

# TAHOE TRANSPORTATION DISTRICT (TTD)

## BUDGET FINANCE COMMITTEE Meeting Agenda

Tahoe Regional Planning Agency  
128 Market Street  
Stateline, NV 89449

October 14, 2016  
8:30 a.m.

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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. RECOMMENDATION OF APPROVAL OF MINUTES OF SEPTEMBER 9, 2016

### III. DISCUSSION ITEMS

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| A. <i>For Possible Recommendation:</i> Review and Acceptance of the District's Financial Statement of Operations for July 2016  | 1  |
| B. <i>For Possible Recommendation:</i> Approval of Contract with Interwest Consulting Group for Information Technology Support Services   | 13 |
| C. <i>For Possible Recommendation:</i> Approve Release of Request for Proposals for Tires and Roadside Support Services and the Purchase of an Electric Vehicle and Associated Charging Equipment | 15 |

### IV. PUBLIC INTEREST COMMENTS

### V. ADJOURNMENT

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

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

**October 14, 2016  
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.

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**I. CALL TO ORDER AND GENERAL MATTERS**

- A. Roll Call and Determination of Quorum of TTD/TTC
- B. Approval of Agenda for October 14, 2016
- C. Approval of Amended Minutes of August 12, 2016
- D. Approval of Minutes of September 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. TAHOE TRANSPORTATION DISTRICT (TTD) CONSENT ITEMS**

**Page**

- A. *For Action:* Review and Acceptance of the District's Financial Statement of Operations for July 2016

**1**

**VI. TAHOE TRANSPORTATION DISTRICT (TTD) BUSINESS ITEMS**

**Page**

- A. *For Possible Action:* Approval of Contract with Interwest Consulting Group for Information Technology Support Services
- B. *For Possible Action:* Approve Release of Request for Proposals for Tires and Roadside Support Services and the Purchase of an Electric Vehicle and Associated Charging Equipment
- C. *For Action:* Review and Accept the Quarterly Transit Report for the First Quarter of Fiscal Year 2017 and Direct Staff to Prepare Quarterly, Rather than Monthly, Transit Reports
- D. *Informational Only:* Informational Update on the Tahoe Transportation District's Short-Range Transit Plan Schedule
- E. *Informational Only:* Project Status Update of the US 50 South Shore Community Revitalization Project

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**VII. DISTRICT MANAGER REPORT**

**VIII. BOARD, COMMISSION MEMBER AND STAFF COMMENTS**

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

**X. ITEMS FOR POSSIBLE ACTION FOLLOWING NON-MEETING**

*For Possible Action:* 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

**XI. PUBLIC INTEREST COMMENTS**

**XII. 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](http://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](mailto: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](http://www.tahoetransportation.org). Please send requests for copies of supporting materials to Judi Allen at (775) 589-5502 or [jallen@tahoetransportation.org](mailto:jallen@tahoetransportation.org).



**TAHOE TRANSPORTATION DISTRICT  
BOARD MEETING MINUTES  
August 12, 2016**

**TTD Board Members in Attendance:**

Steve Teshara, SS-TMA, Chair  
Marsha Berkbigler, Washoe County  
Will Garner, Placer County  
Nancy McDermid, Douglas County, Vice Chair  
Sue Novasel, El Dorado County  
Austin Sass, City of South Lake Tahoe  
Ron Treabess, TNT-TMA  
Sondra Rosenberg, NDOT

**TTD Board Members Absent:**

Mark Kimbrough, Carson City  
Andrew Strain, Member at Large  
Susan Zanchi, Caltrans

**Others in Attendance:**

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

**I. TAHOE TRANSPORTATION DISTRICT 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.

**B. Approval of TTD Agenda of August 12, 2016**

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

**C. Approval of TTD/TTC Meeting Minutes for July 22, 2016**

Motion/Second by Ms. Berkbigler/Mr. Treabess to approve the TTD and TTC minutes, as amended by Mr. Teshara and Mr. Garrison of Ridge Tahoe Resort. The motion passed, with Ms. McDermid abstaining.

**II. PUBLIC INTEREST COMMENTS**

Bob Hodson, resident of Zephyr Cove, representing the Zephyr Cove Property Owners Association, Coalition of the Marla Bay Protective Association, and the Presbyterian Conference Center, stated they are in favor of a bikeway linking Stateline to Stateline. He stated they have an issue with

the proposed routing through their area. They have serious safety concerns and suggested reconfiguring the highway to a three lane configuration in order to make more room for bicyclists.

Jaymi Hardy, local resident, distributed a handout and spoke of an incident that occurred at Warrior Way and Highway 50 between a pedestrian and vehicle. She suggested a roundabout is needed for the intersection.

Scott Harrison, student at Whittell High School, offered his support and assistance to find solutions for the Warrior Way and Highway 50 intersection.

Greg Kindle, resident of Marla Bay, reiterated the need for a road diet in that area.

Greg Felton, local resident, also spoke to the dangers at the intersection of Warrior Way and Highway 50.

### **III. TAHOE REGIONAL PLANNING AGENCY ADVISORY PLANNING COMMISSION APPOINTEE REPORT**

Mr. Teshara reported the APC was given a presentation regarding the Welcome Mat initiative to improve the coordination between TRPA and the local governments for projects and improved customer service. He noted the APC placed Shawna Brekke-Read and Roger Trout on the Development Rights Working Group established by TRPA.

### **IV. TAHOE TRANSPORTATION DISTRICT (TTD) CONSENT ITEMS**

- A. Approve Release of Request for Proposals for Goods and Services Supporting Transit Operations
- B. Review and Accept Monthly Transit Contractor Report and the Transit and Mobility Managers' Updates for June 2016

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

### **V. TAHOE TRANSPORTATION DISTRICT (TTD) BUSINESS ITEMS**

- A. Approve Potential Elimination of Route 21x and Service Changes to Routes 19x and 20x to Take Effect October 1, 2016 Based on Proposed Funding and Eligibility Determination by the Nevada Department of Transportation

Mr. Hasty gave a presentation and reviewed this item. Mr. Hasty explained the various rural and urban funding sources and how Tahoe's designation change from a rural area to an urban area changed the funding eligibility for 5311 monies for Route 21x. He also explained the new language for the urban funding inadvertently reduced the amount of funding available. Ms. McDermid asked what the costs are for running the route. Mr. Hasty responded Route 21x costs approximately \$1 million per year to run. Ms. McDermid suggested staff attend the Douglas

County Commissioners Board meeting and give public comment regarding this item. Ms. Rosenberg ~~gave an update regarding NDOT's status of the issue~~ stated NDOT is trying to be as flexible as possible with the funding, while still following FTA rules. -

Public Comment:

John Packer, Director at Harrah's/Harveys, stated there is a significant number of their employees using Route 21x to commute to work and will have a substantial hardship if the route is eliminated.

Elaine McNeill, Social Worker at Liberty Dialysis in Carson City, explained dialysis and health care in terms of community planning for the future. She explained there are no dialysis centers at South Lake Tahoe and reviewed the patients' conditions and their desire to take the bus to their treatments due to their condition after the treatment.

