

TAHOE TRANSPORTATION DISTRICT (TTD)

BUDGET FINANCE COMMITTEE

Meeting Agenda

Tahoe Regional Planning Agency
128 Market Street
Stateline, NV 89449

February 10, 2017
9:00 a.m.

All items on this agenda are action items unless otherwise noted. Items on the agenda may be taken out of order. The Committee may combine two or more items for consideration. The Committee may remove an item from the agenda or delay discussion relating to an item on the agenda at any time.

I. PUBLIC INTEREST COMMENTS

All comments are to be limited to no more than five minutes per person. Comments made cannot be acted upon or discussed at this meeting, but may be placed on a future agenda for consideration.

II. DISCUSSION ITEMS

	<u>Page</u>
A. <i>For Possible Recommendation:</i> Review and Acceptance of the District's Financial Statement of Operations for September and October 2016	5
B. <i>For Possible Recommendation:</i> Authorize the Renewal of the District's Line of Credit with Nevada State Bank at a Minimum Amount of \$500,000 for Purposes of Cash Flow Management for District Operations	17
C. <i>For Possible Recommendation:</i> Authorize District Manager to Sign an Inter-local Agreement with Nevada Department of Transportation for the Nevada Stateline to Stateline Bikeway, North Demonstration Project	37

III. PUBLIC INTEREST COMMENTS

IV. ADJOURNMENT

**TAHOE TRANSPORTATION DISTRICT (TTD)
TAHOE TRANSPORTATION COMMISSION (TTC)
Meeting Agenda**

**Tahoe Regional Planning Agency
128 Market Street
Stateline, NV 89449**

**February 10, 2017
9:30 a.m.**

All items on this agenda are action items unless otherwise noted. Items on the agenda may be taken out of order. The Board may combine two or more items for consideration. The Board may remove an item from the agenda or delay discussion relating to an item on the agenda at any time.

I. CALL TO ORDER AND GENERAL MATTERS

- A. Roll Call and Determination of Quorum of TTD/TTC
- B. Approval of Agenda for February 10, 2017
- C. Approval of Minutes of December 9, 2016

II. PUBLIC INTEREST COMMENTS

At this time, members of the public shall have the opportunity to directly address the Board. All comments are to be limited to no more than five minutes per person. The Board is prohibited by law from taking immediate action on or discussing issues raised by the public that are not listed on this agenda. In addition, members of the public shall have the opportunity to directly address the Board after each item on which action may be taken is discussed by the public body, but before the public body takes action on the item.

III. BUDGET FINANCE COMMITTEE REPORT

IV. TAHOE REGIONAL PLANNING AGENCY ADVISORY PLANNING COMMISSION APPOINTEE REPORT

V. PUBLIC HEARING

- A. Conduct Public Hearing to Establish TTD Eligibility to Pursue Section 5310 Grant Funding to Operate Transportation Services for Seniors and Individuals with Disabilities

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VI. TAHOE TRANSPORTATION DISTRICT (TTD) CONSENT ITEMS

- A. *For Possible Action:* Review and Acceptance of the District's Financial Statement of Operations for September and October 2016
- B. *For Possible Action:* Authorize the Renewal of the District's Line of Credit with Nevada State Bank at a Minimum Amount of \$500,000 for Purposes of Cash Flow Management for District Operations

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VII. TAHOE TRANSPORTATION DISTRICT (TTD) BUSINESS ITEMS

- A. *For Possible Action:* Review and Accept the Quarterly Transit Report for the Second Quarter of Fiscal Year 2017
- B. *For Possible Action:* Adopt Resolution 2017-001 Authorizing the District Manager or Designee to Sign Federal Transit Administration Section 5310 Grant Funding Agreements

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	<u>Page</u>
C. <i>For Possible Action:</i> Approve Two Actions: the Development of a Fleet Replacement Plan for TTD Transit Operations, Including Clean Fuel Type, and the Development of a Procurement Package for the Acquisition of Electric Buses	26
D. <i>For Possible Action:</i> Authorize District Manager to Sign an Inter-local Agreement with Nevada Department of Transportation for the Nevada Stateline to Stateline Bikeway, North Demonstration Project	37

VIII. DISTRICT MANAGER REPORT

IX. LEGAL COUNSEL REPORT

X. BOARD, COMMISSION MEMBER AND STAFF COMMENTS

XI. NON-MEETING CLOSED TO THE PUBLIC – LEGAL BRIEFING AND DELIBERATION

XII. ITEMS FOR POSSIBLE ACTION FOLLOWING NON-MEETING

For Possible Action: Create Ad Hoc Litigation Committee and Appoint Members

XIII. PUBLIC INTEREST COMMENTS

XIV. ADJOURNMENT

COMPLIANCE WITH PUBLIC NOTICE REQUIREMENTS

This notice and agenda has been posted at the TTD office and at the Stateline, Nevada post office. The notice and agenda has also been posted at the North Tahoe Conference Center in Kings Beach, the Incline Village GID office and the North Tahoe Chamber of Commerce and on the TTD website: www.tahoetransportation.org.

For those individuals with a disability who require a modification or accommodation in order to participate in the public meeting, please contact Judi Allen at (775) 589-5502 or jallen@tahoetransportation.org.

Nevada Open Meeting Law Compliance

Written notice of this meeting has been given at least three working days before the meeting by posting a copy of this agenda at the principal office of the Board and at three other separate, prominent places within the jurisdiction of the Board not later than 9 a.m. of the third working day before the meeting.

Written notice of this meeting has been given by providing a copy of this agenda to any person who has requested notice of the meetings of the Board. Such notice was delivered to the postal service used by the Board not later than 9 a.m. of the third working day before the meeting for transmittal to the requester by regular mail, or if feasible for the Board and the requester has agreed to receive the public notice by electronic mail, transmitted to the requester by electronic mail sent not later than 9 a.m. of the third working day before the meeting.

Supporting materials were provided to any person requesting such materials and were made available to the requester at the time the material was provided to the members of the Board or, if provided to the members of the Board at the meeting, were made available to the requester at the meeting and are available on the TTD website: www.tahoetransportation.org. Please send requests for copies of supporting materials to Judi Allen at (775) 589-5502 or jallen@tahoetransportation.org.

**TAHOE TRANSPORTATION DISTRICT
BOARD MEETING MINUTES
December 9, 2016**

TTD Board Members in Attendance:

Steve Teshara, SS-TMA, Chair
Marsha Berkgigler, Washoe County
Will Garner, Placer County
Mark Kimbrough, Carson City
Nancy McDermid, Douglas County, Vice Chair
Sue Novasel, El Dorado County
Austin Sass, City of South Lake Tahoe
Vince Arthur, Member at Large
Ron Treabess, TNT-TMA
Sondra Rosenberg, NDOT

TTD Board Members Absent:

Mike Gabor, U.S. Forest Service
Neil Mortimer, Washoe Tribe
Arthur Murray, Caltrans

Others in Attendance:

Carl Hasty, Tahoe Transportation District
Joanie Schmitt, Tahoe Transportation District
George Fink, Tahoe Transportation District
Russ Nygaard, Tahoe Transportation District
DeDe Aspero, Tahoe Transportation District
Nick Haven, Tahoe Regional Planning Agency
Judi Allen, Tahoe Transportation District
Adam Spear, Esq., General Counsel, Tahoe Transportation District

I. TAHOE TRANSPORTATION CALL TO ORDER AND ROLL

A. Roll Call and Determination of Quorum

The meeting of the Tahoe Transportation District was called to order by Chairman Teshara at 9:30 a.m., at the Tahoe Regional Planning Agency. Roll call was taken and it was determined a quorum was in attendance for the TTD.

Mr. Treabess arrived at 9:31 a.m.

B. Approval of TTD Agenda of December 9, 2016

Motion/second by Ms. Novasel/Mr. Garner to approve the TTD agenda for today's meeting. The motion passed unanimously.

C. Approval of TTD Meeting Minutes for November 18, 2016

Motion/second by Mr. Kimbrough/Mr. Sass to approve the TTD minutes, with a correction by Mr. Teshara. The motion passed, with Ms. Berkgigler abstaining.

II. PUBLIC INTEREST COMMENTS

Mr. Sass noted Mr. Teshara's Christmas tie.

III. BUDGET FINANCE COMMITTEE REPORT

There was no finance committee meeting.

IV. TAHOE REGIONAL PLANNING AGENCY ADVISORY PLANNING COMMISSION APPOINTEE REPORT

Mr. Teshara reported the Advisory Planning Commission reviewed the environmental document for the Placer County Tahoe Basin Area Plan and Tahoe City Lodge Project and voted to recommend certification to the Governing Board. The Commission also voted to recommend the Governing Board issue the 2015 Threshold Evaluation Report.

V. TAHOE TRANSPORTATION DISTRICT (TTD) BUSINESS ITEMS

A. Review and Acceptance of the District's Fiscal Year 2015-16 Financial Audit Report

Ms. Schmitt reviewed this item and introduced Dean Votava, senior manager of Davis Farr. Mr. Votava reviewed the audit report.

Action Requested: For Possible Action

Mr. Treabess made the motion to accept the District's Financial Audit for Fiscal Year 2015-16. Ms. Berkbigler seconded the motion. The motion passed unanimously.

B. Appointment of TTD's Representative and Alternate to the Tahoe Regional Planning Agency's Advisory Planning Committee

Mr. Hasty reviewed this item.

Action Requested: For Possible Action

Ms. Novasel made the motion to appoint Mr. Teshara as the District's Advisory Planning Committee appointee. Ms. Berkbigler seconded the motion. The motion passed unanimously.

Ms. McDermid arrived at 9:47 a.m.

Mr. Sass made the motion to appoint Mr. Hasty as the District's Advisory Planning Committee appointee alternate. Ms. Berkbigler seconded the motion. The motion passed unanimously.

C. Adopt a Zero Tolerance Drug and Alcohol Policy for Safety Sensitive Employees

Ms. Aspero reviewed this item.

Mr. Sass suggested changing the testing procedure from a urine test to a hair analysis. Mr. Spear explained the procedures in the policy are mandated by the FTA.

Action Requested: For Possible Action

Mr. Treabess made the motion to adopt the Zero Tolerance Drug and Alcohol Policy for safety sensitive employees and directed staff to look into other methods of testing. Ms. Berkbigler seconded the motion. The motion passed unanimously.

- D. Adopt a Resolution Authorizing the Filing of Applications with the Federal Transit Administration, an Operating Administration of the United States Department of Transportation, for Federal Transportation Assistance Authorized by Chapter 53 of Title 49 of the United States Code and Any Other Federal Statutes Administered by the Federal Transit Administration

Mr. Fink reviewed this item.

Action Requested: For Possible Action

Mr. Garner made the motion to adopt Resolution 2016-015. Mr. Kimbrough seconded the motion. The motion passed unanimously.

- E. Presentation and Discussion on Key Data Findings for Ferry Oriented Development for the Draft Transit and Corridor Connection Plans Relevant to Implementation Planning and the Update of the Regional Transportation Plan

Mr. Hasty reviewed this item and a discussion was held.

Action Requested: For Discussion and Possible Direction

VI. DISTRICT MANAGER REPORT

Mr. Hasty informed the Board the regular January meeting would not be held. He also noted the House has passed the Water Resource Development Act and are waiting on the Senate to pass it. The Act contains the correction for Tahoe's FAST Act transit funding formula.

VII. LEGAL COUNSEL REPORT

Mr. Spear reported there was no need to have the non-meeting. He announced he is graduating from University of Nevada Reno's Master of Business Administration program.

VIII. BOARD, COMMISSION MEMBER AND STAFF COMMENTS

Mr. Treabess noted tomorrow is a ribbon cutting for the new ice rink at the Tahoe City golf course.

Ms. McDermid stated a workshop with Douglas County and NDOT is being held next Wednesday to exchange information and ideas regarding all aspects of NDOT's transportation program.

Ms. Novasel stated the second housing task force meeting will be held next Thursday; that Tahoe Paradise Park is open with winter programs; the county received a grant to pursue the roundabout at Pioneer and Highway 50; and the bike trails from Meyers to the Y will have snow removal.

Mr. Sass stated El Dorado County's election is over with Measure P passing to fund a new recreation and swim complex and Measure T passing by 11%, which then went back to court on December 5.

IX. PUBLIC INTEREST COMMENTS

No public interest comments were made.

X. NON-MEETING CLOSED TO THE PUBLIC - LEGAL BRIEFING AND DELIBERATION

XI. ITEMS FOR POSSIBLE ACTION FOLLOWING NON-MEETING

Approve the Terms of a Close-Out Agreement Regarding the Management, Operations and Maintenance Agreement for Transit Services By and Between the Tahoe Transportation District and Keolis Transit America, Dated July 8, 2011

Action Requested: For Possible Action

The non-meeting was not held, therefore there was no action to take.

