

TRUCKEE TAHOE AIRPORT DISTRICT BOARD OF DIRECTORS AGENDA ITEM SUMMARY

Topic:	Revisions to Policy Instructions #204 (Conflict of Interest Code) and #211 (Recurrent Ethics Training, Other Training, Education and Conference Attendance)		
Purpose	Information:	Guidance:	Decision: XX
Recommendation	Approve the indicated changes to the above referenced policies.		
Last Action	Policy Instruction 204 and Policy Instruction 211 were last approved on August 25, 2011.		
Discussion	This is a housekeeping item, there are no substantive changes to either policy. Both policies were reviewed by District Council.		
Fiscal Impact	No fiscal impact.		
Communication Strategy	These policies are both central to the Special District Leadership's (SDLF) "District Transparency Certificate of Excellence" that the District is working to obtain. Copies of both policies (along with various others) will be submitted to the SDLF in the application process. Once certified, the District will be recognized on the SDLF website, receive recognition in <i>California Special District</i> magazine, and have letters submitted by the SDLF to the legislators announcing the achievement. The Conflict of Interest Code is also submitted to the Fair Political Practices Commission for approval.		
Attachments	Draft of Policy Instruction 204 and Policy Instruction 211 – marked up showing changes.		

Date of Board Meeting: February 19, 2014

TRUCKEE TAHOE AIRPORT DISTRICT POLICY INSTRUCTION

PI NUMBER 204

Formerly 130.2

Effective: July 26, 1996
Revised: December 5, 1996
September 28, 2000
September 28, 2006
December 17, 2009
Approved: August 25, 2011
Revised: February 19, 2014

SUBJECT: CONFLICT OF INTEREST CODE

PURPOSE: To comply with the Political Reform Act

POLICY:

1. The Truckee Tahoe Airport District Board of Directors has established a Conflict of Interest Code, as attached, to comply with the Political Reform Act. The Political Reform Act requires every local government agency to review its conflict of interest code biennially to determine if it is accurate and up-to-date or, alternatively, that the code must be amended. Once the determination has been made, a notice must be submitted to the code reviewing body no later than October 01 of even-numbered years.
2. The Truckee Tahoe Airport District Conflict of Interest Code, Policy Instruction 202, is hereby amended as set forth in Appendices attached hereto and incorporated herein by reference.
3. This amendment shall be effective when it has been approved by the code reviewing body in accordance with Government Code Section 87303.

~~Bill Quesne~~ John B. Jones, Jr., President

CONFLICT OF INTEREST CODE

TRUCKEE TAHOE AIRPORT DISTRICT

The Political Reform Act (Government Code Section 81000, et seq) requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission has adopted a regulation, 2 Cal. Code of Regs. Sec. 18730 which contains the terms of a standard conflict of interest code. It can be incorporated by reference, and may be amended by the Fair Political Practices Commission after public notice and hearings to conform to amendments in the Political Reform Act. Therefore, the terms of 2 California Code of Regulations Section 18730 and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference and, along with the attached Appendix in which members and employees are designated and disclosure categories are set forth, constitute the conflict of interest code of the Truckee Tahoe Airport District.

Designated employees shall file their statement with the Truckee Tahoe Airport District, who will then make the statements available for public inspection and reproduction (Government Code Section 811008). Statements for all designated employees will be retained by the Truckee Tahoe Airport District.

APPENDIX A

DESIGNATED EMPLOYEES

DISCLOSURE CATEGORY

Director of Aviation / & Community Relations and Communication <u>Services</u>	1
Director of Operations & / Maintenance	1
General Legal Counsel	1
District Engineer	1
Consultants	*

* Consultants shall be included in the list of designated employees and shall disclose pursuant to the broadest disclosure category in the code subject to the following limitations:

The President of the Truckee Tahoe Airport District Board of Directors may determine in writing that a particular consultant, although a “designated position”, is hired to perform a range of duties that are limited in scope and thus is not required to fully comply with the disclosure requirements described in this section. Such written determination shall include a description of the consultant’s duties and, based on that description a statement of the extent of the disclosure requirements. The President’s determination is a matter of public record and shall be retained for public inspection in the same manner and location as this conflict of interest code.

Footnote to Conflict of Interest Code:

The following positions are NOT covered by the code because they must file under section 87200 and, therefore, are listed for informational purposes only:

Truckee Tahoe Airport District Directors
General Manager
Director of Finance and Administration
Treasurer

An individual holding one of the above listed positions may contact the FPPC for assistance or written advice regarding their filing obligations if they believe that their position has been categorized incorrectly. The FPPC make the final determination whether a position is covered by section 87200. Unless FPPC determines otherwise, people in the positions designated under section 87200 shall file in disclosure category 1 (Full Disclosure).

