

TAHOE TRANSPORTATION DISTRICT (TTD)

TRANSIT OPERATIONS COMMITTEE
Meeting Agenda

Tahoe Regional Planning Agency
128 Market Street
Stateline, NV 89449

April 11, 2013
3:00 p.m.

| <u>Item</u> | <u>Action Requested</u> | <u>Page</u> |
|--|-----------------------------|-------------|
| A. Review and Acceptance of South Shore and Commuter Transit February 2013 Operations Report (Item VII.B.) | Recommend Acceptance | 14 |
| B. Approval of California Transit Shelter Project – Phase 2 and Authorization of Chairman and District Manager to Sign Plans and Advertise Project for Bid, Consistent with Tahoe Transportation District Purchasing Procedures, Code of Federal Regulations, and the California Public Contracting Code (Item VII.C.) | Recommend Approval | 17 |
| C. Authorization to Issue a Request For Proposal to Solicit for a Tahoe Transportation District Transit Bus System Interior Advertising Management Firm (Item VII.D.) | Recommend Approval | 21 |
| D. Approval of Operational Change of Route 30 West Shore Seasonal Transit Service Connection Schedule and Route (Item VIII.B.) | Recommend Approval | 73 |

The following location will be available for participation in the Transit Operations Committee meeting by teleconference:

Jackson Community Center
33 Broadway
Jackson, CA 95642

BUDGET FINANCE COMMITTEE
Meeting Agenda

Tahoe Regional Planning Agency
128 Market Street
Stateline, NV 89449

April 12, 2013
8:00 a.m.

| <u>Item</u> | <u>Action Requested</u> | <u>Page</u> |
|--|---------------------------------|--------------------|
| A. Review and Acceptance of the District's Financial Statement of Operations for the Period July 1, 2012 Through February 28, 2013 (Item VII.A.) | Recommend Acceptance | 1 |
| B. Approval of California Transit Shelter Project – Phase 2 and Authorization of Chairman and District Manager to Sign Plans and Advertise Project for Bid, Consistent with Tahoe Transportation District Purchasing Procedures, Code of Federal Regulations, and the California Public Contracting Code (Item VII.C.) | Recommend Approval | 17 |
| C. Authorization to Issue a Request For Proposal to Solicit for a Tahoe Transportation District Transit Bus System Interior Advertising Management Firm (Item VII.D.) | Recommend Approval | 21 |
| D. Approval of Operational Change of Route 30 West Shore Seasonal Transit Service Connection Schedule and Route (Item VIII.B.) | Recommend Approval | 73 |

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

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

**April 12, 2013
9:00 a.m.**

All items on this agenda are action items unless otherwise noted. Items on the agenda may be taken out of order. The 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 April 12, 2013
- C. Approval of Minutes of March 22, 2013

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. KEOLIS EMPLOYEE RECOGNITION

IV. BUDGET FINANCE COMMITTEE REPORT

V. TRANSIT OPERATIONS COMMITTEE REPORT

VI. TAHOE REGIONAL PLANNING AGENCY ADVISORY PLANNING COMMISSION APPOINTEE REPORT

VII. TAHOE TRANSPORTATION DISTRICT (TTD) CONSENT ITEMS

| <u>Items for Possible Action</u> | <u>Action Requested</u> | <u>Page</u> |
|--|-------------------------|-------------|
| A. Review and Acceptance of the District's Financial Statement of Operations for the Period July 1, 2012 Through February 28, 2013 | Acceptance | 1 |
| B. Review and Acceptance of South Shore and Commuter Transit February 2013 Operations Report | Acceptance | 14 |
| C. Approval of California Transit Shelter Project – Phase 2 and Authorization of Chairman and District Manager to Sign Plans and Advertise Project for Bid, Consistent with Tahoe Transportation District Purchasing Procedures, Code of Federal Regulations, and the California Public Contracting Code | Approval | 17 |
| D. Authorization to Issue a Request For Proposal to Solicit for a Tahoe Transportation District Transit Bus System Interior Advertising Management Firm | Approval | 21 |

VIII. TAHOE TRANSPORTATION DISTRICT (TTD) BUSINESS ITEMS

| <u>Items for Possible Action</u> | <u>Action Requested</u> | <u>Page</u> |
|--|-------------------------|-------------|
| A. Approval of the Five Recommended Alternatives to be Considered in US 50/South Shore Community Revitalization Project Environmental Analysis | Approval | 23 |
| B. Approval of Operational Change of Route 30 West Shore Seasonal Transit Service Connection Schedule and Route | Approval | 73 |

IX. ADJOURN AS TTD AND RECONVENE AS TTC

X. TAHOE TRANSPORTATION COMMISSION (TTC) BUSINESS ITEMS

| <u>Items for Possible Action</u> | <u>Action Requested</u> | <u>Page</u> |
|---|------------------------------|-------------|
| A. Review and Discussion on Draft Fiscal Year 2013/14 Tahoe Metropolitan Planning Organization Overall Work Program | Review and Discussion | 76 |

XI. DISTRICT MANAGER REPORT

XII. BOARD, COMMISSION MEMBER AND STAFF COMMENTS

XIII. LEGAL BRIEFING - CLOSED SESSION

CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION.

MV Transportation, Inc. v. STATA, et al. Case No. 10-CV-0240. 9th Judicial District Court.

XIV. ADJOURNMENT

COMPLIANCE WITH PUBLIC NOTICE REQUIREMENTS

This notice and agenda has been posted at the TTD office and the following post offices: Stateline, Nevada and Tahoe Valley, California. 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 White at (775) 589-5502.

California Open Meeting Law Compliance

Notice of this meeting was posted at least 72 hours prior to the meeting in a location that is freely accessible to members of the public.

In addition, the Board has caused this agenda and all documents constituting the agenda packet to be mailed to all persons requesting such materials, and such mailing occurred at the time the agenda was posted or upon distribution to all, or a majority of all, of the members of the Board, which occurred first.

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.

**TAHOE TRANSPORTATION DISTRICT
BOARD MEETING MINUTES
March 22, 2013**

TTD Board Members in Attendance:

Steve Teshara, SS-TMA, Chair
Angela Swanson, City of South Lake Tahoe, Vice Chair
Andrew Strain, Member at Large
Will Garner, Placer County
Ron Treabess, TNT-TMA
Norma Santiago, El Dorado County
Nancy McDermid, Douglas County
Jim Mallery, Carson City
Travis Lee, Douglas County
Jason Van Havel, NDOT
Marlo Tinney, Caltrans

TTD Board Members Absent:

Marsha Berkbigler, Washoe County
Mike Gabor, U.S. Forest Service
Wanda Batchelor, Washoe Tribe

Others in Attendance:

Carl Hasty, Tahoe Transportation District
Alfred Knotts, Tahoe Transportation District
Joanie Schmitt, Tahoe Transportation District
Derek Kirkland, Tahoe Transportation District
Curtis Garner, Tahoe Transportation District
Tara Frank, Tahoe Transportation District
Nick Haven, Tahoe Regional Planning Agency
Judy Weber, Tahoe Regional Planning Agency
Paul Taggart, 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 March 22, 2013

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

C. Approval of TTD/TTC Meeting Minutes for February 8, 2013

Motion/Second by Mr. Treabess/Ms. Swanson to approve the TTD and TTC minutes, as amended by Mr. Teshara. The motion passed unanimously.

II. PUBLIC INTEREST COMMENTS

Jim Lake, transit system bus driver, stated there is a problem with paratransit with declining ridership, no advertising, no flyers to distribute to promote the business. Mr. Lake distributed a letter with suggestions to help promote paratransit business.

III. KEOLIS EMPLOYEE RECOGNITION

Randy Briney was awarded the Customer Service Award for August. Hans Boeving was awarded the Safety Award for August. Jerry Rice was awarded the Customer Service Award for September. Salvador Rea was awarded the Safety Award for September. Cesar Medina was awarded the Customer Service Award for October. Thomas Johnson was awarded the Safety Award for October. John Treviso was awarded the Customer Service Award for November. Steve Niccum was awarded the Safety Award for November.

IV. BUDGET FINANCE COMMITTEE REPORT

Mr. Garner reported the Finance Committee reviewed the items and recommended acceptance of Item 7a, c and e on the consent calendar and heard a presentation of the audit report and good report very positive and recommend acceptance of the audit report.

V. TRANSIT OPERATIONS COMMITTEE REPORT

Ms. Swanson reported the Operations Committee reviewed the items and recommend acceptance of consent items 7b, c, d and e. She noted the committee would like to see the purchasing policies reviewed by the Board.

VI. TAHOE REGIONAL PLANNING AGENCY ADVISORY PLANNING COMMISSION APPOINTEE REPORT

Mr. Teshara reported the Planning Commission held a public hearing and saw a presentation regarding the Upper Truckee River Marsh Restoration Project.

