



Health Plan Trustee Board Agenda

Wednesday, April 15, 2026, 3:30 PM

203 Main Ave E.
Twin Falls, ID 83301

Members: Travis Rothweiler; Mitch Humble; Gretchen Scott; Kristen Kohntopp; Breanna Howard

- 1) Call Meeting to Order/Confirmation of Quorum
- 2) Consent Calendar
 - a) **ACTION ITEM:** Review and approval of the minutes of March 18, 2026.
By: Gretchen Scott, Deputy City Manager
- 3) Items of Consideration
 - a) **ACTION ITEM:** Review and approval of the by-laws of the trust.
By: Travis Rothweiler, City Manager
 - b) **INFORMATIONAL:** Current expenses for Health Plan Trust.
By: Breanna Howard, CFO
- 4) General Public Input
- 5) Adjournment

Any person(s) needing special accommodation to participate in the above-noticed meeting could contact Rachael Long (208) 735-7287 at least two working days before the meeting. Si Desae Esta information in Español, Por favor llama a Rachael Long al telephone (208) 735-7287.



**City of Twin Falls Health Plan Trust
Minutes**

Wednesday, March 19, 2026 3:30 PM
203 Main Ave E Room 303

Members: Breanna Howard, Mitch Humble, Gretchen Scott, Kristen Kohntopp, Travis Rothweiler
Public: Troy Vitek, Mitchell Brooks II

1. Call to Order

A. The meeting was called to order at 3:33 PM.

2. Consent Calendar

A. Minutes from February 4, 2026. Motion: Travis Rothweiler, seconded by Kristen Kohntopp. Motion passed unanimously. No nays.

3. Items of Consideration

A. Financial Report –

Brianna Howard presented the financial statements, including the Balance Sheet and Profit & Loss Statement (October 2025 – February 2026). **No action was taken; this item was informational only.**

Key points included:

- Trust balance: approximately **\$2.3 million**
- Net income to date: approximately **\$1.17 million**
- Total income: approximately **\$2.35 million**
- Total expenses: approximately **\$1.2 million**
- Interest income earned: approximately **\$18,000**

Claims Summary:

- Medical claims: approximately **\$605,000**
- Prescription (RX) claims: approximately **\$248,000**
- Total claims: approximately **\$854,000**

Stop Loss Coverage:

- Aggregate stop loss: approximately **\$279,000**
- Specific stop loss: approximately **\$11,000**

Breanna Howard walked the Board through the current financials, noting the Trust has grown from about \$1.5 million to approximately \$2.3 million. She also explained the shift to accrual-based accounting, which better reflects when revenues and expenses occur. The Board reviewed overall performance, with about \$2.35 million in income and \$1.2 million in expenses to date. Discussion focused on claims activity, including some month-

to-month fluctuation and a recent decrease in medical claims, as well as the ongoing cost of stop-loss coverage.

Trustees acknowledged the strong financial position but emphasized the need to stay cautious given how much claims can vary over time. There was also some early discussion about how excess funds might be used in the future, such as potential one-time HSA contributions, while still maintaining appropriate reserves. Trustees also requested financial reports be shared earlier when possible and noted the improved format and clarity.

B. Review and Approval of Trust Bylaws

Trustee Travis Rothweiler presented proposed bylaws developed to establish governance procedures and operational structure for the Trust. The draft had been reviewed by legal counsel. **No action was taken.**

Travis Rothweiler introduced the draft bylaws, explaining they are intended to provide a clear structure for how the Trust operates and makes decisions. The document had been reviewed by legal counsel.

The Board discussed several sections of the draft, including meeting frequency and notice requirements. Trustees agreed it made sense to align with Idaho open meeting law standards, including the current 48-hour notice practice.

There was also discussion about how the bylaws should be formally adopted. Trustees generally agreed the Trust has the authority to adopt its own bylaws, separate from City Council action. Bruce has confirmed that the Trust should adopt the bylaws.

Additional feedback focused on clarifying language, removing items that don't apply to the Trust, and confirming that claims appeals remain with the third-party administrator rather than the Board. The group agreed to make revisions and bring back an updated version for approval at the April meeting.

4. General Public Comment

No public comments were made, and no additional committee comments were noted.

The meeting was adjourned at 4:08 p.m.



Date: Wednesday, April 15, 2026
To: Honorable Mayor and City Council
From: Travis Rothweiler

ACTION ITEM

Request:

Review and approval of the by-laws of the trust.

