

INDIAN WELLS VALLEY AIRPORT DISTRICT

NOTICE OF A REGULAR BOARD MEETING

April 10, 2026

9:00 AM

Airport Office

1669 Airport Road

Inyokern, CA 93527

Meeting also available by teleconference

Dial-in: 1-717-275-8940

Access Code: 3788420

AGENDA

1. CALL TO ORDER AND ROLL CALL
2. PLEDGE OF ALLEGIANCE TO THE FLAG
3. CONSENT AGENDA
 - A. APPROVAL OF MINUTES OF THE REGULAR BOARD MEETING 3/13/2026
 - B. APPROVAL/ RATIFICATION CHECKBOOK REGISTER MARCH 2026
 - C. APPROVAL/ RATIFICATION OF US BANK CREDIT CARD STATEMENTS OF FEBRUARY 2026
4. BUSINESS ITEMS
 - A. Approval of the Resolution of the Board of Directors Adopting a Credit Card Use Policy
 - B. Discussion of proposed changes to Admin Code
5. PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA
6. BOARD COMMENT ON ITEMS NOT ON THE AGENDA
7. MANAGERS REPORT:

ADJOURNMENT

This Agenda was posted on April 7, 2026, by Toma Hansen.

ADA Notice: Persons desiring disability-related accommodations should contact the District no later than forty-eight hours prior to the meeting. Persons needing an alternative format of the agenda because of a disability should notify the District no later than seventy-two hours prior to the meeting. All inquiries/requests can be made by phone at (760) 377-5844, in person at 1669 Airport Way, Inyokern, CA, or via email to toma@inyokernairport.com

Copy of Records: Copies of public records related to open session items are available at the administrative office of the District at 1669 Airport Way, Inyokern, CA.

Consent Agenda: All items on the Consent Agenda are considered to be routine and non-controversial by the Airport staff and will be approved in one notion if no Director or member of the public wishes to comment or ask questions. If comment or discussion is desired by anyone, that item may be removed from the Consent Calendar and will be considered in the listed sequence with an opportunity for members and public to address the Board concerning the item prior to action being taken.)

Public Comments: Members of the public may comment on items on the agenda before the Board takes action on that item, or for closed session items, before the Board goes into closed session. Comments on items not on the agenda, and over which the Board has jurisdiction, may be made under "Public Comment," but the Board may not take action on any issues raised during this time. All comments by members of the public are limited to three minutes.

MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS
OF THE INDIAN WELLS VALLEY AIRPORT DISTRICT
March 13, 2026 @ 9:00AM

1. CALL TO ORDER AND ROLL CALL

President Russ Bates called the meeting to order at 9:00 AM. Present were: President Russ Bates, Alexander Wilson, Randall Brenneman, Acting General Manager Joseph Foster, Office Manager Toma Hansen, Demi Mace, Daily Independent and by teleconference: Airport District Counsel Scott Nave, Chip Holloway.

2. PLEDGE OF ALLEGIANCE TO THE FLAG WAS LED BY RUSS BATES

3. DISCUSSION/ APPROVAL: CONSENT AGENDA

- A. APPROVAL OF MINUTES OF REGULAR BOARD MEETING 2/13/26.
- B. APPROVAL/ RATIFICATION OF CHECKBOOK REGISTER JANUARY- FEBRUARY 2026.
- C. APPROVAL/ RATIFICATION OF US BANK CREDIT CARD STATEMENTS OF JANUARY 2026.

Motion was made by Randall Brenneman, Seconded by Alexander Wilson
AYES: 3

4. BUSINESS ITEMS:

- A. Approval of the Resolution of the Board of Directors Adopting a Credit Card Use Policy
- Randall Brenneman and the rest of the board agreed to hold off on approval until more discussion can be done with the Finance Committee.

B. Add and Remove Personnel from all Bank Accounts.

-Remove employee and add Joe Foster to accounts.