XII. ADJOURNMENT

The meeting adjourned at 11:26 a.m.

Respectfully Submitted:

*Judi Allen
Executive Assistant
Clerk to the Board
Tahoe Transportation District*

(The above meeting was recorded in its entirety, anyone wishing to listen to the aforementioned tapes, please contact Judi Allen, Clerk to the Board, (775) 589-5502.)



MEMORANDUM

Date: February 6, 2017
To: Tahoe Transportation District (TTD) Board of Directors
From: TTD Staff
Subject: Conduct Public Hearing to Establish TTD Eligibility to Pursue Section 5310 Grant Funding to Operate Transportation Services for Seniors and Individuals with Disabilities

Action Requested:

It is requested the Board conduct a public hearing to establish eligibility to pursue funding to operate transportation services for seniors and individuals with disabilities.

Fiscal Analysis:

Section 5310 funds are important to TTD's support of the Mobility Management Program and staff position. If a non-profit chooses to use the funds, TTD will scale back its program to work within the financial resources available.

Background:

For four years, TTD has provided a Board approved Mobility Management Program to help Tahoe and Truckee area seniors with access to medical care and other needs often found in the valley communities of Nevada and California. TTD has used a federal funding source known as Section 5310 funds for this program available through Caltrans and NDOT as discretionary grants awarded through an application process. Now that the FAST Act has ensured the Tahoe Metropolitan Planning Organization is an urban recipient of federal formula funds for projects and transit, new rules apply to the determination of who will use Section 5310 funds. Eligible non-government organizations (non-profits) have precedence over TTD should they wish to provide the same type of eligible services. Therefore, notice to these groups and a hearing are required to determine the eligibility of TTD using said funds.

Title 49 U.S.C. 5310(a)(2) provides that a State may allocate apportioned funds to a governmental authority provided that: 1) the governmental authority is approved by the State to coordinate services for seniors and individuals with disabilities; and 2) there are no non-profit organizations readily available in the area to provide the special services. A public hearing is a required part of the application process and should be completed between the Call for Projects release date and the due date of the application to the Regional Transportation Planning Agency (RTPA).

The 5310 funding program is intended to serve the transportation needs of the aged and those with disabilities. For a public agency to be eligible to submit an application, it must first reach out to non-profit entities within the service area that may have the capacity to provide such

GF/ja

AGENDA ITEM: V.A.

service and hold a public hearing to determine the interest of said agencies. Staff is also seeking TTD Board guidance and direction.

Discussion:

A competitive funding round was opened by Caltrans with applications due March 1, 2017 for transit agencies operating in rural and small suburban areas of the state. Eligible funding categories are for vehicle purchase, service operations and mobility management. In the last funding cycle, TTD successfully applied for \$194,856 to provide operation of the Demand Response and South Lake Tahoe - Specialized Transportation Service (SLT-STs) shuttle program, along with mobility management.

With passage of the Fast Act, the TTD is now classified as a large urban direct (UZA) recipient and receives a direct allocation of 5310 formula funds from the FTA. The Demand Response program operates strictly within basin, so is now ineligible for the Caltrans 5310 funding allocation. However, the STS shuttle and partial support of the Mobility Manager position fall within Caltrans funding authority. These services extend from the basin, through undesignated rural area and into the Sacramento UZA. The portion of the service outside the basin is eligible for reimbursement of operating expenses. If awarded, the grant will be in effect for a two year period, with appropriation of the second year's funding contingent upon successful use of the first year's allocation.

Per the grant requirements, staff sent letters of inquiry to all agencies in the basin that may provide or be interested in providing transportation for ADA-qualified riders and seniors. Staff have not received feedback from these agencies, as of the date this report was prepared. Letters were sent to the following agencies:

- South Lake Tahoe Seniors Inc.
- South Lake Tahoe Cancer Society
- South Lake Tahoe American Legion
- South Lake Tahoe Family Resource Center
- Kelly Ridge Senior Living

Per the hearing notice requirements, an advertisement of this public hearing was placed in a newspaper of general circulation 10 days prior to the meeting of the Board of Directors, inviting public participation and comment.

Staff seeks public and Board input and comments regarding the draft funding and implementation strategy.

Additional Information:

If you have any questions or comments regarding this item, please contact George Fink at gfink@tahoetransportation.org or (775) 589-5325.

Attachments:

- A. Caltrans Public Agency Certification
- B. Letter to non-profit agencies

SECTION 5310 – Traditional Program
APPLICANT ELIGIBILITY - Public Agency Certification

Title 49 U.S.C. 5310(a)(2) provides that a State may allocate apportioned funds to a governmental authority provided that: 1) the governmental authority is approved by the State to coordinate services for seniors and individuals with disabilities; and 2) there are no non-profit organizations readily available in the area to provide the special services.

A public agency must certify that no non-profit agencies are readily available to provide the proposed service, by completing and signing the “**Public Agency Certification**” below. A public hearing is a required part of the application process and should be completed between the Call for Projects release date and the due date of the application to the RTPA. If a public hearing has been scheduled, but not completed by this date, write the scheduled hearing date in the space provided at the bottom of the Certification. Only under extenuating circumstances will Caltrans accept missing documentation relative to this Certification after the application closing date on EGM.

Public Agencies

Check one and provide the following as instructed:

- a) Certifying to the Governor that no non-profit corporations or associations are readily available in the service area to provide the proposed service.

Note: If a hearing is scheduled but has not yet been held, follow instructions provided below (shown in italics), under each specific item.

1. The applicant will upload proof of a public hearing notice and a copy of the contact letter sent to non-profit transportation providers informing them of the hearing. *If the hearing has not been held prior to the application’s submittal to the RTPA, then proof of the scheduled public hearing date must be submitted to both Caltrans and the RTPA prior to the final application due date.*
 2. The applicant will upload a resolution that no non-profit agencies are readily available to provide the proposed service. *If a hearing has not yet been held, submit the resolution following the hearing.*
 3. Complete Public Agency Certification. *If a hearing has not yet been held, submit certification following the hearing to Caltrans.*
 4. The applicant will upload proof of contact with all non-profit transportation providers regarding notice of public hearing.
- b) Approved by the State to coordinate services for seniors and individuals with disabilities, including CTSAAs designated by the RTPA.
1. The applicant will upload current designation letter.

Certification of No Readily Available Service Providers

The public agency, Tahoe Transportation District, certifies that there are no non-profit agencies readily available to provide the service proposed in this application.

Certifying Representative

Name (print): Carl Hasty	
Title (print): District Manager	
Signature:	Date February 25, 2017

Date of Hearing:



Connecting our communities

February 1, 2017

American Legion Post #795
2748 Lake Tahoe Blvd
South Lake Tahoe, CA 96150

RE: Federal Transportation Agency (FTA) 5310 Funding Opportunity
Transportation Services for Seniors and Individuals with Disabilities

Dear Commander,

The California Department of Transportation (Caltrans) recently released a call for transportation projects funded through the FTA's 5310 program. Non-profits serving seniors and individuals with disabilities are eligible to compete for this funding which can be used for vehicle and equipment purchase, operations and mobility management. A government agency can apply for these funds only after determining that non-profit agencies within its service area will not apply to the program. I am writing today to alert you to this call for projects and to ask you to respond as to whether you plan to submit an application no later than February 10, 2017.

To assist your agency with evaluating the viability of applying for 5310 funds, please consult these resources:

Caltrans 5310 webpage:

<http://dot.ca.gov/hq/MassTrans/5310.html>

5310 Program Factsheet:

<http://dot.ca.gov/hq/MassTrans/5310.html>

The Tahoe Transportation District (TTD) will be holding a public hearing to determine whether any non-profit agencies operating within the District's service area are readily available to provide transportation services intended for seniors and individuals with disabilities under Title 49 U.S.C. 5310. Should your non-profit be available and interested in providing such service, they should appear at the public hearing to affirm their interest. The TTD Board of Directors will hold the hearing during its regularly scheduled board meeting on February 10, 2017, at 128 Market Street, Stateline, NV. The meeting starts at 9:30 a.m. with the hearing early on the agenda. Public comment will be limited to five minutes per person.

If you have any questions, please contact Angela Swanson, TTD Mobility Manager, at (775) 589-5504, for information.

Sincerely,

George Fink
Transit System Program Manager

128 Market Street Suite 3F Stateline, Nevada 89449 | PO Box 499 Zephyr Cove, Nevada 89448
775.589.5500 Fax 775.588.0917 tahoetransportation.org

Board of Directors City of South Lake Tahoe El Dorado County Placer County Washoe County Douglas County Carson City CalTrans
Truckee-North Tahoe Transportation Management Association South Shore Transportation Management Association Member At Large NDOT
GF/ja



MEMORANDUM

Date: February 6, 2017
To: Tahoe Transportation District (TTD) Board of Directors
From: TTD Staff
Subject: Review and Acceptance of the District's Financial Statement of Operations for September and October 2016

Action Requested:

It is requested the Board approve the Financial Statement of Operations for the first four months of Fiscal Year 2017 (FY17) ending October 31, 2016.

Fiscal Analysis:

The District, working with our auditors, recorded \$62,796 as miscellaneous revenue for maintenance parts received from Diversified Transportation in prior period July, 2016. An additional \$10,000 for consumables and small equipment also received from Diversified was recorded in September.

In December of last year, the Nevada and California Congressional delegations were successful in getting the FAST Act language for Tahoe's urban designation corrected. Staff is anticipating the correction should result in the annual Section 5307 distribution to the Basin of approximately \$3,126,530, which will fully replace the Section 5311 discretionary funding for transit operations serving Tahoe prior to the urban designation language. To date, Congress has appropriated half of the 5307 funds for FY17 and the Federal Transit Administration has apportioned those funds to the receiving agencies, with the balance still pending. Funding will be allocated between Placer County and the District per the agreement between them and TRPA/TMPO.

The District recorded the transfer of the 2014 Chevrolet Equinox from the Government Fund Account to the Transit Fund in July, 2016. The asset was valued at \$11,302 at time of the transfer.

Background:

Staff has completed analyzing financial information for the first four months of FY17. The presentation of the financial information will highlight FY17 September and October activity and continues to detail the District's funds: General, Capital Improvement Program (CIP), and Transit Operations.

Discussion:

General Fund –

Overall, the District ended with an increase of \$8,012 for September and October activity. The increase can be summarized as follows:

JS/ja

AGENDA ITEM: VI.A.

<u>District Operations Revenues</u>		<u>District Operations Expenses</u>	
Rental Car Mitigation Fees (RCMF)	\$30,228	Salaries & Benefits	\$42,464
Admin Support	\$64,797	TRPA Services	\$13,884
Interest	\$20	Government Affairs Rep	\$6,000
		Auditing Fees	\$9,000
		Other Professional Services	\$4,535
		Insurance	\$5,430
		Taxes	\$2,769
		Other Costs	\$2,952
Total Revenue	<u>\$95,046</u>	Total Expenses	<u>\$87,034</u>

RCMF have increased \$11,385 from \$32,186 in FY16 to \$43,571 in FY17. An additional \$2,415 for October's Budget Rent A Car fees were received late and therefore recorded in November.

TTD will be receiving \$150,000 in Administrative Fees from Tahoe City Public Utility District. These funds are estimated to be received in the first quarter of calendar 2017 and will help offset SR 89 project costs being charged to the general fund until the Active Transportation Program funding is in place, which is expected in April 2017.

The net result increased the General Fund's overall fund balance for the year to \$499,723, which is \$14,973 more than at the start of the fiscal year.

CIP Fund –

September and October activity resulted in an increase of \$46 (Interest). Below is a brief recap of the September and October activity for the CIP fund.

<u>Funding Source</u>	<u>Expenditures</u>	<u>Grant Balance</u>
Public Lands Highways Discretionary Fund		
US 50	\$45,613	\$21,198
Federal Transit Administration		
NDOT 5303	\$8,250	\$188,062
NDOT 5310 (ADA Van)	\$0	\$53,536
NDOT Value Pricing Pilot Program (VPPP)	\$1,370	\$288,605
Surface Transportation Program		
Caltrans – US 50	\$8,608	\$1,507,392
Federal Transportation Alternatives Program		
Placer County	\$0	\$180
Contributions		
Placer County AQMF – SR 89	\$8,933	\$6,884
Mariner AQMF (VPPP Match)	\$343	\$114,506
Prop 1B		
PTMISEA – Vehicles (FTA 5308)	\$0	\$1,456
PTMISEA – Transit System Modernization	\$20,045	\$957,755
PTMISEA – AVL and Scheduler	\$0	\$180,019
TSSSDRA – Shelter Security	\$0	\$1,171
Question 1		
NV Bikeway	<u>\$17,367</u>	\$1,015,768
Total Expenditures	<u>\$110,530</u>	

The CIP Fund transferred \$4,724 in phones and IT Equipment purchased with the Prop 1B – PTMISEA Transit System Modernization grant to the Transit Fund.

