

RESOLUTION NO. 21-1027

**RESOLUTION OF THE BOARD OF DIRECTORS
OF THE JOSHUA BASIN WATER DISTRICT
ADOPTING CREDIT CARD GUARANTOR POLICY**

WHEREAS, the Joshua Basin Water District currently has and utilizes credit cards in the normal course of conducting business; and

WHEREAS, the Joshua Basin Water District's current credit card issuer, Bank of America, requires that an employee be designated as a guarantor for the charges due; and

WHEREAS, the District's former Controller was designated as the guarantor and will be replaced by the Director of Finance; and

WHEREAS, it is the District's intention to protect the designated employee from personal liability for District charges.

NOW, THEREFORE BE IT RESOLVED, that the below "Credit Card Guarantor Policy" be adopted and incorporated into Article 15 of the Administration Code:

CREDIT CARD GUARANTOR POLICY

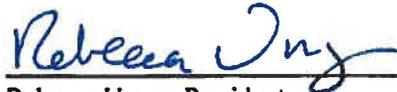
The Joshua Basin Water District's credit card issuer, presently Bank of America, requires that an employee personally guarantee the financial liability incurred by the District's credit card holders. The Joshua Basin Water District pledges to accept such liability as its own and protect the designated guarantor from such personal liability for District-incurred expenses.

Employees who are issued credit cards will be approved by one of three authorized individuals, the General Manager, the Director of Finance, or the Director of Administration, as per Board resolution. For each employee who is issued a card, a Credit Card Issuance and Acknowledgement Form, which contains the basic expectations surrounding card usage, will be completed.

FURTHER RESOLVED, this resolution is effective immediately upon adoption.

ADOPTED this 20th day of January, 2021.

By



Rebecca Unger, President



Tom Floen, Vice President

Attest:


Mark Bari, General Manager and Board Secretary