Motion was approved to add Joe Foster and remove Scott Seymour from the Alta One account number 100564
Motion was approved to remove Scott Seymour from Desert Valleys FCU Accounts 62610 and 62613.

Motion was approved and made by Alexander Wilson, Seconded by President Russ Bates
AYES: 3

5. BOARD COMMENT ON ITEMS NOT ON THE AGENDA: NONE

6. MANAGERS REPORT:

We have had multiple companies leasing the WW2 hangar in the last few months. We have a new tenant that signed onto a 4-month lease for another hangar as well as 5 new storage leases. These efforts are to increase monthly revenue to be more sustainable. On September 19th, 2026 the EDC will be utilizing the Terminal to host a Vegas Themed Casino Night fundraiser in efforts to retain consultants working on providing air service back to the Indian Wells Valley Airport District. We are actively starting to promote the WW2 Hangar as well as the Terminal to the public as a facility to rent out which is being advertised through our two newer social media platforms Instagram and Facebook.

7. PUBLIC COMMENT:

none

ADJOURNMENT: TO ADJOURN THE MEETING AT 9:35AM

MOTIONED TO ADJOURN MEETING BY President Russ Bates, SECONDED BY Director Alexander Wilson

AYES: 3

Approved at the April 10th, 2026 meeting of the board of directors of the Indian Wells Valley Airport District

Board Clerk: _____

Check Register - Desert Valleys

money FROM us

money TO us

DATE	CK NUMBER	PAYEE	DESCRIPTION	DEBIT	CREDIT	BALANCE
3/2/2026	ECH	Guardian	benefits	\$ (360.86)		\$ 164,321.09
3/2/2026	6460	Pik West	New Pollution Liability	\$ (13,054.33)		\$ 151,266.76
3/3/2026	ECH		Payroll Tax	\$ (3,426.06)		\$ 147,840.70
3/3/2026	ECH		Payroll	\$ (7,445.43)		\$ 140,395.27
3/3/2026	ECH	Expertpay	Jospeh Fosters IWO	\$ (94.15)		\$ 140,301.12
3/4/2026	ECH	KCFD	Lease		\$ 8,027.40	\$ 148,328.52
3/9/2026	6461	THE SWAPSHEET		\$ (275.63)		\$ 148,052.89
3/9/2026	6462	Socal Edison	5204-electric	\$ (299.71)		\$ 147,753.18
3/9/2026	6463	Inyokern CSD	1072- SEWER	\$ (210.58)		\$ 147,542.60
3/9/2026	6464	Verizon Wireless	Communications	\$ (206.23)		\$ 147,336.37
3/9/2026	6465	Onward	Communications	\$ (347.80)		\$ 146,988.57
3/9/2026	6466	Autozone		\$ (186.47)		\$ 146,802.10
3/9/2026	6467	california broadband	Communications	\$ (336.00)		\$ 146,466.10
3/9/2026	6468	Nave Law Office	attorney	\$ (800.00)		\$ 145,666.10
3/9/2026	6469	Gateway Hardware		\$ (144.72)		\$ 145,521.38
3/9/2026	6470	Waste Management	maintenance- trash	\$ (488.43)		\$ 145,032.95
3/9/2026	6471	State Fund	Workers Comp	\$ (390.00)		\$ 144,642.95
3/9/2026	6472	State Farm	Tundra	\$ (164.20)		\$ 144,478.75
3/9/2026	6473	Socal Edison	Utilities - Electric (8969 - TASM)	\$ (272.22)		\$ 144,206.53
3/9/2026	6474	Socal Edison	utilities - electric (2575 - fire flow)	\$ (761.39)		\$ 143,445.14
3/9/2026	6475	Socal Edison	9581- utilities	\$ (14.98)		\$ 143,430.16
3/9/2026	6476	Socal Edison	2478-utilies- electric	\$ (199.24)		\$ 143,230.92
3/9/2026	6477	Socal Edison	utilities - electrical (1380 - Gates)	\$ (139.94)		\$ 143,090.98
3/9/2026	6478	Socal Edison	4377- electric	\$ (1,868.15)		\$ 141,222.83
3/9/2026	6479	Socal Edison	utilities - electric (5402 - HGR B)	\$ (2,183.83)		\$ 139,039.00
3/9/2026	6480	Inyokern CSD	water-4004	\$ (339.00)		\$ 138,700.00
3/9/2026	6481	Inyokern CSD	Water- 4005	\$ (39.50)		\$ 138,660.50
3/10/2026	ECH	W. Morrison(Yates)	Hgr Rent 2 Months+ \$15 Return Check fee		\$ 1,315.00	\$ 139,975.50
3/11/2026	DEPO				\$ 39,280.08	\$ 179,255.58
3/12/2026	6482	russ Bates	Board Meeting Compensation	\$ (100.00)		\$ 179,155.58
3/12/2026	6483	Randall Brenneeman	Board Meeting Compensation	\$ (100.00)		\$ 179,055.58
3/12/2026	6484	Alex Wilson	Board Meeting Compensation	\$ (100.00)		\$ 178,955.58



