

RESOLUTION NO. 2023- 006

RESOLUTION AUTHORIZING/CONTROLLING DISTRICT PURCHASING (CREDIT) CARD USAGE; AUTHORIZING THE EXECUTION OF THE NECESSARY PURCHASING (CREDIT) CARD AGREEMENTS AND OTHER DOCUMENTATION BY THE DISTRICT FOR THE ACQUISITION OF DISTRICT CREDIT CARDS; PROVIDING FOR SEVERABILITY; PROVIDING FOR SCRIVENER'S ERRORS; PROVIDING FOR LIBERAL CONSTRUCTION AND FOR AN EFFECTIVE DATE.

WHEREAS, pursuant to Chapter 298 Florida Statutes, the Judicial Decree by the Circuit Court of the Twelfth Judicial Circuit in and for Lee County, Florida, Case No. 69-105, dated April 3, 1969, and other applicable provisions of law, the San Carlos Water Control District ("District") is responsible for operating a system of perimeter canals, dikes, roadside swales, roadbeds, basins and outfall canals to provide drainage and stormwater flow control and other reclamation of the lands located within the District's geographical boundary; and,

WHEREAS, the District's use of purchasing cards (hereinafter sometimes referred to as "credit cards") provides the District with the ability to effectively and efficiently make small delegated purchases for the benefit of the District; and,

WHEREAS, the District utilizes credit cards that may be used by Supervisors and employees of the District for District related approved purchases; and,

WHEREAS, District credit cards shall not be used for any type of personal use or for any purpose other than a District authorized purpose; and,

WHEREAS, it has been determined that it is in the best interest of the District to use credit cards to pay for certain District expenses under the District credit card usage procedures described in this Resolution and in the District's Policies and Procedures Manual, as amended.

NOW THEREFORE, be it resolved by the Board of Supervisors of the San Carlos Estates Water Control District that:

SECTION 1 - AUTHORITY

This Resolution is adopted pursuant to the provisions of Florida law.

SECTION 2 - INCORPORATION OF RECITALS

The recitals set forth above are true and correct and form a part of this Resolution.

**SECTION THREE – AUTHORIZATION AND PROCEDURES FOR DISTRICT
PURCHASING (CREDIT) CARD USAGE ADMINISTERED THROUGH
BANK OF AMERICA**

The District shall have a maximum of five (5) credit cards issued to the District through the State of Florida Purchasing Card Program, as administered by Bank of America, for Supervisor usage and employee usage for District business. Three (3) of the credit cards will be secured (locked) in the office of the Treasurer for use for District authorized purchases, including occasional credit card usage by a Supervisor or other authorized representative of the District. One (1) credit card will be held by the District's Manager/Supervisor of Operations. One (1) credit card will be held by the Treasurer/Secretary. Each credit card will have a different number and each credit card will have a maximum credit limit of Three Thousand and 00/00 Dollars (\$3,000.00) per card. District credit card purchases can only be made for Board approved District purchases and all credit card purchases must be within the limits of the District's annually adopted operating budget. A District employee or Supervisor may request a credit card for travel on behalf of the District if lodging or registration is not paid in advance. Each credit card purchase requires a receipt and all receipts shall be given to the District Treasurer to match with the credit card statement each month. District credit cards shall never be used for any type of personal use.

**SECTION FOUR – PURCHASING (CREDIT) CARD AGREEMENTS OF THE
DISTRICT**

The District is authorized by this Resolution to enter into and maintain a purchasing (credit) card agreement with the State of Florida Purchasing Card Program which is administered by Bank of America. No other credit card agreements can be entered into with any other credit card companies/financial institutions without the prior approval of the District Board of Supervisors. The Chair of the Board of Supervisors and the Treasurer of the Board of Supervisors is hereby authorized, prospectively and retroactively, to execute the necessary credit card agreements with the State of Florida to establish the credit card usage agreements and authorization as described in this Resolution. All credit card usage statements shall be received by the District Treasurer and shall be made a part of the monthly District budget reconciliation process.

SECTION FIVE - SCRIVENER'S ERRORS

Sections of this Resolution may be renumbered or re-lettered and corrections of typographical errors which do not affect the intent may be authorized by the President/Chair of the

Board of Supervisors without need of a public meeting or Board decision making action, by the President/Chair of the Board of Supervisors filing a corrected or re-codified copy of same with the District's records custodian.

SECTION SIX - SEVERABILITY

If any section, subsection, sentence, clause or other provision of this Resolution is held unconstitutional, inoperative or void by a court of competent jurisdiction, such holding shall be deemed a separate provision and eliminated from this Resolution and shall not affect the remainder of this Resolution.

SECTION SEVEN - RESCISSION

The Board of Supervisors hereby rescinds all prior resolutions and other official action of the Board of Supervisors to the extent of any conflict with any part of this Resolution.

SECTION EIGHT - CONSTRUCTION AND EFFECTIVE DATE

This Resolution shall be liberally construed to effect the purposes hereof and shall take effect immediately upon its adoption.

THE FOREGOING RESOLUTION WAS OFFERED BY SUPERVISOR Cellucci WHO MOVED THE RESOLUTION'S ADOPTION. THE MOTION WAS SECONDED BY SUPERVISOR finazzo AND, UPON BEING PUT TO A VOTE, THE VOTE WAS AS FOLLOWS:

<u>NAME</u>	<u>YES</u>	<u>NO</u>
Jim Bradford	<u>X</u>	<u> </u>
John Cellucci	<u>X</u>	<u> </u>
Jennifer Finazzo	<u>X</u>	<u> </u>

Duly passed and adopted on this 17th day of July, 2023.

**BOARD OF SUPERVISORS OF THE SAN CARLOS ESTATES
WATER CONTROL DISTRICT**

By: [Signature]
Jim Bradford, President/Chair of the Board of Supervisors

ATTEST:
By: [Signature]
Chris Lawson, Secretary-Treasurer for the District