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

Tahoe Regional Planning Agency **January 8, 2016**
128 Market Street **9:30 a.m.**
Stateline, NV 89449

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 January 8, 2016
C. Approval of Minutes of December 11, 2015

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. TRANSIT AD HOC COMMITTEE REPORT

IV. TAHOE REGIONAL PLANNING AGENCY ADVISORY PLANNING COMMISSION APPOINTEE REPORT

V. TAHOE TRANSPORTATION COMMISSION (TTC) BUSINESS ITEMS

Items for Possible Action	Action Requested	Page
A. Informational Update on the 2016 Regional Transportation Plan/Sustainable Communities Strategy (RTP/SCS) Greenhouse Gas Targets and Public Outreach; and Active Transportation Plan Public Draft Release	**Informational Only**	**1**

VI. ADJOURN AS TTC AND RECONVENE AS TTD

VII. TAHOE TRANSPORTATION DISTRICT (TTD) CONSENT ITEMS

Items for Possible Action	Action Requested	Page
A. Review and Acceptance of the District's Financial Statement of Operations for July 1, 2015 through October 31, 2015	**Acceptance**	**15**
B. Review and Acceptance of the Monthly Transit Contractor Report and the Transit and Mobility Managers' Updates for November 2015	**Acceptance**	**24**

VIII. TAHOE TRANSPORTATION DISTRICT (TTD) BUSINESS ITEMS

Items for Possible Action	Action Requested	Page
A. Approval of Blanket Contract Amendments and Task Orders for Board Authorized Capital Improvement Projects and Related Programs	**Approval**	**27**

IX. DISTRICT MANAGER REPORT

X. LEGAL COUNSEL REPORT

XI. BOARD, COMMISSION MEMBER AND STAFF COMMENTS

XII. PUBLIC INTEREST COMMENTS

XIII. ADJOURNMENT

The following locations will be available for participation for the Board meeting by teleconference:

North Lake Tahoe Resort Association
100 N Lake Blvd.
Tahoe City, CA 96145

Washoe County
1001 E. 9th Street
Reno, NV 89512

Placer County
Dept. of Public Works
3091 County Center Dr., Suite 220
Auburn, CA 95603

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 / COMMISSION
BOARD MEETING MINUTES
December 11, 2015

TTD/C Board Members in Attendance:

Steve Teshara, SS-TMA, Chair
Austin Sass, City of South Lake Tahoe
Andrew Strain, Member at Large
Ron Treabess, TNT-TMA
Sue Novasel, El Dorado County
Mark Kimbrough, Carson City
Sondra Rosenburg, NDOT

TTD/C Board Members Absent:

Marsha Berkbigler, Washoe County, Vice Chair
Will Garner, Placer County
Nancy McDermid, Douglas County
Gary Arnold, Caltrans
Mike Gabor, U.S. Forest Service
Neil Mortimer, Washoe Tribe

Others in Attendance:

Carl Hasty, Tahoe Transportation District
Joanie Schmitt, Tahoe Transportation District
George Fink, Tahoe Transportation District
Nick Haven, Tahoe Regional Planning Agency
Karen Fink, Tahoe Regional Planning Agency
Judi Allen, Tahoe Transportation District
Adam Spear, Esq., Legal Counsel

I. TAHOE TRANSPORTATION DISTRICT AND TAHOE TRANSPORTATION COMMISSION CALL TO ORDER AND ROLL

A. Roll Call and Determination of Quorum
The meeting of the Tahoe Transportation District and Tahoe Transportation Commission was called to order by Chairman Teshara at 9:40 a.m., at the Tahoe Regional Planning Agency. Roll call was taken and it was determined a quorum was in attendance for the TTD/TTC.

B. Approval of TTD/TTC Agenda of December 11, 2015
Motion/second by Mr. Treabess/Ms. Novasel to approve the TTD/TTC agenda for today's meeting. The motion passed unanimously.

C. Approval of TTD/TTC Meeting Minutes for November 13, 2015
Motion/Second by Mr. Treabess/Mr. Kimbrough to approve the TTD and TTC minutes. The motion passed unanimously.

II. PUBLIC INTEREST COMMENTS

No public interest comments were made.

III. TAHOE REGIONAL PLANNING AGENCY ADVISORY PLANNING COMMISSION APPOINTEE REPORT

Mr. Teshara reported on the proposed commodity conversion pilot program and noted he was reelected Chair of the APC for another two-year term.

IV. TAHOE TRANSPORTATION COMMISSION (TTC) BUSINESS ITEMS

A. Informational Update on the 2016 Regional Transportation Plan
Ms. Fink reviewed this item and gave a presentation.

Action Requested: Informational Only

Mr. Strain arrived at 10:12 a.m.

V. ADJOURN AS TTC AND RECONVENE AS TTD

VI. TAHOE TRANSPORTATION DISTRICT (TTD) CONSENT ITEMS

A. Review and Acceptance of the Monthly Transit Contractor Report and the Transit and Mobility Managers' Updates for October 2015
B. Informational Update Regarding the George Whittell High School Bus Stop

Mr. Treabess motioned to approve the consent calendar, Ms. Novasel seconded the motion. The motion passed unanimously.

VII. TAHOE TRANSPORTATION DISTRICT (TTD) BUSINESS ITEMS

A. Review and Acceptance of the District's Fiscal Year 2014-15 Financial Audit Report
Ms. Schmitt introduced Marc Davis of Davis Farr. Mr. Davis gave a report of the District's financial audit.

Action Requested: Acceptance

Ms. Novasel made the motion to accept the financial audit of the District for fiscal year 2014-15. Mr. Treabess seconded the motion. The motion passed unanimously.

B. Conduct Workshop and Adopt Resolution 2015-010 Making Certain Findings and Directing the District Manager to Proceed with Actions Necessary to Directly Operate Transit
Mr. Hasty introduced the presentation and workshop. He informed the Board that new data appears to indicate that there are more than 13 million visits per year to the basin. He reminded the Board that attractive transit services are vital to capturing those visitors and reducing environmental impacts to Lake Tahoe. He stated that additional information and analysis would be forthcoming from TTD's Corridor Planning Study. Mr. Hasty described a target of eight years to establish an integrated transportation system between Truckee (I-80 corridor)

and South Lake Tahoe (US 50 corridor). He stated that TTD directly operating transit is one of the necessary components for that integrated transportation system.

Mr. Fink continued the presentation and addressed the operations plan for directly operating transit. He discussed the importance of new long-term funding sources available from the Fixing America's Surface Transportation (FAST) Act. He explained that directly operating transit will allow for a more flexible use of FTA formula funding. He explained that directly operating transit will provide a higher level of control over what is done, how it is done, and who is doing it, which should result in higher quality performance. He explained that directly operating transit should also result in higher levels of public accountability and staff level performance oversight.

Mr. Spear discussed some of the legal issues that would be involved in directly operating transit, including Board responsibilities and potential liability, District responsibilities and potential liability, and insurance coverages. Mr. Spear advised the Board that a human resources consultant and outside legal counsel would be needed to provide the expertise necessary to establish additional policies and procedures. In response to questions from Mr. Kimbrough, Mr. Spear explained that TTD is a bi-state special purpose district created by the Tahoe Regional Planning Compact. Mr. Kimbrough asked about the Board's role in the event of employee complaints or whistleblower activities. Mr. Spear explained that to the extent possible employee complaints and appeals would continue to be addressed at the staff level, as determined in consultation with the human resources consultant.

Mr. Fink continued the presentation. He discussed TTD qualifications for directly operating transit, including personnel and physical assets. He described a proposed organizational structure. He described the planning process that has taken place to find the best model for meeting transit and transportation goals in the Basin.

Mr. Fink described the FY 2016-20 pro forma budget developed for directly operating transit. He acknowledged that this budget was partial and subject to change and he walked through the assumptions that were used to develop the budget. He explained that there are new potential funding sources that could be available which were not included in the budget. Ms. Novasel asked whether the projections showed that TTD would "come out even" by directly operating transit and whether there would be no deficit. Mr. Fink responded that the system would not be in deficit, but that TTD would reinvest any cost savings back into the system. Ms. Novasel asked whether the projections included the cost of negotiating with a union. Mr. Fink responded that he did not expect any legal expenses above what Mr. Spear could provide. Mr. Hasty explained that the transition could be simple or could be more involved. Mr. Spear clarified that TTD would be hiring outside counsel with necessary experience in union and labor issues.

Mr. Sass asked whether the projections assumed current service levels. He stated that he thought the projections should include higher service levels if the purpose of directly operating transit was to increase service levels. Mr. Hasty stated that the projections were meant to establish that from the most conservative standpoint, assuming no additional revenues, this is "what we can do." He explained that additional revenues would allow TTD to increase service levels and ridership.

Mr. Sass stated that he believed there should be a more ambitious goal than a 5% increase in ridership. Mr. Fink stated that the 5% increase in ridership was an assumption for budgeting purposes, not a goal. He agreed with Mr. Sass that TTD should have a higher goal than a 5% increase in ridership, but did not want to include a higher increase for the purposes of projecting farebox revenue as part of the budget. Mr. Hasty reiterated that setting a targeted increase in ridership would be part of another discussion. Ms. Novasel appreciated the explanation and acknowledged the difference between budgeting/forecasting and setting ridership goals. Mr. Hasty stated that TTD's Corridor Planning Project would result in the long-range and short-range transit planning necessary to set ridership goals. Mr. Kimbrough agreed that the more conservative projections were appropriate for the current business planning and budgeting.

Ms. Novasel asked whether contributors had agreed that revenues from contributions would be projected at slightly higher rates with the inclusion of a CPI inflator. Mr. Fink explained that this assumption was based on informal conversations to date regarding service level needs.

Mr. Fink concluded the presentation with a schedule of next steps for the transit leading up to the completion of the transition on July 1, 2015.
Mr. Kimbrough asked about the communications that have occurred with current transit employees to avoid harming morale during the holidays. Mr. Fink stated that TTD would need to talk to Keolis about the transition first before TTD could communicate with current transit employees.

Mr. Strain asked whether TTD had adopted the Transit Vision referred to in the agenda materials. Mr. Hasty stated that it was not formally adopted, but that it had been reviewed and revised by the Board and the Board had not asked for any further revisions.