The net result increased CIP’s overall fund balance to \$1,111, which is \$100 more than at the start of the fiscal year.

Transit Fund-

Overall, the District ended with a decrease of \$130,648 for September and October activity. The decrease can be summarized as follows:

	<u>S. Shore Ops</u>	<u>SR 28</u>	<u>Mobility Mgmt</u>	<u>CMAQ</u>
<u>Revenue Detail</u>				
FTA 5307 (Fast Act)	\$73,282	\$361		
NDOT				
FTA 5311	\$342,876	\$12,198	\$3,841	
Caltrans				
FTA 5310			\$18,768	
Congestion Mitigation and Air Quality (CMAQ)				\$2,899
Contributions				
Vail	\$141,668			
The Ridge	\$20,683		\$2,755	
Douglas County	\$8,224		\$108	
Barton			\$0	
Tahoe Truckee			\$726	
Other			\$6	
Transportation Development Act (TDA)				
Local Transportation Fund (LTF)	\$144,100			
State Transit Assistance (STA)	\$52,554			
Nevada State Parks		\$6,322		
Older Americans Act			\$6,588	
Farebox Revenue	\$69,971	\$2,027	\$2,496	
Pass Sales	\$16,857			
Miscellaneous	\$10,005	\$1		
Interest	\$57			
Insurance Claim	\$1,000			
Total Revenues	\$881,277	\$20,909	\$35,288	\$2,899
<u>Expense Detail</u>				
Personnel	\$552,265	\$14,101	\$23,436	
Fuel	\$41,567	\$497	\$1,377	
Insurance	\$49,964	\$2,133	\$1,784	
Repairs/Maintenance	\$103,925		\$1,015	
Professional Services	\$16,735	\$1,784	\$4,874	
ICAP	\$56,818	\$1,662	\$1,730	
Depreciation	\$122,909			
Other Expenses	<u>\$67,743</u>	<u>\$731</u>	<u>\$1,072</u>	<u>\$2,899</u>
Total Expenses	\$1,011,926	\$20,908	\$35,288	\$2,899
Increase/(Decrease)	(\$130,649)	\$1	\$0	\$0

JS/ja

AGENDA ITEM: VI.A.

As mentioned above, the Transit fund transferred 20 phones and IT equipment totaling \$4,724 from the CIP fund, transferred the Chevy Equinox in July, and recorded Diversified Transportation parts inventory to Miscellaneous Revenue in July.

The net result decreased Transit's overall fund balance for the year to \$4,856,530, which is \$53,297 less than at the start of the fiscal year. It should be noted that as of October 31, 2016, the transit fund cash increased by \$141,398 in FY17. (See Attachment A – Operations Schedule). The difference is mainly attributable to depreciation expense, loss on disposals, and transfers of assets from the CIP fund.

Balance Sheet-

The detailed balance sheet as of October 31, 2016 is attached (Attachment A).

The fixed asset balances, net of depreciation, include \$3,091,606 in transit funds and \$243,181 in the general fund of federalized/state obligations. Should the District choose to liquidate a federalized asset, permission from the governmental agency is required and their obligation takes priority.

Additional Information:

If you have any questions or comments regarding this item, please contact Joanie Schmitt at (775) 589-5507 or jschmitt@tahoetransportation.org.

Attachment:

A. September and October Financials

**Tahoe Transportation District
Balance Sheet
As of October 31, 2016**

	TOTAL	General	CIP	Transit	GFA
ASSETS					
Cash & Equivalents	1,036,348	395,367	179,009	461,973	
Accounts Receivable	2,956,066	30,228	1,010,782	1,915,057	
Prepays	110,003	90,067		19,936	
Inventory	70,722			70,722	
*Capital Assets, Net Depreciation	3,322,630			3,322,630	300,842
TOTAL ASSETS	7,495,770	515,661	1,189,791	5,790,318	300,842
LIABILITIES					
Accounts Payable	157,665	15,938	44,738	96,990	
Deferred Revenues	1,917,050		1,143,942	773,108	
Nevada State Bank - LOC					
EE Compensated Absences	63,690			63,690	47,464
TOTAL LIABILITIES	2,138,405	15,938	1,188,679	933,788	47,464
NET POSITION					
Invested in Capital Assets	3,587,089			3,587,089	357,165
Unrestricted	1,763,499	439,750	1,012	1,322,737	-48,447
Contingency Fund					
Reserved for Encumbrances	45,000	45,000			
SUB TOTAL NET POSITION	5,395,588	484,750	1,012	4,909,826	308,718
FY 17 Increase (Decrease)	-38,224	14,973	100	-53,297	-55,340
TOTAL NET POSITION	5,357,364	499,723	1,111	4,856,530	253,378
TOTAL LIABILITIES & NET POSITION	7,495,770	515,661	1,189,791	5,790,318	300,842

* The fixed asset balances, net of depreciation, include \$3,091,606 in transit funds and \$243,181 in the governmental-wide fund account of federalized obligations. Should the District choose to liquidate a federalized asset, permission from the governmental agency is required and their obligation takes priority.

**Tahoe Transportation District
Statement of Operations
July 1, 2016 through October 31, 2016**

	TOTAL	General	CIP	Transit	GFA
Revenues					
Federal Grants	954,988		149,817	805,171	
State Funding	529,248		63,866	465,382	
Contributions	368,282		19,231	349,051	
General Revenues	201,447	127,146		74,302	
Charges for Services	269,524	43,571		225,953	
Special Items	937	20	100	817	
TOTAL REVENUES	2,324,426	170,737	233,013	1,920,676	
Expenses					
Personnel	1,127,053	72,905	79,234	974,913	
Personnel - Compensated Absences	28,301			28,301	-982
Contracts	116,874		109,333	7,541	
Fuel	98,545			98,545	
Depreciation	250,143			250,143	45,020
Other Operating	589,846	80,312	26,844	482,689	
ICAP - 10%	127,146		12,660	114,486	
Capital Outlay	36,044	2,546		33,498	
Interest					
Other Funding Sources	-11,302		4,843	-16,145	11,302
TOTAL EXPENSES	2,362,650	155,763	232,914	1,973,973	55,340
FY 17 Increase / (Decrease) to Net Position	-38,224	14,973	100	-53,297	-55,340

**Tahoe Transportation District
General Fund
Statement of Operations
July 1, 2016 through October 31, 2016**

	General Fund Activity				Actual vs Budget			Program YTD		
	Jul - Aug	Sept	Oct	Sept & Oct	YEAR TO DATE	Board Approved Budget	Var %	District Ops	CNG	Program Totals
Revenues										
General Revenues										
Admin Support	62,348	40,872	23,926	64,797	127,146	515,118	24.68%	127,146		127,146
Miscellaneous						500	0.00%			
Contributions						20,000	0.00%			
Total General Revenues	62,348	40,872	23,926	64,797	127,146	535,618	23.74%	127,146	0	127,146
Charges for Services										
Administrative Fees						80,000	0.00%			
Rental Car Mitigation Fees	13,343	28,980	1,249	30,228	43,571	85,000	51.26%	43,571		43,571
CNG Station Revenues							0.00%			
Total Charges for Services	13,343	28,980	1,249	30,228	43,571	165,000	26.41%	43,571	0	43,571
Special Items										
Sale of Fixed Assets										
Interest Revenue		2	18	20	20	240	8.38%	20		20
Total Special Revenues	0	2	18	20	20	240	8.38%	20	0	20
TOTAL REVENUES	75,691	69,853	25,192	95,046	170,737	700,858	24.36%	170,737	0	170,737
Expenses										
Operating										
Personnel	30,441	22,336	20,128	42,464	72,905	203,869	35.76%	72,905		72,905
Repairs & Maintenance						400	0.00%			
Insurance	5,182	2,591	2,839	5,430	10,612	36,525	29.05%	9,364	1,248	10,612
Facility Rent	5,567	2,783	2,783	5,567	11,133	22,932	48.55%	11,133		11,133
Facility Utilities	569	285	285	569	1,139	6,180	18.42%	1,139		1,139
Telephone			450	450	450			450		450
Supplies	2,310	1,142	1,606	2,748	5,058	17,640	28.68%	5,058		5,058
Advertising & Public Relations						2,400	0.00%			
Reproduction & Printing	60				60	2,400	2.50%	60		60
Postage						300	0.00%			
Dues, Subscriptions & Publications	346	793	168	961	1,307	20,000	6.54%	1,307		1,307
License & Permits						500	0.00%			
Professional Services	19,040	8,222	7,778	16,000	35,040	216,328	16.20%	35,040		35,040
Legal Services						5,000	0.00%			
Auditing Services	2,400		9,000	9,000	11,400	36,110	31.57%	11,400		11,400
Bank Fee / CC Fees						3,500	0.00%			
Transit Management - No Shore						20,000	0.00%			
Training		450		450	450	5,800	7.76%	450		450
Travel	42	408		408	450	16,500	2.73%	450		450
Taxes		2,769		2,769	2,769	8,000	34.61%	2,769		2,769
Miscellaneous Expenses	226	108	110	218	444	5,000	8.88%	444		444
Total Operating	66,184	41,887	45,147	87,034	153,217	629,384	24.34%	151,969	1,248	153,217
Capital Outlay										
Office & Equipment over \$5000										
Office & Equipment under \$5000	2,546				2,546	24,000	10.61%	2,546		2,546
CIP over \$5000										
Reimbursed Capital Expenses										
Total Capital Outlay	2,546	0	0	0	2,546	24,000	0.00%	2,546	0	2,546

**Tahoe Transportation District
General Fund
Statement of Operations
July 1, 2016 through October 31, 2016**

Interest										
Interest Expense						3,000	0.00%			
Total Interest Expense	0	0	0	0	0	3,000	0.00%	0	0	0
Other Financing Sources										
Preventive Maint (In)										
Capital Outlay (In) Out										
Transfer (In) Out										
Total Other Financing Sources	0	0	0	0	0	0	0.00%	0	0	0
TOTAL EXPENSES	68,730	41,887	45,147	87,034	155,763	656,384	23.73%	154,515	1,248	155,763
Increase/(Decrease) to Net Position	6,961	27,967	-19,955	8,012	14,973	44,474	33.67%	16,221	-1,248	14,973

**Tahoe Transportation District
CIP Fund
Statement of Operations
July 1, 2016 through October 31, 2016**

	CIP Fund				Actual vs Budget			Program YTD						
	Jul - Aug	Sept	Oct	Sept & Oct	YEAR TO DATE	Board	Var %	PLHD / STP	FTA	Placer Cty /	Prop 1B	Bikeway	VPPP	Program Total
						Approved Budget				ATP				
Revenues														
Capital Grant & Contributions														
FTA 5303	40,026	5,497	2,754	8,250	48,276	324,713	14.87%		48,276					48,276
FTA 5310						31,653	0.00%							
FTA 5311						114,573	0.00%							
Public Lands Highways Discretionary (PLHD)	47,320	40,480	5,133	45,613	92,933	194,323	47.82%	92,933						92,933
Scenic Byways						1,706,350	0.00%							
Transportation Alternatives Pgm (TAP)						546,212	0.00%							
Surface Transportation Pgm (STP)			8,608	8,608	8,608	1,658,250	0.00%	8,608						8,608
Active Transportation Pgm (ATP)						1,341,456	0.00%							
Prop 1B	8,600	17,289	2,756	20,045	28,645	503,747	5.69%			28,645				28,645
Question 1	16,483	11,367	6,000	17,367	33,851	1,646,500	2.06%					33,851		33,851
Value Pricing Pilot Program		934	436	1,370	1,370	150,120	0.00%						1,370	1,370
Contributions	9,956	7,504	1,771	9,275	19,231	1,938,484	0.99%			18,889			343	19,231
Total Capital Grants & Contributions	122,384	83,071	27,458	110,530	232,914	10,156,381	2.29%	101,541	48,276	18,889	28,645	33,851	1,713	232,914
Special Items														
Interest Revenue	54	28	17	46	100		-100.00%			6		56	38	100
Total Special Items	54	28	17	46	100	0	-100.00%	0	0	6	0	56	38	100
TOTAL REVENUES	122,438	83,100	27,476	110,575	233,013	10,156,381	2.29%	101,541	48,276	18,895	28,645	33,906	1,750	233,013
Expenses														
Personnel	29,396	30,221	19,617	49,838	79,234	665,055	11.91%	34,608	11,689	8,247		22,977	1,713	79,234
Contract Services	75,646	32,449	1,238	33,687	109,333	8,661,972	1.26%	57,558	32,181	10,500		9,094		109,333
Reproduction & Printing						3,600	0.00%							
Rent Meeting Room						5,250	0.00%							
Supplies						1,075	0.00%							
Advertising / Outreach	670		2,063	2,063	2,733	12,000	22.77%	2,063	670					2,733
Postage						2,575	0.00%							
Professional Services	8,481	12,917	2,404	15,321	23,802	35,000	68.01%				23,802			23,802
Training						6,100	0.00%							
Travel - Per Diem		230		230	230	10,025	2.30%			115		115		230
Travel - Commercial Air						4,000	0.00%							
Travel - Auto		79		79	79	12,810	0.61%			26		53		79
ICAP - 10%	8,073	2,802	1,785	4,587	12,660	114,446	11.06%	7,312	3,736			1,612		12,660
Total Operating	122,266	78,699	27,106	105,805	228,071	9,533,908	2.39%	101,541	48,276	18,889	23,802	33,851	1,713	228,071
Capital Outlay														
Equipment over \$5000						564,973	0.00%							
Equipment under \$5000	118	4,372	352	4,724	4,843	57,500	8.42%				4,843			4,843
Reimb Capital Expenses	-118	-4,372	-352	-4,724	-4,843	-614,973	0.79%				-4,843			-4,843
Total Capital Outlay	0	0	0	0	0	7,500	-100.00%	0	0	0	0	0	0	0
Other Financing Sources														
Preventive Maint (In)							0.00%							
Capital Outlay (In) Out	118	4,372	352	4,724	4,843	614,973	0.79%				4,843			4,843
Transfer (In) Out							0.00%							
Total Other Financing Sources	118	4,372	352	4,724	4,843	614,973	0.79%				4,843			4,843
TOTAL EXPENSES	122,384	83,071	27,458	110,530	232,914	10,156,381	2.29%	101,541	48,276	18,889	28,645	33,851	1,713	232,914
Increase/(Decrease) to Net Position	54	28	17	46	100	0	-100.00%	0	0	6	0	56	38	100

