



General Manager's Report

- Item 1 – Upcoming Training/Conferences
- Item 2 – Ad Hoc Committee Updates
- Item 3 – Review of February 2015 Retreat
- Item 4 – Education/Day Camp Partnerships
- Item 5 – Directors Insurance
- Item 6 – Regional Air Service Committee
- Item 7 – North Tahoe Regional Transit Update
- Item 8 – New Standing Agenda Item
- Item 9 – Upcoming Meetings

Item 1 – Upcoming Training Opportunities

American Association of Airport Executive Aviation specific training:

- AAAE/ACI-NA Airport Board & Commissioner Conference – April 12-14, 2015 – New Orleans, LA
- AAAE Airport National Aviation Environmental Management Conference – April 15-16, 2015 – New Orleans, LA
- AAAE Arts in the Airport Workshop – April 22-24, 2015 – Dallas, Texas
- AAAE Annual Conference and Exposition - June 7-10, 2015 – Philadelphia, PA
- SWAAAE Annual Conference – July 19-22, 2015 – San Jose, CA
- 30th Annual Aviation Issues Conference - Jan. 10-14, 2016 – Maui, HI

Item 2 – Ad Hoc Committee Meetings Update

Master Plan Ad Hoc Committee (Directors Hetherington and Morrison)

- The full draft document is available for public review on the Master Plan website. www.ttadmasterplan.org.
- Board accepted final draft of Master Plan on August 27, 2014.
- CEQA Scope and Fee were approved August 27, 2014. Work is underway. Staff will have an update at the February meeting as to the timeline and process to finish this project and potential Board Meeting dates.

Land Leasing Ad Hoc Committee (Directors Jones and Van Berkem)

- The Construction and Development Agreement along with the Lease Agreement were signed on February 17th between Clear Capital and the District. We will discuss what the focus of this committee will be in the future.

Hangar 3 Ad Hoc Committee (Directors Hetherington and Morrison)

- The Consultant team is working on the draft of the Concept and Budget Report. The Ad Hoc Committee will be meeting in early February to review the report in preparation for the February 25, 2015 Meeting.

Demand Drivers Ad Hoc Committee (Directors Hetherington and Morrison)

- Project team is assembling the scope and project goals. More information will be provided at the meeting.

Item 3 –Retreat Planning

We had a very productive and fruitful retreat on February 12, 2015. We will set the date for our next work session which looks to be either March 31st or April 1st. We will confirm the date at the Board meeting. Please review the attached Meeting summary report and assure we have captured your thoughts, comments and actions of the meeting. We will discuss the agenda for our next workshop.

Other items we have discussed for future workshops:

- Strategic Plan review and update
- District Non-Compete Policy
- Trust/Endowment for Waddle Ranch
- How do we measure success
- FBO revenue vs. static operations
- What drives traffic to TRK
- Indirect vs. Direct annoyance mitigation
- Land development policies and strategies

Item 4 – Update on Summer Day Camps/Education Partnerships

Staff will briefly discuss options to enter into an agreement with the Boys and Girls Club of North Lake Tahoe to provide a year round STEM Coordinator which will assist in expanding our Mission to Mars Day Camp program as well as make presentations in school classrooms related to our Challenger Academy programs, and provide education and outreach assistance for District programs. Please see the attached proposal from the Boys and Girls Club. The budget includes \$45,000 for this program. Please let us know if you have any specific questions or comments on this proposal as we prepare a more formal detailed proposal for the March Board Meeting.

Item 5 – Directors Insurance

To assure compliance with District Policy and State requirements, Staff is proposing a revision and clarification to the Directors Insurance Policy – PI 212. This will be considered at the March Board Meeting. A preview and additional information will be provided at this meeting. Please review PI 212 attached.

Item 6 – Reno Tahoe Int’l Regional Air Service Committee

The General Manager would like to briefly discuss the District’s interest in participating on this committee. More information will be provided at the meeting.

Item 7 – North Tahoe Regional Transit Services Update

In preparation for a future discussion with the Board, the General Manager would like to understand the Board’s interest in participating with other local agencies such as the Town of Truckee and TART (Placer County) on year round bus services on the 267 corridor between downtown Truckee and Incline Village.

Item 8 – New Standing Agenda Item – Community Benefit/Balance

The concept of a new standing agenda item centered on community benefit, annoyance mitigation, and/or balance of District projects was discussed. Staff would like additional clarity and intention with this item to assure accuracy in how it is listed on future agendas.

