

RESOLUTION 24-2023
May 11, 2023

A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE CAMBRIA COMMUNITY SERVICES DISTRICT
DESIGNATING THE EMPLOYEES WITH ACCESS TO THE
MISSIONSQUARE RETIREMENT EMPLOYER WEB TOOL AND
SUPPORT TEAM AND APPROVING A PLAN CONTACTS AND ACCESS FORM

WHEREAS, the Cambria Community Services District (“CCSD”) has a retirement plan account with MissionSquare Retirement (“Plan”); and

WHEREAS, as a result of several personnel changes, CCSD needs to update the employees that will work directly with MissionSquare and who will need access to the employer web tool and support team.

NOW, THEREFORE, BE IT RESOLVED as follows:

Section 1. The following Cambria Community Services District officers holding the title(s) specified hereinbelow or their successors are each hereby authorized to access the MissionSquare web tool and support team:

Matthew McElhenie
Name
General Manager
Title

Denise Fritz
Name
Finance Manager
Title

Haley Dodson
Name
Administrative Analyst – HR & IT
Title

Section 2. The MissionSquare Retirement Plan Contacts and Access Form attached hereto as Exhibit “A” and incorporated herein by this reference is hereby approved.

Section 3. This Resolution supersedes all previously adopted Resolutions relating to authorizations for the MissionSquare employer web tool and support team.

Section 4. This Resolution shall remain in full force and effect until rescinded by the Cambria Community Services District Board of Directors by resolution or superseded by a subsequent resolution and a copy of the resolution is filed with Mission Square.

PASSED AND ADOPTED, by the Cambria Community Services District Board of Directors on May 11, 2023.

DocuSigned by:

Karen Dean

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Karen Dean, President
Board of Directors

ATTEST:

DocuSigned by:

Haley Dodson

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Haley Dodson,
Administrative Analyst

APPROVED AS TO FORM:

DocuSigned by:

Timothy Carmel

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Timothy J. Carmel, District Counsel



Plan Contacts & Access Form

MissionSquare Retirement is committed to providing innovative, helpful tools and support for plan administration. So that we can stay connected with you, please designate the individuals who will work directly with MissionSquare and will need access to the employer web tool and our support team.

Web Access Profiles

Standard allows the user to view all participants' information, process transactions, and view reports.

Payroll allows the user to process payroll rosters only.

Admin Reports allows the user to view reports only.

Sponsor Reports allows contacts with oversight roles to view reports at a plan level without showing participants' personally identifiable information.

Employer Name	Cambria Community Services District
Plan Number*	305712, 106159

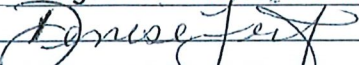
*If an employer has multiple plans (401, 457, or 403(b)), only one form is required IF your designated contacts are exactly the same across all plans. If designated contacts are not the same, you must complete one form per plan. Employers with RHS plans can't combine designated contacts with other plan types and must complete a form for the RHS plan(s) only.

Plan Sponsor Contacts (REQUIRED)

Plan Coordinator	
Role/Duties	Not day-to-day recordkeeping contact. Provides fiduciary oversight for plan. Designated through official resolution. Role does not apply to RHS or IRA accounts. Initial <input checked="" type="checkbox"/> Change (Attach copy of resolution.)
Name	Matthew McElhenie
Email Address	mmcelhenie@cambriacsd.org
Phone Number	
Web Access	<input checked="" type="checkbox"/> Standard <input type="checkbox"/> Sponsor Reports <input type="checkbox"/> No Access
Authorization	Plan Coordinator has authority to sign/approve all plan-related items and authority to change all administration contacts.
Signature (Required)	

RHS Trustee (RHS Plans ONLY)	
Role/Duties	Not day-to-day recordkeeping contact. Provides fiduciary oversight for plan. Initial <input type="checkbox"/> Change (Attach copy of resolution.)
Name	
Email Address	
Phone Number	
Web Access	<input type="checkbox"/> Standard <input type="checkbox"/> Payroll <input type="checkbox"/> Admin Reports <input type="checkbox"/> No Access
Authorization	RHS Trustee has authority to sign/approve all plan-related items and authority to change all administration contacts.
Signature (Required)	

Plan Administration Contacts (REQUIRED)