Mike and Emily DePasquale stated their son takes the 20x and hope any changes made won't affect his schedule.

Action Requested: Approval

Mr. Garner made the motion to approve a conditional elimination of Route 21x and changes to Routes 19x and 20x effective October 1, 2016, unless through proactive efforts by staff an alternative funding source is secured or an eligibility determination is made that will retain them. Mr. Treabess seconded the motion. The motion passed unanimously.

- B. Project Status Update and Discussion of the District's Program of Projects: Sugar Pine Point to Meeks Bay Bike Trail Project, SR 89 Fanny Bridge Community Revitalization Project, SR 28 North Demonstration Nevada Stateline to Stateline Bikeway Project, US 50 South Shore Community Revitalization Project, and the Corridor and Inter Regional Transit Planning Project

Mr. Hasty reviewed this item. Mr. Garner asked for an update of transit operations. Mr. Hasty responded things are moving forward.

Action Requested: Informational Only

**VI. DISTRICT MANAGER REPORT**

Mr. Hasty reported the Annual Summit event scheduled for August 31 will have President Obama in attendance. He has been trying to find out if transit will be needed for the event.

**VII. LEGAL COUNSEL REPORT**

Mr. Spear had nothing further to report.

**VIII. BOARD, COMMISSION MEMBER AND STAFF COMMENTS**

Mr. Sass updated the Board on the ballot measure and writ regarding the US50 project, which will be heard in Placerville on August 22.

Ms. Berkbigler asked if a draft bill will be going to the Nevada Legislature to request money from car rentals for transportation. Mr. Hasty stated that it's an idea that has been under consideration, but has not been finalized.

Mr. Treabess noted the North Lake Tahoe Fourth Transit Summit will be held September 14 at the Village at Squaw Valley from 11:00 to 3:00, with a mixer following. He also stated the Placer County Planning Commission voted 4 to 2 in favor of the ~~Squaw Valley Project~~ [Village at Squaw Valley Specific Plan](#), which will now go to Board of Supervisors in the fall; and that the TCPUD conducted their annual bike trail user survey on North shore trails.

Ms. Rosenberg noted NDOT's scoping division is looking at various options for Highway 50 from Spooner to Stateline; the transit grant applications are being reviewed and they are close to having an answer. She introduced Mark Costa and Bill Storey, both from NDOT's multi-modal division.

Mr. Garner noted the Placer County Transportation Planning Agency got the measure for a half cent sales tax on the ballot for transportation. He thanked Mr. Haven and Ms. Beryl for helping with on-board surveys on TART.

Ms. McDermid noted the bike/pedestrian trail between Zephyr Cove Beach and Warrior Way provides safe access to the crosswalk. She also noted the Beach Club at Kahle Dr. will be breaking ground on Monday and the project includes improvements to Kahle Dr.

**IX. PUBLIC INTEREST COMMENTS**

No public interest comments were made.

**X. ADJOURNMENT**

The meeting adjourned at 11:32 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.)*



**TAHOE TRANSPORTATION DISTRICT  
BUDGET FINANCE COMMITTEE MEETING MINUTES  
September 9, 2016**

**Committee Members in Attendance:**

Steve Teshara, SS-TMA  
Ron Treabess, TNT-TMA

**Committee Members Absent:**

Will Garner, Placer County, Chair

**Others in Attendance:**

Carl Hasty, Tahoe Transportation District  
Joanie Schmitt, Tahoe Transportation District  
George Fink, Tahoe Transportation District  
Judi Allen, Tahoe Transportation District  
Adam Spear, Esq., Legal Counsel

**I. PUBLIC INTEREST COMMENTS**

No public interest comments were made.

**II. DISCUSSION ITEMS**

A. Review and Discussion of the District's Financial Statement of Operations for Fiscal Year 2016

Ms. Schmitt reviewed this item and discussion was held.

Action Requested: Review and Discussion

**III. PUBLIC INTEREST COMMENTS**

No public interest comments were made.

**IV. ADJOURNMENT**

**TAHOE TRANSPORTATION DISTRICT / COMMISSION  
BOARD MEETING MINUTES  
September 9, 2016**

**TTD/C Board Members in Attendance:**

Steve Teshara, SS-TMA, Chair  
Mark Kimbrough, Carson City  
Nancy McDermid, Douglas County, Vice Chair  
Sue Novasel, El Dorado County  
Ron Treabess, TNT-TMA  
Sondra Rosenberg, NDOT  
Arthur Murray, Caltrans

**TTD/C Board Members Absent:**

Marsha Berkbigler, Washoe County  
Will Garner, Placer County  
Austin Sass, City of South Lake Tahoe  
Andrew Strain, Member at Large  
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  
Russ Nygaard, Tahoe Transportation District  
DeDe Aspero, Tahoe Transportation District  
Nick Haven, Tahoe Regional Planning Agency  
Judy Weber, 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 9:34 a.m., at the DWR Community Center. As there was not a quorum at the start of the meeting, items were taken out of order and Item VIII.A. was reviewed and discussed. Ms. McDermid arrived at 9:43 a.m. Roll call was taken and it was determined a quorum was in attendance for the TTD/TTC.

**B. Approval of TTD/TTC Agenda of September 9, 2016**

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

C. Approval of TTD/TTC Meeting Minutes for August 12, 2016

Ms. Rosenberg requested additional detail be added to Item V.A. Staff will bring amended August minutes back to the Board at the October meeting for approval.

II. **PUBLIC INTEREST COMMENTS**

No public interest comments were made.

III. **BUDGET FINANCE COMMITTEE REPORT**

Mr. Teshara reported the finance committee heard the report given by Ms. Schmitt.

IV. **TAHOE REGIONAL PLANNING AGENCY ADVISORY PLANNING COMMISSION APPOINTEE REPORT**

Mr. Teshara reported the Advisory Planning Commission did not meet in September.

V. **TAHOE TRANSPORTATION COMMISSION (TTC) BUSINESS ITEMS**

A. Recommend Adoption of the Tahoe Metropolitan Planning Organization's 2017 Federal Transportation Improvement Program to the Tahoe Metropolitan Planning Organization Governing Board

Ms. Weber reviewed this item and distributed a technical correction to the 2017 FTIP.

Action Requested: Recommend Adoption

Mr. Treabess made the motion to recommend adoption of the Tahoe Metropolitan Planning Organization's 2017 Federal Transportation Improvement Program including the technical correction to the TMPO Governing Board. Ms. McDermid seconded the motion. The motion passed unanimously.

VI. **ADJOURN AS TTC AND RECONVENE AS TTD**

VII. **TAHOE TRANSPORTATION DISTRICT (TTD) CONSENT ITEMS**

A. Review and Accept the Monthly Transit Report and Managers' Updates for July 2016

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

VIII. **TAHOE TRANSPORTATION DISTRICT (TTD) BUSINESS ITEMS**

A. Review and Discussion of the District's Financial Statement of Operations for Fiscal Year 2016

Ms. Schmitt reviewed this item. Ms. Novasel asked if the Keolis close-out amount has been determined. Mr. Hasty responded staff is waiting for a response from Keolis to the close-out letter sent by staff.