Item 9 – Upcoming Meetings

Just as a reminder, the following meetings are forthcoming:

- Board Meeting on March 25, 2015
- Managed Growth Workshop #2 – March 31/April 1, 2015 - TBD
- Budget Workshop – Staff Proposes 2:00 to 4:00 PM, April 22, 2015 (before regular Board Meeting)
- Combined ACAT/Board Meeting – May 12, 2015 from 9:00 to 12:00

Attachments to GM Report

Retreat Meeting Summary

BGCNLT Proposal

PI 212 – Medical Insurance for Employees and Directors

SUMMARY NOTES

February 12th TTAD Board Workshop

Attendees:

Board: John Jones, Mary Hetherington, Jim Morrison, Tom Van Berkem

Lisa Wallace (absent)

Staff: Kevin Smith, Hardy Bullock, Phred Stoner, Denae Granger, Sally Lyon, Brent Collinson

Consultants: Mead & Hunt

Facilitation: Seana Doherty, Freshtracks

I. OVERVIEW OF MEETING

The Tahoe Truckee Airport Board of Directors traditionally meets annually for a daylong retreat. The purpose of the February 12, 2015 Board Retreat was to create a forum for the Board to discuss key policy issues and begin the process of defining policies for these areas. The three key topics for the February retreat were:

- 1) Growth management at TTAD—aviation and non-aviation
- 2) Land use policy, specifically around annexation
- 3) Board communications

Following are the summary notes from the Board session as recorded by the facilitator. The District Clerk recorded a full, detailed set of minutes.

II. AGENDA

*Note: Below was the planned agenda but the actual meeting only touched on two of the three key topics (managed growth and board communications)

9-9:10| Welcome, President, John Jones

**9:10-9:30| Overview of agenda, process, goals for day
Kevin Smith, GM**

- Overview of agenda
 - Overview of roles
 - Process for today and future
 - Goals for day per Board feedback
- Specific Outcomes of Retreat (2):
 - 1) Policy Directive, or process to get there, for 2 key topics (managed growth, land use planning/annexation)

- 2) Board Communications (key to our success is setting effective policy and giving clear guidance)
 - Proff. Development + Reflection
 - Critical Conversations—brief review

9:30-9:40| Meeting Agreements, Seana Doherty, Freshtracks

9:40-10:00 | Review: Decision Making Process + Tools

- Review: TTAD Guiding Documents + Information
 - Master Plan, Strategic Plan, Policies
 - Public Feedback

10-noon| Segment 1: Defining Managed Growth at TTAD

Segment Goal: Build consensus on common definition or set of criteria for “managed growth.”

Background/Context: Staff + Mead & Hunt

National definitions (aviation + non-aviation)

Regional context: Nevada County, Placer County, Town, etc.

Regional growth trends

TTAD Context & Background (Current Airport definition of managed growth)

- Master Plan
- Strategic Plan
- Godbe Survey
- Public Input
- CLUP

Questions + Discussion:

- What is the District’s definition of managed growth?
- Is our current definition sufficient? What details are needed to clarify/gain agreement? How does TTAD address or define managed growth in current guiding documents?
- What is the role of the Airport District in regional growth issues?
- What are the policy directives for staff on this topic?
- Next steps

Noon-12:30: LUNCH

12:30-2:00| Segment 2: District Land Development Strategies

Goals: Begin work toward a Land Development Strategy Policy Instruction and/or Strategic Directive for non-aviation specific lands and priorities

Context/Background: Kevin

- Current guiding documents in place regarding District land use.
 - Master Plan
 - CLUP
- What's missing?
 - Specific criteria for land use for 25 acres of non-aviation lands
 - Demand Driver results
- Proposed next steps
 - Board input on process, criteria
 - Develop land use criteria for 25 acres of non-aviation lands as part of current MP
 - Coordinate development of District land use criteria with Town, County
- Discussion/Decision
 - What should the Districts land development strategy be for non-aviation lands?
 - What is the Board of Directors role in regional growth planning?
 - Do we have the right priorities and are we balanced in current and short-term airport development projects?
 - How do we balance aviation needs with needs of community?
 - What is the District's position regarding annexation of non-aeronautical property into the Town of Truckee?
 - What criteria should we use to consider/evaluate uses?
 - How important is self-sufficiency?

2-2:45

Segment 3: Board Communications

- Review Survey Results
- How are we doing?
 - What is going well?
 - What isn't?
 - What are steps for improvement?

2:45-3pm

Close/Next Steps

- Agreements on next meetings to continue moving on segments 1 & 2
- Other topics for future policy workshops

III. SUMMARY OF COMMENTS

Most of the meeting was spent on the topic of managed growth. The participants decided to move other topics on the agenda (land use planning and board communications) to future workshops.

