

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

**N. Lake Tahoe Event Center
8318 N. Lake Blvd.
Kings Beach, CA 96143**

**September 8, 2017
9:30 a.m.**

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

I. CALL TO ORDER AND GENERAL MATTERS

- A. Roll Call and Determination of Quorum of TTD/TTC
- B. Approval of Agenda for September 8, 2017
- C. Approval of Minutes of August 11, 2017

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

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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
BUDGET FINANCE COMMITTEE MEETING MINUTES
August 11, 2017

Committee Members in Attendance:

Will Garner, Placer County, Chair
Steve Teshara, SS-TMA
Ron Treabess, TNT-TMA
Marsha Berkbigler, Washoe County

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., General Counsel, Tahoe Transportation District

I. PUBLIC INTEREST COMMENTS

No public interest comments were made.

II. RECOMMENDATION OF APPROVAL OF MINUTES OF JULY 14, 2017

Mr. Treabess made the motion to recommend approval of the minutes of July 14, 2017. Mr. Teshara seconded the motion. The motion passed.

III. DISCUSSION ITEMS

(All Items for Possible Recommendation)

A. Review and Acceptance of the District's Financial Statement of Operations for May 2017

Ms. Schmitt reviewed this item.

Mr. Treabess made the motion to recommend acceptance of the District's Financial Statement of Operations for May 2017. Mr. Treabess seconded the motion. The motion passed unanimously.

B. Approve the Purchase of Two Sets of Four Stertil-Koni Column Bus Lifts for Transit Maintenance Operations

Mr. Fink reviewed this item.

Mr. Teshara made the motion to recommend approval of the purchase of two sets of four Stertil-Koni column bus lifts for transit maintenance operations. Mr. Treabess seconded the motion. The motion passed unanimously.

C. Approve the Purchase of One 35-Foot Diesel Hometown Trolley for Transit Operations from Creative Bus Sales and Disposal of the Remaining Two Compressed Natural Gas Trolleys

Mr. Fink reviewed this item.

Ms. Berkbigler made the motion to recommend approval of the purchase of one 35-foot diesel Hometown Trolley for transit operations from Creative Bus Sales and dispose of the two remaining compressed natural gas trolleys. Mr. Teshara seconded the motion. The motion passed unanimously.

- D. Authorize the District Manager to Execute a Contract with Solutions for Transit for “The Reporting Solution” Software Program and Support
Mr. Fink reviewed this item.

Mr. Treabess made the motion to recommend authorization for the District Manager to execute a contract with Solutions for Transit for “The Reporting Solution” software program and support. Ms. Berkbigler seconded the motion. The motion passed unanimously.

- E. Approve Award of the Request for Proposals for a Parking Management System to Parkeon and Authorize the District Manager to Execute a Contract with Parkeon for Phase 1 of the Project

Mr. Hasty reviewed this item. Mr. Spear distributed and explained a supplemental memorandum revising the action requested and clarification regarding contract terms.

Mr. Treabess made the motion to recommend authorization for the District Manager to award a contract to Parkeon on behalf of the Board seven days after the issuance of a notice of intent to award and execute a contract with Parkeon in the amount of \$84,750. Ms. Berkbigler seconded the motion. The motion passed unanimously.

IV. PUBLIC INTEREST COMMENTS

No public interest comments were made.

V. ADJOURNMENT

**TAHOE TRANSPORTATION DISTRICT / COMMISSION
BOARD MEETING MINUTES
August 11, 2017**

TTD/C Board Members in Attendance:

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

TTD/C Board Members Absent:

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
Nick Haven, Tahoe Regional Planning Agency
Judi Allen, Tahoe Transportation District
Adam Spear, Esq., General Counsel, Tahoe Transportation District

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 9:30 a.m., at the Tahoe Regional Planning Agency. Roll call was taken and it was determined a quorum was in attendance for the TTD/TTC.

B. Approval of TTD/TTC Agenda of August 11, 2017

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

C. Approval of TTD/TTC Meeting Minutes for June 9, 2017

Motion/Second by Ms. Novasel/Ms. Berkbigler to approve the TTD and TTC minutes. The motion passed unanimously.

- D. Approval of TTD/TTC Meeting Minutes for July 14, 2017
Motion/Second by Ms. Novasel/Mr. Treabess to approve the TTD and TTC minutes. The motion passed unanimously.

Mr. Strain arrived at 9:32 a.m.

II. PUBLIC INTEREST COMMENTS

Mr. Hasty distributed the Linking Tahoe: Corridor Connection Plan to the Board for the Board's review and noted it would be posted on the District's website.

III. BUDGET FINANCE COMMITTEE REPORT

Mr. Garner reported the committee reviewed the items and recommended the requested actions of the consent items and noted on Item IX.B., the committee recommended adding the actual dollar amount to the action.

IV. TAHOE REGIONAL PLANNING AGENCY ADVISORY PLANNING COMMISSION APPOINTEE REPORT

Mr. Teshara reported Advisory Planning Commission, as the Transportation Measures working group, gave final direction to TRPA staff to move the Transportation Measures Report forward to the TRPA Governing Board and he will request to have a link of the document sent out to the District's Board members.

V. TAHOE TRANSPORTATION COMMISSION (TTC) CONSENT ITEMS

- A. Recommend Adoption of the Supporting Resolution Regarding Fiscal Year 2016-2017 Proposition 1B California Transit Security Grant Program – California Transit Assistance Funds to the Tahoe Regional Planning Agency Governing Board

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

VI. TAHOE TRANSPORTATION COMMISSION (TTC) BUSINESS ITEMS

- A. Discussion of the Fiscal Year 2018 NDOT Work Program and the 2018-2021 DRAFT Statewide Transportation Improvement Program

Mr. Haven introduced Joseph Spencer, Nevada Department of Transportation's Statewide Transportation Improvement Program Manager. Mr. Spencer gave a presentation reviewing NDOT's Work Program and STIP Program and noted comments are due by August 30.

Action Requested: Informational Only

VII. ADJOURN AS TTC AND RECONVENE AS TTD

VIII. TAHOE TRANSPORTATION DISTRICT (TTD) CONSENT ITEMS

- A. Review and Acceptance of the District's Financial Statement of Operations for May 2017
- B. Review and Acceptance of the Quarterly Transit Report for the Fourth Quarter of Fiscal Year 2017
- C. Approve Resolution Adopting the Updated Title VI Plan of the Civil Rights Act of 1964 and Limited English Proficiency Plan for the Tahoe Transportation District
- D. Approve the Purchase of Two Sets of Four Steril-Koni Column Bus Lifts for Transit Maintenance Operations
- E. Approve the Purchase of One 35-Foot Diesel Hometown Trolley for Transit Operations from Creative Bus Sales and Disposal of the Remaining Two Compressed Natural Gas Trolleys
- F. Authorize the District Manager to Execute a Contract with Solutions for Transit for "The Reporting Solution" Software Program and Support

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

IX. TAHOE TRANSPORTATION DISTRICT (TTD) BUSINESS ITEMS

- A. Review of the Short Range Transit Plan and Open Thirty-Day Public Comment Period

Ms. Frank reviewed this item and gave a presentation.

Action Requested: Open Thirty-Day Public Comment Period

Mr. Strain made the motion to open a thirty-day public comment period for the Short Range Transit Plan. Ms. Berkbigler seconded the motion. The motion passed unanimously.