Tahoe Transportation District
Transit Fund
Statement of Operations
July 1, 2016 through October 31, 2016

	TO Fund Activity				Actual vs Budget			Program YTD				
	Jul - Aug	Sept	Oct	Sept & Oct	YEAR TO DATE	Board		S. Shore Ops	ESE	Mobility Mgmt	CMAQ	Program Total
						Approved Budget	Var %					
Revenues												
Grants & Contributions												
FTA 5311 - NDOT	283,423	233,228	125,687	358,915	642,338	1,757,463	36.55%	583,296	52,226	6,816		642,338
FTA 5307			73,643	73,643	73,643	1,228,636	5.99%	73,282	361			73,643
FTA 5310 - Caltrans	8,703	10,222	8,545	18,768	27,471	98,652	27.85%			27,471		27,471
Older Americans Act - Area 4	7,326	3,827	2,761	6,588	13,914	50,000	27.83%			13,914		13,914
CMAQ - Cal Trans	44,907	2,899		2,899	47,806	98,000	48.78%				47,806	47,806
CMAA-Cty Based Medi Cal						1,200	0.00%					
RTAP - Cal Trans/NDOT							0.00%					
TDA - LTF	144,098	72,050	72,050	144,100	288,198	864,591	33.33%	288,198				288,198
TDA - STA	52,554	26,277	26,277	52,554	105,108	315,322	33.33%	105,108				105,108
Nv State Parks	15,250	5,962	361	6,322	21,572	73,726	29.26%		21,572			21,572
Ca Low Carbon Transit Ops	50,504				50,504	74,269	68.00%	50,504				50,504
Contributions	174,881	87,144	87,026	174,170	349,051	1,103,192	31.64%	342,183		6,868		349,051
Total Grants & Contributions	781,646	441,609	396,350	837,959	1,619,605	5,665,051	28.59%	1,442,572	74,159	55,068	47,806	1,619,605
Charges for Services												
FareBox Revenue	120,331	38,788	35,706	74,494	194,826	527,150	36.96%	165,366	23,630	5,829		194,826
Pass Sales	14,270	10,262	6,595	16,857	31,127	117,500	26.49%	31,127				31,127
Advertising Revenue						1,500	0.00%					
Total Charges for Services	134,601	49,050	42,301	91,351	225,953	646,150	34.97%	196,493	23,630	5,829	0	225,953
Special Items												
Sale of Fixed Assets	650				650		-100.00%	650				650
Miscellaneous	62,796	10,003	3	10,006	72,802			72,801	1			72,802
Insurance Claim Revenue	500		1,000	1,000	1,500		0.00%	1,500				1,500
Interest Revenue	110	39	19	57	167	480	34.84%	167				167
Total Special Items	64,056	10,042	1,022	11,063	75,119	480	15649.75%	75,118	1	0	0	75,119
TOTAL REVENUES	980,303	500,701	439,673	940,373	1,920,676	6,311,681	30.43%	1,714,183	97,790	60,898	47,806	1,920,676
Expenses												
Operating												
Personnel	413,412	360,310	229,492	589,802	1,003,214	4,058,958	24.72%	913,673	52,332	37,210		1,003,214
Contract Services	3,518	2,229	1,794	4,023	7,541	33,414	22.57%			7,541		7,541
Vehicle Fuel	55,415	22,507	20,623	43,130	98,545	492,691	20.00%	89,769	5,875	2,901		98,545
Sales Tax on Fuel		311		311	311	4,000	7.77%	311				311
Repair and Maintenance	36,121	67,503	37,438	104,940	141,062	360,580	39.12%	139,297		1,765		141,062
Insurance	54,217	26,940	26,940	53,881	108,097	295,480	36.58%	98,624	6,276	3,198		108,097
Reproduction & Printing	4,378	441		441	4,819	17,066	28.24%	4,819				4,819
Facility Rent	27,325	10,712	11,866	22,578	49,903	147,514	33.83%	40,484	8,240	1,179		49,903
Facility Utilities	7,566	5,861	3,963	9,825	17,391	70,696	24.60%	14,632	2,380	379		17,391
Telephone	4,816	2,034	2,992	5,026	9,842	27,200	36.18%	9,546		296		9,842

Tahoe Transportation District
Transit Fund
Statement of Operations
July 1, 2016 through October 31, 2016

	TO Fund Activity				Actual vs Budget			Program YTD				
	Jul - Aug	Sept	Oct	Sept & Oct	YEAR TO DATE	Board Approved Budget	Var %	S. Shore Ops	ESE	Mobility Mgmt	CMAQ	Program Total
Expenses Continued												
Supplies	14,240	14,023	3,929	17,952	32,191	8,221	391.57%	32,179	12			32,191
Advertising & Public Relations	5,565	630		630	6,195	59,057	10.49%	255	1,650	520	3,770	6,195
License & Permits			12	12	12	2,643	0.45%	12				12
Dues, Subscriptions and Publications						3,600	0.00%					
Professional Services	32,694	9,410	9,960	19,370	52,064	187,033	27.84%	36,216	13,160	2,689		52,064
Bank Fees	660	417	358	775	1,435	3,900	36.78%	1,435				1,435
Training	300	375	6,000	6,375	6,675	15,325	43.56%	6,675				6,675
Travel	2,349	5,767	599	6,365	8,715	17,094	50.98%	8,715				8,715
Reimbursed Travel							0.00%					
Miscellaneous Expenses		-17	-40	-57	-57	8,523	-0.67%	-57				-57
FareBox Replacement	41,512	2,524		2,524	44,036	85,000	51.81%				44,036	44,036
ICAP - 10%	54,275	38,069	22,141	60,210	114,486	402,287	28.46%	103,400	7,864	3,221		114,486
Depreciation Expense	127,234	60,786	62,123	122,909	250,143	805,804	31.04%	250,143				250,143
Total Operating	885,598	630,832	440,190	1,071,021	1,956,619	7,106,086	27.53%	1,750,127	97,789	60,898	47,806	1,956,619
Capital Outlay												
Equipment under \$5000	3,156	4,372	352	4,724	7,880	60,000	13.13%	7,880				7,880
Disposal of Fixed Assets	25,618				25,618		-100.00%	25,618				25,618
Reimbursed Capital Expenses							0.00%					
Total Capital Outlay	28,774	4,372	352	4,724	33,498	60,000	55.83%	33,498	0	0	0	33,498
Other Financing Sources												
Preventive Maint (In)												
Capital Outlay (In) Out	-11,420	-4,372	-352	-4,724	-16,145	-614,973	2.63%	-16,145				-16,145
Transfer (In) Out							0.00%					
Total Other Financing Sources	-11,420	-4,372	-352	-4,724	-16,145	-614,973	2.63%	-16,145	0	0	0	-16,145
TOTAL EXPENSES	902,951	630,832	440,190	1,071,021	1,973,973	6,551,113	30.13%	1,767,480	97,789	60,898	47,806	1,973,973
Increase/(Decrease) to Net Position	77,351	-130,131	-517	-130,648	-53,297	-239,432	22.26%	-53,298	1	0	0	-53,297

**Tahoe Transportation District
Transit Fund
Operations Schedule
July 1, 2016 through October 31, 2016**

	TO Fund Activity				Actual vs Budget			Program YTD				
	Jul - Aug	Sept	Oct	Sept & Oct	YEAR TO DATE	Board Approved		S. Shore Ops	ESE	Mob Mgmt	CMAQ	Program Total
						Budget	Var %					
Total Revenues	980,303	500,701	439,673	940,373	1,920,676	6,311,681	30.43%	1,714,183	97,790	60,898	47,806	1,920,676
Less Miscellaneous Items	62,796	10,003	3	10,006	72,802		-100.00%	72,801	1			72,802
Operating Revenue	917,507	490,698	439,670	930,367	1,847,874	6,311,681	29.28%	1,641,382	97,789	60,898	47,806	1,847,874
Expenses												
Operating												
Personnel	413,412	360,310	229,492	589,802	1,003,214	4,058,958	24.72%	913,673	52,332	37,210		1,003,214
Contract Services	3,518	2,229	1,794	4,023	7,541	33,414	22.57%			7,541		7,541
Vehicle Fuel	55,415	22,507	20,623	43,130	98,545	492,691	20.00%	89,769	5,875	2,901		98,545
Sales Tax on Fuel		311		311	311	4,000	7.77%	311				311
Repair and Maintenance	36,121	67,503	37,438	104,940	141,062	360,580	39.12%	139,297		1,765		141,062
Insurance	54,217	26,940	26,940	53,881	108,097	295,480	36.58%	98,624	6,276	3,198		108,097
Reproduction & Printing	4,378	441		441	4,819	17,066	28.24%	4,819				4,819
Facility Rent	27,325	10,712	11,866	22,578	49,903	147,514	33.83%	40,484	8,240	1,179		49,903
Facility Utilities	7,566	5,861	3,963	9,825	17,391	70,696	24.60%	14,632	2,380	379		17,391
Telephone	4,816	2,034	2,992	5,026	9,842	27,200	36.18%	9,546		296		9,842
Supplies	14,240	14,023	3,929	17,952	32,191	8,221	391.57%	32,179	12			32,191
Advertising & Public Relations	5,565	630		630	6,195	59,057	10.49%	255	1,650	520	3,770	6,195
License & Permits			12	12	12	2,643	0.45%	12				12
Dues, Subscriptions and Publications						3,600	0.00%					
Professional Services	32,694	9,410	9,960	19,370	52,064	187,033	27.84%	36,216	13,160	2,689		52,064
Bank Fees	660	417	358	775	1,435	3,900	36.78%	1,435				1,435
Training	300	375	6,000	6,375	6,675	15,325	43.56%	6,675				6,675
Travel	2,349	5,767	599	6,365	8,715	17,094	50.98%	8,715				8,715
Reimbursed Travel							0.00%					
Miscellaneous Expenses		-17	-40	-57	-57	8,523	-0.67%	-57				-57
FareBox Replacement	41,512	2,524		2,524	44,036	85,000	51.81%				44,036	44,036
ICAP - 10%	54,275	38,069	22,141	60,210	114,486	402,287	28.46%	103,400	7,864	3,221		114,486
Total Operating	758,363	570,046	378,067	948,113	1,706,476	6,300,282	27.09%	1,499,984	97,789	60,898	47,806	1,706,476
Increase/(Decrease) in Operations	159,144	-79,348	61,603	-17,745	141,398	11,399	1240.44%	141,398	0	0	0	141,398



MEMORANDUM

Date: February 6, 2017
To: Tahoe Transportation District (TTD) Board of Directors
From: TTD Staff
Subject: Authorize the Renewal of the District's Line of Credit with Nevada State Bank at a Minimum Amount of \$500,000 for Purposes of Cash Flow Management for District Operations

Action Requested:

Staff is requesting the Board approve and authorize the District Manager to execute the extension/renewal of the Line of Credit (LOC) agreement with Nevada State Bank (NSB). The LOC is currently established at \$500,000.