VII. TAHOE TRANSPORTATION DISTRICT (TTD) CONSENT ITEMS

- A. Review and Acceptance of the District's Financial Statement of Operations for the Period July 1, 2012 Through December 31, 2012
- B. Recommend Approval of Transit Level of Service Jurisdictional Reports for Release of 2013 Residential Allocations
- C. Approval to Release a Request For Proposal for the Purchase and Installation of Transit Bus Security Camera Systems
- D. Review and Acceptance of South Shore and Commuter Transit January 2013 Operations Report
- E. Approval of Resolutions and Claim for California Transportation Development Act Funds for the El Dorado County Portion of Lake Tahoe for Transit Operations for Fiscal Year 2013-2014

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

VIII. TAHOE TRANSPORTATION DISTRICT (TTD) BUSINESS ITEMS

A. Presentation, Review, and Acceptance of the District's Fiscal Year 2011-12 Audit Report

Mr. Marc Davis of Mayer, Hoffman, McCann gave a presentation regarding the audit report.

Action Requested: Acceptance

Ms. McDermid made the motion to accept the District's financial audit for fiscal year 2012 as presented. Mr. Garner seconded the motion. The motion passed unanimously.

B. Progress Report of US 50 South Shore Community Revitalization Project

Mr. Knotts reviewed this item. Ms. Swanson, on behalf of the City, thanked staff and consultants for the work done for the City meeting.

Action Requested: Informational Only

C. Presentation on South Shore Transit System Improvements and Progress

Mr. Curtis Garner gave a presentation of the transit system improvements and progress.

Action Requested: Discussion and Possible Direction

D. Update and Presentation on the Nevada State Route 28 Corridor Management Plan, Crystal Bay to US 50 Junction/Spooner Summit, America's Most Beautiful Drive National Scenic Corridor

Mr. Kirkland reviewed this item. Stephanie Grigsby of Design Workshop gave a presentation.

Mr. Strain arrived at 10:21 a.m.

Action Requested: Informational Only

E. Authorization to Execute an Interlocal Agreement Between the Tahoe Transportation District and Incline Village General Improvement District for the Nevada Stateline to Stateline Bikeway Phase 3 Project to Complete Fatal Flaw Analysis Pending Final Legal Review and Approval
Mr. Knotts reviewed this item.

Action Requested: Approval

Ms. McDermid made the motion to authorize the District Manager to execute the interlocal agreement between the District and the Incline Village General Improvement District to complete the fatal flaw analysis for the co-location of the Nevada Stateline to Stateline Bikeway Phase 3 Project and Incline Village General Improvement District's segment for

export line project, pending final legal review and approval. Ms. Santiago seconded the motion. The motion passed unanimously.

F. Presentation and Discussion on the District's Five-Year Capital Improvement Program Funding Projections and Fund Programming for Possible Direction

Mr. Knotts and Mr. Hasty reviewed this item. Mr. Strain requested the cost figures be maintained and updated regularly. Mr. Garner asked about the possibility of Placer County getting assistance for transit shelters.

Action Requested: Discussion and Direction

G. Presentation, Discussion, Direction, and Approval of the Tahoe Transportation District's California Legislative Program for the Next Several Sessions

Mr. Hasty and Mark Watts of Smith, Watts and Company reviewed this item. Ms. Swanson asked if the 1B funds were fully encumbered and no longer available. Mr. Watts noted there is a small amount left that is not encumbered. Ms. Swanson asked for assistance with Caltrans regarding the City's long term maintenance issues and planning for water quality projects.

Action Requested: Approval

Ms. Santiago made the motion to approve the Tahoe Transportation District's California legislative program for the next several sessions. Mr. Strain seconded the motion. The motion passed, with Mr. Garner abstaining. Mr. Treabess noted he voted in favor as the representative of the Truckee North Tahoe Transportation Management Association.

H. Review of North Lake Tahoe Water Shuttle 2012 Pilot Program and Review of Suggested Changes/Recommendations for 2013 Program

Mr. Hasty and Mr. Treabess reviewed this item.

Action Requested: Informational Only

Mr. Strain left at 12:03 p.m.

IX. DISTRICT MANAGER REPORT

Mr. Hasty reminded the Board of the next regular meeting to be held on April 12 and which will include the alternatives for the US 50 Environmental Document and also of the special Board meeting on April 26, which will be a strategic planning session, at the Parasol Foundation in Incline Village.

X. BOARD, COMMISSION MEMBER AND STAFF COMMENTS

There were no other comments.

XI. LEGAL BRIEFING - CLOSED SESSION
CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION. MV Transportation, Inc. v. STATA, et al. Case No. 10-CV-0240. 9th Judicial District Court.

The Board received an update and briefing from Counsel on the status of the MV lawsuit and took no further action.

XII. ADJOURNMENT

The meeting adjourned at 12:20 p.m.

Respectfully Submitted:

Judi White
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 White, Clerk to the Board, (775) 589-5502.)



MEMORANDUM

Date: April 8, 2013
To: Tahoe Transportation District (TTD) Board of Directors
From: TTD Staff
Subject: Review and Acceptance of the District's Financial Statement of Operations for the Period July 1, 2012 Through February 28, 2013

Action Requested:

It is requested the Board accept the Financial Statement of Operations for July 1, 2012 through February 28, 2012.

Background:

Staff has completed analyzing financial information for the eight months of fiscal year 2013 (FY13). The presentation of the financial information will highlight both January and February activity and continues to detail the District's funds: General, Capital Improvement Program (CIP), and Transit Operations.

Discussion:

General –

Overall, the District ended with an increase of \$41,280 for January and February. The increase was expected as the District was reimbursed \$38,161 for expenses incurred prior to January for the North Shore Ski Shuttle Program. The District also received \$1,858 from Nevada State Lands for a 5% administration fee on their \$37,050 contribution towards the So. Demo Bikeway Project.

The District's General Fund Balance at February 28, 2013 is \$106,798, which is approximately \$23,511 more than at the start of the fiscal year.

General Forecast –

The District expects to receive \$35,159 in April from The Ridge Resorts as a contribution to the overall District's transportation program.

The District anticipates transferring approximately \$30,000 from the balance of mitigation fees that were originally targeted for covering the interest incurred on the line of credit for the South Demo Construction Project. This will decrease CIP's deferred revenue, while increasing contributions to the District's overall transportation program.

The District will contribute \$20,000 to TNT-TMA in support of North Shore Transit Management and will transfer an additional \$20,000 to TTD's Transit Fund in support of the South Shore Transit Management. The payments are scheduled for May 2013.

Rental Car Mitigation Fees are expected to receive an additional \$20,000 in revenues prior to fiscal year end.

Per the auditors request, at fiscal year-end, Staff will reverse all Admin Support Revenues (CIP and Transit Funds monthly reimbursements to the General fund based on personnel costs), while reducing the General Fund's expenses that comprised the costs that were allocated, i.e., General Fund's Rent, Utilities, Professional Services etc.

The District was reimbursed \$8,000 for legal fees incurred for the North Shore Ski Shuttle Program, as budgeted for the program. However, Staff suggests should there be a balance of the funds at the end of the winter season, any refunds to the private entities would be net of the program's balance of legal fees of \$5,318.

CIP –

Overall, the District ended January and February with an increase of \$58. The increase can be directly attributed to the interest that was earned from the District's savings account with Nevada State Bank.

Federal Lands and Highways Half Percent Project – Round 3 FLH Half Percent expenditures incurred during January and February totaled \$447,919. The District invoiced Tahoe Regional Planning Agency (TRPA), leaving a remaining balance of \$2,337,573 for Round 3.

South Demo Bikeway Project –

Total costs for the project incurred during January and February totaled \$56,036. The District recognized \$5,702 from Washoe County's advancement of Nevada State Question 1 funding. Mitigation fees of \$335 were recognized to cover the interest charged for use of the line of credit.

North Demo Bikeway Project –

Total costs for the project incurred during January and February totaled \$30,141. The Scenic Byways and Washoe County (Q1) grants were invoiced \$21,400 and \$8,741 respectively.

US 50 Community Revitalization Project - SNPLMA

Total costs for the project incurred during January and February totaled \$106,199. The District invoiced TRPA, leaving a remaining balance on the grant of \$228,730.

Federal Transit Administration 5309 and Prop 1B Equipment –

Total costs during January and February totaled \$1,583. The FTA 5309 grant was invoiced \$1,188 with the matches of \$97 being provided from the proceeds of the classic car sales and \$298 being provided by CA Prop 1B Public Transportation Modernization, Improvement, and Service Enhancement Account Program (PTMISEA). The District purchased a Dell laptop computer including monitor, keyboard, mouse and numeric key pad for the mobility manager. Total cost of the computer was \$1,483. The equipment has been transferred to the transit fund.