CH: 6489



March 2026 Statement

Open Date: 02/05/2026 Closing Date: 03/04/2026

Account Ending in: ##### 6721

U.S. Bank Business Triple Cash Rewards Card
IND WELLS VALLEY AIR
JOSEPH P FOSTER (CPN 002481099)

Cardmember Service ☎ 1-866-485-4545
BUS 30 USB 1 4 3

New Balance	\$99.79
Minimum Payment Due	\$10.00
Payment Due Date	04/01/2026
Late Payment Warning: If we do not receive your minimum payment by the date listed above, you may have to pay up to a \$40.00 Late Fee and your APRs may be increased up to the Penalty APR of 29.99%.	

Cash Rewards	
Earned This Statement	\$2.99
Rewards Center Balance	\$0.00
as of 03/04/2026	
For details, see your rewards summary.	

Activity Summary	
Previous Balance	\$0.00
Payments	\$0.00
Other Credits	\$0.00
Purchases	+ \$99.79
Balance Transfers	\$0.00
Advances	\$0.00
Other Debits	\$0.00
Fees Charged	\$0.00
Interest Charged	\$0.00
New Balance	= \$99.79
Past Due	\$0.00
Minimum Payment Due	\$10.00
Credit Line	\$30,000.00
Available Credit	\$29,900.21
Days in Billing Period	28

00009619 19237 0001-0002 DUS6200DD030526184089 00 L 00014809 U804S0M6

Payment Options:



Mail payment coupon with a check



Pay online at usbank.com



Pay by phone 1-866-485-4545



Pay at your local U.S. Bank branch

Please detach and send coupon with check payable to: U.S. Bank

CPN 002481099



March 2026 Statement 02/05/2026 - 03/04/2026

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IND WELLS VALLEY AIR
JOSEPH P FOSTER (CPN 002481099)

Cardmember Service 1-866-485-4545

Cash Rewards Summary

Reward Dollars Earned	This Statement	Year to Date
3% Cash Gas Stations/1% Trans Over \$200	\$2.99	\$2.99
Total Earned	\$2.99	\$2.99

To Redeem or check your Rewards Balance:
Download the U.S. Bank Mobile App or login to usbank.com to access the Rewards Center, or call 1-888-229-8864.

Important Messages

Paying Interest: You have a 24 to 30 day interest-free period for Purchases provided you have paid your previous balance in full by the Payment Due Date shown on your monthly Account statement. In order to avoid additional INTEREST CHARGES on Purchases, you must pay your new balance in full by the Payment Due Date shown on the front of your monthly Account statement.

There is no interest-free period for transactions that post to the Account as Advances or Balance Transfers except as provided in any Offer Materials. Those transactions are subject to interest from the date they post to the Account until the date they are paid in full.

Skip the mailbox. Switch to e-statements and securely access your statements online. Get started at usbank.com/login.