Mr. Strain asked whether there was a transition budget. Mr. Fink explained that the transition budget will come from cost savings from this fiscal year (fuel costs) and cost savings from next fiscal year, and will be about $80,000 over the two fiscal years.

Mr. Teshara asked for public comment. Wanda Smith appeared on behalf of Keolis. Ms. Smith stated that she was an employee of Keolis appearing at the direction of her employer, Keolis. Ms. Smith read a letter from Ryan Adams, Vice-President of Strategy and Corporate Development, Keolis. The letter asked the Board to delay action.

Mr. Sass asked what kind of materials Keolis would be able to provide if the Board were to delay action. Ms. Smith stated that she did not know. Mr. Sass stated that it seemed strange that Keolis was asking the Board to delay action so that Keolis could present more information, but that Keolis was not telling the Board what kind of information Keolis would present or why they would present it.

After public comment, Mr. Strain commended staff on its preparation for the meeting, in particular the vision plan, the operating plan, and the training manuals. He asked whether the vision plan should include sub-regional visions for the north shore and the south shores.

Mr. Strain expressed support for the Board to conduct due diligence in the transition. Mr. Strain made the following suggestions: (1) extend the existing operator contract in order to have the transition occur during the shoulder season, (2) appoint an ad hoc committee of board members/alternates to work with staff and consultants to help direct and provide oversight to the process, (3) reestablish the transit operations committee, and (4) add a management consultant to the consultant team to identify blind spots and overlooked items. Mr. Strain stated that in his experience these types of transitions come down to culture, and that the culture needs to be in place from the beginning. He stated that this is a serious and large undertaking that should be done in an informed and enlightened manner.

Staff and the Board asked Mr. Strain questions in order to clarify their understanding of his recommendations. Mr. Sass asked about staff's plan to hire a human resources consultant to advise the Board. He stated that it was his understanding from the November Board meeting that a human resources consultant would attend this meeting to advise the Board on its decision. Mr. Spear confirmed that it was staff's intention to have a human resources consultant attend this meeting, but that staff still needed to talk to additional firms before awarding a contract.

Ms. Novasel asked whether the budget included permanent human resources director position. Mr. Hasty confirmed that it did. Mr. Strain stated that he did not believe one human resources position would be sufficient. Mr. Fink explained that the road supervisors to be hired would also perform human resources functions. Ms. Novasel also recommended that a risk management position be considered.

Mr. Hasty asked for confirmation that there were no doubts about the direction, but instead concerns about whether everything is in place to directly operate transit. Mr. Sass asked Mr. Strain whether the management consultants and human resources consultants could come in and tell the Board something that would affect the action contemplated in the Resolution. Mr. Strain responded that he believes it could affect the expense side of the transition. He stated that a transition budget of $80,000 seems low. He stated that the efforts to develop human resources capabilities will likely require a "huge" amount of time and resources. Mr. Hasty stated that while there are uncertainties and costs, issuing a request for proposals for a new contractor would also create uncertainties

regarding costs and service level capabilities. Mr. Teshara pointed to evidence in the agenda packet that the contractor model is a “diminishing opportunity” and that directly operating transit is necessary to fulfill TTD’s mission. He stated that the question is a matter of timing as to when TTD can be ready to begin directly operating transit.

After further discussion and clarification, the Board directed that the Resolution be revised prior to adoption. Mr. Spear drafted revisions to the Resolution based on direction from the Board. Mr. Spear read the changes to the Resolution as follows: (1) move previous Finding 2 into the “Whereas” clauses; (2) delete reference to the transition date of July 1, 2016; (3) add Finding 1: The Board approves the Transit Vision; (4) add Finding 2: TTD will pursue an extension of the current agreement with its contractor until October 31, 2016; (5) add Finding 3: The Board creates an ad hoc committee to work with staff and outside consultants and provide updates and recommendations to the Board regarding the transition, comprised of the following members or their alternates - Mr. Strain, Mr. Sass, Ms. Novasel, Ms. McDermid, and Mr. Garner; (6) keep Findings 4 through 6 the same; and (7) add Finding 7: Staff will hire a management consultant, human resources consultant, and outside employment law counsel to develop the organizational capabilities, processes and resources needed to directly operate the transit system.

Ms. Novasel made the motion to adopt Resolution 2015-010 directing the District Manager to proceed with actions necessary to directly operate transit and develop an inter-regional transit system, as revised by the Board and read into the record by Mr. Spear. Mr. Kimbrough seconded the motion. The motion passed unanimously.

Mr. Sass suggested sending out a press release that clearly states the intention of the action. He stated that he personally wanted Keolis to know that the he could not grant an extension without any facts or figures or intentions, and without being able to answer that question. Mr. Hasty stated that staff would follow up with Keolis for the contract extension and that Keolis is welcome to attend future public meetings.

Mr. Teshara repeated, for the minutes, Ms. Novasel’s request that staff come back with a proposal in the near future to re-establish the transit operations committee.

Mr. Strain left at 12:07 p.m., with Mr. Fortune stepping in.

Action Requested: Adopt Resolution

VIII. DISTRICT MANAGER REPORT

Mr. Hasty handed out a flyer that was distributed at the Open House held on December 1 for the US 50 Community Revitalization Project. He also reported he gave a presentation regarding the project to the City Council and that another public meeting will be scheduled around February as requested by Mr. Sass. He noted

Douglas County did pass the nickel gas tax measure and the US 50 project is on the related project list, however the quarter cent sales tax measure did not pass.

IX. LEGAL COUNSEL REPORT

Mr. Spear had nothing further to report.

X. BOARD, COMMISSION MEMBER AND STAFF COMMENTS

Mr. Sass noted Ms. Wendy David has been appointed as his alternate to the Board and thanked Mr. Hasty for his presentation to the City Council regarding the US 50 Community Revitalization Project.

Ms. Novasel noted El Dorado County Commissioners, the City Council, and Douglas County Supervisors will start having collaboration meetings in the second quarter of next year.

Ms. Rosenburg reminded the Board of the passage of the FAST Act and the funding is retroactive to October 1, 2015, the beginning of the federal fiscal year.

Mr. Treabess noted that TOT dollars have been allocated to transportation, trails, ice skating rink, and a bus shelter. He also noted the Placer County Board of Supervisors approved the revised tourism development plan.

Mr. Haven thanks Mr. Hasty and the Board for the legislative efforts over the years.

XI. PUBLIC INTEREST COMMENTS

No public interest comments were made.

XII. ADJOURNMENT

The meeting adjourned at 12:30 p.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.)

Tahoe Metropolitan Planning Organization

P.O. Box 5310
128 Market Street
Stateline, Nevada 89449
(775) 588-4547 ◆ Fax (775) 588-4527

MEMORANDUM

Date: January 4, 2016

To: Tahoe Transportation Commission (TTC) Board of Directors

From: TMPO Staff

Subject: Informational Update on the 2016 Regional Transportation Plan/Sustainable Communities Strategy Greenhouse Gas Targets and Public Outreach; and Active Transportation Plan Public Draft Release

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Action Requested:
This is an informational item only, no action is necessary.

Description:
As mentioned at the December TTC meeting, TMPO staff will be drawing on the TTC's expertise as the Technical Advisory Committee for the 2016 Regional Transportation Plan/Sustainable Communities Strategy, *Linking Tahoe 2040* (RTP/SCS). In support of this role, TMPO staff will provide frequent updates to the TTC. *Linking Tahoe 2040* will serve as both the Regional Transportation Plan and the Region's Sustainable Communities Strategy, in accordance with California's Senate Bill 375.

As noted in December, the RTP/SCS incorporates the Region's modal and corridor plans and relies on them for development of project and policy concepts. Where appropriate, RTP/SCS informational updates to the TTC will also incorporate updates on these more specific plans.

At the January TTC meeting, staff will present:

- Lake Tahoe Active Transportation Plan Public Draft Release
- Lake Tahoe Region Greenhouse Gas Emission Reduction Targets
- Public Participation Plan Update/*Linking Tahoe 2040* Public Participation

Lake Tahoe Active Transportation Plan Public Draft Release

In October, TMPO staff provided the TTC with an overview of the Lake Tahoe Active Transportation Plan and the public outreach conducted on the Plan to date. Staff has conducted technical analysis on factors influencing bicycling and walking, updated data sets including bicycle and pedestrian user counts and safety data, compiled public and stakeholder input, and worked with the local jurisdictions to align the Active Transportation Plan with Area Plans and capital improvement programs. In November, staff conducted a two-day workshop called "Transforming Tahoe Transportation – a Workshop on Completing our Streets." Design and policy recommendations from this workshop will be incorporated into the Active Transportation Plan. A "Next Steps" memo resulting from this workshop is included here as Attachment A.

KF/ja AGENDA ITEM: V.A.

The Active Transportation Plan will be released for a 30-day public comment period on January 15, 2016. The public comment period will close on February 16, 2016. The draft plan will be available online at www.tahoempo.org. Staff will bring a Final Draft Plan to the TTC for a recommendation of approval at the March 2016 meeting and will seek TMPO Board approval that same month. The Active Transportation Plan is incorporated into the RTP/SCS by reference.

Lake Tahoe Region Greenhouse Gas Emission Reduction Targets

In 2008, California passed Senate Bill 375 (SB 375), the Sustainable Communities and Climate Protection Act. This bill requires regional metropolitan planning organizations (MPOs) to focus on regional land use and transportation policies to reduce greenhouse gas emissions (GHG) for cars and light trucks in order to meet targets established by the California Air Resources Board (ARB). SB 375 calls for each MPO to develop a Sustainable Communities Strategy (SCS) with its Regional Transportation Plan, identifying how regional GHG will be reduced to meet the targets.

