

REVISED 6



TO: San Bernardino International Airport Authority Commission

DATE: May 26, 2021

ITEM NO: 6

PRESENTER: Mark Cousineau, Director of Finance

SUBJECT: ADOPT RESOLUTION NO. 2021-03 OF THE SAN BERNARDINO INTERNATIONAL AIRPORT AUTHORITY (SBIAA) AUTHORIZING ESTABLISHMENT OF A NEW PAYROLL BANK ACCOUNT WITH WELLS FARGO BANK FOR THE SAN BERNARDINO INTERNATIONAL AIRPORT AUTHORITY (SBIAA)

SUMMARY

SBIAA has selected a new payroll company to process its payroll activities. As an internal control measure, staff has elected to establish a new and separate bank account with SBIAA's existing bank, Wells Fargo Bank, for payroll transactions.

RECOMMENDED ACTION(S)

Adopt Resolution No. 2021-03 of the San Bernardino International Airport Authority (SBIAA) authorizing the establishment of a Payroll Account for the San Bernardino International Airport Authority (SBIAA) with Wells Fargo Bank and designating check signers for the account.

FISCAL IMPACT

None.

PREPARED BY:	Mark Cousineau
CERTIFIED AS TO AVAILABILITY OF FUNDS:	N/A
APPROVED AS TO FORM AND LEGAL CONTENT:	Scott Huber
FINAL APPROVAL:	Michael Burrows

BACKGROUND INFORMATION

The San Bernardino International Airport Authority (SBIAA) is responsible for providing an accessible, secure, modern and user friendly Human Resources Information System (HRIS) to its employees.

The current and primary HRIS platform does not support a number of HRIS functions necessary for an effective system. For that reason, the SBIAA will be transitioning all HRIS functions to a new provider.

The new company, Paylocity, will manage all payroll activities, which includes Automatic Clearing House (ACH) Transactions to process and fund all payroll liabilities. As a preventive internal control measure, the Director of Finance has recommended that a new bank account with Wells Fargo be created and dedicated to managing these payroll activities.

Finance staff will manage this account utilizing all current policies and procedures. No additional staff, in addition to current signors, will be granted access.

Staff recommends the Commission approve the above recommended action.

Attachments:

1. None.

RESOLUTION NO. 2021-03

**RESOLUTION OF THE SAN BERNARDINO INTERNATIONAL AIRPORT AUTHORITY (SBIAA)
AUTHORIZING THE ESTABLISHMENT OF A PAYROLL ACCOUNT FOR THE SAN BERNARDINO
INTERNATIONAL AIRPORT AUTHORITY (SBAA) WITH WELLS FARGO BANK AND DESIGNATING
CHECK SIGNERS FOR THE ACCOUNT**

WHEREAS, the San Bernardino International Airport Authority (the “SBIAA”) is a governmental entity duly organized and existing as a joint powers authority pursuant to Government Code Section 6500, et seq., and the SBIAA was established to own and operate the aviation facilities, hangars, fixed base operator facilities, and other aviation related properties (collectively, “Aviation Facilities”) located upon the former Norton Air Force Base within the City of San Bernardino; and

WHEREAS, the San Bernardino International Airport Authority (SBIAA) intends to establish a New Payroll account to separate the payroll activity from Checking account and to designate that the Checks for the Payroll Account will be signed by two of the following: President, Vice-president, Secretary, Chief Executive Officer, Director of Aviation, Director of Administration, or Director of Finance.

NOW THEREFORE, BE IT RESOLVED, DETERMINED AND ORDERED BY THE SAN BERNARDINO INTERNATIONAL AIRPORT AUTHORITY AS FOLLOWS:

Section 1. The SBIAA hereby authorizes the SBIAA staff to establish a Payroll account with Wells Fargo Bank for the SBIAA as set forth herein.

Section 2. All San Bernardino International Airport Authority Checks, ACH payments, and wire transfers shall be signed by any two of the following: President, Vice-president, Secretary, Chief Executive Officer, Director of Aviation, Director of Administration, or Director of Finance.

Section 3. This Resolution shall become effective upon its adoption.

[SIGNATURES ON FOLLOWING PAGE]

The foregoing Resolution was PASSED, APPROVED AND ADOPTED this 26th day of May, 2021 by the following vote:

MOTION:

SECOND:

AYES:

NOES:

ABSENT:

ABSTAIN:

Frank J Navarro, President
San Bernardino International Airport Authority

(SEAL)

Attest:

Jennifer Farris, Assistant Secretary to the Commission
San Bernardino International Airport Authority

I, Jennifer Farris, Assistant Secretary of the Commission of the San Bernardino International Airport Authority ("SBIAA"), do hereby certify that the foregoing Resolution No. 2021-03 was duly and regularly passed and adopted by the SBIAA Commission at a regular meeting thereof, held on the 26th day of May, 2021, and that the foregoing is a full, true and correct copy of said Resolution and has not been amended or repealed.

(SEAL)

Attest:

Jennifer Farris, Assistant Secretary of the Commission
San Bernardino International Airport Authority