



## ***Memo***

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To: Board of Directors  
From: Larrie Ann Davis  
Date: June 21, 2022  
Subject: Resolution No. 495, Umpqua Bank Purchasing Cards

In August 2021, the Board adopted Resolution No. 479 allowing the District to enter into an agreement with Umpqua Bank to supply the District with purchasing cards. The agreement provided 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 amount could be increased for emergency purchases during disaster situations but would remain unchanged otherwise. Standard Net 30 Day applied to the cards.

The Board approved issuance of purchasing cards to Field Supervisor Steve Wood, Office Manager Jeanene Weiss and General Manager Jordan Dietz.

Recent personnel changes have left the District without a working card for purchases. Resolution No. 495 will allow General Manager Weddle to execute a new agreement with Umpqua Bank and authorize the issuance of cards to District personnel as needed. Currently the positions of Field Supervisor and Office Manager are vacant.



**RESOLUTION NO. 495**

**RESOLUTION OF THE BOARD OF DIRECTORS OF  
CRESTLINE VILLAGE WATER DISTRICT AMENDING  
RESOLUTION NO. 479 AND RESOLUTION NO. 480  
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**, Resolution No. 480 amending Resolution No. 479 was adopted on October 5, 2021, 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 transactions, 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 that Resolutions No. 479 and Resolution 480 be amended 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 Acting Secretary to complete the application to the Program for credit cards or purchasing cards, and to execute any necessary agreements. The Board designate the General Manager as program administrator 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: June 21, 2022

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President, Crestline Village Water District

ATTEST:

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Secretary, Crestline Village Water District