Time Estimate:

15 minutes

Background:

The proposed City of Twin Falls Health Plan Trust Bylaws establish a clear governance and compliance framework for administering the City's self-funded group health plan through the Trust. The bylaws define the Trust's purpose, confirm the plan's governmental plan status (ERISA-exempt), and align operations with applicable federal and Idaho requirements, including ACA-related obligations and privacy standards. They also set forth the Board's composition (five trustees, including City leadership/designees and two at-large appointees), terms, officer roles, ethics/conflict expectations, and a fiduciary standard requiring loyalty and prudence in managing Trust assets solely for member benefits and reasonable administrative expenses.

The bylaws also provide practical operating rules needed for effective board administration, including meeting frequency, notice, quorum, voting thresholds for key decisions, and compliance with Idaho Open Meetings Law with limited executive session use as authorized by statute. Substantively, they outline Board powers and duties across vendor oversight (TPA, PBM, stop-loss, auditors, advisors), procurement alignment with City policies and Idaho Code Title 67, Chapter 28, budgeting and reserve practices (including IBNR reserves and a stabilization margin target), and annual stop-loss review. The bylaws further address HIPAA administration, public records handling consistent with Idaho Code § 74-106, claims administration and appeals (including delegated TPA processes and external review options), annual independent audit requirements, amendment standards (including a two-thirds vote and VEBA-related limitations), dissolution parameters, and indemnification/insurance protections for trustees acting in good faith.

Approval Process:

A 50% majority of the trustees present.

Budget Impact:

none

Regulatory Impact:

None

History:

Analysis:

Conclusion:

This agenda item presents the proposed bylaws for the City of Twin Falls Health Plan Trust for Board review and consideration. The bylaws were drafted and reviewed by the Trust and the City Attorney and are intended to formalize how the Trust will conduct meetings, exercise fiduciary oversight, manage assets and reserves, contract and monitor key vendors, and ensure compliance with applicable federal requirements and Idaho law.

Adoption of these bylaws will provide consistent internal governance standards to support transparent, compliant, and financially sound administration of the City's employee health plan through the Trust.

Attachments:

1. City of Twin Falls Health Insurance Health Trust Plan Bylaws - John and Bruce edits (003)

City of Twin Falls Health Plan Trust
Bylaws
DRAFT

Article I. Name, Purpose, and Scope

Section 1.1 Name. The name of this entity is the City of Twin Falls Health Plan Trust (the “Trust”).

Section 1.2 Purpose. The Trust exists and operates pursuant to a Trust Agreement; it holds and applies assets to pay benefits and reasonable administrative expenses of the City of Twin Falls (the “City”) group health plan for active employees and eligible dependents.

Section 1.3 Legal Status. The City’s group health plan is a “governmental plan” exempt from the Employee Retirement Income Security Act of 1974, as amended (“ERISA”); the Trust is a registered self-funded health care plan under Idaho state law.

Article II. Authority; Reserved Powers; Compliance

Section 2.1 Establishment. These Bylaws implement and operate under Ordinance No. 2026-__ (the “Ordinance”).

Section 2.2 Reserved Powers of Council. The City Council retains the authority to approve material contribution policy changes; and the Trustees have the authority to terminate and liquidate the Trust consistent with applicable federal and state laws and rules governing the Trusts including but not limited to the Trust Agreement.

Section 2.3 Compliance. The Trust and its vendors shall comply with applicable federal and state law, including Affordable Care Act (“ACA”) employer mandates and reporting, as well as the applicable provisions of COBRA, HIPAA, GINA, MHPAEA, and Idaho laws.

Article III. Board of Trustees

Section 3.1 Composition. The Trust is governed by a Board of Trustees (“Board”) pursuant to the Trust Agreement, consisting of five (5) individuals. The five trustees are currently: City Manager (or designee); Finance Director (or designee); Human Resources Director (or designee), and two (2) at-large members appointed by the City Manager. Any combination of employees, elected officials and/or subject matter experts may be appointed, at the discretion of the City Manager, to serve in the at-large positions.

Section 3.2 Terms and Staggering. Designees and at-large Trustees shall serve three-year staggered terms. There shall be no maximum of the number of terms a Trustee may serve.

Section 3.3 Removal and Vacancies. A Trustee may be removed for cause by the appointing authority and per the Trust Agreement. Board Vacancies shall be filled by appointment of the City Manager.

Section 3.4 Officers. The Board shall elect a Chair and Vice Chair annually; the HR Director shall serve as Secretary unless otherwise designated.

Section 3.5 Ethics and Conflicts. Trustees shall comply with the applicable provisions of the Idaho Code including Section 41-4015; disclose conflicts; and recuse as appropriate.

Section 3.6 Fiduciary Standard. Trustees shall act as fiduciaries with loyalty and prudence for the exclusive purpose of providing benefits and paying reasonable administrative expenses, with prudent investment principles applied to Trust assets.

