



May 23, 2017

TO: LOCSO Board of Directors

FROM: Ann Kudart, Administrative Services Manager *ak*

SUBJECT: Agenda Item 6H – 6/1/2017 Board Meeting
Approve Resolution Authorizing the Issuance of District Credit Cards and the Cancellation of Debit Cards

President
Jon-Erik G. Storm

Vice President
Vicki L. Milledge

Directors
Charles L. Cesena
Marshall E. Ochylski
Louis G. Tornatzky

General Manager
Renee Osborne

District Accountant
Robert Stilts, CPA

Unit Chief
Scott M. Jalbert

Battalion Chief
Greg Alex

DESCRIPTION

Authorize the cancellation of all District debit cards and approve the issuance of credit cards to the General Manager, Administrative Services Manager, Water Resource Crew Leader, Fire Chief, and Fire Administrative Assistant.

STAFF RECOMMENDATION

Staff recommends that the Board adopt the following motion:

Motion: I move that the Board adopt Resolution 2017-13 approving the issuance of five (5) District credit cards and direct Staff to complete all necessary forms for submission to Rabobank and cancel the debit cards.

DISCUSSION

As some of our debit cards have been compromised, Rabobank has recommended that the District use credit cards which offer better protection against fraud. There are federal protections with credit cards that would limit District losses.

These credit cards are replenished on a monthly basis only.

FINANCIAL IMPACT

This has no financial impact as the current debit cards will be canceled and balances simply transferred to another type of Cash, which is the imprest balance on the credit card.

Attachment

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RESOLUTION NO. 2017-13

**RESOLUTION OF THE BOARD OF DIRECTORS
OF THE LOS OSOS COMMUNITY SERVICES DISTRICT
AUTHORIZING RABOBANK TO ISSUE CREDIT CARDS FOR ESSENTIAL STAFF
AND CANCEL ALL DISTRICT DEBIT CARDS**

WHEREAS, Rabobank (herein "Bank") is designated as a depository for the funds of the Los Osos Community Services District (herein "District"); and to provide other financial accommodations indicated in this resolution; and

WHEREAS, on November 2, 2006, your Board approved Resolution 2006-28, authorizing the creation of debit card accounts for authorized staff members; and

WHEREAS, the Board desires to authorize the issuance of credit cards to;

NOW, THEREFORE, THE BOARD OF DIRECTORS OF THE LOS OSOS COMMUNITY SERVICES DISTRICT BOARD OF DIRECTORS DOES HEREBY RESOLVE, DECLARE, DETERMINE AND ORDER AS FOLLOWS THAT RABOBANK:

1. Issue a credit card to General Manager Renee Osborne with a spending limit of \$5,000.
2. Issue a credit card to Station 15-South Bay Battalion Chief Greg Alex with a spending limit of \$4,000.
3. Issue a credit card to Water Resource Crew Leader Frank Asuncion with a spending limit of \$4,000.
4. Issue a credit card to Administrative Services Manager Ann Kudart with a spending limit of \$3,000.
5. Issue a credit card to Fire Administrative Assistant Harmony Brown with a spending limit of \$3,000.
6. Cancel all District debit cards.

On the motion of Director _____, seconded by Director _____,
and on the following roll call vote, to wit:

Ayes: _____
Noes: _____
Absent: _____
Conflicts: _____

The foregoing resolution is hereby passed, approved, and adopted by the Board of Directors of the Los Osos Community Services District this 1st day of June 2017.

Jon-Erik Storm, President
LOCS D Board of Directors

ATTEST:

APPROVED AS TO FORM:

Renee Osborne
General Manager and Secretary to the Board

Roy A. Hanley
District Legal Counsel