

TRUCKEE TAHOE AIRPORT DISTRICT
BOARD OF DIRECTORS AGENDA ITEM SUMMARY

Topic: Policy Instruction Revision and Update
Section 200 (Governance)

Purpose	Information:	Guidance:	Decision: X
Recommendation	<p>Approve revised Policy Instructions – Section 200 (Governance), with substantive revisions to the following Policy Instructions:</p> <ul style="list-style-type: none"> • 201 – Board Operating Policy Book • 207 – Board Meeting Date, Time and Location • 210 – Director Remuneration & Expenditure Reimbursement • 211 – Recurrent Ethics Training 		
Last Action	<p>Policy Instruction Section 100 (Administration) was approved by the Board at the May 26, 2011 Board meeting. Prior to that Policy Instructions were approved individually as needed.</p>		
Discussion	<p>The District is continuing to update the Policy Instructions (PIs) and Standard Procedure Instructions (SPIs). The second phase tackles some of the governance related issues. The main objective is to update the wording based on changes that have occurred – substantive changes will be brought to the Board’s attention. For this phase, no policies were consolidated however they were renumbered to coincide with the new numbering system. The attached Revised Policy Instruction Index summarizes the realignment/renumbering of the policy instructions. The following are the substantive changes to the policies listed above:</p> <ul style="list-style-type: none"> • PI 201 (formerly PI 100) Aside from renumbering the policies, the Strategic Plan and Brown Act were added to the list of documents that the Board has to adhere to. • PI 207 (formerly PI 131.2) A sentence acknowledging the Board’s off-site Board meetings was added. • PI 210 (formerly PI 132.2) The references throughout the policy in regards to the “Controller” were changed to reflect Ms. Dykstra’s new position as “Director of Finance” • PI 211 (formerly PI 132.3) The references throughout the policy in regards to the “Controller” were changed to reflect Ms. Dykstra’s new position as “Director of Finance” <p>Aside from the identified changes, everything else in the revised policies is consistent with the current policies approved by the Board of Directors; staff has not made changes other than renumbering. If there are additional changes the Board of Directors wishes to make, please bring the issues to staff’s attention, and the appropriate revisions will be made.</p> <p>Policy Instruction Section 300 (Finance) will be reviewed for accuracy and scheduled for approval at the September 22, 2011 Board</p>		

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meeting. Policy Instruction Sections 400 (Maintenance) and 500 (Operations) will be reviewed and scheduled for approval at the October 27, 2011 Board meeting. A complete updated copy of the Policy Instruction Book will be presented to the Board at the December 1, 2011 Board meeting.

Fiscal Impact None

Communication Strategy Staff as well as airport consultants and partners will be informed of the revision effort and as appropriate will receive a copy of the policies.

Attachments

- Revised Policy Instruction Index
- 201 – Board Operating Policy Book
- 202 – Code of Ethics
- 203 – Board of Directors Basis of Authority
- 204 – Conflict of Interest Code
- 205 – Proposed State & Federal Legislation, TTAD Position
- 206 – Board Meeting Agenda and agenda management
- 207 – Board Meeting Date, Time and Location
- 208 – Recording, retention & dissemination of audio and video meeting records
- 209 – Assignment of Board President and Vice President
- 210 – Director Remuneration & Expenditure Reimbursement
- 211 – Recurrent Ethics Training
- 212 – Medical Insurance Benefits for Directors & Employees