- B. Approve Award of the Request for Proposals for a Parking Management System to Parkeon and Authorize the District Manager to Execute a Contract with Parkeon for Phase 1 of the Project

Mr. Spear explained the supplemental memorandum revising the action requested and clarification regarding contract terms. Mr. Hasty reviewed this item. Mr. Strain asked what the implementation timeframe will be. Mr. Hasty responded it will be based on NDOT's construction timeline on the North Demo Project. Mr. Garner asked for a presentation from Parkeon.

Action Requested: For Possible Action

Ms. Novasel made the motion to authorize the District Manager to award a contract to Parkeon on behalf of the Board seven days after the issuance of a notice of intent to award and execute a contract with Parkeon in the amount of \$84,750. Mr. Treabess seconded the motion. The motion passed unanimously.

C. Presentation of Fiscal Year 2017 District Manager Evaluation, Discussion and Possible Action on Evaluators' Recommendation

Mr. Teshara and Mr. Kimbrough reviewed this item. Mr. Kimbrough also announced this meeting will be his last, as Carson City has hired a new transportation manager. Mr. Teshara added Mr. Hasty will have eight objectives that Mr. Hasty has defined for the upcoming year. In addition, Mr. Teshara and Mr. Kimbrough are asking the Board to consider a direction to Mr. Hasty to move forward with a plan to hire Deputy District Manager and exploring the possibility of a setting up a small satellite office in Incline Village. Ms. McDermid agreed with the recommendations of the evaluators and complemented Mr. Hasty on everything that he has done and looks forward to everything that will be forthcoming. Mr. Strain thanked the evaluators and suggested adding a team oriented development and leadership training program objective. Mr. Sass suggested moving number seven regarding the cross-lake passenger ferry project to the next fiscal year. Ms. Novasel is concerned regarding the timing of the Incline Village office. Mr. Hasty explained the office is being considered due to possible prospective employees commuting from Reno and lack of space in current offices. Ms. Berkbigler suggested looking at the old Incline Village Library which is being repurposed. Mr. Garner thanked the evaluators.

Action Requested: For Possible Action

Mr. Strain made the motion to accept the evaluation and recommendations, increase Mr. Hasty's salary by four percent, and delete future objective seven and replace it with objective to implement a leadership development plan for the organization. Ms. McDermid seconded the motion. The motion passed unanimously.

X. DISTRICT MANAGER REPORT

Mr. Hasty thanked Ms. Rosenberg for the bypass completion.

XI. LEGAL COUNSEL REPORT

Mr. Spear reminded the Board there will be a non-meeting coming up.

XII. BOARD, COMMISSION MEMBER AND STAFF COMMENTS

Ms. Rosenberg noted NDOT will be going back to work on possible designs for the proposed US50 road diet based on the comments they received.

Mr. Sass noted the City's revised vacation home rental ordinance will be going to Council.

Mr. Teshara thanked Mr. Kimbrough for his service with the District.

Mr. Murray noted Caltrans hopes to release an RFO regarding a Recreation Travel Hot Spot Transportation Management Study in early December.

Ms. Berkbigler also thanked NDOT for the freeway completion.

Mr. Garner noted Placer County is implementing the TRPA Area Plan, which includes on-going financing from new development for transit operations through property taxes. Mr. Garner also stated TART is having to drop a number of routes this summer due to lack of drivers. Mr. Garner commented Peter Kraatz working to create a pilot special bus lane on Hwy 89 this winter and he thanked NDOT for executing TART's bus grant.

Mr. Strain left at 11:41 a.m.

Mr. Treabess asked if Mr. Murray could look into the reason why Tahoe City's pedestrian crossings have only been half painted. Mr. Treabess also reminded the Board of this year's Lake Tahoe Summit being held on August 22.

XIII. LEGAL BRIEFING - CLOSED SESSION /NON-MEETING

The non-meeting was held.

XIV. PUBLIC INTEREST COMMENTS

Marissa Fox, Keep Tahoe Blue, noted the lime bikes will be providing free rides to the Lake Tahoe Summit. She also stated that coordination between TRPA and the District is essential and thanked District staff for the memo of July 10 regarding the preparation of a Memorandum of Understanding to define responsibilities between TRPA and the District.

Michelle Glickert, TRPA, thanked Mr. Murray for the grant he mentioned. She introduced TRPA's new transportation planner, Kira Smith.

XV. ADJOURNMENT

The meeting adjourned after the non-meeting.

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.)



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128 Market Street
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MEMORANDUM

Date: September 4, 2017
To: Tahoe Transportation Commission (TTC)
From: TRPA Staff
Subject: Recommend Adoption of the Supporting Resolution Regarding the Transportation Development Act Farebox Recovery Policy

Requested Action: It is requested the TTC recommend adoption by the Tahoe Regional Planning Agency (TRPA) Governing Board of the attached resolution to grant transit operators, the Tahoe Transportation District (TTD) and Tahoe Truckee Area Regional Transit (TART), up to five years to meet an updated ratio of fare revenues to operating cost required of an operator serving urbanized and non-urbanized areas.

Staff Recommendation: Staff recommends the TTC Board recommend Governing Board adoption of the attached resolution (Attachment A) setting the farebox recovery ratio to 15 percent for Tahoe Region and granting a five-year extension for transit operators to reach the new ratio per the Transportation Development Act (TDA).

Project Description/Background: TRPA is designated by the State of California as the Regional Transportation Planning Agency (RTPA) for the California portion of the Tahoe Region. Under this designation, TRPA is responsible for the administration of TDA funds that are made available to support public transportation services. To qualify for TDA funds, transit operators must meet a specific farebox recovery standard set forth by the TDA. Currently TTD has a farebox recovery ratio of 12.6 percent and TART is at 10.8 percent.

The Tahoe Region received an urbanized designation from the Federal Transportation Act (FAST Act) on December 4, 2015. As a newly designated urbanized area, TRPA must update the farebox recovery ratio standard and may grant up to five years for transit operators to meet the new ratio standard. Staff is recommending the minimum standard of 15 percent allowed by the TDA for areas under 500,000 population. Currently, TTD and TART calculate farebox recovery as a ratio of passenger fares to eligible operating costs. Going forward the transit operators may also use other local and private funds, in addition to passenger fares, when calculating the ratio.

Contact Information: If you have any questions, please contact Kira Smith, Assistant Transportation Planner at ksmith@trpa.org or (775) 589-5236.

