

**MINUTES OF THE GOVERNING BOARD
OF THE ANTELOPE VALLEY AIR QUALITY MANAGEMENT DISTRICT
LANCASTER, CALIFORNIA**

AGENDA ITEM 6

DATE: August 21, 2012

RECOMMENDATION: Approve a Resolution authorizing the District to enter into an agreement with Bank of the West to establish company credit card accounts; and authorize the Executive Director to negotiate and execute any necessary agreements, approved as to legal form.

SUMMARY: This item will approve a Resolution to authorize entering into an agreement between Bank of the West and the Antelope Valley Air Quality Management District (AVAQMD) establishing accounts for company credit cards.

BACKGROUND: Credit cards are a purchasing mechanism which improves the efficiency and convenience of conducting District business. For many years, the Mojave Desert Air Quality Management District (MDAQMD) has provided the Operations Manager with a credit card and the office with two "bearer only" cards. An opportunity is available for the AVAQMD establish its own credit card accounts.

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 AVAQMD 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. The District has a Standard Practice with specific procedures relating to the use of credit cards. In addition, the practice of using District credit cards has been successful for more than ten years.

REASON FOR RECOMMENDATION: Governing Board approval is needed to enter into an agreement to establish credit card accounts.

cc: Jean Bracy
Sue Krieg
Donna Vickers
Michelle Powell

I, CRYSTAL GOREE, DEPUTY CLERK OF THE GOVERNING BOARD
OF THE ANTELOPE VALLEY AIR QUALITY MANAGEMENT
DISTRICT, HEREBY CERTIFY THE FOREGOING TO BE A
FULL, TRUE AND CORRECT COPY OF THE RECORD OF
THE ACTION AS THE SAME APPEARS IN THE OFFICIAL
MINUTES OF SAID GOVERNING BOARD MEETING
Crystal Goree DEPUTY CLERK OF THE BOARD
ANTELOPE VALLEY AIR QUALITY MANAGEMENT DISTRICT

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REVIEW BY OTHERS: This item was reviewed by Karen Nowak, District Counsel as to legal form and by Eldon Heaston, Executive Director on or before August 6, 2012.

FINANCIAL DATA: Credit cards are a purchasing mechanism, a useful and convenient form of making payment for certain goods and services. As presented, to enter into a contract to establish credit card accounts, there are no additional, unbudgeted expenses required.

PRESENTER: Jean Bracy, Director of Administrative Services

**ACTION OF THE GOVERNING BOARD
APPROVED**

Upon Motion by HAWKINS, Seconded by DISPENZA, as approved by the following vote:

Ayes: 6 CRIST, DISPENZA, HAWKINS, LAWSON, MANN, CHELETTE

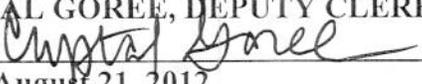
Noes:

Absent: 1 LEDFORD

Abstain:

Vacant:

CRYSTAL GOREE, DEPUTY CLERK OF THE GOVERNING BOARD

BY 

Dated: August 21, 2012

Ref: Resolution #12-07, titled "A RESOLUTION OF THE GOVERNING BOARD OF THE ANTELOPE VALLEY AIR QUALITY MANAGEMENT DISTRICT AUTHORIZING PARTICIPATION WITH BANK OF THE WEST TO PARTICIPATE IN THE CSDA DISTRICT PURCHASING CARD PROGRAM."

RESOLUTION 12-07

1 A RESOLUTION OF THE GOVERNING BOARD OF THE ANTELOPE VALLEY AIR
2 QUALITY MANAGEMENT DISTRICT AUTHORIZING PARTICIPATION WITH BANK OF
3 THE WEST TO PARTICIPATE IN THE CSDA DISTRICT PURCHASING CARD PROGRAM.

4 On August 21, 2012, on motion by Member HAWKINS, seconded by Member DISPENZA, and
5 carried, the following resolution is adopted:

6 **WHEREAS**, Credit cards and purchasing cards are mechanisms for purchasing goods and
7 services for the convenience of the Antelope Valley Air Quality Management District (AVAQMD); and

8 **WHEREAS**, the California Special Districts Association (CSDA) has negotiated with Bank of the
9 West to provide a Purchasing Card Program for vendor payments, purchasing, travel or fleet transactions,
10 and

11 **WHEREAS**, the CSDA District Purchasing Card Program (Program) is available to members of
12 the CSDA and the AVAQMD is a member of the CSDA; and

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

15 **WHEREAS**, the AVAQMD has a Standard Practice of procedures for using credit cards as
16 required by the Program,

17 **NOW THEREFORE BE IT RESOLVED**, that the Governing Board of the Antelope Valley Air
18 Quality Management District directs the following actions:

19 Authorize participation with Bank of the West in the CSDA District Purchasing Card program;

20 Authorize the application to the Program for credit cards or purchasing cards;

21 Authorize the Executive Director to negotiate and execute any necessary agreements, approved as
22 to legal form.

23 **BE IT FURTHER RESOLVED**, that this Resolution shall take effect immediately upon
24 adoption.

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RESOLUTION 12-07

1 PASSED, APPROVED AND ADOPTED by the Governing Board of the Antelope Valley Air Quality

2 Management District by the following vote:

3 AYES: 6 MEMBER: DISPENZA, MANN, CHELETTE, CRIST, LAWSON, HAWKINS

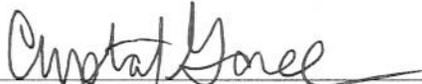
4 NOES: MEMBER:

5 ABSENT: 1 MEMBER: LEDFORD

6 ABSTAIN: MEMBER:

7 STATE OF CALIFORNIA)
8) SS:
9 COUNTY OF LOS ANGELES)

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11 I, Crystal Bates, Deputy Clerk of the Governing Board of the Antelope Valley Air Quality
12 Management District, hereby certify the foregoing to be a full, true and correct copy of the record of the
13 action as the same appears in the Official Minutes of said Governing Board at its meeting of August 21,
2012

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16 Deputy Clerk of the Governing Board,
17 Antelope Valley Air Quality Management District.
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