The District's Capital Improvement Program Fund Balance at February 28, 2013 is \$235.

CIP Forecast -

The following projects remain on hold, pending Authorization to Proceed notification from TRPA. TRPA will issue the notices upon receipt of Prop 1B funding and resolutions from the City of South Lake Tahoe and El Dorado County, which will allow the District to use the City and/or

JS/jw

AGENDA ITEM: VII.A.

County's small allotments on the programs. Staff is anticipating that most of these programs will be pushed to FY 14.

- FTA 5308 Bus Purchases (including Placer Co.) \$1,250,000
- Facility Improvements \$250,000
- Fueling Facility Improvements \$750,000
- Electronic Fareboxes \$150,000
- Bus Purchase \$125,433

The District has retained 10% of the contractor's invoices for the South Demo Bikeway Project. It is expected that the contractor will invoice the District for the retention after all work has been completed on the project. With the completion of bathrooms delayed and seeding scheduled for May and June, Staff may have to record the retention expenses in FY13, while being able to invoice and recognize the revenue for these expenses in FY14. This will potentially result in recording a negative fund balance close to \$150,000 at the close of FY13. In FY14, as revenues are recognized, the fund balance will revert back to zero.

Transit Fund-

Overall, the District ended with a decrease of \$128,687 for January and February. The decrease to the fund balance was expected, as the District recognizes even monthly installments on contributions and TDA funding for the entire fiscal year. This practice results in increases during the months that have fewer costs and decreases during the months that incur higher costs. The transfer of the Dell laptop was recorded into the Transit Fund from the CIP fund (\$1,486). Operations net decrease for January and February, excluding depreciation, totaled \$13,212.

The net result decreased Transit's overall fund balance for the year to \$5,218,254 which is approximately \$106,778 more than at the start of the fiscal year.

Transit Forecast –

Legal fees for the MV versus STATA lawsuit for FY13 through February totaled \$68,193 bringing the total lawsuit costs from inception to \$148,775. These costs are not allowable for grant reimbursement. Staff budgeted \$68,000 for the entire lawsuit legal budget in the transit fund for FY13. We will continue to monitor the costs.

The District has exhausted the FY13 grant with Caltrans, and as of October, has been relying solely on TDA funding to cover the California share of expenses.

With the State of California receiving less funding for the FTA 5311 program, along with the decrease in population in the Tahoe Region based on the 2010 census, the District's 5311 grant with Caltrans will decrease by \$17,021 from \$92,992 to \$75,971 in FY14.

Staff is working with Nevada State Parks to increase the parking fees at Sand Harbor State Park by \$1 per vehicle and dedicate the increase towards the match for summer FY15's South Shore Express (SR28) program. As you recall, this program is a two year pilot which has been funded by NDOT and SNPLMA. The SNPLMA match will terminate following summer FY14.

Balance Sheet

The detailed balance sheet as of February 28, 2013 is attached (Attachment A).

The fixed asset balances, net of depreciation, include \$3,776,825 in transit funds and \$632,070 in general fund of federalized obligations. Should the District choose to liquidate a federalized asset, permission from the governmental agency is required and their obligation takes priority.

Fiscal Analysis:

The District is in good standing after the first eight months of FY13.

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. February Financials

**Tahoe Transportation District
Balance Sheet
As of February 28, 2013**

| | TOTAL | General | CIP | Transit | FYI GFA |
|--|---------------------|-------------------|---------------------|---------------------|--------------------|
| ASSETS | | | | | |
| Cash & Equivalents | 827,291.97 | 189,957.60 | -78,632.20 | 715,966.57 | |
| Accounts Receivable | 2,566,803.47 | 31,921.88 | 1,209,124.15 | 1,325,757.44 | |
| Prepays | 36,808.83 | 3,991.00 | 150.00 | 32,667.83 | |
| *Capital Assets, Net Depreciation | 4,531,015.31 | | | 4,531,015.31 | 849,187.27 |
| TOTAL ASSETS | 7,778,583.58 | 225,870.48 | 1,130,641.95 | 6,605,407.15 | 849,187.27 |
| LIABILITIES | | | | | |
| Accounts Payable | 881,894.86 | 87,353.73 | 325,684.74 | 468,856.39 | |
| Deferred Revenues | 1,738,023.76 | 31,718.62 | 804,722.12 | 901,583.02 | |
| Nevada State Bank - LOC | | | | | |
| EE Compensated Absences | 16,713.30 | | | 16,713.30 | 50,402.34 |
| TOTAL LIABILITIES | 2,636,631.92 | 119,072.35 | 1,130,406.86 | 1,387,152.71 | 50,402.34 |
| FUND BALANCES | | | | | |
| Invested in Capital, Net | 4,716,740.30 | | | 4,716,740.30 | 993,953.74 |
| Unrestricted Fund | 478,023.55 | 83,287.54 | | 394,736.01 | -43,327.26 |
| Contingency Fund | | | | | |
| Reserved for Encumbrances | | | | | |
| SUB TOTAL FUND BALANCES | 5,194,763.85 | 83,287.54 | | 5,111,476.31 | 950,626.48 |
| Increase/(Decrease) to Fund Balance | 130,523.81 | 23,510.59 | 235.09 | 106,778.13 | -151,841.55 |
| TOTAL FUND BALANCE | 5,325,287.66 | 106,798.13 | 235.09 | 5,218,254.44 | 798,784.93 |
| TOTAL LIABILITIES & FUND BALANCES | 7,961,919.58 | 225,870.48 | 1,130,641.95 | 6,605,407.15 | 849,187.27 |

* The fixed asset balances, net of depreciation, include \$3,776,825 in transit funds and \$632,070 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, 2012 through February 28, 2013**

| | TOTAL | General | CIP | Transit | GFA |
|--|---------------------|-------------------|---------------------|---------------------|--------------------|
| Revenues | | | | | |
| Federal Grants | 3,642,584.07 | | 2,264,761.29 | 1,377,822.78 | |
| State Funding | 2,220,061.27 | | 1,465,787.27 | 754,274.00 | |
| Contributions | 753,360.80 | 1,857.50 | | 751,503.30 | |
| General Revenues | 63,632.92 | 62,432.92 | | 1,200.00 | |
| Charges for Services | 748,085.71 | 264,089.07 | | 483,996.64 | |
| Special Items | 446.28 | 35.75 | 235.09 | 175.44 | |
| Pass Through Revenues | 96,802.47 | | | 96,802.47 | |
| TOTAL REVENUES | 7,524,973.52 | 328,415.24 | 3,730,783.65 | 3,465,774.63 | 0.00 |
| Expenses | | | | | |
| Personnel | 388,210.06 | 8,456.35 | 259,586.35 | 120,167.36 | 7,075.08 |
| Admin Support | 62,232.92 | | 42,298.60 | 19,934.32 | |
| Contracts | 5,223,092.90 | 127,647.38 | 3,055,782.78 | 2,039,662.74 | |
| Fuel | 372,238.03 | | | 372,238.03 | |
| Depreciation | 471,303.99 | | | 471,303.99 | 144,766.47 |
| Other Operating | 754,189.86 | 168,800.92 | 52,670.56 | 532,718.38 | |
| Capital Outlay | 25,868.47 | | 16,401.68 | 9,466.79 | |
| Interest | 511.01 | | 511.01 | | |
| Other Funding Sources | | | 303,297.58 | -303,297.58 | |
| Pass Through Expenses | 96,802.47 | | | 96,802.47 | |
| TOTAL EXPENSES | 7,394,449.71 | 304,904.65 | 3,730,548.56 | 3,358,996.50 | 151,841.55 |
| Increase / (Decrease) to Fund Balance | 130,523.81 | 23,510.59 | 235.09 | 106,778.13 | -151,841.55 |