Attachment:
A. TDA Farebox Ratio Resolution

TAHOE REGIONAL PLANNING AGENCY
TRPA RESOLUTION NO. 2017 -

A RESOLUTION SETTING THE REQUIRED FAREBOX RECOVERY RATIO FOR TAHOE REGION
TRANSIT OPERATORS AT 15 PERCENT AND GRANTING TRANSIT OPERATORS A FIVE-YEAR
EXTENSION TO REACH THE REQUIRED FAREBOX RECOVERY RATIO AS DEFINED BY THE
TRANSPORTATION DEVELOPMENT ACT

WHEREAS, the Tahoe Regional Planning Agency (TRPA) is designated by the State of California as the Regional Transportation Planning Agency (RTPA) for the California portion of the Tahoe Region, and is responsible for allocating Transportation Development Act (TDA) funds for the Tahoe Region; and

WHEREAS, the Tahoe Region is considered an urbanized area per the Federal Fixing America's Surface Transportation (FAST) Act, but has a population of less than 500,000; and

WHEREAS, the Tahoe Transportation District (TTD) and Placer County - Tahoe Truckee Area Regional Transit (TART) provide fixed route and demand response transit service in the Lake Tahoe Urbanized Area; and

WHEREAS, TTD and TART are currently required by law to maintain a farebox recovery ratio of 20 percent for fixed route services and 10 percent for demand response services to remain eligible for TDA funds; and

WHEREAS, the California Code of Regulations (CCR) Title 21 Section 6645.1 allows the transportation planning agency or county transportation commission to establish a required ratio of fare revenue to operating cost of no less than 15 percent for an operator serving an urbanized area in a county with population less than 500,000; and

WHEREAS, the Public Utilities Code (PUC) Section 99270.2 allows for the RTPA to grant up to a five year exemption to operators serving a newly designated urbanized area, in order to meet the updated ratio of fare revenues to operating costs; and

WHEREAS, TRPA has considered the size and density of the Tahoe Region Urbanized Area which provides services to the general public and the proportion of the operator's ridership, which is transit dependent, including youths, elderly, handicapped, and low-income patrons, and households with no vehicle available; and

WHEREAS, Tahoe Region transit operators aim to provide free-to-the-user transit on all routes as per the 2017 Regional Transportation Plan (RTP), the TTD Short Range Transit Plan (SRTP), and the TART Systems Plan Update; and

WHEREAS, TTD, and TART can include qualifying local and private funds to supplement for fare revenues to meet the recovery ratio in the future.

NOW THEREFORE, BE IT RESOLVED that the Governing Board of the Tahoe Regional Planning Agency sets the required farebox recovery ratio of TTD and TART fixed route services at 15 percent for purposes of the Transportation Development Act; and

BE IT FURTHER RESOLVED that the Governing Board of the Tahoe Regional Planning Agency grants TTD and TART a period of five years (through September 27, 2022) to meet the required farebox recovery ratio of 15 percent; and

BE IT FURTHER RESOLVED that the required farebox recovery ratio for TTD and TART demand response services remain at 10 percent.

PASSED AND ADOPTED by the Governing Board of the Tahoe Regional Planning Agency at its regular meeting held on September 27, 2017, by the following vote:

Ayes:

Nays:

Abstain:

Absent:

James Lawrence, Chair
Tahoe Regional Planning Agency Governing Board

MEMORANDUM

Date: September 4, 2017

To: Tahoe Transportation District (TTD) Board of Directors

From: TTD Staff

Subject: Public Hearing to Receive Public Comment on Draft Short Range Transit Plan

Action Requested:

Staff requests that the Board conduct a public hearing and receive public comment on the draft Short Range Transit Plan (SRTP).

Background:

The SRTP is designed to be the first installment of the TMP and includes a five-year vision and proposal focused on establishing a solid foundation upon which an improved transit system can grow. The planning effort reviewed and assessed existing operations and the efficiency of all transit programs currently in place.

The SRTP prioritizes the following five objectives, with a focus on building a solid foundation for a successful transit network:

- Safety
- Workforce Development
- Fleet Expansion and Replacement
- Facility Capacity and Modernization
- Future Service Expansion

The SRTP was presented for review and consideration at the June Board meeting where a presentation was heard and followed with discussion regarding the direction of transit over the next five-year period. The Board requested that Staff augment the draft SRTP executive summary to include a more comprehensive dialogue of transit needs and regional funding strategies. At the August Board meeting, Staff gave an update and presentation on the SRTP Draft release.

Discussion:

The SRTP was released for a 30-day public review and comment period on August 11, 2017. The public comment period will close on September 9, 2017. The draft plan is available online at www.tahoetransportation.org. Staff will give a synopsis of what has occurred as of the last meeting in regards to the SRTP. Following the conclusion of the public comment period, Staff will review, consider, and/or incorporate all applicable

comments and finalize the SRTP. The final plan will be brought to the Board at the October 2017 meeting for approval/adoption.

Additional Information:

If you have any questions or comments regarding this item, please contact Tara Frank at (775) 589-5508 or tfrank@tahoetransportation.org.



MEMORANDUM

Date: September 4, 2017
To: Tahoe Transportation District (TTD) Board of Directors
From: TTD Staff
Subject: Authorize District Manager to Execute a Contract Amendment with Solutions for Transit for Maintenance Consulting Services

Action Requested:

Staff requests the Board authorize the District Manager to execute a contract amendment with Solutions for Transit (SFT) for consultant services. The original contract was for \$70,000 and was procured and executed by the District Manager pursuant to his authorities under TTD policies. With this amendment, the contract amount will be a not-to-exceed amount of \$170,000.

Fiscal Impact:

All expenditures for this item are within the approved professional services budget. The rate will be \$160 per hour of work with a not-to-exceed total contract amount of \$170,000.

Work Program Impact:

All work associated with this effort is captured under respective elements of the existing Work Program and corresponding allotted staff time necessary for administration of the budget and operations.

Background:

TTD's prior Fleet and Facilities Manager departed in April 2017. In his absence, TTD required leadership in the maintenance division to provide day-to-day oversight, training, education, compliance, and industry best practices.

TTD has contracted with SFT on a variety of projects starting with its move to GFI fareboxes. TTD purchased, and is currently using, SFT's transit software "The Reporting Solution" which provides transit analytics, operational data, maintenance management, and inventory control. Due to its unique knowledge of TTD's maintenance activities, SFT was hired to act as interim Fleet and Facilities Manager and assist in the selection and training of a new Fleet and Facilities Manager.

TTD entered into a contract with SFT effective May 1, 2017. The original amount of the contract was up to \$48,000 for FY 2016-17 and up to \$22,000 for FY 2017-18. The capacity under the original contract is almost exhausted, as it has taken longer than anticipated to locate and

recruit a Fleet and Facilities Manager and there has been heavy turn-over in maintenance staff, along with difficulties in finding replacement mechanics, all of which have required more work by SFT than was originally expected.

On August 28, 2017, Morris Bramante, formerly of New Jersey Transit, started as TTD's Fleet and Facilities Manager.

Discussion:

TTD wants to amend its contract with SFT to increase the amount of money that is available for continued maintenance consulting services. Initially, SFT will train Mr. Bramante on the Reporting Solution software; continue training with staff on proper inventory and work order coding; and provide guidance on the purchase of electric buses. Over the remaining term of the contract (ending December 31, 2017), TTD will be able to have SFT provide maintenance consulting support to Mr. Bramante on an as-needed basis. That work will require authorization in writing in advance by the Transit System Program Manager. The Transit System Program Manager will be identified as the Contract Administrator.

Since the original contract was \$75,000 or less, it was procured and executed by the District Manager pursuant to his authorities under TTD policies. With this amendment, the contract will be over \$75,000 which now requires the Board to authorize the sole source procurement and the contract with SFT.

Sole Source Justification: As the provider of TTD's GFI, maintenance, and operational analytics, and as the acting Fleet and Facilities Manager for the past five months, SFT is uniquely positioned to provide continued maintenance consulting services. SFT is intimately familiar with TTD's software, policies, processes, and staff. As a result, SFT is most qualified to continue this work under this contract. Selecting another consultant would result in a waste of TTD funds due to the amount of time and cost it would take for another consultant to become familiar with TTD's operations and systems.

Staff will work with legal counsel to finalize the contract amendment.

