



**TRUCKEE TAHOE AIRPORT DISTRICT
BOARD OF DIRECTOR STAFF REPORT**

AGENDA TITLE: New Bank of the West Signature Cards for new Account and Addition of One Signer

MEETING DATE: January 24, 2018

PREPARED BY: Sally Lyon, Director of Finance and Administration

RECOMMENDED ACTION: Approve Resolution 2018-01, new bank signature cards for new account with Bank of the West and addition of Director of Finance, Sally Lyon as a signer on the account.

DISCUSSION: A formal board action is required in order to open a new account and change signers on our bank accounts. The District has had a recent fraudulent transaction on our bank account for a small amount of \$27.14. In order to avoid additional fraudulent activity, Bank of the West recommends closing the existing account and opening a new one. In addition, Director of Finance, Sally Lyon will be added to the account as a signer. TTAD reviewed this with our auditors, James Marta and Co and they are supportive of this change.

FISCAL IMPACT: None.

SAMPLE MOTION: Move to approve Resolution number 2018-01 of the Truckee Tahoe Airport District, New Bank Signature Cards with Bank of the West.

ATTACHMENTS: Resolution No. 2018-01 of the Truckee Tahoe Airport District, New Bank of the West Signature Cards for new account and addition of one signer.