**Tahoe Transportation District
General Fund
Statement of Operations
July 1, 2012 through February 28, 2013**

| | | | General Fund Activity | | | Actual vs Budget | | | Program YTD | | | | |
|-----------------------------------|---------------|---------------|-----------------------|---------------|----------------|------------------|--------------------|-----------------|------------------------|---------------|---------------|-------------------------|-------------------|
| | 1st Qtr | 2nd Qtr | January | February | 3rd Qtr | YEAR TO DATE | Board | | District Operations | RCMF | CNG | No Shore Ski Service | Program Totals |
| | | | | | | | Approved Budget | Var % | | | | | |
| Revenues | | | | | | | | | | | | | |
| General Revenues | | | | | | | | | | | | | |
| Admin Support | 22,588 | 22,756 | 8,936 | 7,953 | 16,889 | 62,233 | 105,498 | -58.99% | 62,233 | | | | 62,233 |
| Miscellaneous | 100 | 100 | | | | 200 | 0 | -100.00% | 200 | | | | 200 |
| Contributions | | | | 1,858 | 1,858 | 1,858 | 44,159 | -4.21% | 1,858 | | | | 1,858 |
| Total General Revenues | 22,688 | 22,856 | 8,936 | 9,811 | 18,747 | 64,290 | 149,657 | -42.96% | 64,290 | | | | 64,290 |
| Charges for Services | | | | | | | | | | | | | |
| No. Shore Ski Services Revenues | | | 86,636 | 49,011 | 135,647 | 135,647 | 0 | -100.00% | | | | 135,647 | 135,647 |
| Rental Car Mitigation Fees | 31,087 | 16,965 | 2,789 | 3,120 | 5,908 | 53,960 | 75,000 | -71.95% | | 53,960 | | | 53,960 |
| CNG Station Revenues | 19,143 | 29,368 | 13,235 | 12,737 | 25,972 | 74,482 | 134,098 | -55.54% | | | 74,482 | | 74,482 |
| Total Charges for Services | 50,230 | 46,332 | 102,659 | 64,868 | 167,527 | 264,089 | 209,098 | -126.30% | | 53,960 | 74,482 | 135,647 | 264,089 |
| Special Items | | | | | | | | | | | | | |
| Interest Revenue | 1 | 5 | 14 | 16 | 30 | 36 | 0 | -100.00% | 36 | | | | 36 |
| Total Special Revenues | 1 | 5 | 14 | 16 | 30 | 36 | 0 | -100.00% | 36 | | | | 36 |
| TOTAL REVENUES | 72,918 | 69,193 | 111,609 | 74,695 | 186,304 | 328,415 | 358,755 | -91.54% | 64,326 | 53,960 | 74,482 | 135,647 | 328,415 |

**Tahoe Transportation District
General Fund
Statement of Operations
July 1, 2012 through February 28, 2013**

| | General Fund Activity | | | | | Actual vs Budget | | | Program YTD | | | | |
|--|-----------------------|----------------|---------------|---------------|----------------|------------------|-----------------------|------------------|---------------------|---------------|---------------|----------------------|----------------|
| | 1st Qtr | 2nd Qtr | January | February | 3rd Qtr | YEAR TO DATE | Board Approved Budget | Var % | District Operations | RCMF | CNG | No Shore Ski Service | Program Totals |
| Expenses | | | | | | | | | | | | | |
| Operating | | | | | | | | | | | | | |
| Personnel | 3,312 | 3,931 | 817 | 396 | 1,213 | 8,456 | 29,763 | 28.41% | 8,456 | | | | 8,456 |
| Contracts | | 30,161 | 48,475 | 49,011 | 97,486 | 127,647 | 0 | -100.00% | | | | 127,647 | 127,647 |
| Insurance | 4,436 | 936 | 312 | 312 | 624 | 5,996 | 3,900 | 153.74% | | 3,500 | 2,496 | | 5,996 |
| Facility Rent | 8,568 | 8,428 | 2,462 | 3,293 | 5,755 | 22,751 | 37,700 | 60.35% | 19,693 | | 3,058 | | 22,751 |
| Facility Utilities | 18,882 | 21,589 | 9,074 | 8,143 | 17,217 | 57,688 | 107,148 | 53.84% | 1,566 | | 56,122 | | 57,688 |
| Telephone | 61 | 23 | 6 | 1 | 7 | 91 | 0 | -100.00% | 91 | | | | 91 |
| Supplies | 1,579 | 1,622 | 585 | 541 | 1,126 | 4,327 | 6,000 | 72.12% | 4,327 | | | | 4,327 |
| Advertising & Public Relations | | | | | | 0 | 1,000 | 0.00% | | | | | |
| Reproduction & Printing | | | | 62 | 62 | 62 | 1,000 | 6.20% | 62 | | | | 62 |
| Postage | 155 | | 260 | | 260 | 415 | 250 | 165.88% | 415 | | | | 415 |
| Dues, Subscriptions & Publications | 724 | 625 | 1,127 | 300 | 1,427 | 2,776 | 1,600 | 173.49% | 2,776 | | | | 2,776 |
| License & Permits | | | | | | 0 | 350 | 0.00% | | | | | |
| Professional Services | 16,294 | 16,716 | 6,554 | 5,678 | 12,232 | 45,242 | 89,000 | 50.83% | 34,202 | | 11,040 | | 45,242 |
| Legal Services | 3,935 | 13,318 | | | | 17,253 | 22,500 | 76.68% | | 3,935 | | 13,318 | 17,253 |
| Auditing Services | 2,085 | 480 | | 7,000 | 7,000 | 9,565 | 5,100 | 187.55% | | 9,565 | | | 9,565 |
| Transit Management - No Shore | | | | | | 0 | 20,000 | 0.00% | | | | | |
| Training | | | | 575 | 575 | 575 | 4,500 | 12.78% | 575 | | | | 575 |
| Travel | 585 | 481 | | | | 1,066 | 6,638 | 16.05% | 1,066 | | | | 1,066 |
| Modified Business Tax | 276 | 555 | | | | 831 | 0 | -100.00% | 831 | | | | 831 |
| Miscellaneous Expenses | 117 | 8 | | 39 | 39 | 164 | 20,000 | 0.82% | 164 | | | | 164 |
| Total Operating | 61,008 | 98,873 | 69,671 | 75,352 | 145,024 | 304,905 | 336,449 | 90.62% | 74,224 | 17,000 | 72,716 | 140,965 | 304,905 |
| Capital Outlay | | | | | | | | | | | | | |
| Office & Equipment over \$5000 | | | | | | 0 | 906,250 | 0.00% | | | | | |
| Office & Equipment under \$5000 | | | | | | 0 | 0 | 0.00% | | | | | |
| CIP over \$5000 | | | | | | 0 | 0 | 0.00% | | | | | |
| Reimbursed Capital Expenses | | | | | | 0 | 0 | 0.00% | | | | | |
| Total Capital Outlay | | | | | | 0 | 906,250 | 0.00% | | | | | |
| Other Financing Sources | | | | | | | | | | | | | |
| Preventive Maint (In) | | | | | | | | | | | | | |
| Capital Outlay (In) Out | | | | | | 0 | -906,250 | 0.00% | | | | | |
| Transfer (In) Out | | | | | | 0 | 20,000 | 0.00% | | | | | |
| Total Other Financing Sources | | | | | | 0 | -886,250 | 0.00% | | | | | |
| TOTAL EXPENSES | 61,008 | 98,873 | 69,671 | 75,352 | 145,024 | 304,905 | 356,449 | 85.54% | 74,224 | 17,000 | 72,716 | 140,965 | 304,905 |
| Increase/(Decrease) to Fund Balance | 11,911 | -29,681 | 41,938 | -658 | 41,280 | 23,511 | 2,306 | -1019.54% | -9,898 | 36,960 | 1,766 | -5,318 | 23,511 |

**Tahoe Transportation District
Capital Improvement Program
Statement of Operations
July 1, 2012 through February 28, 2013**