Topics Covered in Summary Comments

- 1) Meeting Agreements (for current workshop)
- 2) Managed Growth
- 3) Board Communications

1. Meeting Agreements

Participants, after reviewing the Policy, Code of Ethics, made the following commitments for the day:

- Try not to interrupt each other
- Have self awareness of “hidden agendas”
- Allow equal time for each Board member to respond to issues
- Engage in active listening—really try and understand the other persons point of view
- Be professional
- Focus on the positive (rather than “flight or fight”)—solutions rather than problems
- Careful use of words

2. Topic: Managed Growth

Guiding documents at TTAD that help inform the managed growth conversation:

- Master Plan
- Strategic Plan
- CLUP
- Public opinion: Godbe Surveys (3), Master Plan Outreach Report

Other impacts to managed growth at TTAD

- Population growth trends in the Region
- National aviation forecasts
- Part 150161
- Negotiation of Night Operations
- 20 year FAA grant assurances
- Tower
- Technology
- Demand Driver Study

Current language in TTAD materials on topic of managed growth:

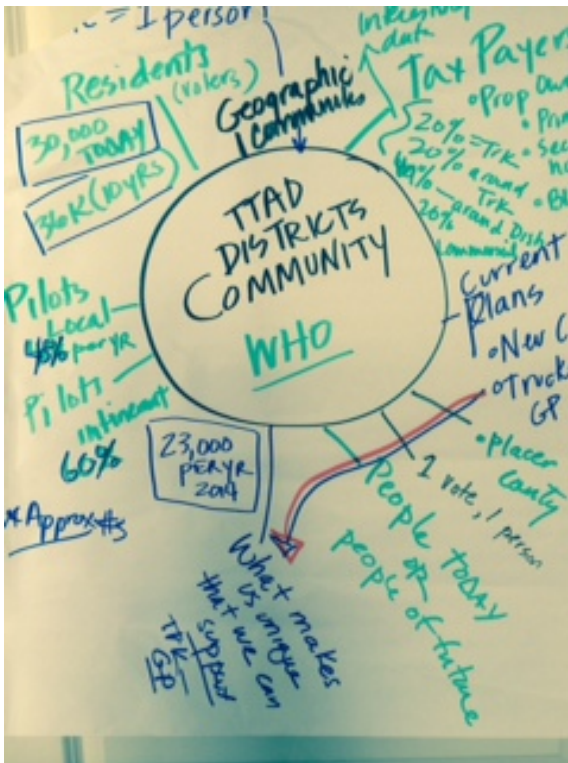
The Airport manages growth to be consistent with the community needs

Board comments re: above statement:

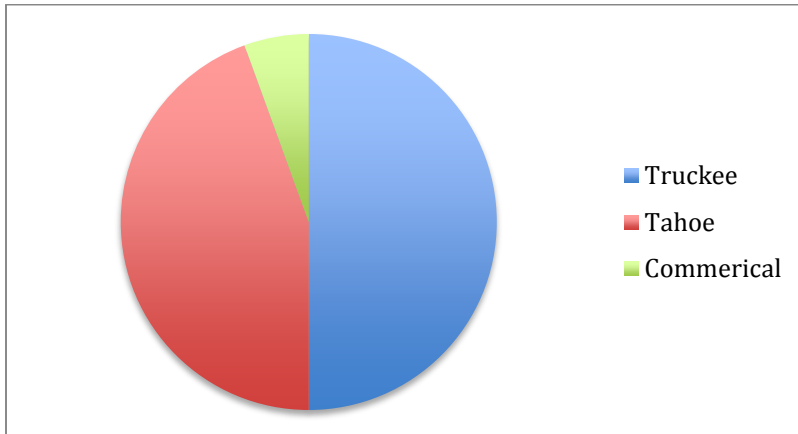
- WHO is defined by “the community?”
- What does it mean to be consistent with community need?

Based on above questions, Board engaged in a lively conversation. Following are the notes from the conversation about managed growth at TTAD and various ways to approach the thinking and decision making on this topic.

