

TAHOE TRANSPORTATION DISTRICT (TTD)

BUDGET FINANCE COMMITTEE

Meeting Agenda

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

**September 13, 2019
9:00 a.m.**

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

I. PUBLIC INTEREST COMMENTS

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

II. NOMINATION AND ELECTION OF FINANCE COMMITTEE CHAIR AND VICE-CHAIR

III. RECOMMENDATION OF APPROVAL OF MINUTES OF AUGUST 9, 2019

IV. DISCUSSION ITEMS

(All Items for Possible Recommendation)

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|---|--------------------|
| A. Adopt Resolutions 2019-011 and 2019-012 Authorizing the District Manager to Execute Revised Claims for the California Transportation Development Act Funds for the El Dorado County Portion of Lake Tahoe, Including the City of South Lake Tahoe for Transit Operations for Fiscal Year 2019-2020 (Item VII.B.) | 44 |
| B. Authorize the Issuance of a Request for Qualifications for the Procurement of an Indefinite Delivery / Indefinite Quantity Contract(s) for Professional Public Outreach Consulting Services for the Capital Improvement Program and Projects, Transit Services, and Related Programs (Item VII.C.) | 48 |
| C. Authorize the Procurement for Professional Consulting Services to Develop a Multi-Jurisdiction Hazard Mitigation Plan (Item VIII.F) | 81 |

V. PUBLIC INTEREST COMMENTS

VI. ADJOURNMENT

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

**Tahoe Regional Planning Agency
128 Market Street
Stateline, NV 89448**

**September 13, 2019
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 13, 2019
- C. Approval of Minutes of August 9, 2019

II. PUBLIC INTEREST COMMENTS

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

III. BUDGET FINANCE COMMITTEE REPORT

IV. TAHOE REGIONAL PLANNING AGENCY ADVISORY PLANNING COMMISSION APPOINTEE REPORT

V. TAHOE TRANSPORTATION COMMISSION (TTC) BUSINESS ITEMS

- A. *For Possible Action:* Recommend Approval of the 2019 Public Participation Plan to the Tahoe Metropolitan Planning Organization Governing Board

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VI. ADJOURN AS TTC AND RECONVENE AS TTD

VII. TAHOE TRANSPORTATION DISTRICT (TTD) CONSENT ITEMS

(All items for possible action)

- A. Review and Acceptance of the Quarterly Transit Report for the Fourth Quarter of Fiscal Year 2019
- B. Adopt Resolutions 2019-011 and 2019-012 Authorizing the District Manager to Execute Revised Claims for the California Transportation Development Act Funds for the El Dorado County Portion of Lake Tahoe, Including the City of South Lake Tahoe for Transit Operations for Fiscal Year 2019-2020
- C. Authorize the Issuance of a Request for Qualifications for the Procurement of an Indefinite Delivery / Indefinite Quantity Contract(s) for Professional Public Outreach Consulting Services for the Capital Improvement Program and Projects, Transit Services, and Related Programs

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VIII. TAHOE TRANSPORTATION DISTRICT (TTD) BUSINESS ITEMS

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A. <i>For Possible Action:</i> Authorize Staff to Enter TTD into Memorandums of Understanding with Two Affordable Housing Developers, Pacific Development Group and Urban Housing Communities and the City of South Lake Tahoe, in Order to Fulfill the US 50/South Shore Community Revitalization Project Permit's Special Conditions to Construct One Hundred and Nine Deed Restricted Low- and Moderate-Income Multi-Family Units	50
B. <i>For Possible Action:</i> Appointment of TTD's Representative and an Alternate to the Tahoe Regional Planning Agency's Advisory Planning Committee	71
C. <i>For Possible Action:</i> Approve Moving the Tier 2 Screening Result Ideas for the Recreation Travel Regional Revenue Action Plan Contract, Also Known As the OneTahoe Initiative, Forward to the Tier 3 Screening Process; and Approve the Final Task Order #3 - Morse Associates Consulting, LLC in the Amount of \$481,710.10	72
D. <i>For Possible Action:</i> Approve an Interlocal Agreement Between the Nevada Department of Transportation and TTD for Maintenance and Operations of the Shared Use Path and Associated Facilities on Nevada State Route 28, Including Trailhead Parking Facilities in the Nevada Department of Transportation's Right of Way	74
E. <i>For Possible Action:</i> Approval to Seek Acquisition of the Old Elementary School Site, Located at 771 Southwood Blvd., Incline Village, from the Washoe County School District for Use as a Mobility Hub Related to the Development of Tahoe's Transit System and Operations for Public Transit and Public Access to the Lake Tahoe Region	76
F. <i>For Possible Action:</i> Authorize the Procurement for Professional Consulting Services to Develop a Multi-Jurisdiction Hazard Mitigation Plan	81

IX. DISTRICT MANAGER REPORT

X. BOARD, COMMISSION MEMBER AND STAFF COMMENTS

XI. PUBLIC INTEREST COMMENTS

XII. ADJOURNMENT

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

**Caltrans
704 B Street, Room 173
Marysville, CA 95901**

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 9, 2019

Committee Members in Attendance:

Cindy Gustafson, Placer County
Steve Teshara, SS-TMA
Julia Tohlen, 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

I. PUBLIC INTEREST COMMENTS

No public interest comments were made.

II. DISCUSSION ITEMS

(All Items for Possible Recommendation)

A. Review and Acceptance of the District's Financial Statement of Operations for May 31, 2019

Ms. Schmitt reviewed this item.

Ms. Berkbigler arrived at 9:06 a.m.

Ms. Berkbigler made the motion to recommend acceptance of Financial Statement of Operations ending May 31, 2019. Ms. Gustafson seconded the motion. The motion passed unanimously.

B. Authorize the District Manager to Negotiate and Enter into Contracts, Pursuant to Legal Determination, to Purchase Four Phoenix Zero Emissions Utility Shuttle Battery Electric Buses and to Purchase and Install Associated Charging Equipment

Mr. Fink reviewed this item.

No recommendation was made.

C. Authorize District Manager to Negotiate and Execute a Contract, Pursuant to Legal Determination, with Proterra for the Purchase of Three Battery-Electric Buses, Two Pedestal Chargers, One Overhead Charger, with an Option for a Second Overhead Charger, and the Installation of Said Charging Equipment

Mr. Fink reviewed this item.

No recommendation was made.

III. PUBLIC INTEREST COMMENTS
No public interest comments were made.

IV. ADJOURNMENT

**TAHOE TRANSPORTATION DISTRICT / COMMISSION
BOARD MEETING MINUTES
August 9, 2019**

TTD/C Board Members in Attendance:

Steve Teshara, SS-TMA, Chair
Marsha Berkbigler, Washoe County
Will Garner, Placer County
Sue Novasel, El Dorado County
Cody Bass, City of South Lake Tahoe
Vince Arthur, Member at Large
Julia Tohlen, TNT-TMA
Bill Story, NDOT
Sukhvinder Takhar, Caltrans

TTD/C Board Members Absent:

Lucia Maloney, Carson City, Vice Chair
Wesley Rice, Douglas County
Mike Gabor, U.S. Forest Service
Serrell Smokey, Washoe Tribe

Others in Attendance:

Carl Hasty, Tahoe Transportation District
Joanie Schmitt, Tahoe Transportation District
George Fink, Tahoe Transportation District
Danielle Hughes, Tahoe Transportation District
DeDe Aspero, Tahoe Transportation District
Nick Haven, Tahoe Regional Planning Agency
Michelle Glickert, Tahoe Regional Planning Agency
Kira Smith, Tahoe Regional Planning Agency
Judi Allen, 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 9:33 a.m., at the Tahoe Center for Environmental Sciences, Sierra Nevada College. 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 9, 2019

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

C. Approval of TTD Meeting Minutes for July 12, 2019

Motion/Second by Ms. Novasel/Ms. Berkbigler to approve the TTD minutes, as amended by Mr. Teshara. The motion passed unanimously.

II. PUBLIC INTEREST COMMENTS

No public interest comments were made.

III. FIELD TOUR OF TAHOE EAST SHORE TRAIL AND SR 28 CORRIDOR

The field trip started at 9:38 a.m. The Board meeting resumed at 10:47 a.m.

IV. BUDGET FINANCE COMMITTEE REPORT

Mr. Teshara reported the committee reviewed the items and recommended the requested action of the consent item and deferred the other items to the full Board.

V. TAHOE REGIONAL PLANNING AGENCY ADVISORY PLANNING COMMISSION APPOINTEE REPORT

Mr. Teshara reported there was no meeting held in August.

VI. TAHOE TRANSPORTATION COMMISSION (TTC) BUSINESS ITEMS

A. Conduct Public Hearing on the Draft Tahoe Regional Planning Agency Public Participation Plan

Ms. Smith reviewed this item and gave a presentation. The public hearing was conducted.

There were no public comments.

Action Requested: For Possible Action

B. Recommend Approval of the 2019 Federal Transportation Improvement Program Amendment #4 to the Tahoe Metropolitan Planning Organization Governing Board

Ms. Glickert reviewed this item and gave a presentation.

Action Requested: For Possible Action

Ms. Gustafson made the motion to recommend approval of the 2019 Federal Transportation Improvement Program Amendment #4 to the Tahoe Metropolitan Planning Organization Governing Board. Ms. Berkgigler seconded the motion. The motion passed unanimously.

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 31, 2019

B. Adopt Resolution 2019-010 Adopting the Procurement Policies and Procedures as outlined in the California Department of Transportation Local Assistance Procedures Manual and the Nevada Department of

Transportation Local Project Assistance Manual for Architectural and Engineering Services for State and Federally Funded Projects

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

IX. TAHOE TRANSPORTATION DISTRICT (TTD) BUSINESS ITEMS

- A. Informational Update on Infrastructure Resiliency Partnerships and the California Tahoe Conservancy's Climate Adaption Action Plan
Patrick Wright, Executive Director of the California Tahoe Conservancy introduced Whitney Brennan, Senior Environmental Scientist. Ms. Brennan gave a presentation. Ms. Hughes gave an update regarding climate adaption resiliency strategies.

Action Requested: Informational Only

- B. Authorize Staff to Enter TTD into Memorandums of Understanding with Two Affordable Housing Developers, Pacific Development Group and Urban Housing Communities, in Order to Fulfill the US 50/South Shore Community Revitalization Project Permit's Special Conditions to Construct One Hundred and Nine Deed Restricted Low- and Moderate-Income Multi-Family Units

Mr. Hasty reviewed this item and explained that the City Council postponed their decision until the next City Council meeting. This item was continued to next month.

Action Requested: For Discussion and Possible Direction

- C. Authorize the District Manager to Negotiate and Enter into Contracts, Pursuant to Legal Determination, to Purchase Four Phoenix Zero Emissions Utility Shuttle Battery Electric Buses and to Purchase and Install Associated Charging Equipment

Mr. Fink reviewed this item.

Action Requested: For Possible Action

Ms. Berkbigler made the motion to authorize the District Manager to negotiate and enter into contracts, pursuant to legal determination, to purchase four Phoenix zero emissions utility shuttle battery electric buses and to purchase and install associated charging equipment. Mr. Bass seconded the motion. The motion passed unanimously.

- D. Authorize District Manager to Negotiate and Execute a Contract, Pursuant to Legal Determination, with Proterra for the Purchase of Three Battery-Electric Buses, Two Pedestal Chargers, One Overhead Charger, with an Option for a Second Overhead Charger, and the Installation of Said Charging Equipment

Mr. Fink reviewed this item and explained the charging equipment will be located at the Lake Tahoe Community College. Mr. Bass asked about installing a second charger at Stateline Transit. Mr. Fink noted there was a lack of interest when he had talked with the City and there were also technical issues at the location, however he will reconnect with the City. It was also noted that additional charging infrastructure will be important for future expansion that can be located at Stateline and elsewhere.

Action Requested: For Possible Action

Ms. Novasel made the motion to authorize the District Manager to negotiate and execute a contract, pursuant to legal determination, with Proterra for the purchase of three battery electric buses, two pedestal chargers, one overhead charger, with an option for a second overhead charger, and installation of said charging equipment. Ms. Berkbigler seconded the motion. The motion passed unanimously.

E. Update, Discussion, and Possible Action on Ad Hoc Committee Appointments and Committee Purpose

Ms. Novasel reviewed this item and distributed a hand-out. Mr. Hasty reviewed this item.

Mr. Hasty will contact the Institute for Local Government as suggested by Ms. Novasel suggested, address the requests of the ad hoc committee, and plan for a future facilitated workshop with the Board.

Action Requested: For Discussion and Possible Direction

F. Informational Presentation Regarding the Draft Environmental Assessment for the State Route 28 Shared Use Path, Parking, Safety and Environmental Improvements Project Plan

Mr. Hasty reviewed this item.

Action Requested: Informational Only

X. DISTRICT MANAGER REPORT

Mr. Hasty introduced Eric Urban, the District's Project Coordinator. Mr. Hasty added that he and Derek Morse traveled to Sacramento yesterday to meet with Bill Yates and Clem Shute and had a constructive discussion regarding TRPA and OneTahoe; they then met with Brad Crowell and Jim Lawrence in Carson City to discuss OneTahoe

XI. BOARD, COMMISSION MEMBER AND STAFF COMMENTS

Ms. Takhar distributed some maps from the Tahoe Basin meeting and noted Caltrans is working on a master calendar to try and schedule construction projects at more convenient times.

Ms. Novasel added the Tahoe Basin meeting was a great coordination meeting.

Mr. Teshara noted the Kahle Vision Plan was expanded to include the area from Lake Parkway to Elks Point Road, and a community meeting regarding the Plan is scheduled for September 4.

XII. BOARD CHAIRMAN REPORT ON STATUS OF DISTRICT MANAGER'S PERFORMANCE EVALUATION PROCESS

Mr. Teshara reported Ms. Aspero contacted the three companies and received two proposals. Mr. Teshara, Mr. Bass, Ms. Maloney and Ms. Aspero reviewed the proposals and chose one of the firms to conduct the 360 review.

XIII. PUBLIC INTEREST COMMENTS

No public interest comments were made.

XIV. ADJOURNMENT

The meeting adjourned at 12:45 p.m.

Respectfully Submitted:

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

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



Mail

PO Box 5310
Stateline, NV 89449-5310

Location

128 Market Street
Stateline, NV 89449

Contact

Phone: 775-588-4547
Fax: 775-588-4527
www.trpa.org

MEMORANDUM

Date: September 9, 2019

To: Tahoe Transportation Commission (TTC)

From: TRPA/TMPO Staff

Subject: Recommend Approval of the 2019 Public Participation Plan to the Tahoe Metropolitan Planning Organization Governing Board

Requested Action: Staff is requesting the TTC recommend approval of the 2019 Public Participation Plan to the Tahoe Metropolitan Planning Organization (TMPO) Governing Board.

Staff Recommendation: Staff recommends the TTC recommend approval of the 2019 Public Participation Plan to the TMPO Governing Board.

Project Description/Background: The Tahoe Regional Planning Agency (TRPA), serving as the TMPO, has updated its Public Participation Plan to ensure public involvement and opportunities for engagement are the foundation of transportation planning processes. Per Title 23, CFR Part 450.13, Metropolitan Planning Organizations must develop and use a public participation plan that defines a protocol for providing opportunities for all parties to comment and be involved in the transportation planning process. The plan outlines strategies for continuing, comprehensive, and coordinated transportation planning processes that considers all transportation modes; provides a forum for public input; and supports social and economic vitality. The Public Participation Plan must be updated and adopted prior to development of the Regional Transportation Plan (RTP).

Chapter One of the updated plan explains the public participation process and federal and state regulatory requirements. *Chapter Two* outlines how TMPO works with our government partners, describes our standard outreach activities, and offers a variety of outreach methods to reach a diverse set of stakeholders. *Chapter Three* lists the specific public outreach protocols for each TMPO plan. *Chapter Four* evaluates the Public Participation Plan's performance and illustrates how input is used to update TMPO's outreach.

Public Comment Period: The plan was released on July 22, 2019 for a 45-day public comment period that closed September 5, 2019. TMPO received one comment letter from Friends of the West Shore (FOWS). Based on comments received from FOWS, we have updated the "Suggestions for Improvement" section on page 33 of the plan and will consider other FOWS suggestions when conducting public outreach.

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

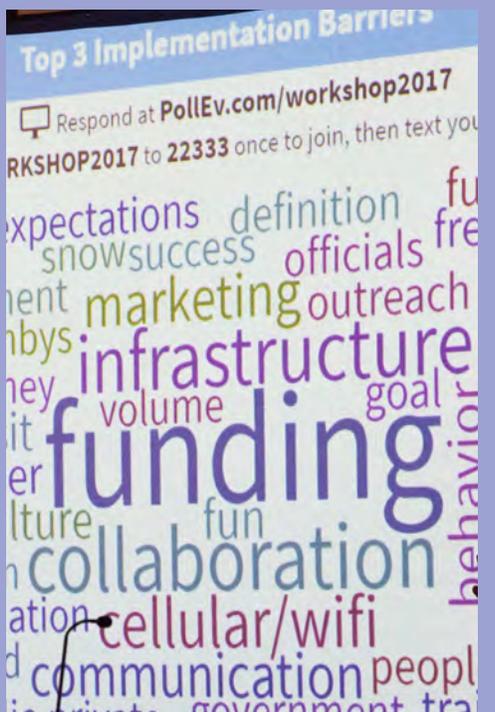
Attachments:

- A. 2019 Draft Public Participation Plan
- B. Friends of the West Shore Comment Letter



PUBLIC PARTICIPATION PLAN

TAHOE REGIONAL PLANNING AGENCY



PUBLIC PARTICIPATION PLAN

September 2019

Tahoe Regional Planning Agency
Tahoe Metropolitan Planning Organization

TRPA/TMPO STAFF CONTRIBUTORS

Kira Smith	Associate Transportation Planner
Devin Middlebrook	Sustainability Program Coordinator
Judy Weber	Associate Planner
Michelle Glickert	Principal Transportation Planner

PHOTOGRAPHY CONTRIBUTORS

Alta Planning + Design
Design Workshop
Morgan Beryl
Heidi Hill Drum
Nelson Nygaard
Stantec
Tahoe Regional Planning Agency
Tahoe Transportation District
Federal Highway Administration

DISCLAIMER:

The Tahoe Regional Planning Agency is the federally designated Metropolitan Planning Organization (MPO) for the Lake Tahoe Region which plans and funds transportation and transit improvements to support attainment of regional environmental thresholds. The MPO planning process is carried out by the transportation staff at TRPA and MPO actions are taken by the agency's Governing Board with an additional representative from the US Forest Service. The "TMPO" designation differentiates functions specific to transportation planning or MPO requirements.

Public Participation Plan | August 2019

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GLOSSARY: ACRONYMS AND DEFINITIONS

"3 C" Process:

A *continuing, comprehensive, and coordinated* transportation planning process that considers all transportation modes, provides a forum for public input, and supports social and economic vitality.

ADA:	The Americans with Disabilities Act
APC:	Advisory Planning Commission
FAST Act:	Fixing America's Surface Transportation Act
FHWA:	The Federal Highway Administration
FOIA:	The Freedom of Information Act
FTA:	Federal Transit Administration
MAP-21:	The Moving Ahead for Progress in the 21 st Century Act
MPOs:	Metropolitan Planning Organizations
NEPA:	National Environmental Policy Act
OWP:	Overall Work Program

Planning Emphasis Areas:

Policy, procedural and technical topics that should be considered by Federal planning fund recipients when preparing work programs for metropolitan and statewide planning and research assistance programs.

PEL:	Planning and Environmental Linkages
PPP:	Public Participation Plan
RTP:	Regional Transportation Plan
SB 375:	California's Senate Bill 375: The Sustainable Communities and Climate Protection Act. Chapter 728, Statutes of 2008.
SCS:	Sustainable Communities Strategy
TACs:	Technical Advisory Committees
TIP:	Transportation Improvement Program
TMPO:	Tahoe Metropolitan Planning Organization
TRPA:	Tahoe Regional Planning Agency
TTC:	Tahoe Transportation Commission
TTD:	Tahoe Transportation District

SECTION 1: INTRODUCTION

The Tahoe Metropolitan Planning Organization (TMPO) is the federally designated transportation planning agency for the Tahoe Region. TMPO is housed within the Tahoe Regional Planning Agency (TRPA), which was created by the Bi-State Compact (Public Law 96-551) in 1969 and revised in 1980. The TMPO's role is to provide planning, funding, and technical assistance that encourages a multi-modal and sustainable transportation system. In accordance with Titles 49 and 23, the TMPO is required to have a *continuing, comprehensive, and coordinated* transportation planning process that considers all transportation modes, provides a forum for public input, and supports social and economic vitality. The "3C process" assists the TMPO to consolidate region-wide, local transportation projects into one regional transportation plan. TMPO prioritizes projects and assists in allocating and securing funding.

