

## INTER OFFICE MEMO

**To:** Board of Directors

**Date:** November 10, 2021

**From:** Rick Ramacier  
General Manager

**SUBJECT: Designation of Auditor/Treasurer and Updating Authorized Signatories**

### SUMMARY OF ISSUES

Currently Erick Cheung, the previous CFO, and Karol McCarty, the Senior Manager of Accounting, are authorized signers for checks and wire transfers for the Union Bank and LAIF accounts.

Erick Cheung resigned several months ago and his replacement has been hired. Amber Johnson is the new CFO.

The other signers currently are the General Manager, the Assistant General Manager-Administration (Bill Churchill), and Chief Operating Officer (Scott Mitchell).

For us to designate the new CFO, Amber Johnson, as an authorized signer of checks and wire transfers as well as to designate her as the Authority's Auditor & Treasurer pursuant to the joint powers agreement that established CCCTA, the Board needs to adopt Resolution No. 2022-014. Furthermore, staff is recommending that Amber Johnson (CFO), Bill Churchill (GM to be effective January 1, 2022), Scott Mitchell (COO), and Ruby Horta (to become AGM-Administration, effective January 1, 2022) be appointed as signers on both the Union Bank and LAIF accounts.

Union Bank requires a Board of Directors resolution; LAIF does not.

### FINANCIAL IMPLICATIONS

None.

### ACTION REQUESTED

Staff respectfully requests that the Board adopt Resolution 2022-014 to implement the actions above.

**RESOLUTION NO. 2022-014**

**BOARD OF DIRECTORS, CENTRAL CONTRA COSTA TRANSIT AUTHORITY  
STATE OF CALIFORNIA**

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**APPROVING DESIGNATION OF TREASURER AND AUDITOR,  
AND CHANGES IN AUTHORIZED SIGNATORIES FOR UNION BANK**

WHEREAS, the County of Contra Costa and the Cities of Clayton, Concord, the Town of Danville, Lafayette, Martinez, the Town of Moraga, Orinda, Pleasant Hill, San Ramon and Walnut Creek (hereinafter "Member Jurisdictions") have formed the Central Contra Costa Transit Authority ("Authority"), a joint exercise of powers agency created under California Government Code Section 6500 *et seq.*, for the joint exercise of certain powers to provide coordinated and integrated public transportation services within the area of its Member Jurisdictions;

WHEREAS, currently Erick Cheung, the previous CFO, and Karol McCarty, the Senior Manager of Accounting, are authorized signers for checks and wire transfers for the Union Bank and LAIF accounts;

WHEREAS, other signers currently are the General Manager (Rick Ramacier), the Assistant General Manager-Administration (Bill Churchill), and Chief Operating Officer (Scott Mitchell);

WHEREAS, Erick Cheung resigned several months ago and his replacement, Amber Johnson, has been hired as the new CFO for the Authority;

WHEREAS, the functions of the Authority's Treasurer and Auditor are set forth in the joint exercise of powers agreement ("JPA"), and have been performed by Erick Cheung;

WHEREAS, effective January 1, 2022, Bill Churchill will assume the role of General Manager, and Ruby Horta will assume the role of Assistant General Manager-Administration;

WHEREAS, it is recommended that the Board designate Amber Johnson as the Authority's Auditor & Treasurer pursuant to the joint powers agreement that established CCCTA;

WHEREAS, it is also recommended that the authorized bank signatories be updated to replace Erick Cheung and Karol McCarty with Amber Johnson (Director of Finance), Bill Churchill (General Manager, effective January 1, 2022), Scott Mitchell (Chief Operating Officer), and Ruby Horta (Assistant General Manager-Administration, effective January 1, 2022) as signers on both the Union Bank and LAIF accounts.

NOW, THEREFORE, BE IT RESOLVED that the Central Contra Costa Transit Authority Board of Directors:

1. Authorizes and designates Amber Johnson as Treasurer and Auditor of the Authority.
2. Authorizes and requires two of the following four staff personnel holding the designated positions of General Manager, Chief Financial Officer, Chief Operating Officer, and Assistant General Manager-Administration, respectively, to sign checks on Union Bank and LAIF accounts: Bill Churchill, Amber Johnson, Scott Mitchell, and Ruby Horta.

Regularly passed and adopted this 18<sup>th</sup> day of November 2021, by the following vote.

AYES:

NOES:

ABSTENTIONS:

ABSENT:

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Dave Hudson Chair, Board of Directors

ATTEST:

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Lathina Hill, Clerk to the Board