



TRUCKEE TAHOE AIRPORT DISTRICT BOARD OF DIRECTOR STAFF REPORT

AGENDA TITLE: Approval of Consolidation of Policy Instructions 202, 203 and 206; Review of Board Policy Instructions Update

MEETING DATE: June 22, 2022

PREPARED BY: Robb Etnyre – General Manager

Lauren Tapia – Human Resources Manager/District Clerk

RECOMMENDED ACTION: Approve consolidation of Policy Instructions 202, 203 and 206 to Policy Instruction 202 – Board of Directors Basis of Authority, Code of Ethics and Meeting Management. Review proposed District Wide Board Policy Instruction review and update phase timeline.

DISCUSSION: The District is working to review, update, and consolidate (where needed) its 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. Each policy instruction section will have its own review phase which will take place over the next four months.

After the May 25, 2022, Board Strategic Workshop, District staff felt it was necessary to consolidate three separate Governance Policy Instructions into a single policy instruction ahead of the proposed PI Update Phase Timeline below. PI 202 – Code of Ethics, PI 203 – Basis of Authority, and PI 206 Board Meeting Agenda Management were consolidated into a single Policy Instruction (PI 202).

WHAT'S NEXT: Policy Instruction Update – Phase Timeline

- Phase I – Administration Policy Instructions – July 2022
- Phase II – Governance Policy Instructions – August 2022
- Phase III – Finance Policy Instructions – September 2022

- Phase IV – Maintenance & Operations Policy Instructions – October 2022

FISCAL IMPACT: None.

SAMPLE MOTION: I motion to approve the consolidation of Policy Instruction 202, 203 and 206 to create newly revised Policy Instruction 202 – Board of Directors Basis of Authority, Code of Ethics and Meeting Management.

ATTACHMENTS:

1. Draft Policy Instruction 202 – Board of Directors Basis of Authority, Code of Ethics and Meeting Management
2. TTAD Policy Instruction Index