Action Requested: Review and Discussion

- B. Authorize Issuance of a Request for Proposals for an Innovative Parking Management Solution Pilot Program for the State Route 28 Corridor  
Mr. Hasty reviewed this item.

Action Requested: Approval

Mr. Treabess made the motion to authorize the issuance of a Request for Proposals for an innovative parking management solution pilot program for the State Route 28 corridor. Mr. Kimbrough seconded the motion. The motion passed unanimously.

- C. Informational Presentation on the Developing Data and Concepts from the Draft Lake Tahoe Corridor Connection Plan, and Long and Short-Range Transit Plans  
Mr. Hasty reviewed this item with a presentation and handouts. Mr. Haven gave an update regarding the draft Regional Transportation Plan timeframe.

- D. Reaffirm or Modify Last Month's Conditional Approval of the Potential Elimination of Route 21x and Service Changes to Routes 19x and 20x Effective October 1, 2016 and Update on Proposed Funding Eligibility Determinations under Federal Transit Administration Regulations  
Mr. Fink reviewed this item.

Public Comment:

Elaine McNeal, Social Worker at Liberty Dialysis in Carson City, asked when the revised schedule would be available for her clients to arrange their transportation to the clinic.

Action Requested: Reaffirmation

Mr. Treabess made the motion to reaffirm last month's conditional approval of the suspension of route 21x, with the necessary changes to routes 19x and 20x. Ms. McDermid seconded the motion. The motion passed unanimously.

#### **IX. DISTRICT MANAGER REPORT**

Mr. Hasty reported he is anticipating the October 14 Board meeting will include the public draft of US 50 South Shore Community Revitalization Project's EIR/EIS/EIR initiating the public hearing process; he checked with Central Federal Highway Lands regarding the SR89/Fanny Bridge Community Revitalization Project construction bid and was informed the potential award had been appealed and the outcome of appeal was pending, but the contract should be awarded shortly; and finally, he wanted to highlight the road construction work that has started on State Route 28 for the North Demonstration Project.

#### **X. LEGAL COUNSEL REPORT**

Mr. Spear reported the transition to having California employees has gone well

**XI. BOARD, COMMISSION MEMBER AND STAFF COMMENTS**

Mr. Murray noted Caltrans has scheduled a meeting with transportation organizations in the Basin on September 27.

Ms. Rosenberg noted NDOT has hired Wood Rodgers to develop NDOT's state-wide Long Range Transportation Plan. She stated they anticipate the plan to be completed within two years.

Mr. Treabess reminded the Board of the September 14 Transportation Summit being held Squaw Valley.

Ms. McDermid noted that at the September 21 Carson Valley Chamber membership luncheon a discussion will be held regarding the Fuel Tax Revenue Initiative; and that yesterday Senator Heller put forward an amendment to the Water Resources Development Act, which includes the Lake Tahoe Restoration Act, was approved by voice vote.

Mr. Teshara noted Mr. Hasty will be giving a presentation to the Tahoe Chamber while it is going through its due diligence process to determine its position on the US50 South Shore Community Revitalization Project, and that the Chamber will also be doing a membership/community forum on the project on October 11. He also noted the interim Nevada Legislative Oversight Committee will have their final work session on October 13 at 9:00 at the Legislative Building; and a hearing was held in El Dorado County Superior Court on August 22 on the City's ballot Measure T regarding US50 South Shore Community Revitalization Project and the judge declined to act on the on-point legal arguments, putting Measure T on the ballot, with a status conference on the ligation scheduled for December 5.

**XII. PUBLIC INTEREST COMMENTS**

No public interest comments were made.

**XIII. ADJOURNMENT**

The meeting adjourned at 11:39 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: October 10, 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 2016

**Action Requested:**

It is requested the Board to approve the Financial Statement of Operations for the first month of Fiscal Year 2017 (FY17) ending July 31, 2016.

**Fiscal Analysis:**

The District is currently in good financial standing.

**Background:**

Staff has completed analyzing financial information for the first month of FY17. The presentation of the financial information will highlight FY17 July 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 \$1,235 for July activity. The increase can be summarized as follows:

District Operations including	\$1,547	RCMF Revenue	\$6,144
Rental Car Mitigation Fees (RCMF)		Admin Support Revenue	\$28,459
		Salaries & Benefits	(\$11,617)
		TRPA Services	(\$6,942)
		Government Affairs Rep	(\$4,000)
		Other Professional Services	(\$5,249)
		Insurance	(\$2,279)
		Equipment < \$5,000	(\$2,546)
		Misc. Other Costs	(\$423)
CNG Fueling Facility	(\$312)	Insurance	(\$312)

RCMF's have increased \$3,658 or 1.5% from \$2,486 in FY16 to \$6,144 in FY17. The majority of the increase is due to Budget Rent-a-Car submitting their fees on a regular basis. Comparing just Avis, there is a modest \$143 increase.

JS/ja

AGENDA ITEM: V.A.

TTD purchased software (Firewall) and equipment (Switch) totaling \$2,546, which will be used in the Administrative Offices for IT support.

Insurance will be recognized in 12 equal monthly installments for the following:

	Annual	Monthly
Employment Practices Liability Insurance (EPLI)	\$21,679	\$1,807
Crime	\$1,066	\$89
Cyber	\$2,307	\$192
Fiduciary Insurance	<u>\$2,297</u>	<u>\$191</u>
Total	\$27,349	\$2,279

The net result increased the General Fund's overall fund balance for the year to \$485,986, which is \$1,235 more than at the start of the fiscal year.

CIP Fund –

July activity resulted in an increase of \$28 (Interest). Below is a brief recap of the July activity for the CIP fund.

<u>Funding Source</u>	<u>Expenditures</u>	<u>Grant Balance</u>
Public Lands Highways Discretionary Fund		
US 50	\$5,576	\$108,554
Federal Transit Administration		
NDOT 5303	\$36,848	\$199,490
NDOT 5310 (ADA Van)	\$0	\$53,536
Federal Transportation Alternatives Program		
Placer County	\$0	\$180
Contributions		
Placer County AQMF – SR 89	\$989	\$24,783
Prop 1B		
PTMISEA – Vehicles (FTA 5308)	\$0	\$1,456
PTMISEA – Transit System Modernization	\$4,869	\$981,531
PTMISEA – AVL and Scheduler	\$0	\$180,019
TSSSDRA – Shelter Security	\$0	\$1,171
Question 1		
NV Bikeway	<u>\$3,753</u>	\$1,045,865
Total Expenditures	<u>\$52,035</u>	

The net result increased CIP's overall fund balance to \$1,039, which is \$27 more than at the start of the fiscal year.



