

## RESOLUTION NO. 17R-07

### A RESOLUTION OF THE BOARD OF DIRECTORS OF THE BIGHORN-DESERT VIEW WATER AGENCY AUTHORIZING AGENCY CREDIT CARDS FOR STAFF AND SETTING GUIDELINES FOR THE USE OF THE SAME

**WHEREAS**, in the course of daily Agency business there are times when the use of a business credit card is required, or advantageous for the efficiencies provided and cost savings available by using such; and

**WHEREAS**, Resolution No. 13R-10 authorized the General Manager and one designee to obtain a credit card through the Agency's then current banking institution, Union Bank of California (First Bank Card); and

**WHEREAS**, the current banking institution is Pacific Western Bank and existing credit cards were obtained through Union Bank of California (First Bank Card); and

**WHEREAS**, Resolution No 13R-10 provides for a credit limit of \$2500 for each active credit card; and

**WHEREAS**, the Agency currently has in effect a Purchasing Manual which sets forth the processes and authorizations necessary for purchasing goods and services; and

**WHEREAS**, the credit card limit of \$2500 has shown to be insufficient as it doesn't conform to the purchasing authority of the General Manager; and

**WHEREAS**, the credit card limit of \$2,500 for the General Manager doesn't allow purchasing flexibility in the event of a disaster; and

**WHEREAS**, the General Manager recommends that there are three (3) active credit cards issued to the General Manager and staff.

**NOW, THEREFORE BE IT RESOLVED**, that the Board of Directors of the Agency do hereby authorize the following:

1. That the General Manager possess and utilize a credit card; and
2. That up to two (2) staff members, designated by the General Manager, possess and utilize a credit card; and
3. That General Manager credit limit shall be set by the lending institution based on the Agency's credit rating to maximize flexibility in the event of an emergency (e.g. disaster); and

4. That the credit limit shall be \$5,000.00 for all other staff credit cards;  
and
5. That the staff credit cards shall only be used as a method of payment for purchases which have been approved in compliance with the existing Purchasing Policy with supporting documentation signed by the party requesting the use of the card, and
6. That Resolution No. 13R-10 is hereby rescinded in its entirety and of no further force and effect.

**PASSED, APPROVED AND ADOPTED** by the Board of Directors of Bighorn-Desert View Water Agency this 28th day of February, 2017.

By *J. Larry Coulombe*  
J. Larry Coulombe, Board President

ATTEST:

By *Judy Corl-Lorono*  
Judy Corl-Lorono, Board Secretary