Additional Information:

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



MEMORANDUM

Date: September 4, 2017

To: Tahoe Transportation District (TTD) Board of Directors

From: TTD Staff

Subject: Adopt the Linking Tahoe: Corridor Connectivity Plan Prepared as Part of the TTD Implementation Planning Effort Related to Achieving the Regional Transportation Plan Goals and Objectives

Action Requested:

Staff requests that the Board adopt the Linking Tahoe: Corridor Connectivity Plan to be used as a TTD implementation approach to achieving transit and transportation system improvements related to the Tahoe Region's transportation policies and objectives.

Fiscal Analysis:

All grant monies used to develop this plan have been expended. Work has continued to further refine and conclude the draft for adoption by the end of the current fiscal year. The general fund has covered staff costs for this continuing work.

Work Program Analysis:

All work for the conclusion of the draft and bringing it forward for adoption is in the current work program.

Background:

In May, the Board heard a presentation on the draft Linking Tahoe: Corridor Management Plan its concepts, purpose, and data. In preparation for the final draft, TTD staff has changed its title from a management plan to connectivity plan, its original intent. So the plan is now entitled Linking Tahoe: Corridor Connectivity Plan (LTCCP). A copy of the LTCCP was distributed to the Board at the August meeting for review in preparation for this September meeting adoption item. The document was also made available to the public on line.

The LTCCP is the third implementation planning project developed by TTD. The three are the Linking Tahoe: Transit Master Plan, the TTD Short Range Transit Plan, and this plan. These pieces were produced in coordination with TRPA's approved 2017 Linking Tahoe: Regional Transportation Plan (RTP). The LTCCP work began in FY 2015. It was prepared through a contract with Stantec who won the bid with its proposal.

The LTCCP is based on the approach and success of TTD's SR 28 corridor plan. That implementing planning effort introduced the idea of seeking and developing more comprehensive corridor transportation solutions to address corridor needs. In doing so, it meant securing the agreement of thirteen affected management agencies, and working with the public. With this model in mind, TTD proposed to take the same approach to the rest of the basin as an

easier way to focus and accelerate the implementation of needed improvements. Staff created six corridor segments for use in the plan development. The planning work was not to be completed at the detail level as the SR 28 model because funding and time was not available, but rather to provide insight and direction for the next level of implementation development.

Discussion:

Key conceptual approaches to the development of the corridor plan are as follows:

1. As noted in the discussion, the basin is organized into six corridor segments with two external segments along the I-80 and US 50 corridors. This divides the proverbial “elephant”, but they are still large pieces.
2. The key question to answer for each corridor is “What job or direction should be pursued for transportation in each segment?”
3. What does data and current and past plans tell us about needs and direction?
4. Identify opportunities, issues, agency stakeholders and others key to agreement on direction.
5. Align transit master plan improvements by corridor segment.
6. Develop a ten-year implementation list as an installment of the RTP to focus on capital and service improvements to support the transit master plan and meet corridor needs.

Further, the “Connectivity” approach addresses some previous planning insufficiencies by:

- Addressing the fundamental issues generated from traffic, access, user conflicts, and their subsequent environmental, quality of life, and economic impacts;
- Embracing the fact that project development and implementation is complex, so approach projects accordingly;
- Providing an umbrella document whereby each corridor can be addressed at a contextual/watershed-level to understand all related environmental management actions needed which may affect transportation corridor decisions;
- Providing a living resource document and commitment to routinely update the plan as new projects and studies to support corridor goals are identified;
- Establishing, then monitoring, progress and achievement of baseline targets; and
- Most importantly, using project charters and inter-local agreements to establish a mechanism for implementation and continued agency coordination on a strategy to achieve corridor benefits.

Staff will present detailed findings and direction for each corridor segment at the Board meeting, along with a proposed list for targeted capital projects and transit services by corridor for a ten-year period. The draft document is available on line at <http://tahoetransportation.org/doing-business/meetings>.

Staff recommends that the Board adopt the LTCCP as a TTD implementation plan.

Additional Information:

If you have any questions or comments regarding this item, please contact Carl Hasty at chasty@tahoetransportation.org or (775) 589-5501.

Attachment:

- A. LTCCP Executive Summary

CH/ja

AGENDA ITEM: VIII.B.



Tahoe Transportation
DISTRICT

Linking Tahoe: Corridor Connection Plan Executive Summary

August 2017

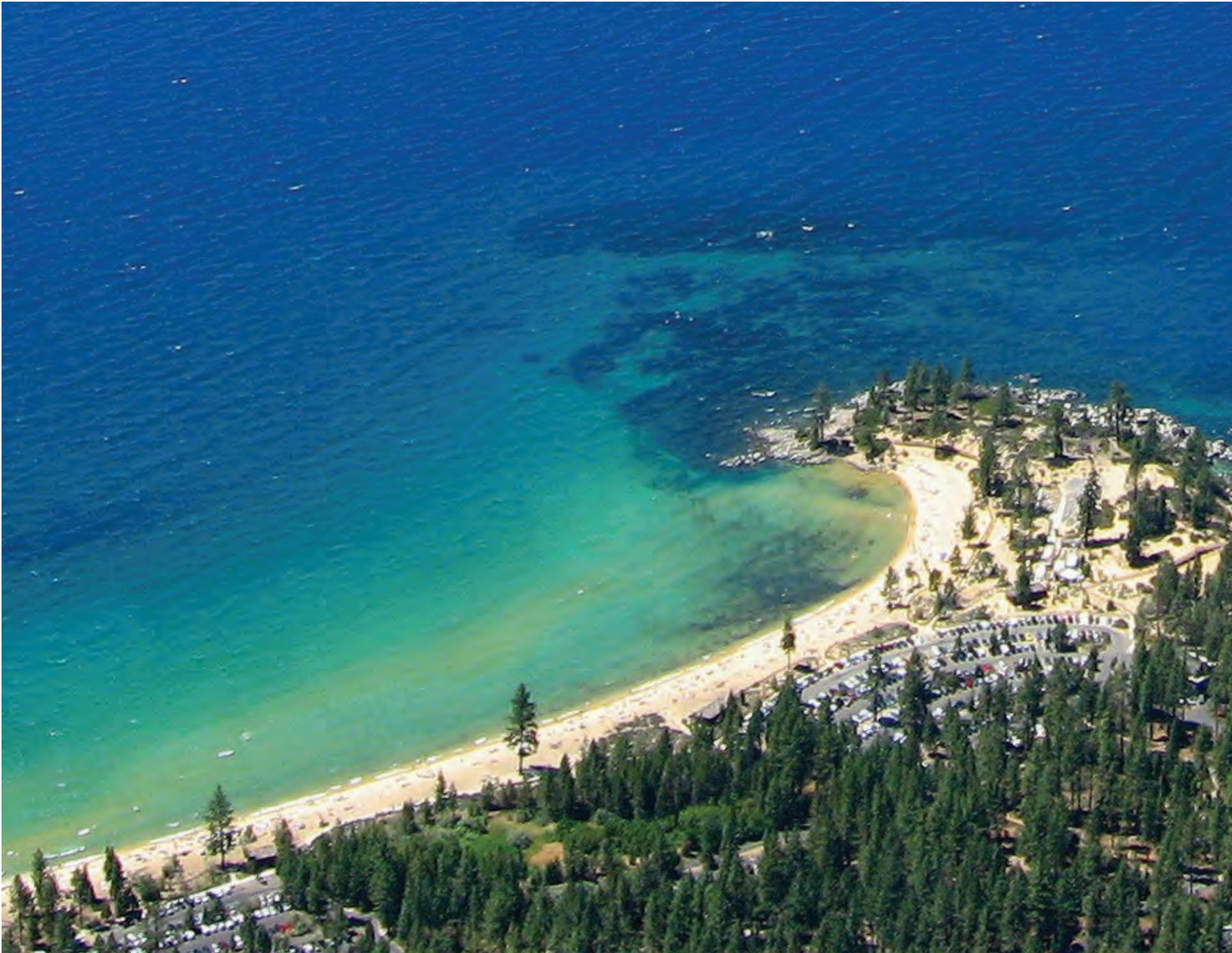




Linking Tahoe: Corridor Connection Plan



Executive Summary



Executive Summary

Descriptions of Lake Tahoe often feature words like “majestic,” “spectacular,” and “mountainous.”

