



Memo

To: Board of Directors
From: Jordan Dietz, General Manager
Date: August 17, 2021
Subject: Resolution 479, Umpqua Bank Purchasing Cards

When reorganizing banking and purchasing signers for District accounts, it was noted that California Bank & trust was unable to increase the District's \$7,500.00 credit limit for purchasing, or add additional cards to the account.

On a request from the Board, staff reached out to other agencies for options. Utilizing the California Special Districts Association (CSDA), staff were able to find multiple vendors who could supply purchasing cards and also had a working knowledge of special district banking and needs. At the conclusion of the research, only one company provided the documentation promised, and was able to easily offer a solution for the District.

The agreement with Umpqua bank would provide a total credit line of \$50,000.00 for the District, with the purchasing cards being initially configured with a \$7,500.00 maximum limit each. This value can be increased for emergency purchases, but would remain unchanged otherwise. Standard terms apply to the cards, including a Net 30 payment plan. These cards would mirror the current California Bank & Trust purchasing cards, while providing better administration tools.

Staff recommends adopting Resolution 479, authorizing Office Manager Weiss and General Manager Dietz to complete the final steps for participation in the purchasing program, and allowing the Field Supervisor, Office Manager and General Manager to receive purchasing cards.

RESOLUTION NO. 479

**RESOLUTION OF THE BOARD OF DIRECTORS
OF CRESTLINE VILLAGE WATER DISTRICT
AUTHORIZING AGREEMENT WITH UMPQUA
BANK TO PARTICIPATE IN THE CSDA DISTRICT
PURCHASING CARD PROGRAM**

WHEREAS, credit cards and purchasing cards are mechanisms for purchasing goods and services for the convenience of the Crestline Village Water District, and

WHEREAS, the California Special Districts Association (CSDA) has negotiated with Umpqua Bank to provide a District Purchasing Card program for vendor payments, purchasing, travel or fleet transaction, and

WHEREAS, the CSDA District Purchasing Card Program is available to members of the CSDA and the District is a member of the CSDA; and

WHEREAS, the Program requires an application for credit approval, a resolution by the District Governing Board, and District policy and procedures regarding the use of the credit cards;

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of Crestline Village Water District as follows:

Section 1: Authorization to Participate in the CSDA District Purchasing Program. The Board of Directors hereby authorizes and approves the Crestline Village Water District's participation in the CSDA District Purchasing Card Program (the "Program") with Umpqua Bank. Specifically, the Board authorizes the General Manager to complete the application to the Program for credit cards or purchasing cards, and to execute any necessary agreements. The Board designates the General Manager and the Office Manager as program administrators for card management.

Section 2: Effective Date. This Resolution and the authorizations herein provided are effective immediately upon the date of adoption of the Resolution.

Dated: August 17, 2021

President, Crestline Village Water District

ATTEST:

Secretary, Crestline Village Water District