Article IV. Meetings; Procedures

Section 4.1 Regular and Special Meetings. The Board shall meet at least quarterly; special meetings may be called by the Chair or any other Trustee with at least seven (7) days written notice and subject to Idaho's Open Meetings Law.

Section 4.2 Open Meetings and Executive Session. The Board shall comply with Idaho Open Meetings Law. Executive sessions are limited to the purposes authorized by Idaho Code § 74-206, including discussion of records exempt under § 74-106 (e.g., health records).

Section 4.3 Quorum and Voting. A majority of voting trustees constitutes a quorum. Actions require the affirmative vote of a majority of trustees present unless otherwise stated. A two-thirds vote is required to adopt/amend the investment policy, change stop-loss structure materially, or recommend dissolution.

Section 4.4 Rules of Order. The Board may use Robert's Rules of Order where not inconsistent with law or these Bylaws.

Article V. Powers and Duties

Section 5.1 Administration. The Board shall oversee and evaluate vendors including third party administrators ("TPAs"), pharmacy benefit managers, stop-loss carrier, actuary, consultant, auditor, legal counsel, investment advisor/manager, and custodian; adopt administrative policies; and ensure HIPAA business associate agreements ("BAAs") are in place.

Section 5.2 Procurement. The Board shall follow the City's procurement policies and Idaho Code Title 67, Chapter 28 for acquisitions of services and personal property, when necessary and required by law.

Section 5.3 Finance and Reserves. The Board shall ~~adopt an annual budget~~annually analyze premiums, expenditures, and projected financial performance, including pro-forma surplus and contribution levels, and; maintain actuarially determined ~~incurred-but-not-reported ("IBNR") reserves~~ and a stabilization margin target of [8-12] weeks of paid claims (as advised by the actuary and consistent in compliance with Idaho state law); and arrange an independent annual audit.

Section 5.4 Stop-Loss. The Board shall annually establish specific and aggregate stop-loss attachment points with actuarial input; monitor carrier financial strength; and align plan terms with stop-loss policy terms.

Section 5.5 Reporting and Compliance. The Board shall ensure and effect ~~ACA employer mandate/reporting compliance, CMS prescription drug submissions, COBRA administration and compliance,~~ HIPAA privacy/security compliance, ~~mental health parity analysis, and~~ State of Idaho self-funded plan reporting and filing requirements, as applicable, through vendors and staff.

Section 5.6 Quality and Grievances. Maintain utilization management and a member grievance/appeal process administered by the TPA, subject to Board oversight.

Commented [BH1]: What is this?

Article VI. Contributions; Assets; Investments

Section 6.1 Contributions. Employer ~~contributions as appropriated;and~~ employee contributions shall be deposited into the Trust account.

Section 6.2 Exclusive Benefit; No Inurement. Trust assets shall be used exclusively ~~for the purpose of providing benefits and administering the Plan, including but not limited to~~ to pay plan benefits, run-out claims, stop-loss premiums, ~~reasonable~~ administrative expenses, wellness/case management programs, and to maintain required reserves; no private inurement.

Section 6.3 Banking and Custody. Trust assets shall be held in accounts with ~~qualified~~ institutions; the Board shall designate the custodian and authorized signers.

Commented [BH2]: What is qualified?

Section 6.4 Investment Policy. The Board shall adopt ~~and comply with the City's investment policy that is consistent with Idaho law, and periodically review an investment policy emphasizing safety, liquidity, and yield; permissible instruments shall be consistent with Idaho law and City investment policy.~~

Article VII. Privacy; Public Records

Section 7.1 HIPAA. The plan is a covered entity; the Board shall ensure BAAs and reasonable administrative, physical, and technical safeguards are in place.

Section 7.2 Public Records. Protected health information ("PHI") and other exempt records shall be withheld or redacted consistent with Idaho Code § 74-106.

Article VIII. Claims and Appeals

Section 8.1 Delegation to TPA. Day-to-day claims administration is delegated to the TPA under a service agreement.

Section 8.2 Appeals. A multilevel appeal process is maintained that is set forth in the summary plan description generally providing for potentially three levels of appeal as follows: (1) mandatory TPA review and decision; (2) voluntary internal TPA review and decision ; and (3) voluntary binding external review (available only under specified circumstances) by an independent review organization not affiliated with the TPA or the Trust.

Article IX. Audits and Oversight

Section 9.1 Annual Audit. The Board shall engage an independent auditor annually to audit Trust financial statements.

Section 9.2 Vendor Performance Guarantees. TPA and PBM contracts shall include measurable service levels and fee-at-risk provisions.