Ways to Define Community within TTAD District:



1) By Housing Units in District (*facts need to be checked)



2) List of Community Impacted or Influencing District:

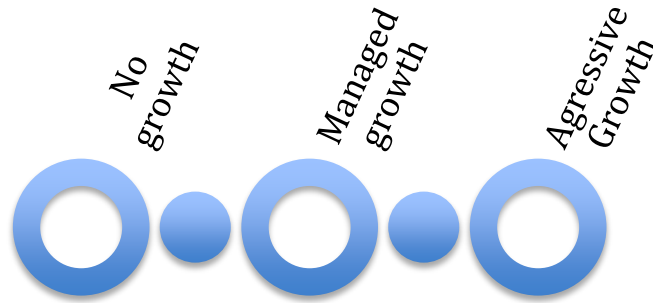
- Local residents (need demographic breakdown of this)
 - 30,000 today
 - 2% growth rate (per Town of Truckee re: residential unit growth rate)
- Visitors
- Local pilots
- Itinerant pilots
- Nevada County: General Plan
- Town of Truckee: General Plan

3) Community Defined by tax base

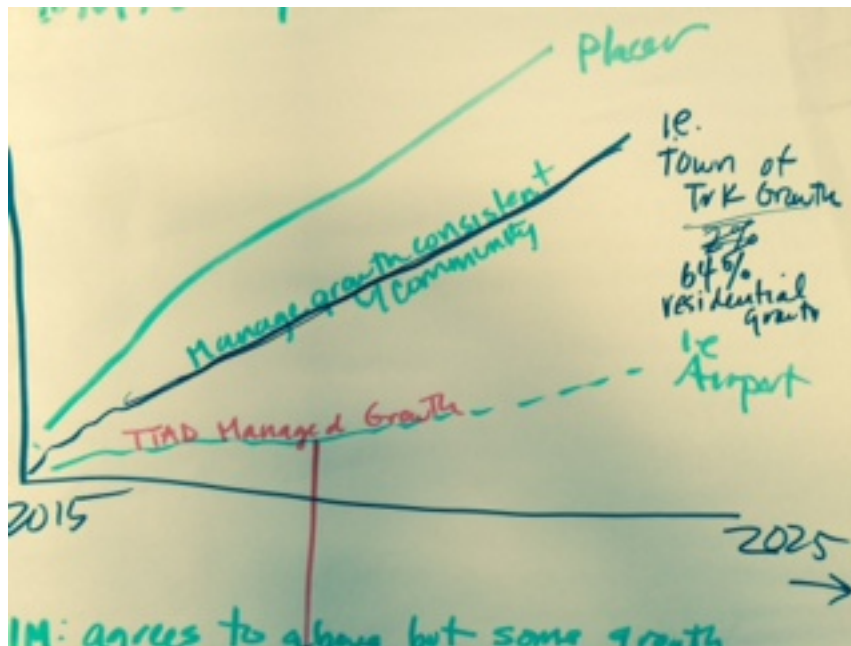
- Business community
- Property owners
 - Locals
 - Second homeowners

Ways to think about managed growth decision making, policy development at TTAD

1. Via a continuum or scale with no growth being a one and rapid growth being a 10. Board agreed that somewhere in the middle, around five, is managed growth and all five Board members fall somewhere on either side of the managed growth middle. The goal is to create a policy that includes full range within the middle area as a starting place.



2. As a growth rate graph. Look at TTAD growth in the context of projected growth by Town of Truckee, Nevada County. Based on this graph, it appears that TTAD is actually not planning to grow at the same rate as “the community,” but at a slower rate.



BOARD COMMENTS RE: MANAGED GROWTH

John's Comments

- What are the economic benefits and impacts of the Airport? This needs to be part of our story and conversation about growth.

- Growth conversation needs to include needs of pilots
- Currently have a hangar wait list.

Mary's Comments

- We are looking for answers to the questions about how we maintain what we have an grow slowly, overtime, with the least impact to our local community
- We don't have to respond to regional growth, we can choose not to respond. This is an option.
- Concerned about Martis Valley Plan language around Airport growth as presented by Mead & Hunt
- On-going challenge: TTAD impacts are in Truckee but District serves wider region
- Public comments are critical to the managed growth process

Jim's Comments

- We need to accept that no matter what our growth rate, there will be a certain amount of jet annoyance increases
- Based on this, what can we do to solve jet annoyance issues?
- One idea is to mitigate by finding value in their visit when they (pilots) are here

Tom's Comments



Community defined by three buckets:

Bucket 1: People who are here today

Bucket 2: People who are here in the next 10-20 years

Bucket 3: Future generations

- We need to be careful about pacing our growth to overall community growth
- Question is: How do we create growth that serves people in all three buckets
- If we plan for bucket 3, the pace of growth would be a lot slower
- Not excited about jet growth
- Question to way we asked the growth question on the Godbe survey

