



## TRUCKEE TAHOE AIRPORT DISTRICT BOARD OF DIRECTOR STAFF REPORT

**AGENDA TITLE:**     **Review and Approval of Board Policy Instructions – Finance Policies Update**

**MEETING DATE:**    **November 30th, 2022**

**PREPARED BY:**     **Kelly Woo, Dir of Finance & Administration**

**RECOMMENDED ACTION:** Approve updated Policy Instructions 303-307 and 310. Staff recommends the Board dissolve Policy Instructions 301 and 316.

**DISCUSSION:** The District is working to review, update, and consolidate (where needed) it's Board Policy Instructions. The District's policy instructions are separated into five sections: Administration (100's), Governance (200's), Finance (300's), Maintenance (400's), and Operations (500's). The project is primarily focused on updating policies that have not been reviewed in the past five years as well as consolidating policies if needed – if substantive updates are needed, those policies will be brought forth to the Board's attention in the form of Board approval via the Consent Calendar. The Finance Policy Instructions were reviewed over the last month, and staff have found one Policy Instruction that is no longer relevant, one Policy Instruction that should be a Standard Procedure Instruction (SPI), and the other policies only needed minor updates made to them. Redlined versions of the reviewed policy instructions are attached, but below is a summary review of proposed changes.

### PI 301 Distribution of Flyers in Monthly Hangar Bills

- District Staff recommends the Board to dissolve PI 301 permanently, as monthly bills are now distributed electronically.

### PI 302 Identity Theft Prevention Program

- No changes

### PI 303 Expenditure Authorization – Procurement

- Removed verbiage in relation to purchase orders and removed petty cash section.

- Recommend simplifying the local vendor policy to include a DBE statement and removed certification form.
- Increased approval limits to address inflation and centralize approvals to Staff Director(s)/GM

#### PI 304 Reimbursable Expenses

- Added item #4 “All expenses will be reimbursed via District expense report form including Per Diem rates with receipt backup for each expense.”
- Increased GM expense level to \$5,000 to address inflation

#### PI 305 Travel by Privately Owned Vehicles

- Changed the year and updated the IRS mileage rates

#### PI 306 Travel Reimbursement

- Changed verbiage on decision maker for travel approval
- Added verbiage to #2 “Whenever possible, a District credit card should be used for all expenses in relation to travel and training.”
- Removed outdated verbiage in relation to long distance phone calls.

#### PI 307 Capitalization Policy

- Added verbiage to #3 to include Director of Finance
- Added verbiage to #4 in relation to recording capital assets

#### PI 310 Marketing the District

- Removed verbiage that is no longer relevant and updated verbiage to reflect current airport climate

#### PI 316 District Issued Credit Card Policy and Procedure

- District staff recommends the Board to dissolve PI 316 permanently and replacing it with a Standard Procedure Instruction which will be executed by the General Manager.

#### **WHAT’S NEXT:** Policy Instruction Update – Phase Timeline

- Phase IV – Maintenance & Operations Policy Instructions –January 2023

#### **SAMPLE MOTION:**

I motion to approve updated Policy Instructions:

- Policy Instruction 303 – Expenditure Authorization - Procurement
- Policy Instruction 304 – Reimbursable Expenses
- Policy Instruction 305 – Travel by Privately Owned Vehicles
- Policy Instruction 306 – Travel Reimbursement
- Policy Instruction 307 – Capitalization Policy
- Policy Instruction 310 – Marketing the District

As presented by Staff.

I motion to permanently dissolve Policy Instructions:

- Policy Instruction 301 – Distribution of Flyers in Monthly Hangar Bills
- Policy Instruction 316 – District Issued Credit Card Policy and Procedures

As recommended by Staff.

**ATTACHMENTS:**

1. Policy Instruction 301 – Distribution of Flyers in Monthly Hangar Bills
2. Draft Policy Instruction 203 – Expenditure Authorization - Procurement - Redlined
3. Draft Policy Instruction 304 – Reimbursable Expenses - Redlined
4. Draft Policy Instruction 305 – Travel by Privately Owned Vehicles - Redlined
5. Draft Policy Instruction 306 – Travel Reimbursement - Redlined
6. Draft Policy Instruction 307 – Capitalization Policy – Redlined
7. Draft Policy Instruction 310 – Marketing the District – Redlined
8. Policy Instruction 316 – District Issued Credit Card Policy and Procedures
9. TTAD Policy Instruction Index