The TMPO's public participation process aims to give the public ample opportunities for early, meaningful, and continued involvement. Collecting diverse public input is important for determining the types of projects that meet public desire, and ensures that public funds are directed to the areas of highest need. Transparency increases levels of participation, ensuring well-prepared and publicly supported planning documents.

Chapter One of the plan explains the public participation process and federal and state regulatory requirements. *Chapter Two* outlines how TMPO works with our government partners, describes our standard outreach activities, and offers a variety of outreach methods to reach a diverse set of stakeholders. *Chapter Three* lists the specific public outreach protocols for each TMPO plan. *Chapter Four* evaluates the Public Participation Plan's performance, and illustrates how input is used to update TMPO's outreach.



2015 Corridor Connection Plan Meeting. Photo: TTD

1.1 GUIDING PRINCIPLES

The following five principles guide TMPO's outreach strategies:

1. Reaching diverse populations requires a variety of outreach methods.
2. Large-scale outreach is a team effort, including internal staff and external partners.
3. Effective outreach requires strong relationships – with local governments, advocacy groups and advisory committees.
4. Successful outreach takes time and funding to plan and implement.
5. Stakeholders want to see results. Transparent outreach includes collecting feedback *and* reporting on what you heard.

1.2 ABOUT OUR ORGANIZATION

The Lake Tahoe Region is located on the California-Nevada border between the Sierra Nevada Crest and the Carson Range. Approximately two-thirds of the Region is in California and one-third is in Nevada. The Region contains the incorporated area of the City of South Lake Tahoe and portions of El Dorado County and Placer County in California, and Washoe and Douglas Counties and the rural area of Carson City in Nevada. The Region is within the Fourth Congressional District of California and the Second Congressional District of Nevada.

The TMPO is charged with implementing a continuing, comprehensive and cooperative transportation planning process among states and local communities. By federal law, the TMPO is required to produce several documents, including a Regional Transportation Plan (RTP), a Transportation Improvement Program (TIP), an Overall Work Program (OWP), and a Public Participation Plan (PPP). With the adoption of California Senate Bill 375, California metropolitan planning organizations (MPOs) are now required to produce a Sustainable Communities Strategy (SCS) to plan for and illustrate the reduction of greenhouse gasses.



TRPA Executive Director Joanne Marchetta speaks at the Western Governors' Association annual meeting at Lake Tahoe. Photo: TRPA



Lake Tahoe Region Corridors

As part of developing the Regional Transportation Plan, the TMPO is partnering with the Tahoe Transportation District (TTD) to produce *corridor connection plans*. Agencies throughout the Region and the public are participating in the corridor planning process to create holistic projects that will address multi-modal transportation solutions, environmental improvement, safety for all roadway users, support for economic vitality, quality of life, and accelerated delivery of projects and services.

1.3 FEDERAL & STATE REQUIREMENTS FOR PUBLIC PARTICIPATION

FEDERAL REQUIREMENTS:

In December 2015, the U.S. Congress passed a new transportation bill - **Fixing America's Surface Transportation (FAST) Act**. The FAST Act is a five-year bill that impacts transportation planning through funding and updates to policy. The FAST Act requires TMPO to use a collaborative and integrated approach to transportation decision making when developing the Regional Transportation Plan and the Transportation Improvement Program. TMPO uses planning and environmental linkages (PEL) to coordinate plans with expected growth, economic development, environmental protection, and community vision. Toward this end, this Public Participation Plan outlines key decision points for consulting with affected community, local, regional, state and federal agencies and Tribal governments.

The law also updates the requirements to whom MPOs must provide reasonable opportunities to be involved in the transportation planning process. The required categorical representatives are bulleted below. Some required groups are reached through targeted TMPO outreach during plan updates.



Connectivity Plan Public Meeting
Photo: Design Workshop

Groups that receive federal assistance such as Title 49 recipients and federal land management agencies are already involved in the planning process through participation on the Tahoe Transportation Commission and TMPO Board.

- Citizens
- Affected public agencies
- Representatives of public transportation employees
- Freight shippers & providers of freight transportation services
- Public ports
- Private providers of transportation
- Representatives of users of public transportation & intercity bus operators
- Employer-based commuting programs
- Representatives of users of pedestrian walkways and bicycle transportation facilities
- Representatives of the disabled
- The tourist industry
- Natural disaster risk reduction officials
- Other interested parties, including community based mobility advocacy groups
- Recipients of assistance under Title 49 USC Chapter 53
- Recipients of assistance under Title 23 USC Chapter 204
- Federal land management agencies
- Governmental agencies & non-profits that receive federal assistance from a source other than the US Department of Transportation to provide non-emergency transportation services.

Title VI of the Civil Rights Act of 1964 states that, “no person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefit of, or be subjected to discrimination under any program or activity receiving federal financial assistance.” Title VI serves as the legal foundation for what is today referred to as environmental justice. TMPO’s Title VI Plan outlines various programs, activities, and services in place that demonstrate TMPO’s commitment to meet Title VI requirements.

The American with Disabilities Act (ADA) of 1990 encourages the participation of people with disabilities in the development and improvement of transportation and paratransit plans and services. In accordance with ADA guidelines, all meetings conducted by the MPO take place at locations which are accessible to persons with mobility limitations.

The Freedom of Information Act (FOIA) is a federal law that gives the public the right to make requests for federal agency records. All federal agencies are required to make requested records available unless the records are protected from disclosure by certain FOIA exemptions. TMPO provides all public documents on our website, through email if requested, and in hardcopy at our front desk.

Other federal regulations that guide public participation plans are the Clean Air Act, National Environmental Policy Act (NEPA), and Executive Orders including:

- Executive Order 13166: Improving Access to Services for Persons with Limited English Proficiency
- Executive Order 12372: Intergovernmental Review of Federal Programs
- Executive Order 12898: Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations
- Executive Order 13175: Consultation and Coordination with Indian Tribal Governments

Planning emphasis areas are policy, procedural and technical topics that should be considered by Federal planning fund recipients when preparing work programs for metropolitan and statewide planning and research assistance programs. For fiscal year 2020, the Federal Highway Administration (FHWA) encourages MPO's and State Departments of Transportation to support economic vitality, productivity, and efficiency, increase network safety, increase accessibility and mobility, protect and enhance the environment, enhance connectivity, improve transportation system resiliency and enhance travel and tourism coordination. Additionally, the FHWA California Division and Federal Transit Administration (FTA) Region IX also provide areas of emphasis for California's transportation planning and air quality program. These build off the national priorities and include *Core Planning Functions, Performance Management, and State of Good Repair*. Part of the *Core Planning Function* category includes a focus on public participation and education.

STATE REQUIREMENTS:

The State of California is taking a proactive approach to reducing greenhouse gas emissions. California has its own public participation requirements for MPOs in relation to legislation on greenhouse gas reductions.

Senate Bill 375 (SB 375) requires MPOs to adopt a Sustainable Communities Strategy and/or Alternative Planning Strategy as part of the regional transportation plan. Another bill, SB 575 (2009), clarified the role of the TRPA Regional Plan as the Lake Tahoe Region's SCS. The SCS sets forth a forecasted development pattern for the Region, which, when integrated with the transportation network will reduce greenhouse gas emissions from automobiles and light trucks to achieve greenhouse gas emission reduction targets approved by the state.



*SR 28 Signage Master Plan Workshop
Photo: TRPA*

SB 375 also requires each MPO to adopt a public participation plan for development of the SCS or APS that includes:

- Outreach efforts to encourage the active participation of a broad range of stakeholder groups in the planning process, including, but not limited to, affordable housing advocates, transportation advocates, neighborhood and community groups, environmental advocates, home builder representatives, broad-based business organizations, landowners, commercial property interest, and homeowner associations
- Consultation with congestion management agencies, transportation agencies, and transportation commissions
- Workshops throughout the region to provide the public with the information and tools necessary to provide a clear understanding of the issues and policy choices
- Preparation and circulation of a draft SCS not less than 55 days before adoption of a final regional transportation plan
- Public hearings on the draft SCS
- A process for enabling members of the public to provide a single request to receive notices, information and updates

SECTION 2: PUBLIC PARTICIPATION FRAMEWORK

2.1 WORKING WITH OUR GOVERNMENT PARTNERS

TMPO's jurisdiction contains two states and five counties. Working with our partners to ensure plans, programs and projects are coordinated and meet the needs of all agencies is paramount. The TMPO works very closely with other agencies responsible for planning and implementation activities within the Region. Since the TMPO shares its board and staff with the Tahoe Regional Planning Agency, there is a close linkage between local planning, environmental protection, and transportation planning. The FAST Act and related federal legislation requires TMPO to include several groups as part of the RTP and TIP planning process. These groups are listed in *Section 1.3 Federal & State Requirements*.

TMPO's transportation team works with TRPA's communications team and TTD's staff to coordinate outreach. This enables TMPO to reach a larger group of people in a variety of ways. To further support successful coordination, TMPO organizes advisory bodies during plan development, holds public hearings, and meets individually with local jurisdictions and sovereign governments on an as-needed basis. Table 1 illustrates agency stakeholder meetings TRPA and TMPO staff regularly attend.

STAKEHOLDER MEETINGS		
Occurrence	Agency	Stakeholder Type
Monthly	Tahoe Transportation Commission	Regional Advisory
Monthly	Truckee – North Tahoe Transportation Management Association	Public / Private Association
Monthly	South Shore Transportation Management Association	Public / Private Association
Monthly	Fire Public Information Team	Agency Association
Monthly	South Tahoe Environmental Education Coalition	Agency Association
Bi-Monthly	North Tahoe Environmental Education Coalition	Agency Association
Quarterly	Pathway Partnership	Agency Association
Quarterly	South Tahoe Social Services Transportation Advisory Council	Social Services Community
Quarterly	North Tahoe Social Services Transportation Advisory Council	Social Services Community
Ad Hoc	City of South Lake Tahoe JPA Bicycle Advisory Committee	Local Jurisdiction/Advisory
Ad Hoc	Lake Tahoe Visitors Authority	Visitors Authority

Ad Hoc	North Lake Tahoe Resort Association	Visitors Authority
Ad Hoc	Incline Village Crystal Bay Visitors Bureau	Visitors Authority
Ad Hoc	Advisory Planning Commission	Regional Agency
Ad Hoc	Local Governments	Agency Coordination

Table 1: Stakeholder Meetings. Source: TMPO

NATIVE AMERICAN TRIBAL GOVERNMENT CONSULTATION:

The Lake Tahoe Region is home to one Tribal Government, the Washoe Tribe of California and Nevada. TMPO conducts regular government-to-government communication with the Washoe Tribe to consider tribal needs in the planning and programming process. The Washoe Tribe is a voting member of the Tahoe Transportation Commission (TTC), the advisory body to the TMPO Governing Board. The TRPA Advisory Planning Commission dedicates a seat for the Tribe as well. The APC assists the Governing Board with technical and scientific issues. The Commission is made up of local planners, general members of the community and other representatives who are experts in their fields. For more details on TMPO’s consultation process with the Washoe Tribe, please see Appendix A or visit: <https://www.washoetribe.us/contents/> for more information on the Washoe Tribe.

TRPA/TMPO GOVERNING BOARD:

The TRPA is a separate legal entity governed by a body of seven voting delegates from California and seven voting delegates from Nevada. There is also a non-voting federal representative to the Governing Board. The TRPA Board, with the addition of a representative from the United States Forest Service, serves as the TMPO Board. In the State of California, TRPA serves as the Regional Transportation Planning Agency. The TRPA and TMPO Board meets monthly and meetings are open to the public. For more information, please visit: <http://www.trpa.org/about-trpa/governing-board/>.



TRPA Governing Board member Clem Schute at the strategic planning retreat

TAHOE TRANSPORTATION COMMISSION (TTC):

The TTC serves as an advisory body to the TMPO Board. The core membership of the TTC is the board of the Tahoe Transportation District, created by the Tahoe Regional Planning Compact (Article IX, revised in 1997 by the States of California and Nevada) to own and operate intra-regional and inter-regional transportation services and facilities. The TTD and TTC Boards share a membership that includes local jurisdictions, California and Nevada Departments of Transportation (non-voting), the US Forest Service, Transportation Management Associations, and an at-large position. In addition, the TTC includes a representative of the TRPA Advisory Planning Commission and a member of the Washoe Tribe. The TTC and TTD Boards meet monthly and are open to the public. For more information, please visit: <http://tahoetransportation.org/about/directors-and-staff-1>.

ADVISORY BODIES:

During various plan development TMPO staff requests agency partners and community members to participate on technical advisory committees (TACs). These are ad hoc committees that meet as necessary to inform the development of plans, and typically disband after the plan is approved. Examples include the Bicycle & Pedestrian TAC, Transportation Coordination Working Group which includes project implementors such as local jurisdiction Public Works representatives and the transportation departments from the two states to discuss upcoming funding opportunities, project progress and even shortfalls. Additionally, TMPO coordinates the Pathway Partnership which is made up of local and state implementing agencies and community advocacy groups. The Partnership meets quarterly to provide project updates, identify opportunities to work together, and discuss pressing issues related to active transportation that would benefit from multi-jurisdictional input.

Advisory Planning Commission (APC) is a 19-member group that assists the TRPA Governing Board with technical and scientific issues. The APC is made up of local planners, general members of the community and other representatives who are experts in their fields. Each month, the APC holds open meetings and encourages the public to take an active role in the decision-making process. For more information, please visit: <http://www.trpa.org/about-trpa/advisory-planning-commission/>.

Bi State Consultation on Transportation is a coalition of states and public and private partners committed to accelerating transportation improvements for the Tahoe Region. The consultation convened in 2017 and created a 10-year Transportation Action Plan that identifies top-priority projects, services, and fair-share funding commitments from federal, state, local, and private sector partners. Through four subcommittees in the consultation, partners sought policy alignments, formalized partnerships, and enhanced transportation project delivery at Lake Tahoe. Partners will continue to consult the 10-year Action Plan when prioritizing project funding and implementation. For more information, please visit: <http://www.trpa.org/wp-content/uploads/00-BiStateConsultationOnTransportationFinal-Report-3.26.19.pdf>



Bi-State Consultation on Transportation. Photo: Robbie Graves

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Tahoe Inter-Agency Executive Steering Committee (TIE SC) is the governing body for the Tahoe Environmental Improvement Program (EIP), the public-private partnership, that has invested over \$2 billion in environmental restoration projects at Tahoe. The TIE SC consists of federal, state, and local partners that is co-lead by the TRPA and United State Forest Service. This group meets monthly to coordinate, plan, and oversee implementation of the EIP. For more information, please visit: https://www.fs.usda.gov/detail/lbmu/workingtogether/partnerships/?cid=FSM9_046609

The Environmental Improvement Program Committee, made up of seven TRPA board members, provides guidance and direction on matters related to the administration and implementation of the Environmental Improvement Program (EIP) including policy, funding, and advocacy. The EIP includes transportation projects. Staff on an ad hoc basis will present items to the EIP Committee to receive feedback and guidance on various transportation programs and provide project updates to the committee. The current makeup of the EIP committee is shown below:

Nevada At-Large Member	Timothy Cashman, Chair
California Assembly Speaker Appointee	Belinda Faustinos, Vice
Chair Nevada Department of Conservation & Natural Resources	James Lawrence
Governor of California Appointee	Casey Beyer
El Dorado County Supervisor	Sue Novasel
Washoe County Commissioner	Marsha Berkbigler
Governor of California Appointee	E. Clement Shute, Jr.

2.2 STANDARD & CONTINUOUS OUTREACH ACTIVITIES

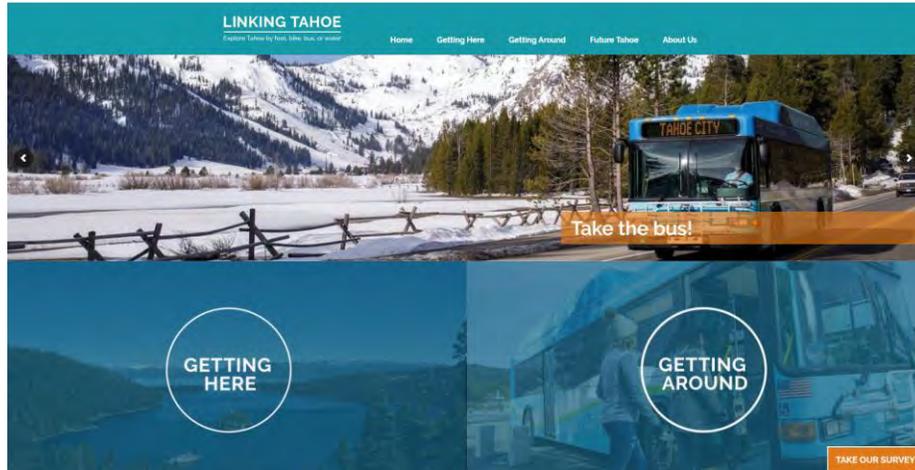
On an ongoing basis, TMPO reaches out to the community and partnering agencies through a variety of methods. With an emphasis on early and transparent outreach, the TMPO tailors the way we reach different sectors of the public. Public input on outreach methods informs how we develop and implement our standard and continuous outreach activities. Analysis of this data can be found in *Section 4: Evaluation & Plan Development*. TMPO’s standard and continuous outreach activities reflect what we have heard from the public on their preferences.

Websites & Data Library: Per CFR 450.316(1), TMPO maintains reports, studies, and plans online for public download. The TMPO is committed to providing user-friendly access to our online resources. Information can be found at www.tahoempo.org and www.trpa.org. Additional websites and portals that connect the public and agencies to project and monitoring information include the Environmental Improvement Program Tracker, Sustainability Dashboard, and Commodities Tracker. These can be found at: www.laketahoeinfo.org. To help the public find the information they need, which may be housed on the TRPA, or TTD websites, the TMPO and TTD have created a joint landing page, located at www.linkingtahoe.com. Hardcopies of approved plans are also made available, and are professionally printed and distributed to public agencies, and available at the front counter at TRPA.

Contact Database: TMPO maintains a database of government officials, staff, and community members who are interested in keeping up on plans, projects, and educational program opportunities. The TMPO provides a process for members of the public to provide a single request to receive notices, information, and updates. Members of the public can sign up to receive information online on the TRPA website or via the linkingtahoe.com website, or by filling out a hardcopy form. When signing up to receive information, contacts specify if they desire to receive news on all transportation-related topics, or only specific updates, such as Active Transportation. TMPO sends out its newsletter monthly. TMPO’s e-newsletter list

contains 875 recipients, and newsletters average a 34% open rate. TRPA's e-newsletter contains 1,921 recipients with a 40% open rate.

To reach an even broader and in some cases more targeted audience, TMPO coordinates with local agencies, non-profits, school districts, chambers, law enforcement and other appropriate entities to share information with citizens who may not receive e-news from TRPA/TMPO. TRPA also produces a quarterly newspaper entitled *Tahoe In Depth*. This paper is sent to all homeowners in the Region and is distributed to local businesses for free.



Advertisement: Advertising opportunities for input is critical for successful, transparent outreach. There are many ways to reach people, and TMPO strives to provide the public information in places where they are most likely to search. To ensure a broad range of people from residents to visitors, low-income, and Spanish-speaking communities are informed of their opportunity to provide feedback, TMPO uses multiple advertisement outlets.