Jim's Comments

- Managed growth, growth is a key Board topic
- Process suggestions for Board decision making:
 - Ask honest questions to get data we need to make informed decisions
 - Make time to deliberate
 - Make decisions
 - Support our decisions over time based on solid process from the start
- Elements I would like to see included in growth conversation
 - TTAD consider taking a role in waste management in the region to offset negative impacts to growth
 - Financial health planning
 - Ways to continue to enhance community because we will never be able to remove annoyance from noise but we can mitigate with incredible benefits that touch a lot of people like:
 - Funding of the pool in a significant way
 - Creating a composting system for the region

3. Topic: Board Communications

The Board spent about 20 minutes on this topic at the end of the meeting as well as practiced improved communications via the Meeting Agreement exercise.

Following are comments from the discussion.

What is working well:

- Responsive to improving Board communications when topic is raised (example: Meeting Agreements today worked!)
- Listening
- Decision to create regular forums to deliberate topics in respectful, honest manner

What could be improved upon:

- Create better table configuration at Board meeting so we can see each other
- Provide opportunities (in breakout sessions) for the five Board members to discuss topics without staff
- Create space to have crucial conversations

IV. CLOSE/NEXT STEPS

1 Future Topics for Discussion

- Policy 309: Allocation of unrestricted net assets. This policy needs to be updated per the Memo currently being circulated that provides a different set of assumptions
- Update of strategic area 5.2 and Policy 309: Unrestricted net asset allocations. Ideas so far:
 - Creation of a some sort of community benefit Airport fund concept instead of project by project allocations
 - Criteria and decision-making process development
 - Part of mitigation program
 - Ideas so far (presented by Board and community)
 - Pool
 - Library
 - Skate rink
 - Move industrial off of Truckee River
 - Compost Center for Region
 - Include programs current in place
 - Package all together to share total community benefit picture to stakeholders (i.e. over the past 5 years the Airport has dedicated X\$ to community enhancements in the following areas...)
 -
- **Economic Impact Study**
- **Driver Study and impacts to TTAD managed growth policy development**

2. Future Actions

- Need accurate data re: tax base in TTAD today and future projections for Board book and placement on TTAD website. Make data visual and easy to read.
- Hold several policy discussion workshops (like this one) throughout the year to provide a forum for Board and staff to deliberate critical issues.
- Create time on Board agenda's for specific topics (decide 1-2 topics prior to each agenda) for discussion of policy topics related to non-aviation issues
- Freshtracks to summarize notes from this meeting
- Kevin to schedule future board session on TBD topics
- Board Survey: Freshtracks to summarize survey results at future Board meeting

Partnership Proposal for
STEM and Aviation Programming
Between Truckee Tahoe Airport District and
The Boys and Girls Club of North Lake Tahoe

“Where GREAT FUTURES Take Flight”



May 2014

Summary

The Boys and Girls Club of North Lake Tahoe (BGCNLT) partners with numerous agencies in the Truckee Tahoe region to provide high quality, unmatched opportunities to young people. Currently, our focus is on increasing the impact that we have on local youth with targeted, outcome driven programming. Within Education and Career Development programs, the Club hopes to focus on STEM topics over the next three to five years by hiring a dedicated STEM Coordinator.

The Truckee Tahoe Airport District provides great benefits to the community. Aside from high quality aviation facilities and services with low impact on the environment and community, meetings space and resources to non-profits, they also provide truly unique educational opportunities and support to children and families in the area. With these efforts, the Truckee Tahoe Airport District is inspiring the next generation of aviators.

The Truckee-Tahoe region would greatly benefit from a partnership between BGCNLT and the Truckee Tahoe Airport District. A three-year agreement could provide a dedicated BGCNLT staff member who, aside from coordinating all educational programs at the Club, will also focus on STEM based opportunities and on aviation on behalf of both agencies. This position will expand and enhance current efforts by both agencies to inspire greatness in local youth. These programs would be integrated into the Club's outreach efforts in schools, in after-school programming throughout the school year, and in specialty field trips and summer camps.

A partnership between BGCNLT and Truckee Tahoe Airport District could provide numerous benefits to the community including:

- 1) Increased outreach to community youth and families.
- 2) Improved attitudes towards STEM subjects, fields and careers, including aviation.
- 3) Increased knowledge, skills and hands on experience in STEM fields and specifically in aviation.

Likewise, the partnership increases impact and visibility for the Truckee Tahoe Airport District's outreach programs to include children and families on the North Shore; enhances current STEM educational programming at the Club and truly capitalizes on two valuable community assets: BGCNLT and The Truckee Tahoe Airport.