TRPA fulfills multiple roles in regards to the RTP/SCS. Under the authority of the bi-state Tahoe Regional Planning Compact (Public Law 96-551) between the states of California and Nevada, TRPA is required to regulate transportation and land use and to produce a Regional Transportation Plan. TRPA also helps to meet federal and state requirements for regional transportation planning by serving as the Tahoe Metropolitan Planning Organization (federal authority) and the Regional Transportation Planning Agency (California state authority). Because of these requirements, TRPA is involved in several on-going planning processes related to transportation, land use, and the environment, including:

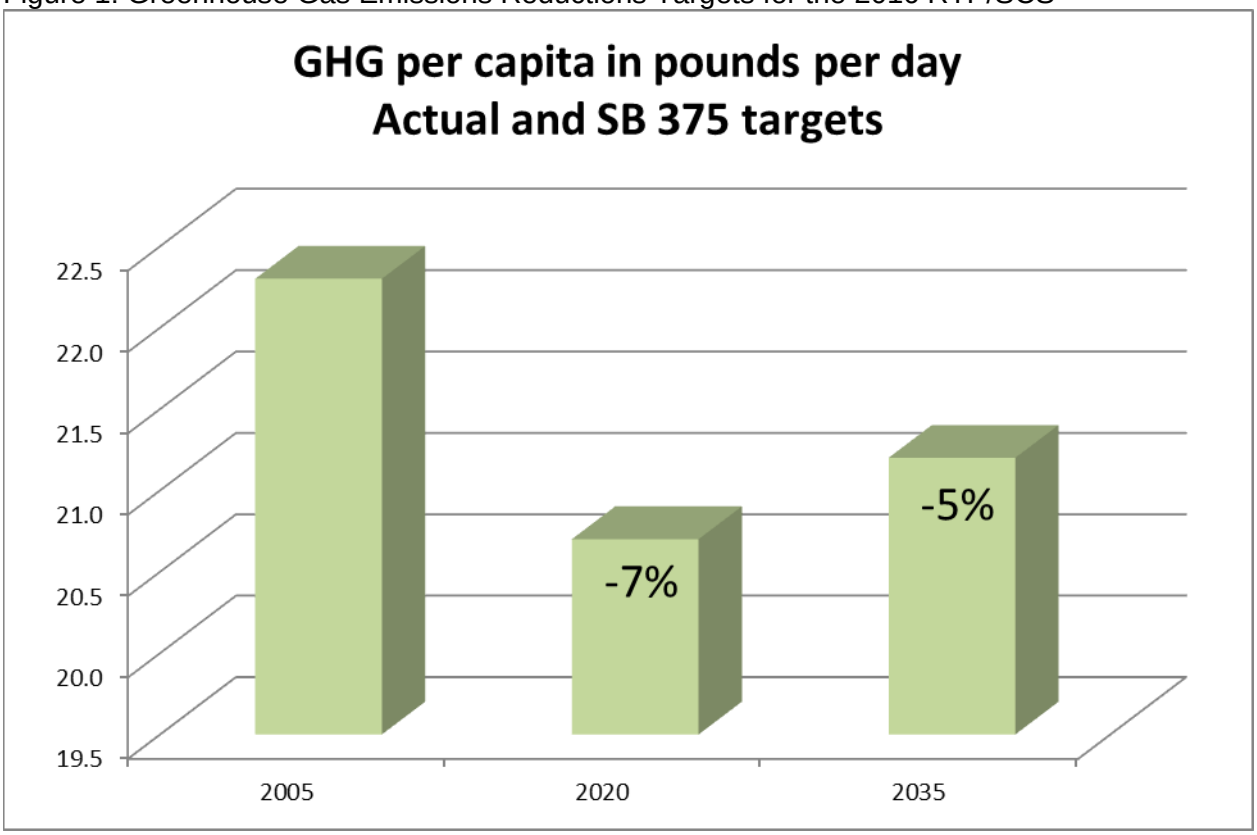
- Achieving the Environmental Thresholds of the bi-state Compact;
- Implementation and oversight of the TRPA Regional Plan;
- Regularly updating the Regional Transportation Plan (RTP) (per California and federal law);
- Regularly updating the Sustainable Communities Strategy (SCS) under California state law.

As the primary authority regulating land use in the Lake Tahoe Basin, TRPA is responsible for developing and maintaining a land use plan that, when integrated with transportation and housing strategies, supports the goals of SB 375. The Sustainable Communities Strategy must rely on the transportation strategies of the RTP and the land use strategies of the Regional Plan to meet the Lake Tahoe GHG targets. Because this integrated strategy will also help meet other environmental goals for the Region, such as environmental thresholds and the Total Maximum Daily Load (TMDL), the Sustainable Communities Strategy for the Tahoe Region addresses these as well.

In accordance with SB 375, ARB worked with the TMPO to set GHG emissions reduction targets for the California side of the Lake Tahoe Basin. In 2010, the first round of targets was established (Figure 1). For the Tahoe Region, the targets are:

- Seven percent per capita reduction from 2005 emissions levels by 2020
- Five percent per capita reduction from 2005 emissions levels by 2035.

Figure 1: Greenhouse Gas Emissions Reductions Targets for the 2016 RTP/SCS



In December 2012, the TMPO and the TRPA approved the Region's first Sustainable Communities Strategy. The SCS demonstrated that, through the integrated transportation strategies in the RTP and the land use strategies of the Regional Plan, the Region would attain and even exceed these targets.

For the 2016 update of the RTP/SCS, the Lake Tahoe Region will be subject to the same GHG emission reduction targets as in 2012. SB 375 requires ARB to update GHG targets every eight years. Accordingly, the TMPO expects that new targets will be set for the Region and will go into effect in 2018. Over the coming months, TMPO staff will present updated land use and transportation scenarios for consideration by the public and TMPO and TRPA governing bodies that demonstrate continued achievement of the Region's GHG targets.

Public Participation Plan Update/*Linking Tahoe 2040* Public Participation

Strengthening on-going public outreach has been a key focus for the TMPO and TRPA in the interim period between RTP/SCS updates. Staff's goal is that a continuous two-way public dialogue with a broad array of groups informs all of the TMPO and TRPA's planning decisions

throughout the planning cycle, and the publication of the RTP/SCS every four years represents the latest evolution of this dialogue, rather than limiting outreach to specific public workshops that occur during development of draft documents. While public workshops are still required as part of document development, they represent only a portion of the overall public outreach strategy.

To document its public outreach strategy, the TMPO is required to update its Public Participation Plan (http://www.tahoempo.org/documents/Final_PublicParticipationPlan_Amendment.pdf). TMPO staff will bring the updated Public Participation Plan to both the TTC and the TMPO board for approval with the RTP update in late 2016.

The TMPO and TRPA have been engaged in the following on-going activities:

- Participation in associations or other standing meetings: Lake Tahoe South Shore Chamber of Commerce, North Lake Tahoe Resort Association, Lake Tahoe Collaborative of Non-Profit Organizations, transportation management associations, Lake Tahoe Bicycle Coalition, and the Lake Tahoe Sustainability Collaborative
- Tahoe Transportation Electronic Newsletter
- Tahoe Talks lunchtime discussion forum on transportation, environment, and economy
- School Districts – Safe Routes to Schools Outreach
- Lake Tahoe Bikeway Partnership organization and leadership
- Booth at local events such as Earth Day, Business Expos, and festivals
- TMPO now has a Spanish translator on contract, so that materials can be translated quickly and brought to Spanish-speaking community regularly

At each of these activities, staff is able to highlight current projects and opportunities for feedback, such as open surveys or upcoming workshops. As a regular participant in these groups, staff is able to stay informed on current transportation issues that may need to be addressed in updates to transportation planning documents, and to discuss strategies for transportation problem-solving with group members within the context of the meetings and the group's realm of interest and expertise.

Other outreach has been conducted on an as-needed basis, or to gather input on a specific question or plan. The list below includes the types of outreach that the TMPO and TRPA do or have done on a more targeted basis related to the most recent update of the RTP and associated modal plans:

- Door-to-door Spanish outreach in North Shore
- Attendance at Cafecitos meetings in South Shore (Spanish-language parent group)
- Presentations and attendance at association meetings, including service groups, homeowner associations, agencies, health organizations, and other collaboratives
- Transforming Tahoe Transportation – a Workshop on Completing our Streets
- Public surveys to gather input on draft planning documents or concepts
- Public workshops or open-houses

In the spring of 2016, the TMPO and TRPA are planning a joint public open-house with the Tahoe Transportation District to gather feedback on the RTP/SCS and draft corridor plan concepts. In preparation for this workshop and as part of the development of the draft RTP/SCS, the TMPO is planning work with stakeholders and the public to verify regional goals

for the transportation system and to lay the groundwork for target-setting and performance-based planning, in accordance with the federal transportation bill.

Additional Information:
If you have any questions or comments regarding this item, please contact Karen Fink at (775) 589-5204 or kfink@trpa.org.

Attachment:
A. Transforming Tahoe Transportation – Next Steps Memo

KF/ja AGENDA ITEM: V.A.

RECAP, NEXT STEPS & ACTIONS

OVERVIEW

TRPA/TMPO hosted a Complete Streets Workshop on Wednesday, November 18 and Thursday, November 19, 2015 for local, regional and state agency partners. Alta Planning + Design's Joe Gilpin, National Association of City Transportation Officials Certified, and Bryan Jones, PE, AICP, facilitated the workshop. Many agencies in the area, such as Truckee, Kings Beach, Tahoe City, and Carson City, are already applying complete street techniques to their projects to improve mobility and safety for all users. Key examples are the King's Beach roundabouts and Truckee's many projects including roundabouts, paid parking, trail system, and creative funding mechanisms and partnerships for maintenance. In addition, Caltrans and FHWA highlighted their efforts to encourage engineering judgment, design flexibility, and complete street funding opportunities.

More than 60 people attended the workshop, representing the following agencies:

- California Department of Transportation
- Nevada Department of Transportation
- Washoe County
- El Dorado County
- Douglas County
- Placer County
- Town of Truckee
- City of South Lake Tahoe
- California Highway Patrol
- Tahoe City Public Utility District
- California Tahoe Conservancy
- Federal Highway Administration
- TRPA/TMPO

Through brainstorm sessions, presentations, and expert panel discussions, Day 1 focused on exploring a variety of topics including:

- What makes the Tahoe Region unique and special to its residents and visitors
- Identifying Tahoe's transportation system customers and the challenges the Region faces serving them
- Redefining the challenges agency staff must solve
- Broadening the use of tools, resources, and solutions
- Debunking policy, funding, and engineering misconceptions to empower and enable complete street implementation
- Identifying agency-specific policies and commitments to designing and building complete street infrastructure
- Networking with regional partners to create new relationships, synergy and partnerships to better serve the Region.

Brainstorming Session on Day 1

Day 1 also included **three guest presenters:**

1. A keynote presentation by Dan Wilkins, the Public Works Director for the Town of Truckee. Dan highlighted Truckee's successes with trails, paid parking, roundabouts, and funding opportunities.