Fiscal Analysis:

The District is in good financial standing and the LOC serves as a mechanism to support cash flow while waiting for grant reimbursements. The renewal fees and interest incurred from the LOC are included in the general fund budget.

Background:

Upon District Board approval on January 13, 2012, the District entered into a Loan Agreement with NSB to establish a \$500,000 line of credit. The initial loan matured on January 25, 2013 and has been renewed annually for the past four years. Staff is requesting another one-year renewal, which will run from approximately March 7, 2017 through March 7, 2018. Currently, there is a zero balance on the LOC, however, Staff projects that the District will be relying more heavily on the LOC this year as CIP projects continue to move forward towards construction and transit operations relies on costs being paid quicker than when was invoiced by a contractor.

Discussion:

The District has not yet received renewal documentation from NSB, but will meet with a NSB representative and provide the necessary financial information. The current agreement requires no guarantees or collateral and is contingent upon a loan sweep of accounts arrangement, which is a form of automatic repayment.

The annual loan fees are estimated to be close to last year's amount of \$1,650. The interest rate for the past year was the Wall Street Journal Prime plus 3.5%, with a floor of 6.5%. The current Prime rate is 3.75% and staff is projecting a new floor of 6.75%. However, the new interest rate will be affected by the "score" NSB determines during underwriting.

There is a future possibility of a request to increase the LOC up to \$1,000,000, as the District is anticipating the need of cash flow assistance in future construction projects.

Additional Information:

If you have any questions or comments regarding this item, please contact Joanie Schmitt at (775) 589-5507 or jschmitt@tahoetransportation.org.



MEMORANDUM

Date: February 10, 2017

To: Tahoe Transportation District (TTD) Board of Directors

From: TTD Staff

Subject: Review and Accept the Quarterly Transit Report for the Second Quarter of Fiscal Year 2017

Action Requested:

It is requested the Board review and accept the quarterly transit report for the second quarter of fiscal year 2017.

Background:

This report summarizes the quarterly status and efforts of TTD's transit program.

Highlights:

- ✓ Decrease in ridership from Q2 2016 to Q2 2017 of -20%
- ✓ New bus stop sign design finalized
- ✓ Successful SnowGlobe integration
- ✓ Staffing challenges continue
- ✓ Shop Street facility improvements nearly complete
- ✓ New winter program developed with Heavenly

Transit Operations Report:

Second quarter ridership for 2017 compared to the second quarter ridership for 2016 was weak. The indefinite suspension of Route 21X's popular direct service to Carson City resulted in a 33% drop in ridership on TTD's commuter services. However, the re-designed Routes 19X and 20X are working with ridership gains of 19% and 46%, respectively. While the connectivity to Carson City was preserved, the need to transfer or drive to a park and ride lot to reach South Lake Tahoe creates barriers for passengers.

Ridership was further depressed by a lack of snow during November and December. The lack of snow and open terrain manifested in a decline in ridership to the Ridge of 15% and a decline in Ski Shuttle service of 38%. These ridership declines highlight transit's dependence on visitors and the climate.

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AGENDA ITEM: VII.A.



System Ridership						% +/- vs.
Route		October	November	December	Q2 Totals	Q2 2015
Ridge	23	5,623	5,800	8,763	20,186	-15%
SLT	50	11,923	11,228	16,907	40,058	0%
SLT	53	11,108	11,057	13,561	35,726	-1%
Minden - Carson	19X	652	699	777	2,128	19%
SLT - Minden	20X	1,612	1,704	2,172	5,488	46%
SLT- Carson	21X	51	-	-	51	n/a
Overall Commuter Routes		2,315	2,403	2,949	7,667	-33%
East Shore	28	-	-	-	-	n/a
West Shore	30	247	-	-	247	-1%
Ski Shuttles	10-15		4,205	49,431	53,636	-38%
Demand Response		1,436	1,452	1,448	4,336	7%
System Total		34,967	38,548	96,008	169,523	-20%

Free rides on routes 50 and 53 funded by El Dorado County's Congestion Mitigation and Air Quality (CMAQ) improvement program were offered during the Christmas and New Year holidays. The free rides program does boost ridership, but that boost is not retained after the programs end.

As the quarter progressed, TTD began recruiting for winter operations. Winter operations increase TTD's transit service hours by 54% and require an influx of additional staff. Tahoe is typically a challenging recruitment environment for drivers. This season was particularly difficult with housing availability and affordability topping the list of concerns for perspective seasonal staff. TTD's existing drivers have admirably stepped up to fill in for the increased hours through overtime. Human Resources is working with Operations and Fleet & Facilities to develop more effective strategies for staffing.

Staff coordinated early with the organizers of the SnowGlobe music festival and the City of South Lake Tahoe. The result was a very smooth operation with SnowGlobe buses utilizing both the Y Transit Center and the Stateline Transit Center with minimal impact to TTD transit operations.

Fleet & Facilities:

With a full quarter of operational experience, the second quarter was an opportunity to reflect and adjust policies and procedures. Fleet & Facilities worked with Admin to streamline purchase order requests. Staff responsibilities are becoming more defined and processes are being refined. Maintenance Technicians completed 791 work orders this quarter and responded to 70 road calls for service. The amount of road calls is indicative of the condition of the fleet. While fleet reliability is improving, over 50% of TTD's fleet is beyond its federal useful life.

New contracts were finalized for uniforms, electrical work, diagnostic software, and snow removal. Upgrades to TTD's on-bus camera system are on order. The office upgrades at Shop Street are

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AGENDA ITEM: VII.A.

complete. Camera upgrades to the Y Transit Center are complete and the live stream video feed is monitored by the City of South Lake Tahoe's Police Department dispatch.

Information Technology

TTD has migrated to Voice of Internet Protocol (VoIP) and it is now possible to transfer calls from any TTD facility to another without dialing an outside number. VoIP service is also less expensive. TTD's Information Technology partner, Interwest, completed the virtualization of TTD servers to cloud-based. This change allows Staff to securely access TTD's network server from any computer at any time.

Preview:

In the next quarter, Staff will brief the Board on the Long and Short-Range Transit Plans, bus paint and body repairs, security cameras at the Stateline Transit Center, and possible modifications for summer service to accommodate Heavenly's summer mountain activities.

Additional Information:

If you have any questions or comments regarding this item, please contact George Fink at (775) 589-5325 or gfink@tahoetransportation.org.



MEMORANDUM

Date: February 6, 2017
To: Tahoe Transportation District (TTD) Board of Directors
From: TTD Staff
Subject: Adopt Resolution 2017-001 Authorizing the District Manager or Designee to Sign Federal Transit Administration Section 5310 Grant Funding Agreements

Action Requested:

After hearing Agenda Item V.A. and determining the TTD is eligible to apply and use Section 5310 funds, Staff requests the Board adopt Resolution 2017-001 (Attachment A) authorizing the District Manager, or his designee, to sign the Federal Transit Administration Section 5310 agreements.

Fiscal Analysis:

Staff plans to utilize TTD's share of 5310 funds allotted to the Tahoe Basin as an Urban Area (approximately \$52,000 annually), and apply for approximately \$250,000 in 5310 discretionary grants for the operation of TTD's Mobility Management Program and support of the Mobility Manager position. The combination will provide for three years of program operational and position support.

Background:

The Federal Transit Administration (FTA) Section 5310 Elderly and Disabled Specialized Transit program goal is to meet the transportation needs of elderly persons and persons with disabilities in areas where public mass transportation services are otherwise unavailable, insufficient, or inappropriate. This capital grants funding program was established by the FTA and the California Department of Transportation (Caltrans) Division of Mass Transportation (DMT) is the delegated grantee.

Discussion:

A competitive funding round was opened by Caltrans with applications due March 1, 2017. A resolution authorizing the District Manager to enter into agreement with Caltrans (as a designee of the FTA) is required for the grant application package to be considered complete. Staff is working on a grant request to support operation of the Specialized Transportation Service, the North Tahoe/Truckee Transportation shuttle and partial support of the Mobility Manager position. If awarded, the grant will be in effect for a two year period, with appropriation of the second year's funding contingent upon successful use of the first year's allocation.

Additional Information:

If you have any questions or comments regarding this item, please contact George Fink at gfink@tahoetransportation.org or (775) 589-5325.

GF/ja

AGENDA ITEM: VII.B.

Attachment:

- A. Resolution 2017-001: A Resolution Authorizing the Federal Funding Under FTA Section 5310 (49 U.S.C. Section 5310) with the California Department of Transportation

**TAHOE TRANSPORTATION DISTRICT
RESOLUTION NO. 2017-001**

**A RESOLUTION AUTHORIZING THE FEDERAL FUNDING
UNDER FTA SECTION 5310 (49 U.S.C. SECTION 5310) WITH THE
CALIFORNIA DEPARTMENT OF TRANSPORTATION**

WHEREAS, the U. S. Department of Transportation is authorized to make grants to states through the Federal Transit Administration to support capital projects for non-urbanized public transportation systems under Section 5310 of the Federal Transit Act (FTA C 9070.1G); and

WHEREAS, the California Department of Transportation (Department) has been designated by the Governor of the State of California to administer Section 5310 grants for transportation projects for seniors and individuals with disabilities; and

WHEREAS, the Tahoe Transportation District (TTD) desires to apply for said financial assistance to permit operation of paratransit service to and within rural portions of the District's operating areas; and

WHEREAS, TTD has, to the maximum extent feasible, coordinated with other transportation providers and users in the region (including social service agencies).

NOW, THEREFORE, BE IT RESOLVED:

1. That the TTD Board of Directors does hereby authorize the District Manager or designee, to file and execute applications on behalf of TTD with the California Department of Transportation to aid in the financing of capital projects pursuant to Section 5310 of the Federal Transit Act (FTA C 9070.1G), as amended.
2. That the District Manager or designee, is authorized to execute and file all certification of assurances, contracts or agreements or any other document required by the Department.
3. That the District Manager or designee, is authorized to provide additional information as the Department may require in connection with the application for the Section 5310 projects.
4. That the District Manager or designee, is authorized to submit and approve request for reimbursement of funds from the Department for the Section 5310 project/s.

PASSED AND ADOPTED by the TTD Board of Directors at its regular meeting held on February 10, 2017, by the following vote:

AYES:

NAYES:

ABSTAIN:

ABSENT:

Steve Teshara, Chairman



MEMORANDUM

Date: February 6, 2017

To: Tahoe Transportation District (TTD) Board of Directors

From: TTD Staff

Subject: Approve Two Actions: the Development of a Fleet Replacement Plan for TTD Transit Operations, Including Clean Fuel Type, and the Development of a Procurement Package for the Acquisition of Electric Buses

Action Requested:

Staff requests the Board approve two actions in regard to the District's bus fleet: 1. Direct the development of a fleet replacement plan to be brought forward to the Board with the Short Range Transit Plan, which includes but is not limited to proposed fleet type, addressing service capacity, service growth, maintenance efficiency, service type needs, costs, available funding, and an advanced clean fuel transit strategy consistent with California policy; and 2. Prepare a procurement package for future Board approval for purchase of electric buses after assessing the best practical approach, including but not limited to review of certifications to purchase vehicles from Washington State Contract #09214.

Fiscal Analysis:

Staff is preparing the Short Range Transit Plan and costs for a fleet plan are consistent with budgeted transit operations funds. All expenditures associated with the procurement of electric vehicles will be reimbursed through a prior award of Congestion Mitigation and Air Quality (CMAQ) funds totaling \$1,483,047 (\$998,047 in FY 16/17 and \$485,000 in FY 19/20). There is no additional match funding needed, as that requirement is being met through the State of California's toll credit program.

Work Program Analysis:

All work associated with this effort is captured under respective elements of the existing and proposed Work Programs and corresponding allotted staff time.

Background:

In October 2016, Staff presented an item requesting approval for the release of an RFP for electric vehicles and associated charging equipment. After deliberation, the Board directed Staff to further investigate the technology, the costs associated with it, and any regulatory requirements applicable to the use of this technology. The following discussion provides an in depth summary of the requested information and a rationale for the requested action.

Discussion:

Fleet Replacement Need and Rationale for Electric Bus Use

TTD's fleet needs significant attention. Forty-two percent of the bus fleet is beyond its FTA designated useful life. This year, that number will increase to 52% (i.e., 20 buses). The current fleet is a collection of the various management's thoughts and opportunities that have presented themselves over time, beginning with the initial fleet inherited from STATA and the replacements since that time. The current fleet is a mix of bus size and capacity, along with a mix of body and engine types. With TTD directly overseeing operations, Staff has had the opportunity to know the fleet better and begin to look ahead at choices that will better serve the public and operations. As the community continues to press for more transit and sustainable service, TTD must move to replace vehicles based on safety, functionality, durability, and sustainability.