Transit Fund-

Overall, the District ended with an increase of \$15,070 for July activity. The increase can be summarized as follows:

<u>Revenue Detail</u>	<u>S. Shore Ops</u>	<u>SR 28</u>	<u>Mobility Mgmt</u>	<u>CMAQ</u>
NDOT				
FTA 5311	\$91,377	\$18,345	\$1,282	
Caltrans				
FTA 5310			\$2,369	
Congestion Mitigation and Air Quality (CMAQ)				\$36,448
Contributions				
Vail	\$70,834			
The Ridge	\$11,250		\$470	
Douglas County	\$4,130		\$37	
Barton			\$624	
Tahoe Truckee			\$322	
Other			\$8	
Transportation Development Act (TDA)				
Local Transportation Fund (LTF)	\$72,049			
State Transit Assistance (STA)	\$26,277			
California Low Carbon				
Route 30	\$28,181			
Nevada State Parks		\$6,380		
Older Americans Act			\$2,963	
Farebox Revenue	\$50,537	\$10,404	\$1,821	
Pass Sales	\$8,070			
Interest	\$55			
Sale of Fixed Asset	\$650			
<b>Total Revenues</b>	<b>\$363,410</b>	<b>\$35,129</b>	<b>\$9,896</b>	<b>\$36,448</b>
<u>Expense Detail</u>				
Personnel	\$139,819	\$15,802	\$4,548	
Fuel	\$24,934	\$2,215	\$729	
Insurance	\$24,136	\$2,069	\$736	
Repairs/Maintenance	\$12,252		\$306	
Professional Services	\$9,303	\$5,958	\$408	
ICAP	\$21,563	\$2,883	\$630	
Depreciation	\$65,780			
Disposal of Fixed Assets	\$25,618			
Other Expenses	<u>\$24,935</u>	<u>\$6,202</u>	<u>\$2,539</u>	<u>\$36,448</u>
<b>Total Expenses</b>	<b>\$348,340</b>	<b>\$35,129</b>	<b>\$9,896</b>	<b>\$36,448</b>
Increase/(Decrease)	\$15,070	\$0	\$0	\$0

JS/ja

AGENDA ITEM: V.A.

South Shore Operations – Increase \$15,070

In July, TTD auctioned off Bus 3235, a 2006 Glavel Titan Diesel. The bus sold for \$650, with commissions totaling \$650. The vehicle's FTA life was surpassed using the mileage method and was eligible for disposal, but still had a balance of \$25,618, net depreciation, in Transit Funds Fixed Assets.

SR 28 – East Shore Express – Even

Mobility Management – Even

CMAQ – Even

This program offered free bus rides for 77 days from December 2015 through Labor Day weekend 2016. The CMAQ grant is matched with Toll Credits.

The net result increased Transit's overall fund balance for the year to \$4,779,694, which is \$15,070 more than at the start of the fiscal year. It should be noted that as of July 31, 2016, the transit fund cash increased by \$106,468 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 July 31, 2016 is attached (Attachment A).

The fixed asset balances, net of depreciation, include \$3,180,675 in transit funds and \$279,861 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. July Financials

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

	TOTAL	General	CIP	Transit	GFA
<b>ASSETS</b>					
Cash & Equivalents	1,574,297	506,297	232,973	835,027	
Accounts Receivable	2,736,397	23,136	519,819	2,193,443	
Prepays	120,936	94,964		25,972	
Inventory					
*Capital Assets, Net Depreciation	3,495,691			3,495,691	345,163
<b>TOTAL ASSETS</b>	<b>7,927,322</b>	<b>624,397</b>	<b>752,792</b>	<b>6,550,133</b>	<b>345,163</b>
<b>LIABILITIES</b>					
Accounts Payable	952,315	138,411	435,869	378,034	
Deferred Revenues	1,667,304		315,884	1,351,421	
Nevada State Bank - LOC					
EE Compensated Absences	40,984			40,984	47,544
<b>TOTAL LIABILITIES</b>	<b>2,660,603</b>	<b>138,411</b>	<b>751,753</b>	<b>1,770,439</b>	<b>47,544</b>
<b>NET POSITION</b>					
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			
<b>SUB TOTAL NET POSITION</b>	<b>5,743,851</b>	<b>375,764</b>	<b>426</b>	<b>5,367,661</b>	<b>460,956</b>
FY 16 Projected Increase (Decrease)	<b>-493,465</b>	<b>108,986</b>	<b>586</b>	<b>-603,037</b>	<b>-152,237</b>
FY 17 Increase (Decrease)	<b>16,333</b>	<b>1,235</b>	<b>27</b>	<b>15,070</b>	<b>-11,099</b>
<b>TOTAL NET POSITION</b>	<b>5,266,719</b>	<b>485,986</b>	<b>1,039</b>	<b>4,779,694</b>	<b>297,619</b>
<b>TOTAL LIABILITIES &amp; NET POSITION</b>	<b>7,927,322</b>	<b>624,397</b>	<b>752,792</b>	<b>6,550,133</b>	<b>345,163</b>

\* The fixed asset balances, net of depreciation, include \$3,180,675 in transit funds and \$279,861 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 July 31, 2016**

	TOTAL	General	CIP	Transit	GFA
Revenues					
Federal Grants	195,208		42,424	152,784	
State Funding	141,509		8,622	132,887	
Contributions	88,664		989	87,675	
General Revenues	28,459	28,459			
Charges for Services	76,976	6,144		70,832	
Special Items	732		27	705	
<b>TOTAL REVENUES</b>	<b>531,548</b>	<b>34,603</b>	<b>52,062</b>	<b>444,883</b>	<b>0</b>
Expenses					
Personnel	176,412	11,617	10,221	154,574	
Personnel - Compensated Absences	5,594			5,594	-903
Contracts	34,504		32,893	1,611	
Fuel	27,878			27,878	
Depreciation	65,780			65,780	12,002
Other Operating	148,424	19,204	5,539	123,681	
ICAP - 10%	28,459		3,383	25,076	
Capital Outlay	28,164	2,546		25,618	
Interest					
Other Funding Sources					
<b>TOTAL EXPENSES</b>	<b>515,215</b>	<b>33,367</b>	<b>52,035</b>	<b>429,813</b>	<b>11,099</b>
<b>FY 17 Increase / (Decrease) to Net Position</b>	<b>16,333</b>	<b>1,235</b>	<b>27</b>	<b>15,070</b>	<b>-11,099</b>