More recently, Lake Tahoe is synonymous with “congestion,” especially during summer and winters with heavy snowfall. The 2017 Linking Tahoe: Regional Transportation Plan (RTP) is based, in part, on the research, analysis, and recommendations developed as part of the Linking Tahoe: Corridor Connection Plan (LTCCP) and the Linking Tahoe: Transit Master Plan (TMP). The RTP defines the policies, goals, and high level implementation strategies. The LTCCP and TMP are detailed implementation approaches. Together, they are intended to transform Tahoe from an auto-centric environment to a destination rich with multimodal options for visitors, residents, and commuters.

The primary goals of these documents are to protect the fragile environment, foster a strong economy, and balance the impact of visitor vehicles with the need to preserve the quality of life for residents. A well planned and adequately funded transportation system can make a major contribution to achieving these goals by accommodating the region’s current and future travel needs with reduced congestion, fewer vehicle miles traveled (VMT), and less environmental impact. As a practical matter, this involves making significant increases in transit services a top transportation priority. It is the only feasible path for meeting the existing and future transportation demands given the mountainous terrain. It is particularly important that transit effectively captures large numbers of recreational trips during peak periods and special events.

The LTCCP is a practical, living guide for understanding the nuanced differences between the communities that comprise the Lake Tahoe Basin and the specific recommendations to implement a transportation system that can make the region’s aspirations a reality.

How is the LTCCP Organized?

The geographic area covered by the LTCCP is illustrated in **Figure S1-1**. Many stakeholders, including two state departments of transportation, multiple land management agencies, the Tahoe Transportation District (TTD), the Tahoe Regional Planning Agency (TRPA), the Tahoe Metropolitan Planning Organization (TMPO), five California and Nevada counties, the City of South Lake Tahoe and a number of public utility districts, play a vital role as partners. This plan was collaboratively developed with members from these agencies to offer a coherent framework for creating an efficient, multimodal transportation system.

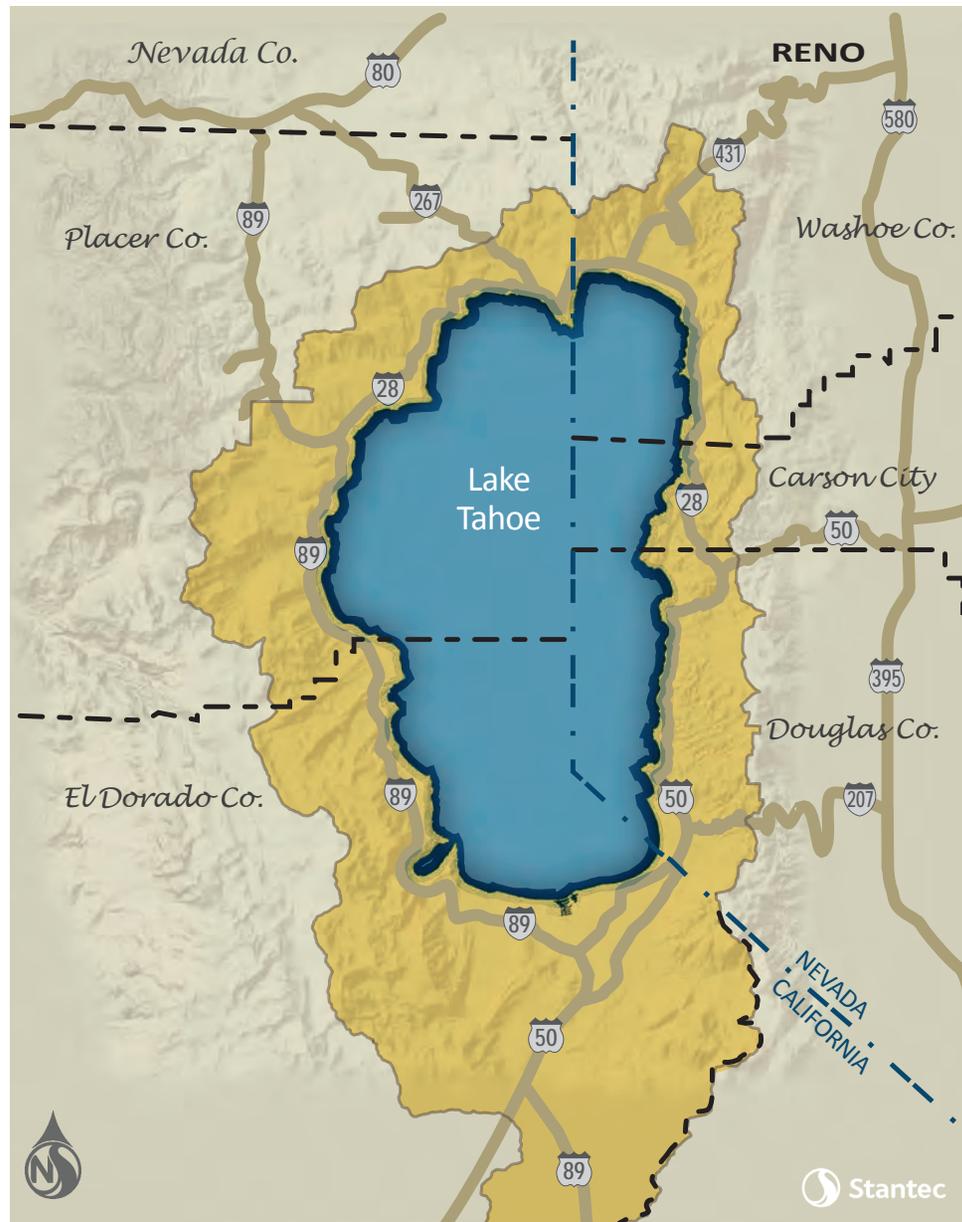
To enhance manageability of the planning process, this area has been divided into six corridors within the Basin shown above in **Figure S1-2**, with north and south entry corridors based upon the land use patterns and commonality of issues and opportunities within each of these areas.