Staff believes electric buses have a role in the future fleet. Staff is not promoting electric fuel type as an exclusive fuel type for all future bus purchases, but given today's trends and availability, there is a role for them to play. One of the drivers for the bus industry moving towards using this fuel type is the zero emission bus (ZEB) regulatory direction. The purpose of this direction is to initiate a drastic reduction or elimination of polluting emissions that affect the environment and human health, such as greenhouse gases (GHG), particulate matter (PM), and ozone (NOx). Regulatory efforts have been focused on larger transit operators and commercial truck fleet emissions improvements. However, the trend in direction in California is shifting to all transit fleets and pursuing a zero emissions goal (as described further below) by the year 2040.

TTD's transit operations are highly suitable for advanced ZEB technologies. The daily mileage on the highest use routes (50 and 53) is within the nominal range for a single charge battery electric bus. These routes operate in congested areas where pollution affects air quality and lake clarity. Given the sensitive ecological nature of Tahoe, Route 50, traveling Lake Tahoe Boulevard from the Y Transit Center to Kingsbury Transit Center, presents a high profile opportunity to showcase TTD's leadership in deploying zero emission technology and demonstrates TTD's commitment to continued environmental stewardship. Operationally, Routes 50 and 53 have low deadhead miles, which will preserve the battery life for passenger service. When charging the buses, TTD will benefit from Liberty Utilities' electric vehicle rate structure, which is less than half of what utilities in southern California charge. And unlike TTD's experience with CNG, the installation and operation of electric fueling infrastructure is nominal. Namely, it requires the installation of the correct type of electric plug. Finally, unlike combustion motors, battery electric propulsion is not affected by altitude, humidity, or temperature. The same amount of torque is produced at 6,500 feet as at sea level. A potential drawback is temperature, however, which will affect the range of the battery.

In an effort for TTD to prepare to achieve the goals in GHG, NOx, and PM reductions, Staff is proposing a strategy of battery electric buses where feasible and hybrid buses for those routes not suited for battery electric technology. Staff is also looking at the possibility of transitioning the small transit buses used for Demand Response service to gasoline, which is the most improved fuel type to date next to electric. Ideally, battery electric technology will continue to proliferate into lighter duty vehicles while increasing range. As the technology becomes available, TTD will be ready to transition to a zero emission bus fleet by 2040 or sooner.

This approach reflects matching the fuel path to the purpose, standardization, and the right vehicles to operate existing service. Staff proposes to reflect this in a fleet plan as part of the upcoming Short Range Transit Plan (SRTP).

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AGENDA ITEM: VII.C.

Regulatory Environment and Direction

Over the last ten years, there has been considerable regulatory push within California and nationally to address air pollution and GHG. Nationally, this may change given the new Administration, but California reinforced its direction last year, with the renewal of landmark goals adopted in the legislation cited below.

AB 32 Compliance: The California Global Warming Solutions Act of 2006, requires a sharp reduction of GHG emissions to set the stage for a transition to a sustainable, low-carbon future. AB 32 requires California to reduce GHG emissions to 1990 levels by 2020 — a reduction of approximately 15 percent below emissions expected under a “business as usual” scenario. Pursuant to AB 32, the California Air Resources Board (ARB) must adopt regulations to achieve the maximum technologically feasible and cost-effective GHG emission reductions. The full implementation of AB 32 will help mitigate risks associated with climate change, while improving energy efficiency, expanding the use of renewable energy resources, cleaner transportation, and reducing waste.

SB 375 Compliance: The Sustainable Communities and Climate Protection Act of 2008 (Sustainable Communities Act, SB 375, Chapter 728, Statutes of 2008) supports California's climate action goals to reduce GHG emissions through coordinated transportation and land use planning, with the goal of more sustainable communities. Under the Sustainable Communities Act, ARB sets regional targets for GHG emissions reductions from passenger vehicle use. In 2010, ARB established these targets for 2020 and 2035 for each region covered by one of the State's metropolitan planning organizations (MPO). ARB periodically reviews and updates the targets.

Each of California's MPOs must prepare a "sustainable communities strategy" (SCS) as an integral part of its regional transportation plan (RTP). The SCS contains land use, housing, and transportation strategies that, if implemented, will allow the region to meet its GHG emission reduction targets. Once adopted by the MPO, the RTP/SCS guides the transportation policies and investments for the region. ARB must review the adopted SCS to confirm and accept the MPO's determination that the SCS, if implemented, would meet the regional GHG targets.

The Tahoe Metropolitan Planning Organization (TMPO) has included a robust investment in transit, including electric bus deployments, as a strategy in its draft RTP/SCS to meet the required AB 32 GHG reductions.

California Air Resources Board Transit Fleet Rule: Adopted in 2000, the Fleet Rule for Transit Agencies (Transit Fleet Rule) required reductions in pollutant emissions from urban buses and transit fleet vehicles. Urban bus fleet agencies were required to select either a diesel path or alternative-fuel path. Agencies that selected the diesel path needed to meet the requirements sooner, while agencies with the alternative-fuel path had to ensure that 85 percent of urban bus purchases used alternative fuel. For example, all agencies under the South Coast Air Quality Management District (SCAQMD) must follow the alternative-fuel path, per SCAQMD Rule 1192. As a consequence, transit fleet operators have been instrumental in developing technologies, such as compressed natural gas buses, exhaust after treatment systems, battery electric buses, and fuel cell buses.

To comply with the Transit Fleet Rule, transit agencies upgraded vehicles by retrofitting existing vehicles with diesel particulate filters (DPFs), replaced older vehicles with vehicles that came

equipped with exhaust after treatment, or replaced with vehicles that have compressed natural gas engines. Many transit operators installed a natural gas refueling infrastructure, including TTD.¹

The Transit Fleet Rule was amended in 2006 to include an advanced demonstration from the diesel path transit agencies and to temporarily postpone the purchase requirement. In 2009, ARB, through Resolution 09-49, directed their staff to report back to the Board with an assessment of zero emission technology and its progress towards commercialization, and to develop commercial readiness metrics to be used for purchase implementation criteria to initiate the zero emission bus (ZEB) purchase requirement. This work will be completed as part of development of the Advanced Clean Transit (ACT) regulatory proposal.

ARB's proposed ACT direction significantly impacts California's transit systems. As currently conceptualized, the ACT regulation would seek to transition all transit fleets to ZEB technology by 2040. New funding is not anticipated to offset the associated costs. ARB staff is also developing a proposal to further reduce emissions from the conventional bus fleets by requiring the use of renewable fuels, cleanest available engines, and phasing-in zero emission bus purchases. The transformation of transit vehicles is an important first step in ARB's strategy to accelerate the use of advanced technologies in heavy-duty vehicles to meet air quality, climate and public health goals (see Attachment A).

Available Resources and Their Requirements

TTD has a responsibility to the public to provide thoughtful, innovative, and fiscally responsible solutions. There are few financial resources available to TTD for bus replacement, and those that exist are aligned with regulatory policy direction. California has two funding sources that specifically apply to the implementation of environmentally responsible technologies. ZEBs satisfy these requirements.

Congestion Mitigation and Air Quality

The Congestion Mitigation and Air Quality (CMAQ) program funds transportation projects or programs that contribute to attainment or maintenance of the National Ambient Air Quality Standards for ozone, carbon monoxide, and/or PM. Funds may be used for any transit capital expenditures otherwise eligible for FTA funding as long as they have an air quality benefit. CMAQ funds are provided to the state of California by the Federal Highways Administration (FHWA) and distributed to MPO's and RTPA's in federally designated air quality non-attainment and maintenance areas within the state. TTD receives CMAQ funds, as apportioned by the TMPO, to promote public transit and support TTD's capital projects when possible.

In May 2016, TTD was awarded CMAQ funds totaling \$1,483,047 (\$998,047 in FY 16/17 and \$485,000 in FY 19/20) for the purpose of purchasing electric vehicles. These funds are available without local match, as California's Toll Credits are available.

¹ In July 2015, TTD began closing out the CNG fuel path. The CNG vehicles lacked sufficient performance for use on many of TTD's routes. The majority of the CNG fleet was reaching the end of its useful life either through age/mileage or expiring tanks. Compounding the limited adaptability of the fleet was the unsustainable operations and maintenance cost of the CNG fueling station. TTD's transit operations did not use a sufficient amount of CNG to offset the O&M for the contracted supplier leaving TTD in the position of subsidizing the fuel cost with approximately \$72,000 annually. The result was the gas gallon equivalent cost of CNG far exceeded the cost of diesel. Additional consideration was the aging equipment at the station itself. Required annual maintenance topped \$15,000 annually and upgrades were estimated at over \$25,000. TTD decommissioned the fueling station in late 2015.

Two CNG trolleys were retained for West Shore service and are utilized only in the summer for that particular route. Fueling is accomplished at Placer County's Cabin Creek CNG Station. The remaining fleet is being auctioned.

Low Carbon Transit Operations Program

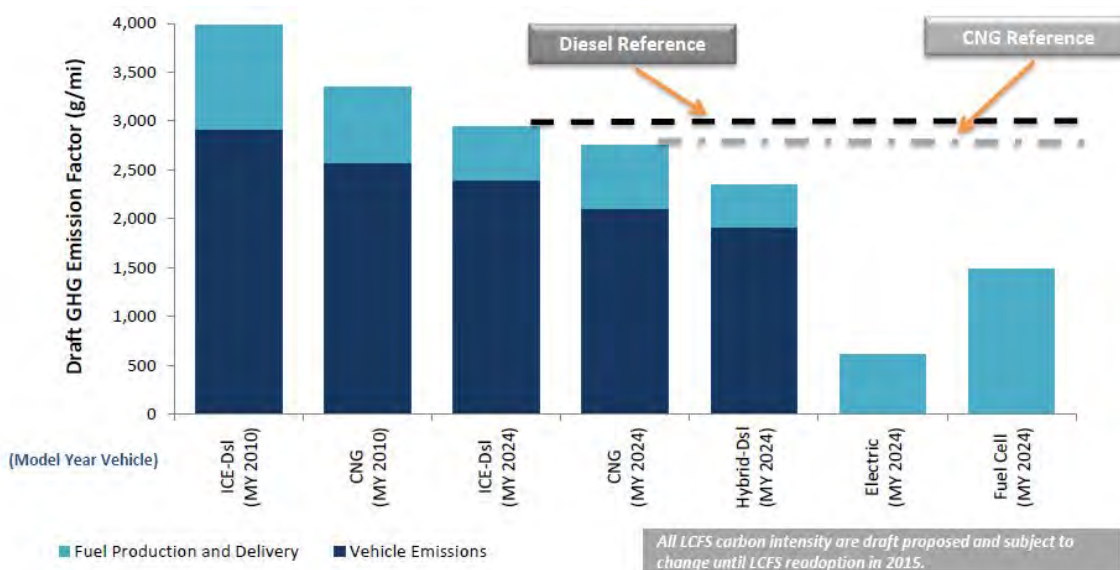
The Low Carbon Transit Operations Program (LCTOP) was created to provide operating and capital assistance for transit agencies to reduce GHG emissions and improve mobility. The program is administered by Caltrans in coordination with the ARB and the State Controller's Office (SCO). TTD has previously used LCTOP funds to support new or expanded bus service on the west shore. LCTOP funds are also available for electric bus purchases.

Hybrid and Zero-Emission Truck and Bus Voucher Incentive Project (HVIP)

ARB, in partnership with CALSTART², launched HVIP in 2009 to accelerate the purchase of cleaner, more efficient trucks and buses in California. HVIP provides incentives for zero-emission and hybrid trucks and buses and low NOx natural gas engines. CALSTART found that the greatest barrier to purchasing cleaner trucks and buses is the increased price. HVIP provides point-of-sale price reductions to purchasers. HVIP works directly with bus dealers to provide price reductions to purchasers. HVIP can reduce the price of a ZEB by up to \$150,000.

TTD Leadership

The existence of our community relies heavily on the health of Lake Tahoe. Lake Tahoe's famed water clarity remains threatened by fine sediments that remain suspended in the water from the built environment and transportation. Studies have identified that 72 percent of the pollutants that harm Lake Tahoe's famous water clarity wash into the lake with storm water from roads, parking lots, and other developed areas. These pollutants are microscopically small solid particles called particulate matter (PM) that includes diesel exhaust particles.



² CALSTART is dedicated to the growth of a clean transportation technologies industry that will:

- Clean the air;
- Secure the nation's transportation energy future;
- Create high-quality economic opportunities; and
- Reduce greenhouse gas emissions

TTD has an opportunity to recognize the significant reductions necessary to meet air quality and climate goals, protect lake clarity, and improve the health of residents and visitors while reducing dependence on depletable resources. Major investments in zero emission technology will be needed to meet California's aggressive environmental goals. California Legislature has mandated to achieve 1) 40% reduction in GHG by 2030; 2) 50% reduction in petroleum use by 2030; 3) 90% reduction in NOx by 2031; and 4) 80% reduction in GHG by 2050.