Transactions

Purchases and Other Debits

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
02/23	02/20	8479	INYOKERN MARKET INYOKERN CA FUEL/GAS	\$99.79	
			TOTAL THIS PERIOD	\$99.79	

2026 Totals Year-to-Date	
Total Fees Charged in 2026	\$0.00
Total Interest Charged in 2026	\$0.00

Company Approval

(This area for use by your company)

Signature/Approval: _____

Accounting Code: _____

00008619 19238 0002-0002 DUSB200D030526194069 00 L 00014809 UBS04SCMIE



March 2026 Statement 02/05/2026 - 03/04/2026

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IND WELLS VALLEY AIR
JOSEPH P FOSTER (CPN 002481099)

Cardmember Service



1-866-485-4545

Interest Charge Calculation

Your Annual Percentage Rate (APR) is the annual interest rate on your account.

**APR for current and future transactions.

Balance Type	Balance By Type	Balance Subject to Interest Rate	Variable	Interest Charge	Annual Percentage Rate	Expires with Statement
**BALANCE TRANSFER	\$0.00	\$0.00	YES	\$0.00	17.49%	
**PURCHASES	\$99.79	\$0.00	YES	\$0.00	17.49%	
**ADVANCES	\$0.00	\$0.00	YES	\$0.00	29.49%	

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Contact Us

Phone

Voice: 1-866-485-4545
TDD: 1-888-352-6455
Fax: 1-866-807-9053

Questions

Cardmember Service
P.O. Box 6353
Fargo, ND 58125-6353



Mail payment coupon with a check

U.S. Bank
P.O. Box 790408
St. Louis, MO 63179-0408



Online

usbank.com

End of Statement

IND WELLS VALLEY AIR

Earn more rewards: update your email address at usbank.com.

Dont miss out on exclusive reward offers and important updates. Make sure we have your current email address by updating your profile at usbank.com and opting into marketing messages.

You may change your email marketing preferences at any time in the Privacy section of usbank.com. Note that confidential, personal or financial information will never be sent or requested in an email from U.S. Bank.



March 2026 Statement

Open Date: 02/05/2026 Closing Date: 03/04/2026

Account Ending in: ##### 2093

U.S. Bank Business Triple Cash Rewards Card
IND WELLS VALLEY AIR
COMPANY CARD (CPN 002481099)

Cardmember Service 1-866-485-4545
BUS 30 USB 1 3

New Balance	\$3,380.46
Minimum Payment Due	\$122.00
Payment Due Date	04/01/2026
Late Payment Warning: If we do not receive your minimum payment by the date listed above, you may have to pay up to a \$41.00 Late Fee and your APRs may be increased up to the Penalty APR of 29.99%.	

Cash Rewards	
Earned This Statement	\$27.82
Rewards Center Balance as of 03/03/2026	\$151.64
For details, see your rewards summary.	

Activity Summary		
Previous Balance	+	\$1,329.32
Payments		\$0.00
Other Credits		\$0.00
Purchases	+	\$1,977.12
Balance Transfers		\$0.00
Advances		\$0.00
Other Debits		\$0.00
Fees Charged	+	\$41.00
Interest Charged	+	\$33.02
New Balance	=	\$3,380.46
Past Due		\$14.00
Minimum Payment Due		\$122.00
Credit Line		\$30,000.00
Available Credit		\$26,619.54
Days in Billing Period		28

CH: 6494

Payment Options:



Mail payment coupon with a check



Pay online at usbank.com



Pay by phone 1-866-485-4545



Pay at your local U.S. Bank branch

Please detach and send coupon with check payable to: U.S. Bank

CPN 002481099

00014793 30890 0001-0003 DUSE30DD030526184089 00 L 00014810 UBS04SOWME



March 2026 Statement 02/05/2026 - 03/04/2026

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IND WELLS VALLEY AIR COMPANY CARD (CPN 002481099)

Cardmember Service 1-866-485-4545

Cash Rewards Summary

Rewards Center Activity as of 03/03/2026	
Rewards Center Activity*	\$0.00
Rewards Center Balance	\$151.64

To Redeem or check your Rewards Balance:
 Download the U.S. Bank Mobile App or login to usbank.com to access the Rewards Center, or call 1-888-229-8864.