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

General Fund	Actual vs Budget				Program YTD		
	Jul	YEAR TO DATE	Board Approved Budget	Var %	District Ops	CNG	Program Totals
<b>Revenues</b>							
<b>General Revenues</b>							
Admin Support	28,459	28,459	515,118	5.52%	28,459		28,459
Miscellaneous			500	0.00%			
Contributions			20,000	0.00%			
<b>Total General Revenues</b>	<b>28,459</b>	<b>28,459</b>	<b>535,618</b>	<b>5.31%</b>	<b>28,459</b>	<b>0</b>	<b>28,459</b>
<b>Charges for Services</b>							
Administrative Fees			80,000	0.00%			
Rental Car Mitigation Fees	6,144	6,144	85,000	7.23%	6,144		6,144
CNG Station Revenues				0.00%			
<b>Total Charges for Services</b>	<b>6,144</b>	<b>6,144</b>	<b>165,000</b>	<b>3.72%</b>	<b>6,144</b>	<b>0</b>	<b>6,144</b>
<b>Special Items</b>							
Sale of Fixed Assets							
Interest Revenue			240	0.00%			
<b>Total Special Revenues</b>	<b>0</b>	<b>0</b>	<b>240</b>	<b>0.00%</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL REVENUES</b>	<b>34,603</b>	<b>34,603</b>	<b>700,858</b>	<b>4.94%</b>	<b>34,603</b>		<b>34,603</b>
<b>Expenses</b>							
<b>Operating</b>							
Personnel	11,617	11,617	203,869	5.70%	11,617		11,617
Repairs & Maintenance			400	0.00%			
Insurance	2,591	2,591	36,525	7.09%	2,279	312	2,591
Facility Rent	2,783	2,783	22,932	12.14%	2,783		2,783
Facility Utilities	285	285	6,180	4.61%	285		285
Supplies	1,169	1,169	17,640	6.62%	1,169		1,169
Advertising & Public Relations			2,400	0.00%			
Reproduction & Printing	60	60	2,400	2.50%	60		60
Postage			300	0.00%			
Dues, Subscriptions & Publications	178	178	20,000	0.89%	178		178
License & Permits			500	0.00%			
Professional Services	11,481	11,481	216,328	5.31%	11,481		11,481
Legal Services			5,000	0.00%			
Auditing Services	500	500	36,110	1.38%	500		500
Bank Fee / CC Fees			3,500	0.00%			
Transit Management - No Shore			20,000	0.00%			
Training			5,800	0.00%			
Travel	42	42	16,500	0.26%	42		42
Taxes			8,000	0.00%			
Miscellaneous Expenses	114	114	5,000	2.29%	114		114
<b>Total Operating</b>	<b>30,821</b>	<b>30,821</b>	<b>629,384</b>	<b>4.90%</b>	<b>30,509</b>	<b>312</b>	<b>30,821</b>
<b>Capital Outlay</b>							
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							
<b>Total Capital Outlay</b>	<b>2,546</b>	<b>2,546</b>	<b>24,000</b>	<b>0.00%</b>	<b>2,546</b>	<b>0</b>	<b>2,546</b>

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

<b>Interest</b>								
Interest Expense			3,000	0.00%				
<b>Total Interest Expense</b>	<b>0</b>	<b>0</b>	<b>3,000</b>	<b>0.00%</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Other Financing Sources</b>								
Preventive Maint (In)								
Capital Outlay (In) Out								
Transfer (In) Out								
<b>Total Other Financing Sources</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL EXPENSES</b>	<b>33,367</b>	<b>33,367</b>	<b>656,384</b>	<b>5.08%</b>	<b>33,055</b>	<b>312</b>	<b>33,367</b>	
<b>Increase/(Decrease) to Net Position</b>	<b>1,235</b>	<b>1,235</b>	<b>44,474</b>	<b>2.78%</b>	<b>1,547</b>	<b>-312</b>	<b>1,235</b>	

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

	CIP Fund	Actual vs Budget			Program YTD						
		Jul	YEAR TO DATE	Board Approved Budget	Var %	PLHD / STP	FTA	Placer Cty / ATP	Prop 1B	Bikeway	VPPP
<b>Revenues</b>											
<b>Capital Grant &amp; Contributions</b>											
FTA 5303	36,848	36,848	324,713	11.35%		36,848					36,848
FTA 5310			31,653	0.00%							
FTA 5311			114,573	0.00%							
Public Lands Highways Discretionary (PLHD)	5,576	5,576	194,323	2.87%	5,576						5,576
Scenic Byways			1,706,350	0.00%							
Transportation Alternatives Pgm (TAP)			546,212	0.00%							
Surface Transportation Pgm (STP)			1,658,250	0.00%							
Active Transportation Pgm (ATP)			1,341,456	0.00%							
Prop 1B	4,869	4,869	503,747	0.97%				4,869			4,869
Question 1	3,753	3,753	1,646,500	0.23%					3,753		3,753
Value Pricing Pilot Program			150,120	0.00%							
Contributions	989	989	1,938,484	0.05%			989				989
<b>Total Capital Grants &amp; Contributions</b>	<b>52,035</b>	<b>52,035</b>	<b>10,156,381</b>	<b>0.51%</b>	<b>5,576</b>	<b>36,848</b>	<b>989</b>	<b>4,869</b>	<b>3,753</b>	<b>0</b>	<b>52,035</b>
<b>Special Items</b>											
Interest Revenue	27	27		-100.00%			2		15	10	27
<b>Total Special Items</b>	<b>27</b>	<b>27</b>	<b>0</b>	<b>-100.00%</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>15</b>	<b>10</b>	<b>27</b>
<b>TOTAL REVENUES</b>	<b>52,062</b>	<b>52,062</b>	<b>10,156,381</b>	<b>0.51%</b>	<b>5,576</b>	<b>36,848</b>	<b>992</b>	<b>4,869</b>	<b>3,769</b>	<b>10</b>	<b>52,062</b>
<b>Expenses</b>											
Personnel	10,221	10,221	665,055	1.54%	4,356	1,300	989		3,575		10,221
Contract Services	32,893	32,893	8,661,972	0.38%	713	32,181					32,893
Reproduction & Printing			3,600	0.00%							
Rent Meeting Room			5,250	0.00%							
Supplies			1,075	0.00%							
Advertising / Outreach	670	670	12,000	5.58%		670					670
Postage			2,575	0.00%							
Professional Services	4,869	4,869	35,000	13.91%				4,869			4,869
Training			6,100	0.00%							
Travel - Per Diem			10,025	0.00%							
Travel - Commercial Air			4,000	0.00%							
Travel - Auto			12,810	0.00%							
ICAP - 10%	3,383	3,383	114,446	2.96%	507	2,697			179		3,383
<b>Total Operating</b>	<b>52,035</b>	<b>52,035</b>	<b>9,533,908</b>	<b>0.55%</b>	<b>5,576</b>	<b>36,848</b>	<b>989</b>	<b>4,869</b>	<b>3,753</b>	<b>0</b>	<b>52,035</b>
<b>Capital Outlay</b>											
Equipment over \$5000			564,973	0.00%							
Equipment under \$5000			57,500	0.00%							
Reimb Capital Expenses			-614,973	0.00%							
<b>Total Capital Outlay</b>	<b>0</b>	<b>0</b>	<b>7,500</b>	<b>-100.00%</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Other Financing Sources</b>											
Preventive Maint (In)				0.00%							
Capital Outlay (In) Out			614,973	0.00%							
Transfer (In) Out				0.00%							
<b>Total Other Financing Sources</b>	<b>0</b>	<b>0</b>	<b>614,973</b>	<b>0.00%</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL EXPENSES</b>	<b>52,035</b>	<b>52,035</b>	<b>10,156,381</b>	<b>0.51%</b>	<b>5,576</b>	<b>36,848</b>	<b>989</b>	<b>4,869</b>	<b>3,753</b>	<b>0</b>	<b>52,035</b>
<b>Increase/(Decrease) to Net Position</b>	<b>27</b>	<b>27</b>	<b>0</b>	<b>-100.00%</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>15</b>	<b>10</b>	<b>27</b>	

