

INDIAN WELLS VALLEY AIRPORT DISTRICT

NOTICE OF A SPECIAL MEETING OF THE FINANCE AND PERSONNEL COMMITTEE

March 19, 2026

1:30PM

Airport Office

1669 Airport Road

Inyokern, CA 93527

AGENDA

1. CALL TO ORDER AND ROLL CALL
2. BUSINESS ITEM:
 - A. Discussion regarding proposed credit card policy

ADJOURNMENT

This Agenda was posted on March 18, 2025, 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 demi@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.

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 \$ _____, Assistant General Manager (AGM) up to \$ _____, and Office Manager up to \$ _____.
 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 \$ _____ 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.

E. 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.

F. 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.