Projects, services, and policies were identified to address the unique needs of each corridor and then integrated across all corridors to create a unified, transportation system. The LTCCP should be viewed as a useful tool to focus existing transportation resources on priorities that offer benefits within the individual jurisdictions and synergistic benefits across the entire region. The LTCCP echoes the vision articulated in the Regional Plan,

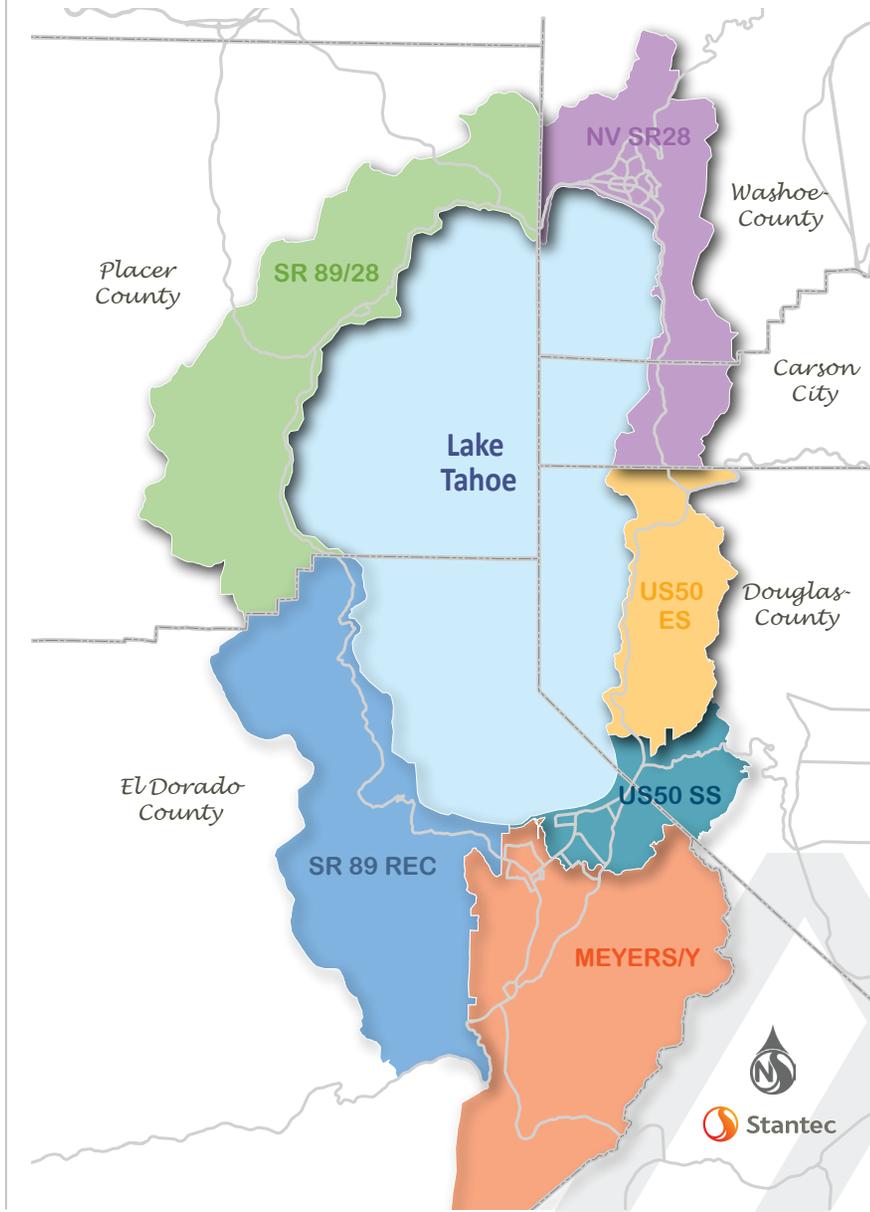
“A first-class transportation system that prioritizes bicycling, walking, and transit, and serves residents and visitors while contributing to the environmental and socioeconomic health of the region.”

~ Linking Tahoe: Regional Transportation Plan 2017

| **Figure S1-1:** | Study Area Geography



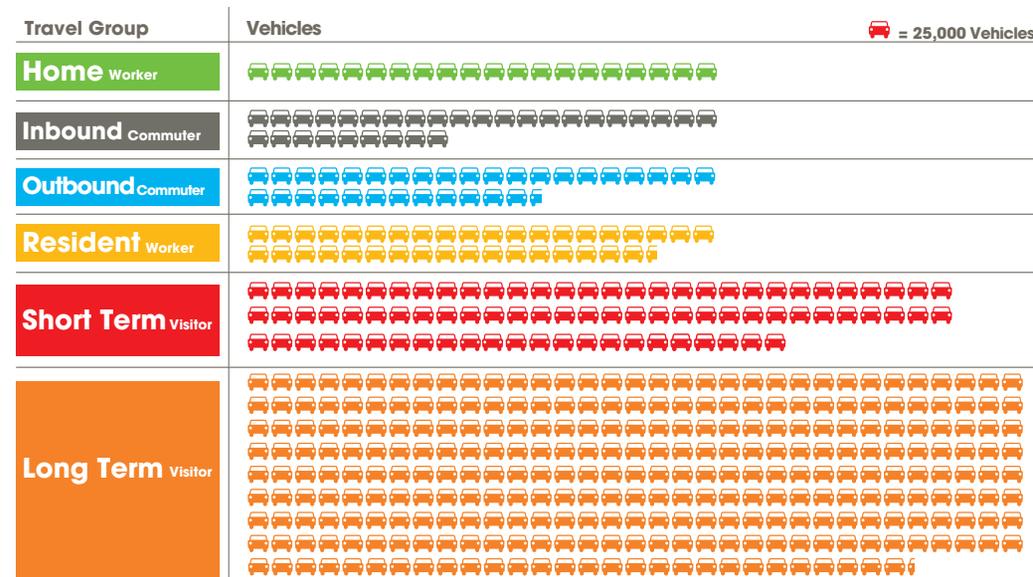
| Figure S1-2: | Corridor Map



The LTCCP articulates nine goals that describe TTD’s long-term objectives in the LTCCP. To make sure the plan stays on-track and produces real, measurable progress towards accomplishing these objectives, each goal includes a key performance target. Progress towards achieving these targets will be measured and periodically reported to the TTD Board of Directors and community. The key strategies, tactics/actions, and policies that support each of the nine goals are referenced in **Appendix A**.

- Supporting Transformational Change. A majority of trips within the Basin will be multimodal with a reduction in single occupancy vehicle trips.
- Multimodal First. Multimodal transportation supports the renewal of urban form with targeted services and facilities that support walking and cycling.
- Manage Congestion. The transportation system will effectively improve access for all users to reduce traffic congestion and meet community goals.
- Decision Making. The transportation system shall support, enhance, and enable community land use decisions.
- Prioritize Safety. Manage and expand the multimodal transportation system to offer superior safety to all users.
- Improve the Environment. An enhanced multimodal transportation system will reduce congestion, VMT, greenhouse gases (GhG), and roadway impacts to improve the clarity of Lake Tahoe.
- Enrich Quality of Life. An enhanced multimodal transportation system provides greater quality of life to residents and visitors.
- Enhance Economic Vitality. Manage and expand the multimodal transportation system to support local businesses, recreation, and tourism by efficiently moving people and goods.
- Funding the Vision. Secure sustainable funding to build, operate, maintain, and renew a multimodal transportation system that transforms the vision from concept to reality.

| Figure S1-3: | Annual Number of Vehicles Entering the Tahoe Basin by Travel Group



Challenges to Implementation

Impediments to implementing these goals cover a broad spectrum, and include:

- The disparity between winter and summer visitation is huge: more than twice the number of visitor trips were observed in July than in February (11.8 million vs. 4.7 million). Figure ES-3 illustrates the vehicles entering the Basin by each travel group i.e., Resident, Commuter, or Visitor.
- Rights-of-way are limited due to terrain and slope. Locations to add on- or off-shoulder mobility infrastructure are limited.
- Insufficient or sustainable funding to build, operate, maintain, or renew the transit system and supporting mobility infrastructure.
- Shifting visitors to transit, given they travel to Tahoe economically and efficiently by car and park free at their destinations.
- Shifting visitors to transit before the services are robust in frequency and amenities completed.
- Marketing transit services to visitors that hail from every part of the U.S. before they plan their Tahoe visit.
- Highways belong to state DOTs. They often transport trucks and vehicles at higher speeds through communities, creating safety concerns for residents and impacting the desire to walk or bike without separated shared use paths.
- More than 60% of visitors arrive by car from California. Projected growth in the California megapolitan region will exacerbate existing congestion.
- Demand to access Tahoe beaches exceeds available shoulder parking, resulting in illegal parking, safety concerns, and increased erosion.
- Travel patterns differ from traditional urban movement patterns. Resort destinations are greatly impacted by season, weather, day of the week, and proximity to nearby urban centers.
- Tremendous differences in seasonal transit demands. Transit investments historically focused on winter services. Summer presents the greater opportunity to invite transit users by offering more robust, frequent, and user friendly services.
- Closing the gaps on existing bike and pedestrian infrastructure may require changes in roadway configurations. Adding transit shelters and supporting features will require easements and possibly impact roadway configurations.
- Reaching consensus from all agency partners, stakeholders, and businesses on the use of existing, but limited, right-of-way and even private property will take time and funding.

What the Research is Telling Us

- Nearly 43% of all visitors are considered day visitors, not contributing to room taxes.
- Visitors hail from nearly every county in every state in the U.S., especially during the summer months. Over 60% of all Lake Tahoe Basin visitors in July reside in California.
- The proportion of Nevada visitors declines in July, compared to February, as relative proportions from other states increase.
- The northern California megapolitan region, home to 15 million residents, anticipates growth forecasts between 20 to 30% by 2035 which will directly impact the Tahoe Basin.
- As a percentage of all trips entering the Basin, California US 50 delivers more travelers than I-80 in both winter and summer months. In February 30% of travelers entered from California US 50 and 27% in July. I-80 delivered 24% in February 23% in July. The number of weekday arrivals exceeds weekend arrivals slightly because the trip counts include residents and commuters as well as visitors. **Figure S1-4** highlights the differences between months.
- In 2014, 24.4 million visitors entered the Tahoe Basin, equating to 9.4 million vehicles.
- Visitors account for approximately 87% of all trips entering the Basin; commuters 6%; and residents/home workers 7%.
- Applying the proportionate share of trips entering the Basin by travel group to the number of trips made internally to the Basin identified the ratio and total number of person trips and vehicle trips in the Tahoe Basin as shown in **Table S1-1**.
- The transit system is limited to the north and south shores with limited seasonal connective services. **Figure S1-5** identifies the extent of transit and magnitude of annual ridership within the Basin. Nearly 80 million person trips were counted inside the Tahoe Basin and only 1.4% of all trips utilized transit.
- Approximately 1.6 million vehicles were counted at Emerald Bay; whereas seasonal transit ridership along the west shore only totaled 7,500.
- Within the Basin, visitor destinations in winter are concentrated at Heavenly Mountain Resort; summer destinations are wide spread.

Appendix B summarizes the wireless device data collection process and results. Analysis of the data is discussed throughout the LTCCP.

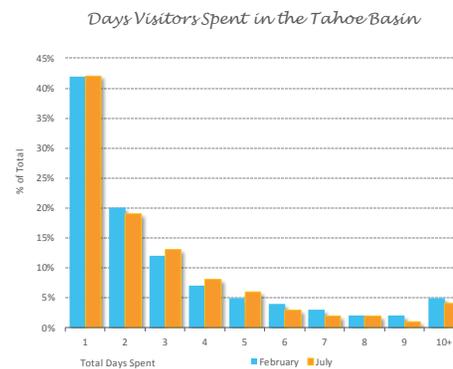


Figure S1-4: | Visitors by Entry February & July

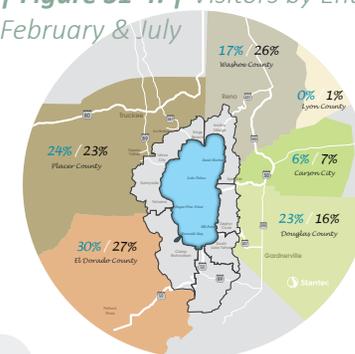
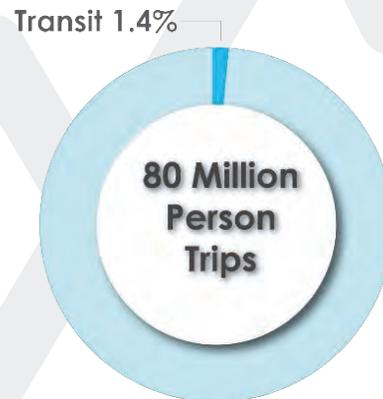


Table S1-1: | Annualized Internal Trips by Travel Group, 2014

Travel Group	Persons Per Vehicle (Est.)	Percent of Trips by Travel Group	Total Internal Person Trips	Total Internal Vehicle Trips
Resident Worker	1.5	5.1%	4,100,197	2,733,464
Home Based Worker	1.5	2.7%	2,148,151	1,432,101
Inbound Commuter	1.1	2.9%	2,334,947	2,122,679
Outbound Commuter	1.1	3.3%	2,612,064	2,374,604
Short Term Visitor	2.6	19.0%	15,190,440	5,842,477
Long Term Visitor	2.6	66.9%	53,414,201	20,543,923
Total		100.0%	79,800,000	35,049,249

Source: Stantec Consulting

Figure S1-5: | Annual Transit Ridership



Recommendations

The TMP details the recommendations for creating a more robust system of transit services. In summary, the goal is to increase the transit ridership mode split to 5% within the next five years, with continued ridership expansion to 20%. Achieving the targets will require dedicated funding, supporting infrastructure, and increases in all layers of services. **Figure S1-6** displays the transit system recommendations.

In addition to augmentation of transit services and supporting infrastructure, and the expansion of bike and pedestrian facilities, the LTCCP thoroughly evaluated the potential of implementing north to south shore ferry services, accompanied by smaller water taxis transporting travelers to popular beach and restaurant destinations versus vehicles on the highway. The Ferry Oriented Development Plan includes development concepts for each ferry terminal. Transit access, passenger drop off, waiting areas, and expanded parking are a few of the prerequisites for successful implementation at the terminals and sufficient water taxis and ferry services to augment the transit fleet.