<p>TRANSPORTATION IS TRANSFORMATION</p> <p>HOW CAN PUBLIC TRANSIT MEET YOUR MOBILITY NEEDS?</p> <p>The Tahoe Regional Planning Agency invites you to share your comments on unmet transit needs in the Lake Tahoe Region.</p> <p>Information Booth Friday, November 9, 4:00-6:00 p.m. Stataline Road/Crystal Bay TART Stop Crystal Bay, NV 89402</p>	<p>¿CÓMO SE PODRÍA MEJORAR EL SISTEMA DE TRANSPORTE?</p> <p>La TRPA le invita a comentar sobre lo que se requiere para mejorar el transporte público en la Región de Tahoe.</p> <p>Centro de Información Viernes, 9 de Noviembre, 4:00-6:00 p.m. Stataline Road/Crystal Bay TART Stop Crystal Bay, NV 89402</p>
<p>Please share your feedback with us: ksmith@trpa.org or (775) 589-5236 www.surveymonkey.com/r/2018TransitNeeds TRPA • PO Box 5310 • Stateline, NV 89449</p>	<p>Por favor, comparta sus comentarios: ksmith@trpa.org o (775) 589-5236 www.surveymonkey.com/r/2018TransitNeedsSpanish TRPA • PO Box 5310 • Stateline, NV 89449</p>

Traditional Media: TMPO places ads in local newspapers both online and in hardcopy. Press releases are sent to inform news outlets about possible article or radio stories, including public outreach opportunities. TRPA's Executive Director writes opinion pieces for local media outlets to bring awareness to current challenges, achievements, and upcoming plans. Newspaper calendars are also utilized for increased visibility. When opportunities arise, TMPO participates in radio and television interviews through local radio stations, including Reno's National Public Radio. Flyers are placed on transit vehicles, such as South Shore Transit, and Tahoe Truckee Area Regional Transit.

Social Media: TMPO and TRPA have Facebook, Twitter and Instagram pages where staff regularly post events, input opportunities, and general interest items, as well as "boosting" ads to reach large groups of people.

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You can find us at:

Facebook: <https://www.facebook.com/voiceforlaketahoe/>
 Twitter: <https://twitter.com/tahoeagency?lang=en>
 Instagram: https://www.instagram.com/trpa_tahoe/

Promotional Materials: Though much of the informational world now lives online, hardcopy materials are still a relevant and important means of connecting with people who do not have access to the internet, do not find the internet user-friendly, or may not know where to find information online. To reach this group of people, TMPO generates promotional materials such as brochures, magnets, stickers, flyers, and fact sheets. These materials are passed out during workshops, at association meetings, events, at local businesses, and sent through mail.

Translation Services: The second primary language spoken in the Lake Tahoe Region is Spanish. TMPO addresses this need by translating our public outreach materials, fact sheets, and executive summaries into Spanish. Depending on the type of outreach necessary, TMPO provides other proactive translation services, described in the next section.

Proactive Outreach: TMPO does not wait for the public to come to us, nor do we expect to reach a broad audience by only holding public hearings or one-time workshops. TMPO participates in association meetings and public events, and sponsors education and encouragement programs to provide meaningful, transparent, and frequent opportunities for public engagement.

Association Meetings & Public Events: To keep a pulse on what is happening around the community and keep local organizations up-to-date on TMPO's work efforts, staff attends and presents at monthly, quarterly, ad hoc meetings and public events. Table 2 illustrates the many groups and association meetings that TMPO/ TRPA staff regularly attend. Table 3 lists the typical events staff participate in by having interactive booths.

TRANSPORTACIÓN ES TRANSFORMACIÓN

AYUDANOS A MEJORAR EL CAMINO DE IDA, REGRESO Y ALREDEDOR DE MEYERS

El Condado El Dorado sugiere hacer mejoras a la carretera y el camino en Meyers, que ofrecerán opciones atractivas y seguras para ir al trabajo o divertirse, tanto para residentes como turistas. ¡Queremos tu opinión! Visítanos en alguna de nuestras casetas o durante las festividades de Earth Day.

Lugares en Meyers el 22 de Abril:

- Oficina Century 21 Real Estate: 11:30am-1:30pm
- Escuela de Ciencia del Medio Ambiente Magnet: 3-4pm
- Supermercado Liras: 4:15-6:15pm

El 23 de Abril: En la caseta durante las festividades de Earth Day: 10am-3pm

TAHOE REGIONAL PLANNING AGENCY
 EL DORADO COUNTY CALIFORNIA

Para mayores informes: Brendan Ferry, brendan.ferry@edcgov.us
tahoempo.org/OnOurWay

COMMUNITY MEETINGS		
Occurrence	Organization	Audience Type
Weekly	Bonanza Community Roundtable	Residents/Media
Monthly	Community Mobility Group Meeting	South Tahoe Community/Advocacy
Monthly	North Lake Tahoe Resort Association	Business Community
Monthly	Lake Tahoe South Shore Tahoe Chamber of Commerce	Business Community
Ad Hoc	Lake Tahoe Bicycle Coalition	Community / Advocacy
Ad Hoc	Cafecitos (Spanish Speaking PTA for South Lake Elementary Schools)	Spanish Speaking School Community
Ad Hoc	Plan / Study Community Meetings	Regional Community
Ad Hoc	Soroptimist International of Tahoe Sierra	South Tahoe Community
Ad Hoc	Meeks Bay Vista Property Owners Association	Community/HOA
Ad Hoc	Lake Tahoe Unified School District	Community/School Board
Ad Hoc	South Shore Rotary	Service Club
Ad Hoc	Resort Triangle Transportation Vision Coalition	Business Community
Ad Hoc	North Shore Breakfast Club	Business Community

Table 2: Community Meetings. Source: TMPO



2017 Regional Transportation Plan Outreach at Live at Lakeview

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PUBLIC EVENTS		
Date	Event	Stakeholder Type
End of March	Business Expo (Tahoe Chamber)	South Tahoe Residents (employers / employees)
Mid – April	Earth Day (South and North Shore)	Residents & Visitors
May	Cinco de Mayo Celebration	Latino Community
April - October	Farmer's Markets: American Legion (South Shore) Ski Run Blvd (South Shore) Truckee Thursdays (Truckee) Commons Beach (North Shore) Live at Lakeview (South Shore)	Residents & Visitors
June 1 -14	Lake Tahoe Bike Challenge (multiple events)	Residents & Visitors
August	Lake Tahoe Summit	Residents /Agencies/ Political Community
September 2	Back to School Night	Educational Community
September	Fall Fish Fest	Residents & Visitors

Table 3: Public Events. Source: TMPO

Education & Encouragement Programs: Awareness programming is a major aspect of encouraging community members and visitors to stay involved, be informed, and give feedback at the early phases of planning and project development. Successful programs require a joint effort between state departments of transportation, local jurisdictions, law enforcement, advocacy groups, and local organizations. Programming should engage people of all ages and include local community members as well as visitors to the Region.

Since 2005, the Lake Tahoe Bicycle Coalition (LTBC), TMPO, and other local and regional partners have organized the annual *Lake Tahoe Bike Challenge*. The goal of the *Bike Challenge* is to encourage people region-wide to forego driving and bike for daily travel. Each year, hundreds of cyclists join teams or ride as individuals and record their total number of bicycle trips through an online site: www.LoveToRide.net/Tahoe. Sponsors also organize a variety of events and group rides throughout the two-week period to increase awareness and participation.

2.3 PROJECT-SPECIFIC OUTREACH TECHNIQUES

Beyond TMPO's standard and continuous outreach, specific projects may require additional activities to reach targeted audiences, and provide early input opportunities and education. To incentivize the community to attend and make outreach events equitably accessible, TMPO offers snacks, translation services, childcare, and locations and times that are reachable by public transportation. Other important considerations affecting participation of different groups include reaching people within their own communities and during existing meeting schedules, focusing presentations to special interests of specific groups, and placement of announcements and flyers using different types of media. As an example, when appropriate, TMPO advertises in Spanish language newspapers, such as "La Voz" printed in the Reno metropolitan area which is also distributed in Lake Tahoe. As with our standard and continuous outreach activities, project specific outreach techniques reflect the input received from the public on TMPO's outreach method effectiveness.

Public Meetings and Workshops: Meetings are a traditional method of reaching the public. Interactive activities, providing various workshop locations and times, and offering other amenities can help bring public meetings to the next level. Per CFR 450.316(1) meetings and workshops include the use of visualization techniques such as renderings, computer simulation, and real-time voting. TMPO uses all of the non—traditional meeting types described below.



*Travel Management Workshop
Photo: Tom Lotshaw*

Open houses are the most traditional and flexible type of public meeting. This format offers the public the opportunity to come at any time they choose during open house hours, interact with a variety, and take the time they need to learn about specific issues that relate to their concerns. Open houses can also include interactive activities, such as voting on preferred project alternatives through technology-based programs (such as online polling) or “sticker voting” methods.

Charrettes are typically best for smaller groups with a focus on design and corridor improvements. Asking stakeholders to work together to brainstorm ideas and draw on maps generates energy, builds consensus, and allows the public to make their mark and directly impact projects.



Main Street Management Plan Sticker Voting

Pop-Up Booths are an informal type of public meeting that brings an open house feel to the community. Pop-up booths are placed at well-traveled community locations such as grocery stores, coffee shops, and schools. Booths are timed to catch the public as they go about their daily activities, and give them a chance to learn and provide input in a quick and personal way.

Surveys: Not everyone has time to attend public meetings, or stop at a pop-up booth during their daily activities. In Tahoe especially, a significant amount of the population that is served by our transportation system live out of the Region. To ensure TMPO reaches visitors, residents, commuters, second homeowners, and underrepresented community members, TMPO uses online and hard copy surveys. Surveys are mailed, provided at events and meetings, hosted online, and in some cases are brought door-to-door, particularly for non-English speaking and underrepresented community members. TMPO also uses in-person intercept surveys to gather information about users of the Tahoe transportation system. Surveys are planned to capture information from diverse location types (commercial vs recreation sites), person types (resident vs visitor) and from all locations throughout the region (north, south, east, west). TMPO has developed intercept survey techniques – such as skip patterns and surveyor talking scripts – that help to reduce survey bias and contribute to a representative sample of the entire population. These survey methodologies help TMPO understand the travel behavior and decision-making process of transportation users throughout the region.



2016 Meyers Road Safety Assessment. Photo: Morgan Beryl

Field Audits: To build capacity and consensus amongst stakeholders, field audits are an effective tool. Road Safety Assessments or “walk-about” bring the public out into the field where they can experience challenges and brainstorm solutions from a different perspective. This tool is particularly successful in conjunction with charrette workshops for more controversial projects where solutions and consensus may take more time and innovative ideas.

SECTION 3: OUTREACH PROTOCOL BY PLAN

The TMPO produces two major documents, the Regional Transportation Plan and the Transportation Improvement Program. These two plans directly lead to the implementation of projects in the Lake Tahoe Region. Other TMPO documents, such as the Public Participation Plan, Overall Work Program, and modal plans inform the RTP and TIP and identify priorities. Public input is a vital component of each of these documents, and ultimately results in needed improvements to Lake Tahoe's transportation system. Per CFR 450.316(1), the outreach protocols on the following pages explicitly describe the procedures, strategies, and desired outcomes of the public participation plan.

Plan	Update Cycle	Current Plan
Regional Transportation Plan & Sustainable Community Strategy	Four years	2017
Transportation Improvement Program	Two years	2018
Public Participation Plan	Approx. four years, prior to RTP update	2019
Overall Work Program	Annual	FY 2019/20
Modal Plans	Various	Various

Table 4: Overview of Plan Update Cycles



2017 Regional Transportation Plan Workshop

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3.1 REGIONAL TRANSPORTATION PLAN & SUSTAINABLE COMMUNITIES STRATEGY

The Regional Transportation Plan (23 CFR 450.322) addresses a 20-year planning horizon. Through this document, the TMPO brings together transportation projects and programs set forth by different agencies into one plan, creating a financial constrained and unconstrained list. The RTP includes both long-range and short-range strategies that lead to the development of an integrated multi-modal transportation system that enhances the quality of life in the Tahoe Region, promotes sustainability, and facilitates the safe and efficient movement of people and goods. Federal law requires that the Regional Transportation Plan be fiscally constrained and meet air quality conformity standards and other state and federal requirements. The TMPO revises the RTP every four years as the Tahoe Region is in a maintenance area for air quality. Regions that are not in maintenance for air quality revise their RTPs every five years; although the TMPO has recently achieved this status, the RTP will continue to be updated every four years to stay aligned with other regional needs. In accordance with SB 375, RTPs must also include a Sustainable Communities Strategy that outlines how the Region will meet greenhouse gas reduction targets. The public participation plan for development of the Sustainable Communities Strategy is incorporated into the RTP outreach protocol.

Table 5: Regional Transportation Plan Outreach Protocol

Activity Type	Public Meetings	Draft Document Public Review	Public Comment Incorporation
Time Required	Two	30-day comment period and circulated not less than 55 days before adoption of a final	60-day incorporation period
Locations	North & South Shore, with notification to all five counties	E-mail, written mail, and fax	In document alterations & comment/response posted on TMPO website
General Details	Central locations, ADA accessible, Public Transit accessible, information available online	Two public hearings in different parts of the Region	Comments and response will be summarized presented to TMPO Board for approval
Additional Services	Targeted workshops for Spanish speaking community & visualization techniques	If final RTP differs significantly from the draft, an additional 10-day public comment period added	Comments and response will be summarized presented to TMPO Board for approval
AMENDMENTS			
Activity Type	Public Meetings	Draft Document Public Review	Public Comment Incorporation
Administrative	None	7-day public review period	In document alterations & comment/response posted on TMPO website
Formal (conformity analysis triggered)	Monthly TTC meeting and advertised on TMPO website	30-day public review period	Comments and response will be summarized presented to TMPO Board for final adoption

3.2 TRANSPORTATION IMPROVEMENT PROGRAM (23 CFR 450.324)

The Transportation Improvement Program is a four-year document that includes all surface transportation projects in the Region that are either federally funded, regionally significant, or require a federal action. All projects in the TIP are consistent with the RTP. High priority projects from the RTP are selected for inclusion into the TIP through the public process and a final decision by the TMPO Board. For each project or project phase, the TIP includes a project description, estimated project cost, amount of federal funds to be programmed by year, responsible agency, and other project details. The TIP also includes a financial plan that demonstrates how the approved TIP can be implemented and recommends additional financing strategies for needed projects and programs. Only projects with assured or reasonably expected funding may be included in the TIP. TIP projects are now tracked in the EIP tracker online: <https://eip.laketahoeinfo.org/EIPFocusArea/Detail/3>

Table 6: Transportation Improvement Program Outreach Protocol

Activity Type	Public Meetings	Draft Document Public Review	Public Comment Incorporation
Time Required	One	30-day comment period	60-day incorporation period
Locations	TTC Monthly Meeting	E-mail, written mail, and fax	In document alterations & comment/response posted on TRPA website
General Details	Central locations, ADA accessible, Public Transit accessible, information available online	Public Hearing at TTC Meeting	Comments and response will be summarized & presented to TMPO Board for final adoption
Additional Services	Not Necessary	If final TIP differs significantly from the draft, an additional 10-day public comment period added	Comments and response will be summarized & presented to TMPO Board for final adoption
AMENDMENTS			
Activity Type	Public Meetings	Draft Document Public Review	Public Comment Incorporation
Administrative Modification	None	Available to the public via the TRPA website. Hard copies of the modification will be available upon request	
Amendment	Presented at TTC meeting	7 -day comment period	Presented to TMPO Board for final adoption

3.3 PUBLIC PARTICIPATION PLAN (23 CFR 450.316)

The Public Participation Plan (PPP) is a document that defines a process for providing citizens, affected public agencies, representatives of public transportation employees, freight shippers, providers of freight transportation services, private providers of transportation, representatives of users of public transportation, representatives of users of pedestrian walkways and bicycle transportation facilities, representatives of disabled individuals, and other interested parties such as advocacy organizations with reasonable opportunities to be involved in the metropolitan transportation planning process.

Table 7: Public Participation Plan Outreach Protocol

Activity Type	Public Meetings	Draft Document Public Review	Public Comment Incorporation
Time Required	Public workshops will be held in combination with other transportation planning workshops	45-day comment period	14- day incorporation period
Locations	North & South Shore	E-mail, written mail, and fax	In document alterations & comment/response posted on TMPO website
General Details	Central locations, ADA accessible, Public Transit accessible, information available online	Public Hearing at TTC Meeting	Comments and response will be summarized presented to TMPO Board for final adoption
Periodic Review	Coordinated with adoption of the RTP	TTC and TMPO will conduct a review of the Public Participation Plan to ensure effectiveness of procedures and to ensure a full and open participation process	Same procedures as above



Regional Transportation Plan Mapping Activity
Photo: Stantec



Regional Transportation Plan Online Voting Tool.
Photo: Heidi Hill Drum

3.4 OVERALL WORK PROGRAM (23 CFR 450.308)

The Overall Work Program (OWP) is a statement of work produced annually by the TMPO that identifies the planning priorities and activities staff will carry out within the metropolitan planning area. The OWP includes a description of the planning work, resulting products, time frames for completing the work, and the source of funds.

Table 8: Overall Work Program Outreach Protocol

Activity Type	Public Meetings	Draft Document Public Review	Public Comment Incorporation
Time Required	None	30-day comment period	60-day incorporation period
Locations	North & South Shore	On-line, E-mail, and written mail	In document alterations & comment/response posted on TMPO website
General Details	Central locations, ADA accessible, Public Transit accessible, information available online	Public Hearing at TTC Meeting	Comments and staff response will be summarized presented to TMPO Board for final adoption

3.5 AIR QUALITY CONFORMITY AND INTERAGENCY CONSULTATION

TMPO prepares several technical companion documents for RTP updates. These include a program-level environmental review per California Environmental Quality Act (CEQA) and TRPA guidelines, and transportation air quality conformity analysis (to ensure clean air mandates are met) per federal Clean Air Act requirements. Certain revisions to the RTP may warrant a revision or update to these technical documents.

Per CFR 17.8.1305, inter-agency consultation is also required. The TMPO consults with the California Air Resources Board, the Nevada Department of Environmental Protection, the Federal Highways Administration, the U.S. Environmental Protection Agency, the California Department of Transportation and the Nevada Department of Transportation as part of the air quality conformity process. TMPO includes proactive public involvement to ensure access to technical and policy information is available. The public is also given opportunities to review and comment on the environmental analysis, through the outreach process described in the RTP Outreach Protocol section.

To ensure adequate interagency consultation the TMPO conducts the following activities:

1. Identification of roles and responsibilities of each agency.
2. Provides a clear process for circulating documents and supporting materials.
3. Provides a clear process for the development of a list of transportation control measures in the applicable implementation plan.
4. Evaluates and chooses models, methods, and assumptions.
5. Determines which projects should be considered regionally significant.
6. Provides a clear process to resolve conflicts.

3.6 MODAL PLANS

TMPO produces a variety of modal plans that are incorporated into the Regional Transportation Plan by reference and in some cases as policies and strategies for implementation. Each plan uses different outreach tools during development depending on need, and provides a minimum of a 10-day comment period. All plans utilize a technical advisory committee.

Modal plans produced by TMPO include:

- Tahoe Basin Intelligent Transportation System Strategic Plan
- Active Transportation Plan
- Coordinated Human Services Transportation Plan



SECTION 4: EVALUATION & PLAN DEVELOPMENT

This plan serves as a guide for effective public outreach and stakeholder coordination and represents current practices and up-to-date techniques for reaching broad audiences in an exciting and engaging way. To ensure continuous improvement, TMPO evaluates the effectiveness of ongoing protocols, the use of new techniques and requests ideas on how to better reach and interact with stakeholders.

4.1 PERFORMANCE MEASURES

TMPO has generated performance measure baselines to create targets that will illustrate successful implementation of the public participation plan in future years. Each **Target (2019)** was adopted in the 2016 PPP to be evaluated for the 2019 PPP update. Each **Target (2023)** is the new target set for the next four years. These 2023 targets will be assessed during the 2023 update of the PPP. TMPO evaluates all performance measures periodically, in conjunction with the PPP update cycle. Additionally, TMPO evaluates the success of individual programs and plan outreach activities. For each program or plan, TMPO staff generates an outreach strategy that indicates target audience and outreach methods this is provided in Appendix C. During outreach, staff collects data that helps to illustrate if we are reaching our target audiences and how. This data also assists in reporting on our performance measures. Post outreach implementation, staff will analyze the data collected as well as describe if the feedback received is what we hoped to accomplish. An outreach strategy template and our sign-in sheet template can be found in Appendix C. These actions will assist staff in quickly adapting our practices and will be used for the development of future Public Participation Plans.