2. A roundabout and design flexibility presentation by Hilary Isebrands, a Federal Highway Administration (FHWA) Safety Engineer specializing in roundabouts and road safety audits.

3. A presentation on intersection control evaluation by Jerry Champa, Traffic Safety Liaison, for Caltrans.

The expert panel discussions involved agencies from all levels of government and included the audience in a question and answer period. The panel provided a localized discussion on challenges, opportunities, and commitments. Panel participants included:

Planning, Design & Funding

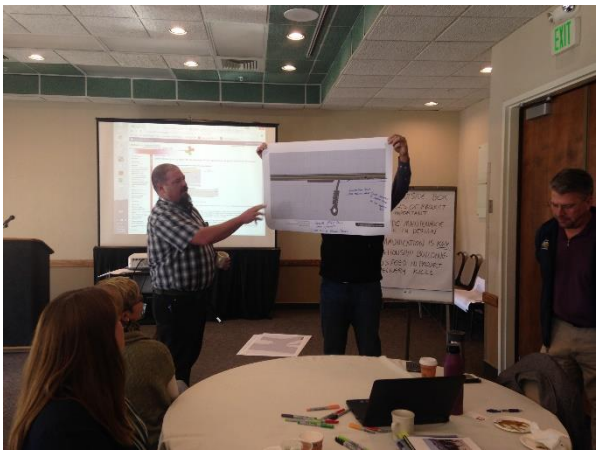
Name	Organization	Position
Sondra Rosenberg	NDOT	Assistant Director Planning
Robert Peterson	Caltrans HQ	Chief, Office of HSIP
Chris Engleman	Caltrans HQ	CA MUTCD / CTCDC
David Cohen	FHWA California Division	Traffic Safety Specialist
Jerry Champa	Caltrans HQ	Traffic Safety & Ops Liaison Engineer
Dan Wilkins	Town of Truckee	Public Works Director

Implementation & Maintenance

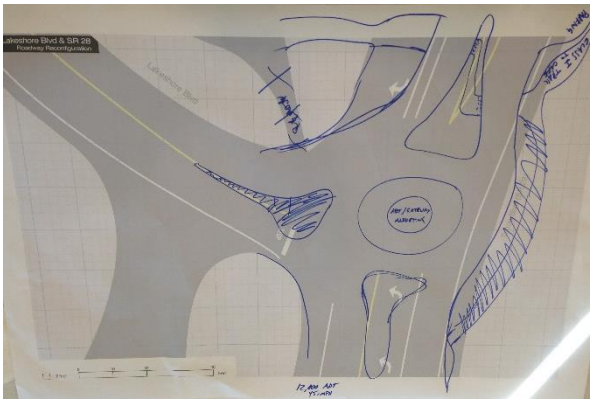
Name	Organization	Position
Hilary Isebrands	FHWA Resource Center	Safety Engineer
Dan Wilkins	Town of Truckee	Public Works Director
Brian Stewart	Placer County Public Works	Design & Construction Engineer
Rod Murphy	Caltrans	District 3 Project Manager
Thor Dyson	NDOT	District 2 Engineer
Jerry Champa	Caltrans HQ	Traffic Safety & Ops Liaison Engineer
Tom Hallenbeck	Caltrans HQ	Traffic Safety Division Chief

Day 2 began with a robust discussion about the key takeaways from day 1, followed by group design exercises of five local Tahoe roadway challenges. Participants split into three groups, with a mix of agency staff and expertise. These exercises gave participants an opportunity to apply newly learned tools in an intense and collaborative design process. Armed with data and local knowledge, groups proposed options for improving mobility, and safety for all users.

Participants Create and Share Their Design Solutions on Day 2



Example Designs:



TOP CONCERNS

Alta Planning + Design led a brainstorm discussion at the beginning of the day to help identify local concerns about implementing complete streets projects. The main concerns included:

- The difficulty of designing projects for peak season and off peak season demands and needs. How can you design for both?
- Generating public support for project design, maintenance and funding.
- The conservation of natural resources.
- Support for design flexibility among agency leaders.
- The challenge of designing projects for snow removal and storage.

WHO ARE TAHOE'S CUSTOMERS?

The next brainstorm identified customers the Region serves or needs to serve with our transportation system. The list was long and diverse.

- Local residents and businesses
- Tourists (local, national, and international)
- People that walk, bike, drive, and use transit
- Emergency responders
- Special events
- Maintenance crews
- Regular and seasonal workforce
- People of different socio-economic backgrounds
- People seeking parking and access to destinations such as casinos, ski resorts, trail heads, and beaches.

THE BIGGEST BARRIER

Project Design & Liability: Presentations, panel sessions, design exercises, and peer to peer conversations all touched on this issue. Resources regarding design flexibility include:

- FHWA supports design flexibility through its 2013 memo, "Bicycle and Pedestrian Facility Design Flexibility." In that memo, FHWA refers planners and engineers to guides published by the American Association of State Highway and Transportation Officials, the National Association of City Transportation Officials, and the Institute of Transportation Engineers. FHWA also published the "Revision of Thirteen Controlling Criteria for Design" in 2015 which promotes design flexibility and clarifies FHWA's standards.

- Deputy Directive 64-R2, signed in October 2008 and renewed in 2014, directs Caltrans to implement complete streets.

"The Department provides for the needs of travelers of all ages and abilities in all planning, programming, design, construction, operations, and maintenance activities and products on the State Highway System."

- The 2014 Caltrans memo, "Design Flexibility in Multi-Modal Design," provides for flexibility in design through experimental project processes. The memo identifies design documents such as the National Association of City Transportation Officials' "Urban Street Design Guide," "Urban Bikeway Design Guide," and the Institute of Transportation Engineers' "Designing Urban Walkable Thoroughfares" as important resources when considering designs that accommodate all users.

Local issues and solutions were identified to support staff in taking advantage of the design flexibility offered by these federal and state government agencies:

Reduce Fear of Failure: Many staff and elected officials are deterred from opportunistic innovation by perceived limitations. Staff and elected officials can rely too heavily on common standards, existing knowledge, or historic project experience. It is easy to be overly reactive to initial public perception, rather than letting a project gain support over time as the public becomes more familiar. There is a perceived high risk in trying something new, combined with a fear of costly failure both financially to the agency and in personal employment.

Generate Strong Leadership & Local Champions: Support and encourage agency staff to pursue new designs that better accommodate all users. Strong leadership can exist at the staff and elected official level. Leaders create a clear vision, and encourage staff to utilize new tools, resources, and techniques by creating an environment that supports experimentation and innovation to improve projects. Leaders should also increase the reward for successful project implementation that is adaptive, flexible and improves over time. Champions are those who are the first to implement new tools, resources, and techniques.

Activate Public Support for Projects & Funding Initiatives: Public support encourages continued innovative project implementation. Many projects that prioritize all roadway users require a change in roadway design, maintenance operations, and user behavior. Leaders can identify opportunities to bring additional support to agency staff through frequent training and by offering public education opportunities to the Region. Education should focus on increasing awareness about what other recreational tourism destinations and mountain communities do to publicly and financially support complete street implementation and maintenance. Interim projects, a phased project approach, and including maintenance staff during project design are other ways to gain public support and reduce increased maintenance costs.

Panel Discussion

KEY TAKEAWAYS

Complete Street Policies & Vision Already Exist at Lake Tahoe

The Tahoe Region has a clear complete streets vision. TRPA/TMPO's Regional Plan and local agency general and area plans contain policy language that clearly defines a complete street policy and supports complete streets by planning for creating walkable, bikeable communities. The following are some of the current policies that support complete streets in the Region.

TRPA/TMPO Active Transportation Plan:

Policy 1.1: Transportation projects will accommodate the needs of all travelers by designing and operating roads to provide for safe, comfortable, and efficient travel for roadways users of all ages and abilities such as pedestrians, bicyclists, transit riders, motorists, commercial vehicles, and emergency vehicles.

City of South Lake Tahoe General Plan:

Policy TC-1.8: Complete Streets Design: The City shall seek to develop or upgrade all State Highways, arterials, and collectors as Complete Streets that accommodate all travel modes.

Douglas County General Plan:

Policy 7-2A.3 Through the design process, ensure that collector and arterial road rights-of-way are wide enough to accommodate all identified street users and functions. These may include vehicles, transit, pedestrians, bike lanes, off-street shared use trails, landscaping and roundabouts. Traffic calming features should be included to improve safety and increase pedestrian and bicyclist safety.

Policy 7-2C.2 Design neighborhood streets to calm traffic and discourage traffic volumes in excess of adopted standards using methods such as shorter street lengths.

Policy 7-4B.4 Ensure new and existing developments promote connectivity through road and off-street path design to reduce trip lengths, provide multiple alternative travel routes between community uses and destinations, and provide alternatives to automobile use.

El Dorado County – Meyer's Area Plan

Page 3-3: Transportation and Circulation Goal: Redevelop the transportation system within the community plan area to reduce reliance on the private automobile, improve circulation and provide opportunities to experience Meyers as a pedestrian or cyclist.

Placer County General Plan:

Policy 3.D.9. Consider Complete Streets infrastructure and design features in street design and construction to create safe and inviting environments for all users consistent with the land uses to be served.

Policy 3.26. Placer County will incorporate Complete Streets principles into its Transportation and Circulation Element, Bikeways Master Plan, Regional Bikeway Plan, Community Plans, and other plans, manuals, rules, regulations and programs as appropriate, and will establish performance standards with measurable outcomes.

Design Flexibility & Engineering Judgment is Encouraged

FHWA and Caltrans have documented their encouragement of design flexibility and the use of engineering judgment. This protects engineers from liability as design decisions are documented with real world examples. We must remember that bike lanes are not the only tool. We need to explore many potential solutions and consider how each project is contextual and serves different users.

High Speed Kills on Roadways

High speed roadways are dangerous barriers to pedestrians and bicyclists and is the number one contributor to the feeling of safety. High speed only works on open highways with low traffic volumes. Highways routed though communities should not *feel* like highways and should not be designed primarily to accommodate peak traffic demand. Designing mostly for peak demand creates excess width and capacity and encourages speeding as a natural and consistent behavior for drivers during typical off-peak traffic periods. During peak times, there can be travel surges between traffic signals which also creates safety concerns and increases likelihood of vulnerable user collisions. Cars move through an urban corridor at a safer and more consistent flow at lower speeds.