Boys and Girls Club of North Lake Tahoe Background

BGCNLT is part of a nationwide Movement of community-based, autonomous organizations and Boys & Girls Clubs of America (BGCA) working to help youth of all backgrounds develop the qualities needed to become responsible citizens and leaders.

While BGCNLT is a part of this nationwide network, it has been run by a local board of directors and financially supported by local donors since 1998. Since then, the Club has accomplished a lot in the community. It has grown from two small donated houses into a 14,000 square foot facility; forged strong partnerships with the Tahoe Truckee Unified School District, the North Tahoe Public Utility District, local community foundations, other non-profit organizations as well as with business owners from across the region. Over the last 15 years, the Club has positively impacted thousands of local youth and their families with countless programs, events and activities.

BGCNLT offers daily access to a broad range of programs in five core program areas (Character and Leadership Development; Education and Career Development; Health and Life Skills; The Arts; and Sports, Fitness and Recreation) and several specialized initiatives. All programs are designed to drive positive outcomes for youth and reinforce necessary life skills.

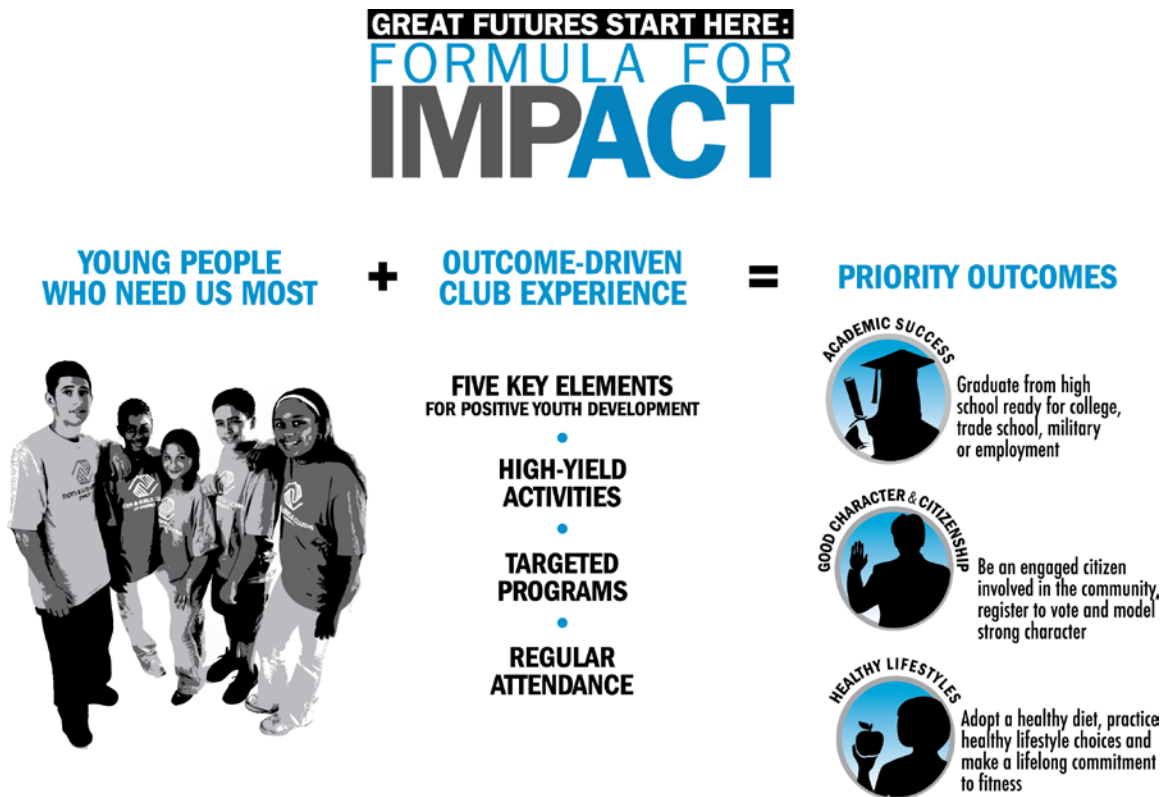
Annually, over 900 children are members, with an average of 325 attending daily during the school year and 140 during the summer months. An additional 900+ children are impacted by BGCNLT programming through special events and community outreach. Members come from across the North Shore, West Shore and Truckee and represent the community's diversity. Approximately 52 percent of families are White, 44 percent Hispanic and 49% qualify for a free and reduced lunch. Additionally, 18% of members come from single parent households.