Achieving these goals will require a transformational change in transit. Zero emission technologies will be necessary where feasible and near-zero emission technologies (hybrids) and gasoline powered engines can fill out the gaps.

TTD's fleet will play a major role in the basin environment. Committing to clean technology reduces TTD's mobile emissions and, as transit ridership grows, the impact of ZEBs will intensify the benefit. Further environmental benefits can be realized by adding solar panels to future TTD facilities. Self-generation of power will blunt market fluctuations, result in more PM reduction as the delivery of energy is localized, and add to Tahoe's sustainability.

Reducing PM is not only critical to the health of Lake Tahoe, but equally important to improving public health. ARB cites recent studies that indicate PM can have the following effects on our bodies:

- PM pollution can cause lung irritation, which leads to increased permeability in lung tissue.
- PM aggravates the severity of chronic lung diseases, causing rapid loss of airway function.
- PM causes inflammation of lung tissue, resulting in the release of chemicals that can impact heart function.
- PM causes changes in blood chemistry that can result in clots that may lead to heart attacks.
- PM can increase susceptibility to viral and bacterial pathogens leading to pneumonia in vulnerable persons who are unable to clear these infections.
- PM is linked to higher rates of asthma.

TTD has a unique opportunity to lead the basin in reductions in diesel PM and air toxics to protect Lake Tahoe and public health.

Battery Electric Bus Specifics

Battery electric transit buses utilize an electric drive power train powered solely by an onboard battery storage system and features regenerative braking, along with other electric components such as inverters and electric motors that are common to other medium- and heavy-duty battery electric trucks and buses. Most components in a battery electric bus are similar or, in some cases, identical to those used in existing hybrid buses. Battery electric buses are commercially available from several manufacturers and in several configurations. The capital cost for a base thirty-five foot, plug-in battery electric bus is approximately \$600,000, which is about \$200,000 more than a diesel bus and roughly the same cost as a diesel-electric hybrid.³ Options will quickly add another \$100,000 to the price of any variant.

³ *"Plug-In" battery electric buses are recharged, typically overnight, from stationary charging equipment where the bus is stored or laying over.*

Energy

Energy costs for battery electric buses are favorable to conventional diesel-powered buses. For example, Routes 50 and 53 buses, combined, travel approximately 350 miles per day with an average fuel efficiency of 3.5 miles per gallon. Last year, TTD paid an average price of \$2.23 per gallon of diesel fuel. (350 miles per day x 365 days = 127,750 miles / 3.5 miles per gallon = 36,500 gallons x \$2.23 average cost per gallon = \$81,601 in diesel fuel). Contrast the \$81,601 annual cost in diesel fuel to an estimated electrical expense of just \$8,344 annually for the same distance. Staff discussions with Liberty Utilities confirmed TTD would be subject to Liberty Utilities' rate schedule # TOU A-1 EV. These rates were programmed into ARB's energy model (screenshot below).

Utility Selection:	Charging Style:	Fleet Size	Bus Miles Per Day:	kWh/Mi
Utility Selection:	Depot charge - not on-peak (50 kW charger)	2	365	2

kWh Usage Distribution:	Peak Period	0%	% of Fleet Charging Simultaneously	Charger Rating (kW)
	Mid-Peak Period	20%	100%	50
	Off-Peak Period	80%		

LIBERTY UTILITIES		Schedule		TOU A-1 EV																																																												
Summary: <table border="1"> <thead> <tr> <th>Monthly Average</th> <th>Summer</th> <th>Winter</th> <th>Annual</th> </tr> </thead> <tbody> <tr> <td>Avg Rate \$/kWh</td> <td>\$0.08</td> <td>\$0.11</td> <td>\$0.10</td> </tr> <tr> <td>\$/Mile</td> <td>\$0.16</td> <td>\$0.22</td> <td>\$0.20</td> </tr> </tbody> </table>			Monthly Average	Summer	Winter	Annual	Avg Rate \$/kWh	\$0.08	\$0.11	\$0.10	\$/Mile	\$0.16	\$0.22	\$0.20	<table border="1"> <thead> <tr> <th>Est. Charge Time</th> </tr> </thead> <tbody> <tr> <td>4.5 hours</td> </tr> <tr> <th>Total kWh/Month</th> </tr> <tr> <td>44,530</td> </tr> </tbody> </table>		Est. Charge Time	4.5 hours	Total kWh/Month	44,530	<table border="1"> <thead> <tr> <th>Service Description:</th> <th>#N/A</th> </tr> </thead> <tbody> <tr> <td>Peak Hours (hh-hh)</td> <td>Meter Fee: \$233.04</td> </tr> <tr> <td>Summer: 10-20</td> <td>Number of Summer Months: 4</td> </tr> <tr> <td>Winter: 17-20</td> <td></td> </tr> </tbody> </table>		Service Description:	#N/A	Peak Hours (hh-hh)	Meter Fee: \$233.04	Summer: 10-20	Number of Summer Months: 4	Winter: 17-20																																			
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Further cost reductions in energy costs could be realized with the installation of solar panels and energy storage systems.

Maintenance

In addition to substantial fuel savings, maintenance costs 30% less on a battery electric bus when compared to diesels. Diesel powertrains also require mid-life overhauls at approximately \$35,000. Battery electric buses have no such requirement.⁴

The reduction in maintenance cost is a direct result of the simplicity of the drive train. There are simply fewer moving parts and fewer wear items. There are no oil changes or emissions after-treatments. TTD technicians will not maintain an engine, fuel system, cooling system or exhaust system. Without those costs, maintenance savings can add up to \$151,000 over the lifetime of a battery electric bus compared to a diesel bus, with a substantial reduction in inventoried parts. The operational savings are dramatic.

⁴ ARB literature review of available studies and reports

Reliability

There are over 330 battery electric buses in service in the United States. Battery electric buses have an excellent reliability record. These buses share the electrical half of the diesel-electric hybrids first deployed almost 15 years ago. Not only have the diesel-electric hybrids proven to be mechanically reliable, the battery technology has exceeded expectations. Battery electric bus manufacturers, responding to transit agencies largest maintenance concern, now warranty their batteries for up to six years, with extended warranties available.

Range

As the battery reliability improved, so has the storage capacity and charging technology. Proterra's Catalyst E2 boasts an Altoona tested nominal range of 251 miles. TTD's Route 50 is approximately 220 daily miles and Route 53 is 145 daily miles. This advance in battery technology accommodates TTD's routes without having the expense of adding on-route charging. Instead of spending \$300,000 to install on-route charging, TTD can use overnight plug-in charging at the Corporation Yard. A separate meter and the installation of standard J1772-CCS plug-in chargers will be required. The cost for that work is estimated at \$25,000 - \$50,000.

Procurement Proposal

There are two procurement paths available for staff to pursue:

- 1) TTD develops a specification and goes out to bid; or
- 2) TTD purchases battery electric buses from an existing contract.

Path one is complicated, technical, and time-consuming procurement process. Bus procurements include highly detailed specifications for a product that is constantly being improved. Revisions and re-issuance are common. It would be prudent to hire a consultant to develop the specification and handle the procurement, build, inspections, and delivery. Additionally, TTD may suffer in pricing due to the small number of buses being sought.

Path two would involve purchasing the buses using an existing procurement and contract. One opportunity is to qualify TTD to purchase from Washington State Contract #09214. This contract established a statewide master contract for heavy-duty transit vehicles of various fuel types, body types and size, and manufacturers and may include, but is not limited to services, accessories, equipment, parts, pieces, consulting, and training. The contract is valid from 2015 through 2020.

Staff is researching the possibility of using this contract. TTD's General Counsel has reviewed Washington State's Master Contract Usage Agreement (MCUA). TTD must apply to Washington State to use the contract and purchase from the selected vendors.

Staff is also consulting with FTA to ensure the contract meets its strict regulatory criteria. While State GSA contracts were previously looked upon favorably, the FTA issued more pointed guidance in July of 2013 that clarified regulatory intent (Minnesota decision). The clarification narrowed satisfactory conditions for prospective purchasers not specifically named in the original procurement action to utilize a State contract.⁵ Once TTD receives authorization from Washington State and FTA, Staff will bring a recommendation to purchase the electric vehicles from Washington State contract #09214.

⁵ https://www.transit.dot.gov/sites/fta.dot.gov/files/docs/MinnesotaDecision_0.pdf

If TTD does not receive authorization from either party, Staff will return to the Board with a recommendation to authorize the procurement of a consultant to develop the specification, handle the procurement, manage the building of the buses, conduct the inspections, and document delivery.

Staff Recommendation

Staff recommends the Board:

1. Direct the development of a fleet replacement plan to be brought forward to the Board with the Short Range Transit Plan, which includes but is not limited to proposed fleet type, addressing service capacity, service growth, maintenance efficiency, service type needs, costs, available funding, and an advanced clean fuel transit strategy consistent with California policy direction; and
2. Prepare a procurement package for future Board approval for the purchase of electric buses after assessing the best practical approach, including but not limited to review of certifications to purchase vehicles from Washington State Contract #09214.

Additional Information:

If you have any questions or comments regarding this item, please contact George Fink at (775) 589-5325 or gfink@tahoetransportation.org.

Attachment:

- A. California Air Resources Board Fact Sheet on Advanced Clean Transit

Advanced Clean Transit Reducing Emissions from Transit Fleets

Last Updated: July 28, 2016

This summary describes how transit fleets are part of California's strategy to transition heavy-duty vehicles to zero and near-zero emission technologies to meet air quality, climate and public health protection goals.

What are California's air quality and climate goals?

California faces very challenging mandates to reduce air pollutants in order to meet the federal air quality standards and State climate change goals. To date, California has made significant progress and is on track to meet the AB 32 goals of reducing Greenhouse gas (GHG) emissions to 1990 levels by 2020; however, we need to continue making progress beyond 2020 to meet the following goals:

- Federal health-based ambient air quality standards (key milestones in 2023 and 2031)
- 40% reduction in GHGs by 2030
- 80% reduction in GHGs by 2050
- Up to 50% petroleum use reduction by 2030

New federal ozone standards (0.070 ppm) will require additional actions to reduce smog and protect public health. Meeting all of these goals requires nothing short of a bold transformation in all sectors including stationary, industrial, residential, and transportation with significant contributions from public agencies, private businesses and individuals.

What is the role for transit fleets?

Public transit agencies have played, and will continue to play, an important role in helping California meet air quality standards and greenhouse gas emission reduction goals; namely, by employing the cleanest technologies, providing safe and reliable public transit services to reduce light-duty passenger vehicle miles traveled and single occupancy trips, and reducing congestion on roadways. Transit fleets operate in local communities and have a key role, not only in helping transit-dependent riders, but also in helping to shape transportation and land-use around our communities.

What is the Advanced Clean Transit initiative?

The Advanced Clean Transit initiative is a proposed measure with a combination of incentives, and/or other methods that would result in transit fleets purchasing advanced technology buses during normal replacement and using renewable fuels when contracts are renewed. The concept would phase in cleaner technology over the next two decades and would consider flexibility to allow transit fleets to implement advanced technology in ways that are synergistic with their existing operations and would enhance passenger mobility. The concept would potentially recognize early actions to reduce emissions, alternative modes of zero emission transportation (e.g., light-rail), and other innovative methods to transport passengers more efficiently to their final destination (like car sharing vouchers, or bicycle sharing programs). A key goal is to ensure the emissions benefits are realized in disadvantaged communities while maintaining or expanding transit service. The goals would be consistent with and complementary to regional sustainable community plans and existing requirements for low carbon transportation fuels.

What advanced technologies are available for transit buses?

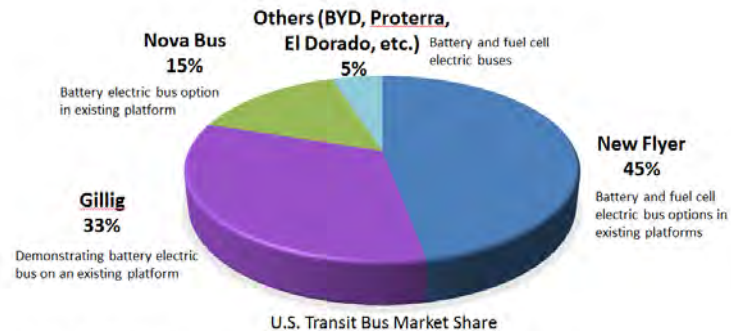
Zero emission battery electric and fuel cell electric buses, hybrid buses, and clean combustion engines that operate on renewable fuels may all play a role. In March of 2016, the first engine that was certified by ARB to an optional engine standard that has 90% lower NOx emissions compared to current engine standards became commercially available that operates on compressed natural gas. Diesel engines are also expected to be certified to lower optional NOx emissions standards in the near future. GHG emissions are reduced by the Low Carbon Fuel Standard (LCFS) regulation that requires fuel refiners and importers to lower the carbon intensity of transportation fuels sold in California by 10 percent by 2020 or to purchase credits from others. The LCFS credits have made renewable diesel and renewable natural gas available to fleet owners at similar cost as conventional fuels. Fleets that use low carbon transportation fuel contribute to meeting the goals of the LCFS regulation. Finally, there are more than a dozen models of zero emission battery electric and fuel cell electric buses that are commercially available from several bus manufacturers that achieve additional NOx and GHG reductions.