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

	TO Fund	Actual vs Budget			Program YTD				
		YEAR TO DATE	Approved Budget	Var %	S. Shore Ops	ESE	Mobility Mgmt	CMAQ	Program Total
<b>Revenues</b>									
<b>Grants &amp; Contributions</b>									
FTA 5311 - NDOT	111,004	111,004	1,757,463	6.32%	91,377	18,345	1,282		111,004
FTA 5307			1,228,636	0.00%					
FTA 5310 - Caltrans	2,369	2,369	98,652	2.40%			2,369		2,369
Older Americans Act - Area 4	2,963	2,963	50,000	5.93%			2,963		2,963
CMAQ - Cal Trans	36,448	36,448	98,000	37.19%				36,448	36,448
CMAA-Cty Based Medi Cal			1,200	0.00%					
RTAP - Cal Trans/NDOT				0.00%					
TDA - LTF	72,049	72,049	864,591	8.33%	72,049				72,049
TDA - STA	26,277	26,277	315,322	8.33%	26,277				26,277
Nv State Parks	6,380	6,380	73,726	8.65%		6,380			6,380
Ca Low Carbon Transit Ops	28,181	28,181	74,269	37.94%	28,181				28,181
Contributions	87,675	87,675	1,103,192	7.95%	86,214		1,461		87,675
<b>Total Grants &amp; Contributions</b>	<b>373,346</b>	<b>373,346</b>	<b>5,665,051</b>	<b>6.59%</b>	<b>304,098</b>	<b>24,726</b>	<b>8,075</b>	<b>36,448</b>	<b>373,346</b>
<b>Charges for Services</b>									
FareBox Revenue	62,762	62,762	527,150	11.91%	50,538	10,403	1,821		62,762
Pass Sales	8,070	8,070	117,500	6.87%	8,070				8,070
Advertising Revenue			1,500	0.00%					
<b>Total Charges for Services</b>	<b>70,832</b>	<b>70,832</b>	<b>646,150</b>	<b>10.96%</b>	<b>58,608</b>	<b>10,403</b>	<b>1,821</b>	<b>0</b>	<b>70,832</b>
<b>Special Items</b>									
Sale of Fixed Assets	650	650		-100.00%	650				650
Insurance Claim Revenue				0.00%					
Interest Revenue	55	55	480	11.41%	55				55
<b>Total Special Items</b>	<b>705</b>	<b>705</b>	<b>480</b>	<b>146.83%</b>	<b>705</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>705</b>
<b>TOTAL REVENUES</b>	<b>444,883</b>	<b>444,883</b>	<b>6,311,681</b>	<b>7.05%</b>	<b>363,410</b>	<b>35,129</b>	<b>9,896</b>	<b>36,448</b>	<b>444,883</b>
<b>Expenses</b>									
<b>Operating</b>									
Personnel	160,169	160,169	4,058,958	3.95%	139,819	15,802	4,548		160,169
Contract Services	1,611	1,611	33,414	4.82%			1,611		1,611
Vehicle Fuel	27,878	27,878	492,691	5.66%	24,934	2,215	729		27,878
Sales Tax on Fuel			4,000	0.00%					
Repair and Maintenance	12,558	12,558	360,580	3.48%	12,252		306		12,558
Insurance	26,940	26,940	295,480	9.12%	24,136	2,069	736		26,940
Reproduction & Printing	2,669	2,669	17,066	15.64%	2,669				2,669
Facility Rent	13,732	13,732	147,514	9.31%	9,661	3,800	271		13,732
Facility Utilities	3,769	3,769	70,696	5.33%	2,412	1,290	68		3,769
Telephone	2,539	2,539	27,200	9.33%	2,470		69		2,539



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

	TO Fund	Actual vs Budget			Program YTD				
		July	YEAR TO DATE	Board Approved Budget	Var %	S. Shore Ops	ESE	Mobility Mgmt	CMAQ
Expenses Continued									
Supplies	6,474	6,474	8,221	78.75%	6,462	12			6,474
Advertising & Public Relations	3,415	3,415	59,057	5.78%		1,100	520	1,795	3,415
License & Permits			2,643	0.00%					
Dues, Subscriptions and Publications			3,600	0.00%					
Professional Services	15,670	15,670	187,033	8.38%	9,303	5,958	408		15,670
Bank Fees	305	305	3,900	7.82%	305				305
Training	300	300	15,325	1.96%	300				300
Travel	656	656	17,094	3.84%	656				656
Reimbursed Travel				0.00%					
Miscellaneous Expenses			8,523	0.00%					
FareBox Replacement	34,653	34,653	85,000	40.77%				34,653	34,653
ICAP - 10%	25,076	25,076	402,287	6.23%	21,563	2,883	630		25,076
Depreciation Expense	65,780	65,780	805,804	8.16%	65,780				65,780
<b>Total Operating</b>	<b>404,195</b>	<b>404,195</b>	<b>7,106,086</b>	<b>5.69%</b>	<b>322,722</b>	<b>35,129</b>	<b>9,896</b>	<b>36,448</b>	<b>404,195</b>
<b>Capital Outlay</b>									
Equipment under \$5000			60,000	0.00%					
Disposal of Fixed Assets	25,618	25,618		-100.00%	25,618				25,618
Reimbursed Capital Expenses				0.00%					
<b>Total Capital Outlay</b>	<b>25,618</b>	<b>25,618</b>	<b>60,000</b>	<b>42.70%</b>	<b>25,618</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>25,618</b>
<b>Other Financing Sources</b>									
Preventive Maint (In)									
Capital Outlay (In) Out			-614,973	0.00%					
Transfer (In) Out				0.00%					
<b>Total Other Financing Sources</b>	<b>0</b>	<b>0</b>	<b>-614,973</b>	<b>0.00%</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL EXPENSES</b>	<b>429,813</b>	<b>429,813</b>	<b>6,551,113</b>	<b>6.56%</b>	<b>348,340</b>	<b>35,129</b>	<b>9,896</b>	<b>36,448</b>	<b>429,813</b>
<b>Increase/(Decrease) to Net Position</b>	<b>15,070</b>	<b>15,070</b>	<b>-239,432</b>	<b>114.56%</b>	<b>15,070</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>15,070</b>