Formula for Impact

To make sure that all of our members have great futures, the Boys & Girls Club Movement and our local Club has adopted the Formula for Impact, a research-based theory of change that describes how we can increase our impact – *exponentially* – on the young people we serve.

It calls for us to consistently provide the most powerful Club Experience possible – by implementing the Five Key Elements for Positive Youth Development, offering high-yield activities and providing targeted programs – all of which help youth achieve priority outcomes.ⁱ Then, because we also know that attending the Club more frequently and over a greater length of time makes young people more likely to achieve positive outcomes, Clubs must pursue strategies to increase attendance, program participation and member retention.ⁱⁱ



STEM Background and Need

Nationally, there is a huge push for educators and policy makers to focus on Science, Technology, Engineering and Mathematics (STEM) programming in and out of school. Some estimates say that as many as 80% of all future jobs will require some level of STEM skills and knowledge. Currently, only 44% of 2013 U.S. high school graduates are ready for college-level math and 36% ready for college-level science.ⁱⁱⁱ Additionally, minority students and female students are underrepresented in STEM fields and in STEM related higher education programs.

These trends are evident in local statistics, as well. Locally, only 58% of high school students from TTUSD tested at proficient or advanced in Mathematics and 66% in Science. Additionally, 5% of Hispanic or Latino students tested proficient or advanced in Mathematics and 37% in Science. Lastly, 17% of female students scored at proficient or advanced in Mathematics and 59% in Science.^{iv}

STEM is an interdisciplinary and applied approach that is coupled with hands-on, problem-based learning. The STEM approach focuses on critical thinking, real world problem solving and on inspiring curiosity and confidence in students.

STEM programming is effective both in and out of traditional learning environments and proven to be particularly effective in afterschool programs because it fosters a collaborative, fun interactive environment where students do not feel academic pressure and are free to “have fun” while learning. Researchers have shown that an early interest in pursuing science and engineering is a better indicator of whether a student will pursue a career in these fields than a student’s grades in school.^v For this reason, it is crucial that afterschool programs are engaging, fun, interesting and approachable.

There are many positive outcomes that come from STEM programming. The three that are often highlighted on a national level and that the Boys and Girls Club of North Lake Tahoe are focusing on are:

1. Improved attitudes toward STEM fields and careers
2. Increased STEM knowledge and skills
3. Higher likelihood of graduation and pursuit of a STEM career

What Can BGCNLT and The Truckee Tahoe Airport District Do?

Considering children spend less than 20% of their days in school, it is important that parents, community agencies, local businesses all come together to help educate, inspire and guide students into positive and GREAT Futures and increasingly into STEM fields.

BGCNLT and the Truckee Tahoe Airport are well positioned to make a positive impact on students both in and out of school simply by exposing students to aviation and STEM with a fun, hands-on and interactive approach. Collaborating would allow each agency to fulfill their educational and outreach missions in a more effective and efficient way.

BGCNLT will provide:

- 1) A year round full time STEM Coordinator who is tasked with creating and implementing education programs and activities with a special focus on STEM and aviation. This person will ensure that there are daily opportunities for children to engage in STEM and/or aviation lessons across the region. They will do at least 11 one hour presentations in 5th grade TTUSD classrooms in March and April to set up curriculum for their Challenger field trip.
- 2) Shared resources for the community. The program curriculum, activities and resources will be made available to all local youth serving agencies. The coordinator will also be a liason between the Airport, the Club and all agencies in the region to coordinate the distribution of these resources and will also be responsible for scheduling curriculum and resources and scheduling events, classes and programs.
- 3) Assistance with implementation and the expansion of the Mission to Mars Camp. BGCNLT will provide qualified youth development professionals to assist with running the camp and will help to expand the camp from the current 12 students to 36 students. BGCNLT will assist with recruitment of new students with a special emphasis on children who live on the North Shore part of the airport district. Lastly, BGCNLT will assist with transportation needs to and from camp with Boys and Girls Club vans.
- 4) Creation of a new summer specialty camp introducing younger students to aviation and aerospace. The camp will serve approximately 12-15 youth in grades 2nd-5th grade and use both Club and airport resources, ie. flight simulator for a demonstration. The program would be a “lead in” for students to continue on to the “Mission to Mars” camp in future years.
- 5) Program evaluation and data regarding attendance in programs, outcomes and outreach.
- 6) Recognition of the Airport District on all Club collateral as a partner agency and sponsor.
- 7) Additional assistance with airport projects on an as needed basis.