Low Speed Kills when Delivering Projects

It often takes much longer to design and approve a project than it does to build the project. Agencies can use pilot and demonstration projects to more quickly build roadway improvements, test new solutions, and build public support. Also, agencies should utilize maintenance projects, such as roadway resurfacing to temporarily adjust the roadway. Changes should be monitored over time, adjusting for improvements and creating permanent solutions. Snow removal operations which degrade roadway stripping offer significant annual opportunities to repurpose roadways in the spring and summer.

Matching the Community's Character: Tahoe's Population is Variable

Agencies often focus on "how" and "what," but vision is created by asking "why." While Tahoe is home for many, it is also a major tourism destination. To maintain Tahoe's competitiveness while improving the environment, it is critical to provide a transportation system that is consistent with the area's scale and sense of place. Complete streets create an opportunity to better manage the peak season and off season demand by providing choices in mobility.

Maintenance Should Be Part of the Design & Engineering Process

Understanding resource and equipment limitations is important in project design. These discussions are also an opportunity to reprioritize resources and equipment and evaluate the performance metrics used to measure their success.

Reducing Capacity is OK When You Create Safe Transportation Choices

We have built our transportation system to accommodate motor vehicles and as a result our system forces people to drive. By offering people convenient, safe, and enjoyable walking and biking opportunities to reach desired destinations we can reduce vehicle use and dependence.

Lifecycle Cost Decision Making

Project decisions should consider more than initial construction costs. Annual and long term maintenance costs can vary significantly. Sometimes, projects that are more expensive to build may be the less expensive to maintain.

NEXT STEPS

Alta Planning + Design summarized some suggested key next steps for consideration by TRPA/TMPO and local regional partners to continue the momentum and realize progress.

Embolden Design Flexibility & Engineering Judgment by Creating a Learning Environment

It is important to the future of the Tahoe area that practitioners utilize engineering judgment and design flexibility. Documentation of decisions is critical for design immunity. Practitioners should move past applying outdated standards and create new guidelines and standards that are tailored to solve the Tahoe area's unique challenges.

If you are a leader at your organization, create an environment that encourages staff to create adaptive projects that improve over time. Learning and growing agency cultures are focused on balancing risk and reward when trying something new.

Bring Training to Each Agency

While individuals from all regional agencies attended the Transforming Tahoe Transportation Workshop, it is crucial for people to bring information back to their entire agency. Knowledge is power and staff at all levels of each organization need to be in alignment.

Collaboration Between Disciplines is Critical: Concept to Construction to Maintenance

Every project has the opportunity to be a complete streets project. Agencies need to integrate their departments and disciplines so that opportunities for multiple-benefit projects are not missed.

Facilitate an Elected Officials Transportation Summit for Tahoe

The Tahoe area is seeing changes in how people want to live and travel. New research and rules are creating opportunities for new solutions to be part of the discussion. Create an occasion for elected officials to learn from each other and focus on real and perceived challenges, economic opportunities, environmental constraints, equity imbalances, and safety issues facing the Region. Elected officials can band together on the regional vision and how the transportation system contributes to that vision.

Redefine the Problem(s) to be Solved

Often how a problem is defined dictates the approach and the solutions that are proposed. As projects move forward, agency staff and elected officials need to be aware of how focusing on only one transportation concern at a time can create other problems for different users. Scoping a project to move and connect transportation users of all types more efficiently and safely will yield more holistic results rather than improving capacity for motor vehicles only.

Continue Agency Knowledge Share

TRPA/TMPO are committed to continuing agency knowledge sharing as an annual forum. This will create opportunities to share victories, successes, lesson learned, challenges overcome, and brainstorm solutions to existing challenges. The updated TRPA Code of Ordinances coverage requirements which exempt bicycle trails are a great example of taking steps to reduce barriers to the development of transportation and recreational facilities. More issues like this will come to surface as agencies collaborate and solutions can be found.

Be a Multi-Modal User

What we see or experience from the windshield of a car is often dramatically different than what people experience on foot or on a bike. When designing projects, get out onto the street and truly experience the challenges and opportunities from another perspective.

ACTIONS

As a 12-month assignment, agency participants are challenged to accomplish the following in 2016:

1. Move towards adopting a complete street strategy or policy. If a policy is present, review it to see how it could be more effective and supported through standards, code, and other agency policies.

2. Identify at least one pilot project where small changes could create big improvements. Use it as a learning opportunity to test coordination and cooperation between staff, elected officials and the public. Pilot projects can use interim materials and be flexible in their approach. Report back at next annual complete streets meeting on your lessons learned.

3. Examine the funding realities. Complete streets elements should be seen as essential components of the agency's transportation infrastructure rather than as optional elements which must be funded separately. Take steps towards identifying or creating new local funding sources such as paid parking, fees, taxes, etc.

Participants Networking During Day 1

Tahoe Transportation DISTRICT

Connecting our communities

MEMORANDUM

Date: January 4, 2016

To: Tahoe Transportation District (TTD) Board of Directors

From: TTD Staff

Subject: Review and Acceptance of the District's Financial Statement of Operations for July 1, 2015 through October 31, 2015

Action Requested:
It is requested the Board accept the Financial Statement of Operations for the first four months of Fiscal Year 2016 (FY16) ending October 31, 2015.

Fiscal Analysis:
The District is currently in good financial standing.

Background:
Staff has completed analyzing financial information for the first four months of FY16. The presentation of the financial information will highlight FY16 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 $86,182 for October activity. The increase can be summarized as follows:

District Operations	$23,332	Ridge Contribution	$35,159
CNG Fueling Facility	($416)	Utilities, Insurance	$416
Rental Car Mitigation Fees (RCMF)	$63,266	Budget (Nov 11 - Sept 15)	$59,884

The net result increased General Fund's overall fund balance for the year to $484,514, which is $108,749 more than at the start of the fiscal year.

TTD was notified that Budget Rental Car had been collecting RCMF since November 2011 and submitted a payment of $59,884 to TRPA for those collected fees through September 2015. Budget will submit RCMF monthly hereafter. RCMF's have increased $5,296 or 17% from $31,554 in FY15 to $36,850 in FY16 (excluding Budget's catch up payment).

JS/ja AGENDA ITEM: VII.A.

CIP Fund –
October activity resulted in an increase of $76 (Interest). Below is a brief recap of the October activity for the CIP fund.

Funding Source	Expenditures	Grant Balance
FLH Half Percent		
Round 5	$60,635	$1,128,055
Public Lands Highways Discretionary Fund		
Bikeway 1C	$48,757	$7,931
Bikeway 1D	$200,497	$164,793
US 50	$10,718	$423,252
Federal Transit Administration		
NDOT 5303	$8,044	$403,892
TMPO	$0	$181,123
TTD Bus Purchases	$8,434	$224,976
Placer County Bus Purchases	$0	$125,000
Federal Transportation Alternatives Program		
Placer County	$0	$180,180
Prop 1B		
PTMISEA – Vehicles (FTA 5308)	$7,426	$188,126
PTMISEA – Transit System Modernization	$0	$1,000,000
TSSSDRA – Shelter Security	$0	$51,182
Question 1		
NV Bikeway	$3,726	$1,280,641
Total Expenditures	$348,238	

TTD transferred $13,160 from the CIP fund to the Transit fund for the second and final installment of security camera systems for the new buses.

The net result increased CIP's overall fund balance for the year to $644, which is $218 more than at the start of the fiscal year.

Transit Fund-
Overall, the District ended with a decrease of $4,131 for October activity. The decrease can be summarized as follows:

South Shore Operations – Decrease $4,131
Total costs for Transit Operations incurred during October totaled $370,329. NDOT was invoiced $107,310 and Caltrans was invoiced $36,768. Contributions recognized totaled $79,053 (Vail $70,834, The Ridge $4,328, Douglas County $3,891). TDA funding recognized totaled $97,467 (LTF $67,069, STA $30,398). Farebox collections totaled $40,271 and Pass Sales totaled $8,606. Insurance Claim Revenue was reduced by $3,291 and interest earned was $13. Depreciation totaled $65,640.

CIP transferred four security camera systems for the new buses totaling $13,160 into the Transit Fund. This equipment was purchased using Prop 1B PTMISEA and FTA 5308 funds and recorded as equipment under $5,000.

JS/ja AGENDA ITEM: VII.A.

SR 28 – East Shore Express – Even
Total costs for the program incurred during October totaled $2,861. NDOT was invoiced $2,289, with Nevada State Parks providing the match of $572.

CMAQ – N/A

Mobility Management – Even
Total costs for the program incurred during October totaled $14,978. NDOT was invoiced $5,244, with Douglas County providing the Nevada match of $276. Caltrans was invoiced $4,085, with the Ridge contributing $1,532 for match. Area 4 Agency on Aging was invoiced $3,306 and the Tahoe Truckee Community Foundation Grant contributed $399, Non Participant Contributions were $48 and Farebox totaled $88.

The net result increased Transit's overall fund balance for the year to $5,392,165, which is $24,505 more than at the start of the fiscal year.

The four remaining cutaway buses purchased from Creative Bus Sales were delivered in December.

Balance Sheet-
The detailed balance sheet as of October 31, 2015 is attached (Attachment A).

The fixed asset balances, net of depreciation, include $3,480,309 in transit funds and $366,248 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. October Financials

JS/ja AGENDA ITEM: VII.A.