Reward Dollars Earned	This Statement	Year to Date
3% Cash Gas Stations/1% Trans Over \$200	\$17.06	\$45.91
3% Cash Restaurants and Food Delivery	\$0.00	\$11.85
1% Cash All Other Eligible Purchases	\$10.76	\$31.42
Total Earned	\$27.82	\$89.18

Important Messages

Paying Interest: You have a 24 to 30 day interest-free period for Purchases provided you have paid your previous balance in full by the Payment Due Date shown on your monthly Account statement. In order to avoid additional INTEREST CHARGES on Purchases, you must pay your new balance in full by the Payment Due Date shown on the front of your monthly Account statement.

There is no interest-free period for transactions that post to the Account as Advances or Balance Transfers except as provided in any Offer Materials. Those transactions are subject to interest from the date they post to the Account until the date they are paid in full.

The minimum payment includes a past due amount which is payable immediately upon receipt of this statement. If this amount has already been mailed, please disregard this notice. If you cannot immediately forward this past due amount, please contact our collection department at 1-877-838-4347 to make other suitable arrangements for payment.

Skip the mailbox. Switch to e-statements and securely access your statements online. Get started at usbank.com/login.

Transactions

Purchases and Other Debits

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
02/05	02/03	0940	MOSAIX SOFTWARE INC 877-6722273 PA SUBSCRIPTIONS	\$249.00	_____
02/06	02/05	9934	INYOKERN MARKET INYOKERN CA FUEL/GAS	\$47.41	_____
02/06	02/05	9942	INYOKERN MARKET INYOKERN CA FUEL/GAS	\$47.68	_____
02/09	02/08	2349	WEB*NETWORKSOLUTIONS 888-6429675 FL SUBSCRIPTION	\$398.05	_____
02/10	02/09	0690	INYOKERN MARKET INYOKERN CA GAS/FUEL	\$81.48	_____
02/10	02/09	0708	INYOKERN MARKET INYOKERN CA FUEL/GAS	\$100.00	_____
02/10	02/09	6284	USPS PO 0564740555 RIDGECREST CA POSTAGE	\$11.17	_____
02/13	02/12	9943	WAL-MART #1600 RIDGECREST CA OFFICE SUPPLY	\$30.65	_____
02/17	02/13	3564	USPS PO 0536960527 INYOKERN CA POSTAGE	\$5.30	_____
02/17	02/14	4655	INTUIT *QBooks Online CL.INTUIT.COM CA SUBSCRIPTION	\$75.00	_____
02/18	02/17	4986	DOLLAR GENERAL #15007 INYOKERN CA OFFICE SUPPLY	\$58.18	_____
02/18	02/17	8701	IN *RYAN ABBATOYE DESI 760-7933615 CA UNIFORMS	\$174.13	_____
02/19	02/17	2559	THE HOME DEPOT 1089 RIDGECREST CA MAINT. SUPPLY	\$92.51	_____
02/19	02/18	7497	AMAZON MKTPL*B96DT43N2 Amzn.com/bill WA BUILDING MAINT	\$35.71	_____
02/19	02/18	6950	AMAZON RETA* B94Y47Z02 WWW.AMAZON.CO WA OFFICE SUPPLY	\$6.03	_____
02/19	02/19	3122	AMAZON RETA* DJ1825M53 WWW.AMAZON.CO WA OFFICE SUPPLY	\$68.60	_____

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March 2026 Statement 02/05/2026 - 03/04/2026

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IND WELLS VALLEY AIR COMPANY CARD (CPN 002481099)