2018 America's Most Beautiful Bike Ride Rest Stop

Public Participation Plan | August 2019

Performance Measure 1: Total number of public participants reached through proactive outreach.

Description and Baseline: This performance measure consolidates the total estimated number of public reached over a four-year period from proactive outreach activities including door-to-door, workshops, Tahoe Talks, events, and association meetings. From 2012 – 2015, TMPO reached 790 people through proactive outreach with a target to increase that number by five percent in 2019. Between 2016 – 2018, TMPO reached over 4,000 people through proactive outreach, an increase of 434 percent from the baseline.

Table 9: Total Public Participants Reached by Type

TYPE	NUMBER OF ATTENDEES
Association Meetings	2,319
Events	1,460
Tahoe Talks	63
Pop-Ups	63
Workshops	315
TOTAL	4,220

Target (2019): Increase by 5% to 830 people reached over a four-year period.

Target (2019) Assessment: Between 2016 and 2018, TMPO increased public participation through proactive outreach by 434% from 790 people to 4,220 people.

Percent of Public Reached by Proactive Outreach
N=4,220

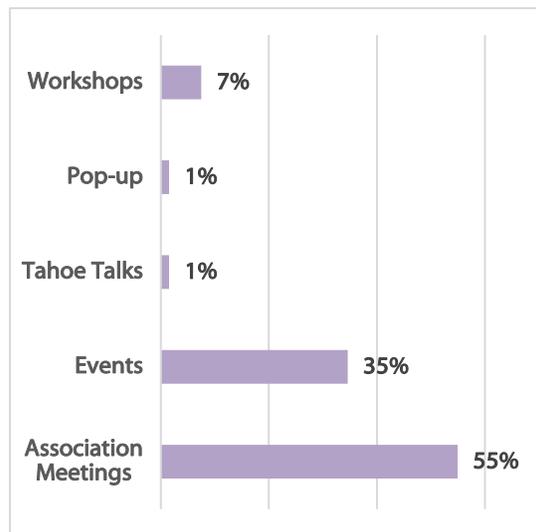


Figure 1: Percent of Public Reached by Proactive Outreach by Type. Source: TMPO

Target (2023): Increase by 5% to 4,431 people reached over a four-year period.

Performance Measure 2: Total number of public participants reached through quantitative methods.

Description and Baseline: This performance measure consolidates the total estimated number of public reached over a four-year period through quantitative methods, such as surveys. Surveys from the transportation department and communications department that comprised transportation questions are included. The baseline presented here, 2,162 survey respondents, includes the period between 2012 – 2015.

Surveys conducted during this period include:

2016:

- TTD Short Range Transit Plan survey conducted by TTD
- Transportation survey conducted by the Cromer Research Group (Communications Department)
- Vehicle ownership consumer survey conducted by TRPA
- Regional Transportation Plan survey conducted by TRPA

2017:

- Unmet transit needs survey conducted by TRPA

2018:

- Summer travel mode share survey conducted by TRPA
- Sustainable recreation survey conducted by TRPA
- Transit passenger survey conducted by Warner Transportation Consulting, Inc.
- Bicycle parking needs assessment survey conducted by TRPA

Table 10: Number of Survey Respondents by Year

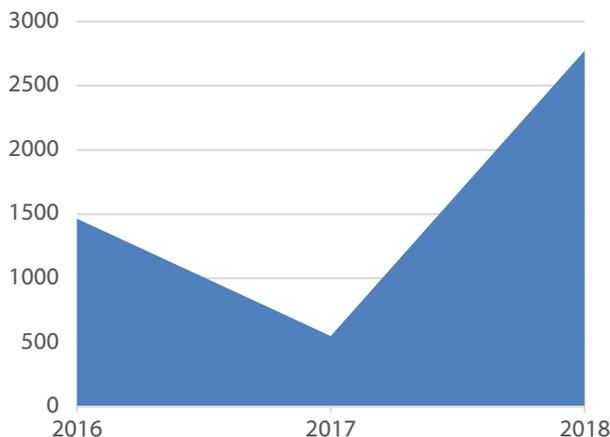
SURVEY YEAR	NUMBER OF RESPONDENTS
2016	1,464
2017	549
2018	2,773
TOTAL	4,786

Target (2019): Increase by 3% to **2,227 people** reached over a four-year period.

Target (2019) Assessment: Between 2016 and 2018, TMPO increased public outreach through quantitative methods by 120% from 2,162 people to 4,786 people.

**Number of Public Reached through Surveys
N=4,786**

*Figure 2: Number of Public Reached through Surveys.
Source TMPO*

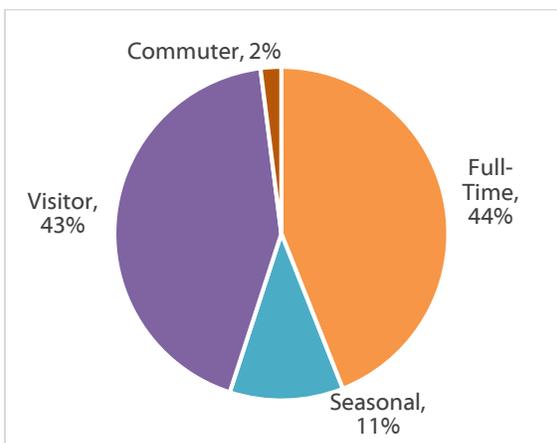


Target (2023): Increase by 5% to **5,025 people** reached over a four-year period.

Performance Measure 3: Percentage of survey respondents who are full time residents, seasonal residents, visitors, and commuters.

Description and Baseline: This performance measure differentiates by percentage between full time residents, seasonal residents, visitors¹ and commuters² reached over a four-year period through quantitative methods, such as surveys. Surveys from the transportation department and communications department that included transportation questions are included. Surveys conducted between 2016 and 2018 form a baseline presented below.

	FULL TIME	SEASONAL	VISITOR	COMMUTER
2016	422	105	88	31
2017	42	0	3	4
2018	349	95	696	8
TOTAL	813	200	787	43
PERCENT (%)	44%	11%	43%	2%



Target (2019): The percentage differential should be 10% of out-of-basin people reached (seasonal residents, visitors, and commuters) and 90% of full-time residents reached.

Target (2019) Assessment: Between 2016 and 2018, TMPO reached 56% of out-of-basin people and only 44% of full-time residents. TMPO did not reach the 2019 target.**

Figure 3: Distribution of full-time residents, seasonal residents, visitors, and commuters reached

**In 2019, TMPO did not reach the target set and adopted in the 2016 Public Participation Plan. After reassessing using data collected between 2016 and 2019, the new 2023 target is more realistic based on system use and travel patterns.

Target (2023): The percentage differential should be 40% of out-of-basin people reached (seasonal residents, visitors, and commuters) and 60% of full-time residents reached.

Performance Measure 4: Total number of primarily Spanish speaking residents reached.

Description and Baseline: This performance measure consolidates the total estimated number of Spanish speaking public reached over a four-year period. Proactive and quantitative outreach is included. The baseline presented here, 131 Spanish-speakers reached, includes the period between 2012 – 2015.

¹ Occasional visitor to Lake Tahoe

² People who live outside the Tahoe-Truckee Region, but commute in to work

OUTREACH TYPE	NUMBER OF PUBLIC
Association Meetings	17
Surveys	561
TOTAL	578

Target (2019): Increase by 50% to **196 people** reached over a four-year period.

Target (2019) Assessment: Between 2016 and 2018, TMPO reached 578 primarily Spanish speaking residents, which was an increase of 340% from 2016.

Target (2023): Increase by 10% to **636 people** reached over a four-year period.

4.2 DATA FOR PLAN DEVELOPMENT & IMPLEMENTATION

To inform the standard and project-specific outreach methods included in the public participation plan, TMPO will be implementing protocols that public outreach surveys will all include asking stakeholders and public citizens to tell us how they prefer to be informed about outreach opportunities and if our outreach is effective. In the past, between 2014 – 2016, see figures and details below, TMPO used a tear-off survey attached to our hardcopy brochure, the Linking Tahoe: Active Transportation Plan survey, and the Public Participation Plan survey to gather data. These surveys can be found in Appendix B. Data supported the development of this plan and will direct implementation of the plan moving forward. TRPA will begin including a standard question on surveys to ensure feedback is obtained on engagement preferences and continue to use this information to direct implementation of the 2019 updated Public Participation Plan.

Tracking Data: Figure 4 compares data collected from the 2010 public participation plan survey to 2015 data collected through the Linking Tahoe: Active Transportation Plan survey and hardcopy brochure survey. The percentage of people who prefer digital to traditional media has remained the same. The 2010 and 2015 surveys provided slightly different news outlet choices which reflect best practices of each time period. In both 2010 and 2015, email, newspapers, and the internet are the most preferred news outlets.

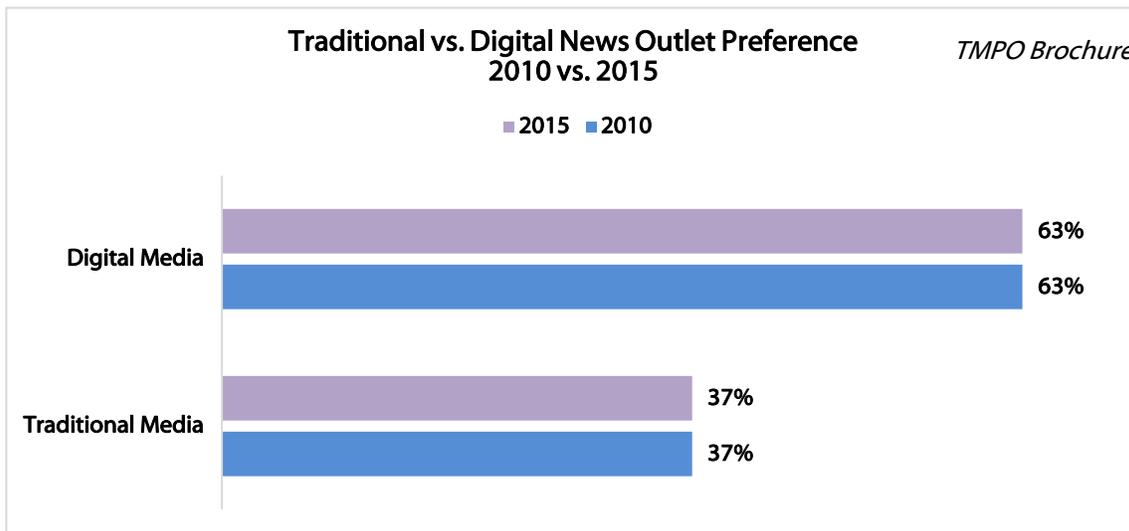


Figure **Error! No text of specified style in document.**4: Traditional vs. Digital News Outlet Preference. Source: 2010 PPP Survey, 2015 ATP Survey, and 2015 hardcopy brochure.

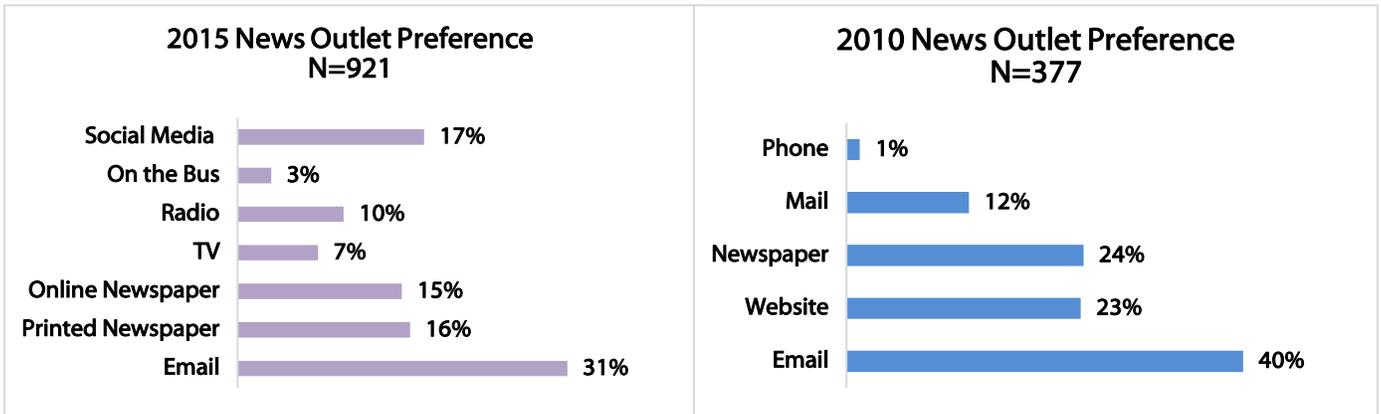
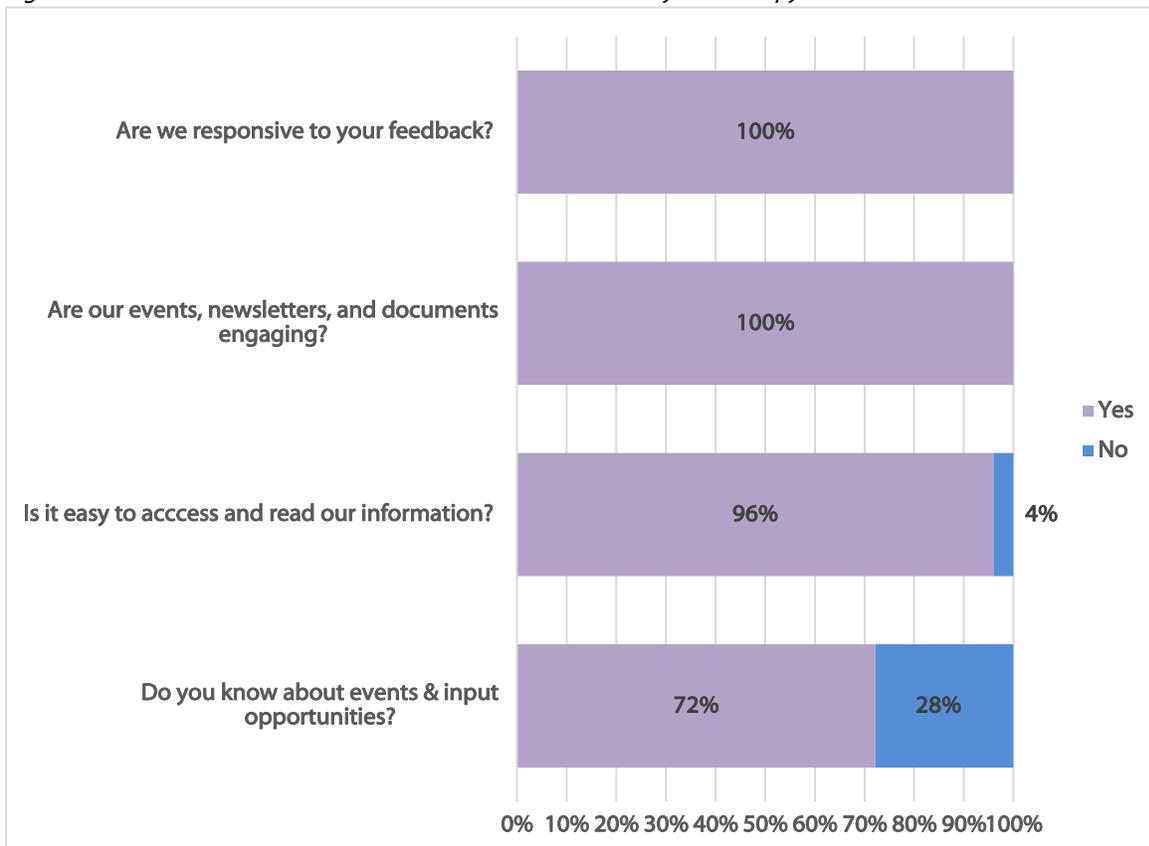


Figure 5: 2015 vs. 2010 News Outlet Preference. Source: 2016 PPP Survey, 2015 ATP Survey, Hardcopy Brochure

Social media was an emerging outreach tool in 2010, thus TMPO does not have data related to social media preference from that period. In 2015, social media is a major player in connecting with the public, with 17% of the Region using social media for input opportunities. TMPO asked respondents to tell us which social media news outlets they most prefer (see Figure 6).

Figure 6: 2015 Social Media Preferences. Source: 2015 ATP Survey & Hardcopy Brochure



To help identify if TMPO is successfully meeting our goals by following our guiding principles described in *Section 1.1*, TMPO sought feedback from agency stakeholders and the community. A short survey was provided at association meetings, and public hearings. The survey will continue to be provided at upcoming workshops and online. Figure 7 illustrates what we heard from 37 respondents. For a copy of the survey, see Appendix B.

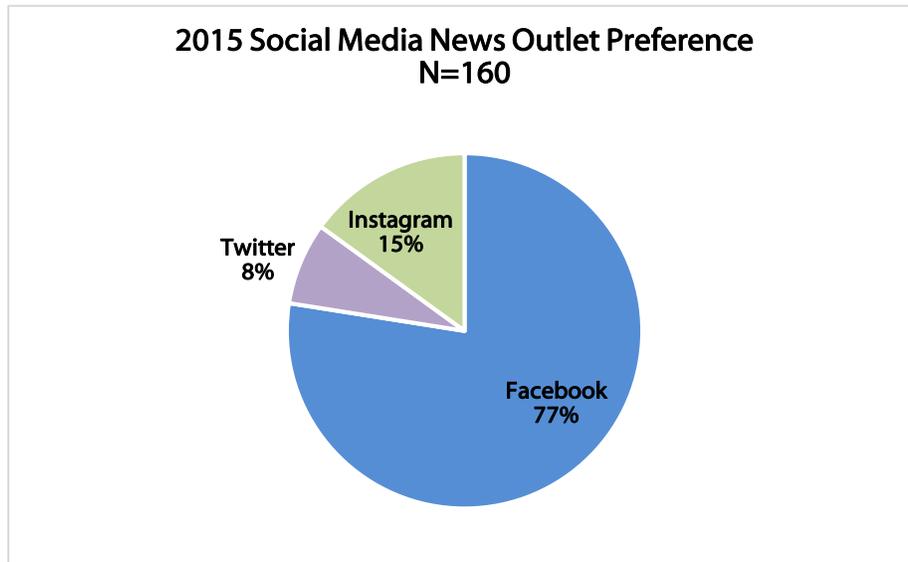


Figure 7: 2016 PPP Survey Results. Source TMPO

The 2016 PPP survey was formatted as an open response to receive as wide an array of information as possible. This will help TMPO format questions in future surveys and investigate the use of many different outreach ideas. First, we asked respondents if they were aware of our events and input opportunities, and how. Figure 8 illustrates how respondents most commonly receive information. Similar to our 2010 and 2015 data, hardcopy and online newspapers, and email are most common.

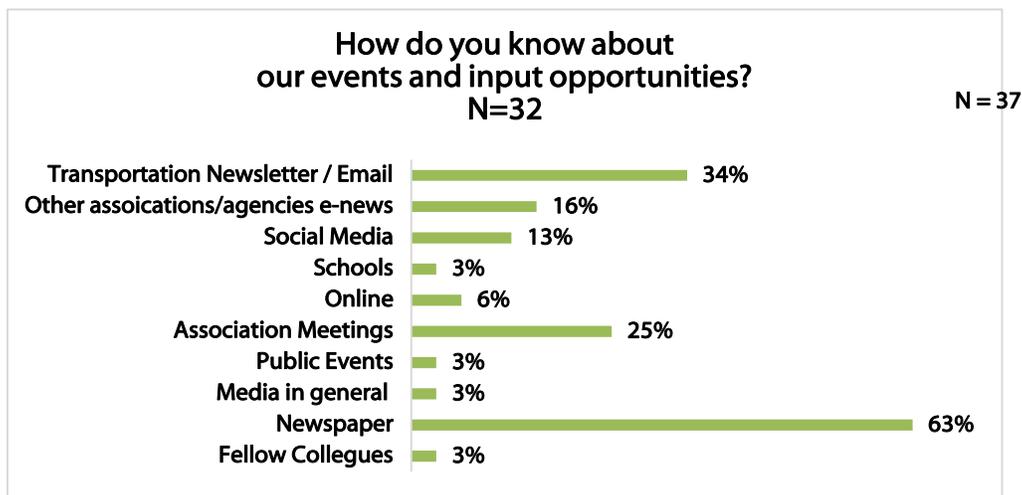


Figure 8: Common Information Methods. Source: 2016 PPP Survey

We then asked if it is easy to access and read TMPO's information. As Figure 7 shows, overwhelmingly respondents indicated yes. Respondents also gave us feedback on how we could improve this metric.

