



**TRUCKEE TAHOE AIRPORT DISTRICT  
BOARD OF DIRECTOR STAFF REPORT**

**AGENDA TITLE:** Review of Board Operating Policy Book and proposed change to Section B of PI 201

**MEETING DATE:** May 24, 2017

**PREPARED BY:** Lauren Tapia, District Clerk

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**RECOMMENDED ACTION:** Review of Board Operating Policy Book and approve the new review schedule of the policy and policy book in section B of PI 201.

**DISCUSSION:** PI 201 defines the Board’s basic operating policies/bylaws and provides the Board of Directors a basic operating reference for their position. Currently, PI 201 states that the Board shall review the policy at least every four (4) years and that it must be noted in the minutes of a regular Board meeting that it has been reviewed. The District is currently trying to obtain the Districts of Distinction accreditation through the Special District’s Leadership Foundation. In the list of requirements it is stated that the District should be reviewing the Board Operating Policy Book on a yearly basis. Due to that requirement, staff proposes a change to section B of PI 201, stating that *“The Board shall review this policy **and the policy book** on a **yearly basis**, and note in the minutes of a regular Board meeting that the policy **and the policy book** was reviewed.”*

**FISCAL IMPACT:** None.

**SAMPLE MOTION(S):** I move to approve the proposed changes to section B of PI 201 – Board Operating Policy Book.

**ATTACHMENTS:**

PI 201 – Board Operating Policy Book

Board Operating Policy Book

All Board Policy Instructions, Airport Districts Act, Strategic Plan, the Brown Act, the Political Reform Act and California Government Code 1090 can also be found on the District's website at the following location: <https://truckeeahoeairport.com/administration/publications>