Cardmember Service

1-866-485-4545

Transactions

Purchases and Other Debits

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
02/25	02/24	8985	INYOKERN MARKET INYOKERN CA FUEL/GAS	\$51.06	_____
02/25	02/24	8993	INYOKERN MARKET INYOKERN CA FUEL/GAS	\$75.00	_____
03/02	02/27	9352	THE HOME DEPOT #1089 RIDGECREST CA OFFICE SUPPLY "PARK"	\$110.23	_____
03/02	03/01	4412	CONFERENCECALLSERVICES WWW.IOTUM.COM CA SUBSCRIPTION	\$10.93	_____
03/04	03/02	4273	MOSAIX SOFTWARE INC 877-6722273 PA SUBSCRIPTION	\$249.00	_____
TOTAL THIS PERIOD				\$1,977.12	

Fees

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
03/02	03/01		LATE FEE - PAYMENT DUE ON 03/01	\$41.00	_____
TOTAL FEES THIS PERIOD				\$41.00	

Interest Charged

Post Date	Transaction Description	Amount	Notation
03/04	INTEREST CHARGE ON PURCHASES	\$33.02	_____
TOTAL INTEREST THIS PERIOD		\$33.02	

2026 Totals Year-to-Date	
Total Fees Charged in 2026	\$41.00
Total Interest Charged in 2026	\$33.02

Company Approval

(This area for use by your company)

Signature/Approval: _____

Accounting Code: _____

Interest Charge Calculation

Your Annual Percentage Rate (APR) is the annual interest rate on your account.

**APR for current and future transactions.

Balance Type	Balance By Type	Balance Subject to Interest Rate	Variable	Interest Charge	Annual Percentage Rate	Expires with Statement
**BALANCE TRANSFER	\$0.00	\$0.00	YES	\$0.00	16.49%	
**PURCHASES	\$3,380.46	\$2,610.65	YES	\$33.02	16.49%	
**ADVANCES	\$0.00	\$0.00	YES	\$0.00	29.49%	

00014793 30881 0002-0003 DUSEB2000030526184069 00 L 00014810 UBA0ASOMFE

Policy Statement: The policy defined and described herein refers to the proper and ethical use of credit cards supplied by and for the benefit of Indian Wells Valley Airport District, "District". Use of a District credit card constitutes use of District funds. District funds, including credit card expenditures, must comply with Article XVI, Section 6 of the California Constitution prohibiting gifts of public funds, and must serve a direct and substantial public purpose. District funds may only be used if: (1) properly authorized, and (2) for a public purpose. Any use of a District credit card for personal reasons is strictly prohibited, and may be grounds for immediate termination. District employees are prohibited from applying for, opening, maintaining or making District purchases using any credit cards, other than District issued cards, except as authorized in accordance with this policy.

Procedure(s):

- A. AUTHORIZED DISTRICT CREDIT CARD USERS: Issuance of District credit cards and establishment or modification of credit limits shall be approved by the Board of Directors or pursuant to authority expressly delegated by the Board. The following persons are authorized to keep and use District credit cards to the specified amounts:
1. General Manager (GM) up to **\$10,000**, Assistant General Manager (AGM) up to **\$10,000**, and Office Manager up to **\$2,000**.
 2. Persons NOT employed by the District are strictly prohibited from possessing or using a District credit card.
 3. *ONLY the person to whom a District credit card is issued is authorized to use or sign for purchases on that card.*
- B. AUTHORIZED USE: Credit cards supplied by District are for the sole use of the District business and its ethical business practice(s). These transactions are defined as:
1. Transactions that provide materials and/or services used by the District.
 2. Transactions that provide materials and/or services for District employees for the purpose of work-related functions.
 3. All transactions made by authorized persons are subject to review at any time by the GM. The GM's transactions shall be reviewed and approved by the AGM and reported to the Board of Directors.
- C. PERSONAL OR PRIVATE USE OF CARDS: Credit cards supplied by District may NOT be used for personal or private use of ANY kind. Personal or private transactions are defined as:
1. Materials and/ or services that have no direct or indirect benefit to the District.
 2. Transactions that can be construed as personal loans.
 3. Transactions determined to be of a personal nature rather than business-related.
 4. Transactions for services to persons not employed by the District, unless such expenditures are specifically authorized in writing by the GM or AGM as serving a legitimate public purpose and documented accordingly.
 5. Travel expenses other than those at the direction of the District. (All expenses for travel at the direction of the District must strictly follow District guidelines.)