| | CIP Fund Activity | | Actual vs Budget | | | Program YTD | | | | | | | | | | | | |
|---|-------------------|------------------|------------------|----------------|----------------|------------------|-----------------------|-----------------|---------------------|-----------------------|------------------|------------------|-----------------|-----------------|------------------------------|---------------|----------------------------|------------------|
| | 1st Qtr | 2nd Qtr | January | February | 3rd Qtr | YEAR TO DATE | Board Approved Budget | Var % | FLH Rd 2 / FLH Rd 3 | So. Demo Construction | No. Demo Bikeway | Trolley Purchase | FTA 5309 | US 50 SNPLMA | Prop 1B Electronic Fareboxes | NV Shelters | AVL / Electronic Fareboxes | Program Totals |
| Revenues | | | | | | | | | | | | | | | | | | |
| Capital Grant & Contributions | | | | | | | | | | | | | | | | | | |
| FTA 5309 | 222,451 | 1,951 | | 1,188 | 1,188 | 225,590 | 291,999 | -77.26% | | | | 183,620 | 41,970 | | | | | 225,590 |
| FTA 5308 | | | | | | | 1,000,000 | 0.00% | | | | | | | | | | |
| ARRA | 38,963 | 1,388 | | | | 40,351 | 80,358 | -50.21% | | | | | | | | 10,351 | 30,000 | 40,351 |
| FLH 1/2 Percent Funding | 489,801 | 777,462 | 223,738 | 224,182 | 447,919 | 1,715,183 | 5,174,589 | -33.15% | 1,715,183 | | | | | | | | | 1,715,183 |
| Contributions/Grant Match | 8,775 | 50,208 | -49,841 | 272 | -49,569 | 9,414 | 90,882 | -10.36% | | 542 | | | 8,514 | | | 357 | | 9,414 |
| Prop 1B | 50,112 | 487 | | 298 | 298 | 50,897 | 1,762,849 | -2.89% | | | | 45,730 | 3,942 | | 1,225 | | | 50,897 |
| Scenic Byways | 10,047 | 4,874 | 2,686 | 18,714 | 21,400 | 36,321 | 93,000 | -39.06% | | 36,321 | | | | | | | | 36,321 |
| SNPLMA - US 50 | 33,732 | 107,386 | | 106,199 | 106,199 | 247,317 | 452,120 | -54.70% | | | | | -247,317 | | | | | 247,317 |
| Question 1 | 264,227 | 257,577 | 5,282 | 9,161 | 14,443 | 536,247 | 1,010,040 | -53.09% | | 521,411 | 14,836 | | | | | | | 536,247 |
| FHWA - Rec Trails | | | | | | | 179,405 | 0.00% | | | | | | | | | | |
| NV State Lands | | | 37,150 | | 37,150 | 37,150 | | -100.00% | | | | 37,150 | | | | | | 37,150 |
| Tahoe License Plate Funds | | | 12,850 | | 12,850 | -12,850 | -50,000 | 25.70% | | | | 12,850 | | | | | | 12,850 |
| NDOT - Gas Tax | 318,236 | 500,994 | | | | 819,229 | 985,200 | -83.15% | | 819,229 | | | | | | | | 819,229 |
| Total Capital Grants & Contrib | 1,436,344 | 1,702,326 | 231,864 | 360,015 | 591,878 | 3,730,549 | 11,170,442 | -33.40% | 1,715,183 | 1,391,183 | 51,157 | 229,350 | 54,427 | -247,317 | 1,225 | 10,708 | 30,000 | 3,730,549 |
| Special Items | | | | | | | | | | | | | | | | | | |
| Interest Revenue | 69 | 108 | 27 | 31 | 58 | 235 | 0 | -100.00% | 2 | 107 | | 7 | 84 | | 34 | | | 235 |
| Total Special Items | 69 | 108 | 27 | 31 | 58 | 235 | 0 | -100.00% | 2 | 107 | | 7 | 84 | | 34 | | | 235 |
| TOTAL REVENUES | 1,436,413 | 1,702,434 | 231,891 | 360,045 | 591,936 | 3,730,784 | 11,170,442 | -33.40% | 1,715,185 | 1,391,290 | 51,157 | 229,357 | 54,511 | -247,317 | 1,259 | 10,708 | 30,000 | 3,730,784 |
| Expenses | | | | | | | | | | | | | | | | | | |
| Personnel | 90,811 | 103,971 | 31,098 | 33,707 | 64,805 | 259,586 | 476,732 | 54.45% | 242,851 | 16,284 | | | 209 | | | 242 | | 259,586 |
| Contract Services | 983,460 | 1,565,301 | 192,932 | 314,089 | 507,021 | 3,055,783 | 7,365,757 | 41.49% | 1,384,842 | 1,370,066 | 51,157 | | 2,588 | -245,592 | | 1,538 | | 3,055,783 |
| Repair and Maintenance | 8,252 | | | | | 8,252 | 30,000 | 27.51% | | | | | 8,252 | | | | | 8,252 |
| Reproduction & Printing | | 80 | | 124 | 124 | 204 | 5,880 | 3.47% | 124 | 80 | | | | | | | | 204 |
| Rent Meeting Room | 459 | 1,873 | 350 | | 350 | 2,683 | 3,000 | 89.42% | 2,683 | | | | | | | | | 2,683 |
| Facility Utilities/Telephone | 312 | 539 | 109 | 441 | 550 | 1,401 | | -100.00% | 874 | 528 | | | | | | | | 1,401 |
| Supplies | 153 | | 55 | | 55 | 207 | 500 | 41.42% | 55 | 153 | | | | | | | | 207 |
| Advertising / Outreach | | 3,213 | | 80 | 80 | 3,293 | 18,500 | 17.80% | 3,293 | | | | | | | | | 3,293 |
| Legal Notices | | | | | | | 6,850 | 0.00% | | | | | | | | | | |
| Admin Support | 15,054 | 15,621 | 6,197 | 5,426 | 11,623 | 42,299 | 72,119 | 58.65% | 39,640 | 2,593 | | | 25 | | | 40 | | 42,299 |
| Postage | | | | | | | 4,750 | 0.00% | | | | | | | | | | |
| Subscriptions, Dues, & Public | 13,931 | 315 | 110 | 337 | 447 | 14,693 | 600 | 2448.83% | 14,693 | | | | | | | | | 14,693 |
| License & Permits | 11 | | | 50 | 50 | 61 | 900 | 6.78% | 50 | 11 | | | | | | | | 61 |
| Professional Services | 519 | 530 | 26 | | 26 | 1,075 | 13,689 | 7.85% | 856 | 219 | | | | | | | | 1,075 |
| Legal Services | 6,918 | 3,384 | 925 | 2,158 | 3,083 | 13,384 | 30,370 | 44.07% | 9,841 | 450 | | 1,293 | -1,725 | | 75 | | 13,384 | |
| Auditing Services | 2,085 | 480 | | | | 2,565 | 5,100 | 50.29% | 2,565 | | | | | | | | | 2,565 |
| Training | 3,409 | 3,190 | | 1,845 | 1,845 | 8,444 | 7,450 | 113.34% | 8,225 | 219 | | | | | | | | 8,444 |
| Travel - Per Diem | | 1,536 | | | | 1,536 | 5,100 | 30.13% | 1,536 | | | | | | | | | 1,536 |
| Travel - Commercial Air | 787 | 933 | | | | 1,720 | 3,500 | 49.15% | 1,720 | | | | | | | | | 1,720 |
| Travel - Auto | 222 | 1,151 | | | | 1,373 | 1,060 | 129.54% | 1,335 | 39 | | | | | | | | 1,373 |
| Misc / Contingency | | | | 31 | 31 | 31 | | -100.00% | | 31 | | | | | | | | 31 |
| Reimb Operating | -8,252 | | | | | -8,252 | -81,826 | 10.08% | | | | | -8,252 | | | | | -8,252 |
| Total Operating | 1,118,131 | 1,702,119 | 231,802 | 358,287 | 590,089 | 3,410,338 | 7,970,031 | 42.79% | 1,715,183 | 1,390,672 | 51,157 | 4,115 | -247,317 | | 1,895 | | | 3,410,338 |

**Tahoe Transportation District
Capital Improvement Program
Statement of Operations
July 1, 2012 through February 28, 2013**

| | CIP Fund Activity | | | Actual vs Budget | | | Program YTD | | | | | | | | | | | |
|--|-------------------|------------------|----------------|------------------|----------------|------------------|-----------------------|-----------------|---------------------|-----------------------|------------------|------------------|---------------|-----------------|------------------------------|---------------|----------------------------|------------------|
| | 1st Qtr | 2nd Qtr | January | February | 3rd Qtr | YEAR TO DATE | Board Approved Budget | Var % | FLH Rd 2 / FLH Rd 3 | So. Demo Construction | No. Demo Bikeway | Trolley Purchase | FTA 5309 | US 50 SNPLMA | Prop 1B Electronic Fareboxes | NV Shelters | AVL / Electronic Fareboxes | Program Totals |
| Capital Outlay | | | | | | | | | | | | | | | | | | |
| Equipment over \$5000 | 294,392 | | | | | 294,392 | 2,864,098 | 10.28% | | | | 229,350 | 26,229 | | | 8,813 | 30,000 | 294,392 |
| Equipment under \$5000 | 7,981 | | | 1,486 | 1,486 | 9,466 | 0 | -100.00% | | | | | 8,241 | | 1,225 | | | 9,466 |
| CIP over \$5000 | 7,589 | | | | | 7,589 | 230,487 | 3.29% | | | | | 7,589 | | | | | 7,589 |
| Reimb Capital Expenses | -293,560 | | | -1,486 | -1,486 | -295,046 | -3,094,585 | 9.53% | | | | -229,350 | -34,471 | | -1,225 | | -30,000 | -295,046 |
| Total Capital Outlay | 16,402 | | | | | 16,402 | 0 | -100.00% | | | | | 7,589 | | | 8,813 | | 16,402 |
| Interest | | | | | | | | | | | | | | | | | | |
| Interest | | 208 | 62 | 241 | 303 | 511 | 30,000 | 1.70% | | 511 | | | | | | | | 511 |
| Total Interest | | 208 | 62 | 241 | 303 | 511 | 30,000 | 1.70% | | 511 | | | | | | | | 511 |
| Other Financing Sources | | | | | | | | | | | | | | | | | | |
| Preventive Maint (In) | 8,252 | | | | | 8,252 | 30,000 | 27.51% | | | | | 8,252 | | | | | 8,252 |
| Capital Outlay (In) Out | 293,560 | | | 1,486 | 1,486 | 295,046 | 3,146,411 | 9.38% | | | | 229,350 | 34,471 | | 1,225 | | 30,000 | 295,046 |
| Transfer (In) Out | | | | | | | -6,000 | 0.00% | | | | | | | | | | |
| Total Other Financing Sources | 301,812 | | | 1,486 | 1,486 | 303,298 | 3,170,411 | 9.57% | | | | 229,350 | 42,723 | | 1,225 | | 30,000 | 303,298 |
| TOTAL EXPENSES | 1,436,344 | 1,702,326 | 231,864 | 360,015 | 591,878 | 3,730,549 | 11,170,442 | 33.40% | 1,715,183 | 1,391,183 | 51,157 | 229,350 | 54,427 | -247,317 | 1,225 | 10,708 | 30,000 | 3,730,549 |
| Increase / (Decrease) to Fund Balance | 69 | 108 | 27 | 31 | 58 | 235 | 0 | -100.00% | 2 | 107 | | 7 | 84 | | 34 | | | 235 |