The Airport District will provide:

- 1) Funding in the amount of \$45,000 a year to be paid in three year terms with an opportunity for renewal.
- 2) Resources, guidance and tools for aviation curriculum.
- 3) Space for summer camps, programming etc.

ⁱ*Five Key Elements for Positive Youth Development*: BGCA worked with the nationally recognized Search Institute to review relevant research and study highly effective Clubs. Through Club visits and interviews with managers, program staff, teens and community leaders, the five key elements that determine the level of impact a Club makes on the development of young people were identified. *High-yield activities*: The research of Dr. Reginald Clark has demonstrated that high-achieving students spend more time engaged in activities that reinforce the skills and knowledge they learn in school. “Enhancing the Educational Achievement of At-Risk Youth,” an evaluation of BGCA’s national education strategy, Project Learn, confirms the effectiveness of using such high-yield activities in Boys & Girls Clubs. *Targeted programs*: BGCA offers many national programs that are designed to help young people achieve our priority outcomes of academic success, good character and citizenship, and healthy lifestyles. Many of BGCA’s targeted programs have been evaluated for their effectiveness. Some of BGCA’s targeted programs have also been deemed “evidence based” by the federal government.

ⁱⁱ “Making Every Day Count: Boys & Girls Clubs’ Role in Promoting Positive Outcomes for Teens.” Public/Private Ventures, 2009.

ⁱⁱⁱ <https://nms.org/Education/TheSTEMCrisis.aspx>

^{iv} California Standardized Testing Data from School Accountability Report Card (SARC)
<http://www.axiomadvisors.net/LiveSARC/Presentation/SARCAAdministration/Portals/Portal1/Detail.aspx?CDS=31669443130010&LanguageID=1&Preview=False&HidePDF=True&Category=Assessments&DivID=CST>

^v Tai, R.H., Liu, C. Q., Maltese, A.V., & Fan, X. (2006). Planning early for careers in science. *Science*, 312, 1143- 1144.

TRUCKEE TAHOE AIRPORT DISTRICT

POLICY INSTRUCTION

PI NUMBER 212

Formerly 135.1

Effective: June 1, 2002

Revised: March 27, 2003

April 28, 2011

Approved: August 25, 2011

SUBJECT: MEDICAL INSURANCE BENEFITS FOR DIRECTORS AND EMPLOYEES

PURPOSE: To establish policy for providing medical insurance to directors and employees

POLICY: This policy shall apply to all full time employees and all elected or appointed directors during their tenure on the board. These benefits shall cease upon employee separation or, in the case of directors, upon the effective date of resignation or removal from the board, or upon their term ending, subject to the rules of COBRA, if any apply.

EMPLOYEES

1. The District will offer a medical insurance policy, selected by the board, to all full time employees and their dependents. Coverage will be effective the first of the month after completing one month of employment. Employees may be required to pay a portion of the monthly premium (currently 7%). Employees acknowledge that the required participation in the monthly premium and the policy provided are subject to change upon annual review of the medical policy.
2. If an employee can provide proof of coverage under a spouse's or a Registered Domestic Partner's policy, they may elect not to be covered under the District's medical insurance policy. The District will review the benefits of the alternative policy to ensure they offer sufficient coverage for the employee, as it is in the District's best interest to have all employees adequately insured. If approved, the employee may be reimbursed for out-of-pocket premium costs for their alternative policy, capped by the amount that the District would have paid in premiums (currently 93% of the total), were the employee and his/her dependents covered under the District sponsored policy.
3. If reimbursements made for premiums are determined to be taxable compensation, the appropriate tax disclosures will be made.

DIRECTORS

1. Because the directors are not full time employees and therefore not eligible for coverage under the District's group medical insurance policy, directors shall arrange for their own medical insurance coverage. Medical insurance will be paid for by the District on behalf of each board member and his or her qualified dependents (as "dependent" is defined by the TTAD employee medical benefit plan). In order to receive reimbursement, proof of coverage shall be supplied to the District.

2. The amount of premium paid on behalf of a director and his/her dependents will be limited to 93% of what coverage would cost if the director and his/her dependents were covered by the same medical insurance policy as the District's employees. If the District's participation rate in monthly premiums changes from the current 93%, the new rate will also be applied in determining the maximum amount payable for each director.
3. The board members acknowledge that there may be differences in the amount of premiums paid on behalf of each director, but that these differences do not constitute unequal compensation for purposes of attending board meetings and conducting board business.
4. If premiums are determined to be taxable compensation to the directors, the appropriate tax disclosures will be made at the end of each calendar year.

Kathleen Eagan
President, Board of Directors