D. PURCHASE LIMITS: Purchase limits shall be monitored and adjusted as necessary.

1. Any transaction exceeding the signatory's limit will require prior written authorization and approval of the GM. Any transaction exceeding \$10,000 requires prior Board of Directors approval.
2. Credit cards should not be used for transactions to vendors unless there is a specific, approved reason to not follow the established Accounts Payable process.
3. In the event of an operational, safety, or security emergency where prior Board approval is impracticable, the General Manager may authorize expenditures exceeding established thresholds, provided such expenditures are reported to the Board at the next regular meeting.

DI. PROPER HANDLING OF CARDS:

1. *Stolen or lost District credit cards MUST be reported to the GM within 24 hours of discovery, who will immediately notify the financial institution where the cards are drawn from. Failure to report stolen or lost District credit cards within this timeframe may result in disciplinary action and the cardholder may be held financially responsible for unauthorized charges incurred due to the delay in reporting.*
2. Upon termination of employment with the District, or at the time of providing notice of resignation, the employee must immediately surrender all District credit cards. The District will cancel such cards immediately upon receipt or, if not surrendered, within 1 business day of the employee's last day of employment.
3. Unauthorized or improper use of District credit cards constitutes misappropriation of public funds and may result in disciplinary action up to and including termination, mandatory reimbursement of all unauthorized charges, and referral to law enforcement for potential criminal prosecution as appropriate under California Penal Code Section 424 (misappropriation of public funds) and other applicable laws.
4. Suspected unauthorized or improper use of District credit cards or lines of credit MUST be reported to the GM immediately.
5. Intentional or improper use of District credit cards will NOT be tolerated under any circumstances. If a District credit card is unintentionally used, the event must be reported in writing to the GM within 2 business days, and the cardholder must immediately reimburse the District for the unauthorized charge. Should a second event occur within a rolling 12-month period, this *will constitute grounds for forfeiture of the card and disciplinary action up to and including termination.*

DII. CREDIT CARD DOCUMENTATION AND PAYMENT:

Use of District credit cards must be completely documented, and proof of said documentation must accompany the credit card statement and be submitted promptly to the Office Manager:

1. Receipts for any and all transactions must be of an itemized nature showing a detailed description of goods or services purchased. Transaction receipts showing only the final total will NOT be accepted. In the event an itemized receipt is unavailable, the cardholder must provide a detailed written explanation of the purchase and obtain written approval from the AGM.
2. Any and all credit transactions must bear the signature (electronic or manual) of the authorized user at the time of the transaction.
3. The Office Manager may request additional documentation or detailed information at any time.
4. All credit card records and supporting documentation shall be retained in accordance with the District's records retention policy.

The Office Manager will provide the holders of District credit cards a copy of the monthly bill within 2 business days of receipt. Card holders must attach itemized invoices and other documentation to the statement and return to Office Manager within 5 business days of receipt of the statement.

The AGM shall review and approve all GM credit card charges prior to payment. The GM may review and approve the charges of any other card at any time prior to submission to Office Manager.

When an officer or employee is accompanied by a spouse or other person not entitled to travel reimbursement, the cost of meals and other expenses for such accompanying persons must be paid on the employee's personal card and not on the District card. If District funds are used for a combined expense, reimbursement shall be limited to the documented portion of the expense directly attributable to the officer or employee, with clear itemization required.

- G. The GM will periodically audit the credit card expenses, and a summary of all credit card statements will be reported to the Board of Directors on a monthly basis. Should a statement not be available at the time of the committee meeting it must be reported at the following month's meeting.

Violations of this policy by District employees will result in disciplinary action up to and including termination of employment.