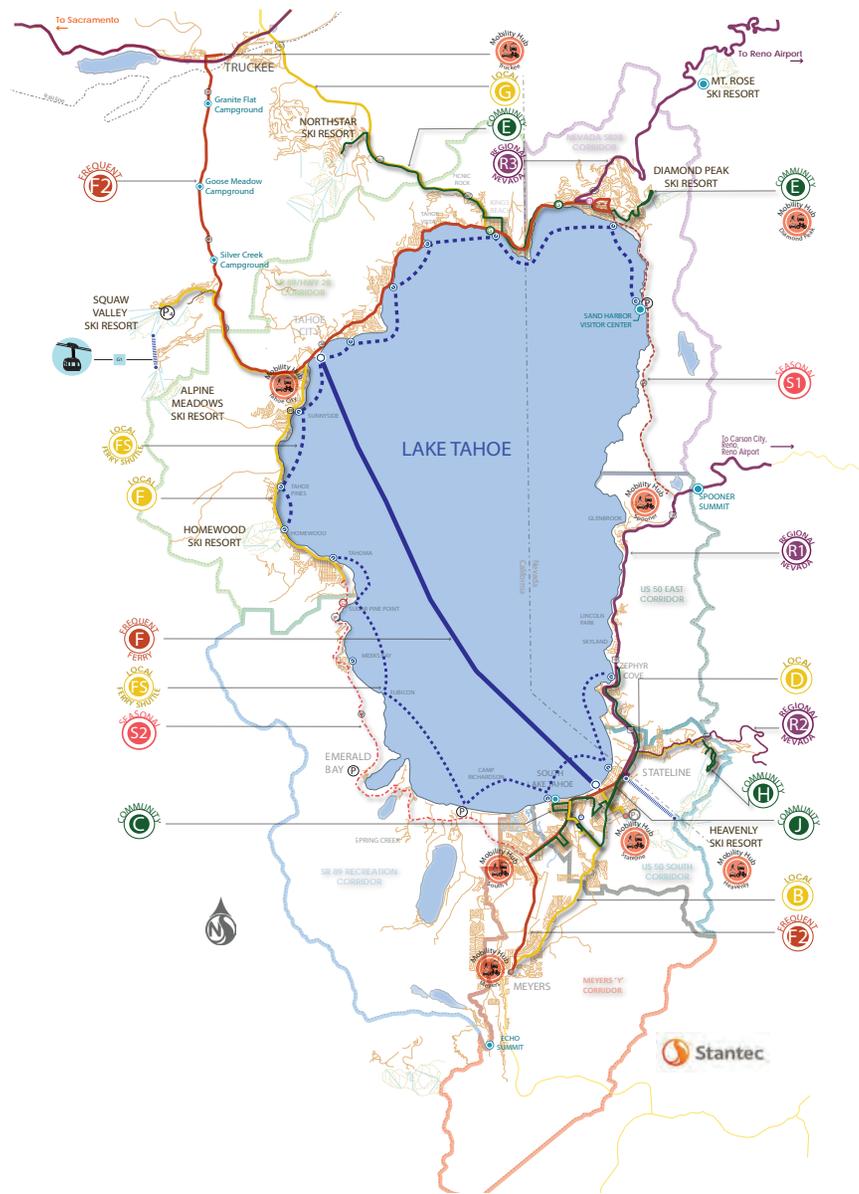
The projected ridership, mode split costs, and vehicle requirements to implement the transit and ferry service program are summarized below in **Table S1-2**.

| Table S1-2: | Transit Vision
Summary of Projected Ridership

	20 Percent Mode Share			
	Existing Ridership (2015-16)	Projected Ridership	Annual Operating Costs (\$Million)	Vehicle Requirements
North Shore	321,400	9,512,800	29.95	82
South Shore	754,000	6,608,200	26.65	92
Total	1,075,400	16,121,000	56.60	174

Source: Stantec Consulting

| Figure S1-6: | Transit System Recommendations





Implementation

Appendix C includes a comprehensive list of projects compiled by numerous sources and includes those received by stakeholders and the public. The highest priority projects are transit-related, recommended for immediate and short term implementation. Capital projects for each corridor are extensive, but those that close the gaps for both bicycle and pedestrian infrastructure in those most frequented destinations should be prioritized. Creating bike parking facilities at popular destinations connected by bikeways would significantly increase bicycling. Dozens of bike parking facilities are listed. Numerous projects fall under the implementation planning category requiring regional efforts to study and address issues such as parking, pedestrian signalization, and financing.

Projects are delineated into the following categories:

- Capital Projects
- Technology Projects
- Transit Service (immediate to short term implementation and medium to long term implementation)
- Implementation Planning
- Implementation Policy
- Implementation Agreement

Recreation travel demand and destination use exceeds the transportation resources available to serve them well. Partnering agencies should explore and develop funding mechanisms that are appropriately addressed for residents, commuters, and visitors, so that needed transportation projects and services can be provided. Further study on which revenue sources to establish, as well as recreational travel preferences is recommended.

Information

Please visit our website for more information:
www.tahoetransportation.org

We welcome your input.

Please contact:
 Tahoe Transportation District
 Carl Hasty, District Manager
 775.589.5500
 128 Market Street, Suite 3F
 Stateline, NV 89449
chasty@tahoetransportation.org



MEMORANDUM

Date: September 4, 2017
To: Tahoe Transportation District (TTD) Board of Directors
From: TTD Staff
Subject: Discuss and Approve Options to Replace the General Counsel, and Create Ad Hoc Selection Committee

Action Requested:

Staff requests the Board discuss and approve options to address the departure of the General Counsel and create an ad-hoc committee to consider and select potential candidates.

Fiscal Analysis:

All expenditures associated with this item are accounted for in the 2017/18 Work Program and associated budget.

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:

In September 2013, the Board approved the creation of a District Counsel position and Adam Spear was hired. Prior to that, the firm where Mr. Spear worked, Taggart & Taggart, Inc. represented the District and Paul Taggart was designated as District Counsel.

Mr. Spear will be leaving his position with the District effective September 15, 2017. The District will need to fill the position of in-house General Counsel, or hire a law firm to serve as outside District Counsel. In the immediate term, the District will most likely need to hire a law firm to provide legal services for an interim period until a long-term solution can be put in place.

Discussion:

The District's attorney will work closely with the District Manager and staff, and report to both the Board and the District Manager. The District's attorney will need to provide a wide range of legal services, with a focus on matters relating to open meetings, contracting, contract management, employment and labor law, and federal and state transportation law and regulations (USDOT, FTA, NDOT, Caltrans). The District would continue to hire outside counsel as-needed for specialized legal services such as environmental law, employment and labor law, construction law, eminent domain and property acquisition, public finance law, and litigation.

There are pros and cons of hiring in-house counsel or outside counsel. At this time, the District Manager recommends that the District first attempt to fill the position of in-house General

Counsel rather than hiring outside counsel. The position of General Counsel has become an important part of the management team and a distinct voice in decision-making processes. The General Counsel provides significant administrative support to staff and plays a direct role in helping to coordinate procurement, contracting, contract management and other internal activities. The District has an aggressive agenda with challenging projects and time constraints. There are unique legal issues involved with navigating its nature as a bi-state compact entity and the web of local, state and federal laws that apply to it. The General Counsel monitors District activities and advises on the need for specialized legal services, and then manages those relationships to minimize costs and improve results. The fully loaded hourly cost of in-house counsel is around \$50 per hour, whereas outside counsel charge \$190 to \$300 plus per hour. In summary, the District requires significant legal services in a fast paced environment, and in-house counsel can provide better value in terms of time, attention, focus and cost.

The District is currently advertising for in-house General Counsel, but it will take a period of time to hire a candidate and get them on-board. The District will likely need to hire a law firm to perform the legal function for two to three months or more until the position can be filled. The District Manager and General Counsel have been contacting potential firms to procure those short-term services. If the District is ultimately unable to fill the position of General Counsel, it would need to procure the services of an outside firm to serve as District Counsel on a long-term basis.

In addition to direction on this approach, the District Manager also requests direction on the level of involvement that the Board would like to have in the hiring of this position. The District Manager recommends the Board create an ad-hoc committee to consider candidates and make a selection following the application and interview process at the staff level. The committee could also consider and select the law firm that will perform the legal function until the position can be filled.

Additional Information:

If you have any questions or comments regarding this item, please contact Carl Hasty at chasty@tahoetransportation.org or (775) 589-5501.