



Yolo Habitat Conservancy

County of Yolo • City of Davis • City of Winters • City of West Sacramento
City of Woodland • University of California, Davis

To: Lucas Frerichs, Chair
Members of the Board

From: Cathy Little
Executive Director

Chris Alford
Former Interim Executive Director/Consultant

Re: Authorize signing authority for the Executive Director and authorize the Deputy Director of General Services to have signing authority when the circumstances are time sensitive in nature and the Executive Director is unavailable

Date: May 18, 2026

REQUESTED ACTIONS:

1. Authorize signing authority for the Executive Director; and
2. Authorize the Deputy Director of General Services to have signing authority when the circumstances are time sensitive in nature and the Executive Director is unavailable

BACKGROUND:

Pursuant to Yolo County Department of Financial Services (DFS) policy, the governing bodies of special districts and affiliate agencies utilizing DFS services must authorize a staff member's signing authority prior to DFS processing transactions requested by that staff member. Staff recommend the Board authorize the new Executive Director of the Yolo Habitat Conservancy (Conservancy) and the Deputy Director of the Yolo County General Services Department to have all categories of signing authority for the remainder of FY25/26 and for FY26/27 per the attached authorization forms (Attachments A and B). The Executive Director is intended to be the sole County employee authorized to approve invoices, deposits, and contracts on behalf of the Conservancy on a regular basis. Staff recommend that the Deputy Director of the Yolo County General Services Department be authorized to sign documents on behalf of the Conservancy as a backup signatory such that documents can be processed if a time sensitive circumstance arises and the Executive Director is unavailable.

ATTACHMENTS:

Attachment A. Special Districts Authorization Form for FY25/26

Attachment B. Special Districts Authorization Form for FY26/27