Tahoe Transportation District
Balance Sheet
As of October 31, 2015

	TOTAL	General	CIP	Transit	GFA
ASSETS					
Cash & Equivalents	1,299,102	414,329	45,848	838,924	
Accounts Receivable	2,689,077	92,420	887,627	1,709,030	
Prepaids	34,306	13,971		20,335	
*Capital Assets, Net Depreciation	3,930,017			3,930,017	450,182
TOTAL ASSETS	**7,952,502**	**520,720**	**933,475**	**6,498,306**	**450,182**
LIABILITIES					
Accounts Payable	576,286	36,206	261,846	278,234	
Deferred Revenues	1,477,703		670,985	806,718	
Nevada State Bank - LOC					
EE Compensated Absences	21,189			21,189	40,899
TOTAL LIABILITIES	**2,075,179**	**36,206**	**932,831**	**1,106,141**	**40,899**
NET POSITION					
Invested in Capital Assets	4,192,699			4,192,699	497,191
Unrestricted	1,506,152	330,764	426	1,174,962	-36,235
Contingency Fund					
Committed Encumbrances	45,000	45,000			
SUB TOTAL NET POSITION	5,743,851	375,764	426	5,367,661	460,956
FY 16 Increase	**133,472**	**108,749**	**218**	**24,505**	**-51,672**
TOTAL NET POSITION	**5,877,323**	**484,514**	**644**	**5,392,165**	**409,283**
TOTAL LIABILITIES & NET POSITION	**7,952,502**	**520,720**	**933,475**	**6,498,306**	**450,182**

* The fixed asset balances, net of depreciation, include $3,480,309 in transit funds and $366,248 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, 2015 through October 31, 2015

	TOTAL	General	CIP	Transit	GFA
Revenues					
Federal Grants	1,659,339		988,381	670,957	
State Funding	592,996		130,522	462,474	
Contributions	365,303	35,159		330,144	
General Revenues	77,795	77,370		425	
Charges for Services	361,257	121,567		239,690	
Special Items	509	101	218	190	
TOTAL REVENUES	**3,057,199**	**234,198**	**1,119,122**	**1,703,880**	**0**
Expenses					
Personnel	292,188	14,718	166,394	111,076	
Personnel - Compensated Absences	2,954			2,954	4,664
Contracts	1,702,186		821,625	880,561	
Fuel	123,350	-699		124,050	
Depreciation	262,682			262,682	47,008
Other Operating	407,383	111,430	35,735	260,219	
ICAP - 10%	77,370		39,536	37,834	
Capital Outlay	55,614			55,614	
Interest					
Other Funding Sources			55,614	-55,614	
TOTAL EXPENSES	**2,923,727**	**125,448**	**1,118,904**	**1,679,376**	**51,672**
FY 16 Increase / (Decrease) to Net Position	**133,472**	**108,749**	**218**	**24,505**	**-51,672**

Tahoe Transportation District
General Fund
Statement of Operations
July 1, 2015 through October 31, 2015

		General Fund Activity		Actual vs Budget			Program YTD			
	1st Qtr	Oct	2nd Qtr	YEAR TO DATE	Board Approved Budget	Var %	District Ops	RCMF	CNG	Program Totals
Revenues										
General Revenues										
Admin Support	58,923	18,447	18,447	77,370	261,548	29.58%	77,370			77,370
Miscellaneous					500	0.00%				
Contributions		35,159	35,159	35,159	115,159	30.53%	35,159			35,159
Total General Revenues	**58,923**	**53,606**	**53,606**	**112,529**	**377,207**	**29.83%**	**112,529**	**0**	**0**	**112,529**
Charges for Services										
Administrative Fees										
Rental Car Mitigation Fees	33,468	63,267	63,267	96,734	80,000	120.92%		96,734		96,734
CNG Station Revenues	24,833			24,833		-100.00%			24,833	24,833
Total Charges for Services	**58,301**	**63,267**	**63,267**	**121,567**	**80,000**	**151.96%**	**0**	**96,734**	**24,833**	**121,567**
Special Items										
Sale of Fixed Assets										
Interest Revenue	70	31	31	101	240	42.18%	101			101
Total Special Revenues	**70**	**31**	**31**	**101**	**240**	**42.18%**	**101**	**0**	**0**	**101**
TOTAL REVENUES	**117,294**	**116,903**	**116,903**	**234,198**	**457,447**	**51.20%**	**112,630**	**96,734**	**24,833**	**234,198**
Expenses										
Operating										
Personnel	11,495	3,223	3,223	14,718	99,930	14.73%	13,870		848	14,718
Fuel	-276	-423	-423	-699	600	-116.57%	-699			-699
Repairs & Maintenance					400	0.00%				
Insurance	936	312	312	1,248	3,500	35.66%			1,248	1,248
Facility Rent	5,814	1,783	1,783	7,597	21,840	34.78%	7,133		464	7,597
Facility Utilities	10,132	509	509	10,642	6,000	177.36%	1,623		9,019	10,642
Supplies	4,226	1,371	1,371	5,598	16,800	33.32%	5,598			5,598
Advertising & Public Relations					1,000	0.00%				
Reproduction & Printing	340			340	1,200	28.34%	340			340
Postage					300	0.00%				
Dues, Subscriptions & Publications	3,110	1,478	1,478	4,589	13,690	33.52%	4,589			4,589
License & Permits					500	0.00%				
Professional Services	53,444	8,370	8,370	61,813	161,100	38.37%	43,522		18,291	61,813
Legal Services					1,200	0.00%				
Auditing Services	1,500	14,100	14,100	15,600	31,710	49.20%	15,600			15,600
Bank Fee / CC Fees	138			138	7,900	1.74%			138	138
Transit Management - No Shore					20,000	0.00%				
Training	1,995			1,995	5,000	39.90%	1,995			1,995
Travel	460			460	13,050	3.52%	460			460
Taxes	1,449			1,449	4,800	30.18%	1,319		129	1,449
Miscellaneous Expenses	-35	-3	-3	-38	2,400	-1.59%	-38			-38
Total Operating	**94,727**	**30,721**	**30,721**	**125,448**	**412,920**	**30.38%**	**95,311**	**0**	**30,137**	**125,448**
Capital Outlay										
Office & Equipment over $5000										
Office & Equipment under $5000										
CIP over $5000										
Reimbursed Capital Expenses										
Total Capital Outlay	**0**	**0**	**0**	**0**	**0**	**0.00%**	**0**	**0**	**0**	**0**
Interest										
Interest Expense					3,000	0.00%				
Total Interest Expense	**0**	**0**	**0**	**0**	**3,000**	**0.00%**	**0**	**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**	**0.00%**	**0**	**0**	**0**	**0**
TOTAL EXPENSES	94,727	30,721	30,721	125,448	415,920	30.16%	95,311		30,137	125,448
Increase/(Decrease) to Net Position	**22,567**	**86,182**	**86,182**	**108,749**	**41,527**	**261.88%**	**17,319**	**96,734**	**-5,304**	**108,749**

Tahoe Transportation District
CIP Fund
Statement of Operations
July 1, 2015 through October 31, 2015

		CIP Activity		Actual vs Budget			Program YTD						
	1st Qtr	Oct	2nd Qtr	YEAR TO DATE	Board Approved Budget	Var %	FLH 1/2% Rd 5	PLHD	FTA / TMPO	FLAP / TAP / Placer Cty / IVGID	Prop 1B	Question 1	Program Total
Revenues													
Capital Grant & Contributions													
FTA 5308		8,434	8,434	8,434	357,016	2.36%			8,434				8,434
FTA 5303	7,029	8,044	8,044	15,073	397,321	3.79%			15,073				15,073
FTA 5310					31,653	0.00%							
FLH 1/2 Percent Funding	225,204	60,635	60,635	285,839	1,023,850	27.92%	285,839						285,839
Federal Lands Access Program (FLAP)						0.00%							
Public Lands Highways Discretionary (PLHD)	419,063	259,972	259,972	679,036	1,180,281	57.53%		679,036					679,036
TMPO						0.00%							
Transportation Alternatives Pgm (TAP)						0.00%							
Prop 1B	56,812	7,426	7,426	64,238	574,096	11.19%					64,238		64,238
Question 1	62,559	3,726	3,726	66,284	533,977	12.41%						66,284	66,284
Contributions					661,250	0.00%							
Total Capital Grants & Contributions	**770,666**	**348,238**	**348,238**	**1,118,904**	**4,759,444**	**23.51%**	**285,839**	**679,036**	**23,507**	**0**	**64,238**	**66,284**	**1,118,904**
Special Items													
Interest Revenue	143	76	76	218		-100.00%				75		143	218
Total Special Items	**143**	**76**	**76**	**218**	**0**	**-100.00%**				**75**		**143**	**218**
TOTAL REVENUES	**770,808**	**348,313**	**348,313**	**1,119,122**	**4,759,444**	**23.51%**	**285,839**	**679,036**	**23,507**	**75**	**64,238**	**66,427**	**1,119,122**
Expenses													
Personnel	107,199	59,195	59,195	166,394	629,580	26.43%	118,390	23,268	13,523			11,214	166,394
Contract Services	561,761	259,864	259,864	821,625	2,931,169	28.03%	127,179	640,832				53,613	821,625
Reproduction & Printing	693			693	1,500	46.20%	124	69			500		693
Rent Meeting Room					13,450	0.00%							
Repairs & Maintenance	685			685	0	0-100%						685	685
Facility Rent						0.00%							
Facility Utilities						0.00%							
Insurance					3,225	0.00%							
Supplies					3,225	0.00%							
Advertising / Outreach	882	1,723	1,723	2,605	17,925	14.53%	1,723	882					2,605
Postage						0.00%							
Subscriptions, Dues, & Publications					4,000	0.00%							
License & Permits	135			135		-100.00%					135		135
Professional Services	28,351	2,779	2,779	31,130	58,900	52.85%	14,707		1,436		14,987		31,130
Legal Services						0.00%							
Training	25			25	10,330	0.24%	25						25
Travel - Per Diem					9,420	0.00%							
Travel - Commercial Air					6,700	0.00%							
Travel - Auto	191	271	271	462	4,250	10.87%	282		180				462
ICAP - 10%	28,290	11,245	11,245	39,536	104,980	37.66%	23,409	13,984	1,370			773	39,536
Total Operating	**728,212**	**335,077**	**335,077**	**1,063,290**	**3,795,429**	**28.02%**	**285,839**	**679,036**	**16,509**	**0**	**15,622**	**66,284**	**1,063,290**
Capital Outlay													
Equipment over $5000					900,735	0.00%							
Equipment under $5000	42,453	13,160	13,160	55,614	63,280	87.89%			6,998		48,616		55,614
CIP over $5000						0.00%							
Reimb Capital Expenses	-42,453	-13,160	-13,160	-55,614	-964,015	5.77%			-6,998		-48,616		-55,614
Total Capital Outlay					**0**	**-100.00%**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
Interest													
Interest													
Total Interest					**0**	**0.00%**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
Other Financing Sources													
Preventive Maint (In)						0.00%							
Capital Outlay (In) Out	42,453	13,160	13,160	55,614	964,015	5.77%			6,998		48,616		55,614
Transfer (In) Out						0.00%							
Total Other Financing Sources	**42,453**	**13,160**	**13,160**	**55,614**	**964,015**	**5.77%**	**0**	**0**	**6,998**	**0**	**48,616**	**0**	**55,614**
TOTAL EXPENSES	**770,666**	**348,238**	**348,238**	**1,118,904**	**4,759,444**	**23.51%**	**285,839**	**679,036**	**23,507**		**64,238**	**66,284**	**1,118,904**
Increase / (Decrease) to Fund Balance	**143**	**76**	**76**	**218**	**0**	**-100.00%**	**0**	**0**	**0**	**75**	**0**	**143**	**218**