APPENDIX B

DISCLOSURE CATEGORIES

The disclosures which are required of the designated employees are the following:



1. Full Disclosure

All interests in real property located in whole, or in part, within the District including any leasehold, beneficial or ownership interest, or an option to acquire such interest, and investments, business positions, and sources of income, including gifts, loans, and travel payments from sources that develop real estate in the District or provide goods and services of the type utilized by the District.

2. Full Disclosure (excluding interests in real property)

All investments, business positions, and sources of income, including gifts, loans, and travel payments from sources that develop real estate in the District or provide goods and services of the type utilized by the District.

3. Interests in Real Property

All interests in real property located in whole, or in part, within the District including any leasehold, beneficial or ownership interest, or an option to acquire such interest.

4. General Contracting

All investments, business positions, and income, including gifts, loans, and travel payments, from sources that provide leased facilities, goods, equipment, vehicles, machinery or services, including training, consulting and construction services, of the type utilized by the District.

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TRUCKEE TAHOE AIRPORT DISTRICT

POLICY INSTRUCTION

PI NUMBER 211

Formerly 132.3

Effective: September 6, 1995

Revised: June 22, 2006

August 25, 2011

February 19, 2014

SUBJECT: Recurrent Ethics Training, Other Training, Education and Conference Attendance

POLICY:

1. Members of the Board of Directors are encouraged to attend educational conferences and professional meetings when the purposes of such activities are to improve District operation. Hence, there is no limit as to the number of Directors attending a particular conference or seminar when it is apparent that their attendance is beneficial to the District. "Junkets" (a tour or journey for pleasure at public expense), however, will not be permitted.

Recurrent Ethics Training

2. All District Directors shall receive two hours of training in general ethics principles and ethics laws relevant to public service within one year of election or appointment to the Board of Directors, and at least once every two years thereafter, pursuant to government Code Sections 53234 through 53235.2.
 - a. This policy shall also apply to all staff members that the Board of Directors designates and to members of all commissions, committees and other bodies that are subject to the Ralph M. Brown Open Meeting Act as detailed in attachment A to this Policy Instruction.
 - b. All ethics training shall be provided by entities who have consulted with the California Attorney General and the Fair Political Practices Commission.
 - c. Directors shall obtain proof of participation after completing the ethics training. District staff shall maintain records indicating both the dates that Directors completed the ethics training and the name of the entity that provided the training. These records shall be maintained for at least five years after Directors receive the training, and are public records subject to disclosure under the California Public Records Act.
 - d. District staff shall provide the Board of Directors with information on available training that meets the ethics training requirements of this policy at least once every year.
 - e. Ethics training may consist of either a training course or an approved set of self-study materials with tests, and may be taken at home, in person or online.
 - f. Any District Director that serves on the board of another agency is only required to take the training once every two years.
3. It is the policy of the District to encourage Board development and excellence of performance by reimbursing expenses incurred for tuition, travel, lodging and meals as a result of training, education-

al courses, participation with professional organizations, and attendance at local, state and national conferences associated with the interests of the District. Cash advances for these purposes are not permitted. All reimbursement of actual and necessary expenses shall be pursuant to Policy Instruction 132.2.

4. Attendance by Directors at seminars, workshops, courses, professional organization meetings and conferences shall be approved by the Board of Directors prior to incurring any reimbursable costs.
5. The District's ~~Administrative Secretary~~ may assist with arrangements for Directors for conference and registration expenses, travel and lodging whenever possible. All expenses, for which reimbursement is requested by Directors, shall be submitted to the Director of Finance and Administration, together with the validated receipts.
6. A Director shall not attend a conference or training event for which there is an expense to the District if it occurs after they have announced their resignation, or if it occurs after an election in which it has been determined that they will not retain their seat on the Board. A Director shall not attend a conference or training event when it is apparent that there is no significant benefit to the District.
7. Upon returning from seminars, workshops, conferences, etc., where expenses are reimbursed by the District, Directors are required by statute to make a written or oral presentation to the Board of Directors at the next regular board meeting. ~~will either prepare a written report for distribution to the Board, or make a verbal report during the next regular meeting of the Board.~~ Said report shall detail what was learned at the event that will be of benefit to the District. Materials from the event may be delivered to the District office to be included in the District library for future use of the other Directors and staff.

~~Kathleen Eagan, President~~ John B. Jones, Jr., President

POLICY INSTRUCTION ~~211132.3~~
Attachment A

Subject: Recurrent Ethics Training, Other Training, Education and Conference Attendance

As stated in Policy Instruction ~~211132.3~~, the Board of Directors may designate that certain staff members are subject to the Recurrent Ethics Training mandated by Government Code Sections 53234 through 53235.2.

The Board has determined that staff members who are required to complete a Fair Political Practices Commission Form 700 – “Statement of Economic Interests,” in accordance with Policy Instruction 130.2 “Conflict of Interest Code,” will also be subject to the Recurrent Ethics Training mandated by Government Code Sections 53234 through 53235.2.