 duly passed and adopted the 5<sup>th</sup> day of January 2005.

KEY LARGO WASTEWATER TREATMENT DISTRICT

BY: C Brooks  
Chairman Charles Brooks

ATTEST:

Carol Simpkins

Carol Simpkins, Clerk

Approved to as to form and legal sufficiency

Thomas M Dillon

District Counsel, Thomas Dillon