**Tahoe Transportation District  
Transit Fund  
Operations Schedule**

TO Fund	July 1, 2016 through July 31, 2016 Actual vs Budget				Program YTD				
	July	YEAR TO DATE	Board Approved Budget	Var %	S. Shore Ops	ESE	Mob Mgmt	CMAQ	Program Total
<b>TOTAL REVENUES</b>	<b>444,883</b>	<b>444,883</b>	<b>6,311,681</b>	<b>7.05%</b>	<b>363,410</b>	<b>35,129</b>	<b>9,896</b>	<b>36,448</b>	<b>444,883</b>
<b>Expenses</b>									
<b>Operating</b>									
Personnel	160,169	160,169	4,058,958	3.95%	139,819	15,802	4,548		160,169
Contract Services	1,611	1,611	33,414	4.82%			1,611		1,611
Vehicle Fuel	27,878	27,878	492,691	5.66%	24,934	2,215	729		27,878
Sales Tax on Fuel			4,000	0.00%					
Repair and Maintenance	12,558	12,558	360,580	3.48%	12,252		306		12,558
Insurance	26,940	26,940	295,480	9.12%	24,136	2,069	736		26,940
Reproduction & Printing	2,669	2,669	17,066	15.64%	2,669				2,669
Facility Rent	13,732	13,732	147,514	9.31%	9,661	3,800	271		13,732
Facility Utilities	3,769	3,769	70,696	5.33%	2,412	1,290	68		3,769
Telephone	2,539	2,539	27,200	9.33%	2,470		69		2,539
Supplies	6,474	6,474	8,221	78.75%	6,462	12			6,474
Advertising & Public Relations	3,415	3,415	59,057	5.78%		1,100	520	1,795	3,415
License & Permits			2,643	0.00%					
Dues, Subscriptions and Publications			3,600	0.00%					
Professional Services	15,670	15,670	187,033	8.38%	9,303	5,958	408		15,670
Bank Fees	305	305	3,900	7.82%	305				305
Training	300	300	15,325	1.96%	300				300
Travel	656	656	17,094	3.84%	656				656
Reimbursed Travel				0.00%					
Miscellaneous Expenses			8,523	0.00%					
FareBox Replacement	34,653	34,653	85,000	40.77%				34,653	34,653
ICAP - 10%	25,076	25,076	402,287	6.23%	21,563	2,883	630		25,076
<b>Total Operating Prior to Depreciation</b>	<b>338,415</b>	<b>338,415</b>	<b>6,300,282</b>	<b>5.37%</b>	<b>256,942</b>	<b>35,129</b>	<b>9,896</b>	<b>36,448</b>	<b>338,415</b>
<b>Increase / (Decrease) to Net Position Prior to Depreciation and Other Funding Sources</b>	<b>106,468</b>	<b>106,468</b>	<b>11,399</b>	<b>934.01%</b>	<b>106,468</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>106,468</b>



MEMORANDUM

Date: October 10, 2016  
To: Tahoe Transportation District (TTD) Board of Directors  
From: TTD Staff  
Subject: Approval of Contract with Interwest Consulting Group for Information Technology Support Services

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**Action Requested:**

It is requested the Board approve the contract with Interwest Consulting Group for Information Technology Support Services.

**Fiscal Analysis:**

The source of funds for this contract will be varied dependent upon the scope of the work being completed. Much of the help desk support will come from Transit Operations. Other capital fund sources may be used when Interwest is supporting the deployment of new technology. Preventive Maintenance funds will be used when Interwest is supporting maintenance activities.

**Work Program Analysis:**

All work associated with this effort will be captured under respective elements of the existing Work Program and corresponding allotted staff time.

**Background:**

On August 4, 2016, the Board approved the release of a Request for Proposals (RFP) for Information Technology Support Services. The purpose of this solicitation is to provide continuity of support for TTD's information technology systems currently being established by Interwest, to provide help desk support to TTD employees, and to manage information technology products and projects.

**Discussion:**

On September 22, 2016, TTD received six proposals to the RFP. The submitting firms are listed below:

- Techtastic
- Tahoe Technology Solutions
- Interwest
- Xogenous
- Nims & Associates
- IQ Technology Solutions

Transit staff reviewed the proposals and recommended Interwest and Xogenous move forward to interviews. The interviews were held on September 29, 2016. The panel consisted of Carl

GF/ja

AGENDA ITEM: VI.A.

Hasty, Joanie Schmitt, George Fink, Tara Frank, and Judi Allen. Both firms had strong proposals and interviews. However, the panel agreed that Interwest's business model offered greater flexibility. In addition, Interwest had direct experience with transit districts as well as many of the systems used by TTD. The panel recommended Interwest Consulting Group as the best value for Information Technology Support Services.

The proposed contract is structured as three years with one option year. The cost exhibit details fixed rates of pay for Interwest employees. The overall expenditures under the contract will be controlled by a not-to-exceed amount of \$402,600 allocated over the three years of the initial term with a priced option year (Year 1: \$75,000; Year 2: \$90,000; Year 3: \$108,000; Option: \$129,600). Each year's expenditures will be allocated via the budgeting process through purchase orders (PO). There may be multiple POs issued to fund Interwest's work throughout the contract term dependent on TTD's needs. These maybe related to operational or capital project support.

**Additional Information:**

If you have any questions or comments regarding this item, please contact George Fink at [gfink@tahoetransportation.org](mailto:gfink@tahoetransportation.org) or (775) 557-4890.



MEMORANDUM

Date: October 10, 2016  
To: Tahoe Transportation District (TTD) Board of Directors  
From: TTD Staff  
Subject: Approve Release of Request for Proposals for Tires and Roadside Support Services and the Purchase of an Electric Vehicle and Associated Charging Equipment

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**Action Requested:**

It is requested the Board approve the release of two Request for Proposals (RFP); one for tires and support services, the other for the purchase of an electric vehicle and associated charging equipment.

**Fiscal Analysis:**

All expenditures associated with the tires and support services request are available in the fiscal year 2017 budget. All expenditures associated with the electric vehicle request are available through a prior award of Congestion Mitigation and Air Quality (CMAQ) funds.

**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:**

As part of an ongoing effort to speed the procurement of parts and secure competitive pricing, staff is working diligently to establish relationships with vendors.

In April, the District applied for, and was awarded, CMAQ funds for the purchase of an electric bus and associated charging equipment.

**Discussion:**

To maintain efficient operations, TTD desires to have long-term, multi-year contracts for parts and supplies, including tires. This RFP will seek proposals from qualified bidders to supply tires, related materials, and towing services. A contractual relationship will speed procurement and delivery of tires, in addition to stabilizing pricing for more precise budgeting.

With the award of CMAQ funds and a clear need for additional fleet, staff is ready to move forward with an RFP for an electric bus and charging equipment. Additional services contemplated in the RFP will include extensive training for staff and liaison with local power providers to deliver the project. This will be the first electric bus operating in the Lake Tahoe Basin!

GF/ja

AGENDA ITEM: VI.B.

Staff recommends approval of the RFP releases.

**Additional Information:**

If you have any questions or comments regarding this item, please contact George Fink at (775) 557-4890 or [gfink@tahoetransportation.org](mailto:gfink@tahoetransportation.org).



MEMORANDUM

Date: October 10, 2016

To: Tahoe Transportation District (TTD) Board of Directors

From: TTD Staff

Subject: Review and Accept the Quarterly Transit Report for the First Quarter of Fiscal Year 2017 and Direct Staff to Prepare Quarterly, Rather than Monthly, Transit Reports

**Action Requested:**

It is requested the Board review and accept the quarterly transit report for the first quarter of fiscal year 2017 and direct staff to prepare quarterly, rather than monthly, transit reports.

**Background:**

Since the assumption of transit operations, the level of information available to staff and, subsequently the Board, has increased significantly. To efficiently communicate this heightened level of analysis, staff is recommending the Board direct staff to prepare quarterly, rather than monthly, transit reports.