**Tahoe Transportation District
Transit Operations
Statement of Operations
July 1, 2012 through February 28, 2013**

| | TO Fund Activity | | Actual vs Budget | | | Program YTD | | | | | | | |
|---|------------------|------------------|------------------|----------------|----------------|------------------|-----------------------|-----------------|------------------|----------------|---------------|---------------|------------------|
| | 1st Qtr | 2nd Qtr | January | February | 3rd Qtr | YEAR TO DATE | Board Approved Budget | Var % | Transit Ops | SR 28 | CMAQ | Mobility Mgr | Program Totals |
| Revenues | | | | | | | | | | | | | |
| Grants & Contributions | | | | | | | | | | | | | |
| FTA 5311 - NDOT | 353,674 | 324,980 | 183,335 | 178,074 | 361,409 | 1,040,063 | 1,825,017 | 56.99% | 946,967 | 80,738 | | 12,358 | 1,040,063 |
| FTA 5311 - Caltrans | 81,829 | 11,163 | | | | 92,992 | 92,992 | 100.00% | 92,992 | | | | 92,992 |
| CMAQ - Caltrans | | | 50,299 | 4,616 | 54,915 | 54,915 | 100,000 | 54.92% | | | 54,915 | | 54,915 |
| USFS - SNPLMA | 53,826 | 134,910 | 0 | | 0 | 188,736 | 205,432 | 91.87% | 134,910 | 53,826 | | | 188,736 |
| RTAP - Caltrans/NDOT | 940 | | 176 | | 176 | 1,116 | 3,500 | 31.89% | 1,116 | | | | 1,116 |
| Operating Contributions | 276,589 | 295,061 | 92,134 | 87,720 | 179,853 | 751,503 | 1,230,376 | 61.08% | 750,853 | | | 650 | 751,503 |
| TDA - LTF | 168,233 | 168,233 | 56,078 | 56,078 | 112,155 | 448,620 | 672,929 | 66.67% | 448,620 | | | | 448,620 |
| TDA - STA | 94,662 | 94,662 | 58,165 | 58,165 | 116,330 | 305,654 | 378,648 | 80.72% | 305,654 | | | | 305,654 |
| Total Grants & Contributions | 1,029,752 | 1,029,009 | 440,187 | 384,652 | 824,839 | 2,883,600 | 4,508,894 | 63.95% | 2,681,112 | 134,564 | 54,915 | 13,008 | 2,883,600 |
| Charges for Services | | | | | | | | | | | | | |
| FareBox Revenue | 161,561 | 142,463 | 52,594 | 41,518 | 94,112 | 398,137 | 559,661 | 71.14% | 382,637 | 15,500 | | | 398,137 |
| Pass Sales | 30,785 | 31,075 | 10,030 | 13,970 | 24,000 | 85,860 | 60,339 | -100.00% | 85,860 | | | | 85,860 |
| Total Charges for Services | 192,346 | 173,538 | 62,624 | 55,488 | 118,112 | 483,997 | 620,000 | 78.06% | 468,497 | 15,500 | | | 483,997 |
| Special Items | | | | | | | | | | | | | |
| Insurance Claims | 1,200 | | | | | 1,200 | | -100.00% | 1,200 | | | | 1,200 |
| Interest Revenue | 48 | 71 | 26 | 30 | 56 | 175 | | -100.00% | 175 | | | | 175 |
| Total Special Items | 1,248 | 71 | 26 | 30 | 56 | 1,375 | | -100.00% | 1,375 | | | | 1,375 |
| Pass Through Revenue | 96,802 | | | | | 96,802 | | | 96,802 | | | | 96,802 |
| TOTAL REVENUES | 1,320,149 | 1,202,617 | 502,838 | 440,170 | 943,008 | 3,465,775 | 5,128,894 | -95.03% | 3,247,787 | 150,064 | 54,915 | 13,008 | 3,465,775 |

**Tahoe Transportation District
Transit Operations
Statement of Operations
July 1, 2012 through February 28, 2013**

| | | | TO Fund Activity | | | Actual vs Budget | | | Program YTD | | | | |
|--------------------------------|------------------|------------------|------------------|----------------|------------------|------------------|------------------|---------------|------------------|----------------|---------------|---------------|------------------|
| | 1st Qtr | 2nd Qtr | January | February | 3rd Qtr | YEAR TO DATE | Board Approved | | Transit Ops | SR 28 | CMAQ | Mobility Mgr | Program Totals |
| | | | | | | | Budget | Var % | | | | | |
| Expenses | | | | | | | | | | | | | |
| Operating | | | | | | | | | | | | | |
| Personnel | 41,564 | 49,031 | 12,757 | 16,815 | 29,572 | 120,167 | 220,647 | 54.46% | 120,100 | 67 | | | 120,167 |
| Contract Services | 637,636 | 701,513 | 370,451 | 330,063 | 700,514 | 2,039,663 | 3,370,908 | 60.51% | 1,964,886 | 61,768 | | 13,008 | 2,039,663 |
| Vehicle Fuel | 121,341 | 130,868 | 61,945 | 58,084 | 120,029 | 372,238 | 749,983 | 49.63% | 363,855 | 8,383 | | | 372,238 |
| Sales Tax on Fuel | 147 | 831 | | | | 978 | 3,700 | 26.43% | 978 | | | | 978 |
| Repair and Maintenance | 13,529 | 8,768 | 1,413 | 3,056 | 4,469 | 26,766 | 90,001 | 29.74% | 26,766 | | | | 26,766 |
| Insurance | 39,847 | 39,739 | 13,317 | 13,246 | 26,563 | 106,150 | 160,000 | 66.34% | 103,059 | 3,091 | | | 106,150 |
| Reproduction & Printing | 1,190 | 3,008 | 422 | 484 | 906 | 5,105 | 36,000 | 14.18% | 5,105 | | | | 5,105 |
| Facility Rent | 36,658 | 30,046 | 6,176 | 10,335 | 16,511 | 83,215 | 172,260 | 48.31% | 74,683 | 8,532 | | | 83,215 |
| Facility Utilities | 22,625 | 16,201 | 8,768 | 4,392 | 13,160 | 51,986 | 62,000 | 83.85% | 49,710 | 2,276 | | | 51,986 |
| Telephone | 4,413 | 4,200 | 1,348 | 1,300 | 2,648 | 11,261 | 30,500 | 36.92% | 11,098 | 162 | | | 11,261 |
| Supplies | | | | | | | 1,750 | 0.00% | | | | | |
| Advertising & Public Relations | 46,885 | 5,637 | 1,803 | 4,616 | 6,419 | 58,941 | 121,166 | 48.65% | 6,531 | 39,549 | 12,862 | | 58,941 |
| Admin & Overhead Expense | 7,534 | 7,135 | 2,739 | 2,527 | 5,266 | 19,934 | 33,379 | 59.72% | 19,925 | 10 | | | 19,934 |
| License & Permits | | | 1,359 | | 1,359 | 1,359 | 2,500 | 54.36% | 1,359 | | | | 1,359 |
| Dues, Subscriptions and Public | 927 | 369 | 435 | | 435 | 1,731 | 2,000 | 86.55% | 1,731 | | | | 1,731 |
| Professional Services | 48,447 | 5,906 | 1,763 | 1,461 | 3,224 | 57,577 | 160,752 | 35.82% | 44,840 | 12,737 | | | 57,577 |
| Legal Services | 25,352 | 33,450 | 4,678 | 7,080 | 11,758 | 70,560 | 68,000 | 103.76% | 70,560 | | | | 70,560 |
| Auditing Services | 4,930 | 1,540 | | | | 6,470 | 12,000 | 53.92% | 6,470 | | | | 6,470 |
| Bank Fees | 804 | 685 | 224 | 1,877 | 2,101 | 3,591 | 10,206 | 35.19% | 3,591 | | | | 3,591 |
| Training | 445 | 1,595 | | | | 2,040 | 10,500 | 19.43% | 2,040 | | | | 2,040 |
| Travel | 1,338 | 35 | 0 | | 0 | 1,373 | 5,000 | 27.46% | 1,373 | | | | 1,373 |
| Miscellaneous Expenses | 90 | -855 | 30 | -20 | 10 | -755 | | -100.00% | -755 | | | | -755 |
| FareBox Replacement | | 30,604 | 11,450 | | 11,450 | 42,054 | 40,339 | 104.25% | | | 42,054 | | 42,054 |
| Grant Match Required | 2,493 | | -176 | | -176 | 2,317 | | -100.00% | 2,317 | | | | 2,317 |
| Depreciation Expense | 172,377 | 183,452 | 60,593 | 54,882 | 115,475 | 471,304 | 530,000 | 133.39% | 471,304 | | | | 471,304 |
| Total Operating | 1,230,572 | 1,253,758 | 561,496 | 510,199 | 1,071,695 | 3,556,025 | 5,893,591 | 60.34% | 3,351,527 | 136,574 | 54,915 | 13,008 | 3,556,025 |