Commented [BH3]: What does this require?

Article X. Amendments

Section 10.1 Amendments. These Bylaws may be amended by a two-thirds vote of the Board, subject to Council approval where reserved, provided that no amendment shall contravene VEBA requirements or authorize use of assets for non-permitted purposes.

Commented [BH4]: How does the VEBA fit in?

Article XI. Dissolution

Section 11.1 Dissolution. The Trust may only be dissolved in accordance with the Trust Agreement. Upon dissolution, assets shall remain in trust to pay accrued benefits/expenses and run-out liabilities; any residual shall be applied to permissible § 501(c)(9) welfare benefits for the covered group and applicable state law.

Article XII. Indemnification and Insurance

Section 12.1 Indemnification. Trustees and officers acting in good faith within the scope of their duties shall be indemnified to the extent permitted by law and covered by the City's risk management program.

Article XIII. Effective Date

Section 13.1 Effective Date. These Bylaws take effect upon adoption, following a majority vote of the Board members.



Date: Wednesday, April 15, 2026
To: Honorable Mayor and City Council
From:

INFORMATIONAL

Request:

Current expenses for Health Plan Trust.

Time Estimate:

Background:

Approval Process:

Budget Impact:

Regulatory Impact:

History:

Analysis:

Conclusion:

Attachments:

1. BalanceSheetbyMonth - Thru March 2026
2. ProfitandLossbyMonth - Thru March 2026

Balance Sheet

City of Twin Falls Health Plan Trust

As of Mar 31, 2026

	OCT 2025	NOV 2025	DEC 2025	JAN 2026	FEB 2026	MAR 2026
Assets						
Current Assets						
Bank Accounts						
Depositor Account	1,458,057.54	2,011,211.99	2,150,489.82	2,404,955.63	2,340,912.99	2,638,968.77
Trust Checking Account	50,910.72	47,322.03	47,246.70	-80,921.98	33,451.54	49,096.00
Total for Bank Accounts	1,508,968.26	2,058,534.02	2,197,736.52	2,324,033.65	2,374,364.53	2,688,064.77
Accounts Receivable						
Administration Fees - Health Equity (A/R)	604.00	1,210.00	1,816.00	0.00	0.00	0.00
Plan Member Contributions Receivable					199,764.00	0.00
Total for Accounts Receivable	604.00	1,210.00	1,816.00	0.00	199,764.00	0.00
Total for Current Assets	1,509,572.26	2,059,744.02	2,199,552.52	2,324,033.65	2,574,128.53	2,688,064.77
Total for Assets	1,509,572.26	2,059,744.02	2,199,552.52	2,324,033.65	2,574,128.53	2,688,064.77
Liabilities and Equity						
Liabilities						
Current Liabilities						
Accounts Payable						
Claims & Accounts Payable	-243,446.46	88,043.74	96,582.90	1,961.00	2,279.00	77,415.28
Total for Accounts Payable	-243,446.46	88,043.74	96,582.90	1,961.00	2,279.00	77,415.28
Total for Current Liabilities	-243,446.46	88,043.74	96,582.90	1,961.00	2,279.00	77,415.28
Total for Liabilities	-243,446.46	88,043.74	96,582.90	1,961.00	2,279.00	77,415.28
Equity						
Retained Earnings	1,398,814.98	1,398,814.98	1,398,814.98	1,398,814.98	1,398,814.98	1,398,814.98
Net Income	354,203.74	572,885.30	704,154.64	923,257.67	1,173,034.55	1,211,834.51
Total for Equity	1,753,018.72	1,971,700.28	2,102,969.62	2,322,072.65	2,571,849.53	2,610,649.49
Total for Liabilities and Equity	1,509,572.26	2,059,744.02	2,199,552.52	2,324,033.65	2,574,128.53	2,688,064.77

Profit and Loss by Month
City of Twin Falls Health Plan Trust
 October 1, 2025-March 31, 2026