Primary Contact	
Role/Duties	Day-to-day recordkeeping contact. Receives required notices from MissionSquare about changes to investments or services provided. Initial <input checked="" type="checkbox"/> Change
Name	Denise Fritz
Email Address	dfritz@camabriacsd.org
Phone Number	805-927-6118
Web Access	<input checked="" type="checkbox"/> Standard <input checked="" type="checkbox"/> Payroll <input checked="" type="checkbox"/> Admin Reports
Authorization	Primary Contact has authority to sign/approve all plan-related items and authority to change all administration contacts.
Signature (Required)	

Payroll Contact	
Role/Duties	Principal payroll administration contact. Initial <input checked="" type="checkbox"/> Change
Name	Denise Fritz
Email Address	dfritz@camabriacsd.org
Phone Number	805-927-6118
Web Access	<input checked="" type="checkbox"/> Standard <input checked="" type="checkbox"/> Payroll

Withdrawal Contact	
Role/Duties	Approves withdrawals via online approval and/or paper form. Initial <input type="checkbox"/> Change
Name	
Email Address	
Phone Number	
Web Access	<input checked="" type="checkbox"/> Standard
Authorization	Withdrawal Contact has authorization to sign/approve all participant loan and withdrawal requests.
Signature (Required)	

Billing Contact	
Role/Duties	Receives and processes payment of plan invoices. Initial <input type="checkbox"/> Change
Name	
Email Address	
Phone Number	

Other Contacts (OPTIONAL)

Additional Administration Contact

	<input checked="" type="checkbox"/> Add	<input type="checkbox"/> Remove	<input type="checkbox"/> Replace	
Name	Haley Dodson			
Email Address	hdodson@cambriacsd.org			
Phone Number	805-927-6235			
Web Access	<input checked="" type="checkbox"/> Standard	<input checked="" type="checkbox"/> Payroll	<input checked="" type="checkbox"/> Reports	<input type="checkbox"/> No Access
Authorization	Withdrawals <input type="checkbox"/> No Authorization			
Signature*	<i>Haley Dodson</i>			

*Required if authorization indicated.

Additional Administration Contact

	<input type="checkbox"/> Add	<input type="checkbox"/> Remove	<input type="checkbox"/> Replace	
Name				
Email Address				
Phone Number				
Web Access	<input type="checkbox"/> Standard	<input type="checkbox"/> Payroll	<input type="checkbox"/> Reports	<input type="checkbox"/> No Access
Authorization	Withdrawals <input type="checkbox"/> No Authorization			
Signature*				

*Required if authorization indicated.

Additional Administration Contact

	<input type="checkbox"/> Add	<input type="checkbox"/> Remove	<input type="checkbox"/> Replace	
Name				
Email Address				
Phone Number				
Web Access	<input type="checkbox"/> Standard	<input type="checkbox"/> Payroll	<input type="checkbox"/> Reports	<input type="checkbox"/> No Access
Authorization	Withdrawals <input type="checkbox"/> No Authorization			
Signature*				

*Required if authorization indicated.

Additional Administration Contact

	<input type="checkbox"/> Add	<input type="checkbox"/> Remove	<input type="checkbox"/> Replace	
Name				
Email Address				
Phone Number				
Web Access	<input type="checkbox"/> Standard	<input type="checkbox"/> Payroll	<input type="checkbox"/> Reports	<input type="checkbox"/> No Access
Authorization	Withdrawals <input type="checkbox"/> No Authorization			
Signature*				

*Required if authorization indicated.

Third-Party Contacts

Auditor		Add	Remove	Replace
Firm Name				
Firm Tax ID				
Firm Address				
Contact Name				
Email Address				
Phone Number				
Web Access	<input checked="" type="checkbox"/> Auditor			

Investment Consultant		Add	Remove	Replace
Firm Name				
Firm Tax ID				
Firm Address				
Contact Name				
Email Address				
Phone Number				
Web Access	Investment Consultant has access to MissionSquare Retirement Consultant Access site and can contact Consultant Relations Team directly for support.			

Third-Party Administrator		Add	Remove	Replace
Firm Name				
Firm Tax ID				
Firm Address				
Contact Name				
Email Address				
Phone Number				

Signature

By signing this document, the Plan Coordinator/RHS Trustee attests that the individuals listed above have been named as authorized contacts for the purposes of plan administration. If the plan informs MissionSquare that the Plan Coordinator/RHS Trustee named above is unavailable or the role has been vacated, MissionSquare is authorized to treat the Primary Contact on file as the Plan Coordinator/RHS Trustee, with the full ability to name new authorized contacts.

Plan Coordinator/RHS Trustee

Signature *Desiree Fink*
 Title Finance Manager
 Date 5/3/23