Suggestions for improvement include:

- Always explain acronyms
- Use more readable font for document text
- Provide a one-step webpage (www.linkingtahoe.org)
- Provide document summaries in "layman's terms"
- Reach out to part-time residents in their out of basin location
- Provide bike maps at public locations such as post office, and libraries
- Advertise on the radio

Finally, we asked respondents if and how our documents, newsletters, and events could be more engaging. Respondents acknowledged TMPO's successful presentations, visually attractive materials, and informative educational series - *Tahoe Talks*.

Suggestions for improvement include:

- More advance warning for input opportunities
- More hardcopy mailers to residents
- Before and after project photos
- Tag onto existing meetings and do not make conflicting meetings
- More meetings on the North Shore
- Provide incentives for giving feedback, such as coupons to bike shops
- Give presentations to local Councils and Board of Supervisors
- Clearly underscore context for individual opportunities
- Utilize local jurisdictions and school district online calendars and newsletters
- Be consistent with including events in local newspaper calendars
- Include a calendar with events in Tahoe-in-Depth
- Engagement at more events on the North Shore and West Shore



TMPO Fact Sheets

Public Participation Plan | August 2019

THANK YOU!

Thank you to all our partners, the public, and TRPA/TMPO staff who work together to engage the community. This collaborative effort increases our ability to reach a broad spectrum of residents, visitors, and commuters. TMPO continually seeks to improve outreach efforts through education, workshops, traditional and proactive methods. We hope to bring forward the vision that speaks to the community's needs and help our partners implement that vision through productive collaboration. If you have ideas for how we can improve and reach an even broader audience, let us know!



*2017 Transportation in the 21st Century at Lake Tahoe: A Workshop on Growing Public-Private Partnerships around Technology and Travel
Photo: Federal Highway Administration*



Tahoe Metropolitan Planning Organization
 Attn: Kira Smith
 PO Box 5310
 Stateline, NV 89449

August 28, 2019

Subject: Draft 2019 Public Participation Plan

Dear Ms. Smith:

The Friends of the West Shore appreciates this opportunity to provide comments on the Draft 2019 Public Participation Plan (PPP). The Friends of the West Shore (FOWS) works toward the preservation, protection, and conservation of the West Shore, our watersheds, wildlife, and rural quality of life, for today and future generations. FOWS represents community interests from Tahoma to Tahoe City. FOWS provides the following comments on the PPP:

Membership – Stakeholder Meetings:

The PPP lists numerous “stakeholder meetings” that staff attends. However, in many cases, the same representatives serve on multiple groups (i.e. TRPA, TMPO, TTD, TTC, APC, Bi-State Consultation, TIE-SC, and EIP Committee). It would be helpful for the PPP to identify the members and/or positions that comprise each group and ensure coordination with a wide variety of stakeholders.

E-lists:

The PPP reports that “*TMPO’s e-newsletter list contains 875 recipients, and newsletters average a 34% open rate. TRPA’s e-newsletter contains 1,921 recipients with a 40% open rate.*” (p. 13). This means that approximately 1,066 people (combined) actually open the newsletters. This is a relatively small percent of the public, especially given the number of residents (approx. 60,000 full time), commuters, and millions of visitors to the Basin.

- What efforts can be taken to increase sign-ups and ‘opens’ on these newsletters?

Performance Measure 1 - Total number of public participants reached:

Events - The PPP reports outreach by the number of attendees by type. It appears that the PPP therefore calculates the total number reached by the number of people who attended an event, not the number of people who were engaged by TMPO efforts. For example, how many people attending the events actually stopped to learn more about the TMPO, take a survey, etc.? Simply reporting the number of attendees may inflate the extent of public engagement. We suggest including a performance measure that a certain percentage of attendees at events be engaged at the event (e.g. booth representatives approach/call out to attendees, ask questions, etc.).

Association Meetings - It is unclear whether the results simply reflect the number of public attendees at the Association Meetings that were attended by TMPO staff, or if these numbers reflect those who attended a meeting specifically for a transportation-related matter? We request this be clarified in the PPP. If this tally is simply counting the number of other public attendees at these meetings, then it would appear this value overestimates the reach of outreach efforts; we recommend the performance measures be modified to ensure the performance measure is evaluated based solely on public participation with transportation-specific items.

Door-to-door - It does not appear that any door-to-door efforts were made during the 2016-2018 time period; is this correct? We recommend efforts include door-to-door outreach, especially during the summer months when many part time residents and millions of visitors are in the Basin.

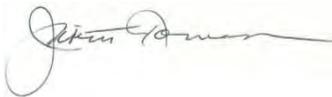
Other suggestions:

We support the list of suggestions included on page 33, with additional emphasis on providing more advance notice for input opportunities, avoiding conflicting meetings, increasing meetings on the North (and West) shore, and reaching out to part-time residents in their out of basin locations.

In addition, we recommend engagement at more events, including the Octoberfest in Tahoe City and events listed in the Tahoe Weekly and North Lake Tahoe Visitor Guide, and posting at more locations along the West Shore (where allowed), including the Save Mart in Tahoe City, West Shore Market in Sunnyside, Obexer's General Store in Homewood, and the Tahoma Market (formerly the PDQ).

In conclusion, FOWS hopes these comments will assist the TMPO in finalizing a 2019 PPP that is clear, transparent, and ensures adequate public outreach in the future. Please feel free to contact Jennifer Quashnick at jqtahoe@sbcglobal.net if you have any questions.

Sincerely,



Judith Tornese,
President



Jennifer Quashnick,
Conservation Consultant



MEMORANDUM

Date: September 9, 2019
To: Tahoe Transportation District (TTD) Board of Directors
From: TTD Staff
Subject: Review and Acceptance of the Quarterly Transit Report for the Fourth Quarter of Fiscal Year 2019

Action Requested:

It is requested the Board review and accept the quarterly transit report for the last quarter of fiscal year 2019 (FY19).

Background:

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

Highlights:

- ✓ Operational shifts are needed to accommodate user changes (one-way trips) on East Shore Express
- ✓ Farebox revenue dips while the continued decline in ridership stabilizes slightly
- ✓ Declines in ridership remain consistent with the nationwide trend
- ✓ Acute staffing challenges exacerbate desired service delivery
- ✓ Improved maintenance performance
- ✓ Enhanced Operator trainings continue
- ✓ Construction continues on the Mobility Hub Project at Lake Tahoe Community College (LTCC) and is scheduled for completion in mid-September 2019
- ✓ Website redesign completion anticipated in fall 2019

Transit Operations Report:

Overall transit ridership in the fourth quarter was down 38 percent compared to last year, however, a notable improvement from the prior quarter's 71 percent decline. Farebox revenue was down 14 percent. It is worth noting that this is the first quarter with a year-over-year revenue comparison that reflects two consecutive years with TTD's new fare policy.

The data remains transitional in nature as a result of the 2019 Transit Plan changes and continues to pose a challenge for straightforward analysis comparisons to the prior year. All routes serving destinations within the South Shore are identified as "Community Connections" and routes connecting the South Shore with regional destinations outside of the Basin are identified as "Regional Connections." Both seasonal services and paratransit services are listed below the Community Connection and Regional Connection classifications.

TF/ja

AGENDA ITEM: VII.A.

System Ridership Q4 FY 2019										
Route		APRIL		MAY		JUNE		Q4 TOTALS		% +/- vs. Q4 2019
		2019	2018	2019	2018	2019	2018	2019	2018	
Ridge*	23	-	5,073	-	5,127	-	6,525	-	16,725	N/A
SLT***	50	10,515	11,367	10,449	10,629	11,226	12,000	32,190	33,996	-5%
SLT*	53	-	10,582	-	10,587	-	10,537	-	31,706	N/A
SLT**	55	6,482	-	6,040	-	6,068	-	18,590	-	N/A
Community Connections		16,997	27,022	16,489	26,343	17,294	29,062	50,780	82,427	-38%
Minden/Carson	19X	920	619	864	773	948	793	2,732	2,185	25%
SLT/Minden*	20X	-	1,687	-	1,709	-	1,904	-	5,300	N/A
SLT/Kingsbury/Minden (Hybrid)**	22	1,981	-	1,765	-	2,211	-	5,957	-	N/A
Regional Connections		2,901	2,306	2,629	2,482	3,159	2,697	8,689	7,485	16%
East Shore	28	-	-	-	-	2,539	3,336	2,539	3,336	-24%
West Shore	30	-	-	-	-	-	610	-	610	N/A
Winter Shuttles*	10-15	-	9,188	-	-	-	-	-	9,188	N/A
Demand Response		1,549	1,577	1,502	1,620	1,327	1,531	4,378	4,728	-7%
STS		-	6	-	11	-	6	-	23	N/A
System Total		21,447	40,099	20,620	30,456	24,319	37,242	66,386	107,797	-38%
Farebox		\$28,677	\$27,600	\$31,610	\$36,255	\$38,611	\$51,612	\$ 98,898	\$115,467	-14%

*Route discontinued effective November 1, 2018.
**Service effective November 1, 2018.
***Service change effective November 1, 2018. Reduction in overall hours of operation. Frequency increase.

Commuter services, including the Route 22 regional connector, posted an overall increase of 16 percent, with Route 19x alone experiencing a notable increase of 25 percent. Community connections experienced an overall decrease of 38 percent. While local ridership is down, the 38 percent decrease during the fourth quarter is an improvement from the prior quarter's decrease of 45 percent. The community connections figure includes former Route 23 ridership which served the Ridge Resorts—some of which is captured within the Route 22 regional connector.

Seasonal summer operations begin for East Shore Express on June 15 with weekend only service, moving to daily service on June 29. Operational shifts were needed to accommodate the route's four new complementary bus stops along with user changes (one-way trips) on East Shore Express—both changes resulting from the new East Shore bike trail.

Fleet & Facilities:

Maintenance Technicians completed 649 work orders this quarter and responded to 146 road calls for service. The amount of road calls is indicative of the condition of the fleet. Though fleet reliability is improving and new buses are on order, challenges to fleet maintenance will continue until a new Maintenance and Administration Facility is constructed. TTD's current leased facility does not have enough maintenance bays to fully utilize personnel. Also, the leased facility cannot support the power needs necessary to charge and maintain an electric fleet without a significant investment. An investment which cannot be made with federal dollars, as TTD is not the owner of the facility. With a new Maintenance and Administration Facility, TTD anticipates being able to use

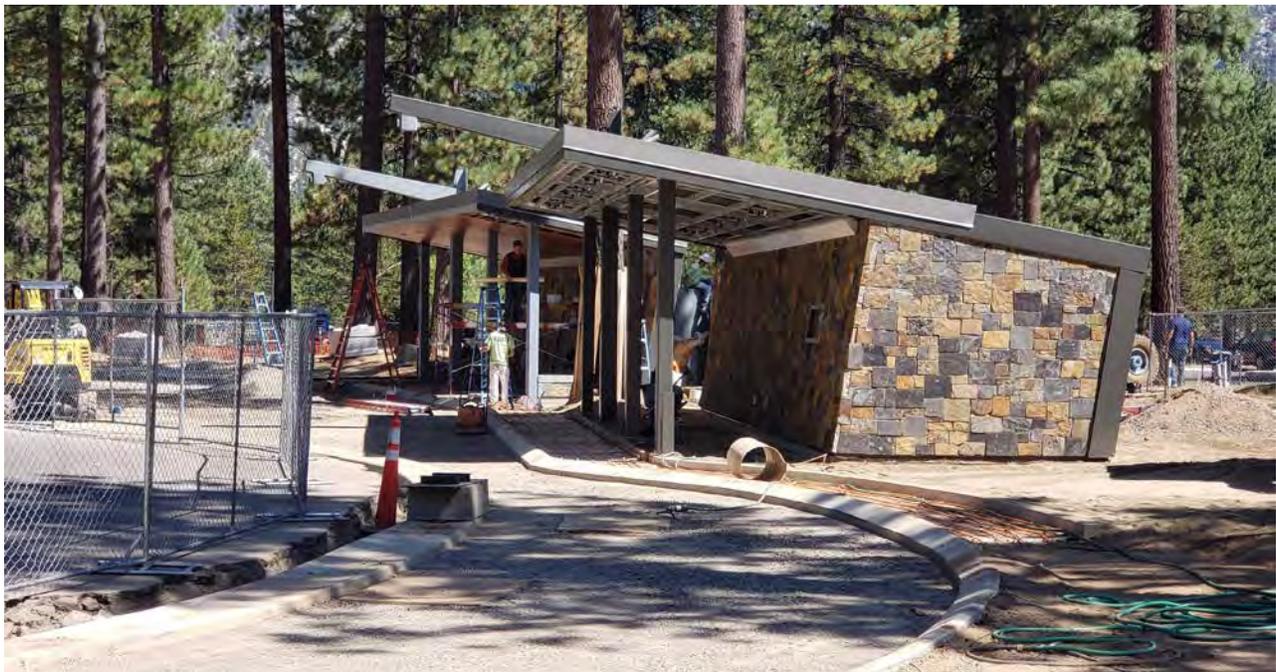
staff more effectively, especially during the winter months when outdoor maintenance is not practical; and improve repair times, leading to a more reliable experience for passengers.

Recruitment and Retention:

TTD continues to experience a shortage of Operators. An average of four Operator positions remained unfilled throughout the fourth quarter, with the number of actual vacant positions fluctuating. This equates to roughly 140 hours of service throughout the quarter that must be staffed by Road Supervisors, Dispatchers, or through overtime. Competition for commercial drivers, and employees in general, remains fierce. The legalization of marijuana has proven to be a persistent challenge with the conflicting federal regulatory environment which goes hand-in-hand with TTD’s federal funding for transit operations.

Mobility Hub and Electric Infrastructure Update:

Construction of the LTCC Mobility Hub continued through the fourth quarter. The above ground site construction of the shelters expanded to include the electrical enclosures. Weather delays continued to be a challenge, particularly throughout May. Project completion is scheduled for mid-September. Staff is coordinating with Liberty Utilities in preparation of establishing electrical feeds from Al Tahoe Boulevard to bring power to the Mobility Hub. This phase of work is anticipated to begin in the spring of 2020, culminating with the installation of charging equipment and the deployment of electric buses.



View of the Mobility Hub’s approach



View of the Mobility Hub's Alternative Transportation Shelter at rear with electrical enclosure

Please note: the above photos were taken after the close of the fourth quarter, at the end of August.

Website Redesign:

Redesign of TTD's website commenced in the fourth quarter with a kick-off meeting in April. The project is aimed to highlight TTD's transit services through trip planning and the use of interactive route maps to encourage one-click access to transit information and services on the site from wherever TTD's passengers feel most safe and secure. Capital projects will remain a key function of the website. The website redesign contract was awarded to Trillium Services, Inc. in March. The project timeline was recently adjusted to accommodate some new feedback, moving the completion date to fall 2019.

Training:

Monthly safety trainings continued. An online training on Managing Stress at Work was offered in April. Staff participated in a Distracted Driving training in May. The National Transit Institute (NTI) provided a course on Preventing Operator Assault during June.

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 9, 2019

To: Tahoe Transportation District (TTD) Board of Directors

From: TTD Staff

Subject: Adopt Resolutions 2019-011 and 2019-012 Authorizing the District Manager to Execute Revised Claims for the California Transportation Development Act Funds for the El Dorado County Portion of Lake Tahoe, Including the City of South Lake Tahoe for Transit Operations for Fiscal Year 2019-2020

Action Requested:

It is requested the Board adopt Resolutions 2019-011 and 2019-012 for Fiscal Year 2019-2020 (FY20) Transportation Development Act (TDA) funds for the El Dorado County portion of Lake Tahoe, including the City of South Lake Tahoe, for transit operations administered by the District.

Fiscal Analysis:

TDA funds are included as revenue sources in FY20's budget. This action enables the acquisition of these revised revenue sources, as non-federal match for federal operating grant funds. The TDA funds decreased by \$43,780 from \$1,853,940 to \$1,810,160.

Work Program Analysis:

The work load associated with this action is accounted for in the Work Program under Work Element 4.

Background:

The State of California TDA funds are an annual budget source of transit operating revenue that can be used to match federal transit operating grant funds. There are two sources of funds the District is eligible to receive as a transit operator: State Transit Assistance (STA) funds and Local Transportation Funds (LTF).

TDA funds are processed on an annual basis through a claims process. In the Tahoe Region, claims for these funds are submitted by eligible recipients to the TRPA, as the RTPA. TRPA will evaluate the claims and present them for approval. Once approved, the allocation instructions for the funds are forwarded to the appropriate County Auditor-Controller's Office. The Auditor-Controller will then release the funds to the claimant at regular intervals throughout the fiscal year. As a transit operator, TTD is eligible to receive LTF and STA funds to fund public transit services.

JS/ja

AGENDA ITEM: VII.B.

Earlier this year, TTD was notified of the FY20 allocations and the Board adopted Resolutions 2019-005 and 2019-006 using those initial allocation numbers.

Discussion:

TTD has been notified that TRPA received revised estimates for TDA funds for FY20 from El Dorado Auditor – Controller Office and the California State Controller’s office. The original allocation was \$1,761,221, representing \$1,095,673 in LTF funds and \$665,548 in STA funds. The final estimate decreased the allocation to \$1,715,707, representing \$1,104,431 in LTF funds and \$611,276 in STA. The STA SGR funds increased \$1,734, from \$92,719 to \$94,453.

Upon Board approval, TTD will submit a revised claim for FY20 LTF and STA (including SGR) funds, reflecting the changes noted above to the TRPA Governing Board, acting as the RTPA.

Staff recommends adoption of the resolutions.

Additional Information:

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

Attachments:

- A. Resolution 2019-011
- B. Resolution 2019-012

JS/ja

AGENDA ITEM: VII.B.

TAHOE TRANSPORTATION DISTRICT
RESOLUTION NO. 2019-011

**A RESOLUTION AUTHORIZING THE DISTRICT MANAGER TO
EXECUTE THE CLAIMS FOR FISCAL YEAR 2019-2020 TO THE
TAHOE REGIONAL PLANNING AGENCY, SITTING AS THE
REGIONAL TRANSPORTATION PLANNING AGENCY, FOR STATE
TRANSIT ASSISTANCE FUNDS**

WHEREAS, the Tahoe Transportation District (TTD) is eligible to apply for and receive funds from the California State Transit Assistance Fund (STA) for transit capital, transit operations; and

WHEREAS, the Tahoe Regional Planning Agency (TRPA), sitting as the Regional Transportation Planning Agency (RTPA), has been allocated an estimated amount of \$705,729 of which \$94,453 is designated for the State of Good Repair Program and \$611,276 designated for transit operations for the Lake Tahoe portion of El Dorado County, including the City of South Lake Tahoe, for operating and capital assistance for the south shore transit system for fiscal year 2019-2020.

NOW, THEREFORE, BE IT RESOLVED that the TTD Board of Directors authorizes the District Manager to execute the fiscal year 2019-2020 transportation claim to the TRPA, sitting as the RTPA, in the amount of \$705,729 in STA funds.

PASSED AND ADOPTED by the TTD Board of Directors at its regular meeting held on September 13, 2019, by the following vote:

Ayes:

Nays:

Abstain:

Absent:

Steve Teshara
Chairman

TAHOE TRANSPORTATION DISTRICT
RESOLUTION NO. 2019-012

A RESOLUTION AUTHORIZING THE DISTRICT MANAGER TO EXECUTE THE CLAIMS FOR FISCAL YEAR 2019-2020 TO THE TAHOE REGIONAL PLANNING AGENCY, SITTING AS THE REGIONAL TRANSPORTATION PLANNING AGENCY, FOR LOCAL TRANSPORTATION FUNDS

WHEREAS, the Tahoe Transportation District (TTD) is eligible to apply for and receive funds from the Local Transportation Fund (LTF) for transit capital, transit operating, and road maintenance assistance; and

WHEREAS, the Tahoe Regional Planning Agency (TRPA), sitting as the Regional Transportation Planning Agency (RTPA), has been allocated an estimated amount of \$1,104,431 for the portion of El Dorado County at Lake Tahoe, including the City of South Lake Tahoe, for operating and capital assistance for the south shore transit system for fiscal year 2019-2020.