Tahoe Transportation District
Transit Fund
Statement of Operations
July 1, 2015 through December 31, 2015

		TO Fund Activity		Actual vs Budget			Program YTD				
	1st Qtr	Oct	2nd Qtr	YEAR TO DATE	Board Approved Budget	Var %	S. Shore Ops	ESE	Mob Mgmt	CMAQ	Program Total
Revenues											
Grants & Contributions											
FTA 5311 - NDOT	414,265	114,843	114,843	529,108	2,080,450	25.43%	419,452	87,762	21,894		529,108
FTA 5311 - Cal Trans	70,030	36,768	36,768	106,798	110,997	96.22%	106,798				106,798
FTA 5311 - F					42,272	0.00%					
FTA 5317 - Cal Trans	2,307	4,085	4,085	6,393	5,835	109.55%			6,393		6,393
FTA 5310 - Caltrans					48,807	0.00%					
Older Americans Act - Area 4	8,507	3,306	3,306	11,813	64,212	18.40%			11,813		11,813
CMAQ - Cal Trans	16,846			16,846	64,785	26.00%				16,846	16,846
CMAA-Cty Based Medi Cal					2,500	0.00%					
RTAP - Cal Trans/NDOT					3,500	0.00%					
LT License Plate Fund					10,000	0.00%					
TDA - LTF	201,207	67,069	67,069	268,276	804,833	33.33%	268,276				268,276
TDA - STA	91,194	30,398	30,398	121,592	364,755	33.34%	121,592				121,592
Nv State Parks	37,905	572	572	38,478	75,000	51.30%		38,478			38,478
Ca Low Carbon Transit Ops	34,128			34,128	34,128	100.00%	34,128				34,128
Contributions	243,704	81,308	81,308	325,012	1,063,538	30.56%	314,114		5,121	5,777	325,012
In-Kind Contributions	5,132			5,132	10,595	48.44%				5,132	5,132
Total Grants & Contributions	**1,125,226**	**338,350**	**338,350**	**1,463,575**	**4,786,207**	**30.58%**	**1,264,360**	**126,240**	**45,221**	**27,755**	**1,463,575**
Charges for Services											
FareBox Revenue	151,774	40,360	40,360	192,133	530,504	36.22%	175,936	15,899	299		192,133
Pass Sales	32,805	8,606	8,606	41,411	150,000	27.61%	41,411				41,411
Lease Revenues	-6,000			-6,000	2,000	-300.00%	-6,000				-6,000
Advertising Revenue	145			145		-100.00%		145			145
Total Charges for Services	**190,724**	**48,966**	**48,966**	**239,690**	**682,504**	**35.12%**	**223,347**	**16,044**	**299**	**0**	**239,690**
Special Items											
Sale of Fixed Assets					10,000	0.00%					
Insurance Claim Revenue	3,716	-3,291	-3,291	425		0.00%	425				425
Interest Revenue	177	13	13	190	570	33.31%	190				190
Total Special Items	**3,893**	**-3,278**	**-3,278**	**615**	**10,570**	**5.82%**	**615**	**0**	**0**	**0**	**615**
TOTAL REVENUES	**1,319,843**	**384,037**	**384,037**	**1,703,880**	**5,479,281**	**31.10%**	**1,488,322**	**142,284**	**45,520**	**27,755**	**1,703,880**
Expenses											
Operating											
Personnel	67,523	43,553	43,553	111,076	479,239	23.18%	80,579	4,902	25,595		111,076
Personnel - Compensated Absences	95	2,859	2,859	2,954	10,000	29.54%	2,954				2,954
Contract Services	689,327	191,234	191,234	880,561	3,138,440	28.06%	799,118	73,270	8,173		880,561
Vehicle Fuel	101,034	23,016	23,016	124,050	614,500	20.19%	115,127	8,923			124,050
Sales Tax on Fuel	205			205	8,000	2.56%	205				205
Repair and Maintenance	11,888	10,778	10,778	22,666	161,004	14.08%	20,716		1,950		22,666
Insurance	53,721	17,869	17,869	71,590	250,800	28.54%	68,505	3,085			71,590
Reproduction & Printing	7,688			7,688	12,750	60.29%	6,057	699	932		7,688
Facility Rent	40,237	10,384	10,384	50,621	139,000	36.42%	40,181	10,440			50,621

Tahoe Transportation District
Transit Fund
Statement of Operations
July 1, 2015 through December 31, 2015

		TO Fund Activity		Actual vs Budget			Program YTD				
	1st Qtr	Oct	2nd Qtr	YEAR TO DATE	Board Approved Budget	Var %	S. Shore Ops	ESE	Mob Mgmt	CMAQ	Program Total
Expenses Continued											
Facility Utilities	14,042	3,279	3,279	17,321	90,500	19.14%	13,995	3,327			17,321
Telephone	3,940	1,789	1,789	5,729	17,500	32.74%	5,729				5,729
Supplies	1,595	735	735	2,330	3,350	69.55%	1,394		936		2,330
Advertising & Public Relations	28,304	295	295	28,599	66,090	43.27%	1,070	14,339		13,190	28,599
License & Permits	73	43	43	115	2,625	4.39%	115				115
Dues, Subscriptions and Publications					2,500	0.00%					
Professional Services	26,619	6,815	6,815	33,434	237,892	14.05%	16,982	15,274	1,178		33,434
Legal Services					3,200	0.00%					
Bank Fees	942	309	309	1,250		-100.00%	1,250				1,250
Training	2,355	330	330	2,685	10,075	26.65%	1,995		690		2,685
Travel	554	2,040	2,040	2,594	11,352	22.85%	665		1,929		2,594
Reimbursed Travel	730			730		0.00%	730				730
Miscellaneous Expenses					600	0.00%					
FareBox Replacement	12,662			12,662	49,215	25.73%				12,662	12,662
ICAP - 10%	30,633	7,201	7,201	37,834	156,568	24.16%	23,768	8,025	4,138	1,903	37,834
Depreciation Expense	197,042	65,640	65,640	262,682	924,684	28.41%	262,682				262,682
Total Operating	**1,291,207**	**388,169**	**388,169**	**1,679,376**	**6,389,884**	**26.28%**	**1,463,817**	**142,284**	**45,520**	**27,755**	**1,679,376**
Capital Outlay											
Equipment under $5000	42,453	13,160	13,160	55,614	65,417	85.01%	55,614				55,614
Disposal of Fixed Assets						0.00%					
Reimbursed Capital Expenses						0.00%					
Total Capital Outlay	**42,453**	**13,160**	**13,160**	**55,614**	**65,417**	**85.01%**	**55,614**	**0**	**0**	**0**	**55,614**
Other Financing Sources											
Preventive Maint (In)											
Capital Outlay (In) Out	-42,453	-13,160	-13,160	-55,614	-807,765	6.88%	-55,614				-55,614
Transfer (In) Out						0.00%					
Total Other Financing Sources	**-42,453**	**-13,160**	**-13,160**	**-55,614**	**-807,765**	**6.88%**	**-55,614**	**0**	**0**	**0**	**-55,614**
TOTAL EXPENSES	**1,291,207**	**388,169**	**388,169**	**1,679,376**	**5,647,536**	**29.74%**	**1,463,817**	**142,284**	**45,520**	**27,755**	**1,679,376**
Increase / Decrease) to Fund Balance	**28,636**	**-4,131**	**-4,131**	**24,505**	**-168,255**	**114.56%**	**24,505**	**0**	**0**	**0**	**24,505**

Tahoe Transportation DISTRICT

Connecting our communities

MEMORANDUM

Date: January 4, 2016

To: Tahoe Transportation District (TTD) Board of Directors

From: TTD Staff

Subject: Review and Acceptance of the Monthly Transit Contractor Report and the Transit and Mobility Managers' Updates for November 2015

Action Requested:
It is requested the Board review and accept the monthly transit contractor report and the Transit and Mobility Managers' updates for November 2015.

Background:
To inform the Board of the transit system performance, Staff will submit a monthly summary of key operational information.

Transit Contractor Report:
November's combined fixed-route and demand response ridership totaled 47,852. The Heavenly ski shuttles began operating on November 14, 2015, one week earlier than expected.

Ron Swanson was nominated for the Safety Award in November. He has been driving since 1999 and provides great safety, service, and scheduling for the Demand Response passengers. Nestor Zepeda was nominated for November Customer Service Award for making sure all customers are happy. He always has a smile on his face and a positive attitude.

Keolis received two commendations and one complaint in November.

- On November 4, a passenger reported that Adria Miller was very friendly and a good driver.
- On November 4, a passenger stated that Sam Peterson is very kind and professional.
- On November 18, a passenger reported that the route 50 driver passed him at the Beach Retreat stop.

Transit System Program Manager Report:
Staff continues to implement transit enhancements. All schedule holders are installed at timed stops.

TTD is under contract with Tolar Manufacturing to provide and install solar lighting for bus shelters. Installations are anticipated to begin in February.

TTD's new Demand Response scheduling software, Ecolane, is expected to launch in February. Staff is working with Ecolane to transition data from Keolis' existing system to configure the new system.

GF/ja AGENDA ITEM: VII.B.

Keolis and TTD agreed on a procedure to address damaged buses. Bus repairs are on-hold, however, as all buses are needed for the holiday season. The repaired buses are being repainted and will receive TTD branding.

TTD is working with Dollar Signs to provide the new logos and graphics for the fleet.

TTD's four new sixteen passenger buses were delivered on December 3 and are awaiting titles and registration prior to being entered into service.

Increased funding to the Congestion Mitigation Air Quality (CMAQ) program this year means more free ride days are available. Staff anticipates offering 81 days of free to rider transit. The free fare program is accompanied by a public education and outreach campaign.

Staff is pleased to announce that California's Low Carbon Transit Operations Program (LCTOP) funding allocation has increased from $34,128 last FY to $74,269 for this year. LCTOP was allocated to the West Shore Trolley extension last year.

