

MEETING DATE: December 3, 2019

TITLE: Approval of Banking Structure

RESOLUTION NUMBER: 19-100

PREPARED BY: Cathy Reynolds

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REVIEWED BY: Administrator Counsel Program Mgr. (Name): _____
 Board Committee Engineer Other:

WORKSHOP ACTION:

<input type="checkbox"/> Advance to Board mtg. Consent Agenda.	<input type="checkbox"/> Advance to Board meeting for discussion prior to action.
<input type="checkbox"/> Refer to a future workshop (date): _____	<input type="checkbox"/> Refer to taskforce or committee (date): _____
<input type="checkbox"/> Return to staff for additional work.	<input type="checkbox"/> No further action requested.
<input checked="" type="checkbox"/> Other (specify): Final Action on December 3, 2019	

PURPOSE or ACTION REQUESTED:

Staff seeks Board’s approval of the banking structure including authorized signers, signatures required, and primary on-line account holder.

PROJECT/PROGRAM COST:

None.

PAST BOARD ACTIONS:

January 10, 2019: The Board named the 2019 depository for District funds and directed staff to complete a RFP for banking services. (19-001)

August 8, 2019: The Board authorized the release of the RFP for Banking Services

October 10, 2019 the Board selected Bremer Bank as the new depository of District funds and authorized staff to transition banking services.

SUMMARY:

Staff has been working with Bremer Bank to establish banking services in response to the Board’s selection and direction from the October 10, 2019 meeting. As part of the transition and establishment of services Bremer Bank requires a resolution naming authorized signers. This provides an opportunity for the Board to revisit the structure and reaffirm District banking operations.

Opening of Accounts

With the selection of Bremer Bank the Board directed staff to complete the necessary paperwork to open the accounts with Bremer Bank. In accordance with this direction, the District Administrator has completed the

Beneficial Ownership Certificate and submitted the necessary IRS and other documents for the organization to open accounts with Bremer Bank. The District will open four accounts. These accounts will include; 1) General Fund Checking; 2) General Fund Money Market Savings, 3) Surety Fund Checking; and 4) Surety Fund Money Market Account.

Authorized Signers

In accordance with the policy adopted by the Board of Managers in June 1998, the District currently lists the four officers of the Board of Managers as the authorized signers on the accounts. Two of the four must sign any check for it to be valid. Staff recommends that we continue with this process and the four officers (president, vice president, secretary and treasurer) be established as the authorized signers on the Bremer Bank accounts and that signatures from two of the four continue to be required for all checks.

Staff further recommends that the Treasurer be named as the primary officer to sign paperwork for the establishment of treasury management services for the accounts with Bremer Bank. In the treasurer's absence another officer may sign for the establishment of services.

On-line Banking Services

Staff currently utilizes remote deposit and positive pay on-line banking services. Remote deposit allows staff to scan and deposit checks from our office without having to make a trip to the bank to make the deposit. Positive pay is a fraud prevention method that allows staff to upload data about all checks written. This data is then compared against the checks as they are presented for payment. If the data does not match the check is held and staff is required to go on-line and verify if the check should be paid or returned unpaid.

To set up on-line banking services with Bremer Bank the District is required to designate someone as primary user. The District's on-line banking services are then set up through that primary user account. The primary user is responsible for:

- Set up of individual user accounts
- Assigning roles and access parameters for individual users
- Unlocking user accounts
- In-house expert/trainer on use of on-line services

It is staff's recommendation that the primary user for the District be established as the Operations Manager. The operations manager can then create individual user accounts and assign roles and responsibilities for each user.

Staff requests the Boards approval of the resolution reaffirming the banking structure and providing names of the officers of the Board to continue with the establishment of banking services with Bremer Bank.

RESOLUTION

RESOLUTION NUMBER: 19-100

TITLE: **Approval of Banking Structure**

WHEREAS, the District names a depository for District funds on an annual basis; and

WHEREAS, the District has just completed an RFP for banking services; and

WHEREAS, the Board selected Bremer Bank as the new depository for District Funds; and

WHEREAS, staff has been directed to work with Bremer Bank to establish and transition banking services;
and

WHEREAS, the MCWD Board of Managers desires to reaffirm the structure of its banking operations; and

WHEREAS, the District requires the establishment of four accounts with Bremer Bank for banking services;
and

WHEREAS, the Board desires to provide policy direction on the account structure and authorities for the four
accounts; and

WHEREAS, the officers of the Board of Managers currently have signatory authority on the District bank
accounts; and

WHEREAS, currently two officer's signatures are required on all checks; and

WHEREAS, an authorized signer is required to sign forms to establish on-line banking/treasury management
services; and

WHEREAS, staff currently utilizes remote deposit and positive pay on-line banking services; and

WHEREAS, Bremer Bank requires a primary user for on-line services for set up and utilization of on-line
services.

NOW, THEREFORE, BE IT RESOLVED, the Minnehaha Creek Watershed District, Board of Managers hereby authorizes the District Administrator, to sign and provide the required documentation to Bremer Bank to establish four bank accounts for the District banking services.

BE IT FURTHER RESOLVED, the Minnehaha Creek Watershed District, Board of Managers designates the officers of the Board (president, vice president, secretary and treasurer) to serve as the signing authority for the District accounts and that two signatures be required for all checks issued by the District.

BE IT FURTHER RESOLVED, the Minnehaha Creek Watershed District, Board of Managers designates the treasurer of the Board to serve as the primary signing authority for the establishment of banking/treasury management services. If the treasurer is not available another officer of the Board may sign. Only one signature is required to approve the establishment of banking/treasury management services.

BE IT FURTHER RESOLVED, the Minnehaha Creek Watershed District, Board of Managers designates the Operations Manager to serve as the primary user for the establishment of on-line banking services with Bremer Bank.

Designations are made by position, and not based on individuals, but the current holder of the designated positions are:

President	Sherry Davis White
Vice President	William Olson
Secretary	Kurt Rogness
Treasurer	Richard Miller
District Administrator	James Wisker
Operations Manager	Cathy Reynolds

Resolution Number 19-100 was moved by Manager _____, seconded by Manager _____.
Motion to adopt the resolution ___ ayes, ___ nays, ___ abstentions. Date: _____.

Secretary Date: _____