

**Section 115 Other Post-Employment Benefit**

*a single employer plan sponsored by  
Truckee Meadows Water Authority*



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**November 22, 2016 MINUTES**

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The meeting of the TMWA Section 115 Other Post-Employment Benefit (Trust) was held on Tuesday, November 22, 2016 in the Truckee Meadows Water Authority Independence Room, 1355 Capital Blvd., Reno, Nevada.

Michele Sullivan, Chairman, called the meeting to order at 2:06 p.m. \*

1. ROLL CALL AND DETERMINATION OF PRESENCE OF A QUORUM.

A quorum was present.

Voting Members Present:

Michele Sullivan  
Sandra Tozi  
Charles Atkinson  
George Gaynor

Voting Members Absent:

Staff Members Present

Jessica Atkinson  
Gus Rossi  
Rosalinda Rodriguez

Staff Members Absent:

Pat Waite

2. PUBLIC COMMENT

No public comment

3. APPROVAL OF THE AGENDA

**Upon motion made and seconded, and carried by unanimous consent of the Trustees present, the Trustees approved the agenda.**

4. APPROVAL OF THE May 17, 2016 MINUTES

\*The PRMT Section 501 c-9 ended later than expected.

**Upon motion made and seconded, and carried by unanimous consent of the Trustees present, the Trustees approved the May 17, 2016 meeting minutes.**

5. ELECTION OF CHAIR AND VICE-CHAIR (PAST APPOINTMENT EXPIRES DECEMBER 31, 2016)

**Upon motion made and seconded, and carried by unanimous consent of the Trustees present, the Trustees approved the creation the appointment of Michele Sullivan as Chairperson and Charles Atkinson as Vice-Chairperson for the term January 1, 2017 through December 31, 2018.**

6. REVIEW AND APPROVAL OF OTHER POST RETIREMENT MEDICAL PLAN TRUST BENEFIT CALCULATIONS FOR TMWA RETIREE(S)

Ms. Atkinson presented the benefit calculation for Stacy Myers. Ms. Myers will retire on 12/09/2016, and is requesting trust benefits beginning January 1, 2017. Ms. Atkinson met with the retiree and confirmed the information on the benefit calculation form, and Ms. Myers has signed all paperwork. Ms. Myers has elected to continue on TMWA's HHP plan as Retiree Only medical and vision coverage (Non-Medicare). She will voluntary pay for Dental coverage and has elected that the premium be reimbursed from her PERS check.

**Upon motion made and seconded, and carried by unanimous consent of the Trustees present, the Trustees approved the benefit calculation for Stacy Myers.**

7. DISCUSSION AND POSSIBLE ACTION REGARDING THE CREATION OF TRUST POLICIES & ADMINISTRATIVE DOCUMENTS: ADMINISTRATIVE POLICY, CONFLICT OF INTEREST POLICY, REIMBURSEMENT REQUEST POLICY, RECORD RETENTION SCHEDULE, FUNDING AND OPERATING ACCOUNT INVESTMENT POLICY.

This item has been deferred as policies have not yet been drafted for the review of the Trustees. Ms. Atkinson advised she would provide drafts at the next scheduled meeting in February of 2017.

8. REQUIRED COMMUNICATION FROM EXTERNAL TRUST AUDITORS EIDEBALLY

**This was for informational purposes, no motion for approval needed.**

9. PRESENTATION OF TRUCKEE MEADOWS WATER AUTHORITY OTHER POST – EMPLOYMENT BENEFIT TRUST’S AUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED DECEMBER 31, 2015.

Ms. Sullivan advised that the standard audit was conducted and there were no significant findings, there were no noted issues.

**Upon motion made and seconded, and carried by unanimous consent of the Trustees present, the Trustees approved the financial audit for statement for the year ended December 31, 2015.**

10. DISCUSSION AND POSSIBLE TRUSTEE DIRECTION REGARDING MEETING TIMES AND DATES FOR 2017.

**Upon motion made and seconded, and carried by unanimous consent of the Trustees present, the Trustees approved the meeting times and dates for 2017 as recommended in the staff report for this agenda item.**

11. TRUSTEE COMMENTS AND REQUESTS FOR FUTURE AGENDA ITEMS\*

It was requested that the drafts of the policies be presented for review at the next meeting.

12. PUBLIC COMMENT – LIMITED TO NO MORE THAN THREE MINUTES PER SPEAKER

13. ADJOURNMENT

With no further business to discuss, Chairperson Sullivan adjourned the meeting at 2:17 p.m.

Minutes were approved by the Trustees in session on \_February 21, 2017\_\_\_\_\_.

Respectfully Submitted,

Rosalinda Rodriguez

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, Recording Secretary

\*The PRMT Section 501 c-9 ended later than expected.