NOW, THEREFORE, BE IT RESOLVED that the TTD Board of Directors authorizes the District Manager to execute the fiscal year 2019-2020 transportation claim to the TRPA, sitting as the RTPA, in the amount of \$1,104,431 for the support of transit operations.

PASSED AND ADOPTED by the TTD Board of Directors at its regular meeting held on September 13, 2019, by the following vote:

Ayes:

Nays:

Abstain:

Absent:

Steve Teshara
Chairman



MEMORANDUM

Date: September 9, 2019

To: Tahoe Transportation District (TTD) Board of Directors

From: TTD Staff

Subject: Authorize the Issuance of a Request for Qualifications for the Procurement of an Indefinite Delivery / Indefinite Quantity Contract(s) for Professional Public Outreach Consulting Services for the Capital Improvement Program and Projects, Transit Services, and Related Programs

Action Requested:

Staff requests the Board authorize the issuance of a Request for Qualifications (RFQ) for the procurement of an Indefinite Delivery / Indefinite Quantity (IDIQ) contract(s) for professional public outreach consulting services for the capital improvement program and projects, transit services, and related programs.

Fiscal Analysis:

TTD's procurement policies require Board approval for procurements over \$75,000. Public outreach services will be used for a variety of different projects with all expenditures associated with the contract to be funded by applicable project budgets that have secured and programmed funds. Task orders will be developed for proposed efforts. There will be little to no requirement for General Fund expenditures. Contract services are structured for three years, with two one-year options.

Work Program Impact:

All work associated with projects is captured under respective elements of the approved FY 2020 Work Program, and corresponding allotted staff time.

Background:

Throughout the last decade, TTD has used a carefully crafted, extensive public outreach effort to systematically gather information, help guide program and project decisions, inform the public of progress, and work to maintain a positive perception of TTD. These efforts have been an important part of the success that TTD has in accomplishing program and projects. Acknowledging TTD's prior achievements, Staff recognizes the need for similar efforts as an important part TTD's continued success.

TTD does not have a public information officer (PIO) as most agencies have, and these types of services have been provided through consultant teams using project program monies primarily. TTD continues to have need of such services for both its capital program and transit operations program. It is not unusual to have more than one firm who specialize in certain aspects involved on a contract. The method of IDIQ has also been used in the past to develop a list of qualified consultants from which to draw to address TTD needs and meet procurement requirements.

Discussion:

The RFQ will include specific services required of the TTD outreach team, including campaign/public education/marketing, community outreach liaison, public relations and advertising, and content management including social media. Staff will review project and program needs, budgets, and available staff time to determine the appropriate levels of effort for each fiscal year.

Upon Board authorization, Staff will proceed with the procurement by issuing an RFQ for these services. Staff will review the submitted proposals; develop a list of qualified firms; if needed, hold interviews with those deemed competitive; and negotiate a contract with the selected firms.

After the procurement process is complete, Staff will return to the Board with a recommendation of award to the firms that will provide the best value to TTD for these services, along with contracts for Board approval.

Staff recommends approval.

Additional Information:

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



MEMORANDUM

Date: September 9, 2019

To: Tahoe Transportation District (TTD) Board of Directors

From: TTD Staff

Subject: Authorize Staff to Enter TTD into Memorandums of Understanding with Two Affordable Housing Developers, Pacific Development Group and Urban Housing Communities and the City of South Lake Tahoe, in Order to Fulfill the US 50/South Shore Community Revitalization Project Permit's Special Conditions to Construct One Hundred and Nine Deed Restricted Low- and Moderate-Income Multi-Family Units

Action Requested:

It is requested the Board authorize Staff to enter TTD into Memorandums of Understanding (MOUs) with Pacific Development Group, Urban Housing Communities and the City of South Lake Tahoe (City) to fulfill the construction of one hundred and nine deed restricted low- and moderate-income multi-family units as required by Tahoe Regional Planning Agency's (TRPA) special conditions within the permit issued for the US 50/South Shore Community Revitalization Project (Project).

Fiscal Analysis:

All expenditures associated with the Project will be funded by applicable project budgets that have secured and programmed funds. There will be little to no requirement for General Fund expenditures. Any future development agreement will denote financial responsibilities and will be brought back to the Board for approval at that time.

Work Program Impact:

All work associated with the Project is captured under respective elements of the approved Fiscal Year (FY) 2020 Work Program.

Background:

The Project was approved by the TRPA Governing Board on November 15, 2018. Special conditions of the permit require the development of 109 transit-oriented development residential units to serve as replacement housing for the project. Specifically, 102 units shall be deed restricted for low income residential and seven units shall be deed restricted for moderate income residential.

Seventy-six of those units are required to be constructed prior to the displacement of any residents for any part of the Project. The units may be constructed within the triangular geographic area defined by US 50, Ski Run Boulevard and Pioneer Trail. The special permit

conditions make the development of the affordable housing a critical path in the initiation of the overall project.

The permit also requires 33 units be constructed before or concurrently with the roadway alignment. These units must be constructed within the “Main Street” project area walkshed (no greater than one-quarter mile from the outer boundary of the Main Street project area).

At TTD’s April meeting, the Board authorized the issuance of a Request for Qualifications (RFQ) to seek input from qualified affordable housing developers interested in partnering with TTD for the development of the required housing. The RFQ was advertised on TTD’s website from April 22 through May 13.

The Board considered entering into MOUs with Pacific Development Group and Urban Housing Communities at the July 12 meeting. After hearing a report from staff and deliberating, the Board voted to have MOUs be brought to the City Council to provide an opportunity for the City to become an active partner in the development of the affordable housing and to bring back the item at the August TTD meeting. The MOUs were put on the City’s August 6 agenda; however, the City Council continued the item to their August 20 meeting, which was reported at TTD’s August meeting.

Discussion:

At its August 20 meeting, the City Council took up the item of jointly entering the MOUs with TTD, the Pacific Development Group, and Urban Housing Communities, LLC. After receiving public testimony and deliberating, the Council voted to enter into the MOUs subject to the modifications as seen in Attachments A and B.

As required by the Board decision on July 12, the MOUs are being brought back for final approval. Approval of the MOUs will allow staff to negotiate all details associated with the development agreements. The development agreements will be the mechanism by which all process details and responsibilities of each party are established. Development agreements are necessary prior to any financial commitment by any party and will outline all necessary steps for the housing development. Any development agreements will be brought back to the Board for approval.

Staff recommends approval to enter TTD into MOUs with Pacific Development Group, Urban Housing Communities and the City. The clean, revised versions are attached (Attachments C and D).

Additional Information:

If you have any questions or comments regarding this item, please contact Zach Thomas at (775) 589-5510 or zthomas@tahoetransportation.org.

Attachments:

- A. Draft City Council Redlined MOU between TTD, Pacific Development Group, Inc. and City of SLT
- B. Draft City Council Redlined MOU between TTD, Urban Housing Communities and City of SLT
- C. Clean Revised MOU between TTD, Pacific Development Group, Inc. and City of SLT
- D. Clean Revised MOU between TTD, UHC and City of SLT

**MEMORANDUM OF UNDERSTANDING
BY AND BETWEEN
THE CITY OF SOUTH LAKE TAHOE, THE TAHOE TRANSPORTATION DISTRICT
and PACIFIC DEVELOPMENT GROUP, INC.**

THIS MEMORANDUM OF UNDERSTANDING (“MOU”) is entered into this ____ day of September 2019, by and among the **CITY OF SOUTH LAKE TAHOE**, a municipal corporation, 1901 Lisa Maloff Way, South Lake Tahoe, CA 96150 (“City”), the **TAHOE TRANSPORTATION DISTRICT**, a public entity authorized pursuant to Article IX of the Tahoe Regional Planning Compact (Public Law 96-551), 128 Market Street, Suite 3F, Stateline, NV 89449 (“TTD”), and **PACIFIC DEVELOPMENT GROUP, INC.**, a California corporation, 1820 W. Kettleman Lane, Suite D, Lodi, CA 95242 (“PDG”), and shall be effective as of the approval of this MOU by the TTD Board of Directors and the City of South Lake Tahoe City Council (“Effective Date”).

RECITALS

- A. The TTD is authorized to plan and implement transportation projects and programs within the Tahoe Basin.
- B. The TTD has secured in excess of One Hundred Sixty Million Dollars (\$160M) in funding for various transportation programing and project development within the Tahoe basin.
- C. TTD is a partner with the Tahoe Regional Planning Agency (“TRPA”) concerning implementation of the 2017 Regional Transportation Plan (“RTP”) and the Lake Tahoe Environmental Improvement Program (“EIP”), focusing on multi-modal transportation projects intended to reduce dependency on the private automobile.
- D. TTD is a lead agency and the project proponent for the Bi-State US 50 South Shore Community Revitalization Project (“Revitalization Project”) and, in collaboration with the Federal Highway Administration (California and Nevada Divisions) (“FHA”), the State of California Department of Transportation (“Cal Trans”), District 3, the State of Nevada Department of Transportation (“NDOT”), District 2, and TRPA, commissioned an Environmental Impact Report/Environmental Impact Statement/ Environmental Impact Statement (“EIR/EIS/EIS”) to disclose potential impacts from the proposed Revitalization Project.
- E. The Revitalization Project has been designed to implement the goals and policies of TRPA’s Regional Plan, as updated by the 2012 Regional Plan Update, the RTP, the South Shore Area Plan and the Tourist Core Area Plan, focusing on the transformation of the built environment to achieve beneficial environmental redevelopment.

F. On November 9, 2018, the TDD Board of Directors ~~unanimously~~ certified the EIR/EIS/EIS in its capacity as the lead agency under the California Environmental Quality Act and approved the Revitalization Project.

G. On November 15, 2018, the TRPA Governing Board ~~unanimously~~ certified the EIR/EIS/EIS in accordance with TRPA's Rules of Procedure and approved the Revitalization Project.

H. The Revitalization Project provides, ~~among other things,~~ the rerouting US Highway 50 to the mountainside of the existing US Highway 50 alignment, resulting in right-of-way acquisition and displacement of residents within the proposed right-of-way ("ROW").

I. On May 13, 2016, the TTD resolved to cause construction of 76 replacement housing units prior to displacement of affected residents within the proposed ROW. This obligation is memorialized as a TRPA Condition of Approval within the TRPA Revitalization Project Permit.

J. The City recognizes that additional deed restricted affordable housing would benefit the local workforce as a whole by keeping workers in the Tahoe basin as opposed to workers seeking lodging in the Carson Valley and elsewhere and thus promoting South Lake Tahoe community development and reducing commuter traffic between South Lake Tahoe and the Carson Valley.

~~K. — The City supports the development of affordable housing units as required by the TRPA Revitalization Project Permit, but expressly seeks the development of additional affordable housing units in closer proximity to the housing units that may be displaced by the proposed U.S. 50 alignment.~~

~~L.K.~~ PDG is an experienced affordable and work-force housing developer and has constructed numerous projects within the Lake Tahoe Basin. PDG and has purchased three parcels of real property within and adjacent to the Tourist Core Area Plan to construct fifty (50)+/- deed restricted affordable housing units.

~~M.L.~~ PDG is in the process of identifying additional sites for development of additional affordable housing units. PDG has obtained site control of properties adjacent to the properties it owns on Pioneer Trail, which would allow the construction of an additional thirty (30)+/- deed restricted affordable housing units.

NOW, THEREFORE, the parties agree:

1. The City's participation in this MOU is an expression of support for affordable housing in the City of South Lake Tahoe, and is not ~~necessarily~~ an expression of support for the Revitalization Project. The City reserves judgment on the merits of the overall Revitalization Project until additional project details are finalized in the future.

2. PDG shall proceed with preliminary site design to formulate a development program for the properties (“Development Plans”).

3. PDG shall complete a preliminary budget for the Development Plans, identifying project costs, developer contribution, tax credit opportunities, and development funding shortfalls requiring subsidy.

4. The City agrees that it will review the preliminary budgets referred to in Paragraph 3 above and use reasonable efforts to identify potential funding sources for the subsidy required by the Development Plan. If requested by PDG, the City may apply for [Home FundsHOME](#) and/or Community Development Block Grants to assist in the financing of the Development Plans to offset funding shortfalls.

5. In addition to the City’s application(s) for funding, the parties ~~shall~~ may work collaboratively to identify potential further funding opportunities, including, but not limited to, sustainable community grants, funding available through Cal Trans, NDOT and the Federal Highway Administration, as well as other sources that may be identified by the parties.

6. PDG shall utilize its expertise to assist the City and the TTD in identifying and applying for the funding sources identified above.

7. The City acknowledges that the TTD and PDG may seek to amend the Tourist Core Area Plan (TCAP) to annex into the TCAP two contiguous parcels comprising a portion of the 2.2 acre Development Site identified in Paragraph ~~LK~~, above, as well as certain properties identified in Paragraph ~~ML~~, above, without which sufficient density for multi-unit residential development may not be achievable.

8. The City and TTD ~~shall~~ may work cooperatively with PDG to develop affordable housing ~~in accordance with the TRPA Revitalization Project Permit, and also in as close proximity to the housing units displaced by the Revitalization Project as possible~~. In addition to sites already controlled by PDG, the City, TTD, and PDG ~~shall~~ may work cooperatively to identify and pursue funding for additional affordable housing sites ~~in close proximity to the displaced housing units~~. The parties expressly agree to work in good faith to locate as many of the required replacement units, and any additional affordable housing units, ~~as close to the displaced housing units as possible~~.

9. Recognizing the significant impact of the Revitalization Project on City residents, the City and TTD agree that any affordable housing project application covered by this MOU will be considered by the South Lake Tahoe City Council for appropriate action before being considered by the TTD Board of Directors.

10. This MOU shall remain in full force and effect from the date hereof up through and including December 31, 2022. Any party may terminate this MOU, without cause, upon five (5) days' notice to the other parties.

11. All notices or other communications given or made hereunder shall be in writing and shall be delivered or mailed by registered or certified mail, return receipt requested, postage prepaid, to each party at the following address:

City of South Lake Tahoe
Attention: Frank Rush, City
Manager
1901 Lisa Maloff Way
South Lake Tahoe, CA 96150

Tahoe Transportation District
Attention: Carl Hasty
PO Box 499
Zephyr Cove, NV 89448

Pacific Development Group, Inc.
Attention: David J. Michael
1820 W. Kettleman Lane, Suite D,
Lodi, CA 95242

With a copy to:
Heather Stroud, City Attorney

With a copy to:
Lewis Feldman
Feldman Thiel LLP
PO Box 1309
Zephyr Cove, NV 89448

12. Each party to this MOU agrees to perform any further acts and execute and deliver any documents that may be reasonably necessary to carry out the provisions of this MOU.

13. This MOU constitutes the entire agreement among the parties hereto with respect to the subject matter hereof and supersedes any prior or contemporaneous understandings, representations, warranties or agreements (whether oral or written) and may be amended only by a writing executed by all parties.

14. It is intended that each paragraph of this MOU shall be viewed as separate and divisible, and in the event that any paragraph shall be held to be invalid, the remaining paragraphs shall continue to be in full force and effect.

~~15. This MOU shall be binding on, and shall inure to the benefit of, the parties to it and their respective heirs, legal representatives, successors and assigns.~~

~~15.~~ This MOU shall be construed in accordance with and governed by the laws of the State of California, without reference to conflict of law principles. Venue for any dispute arising out of this MOU shall be at El Dorado County, California.

~~16.~~ This MOU may be executed in one or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument. A copy, facsimile or pdf version of the signature page(s) shall be deemed an original.

IN WITNESS WHEREOF, the parties have executed this MOU on the date set forth above.

CITY OF SOUTH LAKE TAHOE

TAHOE TRANSPORTATION DISTRICT

By: _____

By: _____

Its: _____

Its: _____

PACIFIC DEVELOPMENT GROUP, INC.

By: _____

Its: _____

DRAFT

**MEMORANDUM OF UNDERSTANDING
BY AND BETWEEN
THE CITY OF SOUTH LAKE TAHOE, THE TAHOE TRANSPORTATION DISTRICT
and URBAN HOUSING COMMUNITIES LLC**

THIS MEMORANDUM OF UNDERSTANDING (“MOU”) is entered into this ____ day of September 2019, by and among the **CITY OF SOUTH LAKE TAHOE**, a municipal corporation, 1901 Lisa Maloff Way, South Lake Tahoe, CA 96150 (“City”), the **TAHOE TRANSPORTATION DISTRICT**, a public entity authorized pursuant to Article IX of the Tahoe Regional Planning Compact (Public Law 96-551), 128 Market Street, Suite 3F, Stateline, NV 89449 (“TTD”), and **URBAN HOUSING COMMUNITIES, LLC.**, a California limited liability corporation, 2000 E. Fourth St., Suite 205, Santa Ana, CA 92705 (“UHC”), and shall be effective as of the approval of this MOU by the TTD Board of Directors and the City of South Lake Tahoe City Council (“Effective Date”).

RECITALS

- A. The TTD is authorized to plan and implement transportation projects and programs within the Tahoe Basin.
- B. The TTD has secured in excess of One Hundred Sixty Million Dollars (\$160M) in funding for various transportation programing and project development within the Tahoe basin.
- C. TTD is a partner with the Tahoe Regional Planning Agency (“TRPA”) concerning implementation of the 2017 Regional Transportation Plan (“RTP”) and the Lake Tahoe Environmental Improvement Program (“EIP”), focusing on multi-modal transportation projects intended to reduce dependency on the private automobile.
- D. TTD is a lead agency and the project proponent for the Bi-State US 50 South Shore Community Revitalization Project (“Revitalization Project”) and, in collaboration with the Federal Highway Administration (California and Nevada Divisions) (“FHA”), the State of California Department of Transportation (“Caltrans”), District 3, the State of Nevada Department of Transportation (“NDOT”), District 2, and TRPA, commissioned an Environmental Impact Report/Environmental Impact Statement/ Environmental Impact Statement (“EIR/EIS/EIS”) to disclose potential impacts from the proposed Revitalization Project.
- E. The Revitalization Project has been designed to implement the goals and policies of TRPA’s Regional Plan, as updated by the 2012 Regional Plan Update, the RTP, the South Shore Area Plan and the Tourist Core Area Plan, focusing on the transformation of the built environment to achieve beneficial environmental redevelopment.

F. On November 9, 2018, the TDD Board of Directors ~~unanimously~~ certified the EIR/EIS/EIS in its capacity as the lead agency under the California Environmental Quality Act and approved the Revitalization Project.

G. On November 15, 2018, the TRPA Governing Board ~~unanimously~~ certified the EIR/EIS/EIS in accordance with TRPA's Rules of Procedure and approved the Revitalization Project.

H. The Revitalization Project provides, ~~among other things,~~ the rerouting US Highway 50 to the mountainside of the existing US Highway 50 alignment, resulting in right-of-way acquisition and displacement of residents within the proposed right-of-way ("ROW").

I. On May 13, 2016, the TTD resolved to cause construction of 76 replacement housing units prior to displacement of affected residents within the proposed ROW. This obligation is memorialized as a TRPA Condition of Approval within the TRPA Revitalization Project Permit.

J. The City recognizes that additional deed restricted affordable housing would benefit the local workforce as a whole by keeping workers in the Tahoe basin as opposed to workers seeking lodging in the Carson Valley and elsewhere and thus promoting South Lake Tahoe community development and reducing commuter traffic between South Lake Tahoe and the Carson Valley.

~~K. — The City supports the development of affordable housing units as required by the TRPA Revitalization Project Permit, but expressly seeks the development of additional affordable housing units in closer proximity to the housing units that may be displaced by the proposed U.S. 50 alignment.~~

~~L~~K. UHC is an experienced affordable and work-force housing developer and has constructed numerous projects throughout California.

~~M~~L. UHC has purchased one parcel and is in the process of identifying additional sites for development of additional affordable housing units.

NOW, THEREFORE, the parties agree:

1. The City's participation in this MOU is an expression of support for affordable housing in the City of South Lake Tahoe, and is not ~~necessarily~~ an expression of support for the Revitalization Project. The City reserves judgment on the merits of the overall Revitalization Project until additional project details are finalized in the future.