	OCT 2025	NOV 2025	DEC 2025	JAN 2026	FEB 2026	MAR 2026	TOTAL
Income							
Cobra Premiums				9,118.00		1,854.00	10,972.00
Employee Premiums	34,336.83	34,327.17	34,419.50	34,368.50	33,965.00	34,812.29	206,229.29
Employer Premiums	428,526.50	429,400.50	431,930.50	432,483.50	454,224.00	439,056.00	2,615,621.00
Health Equity Admin Fees	604.00	606.00	606.00	76.00	666.00	627.00	3,185.00
Total for Income	463,467.33	464,333.67	466,956.00	476,046.00	488,855.00	476,349.29	\$2,836,007.29
Cost of Goods Sold							
Gross Profit	463,467.33	464,333.67	466,956.00	476,046.00	488,855.00	476,349.29	\$2,836,007.29
Expenses							
Admin Fees							
HUB International	6,426.00	6,426.00	6,426.00	6,426.00	6,426.00	6,426.00	38,556.00
Select Health							
Bi-Weekly Select Health	1,255.00	1,255.00	1,270.00	1,275.00	1,270.00	1,260.00	\$7,585.00
Library - Select Health	80.00	80.00	80.00	80.00	80.00	80.00	480.00
Total for Bi-Weekly Select Health	1,335.00	1,335.00	1,350.00	1,355.00	1,350.00	1,340.00	\$8,065.00
Cobra - Select Health	10.00	10.00	10.00		5.00	5.00	40.00
Fire Monthly - Select Health	200.00	200.00	200.00	200.00	210.00	220.00	1,230.00
Total for Select Health	1,545.00	1,545.00	1,560.00	1,555.00	1,565.00	1,565.00	\$9,335.00
Total for Admin Fees	7,971.00	7,971.00	7,986.00	7,981.00	7,991.00	7,991.00	\$47,891.00
Claims							
Medical Claims	50,999.27	116,635.66	212,121.81	98,374.81	127,201.40	334,295.88	939,628.83
RX Claims	32,404.36	53,134.54	46,990.15	81,330.84	34,846.66	88,996.34	337,702.89
Total for Claims	83,403.63	169,770.20	259,111.96	179,705.65	162,048.06	423,292.22	\$1,277,331.72
Contractual Services - Windsor	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	18,000.00
Dues & Subscriptions - Quickbooks	57.50	115.00	115.00	1,134.36			1,421.86
Health Equity							
Bi-Weekly Health Equity	488.00	488.00	494.00	498.00	500.00	496.00	\$2,964.00
Library - Health Equity	32.00	32.00	32.00	32.00	32.00	32.00	192.00
Total for Bi-Weekly Health Equity	520.00	520.00	526.00	530.00	532.00	528.00	\$3,156.00

Profit and Loss by Month
City of Twin Falls Health Plan Trust
 October 1, 2025-March 31, 2026

	OCT 2025	NOV 2025	DEC 2025	JAN 2026	FEB 2026	MAR 2026	TOTAL
Fire Monthly - Health Equity	80.00	80.00	80.00	80.00	84.00	84.00	488.00
Total for Health Equity	600.00	600.00	606.00	610.00	616.00	612.00	\$3,644.00
Insurance					1,625.00		\$1,625.00
Credits Received				0.00			0.00
Total for Insurance				0.00	1,625.00		\$1,625.00
Legal fees - Hawley-Troxell, LLP			1,334.00	1,961.00	318.00		3,613.00
Stop Loss - AGG							
Bi-Weekly - Stop - AGG	52,238.12	52,238.12	52,862.48	53,070.60	52,862.48	52,446.24	\$315,718.04
Library - Stop - AGG	3,329.92	3,329.92	3,329.92	3,329.92	3,329.92	3,329.92	19,979.52
Total for Bi-Weekly - Stop - AGG	55,568.04	55,568.04	56,192.40	56,400.52	56,192.40	55,776.16	\$335,697.56
Cobra - Stop - AG	416.24	416.24	416.24		208.12	8.31	1,465.15
Fire Monthly - Stop - AGG	8,324.80	8,324.80	8,324.80	8,324.80	8,741.04	9,157.28	51,197.52
Total for Stop Loss - AGG	64,309.08	64,309.08	64,933.44	64,725.32	65,141.56	64,941.75	\$388,360.23
Stop Loss - SPEC	2,567.79	2,567.79	2,592.72	2,584.41	2,601.03	-57,382.25	-\$44,468.51
Total for Expenses	161,909.00	248,333.07	339,679.12	261,701.74	243,340.65	442,454.72	\$1,697,418.30
Net Operating Income	301,558.33	216,000.60	127,276.88	214,344.26	245,514.35	33,894.57	\$1,138,588.99
Other Income							
Implementation Credit	50,000.00						50,000.00
Interest Income	2,645.41	2,680.96	3,992.46	4,758.77	4,262.53	4,905.39	23,245.52
Total for Other Income	52,645.41	2,680.96	3,992.46	4,758.77	4,262.53	4,905.39	\$73,245.52
Other Expenses							
Net Other Income	52,645.41	2,680.96	3,992.46	4,758.77	4,262.53	4,905.39	\$73,245.52
Net Income	354,203.74	218,681.56	131,269.34	219,103.03	249,776.88	38,799.96	\$1,211,834.51