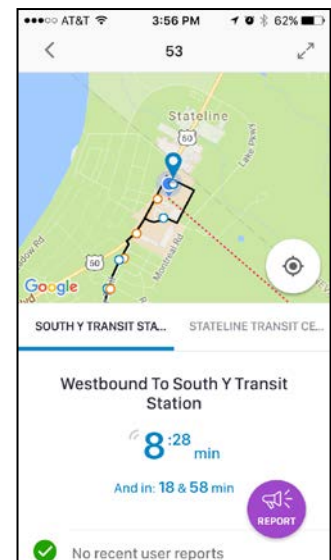
**Highlights:**

- ✓ Increase in ridership from Q1 2015 to Q1 2016 of +12%.
- ✓ No maintenance deficiencies noted on TTD's first California Highway Patrol Terminal Inspection.
- ✓ Swifty Automatic Vehicle Location (AVL) with predictive analysis fully functional.
- ✓ Explore Tahoe move completed with driver breakroom and training facilities now available.
- ✓ Multiple training programs completed.
- ✓ Staff responded quickly and decisively to funding challenges for 21X resulting in the suspension of 21X, but operational improvements to 19X and 20X.

**Transit Operations Report:**

First quarter ridership for 2016 compared to first quarter ridership 2015 was strong. Overall, system ridership has increased 12%, particularly successful were the West and East Shore seasonal service routes. The East Shore continues to be popular with a 50% increase in ridership. The West Shore also appeared more popular when connected fully to Tahoe City, with an increase of 26%. The core services (routes 50, 53, 23) all posted respectable gains with route 50 increasing 12%.

The Carson Valley routes all posted ridership losses. These are attributed to fair weather commuters, cheaper gas prices, and operational inefficiencies that make the schedules



GF/ja

AGENDA ITEM: VI.C.

challenging for connections. In response to the loss of funding for route 21X, staff suspended the route. However, the suspension of 21X presented an opportunity to implement better connectivity and route efficiencies for routes 19X and 20X. Staff will monitor the ridership closely to evaluate the performance of the redesigned routes.

Free rides on routes 50 and 53 funded by El Dorado County's Congestion Mitigation and Air Quality (CMAQ) improvement program were offered every weekend from Memorial Day to Labor Day the entire month of July.

System Ridership						
Route		July	August	October	Q1 Totals	% +/- vs. Q1 2015
Ridge	23	8,627	7,733	6,582	22,942	6%
SLT	50	21,736	15,249	13,822	50,807	12%
SLT	53	16,837	13,252	11,147	41,236	2%
Minden - Carson	19X	577	729	502	1,808	-4%
SLT - Minden	20X	1,153	1,113	849	3,115	-11%
SLT - Carson	21X	2,438	2,307	1,835	6,580	-7%
East Shore	28	14,931	8,778	484	24,193	50%
West Shore	30	4,272	2,785	1,008	8,065	26%
Demand Response	61	1,391	1,499	1,402	4,292	163%
<b>System Total</b>					<b>163,038</b>	<b>12%</b>

**Fleet and Facilities:**

One of the most significant changes to transit following TTD's direct operation is maintenance. Under the contract model, TTD handed the contractor District assets and had very little oversight or ability to control how those assets were maintained. As the direct operator, the maintenance program is no longer dark. During the first quarter, staff implemented performance measures, set goals, and began amassing statistical information to help guide the program.

Staff improved the operational and maintenance policies, record keeping protocols, and emphasized workplace safety. New features in TTD's Reporting Solution software were turned on that provides accountability and auditability to the maintenance program.

With the addition of a full time Parts Clerk, Staff secured the Parts Room to improve the handling of parts. The result is better inventory controls and less inventory shrinkage. A warranty and core recovery program was implemented, saving the District money. Staff also met with suppliers and negotiated their commitment to pricing, service, and quality, as well as prompt delivery of products. Staff continues working to improve on TTD's ability to procure and secure parts in a timely manner.

Facility milestones include occupancy of the Explore Tahoe Center second floor which encompasses three offices, a reception area, a training room, a conference room, and a drivers' break room. All offices and common areas at TTD's maintenance and dispatch facility have been



repainted and the carpeting was replaced. New windows are on order to replace the broken single pane windows currently in use. The Minden Yard was discontinued with the suspension of Route 21X. Other improvements include a migration to a new phone system at Stateline, the Y Transit Center, and Shop Street. This system supports a phone tree and the ability to transfer calls from one facility to another without re-dialing. The expansion of the new phone system to Market Street is imminent.

**Preview:**

In the next quarter, staff will brief the Board on new designs for the ski shuttles, the Short-Range Transit Plan 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) 557-4890 or [gfink@tahoetransportation.org](mailto:gfink@tahoetransportation.org).





MEMORANDUM

Date: October 10, 2016  
To: Tahoe Transportation District (TTD) Board of Directors  
From: TTD Staff  
Subject: Informational Update on the Tahoe Transportation District's Short-Range Transit Plan Schedule

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**Action Requested:**

It is requested that the Board receive an informational update on the Short-Range Transit Plan (SRTP) schedule.

**Fiscal Analysis:**

All project activity is accounted for in the District's budget.

**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 Board approved planning efforts for basin-wide corridor planning to focus on implementation, and long and short-range transit planning in 2014. That planning effort is coming to completion by the end of the calendar year.

**Discussion:**

As part of the public process for developing the SRTP, Staff will be holding two workshops (noted below) to present the preliminary planning in the SRTP. These workshops will present conceptual routes, discuss current and pending changes to routes, discuss how the ridership survey data was used, and the fiscal challenges in arriving at a world-class transportation system.

**Carson Valley Workshop**

Thursday, October 20  
4:00 p.m. - 6:00 p.m.  
Carson Valley Inn, Minden

**South Lake Tahoe Workshop**

Saturday, October 22  
2:00 p.m. - 4:00 p.m.  
El Dorado County Library, S. Lake Tahoe Branch

Feedback from these workshops will be incorporated into the draft SRTP. Staff anticipates holding a public hearing at the November Board meeting. Adoption of the SRTP could be at the November or December Board meeting.

GF/ja

AGENDA ITEM: VI.D.

The Board is requested to receive the schedule and discuss it with Staff as part of the planning process.

**Additional Information:**

If you have any questions or comments regarding this item, please contact George Fink at [gfink@tahoetransportation.org](mailto:gfink@tahoetransportation.org) or (775) 557-4890.



MEMORANDUM

Date: October 10, 2016  
To: Tahoe Transportation District (TTD) Board of Directors  
From: TTD Staff  
Subject: Project Status Update of the US 50 South Shore Community Revitalization Project

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**Action Requested:**

It is requested the Board hear an informational update presentation by Staff on the US 50 South Shore Community Revitalization Project.

**Fiscal Analysis:**

All project activity is accounted for in the District's budget.

**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:**

Comments have been received on the admin draft of the US 50/South Shore Community Revitalization Project Environmental Impact Report/Environmental Impact Statement/ Environmental Impact Statement (EIR/EIS/EIS) and the Screencheck Draft has been received and is under review.

**Discussion:**

Staff will present an overview of the project, explain how the adopted principles will be applied, and review the schedule of the anticipated release of the public draft of the EIR/EIS/EIS for public comment, meetings and public hearings.

**Additional Information:**

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