**Tahoe Transportation District
Transit Operations
Statement of Operations
July 1, 2012 through February 28, 2013**

| | | | TO Fund Activity | | | Actual vs Budget | | | Program YTD | | | | |
|---|------------------|------------------|------------------|----------------|------------------|------------------|-----------------------|-----------------|------------------|----------------|---------------|---------------|------------------|
| | 1st Qtr | 2nd Qtr | January | February | 3rd Qtr | YEAR TO DATE | Board Approved Budget | Var % | Transit Ops | SR 28 | CMAQ | Mobility Mgr | Program Totals |
| Capital Outlay | | | | | | | | | | | | | |
| Equipment over \$5000 | | | | | | | | 0.00% | | | | | |
| Equipment under \$5000 | 7,981 | | | 1,486 | 1,486 | 9,467 | | -100.00% | 9,467 | | | | 9,467 |
| CIP over \$5000 | | | | | | | | 0.00% | | | | | |
| Reimbursed Capital Expenses | | | | | | | | 0.00% | | | | | |
| Total Capital Outlay | 7,981 | | | 1,486 | 1,486 | 9,467 | | -100.00% | 9,467 | | | | 9,467 |
| Other Financing Sources | | | | | | | | | | | | | |
| Preventive Maint (In) | -8,252 | | | | | -8,252 | -30,000 | 27.51% | -8,252 | | | | -8,252 |
| Capital Outlay (In) Out | -293,560 | | | -1,486 | -1,486 | -295,046 | -2,240,161 | 13.17% | -295,046 | | | | -295,046 |
| Transfer (In) Out | | | | | | | -14,000 | 0.00% | | | | | |
| Total Other Financing Sources | -301,812 | | | -1,486 | -1,486 | -303,298 | -2,284,161 | 13.28% | -303,298 | | | | -303,298 |
| Pass Through Expense | 96,802 | | | | | 96,802 | | -100.00% | 96,802 | | | | 96,802 |
| TOTAL EXPENSES | 1,033,543 | 1,253,758 | 561,496 | 510,199 | 1,071,695 | 3,358,997 | 3,609,430 | 93.06% | 3,154,498 | 136,574 | 54,915 | 13,008 | 3,358,997 |
| Increase / Decrease) to Fund Balance | 286,606 | -51,141 | -58,658 | -70,029 | -128,687 | 106,778 | 1,519,464 | 7.03% | 93,289 | 13,489 | 0 | 0 | 106,778 |

MEMORANDUM

Date: April 8, 2013
To: Tahoe Transportation District (TTD) Board of Directors
From: TTD Staff
Subject: Review and Acceptance of South Shore and Commuter Transit February 2013 Operations Report

Action Requested:

It is requested the Board review and accept the monthly transit operations report for February 2013.

Background:

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

Transit Operations Discussion:

Keolis reports the Ski Shuttle Guest Satisfaction scores in friendliness and timeliness stayed steady with scores ranging between 4.6 and 4.8 during the month. Felicia Watkins received Heavenly Service Award tokens and Steve Niccum was invited this month to Heavenly's Star Party. Keolis began interviewing applicants for a vacant Road Supervisor position.

Safety meetings in February included training on customer service and pedestrian awareness. The Safety Committee welcomed new member Randy Briney and discussed dispatchers documenting all pull-out times to improve on-time performance. The shop safety meeting and training focused on safely handling coolant and preventing accidental spills and splashes.

Heather Craig received the February Customer Service Award. Heather is a returning seasonal employee and Keolis looks forward to her return each ski season. She enjoys a positive rapport with riders and does a great job representing the best of Tahoe to our visitors using the ski shuttle service. John Crovo is the recipient of the February Safety Award. John drove the Express Routes this winter, and although being a new bus operator, he navigated some of the most difficult driving conditions without any major incidents or accidents.

There were seven driver-related complaints received in February. Five of the complaints were related to driver rudeness and two of not stopping for passengers. Two of the drivers cited required counseling and retraining.

There were two accidents in February, both preventable. One involved a driver hitting a bus stop sign with their mirror causing no damage to the bus or sign. The second accident involved a driver clipping the rear end of a vehicle traveling on Hwy 50 as the bus exited Transit Way,

causing \$3,938 in damage. There were no road calls in February that resulted in more than a 10-minute delay in service.

Fixed-route and on-call ridership in February was up 8% compared with February 2012. Ski-bus ridership was off 18% compared with last year. Combined overall ridership was down 7%.

North Tahoe - Truckee Coordinated Ski Shuttle Service:

Truckee North Tahoe–Transportation Management Association reports that as of March 24, 2013, 3,155 passenger trips have been provided over 42 days of service.

Additional Information:

If you have any questions or comments regarding this item, please contact Curtis Garner at (775) 589-5505 or cgarner@tahoetransportation.org.

Attachments:

- A. North Shore Free Ski Shuttle Overview
- B. TTD Transit statistical data for February 2013 (to be presented at the meeting)



Final Passenger Count Overview - All Routes
December 22, 2012 - March 31, 2013

| | | |
|-------------------------------------|-------------------------------------|--|
| AM Passengers 1070 | PM Passengers 2136 | Total All Passengers 3206 |
|-------------------------------------|-------------------------------------|--|

Overall Ridership Productivity:

Days of Service: 12/24/13 - 3/31/13 = 44 days

Overall AM Ridership Per Day: 24.32 passengers

Overall PM Ridership Per Day: 48.55 passengers

Total Overall Ridership Per Day AM & PM passengers: 72.87

| Average Ridership Per Bus/Day | AM Ridership | PM Ridership |
|--------------------------------------|---------------------|---------------------|
| Incline - Squaw Bus #1 | 10.75 | 25 |
| Incline - Squaw Bus #2 | 4.02 | 15.8 |
| Homewood - Squaw | 5.16 | 4.91 |
| Squaw - Northstar - Squaw | 1.89 | 2.34 |
| Northstar - Squaw - Northstar: | 2.5 | 0.5 |



MEMORANDUM

Date: April 8, 2013

To: Tahoe Transportation District (TTD) Board of Directors

From: TTD Staff

Subject: Approval of California Transit Shelter Project – Phase 2 and Authorization of Chairman and District Manager to Sign Plans and Advertise Project for Bid, Consistent with Tahoe Transportation District Purchasing Procedures, Code of Federal Regulations, and the California Public Contracting Code

Action Requested:

It is requested the Board approve the California Transit Shelter Project – Phase 2 (Project) as described in the California Environmental Quality Act (CEQA) Notice of Exemption (NOE) (Attachment A) and authorize the Chairman and District Manager to sign the Project plans and advertise the Project for bid, consistent with TTD Purchasing Procedures, Code of Federal Regulations, and the California Public Contracting Code.

Background:

The California Transit Shelter Project - Phase 1 was completed at the end of 2011 with the official notice of completion filed February 10, 2012. With the completion of Phase 1 and construction costs coming in lower than expected, TTD had a remaining balance of FTA 5309 funds available to build additional shelters in California. At the March 9, 2012 TTD Board meeting, the Board approved a task order with Wood Rodgers, Inc. to perform project development activities specific to survey, design, and engineering for additional shelter facilities within the California south shore transit service area. Since that time, Staff has developed plans, specifications, and engineer's estimate for six (6) locations within the City of South Lake Tahoe, CA (CSLT), which included considerable coordination with staff from TRPA, CSLT, and Caltrans.

In December 2010, the TTD Board adopted, by resolution (Resolution No. 2010-007), the State of California's CEQA Guidelines pursuant to Sections 15000 et seq. of Title 14 of the California Code of Regulations, which delegated the administration of certain CEQA procedures to the TTD's District Manager and Staff, including the determination of whether a project is exempt from CEQA. Due to the fact the Project is located in the California portion of the Tahoe Basin, the TTD, as the Lead Agency, must prepare CEQA documentation in accordance with CEQA, Public Resources Code Sections 21000 et seq., the CEQA Guidelines, and Resolution No. 2010-007. Once the Lead Agency submits the associated CEQA documentation and approves the Project and, the Lead Agency can then proceed with implementation of the project including advertisement, award, and construction of the Project.