George Whittell Update:

On December 15, 2015, Staff met with Teri White, Douglas County Superintendent, and George Whittell parents, Louie and Tammy Trio and Tara Burke to discuss the relocated bus stop and further opportunities for coordination.

Superintendent White is considering adding the Senior Center as a school bus stop to facilitate transfers between TTD route 21x and George Whittell in the morning and afternoon. Parents agreed this connection would be a viable option, if the Senior Center porch is a designated waiting location. Staff will attend the January 6, 2016 Tahoe Douglas Senior Center Board meeting to formally request the porch be a designated waiting area for the passengers.

Staff and parents also agreed to contact George Whittell to explore the possibility of a shelter near the Senior Center.

Mobility Manager Report:

The North Tahoe Truckee Transport (NTTT) program's two grant objectives are unduplicated passengers (first-time users) and one-way passenger trips. Through November 2015, there were:

- Unduplicated passengers:
  - Nevada County 13 out of 25
  - Placer County 5 out of 15
- One-way passenger trips:
  - Nevada County 44 out of 100
  - Placer County 34 out of 80

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:

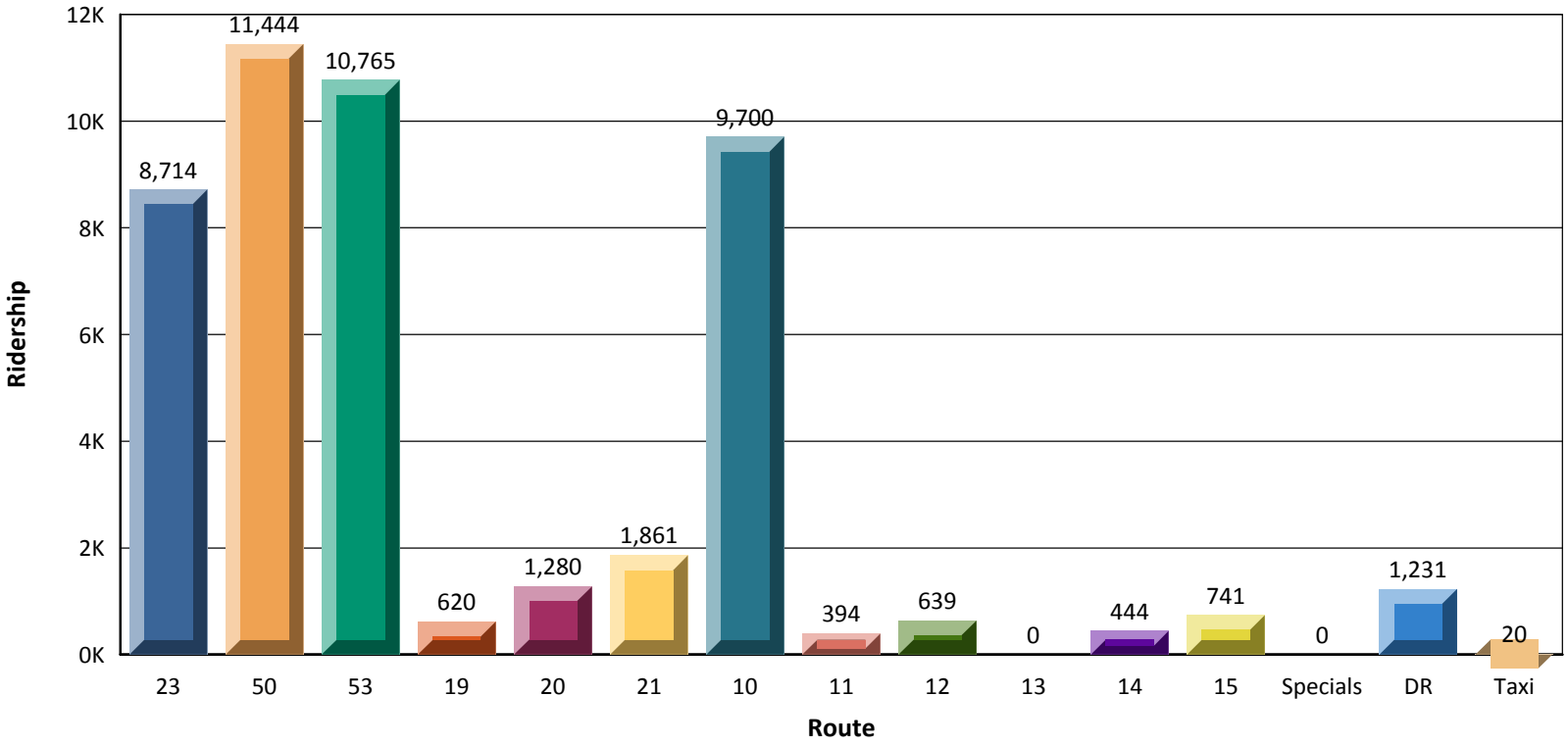
A. Ridership by Route: November 2015

Connecting Our Communities

Tahoe Transportation DISTRICT

RIDERSHIP BY ROUTE

For the Period: 01-Nov-2015 thru 30-Nov-2015



Total Ridership: **47,852**

Printed: 12/18/2015 9:04:31AM

Developed for TTD by Solutions for Transit

Tahoe Transportation DISTRICT

Connecting our communities

MEMORANDUM

Date: January 4, 2016

To: Tahoe Transportation District (TTD) Board of Directors

From: TTD Staff

Subject: Approval of Blanket Contract Amendments and Task Orders for Board Authorized Capital Improvement Projects and Related Programs

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Action Requested:
It is requested the Board approve the following contract amendments and task orders related to the District's work program:

CONTRACTS					
Firm	**Work Element**	**Type of Agreement**	**Phase**	**Description**	**Cost**
Exploration Services Incorporated	Varies	Contract Amendment	Varies	Amend the existing blanket contract by increasing the not-to-exceed amount by $150,640, providing capacity for the proposed Task Order below.	$150,640
Smith + Jones	Varies	Contract Amendment	Varies	Amend the existing blanket contract by increasing the not-to-exceed amount by $135,815, providing capacity for the proposed Task Order below.	$135,815

TASK ORDERS					
Firm	**Work Element**	**Type of Agreement**	**Phase**	**Work to be Performed/Deliverable**	**Cost**
Exploration Services Incorporated	2.3, 2.4, 3.1 - 3.4	Task Order	Public Outreach Support	Provide Public Outreach support and on the ground Public Outreach Specialists for US 50/South Shore Community Revitalization Project and SR89 Fanny Bridge Community Revitalization Project	$150,640
Smith + Jones	2.3, 2.4, 3.1 - 3.4	Task Order	Public Outreach Support	Provide Public Outreach support for US 50/South Shore Community Revitalization Project and SR89 Fanny Bridge Community Revitalization Project	$135,815
WBH NV ENT LLC	5.1.1	Task Order	Nevada Government Affairs Support	Provide government affairs support for CIP Projects, provide assistance with TTD's funding strategy at the state and local levels, including unified investment plan and local funding initiatives for FY16 and 17	$57,600

RN/ja

AGENDA ITEM: VIII.A.

Fiscal Analysis:
WBH NV ENT LLC (WBH) is accounted for in the approved 2015/16 budget. The additional amounts for Exploration Services Incorporated (ESI) and Smith + Jones (S+J) were not included as part of the 2015/16 budget. However, funding sources have become available to allow execution of these task orders.

Program	Description	Total	Grantor	Grant Amount	Match	Match Amount
CIP	ESI Task Order for CIP Public Outreach	$150,640	PLHD FLH ½% AQ, ATP	$150,640	N/A	N/A
CIP	Smith + Jones Task Order for CIP Public Outreach	$135,815	PLHD FLH ½% AQ, ATP	$135,815	N/A	N/A
CIP	WBH NV ENT LLC Task Order for NV Legislative and Trans Sierra Transportation Coalition Support	$57,600	FLH ½%	$57,600	N/A	N/A

Work Program Analysis:
All work associated with this effort is captured under respective elements of the approved FY 2016 Work Program and corresponding allotted staff time.

Background and Discussion:

TTD Funding and Outreach, for Capital Improvement Program (WE 2.3, 2.4, 5.1)

Background:
The District's public outreach and education program has three primary elements: capital and transit program, specific capital projects, and government affairs. These levels of communication, outreach, and education have been important support elements of delivering the District's program of work, as well as developing support for Lake Tahoe's transportation vision.

Staff brought contract amendments and task orders to the Board for ESI, S+J, and WBH for the current fiscal year in June 2015. For ESI and S+J, those actions were only for July through December 2015. This was done to allow Staff to verify budget levels for the second half of the fiscal year before developing scope and budget needs for January through June. For WBH, the previous actions were for a contract amendment through the entire fiscal year, but a task order only for July through December 2015. Therefore, for WBH, a task order is only needed in this item. Again, this was done to allow for budget verification prior to the January to July timeframe. Staff has performed budget checks to move these efforts forward.

Discussion:
As TTD is currently funded through various grants and does not have a dedicated annual funding source, Staff is proposing to continue using the services of ESI and S+J to assist Staff with the public outreach program. Until a more dedicated funding source is available, the use of consultants is more efficient and cost effective for TTD. ESI and S+J provide a variety of services for TTD, including:

- Website management
- A variety of media management, including:
    - Daily tasks of tracking and updating social media
    - Press release development
    - Supplying community outreach specialists at both the north and south shores
    - Development of print materials for projects
- Assisting Staff with meeting facilitation
- Managing the public perception of projects
- On-the-ground public communication for projects
- Providing assistance for TTD's funding strategy

The primary focus of outreach work for ESI and S+J will be project related, including SR89/Fanny Bridge Community Revitalization Project, the Meeks Bike Path, the US 50 South Shore Community Revitalization Project, and the Nevada Bikeway project. Additionally, outreach will work with Staff regarding needs for public awareness for transit.

Staff is also proposing to continue working with ESI, S+J, and WBH to continue moving the public outreach / funding strategy for TTD forward. Mr. Harris will focus on the Nevada side at the state and local level for program and project funding to address the District's and Lake's transportation needs.

Staff recommends approval of the contract amendments and task orders identified in the tables above for ESI, S+J, and WBH for the second half of FY16.

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

RN/ja AGENDA ITEM: VIII.A.