

**RESOLUTION \_\_, 2018**

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE HORN BROOK COMMUNITY SERVICES DISTRICT AUTHORIZING THE BOARD PRESIDENT OR GENERAL MANAGER TO APPROVE PAYROLL EXPENSES AND AUTHORIZE PAYMENT BETWEEN BOARD MEETINGS

**WHEREAS**, California Government Code Section 61051 delegates the responsibility for management of the District's personnel and finances to the General Manager; and

**WHEREAS**, the District's payroll is made twice monthly and in many cases, in accordance with law, payment is required to be made to the District employee(s) according to a timing that does not allow approval of payroll expenses by the Board prior to their actual payment; and

**WHEREAS**, the District desires to adhere to the laws and standards relating to approval and payment of payroll expenses while ensuring public transparency and accountability.

**NOW, THEREFORE, BE IT RESOLVED** that:

**SECTION 1.** This Resolution applies only to the approval of payroll related expenses.

**SECTION 2.** The Board of Directors of the District does hereby delegate the authority and responsibility for approval of timesheets and related payroll functions, as well as completion and execution of Siskiyou County Warrant Authorization Forms to the General Manager or Board President as may be convenient.

**SECTION 3.** Payroll expenses shall be listed on a subsequent Board meeting agenda for ratification by the full Board.

**PASSED AND ADOPTED** by the Board of Directors of the Hornbrook Community Services District on October 3, 2018 by the following vote:

AYES:

ABSENT:

NOES:

\_\_\_\_\_  
Robert Puckett, President of the Board

ATTEST: \_\_\_\_\_  
Michele Hanson, Secretary to the Board

CERTIFICATE OF SECRETARY I, Michele Hanson, the duly appointed Secretary of the Hornbrook Community Services District, do hereby certify that the foregoing Resolution was duly and regularly adopted on the 3rd day of October 2018 at a Special Meeting of the Board of Directors.

\_\_\_\_\_  
Michele Hanson, Secretary to the Board