



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

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

MEETING DATE: September 28, 2022

PREPARED BY: Robb Etnyre – General Manager

Lauren Tapia – Human Resources Manager/District Clerk

RECOMMENDED ACTION: Approve updated Policy Instructions 202, 208, 210, 213 and 214.

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 reviewing policies that have not been updated 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 several months.

The Governance Policy Instructions were reviewed over the past two months by Staff. And the following Policy Instructions below needed various updating.

Policy Instruction (PI) 202 Board of Directors Basis of Authority, Code of Ethics and Meeting Management is a consolidation of PI 202, 203 and 206. Consolidated PI 202 went through extensive reviews and edits by the Board, Staff and District Counsel through two workshops in August. What is attached is the final redlined draft from the two August workshops.

Policy Instruction 208 and 208.1 was consolidated by Staff to a single PI 208 Recording, Retention, Dissemination of Audio and Video Meeting Records, and Drafting of Meeting Minutes. There were no edits that needed to be made within the policy instruction, only a consolidation.

Policy Instruction 210 Board of Directors Remuneration and Expenditure Reimbursement was reviewed by District Staff and minor updates were made within the policy. Please see attached redlined draft.

PI 213 Board of Director Technology Device and Service was reviewed by District Staff and minor updates were made within the policy. Please see attached redlined draft.

Policy Instruction 214 Guidelines for Use of Social Media by District Officials was originally drafted by District Counsel, therefore the policy was reviewed and edited by BBK. Please see attached redlined draft.

WHAT'S NEXT: Policy Instruction Update – Phase Timeline

- Phase III – Finance Policy Instructions – October 2022
- Phase IV – Maintenance & Operations Policy Instructions – November 2022

FISCAL IMPACT: None.

SAMPLE MOTION:

I motion to approve updated Policy Instructions:

- Policy Instruction 202 – Board of Directors Basis of Authority, Code of Ethics and Meeting Management
- Policy Instruction 208 – Recording, Retention, Dissemination of Audio and Video Meeting Records, and Drafting of Meeting Minutes
- Policy Instruction 210 – Board of Directors Remuneration and Expenditure Reimbursement
- Policy Instruction 213 – Board of Director Information Technology Device and Service Policy
- Policy Instruction 214 – Guidelines for Use of Social Media by District Officials

As presented by Staff.

ATTACHMENTS:

1. Draft Policy Instruction 202 – Board of Directors Basis of Authority, Code of Ethics and Meeting Management - Redlined
2. Draft Policy Instruction 208 – Recording, Retention, Dissemination of Audio and Video Meeting Records, and Drafting of Meeting Minutes
3. Policy Instruction 210 – Board of Directors Remuneration and Expenditure Reimbursement
4. Draft Policy Instruction 213 – Board of Director Information Technology Device and Service Policy - Redlined
5. Draft Policy Instruction 214 – Guidelines for Use of Social Media by District Officials - Redlined
6. TTAD Policy Instruction Index