Discussion:

Staff is proposing to construct six transit shelters within the CSLT at the following locations to serve the south shore transit system as identified in TTD’s Capital Improvement Program. The locations are as follows:

- Location 1) US 50 at South Tahoe Middle School (Lyons Ave) – Eastbound
- Location 2) US 50 at Visitors Center (San Francisco Ave) – Eastbound
- Location 3) US 50 at San Jose Ave – Westbound
- Location 4) US 50 at Rufus Allen Blvd – Eastbound
- Location 5) US 50 at the DMV – Eastbound
- Location 6) US 50 at Ski Run Blvd – Eastbound

All project locations are located in an existing CSLT easement, El Dorado County parcel, and/or State of California right-of-way, and do not require acquisition of private easements.

Consistent with the TTD’s CEQA procedures and the CEQA Guidelines, Staff has determined that this Project falls under Public Resource Code Section 21080(b)(9) and is categorically exempt under Section of the 15303 of the CEQA Guidelines, as the project proposes to construct “small structures” in the form of prefabricated/small redwood transit shelters at existing bus stop locations. The Project is identified in the Tahoe Regional Planning Agency’s Environmental Improvement Program for the Lake Tahoe Region (EIP #03.01.02.18), as well as the Regional Transportation Plan (RTP #8) and is considered an overall benefit to the Lake Tahoe environment by assisting in attaining environmental thresholds for air quality. As such, Staff has signed and filed the NOE with both the California State Clearinghouse and the El Dorado Clerk/Recorders Office, as well as paid the required California Department of Fish and Wildlife fees (Attachment A). Following approval of the Project by the TTD Board, Staff will advertise the Project consistent with the TTD Purchasing Procedures, Code of Federal Regulations, and the California Public Contracting Code. Upon completion of the bid process, Staff will return to the Board for consideration to award the construction contract to the lowest responsible/responsive bidder, if within the TTD’s budget for the Project.

Fiscal Analysis:

All expenditures associated with the CEQA clearance and the development of the plans has been approved in subsequent contracts and/or task orders and/or allotted staff time. All expenditures associated with the bid process will be funded by Federal Transit Administration 5309 funds, as this phase of the Project is not eligible to be funded by the Federal Lands Highway Program. There is no additional fiscal impact associated with this item until award of the construction contract, which will occur as a future action item by the TTD Board.

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 and proposed Work Programs and corresponding allotted staff time.

Additional Information:

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

Attachment:

- A. CEQA Notice of Exemption and CA Fish and Wildlife Receipt

AK/jw

AGENDA ITEM: VII.C.

Notice of Exemption

Form D

To: Office of Planning and Research
PO Box 3044, 1400 Tenth Street, Room 212
Sacramento, CA 95812-3044

County Clerk
County of El Dorado County
3368 Lake Tahoe Blvd #108
South Lake Tahoe, CA, 96150

From: (Public Agency) _____
Tahoe Transportation District
PO Box 499, Zephyr Cove, NV 89448
(Address)

Project Title: California Transit Shelter Project - Phase II

Project Location - Specific:

The Project is located in eastern El Dorado County within the City of South Lake Tahoe on US 50 between Al Tahoe Blvd and Ski Run Blvd

Project Location – City: South Lake Tahoe **Project Location – County:** El Dorado

Description of Project:

Proposing to construct 6 transit shelters at existing bus stops serving the BlueGO transit system. Project includes minor grading, concrete pads, installation of prefabricated structures matching existing shelter types and small redwood timber shelters. The project is identified in both the Environmental Improvement Program and Regional Transportation Plan and is intended to improve air and water quality.

Name of Public Agency Approving Project: Tahoe Transportation District

Name of Person or Agency Carrying Out Project: Tahoe Transportation District

Exempt Status: (check one)

- Ministerial (Sec. 21080(b)(1); 15268);
- Declared Emergency (Sec. 21080(b)(3); 15269(a));
- Emergency Project (Sec. 21080(b)(4); 15269(b)(c));
- Categorical Exemption. State type and section number: New construction of small structures-15303
- Statutory Exemptions. State code number: _____

Reasons why project is exempt:

This Project falls under Public Resource Code Section 21080(b)(9) and is categorically exempt under Section 15303 of the CEQA Guidelines as the project proposes to construct small structures in the form of prefabricated/small timber transit shelters at existing bus stop locations. Additionally, the TRPA has made a Finding of No Significant Effect pursuant to TRPA Code of Ordinances and Rules of Procedure.

Lead Agency

Contact Person: Alfred Knotts Area Code/Telephone/Extension: 775-589-5503

If filed by applicant:

1. Attach certified document of exemption finding.
2. Has a Notice of Exemption been filed by the public agency approving the project? Yes No

Signature: _____ Date: 3-20-13 Title: Project Manager

FILED

Signed by Lead Agency

Signed by Applicant

Date received for filing at OPR: _____

January 2004

MAR 27 2013

27

WILLIAM SCHULTZ, Recorder/Clerk
By: _____

AK/jw

State of California—Natural Resources Agency
DEPARTMENT OF FISH AND WILDLIFE
2013 ENVIRONMENTAL FILING FEE CASH RECEIPT

RECEIPT# **439102**

STATE CLEARING HOUSE # (if applicable)

SEE INSTRUCTIONS ON REVERSE. TYPE OR PRINT CLEARLY

LEAD AGENCY Tulare Transportation District
 COUNTY/STATE AGENCY OF FILING CA
 PROJECT TITLE Ca Transit Shelter project - phase II
 PROJECT APPLICANT NAME Tulare Transportation
 PROJECT APPLICANT ADDRESS PO BOX 4999 Zephyr
 PROJECT APPLICANT CITY Zephyr STATE CA ZIP CODE 93448
 Local Public Agency School District Other Special District State Agency Private Entity

CHECK APPLICABLE FEES:

- Environmental Impact Report (EIR) \$2,995.25
- Mitigated/Negative Declaration (ND)(MND) \$2,156.25
- Application Fee Water Diversion (State Water Resources Control Board Only) \$850.00
- Projects Subject to Certified Regulatory Programs (CRP) \$1,018.50
- County Administrative Fee \$50.00
- Project that is exempt from fees
- Notice of Exemption
- DFW No Effect Determination (Form Attached)
- Other

PAYMENT METHOD:

- Cash
- Credit
- Check
- Other

TOTAL RECEIVED \$ 50
 TITLE cert
 SIGNATURE [Signature]

WHITE-PROJECT APPLICANT YELLOW-DRW/ISSB PINK-LEAD AGENCY GOLDEN ROD - COUNTY CLERK DFG 753.58 (Rev. 11/12)



MEMORANDUM

Date: April 8, 2012
To: Tahoe Transportation District (TTD) Board of Directors
From: TTD Staff
Subject: Authorization to Issue a Request For Proposal to Solicit for a Tahoe Transportation District Transit Bus System Interior Advertising Management Firm

Action Requested:

It is requested the Board authorize staff to issue a Request for Proposals (RFP) for the management and sales of interior bus advertising. The RFP will be executed by the Transit Manager and District Manager in accordance with FTA procurement practices upon approval by District Legal Counsel.

Background:

Most of the buses in the TTD fleet are equipped with tracks specifically designed to accommodate advertising. The TTD Board approved a policy in August 2012 governing content and disposition of the advertising spaces available in TTD owned buses. There are firms that specialize in selling transit system advertising to national accounts which will generate additional revenue for the District, without the District hiring additional staff. Staff requests permission to issue an RFP for the management and sale of the advertising space to begin generating additional revenue.

Discussion:

The most attractive audience to potential advertisers is the winter visitors who ride the ski shuttle. Large companies are interested in reaching this audience, but usually do not deal directly with local transit operators. Firms that specialize in selling advertising space in public transit buses already have relationships with major corporations and advertising firms and can maximize the amount of revenue that can be generated on TTD buses.

Per the policy adopted by the Board in August 2012, some advertising space on TTD buses is reserved for our major funding partners, and provide for the promulgation of educational materials from other governmental entities in keeping with our publicly funded mission. The remaining space is available for paid advertising. The Transit Manager will review proposed advertisements to ensure that advertising content is in keeping with community standards.

Fiscal Analysis:

It is believed that the sale of advertising in TTD buses will generate between \$10,000 and \$50,000 in additional net revenue per year.

Work Program Analysis:

The time necessary to manage this program will not unduly impact staff and the generation of revenue is within the scope of the approved work program.

Additional Information:

If you have any questions or comments regarding this item, please contact Curtis Garner at (775) 589-5505 or cgarner@tahoetransportation.org.