2. UHC shall proceed with preliminary site design to formulate a development program for the properties ("Development Plans").

3. UHC shall complete a preliminary budget for the Development Plans, identifying project costs, developer contribution, tax credit opportunities, and development funding cost shortfalls requiring subsidy.

4. The City agrees that it will review the preliminary budgets referred to in Paragraph 3 above and use reasonable efforts to identify potential funding sources for the subsidy required by the Development Plan. If requested by UHC, the City may apply for [Home HOME Funds](#) and/or Community Development Block Grants to assist in the financing of the Development Plans to offset funding shortfalls.

5. In addition to the City's application(s) for funding, the parties ~~shall~~may work collaboratively to identify potential further funding opportunities, including, but not limited to, sustainable community grants, funding available through Caltrans, NDOT and the Federal Highway Administration, as well as other sources that may be identified by the parties.

6. UHC shall utilize its expertise to assist the City and the TTD in identifying and applying for the funding sources identified above.

7. The City acknowledges that the TTD and UHC may seek to amend the Tourist Core Area Plan (TCAP) to annex into the TCAP the parcels identified in Paragraph [ML](#), above, without which sufficient density for multi-unit residential development may not be achievable.

8. The City and TTD ~~shall~~may work cooperatively with UHC to develop affordable housing ~~in accordance with the TRPA Revitalization Project Permit, and also in as close proximity to the housing units displaced by the Revitalization Project as possible~~. In addition to the site already controlled by UHC, the City, TTD, and UHC ~~shall~~may work cooperatively to identify and pursue funding for additional affordable housing sites ~~in close proximity to the displaced housing units~~. The parties expressly agree to work in good faith to locate as many of the required replacement units, and any additional affordable housing units, ~~as close to the displaced housing units as possible~~.

9. Recognizing the significant impact of the Revitalization Project on City residents, the City and TTD agree that any affordable housing project application covered by this MOU will be considered by the South Lake Tahoe City Council for appropriate action before being considered by the TTD Board of Directors.

10. This MOU shall remain in full force and effect from the date hereof up through and including December 31, 2022. Any party may terminate this MOU, without cause, upon five (5) days' notice to the other parties.

11. All notices or other communications given or made hereunder shall be in writing and shall be delivered or mailed by registered or certified mail, return receipt requested, postage prepaid, to each party at the following address:

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Manager
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South Lake Tahoe, CA 96150

Tahoe Transportation District
Attention: Carl Hasty
PO Box 499
Zephyr Cove, NV 89448

Urban Housing Communities, LLC
Attention: Douglas Bigley, Pres.
2000 E. Fourth St., Suite 205
Santa Ana, CA 92705

With a copy to:
Heather Stroud, City Attorney

12. Each party to this MOU agrees to perform any further acts and execute and deliver any documents that may be reasonably necessary to carry out the provisions of this MOU.

13. This MOU constitutes the entire agreement among the parties hereto with respect to the subject matter hereof and supersedes any prior or contemporaneous understandings, representations, warranties or agreements (whether oral or written) and may be amended only by a writing executed by all parties.

14. It is intended that each paragraph of this MOU shall be viewed as separate and divisible, and in the event that any paragraph shall be held to be invalid, the remaining paragraphs shall continue to be in full force and effect.

~~15. This MOU shall be binding on, and shall inure to the benefit of, the parties to it and their respective heirs, legal representatives, successors and assigns.~~

~~15.~~ This MOU shall be construed in accordance with and governed by the laws of the State of California, without reference to conflict of law principles. Venue for any dispute arising out of this MOU shall be at El Dorado County, California.

~~16.~~ This MOU may be executed in one or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument. A copy, facsimile or pdf version of the signature page(s) shall be deemed an original.

IN WITNESS WHEREOF, the parties have executed this MOU on the date set forth above.

CITY OF SOUTH LAKE TAHOE

TAHOE TRANSPORTATION DISTRICT

By: _____

By: _____

Its: _____

Its: _____

URBAN HOUSING COMMUNITIES LLC

By: _____

Its: _____

DRAFT

**MEMORANDUM OF UNDERSTANDING
BY AND BETWEEN
THE CITY OF SOUTH LAKE TAHOE, THE TAHOE TRANSPORTATION DISTRICT
and PACIFIC DEVELOPMENT GROUP, INC.**

THIS MEMORANDUM OF UNDERSTANDING (“MOU”) is entered into this ____ day of September 2019, by and among the **CITY OF SOUTH LAKE TAHOE**, a municipal corporation, 1901 Lisa Maloff Way, South Lake Tahoe, CA 96150 (“City”), the **TAHOE TRANSPORTATION DISTRICT**, a public entity authorized pursuant to Article IX of the Tahoe Regional Planning Compact (Public Law 96-551), 128 Market Street, Suite 3F, Stateline, NV 89449 (“TTD”), and **PACIFIC DEVELOPMENT GROUP, INC.**, a California corporation, 1820 W. Kettleman Lane, Suite D, Lodi, CA 95242 (“PDG”), and shall be effective as of the approval of this MOU by the TTD Board of Directors and the City of South Lake Tahoe City Council (“Effective Date”).

RECITALS

- A. The TTD is authorized to plan and implement transportation projects and programs within the Tahoe Basin.
- B. The TTD has secured in excess of One Hundred Sixty Million Dollars (\$160M) in funding for various transportation programing and project development within the Tahoe basin.
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- D. TTD is a lead agency and the project proponent for the Bi-State US 50 South Shore Community Revitalization Project (“Revitalization Project”) and, in collaboration with the Federal Highway Administration (California and Nevada Divisions) (“FHA”), the State of California Department of Transportation (“Cal Trans”), District 3, the State of Nevada Department of Transportation (“NDOT”), District 2, and TRPA, commissioned an Environmental Impact Report/Environmental Impact Statement/ Environmental Impact Statement (“EIR/EIS/EIS”) to disclose potential impacts from the proposed Revitalization Project.
- E. The Revitalization Project has been designed to implement the goals and policies of TRPA’s Regional Plan, as updated by the 2012 Regional Plan Update, the RTP, the South Shore Area Plan and the Tourist Core Area Plan, focusing on the transformation of the built environment to achieve beneficial environmental redevelopment.

F. On November 9, 2018, the TDD Board of Directors certified the EIR/EIS/EIS in its capacity as the lead agency under the California Environmental Quality Act and approved the Revitalization Project.

G. On November 15, 2018, the TRPA Governing Board certified the EIR/EIS/EIS in accordance with TRPA's Rules of Procedure and approved the Revitalization Project.

H. The Revitalization Project provides the rerouting US Highway 50 to the mountainside of the existing US Highway 50 alignment, resulting in right-of-way acquisition and displacement of residents within the proposed right-of-way ("ROW").

I. On May 13, 2016, the TTD resolved to cause construction of 76 replacement housing units prior to displacement of affected residents within the proposed ROW. This obligation is memorialized as a TRPA Condition of Approval within the TRPA Revitalization Project Permit.

J. The City recognizes that additional deed restricted affordable housing would benefit the local workforce as a whole by keeping workers in the Tahoe basin as opposed to workers seeking lodging in the Carson Valley and elsewhere and thus promoting South Lake Tahoe community development and reducing commuter traffic between South Lake Tahoe and the Carson Valley.

K. PDG is an experienced affordable and work-force housing developer and has constructed numerous projects within the Lake Tahoe Basin. PDG and has purchased three parcels of real property within and adjacent to the Tourist Core Area Plan to construct fifty (50)+/- deed restricted affordable housing units.

L. PDG is in the process of identifying additional sites for development of additional affordable housing units. PDG has obtained site control of properties adjacent to the properties it owns on Pioneer Trail, which would allow the construction of an additional thirty (30)+/- deed restricted affordable housing units.

NOW, THEREFORE, the parties agree:

1. The City's participation in this MOU is an expression of support for affordable housing in the City of South Lake Tahoe, and is not an expression of support for the Revitalization Project. The City reserves judgment on the merits of the overall Revitalization Project until additional project details are finalized in the future.

2. PDG shall proceed with preliminary site design to formulate a development program for the properties ("Development Plans").

3. PDG shall complete a preliminary budget for the Development Plans, identifying project costs, developer contribution, tax credit opportunities, and development funding shortfalls requiring subsidy.

4. The City agrees that it will review the preliminary budgets referred to in Paragraph 3 above and use reasonable efforts to identify potential funding sources for the subsidy required by the Development Plan. If requested by PDG, the City may apply for HOME and/or Community Development Block Grants to assist in the financing of the Development Plans to offset funding shortfalls.

5. In addition to the City's application(s) for funding, the parties may work collaboratively to identify potential further funding opportunities, including, but not limited to, sustainable community grants, funding available through Cal Trans, NDOT and the Federal Highway Administration, as well as other sources that may be identified by the parties.

6. PDG shall utilize its expertise to assist the City and the TTD in identifying and applying for the funding sources identified above.

7. The City acknowledges that the TTD and PDG may seek to amend the Tourist Core Area Plan (TCAP) to annex into the TCAP two contiguous parcels comprising a portion of the 2.2 acre Development Site identified in Paragraph K, above, as well as certain properties identified in Paragraph L, above, without which sufficient density for multi-unit residential development may not be achievable.

8. The City and TTD may work cooperatively with PDG to develop affordable housing. In addition to sites already controlled by PDG, the City, TTD, and PDG may work cooperatively to identify and pursue funding for additional affordable housing sites. The parties expressly agree to work in good faith to locate as many of the required replacement units, and any additional affordable housing units.

9. Recognizing the significant impact of the Revitalization Project on City residents, the City and TTD agree that any affordable housing project application covered by this MOU will be considered by the South Lake Tahoe City Council for appropriate action before being considered by the TTD Board of Directors.

10. This MOU shall remain in full force and effect from the date hereof up through and including December 31, 2022. Any party may terminate this MOU, without cause, upon five (5) days' notice to the other parties.

11. All notices or other communications given or made hereunder shall be in writing and shall be delivered or mailed by registered or certified mail, return receipt requested, postage prepaid, to each party at the following address:

City of South Lake Tahoe
Attention: Frank Rush, City
Manager
1901 Lisa Maloff Way
South Lake Tahoe, CA 96150

Tahoe Transportation District
Attention: Carl Hasty
PO Box 499
Zephyr Cove, NV 89448

Pacific Development Group, Inc.
Attention: David J. Michael
1820 W. Kettleman Lane, Suite D,
Lodi, CA 95242

With a copy to:
Heather Stroud, City Attorney

With a copy to:
Lewis Feldman
Feldman Thiel LLP
PO Box 1309
Zephyr Cove, NV 89448

12. Each party to this MOU agrees to perform any further acts and execute and deliver any documents that may be reasonably necessary to carry out the provisions of this MOU.

13. This MOU constitutes the entire agreement among the parties hereto with respect to the subject matter hereof and supersedes any prior or contemporaneous understandings, representations, warranties or agreements (whether oral or written) and may be amended only by a writing executed by all parties.

14. It is intended that each paragraph of this MOU shall be viewed as separate and divisible, and in the event that any paragraph shall be held to be invalid, the remaining paragraphs shall continue to be in full force and effect.

15. This MOU shall be construed in accordance with and governed by the laws of the State of California, without reference to conflict of law principles. Venue for any dispute arising out of this MOU shall be at El Dorado County, California.

16. This MOU may be executed in one or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument. A copy, facsimile or pdf version of the signature page(s) shall be deemed an original.

IN WITNESS WHEREOF, the parties have executed this MOU on the date set forth above.

CITY OF SOUTH LAKE TAHOE

TAHOE TRANSPORTATION DISTRICT

By: _____

By: _____

Its: _____

Its: _____

PACIFIC DEVELOPMENT GROUP, INC.

By: _____

Its: _____

DRAFT

**MEMORANDUM OF UNDERSTANDING
BY AND BETWEEN
THE CITY OF SOUTH LAKE TAHOE, THE TAHOE TRANSPORTATION DISTRICT
and URBAN HOUSING COMMUNITIES LLC**

THIS MEMORANDUM OF UNDERSTANDING (“MOU”) is entered into this ____ day of September 2019, by and among the **CITY OF SOUTH LAKE TAHOE**, a municipal corporation, 1901 Lisa Maloff Way, South Lake Tahoe, CA 96150 (“City”), the **TAHOE TRANSPORTATION DISTRICT**, a public entity authorized pursuant to Article IX of the Tahoe Regional Planning Compact (Public Law 96-551), 128 Market Street, Suite 3F, Stateline, NV 89449 (“TTD”), and **URBAN HOUSING COMMUNITIES, LLC.**, a California limited liability corporation, 2000 E. Fourth St., Suite 205, Santa Ana, CA 92705 (“UHC”), and shall be effective as of the approval of this MOU by the TTD Board of Directors and the City of South Lake Tahoe City Council (“Effective Date”).

RECITALS

- A. The TTD is authorized to plan and implement transportation projects and programs within the Tahoe Basin.
- B. The TTD has secured in excess of One Hundred Sixty Million Dollars (\$160M) in funding for various transportation programing and project development within the Tahoe basin.
- C. TTD is a partner with the Tahoe Regional Planning Agency (“TRPA”) concerning implementation of the 2017 Regional Transportation Plan (“RTP”) and the Lake Tahoe Environmental Improvement Program (“EIP”), focusing on multi-modal transportation projects intended to reduce dependency on the private automobile.
- D. TTD is a lead agency and the project proponent for the Bi-State US 50 South Shore Community Revitalization Project (“Revitalization Project”) and, in collaboration with the Federal Highway Administration (California and Nevada Divisions) (“FHA”), the State of California Department of Transportation (“Caltrans”), District 3, the State of Nevada Department of Transportation (“NDOT”), District 2, and TRPA, commissioned an Environmental Impact Report/Environmental Impact Statement/ Environmental Impact Statement (“EIR/EIS/EIS”) to disclose potential impacts from the proposed Revitalization Project.
- E. The Revitalization Project has been designed to implement the goals and policies of TRPA’s Regional Plan, as updated by the 2012 Regional Plan Update, the RTP, the South Shore Area Plan and the Tourist Core Area Plan, focusing on the transformation of the built environment to achieve beneficial environmental redevelopment.

F. On November 9, 2018, the TDD Board of Directors certified the EIR/EIS/EIS in its capacity as the lead agency under the California Environmental Quality Act and approved the Revitalization Project.

G. On November 15, 2018, the TRPA Governing Board certified the EIR/EIS/EIS in accordance with TRPA's Rules of Procedure and approved the Revitalization Project.

H. The Revitalization Project provides the rerouting US Highway 50 to the mountainside of the existing US Highway 50 alignment, resulting in right-of-way acquisition and displacement of residents within the proposed right-of-way ("ROW").

I. On May 13, 2016, the TTD resolved to cause construction of 76 replacement housing units prior to displacement of affected residents within the proposed ROW. This obligation is memorialized as a TRPA Condition of Approval within the TRPA Revitalization Project Permit.

J. The City recognizes that additional deed restricted affordable housing would benefit the local workforce as a whole by keeping workers in the Tahoe basin as opposed to workers seeking lodging in the Carson Valley and elsewhere and thus promoting South Lake Tahoe community development and reducing commuter traffic between South Lake Tahoe and the Carson Valley.

K. UHC is an experienced affordable and work-force housing developer and has constructed numerous projects throughout California.

L. UHC has purchased one parcel and is in the process of identifying additional sites for development of additional affordable housing units.

NOW, THEREFORE, the parties agree:

1. The City's participation in this MOU is an expression of support for affordable housing in the City of South Lake Tahoe, and is not an expression of support for the Revitalization Project. The City reserves judgment on the merits of the overall Revitalization Project until additional project details are finalized in the future.

2. UHC shall proceed with preliminary site design to formulate a development program for the properties ("Development Plans").

3. UHC shall complete a preliminary budget for the Development Plans, identifying project costs, developer contribution, tax credit opportunities, and development funding cost shortfalls requiring subsidy.

4. The City agrees that it will review the preliminary budgets referred to in Paragraph 3 above and use reasonable efforts to identify potential funding sources for the

subsidy required by the Development Plan. If requested by UHC, the City may apply for HOME and/or Community Development Block Grants to assist in the financing of the Development Plans to offset funding shortfalls.

5. In addition to the City's application(s) for funding, the parties may work collaboratively to identify potential further funding opportunities, including, but not limited to, sustainable community grants, funding available through Caltrans, NDOT and the Federal Highway Administration, as well as other sources that may be identified by the parties.

6. UHC shall utilize its expertise to assist the City and the TTD in identifying and applying for the funding sources identified above.

7. The City acknowledges that the TTD and UHC may seek to amend the Tourist Core Area Plan (TCAP) to annex into the TCAP the parcels identified in Paragraph L, above, without which sufficient density for multi-unit residential development may not be achievable.

8. The City and TTD may work cooperatively with UHC to develop affordable housing. In addition to the site already controlled by UHC, the City, TTD, and UHC may work cooperatively to identify and pursue funding for additional affordable housing sites. The parties expressly agree to work in good faith to locate as many of the required replacement units, and any additional affordable housing units.

9. Recognizing the significant impact of the Revitalization Project on City residents, the City and TTD agree that any affordable housing project application covered by this MOU will be considered by the South Lake Tahoe City Council for appropriate action before being considered by the TTD Board of Directors.

10. This MOU shall remain in full force and effect from the date hereof up through and including December 31, 2022. Any party may terminate this MOU, without cause, upon five (5) days' notice to the other parties.

11. All notices or other communications given or made hereunder shall be in writing and shall be delivered or mailed by registered or certified mail, return receipt requested, postage prepaid, to each party at the following address:

City of South Lake Tahoe
Attention: Frank Rush, City
Manager
1901 Lisa Maloff Way
South Lake Tahoe, CA 96150

Tahoe Transportation District
Attention: Carl Hasty
PO Box 499
Zephyr Cove, NV 89448

Urban Housing Communities, LLC
Attention: Douglas Bigley, Pres.
2000 E. Fourth St., Suite 205
Santa Ana, CA 92705

With a copy to:
Heather Stroud, City Attorney

12. Each party to this MOU agrees to perform any further acts and execute and deliver any documents that may be reasonably necessary to carry out the provisions of this MOU.

13. This MOU constitutes the entire agreement among the parties hereto with respect to the subject matter hereof and supersedes any prior or contemporaneous understandings, representations, warranties or agreements (whether oral or written) and may be amended only by a writing executed by all parties.

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15. This MOU shall be construed in accordance with and governed by the laws of the State of California, without reference to conflict of law principles. Venue for any dispute arising out of this MOU shall be at El Dorado County, California.

16. This MOU may be executed in one or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument. A copy, facsimile or pdf version of the signature page(s) shall be deemed an original.

IN WITNESS WHEREOF, the parties have executed this MOU on the date set forth above.

CITY OF SOUTH LAKE TAHOE

TAHOE TRANSPORTATION DISTRICT

By: _____

By: _____

Its: _____

Its: _____

URBAN HOUSING COMMUNITIES LLC

By: _____

Its: _____



MEMORANDUM

Date: September 9, 2019
To: Tahoe Transportation District (TTD) Board of Directors
From: TTD Staff
Subject: Appointment of TTD's Representative and an Alternate to the Tahoe Regional Planning Agency's Advisory Planning Committee

Action Requested:

It is requested the Board appoint a Director as TTD's Tahoe Regional Planning Agency's (TRPA) Advisory Planning Committee (APC) appointee and appoint an alternate as necessary.

Fiscal Analysis:

Not applicable.

Work Program Analysis:

Not applicable.

Background:

The APC serves as the formal advisory board to the Governing Board of the TRPA in regard to planning and policy issues. This important function is the opportunity for the TTD to have a formal voice in the planning process and share its expertise with decision makers in making determinations on planning and project matters in the region.

The Board appointed Mr. Teshara as the District's APC member at the December 2016 meeting, with Mr. Hasty appointed as his alternate.

Discussion:

Staff requests the Board appoint a Director to the APC and appoint an alternate as necessary.

