

**WASHOE COUNTY SCHOOL DISTRICT
OTHER POST-EMPLOYMENT BENEFITS (OPEB)
BOARD OF TRUSTEES
POLICIES AND PROCEDURES**

OPEB Board Trustees (Trustees) Authority

Pursuant to the Washoe County School District Resolution dated June 24, 2008, *(1) Resolution Creating New Trust Fund for Other Postemployment Benefits (OPEB) and Appointment of Trustees for the OPEB Trust Fund; (2) Approval of WCSD OPEB Trust Agreement; and (3) Other Matters Relating to the Set Up and Operation of the OPEB Trust Fund.*

The powers, duties, rights, and obligation of the Trustees will conform to the requirements of Section 17(1) of Chapter 287 of the NRS and Chapter 287 of the NAC.

Mission

The mission of the OPEB Board of Trustees is to administer the Washoe County School District OPEB Trust (Trust) in a fiduciary capacity for the beneficiaries of the Trust, pursuant to NRS 287.017(2)(e).

Composition and Requisite Skills

The Washoe County School District OPEB Board of Trustees is comprised of three voting members. The Trustees shall include:

1. One or more persons who each have a combination of education and experience in finance or economics that totals 5 years or more;
2. A public officer or employee of the local government who manages the fiscal affairs of the local government; and
3. A beneficiary of the benefits plan of the local government.

The Washoe County School District Board of Trustees will appoint all trustees of the Washoe County School District OPEB Board. The term of office for the aforementioned members of the Trustees shall be for a period of two years; subject to renewal, as approved by the Board of the District, but not more than 4 years

Duties and Powers

Adhere to the duties and responsibilities of the Trustees as outlined in the *Washoe County School District OPEB Trust Agreement*", Article VII, *Trustees – Duties and Powers*.

Additional Policies Adopted by the Trustees

- Opening and Handling of the Bank Account – At the June 30, 2008 meeting the Trustees voted unanimously that the bank account require two signers and that the Washoe County School District OPEB Trustee be the primary.

Meetings and Notification

The OPEB Board of Trustees shall meet quarterly or at the call of the Chairman whenever business is presented. An agenda of each meeting should be clearly determined in advance and the Trustees should receive supporting documents in advance, for reasonable review and consideration.

The Trustees shall give notice and prepare minutes of each meeting. At a minimum, the minutes will include the following:

- The meeting agenda
- Dates, attendance and location of the meeting
- Except as otherwise provided by law in connection with executive sessions, summaries of the topics discussed, and all motion, proposals, resolutions and any other matter formally voted upon and the vote thereon, including recommendations agreed to by the Trustees.
- As appropriate, copies of materials discussed or presented at the meeting.

Decision-Making Process

All decisions shall be reached by vote of a simple majority of the total membership of the Trustees. A quorum constitutes a simple majority of the total membership and meetings will not be conducted unless a quorum is present.

Reporting Requirements

The Trustees reporting requirements are to:

- Adoption of Annual Policy of Investment Earnings to be set aside for payment of future benefits. The annual adoption of this policy is required to meet Voluntary Employee Benefits Association (VEBA)/IRS tax requirements to keep investment earnings of the trust tax-free. This should be completed at the first meeting held after the beginning of each new fiscal year.
- Commission actuarial studies that estimate the liabilities of the benefits plan of the District for the ensuing 5 fiscal years. The actuarial study must be completed before March 1 of each year in order that the amount of the contributions to the trust fund is determined before completion of the tentative budget of the Trustees for submission to the Washoe County School District Board.

- Annual preparation, completion, approval and submission of a recommended budget for the WCSD OPEB Trust Fund for the upcoming fiscal year to the Washoe County School District Board for its consideration, approval and inclusion in the tentative and final budgets of the Washoe County School District. The tentative budget submitted must incorporate the amount of contributions determined pursuant to the actuarial study. The recommended budget is due to the Washoe County School District Board no later than April 15 of each year.
- As required by NRS 287.017(2)(f)(3), the Trust must be audited each Trust Year by an independent certified public accountant, and the results of such audit shall be reported to the District.
- Annually file Form 990 *Return of Organization Exempt From Income Tax* which is due by November 15.

Transfer of Money from the Trust

The Trust requirements regarding the transfer of money from the WCSD OPEB Trust are:

- Upon request of the WCSD Board of Trustees, transfer money to an account designated by the governing body subject to the following requirements:
 - a. An explanation of the manner in which the proposed transfer will be used to fulfill the requirements of the benefits plan of the local government;
 - b. A copy of the budget of the local government for the current fiscal year, which demonstrates that expenditures for retirement benefits are authorized by the governing body pursuant to an agreement between the local government and its employees;
 - c. Minutes of the meeting of the governing body at which the transfer was proposed; and
 - d. The signature of the chairperson of the governing body.

Money in the trust fund cannot be used to finance debt of the local government and cannot be used for loans to other funds of the local government. This money cannot be used to buy or construct a building, pay bonuses, pay cost of living increases. The money in the trust fund may only be used for retiree health benefits.

As a public body the OPEB Board of Trustees is subject to the requirements of the Open Meetings law.