



AGENDA ITEM: 17

MEETING DATE: September 30, 2015

TO: Board of Directors

FROM: Sally Lyon, Director of Finance and Administration

SUBJECT: Authorizing to establish an account with Bank of the West to participate in the California Special District Association (CSDA) District purchasing card program.

RECOMMENDATION: Approve this resolution authorizing the District to enter into a new agreement with Bank of the West through CSDA to establish company credit card accounts; and authorize the General Manager to negotiate and execute any necessary agreements, approved as to legal form.

DISCUSSION: Bank of the West has partnered with California Special District Association (CSDA) for a purchasing program which issues purchasing 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 Board, together with the application will be submitted to Bank of the West to establish the credit card accounts. The District has a Policy Instruction (PI 303) with specific procedures relating to the use of credit cards. The District currently has company credit cards with Bank of the West, but establishing these cards through this CSDA program will reduce fees and increase potential cash rebates. In addition, the practice of using District credit cards has been successful for many years.

FISCAL IMPACT: Savings on fees.

ATTACHMENTS: Resolution 2015-04