Additional Information:

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



MEMORANDUM

Date: September 9, 2019

To: Tahoe Transportation District (TTD) Board of Directors

From: TTD Staff

Subject: Approve Moving the Tier 2 Screening Result Ideas for the Recreation Travel Regional Revenue Action Plan Contract, Also Known As the OneTahoe Initiative, Forward to the Tier 3 Screening Process; and Approve the Final Task Order #3 - Morse Associates Consulting, LLC in the Amount of \$481,710.10

Actions Requested:

Staff requests the Board approve moving the Tier 2 screening result ideas forward to the Tier 3 screening process; and approve the third and final task order in the amount of \$481,710.10 for professional consulting services (Morse Associates Consulting, LLC) related to the development of regional revenue sources for capital projects, transit services, and operations needed to support recreation travel and the Regional Transportation Plan known as OneTahoe.

Fiscal Analysis:

The full contract award to Morse Associates Consulting, LLC is for an amount not to exceed \$1.182 million. The contract amount reflects an estimate of more than 4,600 consultant hours over a period of fifteen months. Previous actions ensured enough programmed funds within the budget to cover the contract costs. The sources of funds are Surface Transportation Block Grant (STBG) funds, with General Funds providing the non-federal match.

The work in the first two task orders, #1 (\$324,485) and #2 (\$375,425) have been or are just arriving at completion. The grand total of the two task orders rounds out to \$699,910. Approval of Task Order #3 will be for completing the project and its products.

Work Program Impact:

All work associated with this effort is captured under respective elements of the approved FY20 Work Program and corresponding allotted staff time.

Background:

At the September 2018 meeting, the TTD Board awarded a contract to Morse Associates Consulting, LLC and approved the first task. This was after receiving a response to a statement of qualifications and approach request (SOQ) made by Staff on June 29 where it was posted on TTD's website and with the national American Planning Association service. Several inquiries were received by Staff in response, but only one submission was received at the deadline. The Board heard the work progress on that first task order at the December 2018 meeting and approved the funding gap target, as well as evaluation and selection criteria to be used to determine the proposed funding gap source(s) in the next rounds of work. In January of 2019, the Board approved the second task order.

CH/ja

AGENDA ITEM: VIII.C.

At the July 2019 meeting, the Board heard an update presentation on the work product for the effort, including the results of the Tier 1 screening process. The Board supported the draft recommendations to move forward for further screening in Tier 2 and further evaluation of other recommendations. Subsequently, most Board members have received an additional briefing on Tier 2 screening outcomes.

Discussion:

The work in the first task order has been completed and the second is nearing completion. Derek Morse, who is leading the consultant team, will provide a brief overview presentation on the project to date, including the Tier 2 screening results and the revenue sources recommended to go onto the more detailed Tier 3 and final screening process. He will also be reviewing next steps.

So as not to interrupt continuity in the schedule, Staff is proposing to approve the use of funds for the completion of the project tasks. This work will involve the application of the selection criteria to complete the winnowing process, another round of consultations with stakeholders, and the preparation of final recommendations and report among others.

Staff recommends approving moving the Tier 2 results forward to the Tier 3 process and approval of Task Order #3.

Additional Information:

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



MEMORANDUM

Date: September 9, 2019

To: Tahoe Transportation District (TTD) Board of Directors

From: TTD Staff

Subject: Approve an Interlocal Agreement Between the Nevada Department of Transportation and TTD for Maintenance and Operations of the Shared Use Path and Associated Facilities on Nevada State Route 28, Including Trailhead Parking Facilities in the Nevada Department of Transportation's Right of Way

Action Requested:

Staff requests the Board review and provide direction for consideration to develop an Interlocal Agreement for Maintenance and Operations of the Nevada State Route 28 Shared Use Path and associated parking facilities between TTD and Nevada Department of Transportation (NDOT) and proceed with subsidiary agreements as necessary.

Fiscal Analysis:

All expenditures associated with this item for the fiscal year are in the approved FY20 budget. Current expenditures associated with the operations, maintenance, and monitoring are funded through a variety of existing mechanisms, including the VPPP grant, Washoe County, and mitigation funds. Long-term operating and maintenance expenses will be funded through the new Parking Management account using parking revenues and managed by TTD. Revenues beyond operating and maintenance expenditures will be held and managed with input from the project delivery team (PDT) and through future Board approval. Staff would like to proceed with the pilot program and charging for parking per the approved parking pricing scenario to assure expenditures are covered in a timely manor and to test the system prior to the peak season next year.

Work Program Impact:

All work associated with this effort is captured under respective elements of the approved FY20 work program, with corresponding allotted staff time.

Background:

The SR 28 Parking Management Plan includes a pilot program intended to inform a larger parking management program to be implemented along the SR 28 Corridor, including additional off-highway parking as the program expands. The pilot program will provide an opportunity to test new parking technology, implement an initial parking pricing strategy, and develop a parking enforcement program, as well as to monitor the system and use data analytics to adjust parking management strategies in the future. Additionally, the parking revenues collected from the 90 parking spaces at the trailhead parking will be utilized to assist with operations and maintenance of the trail and parking (bathrooms, trash, etc.)

DH/ja

AGENDA ITEM: VIII.D.

An overview of the draft program, parking pricing scenarios, outreach, and staffing was presented to the Board at its December 2018 and the Parking Management Plan and pricing scenario was approved at the April 2019 board meeting.

Discussion:

There is a current agreement between NDOT and Washoe County for the SR 28 parking lots in Incline Village (Parking Agreement). During the parking management process, Staff, along with the Washoe County District Attorney's office (DA) and Washoe County staff, explored the County's ability to charge fees and fine for parking violations. The DA informed all parties that the County has to own the property to charge a fee for parking. This would require NDOT to deed the parcels and a portion of Right of Way to the County, which NDOT is willing to do or NDOT can do the same with TTD. Washoe County staff has indicated that Washoe County prefers TTD hold the property and they will continue to maintain the parking lots per the Parking Agreement.

In light of the foregoing, Staff recommends the following:

- TTD will work with NDOT to terminate the current Parking Agreement with Washoe County and enter into a new parking agreement between NDOT and TTD. NDOT could deed the land to TTD, however, shifting the agreement from Washoe to TTD is preferred by TTD staff instead of ownership at this time.
- TTD will have priority to hold revenue for the operations and enforcement of the parking meters and to cover administrative costs of the parking meter program.
- TTD will work with Washoe County to clarify the operating and maintenance agreement, which will include TTD reimbursing Washoe County for the yearly maintenance activities through revenues collected through the trailhead parking fees, as agreed upon in the SR28 Corridor Management Plan.
- TTD will share a portion of the remaining revenue with Nevada Division of State Parks for their annual cost of operation and maintenance on the SR 28 multi-use path.

Finally, upon the Board approval of a future agreement, TTD would like to begin charging for parking as proposed in the Parking Management Plan. Should the meters be as successful as indicated in the Value Pricing Pilot Program, TTD will hold any remainder after operating and maintenance costs for capital infrastructure improvements of the path, parking area, and transit costs.

Additional Information:

If you have any questions or comments regarding this item, please contact Danielle Hughes at (775) 289-4449 or dhughes@tahoetransportation.org.



MEMORANDUM

Date: September 9, 2019

To: Tahoe Transportation District (TTD) Board of Directors

From: TTD Staff

Subject: Approval to Seek Acquisition of the Old Elementary School Site, Located at 771 Southwood Blvd., Incline Village, from the Washoe County School District for Use as a Mobility Hub Related to the Development of Tahoe's Transit System and Operations for Public Transit and Public Access to the Lake Tahoe Region

Action Requested:

It is requested the Board approve TTD acquiring the old elementary school site located at 771 Southwood Blvd. in Incline Village from the Washoe County School District (WCSD) and authorize the District Manager and Legal Counsel to develop cooperative agreements on funding, pursue due diligence, and develop an acquisition funding package and timeline.

Fiscal Analysis:

At this time, TTD does not have the funds to fully purchase the school site at the appraised value of roughly \$2.3 million. Additional funds will be needed for building demolition and redevelopment of the property into a mobility hub. A variety of public sourced funds are available through various programs, including but not limited to Surface Transportation Block Program, Section 5339, State Question 1, Environmental Improvement Program, Washoe County 1, and TRPA Air Quality Mitigation funds. TTD does have some funds programmed to future project efforts that could be reprogrammed for acquisition purposes. A proposal letter of intent is being drafted for partners, including TTD to submit to the WCSD.

Work Program Analysis:

The site is currently used seasonally as part of transit service operations so any associated staff time is included in the work program. Acquisition and redevelopment of the property as a project will affect future work programs.

Background:

The old elementary school site in Incline Village has been used by TTD in agreement with the Washoe County School District as a seasonal transit hub for the East Shore Transit Service provided to the public seeking access to Sand Harbor, and now the East Shore Trail, for the last nine years. The seasonal service to Sand Harbor has been but a start with the vision to serve the entire SR 28 corridor to Spooner Summit. In addition TTD's long range transit plan (Linking Tahoe: Lake Tahoe Basin Transit Master Plan) calls for a mobility hub needed in Incline among a number of locations to serve the greater transit service needed for the Tahoe Region.

Discussion:

Staff has reported to the Board on several occasions on the potential loss of the school site and how that would leave the seasonal service without an alternative. Last month, the WCSD Board took action to open a bid process for sale of the site. The loss of the site would likely mean a cessation of the seasonal service provided by TTD. Several attempts have been made in the past to gather a partnership effort to secure the site, but were unsuccessful until very recently.

Within the last two weeks, Staff has made one more attempt to gather the public partners in an effort to jointly move forward on acquisition. While there has always been an interest and understanding in the site and its role to the service among the partners, that interest and enough potential funding sources have not come together to make a serious proposal possible. Staff have been consulting with WCSD staff, Washoe County, the Nevada Department of Conservation and Natural Resources, Nevada State Parks, Nevada State Lands, Nevada Department of Transportation, TRPA, and IVGID about making a proposal to WCSD to acquire the site through available funding sources over a period of time through which those sources would become available. At this writing, TTD staff and supporters are working on a draft letter to WCSD.

The discussions of the last two weeks included who would take possession of such an acquired property. Washoe County and State Lands would prefer to have TTD take possession since the purpose is to redevelop the property to serve as part of Tahoe's transit system.

Staff will be prepared to share and describe more at the Board meeting, but at this time is recommending the Board endorse the acquisition pursuit and approve TTD becoming the property owner through the acquisition process; include the site as a project in its capital improvement program; and work with the community and partners to redevelop the site as a mobility hub, fitting the community and transit service needs.

Additional Information:

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

Attachment:

- A. Summary of Appraisal and Map

Synopsis of WCSD Appraisal of Old Incline Elementary School Site

6.41 acres maps attached

279,220 sq. ft. total property

12,433 sq. ft. SEZ

266,777 sq. ft. exclusive of SEZ

Allowable Coverage:

124 sq. ft. SEZ Allowable Coverage

80,033 sq. ft. Class 6 Coverage

80,157 sq. ft. Base Allowable Coverage

184,070 sq. ft. Existing Coverage (School built in 1965 grandfathered)

School Buildings comprise 49,459 sq. ft., report notes that asbestos is probable throughout the building in the sheetrock, wallboard, flooring, boiler and pipe, etc.

All utilities are available on site.

Appraised Value

\$3,500,000 value (\$12.50/sq. ft. x 279,220 sq. ft.)

-1,150,000 deduct for asbestos building removal; determined by staff and Marshall Valuation.

\$2,350,000 Appraised Value



JOHNSON | PERKINS | GRIFFIN
REAL ESTATE APPRAISERS & CONSULTANTS

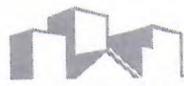
SUBJECT AERIAL MAP



Enlarged Aerial

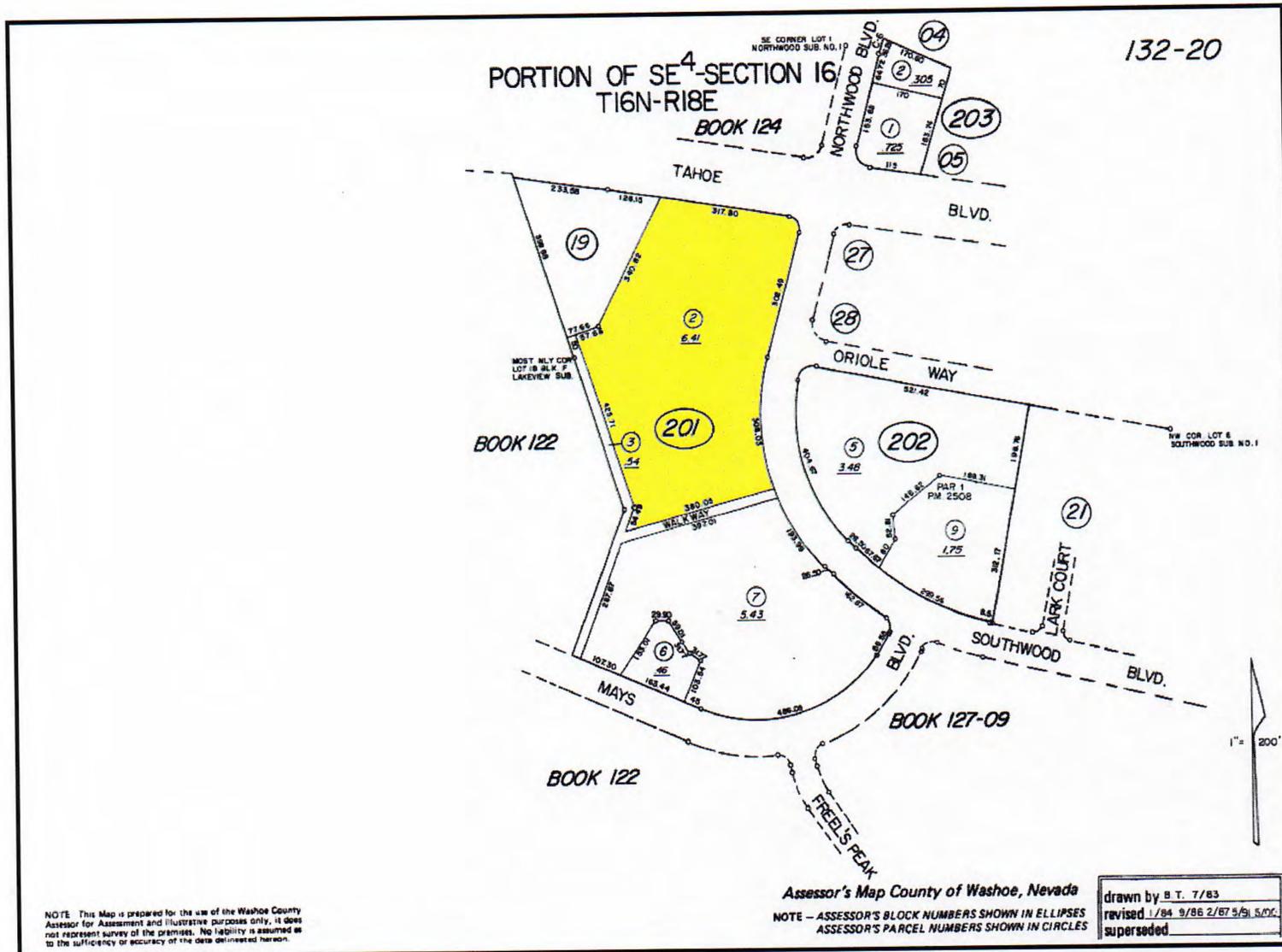
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WASHOE COUNTY ASSESSOR'S PARCEL MAP
Assessor's Parcel Number 132-201-02



Subject Land Area

Parcel Shape	Acres	Square Feet
Irregular	6.41± Acres	279,220± Square Feet



MEMORANDUM

Date: September 9, 2019
To: Tahoe Transportation District (TTD) Board of Directors
From: TTD Staff
Subject: Authorize the Procurement for Professional Consulting Services to Develop a Multi-Jurisdiction Hazard Mitigation Plan

Action Requested:

It is requested the Board authorize the procurement for professional consulting services to develop a Multi-Jurisdiction Hazard Mitigation Plan (HMP).

Fiscal Analysis:

TTD submitted a grant application to California Office of Emergency Services (CalOES) under DR-4382 to prepare a Bi-state Multi-jurisdictional HMP. On August 29, 2019, CalOES notified TTD that the submitted sub-application has been sent to Federal Emergency Management Agency (FEMA) for review.

A revised grant request for \$174,625, using staff and partners time as match in the amount of \$24,975 was submitted to CalOES prior to sending it to FEMA, based on discussions with CalOES. The HMP is a five-year funding document which outlines proposed natural hazard mitigation strategies and is required to obtain additional FEMA funding for projects through the program, the source of funds for CalOES. TTD will submit a grant request to Nevada Homeland through the Pre-Disaster Mitigation (PDM) Grant Program to fulfill the Nevada portion of the HMP at a later date. To meet the requirements of preparing the HMP and need to submit projects under the near term PDM grant (due in January 2020), staff would recommend release of the RFP prior to receiving the award for DR-4382. Any General Fund expenditures for this effort are being captured separately and can be reimbursed by the grant when awarded as stated in the grant guidelines. An HMP is required for both the Hazard Mitigation Program and the PDM Program.

Work Program Analysis:

The development of the HMP allows access to FEMA funding sources to be utilized as part of TTD's Capital Improvement Program. Future mitigation projects, as the outcome of a FEMA approved and successful future grants submitted for funding will be captured under respective elements of the future Work Program and allotted corresponding staff time.

Background:

Tahoe and its transportation network are vulnerable to natural hazards, such as wildfire and climate related events, when it comes to the movement of people or emergency evacuation situations. History has illustrated that with Tahoe's visitation and severe weather events, the ingress and egress of vehicles has major impacting consequences to travelers, law enforcement

DH/ja

AGENDA ITEM: VIII.F.

services, emergency services, the economy, and communities. Recent fire and flood events in California illustrate how extreme weather events can result in disaster—including injuries and loss of life, damage and disruption to critical infrastructure, and economic losses.

Identifying areas of the region where transportation networks and built infrastructure are most vulnerable to potential climate impacts—and developing adaption strategies to address these risks—are important steps to increase the region’s resilience to climate change. At the March and August 2019 Board meetings, Staff discussed TTD’s participation with the California Tahoe Conservancy-led project study, known as the Climate Adaption Action Plan (CAAP) and Vulnerability Assessment. The study includes preparing a basin-wide vulnerability assessment, gap analysis, economic analysis; and developing an interagency climate adaption strategy for multi-modal transportation infrastructure. TTD will use the CAAP and Vulnerability Assessment to support an HMP. Stakeholder agencies and project partners will be invited to participate. TTD utilizes land from the local, state and federal jurisdictions and operates facilities throughout the Tahoe Basin; coordination and buy-in are fundamental in achieving HMP goals and actions. Developing the mitigation goals as guidelines that will represent what the community wants and the relationship to existing strategies is key to accomplish through the HMP. Goals that represent a long-term, community-wide vision and take into account the high-level visitation levels are critical for success. Coordinating the mitigation projects with private and public partners provides the opportunity to align mitigation projects with other local priorities.

Once the planning process commences, TTD will utilize public media to get the planning efforts out to the general public and reach out to visitors to assure people unfamiliar with the region of the hazards that can arise and mitigation proposed to address those hazards. TTD will provide public notification through its website and Facebook and Twitter accounts. Additionally, TTD will conduct a public online survey to solicit input on the hazards that face the region, the safety elements of existing and proposed transit and the transportation mitigation activities that the users recommend TTD undertake. The draft HMP will be placed on TTD’s website for public review and comment. Finally, notification of the draft HMP review and adoption by the TTD Board will be advertised. Documentation of community outreach efforts and public participation will be included in the plan.

Developing a basin-wide HMP will provide a strategic approach to implementation that complements each County’s HMP and a funding source for multi-jurisdictional mitigation solutions for TTD.

Discussion:

The RFP will include specific services required to develop an HMP. Upon Board authorization, Staff will proceed with the procurement by issuing a Request for Proposal (RFP) for the plan and associated outreach. Staff will review the submitted proposals; rank qualified firms; if needed, hold interviews with those deemed competitive; and negotiate a contract with the selected firm. The contract is expected to be two years.

After the procurement process is complete, Staff will return to the Board with a recommendation of award to the firm that will provide the best value to TTD for these services, along with a contract for Board approval. Staff recommends approval.

Additional Information:

If you have any questions or comments regarding this item, please contact Danielle Hughes at dhughes@tahoetransportation.org or (775) 557-4901.