Are any transit fleets operating zero emission buses?

Yes, a number of transit agencies in California are providing daily service with zero emission buses and are expanding their zero emission bus fleets. Other agencies are also beginning to incorporate zero emission buses into their fleets for the first time. As of June 2016, there were 88 zero emission battery electric and fuel cell electric buses operating in California, and 162 more were on order. We are also seeing an expansion of zero emission bus fleets outside of California – both nationally and internationally. Now there are more than 60,000 zero emission buses operating worldwide.

Are zero emission buses sold only by a handful of manufacturers?

No, nearly all U.S. transit bus manufacturers have now entered the zero emission bus market with one or more commercial zero-emission bus models. There are dozens of models available in multiple configurations. The figure on the right shows the market share for bus manufactures and the types of zero emission buses that are available from each. Several companies are manufacturing zero emission buses in California including BYD, El Dorado, EBus, Motiv, and US Hybrid. GreenPower and Proterra each have plans to open a manufacturing plant in California. Gillig is based in Hayward, California, and is currently demonstrating vintage trolley battery electric buses on an existing platform.



Source: New Flyer, 2014

How can transit fleets afford to operate zero emission buses?

Today, battery electric buses can meet the needs of transit fleets for a substantial part of their service with a total cost of ownership that is becoming comparable to conventional buses because of lower maintenance and operational cost savings. Some zero emission bus manufacturers also have financing options that bring the up-front capital costs in line with those of conventional vehicles where the lease payments can be made with the annual maintenance and operational cost savings. Battery electric bus prices are continuing to come down each year as battery costs decline and as bus production increases. By 2020, battery electric buses are expected to have the same or lower cost of ownership for nearly all fleets in California. The cost for fuel cell electric buses are still relatively high, but they are also declining, especially with larger orders. Some of the costs savings for zero emission bus owners comes from Low Carbon Fuel Standard credits that transit fleets can earn and sell on the open market to offset some or all of the electricity costs or to reduce hydrogen production costs. Incentives can also offset some of the early investments needed for transit fleets to begin transitioning to zero emission buses.

What funding programs are available for advanced technologies?

Several funding programs are available to support the use of advanced technologies administered by Federal and State agencies and local air districts. For more information about funding opportunities please go to www.arb.ca.gov/ba/fininfo.htm.

Where can I get more information?

Fact sheets, compliance tools and documents about Advanced Clean Transit are available at www.arb.ca.gov/msprog/bus/bus.htm. If you have questions or wish to obtain this document in an alternative format or language, please call (916) 323-2927. TTY/TDD/Speech to Speech users may dial 711 for the California Relay Service.



MEMORANDUM

Date: February 6, 2017
To: Tahoe Transportation District (TTD) Board of Directors
From: TTD Staff
Subject: Authorize District Manager to Sign an Inter-local Agreement with Nevada Department of Transportation for the Nevada Stateline-to-Stateline Bikeway, North Demonstration Project

Action Requested:

It is requested the Board authorize the District Manager to sign an Inter-local Agreement (Attachment A) with Nevada Department of Transportation for the Nevada Stateline-to-Stateline Bikeway, North Demonstration Project (Project).

Fiscal Analysis:

All expenditures associated with this item for this fiscal year are accounted for in the 2016/17 Work Program and associated budget with existing funding sources. There are potential obligations created by this item in future years which will have to be accounted for in future Work Programs and associated budget resources.

Work Program Analysis:

This project is included in the work program and the TTD's Capital Improvement Program. All work associated with this effort will be captured under respective elements of the existing Work Program and corresponding allotted staff time.

Background:

The Project improves State Route (SR) 28 from Incline Village to Sand Harbor. The project includes a three mile Class 1 bike trail, parking lots to eliminate on highway parking, and associated SR 28 improvements. Five years ago, TTD was selected for a Federal Lands Access Program (FLAP) award to complete the design and take the project through construction, as administered by the Federal Highways Administration. Given the complexity of the FLAP process, it took several years to arrive at an agreed upon project and lead for the construction. The Nevada Department of Transportation (NDOT) took the final design and construction lead in late 2015. NDOT immediately moved to use the Construction Management At Risk (CMAR) delivery method for completion. NDOT also moved quickly to partner with TTD, Nevada State Parks, Washoe County, and the Tahoe Fund who have been working on the project development from the beginning. Typically NDOT develops a standard cooperative funding agreement with its partners.

In addition to the FLAP grant, TTD also previously secured a number of other funding sources for the Project.

RN/ja

AGENDA ITEM: VII.D.

Discussion:

The Inter-local Agreement establishes a contractual understanding between TTD and NDOT in order for TTD to utilize the various funding sources to pay for construction of portions of the Project through reimbursement to NDOT. It is a routine approach with which TTD staff is very familiar. This agreement requires and introduces a not so routine commitment that Staff wishes to bring it to the Board's attention and seeks concurrence before entering into it.

Specifically, the agreement establishes an additional understanding between TTD and NDOT that should the cost of the project exceed the engineer's estimate for construction that NDOT will cover the cost above the budgeted amount, but that TTD must reimburse the difference in cost at a future date. In negotiating this point, NDOT and TTD have arrived at two points of action. The first is work on the final design to get the estimated cost to within the current budget. The second is should that fail and costs exceed budget, rather than TTD being obligated to cash reimbursement, TTD may offset that cost through in-kind work during the construction of the future Central Corridor portion of the Stateline to Stateline Bikeway project. The in-kind work planned for the Central Corridor Project includes installation of conduit for fiber optics and SR 28 safety improvements, such as a guard rail, associated with the planned parking locations along SR 28. These are stated in the Agreement.

Because NDOT is utilizing the CMAR process for construction, TTD has been able to work closely with NDOT and their consultants and contractor to improve the design and construction methods for the project. At this time, the current total cost estimate is \$21 million. This is reduced significantly from earlier estimates by FHWA. However, it is still above the \$18.5 million available funding. This would, therefore, become a \$2.5 million obligation for TTD to reimburse in-kind during the Central Corridor Project. Staff is confident the in-kind work planned for the Central Corridor will meet this obligation. All work associated with the in-kind items are considered a benefit towards our obligation, including planning, environmental documentation, design, and construction.

Aside from this item, the agreement is routine and customary. The language specific to the in-kind offset is attached. It has been through several rounds of legal review by both NDOT and TTD legal staff and is ready to go. Staff recommends approval.

Additional Information:

If you have any questions or comments regarding this item, please contact Russ Nygaard at RNygaard@tahoetransportation.org or (775) 589-5503.

Attachment:

- A. Pages 4 and 5 of the Interlocal Agreement

10. To allow the TTD and its consultant's to observe, review, and inspect all activities of the DEPARTMENT's administration of the construction contract for the PROJECT during the construction phase, including the construction management.
11. To fund construction costs of the NORTH DEMO PROJECT using the sources identified in Exhibit A.
12. To fund all costs of the SR 28 IMPROVEMENTS using state funds.
13. To invoice the TTD monthly for authorized construction costs and provide the backup documentation required by the funding sources identified in Exhibit A.
14. To issue an encroachment permit to the TTD, at no cost to the TTD, for the installation of transit shelters and the operation and maintenance of transit stops and shelters along SR 28.
15. To communicate and meet regularly with the entities that share the responsibility for, and risks of, the PROJECT, including Washoe County, the U.S. Forest Service, Nevada Division of State Parks, Nevada Division of State Lands, the Incline Village General Improvement District, the Tahoe Regional Planning Agency, the Tahoe Fund, and the TTD.
16. To enter into agreements with Washoe County, the U.S. Forest Service, Nevada Division of State Parks, the Incline Village General Improvement District, and any other entities, as may be necessary for design, permitting, and construction of the PROJECT.
17. To work with the TTD to ensure that the conditions of TRPA Permit # EIPC2014-0016 are satisfied, including any monitoring, management, and mitigation requirements.

ARTICLE III - IT IS MUTUALLY AGREED

1. The term of this Agreement shall be from the date first written above through and including July 1, 2025, or until provisions contemplated herein has been completed, and accepted by the DEPARTMENT (except the responsibility for monitoring, maintenance, and mitigation), whichever occurs first.
2. This Agreement shall not become effective until and unless approved by appropriate official action of the governing body of each party.
3. The funding sources and amounts identified in Exhibit A are the only funding sources currently available for construction of the NORTH DEMO PROJECT. There are limitations on the uses of the various funding sources as described in Exhibit A. Exhibit A shall be amended to include any additional funding sources that may be secured in the future. Exhibit A may be amended by written consent of the directors of the DEPARTMENT and the TTD and such amended exhibit shall be attached hereto.
4. The NORTH DEMO PROJECT will first be funded with funding from the Federal Lands Access Program, whenever possible, followed by funding from the TTD.
5. The DEPARTMENT, in consultation with the TTD, and to the extent possible, will design the NORTH DEMO PROJECT within the total funding amount identified in Exhibit A. The design shall comply with all permitting agencies' requirements and applicable design standards. Exhibit A may be subsequently amended by written consent by the DEPARTMENT and the TTD to include additional funding sources.

6. The parties agree that in the event the NORTH DEMO PROJECT costs exceed the total funding amount identified in Exhibit A, the DEPARTMENT will obligate state funding necessary to pay those costs that exceed the total amount stated in Exhibit A, and the TTD will reimburse the DEPARTMENT in kind of equal value, by itself or with its partners, by delivering all or a portion of the environmental approval, design, engineering, and construction of fiber optic conduit or safety improvements from US 50 near Spooner to Sand Harbor State Park.

7. The DEPARTMENT agrees to assist the TTD to attempt to identify and secure those funding sources required to reimburse the DEPARTMENT for the excess costs for the NORTH DEMO PROJECT as described in Article III, Paragraph 6. The parties agree and acknowledge that the DEPARTMENT's assistance to the TTD shall not be construed as a commitment from the DEPARTMENT to take on a commitment to pay such excess costs without TTD's reimbursement through SR 28 improvements, or to waive TTD's commitment to reimburse the DEPARTMENT for such costs through SR 28 improvements.

8. The TTD will not be responsible or liable for providing funding from a source identified in Exhibit A if the DEPARTMENT fails to design or construct the PROJECT so that it is eligible for funding from such funding source, or fails to provide the invoice and backup documentation required by that funding source.

9. The TTD will not be responsible or liable for providing any funding from State Question 1 bonds that are not ultimately issued for any reason.

10. The TTD will not be responsible or liable for providing any funding from a source identified in Exhibit A that is lost or forfeited if the project is not completed by the expiration date required by the funding source, unless the DEPARTMENT receives prior written consent from the TTD.

11. The parties agree to allow each other to observe, review, and inspect project construction and to review applicable change orders in a timely manner which prevents PROJECT delay. All change order requests shall be made in writing. Each party shall complete its review of all change orders submitted to it by the other party within five (5) working days after service of such change orders. In the event the TTD does not provide the DEPARTMENT with a written response to the DEPARTMENT's change orders within five (5) working days following the DEPARTMENT's service of such change orders, the DEPARTMENT will proceed with the change orders so as not to delay the PROJECT and will assume no liability therefor. TTD shall be responsible for all costs associated with change orders requested by TTD but not approved by the DEPARTMENT, which cannot be foreseen at this time or are outside the scope of work of the PROJECT. It is the intention of the parties that this review does not constitute a joint exercise of powers pursuant to NRS 277.080 to 277.170, inclusive.

12. This Agreement may be terminated by either party prior to the date set forth above, provided that a termination shall not be effective until thirty (30) calendar days after a party has served written notice upon the other party. This Agreement may be terminated by mutual consent of both parties. This Agreement may be terminated unilaterally by either party without cause, provided that the terminating party will reimburse the other party for all costs incurred up to the point of termination together with all costs incurred by the other party because of the termination. The parties expressly agree that this Agreement shall be terminated immediately if for any reason federal and/or State Legislature funding ability to satisfy this Agreement is withdrawn, limited, or impaired.