

# Hornbrook Community Services District

## Special Meeting of January 24, 2017

### AGENDA SUPPORTING DATA

#### 6. NEW BUSINESS

- g. Approval of a Resolution authorizing execution of an agreement with Bank of the West for participation in the California Special Districts Association credit card program

#### **Background**

This item will approve a Resolution to authorize entering into an agreement between Bank of the West and the Hornbrook Community Services District (District) establishing accounts for District credit cards. Included for your information is a draft credit card agreement including the terms and conditions, a FAQ sheet, and program description.

Credit cards are a purchasing mechanism which improves the efficiency and convenience of conducting District business. A credit card policy will be drafted for the February meeting if this item is approved. The credit card will be held by the Board Secretary who will be authorized to pay bills as they become due and then the credit card payment approved by the Board. Purchase authorization forms can still be completed for each individual vendor whose charges are on the credit card, and a printout of all charges will be approved by the General Manager and included in the Board packet for acceptance prior to payment of the credit card bill.

Bank of the West has partnered with California Special Districts Association (CSDA) for a purchasing program which issues purchasing or credit cards to qualified member agencies. The District is a member of CSDA and is eligible to make application to this program. The program aggregates the purchases of all participating members and offers free annual membership and variable cash rebates based on the volume of purchasing of all of the participating members.

A Resolution, adopted by the Governing Board, together with the application will be submitted to Bank of the West to establish the credit card accounts.

#### **Recommended Motion**

I move to approve Resolution 2017-04, authorizing the District to enter into an agreement with Bank of the West to establish District credit card accounts; and authorize the Board President to execute any necessary agreements.